



VILLAGE OF HARRISON HOT SPRINGS

NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, April 11, 2011
Time: After Public Hearing
Location: Council Chambers, Memorial Hall, 290 Esplanade Avenue,
Harrison Hot Springs, British Columbia

1. CALL TO ORDER			
	(a)	Meeting called to order by Mayor Becotte	
2. INTRODUCTION OF LATE ITEMS			
3. APPROVAL OF AGENDA			
4. ADOPTION OF COUNCIL MINUTES			
<input type="checkbox"/> Regular Council Meeting Minutes – March 14, 2011		THAT the minutes of the Regular Council Meeting of March 14, 2011 be adopted.	Item 4.1 Page 1
<input type="checkbox"/> Special Council Meeting Minutes – March 30, 2011		THAT the minutes of the Special Council Meeting of March 30, 2011 be adopted	Item 4.2 Page 11
5. BUSINESS ARISING FROM THE MINUTES			
			Item 5.1
6. CONSENT AGENDA			
i. Bylaws			Item 6.i
<input type="checkbox"/> Bylaw No 969 – Pre-Authorized Payments <input type="checkbox"/> Bylaw No 970 – Boat Launch and Parking Lot Regulation Recommendation: THAT Pre-Authorized Payments Bylaw No. 969, 2011, and; THAT Boat Launch and Parking Lot Regulation Bylaw No. 970, 2011 be adopted.			Page 17 Page 19
ii. Agreements			Item 6.ii
None			

iii. Committee/ Commission Minutes Harrison Lake Harbour Commission of January 13, 2011 Economic Development Commission of January 19, 2011 Communities in Bloom of February 17, 2011 Parks and Recreation Commission of February 22, 2011		Item 6.iii Page 23 Page 27 Page 31 Page 33
iv. Correspondence		Item 6 iv Page
Recommendation: THAT the items on the Consent Agenda be received.		
7. DELEGATIONS AND PETITIONS		
<input type="checkbox"/> Bokashicycle	Bokashicycle Foodwaste Processing	Item 7.1 Page 35
8. CORRESPONDENCE		
		Item 8.1
9. BUSINESS ARISING FROM CORRESPONDENCE		
10. REPORTS OF COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS		
<input type="checkbox"/> Parks and Recreation Commission – March 22, 2011	Recommendation: THAT memorial bench requests be placed on hold until 2010 when an overall redevelopment plan is in place.	Item 10.1 Page 37
11. REPORTS FROM MAYOR		
K. Becotte – verbal		
12. REPORTS FROM COUNCILLORS		
D. Harris - verbal D. Kenyon - verbal A. Jackson - verbal B. Perry – verbal		
13. REPORTS FROM STAFF		
<input type="checkbox"/> Local Government Awareness Week – April 6, 2011	Report of Community and Economic Development Officer – April 6, 2011 Re: Local Government Awareness Week Recommendation: THAT Council approve the Village providing an open house on May 16,	Item 13.1 Page 39

<p><input type="checkbox"/> Development Permit Application – 270 Esplanade – April 7, 2011</p>	<p>2011 during Local Government Awareness Week and endorse the events as presented in this report.</p> <p>Report of Village Planner, Michael Rosen – April 7, 2011 Re: Development Permit Application – Hot Spring Holdings LTD. Inc. No. 023183 (Hot Springs Villa Hotel), Parcel A, Lot 3, Block 2, Sec. 13, Tp. 4, Range 29, W6, NWD, Plan 251, 270 Esplanade Ave</p> <p>Recommendation:</p> <p>THAT Council authorize the issuance of a Development Permit No. to the owners of the Hot Springs Villas on Parcel a, Lot 3, Block 2, Sec. 13, Tp. 4, Range 29, W6, NWD, Plan 251 at 270 Esplanade Avenue to upgrade the front façade of the building generally in accordance with the drawing package prepared by T. St. John, issuance of said Permit to be subject to resolving signage and potential encroachment issues to the satisfaction of staff.</p>	<p>Item 13.2 Page 41</p>
<p><input type="checkbox"/> Development Permit/Development Variance Permit Application – April 7, 2011</p>	<p>Report of Village Planner, Michael Rosen – April 7, 2011 Re: Development Permit/Development Variance Permit Application, 0754817 BC LTD., Lot 15, Except Parcel A & Parcel B, Sec 12, Twp 4, Rge 29, NWD, Plan 5519, Hot Springs Road</p> <p>Recommendation:</p> <p>THAT Council authorize the issuance of a Development Permit No. to the owners of Lot 15, Except Parcel A & Parcel B, Sec 12, Twp 4, Rge 29, NWD, Plan 5519 (Hot Spring Road) to develop a 75 space recreational vehicle park generally in accordance with the drawing package prepared by Precision Building and Design Associates Ltd., dated 11 January 2011, issuance of said Permit to be subject to:</p> <ol style="list-style-type: none"> Including a condition within the Permit that will require the registration of a no-build and no-vegetation removal restrictive covenant on the land within Zones A and B as identified in the geotechnical report prepared by Hay and Company report dated 23 December 2005 and referenced within the letter from EBA dated 21 March 2011; The submission of a site plan and elevation drawings for the proposed service building; The submission of a landscape plan that provides details on the landscaped screen along Hot Springs Road and along the northern edges of the subject property; The provision of a security deposit to the Village for the landscaping component of the project in an amount acceptable to Chief Administrative Officer or his designate; and The submission of an updated arborist report that better identifies tree removal, retention, and replanting areas. 	<p>Item 13.3 Page 47</p>
<p><input type="checkbox"/> Amendment to the Liquor License for the Executive Hotel – April 7, 2011</p>	<p>Report of Chief Administrative Officer – April 7, 2011 Re: Amendment to the Liquor License for the Executive Hotel</p> <p>Recommendation:</p> <p>THAT Council support the amendment to the Executive Hotel's Liquor</p>	<p>Item 13.4 Page 83</p>

	license number 302872 to allow entertainment within the facilities.	
14. BYLAWS		
<input type="checkbox"/> OCP Amendment Bylaw No. 961, 2011	Recommendation: THAT Village of Harrison Hot Springs Official Community Plan Amendment Bylaw No. 961, 2011 be received for third and fourth reading.	Item 14.1 Page 93
<input type="checkbox"/> Rezoning Amendment – Boat Launch Parking – Bylaw No. 963 – March 24, 2011	Report of Corporate Officer – March 24, 2011 Re: Rezoning Amendment – Boat Launch Parking Recommendation: THAT Zoning Amendment Bylaw No. 963, 2011 be received for third and fourth reading.	Item 14.2 Page 105
<input type="checkbox"/> Building Regulation Bylaw No. 965, 2011 -	Recommendation: THAT Building Regulation Bylaw No. 965, 2011 be received for third reading.	Item 14.3 Page 109
15. QUESTIONS FROM THE PUBLIC (PERTAINING TO AGENDA ONLY)		
16. ADJOURNMENT		

4.1

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

DATE: March 14, 2011
TIME: 7:00 p.m.
PLACE: Memorial Hall, 290 Esplanade Ave.

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

Corporate Officer, Debra Key
Manager of Revenue Services, Peggy Parberry
CEDO, Andre Isakov
Recording Secretary, Krystal Burr

ABSENT: CAO, Ted Tisdale
Councillor Dave Kenyon
Director of Finance, Dale Courtice

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved by Councillor Harris
Seconded by Councillor Perry

THAT the agenda be approved.

CARRIED
UNANIMOUSLY

4. ADOPTION AND RECEIPT OF MINUTES

☐ Regular Council Meeting
Minutes – February 14, 2011

Moved by Councillor Jackson
Seconded by Councillor Harris

THAT the minutes of the Regular Council Meeting of February 14, 2011 be adopted.

CARRIED
UNANIMOUSLY

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
March 14, 2011*

☐ Special Council Meeting
Minutes – February 25, 2011

Moved by Councillor Perry
Seconded by Councillor Jackson

THAT the minutes of the Special Council Meeting of February 25, 2011 be adopted.

CARRIED
UNANIMOUSLY

☐ Special Council Meeting
Minutes – March 4, 2011

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT the minutes of the Special Council Meeting of March 4, 2011 be adopted.

CARRIED
UNANIMOUSLY

5. BUSINESS ARISING FROM THE MINUTES

None

CONSENT AGENDA

- | | |
|--|---|
| i. Bylaws | None |
| ii. Agreements | None |
| iii. Committee/
Commission
Minutes | Advisory Planning Commission of November 16, 2010
Administration and Finance Committee of February 25, 2010
Public Information Meeting Notes for Neighbourhood Plan Area 2 of February 23, 2011 |
| iv. Correspondence | Letter dated February 17, 2011 – From City of Burnaby to UBCM
Member Municipalities
Re: British Columbia's Heritage Program

Letter dated February 28, 2011 – From FVRD to Mayor and Council
Re: Request to Amend FVRD Urban Growth Boundary [Related to:
Official Community Plan Amendment Application R07-021 (Regnier) –
District of Mission Bylaw 5064-2009-4052(7)] |

Moved by Councillor Jackson
Seconded by Councillor Harris

THAT the items on the Consent Agenda be received.

CARRIED
UNANIMOUSLY

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
March 14, 2011*

7. DELEGATIONS

None

8. CORRESPONDENCE

Letter dated March 2, 2011 – From BC Hydro to Mayor and Council
Re: Earth Hour 2011

9. BUSINESS ARISING OUT OF CORRESPONDENCE

□

Moved by Councillor Jackson
Seconded by Councillor Harris

THAT the Village of Harrison Hot Springs participates in Earth Hour 2011.

CARRIED
UNANIMOUSLY

REPORTS OF COMMITTEES, COMMITTEE OF THE WHOLE
AND COMMISSIONS

□ Harrison Lake Harbour
Commission – Terms of
Reference

Terms of Reference

Moved by Councillor Jackson
Seconded by Councillor Harris

THAT Council endorse the Harrison Lake Harbour Commission Terms of Reference.

CARRIED
UNANIMOUSLY

□ Appointment of
Commission Member – Jim
Killer

Appointment of Jim Killer to the Harrison Lake Harbour
Commission

Moved by Councillor Perry
Seconded by Councillor Jackson

THAT Jim Killer be appointed to the Harrison Lake Harbour
Commission.

CARRIED
UNANIMOUSLY

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
March 14, 2011*

☐ Blue Flag Program

The Harrison Lake Harbour Commission recommended to Council that the Village of Harrison Hot Springs participate in the Blue Flag Program.

10.

☐ Appointment of Deputy Mayor for April, May and June 2011

REPORTS FROM MAYOR

Moved by Councillor Harris

Seconded by Councillor Jackson

THAT Councillor Kenyon be appointed Deputy Mayor for the months of April, May and June 2011.

CARRIED
UNANIMOUSLY

There is a new Provincial Cabinet been appointed consisting of 17 members.

Spirit of BC will be having a 25th Anniversary of the Man in Motion Tour (Rick Hansen) across Canada in 2012.

Attended Business Excellence Awards on February 24, 2011.

Met with the RCMP Officer in charge in Chilliwack and was informed that Sgt. McCarthy will be leaving the Agassiz Detachment and will be transferred to the Sunshine Coast. Sgt. Kevin Gibson will join the Detachment as the new Officer in Charge of the Agassiz RCMP.

There was a Mayor's Forum held at the Memorial on February 21, 2011 to discuss Community Policing.

Will be attending an RCMP awards event on March 30, 2011.

Chilliwack Plowing Competition has sent an invitation for Mayor and/or Councillors to attend on April 2, 2011.

Shaw Cable interviewed myself and Ed Stenson on March 3, 2011 at the Memorial Hall,

Fraser Basin met in Harrison on March 4, 2011 and on March 11, 2011 they released a draft copy of the Cultus Lake User Survey.

Attended a Fraser Valley Regional District Meeting where a delegate attended from Cloud Works Energy. A Community Forum has tentatively been scheduled at the Memorial Hall on November 24, 2011

Chorifest is coming up on April 13 and 15, 2011 in Harrison and Chilliwack.

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
March 14, 2011*

11.

REPORTS FROM COUNCILLORS

Councillor Harris

Attended the Community Policing Forum on February 21, 2011.

February 23, 2011 attended a Show Kids You Care greeting at Agassiz Secondary School.

February 24, 2011 attended Business Excellence Awards.

Waste Water Treatment Plant sludge removal is 65-75 % complete.

CG Excavating is the new contractor working for Cascia Developments.

CIB meeting has been rescheduled for Thursday, March 17, 2011. It was noted that they are in need of more members.

Councillor Kenyon

Absent with notice.

Councillor Jackson

Harrison Tourism Society met on March 2, 2011 as they are in the process of renewing their 5 year plan for the hotel tax.

Councillor Perry

Attended the Fraser Valley Regional Library Retreat in Abbotsford on March 9, 2011.

Attended a 3 day seminar for the Lower Mainland Learning Academy in Richmond.

Attended two budget meetings.

Attended the RCMP Community Forum at Memorial Hall.

Attended the Business Excellence Awards on February 24, 2011.

REPORTS FROM STAFF

□Development Permit
Application – Ronen Lot 12,
Blk 1, Frac Sec 13, Twp 4,
Rge 29, NWD 140 Lillooet –
March 7, 2011

Report of Planning Consultant – March 7, 2011

Re: Development Permit Application – Ronen, Lot 12, Block 1, Frac Sec 13, Twp 4, Rge 29, NWD, 140 Lillooet Avenue

Moved by Councillor Jackson

Seconded by Councillor Harris

THAT Council authorize the issuance of Development Permit No. 02/11 to the owners of Lot 12, Block 1, Frac Sec 13, Twp 4, Rge 29, NWD (140 Lillooet Avenue) to construct an addition to accommodate a restaurant generally in accordance with the drawing package prepared by Jordan Kutev Architect dated 17 December 2010, issuance of said Permit to to be subject to resolving the following issues:

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
March 14, 2011*

- a) Provision of off street parking in accordance of the requirements of the Zoning Bylaw or securing a variance to the Bylaw's off street parking requirements;
- b) Confirmation that the sighting and type of the proposed landscaping elements and community amenities located on the Lillooet Avenue road allowance are acceptable to the Chief Administrative Officer or his designate; and
- c) Provision of a security deposit to the Village for the landscaping component of the project and associated community amenities that have been offered by the applicant in an amount acceptable to Chief Administrative Officer or his designate.

CARRIED
UNANIMOUSLY

The Architect gave a brief overview of the project. Anticipated date of completion would be the end of summer. Some concerns with handicap access were discussed.

□Neighbourhood Planning
Area 2 Official Community
Plan Amendment Bylaw No.
961, 2011

Report of Planning Consultant – March 10, 2011

Re: Neighbourhood Planning Area 2 Official Community Plan
Amendment Bylaw No. 961, 2011

Moved by Councillor Perry

Seconded by Councillor Harris

THAT "Village of Harrison Hot Springs Official Community Plan
Amendment Bylaw No. 961, 2011" be read a second time; and

THAT staff be authorized to schedule a Public Hearing regarding
"Village of Harrison Hot Springs Official Community Plan Amendment
Bylaw No. 961, 2011" on 11 April 2011.

CARRIED
UNANIMOUSLY

□Development Variance
Permit – February 23, 2011

Report of Corporate Officer – February 23, 2011

Re: Development Variance Permit – 440 Emerald Avenue

Moved by Councillor Jackson

Seconded by Councillor Perry

THAT the Development Variance Permit report be referred back to staff
for clarification on zoning.

CARRIED
UNANIMOUSLY

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
March 14, 2011*

□ Blue Flag Program –
March 8, 2011

Report of Community and Economic Development Officer – March 8, 2011

Re: Blue Flag Program

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT Council authorizes staff to proceed with the application to become the first community in British Columbia to obtain the Blue Flag designation for the beach and marina.

CARRIED
UNANIMOUSLY

□ Community Sustainability
Action Team for the ICSP

Report of Community and Economic Development Officer – March 8, 2011

Re: Community Sustainability Action Team for the ICSP

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT Councillor Jackson be appointed as the liaison to work with staff in overseeing the establishment of the Community Sustainability Action Team in accordance with the terms of reference outlined in the above report.

CARRIED
UNANIMOUSLY

□ 2011 Resort Municipality
Initiative Agreement

Report of the Community and Economic Development Officer – March 9, 2011

Re: 2011 Resort Municipality Initiative Agreement

Moved by Councillor Jackson
Seconded by Councillor Harris

THAT approval be given to enter into the 2011 Resort Municipality Initiative (RMI) Funding Agreement with the Province of British Columbia; and

That the Mayor and Corporate Officer be authorized to execute the Agreement.

CARRIED
UNANIMOUSLY

Councillor Harris excused himself from the Chambers at 8:25 p.m. due to a potential conflict of interest as his wife is the Director of

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
March 14, 2011*

Emergency Social Services.

□ Letter of Understanding –
Emergency Social Services
Reception Centre at
Memorial Hall – March 10,
2011

Report of Corporate Officer – March 10, 2011

Re: Letter of Understanding – Emergency Social Services Reception
Centre at Memorial Hall

Moved by Councillor Jackson

Seconded by Councillor Perry

THAT a Letter of Understanding be executed with the Kent-Harrison
Community Disaster Assistance Program (Emergency Social Services)
for the period April 1, 2011 to March 31, 2012.

CARRIED
UNANIMOUSLY

13.

Councillor Harris reentered the chambers at 8:28.

BYLAWS

□ DCC Bylaw No. 960 –
March 8, 2011

Report of Corporate Officer – March 8, 2011

Re: DCC Bylaw No. 960

Moved by Councillor Harris

Seconded by Councillor Perry

THAT Council amend Schedule “A” Community Water Service,
Commercial Development (b) campsite – development cost charge from
\$19.00 per square meter to \$9.50 per square meter of the gross area of
the campsite; and Schedule “B” Community Sanitary Sewer System (b)
campsite – development cost charge from \$34.00 per square meter to
\$17.00 per square meter of land designated for the campsite; and

THAT Development Cost Charges Bylaw No. 960 receives second and
third reading.

CARRIED
UNANIMOUSLY

□ Building Regulation and
Bylaw No. 965 and Water
Regulation Bylaw No. 967 –
March 8, 2011

Report of Corporate Officer – March 8, 2011

Re: Bylaw No. 965 Building Regulation and Bylaw No. 967 Water
Regulation

Moved by Councillor Perry

Seconded by Councillor Harris

THAT Bylaw No. 965 Building Regulation bylaw be received for first,
and second reading; and

CARRIED
UNANIMOUSLY

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
March 14, 2011*

Moved by Councillor Jackson
Seconded by Councillor Harris

THAT bylaw No. 967 Water Regulation bylaw be received for first, second and third reading.

CARRIED
UNANIMOUSLY

□Sewage Treatment Plant
Replacement Reserve Fund
Bylaw No. 968

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT Sewage Treatment Plant Replacement Reserve Fund Bylaw No. 968 be received for first, second and third readings.

CARRIED
UNANIMOUSLY

14.

QUESTIONS FROM THE PUBLIC

A member of the public inquired about the Blue Flag program with respect to Harrison Lake be classified a “no dumping” area.

A member of the public inquired about the high density development. He asked what was the cost to borrow for the upgrade to the sewage treatment plant.

A member of the public asked about Development Cost Charges.

ADJOURNMENT

Moved by Councillor Jackson
Seconded by Councillor Harris

THAT the meeting be adjourned.

The meeting adjourned at 8:46 p.m.

CARRIED
UNANIMOUSLY

Ken Becotte
Mayor

Debra Key
Corporate Officer

4.2

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

DATE: March 30, 2011
TIME: 9:30 a.m.
PLACE: Council Chambers

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

CAO, Ted Tisdale
Corporate Officer, Debra Key
Director of Finance, Dale Courtice
Manager of Revenue Services, Peggy Parberry
CEDO, Andre Isakov

Recording Secretary, Cindy Richardson

ABSENT: Councillor Dave Kenyon

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

Report of Chief Administrative Officer – March 29, 2011
Re: Regionally Significant Items

Report of Community and Economic Development Officer – March 8, 2011
Re: Community Sustainability Action Team for the ICSP

3. APPROVAL OF AGENDA

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT the agenda be approved as amended.

CARRIED
UNANIMOUSLY

4. ADOPTION AND RECEIPT OF MINUTES

☐ None

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
March 30, 2011*

5. BUSINESS ARISING FROM THE MINUTES

None

6. CONSENT AGENDA

i. Bylaws

Moved by Councillor Jackson
Seconded by Councillor Perry

Bylaw No. 968 Sewage
Treatment Plant
Replacement Reserve Fund

THAT Water Regulation Bylaw No. 967 be adopted.

Bylaw No. 967 Water
Regulation Bylaw

THAT Sewage Treatment Plant Replacement Reserve Fund Bylaw No.
968 be adopted.

CARRIED
UNANIMOUSLY

ii. Agreements None

iii. Committee/
Commission
Minutes None

iv. Correspondence None

7. DELEGATIONS

None

8. CORRESPONDENCE

9. BUSINESS ARISING OUT OF CORRESPONDENCE

None

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

11. REPORTS FROM MAYOR

None

12. REPORTS FROM COUNCILLORS

Councillor Harris None

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
March 30, 2011*

Councillor Keyon None

Councillor Jackson None

Councillor Perry None

13. REPORTS FROM STAFF

□2010 Audited Schedule of
Eligible Expenditures, Port
Operations – March 23, 2011

Report of Director of Finance – March 23, 2011
Re: 2010 Audited Schedule of Eligible Expenditures, Port Operations

Moved by Councillor Perry
Seconded by Councillor Jackson

THAT the Audited Schedule of Eligible Expenditures, Port Operations
for the Twelve Month Period Ended December 31, 2010 of the Village
of Harrison Hot Springs be adopted.

CARRIED
UNANIMOUSLY

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT Council allow for the expenditures for the dock installation and
security gate on the municipal wharf in an amount not to exceed
\$10,000.00

CARRIED
UNANIMOUSLY

□Fire Department Training
– March 28, 2011

Report of Chief Administrative Officer – March 28, 2011
Re: Fire Department Training

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT Council approve for release of \$20,000.00 for the training of
additional fire fighters.

CARRIED
UNANIMOUSLY

□Disposal of Fire Safety
House – March 28, 2011

Report of Chief Administrative Officer
Re: Disposal of Fire Safety House

Moved by Harris
Seconded by Jackson

THAT Council approves the return of the fire safety house to the
Mission Fire Department.

CARRIED
UNANIMOUSLY

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
March 30, 2011*

☐Regionally Significant
Items

Report of Chief Administrative Officer – March 29, 2011
Re: Regional Significant Projects

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT Council approve the water treatment facility for the lake supply as the preferred project to be submitted under the regional significant gas tax grant program.

CARRIED
UNANIMOUSLY

☐Community Sustainability
Action Team for the ICSP

Report of Community and Economic Development Officer – March 8, 2011.
Re: Community Sustainability Action Team for the ICSP

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT Council authorize the Sustainability and Infrastructure Committee to establish and oversee the creation of the Community Sustainability Action Team in accordance with the terms of reference outlined in the above report.

CARRIED
UNANIMOUSLY

14.

BYLAWS

☐Pre-Authorized Payment
No. 969

Report of Manager of Revenue Services – March 24, 2011
Re: Bylaw No. 969 Pre-Authorized Payment

Moved by Councillor Perry
Seconded by Councillor Harris

THAT Pre-Authorized Payment Bylaw No. 969 be received for first, second and third reading.

CARRIED
UNANIMOUSLY

☐Boat Launch and Parking
Lot Regulation Bylaw No.
970

Report of Corporate Officer – March 24, 2011
Re: Bylaw No. 970 Boat Launch and Parking Lot Regulation

Moved by Councillor Perry
Seconded by Councillor Jackson

THAT Boat Launch and Parking Lot Regulation Bylaw No. 970 be received for first reading; and

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
March 30, 2011*

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT Boat Launch and Parking Lot Regulation Bylaw No. 970 be amended and receive second and third reading.

CARRIED
UNANIMOUSLY

16.

ADJOURNMENT

Moved by Councillor Perry
Seconded by Councillor Jackson

THAT the meeting be adjourned.

The meeting adjourned at 10:00 a.m.

CARRIED
UNANIMOUSLY

Ken Becotte
Mayor

Debra Key
Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 969

A bylaw to regulate Pre-Authorized Payments

WHEREAS the Village of Harrison Hot Springs has deemed it desirable to establish alternate methods of payments for Property Taxes and Residential Utility User Fees;

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 Pre-Authorized Payment Bylaw No. 969, 2011".

2. PREAUTHORIZED PAYMENTS FOR PROPERTY TAXES AND ANNUAL RESIDENTIAL UTILITY USER FEES

- 2.1 At any time a tax payer may apply to make property tax and utility user fee payments through a preauthorized payment plan. This plan will normally collect ten (10) monthly payments of an amount, specified by the tax payer which will be credited to the appropriate folio account. The payment plan begins on August 15th of each year and ends on May 15th the following year.
- 2.2 If the current property taxes and annual utility user fees have been paid in full at the commencement of the preauthorized payment plan, a credit will accumulate in the account for the following year's taxes. Interest will be calculated and added to the account on December 31st of that year and again on May 15th of the following year.
- 2.3 If the tax account has an outstanding balance the preauthorized payments will be applied to reduce that balance. However, all usual late payment penalties and interest charges will apply and be calculated on the applicable balances.

3. GENERAL

- 3.1 This preauthorized plan is an annual program and it is the responsibility of the participants to submit renewal applications at the appropriate time.
- 3.2 Participation may at any time be cancelled by submitting a written notice 10 days in advance of the next installment date. However, no funds having been paid into the plan will be refunded.

4. PENALTIES

- 4.1 Returned/Dishonored pre-authorized debits will be treated in the same manner as an NSF Cheque and be subject to any applicable fees prescribed by the Village.
- 4.2 If two consecutive payments are returned or dishonoured, the participant's enrolment in the plan may be cancelled by the Village.

5. READINGS AND ADOPTION

READ A FIRST TIME THIS 30th DAY OF MARCH, 2011.

READ A SECOND TIME THIS 30th DAY OF MARCH, 2011

READ A THIRD TIME THIS 30th DAY OF MARCH, 2011

ADOPTED THIS DAY OF , 2011

Mayor

Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 970

A bylaw to establish fees and regulate the boat launch ramp and parking lot

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to establish a bylaw to regulate and charge fees for the use of the public boat launch and parking lot area.

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 "Boat Launch and Parking Lot Regulation Bylaw No. 970, 2011".

2. That all fees for the use of the Boat Launch Facility and parking areas are pursuant to Schedule "A" attached hereto and forming part of this bylaw.
3. That a day pass allows the holder to launch and retrieve a boat from the boat launch ramp and to park one towing vehicle and one boat trailer only in the boat launch parking area for one day (provided parking space is available).
4. That a seasons pass for the use of the facilities may be purchased each year, payable in advance. A seasons pass entitles the holder to launch and retrieve one boat from the boat launch ramp and to park one towing vehicle and one boat trailer only for one day (provided parking space is available).

The registration number of the boat and one license plate number of the boat trailer shall be recorded on each seasons pass and the pass shall apply to that trailer and boat only.

5. As an alternative to purchasing a seasons pass, an applicant may purchase a fleet pass, payable in advance at the Village Office. A fleet pass entitles the holder to only launch and retrieve boats that the holder may own, lease, charter or broker and that have been registered with the Village Office under the fleet pass. Each registered boat on the fleet pass is entitled to park one towing vehicle and one boat trailer only for one day (provided parking space is available).

6. Any day pass, seasons pass or fleet pass holder that requires parking beyond the included one day limit, must purchase an additional parking pass from the boat launch attendant for the required amount of days.

7. REPEAL

- (a) "The Village of Harrison Hot Springs Bylaw No. 962 is hereby repealed in its entirety.

