



# VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

## REGULAR COUNCIL MEETING

**Date:** Monday, November 18, 2013  
**Time:** 7:00 p.m.  
**Location:** Council Chambers, 495 Hot Springs Road  
 Harrison Hot Springs, British Columbia

<b>1. CALL TO ORDER</b>		
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>		
THAT the Regular Council Meeting Minutes of November 4, 2013 be adopted.		Item 4.1 Page 1
<b>5. BUSINESS ARISING FROM THE MINUTES</b>		
<b>6. CONSENT AGENDA</b>		
<b>i. Bylaws</b>	Financial Plan Bylaw No. 1045, 2013;  Water Treatment Reserve Fund Establishment Bylaw No. 1046; and  Sewage Treatment Plant Replacement Reserve Fund Temporary Borrowing Bylaw No. 1047, 2013	Item i. 1 Page 9  Item i. 2 Page 11  Item i. 3 Page 17
<b>ii. Agreements</b>		
<b>iii. Committee/ Commission Minutes</b>	Communities in Bloom Committee Meeting Minutes of August 22, 2013.	Item iii. 1 Page 19
<b>iv. Correspondence</b>	Letter received from the Nature Trust of British Columbia dated October 2013	Item iv. 1 Page 23
<b>7. DELEGATIONS</b>		
Harrison Tourism – Robert Reyerse Re: Tourism in the Harrison Area and Event Management		Item 7. 1 Page 25

<b>8. CORRESPONDENCE</b>	
Letter received from the City of Burnaby re: Renewal of Federal Gas Tax Agreement – UBCM Member survey dated October 28, 2013	Item 8.1 Page 41
<b>9. BUSINESS ARISING FROM CORRESPONDENCE</b>	
<b>10. REPORTS FROM COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS</b>	
<b>11. REPORTS FROM MAYOR</b>	
L. Facio - Verbal	
<b>12. REPORTS FROM STAFF</b>	
<b>Report of Deputy Chief Administrative Officer – October 23, 2013</b> Re: 2014 Regular Council Meeting Schedule  <b>RECOMMENDATION:</b>  THAT the Regular Council meeting scheduled for December 16, 2013 be cancelled; and  THAT the proposed Regular Council meeting schedule for 2014 be approved as submitted.	Item 12.1 Page 55
<b>Report of Deputy Chief Administrative Officer – October 23, 2013</b> Re: Deputy Mayor Appointments  <b>RECOMMENDATION:</b>  THAT the following members of Council be appointed as Deputy Mayor for 2014:  January – March                      Councillor Sonja Reyerse April – June                              Councillor John Buckley July – September                      Councillor Zoltan Kiss October – December                      Councillor Allan Jackson	Item 12.2 Page 59
<b>13. BYLAWS</b>	
<b>14. QUESTIONS FROM THE PUBLIC</b> (pertaining to agenda items only)	
<b>15. ADJOURNMENT</b>	

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

**DATE:** November 4, 2013  
**TIME:** 7:00 p.m.  
**PLACE:** Council Chambers  
495 Hot Springs Road, Harrison Hot Springs, BC

**IN ATTENDANCE:** Mayor Leo Facio  
Councillor John Buckley  
Councillor Zoltan Kiss  
Councillor Sonja Reyerse  
Councillor Allan Jackson

Chief Administrative Officer, Ian Crane  
Deputy Chief Administrative Officer/CO, Debra Key

*Recorder: Krystal Sobie*

**ABSENT:**

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 Buckley**  
**Seconded by Councillor Jackson**

THAT the agenda be approved.

**CARRIED  
UNANIMOUSLY**

4. **ADOPTION AND RECEIPT OF MINUTES**

**Moved by Councillor Buckley**  
**Seconded by Councillor Jackson**

THAT the minutes of the Regular Council Meeting of October 21, 2013, be adopted as amended.

**CARRIED  
UNANIMOUSLY**

Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
November 4, 2013

**Errors and Omissions**

Page 3 paragraph 12 should read.... "November 3, 2013 the 5<sup>th</sup> Annual Peace and Corrections Officer Appreciation Day is taking place at the St. Anglican Church."

**Moved by Councillor Reyerse**  
**Seconded by Councillor Buckley**

THAT the record of the Public Hearing of October 21, 2013, be adopted.

**CARRIED  
UNANIMOUSLY**

5. **BUSINESS ARISING FROM THE MINUTES**

6. **CONSENT AGENDA**

i. Bylaws

ii. Agreements

iii. Committee/  
Commission  
Minutes

iv  
Correspondence

Letter received from Communities in Bloom re: Winner's Circle Participant dated October 5, 2013

Letter received from District of Kent re: Rail Safety Information for Communities dated October 15, 2013

Letter received from Yvette Fleming re: maintenance dated October 18, 2013

E-mail from Pauline Bechtel re: Spring Park Tennis Court Maintenance 2013 request dated October 21, 2013

Letter from the Ministry of Environment re: The New UBCM Resolution and Committee on Packaging and Printed Paper Product Stewardship dated October 25, 2013

iv.  
Correspondence

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

THAT the correspondence on the Consent Agenda be received.

**CARRIED  
UNANIMOUSLY**

7. **DELEGATIONS**

8. **CORRESPONDENCE**

Letter from the Canadian Union Postal Workers dated October 14, 2013.  
RE: Request for letter of support regarding the Future of Canada Post.

Email from Brian Jones of Seabird Island dated October 29, 2013.  
RE: Request for Letter of Support for Gravel Removal Application.

Letter from Ministry of Forests, Lands and Natural Resources Operations dated October 25, 2013.  
RE: Consultation on the proposed Harrison-Chehalis Wildlife Management (WMA)

9. **BUSINESS ARISING OUT OF CORRESPONDENCE**

Letter from the Canadian Union Postal Workers dated October 14, 2013.

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

THAT a letter of support be sent to the Canadian Union Postal Workers regarding the future of Canada Post.

**CARRIED  
UNANIMOUSLY**

Email from Brian Jones of Seabird Island dated October 29, 2013.

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

THAT a letter of support be sent to Seabird Island in support of their gravel removal application.

**CARRIED  
OPPOSED BY COUNCILLOR REYERSE  
OPPOSED BY COUNCILLOR BUCKLEY**

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

Communities in Bloom - 2013 Year End Report

11.

**REPORTS FROM MAYOR FACIO**

Received a letter from a resident in Harrison expressing her appreciation for the clearing of the boulevards on McCombs and the improvements of the Front Entrance signage.

The Second Annual Harrison Octoberfest was a great success. A thank you to all the volunteers that participated in making this event a success.

RCMP is looking for volunteers to help with the Speed Watch Program in Harrison.

On November 14, 2013 there will be a Family Parenting Program taking place at Family Place in Agassiz.

October 30, 2013 attended the Eastern Fraser Valley Youth Inclusion Program at the Friendship House.

November 3, 2013 attended the 5<sup>th</sup> Annual Appreciation Day for Peace Officers.

On November 16, 2013 the 4H Achievement Awards night will be taking place at 6:00 p.m. at the Agricultural Hall.

October 29, 2013 attended the Celebration for the Diamond Jubilee.

October 25, 2013 MLA Throness, Mayor Facio, Mayor Van Laerhoven along with Village staff discussed the alternate emergency evacuation route.

Communities in Bloom is a vibrant Committee in Harrison Hot Springs. A special thank you for all of the hard work they do throughout the Village. The Communities in Bloom Committee hosted a children's Halloween Party which was a great success. The Committee received the 2013 Winners Circle Award.

November 28, 2013 the Youth Inclusion Program is holding a theater night at Cottonwood Cinemas at 7:00 p.m.

12.

**REPORTS FROM STAFF**

**Report of Deputy Chief Administrative Officer – October 28, 2013**  
Re: Policy 2.16 Occupational First Aid Attendants

**Moved by Councillor Kiss**  
**Seconded by Councillor Buckley**

THAT the Occupational First Aid Attendants Policy 2.16 be adopted.

**CARRIED  
UNANIMOUSLY**

**Report of Deputy Chief Administrative Officer – October 29, 2013**  
Re: Temporary Changes to the Liquor Licence for the Harrison Hot Springs  
Resort and Spa

**Moved by Councillor Kiss**  
**Seconded by Councillor Buckley**

THAT Council supports the temporary change of hours of sale of alcohol to the  
Harrison Hot Springs Resort & Spa's liquor licence number 077513 for Thursday,  
December 12, 2013 from 5:00 p.m. to Friday, December 13, 2013 at 3:00 a.m.  
inclusive; and

THAT the views of residents were not gathered due to the temporary nature of the  
request for an extension of business hours from 12:00 midnight to 3:00 a.m.

**CARRIED  
UNANIMOUSLY**

13.

**BYLAWS**

**Report of Chief Administrative Officer – Verbal**  
Re: Zoning Amendment Bylaw No. 1043, 2013

*Councillor Kiss excused himself from the chambers at 7:38 p.m. due to a potential  
conflict of interest stating he is friends with the neighbor to the property in question.*

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

THAT Zoning Amendment Bylaw No. 1043, 2013 be adopted.

**CARRIED  
UNANIMOUSLY  
BY MEMBERS REMAINING**

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
November 4, 2013*

*Councillor Kiss re-entered the chambers at 7:39 p.m.*

**Report of Director of Finance – Verbal**

Re: Financial Plan Amendment Bylaw No. 1045, 2013

**Moved by Councillor Kiss**

**Seconded by Councillor Buckley**

THAT Financial Plan Amendment Bylaw No. 1045, 2013 be read a first, second and third time.

**CARRIED  
UNANIMOUSLY**

**Report of Director of Finance – Verbal**

Re: Water Treatment Reserve Fund Establishment Bylaw No. 1046, 2013

**Moved by Councillor Buckley**

**Seconded by Councillor Kiss**

THAT Water Treatment Reserve Fund Establishment Bylaw No. 1046, 2013 be read a first, second and third time.

