



# VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

## REGULAR COUNCIL MEETING

**Date:** Monday, February 06, 2012  
**Time:** 7:00 p.m.  
**Location:** Council Chambers, 495 Hot Springs Road  
 Harrison Hot Springs, British Columbia

<b>1. CALL TO ORDER</b>			
	(a)	Meeting called to order by Mayor Facio	
<b>2. INTRODUCTION OF LATE ITEMS</b>			
<b>3. APPROVAL OF AGENDA</b>			
<b>4. ADOPTION OF COUNCIL MINUTES</b>			
<input type="checkbox"/> Regular Council Meeting Minutes of December 12, 2011		THAT the minutes of the Regular Council meeting of December 12, 2011 be adopted.	Item 4.1 Page 1
<input type="checkbox"/> Special Council Meeting Minutes of December 8, 2011		THAT the minutes of the Special Council meeting of December 8, 2011 be adopted	Item 4.2 Page 7
<b>5. BUSINESS ARISING FROM THE MINUTES</b>			
<b>6. CONSENT AGENDA</b>			
<b>i. Bylaw</b>	<input type="checkbox"/> Bylaw No 997 – Council Procedure Bylaw  Recommendation:  THAT Council Procedure Bylaw No. 997, 2011 be adopted.	Item 6.i Page 11	
<b>ii. Agreements</b>		Item 6.ii	
<b>iii. Committee/ Commission Minutes</b>		Item 6.iii	



<p><b>iv. Correspondence</b></p>		<p>Item 6 iv</p>
<p><b>7. DELEGATIONS AND PETITIONS</b></p>		
<p><input type="checkbox"/> Previous Council plaques</p> <p><input type="checkbox"/> Christmas Light Contest</p> <p><input type="checkbox"/> BC Assessment – 2012 Property Assessment Overview (John Yannacoloupos)</p> <p><input type="checkbox"/> Harrison Festival Society – Overview of Society’s activities and request for funding (Phyllis Stenson)</p> <p><input type="checkbox"/> Kent Harrison Emergency Social Services – overview of service ESS volunteers provide the community (Carolyn Harris)</p>	<p>Presentation of recognition plaques to Dave Kenyon &amp; Dave Harris (Verbal)</p> <p>Presentation of Christmas Lights Awards (Verbal)</p> <p>BC Assessment – 2012 Property Assessment Overview (John Yannacoloupos)</p> <p>Harrison Festival Society – Overview of Society’s activities and request for funding (Phyllis Stenson)</p> <p>Kent Harrison Emergency Social Services – Overview of services ESS volunteers provide the community (Carolyn Harris)</p>	<p>Item 7.1</p> <p>Item 7.2</p> <p>Item 7.3 Page 31</p> <p>Item 7.4 Page 45</p> <p>Item 7.5 Page 55</p>
<p><b>8. CORRESPONDENCE</b></p>		
<p><input type="checkbox"/> BC Government Caucus</p>	<p>BC Government Caucus – News Release Letter Dated: January 6, 2012</p>	<p>Item 8.1 Page 65</p>
<p><b>9. BUSINESS ARISING FROM CORRESPONDENCE</b></p>		
<p><b>10. REPORTS OF COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS</b></p>		
<p><input type="checkbox"/> Appointment to Committee and Commissions</p>	<p><b>Appointment of members to the following Committee and Commissions:</b></p> <p>Advisory Planning Commission; Beach and Foreshore; Parks and Trails; Recreation; and Communities in Bloom.</p> <p>Recommendation:</p> <p><b>THAT</b> appointment of Councillor Zoltan Kiss of alternate for the Fraser Valley Treaty Advisory Council.</p>	<p>Item 10.1</p>
<p><b>11. REPORTS FROM MAYOR</b></p>		
<p><b>L. Facio – verbal</b></p>		



12. REPORTS FROM STAFF		
<input type="checkbox"/> Harrison Hot Springs Fire Department – Staffing Report	<b>Report of Chief Administrative Officer – December 22, 2011</b> Re: Harrison Hot Springs Fire Department – Staffing Report	Item 12.1 Page 67
<input type="checkbox"/> Live Training – Paid on Call Fire Fighters	<b>Report of Chief Administrative Officer – January 9, 2012</b> Re: Live Training – Paid on Call Fire Fighters  Recommendation:  THAT Council approve five (5) fire fighters attend Live Burn Training in Maple Ridge in March 2012 at an estimated cost of \$2,500.00	Item 12.2 Page 73
<input type="checkbox"/> Invest in BC Publication	<b>Report of Community and Economic Development Officer – January 11, 2012</b> Re: Invest in BC Publication  Recommendation:  THAT Council authorize staff to purchase a ½ page ad in the Invest in Vancouver publication for 2012.	Item 12.3 Page 75
<input type="checkbox"/> Memorial Hall – Kitchen Serving Counter Doors	<b>Report of Operations Manager – January 16, 2012</b> Re: Memorial Hall – Kitchen Service Counter Doors  Recommendation:  THAT Council approves the installation of roll-up shutter style doors by Shanahan’s for the quoted supplied and installed price, for the three doors, of \$6,696.00	Item 12.4 Page 83
<input type="checkbox"/> 2011 Boat Launch Report	<b>Report of Chief Administrative Officer – January 18, 2012</b> Re: 2011 Boat Launch Report  Recommendation:  THAT Council approve entering into a new Service Agreement with Bob’s Boat Launch Services for a period of three (3) years; and  THAT each year services be provided at a minimum of a six (6) month period commencing early March and ending mid-October of each year.	Item 12.5 Page 87
<input type="checkbox"/> Communities in Bloom – National Symposium 2012	<b>Report of Deputy Chief Administrative Officer/Corporate Officer – January 23, 2012</b> Re: Communities in Bloom – National Symposium 2012  Recommendation:  THAT Council approve and direct staff to register the Village of Harrison Hot Springs to complete in the 2012 National Edition of Communities in Bloom.	Item 12.6 Page 111



<p><input type="checkbox"/> Traffic Calming Implementation Strategy</p>	<p><b>Report of Deputy Chief Administrative Officer/Corporate Officer – January 26, 2012</b></p>	<p>Item 12.7 Page 119</p>
	<p>Re: Development Variance Permit – 245 Miami River Drive</p>	
	<p>Recommendation:</p>	
	<p>THAT Council approve the issuance of a Development Variance Permit for James and Linda Corkal, to vary the Zoning Bylaw No. 672, 1996, Village Residential Zone (R1), Section 7.1.3, <i>Principal Building</i> Minimum Setback by reducing the minimum front parcel setback of 7.5m to 5m and the interior side parcel setback of 1.5m to 1m, subject to approval of the relaxation setbacks of both Department of Fisheries and Oceans and Ministry of Environment.</p>	
<p><input type="checkbox"/> Development Variance Permit – 245 Miami River Drive</p>	<p><b>Report of Community and Economic Development Officer – January 30, 2012</b></p>	<p>Item 12.8 Page 123</p>
	<p>Re: Traffic Calming Implementation Strategy</p>	
	<p>Recommendation:</p>	
	<p>THAT Council approve in principle and refer to budget deliberation the traffic calming implementation strategy.</p>	
<p><input type="checkbox"/> Construction of Miami River Greenway Trail</p>	<p><b>Report of Community and Economic Development Officer – January 30, 2012</b></p>	<p>Item 12.9 Page 125</p>
	<p>Re: Construction of Miami River Greenway Trail</p>	
	<p>Recommendation:</p>	
	<p>THAT Council receive the staff report on the Miami River Greenway Trail development, and direct staff to commence its implementation.</p>	
<p><input type="checkbox"/> Council Support for Miami River Streamkeepers Grant Application</p>	<p><b>Report of Community and Economic Development Officer – January 30, 2012</b></p>	<p>Item 12.10 Page 131</p>
	<p>Re: Council Support for Miami River Streamkeepers Grant Application</p>	
	<p>Recommendation:</p>	
	<p>THAT Council support the Miami River Streamkeepers application for grant funding to enhance the health and wellbeing of the Miami River, and write the letter of support to the Pacific Salmon Foundation expressing the support for the grant application.</p>	
<p><input type="checkbox"/> Special In-Camera meeting – February 15, 16, &amp;17</p>	<p><b>Report of Deputy Chief Administrative Officer/Corporate Officer – February 6, 2012 (Verbal)</b></p>	<p>Item 12.11</p>
	<p>Re: Special In-Camera Meeting – February 15, 16, and 17, 2012</p>	
	<p>Recommendation:</p>	
	<p>THAT Council approve a Special In Camera Meeting to be held on February 15, 16, and 17 outside of the municipal boundaries at New Westminster, BC.</p>	







**14. QUESTIONS FROM THE PUBLIC**

**15. ADJOURNMENT**



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

DATE: December 12, 2011  
TIME: 7:00 p.m.  
PLACE: Council Chambers  
495 Hot Springs Road, Harrison Hot Springs

IN ATTENDANCE: Mayor Leo Facio  
Councillor Allan Jackson  
Councillor Richard Shelley  
Councillor Sonja Reyerse  
Councillor Zoltan Kiss  
  
CAO, Ted Tisdale  
Director of Finance, Dale Courtice  
Manager of Revenue Services, Peggy Parberry  
Operations Manager, Ian Gardner  
DCAO/Corporate Officer, Debra Key  
  
Krystal Sobie, Recording Secretary

ABSENT:  
CEDO, Andre Isakov

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved by Councillor Jackson  
Seconded by Councillor Kiss

THAT the agenda be approved.

CARRIED  
UNANIMOUSLY

4. ADOPTION AND RECEIPT OF MINUTES

Moved by Councillor Jackson  
Seconded by Councillor Shelley

THAT the minutes of the Regular Council Meeting of November 7, 2011 be adopted.

CARRIED  
UNANIMOUSLY

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
December 12, 2011*

**Moved by Councillor Jackson**  
**Seconded by Councillor Reyerse**

THAT the minutes of the Regular Council Meeting of November 23, 2011 be adopted.

**CARRIED  
UNANIMOUSLY**

**Moved by Councillor Jackson**  
**Seconded by Councillor Shelley**

THAT the minutes of the Special Council Meeting of November 30, 2011 be adopted.

**CARRIED  
UNANIMOUSLY**

**Moved by Councillor Kiss**  
**Seconded by Councillor Jackson**

THAT the minutes of the Special Inaugural Council Meeting of December 5, 2011 be adopted.

**CARRIED  
UNANIMOUSLY**

**5. BUSINESS ARISING FROM THE MINUTES**

None

**6. CONSENT AGENDA**

**i. Bylaws**

Bylaw No 995, 2011  
Community Works Fund  
Reserve

THAT Bylaw No. 995, 2011 Community Works Fund Reserve be adopted; and

Bylaw No 996, 2011  
Capital Works, Machinery  
and Equipment Reserve  
Fund

THAT Bylaw No. 996, 2011 Capital Works, Machinery and Equipment Reserve Fund be adopted.

**ii. Agreements**

**iii. Committee/  
Commission  
Minutes**

**iv. Correspondence**

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
December 12, 2011*

**Moved by Councillor Jackson**  
**Seconded by Councillor Kiss**

THAT Bylaw No. 995, 2011 Community Works Fund Reserve and Bylaw No. 996, 2011 Capital Works, Machinery and Equipment Reserve Fund be adopted.

**CARRIED  
UNANIMOUSLY**

7. **DELEGATIONS**

None

8. **CORRESPONDENCE**

None

9. **BUSINESS ARISING OUT OF CORRESPONDENCE**

None

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

**Moved by Councillor Shelley**  
**Seconded by Councillor Kiss**

THAT the following Committees/Commissions be established and the respective members of Council be appointed:

Standing Committees:

Beach and Foreshore – Councillor Jackson (Chair), Councillor Reyerse  
Parks and Trails – Councillor Kiss (Chair) and Councillor Shelley  
Recreation – Mayor Facio (Chair) and Councillor Kiss

Select Committees:

Youth – Mayor Facio (Chair)  
Communities in Bloom – Councillor Jackson (Chair)

Commissions:

Advisory Planning Commission

Council Liaison

Citizens Advisory Committee – Richard Shelley, Liaison  
Chamber of Commerce – Sonja Reyerse, Liaison

**CARRIED  
UNANIMOUSLY**

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
December 12, 2011*

**10.                    REPORTS FROM MAYOR**

Maureen Jones sent a thank you letter acknowledging the beautiful Christmas lights put up on the beach.

Attended a luncheon at Mountain Institution December 12, 2011

**11.                    REPORTS FROM COUNCILLORS**

**Councillor Jackson**    On December 6, 2011 the Harrison Tourism Society drafted a Vision Statement for the Tourism Society along with a Mission Statement. A business plan from 2012 to 2016 was put together.

**Councillor Kiss**            Nothing to Report

**Councillor Reyerse**        Nothing to Report

**Councillor Shelley**        Nothing to Report

**12.                    REPORTS FROM STAFF**

Fraser Valley Regional Library Board representative and alternative

**Moved by Mayor Facio**  
**Seconded by Councillor Jackson**

**THAT** Councillor Zoltan Kiss be appointed to fulfill the role as municipal director for the Fraser Valley Regional Library Board; and

**THAT** Councillor Sonja Reyerse be appointed to fulfill the role as alternative municipal director for the Fraser Valley Regional Library Board.

**CARRIED  
UNANIMOUSLY**

Fraser Valley Regional District Board and Fraser Valley Regional District Hospital Board and Alternatives

**Moved by Councillor Kiss**  
**Seconded by Councillor Jackson**

**THAT** Councillor Mayor Leo Facio, be appointed to fulfill the roll as a municipal director for the Fraser Valley Regional District; and

**THAT** Councillor Jackson be appointed to fulfill the role as an alternative municipal director for the Fraser Valley Regional District; and

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
December 12, 2011*

THAT Councillor Allan Jackson be appointed as representative to the Fraser Valley Treaty Advisory Committee.

**CARRIED  
UNANIMOUSLY**

Interim Audit Report

Frank Voelkl from McConnell, Voelkl provided a brief overview of the 2011 Interim Audit Report and noted that the Village records were found to be correct and in accurate order.

**Moved by Councillor Jackson  
Seconded by Councillor Reyerse**

THAT Council receives the 2011 Interim Audit Report from McConnell, Voelkl dated November 25, 2011.

**CARRIED  
UNANIMOUSLY**

Special Occasion Licence  
Application – Harrison  
Festival of the Arts

**Moved by Councillor Jackson  
Seconded by Councillor Kiss**

THAT Council approve the endorsement of the Harrison Festival of the Arts Special Occasion Licence Applications for the period of January to May 2012

**CARRIED  
UNANIMOUSLY**

Celebrate Canada Funding  
Application – July 1, 2012

**Moved by Councillor Kiss  
Seconded by Councillor Reyerse**

THAT approval be given for staff to apply for funding from the Canadian Heritage Celebrate Canada program for the purposes of Canada Day Celebrations for 2012

**CARRIED  
UNANIMOUSLY**

Deputy Mayor  
Appointments

**Moved by Councillor Kiss  
Seconded by Councillor Shelley**

THAT Councillor Jackson be appointed to act as Deputy Mayor for the year 2012.

**CARRIED  
UNANIMOUSLY**

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
December 12, 2011*

Village Office Re-Roofing  
Options

Moved by Councillor Kiss  
Seconded by Councillor Reverse

THAT Mayor and Council instruct staff to proceed with the Village Office roof replacement project with preference being given to Asphalt Shingles.

**CARRIED  
UNANIMOUSLY**

2012 Regular Council  
Meeting Schedule

Moved by Councillor Kiss  
Seconded by Councillor Reverse

THAT the 2012 Regular Council meeting schedule be approved subject to the adoption of the Council Procedure Bylaw No. 997.

**CARRIED  
UNANIMOUSLY**

13.

BYLAWS

Bylaw No. 997 Council  
Procedure Bylaw

Moved by Councillor Jackson  
Seconded by Councillor Kiss

THAT the first Regular meeting of Council be held on Monday, January 16, 2012; and

THAT Bylaw No. 997, 2011 Council Procedure Bylaw receive first, second and third reading.

**CARRIED  
OPPOSED BY COUNCILLOR REVERSE**

14.

QUESTIONS FROM THE PUBLIC

A member of the public asked about clarification of the Councillor's reports not being on the agenda starting in the new year.

15.

ADJOURNMENT

Moved by Councillor Jackson  
Seconded by Councillor Kiss

THAT the meeting be adjourned at 7:36 p.m.

**CARRIED  
UNANIMOUSLY**

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Leo Facio  
Mayor

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Debra Key  
Corporate Officer

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

**DATE:** December 8, 2011  
**TIME:** 8:00 a.m.  
**PLACE:** Harrison Hot Springs Resort and Spa  
100 Esplanade Avenue, Harrison Hot Springs  
Coronet Room

**IN ATTENDANCE:** Mayor Leo Facio  
Councillor Allan Jackson  
Councillor Richard Shelley  
Councillor Sonja Reyerse  
Councillor Zoltan Kiss

CAO, Ted Tisdale  
DCAO/Corporate Officer, Debra Key  
Director of Finance, Dale Courtice  
CEDO, Andre Isakov

Krystal Sobie, Recording Secretary

**ABSENT:**

1. **CALL TO ORDER**

Mayor Facio called the meeting to order at 8:00 a.m.

2. **INTRODUCTION OF LATE ITEMS**

3. **APPROVAL OF AGENDA**

**Moved by Councillor Jackson**  
**Seconded by Councillor Reyerse**

THAT the agenda be approved.

**CARRIED  
UNANIMOUSLY**

4. **ADOPTION AND RECEIPT OF MINUTES**

None

5. **BUSINESS ARISING FROM THE MINUTES**

None

**CONSENT AGENDA**

i. Bylaws

*Village of Harrison Hot Springs  
Minutes of the Special Council Meeting  
December 8, 2011*

ii. Agreements

iii. Committee/  
Commission  
Minutes

- iv. Correspondence Letter from BC Water & Waste Association – November 18, 2011  
UBCM In The House – November 24, 2011

**Moved by Councillor Jackson**  
**Seconded by Councillor Reverse**

THAT the correspondence be received.

**CARRIED  
UNANIMOUSLY**

**DELEGATIONS**

None

8. **CORRESPONDENCE**

None

9. **BUSINESS ARISING OUT OF CORRESPONDENCE**

None

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

None

10. **REPORTS FROM MAYOR**

None

11. **REPORTS OF STAFF**

Lake Water Supply and  
Treatment / Ground Water  
Supply and Treatment

The Chief Administrative Officer, Ted Tisdale gave a brief overview of the options of Lake Water Supply and Treatment or Ground Water Supply and Treatment.

The Operations Manager, Ian Gardener gave a brief overview of his report that was previously brought to Council September 2011.

The Operations Manager, Ian Gardner reported that either option would require line cleaning anticipated at \$41.00 per meter and there is approximately 11.2 km totally about \$450,000.00.

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It was noted that no matter which source is chosen the end quality will be the same. Discussion of the amount of wells that would be needed to support the Village was discussed. It was determined that 500 liters per day can be drawn from a single well and if the Village increased in size and needed more water per day an environmental assessment would be done. This would allow the Village to go past the test well and provide more water per day. It was noted that there will be about \$110,000.00 from the gas tax that will be applied to this project.

**Moved by Councillor Shelley**  
**Seconded by Councillor Kiss**

THAT the Water Supply and Treatment report be deferred to the first meeting in February 2012.

**CARRIED  
UNANIMOUSLY**

Relay for Life

**Moved by Councillor Jackson**  
**Seconded by Councillor Reverse**

THAT Council authorize staff to issue a Special Event Park Permit for the Canadian Cancer Society to host the Relay for Life

**CARRIED  
UNANIMOUSLY**

Sasquatch Days – An Intercultural Celebration

**Moved by Councillor Kiss**  
**Seconded by Councillor Reverse**

THAT Council authorize staff to engage the Sts'ailes Indian Band in hosting the Sasquatch Days with a commitment of a contribution from the RMI of \$10,000 towards the event in 2012.

**CARRIED  
UNANIMOUSLY**

Road Reserve Transfer

**Moved by Councillor Kiss**  
**Seconded by Councillor Reverse**

THAT Council approves the transfer of one hundred thousand dollars (\$100,000) from the Road Reserve towards the construction of the McCombs Drive Bridges Replacement Program.

**CARRIED  
UNANIMOUSLY**

Village of Harrison Hot Springs  
Minutes of the Special Council Meeting  
December 8, 2011

13.

BYLAWS

☐ Bylaw No. 995,  
Community Works Reserve  
Fund

Moved by Councillor Jackson  
Seconded by Councillor Reverse

THAT Bylaw No. 995, Community Works Fund Reserve be read a first, second and third time.

CARRIED  
UNANIMOUSLY

Councillor Shelley excused himself from the meeting room at 9:11 a.m. due to a potential conflict stating he is a volunteer firefighter with the Fire Department.

☐ Bylaw No. 996, Capital  
Works, Machinery and  
Equipment Reserve Fund

Moved by Councillor Jackson  
Seconded by Councillor Kiss

THAT Bylaw No. 996, Capital Works, Machinery and Equipment Reserve Fund be read a first, second and third time.

CARRIED  
UNANIMOUSLY

Councillor Shelley re-entered the meeting room at 9:20 a.m.

QUESTIONS FROM THE PUBLIC

None

15.

ADJOURNMENT

Moved by Councillor Kiss  
Seconded by Councillor Reverse

THAT the meeting be closed to the public pursuant to Section 90 (1) (a) (c) (d) (g) (i) of the *Community Charter*.

CARRIED  
UNANIMOUSLY

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Leo Facio  
Mayor

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Debra Key  
Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS  
 BYLAW NO. 997

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

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**WHEREAS** under Sections 124 (1) of the *Community Charter*, Council must by bylaw establish the general procedures to be followed by Council and Council Committees in conducting their business,

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

1. **CITATION**

This Bylaw may be cited for all purposes as "Village of Harrison Hot Springs Council Procedure Bylaw No. 997, 2011" and comes into effect on the date of adoption.

2. **DEFINITIONS**

In this bylaw, unless the context otherwise requires:

"Acting Mayor" means a member of Council appointed by council to preside at any meeting of council in the absence of the mayor or member appointed as deputy mayor"

"Charter" means *Community Charter*;

"Commission" means a municipal commission established under s.143 of the *Community Charter*;

"Committee" means a select, standing, or other committee duly appointed by the Council, but does not include COW;

"COW" or "Committee of the Whole" means all of the members of the Council present at a meeting sitting in Committee;

"Councillor" means a Councillor of the Village of Harrison Hot Springs;

“Corporate Officer” means the Corporate Officer for the Village of Harrison Hot Springs appointed by Council or designate;

“Council” means the Municipal Council of the Village of Harrison Hot Springs;

“Deputy Mayor” means a member of Council who is nominated by Mayor and appointed by Council to act in the place of mayor when the Mayor is absent or otherwise unable to act or when the office of mayor is vacant pursuant to s. 130 of the *Community Charter*

“In Camera meeting” means a meeting closed to the public;

“Mayor” means the duly elected Mayor of the Village of Harrison Hot Springs;

“Member” means a member of the Municipal Council of the Village of Harrison Hot Springs and includes the Mayor;

“Meeting” shall include all meetings of Council whether regular or otherwise unless specifically stated;

“Motion” means a formal proposal made by a member of Council that the Council undertake or approve a specified course of action; and

“Municipal Hall” means Harrison Hot Springs Municipal Hall located at 495 Hot Springs Road, Harrison Hot Springs, British Columbia

“Public Notice Posting Place” means the front window at the entrance to the Village Office and public notice board within the Village of Harrison Hot Springs;

“Village” means the Village of Harrison Hot Springs;

“Village Web Site” means the information resource found at an internet address provided by the Village;

### 3. MEETINGS OF COUNCIL

- (a) Following the general local election, the first Council meeting shall be held on the first Monday in December in the year of the election.
- (b) After the inaugural meeting, regular meetings of Council shall be held on the first and third Mondays of each month, except for the months of July, August and September, when there shall only be one meeting per month and that meeting shall be on the second Monday of the month for those three months;
- (c) Where the regular meeting day of Council occurs on a statutory holiday, the regular meeting will take place on the day immediately following such holiday, or another date set by Council;

- (d) Regular Council meetings may:
  - (i) be cancelled by the Mayor or Council, provided that two consecutive meetings are not cancelled; and
  - (ii) be postponed to a different day, time, and place by the Mayor, provided the Corporate Officer is given at least two (2) days written notice.
- (e) Council meetings shall be held in the Village of Harrison Hot Springs Municipal Hall or the Memorial Hall unless, by resolution, some other locale is approved by Council.
- (f) Regular meetings of Council shall be held at 7:00 pm.
- (g) Regular meetings of Council must adjourn by 10:00 p.m. on the day scheduled for the meeting, unless Council resolves to proceed beyond that time;
- (h) By resolution of Council, if a member of Council cannot attend a Regular or Special Meeting of Council, the member may partake in all matters put before Council and be deemed to be in attendance at the meeting through the use of a telephone or any other such electronic device as approved by Council wherein they can freely partake in verbal discussion on any issue or item.

#### 4. AGENDA

- (a) Prior to each regular meeting, the Corporate Officer shall prepare an agenda of all business to be brought before the Council at such meeting.
- (b) Pursuant to section 127 of the *Community Charter*, the Corporate Officer must give public notice of the time, place and date of a Council meeting by way of:
  - (i) posting a notice at the public notice posting place;
  - (ii) placing a notice on the Village's website; and
  - (iii) deliver a complete Council Agenda package to each member of Council at the place to which the Council member has directed notices and/or agendas to be sent.
- (c) The Mayor or presiding member may add correspondence, reports or other items to the agenda of a regular meeting of Council in that meeting providing Council concurs to the late items by resolution.

- (d) All documents intended to be considered by Council at a meeting must be delivered to the Corporate Officer not later than 12:00 noon on the Wednesday preceding the day of the meeting of the Council.
- (e) The Council shall proceed with business in the order set out in the agenda, unless the majority of the Council present otherwise directs.
- (f) Those items that are considered routine in nature and do not require debate such as, but not necessarily restricted to, adoption of bylaws and correspondence, will be included in the Consent Agenda.
  - (i) Any item that Council wishes to remove from the Consent Agenda, must approve the removal of the item by resolution.
- (g) Except as Council otherwise resolves and, in any event, only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a Regular Meeting of Council shall be:
  1. Call to Order
  2. Introduction of Late Items
  3. Approval of Agenda
  4. Adoption of Council Minutes
  5. Business Arising from Minutes
  6. Consent Agenda
    - i. Bylaws
    - ii. Agreements
    - iii. Committee and Commission Minutes
    - iv. Correspondence
  7. Delegations
  8. Correspondence
  9. Business arising from Correspondence
  10. Reports of Committees, COW and Commissions
  11. Reports from Mayor
  12. Reports from staff
  13. Bylaws
  14. Question Period
  15. Adjournment
- (g) When any order, motion, or question is lost, by reason of the Council or any Committee thereof breaking up for want of a quorum, the order, resolution, or question so lost shall be the first item of business to be proceeded with and disposed of at the next meeting of the Council or Committee under that particular heading.

## 5. OPENING PROCEDURES

- (a) The Mayor shall take the chair and call the members to order as soon after the hour of meeting when a quorum is present.
- (b) The Deputy Mayor shall take the chair and call the members to order in case the Mayor does not attend within 15 minutes after the time appointed for a meeting; or if the Deputy Mayor is absent, the Corporate Officer shall call the members to order and, if a quorum is present, the members shall appoint an Acting Mayor who shall preside during the meeting or until the arrival of the Mayor.
- (c) The Corporate Officer shall ensure minutes for the meeting are recorded should there be no quorum present within 15 minutes after the time appointed for the meeting, the name of the members present at the expiration of 15 minutes and the meeting shall stand adjourned until the next meeting.

## 6. RULES OF CONDUCT AND DEBATE

- (a) Every member shall address the chair before speaking to any question or motion.
- (b) Council members shall address the chair as "Mayor", "Your Worship", "Deputy Mayor" or "Acting Mayor" as the case may be and shall refer to each other by surname as "Councillor \_\_\_\_\_".
- (c) No member shall:
  - (i) speak disrespectfully of the reigning sovereign, a member of the Royal Family, the Governor General, or a Lieutenant Governor;
  - (ii) use offensive words in Council or against any member thereof;
  - (iii) speak beside the question in debate or reflect upon a vote of the Council, except for the purposes of moving that the vote be rescinded;
  - (iv) leave his seat or make any noise or disturbance while a vote is being taken and until the result is declared;
  - (v) interrupt a member who is speaking, except to raise a point of order;
  - (vi) disobey the rules of the Council or disobey the decision of the Mayor or presiding member on points of order or practice, or upon the interpretation of the Rules of Council by the Mayor or presiding member, except any member shall have the right of appeal against the Chair as provided for in the *Charter*.

- (d) If any member takes an action prohibited, the member shall be ordered by a majority vote of the Council or on the order of the Mayor or presiding member to leave his/her seat for that meeting, and in the case of his/her refusing to do so, may, on order of the Mayor or presiding member, be removed from the meeting by a Peace Officer.
- (e) However, if a member offending subsection 6(d) apologizes to the Council, the Council may, by majority vote, permit him to resume his seat.
- (f) No member may speak more than once to the same question without leave of the Council, except to explain a material part of his/her speech which may have been misconceived, and in doing so the member may not introduce new information.
- (g) A member who has made a substantive motion to the Council shall be allowed to reply, but not a member who has moved an amendment.
- (h) The Mayor or presiding member, or any member through the Mayor or presiding member, may call a point of order to a member who is speaking. When such action is taken, the Mayor or presiding member shall immediately suspend debate and the member in question shall refrain from speaking until the Mayor or presiding member determines the point of order.
- (i) After a question is finally put by the Mayor or presiding member, no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.
- (j) The decision of the Mayor or presiding member, as to whether the question has been finally put, shall be conclusive, and when the Mayor or presiding member is putting a question, no member shall walk out of the Chamber.
- (k) A member of Council may, by right, require the motion under discussion be read for informational purposes at any period of the debate, but not so as to interrupt any member speaking.
- (l) No member shall speak to any motion or in reply for longer than five minutes, without leave of the Council except the mover of a motion shall be allowed to reply to the motion for up to three minutes and close the debate.
- (m) If the Mayor or presiding member desires to leave the chair for purposes of taking part in a debate or otherwise, he shall call upon the Deputy Mayor or, in the absence of the Deputy Mayor, another member of Council to take the chair until the Mayor or presiding member resumes the chair.

- (n) A Council member or former Council member must, unless specifically authorized otherwise by Council:
  - (i) keep in confidence any record held in confidence by the Village, until the record is released to the public as lawfully authorized or required; and
  - (ii) keep in confidence information considered in any part of an In Camera Council, COW or committee meeting, until the Council, COW or committee discusses the information at a meeting that is open to the public or releases the information to the public.

