



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, January 15, 2018
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 December 4, 2017 be adopted.	Item 4(a) Page 1
(b) THAT the Record of Public Hearing of Official Community Plan Amendment Bylaw No. 1113 and Zoning Amendment Bylaw No. 1114, 2017 be adopted.	Item 4(b) Page 9
5. BUSINESS ARISING FROM THE MINUTES	
6. CONSENT AGENDA	
i. Bylaws	
ii. Agreements	
iii. Committee/ Commission Minutes	(a) Age-Friendly Committee Meeting Minutes of November 9, 2017 Item 6.iii(a) Page 11 (b) Advisory Planning Commission Meeting Minutes of July 21, 2017 Item 6.iii(b) Page 13
iv. Correspondence	
7. DELEGATIONS/PETITIONS	
8. CORRESPONDENCE	
9. BUSINESS ARISING FROM CORRESPONDENCE	
10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS	

11. REPORTS FROM MAYOR

Presentation of appreciation award to Leroy Burden – Annual Peace Officers and First Responders Appreciation Event.

12. REPORTS FROM STAFF

- (a) Report of the Infrastructure Manager – December 19, 2017
Re: Purchase of goose manure sweeper

Item 12 (a)
Page 15

Recommendation

THAT the purchase of the replacement manure collector for a cost up to \$15,000 be approved.

- (b) Report of the Deputy Chief Administrative Officer/Corporate Officer – December 22, 2017
Re: Proposed “Fraser Valley Regional District Regional Parks Service Area Amendment Bylaw No. 1455, 2017”

Item 12 (b)
Page 21

Recommendation:

THAT Council consents to the Fraser Valley Regional District’s Regional Parks Service Area Amendment Bylaw No. 1455, 2017.

- (c) Report of the Financial Officer – December 22, 2017
Re: 2017 Audit Plan

Item 12 (c)
Page 31

The Report is presented for Council’s information.

- (d) Report of the Deputy Chief Administrative Officer/Corporate Officer – January 4, 2018
Re: Strategic Wildfire Prevention Initiative – Approval in Principle

Item 12 (d)
Page 63

Recommendation:

THAT support be given for the development of a Community Wildfire Protection Plan and to provide overall grant management of the project.

- (e) Report of the Planning Consultant – January 5, 2018
Re: To start the Temporary Use Permit review process

Item 12 (e)
Page 67

Recommendation:

THAT staff be authorized to work on application 3060-20-TUP01/17 for land legally described as: Lots F and G, Section 12, Township 4, Range 29, West of the Sixth Meridian New Westminster District Plan 16245.

- (f) Report of the Planning Consultant – January 9, 2018
Re: Community Amenity Contributions

Item 12 (f)
Page 71

Recommendation:

Staff recommends:

- 1/. THAT Policy 1.12, Development be rescinded; and
- 2/. Policy 1.26, Community Amenity Contributions be adopted.

- (g) Report of the Planning Consultant – January 15, 2018
Re: To start the Development Permit review process

Item 12 (g)
Page 85

Recommendation:

THAT staff be authorized to work on application 3060-20-DP03/17 for land legally described as: Lot A, Section 12, Township 4, Range 29, West of the Sixth Meridian New Westminster District Plan EPP 74538.

- (h) Report of the Infrastructure Manager – January 15, 2018 (verbal)
Re: Light Response Truck purchase

Item 12 (h)

13. BYLAWS

- (a) Report the Deputy Chief Administrative Officer/Corporate Officer – December 20, 2017
Re: Proposed Boat Launch Surcharge – Boat Launch Facility and Parking Lot Regulation
Bylaw amendment

Item 13 (a)
Page 89

Recommendation:

THAT the Boat Launch Facility and Parking Lot Regulation Amendment Bylaw No. 1116, 2018 be given first, second and third reading.

- (b) Report the Deputy Chief Administrative Officer/Corporate Officer – January 3, 2018
Re: Council Procedure Amendment Bylaw

Item 13 (b)
Page 93

Recommendation:

THAT amendments to Council Procedure bylaw be approved; and

THAT notice be provided pursuant to s. 94 of the *Community Charter*.

(c) Report of Planning Consultant – January 15, 2018
Re: Official Community Plan Amendment Bylaw No. 1113, 2017 and
Zoning Amendment Bylaw No. 1114, 2017

Item 13 (c)
Page 115

Recommendations:

THAT Official Community Plan Amendment Bylaw No. 1113, 2017 be given third reading and adoption; and

THAT Zoning Amendment Bylaw No. 1114, 2017 be given third reading and adoption

(d) Report of Planning Consultant – January 15, 2018
Re: Zoning Bylaw No. 1115, 2017

Item 13 (d)
Page 121

Recommendations:

THAT Zoning Bylaw No. 1115, 2017 be reconsidered and read a second time as amended;

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

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

THAT Staff be authorized to schedule a Public Hearing.

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: December 4, 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
Councillor John Hansen

Chief Administrative Officer, Madeline McDonald
Deputy Chief Administrative Officer/Corporate Officer, Debra Key
Financial Officer, Tracey Jones
Infrastructure Manager, Troy Davis
Planning Consultant, Ken Cossey

ABSENT:

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 Buckley
Seconded by Councillor Piper

THAT the agenda be approved.

CARRIED
UNANIMOUSLY

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Reyerse
Seconded by Councillor Piper

THAT the minutes of the Regular Council Meeting held on
November 20, 2017 be adopted.

CARRIED
UNANIMOUSLY

5. BUSINESS ARISING FROM THE MINUTES

None

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.

Moved by Councillor Reyerse
Seconded by Councillor Piper

THAT the Letter dated November 15, 2017 from the Ministry of Tourism, Arts and Culture be received.

**CARRIED
UNANIMOUSLY**

7. **DELEGATIONS**

None

8. **CORRESPONDENCE**

- (a) Letter dated November 21, 2017 from Agassiz-Harrison Community Services RE: Letter of Support.
- (b) Letter dated November 24, 2017 from the Harrison Festival Society RE: Request for Funding.
- (c) Letter dated November 29, 2017 from the District of Sicamous RE: Request for Support.

Moved by Councillor Buckley
Seconded by Councillor Piper

THAT the correspondence be received.

**CARRIED
UNANIMOUSLY**

9. **BUSINESS ARISING OUT OF CORRESPONDENCE**

- (a) Letter dated November 21, 2017 from Agassiz-Harrison Community Services RE: Letter of Support.

Moved by Councillor Piper
Seconded by Councillor Buckley

THAT a letter of support be forwarded to Agassiz-Harrison Community Services regarding their request for funding from the Ministry of Public Safety and Solicitor General.

