VILLAGE OF HARRISON HOT SPRINGS
NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: **Monday, January 20, 2014**
Time: **7:00 p.m.**
Location: **Council Chambers, 495 Hot Springs Road**
Harrison Hot Springs, British Columbia

1. CALL TO ORDER	
Meeting called to order by Mayor Facio Christmas Light Contest Recognition Commercial – Black Forest Restaurant Residential – Len and Sonja Paquette Fire Department Awards Recognition Firefighter of the Year – Bruce Malfait Volunteer of the Year – Lieutenant David Whittaker	
2. INTRODUCTION OF LATE ITEMS	
3. APPROVAL OF AGENDA	
4. ADOPTION OF COUNCIL MINUTES	
THAT the Regular Council Meeting Minutes of December 2, 2013 be adopted.	**Item 4.1** **Page 1**
THAT the Special Council Meeting Minutes of January 7, 2014 be adopted.	**Item 4.2** **Page 9**
5. BUSINESS ARISING FROM THE MINUTES	
6. CONSENT AGENDA	

i. Bylaws	General Local Government Election Bylaw No. 1048, 2013.	**Item i. 1** **Page 13**
ii. Agreements		
iii. Committee/ Commission Minutes		

iv. Correspondence		

7. DELEGATIONS

Bylaw Officer – Devlin Onucki Re: Bylaw Enforcement Update	**Item 7. 1**

8. CORRESPONDENCE

Letter from Seabird Island Band dated November 28, 2013 re: Sasquatch Park Proposed Boundary Adjustment	**Item 8.1** **Page 19**
Letter from Ministry of Community, Sport and Cultural Development dated December 12, 2013 Re: Second Phase of Local Government Elections Reform	**Item 8.2** **Page 21**
Letter from BC Emergency Health Services dated January 3, 2014 Re: Local Government Interest in First Responder Services	**Item 8.3** **Page 41**

9. BUSINESS ARISING FROM CORRESPONDENCE

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

11. REPORTS FROM MAYOR

L. Facio - Verbal

12. REPORTS FROM STAFF

Report of Deputy Chief Administrative Officer/CO – December 6, 2013 — **Item 12.1** **Page 43**

Re: Special Occasion Licence Application – Harrison Festival of the Arts

RECOMMENDATION:

THAT Council approve the endorsement of the Harrison Festival of the Arts Special Occasion Licence Applications for the period January to July 2014.

Report of Deputy Chief Administrative Officer/CO – December 11, 2013 — **Item 12.2** **Page 45**

Re: Fraser Valley Regional District Board and Fraser Valley Regional District Hospital Board Directors and Alternates

RECOMMENDATION:

THAT Mayor Leo Facio be appointed to fulfill the role as municipal director for the Fraser Valley Regional District and Hospital Boards; and

THAT Councillor John Buckley be appointed to fulfill the role as alternate municipal director for the

Fraser Valley Regional District and Hospital Boards; and

FURTHER THAT Councillor Allan Jackson be appointed to the Fraser Valley Aboriginal Relations Committee; and

THAT Councillor Zoltan Kiss be appointed as alternate to the Fraser Valley Aboriginal Relations Committee.

Report of Director of Finance – January 6, 2014
Re: Interim Audit Report

Item 12.3
Page 47

RECOMMENDATION:

THAT Council receives the 2013 Interim Audit from McConnell, Voelkl dated December 12, 2013.

Report of Deputy Chief Administrative Officer/CO – January 8, 2014
Re: Website Maintenance and Update

Item 12.4
Page 49

RECOMMENDATION:

THAT Council approve a budget of up to $5,000.00 for the purposes of upgrading the Village's website.

Report of Manager of Development and Community Services – January 14, 2014
Re: Development Permit for 245 Miami River Drive (Corkal)

Item 12.5
Page 51

RECOMMENDATION:

THAT Development Permit 01-2014 be issued for 245 Miami River Drive.

Report of Manager of Development and Community Services – January 14, 2014
Re: District of Kent's Draft Official Community Plan

Item 12.6
Page 57

RECOMMENDATION:

THAT the Village of Harrison Hot Springs forward the Report to Council titled "District of Kent's Draft Official Community Plan", dated January 14th, 2014 to the District of Kent as our official comments in reference to the draft OCP.

Report of Manager of Development and Community Services – January 15, 2014 Re: Age-Friendly Planning Grant **RECOMMENDATION:** THAT the report titled Age-Friendly Grant Planning be received for information.	**Item 12.7** **Page 61**
13. BYLAWS	
Report of Deputy Chief Administrative Officer/CO – December 3, 2013 Re: Miscellaneous Fee Bylaw No. 1049, 2014 **RECOMMENDATION:** THAT Miscellaneous Fee Bylaw No. 1049, 2014 be given first, second and third reading.	**Item 13.1** **Page 65**
14. QUESTIONS FROM THE PUBLIC **(pertaining to agenda items only)**	
15. ADJOURNMENT	

4.1

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

DATE: December 2, 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
Manager of Development & Community Services, Lisa Grant

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

Letter from City of Port Alberni
Re: Core Review of the Agricultural Land Commission (ALC) and Agricultural Land Reserve (ALR)

3. APPROVAL OF AGENDA

Moved by Councillor Buckley
Seconded by Councillor Kiss

THAT the agenda be approved as amended

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 November 18, 2013, be adopted as amended.

CARRIED UNANIMOUSLY

Errors and Omissions

Page 3, 6th bullet should read … "has placed two red flags on each sign to make them more visible to traffic."

5. BUSINESS ARISING FROM THE MINUTES

None

6. CONSENT AGENDA

i. Bylaws

ii. Agreements

iii. Committee/ Commission Minutes

iv Correspondence

Letter received from the Honours and Awards Secretariat dated November 14, 2013 re: Order of British Columbia – 2014 Call for Nominations

Letter from Laurie Throness, MLA dated November 21, 2013 re: Flood Protection Program

Moved by Councillor Reyerse
Seconded by Councillor Buckley

THAT the letter from the District of Kent dated November 25, 2013 regarding Youth Inclusion Program be removed from the Consent Agenda and placed under Correspondence as item 8.2.

CARRIED UNANIMOUSLY

Moved by Councillor Kiss
Seconded by Councillor Buckley

THAT the correspondence be received on the Consent Agenda.

CARRIED UNANIMOUSLY

7. DELEGATIONS

Fraser Health - Brenna Ayliffe
Re: Healthier Community Partnership Baseline Assessment

Brenna Ayliffe provided a power point presentation outlining the findings of the baseline assessment performed by Fraser Health. There are a number of items that Fraser Health can work together with the Village to expand on the existing programs that are throughout the Village.

8. CORRESPONDENCE

Letter from the District of Kent dated November 25, 2013
Re: Core Review of the Agricultural Land Commission (ALC) and Agricultural Land Reserve (ALR)

Moved by Councillor Reyerse
Seconded by Councillor Buckley

THAT a letter of support be forwarded to the Honourable Ministers Bennett and Pimm to support the District of Kent and the City of Port Alberni's position regarding the core review of the Agricultural Land Commission and Agricultural Land Reserve.

CARRIED
UNANIMOUSLY

Letter from Liquor Control and Licensing Branch dated November 27, 2013
re: Liquor Auctions and private re-sale of liquor to Liquor Distribution Branch

Letter from the District of Kent dated November 25, 2013 re: Youth Inclusion Program

Moved by Councillor Reyerse
Seconded by Councillor Kiss

THAT the Council writes a letter of support to the District of Kent reaffirming their support for the Agassiz Harrison Community Services Youth Inclusion Program.

CARRIED
UNANIMOUSLY

9. BUSINESS ARISING OUT OF CORRESPONDENCE

None

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

Councillor Reyerse provided an update of the Chamber of Commerce.

11. REPORTS FROM MAYOR FACIO

Mayor Facio presented a plaque to Art Darjes for his 9 years of dedication and volunteerism in the community.

The Christmas Train is coming to Agassiz on December 15th at 6: 00 p.m.

Breakfast with Santa will be taking place on December 7, 2013.

Would like to thank all Council members for attending all the meetings throughout the year.

12. REPORTS FROM STAFF

Report of Deputy Chief Administrative Officer – October 23, 2013
Re: Fraser Valley Regional Library Board representative and alternative

Moved by Councillor Buckley
Seconded by Councillor Kiss

THAT Council appoint Councillor Allan Jackson to fulfill the role as municipal director for the Fraser Valley Regional Library Board;

AND THAT Council appoint Councillor Sonja Reyerse to fulfill the role as alternate municipal director for the Fraser Valley Regional Library Board.

CARRIED UNANIMOUSLY

Report of Deputy Chief Administrative Officer – November 12, 2013
Re: Bylaw Enforcement Officer Service Agreement 2014

Moved by Councillor Jackson
Seconded by Councillor Buckley

THAT the Bylaw Enforcement Officer Service Agreement 2014 report be received for information.

CARRIED
UNANIMOUSLY

Report of Deputy Chief Administrative Officer – November 12, 2013
Re: Janitorial Service Agreement 2014

Moved by Councillor Jackson
Seconded by Councillor Kiss

THAT the Janitorial Service Agreement 2014 report be received for information.

CARRIED
UNANIMOUSLY

Report of Deputy Chief Administrative Officer – November 19, 2013
Re: Appointment of Chief Election Officer and Deputy Election Officer Election and Service Agreement for the 2014 general election.

Moved by Councillor Kiss
Seconded by Councillor Buckley

THAT Council appoint Joan Gordon as Chief Election Officer and Barb Ten Bos as Deputy Chief Election Officer for the conduct of the Local General Municipal Election to be held in November 2014; and

THAT a Service Agreement be entered into with remuneration of $4,200 for CEO and $1,500 for the DCEO.

CARRIED
UNANIMOUSLY

Report of Deputy Chief Administrative Officer – November 20, 2013
Re: Appointment of new member to Communities in Bloom Committee

Moved by Councillor Buckley
Seconded by Councillor Kiss

THAT Council appoint Tegwyn Bakken as a member of the Communities in Bloom Committee.

CARRIED
UNANIMOUSLY

Report of Deputy Chief Administrative Officer – November 27, 2013
Re: Section 90 *Community Charter* – Release of In Camera Meeting Minutes

Moved by Councillor Jackson
Seconded by Councillor Buckley

THAT the Special In-Camera meeting minutes of February 19 to 21, 2013 pertaining to subject which are not covered under subsection 90(1) of the *Community Charter* be released to the public.

CARRIED UNANIMOUSLY

Report of Manager of Development and Community Services – November 20, 2013
Re: Amendment to Development Permit for 640 Hot Springs Road

Moved by Councillor Buckley
Seconded by Councillor Kiss

THAT Council issue Development Permit 01/2011, as amended for a property legally described as Lot 15, Except firstly: Parcel A (Reference Plan 11753) and secondly: Parcel B (Reference Plan 15935); Section 12, Township 4, Range 29, West of the Sixth Meridian, New Westminster District Plan 5519. PID 011-150-891.

CARRIED UNANIMOUSLY

13. BYLAWS

Report of Deputy Chief Administrative Officer – November 20, 2013
Re: Bylaw No. 1048, 2013 General Local Government Election Procedures

Moved by Councillor Kiss
Seconded by Councillor Jackson

THAT General Local Government Election Procedures Bylaw No. 1048, 2013 be given first, second and third reading.

CARRIED UNANIMOUSLY

14. QUESTIONS FROM THE PUBLIC

A member of the public asked if the Springs RV currently has a permit?

The Springs RV was issued a tree cutting permit last year. The work being done at the Springs RV site is being completed on the original DVP and it was before Council this evening for amendment.

15. ADJOURNMENT

Moved by Councillor Jackson
Seconded by Councillor Buckley

THAT the meeting be adjourned at 7:55 p.m.

CARRIED UNANIMOUSLY

Leo Facio
Mayor

Debra Key
Corporate Officer

7

4.2

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

DATE: January 7, 2014
TIME: 10:00 a.m.
PLACE: Council Chambers
495 Hot Springs Road, Harrison Hot Springs

IN ATTENDANCE:

Mayor Leo Facio
Councillor Allan Jackson
Councillor Sonja Reyerse
Councillor Zoltan Kiss
Councillor John Buckley

Chief Administrative Officer, Ian Crane
DCAO/Corporate Officer, Debra Key
Director of Finance, Dale Courtice

Krystal Sobie, Recording Secretary

ABSENT:

1. CALL TO ORDER

2. INTRODUCTION OF LATE ITEMS

- Block 1 – Esplanade Avenue - Verbal

3. APPROVAL OF AGENDA

Moved by Councillor Buckley
Seconded by Councillor Kiss

THAT the agenda be approved as amended.

CARRIED UNANIMOUSLY

4. DELEGATIONS

None.

5. REPORTS FROM STAFF

Report of Chief Administrative Officer – January 7, 2014 – (Verbal)
Re: Budget – Communities in Bloom

Ian Crane, Chief Administrative Officer reported that the Communities in Bloom Committee has requested to compete in the National category in 2014; this year National will be held in Prince Edward Island. The Committee has requested a budget of $10,000.00 for the 2014 year.

Councillor Jackson commented that if the Committee does not compete nationally this year they will lose their status and will be required to compete Provincially in 2015.

Moved by Councillor Reyerse
Seconded by Councillor Buckley

THAT Council approve the Communities in Bloom budget of $10,000.00 for the 2014 budget to allow them to compete nationally.

MOTION FAILED

Moved by Councillor Buckley
Seconded by Councillor Reyerse

THAT the Communities in Bloom Committee's budget be approved for $5,000.00 for 2014 subject to attendance at the Communities in Bloom National Conference in Prince Edward Island.

CARRIED
OPPOSED BY COUNCILLOR JACKSON
OPPOSED BY MAYOR FACIO

Report of Chief Administrative Officer – January 7, 2014 (Verbal)
Re: Block 1 – Esplanade Avenue

On January 15, 2014 Michelle Sorenson, Engineer with CTQ, will be in the office to provide a status on Block 1 - Esplanade. The project is on track to start the first week of February and is estimated to take 8 weeks. The exact costs will not be known until the tenders have been submitted and opened.

6. BYLAWS

None.

7. QUESTIONS FROM THE PUBLIC

No public in attendance.

8. ADJOURNMENT

Moved by Councillor Buckley
Seconded by Councillor Kiss

THAT the meeting be closed to the public, except for Council and senior staff for the purpose of receiving and adopting Meeting Minutes convened in accordance to Section 90 of the *Community Charter* and to consider matters pursuant to:

Section 90(1)(g) litigation or potential litigation affecting the municipality.

CARRIED
UNANIMOUSLY

Leo Facio	**Debra Key**
Mayor	**Corporate Officer**

i.l

HARRISON HOT SPRINGS
Naturally Refreshed

VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1048

A Bylaw to provide for the determination of various procedures for the conduct of local government elections, by-elections and other voting

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WHEREAS under Parts 3 and 4 of the *Local Government Act,* the Council may, by bylaw, determine various procedures and requirements to be applied in the conduct of general local elections and other voting;

AND WHEREAS, Council wishes to establish various procedures and requirements under that authority;

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 "General Local Government Election Procedures Bylaw No. 1048, 2013".

2. DEFINITIONS

2.1 In this bylaw;

"*Act*" means the *Local Government Act*, R.S.B.C., 1996, Chapter 323;

"Chief Election Officer" is the person appointed by Council under Section 41 of the *Local Government Act* to conduct the election;

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

"Elector" shall mean a resident elector or property elector of the jurisdiction as defined under the *Local Government Act;*

"Election" shall mean an election for the number of persons required to fill a local government office;

"General Local Election" shall mean the elections held for the Mayor and all Councillors for the Village of Harrison Hot Springs;

"General Voting Day" is the day for a general local election and must be the third Saturday of November in the year of the election;

"Jurisdiction" shall mean, in relation of an election, the Village of Harrison Hot Springs for which it is held;

"Other Voting" shall mean voting on a matter referred to in Sections 37 and 158 of the *Act*;

"Village" means the Village of Harrison Hot Springs

3. APPLICATION

3.1 This Bylaw applies to all Village elections and all other voting opportunities required or permitted to be held under the *Local Government Act*.

4. PROVINCIAL LIST OF VOTERS

4.1 For the purposes of this bylaw, the most current Provincial list of voters prepared under the *Elections Act* that is available at the time of an election or other voting shall become the register of resident electors for the Village on the 52nd day prior to the general voting day for such election or other voting.

5. ADDITIONAL ADVANCE VOTING OPPORTUNITIES

5.1 The Chief Election Officer may establish dates for advance voting opportunities for each election to be held in advance of general voting day and to designate the voting places and set the dates and voting hours for those additional advance voting opportunities.

6. AUTHORIZATION TO VOTE BY MAIL BALLOT

6.1 An elector who:

(a) has a physical disability, illness, or injury that affects his or her ability to vote at another voting opportunity, or

(b) expects to be absent from the Village on general voting day and at the times of all advance voting opportunities

may vote by mail ballot.

7. APPLICATION PROCEDURE FOR MAIL BALLOT

7.1 A person wishing to vote by mail ballot may apply in writing by providing their name and address to the Chief Election Officer or designate at the Village Municipal Office during regular working hours up to 4:00 p.m two (2) days before general voting day.

7.2 Upon receipt of a request for a mail ballot, the Chief Election Officer shall, as soon as practical:

(a) make available to the applicant by mail or in person, a mail ballot package containing the ballots, forms, envelopes and other documents required under the *Local Government Act;* and

(b) immediately record and, upon request, make available for inspection the name and address of the person to whom the mail ballot package was issued.

8. VOTING PROCEDURE FOR MAIL BALLOT

8.1 In order to be counted for an election, an elector's mail ballot must be mailed or delivered to the Chief Election Officer at the address specified on the outer envelope provided in the mail ballot package so that it is received no later than the close of voting on general voting day.

9. MAIL BALLOT ACCEPTANCE OR REJECTION

9.1 Upon receipt of mail ballot packages before the close of voting on the general voting day, the Chief Election Officer shall record the time and date of its receipt and shall examine the certification envelope.

9.2 If the Chief Election Officer is satisfied as to:

(a) the identity and entitlement to vote of the elector whose ballot is enclosed; and

(b) the completeness of the certification,

the Chief Election Officer shall mark the certification envelope as "accepted" and shall mark the voting book to indicate that the elector has voted.

9.3 The unopened certification envelopes marked as "accepted" shall remain in the custody of the Chief Election Officer until the close of voting on general voting day, at which time the Chief Election Officer shall, in the presence of at least one other election official, in addition to any scrutineers present:

(a) open the certification envelopes;

(b) place the unopened secrecy envelopes together into a ballot box;

(c) open the secrecy envelopes and remove the ballots within; and

(c) insert the mail ballots into the vote counting for the results to be totalled.

9.4 The Chief Election Officer shall retain all certification envelopes together with the voting books and for the purposes of document retention and destruction shall treat the certification envelopes in the same manner as a voting book.

9.5 If:

(a) upon review of an outer envelope, the Chief Election Officer is not satisfied as to the identity of the elector whose ballot is enclosed or the completeness of the certification; or

(b) the outer envelope is received by the Chief Election Officer after the close of voting on general voting day,

the certification envelope shall remain unopened and the Chief Election Officer shall mark such envelope as "rejected" and shall note the reasons for the rejection.

Any certification envelopes and their contents rejected in accordance with Section 9.5 of this Bylaw shall remain unopened and shall not be counted in the election.

10. MAIL BALLOT CHALLENGE OF ELECTOR

Between the time an elector requests a mail ballot package and the time that the mail ballot package is hand delivered or mailed to the elector requesting it, the elector's right to vote may be challenged under Section 116 of the *Local Government Act.*

11. REPLACEMENT OF SPOILED MAIL BALLOT

11.1 Where an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by advising the Chief Election Officer of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer.

11.2 The Chief Election Officer shall, upon receipt of the spoiled ballot package, record such fact and issue a new mail ballot package to the elector.

12. ORDER OF NAMES ON BALLOT

12.1 The order of names of candidates on the ballot will be determined by lot in accordance with Section 107 of the *Local Government Act.*

13. GENERAL

13.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

13.2 If any part, section, sentence, clause, phrase or word 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 which shall continue in full force and effect and be construed as if the bylaw had been adopted without the invalid portion.

14. REPEAL

14.1 "General Local Government Election Bylaw No. 895" and "Provincial Voters List Adoption Bylaw No. 897" and any amendments thereto are hereby repealed in their entirety.

READ A FIRST TIME THIS 2nd DAY OF DECEMBER, 2013

READ A SECOND TIME THIS 2nd DAY OF DECEMBER, 2013

READ A THIRD TIME THIS 2nd DAY OF DECEMBER, 2013

ADOPTED THIS DAY OF , 2014

Mayor

Corporate Officer

8.1

Seabird Island Band

P.O. Box 650 | 2895 Chowat Road | Agassiz | B.C | V0M 1A0
(604) 796-2177 | (604) 796-3729

RECEIVED
NOV 28 2013
VILLAGE OF HARRISON HOT SPRINGS

7130-07-01

FILE #	DATE
7300-60	Nov 28/13.
☒ CAO	☐ CO
☐ DCAO	☐ ADMIN/ FINANCE
☐ DIRF	☐ B/L ENF
☐ MGR REV SVCS	☒ MAYOR
☐ ACEPO/DCS	☒ COUNCIL
☐ OP. MGR.	
ITEM A B	
COUNCIL	
DATE Jan 20/14	
	INITIAL ☐
(ITEMS: A-R: ACTION: B - INFO - WRESP; C - INFO ONLY)	

November 22, 2013

Village of Harrison Hot Springs
Harrison Hot Springs
495 Hot Springs Road
P.O. Box 160
Harrison Hot Springs, B.C.
VOM 1KO

COPY

Dear Mayor Leo Facio and Council:

Re: Sasquatch Park Proposed Boundary Adjustment

Please be advised that Seabird Island First Nation has received from BC Parks approval of our Initial Proposal for a Boundary Adjustment to the Sasquatch Park. The next stage is a detailed proposal to address numerous considerations, one of which is local community and government consultation.

Attached is a map illustrating the requested boundary adjustment. The purpose of the boundary adjustment is to allow for the use of existing access roads so that logging equipment can develop and harvest timber in an area to the south of Sasquatch Park. The boundary adjustment would remove the existing access roads, estimated to be an area of 12.4 hectares, from the Park.

