



# VILLAGE OF HARRISON HOT SPRINGS

## NOTICE OF MEETING AND AGENDA

# REGULAR COUNCIL MEETING

**Date:** Monday, September 21, 2009  
**Time:** 7:00 p.m.  
**Location:** Council Chambers, Harrison Hot Springs, British Columbia

<b>1. CALL TO ORDER</b>			
	(a)	Meeting called to order by Mayor Becotte	
<b>2. INTRODUCTION OF LATE ITEMS</b>			
<b>3. APPROVAL OF AGENDA</b>			
<b>4. ADOPTION AND RECEIPT OF MINUTES</b>			
<input type="checkbox"/> Regular Council Meeting Minutes – August 10, 2009		<b>THAT</b> the minutes of the Regular Council Meeting of August 10, 2009 be adopted.	Item 4.1 Page 1
<input type="checkbox"/> Special Council Meeting Minutes – August 17, 2009		<b>THAT</b> the minutes of the Special Council Meeting of August 17, 2009 be adopted.	Item 4.2 Page 11
<input type="checkbox"/> Special Council Meeting Minutes – September 16, 2009		<b>THAT</b> the minutes of the Special Council Meeting of September 16, 2009 be adopted.	Item 4.3 Page 15
<input type="checkbox"/> Special Council Meeting Minutes – September 18, 2009		<b>THAT</b> the minutes of the Special Council Meeting of September 18, 2009 be adopted.	Item 4.4 Page 19
<b>5. BUSINESS ARISING FROM THE MINUTES</b>			
<b>6. PUBLIC AND STATUTORY HEARINGS</b>			
<b>7. DELEGATIONS AND PETITIONS</b>			





## 8. CORRESPONDENCE

<input type="checkbox"/> Letter dated August 5, 2009 from the Harrison Hot Springs Preschool	Item 8.1 Page 21
<input type="checkbox"/> Letter dated August 10, 2009 from True Sport	Item 8.2 Page 23
<input type="checkbox"/> Email dated August 13, 2009 from Station 89.5 The Hawk re Harrison Boat Show	Item 8.3 Page 25
<input type="checkbox"/> Letter dated August 19, 2009 from the Lifesaving Society	Item 8.4 Page 27
<input type="checkbox"/> Letter dated August 20, 2009 from UBCM re Community to Community Forum	Item 8.5 Page 29
<input type="checkbox"/> Letter dated August 21, 2009 from Fraser Valley Regional District re Animal Control Service	Item 8.6 Page 31
<input type="checkbox"/> News Release dated August 22, 2009 from Interior Health re West Nile Virus	Item 8.7 Page 33
<input type="checkbox"/> Letter dated August 25, 2009 from Honours and Awards Secretariat re Order of British Columbia	Item 8.8 Page 45
<input type="checkbox"/> Letter dated August 26, 2009 from the District of Kent re Movie in the Park	Item 8.9 Page 47
<input type="checkbox"/> Letter dated September 2, 2009 from KPMG re Climate Charter	Item 8.10 Page 49
<input type="checkbox"/> Letter dated September 3, 2009 from the City of Burnaby re industrial property taxes	Item 8.11 Page 53
<input type="checkbox"/> Letter dated September 7, 2009 from Youth Parliament of British Columbia	Item 8.12 Page 57
<input type="checkbox"/> Email dated September 10, 2009 from FVRD re West Nile Virus Report	Item 8.13 Page 61
<input type="checkbox"/> Email dated September 14, 2009 from FVRD re West Nile Virus Report	Item 8.14 Page 65

## 9. BUSINESS ARISING FROM CORRESPONDENCE

- ☐ Letter dated August 21, 2009 from Fraser Valley Regional District re Animal Control Service

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

<input type="checkbox"/> Administration and Finance Committee Meeting Minutes of March 13, 2009	THAT the minutes of the Administration and Finance Committee Meeting of March 13, 2009 be received.	Item 10.1 Page 71
<input type="checkbox"/> Communities in Bloom Committee Meeting Minutes of July 8, 2009	THAT the minutes of the Communities in Bloom Meeting of July 8, 2009 be received.	Item 10.2 Page 75
<input type="checkbox"/> Economic Development Commission Meeting of July 22, 2009	THAT the minutes of the Economic Development Commission Meeting of July 22, 2009 be received.	Item 10.3 Page 81

## 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

☐ Resort Collaborative  
Report – September 21,  
2009

**Report of Chief Administrative Officer – September 21, 2009**  
**Re: Resort Collaborative (Verbal)**

Item 13.1

☐ Christmas Closure  
Schedule – 2009 –  
September 1, 2009

**Report of Director of Finance – September 1, 2009**  
**Re: Christmas Closure Schedule – 2009**

Item 13.2  
Page 85

**Recommendation:**

**THAT** the Village Office be closed at 12:00 noon, December 24, 2009 and be closed December 29, 30 & 31, 2009, reopening January 4, 2010.

☐ Development Variance  
Permit – September 1, 2009

**Report of Chief Administrative Officer – September 1, 2009**  
**Re: Development Variance Permit – 380 Eagle Street**

Item 13.3  
Page 87

**Recommendation:**

**THAT** Council receives this report; and

**THAT** Council approves the Development Variance Permit; or

**THAT** Council denies the Development Variance Permit.

☐ Council Remuneration –  
September 17, 2009

**Report of Chief Administrative Officer – September 17, 2009**  
**Re: Council Remuneration – per diem clarification – Amendment to Policy 1.19**

Item 13.4  
Page 97

**Recommendation:**

**THAT** Council receives this report; and

**THAT** Council approves the amendment to Part 3 c Per Diem Allowance, by replacing it with 3 c Meals and 3 d Per Diem Allowance, Section 1 and Section 2 and e Miscellaneous.

☐ Fire Department Monthly  
Report for June 2009 – July  
8, 2009

**Report of Fire Chief – July 8, 2009**  
**Re: Fire Department Monthly Report for June 2009**

Item 13.5  
Page 105

**Recommendation:**


**THAT** the Fire Chief's monthly report for June 2009 be received.



<p><input type="checkbox"/> Fire Department Monthly Report for July 2009 – August 3, 2009</p> <p><input type="checkbox"/> Fire Department Monthly Report for August 2009 – September 3, 2009</p> <p><input type="checkbox"/> Monthly Status Report – September 18, 2009</p>	<p><b>Report of Fire Chief – August 3, 2009</b> Re: Fire Department Monthly Report for July 2009</p> <p><b>Recommendation:</b></p> <p><b>THAT</b> the Fire Chief's monthly report for July 2009 be received.</p> <p><b>Report of Fire Chief – September 3, 2009</b> Re: Fire Department Monthly Report for August 2009</p> <p><b>Recommendation:</b></p> <p><b>THAT</b> the Fire Chief's monthly report for August 2009 be received.</p> <p><b>Report of Chief Administrative Officer – September 18, 2009</b> Re: Monthly status report</p>	<p>Item 13.6 Page 109</p> <p>Item 13.7 Page 113</p> <p>Item 13.8 Page 117</p>
<p><b>14. BYLAWS</b></p>		
<p><input type="checkbox"/> Bylaw No. 914 Council Procedure Bylaw</p> <p><input type="checkbox"/> Bylaw No. 924 Fee Schedule Amendment Bylaw</p> <p><input type="checkbox"/> Bylaw No. 925 Advisory Planning Commission Repeal Bylaw – August 21, 2009</p> <p><input type="checkbox"/> Bylaw No. 926 Recreation Commission Repeal Bylaw – August 21, 2009</p> <p><input type="checkbox"/> Bylaw No. 927 Financial Plan Amendment – September 18, 2009</p>	<p><b>THAT</b> Bylaw No. 914 Council Procedure Bylaw be adopted.</p> <p><b>THAT</b> Bylaw No. 924 Fee Schedule Amendment Bylaw be received for first, second and third readings.</p> <p><b>Report of Chief Administrative Officer – August 21, 2009</b> Re: APC Terms of Reference and repealing of Bylaw 643</p> <p><b>Recommendation:</b></p> <p><b>THAT</b> Council acknowledges the Terms of Reference of the Advisory Planning Commission; and</p> <p><b>THAT</b> Council approves three readings of Bylaw 925, a bylaw to repeal Bylaw 643 and amendments thereto in their entirety.</p> <p><b>Report of Chief Administrative Officer – August 21, 2009</b> Re: Parks and Recreation Commission Terms of Reference and repealing of Bylaws 170 and 266 in their entirety</p> <p><b>Recommendation:</b></p> <p><b>THAT</b> Council approves three readings of Bylaw 926 to repeal bylaws 170 and 266 in their entirety.</p> <p><b>THAT</b> Bylaw No. 927 Financial Plan Amendment Bylaw be adopted.</p>	<p>Item 14.1 Page 121</p> <p>Item 14.2 Page 139</p> <p>Item 14.3 Page 141</p> <p>Item 14.4 Page 153</p> <p>Page 14.5 Page 165</p>



<b>15. QUESTIONS FROM THE PUBLIC</b>
<b>16. ADJOURNMENT</b>

  
\_\_\_\_\_  
Larry Burk  
Chief Administrative Officer





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

**DATE:** August 10, 2009  
**TIME:** 7:02 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  
Michael Rosen, Village Planner

**ABSENT:** Recording Secretary, Debra Key

**1. CALL TO ORDER**

The Mayor called the meeting to order at 7:02 p.m.

**2. INTRODUCTION OF LATE ITEMS**

Rendall Park and McCombs Drive Speedbumps

Letter from J.D. Partin re Fire Hydrants

**3. APPROVAL OF AGENDA**

Moved by Councillor Perry  
Seconded by Councillor Harris

**THAT** the agenda be approved as amended.

**CARRIED**

**4. ADOPTION AND RECEIPT OF MINUTES**

☐ Regular Council Meeting  
Minutes of July 13, 2009

Moved by Councillor Jackson  
Seconded by Councillor Kenyon

**THAT** the minutes of the Regular Council Meeting of July 13, 2009 be adopted.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES**

None

6. **PUBLIC AND STATUTORY HEARINGS**

None

7. **DELEGATIONS**

**Donna McGeachie and Melissa Holland, BC Transmission Corporation**

Melissa Holland gave a brief overview of the BC Transmission Corporation project. She identified the Interior Mainland Project which is a proposed new transmission line from Merritt that would pass through the area and carry down through the lower mainland. This line would supply additional transmission capacity for growth in the lower mainland and Fraser Valley. The Corporation has been looking for projects that would leave a benefit to the community and through discussions with the Village identified the McCombs Road Upgrade. This upgrade has been identified as a project that fit the philosophy of safety and emergency preparedness. Ms. Holland presented the Village of Harrison Hot Springs a cheque in the amount of \$85,000 for their contribution towards the McCombs Road Upgrade project.

The Mayor asked if BC Transmission had a target completion date for the project. The Corporation advised it is hoping to complete its project by early 2010. The Mayor thanked the delegates for attending.

**Ruth Hache, Child Heroes Global Entertainment Group**

Ruth Hache gave a brief outline of the Group's objective which was to provide inspiration for empowering children to showcase their talents through sandsculpting. She also stated that the group wanted to provide public education on the rights of children. Ms. Hache asked for financial support from Council. The Mayor advised that she would need to set up a meeting with staff to obtain the necessary information and special event permit.

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

**THAT** the delegates be received.

CARRIED

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
August 10, 2009*

8.

**CORRESPONDENCE**

- ☐ Letter dated July 23, 2009 to Mr. & Mrs. Schildpatt re Village Front Entrance Flags
- ☐ Memo from Executive Assistant to Mayor & Council, Staff re New Community Safety and Information Office
- ☐ Letter dated July 29, 2009 to Mr. John Hoogendoorn re Appt to Kent-Harrison Joint Emergency Program Committee

**Moved by Councillor Kenyon**  
**Seconded by Councillor Harris**

**THAT** the correspondence be received.

**CARRIED**

Councillor Harris thanked the Schildpatts for their donation of flags at the front entrance.

The Mayor read out a thank you letter from the Communities in Bloom Judges.

9.

**BUSINESS ARISING OUT OF CORRESPONDENCE**

10.

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

- ☐ Minutes of APC Meeting of  
May 26, 2009

**Moved by Councillor Jackson**  
**Seconded by Councillor Perry**

**THAT** the minutes of the Advisory Planning Commission Meeting of  
May 26, 2009 be received.

**CARRIED**

- ☐ Minutes of the  
Communities in Bloom  
Committee Meeting of June  
10, 2009

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

**THAT** the minutes of the Communities in Bloom Meeting of June 10,  
2009 be received.

**CARRIED**

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
August 10, 2009*

☐ Minutes of the Economic  
Development Commission  
Committee Meeting of June  
24, 2009

**Moved by Councillor Kenyon**  
**Seconded by Councillor Jackson**

**THAT** the minutes of the Economic Development Commission Meeting of June 24, 2009 be received.

**CARRIED**

☐ Minutes of the Canada  
Day Committee Meeting of  
June 26, 2009

**Moved by Councillor Harris**  
**Seconded by Councillor Kenyon**

**THAT** the minutes of the Canada Day Committee Meeting of June 26, 2009 be received.

**CARRIED**

**11.**

**REPORTS FROM MAYOR**

Participated in Dragon Boat Festival. The event brought approximately 4,000 people into town, 1600 paddlers plus families and spectators. The Mayor kicked off the event and performed a ceremony called "dotting the eye of the dragon". The event was very well organized and proved to be successful. The Festival also connected with another group of ladies raising money for Breast Cancer.

Attended an invitation from the Chehalis Indian Band to open a new health department which will employ 27 staff members. A celebration followed by luncheon in the school gym. Witnessed signing of the agreement.

The Village has opened a new Community Safety and Information Office on Esplanade. This office will be utilized by the Bylaw Enforcement Officer and RCMP. Copies of policing material, Village bylaws and community information will be available. The Mayor invited anyone with experience to provide their name as a volunteer.

Has been involved in interviews for Officer In Charge for the Regional RCMP Detachment. Selection has not yet been made public.

Passed tax deadline on July 31, 2009.

A Province wide fire ban is still in effect.



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The Mayor reported a fire in the poolhouse room at Harrison Holiday Park but the Fire Department was able to contain the fire. The Mayor thanked the Fire Department.

The Mayor reported that recently there was a tragic drowning in the lagoon. Not long after that there was a near drowning. A resident of Agassiz, Tanya Pranger, was able to assist the victim.

**Moved by Mayor Becotte**  
**Seconded by Councillor Harris**

**THAT** a letter be sent to the BC Lifesaving Society recognizing the heroic efforts of Tanya Pranger.

**Moved by Councillor Jackson**  
**Seconded by Councillor Perry**

**THAT** the Mayor's report be received.

**CARRIED**

**12.**

**REPORTS FROM COUNCILLORS**

**Councillor Harris**

Visit from the CIB judges on July 20, 2009. Don Alberg, who is a former Public Works superintendent, requested a tour of sewage plant and new water reservoir. Thank you to foreman, Chris Wilson for assisting in the tour. Judges were impressed with Community Garden.

July 22, 2009 the Community Gardeners held an appreciation dinner and invited Council and CIB Committee to have a meal of homegrown food.

Show Kids you Care Committee will sponsor Story Time in the Park August 12, 2009.

Traffic counts are averaging between 22-25,000 vehicles per week in Harrison Hot Springs.

Thanked Rob Powers of CHPA for explanation of the plaza development design. Thank you to Teresa Baxter, Village gardener for giving explanation to CIB judges.

**Councillor Kenyon**

Attended festivities in the Village.

Asked the CAO for an update on recycling.

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Minutes of the Regular Council Meeting  
August 10, 2009*

The CAO stated upcoming meetings will be scheduled very shortly. Solid Waste Management Plan – still maintaining the best we can on recycling process.

Speedbumps are a great idea, but would like a gentler slope. Need to create a barrier on the east side of speedbumps. Has staff considered a speedbump on Echo?

**Councillor Jackson** Attended Air Quality on July 24, 2009 re Vancouver Waste Energy. Recommendation for scientist to do a review of the ACOM Waste Energy Project.

Attended Council Retreat on July 29, 2009.

Attended the first Bylaw and Policy Review Committee and Sustainability and Infrastructure Committee meetings.

Received a letter from Mr. & Mrs. Partin requesting fire hydrants at south end of Harrison. Asked that Council look at the proposal and be placed back on the agenda for the September meeting.

**Councillor Perry** July 16, 2009 attended cleanup on Hot Springs Road in preparation of the CIB Judges. Thanks went out to Gail Guimont, Leo Facio, Ray Hooper and other members of the community.

Dinner with CIB Judges at Raven's Restaurant.

July 20, 2009 met with Judges for Village Tour.

July 22, 2009 attended FVRL Board – accepted resignation of CEO, Maureen Wood and appointed Rob O'Brennan.

Letter writing campaign was started to Premier Campbell regarding grant funding FVRL projects.

July 29, 2009 attended Council Retreat with Council, Village Planner, Michael Rosen, Ted Tisdale, APC and EDC.

Sometime ago, a letter campaign was started to ask Canada Post to switch from post office boxes to community boxes, however, Canada Post have advised that due to economic restraints, they could not proceed with this request.

Attended with Councillor Jackson at an FCM Convention at Whistler.



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Asked that more friendly type speed bumps be installed on McCombs Road.

Asked if Rendall Park is designated as a BBQ area. The Mayor stated that the ban of BBQs was strictly to ban BBQs from the beach area.

The CAO stated that it is extremely difficult to police barbequing. The Bylaw Enforcement Officer is currently handing out pamphlets and educating people on the new bylaw.

There was discussion surrounding issues with barbequing and the lack of disposal receptacles.

The Mayor advised that he had a meeting with CAO, Ken Fleckenstein and Jackie Meisner regarding speed bumps. Plans are coming forward regarding traffic calming devices. CAO looking for options for speedbumps – waiting for costs and roundabouts.

Councillor Jackson stated Chief Charlie of Chehalis had been invited to the Communities In Bloom Conference and asked that a formal letter of invitation be sent.

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

**THAT** the Councillors' reports be received.

**CARRIED**

13.

**REPORTS FROM STAFF**

□ Terms of Reference for  
EDC – August 5, 2009

**Moved by Councillor Kenyon**  
**Seconded by Councillor Jackson**

**Report of Chief Administrative Officer – August 5, 2009**  
**Re: Terms of Reference for EDC**

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

**CARRIED**

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
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☐ Neighbourhood Planning  
Area 1 & 2 initial draft  
report – August 7, 2009

**Moved by Councillor Jackson**  
**Seconded by Councillor Kenyon**

**Report of Chief Administrative Officer /Village Planner – August  
7, 2009**

Re: Neighbourhood Planning Area 1 & 2 initial draft report

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

**CARRIED**

☐ Cost of attendance at FCM  
conference in Toronto –  
August 6, 2009

**Moved by Councillor Perry**  
**Seconded by Councillor Jackson**

**Report of Chief Administrative Officer – August 6, 2009**

Re: Cost of attendance at FCM conference in Toronto

**THAT** this cost analysis be referred to the 2010 budget.

**CARRIED**

☐ Additional Grants to  
Groups – July 31, 2009

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

**Report of Director of Finance – July 31, 2009**

Re: Request for Additional Grants to Groups

**THAT** Council receives the Director of Finance's report on an  
additional request for a Grants to Group and that the Director of  
Finance respond to the request.

**CARRIED**

**14.**

**BYLAWS**

☐ Community Amenities  
Reserve Expenditure Bylaw –  
August 7, 2009

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

**Report of Director of Finance – August 7, 2009**

Re: Community Amenities Reserve Expenditure Bylaw

**THAT** Council rescinds third reading of Bylaw No. 922 Community  
Amenities Reserve Expenditure.

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**Moved by Councillor Harris**  
**Seconded by Councillor Kenyon**

THAT Bylaw No. 922 Community Amenities Reserve Expenditure be given third reading as amended.

**CARRIED**

☐ Bylaw No. 914 Council  
Procedure Bylaw

**Moved by Councillor Kenyon**  
**Seconded by Councillor Jackson**

THAT Council Procedure Bylaw No. 914, 2009 be received for third reading.

**CARRIED**

☐ Bylaw No. 920 OCP  
Amendment

**Moved by Councillor Jackson**  
**Seconded by Councillor Kenyon**

THAT OCP Amendment Bylaw No. 920 be adopted.

**CARRIED**

☐ Bylaw No. 921 Zoning  
Amendment Bylaw

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

THAT Zoning Amendment Bylaw No. 921 be adopted.

**CARRIED**

13.

**QUESTIONS FROM THE PUBLIC**

A member of the public asked why he is being charged \$20.00 fee for statutory declaration. The CAO stated it was a misinterpretation and he will be refunded.

A member of the public asked if a fee schedule has been drawn up for the O'Shea property agreement. The CAO advised that the agreement is currently being drawn up. Is there private mooring at Rendall Park? The Mayor stated the Village has no water licence in that area therefore has no jurisdiction on the water.

A member of the public stated that swimming is dangerous on the west side of the lagoon due to the amount of boats coming into this area. She suggested using buoys or roped off areas for swimming. The Mayor said the Harbour Commission will be meeting to discuss these issues.

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Minutes of the Regular Council Meeting  
August 10, 2009*

A member of the public asked when the trail development meeting is scheduled. The Mayor advised that the meeting is August 19, 2009.

A member of the public asked about the new Bylaw 914 and why the council meeting held on July 29, 2009 at the Harrison Hot Springs Resort wasn't posted and whether the minutes will be available for the public.

A member of the public asked why the trail development meeting wasn't advertised. The CAO explained that only the property owners affected were notified.

A member asked if photo radar cameras could be installed on McCombs Drive for traffic calming measures.

A member asked if a cigarette receptacle could be installed on the beaches.

A member stated she was happy to see the speedbumps back in and neighbours have advised her that it has helped.

A member suggested that between Hot Springs Road and Esplanade Avenue be a boat free road.

A member asked when Torch Relay was coming through town. The Mayor said the date of the Torch Relay is February 7, 2010.

**ADJOURNMENT**

**Moved by Councillor Perry**

**Seconded by Councillor Kenyon**

That the meeting be adjourned at 8:48 p.m.

**CARRIED**

Certified a true and correct copy of the minutes of the Regular Meeting of Council held August 10, 2009 in the Council Chambers, Village of Harrison Hot Springs, BC

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**Ken Becotte**  
Mayor

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**Larry Burk**  
Chief Administrative Officer



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

**DATE:** August 17, 2009  
**TIME:** 8:30 a.m.  
**PLACE:** Council Chambers

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

Larry Burk, Chief Administrative Officer

**ABSENT:** Recording Secretary, D. Key

**(1) Call to  
Order**

**CALL TO ORDER**

Mayor Becotte called the meeting to order at 8:30 a.m.

**(2)**

**LATE ITEMS**

Letter dated August 17, 2009 from the District of Kent re Community Grants

Council Remuneration Review

**(3)**

**ADOPTION AND RECEIPT OF MINUTES**

**(4)**

**ITEMS FOR DISCUSSION**

Change of Regular Council Meeting from September 14 to September 21, 2009  
 and cancel October 5, 2009 meeting

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

**THAT** the Regular Council Meeting of September 14, 2009 be rescheduled to September 21, 2009 and the October 5, 2009 be cancelled with the option to call a Special Council meeting if necessary.

**CARRIED**

**VILLAGE OF HARRISON HOT SPRINGS**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
*August 17, 2009*

(5)

**REPORTS FROM STAFF**

☐ Approval of Road Closure – McCombs Road between Miami River Drive and Alder Avenue

**Moved by Councillor Jackson**  
**Seconded by Councillor Perry**

**Report of Chief Administrative Officer – August 17, 2009 (Verbal)**

**Re:** Road Closure on McCombs Road for repaving of McCombs Road between Miami River Drive and Alder Avenue

**THAT** Council approve the road closure on McCombs Road for repaving of McCombs Road between Miami River Drive and Alder Avenue.

**CARRIED**

The CAO reported that construction has been delayed. Construction will now commence on September 14, 2009 during the day, reopening at night and providing detouring as necessary. Work will be done by Emil Anderson from Popkum.

☐ ILMB Notification of Proposed Disposition of Crown Land for Quarrying Purposes at Harrison Lake

**Report of Chief Administrative Officer – August 17, 2009**

**Re:** ILMB Notification of Proposed Disposition of Crown Land for Quarrying Purposes at Harrison Lake

**CARRIED**

Council recommended that the CAO send a letter of approval to ILMB in principle but to address issues such as length of tenure and the transportation of aggregate material and marketing through the Village of Harrison Hot Springs and Lower Mainland.

The Mayor read out a letter received from the District of Kent re Community Grants.

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

**THAT** Council approve a \$500.00 contribution to the District of Kent towards the renting of equipment to show a Disney Pixar movie called "Up" on September 4, 2009.

**CARRIED**

**VILLAGE OF HARRISON HOT SPRINGS**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
*August 17, 2009*

The Mayor asked for an update on the wastewater treatment plant issue with District of Kent. The CAO stated he was still waiting for costs from the District of Kent and researching other alternatives for the Village.

The CAO provided Council with a written report itemizing details to be included in the Council remuneration policy and asked that Council review and provide comments or suggestions to CAO.

(6)        **BYLAWS**

(7)        **ADJOURNMENT**

**Moved by Councillor Jackson**  
**Seconded by Councillor Kenyon**

**THAT** pursuant to Section 90(1)(e) and (g) of the *Community Charter* the meeting be closed to the public at 9:17 a.m.

**CARRIED**

Certified a true and correct copy of the minutes of  
the Special Council Meeting held August 17, 2009  
in the Council Chambers, Village of Harrison Hot Springs, BC

\_\_\_\_\_  
**Ken Becotte**  
Mayor

\_\_\_\_\_  
**Larry Burk**  
Chief Administrative Officer





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

**DATE:** September 16, 2009  
**TIME:** 9:00 a.m.  
**PLACE:** Council Chambers

**IN ATTENDANCE:** Mayor Ken Becotte  
 Councillor Dave Harris  
 Councillor Bob Perry  
 Councillor Allan Jackson  
 Councillor Dave Kenyon (arrived at 9:09 a.m.)

