



VILLAGE OF HARRISON HOT SPRINGS

NOTICE OF MEETING AND AGENDA



REGULAR COUNCIL MEETING

Date: Monday, February 15, 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

☐ Regular Council Meeting Minutes – February 1, 2010

THAT the minutes of the Regular Council Meeting of February 1, 2010 be adopted.

Item 4.1
Page 1

☐ Harrison Lake Harbour Commission Meeting Minutes – November 5, 2009

THAT the minutes of the Harrison Lake Harbour Commission Meeting of November 5, 2009 be received.

Item 4.2
Page 11

☐ Parks and Recreation Commission Meeting Minutes – December 15, 2009

THAT the minutes of the Parks and Recreation Commission Meeting of December 15, 2009 be received.

Item 4.3
Page 15

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS AND PETITIONS

7. CORRESPONDENCE

☐ Letter dated January 19, 2010 from Child Find British Columbia re donation

Item 7.1
Page 19

☐ Letter dated January 28, 2010 from Campaign for Health Care Excellence re campaign

Item 7.2
Page 27

<input type="checkbox"/> Letter dated February 1, 2010 from School District 78 Fraser-Cascade re elected Trustee	Item 7.3 Page 31
<input type="checkbox"/> Letter dated February 1, 2010 from Premier Gordon Campbell re funding for Tourism, Culture and the Arts	Item 7.4 Page 33
<input type="checkbox"/> Email from LMLGA Conference Registration Online re Registration	Item 7.5 Page 35
<input type="checkbox"/> Letter received February 5, 2010 re proclamation for "Easter Seals Month" and response dated February 12, 2010	Item 7.6 Page 37
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"/> Neighbourhood Planning Area 2 – Proposed Planning Framework – February 11, 2010	<div> Report of Chief Administrative Officer – February 11, 2010 – RC014 Re: Neighbourhood Planning Area 2 – Proposed Planning Framework </div> <div> Recommendation: THAT the report from the Planning Consultant entitled <i>Neighborhood Planning Area 2 - Reporting Back on the Proposed Planning Framework</i> dated 18 January 2010 be received; and THAT a working group be established consisting of local residents who would work with Village staff and the Planning Consultant to further review the Neighborhood Planning Framework for Area 2 prior to preparing a bylaw to send for Public Hearing; OR THAT staff be authorized to prepare a bylaw for Council's consideration of first/second reading that would amend the Official Community Plan by incorporating a land use policy framework for Neighborhood Planning Area 2 based upon the revised land use concept (Land Use Framework Option 3). </div>
<input type="checkbox"/> Information Technology – Email Communication and Computer Use – February 11, 2010	<div> Report of Chief Administrative Officer – February 11, 2010 – RC015 Re: Information Technology – Email Communication and Computer Use </div> <div> Recommendation: THAT Policy No. 2.23 Information Technology – Email Communication and Computer Use be adopted. </div>
	<div> Item 12.1 Page 39 </div> <div> Item 12.2 Page 63 </div>


<input type="checkbox"/> Janitorial Services Agreement Award – February 11, 2010 <input type="checkbox"/> Agriculture Land Commission Process (Verbal) – February 15, 2010	Report of Chief Administrative Officer – February 11, 2010 – RC016 Re: Janitorial Services Agreement Award Recommendation: THAT the Janitorial Services Agreement for the years 2010 to 2013 inclusive be awarded to Hatt's Services Report of Chief Administrative Officer – February 15, 2010 Re: Agriculture Land Commission Processes (Verbal)	Item 12.3 Page 69
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13. BYLAWS

<input type="checkbox"/> Bylaw No. 932 Hot Springs Road and McPherson Road residential water connection finance plan	THAT Bylaw No. 932 Village of Harrison Hot Springs Hot Springs Road and McPherson Road residential water connection finance plan be adopted.	Item 13.1 Page 81
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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**

4.1

DATE: February 1, 2010
TIME: 7:00 p.m.
PLACE: Council Chambers

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

Chief Administrative Officer, Larry Burk
Executive Assistant, Debra Key (Recorder)

ABSENT:

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved by Councillor Perry
Seconded by Councillor Jackson

THAT the agenda be approved.

**CARRIED
RC-2010-16**

4. ADOPTION AND RECEIPT OF MINUTES

☐ Regular Council Meeting
Minutes – January 11, 2010

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT the minutes of the Regular Council Meeting of January 11, 2010 be adopted.

**CARRIED
RC-2010-17**

☐ Public Hearing Minutes –
January 18, 2010

Moved by Councillor Perry
Seconded by Mayor Becotte

THAT the minutes of the Public Hearing of January 18, 2010 be adopted.

**CARRIED
RC-2010-18**

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
February 1, 2010*

□ Economic Development
Commission Meeting
Minutes – December 16, 2009

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT the minutes of the Economic Development Commission Meeting of December 16, 2009 be received.

CARRIED
RC-2010-19

□ Olympic Torch Relay
Committee Meeting Minutes
– January 11, 2010

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT the minutes of the Olympic Torch Relay Committee Meeting of January 11, 2010 be received.

CARRIED
RC-2010-20

5.

BUSINESS ARISING FROM THE MINUTES

The CAO reported on a meeting held January 21, 2010 between Chehalis, BC Hydro, the Village and the District of Kent. The idea was to enter into partnership for eligibility in the PowerSmart Program. This partnership is to hire an electrical engineer to measure and calculate all GHGs on a corporate level. BC Hydro's requirement is to find enough power for up to the year 2020. Their goal is to reduce power consumption by 50% by 2020. BC Hydro will pay for a consultant to help reduce consumption in all partner locations. The partnership will involve Chehalis, Harrison Hot Springs, District of Kent and the Harrison Golf Course.

6.

PUBLIC AND STATUTORY HEARINGS

None

7.

DELEGATIONS

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

**Jennifer Wilson Consultants Ltd. and Points of View Research &
Consulting Ltd. – Community Needs Assessment**

Jennifer Wilson gave a brief overview of the highlights of the project. The project will gather knowledge in order to shape the project for success. Some of the issues to be focused on are a multi purpose community facility, expanded waste management regulation and enforcement.

The Community Needs Assessment will involve a series of steps. Information will go to the public in mail and through telephone surveys. Every attempt will be made to notify property owners that do not live in the Village full time.

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A test survey will be carried out to find how people will respond to various questions. Pre-survey phone calls will be conducted to inform the community of the pending survey.

☐ Spiro Halatsis

Spiro Halatsis

The delegation asked Council to reconsider the decision to renovate the Memorial Hall as the cost of repairs will exceed the amount of \$400,000 and would rather have the money go towards a new hall.

☐ John Neville

John Neville

The delegation said there was a new roof put on the hall a few years ago. There had been many discussions years ago regarding possible purchase of property for a new centre. Any renovations should be kept to bare minimum and not use tax payer's money.

8. CORRESPONDENCE

- ☐ Media Advisory from CNIB re funding accessible library services
- ☐ Letter dated January 8, 2010 from City of Richmond and letter dated January 13, 2010 from District of Maple Ridge re PRIME-BC
- ☐ Letter dated January 9, 2010 from Harrison Hot Springs Fire Department re Public Access Defibrillator Program
- ☐ Letter dated January 11, 2010 from Heritage BC re Heritage Week 2010 – February 15-21
- ☐ Letter dated January 12, 2010 from Transport Canada re executed Agreements
- ☐ Letter received January 14, 2010 from City of Chilliwack re Torch Relay Celebration invite
- ☐ Letter dated January 15, 2010 from Building Canada Fund re Project 27658 Miami River Flood Pump and Generator
- ☐ Media Release dated January 18, 2010 from BC Public Libraries re "Share your Story"
- ☐ Email from Fraser Valley Regional District re Tentative Board and Committee Meeting Dates – 2010

9.

BUSINESS ARISING OUT OF CORRESPONDENCE

☐ Letter dated January 9, 2010 from Harrison Hot Springs Fire Department re Public Access Defibrillator Program

Fire Chief, Chris Wilson, Harrison Hot Springs Fire Department

Provided a brief description for the placement of Public Access defibrillators. The Chamber of Commerce donated \$300.00 towards the purchase of a defibrillator and Mertin GM donated \$1,800.

The CAO reported that there will also be an education program in conjunction with when and where the defibrillators will be located.

Moved by Councillor Kenyon
Seconded by Councillor Perry

THAT the Harrison Hot Springs Fire Department's Public Access Defibrillator Program be endorsed by the Village of Harrison Hot Springs.

CARRIED
RC2010-021

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

Economic Development Commission

Councillor Kenyon discussed a proposal for the Village to host an evening following the results of the Community Needs Assessment.

Parks and Recreation Commission

Councillor Harris discussed a plan that has been put together to stipulate what work needs to be done to improve trails in the Village. The idea is to consider having Corrections Canada Work Release Inmates perform the work.

Discussed the formation of a Heritage Tree Advisory Committee to help in the review of potential developments in the next few years. Some of this could impact trees in the Village. There are many trees that could be deemed to be of heritage value.

Harrison Lake Harbour Commission

Mayor Becotte reported that an application will be forthcoming to reactivate the lease of waterlot 6719 and to extend boundaries of waterlot 5744 for commercial marine purposes. There are also a number of buoys that need to be placed and properly marked.

There is also a need to set aside funds for renovation or replacement of speed limit marker buoys in the harbor.

Moved by Mayor Becotte
Seconded by Councillor Perry

THAT David Hampson be appointed to the Harrison Lake Harbour Commission.

CARRIED
RC2010-022

Olympic Torch Relay Committee

The Olympic Torch will be coming to Harrison Hot Springs on February 7, 2010 at 11:00 a.m. The event will begin at the Plaza at 10:30 am for the welcoming ceremony. The procession will continue to the Memorial Hall where dancers, music, entertainment and refreshments will be available.

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10.

REPORTS FROM MAYOR

Attended the grand opening of the Harrison Hot Springs Preschool. They also have an afterschool day care program.

Attended an open house for the Harrison Tourism Society funded by the Hotel Tax revenue. They have done very well over the last couple of years.

Has been appointed to the FVRD Lower Mainland Government Authority Flood Control Management Committee.

Has been appointed as a representative for the Regional Committee of the Fraser Basin Council and alternate on the Fraser Basin Council Board, a representative to the Climate Change Committee and the Development Process Advisory Committee.

Construction work on Hot Springs Road for the extension of the watermain to run down Hot Springs Road has started.

11.

REPORTS FROM COUNCILLORS

Councillor Harris

January 12, 2010 attended Show Kids you Care – welcomed Ron Johnstone, SD #78 School Board, as a new member of the Committee.

January 18, 2010 attended the Mountain Institution Citizen's Advisory Committee meeting and was nominated and elected as Vice Chair.

January 19, 2010 attended Parks and Recreation Commission

January 21, 2010 attended with the CAO at the Energy Manager meeting at Chehalis Band Office.

January 26, 2010 presided at the Fire Department Elections

January 27, 2010 attended the Olympic Torch Committee Meeting.

January 28, 2010 attended a book launch for Harrison Hot Springs children – pleased that Leo and Lana Awram were chosen to read books and autograph them.

February 20, 2010 hope to have the first CIB Committee meeting.

Councillor Kenyon

Attended a shearing at Harrison Elementary School where the children were challenged to raise money for the school and if they did raise money for Haiti the Principal would shave his head. The children raised the money for Haiti and the Principal shaved his head.

Councillor Jackson

Attended the January 11, 2010 meeting by telephone conference. Very perplexed about the article in the Observer regarding Dr. Campbell. The

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Dr. did not get his opportunity to come to Council and asked that this be reconsidered.

The Mayor responded that it is illegal for us to loan to a business under Section 25 of the *Community Charter*. A Dr.'s office is a business. Councillor Jackson stated that there wasn't a legal opinion sought.

CAO discussed with legal associates and other CAOs and lending money is a definite no, but if Council wished, a legal opinion could be sought, but it would be at a cost.

Councillor Perry

Councillor Perry reported that a news release went to the Observer that was not correct. With regret, and due to a lack of support from any level of Government, Dr. Campbell is listing his property in Harrison Hot Springs and is moving on.

The Mayor advised that the newspaper article was incorrect. The reality is that the Village cannot assist the Dr. Councillor Perry stated that UBCM meetings indicated that some municipalities are able to provide incentives to secure health care providers.

January 14, 2010 attended Agassiz Harrison Healthy Communities and was appointed to a sub-committee on homelessness and housing.

Attended the VHHS Preschool open house at the portable.

January 27, 2010 attended the FVRL Board and voted in \$20 million budget and re-elected a new executive.

January 27, 2010 representing the Village at Fraser Health Board meeting - re-elected members. 40% of BC residents received H1N1 vaccination.

□

□ Kent Harrison Sewer
Connection Project –
January 26, 2010

REPORTS FROM STAFF

Moved by Councillor Harris
Seconded by Councillor Perry

Report of Chief Administrative Officer – January 26, 2010 – RC 011
Re: Kent Harrison Sewer Connection project

THAT the upgrading of our own facilities and infrastructure to the maximum extent of existing approved funding and budgets be approved; and

THAT staff be directed to prepare a letter to the District of Kent formally withdrawing from pursuing the idea of connecting our sewerage system to the District of Kent's waste water treatment plant; and

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THAT staff complete a letter of application for a scope change to the existing approved project funding.

**CARRIED
RC-2010-23**

□ Professional Services for
Memorial Hall Renovations –
January 26, 2010

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

Report of Chief Administrative Officer – January 26, 2010 – RC 009
Re: Professional Services for Memorial Hall Renovations

THAT approval be given to enter into contracts with the Consulting Team of CHPA, Stantec, Levelton Engineering, Krahn Engineering and Murphy Design Services for the proposed renovation project at Memorial Hall at a cost of \$82,050.00; and

THAT approval be given to enter into a contract with Gerry Ens Contracting as Project Manager at a cost of \$35,937.50 for proposed renovations at Memorial Hall; and

THAT approval be given for the formation of a Select Committee to provide support, advice and input to the Consulting Team and Project Manager for the proposed renovations to Memorial Hall and to prepare a final report for approval of Council prior to formal design and construction.

**CARRIED
COUNCILLOR JACKSON OPPOSED
COUNCILLOR PERRY OPPOSED
RC-2010-24**

□ Development Permit with
variances at 298 Lillooet
Avenue – January 27, 2010

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

Report of Chief Administrative Officer – January 27, 2010 – RC 010
Re: Development Permit with variances at 298 Lillooet Avenue

THAT the re-issuance of a Development Permit with variances at the above property be approved.

**CARRIED
RC-2010-25**

□ Sanitary Sewer CCTV
Report – January 28, 2010

Report of Chief Administrative Officer – January 28, 2010 – RC 013
Re: Sanitary Sewer CCTV Report

Received for information and filed.

Councillor Perry asked about the \$10,000 camera that we currently own. CAO stated the camera we own is used a lot but is not suitable to provide the information we need and will get under this project.

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13.