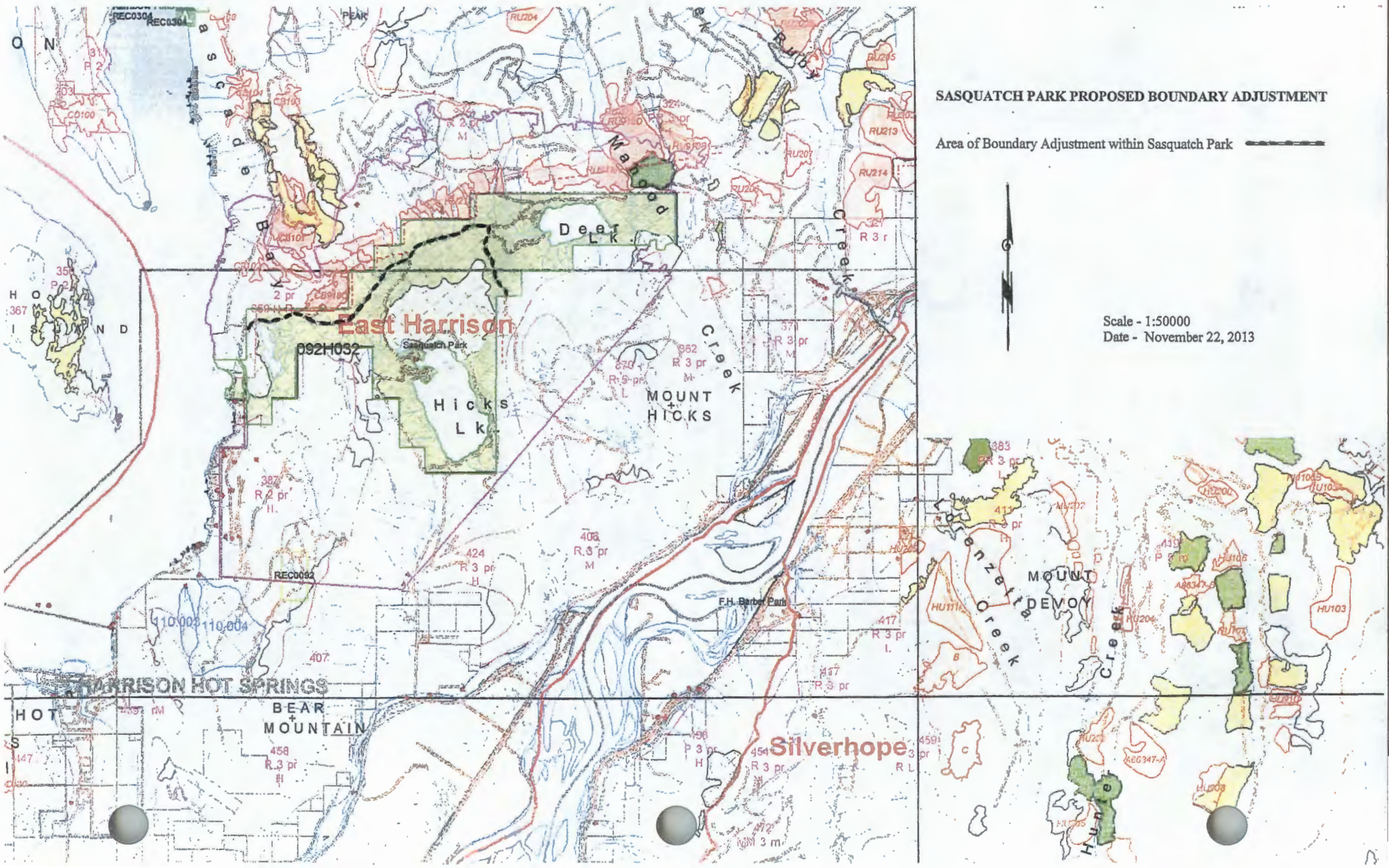
Seabird Island First Nation representatives would be pleased to meet with you and your Staff to discuss this boundary adjustment proposal. Please contact the undersigned at your earliest convenience with any concerns you may have and/or the need to meet to discuss this matter. If you have not contacted Seabird First Nation by January 31, 2014 then we will assume that you have no concerns.

Yours truly,

Ted Holtby
Seabird Island First Nation Representative
42255 Arnold Road
Chilliwack, BC V2R 4H8

Phone: 604-823-4830 ext. 103

Email: ted.tamihilog@shaw.ca


SASQUATCH PARK PROPOSED BOUNDARY ADJUSTMENT
Area of Boundary Adjustment within Sasquatch Park
Scale - 1:50000
Date - November 22, 2013
East Harrison
Sasquatch Park
092H032
Deer Lk
Hicks Lk
MOUNT HICKS
Mahood Creek
Lenzetta Creek
MOUNT DEMOY
Hunter Creek
HARRISON HOT SPRINGS
BEAR MOUNTAIN
Silverhope
F.H. Barber Park
REC0092
REC0304
REC0306
REC0347-A
110.003
110.004

8.2

RECEIVED
DEC 18 2013
BY VILLAGE OF HARRISON HOT SPRINGS

BRITISH COLUMBIA

FILE #		DATE	
		December 18/2013	
☐ CAO		☐ CO	
☐ DCAO		☐ ADMIN/ FINANCE	
☐ DIRF		☐ B/L ENF	
☐ MGR REV SVCS		☑ MAYOR	
☐ CEDO		☑ COUNCIL	
☐ OP. MGR			
ITEM A	B	C	
COUNCIL AGENDA			
DATE January 20/14			
		INITIAL ☐	
(ITEMS: A-REQ, ACTION: B - INFO - WRESP; C - INFO ONLY)			

December 12, 2013

Ref: 154580

His Worship Mayor Leo Facio
and Members of Council
Village of Harrison Hot Springs
Box 160
Harrison Hot Springs, BC V0M 1K0

Dear Mayor Facio and Councillors:

I am writing today to invite your local government's input on the second phase of local government elections reform.

I wrote to all local governments on August 27, 2013 to announce the release of a White Paper on Local Government Elections Reform. As noted in the White Paper, I have initiated targeted stakeholder engagement on expense limits in November 2013. The intent is to develop and introduce expense limits legislation in time for the next local elections *after* 2014. Given the diversity of views on the topic and the complex policy issues, I want to start discussions on expense limits early and be in a position to introduce expense limits with plenty of lead-time before the next elections after 2014.

Expense limits would ultimately be added into the proposed *Local Elections Campaign Financing Act*. This two-phase approach allows campaign participants to first become familiar with a new, separate Act with new rules around transparency, accountability and enforcement before adding expense limits into local elections.

Information gathered through talking to key stakeholders, such as local governments, will help inform the development of expense limits. I will be having regular discussions with the Union of British Columbia Municipalities' Executive as we move forward. However, I also wanted each local government to have an opportunity to share perspectives on expense limits, and issues related to expense limits. I would appreciate your thoughts on questions and issues around campaigning for office. For example,

- In your community, do you think the cost of campaigning is a deterrent to people considering running for office?
- What are the most significant cost pressures in local campaigns?
- Are campaign finance issues different in small communities than in large communities, and if so, in what ways?

.../2

Ministry of Community, Sport and Cultural Development

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2

Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 124
Parliament Buildings
Victoria BC V8V 1X4

www.gov.bc.ca/cscd

I am also interested in your views on approaches to setting expense limits in local elections. The Local Government Elections Task Force recommended expense limits for candidates and third party advertisers in all communities. The Task Force suggested that expense limits need to take community population into account in order to work in British Columbia's diverse communities, and that elector organizations should not get a separate, additional limit. The Task Force did not specify what they felt expense limits should be.

Enclosed for your reference is a short discussion paper. The paper includes some background on expense limits issues, including some information on local campaign spending in British Columbia and information on other provinces' approaches. This paper can also be found at www.localgovelectionreform.gov.bc.ca. Comments from the public are also invited until January 31, 2014.

Please note that it is optional to provide feedback on expense limits issues. As a former council member, I understand that councils and boards have busy agendas and it may be difficult to find time to discuss this issue. However, I do appreciate hearing from your community.

Please provide your thoughts by January 31, 2014. Submit your feedback electronically to: Localgovelectionreform@gov.bc.ca, or in writing to:

Local Government Elections Reform
Ministry of Community, Sport and Cultural Development
PO BOX 9847 STN PROV GOVT
Victoria BC V8W 9T2

I will also take this opportunity to remind you that the White Paper on Local Elections Reform released in September 2013 provided a draft version of the proposed new *Local Elections Campaign Financing Act*, intended for introduction in the Legislature in Spring 2014. If passed, the Act would make a significant number of changes, principally related to enhanced transparency, compliance and enforcement, for the November 2014 local elections.

Thank you in advance for your assistance.

Sincerely,

Coralee Oakes

Coralee Oakes
Minister

Enclosure

pc: Director Rhona Martin, President, Union of British Columbia Municipalities

November | 2013

Expense Limits in Local Elections

Discussion Paper

BRITISH COLUMBIA

Ministry of Community, Sport and Cultural Development

EXECUTIVE SUMMARY

The Local Government Elections Task Force, a partnership between the Province and the Union of BC Municipalities, was created to recommend changes to local elections rules. One of the 31 recommendations in the Task Force's May 2010 final report was that the Province establishes expense limits for candidates, elector organizations and third party advertisers in local elections.

The Government of British Columbia intends to introduce expense limits in time for the next local elections after November 2014.

As noted in the White Paper on Local Government Elections Reform, government initiated targeted stakeholder engagement on expense limits issues in November 2013. Government will use information gathered through this process to inform the development of expense limits. While it may seem early to be talking about expense limits issues, it is important to be prepared to introduce legislation early enough that campaign participants are ready for expense limits and the new rules.

This discussion paper outlines the policy building blocks for expense limits and some of the complex policy issues involved in the legislative framework for expense limits. It also provides discussion questions. The appendices contain information on trends in local campaign spending in B.C., and on other provinces' approaches to expense limits for local elections.

How do I give my feedback?

Please provide your written comments by January 31, 2014.

Website: www.localgovelectionreform.gov.bc.ca

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PO BOX 9847 STN PROV GOVT
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INTRODUCTION

Why expense limits in local elections?

The Local Government Elections Task Force, a partnership between the Province and the Union of BC Municipalities, was created to recommend changes to local elections legislation. One of the 31 recommendations in the Task Force's May 2010 final report was that the Province establishes expense limits for candidates, elector organizations* and third party advertisers in local elections.

In reviewing written submissions and listening to the dialogue on elections issues, the Task Force heard a great deal of support for establishing expense limits in local elections. The Task Force believed that expense limits could increase accessibility and fairness by levelling the playing field among candidates; encouraging candidate participation; and reducing the need for large contributions to fund expensive campaigns.

The provincial government accepted the Task Force's recommendations and committed to implementing them – including expense limits.

What is happening with expense limits?

Timing: The Province released a White Paper on Local Government Elections Reform in September 2013. The White Paper provided a draft version of the proposed new *Local Elections Campaign Financing Act*, to be introduced in the Legislature in Spring 2014. If passed, the Act would put into place the majority of the Local Government Elections Task Force's recommendations in time for the November 2014 local elections. These changes are focused on improved accountability, transparency, compliance and enforcement. The draft Act applies to local government and board of education elections.

For more detail on the changes proposed for 2014, please see www.localgovelectionreform.gov.bc.ca

The draft *Local Elections Campaign Financing Act* represents Phase I of campaign finance reform in BC local elections. Phase II involves introducing expense limits legislation in time for the next local elections *after* 2014. The phased approach will allow campaign participants, local elections administrators and others to adapt to the changes before adding spending limits to the local elections system. The phased approach also allows more time for discussion of expense limits issues before any decisions are made.

Stakeholder engagement: As noted in the White Paper, government initiated targeted stakeholder engagement on expense limits issues in November 2013. Government will use information gathered through this process to inform the development of expense limits. The intent is to introduce legislation for expense limits *after* the November 2014 local elections. While it may seem early to be talking about expense limits issues, it is important to be prepared to introduce legislation early enough that campaign participants are ready for expense limits and the new rules to make the limits work.

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* Elector organizations are groups that promote candidates in local elections. They are sometimes referred to as municipal 'political parties.' Elector organizations endorse candidates. The organization's endorsement appears on the ballot next to candidates' names. Elector organizations regulated under the legislation – e.g. currently they must have at least 50 members that are electors in the municipality and have existed for at least 60 days, and they must file campaign finance disclosure statements. See the ministry's guide for more information.

BACKGROUND ON EXPENSE LIMITS FOR B.C. LOCAL ELECTIONS

What are the guiding concepts on expense limits?

In accepting the Task Force's recommendation to establish expense limits, the provincial government has been taking the Task Force guidance for developing expense limits as a starting point. The Task Force laid out some objectives or outcomes it thought should shape expense limits. The Task Force recommended that expense limits:

- be high enough to allow reasonable campaigns, but not so high as to allow a few participants to dominate,
- need to work in different sized communities (i.e. a formula-based approach would make sense, but a straight per resident formula would not be effective), and
- have a neutral effect on candidates' decisions to run independently or to create/join elector organizations.

The Task Force recognized that campaign spending was quite low in the majority of BC's communities. However, for fairness reasons the Task Force felt it was important to have expense limits in all communities. The Task Force suggested that expense limits be set in a way that reflects population size in order to make the limits effective and fair in all BC communities (ranging in population from about 180 people to more than 600,000 people).

The Task Force also emphasized that expense limits should not "punish" or "reward" candidates that are endorsed by elector organizations. The Task Force saw that while the majority of BC communities do not have elector organizations, where elector organizations do exist, they are a fairly prominent part of elections in the community. The Task Force did not want expense limits to provide an incentive to create more elector organizations (or splinter existing ones) simply for the sake of obtaining higher "spending room." It would also be unfair to independent candidates (who are not endorsed by elector organizations) if elector organizations got additional limits beyond what candidates get.

The Task Force assumed that the Province would establish expense limits. In some other provinces, local governments have the power to, by by-law, set their own campaign finance rules. The Task Force also recommended that Elections BC enforce campaign finance rules in local elections, so that means Elections BC would enforce expense limits.

The following are some of the key policy concept coming out of the Task Force's guidance:

- expense limits need to work for all communities
- candidates and third party advertisers would be subject to expense limits
- elector organizations would not get expense limits over and above candidates' limits
- expense limits would be sensitive to population size
- expense limits would also apply in board of education elections
- the Province would set expense limits
- Elections BC would enforce the limits as part of its role in enforcing campaign finance rules

How can I add to the expense limits discussion?

The purpose of stakeholder engagement on expense limits is to explore how best to set expense limits that work for all communities. The Province will need to decide on the approach to setting expense limits numbers, and on the related "framework" rules.

You are invited to share your thoughts on expense limits issues. Below are some questions the Province would like to explore. Feel free to answer as many of the questions as you wish, and to give feedback on issues you would like to raise that are not covered by the questions below.

For additional background, please see Appendix 1 (Facts on Campaign Spending in B.C.) and Appendix 2 (Expense Limits in Local Elections in Other Provinces).

Discussion questions

Questions about campaigning

- In your community, do you think the cost of campaigning is a deterrent to people considering running for office?
- What are the most significant cost pressures in local campaigns?
- Are campaign finance issues different in small communities than in large communities, and if so, in what ways?
- Are campaign finance issues different for board of education elections than for local government elections?
- Do you think social media will impact (raise or lower) campaign spending? Why or why not?

Questions about the policy "starting point" for expense limits

The Task Force provided some policy guidance on expense limits, suggesting that limits

- be high enough to allow reasonable campaigns, but not so high as to allow a few participants to dominate,
- need to work in different sized communities (i.e. a formula-based approach would make sense, but a straight per resident formula would not be effective), and
- should have a neutral effect on candidates' decisions to run independently or to create/join elector organizations.

- Do you think that these objectives are a reasonable starting point for expense limits? Is there anything you would change about these objectives, or anything important missing?
- Page 2 shows the key policy concepts coming out of the Task Force's guidance. Would you change any of these?

Questions about possible expense limits models

- In the two other provinces where the provincial government sets expense limits for local elections, the limit is established by a formula with a "base" amount and additional amounts for each elector. For example, in Ontario, the limit for a mayoral candidate is $7,500, plus 85 cents per elector and $5,000 plus 85 cents per elector for council candidates. The same formula for all

communities results in different *limits* in each community depending on population.

- Does the concept of a base amount, plus additional "per resident" amounts, seem like a reasonable approach in BC?
- Or are there other, simpler models to consider? For example, would "tiered" limits (the same limit for all communities under 5,000 or so people, a higher limit for all communities of 5,000 to 10,000 people, and so on) be a better approach?

- If a model were established that resulted in different limits in each community (such as a base plus per resident model), would you support the Province making things simple for candidates and local governments by calculating the limit in each community and providing notice of the limits?
- Are there other, additional factors beyond population that should be taken into account when setting expense limits?
- How should board of education candidate limits be set? Should they be connected to the limits for council candidates (i.e. the same as a council candidate's limit)? If so, what happens when the boundaries of school districts do not line up with municipal boundaries?
- Would it make sense for third party advertisers' limits to be connected to the limits for candidates in the community where the third party is conducting advertising?

What other factors must be considered in developing expense limits?

Establishing expense limits requires some basic policy decisions – who limits apply to, how much the limits are and how they are set. In addition to considering those basic policy decisions, government will also need to address a host of related "framework" issues. For expense limits to be effective, there will need to be rules in the legislation that set out in detail how expense limits are managed and enforced.

For example, following the Task Force guidance, elector organizations would not have a separate expense limit over and above expense limits for candidates. Framework rules would be needed to manage the relationship between candidates and the elector organizations that endorse them. Questions such as who can incur expenses (the elector organization, the candidate, or both) raise further questions, such as who is responsible if there is over-spending?

Some complex policy issues stem from the need to make sure that expense limits can't be circumvented. For example, policies will be needed for candidates that share advertising (or other campaign expenses, like candidate meet-and-greets). The legislation would still allow candidates to work together informally as a "slate" (i.e. outside of an elector organization), but rules to prevent collaborating for the purposes of working around expense limits would be needed. For example, it would be unfair for a candidate with left over "spending room" to pay for advertising promoting another candidate who has already reached his or her expense limit. Rules about how to attribute shared expenses fairly amongst candidates would be needed.

In designing expense limits for local elections, there are constitutional issues to consider. For example, a number of Canadian court cases have upheld the general principle that regulating third party advertising during elections is an acceptable limitation on freedom of speech. However, rules for third parties must strike a reasonable balance between regulation and not unduly impairing freedom of speech. Other legal factors (such as protection of privacy) will have to be considered.

These policy issues are flagged in this paper to provide a preview of the types of policy decisions government will need to make, over and above deciding what the actual limits amounts in each community should be. It is not as simple as just adding the limits numbers or formula into a piece of legislation.

Next steps – what happens with the feedback from stakeholders?

In addition to seeking feedback on this paper, the Minister of Community, Sport and Cultural Development will also be speaking to the Union of BC Municipalities and its area associations between November 2013 and late January 2014. Views of the B.C. School Trustees Association will also be sought, as will views of other campaign participants, such as elector organizations. In Spring 2014, a summary of information received will be published. The Province will consider the results of this targeted stakeholder engagement when developing expense limits and related "framework" rules.

Next steps - how would expense limits be implemented?

The White Paper on Local Government Elections Reform (issued September 2013) details a proposed new Act for local elections campaign finance - the draft *Local Government Campaign Financing Act*. If passed by the Legislature in Spring 2014, the Act would bring into force a number of major changes in place in time for the November 2014 local elections. Those changes are focused on improved transparency, improved campaign finance disclosure and a role for Elections BC in enforcement of campaign finance rules in local government elections.

The *Local Government Campaign Financing Act* is Phase I of local elections campaign finance reform.

For Phase II, the government intends to develop local elections campaign expense limits in time for the next local elections *after* November 2014.

Introducing expense limits requires legislation. The *Local Government Campaign Financing Act* would be amended to establish expense limits and related policy rules. Like all legislation, expense limits amendments would be tabled for the Legislature's consideration.

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Appendix 1: Facts on Campaign Spending in B.C.

Considering the context

In addition to considering the Task Force's policy guidance on expense limits, it is important to consider campaign spending trends in BC.

There are over 1,660 elected positions in over 250 government bodies filled during local elections. Typically, around 3,000 candidates run for these offices. Comparing campaign spending across communities and over multiple years is currently difficult because there is no central place to find all campaign finance disclosure statements for municipal, electoral area director (regional district electoral area) and board of education candidates.[1]

Other factors add complexity:

- Support from campaign organizers* might have led to some candidates' spending being lower than it would otherwise have been. The precise amount of support received from campaign organizers cannot accurately be factored into candidate spending figures.
- Not all spending disclosed in campaign finance disclosure statements was done during the campaign period. For example, a portion of the costs for "paid campaign work" in some elector organizations' disclosure forms was probably for having paid staff in the years in between elections. Maintaining an organization in between elections is certainly relevant to the campaign; however, actual spending during campaign time may be lower than it appears from disclosure statements.
- "Average" spending may not present a full picture of what it typically costs to campaign in a community. For example, one or two "outlier" candidates who spend much more than their competitors affect calculations of average spending for that community. Similarly, it is reasonable to guess that candidates who spent nothing and got almost no votes probably didn't actually campaign; such candidates would skew the average downwards.
- Campaign finance disclosure statements may not disclose spending fully and accurately.

These caveats aside, looking at a sample of municipal election spending reveals some general trends.

Trends in municipal campaign spending

Overall, spending is fairly low. To gauge how much was spent by people who ran competitive campaigns, a sample of spending by "contenders" was taken. Only the top two-thirds of candidates closest to winning a seat were classified as contenders. Including people who may have spent nothing, and also got almost no votes (indicating that they possibly did not campaign at all) would lead to a less realistic estimate of what it costs to be competitive.