**CARRIED
UNANIMOUSLY**

- (b) Letter dated November 24, 2017 from the Harrison Festival Society RE: Request for Funding.

Moved by Councillor Reyerse
Seconded by Councillor Piper

THAT a letter be forwarded to the Harrison Festival Society advising that their request will be taken under consideration and the Village will respond in due course.

**CARRIED
UNANIMOUSLY**

- (c) Letter dated November 29, 2017 from the District of Sicamous RE: Request for Support.

Moved by Councillor Buckley
Seconded by Councillor Piper

THAT a letter be forwarded to the Ministry of Environment and Climate Change supporting the District of Sicamous' concerns regarding the prevention of Quagga and Zebra mussels throughout British Columbia.

**CARRIED
UNANIMOUSLY**

10.

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

Councillor Piper

- Attended Community to Community Forum meeting on November 22, 2017.

Councillor Buckley

- Attended the Harrison Tourism Board meeting on November 22, 2017.
- Reported that the Harrison's Beer Festival was a success and tickets sold out in advance for the event.
- Reported that Harrison Uncorked Wine Festival will be held on April 22, 2018.
- Attended the Chilliwack Optimist Club fundraiser which raised \$620 on December 2, 2017.

Councillor Reverse

- Attended the Fraser Valley Regional Library In-Camera meeting and Regular meeting on November 22, 2017.
- Reported that the Fraser Valley Regional Library Summer Reading Club had 18,954 participants.
- Reported that the Fraser Valley Regional Library approved a one year pilot project with the Centre for Equitable Library Access to provide access to readers with visual, physical or learning disabilities.
- Attended the Magic of Christmas on December 2, 2017. Requested that a thank you letter be forwarded to the Fire Department for their efforts at the event.

11.

REPORTS FROM MAYOR LEO FACIO

- Attended the Magic of Christmas event on December 2, 2017.
- Reported that Fraser Valley Regional District's animal shelter is under review for the possibility of extending their business hours to include Sundays.
- Reported that the Fraser Valley Regional District re-elected Jason Lum as Chair and elected Patricia Ross as Vice-Chair.
- Reported that the Fraser Valley Regional Hospital District elected Henry Braun as Chair.
- Reported that the Fraser Valley Regional District purchased the Vedder River Campground from the Cultus Lake Park Board on June 30, 2017.

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
December 4, 2017*

- Reported that Simon Gibson was named the Regional District's Honorary Board Chair for the month of November.
- Reported on the Cultus Lake water upgrade project and the Lake Errock water system upgrade.
- Reported that Abbotsford's Bylaw No.1454 was created to establish a sub-regional park service area.
- Reported on correspondence received from Dorosh Construction Ltd. addressing the safety concerns for emergency vehicles during the Rosedale bridge construction. Letter states a pre-emption system has been implemented to allow siren activated response to change traffic lights allowing emergency vehicles to have unrestricted access while travelling across the single lane bridge.
- Reported on correspondence received from Ambulance Paramedics of British Columbia.

Moved by Mayor Facio
Seconded by Councillor Buckley

THAT a letter be forwarded to the Ambulance Paramedics of British Columbia in support of the request to increase funding to rural areas.

**CARRIED
UNANIMOUSLY**

- Attended the Community to Community Forum meeting on November 22, 2017.
- Reported on the Village's Christmas Lights and thanked the Harrison Agassiz Chamber of Commerce for their donation. Recommended a letter to be sent to Public Works in appreciation of their work setting up the decorations.
- Reported that the 2017 Peacekeeper Appreciation Service dinner was held and that this will be the final year due to declining numbers. Recommended that the Village and the District of Kent commemorate Leroy Burden and volunteers of the Anglican Church for their contribution of the event with a presentation of a plaque.

Moved by Councillor Buckley
Seconded by Councillor Piper

THAT the Village purchase a plaque commemorating the service contribution of Leroy Burden.

**CARRIED
UNANIMOUSLY**

- Announced that the British Columbia Community Achievement Awards are accepting nominations. The deadline is January 15, 2018.

12.

REPORTS FROM STAFF

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

Moved by Councillor Reyerse
Seconded by Councillor Buckley

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.

**CARRIED
UNANIMOUSLY**

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

Moved by Councillor Reyerse
Seconded by Councillor Hansen

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

**CARRIED
UNANIMOUSLY**

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

Moved by Councillor Piper
Seconded by Councillor Hansen

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.

**CARRIED
UNANIMOUSLY**

13.

BYLAWS

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

Moved by Councillor Reyerse
Seconded by Councillor Piper

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

**CARRIED
UNANIMOUSLY**

Moved by Councillor Reyerse
Seconded by Councillor Buckley

THAT the "Food Truck" definition be removed from the Zoning Bylaw No. 1115, 2017.

**CARRIED
UNANIMOUSLY**

Moved by Councillor Reyerse
Seconded by Councillor Buckley

THAT "Vacation Rental" be inserted under definition of "Tourist Accommodation" in Zoning Bylaw No. 1115, 2017.

**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 Hansen

THAT the meeting be adjourned 7:57 p.m.

**CARRIED
UNANIMOUSLY**

Leo Facio
Mayor

Debra Key
Corporate Officer

VILLAGE OF HARRISON HOT SPRINGS
RECORD OF PUBLIC HEARING OF
OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 1113, 2017
AND ZONING AMENDMENT BYLAW NO. 1114, 2017

DATE: January 4, 2018
TIME: 7:00 p.m.
PLACE: Council Chambers,
495 Hot Springs Road, Harrison Hot Springs

IN ATTENDANCE: Mayor Leo Facio
Councillor John Buckley
Councillor Sonja Reyerse
Councillor John Hansen
Councillor Samantha Piper

Chief Administrative Officer, Madeline McDonald
Deputy Chief Administrative Officer/CO, Debra Key
Planning Consultant, Ken Cossey

ABSENT:

Recording Secretary: Debra Key

(1) CALL TO ORDER

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

(2) PROCEDURE FOR PUBLIC HEARING

Mayor Facio read the opening statement and procedures for conducting the public hearing pursuant to Section 464 and 466 of the *Local Government Act*.

Official Community Plan Amendment Bylaw No. 1113, 2017 and Zoning Amendment Bylaw No. 1114, 2017

The Mayor reported that zero (0) written submissions were received.

Planning Consultant, Ken Cossey read out Official Community Plan Amendment Bylaw No. 1113, 2017 and Zoning Amendment Bylaw No. 1114, 2017.

