



# VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

## REGULAR COUNCIL MEETING

**Date:** Monday, August 16, 2010  
**Time:** 7:00 p.m.  
**Location:** Council Chambers, Harrison Hot Springs, British Columbia

<b>1. CALL TO ORDER</b>			
	(a)	Meeting called to order by Mayor Becotte	
<b>2. INTRODUCTION OF LATE ITEMS</b>			
<b>3. APPROVAL OF AGENDA</b>			
<b>4. ADOPTION AND RECEIPT OF MINUTES</b>			
<input type="checkbox"/> Regular Council Meeting Minutes – July 12, 2010		<b>THAT</b> the minutes of the Regular Council Meeting of July 12, 2010 be adopted.	Item 4.1 Page 1
<input type="checkbox"/> Parks and Recreation Commission Meeting Minutes – April 27, 2010		<b>THAT</b> the minutes of the Parks and Recreation Commission Meeting of April 27, 2010 be received.	Item 4.2 Page 9
<input type="checkbox"/> Parks and Recreation Commission Meeting Minutes – May 25, 2010		<b>THAT</b> the minutes of the Parks and Recreation Commission Meeting of May 25, 2010 be received.	Item 4.3 Page 13
<input type="checkbox"/> Bylaw and Policy Review Committee Meeting Minutes – May 26, 2010		<b>THAT</b> the minutes of the Bylaw and Policy Review Committee Meeting of May 26, 2010 be received.	Item 4.4 Page 17
<input type="checkbox"/> Economic Development Commission Meeting Minutes – June 16, 2010		<b>THAT</b> the minutes of the Economic Development Commission Meeting of June 16, 2010 be received.	Item 4.5 Page 19
<b>5. BUSINESS ARISING FROM THE MINUTES</b>			



<b>6. DELEGATIONS AND PETITIONS</b>		
<b>7. CORRESPONDENCE</b>		
<b>8. BUSINESS ARISING FROM CORRESPONDENCE</b>		
<b>9. REPORTS OF COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS</b>		
<b>10. REPORTS FROM MAYOR</b>		
K. Becotte – verbal		
<b>11. REPORTS FROM COUNCILLORS</b>		
D. Harris - verbal D. Kenyon - verbal A. Jackson - verbal B. Perry – verbal		
<b>12. REPORTS FROM STAFF</b>		
<input type="checkbox"/> Community Branding – July 28, 2010	<b>Report of Community and Economic Development Officer – July 28, 2010</b> Re: Community Branding  <b>Recommendation:</b>  <b>THAT</b> Council support the community brand development initiative and authorize staff to call for proposals.	Item 12.1 Page 23
<input type="checkbox"/> Council Procedure Amendment Bylaw – August 5, 2010	<b>Report of Corporate Officer – August 5, 2010</b> Re: Council Procedure Amendment Bylaw  <b>Recommendation:</b>  <b>THAT</b> Council consider these amendments to Council Procedure Bylaw No. 914, 2009 and approve the posting of a notice in compliance with s. 124 (3) of the <i>Community Charter</i> .	Item 12.2 Page 27
<input type="checkbox"/> Council Policies – August 5, 2010	<b>Report of Corporate Officer – August 5, 2010</b> Re: Council Policies  <b>Recommendation:</b>	Item 12.3 Page 33



**THAT** Council rescind the following existing policies:

- 1.1b – Agendas – Submissions
- 1.4a – Business Plaque Recognition
- 1.5 – Council Minutes
- 1.7 – Smoking
- 1.8 – Liquor Licences
- 1.9 – Planning
- 1.11 – Village Logo
- 1.12 – Council Meeting Tapes
- 1.13 – Committee
- 1.14 Committee Roles and Responsibilities
- 1.15 – Notice of Committee Meetings
- 1.16 – Cheque Signing
- 1.18 – Privacy
- 2.4 – NSF Cheques
- 2.5 – Financial Review
- 2.6 - Sick leave Fund
- 2.9 – Cheque List
- 2.10- Repayment of Community Amenities Fund
- 2.11 – Incoming Correspondence
- 2.12 – Advertising
- 2.13 – Issue of Development Permits
- 2.14 – Library Cards
- 2.15 – Photocopying Fees
- 2.16 – Fundraising
- 2.17 – Harassment
- 2.18 – Municipal Ticketing Procedure
- 2.19 – Employee Driving Requirements
- 2.20 – Criminal Record Check
- 2.21 – Deputy Approving Officer
- 2.22 – Legal Costs
- 2.24 – Code of Conduct
- 2.26 – Discipline
- 3.1 – Board of Variance
- 3.2 – Certificates of Achievement
- 3.3 – Fire Department Personal Property
- 3.5 – Recreation Commission – Appointment
- 3.6 – Recreation Commission – Year End Funds
- 3.7 – Fire Department – Honorariums and Call Out Rates
- 4.2 – Street Vending – Business Licence
- 4.3 – public Property – Vending
- 4.4 – Crown Land Approvals
- 4.6 – Buskers
- 4.9 – Graffiti on Village Property
- 4.15 – Food Vending – Beachfront
- 4.17 – Regulation use of Explosive Agents for Blasting
- 6.1 – Culverts
- 6.2 – Essential Services
- 6.3 – Road Construction
- 6.4 – Sewer Connections
- 6.5 – Lot Clean Up
- 6.8 – Subdivision Servicing



	<p>and;</p> <p><b>THAT</b> Council approve the adoption of the following policies as amended:</p> <ol style="list-style-type: none"><li>1. Bulletin Board</li><li>2. Capital Assets</li><li>3. Council Commemoration</li><li>4. Disposal of Surplus Items &amp; Equipment</li><li>5. Grants</li><li>6. Memorial Recognition</li><li>7. Purchasing &amp; Procurement</li><li>8. Street Banner Display</li><li>9. Travel and Expense</li><li>10. Use of Public Property or Facilities for Events</li><li>11. Water/Sanitary Service Extension and Improvements</li></ol> <p>and further;</p> <p><b>THAT</b> Council approve the adoption of the following new policies:</p> <ol style="list-style-type: none"><li>1. Employment Working Standards and Conditions</li><li>2. Media Communications</li></ol>	
<p>❑ Repealing Bylaws 887 &amp; 905 – August 6, 2010</p>	<p><b>Report of Director of Finance – August 6, 2010</b> Re: Repealing Bylaws 887 &amp; 905</p> <p><b>Recommendation:</b></p> <p><b>THAT</b> Bylaws 887and 905 be repealed.</p>	<p>Item 12.4 Page 83</p>
<p>❑ Sign Bylaw – August 9, 2010</p>	<p><b>Report of Chief Administrative Officer – August 9, 2010</b> Re: Sign Bylaw</p> <p><b>Recommendation:</b></p> <p><b>THAT</b> Council provide two readings to each of the following bylaws, Business Regulation Bylaw 945, Zoning Bylaw 946, and Sign Bylaw 949; and further</p> <p><b>THAT</b> all three bylaws are referred to the Economic Development Commission for comment and the Zoning Bylaw 946 be referred to the Advisory Planning Commission for comment.</p>	<p>Item 12.5 Page 85</p>
<p>❑ Traffic Management Plan– August 12, 2010</p>	<p><b>Report of Chief Administrative Officer – August 12, 2010</b> Re: Traffic Management Plan</p> <p>Report to be distributed.</p>	<p>Item 12.6</p>



<b>13. BYLAWS</b>		
<input type="checkbox"/> Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 943 – July 12, 2010  <input type="checkbox"/> Loan Authorization Bylaw and Temporary Borrowing Bylaw Repeal Bylaw No. 944, 2010  <input type="checkbox"/> Business Licencing and Regulation Bylaw No. 945, 2010  <input type="checkbox"/> Zoning Bylaw Amendment Bylaw No. 946, 2010  <input type="checkbox"/> Driveway Access Bylaw No. 947, 2010  <input type="checkbox"/> Pesticide Use Bylaw No. 948, 2010  <input type="checkbox"/> Sign Bylaw No. 949, 2010	<p><b>THAT</b> Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 943, 2010 be adopted.</p> <p><b>THAT</b> Loan Authorization Bylaw and Temporary Borrowing Bylaw Repeal Bylaw No. 944, 2010 be given first, second and third readings.</p> <p><b>THAT</b> Business Licencing and Regulation Bylaw No. 945, 2010 be given first reading.</p> <p><b>THAT</b> Zoning Bylaw Amendment Bylaw No. 946, 2010 be given first reading.</p> <p><b>THAT</b> Driveway Access Bylaw No. 947, 2010 be given first, second and third readings.</p> <p><b>THAT</b> Pesticide Use Bylaw No. 948, 2010 be given first, second and third readings.</p> <p><b>THAT</b> Sign Bylaw No. 949, 2010 be given first reading.</p>	<p>Item 13.1 Page 87</p> <p>Item 13.2 Page 89</p> <p>Item 13.3 Page 91</p> <p>Item 13.4 Page 103</p> <p>Item 13.5 Page 105</p> <p>Item 13.6 Page 107</p> <p>Item 13.7 Page 111</p>
<b>14. QUESTIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)</b>		
<b>15. ADJOURNMENT</b>		



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

**DATE:** July 12, 2010  
**TIME:** 7:00 p.m.  
**PLACE:** Council Chambers

**IN ATTENDANCE:** Mayor Ken Becotte  
Councillor Bob Perry  
Councillor Allan Jackson  
Councillor Dave Harris  
Councillor Dave Kenyon  
  
Dale Courtice, Director of Finance  
Andre Isakov, Community and Economic  
Development Officer  
Debra Key, Corporate Officer (Recorder)

**ABSENT:**  
  
Ted Tisdale, Chief Administrative Officer

**1. CALL TO ORDER**

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

**2. INTRODUCTION OF LATE ITEMS**

Memo from Metro Vancouver – re draft on Integrated Solid Waste and Resource Management Plan

**3. APPROVAL OF AGENDA**

Moved by Councillor Harris  
Seconded by Councillor Jackson

THAT the agenda be approved as amended.

**CARRIED  
UNANIMOUSLY**

**4. ADOPTION AND RECEIPT OF MINUTES**

☐ Regular Council Meeting  
Minutes – June 21, 2010

Moved by Councillor Jackson  
Seconded by Councillor Perry

THAT the minutes of the Regular Council Meeting of June 21, 2010 be adopted.

**CARRIED  
UNANIMOUSLY**

*Village of Harrison Hot Springs*  
*Minutes of the Regular Council Meeting*  
*July 12, 2010*

☐ Special Council Meeting  
Minutes – June 30, 2010

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

**THAT** the minutes of the Special Council Meeting of June 30, 2010 be adopted.

**CARRIED  
UNANIMOUSLY**

☐ Community to Community  
Form notes – June 15, 2010

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

**THAT** the notes of the Community to Community Forum of June 15, 2010 be received.

**CARRIED  
UNANIMOUSLY**

☐ Public Hearing of Zoning  
Amendment Bylaw No. 941,  
2010 minutes of June 21, 2010

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

**THAT** the minutes of the Public Hearing of Zoning Bylaw Amendment Bylaw No. 941, 2010 of June 21, 2010 be adopted.

**CARRIED  
UNANIMOUSLY**

☐ Bylaw and Policy Review  
Committee Meeting Minutes  
– October 7, 2009

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

**THAT** the minutes of the Bylaw and Policy Review Committee Meeting of October 7, 2009 be received.

**CARRIED  
UNANIMOUSLY**

**5. BUSINESS ARISING FROM THE MINUTES**

None

**6. PUBLIC AND STATUTORY HEARINGS**

**7. DELEGATIONS and PETITIONS**

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8.

**CORRESPONDENCE**

☐ Letter dated July 6, 2010 from Beach Treats, The Greenstar Café, Harrison Hamburgers and Cookin' Kim's Country Café re vendor licences

☐ Memo from Metro Vancouver – re draft on Integrated Solid Waste and Resource Management Plan

9.

**BUSINESS ARISING OUT OF CORRESPONDENCE**

☐ Letter dated July 6, 2010 from Beach Treats, The Greenstar Café, Harrison Hamburgers and Cookin' Kim's Country Café re vendor licences

☐ Memo from Metro Vancouver – re draft on Integrated Solid Waste and Resource Management Plan

Councillor Kenyon suggested that Council review the policy regarding concession stands. Mayor Becotte advised that the policy is currently under review by staff.

Mayor Becotte asked Council to provide any comments or feedback on the draft plan. Councillor Jackson reported that he is a member of the Environment Committee for the Fraser Valley Regional District and that they have taken the position that they are opposed to any form of Waste to Energy.

**Moved by Councillor Jackson**

**Seconded by Councillor Perry**

**THAT** a letter of recommendation be forwarded to Metro Vancouver and its committee to not go ahead with the proposed Waste To Energy project and that they continue to research other alternatives.

**CARRIED  
UNANIMOUSLY**

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

10.

**REPORTS FROM MAYOR**

Congratulated community and thanked Councillor Harris and the Committee members for the Canada Day celebrations.

On July 9, 2010 attended the opening reception of the 32<sup>nd</sup> Annual Festival of the Arts at the Ranger Station/Art Gallery.

On July 2, 2010 hosted the Regional Committee for the Fraser Basin Council in Harrison. They are currently going through a Strategic Planning Process. Some of the issues being discussed are support for First Nations, Restorative Justice and invasive plants in the Fraser Valley.

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The Mayor reported on unfortunate boating accidents that occurred in the Okanagan and in the Village and emphasized to the community to practice safe boating procedures.

The Mayor welcomed Fire Chief, Chris Wilson to the meeting. The Mayor congratulated the Chief and his staff for their attendance as First Responders to an incident at a local RV resort. The Fire Chief commended the action of Fire Fighters Tyler Simmonds, Shelly Bryant and Pierre Bouvier in the providing defibrillator and equipment to the victim and saving his life. The Fire Chief thanked his fire fighters, the community and the Village in their support of the Fire Department for the First Responder defibrillator program. The Mayor thanked the Fire Chief and Fire Department for their efforts.

11.

**REPORTS FROM COUNCILLORS**

**Councillor Harris**

Attended the Canada Day festivities in Harrison in an integrated program with the District of Kent. He suggested that a covered venue be made available for entertainment in the Plaza. Councillor Harris thanked Mr. & Mrs. Mazziottia for organizing the children's events. A special thanks to Leo Facio and Allan Jackson for their assistance in organizing the parade. The co-winners of the "best participant" in the parade went to the Anderson Family for the Tribute to the World Cup Soccer and Ian and Bobby Hope wearing period costumes in a 1926 Model T convertible sedan.

**Moved by Councillor Harris**

**Seconded by Councillor Jackson**

**THAT** a letter of congratulations be sent to the Anderson family in Maple Ridge and Ian and Bobby Hope in Langley for being judged "best participants" in the Canada Day parade.

**CARRIED  
UNANIMOUSLY**

On July 20, 2010 Communities in Bloom Judges will be in attendance at Harrison Hot Springs.

**Councillor Kenyon**

Congratulations to the Canada Day Committee

Attended Festival of the Arts activities

**Councillor Jackson**

On June 24, 2010 attended the Community Needs Assessment Open House

On June 24, 2010 attended the Tourism Society Board of Directors meeting. The Tourism Society now has a new sign.

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Attended the Ranger Station Art Show.

**Councillor Perry**

On June 23, 2010 attended FVRL Board meeting in Abbotsford with the FVRL auditor in attendance. The Library has adopted an accounting system program identical to the municipality. Eleven million books are owned by the FVRL in 14 communities.

On June 24, 2010 attended the sub-committee of Healthy Communities. Attempting to acquire property to build for the homeless in the upper Fraser Valley, specifically in the District of Kent and Harrison Hot Springs.

Attended the Community Needs Assessment Open House at the Memorial Hall.

The Mayor thanked Councillor Kenyon for his term as Deputy Mayor.

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

**THAT** Councillor Jackson be appointed as Deputy Mayor for the months July, August and September 2010.

**CARRIED  
UNANIMOUSLY**

**12.**

**REPORTS FROM STAFF**

☐ Council Procedure  
Amendment Bylaw

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

**Report of Corporate Officer – July 2, 2010**  
**Re: Council Procedure Amendment Bylaw**

**THAT** Council considers the amendments to the Council Procedure Bylaw No. 914, 2009 in support of the Corporate Officer's requirement to provide notice in compliance with s. 124(3) of the *Community Charter*.

**CARRIED  
UNANIMOUSLY**

☐ Towns for Tomorrow  
Modification Agreement – Project  
#30024U08

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

**Report of Corporate Officer – July 5, 2010**  
**Re: Towns for Tomorrow Modification Agreement – Project  
#30024U08 Marine Sanitation Pump-out Station and Watermain  
Extension Phase 1**

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**THAT** the Modification Agreement between the Province and the Village of Harrison Hot Springs for the Marine Sanitation Pump-Out Station Project No. 30024U08 be executed.

**CARRIED  
UNANIMOUSLY**

☐ Motion Picture Filming Policy  
– July 5, 2010

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

**Report of Community and Economic Development Officer – July 5, 2010**

Re: Motion Picture Filming Policy

**THAT** the Motion Picture Film Policy be adopted.

**CARRIED  
UNANIMOUSLY**

☐ Miami River Greenway Trail  
Plan – July 7, 2010

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

**Report of Community and Economic Development Officer – July 7, 2010**

Re: Miami River Greenway Trail Plan

**THAT** Council supports the preliminary Miami River Greenway Trail plans pending funding approvals from various granting agencies.

**CARRIED  
UNANIMOUSLY**

☐ BC Hydro Community Tree  
Planting Program – July 7, 2010

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

**Report of Community and Economic Development Officer – July 7, 2010**

Re: BC Hydro Community Tree Planting Program

**THAT** Council authorizes the staff to apply for the BC Hydro Community Tree Planting Program requesting \$8,384.25 for the purchase of trees and plants to be planted in the Village in 2010.

**CARRIED  
UNANIMOUSLY**

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13.

**BYLAWS**

☐ Business Hours Regulation  
Bylaw No. 942, 2010 – July 12,  
2010

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

THAT Business Hours Regulation Bylaw No. 942, 2010 be adopted.

**CARRIED  
UNANIMOUSLY**

☐ Capital Works, Machinery and  
Equipment Reserve Fund  
Expenditure Bylaw No. 943 –  
July 12, 2010

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

THAT Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 943, 2010 be received for first, second and third reading.

**CARRIED  
UNANIMOUSLY**

14.

**QUESTIONS FROM THE PUBLIC**

A member of the public asked why Council wasn't using their laptops.

A member of the public commented about the Council Procedure Bylaw.

A member of the public commented on the BC Hydro funding application. She advised that some community members have excess "baby" trees that could be provided to the Village gardener at no cost.

A member of the public reported that the Paddlewheeler is coming back to the Village the first week in August. Asked if Council could make this an event and welcome the Paddlewheeler into the Village.

A member of the public commented on the Balsam Avenue speed bumps and recommended an amendment to the interim measure be addressed.

A member of the public commented that boats are still mooring onto the beach at Rendell Park.

A member of the public commented about the float plane dock sign.

A member of the public commented that the float plane dock should be reconstructed as it was previously designed.

A member of the public stated the Village already has a street plan and a tree planting plan for the Miami River.

