



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, December 4, 2017
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	
(a) THAT the Minutes of the Regular Council Meeting held on November 20, 2017 be adopted. Item 4(a) Page 1	
5. BUSINESS ARISING FROM THE MINUTES	
6. CONSENT AGENDA	
i. Bylaws	
ii. Agreements	
iii. Committee/ Commission Minutes	
iv. Correspondence	(a) Letter dated November 15, 2017 from the Ministry of Tourism, Arts and Culture RE: Resort Municipality Initiative funding Item 6.iv(a) Page 7
7. DELEGATIONS/PETITIONS	
8. CORRESPONDENCE	
(a) Letter dated November 21, 2017 from Agassiz-Harrison Community Services RE: Letter of Support Item 8(a) Page 9	
(b) Letter dated November 24, 2017 from the Harrison Festival Society RE: Request for Funding Item 8(b) Page 11	
(c) Letter dated November 29, 2017 from the District of Sicamous RE: Request for Support Item 8(c) Page 13	
9. BUSINESS ARISING FROM CORRESPONDENCE	

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

11. REPORTS FROM MAYOR

12. REPORTS FROM STAFF

- (a) Report of the Infrastructure Manager – November 23, 2017
Re: Grant funding endorsement for asset management planning

Item 12 (a)
Page 15

Recommendation

THAT Council approve staff applying for the \$50,000 Federation of Canadian Municipalities asset management grant;

THAT Council approve staff applying for the \$15,000 Union of British Columbia Municipalities asset management grant.

- (b) Report of the Chief Administrative Officer – November 30, 2017
Re: Municipal Appointment to Citizens Advisory Committee

Item 12 (b)
Page 17

Recommendation:

THAT the Village Council recommend the appointment of Councillor Samantha Piper to the Mountain Institution Citizen Advisory Committee.

- (c) Report of the Chief Administrative Officer – December 1, 2017
Re: Community Water Upgrade Tender Award

Item 12 (c)
Page 19

Recommendation

THAT Drake Excavating (2016) Ltd. be awarded the contract for the Reservoir Supply Main Upgrade in the amount of \$184,995.00 and the Hot Springs Road Upgrade in the amount of \$506,520.00; and

THAT Timbro Contracting Ltd. be awarded the contract for the Neighbourhood Upgrades in the amount of \$1,618,821.90.

13. BYLAWS

- (a) Report of Planning Consultant – December 4, 2017
Re: Zoning Bylaw No. 1115, 2017

Item 13 (a)
Page 21

Recommendations:

THAT Council accept the above changes of the Planning Consultant's report dated December 4, 2017 regarding the Zoning Bylaw No. 1115, 2017.

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: November 20, 2017
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 Samantha Piper

Chief Administrative Officer, Madeline McDonald
Deputy Chief Administrative Officer/Corporate Officer, Debra Key
Community Services Manager, Chelsea Woolhouse
Planning Consultant, Ken Cossey

ABSENT: Councillor John Hansen

Recording Secretary: Nicole Sather

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 Piper
Seconded by Councillor Buckley

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**

4. **ADOPTION OF COUNCIL MINUTES**
Moved by Councillor Piper
Seconded by Councillor Reyerse

THAT the minutes of the Regular Council Meeting held on November 6, 2017 be adopted.

**CARRIED
UNANIMOUSLY**

5. **BUSINESS ARISING FROM THE MINUTES**
None

6. **CONSENT AGENDA**

i. Bylaws

ii. Agreements

iii. Committee/
Commission
Minutes

(a) Age-friendly Committee Meeting Minutes of October 5, 2017

iv.
Correspondence

Moved by Councillor Reyerse
Seconded by Councillor Buckley

THAT the Age-friendly Committee Meeting Minutes of October 5, 2017 be received.

