



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, March 16, 2015
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 | | |
| 2. INTRODUCTION OF LATE ITEMS | | |
| 3. APPROVAL OF AGENDA | | |
| 4. ADOPTION OF COUNCIL MINUTES | | |
| THAT the Minutes of the Regular Council Meeting held on March 2, 2015 be adopted. | | Item 4 Page 1 |
| 5. BUSINESS ARISING FROM THE MINUTES | | |
| 6. CONSENT AGENDA | | |
| i. Bylaws | | |
| ii. Agreements | | |
| iii. Committee/ Commission Minutes | | |
| iv. Correspondence | | |
| 7. DELEGATIONS | | |
| 8. CORRESPONDENCE | | |
| (a) Memo dated January 26, 2015 from Lower Mainland Local Government Association (LMLGA) regarding 2015 Resolutions for the Annual General Meeting and email dated March 9, 2015 regarding the extension of the resolution deadline | | Item 8(a) Page 7 |

| | |
|--|-------------------------------|
| <p>(b) Letter dated February 24, 2015 from the Corporation of Delta regarding the Fraser Valley Regional Library 2015 Budget and Other Issues</p> | <p>Item 8(b) Page 13</p> |
| <p>9. BUSINESS ARISING FROM CORRESPONDENCE</p> | |
| | |
| <p>10. REPORTS FROM COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS</p> | |
| | |
| <p>11. REPORTS FROM MAYOR</p> | |
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| <p>12. REPORTS FROM STAFF</p> | |
| | |
| <p>13. BYLAWS</p> | |
| <p>(a) Report of Deputy Chief Administrative Officer/ Corporate Officer – February 20, 2015 Re: “Council Procedure Amendment Bylaw 1066, 2015”</p> <p><u>Recommendation:</u></p> <p>THAT “Council Procedure Amendment Bylaw 1066, 2015” be given first, second and third reading.</p> | <p>Item 13(a) Page 25</p> |
| <p>(b) Report of Deputy Chief Administrative Officer/ Corporate Officer – February 24, 2015 Re: “Boat Launch Facility and Parking Lot Regulation Bylaw No. 1065, 2015”</p> <p><u>Recommendation:</u></p> <p>THAT “Boat Launch Facility and Parking Lot Regulation Bylaw No. 1065, 2015” be given first, second and third reading.</p> | <p>Item 13(b) Page 27</p> |
| <p>(c) Report of Deputy Chief Administrative Officer/ Corporate Officer – March 2, 2015 Re: “Advisory Planning Commission Repeal Bylaw No. 1067, 2015”</p> <p><u>Recommendation:</u></p> <p>THAT “Advisory Planning Commission Repeal Bylaw No. 1067, 2015” be given first, second and third reading.</p> | <p>Item 13(c) Page 37</p> |

(d) **Report of Deputy Chief Administrative Officer/ Corporate Officer – March 4, 2015**
Re: “Business Licencing and Regulation Amendment Bylaw No. 1068, 2015”

Item 13(d)
Page 45

Recommendation:

THAT “Business Licencing and Regulation Amendment Bylaw No. 1068, 2015” be given first, second and third reading.

(e) **Report of Deputy Chief Administrative Officer/ Corporate Officer – March 6, 2015**
Re: “Sign Amendment Bylaw No. 1064, 2015”

Item 13(e)
Page 49

Recommendation:

THAT “Sign Amendment Bylaw No. 1064, 2015” be now reconsidered, finally passed and adopted.

14. QUESTIONS FROM THE PUBLIC
(pertaining to agenda items only)

15. ADJOURNMENT

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

DATE: March 2, 2015
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 Sonja Reyerse
Councillor John Hansen
Councillor Samantha Piper

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

Recording Secretary: P. Carol Friesen

1. **CALL TO ORDER**

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

2. **INTRODUCTION OF LATE ITEMS**

None

3. **APPROVAL OF AGENDA**

Moved by Councillor Buckley
Seconded by Councillor Reyerse

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**

4. **ADOPTION OF COUNCIL MINUTES**

Moved by Councillor Reyerse
Seconded by Councillor Hanson

THAT the Minutes of the Regular Council Meeting held on February 16, 2015 be adopted, as amended.

Errors and Omissions

On Page 2, Item 10, second paragraph, delete the words "Council Reyerse" and substitute with the words "Councillor" Reyerse.

**CARRIED
UNANIMOUSLY**

5. **BUSINESS ARISING FROM THE MINUTES**

None

6. **CONSENT AGENDA**

i. Bylaws None

ii. Agreements

iii. Committee/
Commission
Minutes

iv Correspondence

7. **DELEGATIONS**

BC Assessment – Trevor Brown, Senior Appraiser

Trevor Brown, Senior Appraiser, BC Assessment provided, with the assistance of a powerpoint presentation, an overview of the 2015 property assessments.

8. **CORRESPONDENCE**

Email dated February 13, 2015 from Lori Ann Waites, on behalf of the Board of Governors at the University of the Fraser Valley, regarding nominations for UFV's Betty Urquhart Community Services Award.

Letter dated February 23, 2015 from the City of Port Moody regarding a declaration of the right to a healthy environment.

Moved by Councillor Reverse
Seconded by Councillor Buckley

THAT the correspondence be received.

**CARRIED
UNANIMOUSLY**

9. **BUSINESS ARISING OUT OF CORRESPONDENCE**

None

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

Councillor Buckley reported on the recent Committee that was struck to coordinate the Lakefront Antique Car Show and proposal of the inclusion of classic motorcycles to the show. The Car Show is to be held August 15, 2015.

Councillor Buckley reported that he attended the Age Friendly Open House held at the Memorial Hall on Wednesday, February 25, 2015.

Councillor Reyerse reported that she attended the Fraser Valley Regional Library Board meeting where Board members voted (weighted) on the budget.

11. **REPORTS FROM MAYOR LEO FACIO**

Attended the Age Friendly Open House on February 25, 2015.

Attended the Seabird College Pole Raising Ceremony held on February 27, 2015.

Advised that the LMEGA Conference will be held May 6 to 8, 2015.

Reported that the child's spring duck rider was stolen from the children's playground area on the beach.

Advised that the Village has had ongoing discussions with the RCMP regarding vandalism within the Village.

Reported that Flatiron Graham will be installing towers this week for the ILM Transmission Line and that the Village may experience some noise from the helicopter skycrane and equipment.

Advised that 2 gate passes had been received for the ploughing match to be held in Chilliwack on April 11, 2015 on Ford Road.

Advised receipt of a letter of congratulations from BC Hydro in connection with the 2014 local government election.

Provided comment on the Fraser Valley Regional District Board meeting where the report entitled "Fraser Valley Regional District 2014 Homelessness Survey" was presented.

Advised that nominations are still being accepted for the "Order of British Columbia" with a deadline of March 6, 2015.

12. **REPORTS FROM STAFF**

**Report of Deputy Chief Administrative Officer/Corporate Officer –
February 20, 2015**

Re: Business Licences – Real Estate

Moved by Councillor Reverse
Seconded by Councillor Hansen

THAT Council direct staff to proceed with amendments to “Business Licencing and Regulation Bylaw No. 945” to address Real Estate Licences.