BYLAWS

☐ Bylaw No. 930 OCP
Amendment Bylaw - January
27, 2010

Moved by Councillor Jackson
Seconded by Councillor Perry

Report of Chief Administrative Officer – January 27, 2010 – RC 012
Re: Bylaw No. 930 Official Community Plan Amendment

THAT the amended Official Community Plan Amendment Bylaw No.
930 be read a second and third time;

THAT the Official Community Plan Amendment Bylaw No. 930 be
adopted.

CARRIED
RC-2010-26

☐ Bylaw No. 931 Water
Development Cost Charge
Reserve Fund Expenditure
Bylaw

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT Bylaw No. 931 Village of Harrison Hot Springs Water
Development Cost Charge Reserve Fund Expenditure Bylaw No. 931,
2010 be adopted.

CARRIED
RC-2010-2

☐ Bylaw No. 932 Hot Springs
Road and McPherson Road
residential water connection
finance plan

Moved by Councillor Perry
Seconded by Councillor Jackson

THAT Bylaw No. 932 Village of Harrison Hot Springs Hot Springs
Road and McPherson Road residential water connection finance plan
receive first, second and third readings.

CARRIED
RC-2010-28

14.

QUESTIONS FROM THE PUBLIC

Questions were raised regarding the Memorial Hall renovation of which
Council and staff responded to.

There was a concern raised regarding the use of inmates from
Corrections Canada facility providing trail maintenance in the Village.

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Minutes of the Regular Council Meeting
February 1, 2010*

ADJOURNMENT

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT the meeting be adjourned.

The meeting adjourned at 9:17 p.m.

CARRIED
RC-2010-29

Certified a true and correct copy of the minutes of the
Regular Meeting of Council held February 1, 2010 in the
Council Chambers, Village of Harrison Hot Springs, BC

Ken Becotte
Mayor

Larry Burk
Chief Administrative
Officer

**VILLAGE OF HARRISON HOT SPRINGS
HARRISON LAKE HARBOUR COMMISSION MEETING**

DATE: November 5, 2009
TIME: 12 p.m.
PLACE: Council Chambers

IN ATTENDANCE: Ken Becotte, Mayor
Tony Nootebos
Bill Hopkins
Darcy Striker
Kerry Hilts
Larry Burk, CAO
Darcey Kohuch
Scott Stoughton

ABSENT:

Recording Secretary, Cindy Richardson

1. CALL TO ORDER

The Chair called the meeting to order at 12:01 p.m.

2. ADOPTION OF MINUTES

☐ Adoption of Minutes

Moved by Bill Hopkins
Seconded by Darcy Striker

THAT the minutes of the Harrison Lake Harbour Commission meeting of August 26, 2009 be adopted.

CARRIED

3. DELEGATIONS/PETITIONS

4. CHAIRPERSON REPORT

5. ITEMS FOR DISCUSSION

☐ Review Terms of
Reference/Harbour
Definition

Ken Becotte reviewed the developed "purpose" definition for the terms of reference for the Harrison Lake Harbour Commission.

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE HARRISON LAKE HARBOUR COMMISSION MEETING
NOVEMBER 5, 2009
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**□Business Plan
Development**

Discussion of the HLHC's ability to work with the Village and possible Federal input for improvement of the waterfront areas as well as possible future business opportunities. Ken Becotte discussed already existing business and revenue generating opportunities within the Village such as the Boat Launch, Federal Dock and Float Plane Dock. The question of how to improve the overall Harbour needs to be explored in more depth at future meetings. He suggested the Commission review the five year business plan developed by the District of Gibsons' Harbour Authority. T. Nootebos asked where funding would come from to accomplish goals. K. Becotte informed members that funding can be generated from various revenue sources including boat launching, moorage and parking. Funding could be used for a variety of upgrades on the harbour front. Scott Stoughton offered to research bylaws enforced in various waterfront communities to find out what kind of enforcement issues may need to be addressed. Ken Becotte mentioned a few issues that the Bylaw Enforcement Officer has recently been contending with and the process that needs to be followed.

Ken Becotte asked if the Commission would like to develop a business plan. Tony Nootebos asked if the Council is willing to accept business plans developed by the Commission and how would it go forward. Ken Becotte informed that Council or Staff would not have a business plan as a priority. Darcey Kohuch asked for clarification on the development of a business plan, example of revenue generating existing businesses and how to allocate the funds from such. Ken Becotte would like to see the revenue from the boat launch be held in reserve or used for budgeting of work that needs to be completed. Ken Becotte requested feedback from Commission Members at a later meeting and offered the Gibsons website for review.

**□Water Lot and
Foreshore properties**

Ken Becotte provided a review of water lot and foreshore properties. The Commission reviewed the map of water lot properties and definitions of abbreviations on the map. Ken Becotte suggested the Commission become aware of the increasing amount of marine buoys in the harbour area. These could be revenue generating and practices need to be followed in regards to safety and navigation issues.

The Village and the Integrated Land Management Bureau have signed an agreement giving the District of Kent responsibility for the portion of Lot 5483 that is within the boundaries of the District of Kent.

Ken Becotte recognized the need for a proper floating breakwater across lot 3841 and would like the Commission to come back with some ideas in the area. Discussions with Integrated Land Management Bureau to change licensing of the leases. A review of potential options available was discussed such as foreshore leases. The leases vary in length.

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MINUTES OF THE HARRISON LAKE HARBOUR COMMISSION MEETING
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**□RFP Breakwater
Reconstruction
District of Kent –
Kerry Hilts**

Kerry Hilts informed the Commission that Monday, November 9, 2009 a formal request for proposal for contract to build a new breakwater will be posted and will close in December with the award announced in January 2010. The RFP is for requests to construct, design the breakwater to a guaranteed maximum price of \$550000. The winner of contract will work with all government agencies including Fisheries and work within Fisheries window of time. The RFP will be completed within an 18 month period. Concentration only on the breakwater and not shoreline improvements. The project will be paid from the Federal Government awarded to District of Kent nine years ago and well as other funding from the District of Kent to complete the project. The option of a floating breakwater was researched but was not possible due to shallow water and other issues. The question of construction trucks passing through the Village was raised and will need to be monitored. The impact to recreation users of the area will be minimal as peak season interruptions are not anticipated. A copy of the RFP will be distributed to the Commission.

Ken Becotte stated that he would like a floating breakwater. The harbour recommendation of placement of speed buoys and whether to renovate the existing ones or increase placement was discussed. Enforcement from the RCMP was addressed and Scott Stoughton will report back to the Commission.

□Port Divestiture

A review of the Port Divestiture agreement was provided from the Chair. The port operation agreement outlines guidelines for operation of the port for commercial moorage. A recommendation of future use and moorage at the dock needs to have further discussion from the Commission. The issue of parking will need to be addressed. The Port Divestiture agreement is available at the Village Office for review for members of the HLHC.

**□Presentation from
CAO Larry Burk re:
Proposal at Mosers
Marina**

Ken Becotte, in the absence of CAO Larry Burk provided the presentation of Mr. Moser's concept for development submitted to the Village. Ken Becotte informed the Commission that Mr. Moser's brothers are now his business partners and that Mr. Moser has not submitted a Development Application at this point in time. Darcey Kohuch asked about fees and charges for such development and was informed that there is nothing in place at this point.

**□Walkway to Ranger
Station**

A walkway from the Ranger Station to the breakwater was discussed as well as a boardwalk from Rendall Park to the Ranger Station. Members of the Commission feel that Public access from the park to the Ranger Station by a possible foot bridge is necessary for public safety and would be beneficial in bringing more public awareness to the location of the Ranger Station. Legal ownership and right of ways needs to be researched before a public walkway on any waterfront property can

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MINUTES OF THE HARRISON LAKE HARBOUR COMMISSION MEETING
NOVEMBER 5, 2009
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commence. Possible incorporation into the 2010 budget will be looked at. Ken Becotte discussed the purchase made by Kingma of the lands above Jim Killers' place.

Next meeting to be held Thursday January 7, 2010, 12 noon, Council Chambers.

6. ADJOURNMENT

Moved by Darcey Kohuch
Seconded by Kerry Hilts

THAT the meeting be adjourned at 1:04p.m.

CARRIED

Certified a true and correct copy of the minutes
of the Harrison Lake Harbour Commission
meeting held on November 5, 2009 in
Council Chambers, Village of Harrison Hot
Springs, B.C.

Larry Burk (CAO)

Ken Becotte (Chair)

**VILLAGE OF HARRISON HOT SPRINGS
PARKS AND RECREATION COMMISSION MEETING**

DATE: December 15, 2009
TIME: 10:00 a.m.
PLACE: Council Chambers

IN ATTENDANCE: Ken Becotte, Mayor
 Dave Harris, Councillor
 Ed Stenson, Chair
 Janne Perrin
 Ken Burningham
 Donna Cooney
 Ruth Altendorf
 Delphine Gornall

ABSENT: Larry Burk, CAO
 Recording Secretary, C. Richardson

1. CALL TO ORDER

The Chair called the meeting to order at 10:00 a.m.

2. ADOPTION OF MINUTES

☐ Adoption of
Minutes

Moved by Donna Cooney
Seconded by Dave Harris

THAT the minutes of the November 24, 2009, Parks and Recreation Commission meeting be adopted.

CARRIED

Errors and Omissions

Item 6 Trail Signage should state "needing a GPS review".

3. DELEGATIONS/PETITIONS

None

4. CHAIRPERSON REPORT

☐ None

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE PARKS AND RECREATION COMMISSION MEETING
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5. ITEMS FOR DISCUSSION

**☐ Verbal Report of
Dave Harris –
Lead hand Job
Description**

Councillor Harris provided a brief overview of the Parks and Recreation Lead hand Job Description. Clarification was provided regarding the new structure of the Public Works Department. An overall restructuring of PW to provide for three separate departments was achieved. Councillor Harris informed the Commission that the structure and the pay increase is on par with other communities. The lead hand is able to select the items planted within the Village and does consult the CIB. Allenby's Farm Store has donated many plants over the years for the front planters. The Union has reviewed the new job descriptions and is in agreement with the job descriptions and pay increases.

**☐ Report from Trails
Task Group**

A review of the Task Group Report was provided. The Bridal Trail and Beaver pond trails were not completed. The Tallgrass and Quarry trails were deemed the best trails to begin work on. The Dogloop trail across from Holiday Park was found to be a very nice trail with the exception of a few blow down trees. Blackberry clearing is needed on some trails. The Commission discussed beach/river access on private property and the ability to do trail improvements. K. Becotte would like to see the trail along the irrigation ditch on the south side and a bridge to link with the other trails. D. Harris would like the work program with Mountain Institution to move forward to begin work on the trails. Access on Kingma property needs to be finalized before work could commence on lands owned by Kingma. The members feel that the Dogloop trail would be the easiest trail to begin with for cleanup and signage. The difficulty of trail marking was addressed. The Ninebridges trail was discussed as the anti-slip bridge decking is in need of repair. Surveying is going on in the area. Mr. Kingma is surveying the land in hopes to put a bridge across the slough to join up with the Ninebridges trail. It was indicated that the Ninebridges trail is the responsibility of the Resort. Dave Harris commented on the offer from Corrections Canada and that they require a work plan of what is proposed in detail. The task group will provide a written scope of work to present to staff for input. This plan can then be presented to Corrections Canada for approval.

Moved by D. Gornall
Seconded by D. Cooney

THAT staff with the Trails Task Force prepare a report with the scope of work for trail maintenance to be presented to Corrections Canada.

Carried

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE PARKS AND RECREATION COMMISSION MEETING
DECEMBER 15, 2009
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Members discussed the footpath along the Miami River between the 200 and 400 block of Miami River Drive.

A large beaver dam covering over 50% of the river behind Mr. Burningham's house was discussed. It was stated that it is a difficult topic to address as there are two different opinions on the situation. Who's responsibility is it regarding this? Discussion of the fate of the beavers that are trapped and the measures that need to be taken to protect the trees resulted in the idea from the members to use chicken wire around the base of the trees. The work release program could possibly provide the labour for this task.

Moved by Delphine Gornall
Seconded by Dave Harris

THAT the Parks and Recreation Commission make a recommendation that Council instruct staff to apply to Correction Service Canada for the use of work release inmates to protect the trees along the Miami River with the use of chicken wire.

CARRIED

The playground equipment in Spring Park was discussed and should be looked at in the new year. The Commission will ask for a report from staff to identify all the playground equipment belonging to the Village to identify what equipment needs to be replaced.

Moved by Dave Harris
Seconded by Ken Burningham

THAT staff provide an inventory of playground equipment and description of the equipment condition to the Parks and Recreation Commission.

CARRIED

☐ Commission
Involvement with
Community Groups

Discussion of a starting point of how the Commission will relate with Community groups functioning under the Commission and other groups that do not. Policy development will be addressed in the new year. The chair asked for input from the Commission as to what groups fall directly under the P&R. The main groups that do fall under the Parks and Recreation umbrella are the Choir, the Social Club and the Hiking Club. R. Altendorf requested a meeting in the new year to discuss event that will go on 2010. The agenda in January will involve the 2010 Event Schedule. The budget will need to be submitted by the end of January 2010 to staff. The Chair would like to develop policies as issues arise. A clearer direction from

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE PARKS AND RECREATION COMMISSION MEETING
DECEMBER 15, 2009
PAGE (4)**

Council regarding responsibility is necessary. It was stated that the tennis club does not fall under the Parks and Recreation Commission at this point. As a local group that uses Village facilities, a relationship with the Village needs to be maintained. An idea brought up at a previous meeting regarding a Theatre Group in Harrison was discussed.

Memorial Hall rental fees were discussed. Memorial Hall will be closed for renovations September 20, 2010 until the end of 2010. Events are not being booked during this timeframe. Ed Stenson has a meeting scheduled with the resort to identify the possibility of use at the Resort during that period of time. More discussion of venues will need to take place to identify venues in other buildings in the Village.

Delphine Gornall commended the Commissions for the accomplishments achieved so far with the new Parks and Recreation Commission.

The next Parks and Recreation meeting will be held January 19, 2010. The third Tuesday of each month will continue to be the meeting date.

6.
☐Adjournment

ADJOURNMENT

Moved by Dave Harris

Seconded by Donna Cooney

THAT the meeting be adjourned at 11:40.

CARRIED

Certified a true and correct copy of the minutes of the Parks and Recreation Commission meeting held on December 15, 2009 in Council Chambers, Village of Harrison Hot Springs, B.C.

Larry Burk (CAO)

Ed Stenson(Chair)

Child Find

BRITISH COLUMBIA

Serving British Columbia Since 1984
Provincial Toll Free 1.888.689.3463
www.childfindbc.com

January 19, 2010

COPY

Victoria Office
2722 Fifth Street, 208
Victoria, BC V8T 4B2
(250) 382-7311
Fax (250) 382-0227
Email:
childvicbc@shaw.ca

*"A charitable non-profit
organization working with
searching families and law
enforcement to reduce the
incidence of missing and
exploited children."*

*A Missing Child is
Everyone's
Responsibility*



Dear Mayor and Councillors,

Enclosed are your 2009 /2010 Child Find "Missing Children"
posters. We also enclose the most recent National Police/RCMP
statistics for cases of missing children for 2008, by province,
circumstance and gender.