## 7. VOTING

- (a) All voting shall be by a show of hands, unless in the case of a Council meeting where a Council member or members are partaking by use of a telecommunications device, as approved by Council resolution, the voting on a motion shall be conducted by the Mayor or presiding member verbally asking each member, in turn, whether they are in favour of the motion and each Council member must respond verbally in the positive or negative.
- (b) Each member present, including the Mayor or presiding member, shall have one vote.
- (c) A motion on a bylaw or resolution, or any other question before Council, is decided by a majority of the Council members present at the meeting, including the Mayor.
- (d) A member may request that his/her vote be recorded on a question.
- (e) Upon the request of any member, when the question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately.
- (f) Council shall not reconsider any motion more than once at the same meeting, except by unanimous consent of Council.
- (g) After a vote has been taken on a motion, except one of indefinite postponement of a subject, any member who voted on the prevailing side may, at the next regular Council meeting, move for reconsideration or a rescission thereof. Council shall not discuss the main motion until such time as the motion for reconsideration is passed in the affirmative.
- (h) Each Council member present at the time of a vote must vote on the matter.

- (i) If a Council member abstains from voting or does not indicate how they vote, the member is deemed to have voted in the affirmative.
- (j) If the vote of the members present at a Council meeting at the time of the vote is equal for and against a motion, the motion is defeated.

## 8. MOTIONS

- (a) Every motion other than a procedural motion shall be recorded by the recording secretary.
- (b) When a motion has been made and seconded, the Mayor or presiding member shall propose a question framed thereon to open debate.
- (c) When the debate is closed, the Mayor or presiding member shall immediately put the question to a vote.
- (d) After a motion has been stated or read, it is deemed to be in the possession of Council, but may be withdrawn by the mover and seconder of the motion by the majority of Council members present.
- (e) Whenever the Mayor or presiding member is of the opinion that a motion is contrary to the rules and privileges of Council, he shall apprise the members thereof without proposing the question, and shall cite without argument or comment, the rule or authority applicable to the case.
- (f) When a question is under consideration, no motion shall be received, except for the following;
  - (i) to refer to a Committee;
  - (ii) to amend;
  - (iii) to postpone (defer) to a certain time;
  - (iv) to lay on the table;
  - (v) to postpone indefinitely;
  - (vi) to move the previous motion; and
  - (vii) to adjourn.
- (g) The motions listed in Section 8(f) shall have precedence in the order in which they are named, and the last four shall be neither amendable nor debatable.
- (h) A motion for reference in Section 8 (f)(i) shall, until it is decided, preclude all the amendments of the main question.
- (i) A motion to adjourn the debate is always in order and need not be in writing, and shall be decided without debate. No second motion to the same effect shall be made until some intermediate proceedings have occurred.

**9. AMENDMENTS TO MOTIONS**

- (a) A member may move that a motion be amended in one of the following ways:
  - (i) by leaving out certain words;
  - (ii) by leaving out certain words and inserting or adding others;
  - (iii) by inserting or adding certain words; or
  - (iv) by substitution.
- (b) The Mayor or presiding member shall not permit an amendment which negates the purpose of the main motion.
- (c) When a member moves to amend a motion, the Mayor or presiding member shall state the original motion followed by the amendment and then shall put the question of the amendment to the Council.
- (d) If the motion is defeated, the Mayor or presiding member shall again propose the main question and debate may continue.
- (e) Members, other than the member who moved the defeated amendment, may submit amendments.
- (f) If the amendment is passed, then the debate continues on the amended motion. It shall be competent for a member to move other amendments subject to the limitations set forth in the following sections.
- (g) The Mayor or presiding member shall allow only one amendment to an amendment.
- (h) Once Council defeats an amendment, it cannot be moved a second time.
- (i) The Mayor or presiding member shall put amendments to Council in the reverse order to that in which they are moved. When there is a main motion, a primary amendment and a secondary amendment thereto, the motion and appendages shall be put to the Council in the following order:
  - (i) The secondary amendment.
  - (ii) The primary amendment to the main motion.
  - (ii) The main motion.

## 10. BYLAWS

- (a) The Corporate Officer shall have every proposed bylaw prepared before it is considered by Council and every member shall be given a copy at least 24 hours prior to the meeting of Council, or all Council members unanimously agree to waive this requirement.
- (b) Subject to section 135(3) of the *Community Charter*, three readings may be given on the same day, however, section 890(9) of the *Local Government Act* provides that Council may adopt an official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
- (c) The Corporate Officer shall endorse upon every Bylaw, the date of the readings, the effective date and the date of adoption.
- (d) Only the title and the intended object of the Bylaw shall be read by the Mayor, presiding member or Corporate Officer at first reading of the Bylaw.
- (e) The Mayor or presiding member shall not allow any amendments or debate at first reading of a Bylaw.
- (f) If a motion to introduce a Bylaw fails or is not made and seconded, the Bylaw shall be considered defeated and shall be removed from the agenda and shall not be brought forward as unfinished business on a subsequent agenda.
- (g) Where the *Charter* or *Local Government Act* requires that a Public Hearing be held, it shall be held after first reading and before third reading of the Bylaw.
- (h) A Bylaw is not valid unless it has been given three readings and has then been adopted by the Council, pursuant to the *Community Charter*.
- (i) Nothing in this section shall require the Council to introduce a Bylaw or give it any reading or readings.
- (j) Second reading of the Bylaw shall consist of debate upon the general principles of the Bylaw.
- (k) Every Bylaw other than an Official Community Plan or Zoning Bylaw, shall be adopted not less than one clear day after it has received third reading, upon the motion "That the Bylaw cited as "\_\_\_\_\_" be adopted" provided, however, that if the Bylaw must be approved pursuant to the *Community Charter* or any other *Act*.

- (m) Upon reconsideration, the bylaw may be approved or rejected.
- (n) A Council member may request that the whole or any part of the Bylaw shall again be read before the motion for reconsideration and adoption is put.
- (o) Every adopted and signed bylaw shall be kept indefinitely by the Corporate Officer among the corporate records of the municipality.

## 11. PETITIONS AND DELEGATIONS

- (a) No person or group of persons wishing to appear before Council may do so unless the Corporate Officer has first been provided a written application prior to 12:00 noon on the Wednesday before the meeting to be included on the agenda and attendance is approved by the Mayor.
- (b) A delegation shall appoint a speaker or, upon a vote of the majority of Council members present at a meeting, more than one speaker.
- (c) The Mayor or presiding member shall allow up to 10 minutes for the presentation with a ten-minute question and answer period following.
- (d) The Council may dispose of the petition or submission at the meeting, refer the subject matter to a Committee, or take such other action as it deems expedient.
- (e)
  - (i) A petition presented to Council shall legibly include the subject matter, date of the petition, the name and signature of each petitioner, post office box, and civic address.
  - (ii) In the case of a corporation, it is required that the signature on a petition include written authority signed by a Director of the corporation under the corporate seal.
- (f) Council reserves its authority in whole or in part to not deliberate on any matters presented at a delegation until the subsequent meeting.

## 12. MINUTES OF MEETINGS

- (a) Minutes of Council, Committee and Commission meetings must be taken, including the provision to certify the minutes;
- (b) Minutes may be recorded with a recording device at the convenience of the recording secretary and will be erased at the recording secretary's discretion;

- (c) The minutes of Council, Committee and Commission meetings, once adopted, are the official record of those meetings;
- (d) Audio recordings are not official records of meetings and are not available to the public.

### 13. SPECIAL MEETINGS OF COUNCIL

- (a) Except where notice of a special meeting is waived by unanimous vote of all Council members under Section 127 (4) of the *Community Charter*, at least twenty-four hours before a special meeting of Council, the Corporate Officer must:
  - (i) give advance notice of the time, place and date of the meeting by way of a notice posted at the public notice posting places in the Village of Harrison Hot Springs; and
  - (ii) give notice of the special meeting in accordance with Section 127 (2) of the *Community Charter*.

### 14. PUBLIC HEARINGS AND PUBLIC INFORMATION MEETINGS

#### (a) Public Hearings

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

**(b) Public Information Meetings**

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

**15. ATTENDANCE OF PUBLIC AT MEETINGS**

- (a) Subject to Sections 89 and 90 of the *Community Charter*, all Council meetings must be open to the public.
- (b) Before a meeting or part of a meeting is to be closed (In Camera) to the public, Council must state by resolution, the fact that the meeting is to be closed (In Camera) and the basis under Section 90 of the *Community Charter* on which the meeting is to be closed.
- (c) This section applies to meetings of bodies referred to in Section 93 of the *Community Charter* including, without limitation:
  - (i) Standing or select committees;
  - (ii) Commissions;
  - (ii) Committee of the Whole.

**16. COMMITTEE OF THE WHOLE**

- (a) A quorum of the Council is quorum for the Committee of the Whole.
- (b) A meeting of the Committee of the Whole may be called at any time by the Mayor.
- (c) At least twenty-four hours before a meeting of the Committee of the Whole, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting an agenda at the public notice posting places;
- (d) During a Regular Council meeting, Council may, by resolution, resolve itself into the Committee of the Whole to consider specific matters.
- (e) The Mayor shall preside at the Committee of the Whole, unless the Council appoints another member of Council to preside.

- (f) The rules of the Council shall be observed in the Committee of the Whole so far as may be applicable, except that;
  - (i) the number of speeches by a member to any question shall not be limited;
  - (iii) no member shall speak for a longer total time of five minutes to a question; and
  - (iii) a seconder to a motion is not required.
- (g) A record will be recorded of how members voted.
- (h) A motion in the Committee of the Whole to rise without reporting, or that the Chair of the Committee leave the chair, is always in order and shall take precedence over any other motion.
- (i) Debate on a motion referred to in Section 14(f)(i) shall be allowed, but no member shall speak more than once to the motion and, on further vote, shall be considered disposed of in the negative, and the Chair of the Committee of the Whole shall resume the Chair and proceed with the next order of business.
- (j) When all matters referred to the Committee of the Whole have been considered, a motion to rise and report shall be adopted. The Committee, when it has partly considered a matter, may report progress and ask leave to sit again. In resumption of regular Council business, the Chair of the Committee of the Whole shall report to the Council and the Council may:
  - (i) adopt the report;
  - (ii) reject the report;
  - (iii) adopt the report with amendments;
  - (iv) refer the subject matter for further consideration, either in part or in whole;
  - (v) postpone action on the report; or
  - (vi) approve the request of the Committee to sit again, the Committee having reported progress after partial consideration of the subject.
- (k) A resolution at a Regular meeting of Council to adopt minutes of a Committee of the Whole meeting shall constitute ratification of all motions therein. Issues are finalized and authorized once the Council has passed the resolution to adopt.

## 17. STANDING AND SELECT COMMITTEES AND COMMISSIONS

### (a) Standing Committees

- (i) The Mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees;
- (ii) At least half of the members of a standing committee must be council members;
- (iii) Subject to 15(a)(i), persons who are not council members may be appointed to a standing committee.
- (iv) The Mayor shall designate one member of each committee to act as Chair and the Chair will be entitled to one vote.
- (v) The Mayor shall be an ex-officio member of all Committees and be entitled to vote at all meetings thereof.
- (vi) Members of Council, other than members appointed to a Standing Committee, may attend the meetings of a Standing Committee and shall not be allowed to vote, but may, with the consent of the Committee, be allowed to take part in any discussion or debate by permission of a majority vote of the members of the Committee.
- (vii) A majority of voting members appointed to a Standing Committee shall constitute a quorum.
- (viii) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
  - (a) matters that are related to the general subject indicated by the name of the committee;
  - (b) matters that are assigned by Council;
  - (c) matters that are assigned by the Mayor;
  - (d) as required by Council or the Mayor, or at the next Council meeting, if possible, if the Council or Mayor does not specify a time.

(b) Select Committees

- (i) Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.
- (ii) At least one member of a select committee must be a council member;
- (iii) Subject to 15(b)(i), persons who are not council members may be appointed to a select committee.
- (iv) The Mayor shall designate one member of each committee to act as Chair and the Chair will be entitled to one vote.
- (v) The Mayor shall be an ex-officio member of all Committees and be entitled to vote at all meetings thereof.
- (vi) A Select Committee shall, upon completion of its assignment and upon submission of its final report to the Council, be automatically dissolved.
- (vii) A majority of voting members appointed to a Select Committee shall constitute a quorum.
- (viii) Select Committees must consider, inquire into, report and make recommendations to Council about the matters referred to the committee by the Council;
- (ix) Select Committees must report and make recommendations to Council at the next Council meeting, if possible, unless Council specifies a different date and time.

(c) Commissions

- (i) Council may establish and appoint a commission to do one or more of the following:
- (ii) A council member is not eligible to be a member of an advisory planning commission, but may attend at a meeting of the commission in a resource capacity.
- (iii) A council member is eligible to be a member of any other commission;

- (iv) A majority of voting members appointed to a Commission shall constitute a quorum.
- (v) Commissions must consider, inquire into, report and make recommendations to Council about all of the following matters:
  - (a) matters that are related to the general subject indicated by the name of the commission;
  - (b) on matters that are assigned by Council or the Mayor;
    - (i) as required by Council or the Mayor, or
    - (ii) at the next Council meeting, if possible, if the Council or Mayor does not specify a time.
- (d) At least twenty-four hours before a meeting of Standing and Select Committees or Commissions, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting a notice at the public notice posting places;
- (e) In the transaction of business, all Standing and Select Committees and Commissions shall adhere, as far as possible, to the rules governing proceedings at the meetings of Council.
- (f) A resolution at a Regular meeting of Council to adopt minutes of standing, select committees and commissions shall constitute ratification of all motions therein. Issues are finalized and authorized once Council has passed the resolution to adopt.

## **18. INCOMING CORRESPONDENCE**

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

## **19. REPORTS**

- (a) Reports of activities, as required by Council, shall be submitted through the Chief Administrative Officer for inclusion on the next Regular Council agenda for the following areas:
  - (i) Planning, Development and Building
  - (ii) Fire Department

- (iii) Public Works
- (iv) Finance
- (ii) Bylaw Enforcement

## 20. UNPROVIDED CASES

Except as provided in this Bylaw or in the *Community Charter*, the Council, its Standing and Select Committees, Commissions and Committee of the Whole, shall follow the rules contained in the Roberts Rules of Order.

## 21. SUSPENSION OF RULES

- (a) Any one or more rules and orders contained in this Bylaw may be temporarily suspended by a majority vote of the whole of Council, except those contained in Section 6 (d), Section 10 (a), (b), and (c), and Section 15 (c)
- (b) No action of Council is rendered invalid solely by reason of any breach, inadvertent or otherwise, of any provisions of this Bylaw.

## 22. SEVERANCE CLAUSE

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

## 23. CONFLICT OF INTEREST

- (a) Should a member of Council or its committees deem to have a direct or indirect pecuniary interest in any matter before a meeting, he shall verbally declare such a conflict, state the general nature that this is to be the case, and remove himself from the meeting.
- (b) A member of Council or its committees declaring a conflict of interest must not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter. After such declaration, the Corporate Officer or designate must have recorded in the minutes, the declaration of the conflict, the reasons given for it and the times of the member's departure from and return to the meeting.
- (c) The Mayor/Chair or presiding member of the Council or its committee meetings must ensure that the member is not present at the meeting at the time of any vote in respect of the matter.

- (d) A member of Council may be disqualified from continuing to hold office pursuant to the *Community Charter* if he is in contravention of this section unless the contravention was done inadvertently or because of an error in judgment made in good faith.

**24. GENDER NEUTRAL**

- (a) This bylaw is gender neutral and accordingly, any reference or phrase to one gender includes the other.
- (b) Words in the singular include the plural and words in the plural include the singular.

**25. REPEAL**

Bylaw 958 cited as "VILLAGE OF HARRISON HOT SPRINGS COUNCIL PROCEDURE BYLAW No. 958, is hereby repealed in its entirety.

- 26. THIS BYLAW** may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.

In Compliance with section 124(3) of the *Community Charter*, public notice will be given December 16, 2011 and December 23, 2011 in accordance with section 94 of the *Community Charter*.

READ A FIRST TIME THIS 12<sup>th</sup> DAY OF DECEMBER , 2011

READ A SECOND TIME THIS 12<sup>th</sup> DAY OF DECEMBER, 2011

READ A THIRD TIME THIS 12<sup>th</sup> DAY OF DECEMBER, 2011

ADOPTED THIS      DAY OF JANUARY, 2012

\_\_\_\_\_  
Mayor

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



7.3



### 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](mailto: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: Dec 9 / 2011 Requested Meeting Date: Jan 16 / 2012

Organization Name (if applicable): BC Assessment

Name of Presenter: ~~Raj & Prit~~ JOHN YANNACOLAS

Name of Applicant if Other than Above: Vivian Thompson

Contact Phone Number & E-Mail: 604-850-5900 x272 vivian.thompson@bcassessment.ca

Mailing Address with Postal Code: #240, 31935 South Fraser Way, Abbotsford  
V2T 5N7

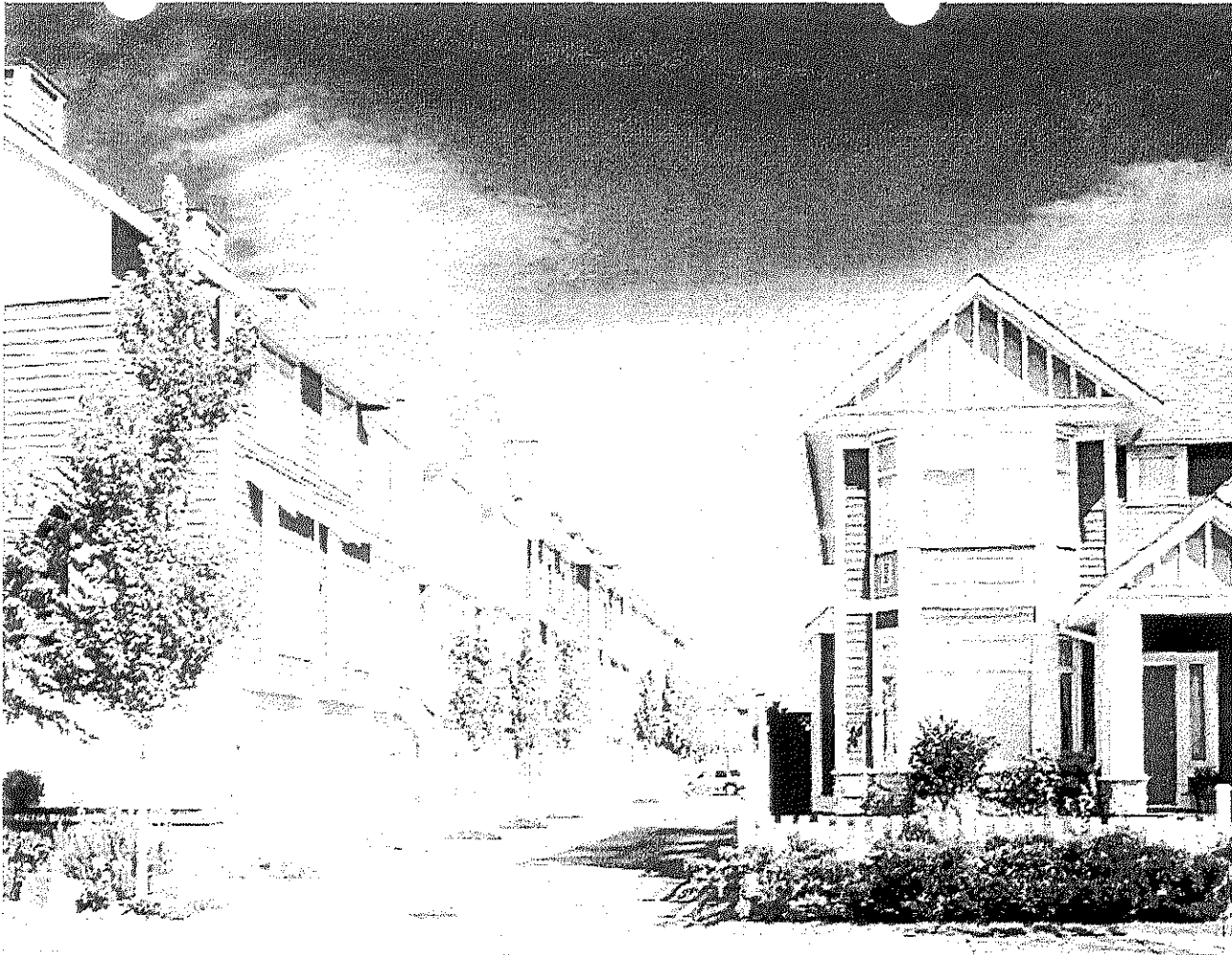
Audio/Visual requirements: Power Point Presentation

Topic: 2012 Property Assessment Overview

Action you wish Council to take: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



*BC Assessment*

[www.bcassessment.ca](http://www.bcassessment.ca)



Our Service Commitment is to be...

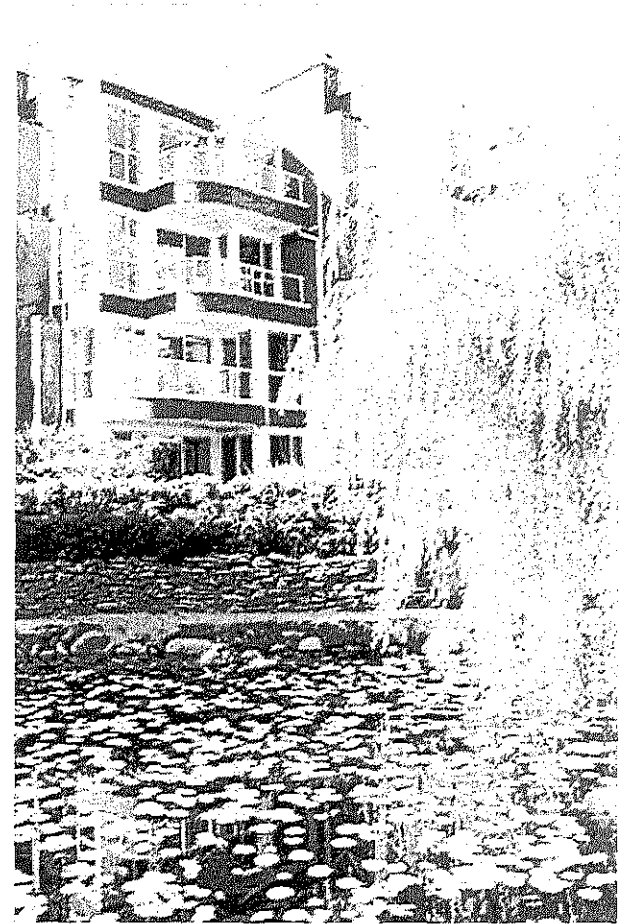
Reliable Accessible

Uniform Respectful

*We Value BC*

# 2012 Property Assessment Overview

- Prepared for: Harrison Hot Springs Council
- Presenters: John Yannacopoulos, Assessor
- Fraser Valley Assessment Region



# What We Do

## Our Role in the Taxation Process

Valuation

Classification

Exemptions

Ownership

Address Changes

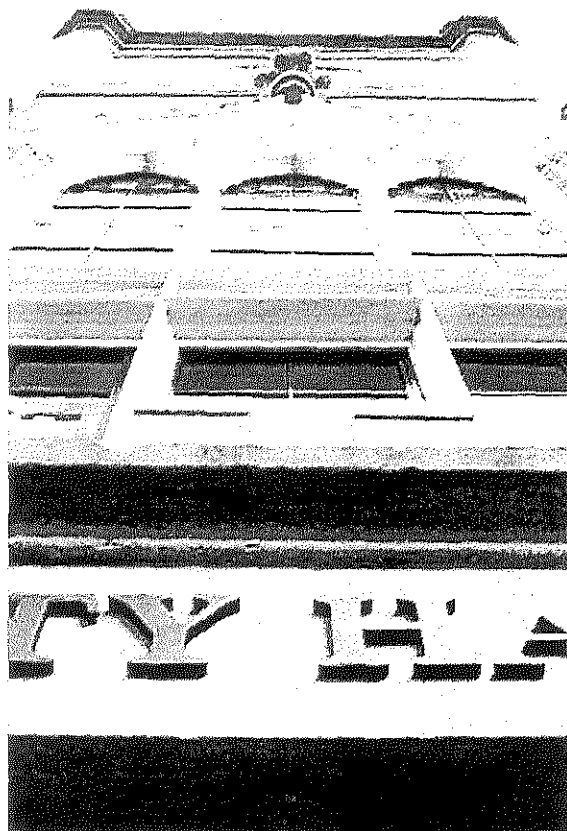
Subdivisions

New Construction

# What We Do – Valuation

## Assessments = Market Value

- **July 1<sup>st</sup>** - Valuation date
- **October 31<sup>st</sup>** - Physical condition



Market Value is defined as:

The most probable price which a property should bring in a competitive market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus.

# What We do - Valuation



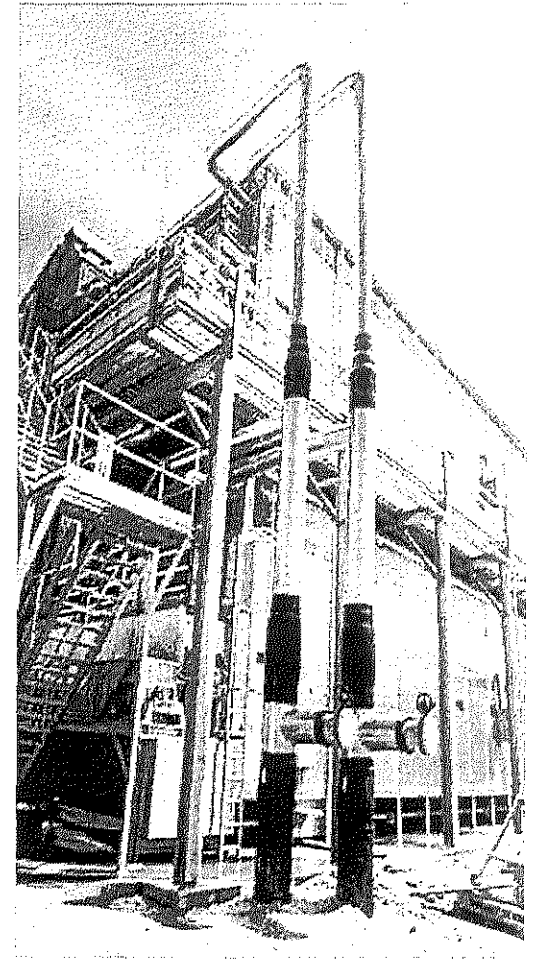
## Properties not at Market Value

- Continuous Structures
- MIP's
- Farms
- Section 19-8

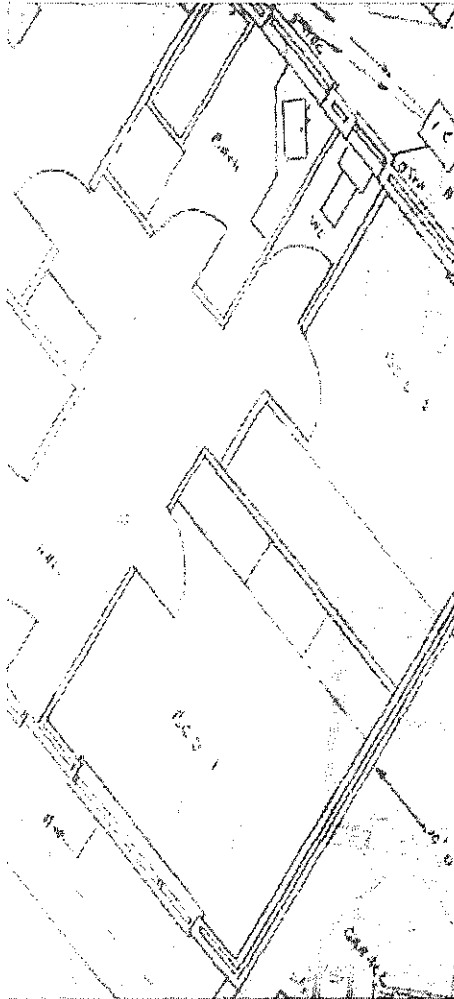
# What We Do - Classification

## Prescribed Classes of Property

- Class 1 - Residential
- Class 2 - Utilities
- Class 3 - Supportive Housing
- Class 4 - Major Industrial
- Class 5 - Light Industrial
- Class 6 - Business and Other
- Class 7 - Managed Forest Land
- Class 8 - Recreational/Non-Profit
- Class 9 - Farm