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**ADJOURNMENT**

**Moved by Councillor Jackson**

**Seconded by Councillor Perry**

**THAT** the meeting be adjourned at 8:03 p.m.

**CARRIED  
UNANIMOUSLY**

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**Ken Becotte  
Mayor**

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**Debra Key  
Corporate Officer**

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

**DATE:** Tuesday, April 27, 2010  
**TIME:** 10:00 a.m.  
**PLACE:** Council Chambers

**IN ATTENDANCE:**

Andre Isakov, CEDO  
Janne Perrin  
Ken Burningham  
Donna Cooney  
Delphine Gornall  
Ed Stenson, Chair  
Ruth Altendorf  
Ted Tisdale, Interim CAO

**ABSENT:**

Dave Harris, Councillor  
Ken Becotte, Mayor

Recording Secretary, K. Burr

**1. CALL TO ORDER**

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

**2. LATE ITEMS**

☐ Environmental  
Changes

It was noted that the application has been received and they are now in the process of reviewing it.

**3. ADOPTION OF MINUTES**

☐ Adoption of  
Minutes

**Moved by Donna Cooney**  
**Seconded by Jane Perrin**

**THAT** the minutes of the March 23, 2010, Parks and Recreation Commission meeting be adopted.

**CARRIED**

**Errors and Omission**

**4. BUSINESS ARISING FROM THE MINUTES**

None

**VILLAGE OF HARRISON HOT SPRINGS**  
**MINUTES OF THE PARKS AND RECREATION COMMISSION MEETING**  
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**5.                    DELEGATIONS/PETITIONS**

None

**6.                    CORRESPONDENCE**

None

**7.                    ITEMS FOR DISCUSSION**

**☐ Tree Protection  
Bylaw**

It was suggested that the language should be changed with respect to cutting down trees and replacement. Land clearing dates to be changed to not allow land clearing during nesting season for the birds. It was also noted that it would be a good idea to add a list of protected trees to the bylaw.

Ted noted that he has spoken to Councillor Harris and noted that the Tree Protection Bylaw will need to be re-written.

**Moved by Jane Perrin**  
**Seconded by Ed Stenson**

**THAT** the three proposals be given to Council for their Consideration with respect to the Tree Protection Bylaw.

**CARRIED**

**☐ Trails – overview of  
work to date, direction  
of future**

It was discussed that a list of priorities and funding needs be established with respect to certain trails that want to be developed and brought to Council with recommendations. It was noted that many residents are interested in having some circular trails within the Village. It was discussed that the Interim CAO will speak with Mr. Juneau with respect to access to the trail on his property. It was noted that the heron nest has been left empty due to too much activity along the Miami River. The Trails Task Force went to the Fraser Valley Regional District to discuss the importance of trails in general in accordance with two different projects that they are working on (Experience the Fraser and The Greenway Project).

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**MINUTES OF THE PARKS AND RECREATION COMMISSION MEETING**  
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**Moved by Ken Burningham**  
**Seconded by Donna Cooney**

**THAT** a recommendation be brought to Council for writing a letter of support to the Fraser Valley Regional District in accordance with the Experience the Fraser project.

**CARRIED**

- ☐ **Insurance**      The Chair met with the Director of Finance and the Interim CAO last week and the Director of Finance was going to speak with the Municipal Insurance Company and is now awaiting a response.
  
- ☐ **Park Equipment**      It was discussed that they were waiting for inventory on playground equipment. It was noted that the inventory has been completed and now waiting for the information. Interim CAO will speak to Chris Wilson with respect to fixing the swing in Springs Park. It was discussed that the playground equipment should be looked at in the near future.
  
- ☐ **Indoor Sports Club**      The Chair was approached by some individuals about using the memorial hall for some organized indoor sports. It was mentioned that they would be interested in badminton, table tennis, and foot bag net on Thursday evenings on a drop in basis. It was noted that drop in would work as long as there is a fixed date and time that could be advertised and open to the public. It was noted that there are a few regulations that must be followed when using the memorial hall, the memorial hall must be kept in the same condition that it was in, if any money is involved with fees it must go through the Village office and also if the hall is booked for that particular time they must pass on that particular week. It was discussed that the possibility of using the school's gymnasium for the use of indoor sports in the evenings under the Recreation Commission with respect to the Agreement between the School District and the Village of Harrison Hot Springs. It was mentioned that there are no table tennis tables in the memorial hall at this time.

**Moved by Delphine Gornall**  
**Seconded by Donna Cooney**

**THAT** the Parks and Recreation commission allow a public organized sport night with specified regulations.

**CARRIED**

Councillor Harris joined in at 10:56 a.m.

**VILLAGE OF HARRISON HOT SPRINGS**  
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- ☐ **East Sector – Clarification of current status**      Looking for clarification on lots 7, 8 and 9. The map reserve was just renewed but it was noted that the renewal period was not known. It was noted that two trees were cut down on the Bridal Trail.
- ☐ **Memorial Benches**      It was discussed that the Commission should get a plan in place to allocate where future benches can be placed with a map including where ones are already located. It was noted that the benches that needed some repairs have yet to have the work done. It was mentioned that memorial trees may be an option to look into along with benches.
- ☐ **Invasive Plants**      Knott weeds is coming up in great amounts along the Miami River. It was brought up that the Stream Keepers would be willing to nip away at the weeds that are at easy access on their daily walks.
- ☐ **Heritage Advisory Committee – update**      It was noted that there is a committee established but they have yet to meet and it's been almost a year since they were appointed. It was discussed that there are numerous buildings in the Village that would benefit from the Heritage Status.
- ☐ **Beavers**      It was noted that it is not the beavers that are the problem but the destruction on the side of the river bank. It was mentioned that there is a beaver lodge that is an eye sore. It was noted that nothing can be done to the beavers or their lodge until it has become a problem with respect to water flow.
- It was noted that the stock of the hiking book has diminished. It was discussed that copies of the book will be printed the number of copies will depend on the money in the budget.

**8.**  
☐ **Adjournment**

**ADJOURNMENT**

**Moved by Donna Cooney**  
**Seconded by Ruth Altendorf**

**THAT** the meeting be adjourned at 11:59 a.m.

**CARRIED**

Certified a true and correct copy of the  
minutes of the Parks and Recreation Commission  
meeting held on April 27, 2010 in  
Council Chambers, Village of Harrison Hot  
Springs, B.C.

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Ed Stenson(Chair)

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

**DATE:** Tuesday, May 25, 2010  
**TIME:** 10:00 a.m.  
**PLACE:** Council Chambers

**IN ATTENDANCE:**

Dave Harris, Councillor  
Andre Isakov, CEDO  
Janne Perrin  
Ken Burningham  
Delphine Gornall  
Ed Stenson, Chair  
Ruth Altendorf  
Ted Tisdale, Interim CAO

**ABSENT:**

Donna Cooney  
Ken Becotte, Mayor  
Recording Secretary, K. Burr

**1. CALL TO ORDER**

The Chair called the meeting to order at 10:03 a.m.

**2. LATE ITEMS**

☐ Social Club Funding  
Request

**Letter from Harrison Hot Springs Social Club**  
Re: Social Club Funding Request

**3. ADOPTION OF MINUTES**

☐ Adoption of  
Minutes

**Moved by Dave Harris**  
**Seconded by Janne Perrin**

**THAT** the minutes of the April 27, 2010, Parks and Recreation  
Commission meeting be adopted.

**CARRIED**

**Errors and Omission**

**4. BUSINESS ARISING FROM THE MINUTES**

Clarification on the East Sector of the Crown land.

Heritage Advisory Committee has been called together in May of  
2009 and has yet to meet. It was discussed that this should be looked  
at and brought to Council's attention.

The Tree Bylaw is in the process of being redrafted.

**VILLAGE OF HARRISON HOT SPRINGS**  
**MINUTES OF THE PARKS AND RECREATION COMMISSION MEETING**  
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Parts for Springs park swing are on order.

**5.            DELEGATIONS/PETITIONS**

None

**6.            CORRESPONDENCE**

None

**7.            ITEMS FOR DISCUSSION**

☐ Village Update

Municipality Insurance: People covered by the insurance are individuals who have been appointed by Council for example the members of the Parks and Recreation Commission. It was mentioned that each hiker should be signing a waiver. Some research will be done into how insurance is handled in other municipalities for the next meeting. A number of examples of waiver forms will also be brought to the next meeting.

☐ Chairman Update

The group who was looking into using the hall for indoor activities once a week will not be using the facility until after June.

☐ Memorial Hall  
Improvement Fund

\$1,180.00 in the fund it was discussed that the funding should be used on the improvement of the Memorial Hall. It was noted that the money has been used in the past to buy supplies for in the hall. The hall is in need of a new fridge. It was discussed that this will be looked at in the near future and for now the money will stay in the memorial hall fund.

☐ Memorial Bench –  
Chip Parberry

The request for the location is on the dike near Chehalis. It was noted that the benches should be spread out around the Village instead of in a row around the lagoon

**THAT** the request for Chip Parberry's bench be approved.

**Moved by Dave Harris**  
**Seconded by Delphine Gornall**

**CARRIED**

**VILLAGE OF HARRISON HOT SPRINGS**  
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**☐ Trails**

Mr. Juneau is not interested in providing access through his property to the trail. Correction Service Canada will be looking at the Campbell lake trail and providing it with some improvements this year. It was noted that the majority of the Campbell lake trail is in the District of Kent.

**☐ Invasive Plants**

It was noted that Teresa attended a workshop on how to contain invasive plants. The Japanese knot weed is out of control throughout the Village. Jeanie Hughes has a crew that is willing to come out and work on the invasive plants.

**☐ Social Club Funding Request**

Social club collects donations during their tea and coffee so they do not have a lot of revenue. They have requested that the Parks and Recreation Commission pay \$50.00 per month to the Harrison Gospel Chapel Hall for the use of their hall during the renovations of the Memorial Hall.

**THAT** the Parks and Recreation Commission provide \$50.00 a month to the Harrison Gospel Chapel Hall on behalf of the Social Club during the Memorial Hall renovations.

**Moved by Janne Perrin**  
**Seconded by Dave Harris**

**CARRIED**

**8.**  
**☐ Adjournment**

**ADJOURNMENT**  
**Moved by Dave Harris**  
**Seconded by Ruth Altendorf**

**THAT** the meeting be adjourned at 11:08 a.m.

**CARRIED**

Certified a true and correct copy of the minutes of the Parks and Recreation Commission meeting held on May 25, 2010 in Council Chambers, Village of Harrison Hot Springs, B.C.

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Ted Tisdale, CAO

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Ed Stenson (Chair)



**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW AND POLICY REVIEW COMMITTEE MEETING**

**DATE:** May 26, 2010  
**TIME:** 9:40 a.m.  
**PLACE:** Council Chambers

**IN ATTENDANCE:** Allan Jackson, Chair  
Ted Tisdale, Chief Administrative Officer  
Debra Key, Corporate Officer (Recorder)

**ABSENT:** Ken Becotte, Mayor

**1. CALL TO ORDER**

The Chair called the meeting to order at 9:40 a.m.

**2. LATE ITEMS**

Building Regulation Bylaw No. 581

**3. ADOPTION OF MINUTES**

Moved by D. Key  
Seconded by T. Tisdale

THAT the minutes of the Bylaw and Policy Review Committee meeting of October 7, 2009 be adopted.

**CARRIED  
UNANIMOUSLY**

**4. DELEGATIONS/PETITIONS**

None

**5. CHAIRPERSON REPORT**

None

**6. ITEMS FOR DISCUSSION**

Noise Bylaw

Chair Jackson requested that the committee review the hours allowed for building construction.

Building Regulation Bylaw

Chair Jackson asked to review the regulation regarding installation of

**VILLAGE OF HARRISON HOT SPRINGS**  
**MINUTES OF THE BYLAW AND POLICY REVIEW COMMITTEE**  
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wood burning stoves in new construction.

☐ **Draft Pesticide Use  
Bylaw**

D. Key introduced a draft Pesticide Use Bylaw that was modeled after the District of Invermere. T. Baxter commented on the bylaw stating that there was no provision to allow for the injection of invasive species. It was decided that a new Schedule A would be attached that outlined permitted pesticides. T. Baxter also requested that an “injected use” be added to the Schedule for the control of invasive species.

☐ **Draft Tree  
Protection Bylaw**

T. Baxter will be providing some suggested wording that would outline the requirements when there is removal of a tree during construction.

It was also suggested that the Village develop an “Arborist Report” form to accompany the Application for Tree Permit.

☐ **Village Policies**

D. Key reviewed the Policy Index with the members. The Chair reported that he had no issues with the suggested action for the policies, but it was decided that a further review and changes would be made and that the new draft policies would be discussed at the next committee meeting tentatively set for June 9, 2010 at 9:30 a.m.

There was discussion regarding the current Outdoor Campfire Regulation as it currently doesn’t address the issue of prohibiting residential or campfire burning.

**Moved by D. Key**  
**Seconded by T. Tisdale**

**THAT** the meeting be adjourned at 11:00 a.m.

**CARRIED**  
**UNANIMOUSLY**

---

Allan Jackson, Chair

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Debra Key, Corporate Officer

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

**DATE:** June 16, 2010  
**TIME:** 9:00 a.m.  
**PLACE:** Council Chambers, Harrison Hot Springs, B. C.

**IN ATTENDANCE** Robert Reyerse, Chair  
Frank Peters  
Councillor Dave Kenyon  
Phyllis Stenson  
Karl Dopf  
Andre Isakov, CEDO  
Darlene MacLeod

**ABSENT:** Danny Crowell, Deputy Chair  
Ted Tisdale, CAO  
Stephanie Key  
Mayor Ken Becotte  
Fred Gornall

Recording Secretary, H. Grant

**1. CALL TO ORDER**

The Chair called the meeting to order at 9:06am.

**2. LATE ITEMS**

(g) Resort Development Strategy

**3. ADOPTION AND RECEIPT OF MINUTES**

☐ EDC Minutes  
of May 19/10

**Moved by Phyllis Stenson**

**Seconded by Karl Dopf**

**THAT** the minutes of the Economic Development Commission meeting of May 19, 2010 be adopted.

**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES**

None

**5. DELEGATIONS/PETITIONS**

None

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

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**6. ITEMS FOR DISCUSSION**

☐ Status update  
on event  
coordinator

Darlene MacLeod updated the EDC on events and other projects that she is working on. She is currently working on Canada Day events, the summer entertainment series to be held in the Plaza on Friday evenings, Biker's for Burns, and a possible busker's event for the labour day weekend. Ms. MacLeod has also been working on an events action plan, a step by step events planning guide and a package for attracting events.

The EDC discussed the Dragon Boat Festival. It was suggested that a new policy be developed to address local and outside businesses who wish to have booths at these types of events. To be placed on the next EDC agenda for further discussion.

☐ Village  
Update - CEDO

CEDO provided an update. The Filming policy will be presented to the Bylaw/Policy committee for review. The Economic Development Action Plan will be presented to council on June 21, 2010. The 2009 Resort Municipality tax report was submitted to the ministry on June 15, 2010. The EDC members discussed the report further. The EDC members discussed having a sheet posted around the Village listing weekly local events, similar to the "Fresh Sheet" done by Harrison Tourism. There is a community futures meeting planned for June 28, 2010 to discuss WiFi for the community.

☐ Development  
cost charges

CEDO provided an update on the proposed amendments to the DCC bylaw. The report will be finalized and presented to council on June 21 or July 12, 2010. The EDC members discussed the amendments and cost recovery. Comments can be forwarded to Andre Isakov or Ted Tisdale.

☐ Development  
policy

Tied in with the discussion for Development Cost Charges.

☐ Revitalization  
tax exemption

CEDO reviewed the draft of the policy, which encourages commercial development/redevelopment in the village core by providing tax stability if the work is over a certain dollar amount. Ensures tax stability for 5 years, 6 years if it is a green development. The EDC discussed the policy. It was suggested that the number of years of tax stability should be increased. It was also suggested that the policy have a tier system based on the amount of money spent on the development/redevelopment project and should relate to the value of the property. CEDO asked the EDC members to review the policy and send comments to him via email.

☐ Brand and  
identity  
development

CEDO is working on developing a marketing strategy. It was suggested that a consultant be hired to aid in brand and identity development. The CEDO is in the process of obtaining quotes from several consulting firms. The EDC members discussed the advantages of hiring a consultant and what items need to be focused

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

**June 16, 2010**

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on within the next year. It was suggested that a working group be formed and that further discussion should take place at the next EDC meeting.

**□Resort  
Development  
Strategy**

EDC members discussed the strategy and the commission's role in the process. CEDO updated the EDC on the projects being worked on. This is the last year of the contract, next year a report with a new 5 year strategy will have to be prepared and sent to the province. It was suggested that the events coordinator position and festival funding be included in the new 5 year report. A discussion will take place within the working group and discussions with the EDC will begin in early fall.

Next meeting to be held on July 21, 2010 at 9:00 am

**7.**

**ADJOURNMENT**

**Moved by Karl Dopf**

**Seconded by Frank Peters**

**THAT** the meeting be adjourned at 10:42am.

**CARRIED**

---

Robert Reyerse  
Chairman

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Heather Grant  
Recording Secretary





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council

**DATE:** July 28, 2010

**FROM:** Andre Isakov,  
Community and Economic Development Officer

**FILE:**

**SUBJECT: Community Branding**

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#### ISSUE:

One of the high priority action items on the Village's Economic Action Plan is to "develop a Village branding and marketing plan with a clear and consistent brand". As such, the Village should consider engaging in a community branding process with the goal of developing a clear, modern identity with marketing materials to promote the municipality and its brand.

#### BACKGROUND:

A community brand is a powerful tool that can sway opinion, attract investment, engage residents, and promote tourism. Unlike corporate brand, a community brand is not created but rather discovered. A community brand does not only sell itself to the world, it has the ability to also forge unity, consensus, purpose and passion within the community because the process allows people to see the linkages between economic development, tourism, and community development aspirations. A community brand process should link brand building and implementation to community vision and direction. A community brand process is not a tourism marketing strategy document, it is a process of developing a community identity. Thus it is a process that includes and should correlate with tourism strategies but is a process that is much greater in scope than just tourism.

As a designated resort municipality, the Village of Harrison Hot Springs can substantially benefit from a comprehensive community branding process. Such process would help to:

- Modernize the image of the community;
- Attract both local and foreign direct investment;
- Strengthen community identity and pride;

- Promote tourism and local lifestyle;
- Effectively set the community apart from other communities;
- Guide Resort Municipality strategies and initiatives for the next 5 years.

A community branding process usually involves:

- Literature review (marketing audit, stakeholder analysis, competitive audit, language audit);
- Brand strategy development (public consultations with key stakeholders, brand essence development with a positioning platform, brand strategy document);
- Visual identity development (stationary package, website template development, binder design, marketing brochure design, logo and slogan development to all correlate and work together to reinforce the brand strategy).

Village staff have approached a few communication firms to get a sense of the costs associated with brand development. It is estimated that the branding process including the printing of basic materials (letterhead, investment brochure, binder) would be in the range of \$20,000.00. There are no funds allocated towards this initiative in the current budget.

The timing for developing a community brand is important; it would be helpful to develop a clear community brand before the next 5 year resort municipality projects are agreed to by January 1, 2011.