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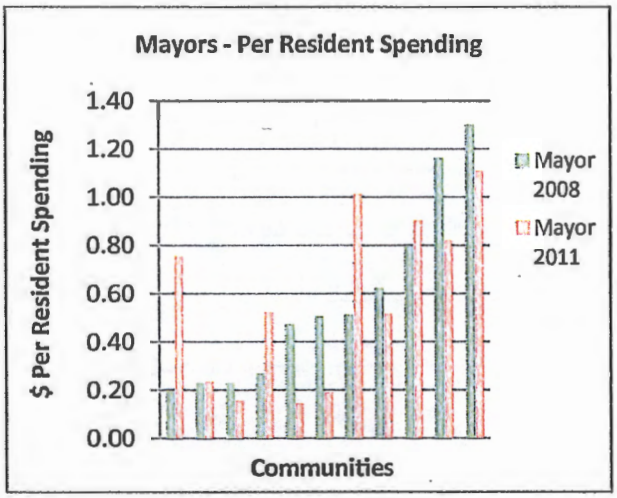
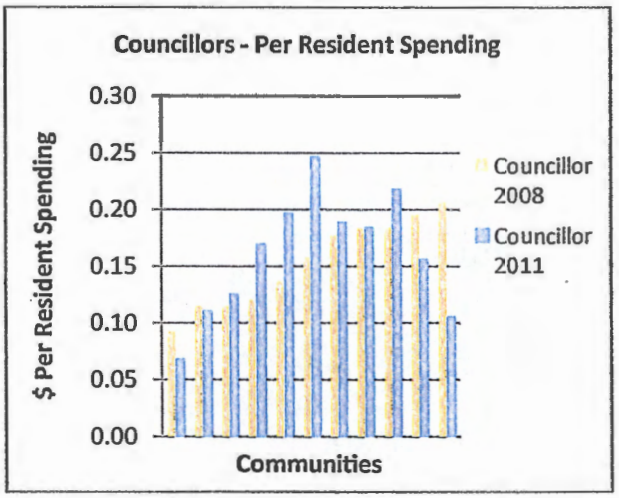
[1] The draft *Local Elections Campaign Financing Act* would make all campaign finance disclosure statements available through Elections BC.

* Campaign organizers are individuals or groups that promote or oppose candidates or points of view during elections. A campaign organizer must identify itself to the local chief election officer once it raises contributions, or incurs expenses, valued at $500 or more. Campaign organizers must also file campaign finance disclosure statements. Unlike elector organizations, campaign organizers do not necessarily have a relationship with candidates they support or oppose. See the ministry's guide for more information. The proposed *Local Elections Campaign Financing Act* would discontinue the concept of campaign organizers, instead regulating "third party advertisers."

In this sample of spending in communities of various sizes by almost 500 contenders for mayor and council seats, only 8% of candidates spent more than $50,000. 31% spent less than $2,000.

Spending is not that predictable. Overall, spending seems to be driven mostly by the political dynamics in a particular community in a particular election. "Hot races" can mean more spending in a community in compared to elections in other years. Conversely, if fewer candidates run in an election, or if electors are less interested in the candidates or issues, spending might go down. Spending does not necessarily go up by a predictable amount each election. The following charts provide an illustration of 2008 vs. 2011 election spending in a random sample of 11 communities of various sizes. The charts demonstrate some of the potential variability in per resident spending from one election to the next.





Spending is not only variable from one election to the next, but it is also quite variable between communities of similar size. For example, the following table shows what candidates spent per resident spending differences in two sample communities in two different size groupings in 2011.

Sample of Candidate $ Per Resident Spending in Two Community Sizes

Communities 4,000 to 5,500 people:

Community	Mayor	Council
A	$5.56	$1.11
B	$0.21	$0.63

Communities 75,000 to 80,000 people:

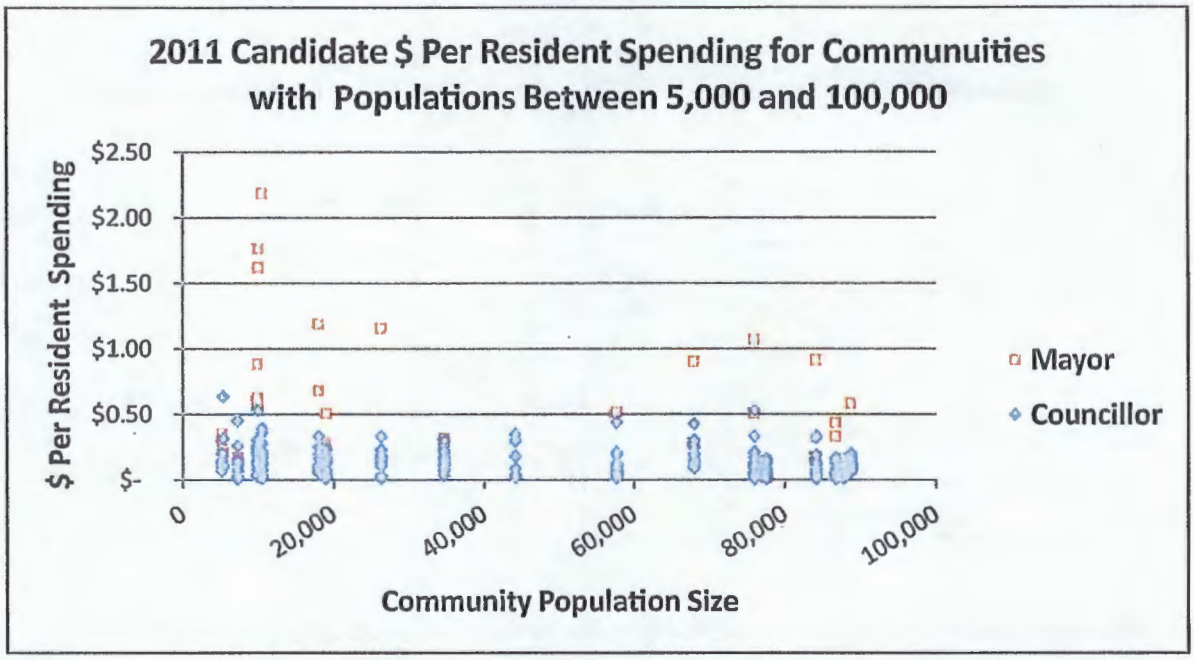
Community	Mayor	Council
C	$0.79	$0.12
D	$0.08	$0.07

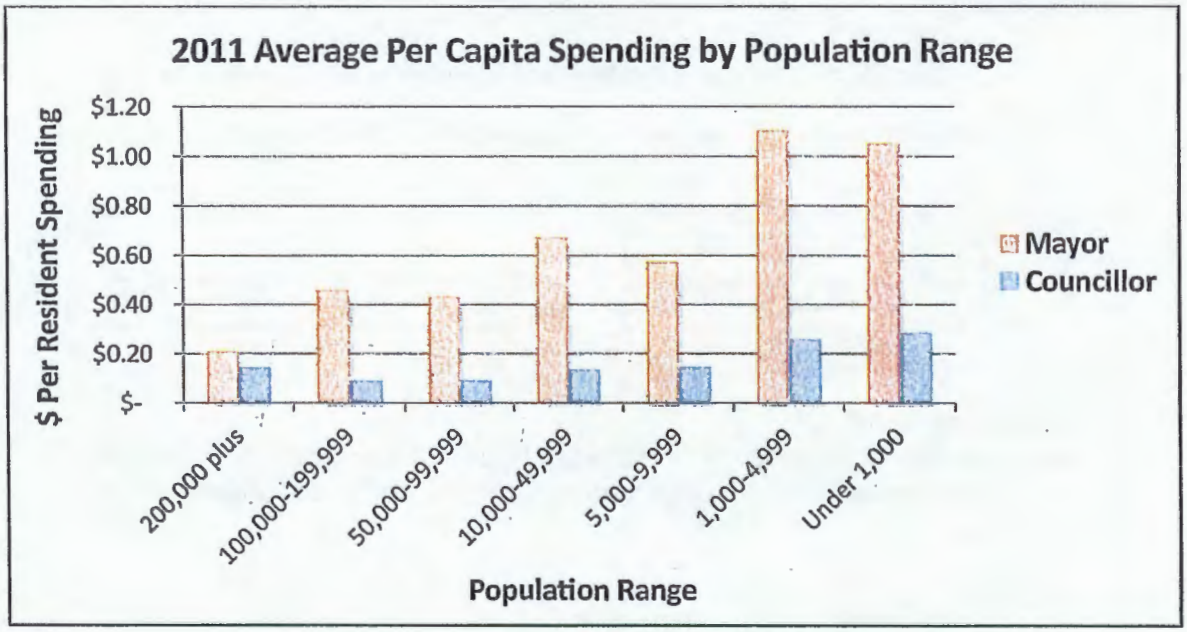
These examples suggest that

- spending in smaller communities can be high relative to the community's population, and
- spending in a community can be high relative to other similarly-sized communities.

Some candidates spend a lot more than their competitors. In communities of any size, some candidates are spending "outliers" compared to their competitors.

Mayoral candidates spend more than council candidates. Council candidates compete for one of several seats. The mayor's race is "winner take all" and may be more easily influenced by high spending in a tight race. In a sample of 492 disclosure statements from communities of all sizes in the 2011 election, mayoral candidates spent an average of almost 4 times more per resident than what council candidates spent ($0.64 per resident and $0.17 per resident respectively).





In addition to showing that mayoral candidates spend more than council candidates, the previous chart shows that per resident spending may be higher in small communities. Relatively higher per resident spending in smaller communities probably indicates that there is a certain base cost involved in campaigning, and possible economies of scale in larger communities.

Spending in Vancouver is uniquely high and appears to increase each election. In 2008, spending by all elector organizations that had at least one endorsed candidate elected, plus the spending disclosed by their endorsed candidates (whether elected or not), totalled about $4.5 million. In 2011, the total was about $5.3 million. Total spending in Vancouver is far higher than spending in any other community in BC.

Vancouver elections are unique in several ways. Vancouver is the most populous city, with almost 178,000 more people than the next largest city. Vancouver sees a consistently large number of candidates for all offices each year. It also has an elected parks board. No independent candidates were elected in 2008 or 2011. Vancouver also has longstanding tradition of elector organizations, with an apparent trend towards more formal operation (e.g. paid staff).

Other observations:

In municipal elections, elected candidates almost always spent money to campaign; generally, they spent more money than those who were not elected. There are exceptions – candidates far outspending their competitors yet failing to obtain a seat, or candidates spending nothing and still obtaining a seat. It is difficult to say whether spending money "leads" to getting elected, though, because some low-spending unsuccessful candidates may not have put much effort into free and/or low-cost methods of campaigning.

Electoral area director candidates (in regional districts) tend to spend less than council candidates. Board of Education candidates also generally spend less than council candidates.

So what do these trends mean for setting limits?

Campaign spending trends (as well as more detailed spending data) will be considered in developing an approach for setting expense limits. For example, since mayoral candidates spend more than council candidates, a higher limit for mayoral candidates would make sense. Limits should also take into account the basic campaign cost evident even in the smallest town.

Appendix 2: Expense Limits in Local Elections in Other Provinces

Which provinces have expense limits in local elections?

- Ontario – all local governments
- Quebec – local governments with populations over 5,000
- Manitoba – all local governments
- Saskatchewan - some local governments
- Newfoundland & Labrador – some local governments (St. John's)

Who sets the limits?

There are three basic approaches to setting expense limits:

- The province **adopts provincial legislation** setting the limits (Ontario, Quebec)
- The province **requires** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits (Manitoba requires all local governments to adopt a bylaw)
- The province **allows** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits (Saskatchewan, Newfoundland & Labrador)

What do the limits have in common?

Generally, the limits are sensitive to population. In provinces that set the limit, there is a formula involving a base amount plus a per elector amount. In most examples where the municipality sets the limits, the limit takes into account the number of electors.

In all cases where the limits are sensitive to population, municipalities are responsible for determining the number of electors in the jurisdiction/wards (usually through their municipally-maintained voters' lists), calculating the limits and informing candidates of their limits.

Where formulas are used, they generally have a provision for inflation tied to the Consumer Price Index.

Except for in Quebec, enforcing the limits is a local responsibility.

Caveats when looking at limits

It is difficult to compare limits because different provinces have very different rules as to how an election expense is defined, which election expenses actually count against the expense limit, and how long the period is in which spending is capped.

It can also be difficult to compare limits across jurisdictions because some cities are divided into wards. Under a ward system, council candidates compete to represent a geographically defined part of the city; usually the mayor is elected "at large" by voters across the city. Typically a candidate would not need very high limits if they are campaigning in only a small area. Toronto, Montreal and Winnipeg have wards. Currently only one BC local government uses a ward system.

In some provinces, local governments maintain a list of electors. Maintaining a voters list is not mandatory in BC. Many local governments do same-day registration.

Ontario

Provincial legislation sets the limits. Limits set by the *Municipal Election Act* apply to all local governments. The formula is the same for Toronto and for all other local governments.

Formula
Mayor - $7,500 + 85 cents per elector
Council candidate - $5,000 + 85 cents per elector
School board trustee candidate - $5,000 + 85 cents per elector

Examples – 2010 elections

Toronto (2.5 million people*)

Mayor - $1.3 million (elected at large)

Council candidates in Ward 7 - $27,464 (Ward 7 just one example; Toronto has 44 wards)

Mississauga (668,550 people*)

Mayor - $319,664

Council candidates - $27,000 to $39,000, depending on ward populations

School trustees - $23,000 to $45,000

Timmins (42,997 people*)

Mayor - $35,549

Council candidates - $7,000 to $19,000 depending on ward populations

Other notes on expense limits in Ontario

There is no regulation of third parties and no spending limits for third parties.

The 2010 local elections were the first with spending limits in place.

City administrators calculate the limits based on the estimated number of electors on the municipally-maintained voters' list and notify candidates of their limits.

Candidates' financial statements must be audited by an independent auditor before they can be filed. Enforcement of campaign finance rules is essentially a local matter.

* 2006 census population provided for sense of scale. Not all residents counted in the census would be qualified electors.

Quebec

Provincial legislation sets the limits. The limit formula is the same for all local governments.

Formula
Mayor – base of $3,780, plus 30 cents per elector up to 20,000 electors; 51 cents for each elector from 20,000 to 100,000 and 38 cents per elector for each elector over 100,000 electors
Council candidate – base of $1,890, plus $0.30 per person
Municipalities under 5,000 people are generally exempt from campaign finance rules, except for limits on how much an individual can contribute and a requirement to disclose names of contributors.

Other notes on expense limits in Quebec

Quebec amended the provincial legislation to reduce the spending limits by about 30 per cent of the previous limits. The 2013 elections were held under the new, lower limits.

Third party advertising is extremely tightly regulated. It is essentially prohibited for third parties to support candidates in ways that involve expenditure of funds (advertising, rallies, etc.). A group of electors (individual citizens) may apply for "private intervener" status during an election, but may only spend up to $300 and may only disseminate a non-partisan message on a matter of public policy (e.g. private intervener groups are forbidden to promote/oppose candidates.

Municipalities appear to be responsible for maintaining a list of electors.

Elections Quebec enforces the campaign finance rules, including expense limits.

Quebec has 1,103 municipalities. Expense limits apply in municipalities over 5,000 people. There are 185 municipalities with a population of 5,000 or more. Those 185 municipalities cover 88% of Quebec's total population.

There are just over 900 municipalities with fewer than 5,000 people. Municipalities under 5,000 people have no spending limit, and no rules regarding expenses.

Manitoba

Provincial legislation **requires** municipalities to adopt a bylaw with campaign expense limits (and other campaign finance rules, such as contribution limits); the municipality chooses the limits.

Example – formula in City of Winnipeg Bylaw (population about 633,450)

Mayor - 35 cents per elector in the city (adjusted using consumer price index) – mayor limit in 2010 about $150,000

Council candidate - 90 cents per elector in the ward (adjusted using consumer price index)

Example - City of Brandon Bylaw (population about 46,000; flat rate limit/no formula)

Mayor - $16,000

Council candidate - $4,000

Other notes on expense limits in Manitoba

Third party advertising is not specifically regulated or subject to expense limits. However, in the City of Winnipeg, expenses incurred by any individual, corporation, organization or trade union "acting on behalf of" a registered candidate count against the candidate's expense limit.

Winnipeg has had spending limits since 1990. Enforcement is essentially a local matter.

Saskatchewan

The Province **allows** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits

Example - City of Regina bylaw. Set limit (no formula specified in bylaw, though probable that a formula involving population was used to arrive at the limit)

Mayor - $62,635

Council candidate - $10,439

Newfoundland & Labrador

The Province **allows** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits. Candidates do not actually have to file an accounting of their expenses; they instead declare that they did not exceed the limits.

Example - City of St. John's bylaw.

Mayor and councillor candidates - $10,000 base amount, plus $1 per voter listed on the voters list in the ward or at-large area. Works out to around $80,000 for mayors and $25,000 for councillors.

BCEHS | BC Emergency Health Services

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January 3, 2014

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Mayor Leo Facio
Village of Harrison Hot Springs
495 Hot Springs Rd
PO Box 160
Harrison Hot Springs BC V0M 1K0

To Your Worship,

Re. Local Government Interest in First Responder Services

One of the challenges all emergency services face is ensuring the safety of the travelling public while responding to incidents using the lights and siren. Anytime a first responder agency, be it police, fire or ambulance, responds on an emergency basis, the risk of a motor vehicle incident increases, whether or not the emergency vehicle is involved directly. As you can understand, the safety of the public and the staff that provide the services to the public is important to the BCEHS board.

Additionally, all emergency service providers must ensure that there are enough resources available to provide a timely, safe and quality response to the public while also enabling resiliency in the system to respond to major incidents or other spikes in demand on any given day.

Under the Emergency Health Services Act, the Board of BC Emergency Health Services (BCEHS) is responsible for governing all emergency medical services provided in British Columbia, including those provided by both BC Ambulance Service (BCAS), first responder agencies, BC Patient Transfer Network and Trauma Services BC. We take our responsibility to patients and taxpayers seriously; we are committed to ensuring patient needs come first and using all resources as effectively and efficiently as possible.

On November 12, 2013, BCEHS President Michael MacDougall sent a letter outlining the rationale and process used to update the Resource Allocation Plan (RAP) for ambulances and first responders. The RAP assigns the appropriate resource(s) and response mode (lights and siren or routine) for over 800 different types of pre-hospital medical calls. The evidence-based review was undertaken to ensure that the right resource, responds to the right patient, at the right time and the public isn't exposed to unnecessary risk from emergency vehicles responding using lights and siren when not clinically required.

The results of the review reduced the number of call types requiring a lights and siren response and/or Advanced Life Support ambulances to attend. The review also found that first responders were not required to attend 35 per cent of the medical calls that they are now notified of by BCAS because the patients do not require their medical services. Additionally, if a first responder is assigned a lower priority medical call, there is an increased risk that

they are not available to respond to calls of a critical nature where they can have the greatest impact on a patient's outcome. The RAP does not affect the other services fire departments provide such as scene safety or vehicle extraction. A report summarizing the RAP review is available online at http://www.bcas.ca/about-us/reports-statistics/. If you wish to respond to all the incidents, irrespective of the response rating, this is an issue that we would be pleased to discuss with you.

To date, the RAP changes that affect ambulance responses have been implemented, but those affecting first responders have not. Following the review process, BCEHS heard from many municipal fire departments providing first responder services that they were interested in assuming a greater role in pre-hospital care. However, at the Union of BC Municipalities Convention (UBCM), many local governments felt that it was important to use public resources as efficiently and effectively as possible and only wanted to attend medical calls where first responders could have a significant positive impact on the patient's outcome. Most often these instances are during calls involving trauma or cardiac arrests.

It is important to note that historically first responders have driven to all medical calls using lights and siren even if the ambulance was responding routine. Since the RAP changes for ambulances were implemented earlier this fall, most fire departments in B.C. have decided to match BCAS's response mode and only drive lights and siren if the patient's condition warrants an emergency driving response. This change is a significant improvement in public safety for communities throughout B.C. and an example of the positive benefit of collaboration between the groups involved.

BCEHS and BCAS aim to provide pre-hospital patient care that is safe, timely and of high quality. The BCEHS Board of Directors believes it is important that our partners in pre-hospital care, municipalities and first responders, have an opportunity to provide input into how services are delivered, particularly when changes are being contemplated. BCEHS has been speaking with delegates at the UBCM Convention, the Fire Chiefs' Association of BC, the Greater Vancouver Fire Chiefs Association, an expanded BCEHS First Responder Committee that included several fire chiefs from throughout B.C., individual local governments and other stakeholders about the RAP changes.

BCEHS is in the process of setting up briefings for those municipalities which requested an opportunity discuss the further implementation of RAP following Mr. MacDougall's letter of November 12, 2013. If you want to provide input or require more information, please contact Shelly Drew at Shelley.Drew@bcehs.ca or call 250 474-7582.

The BCEHS Board of Directors believes that with your perspectives being considered, we will be able to provide the direction needed to ensure that the BCEHS First Responder Program can be refined in a way that meets the needs of individual communities.

Thank you in advance for your attention to this matter.

Sincerely,

G.W. (Wynne) Powell CPA, FCGA, D. Tech (Hon.)
Board Chair

FILE # DATE Jan 10/14
☒ CAO ☐ CO
☐ DCAO ☐ ADMIN/FINANCE
☐ DIRF ☐ B/L ENF
☐ MGR REV SVCS ☒ MAYOR
☐ CEDO ☒ COUNCIL
☒ OP. MGR FIRE CHIEF
ITEM A B C
COUNCIL AGENDA
DATE
INITIAL
(ITEMS: A-REQ. ACTION: B-REQ. RESPONSE C-INFO ONLY)

Head Office
PO Box 9600, Stn Prov Govt,
Victoria BC V8W 9P1

2261 Keating X Rd, Block C
Facsimile: 250 953-3119

HARRISON HOT SPRINGS
Naturally Refreshed

VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** December 6, 2013

FROM: Debra Key, Deputy Chief Administrative Officer/Corporate Officer **FILE:** 4320-50

SUBJECT: Special Occasion Licence Application – Harrison Festival of the Arts

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ISSUE:

Endorsement for Special Occasion Licence Application for public events.

BACKGROUND:

Under Section 15(9) of the Liquor Control and Licencing Regulation, if public events are to be held on lands or premises owned or operated by the local government, the applicant must first obtain written permission for the event signed by an authorized official of that government.