**CARRIED
UNANIMOUSLY**

7. **DELEGATIONS**

None

8. **CORRESPONDENCE**

None

9. **BUSINESS ARISING OUT OF CORRESPONDENCE**

None

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

Councillor Reyerse

- Reported that the Kent Harrison Foundation Grant Committee received seven requests in which the foundation assisted with.
- Attended the Chamber of Commerce Directors Annual General Meeting.
- Reported that the Fraser Valley Regional Library has released a five (5) year strategic plan with a new mission statement.

Councillor Piper

- Attended the Fallen Officer Memorial on November 8, 2017 at the Chilliwack RCMP detachment which memorializes Constable Vernon Genaille and Constable Gerald Fortis.
- Attended the Stó:lō First Nations Remembrance Day ceremony on November 11, 2017. Thanked the Stó:lō First Nations Cultural Committee on organizing the event.

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
November 20, 2017*

- Attended the Agassiz Agricultural and Horticultural Association 4H event on November 18, 2017.

Councillor Buckley

- Attended the dedication ceremony of the Fallen Officers Monument in Chilliwack on November 8, 2017.
- Attended the Water Distribution and Upgrade Project ground breaking ceremony on November 14, 2017.
- Attended the Bald Eagle Festival on November 18, 2017.
- Attended the Kent-Harrison Lions Appreciation Dinner on November 18, 2017.

11.

REPORTS FROM MAYOR LEO FACIO

- Attended the dedication ceremony of the Fallen Officers Monument in Chilliwack on November 8, 2017.
- Attended the Remembrance Day Ceremony on November 11, 2017 at the Agassiz High School Auditorium which proceeded to the Cenotaph. Thanked all the individuals for attending and all those who have given their lives.
- Thanked Councillor Samantha Piper for attending the Stó:lō First Nations Remembrance Day ceremony on November 11, 2017.
- Report that on November 14, 2017 Member of Parliament Jati Sidhu and Member of Legislative Assembly Laurie Throness joined him in a ground breaking ceremony for the Water Distribution and Upgrade Project.
- Reported on correspondence sent to Abbotsford Police Detachment and Abbotsford Mayor Henry Braun on November 15, 2017 in response to the tragic death of Constable John Davidson while on duty.
- Reported on attending the Regional and Corporate Services Committee on November 16, 2017.
- Reported on a letter received from Minister Lisa Beare, Ministry of Tourism, Arts and Culture on November 17, 2017 commending the initiatives undertaken by the community of Harrison Hot Springs using Resort Municipality Initiatives (RMI) funding.
- Reported on attending Harrison Hot Spring's Fire Hall recruitment open house on November 18, 2017.
- Reported that he attended the Agassiz-Harrison Lions Clubs appreciation dinner the evening of November 18, 2017.
- Reported that the Magic of Christmas will be held on December 2, 2017 at the St. Alice Event and Exhibit Centre.
- Reported on Resort Municipality Initiatives meeting which he will be attending on December 12, 2017.

12.

REPORTS FROM STAFF

- (a) Report of Community Services Manager – November 14, 2017
Re: Snow Angel Awareness Campaign

Moved by Councillor Reyerse
Seconded by Councillor Piper

THAT up to \$1,000 from the 2017 Age-Friendly budget be used to support a Snow Angel awareness campaign for the 2017/2018 winter season.

**CARRIED
UNANIMOUSLY**

13.

BYLAWS

- (a) Report of Planning Consultant – November 20, 2017
Re: Zoning Bylaw No. 1115, 2017

Moved by Councillor Reyerse
Seconded by Councillor Piper

THAT Zoning Bylaw No. 1115, 2017 be given first and second reading; and:

THAT staff be authorized to refer the Zoning Bylaw No. 1115, 2017 to the:

- Advisory Planning Commission
- Fraser Valley Regional District
- Ministry of Transportation and Infrastructure, and

FUTHER THAT staff be authorized to schedule a Public Hearing.

**CARRIED
UNANIMOUSLY**

Moved by Councillor Reyerse
Seconded by Councillor Buckley

THAT second reading of Zoning Bylaw No. 1115, 2017 be rescinded.

**CARRIED
UNANIMOUSLY**

14.

QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)

Questions from the public were entertained.

15.