Larry Burk, Chief Administrative Officer

**ABSENT:**  
 Recording Secretary, D. Key

**(1) Call to  
Order**

**CALL TO ORDER**

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

**(2)**

**LATE ITEMS**

**(3)**

**ADOPTION AND RECEIPT OF MINUTES**

**(4)**

**ITEMS FOR DISCUSSION**

**(5)**

**REPORTS FROM STAFF**

☐ HHS Preschool Society  
 - 15 Year Amortization  
 Term – September 9,  
 2009

**Moved by Councillor Jackson**  
**Seconded by Councillor Perry**

**Report of Director of Finance – September 9, 2009**

**Re: Harrison Hot Springs Preschool Society – 15 year Amortization Term**

**THAT** Council approve monthly lease payments from the Harrison Hot Springs Preschool Society not to exceed a 15 year amortization period on a lease to purchase agreement of a portable trailer.

**CARRIED**

☐ Watermain Extension  
 to McPherson –  
 September 14, 2009

**Moved by Councillor Kenyon**  
**Seconded by Councillor Harris**

**Report of Chief Administrative Officer – September 14, 2009**

**Re: Watermain Extension to McPherson**

**VILLAGE OF HARRISON HOT SPRINGS**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
*September 16, 2009*

**THAT** Council receives this report on the estimated cost to construct water mains on Hot Springs Road and McCombs Road and along McPherson Road; and

**THAT** staff proceed to a stage 2 plan for the construction.

**CARRIED**  
**OPPOSED BY COUNCILLOR PERRY**  
**OPPOSED BY COUNCILLOR JACKSON**

☐ Towns for Tomorrow  
Grant – Memorial Hall

**Moved by Councillor Jackson**  
**Seconded by Councillor Perry**

**THAT** staff approach the Ministry of Community and Rural Development to change to scope of the Towns for Tomorrow grant for the Memorial Hall to construction of the watermain.

**DEFEATED**  
**OPPOSED BY COUNCILLOR HARRIS**  
**OPPOSED BY COUNCILLOR KENYON**  
**OPPOSED BY MAYOR BECOTTE**

☐ Water Reservoir  
Chlorine Alarm August  
24, 2009 – September 14,  
2009

**Moved by Councillor Harris**  
**Seconded by Councillor Kenyon**

**Report of Chief Administrative Officer – September 14, 2009**  
Re: Water Reservoir – Chlorine Alarm – August 24, 2009

**THAT** Council receive this report on protocol and procedures around responses on maintaining adequate quality of water in the Village.

**CARRIED**

The CAO gave a verbal report regarding water turbidity that was received from the Superintendent of Public Works.

**(6)**

☐ Bylaw No. 922  
Community Amenities  
Reserve Fund

**BYLAWS**

**Moved by Councillor Harris**  
**Seconded by Councillor Kenyon**

**THAT** Bylaw No. 922 Community Amenities Reserve Fund be adopted.

**CARRIED**

**VILLAGE OF HARRISON HOT SPRINGS**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
*September 16, 2009*

Councillor Kenyon left the chambers at 10:00 a.m.

The Director of Finance gave a brief overview of the changes to the Financial Plan.

A Special Council meeting is to be scheduled for September 18, 2009 at 9:00 a.m.

(7) **ADJOURNMENT**

Moved by Councillor Perry

Seconded by Councillor Kenyon

**THAT** the meeting be adjourned at 10:25 a.m.

**CARRIED**

Certified a true and correct copy of the minutes of  
the Special Council Meeting held September 16, 2009  
in the Council Chambers, Village of Harrison Hot Springs, BC

\_\_\_\_\_  
**Ken Becotte**  
**Mayor**

\_\_\_\_\_  
**Larry Burk**  
**Chief Administrative Officer**



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

**DATE:** September 18, 2009  
**TIME:** 9:00 a.m.  
**PLACE:** Council Chambers

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

Larry Burk, Chief Administrative Officer

**ABSENT:** Recording Secretary, D. Key

(1) Call to Order

**CALL TO ORDER**

Mayor Becotte called the meeting to order at 9:00 a.m.

(2)

**LATE ITEMS**

(3)

**ADOPTION AND RECEIPT OF MINUTES**

(4)

**ITEMS FOR DISCUSSION**

(5)

**REPORTS FROM STAFF**

(6)

**BYLAWS**

☐ Bylaw No. 927  
Financial Plan  
Amendment

Director of Finance reviewed the draft with highlighted changes from September 16, 2009.

CAO gave a brief verbal report on the trail development status.

**Moved by Councillor Kenyon**  
**Seconded by Councillor Harris**

**THAT** Bylaw No. 927 Financial Plan Amendment Bylaw be given first reading;

**CARRIED**

**VILLAGE OF HARRISON HOT SPRINGS**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
*September 16, 2009*

Moved by Councillor Harris  
Seconded by Councillor Perry

THAT Bylaw No. 927 Financial Plan Amendment Bylaw be given second reading;

**CARRIED**

Moved by Councillor Harris  
Seconded by Councillor Perry

THAT Bylaw No. 927 Financial Plan Amendment Bylaw be given third reading.

**CARRIED**

Mayor reported that he and the CAO will be submitting a report and photographs for the Village Page for the newspaper next week. Congratulations to Councillors Perry and Harris for Communities in Bloom conference preparation.

(7)

**ADJOURNMENT**

Moved by Councillor Kenyon  
Seconded by Councillor Harris

THAT the meeting be adjourned at 9:37 a.m.

**CARRIED**

Certified a true and correct copy of the minutes of  
the Special Council Meeting held September 18, 2009  
in the Council Chambers, Village of Harrison Hot Springs, BC

\_\_\_\_\_  
Ken Becotte  
Mayor

\_\_\_\_\_  
Larry Burk  
Chief Administrative Officer



# Harrison Hot Springs Pre-School



August 5, 2009

The Village of Harrison Hot Springs Council  
495 Hot Springs Road  
Harrison Hot Springs, BC V0M 1K0

COPY

Dear Mayor Becotte and Council Members,

Thank you for awarding us with a \$500 grant this year towards our program supply budget. We plan to purchase art supplies, books, crafts, learning toys and so much more. As we embark in our venture of setting up our new portable we have been told there may be some monies still available in this fund. We, therefore respectfully ask if we can apply once again for any grant money towards the setup of our portable. Our current budget has gone over \$3000 over our proposed loan budget. As well, if there is any money left our first project is to put in a handicapped accessible ramp. Any support would be greatly appreciated and would directly benefit the children enrolled now and those who will be part of our school in the future.

Please feel free to contact us at (604)796-8738 if you have any questions. Thank you again for your continued support.

Sincerely,

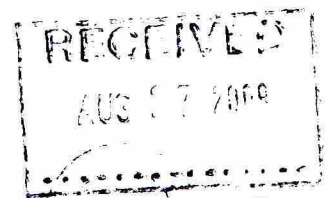
*Shannon Simmonds*

Shannon Simmonds  
President  
Harrison Hot Springs Non-Profit Preschool  
514 Lillooet Ave  
PO Box 110  
Harrison Hot Springs, BC  
V0M 1K0

FILE #	DATE
2245-20-63	AUG 05 2009
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> ACCTS P/R
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<input type="checkbox"/> PAYROLL TAX	<input checked="" type="checkbox"/> COUNCIL
ITEM (A) B C	
COUNCIL AGENDA	
DATE <u>SEP 14</u>	
INITIAL <u>PM</u>	
(ITEMS: A - REQ. ACTION; B - INFO - W RESP; C - INFO ONLY)	



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0230	AUG 17 2009
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<input type="checkbox"/> SUP PW	<input checked="" type="checkbox"/> MAYOR
<input type="checkbox"/> PAYROLL TAX	<input checked="" type="checkbox"/> COUNCIL
ITEM	A B C
COUNCIL AGENDA	
DATE <u>Aug 17</u>	
INITIAL <u>MM</u>	
(ITEMS A - REQ. ACTION. B - INFO. W. RESP. C - INFO. ONLY)	



8.2

TRUE SPORT | SPORT PUR

August 10, 2009

Councillor Bob Perry  
Village of Harrison Hot Springs  
P.O. Box 160  
495 Hot Springs Road  
Harrison Hot Springs, BC  
V0M 1K0

COPY

Dear Councillor Perry,

It was an honour for True Sport to present during the opening plenary session of the Federation of Canadian Municipalities Conference in Whistler, B.C. In providing this opportunity, the FCM recognized sport's important role as a public asset and the difference that good sport can make in your municipality.

As you know, sport is an untapped public asset that has the potential to make a significant contribution to the development of youth, the well-being of individuals and the quality of life in our communities. But, if we want sport to live up to its true potential, we need to be intentional about ensuring that it reflects our best values and that everyone has a chance to participate. True Sport is the opportunity to exercise this intention – to transform our desire for good sport into action.

In passing a resolution to join the True Sport Movement, communities across Canada are taking the first step towards being intentional and working together to ensure that we put sport to work for our residents creating more healthy and vibrant communities.

The Village of Harrison Hot Springs can also benefit by your intentionality. I invite you to harness the power of True Sport by passing a resolution to join the True Sport

350-955 rue Green Valley Cr  
Ottawa ON K2C 3V4  
Tel/Tél: 613.521.9533  
Fax/Telex: 613.521.3134  
info@truesportpur.ca

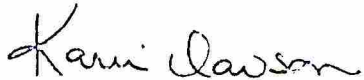
truesportpur.ca

Movement. There is no financial cost to joining the Movement, the cost is your community's commitment to live True Sport – in your own way.

If there is anything that we can do to help facilitate this process or to help the Village of Harrison Hot Springs in its quest to live True Sport, we would be more than happy to make ourselves available. Please do not hesitate to contact our Senior Manager, Engagement, Jennifer Keith, at [jkeith@truesport.ca](mailto:jkeith@truesport.ca) or (613) 521-9533 ext. 3226.

The True Sport Report has clearly demonstrated that we can go beyond traditional approaches to sport and community, to come together, and to adopt a more horizontal and inclusive approach that will enable us to harness the power of sport to help achieve our community goals. I look forward to working with you and the Village of Harrison Hot Springs to realize this aspiration.

Sincerely,

A handwritten signature in black ink that reads "Karri Dawson". The signature is fluid and cursive, with the first name "Karri" being more prominent than the last name "Dawson".

Karri Dawson  
Director, Community Engagement

cc: Mayor's Office  
Clerk's Office

Debra Key

**From:** Village of Harrison Hot Springs [info@harrisonhotsprings.ca]  
**Sent:** Thursday, August 13, 2009 2:50 PM  
**To:** dkey@harrisonhotsprings.ca  
**Subject:** FW: The Harrison Boat Street Show Recap

<input type="checkbox"/> DCAO	<input type="checkbox"/> ADMIN
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<input type="checkbox"/> PAYROLL TAX	<input checked="" type="checkbox"/> COUNCIL
ITEM A B (C)	
COUNCIL AGENDA	
DATE Sept	
INITIALS	
(ITEMS: A - REQ, ACTION; B - INFO - W RESP; C - INFO ONLY)	

**From:** Brad Smart [mailto:brad@895thehawk.com]

**Sent:** August 13, 2009 9:14 AM

**Cc:** 'Shoreline Tours'; lizzybee1@live.ca; 'Tim Flanigan'; wayne@cascademarine.com; kentoutdoors@shaw.ca; paul@leftshore.com; 'Paul Sweeting'; 'Jared Beaton'; 'Jamie Ubell'; 'Harrison River Retreat'; 'Brian Ogden'; dirtpirate6802@aol.com; info@harrisonhotsprings.ca; skey@tourismharrison.com

**Subject:** The Harrison Boat Street Show Recap

8.3

### A Big Thank You From The Hawk!

On Friday August 7<sup>th</sup> Chilliwack's Rock Station, 89.5 The Hawk, was live-on-location at Harrison Hot Springs to promote the 2009 Boat Street Show component of the 2009 Harrison Lake Poker Run.

DJ Karl Douglas filled the airwaves with energy and excitement about the event and the overall weekend, helping to drive interest and pedestrian traffic to Harrison's beautiful esplanade.

Thankfully the weather was pleasant, which made for a great afternoon!

The Hawk was very proud to promote local businesses in Harrison, and Karl had fun interviewing Poker Run organizers and local business people.

On Thursday August 6<sup>th</sup> 89.5 The Hawk's morning team of Glen and Sadie interviewed Street Show organizer Jamie Ubell and Harrison mayor Ken Becotte; creating additional excitement for the weekend.

**This is a cordial thanks to all advertisers, sponsors, and organizers who helped make this inaugural on-location remote a big success!**

Crazy Fish Bistro, Beach Potato Board Shorts and Apparel, Shoreline Tours, Killer's Cove Boat Rentals, Raven's Restaurant, Harrison Beach Hotel, Kent Outdoors, and Cascade Supply and Marine.

And a big thank you to Brian Ogden and the Harrison Lake Poker Run Society!

89.5 The Hawk is looking forward to the 2010 event – and to further enhancing our presence in Harrison Hot Springs, and the Fraser Valley.

For more information on The Hawk, its programming and marketing options for local businesses, please click: [www.895thehawk.com](http://www.895thehawk.com) or call 604-795-2429.

Sincerely,

B.

Brad Smart  
Account Executive  
CHWK - 89.5 The Hawk  
604-795-2429  
[www.895thehawk.com](http://www.895thehawk.com)









**LIFESAVING SOCIETY®**

*The Lifeguarding Experts*

British Columbia  
& Yukon Branch

August 19, 2009

Mayor Ken Becotte  
Village of Harrison Hot Springs  
PO Box 160, 495 Hot Springs Road,  
Harrison Hot Springs, BC V0M 1K0

Dear Mayor Becotte,

Thank you for your letter dated August 11, 2009 acknowledging the heroic efforts of Tanya Pranger in saving a life from drowning on July 20 at the Harrison Lake lagoon. We agree that she should be commended and are pleased to nominate her to receive a medal of bravery at our annual awards ceremony to be held at the Hotel Vancouver on Saturday, March 20, 2010.

Further detail on the rescue will be pursued by our researcher over the next two to three months. Once it is fully researched and an award is approved, rescue medals will be presented at the ceremony.

Thank you for your interest in recognizing those who assist in the Lifesaving Society's mission of preventing drowning and aquatic-related injury.

Sincerely,

Dale Miller  
Executive Director

8.4

FILE #	DATE
6120-03	AUG 24 2009
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ITEM A	B
COUNCIL AGENDA	
DATE <u>Aug 21/09</u>	
INITIAL <u>RM</u>	
(ITEMS: A - REQ. ACTION. B - INFO - W/RESP. C - INFO ONLY)	

Charitable Registration No. 119129039 RR0001

112 - 3989 Henning Drive  
Burnaby, B.C. V5C 6N5

Tel: 604.299.5450  
Fax: 604.299.5795  
Email: info@lifesaving.bc.ca  
www.lifesaving.bc.ca



UNION OF  
BRITISH  
COLUMBIA  
MUNICIPALITIES

FIRST NATIONS SUMMIT

### Community to Community Forum

Administration provided  
by UBCM and First  
Nations Summit

Funding provided by the  
Ministry of Community  
Services and Indian and  
Northern Affairs Canada  
(BC Region)

Please direct all  
correspondence to:

Local Government House  
525 Government Street  
Victoria, BC, V8V 0A8

Phone: (250) 356-5134  
Fax: (250) 356-5119

August 20, 2009

Mayor Becotte and Council  
Village of Harrison Hot Springs  
Box 160  
Harrison Hot Springs, BC, V0M 1K0

**RE: Completion of 2009 Newly Elected Community to Community  
(C2C) Forum**

Dear Mayor and Council,

Thank you for submitting the final report and financial summary for the Village of Harrison Hot Springs' Community to Community Forum held on April 21, 2009. It is clear the events achieved the goals of the 2009 Newly Elected C2C Program and the objectives of the participants, including the Chehalis Indian Band.

The final report notes a total expenditure of \$928.82. Based on this, a cheque for the approved grant, in the amount of \$375.00, will be forwarded to you shortly under separate cover.

On behalf of the UBCM First Nations Relations Committee and the First Nations Summit, I would like to congratulate the Village of Harrison Hot Springs on the success of your event and hope that you will consider applying under this program again in the future.

Sincerely,

  
Danyta Welch  
Policy & Programs Officer

cc: Larry Burk, CAO, Village of Harrison Hot Springs

FILE #	DATE
1660-20-22	AUG 25 2009
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ITEM A B C	
COUNCIL AGENDA	
DATE <u>Sept 21/09</u>	
INITIAL <u>EW</u>	
(ITEMS - REQ ACTION B - INFO. RESP C - INFO ONLY)	





# FRASER VALLEY REGIONAL DISTRICT

45950 Cheam Avenue, Chilliwack, British Columbia V2P 1N6

Phone: 604-702-5000 Toll Free: 1-800-528-0061 (BC only) Fax: 604-792-9684  
website: www.fvrd.bc.ca e-mail: info@fvrd.bc.ca

August 21, 2009

File: 4010-50-003

Frank Pizzuto, CAO, City of Abbotsford  
Peter Monteith, CAO, City of Chilliwack  
Glen Robertson, CAO, District of Mission  
Karla Lanktree, Acting CAO, District of Hope  
Wallace Mah, CAO, District of Kent  
Larry Burk, CAO, Village of Harrison Hot Springs

COPY

Dear Sir/Madam:

## Re: Regional Animal Control Service

The FVRD has received a request from the City of Abbotsford and the City of Chilliwack to explore a regional animal control service. The challenge of providing reliable, safe, and affordable animal control service on a regional basis will entail investigation and consideration of various issues. Some of which will be:

- Regional kennel facility or facilities
- Private service providers or staff of facilities
- Private service or staff animal control officer
- Innovative service delivery possibilities utilizing member municipal staff

In order that we may understand the possible demand for such service, I wish to ascertain the interest of your Council as to potential inclusion in the service modeling.

There is no obligation yet, other than inclusion in feasibility of the service. The service delivery model options and resultant financial modeling would need to be concluded prior to any decision by Council as to participation in a service.

Kindest regards

  
Gerald H. Kingston  
Chief Administrative Officer

FILE #	DATE
400001	AUG 24 2009
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DATE	Aug 24/09
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1. INVT W/RESP	
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BC Centre for Disease Control  
AN AGENCY OF THE PROVINCIAL HEALTH SERVICES AUTHORITY



Interior Health

## NEWS RELEASE

For Immediate Release  
2009HLS0014-000248  
August 22, 2009

Ministry of Healthy Living and Sport  
British Columbia Centre for Disease Control  
Interior Health Authority

### BRITISH COLUMBIA CONFIRMS ITS FIRST WEST NILE VIRUS ACTIVITY

VICTORIA - The presence of West Nile virus has been detected in British Columbia for the first time ever, the province announced today.

A mosquito pool sample collected from the south Okanagan tested positive for the virus at the Provincial Health Services Authority Laboratories at the BC Centre for Disease Control. At the same time, public health authorities are investigating possible West Nile virus cases in two Kelowna residents who had only travelled within the central and south Okanagan areas in the Interior Health region.

All previously recorded cases of West Nile virus in B.C. have been travel-related, acquired outside the province. Although the presence of West Nile virus is now confirmed in BC, people can take simple and sensible measures to protect themselves and their families from being infected.

"This doesn't really come as a surprise," said Dr. Perry Kendall, B.C. provincial health officer. "We have been anticipating the arrival of West Nile virus in our province for several years now, especially considering that infection has been widely reported in humans and animals in several provinces across Canada and the United States in recent years, including provinces and states bordering B.C. The important things to note are that B.C. has a robust mosquito and West Nile virus surveillance system, and that people can take common sense precautions to protect themselves from mosquito bites."

Dr. Bonnie Henry, medical director of the vector-borne disease program at the British Columbia Centre for Disease Control, an agency of the PHSA, concurred. "Since West Nile virus first appeared in Canada, the public has consistently been advised to take sensible precautions to reduce exposure to mosquitoes, especially when outdoors. This includes wearing light-coloured long-sleeved shirts and long pants – especially in the evenings and early mornings when mosquitoes are most active – and using mosquito repellents that are federally registered, such as those that contain DEET and lemon eucalyptus oil."

-more-

FILE #	DATE	ACCTS	ADMIN	B/L ENF	MAYOR	COUNCIL	TAX	ITEM	COUNCIL AGENDA	DATE	INITIAL	(ITEMS: A - REQ. ACTION, B - INFO - W/RESP, C - INFO ONLY)
5280-01	AUG 25 2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A	B	2409		

Mosquito larvae like to live in warm, nutrient-rich standing water; even as little as a teaspoon is enough. Surveying the outside of homes and buildings will help to reveal those areas that need to be monitored and from where standing water should be drained, especially from spring to fall. "Even though we are late in August," said Dr. Paul Hasselback, medical health officer with the Interior Health Authority, "it would be prudent to ensure that homes, gardens, backyards and indeed any open spaces near residential and farm areas aren't breeding grounds for mosquitoes. This and other basic personal protection steps are sensible precautions that all of us should take, and this is a public health message we have been reiterating year after year."

Since 2002, BCCDC and regional health authorities have been working with local governments, the BC Animal Health Centre, wildlife officials, entomologists, and other agencies to look for West Nile virus in B.C. This includes an active monitoring and testing program for mosquitoes, humans, and dead corvids (including crows, ravens, magpies, nutcrackers, Steller's jays and blue jays).

"There is no fixed pattern to West Nile virus," said Dr. Kendall. "In some years, a number of provinces have recorded hundreds of cases. This year, however, there have been no reported cases in Canada. If confirmed, the two cases currently being investigated in B.C. will be the first. But while the incidence of West Nile virus fluctuates, what should remain a constant are stringent surveillance and common sense personal protection. That's our best strategy against West Nile virus infection."

#### **West Nile Virus Background:**

- West Nile virus is a mosquito-borne illness that was first identified in the West Nile Valley region of Uganda in 1937. The first cases in North America appeared in New York in 1999.
- The usual way for humans to get West Nile virus is through the bite of an infected mosquito.
- West Nile virus affects a range of animals, including horses. Horse owners in BC are encouraged to talk to their veterinarians about the vaccine that is available to protect their animals.
- Of people who are infected with West Nile virus, most will have no symptoms at all. About 20 per cent will develop an illness with fever, headaches and rash symptoms. In about 1 out of 150 cases, more severe neurological complications can occur, such as encephalitis (inflammation of the brain) and meningitis (infection of the lining of the brain).

#### **Protective Measures:**

Here are many simple things you can do to protect yourself from West Nile virus.

Unlike birds or other insects, most mosquitoes do not fly very far, and tend to stay close to their breeding sites. You are most likely to be bitten by a mosquito from your own back yard.



- Clean up areas where mosquitoes like to breed. It doesn't take much time (generally one week), or water for mosquitoes to develop from eggs into adults.
- Take a look around your home and get rid of mosquito-friendly places that would make good breeding sites or resting places for mosquitoes.
  - Remove any type of standing water at least once a week.
  - Clean up and empty containers that collect water such as old tires, flower pots, wheelbarrows, barrels, tin cans or even small containers like bottle tops that are outdoors.
  - Drill holes in the bottom of used containers so water cannot collect.
  - Change water in bird baths at least once a week.
  - If you have a swimming pool, immediately remove water that collects on pool covers and make sure the pool's pump is circulating.
  - Turn over wading pools when not in use.
- Check leaves and drains: don't let things pile up.
  - Clear leaves and twigs from eaves troughs, storm and roof gutters throughout the summer.
  - Check flat roofs frequently for standing water.
  - Make sure drains and drainage ditches are not clogged.
- Stop mosquitoes from entering your home
  - Check windows and door screens for holes and make sure they fit snugly into the frames, so mosquitoes cannot get in.

#### **How can I protect myself and my family when we are outdoors?**

- If you can, avoid being out around dusk and dawn as mosquitoes that carry West Nile virus tend to be active at these times.
- Wear protective clothing, especially outside in the early evening and at dawn. This includes long-sleeved shirts or jackets and long pants that mosquitoes cannot bite through. Tuck your pants into socks for extra protection.
- Avoid dark-coloured clothing, as it can attract mosquitoes.
- Use mosquito netting for babies and toddlers in cribs and strollers.
- Use mosquito repellent. Putting on personal insect repellents that are federally registered, such as those that contain DEET, is an effective way to protect yourself from mosquito bites.
- There are also many repellents that have been shown NOT to protect against mosquito bites, including bug zappers, devices that give off sound waves and Citrosa plants.
- Tips when using insect repellent:
  - Apply repellent sparingly on exposed skin or on top of clothing. Do not use under clothing.
  - The repellent does not have to be applied heavily to work – a light coating will do.
  - Use your hands to rub the repellent over your skin after you spray it on. Research shows that mosquitoes will find and bite even very small sections of skin missed by the spray.
  - Do not use repellent on open wounds, or if skin is irritated or sunburned.
  - Do not get repellent in your eyes. If this happens, rinse with water right away.
  - Avoid breathing mist from spray-type repellent. Always apply in a well-ventilated area. Never apply spray repellent inside a tent.

- Do not use near food.
- Read the manufacturer's instructions on the label carefully, including restrictions for use on young children and maximum number of applications per day.