8. READINGS AND ADOPTION

READ A FIRST TIME THIS 30TH DAY OF MARCH, 2011

AMENDED AND READ A SECOND TIME THIS 30TH DAY OF MARCH, 2011

READ A THIRD TIME THIS 30TH DAY OF MARCH, 2011

ADOPTED THIS DAY OF , 2011

Mayor

Corporate Officer

SCHEDULE "A"

FEES	◦ Day Pass	\$ 20.00 (tax included)
	◦ Seasons Pass	\$ 135.00 (tax included)
	◦ Fleet Pass	\$ 300.00 (tax included)
	◦ Parking per day	\$ 7.00 (tax included)

VILLAGE OF HARRISON HOT SPRINGS
HARRISON LAKE HARBOUR COMMISSION MEETING

DATE: January 13, 2011
TIME: 12:00 noon
PLACE: Council Chambers

IN ATTENDANCE: Ken Becotte, Chair
Bill Hopkins
Darcey Kohuch
Andre Isakov (CEDO)
Dave Hampson
Sgt. Mike McCarthy
Kerry Hilts (left at 12:36)
Cindy Richardson, (Recording Secretary)

ABSENT: Tony Nootebos
Darcy Striker

1. CALL TO ORDER

The Chair called the meeting to order at 12:00 p.m.

2. LATE ITEMS

3. ADOPTION OF MINUTES

☐ Adoption of Minutes Moved by Bill Hopkins
Seconded by Dave Hampson

THAT the minutes of the Harrison Lake Harbour Commission meeting of November 4, 2010 be adopted.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

None

5. DELEGATIONS/PETITIONS

None

6. CHAIRPERSON REPORT

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE HARRISON LAKE HARBOUR COMMISSION MEETING
January 13, 2011
PAGE (2)

7.

ITEMS FOR DISCUSSION

☐ Terms of Reference
for HLHC – revisions
and recommendation

It was noted by Commissionaire Hilts that the District of Kent would like more time internally to review the terms of reference and Lakeshore Planning and schedule a future meeting for discussion of these documents.

☐ Terms of Reference
for Lakeshore Planning
– revisions and
recommendation

The Chair requested that members of the Commission also review the Terms of Reference and report back at the next meeting.

☐ Breakwater
Construction Update

It was stated that the construction has been completed and post construction reporting will continue for various issues. Updates have been made to the parking and beach areas of this location. Public access will be allowed as an unsupervised/use with caution area. Public conflict issues were discussed such as boat launching, etc. The Chair stated that types of uses should be looked at during the lakeshore planning process. The project stayed within budget. Signage is on site with a beacon at the location.

☐ Municipal Wharf
Upgrade

The Chair sated that floats have been built for this location and are awaiting installation. The subdivision of the lots between the Village and the District of Kent has been completed the Village would like to complete this project by spring.

Public access and liability to the wharf was discussed.

The benefit of a security gate was discussed.

Potential commercial clients were discussed.

☐ Boat Launch
Operation Report

The Commission reviewed the Boat Launch Operations Report for 2010. It was noted that Council has not considered recommendations for the Operators Report at this time. The Chair requested that members review the report and report any items to be addressed at the next HLHC meeting. Repair will be required to the boat launch this year. There was discussion regarding the Marine Sani-station.

Sgt. McCarthy noted that the RCMP will be getting a new boat for patrols. The Chair stated that further discussion of patrolling, buoys, costs and moorage would be beneficial.

Next meeting to be determined.

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE HARRISON LAKE HARBOUR COMMISSION MEETING
January 13, 2011
PAGE (3)

8.

ADJOURNMENT

Moved by Dave Hampson

Seconded by Bill Hopkins

THAT the meeting be closed adjourned at 12:40 p.m.

CARRIED

Ken Becotte (Chair)

C. Richardson (Recording Secretary)

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE ECONOMIC DEVELOPMENT COMMISSION

DATE: January 19, 2011
TIME: 9:00 a.m.
PLACE: Council Chambers, Harrison Hot Springs, B. C.

IN ATTENDANCE Robert Reyerse, Chair
Danny Crowell, Deputy Chair
Andre Isakov, CEDO
Stephanie Key
Ted Tisdale, CAO
Karl Dopf
Kim Edmonson
Phyllis Stenson
Ken Becotte, Mayor
Dave Kenyon, Councillor

Recording Secretary, C. Richardson

ABSENT: Frank Peters

1. CALL TO ORDER

The Chair called the meeting to order at 9:04 am.

2. LATE ITEMS

Hemlock Valley Master Plan

3. ADOPTION AND RECEIPT OF MINUTES

□ EDC Minutes
of November 18,
2010

Moved by Karl Dopf
Seconded by Stephanie Key

THAT the minutes of the Economic Development Commission meeting of November 18, 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

January 19, 2011

PAGE (2)

6. ITEMS FOR DISCUSSION

- ☐ DCC's CAO Ted Tisdale reviewed the process for developing DCC's. A fee breakdown for Council's consideration was also provided. The Commission is asked to review the proposed new DCC bylaw and provide comments to staff. Various other municipalities DCC's were discussed.

Moved by Karl Dopf
Seconded by Stephanie Key

THAT the DCC Bylaw be endorsed by the EDC.

CARRIED

- ☐ Event
Planning/Sand
Castle Update

Feedback from the working group for the proposed new sandcastle competition presentation last week is expected shortly. A summary of the proposal indicated a much smaller event than in the past, with approximately 20 sculptures involved, 5 days of building and 3 days of display. It was noted that the proposed expenses looked realistic. There was discussion of who would be the "Owner" of this event as well as seed money. A copy of the business plan will be distributed by the Chair. RMI funding was discussed. It was stated that revenue potential and spin off revenue should be included in the business plan for Council's review. Other projects discussed included Bikers for Burns, Dragon Boat Festival and Quilting Bee.

Moved by Danny Crowell
Seconded by Karl Dopf

THAT Council reviews a report from the EDC working group for a sand sculpture competition and expedites the request for funding.

CARRIED

- ☐ Film Tour

CEDO updated the EDC on the Film Tour that was in the Village. It was noted that the tour was a success despite the weather. Eight scouts and well as the film liaison from Mission were in attendance. All scouts were very impressed with the area and quite a bit of interest was generated. CEDO thanked the Chamber, the Resort and the Sports Fishing group who helped to make the tour a success. Stephanie Key also noted that the Village representatives learned a great deal of information from the scouts regarding the film industry. CEDO will following up with attendees in the next few weeks.

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

January 19, 2011

PAGE (3)

☐ Branding
Update

CEDO noted that the EDC will be leading the charge on the branding exercise which begins after the meeting.

☐ Hemlock
Valley Master
Plan

CEDO informed the EDC that a staff report was prepared for Council regarding the Hemlock Valley Master Plan. CEDO reviewed the report for the Commission. It was noted that the Ministry has contacted the Community for input. A letter was sent to the Ministry regarding the concerns of the Village regarding various areas of impact for the Village with this development. It was noted that the potential development on the west side of the lake could potentially have the most impact on Harrison.

Mayor Becotte addressed an article in the Province today regarding property taxes on First Nations land. A demand of services can be an issue of the future and it was suggested that development in the area should be an item of awareness for the Village.

7.

ADJOURNMENT

Moved by Karl Dopf

Seconded by Stephanie Key

THAT the meeting be adjourned.

CARRIED

Robert Reyerse
Chairman

Cindy Richardson
Recording Secretary

6.3

VILLAGE OF HARRISON HOT SPRINGS
PARKS AND RECREATION COMMISSION MEETING

DATE: Tuesday, February 22, 2011
TIME: 10:00 a.m.
PLACE: Council Chambers

IN ATTENDANCE:

Ed Stenson, Chair
Andre Isakov, CEDO
Janne Perrin
Donna Cooney
Delphine Gornall
Ruth Altendorf
Ken Becotte, Mayor (arrived at 10:10 a.m.)

Recording Secretary, K. Burr

ABSENT: Dave Harris, Councillor
Ken Burningham
Teresa Baxter
Ted Tisdale, CAO

1. CALL TO ORDER

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

2. LATE ITEMS

3. ADOPTION OF MINUTES

☐ Adoption of
January 25, 2011
Minutes

Moved by Janne Perrin
Seconded by Ruth Altendorf

THAT the minutes of the January 25, 2011, Parks and Recreation
Commission meeting be adopted.

CARRIED

Errors and Omission

Page 3 under Terms of Reference should say "the Mayor will be in
Contact with Todd Kabaluk".

4. BUSINESS ARISING FROM THE MINUTES

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE PARKS AND RECREATION COMMISSION MEETING
February 22, 2011
PAGE (2)

5. DELEGATIONS/PETITIONS

Harrison Hiking Club

There was discussion amongst the members regarding the Harrison Hiking Club rules and insurance.

6. CORRESPONDENCE

None

ITEMS FOR DISCUSSION

7.

☐ Tree Bylaw

The Parks and Trail Master Plan is still in the planning process. Mayor Becotte gave a brief update on the Harrison East Trails that are on Crown Land. Trails that are on Crown Land have not yet been designated into the BC Trails and Recreational Sites. It was noted that we are in the process of trying to add these sites to the BC Trails and Recreational Sites to allow for extra protection on these areas.

The Tree Bylaw is in the reviewing stage.

☐ Memorial Hall
User Fees

S. Keim gave a brief overview of the Memorial Hall User Fee report and reported that the fees will be reviewed annually.

Moved by Delphine Gornall
Seconded by Donna Cooney

THAT the Parks and Recreation Commission endorse the proposed new Memorial Hall user fees.

CARRIED

CEDO gave a brief overview of the Blue Flag Program. It is a program that is coming into Canada which will provide beaches to be looked at a higher standard if participating in this program.

8.

☐ Adjournment

ADJOURNMENT

Moved by Donna Cooney
Seconded by Delphine Gornall

THAT the meeting be adjourned at 11:10 a.m.

CARRIED

Ed Stenson (Chair)

Krystal Burr (Recording Secretary)

9.3

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

DATE: February 17, 2011
TIME: 7:00 p.m.
PLACE: Council Chambers, Harrison Hot Springs, BC

IN ATTENDANCE: Dave Harris, Chair
Allan Jackson, Co-Chair
Jane Kivett
Carol Hepnar

ABSENT: Maureen Wendt
Heather Coxon

1. CALL TO ORDER

The Chair called the meeting to order.

2. RECEIPT OF MINUTES
☐ Adoption of Minutes
None

3. CHAIRPERSON'S REPORT

Chair advised that CiB is in need of new interested members to help with projects.

Chair read welcoming email from Cathy Thibault from CiB National Edition dated Jan. 25, 2011. He also reported on congratulatory emails from BC CiB executives, Catherine Kennedy and Shirley Culver.

Chair reported on Operation Pitch-In

Moved by Carol Hepnar
Seconded by Jane Kivett

THAT the Village participate in Operation Pitch-In as a patron.
Carried

Chair reported on a letter from the Heart and Stroke Foundation on the subject of Smoke Free Outdoor Public Places.

Moved by Jane Kivett
Seconded by Carol Hepnar

THAT Council consider a bylaw to ban smoking in outdoor public places.
Carried

COMMITTEE MEMBERS REPORT

None

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF COMMUNITIES IN BLOOM COMMITTEE MEETING
February 17, 2011
PAGE (2)

4.

ITEMS FOR DISCUSSION

☐ Christmas Lights Contest

J. Kivett questioned when plaques will be awarded. Co-chair Jackson resolved to look into this.

☐ Student Banners

Student banner entries are in our possession. It was agreed to table the review and selection until more members are present.

☐ Beachfront Smoking
Receptacles and
Furnishings

A comprehensive report on beachfront smoking receptacles and other furnishings as well as a report on community branding will be tabled by Andre Isakov at the next meeting.

☐ National Conference

Chair reported that the Village is registered for the National Conference in October. Further correspondence will be forthcoming to advise on timing for the judge's visit and other necessary information.

☐ 2011 Projects

Discussions took place on possible 2011 projects as follows:

- Look into finding a graphic artist to update our Heritage Walk Brochure.
- Consider plaques for our heritage Buildings and Trees. Seek out special project volunteers to assist in research on heritage buildings and trees.
- Setting up an organized HHS garden tour utilizing past and present Garden of the Week winners. This could entail a fee and maps would be provided with garden owners hosting and showing their gardens to visitors.
- Potato box project involving student volunteers to assist in taking care of the potato grow boxes at their home.
- Members will contact the school to investigate if there is interest in restoring the student garden as part of the school curriculum.

☐ Change of meeting times

Future CiB Committee meetings to be held the second Thursday of each month at 2:30 p.m. Council Chambers.

4.

ADJOURNMENT

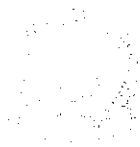
Moved by Jane Kivett

Seconded by Carol Hepnar

The meeting adjourned at 8:45p.m.

Dave Harris, Chair

Allan Jackson, Co-Chair



VILLAGE OF HARRISON HOT SPRINGS

Request to Appear as a Delegation

In order to make a presentation to Council at a Council Meeting, you are required to submit a written request to the Corporate Officer no later than 4:30 p.m. on the Wednesday before the regular meeting. The request can either be a copy of this completed form or a separate letter that you have written which contains the information requested on this form. Any background materials are appreciated and will be circulated to the Mayor and Council with the agenda. You can submit your request in person, by mail at PO Box 160 Harrison Hot Springs, BC V0M 1K0, fax at 604-796-2192 or e-mail at dkey@harrisonhotsprings.ca.

The Administration Department will advise you when you are scheduled to appear before Council. Council meetings commence at 7:00 p.m. in the Village's Council Chambers at 495 Hot Springs Road, Harrison Hot Springs, BC.

You are limited to a maximum of 10 minutes to present your material, regardless of the number of presenters in your delegation.

Date: MARCH 28 '11 Requested Meeting Date: APRIL 11, 2011
Organization Name (if applicable): BOIMASH CYCLE
Name of Presenter: TONY DROUNE, HARRY GREEN
Name of Applicant if Other than Above: _____
Contact Phone Number & E-Mail: (604) 483-8701 boimashcycle@live.com
Mailing Address with Postal Code: 3702-1138 HEELEY CR COQUITLAM
BC V3E 0A7
Audio/Visual requirements: PROJECTOR (WILL HAVE MEMORY STICK)
Topic: BOIMASH CYCLE PROPOSING PRESENTS
HOME USE TO COMMERCIAL SIZE
Action you wish Council to take: INTEGRATION OF
RESIDENTIAL SYSTEM INTO HARRISON HOT
SPRING HOUSEHOLDS

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE PARKS AND RECREATION COMMISSION MEETING
March 22, 2011
PAGE (2)

4. BUSINESS ARISING FROM THE MINUTES

5. DELEGATIONS/PETITIONS

6. CORRESPONDENCE

None

ITEMS FOR DISCUSSION

7.

☐ Memorials

It was noted that the beach front is going to be going through some redevelopment this year. Discussion of the Parks and Recreation Commission working with staff and the architects on this project.

Moved by Donna Cooney

Seconded by Janne Perrin

THAT memorial bench requests be placed on hold until 2012 when an overall redevelopment plan is in place.

CARRIED

☐ Liability Insurance

It was noted that groups functioning under the Parks and Recreation Commission are not covered under the Village's liability insurance. All groups will be notified of how it will impact their operations.

☐ CEDO Report

RMI draft is complete and it will be going to Council on April 11, 2011. The branding process is coming along great and will hopefully be launched within a month. An Integrated Sustainability Group is in the process of being created.

☐ Trails

Some examples of nature signs were provided by the members.

☐ Campbell Lake Trail - grant

Discussion of trail signage of the Campbell Lake Trail went around the table. Talk about a grant from Mountain Equipment Co-op to get trail development started. It was noted that the Campbell Lake Trail is on Crown Land and is a designated trail in the Parks and Trail Sites BC. Discussion of other trails around the Harrison area were discussed.

☐ Beachfront Re-development

It was noted that the Commission was willing to provide input with respect to the beachfront re-development process.



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council

DATE: April 6, 2011

FROM: Andre Isakov,
Community and Economic Development Officer

FILE: 0530-20

SUBJECT: Local Government Awareness Week

ISSUE:

UBCM, LGMA and other local government partner organizations have proclaimed an annual local government week in British Columbia. In 2011 the Local Government Awareness Week (hereafter LGAW) is May 16-22, 2011. The goal of the LGAW is to "generate awareness and educate the public about the roles and responsibilities of local government, and encourage the public to participate in local government processes, including voting in local elections". The Village staff is proposing that the municipality allow public access to the Village Office and potentially the Fire Hall and the Memorial Hall on May 16th, 2011 for the purposes of providing tours of municipal facilities in efforts to promote and encourage citizens within our community to learn more about the community resources and services.

BACKGROUND:

Local Government Awareness Week (LGAW) is a province wide initiative to raise awareness about the roles and responsibilities of the local government. Municipal and regional governments around the province are organizing public education and awareness campaigns May 16-22, 2011.

As part of the LGAW campaign, the Village staff has discussed the possibility of having a day event to raise awareness, provide information, and showcase the municipal resources and services in Harrison Hot Springs. The staff are suggesting Monday, May 16th for a possible Local Government Open House. As part of the day's events the following possible ideas are suggested for Council's consideration:

- Opening the Village Office to public access from 11 am to 4 pm. During this time the public will be allowed to walk freely around the Village Office and the staff will be around to answer questions about their individual duties, the operations and services within the Village, and the overall role and function of the municipal government. There will be public information available in the Village Chamber Room, including the 2010 Annual Report. Pictures of recent projects will be displayed on the walls and/or the overhead projector. Some of the municipal vehicles will be available for display in the Village Office parking lot. The Village Works Yard will be closed to public access

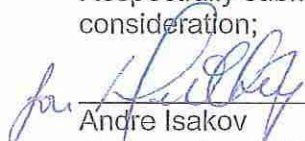
for safety and liability issues. Mayor and Council would have the opportunity to engage the public.

- Other local government service providers within the Village will be available to interact with the public and display equipment. For example, First Class Waste Services, Police, Search and Rescue, Fraser Health, Tourism Harrison (Visitors Centre). Also, Commissions and community groups will have display areas available to them to explain their roles and functions and to recruit new members/participants. For this, Memorial Hall will be utilized as another venue, and the Village can provide light refreshments for the visitors. Maple Street between Lillooet Avenue and Esplanade Avenue will be closed to display various vehicles and equipment.
- The Mayor will host a town hall meeting in the evening to discuss the achievements of Council, present current projects and the vision for the Community.
- The Fire Department vehicle and Department information can be available at the Memorial Hall on the day of the event.
- The Village will promote the event in the local newspaper, online, and through local schools.

RECOMMENDATION:

THAT Council approve the Village providing an open house on May 16, 2011 during Local Government Awareness Week and endorse the events as presented in this report.

Respectfully submitted for your consideration;


 Andre Isakov
 Community and Economic Development 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

TO: TED TISDALE – CHIEF ADMINISTRATIVE OFFICER

FROM: MICHAEL ROSEN - PLANNING CONSULTANT

RE: DEVELOPMENT PERMIT APPLICATION – HOT SPRING HOLDINGS LTD. INC.
NO. 023183 (HOT SPRINGS VILLA HOTEL)
Parcel A, Lot 3, Block 2, Sec. 13, Tp. 4, Range 29, W6, NWD, Plan 251
270 Esplanade Avenue

DATE: APRIL 7, 2011

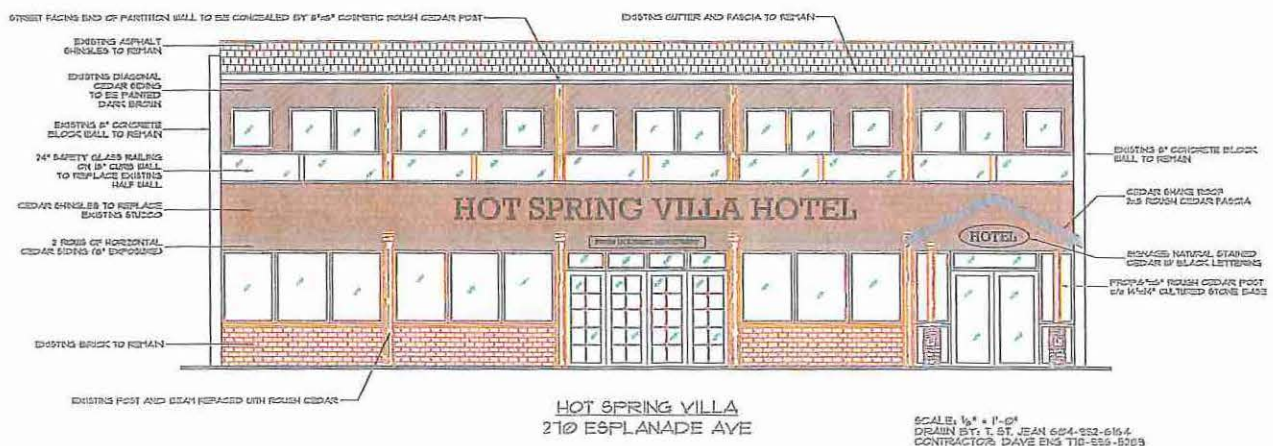
BACKGROUND

The Village has received a Development Permit application from Cindy Wajzer-Zeindler of the Hot Springs Villa Hotel to accommodate façade improvements to the building on Esplanade Avenue. Within the Official Community Plan (OCP), the subject property is situated within the Lakeshore Development Permit Area 1. Pursuant to Section 4.4.4 of the OCP, new commercial development within the Lakeshore Development Permit Area 1 shall take place in accordance with the Design Guidelines that apply to the Lakeshore Special Planning Area, contained within the OCP as Schedule 1 - D. This includes façade improvements. Prior to the upgrading of the façade taking place, the applicant must first obtain a Development Permit, approved for issuance by Council.

The purpose of this report is to review the proposal in the context of the Development Permit Area guidelines.

DESCRIPTION OF PROPOSAL

The proposal is illustrated in the drawing below. A larger coloured version is appended to the report.



The major features of the project can be described as follows:

- use of new materials such as rough cedar for posts and ;
- glass railings and wood shingles to replace stucco on second storey;
- cedar shake entry roof with rough cedar posts and a cultured stone base.
- new fascia signage over restaurant and front entry.

COMPLIANCE WITH DEVELOPMENT PERMIT AREA GUIDELINES

As noted previously, the subject property is located within Lakeshore Development Permit Area 1, and is subject to the design guidelines within Schedule D of the Official Community Plan. There are a number of guidelines that speak to front facades and their detailing including:

- a) canopies and awnings where compatible with facades may extend 1.5 meters over the sidewalk;
- b) entrances should have architectural features but should not block the pedestrian flow;
- c) materials should include stone and wood and should be varied to add interest;
- d) detailing should not be overly ornate or simple and should reflect a function and artistic style;
- e) details should reflect traditional architecture but can express contemporary variations;
- f) signage should be proportionate with the façade and scale of the streetscape.

With respect to the guidelines, the following comments are provided regarding the proposed façade improvements:

- a) the introduction of wood and stone materials will enhance the appearance of the building and is consistent with the guidelines;
- b) there are a variety of materials used on the front façade so much so that it may cause the building to look complicated or “too busy”, recognizing though that the building façade was that way prior to the proposed improvements;
- c) not enough information on new signage has been provided on the drawing; and
- d) from the drawing, it is difficult to ascertain whether any portion of the building or sign encroaches on the public right of way.

COUNCIL OPTIONS

The following options are provided for Council’s consideration:

- Option 1: Authorize the issuance of a Development Permit for the façade improvements for the Hot Springs Villa Hotel on Parcel A, Lot 3, Block 2, Sec. 13, Tp. 4, Range 29, W6, NWD, Plan 251 - 270 Esplanade Avenue generally in accordance with the plan prepared by T. St. Jean attached to this report, subject to the outstanding issues being resolved to the satisfaction of staff;
- Option 2: Request the applicant to revise the proposal prior to Council’s further consideration of the Development Permit; or
- Option 3: Do not authorize the issuance of Development Permit at this time.

CONCLUSION AND RECOMMENDATION

The proposed façade improvements for the Hot Springs Villa are generally consistent with the Lakeshore Development Permit Area 1 guidelines. That being said, there are still some outstanding issues that should be resolved prior to the issuance of the Development Permit. On this basis, Option 1 is the recommended course of action.

The following resolution is offered for Council's consideration:

THAT Council authorize the issuance of a Development Permit No. to the owners of the Hot Springs Villa on Parcel A, Lot 3, Block 2, Sec. 13, Tp. 4, Range 29, W6, NWD, Plan 251 at 270 Esplanade Avenue to upgrade the front façade of the building generally in accordance with the drawing package prepared by T. St. John, issuance of said Permit to be subject to resolving signage and potential encroachment issues to the satisfaction of staff.


Michael Rosen

Attachment:

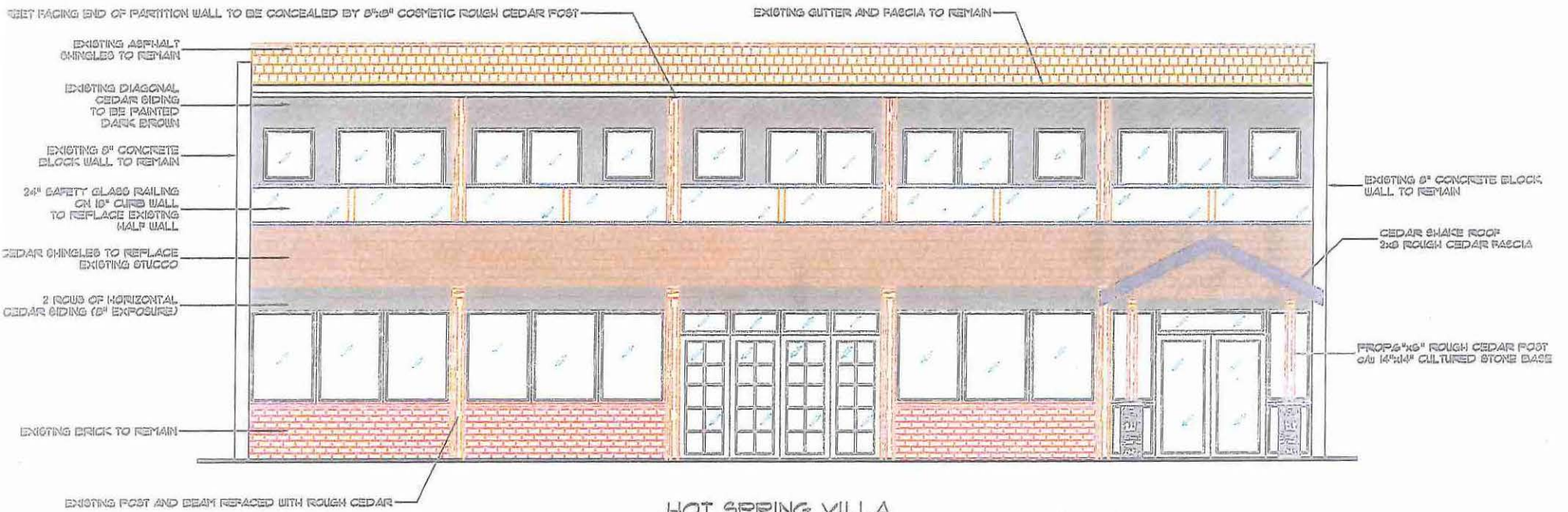
- 1) *Front Façade Drawing*

Reviewed by Chief Administrative Officer:

I concur with the recommendation.