**CARRIED  
UNANIMOUSLY**

**Report of Director of Finance – Verbal**

Re: Sewage Treatment Plant Replacement Reserve Fund Temporary Borrowing Bylaw No. 1047, 2013

**Moved by Councillor Buckley**

**Seconded by Councillor Jackson**

THAT Sewage Treatment Plant Replacement Reserve Fund Temporary Borrowing Bylaw No. 1047, 2013 be given first, second and third reading.

**CARRIED  
UNANIMOUSLY**

14.

**QUESTIONS FROM THE PUBLIC**

A member of the public asked why Council is not aware of the effect that gravel build up has on Harrison Hot Springs.

Council meets regularly with the local First Nations and are aware of the effects that gravel buildup has throughout communities.

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
November 4, 2013*

15.

**ADJOURNMENT**

**Moved by Councillor Jackson**  
**Seconded by Councillor Buckley**

THAT the meeting be adjourned at 7:50 p.m.

**CARRIED  
UNANIMOUSLY**

\_\_\_\_\_  
Leo Facio  
Mayor

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





VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1045

**A bylaw to amend the Financial Plan for the years 2013-2022**

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**WHEREAS** the Village of Harrison Hot Springs has deemed it necessary to amend the Financial Plan for the years 2013 – 2022;

**AND WHEREAS** public consultation regarding the amendments to the Financial Plan was provided by way of an open meeting;

**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 "Financial Plan Amendment Bylaw No. 1045, 2013".

**2. REPEAL**

That Schedule "A" to Financial Plan Bylaw No. 1022, 2013 is hereby repealed in its entirety and replaced with Schedule "A1" attached hereto and forming part of this bylaw.

**READ A FIRST TIME THIS 4<sup>th</sup> DAY OF NOVEMBER, 2013**

**READ A SECOND TIME THIS 4<sup>th</sup> DAY OF NOVEMBER, 2013**

**READ A THIRD TIME THIS 4<sup>th</sup> DAY OF NOVEMBER, 2013**

**ADOPTED THIS        DAY OF NOVEMBER, 2013**

\_\_\_\_\_  
Mayor

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

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

PHYSICS 311

LECTURE 10

THE HARMONIC OSCILLATOR

SECTION

10.1

10.2

10.3

10.4

10.5

10.6

10.7



VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1046

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**Being a Bylaw to establish a Water Treatment Reserve Fund**

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**WHEREAS** Section 188 of the *Community Charter* allows for the establishment of reserve funds;

**AND WHEREAS:** Council deems it necessary to establish a Water Treatment Replacement Reserve Fund;

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

1. **CITATION**

This Bylaw may be cited as the "Water Treatment Reserve Fund Establishment Bylaw No. 1046".

- 2. That monies set aside shall be deposited in a separate bank account and used solely for the purposes of constructing a Water Treatment Facility and for future capital requirements of the Water Treatment Facility.

**READ FOR A FIRST TIME THIS 4<sup>th</sup> DAY OF NOVEMBER, 2013.**

**READ FOR A SECOND TIME THIS 4<sup>th</sup> DAY OF NOVEMBER, 2013.**

**READ FOR A THIRD TIME AS THIS 4<sup>th</sup> DAY OF NOVEMBER, 2013.**

**ADOPTED THIS      DAY OF NOVEMBER, 2013.**

\_\_\_\_\_  
Mayor

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

**Schedule A1**  
**Bylaw No. 1045**  
**Financial Plan**  
**2013 - 2022**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<b>Revenues</b>				
Property Taxes - Residential	\$ 1,059,000	\$ 1,080,000	\$1,102,000	\$1,124,000
Property Taxes - Business	712,500	727,000	742,000	757,000
Property Taxes - Rec / Non Profit	40,500	41,000	42,000	43,000
Penalties and Interest	27,000	19,000	16,200	16,200
Revenue Taxes	32,200	32,000	32,000	32,000
Payments in Lieu of Taxes	7,500	6,900	7,200	6,300
Sale of Services	5,500	5,000	5,000	5,000
Revenues from Own Sources	1,285,400	1,240,600	1,241,200	1,238,700
Other Revenues	6,800	2,800	2,800	2,800
DCC Revenues	162,800	562,000	246,000	202,999
Transfers from Other Governments	1,358,700	1,567,700	530,700	530,700
<b>Total Revenues</b>	<u>\$ 4,697,900</u>	<u>\$ 5,284,000</u>	<u>\$3,967,100</u>	<u>\$ 3,958,699</u>
<b>Expenditures</b>				
General Government	\$ 1,055,600	\$ 1,072,350	\$1,069,350	\$1,087,050
Community Services	171,150	156,050	150,100	152,100
Protective Services	164,900	162,800	162,450	158,750
Public Works	197,200	184,450	190,000	191,400
Transportation Services	122,200	145,900	141,900	148,000
Flood Protection	12,900	10,900	10,900	10,900
Environmental and Public Health	132,000	121,700	121,700	121,200
Recreation and Culture	440,250	361,350	264,200	263,800
Sewer Utility	511,350	477,150	486,000	483,600
Water Utility	168,000	170,000	170,000	168,000
Debt Financing	21,750	23,450	51,000	50,000
Amortization of tangible capital assets	682,000	682,000	682,000	682,000
<b>Total Expenditures</b>	<u>\$ 3,679,300</u>	<u>\$ 3,568,100</u>	<u>\$3,499,600</u>	<u>\$ 3,516,800</u>
<b>Surplus (Deficit)</b>	<u><b>\$1,018,600</b></u>	<u><b>\$1,715,900</b></u>	<u><b>\$ 467,500</b></u>	<u><b>\$ 441,900</b></u>
<b>Capital, Debt , Reserve Transfers and Borrowing</b>				
Capital Expenditures	\$ (1,250,100)	\$ (2,451,000)	\$ (607,000)	\$ (563,000)
Repayment of debt	(174,000)	(168,900)	(42,500)	(47,900)
Replacement reserves	(279,500)	(338,000)	(500,000)	(513,000)
Reserves used for capital financing	3,000	560,000	-	-
Appropriation from surplus	-	-	-	-
Equity in tangible capital assets	<u>682,000</u>	<u>682,000</u>	<u>682,000</u>	<u>682,000</u>

\$ (1,018,600) \$ (1,715,900) \$ (467,500) \$ (441,900)

**Surplus (Deficit) plus Capital, Debt  
Reserve Transfers and Borrowing**

\$ - \$ (0) \$ (0) \$ 0

<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
\$ 1,146,000	\$ 1,169,000	\$ 1,192,000	\$ 1,216,000	\$ 1,240,000	\$ 1,240,000
772,000	787,000	803,000	819,000	835,000	835,000
44,000	45,000	46,000	47,000	48,000	48,000
16,100	16,200	16,200	16,200	16,200	16,200
32,000	30,000	30,000	30,000	30,000	30,000
7,400	7,700	7,700	7,900	8,100	8,100
5,000	5,000	5,000	5,000	5,000	5,000
1,236,700	1,219,700	1,241,200	1,241,700	1,241,700	1,222,700
2,800	2,800	2,800	2,800	2,800	2,800
566,000	413,500	809,999	451,000	1,452,500	570,000
530,700	530,700	530,700	530,700	530,700	530,700
<u>\$ 4,358,700</u>	<u>\$ 4,226,600</u>	<u>4,684,599</u>	<u>\$ 4,367,300</u>	<u>\$ 5,410,000</u>	<u>\$ 4,508,500</u>

\$ 1,102,750	\$ 1,103,150	\$ 1,100,250	\$ 1,146,350	\$ 1,112,650	\$ 1,145,850
142,100	156,800	151,800	146,900	151,700	151,900
156,700	161,500	161,800	157,500	160,300	160,500
190,950	194,950	194,550	196,050	194,750	199,650
133,000	121,700	124,700	123,700	123,100	129,900
10,900	10,900	10,900	10,900	10,900	10,900
121,200	121,200	99,200	121,700	121,700	121,200
265,600	264,900	266,900	268,700	265,900	269,600
488,000	485,000	492,000	488,000	489,000	483,000
169,000	169,000	169,000	170,000	170,000	170,000
50,000	50,000	50,000	50,000	50,000	50,000
682,000	682,000	682,000	682,000	682,000	682,000
<u>\$ 3,512,200</u>	<u>\$ 3,521,100</u>	<u>\$ 3,503,100</u>	<u>\$ 3,561,800</u>	<u>\$ 3,532,000</u>	<u>\$ 3,574,500</u>
<u>\$ 846,500</u>	<u>\$ 705,500</u>	<u>\$ 1,181,500</u>	<u>\$ 805,500</u>	<u>\$ 1,878,000</u>	<u>\$ 934,000</u>

\$ (1,181,000)	\$ (851,500)	\$ (1,205,500)	\$ (927,500)	\$ (1,949,000)	\$ (942,000)
(42,500)	(29,000)	(29,000)	(29,000)	(29,000)	(29,000)
(305,000)	(507,000)	(629,000)	(531,000)	(582,000)	(645,000)
-	-	-	-	-	-
-	-	-	-	-	-
682,000	682,000	682,000	682,000	682,000	682,000

\$ (846,500) \$ (705,500) \$ (1,181,500) \$ (805,500) \$ (1,878,000) \$ (934,000)

\$ (0) \$ - \$ 0 \$ - \$ 0 \$ -





VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1047

---

**Being a Bylaw authorizing the temporary borrowing of monies in the Sewage Treatment Plant Replacement Reserve Fund**

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**WHEREAS** Section 189 of the *Community Charter* provides for the borrowing of funds between reserves;

**AND WHEREAS** there is an unappropriated balance in the Sewage Treatment Plant Replacement Reserve Fund established under Bylaw No. 685, 1996 of Four Hundred and Fifty-three Thousand Eight Hundred and Eight Dollars (\$453,808) as at September 30, 2013 which amount has been calculated as follows:

Balance in Reserve Fund at December 31, 2012	\$448,999
Add: Interest earnings for current year to September 30, 2013	<u>4,809</u>
Balance in Reserve Fund at September 30, 2013	<u>\$448,808</u>

**AND WHEREAS** it is deemed desirable to borrow a portion of monies in the Sewage Treatment Plant Replacement Reserve Fund for the purposes of constructing a Water Treatment Facility;

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

1. CITATION

This bylaw may be cited as the "Sewage Treatment Plant Replacement Reserve Fund Temporary Borrowing Bylaw No. 1047, 2013.