**Resources:**

- BCCDC West Nile virus website:  
<http://www.bccdc.ca/dis-cond/a-z/w/WestNileVirus/default.htm>
- BC dead bird reporting form:  
<http://www.bccdc.ca/dis-cond/a-z/w/WestNileVirus/Surveillance/WNvDeadBirdReporting.htm>
- Public Health Agency of Canada West Nile virus website:  
<http://www.phac-aspc.gc.ca/wnv-vwn/index-eng.php>
- US CDC West Nile virus website:  
<http://www.cdc.gov/ncidod/dvbid/westnile/>
- Interior Health West Nile Virus resources  
<http://www.interiorhealth.ca/health-and-safety.aspx?id=450>

-30-

Contacts:     Lannea Parfitt  
                 Interior Health Authority  
                 250 718-0727  
                 [lannea.parfitt@interiorhealth.ca](mailto:lannea.parfitt@interiorhealth.ca)

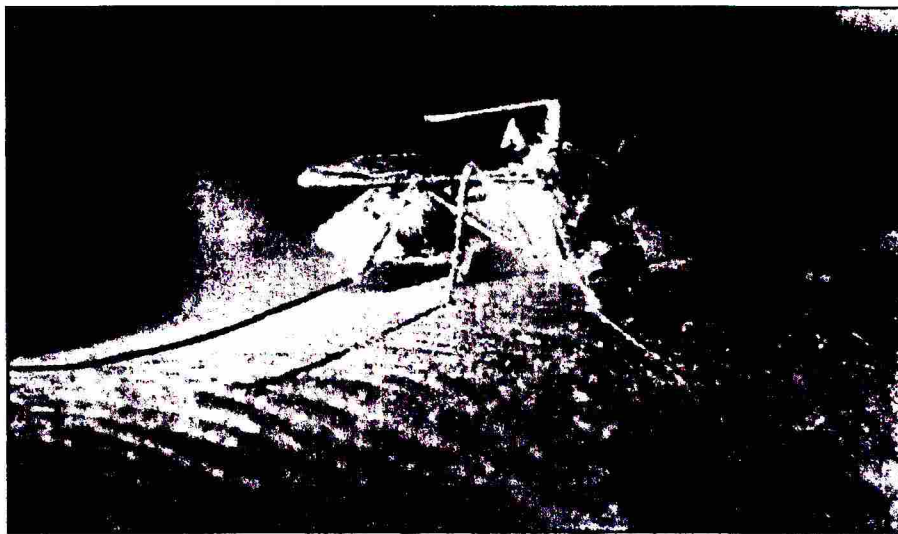
Roy Wadia  
British Columbia Centre for Disease  
Control  
604 707-2402  
[roy.wadia@bccdc.ca](mailto:roy.wadia@bccdc.ca)

Jeff Rud  
Ministry of Healthy Living and Sport  
250 208-4028  
[jeff.rud@gov.bc.ca](mailto:jeff.rud@gov.bc.ca)

For more information on government services or to subscribe to the Province's news feeds using RSS, visit the Province's website at [www.gov.bc.ca](http://www.gov.bc.ca).

# FVRD Mosquito Control Program July 2009 Report

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*Prepared by:*

**Morrow BioScience Ltd.**  
1409 Bewicke Avenue  
North Vancouver, B.C.  
V7M 3C7

*Prepared for:*

**Fraser Valley Regional District**

## July Report for the Fraser Valley Regional District

Period: May 1 to August 15, 2009

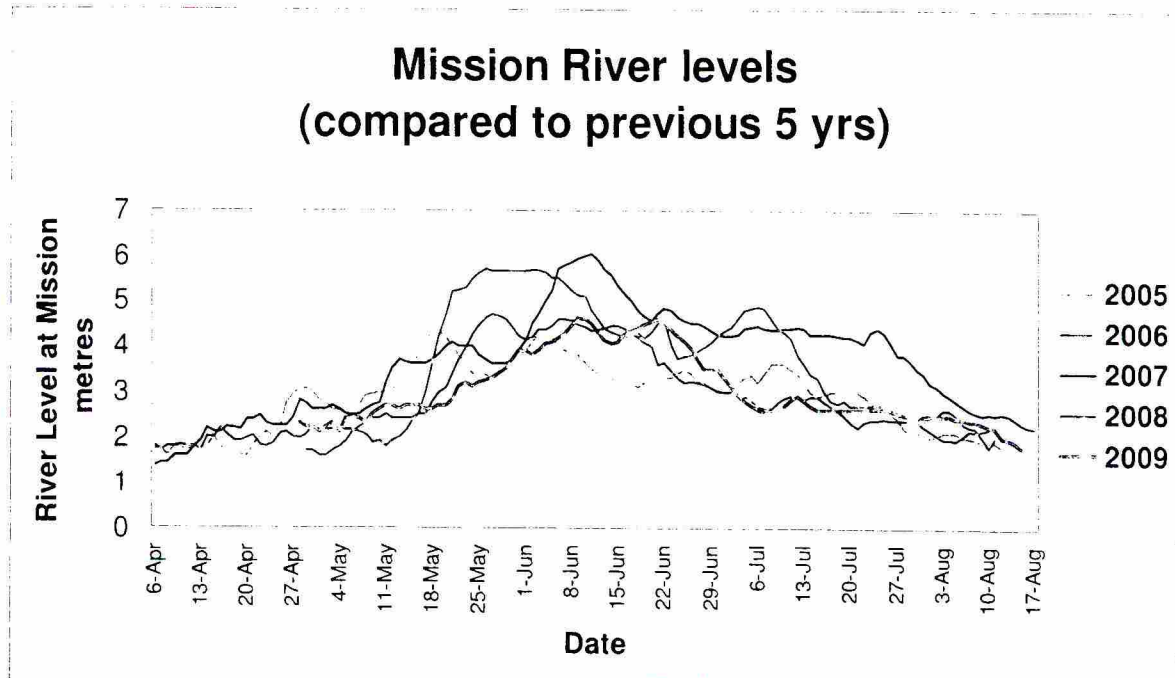


Figure 1 River levels as reported at the Mission gage relative to the previous 5 years of reporting. Note the continued slow rise through May resulting in an initial peak on June 9<sup>th</sup> of 4.62m. A second peak was reached on June 21<sup>st</sup> at 4.6m (just under the previous peak). After this second peak the river level dropped steadily through the remainder of the month, levelling in July while remaining low.

### River Level Comment

This season the Fraser rose slowly through May. A cool wet Spring resulted in a gradual snow melt in the watersheds that contribute to the Fraser system. Figure 1 shows how gradual the rise was, and that it had yet to reach a season peak by the end of May. This rise continued through the first of June until an initial peak of 4.62 metres on June 9<sup>th</sup>.

The river level dropped slightly from June 9<sup>th</sup> until June 15<sup>th</sup> at which point it climbed steadily until it reached 4.6m on June 21<sup>st</sup>. This was a relatively high water level for this late in June. As a result we saw seepage sites with warm water and rapid larval development.

After the secondary rise in late June the river steadily receded.

### End of Month Snow Levels

As of the last snow bulletin there was no longer enough snow to produce a significant peak. The likelihood of another peak in the river near or above the previous peaks is effectively null.



### **Precipitation**

This July, as with June, was very dry with a total precipitation (recorded in Abbotsford) of 38.5mm. This means that mosquito production has been a result of either irrigation or the freshet.

### **River Level Forecast**

It is extremely unlikely that the Fraser River will contribute more to the mosquito population for the remainder of 2009.

### **Monitoring Efforts**

Monitoring efforts through July were focused on seepage sites. Each site is currently being monitored for efficacy of treatments and the progression of larval development.

### **Larval Treatment Records**

Very few treatments were required in July, most were to treat ditches and other seepage sites.

Limited treatment activities took place through most of May. June treatments were much larger and included two aerial campaigns. Ground treatments began in early May.

June saw two aerial campaigns spanning a total of 4 days (June 3<sup>rd</sup> and 4<sup>th</sup>, and June 11<sup>th</sup> and 12<sup>th</sup>). The total pesticide used was exactly 179 bags (3,258kg).

Application Method	Aquabac applied (kg)	App. Rate (kg/ha)	Area treated (ha)
Ground (Hand)	47.3	4-5	11.82
Aerial (Helicopter)		7-12	0
<b>TOTAL</b>	47.3		11.82

Table 1 Aquabac (*bti*) treatments in July 2009.

Application Method	Aquabac applied (kg)	App. Rate (kg/ha)	Area treated (ha)
Ground (Hand)	517.3	4-5	129.3
Aerial (Helicopter)	3257.8	7-12	378.5
<b>TOTAL</b>	3775.1		507.8

Table 2 Aquabac (*bti*) treatments in June 2009.

Application Method	Aquabac applied (kg)	App. Rate (kg/ha)	Area treated (ha)
Ground (Hand)	370.9	4-5	92.72
Aerial (Helicopter)		7-12	0
<b>TOTAL</b>	370.9		92.72

Table 3 Aquabac (*bti*) treatments in May 2009.

### **Adult Mosquito Annoyance**

To date relatively few calls have come in regarding mosquito annoyance. Cooperative weather and aggressive aerial treatments assisted in reducing the potential numbers of mosquitoes. We have had continued reports of high mosquito annoyance from Island 22, the west end of Old Orchard road, the area around Strawberry Island, Chawathil Reserve, and a few areas west of Hope.

### **Public Relations Efforts**

No significant or targeted public relations efforts were conducted in July.

### **Phone Calls**

Laidlaw	4-Jul-09	Mckay Road	Still concerned with large number of mosquitoes	yes
Harrison Mills	4-Jul-09	975 Kennedy Road	Concerned about mosquito numbers	left message
Harrison Mills	4-Jul-09	Sasquatch Inn	Concerned about mosquito numbers	yes
Chilliwack	4-Jul-09	Ashwell Road	Concerned about mosquito numbers	yes
Chilliwack	4-Jul-09	1013 Young Road	Concerned about mosquito numbers	yes
Abbotsford	4-Jul-09	6120 Brown Road	Concerned about mosquito numbers	yes
Chilliwack	6-Jul-09	Greendale	Concerned about mosquito numbers	yes
Chilliwack	6-Jul-09	47555 Ballam Road	Concerned about mosquito numbers	yes
Harrison Mills	6-Jul-09	975 Kennedy Road	Concerned about mosquito numbers	yes
Chilliwack	08-Jul-09	10495 Reeves Road	Concerned about mosquitoes coming from neighbours property	yes
Harrison Mills	8-Jul-09	SandPiper Golf Course	Concerned about mosquito numbers	yes
Mission	8-Jul-09	Silverdale	Concerned about mosquito numbers	yes
Chilliwack	10-Jul-09	Fairfield Island	Concerned about mosquito numbers	left message
Chilliwack	14-Jul-09	Fairfield Island	Concerned about mosquito numbers	yes

The number of calls coming in is relatively low. Call volume was expected to increase through June, with a taper through the early part of July.

All calls have been returned and dealt with. In most instances Morrow field staff visited each caller to check on ponds or to answer questions. Many of the calls were answered by phone, these calls being inquiries into efforts taken to reduce mosquitoes, potential action regarding adult control, and simple requests for information on control products and personal protection advice.

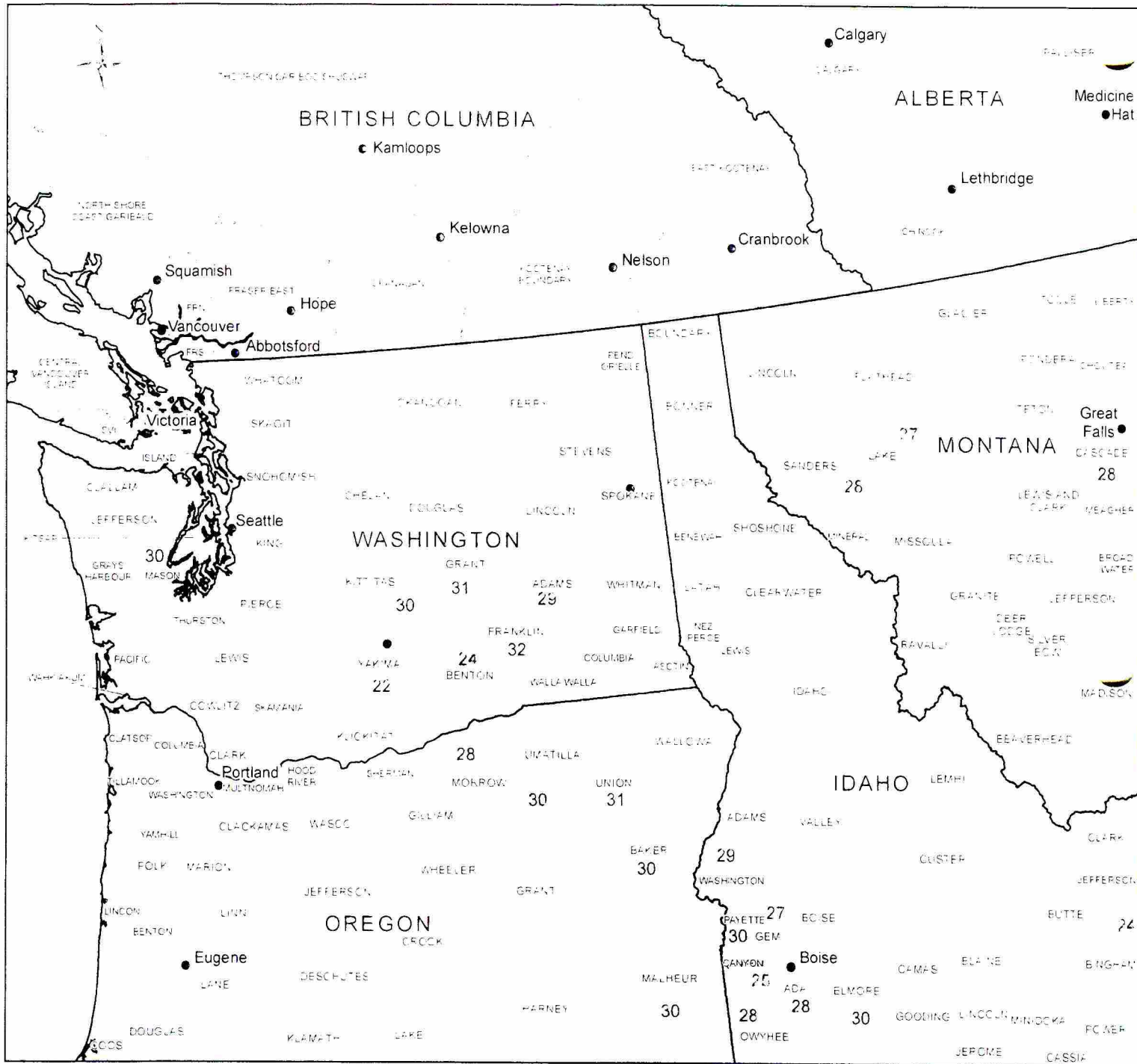
### **July Synopsis**

The only treatments necessary were in seepage water at the east end of the valley (up through Laidlaw and Hope). This was a result of the last peak in the Fraser. All seepage sites were treated accordingly and had disappeared by the end of July.

If there are any questions please don't hesitate to call me at 604-317-1413.

Dirk Lewis,  
Biologist, Morrow BioScience Ltd.

# Pacific Northwest Region West Nile Virus Activity



August 19, 2009

0 50 100 150 200  
KM  
0 30 60 90 120  
Miles

## Data Sources:

British Columbia: [www.bccdc.org/westnilevirus](http://www.bccdc.org/westnilevirus)  
 Alberta: <http://www.health.alberta.ca/health-info/WNV-evidence.html>  
 Washington: <http://www.doh.wa.gov/ehp/its/Zoo/WNV/WNV.html>  
 Oregon: <http://www.oregon.gov/DHS/ph/acd/diseases/wnil/wnil.shtml>  
 Idaho: <http://www.healthandwelfare.idaho.gov/site/4278/default.aspx>  
 Montana: <http://www.dphhs.mt.gov/PHSD/epidemiology/commun-disease-epi-index.shtml>  
 USGS: [http://diseasemaps.usgs.gov/wnv\\_us\\_human.html](http://diseasemaps.usgs.gov/wnv_us_human.html)





# West Nile Virus Surveillance



BC Centre for Disease Control

## West Nile Virus Surveillance Summary #6 Thursday, August 20, 2009

### WNV Activity in BC (Data as of August 19, 2009)

**No WNV activity has been identified in BC to date.**

The BCCDC webpage on West Nile can be viewed directly at: <http://www.bccdc.ca/dis-cond/az/w/WestNileVirus/default.htm>

From June 1 <sup>st</sup> , 2009	Human cases*	Corvids submitted	Corvids sighted	Mosquito pools
# Tested	110	90	334	1622
# Positive	0	0		0

\*includes routine screening of CSF, organ and stem cell donations in addition to physician test requests

Maps and graphs of BC surveillance data can be found at: <http://www.bccdc.ca/dis-cond/az/w/WestNileVirus/Surveillance/WNV2009SurveillanceData.htm>

### 3-month Environment Canada climate predictions for BC

The 3 month (August-October) temperature forecast calls for above normal temperatures for almost all of BC. [http://www.weatheroffice.gc.ca/saisons/image\\_e.html?img=sfe1t\\_s](http://www.weatheroffice.gc.ca/saisons/image_e.html?img=sfe1t_s)

The 3 month precipitation forecast calls for below normal precipitation for coastal BC and normal precipitation for central and southern BC.

[http://www.weatheroffice.gc.ca/saisons/image\\_e.html?img=sfe1p\\_s](http://www.weatheroffice.gc.ca/saisons/image_e.html?img=sfe1p_s)

### Accumulated base 16 °C growing degree days comparison for select BC communities

August 19 <sup>th</sup>	2009	2008	2007	2006	2005	2004	2003	30YR
Cranbrook	308	347	409	378	273	330	424	245
Creston	439	414	562	494	392	465	550	311
Osoyoos	662	601	625	620	610	721	701	486
Kamloops	613	535	527	585	514	640	595	427
Abbotsford	343	264	260	300	301	387	315	192
Vancouver	256	190	192	214	211	291	243	148
Victoria	226	174	180	210	217	265	231	134
Prince George	224	178	182	216	171	241	184	128

Almost all communities are continuing to experience dramatically increased accumulated degree days compared to last year and the 30 year average.

### WNV Activity in Canada

(Data as of August 19, 2009)

As of August 8, four positive mosquito pools have been reported from Saskatchewan, these are the first positive mosquito pools reported in 2009. As previously reported, two positive dead birds tested by the Canadian Cooperative Wildlife Health Centre were reported from Ontario. There have been no positive human cases reported in Canada in 2009. Overall in Canada the activity has been lower compared to previous seasons.

### WNV Activity in the US

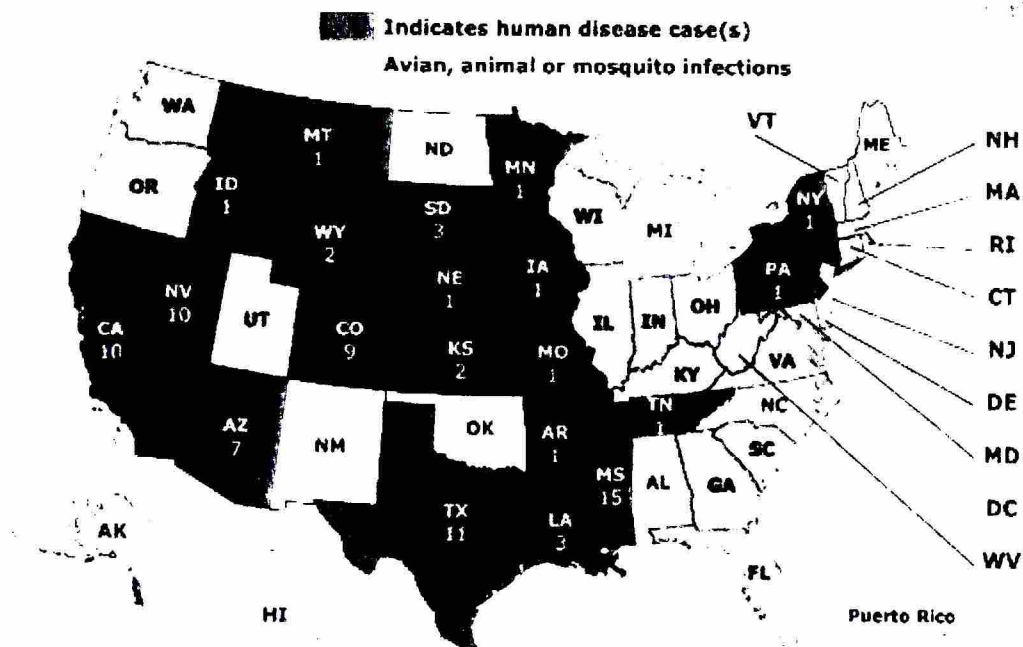
- Washington:
  - There have been 206 positive pools, 7 positive birds and 12 positive horses.

- Activity continues to be located in the southern and central Counties of Washington State (Adams, Benton, Franklin, Grant, Kittitas, Yakima). The first western County (Mason) has also reported activity.
- No human cases have been identified.
- Oregon:
  - There have been 5 positive birds, 2 positive horses and 113 positive mosquito pools reported in Oregon.
  - Activity has been reported in 5 Counties located in the north and eastern part of Oregon.
  - No human cases have been identified.
- California:
  - 35 Counties are reporting WNV activity.
  - There have been 10 human cases reported in 2009 compared to 54 at the same time in 2008.
  - Positive indicators: 329 dead birds, 504 mosquito pools, 56 sentinel chicken flocks, 3 horses and 3 squirrels. All indicators continue to be lower compared to the same time in the 2008 season.

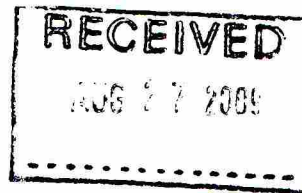
Other US states reporting WNV activity:

Data as of August 19; Sources: USGS survey

82 human cases of WNV have been reported in 20 States (including Montana and Idaho). 63% of human cases have been reported as encephalitis/meningitis. Three fatalities have been reported (Mississippi-2, Texas-1). The number of human cases is lower compared to this point in the 2008 season.







8.8

## Honours and Awards Secretariat

August 25, 2009

His Worship Ken Becotte  
Mayor  
Village of Harrison Hot Springs  
P.O. Box 160  
Harrison Hot Springs, BC V0M 1K0

COPY

FILE #	DATE
410-02	AUG 27 2009
<input checked="" type="checkbox"/> DAO	<input type="checkbox"/> ACCTS P/R
<input type="checkbox"/> DCAO	<input type="checkbox"/> ADMIN
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<input type="checkbox"/> SUPP W/	<input checked="" type="checkbox"/> MAYOR
<input type="checkbox"/> PAYROLL TAX	<input checked="" type="checkbox"/> COUNCIL
ITEM	A B C
COUNCIL AGENDA	
DATE <u>Apr 21</u>	
INITIAL <u>RM</u>	
(ITEMS A - REQ, ACTION, B - INFO - W RESP, C - INFO ONLY)	

Dear Mayor:

**Re: Order of British Columbia**

As you may be aware, the Order of British Columbia Advisory Council met recently to select this year's recipients.

The Council reviewed 192 nominations and there were many outstanding nominees short-listed in the selection process. In its opinion, the 13 finalists on the attached news release were considered most deserving of this high honour. The news release back grounder is available at:

[http://www.protocol.gov.bc.ca/protocol/news/BG\\_2009\\_OBC.pdf](http://www.protocol.gov.bc.ca/protocol/news/BG_2009_OBC.pdf)

If you would like your nomination of Ms. Phyllis Stenson carried over for consideration by the 2010 Advisory Council, please send us a request in writing before 5 PM, Wednesday, March 10, 2010. In order to ensure that our information on your nominee is up to date, please send us any current material along with your request.

Thank you for the time and effort you put into your nomination, and for your interest in the Order of British Columbia.

Sincerely,

Coordinator

Attachment

Telephone: 250 387-1616 Fax: 250 356-2814

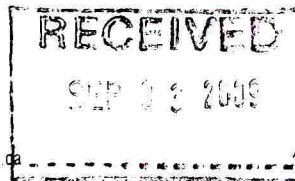
P.O. Box 9422, Stn Prov Govt, Victoria, British Columbia, Canada V8W 9V1





7170 Cheam Avenue  
P.O. Box 70  
Agassiz, British Columbia  
Canada V0M 1A0

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



FILE #	DATE
1770	SEP 03 2009
<input checked="" type="checkbox"/> O	<input type="checkbox"/> ADO
<input type="checkbox"/> DCAO	<input type="checkbox"/> ADIAIN
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<input type="checkbox"/> SUP PW	<input checked="" type="checkbox"/> MAYOR
<input type="checkbox"/> PAYROLL	<input checked="" type="checkbox"/> COUNCIL
TAX	
ITEM	A B C
COUNCIL AGENDA	
DATE <u>Sept 21/09</u>	
INITIAL <input type="checkbox"/>	
(ITEMS A - REQ. ACTION)	
B - INFO. W/RESP.	
C - INFO ONLY	

August 26, 2009

Mr. Ken Becotte, Mayor  
Village of Harrison Hot Springs  
P.O. Box 160  
495 Hot Springs Road  
Harrison Hot Springs BC V0M 1K0

Dear Mr. Becotte, Mayor:

*Mayor Becotte*

**RE: Movie in the Park**

I would like to take this opportunity to thank you for your generous donation of \$500 that will help make our Movie in the Park a true community experience. For your donation, you will be recognized at the beginning of the movie as a contributing sponsor before the opening credits and you will be thanked in the local newspaper as part of the "District Page" on September 10, 2009.

Because of your support in making this event a reality; admission to the event will now be by donation.

Please find attached a receipt for your records. Again, thank you for being part of the event and making it possible.

Sincerely,

Kerry Hilts,  
Director Community Services

KH/th

Enclosure: (1)

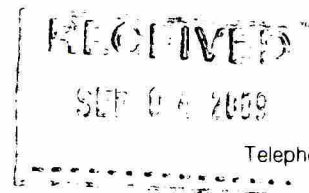
c. K. Goulet, Recreation Supervisor





**KPMG Performance Registrar Inc.**

Box 10426, 777 Dunsmuir Street  
Vancouver BC V7Y 1K3  
Canada



Telephone (604) 691-3000  
(604) 691-3401  
Telefax (604) 691-3031  
www.kpmg.ca

810

September 2, 2009

Mayor Ken Becotte  
Village of Harrison Hot Springs  
495 Hot Springs Road  
PO Box 160 Harrison Hot Springs BC V0M 1K0

Dear Mayor Becotte

**Re: The Climate Charter and GHG Inventories**

In support of the "Climate Charter" it is anticipated that municipal organizations will develop detailed Greenhouse Gas Emissions inventories along the same lines as other Public Sector Organizations are for the Greenhouse Gas Reduction Targets Act (Bill 44). Once complete the inventory will be used to ascertain the number of offset credits required to achieve carbon neutrality. Currently it is anticipated that the offset credits will cost \$25/tonne of CO<sub>2</sub>e emissions, making the accuracy of the inventory very important.

