



VILLAGE OF HARRISON HOT SPRINGS

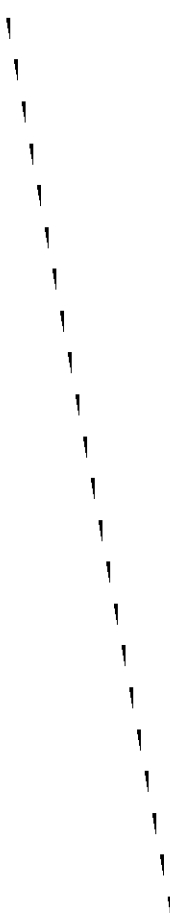
NOTICE OF MEETING

AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, January 11, 2010
Time: 7:00 p.m.
Location: Council Chambers, Harrison Hot Springs, British Columbia

1. CALL TO ORDER			
	(a)	Meeting called to order by Mayor Becotte	
2. INTRODUCTION OF LATE ITEMS			
3. APPROVAL OF AGENDA			
4. ADOPTION AND RECEIPT OF MINUTES			
<input type="checkbox"/> Regular Council Meeting Minutes – December 21, 2009		THAT the minutes of the Regular Council Meeting of December 21, 2009 be adopted.	Item 4.1 Page 1
5. BUSINESS ARISING FROM THE MINUTES			
6. DELEGATIONS AND PETITIONS			
7. CORRESPONDENCE			
<input type="checkbox"/> Email dated December 10, 2009 from Corporation of Delta re Board of Variance Concerns			Item 7.1 Page 11
<input type="checkbox"/> Letter dated December 17, 2009 from the Village of Pemberton to Premier Campbell re Provincial Funding Assistance to the Arts			Item 7.2 Page 25
<input type="checkbox"/> Letter dated December 30, 2009 from Metro Vancouver to Premier Campbell re Provincial Cutbacks to Cultural Services			Item 7.3 Page 27
8. BUSINESS ARISING FROM CORRESPONDENCE			
9. REPORTS OF COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS			




10. REPORTS FROM MAYOR		
K. Becotte – verbal		
11. REPORTS FROM COUNCILLORS		
D. Harris - verbal D. Kenyon - verbal A. Jackson - verbal B. Perry – verbal		
12. REPORTS FROM STAFF		
<input type="checkbox"/> Interim Audit – 2009 – January 4, 2010	Report of Director of Finance – January 4, 2010 – RC 001 Re: Interim Audit – 2009 Recommendation: THAT Council receives the 2009 Interim Audit Report from McConnell, Voelkl dated December 15, 2009.	Item 12.1 Page 29
<input type="checkbox"/> Community-Based Needs Assessment proposal – January 4, 2010	Report of Chief Administrative Officer – January 4, 2010 – RC 002 Re: Community-Based Needs Assessment proposal Recommendation: THAT a contract be approved with Jennifer Wilson Consultants Ltd. And Points of View Research & Consulting Ltd. To provide a Community-Based Needs Assessment per the proposal submitted December 8, 2009; and THAT approval be given to the Mayor and CAO to prepare and sign documents accordingly.	Item 12.2 Page 31
<input type="checkbox"/> Professional Architectural Services for Memorial Hall Renovations – January 5, 2010	Report of Chief Administrative Officer – January 5, 2010 – RC 003 Re: Professional Services for Memorial Hall Renovations Recommendation: THAT the selection of the consulting team for the renovation project at Memorial Hall including CHPA, Stantec, Levelton Engineering, Krahn Engineering and Murphy Design Services be approved; and THAT the selection of Gerry Ens Contracting as Project Manager for renovations at Memorial Hall be approved; and THAT the formation of a Select Committee to provide support, advice and input to the design team and Project Manager be approved for the renovations to Memorial Hall and to prepare a final report for approval of Council prior to construction.	Item 12.3 Page 63

<p><input type="checkbox"/> Disposal of Asset over \$1,000 – 30 foot sailboat – January 5, 2010</p> <p><input type="checkbox"/> Web Site Policy 2.27 – January 6, 2010</p> <p><input type="checkbox"/> Power Smart & Energy Manager Services – January 6, 2010</p>	<p>Report of Chief Administrative Officer – January 5, 2010 – RC 004 Re: Disposal of asset over \$1,000 – 30 foot sailboat</p> <p>Recommendation:</p> <p>THAT the 30 foot wooden sailboat left abandoned at the federal wharf be disposed of pursuant to Policy 2.31.</p> <p>Report of Chief Administrative Officer – January 6, 2010 – RC 005 Re: Web Site Policy 2.27</p> <p>Recommendation:</p> <p>THAT the Village of Harrison Hot Springs Web Site Policy No. 2.27 be adopted.</p> <p>Report of Chief Administrative Officer – January 6, 2010 – RC 006 Re: Power Smart & Energy Manager Services</p> <p>Recommendation:</p> <p>THAT a meeting with the Chehalis Indian Band to explore opportunities to develop strategic energy management ideas be approved; and</p> <p>THAT approval be given to become a Powersmart Partner and entering into an agreement with the Chehalis Indian Band to share an energy manager provided no costs are associated.</p>	<p>Item 12.4 Page 87</p> <p>Item 12.5 Page 95</p> <p>Item 12.6 Page 99</p>
13. BYLAWS		
<p><input type="checkbox"/> Bylaw No. 929 Officer Establishment and Appointment Bylaw – January 11, 2010</p> <p><input type="checkbox"/> Hot Springs Road Watermain Extension – Bylaw No. 931 – January 6, 2010</p>	<p>Report of Chief Administrative Officer – January 11, 2010 Re: Officer Establishment Bylaw No. 929</p> <p>Recommendation:</p> <p>THAT Bylaw 929, 2009 Officer Establishment Bylaw be adopted.</p> <p>Report of Chief Administrative Officer – January 6, 2010 – RC 007 Re: Hot Springs Road Watermain Extension</p> <p>Recommendation:</p> <p>THAT Bylaw No. 931 be given first, second and third reading to appropriate \$287,000 from the Development Cost Charge Reserve Fund in order to extend the Hot Springs Road watermain extension works to the end of residential development on McPherson Road; and</p> <p>THAT the expenditure of funds from the Water reserve fund for consultant engineering and inspection services to a maximum amount of \$25,000 be approved.</p>	<p>Item 13.1 Page 107</p> <p>Item 13.2 Page 111</p>

14. QUESTIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)

15. ADJOURNMENT



Larry Burk
Chief Administrative Officer

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

DATE: December 21, 2009
TIME: 7:00 p.m.
PLACE: Council Chambers

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

Dale Courtice, Director of Finance
Executive Assistant, Debra Key (Recorder)

ABSENT: Chief Administrative Officer, Larry Burk

1. **CALL TO ORDER**

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

2. **INTRODUCTION OF LATE ITEMS**

Report of Economic Development Commission

Report of Parks and Recreation Commission

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 – December 7, 2009

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT the minutes of the Regular Council Meeting of December 7, 2009 be adopted as amended.

CARRIED

Errors & Omissions

The minutes of the Regular Council Meeting of November 16, 2009, Page 4, paragraph 7, the sentence, “On the East Sector are you planning on buying up to the buffer to the properties on Cottonwood...” should read: “On the East Sector are you planning on having a buffer to the properties to Cottonwood...”

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
December 21, 2009*

□ Parks and Recreation
Commission Meeting
Minutes – November 24, 2009

Moved by Councillor Harris
Seconded by Councillor Perry

THAT the minutes of the Parks and Recreation Commission Meeting of November 24, 2009 be received.

CARRIED

□ Economic Development
Commission Meeting
Minutes – November 25, 2009

Moved by Councillor Kenyon
Seconded by Councillor Perry

THAT the minutes of the Economic Development Commission Meeting of November 25, 2009 be received.

CARRIED

5.

BUSINESS ARISING FROM THE MINUTES

The December 7, 2009 Regular Council Meeting minutes there was an appointment of a director to the Fraser Valley Regional Library Board, but the alternate appointment was overlooked.

Moved by Councillor Perry
Seconded by Councillor Kenyon

THAT Councillor Jackson be re-appointed to fulfill the role as alternate director for the Fraser Valley Regional Library Board.

CARRIED

6.

PUBLIC AND STATUTORY HEARINGS

None

7.

DELEGATIONS

□ Leo Facio

Leo Facio – Health Service

Mr. Facio gave a brief statement on the importance to having a medical practitioner in the Village of Harrison Hot Springs. Inquiries to Fraser Health were made to acquire a doctor. Dr. Campbell approached the Village in March 2008 and was interested in setting up practice in Harrison Hot Springs. He purchased premises at #2-160 Lillooet. Dr. Campbell met with Fraser Health and proposed upgrades to the facility, but exceeded funding allowable by Fraser Health. The Provincial Government also had budget cuts and did not provide funding. Work has been carried out in the premises. Costs estimates to complete the renovations to the clinic would be approximately \$35,000 - \$40,000. Mr. Facio asked Council to consider waiving the rules of procedure to allow this issue to be referred to administration.

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
December 21, 2009*

Moved by Councillor Perry
Seconded by Councillor Jackson

THAT the rules of procedure be waived to allow this issue to be referred to administration.

CARRIED

Moved by Councillor Perry
Seconded by Councillor Kenyon

THAT staff to review the request for health services and report back to Council.

CARRIED

8. CORRESPONDENCE

- ☐ Letter dated November 27, 2009 from British Columbia Hotel Association re Additional Hotel Room Tax
- ☐ Letter dated December 8, 2009 from the Union of British Columbia Municipalities re Additional Hotel Room Tax Revenue
- ☐ Memo dated December 9, 2009 from UBCM re New Management Framework for Off Road Vehicles (ORVs)
- ☐ Letter dated December 11, 2009 from 2010 Legacies Now re Local Sport Program Development Fund

9.

BUSINESS ARISING OUT OF CORRESPONDENCE

☐ Letter dated November 27, 2009 from British Columbia Hotel Association re Additional Hotel Room Tax

Councillor Kenyon suggested that the letters regarding the Additional Hotel Room Tax be referred to the Economic Development Commission and Tourism Harrison for comments.

☐ Letter dated December 8, 2009 from the Union of British Columbia Municipalities re Additional Hotel Room Tax Revenue

Councillor Jackson stated that Tourism Harrison has already responded in writing. Tourism Harrison is actively involved and is encouraging the Provincial Government to look at a new model to keep the 2% hotel tax. Tourism Harrison has outlined how successful this has been in Harrison Hot Springs with the 2% tax and how well it has been spent. The money should go directly to Tourism Harrison rather than flowing through municipalities. A new model will allow for the direct flow to the municipality. Directive of Finance said there are 13 resort municipalities in the Province that are actively pursuing this issue with Ministry. Mayor says there is a lot of effort being put on the Province for this contribution. The Mayor said this Council needs to address the issue with the Province more specifically. The Mayor requested that this issue be brought back to the next Council meeting.

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
December 21, 2009*

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

□EDC Meeting minutes of
November 25, 2009

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT EDC recommends to Council that they consider including the Event Coordinator position in 2011; and

THAT EDC recommends to Council to include \$10,000 in this years budget as funds to be used by the new Event Coordinator to perform functions within the Village throughout the year; and

THAT S. Key, R. Reyerse and P. Stenson be tasked to oversee the duties of the Event Coordinator in the implementing programs and events as well as expenditure of these funds.

CARRIED

□Parks & Recreation
Commission Meeting
Minutes November 24, 2009

Moved by Councillor Harris
Seconded by Councillor Kenyon

THAT way finding signs, similar to ones used on the Chehalis trail, be provided on public trails in the Village; and

THAT Council approved the expenditure of a surveyor location plan of the existing memorial benches.

CARRIED

Moved by Councillor Perry
Seconded by Councillor Jackson

THAT the agenda be amended to allow the delegation to appear at 7:30 p.m.

CARRIED

Delegation

□ Jacki Meisner

Jacki Meisner – McCombs Road

Ms. Meisner asked Council to reconsider lowering the speed limit to 30 km on McCombs Road due to safety issues. Tabletops and roundabouts have made a huge difference. Would also like to see the speed limit lowered at the south end of McCombs from Emerald to McPherson. The posted speed limits are confusing.

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
December 21, 2009

The Mayor advised that there will be reconstruction starting in the New Year on McCombs as well as the replacement of the bridges. Additional traffic calming methods will also be researched. Council will also be looking at developing a Traffic Management Plan. At the next meeting with the RCMP the Mayor will request additional police presence.

Councillor Harris advised that the bridge at Angus Estates on McCombs will have a raised desk and ramp that will act as an additional calming device.

Councillor Jackson suggested that the existing signs be left as they are until the Traffic Management Plan has been completed.

The Mayor asked Councillor Jackson to discuss the issue of leaving the posted speed of 30 km with the CAO.

10.

REPORTS FROM MAYOR

☐ Deputy Mayor
appointments for 2010

Moved by Mayor Becotte

Seconded by Councillor Kenyon

THAT Councillor Harris be appointed as Deputy Mayor for the months of January 1st to March 31, 2010.

CARRIED

☐ Appointments to Olympic
Torch Relay Committee

Moved by Mayor Becotte

Seconded by Councillor Kenyon

THAT a Olympic Torch Relay Committee be established for the purpose of organizing an event for the Olympic Torch Relay; and

THAT D. Harris, K. Becotte, S. Key, P. Stenson, S. Reyerse, I. Maw, C. Wilson, A. Kent and C. Blank be appointed to the Olympic Torch Relay Committee.

CARRIED

Moved by Mayor Becotte

Seconded by Councillor Harris

THAT Councillor Jackson be permitted to attend the Regular Council meeting on January 11, 2010 by electronic device.

CARRIED

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
December 21, 2009

The Mayor advised that the Chamber of Commerce is planning a business excellence awards event on February 18, 2010 at the Harrison Hot Springs Resort & Spa. Sponsorship details will be provided to Council in the New Year.

11.

REPORTS FROM COUNCILLORS

Councillor Harris

December 8, 2009 attended a Show Kids you Care Committee. The Committee is having another art contest with public schools. Will be choosing 12 selections for bookmarks which will be printed in April or May. Also working on updating the "Little Black Book".

December 14, 2009 attended Citizen's Advisory Committee Christmas luncheon.

December 18, 2009 attended the Village and Staff Christmas Party.

Would like staff to inquire as to whether the traffic counter reports are being completed.

Councillor Kenyon

Councillor Kenyon praised the CAO, Director of Finance and staff for their hard work in bringing in projects under budget.

Councillor Jackson

Wished everyone a very Merry Christmas and Happy New Year!

Councillor Perry

December 10, 2009 attended a Healthy Communities meeting about homelessness. This issue will be addressed in the New Year.

December 10, 2009 attended an Agassiz RCMP volunteers meeting luncheon.

December 16, 2009 attended FVRL Board meeting in Abbotsford where a 3 year contract was signed with the Union.

Attended a reception at the Harrison Hot Springs Resort Hotel where awards were presented to the winners of the Festival of Trees contest.

Attended a reception at Chilliwack with John Les and Barry Penner.

Met with CEO of the Fraser Valley Library Board for lunch.

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
December 21, 2009*

12.

REPORTS FROM STAFF

☐ Report on IRCA –
December 21, 2009

Report of Chief Administrative Officer – December 21, 2009

Re: Report on meeting with F. Adab & G. Marzara re IRCA (Verbal)

Michael Rosen, Planning Consultant gave a brief overview of a meeting on December 8, 2009 with the developers. The developer has had some financing issues and has been looking at other ways to secure financing. In order for the project to meet financing requirements, a proposal will be forwarded to develop the site by changing the building scheme. The height of the building will scale down to 7 stories from 10. The hotel component would be removed. There will only be commercial on the 1st level; residential on other. More commercial development will be wrapped around the back onto Lillooet. Floor space would be reduced from 60,000 sq. ft. to 56,000 sq. ft. Residential suite sizes would be reduced from 63 to 56. There is a proposal to change the heating from gas to hot water. A formal application would need to come forth to amend the Development Permit.

☐ Transport Canada
Contribution Agreement –
amendment to definitions –
December 10, 2009

Moved by Councillor Jackson

Seconded by Councillor Kenyon

Report of Chief Administrative Officer – December 10, 2009

Re: Transport Canada Contribution Agreement – amendment to definitions

THAT the amendment to the Contribution Agreement to amend the definitions of “Port Facilities” and “Port Lands” be approved and executed.

CARRIED

☐ Continuation of work on
McCombs Bridges –
December 15, 2009

Report of Chief Administrative Officer – December 15, 2009

Re: Continuation of work on McCombs Bridges

Received for information and filed.

☐ Korbitron Studio of
Performing Art – December
21, 2009

Report of Chief Administrative Officer – December 21, 2009

Re: Korbitron Studio of Performing Art (Verbal)

Removed from agenda

☐ Upper Fraser Valley
Bylaw Adjudication System
Registry Agreement –
December 16, 2009

Moved by Councillor Jackson

Seconded by Councillor Harris

Report of Chief Administrative Officer – December 16, 2009

Re: Upper Fraser Valley Bylaw Adjudication System Registry Agreement

*Village of Harrison Hot Springs
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December 21, 2009*

THAT the Fraser Valley Bylaw Notice Dispute and Adjudication Registry Agreement between the City of Chilliwack, District of Hope, District of Kent, Village of Harrison Hot Springs and Fraser Valley Regional District be entered into for a period of three (3) years commencing January 1, 2010 and continuing to December 31, 2013; and

THAT Larry Burk, Chief Administrative Officer be appointed as representative to serve on the Administrative Committee; and

THAT the Mayor and Chief Administrative Officer attend to execution of the said agreement.

CARRIED

13.

BYLAWS

☐ Bylaw No. 929 Officer Establishment and Appointment Bylaw – December 10, 2009

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT Bylaw 929, 2009 Officer Establishment Bylaw receive third reading as amended; and

CARRIED

Moved by Councillor Kenyon
Seconded by Councillor Perry

THAT the Corporation of the Village of Harrison Hot Springs Officers Bylaw No. 733, 1999; the Corporation of the Village of Harrison Hot Springs Officer Establishment Bylaw No. 818, 2004; and the Corporation of the Village of Harrison Hot Springs Officer Establishment Amendment Bylaw No. 823, 2004 hereby be repealed.

CARRIED

☐ Bylaw No. 930 Official Community Plan Amendment Bylaw – December 15, 2009

Moved by Councillor Jackson
Seconded by Councillor Harris

Report of Chief Administrative Officer – December 15, 2009
Re: Bylaw No. 930 Official Community Plan Amendment Bylaw

THAT the report from the Planning Consultant entitled Amendment to Official Community Plan – Neighbourhood Plan – Pine Avenue dated December 15, 2009 be received; and

THAT Bylaw No. 930, 2009 Official Community Plan Amendment Bylaw be received for first reading; and

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
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THAT pursuant to s. 879 of the Local Government Act, the comments previously received by the Advisory Planning Commission, the Fraser Valley Regional District, the Ministry of Transportation and from the public information meeting held on September 16, 2009 be considered sufficient for consultation purposes; and

THAT staff be authorized to prepare the necessary notification and schedule a public hearing regarding "Village of Harrison Hot Springs Official Community Plan Amendment Bylaw No. 930, 2009".

CARRIED

The public hearing will be scheduled for January 18, 2010.

14.

QUESTIONS FROM THE PUBLIC

A member of the public asked why the boat shelter is still up on Eagle Street.

The Mayor said that staff has been dealing with the issue.

ADJOURNMENT

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT the meeting be adjourned.

The meeting adjourned at 8:35 p.m.

CARRIED

Certified a true and correct copy of the minutes of the Regular Meeting of Council held December 21, 2009 in the Council Chambers, Village of Harrison Hot Springs, BC

Ken Becotte
Mayor

Dale Courtice
Acting Chief Administrative Officer

Debra Key

From: info@harrisonhotsprings.ca
Sent: Thursday, December 10, 2009 3:18 PM
To: 'Debra Key'
Subject: FW: Board of Variance Concerns
Attachments: BOV LET.pdf; BOV LET_1012200915541400.pdf

From: Lee Fraser [mailto:LFraser@corp.delta.bc.ca]
Sent: December 10, 2009 3:02 PM
To: Alastair Ross; Denis Moore; Earl Ellett; Stephen Knoblauch; Susan Sinclair
Cc: Barry Konkin; Claudia Jesson; Sandra MacFarlane; Greg Vanstone; Samien Safaei
Subject: Board of Variance Concerns

Good afternoon,

Attached please find a letter from the Chair of the Delta Board of Variance, and an attachment. This letter is also being sent by blind copy to all Boards of Variance in the Province of British Columbia for their information.

Thank you,

Lee Fraser
Committee Clerk
The Corporation of Delta
Phone: 604-946-3216
Fax: 604-946-3390

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FILE #	DATE
3730	DEC 11 2009
<input checked="" type="checkbox"/> ACCT	<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	Jan 11
INITIAL	
ITEMS: A - REQ. ACTION B - INFO - W RESP. C - INFO ONLY	

DELTA BOARD OF VARIANCE

December 9, 2009

Mayor & Council
The Corporation of Delta
4500 Clarence Taylor Crescent
Delta, BC
V4K 3E2

Dear Mayor Jackson and Members of Council:

Re: Board of Variance Concerns

As you may recall, members of the Board of Variance and some staff members were authorized to attend the Board of Variance Seminar on September 16, 2009.

This seminar and the experience of the Boards have identified two matters the Board would like to bring to your attention. These issues appear to be of concern to most Boards of Variance, and also the Legal personnel interested in such matters acknowledge they are matters of concern.

The first issue is the *Community Charter* requirement that all meetings and deliberations of the Board must be in an open forum. Sec. 90(1) allows many exceptions to this rule but does not allow any exemption for the Board of Variance.

Board members find it very difficult to debate and discuss some issues in this open forum. It also seems to be an advantage to the appellants who are last on the agenda, as they have the advantage of witnessing the process and then tailoring their presentation to overcome concerns raised by Board members. There are many examples where similar tribunals, including most Court decisions, are made "in Camera".

Please see attached legal opinion that supports the need to amend the *Community Charter* to allow Boards of Variance to go "in Camera".


The second issue that causes some concern is the issue of major / minor variances and what goes before the Board of Variance and what goes before Council for a Development Variance Permit. There is an impression that applicants apply to the Board of Variance, as costs are less, and then if the appeal is denied they apply to Council and in most cases the appeal is granted.

DELTA BOARD OF VARIANCE

It is recognized these concerns would require Legislative changes to address these issues but our intent is to highlight these two matters and to please raise the matters to the provincial level to ascertain if there is any support to consider the appropriate avenues to bring forth change.

We appreciate your anticipated interest in this matter and would be available for further discussion.

Yours Truly,



Denis Moore, Chair
Delta Board of Variance

DM/lf

Attachment

cc: Members of the Delta Board of Variance
cc: Greg Vanstone, Municipal Solicitor
cc: Boards of Variance in the Province of BC

LOCAL GOVERNMENT AND THE BOARD OF VARIANCE

This paper reviews some basic points about the role of the board of variance in relation to the zoning bylaws of local governments, and suggests some approaches for ensuring that the local government's point of view is properly considered when the board makes its decisions.

I. A BIT OF HISTORY

The zoning power is this year celebrating its 80th birthday in British Columbia; municipalities were first given the authority to enact zoning bylaws in the *Town Planning Act* of 1925. In that statute the following was enacted as s.16:

- (1) An appeal shall lie in the following cases:
 - a) by any person who is dissatisfied with the decision of any official charged with the enforcement of a zoning bylaw;
 - b) by any person desiring to obtain the benefit of any exception contained in a zoning bylaw;
 - c) by any person claiming that owing to special conditions the literal enforcement of a zoning bylaw would result in unnecessary hardship;
 - d) in other cases where provision for appeal is made by a zoning bylaw.
- (2) Such appeals shall be heard and decided by a Board of three, one to be appointed by the Council concerned, one to be appointed by the Lieutenant-Governor in Council, and the third to be appointed by the other appointees and shall act as Chairman.
- (3) In considering appeals the Board shall adhere to the spirit of the bylaw, but may make such relaxations as special cases call for, and endeavour to see that substantial justice is done and that the interests of any individual are not unduly or unnecessarily sacrificed for the benefit of the community.
- (4) Every zoning bylaw shall provide for procedure for appeals to the Board.
- (5) The decision in writing of all or of two members of the Board shall constitute the decision of the Board. No appeal shall lie from the decision of the Board.