**CARRIED
UNANIMOUSLY**

13. **BYLAWS**

**Report of Deputy Chief Administrative Officer/Corporate Officer –
February 19, 2015**

Re: Sign Bylaw Amendments

Moved by Councillor Reverse
Seconded by Councillor Piper

THAT “Sign Bylaw Amendment Bylaw No. 1064, 2015” be given first, second and third reading.

**CARRIED
OPPOSED BY COUNCILLOR PIPER**

14. **QUESTIONS FROM THE PUBLIC**

Q: Why are more signs permitted – adds to clutter

A: Purpose of the Bylaw is actually reducing the number of signs permitted.

Q: Expressed concern that Harrison will be getting into the sign business.

A: Will be discussed further at a Committee of the Whole meeting.

Q: Opposed to business sandwich board signs - should be banned.

A: Duly noted by Council

15.

ADJOURNMENT

Moved by Councillor Buckley
Seconded by Councillor Hansen

THAT the meeting be adjourned at 8:01 p.m.

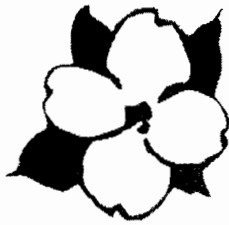
**CARRIED
UNANIMOUSLY**

Leo Facio
Mayor

Debra Key
Corporate Officer

DRAFT





Better Communities. Better Lives.

LMLGA

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

TO: Mayor/Chair; Council/Board
FROM: Councillor Chuck Puchmayr, LMLGA President
DATE: January 26, 2015 (5 pages total)
RE: 2015 RESOLUTIONS - ANNUAL GENERAL MEETING

Please include the following information on your next meeting agenda.

The LMLGA Conference and AGM will be held on May 6 – 8, 2014 in Harrison Hot Springs and we are **now accepting resolutions from the membership**. The deadline for receipt of your resolutions is **Friday, March 20**.

We encourage LMLGA members to submit their resolutions to the LMLGA for debate, rather than submitting them to UBCM. This is also the process preferred by UBCM. LMLGA-endorsed resolutions on province-wide issues are submitted *automatically* to UBCM for consideration at the UBCM Convention. Resolutions received from the LMLGA, and supported by our membership as a whole, tend to hold more weight than those that are submitted by individual communities.

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the LMLGA office by: **FRIDAY, MARCH 20, 2015**.

SUBMISSION REQUIREMENTS

Resolutions submitted to the LMLGA for consideration shall be submitted as follows:

- one copy of the resolution via email to jyoung@ubcm.ca with subject header "Resolution-
"title of your resolution" or, in the case of multiple resolutions, subject header "Resolution-X
number enclosed";
- include a cover letter as an attachment outlining how many resolutions you have sent and
the title of each resolution;
- each resolution should not contain more than two "whereas" clauses;
- background documentation must accompany each resolution submitted, when available,
and should be labeled "Background-"Name of Resolution".

*You WILL receive an email notification that your resolution has been received
within one week of receipt. If you do not receive an email confirmation,
please call Joslyn Young at 604-270-8226, Ext. 103.*

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and must comply with all other submission requirements. Late resolutions must be received by LMLGA no later than 12 noon on Monday, May 4th.
- b. Late resolutions shall be considered for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion LMLGA shall produce sufficient copies for distribution at the Convention.

SUBMIT RESOLUTIONS TO:

**LMLGA
60-10551 Shellbridge Way
Richmond, BC V6X 2W9**

**Phone: (604) 270-8226 ext. 103
Fax: (604) 270-9116
Email: jyoung@ubcm.ca**

THE RESOLUTIONS PROCESS

1. Members submit their resolutions to Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions submitted for consideration at the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are conveyed to the appropriate order of government, or relevant organization, for responses.
5. Once the responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise sentence about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two "WHEREAS" clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by LMLGA.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to struggle with complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- the correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government)
- the correct legislation, including the name of the Act

6. Focus on issues that are relevant to all LMLGA members.

The issue identified in the resolution should be relevant to other local governments in the LMLGA. This will support proper debate on the issue and assist LMLGA or UBCM to represent your concern effectively to the provincial or federal government on behalf of all local governments.

7. Avoid repeat resolutions.

In the past, resolutions have come back year after year on the same topic. Elected officials and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the "Resolutions and Policy" tab at the top of the page. It will be possible to locate any resolutions on the same topic that have been considered in the past and what the response has been. Endorsed resolutions are part of the advocacy agenda and duplicates are not required.

8. Ensure that your own local government's process for consideration, endorsement, and conveyance of resolutions to LMLGA/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to the relevant Area Association prior to UBCM Convention.

If you have any questions, please contact Joslyn Young by email at jyoung@ubcm.ca or by calling (604) 270-8226 ext. 103.

MODEL RESOLUTION

SHORT TITLE: _____

Local Government Name _____

WHEREAS _____
_____ ;

AND WHEREAS _____
_____ ;

THEREFORE BE IT RESOLVED that _____
_____ .

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____
_____ .

Debra Key

From: Joslyn Young <jyoung@ubcm.ca>
Sent: Monday, March 09, 2015 4:33 PM
Cc: Joslyn Young
Subject: LMLGA Resolutions-Deadline Extension

Importance: High

For distribution to:

Mayor/Chair
Council/Board
Senior Staff

Dear LMLGA member local government:

Please note that the RESOLUTIONS DEADLINE has been **extended to March 25, 2015** at 6 pm. Please note that the LMLGA website does not reflect this new date. We hope that this extension is helpful to you and look forward to receiving your resolutions.

Sincerely,

Joslyn Young

Executive & Association Services Coordinator
UBCM & LMLGA

60-10551 Shellbridge Way | Richmond BC V6X 2W9
604.270.8226 ext 103 | ubcm.ca



THE CORPORATION OF DELTA
Office of The Mayor, Lois E. Jackson



February 24, 2015

Mr. John Van Laerhoven, Chair
Fraser Valley Regional Library Board
34589 DeLair Road
Abbotsford BC V2S 5Y1

| FILE # | DATE |
|---|---|
| 0700-50 | March 16/15 |
| <input checked="" type="checkbox"/> CAO | <input type="checkbox"/> CO |
| <input type="checkbox"/> DCAG | <input type="checkbox"/> ADMIN/ FINANCE |
| <input type="checkbox"/> DIRF | <input type="checkbox"/> B/L ENF |
| <input type="checkbox"/> MGR REV ENCS | <input checked="" type="checkbox"/> MAYOR |
| <input type="checkbox"/> CEDO | <input checked="" type="checkbox"/> COUNCIL |
| <input type="checkbox"/> OP. MGR | |
| ITEM A | 10 |
| COUNCIL AGENDA | |
| DATE | March 16/15 |
| | INITIAL <input type="checkbox"/> |
| (ITEMS: A-REQ, ACTION; B - INFO - WRESP; C - INFO ONLY) | |

Dear Chair and Board Members,

Re: 2015 Budget and Other Issues

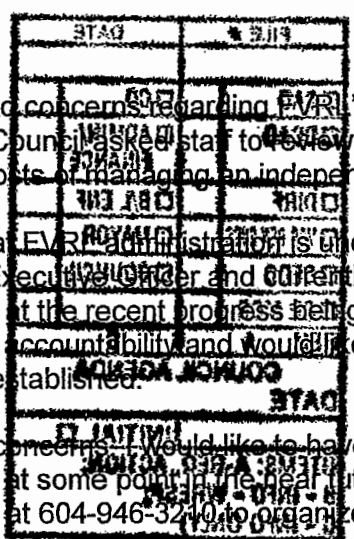
At the February 16, 2015 Regular Meeting, Delta Council approved the base option one of the three budget scenarios presented, representing a two percent materials budget increase.