We would be greatly appreciate it if you would distribute and post
these posters of missing children throughout your community, near
areas of high traffic, where people gather, and always with high
visability in mind. (ie. community centres, recreation facilities and
municipal offices)

Included with your posters is a form indicating the "Business
/Organization name", phone number and fax number, contact
name, and address of the location where the poster is displayed.
Your assistance in completing this form and returning it to our
office either by fax or mail is appreciated.

Many thanks for being a part of the search for missing children.
Your participation by ensuring these posters are distributed and
posted at your municipal offices and at visable locations
throughout your community provides tremendous assistance to
families suffering such a great loss. Your help "Keeps the Hope
Alive" for these missing children..

Remember, May is "Green Ribbon of Hope" month. Have a look
at our web page at www.childfindbc.com to find out how you can
raise awareness and plan events in your community.

Yours truly and with much thanks,

Crystal Dunahee
President Child Find BC

If you or your organization would like to host an "All About Me" ID clinic, have an idea for an event in your
community or would like literature and information on becoming a member and supporter of Child Find BC,
please call us at 1-888-689-3463.

7.1

RECEIVED
FEB 01 2010

FILE #	DATE
032030	FEB 01 2010
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> ACCTS P/R
<input type="checkbox"/> DCAO	<input type="checkbox"/> ADMIN
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<input checked="" 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 Feb 15/10	
INITIAL	
B - INFO - W/RESP;	
C - INFO ONLY	



...is what we give to the families of missing children.

The Green Ribbon of Hope Campaign which runs for the entire month of May is designed to draw public awareness to the issue of missing children in Canada. During the month of May, community members are asked to show their support and concern of the missing children's issue by prominently wearing a green ribbon. Proceeds generated by the Green Ribbon of Hope campaign will enable Child Find Canada and its provincial

members to continue their mandate of assisting in the search for missing children and the education of children and adults about personal safety.

In 1986, the Solicitor General of Canada declared May 25th to be Missing Children's day in Canada.

Support this awareness campaign by wearing a Green Ribbon of Hope.

Child Find

1.800.387.7962
www.childfind.ca



BRITISH COLUMBIA

Donor Information (please print or type)

Name

Billing address

City

Province

Postal Code

Telephone (home)

Telephone (business)

Fax

E-Mail

Pledge Information

I (we) pledge a total of \$ _____ to be paid:
_____ now _____ monthly _____ quarterly _____ yearly.

I (we) plan to make this contribution in the form of:
_____ cash _____ check _____ other.

Gift will be matched by _____ (company/family/foundation).
_____ form enclosed _____ form will be forwarded

Acknowledgement Information

Please use the following name(s) in all acknowledgements:

_____ I (we) wish to have our gift remain anonymous.

Signature(s)

Date

Charity # 891386765RR0001

Please make checks, corporate matches, or other gifts payable to:

**Child Find British Columbia
208-2722 Fifth Street
Victoria, BC V8T 4B2**

Appendix 2

All of Canada Reports of Missing Children for Year 2008

Cases on CPIC, Year-end Reports by Category, Province and Gender

Females

Province	YT	NT	NU	BC	AB	SK	MB	ON	QC	NB	PE	NS	NL	Totals
Stranger	0	0	0	5	3	2	3	16	2	0	0	2	0	33
Accident	0	0	0	4	1	0	1	6	1	0	0	1	0	14
Wandered	0	0	0	68	25	19	5	121	10	2	0	8	3	261
Parental	0	0	0	20	14	4	8	62	40	3	1	1	2	156
Runaway	3	31	0	3,884	2,712	1,654	2,263	8,879	2,562	436	24	643	68	23,159
Unknown	0	7	0	2,796	383	352	393	2,005	914	54	2	29	16	6,951
Other	0	0	0	418	38	16	25	510	247	6	1	25	5	1,291
Totals	3	38	0	4,195	3,176	1,671	2,692	11,500	3,746	50	3	700	91	31,186

Males

Province	YT	NT	NU	BC	AB	SK	MB	ON	QC	NB	PE	NS	NL	Totals
Stranger	0	0	0	8	0	3	2	7	1	2	0	0	0	23
Accident	0	0	1	1	0	1	0	15	4	0	0	0	1	23
Wandered	1	0	0	59	27	13	7	167	18	2	1	4	0	299
Parental	0	1	0	5	15	2	9	80	29	2	0	1	0	144
Runaway	2	13	0	2,390	2,386	792	1,106	6,610	3,145	242	21	383	40	17,130
Unknown	0	5	0	2,032	297	247	238	1,621	955	42	1	30	22	5,490
Other	0	0	0	355	42	8	12	426	268	4	0	9	4	1,128
Totals	3	19	1	2,455	2,740	820	1,134	8,149	3,392	291	2	427	67	27,002

Totals

Province	YT	NT	NU	BC	AB	SK	MB	ON	QC	NB	PE	NS	NL	Totals
Stranger	0	0	0	13	3	5	5	23	3	2	0	2	0	56
Accident	0	0	1	5	1	1	1	21	5	0	0	1	1	37
Wandered	1	0	0	127	52	32	12	288	28	4	1	12	3	560
Parental	0	1	0	25	29	6	17	143	69	5	1	2	2	300
Runaway	5	44	0	6,274	5,098	2,446	3,369	15,489	5,707	678	45	1,026	108	40,289
Unknown	0	12	0	4,828	680	599	631	3,626	1,869	96	3	59	38	12,441
Other	0	0	0	773	80	24	37	936	515	10	1	34	9	2,419
Totals	6	53	1	7,072	5,943	3,000	4,072	20,025	10,629	725	4	1,496	149	68,824

National Police Services,
Royal Canadian Mounted Police



BRITISH COLUMBIA

www.childfindbc.com

Child Find BC –Part of the Child Find Canada Network

Record where “Child Find” Posters are placed in your Community

Community Name _____

By indicating where /who will post this Child Find display material, you will be kept informed of recoveries pertinent to the cases profiled. You will also receive revised posters when they are issued, and will be sent new editions upon request

Organization/Business Name	Phone #/ Fax #	Contact Name (print)	Address/ Location of Poster

Please mail or fax this completed form to Child Find BC's Victoria Office:

To: Child Find BC –#208 - 2722 Fifth Street Victoria, BC V8T 4B2

Phone (250) 382-7311 or 1-888-689-3463 Fax (250) 382-0227 Email: childvicbc@shaw.ca

WORKING TOGETHER TO GET CHILDREN HOME AND KEEP THEM SAFE

Child Find tracks a 98%+ successful recovery rate for cases in which we are involved. We have helped to recover over 500 missing, runaway and abducted children and teens, some as long as 11 years after being reported missing. One out of every six recovered children is found because someone saw their poster and it generated a tip. Media, law enforcement and our North American and international partners regard Child Find as the leader in this field. We are indebted to our partners for helping us cast our net further when it comes to searching for missing children.



- The Reciprocity Office, Office of the Hague Convention
- National Centre for Missing and Exploited Children, USA
- Department of Foreign Affairs
- Canada Revenue Agency
- Citizenship and Immigration Canada
- RCMP's National Missing Children Services
- Provincial Child Find Offices
- Regional Police Services
- Member: Association of Missing and Exploited Children's Association Inc. (North America)
- Canada Border Services Agency



Child Find
BRITISH COLUMBIA

HOW DOES A CHILD GO MISSING?

A missing or abducted child is every parent's worst nightmare. Every year over 50,000 cases of missing children in Canada are reported to police – more than 12,000 of these children are from British Columbia. Many are teen runaways who end up living on the street, cold, hungry and scared. Others are victims of parental abduction – a type of abduction that is on the rise. While abductions from strangers account for less than 1% of all cases, these are the most frightening of all.

TEACHING COMMUNITIES TO KEEP CHILDREN SAFE

We work to keep children safe. Our programs are sensible, relevant and delivered at the local level, to teach families and communities about children's safety issues and tips.

Our programs are provided free of charge in your community, thanks to the support and contributions of our volunteers, partners and donors.

The Child Find British Columbia "All About Me I.D. Kit" Fingerprint Program

- Over 10,000 children are fingerprinted each year. No 'registering', no 'fees'.
- "All About Me I.D. Kit" Fingerprint Programs are held throughout British Columbia each year.
- Conducted by friendly, trained and police-screened Child Find BC volunteers.
- Each "All About Me I.D. Kit" contains child's critical information, fingerprints, and digital photographs (courtesy of Cannon Canada).
- Kept by the legal parent/guardian, to be updated regularly, and used as a tool to be given to the authorities in case a child should go missing.
- Child Find BC provides 'tip sheets' for parents about child safety.

The British Columbia Green Ribbon Campaign

Each year, during the month of May, Child Find BC participates in the Green Ribbon Campaign.

The concept of the Green Ribbon originated at a secondary school in Ontario following the tragic abduction and murder of a student. The staff and students at the school subsequently offered the concept of the Green Ribbon to be used by Child Find. The Green Ribbon is a symbol of hope for the safe return of missing children, and expression of our thoughts for the families and friends of missing children.



Parents Stealing Children – Preventing Parental Abduction

A parent who abducts a child from his or her home and legal family frequently does so out of revenge, to punish or to leverage power over the custodial parent. Hundreds of children are abducted by parents illegally every year in British Columbia. Child Find BC helps families and legal counsel who suspect a potential abduction by a former partner. Information can be quickly faxed out or sent by e-mail and is also available on our web site, or call for copies.

Education and Community Outreach

Child Find BC volunteers and staff members bring our message of safety awareness to hundreds of community events annually. They conduct street proofing workshops and public speaking sessions (to parents groups, service organizations, professionals, employee groups, etc.) to reinforce the messages of safety and prevention. Trained volunteers deliver a Street Proofing program to children, youth and parents in communities across British Columbia.



CHOOSE TO MAKE A DIFFERENCE

Volunteer to Keep Children Safe

If you care about the safety of children in our communities, and want to get involved with an organization that really makes a difference in people's lives, then Child Find BC is looking for you.



As a Child Find BC volunteer you'll receive training, a chance to travel locally, to meet new and interesting people, to build your own skills, and you'll be appreciated for the effort you contribute as a member of the Child Find BC team. Being a Child Find Volunteer enables you to actively take part in our education and prevention programs, such as the fingerprinting safety clinics, public speaking and street proofing sessions. Call or visit our web site for an application and more information.



Invest in the Safety of our Communities- Support our work with a donation and you will be helping to keep children safe. Child Find does not rely on government grants for our operations.

Instead, generous and thoughtful companies, employee groups, families, foundations and communities support our success through their financial donations – and contributions of products and services.

Consider making a donation in honor of someone you love and want to help

\$60 fingerprints & provides personal safety information kits for 30 children in one Finger Print session;

\$100 prints 2,500 flyers to help find one missing child.

100% of your donation goes directly to support Child Find BC's programming, education and casework.

Phone 1-250-382-7311 or

1-888-689-3463 (toll free)

*(Information, Donations, Volunteering,
Administration, Community Contacts, etc.)*

Fax 250-382-0227

Missing Children Info and Tip Line

1-800-387-7962

(24 hours, 7 days a week, all calls confidential)

Child Find BC

**Head Office: #208-2722 Fifth Street
Victoria, BC V8T 4B2**

Website: www.childfindbc.com

E-mail: childvicbc@shaw.ca

Charitable # 891386765RR0001

Child Find
BRITISH COLUMBIA

*Working Together
To Keep Children Safe*



JAN 28 2010

Village of Harrison Hot Springs
495 Hot Springs
Harrison Hot Springs, B.C.

Attn: Mayor Ken Becotte

JAN 28 2010	
<input checked="" type="checkbox"/> DCAC	<input type="checkbox"/> DIR
<input type="checkbox"/> DCAC	<input type="checkbox"/> ADMIN
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TAX	
ITEM (A)	B C
COUNCIL AGEND/	
DATE	
INITIAL <input type="checkbox"/>	
(ITEMS: A - REQ. ACTION; B - INFO - WRSP; C - INFO ONLY)	

January 28, 2010

Dear Sir:

A Campaign for Health Care Excellence

As per our voicemail messages, I am enclosing a copy of the "City of Chilliwack Mayor's letter" that was distributed to 35,000 households in the Chilliwack area.

This request has produced an unexpectedly high response rate and we wish to do a similar distribution in the Harrison Hot Springs area. The response piece we use will provide tracking data so we will be able to advise results of the letter to you.

The Foundation will bear all printing and distribution costs and donations would be directed to our office, thus administration costs to the Village should be negligible.

Please direct any questions Council may have to the undersigned. Should this request receive a positive response, we will be pleased to assist in providing any material information on the Campaign which you may wish to include in the letter.

Thank you for your consideration.

Yours truly,

J. Wayne McAlpine
J. Wayne McAlpine
For the Campaign Committee

a campaign for
**HEALTH CARE
EXCELLENCE**

CAMPAIGN OFFICE
45600 Menholm Road
Chilliwack, BC
V2P 1P7

Phone: 604-701-4051
Fax: 604-701-4050
www.healthcareexcellence.ca

*Making it better...
Together*

CHILLIWACK HARRISON HOT SPRINGS HOPE



City of Chilliwack
OFFICE OF THE MAYOR

October 2, 2009

Dear Chilliwack Residents,

It has been almost one year since I became Mayor of this wonderful City. I am honoured that you have entrusted me with the privilege of contributing to the well-being of Chilliwack. As I meet you at various community events, I am inspired by your sense of community spirit and your willingness to help make our City an even better place to live, work and play. Thank you!

Almost two years ago, a group of dedicated medical professionals and community leaders began working on the expansion of the Emergency Room and redevelopment of several core services at the Chilliwack General Hospital (CGH). As you drive on Mary Street, you can now see the new steel structure standing tall at the front of the building. I am pleased that CGH will remain an important part of our community for generations to come. My responsibility in this essential project is to focus on what is best for the residents of Chilliwack and implement a new era of community approach to health care.

The community needs your help! It is Council's wish to provide the best in health care for our community but we need your help to raise the necessary funds to successfully complete this project. The Chilliwack Chapter of the Fraser Valley Health Care Foundation is raising \$5 million for this \$35 million Redevelopment Project and less than \$1 million is required to reach this goal. Businesses, organizations and individuals have contributed very generously and we hope that all community members will become involved. I urge you to please help out and organize a fundraising event within your organization or group to support this important project. Or, you can choose to make a personal or corporate donation by completing the enclosed pledge form or donate online at www.ilovecgh.ca. To discuss other gifting options, I invite you to contact the Campaign office at 604.701.4051 or e-mail at wayne@healthcareexcellence.ca.

Please know that I am not making this request lightly; we all have heavy hearts over the current economic climate but health care is vital. We can never be sure when we will need to depend on it for our own lives. Chilliwack residents have never failed to rise to a challenge. I thank you in advance for your generous support. Every little bit helps!