Thus, the board of variance is, in this province, as old as zoning itself. The "zoning board of appeal" has evolved over the years in B.C. to become a body appointed entirely by the municipality or regional board that enacted a zoning bylaw, with its jurisdiction now focused (except in Vancouver) largely on the matters described in s.1(c) of the 1925 Act, plus a few other

types of matters that have accreted to the board's agenda over time (reconstruction of and extent of damage to buildings for nonconforming uses, subdivision servicing requirements, tree cutting bylaws).

Local governments in B.C. have never been given a choice as to whether to establish a board of variance, as they have for example in the case of an advisory planning commission, and this is significant. In effect, the Legislature that enacted the *Town Planning Act* was making a deal with municipalities: we are allowing you to get involved in this newfangled business of zoning, but you must provide relief for affected owners by appointing an appeal tribunal. In various cases the role of the board has been described as "easing the pain" where the zoning shoe does not fit the property owner's foot; the requirement for an appeal board recognizes that zoning regulations, as understood in the early part of the 20th century, were by their nature very generalized, and insensitive to the peculiarities of the parcels of land to which they applied—which had been created before the zoning regulations came along. In theory, the municipal council and the board of variance were intended to play complementary roles in zoning, with the council making the general rules and the board fine-tuning their application to particular circumstances in cases of hardship. The board was in no way conceived as the council's adversary; the two bodies were to act in concert.

II. SOME FUNDAMENTAL CONCEPTS

Most of the legal issues that arise in relation to the board of variance pertain to a limited number of general concepts that are summarized in this paper. Because the *Local Government Act* still provides that no appeal lies from board of variance decisions (except in relation to its "extent of damage" jurisdiction), the litigation that has occurred over the years tends to focus on one or more of these concepts.

- A board of variance must be appointed if there is a zoning bylaw

Surprisingly, the question still is asked from time to time: "Do we have to appoint a board of variance?" The B.C. Legislature is itself responsible for some of the confusion that exists around this question, by having created the "development variance permit" in the 1985 amendments to what was then Part 29 of the *Municipal Act*. Some local governments wonder why there has to be a board of variance when the council and regional board have the ability to vary their own bylaws by means of a DVP. The short answer is that s.899 still requires the appointment of a board of variance.

The more complex answer is that, while some variances are within the jurisdiction of both the board of variance and the council or regional board, the board of variance has jurisdiction in relation to several important matters including those involving non-conforming uses, that cannot be dealt with by DVP. Failing to appoint a board of variance denies to property owners affected by the rules in s.911 the ability to add to or alter a building containing a lawful non-conforming use, and to appeal the decision of a building official as to the extent of damage that has occurred to a building containing such a use (which decision might make continuation of the use impossible). In each case, of course, it might be thought that the granting of an appeal must

always defeat the intent of the bylaw, because non-conforming uses are supposed to be phased out eventually. However, boards of variance have clearly been given jurisdiction to grant such appeals. In any event, communities are becoming increasingly aware of the desirability of certain non-conforming uses such as corner grocery stores, and the availability of an appeal to the board of variance in relation to these matters is therefore important.

There is no doubt that a property owner prejudiced by a failure of a local government to appoint a board of variance would be able to obtain a mandatory injunction from the Supreme Court requiring the local government to comply with s.899 and appoint a board. This would be the case even if the property owner's interest in applying for a variance could be completely met by the local government's consideration and approval of a DVP application, because the statute entitles the owner to obtain a variance order in the matter from the board of variance instead.

The *Local Government Act* permits two or more local governments to establish a joint board of variance, an option that does not seem to have become popular despite the potential savings in administrative costs and the greater objectivity that a more broadly-based board might be able to achieve.

- Board members are council or board appointees

Under s.899(9), a local government may rescind an appointment to a board of variance at any time. Under transitional legislation, this applies to appointees of the provincial government under the previous legislation. Like many federal and provincial tribunals, the board's members serve "at the pleasure of" the appointing local government. This is a very important point because the reluctance of some local governments to recognize or promote the opportunity of property owners to apply to the board of variance is sometimes based on a perception that the board members routinely and recklessly vary the bylaw without regard to its intent. If this is the case, the local government has a clear remedy: replace the board, or the members who are not perceived to be discharging their duties properly.

- The board of variance is an independent tribunal

Once appointed, the board of variance is meant to operate at arm's length from the local government. This can be a difficult point to grasp, since the municipal council or regional board establishes and appoints the board, provides funds for its operating costs, dictates its procedures, prescribes application fees, indemnifies its members, and usually provides logistical support by publishing or delivering its notices, keeping its records and providing a meeting place. To reflect its independent status, the board should use its own letterhead when communicating in writing as the board, and should have access to its own legal counsel. There is no reason that this cannot be the local government's legal counsel, except in cases where the local government and the board may be adverse in interest (for example, in relation to issues of jurisdiction to vary the local government's bylaws).

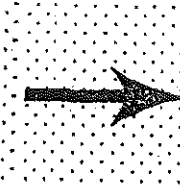
- The board of variance is subject to the rules of procedural fairness

The requirement in s.901 for the board to notify owners and tenants of variance applications, and the reference to the board ordering a variance if it has heard the applicant and any person notified of the application, imports into the board's procedures the administrative law rules associated with the notion of "procedural fairness". Courts reviewing board decisions under the *Judicial Review Procedure Act* will assume that the Legislature intended these notices to serve a purpose, and that the opportunity to be heard was intended to be provided in an even-handed manner before an impartial tribunal. Thus such rules as the requirement for an unbiased decision-maker and the right of all parties to be informed as to the case they have to meet, will be applied to the board of variance under the common law.

- The board of variance must be given adequate administrative support

The *Local Government Act* requires the local government that has established a board of variance to "provide in its annual budget for the necessary funds to pay for the costs of the board". This provision formed the basis for an order that a municipality that brought legal proceedings against its board of variance (that were unsuccessful) pay not only the usual court costs, but the board's actual legal costs in defending the proceedings. Board members are volunteers and cannot be personally exposed to out-of-pocket costs incurred in the performance of their duties.

- The board of variance is subject to the "open meeting" rule



The drafter of the "open meeting" rule in s.90 of the *Community Charter* didn't distinguish the board of variance from other local government bodies like Council committees and advisory planning commissions, when prescribing in s.93 other bodies whose meetings must be open to the public. Unfortunately, there is no exception to the "open meeting" rule in s.90 that plausibly applies to the portion of a meeting at which the members of a board of variance are engaged in their deliberations. The statute ought to provide for the exclusion of the public for that purpose.

- The board of variance is subject to FIPPA as a "local government body"

Public bodies, including local public bodies and local government bodies including boards of variance, are subject to the requirement in the *Freedom of Information and Protection of Privacy Act* to provide public access to records in their possession or under their control when such access is requested.

- The jurisdiction of the board of variance is prescribed by statute

In place of the relatively broad jurisdiction described in the 1925 legislation, the authority of modern boards of variance is limited to the matters particularly set out in s.901 of the *Local Government Act*.

Siting, dimensions or size of a building or structure

This is the "bread and butter" of the board's jurisdiction, and appears to reflect the wording of s.903(1)(c)(iii)(A), the aspect of the zoning power that deals with siting, size and dimensions of

buildings and structures. Separate jurisdiction is given in s.901 in relation to the siting of a manufactured home in a manufactured home park, referring to s.694(1)(j) of the *Local Government Act* which was at one time (and still is for regional districts) the source of overlapping authority to regulate the "layout" of manufactured home parks; this authority is sometimes exercised in the form of a manufactured home park bylaw instead of a zoning bylaw, and the board's jurisdiction extends to both in relation to the siting of these buildings. Such siting matters as yards or setbacks from water bodies or other buildings are encompassed in this head of jurisdiction. Where building "size" is concerned, and the most common problem that arises is whether any particular variance request engages the prohibition on varying permitted density, discussed later in this paper. Building "size" can include measures of absolute size (such as a 500 square foot limit on the floor area of accessory buildings) and measures of relative size (such as a floor space ration control) in addition to height limits.

- Statutory prohibition on alteration of building containing nonconforming use

This jurisdiction arises from the prohibition in s.911(5) on adding to or altering a building containing a nonconforming use unless the work is required by an enactment or permitted by the board of variance. In these applications, the board has an opportunity to permit the extension of the useful life of a non-conforming use, the eventual phasing out of which is presumed to be the overall intent of s.911. It is in relation to these kinds of applications that the board might be particularly interested in having the views of the local government as to whether the exemption from the statute would "defeat the intent of the bylaw".

- Agricultural or industrial subdivision servicing requirements

This is a head of board jurisdiction that does not give rise to many applications, possibly because it is not well-known. It was added to the *Local Government Act* when detailed powers to impose off-site servicing requirements were added in 1985 and applies only to water, sewer and drainage infrastructure requirements and standards.

- Extent of damage jurisdiction (appeal from building official)

This is the only head of board jurisdiction that is truly appellate in nature, since no other board decisions arise from a specific determination of an official that the board is being asked to reverse. The board may set aside the building official's determination as to the extent of damage to a building containing a non-conforming use, and the board's decision is itself subject to appeal to the B.C. Supreme Court.

- Tree cutting bylaws

When the urban tree cutting bylaw powers were added to the *Local Government Act* (see now s.8(3)(c) of the *Community Charter*), a new area of jurisdiction was added to s.901 to deal with situations in which prohibitions or restrictions on cutting trees produced individual hardship

analogous to that produced by building siting or size restrictions. Few boards seem to deal with these types of applications, despite the relative popularity of these types of bylaws.

- There is no objective test of "hardship" or "minor"

We have all heard of local governments advising applicants that they must apply for a DVP instead of a board of variance order, because they do not have a hardship case or because the variance they are seeking is not minor. This is, in law, somewhat akin to the clerk at the court registry refusing to record a plea of "not guilty" because the clerk considers their defence will fail. Section 901 permits the board of variance to order a minor variance if it finds that compliance with the bylaw would cause undue hardship, without defining what kinds of hardship are eligible for consideration. It is interesting to note that the Vancouver Charter prohibits that municipality's board of variance from allowing an appeal "solely on the ground that if allowed the land or buildings in question can be put to a more profitable use" nor unless the undue hardship "arises from circumstances applying to the applicant's property only". The absence of any such constraints in the *Local Government Act* suggests that economic hardships and hardships to which many property owners are equally exposed may properly be considered.

Similarly, the jurisdiction of the board of variance to order a "minor variance" is not constrained by any statutory definition of that term. The case law makes it clear that the extent of variance that the board may order is neither more nor less than the extent of variance that is required to relieve the hardship that the board has found. In one case, it was noted that the magnitude of a variance is to be considered in the context of all of the regulations that apply to a site and not just the particular regulation that is being varied, with the result that a variance of 100% in a particular regulation such as a building setback may nonetheless be "minor".

- A DVP application is not an appeal of a board of variance decision, and *vice versa*

The significant overlap between the board's historic jurisdiction and the jurisdiction of local governments (councils and regional boards) to issue development variance permits, continues to cause confusion as to whether the board's decisions are truly "final" as s.901(8) specifies, or whether the board's decision can in fact be reversed by a favourable decision on a DVP. The DVP application and the board of variance application are in law unrelated to one another, and a decision on one cannot be regarded as an appeal of a decision on the other. These are separate processes arising from separate heads of jurisdiction. The Legislature attempted to clear up the confusion some years ago by enacting a rule requiring a DVP application first in cases of overlapping jurisdiction, with a rule essentially deeming the DVP application to have been refused if it had not been approved within 45 days. This rule has never been brought into force.

- Records of board orders

The requirement to deposit notices of development variance permits and development permits in the land title office has brought into sharp focus the fact that board of variance orders, that might effect the same important changes in the land use regulations affecting property, are not registered against title even though they are of enduring effect and probably "run with the land". (Neither are exemptions to the parcel frontage requirements granted under s.944, or exemptions from floodplain regulations granted under the recently amended s.910, recorded in the land title office.) The only official record of board of variance orders is that comprised in the records that the board is required to maintain under s.900(4) of the *Local Government Act*. It is thus extremely important that the local government provide resources to the board that are adequate to enable it to keep and maintain accurate records of its decisions. The originals of board minutes should be kept in a fireproof vault with the minutes of the council or regional board. Local governments that maintain property records in paper or digital form (organized by property address or legal description) should have a means of recording relevant variance orders in these records.

III. MAKING THE LOCAL GOVERNMENT'S CASE TO THE BOARD OF VARIANCE ON A S.901(1)(A) APPLICATION

There seems to be a practice in B.C. that boards of variance are left to deal with variance applications engaging the mandatory considerations in s.901(2)(c) of the *Local Government Act*, without much assistance from the local government. In the judicial context, judges are very reluctant to consider cases in which one side of the argument is not represented before them, because they will not benefit from a thorough airing of the issues in the case from both points of view (and indeed might not even know whether there are two points of view).

- Should the local government be a party in the application?

In our opinion, the same principle ought to apply when the board of variance is exercising jurisdiction in cases where compliance with a bylaw "respecting the siting, dimensions or size of a building or structure" is alleged to cause undue hardship, and where the board must determine whether the variance sought would have certain specified results. The board ought to hear from the local government. If the local government provides logistical support to the board in the person of a secretary or clerk, the local government's case should ideally be made by someone else, such as a member of the planning department or the local government's planning consultant, so that the objectivity of the logistical support person cannot subsequently be called into question. (In this regard, the secretary or clerk should be considered as the counterpart to the court clerk, and the local government planner or planning consultant as the counterpart of legal counsel opposite in interest to the variance applicant.) In very significant cases, the board of variance might be hearing representations from legal counsel on behalf of an applicant, and the local government might consider appointing its own legal counsel to make reply submissions to the board.

- Does the local government oppose or support the application?

Recalling the idea that the local government and the board of variance should be seen as partners in the administration of zoning regulations that might not fit every conceivable development situation, the local government might occasionally or even frequently consider that a variance is a good idea, and not oppose it. In such cases, the local government's support for (or lack of opposition to) the variance should be communicated to the board, particularly if there are third parties making submissions in opposition to the variance. This information will usually be helpful to the board in making its decision and reaching conclusions on the matters set out in s.901(2)(c) discussed below.

- Regarding the regulation that would be varied:

- What is its purpose?

This question should be addressed each time a variance is considered, as it is not possible for the board of variance to determine that a variance would not defeat the intent of the bylaw if it does not know what the regulation in question is meant to accomplish. Herein may lie a problem, however: many planners are not able to articulate the purpose of regulations typically found in the bylaws they write and administer. Board members should press the local government to explain why a regulation exists, so that they can evaluate whether a requested variance defeats its purpose. For example, a building setback rule for side yards is usually enacted to provide a measure of privacy for adjacent building areas, ensure sunlight access to side yards, and so forth. Knowing this might assist the board in determining whether permitting an encroachment for a building area that has no windows, or permitting an encroachment to a degree that will not interfere with sunlight given the physical orientation of the affected parcels and buildings, will defeat the intent of the bylaw.

- Is the regulation under review?

Another bit of information that the board might find helpful is the status of the regulation that is being varied. If the planning department is undertaking a review of the regulation in terms of its continued usefulness in view of contemporary land use trends, that fact might well affect its decision.

- Is the regulation appropriate in the circumstances of this case?

This is the subject on which the board of variance might most frequently appreciate the opinion of the local government: if it had been able to consider the characteristics of this site in making the regulation in the first place, would the local government had applied the general standard, or made a site-specific modification of the general rule?

• If not, to what extent might it properly be varied?

At issue in most variance applications are the decision to vary the bylaw, and the decision as to how much of a variance is appropriate. The courts have indicated that a variance is "minor" so long as it is of no greater magnitude than is required to relieve the hardship that has been shown to exist. Again, the opinion of the local government as to whether a requested variance is excessive in view of the relevant hardship might assist the board in making its decision.

• Are there conditions that should be attached to a variance?

The *Local Government Act* does not expressly authorize the board of variance to impose terms and conditions on variances, but such powers seem inherent in its jurisdiction. For example, it might often be logical to impose a special height limit on a portion of a building that is being permitted to encroach into a setback area on the basis of hardship; such a condition may be enforced by wording the board order such that the variance is being granted for the purpose only of a one-storey, X square foot encroachment. The local government might be particularly helpful to the board in suggesting conditions of this nature that ensure that as much of the original purpose of the regulation being varied may be achieved, while relieving against the hardship that has been shown.

• Would such a variance, in the board's opinion:

- Result in inappropriate development?
- Adversely affect the natural environment?
- Substantially affect use and enjoyment of adjacent land?
- Vary permitted uses or densities?
- Defeat the intent of the bylaw?

On each application, the board of variance is required by the wording of s.901 to determine that the requested variance would not do any of these things. Many of them involve matters of judgement, on which the board might benefit from the advice of local government planning staff in forming its opinion.

IV. LEARNING FROM BOARD OF VARIANCE ORDERS

• Does the regulation need to be changed?

Board of variance decisions that consistently go against the local government in relation to particular types of regulations can serve a useful purpose, as a type of "feedback" on the perceived importance of such regulations. Much of the content of zoning bylaws is "received wisdom" from earlier generations of planners, dealing with problems that no longer exist or

ignoring relatively new issues and trends; zoning bylaws are rarely written from scratch. It is thus not surprising that a conscientious board of variance might consistently and repeatedly vary a particular regulation in relation to which the local government is simply unable to make a convincing case for adherence to the bylaw standard. Planners ought to pay attention to these kinds of decision trends, as they may be indicators that a particular regulation is not working. An example might be a side yard that is routinely being varied to permit the installation of a fixture such as a heat pump. A series of variances permitting such installations might indicate that the zoning bylaw ought to be amended, to permit such fixtures to be located in side yards with appropriate siting *vis a vis* neighbouring quiet areas such as bedrooms. A variance order would no longer be necessary.

• Does the shoe fit anyone?

As noted at the outset, the board of variance was created as a mechanism to deal with cases in which the zoning "shoe" simply does not fit the circumstances of a particular development site. The premise is that the zoning shoe usually fits. Several changes have occurred in land use planning since the zoning bylaw-board of variance paradigm was created in the early 20th century, that affect the function of variance tribunals. The first was the use of "planned unit development" or "comprehensive development" zoning, in which regulations were created specifically for large development sites. In these developments, compliance with across-the-board regulations was never required, as each aspect of development is controlled with a regulation crafted for the particular site. Most major rezonings in British Columbia over the past twenty years or so have been of this variety. The redevelopment of these sites as the initial development becomes obsolete might bring the board of variance back into the picture, though it is rather more likely that the sites will be redeveloped in a similarly comprehensive fashion with new custom-crafted regulations approved by the local government in a rezoning.

• Minimums and Maximums

The second, more recent change is a shift in emphasis from regulating development by prescribing minimum parameters such as building setbacks and heights, to prescribing maximum parameters in relation to the same matters. These "form-based codes" implement "neo-traditional" development principles by concentrating on the built form of development rather than functional aspects such as uses and densities. Thus, instead of a minimum building setback from a street, there might be a maximum setback, or even a building line at which the wall of the building must be placed, to create a sense of street enclosure and thus an "urban" feel to the neighbourhood. Instead of a maximum building height of two storeys, the bylaw might prescribe a mandatory height of two storeys, for the same purpose. There are issues of interpretation arising from the wording of s.903 of the *Local Government Act*, the statutory authority for zoning bylaws, that relate to the validity of these regulatory approaches in British Columbia. Assuming their validity, the jurisdiction of the board of variance will follow along, but the kinds of applications that the board might be hearing, and the concepts of "hardship" that are advanced to justify variance of these kinds of regulations, will be changing. Planners will likely be better

equipped to inform the board as to the purpose of this type of regulation, however, than they have been to explain regulations rooted in early 20th century concepts of land use separation.



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December 17, 2009

The Honourable Gordon Campbell
Office of the Premier
PO Box 9041 STN PROV GOVT
Victoria, BC, V8W 9E1

RE: Provincial Funding Assistance to the Arts

Dear Premier Campbell:

At the Village of Pemberton Regular Council Meeting No. 1242, held Tuesday, December 15, 2009, correspondence from Mayor Darrell Mussatto of the Corporation of the City of North Vancouver, dated November 20, 2009, regarding provincial funding assistance to the arts sector in British Columbia was received.

In this regard, Council respectfully requests that the provincial government continue to support the non-profit arts cultural sector in British Columbia by reinstating funding that has been cut for community cultural events.

The non-profit cultural sector is not able to absorb the provincial funding cuts and as a result, the annual cultural events and venues across British Columbia will no longer be able to be provided to the public at a reasonable cost. The loss of these cultural events will have an impact not only on the many people currently employed in the arts sector, but also on the quality of life in our communities.

We urge you to consider the needs of cultural organizations in British Columbia and to look for ways to restore a portion of the funding. If you have any questions, please do not hesitate to contact me at the Village Office.

Thank you in advance for your time and consideration.

Yours truly,
VILLAGE OF PEMBERTON

Original signed by:

Jordan Sturdy
Mayor

Cc: Mayor Darrell Mussatto, The Corporation of the City of North Vancouver
Hon. Naomi Yamamoto, MLA North Vancouver Lonsdale and Minister of
State for Intergovernmental Relations
Ian Forsyth, Director, Office of Cultural affairs
Sandy Garossino, Chair, Advocacy Committee, Alliance for Arts and
Culture
Sheila McKinnon, Chair, Regional Cultural Development Advisory
Committee
Union of BC Municipalities members – to be disseminated by CIVICINFO
BC

FILE #	DATE
JAN 06 2010	0400-50
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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	Jan 11/10
INITIAL	ES
(ITEMS: A - REQ. ACTION. B - INFO - W RESP; C - INFO ONLY)	



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Greater Vancouver Sewerage and Drainage District • Metro Vancouver Housing Corporation

4330 Kingsway, Burnaby, BC, Canada V5H 4G8 604-432-6200 www.metrovancover.org

December 30, 2009

The Honourable Gordon Campbell
Premier of British Columbia
PO Box 9041 Stn Prov Govt
Victoria, BC V8W 9E1

Dear Premier Campbell:

Re: Provincial Cutbacks to Cultural Services

At its meeting of October 30, 2009, the Metro Vancouver Board expressed concern over arts funding levels in British Columbia. As a result, I write on behalf of the Board Members to communicate their uneasiness at the proposed provincial cutbacks to cultural services and in particular cultural funding grants.

I am sure we all agree that culture is a crucial component of our communities. Culture animates our neighbourhoods and provides opportunities for people of all ethnic and social backgrounds to share and interact. Cultural producers contribute to our economy by generating the new ideas and practices that creative enterprises incorporate in order to produce content and other competitive products.

Culture also contributes to the economic viability and sustainability of our communities and the Directors of the Board of Metro Vancouver are concerned that the cuts, which are proposed by the Province, could have serious economic and social impacts affecting each and every municipality.

I am informed that in 2006, the total operating revenue for the performing arts in Canada encompassing theatre, dance, music and opera reached \$1.2 billion. Of that amount, 42% was generated by ticket sales to 12.9 million audience members who attended performing arts events.

I am also told that the cultural sector as a whole is estimated to contribute \$84.6 billion to Canada's GDP. The Ministry of Tourism, Culture and Arts' website notes that the province makes its cultural investment back in direct taxes at a rate of 138%. In addition, the Province of BC estimates that for every dollar invested in the arts, the arts organizations in turn generate \$1.36 in economic activity.