In addition to budget information, the staff report (copy attached) identified some issues that Delta Council would like to bring to the attention of the FVRL Board:

- Long-Term Financial Planning – in order to assist the budget planning process, we would strongly encourage FVRL to develop a long-term (5 year) operating and capital plan. This plan would include planning for building maintenance as well as upgrades to leased systems and equipment.
- Library Materials – we would like to see more information regarding FVRL's purchasing policies, specifically in relation to the changing value of the Canadian dollar and the increasing trend towards e-book borrowing.
- Library Trends and Performance Monitoring – we would like to see more detailed information relating to library usage and trends to ensure that the library services are meeting the needs of our residents. We would encourage FVRL to undertake a region-wide public opinion survey of library users as well as those who do not use libraries in order to see how library services may be improved.
- Budget Increases - historically, FVRL annual budget increases have been higher than municipal increases. It is important that FVRL shows the same fiscal restraint and efficiencies that local governments are required to demonstrate.
- Surplus Salary Refunds – the current policy to reimburse only 50% of positive salary variance to municipalities should be reviewed to ensure this is the most appropriate and effective use of municipal funds.

...2

608 met



Additionally, due to concerns regarding FVRL's operating efficiency, at the February 16, 2015 regular meeting, Council asked staff to review options for the provision of library services in Delta, including costs of managing an independent library system.

We appreciate that FVRL administration is undergoing some significant changes with a newly appointed Chief Executive Officer and currently a vacant Finance Director position. We have been encouraged at the recent progress being made at the staff level towards more transparency and accountability and would like to see this carried forward as the new administration is established.

Given the above concerns, I would like to have an opportunity to meet with the FVRL Board and FVRL senior staff at some point in the near future to discuss these issues. My office staff can be contacted directly at 604-946-3210 to organize the meeting.

Yours truly,

Lois E. Jackson
Mayor

Attachment

- cc. Mayor and Councils of FVRL Member Municipalities
- Delta Council
- George V. Harvie, Chief Administrative Officer
- Karl Preuss, Director of Finance
- Sean McGill, Director of Human Resources & Corporate Planning



The Corporation of Delta
COUNCIL REPORT
Regular Meeting

To: **Mayor and Council**

From: **Human Resources and Corporate
Planning Department**

Date: **February 5, 2015**

Fraser Valley Regional Library
Proposed 2015 Budget

The following report has been reviewed and endorsed by the Chief Administrative Officer.

▪ **RECOMMENDATIONS:**

- A. THAT the Fraser Valley Regional Library proposed 2015 budget option 1 (base budget), representing an increase of 3.91% (\$127,618) for Delta, be approved.
- B. THAT provision for the increased costs be included in Delta's 2015 Financial Plan.
- C. THAT a letter be sent to the Fraser Valley Regional Library Board to highlight some issues of concern for consideration and follow-up by the Board.

▪ **PURPOSE:**

The purpose of this report is to present the proposed 2015 Fraser Valley Regional Library (FVRL) budget for Council's approval and to report on some issues of concern for follow-up by the FVRL Board.

▪ **BACKGROUND:**

The FVRL establishes an annual budget for the provision of library services to its 15 member jurisdictions, including Delta. A levy is charged to each member municipality to cover the operating costs of the library branches and the central administration service costs provided by the FVRL.

The total FVRL annual budget is approximately \$23.7 million, of which Delta's annual contribution is approximately \$3.4 million. In recent years, there has been concern that the annual budget increases for FVRL are consistently higher than Delta's annual budget increases.

The draft 2015 budget was presented to the FVRL Board on February 4, 2015 (Attachment 'A'). Three options were presented:

1. Base Budget – includes 2% materials budget increase for an overall increase of 2.73% over 2014.
2. Base Budget plus 3% materials budget increase (total 5% materials increase);
3. Base Budget plus 5.5% materials budget increase (total 7.5% materials increase).

FVRL staff recommended that the Board support option 3; the Board voted in favour of option 1, the base budget increase. The Board's weighted vote on the 2015 budget will take place at the February 25, 2015 Board meeting.

▪ **DISCUSSION:**

Delta's concerns regarding the FVRL go back nearly two decades – in 1997, a public referendum vote to leave the regional library system was defeated by a margin of 60/40. Since that time, staff has attempted to work with FVRL staff to achieve a more equitable cost allocation system for the member municipalities, including a comprehensive review of the funding formula which was undertaken in 2002/3. The funding formula has gone through several minor revisions in the last ten years and, in June 2013, Delta Council approved a new funding formula which is more transparent and equitable, and better reflects actual library usage.

The FVRL's administration is in a period of transition - with the recent departure of the Director of Finance and financial assistant, these positions are being temporarily back-filled with other FVRL staff, and a financial consultant has been brought in to assist with the 2015 budget and other financial matters. In addition, a new Chief Executive Officer, Scott Hargrove (former Director of Corporate Services) has just taken over from Rob O'Brennan who retired at the end of January 2015. A revised organizational structure and recruitment of a new Finance Director are anticipated in early 2015.

For 2015, FVRL has effectively rebuilt the budget and has provided clarification on several issues raised by Delta staff. In addition, FVRL has recently implemented a new financial management and payroll system which should improve their financial reporting capabilities. Delta staff is supportive of FVRL's move towards increased transparency and accountability; however, there are some outstanding issues which need to be considered and addressed:

LONG-TERM FINANCIAL PLANNING:

One issue of ongoing concern is FVRL's lack of a long-term (5 year) operating and capital plan. Such plans are an essential part of the budget planning process and should include any major system upgrades including those systems currently leased as well as upgrades to the administration facility. Delta staff considers this to be a priority for the new FVRL administration as it moves forward:

LIBRARY MATERIALS BUDGET:

Over the last few years, there has been a steady increase in the materials budget which, according to FVRL, is required in order to reverse the trend in reduced library materials being available in FVRL libraries, in part due to a reduction in purchasing power due to the increase in the relative value of the US dollar. At the same time, library usage as measured by circulation and holds, has consistently fallen in all three of Delta's libraries (as well as throughout FVRL as a whole). Between 2011 and 2012, total circulation fell by 6.1% and holds by 8.9%. While the borrowing of e-books in the last 3 years has increased by 500%, e-books still only account for about 2% of total material circulation. Financial information provided by FVRL does not indicate specifically how the materials budget is spent and

whether the policy of purchasing from US suppliers is reviewed regularly to ensure best value for money.

LIBRARY TRENDS & PERFORMANCE MONITORING:

On a similar topic, it would be useful to have more information from FVRL regarding library trends and usage. The BC Government maintains a large database of library statistics on its website; however, it would be useful to have FVRL-specific and Delta-specific data. Delta has asked several times for FVRL to undertake a public opinion survey of both library users and non-users in order to determine where library services could be improved or enhanced.