**ISO 14064 Part 1** is the recognized International Standard that provides the framework for measuring, reporting and reducing greenhouse gas emissions. An understanding of this standard is an essential first step for organizations to effectively manage and report their emissions programs and to develop GHG reporting systems suitable for third party verification.

Join KPMG for a two day course designed to provide you with an introduction to the principles and requirements for reporting on greenhouse gas emissions and removals at the facility or organizational level. We will focus on best practices associated with the design, development and reporting of GHG inventories including the determination of GHG emission boundaries; quantification of GHG emissions; and removals and design of GHG data management and reporting systems.

If you would like to attend this course, please complete the attached course registration form. As well, please feel free to contact me if you require further information.

Yours truly,

Tim Clarke  
Senior Manager  
KPMG Sustainability Services  
taclarke@kpmg.ca  
Ph: 604 646 6456

FILE #	DATE
230-06	SEP 04 2009
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> ACCTS P/R
<input type="checkbox"/> DCAO	<input type="checkbox"/> ADMIN
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<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 SEP 21/09	
INITIAL TM	
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## ISO 14064 (1)

# Organization level Quantification and Reporting of Greenhouse Gas Emissions and Removals

### ISO 14064 (1) and GHG Reporting

As climate change legislation emerges in Canada an increasing number of Organizations will be required to report on their GHG emissions under Federal, Provincial and Regional emissions reduction initiatives.

ISO 14064 (1) is the International Standard for quantifying and reporting GHG emissions and reductions, and is the current benchmark from which many of these initiatives are developed.

For individuals tasked with designing, managing or reporting GHG emissions or reductions, a broad understanding of the requirements and implications of ISO 14064 (1) is critical to identifying the GHG reporting frameworks and options available.

#### Who Should Attend

Individuals involved in the development and implementation of GHG reporting methodologies and those responsible for an organization's GHG claims.

#### For Further Information Please Contact:

Tim Clarke  
ph: 604 646 6456  
e-mail: [taclarke@kpmg.ca](mailto:taclarke@kpmg.ca)

Barbara Puchala  
ph: 604 691 3476  
e-mail: [bpuchala@kpmg.ca](mailto:bpuchala@kpmg.ca)

In-house training can be arranged for your staff – please contact us for details.

Join us for this two day course designed to provide an introduction to the principles and requirements for reporting on greenhouse gas emissions and removals at the facility or organizational level.

The course will focus on best practices associated with the design, development and reporting of GHG inventories including the determination of GHG emission boundaries; quantification of GHG emissions; and removals and design of GHG data management and reporting systems.

#### Agenda

##### Course Introduction

Introduction to current and evolving greenhouse gas regulations in Canada and the United States, and the related reporting requirements.

##### GHG Principles

Overview of the GHG reporting principles and their implications for the design of GHG reporting systems.

##### GHG Inventory Design and Development

An examination of the processes for defining the boundaries of the facility or organization, identifying and quantifying emissions to be reported, including appropriate quantification methodologies, and selecting emission factors to be used.

##### GHG Inventory Components

- Review of processes for documenting GHG emissions and removals
- Review of processes for quantifying GHG reductions and increased GHG removals
- Criteria for selecting, establishing and adjusting the baseline year
- Requirements for assessing and reducing uncertainty.

##### GHG Inventory Quality Management

Procedures and controls required to establish reliable GHG inventories.

##### Reporting of GHG

Requirements for credible and reliable GHG reports.

##### Organization's Role in Verification Activities

Understanding the external verification process and the actions an organization needs to take to make this successful.

##### Course Materials

- Course binder, slides, exercises and case studies
- ISO 14064 (1) specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals.

Dates: October 20-21, 2009

Time: 8:30 a.m. to 4:30 p.m.

Fee: \$ 950 plus \$47.50 GST  
(includes continental breakfast, lunch and coffee)

Please register by  
October 12, 2009

Location: KPMG LLP  
777 Dunsmuir Street  
Vancouver, BC V7Y 1K3



## ISO 14064 (1) Course Registration Form

### ISO 14064 (1) Course Registration Form

E-mail this form to: [bpuchala@kpmg.ca](mailto:bpuchala@kpmg.ca) or fax to: Barbara Puchala at 604 691 3031

Please submit one registration form for each attendee:

Course Date: ☐ October 20 – 21, 2009

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

*(Confirmation and other correspondence will be issued via email)*

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Method of Payment:

Should you wish to pay this invoice by credit card, please complete the following and fax it to:  
**Barbara Puchala at 604 691 3031**

*(Credit Cards Charged in Canadian Dollars at current exchange rate)*

Card Type: ☐ VISA ☐ MasterCard ☐ Amex

Card Number: \_\_\_\_\_ Expiry Date (MM/YY): \_\_\_\_\_

Amount: **\$950.00 plus \$47.50 GST = \$997.50**

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cheques: Please make cheques payable to KPMG LLP and mail with registration form to:

Attention: Barbara Puchala  
KPMG LLP  
777 Dunsmuir Street  
Vancouver, BC V7Y 1K3

*An invoice will be issued on receipt of registration form and payment*



## KPMG's Sustainability Services Team



**Chris Ridley-Thomas**

**Practice Leader:** Chris Ridley-Thomas is a registered professional biologist (Association of Professional Biologists of British Columbia), Certified Environmental Auditor and greenhouse gas auditor. Chris has a strong background in verification methodologies and audit reporting having worked as a biologist in Canada and as a chartered accountant (Institute of Chartered Accountants in England and Wales) in the UK prior to becoming an environmental auditor.

Chris has extensive experience in environmental management, particularly in resource industries. His clients include forestry, mining, utilities, aquaculture, banking and tourism industries. Chris also leads KPMG's Vancouver based Carbon Advisory Group conducting GHG advisory and assurance engagements. He is currently working as a technical advisor in relation to an assessment of a Canadian province's climate change strategy.



**Tim Clarke**

**Senior Manager:** Tim Clarke is a Registered Environmental, Health & Safety and Quality Management Systems Lead Auditor (IRCA) and has over 19 year experience assessing management systems in a variety of sectors including: Pulp & Paper, Petro-chemical, Mining, Health Care, Construction, the Public Sector, Engineering, Education, Utilities, Electronics and Manufacturing.

He has conducted and is currently involved with a number of Greenhouse Gas Emission reporting projects and is a technical expert representative to the Climate Registry's electrical utility sector.



**Craig Roessler**

**Manager:** Craig Roessler, B.Sc.(Forestry), M.Sc.(Planning), is a Registered Professional Forester with extensive experience in a variety of forest management fields working with industry, consultants and government. He is a Registered Environmental Management System Lead Auditor, a Certified Environmental Auditor (SFM) and a Quality Management Systems Lead Auditor. He has conducted audits to all major forest, environmental and quality management system standards and chain of custody standards, including for woodlands, pulp and paper and sawmill operations. He also has experience in environmental management system auditing in such non-forestry sectors as aquaculture.

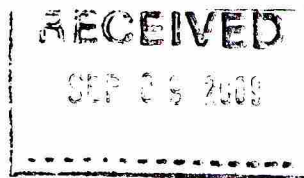


**Sylvi Holmsen**

**Senior Assessor:** Sylvi Holmsen is a Registered Professional Forester, Chartered Accountant and Certified Environmental Auditor (SFM). She has extensive experience in management systems auditing and audit program development. She currently focuses on environmental management system, chain of custody and sustainability auditing and has also completed green energy and GHG offset credit audits and sustainability report verification against GRI as well as forest safety audits to OHSAS 18001 and the BC SAFE Companies program.



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



8.11

FILE #	DATE
470-20	SEP 09 2009
<input checked="" type="checkbox"/> ACCTS	<input type="checkbox"/> P/R
<input type="checkbox"/> DCBO	<input type="checkbox"/> ADMIN
<input checked="" 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	<input checked="" type="checkbox"/> COUNCIL
TAX	
ITEM A B C	
COUNCIL AGENDA	
DATE 2009/21/09	
INITIAL MAM	
(ITEMS: A - REQ. ACTION; B - INFO. W/RESP; C - INFO ONLY)	

September 3, 2009

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

Dear Mayor and Council,

Burnaby City Council, at the Open Council meeting held on 2009 August 31 received information on the situations occurring in four BC municipalities; Port Alberni, North Cowichan, Campbell River and Powell River with respect to the non payment of industrial property taxes.

Burnaby Council believes this action will have far reaching, potentially devastating impacts on local governments across the Province. As a result Council adopted the attached resolution in support of these Communities and would request every local government in the Province do the same.

In addition, we have submitted this resolution to the UBCM as a late resolution which will hopefully be considered for discussion at the forthcoming Convention, and written to Honourable Bill Bennett, Minister of Community and Rural Development requesting the Provincial Government assist in defending against the legal challenge put forward by Catalyst Paper.

Your support in defending against the actions of Catalyst Paper will send a strong message to industry and the Provincial Government that the preservation of our legislated authority to establish and collect property taxes is fundamental to the well being of our citizens and must be respected by business, industry and senior governments alike.

Thank you for your time and consideration of this most important matter.

Very truly yours,

Nicolas M. Volkow,  
Acting Mayor



**CITY OF BURNABY**

**RESOLUTION**

**INDUSTRIAL PROPERTY TAXES**

**“THAT WHEREAS** Catalyst Paper has not fully remitted property taxes to the City of Port Alberni and three other communities (North Cowichan, Campbell River, and Powell River) as per the assessed amount of property taxes;

**AND WHEREAS** Catalyst Paper has served the City of Port Alberni with a petition to the Supreme Court of British Columbia that the major industry property tax rate is illegal;

**AND WHEREAS** this act is in defiance of the bylaw duly instituted by a democratically elected, autonomous and accountable order of government;

**AND WHEREAS** the Community Charter requires a local government to respond to the overall needs of its community determining levels of expenditures and taxation that are appropriate to deliver its services in a manner which are responsive to the community needs;

**AND WHEREAS** non-payment of taxes by property owners is not only illegal, it inhibits a City’s ability to deliver its mandated services, such as fire protection, law enforcement, roads, sewer, water, parks and recreation;

**AND WHEREAS**, if unchallenged, this non-payment of property taxes may be taken as a precedent;

**NOW THEREFORE BE IT RESOLVED** that the City of Burnaby urge all local governments within British Columbia to strongly condemn Catalyst Paper’s actions;

**AND BE IT FURTHER RESOLVED** that Council write to the Provincial Government to support the four communities in opposing the court action;

**AND BE IT FURTHER RESOLVED** that Council be prepared to assist the four communities in their legal action and urge all local governments in the UBCM to likewise;

**AND BE IT FURTHER RESOLVED** that a copy of this resolution be sent to all members of the UBCM including the four affected communities;

**AND BE IT FINALLY RESOLVED** that this resolution be submitted to the UBCM as a late resolution for the upcoming convention on September 29, 2009.

Adopted by Burnaby City Council  
Open Council Meeting  
2009 August 31



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

September 3, 2009

Honourable Bill Bennett  
Minister of Community and Rural Development  
PO Box 9490 Stn Prov Govt  
Victoria, BC V8W 9N7

Dear Mr. Bennett:

Burnaby City Council, at the Open Council meeting held on 2009 August 31 received information on the situations occurring in four BC municipalities; Port Alberni, North Cowichan, Campbell River and Powell River with respect to the non payment of industrial property taxes.

Burnaby Council believes this action will have far reaching, potentially devastating impacts on local governments across the Province. As a result Council adopted the attached resolution in support of these Communities and have requested every local government in the Province do the same.

In addition, we have submitted this resolution to the UBCM as a late resolution which we are requesting be considered for discussion at the forthcoming Convention later this month.

The Province of B. C. has, through various legislative means, provided local governments with the opportunity to establish and collect taxes, primarily property taxes, to ensure ongoing funding for the provision of services to our citizens. This action on the part of Catalyst Paper strikes at the heart of that legislated authority; undermining the ability of elected, accountable, and responsible local governments to provide for their citizens.

The support of the Provincial Government, in defending against the actions of Catalyst Paper, will send a strong and important message to industry that the preservation of our legislated authority to establish and collect property taxes is fundamental to the well being of our citizens and must be respected by business and industry alike.

Therefore, we formally request the Provincial Government, through the Ministry of Community and Rural Development to provide support to the local governments of the City of Port Alberni, District of North Cowichan, City of Campbell River and District of Powell River as they defend against the legal action initiated by Catalyst Paper.

Your support will be greatly appreciated.

Very truly yours,

Nicolas M. Volkow,  
Acting Mayor

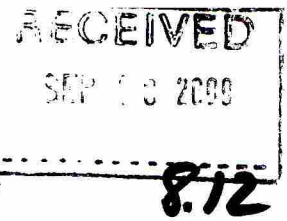




# Youth Parliament of British Columbia



## Alumni Society



208 - 7191 Barnet Road  
Burnaby, BC V5A 1E1

(604) 728-0446  
registrar@bcyp.org

7 September 2009

Dear Sir or Madam:

**Re: British Columbia Youth Parliament, 81<sup>st</sup> Parliament**

FILE #	DATE
230	SEP 10 2009
BCAO	<input type="checkbox"/> ACCTS
	<input type="checkbox"/> 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 type="checkbox"/> RAYTOR
<input type="checkbox"/> PAYROLL	<input type="checkbox"/> COUNCIL
TAX	
ITEM	A B C
COUNCIL AGENDA	
DATE	Sept 21/09
INITIAL	PM

(ITEMS: A - REG. ACTION;  
B - INFO - W/RESP.  
C - INFO ONLY)

The British Columbia Youth Parliament's 81<sup>st</sup> Parliament will be held in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2009. The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the December parliamentary session and in community service activities throughout the year. **Youth Parliament is a one year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. Youth Parliament is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. **Each municipal or regional government may nominate two applicants.**

Each applicant who is accepted to attend as a member of BCYP must pay a **\$225** registration fee, unless the member resides on Southern Vancouver Island (Chemainus and south) or the Southern Gulf Islands, in which case the fee is **\$125**. Thanks to a grant from Coast Capital Savings, the remainder of the \$415 cost is covered for all members, and Southern Gulf and Vancouver Island members receive the further reduction thanks to support from the Victoria Foundation.

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Harbour Towers Hotel in Victoria. In addition, transportation to and from Victoria will be provided for all members who require it. Nomination of an applicant carries no requirement of financial sponsorship, although applicants will appreciate any financial assistance they can receive from their home community. Financial support is available for applicants who cannot meet the expense of the registration fee. Applications for financial assistance are considered separately from applications for membership. We also provide resources for applicants attempting to secure funding from community sources (see [www.bcyp.org/session](http://www.bcyp.org/session)).

I have enclosed an application form and two copies of a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for our organization. A soft copy of the form is available from our website at [www.bcyp.org/session](http://www.bcyp.org/session), along with soft copies of the brochure and an informational poster.

**All application forms must be received by October 21, 2009.** Applicants will be notified whether they have been selected in early November. If you require more information, please contact me by telephone or e-mail as indicated above, or visit our website at [www.bcyp.org](http://www.bcyp.org).

Yours truly,

Dora Turje  
Registrar, Youth Parliament of B.C. Alumni Society



British Columbia's Youth Parliament (BCYP) is youth taking responsibility and initiative to make a positive impact in their communities. Essentially, BCYP is a non-profit, non-partisan, youth service organisation. For a full year, 95 members pool their resources, creativity and determination for one purpose: to advance, better, and improve the lives of the youth of British Columbia.

Our motto is "Youth Serving Youth," and through various projects BCYP fulfills this motto. However, our organisation differs tremendously from other youth service groups in a number of ways.

We reach out further to the hands of British Columbians who need it most; we operate, develop, and fundraise for projects entirely initiated by ourselves; and we accomplish projects that few other organisations even attempt. We are about the youth of British Columbia maximizing their potential to give back to the community. **This is BCYP.**

For more information on BCYP and its projects visit our website

[www.bcorp.org](http://www.bcorp.org)

or contact the Premier

[premier@bcyp.org](mailto:premier@bcyp.org)

For registration information contact  
our Registrar

[registrar@bcyp.org](mailto:registrar@bcyp.org)

*BCYP is unique in that it is  
in no way a "mock" or  
model parliament -- the  
legislation members debate  
translates into real action  
in the community.*





## Why We Hire a Parliament

British Columbia Youth Parliament began as the TUXIS Older Boys' Parliament, meeting for the first time in 1924. In 1974, upon the admittance of girls, it became BC Youth Parliament, and 2008 marked its 80<sup>th</sup> Session.

Every year, between December 27<sup>th</sup> and 31<sup>st</sup>, 95 representatives of youth organisations from across British Columbia gather at the Legislative Chambers in Victoria for the annual session of British Columbia Youth Parliament. Members sit as independents; they do not represent any political party and they vote according to their individual consciences on all issues. They learn about parliamentary process, debate topics of interest, and plan numerous activities for the upcoming year. Proposed activities are presented in the form of government bills; once passed they must be put into effect. This is where BCYP differs from other Youth Parliaments in that BCYP is not a "model" or "mock" parliament — the legislation members pass translates directly into positive action in the community.

All 95 of our members are volunteers; people who sacrifice a week of their winter vacation to debate and legislate the projects we attempt, as well as sacrificing the countless days, weeks, and months to follow through with them. Why do we do it? Because we can.

And more importantly, because we care.



## Youth Serving Youth

BCYP members participate in group service events organised around the province. Members come together to volunteer with different organisations or special events, or to perform service to the community in ways of their own devising. As well, all over British Columbia throughout the year, individual members of BCYP perform individual acts of service to their communities. Members also work together and on their own to raise money for charitable causes, and the funds required to cover BCYP's operational expenses and the costs of running its major projects.



## Camp Phoenix

Camp Phoenix is by far the most far-reaching task attempted by a youth service organisation. This project is about organising and running a summer camp for children from across British Columbia who would otherwise be unable to live the summer camp experience. It is about the members of BCYP coming together to realise an ambitious and truly noble goal. It is about pushing our limits and redefining terms like "hard work" and "commitment." It is about truly making a huge difference in the community.

This project is fully initiated, developed, and staffed by members of our organisation. Our fundraising and efforts throughout the year come together to send 50 children aged 8-11 to enjoy a very special week of their summer and lives. Held at a different campsite every year, Camp Phoenix provides the opportunity for children from all regions of the province to attend. Fully accredited by the BC Camping Association, the cost of organising Camp Phoenix is approximately \$25,000, which is somewhat over half of BCYP's annual budget.

## Community Fundraising

Each year BCYP organizes a gala fundraising event, the proceeds of which are used to subsidize the cost of Camp Phoenix and BCYP's other projects. The aim is to raise in the neighbourhood of \$5000 in order to provide as many full camper fee subsidies as possible for Camp Phoenix.

Previous BCYP auctions have featured donations from a large variety of companies, including a golf game with news anchor Tony Parsons, fully inclusive weekend getaway packages to Whistler, Tofino and Victoria, Native artwork, jewelry, theatre packages, restaurant gift certificates, and much more!

## Regional Youth Parliaments

To increase the number of youth who are able to participate in Youth Parliament activities, BCYP members organise and run Regional Youth Parliaments in various regions of the province. Through these events, BC Youth Parliament furthers its goals of promoting community service, education in the parliamentary process, and training in public speaking and debating.

More local in scope than BCYP, Regional Youth Parliaments hold weekend-long sessions aimed at high school students between the ages of 14 and 18. Members gather to plan their activities for the upcoming year, as well as discussing local, national, and international issues in a parliamentary setting.







**Debra Key**

**From:** Stacey Barker [sbarker@fvrd.bc.ca]  
**Sent:** Thursday, September 10, 2009 4:29 PM  
**To:** tfriesen@chilliwack.com; mthiessen@district.kent.bc.ca; myounie@mission.ca; kfleckenstein@harrisonhotsprings.ca; mconnolly@district.kent.bc.ca; Larry Burk; mwutzke@hope.ca; Debra Key; Rod Shead  
**Cc:** Mike Hofer; Tareq Islam  
**Subject:** West Nile Virus Update  
**Attachments:** PNW WNV Activity 2009-09-09.pdf; EPI\_Report\_WNV\_SurvSummary9\_Sep10-2009.doc

<<PNW WNV Activity 2009-09-09.pdf>> <<EPI\_Report\_WNV\_SurvSummary9\_Sep10-2009.doc>>

Please find attached the latest WNV surveillance report and activity map from the BC Centre for Disease Control. Highlights include:

- A second human case and one new mosquito pool has been confirmed as positive for WNV in BC. To date, 2 human cases and 9 mosquito pools have been reported as positive
- Canada: 3 human cases (including the two reported in BC), 4 dead birds, 22 mosquito pools (including the 9 in BC) and 1 horse have been reported as positive.
- US: No new human cases have been reported in Washington or Oregon, 1 new case was reported in Montana. As of Sept 8, 196 human cases have been reported by CDC.

I have just become aware of a news report that ran today, concerning a positive horse in Aldergrove. I am trying to verify this story and get comments from the Fraser Health Authority and the BC Centre for Disease Control. I will pass on more information when it becomes available.

Please see link:

[http://www.news1130.com/news/local/more.jsp?content=20090910\\_171859\\_4564](http://www.news1130.com/news/local/more.jsp?content=20090910_171859_4564)

I have been in contact with the Fraser Health Authority, who will be directing our WNV preventative efforts next year. The discussions as to what actions will be recommended in 2010 have just started, but I will update you as soon as I have more information. I am planning to hold a coordinators meeting in October to review the 2009 nuisance season and we will also discuss at this time any future WNV preventative actions. I will send around a meeting request in the near future.

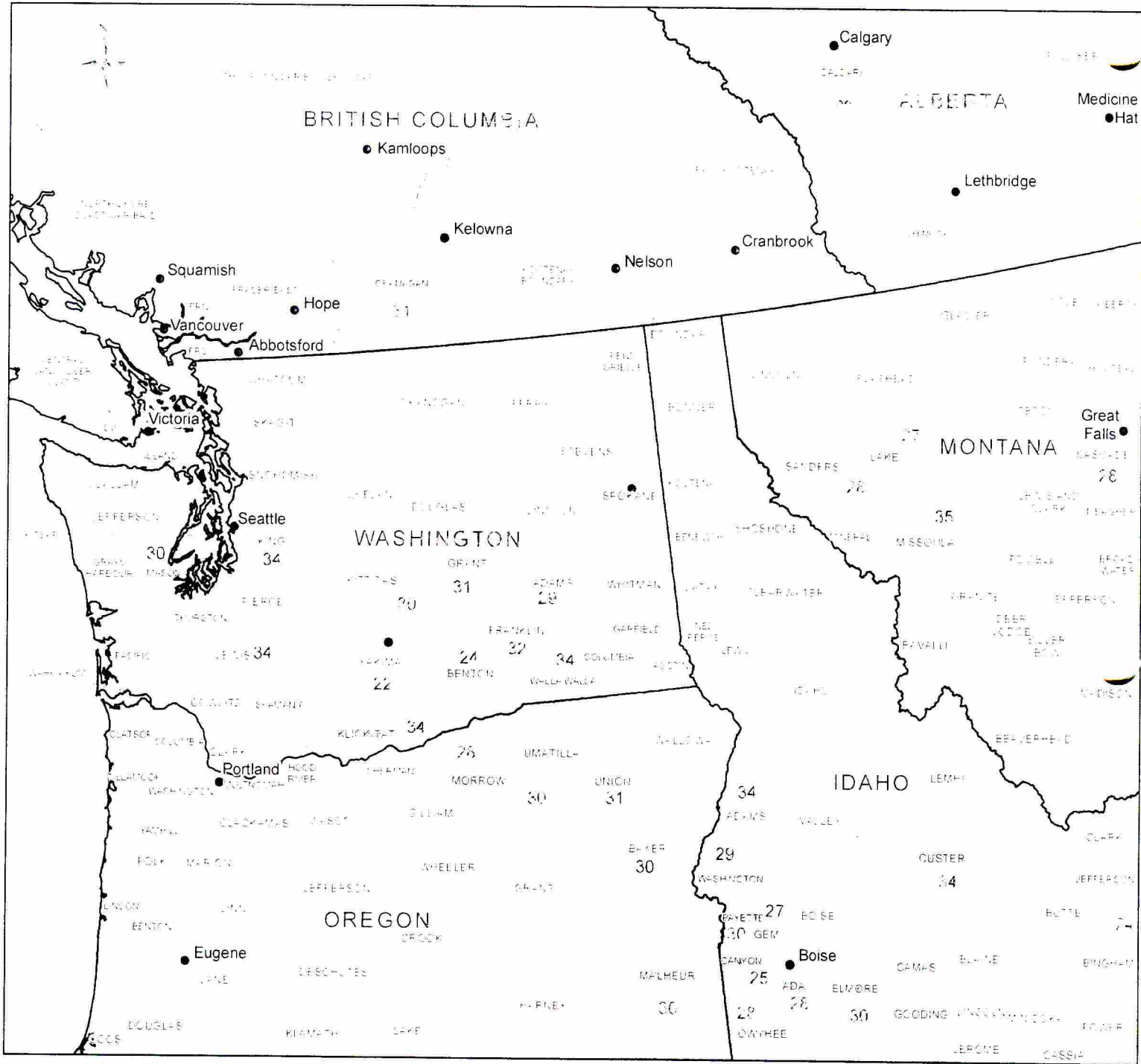
Thank you

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*Stacey Barker*

Engineering & Environmental Services Coordinator

# Pacific Northwest Region West Nile Virus Activity



September 9, 2009

## Data Sources:

British Columbia: [www.bccdc.ca](http://www.bccdc.ca)

Alberta: <http://www.health.alberta.ca/health-info/WNV-evidence.html>

Washington: <http://www.doh.wa.gov/ehp/ts/Zoo/WNV/WNV.html>

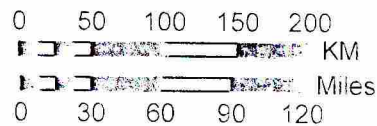
<http://www.doh.wa.gov/ehp/ts/Zoo/WNV/weeklyupdate.pdf>

Oregon: <http://www.oregon.gov/DHS/ph/acd/diseases/wile/survey.shtml>

Idaho: <http://www.healthandwelfare.idaho.gov/site/4278/default.aspx>

Montana: <http://www.dphhs.mt.gov/PHSD/epidemiology/commun-disease-epi-index.shtml>

USGS: [http://diseasemaps.usgs.gov/wnv\\_us\\_human.html](http://diseasemaps.usgs.gov/wnv_us_human.html)



No data

No positive submissions

WNV positive corvid

WNV positive mosquito

WNV positive equine

WNV positive human

20 Week number of first positive (epidemiological weeks 1-52)



# West Nile Virus Surveillance



BC Centre for Disease Control

## West Nile Virus Surveillance Summary #9 Thursday, September 10, 2009

### WNV Activity in BC

(Data as of September 9, 2009)

The second human case of WNV in BC has been confirmed. This case was a family member of the first confirmed human case and reported travel in the southern Okanagan. One new mosquito pool has tested positive for WNV, for a total of nine positive pools to date in 2009. All positive pools were in the Okanagan Health Service Delivery Area.