The applicant was asked if he had any opening comments.

Ian McConnell reported that he had no comment, but could answer any questions if required.

**VILLAGE OF HARRISON HOT SPRINGS
RECORD OF THE PUBLIC HEARING OF
OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 1113, 2017 AND ZONING
AMENDMENT BYLAW NO. 1114, 2017
January 4, 2018**

(3) PUBLIC COMMENTS

The Mayor invited the public for submissions to Council regarding Official Community Plan Amendment Bylaw No. 1113, 2017 and Zoning Amendment Bylaw No. 1114, 2017.

There were no comments from the public.

The Mayor called for a second time for submissions to Council regarding Official Community Plan Amendment Bylaw No. 1113, 2017 and Zoning Amendment Bylaw No. 1114, 2017.

There were no comments from the public.

The Mayor called for a third time for submissions to Council regarding Official Community Plan Amendment Bylaw No. 1113, 2017 and Zoning Amendment Bylaw No. 1114, 2017.

There were no comments from the public.

Hearing none, the Public Hearing for Official Community Plan Amendment Bylaw No. 1113, 2017 and Zoning Bylaw No. 1114, 2017 is hereby closed.

(4) CONCLUSION

The public hearing concluded at 7:07 p.m.

Certified a true record of Official Community Plan Amendment Bylaw No. 1113, 2017 and Zoning Bylaw No. 1114, 2017, Public Hearing held January 4, 2018 in the Council Chambers, 495 Hot Springs Road, Village of Harrison Hot Springs, BC

Leo Facio
Mayor

Debra Key
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
AGE-FRIENDLY COMMITTEE MEETING**

DATE: Thursday, November 9, 2017
TIME: 2:00 p.m.
PLACE: Council Chambers
 495 Hot Springs Road
 Harrison Hot Springs, BC

IN ATTENDANCE: Councillor John Hansen, Chair
 Marg Doman
 Allan Jackson
 Elisabeth Scotson
 Ken Smith
 Community Services Manager, Chelsea Woolhouse

ABSENT:

Recording Secretary: Jaclyn Bhatti/Nicole Sather

1. **CALL TO ORDER**

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

2. **INTRODUCTION OF LATE ITEMS**

- Movie in the Park

3. **APPROVAL OF AGENDA**

Moved by Allan Jackson
Seconded by Marg Doman

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**

4. **ADOPTION OF MINUTES**

Moved by Elisabeth Scotson
Seconded by Allan Jackson

THAT the minutes of the Age-friendly Committee Meeting held on October 5, 2017 be adopted.

**CARRIED
UNANIMOUSLY**

5. **ITEMS FOR DISCUSSION**

(a) Grant Update

The Community Services Manager gave an update that at this time it is too late to apply for this grant with a formal Snow Angel Program. The Community Services Manager suggested running an information campaign with informative ads in the Agassiz Harrison Observer, and posting on the Village's website and bulletin boards.

Village of Harrison Hot Springs
Minutes of the Age-friendly Committee Meeting
November 9, 2017

Discussion ensued on ways to identify a person who needs help with snow removal.

Moved by Ken Smith
Seconded by Elisabeth Scotson

THAT \$1000.00 be approved for an expenditure for an information campaign promoting the Snow Angel Program.

**CARRIED
UNANIMOUSLY**

(b) Movie in the Park 2018

Discussion ensued on partnering with the organizers of Movie in the Park in Agassiz. The Committee will begin preliminary work on this event and come back with further information.

(c) Speaker Series

Committee members will begin preliminary work on the event and come back with further information.

(d) Computer Training

The Chair brought up computer training that is held at the Legion. Seniors are able to work with teenagers on computer issues they are having. The Chair asked the Committee if they would like to have a training session in Harrison Hot Springs. This item will be added to the next meeting agenda.

6.

ADJOURNMENT


Moved by Marg Doman
Seconded by Allan Jackson

THAT the meeting be adjourned at 3:21 p.m.

**CARRIED
UNANIMOUSLY**



John Hansen
Chair



Debra Key
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
ADVISORY PLANNING COMMISSION MEETING**

DATE: July 21, 2017
TIME: 10:00 a.m.
PLACE: Council Chambers
495 Hot Springs Road
Harrison Hot Springs, BC

IN ATTENDANCE: Freddy Marks, Chair
Donna Cooney
Terry Mitchell
Brian Williams

Planning Consultant, Ken Cossey

ABSENT: Frank Peters

Recording Secretary: Jaclyn Bhatti

1.

CALL TO ORDER

Chair Freddy Marks called the meeting to order at 10:00 a.m.

2.

INTRODUCTION OF LATE ITEMS

None

3.

APPROVAL OF AGENDA

Moved by Donna Cooney
Seconded by Brian Williams

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**

4.

ADOPTION OF MINUTES

Moved by Terry Mitchell
Seconded by Brian Williams

THAT the Minutes of the Advisory Planning Commission Meeting held on
December 12, 2016 be adopted.

**CARRIED
UNANIMOUSLY**

Moved by Donna Cooney
Seconded by Brian Williams

THAT the Minutes of the Advisory Planning Commission Meeting held on
December 16, 2016 be adopted.

**CARRIED
UNANIMOUSLY**

Village of Harrison Hot Springs
Minutes of the Advisory Planning Commission Meeting
July 21, 2017

5. **ITEMS FOR DISCUSSION**

(a) Rezoning of 440 Lillooet Avenue from R-2 to R-3.

Ken Cossey, Planning Consultant provided a brief summary of the proposed Zoning Amendment Bylaw.

Moved by Donna Cooney
Seconded by Terry Mitchell

THAT the proposed rezoning for 440 Lillooet Avenue from Low Density Residential 2 (Duplex) - R-2 to Low Density Residential 3 (Small Lot) - R-3 be supported.

**CARRIED
UNANIMOUSLY**

6. **ADJOURNMENT**

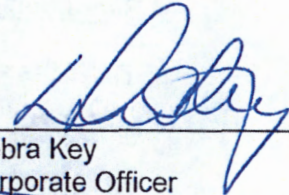
Moved by Brian Williams
Seconded by Donna Cooney

THAT the meeting be adjourned at 10:18 a.m.

**CARRIED
UNANIMOUSLY**



Freddy Marks
Chair



Debra Key
Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** December 19, 2017

FROM: Troy Davis **FILE:** 1240-20-04
Infrastructure Manager

SUBJECT: Purchase of goose manure sweeper

ISSUE: To purchase a new goose manure sweeper.