SURPLUS SALARY REFUND POLICY:

Current FVRL policy is to return 50% of the positive salary and wage variance to each member municipality at year end. This surplus has historically been placed in a reserve for each municipality to spend at their discretion. Given that this is direct funding from each municipality for direct costs associated with their library services, this policy should be reviewed with a consideration to return 100% to each member municipality. In addition, any secondments from a direct staffing compliment to a FVRL shared service (ie. Delta's library manager acting as the finance director) should be reimbursed at 100% not the 50% as currently provided for in the policy.

OVERALL BUDGET:

Over the last few years, Delta's finance staff has identified weaknesses with FVRL's budget process and financial management systems and has raised these concerns with FVRL finance staff. For example, Delta staff does not see a comparison of budget to actuals or annual efficiency reviews. The new CEO has indicated that changes will be made to increase transparency and accountability in FVRL financial management and administration; therefore, it is reasonable to take a 'wait and see' approach to how the Board, CEO and new Director of Finance manage this transition and seek to address the issues of concern.

In view of the above, staff is recommending that Delta support the base budget increase for 2015 and that a letter be sent to the FVRL Board highlighting the issues of concern and requesting the Board to report back as to how those concerns will be addressed (Attachment 'B'). Staff will keep Council apprised as the process moves forward.


Implications:

Financial Implications – budget option 1 (base budget) represents a 3.91% (\$127,618) increase for Delta; option 2 would add \$13,848 and option 3 would add \$16,618 for Delta. As discussed, it is recommended that the base budget be approved and that provision for the increased costs be included in Delta's 2015 Financial Plan.

CONCLUSION:

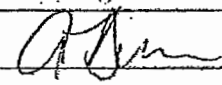
The proposed Fraser Valley Regional Library budget for 2015 is presented for consideration. It is recommended that the proposed base budget increase be approved and that the increase be accommodated in Delta's 2015 Financial Plan. It is further

recommended that a letter be sent to the FVRL Board to highlight some issues of concern for further consideration and follow-up. The new CEO has promised more transparency and accountability for FVRL and positive change is anticipated during the next few months.


Sean McGill
Director of Human Resources and Corporate Planning

Department submission prepared by: Bernita Iversen, Senior Policy Analyst
F:\Bernita\Library\2015\2015BudgetReport.docx

This report has been prepared in consultation with the following listed departments:

| Concurring Departments | | |
|------------------------|-------------|---|
| Department | Name | Signature |
| Finance | Karl Preuss |  |

▪ **ATTACHMENTS:**

- A. Proposed 2015 FVRL Budget



Administrative Centre | 34589 Delair Road | Abbotsford, BC | V2S 5Y1
Tel: 604-859-7141 | Toll-free: 1-888-668-4141 | Fax: 604-852-5701

December 22, 2014

Dear Directors of Finance of FVRL Member Local Governments:

Thank you for your support and patience with the development of the 2015 DRAFT Final Budget ("2015 Budget"). What follows is an overview of the 2015 Budget that provides an explanation of the 2015 *status quo* budget over the 2014 Budget, and details three increased service level options (referred to as "Decision Packages") for the Board's consideration.

Attachment A

Attachment A to this letter details the related 2015 Member Assessments, including the estimated impacts of the stated Decision Packages, which are included in the 2015 Budget at this stage.

2015 Budget Total Member Assessment

The 2015 Budget Total Member Assessment is **\$23,557,675**, which is \$830,474 or 3.65% greater than the 2014 Total Member Assessment. This change remains materially similar to the 2015 PRELIMINARY Budget Estimate provided to you in mid-November, of \$783,314 or 3.45%.

Basis for 2015 Budget Preparation

The 2015 Budget was prepared on the following basis:

- Service levels for all service areas are unchanged from fiscal 2014, with the exception of specifically identified new items (i.e., Decision Packages), which are separately identified for Board approval.
- Some "fine-tuning" and changes to staff structure and levels are included in this budget. These changes are contained within existing resources and do not impact current service levels.
- Includes known cost and anticipated inflationary impacts, incorporating a 2% increase on all salaries (as per the Union Contract), 7% increase in benefits, 0-2% for inflation on other expenses and 5% for hydro costs. The 7% increase in benefits reflects a 2.26% estimated increase for fiscal 2015 plus an adjustment to the 2014 base to more accurately reflect estimated actual benefit expenses of 4.74% ($2.26 + 4.74 = 7\%$).
- Fines revenue and the Provincial Library Grant are reduced to reflect expected 2015 actuals. The fines revenue reduction is based on revenues to date in fiscal 2014. The fine revenue reduction is primarily due to the Board's decision to eliminate or reduce some fines in 2013, along with changes in public usage patterns trending toward greater use of no, or lower fine, materials.

Directors of Finance of FVRL Member Local Governments

December 22, 2014

Page 2

- The addition of the first full year repayment on the \$475,000 2014 ERP (new computer system) capital lease (\$104,543/year).

It also should be noted that a number of corrections in the classification of expenses and revenues for fiscal 2015 have been made to better reflect the requirements, and intent, of the current funding formula.

Reasons for 2015 Budget Increase

The key reasons for the 2015 Budget increase over the 2014 Budget of \$830,474 are detailed as follows:

| REASONS FOR 2015 BUDGET INCREASE | | |
|---|------------------|--------------|
| Reason | Dollar | Percent |
| Increase in all salary & benefits (including temporary Finance support) | \$298,980 | 1.32% |
| Decrease in Library and other FVRL department fines revenue | 256,872 | 1.13% |
| Decrease in Province of BC Operating Grant | 24,100 | 0.11% |
| Increase in capital lease payments (for ERP computer system) | 104,543 | 0.46% |
| Decision Package: Increase in Library Materials beyond 2% (inflation) - Plus 3% | 113,894 | 0.51% |
| Decision Package: Increase in Library Materials beyond 2% (inflation) - Plus 2.5% | 95,745 | 0.42% |
| Decision Package: Actuarial on post-retirement and related benefits | 20,000 | 0.09% |
| Actuarial Funding - From Reserves | (20,000) | -0.09% |
| Net reductions in other areas | (64,660) | -0.28% |
| Total | \$830,474 | 3.65% |

The impacts of the first four, and last, items listed in the above table, drive a member assessment increase of 3.01% (1.32% + 1.13% + .11% + (0.46%)), and are essentially required in order to maintain the budget at current/*status quo* levels.

INCLUDED DECISION PACKAGES

Included Decision Packages (i.e. new items) are:

1. Library Materials

Additional 5.5% beyond 2% for inflation (\$114,894+\$95,745=\$210,639)

- This Budget contains an increase in total Library Materials of 7.5% over the 2014 Budget.
- 2% of the increase reflects basic cost increases, and the remaining 5.5% are included as two separate Decision Packages (for an additional 3% and 2.5% budget increase).

Directors of Finance of FVRL Member Local Governments

December 22, 2014

Page 3

- This increase is desired to help reverse the trend in reduced library materials available in the FVRL Libraries that have been eroded over a number of years, for a variety of reasons.