ADJOURNMENT

Moved by Councillor Buckley
Seconded by Councillor Piper

THAT the meeting be adjourned 8:19 p.m.

**CARRIED
UNANIMOUSLY**

Leo Facio
Mayor

Debra Key
Corporate Officer

DRAFT

6. iv(a)



BRITISH COLUMBIA

RECEIVED

NOV 17 2017

BY VILLAGE OF HARRISON HOT SPRINGS

Ref: 31355

NOV 15 2017

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

Dear Mayor Facio:

It was a pleasure to meet with your delegation at this year's Union of British Columbia Municipalities Annual Convention. I appreciated the opportunity to discuss matters of importance to you and your community.

The Ministry of Tourism, Arts and Culture is committed to building on our province's strengths to make British Columbia (BC) a global leader in arts and culture, and to make tourism a job creator throughout BC.

I commend you on the initiatives undertaken in your community using Resort Municipality Initiative (RMI) funding. I want to assure you that the information and feedback you have provided on the RMI will be considered as government reviews options beyond March 2018.

I look forward to future collaboration and partnerships with the Village of Harrison Hot Springs to grow tourism in BC.

Thank you for inviting me to the Harrison Beer Festival in October. Unfortunately, I was unable to attend due to prior commitments. I trust it was a successful event.

Thank you again for taking the time to meet. I appreciate your passion and commitment to build a strong, sustainable, innovative economy that works for everyone.

Sincerely,

Lisa Beare
Minister

FILE #	DATE	<input type="checkbox"/> CO	<input type="checkbox"/> ADMIN/ FINANCE	<input type="checkbox"/> B/L ENF	<input type="checkbox"/> MAYOR	<input type="checkbox"/> COUNCIL	<input type="checkbox"/> C	INITIAL
0100-20	Nov 17 2017	<input type="checkbox"/> DCAD	<input type="checkbox"/> ED/DF	<input type="checkbox"/> MGR REV SVCS	<input type="checkbox"/> CEDO	<input type="checkbox"/> OP. MGR	ITEM A B	
							COUNCIL AGENDA	
							DATE	Dec 4/17
								(ITEMS: A-REQ, ACTION; B - INFO - WRESP; C - INFO ONLY)



Agassiz-Harrison Community Services

8(a)
RECEIVED

NOV 24 2017

BY VILLAGE OF HARRISON HOT SPRINGS

November 21, 2017

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

Dear Mayor and Councillors –

Re: Letter of support

Agassiz-Harrison Community Services is submitting a funding request to the Ministry of Public Safety and Solicitor General, under their civil forfeiture funding and we would be grateful if you would provide us with a letter of support.

We want to expand our youth summer program this year. The kids will do the usual recreational things: sports, crafts, canoeing, paddle boarding and camping but we want to add a strong leadership skills component. Since our Youth Centre opened two years ago we've had a number of successes in teaching various skills to youth and helping them get summer jobs, or continuing in high school when they were determined to drop out. We gave particular support to two youth who faced significant challenges with homelessness, addictions and domestic violence and we were very proud when they finished school and went into post-secondary programs. Many kids just need a constant adult mentor in their lives to encourage and bring out the best in them and we love to see them succeed.

The Village is always supportive of our work, for which we thank you and we hope you can consider this request.

Sincerely,

Bobbi Jacob
Executive Director

FILE #	DATE
0230-01	2017-11-24
<input type="checkbox"/> CAO	<input type="checkbox"/> CO
<input type="checkbox"/> DCAO	<input type="checkbox"/> ADMIN/ FINANCE
<input type="checkbox"/> DIRF	<input type="checkbox"/> B/L ENF
<input type="checkbox"/> MGR REV SVCS	<input type="checkbox"/> MAYOR
<input type="checkbox"/> CEDO	<input type="checkbox"/> COUNCIL
<input type="checkbox"/> OP. MGR	
ITEM	A B C
COUNCIL AGENDA	
DATE Dec. 4, 2017	
INITIAL <input type="checkbox"/>	
REQ. ACTION:	
B - INFO - WRESP;	
C - INFO ONLY)	
9	

8(b)



Presenting **world quality performing arts** including the internationally acclaimed **Harrison Festival of the Arts**
For more than 35 years

November 24, 2017

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

Dear Mayor Facio and Councillors,

For the last several years the Harrison Festival of the Arts has been supported by the Village of Harrison Hot Springs with \$12,500, an amount that has been extremely helpful in helping maintain the quality and international reputation of the festival as a place to experience culturally diverse music and art in a world class setting, with a strong emphasis on local community involvement.