BACKGROUND:

At the October 16, 2017 Council meeting staff brought forward purchasing a new goose manure sweeper to replace the aging unit that is currently in use. Council requested that staff gather more information and return the item to Council in the New Year.

Staff have further researched the suggested unit—the Tow and Collect 1500 Pro —and have learned the following.

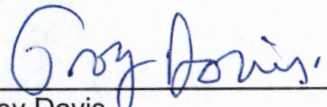
1. The unit is 60" wide and can clear approximately 1/2 an acre per hour.
2. When asked about the ability of the unit to collect goose manure the company representative stated "that the Tow and Collect 1500 pro will work great on the grass areas however the efficiency on asphalt is not as high."
3. They are willing to hold the sale price for the unit until the end of February 2018.

The cost of the manure collector including freight, taxes, brokerage fees, and exchange will be approximately \$15,000. More information on the machine can be found in Appendix 1.

RECOMMENDATION:

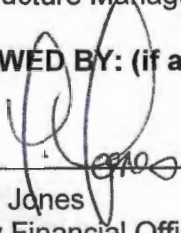
THAT the purchase of the replacement manure collector for a cost of up to \$15,000 be approved.

Respectfully submitted;




 Troy Davis
 Infrastructure Manager

REVIEWED BY: (if applicable)



 Tracey Jones
 Deputy Financial Officer

 (digitally signed)

 Madeline MacDonald
 Chief Administrative Officer

Appendix 1 – Manure Sweeper Information

TOW AND COLLECT

Pro 1500

The Tow and Collect 1500 Pro is a speedy solution to cleaning large areas with ease.





COLLECTION WIDTH	60 inches (5 Foot)
ENGINE MODEL	Kohler CH270 – 7hp
ENGINE FUEL	4 Stroke, 91 Octane
BRUSH DRIVE SYSTEM	Chain Drive thru 2:1 Reduction Gearbox and Clutch
COLLECTION CAPACITY	160 Gallons
SIZE ASSEMBLED	7ft 3" x 6ft 6" x 3ft (L x W x H)
SIZE CRATED	4ft 9" x 6ft 8" x 2ft 3" (L x W x H)
WEIGHT UNCRATED	540 lbs
WEIGHT CRATED	720lbs
JOCKEY WHEEL	Optional
ELECTRIC KEY START	YES
TOW HITCH	2" Coupling or 1 7/8" Hole



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** December 22, 2017

FROM: Debra Key **FILE:** 0400-60-02
Deputy Chief Administrative Officer/CO

SUBJECT: Proposed "Fraser Valley Regional District Regional Parks Service Area Amendment Bylaw No. 1455, 2017"

ISSUE: To consider and provide consent to the proposed FVRD's Regional Parks Service Area Amendment Bylaw No. 1455, 2017

BACKGROUND:

Attached is a letter dated December 21, 2017 and accompanying Corporate Report dated December 12, 2017 requesting Council's consent to the Fraser Valley Regional District's Regional Parks Service Area Amendment Bylaw No. 1455, 2017.

This is a statutory requirement under s. 346 of the *Local Government Act* to obtain consent from the participants in the service to the proposed bylaw.

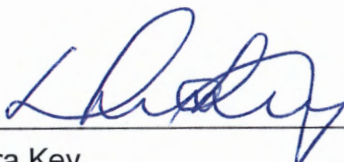
Accordingly, staff is recommending Council give their consent to the proposed bylaw.

RECOMMENDATION:

THAT Council consents to the Fraser Valley Regional District's Regional Parks Service Area Amendment Bylaw No. 1455, 2017.

Respectfully submitted:

REVIEWED BY:



 Debra Key
 Deputy Chief Administrative Officer/
 Corporate Officer

Madeline McDonald (digitally signed)
 Madeline McDonald
 Chief Administrative Officer



www.fvrd.bc.ca | info@fvrd.bc.ca

December 21, 2017

Via email: mmcdonald@harrisonhotsprings.ca

Village of Harrison Hot Springs
495 Hot Springs Rd
PO box 160
Harrison Hot Springs, BC V0M 1K0

Attention: Madeline McDonald

Re: Request for Statutory Municipal Consent for Proposed Fraser Valley Regional District Regional Parks Service Area Amendment Bylaw No. 1455, 2017

Fraser Valley Regional District Regional Parks Service Area Amendment Bylaw No. 1455, 2017 was given three readings by the FVRD Board of Directors on December 20, 2017, a certified copy of which is enclosed for your reference. Also enclosed is a background memorandum which will provide your council with further information. The next steps in the process are:

- To seek the necessary statutory consents from the participants in the service in accordance with S. 346 of the *Local Government Act*;
- Approval of Bylaw No. 1455, 2017 by the Inspector of Municipalities; and
- Consideration of the adoption of Bylaw No. 1455, 2017 by the FVRD Board.

In view of the foregoing, we are requesting that the Council for the Village of Harrison Hot Springs give its consent, by way of formal resolution, to *Fraser Valley Regional District Regional Parks Service Area Amendment Bylaw No. 1455, 2017* at its earliest convenience.

Your prompt attention to this matter is greatly appreciated. If you have any questions or concerns regarding the bylaw, please do not hesitate to contact me at (604)-702-5033.

Regards,

A handwritten signature in blue ink that reads "Paul Gipps".

Paul Gipps,
Chief Administrative Officer
Enc.



EXCERPT
FRASER VALLEY REGIONAL DISTRICT
DRAFT BOARD MEETING MINUTES
December 20, 2017

Regional Parks Service Area Amendment Bylaw No. 1455, 2017

BRAUN/HINDS

THAT the Fraser Valley Regional District give first reading to the bylaw cited as *Fraser Valley Regional District Regional Parks Service Area Amendment Bylaw No. 1455, 2017*.

[BD 2017-DEC]

CARRIED
ALL/Unweighted

STOBBART/BRAUN

THAT the Fraser Valley Regional District give second and third reading to the bylaw cited as *Fraser Valley Regional District Regional Parks Service Area Amendment Bylaw No. 1455, 2017*.

[BD 2017-DEC]

CARRIED
ALL/Unweighted

I hereby certify that the foregoing is a true and correct copy of an extract of the draft minutes of the Fraser Valley Regional District Board meeting held on December 20, 2017.

Dated at Chilliwack, BC this 21st day of December, 2017.