# 2012 Assessments – Typical Value Changes



## **Residential Stratas**

Townhouses = 3 to 5% increase

Condos = 13% decrease

**Single Family** = 0 to 5% decrease

**Commercial** = 2 to 4% increase

# 2012 Assessments ( Residential Examples )



**2012 Assessed Value = \$333,000**

2011 Assessed Value: \$347,000

Percent Change: -3.8%

Lot Size: 7,492 square feet

Year Built: 1995

Location: Chestnut Avenue



**2012 Assessed Value = \$370,000**

2011 Assessed Value = \$372,000

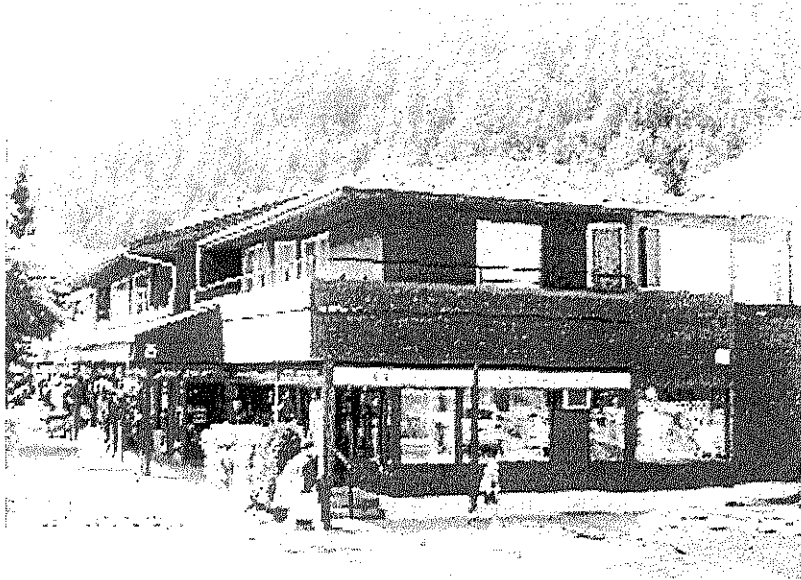
Percent Change: -0.4%

Lot Size: 6,795 square feet

Year Built: 1992

Location: Eagle Street

# 2012 Assessments – Commercial Properties



**2012 Assessed Value = \$2,567,000**

2011 Assessed Value = \$2,416,000

Percent Change: 6.6%

Year Built: 1948

Location: Esplanade Avenue



**2012 Assessed Value = \$548,000**

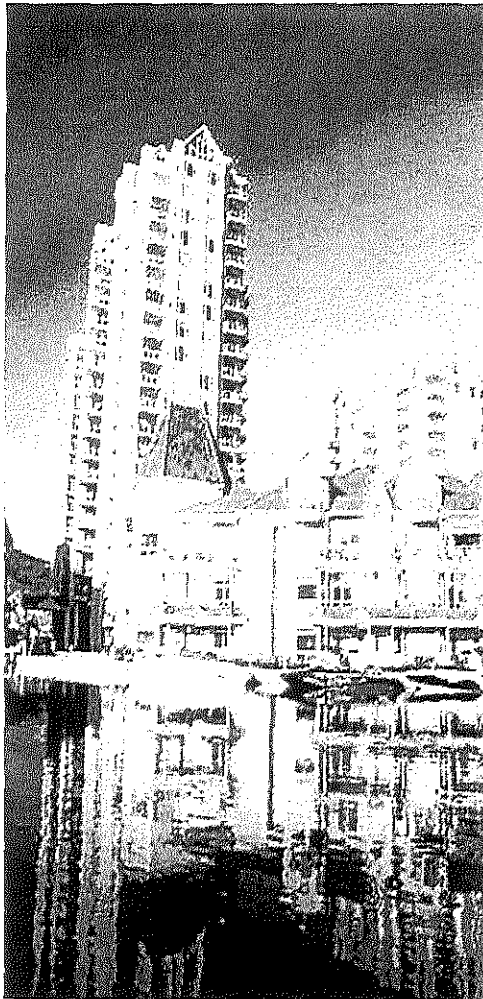
2011 Assessed Value = \$536,000

Percent Change: 2.2%

Year Built: 1975

Location: Hot Springs Road

# 2012 Assessments

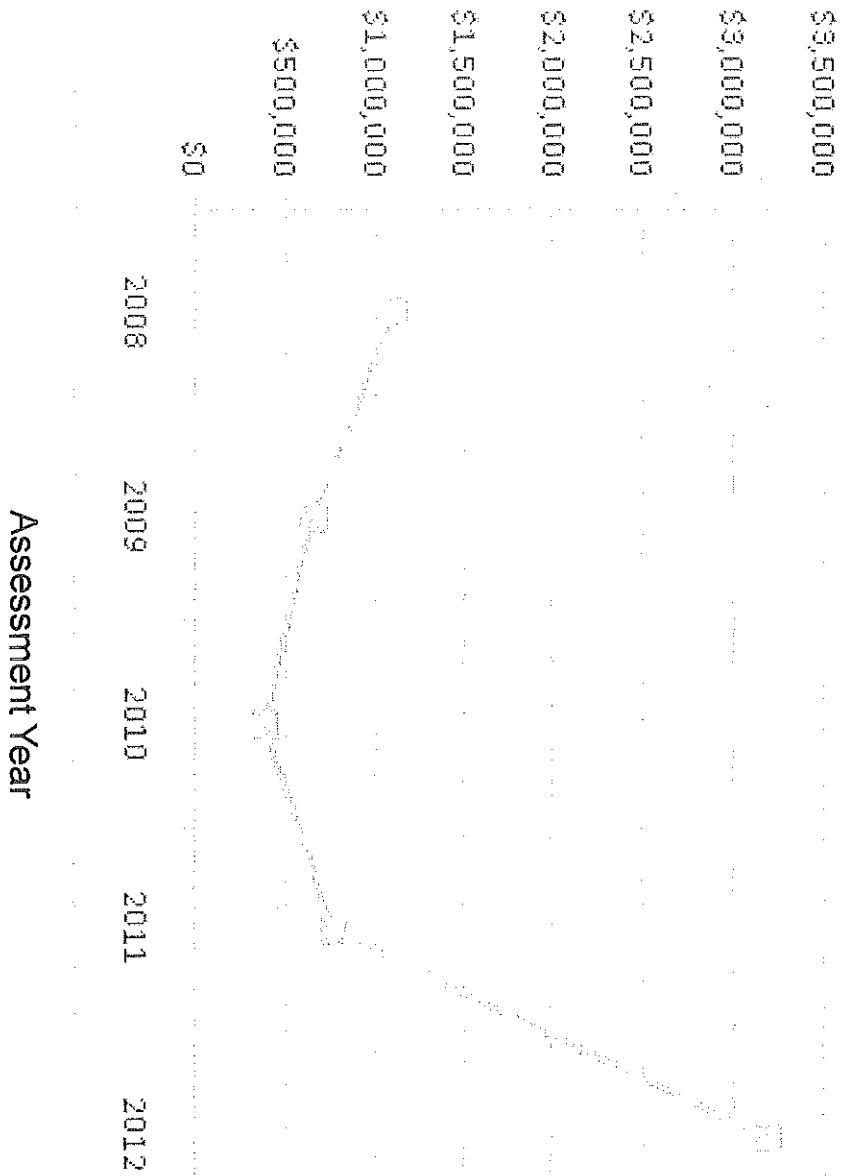


## *Harrison Hot Springs Assessment Roll Totals by Property Class:*

	<u>2011 Roll</u>	<u>2012 Roll</u>
Residential	\$319.9 million	\$311.8 million
Business/Other	\$ 61.8 million	\$63.1 million
<u>Recreation/non-profit</u>	<u>\$3.8 million</u>	<u>\$4 million</u>
<b>Total</b>	<b>\$386.9 million</b>	<b>\$380.2 million</b>

\*General (Net taxable) values

# Estimated Non-Market Change



Mc Value NC

## [www.bcassessment.ca](http://www.bcassessment.ca)

- Fact Sheets
- E-value BC – Online Assessment Comparison
- On-line Appeal Form
- Contact Fraser Valley Office by phone or email

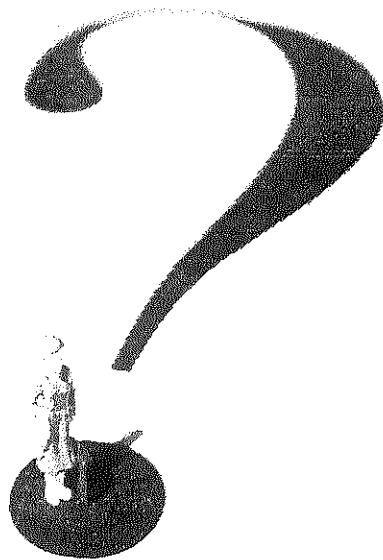
**Appeal Deadline – January 31<sup>st</sup>**

### **Contact info:**

Fraser Valley Assessment Office

Phone: 1-800-393-1332

E-mail: [fraservalley@bcassessment.ca](mailto:fraservalley@bcassessment.ca)







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: December 20, 2011 Requested Meeting Date: January 16, 2012

Organization Name (if applicable): Harrison Festival Society

Name of Presenter: Phyllis Stenson

Name of Applicant if Other than Above: \_\_\_\_\_

Contact Phone Number & E-Mail: (604) 796-3654 phyllis@harrisonfestival.com

Mailing Address with Postal Code: Box 399, Harrison Hot Springs, BC V0M 1K0

Audio/Visual requirements: n/a

Topic: Overview of Society's activities and request for funding

Action you wish Council to take: consider request

**TO:** Mayor and Council, Village of Harrison Hot Springs  
**FROM:** Harrison Festival Society  
**RE:** Municipal Support – 2012  
**DATE:** January 3, 2012

The Harrison Festival Society is making a presentation to the new Council at the January 16<sup>th</sup> Council meeting. The purpose of the presentation is to give Council an overview of the Society and to address potential significant funding issues re provincial gaming funds. Following is some background information on the Society.

Thank you.

*Phyllis Stenson*

Phyllis Stenson, Executive Director

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Contribution to the Canadian Arts Community .....	Page 5
Testimonials .....	Page 6 - 8

**BACKGROUND:**

Through sound financial management, fiscal responsibility, and excellence in cultural programming, the Harrison Festival Society has successfully completed 33 years of the Harrison Festival of the Arts and 23 years of the Season of Performing Arts in Harrison Hot Springs. Over 10,000 people attend the summer festival, and over 2000 attend the year round concerts.

The Harrison Festival takes place over ten days with many events free to the general public. It is a highly accessible and family oriented event. Activities include 24 free performances on the beach; a large art market on weekends, Literary readings, theatre, evening ticketed music concerts, workshops, art exhibits, and a special day for children.

The Society also presents ten evening concerts from October to May and a craft market in September.

The Festival Society is built on two beliefs:

That good quality live performing arts are an extremely important part of a healthy community and that within their local area people should be able to explore the human community through the presentation of a full spectrum of artistic expression;

And,

The importance of celebrating the cultural diversity of Canada and the world, and by presenting audiences with the artistic expression of diverse cultures, helps them appreciate the contribution of different cultures to our common culture.

The Society's commitment to its audience is to bring the best Canada and the world has to offer, while remaining accessible and inclusive.

The Society has also developed many community partners and works closely with other organizations, businesses and institutions.

Any profits realized by the Society go directly back into enhancing and expanding programming. The summer festival is also weather dependent which can easily compromise earned revenues.

#### ACHIEVEMENTS:

Following are a few of the Society's achievements:

- excellent relationship with both federal and provincial governments for over 30 years; grants received by the Festival Society amount to \$99 per capita in cultural funding for Harrison Hot Springs – over double that most BC municipalities receive
- development of extremely successful volunteer program; over 180 participants in 2011
- 95 people from throughout the Fraser Valley joined the Festival Family in 2011 with paid memberships. Over half also enhanced their membership with a tax deductible donation
- strong support from Agassiz, Harrison and Chilliwack business community
- hold two major fundraisers annually to add to earned revenue and financial stability
- receive over \$50,000 in in-kind donations annually (at fair market value).

- commissioned and produced the play GLORY DAYS about the history of logging on Harrison Lake
- produced and filmed the play MEDICINE about life in residential schools
- published best practices guide – 2005 – *Culturally Diverse Arts Programs: A Guide To Planning and Presentation*. This is the first work of its kind in Canada and is used as a tool for government agencies and arts organizations across the country including the Vancouver Cultural Olympiad. The Society has presented several workshops by invitation at several national conferences on the guide.
- Working with a consultant provided administrative and project support for KENT-HARRISON CULTURAL SCAN & CULTURAL MAPPING – 08/09 supported by the District of Kent, Village of Harrison Hot Springs, Spirit of BC Committee and 2010LegaciesNow
- Receives funding from federal Department of Canadian Heritage as a nationally recognized professional festival
- 30<sup>th</sup> Anniversary included a celebration honouring the Festival’s partnerships with local First Nations communities; guest of honour, Lt. Governor Steven Point

Awards:

- 1989 – President’s Award – *in recognition of your contribution to tourism in Rainbow Country*; Tourism Association of Southwestern BC
- 1997 – Presenter of the Year – *Award of Excellence in presenting and promoting live performing arts in BC* - BC Touring Council
- 1998 – Betty Urquhart Community Services Award – *in recognition of 20 years of outstanding and innovative cultural and artistic presentations at the Harrison Festival of the Arts* – University College of the Fraser Valley
- 2006 – Honorary Doctorate of Letters presented to Phyllis Stenson – *in recognition of the cultural impact of the Harrison Festival in the Fraser Valley* – University of the Fraser Valley
- 2010 – Presenter of the Year – *Award of Excellence in presenting and promoting live performing arts in BC* – BC Touring Council
- 2010 – Business Excellence Award – *Non-profit Community Service* – Agassiz-Harrison Chamber of Commerce

- 2011 – Presenter of the Year – *National Award of Excellence in Programming and Community Outreach* – Canadian Arts Presenters Association

#### CONTRIBUTION TO COMMUNITY:

- provide a large nationally recognized professional arts festival in the Village of Harrison Hot Springs
- provide a strong cultural component to the Village adding to the quality of life of its residents creating community pride and positive self image
- attract over 10,000 visitors to the summer festival providing a positive economic generator. Festival visitors stay an average of three nights (Harrison Festival Survey – 2004)
- attract over 2000 visitors from October to May many of whom eat in local restaurants and stay overnight
- add 1.8 million dollars to the local economy – 2011 (using multiplier factor of \$2.67 – Hills Strategies – Toronto)
- provide tourist information at festival office – open twelve months a year
- provide three full-time jobs in the community and up to twelve part-time and seasonal contract positions
- through Job Creation Partnership Grant provided an Events Coordinator for the Village – 52 weeks in 2010-11. Cash value to community - \$58,000
- contribute to Village by managing Harrison Memorial Hall (over twenty-five years). Liaise with Village office in overseeing rentals, community group access, report to Village administration after each use using Village check list, minor repairs and upkeep. Average – four hours per week.
- spend \$25,000 annually in advertising and promotion attracting visitors to Harrison
- active in community life; i.e. Recreation Commission, Chamber of Commerce, Agassiz-Harrison Spirit of BC Committee and many other community groups
- provide and share resources with other community groups; tents, sound and lighting equipment, expertise, etc. Act as cultural liaison with institutions and other community groups

- assist the Arts Council by keeping the gallery open during the week; make sales and provide information in matters related to Arts Council
- sponsorship of local theatre group
- through cultural programming provide education on diversity, human rights and racism issues resulting in broader acceptance and sharing
- partnership with University of the Fraser Valley – 33 years; established relationships with local First Nations communities; particularly Sts’ailes

#### CONTRIBUTION TO CANADIAN ARTS COMMUNITY:

- co-founder of “Artistic Directors of Western Roots Music Festivals” (membership – 25) in existence for thirteen years. Three of these annual meetings were held in Harrison Hot Springs
- President – Canadian Arts Presenter Organization – national organization to promote touring of performing arts; advocacy voice to federal government on arts related issues
- past chair – BC Touring Council – provincial organization to promote touring of performing arts in province of BC
- guest speaker and panelist at various national conferences and events; from 2006-2011 invited to Regina, Ottawa, Quebec City, Montreal, Toronto and Summerside, PEI
- juror for arts funding applications; Province of BC, Province of Ontario, Canada Council
- juror for Juno Awards

## TESTIMONIALS

My analysis (of the finances) documents what I would consider consistent prudent management of available resources. Most non-profit organizations are not managed well. Actually, it takes a lot more work to properly manage a non-profit than most for profit enterprises. You, the staff, board and volunteers have done remarkably well.

*Doug Freeman, Harrison Festival Society's accountant*

Phyllis has a reputation across the country for innovative and diverse programming and for the strong connections she and the Harrison Festival have developed with local communities.

*Erin Benjamin, Executive Director, Canadian Arts Presenters Association upon presenting national award to Phyllis Stenson, 2011*

The following comments are excerpts from individual submissions to the Community Gaming Grants Review Committee – 2011

For more than thirty-three years the Harrison Festival of the Arts has been the cornerstone of Harrison Hot Springs' cultural activity and a key driver of early summer tourism. Harrison lost the iconic Sand Sculpture Championships due to a lack of funding. It would be devastating to the tourism industry in Harrison if we were to lose the festival for the same reason.

*Robert Reyerse, Executive Director, Tourism Harrison*

We cannot over emphasize the importance of the Harrison Festival to both the business and cultural life in Harrison Hot Springs. But it is not just the economic benefits of the Festival which concerns us. This is a joyous event which attracts visitors from every walk of life and which showcases both local talent and talent from around the world. It provides an affordable access to diverse cultures which many attendees could not otherwise afford or access.

*Audience member and Harrison business owner*

The Harrison Festival is important to me and the community providing a vibrant addition to the region attracting visitors and dollars to all local businesses.

*Audience member*

The festival has been a major attraction to visitors to Harrison Hot Springs and the attendance that their performances generate during the shoulder season provide an extremely important spin-off to local businesses.

*Audience member and community leader*

The Harrison Festival provides much needed access to affordable music, culture, special social events and much more. This kind of social gathering is very important to the health and welfare of all people who choose to join in on all the activities that the Festival puts on.

*Audience member*

We have been Family Members of the Harrison Festival Society for many years. The festival promotes cultural awareness, provides music and art education, and promotes participation for young and old. It encourages the participation of volunteers (all age groups) and promotes community partnerships such as Sts'ailes and the University of the Fraser Valley.

*Audience member*

The Harrison Agassiz Chamber of Commerce has been a major supporter of the Harrison Festival for over 30 years. It contributes to our community and business economy in several ways. The Harrison Festival works hard to make their programs accessible to all Canadians.

*Directors, Harrison Agassiz Chamber of Commerce*

My family and I have lived in the area for the past eight and a half years. We look forward to the Harrison Festival as a highlight of our year. As our children have gotten older, the Festival has provided volunteer opportunities for all of us, and provided for myself employment. I was the Children's Day coordinator for five years and was paid an honorarium.

Our children have been able to expand their horizons through music, much of it rooted in a culture other than our own, and through the multi-faceted festival program have gained an education in the arts that would otherwise remain elusive due to our distance from a major centre.

*Volunteers, audience members – family of 6*

For many years now my husband and I have been enjoying the Harrison Festival of the Arts. Not only is it a place to see young and not so young local and other Canadian performers it is also well known for bringing to Harrison an international sampling of singers, dancers, musicians and visual artists. This festival may be small but it still carries a big impact, not only for Harrison but the whole Fraser Valley.

*Audience member*

This little Festival that could, has grown from a small local event to an important world wide event. From its humble beginnings to the amazing status it now enjoys it has always been a Festival of high quality and value to the community and beyond.

Audiences are constantly learning and broadening their knowledge and horizons while being entertained at a first class level. I have gone to every Harrison Festival since the beginning and I have never been to a more valuable event in terms of community and world understanding. Please do not let this important and valuable festival die.

*Audience member*

I have been a resident of Harrison for 17 years and a volunteer for the Festival for ten years. The Festival Society is well organized utilizing a large number of volunteers to keep operating costs low. The Festival brings in many Canadian and international artists to provide the festival a unique musical experience that included aboriginal, minority groups, south Asian community performers and young musicians.

Also of importance is the community contribution that the festival provides. Harrison Hot Springs is a very small community, and we've already seen the world class Sand Sculpture competition disappear due to lack of funding and sponsorship. Without adequate funding we could also see the Harrison Festival of the Arts disappear, which would be disastrous for the community. The performing arts are the heart and soul of any community, and important to the survival of local business, who have their own challenges when major events disappear.

*Volunteer and audience member*

The Festival is an important and valuable economic generator to our community. Most Harrison Festival events are free to the public and accessible to all thanks to the 180 community volunteers that have worked to make it happen for the past 33 years.

*Community leader*



HARRISON HOT SPRINGS

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](mailto: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: December 28, 2011 \_\_\_\_\_ Requested Meeting Date: January 16<sup>th</sup>

Organization Name (if applicable): Kent Harrison Emergency Social Services

Name of Presenter: Carolyn Harris, ESS Volunteer Director

Name of Applicant if Other than Above: Roger Poulton Coordinator Kent Harrison Emergency Program

Contact Phone Number & E-Mail: 604-796-0128/ esskentharrison@shaw.ca

Mailing Address with Postal Code: c/o Agassiz-Harrison Communittee Services,

Box 564, Agassiz, V0M 1A0

Audio/Visual requirements: No

Topic: Introducing the service ESS volunteers provide to the communittee and to promote ongoing financial support to cover our operational costs.

Action you wish Council to take: To consider the funding of this program so that we can cover the costs of education, minor equipment purchases and restocking of supplies.



**Kent –Harrison Community Disaster Assistance Program**  
***Providing Emergency Social Services***

December 20, 2011,

Dear Mayor and Council,

Congratulations on your successful election to council. As the Volunteer Director for our local Emergency Social Services (Kent Harrison Community Disaster Assistant Program) I am requesting the opportunity to come before council with a delegation of ESS volunteers in the month of January. The purpose of this request is to introduce our function in the Emergency Management Program to the new Councillors and to refresh the memories of those familiar with our program. One of our ongoing goals is to raise the community awareness of the ESS Program and we would like the opportunity to start 2012 by speaking to both Councils.

Regards,

Carolyn Harris, Volunteer Director, Emergency Social Services  
[esskentharrison@shaw.ca](mailto:esskentharrison@shaw.ca)



Kent –Harrison Community Disaster Assistance Program  
*Providing Emergency Social Services*

Kent-Harrison Emergency Social Services information report 2012-01-12

Emergency Social Services provides short-term assistance (72hours) to people who are forced from their homes because of flood, fire, earthquakes or other emergencies. This is done by providing evacuees access to food, shelter and clothing to meet their immediate needs.

As legislated by the provincial Emergency Program Act, the local authority is responsible for the preparation for, response to, and recovery from, disasters. Emergency Social Services is a part of the requirement for the local Emergency Response Team.

This local ESS Team has a Volunteer Director and currently eight (8) other trained volunteers.

When a disaster strikes the local fire department, police or local authority will request the inclusion of the ESS team to manage the evacuees and a PEP task number is issued.

ESS responds to local emergencies in two different ways:

- Level 1: this is a small disaster such as a single house fire. Once the call-out is made and the ESS responder has the task #, a team of two ESS volunteers report to the Incident Commander at the scene to get directions to the evacuees. The ESS then meets with the evacuee(s) to determine their level of need. The task number is important because ESS responders have been given the authority to issue referrals to local suppliers that provide food, shelter or clothing. The provincial government will only reimburse supplier invoices that have the correct task number.
- Level 2/3: this is when a large disaster takes place and many people are evacuated at once. The local authority will then request ESS to open up a Reception Centre, maintain the operation of that centre and deactivate it once the crisis is over. In a reception centre the ESS team is responsible for the set-up of the centre to enable all the functions to take place in a safe and efficient manner for both the public and the worker. A list of roles in a Reception Centre is attached to this report. If it is necessary, then Group Lodging (level 3) is also opened, set-up, maintained and deactivated by the ESS Team.



Kent –Harrison Community Disaster Assistance Program  
*Providing Emergency Social Services*

Other services provided to our local Emergency Preparedness Program are:

- 1) Contacting local suppliers who are willing to sign a contract to provide food, shelter, clothing and incidentals when necessary. Supplier contracts are renewed yearly. During an event the ESS worker becomes the liaison between the supplier and evacuee. We have been trained to understand the importance of maintaining open communication with our suppliers.
- 2) Promoting Emergency Social Services as a volunteer opportunity and to increase the general public's awareness of the service we provide in a disaster.
- 3) In 2011 several ESS volunteers visited schools and put on public demonstrations for the purpose of educating people on the importance of having a disaster plan for their family. We distributed information resources and set-up a display of resources to have on hand for Grab and Go bin.

This year's goal is to pre-register and screen potential Walk-In volunteers who are not interested in belonging to ESS but will likely volunteer at a centre. This is of vital importance when it comes to working with children and seniors.

Our Current Challenges:

\*Storage of our resources. Currently our resource bins are stored in two places. The paper work and a minimum of Reception Centre set-up supplies are housed at the EOC in the new fire hall in Agassiz. All other resource bins are stored upstairs at the old fire hall in Agassiz. We also have a small start up kit at the Harrison Hot Springs fire hall. We need a trailer in which we can store and transport our resources. An application for a JEPP grant has been submitted on our behalf for the purchase of a small trailer. No decision has been made to date.

\*Managing Walk-In volunteers plus Children/Youth at a Reception Centre. Recently several of us were trained to Manage Walk-In volunteers. Based on the paper work we are supposed to maintain for this function (at a reception centre), our one volunteer will fail. Add into the mix the necessary screening now required for a volunteer to participate and we are ill prepared. For example; gone are the days when a person could drop off baked goods or offer to serve food. Only commercially prepared food is served at a Reception Centre and only by someone who has completed a Foods Safe course. ESS workers can not keep unaccompanied children or youth in a Reception Centre against their will nor can we accept responsibility for them.



Kent –Harrison Community Disaster Assistance Program  
*Providing Emergency Social Services*

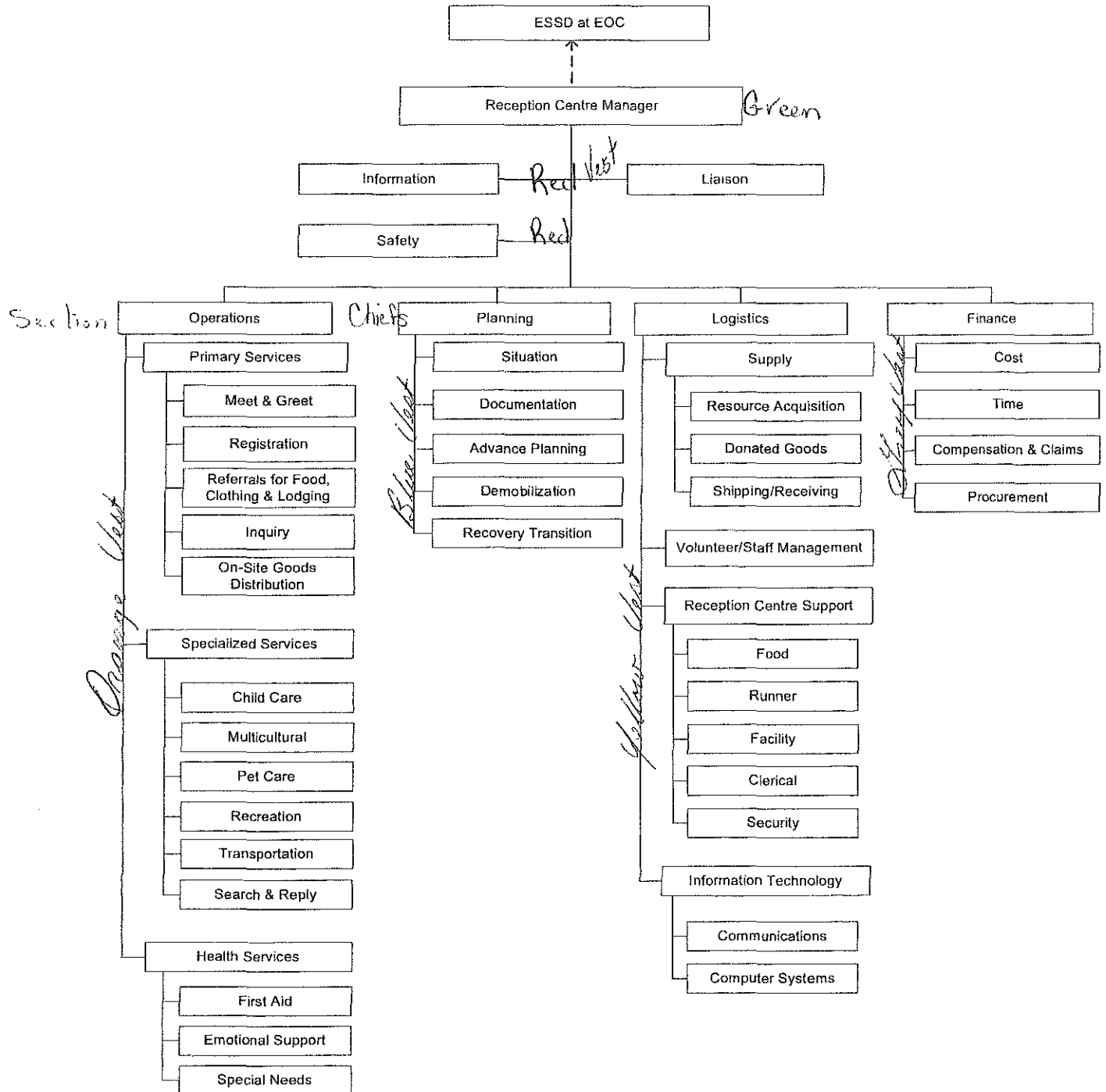
\*Funding; although the province requires the local authority to have an ESS we do not receive direct funding from either Kent or Harrison Hot Springs. Our work space, cell phones and other hidden costs are jointly funded. However, we have been advised we must maintain the status of a Society to enable us to apply for grants to cover our daily operational funding. We therefore, must apply under the Grants for Groups category. At this point in time ESS has less than \$400.00 in general revenue to cover our costs until we again receive grant money in August. We did receive a \$500.00 grant from the Kent/Harrison Foundation which we were required to match. This funding is earmarked to improve our signage with the purchase of retractable banners. We know for a fact that some basic supplies such as pens and sharpies need to be replaced immediately. Our motto is: "ESS is like the flashlight --you want it to work when you need it." Well, at this point in time our batteries need to be replaced...

Reported by,  
Carolyn Harris, Volunteer ESSD, Kent Harrison Emergency Social Services

Kent/Harrison on ESS  
Bank Account Report

Kent-Harrison Disaster Assistance Program					
General Account Report April 2011 to December 2011					
Date	Cheque No.	Transaction Description	Debit	Credit	Balance
31-Mar		Balance Forward			\$ 271.19
14-Apr	138	Ministry of Finance	\$ 40.00		\$ 231.19
14-Apr	139	Registrar of Companies	\$ 40.00		\$ 191.19
14-Apr	140	Registrar of Companies	\$ 10.00		\$ 181.19
14-Apr		District of Kent Grant		\$ 500.00	\$ 681.19
29-Jun		Harrison Hot Springs Grant		\$ 500.00	\$ 1,181.19
11-Aug	141	Gary Thiessen (hand cart /straps)	\$ 179.53		\$ 1,001.66
8-Sep	142	Peg Thiessen (mileage re: Walk-in seminar)	\$ 91.52		\$ 910.14
30-Sep	143	Peg Thiessen (lamp)	\$ 19.03		\$ 891.11
13-Dec		Allocation to match Kent/Harrison Foundation Grant	\$ 500.00		\$ 391.11
					\$ 391.11
Promotions Account					
Date	Cheque No.	Transaction Description	Debit	Credit	Balance
13-Dec		Kent/Harrison Foundation Grant		\$ 500.00	\$ 500.00
13-Dec		Allocation from General Account		\$ 500.00	\$ 1,000.00
					\$ 1,000.00

## Organization Chart for Fully Expanded Reception Centre





## EMERGENCY SOCIAL SERVICES (ESS) RATES Effective April 1, 2009 NOT REDEEMABLE FOR CASH

**NOTE TO SUPPLIER:**

Services to meet immediate needs should be provided in the **most cost-effective manner**. Rates below are **maximum amounts** – no additional surcharges are allowable. Extra costs incurred by the evacuee beyond the approved items listed below are the responsibility of the evacuee. See "NOTE TO SUPPLIER" on Referral form for reimbursement process, and "Information for Suppliers and ESS Responders" on the back of the Referral form for more detailed information.

**NOTE TO ESS WORKER:**

A current ESS Rates sheet must accompany each Referral Form. The Provincial Emergency Program (PEP), Emergency Coordination Centre must be consulted when extraordinary requirements are needed to provide for immediate needs 1-800-663-3456.