The Arts and Culture Division of the Ministry of Tourism, Culture and the Arts is authorized to develop and administer government policies and programs that support a vital and sustainable arts and culture sector. The Board members of Metro Vancouver are concerned that the proposed cuts will stifle continued support for all art forms.

FILE #	DATE
JAN 06 2010	840050
ACCTS P/R	
Office of the Chair	ADMIN
DIR F	B/L ENF
SUP P/W	MAYOR
PAYROLL TAX	COUNCIL
ITEM	A B C
COUNCIL AGENDA	
DATE	Jan 11/10
INITIAL	
(ITEMS: A - REQ. ACTION; B - INFO - W RESP; C - INFO ONLY)	

On November 13, 2009, the Select Standing Committee on Finance and Government Services recommended that arts funding be restored to 2008-09 levels in British Columbia. We trust that you will consider this request as we urge the government to adopt the recommendations.

Yours truly,

Original signed by:

Lois E. Jackson
Chair, Metro Vancouver Board
LEJ/HS/jr

cc: UBCM and all cities and regional districts in the Province – to be disseminated by CIVICINFO BC



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO:	Mayor and Council	DATE: January 4, 2010
FROM:	Director of Finance	FILE: 1680
SUBJECT:	Interim Audit – 2009	REPORT: RC 001

RECOMMENDATION:

THAT Council receives the 2009 Interim Audit Report from McConnell, Voelkl dated December 15, 2009.

BACKGROUND:

Each year our Auditors, McConnell, Voelkl perform an interim audit on the Village of Harrison Hot Springs. The attached report summarizes their findings for the 2009 Interim Audit.

Respectfully submitted for your consideration;

Dale Courtice
Director of Finance

Larry Burk
Chief Administrative Officer

INTERIM AUDIT REPORT

To the Council of the **VILLAGE OF HARRISON HOT SPRINGS:**
P.O. Box 160
Harrison Hot Springs, BC
V0M 1K0

We have reviewed and evaluated the payroll, purchasing and financial information systems, examined accounts, and adhered to Canadian generally accepted auditing procedures to test the records of the **VILLAGE OF HARRISON HOT SPRINGS** for the operating period ended **NOVEMBER 30, 2009**, and we have performed a financial review of the accounts, records and ledgers of the Village for the interim period then ended. Our examination included a review of council and administration policy and their implementation, review of accounting procedures, financial, management, and internal controls, and included such tests of supporting documents as we considered necessary in the circumstances.

We restricted our substantive tests, generally, to material transactions in excess of \$2,000. and our tests did not include external confirmations of specific receipts or expenditures. This procedure, based on the lack of response received in past audits, would not, in our opinion, greatly contribute nor enhance the expected audit results.

Subject to our comments in the Internal Management Report dated **December 15, 2009** we are pleased to report that in all material respects, we found the accounts, records and ledgers orderly, well kept and up to date, and to the best of our knowledge from the test checks that we conducted, they accurately reflect the results of operation of the **VILLAGE OF HARRISON HOT SPRINGS** for the period tested.


CHARTERED ACCOUNTANTS

December 15, 2009
Hope, B.C.
Canada



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 4, 2010
FROM: Larry Burk, CAO **FILE:** 6440
REPORT: RC 002
SUBJECT: Community-Based Needs Assessment proposal from
Jennifer Wilson Consultants Ltd. and Points of View Research &
Consulting Ltd.

RECOMMENDATION:

THAT Council approves entering into a contract with Jennifer Wilson Consultants Ltd. and Points of View Research & Consulting Ltd. In the amount of \$18,500.00 to provide a Community-Based Needs Assessment per the proposal submitted December 8, 2009; and

THAT Council approves the Mayor and CAO preparing and signing documents accordingly.

BACKGROUND:

During and following the budget process, staff recommended that in order to effectively propose ideas, goals, programs and types of facilities for the Village, a Community-Based Needs Assessment would be beneficial. This process is a natural process for obtaining community input to many ideas that might be important for the sustainability of the community. As well this process can obtain input on resources and other programs that can benefit of residents as well as visitors.

DISCUSSION:

The District of Kent completed a similar assessment that is now the focus of their priority for obtaining funds and development of a swimming pool for their community. Interestingly that assessment identified comments and input from Harrison residents.

Another study in Kent, the Heritage report, also took input from Harrison residents. Both of these processes identified that Harrison residents are very interested in providing input to what issues the Village needs to focus on for their future and the success of the future for the Village.

I discussed processes with other professionals in the field as well as other CAO's and staff in the FVRD, City of Abbotsford and District of Kent. I narrowed down two consultants and proceeded to interview each for their input on what I was looking for in the Village. Jennifer Wilson of Jennifer Wilson Consultants Ltd. provided the most interesting interview and proposed ideas that she felt would provide what she felt was necessary in the Village.

Ms. Wilson is very familiar with the area both with her recent work in Kent and Chilliwack as well as having lived approximately 7 years of her life in Agassiz when her partner was with the local RCMP detachment. I found her ideas on issues of residents in small communities and especially in Harrison to be focused and very passionate.

I explained the specific nature of what I was looking for and both Ms. Wilson and her associate went away with an understanding and a commitment that they could provide a fact based, detailed report on what the residents would need to provide input as well as how to go about getting the information.

Of particular interest is how the Village will be able to address our solid waste and recycling. Composting is an important part of the waste management stream and we will need to address this also.

Currently we take our solid waste to the Bailey Landfill site under agreement with the City of Chilliwack. Chilliwack is currently preparing revisions to their landfill resources. The decisions they make will affect the Village.

Also the FVRD is nearing conclusion on revisions to their solid waste management plan. As a member of the FVRD we are committed to following the recommendations set by the FVRD.

Other needs will be addressed in the final report. Our long term plans and budgets can benefit greatly from responses and recommendations from their final report.

The proposal from Jennifer Wilson Consultants Ltd. and her associate Points of View Research & Consulting Ltd. is attached for your perusal.

BUDGETARY CONSIDERATIONS:

The 2009 budget provided for consulting services including this needs assessment.


ALTERNATIVES/OPTIONS:

The attached proposal provides an outline of the work anticipated by the consultants. The consultants are both open to discussion on the services to be provided as well as the specifics they have perceived during our initial interview.

Council may wish to provide some ideas on the process as well as input that may be solicited from residents. Staff supports the hiring of these consultants as we feel they have the best background and familiarization with the region and the area.

Should Council concur with staff and desire a meeting with the consultants prior to finalizing the scope of works, a meeting can be arranged.

Respectfully submitted for your
consideration;



Larry Burk
Chief Administrative Officer

Village of Harrison Hot Springs
Community-Based Needs Assessment Project



Positioning Village of Harrison Hot Springs
to Effectively Engage and Serve Its Community

December 8, 2009

Jennifer Wilson Consultants Ltd. and
Points of View Research & Consulting Ltd.

#206 1230 Quayside Drive
New Westminster, B.C.
V3H 6H1

Tel: (604) 520-1538
Fax: (604) 520-1535
Email: jennifer@jwilsonconsultants.com

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1. Introduction

The Village of Harrison Hot Springs¹ is home to 1,600 people and a premier resort destination. With its breathtaking setting, it has a unique opportunity to both enhance its services to residents and create new attractive tourism venues. It is for this reason the Village is considering the cost and benefits of constructing a new multi-purpose facility and enhancing its waste management practices.



Opportunity for a new multi-purpose community facility

The potential value that could accrue from such a facility is significant:

- To strengthen the community fabric by providing a social gathering place for neighbours to connect and meet new friends (which is particularly important as many people moved here for the small town feel and a significant number of people leave for the winter)
- To support healthy and active lifestyles by providing space (rentals, programmable, display), programs, services, and special events
- To remove significant transportation and cost barriers by providing opportunities close to home
- To support the local economy by providing 1) a community hub that could in turn attract additional businesses and 2) additional space or complimentary spaces for services (e.g., conference space for Hot Springs Hotel, display space for local artists, programmable space for service providers)
- To provide administrative space to support key services and to attract the location of new anchor tenants i.e. School Board office

Expanded Residential Waste Management Regulations and Enforcement

For cost effective reasons, the community research related to the multi-purpose community facility will also ask residents to rate the importance or effectiveness of potential steps that could be taken to help people comply with expanded Village residential waste management regulations and enforcement.

Constructing a new multi-purpose facility project and implementing a new approach to handling waste are significant undertakings for a community the size of the Village of Harrison Hot Springs. Therefore, the data to inform the way to proceed must be of the highest quality and be representative of the community. It is for this reason the Village is undertaking a comprehensive needs assessment.

2. Our Approach

Overview of Our Approach

Community Needs Assessments are both 1) a community engagement process and 2) a method for creating knowledge - meaning that building relationships and learning through the process is just as important as the quality of data collected.

In terms of a community engagement process, a well-designed approach and process serves to:

- reaffirm your approach to providing community services and fine tune methods to achieve it
- position the Village to be successful in addressing recycling and waste management objectives
- strengthen your connection and goodwill with local community members, business owners, service providers, the School District, First Nations governments and other institutions
- leverage resources; and
- create a sense of involvement, pride and support for moving forward

As a method of creating knowledge, the information obtained provides Council, staff and community members with a much deeper understanding of the respective perspectives of different population segments in the local community. This knowledge will be based on a mail survey distributed to all residents (including those who are living here full-time and part-time) and detailed community insights (series of focus groups). To be effective, data will be translated into clearly articulated priority needs and strategic recommendations.

Advantages of This Approach

Our approach will provide your organization with rigorous quantitative data collected on a community-wide basis, complemented by insightful qualitative data that targets specific focus areas, with detailed findings and a priority setting framework that will create a healthy community for all.

It will exceed your expectations by providing a final product that will:

- Provide Council and staff with leisure trends and best practices to support a forward-looking viewpoint
- Define through the survey questions:
 - Residents' leisure, recreation, and cultural interests, preferences and expected participation rates by activity type and by population segment;
 - Facility, program, and service gaps and opportunities
 - Barriers to participation;
 - Residents' level of support for and willingness to pay for a multi-purpose space based on a the community's perspective versus the loudest voice or special interests
 - Residents will be asked to rate the importance or effectiveness of potential steps that could be taken to help people comply with expanded Village residential waste

management regulations and enforcement. The feasibility of any potential steps would be determined with Village officials before finalizing the survey questionnaire, but could include enhancing the Village website page on recycling information, supplying all households with containers for recyclables, providing a printed “keeper” brochure to householders detailing materials that are recyclable, where they are recyclable and materials that are not recyclable, organizing local demonstrations on recycling, giving residents a discount on backyard composter purchases, and/or providing a convenient drop-off for compostable kitchen and yard waste and selling back to residents bags of the compost produced at the site. Other ideas for coordinating food waste and recycling efforts with local schools could be addressed in the survey or alternatively through discussions with local school officials.

- Insight into any issues the Village may have in terms of residents’ cooperation in meeting new requirements
- Provide additional research on:
 - Village Administration, School District and other major potential users space requirements
 - Collaborative opportunities with Chehalis First Nations government any
 - Ideas to increase participation and for potential opportunities to fill gaps and remove barriers
- Provide a priority setting framework to guide decisions
- Engender support for future directions through the Community Café (see next section for a description)
- Assist with capacity-building within your organization to use this information and to set a course for the Village to contribute to a healthy community (optional)



Deliverables

There are 22 deliverables associated with our proposed approach. Due to the limited budget with have noted which could be added in if the budget was increased:

1. A review of background information including Village data and related research
2. Translate our suggested approach into a detailed Work Plan which will be presented for feedback
3. Develop a communication strategy² which 1) ensures all key audiences (for example Council, staff, other service providers, community and customers) have the appropriate type of information to be adequately informed and engaged and 2) key communication tools are developed.

² Including Government to Government protocols with the Chehalis First Nations

4. Develop a **project fact sheet** to summarize key project information and to be used as the basis for other communication tools (to be coordinated by staff)
5. Conduct **meetings** with the project leader and staff at key points in the process to seek advice and harness expertise
6. Conduct pre-survey calls to increase the level of participation
7. Conduct a **mail survey** by sending survey packages to all residents **including part-time residents**, thereby giving everyone an opportunity to participate in the survey. A specific strategy maybe explored to reach out to renters in multi-family complexes
8. Provide a detailed **survey analysis** report
9. Facilitate up to 3 **focus groups** targeting specific ages or interest areas (preschool/children, youth, young adults, adults to younger and older seniors or fitness; arts and crafts; health; lifelong learning, etc). The target population segments will be developed in collaboration with the Project Leader.
10. Identify key local and broader service trends and best practices that apply to your context
11. Identify space, service and programming needs and estimated participation rates
12. Interview key service providers/and potential partners (i.e. School District representatives, Chehalis First Nations)
13. Summarize key needs and barriers across all segments into one listing
14. Determine the level of support and willingness to pay for a multi-purpose facility
15. Determine the level of knowledge and compliance with current garbage requirements
16. Determine any challenges in having residents meet new requirements
17. Develop a priority setting framework to guide strategy development
18. Host a “knowledge workshop” with Council and Staff to review the information and understand what it means (optional)
19. Prepare a “homework package” prior to the knowledge workshop (optional)
20. Provide a road map for Council and staff on how to use this powerful information appropriately (optional)
21. Conduct a Community Café to present the draft report, share information and set the foundation for future solutions
22. Finalize the report - a simple, easy to read final report



3. Our Firms

Jennifer and Ana have a strong history working as a team to provide clients with the highest quality community information to inform their current and future decisions prioritize efforts and inform strategy development.

Jennifer's strengths relate to project management skills; client and community relationships; communication tools and strategies; and community outreach and engagement. Ana is an exceptionally competent and meticulous researcher with a firm grounding in methodology, survey design, and statistical analysis.

Together, we have a unique blend of being both detail oriented and strategic - meaning our processes translate rigorous and detailed information into defensible and well-grounded strategies and priorities. We believe in the importance of process, as well as producing deliverables on time and budget.

Project Examples:

- Retained by City of Prince Rupert to design a leading edge **"Quality of Life Visioning Project"** based on extensive community consultation (survey, First Nations outreach strategy and community meetings) and resulting in the **"Quality of Life Official Community Plan"**, which defines land-use and social planning strategies and a community-based outcome evaluation framework
- Retained to design and implement **Capacity and Needs Assessments** for the diverse and inner-city community of Britannia, the highly demanding community of Kerrisdale, the newly emerging community of South Arm in Richmond, the transitioning community of Thompson in Richmond and the City of Richmond as a whole (part of a team), the rural community of Kent and the rural/urban City of Chilliwack.

Jennifer Wilson Consultants Ltd. – Jennifer Wilson, B.A. (Psychology), M.A. (Planning)

Jennifer Wilson Consultants Ltd. was established in 1997. It has a reputation for innovation and creativity, and for positioning community, sports, parks, recreation, cultural and health organizations to be highly valued by their constituents.

The focus is on strengthening community-based organizations to enable the provision of meaningful services that benefit communities, partners and individual citizens. Her firm accomplishes this by assisting organizations in understanding their community (needs assessments and research), assessing their organizational capacities attributes (organizational assessment) and collaboratively creating results-based strategies (strategic and business plans) that improve their business practices and prove their impact (benchmarking, indicators, outcome evaluation frameworks and outcome-based report cards).

The firm has demonstrated an ability to meet this mandate through a variety of "leading edge" projects that contribute to the success of local organizations and to the field at a provincial and national level. Notwithstanding her vast experience at many levels, being raised in a small-town, Jennifer is driven by the philosophy of community involvement as a vehicle for social connections, service to the community and community pride.

Points of View Research – Ana Wiggins, M.A. (Social Sciences)

Since its inception in 1983, Points of View Research & Consulting Ltd. has earned a reputation for delivering high quality research services that are effective, economical and tailored to our clients' unique situations and information needs. A well-established marketing and social research firm, based in British Columbia, Points of View provides professional research and consulting services to a wide range of public, private and not-for-profit organizations in Canada and the United States. These include municipal and regional governments, sports and recreation organizations, crown corporations, financial institutions, media, consumer goods companies, community and international non-profit organizations, public interest groups, industry associations, transportation authorities, post-secondary institutions, high technology companies, hospitals and health regions.

Since the early 1990s, Ana has carried out many surveys of residents of the District of West Vancouver, the District of North Vancouver and the City of North Vancouver for the North Shore Recycling Commission. These surveys have included topics such as household garbage, recycling, yard and kitchen waste habits, use of backyard composters and pesticide alternatives, awareness of bag limits and transfer station location, drop-off services and fees, information needs and best methods of communicating with the public on recycling and waste management issues, and awareness of where to phone or how to access information. Ana has also conducted on-site surveys at each of Metro Vancouver's Public Waste Facilities (GVRD transfer stations) on issues of interest to regional waste management.

Points of View Research abides by the Code of Ethics and recommended procedures of the Marketing Research and Intelligence Association (MIRA). The president and founder of Points of View, Ana Wiggins, is a professional status member of MIRA and has worked as a research consultant for over 25 years. She has a Master's degree in the Social Sciences and extensive experience in conducting community surveys and focus groups on parks and recreation planning issues, community needs assessments, and surveys on solid waste management householder behaviour, awareness and need for information. Ana will manage the community research process. For more information on the qualifications and experience of Ana Wiggins and Points of View, visit the company's website at www.pointsofview.ca.

4. Added Value

Our approach goes beyond “traditional” needs assessments by incorporating ten (10) additional enhancements.

1. We will prepare a communication strategy to encourage the community, service providers, staff, potential partners and Council to be involved, provide information on the various opportunities, and keep each appropriately informed throughout the process. This component is critical because the participation in the survey and meetings directly impacts the quality of the data and therefore the merits of future strategies. Communication Strategies also ensure people who are not directly involved value in being aware of the work being done and this reflects well on the Village.
2. We will include data on national and provincial trends relating to leisure needs and facility development, which has been based on extensive secondary research and communication with leaders in recreation and related fields. We will complement this information with a listing of local trends as well as the Village's best practices. This section ensures that the report inspires future change yet is tempered by the realities of your community and organization.

3. We will conduct a **mail survey**³ which will give residents who are living in Harrison and those owners who are living out of town an opportunity to participate in the survey. The survey offers an opportunity to inform residents of changes the Village is making that will affect them, as well as an opportunity to provide information to encourage a high level of compliance with waste stream diversion. For example, they can be advised of (and shown) a new method of breaking out municipal taxes on their next tax bill, advised of a new bag limit and the cost for collection of any additional bags over the limit, or any relevant facts such as “food waste makes up almost 25% of our current residential garbage stream”. Pre-survey calls have been included to increase the level of participation.
4. We will conduct **focus groups** targeting specific age groups and activity types. Focus groups provide the qualitative data that works in tandem with the quantitative data. Together both provide a rich and comprehensive understanding of the community’s needs, expectations and willingness to pay.
5. We have included **interviews** other service providers/partners. It is important to document the School District’s needs. As well, reaching out to other agencies or governments builds stronger and more sustainable relationships. And this in turn can lead to leveraging local resources to achieve community outcomes far beyond what can be achieved in isolation.
6. We will include a section outlining specific outcomes that specific segments of the community would like to achieve from community services and programs. This will be based on the focus group discussions and extensive research we have conducted over the years. Traditional needs analyses put the focus on “typical programs” which limits the options to those that are known to community members at the time. By also focusing on outcomes, or the benefit and value that people are looking for, enables a variety of strategies to be considered in order to best serve the community. In addition, outcomes statements are the fundamental building blocks to help an organization answer the question “are we making a difference?” in a way that is defined by the people it is serving. They also provide an organization with a solid foundation for evaluating its performance.
7. The seventh distinguishing feature is our “priority setting framework” which takes into account the difference between community-wide needs and “special interest” needs. This framework is imperative to ensure that the Village responds to the public interest (in a defensible manner) while honouring unique interests.
8. We will host a “Community Café” for the community to attend. Pre-registration will be required and up to 30 people may attend. The purpose is to create an environment that fosters in-depth conversations, a rich exchange of information, exploration of ideas and a collective view of the future directions. The key is the informal and friendly atmosphere that is created to feel like a café. The venue is punctuated by food, beverages, table cloths, soft lighting and servers (who are actually process facilitators, are located at each table, and



³ See Appendix I for Survey methods and advantages

document the discussions). Each round table will feature one topic. Individuals choose which tables they would like to visit and after a set amount of time each may get up and visit another table of interest. As they do so, different groupings of people will converse about the topics and build on the thinking of those who were at the table before them. The agenda allows for all participants to visit each table. The process informs the understanding and feedback across key themes. The evening will conclude with individuals being asked to cast their vote (anonymously using sophisticated hand held devices) in response to questions relating to the merits and challenges of each theme. This leading-edge “voting” technology will give participants the opportunity to register their vote and to get a sense of the perceptions of the collective. At the end of the process, participants will have a deeper understanding of the data and implications, contributed to the development of the ideas, know their opinions are highly valued, and feel heard. The consulting team will have collected exceptionally high quality feedback and a sense of areas of agreement and disparate thinking.

9. The final addition is our optional but highly effective “Knowledge Workshop”. We will prepare a homework package to position the workshop to be efficient and effective. At the workshop we summarize the findings in a visual presentation of the report and data. It will provide Council and staff with a deeper understanding of the value of the data transformed into information, what it specifically tells you and how best to use it.

5. Budget

This section outlines the proposed budget based on the tasks that would best position this assessment for success. The fees total \$18,500 (not including GST).

The fees include:

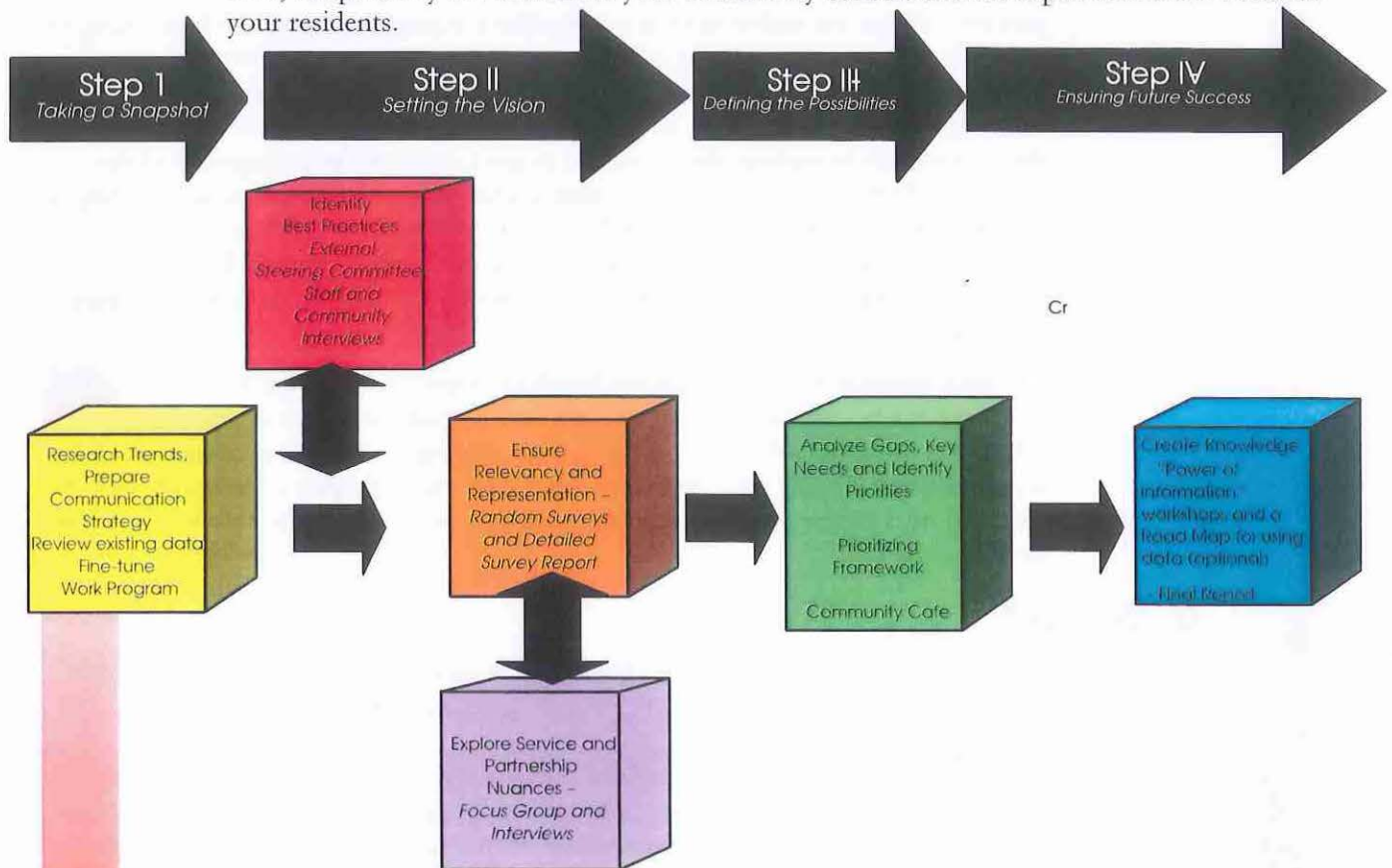
- an investment of \$5,000 by our team. This reflects our commitment to produce a high quality product and process and our unwillingness to compromise to a lower standard.
- all technology including projector and state-of-the-art interactive feedback devices for the community café; and
- costs for printing the questionnaires, envelopes, assembling packages, and postage.