The Harrison Festival of the Arts has scheduled special events for 2014 and is requesting endorsements for their Special Occasion Licence Applications (dates attached).

RECOMMENDATION:

THAT Council approve the endorsement of the Harrison Festival of the Arts Special Occasion Licence Applications for the period January to July 2014.

Respectfully submitted for your consideration;

Debra Key
Deputy Chief Administrative Officer/CO

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Ian Crane
Chief Administrative Officer

Harrison Festival Society

presenting world quality performing arts including the Harrison Festival of the Arts

Dec 06, 2013

Debra Key
Deputy Chief Administrative Officer/Corporate Officer
Village of Harrison Hot Springs
Box 160, 495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

Dear Deb,

I am writing to request Council's endorsement of our Special Occasion Liquor License for the remainder of our 25th Season of Performing Arts as well as next year's Harrison Festival of the Arts. Below are the confirmed dates for our 2014 season shows, January to May. We will require licenses for each of these dates.

Saturday, January 25 - Oliver Swain's Big Machine
Saturday, February 15 - Oh My Darling
Saturday, March 8 - Matuto
Saturday, April 5 - Ken Whiteley
Saturday, April 26 - Lorne Elliott
Saturday, May 10 - Festival Fundraiser

Our 2014 Festival will run from **Saturday, July 12 to Sunday, July 20** with an opening night concert on **Friday, July 11**. We will be applying for licenses for each of the ten evenings that we present shows in the Memorial Hall.

If you or Council have any question, please do not hesitate to contact me directly.

Best Regards,

Mel Dunster
General Manager
Harrison Festival Society

Box 399 • Harrison Hot Springs • BC Canada • V0M 1K0 • (604) 796-3664
info@harrisonfestival.com • www.harrisonfestival.com

HARRISON HOT SPRINGS
Naturally Refreshed

VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO:	**Mayor and Council**	**DATE:**	**December 11, 2013**
FROM:	**Debra Key, Deputy Chief Administrative Officer/CO**	**FILE:**	**0400-50-03**
SUBJECT:	**Fraser Valley Regional District Board and Fraser Valley Regional District Hospital Board Directors and Alternates**		

ISSUE:

Appointment of representatives for the Fraser Valley Regional District Board, Fraser Valley Regional District Hospital Board Directors and Alternates and Fraser Valley Aboriginal Relations Committee.

BACKGROUND:

Section 784 of the *Local Government Act* states that each municipal director is to be appointed at pleasure by the Council among its members. Section 786 of the *Local Government Act* also states that the Council of a municipality may appoint a council member as an alternate director.

The next meeting of the Fraser Valley Regional District Board is on January 28, 2014.

RECOMMENDATION:

THAT Mayor Leo Facio be appointed to fulfil the role as municipal director for the Fraser Valley Regional District and Hospital Boards; and

THAT Councillor John Buckley be appointed to fulfil the role as alternate municipal director for the Fraser Valley Regional District and Hospital Boards; and

FURTHER THAT Councillor Allan Jackson be appointed to the Fraser Valley Aboriginal Relations Committee; and

THAT Councillor Zoltan Kiss be appointed as alternate to the Fraser Valley Aboriginal Relations Committee.

Respectfully submitted for your consideration:

Debra Key
Deputy Chief Administrative Officer/CO

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Ian Crane
Chief Administrative Officer

HARRISON HOT SPRINGS
Naturally Refreshed

VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO:	**Mayor and Council**	**DATE:**	**January 6, 2014**
FROM:	**Director of Finance**	**FILE:**	**0530**
SUBJECT:	**Interim Audit Report**		

BACKGROUND:

Each year our Auditors, McConnell, Voelkl perform an interim audit on the Village of Harrison Hot Springs. The attached report summarizes their findings for the 2013 Interim Audit.

RECOMMENDATION:

THAT Council receives the 2013 Interim Audit from McConnell, Voelkl dated December 12, 2013.

Respectfully submitted for your consideration;

DIRECTOR OF FINANCE COMMENTS:

Dale Courtice, CGA
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Ian Crane
Chief Administrative Officer

McConnell, Voelkl
CHARTERED ACCOUNTANTS
F.W. Voelkl, B.Comm., C.A.
C.M. Kelley Inc., B.B.A., C.A.

P.O. Box 819
228 Wallace St.
Hope, B.C. V0X 1L0

Office (604)869-5634
Fax (604)869-2381

INTERIM AUDIT REPORT

To the Council of the **VILLAGE OF HARRISON HOT SPRINGS**:
P.O. Box 160
Harrison Hot Springs, BC
V0M 1K0

We have reviewed and evaluated the receipts, payroll, purchasing and financial information systems, examined accounts, and adhered to Canadian generally accepted auditing procedures and standards to test the records of the **VILLAGE OF HARRISON HOT SPRINGS** for the operating period ended November 30, **2013**, and we have performed a financial review of the accounts, records, ledgers and computerized financial information system employed by the Village for the interim period then ended. Our examination included a review of council and administration policies and their implementation, review of accounting procedures, financial, management, and internal audit controls, and included such tests of supporting documents and records as we considered necessary in the circumstances.

We restricted our substantive tests, generally, to material transactions in excess of **$2,000**. and our tests did not include external confirmations of specific receipts or expenditures. This procedure, in our opinion, based on the lack of response received in the past, would not greatly enhance the expected results nor assist management in performing its control function.

Subject to our comments in the Internal Management Report dated **December 12, 2013** we are pleased to report that in all material respects, we found the accounts, records and ledgers orderly, well kept and up to date, and to the best of our knowledge from the test checks that we conducted, they accurately reflect the results of operation of the **VILLAGE OF HARRISON HOT SPRINGS** for the period tested.

CHARTERED ACCOUNTANTS

December 12, 2013
Hope, B.C.
Canada

12.4

VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO:	**Mayor and Council**	**DATE:**	**January 8, 2014**
FROM:	**Debra Key, Deputy Chief Administrative Officer/CO**	**FILE:**	**1340-01**
SUBJECT:	**Website Maintenance and Update**		

ISSUE: To approve a budget for the purposes of upgrading Village website.

BACKGROUND:

In 2010, the Village received a community rebranding to promote and market the municipality. The website was updated by incorporating the new Village logo and pages were redesigned. Since that time only minor changes and regular maintenance has been completed.

In order to provide important accessible communication for residents, visitors and the general public, staff is recommending that the website be upgraded. This will be achieved by incorporating a more modern layout that will provide easier tools to navigate the website and will enhance the user's ability to access information. The upgrade will be more refreshing by creating positive, useful content that assists in enriching community life and promoting livability in the Village of Harrison Hot Springs. The upgrade will also provide additional information about the municipality's departments, its services, Council information and available resource links.

RECOMMENDATION:

THAT Council approve a budget of up to $5,000 for the purposes of upgrading the Village's website.

Respectfully submitted for your consideration;

Debra Key
Deputy Chief Administrative Officer/CO

DIRECTOR OF FINANCE COMMENTS:

The 2014 Provisional Budget only has $1,000.00 for regular website maintenance.

Dale Courtice
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Ian Crane
Chief Administrative Officer

HARRISON HOT SPRINGS
Naturally Refreshed

VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: **Mayor and Council** **DATE: January 14, 2014**

FROM: **Lisa Grant** **FILE: 3060-2014**
Manager of Development and Community Services

SUBJECT: **Development Permit for 245 Miami River Drive (Corkal)**

ISSUE:
Consideration of a Development Permit for the construction of a new single family dwelling within the Miami River Development Permit Area.

BACKGROUND:
The applicant, Linda Corkal, applied for a Development Permit in order to facilitate the construction of a new single family dwelling at 245 Miami River Drive. As a requirement of the Miami River Development Permit Area 5, any alteration within 30 meters of Miami River requires an assessment for riparian protection, consistent with the Riparian Area Regulation (RAR).

A Development Variance Permit was issued at the February 6, 2012 Regular Council meeting that reduced the front and side setbacks to accommodate site restrictions as a result of the 15 meter Streamside Protection and Enhancement Area (SPEA). A Development Permit was not issued at that meeting because the Province and Department of Fisheries and Oceans where waiting for confirmation that the Village was willing to reduce our setbacks.

DISCUSSION:
If a development proposal is unable to comply with the 30 meter setback from the highwater mark of a watercourse, a RAR assessment is triggered. In this instance, the applicant has completed the assessment and the SPEA was reduced to 15 meters, as approved by the Ministry of Environment and is subject to certain requirements. The applicant is working with the Province to satisfy these requirements.

Development Permit condition and requirements:

1. The Streamside Protection and Enhancement Area (SPEA) is 15 m, as approved by the Ministry of Environment and shown on Schedule A, attached hereto.

2. The SPEA area should be managed as a natural vegetated area.

3. Dumping, landfill and vegetation removal and the use of pesticides is restricted in the SPEA area.

4. Any landscaping and/or revegetation should utilize native species of trees and shrubs, and be consistent with guidelines provided by Ministry of Environment.

5. A sediment control plan should be prepared and implemented prior to site preparation and construction.

Now that the RAR assessment is complete and the applicant is ready to proceed with their building permit application, it is recommended that DP 01-2014 be issued by Council.

RECOMMENDATION:
THAT Development Permit 01-2014 be issued for 245 Miami River Drive.

Respectfully submitted for your consideration;

Lisa Grant
Manager of Development and Community Services

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Ian Crane
Chief Administrative Officer

VILLAGE OF HARRISON HOT SPRINGS

DEVELOPMENT PERMIT NO. DP01-2014

1. This Development Permit No. 01-2014 is issued to:

James & Linda Corkal
119 Rivett Crescent
Yellowknife, NT X1A 3S6

as the owner (the "Permittee") and shall apply only to that certain parcel or tract of land within the Village of Harrison Hot Springs (the "Village") described below, and any and all buildings, structures, and other development thereon:

Parcel Identifier: 002-314-568

Lot 18, Block 3, Section 13, Township 4, Range 29, Meridian 6,
New Westminster District, Plan NWP9786 Meridian W6,
Except Plan 66847

(the "Lands")

Civic Address: 245 Miami River Drive, Harrison Hot Springs BC

2. This Development Permit ("DP") is issued pursuant to the *Local Government Act* and the applicable bylaws of the Village and is issued subject to compliance with all of the bylaws of the Village, except as specifically varied or supplemented by this Permit.

3. The following DP terms and conditions shall apply to the Lands:

3.1 The Streamside Protection and Enhancement Area (SPEA) is 15 m, as approved by the Ministry of Environment and shown on Schedule A, attached hereto.

3.2 The SPEA area should be managed as a natural vegetated area.

3.3 Dumping, landfill and vegetation removal and the use of pesticides is restricted in the SPEA area.

3.4 Any landscaping and/or revegetation should utilize native species of trees and shrubs, and be consistent with guidelines provided by Ministry of Environment.

3.5 A sediment control plan should be prepared and implemented prior to site preparation and construction.

4. This Permit does not constitute subdivision approval or a Building Permit and does not entitle the Permittee to undertake any work without the necessary approvals or permits. Site work must be in compliance with the above noted site plan.

5. The Permittee shall save harmless and effectually indemnify the Village from and against:

   a. any and all actions and proceedings, costs, damages, expenses, claims and demands whatsoever and by whosoever brought by reason of or in any way arising out of or related to the construction, installation, maintenance or repair of the DP Measures, including, without limitation, any and all claims for injurious affection, whether such claims arise at law or under any statute, including, without limitation, the Expropriation Act, R.S.B.C. 1996, and any amendments, rules or regulations thereto, or otherwise whatsoever;

   b. any and all expenses and costs which may be incurred by reason of or in any way arising out of or related to the construction, installation, maintenance or repair of the DP Measures resulting in damage to any property owned in whole or in part by the Village or which the Village by duty or custom is obliged, directly or indirectly, in any way or to any degree, to construct, install, maintain or repair;

   c. any and all expenses and costs which may be incurred by reason of liens for non-payment of labour materials, workers' compensation, unemployment insurance, Federal or Provincial tax, check-off or encroachments owing to mistakes in survey;

6. If works defined in this Permit are not substantially commenced within two years of the date of issuance of this Permit, this Permit expires.

7. AUTHORIZING RESOLUTION PASSED by Village of Harrison Hot Springs Council on , 2014.

THE TERMS AND CONDITIONS UPON WHICH THIS PERMIT IS ISSUED ARE HEREBY ACKNOWLEDGED.

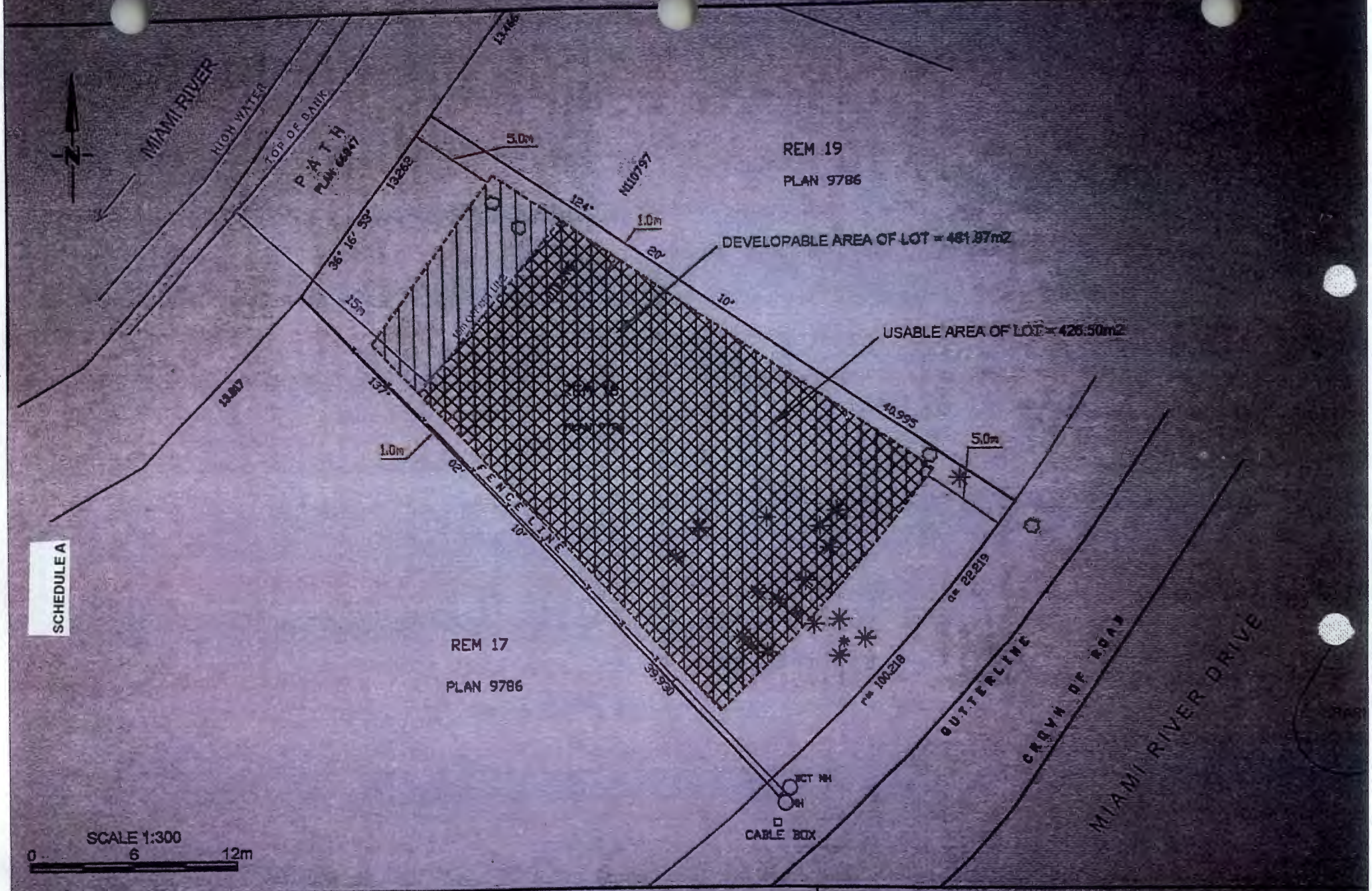
_____
Jarnes Corkal

_____
Linda Corkal

THIS PERMIT IS ISSUED this day of , 2014.

The Corporate Seal of the VILLAGE OF HARRISON HOT SPRINGS was hereunto Affixed in the presence of:	)
_____	)
Mayor	)
_____	)
Corporate Officer	)

Attachments:
Schedule A


MIAMI RIVER
HIGH WATER
TOP OF BANK
PATH
PLAN 66847
13.466
13.262
13.007
36° 16' 59"
5.0m
1.0m
124°
20°
10°
137°
15m
N110797
REM 19
PLAN 9786
DEVELOPABLE AREA OF LOT = 481.97m2
USABLE AREA OF LOT = 426.50m2
REM 18
PLAN 7798
40.995
5.0m
1.0m
02°
10°
FENCELINE
REM 17
PLAN 9786
39.930
r= 100.218
a= 22.819
GUTTERLINE
CROWN OF ROAD
MIAMI RIVER DRIVE
ECT MH
MH
CABLE BOX
SCHEDULE A
SCALE 1:300
0
6
12m
LEGEND
Property boundary
Top of bank
SPEA 15m Line
Municipal Setback
DRAFT
HEMMERA
RAR ASSESSMENT
Miami River Drive, Harrisson Hot Springs, B
SIMPLE ASSESSMENT VERSION

12.6

HARRISON HOT SPRINGS
Naturally Refreshed

VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: **Mayor and Council** **DATE: January 14, 2014**

FROM: **Lisa Grant**
Manager of Development and Community Services

SUBJECT: **District of Kent's Draft Official Community Plan**

ISSUE: The District of Kent has referred their draft Official Community Plan (OCP) to the Village of Harrison Hot Springs for comment.

BACKGROUND:
In early 2013, The District of Kent began the process to update their OCP. Throughout 2013, the District has been consulting with residents and business owners and now has a draft OCP ready for agency referral.

The *Local Government Act* requires that a local government must provide one or more opportunities for consultation with persons, organizations and authorities it considers to be affected by the OCP. Furthermore, the District must specifically consider if consultation should be early and on-going with the Regional District, Council of a neighbouring Municipality, First Nations, School and Improvement Districts, and Provincial and Federal agencies.

As neighbouring municipalities, the Village of Harrison Hot Springs (the Village) and the District of Kent share many common interests and issues. According to the draft OCP, it is projected that the population will increase in the District of Kent from 4969 to approximately 6200 people by 2040. In order to accommodate this growth the draft OCP identifies future residential growth areas, commercial expansion and industrial uses.

DISCUSSION:
While there is significant content in the draft OCP for comment, the Village's comments will be kept primarily to matters of joint interests.

Connections and Pathways
The draft OCP recognizes the need for continued collaboration with the Village and to work together to strengthen the local tourism economy. One action to assist with this is a partnership between the Village and the District of Kent that establish

linkages between the two communities. This includes bike lanes and improved bus service. The draft OCP also envisions bikes lanes along Rockwell Drive (in the District of Kent portion) that would connect these residents to the Village and Agassiz. The Village supports collaboration and partnerships with the District of Kent and other key stakeholders to improve the alternative transportation network and connections between the two communities.

Parks and Recreation
Similar to the Village, the District of Kent has many options for recreational activities whether it is activities in or around Harrison Lake, crown lands or community parks and trails. The draft OCP identifies access to the lakeshore as a priority and outlines the possibility of providing a boat launch for local residents. The draft OCP does not provide details around the potential location, timing, or programing for a new boat launch. The Village of Harrison Hot Springs requests to be consulted early in the process to establish a new boat launch to ensure that any coordination and programing of a new and the existing boat launch are complementary to each other.

Land Use Designations and Servicing
Two land use designations are applied to the lands along Rockwell Drive, north the Village, Residential – Lake Area and Commercial Marine. The draft OCP will maintain the existing land use designations for these lands. The Commercial Marine designation will allow a variety of commercial activities including: marina, restaurant, hotel, neighbourhood pub, marine service based operations and associated uses. These activities are generally consistent with activities on adjacent lands in the Village. The draft OCP has a policy that suggests a level of coordination is needed to ensure a complementary transition between lands in the Village and lands in the District of Kent.

While these activities are compatible with marine activities on lands adjacent to the Village, the draft land use designation does not identify how these lands will be serviced. In the Servicing section there is mention of coordination for long-term wastewater management for both the Village and the District of Kent along the eastern lakeshore area. If the District is seeking a cooperative approach to servicing these lands, especially the Commercial Marine lands, consultation is essential with the Village. However, the Village has an adopted council policy that states:

"2.2 Water and sanitary sewer services will not be extended beyond the boundaries of the Village except where:

a) Council approves a specific extension based on sound engineering and economic principles;
b) The adjoining jurisdiction approves the terms and conditions for the extension of the water and sanitary services; and
c) Unless otherwise directed by Council, the Village will make application to expand its boundaries to include property(ies) to which service were extended."

Any connection to the Village's servicing outside of Village boundaries is subject to the Council's approval. The District of Kent is encouraged to consult with the Village concerning how they will service a commercial marine use if the expectation is to

connect with services in the Village. The draft OCP should provide clear policy guidance for these discussions and the overall servicing expectations for this area.

Emergency Management

The issue of a secondary access route for the Rockwell Drive area has been an on-going discussion between the Village, District of Kent and the Provincial Government. The intent of the secondary access route is to address issues with emergency management for an area that has a single access route. While a secondary access route is a long term solution both the Village and District of Kent are seeking, consideration should be given to interim measures that may be help reduce some of the risks associated with this area, including but not limited to wild fires and highway blockages.

RECOMMENDATION:
THAT the Village of Harrison Hot Springs forward the Report to Council titled "District of Kent's Draft Official Community Plan", dated January 14th, 2014 to the District of Kent as our official comments in reference to the draft OCP.

Respectfully submitted for your consideration;

Lisa Grant
MANAGER OF DEVELOPMENT AND COMMUNITY SERVICES

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Ian Crane
Chief Administrative Officer

VILLAGE OF HARRISON HOT SPRINGS

HARRISON HOT SPRINGS
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REPORT TO COUNCIL

TO: **Mayor and Council** **DATE: January 15, 2014**

FROM: **Lisa Grant** **FILE: 1855-03-09**
Manager of Development and Community Services

SUBJECT: **Age-Friendly Planning Grant**

ISSUE:
An update on the status of the Age-Friendly Grant from UBCM.