ITEMS OF ASSISTANCE	ALL ITEMS ARE GST EXEMPT (#107864738) <span style="float: right; font-size: small;">#107864738</span>													
<p><b>FOOD</b></p> <p style="text-align: center;">Restaurant Meals</p> <p style="text-align: center;">--OR--</p> <p style="text-align: center;">Groceries</p>	<table border="0"> <tr> <td></td> <td style="text-align: center;">Breakfast</td> <td style="text-align: center;">Lunch</td> <td style="text-align: center;">Dinner</td> <td style="text-align: center;">TOTAL</td> </tr> <tr> <td style="text-align: right;">Rate per person</td> <td style="text-align: center;">\$10.00</td> <td style="text-align: center;">\$13.00</td> <td style="text-align: center;">\$22.00</td> <td style="text-align: center;">\$45.00 (inc. pst)</td> </tr> </table>		Breakfast	Lunch	Dinner	TOTAL	Rate per person	\$10.00	\$13.00	\$22.00	\$45.00 (inc. pst)			
	Breakfast	Lunch	Dinner	TOTAL										
Rate per person	\$10.00	\$13.00	\$22.00	\$45.00 (inc. pst)										
<p style="text-align: center;">Half the restaurant meal rate applies should the evacuee choose groceries.</p> <p style="text-align: center;">Daily rate per person <span style="float: right;">\$22.50 (inc. pst)</span></p> <p style="text-align: center;"><b>Gratuities, tobacco products and alcohol are not included.</b></p>														
<p><b>LODGING</b></p> <p style="text-align: center;">Hotel/Motel/B&amp;B</p> <p style="text-align: center;">-- OR --</p> <p style="text-align: center;">Billeting in Private Homes</p>	<p>Emergency Social Services is eligible for approved Provincial Government Rates from commercial accommodations supplier listed in the Ministry of Labour and Citizens' Services Business Travel Accommodation listings for government travel.</p> <p><a href="http://www.pss.gov.bc.ca/csa/categories/accommodation/search/">http://www.pss.gov.bc.ca/csa/categories/accommodation/search/</a></p> <p><b>Only the cost of the room is covered.</b> The evacuee is responsible for all other charges (e.g. video rentals, damages, parking, local and long distance calls).</p> <p>The Referral Form for billeting is issued to the billeting host (supplier). Billeting rate does not include meals.</p> <p><b>Billeting Rate:</b> \$30 per night based on single person occupancy. Add \$10 for each additional adult and youth and \$5 for each additional child</p>													
<p><b>CLOTHING</b></p> <p>(to be issued when evacuees have not been able to pack necessities)</p>	<p>Adults, youth and children <span style="float: right;">* up to \$150.00 maximum per person (inc. pst)</span></p> <p>Clothing is provided as needed to preserve health and modesty. This <b>is not wardrobe replacement</b>. Clothing may include footwear or special needs items such as baby diapers.</p> <p>* Where extreme winter conditions apply at the time of the incident, and on a needs basis, amount may be increased to \$200 per person.</p>													
<p><b>TRANSPORTATION</b></p>	<p>Transportation necessary to meet immediate needs (e.g. taxis, 3 day bus pass, gasoline)</p>													
<p><b>INCIDENTALS</b></p> <p>(to be issued when evacuees have not been able to pack necessities)</p>	<p>Adults, youth and children <span style="float: right;">up to \$50.00 maximum per person (inc. pst)</span></p> <p>May include miscellaneous items such as personal hygiene products, laundry supplies, pet food and lodging, medications for a 3 day period, and other immediate needs as required. For extraordinary needs, see "NOTE TO ESS WORKER" above.</p>													

Support is provided for a **maximum of 72 hours immediately following an evacuation**, unless otherwise authorized.



NUMBER: S-46019

*SOCIETY ACT*

**CERTIFICATE OF INCORPORATION**

*I Hereby Certify that*

**KENT HARRISON COMMUNITY DISASTER ASSISTANCE  
PROGRAM SOCIETY**

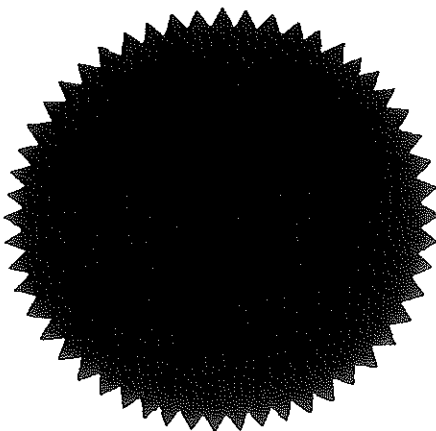
has this day been incorporated under the *Society Act*

*Issued under my hand at Victoria, British Columbia*

*on April 25, 2003*



JOHN S. POWELL  
*Registrar of Companies*  
PROVINCE OF BRITISH COLUMBIA  
CANADA



KENT HARRISON COMMUNITY DISASTER ASSISTANCE PROGRAM  
SOCIETY  
7652 INDUSTRIAL WAY  
PO BOX 70  
AGASSIZ BC V0M 1A2

November 17, 2011

**Society Number: S-0046019**

**Subject: Business Number Issued by Canada Revenue Agency**

As part of a provincial – federal partnership, the Corporate Registry and the Canada Revenue Agency (CRA) have developed an agreement to assign a Business Number to every Society operating in B.C.

Under this agreement, a Business Number has been assigned to this Society as noted below:

**88943 1607 BC0001**

The purpose of the Business Number is to enable both business and the public sector to streamline operations and realize efficiencies. Please use this number if you decide to open additional accounts with the Canada Revenue Agency or WorkSafeBC to ensure all new accounts use the same Business Number. For assistance or additional information, go to <http://www.bcregistryservices.gov.bc.ca/bcreg/corppg/companies/cobn.page>, or contact BC Registry Services/the OneStop Business Registry at 1-877-822-6727 from 7:00 am to 7:00 pm Monday through Friday, excluding Statutory holidays.



# BC GOVERNMENT CAUCUS

NEWS RELEASE

BC LIBERAL GOVERNMENT CAUCUS  
NEWS RELEASE

For immediate release  
January 6, 2012

## BUILDING BRIDGES WITH HARRISON HOT SPRINGS

**HARRISON HOT SPRINGS** – The BC Government has invested \$400,000 to replace the aging McCombs Drive Bridges. The North and South McCombs Drive Bridges provide an alternate route in and out of Harrison Hot Springs village. The two aging wood structures have been replaced with new concrete and steel bridges, and include new signage and walking and cycling paths. Both bridges are now open to the public.

### Why this matters:

- The original bridges were wood structures built in the 1950s. Over the years, deterioration resulted in the load limits being reduced to one tonne for both bridges.
- Replacing the older bridges with new structures and separated pathways will improve pedestrian and cyclist safety along the route.
- The new bridges will provide continued access to an alternate route through the village in the event of an emergency.
- The new structures will serve approximately 1,573 residents as well as thousands of seasonal visitors to Harrison Hot Springs.

### Quote:

"The aging McCombs Drive Bridges have been a safety concern for many years. As I get ready to leave my position as MLA for this area, I'm honoured to have been able to lend a helping hand to make this project a reality. These new bridges will make the route safer for drivers, cyclists and pedestrians for many years. I look forward to continuing to visit Harrison with my wife and daughter, long after I have left public office."

-Chilliwack-Hope MLA [Barry Penner](#)

-30-

Media contact: Marc Wang, B.C. Government Caucus Communications: 250-387-9297





# VILLAGE OF HARRISON HOT SPRINGS

## REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** December 22, 2011  
**FROM:** Chief Administrative Officer **FILE:** 7380-20  
**SUBJECT:** Harrison Hot Springs Fire Department – Staffing Report

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**ISSUE:** To receive the Harrison Hot Springs Fire Department Staffing Report

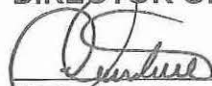
**BACKGROUND:**

Staff had requested that a staffing report be made available to Council that provides the current status of the department’s manpower and capabilities of daytime responses. The report has been received and is enclosed for your information.

Respectfully submitted for your consideration;

  
 Ted Tisdale  
 Chief Administrative Officer

**DIRECTOR OF FINANCE COMMENTS:**

  
 Dale Courtice  
 Director of Finance



# STAFFING REPORT

DECEMBER 20, 2011

FIRE CHIEF: DON LABOSSIERE



## INTRODUCTION

The following report is at the request of CAO Tisdale on the current manpower status of the Harrison Hot Springs Fire Department specifically in reference to the Departments daytime response capability.

## COMPLIMENT

On his date December 20<sup>th</sup>, 2011, the Department has a total compliment of 20 members rostered, with one on a leave of absence (Captain Yasinski) and 5 new members being trained in the Recruit Training Program (RTP3). The newest members will not be on strength until approximately March of 2012 at the conclusion of the training program and successful completion of Live Fire 1 at the Justice Institute of British Columbia. Captain Yasinski is expected to return in the new year.

**The following lists the current compliment within the Department and whether the member is suppression, driver or LAFC trained.**

Name	Rank	Suppression FF	Driver	LAFC
<b><u>Officers</u></b>				
Labossiere, Don	Chief	yes	yes	yes
Driedger, Don	Deputy Chief	yes	yes	yes
Simmonds, Tyler	1 <sup>st</sup> Captain	yes	yes	yes
<b>Vacant</b>	2 <sup>nd</sup> Captain	-	-	-
MacLean, Neil	Lieutenant (FPO)	<b>no</b>	yes	yes
Maslin, Alex	Lieutenant	yes	yes	<b>no</b>
<b><u>Firefighters</u></b>				
Bouvier, PJ	Fire Fighter	yes	yes	<b>no</b>
Bouvier, Quinton	Fire Fighter	yes	<b>no</b>	<b>no</b>
Bryant, Shelly	Fire Fighter	yes	yes	<b>no</b>
Malfait, Bruce	Fire Fighter	yes	yes	<b>no</b>
O'Connell, Tyler	Fire Fighter	yes	yes	<b>no</b>
Rveda, Francisco	Fire Fighter	yes	yes	<b>no</b>
Shelley, Richard	Fire Fighter	yes	<b>no</b>	<b>no</b>
Treverton, Gary	Fire Fighter	yes	yes	<b>no</b>
Whittaker, David	Fire Fighter	yes	yes	<b>no</b>

**On Leave**

Yasinski, Mark	Fire Fighter	yes	yes	no
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**Recruit Class RTP3 (Start November 2011)**

Stewart, Doug	Fall RTP3	2012	no	no
Todd, Trevor	Fall RTP3	2012	no	no
Webber, Fred	Fall RTP3	2012	no	no
Willis, Brian	Fall RTP3	2012	no	no
Corder, Brian	Fall RTP3	2012	no	no

**DAYTIME RESPONSE**

The daytime response capability of the Department is currently 4-5 members, with three members minimum responding in HE1-1 or HU1-8 depending on the incident type. With the conclusion of RTP3 in March of 2012 and the return of Captain Yasinski the Departments daytime response capability will be increased by three with the possibility of one or two additional members who are shift workers and at home within the Village during the week.

**The following details response capabilities of the members and movements from the Department during 2011.**

**Projections**

Suppression Dec:	x13
Suppression March 2012:	x18 (upon Captain Yasinski's return)
Daytime availability:	x4-5 (LT Simmonds, Malfait, Whittaker, Shelley)
Daytime availability March 2012:	x7-8 (plus 2 from RTP3, Yasinski)

Total Officers -	x5
Total FF -	x9
Total on-leave -	x1
Total training -	x5
Total Jr. FF -	0

**Total Compliment within HHSFD - x20**

**Firefighter Movements within the year:**

Resignation January - FF Yao  
Resignation May - FF Wilson  
Resignation September - JrFF Rose  
Leave of absence August - Captain Yasinski  
Retirement December - FF Abram

## CONCLUSION

The Department has had a tremendous year in recruiting and training new members and thereby increasing the total compliment of the Department to a high of 20 members. With this increase the Department has a committed daytime response capability of four members with three being the minimum number to respond. It is noted that the daytime members work within the Village and the additional responding members are shift workers.

With the conclusion of RTP3 in March of 2012, it is the expectation of the Department that HE1-1 will respond with a full crew of six with the potential to have several others on standby at the Hall. In conjunction with the auto-aide agreement with Agassiz Fire Department, the response capability for the Village is quite satisfactory for our fire suppression responsibilities.

Regards,

Don Labossiere  
Fire Chief  
HHSFD





VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: January 9, 2012
FROM: Ted Tisdale, Chief Administrative Officer FILE: 7200
SUBJECT: Live Training – Paid on Call Fire Fighters

ISSUE: Councils approval to authorize an expense for training prior to adoption of the 2012 budget

BACKGROUND:

Over the past years Fire Chief, Don Labossiere has been in the process of recruiting volunteers for the fire department and has been successful of increasing their numbers from five (5) to twenty (20) in this past year. As part of the training and to achieve full certification as a fire fighter, involves attending a live burn exercise. An exercise is being held in Maple Ridge in March, 2012 but registration is required in January prior to budget approval.

RECOMMENDATION:

THAT Council approve five (5) fire fighters attend Live Burn Training in Maple Ridge in March 2012 at an estimated cost of \$2,500.00.

Respectfully submitted for your consideration;

[Signature of Ted Tisdale]
Ted Tisdale
Chief Administrative Officer

DIRECTOR OF FINANCE COMMENTS:

[Signature of Dale Courtice]
Dale Courtice
Director of Finance





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** January 11, 2012

**FROM:** Andre Isakov,  
Community and Economic Development Officer **FILE:** 6750-01

**SUBJECT:** Invest in BC Publication

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**ISSUE:** Staff are requiring Council's input regarding the placement of an ad in the Invest in BC Publication.

#### **BACKGROUND:**

In 2011 the Village purchased a half page ad in the Invest in BC magazine (this also includes additional free editorial space of the same amount). The annual publication has a distribution of 12,000 copies which are printed in February. The publication is targeted towards investors and the publication is delivered to:

- All subscribers to Business in Vancouver newspaper
- All EDABC members in B.C.
- Top 50 site selection firms in North America
- B.C. trade offices and Canadian consulates in the United States, China, Japan, South Korea, India, United Kingdom and Germany
- Department of Foreign Affairs and International Trade
- Offices of the Premier of British Columbia
- Offices of the Mayor of Vancouver
- Relevant ministries and other trade organizations based in Vancouver
- Attendees to trade shows where EDABC or Linx BC is an exhibit

Please find more information about the publication attached to this report.

It is difficult to determine the success of such campaigns because they sometimes take time to materialize but the Village has had about 3 inquires since Feb 2011 about development from investors based on the ad and editorial.

The ads are expensive. However, if the ads help to bring at least one development to Harrison they can pay for themselves. The ads are \$3,350 plus tax for 1/2 page, \$2,650 for 1/3 page, \$2,150 for 1/4 page. The publisher is offering additional 15% off on all ads to the Village. All ads are accompanied by a complementary editorial of the same size. More information about ad pricing is attached to this report.

The ads are currently not budgeted for and require a motion of approval from Council. If the Village is interested, the purchase order for the ads must be placed by January 20.

**Options**

**Option 1:** Not to purchase the ad.

**Option 2:** To purchase ad of the same 1/2 page size as last year.

**Option 3:** To purchase a smaller ad then last year.

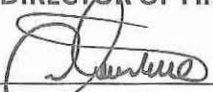
**RECOMMENDATION:**

THAT Council authorize staff to purchase a 1/2 page ad in the Invest in Vancouver publication for 2012.

Respectfully submitted for your consideration;

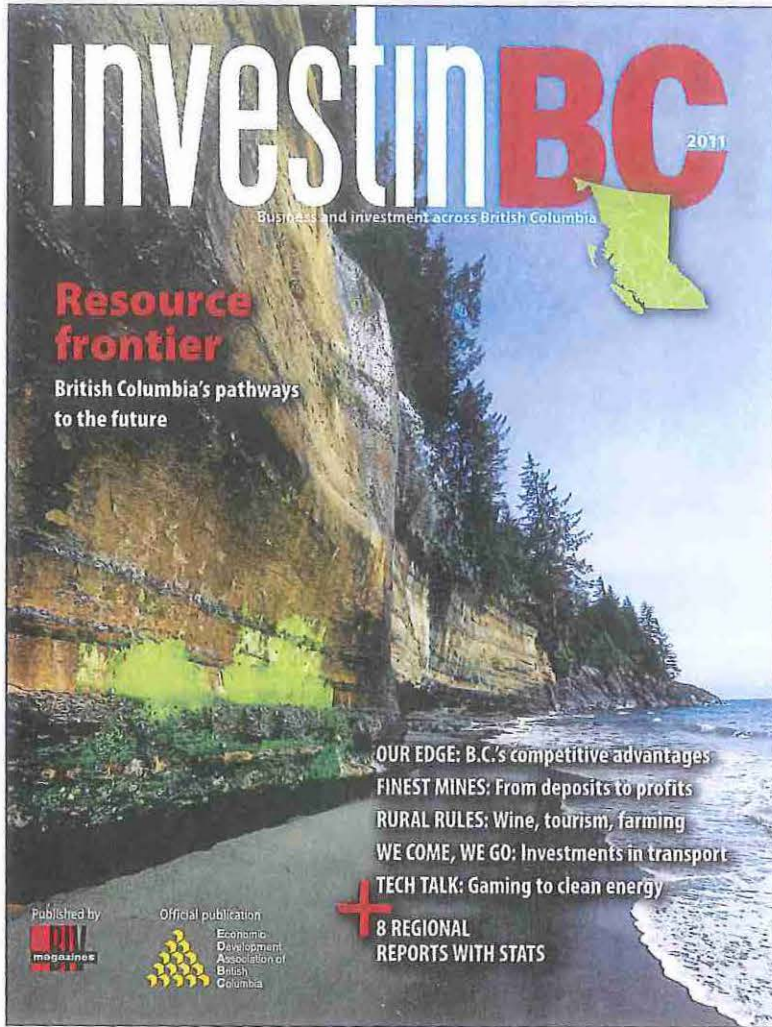
  
\_\_\_\_\_  
Andre Isakov  
Community & Economic Development Officer

**DIRECTOR OF FINANCE COMMENTS:**

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

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

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



**INVEST IN BC MAGAZINE:**  
2012 edition

# your essential guide

to investment and business  
opportunities across all regions  
of British Columbia

The 2012 edition of *Invest in British Columbia*, the official magazine of the Economic Development Association of B.C. (EDABC), will be produced in partnership with Business in Vancouver Magazines.

The partnership harnesses BIV Magazines' proven editorial expertise with the EDABC's extensive networking and distribution capabilities.

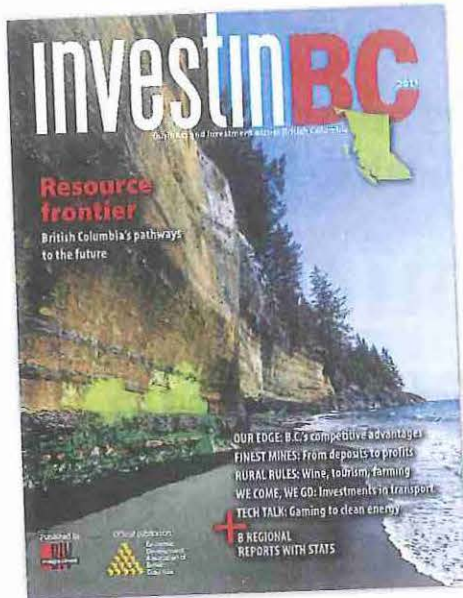
[www.edabc.com](http://www.edabc.com)

[www.investinbc.ca](http://www.investinbc.ca)



Economic  
Development  
Association of  
British  
Columbia

**2012 rates & data**



## Compelling editorial

- An editorial line-up is available upon request, and will include details of B.C.'s competitive advantages, comprehensive coverage of exciting developments in the province and reasons for investment across all its regions.

## Online options

- All municipalities, cities and towns in B.C. will be provided upon request with a PDF of the magazine, as well as their own regional editorial/advertorial pages, with the option to publish it on their website at no charge.
- Additionally, a PDF and interactive version of the magazine, where users can 'turn the pages' online, will be placed online and clickable via [www.biv.com](http://www.biv.com), [www.edabc.com](http://www.edabc.com) and [www.investinbc.ca](http://www.investinbc.ca).

## Comprehensive company directory

- All EDABC members (as of January 1, 2012) will be listed in the magazine directory.

## Appearing in *Invest in BC* 2012

Advertising in *Invest in BC* provides an opportunity to present your products and services to firms entering British Columbia's market or expanding to other regions who are looking for new suppliers and partners. **A total of 12,000 copies will be distributed to potential clients who may soon be setting up shop in your business community.**

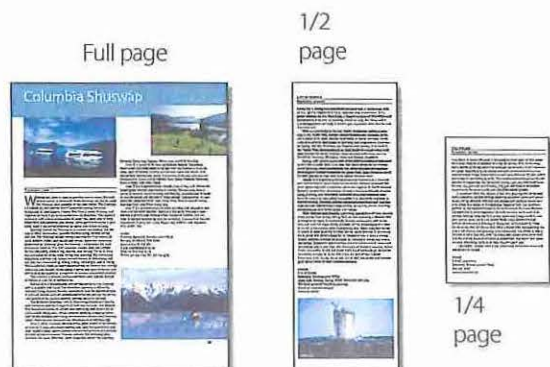
## Advertising opportunities

- Display ad positions will be available in a full range of sizes to companies, organizations, municipalities, towns and cities. Please review the enclosed rate card.
- Municipalities, towns and cities **which are EDABC members** and have purchased advertising space of **1/4 page or larger** will be offered matching advertorial to highlight their message..
- For more information please call Katherine Butler at **604-608-5158**, toll free at **1-800-208-2011** or email [kbutler@biv.com](mailto:kbutler@biv.com)

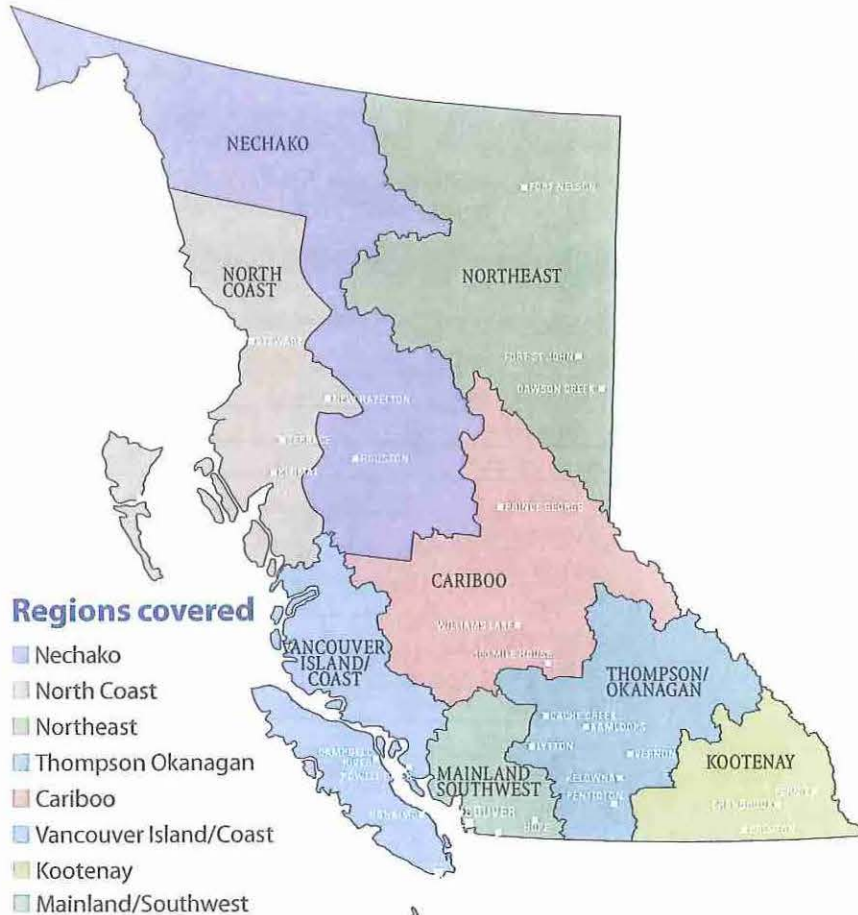
## Advertorial opportunity:

Available to cities, towns, districts, regions and municipalities. (EDABC members)

- Purchase a regular full page, 1/2 page or 1/4 page display ad in full colour and receive equal advertorial space.



*Invest in BC* uses hard data to show that Vancouver and the province at large provide outstanding choices for senior corporate decision makers' next business expansion or relocation. Each of B.C.'s geographic regions has its distinct advantages.



*Invest in BC* 2012 helps business owners and managers make informed decisions by profiling each of British Columbia's eight economic regions. Informed articles highlight living conditions and current business trends along with informative graphs depicting current economic data.

### B.C.'s innovative economy

- transportation and gateway investment
- industrial development
- bioenergy and renewables
- data centres
- mineral and resource development
- sustainable development
- tourism
- life sciences and high-tech

Business in Vancouver Media Group is uniquely positioned to showcase B.C.'s investment opportunities and the companies behind that success. Our weekly newspaper, *Business in Vancouver*, is very well established in the marketplace. Our fleet of magazines – such as *BCTECH*, *Meeting Places* and *Green Space* – are market leaders and regularly feature opportunities offered by investing in B.C. ideas and infrastructure.

### Targeted, effective distribution

12,000 copies will be printed for distribution February 24, 2012. It will be delivered in various quantities to:

- All subscribers to *Business in Vancouver* newspaper
- All EDABC members in B.C.
- Top 50 site selection firms in North America
- B.C. trade offices and Canadian consulates in the United States, China, Japan, South Korea, India, United Kingdom and Germany
- Department of Foreign Affairs and International Trade
- Offices of the Premier of British Columbia
- Offices of the Mayor of Vancouver
- Relevant ministries and other trade organizations based in Vancouver
- Attendees to trade shows where EDABC or Linx BC is an exhibitor

### For further information, please contact:

**Gail Clark**

**Managing Publisher, BIV Magazines**

E-mail: [gclark@biv.com](mailto:gclark@biv.com)

Tel: 604-608-5143

**Katherine Butler**

**Administrator, BIV Magazines**

E-mail: [kbutler@biv.com](mailto:kbutler@biv.com)

604-608-5158 TF 1-800-208-2011

**Dale Wheeldon**

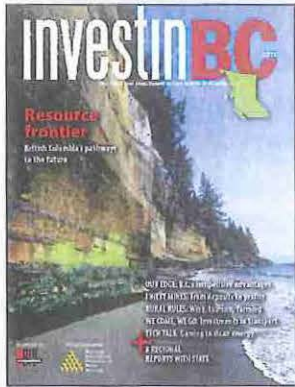
**Executive Director, EDABC**

E-mail: [wheeldon@edabc.com](mailto:wheeldon@edabc.com)

Tel: 604-858-7199

**604-688-2398 TF 1-800-208-2011**





# Invest in BC 2012

Business and investment across British Columbia

## 2012 ADVERTISING RATES & DEADLINE

**Advertising Close Date:** January 18, 2012  
**Material Due:** January 20, 2012

**Publication Date:** February 24, 2012  
**Distribution:** 12,000

### DISPLAY RATES

Size	4 colour	Spot colour	Black & White
Double Page Spread	\$7,850	\$6,800	\$6,300
Full Page	4,300	3,800	3,550
2/3 Page	3,600	3,050	2,800
1/2 Page	3,350	2,750	2,500
1/3 Page	2,650	2,080	1,850
1/4 Page	2,150	1,590	1,300
1/6 Page	1,800	1,370	1,235

### Ask about our special advertorial offer to cities, towns, regions, districts and municipalities.

- ◆ Custom spot colour matched in process
- ◆ For guaranteed positions other than listed below, add 10%
- ◆ All rates are net and in Canadian dollars
- ◆ Rates do not include gst

#### Production notes:

- ◆ Production charges are included in the rates above for basic prep work.
- ◆ For ads requiring basic layout, the customer must provide:  
 1. a mock-up 2. logo 3. image (photo) if required and 4. text.
- ◆ Revisions will be limited to 2 proofs at no charge after which time, an hourly rate or portion of will apply.
- ◆ Charges will apply to extensive design and/or multiple revisions.

### SPECIAL POSITIONS

- ◆ Cover space is available on a first-come, first served basis.
- ◆ All special positions are four-colour and non-cancelable.

Outside Back Cover	\$5,600
Inside Front or Back Cover	\$5,000
Premium	\$4,560

### GROUP BUY OPPORTUNITIES

Book 2 or more ads within 12 months and receive the following discount off each publication:

- ◆ 2 magazines: 15% discount
- ◆ 3 or more magazines: 20% discount

### SPONSORSHIP OPPORTUNITIES

Call today for more information.

**For more information on the benefits of advertising in Invest in BC, call 604-688-2398 today**  
**1-800-208-2011**

### MECHANICAL REQUIREMENTS

### WIDTH HEIGHT

Size	Not all sizes available in every publication.	(inches)	(inches)
Full-page trim size		8 1/8	10 13/16
Full-page bleed		8 5/8	11 5/16
Type area		7 1/8	9 13/16
2/3 Horizontal		7 1/8	6 1/2
2/3 Vertical		4 11/16	9 13/16
1/2 Horizontal		7 1/8	4 13/16
1/2 Vertical		3 7/16	9 13/16
1/2 Island		4 11/16	7 5/16
1/3 Horizontal		7 1/8	3 1/8
1/3 Square		4 11/16	4 13/16
1/3 Vertical		2 1/4	9 13/16
1/4 Horizontal		7 1/8	2 3/8
1/4 Square		3 7/16	4 13/16
1/6 Vertical		2 1/4	4 13/16
1/6 Horizontal		4 11/16	2 3/8
Double-page spread (with bleed)		16 3/4	11 5/16

### TECHNICAL REQUIREMENTS

**SUBMISSION GUIDELINES:** Please provide (in order of preference): a press-ready PDF or PDFx 1a file, an Illustrator CS3 or lower EPS file with all fonts converted to outlines, a Mac InDesign CS3 file with all supporting files and postscript fonts. Images should be 300 pixels per inch. FTP is available, but please talk to us first. And please supply a proof of your ad.

**Note:** When supplying logos for our database publications, black and white vector EPS files (such as those created in Adobe Illustrator) are preferred. If you do not have a vector version of your logo please supply a black and white TIFF.