We understand that a limited budget is earmarked for work. Therefore, we spent considerable time and creative thinking to keep costs to a minimum. If our proposed budget can not be met the following elements could be removed from the scope of work. There will be significant impacts to the outcomes.

- Pre-survey calls – this task greatly increases the participation rate for the survey (\$500)
- Community Café – this event provides residents with an opportunity to see what the community’s overall perspective is on key elements relating to the development of a new facility. In addition, the café provides an opportunity to further contribute to the details of the elements. These forums are highly effective in bringing closure to the process and for ensuring the process is not only transparent, but perceived as being transparent. (\$1,000)

Project Phases

As the graphic below shows, the foundation for determining needs and the priority focus areas is extensive and varied. As such, the needs analyses process will incorporate the trends in the field, the socio-demographic changes, best practices and innovation of leaders in the field, tempered by the realities of your community context and the expectations and needs of your residents.



6. Project Timeline

The timeline is presented on the next page is for discussion purposes. It assumes a start date at late-December and a completion date April 30, 2010. Together, we can revise milestones and meeting dates as needed to create a process that is effective, achievable and reflective of community opportunities.

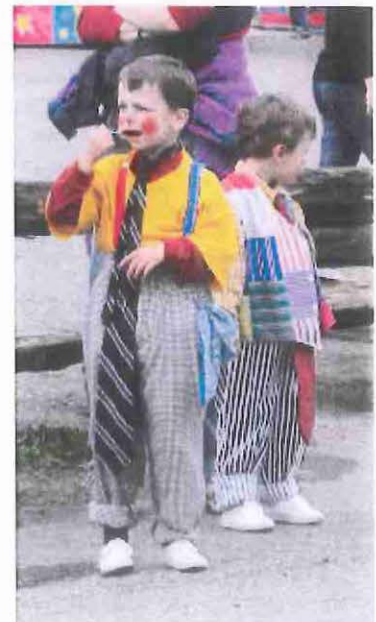
Village of Harrison Hot Springs
Community-Based Needs Assessment

Key Tasks	Who	Dec	Jan	Feb	Mar	Apr	Meetings
Manage Project	JW						
Stage 1							
Review background material	JW/AW						
Prepare and meet with Council and Staff	JW/AW						
Translate our approach into a detailed Work Plan incorporating feedback from Staff Team	JW						
Prepare the Communication Strategy, Action Plan and Tools (additional tools maybe required in later Stages)	JW						
Stage 2							
Identify relevant national, provincial and local trends and best practices	JW						
Survey							
Develop questionnaire for survey of residents	AW/JW						
Work with Staff Team on survey and get sign-off	AW/Staff Team						
Pretest survey questionnaire, prepare camera-ready pdfs, print questionnaires, compile packages, and prepare for distribution	AW						
Take compiled surveys to Canada Post							
Conduct pre-survey calls and implement survey							
Program for data entry, collect returned questionnaires and enter data							
Write Summary of survey results	AW						
Focus Groups							
Create Focus Group Strategy and data gathering templates	JW						
Meet with Staff and coordinate logistics	JW/Staff						
Orient staff to focus group process and confirm their roles	JW/Staff						
Integrate survey learnings into specific question design	JW						
Conduct Focus Groups and Interviews	JW/Staff						
Finalize notes	JW/Staff						
Stage 3							
Analyze quantitative and qualitative data	JW/AW						
Create Priority Setting Framework and Prioritize Needs	JW						
Host Community Café	JW/AW						
Stage 4							
Prepare Report	JW						

7. Village Responsibility

We suggest the following tasks and responsibilities be provided by the Village:

- A staff contact person to coordinate staff tasks (see below) and provide assistance to Consultants
- With the guidance of the Consultant and the “project fact sheet” developed by the Consultant, staff to set up key communication tools (i.e. newspaper notices, brochure information, facility posters, telephone information line, web-site notices etc) and implement communication action plan
- Establish a Village team to review and confirm survey content and coverage area
- Provide consultants with most recent telephone directory
- Work with the Consultants to identify multi-family complexes for renters
- Prepare survey cover letter with consultants’ assistance, print on Village letterhead and sign each letter
- Provide address labels of residents and both winter and summer addresses of those residents who live elsewhere for part of the year.
- Provide slotted drop boxes for completed questionnaires at Village offices and other locations if possible such as Memorial Hall and Public Pool (owned by Harrison Hot Springs Resort & Spa).
- Take calls from residents who need someone to pick up their completed questionnaires and provide a pick-up service
- Inform consultant of anyone needing assistance in completing a questionnaire due to language or other difficulties
- Provide incentives to encourage and thank participants
- Staff to set up focus groups (including meeting rooms and refreshments) with the assistance and guidance of the Consultants
- Staff to take notes at Focus Groups (an important technique to ground them in the information being collected without having their presence influence the participants’ candid discussions)
- Staff to assist with the communication, registration, refreshments and setup up for the Community Café



8. Critical Success Factors

The following summarizes the critical success factors for this project and the firms' relevant experience

Local Knowledge

- Jennifer and Ana completed the recent Leisure Needs Assessment for the District of Kent. In addition to the knowledge created from the survey and the relationship development with local residents through the focus groups, Jennifer also met with the Chehalis First Nations Band Council for a very productive discussion on partnership opportunities.
- Jennifer has worked with the District of Kent on the outdoor pool project
- Jennifer worked with local service providers in Agassiz on the "Make Children First" Early Childhood development project (annually for several years) and attends the Fall Fair regularly
- Ana has conducted focus groups and surveys for four credit unions serving residents of the Fraser Valley and has provided informal consulting services to local organic farmers. In addition to her research-derived knowledge of local communities, she lived in Chilliwack from 2003 to 2006.
- Jennifer has attended an annual conference in Harrison for many years.

Needs/ Capacity Assessment and Strategy Development Experience

Our team has extensive experience in working with a variety of communities, organizations, staff groups, partners, and community members to gather information, to build trust, to foster relationships, to develop partnerships, to create joint visions, and to develop organizational and community strategies. Jennifer will be conducting the focus groups and interviews. Her style reflects a deep regard for the unique circumstances each community member has, including their capacities, barriers, expectations and possibilities for the future. As a result, participants are quickly put at ease, trust is established and people leave feeling heard, respected and appreciated. In addition, quality community engagement always leads to the discovery of additional community resources to assist Teams in meeting their mandate.



The team most recently completed extensive community consultations, needs assessment and strategy development (with particular attention to reaching all cultural segments), for the City of New Westminster (part of Master Plan process), Thompson Community (highly diverse community within Richmond), South Arm Community (highly diverse community within Richmond), City of Richmond (rapidly changing community), Ridge Meadows, Kerrisdale Community (highly diverse and demanding community) and Britannia Community (highly diverse population with significant financial and self-esteem barriers).

Community Development Process, Plans and Strategies

Jennifer Wilson Consultants Ltd. has a long history working as an innovative company in terms of its community development skills. Some key projects are listed below.

- Retained by City of Prince Rupert to design a leading edge “Quality of Life Official Community Plan”. The foundational research for the Plan was conducted by both Jennifer and Ana and included extensive community consultation (random telephone survey and 20 community meetings involving over 475 people and a First Nations outreach strategy). This resulted in new and important research on Quality of Life for a variety of cultures and age groups. This work formed both a technical and community-based foundation for a community plan (including both social and land-use strategies) and outcome evaluation framework. The research is also being used to mobilize, shape and prioritize many other community-based projects.
- Retained by the Richmond Olympic Business Office to develop an Olympic Community Engagement Strategy, action plan and training module to ensure the benefits associated with the Olympic Oval and the resulting legacies truly accrue to the local residents.
- Retained by 16 Community Partners in the Prince Rupert area to develop a Community Learning Business Plan (CLN) to develop the capacity of all citizens (especially the remote First Nations communities, youth, seniors and displaced workers) in computer literacy and to leverage community resources to provide hardware, training and internet connectivity. The indirect outcomes relate to the significant (almost half a million dollars) of funding that has been generated because of the concept and business plan, the leveraging of existing resources in a very economically challenged region, the partnership, mutual regard and excitement that has been fostered, and the fact that the process lead to local solutions, local leadership and local sustainability.⁴
- Co-created (with Cherie Enns) the “Picket Fence Project”⁵, a two phase project focusing both on research, outreach and establishing community health indicators. The purpose was to i) better understand the needs and desires of neighbourhood residents, to foster deeper relationships with citizens and partners, ii) engage citizens (through a comprehensive survey and a creative and artistic process) define the type of neighbourhood and services they would like and iii) identify indicators for a healthy community. The Picket Fence Project has been implemented in over 20 neighbourhoods in Langley Township, Langley City, Coquitlam, Pitt Meadows, and Maple Ridge.
- Established a “Community Development Mentoring Module” for the City of Coquitlam to assist staff in integrating a community development philosophy into their roles. The process



⁴ 2005 Award for Innovation - Minister for Western Economic Diversification and Minister of State

⁵ The approach developed in collaboration with Ridge Meadows staff, SPAC and school staff resulted in the project being awarded the 1999 BCRPA Award for Program Excellence and an Honourable Mention by CAMA (Canadian Association for Municipal Administrators). Legacies in the form of tiles and neighbourhood atlases have been created for future generations.

included market research, mentoring, a community development and partnership assessment tool, a communication strategy, benchmarks, and a neighbourhood outreach strategy (focusing on the hard to reach).

Outcome Evaluation

Jennifer Wilson Consultants Ltd.'s outcome evaluation and report card work is viewed as leading edge. Jennifer has conducted workshops across Canada and the US on how to successfully define outcome indicators and create compelling report cards. Project examples are highlighted below.

- Retained to develop a "Results based report card" approach for staff to report back on White Rock's performance vis a vis their Master Plan. The project (done annually) includes 1) translating the Master Plan priorities into benefit statements and key indicators, 2) facilitating an annual training session to build capacity to collect and interpret data, 3) designing a yearly report card for Council and 4) working with staff to analyze the data and set the foundation for strategic directions.⁶

- Retained to conduct focus groups for a variety of populations within the City of New Westminster to inform an outcome evaluation strategy and baseline

Many of Jennifer's clients come from the community health and public health. Much of this work focuses on outcome evaluation and strategy development. We have successfully shifted many Early Childhood Development initiatives from a formative (descriptive) to an outcome evidence based approach. Report Cards were developed and the result was a more effective work plan and evidence which positively positioned the initiative for success and credibility with partners. Examples are listed below:

- Ministry of Children and Family Development "Make Children First Learning Initiative" Evaluation and Report Card – Fraser Valley Region including the Sto:Lo Nation north to Nlaka'Pamux Nation and Public Health and other community partners (in particular the public health and related health agencies), annually for 3 years
- Ministry of Children and Family Development "Make Children First Learning Initiative" (same as above) in Kamloops (2003)
- Community-specific Early Childhood Development Evaluations of Programs, Services, Supports, Multi-Sectoral partners (in particular the health agencies), and Governance in Mission, Agassiz, Hope and Chilliwack, annually between 2004 - 2006
- "Family Group Conferencing Evaluation Project" for the Child and Youth Officer,
– The project was comprised of developing a series of outcomes, a logic model, and an evaluation plan; data analysis; and an assessment of new "Family



⁶ In 2000, this project received the Award from the CAMA (Canadian Association of Municipal Administrations) in Education. And in 2001 it received a national "Benefits" award from the Canadian Parks and Recreation Association

Group Conferencing Model". The analysis was based on an extensive literature review and indicators relevant to family, social workers, Family Group Conference Coordinators, and the Steering Committee. The assessment is informing the decision to implement and broaden the use of Family Group Conferencing in British Columbia.

- Bridging the Canyon Healthy Communities **Project Evaluation and Report Card** (under Office of Learning Technologies and HRDC) for the Siska Indian Band (on behalf of 9 First Nations communities and 3 non-First Nations) and multi-sectoral partners - annually 2005 - 2007
- Outcomes, Program, Service and Community Based Indicator **Workshops** in California (4 cities), Chicago, for CPRA in Halifax, Parks and Recreation Ontario (Mississauga and Ottawa), and BCRPA in Penticton

9. References

City of Richmond Olympic Business Office

Contact: Gary Young, Director
Phone: (778) 227-1982
Email: gyoung@richmond.ca

City of Prince Rupert

Contact: Gord Howie, Administrator
Phone: (250) 627-0934
Email: ghowie@princerupert.ca

South Arm Community Association

Contact: Ian Shaw, Association President
Phone: (604) 718-8060
Email: ian.shaw@shaw.ca

Thompson Community Association

Contact: Gerry Gelasso, Past Association President
Phone: (604) 273-0410
Email: gerald_gelasso@telus.net

District of Kent

Contact: Kerry Hilts, Director of Community, Recreation and Parks
Phone: (604) 796-2235
Email: khilts@district.kent.bc.ca

Appendix I – Survey Methods and Advantages

Survey Methods

The survey design is a mail survey method delivered by Canada Post to all residential addresses and to the out-of-town addresses of part-time residents. The consultants in collaboration with Village representatives will develop the survey questions, and these will be approved in writing prior to distribution.

The survey package will consist of an outer envelope with first class postage, a signed cover letter, which explains the purpose of the survey, provides instructions and encouragement to participate and a self-administered questionnaire in two parts. The parts will cover the information objectives for constructing a new multi-purpose facility and changing residents' household recycling and waste management behaviours.

To ensure validity and reliability, the questionnaire will be pre-tested with five residents before finalizing its final version. Instructions will include how to select the adult in the household who should answer the survey questions and a caution that only one questionnaire can be completed per household. Residents will be told the locations of drop-off boxes, the deadline for returning completed questionnaires

Advantages of a Mail Survey ⁷

Every survey method offers certain advantages over other methods. We have chosen a mail survey method for this research for the following reasons:

- An inclusive survey method often fosters good public relations and positive participation by giving everyone a chance to express their opinions and preferences instead of a random sample of residents
- The cover letter of a mail survey, which has been signed by the mayor or other important government official personalizes the survey and emphasizes its importance
- A printed or web survey improves success with respondents' understanding and answering complex questions in a valid manner (e.g., questions with long lists of options to choose among, multiple part questions, questions requiring time to think through any implications before answering)
- A survey package provides an ability to include visual and other materials when appropriate (e.g., maps, samples)
- A self-administered, anonymous survey has a greater likelihood that social desirability bias will be avoided (e.g., giving an answer that the respondent believes is acceptable to others (such as an interviewer), rather than the respondent's true opinion or preference)
- Self-administered surveys offer respondents greater latitude in choosing a convenient time to complete the questionnaire and consult with other household members, if necessary, on their behaviour (e.g., use of facilities, recycling habits, etc.)
- A mail survey usually costs less for a sample size that is equivalent to that of a phone survey

⁷ Some of the advantages noted above were taken from various publications of Don A. Dillman, Ph.D.

Appendix II - Jennifer Wilson Consultants Ltd. - CV



Jennifer Wilson Consultants Ltd.

"innovative solutions for creating vibrant communities"



Innovative Solutions in:

- Results Based Master Plans
Strategic Plans, and Business
Planning
- Community
Needs/Demand/Capacity
Assessments and
Market Research
- Business Process Reviews and
Re-structuring
- Benchmarking and Best
Practices in Community
Services, Community
Development, Children and
Youth, Technology,
Volunteerism, Customer
Satisfaction, and Marketing
- Community Engagement
Processes and Non-traditional
Partnership Development
- Technology Plans and
Solutions
- Outcomes Based Indicators,
Evaluation and Report Cards

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Prince Rupert Office:
412 McBride Street, Prince Rupert, B.C.

Penticton Office:
#105 3849 Finnerty Road,
Penticton, B.C.

Background

Jennifer Wilson Consultants Ltd. has been in operation since 1997. It has an established reputation for innovation and creativity, and for positioning community, parks, recreation, cultural, education, and health organizations to be highly valued by their constituents. Complementing her consulting work, Jennifer has worked for many years as a practitioner in community planning and managing a parks, recreation and cultural services department.

The focus is on strengthening community based organizations to enable the provision of meaningful services that benefit communities and individual citizens. Her firm accomplishes this by assisting organizations in understanding their community (needs assessments and research), assessing their organizational capacities attributes (organizational assessment) and collaboratively creating results based strategies (strategic and business plans and outcome development processes) that improve their business practices and track their impact (benchmarking, indicators, evaluations and outcome based report cards).

The firm has demonstrated an ability to meet this mandate through a variety of "leading edge" projects that contribute to the success of local organizations and to the field at a provincial and national level.

Advantages of working with Jennifer Wilson Consultants Ltd. are:

- Experience in business and strategic planning in both the private and public sector
- Demonstrated ability to integrate outcomes-based thinking and tools into strategy development, operations and evaluation
- An understanding of key aspects of community-based organizations and community engagement, outreach and development principles
- Extensive best practices knowledge in a variety of domains
- Commitment to collaborative relationships with citizens, staff, volunteers, decision-makers and partners
- Proven strategies to capitalize on the strengths, creativity, capacity and energy of those involved
- Knowledge of how to engage the hard to reach
- Experience in visioning, value planning and action planning for non-traditional partnerships
- Commitment to exceeding expectations and desired outcomes
- Belief in customizing solutions to specific organizational needs; and
- Committed to fostering staff and community ownership and enthusiasm

Jennifer Wilson, B.A. (Psychology), M.A. (Planning)

Jennifer has a unique blend of skills emanating from 20 years of professional and consulting expertise. Her focus is on vibrant communities and healthy individuals.

Through her diverse experience she has created and implemented a number of approaches which have been viewed as leading edge in the areas of strategic planning, community research, development and engagement, market research, partnership development, best practices, outcome and performance indicators, communications, technology, business process reviews and staff development.

Most recently, her "Abbotsford Diwali Sehat Mela Health Celebration" received the 2008 British Columbia Recreation and Parks Association's Program Excellence Award. The North Coast Community Learning Network Project "RAIN" developed by Jennifer received the Minister of Western Diversification and Minister of State Award for Innovation. The vision and business plan was developed by Jennifer in partnership with 17 community partners. Ridge Meadows Parks & Leisure Services received provincial (BCRPA Program Excellence Award) and national recognition (Canadian Association of Municipal Administrators Honourable Mention) for their Picket Fence Project, a concept that was co-created by Jennifer and a colleague. The White Rock Master Plan Indicator Project which Jennifer designed received the CAMA Award in Education. It also received the Canadian Parks and Recreation "Benefits Award" for providing an outstanding example of how to incorporate a benefits driven approach to reporting.



Born and raised in Prince Rupert, B.C. Jennifer learned the importance of community involvement as a vehicle for social connections and community pride. These values are pervasive in the work she does. She has a Bachelors of Arts Degree (Psychology) and a Masters Degree (Community and Regional Planning) from the University of British Columbia.

Jennifer has:

- Presented and facilitated numerous workshops at international, national and provincial forums
- Developed approaches that assist organizations to work strategically, improve business processes; benchmark and learn from best practices; evaluate the impact they are having on their communities; create outcome and performance indicators; effectively communicate; be more accountable; incorporate technology; and engage citizens and partners in forming strategies.
- Published numerous articles on community development, community research and outcome measurement in provincial and national Recreation and Planning (CIP) publications.
- Worked with many organizations to enable them use technology as a vehicle for understanding their customers, facilitating organizational change and improved customer service.
- Served as the chair of the B.C. Active Living Network and has volunteered on numerous Provincial Conferences and Association Fundraising Projects

Jennifer's strengths are:

- Creativity, Innovation, Commitment and Enthusiasm
- Communication and Facilitation
- Extensive knowledge across a variety of sectors
- Being both visionary and detail-oriented
- Consolidating Complex Information into Succinct Strategies

Experience and Projects

- Retained by City of Prince Rupert to design a leading edge **"Quality of Life Visioning Project"** based on extensive community consultation (survey, First Nations outreach strategy and community meetings) and resulting in the **"Quality of Life Official Community Plan"** which defines land-use and social planning strategies and a community-based outcome evaluation framework.
- Retained by the Richmond Olympic Business Office to develop an **Olympic Community Engagement Strategy**, action plan and training module to ensure the benefits associated with the Olympic Oval and the resulting legacies truly accrue to the local residents. She was also retained by the **City of Whitehorse and Yukon Government** to design a community and stakeholder engagement process for the new community of Whistle Bend (10,000 additional people). Her very successful approach responded to the client's desire for innovation, need to reconcile competing interests between the City, Territorial Government, 2 First Nations governments and a private landowner and imperative to avoid the project being triggered to a formal review process.
- Prepared strategic plans to support **Healthy and Active Lifestyles Strategic Plans** (comprised of national trends and local evidence, team building, communication strategies, opportunity and partnership development, supportive environments, action plan and outcome evaluation components) for such initiatives as the Healthy Abbotsford Partnership, Tri-Cities Neighbourhood of Learning Partnership, New Westminster's Middle Childhood Committee, New Westminster Neighbourhood Hub, Prince Rupert's Active Community Team, the City of White Rock, the City of Prince Rupert, the Abbotsford Community Connections project, the City of Chillwack Community Health Plan, and White Rock's Community Health Plan
- Develops highly successful ways to engage the underserved i.e., the first ever **Abbotsford Diwali Sehat Mela Health Celebration**¹. Successfully reaching over 1,500 South Asian adult and older adult community members occurred because of the approach, achieving a high profile in the community, the blend of a spiritual event with specific healthy lifestyle messages, the diversity of activities, and the ability to engage formal and informal leaders. The evaluation framework provided proof that this event changed people's level of activity.
- Prepared on behalf of **British Columbia Recreation and Parks Association**, BC's Supplement (research and reference document) for the National Program "Everyone Gets to Play" as well as BC's response to the National Recreation and Sports Infrastructure Program. She was retained



¹ 2008 Recreation Program Excellence Award – British Columbia Recreation and Parks Association

- to re-designed the Community Leaders Manual and is the facilitator for the "Community Leaders" Workshop for BCRPA. She is also a Provincial facilitator for the Province's Active Communities and Active Workplace Programs (workshops in Vancouver, Vancouver Island, and Northern BC).
- Retained to assist with **Business Planning**. The firm was retained by 16 Community Partners in the Prince Rupert area to develop a Community Learning Business Plan (CLN) to build the capacity of all citizens (especially the remote First Nations communities, youth, seniors and displaced workers) in computer literacy and to leverage community resources to provide hardware, training and internet connectivity. The indirect outcomes relate to the significant (almost half a million dollars) of funding that has been generated because of the concept and business plan, the leveraging of existing resources in a very economically challenged region, the partnership, mutual regard and excitement that has been fostered, and the fact that the process lead to local solutions, local leadership and local sustainability. ² Her partnership development work also includes researching different "best practices", developing new inter-sectoral partnership relationships, and re-shaping faltering partnerships.
 - Developed a community focused, **results based evaluation framework** for the **Ministry of Children and Family Development's** "Make Children First Initiative" in the Eastern Fraser Valley (EFV) and Kamloops regions. This framework simplified the logic model and focuses on children age six and under as well as the unique challenges to support 23 First Nation communities. The firm has facilitated 1) the articulation of community-based outcomes and outcome indicators, 2) focus groups with parents and partners and 3) an evaluation of what is being done, the impacts (outcomes) of those efforts as well as the community development and capacity building aspects of this initiative. A similar framework has been developed to evaluate the White Rock South Surrey **Health and Wellness Framework**; City of Surrey's **Electronic Library Project** in Strawberry Hill, the **"Bridging the Canyon"** Healthy Communities Project for the Siska Band in the Upper Fraser Canyon and a new **Provincial Family Group Conferencing Approach** for the Child and Youth Officer.
 - Retained to develop a **"Results based report card"** approach for staff to report back on White Rock's performance vis a vis their Master Plan. The project (conducted annually) includes 1) translating the Master Plan priorities into benefit statements and key indicators, 2) facilitating an annual training session to build capacity to collect and interpret data, 3) designing a yearly report card for Council and 4) working with staff to analyze the data and set the foundation for strategic directions. ³ Similar report cards have been completed for early childhood development projects in Agassiz, Mission, Chilliwack and Hope, a healthy community's project in Boston Bar and a new family-based approach for the Child and Youth Officer.