2. Actuarial on Post retirement and Related Benefits

(\$20,000 Expense; \$0 Net expense)

- This proposal provides funding to engage a professional actuary to estimate FVRL's post-retirement and sick leave employee benefit liabilities.
- The 2013 audited Financial Statements have valued the post-retirement benefit at \$487,000 and the sick leave liability at \$0.
- Both liabilities were determined based on an estimate completed by the Finance Officer.
- The Auditor's related letter to the Board supporting the 2013 audit, states that they believe that the post-retirement liability is understated by \$81,000. (The existence of this understatement was not considered material, and accordingly did not affect the audit opinion.)

Summary of 2015 Draft Final Budget Member Assessments

Please refer to Attachment A, "Summary of the 2015 DRAFT FINAL Budget Member Assessments."

The 2015 Budget will be presented to the Board at the January 7, 2015 Board meeting. The Board's weighted vote on the 2015 Budget will occur at the February 25, 2015 Board meeting. Between these two dates Board representatives will have time to bring the 2015 DRAFT FINAL Budget back to their respective councils for discussion.

Should you have any questions or concerns, please contact me. Let me suggest that you contact me by email (gillian.mcleod@fvrl.bc.ca) because I will be out of the office for parts of the Christmas break.

Best wishes for the holiday season and coming year!

Gillian McLeod

Acting Senior Manager - Finance | Library Manager - Delta



Administrative Centre | 34589 Delair Road | Abbotsford, BC | V2S 5Y1
Tel: 604-859-7141 | Toll-free: 1-888-668-4141 | Fax: 604-852-5703

ATTACHMENT A: SUMMARY OF THE 2015 DRAFT FINAL BUDGET MEMBER ASSESSMENTS

| SUMMARY OF THE 2015 DRAFT FINAL BUDGET MEMBER ASSESSMENTS | | | | | | | | |
|---|-------------------|---------------------|---------------------|------------------|--------------|--|--------------------------|-----------|
| FVRL Member Local Government | Member Assessment | | | | | Estimated Impacts of Decision Packages | | |
| | 2015 Per Capita | 2015 Total | 2014 Total | \$ Change | % Change | INCLUDED in 2015 Member Assessment: | | |
| | | | | | | Inc. Materials Budget 3% | Inc. Materials Budget 2% | Actuarial |
| Total Fraser Valley Regional District | 14.85 | \$249,324 | \$246,619 | \$2,704 | 1.10% | \$2,737 | \$2,281 | 0 |
| Total District of Kent | 52.72 | 313,499 | 296,007 | 17,492 | 5.91% | 970 | 808 | 0 |
| Total District of Hope | 53.88 | 319,507 | 323,472 | (3,965) | -1.23% | 967 | 806 | 0 |
| Total City of Chilliwack | 36.40 | 2,950,147 | 2,837,634 | 112,512 | 3.97% | 13,216 | 11,013 | 0 |
| Metro Vancouver | 11.76 | 2,000 | 2,000 | 0 | 0.00% | 28 | 23 | 0 |
| Village of Harrison Hot Springs | 39.87 | 60,124 | 58,667 | 1,457 | 2.48% | 246 | 205 | 0 |
| Total City of Abbotsford | 27.58 | 3,831,737 | 3,691,801 | 139,935 | 3.79% | 22,652 | 18,877 | 0 |
| Total District of Mission | 34.69 | 1,302,401 | 1,276,709 | 25,692 | 2.01% | 6,123 | 5,102 | 0 |
| Total City of Langley | 46.14 | 1,213,598 | 1,189,174 | 24,424 | 2.05% | 4,289 | 3,574 | 0 |
| Total Township of Langley | 34.32 | 3,859,403 | 3,663,566 | 195,838 | 5.35% | 18,335 | 15,279 | 0 |
| Total City of White Rock | 44.05 | 847,862 | 840,438 | 7,423 | 0.88% | 3,139 | 2,616 | 0 |
| Total Corporation of Delta | 33.57 | 3,421,192 | 3,263,112 | 158,080 | 4.84% | 16,618 | 13,848 | 0 |
| Total City of Port Coquitlam | 27.72 | 1,637,263 | 1,537,916 | 99,348 | 6.46% | 9,630 | 8,025 | 0 |
| Total City of Maple Ridge | 33.11 | 2,620,542 | 2,613,729 | 6,813 | 0.26% | 12,905 | 10,754 | 0 |
| Total City of Pitt Meadows | 49.82 | 929,078 | 886,357 | 42,721 | 4.82% | 3,041 | 2,534 | 0 |
| FVRL IN TOTAL | 33.43 | \$23,557,675 | \$22,727,201 | \$830,474 | 3.65% | \$114,894 | \$95,745 | 0 |



**BUDGET 2015:
EMAIL TO THE
FVRL BOARD**

Sent: Wednesday, January 07, 2015 3:58 PM
Subject: FVRL 2015 Budget Options: As Requested

TO: FVRL Board Members
COPY TO: Finance Directors of FVRL Member Local Governments

In response to your direction at today's Board Meeting, attached are three 2015 Budget Options for consideration. The **ONLY difference** between the options is the budget provision for **Materials purchases**.

OPTION 1: BASE/STATUS QUO BUDGET

- This option results in an overall increase in the FVRL Budget of \$619,835 or 2.73% over the prior year (2014).
- The Materials budget included in this option is 2% higher than the 2014 Materials budget.

OPTION 2: BASE/STATUS QUO BUDGET PLUS ADDITIONAL 3% ON MATERIALS

- This option results in an overall increase in the FVRL Budget of \$734,729 or 3.23% over the prior year (2014).
- The Materials budget included in this option is 5% higher than the 2014 Materials budget (2% base increase + 3% additional increase).

OPTION 3: BASE/STATUS QUO BUDGET PLUS ADDITIONAL 5.5% ON MATERIALS

- This option results in an overall increase in the FVRL Budget of \$830,474 or 3.65% over the prior year (2014).
- The Materials budget included in this option is 7.5% higher than the 2014 Materials budget (2% base increase + 5.5% additional increase).
- For clarity, this Option is the DRAFT Budget that was presented to the Directors of Finance on December 16, 2014 and to the Board at today's meeting.

OPTION DETAILS

Each option details the individual Member impacts, presented in the same format as the FVRL DRAFT Budget (being Option 3) included with today's Board Meeting Agenda.

TODAY'S POWERPOINT

For your reference, I also have attached a PDF copy of the Powerpoint by Nancy Gomerich, NG Consulting, on the 2015 DRAFT Budget that she presented at today's (Jan 7 2015) Board Meeting.

Should you have any questions or require further information please do not hesitate to contact me.

Sincerely,
Gillian McLeod
Acting Senior Manager - Finance | Library Manager - Delta



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: February 20, 2015
FROM: Debra Key, Deputy Chief Administrative Officer/CO FILE: 3900-01
SUBJECT: Bylaw No. 1066 Council Procedure Amendment Bylaw

ISSUE: To amend Council Procedure Bylaw No. 1002

BACKGROUND:

At the Regular Meeting of Council on February 16, 2015, staff was directed to give notice under s. 94 of the Community Charter and prepare an amendment to the Council Procedure Bylaw to authorize changes to allow for Council meetings to be held at any venue within municipal boundaries, and, to include Reports of Councillors to the Order of Business for Regular Council Meetings.

Pursuant to s. 124(3) of the Community Charter public notice of the proposed bylaw was given February 26, 2015 and March 5, 2015.