Ted Tisdale



HOT SPRING VILLA
2710 ESPLANADE AVE

SCALE: 1/8" = 1'-0"

THE VILLAGE OF HARRISON HOT SPRINGS

DEVELOPMENT/DEVELOPMENT VARIANCE PERMIT
APPLICATION

DATE: MARCH 28/2011

FILE NO. 3060-20-61

Permit No. DP 02/11

Folio No. 164552384
PID 011-535-105

Agent: _____

Phone No. _____

Mailing Address: HOT SPRING VILLA HOTEL
BOX 389, HARRISON, B.C., V0M 1K0

Owners: Cindy Wajzer-Zeindler Phone No. cell 604-795-6860

Owners Address: 2194 McCaffrey Rd. Agassiz, B.C.
V0M 1A1

The lands affected by this permit are legally described as:

PARCEL A LOT 3, BLOCK 2 (118036E)

LOT 3 (W 1/2) PLAN 251

The present zoning on this property is: C-1

Brief description of proposed development/variance:

Replace canopy damaged by snowload. Reface balcony railings w glass, metal & cedar. Enclose enclosures & plaster w cedar like shakes, & drop light fixtures i.e. pot lights. Replace signage that was removed at demolition of Canopy; 1. Hotel/Vacancy sign on canopy front. 2. Restaurant sign above french doors.

Attached as schedules are the following:

Schedule "A": Site Plan.

Schedule "B": Plans and specifications of the proposed development/variance drawn to scale.

Schedule "C": A letter of authorization or consent from each person holding any interest in the land.

Applicant's signature Cindy Wajzer-Zeindler

TO: TED TISDALE – CHIEF ADMINISTRATIVE OFFICER

FROM: MICHAEL ROSEN - PLANNING CONSULTANT

RE: DEVELOPMENT PERMIT / DEVELOPMENT VARIANCE PERMIT APPLICATION
0754817 BC LTD.
Lot 15, Except Parcel A & Parcel B, Sec 12, Twp 4, Rge 29, NWD, Plan 5519
Hot Springs Road

DATE: APRIL 7, 2011

BACKGROUND

The Village has received a Development Permit and Development Variance Permit application from 0754817 BC Ltd. to undertake the development of a 75 space recreational vehicle park (RVP). The subject property is located immediately north of the Springs RVP on Hot Springs Road and is 2.74 ha (6.8 acres), although not the entire property would be used for the proposed development. The western boundary of the proposed RVP is a small creek that traverses the property in a general north - south direction.

Within the Official Community Plan (OCP), the subject property is designated Tourist Commercial and is situated within the Geotechnical Hazards and Tourist Commercial Development Permit Areas. Prior to development taking place, the applicant must first obtain a Development Permit, approved for issuance by Council.

The applicant has also applied for Development Variance Permit to vary the following three provisions of Bylaw 481, 1988 – Campground, Holiday Park, and Mobile Home Regulations Bylaw, the bylaw that regulates the design and layout of recreational vehicle parks:

- a) reduction in the minimum width requirement for a recreational vehicle space from 11 meters (36 feet);
- b) reduction in the required number of toilets, urinals, water basins, and showers from 4, 2, 4, and 2 respectively, to 2 washrooms, 1 for men and the other for women; and
- c) reduction in the required number of laundry facilities (washer and dryer) from 3 to 2.

The purpose of this report is to review the RVP proposal in the context of the Development Permit Area guidelines and to comment on the requested variances.

DESCRIPTION OF PROPOSAL

The proposal is illustrated in the drawing below prepared by Precision Building and Design Associates Ltd dated 11 January 2011. The major features of the project can be described as follows:

- a) a single entrance off of Hot Springs Road with landscaping planted along the frontage consisting of new trees;
- b) an internal loop road system;
- c) 75 RV spaces with the spaces averaging 172 sq. meters (1850 sq. feet);



- d) a centrally located washroom and laundry facility;
- e) 5 separate parking stalls; and
- f) trail connections to the Springs RVP to the south and to the remaining part of the subject property west of the creek, an area that will not be developed as part of the proposed RVP.

Specifically not included within the proposal is a residence for a caretaker / operator and common open space for the RVP users.

COMMENTS ON PROPOSAL

a) Compliance with Zoning Bylaw Regulations

The subject property is zoned C-5 (Tourist Commercial). The proposal complies with all of the requirements of the C-5 zone, including the maximum density requirement of 50 spaces per ha. With 75 spaces provided, the density would equate to only 27 spaces per ha.

b) Compliance with Campground Bylaw Regulations

Bylaw 481, 1988 establishes regulations for the approval, design, construction, and operation of recreational vehicle parks. Prior to construction, a proponent must apply for and obtain a permit from the Building Inspector. The following chart compares the current proposal to the Campground Bylaw requirements:

	BYLAW REQUIREMENT	CURRENT PROPOSAL
Minimum Area of RV Space	130 sq. m.	139 sq. m.
Minimum Length of RV Space	11 m	8.8 m
Minimum Setback for RV Space	7.5 m down to 3 m	0 m
Minimum Area for Open Space	7.5%	0%
Maximum Number of RV Spaces	137	75
Minimum Road Width from Road	13 m	Info not provided
Minimum Internal Road Width	6.5 m	Info not provided
Minimum Radius for Cul de Sac	14 m	Info not provided
Water Supply	Comply with Health Act	Village Water
Sewage Disposal	Village Sewer or Private	Village Sewer
Minimum Sanitary Facilities	Toilets – 3(M) 4(W) Urinals – 2 Washbasin – 4(M) 4(W) Showers – 4(M) 4(W)	2 Washrooms – 1(M) 1 (W)
Siting for Service Building	Not less than 4.5 m from a RV space	From Lot 54 - Info not provided
Minimum Laundry Facilities	3 washers and dryers	2 washers and dryers

Based upon this analysis, there are a number of elements with the current proposal, above and beyond the three items put forward by the applicant, which do not comply with the Campground Bylaw. Some of these issues are directly attributable to the fact that the bylaw is out of date (1988), while others are more significant. These issues will be further discussed with the applicant and a subsequent report will be prepared for Council on the required variances.

c) **Compliance with Development Permit Area Guidelines**

The subject property is located within the Tourist Commercial and Geotechnical Hazards Development Permit Areas.

i) *Tourist Commercial Development Permit Area No. 2*

The subject property is located within the Tourist Commercial Development Permit Area. The guidelines are intended to address the form and character of development and to encourage development that complements the visual character of the Hot Springs Road corridor and avoids conflicts with adjacent land uses.

The relevant guidelines speak to:

- ☐ avoiding the creation of a commercial strip image along Hot Springs Road;
- ☐ integrating development within the local context;
- ☐ providing landscape screening to mask parking and storage areas; and
- ☐ retaining natural landscape and significant tree stands.

The only building proposed for the site is the washroom and laundry facility. The proponents have indicated that the form and character of the building will be the same as the facilities that exist on the Springs RV site. While a floor plan has been provided for the new building, a site plan and elevation drawings have not been submitted, only some photos from the Springs. The proposed form and character reflected in the photos would comply with the DP guidelines, however the actual siting and exterior design of the building is required so that the drawing could be appended to the development permit.

A landscaped screen will be provided along Hot Springs Road which is in keeping with the DP guidelines. From the layout plan, it is not clear whether the trees will be planted as part of a berm or not. Screening should be provided along the edges of the property that are zoned for or occupied with residential development.

There are significant stands of trees on the subject property as is evident from the proposed lot layout plan. An arborist report has been submitted that recommends that 151 hazard trees be removed. From the proposed layout drawing, it is not clear however which trees are proposed to be removed or to be retained. The arborist should be asked to update the report and provide more specific information.

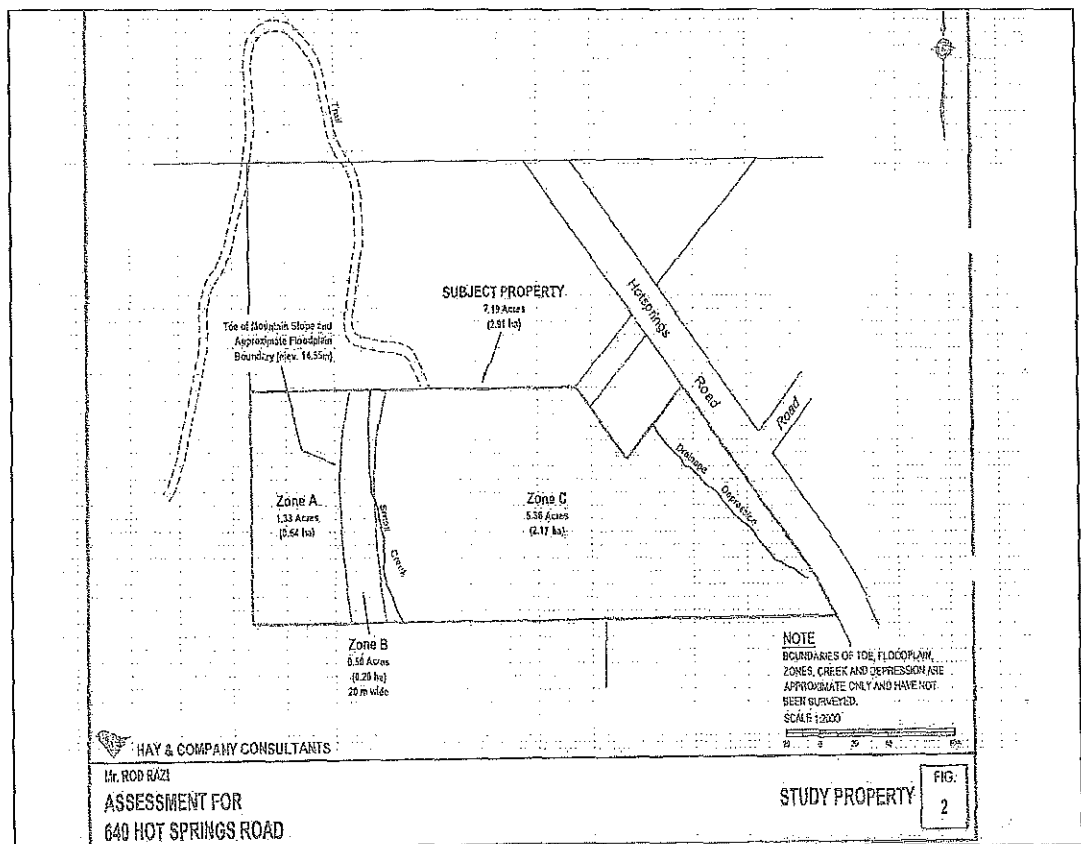
Generally the proposed layout and service building are consistent with the Tourist Commercial Development Permit Area guidelines. That being said, more details are required as noted previously, and the submission of

the required information should be a conditions of the issuance of the development permit.

ii) Geotechnical Hazard Development Permit Area No. 4

The rear portion of the property is located within the Geotechnical Hazards Development Permit Area. The guidelines are intended to protect development from hazardous conditions, require that a site specific geotechnical report be undertaken to determine whether a site falls within a Steepland Zone or a Rockfall Runout Zone. Once these areas are identified, guideline 9.4.4 (c) specifies that no overnight accommodation is permitted within any of these areas.

EBA has prepared the attached letter report dated 21 March 2011 confirming that the conclusions and recommendations contained within the Hay and Company report dated 23 December 2005 are still relevant. That report contained the following drawing and associated findings and recommendations:



- ☐ Zone A is the steep mountain slope and Zone B is a recommended 20 meter wide run out area;
- ☐ Zone C is beyond the 20 meter wide run out zone and would have "negligible geotechnical hazard",
- ☐ No development should take place in Zones A and B;

- ☐ The small creek on the west side of the property would be a “conservative” boundary to delineate the development and non-development areas;
- ☐ All development should comply with applicable flood construction levels;
- ☐ The site is not impacted by Harrison Lake, Miami Creek, and Miami Slough; and
- ☐ Flooding and erosion from the two small drainage courses shown on Figure 2 “do not appear to a concern”.

The proposed layout respects the recommendations from the EBA / Hay and Company report in that all development is proposed on the east side of the small creek. On this basis the proposal is consistent with the Geotechnical Hazards Development Permit Area guidelines. One of the conditions of the development permit should be the registration of a no-build and no-vegetation removal restrictive covenant for Zones A and B.

COUNCIL OPTIONS

The following options are provided for Council’s consideration:

- Option 1: Authorize the issuance of a Development Permit for a 75 space recreational vehicle park on Lot 15, Except Parcel A & Parcel B, Sec 12, Twp 4, Rge 29, NWD, Plan 5519 generally in accordance with the site plan prepared by Precision Building and Design Associates Ltd., subject to the outstanding issues being resolved to the satisfaction of staff;
- Option 2: Request the applicant to revise the proposal prior to Council’s further consideration of the Development Permit; or
- Option 3: Do not authorize the issuance of Development Permit at this time.

CONCLUSION AND RECOMMENDATION

The siting and design of the proposed recreational vehicle park is generally consistent with the Village’s Development Permit Area guidelines. That being said, there still are some outstanding issues that should be resolved prior to the issuance of the Development Permit. On this basis, Option 1 is the recommended course of action.

The following resolution is offered for Council’s consideration:

THAT Council authorize the issuance of a Development Permit No. to the owners of Lot 15, Except Parcel A & Parcel B, Sec 12, Twp 4, Rge 29, NWD, Plan 5519 (Hot Springs Road) to develop a 75 space recreational vehicle park generally in accordance with the drawing package prepared by Precision Building and Design Associates Ltd., dated 11 January 2011, issuance of said Permit to be subject to:

- a) *including a condition within the Permit that will require the registration of a no-build and no-vegetation removal restrictive covenant on the land within Zones A and B as identified in the geotechnical report prepared by Hay and Company report dated 23 December 2005 and referenced within the letter from EBA dated 21 March 2011;*
- b) *the submission of a site plan and elevation drawings for the proposed service building;*
- c) *the submission of a landscape plan that provides details on the landscaped screen along Hot Springs Road and along the northern edges of the subject property;*
- d) *the provision of a security deposit to the Village for the landscaping component of the project in an amount acceptable to Chief Administrative Officer or his designate; and*
- e) *the submission of an updated arborist report that better identifies tree removal, retention, and replanting areas..*

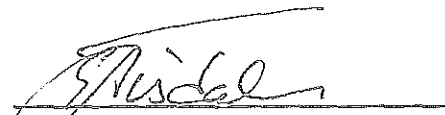
Michael Rosen

Attachment:

- 1) *Submission from 0754817 BC LTD.*

Reviewed by Chief Administrative Officer:

I concur with the recommendations.


Ted Tisdale



THE VILLAGE OF HARRISON HOT SPRINGS
DEVELOPMENT PERMIT APPLICATION

DATE: January 27, 2011

FILE NO. 3060-20-60

Permit no. _____

Folio No. 5240-15921

Agents: James Grant, (Primary contact)

Phone No. (469) 231-6882

email: planogrants@tx.rr.com

Chuck Stam, (Secondary)

Phone No. (604) 792-0826

email: chuck@precisionbuildingdesign.com

Mailing Address: 13221 – 15 Ave, Surrey BC V4A 5M9 email: davebonshor@yahoo.ca AND

planogrants@tx.rr.com

Owners: 0754817 BC Ltd comprised of Shareholders :

David Bonshor 604-618-5727 and David Grant 604-728-1936

Owners Address: 13221 – 15 Ave, Surrey BC V4A 5M9 email: davebonshor@yahoo.ca

The lands affected by the permit are legally described as:

Parcel Identifier : 011-150-891 ; Lot 15, Except: Firstly: Parcel "A" (Reference Plan 11753) and Secondly: parcel "B" (Explanatory Plan 15935); Section 12, Township 4, Range 29, West of the Sixth Meridian New Westminster District Plan 5519

Brief description of proposed development:

To enhance tourism in the Village of Harrison Hot Springs the intent is to create under the existing C5 Tourist Commercial Zoning of the subject property a 75 RV site campground and recreation facility. The Form and Character of the Development will be consistent with the form and character of the adjacent SpringsRV Resort to the south of the subject property.

Attached as schedules are the following:

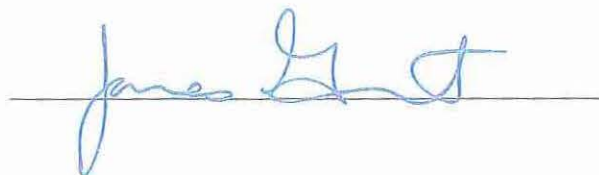
Schedule "C": A letter of authorization or consent of each person holding interest in the land.

Schedule "B": Plans and specifications of the proposed development drawn to scale.

Schedule "A": Site Plan

Schedule "D": Geophysical

Application's signature:



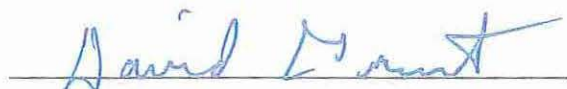
Attachment:

Schedule C

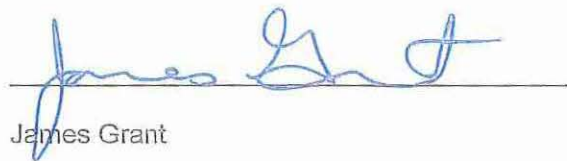
This letter of authorization or consent is provided in support and approval of the Development Permit Application above of Lot 15, Hot Springs Road, Harrison Hot Springs by each person holding an interest in the land:



Dave Bonshor



David Grant

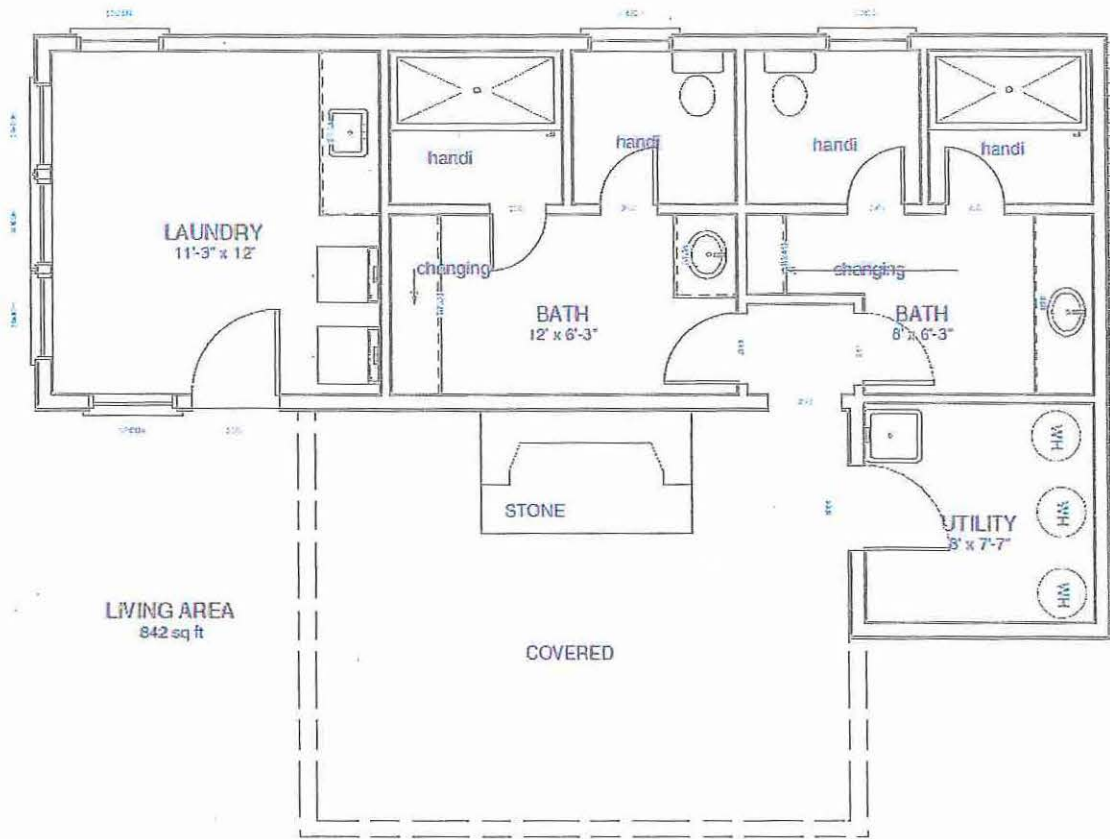


James Grant

Schedule "B": Plans and specifications of the proposed development drawn to scale.

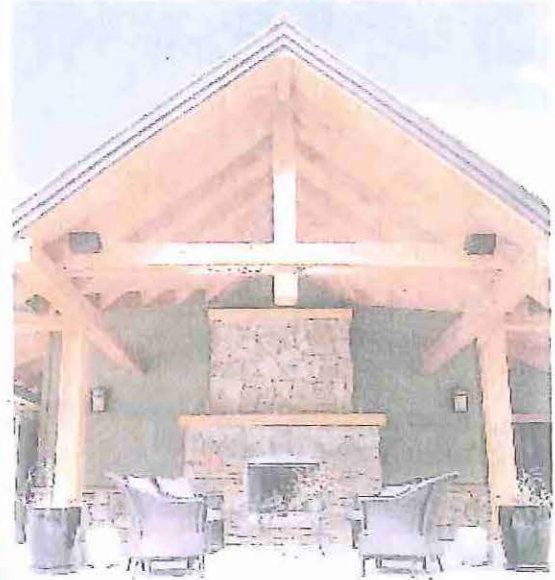
Public Washrooms:

The public bathroom will have (i) the same form and character and (ii) the same builder as the facilities constructed at the Springs RV Resort adjacent to the south.

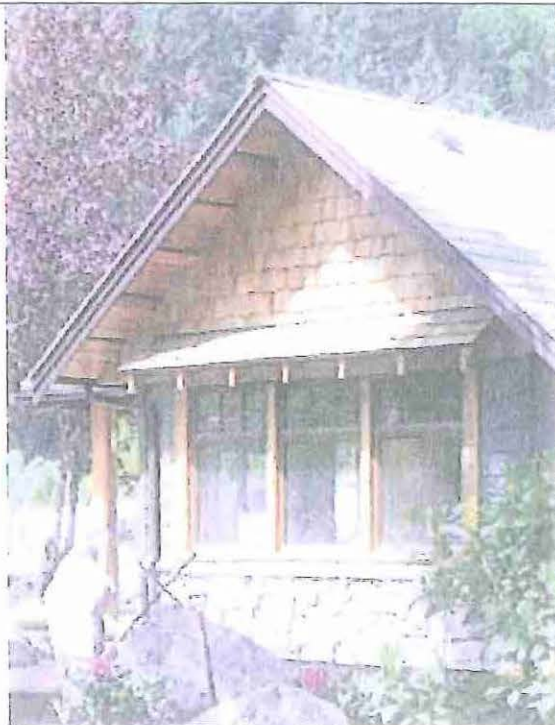


The pictures below from the SpringsRV Resort facilities constructed adjacent to the south are representative of the form and character of the subject property as the subject development will utilize the same or similar designers, builders and materials for the subject properties facilities:

Post and Beams: Sikkens Natural Fir



Stone Veneer: Ledge Stone by Sunset Stone



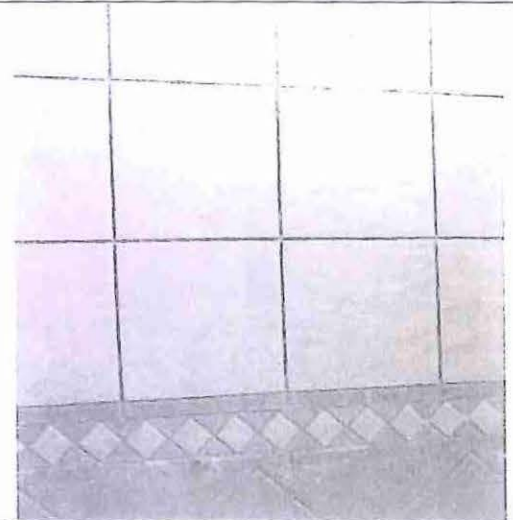
Roof: Natural Cedar Shakes




Siding Type : Mountain Sage, James Hardie & Board Batten, Colour No. JH50-30



Tile sample: (may vary based on availability at construction)



<p>Fence: Cedar with exception of:</p> <ul style="list-style-type: none"> (i) West boundary on Crown land as property line is elevated up the mountain slope so is not necessary. (ii) Front where preservation of natural trees and greenery may require the use of a combination of fencing materials including cedar, black chain link, and cedar hedging or other natural barriers. 	
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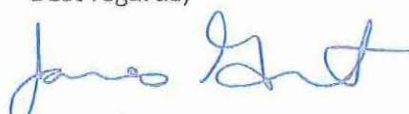
Schedule "A": Site Plan – Under separate cover

Schedule "D": Geophysical

A geophysical report on the subject property was issued on December 23, 2005 by Hays & Company Consultants and provided to the current owners upon purchase of the property. No conditions of the property have changed in the intervening period and the conclusions reached by the report remain applicable. The report recommended implementation of Thurber's 20 m runout rockfall zone from the mountainside toe as the minimum development setback. No RV sites are proposed to be developed within this Zone B rockfall zone as described in the report.

We respectfully submit our above designs and plans and welcome your comments and suggestions.

Best regards,


James Grant



THE VILLAGE OF HARRISON HOT SPRINGS
DEVELOPMENT VARIANCE APPLICATION

DATE: January 27, 2011

FILE NO. 3090-20-43

Permit no. _____

Folio No. 5240-15921

Agents: James Grant, (Primary contact)

Phone No. (469) 231-6882

email: planogrants@tx.rr.com

Chuck Stam, (Secondary)

Phone No. (604) 792-0826

email: chuck@precisionbuildingdesign.com

Mailing Address: 13221 – 15 Ave, Surrey BC V4A 5M9 email: davebonshor@yahoo.ca AND

planogrants@tx.rr.com

Owners: 0754817 BC Ltd comprised of Shareholders :

David Bonshor 604-618-5727 and David Grant 604-728-1936

Owners Address: 13221 – 15 Ave, Surrey BC V4A 5M9 email: davebonshor@yahoo.ca

The lands affected by the permit are legally described as:

Parcel Identifier : 011-150-891 ; Lot 15, Except: Firstly: Parcel "A" (Reference Plan 11753) and Secondly: parcel "B" (Explanatory Plan 15935); Section 12, Township 4, Range 29, West of the Sixth Meridian New Westminster District Plan 5519

Brief description of proposed development and variance:

To enhance tourism in the Village of Harrison Hot Springs the intent is to create under the existing C5 Tourist Commercial Zoning of the subject property a 75 RV site campground and recreation facility. The Form and Character of the Development will be consistent with the form and character of the adjacent SpringsRV Resort to the south of the subject property.

We are seeking the following variances:

We are respectfully requesting a variance of the minimum width of 36 feet to allow lots to be longer instead to accommodate the longer RVs sold in contemporary market. Note - with this design all lots are larger than the minimum lot size of 1,400 square feet. We have sought to create larger lot sizes than at the adjacent SpringsRV Resort (with our lots approximately averaging 1,857 square feet or 33% larger than the minimum under the Bylaw).

We are respectfully requesting a variance on public bathroom requirements as we believe the Bylaw was written generally to cover facilities for tenting and others camping without equipment providing for built in bathrooms and showers. However, each of our RV sites will have sewer connections that in

combination with the RV occupying it, will have its own shower and bathroom, resulting in a total of 77 bathrooms and showers in the subject property (75 bathrooms inside RV's and 1 women's and 1 men's handicap public bathroom). The ratio of bathrooms to RV lots has been established based on our experience with the SpringsRV where their facility of 142 RV sites has been successfully supported by a bathroom facility with: (i) two men's and three women's bathroom stalls, and (ii) two men's showers and two women's showers.

We are respectfully requesting a variance from Section 3.7 (4) of Bylaw No. 481 that specifies laundry facilities of 1 for each 30 camp sites where we plan to have 2 washers and 2 dryers for 75 RV sites or 1 for 37.5 RV sites.

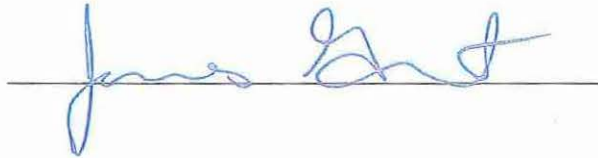
Attached as schedules are the following:

Schedule "A": Site Plan

Schedule "B": Plans and specifications of the proposed development/variance drawn to scale.

Schedule "C": A letter of authorization or consent of each person holding interest in the land.