² 2005 Award for Innovation - Minister for Western Economic Diversification and Minister of State

³ In 2000, this project received the Award from the CAMA (Canadian Association of Municipal Administrations) in Education. And in 2001 it received a national "Benefits" award from the Canadian Parks and Recreation Association

- Developed a workshop series called "The Power of Information" which shows staff how to create **indicators** that help understand customers, be accountable, continuously improve and prove value. Workshops have been conducted for 18 communities throughout the San Francisco area, Chicago area, Ottawa/Mississauga and Vancouver area.
- Retained to design and implement **Capacity and Needs Assessments** for the diverse and inner-city community of Britannia, the highly demanding community of Kerrisdale, the newly emerging community of South Arm in Richmond, the transitioning community of Thompson in Richmond and the City of Richmond as a whole (part of a team) and the rural community of Kent. A similar project for the Nisga'a Society in Prince Rupert is positioning the First Nations community to live with diabetes. A unique approach has been developed which combines a community wide statistically valid survey, a facilities-based survey, partner interviews, a series of focus groups (including user groups, special target markets, the disconnected, seniors, youth, people with disabilities, etc), and neighbourhoods. The purpose is to collect strategic information on what is working well, satisfaction and participation levels, where there were unmet opportunities, and desired outcomes by age and interests. Equally important in our approach is to foster a stronger connection between citizens and staff and between citizens. Several projects culminated in a "Community Futures Conference" which helped to shape community driven sustainable solutions to position the organization into the future.
- Designed and conducted hundreds of **Focus Groups** in order to hear first hand from citizens their opinions and expectations, strengthen relationships with users and non-users, and those who are underserved and disconnected to ensure decisions are citizen-based.
- Retained as part of a team by the **Districts of Maple Ridge and Pitt Meadows** and the **City of New Westminster** to create a **Master plan** process for recreation, parks and cultural services. The Plan articulates a vision that reflects the priorities of the community and utilizes benefits (value the community places on its community and support services) as the foundation for making decisions, achieving the vision, choosing courses of action and measuring success. Our firm similar Master Plan was developed for the **City of New Westminster**. Our firm also facilitated an outcome-based Master Plan update process for the **City of White Rock and District of Uchuelet**.
- Co-created (with Cherie Enns) the "**Picket Fence Project**"⁴, a two phase project focusing both on research, outreach and establishing community health indicators. The purpose was to better understand neighbourhood residents, to foster deeper relationships with citizens and partners, and to **engage citizens** (through a comprehensive survey and a creative and artistic process) to define the type of **neighbourhood** and services they would like and indicators for a healthy community. The Picket Fence Project has been implemented in over 20 neighbourhoods in Langley Township, Langley City, Coquitlam, Pitt Meadows, and Maple Ridge.
- Established a "Community Development Mentoring Module" for the City of Coquitlam to assist staff in integrating a **community development** philosophy into their roles. The process included market research, mentoring, a community development and partnership assessment tool, a communication strategy, benchmarks, and designing a neighbourhood outreach strategy.

⁴ The approach developed in collaboration with Ridge Meadows staff, SPAC and school staff resulted in the project being awarded the 1999 BCRPA Award for Program Excellence and an Honourable Mention by CAMA (Canadian Association for Municipal Administrators). Legacies in the form of tiles and neighbourhood atlases have been created for future generations.

- Retained numerous organizations to conduct **best practices review** for key strategic areas including benchmarking, partnership development, fees and charges, youth services, service delivery models, special events, volunteerism, etc. These projects included literature/web research and extensive interviews and focus groups across North America.



- Retained by numerous organizations (Abbotsford School District and the cities of Richmond, Delta, New Westminster, Langley Township, Coquitlam, Port Moody, and North Vancouver) to assist them with setting the foundation for incorporating **technology** changes. The strategic planning approach includes redefining **business processes** that are grounded in customer service and community needs; facilitating policy, procedural and staffing changes; providing project management expertise to assist with the implementation of technology; creating

communication strategies; managing a myriad of technical and business process issues; translating barriers into positive change; and creating an environment for staff ownership and creativity.

Presentations, Workshops and Awards

Awards

- 1999, BCRPA Award for Program Excellence for the Picket Fence Project
- 1999, Canadian Association of Municipal Administrators' Award Honourable Mention - Picket Fence Project
- 2000, Canadian Association of Municipal Administrators' Award: Education - White Rock Master Plan Indicator and Report Card Project
- 2001, Canadian Parks and Recreation Benefits Award - White Rock Master Plan Indicator and Report Card Project
- 2005, Minister of Western Diversification and Minister of State Award for Innovation –for the North Coast CLN Project Community Learning Network "RAIN" project
- 2008, BC Recreation Program Excellence Award – British Columbia Recreation and Parks Association Program Excellence Award –for the Abbotsford Diwali Sehat Mela Health Celebration (South Asian Outreach Project)

Major Presentations and Workshops

Partnership Development, Strategic Planning and Visioning

- 2009, created a new master planning framework for BCRPA's Community Leaders workshop and manual and facilitates the session on BCRPA's behalf
- 2009, reshaping and strengthening the "Healthy Abbotsford" inter-sectoral partnership (reknown as the *in motion* partnership)
- 2009, hosted a series of workshop for the Tri-Cities service providers to develop a Neighbourhoods of Learning Vision and Action Plan.
- 2008, facilitated a staff strengthening workshop between Richmond Parks, Recreation and Culture staff and the Richmond Olympic Business Office.
- 2008, partnership agreement, joint programming and joint outreach for Abbotsford Recreation Centre, School District, Yale Secondary School, local businesses, and key multi-cultural communities

- 2006, a series of presentations to large corporations in South Richmond to foster a collaborative relationship with local community recreation services
- 2004, Kerrisdale Community Association Partnership Review
- 2003, City of Vancouver's Park Board Joint Operating Agreement Task Group - Partnership Best Practices Review
- 2001, East Richmond Community Association Visioning Session

Outcomes and Outcome Evaluation Workshops – Is your organization making a difference ?

- 2005, Community based early childhood development evaluation workshops for Agassiz, Hope, Chilliwack and Mission including First Nations communities
- 2005, Community-based evaluation workshop for the Siska First Nations Band Health Community Project
- 2003-2005, Workshops for the Provincial Program "Make Children First" in Abbotsford, Eastern Fraser Valley and Kamloops
- 2004, presentation at the 2004 BCRPA Conference
- 2004, presentation at Canadian Parks and Recreation Association Conference
- 2004, Workshops for Parks and Recreation Ontario in Mississauga and Ottawa
- 2005, Capacity building workshops for Britannia Community Services Centre
- 1998, International Federation of Parks and Recreation Administrators, Melbourne Australia, presentation and facilitation of full day workshop on the importance of being a benefits driven organization and a call to action for Australia and New Zealand
- 1998, Benefits Workshop, Sydney Australia, presentation and facilitation of full day workshop on the importance of being a benefits driven organization and a call to action for Australia

Benchmarking, Best Practices and Indicators Workshops

- 2002, The Art of Benchmarking and Best Practices. Conducted workshops in Halifax, Ottawa and Toronto
- 1999 - 2000 The Power of Information and how information can be used to understand customers, be accountable, continuously improve and prove your value. Conducted in San Francisco, Chicago, Whistler, White Rock and Vancouver
- 1999 - Municipal Workshops on Benchmarking in Burnaby, West Vancouver, North Vancouver, Coquitlam, Surrey, Richmond, Port Moody, Delta, Nanaimo, Prince George, Kamloops and Kelowna
- 1999 Saskatchewan Parks and Recreation Conference, present and facilitate a session on the ideal process for integrating benchmarking to ensure the future of parks, recreation and culture.

Healthy Communities, Quality of Life, and Innovative Community Development and Outreach Tools

- 2009, Community Leaders workshops for BCRPA
- 2005 and 2006 workshop series on developing a strategic plan for fostering healthy and active communities and work places on behalf of British Columbia Recreation and Parks Association in Terrace, Abbotsford, Nanaimo, Surrey, and West Vancouver
- 2005, Community Needs Assessment, Best Practices and Setting Future Direction, Britannia Community Services Centre Society
- 2005, Community Needs Assessment, Best Practices and Setting Future Direction, Kerrisdale Community Centre Society
- 1998 Canadian Parks/Recreation (National) Conference/British Columbia Recreation and Parks Conference, present and facilitate a session on the future of the parks and recreation field as explored through the Canadian Parks/Recreation Symposium "Illuminating Our Future" (also co-organized by Jennifer Wilson), Whistler, B.C.

- 1997, B.C. Recreation and Parks Association Provincial Conference, presentation and workshop, Whistler, B.C.
- 1997, Conference for the Association for Community Education in B.C., present and facilitate 2 sessions on how to revitalize an inner city community school to become a community resource for children, families, staff and community partners, Sechelt, B.C. 1997

Marketing and Market Research

- 2006, Marketing Plan Workshop, Campbell River, B.C.
- 1997, Corporation of Delta Parks and Recreation Department, present and facilitate staff workshop on principles of marketing and tools to incorporate customer based marketing into their organization, April
- 1997 and 1996, Township of Langley Parks and Recreation Division, present and facilitate staff workshop, Langley, B.C. 6
- 1997, present and facilitate sessions at 2 national conferences in Melbourne and Sydney Australia.

Fees and Charges

- Facilitated a number of Focus Groups for the City of Surrey to provide a citizen based foundation for fine-tuning their fees and charges policy
- Recreation Facilities Association of B.C. - Langley's Approach to Fees and Charges, presentation, Langley, B.C.

References

City of Richmond Olympic Business Office

Contact: Gary Young, Director
Phone: (778) 227-1982
Email: gyoung@richmond.ca

City of White Rock

Contact: Rita Clarkson, Manager of Leisure Services
Phone: (604) 541-2173
Email: rclarkson@city.whiterock.bc.ca

City of New Westminster

Contact: Joanne Edey-Nicoll, Assistant Director for Parks, Recreation and Culture
Phone: (604) 527-4629
Email: jedey-nicoll@newwestcity.bc.ca



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO:	Mayor and Council	DATE: January 5, 2010
FROM:	Larry Burk, CAO	FILE: 0730-05
SUBJECT:	Professional Services For Memorial Hall Renovations	REPORT: RC 003

RECOMMENDATION:

THAT Council approves entering into contracts with the consulting team of CHPA, Stantec, Levelton Engineering, Krahn Engineering and Murphy Design Services for the renovation project at Memorial Hall at a cost of \$82,050.00; and

THAT Council approves entering into a contract with Gerry Ens Contracting as Project Manager at a cost of \$35,937.50 for renovations at Memorial Hall; and

THAT Council approves formation of a Select Committee to provide support, advice and input to the design team and Project Manager for the renovations to Memorial Hall and to prepare a final report for approval of Council prior to construction.

BACKGROUND:

Renovations to the Memorial Hall have been contemplated as far back as the 1999 capital-upgrading plan. In 2007 it was determined that the least of the work necessary on the Memorial Hall was that it required a new roof.

In 2008 a report was solicited to determine the structural integrity of the Memorial Hall in anticipation of installing a new roof and making repairs to parts of the floor and exterior walls.

Generally, the report and other indications indicated that the hall required a new roof and the best way to go about that was to replace the entire roof structure. The existing roof was a conglomeration of a number of additions and patches over time to maintain the building in its current state.

In 2008 an opportunity arose to apply for Towns for Tomorrow grant funding in support of renovations and upgrades to municipal buildings, infrastructure and facilities. Funds of up to \$400,000 could be available. Council directed staff to prepare a preliminary budget on renovations that could be made at the Memorial Hall and to make application accordingly.

Renovations included a new roof – structural as well, new washrooms, heating, ventilation and air conditioning improvements, electrical upgrades, floor repairs and outer shell improvements including windows, walls and insulation.

During budget deliberations it was considered that renovations up to \$730,000 could be supported pending receipt of the maximum \$400,000 Towns for Tomorrow grant funding.

The budget was approved for the renovations dependent upon approval of the grant application. The application was eventually approved to the maximum amount of \$400,000.00.

DISCUSSION:

In early summer staff began the process to determine the extent of renovations in respect to the funds available. In consultation with CHPA's Rob Powers, the process of assembling the design team and a project manager began.

A Request-For-Proposal (RFP) for a Project Manager was advertised. In the meantime CHPA began soliciting proposals for the design team that would require an architect as well as structural, electrical and mechanical engineering support. The proposal for the design team is attached. This includes a proposal for geotechnical engineering if it is required.

The design team package is a combination of submissions from the engineering consultants plus a proposal from CHPA as the Architect.

The result of the selection for Project Manager from the RFP submissions is also attached. It should be noted that the RFP included a specific process by which the Village would make the assessment for a successful incumbent.

BUDGETARY CONSIDERATIONS:

The cost for the Design Team is as follows:

Structural – Krahn Engineering	\$26,000.00
Mechanical – Stantec Engineering	\$ 7,500.00
Electrical – Murphy Design Services	\$ 4,500.00
Geotechnical – Levelton Engineering	\$ 6,550.00
Architectural – CHPA	\$37,500.00
Total design services:	\$82,050.00

The cost for the Project Manager is: (Gerry Ens Contracting) \$35,937.50

Total professional services: \$117,987.50

The ratio of design and project management costs to the proposed budget is 16%. Typically these costs can range from a low of 8% to a high of 20%+. There are areas where architect and engineering costs can be reduced during the project.

POLICY CONSIDERATIONS:

This project is included in the 2009 budget at \$730,000.00. Expenditures over \$25,000.00 require approval of Council.

ALTERNATIVES/OPTIONS:

At this point it is difficult to determine what the extent of renovations will be able to be performed. This detail will result from the work of the design team and project manager.


Staff recommends that a committee be struck by Council to work with the design and project management team to work through the details of specific renovations that can be included with the funds available.

The Select Committee would present a final report to Council for approval prior to beginning construction.


Staff supports approval of the design team to include: CHPA, Stantec, Levelton Engineering, Krahn Engineering and Murphy Design Services and to instruct CHPA to proceed with coordination of preparing standard form contracts for work as noted in the individual proposals.

Staff also supports approval of Gerry Ens Contracting as the Project Manager for the project, based on the evaluation of RFP submissions.

Respectfully submitted for your
consideration;



Larry Burk
Chief Administrative Officer



Dale Courtice
Director of Finance

9355 Young Road
Chilliwack, British Columbia
Canada V2P 4S3

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December 16, 2009

Craven|Huston|Powers|Architects

CHPA

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

• Alvin Bartel
• Ryan Huston
• Robert Powers

Attention: Mr. Larry Burk

Re: RFP for Construction Management Services Related to Memorial Hall


Dear Larry,

We have reviewed the eight (8) proposals received by the Village for Construction Management services related to the Memorial Hall Request for Proposal. It appears that all proposals were received within the allotted time and are complete in their submission requirements.

We have reviewed and rated the proposals based on our evaluation matrix, as attached. Prices for services ranged from a low of \$30,000 to a high of \$70,000. Points in the evaluation matrix are awarded for proponent background experience, referenced documentation, proposed approach as well as price. The highest scoring proponent based on these criteria is Gerry Enns Contracting Ltd. Gerry Enns' proposal fee is \$35,937.50 which although not the lowest fee, represented the highest in terms of overall points.

We therefore recommend that the Village of Harrison Hot Springs enter its contract CCA No.5 with Gerry Enns Contracting Ltd. for Construction Management services related to the Memorial Hall Seismic Upgrade and Building Renovation.

Regards,


Rob Powers
MAIBC, BCSLA
RP:tll

PS All proposals will be returned to you for your files.

EVALUATION GUIDE CM SELECTION

0973 Harrison Hot Springs Memorial Hall Seismic Upgrade & Building Renovation

Mandatory Criteria

Criteria	EJM	G. Enns	J. Johnson	Kerkhoff	Meirau	Preview	Summit	Titan
✓ Proposal received at the closing location by the specified time?	✓	✓	✓	✓	✓	✓	✓	✓
✓ Proposal signed by a person authorized to sign on behalf of the proponent?	✓	✓	✓	✓	✓	✓	✓	✓
✓ Pricing must be firm and all-inclusive.	✓	✓	✓	✓	✓	✓	✓	✓

Rating Guide

Points	Criteria	EJM	G. Enns	J. Johnson	Kerkhoff	Meirau	Preview	Summit	Titan
40	Proponent background and related experience								
10	Firm's relevant background and experience in CM								
	10 - Extensive (over 15 projects) successful completion of projects		10			10	10	10	10
	7 - Significant (over 10 projects) successful completion of projects	7		7	7				
	5 - Several (over 5 projects) successful completion of projects								
	3 - A few (over 1 project) successful completion of projects								
20	Firm's relevant background and experience in seismic upgrade & renovation projects								
	20 - Extensive (over 5 projects)								
	14 - Significant (over 3 projects)	14	14	14		14	14	14	14
	10 - Several (over 2 projects)				10				
	6 - A few (over 1 project)								
5	Staff's relevant experience and commitment								
	5 - Average of 10 years related experience with applicable qualifications and backup key staff for site and office	5	5	5	5	5	5	5	5
	3 - Average of 5 years related experience with applicable qualifications and backup key staff for site and office								
	2 - Average of 5 years related experience with limited backup with a contingency plan								
5	Reference and Documentation								
	5 - References and documentation on over 5 projects of successful completion of project on time and on budget and confirmation of similar processes for this project	5	5			5	5	5	5
	3 - References and documentation on over 3 projects of successful completion on time and on budget and confirmation of similar processes for this project.			3	3				
	2 - References and documentation on over 1 project of successful completion on time and on budget and confirmation of similar processes for this project.								
35	Cost								
	Cost Formula: $\text{Score} = \frac{\text{Lowest Cost}}{\text{Cost of this Proposal}} \times 35$	23	29	26	15	35	23	20	29
25	Proposed Approach								
15	Proposed approach to management								
	15 - Well resolved and innovative approach		15				15		
	10 - Moderately resolved approach	10		10	10	10			10
	5 - Poorly resolved approach							5	
10	Process employed to keep costs down and ability to add components from a wish list								
	10 - Well demonstrated		10				10		
	7 - Moderately well demonstrated	7		7	7	7			7
	5 - Poorly demonstrated							5	
100		71	88	72	57	86	82	64	80

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November 6, 2009

Craven|Huston|Powers|Architects

CHPA

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

• Alvin Bartel
• Ryan Huston
• Robert Powers

Attention: Mr. Larry Burk, Chief Administrative Officer

**RE: Professional Architectural Services for
Harrison Memorial Hall, 290 Esplanade Avenue BC
CHPA Proposal #P-0957**

Dear Larry,

Thank you for the opportunity to provide our fee proposal related to the proposed renovations to Memorial Hall. We have assembled a team of consultants which include:

- Structural: Krahn Engineering, Andy Kirkness, P.Eng.
- Mechanical: Stantec, Richard Corra, P.Eng.
- Electrical: Murphy Design Services, Mike Murphy
- Geotechnical: Levelton Engineering, Calum Buchan, P.Eng.

Our office will provide Architectural Services and be represented by partner Rob Powers, MAIBC, BCSLA. Consultant proposals are attached.

Understanding of Scope of Work

Based on our previous discussion, we understand that the Village would like to consider a scope of upgrade work which could include potentially the following:

- Seismic upgrade work based on report prepared by Krahn Engineering in 208
- Exterior building envelope upgrade including siding, doors and windows
- Repair of rotting floor structure
- New HVAC system
- Sprinkler for fire protection
- Upgrade of electrical wiring, devices, and possibly service
- Upgrade washroom
- Upgrade to meet requirement of accessibility as per BCBC
- Minor upgrade of existing kitchen

We understand that work is to be completed within a budget of \$730,000.00 including associated fees and will be undertaken by Construction Management.

.../2

We propose to carry our work in the following manner.

Stage One: Prepare Base Drawing

In order to facilitate planning and the work of the consultant team, CHPA will attend the site and measure the existing building in order to prepare CAD base floor plans, sections, and elevations.

Our fee to carry out the work above is\$4,000.00 plus GST

Stage Two: Consultation & Planning

In conjunction with the Construction Manager, we propose a series of meetings with yourself to explore the most cost-effective means of renovating the existing building. We anticipate that prioritizing of potential upgrades will be necessary in order to stay within project capital funding.

Craven Huston Powers Architects will investigate options to best upgrade the existing facility and accommodated the requirements of accessibility for persons with disabilities. Work will be coordinated with that of the Engineering Consultants. A careful review of the requirements of the BCBC as they relate to existing buildings will be undertaken. You may want to consider engaging an Envelope Consultant to assist in detailing the upgrade of the building exterior.

Our fee to carry out the work above is.....\$7,500.00 plus GST

Stage Three: Preparation of Construction Documents

Based on the agreed final scope of upgrade work, a coordinated set of Construction Documents suitable for Building Permit submission and Construction activities will be prepared. Final documents will identify materials, finishes, and layout as necessary. Work of all Engineering Consultants will be coordinated. Written Specification will be provided. All necessary professional Schedules will be provided.

Our fee to carry out the work above is.....\$17,000.00 plus GST

Stage Four: Construction

During the Construction stage, CHPA proposes to conduct regular Site Reviews to monitor the progress and quality of the work, answer construction related queries, review shop drawings, and prepare Change Notes and Certificates of Payment including the monitor of lien holdback monies.

Our fee to carry out this work is\$9,000.00 plus GST

TOTAL ARCHITECTURAL FEE.....\$37,500.00 plus GST

Please note that the above amounts do not include GST. Normal disbursements such as phone, fax, mileage and in-house printing will be included in our fees. Reimbursable disbursements include courier, printing and mounting of drawings will be billed at cost.

Consultant Fees

Structural:	Krahn Engineering (attached) (excludes Field Reviews)	\$26,000.00 plus GST
Mechanical:	Stantec (attached)	\$7,500.00 plus GST
Electrical:	Murphy Design Services (attached)	\$4,500.00 plus GST
Geotechnical:	Levelton Engineering (attached)	\$6,550 plus GST

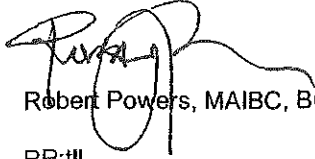
TOTAL CONSULTANT FEES\$44,550.00 plus GST

Please refer to individual consultant proposals for estimated disbursements.