The Economic Development Commission is recommending that this project be initiated as soon as the budget allows the municipality to do so. The commission feels that such initiative can help the Village remain competitive in an ever increasingly competitive market.

#### **RECOMMENDATION:**

**THAT** Council support the community brand development initiative and authorize staff to call for proposals.

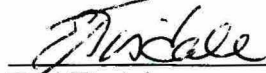
Respectfully submitted for your  
consideration;



Andre Isakov  
Community and Economic Development Officer

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

Community branding is an important initiative that will result in a common theme for Harrison. Although no funds were identified in the 2010 budget, funds may be identified through the budget review process or allocated in the 2011 budget.



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Ted Tisdale

Chief Administrative Officer

**DIRECTOR OF FINANCE COMMENTS:**

No funds in 2010 budget.



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Dale Courtice

Director of Finance





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** August 5, 2010  
**FROM:** Debra Key, Corporate Officer **FILE:** 3900  
**SUBJECT:** Council Procedure Amendment Bylaw

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#### ISSUE:

To amend Council Procedure Bylaw No. 914, 2009.


#### BACKGROUND:

The previous Council Procedure Amendment Bylaw draft was submitted to Council on July 12, 2010 for their review. It was also reviewed by the Bylaw and Policy Review Committee on August 4, 2010 where some minor changes and inclusions were made (attached).

#### RECOMMENDATION:

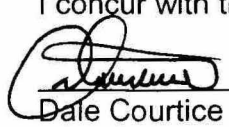
**THAT** Council consider these amendments to Council Procedure Bylaw No. 914, 2009 and approve the posting of a notice in compliance with s. 124(3) of the *Community Charter*.

Respectfully submitted for your consideration;

  
Debra Key  
Corporate Officer

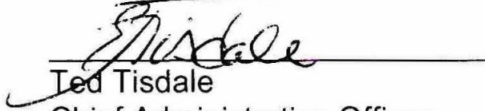
#### DIRECTOR OF FINANCE COMMENTS:

I concur with the recommendation.

  
Dale Courtice  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

I concur with the recommendation.

  
Ted Tisdale  
Chief Administrative Officer

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Procedure Bylaw Amendment.RTC.doc



## VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. XXX

### A bylaw to amend Council Procedure Bylaw No. XXX

---

**WHEREAS** the Village of Harrison Hot Springs has deemed it advisable to amend Council Procedure bylaw No. 914, 2009;

**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 Council Procedure Bylaw Amendment Bylaw No. XXX, 2010."

**2. AMENDMENT**

In Council Procedure Bylaw No. 914, 2009 under the heading of 2. Definitions, amend to read:

- a. Definitions, "Acting Mayor" amend to read, "means a member of Council appointed by council to preside at any meeting of council in the absence of the mayor or member appointed as deputy mayor"
- b. Definitions, "Deputy Mayor" amend to read, "means a member of Council who is nominated by Mayor and appointed by Council to act in the place of mayor when the Mayor is absent or otherwise unable to act or when the office of mayor is vacant pursuant to s. 130 of the *Community Charter*"
- c. In 3. Meetings of Council, section 3(h)(i), amend the paragraph to read:

"emailing a complete Council Agenda package and placing a complete Council agenda package in each Council member's mailbox; and

Delete (ii) and replace with (ii):

"placing notice on the Village's website".

- d. In 4. Agenda, (f) add the following paragraphs:
  - a. "Those items that are considered routine in nature and do not require debate such as, but not necessarily restricted to, adoption of bylaws and correspondence, will be included in the consent agenda".
  - b. Any item that Council wishes to remove from the consent agenda, must approve the removal of the item by resolution.
  - c. After the second paragraph, amend and renumber the Order of Business as follows:
    - 1. Call to Order
    - 2. Introduction of Late Items
    - 3. Approval of Agenda
    - 4. Adoption of Council Minutes
    - 5. Business Arising from Minutes
    - 6. Consent Agenda
      - a. Bylaws
      - b. Agreements
      - c. Committee and Commission Minutes
      - d. Correspondence
    - 7. Delegations
    - 8. Correspondence
    - 9. Business arising from Correspondence
    - 10. Reports of Committees, COW and Commissions
    - 11. Reports from Mayor
    - 12. Reports from Councillors
    - 13. Reports from Staff
    - 14. Bylaws
    - 15. Adjournment
    - 16. Question Period (pertaining to agenda only)
- e. After section 11, insert a new Section "Minutes of Meetings"
  - 12. Minutes of Meetings
    - (a) Minutes of Council, Committee and Commission meetings must be taken, including the provision to certify the minutes;
    - (b) Minutes may be recorded with a recording device at the convenience of the recording secretary and will be erased at the recording secretary's discretion;
    - (c) The minutes of Council, Committee and Commission meetings, once adopted, are the official record of those meetings;
    - (d) Audio recordings are not official records of meetings and are not available to the public.

- f. After section 13, insert a new Section "Public Hearings and Public Information Meetings"

14. Public Hearings and Public Information Meetings

(a) Public Hearings

- (i) The Corporate Officer or designate must give public notice of a Public Hearing in accordance with s. 892 of the *Local Government Act*;
- (ii) At least 24 hours before a Public Hearing, the Corporate Officer or designate shall give public notice of the time, place and date of the Public Hearing by way of posting a notice at the public notice posting place; and
- (iii) By placing a notice on the Village's website.
- (iv) Conduct of a Public Hearing will be at the call of the Chair;
- (v) Oral submissions at the Public Hearing may be limited by the Chair to 7 minutes for each speaker; and may be allowed further opportunity to speak a second or third time once all persons have had opportunity to speak.
- (vi) A written report of a Public Hearing containing a summary of the representations made at the hearing must be prepared and maintained as a public record;
- (vii) The Public Hearing may be recorded with a recording device at the convenience of the recording secretary and will be erased at the recording secretary's discretion;
- (viii) The written report of a Public Hearing, once adopted, is the official record of that hearing;

(b) Public Information Meetings

- (ii) At least 24 hours before a Public Information Meeting, the Corporate Officer or designate shall give public notice of the time, place and date of the meeting by way of posting a notice at the public notice posting place; and
- (iii) By placing a notice on the Village's website.

- g. After section 15, insert a new section, "Incoming Correspondence"

(a) Incoming Correspondence

All correspondence addressed to Mayor and Council, regardless of how it is addressed, will be received and processed by the Corporate Officer. Correspondence that is determined to be of a confidential nature will be distributed at the Corporate Officer's discretion.

The entire Bylaw is to be renumbered to incorporate new sections.

3. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the Community Charter.

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

4. **READINGS AND ADOPTION**

READ A FIRST TIME THIS                      DAY OF                      , 2010

READ A SECOND TIME THIS                      DAY OF                      , 2010

READ A THIRD TIME THIS                      DAY OF                      , 2010

RECONSIDERED AND ADOPTED THIS                      DAY OF                      , 2010

\_\_\_\_\_  
Mayor

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



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** August 5, 2010  
**FROM:** Debra Key, Corporate Officer **FILE:** 0340-50  
**SUBJECT:** Council Policies

---

#### ISSUE:

To rescind and amend existing policies of Council.

#### BACKGROUND:

The Bylaw and Policy Review Committee met on May 26, 2010 to review and discuss the existing policies of Council. The Committee agreed at that time that a further review and amendments be completed for the next meeting of the Committee. The Committee met again on August 4, 2010 where a thorough review was completed to determine whether or not the existing policy should be rescinded or amended due to its redundancy. Several of the policies were in need of some housekeeping and in some cases, new policies have been drafted. It is also the desire by staff that the complete Village Policy Manual be reformatted to accommodate any changes. The Committee passed the following recommendation:

#### RECOMMENDATION:

**THAT** Council rescind the following existing policies:

- 1.1b – Agendas – Submissions
- 1.4a – Business Plaque Recognition
- 1.5 – Council Minutes
- 1.7 – Smoking
- 1.8 – Liquor Licences
- 1.9 – Planning
- 1.11 – Village Logo
- 1.12 – Council Meeting Tapes
- 1.13 – Committee
- 1.14 Committee Roles and Responsibilities
- 1.15 – Notice of Committee Meetings
- 1.16 – Cheque Signing

- 1.18 – Privacy
- 2.4 – NSF Cheques
- 2.5 – Financial Review
- 2.6 - Sick leave Fund
- 2.9 – Cheque List
- 2.10- Repayment of Community Amenities Fund
- 2.11 – Incoming Correspondence
- 2.12 – Advertising
- 2.13 – Issue of Development Permits
- 2.14 – Library Cards
- 2.15 – Photocopying Fees
- 2.16 – Fundraising
- 2.17 – Harassment
- 2.18 – Municipal Ticketing Procedure
- 2.19 – Employee Driving Requirements
- 2.20 – Criminal Record Check
- 2.21 – Deputy Approving Officer
- 2.22 – Legal Costs
- 2.24 – Code of Conduct
- 2.26 – Discipline
- 3.1 – Board of Variance
- 3.2 – Certificates of Achievement
- 3.3 – Fire Department Personal Property
- 3.5 – Recreation Commission – Appointment
- 3.6 – Recreation Commission – Year End Funds
- 3.7 – Fire Department – Honorariums and Call Out Rates
- 4.2 – Street Vending – Business Licence
- 4.3 – public Property – Vending
- 4.4 – Crown Land Approvals
- 4.6 – Buskers
- 4.9 – Graffiti on Village Property
- 4.15 – Food Vending – Beachfront
- 4.17 – Regulation use of Explosive Agents for Blasting
- 6.1 – Culverts
- 6.2 – Essential Services
- 6.3 – Road Construction
- 6.4 – Sewer Connections
- 6.5 – Lot Clean Up
- 6.8 – Subdivision Servicing

and;

**THAT** Council approve the adoption of the following policies as amended:

- 1. Bulletin Board
- 2. Capital Assets
- 3. Council Commemoration
- 4. Disposal of Surplus Items & Equipment

5. Grants
6. Memorial Recognition
7. Purchasing & Procurement
8. Street Banner Display
9. Travel and Expense
10. Use of Public Property or Facilities for Events
11. Water/Sanitary Service Extension and Improvements

and further;

**THAT** Council approve the adoption of the following new policies:

1. Employment Working Standards and Conditions
2. Media Communications

Respectfully submitted for your  
consideration;

  
 Debra Key  
 Corporate Officer


**DIRECTOR OF FINANCE COMMENTS:**

I concur with the recommendation.

  
 Dale Courtice  
 Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

I concur with the recommendation.

  
 Ted Tisdale  
 Chief Administrative Officer

**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW AND POLICY REVIEW COMMITTEE MEETING**

**DATE:** August 4, 2010  
**TIME:** 9:30 a.m.  
**PLACE:** Council Chambers

**IN ATTENDANCE:** Allan Jackson, Chair  
Ken Becotte, Mayor  
Ted Tisdale, Chief Administrative Officer  
Debra Key, Corporate Officer (Recorder)

**ABSENT:**

**1. CALL TO ORDER**

The Chair called the meeting to order at 9:30 a.m.

**2. LATE ITEMS**

**3. ADOPTION OF MINUTES**

Moved by K. Becotte  
Seconded by D. Key

**THAT** the minutes of the Bylaw and Policy Review Committee meeting of May 26, 2010 be adopted.

**CARRIED  
UNANIMOUSLY**

**4. DELEGATIONS/PETITIONS**

None

**5. CHAIRPERSON REPORT**

None

**6. ITEMS FOR DISCUSSION**

The existing policies were reviewed and discussed.

☐ Rescind Existing Policies

Moved by K. Becotte  
Seconded by D. Key

**THAT** Council rescind the following existing policies:

1.1b – Agendas – Submissions

**VILLAGE OF HARRISON HOT SPRINGS**  
**MINUTES OF THE BYLAW AND POLICY REVIEW COMMITTEE**  
**MEETING**  
**August 4, 2010**  
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1.4a – Business Plaque Recognition  
1.5 – Council Minutes  
1.7 – Smoking  
1.8 – Liquor Licences  
1.9 – Planning  
1.11 – Village Logo  
1.12 – Council Meeting Tapes  
1.13 – Committee  
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2.19 – Employee Driving Requirements  
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3.3 – Fire Department Personal Property  
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3.6 – Recreation Commission – Year End Funds  
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6.1 – Culverts

**VILLAGE OF HARRISON HOT SPRINGS**  
**MINUTES OF THE BYLAW AND POLICY REVIEW COMMITTEE**  
**MEETING**  
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- 6.2 – Essential Services
- 6.3 – Road Construction
- 6.4 – Sewer Connections
- 6.5 – Lot Clean Up
- 6.8 – Subdivision Servicing

and;

**THAT** Council approve the adoption of the following policies as amended:

☐ **Draft Policies**

1. Bulletin Board
2. Council Commemoration
3. Grants
4. Travel and Expense
5. Capital Assets
6. Purchasing & Procurement
7. Disposal of Surplus Items & Equipment
8. Memorial Recognition
9. Street Banner Display
10. Use of Public Property or Facilities for Events
11. Water/Sanitary Service Extension and Improvements

and further;

**THAT** Council approve the adoption of the following new policies:

1. Employment Working Standards and Conditions
2. Media Communications

**CARRIED**  
**UNANIMOUSLY**

The Committee reviewed some existing and new draft bylaws.

☐ **Bylaws**

The consensus of the Committee was to review and amend the bylaws and bring the drafts to the next Regular meeting of Council:

1. Sign
2. Licencing and Regulation of Business
3. Zoning Amendment
4. Council Procedure
5. Driveway Access
6. Pesticide Use

**VILLAGE OF HARRISON HOT SPRINGS**  
**MINUTES OF THE BYLAW AND POLICY REVIEW COMMITTEE**  
**MEETING**  
**August 4, 2010**  
**PAGE (4)**

7. Revitalization Tax Exemption Program

**Moved by T. Tisdale**  
**Seconded by A. Jackson**

THAT the meeting be adjourned at 11:55 a.m.

**CARRIED**  
**UNANIMOUSLY**

\_\_\_\_\_  
Allan Jackson, Chair

\_\_\_\_\_  
Debra Key, Corporate Officer



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

SUBJECT	POLICY NUMBER
BULLETIN BOARD POLICY	DATE ADOPTED

### PURPOSE

The purpose of this policy is to manage the use of the Bulletin Boards.

### POLICY

1. The bulletin boards are used to announce community events only.
2. The following are approved uses:
  - a. Posting of notices of council, committee and commission meetings and agendas and public hearings;
  - b. Council approved community events and functions; and
  - c. Community group event notices, if space allows
3. The maximum space allowable for community notices is 8 ½" x 14".
4. Community notices must be submitted a minimum of two weeks prior to event.
5. The Bulletin Board will not be used to advertise controversial events.
6. Approval of notices will be at the discretion of the Office Manager.
7. Village staff will be responsible for the Bulletin Board and placement and removal of notices.



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

SUBJECT  <b>CAPITAL ASSETS</b>	POLICY NUMBER
	DATE ADOPTED

#### 1. PURPOSE

This Capital Asset Policy (Policy) promotes sound corporate management of capital assets and complies with the Public Sector Accounting Board (PSAB) Handbook Section PSAB 3150.

Financial Statements prepared for fiscal the year starting January 1, 2009 will require compliance with PSAB 3150. Comparative figures for the year 2008 are also required.

#### 2. SCOPE

All tangible property owned by the Village, either through donation or purchase and which qualifies as capital assets are addressed in this policy. In accordance with PSAB 3150, tangible capital assets (TCA) are non-financial assets having physical substance that:

- are held for use in the production or supply of goods or services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- have useful economic lives extending beyond an accounting period;
- are to be used on a continuing basis; and
- are not for sale in the ordinary course of operations.

#### 3. PRINCIPLES

Principles in this policy provide guidance for policy development and assist with interpretation of the policy once applied.

- The purpose of this policy is for the benefit of the Village as a whole; for the users of the Village's financial statements and managers of the Village's tangible capital assets.
- The cost associated with data collection and storage is balanced with the benefits achieved by users of the data and reports.
- Budgeting follows PSAB 3150. Only capital items meeting the capital asset criteria in this policy will be budgeted as capital.
- Compliance is with all legislation applicable to municipalities.
- Financial, operational and information technology system limitations are considered.
- Materiality is considered.

7. Reporting deadlines are met.

#### **4. POLICY**

A framework is established for the management and control of the Village's capital assets. Included in this framework is proper recognition, measurement, thresholds, aggregation, segregation, amortization, reporting, safeguarding and disposal. Additional guidelines relating to the purchase of assets are found in the Village's Procurement Policy.

#### **5. DEFINITIONS:**

##### **Tangible Capital Assets (TCA)**

Means non-financial assets having physical substance that:

- (i) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- (ii) have useful economic lives extending beyond an accounting period;
- (iii) are to be used on a continuing basis; and
- (iv) are not for sale in the ordinary course of operations.

##### **Betterment**

Means a cost incurred to enhance the service life of a TCA.

##### **Cost**

Means the gross amount of consideration given up to acquire, construct, develop or better a tangible capital asset, and includes all costs directly attributable to acquisition, construction, development or betterment of the TCA, including installing the asset at the location and in the condition necessary for its intended use. The cost of a contributed TCA, including a TCA in lieu of a developer charge, is considered to be equal to its fair market value at the date of contribution. Capital grants would not be netted against the cost of the related TCA.

##### **Fair Value**

Means the amount of the consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

##### **Net Book Value**

Means the tangible capital assets cost, less both accumulated amortization and the amount of any write-downs.

## **Residual Value**

Means the estimated net realizable value of a TCA at the end of its useful life.

## **Useful Life**

Means the estimate of either the period over which a TCA is expected to be used, or the number of production or similar units that can be obtained from the TCA. The life of a TCA may extend beyond the useful life of a TCA. The life of a TCA, other than land is finite, and is normally the shortest of the physical, technological, commercial and legal life.

## **6. CLASSIFICATIONS**

**Major classifications of TCA'S to be recorded will include:**

- Land
- Land Improvements
- Parks Infrastructure
- Buildings
- Machinery and Equipment
- Vehicles
- IT Infrastructure
- Engineered Structures

**Definitions of major TCA classifications:**

### **Land:**

Means land purchased or acquired for value for parks and recreation, building sites, land for infrastructure (highways, bridges etc.) and other program use, but not land for resale.

### **Land Improvements:**

Means improvements of a permanent nature to land such as parking lots, lighting, pathways, engineered structures and fences.

### **Parks Infrastructure:**

Means playground equipment, outdoor pools, fencing, tennis courts, trails, pathways, information kiosks, docks and wharves, boat ramps, public washrooms and showers, lagoons and beaches and lighting.

### **Buildings:**

Means permanent, temporary or portable building structures, such as offices, garages, warehouses, and recreation facilities intended to shelter persons and/or goods, machinery,

equipment, and working spaces. Buildings include improvements such as exterior envelope, HVAC systems, roofs, electrical, plumbing, fire and site works.

### **Machinery and Equipment:**

Means heavy and light equipment for constructing infrastructure and smaller equipment and furnishings in buildings and offices. This class does not include immovable equipment used in the engineered structures classification.