Jaime Schween, Deputy Corporate Officer
Responsible for Corporate Administration



CORPORATE REPORT

To: Fraser Valley Regional District Board
From: Paul Gipps, Chief Administrative Officer

Date: 2017-12-12
File No: 3920-20-1455, 2017

Subject: Fraser Valley Regional District Regional Parks Service Area Amendment Bylaw No. 1455, 2017

RECOMMENDATION

THAT the Fraser Valley Regional District Board consider giving three readings to the bylaw cited as *Fraser Valley Regional District Regional Parks Service Area Amendment Bylaw No. 1455, 2017*.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

PRIORITIES

Priority #5 Outdoor Recreation

BACKGROUND

The Fraser Valley Regional District's Regional Parks service was created by Fraser Valley Regional District Regional Parks Service Area Conversion and Merger Bylaw No. 0615, 2004. Participants of the Regional Parks service include all eight Electoral Areas, the City of Chilliwack, District of Mission, District of Kent, District of Hope and the Village of Harrison Hot Springs.

The FVRD was approached by the City of Abbotsford to look at creating a Sub-Regional Park Service to support the dissolution of Abbotsford's participation in the Metro Vancouver Regional Parks Service. As a result, at the November 28, 2017 meeting, the FVRD Board gave three readings to the Fraser Valley Regional District Sub-Regional Parks Service Area Establishment bylaw for the operation and management of Sumas Mountain Interregional Park, the eastern portion of Glen Valley Regional Park and Matsqui Trail. There are two participants in the Sub-Regional Parks Service Area; the City of Abbotsford, and a small portion of Electoral Area "G", as outlined in the attached draft bylaw.

DISCUSSION

In order to ensure that the affected properties in Electoral Area "G" are not included and taxed in two separate Regional Parks Service Areas, it is necessary to bring forward an amendment to the Regional Parks Service Area to exclude this small portion of Electoral Area "G".

To proceed in this manner, the attached bylaw will need to be read three times, and consent will need to be obtained from each participant in the Regional Parks Service Area. A petition for withdrawal from the Regional Parks Service Area has been received by the affected properties in Electoral Area "G".

As Regulation 113/2007 provides an exemption for the need for Ministerial approval, the bylaw will be brought back for consideration of adoption following the receipt of consent from all participants.

COST

Cost implications to the participants of the Regional Parks Service due to the withdrawal of this one property will be about \$90 as that is the total collected from this property for the Regional Parks function. The \$90 will be spread amongst the properties remaining in the service.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported. The removal of the one property in Electoral Area G creates a negligible financial impact to the remaining participants.

FRASER VALLEY REGIONAL DISTRICT

BYLAW NO. 1455, 2017

A bylaw to amend the boundaries of the Regional Parks Service Area

WHEREAS the Fraser Valley Regional District Board of Directors ("the Board") has been petitioned to amend the boundary of the Regional Parks Service Area established by Bylaw No. 0615, 2004;

THEREFORE the Board enacts as follows:

1) CITATION

This bylaw may be cited as *Fraser Valley Regional District Regional Parks Service Area Amendment Bylaw No. 1455, 2017*.

2) ENACTMENTS

- a) *Fraser Valley Regional District Regional Parks Service Area Conversion and Merger Bylaw No. 0615, 2004*, is hereby amended by amending the boundaries of the Service Area to exclude the properties shown on Schedule 1455-A attached to and forming an integral part of this bylaw.
- b) The amended boundaries of the Fraser Valley Regional District Regional Parks Service Area shall be all of the Fraser Valley Regional District, excluding the City of Abbotsford and those portions of Electoral Area G as shown on Schedule 1455-A to this bylaw.
- c) The amended participants of the Fraser Valley Regional District Regional Parks Service Area shall be:
 - all of Electoral Areas A, B, C, D, E, F, G and H of the Fraser Valley Regional District, excluding those portions of Electoral Area G as shown on Schedule 1455-A to this bylaw;
 - The City of Chilliwack, District of Mission, District of Kent, District of Hope and the Village of Harrison Hot Springs.

3) SEVERABILITY

If a portion of this bylaw is found invalid by a court, it will be severed and the remainder of the bylaw will remain in effect.

4) READINGS AND ADOPTION

CERTIFICATION AS TO SUFFICIENCY AND VALIDITY OF PETITIONS this	27 th	day of	November, 2017
READ A FIRST TIME THIS	20 th	day of	December, 2017
READ A SECOND TIME THIS	20 th	day of	December, 2017
READ A THIRD TIME THIS	20 th	day of	December, 2017
ADOPTED THIS		day of	

Chair/Vice-Chair

Corporate Officer/Deputy

5) CERTIFICATION

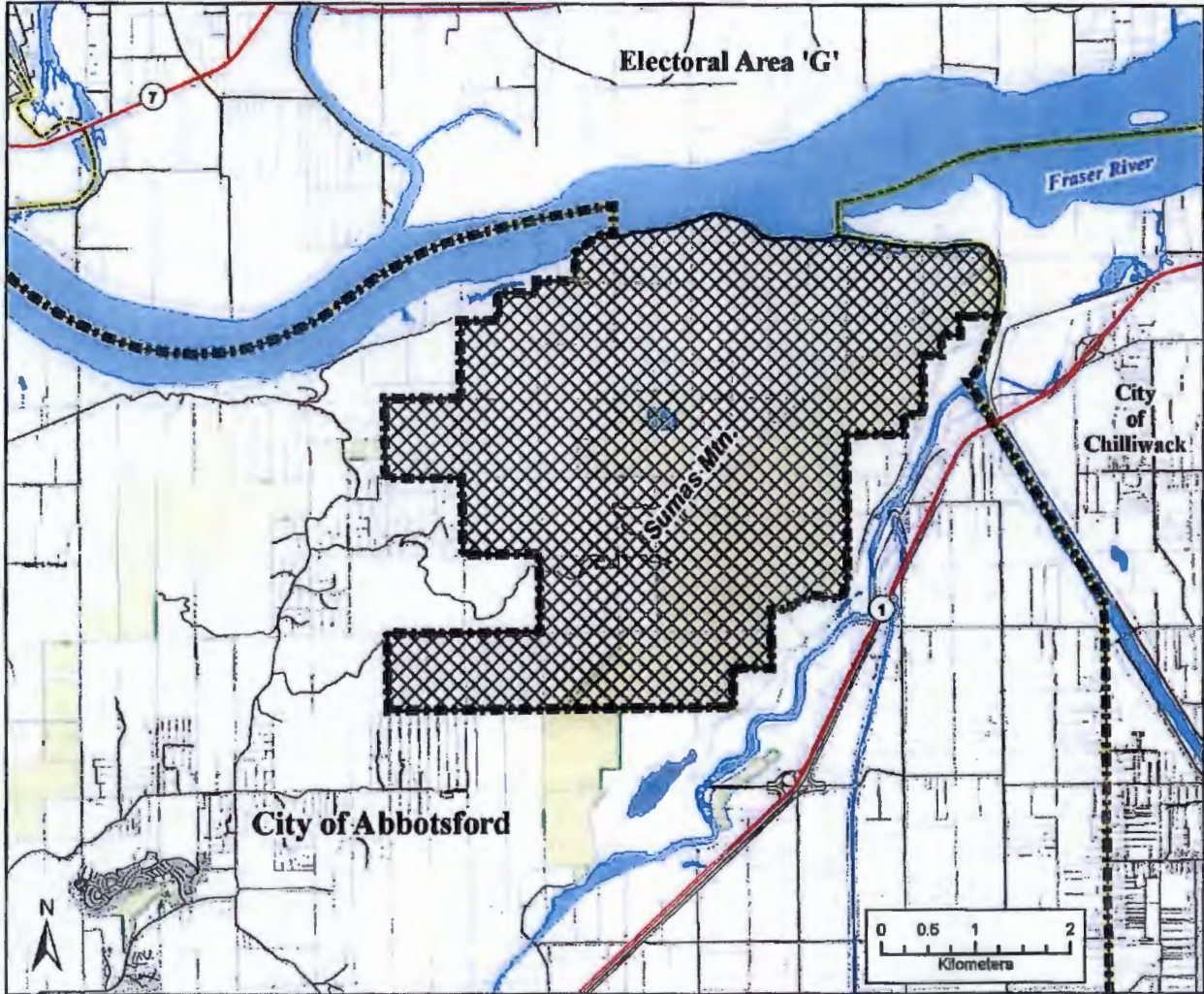
I hereby certify the foregoing to be a true and correct copy of *Fraser Valley Regional District Regional Parks Service Area Amendment Bylaw No. 1455, 2017* as read a third time by the Fraser Valley Regional District Board on the 20th day of December, 2017.