Accordingly, staff is presenting the Council Procedure Amendment Bylaw No. 1066, for Council's consideration.

RECOMMENDATION:

THAT Bylaw No. 1066, 2015 Council Procedure Amendment be given first, second and third reading.

Respectfully submitted for your consideration:

[Signature of Debra Key]
Debra Key
Deputy Chief Administrative Officer/CO

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

[Signature of Ian Crane]
Ian Crane
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1066

A bylaw to amend Council Procedure Bylaw No. 1002

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

AND WHEREAS, Council of the Village of Harrison Hot Springs has deemed it advisable to amend the Council Procedure Bylaw No. 1002;

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

1. CITATION

This Bylaw may be cited for all purposes as "Village of Harrison Hot Springs Council Procedure Amendment Bylaw No. 1066, 2015".

2. AMENDMENTS

(a) Item 3 Meetings of Council, page 3, section (e), be amended to read:

(e) Council meetings may be held at any venue within municipal boundaries.

(b) Item 4 Agenda, page 4, section (g), 10. be amended to read:

10. Reports of Councillors, Committees, Committee of the Whole and Commissions

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

In Compliance with section 124(3) of the *Community Charter*, public notice was given February 26, 2015 and March 5, 2015 in accordance with section 94 of the *Community Charter*.

READ A FIRST TIME THIS DAY OF ,2015

READ A SECOND TIME THIS DAY OF ,2015

READ A THIRD TIME THIS DAY OF ,2015

ADOPTED THIS DAY OF ,2015

Mayor

Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** February 24, 2015
FROM: Debra Key **FILE:** 3900-01
 Deputy Chief Administrative Officer/CO
SUBJECT: Boat Launch and Parking Lot Regulation Bylaw No. 1065

ISSUE: To introduce a new Boat Launch and Parking Lot Regulation Bylaw

BACKGROUND:

The Village entered into an Agreement with the Fraser Valley Regional District to manage and operate the public boat launch facility. The boat launch facility is generally operational from the end of March to early May on weekends, mid-May to mid-September seven (7) days a week and mid-September to mid-October (Thanksgiving) on weekends, subject to weather conditions.

At year end, Village staff met with Fraser Valley Regional District staff to receive a statement of operations and discuss any concerns and/or recommendations arising from the operation of the boat launch and its parking lot.

The FVRD did note that the Village boat launch model was working well and that they were interested in streamlining their boat launch operations to be fairly consistent with Harrison's.

One of the concerns discussed was with respect to fleet passes, as it appeared that these passes were often being shared and that there was a large amount of boats being registered under one fleet pass. Currently the bylaw is silent on the amount of boats that can be registered under one fleet pass. A fleet pass fee is \$300.00 which includes the parking of one tow vehicle and one boat trailer for one day. A season pass is \$135.00 for one boat which includes the parking of one tow vehicle and one boat trailer for one day. Day Passes are \$20.00 which also includes one day of parking.

The FVRD provides regional services at its many parks, including Island 22 and Dewdney that both offer boat launch facilities. Their fee structure provides a fee for a season pass (regular) at \$50.00 and season pass (commercial) at \$100.00 for each boat. Their season pass (commercial) is the equivalent of a fleet pass.

The Village's boat launch records indicate that four (4) fleet passes were sold in 2014. Every pass had four or less boats registered under the pass, with the exception of one pass holder that had 23 boats registered. This means that one fleet pass holder is paying \$300.00 for 23 boats to be launched and retrieved for one year.

Described below are two possible solutions that staff of the FVRD and Village discussed.

- 1) Fleet pass purchases be limited to a set number of boats (5 has been suggested) by stickers that are issued, and have to be displayed on the boat.
- 2) Switch to a cheaper commercial season pass option (similar to those available for Dewdney and Island 22), which comes with one sticker to be displayed on the vehicle (this is valued at \$100 vs. the Harrison pass of \$300) This option minimizes the sharing of the pass.

One of the other areas of concern was the damage that occurs to the boat launch ramp each year due to improper boat and trailer removal, (ie. power loading of boats) both during launch and retrieval. The annual cost to repair the boat launch ramp is approximately \$3,000 to \$4,000. Language has been included in the bylaw to address "power loading" of boats by regulating the way boats must be retrieved onto the trailer.

It is suggested that limiting the amount of boats registered under one fleet pass to a maximum of five (5) is not unreasonable and provides fairness and equity when comparing a season pass holder paying an amount of \$135.00 for one boat.

Staff is recommending that a new boat launch regulation and parking lot bylaw be introduced that provides clear definitions of types of passes, including parking, launch and retrieval provisions, limiting the number of boats that can be registered to one fleet pass and applicable enforcement clauses to address the issue of the boat launch ramp. A minor change to the Schedule of the bylaw includes wording of the maximum number of boats under a Fleet Pass and inclusion of Additional Parking Pass. No fee changes are being suggested.

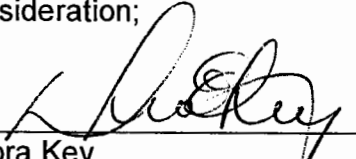
The new bylaw will ensure provisions are current and meet the requirements for the efficient operation of the facility.

Accordingly, attached is a new draft bylaw which also includes the repeal of Boat Launch and Parking Lot Regulation Bylaw. No. 970.

RECOMMENDATION:

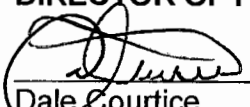
THAT Boat Launch Regulation and Parking Lot Bylaw No. 1065 be introduced and given three readings;

Respectfully submitted for your consideration;

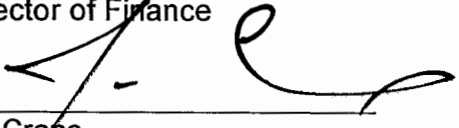


Debra Key
Deputy Chief Administrative Officer/CO

DIRECTOR OF FINANCE COMMENTS:



Dale Courtice
Director of Finance



Ian Crane
Chief Administrative Officer



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

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

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

CITATION

1. This Bylaw may be cited for all purposes as the Village of Harrison Hot Springs "Boat Launch Facility and Parking Lot Regulation Bylaw No. 1065, 2015".

DEFINITIONS

2. In this Bylaw:

"Additional Parking Pass" means a pass which entitles the holder to one day of additional parking for each day purchased;

"Boat" means any motorized watercraft designed to float, plane, work or travel on water;

"Boat Launch" means the ramp and wharf area designated for the launch, retrieval, and moorage of a boat;

"Boat Launch Facility" means the municipal premises and property located on and legally described as Lot A and B, Section 13, Township 4, Range 29, W6, New Westminster Land District, Plan 251;

"Boat Launch Operator" means the person authorized to manage and operate the boat launch facility;

"Bylaw Enforcement Officer" means the person authorized to provide bylaw enforcement services for the Village;

"Day Pass" means a pass which entitles the holder to a launch and retrieval of one boat for one day;

"Fleet Pass" means a pass which entitles the holder to the annual launch and retrieval of up to a maximum of five (5) boats that have been registered under the pass;

"One Day" means up to 12:00 midnight on the date of purchase;

"Parking Lot" means the area designated to park a tow vehicle, boat trailer or vehicle;

"Parking Pass" means a pass which entitles the holder to the parking of a tow vehicle, boat trailer or a vehicle in the designated boat launch parking lot for one day;

"Season Pass" means a pass which entitles the holder to the annual launch and retrieval of one boat;

"Village" means the Village of Harrison Hot Springs;

"Wharf" means the dock where boats may moor to load and unload cargo or passengers.