### **Information Technology (IT) Infrastructure:**

Means infrastructure including software, hardware, wiring, computers, printers, scanners, photocopiers and radio and telephone network. IT infrastructure is capitalized if each purchase or project meets threshold limits. Computers and printers, scanners, photocopiers, etc. are capitalized if purchased in volume and the volume exceeds the threshold limit.

### **Vehicles:**

Means rolling stock that is used primarily for transportation purposes.

### **Engineered Structures:**

Permanent structural works such as:

#### ➤ **Roadway system**

Means assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes roads, bridges, overpasses, ramps, parkades, lights, sidewalks and signage.

#### ➤ **Water system**

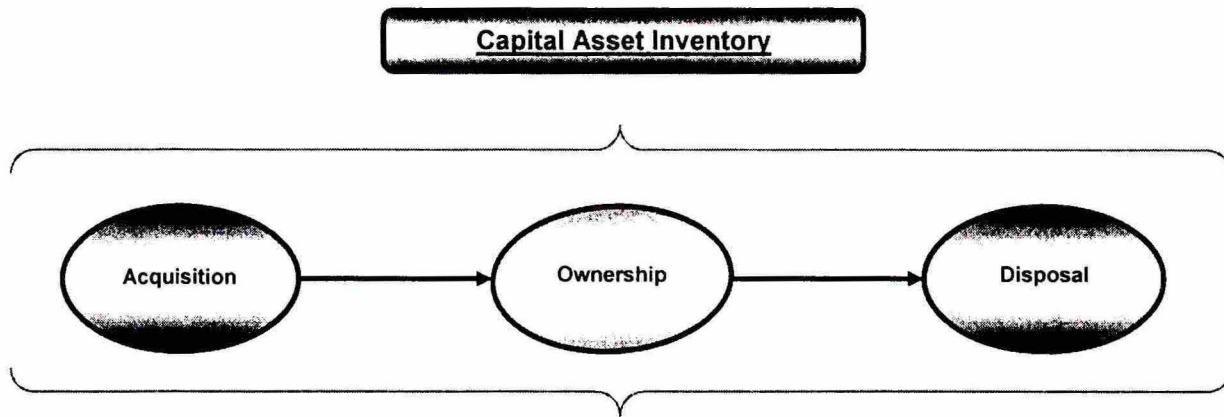
Means assets for the provision of water through pipes or other constructed conveyance. It is normally intake, distribution, storage and treatment of safe, potable water. It may also be comprised of assets required to distribute non-potable water. Includes appurtenances such as: mains, valves, service connections, pump and lift stations, plants and equipment, reservoirs and fire hydrants.

#### ➤ **Wastewater system**

Means water that has been used for household, business and other purposes, which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. The wastewater system is comprised of assets used for the collection and treatment of wastewater intended for return to a natural water system or other originating water source or used for other environmentally approved purposes. Includes appurtenances such as: mains, service connections, pump and lift stations, treatment plants and equipment and lagoons.

➤ **Drainage system**

Means assets used for the collection, storage and distribution of drainage as a result of rain, flood or other external sources to a natural drainage system. Includes appurtenances such as: dyke works, mains, service connections, catch basins, pump and lift stations, outfalls and retention/detention ponds.



***TCA Inventory - Acquisition***

TCA'S are recognized as assets on the Village's Statement of Financial Position. They are recorded at historical cost upon receipt of a capital good or when the asset is put into use for a capital project.

**Thresholds**

Thresholds are established for a minimum dollar value and number of years of useful life. Thresholds help to determine whether expenditures are to be capitalized as assets and amortized or treated as a current year expense. An optimal threshold for each asset category is a balance between the minimum dollar value and number of years of useful life.

The Village's threshold levels are set in accordance with the GFOA and PSAB Guidelines

Asset Category	Threshold
Land	Capitalize Only
Land Improvements	Capitalize Only
Parks infrastructure	\$10,000
Buildings	\$10,000
Machinery and Equipment	\$2,500

Vehicles	\$2,500
IT Infrastructure	\$2,500
Engineered Structures	\$10,000

Thresholds apply to capital goods purchased and capital projects constructed with the total cost of the goods or project meeting the threshold criteria. Long term assets not individually meeting threshold limits, but when purchased volumes meet the limit, are to be capitalized. Improvements are capitalized when they extend the useful life of the asset. Betterments are considered to be part of the cost of a TCA and would be added to the recorded cost of the related asset.

### ***TCA Inventory – Ownership***

Ownership of assets requires safeguarding, maintenance, amortization for replacement and possibly write-downs. These requirements are addressed in this section.

It is the responsibility of Village staff to ensure capital assets are maintained and safeguarded.

Amortization is an annual charge to expenditures for the use of a capital asset. The Village sets amortization rates on a straight line basis based the on number of years in service less salvage value. The asset categories are amortized as follows:

<b>Asset Category</b>	<b>Amortization of Cost less Savage Value</b>
Land	Not amortized
Land Improvements	Straight line over useful life of each asset unit
Parks Infrastructure	Straight line over useful life of each asset unit
Buildings	Straight line over useful life of each asset unit
Machinery and Equipment	Straight line over useful life of each asset unit
Vehicles	Straight line over useful life of each asset unit
IT Infrastructure	Straight line over useful life of each asset unit

Engineered Structures	Straight line over useful life of each asset unit
-----------------------	---

In the year an asset is acquired, put into service, or disposed of, amortization is calculated at 50%. Appendix A provides a general guide for useful life.

When conditions indicate that a TCA no longer contributes to the providing of goods and services, or that the value of future economic benefits associated with the TCA is less than its net book value, the cost of the TCA should be reduced to reflect the decline in the asset's value. The net write-downs of TCA'S should be accounted for as expenses in the Statement of Operations. A write-down should not be reversed.

### ***TCA Inventory - Disposal***

Disposal procedures for capital assets are in accordance with the Village's Procurement Policy. All disposals of TCA'S are recorded in the Village's financial statements in accordance with PSAB 3150.

## **PRESENTATION AND DISCLOSURE**

In accordance with CICA Public Sector Guideline 7 (PSG 7), the Village shall disclose for each major category of TCA'S:

- a. Cost at the beginning and end of the period;
- b. Additions in the period;
- c. Disposals in the period;
- d. The amount of any write-downs in the period;
- e. The amount of depreciation for the period;
- f. Accumulated amortization at the beginning and end of the period;
- g. Net carrying amount at the beginning and end of the period;
- h.

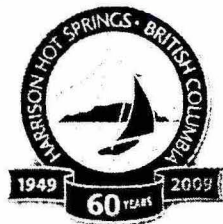
In addition, the Village shall also disclose:

- a. The method used to determine the cost of each major category of TCA;
- b. The amortization method used, including amortization period or rate for each major capital category of TCA;
- c. The net book value of TCA'S not being amortized because they are under construction or development or have been removed from service;
- d. The nature and amount of contributed TCA'S received in the period;
- e. The nature and use of TCA'S disclosed at nominal value;
- f. The nature of the works of art and historical treasures held; and
- g. The amount of interest included in cost in the period.

## APPENDIX A

## ASSET USEFUL LIFE – General Guidelines

<b><u>ASSET TYPE</u></b>	<b><u>USEFUL LIFE IN YEARS</u></b>
Land	Not Amortized
Land Improvements	
Parking Lots	20-50
Lighting	20-35
Pathways/Walkways	10-75
Fencing	10-35
Parks Infrastructure	
Playground Equipment	15 – 30
Pathways	10 – 75
Public Washrooms and Showers	20 – 70
Docks, Wharves and Boat Ramps	10 – 25
Tennis Courts	15 – 40
Lighting	15 – 20
Fencing	10 – 35
Buildings	20 - 70
Machinery & Equipment	
Smaller Equipment and Furnishings	5 - 10
Heavy and Light Equipment	5 - 10
IT Infrastructure	
Hardware, Computers, Printers, Scanners, Photocopiers	4 - 5
Software	5 - 7
Wiring	20 - 25
Radio and Telephone Network	7 - 10
Vehicles	
Cars and Light Trucks	5 – 10
Fire Trucks	15 - 20
Engineered Structures	
Roadway	15 – 75
Water	10 – 100
Wastewater	10 – 100
Drainage	10 – 100



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

POLICY NAME	POLICY NUMBER
COUNCIL COMMEMORATION	DATE ADOPTED

#### 1. PURPOSE

To recognize outgoing Council members for their term of office for the Village of Harrison Hot Springs.

#### 2. POLICY

A small plaque shall be presented to all outgoing members of Council to commemorate their term of office.



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

#### SUBJECT

#### DISPOSAL OF SURPLUS ITEMS AND EQUIPMENT

#### POLICY NUMBER

#### DATE ADOPTED

### PURPOSE

This policy is to provide guidelines for the disposal of equipment, vehicles, furniture and other items deemed surplus to various Village Departments. This policy does not cover the disposal of land, buildings or engineering structures.

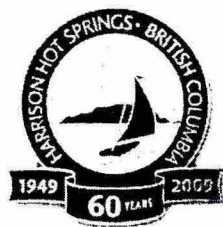
### DEFINITIONS

- “disposed of” - means to discard an item by way of public auction or tender provided the item has not been deemed unsafe by the Chief Administrative Officer.
- “destroyed” - means to make useless an item such that it cannot be salvaged and thereby accessible to the public.

### POLICY DIRECTIVES

1. The Chief Administrative Officer in consultation with the Director of Finance shall have the authority to declare items surplus to the operational needs of the Village.
2. Once an item has been deemed surplus, the Chief Administrative Officer and Director of Finance will make arrangements for the appropriate method of disposal.
3. Any items sold through an auction process shall be accompanied by a bill of sale which clearly states that the items are being purchased on an “*as is, where is*” basis and that the Village is in no way offering or implying any warranty or liability for any action arising from any defect. All sales are final and the purchaser is responsible for the item’s removal immediately upon payment.

4. Items originating from the Fire Department and declared surplus by the Fire Chief will be disposed pursuant to this policy.
5. Items that are of a sensitive nature or pose a security threat shall be destroyed.
6. All monies and receipts for the sale of surplus items shall be forwarded to the Director of Finance.
7. The Director of Finance is responsible for the safekeeping of appropriate records in the disposal of surplus items and equipment.



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

POLICY NAME	POLICY NUMBER
GRANTS	DATE ADOPTED

### PURPOSE

The purpose of this policy is to provide Council with opportunity to consider the level of support it wishes to provide to Community Groups.

### POLICY

1. Groups requesting financial support from Council must submit their application to the Village Office by November 15<sup>th</sup> for the preceding year and include in their application the following:
  - a. How the money will be expended;
  - b. How the grant will assist Council in achieving its objective;
  - c. The anticipated benefit to the Harrison Community; and
  - d. Include the most recent financial information detailing the organizations activities.
2. The Administration and Finance Committee will review all applications on the basis of need and contribution to the general community and provide recommendations to Council for its consideration during budget deliberations.
3. Applicants will be notified by the Corporate Officer of their grant following Council adoption of the annual budget.
4. In consultation with the applicant the Director of Finance will determine how the grant will be paid based on financial need/cash flow of the organization.
5. By January 31st of the following year, the organization will provide an accounting of how the grant funding has been used.
6. If the group fails to provide the accounting of funds to the satisfaction of the Director of Finance or does not expend the funds as initially intended unless otherwise approved by Council, the group may not be eligible for consideration for future grants.



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

POLICY NAME	POLICY NUMBER
MEMORIAL RECOGNITION	DATE ADOPTED

### PURPOSE

The purpose of this policy is to permit the placement of benches, planting of trees or other approved commemorative items. The placement of markers, crosses and other memorial monuments are not permitted.

### POLICY

1. An individual, family, company, group or organization may place a memorial bench or other amenity on Village controlled land in memory of an individual subject to the following.
  - a. A request form specifying the gift, the preferred location and the wording of the plaque be submitted to the Parks and Recreation Commission for approval;
  - b. The Parks and Recreation Commission can approve the location and tenure of the location;
  - c. The Village will accept the gift on the condition that once it is donated it becomes the property of the Village of Harrison Hot Springs;
  - d. The value of the donation must cover the Villages cost and the first 2 years of anticipated maintenance.
2. If it is a Memorial Bench the Village will maintain the bench until it is considered unserviceable by the Parks and Recreation Commission.
3. The Village will attempt to maintain the Bench in its original location, but may move it to another location if warranted by operational concerns or user needs.
4. When the Bench is considered unserviceable the Village at its discretion may take the bench out of service and return if possible the plaque to the original donor.

5. If the donation is a tree, the Parks and Recreation Commission will determine the species of tree and location with the plaque provided at the base of the tree.
6. All other donations will be accepted at the discretion of the Parks and Recreation Commission with appropriate regulations implemented at the time of the gift to reflect the circumstances of the gift.



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

SUBJECT

**PURCHASING & PROCUREMENT**

POLICY NUMBER

DATE ADOPTED

#### **1. PURPOSE**

The purpose of this policy is to maintain fiscal responsibility/accountability with the Village procuring the goods and services through an unbiased, open and competitive process that provides the best value to the Village considering purchase price, quality, delivery, installation and eventual disposition.

#### **2. AUTHORITY & RESPONSIBILITY**

It is the responsibility of individuals with purchasing authority to ensure purchasing practices serve the best interest of the Village and are in conformance with this policy. Individuals with purchasing authority are to ensure funds have been provided for in the budget for the proposed expenditures and that the expenditures will not result in a budgetary overage. All purchasing is authorized through the adoption of the Financial Plan except in circumstances authorized under the Emergency Purchasing Section of this policy.

#### **3. PURCHASE ORDERS**

Purchase orders shall be issued for all purchases (except exempt purchases – see Appendix A) and signed by an approved signatory.

Standing purchase orders may be issued for purchases less than \$75.00.

The purchase order (PO) will be completed with the supplier name, date, quantity ordered, product or service description, price, total, and the project the purchase should be charged to.

The top copy (white) of the PO is the supplier copy, the second (yellow) is to be forwarded to the Finance Department with any additional documentation relevant to the purchase, such as written quotations, and the third (pink) is to be kept intact in the PO booklet. Completed PO booklets must be returned to the Finance Department with all pink copies intact before any additional PO booklets are to be issued.

#### **4. RECEIPT OF GOODS**

All personnel signing delivery slips are responsible for counting and checking that all items on the delivery slip have in fact been received. Once items in the order have been matched to the accompanying packing slip (or in some cases original invoice) they are to be sent to the Accounts Clerk in order to be attached to the yellow copy of the purchase order.

#### **5. EMERGENCY PURCHASES**

Emergency situations may occur which require immediate commitment of materials, equipment and or services. An emergency expenditure is any expenditure that is the result of an event caused by accident, fire, explosion or technical failure or by forces of nature that results in the need to expend Village resources:

- a. To protect human life, safety and health
- b. To protect property
- c. To protect the environment
- d. To protect the economic interest of the community

In such situations, the authorized person in charge of the situation will approve any commitments made on behalf of the Village and will process the appropriate documents during the first business day following the event. Where the expenditure can be accommodated within the Financial Plan, whether out of contingency funds or reallocations, the Chief Administrative Officer or Director of Finance is authorized to approve the expenditure. Emergency purchases that cannot be accommodated within the Financial Plan will be authorized by the Chief Administrative Officer or Director of Finance and reported to Council following the event.

#### **6. PURCHASE ORDER SIGNING AUTHORITY**

The following have authority for signing purchase orders for approved budgeted expenditures:

- a. Chief Administrative Officer (up to \$25,000)
- b. Director of Finance (up to \$25,000)
- c. Officer Manager (up to \$5,000)
- d. Corporate Officer (up to \$5,000)
- e. Public Works Foreman (up to \$2,500)

Purchase Orders of more than \$25,000 with budget approval, must be co-signed by the Chief Administrative Officer and the Director of Finance.

For all purchases, more than one quote should be obtained. All quotes shall include duty, freight and delivery.

For any purchases in excess of \$5,000 there shall be at least three quotes (see Appendix B). If the lowest bid is not acceptable, then upon satisfactory justification, the Director of Finance shall approve the purchase.

## **7. CREDIT CARD PURCHASES**

Corporate Village credit cards shall be issued to the following:

- a. Chief Administrative Officer (\$12,000)
- b. Director of Finance (\$12,000)
- c. Office Manager (\$5,000)
- d. Corporate Officer (\$5,000)

Credit card purchases shall be used mainly for conference bookings and travel, entertainment/meals of guests of the Village and purchases where a purchase order is not practical in the circumstances.

## **8. AWARDING OF CONTRACTS**

The Chief Administrative Officer and Director of Finance shall have the authority to award contracts up to \$25,000 providing it is included in the approved annual Financial Plan. All contracts in excess of \$25,000 shall include a resolution of Council. All contracts in excess of \$50,000 shall go for tender or request for proposals. All contracts in excess of \$25,000 shall be by written contract which shall be signed by the Chief Administrative Officer.

## **9. LOCAL SUPPLIER PREFERENCE**

Preference shall be given to local suppliers where materials/services are equal and where the cost does not exceed 5% of the lowest quote. Local suppliers are those operating within the immediate area of Harrison Hot Springs and include the District of Kent.

## **10. VENDOR SELECTION**

All approving signatories shall seek the greatest possible effectiveness for the Village's purchases. There are many factors which should be considered when making purchases, in no particular order:

- a. Price
- b. Quality of goods/services
- c. Warranty
- d. Degree of suitability with requirements and/or specifications
- e. Availability of the goods or service (urgency at times will be a factor) and timeliness of delivery
- f. Quality of support, follow-up and repair service

- g. Supplier's previous performance, including vendor's financial stability and business reputation
- h. Balancing of quantity discounts with storage availability
- i. Standardization with other equipment and suppliers

## 11. GENERAL

It shall be the responsibility of all employees to follow the purchasing policy of the Village of Harrison Hot Springs. The Village of Harrison Hot Springs reserves the right to recover costs from an employee for any and all costs associated with an improper expenditure.

**APPENDIX A**  
**PURCHASES EXEMPT FROM PURCHASE ORDERS**  
**(But not exempt from appropriate approval)**

1) Petty Cash

2) Training and Education

- Conference fees
- Convention fees
- Course fees
- Meeting expenses
- Membership or dues
- Periodicals, magazines, subscriptions
- Seminars
- Staff training and development
- Staff workshops

3) Refundable Council and Employee Expenses

- Mileage allowance – Vehicles
- Travel expenses, meals, parking, hotel, etc.