BACKGROUND:
On December 9, 2013 the Village received confirmation that our grant application for an age-friendly plan was successful. The Village received $20,000 to complete the plan. Since we received this confirmation, staff has prepared a Request for Proposals (RFP) to engage a consultant to lead and prepare the age-friendly plan.

The RFP is being distributed at this time and closes on February 7, 2014. The goal is to have a consultant selected by the end of February / beginning of March 2014. The general timeline for this project, which may be subject to change, are:

- Consultation and analysis - Spring to Summer 2014;
- Draft Age-Friendly Plan – Fall 2014; and
- Finalized Age-Friendly Plan Fall/Winter 2014.

Staff will report back to Council as certain milestones are reached.

RECOMMENDATION:
THAT the report titled Age-Friendly Grant Planning be received for information.

Respectfully submitted for your consideration;

Lisa Grant
Manager of Development and Community Services

DIRECTOR OF FINANCE COMMENTS:

Dale Courtice
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Ian Crane
Chief Administrative Officer

RECEIVED

NOV 28 2013

BY VILLAGE OF HARRISON HOT SPRINGS

UBCM

Administration provided by UBCM

Funding provided by Province of B.C.

BRITISH COLUMBIA

For program information, visit the Funding Programs section at:

www.ubcm.ca

LGPS Secretariat

Local Government House
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca
Phone: (250) 356-5134
Fax: (250) 356-5119

Local Government Program Services

...programs to address provincial-local government shared priorities

FILE #		DATE	
1855-03-29		Dec 4/13.	
☐ CAO		☐ CO	
☐ DCAO		☐ ADMIN/ FINANCE	
☑ DIRF		☐ B/L ENF	
☐ MGR REV SVCS		☑ MAYOR	
☑ CEDO		☑ COUNCIL	
☐ OP. MGR			
ITEM	A	B	C
COUNCIL AGENDA			
DATE January 20/14			
INITIAL			

(ITEMS: A-REQ. ACTION: B - INFO - WRESP; C - INFO ONLY)

November 26, 2013

Mayor Facio and Council
Village of Harrison Hot Springs
Box 160
Harrison Hot Springs, BC, V0M 1K0

Re: 2014 Age-friendly Community Planning & Projects Grant Approval and Terms & Conditions

Dear Mayor and Council,

Thank you for submitting an application for the 2014 Age-friendly Community Planning & Projects grant program funded through the Seniors' Housing & Support Initiative.

I am pleased to inform you that the Evaluation Committee has approved funding for your project, *Age-friendly Plan*, in the amount of $20,000.00.

A cheque in the amount of $14,000.00 will follow shortly under separate cover. This amount represents 70 percent of the total approved grant. The remaining 30 percent will be available after a satisfactory final report and financial summary has been submitted to UBCM.

The Ministry of Health has provided funding for this program. The general Terms & Conditions for this grant are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

(1) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;

(2) All project activities must be completed within 12 months and no later than January 30, 2015;

(3) The Final Report Form is required to be submitted to UBCM within 30 days of project end date and no later than February 27, 2015.

(4) Any unused funds must be returned to UBCM within 30 days following the project end date.

We would like to encourage all grant recipients to utilize the Age-Friendly guides as part of their projects. *Becoming an Age-friendly Community: Local Government Guide*, the *Global Age-Friendly Cities Guide* and *Age-Friendly*

Rural and Remote Guide are on the UBCM website and at www.SeniorsBC.ca/agefriendly.

Please note that descriptive information regarding successful applicants under the 2014 Age-friendly Community Planning & Projects grant program will be posted on UBCM's website and all final report materials will be made available to the Ministry of Health.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to support age-friendly communities and to increase the opportunities for seniors to age in place.

If you have any questions, please feel free to contact Local Government Program Services at (250) 356-5134 or by email at lgps@ubcm.ca.

Sincerely,

Danyta Welch
Policy & Programs Officer

cc: *Lisa Grant, Manager of Development & Community Services, Village of Harrison Hot Springs*
Ian Crane, CAO, Village of Harrison Hot Springs

Enclosure

VILLAGE OF HARRISON HOT SPRINGS

HARRISON HOT SPRINGS
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REPORT TO COUNCIL

TO:	**Mayor and Council**	**DATE:**	**December 3, 2013**
FROM:	**Debra Key, Deputy Chief Administrative Officer/CO**	**FILE:**	**3900-01**
SUBJECT:	**Miscellaneous Fee Bylaw No. 1049, 2014**		

ISSUE: To introduce a new Miscellaneous Fee Bylaw.

BACKGROUND:

The existing Fee Schedule Bylaw No. 940 that was adopted in 2010 contains several references to individual bylaws that have corresponding fees attached. Since 2010, most of these bylaws have been amended or repealed and any fees have been included in the appropriate bylaw or attached as a Schedule. Miscellaneous Fee Bylaw No. 1024 was adopted in January of 2013 that provides provisions for fees for administration, public works and public property and facilities.

Many of the existing old land use bylaws incorporate language for the processes that are now redundant as they were adopted under the old *Municipal Act* and contain application fees that were updated and included in Bylaw No. 940. As legislation under the *Local Government Act* provides the authority for planning and land use management and the processes for which local governments are legislated to provide, it is not necessary to retain a bylaw for that purpose.

The new Miscellaneous Fee Bylaw No. 1049, 2014 will incorporate appropriate fees for the following:

1. Development Applications, Permits and Fees
2. Public Works Service and Fees
3. Office Administration and Miscellaneous Fees
4. Public Property or Facility for Events, Functions or Activities

Accordingly, staff is recommending that the following bylaws be repealed upon adoption of the new Miscellaneous Fee Bylaw:

a) Bylaw 464, 1986 cited as "The Corporation of the Village of Harrison Hot Springs Rezoning, Amendments to Land Use Contracts and Amendments to the Official Community Plan Form and Application Fee Bylaw No. 464, 1986" and amendments thereto;

b) Bylaw 466, 1986 cited as "The Corporation of the Village of Harrison Hot Springs Development Permit and Variance Permit Application Fee Bylaw No. 466, 1986" and amendments thereto;

c) Bylaw 715, 1998 cited as "Board of Variance Application Fee Bylaw No. 715, 1998";

d) Bylaw 940, 2010 cited as "Fee Schedule Bylaw No. 940"; and

e) Bylaw 1024, 2012 cited as "Miscellaneous Fee Bylaw No. 1024, 2012".

RECOMMENDATION:

THAT Miscellaneous Fee Bylaw No. 1049, 2014 be given first, second and third readings.

Respectfully submitted for your consideration;

Debra Key
Deputy Chief Administrative Officer/Corporate Officer

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Ian Crane
Chief Administrative Officer

HARRISON HOT SPRINGS
Naturally Refreshed

VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1049

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to establish miscellaneous fees in respect of all or part of a service of the municipality and the use of municipal property;

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 Miscellaneous Fee Bylaw No. 1049, 2014".

2. FEES

That the following schedules, which outline the fees and charges for services within the Village of Harrison Hot Springs, are attached hereto and form part of this bylaw;

Schedule A - Development Applications, Permits and Fees
Schedule B - Public Works Service and Fees
Schedule C - Office Administration and Miscellaneous Fees
Schedule D – Public Property or Facility for Events, Functions or Activities

3. SEVERABILITY

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.

4. REPEAL

The following bylaws are hereby repealed in their entirety:

a) Bylaw 464, 1986 cited as "The Corporation of the Village of Harrison Hot Springs Rezoning, Amendments to Land Use Contracts and Amendments to the Official Community Plan Form and Application Fee Bylaw No. 464, 1986" and amendments thereto;

b) Bylaw 466, 1986 cited as "The Corporation of the Village of Harrison Hot Springs Development Permit and Variance Permit Application Fee Bylaw No. 466, 1986" and amendments thereto;

c) Bylaw 715, 1998 cited as "Board of Variance Application Fee Bylaw No. 715, 1998";

d) Bylaw 940, 2010 cited as "Fee Schedule Bylaw No. 940"; and

e) Bylaw 1024, 2012 cited as "Miscellaneous Fee Bylaw No. 1024, 2012".

READINGS AND ADOPTION

READ A FIRST TIME THIS DAY OF JANUARY, 2014

READ A SECOND TIME THIS DAY OF JANUARY, 2014

READ A THIRD TIME THIS DAY OF JANUARY, 2014

ADOPTED THIS DAY OF JANUARY, 2014

Mayor	Corporate Officer

BYLAW NO. 1049
SCHEDULE "A"

DEVELOPMENT APPLICATIONS, PERMITS AND FEES

1. Official Community Plan	
(a) Application to amend the Official Community Plan	$1,000.00
(b) Application to amend the text of the Official Community Plan	$ 750.00
2. Zoning Bylaw	
(a) Application to amend the Zoning Bylaw	$1,500.00
(b) Application to amend the text of the Zoning Bylaw	$1,000.00
3. Development Permit	
(a) Application for issuance of a Development Permit	$1,000.00
(b) Application to amend a Development Permit	$ 350.00
4. Development Variance Permit	
(a) Application for issuance of a Development Variance Permit	$ 750.00
(b) Application to amend a Development Variance Permit	$ 250.00
5. Board of Variance	
(a) Application to the Board of Variance	$ 500.00
6. Subdivision Application Fees	
(a) Application for a Subdivision with 3 lots or less	$ 750.00
(b) For each additional parcel	$ 50.00
(c) Administration and inspection fees	4% on first $300,000 and 2% on remainder
7. Temporary Use Permit	
(a) Application for issuance of a Temporary Use Permit	$ 500.00
(b) Application to renew Temporary Use Permit	$ 300.00

BYLAW NO. 1049
SCHEDULE "B"

PUBLIC WORKS SERVICE AND FEES

1. **Labour**	As per the current CUPE Local 458 hourly rate Plus 50% overhead	
2. **Equipment**	Backhoe	$ 45.00/hour
	John Deere	$ 22.00/hour
	Pickup truck	$ 9.00/hour
	Dump Truck	$ 35.00/hour
	Kubota	$ 17.00/hour

BYLAW NO. 1049
SCHEDULE "C"

OFFICE ADMINISTRATION AND MISCELLANEOUS FEES

1. Copies

(a) Photocopies

Black and white	$ .30 per page
Colour	$1.00 per page
Laminating	add $1.00
Plans	$ 6.00
Audio CD	$10.00
Official Community Plan	$75.00
Zoning Bylaw	$50.00
Subdivision Bylaw	$50.00
Building Regulation Bylaw	$50.00
Design Guidelines	$25.00
Offsite legal plans/blueprints	Actual cost plus 15%

2. Tax Certificates $25.00

3. Other

(a) NSF Cheque Charge	$25.00
(b) Oaths and Affidavits	$20.00
(c) For obtaining property title search from Land Title Office	Actual cost

4. Communal Campground Fire Permit $100.00

BYLAW NO. 1049
SCHEDULE "D"

PUBLIC PROPERTY OR FACILITY FOR EVENTS, FUNCTIONS OR ACTIVITIES

Public Property

1.	Event Application Fee	
	(a) up to 100 people	$ 100.00
	(b) more than 100 people	$ 500.00
2.	Damage Deposit	
	(a) up to 100 people	$ 500.00 (maximum)
	(b) more than 100 up to 500	$2,000.00 (maximum)
	(c) greater than 500	$2,500.00 (maximum)
3.	Liability Insurance Policy	
	(a) up to 100 people	$2,000,000.00
	(b) more than 100 people	$5,000,000.00

Memorial Hall Damage Deposit & User Fee

1.	Festival of the Arts	$100.00/yr + $25/use for revenue Generating events plus applicable taxes
2.	Community groups – frequent users	$100.00/yr +25 use for revenue Generating events plus applicable taxes
3.	Private Rentals – Resident and Business Owners (non-commercial events)	$400.00 per day (8:00 a.m. to 2:00 a.m.) or $ 50.00 per hour plus applicable taxes
4.	Private Rentals – Non-Resident	$750.00 per day (8:00 a.m. to 2:00 a.m.) or $ 90.00 per hour plus applicable taxes
5.	Damage Deposit	up to a maximum of $500.00

HARRISON HOT SPRINGS
Naturally Refreshed

VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1024

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to establish miscellaneous fees in respect of all or part of a service of the municipality and the use of municipal property;

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 Miscellaneous Fee Bylaw No. 1024, 2012".

2. **FEES**

The fees established will be in accordance with Schedule "A" attached hereto and forming part of this bylaw.

3. **REPEAL**

Bylaw 964, 2011 cited as "Miscellaneous Fee Bylaw No. 964, 2011" is hereby repealed in its entirety.

Bylaw 1016, 2012 cited as "Miscellaneous Fee Amendment Bylaw No. 1016, 2012" is hereby repealed in its entirety.

4. **READINGS AND ADOPTION**

READ A FIRST TIME THIS 17th DAY OF DECEMBER, 2012

READ A SECOND TIME THIS 17th DAY OF DECEMBER, 2012

READ A THIRD TIME THIS 17th DAY OF DECEMBER, 2012

ADOPTED THIS 7th DAY OF JANUARY, 2013

Mayor

Corporate Officer

SCHEDULE "A"

MISCELLANEOUS FEES

Administration Fees

1.	COPIES	• Photocopies Plans (A1 size) Other Laminating Audio Disk • Colored copies • Official Community Plan • Zoning Bylaw • Subdivision Bylaw • Building Regulation Bylaw • Design Guidelines • Offsite legal plans/blueprints	$ 0.30 $ 6.00 $0.10 per sq in. Add $1.00 $ 10.00 $ 1.00 $ 75.00 $ 50.00 $ 50.00 $ 50.00 $ 25.00 Actual cost plus 15%
2.	TAX CERTIFICATES	• Tax certificates – each	$ 25.00
3.	OTHER	• NSF Cheque Charge • Oaths and Affidavits • For obtaining property title search from Land Title Office (per title)	$ 25.00 $ 20.00 $ 10.00

Public Property or Facility for Events, Functions or Activities

1.	APPLICATION FEE	• Non-refundable application fee per event - Up to 100 people - More than 100 people	 $ 100.00 $ 500.00
2.	DAMAGE DEPOSIT	- Up to 100 people - more than 100 up to 500 - greater than 500	$ 500.00 (maximum) $ 2,000.00 (maximum) $ 2,500.00 (maximum)
3.	LIABILITY INSURANCE POLICY	- up to 100 people - more than 100	$2,000,000.00 $5,000,000.00

Memorial Hall Damage Deposit & User Fee

	USER GROUP	*FEE*
1.	Festival	$100.00/yr + $25/use for revenue generating events Plus applicable taxes
2.	Community Groups – Frequent Users	$100.00/yr + $25/use for revenue generating events Plus applicable taxes
3.	Private Rentals - Resident and Business owners (Noncommercial events)	$400.00 per day (day is 8:00 a.m. – 2:00 a.m.) Or $ 50.00 per hour Plus applicable taxes
4.	Private Rentals (Non-Resident)	$750.00 per day (day is 8:00 a.m. – 2:00 a.m.) Or $ 90.00 per hour Plus applicable taxes

2.	DAMAGE DEPOSIT	• Damage deposit	Up to a maximum of $ 500.00

Public Works Services & Fees

1.	LABOUR	• As per the current CUPE Local 458 hourly rate plus 50% overhead	
2.	EQUIPMENT	• Backhoe • John Deere • Pick-up Truck • Dump Truck • Kubota	$ 45.00/hour $ 22.00/hour $ 9.00/hour $ 35.00/hour $ 17.00/hour

THE CORPORATION OF THE VILLAGE

OF HARRISON HOT SPRINGS

BYLAW NO. 464

A BYLAW TO ESTABLISH THE FORM AND APPLICATION

FEE TO AMEND THE OFFICIAL COMMUNITY PLAN,

A ZONING BYLAW OR A LAND USE CONTRACT

THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 464

A bylaw to establish procedures and to provide for the form and application fee to amend an Official Community Plan, a Zoning Bylaw, or a Land Use Contract.

WHEREAS THE Council has adopted an Official Community Plan/a Zoning Bylaw;

AND WHEREAS THE Council shall, under Section 954(1) of the Municipal Act, by bylaw establish procedures to amend a plan or bylaw;

NOW THEREFORE THE Council of the Corporation of the Village of Harrison Hot Springs in open meeting assembled HEREBY ENACTS AS FOLLOWS:

1. TITLE

This bylaw may be cited for all purposes as "The Corporation of the Village of Harrison Hot Springs Rezoning, Amendments to Land Use Contracts and Amendments to the Official Community Plan Form and Application Fee Bylaw No. 464, 1986.

2. SCOPE

This bylaw shall apply to the amendments to the following:

a) an official community plan
b) a zoning bylaw, and
c) a land use contract.

3. APPLICATION

1) Applications for an amendment shall be made by the owner of the land involved or by a person authorized by the owner.

2) Applications for amendments shall be made to the Clerk of the Corporation of the Village of Harrison Hot Springs on the applicable form attached hereto as Schedule "A1-A3".

4. FEE

At the time of application for an amendment the applicant shall pay to the Corporation of the Village of Harrison Hot Springs an application fee in the amount as follows:

a) Any application for Rezoning or an amendment to a Land Use Contract shall at the time of application, pay to the Clerk, as a fee for application:

i) for processing and inspection - $250.00
ii) for public hearing advertising - $150.00.

b) An application to amend the Official Community Plan adopted by the Corporation of the Village of Harrison Hot Springs shall at the time of application, pay to the Clerk, as a fee for application:

i) for processing and inspection - $250.00
ii) for public hearing advertising - $150.00.

c) Once a report has been prepared on the Rezoning, amendment to the Land Use Contract, or Official Community Plan amendment application and submitted to Council, no refund of the processing and inspection fee shall be granted. Once the public hearing notice has been confirmed for advertising, no refund of the public hearing advertising fee shall be granted.

5. **PROCESS**

Every application shall be processed by the Clerk of the Corporation of the Village of Harrison Hot Springs who shall present a report to Council for its consideration. The report shall:

a) contain a copy of the application
b) contain a copy of the proposed amendment bylaw and recommendations
c) specify whether or not the approval of the Minister of Transportation and Highways under Section 57(2) of the Highway Act or Section 979(1) of the Municipal Act is required
d) specify whether or not the application will require approval under the provisions of Section 187 of the Municipalities Enabling and Validity Act
e) state the amount of fee collected; and
f) additional relevant information.

6. **AMENDMENTS - APPROVAL OR REFUSAL**

The Council may, upon receipt of the report under Section 5 of this bylaw proceed with an amendment bylaw, or reject the application.

7. **REFUSAL**

Where an application or amendment bylaw has been refused by the Council the Clerk shall notify the applicant in writing within 30 (thirty) days immediately following the date of refusal and shall give reasons for refusal.

8. **RE-APPLICATION**

Subject to Section 954(3) of the Municipal Act, re-application for an amendment that has been refused by the Council shall not be considered within a 6 (six) month period immediately following the date of refusal.

READ A FIRST TIME THIS 10TH DAY OF FEBRUARY, 1987.

READ A SECOND TIME THIS 10TH DAY OF FEBRUARY, 1987.

READ A THIRD TIME THIS 24TH DAY OF MARCH, 1987.

RECONSIDERED AND ADOPTED THIS 14TH DAY OF APRIL, 1987.

Sterling Darberry
Mayor

Clerk

A true copy of By-Law No. 464 registered in the office of the Inspector of Municipalities this 12 day of MAY 1987.

Inspector of Municipalities

CERTIFIED A TURE AND CORRECT
COPY OF BYLAW NO. 464 AS ADOPTED.

CLERK (D.E. Fleming)

SCHEDULE "A1"

THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS

APPLICATION FOR OFFICIAL COMMUNITY PLAN AMENDMENT

Application/File No. _____

I/We hereby apply for: (check where applicable)

_____ an amendment to the text of Official Community Plan Bylaw No. 434

_____ the change in Land Use Designation of the property described as (legal description):

_____

_____

and located at (street address or general location) _____

_____

from (current designation) to (proposed designation).

Required application fee of $ _____ and the completed Official Community Plan Amendment Information Form are attached.

_____ (Date) _____ (Applicant's Signature)

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

_____ (Date) _____ (Registered Owner's Signature)

Where the Applicant is NOT the REGISTERED OWNER the Application must be signed by the REGISTERED OWNER or his SOLICITOR.

_____

FOR OFFICE USE ONLY

APPLICATION FEE $ _____ RECEIVED. Receipt No. _____

_____ (Date) _____ (Signature of Official)

OFFICIAL COMMUNITY PLAN AMENDMENT INFORMATION FORM

THE INFORMATION REQUESTED IN THIS FORM IS REQUIRED TO EXPEDITE THE APPLICATION AND ASSIST THE STAFF IN PREPARING A RECOMMENDATION.

This form is to be completed in full and submitted with all requested information, Official Community Plan Amendment Application, Application Fee and Certificate of State of Title or of Indefeasible Title for the subject property.

1.. APPLICANT AND REGISTERED OWNER

(1) Applicant's Name _____

Address _____ Postal Code _____

Telephone: Business _____ Home _____

(2) Registered Owner's Name _____

Address _____ Postal Code _____

Telephone: Business _____ Home _____

2. APPLICATION FEE

REQUIRED APPLICATION FEE: _____

3. TEXT AMENDMENT

Describe the Proposed Text Amendment _____

_____

_____

_____

4. REDESIGNATION - PROPERTY TO BE REDESIGNATED

(1) Legal Description in Full _____

_____

_____

_____

(2) Location (street address of property, general description or map)

_____

_____

_____

(3) Size of Property (area, number of parcels) _____

(4) Present Designation _____

(5) Proposed Designation _____

(6) Description of the Existing Use/Development _____

(7) Description of the Proposed Use/Development (use separate sheet if necessary)

_____

_____

_____

(8) Services Currently Existing or Readily Available to the Property (check applicable area)

Services	Currently Existing		Readily Available *	
	YES	NO	YES	NO
o Road Access	____	____	____	____
o Water Supply	____	____	____	____
o Sewage Disposal	____	____	____	____
o Hydro	____	____	____	____
o Storm Sewer	____	____	____	____

* NOTE: Readily Available means existing services can be easily extended to the subject property.