2. A maximum sum of Four Hundred Thousand Dollars (\$400,000) is hereby appropriated from the Sewage Treatment Plant Replacement Reserve Fund to be expended towards:
  - a. Construction of a Water Treatment Facility.
3. Should any of the above monies remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Reserve Fund.
4. The Sewage Treatment Plant Replacement Reserve shall be repaid with the amount borrowed and an amount equivalent to the interest that would have been earned on the amount used had it remained in the Sewage Treatment Plant Replacement Reserve.
5. The total amount borrowed including interest shall be repaid no later than December 31, 2016.

**READ FOR A FIRST TIME THIS 4<sup>th</sup> DAY OF NOVEMBER, 2013.**

**READ FOR A SECOND TIME THIS 4<sup>th</sup> DAY OF NOVEMBER, 2013.**

**READ FOR A THIRD TIME AS THIS 4<sup>th</sup> DAY OF NOVEMBER, 2013.**

**ADOPTED THIS      DAY OF NOVEMBER, 2013.**

\_\_\_\_\_  
Mayor

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

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

**DATE:** August 22, 2013  
**TIME:** 2:00 p.m.  
**PLACE:** Council Chambers, Harrison Hot Springs, BC

**IN ATTENDANCE:** Councillor Jackson, Chair  
Maureen Wendt  
Jane Kivett  
Heather Coxon  
Kitty Niiranen  
Ian Crane, Chief Administrative Officer  
  
Recording Secretary, Carol Friesen

1. **CALL TO ORDER**

The Chair called the meeting to order at 2:00 p.m.

2. **LATE ITEMS**

- 1. 853 Hot Springs Road – unsightly premises.
- 2. Comai Building

3. **APPROVAL OF AGENDA**

**Moved by Heather Coxon**  
**Seconded by Kitty Niiranen**

THAT the agenda be approved.

**CARRIED  
UNANIMOUSLY**

4. **ADOPTION OF MINUTES**

Adoption of Minutes  
May 19, 2011

**Moved by Jane Kivett**  
**Seconded by Maureen Wendt**

THAT the minutes of the May 19, 2011 Communities in Bloom meeting be adopted.

**CARRIED  
UNANIMOUSLY**

VILLAGE OF HARRISON HOT SPRINGS  
MINUTES OF COMMUNITIES IN BLOOM COMMITTEE MEETING  
AUGUST 22, 2013  
PAGE (2)

Adoption of Minutes  
October 25, 2012

Moved by Heather Coxon  
Seconded by Kitty Niiranen

THAT the minutes of the October 25, 2012 Communities in Bloom meeting be adopted.

**CARRIED  
UNANIMOUSLY**

Adoption of Minutes  
June 20, 2013

Moved by Jane Kivett  
Seconded by Heather Coxon

THAT the minutes of the June 20, 2013 Communities in Bloom meeting be adopted.

**CARRIED  
UNANIMOUSLY**

5.

**BUSINESS ARISING FROM THE MINUTES**

6.

**ITEMS FOR DISCUSSION**

Signs (Historic and Wildlife)

The Chief Administrative Officer commented that the Village has ordered two signs based on the wording provided by the Committee, with some minor modifications; installation to begin shortly. He also reported that a meeting had been held with a representative of Wildlife BC formally the Bear Aware Program, noting that a budget of approximately \$2,500.00 will be provided to the Village for signage and garbage receptacles.

Adopt-a-Road

It was suggested that a notice regarding the adopt-a-road initiative be drafted and posted on the web as well as on all Notice Boards. Committee members were invited to discuss the wording of the notice with the Chief Administrative Officer.

Garden of the Week

Councillor Jackson reported on the beautification work being carried out at the Echo Island Pub.

Front Entrance

Moved by Heather Coxon  
Seconded by Jane Kivett

That the Communities in Bloom Committee recommend to Council that the current "Adopt-A-Road" sign at the entrance to the Village of Harrison Hot Springs be removed and replaced with a "Community in Bloom" sign, including the logo.

**CARRIED  
UNANIMOUSLY**

**VILLAGE OF HARRISON HOT SPRINGS  
MINUTES OF COMMUNITIES IN BLOOM COMMITTEE MEETING  
AUGUST 22, 2013  
PAGE (3)**

- Halloween** Discussion ensued with respect to the upcoming Halloween event to be held on Sunday, October 27, 2013, including the provision of a tent from the Village; decorations; kiddies costume contest and parade; prizes; story reading; and, pumpkin carving contest. The Committee to contact Tourism Harrison to discuss event details.
- New Business  
- Pet Parade** Councillor Jackson suggested a pet parade for the 2014 July 1<sup>st</sup> Parade.
- Comai Building –  
landscaping issues** Jane Kivett provided an update on the landscaping issues at the Comai Building, adding that the new building owner is agreeable to installing no smoking signs.
- Harrison Hot Springs  
Resort Hotel – unsightly issues** It was suggested that the Committee’s concerns regarding the lack of proper smoking/garbage receptacles at the Harrison Hot Springs Resort Hotel be discussed with Danny Cowell, Hotel Manager.
- Unsightly Premises - 853  
Hot Springs Road** The Chief Administrative Officer provided an update with respect to the unsightly property located at 853 Hot Springs Road. The owner and the Village will continue to work together to resolve the issues at this location.
- September CIB Meeting  
cancelled** The next meeting of the Communities in Bloom to be held on September 12, 2013, is cancelled.

6.

**ADJOURNMENT**

**Moved by Maureen Wendt**  
**Seconded by Heather Coxon**

The meeting adjourned at 2:59 p.m.

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

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





*Honorary Patron*  
The Honourable  
**JUDITH GUICHON, OBC**  
Lieutenant Governor of British Columbia

*Chair of the Board*  
**JOHN WEST**

*Directors of The Nature Trust*

**RON ANDERSON**  
**PETER ARCESE, PhD**  
**GREG BAY**  
**ROSS BEATY**  
**ROB BUTLER, PhD**  
**DOUG CHRISTOPHER**  
**SUSAN HANNON, PhD**  
**DOUG JANZ**  
**STEWART MUIR**  
**DANIEL NOCENTE**  
**ROD SILVER**  
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*Directors Emeriti*  
**CARMEN PURDY**  
**GEOFF SCUDDER, DPhil**

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**PETER SPEER**  
**KIP WOODWARD**

*Chief Executive Officer*  
**J. JASPER LAMENT, PhD**

*Development & Communications*  
**DEBORAH KENNEDY**

*Finance Manager*  
**LAURIE DESROSIERS, CMA**

*Habitat Ecologist*  
**MARIAN ADAIR**

**The Nature Trust of British Columbia**  
#260-1000 Roosevelt Crescent  
North Vancouver, BC V7P 3R4  
Phone: 604-924-9771  
Fax: 604-924-9772  
Toll Free: 1-866-288-7878  
Email: info@naturetrust.bc.ca  
Website: www.naturetrust.bc.ca  
*Conserving BC's Natural Beauty*  
Charitable Organization Number  
10808 9863 RR0001

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NOV - 4 2013

VILLAGE OF HARRISON HOT SPRINGS

October 2013

Dear Friend of Nature:

My first year as CEO of The Nature Trust of British Columbia was amazing. I am filled with **excitement** for the important work that we do and **appreciation** for the many people like you who make it possible. You have kindly supported our land conservation work in the past and I am writing to ask for a donation to our **Annual Giving Campaign**.

In the past 12 months I had the pleasure of touring our **conservation properties** across the province, meeting hard working stewardship and fish and game club **volunteers** who restore habitat, thanking **donors** like you, and connecting with **partners** of all varieties. I had the opportunity to meet some of the young people who worked on our **Conservation Youth Crews** this summer, and who will be BC conservation leaders of tomorrow.

At this time of year, we must raise dollars for our operations. Undesignated funds are critical to sustaining **The Nature Trust of British Columbia**. I invite you to make a special donation to help us continue **conserving land for plants, wildlife and people, too**. Every dollar counts. Please keep in mind that we continue to **operate with no debt**.

I feel very fortunate to live and work in this beautiful province. Like you, I am **"Wild About Nature."** As someone who loves to fish and enjoy the outdoors, I know how privileged we are to have natural surroundings that are unmatched in the world. As I make my donation to The Nature Trust of British Columbia for the **Annual Giving Campaign**, I encourage you to join me. Together we can make a difference.

With sincere appreciation,

Dr. Jasper Lament

**P.S. Monthly Gifts** are convenient and efficient—you can set one up online or through our office at 604-924-9771.

FILE #	DATE
	NOV 4/13
<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 checked="" type="checkbox"/> MAYOR
<input type="checkbox"/> CEDO	<input checked="" type="checkbox"/> COUNCIL
ITEM A B C	
COUNCIL AGENDA	
DATE NOV 18/13	
INITIAL <input type="checkbox"/>	
(ITEMS: A-REQ, ACTION; B - INFO - WRESP; C - INFO ONLY)	



7.1

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OCT 10 2013  
BY VILLAGE OF 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: NOV 18 <sup>OCT 10/13</sup> Requested Meeting Date: NOV 18 / 13

Organization Name (if applicable): TOURISM HARRISON

Name of Presenter: ROBERT REYHERS / IAN MAW

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

Contact Phone Number & E-Mail: 604.796.0288 robert@tourismharrison.ca

Mailing Address with Postal Code: Next door

Audio/Visual requirements: Projector.