4) Other Payments

- Debt payments
- Licenses (vehicles, radios etc.)
- Medical and dental
- Payments to Agencies
- Payment of damages
- Payroll deduction remittances
- Petty cash reimbursements

5) Utilities

- Cable
- Cellular telephone
- Diesel, gasoline & propane
- Gas
- Hydro
- Telephone
- Water

## 6) General

- Inspection and permit fees to other governments
- Land registry fees
- Municipal and inter-municipal grants and cost sharing
- Operating grants and Council approved grants
- Postage
- Salaries, wages, casual help and related disbursements
- Office recycling

## 7) Professional

- Accounting and audit
- Banking
- Insurance
- Legal

## 8) Other

- Externally managed projects – (require Council approval to delegate the purchasing authority to a construction management firm for construction process).
- Property purchases

**APPENDIX B  
VILLAGE OF HARRISON HOT SPRINGS  
QUOTATION EVALUATION FORM**

For purchases in excess of \$5,000

COMPANY NAME: _____	PRODUCT DESCRIPTION: _____
PHONE: _____	_____
FAX # _____	QUOTATION: _____
CONTACT NAME: _____	DATE RECEIVED: _____
E-MAIL: _____	

COMPANY NAME: _____	PRODUCT DESCRIPTION: _____
PHONE: _____	_____
FAX # _____	QUOTATION: _____
CONTACT NAME: _____	DATE RECEIVED: _____
E-MAIL _____	

COMPANY NAME: _____	PRODUCT DESCRIPTION: _____
PHONE: _____	_____
FAX # _____	QUOTATION: _____
CONTACT NAME: _____	DATE RECEIVED: _____
E-MAIL: _____	

VILLAGE DEPARTMENT _____	SIGNATURE _____
DIRECTOR OF FINANCE _____	



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

SUBJECT	POLICY NUMBER
STREET BANNER DISPLAY	DATE ADOPTED

### PURPOSE

To regulate the design, size and duration of street banners to be displayed in the Village of Harrison Hot Springs.

### POLICY

1. Only street banners which display public information messages or promote or advertise Village organized or approved special events, will be considered for display. Banners of a controversial nature as determined by council will not be approved.

Street banners may only be displayed in the following areas, unless otherwise approved by the Village:

- a. Village Entrance
  - b. Plaza
  - c. Memorial Hall
2. Street banners shall not display any obscene or offensive words or language or artwork;
  3. Shall not promote political parties or points of view, religious points of view, commercial ventures, controversial issues or other content that contradicts the human rights codes.
  4. Street banners must adhere to the following guidelines:
    - a. **At the Village entrance:**
      - i. must be no larger than a maximum size of 25 feet long and 3 feet in depth;
      - ii. Material must be re-enforced nylon or vinyl, clean and not torn;
      - iii. Must be equipped with wind vents;
      - iv. Must have re-enforced metal grommets capable of attachment by 1/4" spring clips;

- v. Must be tensioned at bottom corners with elastic shock cord with a material strength of not more or less than 1000 lbs;
- vi. The top of banners to be suspended from halyard or cable having a tensile strength of not less than 3700 lbs and tensioned to allow sag of not more than 24" – or as required to provide adequate roadway clearance;

**b. Plaza, Memorial Hall and Other Locations (on existing light or utility poles only):**

- i. Sized to fit street light pole brackets (confirm with Village staff);
- ii. Material must be re-enforced nylon or vinyl, clean and not torn;
- iii. Must have re-enforced metal grommets capable of attachment by 1/4" spring clips;
- iv. May only be attached to light poles, hydro poles, telephone poles (attachment to hydro/telephone poles requires approval/permit from utility companies);

**PROCEDURE**

Any organization or group promoting events wishing to display a street banner must submit a request in writing to the Village of Harrison Hot Springs at least thirty (30) days in advance of the event date. This request must be made on a Street Banner Display application form and be submitted to the municipal office for approval. Approval of street banners will be made on a first come first serve basis.

Displays with General Information may be displayed for a maximum of 30 days. Special Event displays take precedence over general information display and the duration of the display shall be dependant upon the size and scope of the event.

Seasonal displays by the Village of Harrison Hot Springs have no time duration.

The installation and removal of any banner must be conducted by a contractor approved by the Village at the applicant's expense. Failure to remove any street banner within the time allowed in this policy will result in the Village removing such banner at a cost to the applicant.



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

POLICY NAME	POLICY NUMBER
TRAVEL AND EXPENSE	DATE ADOPTED

#### 1. PURPOSE

To establish policy and procedures to govern the reimbursement of expenses incurred by Village staff.

#### POLICY

The Village of Harrison Hot Springs shall reimburse staff when engaging in municipal business outside the village, attending conferences, courses or meetings.

#### 1.0 AUTHORITY

- 1.1 Funding shall be identified for inclusion in the annual financial plan for staff attendance at training sessions, seminars, conferences, meetings etc
- 1.2 The Mayor shall have the authority to authorize the Chief Administrative Officer's attendance and the Chief Administrative Officer shall have authority to authorize staff's attendance for any purpose deemed to be for the improvement and good government of the Village of Harrison Hot Springs, subject to the necessary funds being available in the annual financial plan.
- 1.3 The following are the Managers pre-authorized by this policy for conference attendance:

Chief Administrative Officer:

- (i) UBCM Annual General meeting and Conference
- (ii) LGMA Annual General Meeting and Conference
- (iii) LMLGA Annual General Meeting and Conference

Director of Finance:

- (i) GFOA Annual General Meeting and Conference
- (ii) LGMA Annual General Meeting and Conference

Corporate Officer:

- (i) Corporate Officer's Forum Conference
- (ii) LGMA Annual General Meeting and Conference

## 2.0 ELIGIBLE EXPENSES

### 2.1 Transportation

- 2.1 (i) When the use of a private vehicle is necessary, reimbursement shall be paid at the rate of \$.50 per kilometer.
- (ii) When more than one staff member travels in the same vehicle, only one person may claim for the expenditure.
- (iii) All other expenses relating to transportation such as taxi/bus, parking fee, airport taxes, highway tolls, ferry fees and other related charges shall be paid as incurred and **supported by receipts**.
- (iv) Airfare – all airfares where possible are to be made with the Village credit card. Where possible, the excursion rate shall be obtained
- (v) Car rentals – chargeable at actual cost of the rental, gas and additional insurance. Government discount rates should be obtained where possible. The Chief Administrative Officer's advance approval is required for staff.

### 2.2 Accommodations

- 2.2 (i) All accommodations where possible are to be made with the Village credit card.
- (ii) Where accommodations are paid by a staff member, all claims must be supported by an actual receipt.
- (iii) Accommodation does not include the use of a mini-bar, movies or any other extra features in the room.
- (iv) Alternate Accommodations - \$25.00 per day. Provide own accommodations with friends or relatives. **Receipts are not necessary.**

## 2.3 Daily Expenses

(i) Meals shall be reimbursed at the following rates:

- |               |         |
|---------------|---------|
| a.) Breakfast | \$15.00 |
| b.) Lunch     | \$25.00 |
| c.) Dinner    | \$35.00 |

**Receipts are not necessary.**

## 2.4 Hospitality Expenses

- (i) Officers may incur expenses other than provided for under this policy for hospitality purposes.
- (iii) All claims for expenses incurred under 2.4 (i) must be submitted with written explanation on the receipts, including names of guests and purpose of meeting.

## 2.5 Other Expenses

- (i) Other allowable expenses as authorized by the Chief Administrative Officer. Claims must include details and supporting receipts.
- (ii) Actual costs for telephone, facsimile or modem charges, photocopying, relative to municipal business, will be covered based on supporting documentation such as a hotel receipt.
- (iii) Actual cost of one personal long distance telephone call per day to maximum of 10 minutes.

## 3.0 NON-ELIGIBLE EXPENSES

- (i) Laundry and cleaning
- (ii) Tobacco and tobacco products
- (iii) Alcoholic beverages unless pre-authorized by resolution or policy of Council for hospitality purposes
- (iv) Business class travel or greater on any passenger carrier except in situations where economy or coach class are not available
- (iv) Fines, forfeitures or penalties
- (vi) Compensation for loss or damage to personal property
- (vii) Barber, beauty salon, shoeshine or personal toiletries
- (viii) Personal postage
- (ix) Rental of sports or luxury cars
- (x) Spousal expenses

## 4.0 PAYMENT PROCEDURE

- 4.1 (i) Except as provided in this section, all requests for reimbursement of expenses must be supported by receipts delivered to the attention of the Director of Finance.
- (ii) Receipts are not required for:
- (a) Flat rate per diem payments set out in section 2.3;
  - (v) Where a receipt was lost, or could not be obtained, the Director of Finance may reimburse an Officer or Employee if that person accompanies the request for reimbursement with a signed declaration that the expenditure was allowed under this policy and that the amount claimed is the actual cost of the expense.
  - (vi) No claim will be processed and reimbursed if it is submitted more than six (6) months from the date the travel terminated.
  - (vii) If the expense is authorized under this Policy, the Director of Finance may, upon request from an Officer or Employee, produce an advance allowance towards meals, accommodation and personal vehicle travel
  - (viii) No advance payment will be made more than seven (7) calendar days before the anticipated travel day.
  - (ix) Where the amount of the actual expenses are less than the amount of the advance payment, the difference must be repaid to the Village within two (2) weeks of the date of return from the travel occasion.
  - (x) The repayment referred to in subsection 4.1 (vi) must be accompanied by receipts.



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

SUBJECT	POLICY NUMBER
USE OF PUBLIC PROPERTY OR FACILITIES FOR EVENTS	DATE ADOPTED

### PURPOSE

The purpose of this policy is to provide regulations for the use of public property or facilities for non-commercial events.

### INTERPETATION

**“Community Events”** means events organized by a recognized Society or Commission or Committee of Council and sanctioned by Council, where the purpose of the event is to support and /or enhance the tourism efforts of the Village to attract visitors to the Community, or a community wide social event that enhances the quality of life.

**“Non-Commercial”** means events or activities that are not solely profit oriented.

### POLICY

Unless provided for elsewhere in this policy;

1. Any individual, group or organization wishing to use any public areas, facilities or lands owned, operated or leased by the Village for any event, function or activity shall first obtain a USE OF PUBLIC PROPERTY OR FACILITY PERMIT.
2. All functions or events shall be protected by appropriate liability insurance naming the Village as an additional insured party. Appropriate levels of insurance shall be set by the Village based upon a description of the proposed event, function or activity but shall not exceed \$5,000,000.
3. Applications for a permit shall:
  - a. Preferably be made at least six weeks prior to the event;
  - b. Be accompanied by applicable non-refundable fee(s) as per the Miscellaneous Fee Bylaw;
  - c. Be accompanied by a map indicating all areas on which the function or event will occur;

- d. Be accompanied by a full description of the function including sponsor participation, approximate associated attendance numbers, approximate public attendance draw anticipated, catering or food and beverages provided if applicable, length of time of the function from beginning of preparation or set up to final clean up.
- 4. A separate application is required for any proposed changes to existing parking and traffic patterns on public roads, sidewalks and parking areas.
- 5. Prior to approval of the permit:
  - a. A refundable damage deposit shall be submitted to the Village;
  - b. Proof of Liability insurance shall be submitted to the Village; and
  - c. Any other permits, licenses or requirements of outside agencies associated with the event or function shall be submitted to the Village.
- 6. Any special request can be brought by the applicant before the Parks and Recreation Commission.
- 7. Within 48 hours following the event, all areas used shall be thoroughly cleaned and returned to a condition equal to or better than before the event or the damage deposit shall be forfeited. If the damage deposit is not sufficient to cover all costs, the applicant will be billed for the additional costs. If outstanding costs are not paid, the Village will pursue the costs through a collection agency and the applicant will not be permitted to use Public Property in the future until the debt is paid.

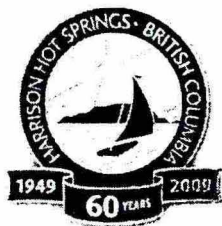
### **COMMUNITY EVENTS**

- 1. Community events are to be booked through the Village Office, preferably on an annual basis to ensure priority booking.
- 2. The organizers will provide complete details on a prescribed form, of the event and a general description of how the event will be managed including security if required.
- 3. The organizer of the community event will be responsible to ensure timely clean up following the event.
- 4. If the organizer of the event is not a Commission or Committee of Council, they will be required to provide proof of insurance and have the Village named in their policy. Council's Commissions and Committees will be covered by the Villages' insurance policy.
- 5. Fees and security deposits will not be assessed if costs are not incurred by the Village.

6. The organizer will recognize the Villages' involvement in the event through its advertising/promotion programs.

### **EXEMPTIONS**

1. On a case by case basis, the Village may exclude events from some or all of the normal requirements based on the following criteria;
  - a) During the event, the use of the land(s) is compatible with its normal activities, and will not be rendered unavailable for use by the general public;
  - b) No structures are to be erected other than those normally found (ie small shade tents etc.);
  - c) No fees are being charged for entry or participation in the Event;
  - d) No food/goods are being sold or advertised for sale by cash or donation;
  - e) The event is organized solely for the purpose of raising funds for a bonafide charity ( a financial statement may be required upon completion of the event); and
  - f) No services are required to be provided by the Village.



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

<b>SUBJECT</b>	<b>POLICY NUMBER</b>
<b>WATER/SANITARY SERVICE EXTENSION AND IMPROVEMENTS</b>	<b>DATE ADOPTED</b>

#### 1. PURPOSE

The Purpose of this policy is to establish the method for the orderly and financially sound extension of the Villages water and sewer systems with complete consideration to health and safety issues affecting residential, business and institutional properties.

#### 2. GENERAL PROVISIONS

- 2.1 This policy is to be reviewed in conjunction with the Water Regulation and Well Closure Bylaws to provide clarification of the intent of the Bylaw.
- 2.2 Water and sanitary sewer services will not be extended beyond the boundaries of the Village except where:
  - (a) Council approves a specific extension based on sound engineering and economic principles;
  - (b) the adjoining jurisdiction approves the terms and conditions for the extension of the water and sanitary services; and
  - (c) unless otherwise directed by Council the Village will make application to expand its boundaries to include property (ies) to which services were extended.
- 2.3 The Village acknowledges that looping water mains enhances public health and safety and reduces general operational and maintenance costs.
- 2.4 All water systems and connections are the property of the Village and the Village will be responsible for their operation and maintenance.
- 2.5 The Village will establish annually in its water budget, a specific amount to allow for the water system extension program and improvements.

- 2.6 Village funding will not be used for the construction, extension or improvements (“works”) of the water system that does not offer a reasonable business case unless it is required to satisfy a legislative or regulatory requirement or is needed to service existing customers. Business case means that the works are expected to increase revenues, improve service levels and/or addresses existing health and safety issues.
- 2.7 Mains will be sized to provide long term benefit/service to address the anticipated growth contained in the Village’s Official Community Plan. Under special/unusual circumstances, Council may approve an extension that does not satisfy OCP growth projections subject to the developer/applicant paying all costs and where a latecomer agreement may be applicable, the developer/applicant agree to sign a one day latecomer.

### **3. WATER SERVICE EXTENSION REGULATIONS**

- 3.1 Where there is a request for an extension of the water main and the works are not currently included in the Village’s current annual budget the extension will be considered subject to the following:
  - (a) if the extension results in the “looping” of the service the Village will contribute 50% of the total cost with the balance shared amongst the property owners who have the ability to connect to the service or if the extension does not involve “looping” the Village will contribute 25% of the total cost;
  - (b) the cost sharing between owners, may be determined by frontage, total assessment and anticipated Economic Development units or by area; and
  - (c) Council will determine the cost sharing formula on a project by project basis and always subject to budget considerations.
- 3.2 Where grants have been secured for water main extensions, the value of the grant will be deducted from the total project costs prior to determining the allocation of costs.
- 3.3 The Villages financial contribution to the water main extension program is subject to availability of funding.
- 3.4 After a water service is available to any class of property, the owner must make application to connect within one year after completion of that water main extension project. If the owner does not connect, a user fee equal to the average of the 5 closest similar properties will be determined and applied against that property.
- 3.5 All new developments and redevelopment projects, as a condition of approval, must connect to the Villages water system at the sole cost to the developer.

- 3.6 The Village will provide to residential property owners who connect to the Village water system, a financing program that will include their share of the project cost, and connection fees. The owners may elect a 5 year or 10 year financing program, with interest based on the MFA rate for that specific term.
- 3.7 If the project involves the upgrade to an existing water main to provide increased capacity, property owners who are currently connected to the water system will not be required to pay their share of the costs of the project until such time as the property is redeveloped or there is a change in use of the property.



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

POLICY NAME	POLICY NUMBER
<b>EMPLOYMENT WORKING STANDARDS AND CONDITIONS</b>	DATE ADOPTED

#### 1. PURPOSE

The Village of Harrison Hot Springs believes that the way its employees, contractors and volunteers conduct themselves will determine how others view the Village. Because this conduct is so important to the Village's success, it is critical that the highest standards of honesty, integrity and impartiality in conducting the Village's business and related activities are maintained.

In providing the highest levels of service possible, it is essential that all employees, contractors and volunteers work together in a cooperative and congenial manner, always respecting established lines of authority.

The purpose of this policy is to establish clear guidelines for all in specific areas as outlined below. This is by no means exhaustive as the Village will continue to establish work place rules on various matters when it deems appropriate.

Failure to adhere to the standards contained in this code will expose an employee to discipline or possible termination. Contractor or volunteer misconduct could result in termination.

#### 2. POLICY

##### a. Conflict of Interest

Employees must take all steps necessary to avoid situations where their personal interests could conflict with the interest of the Village of Harrison Hot Springs. To do otherwise can create doubts about an employee's objectivity and the fairness of his/her decisions.

Employees must use their own judgment in meeting this requirement, and whenever in doubt about a possible conflict of interest, they must seek a written decision from their supervisor.

Some situations have an obvious potential for conflict and for this reason, employees are specifically prohibited from engaging in them. They are:

- i. Involvement, either through a financial interest or through participation in setting policy or making operating decisions, in any business with which the Village does business unless this involvement has been specifically authorized, in writing, by the Chief Administrative Officer and/or the Council of the Village of Harrison Hot Springs.
- ii. Using, or referring to, employment with the Village when purchasing goods or services for other than the Village's use, when it could be inferred that the purpose in doing so is to solicit a benefit not customarily available to other customers of the vendor.
- iii. Representing the Village of Harrison Hot Springs in any dealings with any individual, business, organization or community group in which the employee has a personal interest.

It must be recognized that these prohibitions are not all-encompassing. Further, some occupations within the Village may require that limitations exist for them and not for others. For this reason, relevant procedures and directives pertaining to the conduct of the Village's business may be issued from time to time in various forms (e.g. bulletins, manuals, employment contracts, etc).

Whenever an employee believes that a conflict of interest could exist or be inferred, the employee must ask his/her supervisor for a written interpretation. In providing this, the supervisor will consult with the Chief Administrative Officer and/or the Council of the Village of Harrison Hot Springs.

b. Outside Employment

Employees may take supplementary employment including self employment, unless such employment:

- i. Causes an actual or apparent conflict of interest;
- ii. Is performed in such a way as to appear to be an official of the Village of Harrison Hot Springs, or to represent the Village of Harrison Hot Springs' policy or opinion;
- iii. Involves the use of Village's premises, equipment, services or supplies unless such use is authorized;
- iv. Interferes with the performance of the Village duties;
- v. They are not in receipt of aid or unpaid leave benefits from the Village;

### c. Employment of Relatives

The Village will strive to hire persons based upon qualifications and suitability for a position.

The definition of "immediate relative" means spouse, common-law spouse, parent, parent-in-law, child, brother, sister, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchild, uncle, aunt, cousin or "step" relative of the employee.

In all recruitment and selection competitions, immediate relatives of employees will be given the same consideration as other candidates under the following conditions:

- i. The candidate has made a formal application;
- ii. Has been considered in accordance with established employment policies and procedures;
- iii. Possesses the necessary qualifications and is considered to be a suitable candidate;
- iv. Will not be directly supervised by a supervisor who is an immediate relative;

No Village employee will participate in, or comment on, a recruitment, promotion or selection process where a candidate is an immediate relative.