**BLEED ADS:** Please keep all critical elements 1/2" in from the trim.

PUBLISHED BY:



B.C. OWNED AND OPERATED

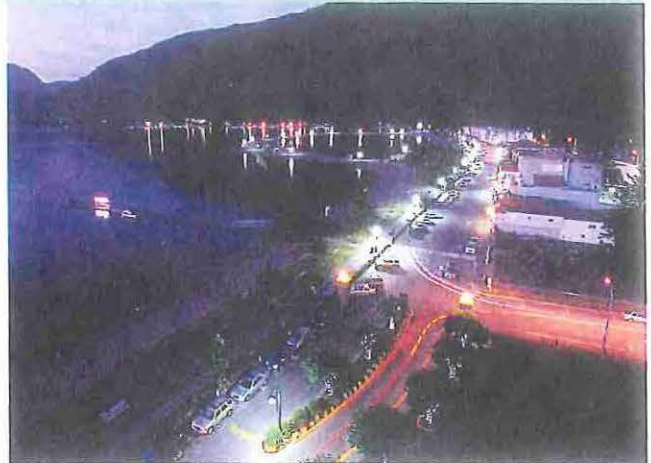
102 East 4th Avenue,  
 Vancouver, B.C. V5T 1G2  
 Telephone: (604) 688-2398  
 Toll Free: 1-800-208-2011  
 Fax: (604) 688-6058  
 www.investinbc.ca

## HARRISON HOT SPRINGS

Nestled against Southwestern British Columbia's magnificent mountains and the sandy beaches of Harrison Lake, a short 90 minutes drive east of Vancouver, the Village of Harrison Hot Springs is filled with rich history, natural wonders, incredible economic opportunities, and entrepreneurial spirit. Designated a Resort Municipality by the Province of BC, Harrison Hot Springs is a tourism hotspot for Metro Vancouver and Fraser Valley residents looking for a getaway and international visitors alike.

It is an exciting time for economic development in our beautiful community. The Village of Harrison Hot Springs is experiencing growth and is making key investments in improving municipal infrastructure and services to enhance the quality of life and aid development. As a world-famous tourist destination, the Village has year-round visitors exploring Village life and taking advantage of the hot springs, boating, swimming, golfing, hiking, cycling, fishing, festivals, events, various organized tours, and an amazing array of other leisure activities. The municipality is committed towards strengthening and diversifying the economic base, and building a resilient local economy. Here are some reasons for investing in the Village of Harrison Hot Springs:

- open, accessible, transparent, and friendly local government
- array of recreational opportunities with a well established tourism base
- well established municipal infrastructure to accommodate business and residential needs
- affordability of land, labour, energy, and other business costs
- easy transportation access to markets and customers
- availability of development opportunities
- wonderful lifestyle and community quality of life



To learn more about investment, development, and business opportunities within the Village of Harrison Hot Springs contact the Community and Economic Development Officer. Our business is helping business to build a prosperous resort community!

### Contact

Andre Isakov, Community and Economic Development Officer,  
Village of Harrison Hot Springs

Tel: 604-796-2171 (ext.233)

E-mail: [aisakov@harrisonhotsprings.ca](mailto:aisakov@harrisonhotsprings.ca)

Web: [www.harrisonhotsprings.ca](http://www.harrisonhotsprings.ca)

# Harrison Hot Springs

*Find*  
**investment opportunities**  
*just up the road*

1949 60 YEARS 2009

Please contact Andre Isakov, Community and Economic Development Officer  
Tel: 604-796-2171 Fax: 604-796-2192 | [aisakov@harrisonhotsprings.ca](mailto:aisakov@harrisonhotsprings.ca) | [www.harrisonhotsprings.ca](http://www.harrisonhotsprings.ca)  
PO Box 160, 495 Hot Springs Road, Harrison Hot Springs, BC V0M 1K0





**DIRECTOR OF FINANCE COMMENTS:** There are sufficient funds in the Memorial Hall Restoration Reserve to fund the balance of this expenditure in 2012.



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

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



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

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# VILLAGE OF HARRISON HOT SPRINGS

## REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** January 18, 2012

**FROM:** Ted Tisdale,  
Chief Administrative Officer **FILE:** 2320-20-01

**SUBJECT:** 2011 Boat Launch Report

**ISSUE:** To receive 2011 Boat Launch Report and enter into new agreement for Boat Launch Services.

**BACKGROUND:**

Attached for Council's consideration is a report filed by Bob Bell, proprietor of Bob's Boat Launch Services, who has a contract to manage the Village's Boat Launch facilities.

Mr. Bell, again, provided a good service on behalf of the Village in servicing users of the boat launch facility and through his annual operation has identified issues and provided recommendations within his report for Council's consideration.

The staff and Mayor have met with Mr. Bell and reviewed the report advising him that it would be presented to Council with staff providing comments on his recommendations.

Mr. Bell has also indicated his desire to continue with the contract for the boat launch and the contract does provide for renewable option. Mr. Bell was advised to provide a written request for Council's consideration (copy of which is attached).

Prior to dealing with the specific recommendations of this report clarification is required for a couple of comments that were offered in the first paragraph, Season Pass Parking, there has always been a requirement for season's pass holders to pay for overnight parking but was not enforced. Last year, Council had resolved that the bylaw be enforced and that any parking beyond the same day be charged. This did create some protest, but in Council's view the charge was justified as many, if not the majority of these users are non-residents and are using tax payer supported facilities at no cost.

There is also a quote about boaters complaining about arrogance and rudeness of the staff they dealt with, but unfortunately until this item appeared in the report staff were not aware of any complaints and the contractor has been asked that in future when he does hear a complaint that it be referred to the CAO immediately so it can be addressed in a timely manner.

**RECOMMENDATION:**

For the specific recommendations contained in the report, the following comments are offered:

- a) That the reference to additional parking charges for season and fleet passes in the boat launch bylaw be removed and reference to one day parking for day passes be changed to same day parking plus additional overnight parking of seven dollars (\$7.00) per night.
- b) That a clause summary of provincial parks, limiting parking to fourteen (14) days maximum be added.

**Page 1 Recommendation:**

Staff agree with changing the wording from twenty-four (24) hours to same day parking to simplify monitoring and control as well as additional overnight parking at seven (7) dollars per night. Removing additional parking charges for season and fleet passes is not supported by staff, again for the reasons outlined above, where generally it is non-residents using Village facilities and are not contributing towards the cost of maintaining those facilities.

Depending upon how Council reacts to removing the season and fleet passes from the bylaw the fourteen (14) day maximum may be a non-issue.

**Page 2 Recommendation:**

- Staff agree to clarification with the boat launch sign and we will work with the contractor to find the appropriate wording that serves the requirements of both parties.
- Extending the crosswalks - In the meeting with Mr. Bell it was agreed that the Operations Manager would address the crosswalk issue, the streetlight and make minor repairs to the ramp in conjunction with repairing the Rendall Park boundary fence. It is also noted that a temporary extension to the dock has been built and is available during those times of high water.
- Bathroom Cleaning - It was agreed that the Village will improve the frequency of cleaning at the boat launch washroom, either by a contracted service with a cleaning company or taking advantage of the new custodian rate that has been negotiated with the union.

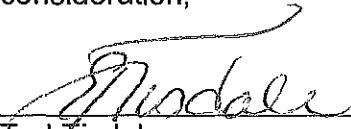
- Garbage Dumpster – The garbage dumpster has been an ongoing issue for the Village, as discussed with Mr. Bell. Staff would not recommend that the dumpster be reinstated but will approach the two regional districts to determine if they would be interested in supporting the dumpster.
- Boat Launch Ramps/Relocation – In discussions with Mr. Bell, it would suggest that staff would not be comfortable recommending to Council installing a third ramp until a decision has been made with respect to relocation of the boat launch. This item will be discussed with Council at the retreat under the RMI program.

**Boat Launch Service Agreement:**

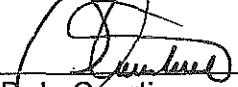
THAT Council approve entering into a new Service Agreement with Bob's Boat Launch Services for a period of three (3) years; and

THAT each year services be provided at a minimum of a 6 month period commencing early March and ending mid-October of each year.

Respectfully submitted for your consideration;

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

**DIRECTOR OF FINANCE COMMENTS:**

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

RECEIVED

JAN 13 2012

BY V. OF H.H.S.

Box 306  
Harrison Hot Springs, B.C.

January 13, 2012.

Mayor and Council  
The Village of Harrison Hot Springs  
Box 160  
Harrison Hot Springs, B.C.  
VOM 1K0

Your Worship and Councillors:

**Ref: Operation of the Village Boat Launch.**

Please be advised that I would be pleased to operate the Harrison Lake boat Launch for the next three years.

If weather permits, I would like to commence this year's operations on Friday, March 16<sup>th</sup>, 2012. Similar terms to last year are acceptable.

If you should have any questions on this matter, do not hesitate to contact me.

Yours truly,



Bob Bell  
Proprietor  
Bob's Boat Launch Services

FILE #		DATE	
<input type="checkbox"/> CAO		<input type="checkbox"/> CO	
<input type="checkbox"/> DCAO		<input type="checkbox"/> ADMIN/ FINANCE	
<input type="checkbox"/> DIRF		<input type="checkbox"/> B/L ENF	
<input type="checkbox"/> MGR REV SVCS		<input type="checkbox"/> MAYOR	
<input type="checkbox"/> CEDO		<input type="checkbox"/> COUNCIL	
<input type="checkbox"/> OP. MGR			
ITEM	A	B	C
<b>COUNCIL AGENDA</b>			
<b>DATE</b>			
			<b>INITIAL</b> <input type="checkbox"/>
(ITEMS: A-REQ, ACTION; B - INFO - WRESP; C - INFO ONLY)			

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DEC 19 2011  
BY V. OF H.H.S.

PO Box 306  
Harrison Hot Springs, B.C.  
(604) 796-0029

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

COPY

2011 Boat Launch Report.

Attached for your information, and possible action, are the comparative activity report, my recommendations for improvement and usage figures for the leased parking lots.

If you should have any questions on this material, please do not hesitate to contact me.

Yours truly,



Robert G. Bell  
Proprietor  
Bob's Boat Launch Services

FILE #	DATE
2320-02-01	DEC 19/11
<input checked="" type="checkbox"/> DCAO	<input type="checkbox"/> CO
<input type="checkbox"/> DCAO	<input type="checkbox"/> ADMIN/ FINANCE
<input type="checkbox"/> DIRF	<input type="checkbox"/> B/L ENF
<input type="checkbox"/> MGR REV SVCS	<input type="checkbox"/> MAYOR
<input type="checkbox"/> CEDO	<input type="checkbox"/> COUNCIL
<input type="checkbox"/> OP. MGR	
ITEM (A) (B) (C)	
COUNCIL AGENDA	
DATE	INITIAL (RB)
(ITEMS: A-REQ, ACTION; B - INFO - WRESP; C - INFO ONLY)	

# Harrison Boat Launch Operations 2011

	April	May	June	July	August	September	October	Totals	% Char
<b>Seasons Passes Sold</b>	<b>63</b>	<b>45</b>	<b>68</b>	<b>39</b>	<b>03</b>	<b>000</b>	<b>000</b>	<b>218</b>	<b>-27.5%</b>
(2010)	61	85	59	84	09	03	00	301	
(2009)	60	150	53	44	5	00	00	312	
(2006)	80	73	75	56	05	00	00	289	
<b>Season Pass Launches</b>	<b>62</b>	<b>134</b>	<b>205</b>	<b>438</b>	<b>549</b>	<b>266</b>	<b>19</b>	<b>1673</b>	<b>-6.7%</b>
(2010)	156	210	236	615	424	117	36	1794	
(2009)	95	250	403	661	512	257	77	2255	
(2006)	156	255	397	604	560	248	27	2047	
<b>Season Pass Parking Days</b>	<b>76</b>	<b>177</b>	<b>250</b>	<b>548</b>	<b>645</b>	<b>297</b>	<b>22</b>	<b>2115</b>	<b>-26%</b>
(2010)	233	345	383	909	621	171	62	2724	
(2009)	190	376	522	954	827	414	148	3431	
(2006)	171	300	637	972	820	394	68	3362	
<b>Day Pass Launches</b>	<b>88</b>	<b>113</b>	<b>229</b>	<b>542</b>	<b>779</b>	<b>331</b>	<b>12</b>	<b>2094</b>	<b>+1%</b>
(2010)	58	169	223	690	515	108	31	1794	
(2009)	110	188	371	803	725	291	35	2543	
(2006)	78	158	288	533	586	192	7	1842	
<b>Day Pass Parking Days</b>	<b>97</b>	<b>131</b>	<b>303</b>	<b>751</b>	<b>1035</b>	<b>486</b>	<b>13</b>	<b>2816</b>	<b>+19.6%</b>
(2010)	63	229	281	917	676	152	35	2353	
(2009)	118	265	430	1086	1081	332	41	3353	
(2006)	78	183	323	589	699	216	7	2095	
<b>Fleet Pass Launches</b>	<b>19</b>	<b>37</b>	<b>48</b>	<b>48</b>	<b>65</b>	<b>57</b>	<b>17</b>	<b>291</b>	<b>-16.4%</b>
(2010)	25	37	49	57	103	19	22	348	

The Village of Harrison Hot Springs'  
Boat Launch Report  
--2011 Operations—

For the tenth year in the past twelve, the public launch was operated by Bob Bell on behalf of the Village. It was open from April 2<sup>nd</sup> until October 11<sup>th</sup>. Like last year, summer lasted for five weeks, but started much later in the year, finally warming up on July 23<sup>rd</sup> and ending abruptly on September 11<sup>th</sup>. Despite this long, cool spring and fall, over 4,000 launches occurred and gross revenue was about average.

There were, however, several areas of concern:

1. **Season Pass Parking.** For some unknown reason, Council decided that Season Pass (S.P.) holders should have to pay for overnight parking. During the previous thirty years, unlimited parking went along with unlimited launching. The immediate effect of this change was anger at the Village for discriminating against cabin owners and/or outright greed. The flood of protest letters, e-mails and phone calls were addressed to the Mayor, individual Councillors and staff. Boaters complained about the arrogance and rudeness of staff they dealt with. The outcome of this dispute was the refusal to buy a S.P. and, in fact, the number of passes fell by 82 over the multi-year average. This represented a loss of \$11,070 in gross revenue. Sixteen cabin-owners paid 67% of the \$2373 collected in "extra" S.P. parking fees. One 75 year-old couple paid \$301 extra.

In addition, the Boat Launch Bylaw was amended twice last spring to accommodate this change in policy and, unfortunately, contained the phrase "one-day" of included parking rather than the traditional "same-day" parking. When the CAO interpreted one-day to be 24 hours, it doubled the administrative load on the operator who now had to record launch times and load-out times to determine if extra days needed to be paid.

**Recommendation:**

a). That the reference to additional parking charges for Season and Fleet Passes in the Boat Launch Bylaw be removed and the reference to "one-day parking" for Day Passes be changed to "same-day parking" plus additional overnight parking of \$7.00 per night.

b) That a clause, similar to Provincial Parks, limiting parking to a 14-day maximum be added.

2. **Signage:** I made several recommendations for additional signage in last year's report. One of them was for a large welcome sign at the top of the ramp. Unfortunately, the bylaw language was also used on the sign and needs to be changed. The differences are clear between the proposed sign and the one erected. Similarly, I requested additional signage at all entrances to the ramp which clearly stated "Danger—Do Not Enter". The signs, as delivered, say "Caution". This does not carry the same weight in liability cases and probably today, means "Step on the Gas!" Since the two signs were mounted seven feet in the air, the question is probably moot.

Recommendation:

- a) That the welcome sign be changed to the original wording, and the unnecessary Fleet Pass information be eliminated. In addition, the words "cheques accepted" should be removed since we now offer Interac.

Welcome to  
**The Village of Harrison Hot Springs'**  
**Boat Launch**  
Open—March to October

User Fees:

Launch, same-day parking & load-out	\$ 18.00 *
Overnight parking	\$ 7.00/night *
Season's Pass	\$ 112.00 *
Load-Out, No Receipt	\$ 18.00 *

\*HST included. Sorry, Cash Only.

Welcome to the  
**VILLAGE OF HARRISON HOT SPRINGS**  
**PUBLIC BOAT LAUNCH**  
*Open early Spring to mid October*

<b>Day Pass</b> (Includes 1 Day Parking)	<b>\$20.00</b>
<b>Seasons Pass</b> (Includes 1 Day Parking)	<b>\$135.00</b>
<b>Fleet Pass</b> (Includes 1 Day Parking)	<b>\$300.00</b>

(Available at Village Office Mon - Fri 8:00 a.m. - 4:30 p.m. Closed on Statutory Holidays.)

<b>Parking</b> (Per Day)	<b>\$ 7.00</b>
--------------------------	----------------

\* Parking is subject to availability  
Cash / Debit / Cheque Accepted

3. Original Rendall Park crosswalk. The old crosswalk across the top of the ramp was never obliterated completely and is now showing through. People walking along the top of the dyke ignore the signs, proceed around the chains, across the ramp and end up at the closed gate.

Recommendation:

a) That the old paint be burnt-off with a tiger-torch and a random pattern of asphalt paint be sprayed along the length of the old crosswalk.

b) That the new crosswalk and other traffic directional signs on the pavement be repainted annually.

4. Bathroom Cleaning. Public Work's staff were assigned responsibility for cleaning the boat launch bathrooms this year. There was no question about the quality of their work, but despite numerous warnings, no additional resources were added to allow clean-up and restocking at the height of the busy period between 3 and 7 pm. On weekends particularly, the washrooms were seldom cleaned before, or after, 9 or 10 am. On five occasions, the women's were out of toilet paper and stock was not sufficient to resupply. On two occasions, feces were left on the floor and walls of cubicles and numerous complaints were received from boaters and picnickers.

Recommendation:

a) That additional resources be allocated to this task so that washrooms will be cleaned two or three times daily and be well-stocked through the busy periods, or, the work be allocated to an outside contractor.

5. Garbage Dumpster. The garbage dumpster was not re-installed this past season. Reportedly, this was because it was being abused. The only evidence I saw of abuse in the past twelve years was from Villagers or local contractors using it at night. The fact that campers now have no place to dump their weekend's garbage has resulted in more garbage being left on beaches up the lake (report from Search & Rescue members). On top of the S.P. parking decision, this is another issue that has raised the claim of discrimination against cabin owners by the Village.

Recommendation:

That the dumpster be re-installed and the two Regional Districts be asked to contribute to the cost of garbage disposal for cabin owners and beach campers from their jurisdictions.

6. **Street Light at top of Ramp.** It is now three seasons that the street lamp outside the old entrance to Rendall Park has not worked. In addition, the extra long support across the ramp restricts the maneuverability of sailboats. Apparently, BC Hydro agreed to change this last spring, but did not do so.



**Recommendation:**

That BC Hydro be contacted again to complete this small project.

8. **Maximizing usage and operations.** We regularly launch and recover over 200 boats on every sunny Saturday and Sunday. Launching begins around 7 am and continues until late afternoon. Load-out starts as early as noon and continues all afternoon. With the volume so high, we need to launch, and later, recover using both lanes. The desirability of having a third lane to allow counter-flow operations has now changed to a must have.

**Recommendation:**

a) That Council approve the addition of a third, high-water lane on the east side of the launch. Please refer to Annex "A".

7. **Deterioration of the concrete Ramp.** Last year I delivered pictures of the condition of the ramp and requested the replacement of the entire deteriorating middle section and additional pours on each outside lane to increase capacity and provide alternative solutions to break-downs, etc. The worst section was replaced last April, but water continues to get underneath the concrete and will eventually destroy the surface.



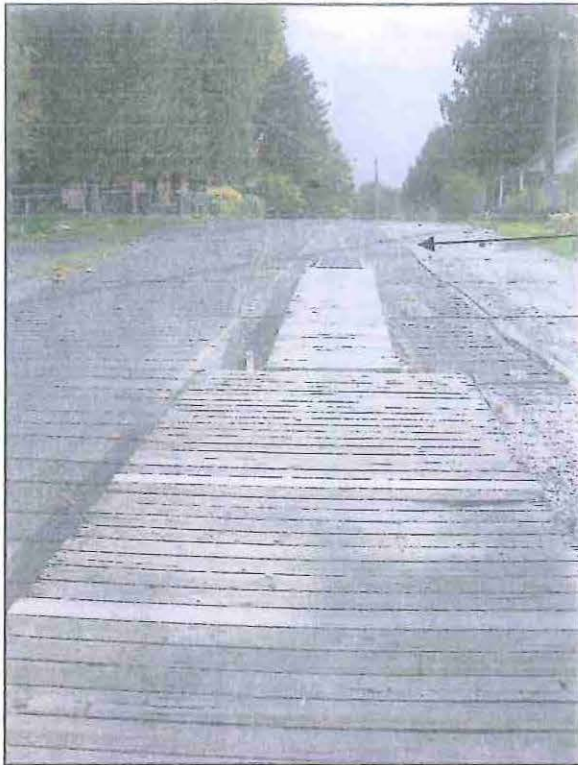
**Recommendation:**

That Council review the situation with Public Works and, if unable to budget for the entire project, assign acceptable parts of the whole to be renewed each year

9. **Repair of Rendall Park boundary fence.** A boater hit the fence on the night of July 1st and separated the fence from its support post. This needs to be repaired and a “DANGER—DO NOT ENTER” sign should be affixed to it.



10. **High-water docks.** Four times in the past twelve years high water has been higher than the extent of our docks. That means people have to walk through the water to get to the dock. Public Works constructed a long plank structure this year, but that was not particularly safe or efficient.



High-water mark

**Recommendation:** that Public Works design, construct and install a new section of dock that is approximately twenty feet longer to replace the existing top two pieces of dock.

It was not all bad news this year. The following highlights are included for Council's information.

11. A wireless Interac system was made available by Finance this year. Although usage was not as high as anticipated, I believe it will become busier since most of our boaters have known for years that we were a "cash-only" operation.

With two ways of paying and since the Operator is responsible for any NSF cheques, we would like to withdraw cheques as a method of payment for next year.

12. A Bylaw Enforcement Officer was available on all weekends this year. Devlin, Ross and Tanna are to be commended for their hard-work, good judgement and sense of humour. It was a joy to work with each of them.

13. Revenue from the 16, paid, car-parking spots increased this year by 42% to a total of \$2625.

14. The Agassiz Detachment of the RCMP received a larger boat this year. About twelve officers were trained and certified and were able to make many more all-weather patrols this year. Their presence on busy weekends is invaluable. We prefer to park their tow vehicle alongside the Rendall Park boundary fence. Since this is often the site for Search and Rescue also, we recommend changing the "No Parking" signs to "No Parking-Except Emergency Vehicles".

15. The future : In 2010, we parked units in all four lots across the street from the launch. This year, with only two lots leased, the maximum additional parking was 28 units. Since many of our Season Passes were already parked on the street, the volume of units parked on residential streets probably quadrupled. When, (not if), those properties are developed, the pressure on Council to "do something" will mount. My recommendation is that Council prepare for the inevitable by doing the preliminary planning necessary to move the launch further North as outlined in Annex "B"

16. If we are fortunate enough to secure the contract for the 2012 season, we would like to open on March 16th, weather permitting.

Harrison Hot Springs'  
Public Boat Launch  
Add High-water, 3rd lane

Annex "A"



Daka Contracting constructed a firm rock base for the third lane about three years ago. It is often used by the fishing fleet with their four-wheel drives, but is too rough for most boaters. The lock-blocks need to be shifted and approximately 5 x 24 metres of reinforced concrete poured.

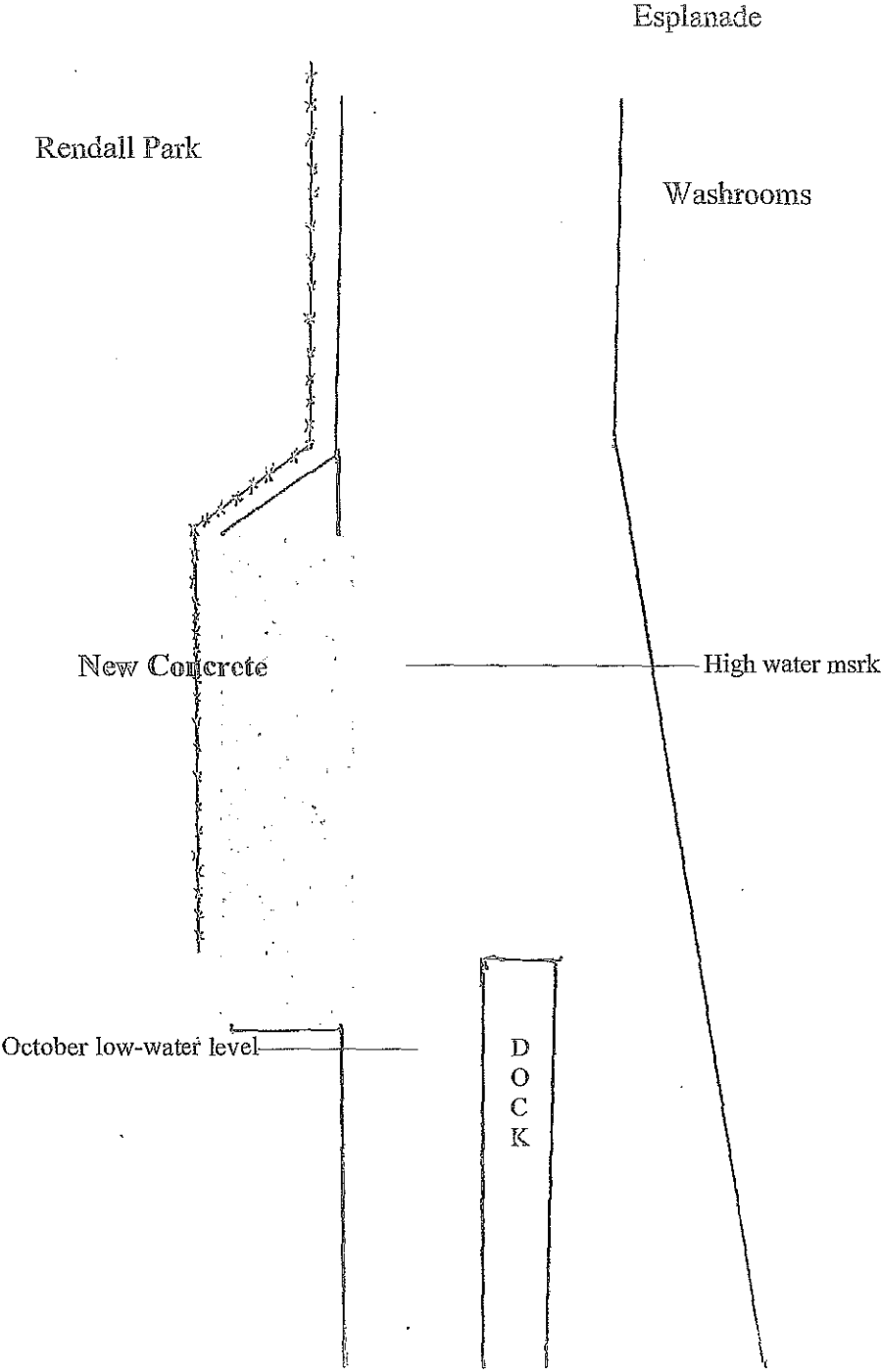
Note that since this is a high-water only lane, none of the material and no machines will go into the lake.

This improvement will allow us to launch or load boaters against the flow of the main two lanes and will also provide for on-going services when another lane is temporarily blocked due to breakdown.

Harrison Hot Springs'  
Public Boat Launch  
Add High-water, 3rd lane

Annex "A"

Page 2



## Annex B” The Harrison Hot Springs Public Boat Launch in 2015

The efficient operation of the present launch is dependent on leased parking across Esplanade. In 2010 we used all four lots to park 56 units. Last year we were only able to park 28 units in two lots. When these lots are developed there will be significant pressure from the developers and neighbouring residents to solve the parking and traffic problems in and around the boat launch.

4000 launches per year means that tow vehicles traverse the launch 16,000 times. Half of these are going the wrong way on a one-way street.

At present, the only prep area for boaters is on Esplanade. On busy days, the line-up is often back to Chehalis Street which blocks other visitors from parking and ties up through-traffic.

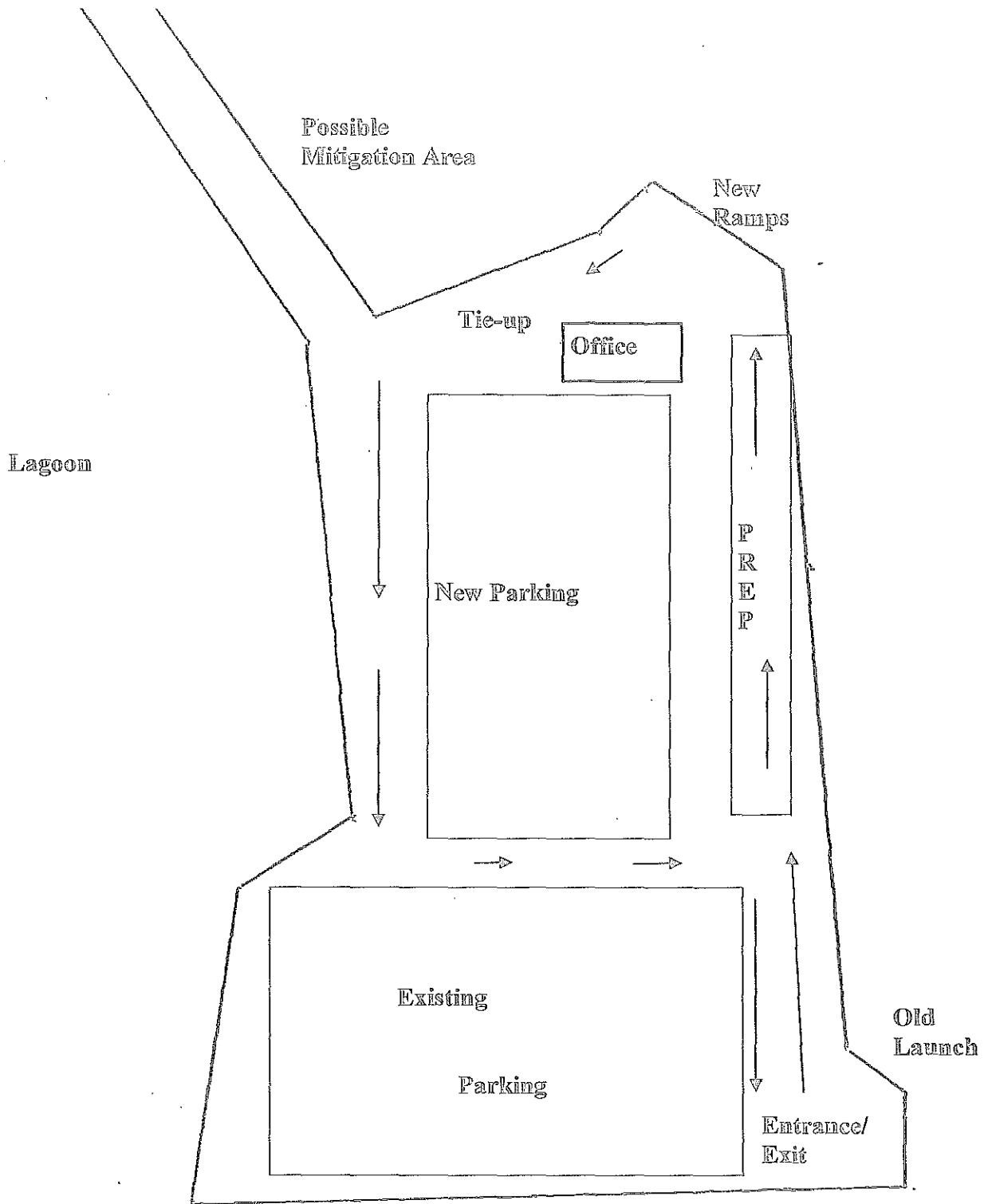
To solve these problems, I recommend that Council commence the survey and engineering planning necessary to move the launch further north. This means determining the feasibility of filling in the “small-boat harbour/mini-lagoon” and installing new launching ramps into the deep water.