We are writing to once again request that we will be receiving this level of funding for the upcoming festival in July 2018. In addition, as this festival will be our 40th anniversary, we are requesting a onetime increase of that amount to \$20,000. This increased amount would assist in making the event extra special through hiring a higher profile act that demands a higher fee than we can normally afford.

Thank you very much for your consideration. We are always grateful for the wonderful support we receive, both in cash and in-kind, from the Village, to spread the reputation as our community as a place to experience culture and the arts alongside stunning natural beauty.

Yours sincerely,

Andy Hillhouse, Executive Director



NOV 30 2017

BY VILLAGE OF HARRISON HOT SPRINGS

District of Sicamous

446 Main Street
PO Box 219
Sicamous, BC
VOE 2V0

T: 250 836 2477
F: 250 836 4314
E: info@sicamous.ca
sicamous.ca

Sicamous

DATE	
0400-00	Nov 30/17
<input type="checkbox"/> CAO	<input type="checkbox"/> LIVE MORE
<input type="checkbox"/> DCAO	<input type="checkbox"/> ADMIN/ FINANCE
<input type="checkbox"/> DIRF	<input type="checkbox"/> B/L ENF
<input type="checkbox"/> MGR REV SVCS	<input checked="" type="checkbox"/> MAYOR
<input type="checkbox"/> CEDO	<input checked="" type="checkbox"/> COUNCIL
<input type="checkbox"/> OP. MGR	
ITEM	A B C
COUNCIL AGENDA	
DATE Dec 4/17	
INITIAL BS	
(ITEMS: A-REQ, ACTION: B - INFO - WRESP; C - INFO ONLY)	

November 29, 2017

Honourable George Heyman
Minister of Environment and Climate Change Strategy
Via E-mail: ENV.Minister@gov.bc.ca
PO Box 9047 Stn Prov Govt
Rm 112, Parliament Buildings
Victoria, BC V8W9E2

Re: Prevention of Quagga and Zebra Mussels

Dear Honourable Heyman,

On behalf of the District of Sicamous we write to express our concern about the threat of Quagga and Zebra mussels. Sicamous submitted a resolution at UBCM that was endorsed requesting more funding from the Provincial Government to increase awareness and Education for the threat of Quagga and Zebra mussels into BC Lakes.

The effects to ALL BC Lakes would be devastating:

- Zebra and quagga mussels filter water to the point where food sources such as plankton are removed, altering food webs. This also causes clearer water, allowing sunlight to penetrate deeper, increasing growth of aquatic vegetation. One mussel can produce one million mussels per year.
- Impact fish and wildlife by increasing toxic algal blooms.
- Large colonies affect spawning areas, impacting the survival of fish eggs.
- Affects recreational activities by cutting swimmers feet as a result of their sharp shell
- Non-reversible once infested with mussels, all BC Lakes will be contaminated and there is currently no solution to destroy them.
- Cost to British Columbia will be Billions, to government, taxpayers and businesses if mussels manage to get into our eco-system
- Eco-system compromised, water intakes plugged, fish destroyed, beaches destroyed
- No long-term research provided on drinking water quality
- Negative tourism impact

Solutions:

- Guard the borders - cost British Columbia Millions to guard the borders 24/7 365 days per year to prevent infestation or Boat border crossing hours, that work.
- Train border patrols - this is a serious issue, they must collect the correct information from boaters (of all kinds such as zodiacs, blow up paddle boards)