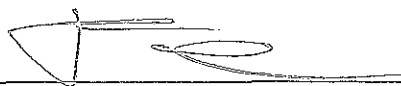
Application's signature:



Attachment:

Schedule C

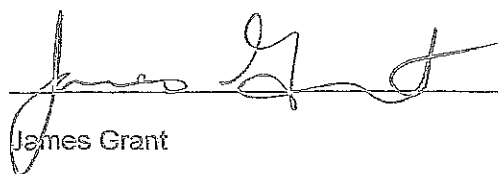
This letter of authorization or consent is provided in support and approval of the Development Permit Application above of Lot 15, Hot Springs Road, Harrison Hot Springs by each person holding an interest in the land:



Dave Bonshor



David Grant

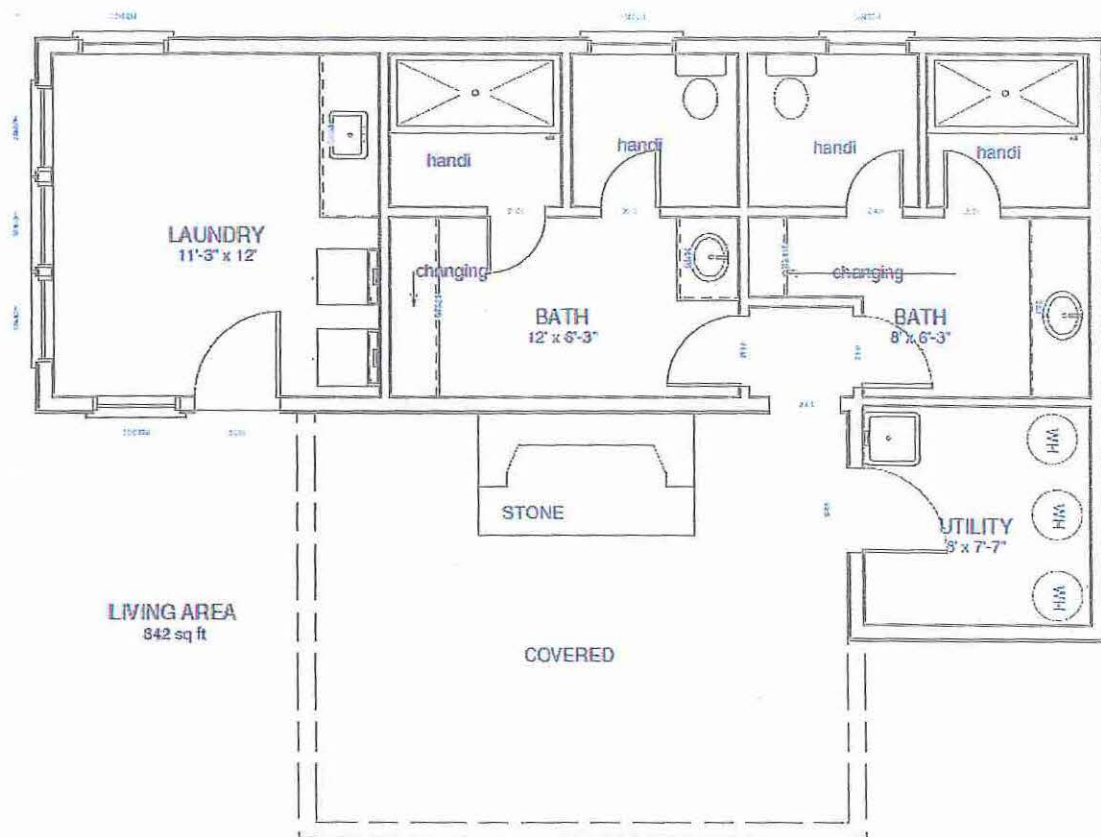


James Grant

Schedule "B": Plans and specifications of the proposed development variance drawn to scale.

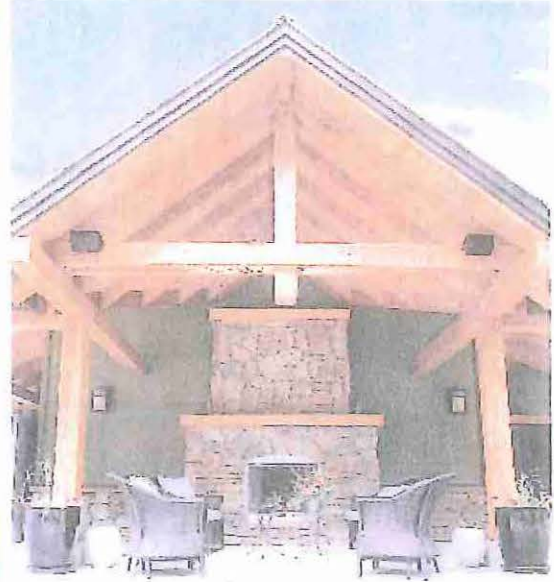
Public Washrooms:

The public bathroom will have (i) the same form and character and (ii) the same builder as the facilities constructed at the Springs RV Resort adjacent to the south.

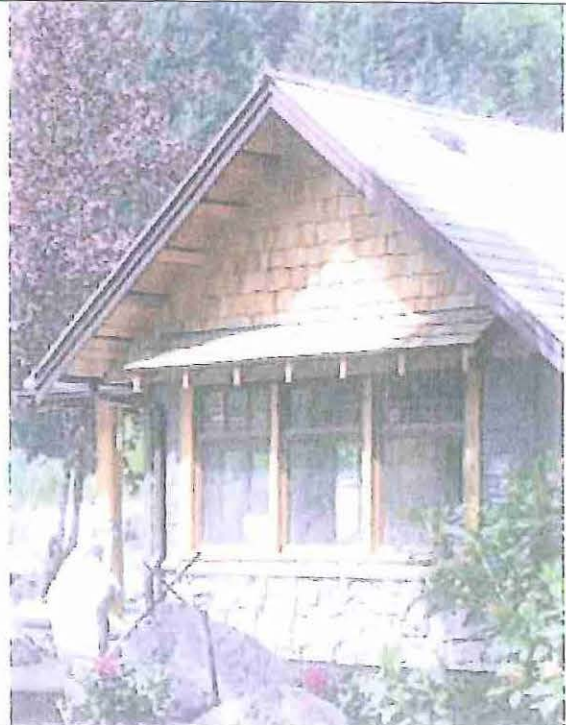


The pictures below from the SpringsRV Resort facilities constructed adjacent to the south are representative of the form and character of the subject property as the subject development will utilize the same or similar designers, builders and materials for the subject properties facilities:

Post and Beams: Sikkens Natural Fir



Stone Veneer: Ledge Stone by Sunset Stone



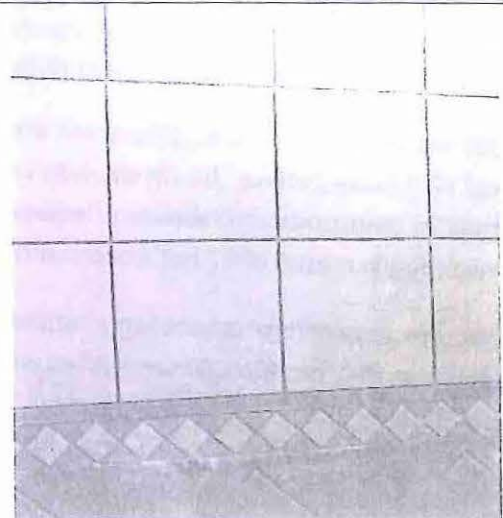
Roof: Natural Cedar Shakes



Siding Type : Mountain Sage, James Hardie & Board Batten, Colour No. JH50-30

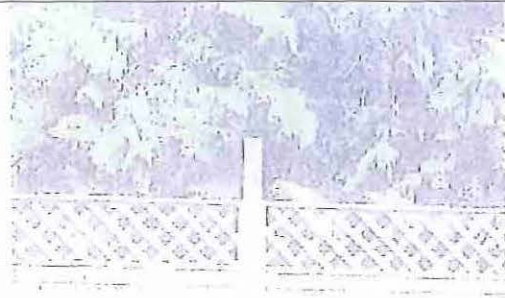


Tile sample: (may vary based on availability at construction)



Fence: Cedar with exception of:

- (i) West boundary on Crown land as property line is elevated up the mountain slope so is not necessary.
- (ii) Front where preservation of natural trees and greenery may require the use of a combination of fencing materials including cedar, black chain link, and cedar hedging or other natural barriers.



Bathroom and Laundry Variance: At the subject property only camping with an RV with an internal washroom will be allowed. As a result there will be 75 bathrooms corresponding to the aggregate number of RV sites and sewer hookups at each site. In addition there will be a public bathroom constructed according the floor plan below. The ratio of bathrooms to RV lots has been established based on our experience with the SpringsRV where their facility of 142 RV sites has been successfully supported by a bathroom facility with two men's and three women's bathroom stalls (and two showers each).

We are respectfully requesting a variance on public bathroom requirements in Section 3.7 (1) of Bylaw No. 481 as we believe the Bylaw was written generally to cover facilities for tenters and others without built in bathrooms and showers. However, each of our RV sites will have its own shower and bathroom, resulting in a total of 77 bathrooms and showers in the subject property.

We are respectfully requesting a variance from Section 3.7 (4) of Bylaw No. 481 that specifies laundry facilities of 1 for each 30 camp sites where we plan to have 2 washers and 2 dryers for 75 RV sites or 1 for 37.5 RV sites.


Lot size: In general we have sought to create larger lot sizes than at the adjacent SpringsRV Resort (approximately average size of 1,857 or 33% larger than the minimum under the Bylaw).

We are respectfully requesting a variance in Section 3.4 (d) of Bylaw No. 481 (minimum area of 1,400 square feet and a minimum width of 36 feet) to allow some lots to be narrower than 36 feet. However, this is to allow longer lots to accommodate the longer RVs in the current market as well as allow for roadway curves and other design considerations in making the lots have greater variety and over all enhance the appeal of the development. Note - with this design most lots are significantly larger than the minimum lot size of 1,400 square feet.

Schedule "A": Site Plan – Under separate cover

We respectfully submit our above designs and plans and welcome your comments and suggestions.

Best regards,

A handwritten signature in blue ink, appearing to read 'James Grant', is written over the printed name.

James Grant



13221 – 15th Avenue
Surrey, BC V4A 5M9

Via Email: davebonshor@yahoo.ca

Subject: Natural Hazards Assessment for the Property at
640 Hot Springs Road, Village of Harrison Hot Springs, BC

A site visit of the property at 640 Hot Springs Road was carried out on March 19, 2011 by Mr. Jamie Stirling, M.Sc., P.Geo. The purpose of the site inspection was to evaluate current conditions on the property including the upslope area and upstream and downstream on the small creek that flows through the property. The site inspection identified that conditions on the property and the surrounding area have remained unchanged since our initial site inspection in 2005. We are also unaware of any reports or documentation identifying natural hazard events in proximity to the study site since our 2005 report. Therefore we have concluded that the details in our 2005 report, including site description and recommendations, are representative of current conditions at 640 Hot Springs Road as of March 19, 2011.

We trust that the information in this letter meets your needs at this time. Please feel free to contact the undersigned if you have any questions or comments.

Reviewed by:

Brian Hall, P.Eng.
Principal Consultant
Phone: 604.685.0017 x233
bhall@eba.ca

JRS/rbt

GENERAL CONDITIONS

The contents of this letter incorporate and are subject to EBA's General Conditions, a copy of which will be provided upon request.

LI-4-V13201350-Hamilton-Landscape
CONSULTING ENGINEERS & SCIENTISTS • www.hcd3.ca

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Oceanic Plaza, 9th Floor, 1066 West Hastings Street
Vancouver, BC V6E 3X2 CANADA
D. 604.685.0275 F. 604.684.6241



HAY & COMPANY
CONSULTANTS A DIVISION OF EBA

Suite 900 – 1066 West Hastings Street
Vancouver BC Canada V6E 3X2
Tel: 604-875-6391 ☐ Fax: 604-875-8363
Email: hayco@hayco.com ☐ Website: www.hayco.com

December 23, 2005

FILE: 4810069

15 Buckhorn Place
Port Moody, BC
V3H 4M3

Attention: Mr. Majid (Rod) Razi

Dear Sir:

Re: Site-Specific Hazard Assessment for the Property at 640 Hot Springs Road

1 INTRODUCTION

This letter details the results of our site-specific hazard assessment for the property at 640 Hot Springs Road, in the Village of Harrison Hot Springs. The assessment focuses on hazards from a slope stability, geotechnical and hydrologic nature. It does not address building construction requirements related to the geotechnical integrity of the land to support infrastructure. It is our understanding that Mr. Razi plans to purchase the property in question for the purpose of developing an RV park, which would include at least one permanent building toward the front of the property. The assessment involved three tasks: 1) review of relevant background information, 2) site visit, and 3) reporting and recommendations.

The review of background information included two reports by Thurber Consultants Ltd. (Thurber) in 1988 and 1992, an appraisal report of the property by Fortin Appraisals Ltd, historical air photos, and the Village of Harrison Hot Springs Official Community Plan (OCP). Mr. Gerry van der Wolf of the Corporation of the Village of Harrison Hot Springs (the Village) provided us with copies of the two Thurber reports and a few relevant pages from the OCP. Mr. Razi provided us with relevant pages from the appraisal report.

2 STUDY PROPERTY

The majority of the study property lies on the Miami Creek valley floodplain. The floodplain was described by Thurber (1992) as flat and featureless, with terrain elevation relief of less than 5 m. The area is underlain by silts, sands and organics (peat) with a high water table. There is a very small creek and a ditch on the property, both of which drain into Miami Slough to the north. The property is approximately 700 m west of Miami Creek and 1100 m south of Harrison Lake (Figure 1 and 2). The western 20% (approximate) of the property is on the steep granite toe of Mt. Agassiz. Thurber (1992) reported that in proximity to the property, the average slope angle of the mountain is 25 to 30 degrees above 200 m elevation and 35 to 40 degrees near the toe. The slope is typically formed by 10 to 20 m wide benches at 15 to 20 degrees and low cliffs at 50 to 60 degrees. The cliff bands are mostly bare of soil with some forested area. The benches are covered by bouldery talus and forested. The area rock is very strong, massive and unweathered granodiorite (Thurber, 1992). Topographic and geologic details of the mountain are well documented in Thurber (1988 and 1992).

3 SUMMARY OF EXISTING INFORMATION

The 1988 Thurber report was a general overview of the Harrison Hot Springs valley area. Some of the key findings from the report are relevant to this study and are summarized below:

- No major landslides or debris avalanches were noted but localized rockfall and debris torrent deposits were observed;
- Rockfall processes on the west side of the valley may be very infrequent;
- Evidence of debris torrents, debris flows and debris floods have occurred in the valley (but not near the study property);
- Any activity such as road building, logging, mining or forest fires may increase the probability of these hazards; and,
- The general slope hazard safe line on the west side was identified as a 50 m setback from the toe of the slope.

In 1992 Thurber carried out a detailed investigation of geotechnical hazards for private properties located on the west side of Hot Springs Road between the powerline crossing and the municipal water reservoir. The study property is within this study area toward the northern end. The key findings of the 1992 report relevant to this study are summarized below:

- The joint system of the mountainside rock is favourable to stable, due to the joint orientations;
- Rock failure appears limited to gradual loosening of individual blocks due to frost action and other weathering agents;

- Talus accumulations at the toe of the slope are small and generally consist of 1 to 2 m diameter boulders;
- In many segments of the slope, there was practically no talus;
- No permanent streams traverse the slope and no seepage was observed;
- The bedrock is highly impervious and intermittent surface water drainage is found in the joint-controlled gullies;
- No evidence of recent rockfall was noted on the site;
- Debris sliding or avalanching occurs rarely and only at small scales;
- Fragment deposits on the floodplain have not rolled further than 10 m from the toe of the slope;
- An empirical method of runout estimation for large fragments is to project an angle of 27 degrees from the apex of the existing talus deposits. For a range of typical cross-sections of the slope, this produces a maximum runout distance of 15 m from the slope toe;
- Typical potential rockfall paths were analyzed using a lumped mass dynamic analysis computer program ROCKFALL. The analysis showed runout distances ranging up to 20 m from the toe of the slope; and,
- A 20 m runout zone from the toe of the slope is recommended.

The Village of Harrison Hot Springs OCP identified that the study property falls within the geotechnical hazard area. The western third of the property is within Area 4, which is defined as Geotechnical Hazard and the remaining two thirds is within Area 5, which is identified as Secondary Geotechnical Hazard. Area 4 is designated under the Municipal Act for the protection of development from hazardous conditions (Fortin, 1998). Area 4 was identified as an area of landslide or rockfall hazard that many exceed the "accepted" 1/500-year probability of occurrence. This area includes Zone A, B and the western edge of Zone C as defined in Thurber (1992).

The analysis of historical air photos dating back to 1949 supports the findings reported in Thurber (1988 and 1992) with respect to lack of landslides, avalanches, etc. in proximity to the study area. Air photos from 1993, 1999 and 2004 indicate that such large-scale slope instabilities have not occurred since the 1992 Thurber report.

4 SITE VISIT

Mr. Jamie Stirling, M.Sc, P.Geo. carried out a site visit on September 1, 2005, to evaluate site-specific conditions on the study property. The inspection consisted of a ground traverse of the property focusing on the toe area of the mountainside in order to assess geotechnical hazards and evaluate overall slope stability. Mr. Razi was present for the first portion of the inspection to show Mr. Stirling the property boundaries and discuss development plans.

The inspection identified that conditions at the study property were similar to the conditions described in Thurber (1992) for the series of properties identified west of Hot Springs Road. At the study property, the toe of the mountainside was a combination of vertical rock faces and large blocks of talus rock. As indicated in the Thurber reports the mountainside rock is a strong, massive, unweathered granodiorite that is relatively stable. Photos 1 to 4 show conditions at the toe of the slope across the width of the study property. The large talus blocks are situated within 5 m of the base of the near vertical slope with smaller talus rocks located within 10 m of the bedrock face. These observations support the findings reported by Thurber.

Mature cedar trees with minimal ground cover and brush represent the vegetation within 10 m of the mountainside toe. Beyond this area for 20 to 30 m the brush becomes very dense along a low elevation area where a small creek flows south and somewhat parallel to the mountainside toe. The creek is approximately 35 m from the mountainside toe at the southern property line and flows northwest to the northern property line where it is approximately 15 m from the toe. The exact creek location was difficult to identify due to thick riparian brush dominated by thorn bushes. This creek drains north into Miami slough, which drains into Miami Creek, which flows into Harrison Lake.

Minor seepage at the toe of the mountainside was noted near the southern boundary of the property (Photo 4). This feature did not appear to be causing any significant instability to the surrounding area. It is assumed that during the wet winter months there would be a large volume water seeping from this site but there was no evidence that it has caused significant erosion or any localized small-scale mass wasting. The seepage water flows into the small creek described above.

The middle area of the study property is flat, dominated by mature cedars and void of much brush (Photo 6). The eastern area of the property toward Hot Springs Road is dominated by thick brush and is relatively flat, with the exception of a shallow, but wide, depression running somewhat parallel to the road. This depression drains southward into a culvert in the neighbouring lot. The headwaters of this small drainage appear to be the road ditch to the south of the property. This depression drains north into Miami Slough.

5 RECOMMENDATIONS

The 1992 Thurber report recommended three hazard zones for the series of properties located west of Hot Springs Road. Zone A included the mountain slope. Zone B was a flat 20 m wide area between the toe of the slope, cliff or talus deposits, containing the potential runout zone of rock fragments. Thurber reported that this zone is subject to rockfall and debris avalanche of moderate to low probability. The probability of rock fragments rolling into the runout zone is low. Only large and relatively round fragments are sufficiently mobile to reach beyond the established talus limit. Such detachments likely occur with an

annual frequency of less than 1:100. Zone C was beyond the 20 m width and has negligible geotechnical hazard (Thurber, 1992). The application of the three zones to the subject property, including areas, is shown on Figure 2.

The site-specific assessment of the study property at 640 Hot Springs Road identified that conditions were similar to the general observations made by Thurber in 1992 with the exception of the small seepage at the toe of the mountainside. It is our recommendation to implement Thurber's 20 m runout rockfall zone from the mountainside toe as the minimum development setback. Hence, development is not recommended within Thurber's Zones A and B but that the land may be used for the intended use within Zone C which has negligible geotechnical hazard.

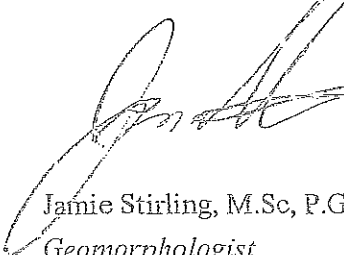
A conservative setback would be the creek that flows north and somewhat parallel to the toe. Most of this creek is within Zone C. The depression of the creek bed could represent a natural catchment ditch in the unlikely event that rockfall debris managed to be transported that far from the toe.

The Flood Construction Level (FCL) for the Harrison Hot Springs Valley is 14.55 m GSC as provided by the Fraser Valley Regional District (FVRD). This level applies to the study property east of the toe of the mountainside (Figure 2). Any buildings constructed on the study property would need to comply with the FCL. Topographic survey information of the property or surrounding area is not available at this time but would be required in order to determine the grade of the site relative to the FCL.

Harrison Lake, Miami Creek and Miami slough are well beyond any floodplain setback distances for the property as detailed in Section 1 and shown on Figure 1. There is a small creek near the toe of the mountainside and a small drainage depression along the east side of the property (Figure 2). Flooding and erosion do not appear to be a concern on either of these drainages.

Yours very truly,

HAY & COMPANY CONSULTANTS


Jamie Stirling, M.Sc, P.Geo.
Geomorphologist



Reviewed by:

Sean T. Reilly, M.Sc., P.Eng.
Senior Geotechnical Engineer



Dr. Adrian Chantler, P.Eng.
Senior Water Resources Engineer

JRS/ho

REFERENCES

Fortin Appraisals Ltd. April 6, 1998.

Limited Self-contained Appraisal Report for Lot 15, Hot Springs Road.

Thurber Consultants Ltd. October 11, 1988.

Slope Hazard Evaluation – Harrison Hot Springs. Letter report prepared for The Corporation of the Village of Harrison Hot Springs.

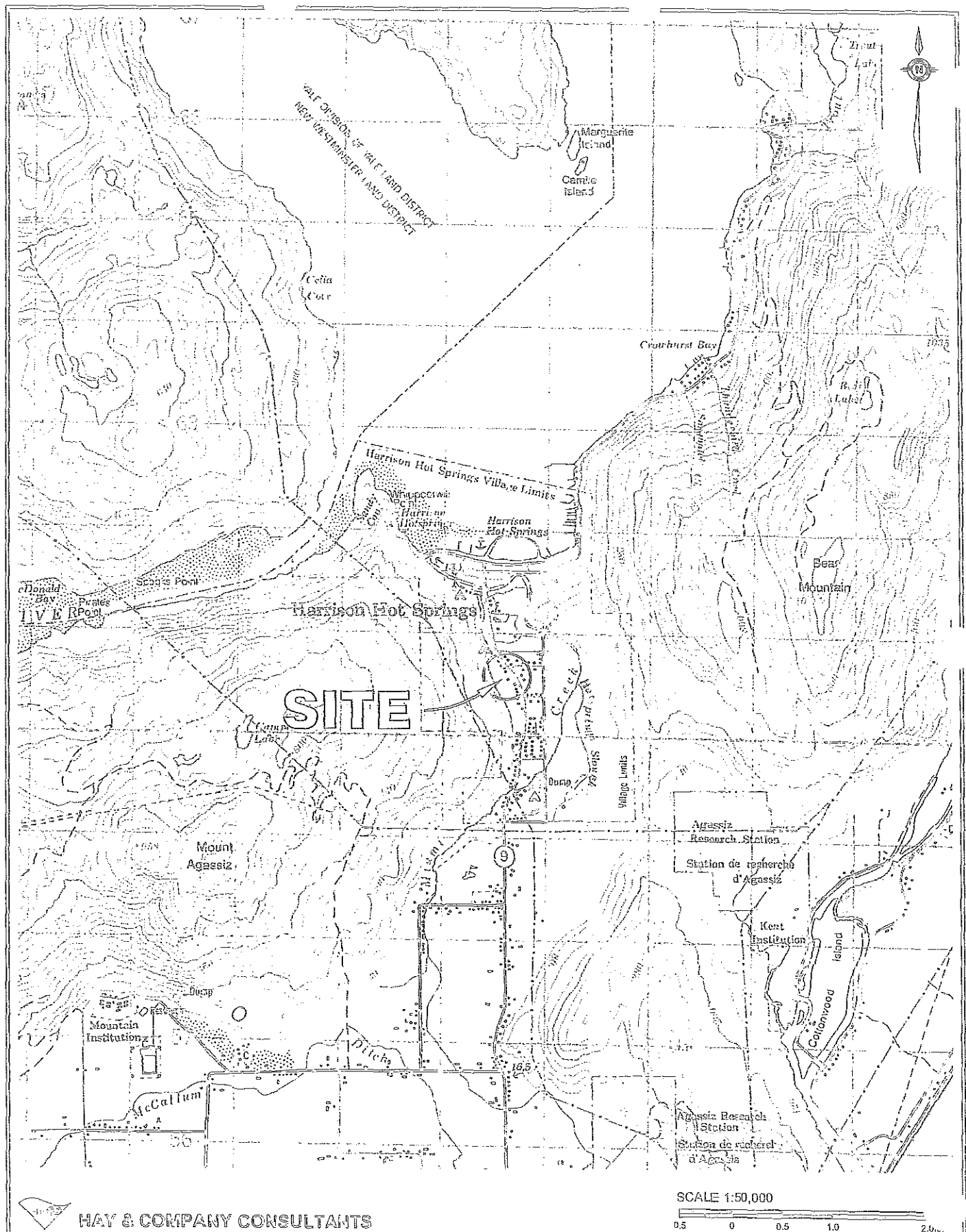
Thurber Consultants Ltd. April 23, 1992.

Hazard Lands – Secondary Study. Letter report prepared for The Village of Harrison Hot Springs.

Village of Harrison Hot Springs. 1995.

Official Community Plan, Development Permit Areas, Schedule C.