Warmest regards,

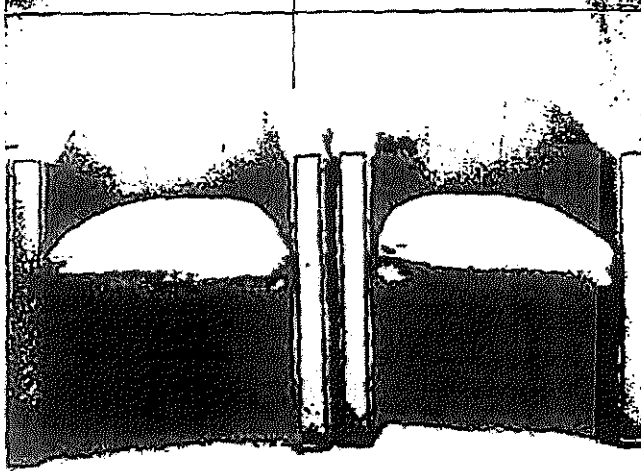
Sharon Gaetz
Mayor



CHILLIWACK GENERAL HOSPITAL

Imagine

www.ilovecgh.ca



a campaign for
**HEALTH CARE
EXCELLENCE**

Don't wait to donate!
604.701.4051 • www.ilovecgh.ca

Imagine**Making it better... together!**

Construction of our new Emergency Department, expansion of our Outpatient (Ambulatory Care) Services and the consolidation of Diagnostic Imaging and Laboratory Services are well underway.

Plans have also been made to redevelop our hospital's main entrance making it a brighter and more elder-friendly space with well planned way-finding, new coffee shop location, expansion of the Gift Shop and the addition of a multi-purpose room.

Don't wait to donate!

To make your tax-deductible donation, please complete the form below or visit www.ilovecgh.ca. Every gift will make a difference!

Thank you, in advance, for helping shape our community's future!

Etta Richmond, Chair
A Campaign for Health Care Excellence

YES, I want to help improve health care in my community!

NOTE: Gifts of \$1,000 and greater will be recognized on a permanent Campaign Donor Wall

Please accept my gift of:

☐ \$35 ☐ \$50 ☐ \$75 ☐ \$100 ☐ \$250 ☐ \$500 ☐ \$ _____

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss

☐ I have enclosed a cheque payable to
A Campaign for Health Care Excellence

First Name: _____

Last Name: _____

Address: _____

City: _____ Prov: _____ PC: _____

☐ Visa ☐ MasterCard

Card #: _____

Exp: _____ Phone: _____

Signature: _____

☐ I wish to discuss giving my gift over time (pledge installments)

☐ I wish to discuss Naming and Recognition Opportunities

Campaign Office
45600 Menholm Road
Chilliwack BC V2P 1P7





650 KAWKAWA LAKE RD.
HOPE, B.C.
V0X 1L4

Phone (604) 869-2411
Fax (604) 869-7400

FEB 03 2010

February 1, 2010

Mayor Ken Becotte
Village of Harrison Hot Springs
PO Box 160
Harrison Hot Springs, B.C.
V0M 1K0

VIA FACSIMILE: (604) 796-2192

Dear Mayor Becotte and Council Members:

**Re: Election of Board Chairperson
School District No. 78 (Fraser-Cascade) Board of Education**

I am pleased to advise that the Board of Education for School District No. 78 (Fraser-Cascade), at its Regular Meeting held on December 8, 2009, elected Trustee Linda McMullan as Board Chairperson for 2010. Please update your records accordingly.

Thank you for your attention in this regard.

Yours truly,

Tammy McLaren
Executive Secretary
School District No. 78 (Fraser-Cascade)

/tlm

new
0400-70 FEB 03 2010

FILE #	DATE
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<input type="checkbox"/> DCAO	<input type="checkbox"/> ADMIN
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<input type="checkbox"/> SUP P/W	<input checked="" type="checkbox"/> MAYOR
<input type="checkbox"/> PAYROLL TAX	<input checked="" type="checkbox"/> COUNCIL
ITEM	A B C
COUNCIL AGENDA	
DATE Feb 1, 2010	
INITIAL <input type="checkbox"/>	
(ITEMS: A - REQ, ACTION; B - INFO - W RESP; C - INFO ONLY)	



FEB 05 2010

February 1, 2010

His Worship Ken Becotte
Mayor of the Village of Harrison Hot Springs
PO Box 160
Harrison Hot Springs, B.C.
V0M 1K0

Dear Mayor Becotte:

Thank you for your letter advising of your Council's request that the Province reinstate funding for the Harrison Festival Society. It was good of you to write.

I can assure you that your Council's views have been noted and shared with the Honourable Kevin Krueger, Minister of Tourism, Culture and the Arts, as well as the Honourable Rich Coleman, Minister of Housing and Social Development, for their information.

As you can appreciate, these are tough economic times everywhere. We are looking forward to better days when we can again be more supportive to cultural events in communities around British Columbia.

Sincerely,


Gordon Campbell
Premier

pc: Honourable Rich Coleman
Honourable Kevin Krueger

FILE #	DATE
7710	FEB 05 2010
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> ACCTS P/R
<input type="checkbox"/> DCAO	<input type="checkbox"/> ADMIN
<input type="checkbox"/> DIR F	<input type="checkbox"/> B/L ENF
<input type="checkbox"/> SUP P/W	<input checked="" type="checkbox"/> MAYOR
<input type="checkbox"/> PAYROLL TAX	<input checked="" type="checkbox"/> COUNCIL
ITEM A	ITEM B
COUNCIL AGENDA	
DATE FEB 15	
INITIAL <input type="checkbox"/>	
(ITEMS: A - REQ ACTION. B - INFO - W RESP; C - INFO ONLY)	

Debra Key

From: info@harrisonhotsprings.ca
Sent: Wednesday, February 03, 2010 3:09 PM
To: 'Debra Key'; skeim@harrisonhotsprings.ca
Subject: FW: LMLGA Conference Registration Online

From: Angela Turner [mailto:aturner@ubcm.ca]

Sent: February 3, 2010 1:26 PM

To: info@abbotsford.ca; village.hall@anmore.com; belcarra@belcarra.ca; bim@bimbc.ca; postmaster@burnaby.ca; info@chilliwack.com; feedback@coquitlam.ca; clerks@corp.delta.bc.ca; info@fvrd.bc.ca; icentre@metrovanvancouver.org; info@harrisonhotsprings.ca; info@hope.ca; cbourel@district.kent.bc.ca; info@city.langley.bc.ca; info@tol.bc.ca; office@lionsbay.ca; enquiries@mapleridge.ca; info@mission.ca; postmaster@newwestcity.ca; info@cnv.org; infoweb@dnv.org; admin@pemberton.ca; info@pittmeadows.bc.ca; info@portcoquitlam.ca; info@cityofportmoody.com; cityclerk@richmond.ca; admdept@squamish.ca; info@slrd.bc.ca; jsowik@surrey.ca; info@vancouver.ca; info@westvancouver.net; info@whistler.ca; webmaster@city.whiterock.bc.ca; info@tsawwassenfirstnation.com

Cc: 'Patricia Heintzman'; Heather Deal; Dennis Adamson; James Atebe; James Atebe; Barbara Steele; apeterson@corp.delta.bc.ca; cspeirs@mapleridge.ca; dmclean@city.whiterock.bc.ca; Barbara Steele; lorriew@shaw.ca; sav.dhaliwal@burnaby.ca; craigspeirs@gmail.com; Cecelia Smith; Corinne Lonsdale

Subject: LMLGA Conference Registration Online

Dear LMLGA Members,

We are pleased to announce that the LMLGA Conference Registration page is now available on the LMGLA website. All registrations will be processed online, and the system can be accessed by visiting www.lmlga.bc.ca and clicking on the "Register HERE for 2010 Conference" link.

The conference will be held again this year in Harrison Hot Springs, at the Harrison Hot Springs Resort and Spa. An invitation has been mailed to all members outlining the draft agenda to date.

If you have any questions, please feel free to contact me. We look forward to seeing you in Harrison Hot Springs!

Sincerely,

Angela Turner
Executive Coordinator
UBCM/LMLGA

60 - 10551 Shellbridge Way
Richmond, BC V6X 2W9
PH: 604-270-8226, Ext. 103
FX: 604-270-9116
www.ubcm.ca

Please note my new email address: aturner@ubcm.ca



The British Columbia Lions Society
For Children with Disabilities



"The Easter Seal People"

The British Columbia Lions Society For Children with Disabilities

3981 Oak Street, Vancouver, B.C. V6H 4H5

Phone: 604-873-1865 • Fax: 604-873-0166

Toll Free: 1-800-818-4483

Email: info@lionsbc.ca

Website: www.lionsbc.ca

FEB 05 2010

His Worship Mayor Ken Becotte
Mayor's Office
Village of Harrison Hot Springs
PO Box 160, 495 Hot Springs Rd
Harrison Hot Springs, BC V0M 1K0

Dear Mayor Becotte,

It would be a privilege and honour to have the Village of Harrison Hot Springs and your Worship proclaim **March as Easter Seals Month** for all of the children with disabilities. This year our annual March Easter Seals Month is quite fitting knowing that the Paralympics are coming to BC. Many children who have attended Easter Seals Camp or stayed at Easter Seals House will be playing a role or participating in the games.

As you may know Easter Seals Houses provides 35,000 bed nights per year and is open 365 days a year, 24 hours a day as a "Home for Everyone". The House is a shining light for all the families and children who need a place to stay while they receive medical treatment for illnesses like cancer, facing a trauma situation, or need surgery at the hospital. We also send over 800 children with disabilities (physical or cognitive) to camp each year, for 7 days, 6 nights, at no cost to their parents and guardians.

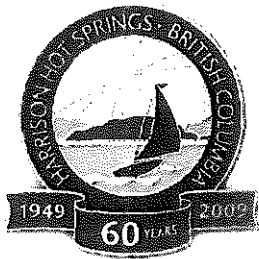
All of the services we provide are funded by donors so once again we will be building awareness and encouraging donors to help the children during **Easter Seals Month in March.**

We are grateful to the Village of Harrison Hot Springs for embracing charities who help the citizens of Harrison Hot Springs. If you have any questions, please contact me at 1-800-818-4483 or smiller@lionsbc.ca. I look forward to hearing from you.

Sincerely,

Stephen J. Miller
President & CEO

FILE #	0320	ACCTS P/R	<input type="checkbox"/>	ADMIN	<input type="checkbox"/>	B/L ENF	<input type="checkbox"/>	MAYOR	<input type="checkbox"/>	PAYROLL/ TAX	<input type="checkbox"/>	ITEM A	0	C	COUNCIL AGENDA	DATE	FEB 15	INITIAL	<input type="checkbox"/>
(ITEMS: A - REQ. ACTION; B - INFO - W RESP; C - INFO ONLY)																			



Incorporated May 27, 1949

Village of Harrison Hot Springs

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

MUNICIPAL OFFICE (604) 796-2171
PUBLIC WORKS DEPT (604) 796-2171
FAX NUMBER (604) 796-2192
EMAIL: info@harrisonhotsprings.ca
WEBSITE: www.harrisonhotsprings.ca

File: 0630-01

February 12, 2010

The British Columbia Lions Society
for Children With Disabilities
3981 Oak Street
Vancouver, BC V6H 4H5

COPY

Attention: Stephen J. Miller, President & CEO

Dear Mr. Miller:

Subject: March as Easter Seals Month

Thank you for your letter received February 5, 2010 requesting assistance to proclaim March as Easter Seals Month. However, we must inform you that Council has a policy that they will not issue any proclamations.

Should you have any questions, please do not hesitate to contact the writer.

Yours truly,


Larry Burk
Chief Administrative Officer

/dk

cc: Mayor and Council

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BC_Lions_SocietyforChildrenwithDisabilities.proclamation.LTR.doc

Harrison Hot Springs is committed to being a viable, sustainable, environmentally friendly community striving for financial responsibility. Working on short and long term goals that foster responsible stewardship is the future of Harrison Hot Springs.



VILLAGE OF HARRISON HOT SPRINGS

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

FROM: Larry Burk,
Chief Administrative Officer **FILE:** 6520-20-01
REPORT: RC014

SUBJECT: NEIGHBOURHOOD PLANNING AREA 2 –
Proposed Planning Framework

RECOMMENDATIONS

- 1) **THAT** the report from the Planning Consultant entitled *Neighborhood Planning Area 2 - Reporting Back on the Proposed Planning Framework* dated 18 January 2010 be received; and
- 2) **THAT** Council establish a working group consisting of local, residents who would work with Village staff and the Planning Consultant to further review the Neighborhood Planning Framework for Area 2 prior to preparing a bylaw to send for Public Hearing; OR
- 2) **THAT** staff be authorized to prepare a bylaw for Council's consideration of first/second reading that would amend the Official Community Plan by incorporating a land use policy framework for Neighborhood Planning Area 2 based upon the revised land use concept (Land Use Framework Option 3).

BACKGROUND

The attached report from the Planning Consultant provides information and details on the referral responses, issues raised at the public information meeting, options and conclusions.

Respectfully submitted for your consideration


Larry Burk
Chief Administrative Officer

TO: LARRY BURK – CHIEF ADMINISTRATIVE OFFICER

FROM: MICHAEL ROSEN – PLANNING CONSULTANT

RE: NEIGHBOURHOOD PLANNING AREA 2
REPORTING BACK ON PROPOSED PLANNING FRAMEWORK

DATE: JANUARY 18, 2010

RECOMMENDATIONS

- 1) **THAT** the report from the Planning Consultant entitled *Neighbourhood Planning Area 2 - Reporting Back on the Proposed Planning Framework* dated 18 January 2010 be received; and
- 2) **THAT** staff be requested to explore the idea of establishing a neighbourhood working group consisting of interested residents that would work with the Village in completing the Neighbourhood Plan.

BACKGROUND

At the Council Meeting of 10 August 2009, Council:

- a) referred the draft *Planning Framework for Neighbourhood Planning Areas 1 & 2* to the Advisory Planning Commission, Economic Development Commission, and other applicable parties for review and comment; and
- b) authorized the holding of public information meetings.

The Planning Consultant had also indicated that a report to Council would be prepared on the results of the referral process and neighbourhood meetings prior to proceeding further with the Neighbourhood Plan process.

REVIEW OF REFERRAL COMMENTS

The following is a summary of the results of the referral process, the details of which are attached as appendices.

a) Advisory Planning Commission

The Advisory Planning Commission met on 22 September 2009 to discuss the planning framework for *Neighbourhood Planning Area 2*, the minutes of which are attached. The Commission discussed a number of issues including secondary suites, demographics, potential street closures, utilization of lanes, and parking. Ultimately the Commission supported the Neighbourhood Planning Area 2 options with an additional option being added that would accommodate multi family development at a density of 35 units per acre (14 units per acre) in any location within the Plan area subject to satisfying design guidelines.

b) Economic Development Commission

The Commission did not raise any issues with the proposed planning framework.

c) Public Information Meeting

A public information meeting was held on 12 November 2009, the notes of which are attached. The following is a list of the comments provided at the meeting:

- i) concerned about lower property values if density is increased;

- ii) increasing density on these large single family lots is not appropriate;
- iii) will an increase in density lead to more part time residents?;
- iv) will the increase in density change the village ambiance?;
- v) will the sewer system accommodate the increase in population?;
- vi) is there enough commercial development to meet increased demand?;
- vii) supports increase in density, but questions whether plan is bold enough;
- viii) will Echo be torn up to install services?;
- ix) could a day care facility be accommodated in the area?;
- x) will density increase result in an increase in taxes?;
- xi) prefer Option 1 over 2 and remove Echo from the plan area; and
- xii) consider including both sides of Echo in plan area.

d) Fraser Valley Regional District

The attached response dated 5 January 2010 from the Director of Planning - Fraser Valley Regional District indicates support for the planning framework as it is consistent with the Regional Growth Strategy and promotes sustainability.