Topic: TOURISM IN THE HARRISON AREA  
EVENT MANAGEMENT

Action you wish Council to take: FOR INFO PURPOSE

\_\_\_\_\_

\_\_\_\_\_

*[Faint, illegible text, possibly bleed-through from the reverse side of the page]*



TOURISM  
**HARRISON**  
HOT SPRINGS

*find nature... just up the road*

Presentation to Council  
November 18, 2013  
An overview of 2013 operations

# Agenda

---

- Vision & Mission
- What we do
- Tourist Industry Status
- Our Market Challenges
- Target Markets
- Marketing Strategy
- Events



# The Tourism Harrison Mandate

---

Tourism Harrison is a Destination Marketing Organisation set up under the Province's Municipal and Regional District Tax program.

Independent society we have 10 members being all the accommodation providers in Harrison Hot Springs offering more than 4 rooms.

The Society has a Board with 7 Directors, including 5 Directors from the Accommodation sector, one Director representing the Village and one Director representing the Chamber of Commerce.

The vision of Tourism Harrison is to:

***“Welcome the world to the Village of Harrison Hot Springs, a year round resort community on the shores of Harrison Lake offering naturally refreshing experiences for all.”***



TOURISM  
**HARRISON**  
HOT SPRINGS

# What we do

---

- The operations of Tourism Harrison are funded primarily (approx. 65%) by the 2% Additional Hotel Room Tax (AHRT). Tourism Harrison receives a reimbursement from the Village for running the Visitor Center and has a fee for service agreement with the Village to perform the function of Event Coordination. In addition raises funds by offering cooperative marketing opportunities to its tourism partners, charging entrance fees for events and applying for grants.
- Tourism Harrison manages three related operations:
  - Operating the Harrison Hot Springs Visitor Center
  - Performing Destination Marketing Organization (DMO) activities
  - Starting in 2013 providing event coordination and management for both our own and 3<sup>rd</sup> party events.
- Tourism Harrison employs 5 employees, 2 full time and 3 part time
  - An Executive Director
  - A Visitor Center Manager/Event Coordinator
  - 3 part time Visitor Center workers.

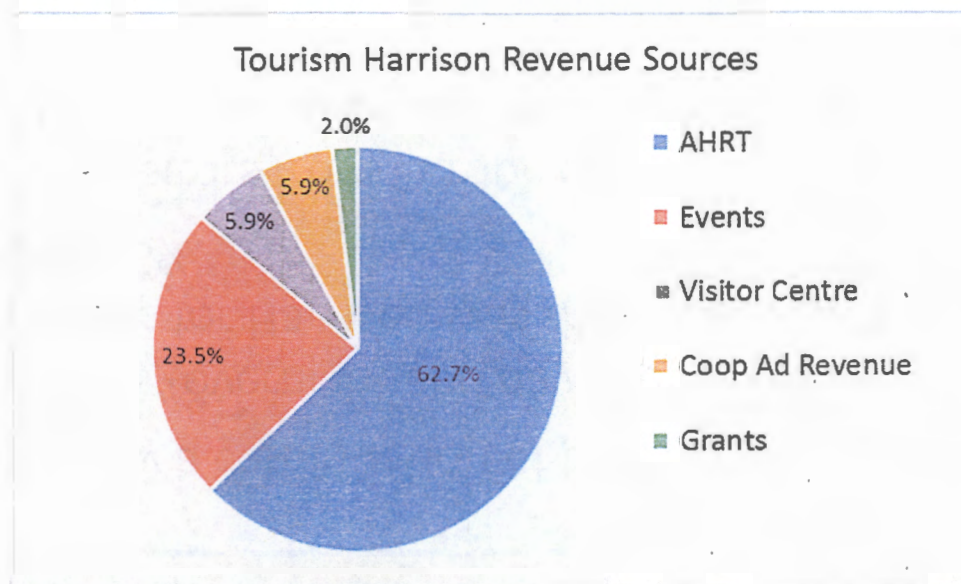


TOURISM  
**HARRISON**  
HOT SPRINGS

# How we are funded

---

The operations of Tourism Harrison is funded primarily (approx. 65%) by the 2% Additional Hotel Room Tax (AHRT). Tourism Harrison receives a reimbursement from the Village for running the Visitor Center and has a fee for service agreement with the Village to perform the function of Event Coordination utilizing RMI funds and charging entrance fees for events. In addition we raises funds by offering cooperative marketing opportunities to our tourism partners and applying for grants.



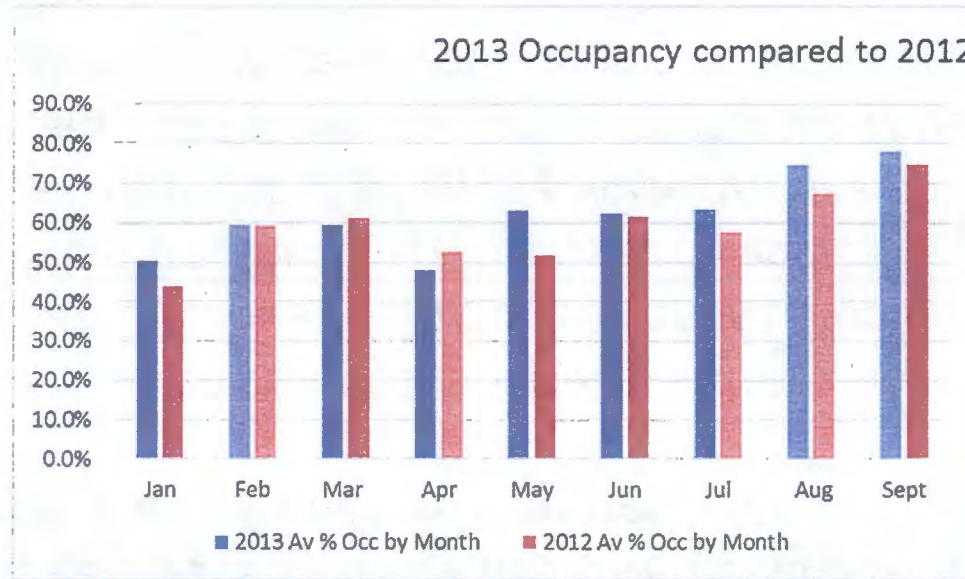
# 2013 Tourism Update

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- 2013 was generally a continuation of the trends established in 2012.
- While total visitors (overnight and day trippers) from the US was down -3% the good news for Harrison was that overnight visitors from the US to BC was up nearly 5%.
- While overnight visitors from Europe continued to decrease (1%) this was more than offset by the positive trend in growth from the Asian market up approx. 8%.
- The net effect: BC saw a 5% increase in overnight visitors as of August 13
- At the same time we saw another increase (10%) in Vancouver residents travelling to the US
- While overall visitors to our province was up, the number using Visitor Centre services was down 5% province wide, 2% in the VCM area and 7% in Harrison Hot Springs.



# Hotel Occupancy was up in 2013



Total Occupancy by Accommodation		YTD
2013 Av % Occ by Month		62.2%
2012 Av % Occ by Month		58.7%
Year over year increase/(decrease)		5.8%
Provincial Average		63.0%
Year over year increase/(decrease)		1.0%



# 2013 Marketing

---

To maximize our advertising effectiveness we continued our focus on a number of key markets

- **Family vacation** in the summer as well as major school holidays
- **Couple getaways** in the winter and shoulder seasons
- **Seniors getaways** midweek in the winter and shoulder seasons
- **Asian Couples & Families** – new growth area

Focus new initiatives on groups that display a strong match between their preferred product and our ability to deliver those products:

- **Soft Adventure**, the hikers, bikers and paddlers
- **Heritage enthusiasts**, Kilby, the Museum, Yale provide a good draw
- **Fisherman** – the white sturgeon provides a unique experience
- **Event Tourism** – we are working on promoting our events as an overnight tourism draw. Eg. Beer Festival.



TOURISM  
**HARRISON**  
HOT SPRINGS

# 2013 Events

Date	Event	Organizer	Event Coordinator Role
28-Feb-13	<b>Business Excellence Awards</b>	Chamber	Sponsorship
31-Mar-13	<b>Heritage Walk</b>	Agassiz Museum/Kilby	Sponsorship
April 15 - 30th	<b>Tulip Festival</b>	Tulips of the Valley	Sponsorship
June 8 & 9	<b>Sasquatch Days</b>	Sts'ailes/Tourism Harrison	Coordination
1-Jul-13	<b>Canada Day</b>	Tourism Harrison	Management
July 6 - 14	<b>Harrison Festival of the Arts</b>	Harrison Festival Society	Sponsorship
20-Jul-13	<b>Dragon Boat Festival</b>	Fraser Valley Dragon Boat	Sponsorship
27-Jul-13	<b>Slow Food Cycle Tour</b>	Tourism Harrison	Management
11-Aug-13	<b>Healing Wheels</b>	Border Guards	Coordination
17-Aug-13	<b>Classic Car Show</b>	West Coast Car Show	Coordination
1-Sep-13	<b>Bands on the Beach</b>	Tourism Harrison	Management
8-Sep-13	<b>Bikers for Burns</b>	Tourism Harrison	Coordination
Oct 26 & 27	<b>Beer Festival</b>	Tourism Harrison	Management
Nov 6 - 8	<b>Harrison Sturgeon Tournament</b>	BC Sportfishing Group	Sponsorship
24-Nov-13	<b>Mr. &amp; Ms. Vancouver</b>	Vancouver TV	Sponsorship
30-Nov-13	<b>Bald Eagle Festival</b>	Tourism Harrison	Management
30-Nov-13	<b>Spirit of the Holidays</b>	Tourism Harrison	Management
	- Festival of Trees	Tourism Harrison	Management
	- Santa's Breakfast	Tourism Harrison	Management
	- Christmas Crawl	Tourism Harrison	Management



# 2013 Marketing

---

In 2013 we continued our development of the Sasquatch as a key element of our brand.