FIGURES



HAY & COMPANY CONSULTANTS

Mr. ROD RAZI

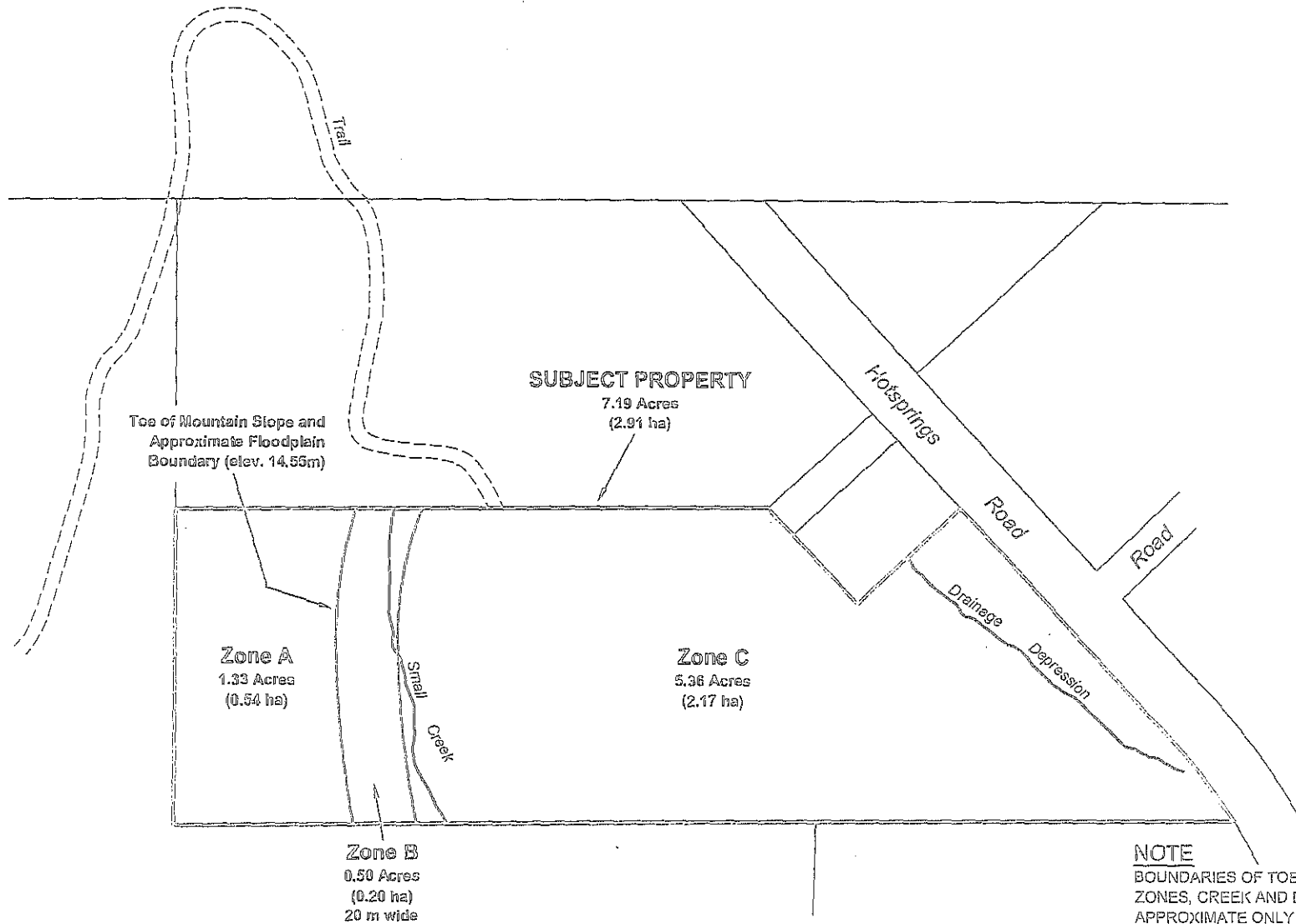
ASSESSMENT FOR
640 HOT SPRINGS ROAD

SCALE 1:50,000

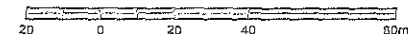
0.5 0 0.5 1.0 2.0

STUDY AREA

FIG.
1



NOTE
BOUNDARIES OF TOE, FLOODPLAIN,
ZONES, CREEK AND DEPRESSION ARE
APPROXIMATE ONLY AND HAVE NOT
BEEN SURVEYED.
SCALE 1:2000



 **HAY & COMPANY CONSULTANTS**

Mr. ROD RAZI
ASSESSMENT FOR
640 HOT SPRINGS ROAD

STUDY PROPERTY

FIG.
2

PHOTOGRAPHS



Photo 1

Looking south from near the southern end of the study property along the toe of the mountainside.

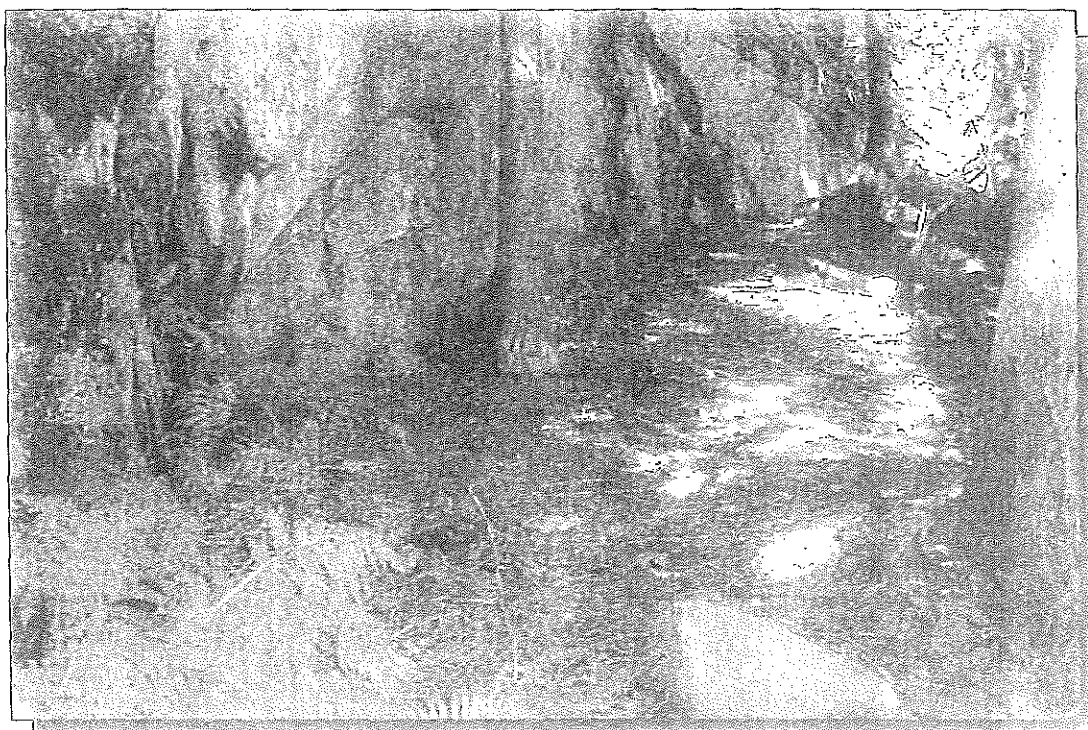


Photo 2

Looking north from near the middle of the study property along the toe of the mountainside.



Photo 3

Looking north from near the middle of the study property along toe of the mountainside.

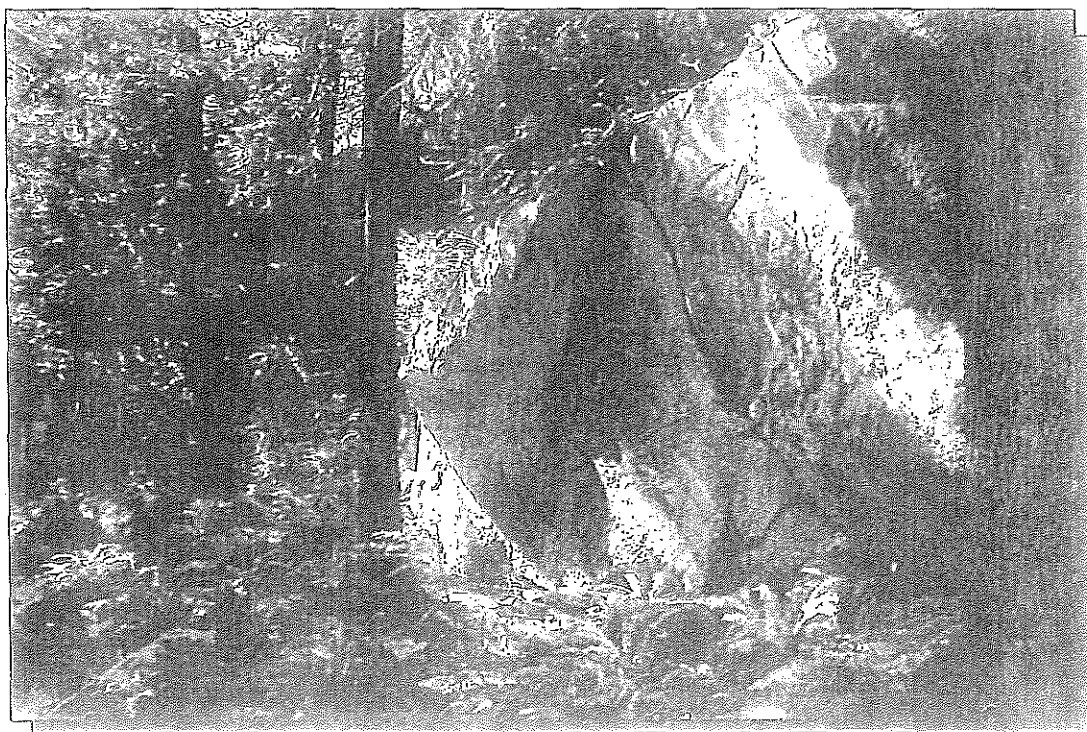


Photo 4

Looking south from near the northern end of the study property along the toe of the mountainside.



Photo 5

Seepage at the toe of the mountainside near the southern end of the study property.

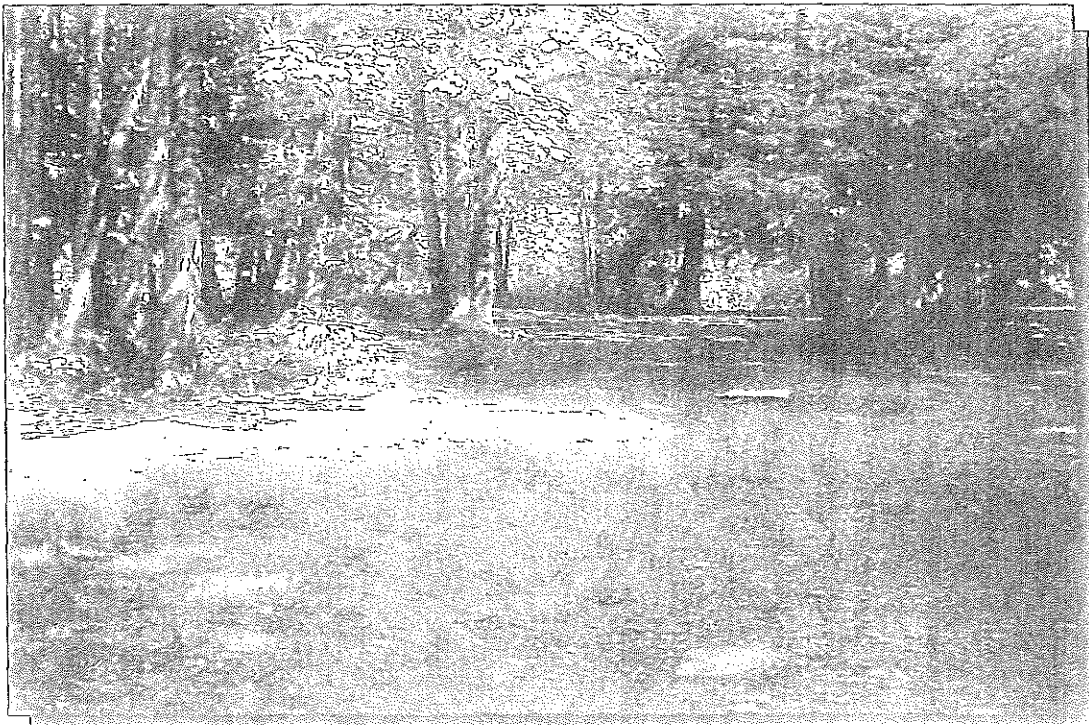


Photo 6

Looking east across the middle of the study property.

PLAN 10239



TREE LEGEND

	BIRCH		ALDER
	HAWTHORN		MAPLE
	OAK		PINE
	POPULAR		REDWOOD
	YELLOW PINE		CHERRY

253'-0"

HOT SPRINGS ROAD

570'-0"

3' SIDE EASEMENT TO ELECTRICAL BOX

3' SIDE EASEMENT TO ELECTRICAL BOX

RESERVED BY DEVELOPER FOR FUTURE AND/OR PRIVATE USE



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** April 7, 2011
FROM: Ted Tisdale, CAO **FILE:** 0530
SUBJECT: Amendment to the Liquor License for the Executive Hotel

ISSUE:

Council to consider and if it wishes to pass a resolution with respect to the Executive Hotel application for amendment to its license.

BACKGROUND:

The Executive Hotel has submitted a request to the Liquor Control Commission to amend its license to allow for dancing and entertainment when hosting weddings, banquets and catering to specific events.

The application has been referred to the RCMP and they advised that there is no reason that they would not recommend this amendment. The copy of the email from the RCMP is attached for Council's consideration.

Under the regulations Council may comment on the application within ninety (90) days and may also include refer the application and process for local community comment.


If Council elects not to provide any comment or resolution within the ninety (90) days the General Manager will proceed with the application and make a decision accordingly.

The application seems reasonable and as reported in the email from the RCMP, if there are conditions that are contrary to the license they will be addressed through BLCLA enforcement.

RECOMMENDATION:

THAT Council support the amendment to the Executive Hotels liquor license number 302872 to allow entertainment within the facilities.

Respectfully submitted for your
consideration;

A handwritten signature in dark ink, appearing to read "Ted Tisdale", is written over a horizontal line.

Ted Tisdale
Chief Administrative Officer



EXECUTIVE
HOTEL
HARRISON HOT SPRINGS

P.O. BOX 70 – 190 LILLOOET AVENUE.
HARRISON HOTSPRINGS, B.C. V0M 1K0

March 18.2011

Darlene Kawasaki
Case Manager
LIC LICENCING

Re: Executive Hotel / Rockamoles Diner – Patron Participation Entertainment Endorsement.
Licence number 302872. / 807979 BC Ltd.

Darlene this letter is in regards to the permanent change to our liquor licence to include Patron Participation in our Hotel Restaurant Rockamoles Diner and the Banquet Meeting Rooms at the Executive Hotel in Harrison Hot Springs.

The reason for the change is for the hosting of Weddings and Banquet – Catering events where a Dance floor and or Entertainment may be required to facilitate these events.

This change would include Rockamoles Diner and the Executive Hotel banquet rooms; Fraser Room , Harrison Room, Chilliwack Room and Miami Room.

As our previous licence included the Patron Participation endorsement for our restaurant and banquet meeting rooms, the changes to the new licence we currently hold would not have any impact on the community of Harrison Hot Springs nor would this impact any noise levels in the surrounding area.

Please feel free to contact me if you would require any additional information in regards to this matter.

Sincerely,


Kevin O'Neil
Business Development Manager
Executive Hotel
Harrison Hot Springs
604 796 5555 ext. 114
kevin@harrisonhotsprings.com

cc.
Mr. Ted Tisdale
Chief Administrative Officer
Village of Harrison Hot Springs.

PART 15: Local Government/First Nation Resolutions: (Information for the Applicant)

For the following changes a resolution from your local government or First Nation, commenting on the application is required:

- o Part 10(b): Food-primary patron participation entertainment endorsement, and
- o Parts 11(b) and 11(c): Change to hours of sale,

Licensee responsibilities:

- o Fill out appropriate change application sections in this form.
- o Request your local government/First Nation to sign and date Part 16 of this form.
- o Provide a photocopy of this form to the local government/First Nation and request that a resolution be provided within 90 days and sent directly to the Liquor Control and Licensing Branch, Victoria Head Office.
- o Send the original form and application fees to the branch.
- o The Liquor Control and Licensing Branch will follow up with the local government/First Nation if a resolution has not been received by the Branch within 90 days of the local government's receipt of your request.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. However, they must still provide a resolution stating this decision and this resolution must be submitted to the Liquor Control and Licensing Branch.

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb>.

PART 16: Local Government/First Nation Confirmation of Receipt of Application

This application serves as notice from the Liquor Control and Licensing Branch (LCLB) that an application for one or more of the following changes to a liquor licence has been made within your community:

- o Hours of liquor service past midnight for a food primary licence.
- o Change to hours of liquor service for a liquor primary, liquor primary club or a winery lounge endorsement.
- o Addition of patron participation entertainment endorsement for a food primary licence.

Local government/First Nation (name): VILLAGE OF HARRISON HOTSPRINGS.

Name of Official: TISDALE, TED
(last / first / middle)

Title/Position: CHIEF ADMINISTRATIVE OFFICER.

Date of receipt of application: APRIL 5 / 2011.
(Day/Month/Year)

Phone Number: 604-796-2171 ext. 22

Signature of Official: X [Signature]

The Liquor Control and Licensing Branch (LCLB) requests that a resolution commenting on the application be sent to the LCLB Victoria Head Office within 90 days of the above date of receipt. [^]

To comply with section 53 of the Liquor Control and Licensing Regulation, this resolution must:

- o Comment on the following regulatory criteria:
 - the potential for noise if the application is approved;
 - the impact on the community if the application is approved; and
 - whether the amendment may result in the establishment being operated in a manner that is contrary to the primary purpose (provide comments only if the application is from a food-primary licence for an extension of hours of liquor service past midnight or the addition of patron participation entertainment).
- o Indicate whether or not the views of residents were gathered, and if not, provide reasons why they were not gathered (residents include residents and business owners).
- o If the views of residents were gathered explain:
 - the views of the residents;
 - the method used to gather the views of the residents; and
 - comments and recommendations with respect to the views of residents.
- o Provide recommendation as to whether the amendment should be approved.

You must refer to and attach any report presented by an advisory body or sub-committee to the council or board.

If more than 90 days is required to provide a resolution, please contact the branch to make a request to the general manager for an extension. If the local government/First Nation decides not to provide comment, a resolution indicating this decision must be provided to the branch. Please be advised that if the LCLB does not receive a resolution or a request for an extension within 90 days, the general manager is authorized to review the application without a resolution and make a decision about the application.

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb>.

Debra Key

From: Mike MCCARTHY [michael.mccarthy@rcmp-grc.gc.ca]
Sent: Wednesday, April 06, 2011 5:53 PM
To: Debra Key
Cc: Barbara VINCENT
Subject: Re: Application for change to Liquor Licence

Hello Debra,

From a policing perspective, there is no reason for us to recommend that this not proceed but for the record there have been some concerns (RCMP and Liquor Inspector) with the operation of various events within the hotel. That said, if they are not compliant in the future, those concerns can be addressed through LCLA enforcement. One thing you may request is a midnight limitation on the events that occur in these locations within the hotel.

Thanks,

Mike

M.S. (Mike) McCarthy Sgt.
NCO i/c Agassiz RCMP
Upper Fraser Valley Regional Detachment (UFVRD)
6869 Lougheed Hwy, Box 349
Agassiz B.C. VOM 1A0
604 - 796 - 2211
604 - 796 - 1623 (Fax)

E Mail : michael.mccarthy@rcmp-grc.gc.ca

>>> Debra Key <DKey@harrisonhotsprings.ca> 2011-04-06 15:54 >>>

Hi Mike, as discussed with Sarah at your office, I'm enclosing a copy of an application from the Executive Hotel to change their existing liquor licence to include an endorsement to allow for Patron Participation. This endorsement would allow the Hotel to have entertainment within the Diner and banquet rooms, such as weddings, dancing, etc.

Can you please provide any comment the Detachment may have with respect to this application. I apologize for the short notice, but I would appreciate if I could receive any comments by late afternoon Thursday, April 7, 2011.

Thank you.

Debra Key
Corporate Officer
Village of Harrison Hot Springs
PO Box 160, 495 Hot Springs Road
Harrison Hot Springs, BC VOM 1K0
Telephone: 604-796-2171
Fax: 604-796-2192
email: dkey@harrisonhotsprings.ca
www.harrisonhotsprings.ca

The information transmitted herein is confidential and may be privileged. It is intended solely for the person to whom it is addressed. Any review, retransmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all copies. Thank you.

Recommendations of local government or first nation on issuance of licence

11.1 (1) A licence of a prescribed class or category must not be issued for an establishment under section 12 unless, in the prescribed circumstances, the general manager has given the local government or first nation for the area in which the establishment is proposed to be located notice of the licence application in accordance with the regulations.

(2) A local government or first nation that receives notice under subsection (1) must, if it wishes to provide comments and recommendations under this section with respect to the licence application,

(a) take into account the prescribed criteria before providing the comments and recommendations,

(b) provide the comments and recommendations to the general manager

(i) in the prescribed manner, and

(ii) within the prescribed time period, or any further period authorized by the general manager, and

(c) in the prescribed circumstances, gather the views of residents of an area determined by the local government or first nation in respect of the application by

(i) receiving written comments in response to a public notice of the licence application,

(ii) conducting a public hearing in respect of the licence application,

(iii) holding a referendum, or

(iv) any other similar method determined by the local government or first nation.

(3) Subject to section 11.2, if the local government or first nation recommends that the licence applied for not be issued, the general manager must not issue the licence.

(4) Subject to section 11.2, if the local government or first nation recommends that the licence applied for be issued, the general manager must take that recommendation into account in deciding whether to issue the licence under section 12.

(5) An applicant for a licence under section 12 must not obtain or attempt to obtain the comments or recommendations of the local government or first nation for the area in which the establishment is proposed to be

located regarding the licence application until

- (a) the completed application is received by the general manager under section 15, and
- (b) the general manager has given notice to the local government or first nation under subsection (1) of this section.

General manager's role

11.2 (1) Despite section 11.1, if the general manager is satisfied that

- (a) the local government or first nation that provided comments and recommendations under section 11.1 (2) failed to comply with that section, or
- (b) the recommendation of the local government or first nation under section 11.1 (3) or (4) is not in the public interest

the general manager, before deciding whether or not to issue the licence under section 12, must provide an opportunity for residents of an area determined by the general manager to provide comments in respect of the licence application.

(2) In order to afford an opportunity for residents to provide comments under subsection (1), the general manager may direct that a public hearing or a referendum be held

- (a) in a manner required by the general manager, and
- (b) at the applicant's expense.

(3) After providing an opportunity for comments under subsections (1) and (2), if the general manager is of the opinion that

- (a) a majority of the residents are in favour of the licence application, the general manager may, subject to subsection (4), issue the licence under section 12, or
- (b) a majority of the residents are not in favour of the licence application, the general manager must not issue the licence under section 12.

(4) Despite subsection (3) (a), if a referendum is held under subsection (2), the general manager must not further consider the licence application unless 60% of the residents in the area referred to in subsection (1) who vote, favour the issuing of the licence.

(5) If notice is provided under section 11.1 (1) and the general manager

does not receive comments and recommendations from the local government or first nation in respect of the licence application, the general manager must, in deciding whether or not to issue the licence under section 12, take into account

- (a) the prescribed criteria referred to in section 11.1 (2) (a), and
- (b) in the prescribed circumstances, the views of residents of an area determined by the general manager gathered in any manner in which the local government or first nation may gather them.

Comments of local government or first nation on amendment or renewal of licence

11.3 (1) A licence of a prescribed class or category issued under section 12 must not be amended or renewed under that section unless, in the prescribed circumstances, the general manager has given the local government or first nation for the area in which the licensed establishment is located notice of the proposed amendment or renewal in accordance with the regulations.

(2) A local government or first nation that receives notice under subsection (1) must, if it wishes to provide comments under this section with respect to the proposed amendment or renewal,

- (a) take into account the prescribed criteria before providing the comments,
- (b) provide the comments to the general manager
 - (i) in the prescribed manner, and
 - (ii) within the prescribed time period, or any further period authorized by the general manager, and
- (c) in the prescribed circumstances, gather the views of residents of an area determined by the local government or first nation in respect of the proposed amendment or renewal by any of the methods set out in section 11.1 (2) (c).

(3) If the local government or first nation provides comments, or provides the views of residents, on the proposed amendment or renewal, the general manager must take those comments or views into account in deciding whether or not to amend or renew the licence under section 12.

Imposition of fees by local government or first nation

11.4 (1) A local government that provides comments or recommendations on an application for the issue, amendment or renewal of a licence under this Act

may, by bylaw, and a first nation that provides comments or recommendations on such an application may, if it is authorized to do so by federal legislation or a treaty, impose fees on the applicant in order to recover the costs incurred by the local government or the first nation, as the case may be, in assessing the application.

(2) Fees imposed under subsection (1) may be different for

- (a) different classes or categories of licence applications, amendments or renewals, and
- (b) different methods used to conduct the assessments referred to in subsection (1).



14.1

VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 961

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

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

AND WHEREAS Village of Harrison Hot Springs Official Community Plan Bylaw No. 864 contemplated that a Neighbourhood Plan would be prepared for Neighbourhood Planning Area 2 – Echo Avenue and Eagle Street;

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

I. CITATION

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Official Community Plan Amendment Bylaw No. 961, 2011".

II. AMENDMENT

1. That the Official Community Plan of Village of Harrison Hot Springs Official Community Plan Bylaw Number No. 864, be amended to include the following:
 - a) Schedule 1 – F (Neighbourhood Plan – Echo Avenue and Eagle Street) attached to this Bylaw as Schedule "A".
2. That Schedule "A" of the Official Community Plan of Village of Harrison Hot Springs Official Community Plan Bylaw Number No. 864, be amended as follows:
 - a) Add references to Schedule 1 – F (Neighbourhood Plan – Echo Avenue and Eagle Street) in Section 1.2; and
 - b) Delete Section 3.2.4 and replace it with the following:

"To consider the potential redevelopment of Neighbourhood Planning Area 2 as shown on Figure 1 - Neighbourhood Planning Areas, that is in accordance with the Neighbourhood Plan – Echo Avenue and Eagle Street attached as Schedule 1-F."
3. That Schedule 1 – B of the Official Community Plan of Village of Harrison Hot Springs Official Community Plan Bylaw Number No. 864 be amended by deleting the **Lakeshore Residential** and **Low Density Residential** land use designations and replacing them with **"Subject to Schedule 1 – F (Neighbourhood Plan)"** as identified in Schedule "B" of this Bylaw.

4. That Schedule 1 – C of the Official Community Plan of Village of Harrison Hot Springs Official Community Plan Bylaw Number No. 864 be amended by including the area shown in bold outline as identified in Schedule "C" of this Bylaw within the **Multi Family Residential Development Permit Area**.

III. READINGS AND ADOPTION

READ A FIRST TIME THIS 17th DAY OF JANUARY, 2011

READ A SECOND TIME THIS 14th DAY OF MARCH, 2011

A PUBLIC HEARING WAS HELD ON THE DAY OF , 2011

READ A THIRD TIME THIS DAY OF , 2011

ADOPTED THIS DAY OF , 2011.

Mayor

Corporate Officer

Schedule "A" to Bylaw 961, 2011

SCHEDULE 1 – F

NEIGHBOURHOOD PLAN ECHO AVENUE AND EAGLE STREET AREA

A. BACKGROUND AND PURPOSE

The Village's Official Community Plan (OCP) designates the area bounded by Lillooet Avenue to the north, Mount Street to the east, Echo Avenue to the south, and Miami Creek to the west as Neighbourhood Planning Area 2. Section 3.2.4 of the OCP speaks to Neighbourhood Planning Area 2 by indicating that the area has the potential to accommodate medium density multi family development by extending the Lakeshore Residential area designation southward provided that the redesignation takes place on the basis of a comprehensive development proposal that addresses the overall area.

B. PLANNING AREA STATISTICS

The following general information is provided for the planning area:

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

C. PLANNING CONTEXT AND ISSUES

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

existing established residential neighbourhood is the consideration of the following issues:

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

D. PLANNING PRINCIPLES

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

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

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

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

E. LAND USE CONCEPT

A number of land use options were considered in the preparation of the Neighbourhood Plan. They differed with respect to the amount and location of small (400 square meters) and conventional lots (557 - 697 square meters), and multi family dwellings (townhouses and low rise apartments). The land use concept for the Neighbourhood Plan is outlined in Appendix A, the highlights of which are as follows:

- ☐ the land fronting Lillooet Avenue and Eagle Street is designated for multi-family residential development;
- ☐ the land on the north side of Echo between Spruce and Mount is intended to remain single family in character accommodating smaller lots and / or a second smaller dwelling such as a cottage or coach house;
- ☐ the church on the south side of Lillooet would remain as part of the neighbourhood;
- ☐ Bear Avenue between Eagle and Spruce could be closed;
- ☐ the park along the Miami River would be linked to a new park at the intersection of Spruce and Lillooet that would serve the local park needs of the neighbourhood.

Based upon an average density of 30 units per hectare (12 units per acre), it is estimated that the maximum number of new dwelling units would be in the 120 - 150 unit range.