If you are in agreement with the proposal, please advise and we will prepare a RAIC Canadian Standard Form of Contract for Architectural Services - Document 6, 2006 Edition for execution.

We look forward to once again working with yourself and the Village of Harrison Hot Springs.

Regards,

A handwritten signature in black ink, appearing to read 'Robert Powers', with a long, sweeping horizontal line extending to the right.

Robert Powers, MAIBC, BCSLA

RP:tl

Encl.

**Levelton Consultants Ltd.
Fraser Valley Group**

103 – 19292 60th Avenue
Surrey, B.C.
Canada V3S 3M2

Tel: 604 533-2992

Fax: 604 533-0768

E-Mail: surrey@levelton.com

110 – 34077 Gladys Avenue
Abbotsford, B.C.
Canada V2S 2E8

Tel: 604 855-0206

Fax: 604 853-1186

E-Mail: abbotsford@levelton.com

108 – 3677 Highway 97N
Kelowna, B.C.
Canada, V1X 5C3

Tel: 250-491-9778

Fax: 250-491-9729

Email: kelowna@levelton.com

Web Site: www.levelton.com

Construction Materials

Building Science

Geotechnical

Corrosion Prevention

Metallurgy

Environmental

Analytical Chemistry

Physical Testing

6 November 2009
PR09-1587-00

Craven Huston Powers Architects
9355 Young Road
Chilliwack, BC V2P 4S3

Attention: Mr. Rob Powers, MAIBC

Dear Sir:

**Re: Proposal for Geotechnical Engineering Services
Memorial Hall Building Upgrade
Village of Harrison Hot Springs, BC**

1.0 Introduction

In response to your email of 5 November 2009, and a discussion with Mr. Andy Kirkness, P.Eng of Krahn Engineering, Levelton Consultants Ltd. (Levelton) is pleased to present this proposal for the provision of geotechnical engineering services for the upgrade of the existing Memorial Hall on Esplanade Avenue in Harrison Hot Springs, BC. It is understood that the existing building is being refurbished, including structural upgrades to meet current building code requirements. In order to do so, a geotechnical assessment will be required to establish the Site Soil Class from the 2006 BC Building Code (2006 BCBC) and to generate geotechnical recommendations, as needed, to upgrade the existing foundations to support the appropriate design basis earthquake shaking.

Our scope of services for this project will consist of a sub-surface soil investigation in an area adjacent to the existing building, a review of findings with the Structural Engineer, followed by preparation of a report providing the results of the investigation, the appropriate seismic design parameters and other pertinent geotechnical recommendations.

2.0 Approach

Levelton will advance one solid stem auger borehole with a truck-mounted drill rig in the paved parking lot adjacent to the building. The borehole will extend to a depth of up to 15 m below existing grade, or to practical auger refusal if encountered at shallower depth. A Dynamic Cone Penetration Test will be conducted at the borehole location to assess the *in-situ* relative density/consistency of the soils encountered.

We request that the client provide us with a drawing showing the locations of existing underground utilities at the site. Levelton will also retain a utility locating contractor to identify/confirm the locations of existing underground services at the proposed borehole location and will locate the borehole a suitable distance from any known underground service.

The soil and groundwater conditions encountered at the borehole will be logged in the field by an experienced member of our geotechnical staff. Disturbed soil samples will be collected from the auger flights for visual classification and moisture content determination purposes. If cohesive soils are encountered, selected samples will be submitted for Atterberg limits testing. Should granular soils be encountered, selected samples will be submitted for grain size distribution analysis. The laboratory testing will be completed to assist us in assessing the site seismicity.

The borehole will be closed in conformance with provincial groundwater protection requirements immediately upon completion of the investigation. If located in existing asphalt, the asphalt surface will be patched with asphalt upon completion of the investigation. We will attempt to minimize disruption to the site during the investigation, but we have not included costs associated with the restoration of the site to its present condition, other than as discussed above, in the fee provided below.

Once the field and laboratory work has been completed, an analysis will be conducted to establish the following:

- Site Soil Class in accordance with 2006 BCBC;
- Liquefaction susceptibility of the soils under moderate and severe seismic loading; and
- Estimate of vertical and lateral ground displacements under moderate and severe seismic loading.

The results of the analysis will be discussed with the Structural Engineer.

Following the review of our results with Structural Engineer, we will prepare a geotechnical engineering assessment report that includes discussion and recommendations pertaining to the following:

- Soil and groundwater conditions encountered;
- Seismic considerations, including Site Soil Class and our opinion as to the potential for liquefaction of the site soils during a design magnitude earthquake (as defined in the 2006 BCBC) and during moderate earthquake loading (1:475 year event and possibly other levels of earthquake shaking);
- Estimates of vertical and lateral ground displacement associated with the design level earthquake shaking;
- General commentary on adequacy of existing shallow foundations to support the building under seismic loading;
- Geotechnical recommendations, as required, to provide additional support to the foundations;
- Engineered fill, including suitability of site soils for re-use as engineered fill;
- Foundation design, including serviceability limit states soil bearing resistance and factored ultimate limit states soil bearing resistance (if required); and
- Other comments and recommendations deemed necessary, based on our review of our findings with the Structural Engineer.

3.0 Fees

Our lump sum fee for the investigation and report discussed above is summarized in Table 1.

Table 1: Geotechnical Assessment Fees

Task	Fee
Project Initiation and field work coordination	\$300
<u>Subsurface exploration and laboratory testing:</u> Drilling Contractor – truck mounted drill rig (one day) Utility locate contractor Field Engineering Drilling Consumables & Miscellaneous field supplies Laboratory testing	\$2,000 \$300 \$600 \$100 \$400
<u>Office work:</u> Draft soil logs and Figures Analysis Review findings with design team Report	\$200 \$750 \$500 \$1,400
Miscellaneous Disbursements and Office expenses (travel, courier, etc.)	\$100
Total Lump Sum Fee (excluding GST)	\$6,650

The fee indicated in Table 1 does not include detailed design development after issuance of the geotechnical report, attendance at meetings, or construction monitoring services. Fees for geotechnical engineering services requested by the client not stated in this proposal would be negotiated.

Services would be provided in accordance with the attached Terms of Engagement.

4.0 Schedule

We expect that we can arrange to have the field work conducted within one week of receipt of authorization to proceed, although scheduling will be dependent on the availability of the drill rig. The field work is expected to be completed in one day. The geotechnical report would be available within two weeks of completion of the field and laboratory work. Preliminary comments and discussions regarding the findings can be provided within three working days of completion of the investigation.

5.0 Closure

If this proposal is acceptable, we request that the client complete the area on the following page and return a copy of this proposal to us by fax (604-853-1186) or by e-mail. The client's



countersignature indicates acceptance of the proposal and the Terms of Engagement and provides us permission to access the site.

We trust this information meets your immediate requirements. If you have any questions or require further information, please contact the undersigned.

LEVELTON CONSULTANTS LTD.

A handwritten signature in black ink, appearing to read 'CBA' followed by a period.

Reviewed by:

Per: Calum Buchan, P Eng
Senior Geotechnical Engineer

Per: Michael Gutwein, P Eng
Senior Geotechnical Engineer

Attachments: Terms of Engagement

AUTHORIZATION TO PROCEED:

By signing and returning one copy of this letter, I hereby authorize Levelton Consultants Ltd. to proceed with the work program as presented in this proposal letter in accordance with the attached Terms of Engagement.

AUTHORIZED BY:

INVOICES TO BE ADDRESSED TO:

Print Name

Company Name

Company Name

Attention:

Signature

Address

Date Signed

City

Postal Code

Phone

Fax

1.0 PREAMBLE

Levelton Consultants Ltd. (Levelton) agrees to provide technical and engineering services as delineated within the attached proposal and these Terms of Engagement in accordance with presently accepted engineering practices. The proposal, together with these Terms of Engagement, shall constitute the entire Contract between the Client and Levelton. This Contract supercedes any conflicting provisions contained in the Client's Purchase Order or correspondence. In performing the services, Levelton will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the services described in the Proposal at the time when and the location in which the services are performed. No warranty expressed or implied, is made. For the purposes of the limitation of liability provisions contained in these Terms of Engagement, the Client expressly agrees that Levelton has entered into this Contract with the Client, both on Levelton's own behalf and as agent on behalf of Levelton's employees, principals and subconsultants.

2.0 RIGHT OF ENTRY

The Client shall arrange and make provision for entry and ready access to any property, public or private, as necessary to allow Levelton to perform their services. Levelton agrees to take reasonable precautions to minimize damage during any site work. Any cost of repairing damage which may result from site work except that explicitly stated elsewhere in the proposal is not included in the fee.

3.0 INFORMATION AND DOCUMENTS

The Client shall provide Levelton with all plans, information, data and other documents relevant to the project, including location plans of buried utilities. Where necessary, Levelton may arrange to obtain additional information on buried utilities from the utility companies and/or municipal authorities. Levelton shall rely solely upon the accuracy and completeness of such information and the client shall indemnify and hold harmless Levelton from any loss resulting from the inaccuracy or incompleteness of such information.

All document files and software prepared by or on behalf of Levelton in connection with the project are instruments of service for the execution of the project. Levelton Consultants Ltd. retains the ownership, property rights and copyright in these documents, whether the project is executed or not. These documents may not be used on any other project without the prior written agreement of Levelton.

4.0 SAMPLE RETENTION

Samples obtained during the course of the project shall be retained for a period of 30 days after submission of the final project report. The Client may, by written authorization, request samples be shipped collect to a site of their choice or be stored by Levelton Consultants Ltd. for a negotiated storage fee. Levelton will not be held responsible for samples lost or damaged, or any damages to persons or the environment, during the transportation or storage of samples.

5.0 PROFESSIONAL FEES

The scope of services to be provided by Levelton and the professional fees payable by the Client for those services are set out in the proposal to which these Terms of Engagement apply. Additional services requested by the Client or required as a result of circumstances beyond Levelton's control shall be payable at rates set out in the 2008 Fee Guideline published by the Consulting Engineers of BC, unless otherwise agreed in writing by way of a change order to this contract.

6.0 REIMBURSABLE EXPENSES

Reimbursable expenses will be charged at cost plus a mark-up of 10% to cover handling costs. Major items will be identified in the proposal. In addition, the following expenses will be charged at cost + 10%.

- Fees and other charges of contractors or sub-consultants;
- Shipping charges of samples and necessary equipment;
- Courier fees;
- Equipment rental;
- Travel expenses;
- Use of personal and company-owned vehicles;
- Commercial reproduction and delivery of information, drawings, specifications, photographs and other documents necessary for the project;
- Fees paid for securing approvals, permits or licences from regulatory agencies having jurisdiction over the project;
- Provision for and operation of site offices;
- Advertisement expenses as required by the project.

Unless services are provided on a lump sum basis, which will be expressly stated in the proposal, an administrative fee of 8% of the professional fees will be payable to cover office and overhead expenses, including photocopying, long distance telephone, cellular telephones, computer services, software, postage, office and laboratory consumables, disposal of laboratory waste, etc.

7.0 TAXES

All prices for fees and expenses are quoted exclusive of all taxes or assessments levied by Federal, Provincial or Municipal Governments. Unless advised by the Client of a tax exempt status, all invoices shall reflect appropriate assessments in addition to the cost of fees and expenses.

8.0 INVOICES

Invoices are due when presented and accounts unpaid by the Client 30 days after presentation shall bear interest at the rate of 1.5% per month, which is the equivalent to an annual interest rate of 19.56%. No deduction or set-off shall be made by the Client from the fees and reimbursable expenses payable to Levelton. Levelton shall be notified in writing of any disputed amounts within 14 days of the date of the invoice, otherwise invoices shall be considered correct as rendered and there shall be no further recourse by the Client. Accounts outstanding more than 30 days shall be subject to collection proceedings as provided in law. If payment has not been rendered within 60 days of the date of the invoice, Levelton shall have the right to terminate or suspend all work under this contract, without prejudice. The Client shall pay all fees and expenses incurred in the collection of outstanding accounts, including time for Levelton staff at the rates stipulated herein.



9.0 INSURANCE

Levelton Consultants Ltd. carries, at its own expense, General and Professional Liability insurance as follows:

- General Liability Insurance for bodily injury and property damage.
- Professional Liability Insurance for errors, omissions and negligent acts.

These policies contain certain exclusions with respect to claims arising due to water ingress to buildings or due to moulds and fungi. Details are available on request.

In addition, Levelton agrees to maintain coverage pursuant to the Workers' Compensation Act (BC Firm #707046, AB Firm #485448/3).

10.0 LIABILITY

10.1 Levelton Consultants Ltd. shall not be responsible for:

- (a) the failure of a contractor retained by the Client to perform work in accordance with the applicable contract documents, building codes or industry standard;
- (b) the design of or defects in equipment or material supplied or provided by the Client for incorporation into the project;
- (c) any damage to subsurface structures and utilities which were not identified or were inaccurately located by the Client, utility companies or municipal authorities;
- (d) any project decisions made by the Client if the decisions were made without the advice of Levelton or contrary to or inconsistent with Levelton's advice;
- (e) any consequential loss, injury or damages suffered by the Client, including but not limited to loss of use, earnings and business interruption;
- (f) the unauthorized distribution of any confidential document or report prepared by or on behalf of Levelton for the exclusive use of the Client;
- (g) any duty of care to detect or warn of design or construction deficiencies unless such duty is specifically included in the Scope of Work set out in this Contract;
- (h) any claims arising from the actual or alleged presence of or exposure to mould, fungi or other toxic or hazardous substances.
- (i) any claims arising from or alleged to result from delays in completion of work by Levelton or a contractor engaged by the Client.

The Client agrees that any claim which arises or hereafter may arise against Levelton in respect of the services, howsoever arising, whether in contract or in tort, shall be limited to the greater amount of \$50,000 or the fees charged by Levelton for the services, whether or not such engagement was recommended or arranged during the course of the services, and in any event, the liability of Levelton shall not extend to costs other than those for reinstatement of the work performed by Levelton. In the event that the claim is one for which Levelton has no insurance coverage, the Client agrees that the liability of Levelton shall be absolutely limited to the lesser of \$50,000 or 10% of the fees billed by Levelton for the services that gave rise to the claim. Levelton shall have no responsibility for any part of the work not designed by Levelton.

The Client expressly agrees that Levelton's employees, principals and subconsultants shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of Levelton's current or former employees, principals or subconsultants in their personal capacity.

No claim may be brought against Levelton in contract or tort more than two (2) years after the services were completed or terminated under this Contract.

10.2 Liability for Pollutants, Mould, Fungi and Hazardous Wastes:

The Client recognizes that projects involving pollutants, mould, fungi and hazardous wastes, as defined below, create extraordinary risks. In consideration of the said extraordinary risks and in consideration of Levelton providing the services to the Client in connection with the project on which pollutants, mould, fungi and hazardous wastes are involved, the Client agrees that Levelton's liability to the Client and to third parties with respect to any matter in any way arising out of the presence or alleged presence of pollutants, mould, fungi and hazardous wastes shall be limited or otherwise protected against as provided herein.

Levelton's liability to the Client in connection with pollutants, mould, fungi and hazardous wastes is absolutely limited, both in contract and in tort, for any and all claims arising out of or in connection with the project to a total maximum aggregate amount not to exceed the cost of reperformance of the services for that portion of the Services proven to be negligent or in error. It is further agreed that such limitation shall be exclusive of the liability of Levelton to the Client which may otherwise be provided for in this Agreement for claims unrelated to pollutants and hazardous wastes.

In further consideration of Levelton providing the services to the Client in connection with the project in which pollutants, mould, fungi and hazardous wastes are or may be involved, the Client agrees that in connection with incidents and claims initiated by third parties involving pollutants, mould, fungi and hazardous wastes, the Client shall indemnify, defend and hold harmless Levelton of and from:

- (1) any and all suits, actions, legal, administrative or arbitration proceedings, claims, demands, damages, penalties, fines, losses, costs and expenses of whatsoever kind or character, arising or alleged to arise out of the services of Levelton;
- (2) any claims against Levelton arising or alleged to arise from the acts, omissions or work of others.

Such indemnification shall apply to the fullest extent permitted by law, regardless of fault or breach of contract by Levelton and shall include the fees and charges of lawyers in defending or advising Levelton as to such claims under the Contract. Without limiting the generality of the foregoing, such indemnity extends to claims which arise out of the actual or threatened disbursement, discharge, escape, release or ingestion (whether sudden or gradual) of any pollutant, mould, fungi or hazardous waste in or into the atmosphere, or on, onto, upon, in or into the surface or subsurface soils, water or water courses, persons, objects or any other tangible matter.

For all purposes of this clause, 'pollutants, mould, fungi and hazardous wastes' shall mean any solid, liquid, organic, gaseous or thermal irritant or contaminant, including without limitation, smoke, vapour, soot, fumes, acids, alkalis, moulds, mildew, fungi, chemicals and waste, including, without limitation, pollutants, hazardous or special wastes as defined in any federal, provincial or municipal laws.

11.0 ACKNOWLEDGEMENT

By signing the acceptance acknowledgement of the proposal or by otherwise authorizing Levelton to proceed with the work the Client expressly accepts and agrees to be bound by these Terms of Engagement.



Stantec

102-2313 West Railway Street, Abbotsford, BC V2S 2E3
Phone (604) 855-7890 Fax (604) 855-7891 www.Stantec.com

November 3, 2009

CRAVEN / HUSTON / POWERS ARCHITECTS
9355 Young Road
Chilliwack, BC
V2P 4S3

ph: 604-793-9445

fax: 604-793-9446

email: rpowers@chparchitects.com

Attention: Rob Powers, MAIBC, BCSLA

Re: Harrison Memorial Hall
Mechanical Consulting Design Fees

Thank you for the opportunity to submit our fees for the proposed renovation to the existing Harrison Memorial Hall in the Village of Harrison. From our review of the drawings provided and our experience with similar projects, we have prepared the following fee proposal.

Consulting Scope of Work:

- The proposed project consist primarily of interior renovations to create a new Community Hall space.
- We will provide drawings for permit, tender and construction and letters of assurance for building permit and at substantial completion of the project.
- We have assumed that existing drawings of the mechanical and electrical systems in the building are not available and we have included a review of the existing systems on site in our fees.
- We will provide construction administration for the project which will include a review of the contractor's shop drawings, issuing any site clarifications, and reviewing monthly progress claims, if required. Site meetings, if deemed necessary, will be charged on a per meeting basis. Field reviews will also be charged on a per diem basis.



Mechanical Scope of Work:

- The existing building is not sprinklered and a sprinkler upgrade of the existing building will not be required.
- Plumbing for this renovation will consist of mainly a small servery/kitchen and public washrooms. We have assumed that plumbing and drainage will connect to existing services on site and no upgrading will be required.
- HVAC for the building will consist of a high efficiency gas fired furnace system. The system may be provided with air-conditioning if the electrical service to the building and budget will allow. Ductwork distribution for the furnace will run in the crawlspace and tempered air would be delivered to floor mounted registers.

Mechanical Consulting Design Fees:

We have proposed a fixed mechanical consulting fee and our fee breakdown would be as follows;

	Mechanical	
Preliminary Design/Design Development:	\$1,000.00	
Permit/Tender/Construction Documents:	\$4,500.00	
Construction Administration:	<u>\$ 500.00</u>	
Total Consulting Fees:	<u>\$6,000.00</u>	
Construction Field Reviews :(5 estimated)	<u>\$1,500.00</u>	add

Field Review/Site Meeting Fees:

The construction administration fees above for field reviews and/or site meetings will consist of a fixed fee per site visit of **\$300.00** per visit. We estimate that 3/4 site visits, rough-in and final inspections, would be required for this project. The number of site visits may vary depending on the construction schedule. Additional visits as a result of construction schedule will be invoiced at **\$300.00/visit**.



Stantec

Page 3

November 3, 2009

Disbursements:

Disbursements or reimbursable expenses for the cost of printing and courier services, etc. would be invoiced separately at cost plus 10%.

** Please note that we do not charge for long distance phone calls, photo copying, faxing and plotting of electrical drawings. Please note that the above fees do not include G.S.T.*

Should you have any questions, please give me a call and we look forward to the successful completion of this project.

Sincerely,

Stantec Consulting Ltd.

Richard Corra, P. Eng.,
Principal



Stantec

Page 4

November 3, 2009

Acceptance of the Fee Proposal:

We have reviewed the fee proposal submitted by Stantec Consulting Ltd., and are in agreement with the indicated fee for the above project based upon the outlined scope of work included.

Re: Chilliwack Central Church
Mechanical Consulting Design Fees

Stantec Proposal #: Pm09270fee

Company: _____

Address/Postal: _____

Authorized Personnel: _____

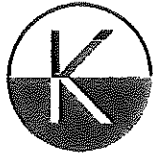
Phone: _____

Fax: _____

Signature: _____

Date: _____

Fee Agreement (Mechanical): \$6,000.00 + \$300.00/visit + Disb + GST



Krahn Engineering (Chwk) Ltd

A DIVISION OF KRAHN ENGINEERING LTD.

November 5, 2009

CK09116

CRAVEN / HUSTON / POWERS ARCHITECTS
9355 Young Road
Chilliwack, BC
V2P 4S3
Canada

Attention: Robert POWERS MAIBC, BCSLA

Dear Sir:

Re: Proposal for Structural Engineering Services

Community Memorial Hall, Village of Harrison Hot Springs, B.C.

Krahn Engineering Ltd is pleased to provide our proposal for professional structural engineering services in connection with the above project:

Preamble

Krahn Engineering Ltd, presently with offices in Abbotsford, Vancouver and Chilliwack, has been established for over 20 years, providing a full range of structural engineering services, particularly in British Columbia and Alberta.

In June, 2008, the writer prepared a report on (primarily), structural and building envelope issues apparent in the Harrison Community Memorial Hall building. The report outlined significant deficiencies of wall and roof structural as well as envelope/insulation issues. The report also alluded to the potential for liquefaction of the underlying soils in a major earthquake, and we consider it appropriate to obtain professional geotechnical opinion to quantify the risk factors involved.

We propose that a two-phase approach be adopted in preparing a detailed set of plans for the proposed works.

Firstly, we suggest a cost-planning review with the assistance of a cost-consultant or experienced construction management firm to identify the scope of major items of work.

The second phase would be to prepare detailed design drawings and specifications identifying the particular measures adopted for upgrading within the available funding limits.

Scope of Services and Methodology

Phase 1

#101 - 9300 NOWELL STREET, CHILLIWACK, BC V2P 4V7
INTERNET: WWW.KRAHN.COM EMAIL: CHILLIWACK@KRAHN.COM

VANCOUVER ♦ ABBOTSFORD ♦ CHILLIWACK

- Krahn Engineering will work closely with the architects, geotechnical engineers, other professional and cost consultants to develop a set of priorities for the necessary works.
- Establish, with the assistance of the appointed geotechnical engineer, the appropriate Site Soil Classification, and the recommended seismic loadings. In particular, evaluate in conjunction with the Authority Having Jurisdiction (AHJ) the need, or otherwise, to provide ground improvement measures to guard against major displacement or settlement during a major earthquake.
- Provide preliminary design information for estimating costs of ground remediation measures (if required), structure anchorage to foundations, sheathing (shear walls) of external walls, diaphragm strengthening of roof, etc.
- Provide preliminary design information for estimating costs of upgrading or replacing the existing roof structure to safely support local-authority-specified roof snow loads, and Code-level wind loads.
- Provide an engineering report and preliminary drawings to describe the proposed engineering works, for the information of Council

Phase 2

- Prepare design drawings and short form specifications, to describe the chosen level of upgrading of the base building elements, as outlined above.