Dated at Chilliwack, BC this 21st day of December, 2017.



Corporate Officer/Deputy

Fraser Valley Regional District Bylaw No. 1455, 2017
Schedule 1455-A



Legend



Portion of Electoral Area G to be excluded from the Fraser Valley Regional District Regional Parks Service Area

This is map 1 of 1 constituting Schedule 1455-A attached to and forming an integral part of *Fraser Valley Regional District Regional Parks Service Area Amendment Bylaw No. 1455, 2017*.



Village of Harrison Hot Springs
Planning Report to the Mayor and Council

Prior to audit of December 31, 2017 fiscal year

December 7, 2017





Tel: 604 688 5421
Fax: 604 688 5132
vancouver@bdo.ca
www.bdo.ca

BDO Canada LLP
600 Cathedral Place
925 West Georgia Street
Vancouver BC V6C 3L2 Canada

Direct Line: 604-443-4716
E-mail: bcox@bdo.ca

December 7, 2017

Mayor and Council
Village of Harrison Hot Springs
PO BOX 160
495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

Dear Mayor and Council Members:

We are pleased to present our audit plan for the audit of the financial statements of the Village of Harrison Hot Springs ("Village") for the year ended December 31, 2017.

Our report is designed to highlight and explain key issues which we believe to be relevant to the audit including audit risks, the nature, extent and timing of our audit work and the terms of our engagement. The audit planning report forms a significant part of our overall communication strategy with the Mayor and Council and is designed to promote effective two-way communication throughout the audit process. It is important that we maintain effective two-way communication with the Mayor and Council throughout the entire audit process so that we may both share timely information. The audit process will conclude with a Mayor and Council meeting and the preparation of our final report to the Mayor and Council.

This report has been prepared solely for the use of the Mayor and Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

The Mayor and Council plays an important part in the audit process and we look forward to meeting with you to discuss our audit as well as any other matters that you consider appropriate.

Yours truly,

Bill Cox, FCPA, FCA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants

BC/mkn



TABLE OF CONTENTS

Executive Summary	4
APPENDIX A - Your BDO Engagement Team	9
APPENDIX B - Audit Strategy	10
APPENDIX C - Management Responsibilities	11
APPENDIX D - Circumstances Affecting Timing and Fees	12
APPENDIX E - Mayor and Council Responsibilities	13
APPENDIX F - Auditor's Considerations of Possible Fraud and Illegal Activities	14
APPENDIX G - Independence Letter	15
APPENDIX H - Communication Requirements	16
APPENDIX I - Resources and Services	17
APPENDIX J - Changes in Accounting and Auditing Standards With Potential to Impact the Village	19



EXECUTIVE SUMMARY

ENGAGEMENT LETTER

The terms and conditions of our engagement are included in the most recent engagement letter, dated December 13, 2016.

RESPONSIBILITIES

It is important for the Mayor and Council to understand the responsibilities that rest with the external auditor and the responsibilities of those charged with governance. BDO's responsibilities are outlined within the annual engagement letter. The oversight and financial reporting responsibilities of the Mayor and Council as they pertain to the annual audit are summarized below.

- Oversee the work of the external auditor engaged for the purpose of issuing an independent auditor's report.
- Receive report on any non-audit services to be provided to the Village by the external auditor of significance.
- Facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters, if any.
- Refer to Appendix E for full details on the responsibilities of the Mayor and Council.

ENGAGEMENT OBJECTIVES

- Express an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, changes in its financial assets, and cash flows of the Village in accordance with Public Sector Accounting Standards ("PSAS").
- Present significant findings to the Mayor and Council including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.
- Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.
- Consult regarding accounting, indirect taxes and reporting matters as requested throughout the year.
- Read the other information included in the Village of Harrison Hot Springs Annual Report to identify material inconsistencies, if any, with the audited financial statements.



AUDIT STRATEGY

We plan to focus much of our review of transaction streams using “tests of controls” (compliance procedures) in combination with analytical review and testing. Balances will be tested using a combination of compliance procedures and substantive procedures (such as analysis of data and obtaining direct evidence as to the validity of the items).

Refer to Appendix B for a high level overview of our audit strategy.

MATERIALITY

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

For purposes of our audit, we have set preliminary materiality at \$114,000 for the Village of Harrison Hot Springs and a preliminary performance materiality (a lower level used for sampling purposes) at \$85,500.

Our materiality calculation is based on the Village’s prior year results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to Mayor and Council members as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Mayor and Council, other than those which we determine to be “clearly trivial”. Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.