F. POLICY FRAMEWORK

Council will utilize the following policies in guiding the development of land within the planning area:

1. Land Use and Density

- a) The land within the Neighbourhood Plan shall be developed primarily as a residential neighbourhood. Commercial development as part of a mixed commercial / residential project will be accommodated on a small section of the south side of Lillooet Avenue between the Miami River park and Eagle Street. The church on the south side of Lillooet Avenue shall be retained adding diversity to the neighbourhood.
- b) Within the Neighbourhood Plan, a mix of single family and multi family forms of residential development may be accommodated based upon the following maximum density limits:
 - i) Small residential lot – 400 sq. m. (4306 sq. ft.) minimum lot size with a 12 meter wide frontage except for panhandle lots;
 - ii) Conventional residential lot – 557 sq. m. (6000 sq. ft.) minimum lot size
 - iii) Low density multi family residential (townhouse –maximum 35 units / ha. (14 units / acre)
 - iv) Medium density multi family residential (low rise apartment – maximum 74 units / ha. (30 units / acre).
- c) The multi family site designated at the east end of Echo Avenue along Mount Road shall be developed in such a manner that vehicular access shall be arranged off of Lillooet Avenue and not Echo.
- d) For the lots on the north side of Echo Avenue designated Single Family, new zoning regulations shall be considered that will accommodate small cottages or guest houses in the rear portion of a lot, their size and siting to respect the single family character of the street.
- e) The Village will consider innovative zoning regulations to retain the character house at the north-west corner of Echo and Eagle.
- f) Secondary suites shall be accommodated within houses on conventional single family lots subject to an amendment to the Zoning Bylaw.
- g) To facilitate the efficient redevelopment of the lands for multi family housing, assembly of existing single family lots is the preferred approach; however redevelopment options for individual lots shall be provided where possible.

- i) Individual rezoning applications shall demonstrate the manner in which the proposed development will tie into adjacent lands or proposed development and to the neighbourhood as a whole.
- j) Rezoning applications for new development that would result in affordable housing opportunities for seniors or young families and that would be constructed to a higher than normal standard with green building technology will be favourably considered.

2. Building Design and Landscaping

- a) Multi family residential development shall be included within Multi Family Residential Development Permit Area No. 3 and shall be subject to the applicable guidelines.
- b) Upon rezoning, small lot residential subdivision shall be the subject of development permit guidelines which shall be prepared in conjunction with the rezoning application.

3. Transportation and Access

- a) No new public roads shall be developed within the neighbourhood.
- b) The east end of Echo Road shall continue as a cul de sac and Mount Road between Lillooet and Echo will not be developed as a connecting road.
- c) Bear Avenue may be closed and disposed of to the adjoining properties when redevelopment takes place, but a trail link shall be maintained between the Miami River trail and the new park at Spruce Street.
- d) Spruce Street may be closed and converted into a neighbourhood park. That portion of Spruce Street that connects to Echo could be sold off as a single family lot, but in no way will any existing houses lose their driveway accesses.

4. Parks and Trails

- a) A new neighbourhood park utilizing the Spruce Street and Bear Avenue rights of way shall be created and connected to the residential areas with trails where possible.
- b) As a condition of rezoning, developers will be required to make financial contributions towards the development of the Spruce Street Park.

- c) The trails along the east side of the Miami River and within the Mount Street road allowance shall continue to provide important north – south trail linkages.

5. Infrastructure

- a) Although the Village wide water, sewer, and road systems are considered adequate for new development in the planning area, the adequacy of the existing on-site infrastructure to service new development shall be determined prior to rezoning the lands.
- b) Any required off-site, on-site, or upgrading of existing road frontages shall be the responsibility of the developer and shall be secured at the time of rezoning or subdivision as the case may be.

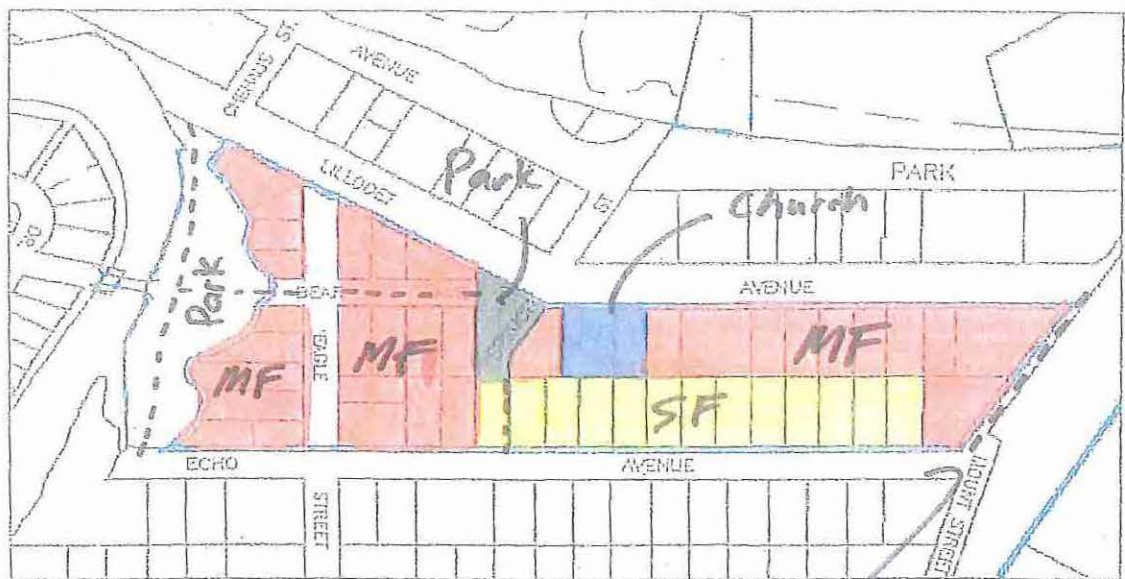
6. Environment and Hazard Land

- a) Although there are no significant environmental features within the area, the Village shall encourage developers to retain mature trees where possible subject to the preparation of an arborist report.
- b) Clustering of development and smaller building footprints are encouraged to minimize the creation of impermeable surfaces.
- c) All development shall conform to applicable flood protection requirements.
- d) Redevelopment of the sites at the far east end of the Neighbourhood Plan area shall be subject to the applicable guidelines within the Geotechnical Hazards Development Permit Area No 4.

G. CONCLUSION

The Neighbourhood Plan has been devised in accordance with a series of planning principles that are consistent with best management practices related to sustainability. The density and housing form that has been established will enable the neighbourhood to provide a gradual transition from the higher density area along the lake to the single family neighbourhood to the south. It is anticipated that the changes to the neighbourhood will take place over time.

APPENDIX A LAND USE CONCEPT



- Single Family Residential
- Multi Family Residential
- Trail



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** March 24, 2011
FROM: Debra Key, Corporate Officer **FILE:** 2240-20-02-04
SUBJECT: Bylaw No. 963, 2011 – Rezoning amendment – boat launch parking

ISSUE:

For Bylaw No. 963, 2011 to receive third and fourth reading for a text amendment under the Lakeshore Commercial Zone (C2) for the purpose of allowing parking of vehicles and boat trailers for the public boat launch users only.

BACKGROUND:

The Village public boat launch facility requires additional parking for boat launch users. In the past, the Village had entered into an agreement with property owners adjacent to the public boat launch to lease their property for extra parking. The property owners have expressed an interest in entering into a new lease with the Village to allow for boat launch parking on their property.

Currently, parking is not a permitted use in the C2 zone. Council authorized staff to proceed with a text amendment to the current zone to allow parking only within the two properties for the purposes of supporting the boat launch operation. The text amendment proposal was supported by the Village Planning Consultant.

The bylaw was before Council on February 25, 2011 and received two readings. The Public Hearing was scheduled for March 14, 2011, but was cancelled and rescheduled to April 11, 2011 in order to provide staff sufficient time to prepare and deliver notice as per s. 892 of the *Local Government Act*.

RECOMMENDATION:

THAT Zoning Amendment Bylaw No. 963, 2011 be received for third and fourth reading.

Respectfully submitted for your consideration;

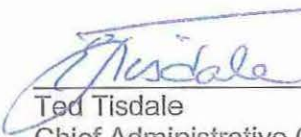
Debra Key
Corporate Officer

DIRECTOR OF FINANCE COMMENTS:

A handwritten signature in black ink, appearing to read "Dale Courtice", is written over a horizontal line.

Dale Courtice
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

A handwritten signature in blue ink, appearing to read "Ted Tisdale", is written over a horizontal line.

Ted Tisdale
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 963

A bylaw to amend Village of Harrison Hot Springs Zoning Bylaw Number 672-1996

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Zoning Bylaw Number 672-1996, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted on 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 Amendment Bylaw No. 963, 2011."

II. TEXT AMENDMENT

That Section 8.2 Lakeshore Commercial Zone (C2) of the Village of Harrison Hot Springs Zoning Bylaw Number 672-1996 under Principal Uses – Site Specific section 8.2.11 be amended by adding:

“.11(a) In addition to the permitted uses for the C2 Zone, *parking of vehicles and boat trailers for the public boat launch users only* is permitted as a principal use on the parcels legally described as:

- i) Lot 9, Block 4, Section 13, Township 4, Range 29, West of the Sixth Meridian, New Westminster District Plan 251, PID: 011-535-423; and
- ii) Lot 10, Block 4, Section 13, Township 4, Range 29, West of the Sixth Meridian, New Westminster District Plan 251, PID: 006-647-154."

III. READINGS AND ADOPTION

READ A FIRST TIME THIS 25th DAY OF FEBRUARY, 2011

READ A SECOND TIME THIS 25th DAY OF FEBRUARY, 2011

A PUBLIC HEARING WAS HELD ON THE _____ DAY OF _____, 2011

READ A THIRD TIME THIS _____ DAY OF _____, 2011

ADOPTED THIS _____ DAY OF _____, 2011

Mayor

Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 965

A Bylaw for the Administration and Enforcement of the Building Code

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to establish a bylaw to govern standards in respect of the construction, alteration, repair and demolition of buildings and structures 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:

CITATION

This Bylaw may be cited for all purposes as the Village of Harrison Hot Springs "Building Regulation Bylaw No. 965, 2011".

PART 1

INTERPRETATION

1. *In this Bylaw the following words and terms have the meanings set out in Division A – Sub-Section 1.4.1 of the British Columbia Building Code:*

"assembly", "building", "building area", "building height", "business and personal services occupancy", "care or detention occupancy", "constructor", "coordinating registered professional", "designer", "excavation", "field review", "firewall", "high hazard industrial occupancy", "industrial occupancy", "major occupancy", "mercantile occupancy", occupancy, "owner", "private sewage disposal system", "registered professional", "residential occupancy" or "unsafe condition".

2. In this Bylaw:

"accepted" means reviewed by the chief building official under the applicable provisions of the Building Code and this Bylaw;

"addition" means an alteration to any building which will increase the total aggregate floor area or the building height (in storeys), and includes the provision of two or more separate buildings with openings between each other for intercommunication;

"agent" includes a person, firm or corporation representing the owner, by written designation or contract, and also includes a hired tradesperson or constructor who may be granted permits for work within the limitations of his or her licence;

"alteration" means a change, repair or modification of the construction or arrangement of any building or structure, or to an occupancy regulated by this Bylaw;

"Building Code" means the British Columbia Building Code 2006 as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time;

"building official" includes building inspectors, plan checkers and plumbing inspectors designated or appointed by the Village;

"Bylaw Enforcement Officer" means the person appointed by Council to that position or his designate approved by Council.

"chief building official" means the person designated in or appointed to that position by the Village, and any person named by Council to act in place of the chief building official;

"complex building" means:

- (1) a building used for major occupancies classified as:
 - (a) assembly occupancies, or
 - (b) care or detention occupancies,
- (2) building exceeding 600 square metres in building area or exceeding three storeys in building height used for major occupancies classified as:
 - (a) residential occupancies,
 - (b) business and personal services occupancies,
 - (c) mercantile occupancies, or

"construction" includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, excavate or shore;

"designer" means the person responsible for design and, unless the requirement is waived under an enforcement policy of the Council, if required under this Bylaw or the Building Code must be an architect or professional engineer registered and licensed as such under the laws of British Columbia;

"existing, in respect of building" means that portion of a building constructed prior to the submission of a permit application required under this Bylaw;

"manufactured home" means a *structure* containing one *dwelling* whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another by being towed or carried; does not include, campers, travel or tourist trailers or other vehicles exempt from the provisions of the *Manufactured Home Act* or its regulations.

"multi-family residential" describes a building containing more than one residential occupancy, where each residential occupancy does not have more than one stove or other cooking facility;

"owner" includes the agent of the owner;

“permit” means permission or authorization in writing by the chief building official to perform work regulated by this Bylaw and, in the case of occupancy permit, to occupy a building or part of a building;

“pool” means a structure or constructed depression used or intended to be used for swimming, bathing, wading or diving which is designed to contain water and has a depth exceeding 0.5 m;

“professional design” means the plans and supporting documents bearing the date, seal or stamp, and signature of a registered professional;

“project” means any construction operation;

“protection” describes an enactment made for the health, safety and protection of persons and property;

“retaining wall” means a wall, or a series of walls, constructed for the purpose of supporting or confining earth, water or other material and restraining it from moving:

- (1) if the wall exceeds 1.22 m in height above the lesser of natural or finished grade;
- (2) in the case of a series of walls, if any of the walls extend above a line commencing 1.22 m above the lesser of natural or finished grade at the base of any of the walls and projected at an angle of one linear unit vertically to one unit horizontally;

“simple building” means a building of three storeys or less in building height, having a building area not exceeding 600 square metres and used for major occupancies classified as:

- (1) residential occupancies,
- (2) business and personal services occupancies,
- (3) mercantile occupancies

“structure” means a construction or portion thereof, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving and retaining structures greater than 1.22 metres in height;

“value of the work” means that amount that is calculated as follows:

- (1) for construction of a building containing a residential occupancy that is served by only one stove, or two stoves if permitted as an auxiliary and secondary residential occupancy, the greater of:
- (2) the declared value of the work, or
- (3) the value calculated using Schedule B; or
- (4) for all other construction, the greater of:
- (5) the declared value of the work, or
- (6) the value calculated using a method stipulated in the “Marshall Valuation Service”.

"Village" means the Village of Harrison Hot Springs.

"Wharf" means a structure built alongside or out into the water as a landing place for boats and ships, sometimes with a protective covering or enclosure

3. Definitions of words and phrases used in this Bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this Bylaw, taking into account the specialized use of terms with the various trades and professions to which the terminology applies.

ADMINISTRATIVE DIRECTIONS

4. Words defining the authority of the chief building official are to be construed as internal administrative directions and not as creating a duty.

ABBREVIATIONS

5. The abbreviations of words and phrases in this Bylaw shall have the meanings assigned to them by the Building Code.

PART 2

PURPOSE OF BYLAW

6. Despite any other provision in this Bylaw, this Bylaw is to be interpreted in accordance with this Part.
7. This Bylaw is enacted for the purpose of regulating construction in the Village in the general public interest.
8. The activities undertaken by or on behalf of the Village under this Bylaw are for the sole purpose of providing a limited and interim spot checking.
9. The purpose of this Bylaw does not extend to:
 - (1) the protection of owners, owner/builders or constructors from economic loss;
 - (2) the assumption by the Village or any building official of any responsibility for ensuring the compliance by any owner, his or her representatives or any employees, constructors or designers retained by him or her, with the Building Code, the requirements of this Bylaw or any other applicable codes or standards;
 - (3) providing any person a warranty of design or workmanship with respect to any building or structure for which a building permit or occupancy permit is issued under this Bylaw;
 - (4) providing a warranty or assurance that construction undertaken pursuant to building permits issued by the Village is free from latent, or any, defects.

PART 3

APPLICATION

10. This Bylaw applies to the geographical area of the Village of Harrison Hot Springs and to land, the surface of water, air space, buildings and structures in the Village.
11. This Bylaw applies to the design, construction and occupancy of new buildings and structures, and the alteration, reconstruction, demolition, removal, relocation and occupancy of existing buildings and structures.
12. Builders and developers are encouraged to employ "green building technology" in their development/building.

EXEMPTIONS

13. This Bylaw does not apply to:
 - (1) a fence permitted to be constructed under the Village's Zoning Bylaw, in force from time to time;
 - (2) an accessory building with a floor area less than 15 square metres, a trellis, an arbour, a wall supporting soil less than 1.22 m in height, and other such landscape features under the Village's Zoning Bylaw, in force from time to time, if the building or structure complies with the siting requirements of the Zoning Bylaw;
 - (3) non-structural repair and maintenance of lawfully conforming structures or a value of construction of less than \$2,500 pursuant to the requirements of the Village's Zoning Bylaw, in force from time to time;
 - (4) a building or structure exempted by Part 1 of the Building Code except as provided in this Bylaw;
 - (5) public works located on a highway or within an easement or statutory right of way;
 - (6) mechanical or other equipment and appliances not regulated under this Bylaw or the Building Code;
 - (7) Wharves

LIMITED APPLICATION TO EXISTING BUILDINGS

14. Except as provided in the Building Code, when an existing building has been constructed before the enactment of this Bylaw, the enactment of this Bylaw is not to be interpreted as requiring that the building must be reconstructed or altered, unless it is by this or another bylaw, regulation or statute expressly so provided.
15. This Bylaw applies if the whole or any part of an existing building is moved either within or into the Village, including relocation relative to parcel lines created by subdivision or consolidation.

16. If an existing building or a structure is damaged by fire, decay, storm, earthquake or otherwise to an extent greater than 75 percent of its assessed value as of the date of the damage above its foundations, this Bylaw, the Building Code and the British Columbia Fire Code Regulation apply to the work necessary to reconstruct damaged portions of the building or structure and to correct any contraventions of these codes in the remainder of the building or structure.
17. If an alteration is made to an existing building the alteration must comply with this Bylaw and the Building Code;

PART 4 POWERS, ROLES AND RESPONSIBILITIES

ADMINISTRATION OF BYLAW

18. The chief building official may keep records of applications received, permits and orders issued, inspections and tests, and retain copies of papers and documents connected with the administration of this Bylaw.

REFUSAL TO ISSUE PERMIT

19. The chief building official may refuse to issue a permit if in his or her opinion the proposed work will contravene the requirements of the Building Code or the provisions of this or any other bylaw of the Village.

REVOCATION OF PERMIT

20. The chief building official may revoke a permit if in his or her opinion the results of tests on materials, devices, construction methods, structural assemblies or foundation conditions contravene the Building Code or the provisions of this Bylaw or both, or if all permits required under this Bylaw have not been obtained.

CONFORMITY TO BUILDING CODE

21. The chief building official may establish or require the owner to establish whether a method or type of construction or material used in the construction of a building or structure complies with the requirements and provisions of this Bylaw and the Building Code.

RIGHT OF ENTRY

22. The chief building official may enter on property at any time in order to ascertain whether the requirements of this Bylaw are being met.

CONSENT OR NOTICE

23. If a building permitted under the Village's Zoning Bylaw, in force from time to time, to be used for a residential occupancy is occupied, the chief building official must, prior to entry in the residence under Section 22:
 - (1) obtain the prior consent of an occupant; or
 - (2) deliver to an occupant at least 24 hours' written notice of the proposed entry.

CREDENTIALS

24. The chief building official must ensure that persons entering on property under Sections 22 and 23 are in possession of credentials which identify them as his or her authorized representatives.

TESTS

25. The chief building official may direct that tests of materials, equipment, devices, construction methods, structural assemblies or foundations be made, or sufficient evidence or proof be submitted at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or foundation condition complies with this Bylaw and the Building Code.

POWERS

26. The chief building official may order
- (1) a person who contravenes any provision of this Bylaw to comply with the provision within the time period ordered;
 - (2) work to stop on the building or structure or any part of it, if the work is proceeding in contravention of this Bylaw, the Building Code, or any other enactment of the Village or other applicable enactments respecting protection or if there is an unsafe condition, and may enter on the property to affix or post a stop work order in the form of Schedule H;
 - (3) the removal of any unauthorized encroachment on public property;
 - (4) the removal of any building, structure or part of them constructed in contravention of a provision of this Bylaw;
 - (5) the cessation of any occupancy in contravention of a provision of this Bylaw;
 - (6) the cessation of any occupancy if any unsafe condition exists because of work being undertaken or not completed;
 - (7) the correction of any unsafe condition; and
 - (8) the correction of any work which contravenes this Bylaw, the Building Code or any other enactments of the Village.

and every person served with an order under this section must comply with the order.

OWNER'S AND CONSTRUCTOR'S RESPONSIBILITIES

ALTERNATIVE SOLUTIONS

27. Every owner who wishes to provide an *alternative solution* to satisfy one or more of the requirements of the Building Code or this Bylaw must submit sufficient evidence to demonstrate that the proposed *alternative solution* will provide the level of performance required by the Building Code or this Bylaw and pay the non-refundable fee set out in Schedule A.

OWNER'S UNDERTAKINGS

28. Despite the other provisions of this Bylaw, the chief building official may require as a condition of the issuance of a building permit that the owner execute and submit to the Village the owner's undertaking form set out in Schedule C.

OWNER'S RESPONSIBILITY

29. Every owner, or his or her agent, must carry out construction or have the construction carried out in accordance with the requirements of the Building Code, this Bylaw and the other bylaws of the Village and neither the issuance of a permit under this Bylaw, the review of plans and supporting documents, nor inspections made by the chief building official or a registered professional relieve the owner, or his or her agent, from full and sole responsibility to perform the work in strict accordance with this Bylaw, the Building Code and other applicable enactments.
30. Every owner must allow the chief building official and any person authorized by the chief building official to act on his behalf to enter any building or premises at any reasonable time for the purpose of administering and enforcing this Bylaw.
31. Every owner must obtain all required permits or approvals prior to commencing the work to which they relate.
32. Every owner must ensure that the permit, the plans and specifications on which the issuance of the building permit was based, all municipal inspection certificates, and professional field reviews are available at the site of the work for inspection during working hours by the chief building official and that the permit placard is posted conspicuously on the site during the entire execution of the work authorized by the permit.
33. Every owner must ensure that all construction complies with the Building Code, this Bylaw and other applicable enactments respecting safety.
34. Every owner to whom a permit is issued is responsible for the cost of repair of any damage to municipal works that occurs in the course of the work authorized by the permit.
35. Every owner to whom a permit is issued must, during construction post the civic address on the property in a location visible from any adjoining streets.

NOTICE

36. Every owner must, at least 48 hours prior to commencing work at the building site, give notice to the chief building official of the date on which the owner intends to begin such work.
37. Every owner must give notice in writing to the chief building official of any change in or termination of engagement of a registered professional during the course of the construction immediately when the change or termination occurs.
38. If an owner terminates the engagement of a registered professional the owner must terminate the work until the owner has engaged a new registered professional, and has delivered to the chief building official letters of assurance.
39. Without limiting Sections 98 to 102, every owner must give notice to the chief

building official with at least 24 hours' warning:

- (1) of intent to do work that is required or ordered to be inspected during construction;
 - (2) of intent to cover work that has been ordered to be inspected prior to covering; and,
 - (3) when work has been completed so that a final inspection can be made.
40. Every owner must give notice in writing to the chief building official and pay the non-refundable fee set out in Schedule A immediately upon any change in ownership or change in the address of the owner which occurs prior to the issuance of an occupancy permit.
41. Every owner must give such other notice to the chief building official as may be required by the chief building official or by a provision of this Bylaw.

UNCOVERING WORK

42. When required by the chief building official, every owner must uncover and replace at the owner's own expense any work that has been covered without inspection contrary to this Bylaw or an order issued by the chief building official, or alternatively provided to the Chief Building Inspector's satisfaction, a signed and sealed letter from a qualified professional that the work substantially complies with this Bylaw and the Building Code.

SECURITY DEPOSIT

43. In addition to a security deposit under Sections 77 to 81, every owner must pay to the Village, within 30 days of receiving an invoice for same from the Village, the cost of repair of any damage to public property or Village works or services that may occur as a result of undertaking work for which a permit was required.

REQUIREMENTS OF PERMIT

44. Every owner must comply with the requirements of this Bylaw and the conditions of a permit and must not omit work required by this Bylaw or the conditions of a permit.

OCCUPANCY PERMIT

45. Every owner must obtain an occupancy permit from the chief building official under Sections 123 to 125 prior to any occupancy of:
- (1) a new building or structure; or
 - (2) a partial occupancy of a building or structure under construction, but only if that portion of the building or structure is self contained and provided with essential services respecting health and safety.

UNSAFE CONDITION

46. When a building or part thereof is in an unsafe condition, the owner must immediately take all necessary action to put the building in a safe condition.

DEMOLITION

47. Upon obtaining a building permit to demolish a structure the owner must:
 - (1) provide a vacancy date, and
 - (2) pay capping and inspection chamber installation fees as set out in the Village's bylaws governing waterworks and sewers.
48. Prior to *demolishing* a structure all municipal services must be capped and terminated at the property line in a Village standard inspection chamber and valve arrangement.
49. Every owner must ensure that on completion of demolition procedures, all debris and fill is cleared and the site levelled or graded.

OBLIGATIONS OF CONSTRUCTOR

50. Every constructor must ensure that all requirements of the Building Code, this Bylaw and other applicable enactments respecting construction safety are complied with.
51. Every constructor must ensure that no excavation or other work is undertaken on public property, or adjacent private property and that no land is disturbed, building erected or materials stored in whole or in part thereon, without first having obtained approval in writing from the appropriate authority over such public or private property.
52. Every constructor is responsible jointly and severally with the owners for any work actually undertaken.

REGISTERED PROFESSIONALS' RESPONSIBILITIES

PROFESSIONAL DESIGN AND FIELD REVIEW

53. If a building official considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require the owner to retain a registered professional to provide design and plan certification and field review supported by letters of assurance in the form of Schedules A, B-1, B-2, C-A and C-B referred to in *Division C – Sub-Section 2.2.7* of the Building Code.
54. Prior to the coordinated preoccupancy site review for a complex building, or final inspection for a simple building in circumstances where letters of assurance have been required in accordance with the requirements of this Bylaw, the owner must provide the Village with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in *Division C – Sub-Section 2.2.7* of the Building Code.
55. If a registered professional provides letters of assurance in accordance with the requirements of this Bylaw, he or she shall also provide proof of professional liability insurance and errors and omissions insurance to the chief building official with coverage and limits adequate to permit the Village, the owner or a third party to recover damages and costs from the registered professional in respect of any cause, claim or action that might arise as a result of professional liability/error or omission of the registered professional.

REQUIREMENT FOR REGISTERED PROFESSIONAL

56. The owner must provide professional design and a field review in respect of a building permit for:
- (1) a complex building;
 - (2) a simple building constructed on, or contiguous to, a complex building;
 - (3) structural components of buildings that fall within the scope of Division B - Part 4 of the Building Code;
 - (4) foundation and excavation components of new simple buildings in Geotechnical Hazards Development Permit Areas;
 - (5) a building that is designed with common egress systems for the occupants and requires the use of firewalls according to the Building Code;
 - (6) alterations to a building or structure falling under the circumstances set out in subsections 56(1), (2) or (3);
 - (7) a building or structure subject to Section 53 in respect of which the chief building official determines that site conditions, size or complexity so warrant in the interests of health and safety of persons or protection of persons and property;
 - (8) the building envelope components of all buildings under *Division B - Part 3* of the Building Code, all residential buildings that contain more than two dwelling units, and all other buildings whose building envelopes do not comply with the prescriptive requirements of *Division B - Part 9* of the Building Code; and,
 - (9) a building or structure on a parcel the chief building official believes is subject to or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche, and the requirement for professional design and a field review is in addition to a requirement under an enactment for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended and that the plans submitted with the application comply with the relevant provisions of the Building Code and applicable bylaws of the Village.
57. The requirement for professional design and field review in Section 56 may be waived by the chief building official for work involving minor tenant improvements.
58. The chief building official may require the registered professional carrying out the professional design and field review of a building envelope to provide evidence that he or she has experience and expertise in respect of the design and field review of building envelopes.