- More conservation officers, with more authority
- This is no longer a campaign, it should now be a department of the government with funding to continue prevention
- This is no longer a provincial problem, it is a federal problem, lakes that are contaminated in Canada should not be allowed to let boats leave without inspection to prevent contaminating other lakes.
- Transport Canada should now prevent float planes from hopping provinces and states
- Education – Major Media campaign announcing BC's commitment to keep our waters pristine. TV, Billboards, News paper, social media
- All Municipalities and Regional Districts should run a banner on their website home pages – "British Columbia is Committed to keeping their lakes Quagga and Zebra Mussel free. Please respect our Lakes and boarder crossing patrols. STOP at the boat inspection stations". This should have a link to a website explaining the seriousness of this issue, and explain fines for breaking the law by transporting invasive species.
- All British Columbia tourism sites should also announce and run the banner on their sites. Tourism will stay healthy if BC lakes stays healthy.
- Boaters registration, should include education
- Immediate allocations of funds dedicated to research, to enable BC biologists to work on a solution with Manitoba & US studies research groups. Let's work on removing them, together.
- Collaborate with infested US bordering Lakes on research and prevention of cross contamination.
- Collaborate with Alberta and Saskatchewan to stay mussel free

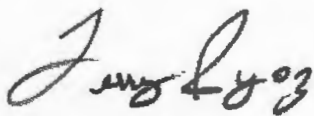
Funding:

BC government will find the funds (billions) if we lose the battle against mussels, as we'll need to manage the problem. This is how can we help fund the prevention now (millions):

- Out of province user pay at all BC boat ramps
- Lake passes for BC boaters
- All fines are allocated back to the program
- Boat registration increase some funding back to project

Thank you for your consideration of this issue.

Regards,



Terry Rysz, Mayor
DISTRICT OF SICAMOUS

Cc: Mark Zarcharias, Deputy Minister (via email: DM.ENV@gov.bc.ca)
Wendy Booth, UBCM President (via email: wndbooth@gmail.com)
UBCM Members (via emails)

12(a)



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** November 23, 2017

FROM: Troy Davis **FILE:** 1855-02-03/
Infrastructure Manager 1855-03-16

SUBJECT: Grant funding endorsement for asset management planning

ISSUE:

Staff are seeking an endorsement from Council to obtain grant funding to collect and organize information and digitize drawings and maps for asset management planning.

BACKGROUND:

As asset management is becoming more expected of communities from higher levels of government staff are working towards developing an asset management plan and program. The Federation of Canadian Municipalities (FCM) and the Union of British Columbia Municipalities (UBCM) are each offering grant funding to help communities develop asset management plans and programs. FCM is offering asset management grant funding of up to \$50,000 and UBCM offers \$15,000 grants. Both of these organizations will allow their grants to be combined.

Staff are seeking Council's endorsement to pursue both of these grants for the purpose of furthering the asset management planning plan. The funds will be used to hire contract students to collect and organize information and digitize drawings and maps for asset management planning.

RECOMMENDATION:

THAT Council approve staff applying for the \$50,000 Federation of Canadian Municipalities asset management grant;

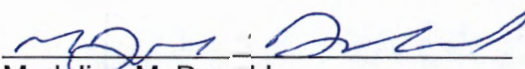
THAT Council approve staff applying for the \$15,000 Union of British Columbia Municipalities asset management grant.

Respectfully submitted;

REVIEWED BY and Concurrence
with the RECOMMENDATIONS:



 Troy Davis
 Infrastructure Manager



 Madeline McDonald
 Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** December 1, 2017

FROM: Madeline McDonald **FILE:** 1855-03-10
 Chief Administrative Officer

SUBJECT: Community Water Upgrade Tender Award

ISSUE:

The Village was awarded a Clean Water & Wastewater Fund Grant from the Federal and Provincial governments to expand the water distribution system, replace the supply and return lines to the reservoir and to upgrade water lines in Hot Springs Road to improve fire flow for future development.