If DFO requires mitigation for the loss of juvenile fish habitat, then a new, mini-lagoon can be added at the next point further north.

If a major developer wants to proceed with construction on all four lots, then Council may negotiate a significant contribution to the cost of this move in addition to the costs of sidewalks and other infrastructure improvements required in Block 4.



# The Harrison Hot Springs Public Boat Launch in 2015



\*Not to Scale— Concept Only

Debra

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DEC 15 2011

V. OF H.H.S.

### 2011 Boat Launch Report

### Leased Parking Addendum

Date	Units Parked
April 23	04
May 29	01
June 04	08
" 05	19
" 26	16
" 27	01
" 30	05
July 02	28
" 03	09
" 04	02
" 05	02
" 06	02
" 10	11
" 17	02
" 23	28
" 24	27
" 30	34
" 31	06
Aug 01	28
" 06	26
" 07	30
" 08	04
" 13	28
" 14	06
" 20	30
" 21	24
" 26	02
" 27	26
" 28	26
Sept 03	27
" 04	28
" 08	01
" 09	02
" 10	27
" 11	22
<b>Totals</b>	<b>542</b>

## VILLAGE OF HARRISON HOT SPRINGS

THIS AGREEMENT is dated for reference this        day of        , 2012

BETWEEN:

VILLAGE OF HARRISON HOT SPRINGS  
(the "Village")

-and-

ROBERT BELL  
dba BOB'S BOAT LAUNCH SERVICES  
(the "Contractor")

### SERVICE AGREEMENT

**WHEREAS** the Contractor is contracted by the Village of Harrison Hot Springs pursuant to this Service Agreement to manage the operation of the boat launch facility for the Village of Harrison Hot Springs, hereinafter called the "Village".

**AND WHEREAS** the Contractor and the Village wish to enter a Service Agreement to govern their relationship; hereinafter called the "Agreement".

**NOW THEREFORE** in consideration of the covenants herein contained, the parties hereto agree as follows:

1. The minimum level of service for the operation of the boat launch facility and associated parking shall be for a period of six (6) months commencing early March and ending mid-October of each year.
2. This Agreement is for services of the Contractor as an independent Contractor only and nothing in this Agreement is to be construed as creating a partnership or employment relationship between the Contractor and the Village.

### 3. CONTRACTOR COVENANTS

#### 3.1 The Contractor shall:

- a. perform or carry out all functions of this Agreement and carry out the work on the site in a professional manner;
- b. notify the Village immediately in the event of any accident, or any apparent unsafe conditions
- c. direct the launching and retrieval of boats;
- d. maintain an orderly flow of traffic;
- e. collect the parking and boat launch fees by cash or electronic device; accurately account for and record the fees collected and submit to the Village pursuant to the prescribed schedule as administered by the Manager of Revenue Services. The operator may exercise discretion in taking other methods of payment.
- h. keep boat launch area and office in a clean, organized and safe manner;
- i. open the boat launch washrooms before 8:00 a.m. and close at dusk;
- j. be responsible to hire, direct and supervise all staff necessary to fulfill the Agreement;
- k. not sell any goods from the boat launch site without direct written consent of the Village;
- l. be responsible for all applicable licenses and taxes;
- m. perform cursory inspection of all boats, trailers and tow vehicles to ensure all foreign vegetation is removed by boat operator prior to launch;
- n. provide all boat operators with a copy of the Marine Sanitation Station Brochure;
- o. report in writing to the Village at the end of the season on the operations, challenges, rewards and financial statement;

#### 3.2 The minimum hours of operation shall be from 8:00 a.m. to dusk daily during peak periods (May 15<sup>th</sup> to September 6<sup>th</sup>) and on Fridays from 12:00 noon to dusk, Saturday and Sundays from 8:00 a.m. to dusk, (April 1<sup>st</sup> to May 15<sup>th</sup> and September 7<sup>th</sup> to October 11<sup>th</sup>) including statutory holidays.

- 3.3 The Contractor shall not, during the period of time the Contractor is performing the services, acquire any interest, direct or indirect, which would, in the reasonable opinion of the Village, give rise to a conflict of interest between the obligations of the Contractor to the Village under this Agreement and the obligations of the Contractor to any other person, firm or corporation.
- 3.4 The Village has the right to inspect the premises and work of the Contractor at any time.
- 3.5 The Contractor must not carry out any remedial work, grading, repairs or alterations to the facility without prior approval of the Village.
- 3.6 Any items owned by the Contractor must be removed from the premises at the end of the season and the facility must be returned to its original condition.
- 3.7 The Village of Harrison Hot Springs, at its discretion, retains the right to offer free launches to individuals where unforeseen circumstances occur.

#### 4. INDEMNIFICATION

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

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

#### 4.2 LIABILITY

- a) Either party shall be liable to the other party for all loss, damages and expenses which either party may suffer, sustain, pay or incur by reason of any matter or thing arising out of or attributable to any act or omission of either party, their servants, agents, Contractors or employees in respect of the either party's use of the site area or by reason of this Agreement.
- b) Any loss or damage to electronic interact equipment will be the sole responsibility of the contractor and will be required to reimburse the Village for any such loss or damage.

## 5. INSURANCE

- 5.1 The Contractor shall at all times during the tenure of this agreement, maintain commercial general liability and property damage insurance against claims for personal injury, death or damage to property arising out of any of the omissions of the Contractor or any of his agents, employees or servants. The commercial general liability insurance shall be maintained at \$5,000,000, for any single loss minimum, and the Village shall be named as an additional insured in the policy.
- 5.2 The Contractor shall submit proof of comprehensive general liability and property damage insurance upon execution of this Agreement.
- 5.3 The Contractor and any of its employees must be bondable.

## 6. WORK SAFE PRACTICES

- 6.1 The Contractor shall ensure that high visibility vests are worn at all times;
- 6.2 The Contractor shall ensure that all Work Safe practices are complied with while occupying the boat launch and wharf area;
- 6.3 Any violation of Work Safe Practices will be documented and could be subject to a request for a worksite inspection;
- 6.4 Any fines imposed on the Village of Harrison Hot Springs resulting from a violation, will be the responsibility of the Contractor and will be recovered from their fees.

## 7. CONSIDERATION

- 7.1 In consideration of providing the services contained herein, the Contractor shall receive 55% of the gross fees collected by the Contractor, net of taxes for the term of the agreement.
- 7.2 The Contractor shall submit to the Village an invoice for payment of the services on a weekly basis or as otherwise mutually agreed to.

## 8. CRIMINAL RECORDS CHECK

The Contractor and any of its employees are required to supply the Village with a Level I Criminal Records Check.

9. TERMINATION OF AGREEMENT

9.1 Either party may, by giving thirty (30) days notice to the other party, terminate or suspend all, or any part of the services. If either party terminates or suspends all or part of the services under this section, the Contractor may deliver an invoice to the Village for the period of service up to the termination of the agreement. The Contractor is not entitled to, and irrevocably waives and releases, damages or compensation for costs incurred, loss of profit, or loss of opportunity, directly or indirectly arising out of termination or suspension of all, or any part, of the services.

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
ROBERT BELL  
dba BOB'S BOAT LAUNCH SERVICES

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





# VILLAGE OF HARRISON HOT SPRINGS

## REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** January 23, 2012

**FROM:** Debra Key, Deputy Chief **FILE:** 0360-20-03  
Administrative Officer/Corporate Officer

**SUBJECT:** Communities in Bloom – National Symposium 2012

**ISSUE:** To approve participation in the 2012 National Edition of Communities in Bloom.

**BACKGROUND:**

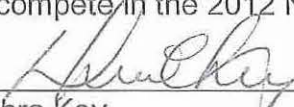
In 2011, the Communities in Bloom Committee participated in the National Edition of Communities in Bloom. Council approved Committee members to travel to Quebec City to attend the National Awards and Symposium. The Village of Harrison was successful in being awarded 5 blooms in recognition for the restoration of the Memorial Hall and received the Canadian Nursery Landscape Association Landscape Award.

The Village of Harrison Hot Springs has been invited to participate in the 2012 National Edition. The National Symposium and Awards Ceremonies will be hosted by the Edmonton Capital Regional from October 10 to 13, 2012 in Edmonton, Alberta.

Registration to participate in the 2012 edition is \$551.25 (including tax). Although the registration deadline is January 19, 2012, staff has been successful in obtaining an extension to register.

**RECOMMENDATION:**


THAT Council approve and direct staff to register the Village of Harrison Hot Springs to compete in the 2012 National Edition of Communities in Bloom.

  
 \_\_\_\_\_  
 Debra Key  
 Deputy Chief Administrative Officer/  
 Corporate Officer

**DIRECTOR OF FINANCE COMMENTS:**

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

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

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



December 9, 2011

**Village of Harrison Hot Springs**

Councillor Dave Harris  
PO Box 599  
Harrison Hot Springs, British Columbia V0M 1K0

Dear Dave:

This letter is to invite the **Village of Harrison Hot Springs** to participate in the **2012 National Edition of Communities in Bloom**.

Your municipality has the option to participate in one of the following categories (as detailed in the enclosed participation guidelines):

- **Population:** the invitation is extended to the two best municipalities, in each category, from each province, from the 2011 National Edition and to the 2011 Provincial participants recommended by their respective provincial organizations.
- **Friends / Mentoring:** these categories are now the responsibility of the Provincial Organizations - National Finalists wishing to participate non-competitively (evaluated or not) are invited to do so within their respective provincial program (*while retaining their rights and privileges towards the National Edition*) as detailed in the enclosed guidelines along with provincial organizations coordinates.

The 2012 National Symposium on Parks & Grounds and the National Awards Ceremonies, hosted by the Edmonton Capital Region, from October 10th to 13th, 2012, in Edmonton, Alberta

The registration form (to be returned by January 19, 2012) and program information are enclosed. Please feel free to contact us for more information or visit our website at [www.communitiesinbloom.ca](http://www.communitiesinbloom.ca)

Looking forward to the participation of your community.

Sincerely,

Raymond Carrière,  
Founding President  
Encl.



## REGISTRATION FORM / 2012 EDITION

REGISTRATION DEADLINE: JANUARY 19, 2012

Community (please indicate if City, Town, Village, etc.)		Total Population	Mayor or Head of Council
Name of Community Contact		Position / Title	
Address		Province	Postal Code
( )	( )	( )	( )
Phone	Fax	Cell Phone	Evening Phone
E-mail		Community Website Address	
Preferred evaluation dates *: <i>* will be considered but cannot be guaranteed</i>		Closest Airport / Train Station for travel planning	
CATEGORY: Population <input type="checkbox"/>			

### Communities in Bloom will:

- ❖ provide a jury formed of two volunteer judges and supply an evaluation report, mention and bloom rating;
- ❖ communicate with the community throughout the participation process;
- ❖ provide access to a reputable **information exchange network**;
- ❖ promote the community during the National Edition and Awards Ceremonies ( Edmonton Capital Region, October 10 to 13, 2012).

### Participating communities will:

- ❖ involve their community and prepare for the evaluation to take place in July or August;
- ❖ pay a registration fee based on population:
 

<input type="checkbox"/> Up to 1,500: \$425 + 21.25\$ GST = \$446.25	<input type="checkbox"/> 20,001 to 50,000: \$950 + \$47.50 GST = \$997.50
<input type="checkbox"/> 1,501 to 5,000: \$525 + 26.25 GST = \$551.25	<input type="checkbox"/> 50,001 to 100,000: \$1075 + \$53.75 GST = \$1128.75
<input type="checkbox"/> 5,001 to 10,000: \$700 + \$35 GST = \$735	<input type="checkbox"/> 100,001 to 300,000: \$1375 + \$68.75 GST = \$1443.75
<input type="checkbox"/> 10,001 to 20,000: \$825 + \$41.25 GST = \$866.25	<input type="checkbox"/> Over 300 000 : \$1475 + \$73.75 GST = \$1548.75
- ❖ provide lodging for two single rooms for the two volunteer judges for the duration of the evaluation (2 nights generally, with a maximum of 3 nights for very large communities. Bed & Breakfasts are acceptable);
- ❖ provide transportation to and from the nearest airport, train station, or community where feasible;

#### CANCELLATION FEES:

- Until March 31, 2012: Please note that a \$50.00 fee will be charged for cancellations.
- As of April 1, 2012: Registration fees are non-refundable
- Cancellations after May 1, 2012 may incur additional charges (due to costs in changing travel arrangements for judges).

**People, Plants and Pride...Growing Together**  
 112 Terry Fox, Kirkland (Quebec) H9H 4M3  
 Tel: 514-694-8871 Fax: 514-694-3725  
 E-mail: [bloom@cib-cef.com](mailto:bloom@cib-cef.com)



**Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program, with focus on the promotion and importance of green spaces in community settings.**

*"People, plants and pride... growing together" is our slogan, and it captures the essence of the program.*

**History.** Established with the guidance of Britain in Bloom, Tidy Towns of Ireland and *Villes et Villages Fleuris de France*, Communities in Bloom held its first edition in 1995 and 29 participating municipalities were honoured at the first awards ceremonies on Parliament Hill. The program now includes hundreds of communities across the country, and an international challenge involving communities from the United States, Japan and several European countries allows participants to compete internationally.

**Program.** The program consists of communities receiving information and being evaluated either provincially or nationally by a volunteer jury of trained professionals on the accomplishments of their entire community (municipal, private, corporate and institutional sectors, citizens) on eight key criteria: Tidiness, Environmental Action, Heritage Conservation, Urban Forestry, Landscape, Turf & Groundcovers, Floral Displays Community Involvement.

**Benefits.** The pride, sense of community and feeling of accomplishment generated through participation are visible in communities across Canada. These benefits make Communities in Bloom a program where everyone wins. Participants can benefit financially from the program through community tourism initiatives, business opportunities for the entire community, and other related projects. A valuable information exchange network allows communities to share accomplishments, best practices and projects.

All participants are showcased on the Communities in Bloom website through the "Explore our Communities" section, with a description page and a link to their respective community website. The *Communities in Bloom Magazine*, published twice a year, also features participants and program results, as well as articles and educational content. Communities in Bloom develops, with its partners and sponsors, initiatives and promotional opportunities.

**National Symposium on Parks and Grounds.** Held in conjunction with the annual national awards ceremonies, this event is a unique opportunity for elected officials, parks and grounds professionals and community volunteers to learn and share about current issues, trends and challenges not only in horticulture and gardening, but in community tourism and projects, environmental awareness, and much more. Workshops and awards ceremonies are also held in all provinces throughout the year.

The **Communities in Bloom Foundation**, established to support the educational aspect of its activities, is dedicated to funding, developing and disseminating education and awareness to a wide audience on the value, improvement, importance and sustainable development of green spaces and natural environment in Canadian society. The foundation also awards bursaries to students in horticulture / environment programs.

***Within the context of climate change and environmental concerns,  
all communities involved in the program can be proud of their efforts, which  
provide real and meaningful environmental solutions and benefit all of society.***



## ***NATIONAL EDITION PARTICIPATION GUIDELINES***

This document outlines the participation guidelines for the National Edition of Communities in Bloom. The 2012 National Edition includes the following categories: Population, Circle of Excellence and the International Challenge, Special Attractions and Canadian Forces Sustainable Communities as well as two categories administered at the provincial level - the Provincial Option (formerly referred to as 'Friends') and Mentoring.

### **INVITATIONS:**

Communities are invited, after the provincial and national awards ceremonies, to the following year's National Edition. The category that each community is invited to is outlined in the invitation letter, and is determined by the guidelines outlined below. Some communities may be invited to more than one category depending on eligibility.

### **POPULATION CATEGORY: Competitive categories between all Canadian communities.**

Each population category is comprised of a maximum of four communities from each province. The following communities are invited to participate:

- *The top two communities from each province in each population category (excluding the winners of the category) from the previous year's national edition are invited back to national competition. To remain in the national edition, a minimum of 75% is recommended.*
- *Communities from the previous year's provincial editions as recommended by the respective provincial organization. Up to two communities can be recommended from each population category in each province. A minimum of 80% in the provincial edition is recommended to participate in the national edition. Past National Finalists in the Provincial Option (formerly 'Friends') Category who are within two years of having participated in the National Competition (please refer to the description of the Provincial Option or 'Friends' Category below).*

The population categories, which can be modified as determined by registrations, are:

*Up to 1500, 5001-3000, 3001-5000, 5001-10000, 10001-20000, 20001-50000, 50001-150,000 and Over 300,000*

Each community receives a mention for a special achievement or initiative and is awarded a bloom rating based on the score:

*55-63 points: 2 blooms*

*64-72 points: 3 blooms*

*73-81 points: 4 blooms*

*82 and more: 5 blooms*

The score determines the winner of the category. The winner of each population category is invited to participate for the following three years in the International Challenge or in the Circle of Excellence. After three years, past winners are eligible again to participate in their population category of the national edition, as long as they have continued to participate in the program. A community cannot participate in both the national and provincial edition in the same year.



## ***NATIONAL EDITION PARTICIPATION GUIDELINES***

### **INTERNATIONAL CHALLENGE: A competitive category between national winners.**

The International Challenge is organized by Communities in Bloom in partnership with other National Programs (such as Britain in Bloom, America in Bloom, Tidy Towns of Ireland, Japan in Bloom, Villes et Villages Fleuris de France).

- *Past national winners from the previous two years are invited, based on criteria of their respective country, to compete with each other. The population categories are determined according to registrations. The evaluation is based on the Communities in Bloom criteria and the winner in each category is determined according to the highest score.*

### **CIRCLE OF EXCELLENCE: A non-competitive category, with or without an evaluation.**

This category is available only to Past National Winners.

- ***Non-evaluated:*** communities are registered in the national edition (thus receive all benefits as such) but are not evaluated by a jury. They are expected to continue local "Communities in Bloom" initiatives to maintain their bloom rating. Please note that communities are required to be evaluated at least once every 3 years (ex. A community that remains non-evaluated for two years in a row, must be evaluated the third year).
- ***Evaluated:*** communities are evaluated but are not competing with other communities. The evaluation is to confirm their bloom rating and, as stated above, must be done at least once every 3 years.
- ***Champion :*** a category where past winners compete amongst themselves

### **MENTORING: A non-competitive program or category to encourage new participants**

This category may be available through the provincial editions \*

- *A Past National Finalist or Provincial Participant (Mentor) invites a community (Mentored) that has never participated in the Communities in Bloom program to participate in their respective provincial edition. The Mentor provides guidance and assistance to the Mentored.*
- *The participating communities are judged individually and obtain a separate bloom rating. The past national finalists maintain all rights and privileges for future national participation, and the new community obtains all the rights and privileges of the provincial edition.*

*\* International Mentoring will be the responsibility of the National Edition.*

### **PROVINCIAL OPTION (formerly known as 'Friends'): A non-competitive category, with or without an evaluation, for National Finalists and Provincial participants who do not wish to compete.**

*This category is now the responsibility of the provincial editions, where applicable, and will be made available as resources permit. Please note that different Provincial Organizations may have different names and modes of application for this category. The past national finalist, while being registered in the provincial edition, maintains all rights and privileges for future national participation. The past national finalist must exercise their right for national participation within two years of choosing to not participate in the national competition. If this right is not exercised, the municipality will be provided the option to renew its participation in the provincial edition or remain in the Provincial Option (formerly known as the 'Friends') Category.*

*Please note that communities are required to be evaluated at least once every 3 years (ex. a community that remains non-evaluated for two years in a row, must be evaluated the third year).*





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** January 26, 2012

**FROM:** Debra Key, Deputy Chief Administrative Officer/Corporate Officer **FILE:** 3090-20-47

**SUBJECT:** Development Variance Permit – 245 Miami River Drive

#### ISSUE:

Approval of a Development Variance Permit.

#### BACKGROUND:

On February 24, 2011, Mr. and Mrs. Corkal applied for a building permit to construct a single family residence on their property located at 245 Miami River Drive. The property is located in the Miami River Development Permit Area and is affected by the Riparian Area Regulations set out by the Province of British Columbia.

The Corkals obtained the services of a Qualified Environmental Professional to conduct an assessment to determine the streamside protection and enhancement area (SPEA) setbacks allowed in the Miami River Development Permit Area. The assessment initially allowed a 22m setback. This only left approximately 50% of developable land which left the Corkals unable to build their retirement home. The Corkals were advised by their QEP that DFO and MOE would consider a variance of the RAR setbacks only if the municipality would approve a variance based on undue hardship. The Corkals have applied to vary the minimum front parcel line setback from 7.5 m to 5m and the interior side parcel line setback of 1.5m to 1m.


#### RECOMMENDATION:

THAT Council approve the issuance of a Development Variance Permit for James and Linda Corkal, to vary the Zoning Bylaw No. 672, 1996, Village Residential Zone (R1), Section 7.1.3, *Principal Building* Minimum Setback by reducing the minimum front parcel setback of 7.5m to 5m and the interior side parcel setback of 1.5m to 1m, subject to approval of the relaxation setbacks of both Department of Fisheries and Oceans and Ministry of Environment.


Respectfully submitted for your consideration;

Debra Key  
Deputy Chief Administrative Officer/  
Corporate Officer

**DIRECTOR OF FINANCE COMMENTS:**

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

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

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







## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** January 30, 2012

**FROM:** Andre Isakov, **FILE:** 5460-01  
Community and Economic Development Officer

**SUBJECT:** Traffic Calming Implementation Strategy

---

#### ISSUE:

The Traffic Calming Plan implementation strategy is before Council for review and comment.

#### BACKGROUND:

In September 2010, Council approved the development of a Traffic Calming Plan by Bunt & Associates (Bunt). The Plan was to provide professional strategic direction when it comes to transportation, and in particular traffic mobility and safety within the community. This was to be achieved by:

- Transportation information and data assembly, review, and analysis;
- Establishment of best practice and most appropriate traffic calming devices;
- Development of a plan for dealing with traffic calming and the movement of traffic in the community;
- Listening to public input through ongoing consultation.

The Plan is now available for review and comment; it is attached to this report.

In September 2011, Council received the report and instructed the staff to review the Plan and to develop an implementation strategy. In general, the staff are satisfied with the report. Following the review of the report, staff are proposing that the following traffic calming measures be phased:

#### Phase 1

- Modify/rebuild existing raised intersections on McCombs Drive at Chestnut Avenue and Emerald Avenue according to the Transportation Association of Canada's design standards to make them more comfortable (Estimated Cost 2 x \$6,000);
- Modify/rebuild existing traffic circle on McCombs Drive at Alder Avenue with revised geometry and traversable apron to allow larger vehicles to navigate more easily (Estimated Cost \$20,000);
- Replace speed bumps with speed humps on Balsam Avenue and Pine Avenue (Estimated Cost 5 x \$3,000);
- Install speed hump on Walnut Avenue east of Poplar Street to slow vehicle speeds near school (Estimated Cost \$3,000);

**Phase 2**

- Install additional speed humps as required on local east-west streets (Estimated Cost \$3,000 each);
- Install textured crosswalks on Walnut Avenue at Hot Springs Road and at Poplar Street in the vicinity of the school to create safe crossings to school and create awareness for drivers to slow down (Estimated Cost 2 x \$5,000)

Each of the phases could take 2 to 3 years to implement, depending on the budget restraints. The projects are outline in order of priority although there may be some flexibility within that ordering. All the traffic calming measures are expensive and will require time and resources to undertake. Also, the Traffic Calming Plan outlines good recommendations for discussion with the Ministry of Transportation and Infrastructure.

**Recommendations to Discuss with MoTI:**

- Paint speed limits on Hot Springs Rd in vicinity of the 50km/h sign (north of Balsam Avenue) in both directions, and install new 60km/h speed limit signs with paint speed limits on Hot Springs Rd (Estimated Cost \$130 each);
- Mobile speed feedback sign to be positioned at various locations along Hot Springs Rd for speed management as required (Estimated Cost \$7,500);
- Install shared-use path (curbed on east side), and bike lane (painted on west side) on Hot Springs Road;
- Install enhanced gateway feature at “entrance” to Village and paint transverse markings leading up to it.


**RECOMMENDATION:**

**THAT** Council approve in principle and refer to budget deliberations the traffic calming implementation strategy.


Respectfully submitted for your consideration;

  
 Andre Isakov  
 Community & Economic Development Officer

**DIRECTOR OF FINANCE COMMENTS:**

  
 Dale Courtice  
 Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

  
 Ted Tisdale  
 Chief Administrative Officer



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** January 31, 2012

**FROM:** Andre Isakov,  
Community and Economic Development Officer **FILE:** 6320-20-01

**SUBJECT:** Construction of Miami Greenway Trail

---

#### ISSUE:

Staff requires Councils direction to commence an implementation strategy on the Miami River Greenway Development.

#### BACKGROUND:

The development of the Miami River Greenway is outlined in the Village of Harrison Hot Springs Official Community Plan. The development of this greenway trail supports the municipality's strategy to develop parks and trails within its jurisdiction with the aims of becoming a healthier, more accessible, and sustainable community.

In the past 2 years the Village has received funding from the Environmental Damages Fund and the BC Hydro Community Tree Planting Program towards the restoration of the environmental habitat along the 200, 300, and 400 blocks of Miami River Drive. The money was used to deal with the invasive plants along the river and to plant native vegetation to improve the water quality, enhance habitat for wildlife, and support the stewardship. This project was administered in cooperation with the Miami River Streamkeepers, and the Fraser Valley Invasive Plant Coalition.

The Village has budgeted for \$25,000 from the Resort Municipality funding for trail development in each year. Some of the Resort Municipality trail funding has already been used for improvements along the Miami Greenway. Because the Greenaway is an environmentally sensitive riparian area, the trail development required a DFO approval and an environmental assessment. The assessment and approval process has delayed this project for over a year.

The DFO has now granted an approval for the development of the trail along the Greenway (conditions are outlined in the attached letter). The staff are now aiming to develop a plan

to construct a trail. The residents will once again be notified with a written notice of any work that will be happening along the Greenway.

**RECOMMENDATION:**

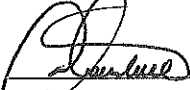
**THAT** Council receive the staff report on the Miami Greenway trail development, and direct staff to commence its implementation.

Respectfully submitted for your consideration;



\_\_\_\_\_  
Andre Isakov  
Community & Economic Development Officer

**DIRECTOR OF FINANCE COMMENTS:**



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

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



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



Fisheries  
and Oceans

Pêches  
et Océans

Pacific Region  
Suzanne Thorpe  
Ecosystem Management Branch  
100 Annacis Parkway, Annacis Island  
Delta, BC V3M 6A2

**DFO File No. 11-HPAC-PA2-00425**

5 January 2012

Howard Ratzlaff  
HCR Environmental Consulting  
72 35287 Old Yale Road  
Abbotsford, BC V3G 8H5

Attention: H. Ratzlaff

**RE: Construction of Trail Adjacent to the Miami River in the Village of Harrison Hot Springs, BC.**

**Referral File No: DFO File No. 11-HPAC-PA2-00425**

**Referral Title: Annual Drainage Maintenance Program -- Instream Vegetation and Sediment Removal, Kent/ Agassiz.**

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Fisheries and Oceans Canada (DFO) received your project review request in August of 2011 at which time DFO responded that the Department would evaluate the proposed trail construction works by the Village of Harrison Hot Springs (VHHS) with consideration given to fish habitat impacts, as well as the long term protection and conservation of Salish sucker, a known aquatic species at risk. At that time, DFO had also advised that consideration would be given to the draft Salish Sucker Recovery Strategy as well as current policies with regard to the recovery strategy implementation and conservation and protection of the species at risk.

Based on the information provided, it is DFO's understanding that your proposal consists of:

- *The creation/ construction of a pathway trail along the designated "Miami Greenway". The new pathway will include restoration of the pathway adjacent to the Miami River, including riparian restoration and removal of invasive species. Proposed is a 1.0m wide walking path, constructed of crushed rock.*

The following works and activities are included in the scope of this project:

- Construction of a 1.0m walking path in the 7-8m area of impacted riparian area between the former subdivision (1983, Whistler Mountain Holdings) and the Miami River
- Invasive riparian vegetation removal
- Riparian vegetation planting

Canada

- Removal of any debris and/or garbage from in or around the Miami River

If the plans have changed since the time of your submission, you should consult with us to determine if the information in this letter still applies.

Based on the information provided, DFO has determined that the proposed works are unlikely to result in the harmful alteration, disruption or destruction (HADD) of fish habitat. The harmful alteration, disruption or destruction of fish habitat is prohibited unless Authorized by DFO pursuant to subsection 35(2) of the *Fisheries Act*. In reviewing your proposal, we will consider the Department's "Policy for the Management of Fish Habitat", which provides that no authorizations be issued unless acceptable measures for any habitat loss are developed and implemented by the proponent.

Recommended in the draft Salish Sucker Recovery Strategy are minimum 15m wide riparian buffer leave areas for the protection and conservation of sensitive fish habitat. Currently, the recovery strategy is undergoing continued consultation and there is no legal mechanism to require the exclusion of this area as strictly an environmental preservation zone<sup>1</sup>.

It is also noted that the BC Riparian Areas Regulation minimum setback is 10m from the high water mark. The proposed trail will be located in the streamside protection and enhancement area (SPEA). With regard to the permanence of a trail in this riparian area, DFO has considered the following:

- The trail is of a minimum width and will not be expanded in the future.
- The trail will be constructed using crushed rock.
- The trail has been identified in community plans since at least 1983 and the area was dedicated (or subdivided) to the municipality for the purpose of the creation of parks and open space along this corridor.
- There is a significant component of the plan that is related to the restoration and maintenance of the riparian area of the Miami River.
- There are few other alternative options within this area for trail re-location.

It is therefore, the conclusion of DFO that the proposed works may proceed, provided that the work is carried out as described in your plans and the following additional mitigation measures are applied:

1. There will be no instream or physical works, other than riparian restoration, undertaken below the top of bank of the Miami River.
2. All applicable best management practices related to this project will be undertaken in accordance with the instream works document guidelines, which can be referenced at: <http://www.env.gov.bc.ca/wld/documents/bmp/iswstdsbpsmarch2004.pdf>

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<sup>1</sup> The area is protected through the legislative mechanisms of the federal *Fisheries Act*; however, there is significant encroachment into the area by historical human use and disturbance which is proposed for restoration in association with the proposed trail.