PROFESSIONAL PLAN CERTIFICATION

59. The letters of assurance in the form of Schedules A, B-1 and B-2 referred in *Division C – Sub-Section 2.2.7* of the Building Code are relied upon by the Village and its building officials as certification that the design and plans to which the letters of assurance relate comply with the Building Code and other applicable enactments relating to protection.
60. A building permit issued for the construction of a complex building, or for a simple building for which a building official required professional design under Sections 72, 73 and 74 must be in the prescribed form, and letters of assurance pursuant to Sections 72 and 74 of this Bylaw must be in the form of Schedules A, B-1 and B-2 referred to in *Division C – Sub-Section 2.2.7* of the Building Code.
61. A building permit issued pursuant to Section 60 of this Bylaw must include a notice to the owner that the building permit is issued in reliance upon the certification of the registered professionals that the design and plans submitted in support of the application for the building permit comply with the Building Code and other applicable enactments relating to protection.
62. When a building permit is issued pursuant to Section 61 of this Bylaw the permit fee must be reduced by 25% of the fees payable under Schedule A to this Bylaw.

PERMIT CONDITIONS

63. A permit is required whenever work regulated under this Bylaw is to be undertaken.

OWNER RESPONSIBILITY

64. The issuance of a permit under this Bylaw, the acceptance or review of plans, drawings or specifications or supporting documents or inspections made by or on behalf of the Village do not:
 - (1) relieve the owner or his or her representatives from full and sole responsibility to perform the work in strict accordance with the Building Code, this Bylaw and all other codes, standards and applicable enactments;
 - (2) constitute in any way a representation, warranty, assurance or statement that the Building Code, this Bylaw or any other applicable standards or enactments have been complied with; or
 - (3) constitute a representation or warranty that the building or structure meets any standard of materials or workmanship,
 and no person may rely on any of those acts as establishing compliance with the Building Code or this Bylaw or any standard of construction.
65. It is the full and sole responsibility of the owner (and if the owner is acting through a representative, the representative and the owner) to carry out the work in respect of which the permit was issued in compliance with the Building Code, this Bylaw and all other applicable codes, standards and enactments.

PART 5 BUILDING PERMIT

REQUIREMENTS BEFORE APPLYING FOR BUILDING PERMIT

66. Prior to submitting an application for a building permit, the owner must satisfy the following requirements or conditions:
- (1) issuance of a development permit in an area designated by the Village's official community plan as a development permit area;
 - (2) compliance of the proposed building or structure with all Village bylaws, except to the extent a variance of a bylaw is authorized by a development permit, development variance permit or order of the Board of Variance;
 - (3) the signing by the Village Approving Officer of the subdivision plan that, once registered, would create the parcel on which the building or structure is proposed to be constructed;
 - (4) documentation to provide evidence to the chief building official that the person applying for the proposed building permit is the owner of the parcel that is the subject of the proposed building permit application, or is the agent of the owner; and
 - (5) if the parcel that is the subject of the proposed building permit application is not, or is not intended to be, connected to the Village's sewage disposal system, approval of an alternate private sewage disposal system.

REQUIREMENTS AND EXEMPTIONS

67. It is the duty of the owner to make application for and obtain a building permit prior to commencement of construction or prior to a change in the use, occupancy, or both, of a building or structure or part of a building or structure.
68. No person may:
- (1) construct, or
 - (2) continue construction
- unless the chief building official has issued a building permit for the construction.

APPLICATIONS

69. Every person must apply for and obtain a building permit:
- (1) before constructing, repairing or altering a building or structure;
 - (2) to install or modify a commercial cooking facility or ventilation system used in a process producing grease laden vapours;
 - (3) to install or modify a fire alarm system;
 - (4) before moving a building or structure;
 - (5) to demolish, before demolishing a building or structure; and,

- (6) before the construction of a masonry fireplace unless the works are the subject of another valid building permit.

FORM

- 70. An application for a permit must be made in the prescribed form.

DESIGNER

- 71. Plans submitted with permit applications must bear the name and address of the designer of the building or structure.

APPLICATIONS FOR COMPLEX BUILDINGS

- 72. An application for a building permit with respect to a complex building must:
 - (1) be made in the prescribed form signed by the owner;
 - (2) be accompanied by the owner's acknowledgment of responsibility and undertakings made in the form attached as Schedule C to this Bylaw, signed by the owner;
 - (3) include a copy of a title search made within 30 days of the date of the application;
 - (4) include a Building Code compliance summary including applicable edition of the Building Code, *Division B - Part 3* or *Division B - Part 9* designation, major occupancy classification(s) of the building, occupant load calculations, building area and height, number of streets the building faces, accessible entrances, work areas, washrooms and facilities;
 - (5) include a copy of a survey plan of the parcel and proposed foundations and exterior extremities of the building or structure, prepared by a British Columbia land surveyor, except that the building official may waive the requirements for a survey plan, in whole or in part, where conditions warrant;
 - (6) include a site plan prepared by a registered professional showing:
 - (a) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (b) the legal description and civic address of the parcel;
 - (c) the location and dimensions of existing and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (d) the location and dimensions of existing and proposed buildings or structures on the parcel;
 - (e) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (f) north arrow;
 - (g) location of an approved existing or proposed alternative sewage disposal system;

- (h) zoning compliance summary;
- (i) the location, dimensions and gradient of parking and parking access;
- (j) proposed and existing setbacks to property lines;
- (k) natural and finished grade at building corners and significant breaks in the building plan;
- (l) main floor elevation;
- (m) location, setbacks and elevations of all retaining walls, steps, stairs and decks;
- (n) line of upper floor;
- (o) location and elevation of curbs, sidewalks, manholes and service poles;
- (p) location of existing and proposed service connections;
- (q) location and species of all trees greater than 10 cm in diameter;
- (r) location of top of bank and water courses;
- (s) the access routes for fire fighting;
- (t) the accessible paths of travel from the street to the building; and,
- (u) the geodetic elevation of the underside of a wood floor system or the top of finished concrete slab of a building or structure if the Village's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation;

except that the building official may waive, in whole or in part, the requirements for a site plan, if the permit is sought for the repair or alteration of an existing building or structure;

- (7) include floor plans showing the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; fire separations; plumbing fixtures; structural elements; and stair dimensions;
- (8) include a cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
- (9) include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, natural and finished grade, and ridge height;
- (10) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the Building Code;
- (11) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits,

- highway access permits and ministry of health approval;
- (12) include a letter of assurance in the form of Schedule A as referred to in *Division C – Sub-Section 2.2.7* of the Building Code, signed by the owner, or a signing officer of the owner if the owner is a corporation, and the coordinating registered professional;
 - (13) include letters of assurance in the form of Schedules B-1 and B-2 as referred to in *Division C – Sub-Section 2.2.7* of the Building Code, each signed by such registered professionals as the building official or Building Code may require to prepare the design for and conduct field reviews of the construction of the building or structure; and,
 - (14) include two sets of drawings at a suitable scale of the design prepared by each registered professional containing the information set out in subsections 72(6) to 72(10) of this Bylaw.
73. In addition to the requirements of Section 72, the following may be required by a building official to be submitted with a building permit application for the construction of a complex building if the complexity of the proposed building or structure or siting circumstances warrant:
- (1) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional, in accordance with the Village's Subdivision and Development Bylaw and policies in force from time to time;
 - (2) a section through the site showing grades, buildings, structures, parking areas and driveways; and,
 - (3) any other information required by the building official or the Building Code to establish compliance with this Bylaw, the Building Code and other bylaws and enactments relating to the building or structure.

APPLICATIONS FOR SIMPLE BUILDINGS

74. An application for a building permit with respect to a simple building must:
- (1) be made in the prescribed form, signed by the owner, or a signing officer if the owner is a corporation;
 - (2) be accompanied by the owner's acknowledgment of responsibility and undertakings made in the form attached as Schedule C to this Bylaw, signed by the owner, or a signing officer if the owner is a corporation;
 - (3) include a copy of a title search made within 30 days of the date of the application;
 - (4) include a copy of a survey plan of the parcel and proposed foundations and exterior extremities of the building or structure, prepared by a British Columbia land surveyor, except that the building official may, waive the requirements for a survey plan, in whole or in part, where conditions warrant.
 - (5) include a site plan showing:

- (a) the bearing and dimensions of the parcel taken from the registered subdivision plan;
- (b) the legal description and civic address of the parcel;
- (c) the location and dimensions of all statutory rights of way, easements, setback requirements adjacent street and lane names;
- (d) the location and dimensions of existing and proposed buildings or structures on the parcel;
- (e) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
- (f) north arrow;
- (g) location of an approved existing or proposed alternative sewage disposal system;
- (h) the location, dimensions and gradient of parking and parking access;
- (i) proposed and existing setbacks to property lines;
- (j) natural and finished grade at building corners datum determination points;
- (k) main floor elevation;
- (l) location, setbacks and elevations of all retaining walls, steps, stairs and decks;
- (m) line of upper floor;
- (n) location and elevation of curbs, sidewalks, manholes and service poles;
- (o) location of existing and proposed service connections;
- (p) location of top of bank and water courses; and
- (q) the geodetic elevation of the underside of a wood floor system or the top of finished concrete slab of a building or structure if where the Village's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation;

except that the building official may waive, in whole or in part, the requirements for a site plan, if the permit is sought for the repair or alteration of an existing building or structure;

- (6) include floor plans showing the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- (7) include a cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;

- (8) include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, the building height base line, the maximum building height line, ridge height and natural and finished grade;
- (9) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the Building Code;
- (10) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approval;
- (11) include a foundation and excavation design prepared by a registered professional in accordance with *Division B* - Section 4.2 of Part 4 of the Building Code, accompanied by letters of assurance in the form of Schedules B-1 and B-2 as referred to in *Division C - Section 2.2.7* of the Building Code, signed by the registered professional;
- (12) include a geotechnical report if the chief building official determines that the site conditions so warrant;
- (13) include three sets of drawings at a suitable scale of the design including the information set out in subsections 74(5) to 74(9) of this Bylaw.
- (14) In addition to the requirements of Sections 74(1) to (13) the following may be required by a building official to be submitted with a building permit application for the construction of a simple building where the project involves two or more buildings, which in the aggregate total more than 1000 square metres, or two or more buildings that will contain four or more dwelling units, or otherwise if the complexity of the proposed building or structure or siting circumstances warrant:
 - (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional, in accordance with the Village's Subdivision and Development Bylaw and policies in force from time to time;
 - (b) a section through the site showing grades, buildings, structures, parking areas and driveways;
 - (c) a roof plan and roof height calculations;
 - (d) structural, electrical, mechanical or fire suppression drawings prepared and sealed by a registered professional;
 - (e) letters of assurance in the form of Schedules B-1 and B-2 as referred to in *Division C – Sub-Section 2.2.7* of the Building Code, signed by the registered professional; or,
 - (f) any other information required by the building official or the Building Code to establish substantial compliance with this Bylaw, the Building Code and other bylaws and enactments relating to the building or structure.

SURVEY

75. Without limiting subsections 72(5) or 74(4), the chief building official may order any owner to submit an up to date plan of survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any building:
- (1) to establish before construction begins that all the provisions of this Bylaw in relation to this information will be complied with;
 - (2) to verify on completion of the construction that all provisions of this Bylaw have been complied with;
 - (3) in relation to an existing building when and as required by the chief building official, to substantiate its location, size, including appendages whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and
 - (4) in relation to construction of a new building, or addition to an existing building, prior to the placement of concrete for foundations and footings, including the elevations at proposed top of concrete on all building elevations and at all significant changes of elevation to substantiate its size, location and elevation.

and every person served with an order under this section must comply with the order.

BUILDING PERMIT FEE

76. Before receiving a building permit for a building or structure, the owner must first pay to the Village:
- (1) the building permit fees prescribed in Schedule A, and
 - (2) fees, charges, levies or taxes imposed by the Village and payable under an enactment.

SECURITY DEPOSIT

77. An applicant for a building permit must pay to the Village, at the time of the application, a security deposit as set out in Schedule A.
78. The security deposit sum received pursuant to Section 77 must:
- (1) cover the cost borne by the Village to maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of the work referred to in any building permit held by the applicant;
 - (2) cover the cost borne by the Village to make the site safe if the permit holder abandons or fails to complete the work as designated on the permit;
 - (3) serve as the security deposit for a provisional certificate of occupancy when such a certificate makes provision for a security deposit; or
 - (4) serve as a security deposit for the purpose of effecting compliance with any condition under which the permit was issued.

- (5) The Chief Building Official may waive the requirement for a security deposit, where in his opinion the proposed construction is unlikely to cause damage to the Village's public works.
79. The security deposit must be returned to the applicant:
- (1) when the building official is satisfied that no further damage to public works or public lands will occur;
 - (2) when the inspections required by this Bylaw are complete and acceptable to the building official;
 - (3) when the conditions or provisions of a provisional certificate of occupancy are completed to the satisfaction of the building official; or
 - (4) any combination of subsections 79 (1), (2) or (3).
80. Any credit greater than the amount of the security deposit used by the Village for the purposes described in Sections 77 to 78 will be returned to the payee unless otherwise so directed by the payee. An amount in excess of the security deposit required by the Village to complete corrective work to public lands, public works, or the site is recoverable by the Village from the permit constructor or the owner of the property.
81. If the proposed works includes excavation or construction on lands within 10 metres of municipal works, the owner must deliver to the chief building official a signed agreement in a form prescribed under which the owner acknowledges and agrees that any damage to municipal works arising from the construction associated with the building permit will be repaired by the owner at its expense and the satisfaction of public works. The owner must deposit with the Village security in accordance with Sections 77 to 78.

FEE REFUNDS

82. No fee or part of a fee paid to the Village may be refunded if a start has been made on construction of the building.
83. A building permit or a mechanical permit fee may be partially refunded as set out in Schedule A, only if:
- (1) The owner has submitted a written request for a refund;
 - (2) The chief building official has certified a start has not been made on the construction of the building or structure; and
 - (3) The permit has not expired.
84. A building permit or a mechanical permit fee is not refundable after the permit has been extended under Section 114.
85. If an issued building permit is active and the owner proposes modification to the building design whereby the value of construction does not increase or the value of construction decreases, the owner must first pay to the Village a building permit fee based on the plan review hourly rate set out in Schedule A.

EXPIRATION OF APPLICATION

86. A building permit application expires 180 days from the date a complete application is received under this Part if the building permit or mechanical permit is not issued by the application expiration date, unless the permit is not issued only due to delays caused by the chief building official.

ISSUANCE OF A PERMIT

87. If:

- (1) a completed application in compliance with Sections 72 and 73 or 74 and 75 of this Bylaw, including all required supporting documentation, has been submitted;
- (2) the owner has paid all applicable fees set out in Sections 76 to 77 and Schedule A of this Bylaw;
- (3) the owner or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;
- (4) the owner has retained a professional engineer or geoscientist if required under this Bylaw or by the provisions of the *Engineers and Geoscientists Act*;
- (5) the owner has retained an architect if required by the provisions of the *Architects Act*;
- (6) no covenant, agreement, resolution or regulation of the Village requires or authorizes the permit to be withheld;

the Chief Building Official must issue the permit, in the prescribed form for which the application is made.

COMPLIANCE WITH THE HOMEOWNER PROTECTION ACT

88. If the application is in respect of a building that includes, or will include, a residential occupancy, the building permit must not be issued unless the owner provides evidence under Section 30(1) of the *Homeowner Protection Act*, SBC 1998, Chapter 31, that the proposed building:
- (1) is covered by home warranty insurance, and
 - (2) the constructor is a licensed residential builder.
89. Section 88 of this Bylaw does not apply if the owner is not required to be licensed and to obtain home warranty insurance in accordance with Sections 20(1) or 30(1) of the *Homeowner Protection Act*, SBC 1998, Chapter 31.
90. Every permit is issued subject to the owner and constructor maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the permit.

PARTIAL BUILDING PERMIT

91. A building official may issue a building permit for an excavation or a portion of a building or structure before the design, plans and specifications for the entire building or structure have been accepted, if sufficient information has been submitted to the Village to demonstrate to the building official that the portion authorized to be constructed substantially complies with this and other applicable bylaws and all security deposits and charges related to the building or structure and the permit fee applicable to that portion of the building or structure has been paid. Despite the issuance of a permit, the requirements of this Bylaw apply to the remainder of the building or structure as if the permit for the portion of the building or structure had not been issued.
92. If a site has been excavated under a building permit for excavation issued under this Bylaw and a building permit is not subsequently issued or a subsisting building permit has expired in accordance with the requirements of Section 113, but without the construction of the building or structure for which the building permit was issued having commenced, within two years of issuance of the building permit, the owner at the sole discretion of Council may be required to fill in the excavation and restore to the original gradients of the site within 60 days of being served notice by the Village to do so. If the owner does not act on the notice the Village may undertake the works at the owner's expense and if the account remains unpaid by December 31st of the year the Village completed the works any amounts outstanding will become taxes in arrears on the subject property.

CONDITIONS OF A BUILDING PERMIT

93. A building permit or an application for a building permit that is in process may not be transferred or assigned until the owner has notified the chief building official in writing, the chief building official has authorized the transfer or assignment in writing, and the owner has paid the non-refundable fee required under Schedule A. The transfer or assignment of a building permit is not an extension of a building permit.
94. The review of plans and supporting documents and issuance of a building permit do not prevent the chief building official from subsequently requiring the correction of errors in the said plans and supporting documents, or from prohibiting building construction or occupancy being carried on when in violation of this or another bylaw.
95. The chief building official may refuse to issue a permit when the owner has been notified of violation of this Bylaw with regard to the construction of another building or structure by the owner.

INSPECTIONS

96. If a registered professional provides letters of assurance in accordance with this Bylaw, the Village will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to this Bylaw as assurance that the construction substantially conforms to the design, plans and specifications and that the construction complies with the Building Code, this Bylaw and other applicable enactments respecting safety.

97. Despite Section 96 of this Bylaw, a building official may attend the site from time to time during the course of construction to ascertain that the field reviews are taking place and to monitor the field reviews undertaken by the registered professionals.
98. A building official may attend periodically at the site of the construction of simple buildings or structures to ascertain whether the work is being carried out in substantial conformance with the Building Code, this Bylaw and any other applicable enactments concerning safety.
99. For all work in respect of simple buildings the owner must give at least 24 hours' notice to the Village when requesting an inspection and must obtain an inspection and receive a building official's written acceptance of the following aspects of the work prior to concealing them:
 - (1) after demolition, the grading of and removal of debris from the site;
 - (2) foundation and footing forms, before concrete is poured;
 - (3) siting;
 - (4) drain tile and dampproofing before backfilling;
 - (5) rain water;
 - (6) storm sewer connection;
 - (7) sanitary connection;
 - (8) water connection;
 - (9) prior to inspection under subsection 98 plumbing located below the finished slab level;
 - (10) underslab poly including insulation;
 - (11) rough plumbing;
 - (12) structural frame complete, including stairs/fire stopping (call once plumbing and electrical rough in and roof on; windows and doors in);
 - (13) fire separation;
 - (14) rainscreen;
 - (15) insulation and vapour barrier;
 - (16) fireplace, stove, chimney; (wood burning appliances are not permitted, including coal, pellets or similar materials)
 - (17) Occupancy/final;
100. A building official may only carry out an inspection under Section 96:
 - (1) in the order specified in subsections 96(1) to 96(12); and
 - (2) if the owner or the owner's agent has requested the inspection.
101. Despite the requirement for the building official's acceptance of the work outlined in Section 96, if a registered professional provides letters of assurance, the Village will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to this Bylaw as

assurance that the aspects of the construction referenced by those letters of assurance substantially conforms to the design, plans and specifications and that the construction complies with the Building Code, this Bylaw and other applicable enactments respecting safety.

102. No aspect of the work referred to in Section 96 of this Bylaw shall be concealed until a building official has accepted it in writing.
103. For work in respect of complex buildings the owner must:
 - (1) give at least 48 hours' notice to the Village when requesting a pre-construction meeting with the building official prior to the start of construction, and the owner or his or her representative must ensure that the coordinating registered professional, the constructor as well as representatives of major trades are in attendance;
 - (2) give at least 48 hours' notice to the Village when requesting a pre-occupancy coordinated site review in order to have the owner, the constructor and the registered professionals demonstrate to the building official and Fire Services the compliance with the health and safety aspects of the work, the coordination and integration of the fire and life safety system, applicable Village requirements and other enactments respecting safety;
 - (3) cause the coordinating registered professional, at least 48 hours prior to the pre-occupancy coordinated site review, to deliver to the building official the Confirmation of Required documentation described in Schedule E, complete with all documentation in a hard covered three ring binder.

STOP WORK ORDER

104. The chief building official may direct the immediate suspension or correction of all or a portion of the construction on a building or structure by attaching a stop work order notice described in Schedule G on the premises whenever it is found that the work is not being performed in accordance with the requirements of the Building Code, any applicable bylaw of the Village or provisions of the *Homeowner Protection Act*.
105. The coordinating registered professional may request, in writing, that the chief building official order the immediate suspension or correction of all or a portion of the construction on a building or structure by attaching a stop work order notice on the premises. The chief building official must consider such a request and if not acted upon, must respond, in writing, to the coordinating registered professional and give reasons.
106. If a registered professional's services are terminated, the owner must immediately stop any work that is subject to his or her design or field review and the chief building official is deemed to have issued a stop work order under Section 104.
107. The owner must immediately after the posting of a notice under Section 104 secure the construction and the lands and premises surrounding the construction in compliance with the safety requirements of every statute,

regulation or order of the Province or of a provincial agency and of every applicable bylaw of the Village.

108. Subject to Section 107, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in Section 107 until the stop work order notice has been removed by the chief building official.
109. The notice referred to in Section 104 must remain posted on the premises until that which is contrary to the enactments has been remedied.

DO NOT OCCUPY NOTICE

110. If a person occupies a building or structure or part of a building or structure in contravention of Section 141(8) of this Bylaw a building official may post a Do Not Occupy Notice in the form of Schedule H to this Bylaw on the affected part of the building or structure.
111. If a notice is posted under Sections 104 or 110, the owner of a parcel on which a Do Not Occupy Notice has been posted, and every other person, must cease occupancy of the building or structure immediately and shall refrain from further occupancy until all applicable provisions of the Building Code and this Bylaw have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by a building official.

INSPECTION AND OTHER FEES

112. In addition to the fees required under other provisions of this Bylaw, the owner must pay the non-refundable fee set out in Schedule A for:
 - (1) a second and subsequent re-inspection where it has been determined by the chief building official that due to non-compliance with the provisions of this Bylaw or due to non-complying workmanship, more than two inspections are required for each type of inspection;
 - (2) a special inspection during the Village's normal business hours to establish the condition of a building, or if an inspection requires special arrangements because of time, location or construction techniques;
 - (3) each report containing a maximum of two separate *alternative solutions*;
 - (4) each *alternative solution* greater than two contained in the same report;
 - (5) an amendment to an original *alternative solution* report after acceptance or rejection of the report;
 - (6) a request from the owner or agent that the chief building official review an application or part of an application that has already been reviewed by the chief building official.
 - (7) the review of drawings and inspection of landscaping requirements as set out in the Village's Zoning Bylaw, in force from time to time, or authorized through a development permit; or
 - (8) if a registered professional has been retained by the owner to design and certify the landscaping components of the permitted project, the fees set out in subsection 112(7) are waived.

PERMIT EXPIRATION

113. Every permit is issued on the condition that the permit expires and the rights of the owner under the permit terminate if:
- (1) the work authorized by the permit is not commenced within 180 days from the date of issuance of the permit; or
 - (2) work is discontinued for a period of 180 days; or
 - (3) the work is not completed within two years of the date of issuance of the permit.

PERMIT EXTENSION

114. A building official may extend the period of time set out under Section 113 for a period of not to exceed six months if construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the owner's control or if the size and complexity of the construction warrants if:
- (1) application for the extension is made within 30 days of the date of permit expiration, and
 - (2) the non-refundable fee set out in Schedule A has been paid.

PERMIT REVOCATION

115. The chief building official may revoke a building permit if there is a violation of
- (1) a condition under which the permit was issued, or
 - (2) a requirement of the Building Code or of this or another bylaw of the Village.
116. The permit revocation must be in writing and sent to the permit holder by signature mail to, or personal service on, the permit holder.

PERMIT CANCELLATION

117. A building permit, or a building permit application, may be cancelled by the owner, or his or her agent, on delivery of written notification of the cancellation to the chief building official.
118. On receipt of the written cancellation notice, the chief building official must mark on the application, and a permit if applicable, the date of cancellation and the word "cancelled".
119. If the owner, or his or her agent, submits changes to an application after a permit has been issued and the changes, in the opinion of the chief building official, substantially alter the scope of the work, design or intent of the application in respect of which the permit was issued, the chief building official must cancel the permit and mark on the permit the date of cancellation and the word "cancelled".
120. If a building permit application or permit is cancelled, and construction has not commenced under the permit, the chief building official must return to the

owner any fees deposited under Schedule A, less:

- (3) any non-refundable portion of the fee, and
- (4) 25% of the refundable portion of the fee.

CHANGES BY PERMIT HOLDER

- 121. Construction which is at variance with the plans and supporting documents for a building or structure for which a building permit has been issued is prohibited, unless the change has been reviewed and accepted by the chief building official.

OCCUPANCY PERMITS

- 122. No person may occupy a new building or structure until an occupancy permit has been issued in the form of Schedule F;
- 123. An occupancy permit may not be issued unless:
 - (1) all letters of assurance and the confirmation of required documentation described in Schedule E have been submitted when required in accordance with the requirements of this Bylaw;
 - (2) all aspects of the work requiring inspection, review and acceptance pursuant to Sections 96 to 103 of this Bylaw have both been inspected and accepted;
 - (3) the owner has executed and delivered to the Village every agreement, instrument or form required by the Village in relation to the work or the site; and
 - (4) all required off site works respecting safety have been completed.
- 124. A building official may issue an occupancy permit for partial occupancy of a portion of a building under construction when that portion of the building or structure is self contained and provided with essential services respecting health and safety.
- 125. If occupancy occurs prior to the completion of any work being undertaken that requires a permit, every owner must ensure that no unsafe condition exists or will exist because of the work being undertaken or not completed.

TEMPORARY BUILDING

- 126. Subject to the bylaws of the Village and/or orders of Council, the chief building official may issue a building permit for the erection or placement of a temporary building or structure for occupancy if:
 - (1) the permit is for a period not exceeding one year; and
 - (2) the building or structure is located in compliance with the Village's Zoning Bylaw, in force from time to time, built in compliance with the Building Code and this Bylaw, and connected, as required by enactments, to municipal utility services.
 - (3) The permit may be extended for a further one year period of in the opinion of the chief building inspector, there are compelling reasons or unforeseen circumstances.

127. The application for a building permit for the erection or placement of a temporary building or structure must be made in the form of a temporary permit application under Schedule A, signed by the owner or agent, including:
- (1) plans and supporting documents showing the location of the building or structure on the parcel;
 - (2) plans and supporting documents showing construction details of the building or structure;
 - (3) a statement by the owner indicating the intended use and duration of the use;
 - (4) plans and supporting documents showing the proposed parking and loading space;
 - (5) a written description of the project explaining why the building is temporary;
 - (6) a copy of an issued development permit, if required;
 - (7) in the case of a manufactured building, a CSA label in respect of electrical inspections;
 - (8) a report or drawing of an engineer, architect or designer confirming compliance with the Building Code, this Bylaw, the Village's Zoning Bylaw, in force from time to time, and other applicable bylaws;
 - (9) security in the form of cash or a letter of credit for 10% of the value of the temporary building, which security:
 - (a) may be used by the Village to remove the building after one year of the date of the final inspection required under this Bylaw, or
 - (b) must be returned to the owner if the owner removes the temporary building within one year of the date of the final inspection of the temporary building required under this Bylaw.
128. Before receiving a building permit for a temporary building or structure for occupancy, the owner must pay to the Village the applicable building permit fee set out in Schedule A.
129. A permit fee for a temporary building or structure is not refundable.