BACKGROUND:

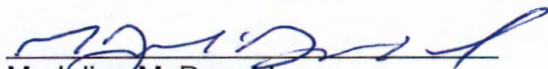
The project was tendered in the three components listed above, the results of which are attached along with a recommendation for award from our contract engineers at CTQ Consultants. The project costs as tendered fall within the budget established for this project. Based on the engineer's recommendation staff is recommending the following:

RECOMMENDATIONS:

THAT Drake Excavating (2016) Ltd. be awarded the contract for the Reservoir Supply Main Upgrade in the amount of \$184,995.00 and the Hot Springs Road Upgrade in the amount of \$506,520.00; and

THAT Timbro Contracting Ltd. be awarded the contract for the Neighbourhood Upgrades in the amount of \$1,618,821.90.

Respectfully submitted:


 Madeline McDonald
 Chief Administrative Officer

COST

TIME

QUALITY

Project No.: 12004-24, 12004-25, 12004-26

December 1st, 2017

Village of Harrison Hot Springs
 PO Box 160,
 Harrison Hot Springs, BC V0M 1K0

Attention: Madeline McDonald

Dear Madeline:

Re: 2017 Water Improvement Projects (WIP)- Tender Summary and Recommendations

CTQ Consultants Ltd. has reviewed the tenders received for the **Village of Harrison Hot Springs** closing date of November 30th, 2017. Four tender packages were received, all tenders were compliant with the requirements of the tender.

Financial Summary

	Tenderer				
	J. Cote & Son Excavating Ltd	Drake Excavating (2016) Ltd	Timbro Contracting	Pedre Contractors Ltd	
2017 Water Improvement Project	Tender Amount				
12004-24 Reservoir Supply Main Upgrade	\$ 265,225.00	\$ 184,995.00	\$ 241,311.54	\$ 350,100.00	
12004-25 Neighborhood Upgrades	\$ 1,979,125.00	\$ -	\$ 1,618,821.90	\$ 2,048,000.00	
12004-26 Hot Springs Road Upgrade	\$ 686,050.00	\$ 506,520.00	\$ 607,060.22	\$ 618,000.00	2017 WIP Total
Tenderer Award Total		\$ 691,515.00	\$ 1,618,821.90		\$ 2,310,336.90

Schedule

Based on their submitted schedules, all three contractors demonstrated they can meet the Substantial Performance date set in the Contract Documents.

Qualifications, Experience, and References

Based on information submitted, all three Tenderers have the qualifications and experience to complete the project successfully.

Credit if Awarded all Three project

We gave the contractors the opportunity to forward potential savings if awarded all three projects through Appendix 6 of the Tender package. Only J. Cote & Son Excavating Ltd showed a total cost savings of \$25,000 in mobilization if awarded all three project. When applying this credit, they still do not become the lowest prices.

Recommendation

It is our recommendation that the Village of Harrison Hot Springs moves forward and Awards the Contracts to the lowest compliant Tenderers:

12004-24 Reservoir Supply Main Upgrade - Drake Excavating (2016) Ltd
12004-25 Neighborhood Upgrades - Timbro Contracting
12004-26 Hot Springs Road Upgrade - Drake Excavating (2016) Ltd

Sincerely,



Irene Glotze, AScT
Contract Administrator

Reviewed By:



Matt Cameron P.Eng., FEC
Managing Partner





VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** December 4, 2017

FROM: Ken Cossey, MCIP, RPP **FILE:** 3900-02-01
 Planning Consultant

SUBJECT: Zoning Bylaw No. 1115, 2017

ISSUE:

To outline the comments received to date on the creation of Zoning Bylaw 1115, 2017 and to seek direction on the comments provided.

BACKGROUND:

During the Council meeting of November 20, 2017, Council reviewed and provided comments on the new Zoning Bylaw. Listed below in table form are the comments provided by Council, the subsequent comments by staff and the required follow up action.