3. The trail must be consistent with the planning, design and management principles as described in the Stewardship Series document "Access Near Aquatic Areas", which can be referenced at: [http://www.stewardshipcentre.bc.ca/cdirs/st\\_series/index.php/4](http://www.stewardshipcentre.bc.ca/cdirs/st_series/index.php/4)
4. The trail will be located as close to the development area as possible to maximize as best as possible, a wholly intact and functional riparian conservation and protection area.
5. All areas outside of the 1.0m pathway will be restored and the edges of the trail pathway defined by demarcation border, barrier and/or fencing to prevent intrusion into the restored areas. Restoration of the riparian area should focus on the planting of large native trees and shrubs in order to increase shade and food and nutrient production for fish and other aquatic organisms.
6. There will be no removal of any existing native riparian vegetation. If there is a need to remove any significant trees (i.e., greater than or equal to 20cm at 1.4m DBH) is likely to require Authorization from DFO for the HADD of fish habitat.
7. The VHHS will take measures to ensure that if any property owners have 'extended' their property use into the formerly designated greenway area, that any structures will be removed and a fence (low wood split rail or other aesthetic design is acceptable) will be place to designate the extent of property. The greenway area will be restored in accordance with the plans.
8. The VHHS will take measures to manage the area as a sensitive area/ passive park and minor 1.0m wide pathway, including the continued management and restoration of the riparian area in perpetuity. Extension of the pathway beyond a minimum width of 1.0m is not permitted and is unlikely to be considered in the future. The VHHS will need to consider alternatives to expansion or upgrading of the pathway if there are future needs for multiple-users or handicap access via provision of alternative access(es) within previous or new development areas.
9. Please ensure a copy of this letter is provided to crews/ contractors/ supervisors working on this project.
10. Once works are completed, a monitoring report should be submitted to DFO showing photos of the site before, during and post works in order to confirm compliance with this letter.

By implementing the measures as well as those outlined in your plans, DFO has determined that the works are not likely to result in a HADD and the works do not require Authorization under subsection 35(2) of the *Fisheries Act*.

*This letter is valid for a period of two (2) years from the date of this letter. After that date, if the project of phase of the project has not been substantially completed or if the project design is altered so that these comments are not longer valid, a new application may be required. This will ensure that the proposed works will confirm to the current DFO legislation, policy or guidelines.*

- 4 -

Should you have any questions or comments, please contact me directly by phone at (604) 666-6310, or by fax at (604) 666-6627.

Sincerely,

A handwritten signature in cursive script, appearing to read "Suzanne Thorpe".

Suzanne Thorpe  
Senior Habitat Biologist  
Ecosystems Management Branch  
Habitat Management Unit, Lower Fraser Area

cc. Andre Isakov, Village of Harrison Hot Springs  
Ian Gardner, Village of Harrison Hot Springs



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** January 30, 2012

**FROM:** Andre Isakov,  
Community and Economic Development Officer **FILE:** 1855-01

**SUBJECT:** Council Support for Miami River Streamkeepers Grant Application

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**ISSUE:**

The Miami River Streamkeepers are seeking a letter of support from Mayor and Council for their grant application to the Pacific Salmon Foundation.

**BACKGROUND:**

The Miami River Streamkeepers (MRS) have formally requested a letter of support for their grant application to the Pacific Salmon Foundation. Please see the letter attached to this report for further grant information and project scope.

The MRS are applying for funding that would help restore the riparian area within the Miami Greenway. The funding would further go towards environmental stewardship and awareness initiatives within the community. The total amount of grant funding is believed to be about \$7000.00

With the help of the grant funding, the MRS initiatives would assist and compliment municipality's plans to revitalize the Miami Greenway. The Village will work in close cooperation with the volunteer group to maximize the benefits to the community.

**RECOMMENDATION:**

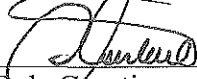
**THAT** Council support the Miami River Streamkeepers application for grant funding to enhance the health and the wellbeing of the Miami River, and write the letter of support to the Pacific Salmon Foundation expressing the support for the grant application.

Respectfully submitted for your  
consideration;

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Andre Isakov  
Community & Economic Development Officer

**DIRECTOR OF FINANCE COMMENTS:**



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

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



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



Miami River Streamkeepers  
C/O Box 478 Harrison Hot Springs BC V0M 1K0  
604 796 9182  
[djperrin@uniserve.com](mailto:djperrin@uniserve.com)

January 20, 2012

Andre Isakov  
Community and Economic Development Officer  
Village of Harrison Hot Springs  
PO Box 160, 495 Hot Springs Road  
Harrison Hot Springs, BC, V0M 1K0

Dear Andre,

This is a follow-up to our conversation on Wednesday, January 18, 2011 concerning the Miami River Streamkeepers intent to apply for a Pacific Salmon Foundation grant. The deadline for application is February 15, 2012. I spoke to Jim Shinkewski, Salmon Programs Coordinator for PSF this morning and he thinks our project is feasible. I have included the PSF application criteria below.

MRSk plan is to restore habitat with native shrubs and trees along the Miami River Greenway between Hot Springs and McCombes Road. The Streamkeepers would do planting with invitation to the public to help. Public education through articles to the local paper and information booths at public events would be part of the plan.

On Monday, January 23, 2012, Rachel Drennan, coordinator of the Fraser Valley Watersheds Coalition and Natasha Cox, projects coordinator will help the MRSk with an application. Hopefully we will work out the details of the project. We would target areas along the greenway that are lacking in shrub cover. There are many of these areas, some areas where Japanese knotweed was treated and other areas that were not planted after the original clearing of the 300-block pathway. In addition there are several areas that have sustained damage from homeowner activity that need replanting. Because of the extensiveness of the areas we may need to target one or two for our 2012 project.

The Streamkeepers ask for the endorsement and support of the Village of Harrison Hot Springs for this project. It is my understanding that DFO has now approved further work along the greenway.

On behalf of the Miami River Streamkeepers,  
Janne Perrin  
Chairperson

Cc:  
Jim Shinkewski, Salmon Programs Coordinator  
Rachel Drennan, Coordinator FVWC  
Mary Baxter, treasurer MRSk  
Mark Johnson, Community Advisor, Eastern Fraser Valley

**PSF Application Assessment Criteria:**

- **Feasibility:** The project is scientifically sound and feasible or an acknowledged educational or stewardship activity that benefits salmonids and its habitat
- **Support:** Technical support from DFO Community Advisor, plus where applicable: DFO Habitat Restoration Biologist, Habitat Restoration and Enhancement Team, Science or Fisheries Management Branches and the Province of BC must demonstrate involvement and technical support where applicable, please check with your DFO Community Advisor
- **Volunteerism:** Significant volunteer component with demonstrated engagement of local volunteer stewards
- **Project Outreach:** Number of project partners, demonstrated support from other watershed groups, local business, academia, landowners, faith organizations, number of in-kind or cash donors or groups involved, level of engagement of broader community beyond group and agency
- **Risk:** Ability of proponent to complete project as described
- **Budget:** Fiscally responsible budget, with request for grant less than 50% of total project costs.



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO: Mayor and Council** **DATE: February 6, 2012**

**FROM: Ian Gardner, Operations Manager** **FILE: 5600-05-01**

**SUBJECT: Water System Treatment and Supply Source Report Review**

---

#### ISSUE:

At the December 8, 2011 Special Council meeting held at the Harrison Hotel, Council requested a review of the September 12, 2011 Report and Recommendation for Water Treatment and Supply Source.

#### BACKGROUND:

A Report and Recommendation on the Water System Treatment and Supply Source has been continually deferred by the past Council and present Council, for further review and discussion since being presented September 12, 2011. At the December 8, 2011 Special Council Meeting a review of the Water System Treatment and Supply Source Report by an independent Engineering firm was requested by Council. Stantec Consulting Ltd were hired to review and report on the content of the original September 12, 2011 Report. The Stantec Report was completed and sent to the Village on January 27, 2012. The Report has been reviewed by staff and presented to Council for review.

The new information revealed in the Stantec Report indicates that, changes to the Federal Government requirements regarding Ground Water Supply, will require an Environmental Assessment. This will add an estimated \$150,000.00 to \$300,000.00 to the cost of using Ground Water as a Supply Source and bring the estimated cost to approximately \$1,500,000.00 for this option. The Report also indicates that the Surface Supply Source as the preferred option minus the Intake extension and Pump upgrades. This will reduce the cost of Lake Supply option to approximately \$1,000,000.00.

#### RECOMMENDATION:

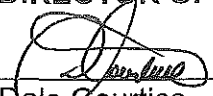
THAT Council, with the new information provided in the Stantec Report, approve staff to proceed with the Water Treatment and Lake Supply Source option without the extension of the Intake structure and Pump upgrade.

Respectfully submitted for your  
consideration;

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Ian Gardner  
Operations Manager


**DIRECTOR OF FINANCE COMMENTS:**



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Dale Courtice  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



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Ted Tisdale  
Chief Administrative Officer

# VILLAGE OF HARRISON HOT SPRINGS

## Water Supply and Treatment Report Review

### Technical Memorandum

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**Prepared by:**

Stantec Consulting Ltd.  
13401 - 108th Avenue 10th Floor  
Surrey BC V3T 5T3  
File No. 111700410

**January 27, 2012**





This report was prepared by Stantec Consulting Ltd. for the Village of Harrison Hot Springs. The material in it reflects our best judgment in light of the information available to us at the time of preparation. Any use which a third party makes of this report, or any release of or decisions made based on it, are the responsibilities of such third parties. Stantec Consulting Ltd. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken based on this report.



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## 1.0 Background

The Village of Harrison Hot Springs is reviewing its water supply and treatment options. Currently, the water supply for the Village is surface water from Harrison Lake. The lake water is chlorinated and pumped to a reservoir for subsequent distribution to the residents of Harrison Hot Springs.

Based on the water quality information provided by the Village, the current intake is 3-4 NTU turbidity on average, and 10- 20 NTU at peak events. In 2009, the Ministry of Health required the Village to include water treatment for 4-log removal of virus, 3-log removal / inactivation of *Giardia* cysts and 3-log removal / inactivation of *Cryptosporidium* cysts. These protozoa can cause gastrointestinal diseases and as such water treatment is required.

Since the Ministry notice, the Village has reserved \$450,000 for the water supply and treatment system upgrade. However, due to high turbidity and total suspended solids levels, a previously proposed in-line cartridge filtration system will not likely meet the treatment requirements at a reasonable operating cost. In addition cartridge systems are not considered suitable for municipal water systems. Thus an alternative filtration method (such as direct filtration, membranes or adsorption filtration) is needed for the existing water system.

A recent report from Civic Consultants reviewed the options and cost estimates of continuing with the lake surface water supply or migrating to a ground water supply from a new deep water well.

The purpose of this Technical Memorandum is to review the available information, comment on the technical and economic aspects of available options and provide an opinion on a suitable choice for the Village. It is noted that the scope of this assignment is limited and is based on available information that has been provided to Stantec. Preliminary engineering and further investigations will be necessary to refine options as the project proceeds.

## 2.0 Lake Water Source Option

### 2.1 Lake Water Treatment Objectives

For surface water with low, moderate or high turbidity levels, filtration is highly recommended to ensure effective disinfection at all times. Turbidity in water is caused by suspended matter (clay, silt, organic and inorganic matter), colloidal materials, soluble organic compounds, plankton and other microscopic organisms. Turbidity can serve as a source of nutrients, for waterborne bacteria, viruses and protozoa. It can also act as a barrier against disinfection. In addition, most disinfection by-products (THM, HAA etc.) are associated with the organic portion of the turbidity (total or dissolved organic carbon, TOC or DOC). Disinfection byproducts are known carcinogenic compounds and need to be maintained at low levels to meet Canadian Drinking Water Guidelines. Therefore, the removal of turbidity is among the top priorities in drinking water treatment.

A common filtration method for low to moderate level turbidity water (such as the current source of water for the Village) is the direct filtration process. This method includes coagulation, flocculation and filtration (Figure 1). A traditional sedimentation/clarification step is not required in a direct filtration process. Direct filtration is suitable for treating raw water in the 25 to 30 NTU range.

By achieving a turbidity level below 0.3 NTU, certain disinfection credits could be granted to filtration process by health authorities. Direct filtration typically has 1-log removal credit for viruses, and 2.5-log removal credit for *Giardia* and *Cryptosporidium*.

The remaining log removal requirement after direct filtration credits, i.e., 3-log virus and 0.5-log *Giardia* and *Cryptosporidium* removal, will need to be met through disinfection (chlorination and ultraviolet light, UV). *Cryptosporidium* cannot be inactivated by chlorine alone so UV is required.

The CT value is used to determine the disinfectant and contact time required to adequately disinfect water. CT is the product of the concentration of a disinfectant and the contact time between a disinfectant and a microorganism. CT requirements also vary with water temperature and pH.

Chlorine disinfection alone may or may not be sufficient to achieve the remaining 3-log virus and 0.5-log *Giardia* inactivation. Detailed analysis is needed to evaluate the contact time (water retention time under peak hourly water demand scenario) and the required chlorine residual concentration.

A UV system is a highly effective method for inactivating *Giardia* and *Cryptosporidium*. At reasonable UV dosage levels (eg. 12 mJ/cm<sup>2</sup>) one can achieve 3-log *Giardia* and *Cryptosporidium* removal. In contrast, high UV doses are typically required for inactivating viruses which make it cost prohibitive. However, viruses can easily be inactivated with chlorine treatment alone.

Chlorination is also required to provide a residual concentration in the distribution network to prevent bacterial growth. Therefore, it is needed regardless of the application of a UV system.

The treatment objectives (or limits) for surface water supply are summarized in Table 1.

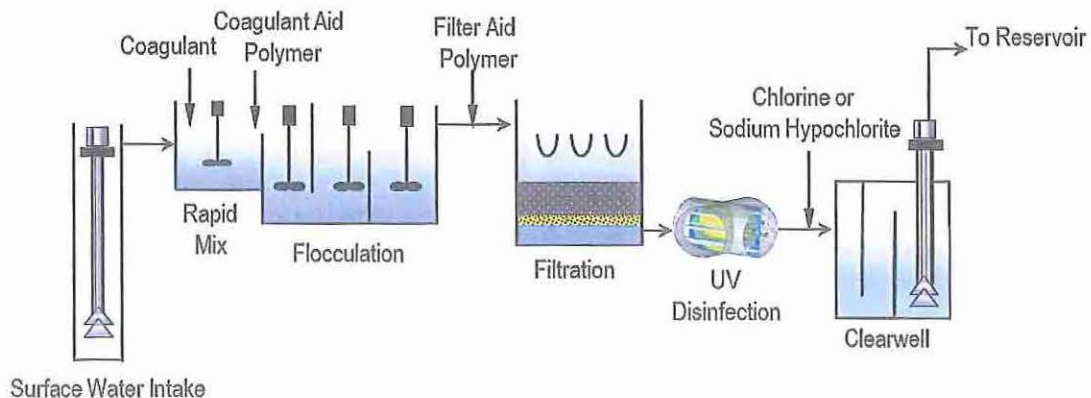


Figure 1. Typical Direct Filtration Process Flow Schematic



**Table 1. Summary of Treatment Objectives or Limits for Lake Water Supply**

Parameter	Objective/ Limit	Comments
Viruses (Log removal/inactivation)	4	1-Log credit through direct filtration on effluent filter performance < 0.3 NTU; minimum 3-Log credit through chlorine disinfection
<i>Giardia</i> (Log removal/inactivation)	3	2.5-Log credit for direct filtration on effluent filter performance < 0.3 NTU; minimum of 0.5-Log through UV or chlorine disinfection
<i>Cryptosporidium</i> (Log removal/inactivation)	3	2.5-Log credit for direct filtration on effluent filter performance < 0.3 NTU; minimum of 0.5-Log through UV disinfection
Fecal Coliforms (No./100mL)	0	HPC monitored to identify variations in microbial stability; easily inactivated with chlorine
Turbidity (NTU):	0.3	Limit of 0.1 NTU should be targeted in a direct filtration design.
Disinfectant Residual (mg/L)	0.2 – 0.5	Concentration of free chlorine.
Disinfection By-products (DBPs, mg/L): <ul style="list-style-type: none"> <li>• Trihalomethanes (THM, five species)</li> <li>• Bromodichloromethane (BDCM)</li> <li>• Haloacetic acids (HAA, five species)</li> </ul>	0.100 0.016 0.080	DBP reduction could be achieved by removing the organic matter from water before chlorination.



## 2.2 Lake Water Supply and Treatment Options

Previous cost estimates have been prepared by Civic Consultants for the surface water option from Harrison Lake as shown in Table 2. There are six project components in the surface water supply and treatment option. These components listed in Table 2 along with conceptual level cost estimates (by Civic Consultants and the Village). They could be largely grouped into three main categories; intake upgrade, new treatment plant and water system cleaning.

**Table 2. Harrison Lake Water Supply and Treatment Components**

Project Component	Estimated Cost *	Sub Total
1.0 Intake extension	\$850,000	\$1,000,000
2.0 Intake pump upgrade	\$150,000	
3.0 Filtration treatment plant (Corix A-C package system)	\$702,000	\$772,000
4.0 UV disinfection	\$70,000	
5.0 Reservoir and watermain cleaning	\$131,000	\$146,000
6.0 Water sampling pedestals	\$15,000	
<b>Total</b>	<b>\$1,918,000</b>	

\* Based on in Civic Consultants Report and Village's estimates

In order to meet the Ministry of Health requirements and achieve a good quality of water for supply to the end users, a new treatment plant (with disinfection) and water system cleaning (with sampling pedestals) are critically important. The cost for these upgrades is \$918,000 (subtotal from components 3.0 to 6.0 in Table 2).

Concern has been expressed regarding potential contamination of the surface water source from boating activities on the lake in the vicinity of the water system intake. Continuous water quality instrumentation is available to provide timely indication of potential contamination and could be part of the control system with appropriate alarms and shut down protocols developed if such a condition is detected. This instrumentation could include pH and conductivity monitoring. If a contamination was detected the control system could temporary shutdown the intake pumps and the treatment plant (as well as divert the intake water to waste). In addition, the treated water quality could be closely monitored by the instrumentation and control system. Many communities draw their water from surface water sources which have multiple uses. For example the City of Kelowna and the City of Penticton draw their water from Okanagan Lake which has significant boating activity.

One of the advantages of using Harrison Lake as a source is that there is an abundance of water and it is unlikely there would be any issues with the capacity of the water supply for the Village for many years. From a water quality perspective the water from Harrison Lake is not difficult to treat



and in fact could be easier to treat than locally sourced groundwater. Based on our experience our opinion is that Harrison Lake is a better source than groundwater. Continuous water quality monitoring, a source water protection program, and a robust filtration/disinfection system could provide a water supply that meets the Ministry of Health requirements.

### **3.0 Groundwater Source Option**

Generally, there are two types of groundwater supply, shallow water wells (that may be under the direct influent of surface water) and deep water wells which penetrate a confined or unconfined aquifer. Prior to the switch to lake water supply in year the 2000, the Village was supplied by a number of shallow water wells (35-40 ft in depth, Novatec 1999 report). A series of studies in the early 90's by Urban Systems explored the strategy of water supply by a network of wells. In the years 1999 and 2000, reports from Novatec recommended water supply from the lake to address increased water demand and their recommendations led to the design of the current water supply system.

Urban Systems reports indicated that for a shallow water supply, the groundwater quality could be under the influence of activities related to land use south of the Village, because "the groundwater is induced by precipitation and flows from the south". For such a condition, the shallow well source water would require almost the same treatment as the lake source water. In addition, well water supply quantity could be an issued based on the future capacity of the aquifer. For these reasons the shallow wells option was not considered further.

For the deep water well supply, the Village explored this option by completing a test well to 31 meters depth in March 2010 (Piteau Associates report). The pumping intake was at approximately 24.8 meter. The preliminary recommendation by Piteau Associates indicated the well is capable of supplying 25 L/s (400 usgpm). The water from this well was however high in manganese and sulfide. Corix Water System subsequently performed a pilot water treatment test on this groundwater with greensand filter media. The results suggested both the manganese and sulfide could be effectively removed by greensand filters.

The components and cost associated with this well water supply and treatment were estimated by Civic Consultants and Village Employees and are listed in Table 3.



**Table 3. Deep Water Well Supply and Treatment Option Components**

Project Component	Estimated Cost *	Sub Total
1.0 Well and pump system	\$130,000	\$1,061,000
2.0 Treatment plant (Corix greensand filters)	\$931,000	
3.0 Reservoir and watermain cleaning	\$131,000	\$146,000
4.0 Water sampling pedestals	\$15,000	
<b>Total</b>	<b>\$1,207,000</b>	

\* Based on in Civic Consultants and Village's estimates

A deep water well typically provides a source water that is low in turbidity but potentially high in hardness, iron, manganese, arsenic or sulfide. As demonstrated in Corix's pilot testing, the elevated level of manganese and sulfide could be removed by greensand oxidation and filtration. Chlorine or potassium permanganate is required for greensand re-generation, and/or for assisting oxidation.

However, the hardness (approximately 135 mg/L of CaCO<sub>3</sub>, Corix report) would remain in the treated water unless additional treatment steps were taken. A moderate level of hardness is beneficial in preventing pipe corrosion, but an elevated hardness may cause pipe scaling, incrustations, and an increase in soap consumption for the end users. Complaints may or may not arise due to this change of water quality.

If water demand increases in the future, additional deep water wells may be required. A hydrogeology study would need to be undertaken to identify if the wells could provide a sufficient quantity of water and not affect the production of other wells from the same aquifer. In addition, an environmental assessment procedure may or may not be triggered, depending on the wells' production rate. Under the BC Environmental Assessment Act, if the combined rate of groundwater well extraction is more than 75 L/s an environmental assessment is likely required. The environmental assessment process could potentially add \$150,000 to \$300,000 to the cost of the project.

The advantages of deep water well supply over lake surface water supply are listed as follows:

1. Effective source water protection;
2. Low turbidity level that sometimes results in lower operating and maintenance costs.

The disadvantages are listed as follows:

1. May not be the lowest cost option if the lake intake upgrade was deferred or an environmental assessment is required;
2. Potential water quality due to the elevated hardness level in the treated water;



3. If demand increases in the future a hydrogeology study may be required to demonstrate sufficient water supply could be obtained from this aquifer;
4. An environmental assessment may be required;
5. Groundwater quality and quantity can deteriorate and the quantity of water that can be extracted is limited to the well and / or aquifer production capability.

#### **4.0 Summary and Recommendations**

Based on the information provided to Stantec the following is a summary of our preliminary thoughts on a water source for the Village.

1. For either the lake supply or a deep well supply, a new treatment plant is needed. Treatment complexity is likely similar for each source.
2. In the design phase of the project, a review of the water system flow and disinfection practice is needed.
3. Regular water system cleaning and flushing should be completed as part of an overall maintenance program. Water quality sample station pedestals are desirable.
4. The major differences in the two water source options are the cost associated with lake water protection (intake extension) and the treatment plant process.
5. The lake water intake is an integral part of the surface water system. The requirement for an intake extension could be further assessed at the preliminary design stage of a water treatment plant but in all likelihood it may be possible to defer this work indefinitely. The current intake has been operating for over 10 years without any issues and the installation of a treatment plant along with additional raw water quality monitoring instrumentation will provide more security on this source.

A large water body such as Harrison Lake provides a long term reliable supply for the Village. The current raw water quality is relatively good and direct filtration would be suitable to meet treatment requirements. A robust treatment plant, with online continuous source water quality monitoring, and a source water protection program should be implemented to meet the Ministry of Health requirements and provide users with good quality drinking water.





VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 998

A bylaw to amend the Business Licensing and Regulation Bylaw No. 945

**WHEREAS** the Village of Harrison Hot Spring has deemed it advisable to amend Business Licensing and Regulation Bylaw No. 945;

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

**1. CITATION**

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Business Licensing and Regulation Amendment Bylaw No. 998, 2012".

**2. TEXT AMENDMENT**

a. On page 5, Item 10 (c) Licence Renewal be deleted and replaced with the following:

(c) If a Licensee fails to renew a License in accordance with 6(b), and subsequently fails to renew the Licence prior to March 1<sup>st</sup> of the next year, then, in addition to the annual Licence fee, that person shall pay a late payment fee of \$10.00.

**3. READINGS AND ADOPTION**

READ A FIRST TIME THIS DAY OF JANUARY, 2012

READ A SECOND TIME THIS DAY OF JANUARY, 2012

READ A THIRD TIME THIS DAY OF JANUARY, 2012

ADOPTED THIS DAY OF JANUARY, 2012

\_\_\_\_\_  
Mayor

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



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** January 12, 2012

**FROM:** Andre Isakov, **FILE:** 3360-20-17/6520-20-09  
Community and Economic Development Officer

**SUBJECT:** OCP AMENDMENT AND REZONING APPLICATION – KINGMA  
Hot Springs Road - Part of Fractional Section 13, TP 4, R 29, W6M  
Except parts subdivided by Plans: 251, 9656, 9786, 27133, 38836, 48818,  
53383, 66843, 66844, 66845, 66846, 70213, LMP10582, NWD

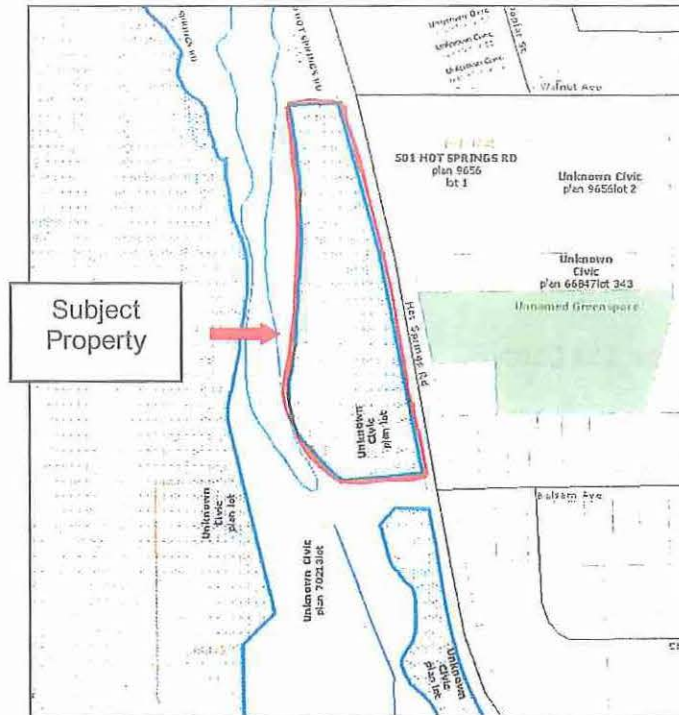
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#### ISSUE:

Staff is seeking Council direction on the Official Community Plan Amendment Bylaw No. 977, 2011 and Zoning Bylaw Amendment Bylaw No. 978, 2011.

#### BRIEF DESCRIPTION OF DEVELOPMENT PROPOSAL

The Village of Harrison Hot Springs is currently reviewing and discussing Official Community Plan Amendment Bylaw No. 977, 2011 and the Zoning Bylaw Amendment Bylaw No. 978, 2011. The proposal requiring amendments to both the Official Community Plan and the Zoning Bylaw contemplates the development of 26 townhouse units at a density of 7 units per acre. The townhouses would still consist of 2 and 3 bedroom units and would be distributed on the site in both triplex and four plex formats. The buildings would be three stories high with the first floor being occupied with a tandem two car garage and entry foyer. The units would range from 900 – 1200 square feet and would include a 400 square foot garage.



#### BACKGROUND:

At the June 20, 2011 Regular Council Meeting, the following motions passed:

- 1) THAT Official Community Plan Amendment Bylaw No. 977, 2011 and Zoning Bylaw Amendment Bylaw No. 978, 2011 be read a first time;
- 2) THAT Official Community Plan Amendment Bylaw No. 977, 2011 and Zoning Bylaw Amendment Bylaw No. 978, 2011 be referred to:
  - a) the Village Engineer;
  - b) the Fire Chief;
  - c) the Advisory Planning Commission;
  - d) the Parks and Recreation Commission;
  - e) the Ministry of Transportation and Infrastructure;
  - f) the School District; and
  - g) the Fraser Valley Regional District, for comment pursuant to the consultation requirements of Section 879 of the Local Government Act prior to the bylaws being considered for second reading; and
- 3) THAT prior to consideration of the bylaws for second reading the applicant, Wilmark Homes Inc. and Homecraft Construction Ltd. (Kingma), be required to hold a Public Information Meeting on the project, the results of the meeting being communicated to Council, including the manner in which the proposal has been revised in response to issues raised at the meeting.

Since June, the referrals have been sent and the responses have been obtained. The major concerns identified through the referral process are summarized below:

- The School District has no land use objections but did point to concerns over vehicle traffic and pedestrian safety in the area.
- Ministry of Transportation and Infrastructure has no land use objections but has identified some concerns over access design.
- Parks and Recreation Commission had expressed concerns over public access on private property in question but those are being addressed.

Furthermore, the proponent did hold a public information meeting on July 6th 2011 as required by the municipality. The proponent has not provided a report on the public information meeting but has said that it will be forthcoming. The proponent did say that the information meeting was not well attended and that due to that, they subsequently placed a full 2 page ad in the local paper with full details of the project.

Since the first reading both Bylaw 977 and Bylaw 978 have undergone amendments.

**OCP BYLAW 977 Amendments:**

- Future Land Use Designation purpose was changed from “Medium Density Residential to develop sites for townhouses and low scale apartments” to “Medium Density Residential to develop sites for townhouses”.
- To meet the 30 meters setback requirements from the watercourse established by the DFO, the developer had to substantially change the scope of the project and reduce the proposed number of units from 45 townhouse units at a density of 12 units per acre to 26 townhouse units at a density of 7 townhouse units per acre (18 units per ha.).

**ZONING BYLAW 978 Amendments:**

- Regulations of CD-2 Zone were changed to:
  - a. Exclude “Maximum Floor Area Ratio”;
  - b. Increase parking loading provision from “2 spaces per unit plus 21 visitor parking places as required per Section 5” to “2 parking spaces per unit plus 26 visitor parking places”;
  - c. Reduce maximum residential density from 30 units per ha. to 18 units per ha.
- Community Amenities were defined as:
  - a. Construction and dedication of a municipal trail along Miami Slough (estimated 560 m<sup>2</sup>) as identified on the attached plan (Figure 1).

- b. Transfer to the Municipality of about 0.81 ha (2 acre) portion of the land located on the south west section of the lands, adjacent to Hot Springs Road and just west of the proposed Zoning amendment, legally described as: Section 13, Township 4, Range 29, Meridian W6, New Westminster Land District, Portion FRACTIONAL, Except Plan PT SUBDIVIDED BY PL 251, & EXC PT SUBDIVIDED BY PL 9656, 9786, 27133, 38836, 48818, 53383, 66843, 66844, 66845, 66846, 70213, PID 002-102-234 as identified on the attached plan (Figure 2);
- c. Transfer to the Municipality of about 1600 m<sup>2</sup> of land to provide for public trail towards the Campbell Lake from the lands legally described as: Section 13, Township 4, Range 29, Meridian W6, New Westminster Land District, Portion FRACTIONAL, Except Plan PT SUBDIVIDED BY PL 251, & EXC PT SUBDIVIDED BY PL 9656, 9786, 27133, 38836, 48818, 53383, 66843, 66844, 66845, 66846, 70213, PID 002-102-234 as identified on the attached plan (Figure 2);
- d. A \$25,000 contribution towards public playground equipment.