COUNCIL OPTIONS

Regarding next steps in the neighbourhood planning process for Area 2, the following options are provided for Council's consideration:

- Option 1: Authorize staff to prepare a bylaw for first reading that would amend the Official Community Plan by incorporating a land use policy framework for Neighbourhood Planning Area 2 based upon the land use concepts;
- Option 2: Request staff to explore the idea of establishing a neighbourhood working group consisting of interested residents that would work with the Village in completing the Neighbourhood Plan; or
- Option 3: Pursue another option as determined by Council.

CONCLUSION

The input provided by the Advisory Planning Commission and the Fraser Valley Regional District was very supportive of the development options for Neighbourhood Area 2. That being said, the comments provided at the public information meeting from the area residents raised a number of concerns regarding the development options. Given that the changes contemplated in the Official Community Plan for Neighbourhood Plan Area 2 largely entail redeveloping properties containing **existing houses** as opposed to Neighbourhood Plan Area 1 where there are **large vacant parcels** ready to be developed, the neighbourhood planning process would be well served by engaging in further dialogue with the neighbourhood residents prior to proceeding to bylaw form. It is on this basis, that Option 2 is recommended.

Michael Rosen

Attachments:

- 1) Planning Framework - Neighbourhood Planning Area 2 (August 2009)
- 2) Minutes from the Advisory Planning Commission Meeting – 22 November 2009
- 3) Notes from the Public Information Meeting – 12 November 2009
- 4) Letter from Fraser Valley Regional District – 5 January 2010

DRAFT

TO: LARRY BURK – CHIEF ADMINISTRATIVE OFFICER

FROM: MICHAEL ROSEN – PLANNING CONSULTANT

RE: NEIGHBOURHOOD PLANNING AREAS 1 & 2
DRAFT PLANNING FRAMEWORKS

DATE: AUGUST 2, 2009

RECOMMENDATIONS

- 1) **THAT** the draft *Planning Framework for Neighbourhood Planning Areas 1 & 2* be referred to the Advisory Planning Commission and to other applicable parties such as the Ministry of Transportation and the Fraser Valley Regional District for review and comment;
- 2) **THAT** neighbourhood meetings be scheduled to enable property owners and residents to provide comment on the draft *Planning Framework for Neighbourhood Planning Areas 1 & 2*; and
- 3) **THAT** the Planning Consultant report back to Council on the results of the referral process and neighbourhood meetings prior to proceeding any further with the Neighbourhood Plan process.

BACKGROUND

The Village's Official Community Plan (OCP) designates the following two Neighbourhood Planning Areas:

- 1) **Neighbourhood Planning Area 1** - The area in the vicinity of Pine Avenue between Hot Springs Road and McCombe Drive; and
- 2) **Neighbourhood Planning Area 2** - The area bounded by Lillooet Avenue to the north, the Village boundary to the east, Echo Avenue to the south, and Miami Creek to the west.

Both areas are identified on a map in Attachment 1.

Section 3.2.3 of the OCP speaks to **Neighbourhood Planning Area 1** by indicating that the area has the potential to accommodate low density residential land use that would include single family and duplex dwelling units up to a maximum density of 20 units per ha (8 units / acre).

Section 3.2.4 of the OCP speaks to **Neighbourhood Planning Area 2** by indicating that the area has the potential to accommodate medium density multi family development by extending the Lakeshore Residential area designation provided that the redesignation takes place on the basis of a comprehensive development proposal that addresses the overall area.

Over this past year, the Village has been receiving development enquiries and applications from property owners in both areas who are interested in redeveloping their properties. Accordingly, the Chief Administrative Officer has decided to be proactive and commence the Neighbourhood Plan (NP) process for both areas.

The purpose of the Neighbourhood Plan process is to enable property owners and residents of the area to explore land use options for the neighbourhood. The planning process will be guided by the following principles:

- It will be an open, fair, transparent and inclusive process that fully engages the residents of the neighbourhood and the Village as a whole;
- It will be thorough in detail and comprehensive in the scope; and
- It will adhere to the general policy framework of the Village's Official Community Plan (OCP).

Upon completion, the NP's will be considered by Council as a potential amendment to the Village's OCP.

DRAFT PLANNING FRAMEWORK - NEIGHBOURHOOD PLANNING AREAS 1 & 2

As a means of initiating the planning process, the Planning Consultant in collaboration with the Chief Administrative Officer has prepared the attached draft planning frameworks for each of the two Neighbourhood Planning Areas. The planning frameworks have been organized as follows:

- background information;
- planning context and issues;
- planning principles;
- land use options and projected housing units; and
- conclusion.

The land use options have been prepared based upon compliance with the overall policy framework in the Official Community Plan for both Neighbourhood Planning Areas.

COUNCIL OPTIONS

The following options are provided for Council's consideration:

- Option 1: Authorize staff to refer the draft *Planning Framework for Neighbourhood Planning Areas 1 & 2* to the Advisory Planning Commission and other applicable parties for review and comment, and to schedule neighbourhood meetings to discuss the draft planning frameworks;
- Option 2: Request staff to revise the draft *Planning Framework for Neighbourhood Planning Areas 1 & 2* prior to proceeding to referrals and neighbourhood meetings; or
- Option 3: Determine that the preparation of a Neighbourhood Plans for Neighbourhood Planning Areas 1 & 2 should not be pursued at this time.

CONCLUSION

The preparation of a Neighbourhood Plans for Neighbourhood Planning Area 1 & 2 would enable the Village in consultation with area property owners and residents to establish a long term vision and land use policy framework for the neighbourhood. These areas have been recognized in the OCP as a Neighbourhood Planning Areas, and in the spirit of promoting sustainable development practices, have been identified as having potential to accommodate alternative housing forms and increased densities. Once adopted, the Neighbourhood Plans would provide clear direction to property owners who are interested in developing their properties, and would assist Council in the consideration of rezoning applications.

Michael Rosen

Attachments:

- 1) *Map of Neighbourhood Planning Areas 1 & 2*
- 2) *DRAFT Planning Framework for Neighbourhood Planning Area 1*
- 3) *DRAFT Planning Framework for Neighbourhood Planning Area 2*

VILLAGE OF HARRISON HOT SPRINGS

NEIGHBOURHOOD PLANNING AREA 1

PLANNING FRAMEWORK

June 2009

A. BACKGROUND AND PURPOSE

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

B. PLANNING AREA STATISTICS

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

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

C. PLANNING CONTEXT AND ISSUES

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

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

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

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

D. PLANNING PRINCIPLES

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

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

E. LAND USE OPTIONS

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

Option 1

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

Small Lot Single Family Component

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

Single Family Component

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

Option 2

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

Small Lot Single Family Component

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

Single Family Component

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

F. CONCLUSION

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

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

VILLAGE OF HARRISON HOT SPRINGS

NEIGHBOURHOOD PLANNING AREA 2

PLANNING FRAMEWORK

June 2009

A. BACKGROUND AND PURPOSE

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

B. PLANNING AREA STATISTICS

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

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

C. PLANNING CONTEXT AND ISSUES

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

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

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

D. PLANNING PRINCIPLES

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

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

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

8) Infrastructure upgrades shall be the responsibility of the developer.

E. LAND USE OPTIONS

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

Option 1

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

Multi Family Component

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

Single Family Component

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

Option 2

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

Multi Family Component

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

Single Family Component

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

F. CONCLUSION

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

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

LAND USE CONCEPT

Option 1

(To be inserted)

LAND USE CONCEPT

Option 2

(To be inserted)

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

DATE: September 22, 2009
TIME: 4:00 p.m.
PLACE: Council Chambers

IN ATTENDANCE:

Lorne Lees (Deputy Chair)
Raymond Hooper
Brian Bignell
Alan Birtch
Marg Doman

Larry Burk, CAO

Recording Secretary, M. Mucha

ABSENT: Allan Jackson, Councillor
Leo Facio (Chair)
Harvey Ruggles

1. CALL TO ORDER

The Deputy Chair called the meeting to order at 4:03 p.m.

2. ADOPTION OF MINUTES

☐ APC minutes of
August 17, 2009

Moved by M. Dorman
Seconded by R. Hooper

THAT the minutes of the Advisory Planning Commission meeting of
August 17, 2009 be adopted.

CARRIED

3. DELEGATIONS/PETITIONS

None

4. CHAIRPERSON REPORT

None

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE ADVISORY PLANNING COMMISSION
MEETING
September 22, 2009
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5.

ITEMS FOR DISCUSSION

☐ Report on
Neighbourhood Plan
Area 1 & 2

M. Rosen briefly discussed his report which covered Neighborhood Plan Area 2. Area 2 suggests higher densities than Area 1. This is primarily because of its location close to central core of Village. Current Zoning is R2 but R4 also exists.

When we start planning we need to have a good understanding of the existing infrastructure and pre-determine methods we can use to minimize impact on existing neighborhood.

- Will people be displaced?
- Can older homes co-exist with new homes?
- Will the proposed density be high enough to enable developers to afford to purchase the land and still develop it?
- What can we do in regards to design features to promote sustainability, social, financial and environmental?

The Commission discussed Neighborhood Plan 2 and believes any current issues could be overcome by developers.

The CAO reported on current applications in Neighborhood Plan 2 area. Demand for *Pan Handle lots* may arise with narrow and/or short lots. , The current depth creates difficulty with different options. Optimally consolidating 4, 5 or even 6 lots can be done to allow for development.

M. Rosen stated that these 2 options are only a starting point and we are open to other alternatives.

The Commission discussed the demographics of new buyers; which will likely be early retirees.

M. Rosen described the Echo area as unique and “quirky” and commented on the very wide streets. Furthermore, he discussed Garrison Crossings ability to create separate pods within the same area through the use of design features; they combined mf, 3-storey, and dormer design feature to promote uniqueness

Closing Spruce Street and/or Bear Avenue would be details for a later date. Closing some could create a potentially decent size development site.

The Commission discussed the potential for existing home owners to re-size their lots if they found any benefits of chunking off their land.

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE ADVISORY PLANNING COMMISSION
MEETING
September 22, 2009
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The Commission discussed their thoughts on suites vis a vis current financial situations of many new home owners. Public meeting attendees did not seem to be concerned either way to whether suites were acceptable or not.

Options to incorporate a lane in the back of the houses would suggest no access in the front and be a position aspect for design features.

The developer takes on all risk in regards to researching demographics with respect to proceeding with a development idea of his choice.

The CAO reported that the Village of Harrison is years behind the time vis a vis secondary. There should be an area where suites are permitted as long as parking is not an issue. As well, wide road standards are a deficit environmentally and economically.

The Commission discussed current parking issues and commented on different situations and outcomes. Parking issues are inevitable with all municipalities.

The CAO suggested that smaller communities do not have the opportunity to have affordable housing because of limited space. We would like to give the developers comfort by pre-planning areas so that they can assemble lands to one option or another.

Building and layout design is the key factor to making the development unique and having the community accept new development ideas.

Motion by B. Bignell
Seconded by L. Lees

THAT the Advisory Planning Commission recommend to Council an option that would allow for a density of 35 units per hectare, subject to the application of design guidelines within the area.

CARRIED

Any concerns from the public will be raised at the next public meeting.

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE ADVISORY PLANNING COMMISSION
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☐Report of CAO –
Public Consultation
Meeting held
September 16, 2009

Public Consultation Meeting for Area 1 held on September 16, 2009

The CAO reported on the public consultation meeting which was reasonably well attended.

The Commission reviewed the public meeting comments. Once we receive all comments from various groups and meetings we will collaborate on the results and look for common themes.

No strong opinions from the public have been brought to the table at this point.

☐Report of CAO –
Site Layout at 853 Hot
Springs Road – 2
options

SITE LAYOUT AT 853 HOT SPRINGS ROAD –

New options for site layout at 853 Hot Springs Road have not yet been brought to the table.

The next meeting will be held October 20th, 2009 at 4:00pm.

6.

ADJOURNMENT

Moved by R. Hooper
Seconded by A. Birtch

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 5:50pm

Certified a true and correct copy of the
minutes of the Advisory Planning
Commission Meeting held September 22,
2009 in Council Chambers, Village of
Harrison Hot Springs, B.C.

Larry Burk (CAO)

Lorne Lees (Deputy Chair)

**VILLAGE OF HARRISON HOT SPRINGS
NOTES OF THE PUBLIC INFORMATION MEETING
NEIGHBOURHOOD PLANNING AREA 2**

DATE: November 12, 2009
TIME: 7:00 p.m.
PLACE: Council Chambers, Village of HHS

IN ATTENDANCE: Larry Burk, Chief Administrative Officer
Michael Rosen, Planning Consultant

Recording Secretary, Debra Key

Neighbourhood Planning Area 2

CAO Larry Burk welcomed everyone for discussion and open dialogue to see changes for Neighbourhood Planning Area 2. OCP currently has these planning areas. Have had a round of consultation about Neighbourhood Planning area 1. Have had meetings with the APC. The purpose is to hear comments regarding areas that might be developed.

Larry introduced Michael Rosen. Michael Rosen, professional planning consultant has worked for Village for about one year and for small communities around BC for about 30 years. The smaller the community the more passion people have.

This is the start of the process for Neighbourhood Planning area 2. Council is looking to define a vision for his part of Harrison. The OCP is a statement as to what the community has and would like. The OCP speaks to change in this particular area. Similar process is occurring in the south. Tonight will present some ideas. This plan provides a framework for Council to make decisions. OCP identifies this area as a special area, strategic area, very close to the main part of Harrison. This is about identifying change. OCP identifies change – most people don't embrace a lot of change, especially in small towns. It identifies changes in density or housing types. Density is the relationship between the number of houses on a particular piece of property. The plan speaks to increasing the density in this area accommodating a change to single family dwellings to something more than that. The plan talks about townhouse type projects. As you move away from the lake and commercial area, then density increases. The area is about 13 acres, 46 lots. Most of the area is zoned R2, current zoning allows basically single detached dwelling and duplex. A couple of lots are zoned Institutional. The OCP provided the opportunity to transition to higher density. We are trying to have a community more walkable. Trying to get people to live closer. Principles of trying to make communities walkable.

If we look to increase the number of units, does the town have the proper size of pipes in the ground, sewage disposal? Any change that occurs in here, it will not happen overnight. Can older homes co exist with newer houses? Will density be high enough for developer to actually afford to buy the property that is to be developed? What is the design going to be? What other things can we look at to deal with sustainability?

Change of use of density shall respect the character of the south side neighbourhood. The assembly of properties is preferred however, can we accommodate individual redevelopment. Density should decrease as the distance increases. Emphasis should be to encourage full time residents. New zones would be created, but have to be consistent with the overall plan. Green building elements, promoting incentives, tangible opportunities for alternative mode of transportation. Developer usually builds sewers and roads. Promote smart growth where they typically make the most sense.