- Sasquatch mascot was brought out for a wide variety of events including Sasquatch Days, Canada Day, Bands on the Beach, Harrison Beer Festival.
- We have developed a new Sasquatch stuffie that will be sold in Harrison starting in 2014.
- We have developed a Sasquatch scavenger type hunt that can be performed by GPS, QR code or with a pamphlet. To be implemented in 2014 with the launch of the stuffie.
- We have worked with a number of writers and our local Sasquatch researchers to have a articles written on Harrison and the Sasquatch including one in West Jets "Up" magazine



TOURISM  
**HARRISON**  
HOT SPRINGS

# Conclusion

---

- The Tourism market remains under pressure and competition remains intense and likely will for years to come
- There has been a small increase in international visitors but this is partially offset by more Vancouver residents going to the States:
- Tourism Harrison's approach seems to be working by:
  - Strategically promoting what there is to do in Harrison, through a new improved website, hiking guide, new video focusing on activities, etc.
  - Moving towards edgier more memorable advertising
  - Bringing back the Sasquatch, - the next step we need a Sasquatch Museum
  - Strategically selecting a small number of events to either enhance the visitor experience such as Bands on the Beach, or bring new visitors to Harrison in the off season such as the Harrison Beer Festival
  - Focusing on growth areas such as the Asian market by creating a Chinese language website



# Some 2013 Marketing

Pattullo Bridge Superboard



# Some 2013 Marketing

Outdoor Adventure Guide – Tourism BC

*just 30 minutes from Vancouver*

**HARRISON HOT SPRINGS**

*find nature. Just up the road!*

*biking*

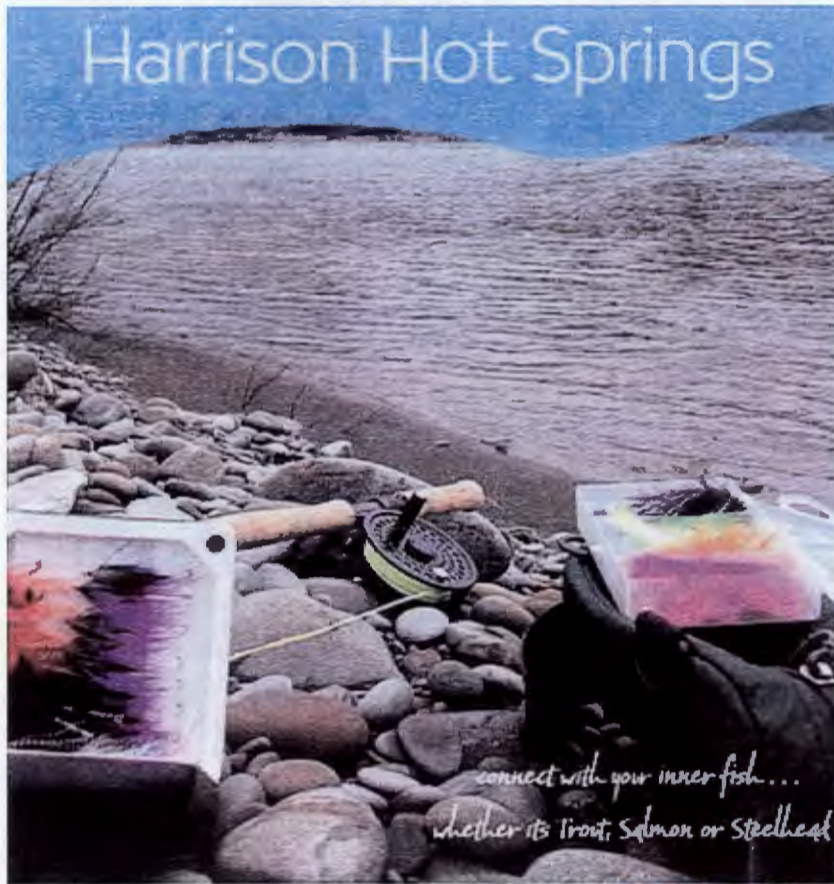
*biking*

*paddling*

Surrounded by mountains, lakes and rivers  
We have awesome water-front dining  
and accommodations to suit every  
budget. Harry says:  
"What are you waiting for?"

[www.tourismharrison.com](http://www.tourismharrison.com)  
or call 1.604.796.5581

# Target markets



Harrison Hot Springs on the shores of Harrison Lake, minutes from the Harrison River, the first designated Salmon Stronghold in Canada, offers you the perfect base for fly fishing the Fraser Valley - with lakeside accommodations to fit every budget.

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



## 哈里森溫泉

爬山、騎車、划艇、  
水上運動、釣魚、  
節日慶典、歡樂活動、  
農場遊、礦物溫泉、  
高爾夫、購物、  
湖邊晚餐、住宿酒店……

享受上路探險之樂...  
近在咫尺

致電 604.796.5581 或 登錄網站 [tourismharrison.com](http://tourismharrison.com)

**RAMADA**  
HARRISON HOT SPRINGS

夏天即將來臨，本酒店位於中心地段，絕佳的旅行地點，店內餐廳及熱水池、購物、沙灘，會沙小徑近在咫尺，請來感受假期度假樂趣吧

價格 \$99起，適用於星期一至星期五

詳情請致電查詢  
1.888.265.1155  
[www.harrisonhotsprings.com](http://www.harrisonhotsprings.com)

**Harrison Hot Springs  
RESORT & SPA**

此處我們提供絕佳的家庭特價，無邊際的豪華泳池，我們還為家庭提供托兒和水中滑梯設施，為享用我們的自助早餐及每日P.L.L.的客房服務。

價格 \$538起，適用於星期一至星期五

詳情請  
致電查詢查詢  
1.800.663.2266  
[www.harrisonresort.com](http://www.harrisonresort.com)

**Harrison Beach  
HOTEL**

位於地價極其神價  
酒店出類拔萃，這絕對是探險  
四季度假之選實在非尋常的  
不為。您可任性地享受任何  
的費用。

價格 \$240起  
詳情請致電查詢  
1.866.338.8111  
[www.harrisonbeachhotel.ca](http://www.harrisonbeachhotel.ca)



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NOV - 8 2013

BY VILLAGE OF HARRISON HOT SPRINGS

CITY OF BURNABY  
OFFICE OF THE MAYOR  
DEREK R. CORRIGAN  
MAYOR

FILE #		DATE	
<input type="checkbox"/> CAO		NOV 8/13	
<input type="checkbox"/> DCAO		<input type="checkbox"/> CO	
<input type="checkbox"/> DIRF		<input type="checkbox"/> ADMIN/ FINANCE	
<input type="checkbox"/> MGR REV SVCS		<input type="checkbox"/> B/L ENF	
<input type="checkbox"/> CEDO		<input checked="" type="checkbox"/> MAYOR	
<input type="checkbox"/> OP. MGR		<input type="checkbox"/> COUNCIL	
ITEM	A	B	C
COUNCIL AGENDA			
DATE NOV 18/13			
File: 0740 INITIAL <input type="checkbox"/>			
(ITEMS: A-REQ, ACTION:			
B - INFO - WRESP;			
C - INFO ONLY)			

2013 October 28

Mayor and Council  
Village of Harrison Hot Springs  
P.O. Box 160  
Harrison Hot Springs, BC V0M 1K0

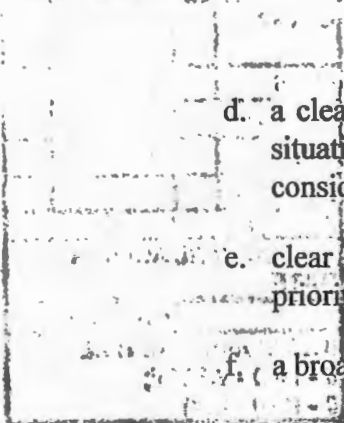
Dear Mayor and Council:

**Subject: Renewal of Federal Gas Tax Agreement – UBCM Member Survey**  
(Item No. 01, Manager’s Reports, Council 2013 October 21)

Burnaby City Council, at the Open Council meeting held on 2013 October 21, received a report from the City’s Director Planning and Building regarding proposals for renewal of the Federal Gas Tax Agreement. Council adopted the following recommendations contained in the report including the underlined amendment to Recommendation No. 4:

1. “THAT Council request the Ministry of Community, Sport and Cultural Development and the Federal Department of Infrastructure Canada to develop a renewed Gas Tax Agreement for BC that establishes the Metro Vancouver Board as the responsible authority for management and administration of the agreement for the identification of project priorities and allocation of gas tax funds, within the Metro Vancouver Region, as outlined in this report.
2. THAT Council request that the development of a future administrative framework for the renewed Gas Tax Agreement, as outlined in this report, provide for:
  - a. full transparency and accountability within the governance model;
  - b. tracking of administrative costs for the MV area;
  - c. segmentation of the Innovation Fund to ensure that the Metro Vancouver Region receives its fair share of available funding under this funding stream;

Continued page 2...



- d. a clear definition of qualifying local and regional governments to avoid the situation whereby applications from non-qualifying organizations would be considered;
- e. clear assessment of criteria including information on weighting, ranking and priorities for program criteria; and
- f. a broader scope of eligible project categories.

- 3. THAT Council request the support of the Metro Vancouver Board and of the member municipalities of the Metro Vancouver for the establishment of a renewed Gas Tax Agreement, based on the proposals and directions presented in this report.
- 4. THAT a copy of this report be sent to: Ministers responsible for the Ministry of Community, Sport and Cultural Development and the Federal Department of Infrastructure; the Metro Vancouver Board; member municipalities of the Metro Vancouver Region; and the UBCM including member municipalities."

In accordance with Recommendation No. 4, a copy of the report is enclosed for your reference.

Very truly yours,

*Derek Corrigan*  
 Derek R. Corrigan  
 MAYOR

**TO:** CITY MANAGER **DATE:** 2013 October 15  
**FROM:** DIRECTOR PLANNING AND BUILDING **FILE:** 7400- 01  
*Reference: Federal Gas Tax Agreement*  
**SUBJECT: RENEWAL OF FEDERAL GAS TAX AGREEMENT –  
UBCM MEMBER SURVEY**  
**PURPOSE:** To seek Council endorsement of proposals for renewal of the Federal Gas Tax Agreement.