The BCCDC webpage on West Nile can be viewed directly at: <http://www.bccdc.ca/dis-cond/a-z/w/WestNileVirus/default.htm>

From June 1 <sup>st</sup> , 2009	Humans*	Corvids submitted	Corvids sighted	Mosquito pools
# Tested	225	124	372	2238
# Positive	2	0		9

\*includes routine screening of CSF, organ and stem cell donations in addition to physician test requests

Maps and graphs of BC surveillance data can be found at: <http://www.bccdc.ca/dis-cond/a-z/w/WestNileVirus/Surveillance/WNV2009SurveillanceData.htm>

### 7-day Environment Canada weather forecast for select BC communities

Warm and dry conditions are forecasted for BC over the next week. Abbotsford, Vancouver and Victoria are expecting sun and temperatures ranging 27-10°C. Osoyoos, Kamloops, Creston and Cranbrook are expecting sun and temperatures ranging 31-5°C.

### Accumulated base 16 °C growing degree days comparison for select BC communities

August 31 <sup>st</sup>	2009	2008	2007	2006	2005	2004	2003	30YR
Cranbrook	368	366	442	423	307	360	476	276
Creston	519	414	607	554	446	517	620	351
Osoyoos	750	649	687	687	680	809	786	540
Kamloops	696	580	579	657	575	704	662	475
Abbotsford	385	280	295	342	340	430	360	222
Vancouver	289	204	221	239	245	329	275	170
Victoria	255	189	207	237	239	296	263	153
Prince George	252	185	189	237	184	264	196	139

All communities experienced dramatically increased accumulated degree days this year compared to last year and the 30 year average. Degree day calculations beyond August 31<sup>st</sup> are not calculated as newly hatched mosquitoes have entered diapause by this time (a state where they do not seek a blood meal); therefore, the effect of temperature on mosquito development and viral replication after this time does not contribute to WNV risk.





# West Nile Virus Surveillance



BC Centre for Disease Control

## WNV Activity in Canada

(Data as of September 9, 2009)

	Human Cases (confirmed)	Positive Corvids (confirmed)	Positive Mosquito pools	Positive Equine Cases
BC	2	0	9	0
Alberta	1	n/a	n/a	0
Saskatchewan	0	1	11	0
Manitoba	0	0	2	0
Ontario	0	3	0	1
<b>Total</b>	<b>3</b>	<b>4</b>	<b>22</b>	<b>1</b>

AB, SK and MN and ON are not testing corvids as part of their WNV programs. all birds have been tested by the Canadian Cooperative Wildlife Health Centre  
AB is not testing mosquito pools

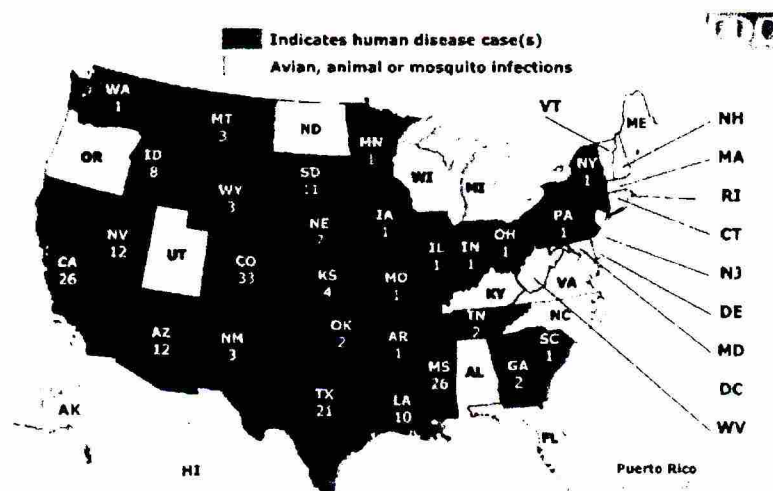
## WNV Activity in the US

- Washington:
  - There has been 1 human case, 326 positive pools, 15 positive birds and 32 positive horses.
  - King County reported activity for the first time in the 2009 season this week with one dead crow reported positive.
- Oregon:
  - There have been six human cases, 15 positive birds, 3 positive horses and 258 positive mosquito pools reported. No new activity has been reported since last surveillance report.
  - Activity has been reported in 5 Counties located in the north and eastern part of Oregon.
- California:
  - There have been 29 human cases reported in 40 counties, 405 dead birds, 845 mosquito pools, 171 sentinel chicken flocks, 6 horses and 6 squirrels have been reported as positive to date in 2009.
- Montana:
  - One new human case has been reported for a total of four cases to date.

## Other US states reporting WNV activity:

(Data as of Sept 8; Sources: USGS survey)

196 human cases of WNV have been reported in 28 States. 49% of human cases have been reported as encephalitis/meningitis. Six fatalities have been reported. The number of human cases reported continues to be lower compared to previous seasons.



**Debra Key**

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**From:** Stacey Barker [sbarker@fvr.d.bc.ca]  
**Sent:** Monday, September 14, 2009 12:20 PM  
**To:** tfriesen@chilliwack.com; mthiessen@district.kent.bc.ca; myounie@mission.ca; kfleckenstein@harrisonhotsprings.ca; mconnolly@district.kent.bc.ca; Larry Burk; mwutzke@hope.ca; Debra Key; Rod Shead  
**Subject:** FW: West Nile Virus Update  
**Attachments:** 2009HLS0018-000326[1].pdf

<<2009HLS0018-000326[1].pdf>>

Here is the latest news release from the Ministry of Healthy Living & Sports that speaks to the reports on the WNV positive horse found in the Fraser Valley.

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*Stacey Barker*

Engineering & Environmental Services Coordinator

Fraser Valley Regional District

604.702.5096

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**From:** Stacey Barker  
**Sent:** Thursday, September 10, 2009 4:29 PM  
**To:** 'tfriesen@chilliwack.com'; 'mthiessen@district.kent.bc.ca'; 'myounie@mission.ca'; 'kfleckenstein@harrisonhotsprings.ca'; 'mconnolly@district.kent.bc.ca'; Larry Burk; 'mwutzke@hope.ca'; 'Debra Key'; 'Rod Shead'  
**Cc:** Mike Hofer; Tareq Islam  
**Subject:** West Nile Virus Update

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Thank you

---

*Stacey Barker*

Engineering & Environmental Services Coordinator

Fraser Valley Regional District

604.702.5096

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## NEWS RELEASE

For Immediate Release  
2009HLS0018-000326  
September 11, 2009

Ministry of Healthy Living and Sport  
Ministry of Agriculture and Lands  
BC Centre for Disease Control

### **WEST NILE VIRUS CONFIRMED FOR FIRST TIME IN B.C. HORSES**

VANCOUVER – British Columbia has confirmed its first locally acquired cases of West Nile virus in horses. This closely follows the confirmation of the first human cases, further indicating the presence of West Nile virus in the province.

It has been confirmed that a horse in the Fraser Valley and a horse in the South Okanagan of the Interior Health region have been infected with West Nile virus. Test results are pending on another horse in the South Okanagan. None of these animals have travelled outside the province. In 2006, a horse that had travelled to Colorado was infected with West Nile virus before returning to BC.

“This is not a surprising development,” said Dr. Paul Kitching, chief veterinarian and branch director at the Animal Health Centre. “British Columbia has long anticipated the arrival of West Nile virus, and now it’s in multiple regions of the province. What is important is preventing infection as best as possible, for both humans and animals. Of all large land mammals, horses are particularly susceptible. There are West Nile virus vaccines for horses, and horse owners should talk to their vets about getting their animals immunized.”

West Nile virus is a mosquito-borne illness. Mosquitoes become infected with the virus after feeding on infected wild birds and then transmit the virus through bites to people, animals and other birds. Some animals infected with West Nile virus may show no signs. Others may exhibit a range of symptoms including fever, muscle spasms, weakness, lack of co-ordination, seizures and changes in behaviour. For horses, signs of West Nile virus infection may include stumbling, weakness, head pressing, confusion, inability to stand, seizures and listlessness. Most horses recover fully. In severe cases, horses may die or need to be euthanized.

Most people who are infected with West Nile virus will have no symptoms at all. However, about 20 per cent of people infected will develop an illness with fever, headache and rash symptoms. In about one in 150 human cases, more severe neurological complications can occur, such as encephalitis (inflammation of the brain) and meningitis (infection of the lining of the brain).

-more-

West Nile virus cannot be transmitted directly from an infected horse to humans. Horses that have been infected are not a direct risk to other horses in the area. However, cases in horses signal that infected mosquitoes are present in the area, which indicates a risk to other horses and people in the vicinity.

In addition to getting their animals vaccinated, horse owners should make an effort to drain standing water where mosquitoes may breed and practise mosquito control in general.

“While there are West Nile virus vaccines for horses, there is currently no vaccine for humans,” cautioned Dr. Bonnie Henry, director of the Vector-Borne Disease Program at the British Columbia Centre for Disease Control, an agency of the Provincial Health Services Authority. “Common-sense precautions against getting bitten by mosquitoes should be taken, especially when outdoors, and even as we head into the fall. This includes wearing light-coloured, long-sleeved shirts and long pants – especially in the evenings and early mornings when mosquitoes are most active – and using mosquito repellents that are federally registered, such as those that contain DEET and lemon eucalyptus oil.”

“This is the first confirmed West Nile activity in the Fraser Health region,” confirms Dr. Elizabeth Brodtkin, medical health officer for Fraser Health. “We have a well-established surveillance program in the Fraser Valley, and so far we have had no positive mosquitoes or birds in the area. But the case of this infected horse indicates that the virus is here. We are reminding people in the Fraser Health region to continue to take precautions to prevent mosquito bites as the best way to protect themselves and their families from West Nile virus.”

Residents of British Columbia, and especially in the Fraser Health and Interior Health regions, are also requested to keep an eye out for dead crows and other corvids, such as ravens, magpies and jays, and to report these to their local health authority.

#### **Resources:**

BC Animal Health Centre Website

[www.agf.gov.bc.ca/ahc/](http://www.agf.gov.bc.ca/ahc/)

BC Centre for Disease Control West Nile Virus Website

[www.bccdc.ca/dis-cond/a-z/\\_w/WestNileVirus/default.htm](http://www.bccdc.ca/dis-cond/a-z/_w/WestNileVirus/default.htm)

BC Dead Bird Reporting Form and Hotlines:

[http://www.bccdc.ca/dis-cond/a-z/\\_w/WestNileVirus/Surveillance/WNvDeadBirdReporting.htm](http://www.bccdc.ca/dis-cond/a-z/_w/WestNileVirus/Surveillance/WNvDeadBirdReporting.htm)

Fraser Health Website and West Nile Virus Hotline:

[www.fraserhealth.ca](http://www.fraserhealth.ca) / 1-888-WNV-LINE (1-888-968-5463)

Interior Health Website and West Nile Virus Hotline:

[www.interiorhealth.ca](http://www.interiorhealth.ca) / 1-866-300-0520

Public Health Agency of Canada West Nile Virus website  
[www.phac-aspc.gc.ca/wn-no\\_index-eng.php](http://www.phac-aspc.gc.ca/wn-no_index-eng.php)

US Centers for Disease Control West Nile Virus website  
[www.cdc.gov/ncidod/dvbid/westnile/](http://www.cdc.gov/ncidod/dvbid/westnile/)

**Media Contact:**

Dr. Paul Kitching  
BC Animal Health Centre  
604 556-3003

Media Pager  
Fraser Health Communications  
604 450-7881

Ritinder Harry  
BCCDC Communications  
604 707-2412

For more information on government services or to subscribe to the Province's news feeds using RSS, visit the Province's website at [www.gov.bc.ca](http://www.gov.bc.ca).





**VILLAGE OF HARRISON HOT SPRINGS  
MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE**

**DATE:** March 13, 2009  
**TIME:** 10:00 a.m.  
**PLACE:** Council Chambers, Harrison Hot Springs, B. C.

**IN ATTENDANCE:** Chair Mayor Becotte  
Councillor D. Kenyon

L. Burk, Chief Administrative Officer  
D. Courtice, Director of Finance

Recording Secretary E. Heistad

**ABSENT:**

1. **CALL TO ORDER**

Mayor Becotte called the meeting to order at 10:05 a.m.

2. **ADOPTION OF MINUTES**

None

3. **DELEGATIONS/PETITIONS**

4. **CHAIRPERSON REPORT**

5. **ITEMS FOR DISCUSSION**

**Moved by Mayor K. Becotte**  
**Seconded by L. Burk**

**THAT D. Kenyon be appointed Chair of the Administration and Finance Committee.**

**CARRIED**

**VILLAGE OF HARRISON HOT SPRINGS MINUTES OF THE  
ADMINISTRATION AND FINANCE COMMITTEE MEETING**

**March 13, 2009**

**PAGE (2)**

**a) Grants to Groups** The Committee reviewed the submissions for Grants to Groups and agreed on the following recommendations.

**HHS Elementary Pac** – D. Kenyon will contact this group and collect more information on their request.

**Show Kids You Care** – D. Kenyon will contact this group and collect more information on their request.

**Kent Harrison Foundation** – \$1,000 for the Don Ramsey bursary.

**Dragon Boats** –\$1,500 would be given this year but they would be invoiced for the documentation fees to process the use of the water lot for their boat storage. In future use of the water lot would be their in-kind contribution.

**Kent Harrison Aquanauts** – \$200

**Search & Rescue** – \$4,000

**Harrison Hot Springs Pre-School** – \$500 and will look at getting them building.

**The Historical Society** –\$500

**Agassiz Harrison Community Services** – \$5,000

**Harrison Festival Society** - \$11,500

**Arts Council** - \$1,000 (charged back in rent every year)

P. Stenson raised concerns that the \$5,000 damage deposit might be too high for some groups and that the costs for a \$5,000,000 liability insurance policy is extremely high.

The Committee agreed to cap the budget line item at \$30,000 for this year.

It was agreed that the remainder of the funds be put a contingency fund for requests throughout the year. All future requests would go through the Parks & Rec Commission for consideration.

**VILLAGE OF HARRISON HOT SPRINGS MINUTES OF THE  
ADMINISTRATION AND FINANCE COMMITTEE MEETING**

**March 13, 2009**

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**ADJOURNMENT**

**Moved by D. Keynon**

**Seconded by D. Courtice**

**THAT** the meeting be adjourned.

**CARRIED**

The meeting adjourned at 12:10 p.m.

Certified a true and correct copy of the  
minutes of the Administration and Finance  
Committee of March 13, 2009 held in the  
Council Chambers, Village of Harrison Hot  
Springs, BC

\_\_\_\_\_  
Dave Kenyon  
Chair

\_\_\_\_\_  
Larry Burk  
Chief Administrative  
Officer



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

**DATE:** July 8, 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 7:02 p.m.

2. **MINUTES**

**Moved by C. Hepner**  
**Seconded by G. Guimont**

**THAT** the minutes of the Communities in Bloom Committee meeting of June 10, 2009 be adopted as amended.

**CARRIED**

3. **DELEGATIONS**

None

4. **CHAIRPERSON'S REPORT**

Thank-you for all participants and volunteers during the Canada Day celebration, we had an excellent turnout.



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

**July 8, 2009**

**PAGE (2)**

**5. COMMITTEE MEMBERS REPORT**

- a. Garden of the Week** A member reported the challenges we will face in regards to printing 'Garden of the Week' on a regular basis in the local newspaper; this is due to having a smaller paper and discretion as to what is printed.

**6. ITEMS FOR DISCUSSION**

**a. Judges Visit Welcome Package Gifts – Carolyn and Carol Report**

The Welcome Package will include a signed book and Harrison magazines/brochures. D. Harris will arrange to pick up the Village of Harrison bags.

**Photo Album- Report**

Photo albums are currently being put together and will be ready to hand over to the judges.

In the coming years, the Committee would like to include pictures of Canada Day, CIB floats, cake cutting, festival of lights and other CIB related events.

The Chair would like to suggest giving the judges a flash drive with the CIB photos.

**Moved by G. Guimont**

**Seconded by C. Harris**

**THAT** the CIB judges be provided with a memory stick of the CIB photo album.

**CARRIED**

**Record Keeping**

The Committee has requested keeping a master copy of what we have done year to year. The wrap-up CIB meeting will be filed accordingly with all members' important notes; such as contact names and mailing addresses.

**Invitations to Tea Report – Carolyn and Carol**

In the future we need to cut back the invitee list; the judges have concerns that it will be a 'very active afternoon.'

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

**July 8, 2009**

**PAGE (3)**

D. Harris will ask the judges for their feedback after the tea.

The tea will start at 2:30pm on the Village Office front lawn. We have extended the invitation for the judges to speak if they wish. The tea will be catered by Lori's Catering. They will set everything up at an approximate cost of \$4.00 per person. Our budget for food and beverage is \$200.

We would like to send letters of appreciation to the 'Gardens of the Week' winners and individuals who contribute to beatifying the village. C. Hepnar will invite select individuals.

**Welcome Dinner**

The Welcome Dinner will commence Sunday July 19<sup>th</sup> at 6:00pm at Ravens. Reservations have been made for 12 people.

**Adopt-a-Highway Cleanup -**

Adopt-a-Highway cleanup is scheduled for Thursday July 16<sup>th</sup> at 6:00pm.

**Other details**

Lillooet should be a concentration for cleanup. D. Harris will speak with K. Fleckenstein. The Plaza is still a work in progress and will remain unfinished.

The HHS Community Profile Report will concentrate on new details, not old information.

The gallery sign needs to be found and posted on the fence.

**b. 2009 CIB  
Conference**

**Registration Table – Mamie and Mary**

Is currently being undertaken.

**Welcome Package Report – Carolyn and Carol**

Includes cards that are specific to Harrison.

Chocolate baggies could either be included in the welcome bags or placed on the tables. We will look at other options and prices and discuss this at the next meeting.

**Silent Auction table Setup-Carolyn and Laura**

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

**July 8, 2009**

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We have a set of 2 silent auction pictures in frames for \$100.

All artists, along with Patsy and Leigh Graham will be invited to the dinner

Committee is all in favor of the silent auction gifts and 100 cards

The bags need to be ordered.

**Welcome Ceremony:**

**Speakers: Steven Point, Barry Penner and Ken Becotte**

We have chosen 15 photos in frames at \$100 each as gifts for the guest and table speakers.

It is too soon tell if we will need backups for speakers, we have not yet heard back from S. Point or B. Penner.

We will invite all 3 bands as guests. Chief Charlie will be invited to speak within our time frame.

D. Harris will be the master of ceremonies for the evening and will introduce the guests.

**Food and Refreshments –Not discussed**

**Entertainment – None**

**Breakfast Session 6:30am**

**Early Morning Session 8:00am - 10:00am**

The 2 separate groups will be decided at registration based on a first come first serve basis. We will give them a colored ticket.

**Landscaping with Nature: arranged**

**The Later Morning Session will be between 10:00am - 12:00pm**

**Lunch Session 12:00 - 1:00pm- arranged**

**Afternoon Session 1:00pm - 3:30pm (speakers)**

We will extend the afternoon session by half an hour. Speakers will talk for 12 minutes. We will need to monitor the time and tell participants when to move with a bell.

**Cocktails - 6:00pm - 7:00pm**

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

July 8, 2009

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The Harpist is booked for \$300 and will start at 6:00pm; we also have a back up arranged.

**Dinner - 7:00pm - 8:00pm**

**Awards - 8:00pm - 9:00pm**

**Entertainment 9:00pm - 11:00pm – has been cancelled**

**Other**

Gerry and Shirley Nootebos and others from the *Community Garden* would like to have an appreciation dinner for council and gardeners with their fresh produce. They will inform us of the day; it will either be July 22<sup>nd</sup> or 23<sup>rd</sup>.

Name tags will be discussed with the Village Office.

**ADJOURNMENT**

**Moved by M. Dams**


**Seconded by M. Lees**


That the meeting be adjourned.

**CARRIED**

The meeting adjourned at 8:53pm

Certified a true and correct copy of the  
minutes of the Communities in Bloom  
Committee Meeting held July 8, 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:** July 22, 2009  
**TIME:** 9:00 a.m.  
**PLACE:** Council Chambers, Harrison Hot Springs, B. C.

**IN ATTENDANCE:**

Councillor Dave Kenyon  
 Stephanie Key  
 Phyllis Stenson  
 Frank Peters  
 Danny Crowell (Deputy Chairman)  
 Robert Reyerse (Chairman)  
 Karl Dopf

CAO, Larry Burk  
 Recording Secretary, C. Richardson

**ABSENT:** Mayor Ken Becotte  
 Fred Gornall

**1. CALL TO ORDER**

Chairman Robert Reyerse called the meeting to order at 9:09 a.m.

**2. ADOPTION AND RECEIPT OF MINUTES**

☐ EDC Minutes  
 of June 24/09

**Moved by Danny Crowell**  
**Seconded by Frank Peters**

**THAT** the minutes of the Economic Development Commission meeting of June 24, 2009 be adopted.

**CARRIED**

**3. DELEGATIONS/PETITIONS**

None

**4. CHAIRPERSON REPORT**

None

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

**July 22, 2009**

**PAGE (2)**

**5.            ITEMS FOR DISCUSSION**

**☐ Review of  
Vision & Goals  
Document**

Robert Reyerse reviewed wording changes to the Vision and Mission Statements from the June 24, 2009 EDC meeting.

All Members were in agreement with the new wording of the statements.

**☐ Discussion of  
Goals**

Development of an Event Plan Solution was discussed to establish what is required of the EDC. An Event Plan will attract new events and should help maintain events already are held. The necessity of a Special Event Co-Coordinator was discussed. Members agreed that this should be a recommendation to Council for consideration.

R.Reyerse suggested we review the goals so we can define in more detail to help achieve the scope of each item. Members stated that priorities of each goal need to be established.

L. Burk suggested that each goal be a specific agenda item. They can then be individually addressed. L. Burk showed a development toolkit had at the District of Kent which could be adopted easily to achieve the scope of goal #1.

Alternate transportation for visitors coming into the area was discussed. L. Burk commented on potential shuttle services to the area. D. Crowell commented on transportation issues the resort has had bringing visitors who do not drive into the area. Members agree that there might be business opportunity for someone to tap into this market.

L. Burk recommended staying clear of planning and budget issues in the goals. These are outside the TOR & mandate. It would be pertinent to suggest to Council that items in those categories might benefit economic growth as opposed to getting into actual specifics.

CAO Larry Burk stated that a document is in draft for unsightly properties making statement to certain things but also using subjectivity. The Committee can make recommendations to Council for improvement to the downtown core.

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

**July 22, 2009**

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**PRIORITY-** Impact, urgency

L. Burk commented that goals 2. *Identifying Potential Development and Investment Opportunities* and 3. *Develop an Event Plan solution* would be highest priority on his list. These items may assist developers with incentives to invest in the Village of Harrison Hot Springs and for potential to develop in this area. Communication between the EDC and other Committees and Commissions is important here too.

R. Reyerse asked the members what they felt were the first priorities to be addressed. All members agreed that 2 & 3 should be addressed as the main priorities of the EDC at this point in time. L. Burk recommended that the EDC use other communities as reference such as Nelson, Rossland, and Trail etc. This information should be accessible online. L. Burk recommended that EDC also wait until after the Council retreat to establish priorities. Council will be looking at the OCP to discuss what issues have been completed. The EDC may then have a better understanding of what Council's expectations will be of the Commission. Dave Kenyon agrees that some of the goals may fall under other Commissions and Committees and that the EDC should maintain focus on 2 & 3 as they are issues that are tangible.

L. Burk suggested that co-ordination with Shawn on what events & groups are coming into the community.

R. Reyerse suggested establishing criteria for events in the community and ensuring a proactive roll of the EDC to ensure success and sustainability.

L. Burk is attending a Resort Communities collaborative conference in September which will include discussion of issues with sustaining resort community status and how special events can help accomplish this.

D. Crowell suggested that the EDC discuss the Sand Sculpture/Sand Castle event. R. Reyerse feels that this event does need to be discussed to see if it is an event that needs to be re-invented. He suggested that the Event Plan be discussed at the next EDC session. Questions to be addressed include whom do we want to attract to Harrison? What opportunities need to be tapped into? How do we make Harrison the "base" for these and other events?

L. Burk suggested that Harrison has the ability to have a diversity of events which bring many different visitors into the area for more than just a day trip.

As an added factoid P. Stenson stated that ticket sales for the Festival of the Arts were real good, but sales of goods were down significantly.

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

**July 22, 2009**

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☐ **Communication**

**COUNCIL-** EDC Chair to submit any reports to Council through L. Burk. Council can then receive the Vision and Mission statements at the next Council meeting- August 10, 2009.