How can this plan can benefit you?

**VILLAGE OF HARRISON HOT SPRINGS
NOTES OF THE PUBLIC INFORMATION MEETING
NEIGHBOURHOOD PLANNING AREA 2**

Questions from the Floor

Q – When you mention townhouse would it be separate title?

A – Strata title – each house would sit on its own lot.

Q – People who live on Echo the minute any rezoning goes through to what it currently is – my property value will go down. My investment will be less.

A – If you actually live on north side on Echo and there is a change of zoning that allows more density on your lot there is now, it will increase your value. You are assuming that the financial analysis is the right one. The ambiance of the street, if you have very good design guidelines, the ambiance could improve.

Q – appreciate a mix in the village – why do you have to take the last half of the large lots in Harrison.

A – this area was identified because of the location, zoning hasn't changed. This area in the OCP is contemplated for change.

Q – need clarification for small lot – if its zoned small lot, can someone buy it and put two houses on it

Q – developing small lots and townhouses, will this increase living for part time people ?

A – there are certain legal possibilities of how to control who lives in the dwellings, need to discourage – more people, more demand

Q – three neighbourhoods who commute into Vancouver every day

Larry – Chilliwack and Abbotsford is increasing growth strategies,

Q – small village affect- isn't this going to change the whole dynamics?

A – subjective – everyone has a different idea what a Village is. Need a decent food store, need a place where I don't have to drive 5 miles. It's because there isn't enough of a population to sustain it. There is trade offs – will set the tone for change. Larry – working with a document that is already in place that suggests it already addresses it. Michael – it will change what is out there now. The colour represents what is in place now.

Q – wondering what sort of population increase would that be?

A – looking at somewhere of 110 – 135 units x 2.53 at build out assuming every single person buildings out to the maximum

Q – would the sewer, etc. be able to sustain this

A – Larry – new reservoir allows for it – changes to sewer connection – service is available

Q – is there enough commercial area designated to accommodate?

A – absolutely yes – I see a lot of land that is developed commercial that is very under utilized. There isn't a problem

Q – compliment but don't think the plan is going far enough – if developer comes in – how is Village going to handle this?

A – developer has a piece of property and need to upgrade infrastructure to accommodate the property. He builds it but wants to get money back for people who come after. Agreements go in place for subsequent

**VILLAGE OF HARRISON HOT SPRINGS
NOTES OF THE PUBLIC INFORMATION MEETING
NEIGHBOURHOOD PLANNING AREA 2**

developers to pay a latecomer charge. Could make a project not viable. – Larry DCCS for long term improvements

Q – OCP who is making decision to change this street to highrises? Your theory is going to stop short on Echo – are they going to jump Echo to buy bigger chunks of land

A – the person would have to make application to Council to have higher buildings – there is nothing in the plan now that would get close to that density.

Q – would Echo be torn up and dig up

A – Larry – size of watermains and service is adequate – the developer would have to pay

Q – commercial factor – can neighbourhood open up a daycare center

A – daycare of that size is not permitted in the residential setting

Q – what kind of commercial use could happen?

A – this doesn't allow for commercial

Q – if zoning to be changed to R3 does that affect my taxes?

A – this type of proposal doesn't not change the zoning, option 1 rezoning

option 2 – only rezone the lands as they come along project by project

taxes you pay is based on the value of your land, BC Assessment authority establish the value of the property.

Does that change the value of your property. Just because plan changes, zoning doesn't.

The only reason you are paying more taxes is because your property is worth more.

Q – sidewalks – in favour of anything that would increase sidewalks

A – philosophy is to allow for a walkway on the side of the road

Q – option 1 and option 2 is density the same? Echo have blue and orange

A - Larry – difficult for multi family on north side.

Q – concerned in high density and what it would do

Q – don't care for option 2 prefer option 1 – splitting a residential street right down the middle. Remove Echo from the picture

A – current situation a person can build a big house if they want – if we had ability to control the size through rezoning, design controls – houses on north side may be developed in a more sensitive manner

Q – what is the plan for the south side of Echo?

A – stays the same

Q – consideration of the Kingma property

A – yes

Q – did not chose to live in a condo or strata- 6 years after we bought 6 houses went up – either one of the options would not be good for me

**VILLAGE OF HARRISON HOT SPRINGS
NOTES OF THE PUBLIC INFORMATION MEETING
NEIGHBOURHOOD PLANNING AREA 2**

Q – what kind of people do you imagine coming to live in Harrison

A – see this area evolving over 20 years – demographics of community changes – my sense is young families looking for a starter home, could also see people living in a downsized house, in multi family can't afford a house yet, no kids; don't want maintenance so go into strata or townhouse. In small communities you want to attract a mix of people.

Councillor Jackson – in currently working out process to reduce carbon footprint – Council may want to get away from building bigger houses, need to reduce footprint, better use of the land

Q – Suggest boundary could include all of Echo

Michael Rosen thanked everyone for coming and participating.
Adjourned at 8:45 p.m.

JAN 6 2010



FRASER VALLEY REGIONAL DISTRICT

45950 Cheam Avenue, Chilliwack, British Columbia V2P 1N6

Phone: 604-702-5000

Toll Free: 1-800-528-0061 (BC only)

Fax: 604-792-9684

website: www.fvrd.bc.ca e-mail: info@fvrd.bc.ca

January 5, 2010

Mr. Larry Burk
Chief Administrative Officer
Village of Harrison Hot Springs
P.O. Box 160, 495 Hot Springs Road
Harrison Hot Springs, B.C.
V0M 1K0

Dear Mr. Burk:

JAN 8 2010	
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> P/R
<input checked="" type="checkbox"/> DCAD	<input type="checkbox"/> ADMIN
<input type="checkbox"/> DIR F	<input 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	A B C
COUNCIL AGENDA	
DATE	
INITIAL <input type="checkbox"/>	
(ITEMS: A - REQ, ACTION; B - INFO - WRESP; C - INFO ONLY)	

File No. 6935-15-006

Re: Neighbourhood Planning Area 2 - OCP

The Fraser Valley Regional District (FVRD) would like to thank you for the opportunity to review and comment on the proposed changes to the Neighbourhood Planning Area 2 in the Village of Harrison Hot Springs' Official Community Plan (OCP).

Upon reviewing the planning framework for the area, the FVRD is pleased to see that Harrison Hot Springs is following an approach consistent with the Regional Growth Strategy (RGS) and is working towards increased residential densities within the Urban Growth Boundary as identified in the RGS, as well as investigating the potential of green building elements to promote sustainability. In addition to supporting infill development in urban areas, the growth management goals of the RGS also encourage energy efficiency in buildings, a range of housing types that support accessibility and affordability, settlement patterns that encourage walking, cycling and public transit, and a safe and attractive built environment. These elements of planning are becoming increasingly important as communities in the FVRD work towards reducing their greenhouse gas emissions under new provincial legislation and transition towards sustainability.

Thank you again for the opportunity to review and comment the proposed changes to the Neighbourhood Planning Area 2. Please note that these are staff comments and have not been reviewed by the Regional Board. Please do not hesitate to contact me if you have any comments or concerns.

Yours truly,

Hugh Sloan
Director of Planning



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

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

FROM: Larry Burk,
Chief Administrative Officer **FILE:** 0340
REPORT: RC015

PREPARED BY: Debra Key
Executive Assistant

SUBJECT: Information Technology – Email Communication and Computer Use
Policy No. 2.23

RECOMMENDATION:

THAT Policy No. 2.23 Information Technology – Email Communication and Computer Use be adopted.

BACKGROUND:

A Code of Conduct policy adopted in 2006 provides general guidelines with respect to computer use, however, the content is very outdated. There is no policy in place that provides guidelines to regulate the use of email and internet communication. With the steady growth and evolution of computer technology and email communication, it is desirable that the Village adopt a comprehensive policy.

BUDGETARY CONSIDERATIONS:

There are no budgetary considerations.

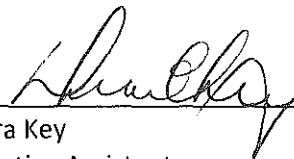
POLICY CONSIDERATIONS:

New policies require Council resolution.

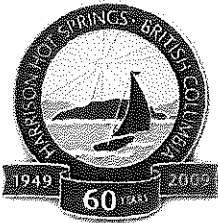
Respectfully submitted for your
consideration;



Larry Burk
Chief Administrative Officer



Debra Key
Executive Assistant



VILLAGE OF HARRISON HOT SPRINGS

POLICY

SUBJECT	POLICY NUMBER 2.23
INFORMATION TECHNOLOGY - EMAIL COMMUNICATION AND COMPUTER USE	DATE ADOPTED

1. PURPOSE

The purpose of this policy is to establish guidelines to regulate email and internet communications and the use of Village computer equipment.

The objective is to ensure that all users of Village computer equipment are required to be aware that email and internet communication shall adhere to the Village's policies, bylaws and the *Freedom of Information and Protection of Privacy Act*, as well as all applicable Canadian federal, provincial and local laws and statutes. In addition, this policy will provide guidelines for the operation of Village owned computer equipment that is provided for the purpose of conducting Village business only.

2. POLICY

- a. This policy shall apply to all Village elected or appointed officials, employees and contracted employees utilizing email and internet systems and who operate Village owned computer equipment and services.

Email and Internet

1. All email is the property of the Village and email services are provided for business purposes to enhance productivity and improve customer service. The Village requires that email be used in a responsible, ethical and lawful manner. The Village respects individual privacy, but a user cannot expect privacy rights to extend to work-related conduct or the use of email. Users shall have no reasonable expectation of privacy in email communication. All email is a record and management of email must comply with existing legislation, regulations, policies and standards and is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
2. Email usage should be restricted for use as a business tool, however, incidental use for personal purposes may be acceptable. Any incidental personal use shall not affect users productivity, disrupt the system or harm the Village's reputation. Failure to follow these practical guidelines will result in the discontinuation of use of Village owned equipment or more severe action as considered necessary at the sole discretion of the Chief Administrative Officer.
3. Users shall not send, forward and/or reply to large distribution lists concerning non-Village business. In addition, users must consider the impact on the network when creating and using large, work-related distribution lists.
4. Users are responsible to ensure that no one else uses or has access to their email account. Passwords should be kept strictly confidential.

Prohibited Use of Email

- a. Emails that disrupt or threaten to disrupt the efficient operation of Village business or administration are prohibited. Prohibited emails include, but are not limited to:
 - Emails that publicize a personal dispute other than according to an approved grievance or complaint procedure;
 - Emails that constitute or counsel insubordination;
 - Emails that harm close working relationships;
 - Emails that take users away from their assigned tasks;
 - Emails that undermine the Village's ability to provide public services through its users;
 - Emails that create data congestion by sending or responding to trivial email subjects;
 - Unless authorized, make any statement using email that implies a position, opinion of or binds the Village in any way.
- b. Emails that violate law, individual rights or create potential liability for the Village are prohibited. Prohibited emails include, but are not limited to:
 - Emails that are pornographic or obscene.
 - Emails that are in conflict with any policy prohibiting discrimination, including harassment, on the basis of race, colour, religion, sex, national origin, ancestry, age, physical disability, mental disability, medical condition, veteran status, marital status sexual orientation or any other status protected by local, provincial or federal law;
 - Emails that include racial religious or ethnic slurs;
 - Emails intended to harass or annoy;
 - Threats that implicate personal safety.
- c. Email shall not be used to solicit or recruit others for non-job related commercial ventures, religious or political causes, outside organizations or other non-job related activities.
- d. Email shall not be used for the sale or promotion of non-Village ventures, goods, services or events.

Status of Email Communication

- a. All and every email communication is not confidential and is subject to review by Village administration.
- b. Email communication may be subpoenaed or requested under the *Freedom of Information and Protection of Privacy Act* and may be used as evidence in court or as part of an investigation. The content of email communication may be disclosed within or outside of the Village without the user's permission or knowledge.

- c. Village management has the authority to access email at any time for any lawful Village business-related reason.

Management of Email (as an electronic record)

- a. Emails which are intended to be retained in the ordinary course of the Village's business are recognized as official records that need protection and retention.
- b. Email is subject to public disclosure, even if they are drafts or informal notes, unless the need to retain their confidentiality outweighs the need for disclosure as determined by the Freedom of Information and Protection of Privacy regulations.
- c. Email that is not intended to be retained and which serve no useful purpose to the Village should be deleted. This includes email both in the In Box and Sent folders. Messages that should be discarded as soon as their useful life is over include, but not necessarily limited to:
 - Transitory or fleeting messages
 - Attachments that are duplicates
 - Administrative or facilitative messages. ie. booking appointments, meeting rooms, etc.
 - Copies received for information only
 - Personal messages

Spam policy

- a. Users must report any strange email activity to the administration or appropriate supervisor immediately.
- b. Users should never open email attachments if the source is from a third party unless the attachment was expected.
- c. Users must not respond to unsolicited commercial electronic mail ("spam") and should click on "remove me from the list" or any other links when necessary. Permanently delete all spam email without opening.

General Procedure – Email Etiquette and Use

- a. You are representing the Village of Harrison Hot Springs through your email communication both internally and externally, and it is critical that you maintain a positive image for both yourself and the Village. Users should carefully consider the intended audience, tone, formality, and format for all email messages.
- b. Be certain that your email communication is addressed to the proper person. Email should not be used for broadcast purposes unless the message is of interest to the list of users being communicated with. Any message received which is intended for another person should be returned to the sender. All copies of the misdirected message should be deleted after it has been returned to the sender. An incorrectly addressed message should only be forwarded to the intended recipient if the identity of that recipient is known and certain.
- c. Capitalize words only to emphasize an important point or to distinguish a title or heading. Capitalizing whole words that are not titles is generally interpreted as shouting.

- d. Be professional and careful of what you say about others. Emails are easily forwarded and blind-copied.
- e. Be cautious when using sarcasm and humour. Without face to face communication, humour may be viewed as criticism. By the same token, also carefully read what others write. The perceived tone may easily be misinterpreted.
- f. Some emails, especially those written in "the heat of the moment," are best unsent. Think twice before sending angry or sarcastic email or using email to let off steam.
- g. Be aware that deleting or erasing email is, in many cases, ineffective. Email may be electronically recalled or recreated regardless of whether they may have been erased or deleted by a user. Further, since the Village backs-up email, they may exist even after a user assumes they are deleted. Finally, email may still exist in the storage areas of other users. Therefore, users who delete or erase email should not assume that such communication is confidential.
- h. The creation of single topic messages should be done whenever possible. This will facilitate filing, retrieval and forwarding messages.

Penalties for misuse of mail

- a. All users will be provided a copy of this policy, upon the granting of access to the Village email service. Each user shall be required to complete an acknowledgement of receipt and understanding of this policy.
- b. Failure on the part of any employee to comply with the provisions of this policy shall subject the user to disciplinary action. Further, failure to comply with any provision of this policy may result in suspension or revocation of the privilege of using or accessing email services.
- c. Failure on the part of any Village elected or appointed official to comply with the provisions of this policy will constitute grounds for the Village Council to deny the official access to email services and return of all Village owned equipment.
- d. Failure on the part of any contractor, consultant or other non-employees utilizing Village email service to comply with the provisions of this policy will constitute grounds for termination of their contract with the Village and return of any Village owned equipment.