**RECOMMENDATIONS:**

1. **THAT** Council request the Ministry of Community, Sport and Cultural Development and the Federal Department of Infrastructure Canada to develop a renewed Gas Tax Agreement for BC that establishes the Metro Vancouver Board as the responsible authority for management and administration of the agreement for the identification of project priorities and allocation of gas tax funds, within the Metro Vancouver Region, as outlined in this report.
2. **THAT** Council request that the development of a future administrative framework for the renewed Gas Tax Agreement, as outlined in this report, provide for:
  - a. full transparency and accountability within the governance model;
  - b. tracking of administrative costs for the MV area;
  - c. segmentation of the Innovation Fund to ensure that that the Metro Vancouver Region receives its fair share of available funding under this funding stream;
  - d. a clear definition of qualifying local and regional governments to avoid the situation whereby applications from non-qualifying organizations would be considered;
  - e. clear assessment of criteria including information on weighting, ranking and priorities for program criteria; and
  - f. a broader scope of eligible project categories.
3. **THAT** Council request the support of the Metro Vancouver Board and of the member municipalities of the Metro Vancouver for the establishment of a renewed Gas Tax Agreement, based on the proposals and directions presented in this report.
4. **THAT** a copy of this report be sent to: Ministers responsible for the Ministry of Community, Sport and Cultural Development and the Federal Department of Infrastructure; the Metro Vancouver Board; member municipalities of the Metro Vancouver Region; and the UBCM.

## REPORT

### 1.0 INTRODUCTION

As introduced by the Federal Government in 2005, the *Gas Tax Fund* (GTF) was established to provide reliable, multi-year funding in support of municipal infrastructure and capacity-building initiatives that contribute to cleaner air, cleaner water and reduced greenhouse gas emissions. The first term of the program was from 2005 to 2010. Through this program, the Federal Government re-distributes a share of the proceeds from the Federal tax on fuel to local government projects. The original agreement has since been extended twice, with the spending approval currently set to expire in 2019<sup>1</sup>.

In 2011, the Federal Government passed legislation to make the GTF a permanent part of the Federal budget with an allocation of \$2 billion a year as of fiscal 2014/15. In 2013, the Federal Government also committed to indexing the GTF by 2% annually and to expand the scope of eligible project categories to include highways, local and regional airports, short-line rail, short-sea shipping, disaster mitigation, broadband and connectivity, brownfield redevelopment, culture, tourism, sport and recreation.

Agreements with each province provide the mechanisms for the governance and allocation of the GTF. In BC, that agreement is due for renewal in 2014. In preparation for the negotiations towards a renewed *Gas Tax Agreement* (GTA) in BC, the Union of British Columbia Municipalities (UBCM) has circulated a survey entitled "*Renewed Gas Tax Fund*" to member municipalities as a part of its member consultation program. The intent of the survey is to build on directions received as part of the UBCM's annual resolution process, and on a related survey from September 2012.<sup>2</sup> The UBCM is seeking to provide input towards discussions that will take place between the Federal and Provincial Governments for a 10-year renewed GTA in BC.

The survey seeks input on the scope of eligible projects, pooling and direct allocation, capacity building, and gas tax reporting and compliance requirements. Of note, the UBCM survey does not seek input on the administrative or governance model of the GTA.

The purpose of this report is to review the current agreement that provides for the administration, governance and allocation of the gas tax funds within BC, in order to assist Council in submitting recommendations on the terms for its renewal in 2014.

### 2.0 GENERAL GAS TAX AGREEMENTS

With the introduction of the GTF in 2005, the Federal Government negotiated '*agreements*' between the Federal Government and each province and territory directly, referred to as *Gas Tax Agreements* (GTA). Other than British Columbia and Ontario, the agreements between the Federal Government and the applicable province or territory did not involve other partners at a provincial, regional or local level. British Columbia and Ontario have agreements that included additional partners. In BC, the UBCM was included as a partner responsible for administration of the program. In Ontario,

<sup>1</sup> Canada-British Columbia – UBCM Agreement on Transfer of Federal Gas Tax Revenues, Amendment No 4, 2013 Feb 20.

<sup>2</sup> Survey on the Long-Term Infrastructure Plan (LTIP) which provided high-level recommendations on infrastructure programming beyond the 2014 expiry of the Build Canada Plan which encompasses the Gas Tax Fund.

To: City Manager  
From: DIRECTOR PLANNING AND BUILDING  
Re: Renewal of Federal Gas Tax Agreement - UBCM Member Survey  
2013 October 15..... Page 3

agreement signatories included the Association of Municipalities of Ontario (AMO), which is an organization that is similar to the UBCM, and the City of Toronto<sup>3</sup>.

The GTAs specified the program and governance parameters, including allocation models, eligible project categories, delivery mechanisms and administration, reporting and compliance requirements.

## 2.1 Governance Models

Staff have reviewed the governance models of the agreements for various provinces and territories<sup>4</sup>. In general, there is a similar structure for the various governance models. Typically, each agreement establishes an oversight committee with representation from each of the signatories to the GTA. The oversight committees are responsible for monitoring the implementation of the agreements.

For BC, a slightly modified governance structure was established. The BC GTA established two governance committees to administer the terms of the agreement. There is a *Partnership Committee* (PC), comprised of representatives from the Federal and Provincial Governments and the UBCM. The PC is responsible for monitoring the implementation of the GTA, and for establishing the spending priorities for the various funds within the GTA.

BC also has a *Management Committee* (MC). The MC is responsible for the implementation of the GTA. The membership of the MC consists of three appointments from UBCM, one appointment from the federal government, and one from the provincial government. The MC is chaired by one of the UBCM appointees. The primary focus of the MC is to provide approvals for projects for the pooled funding programs. The MC is advised by a technical committee comprised of staff from the Local Government Infrastructure and Finance Division of the Ministry of Community, Sport and Cultural Development. The technical committee evaluates eligible applications for the various gas tax funding streams, and makes recommendations to the MC for approval and award.

Information on the composition of the PC and MC was only recently made available on the UBCM website, as of mid 2013. This recent information included the members and contact details for each of the committees. *Appendix I* provides a current listing of the members of the MC and PC. To date, however, minutes of the PC and MC meetings, where decisions related to the administration of the program are made, are not yet available for public review. This lack of public information raises concerns related to the transparency of decisions made for the expenditure of the gas tax funds in BC. Moreover, since members of the PC and MC are not substantially composed of elected representatives, there is a further concern as to the accountability of decisions for approval and award of funds from the pooled program under the GTA.

In summary, the existing management/governance structure of the GTA includes no elected officials, with the exception of a UBCM appointee at the PC, currently held by Mayor M. Sjöström of Quesnel. The MC includes no elected officials and, as such, no direct electoral accountability for decisions made regarding eligible and approved projects.

<sup>3</sup> At the time of negotiation of the agreement in Ontario, the City of Toronto had withdrawn its membership from the AMO, and, thus refused to be represented by the AMO in negotiations with the Federal Government. This resulted in the formation of a separate agreement with Toronto.

<sup>4</sup> Except for Saskatchewan and Quebec for which no information was available online.

To: City Manager  
From: DIRECTOR PLANNING AND BUILDING  
Re: Renewal of Federal Gas Tax Agreement - UBCM Member Survey  
2013 October 15..... Page 4

*Staff would suggest that any future administrative framework for a GTA should provide for full transparency and accountability within the governance model, in order to ensure that decisions on allocation of public funding for pooled programs is made by elected representatives in an open and public manner.*

## 2.2 Administration Costs

A staff review of the approaches taken to provide for the cost of the administration of the GTAs identified two distinct methods to addressing this issue. The GTAs generally enable signatories to claim administration costs, provided that a business case is submitted and approved by the Federal Government. Alberta, Nova Scotia, Quebec and the City of Toronto chose not to access the funding for administration costs under their GTAs, and, instead, directly covered the costs of administration, without drawing on the GTF. The remaining jurisdictions, including BC, use a portion of the GTF for administration costs.

Staff were able to gather information on the level of administrative costs from four jurisdictions – BC, Saskatchewan, Ontario (AMO), and PEI. The percentage of the funds received under the GTAs that were reported to be allocated to administration for these jurisdictions were 0.28% for BC, 1.11% for Saskatchewan, 0.78% for Ontario (AMO), and 1.12% for PEI.<sup>5</sup>

For BC, the administrative costs incurred by UBCM in the delivery of the GTF was reported at a total of \$3,201,000 for 2011, and would involve the costs of administration both within the Metro Vancouver (MV) area, and for all other local jurisdictions in BC. Staff would expect that the majority of the effort required for administration of the GTA under the BC agreement is associated with the greater number of jurisdictions from outside of MV.

*Staff would suggest that any future administrative framework for a future GTA provide for the tracking of administration costs for the MV area on a separate basis, in order to ensure that gas tax funds intended to be expended within MV remain available for that purpose, and are not used to cross-subsidize the administrative costs for delivering the balance of the program for the remaining municipalities in BC.*

## 2.3 Eligible Projects

The GTF was first established in support of municipal infrastructure and capacity-building initiatives that contribute to cleaner air, cleaner water and reduced greenhouse gas emissions.

The Federal Government has indicated an expansion to the scope of eligible project categories under the renewed Gas Tax Program from the initial infrastructure categories of water, wastewater, public transit, community energy systems, solid waste management and local roads, to include highways, local and regional airports, short-line rail, short-sea shipping, disaster mitigation, broadband and connectivity, brownfield redevelopment, culture, tourism, sport and recreation.