**The following options are provided for Council's consideration:**

**Option 1.**

Read "Official Community Plan Amendment Bylaw No. 977, 2011" and "Zoning Bylaw Amendment Bylaw No. 978, 2011" a second time; and that a Public Hearing be scheduled on a date to be determined at a later stage.

**Option 2.**

Request staff to revise the "Official Community Plan Amendment Bylaw No. 977, 2011" and "Zoning Bylaw Amendment Bylaw No. 978, 2011".

**Option 3.**

Decide not to proceed further with "Official Community Plan Amendment Bylaw No. 977, 2011" and "Zoning Bylaw Amendment Bylaw No. 978, 2011".

**RECOMMENDATION:**

**THAT** "Village of Harrison Hot Springs Official Community Plan Bylaw No. 977, 2011" be read a second time; and

**THAT** a Public Hearing be scheduled on a date to be determined at a later stage;

**AND THAT** "Village of Harrison Hot Springs Zoning Bylaw Amendment Bylaw No. 978, 2011" be read a second time; and

THAT a Public Hearing be scheduled on a date to be determined at a later stage.

Respectfully submitted for your  
consideration;



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Andre Isakov  
Community & Economic Development Officer

**DIRECTOR OF FINANCE COMMENTS:**



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Dale Courtice  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



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Ted Tisdale  
Chief Administrative Officer

# COMPREHENSIVE DEVELOPMENT PLAN

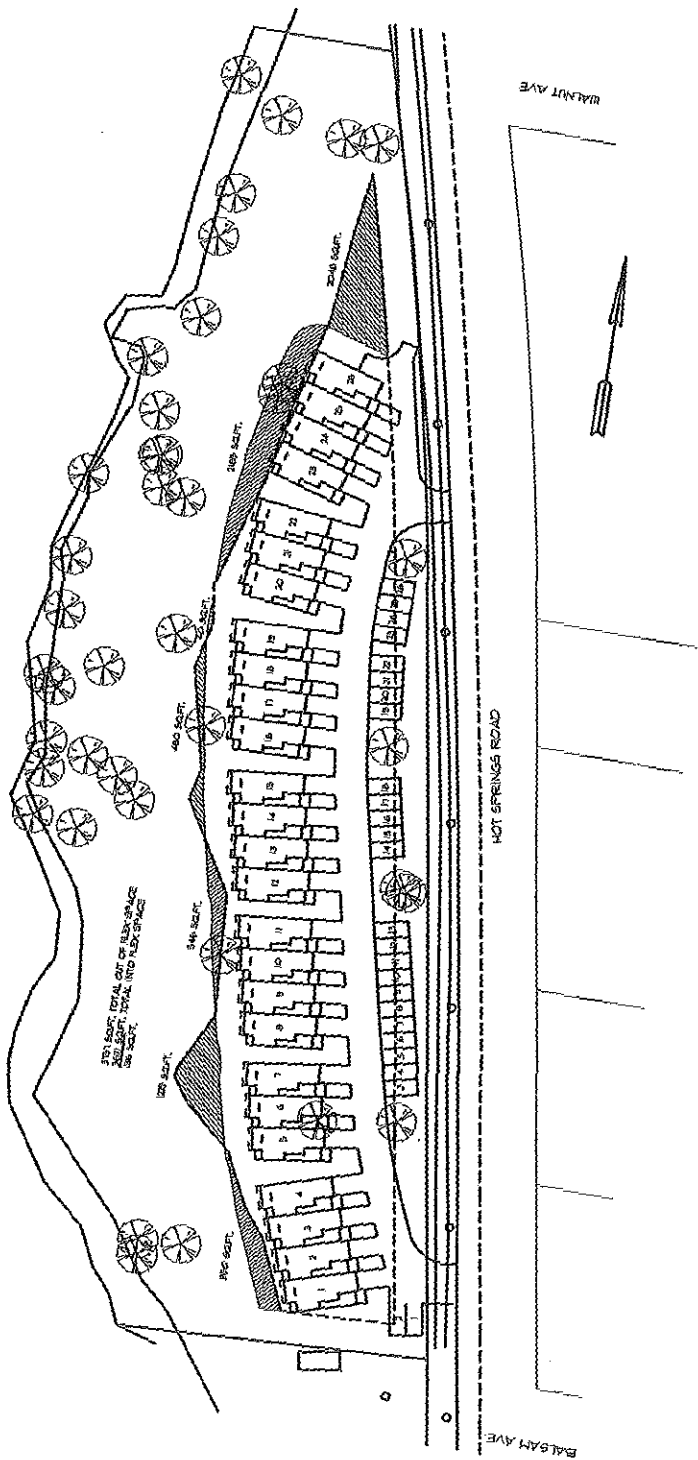
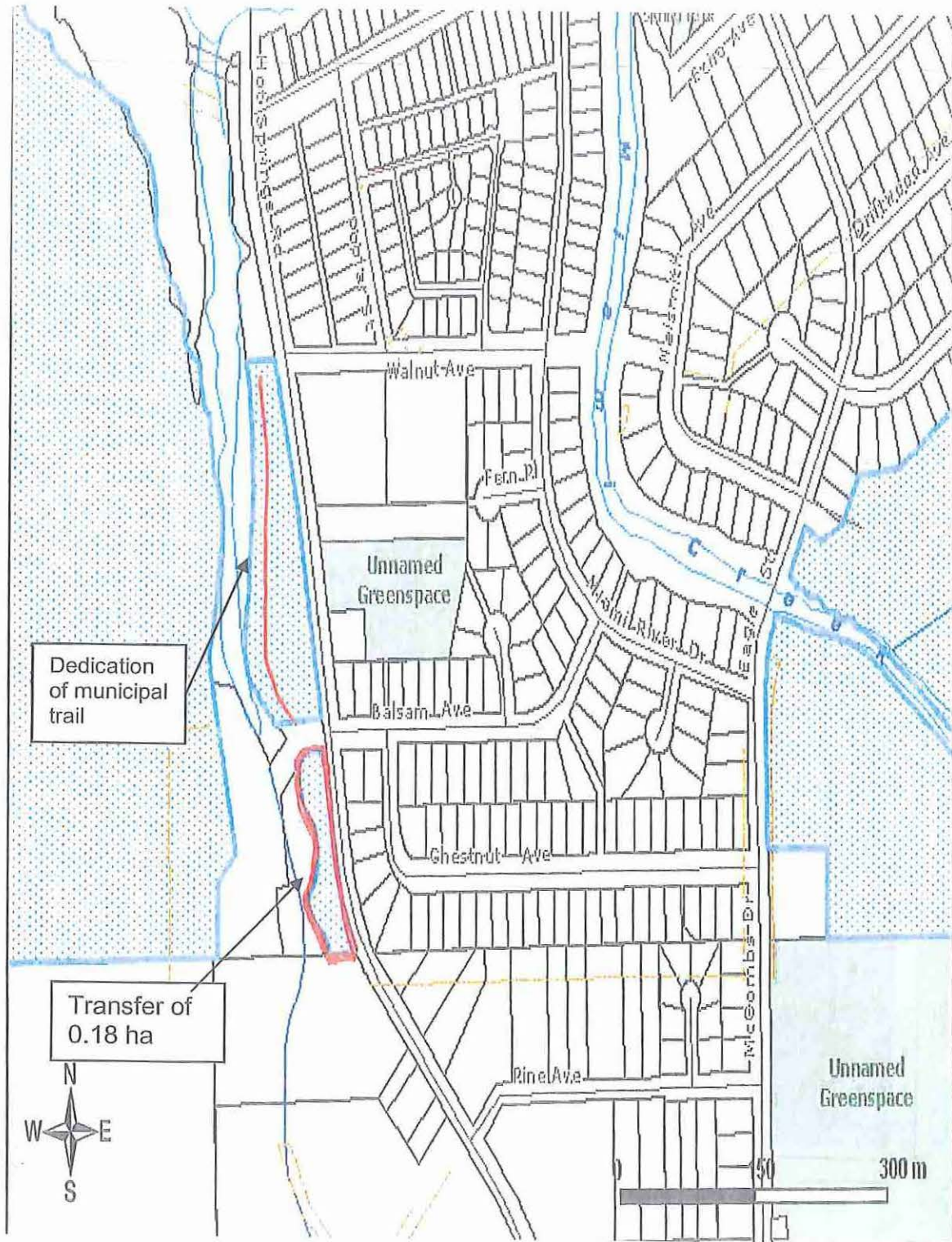




Figure 2



**A bylaw to amend Village of Harrison Hot Springs  
Official Community Plan Bylaw 864, 2007**

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**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;

**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. 977, 2011".

**II. TEXT AMENDMENT**

A. That Schedule 1-A, the Official Community Plan Text of the Village of Harrison Hot Springs Official Community No.864, be amended by including the following sections:

1. Section 3.2.5A - "To consider potential development opportunities for medium density multi family residential development on sites that do not lend themselves for low density residential development due to their location, size, physical attributes, and surrounding land uses"
2. Table 1: Future Land Use Designations -

<b>"Purpose</b>	<b>Rationale</b>	<b>Future Land Use Permitted</b>
<b>Medium Density Residential</b> To develop sites for townhouses.	These sites are intended to provide alternative housing opportunities while respecting the character of the surrounding lands.	Townhouse permitted in the R4 or CD zones as per the Zoning Bylaw.

3. Section 6.3.1 (Bullet No. 4) – "Medium density residential development (townhouses) will be considered for sites that have good proximity to the Village's amenities, are well serviced with water, sewer, and roads, and are compatible with surrounding lands. Such sites will require an amendment to Schedule 1 - B (Land Use Designation Map) to the **Medium Density Residential**

land designation and to Schedule 1 - C (Development Permit Areas Map) to **Multi Family Residential DPA**. Rezoning will also be required. The maximum density shall be 18 units per ha. (7 units per acre)."

**III. MAP AMENDMENT**

- A. That Schedule 1-B, the Future Land Use Designation Map of the Village of Harrison Hot Springs Official Community No.864, be amended by redesignating the 1.52 ha. (4 acres) portion of the lands located on the south east section of the lands, adjacent to Hot Springs Road, legally described as: Section 13, Township 4, Range 29, Meridian W6, New Westminster Land District, Portion FRACTIONAL, Except Plan PT SUBDIVIDED BY PL 251, & EXC PT SUBDIVIDED BY PL 9656, 9786, 27133, 38836, 48818, 53383, 66843, 66844, 66845,66846, 70213, PID 002-102-234, as outlined in heavy black outline and cross-hatched on Schedule 1 of this Bylaw from **Resource** to **Medium Density Residential**.
- B. That Schedule 1-C, the Development Permit Areas Map of the Village of Harrison Hot Springs Official Community No.864, be amended by including the 1.52 ha. (4 acres) portion of the lands located on the south east section of the lands, adjacent to Hot Springs Road, legally described as: Section 13, Township 4, Range 29, Meridian W6, New Westminster Land District, Portion FRACTIONAL, Except Plan PT SUBDIVIDED BY PL 251, & EXC PT SUBDIVIDED BY PL 9656, 9786, 27133, 38836, 48818, 53383, 66843, 66844, 66845,66846, 70213, PID 002-102-234, as outlined in heavy black outline and cross-hatched on Schedule 2 of this Bylaw within the **Multi Family Residential Development Permit Area**.
- C. That the maps appended hereto designated as Schedules 1 and 2 showing such amendments are an integral part of this Bylaw.

**IV. READINGS AND ADOPTION**

READ A FIRST TIME THIS 20<sup>th</sup> DAY OF JUNE , 2011

AMENDED AND READ A SECOND TIME THIS 6<sup>th</sup> DAY OF FEBRUARY, 2012

A PUBLIC HEARING WAS HELD ON THE                      DAY OF                      , 2012

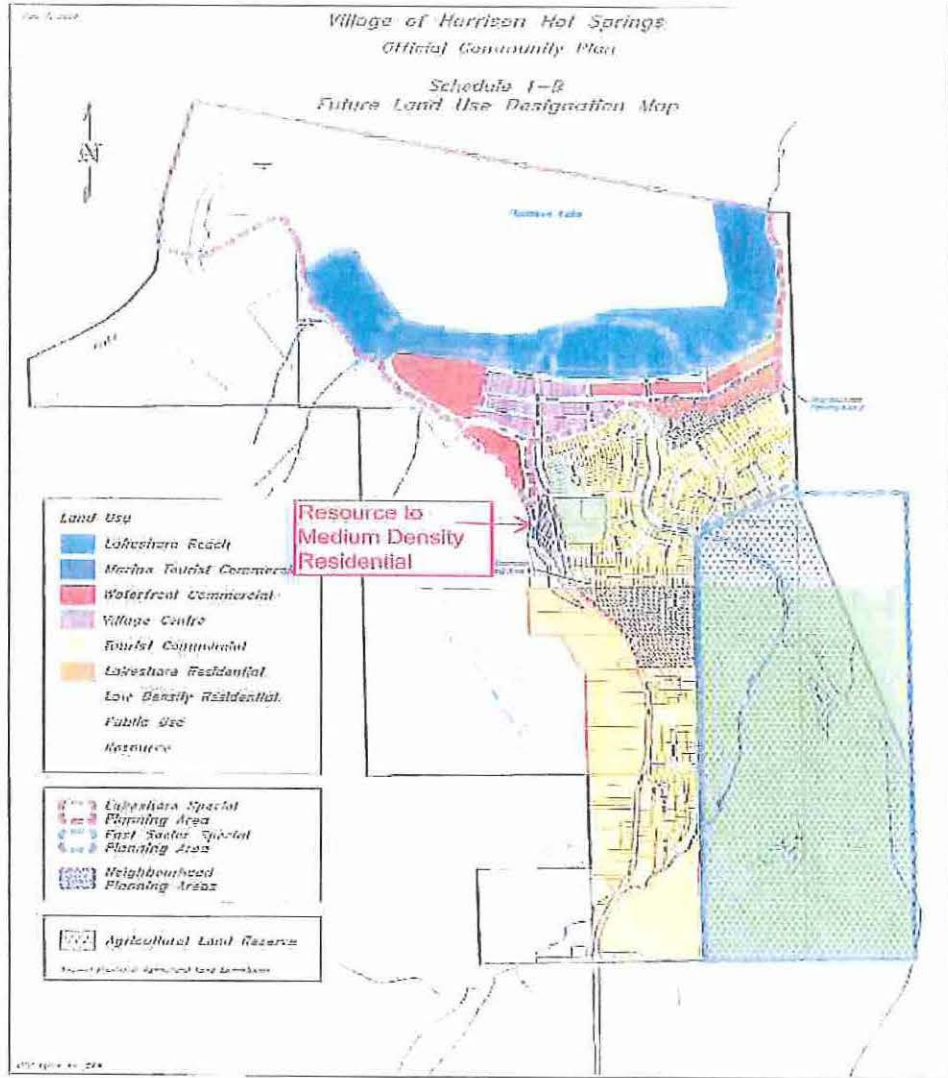
READ A THIRD TIME THIS                      DAY OF                      , 2012

ADOPTED THIS                      DAY OF                      , 2012

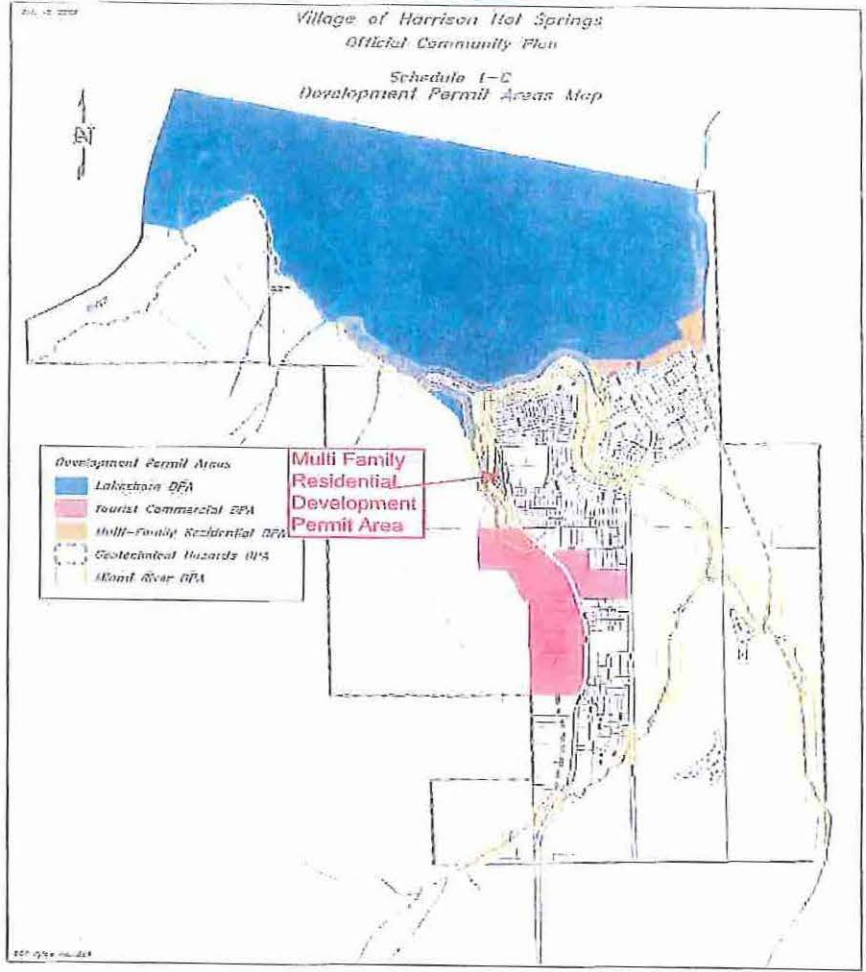
\_\_\_\_\_  
Mayor

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

Schedule 1 of Bylaw 977



Schedule 2 of Bylaw 977





VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 978

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

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

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

**I. CITATION**

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Zoning Bylaw Amendment Bylaw No. 978, 2011".

**II. TEXT AMENDMENT**

That the Village of Harrison Hot Springs Zoning Bylaw Number 672-1996, be amended by:

- A. Inserting the following new sub-section: "12.2 Comprehensive Development Zone 2 (CD-2)" within the Table of Contents; and.
- B. Inserting the following new zone within Section 12:

**"12.2 Comprehensive Development Zone 2 (CD-2)**

1. Intent

This zone is intended to provide for a medium density residential development for a 1.52 ha. (4 acres) portion of the lands located on the south east section of the lands, adjacent to Hot Springs Road, legally described as: Section 13, Township 4, Range 29, Meridian W6, New Westminster Land District, Portion FRACTIONAL, Except Plan PT SUBDIVIDED BY PL 251, & EXC PT SUBDIVIDED BY PL 9656, 9786, 27133, 38836, 48818, 53383, 66843, 66844, 66845, 66846, 70213, PID 002-102-234.

2. Permitted Uses

The following uses and no others are permitted in the CD-2 zone:

- Townhouse
- Accessory recreational facilities for the use of residents
- Home Occupation
- Accessory Parking Area

3. Conditions of Use

- .1 All permitted uses shall be connected to the Village of Harrison Hot Springs community water system and sanitary sewer system.
- .2 Townhouses shall:
  - (a) have entrances leading directly to the street and the separate entrances shall be divided from other uses by walls
  - (b) provide *common amenity areas* of no less than 200 m<sup>2</sup> and have a minimum dimension of 6 metres
  - (c) provide *private amenity areas* of no less than 5 m<sup>2</sup> for each dwelling unit.

3 Regulations

On a parcel zoned CD-2, no building or structure shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the following table in which Column I sets out the matter to be regulated and Column II sets out the regulations.

COLUMN I	COLUMN II
Minimum parcel area	1.52 ha.
Minimum parcel width	20 meters
Minimum setbacks	6 meters from all lot lines
Maximum parcel coverage	25%
Maximum residential density	18 units per ha.
Maximum building height	3 storeys or 10.2 meters, whichever is lesser
Parking and loading	2 parking spaces per unit plus visitor parking as required in s. 5 of the Zoning Bylaw

#### 4 Community Amenities

On a parcel zoned CD-2, no building or structure shall be constructed until the following community amenities or a security deposit has been provided to the Village:

1. Construction and dedication of a municipal trail along Miami Slough (estimated 560 m<sup>2</sup>) as identified on the attached plan (Figure 1);
2. Transfer to the Municipality of about 0.81 ha (2 acre) portion of the land located on the south west section of the lands, adjacent to Hot Springs Road and just west of the proposed Zoning amendment, legally described as: Section 13, Township 4, Range 29, Meridian W6, New Westminster Land District, Portion FRACTIONAL, Except Plan PT SUBDIVIDED BY PL 251, & EXC PT SUBDIVIDED BY PL 9656, 9786, 27133, 38836, 48818, 53383, 66843, 66844, 66845, 66846, 70213, PID 002-102-234 as identified on the attached plan (Figure 2);
3. Transfer to the Municipality of about 1600 m<sup>2</sup> of land to provide for public trail towards the Campbell Lake from the lands legally described as: Section 13, Township 4, Range 29, Meridian W6, New Westminster Land District, Portion FRACTIONAL, Except Plan PT SUBDIVIDED BY PL 251, & EXC PT SUBDIVIDED BY PL 9656, 9786, 27133, 38836, 48818, 53383, 66843, 66844, 66845, 66846, 70213, PID 002-102-234 as identified on the attached plan (Figure 2);
4. A \$25,000 contribution towards public playground equipment.

#### 5 Comprehensive Development Plan

On a parcel zoned CD-2, no building or structure shall be constructed, located or altered and no plan of subdivision approved which is not generally in accordance with the Comprehensive Development Plan which forms an integral component of this zone.

## II. MAP AMENDMENT

- A. That Schedule A, the Zoning Map of the Village of Harrison Hot Springs Bylaw No.672, be amended by rezoning the 1.52 ha. (4 acre) portion of the lands located on the south east section of the lands, adjacent to Hot Springs Road, legally described as: Section 13, Township 4, Range 29, Meridian W6, New Westminster Land District, Portion FRACTIONAL,

Except Plan PT SUBDIVIDED BY PL 251, & EXCEPT SUBDIVIDED BY PL 9656, 9786, 27133, 38836, 48818, 53383, 66843, 66844, 66845,66846, 70213, PID 002-102-234, and as outlined in heavy black outline and cross-hatched on Schedule 1 of this Bylaw from the Resource Reserve (RR) zone to Comprehensive Development Zone 2 (CD-2) zone.

- B. That the map appended hereto designated as Schedule 1 showing such amendment is an integral part of this Bylaw.

III. READINGS AND ADOPTION

READ A FIRST TIME THIS 20<sup>th</sup> DAY OF JUNE, 2011

AMENDED AND READ A SECOND TIME THIS 6<sup>th</sup> DAY OF FEBRUARY, 2012

A PUBLIC HEARING WAS HELD ON THE DAY OF , 2012

READ A THIRD TIME THIS DAY OF , 2012

ADOPTED THIS DAY OF , 2012

\_\_\_\_\_  
Mayor

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

### Schedule 1 of Bylaw 978

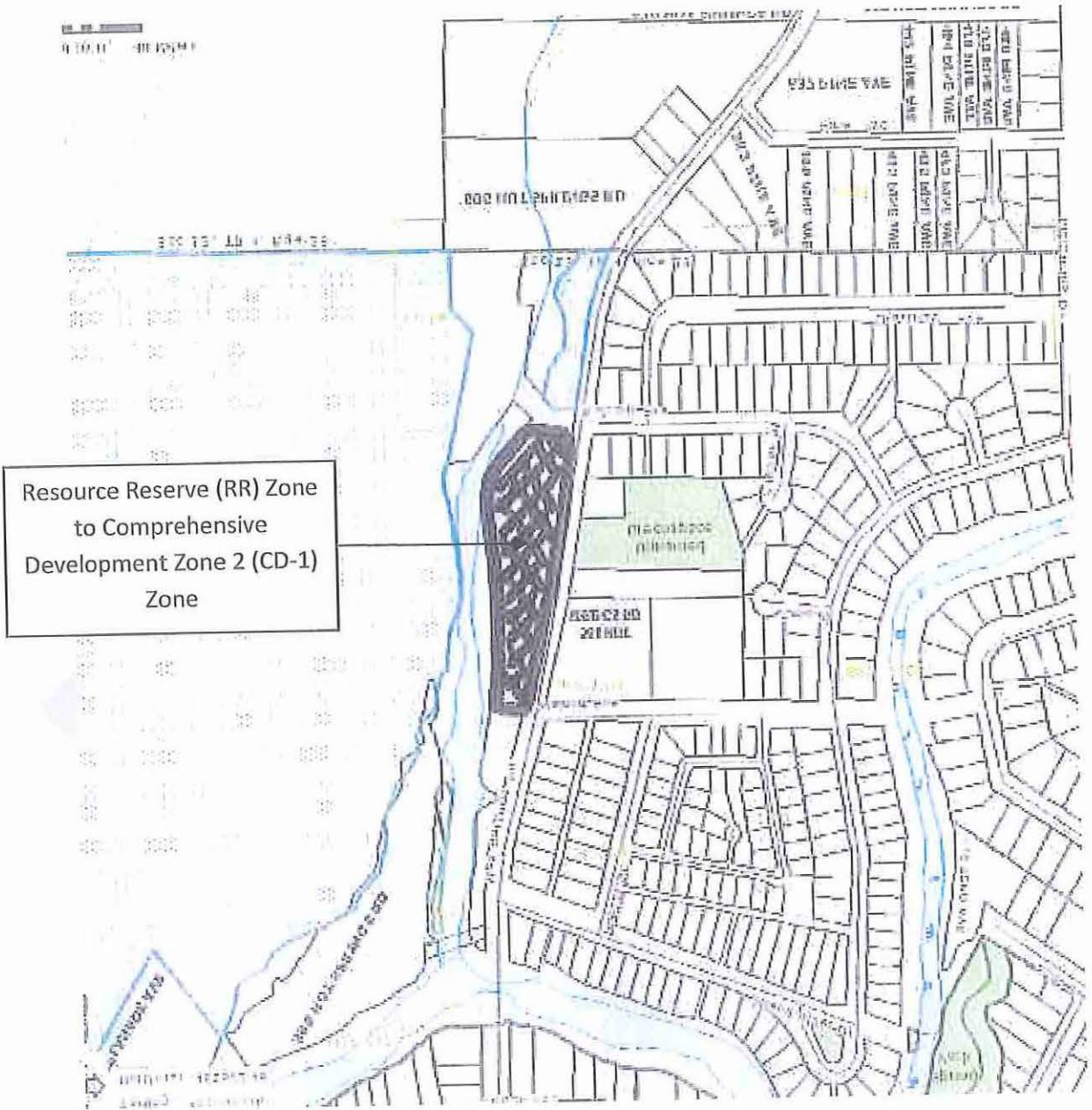


Figure 1

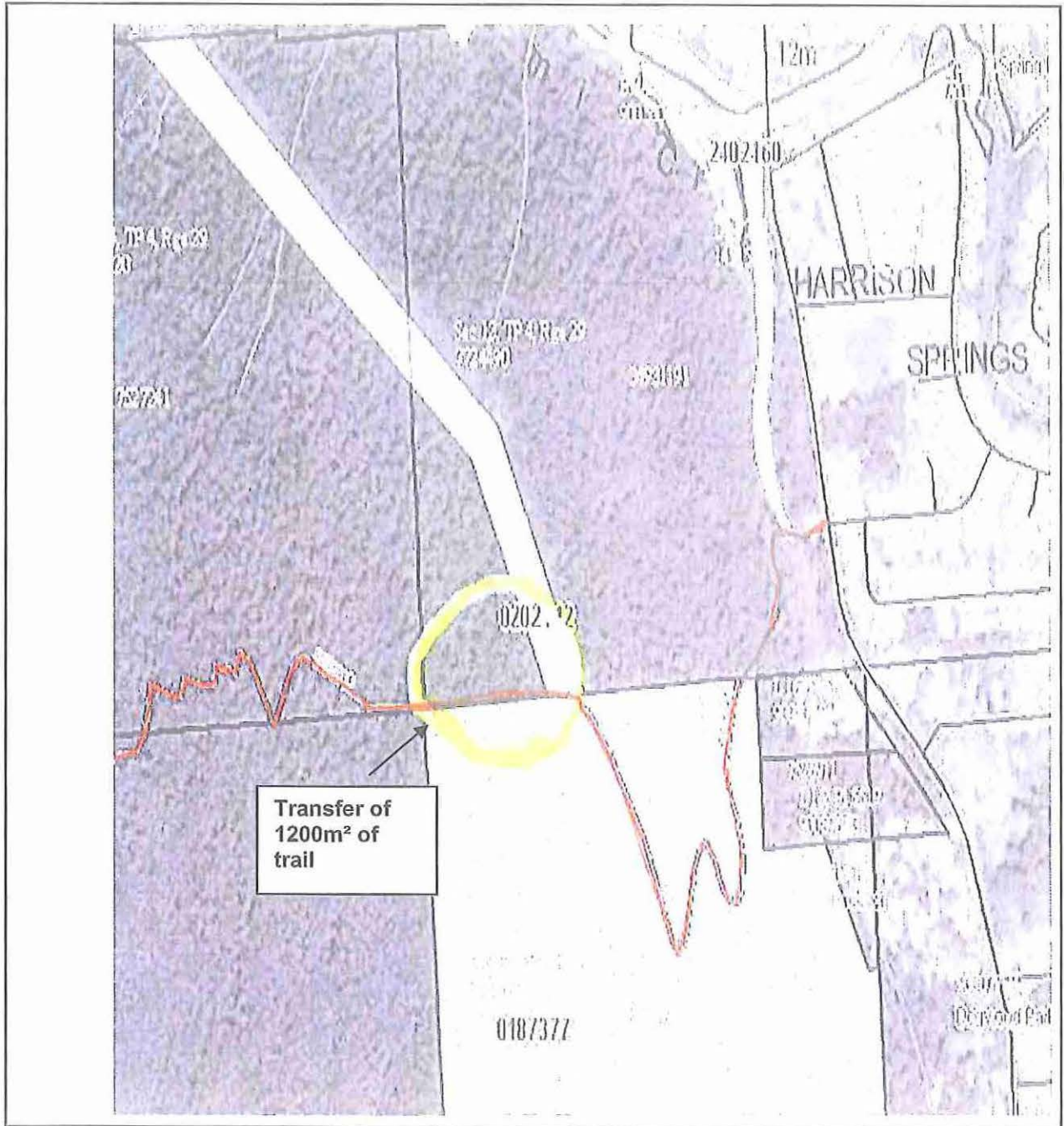


Figure 2