Unauthorized Monitoring of Email

It is a violation of Village policy for any user, including system administrators, supervisors, or programmers to use electronic devices and services for satisfying idle curiosity about the affairs of others, for obtaining access to email of others with no substantial business purpose or legal authority without providing notification of intent to do so. Abuse of authority by accessing email for such purposes is prohibited and may result in disciplinary action including suspension.

Computer Equipment

- a. All desk and lap top computers and accessories are the property of the Village and are supplied for use for Village business.

- b. Computer laptops that are issued to Mayor and Council are to be used for Council business and must be automatically returned upon termination of the Council term. In the event of an emergency where operational requirements demand the use of computer equipment, laptops must be returned to the Village office as soon as practicable once a request is made.
- c. Downloading, installing or uninstalling any software on any Village computer is prohibited without authorization of the Chief Administrative Officer. Village computer equipment is maintained and updated periodically by a contracted IT company who ensure compliance with copyright and licence provisions with respect to both programs and data. Requests for new or the removal of software shall be made to the Director of Finance.

APPROVED BY:	DATE:
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VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** February 11, 2010
FROM: Larry Burk,
Chief Administrative Officer **FILE:** 2240-20-35
REPORT: RC016

PREPARED BY: Debra Key, Executive Assistant

SUBJECT: Janitorial Services Agreement – 2010 - 2013

RECOMMENDATION:

THAT the Janitorial Services Agreement for the years 2010 to 2013 inclusive be awarded to Hatt's Services.

BACKGROUND:

In previous years, the janitorial service agreement was renewed annually after the opportunity to bid was advertised in the local papers and on the Village website. Due to the minimal amount of interest and lack of submissions from bidders, it is desirable that this agreement for janitorial services be entered into for a longer term.

The Village received bid proposals from Hatt's Services, Agassiz, BC and one from Greenshades Enterprises, Agassiz, BC (copies enclosed). There is a substantial difference in the costs per month in the proposed payment schedules.

BUDGETARY CONSIDERATIONS:

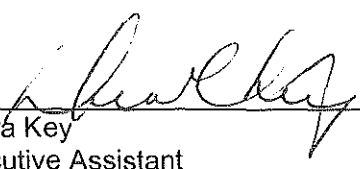
There is no increase from last year's service agreement provided by Hatt's Services.

POLICY CONSIDERATIONS:

Two bid proposals were received and processed pursuant to Policy 2.30 Purchasing and Procurement.

Respectfully submitted for your
consideration;


Larry Burk
Chief Administrative Officer


Debra Key
Executive Assistant



6923 Fraser Drive
Agassiz, BC V0M 1A2
Phone: (604)796-5552 Cell: (604)793-6227

February 9, 2010

The Corporation of the Village of Harrison Hot Springs
495 Hot Springs Road
P.O. Box 160
Harrison Hot Springs, B.C. V0M 1K0

Attention: Debra Key, Executive Assistant

Dear Ms. Key

Thank you for the opportunity to submit this quotation for the janitorial maintenance as specified for the above Village.

As per telephone conversation with you February 9, 2010, please find the amended payment schedule based on the Village providing the following supplies:

- Toilet paper
- Paper towels
- Sanitary Napkin Bags
- Urinal Pucks
- Hand Soap
- Garbage Bags
- Nitrile Gloves

Hatt's Services will provide all the necessary cleaning equipment and products not listed above.

Please find attached our proposed payment schedule. Hatt's Services will meet all specifications outlined in the Janitorial Contract with the above exception.

Thank you,

Russell Hatt (Hatt's Services)
RH/bh

FEB 10 2010

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

The Contractor agrees that all information in any Village building such as but not limited to: documents, notices, correspondence, plans and any other materials shall be considered to be strictly confidential and no item shall be removed from any Village office for distribution, erection or copying in any way.

11) **PAYMENT SCHEDULE**

a) 2010 for:

\$2,500^{.00} per month, plus applicable taxes from May to October inclusive (note adjustment for 2010);

\$1,500^{.00} per month, plus applicable taxes from November 2010 to April 2011 inclusive;

\$25^{.00} per hour, plus applicable taxes for any "extra work" call-out rate (not including remedial work or follow up care requirements for poor performance). The Village acknowledges a minimum of two hours for any "extra work" requested by the Village.

b) 2011 for:

\$2,500^{.00} per month, plus applicable taxes from May to October;

\$1,500^{.00} per month, plus applicable taxes from November 2011 to April 2012 inclusive;

\$25^{.00} per hour, plus applicable taxes for any "extra work" call-out rate (not including remedial work or follow up care requirements for poor performance). The Village acknowledges a minimum of two hours for any "extra work" requested by the Village.

c) 2012 for:

\$2,500^{.00} per month, plus applicable taxes from May to October inclusive;

\$1,500^{.00} per month, plus applicable taxes from November 2012 to February 28, 2013 inclusive;

\$25^{.00} per hour, plus applicable taxes for any "extra work" call-out rate (not including remedial work or follow up care requirements for poor performance). The Village acknowledges a minimum of two hours for any "extra work" requested by the Village.

d) Invoicing shall be monthly by the 15th of each month with payment due by the 30th of each month.

FEB 08 2010

REVISED PAYMENT SCHEDULE
FEB 10 2010

FILE #	DATE
<input type="checkbox"/> CAO	<input type="checkbox"/> ACCTS P/R
<input type="checkbox"/> DCAO	<input type="checkbox"/> ADMIN
<input type="checkbox"/> DIR P	<input type="checkbox"/> S/ENF
<input type="checkbox"/> SUP P/W	<input type="checkbox"/> MAYOR
<input type="checkbox"/> PAYROLL TAX	<input type="checkbox"/> COUNCIL
ITEM A B C	
COUNCIL AGENDA	
DATE	
INITIAL <input type="checkbox"/>	
(ITEMS: A - REQ, ACTION; B - INFO - W RESP; C - INFO ONLY)	

GREENSHADES ENTERPRISES
FOR
VILLAGE OF HARRISON HOT SPRINGS
JANITORIAL CONTRACT

ATTENTION
DEBRA KEY

REVISED FEB 10, 2010 - VILLAGE PROVIDES SUPPLIES
GREENSHADES ENT.

6

The Contractor agrees that all information in any Village building such as but not limited to: documents, notices, correspondence, plans and any other materials shall be considered to be strictly confidential and no item shall be removed from any Village office for distribution, erection or copying in any way.

11) PAYMENT SCHEDULE

a) 2010 for:

\$ 6151⁰⁰ per month, plus applicable taxes from May to October inclusive (note adjustment for 2010);

\$ 2767⁰⁰ per month, plus applicable taxes from November 2010 to April 2011 inclusive;

\$ 25⁰⁰ per hour, plus applicable taxes for any "extra work" call-out rate (not including remedial work or follow up care requirements for poor performance). The Village acknowledges a minimum of two hours for any "extra work" requested by the Village.

b) 2011 for:

\$ 6622⁰⁰ per month, plus applicable taxes from May to October;

\$ 3123⁰⁰ per month, plus applicable taxes from November 2011 to April 2012 inclusive;

\$ 25.75 per hour, plus applicable taxes for any "extra work" call-out rate (not including remedial work or follow up care requirements for poor performance). The Village acknowledges a minimum of two hours for any "extra work" requested by the Village.

c) 2012 for:

\$ 6826⁰⁰ per month, plus applicable taxes from May to October inclusive;

\$ 3219⁰⁰ per month, plus applicable taxes from November 2012 to February 28, 2013 inclusive;

\$ 26.50 per hour, plus applicable taxes for any "extra work" call-out rate (not including remedial work or follow up care requirements for poor performance). The Village acknowledges a minimum of two hours for any "extra work" requested by the Village.

d) Invoicing shall be monthly by the 15th of each month with payment due by the 30th of each month.

REVISED GREENSHADES ENT. PAYMENT SCHEDULE



VILLAGE OF HARRISON HOT SPRINGS

THIS AGREEMENT is dated for reference this _____ day of _____, 2010.

BETWEEN:

VILLAGE OF HARRISON HOT SPRINGS
495 Hot Springs Road, P.O. Box 160
Harrison Hot Springs, BC V0M 1K0

(the "Village")

- and -

(the "Contractor")

SERVICE AGREEMENT

WHEREAS the Contractor is contracted by the Village pursuant to this Service Agreement to provide janitorial services for the Village of Harrison Hot Springs.

AND WHEREAS the Contractor and the Village wish to enter a Service Agreement to govern their relationship;

AND WHEREAS in consideration of the covenants herein contained, the parties hereto agree as follows:

- 1) The work, as described in section 4, shall begin on the 1st day of March, 2010 and shall terminate on February 28, 2013, except as provided in Section 12.
- 2) This agreement is for services of the Contractor as an independent Contractor only and nothing in this agreement is to be construed as creating a partnership or employment relationship between the Contractor and the Village.
- 3) The Contractor shall: provide all janitorial supplies including toilet tissue and deodorizers.

4) **CONTRACTOR COVENANTS**

a) The Contractor shall:

- i) Perform or carry out all necessary functions of this agreement as directed by the Village, and to carry out the work on the sites in a proper and professional manner;
- ii) Not act on or commence any activity, other than those clearly identified in this agreement, without prior approval of the Village;
- iii) Notify the Village immediately in the event of any accident, or unsafe conditions apparent.
- iv) Not, during the period of time the Contractor is performing the services, maintain or acquire any interest, direct or indirect, which would, in the reasonable opinion of the Village, give rise to a conflict of interest between the obligations of the Contractor to the Village under this agreement and the obligations of the Contractor to any other person, firm or corporation.

b) The Contractor shall provide janitorial services at varying frequencies at the Village Office and Portable, Public Works Office, Memorial Hall and Beach Washrooms as follows:

i) **MEMORIAL HALL**

The washrooms are opened by the public works crew every day. They are to be checked and locked by the janitorial contractor at 6:00 p.m. each day and 9:00 p.m. Friday and Saturday.

The washrooms, lobby and entrance to the building are to be cleaned at a minimum on Wednesdays and Mondays; OR

On the day of, once per day if an event of more than two days, and following each scheduled occupancy or performance of any kind.

Cleaning shall include the kitchen area, floors, furniture and fixtures as necessary depending on use; and

Cleaning shall be performed on such special times as may be requested by the Village from time to time depending on frequency of use or occupancy.

Special Note

- a) The Memorial Hall washrooms will be closed between September 20, 2010 and December 15, 2010 during renovations. Cleaning after December 15, 2010 shall be negotiated between the Contractor and the Village as necessary and added to this agreement as an addendum.

ii) BEACH WASHROOMS

Typical Schedule - May 1 to October 31 annually during this Contract.

The washrooms and sidewalk adjacent to the building shall be checked and cleaned three times per day, 7 days per week or more frequently as requested by the Village depending on volume of use;

The washrooms are opened by the Village every day. They are to be checked and locked by the Contractor at 10:00 p.m. each day during May, June, September and October, and at 11:00 p.m. each day during July and August.

iii) VILLAGE OFFICES

The Village office and portable shall be cleaned twice each week; Wednesday evening and Sunday. The work includes general office cleaning, vacuuming all floors, dusting all furniture and fixtures, cleaning washrooms, cleaning soiled dishes, emptying all garbage containers and leaving at back doors for removal by Village, dusting all desks, furniture and equipment and wall and ceiling surfaces as required. Council tables are to be polished weekly.

The inside of all windows shall be cleaned at a minimum once a month. The outside of all windows shall be cleaned a minimum of twice a year typically in mid to late Spring and just after Thanksgiving;

Hardwood and linoleum floors shall be stripped, waxed or treated depending on surface at least 3 times per year. All carpets shall be professionally cleaned in mid spring and mid September.

Outside walkways shall be swept (blown clean) if required each time the office is cleaned.

iv) **PUBLIC WORKS OFFICE**

The Public Works office, lunchroom, changing area, bathrooms and shower, shall be thoroughly cleaned twice per week (recommend Tuesday and Friday). Note that on Friday afternoons Public Works is typically off by 2pm. Vacuum and mop all floors. Wash counters and soiled dishes. Dust furniture and equipment.

Linoleum or tile surfaced floors shall be professionally stripped and waxed at least 3 times per year.

5) **INDEMNIFICATION**

Notwithstanding any provision herein contained to the contrary, the Contractor shall indemnify and save harmless the Village of and from all fines, suits, claims, demands, actions, costs charges and expenses of any nature or kind for which the Contractor may become liable or which the Contractor may suffer or incur by reason of:

- a) any breach, violation or non-performance by the Contractor of any covenant, term or provision contained herein;
- b) the presence of the Contractor's equipment or any and all work undertaken by the Contractor on the site.

6) **LIABILITY**

The Contractor shall be liable to the Village for all loss, damages and expenses which the Village may suffer, sustain, pay or incur by reason of any matter or thing arising out of or attributable to any act or omission of the Contractor, its servants, agents, contractors or employees in respect of the Contractor's use of the site area or by reason of this Agreement.

7) **INSURANCE**

The Contractor shall maintain, at all times during the currency of this agreement, commercial general liability and property damage insurance against claims for personal injury, death or damage to property arising out of any of the omissions or errors of the Contractor or any of his agents, employees or servants. The commercial general liability insurance shall be maintained at two million dollars (\$2,000,000.00), for any one loss minimum, and the Village shall be named as an additional insured in the policy.

The Contractor shall provide proof of comprehensive general liability and property damage insurance for the duration of the agreement upon execution of the agreement.

The Contractor, at the Contractor's expense, shall insure and keep insured while the resulting Contract is in force, with such companies and on such forms as are acceptable to the Village, liability insurance coverage at one million dollars (\$1,000,000.00) in automobile liability in respect of all licensed vehicles owned or leased by the Contractor and used during the performance of work as outlined herein.

Prior to the commencement of any work hereunder, the Contractor shall file with the Village a certified copy of their general and automobile liability insurance policies with all the necessary endorsements attached; including certificates pertaining to their owned and non-owned automobile insurance coverages.

Should the Contractor neglect to obtain and/or maintain insurance as aforesaid, or deliver such policy or policies to the Village, then it shall be lawful for the Village to obtain and/or maintain such insurance and the Contractor hereby appoints the Village their true and lawful attorney to do all things necessary for this purpose. All monies expended by the Village for insurance premiums under the provisions of this clause shall be charged to the Contractor.

8) **WORKERS' COMPENSATION BOARD/WORKSAFE BC**

The Contractor is required to have WCB/WorkSafe BC coverage.

9) **CRIMINAL RECORDS CHECK**

The Contractor is required to supply the Village with a complete Level I Criminal Records Check for all employees and owners of the Contractor who will be providing or performing any work as noted in this document.