KEY AUDIT AREAS AND PLANNED AUDIT RESPONSES

Based on our knowledge of the Village of Harrison Hot Springs operations, our past experience, and knowledge gained from management and you, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following key risks and whether there are any other areas of concern that the Mayor and Council members have identified.

	Key Audit Area	Proposed Audit Approach
Management Override of Internal Controls	The Village's current internal control systems could be subject to an override of existing controls by management resulting in unauthorized transactions or unauthorized adjustments to the accounting records.	Review of significant transactions recorded in the various ledgers for unusual or non-recurring adjustments not addressed by other audit procedures.
Recognition of Revenue	Accounting standards have changed in this area and are complex and open to interpretation. There is a risk that revenue may be incorrectly deferred into future periods.	<p>Grant funding will be confirmed through a review of the agreements, which ensures that the amounts recorded exist, are complete and are recorded accurately.</p> <p>Grant expenditures will also be reviewed to ensure that they meet the requirements per the grant agreement.</p> <p>Other revenues streams also contain revenue recognition issues which will be reviewed in accordance with latest revenue recognition standards.</p>

Other key audit areas are as follows:

	Key Audit Area	Proposed Audit Approach
Cash	<p>Cash planning is an important aspect of good financial controls.</p> <p>Due to its nature, cash is almost always considered to be a risk area in any audit.</p>	Our planned audit procedures include review of reconciliations, substantive testing of transactions and confirmations of end of period balances.
Staff Salaries	A significant single type of expenditure that covers many employees and departments. As a municipality, this figure is often of particular interest to financial statement users (taxpayers).	Application of computer audit testing to analyze all payroll transactions in the year is a key step to identify unusual payroll relationships for testing. We will also perform systems testing, tests of controls and analytical review of staff salary and levels.

	Key Audit Area	Proposed Audit Approach
Tangible Capital Assets and Accumulated Amortization	It is important that the useful lives of tangible capital assets owned by the Village are appropriate and remain accurate. This involves a high level of estimation and coordination of the finance department with other departments.	We will perform tests of controls for appropriate authorization of purchases combined with substantive testing of additions and disposals in the year and amortization calculations. Useful lives of existing assets will be reviewed for changes in estimates, if applicable.
Employee Future Benefits	A complex area that requires a great degree of estimation and reliance on actuarial experts.	<p>We will review actuarial reports and audit the significant assumptions.</p> <p>We will test the data provided to the actuary for accuracy and completeness, as it drives the actuarial calculations.</p> <p>We will directly communicate with the external actuaries.</p>

EXPERTS

In order for us to perform adequate audit procedures on certain financial statement areas, we will be relying on the work of, and the report prepared by the external actuaries. Canadian generally accepted auditing standards require us to communicate with the expert. We propose to discuss the following with the actuaries:

- The objective and nature of our audit engagement and how we intend to use the expert's findings and report.
- Our assessment of the significance and risk aspects of the engagement that will affect the expert's work.
- The requirement to advise us if they have any relationship with the organization which could impair their judgment or objectivity in the conduct of their engagement.
- The nature, timing and extent of the expert's work and our planned review of it, possibly including review of their working papers.
- Confirmation that the assumptions used in their calculations are consistent with those used in the prior periods and with industry standards.
- Their obligation to advise BDO Canada LLP of any matters up to the estimated audit report date that may affect their calculations and their report.

We ask that the appropriate level of management review the data provided to the actuaries and that they also review the assumptions used and results reported by the expert for reasonableness.



FRAUD RISK

Canadian generally accepted auditing standards require us to discuss fraud risk with the Mayor and Council on an annual basis. We have prepared the following comments to facilitate this discussion.

Required Discussion	BDO Response	Question to Mayor and Council
Details of existing oversight processes with regards to fraud.	<p>Through our planning process, we have developed an understanding of your oversight processes including:</p> <ul style="list-style-type: none"> • Annual Mayor and Council meeting with management to discuss fraud; • Discussions at regular Mayor and Council meetings and our attendance at some of those meetings; • Review of related party transactions; and • Consideration of tone at the top. 	Are there any new processes or changes in existing processes relating to fraud that we should be aware of?
Knowledge of actual, suspected or alleged fraud.	Currently, we are not aware of any fraud.	Are you aware of any instances of actual, suspected or alleged fraud affecting the Village?

Refer to Appendix F for our considerations of possible fraud and illegal activities during the performance of our audit.

FINAL ENGAGEMENT REPORTING

As part of our final reporting to the Mayor and Council, we will provide a communications package to support the Mayor and Council in discharging their responsibilities. This communication will include any identified significant deficiencies in internal controls. See Appendix H for a comprehensive list of communication requirements throughout the audit.

OTHER MATTERS

Timing	<p>The following schedule has been agreed to with management:</p> <ul style="list-style-type: none"> • Interim audit fieldwork - January 8 - 9, 2018 • Year-end audit fieldwork - February 20 - 23, 2018 • Review of draft financial statements with the Mayor and Council - To be determined (early May 2018) • Finalization of financial statements - Immediately subsequent to approval by Mayor and Council members
Independence	Our annual independence letter has been included as Appendix G.
Management Representations	As part of our audit finalization we will obtain written representation from management, a copy of these representations will be included as part of our final report.
New Accounting Standards	Refer to Appendix J for changes in standards.



APPENDIX A - Your BDO Engagement Team

Name	Title	E-mail	Phone
Bill Cox, FCPA, FCA	Engagement Partner	bcox@bdo.ca	604.443.4716
Patrick Chan, CPA, CA	Audit Senior Manager	pchan@bdo.ca	604.443.4710
Jen Tong	Senior Audit Staff	jetong@bdo.ca	604.688.5421

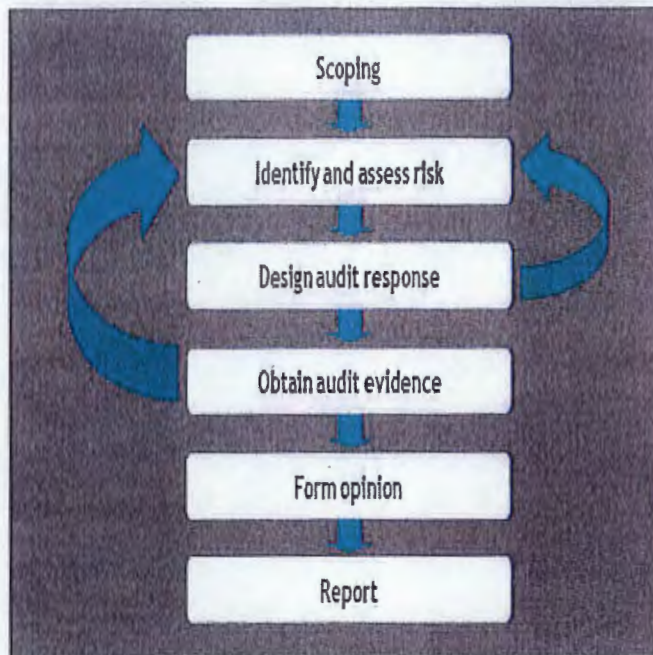
APPENDIX B - Audit Strategy

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the Village.