(9) Proposed Water Supply Method _____

_____

_____

_____

(10) Proposed Sewage Disposal Method _____

_____

_____

_____

(11) Approximate Commencement Date of Proposed Project _____

_____

_____

_____

5. **REASONS IN SUPPORT OF APPLICATION**

Reasons and comments in support of the application (use separate sheet if necessary)

_____

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_____

6. ATTACHMENTS

At the time of providing Application and Information Forms to the applicant the Clerk shall indicate which of the following attachments are required or not required for this Application. The Clerk may require additional information.

(1) A dimensioned Sketch Plan drawn to a scale of _____ to _____ showing, the parcel(s) or part of the parcel(s) to be redesignated and the location of existing buildings structures and uses.

REQUIRED: Yes _____ NO _____

(2) A dimensioned Site Development Plan drawn to a scale of _____ to _____ showing the proposed used, buildings and structures, highway access, etc.

REQUIRED: Yes _____ NO _____

(3) A Contour Map (Plan) drawn to a scale of _____ to _____ with contour interval of _____, if warranted by the topographic condition (of the subject site).

(4) A dimensioned Sketch Plan drawn to a scale of _____ to _____ of the proposed subdivision, where subdivision (small or large) is contemplated.

REQUIRED: Yes _____ NO _____

_____ (Date) _____ (Applicant's Signature)

_____

FOR OFFICE USE ONLY

Forms duly completed, received.

_____ (Date) _____ (Signature of Officer)

SCHEDULE "A2"

THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS

APPLICATION FOR ZONING/LAND USE CONTRACT AMENDMENT

Application/File No. _____

I/We hereby apply for: (check where applicable)

_____ an amendment to the text of Zoning Bylaw No. 444/or Land Use Contract No. _____.

_____ the rezoning of the property described as (legal description):

_____

_____

and located at (street address or general location) _____

_____

from _____ zone, to _____ zone.

Required application fee of $ _____ and the completed Rezoning/Land Use Contract Information Form are attached.

_____ (Date) _____ (Applicant's Signature)

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

_____ (Date) _____ (Registered Owner's Signature)

Where the Applicant is NOT the REGISTERED OWNER the Application must be signed by the REGISTERED OWNER or his SOLICITOR.

_____

FOR OFFICE USE ONLY

APPLICATION FEE $ _____ RECEIVED. Receipt No. _____

_____ (Date) _____ (Signature of Official)

ZONING/LAND USE CONTRACT AMENDMENT INFORMATION FORM

THE INFORMATION REQUESTED IN THIS FORM IS REQUIRED TO EXPEDITE THE APPLICATION AND ASSIST THE STAFF IN PREPARING A RECOMMENDATION.

This form is to be completed in full and submitted with all requested information, Zoning Amendment Application, Application Fee and Certificate of State of Title or of Indefeasible Title for the subject property.

1.. **APPLICANT AND REGISTERED OWNER**

(1) Applicant's Name _____

Address _____ Postal Code _____

Telephone: Business _____ Home _____

(2) Registered Owner's Name _____

Address _____ Postal Code _____

Telephone: Business _____ Home _____

(3) A copy of a State of Title Certificate, or a copy of a Certificate of Indefeasible Title, dated no more than _____ (30) days prior to submission of the application must accompany the application as a proof of ownership.

2. **APPLICATION FEE**

REQUIRED APPLICATION FEE: _____

3. **TEXT AMENDMENT**

Describe the Proposed Text Amendment _____

_____

_____

_____

4. **REZONED - PROPERTY TO BE REZONED**

(1) Legal Description in Full _____

_____

_____

_____

(2) Location (street address of property, general description or map)

_____

_____

_____

(3) Size of Property (area, number of parcels) _____

(4) Present Zoning _____

(5) Proposed Zoning _____

(6) Description of the Existing Use/Development _____

(7) Description of the Proposed Use/Development (use separate sheet if necessary)

_____

_____

_____

(8) Services Currently Existing or Readily Available to the Property (check applicable area)

Services	Currently Existing		Readily Available *	
	YES	NO	YES	NO
o Road Access	____	____	____	____
o Water Supply	____	____	____	____
o Sewage Disposal	____	____	____	____
o Hydro	____	____	____	____
o Storm Sewer	____	____	____	____

* NOTE: Readily Available means existing services can be easily extended to the subject property.

(9) Proposed Water Supply Method _____

_____

_____

_____

(10) Proposed Sewage Disposal Method _____

_____

_____

_____

(11) Approximate Commencement Date of Proposed Project _____

_____

_____

_____

5. **REASONS IN SUPPORT OF APPLICATION**

Reasons and comments in support of the application (use separate sheet if necessary)

_____

_____

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_____

6. **ATTACHMENTS**

At the time of providing Application and Information Forms to the applicant the Clerk shall indicate which of the following attachments are required or not required for this Application. The Clerk may require additional information.

(1) A dimensioned Sketch Plan drawn to a scale of _____ to _____ showing, the parcel(s) or part of the parcel(s) to be rezoned and the location of existing buildings structures and uses.

REQUIRED: Yes _____ NO _____

(2) A dimensioned Site Development Plan drawn to a scale of _____ to _____ showing the proposed used, buildings and structures, highway access, etc.

REQUIRED: Yes _____ NO _____

(3) A Contour Map (Plan) drawn to a scale of _____ to _____ with contour interval of _____, if warranted by the topographic condition (of the subject site).

(4) A dimensioned Sketch Plan drawn to a scale of _____ to _____ of the proposed subdivision, where subdivision (small or large) is contemplated.

REQUIRED: Yes _____ NO _____

_____ (Date)

_____ (Applicant's Signature)

FOR OFFICE USE ONLY

Forms duly completed, received.

_____ (Date)

_____ (Signature of Officer)

SCHEDULE "A3"

THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS

APPLICATION FOR OFFICIAL COMMUNITY PLAN
AND ZONING/LAND USE CONTRACT AMENDMENT

Application/File No. _____

I/We hereby apply for an amendment: (check where applicable)

_____ to the text of Official Community Plan Bylaw No. 434 and/or the change in the Land Use Designation,

_____ to the text of Zoning Bylaw No. 444 and/or rezoning, or Land Use Contract amendment, of the property described as (legal description):

_____

_____

and located at (street address or general location) _____

_____

from (current designation/zone) to (proposed designation/zone).

Required application fee of $ _____ and the completed Official Community Plan and Zoning/Land Use Contract Amendment Information Form are attached.

_____ (Date) _____ (Applicant's Signature)

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

_____ (Date) _____ (Registered Owner's Signature)

Where the Applicant is NOT the REGISTERED OWNER the Application must be signed by the REGISTERED OWNER or his SOLICITOR.

_____

FOR OFFICE USE ONLY

APPLICATION FEE $ _____ RECEIVED. Receipt No. _____

_____ (Date) _____ (Signature of Official)

OFFICIAL COMMUNITY PLAN AND ZONING/ LAND USE CONTRACT AMENDMENT INFORMATION FORM

THE INFORMATION REQUESTED IN THIS FORM IS REQUIRED TO EXPEDITE THE APPLICATION AND ASSIST THE STAFF IN PREPARING A RECOMMENDATION.

This form is to be completed in full and submitted with all requested information, Official Community Plan and Zoning/Land Use Contract Amendment Application, Application Fee and Certificate of State of Title or of Indefeasible Title for the subject property.

1.. **APPLICANT AND REGISTERED OWNER**

(1) Applicant's Name _____

Address _____ Postal Code _____

Telephone: Business _____ Home _____

(2) Registered Owner's Name _____

Address _____ Postal Code _____

Telephone: Business _____ Home _____

(3) A copy of a State of Title Certificate, or a copy of a Certificate of Indefeasible Title, dated no more than _____ (30) days prior to submission of the application must accompany the application as a proof of ownership.

2. **APPLICATION FEE**

REQUIRED APPLICATION FEE: _____

3. **TEXT AMENDMENT**

Describe the Proposed Text Amendment _____

_____

_____

_____

4. **REDESIGNATION - AND REZONING PROPERTY TO BE REDESIGNATED AND REZONED/LAND USE CONTRACT AMENDMENT**

(1) Legal Description in Full _____

_____

_____

_____

(2) Location (street address of property, general description or map)

_____

_____

_____

(3) Size of Property (area, number of parcels) _____

(4) Present Designation _____

(5) Proposed Designation _____

(6) Description of the Existing Use/Development _____

(7) Description of the Proposed Use/Development (use separate sheet if necessary)

_____

_____

_____

(8) Services Currently Existing or Readily Available to the Property (check applicable area)

Services	Currently Existing		Readily Available *	
	YES	NO	YES	NO
o Road Access	____	____	____	____
o Water Supply	____	____	____	____
o Sewage Disposal	____	____	____	____
o Hydro	____	____	____	____
o Storm Sewer	____	____	____	____

* NOTE: Readily Available means existing services can be easily extended to the subject property.

(9) Proposed Water Supply Method _____

_____

_____

_____

(10) Proposed Sewage Disposal Method _____

_____

_____

_____

(11) Approximate Commencement Date of Proposed Project _____

_____

_____

_____

5. **REASONS IN SUPPORT OF APPLICATION**

Reasons and comments in support of the application (use separate sheet if necessary)

_____

_____

_____

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_____
_____

6. **ATTACHMENTS**

At the time of providing Application and Information Forms to the applicant the Clerk shall indicate which of the following attachments are required or not required for this Application. The Clerk may require additional information.

(1) A dimensioned Sketch Plan drawn to a scale of _____ to _____ showing, the parcel(s) or part of the parcel(s) to be redesignated, rezoned and the location of existing buildings structures and uses.

REQUIRED: Yes _____ NO _____

(2) A dimensioned Site Development Plan drawn to a scale of _____ to _____ showing the proposed used, buildings and structures, highway access, etc.

REQUIRED: Yes _____ NO _____

(3) A Contour Map (Plan) drawn to a scale of _____ to _____ with contour interval of _____, if warranted by the topographic condition (of the subject site).

(4) A dimensioned Sketch Plan drawn to a scale of _____ to _____ of the proposed subdivision, where subdivision (small or large) is contemplated.

REQUIRED: Yes _____ NO _____

_____ (Date)

_____ (Applicant's Signature)

_____

FOR OFFICE USE ONLY

Forms duly completed, received.

_____ (Date)

_____ (Signature of Officer)

THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 571

Being a bylaw of the Corporation of the Village of Harrison Hot Springs to amend the application fee payable to the Official Community Plan, Zoning Bylaw or Land Use Contract.

WHEREAS: the Council of the Corporation of the Village of Harrison Hot Springs has adopted "The Corporation of the Village of Harrison Hot Springs Rezoning, Amendments to Land Use Contracts and Amendments to the Official Community Plan Form and Application Fee Bylaw No. 464, 1986.";

AND WHEREAS: the Council of the Corporation of the Village of Harrison Hot Springs deems it necessary and expedient to amend the amount of application fee payable;

NOW THEREFORE: the Council of the Corporation of the Village of Harrison Hot Springs in open meeting assembled, HEREBY ENACTS AS FOLLOWS:

1. Section 4(a)(i) of Bylaw No. 464 is amended by deleting the figure of $250.00 and substituting therefor the figure of $700.00.

2. Section 4(a)(ii) of Bylaw No. 464 is amended by deleting the figure of $150.00 and substituting therefor the figure of $300.00.

3. Section 4(b)(i) of Bylaw No. 464 is amended by deleting the figure of $250.00 and substituting therefor the figure of $700.00.

4. Section 4(b)(ii) of Bylaw No. 464 is amended by deleting the figure of $150.00 and substituting therefor the figure of $300.00.

5. This bylaw may be cited for all purposes as "Official Community Plan and Zoning Amendment Fee Amendment Bylaw 571, 1992."

READ A FIRST TIME THIS 12TH DAY OF MAY, 1992.

READ A SECOND TIME THIS 12TH DAY OF MAY, 1992.

READ A THIRD TIME THIS 12TH DAY OF MAY, 1992.

RECONSIDERED AND ADOPTED THIS 14TH DAY OF MAY, 1992.

MAYOR (Robert S. Watchorn) **CLERK (Eric McMurran)**

THE CORPORATION OF THE VILLAGE

OF HARRISON HOT SPRINGS

BYLAW NO. 466

A BYLAW TO PROVIDE FOR THE FORM AND

APPLICATION FEE FOR THE ISSUANCE OF DEVELOPMENT

VARIANCE PERMITS AND DEVELOPMENT PERMITS

THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 466

A Bylaw to provide for the form and application fee for the issuance of Development Variance Permits and Development Permits

WHEREAS the Council may pursuant to Section 974 of the Municipal Act by resolution upon the application of an owner of land issue a development variance permit;

AND WHEREAS the Council may pursuant to Section 976 of the Municipal Act by resolution issue a development permit;

AND WHEREAS the Council may pursuant to Section 980 and Section 988 of the Municipal Act provide for the form of permits, and the application fee chargeable, for the issuance of such permits;

AND WHEREAS the Council shall, pursuant to Section 954 of The Municipal Act, by bylaw establish procedure to amend a plan or bylaw;

NOW THEREFORE the Council of the Corporation of the Village of Harrison Hot Springs, in open meeting assembled, ENACTS AS FOLLOWS:

(1) This bylaw may be cited for all purposes as "The Corporation of the Village of Harrison Hot Springs Development Permit and Variance Permit Application Fee Bylaw, No. 466; 1986".

(2) This bylaw shall apply to the issuance of and application fees for:

(a) development variance permits
(b) development permits.

(3) Development variance permits shall be issued by Council resolution in accordance with the provisions of Section 974 (1) of the Municipal Act.

(4) Development permits shall be issued by Council resolution in accordance with the provisions of Section 976 (2) of the Municipal Act.

(5) Applications for permits shall be made by the Registered Owner of the land to be developed or his duly authorized agent to the Clerk of the Village on the form of application attached hereto as Schedule "A".

(6) At the time of application for a permit or an amendment to an existing permit, the applicant shall pay to the Village an application fee of $300 for the purpose of processing, inspecting, and advertising the application.

(7) Every application shall be processed by the Clerk of the Village who shall present a report to Council for its consideration. The report shall:

(a) contain a copy of the application;
(b) contain a copy of the proposed permit and recommendations;
(c) state the amount of fee collected;
(d) state the proposed security to be posted by the permittee if any; and
(e) additional relevant information.

(8) The Council may, upon receipt of the report under Section 7 of this bylaw:

(a) authorize the issurance of the permit;
(b) authorize the issuance of the proposed permit as amended by the Council in its resolution;
(c) refuse to authorize the issuance of the permit.

(9) Where a permit has been refused by the Council the Clerk shall notify the applicant in writing within 30 (thirty) days immediately following the date of refusal and shall give reasons for refusal.

(10) Subject to Section 954(3) of the Municipal Act, re-application for a permit that has been refused by the Council shall not be considered within a 6 (six) month period immediately following the date of refusal.

(11) Permits shall be generally in the form of the permit attached hereto as Schedule "B".

(12) Where a permit is issued, the Village shall file notice in the Land Title Office in a form prescribed by the Registrar of Title and attached hereto as Schedule "C", pursuant to Section 980(8) of the Municipal Act. In accordance with Section 980(10) of the Municipal Act, where a notice is filed, the terms of the permit or any amendment to it are binding on all persons who acquire an interest in the land affected by the permit.

(13) Attached to and hereby made an integral part of this Bylaw are the following schedules:

Schedule "A" - Application for Permit
Schedule "B" - Development Permit/Development Variance Permit
Schedule "C" - Notice of Permit

READ A FIRST TIME THIS 10TH DAY OF FEBRUARY, 1987.

READ A SECOND TIME THIS 10TH DAY OF FEBRUARY, 1987.

READ A THIRD TIME THIS 24TH DAY OF MARCH, 1987.

RECONSIDERED AND FINALLY PASSED AND ADOPTED THIS 14TH DAY OF APRIL, 1987.

Mayor

Clerk

CERTIFIED A TRUE AND CORRECT
COPY OF BYLAW NO. 466 AS ADOPTED.

CLERK (D.B. Fleming)

A true copy of By-Law No. 466 registered in the office of the Inspector of Municipalities this 12 day of MAY 1987.

Inspector of Municipalities

SCHEDULE "A"

THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS

APPLICATION FOR DEVELOPMENT PERMIT/DEVELOPMENT VARIANCE PERMIT

FILE NO. _____

TO BE FILLED BY APPLICANT:

(I) (We) _____
(Name of Registered Owner/Authorized Agent)

of _____
(Address)

Telephone: _____

hereby make application under the provisions of the Corporation of the Village of Harrison Hot Springs Development Permit and Variance Permit Application Fee Bylaw for a Development Permit/Development Variance Permit to permit the development described below upon:

_____
_____
_____
_____
(Legal Description of Property)

Brief Description of Proposed Development:

_____
_____
_____
_____
_____

(Including plans and specifications of the proposed development drawn to scale and attached hereto, where applicable).

(1) The above property is designated as a Development Permit Area in the Official Community Plan.

(2) In order to develop the property, I require the variation of or am required to provide a variation of the following land use regulations:

_____
_____
_____
_____
_____

(3) Present zoning of the property is _____.

(4) Consents to this Application

A letter of authorization or consent from each person holding any registered interest in the land is hereby attached.

Persons holding registered interests in the land affected are as shown on the attached Certificate of Title.

SCHEDULE "B"

THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS

DEVELOPMENT PERMIT/DEVELOPMENT VARIANCE PERMIT

FILE NO. _____

Issued To: _____

(Registered Owner according to Land Title Office, hereinafter referred to as the Permittee)

Address: _____

_____

(1) This Development Permit/Development Variance Permit is issued subject to compliance with all of the Bylaws of the Village applicable thereto, except as specifically varied or supplemented by this permit.

(2) This Development Permit/Development Variance Permit applies to and only to those lands within the Village described below, and any and all buildings, structure and other development thereon:

_____

_____

_____

_____

(Legal Description of Property)

(3) The above property has been designated as a Development Permit Area in the Official Community Plan for the purpose of

_____

_____

_____

(4) The Zoning Bylaw)
The Subdivision Bylaw) Strike out the inapplicable
Existing Land Use Contract No.)
are varied or supplemented as follows:

_____

_____

_____

_____

_____

(5) (a) The following conditions and requirements are imposed:

_____

_____

_____

_____

_____

(b) The following standards for landscaping are imposed:

(i) All landscaping works and planting materials shall be provided in accordance with the landscaping plan and specifications thereon, which form part of this permit and is attached hereto as _____.

(ii) All planting materials provided shall be able to survive for a period for one (1) year from the date of the situ approval by the Village.

(6) The development shall be carried out according to the following time schedule:

_____

_____

_____

(7) (a) As a condition of the issuance of this permit, the Village is holding the security set out below to ensure satisfactory provision of landscaping in accordance with the terms and conditions as set forth in Clause 5(b) above. There is filed accordingly:

(i) Cash in the amount $ _____.
(ii) An Irrevocable Letter of Credit in the amount of $ _____;
or
(iii) Security offered by the Permittee and accepted by the Village in the amount of $ _____.

(b) Council is also holding security set out below to ensure construction carried out has not created an unsafe condition due to a contravention of the terms and conditions of this permit. There is filed accordingly:

(i) Cash in the amount $ _____.
(ii) An Irrevocable Letter of Credit in the amount of $ _____;
or
(iii) Security offered by the Permittee and accepted by the Village in the amount of $ _____.

for the purpose of _____

_____

_____

_____

(c) Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. A condition of the posting of the security is that should the Permittee fail to carry out the works or services as hereinabove stated, according to the terms and conditions of this permit within the time provided, the Village may use the security to complete these works or services by its servants, agents or contractors, and any surplus shall be paid over to the Permittee.

(d) Should the Permittee carry out the works and services permitted by this permit within the time set out above, the security shall be returned to the Permittee, provided that a sum of ten percent (10%) of 7(a) above shall be withheld by the Village. Should the Permittee fail to remedy any aspect of the landscaping not in accordance with the approved plan, as determined by the year-end inspection, the Village may deduct the cost of remedying the defect from the said deposit and recoup additional costs from the Permittee.

(8) The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit shall form a part hereof.

(9) This permit shall lapse if the Permittee does not substantially commence the development or the first phase of a phased development permitted by this permit within two (2) years of the date of this permit.

THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 572

Being a Bylaw of the Corporation of the Village of Harrison Hot Springs to amend the application fee payable for the issuance of Development Permits and Development Variance Permits.

WHEREAS: the Council of the Corporation of the Village of Harrison Hot Springs has adopted "The Corporation of the Village of Harrison Hot Springs Development Permit and Development Variance Permit Application Fee Bylaw No. 466, 1986.";

AND WHEREAS: the Council of the Corporation of the Village of Harrison Hot Springs deems it necessary and expedient to amend the amount of the fee payable;

NOW THEREFORE: the Council of the Corporation of the Village of Harrison Hot Springs in open meeting assembled, HEREBY ENACTS AS FOLLOWS:

1. Section (6) of Bylaw 466 is amended by deleting the figure of $300.00 and substituting therefor the figure of $600.00.

2. This bylaw may be cited for all purposes as "Development Permit and Development Variance Permit Application Fee Amendment Bylaw No. 572, 1992."

READ A FIRST TIME THIS 12TH DAY OF MAY, 1992.

READ A SECOND TIME THIS 12TH DAY OF MAY, 1992.

READ A THIRD TIME THIS 12TH DAY OF MAY, 1992.

RECONSIDERED AND ADOPTED THIS 14TH DAY OF MAY, 1992.

MAYOR (Robert S. Watchorn) **CLERK (Eric McMurran)**

THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 715

Being a bylaw of the Corporation of the Village of Harrison Hot Springs to impose a fee for applications to the Board of Variance .

WHEREAS: Council may, by bylaw, impose a fee for applications to the Board of Variance;

NOW THEREFORE: the Council of the Corporation of the Village of Harrison Hot Springs in open meeting assembled HEREBY ENACTS AS FOLLOWS:

1. This bylaw may be cited for all purposes as "Board of Variance Application Fee Bylaw No. 715, 1998."

2. At the time of making an application to the Board of Variance the applicant shall pay to the Village an application fee of $100.00.