In instances where an immediate relative of any employee is considered to be hired, it will be the responsibility of the Human Resources Manager to:

- i. Advise the Chief Administrative Officer immediately; and
- ii. Submit in writing any potential conflicts of interest that may arise.

### d. Confidentiality

Employees must safeguard information contained in the records of the Village, whether in written, electronic or other forms against improper access and may disclose it only to persons having a lawful right to such information.

Confidential information about the Village its' customers, clients, suppliers or employees should not be divulged to anyone other than persons who are authorized to receive such information. When an employee is in doubt as to whether certain information is confidential, no disclosure should be made without first asking appropriate management personnel.

Confidential information obtained as a result of employment with the Village is not to be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. In the course of any job, an employee may become aware of personal and confidential information. The Corporation depends on each employee to keep private any such information. Each employee may also depend on his/her supervisor to keep confidential any personal matters discussed.

Confidential information pertaining to finances, private business activities and plans of the Village or future policy directives of the Village is considered the property of the Village of Harrison Hot Springs. Use of such information for personal advantage or private speculation is strictly forbidden.

Employees may access information only as required to perform their legitimate business functions, and must safeguard all information to which they have access against inappropriate and unauthorized access by others. It is not acceptable to leave work-in-progress containing confidential information on work surfaces after business hours. This may jeopardize the security of information.

e. Property Security

The Village's name, logo or letterhead may not be used for any purpose other than the official business of the Village and by authorized personnel only, unless otherwise authorized by Council.

Preserving and safeguarding the Village of Harrison Hot Springs' property is the responsibility of each employee. Equipment, materials and supplies that are purchased with the Village's funds are the property of the Village and must be used only in the interest of the Village and must be protected from misuse, theft or damage. For the purposes of this section, property is defined as equipment, materials, processes, effects, assets, land, buildings and grounds.

Personal use of Village property must be authorized in writing by the Chief Administrative Officer.

f. Personal Appearance and Hygiene

Employees are the Village of Harrison Hot Springs' ambassadors. They present an image of the Village to the public, and they influence how people feel about the Village. For this reason, it is important that employee's dress, grooming and personal hygiene be appropriate to their position.

Employees are encouraged to limit the use of fragrances that may be offensive to others and ensure that accessories, jewelry or other personal preferences are worn in an acceptable manner.

g. Workplace Behaviour

The Village of Harrison Hot Springs expects all of its employees to be courteous at all times. The Village wishes to convey a friendly, approachable image to our customers, suppliers, clients and to the community as a whole. Employees are expected to show a positive and helpful attitude, to be honest, trustworthy, reliable,

dependable and punctual in all workplace activities. The employee is the Village to the person with whom you are dealing, in person or on the telephone.

Employees are expected to treat all fellow workers in a fair and respectful way, with a courteous attitude and manner. Harassment, sexual harassment, intimidation, gossiping, coarse or obscene language, or any other behaviour disturbing or offensive to others is not permitted. Unethical or dishonest behaviour will result in discipline.

#### h. Discipline

The Village promotes dialogue between the Employer and the employees for the purpose of communicating standards and expectations. In all cases, there must be just and reasonable cause for imposing discipline. It is the objective of progressive discipline to make an employee aware of a problem as well as the need to change.

In most circumstances, progressive discipline will commence with a verbal warning and may proceed to a written warning, followed by a disciplinary letter, suspension and up to including dismissal. The Village will provide an investigation that is fair, objective, complete and timely. The following procedures will be implemented to address disciplinary matters:

- i) The Supervisor will consult with the Chief Administrative Officer to discuss any report of misconduct and to initiate the investigation;
- ii) Each issue will be investigated and dealt with on its own merit to determine any disciplinary action based on circumstances;
- iii) The employee shall be given opportunity to participate in the investigation and respond to findings of the investigation;
- iv) Where an employee is represented by a Union, the employee shall be given the opportunity to have a Union representative present and the employee's response shall be writing;
- v) The reasons for discipline and outcome of investigation shall be communicated to the employee in writing;

#### i. Occupational Health and Safety

The Village is committed to providing a safe and healthy environment for all who share the workplace. The Village maintains a Occupational Health and Safety Program that is based on Worksafes' *"Contents of a Program"*.

- i) It will be the supervisors' and managers' responsibility to provide instruction to employees to ensure work is performed in the safest manner possible.

Employees will be informed of their rights and responsibilities, including the right to refuse unsafe work and procedures to be followed in this event.

- ii) It is the employees' responsibility to follow established safe work procedures and take all reasonable steps to ensure their own health and safety and the safety of others.
- iii) The Village's Joint Health and Safety Committee will monitor the well-being of the Occupational Health and Safety Program and will provide the Chief Administrative Officer with regular status reports.
- iv) Smoking is not permitted in any municipal owned or leased vehicle.



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

POLICY NAME	POLICY NUMBER
<b>MEDIA COMMUNICATIONS</b>	DATE ADOPTED

#### 1. PURPOSE

To convey accurate and coordinated statements when the media seeks information.

#### 2. POLICY

##### General

- a. The Mayor or his designate will be the spokesperson for the Village of Harrison Hot Springs and will make every effort to address issues and make decisions.
- b. Media calls received at reception are to be forwarded to the Mayor or his designate.
- c. Any other staff member receiving a call from the media directly is to indicate that they are not the spokesperson and obtain contact information and forward that on to the Mayor or his designate.
- d. If a staff person cannot extricate themselves from the call, it is acceptable to request the list of questions the reporter wishes to ask and then forward the message to the Mayor or his designate. It is permissible for staff to voice "off the record" facts to assist the media in the accuracy of their reporting.
- e. If the media requests corporate documents, other than items on a public agenda, etc., refer these requests to either the Corporate Officer (FOIPP Head) or the CAO.

##### Threat or Legal Action Commenced

- a. If a claim, legal action or possible claim or threat of legal action arises, the Village solicitor will be the spokesperson in respect of the claim or action, or potential claim or action.
- b. Any communication with the opposing parties or with the public on the matter shall be done through the Village solicitor.

- c. Any notice or document that is required or permitted to be given to, served on, filed with or otherwise provided to Council or municipality is to be accepted, on behalf of Council or the municipality, by the Corporate Officer.

Non-approved communication can jeopardize the legal interest of the Village of Harrison Hot Springs wherein liability could arise as a result of negligent misstatement, misrepresentation, waiver, acquiescence, negligent inducement of breach of contract, defamation or other cause of action. In addition, the possibility exists that statements made could be used as evidence against the Village of Harrison Hot Springs.





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO: Mayor and Council**

**DATE: August 6, 2010**

**FROM: Director of Finance**

**FILE: 0530**

**SUBJECT: Repealing Bylaws 887 & 905**

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**BACKGROUND:** In April 2008, Bylaw 887 ("Sewer Main Construction Loan Authorization Bylaw") was adopted for the purposes of borrowing funds for the construction of the sewer line to the District of Kent. Now that the scope of the sewer project has changed, ie upgrading of the Village's existing plant vs. sewer line to Kent this borrowing bylaw needs to be repealed because the project no longer exists for what the borrowing was intended. If borrowing is required for the upgrade of the existing WWTP then the Village will have to begin again with the Alternative Approval Process as was the case for Bylaw 887.

With the repealing of Bylaw 887 there is no authority to borrow temporarily therefore Bylaw 905 ("Kent Sewer Line Temporary Borrowing Bylaw") also needs to be repealed.

**POLICY CONSIDERATIONS:** None

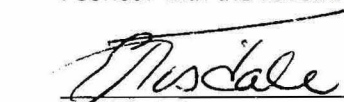
**RECOMMENDATION:** THAT Bylaws 887 and 905 be repealed.

Respectfully submitted for your  
consideration;

  
Dale Courtice, CGA  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

I concur with the recommendation

  
Ted Tisdale  
Chief Administrative Officer





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council

**DATE:** August 9, 2010

**FROM:** Ted Tisdale

**FILE:** 0530

**SUBJECT:** Sign Bylaw

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#### **ISSUE:**

Council's consideration of a new Sign Bylaw, Business Regulation Bylaw and the Zoning Amendment Bylaw.

#### **BACKGROUND:**

Over the past two months staff has undertaken a review of all regulatory bylaws to (1) ensure that they still address community interest and need and (2) reflective of current legislation.

The bylaw's being presented to Council for its consideration includes the Sign Bylaw, Business Regulation Bylaw, and the proposed amendment to the Zoning Bylaw to address the issue of "mobile concessions."

With respect to the Zoning Bylaw amendment in regard to mobile concessions it is being proposed that it will be banned in all zones within the Village of Harrison Hot Springs.

It is anticipated over the next few months staff will be moving forward other regulatory bylaws for Council's consideration.

#### **RECOMMENDATION:**

**THAT** Council provide two readings to each of the following bylaws, Business Regulation Bylaw 945, Zoning Bylaw 946, and Sign Bylaw 949; and further

**THAT** all three bylaws are referred to the Economic Development Commission for comment and the Zoning Bylaw 946 be referred to the Advisory Planning Commission for comment.

Respectfully submitted for your  
consideration;

  
\_\_\_\_\_  
Ted Tisdale  
Chief Administrative Officer

**DIRECTOR OF FINANCE COMMENTS:**

*I CONCUR WITH THE RECOMMENDATION*

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



## VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 943

### **A bylaw to authorize the expenditure of monies in the Capital Works, Machinery and Equipment Reserve Fund**

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**WHEREAS** under the provisions of Section 189 of the *Community Charter* the Council of the Village of Harrison Hot Springs may, by bylaw adopted, provide for the expenditure of any money in a reserve fund and interest earned on it;

**AND WHEREAS** Council deems it desirable to expend a portion of the monies set aside under Bylaw No. 395, 1982 for the purposes set out in that bylaw;

#### **1. CITATION**

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 943, 2010."

**AND WHEREAS** there is an unappropriated balance in the Village of Harrison Hot Springs Capital Works, Machinery and Equipment Reserve Fund as follows:

Balance in Capital Works, Machinery and Equipment Reserve Fund at December 31, 2009 is \$160,004.73

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

1. The sum of ninety-two thousand nine hundred and thirty-six dollars and seventy-two cents (\$92,936.72) is hereby appropriated from the Capital Works, Machinery and Equipment Reserve Fund to replenish the Community Works Fund Reserve (Gas Tax Reserve) for the purchase of three public works vehicles purchased in 2009.

#### **3. READINGS AND ADOPTION**

READ A FIRST TIME THIS 12<sup>th</sup> DAY OF JULY, 2010

READ A SECOND TIME THIS 12<sup>th</sup> DAY OF JULY, 2010

READ A THIRD TIME THIS 12<sup>th</sup> DAY OF JULY, 2010

ADOPTED THIS            DAY OF            , 2010

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Mayor

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Corporate Officer





**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 944**

**A bylaw to repeal Bylaws No. 887 and 905**

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**WHEREAS** the Mayor and Council adopted Loan Authorization Bylaw No. 887 and Temporary Borrowing Bylaw No. 905.

**AND WHEREAS** Loan Authorization Bylaw No. 887 and Temporary Borrowing Bylaw No. 905 must be repealed;

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

**1. CITATION**

This Bylaw may be cited for all purposes as the Village of Harrison Hot Springs "Bylaw No. 944, 2010".

**2. The following bylaws are hereby repealed:**

- (a) Village of Harrison Hot Springs Loan Authorization Bylaw No. 887, 2008; and
- (b) Village of Harrison Hot Springs Temporary Borrowing Bylaw No. 905, 2009.

**3. READINGS AND ADOPTION**

READ A FIRST TIME THIS 16th DAY OF AUGUST, 2010

READ A SECOND TIME THIS 16th DAY OF AUGUST, 2010

READ A THIRD TIME THIS 16th DAY OF AUGUST, 2010

ADOPTED THIS            DAY OF            , 2010

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Mayor

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Corporate Officer





## VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 945

### **A bylaw provide for the licencing and regulation of business.**

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**WHEREAS** the Village of Harrison Hot Springs has deemed it advisable to establish a Business Licencing and Regulation bylaw.

**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, "Business Licencing and Regulation Bylaw No. 945, 2010".

#### **2. INTERPRETATION**

In this Bylaw:

**"Home Occupation Business"** means a business carried on in a dwelling unit by a resident of that dwelling unit.

**"Business"** means the carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit.

**"Busker"** mean a performance in performing arts generally comprising of a event in which an individual or group provide free entertainment to the public.

**"Contractor"** means a person who carries on the Business of performing construction, alteration, repair work, or maintenance upon a building, structure, or other improvement.

**"Council"** means the Council of the Village of Harrison Hot Springs.

**"Daycare Business"** means a Business that provides a daycare, pre-school or playschool.

**"Fire Prevention Officer"** means a member of the Village's Fire Department authorized by the Village Council or the Fire Chief to inspect premises under this Bylaw.

**"Highway"** as defined in the *Transportation Act* [SBC 2004] chapter 44

**"Improvement"** means anything constructed, or added to, in, upon, or under land.

**"Licence"** means a valid and subsisting business Licence issued and approved pursuant to this Bylaw.

**"Licencee"** means the person who holds a Licence issued pursuant to this Bylaw.

**"Licence Inspector"** means a person appointed by Council as a bylaw enforcement officer or Licence inspector for the purpose of enforcing this Bylaw.

**"Office Manager"** means the person appointed as Office Manager by the Chief Administrative Officer

**"Non-Profit Society"** means a charitable society or organization that is incorporated and in good standing under the *Society Act* of British Columbia, as amended from time to time.

**"Premises"** means a building, portion of a building or an area of land where a Business is carried on.

**"Public Property"** means beachfront or Village highways.

**"Vendor"** means a person who, either on his own account or as an officer, servant, or agent of another, sells or offers for sale food items, excluding liquor, from a Vending Cart.

**"Vending Cart"** means a self-contained hand mobile apparatus or other vehicle, excluding a motorized vehicle, used for the sale of food items other than liquor.

**"Village"** means Village of Harrison Hot Springs.

## **DIVISION 1 – BUSINESS LICENCING**

### **3. LICENCE REQUIREMENT**

- (a) No person shall carry on business in the Village without a Licence.
- (b) Every person who owns or operates any business within the Village shall apply for, obtain, and hold a Licence for each business.
- (c) Every person who carries on business from more than one premise in the Village shall obtain a separate Licence for each premises.
- (d) Notwithstanding the provisions of this Bylaw, no Licence shall be required for the rental of a single family dwelling to five or fewer unrelated persons, or for the rental of fewer than five suites in a multi-family building.

### **4. LICENCE/APPLICATION FEES**

#### **LICENCE FEE**

- (a) Every person who applies for a Licence shall pay to the Village, in advance, the applicable Licence fee prescribed in Schedule “A” to this Bylaw.
- (b) Notwithstanding the preceding section, the annual Licence fee prescribed in Schedule “A” shall be reduced by one-half in respect of a Licence issued after July 31st in any year.
- (c) No refund of an annual Licence fee shall be made on account of any person ceasing to carry on the Business in respect of which the Licence was granted at any time. The Licence fee shall be refunded only if the Licence application is withdrawn prior to issuance of the Licence or if issuance of the Licence is refused.

### **5. APPLICATION FEE**

- (a) Notwithstanding section 4, a person who has applied for a Licence and who carries on the business in more than one calendar year, without the said Licence having been issued on account of non-compliance with this Bylaw or with any other enactment related to the conduct of the business, shall pay to the Village an annual application fee that shall be two times the annual Licence fee for such business prescribed in Schedule “A”.

- (b) Such annual application fee shall be due and payable on June 30<sup>th</sup> of the second calendar year and of each subsequent year in which the business remains in operation without a Licence.
- (c) Where an applicant has paid the application fee prescribed in section 4(a) and subsequently qualifies for a Licence, no Licence fee shall be charged for the remainder of that calendar year.
- (d) Where an applicant who is carrying on business without a Licence qualifies for a Licence before June 30<sup>th</sup> in a calendar year, and the applicant has not paid the annual application fee for that calendar year, the regular Licence fee shall be charged in accordance with Schedule "A".

## **6. GRANTING OF A LICENCE**

- (a) The Office Manager may grant or transfer a Licence under this Bylaw where the Office Manager is satisfied that the applicant has complied with the requirements of this Bylaw and any other Village bylaw related to the conduct of the Business.
- (b) In granting or renewing a Licence, Council may impose terms and conditions in relation to the Business.
- (c) In granting or renewing a Licence, the Office Manager may impose terms and conditions in relation to the following aspects of the Business:
  - (a) hours of operation
  - (b) occupant load

## **7. REFUSAL OF A LICENCE**

An application for a Licence or renewal of a Licence may be refused by Council or the Office Manager in any specific case, provided that:

- (a) the application must not be unreasonably refused; and
- (b) reasons for the refusal must be provided to the applicant.

## **8. RIGHT OF RECONSIDERATION BY COUNCIL**

If the Office Manager has refused to grant a Licence or has imposed a term or condition that the applicant considers is unreasonable, the applicant who is subject to the decision is entitled to have Council reconsider the matter.

## 9. **INSPECTIONS**

The Office Manager or a Licence Inspector, Fire Chief or Bylaw Enforcement Officer of the Village may enter at all reasonable times on any property that is subject to the bylaw, to ascertain whether the regulations in this Bylaw are being observed.

## 10. **INITIAL LICENCE APPLICATIONS**

- (a) An application for an initial Licence for a business shall be made on the application form as approved by the Office Manager.
- (b) Every application for an initial Licence for a Business shall include a detailed description of the premises in or upon which the applicant intends to carry on business.
- (c) Every application for an initial Licence for a business that handles food or food products, daycare, hairdressers, estheticians, and other businesses as defined by the Fraser Health Authority shall also be accompanied by written confirmation that the premises for the proposed business comply with the health regulations of the Fraser Health Authority.
- (d) Where an applicant applies for more than one Licence, the particulars of each Licence applied for shall be included on a separate application form.
- (e) The application form shall be delivered to the Office Manager and shall be accompanied by the fee prescribed in Schedule "A" to this Bylaw.
- (f) Every Non-Profit Society that carries on a Business as an incident to its purposes is required to hold a valid and subsisting Licence for such Business.
- (g) Notwithstanding the provisions of Schedule "A" of this Bylaw, where a Non-Profit Society is registered as a charity under the *Income Tax Act* of Canada, as amended from time to time, no fee shall be charged by the Village for such Licence.

## 11. **LICENCE PERIODS**

- (a) Subject to Sections 11(b) and (c), Licences shall be granted as annual Licences for a period commencing each January 1<sup>st</sup> and expiring each December 31<sup>st</sup>.

- (b) The period for a Licence in respect of a theatre including an amusement hall, concert hall, music hall, rink, amusement park or other place of amusement, entertainment or exhibition, may be six months, three months or one day, and the period requested shall be by written application of the applicant.

## **12. LICENCE FORMS**

Every Business Licence shall be in the form approved by the Office Manager.

## **13. DISPLAY OF LICENCE**

Every Licencee shall keep the Licencee's copy of the Licence posted in a conspicuous place on the premises in respect of which the Licence is issued. Where the Licencee has no business premises in the Village, the Licence shall be carried upon the Licencee's person at all times when the Licencee is engaged within the Village in the business for which the Licence was issued.