Concern or Issue	Follow up comments	Action required
What is the duration of Temporary Accommodation	Defined in the bylaw already: as 30 days or less	NA
Under Commercial uses add: <ul style="list-style-type: none"> • Catering • Gas station 		Motion from Council
Flood requirements levels	Outlined in Section 3.11 of the new Bylaw	NA
Floor Area and setbacks	Both Lot Line Setbacks and the Gross Floor Area issues have been addressed in the new Bylaw. <ul style="list-style-type: none"> • Lot Lines: in the definitions section • Gross Floor Area – are already in sections 2.15 and 2.16 of the new bylaw 	NA
Food Truck definition – need to stress the requirement on having a business license	Needs to be addressed in the Village's Business Licensing Bylaw	Revise the Business Licensing Bylaw

Concern or Issue	Follow up comments	Action required
Add a definition of a marina	A definition has been created	Motion from Council
Tighten up the definition of Tourist Accommodation – remove the term: (c) temporary farm tourist accommodation		Motion from Council
Parking Cash-in-lieu for Commercial Uses only	Reviewed the proposed wording and for clarification purposes the term should be revised. Need to revise the Off-Street Parking Agreement	Motion from Council
Do not allow Home Occupations as an accessory use in either the R3 or R5 Zones		Motion from Council
Add Micro-Brewery as a permitted use in the C4 zone		Motion from Council
Review land use regulations – ensure all current ones are used in the proposed bylaw	Completed – one error noted	Motion from Council
Add as a permitted use in the W1 zone – public washrooms and fuel sales	The issue of public washrooms is addressed in section 3.4 of the new bylaw. The sale of fuel has been addressed in the new marina definition	Motion from Council
Accessory Building and Structure regulations		Motion from Council
Coach Houses	Outlined within the Village's OCP – as per Objective 6.2.2 which indicates Council will "encourage the provision of adequate supply of affordable housing, rental housing and special needs housing, with emphasis on meeting the needs of seniors and special needs groups" – and - as per the requirements of the Echo Avenue and Eagle Street Neighbourhood Plan. Please note that the Coach House concept is also contained in a report dated Dec 1, 2010 from the then Planning Consultant to the then Village's CAO.	Motion from Council
Farmers' Market	In the Commercial Zone only or in the Community Use Zone	Motion from Council

Zoning Map Changes

- 1/. The Two R1 zones on Cedar Street – C3
- 2/. R1 on Pine – change to R2
- 3/. Parkland trail behind the Branches project
- 4/. Add the linear park for the new development along Hot Springs Road (Spinnaker Wynd)
- 5/. Need to capture the entire village – north west corner
- 6/. Crown Land zoned as if it was fee simple land – not allowed

Changes that require a motion from Council

- 1/. Insert “Catering and Gas Station” into the definition of Commercial Uses in Bylaw 1115, 2017
- 2/. Insert the following under the Commercial Parking Requirements, of Bylaw 115, 2017:

<u>Land Use</u>	<u>Required Number of On Site Parking Stalls</u>
Gas Station	“1 per 40m ² of GFA and 1 per every 2 fuel or propane pump”

- 3/. Insert the following definition into Bylaw 1115, 2017:

“Coach House

means a small, detached Residential Dwelling Unit on an existing Lot, but is contained in a separate Building or Structure from the primary Residential Dwelling Unit and is located in the back yard;”

- 4/. Under the definition of Residential Use insert:

- “Coach House”

- 5/. Insert the following into Bylaw 1115, 2017

“4.10 Coach Houses

- a) Coach Houses will be allowed in the following Residential Zone only:
 - i) Residential 2 (Duplex) R2.

- b) The distance between the Permitted Residential Dwelling unit and the Coach House must be a minimum of 3.0 m;
- c) The combined Gross Floor Area of all Accessory Building or Structures on the Lot, including the Coach House, must not exceed 90m²; and
- d) Coach houses are not permitted on a Lot, unless a connection to both a Community Sewer and a Community Water system exists.

4.11 Coach House or Residential Accessory Suite

- a) On any Lot where a Coach House or a Residential Accessory Suite are permitted, either a Coach House or a Residential Accessory Suite is permitted but not both.”