Design will be in accordance with the B.C. Building Code, 2006, and the material design standards referenced therein. Schedules B1, B2 and C-B for *Structural* to be provided.

Assumptions

- Krahn Engineering has provisionally assumed three design meetings/site visits in Harrison Hot Springs, and approximately three in Chilliwack
- Krahn Engineering Ltd will provide evidence of coverage for E. and O. Insurance (\$500,000) and Liability Insurance (\$3,000,000).
- CHP Architects will be the Prime Consultant and payment certifier
- Structural drawings in the second phase are to be provided as final tender drawings

Revisions requested after issue of Tender Drawings will be charged at current hourly rates.

Our services as quoted do **not** include:

- Sampling, testing and reporting on materials used in construction, or inspection of welding.
- Building envelope, geotechnical, mechanical, electrical, civil or fire protection engineering.

Terms of Payment:

- All goods and services supplied by Krahn Engineering Ltd. will be subjected to the Federal Goods and Services Tax (GST). The GST will be an additional charge to the fees, and will be disclosed separately on our invoices.

- Work in progress will be invoiced monthly and is payable upon receipt of invoice.
- A service charge in the amount of 2% per month per annum will be charged on accounts that are overdue by thirty (30) days.
- If this project is terminated or temporarily delayed we will invoice for work complete in proportion to the agreed fee.
- We reserve the right to suspend or withdraw our services if fees are not paid when due. We will not accept liability for damages arising from the suspension or withdrawal of our services.
- Any additional work that is required will be invoiced on a time and expense basis using our standard rates as follows:

Principal.....	\$195.00 per hour
Senior Design Engineer.....	\$180.00 per hour
Senior drafter, technician.....	\$140.00 per hour
EIT, Intermediate drafter, technician.....	\$110.00 per hour
Administrative, clerical.....	\$ 70.00 per hour
Travel mileage.....	50 cents per kilometer

Structural Engineering Fees

Structural engineering fees to provide Phase 1 services as outlined above are proposed on a time and expense basis, to an estimated maximum of**\$15,000.00**

Phase 2 design and preparation of Tender Issue drawings, including coordination with Civil, Architectural and Geotechnical consultants..... **\$11,000.00**

Field reviews of construction.....**\$250.00 each**

Shop drawing reviews and responding to enquiries from bidders or contractors...**at hourly rates**

Printing and courier allowance (at cost)..... **\$ 200.00**

Please contact the undersigned if you have any questions.

Yours truly:

Krahn Engineering (Chwk) Ltd.

Per:


Andrew J. Kirkness, P.Eng.
andyk@krahn.com

Proposal Accepted

.....
(Date)



October 26, 2009

CHP ARCHITECTS
9355 Young Rd.
Chilliwack, B.C. V2P 4S3

Attention: Mr. Robert Powers, MAIBC

Project: Renovations to Harrison Memorial Hall
Esplanade Rd.
Harrison Hot Springs, B.C.

Dear Sirs;

Thank you for this opportunity to submit our fee proposal for the electrical design scope of work for this project.

Project consists of the electrical design requirements for the renovations and improvements to the existing building. Existing building is approximately 6,500 sq. ft. of ground floor area and also includes multiple small second storey rooms.

Building is to be sprinklered and heating/cooling will be via a gas fired, HVAC units to be confirmed by the mechanical consultant.

Our fees to provide complete engineered electrical drawings and specifications for the above mentioned project, and as per the following is \$4,500.00, GST extra.

INCLUDED

1. Coordination meeting with client/consultants, as required.
2. Complete electrical design, including initial site visit, as to obtain existing design data:
 - a) Existing main electrical service is believed to be under sized for this renovation and will be required to be up-graded.
 - b) Interior and exterior building area lighting requirements.
 - c) Interior building area power requirements, including reconnecting existing stage lighting system.
 - d) Fire alarm system is existing and believed to be adequate for this renovation.
3. Exit & emergency lighting requirements.
4. Mechanical equipment connection and coordination requirements.
5. Provide schedules 'B1', 'B2' and 'C-B' Letters of Assurance.
6. Provide (3) sets of "Sealed" engineered electrical drawings and specifications for "Building Permit" application.
7. Provide (6) sets of engineered electrical drawings and specifications for "Tender/Construction" application
8. Shop drawing review.
9. Construction administration requirements.
10. B. C. Hydro coordination requirements.

42177 Yarrow Central Road
Chilliwack, B.C. V2R 5E5

E-mail: office@murphydesign.ca

Phone: (604) 823-6773
Fax: (604) 823-6510



CHP ARCHITECTS
Fee Proposal for Proposed Renovations
Harrison Memorial Hall
Esplanade Rd.
Harrison Hot Springs, B.C.
October 26/09
Page 2

NOT INCLUDED

Design for and communications systems or cabling requirements.
Design for any security system requirements.

DISBURSEMENTS

Disbursements for this project are estimated to be \$310.00, not including GST, which would include for courier fees, photocopying, plotting, long distance calls/faxes, etc. and (9) sets of engineered electrical drawings and specifications for building permit, tender/construction and coordination requirements. Any additional drawings required will be charged out at \$2.50/sheet, GST extra.

INSPECTIONS

Required inspections will be charged at \$300.00 per inspection, including disbursements and reports, we estimate (3) inspections would be required based on this type of building and depending on the construction schedule.

We are looking forward to the successful completion of your project, any questions or concerns, please do not hesitate in contacting me at our office (604) 823-6773.

Sincerely,

MURPHY DESIGN SERVICES INC.



R.M. Murphy, Ctech
President

42177 Yarrow Central Road
Chilliwack, B.C. V2R 5E5

E-mail: office@murphydesign.ca

Phone: (604) 823-6773
Fax: (604) 823-6510



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 5, 2010

FROM: Larry Burk, Chief Administrative Officer **FILE:** 4020

REPORT: RC 004

PREPARED BY: Debra Key, Executive Assistant

SUBJECT: Disposal of asset over \$1,000 - 30 Foot Sailboat

RECOMMENDATION:

THAT the 30 foot wooden sailboat left abandoned at the federal wharf be disposed of pursuant to Policy 2.31.

BACKGROUND:

On August 1, 2009 the Bylaw Enforcement Officer reported that a 30 foot wooden sailboat had been found moored at the Federal Wharf. Numerous attempts to locate the owner of the boat were unsuccessful. On September 8, 2009, the Bylaw Enforcement Officer reported the abandoned boat to the Navigable Water Protection Division of Transport Canada naming the Village of Harrison Hot Springs as the Salvor.

On December 17, 2009 the Village received confirmation that Transport Canada released the boat to the Village of Harrison Hot Springs for disposition in lieu of salvage and storage expenses. Accordingly, the Village wishes to dispose of the sailboat.

BUDGETARY CONSIDERATIONS:


Disposal of assets over \$1,000 requires Council resolution pursuant to Policy 2.31.

Respectfully submitted for your
consideration;



Larry Burk
Chief Administrative Officer

Prepared by:



Debra Key
Executive Assistant

S:\2010 Electronic Filing\3700 - 4699 LEGISLATIVE & REGULATORY SERVICES\4020 BYLAW ENFORCEMENT - Issues\4020
Disposal of Asset.30 ft sail boat.RC 004.Jan 5, 2010.doc



Transport Canada
Marine

Transports Canada
Maritime

Receiver of Wreck
Suite 820- 800 Burrard Street
Vancouver, BC V6Z 2J8
Tel : (604) 775-8867
Fax:: (604) 775-8828



FILE #	DATE
<i>How</i>	DEC 21 2009
<input checked="" type="checkbox"/> DCAO	<input type="checkbox"/> ACCIS <input type="checkbox"/> P/R
<input type="checkbox"/> DCAO	<input type="checkbox"/> ADMIN
<input type="checkbox"/> DIR F	<input checked="" type="checkbox"/> B/L ENF
<input type="checkbox"/> SUP P/W	<input type="checkbox"/> MAYOR
<input type="checkbox"/> PAYROLL TAX	<input type="checkbox"/> COUNCIL
ITEM <i>(A)</i>	B C
COUNCIL AGENDA	
DATE <i>Jan 11/09</i>	INITIAL <input type="checkbox"/>
(ITEMS: A - REQ, ACTION; B - INFO - W RESP; C - INFO ONLY)	

File Notre référence
7908

17 December 2009

Village Of Harrison Hot Springs
495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

Dear Village Of Harrison Hot Springs:

RE: 30 ft Sail Boat

Reference is made to the vessel that was found by your staff and reported to Transport Canada on September 08, 2009. (see attached).

The owner of this vessel was not located and accordingly, the boat is hereby released to you as of December 17, 2009 in lieu of salvage and storage expenses.

Yours truly,

Bob Gowe
Receiver of Wreck
Transport Canada
Marine

Enclosure

Transport Canada

Receiver of Wrecks

Tracker No:

7908

Date Reported: **2009/09/08**
Date Lost Found: **2009/08/01**
Report Type: **Found**
Reported By: **Salvor**

RCMP File No:
RCC File No:
Geographic Area: **Inland**
Sub Area: **Harrison Lake**

Vessel

HIN No:
License / K No:
Registration No:
Motor Serial No:
Vessel Name:
Model:
Vessel Type: **Sail Boat**
Length (ft): **30**
Material: **Wood**
Manufacturer:

Hull Colour: **White**
Hull Feature:
Hull Shape:
Super Colour:
Trim Colour:
Interior Colour: **White**
Propulsion Type:
Engine Type:

Salvor

Name: **Village of Harrison Hot Springs**
Company:
Address: **495 Hot Springs Road**
Alt. Address:
City / Town: **Harrison Hot Springs**
Province / State: **BC**
Postal Code: **V0M 1K0**
(H) Phone:
(B) Phone: **604-796-2171**
Salvage Right: **Yes**

Owner

Name: **Steve Heaps?**
Company:
Address: **#27 - 4555 Knight**
Alt. Address:
City / Town: **Chilliwack**
Province / State: **BC**
Postal Code: **V2R 3J7**
(H) Phone:
(B) Phone:

Storage

Stored By: **Salvor**
Location: **Harrison Lake Municipal Dock**

Contact:
Phone:

Action Taken

Action Taken:
Matched With:

Date File Closed:

RCMP

Detachment:
Contact:

(B) Phone:

LOST / FOUND VESSELS REPORT

4020-01

To:

From:

Receiver of Wrecks
 Navigable Waters Protection Division — Transport Canada
 820 — 800 Burrard Street,
 Vancouver, BC V6C 3S4
 Tel. 604-755-8867 Fax. 604-775-8828

RECEIVED

OCT 16 2009

Date Reported: <i>Sept 08th, 2009</i>	Report Type: Lost <input type="checkbox"/> Found <input checked="" type="checkbox"/>
Area Vessel Lost / Found: <i>Harrison</i> Closest City / Town: <i>Hot Springs</i>	Report By: <i>Baylaw Officer</i> <i>Devin Church</i>
Specific Area: <i>Municipal Dock</i>	

VESSEL INFORMATION	VESSEL LICENSING
Boat Name <i>Unknown</i>	License / K Number <i>None</i>
Length <i>30 feet</i>	HIN (Hull Identification Number) <i>None</i>
Type <i>Sail Boat</i>	Registration <i>None</i>
Material <i>Wood</i>	Other Equipment <i>None</i>
Hull Colour <i>white</i>	Condition of Vessel Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input checked="" type="checkbox"/>
Interior Colour <i>white</i>	Value (approx) <i>Unknown</i>
Manufacturer <i>Unknown</i>	Notes:
Model / Build <i>Unknown</i>	
Engine — Size / Model / Make	Outboard Serial

SALVOR:	OWNER:
Name <i>Village of Harrison</i>	Name
Address <i>PO Box 160 - 495 Hot Springs Rd.</i>	Address
City / Province <i>Harrison Hot Springs</i>	City / Province
Postal Code <i>V0M 1K0</i>	Postal Code
Home Phone No. <i>604.796.2171</i>	Home Phone No.
Business Phone No. <i>11</i>	Business Phone No.
Claiming Salvage Rights? (Yes) <input checked="" type="checkbox"/> No <input type="checkbox"/>	
STORAGE	FILE NUMBERS
Stored By <i>Village of Harrison</i>	RCMP / Police
Location of Vessel <i>Municipal Dock</i>	Contact Name
Contact Person on Site <i>Devin Church</i>	Phone No.
Phone No. <i>604.798.2833</i>	Entered in CPIC Yes <input type="checkbox"/> No <input type="checkbox"/>



Transport Canada
Marine

Transports Canada
Maritime

MARINE NAVIGATION SERVICES

NOTICE TO SALVORS

In accordance with the provisions of the Canada Shipping Act, Part VI, wreck is defined as a wreck that has been lost or abandoned.

Wreck includes the vessel and its cargo, wrecked aircraft found in any Canadian waters or on the shores thereof, and the personal property of passenger and crew.

SERVICES À LA NAVIGATION MARITIME

AVIS AUX SAUVETEURS

Conformément aux dispositions de la partie VI, *Loi sur la marine marchande du Canada*, une épave s'entend d'une épave qui a été perdue ou abandonnée.

Une épave comprend le bâtiment et ses marchandises, un aéronef naufragé se trouvant sur des côtes ou en eaux canadiennes et les biens personnels des passagers et de l'équipage

DECLARATION OF WRECK (TO BE COMPLETED BY SALVOR) DECLARATION D'IDENTIFICATION D'ÉPAVE (DOIT ÊTRE REMPLIE PAR LE SAUVETEUR)	
Name/Nom - <i>Village of Harrison Hot Springs</i>	Telephone No./N° de téléphone - <i>604.796.2171</i>
Address/Adresse - <i>P.O. Box 160-495 Hot Springs Rd, Harrison Hot Springs BC V0M 1K0</i>	
Date of Wreck Recovered/Date de récupération de l'épave <i>Aug 15, 2009</i>	Location/Emplacement - <i>Municipal Dock</i>
Identification of Wreck/Idetification de l'épave - (Name of Number)/(Nom ou numéro)	S'agit-il d'un bâtiment ou d'un aéronef militaire? -
<input checked="" type="checkbox"/> Vessel/Bâtiment - <input type="checkbox"/> Aircraft/Aéronef -	<input type="checkbox"/> Yes/Oui - <input checked="" type="checkbox"/> No/Non -
Recovered Wreck Consists of (Description)/L'épave récupérée est composée de (description) - <i>30 foot sailboat white in color.</i>	
Estimated Costs of Salvage/Coût estimatif du sauvetage - \$ \$ <i>3,600</i>	Signature - <i>A. Chuchin</i> Date (Y-M-D/A-M-J) <i>2009/10/20</i>

DECLARATION OF RECEIVING WRECK (To be Completed by Receiver) DECLARATION DE RÉCEPTION D'ÉPAVE (À remplir par le receveur)	
Date Salvor Notified Receiver of Wreck/Date d'avis au receveur d'épaves par le sauveteur -	Date Wreck Delivered to Receiver of Wreck/Date de remise de l'épave au receveur -
Remarks/Remarques -	
I Acknowledge Receipt of Wreck as Described Above/J'accuse réception de l'épave telle que décrite ci-dessus -	
Signature -	Date -

Canada



Transport Canada

Marine

Transports Canada

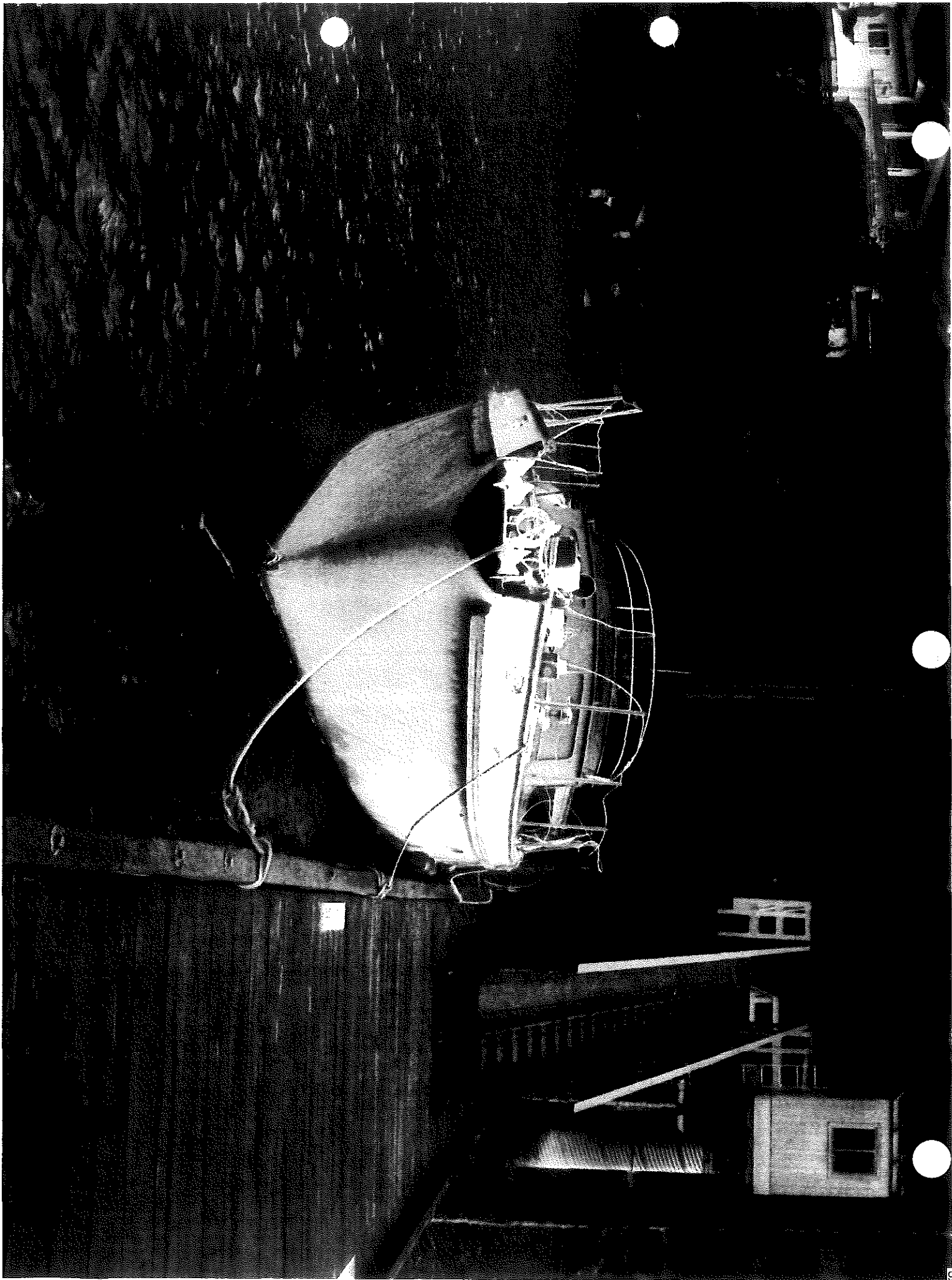
Maritime

THIS PAGE IS TO BE COMPLETED BY RECEIVER OF WRECK --
CETTE PAGE DOIT ÊTRE REMPLIE PAR LE RECEVEUR D'ÉPAVES

File No./N° de dossier --

SECTION 1 - EXPENSES INCURRED/ PARTIE 1 - DÉPENSES ENGAGÉES -		
DISPOSAL OF WRECK/ALIÉNATION DE L'ÉPAVE		
CURRENT ESTIMATED WORTH OF WRECK/VALEUR ACTUELLE ESTIMATIVE DE L'ÉPAVE --		
	▶ \$ \$	
ITEMIZE Costs Incurred for the one Year Period/VENTILATION des coûts engagés pour la période d'un an -- (A) Transport Canada (i.e. Administrative, Publication and Other Costs)/Transports Canada (c.-à-d. coûts administratifs, de publication et autres) --		
Storage fee.	▶ \$ \$	
	▶ \$ \$	
	▶ \$ \$	
(A) TOTAL COSTS/COÛT TOTAL	▶ \$ \$ 10,800	
(B) Salvor (i.e. reasonable transportation costs incurred (Delivery to Receiver) and Administrative Costs (i.e. telephone) - Attach Receipts/Sauveteur (c.-à-d. coûts de transport raisonnables engagés (remise au receveur) et coûts administratifs (c.-à-d. téléphone) - Joindre les reçus		
	▶ \$ \$	
	▶ \$ \$	
	▶ \$ \$	
(B) TOTAL COSTS/ COÛT TOTAL	▶ \$ \$	
TOTAL OF A & B/ TOTAL DE A ET B	▶ \$ \$ 10,800	
(A) Public Sale - Auction/Vente publique - Vente aux enchères		
Date (Y-M-D/A-M-J)	Sold To/Vendue à --	Location/Emplacement
Telephone/Téléphone --	Address/Adresse	AMOUNT/ MONTANT ▶ \$ \$
(B) To Owner/Au propriétaire		
Date (Y-M-D/A-M-J)	Name/Nom	Telephone/Téléphone
Address/Adresse	AMOUNT/ MONTANT ▶ \$ \$	
(C) Other (to Salvor/Federal/Provincial Agencies/Autres (c.-à-d. sauveteur/organismes fédéraux/provinciaux)		
Date (Y-M-D/A-M-J)	Identify/Identifier	Address/Adresse
	AMOUNT/ MONTANT ▶ \$ \$	
	(A), (B), and (C) TOTAL/ TOTAL DE (A), (B) et (C) ▶ \$ \$	
Amount Made Payable To Receiver General For Canada (If Applicable)/ Montant à payer au receveur général du Canada (le cas échéant)		
	▶ \$ \$	

Canada





VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 6, 2010

FROM: Larry Burk, Chief Administrative Officer **FILE:** 1065

REPORT: RC 005

PREPARED BY: Debra Key, Executive Assistant

SUBJECT: Web Site Policy No. 2.27

RECOMMENDATION:

THAT the Village of Harrison Hot Springs Web Site Policy No. 2.27 be adopted.

BACKGROUND:

In 2006 the Village of Harrison Hot Springs developed a municipal web site. The purpose of developing this site was to provide an important accessible communication tool and information exchange for residents, visitors and the general public. Over the course of three years, the web site has grown substantially and has recently been rebranded which will enhance the municipality's visibility and provide additional information to the public. The Village strives to take a proactive, interactive approach to enhancing local and regional communications.

BUDGETARY CONSIDERATIONS:

The objective is to contribute to the reduction of our carbon footprint on the environment by the utilization of electronic communication. Since the inception of the website, staff time for photocopying and paper use has decreased substantially due to public awareness and use of computer technology.

In the past, information and material had normally been provided through mailouts, distribution and photocopied service.

OTHER CONSIDERATIONS:

This policy will also provide staff with guidelines to regulate and monitor the placement of information on the Village's website as well as requests from outside organizations.

POLICY CONSIDERATIONS:

A resolution of Council is required to adopt this policy.

Respectfully submitted for your
consideration;

Prepared by:



Larry Burk
Chief Administrative Officer



Debra Key
Executive Assistant



VILLAGE OF HARRISON HOT SPRINGS

POLICY

SUBJECT	POLICY NUMBER 2.27
VILLAGE WEB SITE	DATE ADOPTED

1. PURPOSE

The Village of Harrison Hot Springs (the “Village”) has developed a municipal website. The purpose of developing the web site is to provide an important accessible communications tool and information exchange for residents, visitors and the general public.

One objective is to contribute to the reduction of our carbon footprint on the environment by utilizing electronic communication. A Village goal is to be proactive to enhance local and regional communications.

2. POLICY

This policy provides for placement of municipal information on the Village web site as well providing policy to deal with requests from outside organizations to link through the Village’s web page.

(a) All material placed on the web site shall:

1. Deal with municipal matters only;
2. Be of interest and importance to residents of the Village and the general public; or
3. Provide contact information for tourism purposes and potential business opportunities.