GENERAL REGULATIONS

3. A person must comply with all applicable bylaws, Provincial and Federal statutes and regulations when using or occupying the boat launch facility;
4. Prior to any launch, retrieval of any boat or parking of any tow vehicle, boat trailer or vehicle, an applicant must pay the applicable fee pursuant to Schedule "A";

PARKING

5. A one day parking pass entitles the holder to park in the designated parking lot for one day, provided parking space is available;
6. Any day, season or fleet pass entitles the holder to park one tow vehicle and boat trailer in the designated boat launch parking lot for one day, provided parking space is available;
7. Additional parking passes are available for purchase beyond one day, provided parking space is available;

BOAT LAUNCH PASSES

8. A day pass entitles the holder to launch and retrieve one boat;
9. A season pass entitles the holder to the annual launch and retrieval of one boat;
10. A fleet pass entitles the holder to the annual launch and retrieval of up to a maximum of five (5) boats that have been registered under the pass;
11. Fleet pass holders are required to purchase an additional fleet pass for boats that exceed the maximum number of boats that can be registered for each fleet pass;
12. Fleet and Season Pass boat decals are non-transferable and must correspond with the pass number displayed on the vehicle hanger;

PROHIBITED USES

13. No person shall park a vehicle in the designated parking lot without properly displaying a vehicle hanger;
14. No season and fleet pass holder shall launch and retrieve a boat unless a boat decal and vehicle hanger are displayed;
15. No person shall cause a boat, tow vehicle, boat trailer or vehicle to be left unattended at the boat launch or on the wharf;
16. No person shall cause a boat to remain moored on the wharf for a period in excess of 15 minutes unless otherwise authorized by the Boat Launch Operator or the Village;
17. No person shall accelerate the motor of a boat to load a boat onto a boat trailer at the boat launch;

ENFORCEMENT

18. Any Bylaw Enforcement Officer may enforce this bylaw in the course of their duties;
19. Any Bylaw Enforcement Officer may order a person who does anything contrary to this bylaw to leave the boat launch facility area immediately, or within a period of time specified by the Bylaw Enforcement Officer, and every person so ordered shall comply with the order and leave the boat launch facility area immediately or within the specified time period;
20. No person shall hinder, oppose, molest or obstruct a Bylaw Enforcement Officer in the discharge of their duties;

- 21. Any Bylaw Enforcement Officer, Boat Launch Operator, Peace Officer or emergency personnel, while acting in the course of their duties, including the use of vehicles or watercraft, are exempt from the provisions of this bylaw.

PENALTIES

- 22. A person who contravenes this bylaw commits an offence and is subject to a fine under the Bylaw Notice Enforcement Bylaw.

SCHEDULES

- 23. Schedule "A" of the Boat Launch Facility and Parking Lot Regulation Bylaw No. 1065 attached hereto and forming part of this bylaw.

REPEAL

- 24. "The Village of Harrison Hot Springs Boat Launch and Parking Lot Regulation Bylaw No. 970, 2011 and amendments are hereby repealed in their entirety.

READINGS AND ADOPTION

READ A FIRST TIME THIS DAY OF 2015

READ A SECOND TIME THIS DAY OF , 2015

READ A THIRD TIME THIS DAY OF , 2015

ADOPTED THIS DAY OF , 2015

Mayor

Corporate Officer

DRAFT

**BOAT LAUNCH FACILITY AND
PARKING LOT REGULATION**

BYLAW NO. 1065

SCHEDULE "A"

| FEES | | |
|------|--|--------------------------|
| | • Day Pass | \$ 20.00 (tax included) |
| | • Season Pass | \$ 135.00 (tax included) |
| | • Fleet Pass (up to a maximum of five (5) boats) | \$ 300.00 (tax included) |
| | • Parking Pass per one day | \$ 7.00 (tax included) |
| | • Additional Parking Pass | \$ 7.00 (tax included) |

DRAFT





HARRISON HOT SPRINGS

Naturally Refreshed

**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1067**

A bylaw to repeal Advisory Planning Commission Bylaw

WHEREAS the Mayor and Council adopted Advisory Planning Commission Bylaw 1006;

AND WHEREAS Advisory Planning Commission Bylaw No. 1006 must be repealed;

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

1. CITATION

This Bylaw may be cited for all purposes as the "Advisory Planning Commission Repeal Bylaw No. 1067, 2015".

2. The following bylaw is hereby repealed:

(a) The Village of Harrison Hot Springs Advisory Planning Commission Bylaw No. 1006.

READINGS AND ADOPTION

READ A FIRST TIME THIS DAY OF , 2015

READ A SECOND TIME THIS DAY OF , 2015

READ A THIRD TIME THIS DAY OF , 2015

ADOPTED THIS DAY OF , 2015

Mayor

Corporate Officer





HARRISON HOT SPRINGS

Naturally Refreshed

VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 1006

A bylaw for the purpose of establishing an Advisory Planning Commission

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to establish a bylaw for an Advisory Planning Commission.

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

1. The Council of the Village of Harrison Hot Springs hereby establishes an Advisory Planning Commission which shall be known as the Harrison Hot Springs Advisory Planning Commission.
 - (a) Council may, by resolution, appoint up to 6 members and the Chair to the Commission who shall serve without remuneration.
 - (b) The members of the Commission will serve without remuneration, but may be remunerated for out of pocket expenses with the approval of Council
 - (c) The appointment of Commissioners remain in effect until revoked by Council or if the Commissioner is unable to serve.
 - (d) The Council shall not appoint to the Commission any person as a member:
 - (i) who is an elected representative of the Village of Harrison Hot Springs;
 - (ii) an employee or officer of the Village of Harrison Hot Springs; or
 - (iii) the Approving Officer of the Village of Harrison Hot Springs.
 - (e)
 - (i) If a member of the Commission fails to attend two consecutive meetings of the Commission, without leave of the Chair of the Commission, the member shall be deemed to have resigned and the Council shall appoint a replacement.
 - (ii) A member may apply for leave from the Chair of the Commission with respect to the member's non-attendance at a Commission meeting by notifying the Chair, within one week from the date of the meeting for which leave is sought, setting forth grounds for their non-attendance.