**HHS/COMMUNITY-** EDC members were in agreement that the Village needs to have an updated website listing the new Commission & Committee members, documents for public review and community information. L. Burk to provide details when new website is ready for first draft review.

**REGION-** Members agreed to discuss community/industry involvement at the EDC meeting in September.

☐ **Next Steps**

Members were in agreement that an Open house scheduled for sometime in the fall would be of great benefit. Community input would help the EDC set direction and establish what the priorities of the EDC should be now that the Vision & Mission statement is in place.

☐ **Retreat**

L. Burk indicated that the agenda for the July 29, 2009 Council retreat will be ready Thursday, July 23, 2009. All EDC members are invited to attend. The retreat will be an opportunity for the EDC to participate and access information which may be applicable to tasks they are planning.

L. Burk requested that members confirm their attendance with Cindy.

Next meeting of the EDC will be held August 19/09 9:00 a.m., Council Chambers.

**6.**

**Moved by Dave Kenyon**  
**Seconded by Frank Peters**

**THAT** the meeting be adjourned at 10:50 a.m.

**CARRIED**

Certified a true and correct copy of the minutes of the  
Economic Development Committee of July 22, 2009 held  
in the Council Chambers, Village of Harrison Hot  
Springs, BC.

\_\_\_\_\_  
Robert Reyerse  
Chairman

\_\_\_\_\_  
Larry Burk  
CAO





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** September 1, 2009  
**FROM:** Director of Finance **FILE:** 2510  
**SUBJECT:** Christmas Closure Schedule - 2009

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#### RECOMMENDATION:

**THAT** the Village Office be closed at 12:00 noon, December 24, 2009 and be closed December 29, 30 & 31, 2009, reopening January 4, 2010.

#### BACKGROUND:

Historically the Village Office has been closed between Christmas and New Years. This year Christmas falls on a Friday and Boxing Day a Saturday, therefore on Monday December 28<sup>th</sup> the office would be closed due to the statutory holiday and on Friday January 1, 2010. The remaining three days, December 29, 30 and 31<sup>st</sup> would be taken as vacation (or banked time off) by office employees. The Public Works crew shifts will continue throughout the holiday period with vacations granted as operational requirements permit.

Council has also traditionally granted a half day off with pay to all those employees working on the last working day before the Christmas break.

Respectfully submitted for your  
consideration;

Dale Courtice  
Director of Finance







## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** September 1, 2009

**FROM:** Larry Burk, Chief Administrative Officer **FILE:** 3090-20-41

**SUBJECT:** Development Variance Permit at 380 Eagle Street

---

### RECOMMENDATION

THAT Council receives this report; and

THAT Council approves the Development Variance Permit; or

THAT Council denies the Development Variance Permit.

### BACKGROUND:

The applicant constructed an open carport attached to the south side of his principle building without the benefit of a building permit. The new construction was erected to provide covered storage for a large boat during off season and when the boat was not in use.

The applicant had applied for a building permit earlier in 2008 which was turned down due to the fact that the location proposed for the structure encroached into the side yard set back limits regulated by the current R2 zoning regulations.

At that time, he was informed of the option to apply for a Development Variance Permit. He was apprised that the DVP may or may not be approved depending on issues including technical, neighbor impacts and political discussion.

He did not apply for a DVP at the time. It appears that he decided to proceed with the construction without either the DVP or a building permit. When the construction was discovered a Stop work order was posted and Bylaw Notice Enforcement Ticket(s) issued.

Following the notice and ticketing he came to the office to discuss his problems. Options included the removal of the structure, or all stop and proceed through an application for a DVP. He decided to apply for the DVP before any further work on the property.

## DISCUSSION

The variance requested is to reduce the 1.5 m interior side yard setback for principal buildings from 1.5 to 0.3 m. If approved, the DVP would be registered against title to the lands.

Notice of a Development Variance Permit application was delivered per the requirements of Section 922 of the *Local Government Act*.

As can be seen from the photos the height of the structure alone could be considered to be an issue. However this height does follow current regulations. The R2 regulations permit the principle structure to be a maximum 10.7 m in height. The accessory building (a building not attached to the principle residence) regulations permit only a 5.0m height and 5.0m is not high enough to allow access for the boat.

We received only one written submission concerning the application. (see attached). This is from the resident and owner of the property immediately south of this site.

There are comments in this submission that make reference to procedures and perceptions of the notice. More appropriate to the application itself are comments in paragraph 2 which relate to dimensions, air and light blocking and perceived loss of quality of life.

Structural elements of any structure on the lands would be addressed appropriately and adequately should this DVP and subsequent building permit be approved. Dimensions and setbacks would also be addressed to appropriate standards with respect to encroachment and actual application.

The purpose of this report is to address the potential approval or not of the variance request. Appropriate engineered drawings, permits and approvals would have been required if approached in the appropriate prescriptive process. Should the variance be approved engineered drawings, verifications and certifications of proposed and existing work from registered professionals would be solicited prior to any final approval of the structure.

## OPTIONS/ALTERNATIVES

The applicant's lot is large enough to support a structure of this kind at another location. There may still be the necessity for a variance for height if the boat shed can not be designed to be attached to the principle residence. A structure in another location on the lot may involve some tree removal and possibly an RAR assessment since it is adjacent to the Miami River.

Approval would also be subject to submission of appropriate plans, permits, certifications etc. as noted above. The existing structure will have to be moved to meet the minimum limits that have been applied for.

If the DVP is not approved the structure will have to be removed.

**POLICY CONSIDERATIONS:**

A Development Variance Permit requires approval or denial via resolution of Council.

Respectfully submitted for your  
consideration;

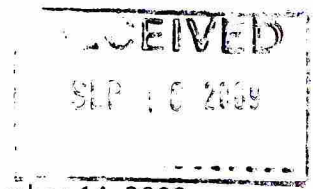
---

Larry Burk  
Chief Administrative Officer

U:\Reception\Council Reports\2009\Sept 1, 2009 DVP at 380 Eagle Street- Scigliano.doc



5260 16325



To: Mayor and Council, Harrison Hot Springs

Date: September 14, 2009

From: Peter and Bianca Awram, 390 Eagle Street, Harrison Hot Springs

Subject: Development Variance Permit at 380 Eagle Street

File: 3090-20-41

As the property owners of 390 Eagle Street, the property adjoining 380 Eagle Street, and as residents of Harrison Hot Springs, we strongly object to the proposed variance that would allow the interior side parcel setback for the principal building at 380 Eagle Street to be relaxed to a distance of 0.3 m.

1. It is inappropriate to grant a relaxation of the interior side parcel setback for the principal building at 380 Eagle Street for several reasons.
  - This would allow a new principal building to be built on this property at a distance of only 0.3 m from the interior parcel line, without any further consultation with neighbours. Since the owner of 380 Eagle Street, Frank Scigliano, has already told us of his intention to build a new principal building further back on his property, we fear that granting this variance will eventually lead to a new principal building right along our property line, which would devalue our property.
  - According to Zoning Bylaw 672, 1996 section 7.2, the minimum setback for a principal building is in fact 3.6 m, not 1.5 m (as stated in the application). So the difference in the setback that is being asked for is huge, and would allow for a building which is completely out of character with the neighbourhood.
  - As shown in the development variance permit application, the boatshed is not attached to the existing garage. Hence, according to the definitions given in Zoning Bylaw 672, 1996, it is not in fact a principal building, but an accessory building. A principal building interior side parcel setback variance should not be granted for an accessory building.
  - 380 Eagle Street is a large lot and there is plenty of room to build a boat shed in another place that would not encroach on us as neighbours or require an interior side parcel setback variance.
2. As the reason given for this variance application is the open boat carport at 380 Eagle Street, we will address our concerns with respect to this carport.
  - It is misleading to state that "the applicant wishes to construct an open boat carport", as this has in fact already been constructed, without a building permit, in violation of a stop work order which had been posted.
  - The concrete posts of the boatshed in question are actually less than 5 cm from the interior parcel line, so a variance permitting a 30 cm setback would not in fact be



relevant to this boatshed. In addition, the roof of the boatshed actually reaches over the parcel line, into the lot of 390 Eagle Street.

- This boatshed blocks the light from our living room window, and as such is affecting our quality of life. We live in Harrison Hot Springs year-round, and the loss of light in our living room resulting from the construction of the boatshed is affecting us on a daily basis. This is in violation of one of the principal purposes of Bylaw 672, section 3.2.3 "– securing of adequate light, air and access".
- We are concerned for the safety of our children, as not only has this boatshed been constructed in violation of a stop work order, but we have also had a professional opinion that this boatshed has not been constructed in a safe manner. This gives us reason to be concerned for the safety of children playing in our yard. We also fear that this boatshed which has been built without regard to building regulations may not be secure enough to withstand the kind of windstorms we have experienced over the past two winters, and could end up being lifted by the wind and thrown into the side of our house (where we sleep).

In summary, we are opposed to the requested variance, both because it could seriously affect the value of our property, and because the structure in question is already affecting our quality of life on a daily basis. In addition, we believe the requested variance to be inappropriate for several reasons, including the fact that the boat shed has actually already been built with foundations that are within 5 cm of the interior parcel line, and a roof that extends across the parcel line into the adjacent property of 390 Eagle Street.

As residents of Harrison Hot Springs, we also do not think it is correct practice to encourage the building of structures that are in violation of bylaws, building codes and stop work orders by approving this kind of "retrospective" variance.

Respectfully yours,

*B. Awram*

Peter and Bianca Awram

FILE #	DATE
3090-20-4	SEP 16 2009
<input checked="" type="checkbox"/> CAO	<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 <u>SEP 21</u> w report	
INITIALS	
(ITEMS: A - REQ. ACTION B - INFO - W RESP; C - INFO ONLY)	

## VILLAGE OF HARRISON HOT SPRINGS

### DEVELOPMENT VARIANCE PERMIT

FILE NO. 3090-20-41 DVP 05/09

1. This Development Variance Permit No. DVP 05/09 is issued to:

FRANK SCIGLIANO  
1916 EAST 3<sup>RD</sup> AVENUE  
VANCOUVER, BC V5N 1H5

as the owner (the "Permittee") and shall apply only to that certain parcel or tract of land within the Village of Harrison Hot Springs (the "Village") described below, and any and all buildings, structures, and other development thereon:

Parcel Identifier: 018-432-212

Parcel 1, Plan LMP 12296, Legal Subdivision 13, Township 4, Range 29, Meridian W6, New Westminster Land District

(the "Lands")

Civic Address: 380 Eagle Street, Harrison Hot Springs, BC V0M1K0

2. This Development Variance Permit ("DVP") is issued pursuant to the *Local Government Act* and the applicable bylaws of the Village and is issued subject to compliance with all bylaws of the Village, except as specifically varied or supplemented by this Permit.
3. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit shall form a part hereof.
4. Zoning Bylaw 672, 1996 section 7.2 is hereby varied as follows:
  - (a) That section 7.2 of Zoning Bylaw 672, 1996 (.3 Principal Buildings Minimum Setback – interior side parcel line) be reduced from 1.5 metres to 0.3 metres
5. The Permittee shall obtain from any purchaser of the Permittee's interest in the Lands, or portion thereof, an agreement to be bound by the terms of this Permit, and until such time as the purchaser agrees to be so bound, all obligations imposed on the Permittee under this Permit shall remain the sole obligations of the Permittee.
6. This Permit does not constitute subdivision approval, a Soil Removal/Deposit Permit, or a Building Permit and does not entitle the Permittee to undertake any work without the necessary approvals or permits. Other works must be constructed in accordance with engineering plans and specifications acceptable to the Village of Harrison Hot Springs;

and buildings and structures can only be constructed in accordance with the B.C. Building Code following issuance of a Building Permit.

7. This Permit does not constitute an approval under, or relieve the Permittee from complying with, all applicable provisions of the *Wildlife Act, Migratory Birds Convention Act, 1994* or any other federal, provincial or municipal statute, regulation or bylaw governing the Permittee's use and development of the Lands.
8. If trees on the Lands are proposed to be felled between April 1 and August 1 of any given year, then an appropriately qualified professional must monitor compliance with all applicable provisions of the *Wildlife Act, Migratory Birds Convention Act, 1994*, and any other federal or provincial environmental legislation governing the Permittee's use and development of the Lands.
9. This permit shall lapse if the permittee does not substantially commence the development permitted by this permit within one (1) year of the date of this permit.

AUTHORIZING RESOLUTION PASSED by Village of Harrison Hot Springs Council on the  
day of \_\_\_\_\_, 2009.

THE TERMS AND CONDITIONS UPON WHICH THIS PERMIT IS ISSUED ARE HEREBY  
ACKNOWLEDGED.

\_\_\_\_\_  
FRANK SCIGLIANO

THIS PERMIT IS ISSUED this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

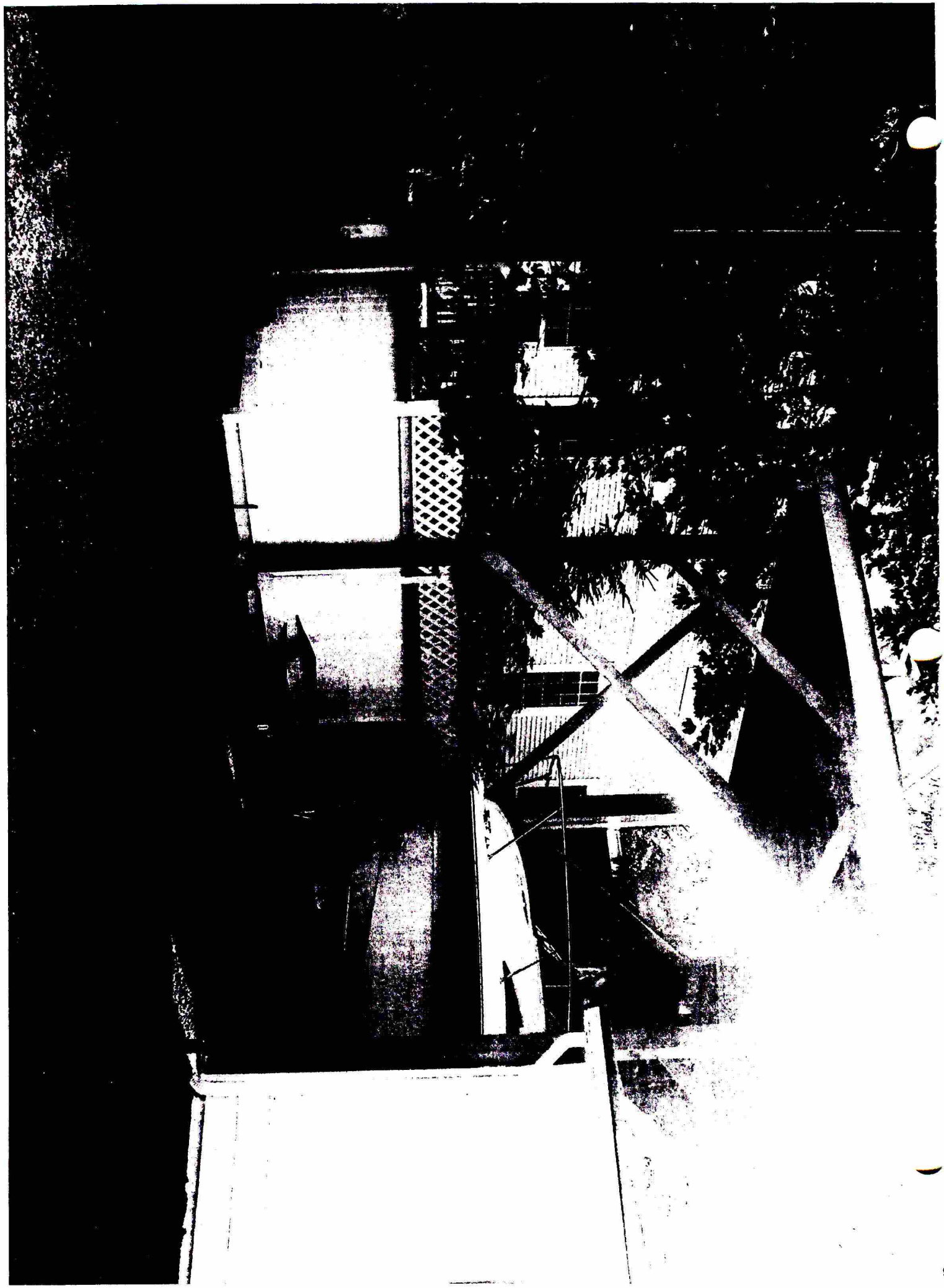
The Corporate Seal of the VILLAGE OF )  
HARRISON HOT SPRINGS was hereunto )  
affixed in the presence of: )

\_\_\_\_\_  
Mayor )

\_\_\_\_\_  
Corporate Officer )

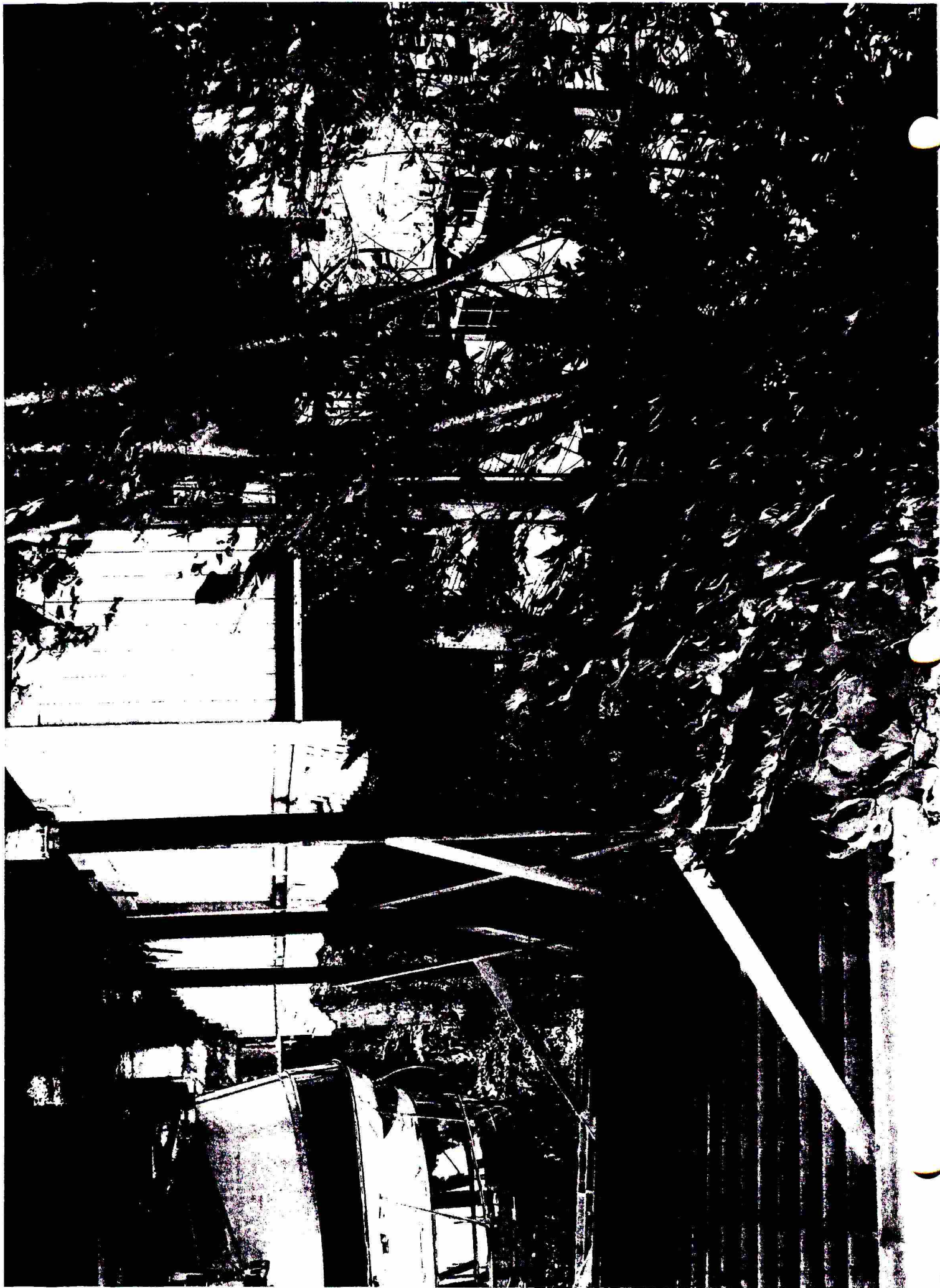
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## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

TO: Mayor and Council DATE: Sept 17, 2009

FROM: Larry Burk, Chief Administrative Officer FILE: 0110

SUBJECT: Council Remuneration –per diem clarification.  
Amendment to Policy 1.19

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### RECOMMENDATION

**THAT** Council receives this report; and

**THAT** Council approves the amendment to Part 3 c Per Diem Allowance, by replacing it with 3 c Meals and 3 d Per Diem Allowance, Section 1 and Section 2 and e Miscellaneous.

### BACKGROUND

It seems that confusion has arisen in Policy 1.19 regarding remuneration and per diem. The following was the intention with this policy as put forth by staff:

**Part 2.- Remuneration** received by Councillors was intended as payment for attendance to typical daily/weekly/monthly responsibilities of office as designated by the Mayor or Council throughout the term of office. This remuneration included 1/3 to be directly attributable to expenses not including mileage which is separate.

Typical daily/weekly/monthly responsibilities of office include attendance at Committee meetings, area and regional meetings, meetings or functions to which a Councillor is assigned as spokesman, liaison or Council appointed member.

**Part 3.c.- Per Diem Allowance** was intended to cover usual expenses when attending a Council approved special event, seminar, conference etc.



As clarification, sections (i), (ii), & (iii) of Part 3 c. shall be removed and replaced with Part 3 c Meals, d per Diem Allowance, Sections 1 and 2 and e Miscellaneous as follows:

### **Section 1**

Where Councillors attend typical councillor responsibilities of office as assigned by Mayor and council from time to time throughout their term including: as a Council delegate, Council liaison or regular committee member and the event is beyond the District of Kent boundary, per diems shall be applicable as follows:

for any meeting/event <b>scheduled</b> as less than 4 hours	Half per diem = \$50
for any meeting/event <b>scheduled</b> as more than 4 hours	Full day per diem = \$100

NB: Travel time is not included since typical responsibilities attended to by Councillors are within the lower mainland. The per diem rate is based on the scheduled length of the meeting/event. Compensation for meals or other expenses are not applicable. Mileage is paid according to Section 3.a.

### **Section 2**

Where Councillors attend events, meetings, conferences, seminars outside the lower mainland including UBCM, FCM, LMGA, LMLGA, etc. and attendance has been previously approved by Council resolution or policy, per diems shall be applicable as follows:

#### **a. Within the Province**

1. Where the event is anywhere within the Province, accept as noted in section 1 above, per diems shall be provided as full or half days per the event schedule. Meals included in the event registration fees shall be deducted from the associated per diem rate. Any meals not included in the registration fees shall be reimbursed at the applicable rate and verified by submission of receipt(s);
2. Where the event is within the Province travel time equivalent to one full day per diem (\$100) shall be allotted for travel covering each direction to and from the event.

#### **b. Outside the Province**

1. Where the event is outside the Province, per diems shall be provided as full or half days per the event schedule. Meals included in the event registration fees shall be deducted from the per diem rate accordingly. Any meals taken that are not included in the registration

fees shall be reimbursed at the applicable rate and verified by submission of receipt(s);

2. Travel time shall be provided as two full day per diems (\$200) to cover expenses/meals in each direction to and from the event.

Where registration fees for events, meetings, conferences, seminars include meals (not including Continental Breakfast) and whether or not the meal is taken, per diems shall be adjusted as follows:

- (a) Breakfast included - deduct \$15
- (b) Lunch included deduct - \$25
- (c) Dinner included deduct - \$35
- (d) Where all meals included - deduct \$75

Per diems are considered expenses and are not retroactive. Any decision(s) of this report shall not be considered retroactively.

- d. Miscellaneous is renumbered to e.

Respectfully submitted for your consideration,

  
\_\_\_\_\_  
Larry Burk  
Chief Administrative Officer

  
\_\_\_\_\_  
Dale Courtice  
Director of Finance



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

SUBJECT  COUNCIL REMUNERATION AND EXPENSE ALLOWANCE	POLICY NUMBER  1.19
	DATE ADOPTED DATE AMENDED May 4, 2009

Council of the Village of Harrison Hot Springs deems it necessary and expedient to adopt a Council Remuneration and Expense Allowance policy.

#### 1. PURPOSE

Council of the Village of Harrison Hot Springs is empowered pursuant to the *Community Charter* to provide for the payment of remuneration, including any amount specified as an expense allowance to the Mayor and Councilors for the discharge of the duties of office;

Council is also empowered under the *Community Charter* to reimburse expenses incurred by a Council member;

#### 2. REMUNERATION

- a. Effective the first day of January, 2009 the Mayor of the Village of Harrison Hot Springs shall be paid twenty thousand dollars (\$20,000) per annum of which, six thousand six hundred and sixty seven dollars (\$6,667) shall be specified as an expense allowance;
- b. Effective the first day of January, 2009, each Councillor of the Village of Harrison Hot Springs shall be paid ten thousand dollars (\$10,000) per annum of which, three thousand three hundred and thirty-three dollars (\$3,333) shall be specified as an expense allowance;
- c. The remuneration amount shall be paid in monthly installments throughout the year;
- d. The remuneration rates set out in Section 2.1 above shall commence from January 1, 2009 and be effective for the calendar year 2009, and thereby increased by \$5,000 per year on January 1<sup>st</sup> for the years 2010 and 2011;
- e. The remuneration rates set out in Section 2.2 above shall commence from January 1, 2009 and be effective for the calendar year 2009, and thereby increased by \$2,500 per year on January 1<sup>st</sup> for the years 2010 and 2011;



### 3. EXPENSE ALLOWANCE

The following types of expenses qualify for reimbursement in the amount and at the level specified when representing the Village of Harrison Hot Springs on regular business. Per diem rates for expenses incurred on a daily basis, shall apply as follows:

#### a. Travel and Transportation

- i) Private Vehicle Use - .50 cents/km
- ii) Parking, Ferries, Highway Tolls, airfare & Taxi Service:  
-re-imbursement at cost  
with receipt

Note: The municipality will pay the difference between "Pleasure Use" and "Business Use" I.C.B.C. rates if use of the council members personal vehicle for the municipality is beyond the limits of "Pleasure Use" insurance.