(b) The Village may include links to external sites provided that:

1. the content enhances the services provided by the Village,
2. linkages are deemed appropriate by the Chief Administrative Officer who reviews the material under the following criteria guidelines:
 - a. Municipal, Provincial or Federal government agency or service;
 - b. Other web sites with subjects of regional interest;
 - c. Registered non-profit organizations where the information or service enhances or promotes the quality of life for Village taxpayers; and
 - d. A registered Community Association or Council Commission or Committee.

The colours of the Village web site shall be teal, coral, gold, blue, green and white.

3. PROCEDURE

The Chief Administrative Officer shall approve all material to be placed on the Village web site. A contributor of information for the web site shall meet the placement requirements as outlined in this policy and accept the responsibility for the timeliness of information. All material will be placed and managed on the web site by the Web Site Administrator.

The Village shall endeavour to maintain the web site as efficiently and accurately as possible. However, staff workload and priorities may delay posting material to the website. The web site is also subject to revision should circumstances so require and the Village shall make every effort to revise and edit information as soon as practicable. Material that is no longer valid shall be removed from the web site at the earliest opportunity. The Village reserves the right to terminate any link at any time.

APPROVED BY:	DATE:
---------------------	--------------



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** Jan 6, 2010
FROM: Larry Burk,
Chief Administrative Officer **FILE:** 0470-60-01
REPORT: RC 006
SUBJECT: Power Smart & Energy Manager Services

RECOMMENDATION:

THAT Council approves meeting with the Chehalis Indian Band to explore opportunities to develop strategic energy management ideas; and

THAT Council approves becoming a Powersmart Partner and entering into an agreement with the Chehalis Indian Band to share an energy manager provided no costs are associated.

BACKGROUND:

The Village is in the middle of working through our Climate Action Charter membership duties and responsibilities with our consultants and the FVRD. These details or initiatives must be in place by the end of May along with an amendment to our OCP.

BC Hydro is promoting a number of initiatives and programs to assist anyone, be they private corporations or local governments, in applying energy cost savings throughout their environs.

BC Hydro also provides a significant amount of funding, with restrictions and caveats, with which members can implement strategies for reducing energy costs.

At this point the potential to participate in the Powersmart Partnering program appears to provide significant advantages in attaining some worthwhile programs and processes to help our environmental changes both the corporate and community levels.

To be a Powersmart Partner and take advantage of opportunities and funding from the program, a company or group has to have a minimum annual hydro expenditure of \$50,000. Our year-to-date hydro costs are \$84,461 however, some billing remains outstanding.

current Attending this meeting could be beneficial to the Village since we could share costs, if any with the Chehalis Indian Band as well as take advantage of a dedicated consultant who would prepare, report and provide all the details and initiatives that could put energy cost savings ideas and plans into motion within our community.


BUDGETARY CONSIDERATIONS:

At the moment we are not committing any budget costs to this program. Following discussions at the meeting, a report will come to Council prior to expending any monies or moving forward with any plans or partnering agreements.

POLICY CONSIDERATIONS:

There are no policy issues or considerations with respect to this recommendation.

Respectfully submitted for your
consideration;



Larry Burk
Chief Administrative Officer



CHEHALIS INDIAN BAND
4690 Salish Way, Agassiz, B.C. V0M 1A
Telephone (604) 796-2116 Fax (604) 796-3946

January 4, 2010

Larry Burk, Chief Administrative Officer
lburk@harrisonhotsprings.ca
Village of Harrison Hot Springs

Tel: 604-796-2171 (ext. 226)
Fax: 604-796-2192

Re: Power Smart Partner & Energy Manager Services

Dear Sir

The Chehalis Indian Band is working with B.C. Hydro to become a Power Smart Partner and developing a strategic energy management program for our organization.

Becoming a Power Smart Partner is available to organization with an annual electricity cost of at least \$ 50,000.00 however, through partnering with our neighboring communities this opportunity is being made available to us.

We invite you to meet with us and B.C. Hydro to discuss this further and work out details.

Meeting Date: Thursday January 21, 2010
Location: Chehalis Administration Building
4690 Salish Way, Agassiz B.C.
Time: 2:30 p.m.

I am attaching B.C. Hydro information, "Energy Manager Program, Power Smart Partner" and "Energy Manager Agreement"

Should you require additional information or clarification I can be reached at the address and telephone indicated above or by e-mail wendy.phair@chehalisband.com

Sincerely,

Wendy Phair,
Community Development Manager

POWER SMART PARTNER PROGRAM

INTRODUCTION

The Power Smart Partner program provides an opportunity for BC Hydro's largest business, government and institutional customers to partner with BC Hydro and gain access to a variety of customized tools and incentives. Whether your organization wants to create an integrated energy management program or implement individual energy conservation projects, the Power Smart Partner program provides flexibility and can be customized to meet your energy conservation needs.

An integrated process allows organizations to adopt a continuous improvement approach to energy management and optimize their energy conservation measures. This system allows organizations to continually cycle through the process to ensure a lasting conservation culture.

This approach includes four steps:



Figure 1 – An integrated approach towards energy management

BC HYDRO CAN HELP

BC Hydro Power Smart offers a number of opportunities that address barriers to enable the implementation of energy efficient projects.

Access to Financial Resources

Energy Saving Opportunity Identification Fund – Funding to help Partners identify electrical energy saving opportunities. This funding may be used towards hiring an Energy Manager, conducting a preliminary opportunity assessment, completing an electrical energy study or participating in an Energy Management Assessment session.

Implementation Fund – A tiered incentive structure that improves the payback of energy efficiency projects and encourages the implementation of energy saving technologies.

Demonstration Project Fund – Funding towards the cost of demonstration projects that create “real-life” examples and encourage companies to adopt leading edge technologies or practices that save electricity.

Behavioural and Operational Initiatives – Support for social marketing concepts and operational processes that can maximize energy-saving opportunities and ensure sustainable savings for the long term.

Education & Information Resources Available

Workshops and training – Courses and workshops that BC Hydro develops or coordinates with industry experts, to provide Partners with additional insight from energy basics to emerging technologies.

Power Smart Forum – Partners are invited to attend BC Hydro's annual business conference, where renowned speakers are brought together to share their knowledge on energy efficiency.

Employee Awareness Toolkit – Information on conservation awareness in the workplace is available at no cost for Power Smart Partners to make it easy to create a successful energy awareness program for their company.

Energy Efficiency Information – BC Hydro will provide a range of information, via the web and other channels, to help identify, assess, communicate and monitor energy efficiency.

Profile Offered

Recognition – Partners' efforts toward energy conservation are promoted on the BC Hydro website (bchydro.com/business); personalized plaques and letters will also be awarded for project implementation.

Advertising – Power Smart Partner names will be listed in business publications, and may be included in public relations activities around major projects and milestones.

Power Smart Excellence Awards – An annual gala event where organizations can be nominated to win an award that recognizes their commitment towards conservation.

Success Stories and Case Studies – An organization may be chosen for a BC Hydro success story or case study depending on the project completed or energy efficiency efforts made within that organization. Success stories and case studies are used at trade shows and events and are promoted online at www.bchydro.com/business

Ability to Leverage the Power Smart Brand

Power Smart is a highly recognized and valued brand. As a Power Smart Partner, organizations will be able to promote their energy efficiency projects and use the Power Smart logo. Partners will receive the Power Smart logo and guidelines, for use on external or internal communications related to their energy efficiency projects.

Power Smart Partner Eligibility

An organization can become a Power Smart Partner if at least \$50,000 annually is spent on electricity. To show their commitment to energy conservation, organizations are asked to sign the Power Smart Partner Energy Conservation Pledge and renew their commitment every two years. Once designated as a Power Smart Partner, organizations can start enjoying the benefits of the various initiatives offered.

Call Us Today

For more information on the Power Smart Partner Program, contact your Key Account Manager or call 1 866 453 6400. Or, visit us at bchydro.com/business

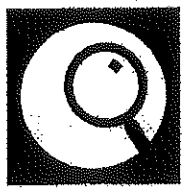
The Power Smart Partner Benefits are subject to change without notice.



Printed on paper made with 100% post-consumer waste.
Please recycle.

A08-405

BC Hydro 
powersmart



Energy Manager Agreement for Power Smart Partners

Hydro
powersmart

SCHEDULE 1 ENERGY MANAGER QUALIFICATIONS

A. FOR APPLICANTS EMPLOYEE(S) / STAFF MEMBER(S)

Minimum Education

- For employee : Certified Journeyman Electrician or Certified Technician (HVAC, instrumentation, or other relevant discipline) or Masters designation in any business field
- For staff member on contract: Registered Professional Engineer or Registered Engineering Technologist or Certified Energy Manager or Masters designation in any business field.

Further Education Recommended

- Certified Energy Manager (CEM) designation through the Association of Energy Engineers
- Energy efficiency training such as the CIET Energy Management Training (EMT) and Commercial Sustainable Energy Management Plan (CSEMP) courses
- LEED Professional Accreditation.

Required Technical Experience and Qualifications

- Minimum of 5 years work experience in the operation, maintenance and management of electrical and lighting systems or mechanical systems including HVAC systems and cooling plants, or 5 years experience working as an engineer or engineering technologist on mechanical and/or electrical building systems or 5 years work experience in business management.
- Familiarity and knowledge of energy efficient technologies
- Familiarity with the Applicant's facilities
- Demonstrated interest and enthusiasm related to energy efficiency.

Other Required Experience and Skills

- Demonstrated experience and ability in writing detailed reports
- Capable of performing financial analyses in accordance with Applicant's requirements
- Experience with using common computer software such as Microsoft Word and Excel
- Excellent verbal communication skills, interpersonal skills, and presentation skills
- Project management experience of small capital projects
- Demonstrated supervisory experience.

B. FOR CONSULTANTS

Minimum Education

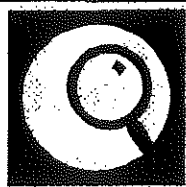
- Registered Professional Engineer

Further Education Recommended

- Certified Energy Manager (CEM) designation through the Association of Energy Engineers
- Energy efficiency training such as the CIET Energy Management Training (EMT) and Commercial Sustainable Energy Management Plan (CSEMP) courses
- LEED Professional Accreditation

Required Technical Experience and Qualifications

- Minimum 5 years energy management experience, including detailed energy auditing for both mechanical and lighting systems
- Knowledge of and experience with energy efficiency technology related to lighting systems, HVAC systems, cooling plant equipment, heating plant equipment, and controls systems.



Energy Manager Agreement for Power Smart Partners

BC Hydro 
powersmart

Other Required Experience and Skills

- Demonstrated experience and ability in writing detailed reports
- Experience with utility and government energy efficiency funding programs
- Knowledge of electric and natural gas rate structures
- Capable of performing financial analyses in accordance with Applicant's requirements
- Experience with using common computer software such as Microsoft Word and Excel
- Excellent verbal communication skills, interpersonal skills, and presentation skills
- Project management experience of small capital projects
- Demonstrated supervisory experience.

Power Smart Alliance

- Membership in the Power Smart Alliance, OR
- Meets the following eligibility criteria for the Power Smart Alliance.

Consultant/Engineer Eligibility Criteria for the Power Smart Alliance

- Demonstrate that the firm's president/owner has a minimum of five (5) years of experience consulting or designing the energy efficient equipment and systems, represented by the appropriate Power Smart Alliance service requested by the customer. Similarly, demonstrate that consultant is a certified Professional Engineer (P Eng) in British Columbia. BC Hydro will verify the consultant's history within the appropriate association.
- Maintain a valid British Columbia Business License that has been in effect for at least the past three years, have active license(s) in all jurisdictions served by consultant and provide BC Hydro with evidence of such licenses upon BC Hydro's request on all sold jobs.
- Provide BC Hydro a list of ten (10) commercial / industrial clients as references. At least five (5) of these references must be for energy efficient projects.
- Submit a Power Smart Alliance application with BC Hydro.
- Comply with all rules and tariffs of BC Hydro and BC Hydro Power Smart programs. Accurately represent customer electric uses and consumption estimates.
- Demonstrate fair business practices documented by periodic reviews by BC Hydro and the Better Business Bureau.
- Maintain a personal computer with internet and email access in order to receive referrals and provide project updates.
- Develop a training program for employees involved in the PSA program and require each employee to receive a minimum of 20 training hours each year. The program should describe the ongoing training regimen for each job category.
- Provide a comprehensive general liability insurance policy of not less than \$2 million and name BC Hydro as an additional insured.
- Provide written proof of good standing and remain in good standing with Workers Compensation Board.
- Demonstrate proof of company financial stability by providing:
 - a) permission for BC Hydro to conduct a credit check; and
 - b) provide financial information necessary to adequately establish the company's financial capability.

Approved consultants may subcontract up to 20% of the work. If more than 20% is subcontracted, the subcontracted firm must be approved by BC Hydro.



VILLAGE OF HARRISON HOT SPRINGS

STATEMENT RESPECTING THE COUNCIL'S REASONS FOR ADOPTING A BYLAW

Pursuant to section 8(9) of the *Community Charter*, the following is a statement respecting the Council's reasons for adopting Bylaw 929 Officer Establishment and Appointment.

Since May of 1999 and December of 2004, Council adopted Bylaw No. 733 as the "Officers Bylaw", Bylaw No. 818 "Officer Establishment Bylaw" and Bylaw No. 823 "Officer Establishment Amendment Bylaw".

In order to correct references to the *Municipal Act* and establish officer positions that are current and consistent with the powers, duties and responsibilities of these positions, it seems prudent to repeal the old bylaws and adopt a new Officer Establishment and Appointment Bylaw.

Therefore, the Council of the Village of Harrison Hot Springs deemed it necessary to implement a bylaw to address this situation.



VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 929

A bylaw to establish officer positions of the Village of Harrison Hot Springs

The Village of Harrison Hot Springs is empowered, by bylaw under section 146 of the *Community Charter*, to establish officer positions in relation to the powers, duties and functions of such officers;

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

1. CITATION

This bylaw may be cited for all purposes as "Officer Establishment Bylaw No. 929, 2009".

2. OFFICER POSITIONS

- a) In accordance with section 146 of the *Community Charter*, the Council hereby establishes the following positions:
 - i) "Chief Administrative Officer" to have the powers, duties and functions under section 147 of the *Community Charter*;
 - ii) "Corporate Officer" to have the powers, duties and functions under section 148 of the *Community Charter*;
 - iii) "Director of Finance" to have the powers, duties and functions under section 149 of the *Community Charter*.

3. DEPUTY POSITIONS

- a) The Council may appoint a person or persons to act in a Deputy or Acting capacity for any of the foregoing officer positions.

4. DELEGATION INCLUDES DEPUTY

A delegation of a power, duty or function under this bylaw includes a delegation to a person who is from time to time the deputy of the delegate.

5. APPOINTMENT

- a) Nothing in this bylaw shall prevent the appointment of the same person to two or more officer positions.

6. DEFERRAL OF APPOINTMENT

Nothing in this bylaw shall be interpreted as restricting the right of the Council to defer an appointment to any position other than a position by statute.

7. SEVERABILITY

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

8. REPEAL

The following bylaws are hereby repealed:

- (a) The Corporation of the Village of Harrison Hot Springs Officers Bylaw No. 733, 1999;
- (b) The Corporation of the Village of Harrison Hot Springs Officer Establishment Bylaw No. 818, 2004; and
- (c) The Corporation of the Village of Harrison Hot Springs Officer Establishment Amendment Bylaw No. 823, 2004.

READ A FIRST TIME this 7th day of December, 2009.

READ A SECOND TIME this 7th day of December, 2009.

READ A THIRD TIME this 21st day of December, 2009.

ADOPTED this day of 2009.

Mayor

Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** Jan 6, 2010
FROM: Larry Burk,
Chief Administrative Officer **FILE:** 5600-08
REPORT: RC 007

SUBJECT: Hot Springs Road Watermain Extension

RECOMMENDATION:

THAT Council receives this report; and

THAT Council approves the first second and third reading of Bylaw No. 931 to appropriate \$287,000.00 from the Development Cost Charge Reserve Fund in order to extend the Hot Springs Road water main extension works to the end of residential development on and McPherson Road; and

THAT Council approves the expenditure of funds from the Water reserve fund for consultant engineering and inspection services to a maximum amount of \$25,000.00.

BACKGROUND:

The HHS fire department was able to respond to a fire call at Harrison Holiday park earlier this summer. The Village has no community water system in the vicinity of the Holiday Park, thus no fire hydrants. The HHS Fire department had to rely on tanker trucks, onsite fire standpipes in the Holiday Park and surface water from the Miami River.

This fire created further public demand to complete the community water system at the south end of the Village. Staff was directed to determine costs to extend the water main to at least cover fire demands on properties fronting Hot Springs Road and McPherson Road in anticipation of amending the 2009 capital works budget to enable construction as soon as possible.

The initial estimates revealed that this work could be completed for approximately \$230,000. A report went to Council on September 10th recommending amendment to the 2009 budget to include the work.

Instructions went to our consulting engineer to design the full water main works on Hot Springs Road, McPherson Road, McCombs Road, Emerald Avenue and Diamond Avenue in anticipation of further extensions to complete servicing the south end of the Village in the 2010 budget. To take advantage of economies of scale as well as to prepare for the 2010 budget tenders were issued for all the works. Four (4) local contractors (see attached) responded to the tenders.

The top two bidders on the Hot Springs Road portion were:

Jakes Contracting at	\$319,917.00
Timbro at	\$316,022.00

The top two bidders on the McPherson Road portion were:

Jakes Contracting at	\$93,520.00
Timbro at	\$98,640.00

Jakes Contracting indicated they would hold their prices to March 31, 2010. Timbro indicated they would hold their prices to March 1, 2010.

BUDGETARY CONSIDERATIONS

\$230,000 was approved in the 2009 amended budget. The balance (\$327,000-\$230,000) in the amount of \$97,000 can be covered in the current 2010 plan for Water Projects that is set at \$1,112,000.00. Currently there are \$445,000.00 in transfers from water reserves which would also cover the DCC transfer for this project until the new 2010 Financial Plan is passed later this spring.

DISCUSSION

By adjusting design details on the Hot Springs Road section, our consulting engineer revised Jakes tendered costs to \$215,417.00 in order to keep within the original budgeted amount of \$230,000.00. The adjusted design will still provide fire flows and potable water service to all lands fronting Hot Springs Road but will limit provision of existing residences on McPherson Road to fire services only. A hydrant at the intersection of McPherson and Hot Springs Road would be adequate to provide fire service to these 4 homes.

Based on unadjusted prices for the McPherson portion of Jakes tender, an additional \$93,520.00 would extend the water main on McPherson to provide potable water as well as fire flows right up to the McCombs Road intersection. Expansion of the new works yard at McCombs and McPherson is anticipated hopefully in 2010 and water service would be necessary to complete this expansion.


Using the adjusted price noted above and adding Jake's tendered price for the McPherson Road portion, the project could be extended to McCombs at a total cost of \$308,937.00. I would add contingencies of approximately \$18,000.00 for a total rounded cost of \$327,000.00.

In reviewing the Development Cost Charge program, it is noted that all this work is directly included in the DCC program and should be paid for from DCC's. The balance in the DCC water fund is \$350,926.00 as of the end of November 2009.

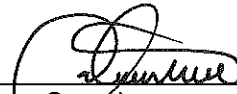
ALTERNATIVES/OPTIONS:

1. Approve the execution of a contract with Jakes Contracting for works on Hot Springs Road only, in the amount of \$215,417.00; or
2. Approve the first 3 readings of Bylaw No. 931 for the appropriation of funds from the Development Cost Charge Water Fund in the amount of \$287,000.00 (\$327,000 total cost – \$40,000 existing grant);
3. Approve expenditure of funds from the Water Reserve fund for engineering and inspection costs for the above work to a maximum of \$25,000.00.
4. Amend the 2009 budget to include the expenditure of \$327,000.00 to construct a water main on Hot Springs Road from Emerald Avenue to McPherson Road and on McPherson Road between Hot Springs Road and McCombs Road plus engineering and inspection to a maximum amount of \$25,000; and
5. Following successful adoption of Bylaw No. 931, Council directs staff and the Mayor to execute a contract with Jakes Contracting to construct the works.

Respectfully submitted for your consideration;



 Larry Burk
 Chief Administrative Officer



 Dale Courfice
 Director of Finance



VILLAGE OF HARRISON HOT SPRINGS

STATEMENT RESPECTING THE COUNCIL'S REASONS FOR ADOPTING A BYLAW

Pursuant to section 8(9) of the *Community Charter*, the following is a statement respecting the Council's reasons for adopting Bylaw 931 Water Development Cost Charge Reserve Fund Expenditure Bylaw No. 931, 2010.

Council wishes to extend the Hot Springs Road water main extension works to the end of residential development on McPherson Road. In order to complete these works, it is necessary to approve the expenditure of funds from the Water Development Cost Charge Reserve Fund for services of the proposed works.

Council deems it desirable to expend a portion of the monies set aside under the Water Development Cost Charge Reserve Fund in the amount of \$287,000 for the purpose of improvements to the Village Water System. The work is included in the Development Cost Charge Program.

Therefore, the Council of the Village of Harrison Hot Springs deemed it necessary to implement a bylaw to address this situation.



VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 931

A bylaw to Being a bylaw of the Village of Harrison Hot Springs authorizing the expenditure of monies in the Water Development Cost Charge Reserve Fund.

WHEREAS there is an unappropriated balance in the Water Development Cost Charge Reserve Fund of Three Hundred Fifty Thousand Nine Hundred Twenty Six (\$350,926) as at November 30, 2009 which amount has been calculated as follows:

Balance in Reserve Fund at November 30, 2009	\$348,355
Add: Interest earnings for current year to date (November 30, 2009)	\$ 2,571
Uncommitted balance in reserve fund at November 30, 2009	\$350,926

AND WHEREAS it is deemed desirable to expend a portion of the monies set aside under the Water Development Cost Charge Reserve Fund for the purpose of improvements to the Village Water System;

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

- a. The sum of Two Hundred Eight Seven Thousand Dollars (\$287,000) is hereby appropriated from the Water Development Cost Charge Reserve Fund to be expended.
- b. The expenditure to be carried out by the monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
- c. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Development Cost Charge Reserve Fund for water purposes.

1. **CITATION**

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Water Development Cost Charge Reserve Fund Expenditure Bylaw No. 931, 2010".

2. **READINGS AND ADOPTION**

READ A FIRST TIME THIS 11th DAY OF JANUARY, 2010

READ A SECOND TIME THIS DAY OF , 2010

READ A THIRD TIME THIS DAY OF , 2010

ADOPTED THIS DAY OF , 2010

Mayor

Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 11, 2010

FROM: Larry Burk,
Chief Administrative Officer **FILE:** 2240-20-08

PREPARED BY: Debra Key, Executive Assistant **REPORT:** RC 008

SUBJECT: Upper Fraser Valley Bylaw Adjudication
System Registry Agreement

RECOMMENDATION:

THAT the Fraser Valley Bylaw Notice Dispute and Adjudication Registry Agreement between the City of Chilliwack, District of Hope, District of Kent, Village of Harrison Hot Springs and Fraser Valley Regional District be entered into that reflects an amendment to the term of the agreement being "January 1, 2010 and continues in effect until December 31, 2012".


BACKGROUND:

The Fraser Valley Bylaw Notice Dispute and Adjudication Registry Agreement between the above noted parties was approved by Council on December 21, 2009 with a commencement date of January 1, 2010 to December 31, 2013. We were notified by the City of Chilliwack on January 6, 2010 that an incorrect date was applied to the agreement. Accordingly, an amended Agreement was forwarded for execution.


POLICY CONSIDERATIONS:

Approval is required to amend the above noted agreement by way of Council resolution.

Respectfully submitted for your
consideration:



Larry Burk
Chief Administrative Officer



Debra Key
Executive Assistant