READ FOR A FIRST TIME THIS 19TH DAY OF MAY, 1998.

READ FOR A SECOND TIME THIS 19TH DAY OF MAY, 1998.

READ FOR A THIRD TIME THIS 19TH DAY OF MAY, 1998.

ADOPTED THIS 2ND DAY OF JUNE, 1998.

MAYOR (Don Ramsay) **CLERK (Mark Brennan)**

VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 940

A bylaw to establish fees

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to establish fees in respect of all or part of a service of the municipality and the use of municipal property;

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 Fee Schedule Bylaw No. 940."

2. FEES

The fees established will be in accordance with Schedule "A" attached hereto and forming part of this bylaw.

3. REPEAL

(a) "Village of Harrison Hot Springs Bylaw No. 933 Fee Schedule is hereby repealed in its entirety".

4. READINGS AND ADOPTION

READ A FIRST TIME THIS 3rd DAY OF MAY, 2010

READ A SECOND TIME THIS 3rd DAY OF MAY, 2010

READ A THIRD TIME THIS 3rd DAY OF MAY, 2010

ADOPTED THIS 12th DAY OF MAY, 2010

Mayor

Corporate Officer

SCHEDULE "A"

FEES

Business Licenses – Bylaw No. 908

Nature of Business		Particulars	Fee Payable
1.		Transfer Fee	$ 25.00
2.	AMUSEMENT/ RECREATION	• Automatic Vending • Amusement Park • Campground • Rentals • Spa • Swimming Pool	$ 100.00
3.	AUTOMOBILE SERVICE	• Service Station	$ 100.00
4.	CONTRACTORS	• Any kind of Contractor	$ 100.00
5.	DOOR TO DOOR or DIRECT SALES	• Solicitation of orders of any kind of product or service	$ 100.00

6.	LODGING	• Hotels/motels • Bed and Breakfast	$ 100.00
7.	MARINE	• Watercraft rentals and sales • Marine charters, cruises • Watercraft Service Repairs • Marina/ Moorage	$ 100.00
8.	PUBLIC SERVICE & MISCELLANEOUS	For any person or business as follows: • Pub/Lounge • Beer and Wine Store • Barber/ Beauty Salon • Home-based Business • Insurance Agent • Janitor/ Cleaning Service • Laundromat • Photography Studio • Restaurant • Retail • Vending Carts • Take Out/Food Sales	$ 100.00

Animal Licensing & Control – Bylaw No. 653, 735, 881

1.	DOG LICENCE FEES	• For each dog • For each spayed/neutered dog • For each replacement licence • Assistance Dog	$ 30.00 $ 10.00 $ 2.00 No Fee
2.	IMPOUNDMENT FEES	• For a dog licenced for the current year	$ 30.00

		• For each subsequent impoundment • For an unlicenced dog • Boarding fee for each day or part day of detention • Vicious Dog	$ 50.00 $ 50.00 plus licence fee $ 15.00 $ 500.00
3.	EUTHANASIA AND DISPOSAL	• Euthanasia of a dog by the Pound Keeper • Disposal of a dog by the Pound Keeper	$ 75.00 $ 75.00

Building Permit Fees – Bylaw No. 581

1.	BUILDING PERMIT FEES	• Application fee (applied to Building Permit) • Minimum fee for any building permit • Damage Deposit • Landscape Deposit • For recall fee (when inspector is called to site prematurely	$ 150.00 $ 150.00 $ 500.00 $ 100.00 $ 50.00
2.	VALUATION (PER m²)	BUILDING TYPE • Single story residence on a crawl space or concrete slab • Split level residence (total all floors) • Two Story Home First Floor Second Floor • Detached garage or accessory building • Attached garage • Attached carport or deck with roof	Cost per m² $ 753.00 $ 700.00 $ 753.00 $ 430.00 $ 270.00 $ 235.00 $ 215.00

		• All multi-family dwellings and all other non-residential buildings and structures	$ 430.00 or as determined by a verified contract price, whichever is the lesser
3.	PERMIT FEES VALUATION	$0-$10,000 $10,001-$200,000 $200,000 and up	$ 150.00 minimum $ 150.00 plus 0.75% of valuation $1,600 plus 0.5% of valuation
4.	MOVING BUILDINGS	• Moving a building	$ 150.00
5.	RE-APPLICATIONS	• Where no changes are proposed in design or sitting, for a re-application for a building permit which has lapsed	$ 75.00
6.	SPECIALIZED KNOWLEDGE	• Building requiring specialized technical knowledge (includes Commercial, Industrial, Institutional and Multiple Family Dwelling)	All applicable fees listed in this Schedule and in addition all consultants' professional fees incurred by the Village
7.	PLUMBING PERMIT	• For a permit to install Plumbing: - For any number of fixtures up to 10 - For each additional fixture in excess of 10	$ 150.00 $ 7.00

8.	CHIMNEY PERMIT	• For a permit to install a chimney to serve a solid fuel or oil burning appliance	$ 150.00 per unit $ 100.00 per unit with building permit
9.	FIREPLACE PERMIT	• For permit to install a fireplace (masonry or factory-built chimney)	$ 150.00
10.	OTHER PERMITS	• For permit to situate a factory-built or modular home • For permit to erect fencing around a swimming pool • For permit to install swimming pool with fence • Demolish a structure	$ 150.00 $ 75.00 $ 150.00 $ 50.00

Blasting Permit

1.	BLASTING PERMIT	• Small Blasting Permit • Large Blasting Permit	$ 50.00 $ 50.00

Water Connection Charges and Regulations – Bylaw No. 730, No. 734, & No. 742

WATER

1.	USER FEES	Flat Rate User Fee: • Residential – per dwelling unit per year • Residential swimming pool Metered Rate User Fee • per cubic meter	 $ 311.00 $ 311.00 $ 0.51

2.	CONNECTION	Connection Fees:	$150.00 Actual Cost minimum $ 800.00 deposit
	INSPECTION	• Water Turn on/off	$ 45.00 each visit
	DISCONNECTION	Inspection Fee	$ 50.00 each visit
		Disconnection Fee	$ 150.00

Water Frontage Charges Bylaw No. 889

1.	FRONTAGE CHARGES	• Per metre	$ 11.14

Sewer Connection Charges and Regulations – Bylaw No. 242, No. 743, & No. 805

SEWER

1.	USER FEES	Flat Rate User Fees:	
		• Dwelling (per dwelling unit)	$ 150.00
		• Hotel (per room)	$ 86.00
		• Motel (per room)	$ 86.00
		• Campground, R.V. Park	
		1-10 sewered spaces (each)	$ 59.70
		11-20 sewered spaces (each)	$ 43.00
		21 or more sewered spaces (each)	$ 21.80
		Sewered campsite sani-dumps (each)	$ 59.70
		Fixtures (each)	$ 59.70
		• Church	$ 140.00

		• Barbershop, Beauty Salon • Laundry • Coin Laundry (per machine) • Commercial Pool • Spa • Licensed Establishment (per seat) • Restaurant, Café (per seat) • School (per classroom) • Retail Establishment • Service Station • Office • Holiday Park (per space) • Repair Shop • Storage/maintenance shop • Swimming Pools and/or Spa Pools that discharge water on a constant basis and are metered	$ 354.30 $5,369.00 $ 37.60 $2,193.80 $ 880.50 $ 14.40 $ 14.40 $ 172.00 $ 140.00 $ 280.80 $ 140.00 $ 75.30 $ 140.00 $ 100.00 $ .41/m³
2.	CONNECTION INSPECTION DISCONNECTION	Connection Fees: Inspection Fee Disconnection Fee	$150.00 Actual cost minimum $ 800.00 deposit $ 50.00 each visit $ 150.00

Sewer Frontage Bylaw No. 891

1.	FRONTAGE CHARGES	Per metre	$ 9.28

Tree Cutting Permit – Bylaw No. 695

1.	TREE CUTTING PERMIT	• Tree cutting permit application fee	$ 40.00

Sign Permits – Bylaw No. 479

1.	SIGN PERMITS	• Sign fee • Awning Permit	$ 75.00 $ 75.00

Subdivision Applications – Bylaw No. 578

1.	SUBDIVISION APPLICATIONS	• 3 lots or less • Each additional lot • Administration/inspection fee • Minimum administration inspection	$ 750.00 $ 50.00 4% on first $300,000 and 2% on remainder $ 500.00

Variance Application – Bylaw No. 715

1.	BOARD OF VARIANCE APPLICATION	• Board of Variance Application	$ 500.00

Miscellaneous Fees

1.	COPIES	• Photocopies Plans (A1 size) Other Laminating • Colored copies • Official Community Plan • Zoning Bylaw • Subdivision Bylaw • Building Regulation Bylaw • Design Guidelines • Offsite legal plans/blueprints	$ 0.30 $ 6.00 $0.10 per sq in. Add $1.00 $ 1.00 $ 75.00 $ 50.00 $ 50.00 $ 50.00 $ 25.00 Actual cost plus 15% Plus taxes
2.	TAX CERTIFICATES	• Tax certificates – each	$ 25.00
3.	OTHER	• NSF Cheque Charge • Oaths and Affidavits • For obtaining property title search from Land Title Office (per title) • For obtaining and/or providing a copy of an instrument registered on the property title • For registration of Land Title Act Section 215 Covenant or other charge (per covenant or charge) • For discharge or Land Title Act, Section215 Covenant or other charge (per covenant or charge)	$ 25.00 $ 20.00 $ 10.00 Actual Cost $ 90.00 $ 35.00 $ 60.00

		• For registration on title or priority agreements (per priority agreement)	

OCP, Rezoning & Land Use Applications – Bylaw No. 571

1.	APPLICATION FEES	• Zoning/Plan amendment • Zoning Text Amendment • Official Community Plan amendment - OCP Text Amendment If Public Hearing waived	$ 1,500.00 $ 1,000.00 $ 1,000.00 $ 750.00 $ 350.00

OCP Amendment – Bylaw No. 920

1.	TEMPORARY COMMERCIAL PERMITS	• Temporary Commercial Permit • Extend Temporary Commercial Permit	$ 550.00 $ 300.00

Development & Development Variance Permits – Bylaw No. 572

1.	APPLICATION FEES	• Development Permit application fee - Regular - With variance • Development Variance Permit application fee • Development Permit amendment	 $ 1,000.00 $ 1,250.00 $ 750.00 $ 350.00

Campfire Permits – Bylaw No. 916

1.	APPLICATION FEES	• Communal Campground campfire permit – per year	$ 100.00

Boat Launch & Parking Lot Regulation– Bylaw No. 898

1.	FEES	• Launch Fee	$ 18.00 (tax included)
		• Parking per day	$ 7.00 (tax included)
		• Seasons Pass	$ 100.00 (plus tax)
		• Fleet Pass	$ 250.00 (tax included)

Marina User Rates – Marina User Regulation Bylaw No. XXX

1.	FEES	• Commercial Moorage at Harrison Lake Port Facility:	
		o Monthly Rate for periods of 15 days or more, per foot of vessel length;	$3.00 / foot / month
		o Daily Rate for periods of 14 days or less, per foot of vessel length;	$0.75 / foot / day
		• Public Moorage at Harrison Lake Float Plane Facility:	
		o Daily Rate for periods of 14 days or less, per foot of vessel length;	$1.00 / foot / day

Nuisance, Noxious or Offensive Trades, Health and Safety Fees – Bylaw No. 829

1.	FEES	• Initial property inspection Each additional inspection	$ 200.00 $ 200.00
2.	PERMITS	• Re-occupancy permit	$ 250.00

Fire Alarm False Alarm Fees – Bylaw No. 832

1.	FEES	• First false alarm • Second false alarm • Third false alarm • Fourth or subsequent false alarm – for each occurrence	$ 75.00 $ 100.00 $ 300.00 $ 1,000.00

Fees for Use of Public Property or Facility for Events, Functions or Activities

1.	APPLICATION FEE	• Non-refundable application fee per event - Up to 100 people - More than 100 people	 $ 100.00 $ 500.00
2.	DAMAGE DEPOSIT	- Up to 100 people - more than 100 up to 500 - greater than 500	$ 500.00 $ 2,000.00 $ 2,500.00
3.	LIABILITY INSURANCE POLICY	- up to 100 people - more than 100	$2,000,000.00 $5,000,000.00

Memorial Hall Damage Deposit & User Fee

1.	USER FEES	• Any organization or individual • Community Groups registered through Parks and Recreation Commission (exempt from Damage Deposit) • Festival of the Arts • Other	$ 350.00/day $ 25.00/mo $ 1,000.00/yr $ 100.00/day Plus taxes
2.	DAMAGE DEPOSIT	• Damage deposit	$ 500.00

Public Works Services & Fees

1.	LABOUR	• Labourer 1 • Labourer 2 • Leadhand • Equipment Operator	$ 35.83/hour $ 36.95/hour $ 42.28/hour $ 39.56/hour
2.	EQUIPMENT	• Backhoe • John Deere • Pick-up Truck • Dump Truck • Kubota	$ 45.00/hour $ 22.00/hour $ 9.00/hour $ 35.00/hour $ 17.00/hour

VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 916

Being a Bylaw to establish regulations for the burning of outdoor fires

---

WHEREAS Section 8 (3) (h) of the *Community Charter* provides that a Council may, by bylaw, regulate, prohibit and impose requirements in relation to the protection and enhancement of the well-being of its community in relation to the matters referred to in section 64;

AND WHEREAS: Section 64 (c) of the *Community Charter* provides that the authority of a council, under section 8 (3) (h) may be exercised in relation to the emission of smoke, dust, gas, sparks, ash, soot, cinders, fumes or other effluvia that is liable to foul or contaminate the atmosphere;

AND WHEREAS: Council deems it desirable to regulate the outdoor burning of wood for campfires within the Village of Harrison Hot Springs (the Village);

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

1. CITATION

1.1 This Bylaw may be cited for all intents and purposes as the "Outdoor Campfire Regulation Bylaw No. 916, 2009".

2. DEFINITIONS

In this Bylaw:

"Bylaw Enforcement Officer" means the person appointed from time to time by Council for the purpose of administering the provisions of the bylaw;

"Campground" means land provided for the seasonal or temporary accommodation of the traveling public using tents or recreational vehicles, but excludes a mobile home park;

"Camping Space" means a site in a campground used by a trailer, recreational vehicle or tent;

"Corporate Officer" means the Corporate Officer of the Village;

"Communal Campfire" means a campfire that would be used by a campground for their patrons and located in a central area away from external roadways of the campground;

"Construction Material" means any material used for or originating from any new construction, renovation or demolition of a building or structure and includes wood products;

"Fire Chief" means the Chief of the Fire Department as appointed by the Village;

"Fire Department Officer" means the Fire Chief, Deputy Fire Chief, Captain, or other officer of the Harrison Hot Springs Fire Department;

"Operator" means the operator, manager, owner or other person responsible for the management and operation of a Campground.

"Recreational Vehicle" means a trailer, camper, motorhome, either self propelled, towed or carried, designed for the express use of camping and travel.

3. SCOPE

3.1 No campground shall allow a Communal Campfire to be set without first obtaining a valid campfire permit for each Communal Campfire on their lands.

3.2 Communal Campfires may be set and kindled using only dry seasoned wood, or a wood product designed for campfires that burn with little smoke or residue.

3.3 Communal Campfires shall only be set between the hours of 5:00 p.m. to 10:00 p.m. All campfires shall be completely extinguished and smokeless by 10:30 p.m.

3.4 Each Communal Campfire shall be contained within a fire ring or contained area not larger than four feet in diameter.

4. PERMITS

4.1 The Corporate Officer or Fire Chief shall have the authority to grant, suspend or revoke a Campfire Permit.

4.2 The application for a Campfire Permit shall be in a form prescribed from time to time by Council.

4.3 All Campfire Permits shall be issued so as to terminate on the 31st day of December in each calendar year, regardless of when the permit was issued.

4.4 The application form shall be delivered to the Village Office and shall be accompanied by the Campfire Permit fee as specified in the Fee Schedule Bylaw.

4.5 In the event the Bylaw Enforcement Officer, Fire Chief or any Fire Department Officer attends in response to a complaint about a campfire in a campground that holds a valid Campfire Permit, that campground shall have all of their Campfire Permits suspended pending a report to the Corporate Officer on the incident.

5. RESTRICTIONS

5.1 A Campfire Permit may be suspended or revoked upon any violation of this Bylaw or any violation of the terms of the permit.

5.2 Any decision by the Corporate Officer or Fire Chief to refuse, suspend or revoke a Campfire Permit may be reconsidered by Council.

5.3 If the Corporate Officer or the Fire Chief or any deems it advisable, because of the existence of hazardous fire conditions, poor air quality, poor wind conditions or an air inversion, he may suspend any permit issued under this Bylaw.

5.4 No person shall, at any time, burn any rubbish, garden refuse, coal, tires, oil, asphalt shingles, battery boxes, plastic material, synthetic material or construction material of any kind;

5.5 No Communal Campfire shall be set within 10 metres of any building or adjoining property line;

5.5 No Communal Campfire shall be permitted within 20 metres of any municipal road in the Village;

5.6 The location(s) of Communal Campfires shall be located so as to ensure that smoke from the campfire does not become a nuisance to neighbouring properties;

5.7 Only dry, unpainted, unstained, seasoned wood may be used for burning;

5.8 No person shall at any time set out, start or kindle a fire on any beach or foreshore of Harrison Lake, Harrison River or Miami River or its tributaries within the Village;

5.9 No person shall allow any fire that they have set out, started or kindled to spread to where it could cause damage to property;

5.10 No person shall permit any other Communal Campfire to be set during high wind conditions, or when wind falls below 8 km/hr, or if there is an air inversion;

5.11 No Communal Campfires shall be left unattended at any time;

5.12 No operator shall leave the site of a Communal Campfire before extinguishing it completely.

6. OFFENCE

6.1 Every person who:

a) offends against any of the provisions of this Bylaw;

b) suffers or permits any act or thing to be done in contravention or violation of any of the provisions of this Bylaw;

c) neglects to do or refrains from doing any thing required to be done under this Bylaw;

d) does any act or thing which violates any condition, restriction or provision incorporated in a permit issued under this Bylaw;

shall be deemed to have committed an offence under this Bylaw.

7. PENALTY

7.1 Campfire permits shall be revoked by the Corporate Officer on receipt of report from the Bylaw Enforcement Officer, Fire Chief or Fire Department Officer outlining offences to the bylaw;

7.2 Every person who commits an offence contrary to the provisions of this Bylaw is subject to a fine as outlined by the BNEB Bylaw No. 918;

7.3 Each day that a violation is permitted to exist constitutes a separate offence.

8. ENFORCEMENT

8.1 The Corporate Officer, Bylaw Enforcement Officer, the Fire Chief or any Fire Department Officer may enter upon any property or premises at all reasonable times for the purpose of administering, or enforcing this Bylaw including without limitation, for the purpose of ascertaining whether the regulations and provisions of this Bylaw are being, or have been complied with, and whether the terms of any permit issued under this Bylaw are being, or have been complied with.

8.2 The Corporate Officer, Fire Chief or any Fire Department Officer is hereby authorized and empowered to issue orders in writing requiring the correction or cessation of any activity that is being conducted contrary to the provisions of this Bylaw, or any permit under this Bylaw, and to deal with any matter in the manner not repugnant to any provision of the *Fire Services Act*.

8.3 The Corporate Officer, Bylaw Enforcement Officer, the Fire Chief or any Fire Department Officer, if they deem it advisable on account of the existence of a hazardous fire condition, poor air quality, poor wind conditions or an air inversion, may cancel or suspend any permit issued under this Bylaw until such time as the hazardous condition, poor air quality, poor wind conditions or an air inversion ceases to exist.

8.4 No person shall obstruct or interfere with the Corporate Officer, Bylaw Enforcement Officer, the Fire Chief or any Fire Department Officer while they are lawfully engaged in or in the discharge of their duties under this Bylaw.

8.5 All permits are immediately suspended without notice upon issuance of burning bans by the federal or provincial authorities.

9. SEVERABILITY

9.1 If any section, subsection, sentence, clause, or phrase in this Bylaw is for any reason held to be invalid by a decision of any court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of the Bylaw.

10. REPEAL

10.1 "Outdoor Campfire Regulation Bylaw No. 816, 2004" is hereby repealed.

READ A FIRST TIME THIS 19th DAY OF MAY, 2009.

READ A SECOND TIME THIS 19th DAY OF MAY, 2009.

READ A THIRD TIME THIS 24th DAY OF JUNE, 2009.

ADOPTED THIS 13th DAY OF JULY, 2009.

Mayor	Corporate Officer

Village of Harrison Hot Springs

Bylaw No. 829

A bylaw to Regulate, Prohibit or Impose Requirements Respecting Nuisances, Noxious or Offensive Trades, and Health and Safety Risks

---

The Council of the Village of Harrison Hot Springs enacts as follows:

1. This bylaw may be cited as **"Nuisance, Noxious or Offensive Trades, Health and Safety Bylaw 2004, No. 829"**.

INTERPRETATION

2. In this bylaw

"Amphetamines" include dextroamphetamines and methamphetamines;

"Alteration" means any change made to the structural, mechanical or electrical components of Residential Premises for the purposes of a Grow Operation;

"Building" means any Structure or construction for any use or occupancy;

"Building Inspector" means the chief building inspector for the Village, and every building inspector appointed by the Village to inspect buildings or structures in respect of, Building, plumbing, gas or electrical standards;

"Controlled Substance" means a "controlled substance" as defined and described in Schedules I, II and III of the *Controlled Drugs and Substances Act*, 1996 c. 19, as may be amended from time to time, but does not include the trade or manufacture of a controlled substance that is permitted under that Act;

"Controlled Substance Property" means

(a) a property contaminated by chemical or biological materials used in or produced by the trade or manufacture of a Controlled Substance; or

(b) a property modified to trade or manufacture a Controlled Substance; or

(c) a property which has been used for the ingestion, use, sharing, sale, trade or barter of a Controlled Substance therein or thereon; and,

(d) which no longer meets the applicable standards under the *British Columbia Building Code, British Columbia Fire Code, Health Act* or other applicable regulations including any bylaw requirements of the Village of Harrison Hot Springs.