RETAINING WALLS

130. A registered professional must undertake the design and conduct field reviews of the construction or structural repair of a retaining wall. Sealed copies of the design plan and letters of assurance prepared by the registered professional for all retaining walls must be submitted to a building official prior to issuance of a permit for the work.

PERMIT

131. No person may construct, or structurally repair, a retaining wall without a valid and subsisting building permit. Design and field review services and applicable letters of assurance must be provided by the registered professionals for all retaining walls.

SLOPES CREATED BY EXCAVATION

132. Except as certified by a professional engineer with expertise in geotechnical engineering registered in the province of British Columbia, a slope on a parcel that is steeper than one linear unit vertically to one linear unit horizontally and total height of three metres or more that is created by excavation is prohibited unless restrained by a retaining wall.

SLOPES CREATED BY FILL MATERIAL

133. Except as certified by a professional engineer with expertise in geotechnical engineering registered in the Province of British Columbia, fill material placed on a parcel, unless restrained by permitted retaining walls, must not have a surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally.

BUILDING MOVE

134. No person may move a building or structure into or within the Village:
- (1) except where certified by a registered professional that the building or structure will substantially comply with the current version of the Building Code; and
 - (2) a building permit has been issued for the building.

BUILDING NUMBERING

135. Every owner or occupier of a parcel must place a building number assigned by the chief building official in a conspicuous place on every building located on the parcel.
136. Despite Section 135, the Village or its chief building official may renumber or alter the assigned numbers in respect of any building on any parcel, including those already in existence or numbered.
137. Without limiting Sections 135 or 136, the chief building official must, on the issuance of a building set, designate a house number or set of house numbers related to the building authorized by the permit. The owner or occupier must post the number or numbers on the site immediately after obtaining the building permit and keep the numbers posted in a conspicuous position at all times during construction.
138. On issuance of an occupancy permit, the owner or occupier of the parcel must affix the numbers permanently in a conspicuous place on the buildings such that the number is visible from an adjacent highway that is not a lane.

CONFORMITY WITH BUILDING CODE AND BYLAW

139. No building or structure may be constructed except in conformity with the requirements of the Building Code and this Bylaw.
140. Section 139 applies whether or not in any case it is expressly stated that the doing of or failure to do the thing mentioned is unlawful.

GENERAL PROHIBITIONS

141. No person may

- (1) unless authorized by the chief building official, reverse, alter, deface, cover, remove or in any way tamper with a construction site identification placard, stop work order notice, certificate, card or notice posted on or affixed to a building or structure pursuant to a provision of this Bylaw;
- (2) do any work at variance with the description, plans and supporting documents for the building, structure or work for which a permit has been issued, unless the chief building official has authorized the change;
- (3) interfere with or obstruct the entry of the chief building official if he or she is administering this Bylaw;
- (4) erase, alter or modify plans and supporting documents after the same have been reviewed by the chief building official, or plans and supporting documents which have been filed for reference with the chief building official after the permit has been issued;
- (5) submit false or misleading information in relation to a permit or an application for a permit under this Bylaw;
- (6) repair a building or structure damaged by fire, decay, storm, earthquake or otherwise to an extent greater than 75% of its assessed value as of the date of damage above its foundations unless in every respect the entire building or structure is made to comply with the Building Code, subject to the provisions of this Bylaw;
- (7) repair any portion of a building or structure damaged by fire, decay, storm or otherwise to an extent less than 75% of its assessed value as of the date of damage above its foundations unless in every respect the repair of the building or structure is made to comply with the Building Code, subject to the provisions of this Bylaw;
- (8) occupy or permit occupancy of a building or structure or part of a building or structure until the chief building official has issued a final inspection notice for it;
- (9) construct on a parcel unless the civic address is conspicuously posted on the front of the premises or on a sign post so it may be easily read from the public highway from which it takes its address; or
- (10) change the use, occupancy or both of a building or structure or a part of a building or structure without first applying for and obtaining a building permit under this Bylaw;
- (11) Construct or install wood burning and other solid fuel burning fireplaces, stoves or similar devices in the Village of Harrison Hot Springs.

OFFENCE AND PENALTY

142. Every person who violates or causes or allows to be violated a requirement of this Bylaw is guilty of an offence and of a separate offence each day the violation is caused or allowed to continue.
143. 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 \$10,000.00 in addition to the costs of the prosecution.
144. An owner is deemed to have knowledge of and be liable under this Bylaw in respect of any construction on the parcel the owner owns and any change in the use, occupancy or both of a building or structure or part of a building or structure on that parcel.
145. No person is deemed liable under Section 144 who establishes, on a balance of probabilities, that the construction or change of use or occupancy occurred before he or she became the owner of the parcel.
146. Nothing in Section 145 affects:
 - (1) the Village's right to require and the owner's obligation to obtain a permit; and
 - (2) the obligation of the owner to comply with this Bylaw.

SEVERABILITY

147. If any section, subsection, paragraph, subparagraph or phrase of this Bylaw is for any reason declared invalid by a Court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this Bylaw.

SCHEDULES

148. The following schedules are attached to and form part of this Bylaw:

- Schedule A - Permit Fees and Security Deposits
- Schedule B - Construction Values
- Schedule C - Owner's Undertaking
- Schedule D - Geotechnical Hazard Areas
- Schedule E - Building Permit Sheet
- Schedule F - Confirmation of Required Documentation
- Schedule G - Notice of Completion
- Schedule H - Stop Work Order
- Schedule I - Do Not Occupy Notice

REPEAL

149. The Corporation of the Village of Harrison Hot Springs Bylaw No. 581 and amendments and any reference to a fee in Bylaw 940 are hereby repealed in their entirety.

150. READINGS AND ADOPTION

READ A FIRST TIME THIS 14th DAY OF MARCH, 2011

READ A SECOND TIME THIS 14th DAY OF MARCH, 2011

READ A THIRD TIME THIS DAY OF , 2011

ADOPTED THIS DAY OF , 2011

Mayor

Corporate Officer

SCHEDULE "A"

PERMIT FEES AND SECURITY DEPOSITS**PERMIT FEES:**1. Buildings

- (3) *Single family dwelling and Duplex:*
- | | | |
|-------|---|-----------|
| (c) | Construction up to \$1,000.00 of value | \$ 40.00 |
| (d) | Construction \$1,000.00 to \$100,000.00 of value; | |
| (i) | First \$1,000.00 | \$ 100.00 |
| (ii) | Each additional \$1,000.00 or part thereof but not more than \$100,000.00 | \$ 6.50 |
| (iii) | Each additional \$1,000.00 in excess of \$100,000.00 but not more than \$250,000.00 | \$ 6.25 |
| (iv) | Each additional \$1,000.00 in excess of \$250,000.00 | \$ 5.75 |
- (4) *Multi-Family, Commercial, Institutional, etc.*
- | | | |
|--|---|----------------------------|
| | Construction up to \$1,000.00 of value | \$ 100.00 |
| | Construction in excess of \$1,000.00 of value | 1.1% of construction value |
- (5) *Temporary Buildings*
- | | | |
|--|---|----------------------------|
| | Construction up to \$1,000.00 of value | \$ 100.00 |
| | Construction in excess of \$1,000.00 of value | 0.6% of construction value |
- (6) *Re-Inspections* \$ 70.00
- (7) *Special inspection* \$ 80.00
- (8) *To site an ancillary building 10m² or less or a swimming pool* \$ 50.00
- (9) *Landscape drawing review and inspections* \$ 200.00
- (10) *Permit Application Fee (non refundable)* \$ 200.00
- (11) *Alternative Solution Report Review Fee (one per application)* \$ 100.00
- (12) *Additional Report Review Fee (excess of one per application)* \$ 60.00
- (13) *Amendment to reviewed Alternative Solution Report (per)* \$ 50.00
- (14) *Plan review (subsequent from original drawings)* \$ 70.00
- (15) *Premium plan review (hourly rate)* \$ 100.00

2. Chimneys & Fireplaces

- (16) *Chimney with Fireplace* \$ 40.00
- (17) *Each additional Fireplace* \$ 15.00
- (18) *Each additional chimney* \$ 15.00

3.	<u>Plumbing</u>	
	First 10 fixtures	\$ 90.00
	(19) Each additional fixture	\$ 9.00
	(20) Reconnection	\$ 35.00
4.	<u>Demolition</u>	
	(21) To demolish a building or structure	\$ 200.00
5.	<u>Mobile or Manufactured Home or Factory-Built Units</u>	
	(22) To move within the Village (other than Mobile Home Parks)	\$ 70.00
6.	<u>Application to Move a Building</u>	
	(23) Within the Village	\$ 150.00
	(24) Into the Village	\$ 350.00
	(25) Out of the Village	\$ 150.00
7.	<u>Other</u>	
	(26) Letter of compliance	\$ 150.00
	(27) Owner name change for active permits	\$ 25.00
	(28) Title search from Land Titles Office	\$ 25.00
	(29) Occupancy Permit	\$ 50.00
	(30) Permit extension	\$ 75.00

SECURITY DEPOSITS:

8.	<u>Building Moving</u>	
	(31) To erect a building on the new site and restore the old site for:	
	buildings less than 10m ²	\$ 500.00
	(e) buildings more than 10m ² but less than 50m ²	\$ 1,000.00
	(f) buildings more than 50m ²	\$ 2,500.00
	(g) mobile units, manufactured units, factory-built units being relocated within the Village	\$ 1,000.00
9.	<u>Demolish Buildings</u>	
	(32) Principal dwelling unit	\$ 1,000.00
	(33) Ancillary buildings of less than 50m ²	\$ 500.00
	(34) All other buildings over 50m ²	\$ 2,000.00

10. Paving

- (35) To complete the paving of off-street parking (including drainage, curbing, marking and lighting) unless other arrangements have been made in a servicing agreement \$8.00 for each square metre of parking area

11. Parcel Grading, Parcel Drainage & Landscaping

- (37) Non-Residential
to complete on-site parcel grading, parcel drainage and landscaping areas (including placement of topsoil) \$10.00 for each square metre of parcel grading, parcel drainage and landscaping area
- (38) Residential
to complete on-site parcel grading, parcel drainage and landscaping areas (including placement of topsoil) \$500.00 per residential unit (to maximum of \$10,000.00)
(unless other arrangements have been made in a servicing agreement)

12. Any security deposited under the provisions of this bylaw may be in the form of:

- (39) Cash
- (40) Certified Cheque
- (41) Irrevocable Letter of Credit drawn on a Canadian Chartered Bank or Credit Union for a term and in a form satisfactory to the Village.

SCHEDULE "B"

CONSTRUCTION VALUES

1. *Single family dwelling and Duplex:*

(a)	<i>With full basement or part basement including first floor</i>	\$	910.00/m ²
(b)	<i>First storey with no basement</i>	\$	650.00/m ²
(c)	<i>Each additional storey</i>	\$	520.00/m ²
(d)	<i>Attached garages</i>	\$	455.00/m ²
(e)	<i>Attached carports</i>	\$	200.00/m ²
(f)	<i>Buildings for ancillary use greater than 10m²</i>	\$	200.00/m ²

2. *Buildings not covered in the above values, such as Assembly, Commercial, Institutional, etc., shall be determined by a verified contract price.*

SCHEDULE "C"

OWNER'S UNDERTAKING

- Note:
1. To be submitted prior to issuance of a building permit
 2. Only an original Schedule printed by the Village of Harrison Hot Springs or an unaltered photocopy of this Schedule is to be completed and submitted.

ATTENTION: Chief Building Official

Re: Address _____

Building Permit No. _____

In consideration of the Village accepting and processing the above application for a building permit, and as required by the Village's Building Regulation Bylaw, in force from time to time, the following representations, warranties and indemnities are given to the Village.

1. That I am:
☐ The owner of the above property; or
☐ Authorized by the owner of the property described above to make this application (Agent for Owner)
2. That I have authorized:

Name (print)

Address (print)

to make application for the above permit on my behalf.

3. That I will comply with, or cause those whom I employ to comply with, the B.C. Building Code and all bylaws of the Village and other statutes and regulations in force in the Village relating to the development, work, undertaking or permission in respect of which this application is made.
4. That I understand and acknowledge that I am fully responsible for carrying out the work, or having the work carried out, in accordance with the requirements of the B.C. Building Code, the Building Regulation Bylaw, in force from time to time, and all other Bylaws of the Village.
5. That I understand and acknowledge that neither the issuance of a permit under this bylaw, the review of plans and supporting documents, nor inspections made by the chief building official shall in any way constitute a representation, warranty or statement that the B.C. Building Code, the Building Regulation Bylaw, in force from time to time, or any other bylaw of the Village has been complied with.
6. That I confirm that I have relied only on the said registered professionals for the adequacy of the plans and supporting documents submitted with this application.
7. The Village has relied and is relying exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by:

(insert name of registered professional)

_____	Architectural
_____	Structural
_____	Mechanical
_____	Plumbing
_____	Fire Suppression Systems
_____	Electrical
_____	Geotechnical – temporary
_____	Geotechnical – permanent
_____	Other (specify)

in reviewing the plans and supporting documents submitted with this application for a building permit.

8. That I understand that where used herein the words "work" or "work or undertaking in respect of which this application is made" includes all electrical, plumbing, mechanical, gas and other works necessary to complete the contemplated construction.
9. That I am authorized to give these representations, warranties, assurance and indemnities to the Village.
10. That I confirm that I have been advised that I should seek independent legal advice from a lawyer in respect of signing this schedule.

OWNER'S INFORMATION

Name (print)

Signature

Address (print)

If owner is company, affix corporate seal in space below.

The Corporate Seal of:

was hereunto affixed in the presence of:

_____ Signature of Officer)
_____ Name of Officer (print))
_____ Title of Officer (print))
_____ Signature of Officer)
_____ Name of Officer (print))
_____ Title of Officer (print))

AGENT FOR OWNER INFORMATION

Name (print)

Signature

Address (print)

Witness Information

Name (print)

Signature

Address (print)

Occupation (print)

(affix seal here)

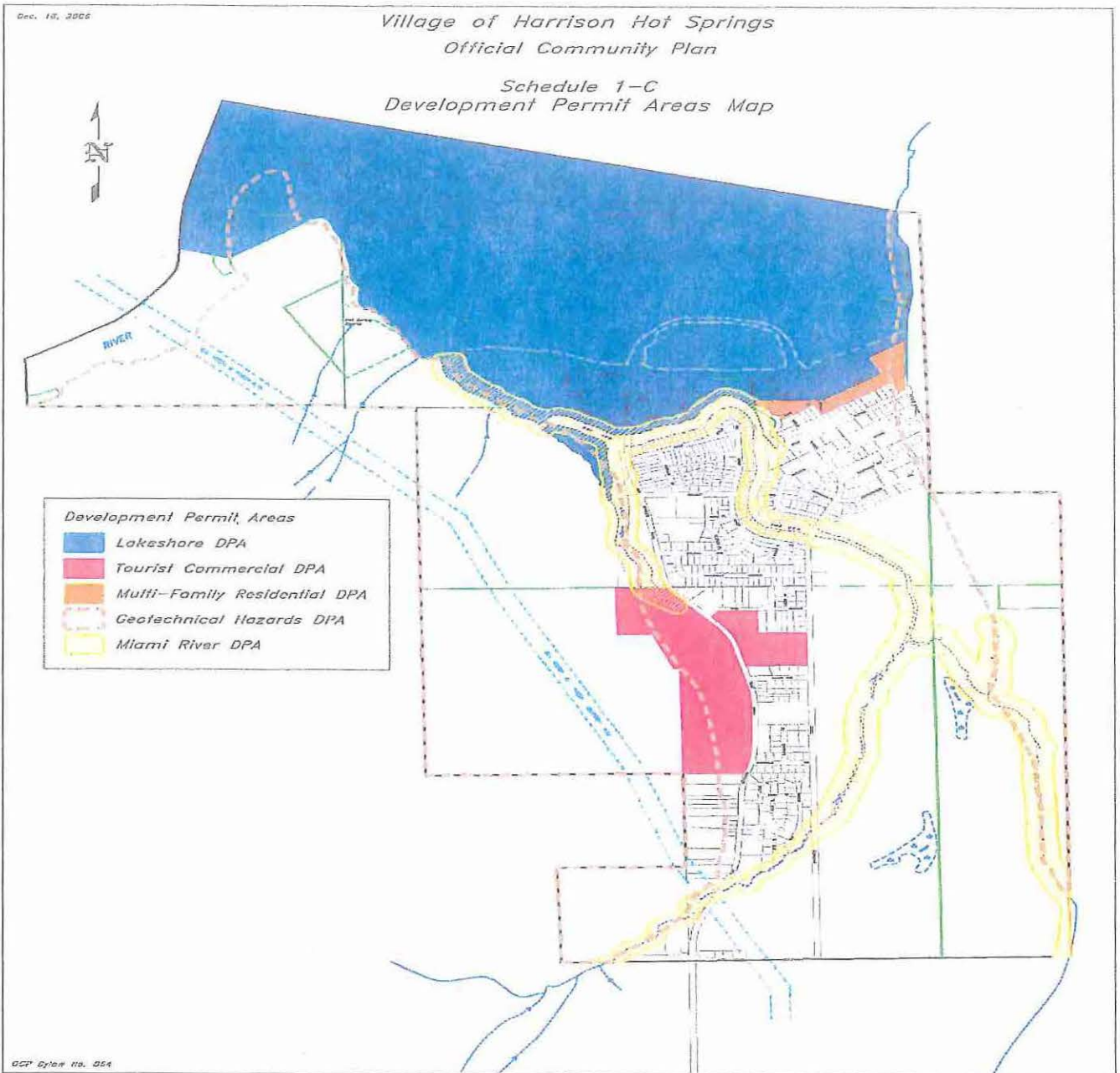
The owner or his appointed agent must sign the above. The signature must be witnessed. If the owner is a company, the corporate seal of the company must be affixed to the document in the presence of the duly authorized officers. The officers must also sign, setting for their positions in the company.

Please note the following provision from "Building Regulation Bylaw 965, 2011", in force from time to time:

"OWNER'S RESPONSIBILITY

31. *Every owner, or his or her agent, must carry out construction or have the construction carried out in accordance with the requirements of the Building Code, this bylaw and the other bylaws of the Village and neither the issuance of a permit under this bylaw, the review of plans and supporting documents, nor inspections made by the chief building official or a registered professional relieve the owner, or his or her agent, from full and sole responsibility to perform the work in strict accordance with this bylaw, the Building Code and other applicable enactments."*

SCHEDULE "D"



SCHEDULE "E"

Folio Number: _____
 Application Date: _____
 Issue Date: _____
 Permit Type: _____

Civic Address: _____
 Legal Description: _____

Applicant: _____

Owner: _____

Owner's Address: _____

Required Setbacks:

F.L.L.(m)	R.L.L.(m)	I.S.L.L.(m)	Height(m)

Description	Quantity	Amount	Description	Quantity	Amount
-------------	----------	--------	-------------	----------	--------

Total: \$ _____

Special Conditions

British Columbia Building Code applies to this permit.

The Owner must comply with all enactments, including bylaws, codes and regulations. Neither this permit, the approval of related plans and specifications, nor any other Village communication with the Owner either;

- (a) Relieves the Owner of the obligation to comply with all enactments, or*
- (b) Warrants that the work authorized by this permit complies with an enactment.*

The Owner must repair, at its cost, any damage to municipal works, roads, pavement, curbs, sidewalks, trees, aquatic areas or drainage works as a result of the work covered by this permit. In return for the approval of this permit, the Owner agrees to indemnify and save harmless the Village, and each of its elected officials, officers, employees, solicitors, agents and servants, or and from any claims, suits, liabilities, judgment, costs, expenses or actions of any kind arising from or related to this permit or any communications or representations in connection with the work authorized by this permit.

The Village of Harrison Hot Springs does not assume any responsibility for opening roads or lanes or providing water services or other public utilities in connection with this permit. By signing as applicant, where other than the Owner, represents that he or she is the agent of the Owner and has the Owner's authority to agree to the permit conditions for and on the Owner's behalf.

Signature of Recipient: _____

Office Use Only:

Permit Completion Date: _____

Inspector's Signature: _____

NOTICE

[Information on reverse of every Permit]

It is a condition of this permit that the Owner or the Owner's Agent request all required inspections and obtain all necessary approvals required by the governing bylaw.

It is a condition of a Building Permit that the Owner or the Owner's Agent must request all required inspections and obtain all necessary approvals prior to occupancy of the whole building or part thereof in respect to work for which this permit was issued.

It is a condition of a Security deposit that all inspections required by the governing bylaw are complete and acceptable to the Inspector prior to its release.

It is an offence if the Owner, the Owner's Agent or a tenant occupy or permit a building or part thereof to be occupied prior to final inspection and approval by the Inspector.

This permit has an expiry date. It is an offence if the Owner or the Owner's Agent commences work or continues to work beyond the expiry date. Inspections requested after the expiry date are subject to the Owner or the Owner's Agent obtaining a new Building Permit. The Owner or the Owner's Agent may apply for a construction time extension prior to the permit expiry date.

The Owner or the Owner's agent should familiarize themselves with the contents of the Village of Harrison Hot Springs Building Regulation Bylaw, in force from time to time.

SCHEDULE "F"

CONFIRMATION OF REQUIRED DOCUMENTATION

Building Permit Number: _____

Note:

1. The Confirmation of Required Documentation and all required documentation must be submitted to the Chief Building Inspector 48 hours prior to the Pre-Occupancy Coordinated Review.
2. The Confirmation of Required Documentation and all required documentation to be submitted in tabbed ringed binder. Tab sections per this schedule.

	Provided	Not Applicable	
<u>TAB 1</u>	<input type="checkbox"/>	<input type="checkbox"/>	CONFIRMATION OF REQUIRED DOCUMENTATION
<u>TAB 2</u>	<input type="checkbox"/>	<input type="checkbox"/>	DIRECTORY OF PRINCIPALS (Role/Firm/Name/Telephone)
	<input type="checkbox"/>	<input type="checkbox"/>	Owner
	<input type="checkbox"/>	<input type="checkbox"/>	Co-ordinating Registered Professional
	<input type="checkbox"/>	<input type="checkbox"/>	Registered Professionals
	<input type="checkbox"/>	<input type="checkbox"/>	Warranty Provided
	<input type="checkbox"/>	<input type="checkbox"/>	Licensed Builder
	<input type="checkbox"/>	<input type="checkbox"/>	Sub Contractors
<u>TAB 3</u>	<input type="checkbox"/>	<input type="checkbox"/>	LETTERS OF ASSURANCE (A, B-1, B-2, CA, CB)
	<input type="checkbox"/>	<input type="checkbox"/>	Co-ordinating Registered Professional
	<input type="checkbox"/>	<input type="checkbox"/>	Architectural
	<input type="checkbox"/>	<input type="checkbox"/>	Structural
	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical
	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing
	<input type="checkbox"/>	<input type="checkbox"/>	Fire Suppression System
	<input type="checkbox"/>	<input type="checkbox"/>	Electrical
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Temporary
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Permanent
	<input type="checkbox"/>	<input type="checkbox"/>	_____ (other)
	<input type="checkbox"/>	<input type="checkbox"/>	_____ (other)
<u>TAB 4</u>	<input type="checkbox"/>	<input type="checkbox"/>	PROFESSIONAL REVIEW LETTERS
	<input type="checkbox"/>	<input type="checkbox"/>	Equivalency (Confirmation of Field Review – sealed)
	<input type="checkbox"/>	<input type="checkbox"/>	Equivalency (Confirmation of Field Review – sealed)
	<input type="checkbox"/>	<input type="checkbox"/>	Site Services – Civil Engineer
	<input type="checkbox"/>	<input type="checkbox"/>	Building Envelope Specialist
	<input type="checkbox"/>	<input type="checkbox"/>	Roofing Consultant
	<input type="checkbox"/>	<input type="checkbox"/>	Generator Test Report / Certificate
	<input type="checkbox"/>	<input type="checkbox"/>	(Other - specify) _____

- TAB 5** ☐ ☐ **FIRE ALARM**
- ☐ ☐ Fire Alarm Verification Certificate (include field work sheets)
 - ☐ ☐ Letter of Signed Contract from ULC Listed Monitoring Agency
- TAB 6** ☐ ☐ **SPRINKLER SYSTEMS**
- ☐ ☐ Material and Test Certificate – Above ground piping
 - ☐ ☐ Material and Test Certificate – Under ground piping
 - ☐ ☐ Fire Pump Test Report
- TAB 7** ☐ ☐ **PROVINCIAL APPROVALS**
- ☐ ☐ Certificate to Operate Elevating Device (one per each device)
 - ☐ ☐ Health Approval (on-site sewage disposal)
 - ☐ ☐ Health Approval (food services)
- TAB 8** ☐ ☐ **VILLAGE OF HARRISON HOT SPRINGS APPROVALS**
- ☐ ☐ Sprinkler Permit – Pre-occupancy Coordinated Review
 - ☐ ☐ Fire Department Acceptance (Fire Safety Plan)
 - ☐ ☐ Final Inspection (Bldg Inspector– pre-occupancy review)
 - ☐ ☐ Developmental Engineering Final Inspection
 - ☐ ☐ Planning Technicians Final Inspection
- TAB 9** ☐ ☐ **DEFICIENCY LIST**

Submitted by Co-ordinating Registered Professional

Name (print)

Date _____

Signed

Address (print)

SCHEDULE "G"

NOTICE OF COMPLETION

This is to certify that the building and/or project on the property identified below has been constructed under the authority of **Building Permit Number** _____ and is now completed.

The issuance of this notice does not imply, nor is it intended to be, a warranty that the building complies with the Building Code, the Building Bylaw, or any other bylaw of the Village of Harrison Hot Springs.

SITE ADDRESS: _____

**LEGAL
DESCRIPTION:** _____

OWNER*: _____

BUILDER: _____

USE OF PERMIT: _____

DATE COMPLETE: _____

*Indicates "owner" on title at time of issuance of Notice of Completion

This letter does not include any approval in respect to other authorities who may be required to approve other aspects of this building, including (but not limited to) electrical wiring, gas, private sewage disposal systems or private wells.

Building Inspector

SCHEDULE "H"

VILLAGE OF HARRISON HOT SPRINGS

BUILDING DEPARTMENT

495 HOT SPRINGS ROAD, HARRISON HOT SPRINGS, BC V0M 1K0

Time: _____ Date: _____

STOP WORK ORDER

LOCATION _____

THIS CONSTRUCTION IS IN VIOLATION OF THE VILLAGE OF HARRISON HOT SPRINGS BYLAWS AND FURTHER CONSTRUCTION SHALL NOT CONTINUE UNTIL SATISFACTORY CORRECTIONS HAVE BEEN MADE.

SHOULD ANY CONSTRUCTION CONTINUE AFTER THE POSTING OF THIS NOTICE, SUCH CONSTRUCTION MAY RESULT IN PROSECUTION.

INSPECTOR

THIS NOTICE SHALL NOT BE REMOVED
EXCEPT WITH THE CONSENT OF THE
AUTHORITY HAVING JURISDICTION

VILLAGE OF HARRISON HOT SPRINGS
BUILDING DEPARTMENT

495 HOT SPRINGS ROAD, HARRISON HOT SPRINGS, BC V0M 1K0

NO
OCCUPANCY

LOCATION _____

THE PERMISSION TO OCCUPY THESE PREMISES IS HEREBY
PROHIBITED UNDER THE PROVISIONS OF THE VILLAGE OF
HARRISON HOT SPRINGS BYLAWS.

ANY PERSONS OCCUPYING THESE PREMISES AFTER THE POSTING
OF THIS NOTICE ARE IN VIOLATION AND PROSECUTION MAY
RESULT.

TIME: _____ DATE: _____

INSPECTOR

THIS NOTICE SHALL NOT BE REMOVED EXCEPT WITH THE
CONSENT OF THE AUTHORITY HAVING JURISDICTION