#### b. Accommodation

- i) Where the municipality has not pre-arranged rooms:  
-re-imbursement at cost  
with receipt

#### c. Meals

Where meals are taken, reimbursement is set at the following rates:

- (a) Breakfast - \$15
- (b) Lunch - \$25
- (c) Dinner - \$35

#### d. Per Diem Allowance

##### Section 1

Where Councillors attend typical councillor responsibilities of office as assigned by Mayor and council from time to time throughout their term including: as a Council delegate, Council liaison or regular committee member and the event is beyond the District of Kent boundary, per diems shall be applicable as follows:

for any meeting/event <b>scheduled</b> as less than 4 hours	Half per diem = \$50
for any meeting/event <b>scheduled</b> as more than 4 hours	Full day per diem = \$100

NB: Travel time is not included since typical responsibilities attended to by Councillors are within the lower mainland. The per diem rate is based on the scheduled length of the meeting/event. Compensation for meals or other expenses are not applicable. Mileage is paid according to Section 3.a.

## **Section 2**

Where Councillors attend events, meetings, conferences, seminars outside the lower mainland including UBCM, FCM, LMGA, LMLGA, etc. and attendance has been previously approved by Council resolution or policy, per diems shall be applicable as follows:

### **a. Within the Province**

1. Where the event is anywhere within the Province, accept as noted in section 1 above, per diems shall be provided as full or half days per the event schedule. Meals included in the event registration fees shall be deducted from the associated per diem rate. Any meals not included in the registration fees shall be reimbursed at the applicable rate and verified by submission of receipt(s);
2. Where the event is within the Province travel time equivalent to one full day per diem (\$100) shall be allotted for travel covering each direction to and from the event.

### **b. Outside the Province**

1. Where registration fees for events, meetings, conferences, seminars include meals (not including Continental Breakfast) and whether or not the meal is taken, per diems shall be adjusted as follows:
  - (a) Breakfast included - deduct \$15
  - (b) Lunch included deduct - \$25
  - (c) Dinner included deduct - \$35
  - (d) Where all meals included - deduct \$75

**e. Miscellaneous**

- a) Telephone, photocopying, faxes and other business related items shall be reimbursed at cost upon verification by receipt.

<b>APPROVED BY:</b>	<b>DATE:</b>
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# **VILLAGE OF HARRISON HOT SPRINGS**

## **REPORT TO COUNCIL**

**DATE:** July 8/2009

**TO:** Mayor and Council

**FROM:** Chris Wilson, Fire Chief

**SUBJECT:** Fire Department Monthly Report for June 2009

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### **RECOMMENDATION:**

THAT Mayor and Council receive this report for information.

### **DISCUSSION:**

In the month of June, the HHSFD responded to 6 calls for service:

- 3- First Responder Medical
- 3- Commercial Building Alarm

**TOTAL: 6**

The HHSFD had 5 practices in June and conducted training and evaluation on the following subjects:

- Self-Contained Breathing Apparatus
- Air Cylinder filling
- Standard Operating Procedure drills
- First-Aid training

In addition to this training, the HHSFD also conducted administrative briefings, safety and business meetings and also completed legally required apparatus and equipment inspections.

### **PAYROLL:**

*\*Hourly rates are calculated at the current rate of \$13.05/hr. Council approved a wage increase to \$18.00/hr. earlier in 2009 which has not yet been ratified by way of a by-law. Once the bylaw is adopted, the following costs will be retroactively adjusted to reflect the wage increase.\**

JUNE PRACTICES- 59 HOURS @\$13.05/HR.

= \$769.95

JUNE CALLOUTS- 20 HOURS @ \$13.05/HR.

= \$261.00

JUNE TOTAL- \$1030.95

### CHIEF'S COMMENTS:

At the beginning of June, I attended the Fire Chief's Association of B.C. (FCABC) annual convention in Nanaimo. The convention proved to be very informative and gave an excellent opportunity to increase my knowledge, skills and abilities by way of *high-quality education* sessions and valuable networking with fellow fire service colleagues.

At the convention, the Fire Chief's Association awarded me with a \$500 scholarship towards my education. This scholarship will prove to be very helpful, as I am taking a bachelor's degree in fire and safety studies and am funding this education on my own.

Respectfully submitted for your information,



Christopher A. Wilson  
Fire Chief



Larry Burk  
Chief Administrative Officer

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**VILLAGE OF HARRISON HOT SPRINGS****REPORT TO COUNCIL**

**DATE:** August 3/2009

**TO:** Mayor and Council

**PREPARED BY:** Chris Wilson, Fire Chief

**SUBJECT:** Fire Department Monthly Report for July, 2009

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**RECOMMENDATION:**

THAT Mayor and Council receive this report for information.

**DISCUSSION:**

In the month of July, the HHSFD responded to 13 calls for service:

- 9- First Responder Medical
- 1- Commercial Building Alarm
- 2- Structure Fire
- 1- Vehicle Fire

**TOTAL: 13**

The Harrison Holiday Park clubhouse fire occurred at 1848hrs. on July 27, 2009. The HHSFD arrived on scene 7 minutes later to find a fast moving fire burning in the attic area of the clubhouse. The department chose to take an offensive stance on the fire and posed an aggressive attack that saw the successful extinguishment of the fire before it had a chance to consume the rest of the structure. Agassiz and Popkum Fire Departments were called to the scene to provide additional manpower and a tanker shuttle water supply.

This fire could have been much worse due to the extremely dry and hot conditions the Village was experiencing, combined with the number of exposures (trees, mobile homes, etc.) in close vicinity to the clubhouse. I am extremely proud of the efforts by all that attended the scene; fighting fire in full protective gear on a 35 degree Celsius day is not something we all wish to experience on a regular basis.

The fire was investigated on July 28<sup>th</sup> and 29<sup>th</sup> by the B.C. Safety Authority (electrical inspector and gas inspector), and myself. The fire has been officially determined to be accidental, caused by the improper storage of open fuel containers placed in close vicinity to gas-fired appliances. Education was provided to the park staff on how to prevent a similar occurrence.

July was an extremely busy and productive month for training, a two-day driver training course was held in addition to 5 practices. The nationally accredited driver training session was well attended and all members that took the training passed with flying colors.

Other topics that were covered during July consisted of:

- Personal Protective Equipment
- Overcoming heat stress
- Standard Operating Guideline drills
- Pumps and Pumping operations

In addition to this training, the HHSFD also conducted administrative briefings, safety and business meetings and also completed legally required apparatus and equipment inspections.

## **PAYROLL:**

*\*Hourly rates are calculated at the current rate of \$13.05/hr. Council approved a wage increase to \$18.00/hr. earlier in 2009 which has not yet been ratified by way of a by-law. Once the bylaw is adopted, the following costs will be retroactively adjusted to reflect the wage increase.\**

JULY PRACTICES- 66 HOURS @ \$13.05/HR.

= \$861.30

\*\*JULY DRIVER TRAINING- 39 HOURS @ \$13.05/HR.

= \$508.95\*\*

JULY CALLOUTS- 97 HOURS @ \$13.05/HR.

= \$1265.85

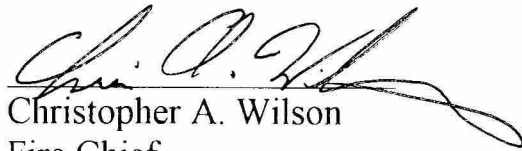
JULY TOTAL- \$2127.15


*\*\* In May of 2009, the HHSFD submitted suggestions for a policy to detail when Fire Fighters are remunerated. The HHSFD believes that Fire Fighters should be compensated for attending all required training and hopes the new policy will reflect this request. As a result of this issue, the driver training is not included in the total calculation, and will be re-visited once the new policy is in place. \*\**

### **CHIEF'S COMMENTS:**

The month of July was quite busy for the HHSFD, typical for the middle of the tourist season. The department is experiencing a significant amount of satisfaction due to the provision of first responder medical services. Our relationship with the *British Columbia Ambulance Service* grows stronger with every call we attend; we have received many positive comments and thanks from ambulance crews and take great pride in being able to serve the residents and guests of the Village in this unique capacity.

Respectfully submitted for your information,

  
Christopher A. Wilson  
Fire Chief

  
\_\_\_\_\_  
Larry Burk  
Chief Administrative Officer

# **VILLAGE OF HARRISON HOT SPRINGS**

## **REPORT TO COUNCIL**

**DATE:** September 3/2009

**TO:** Mayor and Council

**PREPARED BY:** Chris Wilson, Fire Chief

**SUBJECT:** Fire Department Monthly Report for August 2009

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### **RECOMMENDATION:**

THAT Mayor and Council receive this report for information.

### **DISCUSSION:**

In the month of August, the HHSFD responded to 14 calls for service:

- 6- First Responder Medical
- 3- Commercial Building Alarm
- 3- Burning Complaint
- 1- Wires Down
- 1- Vehicle Fire

**TOTAL: 14**



The HHSFD had 4 practices in August and conducted training and evaluation on the following subjects:

- Pumps and Pumping Operations
- Standard Operating Procedure drills
- First-Aid training
- Rapid Intervention Teams

In addition to this training, the HHSFD also conducted administrative briefings, safety and business meetings and also completed legally required apparatus and equipment inspections.

### **PAYROLL:**

*\*Hourly rates are calculated at the current rate of \$13.05/hr. Council approved a wage increase to \$18.00/hr. earlier in 2009 which has not yet been ratified by way of a by-law. Once the bylaw is adopted, the following costs will be retroactively adjusted to reflect the wage increase.\**

AUGUST PRACTICES- 54 HOURS @ \$13.05/HR.

= \$704.70

AUGUST CALLOUTS- 41 HOURS @ \$13.05/HR.

= \$535.05

AUGUST TOTAL- \$1239.75


### **CHIEF'S COMMENTS:**

August was a fairly busy month for callouts, with 14 responses for service. The wildfire threat continued to increase in the Village and the HHSFD was on high alert, with the Fire Chief making numerous patrols of the Village. Fortunately, no wildfires occurred during this very dry and unusually hot month.

We are also anxiously awaiting the arrival of our Automatic External Defibrillator. The unit is scheduled to arrive in mid to late September. Training on the defibrillator is scheduled for late September, which, if the unit arrives on time, will allow us to place it into service by October 1, 2009.

I continue to be impressed with the efforts, compassion and professionalism of our Fire Fighters. These fine men and women continually exhibit a genuine desire to provide quality assistance to residents and visitors to the Village. Customer service is hugely important to a fire department, and I am very proud of the extra steps that our members take to ensure that the best possible experience can be made out of a bad situation.

Respectfully submitted for your information,



Christopher A. Wilson  
Fire Chief



Larry Burk  
Chief Administrative Officer





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council

**DATE:** Sept 18, 2009

**FROM:** Larry Burk,  
Chief Administrative Officer

**FILE:** 5210

**SUBJECT:** Monthly Status Report

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The following is the status of work and projects in the Village up to Sept 18, 2009.

#### **1. Drainage improvements – approved capital works in 2009 budget**

-Strohmaier Construction has repaired or constructed three segments of storm main on Pine Street, Alder Road and Diamond Avenue;

-the low spot in the pedestrian pathway between Naismith Avenue and Cottonwood Place was repaired by adding a section of storm main and catchbasin;

-all pipes and systems in the Village are now mapped and verified as to dimension, pipe type and in some cases verified as to performance via video inspection.

#### **2. Watermain improvements – approved capital works in 2009 budget**

-the installation of a new 150 mm diameter main on Naismith Avenue is complete. 12 existing residents in this block have either improved water flow or are now connected to our system. Fire flow in this crescent has also been improved by the looping of the mains at both ends to Eagle Street water mains;

-engineered designs and tender documents are now in place for water main extensions on both Emerald Avenue and Diamond Street. These designs and documents are in readiness for grant funding applications to "shelf ready" status so that applications for funding approval can be made as soon as possible following announcements by the federal and provincial governments. These are typically made the middle of November through to mid January. Approval of funding and budget details in 2010 will see us proceeding with the continued expansion of our community water supply to the areas of the Village still waiting for this service;

-the installation of the new water reservoir provides the capacity and volume to now provide this service to areas of the Village not previously serviceable;

-the schedule for the reservoir is still on track to be ready to be in service mid October. Significant savings in some areas have covered some unforeseen added expenditures in other areas such that proposed budget are still perceived to be able to be met adequately.

### **3. McCombs Road Bridge repairs**

-request for proposal to provide geotechnical reports for the proposed bridge work on McCombs Road are out. Once complete we will then be able to select an appropriate bridge design or culvert design to proceed with repairs and replacements of these crossings in 2010;

-repairs to McCombs as a result of the detour around the Miami Bridge work is scheduled to proceed within the next week or so. Overall falling construction price costs and more efficient use of the proposed funds has allowed us to make some repairs and improvements to McCombs Road in support of the ongoing problems with speed and dangerous driving habits of motorists along this road. A roundabout is being constructed at Alder intersection and table top speed bumps are being constructed at Chestnut and Pine. Further work in 2010 will be provided pending the success of these initiatives this year.

### **4. Trail work**

-as a result of the public meeting on proposed trail development along the 200, 300 and 400 block Miami Drive, the proposed recommendations on trail development in these areas has been reconsidered by staff.

It will be recommended, pending final cost analysis, that the trail development along the 200 block segment be improved as follows:

-Installation of a Riparian area friendly fence along the rear of all properties involved. This fence is a clone to the typical cedar split rail fences seen in rural areas. The fence is made of recycled materials making it environmentally friendly. Typically plaques are attached to these fences which identify that they are in place to separate environmentally sensitive passive areas from populated or active areas; and

-Planting of indigenous trees and plants within the Village owned lands in this area; and

-to delineate the actual trail we propose to run the Village's ride on mower along the corridor as close to the center as possible. This will constitute a 42 inch wide pathway. The surface shall be left as "grass" and will be maintained by the Village as necessary. Once the pathway has been established more noticeably, vegetation will be planted along the fringes both sides of this "trail" and those areas will be permitted to grow and return to a fully vegetated state.

Along the 300 block segment:



-walk the proposed trail with our gardener and flagging the proposed route for ease of movement and limitation of disturbance to existing vegetation. Once final route is agreed upon, the clearing will consist of minor pruning of existing vegetation to provide for a 2 to 3 foot wide by 7 foot high opening. The floor of the opening to have bark mulch - soil mixture applied using wheelbarrow and hand tools such that there is a visible pathway. Any rocks, roots, logs or debris in the pathway shall be moved into the adjacent underbrush. Following this or in conjunction with this work ideas will be solicited from various local naturalist groups to help with preparation of small plaques that describe the various flora and fauna along the trail. Plaques identifying native birds and other fauna complete with descriptive of benefits to the environment are also to be solicited and erected along this trail. This trail will be described separately from other trails in the Village as a "Nature" trail offering views of natural features, flora and fauna native to the area.

Along the 400 block segment:

-as in previous descriptions on this segment, only cleanup and some minor pruning of adjacent vegetation is proposed in this area. We discovered the name and association with a group of trail advocates based out of Mission who actually provide maintenance of trails throughout the Valley by removing deleterious and noxious weeds and species. There is a significant outcropping of Japanese Knotweed along this segment. Removing that would be prudent according to our gardener and others with knowledge of this most noxious weed. If we can do this work it would be a positive move in the ongoing struggle to eradicate it from our environment.

And, finally preparing and erecting a series of simple and non-obtrusive signs all along the routes and trails in the Village showing where you are and where you can go from that place. We will be soliciting assistance, support and input from the local hiking and other groups in this regard hoping to have the whole of this work completed by early spring. Any assistance and offering of volunteers to assist with this work would be greatly appreciated.

Respectfully submitted for your  
consideration;

  
\_\_\_\_\_  
Larry Burk  
Chief Administrative Officer

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## VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 914

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

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**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 13<sup>th</sup> day of July, 2009.

READ A SECOND TIME this 13<sup>th</sup> day of July, 2009.

READ A THIRD TIME this 10<sup>th</sup> day of August, 2009.

ADOPTED this                      day of                      2009.

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Mayor

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Corporate Officer







## VILLAGE OF HARRISON HOT SPRINGS

### BYLAW NO. 924

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#### Being a Bylaw to amend Fee Schedule Bylaw No. 906

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- WHEREAS:** The Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Fee Schedule Bylaw Number 906, 2009, as adopted on April 6, 2009;
- AND WHEREAS:** it is deemed desirable to amend the fees;
- NOW THEREFORE:** the Council of the Village of Harrison Hot Springs, in open meeting assembled; HEREBY ENACTS AS FOLLOWS:

#### 1. TITLE

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Fee Schedule Amendment Bylaw No. 924, 2009"

#### 2. AMENDMENT

Bylaw No. 906 of the Village of Harrison Hot Springs cited as the "Village of Harrison Hot Springs Fee Schedule Bylaw No. 906, 2009" is hereby amended by;

- a. Page 8 add new heading – Blasting Permit Policy
  - Blasting Permit \$ 50.00
- b. Page 8 add new heading – Official Community Plan Amendment Bylaw No. 920
  - Temporary Commercial Permit \$550.00
  - Extend Temporary Commercial Permit \$300.00
- c. Page 9 Miscellaneous Fees, Other – be amended to read:
  - Oaths and Affidavits \$20.00
- d. Page 9 Miscellaneous Fees add the following under Copies
  - Plans (A1 size) \$6.00
  - Other \$0.10 per sq. in
  - Laminating Add \$1.00

e. Page 12 Add New Heading – Marina User Rates

- Commercial \$3.00 foot - daily/monthly/annually
- Private/recreational \$1.00 per foot/daily to a maximum of 14 days

3. READINGS AND ADOPTION:

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.

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Ken Becotte  
Mayor

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Larry Burk  
Corporate Officer



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** August 21, 2009

**FROM:** Larry Burk,  
Chief Administrative Officer **FILE:** 3900  
0550-20-30

**SUBJECT:** APC Terms of Reference and repealing of Bylaw 643

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#### RECOMMENDATION:

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

**THAT** Council approves three readings of Bylaw 925 to repeal bylaw 643 and amendments thereto in their 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 304 was adopted in 1977 and it appears was repealed when Bylaw 643 was adopted in 1995. Bylaw 707 which was an amendment to Bylaw 643 was adopted in 1998. Finally Bylaw 849 further amending Bylaw 643 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;

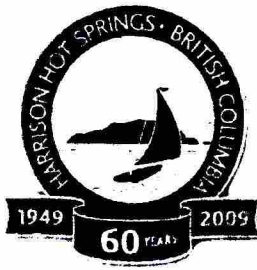
  

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Larry Burk  
Chief Administrative Officer

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## VILLAGE OF HARRISON HOT SPRINGS

### TERMS OF REFERENCE

#### Advisory Planning Commission

#### 15. STANDING AND SELECT COMMITTEES AND COMMISSIONS

##### (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;



## VILLAGE OF HARRISON HOT SPRINGS

### TERMS OF REFERENCE

#### Advisory Planning Commission

- (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.

#### THEREFORE:

#### PURPOSE

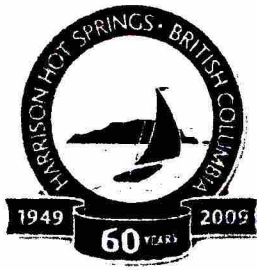
The purpose of the Harrison Hot Springs Advisory Planning Commission is to advise Council on matters with respect to land use, planning and growth strategy issues and as referred to them by Council from time to time.

#### MEMBERSHIP

The Commission shall consist of a minimum of six (6) members and may operate without all positions being occupied. A quorum shall consist of four members.

#### PROCEDURES

1. The Commission shall elect a chairperson and a deputy chairperson at the first meeting.
2. The Commission may meet as required and will structure its activities to meet at least five times per year. The Commission is not required to meet every month of the year.
3. Minutes of Commission meetings will be forwarded to Council for information.
4. The mandate of the Harrison Hot Springs Advisory Planning Commission is:
  - a) to consider all matters referred to it by the Council and report thereon to the Council.



## VILLAGE OF HARRISON HOT SPRINGS

### TERMS OF REFERENCE

#### Advisory Planning Commission

- b) to report to the Council within a time designated by the Council. If the report is not provided within the time designated then the Council may:
    - 1. Extend the time within which the report is to be provided; or
    - 2. Determine the matter without the report.
  - c) The Commission shall have as its objective the growth of the Village in a systematic and orderly manner for the ultimate benefit of the community as a whole.
5. Save with respect to matters expressly dealt with or provided for, the rules governing proceedings of the Committee shall be those governing proceedings of the Council under the Procedural Bylaw No. 914.

**THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 643**

---

**Being a bylaw to establish an Advisory Planning Commission.**

---

**WHEREAS:** the Municipal Act RSBC 1979, C. 290 provides that Council may by bylaw establish an Advisory Planning Commission whose members shall advise Council on matters coming within the scope of divisions 1, 2, 4, 5, 7 of Part 29 of the Act that are referred to it by Council.

**NOW THEREFORE:** the Council of the Village of Harrison Hot Springs in open meeting assembled, HEREBY ENACTS AS FOLLOWS:

1. The Council of the Village of Harrison Hot Springs hereby establishes an Advisory Planning Commission which shall be known as the Harrison Hot Springs Advisory Planning Commission.
2.
  - (1) Council may, by resolution, appoint up to 5 members to be members of the Commission who shall serve without remuneration.
  - (2) In 1995 three members shall be appointed for a term expiring December 31, 1997 and two members shall be appointed for a term expiring December 31, 1996. At the end of each members term, subsequent appointments shall be for a term of three years.
  - (3) The Council may fill casual vacancies on the Commission by appointing a member for the unexpired term of the former member, with the option of re-appointment.
  - (4) The Council shall not appoint to the Commission any person as a member:
    - (a) who is an elected representative of the Village of Harrison Hot Springs;
    - (b) an employee or officer of the Village of Harrison Hot Springs; or
    - (c) the Approving Officer of the Village of Harrison Hot Springs.

- (5)
    - (a) If a member of the Commission fails to attend two consecutive meetings of the Commission, without leave of the Chair of the Commission, the member shall be deemed to have resigned and the Council shall be at liberty to appoint a replacement for the balance of the unexpired term of such member.
    - (b) A member may apply for leave from the Chair or the secretary of the Commission with respect to the member's non-attendance at a Commission meeting by notifying the Chair, within one week from the date of the meeting for which leave is sought, setting forth grounds for their non-attendance.
    - (c) Where a member fails to apply for leave as set forth in subsection (5) (b) the non-attendance shall be deemed to be without leave and shall be noted as such in the minutes of the meeting.
  - (6) The Council shall provide the Commission with a secretary to perform such secretarial duties as are required.
- 3.
  - (1) The mandate of the Harrison Hot Springs Advisory Planning Commission is to advise Council:
    - (a) on revisions to or the writing of the following bylaws;
      - 1. Official Community Plan
      - 2. Zoning Bylaw
      - 3. Mobile Home Park Bylaw
      - 4. Subdivision Bylaw
      - 5. Development Permit Bylaw
      - 6. Highway Bylaw
      - 7. Sign Bylaw
      - 8. Parking Bylaw
      - 9. Drainage Bylaw
      - 10. Development Cost Charge Bylaw
    - (b) on any other land use and community development issues as referred by Council from time to time.
  - (2) The Council may refer to the Commission for consideration and report any other matter regarding long range land use policy issues in the Municipality.
- 4. The Commission shall consider all matters referred to it by the Council and report thereon to the Council.



5. The Commission shall report to the Council within the time designated by the Council in the reference. If the report is not provided within the time designated then the Council may:
  - (a) extend the time within which the report is to be provided; or
  - (b) determine the matter without the report.
6. In complying with the request of the Council for recommendations under Section 5, and in the general execution of its duties, the Commission shall have as its objective the growth of the Village in a systematic and orderly way for the ultimate benefit of the community as a whole and the balanced development of the various uses made of land and structures in the Village.
7. The Commission shall assist, when requested, in the promotion and dissemination of community planning ideas throughout the Municipality.
8. The duties of the Secretary, appointed pursuant to Section 2(6), shall be:
  - (a) to provide notice of the meetings to the members of the Commission;
  - (b) to prepare the agendas for the Commission;
  - (c) to record the minutes of all meetings;
  - (d) to prepare the written reports of the Commission for presentation to Council;
  - (e) to perform other secretarial work at the direction of the Commission.
9.
  - (1) The Commission shall if required meet at 7:00 p.m. on the first Monday of each month; save and except the months of July and August when, at the discretion of the Chair, it may meet as required.
  - (2) In addition to these regular meetings, the Commission may meet at any time at the call of its Chair to consider matters of special importance or urgency.
  - (3) Whenever the regularly scheduled meeting of the Commission falls upon a statutory holiday or at a time conflicting with a meeting of the Municipal Council, the Commission shall meet at the hour of 7:00 p.m. on the next following day which is not a holiday at a time which does not so conflict.
  - (4) The Commission shall hold its meetings in the Municipal Offices, Harrison Hot Springs, unless otherwise duly directed by its Chair.
10. Three members shall constitute a quorum of the Commission.
11.
  - (1) The Commission shall at the first meeting of each year elect a Chairperson who shall preside at the meetings of that year.


- (2) If the Chairperson is absent from a meeting, the members present shall choose a temporary Chairperson who shall preside at that meeting.
  - (3) The Chair shall maintain order at all times.
  - (4) The Chair shall determine all points of order as they arise.
  - (5) The Chair shall have the same right of vote as the other members of the Commission and in case of equality of the votes for or against a question, the question shall be negatived and the Chair shall so declare.
12. The Commission shall keep minutes of its proceedings and shall read and adopt the minutes of each meeting at the next following meeting.
  13. The Commission shall communicate its reports to the Council in writing.
  14. The Commission shall decide all questions by a majority vote of those members present.
  15. All points of procedure not provided for in this bylaw shall be decided in accordance with the provisions of the Village of Harrison Hot Springs Procedure Bylaw.
  16. The Village of Harrison Hot Springs Advisory Planning Commission By-law No. 304 - 1977 is hereby repealed.