INTERPRETATION (continued)

"Dangerous Goods" means those products or substances regulated by the *Transportation of Dangerous Goods Act* and its Regulations, both as amended from time to time;

"Fire Chief" means the person who is appointed to be head of Village of Harrison Hot Springs Fire Department and every person designated by Council by name of office or otherwise to act in the place of the Fire Chief;

"Flammable and Combustible Liquid" for the purposes of this bylaw are as classified under the *Fire Code (British Columbia)*;

"Grow Operation" means the cultivation of marijuana plants or mushrooms or the production of Amphetamines;

"Hazardous Conditions" means:

(a) any real or potential risk of fire; or

(b) any real or potential risk to the health or safety of Persons or Property; or

(c) any unapproved Building modifications made to the Property; or

(d) repairs needed to the Property;

arising or resulting from the use or contamination of a Property as a Controlled Substance Property;

"Inspector" means

(a) the Fire Chief, and every person appointed by Council or the Fire Chief, as applicable;

(b) the Chief Building Inspector for the Village, and every Building Inspector appointed by the Village to inspect Buildings or Structures in respect of Building, plumbing, gas or electrical standards;

(c) a peace officer, including a member of the Royal Canadian Mounted Police;

(d) the Chief Administrative Officer;

(e) bylaw enforcement officers and bylaw inspections officers;

(f) the deputy of a person, officer or employee referred in paragraphs (a) to (d);

(g) other persons designated by Council by name of office or otherwise to act in the place of the persons, officers or employees referred to in paragraphs (a) to (f);

INTERPRETATION (continued)

"Owner" includes the registered owner of Residential Premises and the lessee of Residential Premises;

"Parcel" includes land and any improvement comprised in a parcel;

"Pesticides" means a substance or mixture, including a chemical, used to destroy, prevent, repel or mitigate fungi or animal pests or microorganisms such as bacteria or viruses, and includes herbicides, fungicides, other substances used to control pests, plant regulators, defoliants or desiccants;

"Professional Cleaner" means an individual or corporation experienced and qualified in removing contaminants from Residential Premises and includes the Owner;

"Re-occupancy Permit" means permission or authorization in writing by the Building Inspector to re-occupy any Building or part thereof in respect of which the Building Inspector has issued an order to cease occupancy because of a hazardous condition;

"Residential Premises" means any Building or part of a Building which may lawfully be occupied as a dwelling unit by one or more persons;

"Service Costs" means all direct and indirect costs incurred by the Village associated with the inspection and removal of the illegal activities, materials associated with illegal activities, and by-products resulting from illegal activities at a Controlled Substance Property and includes:

(a) salaries and related personnel;

(b) costs incurred for the dismantling, disassembly, removal, clean up, transportation, storage, and disposal of equipment, substances, materials and other paraphernalia associated with such use, trade, business or manufacture;

(c) costs incurred from the replacement of consumables used, or the replacement of equipment following exposure to contaminants;

(d) costs incurred as a result of the analysis of the materials found at the property and the health and safety conditions at the property;

"Special Safety Inspection" means an inspection coordinated with other such departments, jurisdictions, and contractors as is necessary to review hazardous conditions that may exist and to issue such orders as are applicable pursuant to the *British Columbia Building Code, British Columbia Fire Code, Health Act* and other such regulations and bylaws within the Village;

"Structure" means an erection, repair, alteration, addition, demolition, excavation or other construction which supports a use or occupancy; and,

"Tenancy Agreement" means an agreement, whether written or oral, express or implied, having a predetermined expiry date or not, between a landlord and tenant respecting possession of premises, including Residential Premises.

BUILDING AND SAFETY STANDARDS

3. No person may disconnect from an electrical or water distribution system, a meter installed for the purpose of ascertaining consumption of electricity or water if the disconnection is for the purpose of preventing the electrical or water supplier from ascertaining consumption.

4. If, as a result of the use of a property as a Controlled Substance Property

(1) the supply of electricity, water or natural gas to a property has been disconnected by the Village or any other lawful authority;

(2) unauthorized alterations or repairs have been made to structural, electrical, water or gas systems, equipment, appliances or other accessories of any kind; or

(3) a hazardous condition exists on the property;

then the supply of electricity, water or natural gas must not be permanently reconnected and the property must not be occupied or used until

(4) the owner or occupant has applied to a Building Inspector for a special safety inspection pursuant to this section;

(5) the property has been inspected by the Building Inspector and all other lawful authorities having jurisdiction over the supply of electricity, water or natural gas, for compliance with all health and safety requirements of the Village's bylaws and any provincial statute or regulation relating to building, electrical, water, health, gas, or fire safety as amended from time to time;

(6) the owner or occupant has obtained all permits, approvals or authorizations required to carry out the work necessary to bring the property into compliance with the Village's bylaws and all provincial statutes and regulations;

(7) all of the work referred to in this section has been completed and inspected by the Building Inspector and all other lawful authorities having jurisdiction and the Property is in compliance with the Village's bylaws and all applicable provincial statutes and regulations, as amended from time to time; and

(8) the owner or occupant has paid all fees imposed by Schedule "A" of this Bylaw and other relevant Village Bylaws in relation to the inspection of the property and the issuance of permits, and the Building Inspector has issued a Re-Occupancy Permit for the property.

5. No person may divert or install exhaust vents of hot water tanks or furnaces to exhaust into or within the Building instead of by way of an exhaust vent constructed or installed in compliance with applicable enactments.

BUILDING AND SAFETY STANDARDS (continued)

6. No person may store or use Dangerous Goods in a Residential Building or a Residential Accessory Building in quantities greater than permitted under the *Fire Code (British Columbia)* as amended from time to time.

7. No person may construct or install in a Building or Structure, a trap or other device which could have the effect of causing death or bodily harm to a person entering the Building or Structure, including an Inspector under this bylaw.

8. No person may construct or install any obstruction of an exit or an access to an exit required under the *Building Code (British Columbia)* or other enactment, as amended from time to time, or remove fire stopping that is provided or required under an enactment to contain the spread of fire within a Building.

9. The Building Inspector may post a notice containing the words "Unsafe – Do not enter or occupy" in a conspicuous place at the entrances of a Controlled Substance Property.

10. No person may:

(1) interfere with or obstruct an Inspector from posting a notice referred to in Section 9 or

(2) remove, alter, cover, or mutilate a notice posted under Section 9,

except with the permission of an Inspector.

HEALTH

11. No person may cause or allow a Building to become subject to the growth, on any portion of the Building, of mould or fungus arising from or in relation to the cultivation of marijuana plants or the production of Amphetamines in the Building.

NUISANCE

12. No person may cause or permit

(1) a nuisance as a result of the use or occupancy of a parcel;

(2) water, rubbish or unsightly matter to collect or accumulate in, on, under or around a Parcel owned, used or occupied by the person, where "unsightly" has the meaning given by the Unsightly Premises Bylaw, in force from time to time, as amended or replaced.

NOXIOUS OR OFFENSIVE TRADE

13. No person may cause or permit a noxious or offensive trade in premises including the production, storage, transfer or disposal of substances that emit offensive odours, fumes or particulate matter.

FIRE PROTECTION

14. The Fire Chief may

(1) enter on real property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire;

(2) take measures to prevent and suppress fires, including the demolition of Buildings and other Structures to prevent the spreading of fires;

(3) order an owner or occupier of real property to undertake any actions directed by the Fire Chief or other person authorized by the Fire Chief for the purpose of removing or reducing any thing or condition that person considers is a fire hazard or increases the danger of fire; and,

(4) exercise some or all of the powers of the Fire Commissioner under Section 25 of the *Fire Services Act*, and for these purposes that section applies.

15. Every Owner or occupier of real property must undertake any action directed by the Fire Chief or other person authorized by Council to act in the place of the Fire Chief for the purpose of removing or reducing any thing or condition that the Fire Chief or the other authorized person considers is a fire hazard or increases the danger of fire.

TENANCIES

16. Every Owner of Residential Premises or other premises that are subject to a Tenancy Agreement

(1) must inspect the premises at least once every three months to ascertain whether this bylaw has been contravened, and

(2) who has knowledge of a contravention of this bylaw, in relation to the Residential Premises or other premises, must

(a) within 24 hours of the discovery of the contravention, deliver written notice to the Village of the particulars of the contravention, and

(b) subject to the *Residential Tenancy Act*, within two months of the delivery of the notice, take such action as may be necessary to bring the premises into compliance with this Bylaw.

REMEDIATION REQUIREMENTS

17. If Residential Premises have been used for a Grow Operation, the Owner of the Residential Premises must, within 30 days after the Grow Operation has been removed, subject to the *Residential Tenancy Act:*

(1) either remove and dispose of all carpets and curtains in the Residential Premises, or have all carpets and curtains in the Residential Premises cleaned by a Professional Cleaner;

(2) if the Residential Premises are heated by forced air heating, have all air ducts cleaned by a Professional Cleaner or by a duct cleaning company; and,

(3) have all walls and ceilings in the Residential Premises cleaned and disinfected by a Professional Cleaner;

and the Village may deliver to the Owner and occupier of the Residential Premises a letter in the form of Schedule D.

INSPECTION AND CERTIFICATION REQUIREMENT

18. After a Professional Cleaner has been engaged by the Owner and has completed the requirements of Section 17, an individual or corporation certified by the Canadian Registration Board of Occupational Hygienists or the American Board of Industrial Hygiene must inspect the Residential Premises and provide written certification in the form of Schedule C to the Director that the requirements of Section 17 have been satisfied and that the Residential Premises are substantially free of any Pesticides or fertilizers and any toxic chemicals, moulds or fungi.

OCCUPANCY

19. After a Grow Operation has been removed from Residential Premises and until the remedial measures prescribed by Section 17 of this bylaw have been completed and written certification has been provided to the Director as required by Section 18, the Residential Premises must not be occupied by any person.

20. Before Residential Premises are re-occupied after removal of a Grow Operation, the Owner must notify the prospective occupants in writing that a Grow Operation has been removed and that the requirements of this bylaw have been met.

ALTERATIONS

21. If there has been an Alteration to the Residential Premises, the Residential Premises must not be re-occupied after the removal of a Grow Operation until

(1) a Building permit has been obtained for any existing Alteration and proposed Alteration work which requires a permit under the Village's Building Regulation Bylaw, in force from time to time;

ALTERATIONS (continued)

(2) the Residential Premises comply with the health and safety requirements of the *Building Code (British Columbia)*, the *Electrical Code (British Columbia)*, this bylaw and all other health and safety requirements established by law; and,

(3) the Building Inspector has confirmed that a satisfactory occupancy inspection of the Residential Premises by the Village's Building Department has been completed.

FEE

22. The following fees apply under this bylaw:

(1) each time an Inspector enters on a Parcel to carry out an inspection in the exercise of authority by the Village to regulate, prohibit or impose requirements under this bylaw or another enactment, the Owner must pay the Village the administration and inspection fee stipulated in Schedule A;

(2) an administration and inspection fee stipulated in Schedule A must be paid to the Village before confirmation is provided under Section 21(3).

(3) for a special safety inspection, paid prior to inspection, the Owner or occupier must pay the Village the fee stipulated in Schedule A;

(4) for each inspection prior to issuance of a Re-occupancy Permit, the Owner or occupier must pay the Village the Re-occupancy Permit fee stipulated in Schedule A;

(5) to obtain a Re-occupancy Permit, the Owner must pay the Village the fee stipulated in Schedule A;

(6) every Owner whose real property is used as a Controlled Substance Property must pay the Village all Service Costs incurred by or on behalf of the Village.

NOTICES AND INSPECTIONS

23. Subject to the *Community Charter*, an Inspector may enter on real property for the following purposes:

(1) to inspect and determine whether all regulations, prohibitions and requirements under this bylaw or other enactments are being met in relation to any manner for which the Council, a municipal officer or employee or a person authorized by the Council has exercised authority under this or another act to regulate, prohibit or impose requirements;

(2) to take action authorized under Sections 28 and 29 of this bylaw;

NOTICES AND INSPECTIONS (continued)

(3) to inspect or to disconnect or remove a water service under Sections 3 or 31 of this bylaw.

24. The Building Inspector or a person acting under the direction of the Building Inspector may post a notice in the form of Schedule B on any Residential Premises which have been used for a Grow Operation, advising of the regulations in this bylaw.

25. No person may interfere with an inspection or proposed inspection under Section 23 of this bylaw and no person shall remove or deface any notice posted under Section 24 of this bylaw.

OFFENCE AND PENALTY

26. Every person who contravenes any provision of this bylaw commits an offence punishable upon summary conviction and is liable to a fine not exceeding $10,000.00.

27. If an offence is a continuing offence, each day that the offence is continued constitutes a separate and distinct offence.

DEFAULT

28. If an Owner or occupier of real property fails to comply with a requirement of the Village under this bylaw or another enactment, the Village, within the time specified in the order or notice may enter the real property and take such action as may be required to correct the default, including to remediate the real property or bring it up to a standard specified in an enactment, at the expense of the Owner or occupier who has failed to comply, and may recover the costs incurred as debt.

29. If the Owner or occupier has failed to pay the Village's costs of acting in default under Section 28 before the 31st day of December in the year that the correction of the default was effected, the costs will be added to and form part of the taxes payable on the property as taxes in arrears.

REMEDIAL ACTION

30. Division 12 of Part 3 of the *Community Charter* applies.

DISCONTINUANCE OF SERVICE

31. The Village may discontinue providing water service to real property if the water is being used for or in relation to a Grow Operation on the real property, subject to the requirements that the Village must

(1) give the Owner and occupier of the real property 7 days' written notice of an opportunity to make representations to Council with respect to the proposed discontinuance of the water service, and

DISCONTINUANCE OF SERVICE (continued)

(2) after the persons affected have had an opportunity to make representations to Council, the Village must give the Owner and occupier 7 days' written notice of any proposed discontinuance of the water service.

SEVERABILITY

32. If any provision of this bylaw is held to be invalid, it shall be severed and the remainder of the bylaw shall remain in effect.

Read for a first time this sixth day of December, 2004.
Read for a second time this sixth day of December, 2004.
Read for a third time this sixth day of December, 2004.
Adopted this tenth day of January, 2005.

NOTICE given under Section 59 of the *Community Charter* on the 8th day of December, and 15th day of December, 2004.

OPPORTUNITY for representations to Council provided under Section 59 of the *Community Charter* up to the 10th day of January, 2005.

Finally passed and adopted on the 10th day of January, 2005.

Mayor (John J. Allen)	Corporate Officer (Gerald P. van der Wolf)

SCHEDULE "A"

FEES

1. The following fees apply under this Bylaw:

(1) each time the Village enters on a Parcel to inspect, in the exercise of the Village's authority to regulate, prohibit or impose requirements under this Bylaw or another enactment, the Owner must pay the Village an administration and inspection fee of:

(a) $200.00;

(b) an additional $200.00 for a subsequent inspection undertaken if the Owner or occupier has failed to undertake action ordered by the Fire Chief, the Village or a person authorized under the Bylaw to order the action;

(2) before confirmation is provided under Section 21(3) the Owner must pay to the Village:

(c) $150.00 for an occupancy inspection;

(d) $2,500.00 for an inspection with an architect or professional engineer to certify that the subject Building may be occupied under applicable enactments, if the Owner has not first engaged their own architect for that purpose.

(3)	for a special safety inspection paid prior to inspection	$ 400.00
(4)	for each inspection prior to issuance of a Re-occupancy Permit	$ 200.00
(5)	to obtain Re-occupancy Permit	$ 250.00

SCHEDULE "B"

NOTICE

TAKE NOTICE THAT these Residential Premises have been used as a marijuana grow operation [or an amphetamine production operation].

Pursuant to Village of Harrison Hot Springs "Nuisance, Noxious or Offensive Trades, Health and Safety Bylaw 2004, No. 829", no person may occupy these premises until cleaning and remediation have been completed in accordance with that Bylaw and the Inspector has confirmed that a satisfactory occupancy inspection has been completed.

It is an offence to remove or deface this notice.

Any inquiries should be directed to the Chief Administrative Officer at 604-796-2171.

_____

Inspector
Village of Harrison Hot Springs

SCHEDULE "C"

CERTIFICATION FORM

TO: The Village of Harrison Hot Springs

FROM: [insert name of inspector]

RE: Residential Premises located at [insert address]

This is to certify that in accordance with Section 17 and 18 of "Nuisance, Noxious or Offensive Trades, Health and Safety Bylaw 2004, No. 829", the professional identified in this certification:

(1) meets the certification requirements for an inspector under Section 18 of the Bylaw; and

(2) has completed an inspection of the Residential Premises on _____; and

(3) the Residential Premises are free of any Pesticides, fertilizers and toxic chemicals, moulds or fungi.

The undersigned professional may be contacted at: [insert business telephone number].

CERTIFIED AS OF _____[insert date]

[insert name of Professional Cleaner]

_____

Authorized Representative

SCHEDULE "D"

LETTER TO PROPERTY OWNER

Re: **"Nuisance, Noxious or Offensive Trades, Health and Safety Bylaw 2004, No. 829"**

This letter is to notify you that the Village of Harrison Hot Springs's **"Nuisance, Noxious or Offensive Trades, Health and Safety Bylaw 2004, No. 829"**, in force from time to time, establishes regulations concerning the cleaning and remediation of Residential Premises that have been used for marijuana grow operations or amphetamine production.

The Village has been advised by the Royal Canadian Mounted Police that the Residential Premises at [insert address] were in use as Controlled Substance Property, the apparatus of which has been removed by the police.

The Bylaw requires that within 30 days, all carpets and curtains in the premises must be removed or cleaned, any forced air heating ducts in the premises must be cleaned, and all walls and ceilings must be cleaned and disinfected. That work must be carried out by a Professional Cleaner with experience in removing contaminants from Residential Premises. The Professional Cleaner must hold a licence to carry on business in the Village of Harrison Hot Springs.

After the cleaning is completed, a qualified professional must certify that the premises are free from Pesticides, fertilizer, toxic moulds, chemicals and fungus.

Until the cleaning and certification have been completed, Section 19 of the Bylaw prohibits occupancy by any person. Before occupancy, you are required to notify prospective occupants that the requirements of the Bylaw have been satisfied.

We enclose a copy of the Bylaw for your reference. If you have any questions concerning the regulations in the Bylaw, please call Chief Administrative Officer at 604-796-2171.

THE VILLAGE OF HARRISON HOT SPRINGS
FIRE ALARM SYSTEM BYLAW NO. 832

A Bylaw to establish fees for Emergency Services provided in response to False Alarms of a Fire Alarm System.

The Council of The Village of Harrison Hot Springs, in open meeting assembled, enacts as follows:

Definitions:

1) In This Bylaw, the following definitions apply:

"Village" means the Village of Harrison Hot Springs.

"Emergency Responder" means any person from the Fire Department responding to an alarm.

"False Alarm" means the activation of a Fire Alarm System resulting in the direct or indirect notification of the Fire Department and the attendance of the Fire Department the address of the Real Property where the Fire Alarm System is installed, within the Real Property or Premises situated or constructed thereon, where there has been no emergency situation, including but not limited to:

(a) Testing of a Fire Alarm System which results in a Fire Department response;
(b) An alarm actually or apparently activated by mechanical failure, malfunction or faulty equipment;
(c) An alarm activated by user error or negligence; and
(d) An alarm actually or apparently activated by atmospheric conditions, excessive vibrations or power failure.

"Fire Alarm System" means any mechanical, electrical, or electronic device which is designed to be used for the detection of fire, smoke or excessive heat in any property, building, structure, residence of facility of any type and which emits a sound or light or transmits a message of any nature or does any combination of these things.

"Fire Chief" means the person in charge of the Village of Harrison Hot Springs Fire Rescue Service and his or her designate.

"Fire Department" means the Village of Harrison Hot Springs Fire Rescue Services.

"Premises" means any building, structure, residence or facility of any kind.

Owner's Responsibilities

2) The Owner of any Real Property will be responsible for the proper use, installation, maintenance, operation and monitoring or any Fire Alarm System installed upon or within the Real Property or any Premises situated or constructed thereon, to ensure the prevention of False Alarms.

Administration of the Bylaw

3) The Fire Chief will administer the application of this Bylaw and may delegate his or her responsibility under this section to an Emergency Responder.

Notification to the Owners

4) (a) Upon the first occurrence of a False Alarm, the Fire Chief or designate will inform the Village Chief Administrative Officer who will notify the Owner of the subject Real Property:
   (i) that a False Alarm has occurred;
   (ii) what the applicable provisions of this Bylaw are; and
   (iii) what are the fees that will be imposed for any subsequent False Alarms.

   (b) The notice will be in writing and will be mailed by regular mail, postage prepaid to the Owner at the address of the subject Real Property or the Owner's address as set out in the tax roll, if that address is different from the address of the subject Real Property.

   (c) Notice is deemed to have been received by the Owner two (2) business days after the mailing of the notice in accordance with the above subsection.

Fees

5) The following fees will be charged for the following specific number of False Alarms occurring at the same Real Property during any consecutive twelve month period:
   (a) the occurrence of a second False Alarm - $75.00;
   (b) the occurrence of a third False Alarm - $150.00; and
   (c) the occurrence of a fourth or subsequent False Alarm - $300.00 for each occurrence.

6) (a) Where a fee is charged in accordance with this Bylaw, the Village will invoice the Owner of the Real Property for the attendance of the Emergency Responder.

(b) An invoice issued under this section will be due upon receipt and payable to the Village.

7) (a) Any fees remaining unpaid and outstanding for more than thirty (30) days at December 31st of each calendar year, will be added to and form part of the taxes payable on the Real Property as taxes in arrears pursuant to the Community Charter.

(b) All fees collected become the property of the Village.

Citation

8) This Bylaw may be cited for all purposes as the "Fire Alarm System Regulation Bylaw No. 832, 2005".

READ FOR A FIRST TIME THIS 21ST DAY OF FEBRUARY, 2005.

READ FOR A SECOND TIME THIS 21ST DAY OF FEBRUARY, 2005.

READ FOR A THIRD TIME THIS 21ST DAY OF FEBRUARY, 2005.

ADOPTED THIS 7TH DAY OF MARCH, 2005.

John J. Allen, Mayor | **Gerry van der Wolf, CAO**