## **14. EFFECT OF LICENCE**

- (a) A Licence authorizes only the person named in the Licence to carry on only the business described in the Licence, and only at the premises or locations described in the Licence.
- (b) A Licence is not a representation or warranty that the Licenced business or the business premises comply with the bylaws of the Village or with any other regulations or standards.

## **15. LICENCE RENEWAL**

- (a) The Village may forward a Business Licence Invoice on or before November 30<sup>th</sup> in each year, to every Licencee. Notwithstanding this section, the Licencee shall be responsible for obtaining and submitting a Business Licence Invoice as required.
- (b) A Licencee who proposes to renew a Licence shall submit the Business Licence Invoice and the Annual Licence Fee to the Village prior to expiry of the Licence on December 31<sup>st</sup>.
- (c) If a Licensee fails to renew a Licence in accordance with 15(b), and subsequently fails to renew the Licence prior to March 1<sup>st</sup> of the next year, then, in addition to the annual Licence fee, that person shall pay a late payment fee \$50.00.
- (d) A Licence is renewed upon receipt of the business Licence and payment of the Annual Licence Fee.

**16. LICENCE TRANSFERS - NEW PREMISES**

- (a) No person shall carry on a business upon any premises other than those described in the initial Licence application without first making an application under this section for a new Licence or for a transfer of the original Licence.
- (b) Any person proposing to obtain a transfer of a Licence with respect to a change of premises shall make application as required, and the powers, conditions, requirements, and procedures relating to the initial Licence application apply, except as to Licence fees.

**17. LICENCE TRANSFERS - PERSON TO PERSON**

- (a) Any person who acquires a business or a controlling interest in any business from any person Licenced under this Bylaw shall not carry on such business without first having obtained approval for a transfer of the Licence.
- (b) Any person proposing to obtain a transfer of a Licence held by any other person shall make application as required, and the powers, conditions, requirements, and procedures relating to the initial Licence application apply, except as to Licence Fees and the requirements of 10(c).

**18. TRANSFER FEES**

- (a) The fee payable in respect of a person to person Licence transfer, a change of name Licence transfer or a change of premises Licence transfer, shall be \$50.00.

**19. CHANGES IN LICENCE CONDITIONS**

- (a) No Licencee shall change any condition upon which the Licence fee is based without first making an application, paying any additional Licence fee payable under this Bylaw as a result of such changes, and obtaining a new Licence.

**20. EXEMPTIONS**

**(a) DAY CARE**

Notwithstanding Section 3, no Licence is required for the provision of day care to not more than two unrelated children, or to the children of one family, by a person who is not related to those children.

**(b) BUSKERS**

Busking is to provide entertainment opportunities in the general vicinity of the public beach areas and are subject to the following conditions:

- (i) Buskers must apply for a permit in advance from the Village Office on the prescribed application form;
- (ii) There shall be no amplified music
- (iii) There shall be no vending of any goods or wares
- (iv) Busking will only be permitted between the hours of 11:00 a.m. and 7:00 p.m.
- (v) Busking is only permitted on the beach and adjacent grassed areas
- (vi) There shall be no busking during any special or regular events held at/or adjacent to the beach without the prior approval of the event organizers.
- (vii) Only 3 busker permits will be issued on a "first come first served basis" with preference to residents of the Village.
- (viii) Buskers cannot promote a "cause" or any issue of a controversial nature.

**DIVISION 2 - BUSINESS REGULATION**

**21. STREET ADDRESS**

- (a) Every Licencee who operates from premises located in the Village shall prominently display, in figures not less than 100 mm (4 inches) in height, the street address assigned to such premises under the street numbering system of the Village.

**22. SUSPENSION AND CANCELLATION OF LICENCES**

- (a) Subject to the *Community Charter*, Council may suspend or cancel a Licence for reasonable cause.

**23. One or more of the following circumstances may, without limitation, constitute reasonable cause for suspension or cancellation of a Licence:**

- (a) the Licensee has made a false declaration or has misrepresented or concealed a material fact with respect to the application for a Licence;

- (b) the Licensee fails to maintain the standard of qualification required to carry on the Business for which the Licence was issued or with respect to the Premises for which the Licence was issued;
- (c) the Licensee has failed to comply with this Bylaw or with a term or condition of the Licence;
- (d) in the opinion of the Council, the Licensee has engaged in misconduct with respect to the Business or Premises named in the License, which misconduct warrants the suspension or cancellation of the Licence;
- (e) the Licensee is found to have committed a violation of any applicable Village bylaw or is convicted of an offence under a Federal or Provincial enactment in respect of the Business for the which the Licence was issued or with respect to the Premises for which the Licence was issued;
- (f) the Licensee is convicted of an indictable offence in Canada, which offence is, in the opinion of the Council, directly related to the conduct of the Business.

24. A Licence suspension under this Bylaw is for the period of time determined by the Council in each case.

25. A Licence that is suspended pursuant to this Bylaw is automatically reinstated upon expiration of the period of suspension.

26. **UNSOLICITED BUSINESS**

No person shall carry on business through unsolicited visits to any residential, commercial or industrial premises in the Village.

27. **CONTRACTORS**

Every person Licenced as a Contractor shall provide the Village with a list of all sub-trades to be engaged on each site, prior to the commencement of any work on the site. The contractor must notify the Village upon the addition of subtrades engaged subsequent to the submission of the list within five (5) days of engagement.

28. **VENDORS ON PUBLIC PROPERTY**

The owner of a Vending Cart business:

- (a) shall only carry on business as a vendor on public property including highways within the Village which is located within a designated area.

- (b) shall have the name and address painted in a conspicuous place on both sides of every cart used by the business for such trade satisfactory to the Licence Inspector;
- (c) where the business is approved to be operated on a Village highway:
  - i. The Licencee shall obtain and maintain comprehensive general liability insurance in the amount of Five Million Dollars (\$5,000,000.00). The Village shall be included as an additional named insured.
  - ii. The Licencee shall hold the Village harmless against claims, actions for injury, damage, loss, or death arising out of or resulting from the operation of a Vending Cart Business. The Licencee's insurer shall recognize the existence of the hold harmless clause.
  - iii. Proof of such insurance to the satisfaction of the Village shall be submitted to the Licence Inspector prior to the issuance of a business Licence and prior to all renewals.
- (d) shall provide on site receptacles for garbage and dispose of the garbage in an appropriate manner. Litter shall not be deposited into Village litter receptacles;
- (e) shall not allow the cart to interfere with pedestrian or vehicular traffic or vehicular sightlines;
- (f) shall not hook up to any external power, water, sewer, or other services and shall not store the cart overnight on Village property;
- (g) shall not allow the cart to take up any required parking or be located in a landscaped area;
- (h) shall have a cart which does not exceed dimensions of 1.2 meters wide, 2.4 meters long and 1.8 meters high;
- (i) shall only sell food items;
- (j) shall not be or become a nuisance by generating excessive odors, music, light, or noise;
- (k) shall not operate within six (6) metres of a fire hydrant;
- (l) three vending cart Licences will be available on a "first come, first served basis";

- (m) vending shall only be permitted from proper vending carts approved by the Ministry of Health;
- (n) each operator may only operate within an area designated by the Business Licence Department;
- (o) operators may only vend on the beach between the hours of 11:00 a.m. and 8:00 p.m.
- (p) there are to be no tables or chairs for customers;
- (q) the carts are to be removed from the public property each night and stored on private property;
- (r) each beach food vending Licence will be effective from May 1<sup>st</sup> to October 31<sup>st</sup> inclusive;
- (s) Licence applications for beach food vending shall only be accepted from businesses that have a valid Village of Harrison Hot Springs approved food service operation business Licence.

### **DIVISION 3 – GENERAL INFORMATION**

#### **29. SEVERABILITY**

If any provision of this Bylaw is held to be invalid, the invalid portion shall be severed from the bylaw and that invalidity shall not affect the remainder of the bylaw.

#### **30. OFFENCE**

Every person who violates any provision of this Bylaw commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00.

31. **REPEAL**

(a) "The Village of Harrison Hot Springs Bylaw No.908, 2010."

33. **READINGS AND ADOPTION**

READ A FIRST TIME THIS 16TH DAY OF AUGUST, 2010

READ A SECOND TIME THIS        DAY OF        , 2010

READ A THIRD TIME THIS        DAY OF        , 2010

ADOPTED THIS        DAY OF        , 2010

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Mayor

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Corporate Officer



## VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 946

### A bylaw to amend Village of Harrison Hot Springs Zoning Bylaw 672, 1996

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**WHEREAS** the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Zoning Bylaw No. 672, 1996, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted October 28, 1996;

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

#### **I. CITATION**

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Zoning Bylaw Amendment Bylaw No. 946, 2010".

#### **II. AMENDMENT**

In Section 2 – Definitions, add the following:

**"Mobile Concession"** means a business that is not permanently affixed to the land, that provides for sale to the general public, food, drinks, confectionary items and/or non-food related items".

In Section 4 – General Regulations, under 4.1 add the following:

"The use of Mobile Concessions is prohibited in all zones as established in Zoning Bylaw 672 and all amendments thereto".

#### **III. READINGS AND ADOPTION**

READ A FIRST TIME THIS 16th DAY OF AUGUST , 2010

READ A SECOND TIME THIS DAY OF , 2010

A PUBLIC HEARING WAS HELD ON THE DAY OF , 2010

READ A THIRD TIME THIS DAY OF , 2010

ADOPTED THIS DAY OF , 2010

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Mayor

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Corporate Officer





## VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 947

### **A bylaw to regulate the location of driveway access to a highway from adjacent lands**

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**WHEREAS** the Village of Harrison Hot Springs has deemed it advisable to establish a bylaw to regulate highways and drainage, including access to and from highways;

**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 Driveway Access Bylaw No. 947, 2010".

#### **2. DEFINITIONS**

**"Driveway Access"** means any road, lane, driveway, curb crossing, sidewalk crossing, or bridge improved or modified for vehicular traffic located on a highway or any portion thereof and which connects the highway to the private property abutting the highway, and includes any structural, drainage or other facilities necessary to accommodate the driveway access;

**"Highway"** as defined in the "*Transportation Act*", [SBC 2004] Chapter 44

- a. No person shall construct or cause to be constructed, any driveway access unless they have obtained and hold a valid and subsisting Driveway Access Permit issued by the Village.
- b. The owner of the property shall make application for a Driveway Access Permit by completing the prescribed application form and paying the applicable fee pursuant to the Miscellaneous Fee Bylaw;
- c. The owner will be required to attach to the application, a sketch plan showing the proposed location of the driveway access to the highway including approximate location of services on the highway.

- d. Upon approval of the permit by the CAO, a Driveway Access Permit, once issued, shall remain valid until revoked.
- e. A Driveway Access Permit may be revoked at any time by the Chief Administrative Officer if:
  - a) there is a contravention of any provision of this or of any other applicable Bylaw, or of any condition set out in the Permit; or
  - b) in the opinion of the Chief Administrative Officer, public safety is at risk; or
  - c) the driveway access construction is not duly and properly completed to the Chief Administrative Officer's satisfaction within six months after the date of issuance of the Permit; or
  - d) the Permit was issued on the basis of incorrect information supplied by the owner or agent.
- f. The surface, paved or otherwise, of the driveway access, excluding public sidewalk, curb, or gutter, shall be maintained and kept in good repair by and at the expense of the owner.
- g. Any driveway access permits required to join the property to Hot Springs Road will be referred to the Ministry of Transportation for approval.
- h. Any damage caused to public property by the owner will be the responsibility of the owner of the property, to repair to Village standards, or reimburse the Village for its costs to repair.

### 3. **READINGS AND ADOPTION**

READ A FIRST TIME THIS 16<sup>TH</sup> DAY OF AUGUST, 2010

READ A SECOND TIME THIS 16<sup>th</sup> DAY OF AUGUST, 2010

READ A THIRD TIME THIS 16<sup>TH</sup> DAY OF AUGUST, 2010

ADOPTED THIS            DAY OF            , 2010

\_\_\_\_\_  
Mayor

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



## VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 948

### A bylaw to regulate the non-essential use of pesticides

**WHEREAS** residents of the Village of Harrison Hot Springs are concerned about the non-essential use of pesticides and the risks that they may pose to the health and well-being of the environment and residents;

**AND WHEREAS** the application of pesticides contributes to the cumulative chemical load absorbed by the natural environment;

**AND WHEREAS** pesticides cannot be necessarily confined to a single location, but move through the environment in the air, land and water and may have an impact on non-target organisms and plants;

**AND WHEREAS** alternatives to the application of pesticides exist;

**AND WHEREAS** the Precautionary Principle of international law supports local governments anticipating and preventing threats of harm to the environment, even if some cause-and-effect relationships are not fully established scientifically;

**AND WHEREAS**, pursuant to the *Community Charter* and the *Spheres of Concurrent Jurisdiction – Environment and Wildlife Regulation*, the Council of the Village of Harrison Hot Springs may pass bylaws regulating the application of pesticides;

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

#### 1. CITATION

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Pesticide Use Bylaw No. 948 ", 2010.

#### 2. DEFINITION

a) In this Bylaw,

**"Bylaw Enforcement Officer"** means for the Village of Harrison Hot Springs or any other person designated by Council;

**"Council "**means the Council of the Village of Harrison Hot Springs;

**"Permitted Pesticide"** means a Pesticide as listed in the attached Schedule A;

**"Pest"** means an injurious, noxious or troublesome living organism, but does not include a virus, bacteria, fungus or internal parasite that exists on or in humans or animals;

**“Pesticide”** means a micro-organism or material that is represented, sold, used or intended to be used to prevent, destroy, repel or mitigate a Pest, and includes:

- (i) a plant growth regulator, plant defoliator or plant desiccant;
- (ii) a control product as defined in the *Pest Control Products Act* (Canada); and
- (iii) a substance that is classified as a Pesticide by the *Integrated Pest Management Act* (British Columbia).

**“Private Land”** means a parcel or a part of a parcel if the parcel or part is used for residential purposes in the Village of Harrison Hot Springs but does not include residential areas of farms;

**“Public Land”** means land vested in the Village of Harrison Hot Springs; and

**“Village”** means the Village of Harrison Hot Springs.

### 3. REGULATION

No person shall use or apply a Pesticide or grant the permission or authority, express or implied, to use or apply a pesticide for the purpose of maintaining outdoor trees, shrub, flowers, other ornamental plants and turf on, in, under or upon any Private Land or Public Land.

### 4. EXCEPTION

- a) Section 3 does not apply to the use or application of a Pesticide:
  - i) that is a Permitted Pesticide
  - ii) To manage pests that transmit human diseases,
  - iii) To manage pests that impact agriculture or forestry,
  - iv) To buildings or inside buildings, or
  - v) On land used for agriculture, forestry, transportation, public utilities or pipelines.

### 5. OFFENCES

- 1) Any person who contravenes any provision of this Bylaw shall be guilty of an offence and shall, upon summary conviction thereof, be liable to a minimum penalty of \$500.00 and a maximum fine of \$10,000.
- 2) Each day that an offence continues shall constitute a separate offence against this Bylaw.

### 6. ENFORCEMENT

- 1) This Bylaw is designated under the provisions of Section 264 of the *Community Charter* as a Bylaw that may be enforced by means of a Bylaw Enforcement Notice and in accordance with this Bylaw.

2) Bylaw Enforcement Officers are designated to enforce this Bylaw pursuant to Section 264(1)(b) of the *Community Charter*.

7. Appendix "A", Permitted Pesticides attached hereunto forms part of this Bylaw.

8. **READINGS AND ADOPTION**

READ A FIRST TIME THIS 16TH DAY OF AUGUST, 2010

READ A SECOND TIME THIS 16TH DAY OF AUGUST, 2010

READ A THIRD TIME THIS 16TH DAY OF AUGUST, 2010

ADOPTED THIS        DAY OF        , 2010

\_\_\_\_\_  
Mayor

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

**APPENDIX "A"****Permitted Pesticides**

The following substances are permitted pesticides:

1. Insecticidal soaps
2. Herbicidal soaps
3. BT (*Bacillus thuringiensis*)
4. Nematodes
5. Other biological control organisms
6. Animal repellents
7. Rodenticides
8. Injected treatments
9. Sticky media
10. Borax
11. Dormant Oils
12. Horticultural Oils
13. Bordeaux mixture and other sulphur compounds
14. Lime Sulphur
15. Ferric phosphate
16. Pruning paint
17. Pheromone traps
18. Pyrethrum (or pyrethrin)
19. Diatomaceous earth



## VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 949

### A bylaw to regulate signs

---

**WHEREAS** the Village of Harrison Hot Springs has deemed it advisable to establish a bylaw to regulate signs in the Village of Harrison Hot Springs.

**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 Sign Bylaw No. 949, 2010".

#### 2. INTERPRETATIONS

**"Business/Premises"** means a building that is used to carry on commercial or industrial undertakings of any kind from within the boundaries of the Village, providing professional, personal, or other services for the purpose of gain or profit, but does not include an activity carried on by the Provincial Government, its agencies or corporations owned by the Provincial Government.

**"Election"** as defined in the *Election Act* [RSBC 1996] Chapter 106

**"Freestanding"** means a sign wholly or partially supported from the ground by a structure which is independent of any building or structure

**"Home Occupation"** means a business carried on in a dwelling unit by a resident of that dwelling unit

**"Lakeshore Beach Area"** means the beach area commencing at the promenade along Esplanade Avenue to Rockwell Drive and continuing north along the beach to Harrison Lake

**"Promotional"** means the publicizing, advancement, encouragement and fostering of an enterprise

**"Sandwich Board"** means a one or two face non-illuminated portable sign with a maximum area of 2 square metres on each side.

**"Third Party"** means a sign that directs attention to products sold or services on property other than which the sign is affixed

### 3. **PURPOSE**

The focus of the Village activities is to attract, encourage and enhance tourism and business development to the community, and therefore as a matter of interpretation a bylaw will always be interpreted in a way that will benefit the objectives of the Village in the promotion of tourism.

### 4. **GENERAL PROVISIONS**

- 4.1 No sign shall be erected or lit in such manner as to interfere with the visibility of a traffic control device or to interfere with an access or egress from a highway or intersection.
- 4.2 No sign shall be equipped with flashing, oscillating or moving lights or beacons in such manner as to cast a direct beam on any highway or business/residential premises or to interfere with the visibility of a motorist on a highway.
- 4.3 No sign except those owned by Federal, Provincial or the Village shall be permitted on a road right-of-way or on property owned by the Village, unless otherwise provided for in this bylaw.
- 4.4 No sign or any part there of a sign shall be suspended or projected over a highway right-of-way or property owned by the Village unless approved by the Village.
- 4.5 Signs projecting over private pedestrian area shall have a clearance to the underside of the projection to at least 2.4 meters above grade.
- 4.6 No sign shall project over a travel portion of a lane or road right-of-way.
- 4.7 All signs must be aesthetically pleasing in appearance and maintained in a good state of repair pursuant to the Village's Sign Design Guidelines
- 4.8 No sign shall be permitted within the lakeshore beach area except those expressly authorized by the Village.