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<sup>5</sup> Sources: BC: UBCM 2011 Annual Expenditure Report for the Gas Tax and Public Transit Agreements in BC.  
SASK: Annual Report Agreement on the Transfer of Federal Gas Tax Revenues (April 1, 2011 to March 31, 2012).  
New Deal Secretariat, Saskatchewan Ministry of Municipal Affairs.  
Ontario: Association of Municipalities Ontario. Canada's Gas Tax Fund: Permanent funding for municipal infrastructure. 2011 Annual Expenditure Report (Part I)  
Province of Prince Edward Island Annual Expenditure Report 2011-2012

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The current GTA puts limits on a number of eligible categories for Metro Vancouver and member municipalities. This GTA currently excludes solid waste, local roads, bridges and tunnels, and active transportation infrastructure projects, as well as community energy systems projects for retrofitting local government buildings or infrastructure, or fleet vehicle conversions.

The new GTA is an opportunity to ensure that a broader scope of eligibility can be reflected for Metro Vancouver. Staff would suggest that the scope of eligible projects include "core economic infrastructure" to better assist local governments in targeting funds in infrastructure areas that are most applicable and of priority to the region and member communities. This would encompass municipal infrastructure that is necessary for the essential operation of a city and region, promotes investment opportunities, and is considered an important financial asset. Categories of infrastructure would include road and bridges, highways, public transit, water, waste water, and municipally-owned buildings and facilities, as well as the remaining project categories in the expanded scope proposed by the Federal government.

*Staff would suggest that a broad scope of eligible project categories for Metro Vancouver and member municipalities should be established in any new GTA to reflect full extent of what is permitted under the Federal guidelines for the Gas Tax Program.*

### 3.0 CURRENT BC GAS TAX AGREEMENT

#### 3.1 Current Allocation of Funding

The GTF is currently delivered through a number of programs. The current, primary approach to providing gas tax funding is based on the allocation of Federal funds on an *equal per capita basis* among all municipalities. The majority of municipalities across the nation receive a direct allocation, and have local authority to invest in infrastructure and capacity-building initiatives of their choosing, subject to the specific criteria established for the fund. In some cases, in place of direct allocation to individual municipalities, funds may be pooled to serve a specific purpose.

In BC, the GTA includes both a direct and a pooled allocation. Local governments in BC are categorized into three tiers:

- Tier 1 are all areas of BC excluding Stikine<sup>6</sup> and areas in Tiers 2 and 3;
- Tier 2 are Regional Districts and their member municipalities except Metro Vancouver;
- Tier 3 is Metro Vancouver and its member municipalities.

Each tier determines the available funding from the various direct and pooled allocations in the three funding streams (*Community Works, Innovation and Strategic Priorities Funds*). *Table 1* table below provides a summary of the funding allocation streams by tier.

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<sup>6</sup> The unincorporated area of Stikine.

**Table 1 Funding Streams by Community Category**

		Funding ascribed to each Funding Stream in 2005-2015 Agreement <sup>7</sup>	Municipal / Regional Tiers			
			Tier 1	Tier 2	Tier 3	
			All areas of BC (excluding Stikine and areas in Tiers 2 and 3)	Regional Districts and their member municipalities (except Metro Vancouver)	Metro Vancouver and its member municipalities	
Funding Stream	Community Works Fund (CWF)	\$481 million	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Innovations Fund (IF)	\$82 million	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Strategic Priorities Fund (SPF)	General Strategic Priorities Fund (GSPF)	\$174 million	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		Regionally Significant Project Fund (RSP)	\$102 million		<input checked="" type="checkbox"/>	
		Greater Vancouver Strategic Priorities Fund (GVSPF)	\$799 million			<input checked="" type="checkbox"/>

Under the current agreement framework, the *Community Works Fund* (CWF) is a direct allocation (guaranteed) funding available on a per capita basis to all local and regional governments in the province except MV and its member municipalities. This is because, as noted below, MV chose to pool and allocate its CWF funding to the *Strategic Priorities Fund* (SPF).

The *Innovations Fund* (IF) supports projects that reflect an innovative approach to achieving the intended outcomes of cleaner air and water and reduced GHG emissions. The IF is a competitive application-based program, with applications from across the province ranked against program criteria, and funded accordingly. This fund is further discussed below.

Metro Vancouver and its member municipalities are eligible to access funding from two of the funding streams: the *Innovations Fund* and the *Strategic Priorities Fund*. The Metro Vancouver Board in 2005 decided to allocate its direct per capita funding that would have been available under the *Community Works Fund*, towards the *Greater Vancouver Strategic Priorities Fund*. In other words, Metro Vancouver chose to pool and contribute its individual per capita funding, that would have been available under the general CWF, to the SPF for Metro Vancouver. Details of the *Strategic Priorities Fund* are provided below in Section 3.1.2.

<sup>7</sup> The distribution of funding by stream and tier is reflective of the per capita share attributable to the specific local and regional jurisdictions, after the 5% allocation to IF.

**3.1.1 Innovation Fund**

The *Innovation Fund* is funded prior to the allocation of the CWF and SPF, with up to 5% of BC's total GTF allocation being set aside into the IF. Applications to the fund can be submitted by any municipality or regional government.

A staff review of the total IF program applications and awards indicated that there is an over representation bias and direction of funding approvals to local governments that are outside the Metro Vancouver Tier 3 communities. Since its inception, the IF fund has received over 400 applications, totaling \$747,227,625. Of the approved funding applications, the majority of the projects were awarded to Tier 1 and Tier 2 local governments and regional districts. Of the 82 approved projects, only 9 were approved in Metro Vancouver, and 73 were approved for other areas of BC. In relation to per capita population, since the inception, the Region has only received approximately 19% of the funding available under this program, while representing more than 50% of the province's population. A summary of the distribution of funding under this program is detailed in *Table 2* below.

**Table 2 Innovation Fund Awards by Community Category**

Tier	# of Projects by Tier	Total Value
Tier 1	45	\$ 46,156,212
Tier 2	28	\$ 20,394,954
Tier 3	9	\$ 15,432,217
<b>Total</b>	<b>82</b>	<b>\$ 81,983,383</b>

Source: UBCM 2013

In summary, the information shows a considerable trend towards the distribution and award of the Innovation Fund to municipalities and regional districts outside of Metro Vancouver, and the resulting inequity creates issues in terms of fairness, and ensuring that all local governments receive an equitable per capita share of funding under this program.

*Staff would suggest that any future administrative framework for implementation of a GTA should allow for the Innovation Fund to be segmented to separate Metro Vancouver's funding share from the balance of BC.*

Other administrative aspects of this program that appear to affect the outcomes of fund distribution include an amended application process, whereby the UBCM allows for a single application to be submitted and assessed for both the *General Strategic Priorities Fund* (GSPF) and the IF. This, while reducing the effort of making applications, results in a single application receiving consideration for each fund, and increases the likelihood of funding of the many smaller, typically capacity-building applications, of local governments outside of Metro Vancouver. Overall, there would appear to be a considerable lack of equity arising from the application and administrative process for the IF.

In the staff review of the application and awards granted from the Innovation Fund, it is noted that TransLink (GVTA) has made four applications for funding, totaling \$23.26M, in competition with member municipalities. From staff's view, however, TransLink should not

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qualify for funding under this program, as it is not a Regional Government, an entity of a Regional District or a local government. While not awarded through this process, the applications from TransLink should have been rejected on receipt.

*Staff would suggest that any future administration framework for the GTA should ensure that there is a clear definition of qualifying local and regional governments with a screening process to avoid the situation whereby applications from non-qualifying organizations would be considered.*

Staff also reviewed the criteria employed in the evaluation of applications under the IF. All applications received for the IF are reviewed by a technical assessment team from the BC Ministry of Community, Sport and Cultural Development in relation to the criteria. However, in staff's view, these criteria are vague and do not provide clear information on weighting or ranking of priorities or program criteria elements.

*Staff would suggest that any future administration framework for the GTA ensure that there is greater clarity on the IF assessment criteria including information on weighting or ranking of priorities or program criteria elements.*

### **3.1.2 Strategic Priorities Fund**

The Strategic Priorities Fund (SPF) provides funding to strategic investments that are larger in scale or regional in impact. The SPF is application-based.<sup>8</sup> The SPF is itself divided into three funding streams for Tiers 1 and 2, and Tier 3. The Greater Vancouver Strategic Priorities Fund (GVSPF) is only available to Tier 3 – Metro Vancouver.

As with all funding streams, UBCM is responsible to apportion available funding in accordance with the delivery mechanism rules set out in the GTA. The rules of the GTA provide that between 75% and 100% of the per capita allocation for Metro Vancouver - Tier 3, must be aggregated into a pooled fund, rather than being available to municipalities individually. The PC is responsible for determining the percentage between 75% and 100% that would be allocated to a pooled fund. The PC set the Tier 3 SPF percentage allocation at 100% reflecting the 2005 GVRD Board resolution directing 100% Gas Tax funding toward transportation investments through TransLink. The PC subsequently established Public Transit as the spending priority for the Tier 3 SPF.

At the time the GVRD Board agreed to direct 100% of its SPF allocation towards TransLink projects, the Board had *direct authority and control* over TransLink's Strategic and Financial program, and hence local accountability for those decisions by the representatives on the Board that are elected locally. With the 2008 enactment of the South Coast British Columbia Transportation Authority Act, and subsequent creation of a new governance model for TransLink, the Metro Vancouver Board lost its authority to directly approve projects under the GTA. This loss of influence on expenditures is inconsistent with the overall intent and mandate of the Federal Gas Tax Program, which is intended to support local government in establishing its infrastructure priorities.

<sup>8</sup> The General Strategic Priorities Fund (GSPF) is application based. For the Regionally Significant Project Fund (RSP), Regional Districts propose a project, and the MC approves. For the Tier 3 Greater Vancouver Strategic Priorities Fund (SPF), TransLink makes application to the MC for approval.

The change in TransLink's governance structure, coupled with the extension of the GTF, which was initially established for a 5-year period (2005 – 2010), resulted in Metro Vancouver effectively losing its local government input and authority to directly approve projects under the GTA. This will be the case for the duration of the agreement to 2015, and has resulted in a loss of local and regional government involvement in the allocation of this portion of the gas tax, making other significant municipal and regional 'non-transit infrastructure' projects ineligible for gas tax funding over the extended span of the agreement.