6/. Insert the following into Bylaw 1115, 2107

In Section 6.1.1 Residential Parking Requirements

<u>Land Use</u>	<u>Required Number of On-site Parking Stalls</u>
“Coach House	1 per Dwelling Unit”

7/. Insert the following definition into Bylaw 1115, 2017:

“Marina

means a site, including the surface of water which is used for a berthing space for boats and may or may not include the selling of fuel;”

8/. Delete the following under the Tourist Accommodation definition in Bylaw 1115, 2017:

“(c) temporary farm tourist accommodation”

9/. Change section 6.2 from “6.2 Cash-in-Lieu of Parking” to “6.2 Parking Cash-in-lieu for the Required Commercial Parking” in Bylaw 1115, 2017

10/. Change section 6.6 from “6.6 Alternative to off-Street Parking” to “6.6 Off-Street Parking Agreement for Commercial Uses” in Bylaw 1115, 2017

11/. Delete Home Occupation as an accessory use from the R-3 and R-5 Zones in Bylaw 1115, 2017

12/. Insert Micro-Brewery as a permitted use under the C-4 Zone in Bylaw 1115, 2017

13/. Under the Maximum Height requirements of the C-1 Zone deleted “20 M” and insert “15 M” in Bylaw 1115, 2017

14/. Insert the following Accessory Building and Structure Regulations, into Bylaw 1115, 2017

Residential Accessory Building or Structure Regulations	R-1 Zone	R-2 Zone	R-3 Zone	R-4 Zone	R-5 Zone
Maximum Number of Buildings or Structures	2	2	2	2	NA
Minimum Front Setback (m)	15	7.5	4.5	4.5	NA
Minimum Rear Setback (m)	1.5	1.5	1	1.5	NA
Minimum Interior Side Setback (m)	1.5	1.5	1.2	3.6	NA
Minimum Exterior Side Setback (m)	7.5	3.6	3.6	7.5	NA
Maximum Height (m)	5	5	5	5	NA

and

Commercial Accessory Building or Structure Regulations	C-1 Zone	C-2 Zone	C-3 Zone	C-4 Zone
Maximum Number of Buildings or Structures	1	1	1	1
Minimum Front Setback (m)	0	0	0	4.5
Minimum Rear Setback (m)	0	0	0	6
Minimum Interior Side Setback (m)	0	0	0	3.6
Minimum Exterior Side Setback (m)	0	0	0	7.5
Maximum Height (m)	5	5	5	4.5

15/. Insert Farmers' Markets as a permitted use into the Community Use Zone in Bylaw 1115, 2017

16/. Delete the following sections in Bylaw 1115, 2017

- "4.2(a)(ii) on Lots Zoned for Residential Uses that are less than 0.4 ha in area, the combined total area of greenhouses must not exceed 25% of the Lot area;
- 4.2(a)(iii) greenhouses associated with Agriculture or Limited Agriculture use must comply with the required Lot line setbacks for Agriculture and Limited Agriculture uses;"

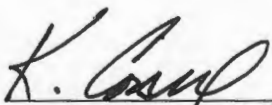
17/. Mapping Changes for Bylaw 1115, 2017

- a/. Change the Two R1 zones on Cedar Street to C3
- b/. Change the R1 on Pine Street to R2
- c/. Insert the Parkland trail behind the Branches project
- d/. Insert the linear park for the new development along Hot Springs Road (Spinnaker Wynd)
- e/. Insert the north-west corner into the map
- f/. Revise the crown land areas and ensure they are properly identified on the maps
- g/. Revise the P1 area in the north-east portion of the map

RECOMMENDATION:

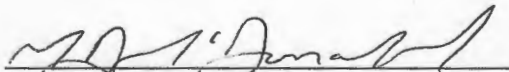
THAT Council accept the above changes to Zoning Bylaw No. 1115, 2017.

Respectfully submitted;



Ken Cossey, MCIP, RPP,
Planning Consultant

**REVIEWED BY and Concurrence
with the RECOMMENDATIONS:**



Madeline McDonald
Chief Administrative Officer