- (iii) Where a member fails to apply for leave as set forth in sub-section (e)(ii) the non-attendance shall be deemed to be without leave and shall be noted as such in the minutes of the meeting.
 - (f) The Council shall provide the Commission with a secretary to perform such secretarial duties as are required.
 - (g) The Chief Administrative Officer and other staff approved by the Chief Administrative Officer will attend Commission meetings as a liaison and provide advice as requested.
2. The Harrison Hot Springs Advisory Planning Commission does not have delegated authority and is advisory to Council on:
 - (a) Official Community Plan, and proposed amendments
 - (b) Zoning Bylaw and proposed amendments
 - (c) Neighbourhood plans
 - (d) Land use policy issues; and
 - (e) any other land use issue as referred by Council from time to time.
 3. The Commission shall consider and report on all matters referred to it by the Council.
 4. The Commission shall report to the Council within the time designated by the Council. If the report is not provided within the time designated then the Council may:
 - (a) extend the time within which the report is to be provided; or
 - (b) determine the matter without the report
 5. In complying with the request of the Council for recommendations under Section 3, and in the general execution of its duties, the Commission shall have as its objective the systematic and orderly growth of the Village for the ultimate benefit of the community.
 6. The duties of the Secretary, appointed pursuant to Section 1(f), shall be:
 - (a) to provide notice of the meetings to the members of the Commission;
 - (b) to prepare the agendas for the Commission;
 - (c) to record the minutes of all meetings and forward to the Corporate officer for inclusion on the Council Agenda.
 7.
 - (a) The commission shall set its regular meeting dates and meeting times.
 - (b) In addition to regular meetings, the Commission may meet at any time at the call of its Chair to consider matters.
 - (c) Whenever the regularly scheduled meeting of the Commission falls upon a statutory holiday the Commission shall meet on the next following day which is not a holiday.

- (d) The Commission shall hold its meetings in the Municipal Offices, Harrison Hot Springs, unless otherwise duly directed by its Chair.
8. Four members shall constitute a quorum of the Commission.
 9. (a) If the Chairperson is absent from a meeting, the members present shall choose a temporary Chairperson who shall preside at that meeting.
 - (b) The Chair shall maintain order at all times.
 - (c) The Chair shall determine all points of order as they arise.
 - (d) The Chair shall have the same right of vote as the other members of the Commission and in case of equality of the votes for or against a question, the question shall be negated and the Chair shall so declare.
 10. The Commission shall keep minutes of its proceedings and shall read and adopt the minutes of each meeting at the next following meeting.
 11. The Commission shall communicate its recommendation to the Council in writing.
 12. The Commission shall decide all questions by a majority vote of those members present.
 13. All points of procedure not provided for in this bylaw shall be decided in accordance with the provisions of the Village of Harrison Hot Springs Council Procedure Bylaw.

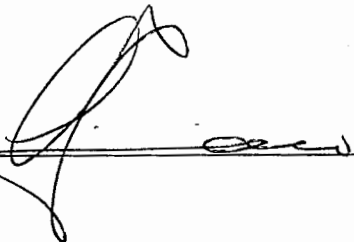
READINGS AND ADOPTION

READ A FIRST TIME THIS 7th DAY OF MAY, 2012


READ A SECOND TIME THIS 7th DAY OF MAY, 2012

READ A THIRD TIME THIS 7th DAY OF MAY, 2012

ADOPTED THIS 22nd DAY OF MAY, 2012



Mayor



Corporate Officer





VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: March 4, 2015
FROM: Debra Key FILE: 3900-01
Deputy Chief Administrative Officer/CO
SUBJECT: Business Licencing and Regulation Amendment Bylaw

ISSUE: Business Licencing and Regulation Amendment Bylaw

BACKGROUND:

At a Regular Council Meeting on February 16, 2015 Council directed staff to review and make minor amendments to the Sign Amendment Bylaw. Council also discussed several issues of concern regarding real estate signage being erected throughout the Village by realtors from outside the municipality and asked staff to review the current Business Licencing and Regulation Bylaw and provide a report.

On March 2, 2015 a report was brought forward to Council with recommendations for consideration and direction to proceed with amendments to the Business Licencing and Regulation Bylaw to address real estate licencees. Accordingly, an amendment bylaw has been drafted and attached.

RECOMMENDATION:

THAT Business Licencing and Regulation Amendment Bylaw. No. 1068 be given three readings.

Respectfully submitted for your consideration;

[Signature of Debra Key]
Debra Key
Deputy Chief Administrative Officer/CO

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

[Signature of Ian Crane]
Ian Crane
Chief Administrative Officer





VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1068

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

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

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

1. **CITATION**

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Business Licencing and Regulation Amendment Bylaw No. 1068, 2015".

2. Business Licencing and Regulation Bylaw No. 945 is amended by adding the following under Section 2 INTERPRETATIONS:

"Real Estate Licencee" means a person who is a licensee under the *Real Estate Services Act* and who occupies or uses premises in the Village for the carrying on of the person's business".

3. Said Bylaw is hereby further amended by adding the following under Section 21 EXEMPTIONS:

"(c) REAL ESTATE

Pursuant to the *Real Estate Services Act* a municipality may not impose on a licensee under this act for any licence fee for carrying on their business unless the licensee occupies or uses premises in the municipality for carrying on their business.

READINGS AND ADOPTION

READ A FIRST TIME THIS DAY OF , 2015

READ A SECOND TIME THIS DAY OF , 2015

READ A THIRD TIME THIS DAY OF , 2015

ADOPTED THIS DAY OF , 2015

Mayor

Corporate Officer





VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE: March 6, 2015**

FROM: Debra Key **FILE: 3900-01**
Deputy Chief Administrative Officer/CO

SUBJECT: Sign Bylaw Amendments

ISSUE:

Amendments to Sign Bylaw No. 987, 2011

BACKGROUND:

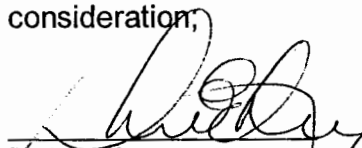
At a Regular Council Meeting held on March 2, 2015 "Sign Bylaw Amendment Bylaw No. 1064, 2015" was given introduction and three readings.

The Bylaw is now presented for Council's further consideration.

RECOMMENDATION:


THAT "Sign Amendment Bylaw No. 1064, 2015" be now reconsidered, finally passed and adopted.

Respectfully submitted for your consideration,



 Debra Key
 Deputy Chief Administrative Officer/CO

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



 Ian Crane
 Chief Administrative Officer

A bylaw to amend "Sign Bylaw No. 987, 2011"

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

1. This Bylaw may be cited for all purposes as Village of Harrison Hot Springs "Sign Amendment Bylaw No. 1064, 2015".
2. Sign Bylaw No. 987, 2011 is amended by deleting "Sandwich Board" under Section 2 INTERPRETATIONS, and replacing it with the following Definition:

"2. INTERPRETATIONS

"Sandwich Board" means a one or two face non-illuminated portable sign with a maximum size of 60 cm x 120 cm on each side."

3. Said Bylaw is hereby further amended by deleting Section 9.3(a) through to (f) under Sandwich Board Signs in its entirety and replacing it with the following:

"9.3 Sandwich Board Signs

Sandwich board signs will be permitted subject to the following conditions:

- a) one (1) sandwich board per business per storefront;
- b) a sandwich board is to be directly located against the building or no further than 5 metres from the business premises;
- c) size of the sandwich board is limited to 60 cm x 120 cm in area;
- d) no sign is to be placed on boulevards, middle of the sidewalk or at the curb of a street and must not be a nuisance or impediment to pedestrian traffic or a safety hazard;
- e) the sign shall not be located in parking areas or parking stalls;

BYLAW NO. 1064
SIGN SCHEDULE "A"

Fee Schedule

- | | |
|---|---------|
| 1. All signs except elections and temporary signs | \$50.00 |
| 2. Sandwich boards | \$25.00 |