10) **RESPONSIBILITY AND CONFIDENTIALITY OF JANITORIAL CONTRACTOR**

The janitorial contractor shall advise the Chief Administrative Officer of the name, address, telephone number and age (must be 16 years of age or older) of any person working with or for the Contractor in any capacity under this contract. Training and supervision of personnel is the responsibility of the Contractor.

Keys for municipal buildings shall be distributed to the Contractor by the Village upon satisfactory provision of above information and documents. Under no circumstances shall any keys be copied.

The Contractor agrees that all information in any Village building such as but not limited to: documents, notices, correspondence, plans and any other materials shall be considered to be strictly confidential and no item shall be removed from any Village office for distribution, erection or copying in any way.

11) **PAYMENT SCHEDULE**

a) **2010** for:

\$ _____ per month, plus applicable taxes from May to October inclusive (note adjustment for 2010);

\$ _____ per month, plus applicable taxes from November 2010 to April 2011 inclusive;

\$ _____ per hour, plus applicable taxes for any "extra work" call- out rate (not including remedial work or follow up care requirements for poor performance). The Village acknowledges a minimum of two hours for any "extra work" requested by the Village.

b) **2011** for:

\$ _____ per month, plus applicable taxes from May to October;

\$ _____ per month, plus applicable taxes from November 2011 to April 2012 inclusive;

\$ _____ per hour, plus applicable taxes for any "extra work" call- out rate (not including remedial work or follow up care requirements for poor performance). The Village acknowledges a minimum of two hours for any "extra work" requested by the Village.

c) **2012** for:

\$ _____ per month, plus applicable taxes from May to October inclusive;

\$ _____ per month, plus applicable taxes from November 2012 to February 28, 2013 inclusive;

\$ _____ per hour, plus applicable taxes for any "extra work" call-out rate (not including remedial work or follow up care requirements for poor performance). The Village acknowledges a minimum of two hours for any "extra work" requested by the Village.

d) Invoicing shall be monthly by the 15th of each month with payment due by the 30th of each month.

12) **TERMINATION OF AGREEMENT**

The Village may, in its sole discretion, by giving notice to the Contractor, terminate or suspend all or any part of the contracted services. If the Village terminates or suspends all or part of the contracted services under this section, the Contractor may deliver an invoice to the Village for the previous period of the contracted portions of the services suspended.

The Contractor is not entitled to, and irrevocably waives and releases all claims for damages or compensation for costs incurred, loss of profit, or loss of opportunity, directly or indirectly arising out of termination or suspension of all or any part of the contracted services.

IN WITNESS WHEREOF the parties have caused this agreement to be executed as of the day and year above first written.

VILLAGE OF HARRISON HOT SPRINGS

Per:

Per:

Mayor:

Contractor

Chief Administrative Officer:



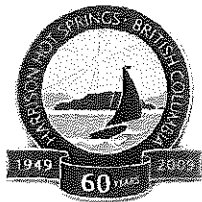
VILLAGE OF HARRISON HOT SPRINGS

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 932, Hot Springs Road and McPherson Road Residential Water Connection Finance Plan Bylaw No. 932, 2010.

Council approved the expenditure of funds to extend the community water system on Hot Springs Road to the end of residential development on McPherson Road. In order for property owners to apply to the new community water system, Council deemed it desirable to offer alternate finance arrangements for the payment of residential water service connection costs to all lands fronting the Hot Springs Road project.

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. 932

A bylaw to provide a financing plan for residential water service connection on Hot Springs Road and McPherson Road

WHEREAS the Village of Harrison Hot Spring has deemed it advisable to establish a bylaw to provide a finance plan for the payment of residential water connection costs to lands fronting Hot Springs Road and McPherson Road.

AND WHEREAS Section 8(3) of the *Community Charter* provides that a Council may, by bylaw, provide any service that the council considers necessary or desirable, and may do this directly or through another public authority or another person or organization.

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

1. CITATION

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Hot Springs Road and McPherson Road residential water connection finance plan Bylaw No. 932".

2. DEFINITION

"Finance Plan" means the process in which the cost of the water service connection will be financed through an arrangement as established on the prescribed Water Service Finance Plan Agreement form;

"Hot Springs Road Watermain Project" means the project that supplied, constructed and installed the watermain and appertences on Hot Springs Road between Emerald Avenue and McPherson Road and on McPherson Road between Hot Springs Road and 56 m to the east in the year 2010;

"Water Service Connection" means the 19 mm water service connection from the main line to the property line including meter box, meter setter and meter as necessary;

"Water Service Connection Invoice" means the invoice established for the water service connection.

3. **PURPOSE**

To provide an option to enable a property owner fronting the Hot Springs Road watermain project to connect to the Village water system by enrolling in a Finance Plan.

4. **PROCESS**

- (a) The Finance Plan is offered as an alternative to paying full price up front for a water service connection over a period of up to and including 24 months;
- (b) The fixed cost of the water service connection installed with the Hot Springs Road watermain project before February 26, 2010 will be \$1800.00 plus applicable taxes;
- (c) If the water service connection is installed on the Hot Springs Road watermain project after February 26, 2010 the actual cost will be as invoiced by the contractor plus applicable taxes;
- (d) Failure to make the appropriate payment on the prescribed Water Service Finance Plan Agreement form will result in cancellation of the finance plan option and payment of any outstanding balance of the water service connection will be invoiced to the property owner;
- (e) Any outstanding balance of the water service connection invoice not immediately paid pursuant to (d), shall be added to the current property taxes on the lands;
- (f) The finance plan is not transferrable. Any sale of the lands shall include payout of any outstanding balance on the water service connection invoice;
- (g) Prior to approval of any building permit on the lands, any outstanding balance of the water service connection invoice shall be paid in full.

5. **READINGS AND ADOPTION**

READ A FIRST TIME THIS 1st DAY OF FEBRUARY, 2010

READ A SECOND TIME THIS 1st DAY OF FEBRUARY, 2010

READ A THIRD TIME THIS 1st DAY OF FEBRUARY, 2010

ADOPTED THIS DAY OF , 2010

Mayor

Corporate Officer

VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

DATE: December 3/2009

TO: Mayor and Council

PREPARED BY: Chris Wilson, Fire Chief

SUBJECT: Fire Department Monthly Report for November 2009

RECOMMENDATION:

THAT Mayor and Council receive this report for information.

DISCUSSION:

In the month of November, the HHSFD responded to 10 calls for service:

- 6- First Responder Medical
- 1- Minor Fire
- 2- Alarms Ringing
- 1- RCMP Assist

TOTAL: 10

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

- Standard Operating Procedure drills
- CPR
- Rapid Intervention Teams
- Personal Protective Equipment
- Emergency Scene Management
- Accountability

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

PAYROLL:

<u>DATE</u>	<u>TYPE</u>	<u>FF'S</u>	<u>DURATION</u>	<u>TOT. HRS.</u>	<u>RATE</u>	<u>TOTAL</u>
11/05/09	MEDICAL	4	1	4	\$18.00	\$72.00
11/07/09	MEDICAL	5	1	5	\$18.00	\$90.00
11/12/09	MEDICAL	3	1	1**	\$18.00	\$18.00
11/14/09	MEDICAL	3	1	3	\$18.00	\$54.00
11/15/09	MINOR FIRE	7	1	7	\$18.00	\$126.00
11/16/09	MEDICAL	5	1	5	\$18.00	\$90.00
11/17/09	ALARMS	3	1	3	\$18.00	\$54.00
11/20/09	RCMP ASSIST	4	1	4	\$18.00	\$72.00
11/25/09	MEDICAL	3	1	3	\$18.00	\$54.00
11/27/09	ALARMS	4	1	4	\$18.00	\$72.00
11/03/09	TRAINING	7	2	14	\$18.00	\$252.00
11/10/09	TRAINING	7	2	14	\$18.00	\$252.00
11/17/09	TRAINING	9	2	18	\$18.00	\$324.00
11/24/09	TRAINING	8	2	16	\$18.00	\$288.00

** - PLEASE NOTE THAT THESE RECORDS DO NOT REFLECT ATTENDANCE BY FIRE FIGHTERS WHO ARE ALSO PUBLIC WORKS EMPLOYEES; THIS TABLE ONLY RECORDS BILLABLE TIME.

TOTAL TRAINING PAY: 62HRS. @ \$18.00/HR. = \$1116.00

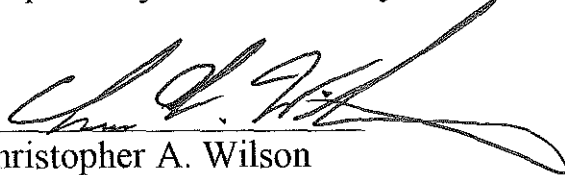
TOTAL CALLOUT PAY: 39 HRS. @ \$18.00/HR. = \$702.00

TOTAL PAYROLL FOR NOVEMBER, 2009 = \$1818.00


CHIEF'S COMMENTS:

November was a typical month for the HHSFD. The department had some great training on CPR and Emergency Scene Management delivered by our own Fire Fighters in house. Training on Fire Fighter accountability was also a focal point for November. The HHSFD recently assisted in the development of an accountability system that all mutual aid departments now utilize at major incidents. This new system is much easier to implement at an emergency scene and provides for better tracking of a Fire Fighter's location and assigned task.

Respectfully submitted for your information,



Christopher A. Wilson
Fire Chief



Larry Burk
Chief Administrative Officer

VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

DATE: January 4/2010

TO: Mayor and Council

PREPARED BY: Chris Wilson, Fire Chief

SUBJECT: Fire Department Monthly Report for December 2009

RECOMMENDATION:

THAT Mayor and Council receive this report for information.

DISCUSSION:

In the month of December, the HHSFD responded to 4 calls for service:

- 2- First Responder Medical
- 1- Structure Fire
- 1- Motor Vehicle Accident

TOTAL: 4

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

- Standard Operating Procedure drills
- First Responder Medical
- Self-Contained Breathing Apparatus
- Personal Protective Equipment
- Fire Attack Evolutions
- Accountability

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

PAYROLL:

<u>DATE</u>	<u>TYPE</u>	<u>FF'S</u>	<u>DURATION</u>	<u>TOT. HRS.</u>	<u>RATE</u>	<u>TOTAL</u>
12/13/09	MVA	3	1	3	\$18.00	\$54.00
12/22/09	MEDICAL	4	1	4	\$18.00	\$72.00
12/24/09	MEDICAL	5	1	5	\$18.00	\$90.00
12/26/09	FIRE	5	1	5	\$18.00	\$90.00
12/01/09	TRAINING	8	2	16	\$18.00	\$288.00
12/08/09	TRAINING	7	2	14	\$18.00	\$252.00
12/15/09	TRAINING	5	2	9*	\$18.00	\$252.00
12/22/09	TRAINING	12	2	23*	\$18.00	\$414.00
12/29/09	TRAINING	10	2	20	\$18.00	\$360.00

* ONE FIRE FIGHTER ATTENDED FOR ONLY ONE HOUR OF THE SESSION.

TOTAL TRAINING PAY: 82HRS. @ \$18.00/HR. = \$1476.00

TOTAL CALLOUT PAY: 17 HRS. @ \$18.00/HR. = \$306.00

TOTAL PAYROLL FOR DECEMBER, 2009 = \$1782.00

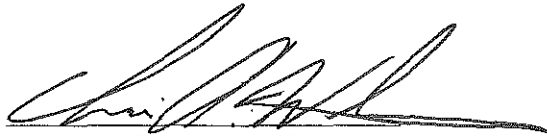
CHIEF'S COMMENTS:

December was a relatively slow month for callouts, with only four responses. In December, the department continued training on our new Fire Fighter accountability system and are continuing to reap the rewards of having a more efficient way of tracking Fire Fighters on the fire ground. The department also conducted a series of fire attack scenarios which focused on Fire Fighter safety, scene assessment, incident command and advancing hose lines into structures.

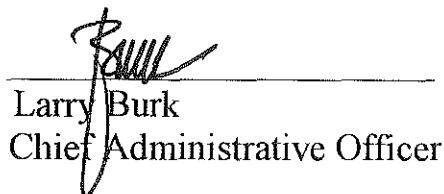
I continue to be impressed with the level of dedication that our Fire Fighters show and am very proud of them for allowing the department to realize several achievements and goals in 2009.

I would also like to recognize Mayor, Council and staff for their assistance, guidance and support of the HHSFD in 2009. I am very grateful that the department has a great deal of support from the local government, administration and staff, which allows us to provide for the safety and well-being of our Fire Fighters and residents.

Respectfully submitted for your information,



Christopher A. Wilson
Fire Chief


Larry Burk
Chief Administrative Officer

VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

DATE: February 2/2010

TO: Mayor and Council

PREPARED BY: Chris Wilson, Fire Chief

SUBJECT: Fire Department Monthly Report for January 2010

RECOMMENDATION:

THAT Mayor and Council receive this report for information.

DISCUSSION:

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

6- First Responder Medical

TOTAL: 6

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

- Standard Operating Procedure drills
- First Responder Medical
- Provincial Fire Fighter Standards Evaluations and Theory Testing
- Water Supply
- Pumping Operations

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

PAYROLL:

<u>DATE</u>	<u>TYPE</u>	<u>FF'S</u>	<u>DURATION</u>	<u>TOT. HRS.</u>	<u>RATE</u>	<u>TOTAL</u>
01/01/10	MEDICAL	7	1	7	\$18.00	\$126.00
01/01/10	MEDICAL	6	1	6	\$18.00	\$108.00
01/08/10	MEDICAL	2	1	0*	\$18.00	\$0.00
01/14/10	MEDICAL	4	1	1*	\$18.00	\$18.00
01/22/10	MEDICAL	8	2	16	\$18.00	\$288.00
01/30/10	MEDICAL	6	1	6	\$18.00	\$108.00
01/05/10	TRAINING	6	2	12	\$18.00	\$216.00
01/12/10	TRAINING	8	2	16	\$18.00	\$288.00
01/19/10	TRAINING	8	2	16	\$18.00	\$288.00
01/26/10	TRAINING	8	2	16	\$18.00	\$288.00

* CALL STAFFED BY PUBLIC WORKS EMPLOYEES/FIRE FIGHTERS DURING WORK HOURS.

TOTAL TRAINING PAY: 60HRS. @ \$18.00/HR. = \$1080.00

TOTAL CALLOUT PAY: 36HRS. @ \$18.00/HR. = \$648.00

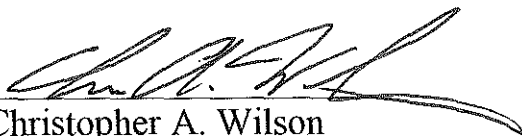
TOTAL PAYROLL FOR JANUARY, 2010 = \$1728.00

CHIEF'S COMMENTS:

The HHSFD started 2010 with 6 calls for service in the month of January. These calls were all first responder medical calls, which further justifies this extremely valuable service that we proudly provide to the residents of the Village.

January was also a very productive month in training, as the department completed evaluations on Self-Contained Breathing Apparatus in accordance with National Fire Protection Association Standards. All Fire Fighters evaluated were successful and are one step closer to achieving full accreditation to the professional Fire Fighter standard.

Respectfully submitted for your information,


Christopher A. Wilson
Fire Chief


Larry Burk
Chief Administrative Officer