Metro Vancouver has articulated the expectations for the new Gas Tax agreement, and stated that *"it is imperative that Metro Vancouver and its member municipalities have control of these funds to ensure that decisions on gas tax expenditures reflect the broader interests of the [regional] community."*

*On this basis, staff would also suggest the full reinstatement of the Metro Vancouver Board's regional autonomy in project priority identification, and control of GTA funds should be established to ensure that gas tax expenditures reflect the broader interest of the regional community.*

*Staff would, also suggest that any future administrative framework for a GTA should ensure that future decisions for the allocation of the Strategic Priorities Fund, attributable to Tier 3 – Metro Vancouver and its member municipalities, is the responsibility of the Metro Vancouver Board.*

#### 4.0 OTHER CONSIDERATIONS FOR RENEWAL OF THE GTA FOR BC

A review of the current British Columbia GTA and its administration, presented in this report, raised a number of concerns that have been addressed in the individual recommendations presented above. The renewal of the GTA is, however, an opportunity to fully establish a new agreement to better reflect the objectives of Metro Vancouver municipalities based on the principles of accountability, transparency, equitability and regional representation.

As Canada's third largest census metropolitan area, Metro Vancouver and its member municipalities have an opportunity to establish an agreement that would provide a governance, administrative and funding model to meet its objectives and deliver benefits to the local region on a fair basis, whereby direct funding would be allocated and administered by the Metro Vancouver Board.

This model would ensure local and direct authority for project approval and funding, consistent with the protocols and practises across the country. The direct authority and control of gas tax funds would ensure that decisions on expenditures would reflect the broader interests of the region, and that there would be local accountability to the electorate via the Metro Vancouver Board.

#### 5.0 CONCLUSIONS

Arising from the Federal Government's commitment to make the GTF permanent in 2015, provincial and municipal signatories and partners are reviewing the current agreements in anticipation of the upcoming GTA renewals.

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The renewal negotiations thus provide an important opportunity for MV local governments to express how the agreement can be improved to better reflect the objectives and priorities of Metro Vancouver and its member municipalities based on the principles of accountability, transparency, equitability and regional representation. This report has presented several proposals to support the development of the new GTA. It is, therefore recommended that Council request:

- 1) the Ministry of Community, Sport and Cultural Development and the Federal Department of Infrastructure Canada to develop a renewed Gas Tax Agreement for BC that establishes the Metro Vancouver Board as the responsible authority for management and administration of the agreement for the identification of project priorities and allocation of gas tax funds, within the Metro Vancouver Region, as outlined in this report.
- 2) the development of a future administrative framework for the renewed Gas Tax Agreement, as outlined in this report, that provides for:
  - a. full transparency and accountability within the governance model;
  - b. tracking of administrative costs for the MV area;
  - c. segmentation of the Innovation Fund to ensure that that the Metro Vancouver Region receives its fair share of available funding under this funding stream;
  - d. a clear definition of qualifying local and regional governments to avoid the situation whereby applications from non-qualifying organizations would be considered;
  - e. clear assessment of criteria including information on weighting, ranking and priorities for program criteria; and
  - f. a broader scope of eligible project categories.
- 3) the support of the Metro Vancouver Board and of the member municipalities of the Metro Vancouver for the establishment of a renewed Gas Tax Agreement, based on the proposals and directions presented in this report.

It is further recommended that copy of this report be sent to the Ministers responsible for the Ministry of Community, Sport and Cultural Development and the Federal Department of Infrastructure; the Metro Vancouver Board; member municipalities of the Metro Vancouver Region; and the UBCM.

Lou Pelletier, Director  
PLANNING AND BUILDING

LL:jc  
Attachment

cc: Deputy City Managers                      Director Engineering                      Director Finance

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**Partnership Committee**

<b>Member</b>		<b>Position</b>	<b>E-Mail</b>
Patrick Tanguy	Federal Co-Chair	A/Assistant Deputy Minister	<a href="mailto:Patrick.Tanguy@infcc.gc.ca">Patrick.Tanguy@infcc.gc.ca</a>
Julian Paine	Provincial Co-Chair	Assistant Deputy Minister	<a href="mailto:Julian.Paine@gov.bc.ca">Julian.Paine@gov.bc.ca</a>
Vacant	Federal Appointee	Vacant	Vacant
Lois-Leah Goodwin	Provincial Appointee	Executive Director	<a href="mailto:LoisLeah.Goodwin@gov.bc.ca">LoisLeah.Goodwin@gov.bc.ca</a>
Mayor Mary Sjostrom	UBCM Appointee	UBCM President	<a href="mailto:msjostrom@quesnel.ca">msjostrom@quesnel.ca</a>
Gary MacIsaac	UBCM Appointee	Executive Director	<a href="mailto:gmacisaac@ubcm.ca">gmacisaac@ubcm.ca</a>

**Management Committee**

<b>Member</b>		<b>Position</b>	<b>E-Mail</b>
Gary MacIsaac	UBCM Chair	Executive Director	<a href="mailto:gmacisaac@ubcm.ca">gmacisaac@ubcm.ca</a>
Carol Mason	UBCM Appointee	Commissioner/Chief Administrative Officer	<a href="mailto:Carol.Mason@metrovancover.org">Carol.Mason@metrovancover.org</a>
Patrick Tanguy	Federal Appointee	A/Assistant Deputy Minister	<a href="mailto:Patrick.Tanguy@infcc.gc.ca">Patrick.Tanguy@infcc.gc.ca</a>
Julian Paine	Provincial Appointee	Assistant Deputy Minister	<a href="mailto:Julian.Paine@gov.bc.ca">Julian.Paine@gov.bc.ca</a>
Brenda Gibson	UBCM Appointee	Victoria General Manager	<a href="mailto:bgibson@ubcm.ca">bgibson@ubcm.ca</a>

Source: UBCM website <http://www.ubcm.ca/EN/main/funding/gas-tax-fund/governance-and-structure.html>





# VILLAGE OF HARRISON HOT SPRINGS

## REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** October 23, 2013

**FROM:** Debra Key,  
Deputy Chief Administrative Officer/  
Corporate Officer **FILE:** 0550-01

**SUBJECT:** 2014 Regular Council Meeting Schedule

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### ISSUE:

To cancel the last Regular Council meeting of 2013 and adopt the 2014 Regular Council meeting schedule.

### BACKGROUND:

The last Regular Council meeting of 2013 is scheduled for December 16, 2013. Due to the upcoming closure of the Village Office on December 24, 2013, it is suggested that the Regular Council meeting of December 16, 2013 be cancelled.

Subject to Section 127(1) of the *Community Charter*, Council must prepare a schedule of dates, times and places of Regular Council meetings for the next full calendar year.

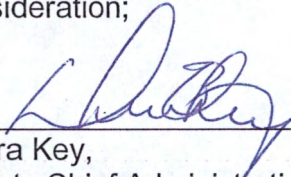
As the Village Office will not reopen until January 2, 2014 and the first Monday in January is on the 6<sup>th</sup>, staff is recommending that no Regular Council meeting be scheduled. Accordingly, please find attached a "draft" of the proposed schedule.

### RECOMMENDATION:

THAT the Regular Council meeting scheduled for December 16, 2013 be cancelled; and

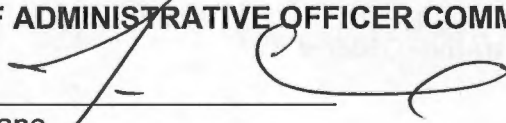
THAT the proposed Regular Council meeting schedule for 2014 be approved as submitted.

Respectfully submitted for your consideration;



\_\_\_\_\_  
Debra Key,  
Deputy Chief Administrative Officer/CO

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



\_\_\_\_\_  
Ian Crane  
Chief Administrative Officer

## REGULAR COUNCIL MEETINGS 2014

- Statutory Holidays
- Regular Council Meetings
- LGMA Convention
- LMLGA Convention
- UBCM Convention
- FCM Convention \* (May 30-June 2)

<u>January</u>	<u>February</u>	<u>March</u>
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<u>April</u>	<u>May</u>	<u>June</u>
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<u>July</u>	<u>August</u>	<u>September</u>
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<u>October</u>	<u>November</u>	<u>December</u>
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# VILLAGE OF HARRISON HOT SPRINGS

## REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** October 23, 2013

**FROM:** Debra Key, Deputy Chief **FILE:** 0530-01  
Administrative Officer/Corporate Officer

**SUBJECT:** Deputy Mayor Appointments

### ISSUE:

Pursuant to s. 130(1) of the *Community Charter*, the Council must, in accordance with its applicable procedure bylaw, provide for the designation of a Councillor to act in the place of Mayor.

### BACKGROUND:

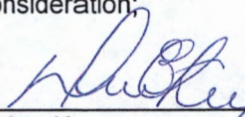
Pursuant to the Council Procedure Bylaw, the Mayor may nominate and Council must appoint a Council member to act in place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is absent.

### RECOMMENDATION:

THAT the following members of Council be appointed as Deputy Mayor for 2014:

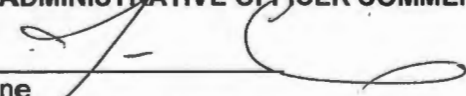
January - March	Councillor Sonja Reyerse
April - June	Councillor John Buckley
July - September	Councillor Zoltan Kiss
October - December	Councillor Allan Jackson

Respectfully submitted for your consideration;



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

### CHIEF ADMINISTRATIVE OFFICER COMMENTS:



\_\_\_\_\_  
Ian Crane  
Chief Administrative Officer

STATE OF TEXAS, COUNTY OF DALLAS

Know all men by these presents, that

JOHN W. SMITH, of the County of Dallas, State of Texas,

do hereby certify that the within and foregoing is a true and correct copy of the

minutes of the Board of Directors of the

Dallas County Electric Utility District, as the same appear in the

minutes of the Board of Directors of the Dallas County Electric Utility District, as the same appear in the

minutes of the Board of Directors of the

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