### 5. **PROHIBITIONS**

- 5.1 Except as provided elsewhere in this bylaw the following are prohibited.
  - a) Billboard signs
  - b) A sign located on a balcony or roof of a building
  - c) Signs in residential zones
  - d) A sign erected on Village owned property or highway

- e) A sign situated on walls, fences or elsewhere on or adjacent to a highway or public place that exhibits writing or pictures or the writing of words or making of pictures or drawings which are indecent or may tend to corrupt or demoralize or considered grossly insulting language rather immoral or indecent.

## **6. EXEMPTIONS**

6.1 The following signs are exempt from this bylaw.

- a) Sign displayed within a shop or office
- b) A sign that identifies a building
- c) A sign owned or leased by the Village for municipal purposes
- d) Sign of a construction company on the lands where construction is being carried out provided the sign does not exceed a copy area of 3 square metres.
- e) A sign advertising the lease or sale of the property upon which the sign is located provided the sign shall not exceed 1.5 square metre copy area.
- f) A temporary sign advertising special events including sporting events, community causes, charitable fundraising campaigns and non-profit arts and cultural events provided they are not displayed longer than 30 days and are removed within 4 days following the end of the event.
- g) A sign on a building advertising a business within the building.
- h) Signs on benches occupying municipal property under agreement with the Village for the use of the public.
- i) Signs on municipal property where prior approval has been obtained from the Village and subject to specific conditions that may be imposed by the Village.
- j) Tourist information signs with a copy area not to exceed 3 square metres.

## **7. DUTIES AND RESPONSIBILITIES OF THE SIGN OWNER**

- 7.1 No person shall commence the installation of or authorize or permit the installation of a sign unless a valid permit as required by this bylaw has first been obtained.
- 7.2 The owner shall ensure the removal of any sign erected on his/her property when the purpose of the message thereon is no longer required.
- 7.3 The owner shall ensure that all signs are constructed in accordance with all applicable legislation, regulations and bylaw and maintained to a safe and presentable standard to avoid risk of injury to any person or damage to any property.

- 7.4 Illuminated signs shall be connected to an electrical circuit on the premise which it pertains. All electrical installations shall be approved by the Province of British Columbia Electrical Safety Branch.
- 7.5 Freestanding signs and structures and signs with a copy area greater than 6 sq. metres shall be designed and constructed in accordance with part 4 of the British Columbia Building Regulations to resist wind, seismic and dead loads. A professional engineer may be required to submit signed, sealed and dated structural drawings and may be required to supervise all engineering components of the sign.
- 7.6 Freestanding signs and signs located in landscaped areas shall have a clearance space of 2.5 metres between the lowest portion of the sign and the finished grade of sidewalk or street.

## **8. APPLICATION**

- 8.1 An application for a sign permit shall be completed on the prescribed form and be accompanied by the fee as prescribed in Schedule "A".
- 8.2 The applicant, in addition to the requirements of the Village's building regulation bylaw shall provide a plan of the proposed copy area and the intended location of the sign on an appropriate site plan.

## **9. TYPES OF SIGNS AND REGULATIONS**

### **9.1 Business/Premises Sign**

Businesses may advertise their activity on their business premise by means of sign with a copy area of not more than of 3 square metres either attached to the building or a sign supported from the ground by structural members and independent from the building which shall be regulated, constructed, installed as follows:

- a) Signs shall not extend beyond the property line and shall not interfere with public safety.
- b) Only one sign shall be allowed on each property except
  - i) properties having a frontage of greater than 25 metres and an area exceeding ½ hectare one freestanding sign shall be permitted for each additional ½ ha or part thereof, or
  - ii) property situated on a corner lot one freestanding sign shall be permitted adjacent to each intersecting highway.
- c) Business/Premise signs shall only be permitted in commercial, institutional or outdoor recreational businesses such as campgrounds, and shall be restricted to advertise the businesses carried on that property/

## 9.2 Village's Capital Works

For any business that may be affected by the Village's capital works and/or other construction projects may be authorized by the Village to be placed on road right-of-way or other commercial properties subject to the following:

- a) prior permission is received in advance or prior permission is received from the Village.
- b) the sign is removed within 10 days of completion of the capital works or other construction project or were the construction no longer interferes with the business to which the sign pertains.
- c) the copy area of the sign shall not exceed 3 square metres

## 9.3 Sandwich Board Signs

- 1) Permits for sandwich board signs will be issued annually, and permits are only valid for the year they are issued.
- 2) An annual permit for sandwich board signs may be issued subject to the following:
  - a) only one (1) sign per business
  - b) the sandwich board sign may only be displayed adjacent or within 200 metres of the business owner's property and only one sign will be permitted.
  - c) as determined by the building inspector or bylaw enforcement officer the sign shall not be a nuisance to impede with or represent a safety issue to vehicle and pedestrian traffic.
  - d) the sign shall not be located in any required parking area.
  - e) the sign must be kept in clean and good repair and in a presentable condition at all times.
  - f) the sign owner must submit to the Village proof of insurance of a minimum of 2 million dollars with the Village being a named insured.
  - g) the Village at its sole discretion may cancel the permit.

## 9.4 Freestanding Signs

- a) Freestanding signs are permitted subject to the following:
  - i) the number of freestanding sign located on the site shall not exceed the greater of 1 per each street frontage of the site or 1 for each 2 businesses located on the site.

- ii) the area of the freestanding sign shall not exceed 4 square metres plus an additional 1 square metre for each 15 meters of street frontage of the site which abuts the street, provided that the maximum area of a freestanding sign shall not exceed 8 square metres.
- iii) the maximum height of a freestanding sign shall not exceed 10 metres.

### **9.5 Third Party Signs**

- a) Third party signs are permitted subject to the following conditions:
  - i) Third party signs will only be permitted in commercial zoned properties.
  - ii) if the property is occupied by a business activity only 1 third party sign will be permitted.
  - iii) If it is vacant commercial property the maximum of 3 third party signs will be permitted provided the spacing in between the signs is 5 metres.
  - iv) third party signs can not have copy area greater than 4 square metres.
  - v) all third party signs must be renewed annually.

### **9.6 Promotional Signs**

- a) Signs required to advertise a special or community event shall be permitted subject to the following:
  - i) signs shall be located entirely on the property which advertisement appears, or another location as approved by the Village.
  - ii) signs shall be displayed for not more than 30 day prior to the event and must be removed 4 days following the event.
  - iii) signs shall be limited to 2 sides with a maximum copy area of 3 square metres per side.

### **9.7 Home Occupation**

- a) Signs advertising accessory home occupation as defined and permitted in the Village's zoning bylaw may be permitted subject to the following:
  - i) signs shall not exceed a copy area of 1 square metre and only one sign shall be permitted.
  - ii) signs may be placed flat against an exterior wall of a building or attached to a fence or gate

- iii) signs are to be non-illuminated
- iv) a free standing sign shall not exceed 2 metres in height.

#### **9.8 Election signs**

- a) Election signs are permitted subject to the following:
  - i) every candidate in an election wishing to post or display an election sign shall prior to the posting or display of any sign, make application to the Corporate Officer for an election sign permit on the form provided by the Village and shall at the time of application deposit \$250.00 with the Village as security.
  - ii) every candidate who posts or displays an election sign on civic property shall remove the sign within 7 days after the election. If the person fails to remove the sign the sign shall be removed by the Village and the cost incurred for the removal shall be recovered from the deposit made by the candidate.
  - iii) election signs shall only be posted or displayed during the election period
  - v) no signs shall be posted or displayed on or near a public highway or sidewalk in a manner which interferes with motorist visibility or represents a safety hazard to the pedestrian traffic.

#### **10. ENFORCEMENT**

- a) the Bylaw Enforcement Officer or Building Inspector are hereby empowered to:
  - i) enter at all reasonable times onto any property subject to the regulation of this bylaw or the building code to ascertain whether the regulations or directions are being observed.
  - ii) order a person who is caught demeaning any of the provisions of this bylaw or the building code to comply with such provisions within the time specified.
  - iii) order a "stop work" if any part of the work is proceeding in contravention of any of the provisions of this bylaw or building code or if there is an unsafe condition on the real property on which the work is being carried out.
  - iv) order the immediate removal or effect removal of any sign constructed without a permit on municipal property.

- v) or the removal of any sign or part thereof constructed or maintained in contravention of any of the provisions of this bylaw or building code.
- vi) revoke the permit issued under this bylaw or building code if:
  - a) there is contravention of the bylaw
  - b) if the permit was issued in error
  - c) if the permit was issued on the basis of incorrect information or;
  - d) any fees required to be paid in this bylaw have not been paid.

## **11. PENALTIES**

- 11.1 Every person who commits an offence contrary to the provisions of this Bylaw is liable on summary conviction to a penalty of not more than \$2,000.00 or imprisonment for up to six months in addition to the costs of prosecution.
- 11.2 Each day that a violation is permitted to exist constitutes a separate offence.

## **12. REPEAL**

That "Village of Harrison Hot Springs Sign Bylaw No. 479, 1988" and amendments thereto are hereby repealed in their entirety

## **13. READINGS AND ADOPTION**

READ A FIRST TIME THIS 16<sup>th</sup> DAY OF AUGUST, 2010

READ A SECOND TIME THIS        DAY OF        , 2010

READ A THIRD TIME THIS        DAY OF        , 2010

ADOPTED THIS        DAY OF        , 2010

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Mayor

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Corporate Officer

## BYLAW NO. 949 SIGN SCHEDULE "A"

**Fee Schedule**

- |                         |         |
|-------------------------|---------|
| 1. Sign application fee | \$50.00 |
|-------------------------|---------|





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** August 16, 2010  
**FROM:** Debra Key, Corporate Officer **FILE:** 0360-20-03  
**SUBJECT:** Communities in Bloom Committee

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#### ISSUE:

To establish the Communities in Bloom Committee.

#### BACKGROUND:

The Communities in Bloom Committee disbanded in September 2009 due to lack of interest. Councillor Harris has received interest and enthusiasm from community members to stand on the Committee and has requested that a select Communities in Bloom Committee be reinstated.

#### RECOMMENDATION:

THAT a Communities in Bloom select Committee of Council be established; and

THAT Dave Harris be appointed as Chair of the Committee, Allan Jackson as Co-Chair, and that Carol Hepnar, Jane Kivett, Delphine Gornall, Maureen Wendt and Heather Coxon be appointed as members to the Committee.

Respectfully submitted for your  
consideration;

  
\_\_\_\_\_  
Debra Key  
Corporate Officer



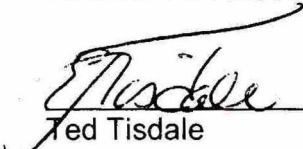
**DIRECTOR OF FINANCE COMMENTS:**

I concur with the recommendation as the Communities in Bloom Committee has money allocated in the budget.

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

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

I concur with the recommendation.

  
\_\_\_\_\_  
Ted Tisdale  
Chief Administrative Officer



All correspondence addressed to the Mayor and Council, to any one of them individually, or to Village personnel, whether or not marked as personal or confidential, will be received and processed by the Corporate Officer, and may be subject to disclosure in accordance with the Freedom of Information and Protection of Privacy Act.

The entire Bylaw is to be renumbered to incorporate new sections.

3. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the Community Charter.

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

4. **READINGS AND ADOPTION**

READ A FIRST TIME THIS                      DAY OF                      , 2010

READ A SECOND TIME THIS                      DAY OF                      , 2010

READ A THIRD TIME THIS                      DAY OF                      , 2010

RECONSIDERED AND ADOPTED THIS                      DAY OF                      , 2010

\_\_\_\_\_  
Mayor

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



A Meeting of the Kent-Harrison Joint Emergency Program Committee  
in the Council Chambers, Municipal Hall, Harrison Hot Springs, BC  
on Wednesday, June 9, 2010

## **MINUTES**

Present: District of Kent

Mayor L. Fisher  
Councillor H. Schwichtenberg  
Mr. W. Mah, Chief Administrative Officer  
Mr. M. Thiessen, Director of Engineering Services  
Mr. G. Basten, Deputy Fire Chief  
Ms. C. Lee, Director of Corporate Services

Village of Harrison Hot Springs

Mr. T. Tisdale, Chief Administrative Officer  
Ms. D. Key, Corporate Officer  
Mr. B. Malfait, Leadhand, Public Works

Others

Mr. R. Poulton, Emergency Program Coordinator  
Mr. L. Ekman, BC Ambulance (Agassiz)  
Mr. M. Anderson, Kent-Harrison Search & Rescue  
Mr. J. Hoogendoorn, Kent Agricultural Association Committee  
Mr. M. McCarthy, Sergeant, RCMP (Agassiz)

Regrets: Councillor D. Harris, Village of Harrison Hot Springs  
Ms. R. Bergsma, Emergency Social Services Director  
Ms. R. Bruniski, Kent-Harrison Search & Rescue

**1 Call to Order/Introductions**

W. Mah called the meeting to order at 11:44 am.

W. Mah introduced Mr. T. Tisdale, the new Chief Administrative Officer for the Village of Harrison Hot Springs. All members introduced themselves.

**2 Approval of Agenda**

FISHER/  
THAT the Supplemental Agenda for the Kent-Harrison Joint Emergency Program Committee meeting of June 9, 2010 be approved.

CARRIED



FISHER/

THAT the Agenda for the Kent-Harrison Joint Emergency Program Committee meeting of June 9, 2010 be adopted.

CARRIED

**3     Adoption of Minutes**

**3.1   Kent-Harrison Joint Emergency Program Committee of March 10, 2010**

HOOGENDOORN/

THAT the Minutes of the Kent-Harrison Joint Emergency Program Committee meeting of March 10, 2010 be adopted.

CARRIED

**4     Business Arising from Minutes**

**4.1   Review of Follow-up Sheet**

W. Mah reported that the ESS House on Green Road has been used for sometime but now with the new Fire Hall in Agassiz believes that ESS needs can be met in the new Fire Hall or in the old Fire Hall. Currently there are problems with ESS House being vandalized or alarm being triggered. The house is in the process of being renovated and will be rented out. The plan is to work with the RCMP to encourage more members to live in the community. There have been some security issues at the adjacent public works yard as well. If the ESS House is renovated, perhaps this could add to the security.

W. Mah reported on the evacuation route issue for the Village and District. The last communication from the Province was that the Village could apply to purchase and upgrade the road.

**4.2   Committee Contact List**

C. Lee asked that the contact sheet be circulated for update and once complete will try and finalize.

**5     Delegations**

None

**6     Correspondence**

**6.1   Letter dated April 12, 2010 from Union of British Columbia Municipalities**

SCHWICHTENBERG/

THAT the letter dated April 12, 2010 from Union of British Columbia Municipalities – *Farmed Animal Carcass Disposal Emergency Planning – Project Completion* be received.

CARRIED



R. Poulton advised that although the plan is complete, we have no ability or facility to deal with any large disposals.

**6.2** Letter dated April 26, 2010 from Minister Pat Bell

POULTON/

THAT the letter dated April 26, 2010 from Minister Pat Bell – *Emergency Access Route* be received.

CARRIED

R. Poulton advised that the onus is on the municipality to do anything on the route. W. Mah requested that he be included in the tour through the area. Councillor Schwichtenberg expressed concern about getting permission to travel through private property and does not believe that there would be cooperation in travelling through private property. W. Mah reported that this issue has gone to the Province, but there is no funding to correct the road.

**6.3** Email sent June 3, 2010 from BC Hydro

MCCARTHY/

THAT the email sent June 3, 2010 from BC Hydro – *Orientation Meeting on the flood hazards associated with Bridge River Dams, June 24, 2010* be received.

CARRIED

R. Poulton advised that the upgrade to the dams on the Bridge River could create problems. If there is a failure with the dams we could be affected here.

**7** **Reports**

**7.1** Emergency Program Coordinator

SCHWICHTENBERG/

THAT the Emergency Program Coordinator – *March and April* report be received.

CARRIED

R. Poulton advised that ESS is up and running and quite active. They are attempting to partner up with organizations to provide brochures and are making a concerted effort to train their volunteers. The Neighbourhood Preparedness Committee has approached Mr. Strahl, MP, about potential funding for this program.

**7.2** Community Wildfire Protection Plan

SCHWICHTENBERG/

THAT Community Wildfire Protection Plan – *Union of British Columbia Municipalities – Program and Access Guide* be received.

CARRIED



R. Poulton reported that there are three areas of high to extreme interface fire hazard in the District and two areas of low to moderate in the Village. The issue is whether local authorities or the Province are to be responsible for interface fire protection. If an application is made for a grant, the municipality would still be responsible for 25% of the cost.

W. Mah advised that the communities should ensure that funding is available in the event of a wild fire and be aware of what needs to be done in terms of wild fire protection. R. Poulton suggested brochure packages be sent to all property owners in the high risk interface fire area.

SCHWICHTENBERG/

THAT information packages consisting of a copy of "The Homeowners Fire Smart" manual and the contact numbers for the two local fire departments, as well as the Ministry of Forest, be sent to those affected property owners.

CARRIED

**7.3** Emergency Social Services Director – *March to May*

HOOGENDOORN/

THAT the Emergency Social Services Director – *March to May* report be received.

CARRIED

**7.4** Emergency Social Services Team Meeting Notes

FISHER/

THAT the Emergency Social Services Team Meeting Notes – *January 7, February 1, March 4 and April 8, 2010* be received.

CARRIED

**7.5** Emergency Social Services

MCCARTHY/

THAT the Emergency Social Services – *Group Lodging Exercise Report of May 6, 2010* be received.

CARRIED

**7.6** Email sent June 1, 2010 from R. Bergsma

FISHER/

THAT the resignation of Ms. R. Bergsma, Emergency Social Services Director, be received.

CARRIED



**7.7** Email sent June 4, 2010 from C. Harris

**FISHER/**

**THAT the Committee recommends to the Councils of the District of Kent and Village of Harrison Hot Springs the appointment of Ms. C. Harris as the Kent-Harrison Emergency Social Services Director; and**

**THAT the appointment letter of Ms. C. Harris includes a provision outlining the service commitment required in exchange for training subsidy or related travel expenses or prorated reimbursement (based on months of service) if the service commitment is not fulfilled.**

**CARRIED**

**8** **New Business/Other Business**

**8.1** Urban Search and Rescue (USAR)

R. Poulton reported that the grant money is available to us for USAR training. We are waiting to confirm the training schedule for the two fire departments, Agassiz and Harrison Hot Springs. G. Basten advised that the Canadian representative is a Fire Chief from New Westminster who will be putting together a list of required equipment.

**8.2** Mock Exercise

W. Mah asked when the next mock exercise would occur. Sgt. McCarthy suggested that a meeting with Ms. Orstad would be beneficial prior to setting up an exercise. G. Basten advised that Fraser Valley Regional District (FVRD) is currently re-writing job positions within the Emergency Operating Centre (EOC), which will place people into each position with a job description explaining what is expected. W. Mah suggested that an exercise be scheduled upon receipt of the FVRD's review of the EOC's positions.

**9** **Adjournment**

The next meeting is scheduled for Wednesday, September 8, 2010 at 11:30 am at the Agassiz Fire Hall.

**SCHWICHTENBERG/**

**THAT the meeting adjourn at 12:23 pm.**

**CARRIED**

**CERTIFIED CORRECT:**

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W. Mah, Chairman  
Joint Emergency Program Committee

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D. Key, Corporate Officer  
Village of Harrison Hot Springs