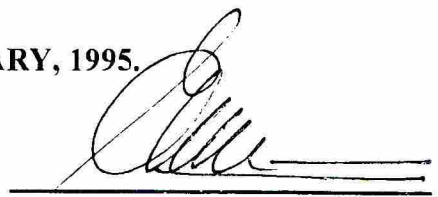
**READ A FIRST TIME THIS 24TH DAY OF JANUARY, 1995.**

**READ A SECOND TIME THIS 24TH DAY OF JANUARY, 1995.**

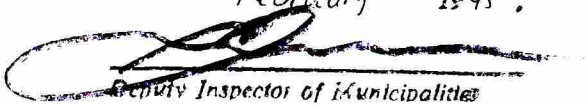
**READ A THIRD TIME THIS 24TH DAY OF JANUARY, 1995.**

**ADOPTED THIS 26TH DAY OF JANUARY, 1995.**

  
MAYOR (Robert S. Watchorn)

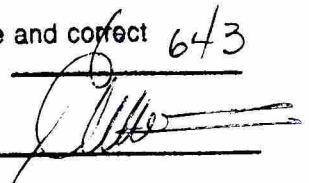
  
CLERK (Eric McMurrin)

*A true copy of By-Law No. 643  
registered in the office of the Inspector  
of Municipalities this 6th day of  
February 1995.*

  
Deputy Inspector of Municipalities

Certified a true and correct  
copy of Bylaw  
as Adopted.

CLERK

  
643

**THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 707**

---

**Being a bylaw to amend the Advisory Planning Commission Bylaw.**

---

**WHEREAS:** Council has adopted the Advisory Planning Commission Bylaw No. 643, 1995;

**AND WHEREAS:** Council deems it advisable to amend the Advisory Planning Commission Bylaw;

**NOW THEREFORE:** the Corporation of the Village of Harrison Hot Springs HEREBY ENACTS AS FOLLOWS:

1. This bylaw may be cited for all purposes as "Advisory Planning Commission Bylaw Amendment Bylaw No. 707, 1998."
2. Bylaw 643 is hereby amended as follows:
  - a) Delete Section 2(2) in its entirety and replace with the following:

"2. (2) Each appointment shall be for a one year term."
  - b) Delete Section 9(1) in its entirety and replace with the following:

"9. (1) The Commission shall meet once a month in accordance with a regular schedule to be agreed upon by the majority of the Commission members."
  - c) Delete Section 9(3) in its entirety and replace with the following:

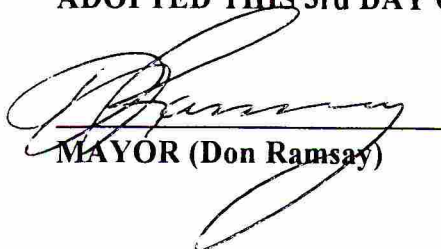
"9. (3) Regularly scheduled meetings may be cancelled or rescheduled, at the discretion of the Chair."


**READ A FIRST TIME THIS 20th DAY OF JANUARY, 1998.**

**READ A SECOND TIME THIS 20th DAY OF JANUARY, 1998.**

**READ A THIRD TIME THIS 20th DAY OF JANUARY, 1998.**

**ADOPTED THIS 3rd DAY OF FEBRUARY, 1998.**

  
**MAYOR (Don Ramsay)**

  
**CLERK (Mark Brennan)**

Certified a true and correct  
copy of Bylaw 707  
as Adopted.

  
**CLERK**

*A true copy of By-law No. 707  
registered in the office of the Inspector  
of Municipalities this 3rd day of  
April 1998.  
for Inspector of Municipalities*



**VILLAGE OF HARRISON HOT SPRINGS**

**BYLAW NO. 849**

---

**Being a bylaw of the Village of Harrison Hot Springs to amend the Advisory Planning Commission Bylaw No. 643, 1995.**

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**WHEREAS:** Council has adopted the Advisory Planning Commission Bylaw No. 643, 1995;

**AND WHEREAS:** Council deems it advisable to amend the Advisory Planning Commission Bylaw No. 643, 1995;

**NOW THEREFORE:** the Council of the Village of Harrison Hot Springs in open meeting lawfully assembled, ENACTS AS FOLLOWS:

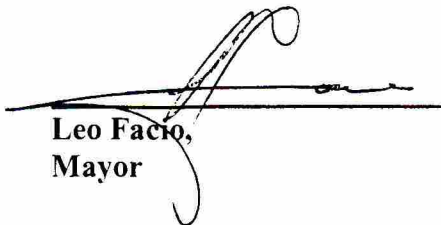
1. This bylaw may be cited for all purposes as "Advisory Planning Commission Amendment Bylaw No. 849."
2. Section 2 (1) of Bylaw 643 is hereby amended by deleting the numeral "5" and substituting the numeral "7" therefor.
3. Bylaw 643 is hereby further amended by deleting Section 2 (2) and substituting the new Section 2 (2) as follows: "Each appointment shall be for a term concurrent with the term of the Council making the appointment."

**READ FOR A FIRST TIME THIS 23<sup>RD</sup> DAY OF JANUARY, 2006.**

**READ FOR A SECOND TIME THIS 23<sup>RD</sup> DAY OF JANUARY, 2006.**

**READ FOR A THIRD TIME THIS 23<sup>RD</sup> DAY OF JANUARY, 2006.**

**ADOPTED THIS 6<sup>TH</sup> DAY OF FEBRUARY, 2006.**

  
**Leo Facio,**  
**Mayor**

  
**Gerry van der Wolf,**  
**Corporate Officer**



## VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 925

### A bylaw to repeal Advisory Planning Commission Bylaws

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**WHEREAS** the Mayor and Council adopted Advisory Planning Commission Bylaws 643, 707 and 849.

**AND WHEREAS** Advisory Planning Commission Bylaw No. 643 as amended, 707 and 849 must be repealed;

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

**1. CITATION**

This Bylaw may be cited for all purposes as the "Advisory Planning Commission Repeal Bylaw No. 925, 2009".

**2. The following bylaws are hereby repealed:**

- (a) The Corporation of the Village of Harrison Hot Springs Advisory Planning Commission Bylaw No. 643, 1995 as amended;
- (b) The Corporation of the Village of Harrison Hot Springs Advisory Planning Commission Amendment Bylaw No. 707, 1998; and
- (c) Village of Harrison Hot Springs Advisory Planning Commission Amendment Bylaw No. 849, 2006.

**3. READINGS AND ADOPTION**

READ A FIRST TIME THIS                      DAY OF                      , 2009

READ A SECOND TIME THIS                      DAY OF                      , 2009

READ A THIRD TIME THIS                      DAY OF                      , 2009

ADOPTED THIS                      DAY OF                      , 2009.

---

Mayor

---

Corporate Officer





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** August 21, 2009

**FROM:** Larry Burk,  
Chief Administrative Officer **FILE:** 3900  
0550-20-10

**SUBJECT:** Parks and Recreation Commission Terms of Reference and  
repealing of Bylaws 170 and 266 in their entirety

---

#### RECOMMENDATION:

**THAT** Council approves three readings of Bylaw 926 to repeal bylaws 170 and 266 in their entirety.

#### BACKGROUND:

This year the Parks and Recreation Commission is being set up under a Terms of Reference mandate as opposed to continuing under 2 old bylaws.

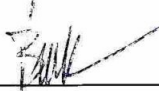
Bylaw 170 was adopted in 1962. Bylaw 230 was adopted in 1969 at which time Bylaw 170 was not repealed. In 1973 a new Bylaw was adopted and Bylaw 230 was repealed but not Bylaw 170.

The Terms of Reference presented to this year's Parks and Recreation are being reviewed at their meetings which should be formalized at their meeting on October 14, 2009. Therefore it will not be necessary to carry on the mandates of a Parks and Recreation Commission in the Village under a Bylaw.

The Bylaw review Committee met on Tuesday August 4, 2009 and has recommended 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.

Respectfully submitted for your  
consideration;



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Larry Burk  
Chief Administrative Officer

U:\Reception\Council Reports\2009\August 21, 2009 Parks and Rec Commission TOR and repeal of past BLs.doc



## VILLAGE OF HARRISON HOT SPRINGS

### TERMS OF REFERENCE Parks and Recreation Commission

#### BYLAW NO. 914 – COUNCIL PROCEDURE BYLAW

#### 15. STANDING AND SELECT COMMITTEES AND COMMISSIONS

##### (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.

#### **THEREFORE:**

#### **PURPOSE**

To provide recommendations and advice to Council regarding community parks and recreation and cultural services and issues in the Village of Harrison Hot Springs (VHHS).

#### **MEMBERSHIP**

The Commission shall consist of a maximum of nine members and may operate without all positions being occupied. A quorum shall consist of five members.

#### **PROCEDURES**

1. The Commission shall elect a chairperson and a deputy chairperson at the first meeting.
2. The Commission may meet as required and will structure its activities to meet at least five times per year. The Commission is not required to meet every month of the year.
3. Minutes of Commission meetings will be forwarded to Council for information.

#### **RESPONSIBILITIES**

##### *Parks, Recreation and Cultural Services*

1. Make recommendations and provide advice to Council regarding a wide range of recreation & cultural programs including planning, development and implementation of recreation and cultural services.
2. Liaise, provide leadership and work with community and neighborhood groups on a wide range of recreation and cultural programs and services.
3. Play a leadership role and provide a focal point for co-operation between community interests and the VHHS recreation and cultural programs and services.

4. Provide community input into planning documents including the development and updating of VHHS recreation and cultural services master plans.
5. Facilitate active participation of residents in sport and other physical, recreational and leisure activities and address barriers, such as physical, gender, cultural, financial and age.
6. In the promotion of participation, recognize that parks and open space contribute to the ecological, social and economic health and well-being of our community;
7. Improve and make cultural, arts and heritage more accessible to everyone; and
8. Support a learning community where residents have access to life-long learning through formal and informal opportunities.

#### VHHS Community Parks and Beach Areas

1. Make recommendations and provide advice to Council regarding a wide range of VHHS parks and open space issues including:
  - The acquisition or tenure of community park sites
  - Subdivision park land dedications
  - The development and maintenance of community park sites
2. Liaise, provide leadership and work with community and neighborhood groups on a wide range of VHHS parks and open space matters including:
  - Volunteer park development projects;
  - Obtaining input regarding park planning and acquisition priorities;
  - Trail system planning and development
  - Beach and waterfront improvements
3. Play a leadership role and provide a focal point for co-operation between community interests and VHHS on parks and open spaces issues.
4. Provide community input into park planning including the development and updating of VHHS community parks and trails master plan.
5. Work within the objectives and policies for the FVRD Regional Growth Strategy Plan, VHHS Official Community Plan, the Community Trails Study and Parks & Trails Plan.



## **REPORTING AND AUTHORITY**

In the provision of their services to VHHS, the Parks and Recreation Commission and its members have a responsibility to act in the best interests of the Village and within the policies and guidelines established by VHHS.

### **Termination of the Committee**

The Committee exists at the pleasure of the Mayor and typically will be reconstituted at the first meeting of Council in January of each year.

Save with respect to matters expressly dealt with or provided for in this bylaw, the rules governing proceedings of the Committee shall be those governing proceedings of the Council under the Procedural Bylaw No. 914.

THE CORPORATIC OF THE VILLAGE OF HARRISON HOT SPRINGS  
"1962 HARRISON HOT SPRINGS VILLAGE RECREATION COMMISSION BY-LAW  
No. 170"

A By-Law of the Council of The Corporation of the Village of Harrison Hot Springs enacted for the purpose of establishing a Recreation Commission in the Village under the provisions of Section 631 of the "Municipal Act".

Whereas it is desireable that a Recreation Commission be set up in the Village for the purpose of organizing and supervising recreational activities.

Therefore the Council, in open meeting,lawfully assembled, enacts as follows;-

- 1 There is hereby established in the Village of Harrison Hot Springs a Commission to be known as "THE HARRISON HOT SPRINGS RECREATION COMMISSION", which shall be composed of such persons as are appointed from time to time by the Council by resolution and they shall hold office as stated in the resolution during the pleasure of the Council.
- 2 The Harrison Hot Springs Recreation Commission shall elect from its membership a Chairman, a Secretary, a Treasurer or a Secretary-Treasurer. It may adopt rules and regulations to govern its procedure, provided that such rules and regulations do not contravene any Village By-Law or the "Municipal Act" or any Statutes.
- 3 The Harrison Hot Springs Recreation Commission shall have supervisory responsibility over activities provided and conducted in connection with parks, playgrounds, swimming facilities, whether indoors or outdoors and shall have power to conduct any form of recreational or cultural activity and also to carry out any arrangements delegated to it by the Council.
- 4 All funds received by the Harrison Hot Springs Recreation Commission shall be disbursed as directed by the said Recreation Commission.
- 5 The Recreation Commission shall make a report to the Council annually, or when requested by the Council.
- 6 This By-Law may be cited for all purposes as "1962 Harrison Hot Springs Village Recreation Commission By-Law No. 170".  
Done and Passed by the Council of The Corporation of the Village of Harrison Hot Springs as follows;-  
Introduced and Passed April twelfth, 1962. *24th* P.F.T.  
Re-considered and adopted May ~~ten~~ *ten*, 1962.  
Certified a True copy of By-Law No. 170

A true copy of By-law No. 170 registered  
in the office of the Inspector of  
Municipalities this 20th day of June 1962.

*[Signature]*  
Deputy Inspector of Municipalities.

*P.F.T. [Signature]*...Village Clerk  
SIGNED UNDER SEAL

*[Signature]*...Chairman  
*P.F.T. [Signature]*... Village Clerk

THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS

By-law No. 230

A By-law of the Corporation of the Village of Harrison Hot Springs for the purpose of establishing a Recreation Commission.

The Council of the Corporation of the Village of Harrison Hot Springs in open meeting lawfully assembled, enacts as follows;

1. There is hereby established a Commission to be known as the Recreation Commission, hereinafter referred to as the Commission.
2. (1) The Commission shall be composed of seven (7) members, who shall be appointed by Council as follows;
  - a. One member from the Council.
  - b. Six (6) members to be appointed from the Village at large.(2) For the initial term, four (4) members of the Commission shall hold office for a term of two years and three members shall hold office for a term of one year.
- (3) The term of the member appointed under the provisions of Section 2 (1)a of this By-law shall terminate automatically when he ceases to be a member of Council.
- (4) Commissioners may be reappointed when their term expires.
3. The Commission shall elect from its membership a Chairman and such other officers needed to conduct business, and may adopt rules and regulations governing its procedure, provided that such rules and regulations do not contravene any Municipal by-law or the Municipal Act or any other Act.
  - (1) The Chairman shall not serve more than (2) consecutive terms although he may be reappointed as a Commissioner.
4. The duties and powers of the Commission shall be as follows:-
  - (1) The Commission may appoint, subject to the approval of the Council, Recreation personnel for whom funds have been allotted or acquired, and when such recreation personnel is to be paid from funds resulting from contributions from the grant-in-aid of the Community Programs Branch of the Department of Education, consultation shall be held by the Commission with the Branch with respect to the qualifications and training of such personnel.
  - (2) The Commission shall have supervisory responsibility over activities provided and conducted on or in connection with play-grounds, athletic fields, swimming facilities, whether indoors or outdoors, and shall have power to conduct **any form of** recreational or cultural activity unless **other agencies** are already established to supervise and conduct such activities.
  - (3) The Commission shall conduct, or have cause to have conducted, surveys of recreational facilities, programmes and leadership according to the wishes of the Council.
  - (4)
    - a. The Commission shall submit to the Council its yearly budget for acceptance.
    - b. All items of revenue and expenditure relating to the activities of the Recreation Commission shall be accounted for in the books of account of the Municipality in accordance with the provisions of Section 184 and other relevant sections of the Municipal Act.
    - c. No expenditure shall be made which is not provided for in the annual budget of the Municipality or in the annual budget as amended.
  - (5)
    - a. All monies receivable by the Commission shall be paid into the hands of the Municipal Treasurer for deposit to the credit of the Municipality's general revenue fund and account,


- (5) b. Accounts for authorized expenditures of the Commission shall be paid by the Treasurer of the Municipality in the same manner as all other accounts.
  - (6) Separate accounts shall be maintained in the books of the Municipality to record the revenue by source and the expenditures of the Recreation Commission.
  - (7) The commission may plan and, recommend recreational facilities for the future.
5. The Commission shall make reports to the Council at such times as they are required.
  6. The Commission shall complete such reports as are required by the Community Programmes Branch of the Department of Education.
  7. This By-law may be cited for all purposes as 'The Harrison Hot Springs Recreation Commission By-law No. 230.

Read a first time this 13th day of November, 1969.

Read a second time this 13th day of November, 1969.

Read a third time this 13th day of November, 1969.

Reconsidered and adopted this 11th day of December 1969.

  
(E.T.W. NORTH) Mayor.

  
(P.Q. DRYSDALE) Clerk.



THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS

By-law No. 266

A by-law for the purpose of establishing a Recreation Commission in the Village of Harrison Hot Springs.

The Council of the Corporation of the Village of Harrison Hot Springs in open meeting lawfully assembled, enacts as follows:

1. There is hereby established a Commission to be known as the Recreation Commission, hereinafter referred to as the Commission,
2. The Commission shall be composed of a maximum of eleven (11) members and a minimum of five (5) members, who shall be appointed by the Village Council as follows:
  - (a) One member from the Village Council.
  - (b) The remaining members to be appointed from the Village at large.
  - (c) The term of office of a member of the Commission shall be primarily for a period of one (1) year but may be subject to re-appointment for a further term or terms.
  - (d) The term of office of the member appointed from the Village Council shall automatically terminate should he cease to be a member of the Village Council.
3. The Commission shall elect from its membership a Chairman and such other officers required to conduct business, and may adopt rules and regulations governing its procedure, provided that such rules and regulations do not contravene any Municipal By-law, the Municipal Act or any other statute.
4. The duties and powers of the Commission shall be as follows:
  - (a) The Commission may appoint, subject to the approval of the Village Council. Recreation personnel for whom funds have been allotted or acquired, and when such Recreation personnel is to be paid from funds resulting from contributions from the grant-in-aid of the Community Programs Branch of the Department of Travel Industry, consultation shall be held by the Commission with the Branch representative with respect to the qualifications and training of such personnel.
  - (b) The Commission shall have supervisory responsibility over activities provided and conducted on or in connection with playgrounds, athletic fields, swimming facilities, whether indoors or outdoors, and shall have power to conduct any form of recreational or cultural activity unless other agencies are already established to supervise and conduct such activities.
  - (c) The Commission shall conduct, or cause to have conducted, surveys or recreational facilities, programmes and leadership according to the wishes of the Village Council.
  - (d) The Commission shall submit its annual budget to the Village Council for approval and acceptance by February 15th of each year.
5. All items of revenue and expenditure relating to the activities of the Recreation Commission shall be accounted for in the books of account of the Village of Harrison Hot Springs in accordance with the provisions of Section 184 and other relevant sections of the Municipal Act.
  - (a) No expenditure shall be made which is not provided for in the annual budget of the Village of Harrison Hot Springs or in the annual budget as amended.
  - (b) All moneys receiveable by the Commission shall be paid into the hands of the Village Treasurer for deposit to the credit of the General Revenue Fund of the Village of Harrison Hot Springs.



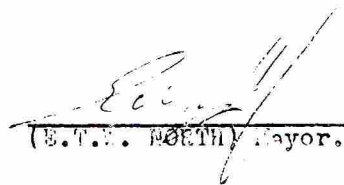
- (c) Accounts for authorized expenditures of the Commission shall be Paid by the Treasurer of the Village of Harrison Hot Springs in the same manner as all other accounts.
  - (d) Separate accounts shall be maintained in the books of the Village of Harrison Hot Springs to record the revenues by source and the expenditures of the Commission.
6. The Commission may plan for and make recommendations to the Village Council with reference to additional recreational facilities for the future, including suggestions as to the planning and development of park areas within the Village of Harrison Hot Springs.
  7. The Commission shall report to the Village Council at least three times yearly or oftener if required on the activities of the Commission, proper notice to be given on each occasion
  8. Harrison Hot Springs Recreation Commission By-law No. 230 in its entirety is hereby repealed.
  9. This By-law may be cited for all purposes as "The Harrison Hot Springs Recreation Commission By-law No. 266".


Read a first time this 8th day of March, 1973.

Read a second time this 8th day of March 1973.


Read a third time this 8th day of March 1973.

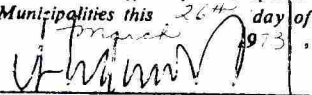
Reconsidered and adopted this 15th day of March 1973.

  
(E.T.F. NORTH) Mayor.

  
(P.Q. DRYSDALE) Clerk.

Certified to be a true copy of  
Village of Harrison Hot Springs  
By-law No. 266.

  
(P.Q. DRYSDALE) Clerk.

A true copy of By-law No. 266  
registered in the office of the Inspector  
of Municipalities this 26th day of  
March 1973.  
  
Deputy Inspector of Municipalities



## VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 926

### A bylaw to repeal Recreation Commission Bylaws

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**WHEREAS** the Mayor and Council adopted Recreation Commission Bylaws 170 and 266.

**AND WHEREAS** Recreation Commission Bylaw No. 170 and 266 must be repealed;

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

**1. CITATION**

This Bylaw may be cited for all purposes as the "Recreation Commission Repeal Bylaw No. 926, 2009".

**2. The following bylaws are hereby repealed:**

- (a) The Corporation of the Village of Harrison Hot Springs Recreation Commission Bylaw No. 170, 1962; and
- (b) The Corporation of the Village of Harrison Hot Springs Recreation Commission Bylaw No. 266, 1973.

**3. READINGS AND ADOPTION**

READ A FIRST TIME THIS            DAY OF            , 2009

READ A SECOND TIME THIS        DAY OF            , 2009

READ A THIRD TIME THIS        DAY OF            , 2009

ADOPTED THIS            DAY OF            , 2009.

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Mayor

---

Corporate Officer



**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 927**

**A bylaw to amend the Financial Plan for the years 2009 - 2013**

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**WHEREAS** the Mayor and Council has deemed it necessary to amend the Financial Plan for the years 2009 – 2013;

**AND WHEREAS** public consultation regarding the amendments to the Financial Plan was provided by way of an open meeting;

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

1. This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Financial Plan Amendment Bylaw No. 927, 2009".
2. That Schedule "A" to Financial Plan Bylaw No. 902, 2009 is hereby repealed in its entirety and replaced with Schedule "A1" attached hereto and forming part of this bylaw.

READ A FIRST TIME THIS 18<sup>TH</sup> DAY OF SEPTEMBER, 2009

READ A SECOND TIME THIS 18<sup>TH</sup> DAY OF SEPTEMBER, 2009

READ A THIRD TIME THIS 18<sup>TH</sup> DAY OF SEPTEMBER, 2009

ADOPTED THIS 21<sup>ST</sup> DAY OF SEPTEMBER, 2009.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**Schedule A1  
Bylaw No. 927  
Financial Plan  
2009 - 2013**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
<b>Revenues</b>					
Property Taxes - Residential	\$ 910,000	\$ 928,000	\$ 956,000	\$ 985,000	\$1,014,500
Property Taxes - Business	646,000	665,000	685,000	685,000	705,500
Property Taxes - Res / Non Profit	33,500	34,000	35,000	36,000	37,000
Municipal Debt Taxes	26,250	56,150	181,250	181,250	181,250
Frontage Charges	300,300	270,000	270,000	330,000	270,000
Penalties and Interest	16,200	16,200	16,200	16,200	16,200
Revenue Taxes	28,550	28,600	27,900	27,900	27,900
Payments in Lieu of Taxes	5,750	5,600	5,750	5,910	5,910
Sale of Services	6,350	6,400	6,400	6,400	6,400
Revenues from Own Sources	536,990	536,830	538,830	538,630	538,630
Other Revenues	1,150	1,150	1,150	1,150	1,150
Transfers from Other Governments	1,508,810	2,879,210	3,653,710	413,710	413,710
Transfers from Own Reserves	1,082,000	1,585,000	85,000	90,000	-
Accumulated Surplus	403,570	-	-	-	-
Borrowing	<u>1,800,000</u>	<u>100,000</u>	<u>2,700,000</u>	<u>-</u>	<u>-</u>
<b>Total Revenues</b>	<u>\$7,305,420</u>	<u>\$7,112,140</u>	<u>\$9,162,190</u>	<u>\$3,317,150</u>	<u>\$3,218,150</u>
<b>Expenditures</b>					
General Government	\$ 870,820	\$ 809,010	\$ 854,780	\$ 853,860	\$ 870,360
Community Services	155,840	149,850	148,970	148,990	149,510
Protective Services	115,450	115,200	116,360	117,220	118,620
Public Works	237,730	270,410	268,120	270,040	297,550
Transportation Services	202,700	173,170	175,360	174,560	174,580
Environmental and Public Health	109,950	126,850	125,950	126,180	126,300
Recreation and Culture	319,460	344,830	315,430	315,710	317,020
Sewer Utility	273,470	327,260	322,260	322,260	322,260
Water Utility	148,370	166,330	166,330	166,330	171,330
Debt - Interest	85,310	120,310	120,310	245,310	245,310
Debt - Principal	22,320	22,320	22,320	22,320	22,320
Transfers to Reserves	391,000	224,000	446,000	211,000	236,000
Capital Expenditures	<u>4,373,000</u>	<u>4,262,600</u>	<u>6,080,000</u>	<u>343,370</u>	<u>166,990</u>
<b>Total Expenditures</b>	<u>\$7,305,420</u>	<u>\$7,112,140</u>	<u>\$9,162,190</u>	<u>\$3,317,150</u>	<u>\$3,218,150</u>
<b>Surplus (Deficit)</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>