We will perform a risk-based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Mayor and Council.

To assess risk accurately, we need to gain a detailed understanding of the Village's operations and the environment it operates in. This allows us to identify, assess and respond to the risks of material misstatement.

To identify, assess and respond to risk, we obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the financial statements. We then determine whether adequate accounting records have been maintained and assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.



Based on our risk assessment, we design an appropriate audit strategy to obtain sufficient assurance to enable us to report on the financial statements.

We choose audit procedures that we believe are the most effective and efficient to reduce audit risk to an acceptably low level. The procedures are a combination of testing the operating effectiveness of internal controls, substantive analytical procedures and other tests of detailed transactions.

Having planned our audit, we will perform audit procedures maintaining an appropriate degree of professional skepticism, in order to collect evidence to support our audit opinion.

APPENDIX C - Management Responsibilities

All facets of the Village of Harrison Hot Springs internal controls including those governing the accounting records, systems and financial statements will be impacted by the organization's complexity, the nature of risks, and the related laws, regulations, or stakeholder requirements. It is management's responsibility to determine the level of internal control required to respond reasonably to the Village of Harrison Hot Springs risks.

The preparation of the Village of Harrison Hot Springs financial statements including all disclosures in accordance with Canadian public sector accounting standards is the responsibility of management. Among other things, management is responsible for:

1. Designing and implementing internal controls over financial reporting to enable the preparation of financial statements that are free of material misstatements;
2. Informing the Village of Harrison Hot Springs auditors of any deficiencies in design or operation of internal controls;
3. Updating the Village of Harrison Hot Springs auditors for any material change in the Village of Harrison Hot Springs internal controls including if the individuals responsible for the controls that have changed;
4. Identifying and complying with any laws, regulations, and/or agreements which apply to the Village of Harrison Hot Springs;
5. Recording any adjustments required to the financial statements to correct material misstatements;
6. Safeguarding of assets;
7. Providing the auditor with all financial records, and related data which may be related to the recognition, measurement and or disclosure of transactions in the financial statements;
8. Providing accurate copies of all minutes of the regular and closed meetings of Mayor and Council members;
9. Providing timely, accurate information as requested for the completion of the audit;
10. Allowing unrestricted access to persons or information as requested as part of the audit; and
11. Notifying the auditor of any circumstances which arise between the date the audit work is completed and the approval date of the financial statements.

Representation Letter

We will make specific inquiries of the Village of Harrison Hot Springs management about the representations embodied in the financial statements and internal control over financial reporting. During the completion of our audit documentation, we will require management to confirm in writing certain representations in accordance with Canadian generally accepted auditing standards. These representations are to be provided to us in the form of a representations letter which will be provided as near as practicable to, but not after the date of our auditor's report on the financial statements.

APPENDIX D - Circumstances Affecting Timing and Fees

Our professional fee for the audit is based on careful consideration of the time required to complete the required work. Circumstances may arise during the engagement which could significantly impact the targeted completion dates and or the extent of work required to complete the audit. As a result, additional fees may be necessary. Such circumstances include, but are not limited to, the following:

Significant Issues

1. Changes in the design or function of internal controls can impact the audit and result in additional substantive testing;
2. Significant number of proposed adjustments which are identified during the audit work;
3. Significant changes are required to the format or information contained in the financial statements;
4. New issues resulting from changes to:
 - a. Accounting standards, policies or practices
 - b. Special events or transactions which were not contemplated in the original budget
 - c. The financial reporting process or systems involved
 - d. Accounting personnel or availability of accounting personnel
 - e. The requirement to include specialists in the audit work
5. Changes to the scope of the audit.

Audit Execution

1. Audit schedules are not provided in a timely manner, are not mathematically correct, or do not agree to the underlying accounting records.
2. There are significant delays in responding to our requests for information or responses require significant further investigation.
3. The quality of the supporting information for the audit work has deteriorated from our previous experience.
4. A complete working paper package is not provided on the agreed upon date.
5. There is a limitation of access to the financial staff required to complete the audit.



APPENDIX E - Mayor and Council Responsibilities

General Responsibilities

It is the Mayor and Council's responsibility to provide oversight of the financial reporting process. This includes management's preparation of the financial statements, monitoring of the Village's internal controls, overseeing the work of the external auditor, facilitating the resolution of disagreements between management and the auditor, as well as the final review of the financial statements and other annual reporting.

Significant Audit Findings

Based on the work we perform, any significant identified deficiencies in internal control will be reported to you in writing. The purpose of our audit is to express an opinion on the financial statements. While our audit includes a consideration of the internal control structure of the Village, our work is focused on those controls relevant to financial reporting. As such, our work was not designed to provide an opinion on the effectiveness of the internal controls.

We will communicate our views regarding any significant qualitative aspects of the Village's accounting practices. This would include the selection and application of accounting policies, estimates and financial statement disclosure. If during our audit we feel that the selected policies, estimates or disclosures are not appropriate for the Village under its reporting framework, we will communicate these matters to the Mayor and Council.

In addition, we will communicate:

- Any significant difficulties which arose during the audit;
- Any reasons identified which may cause doubt as to the Village's ability to continue as a going concern;
- The written representations we will request from management;
- Any identified unadjusted misstatements; and
- Any identified or suspected fraudulent activities.

APPENDIX F - Auditor's Considerations of Possible Fraud and Illegal Activities

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion, as well as sophisticated and carefully organized schemes designed to conceal it.

During the audit, we will perform risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the Village's internal control system, to obtain information for use in identifying the risks of material misstatement due to fraud and make inquiries of management regarding:

- Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management's process for identifying and responding to the risks of fraud in the Village including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the Village; and
- Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.

In response to our risk assessment and our inquiries of management, we will perform procedures to address the assessed risks, which may include:

- Inquiring of management, members of the Mayor and Council and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Performing disaggregated analytical procedures and considering unusual or unexpected relationships identified in the planning of our audit;
- Incorporating an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Performing additional required procedures to address the risk of management's override of controls including:
 - Testing internal controls designed to prevent and detect fraud;
 - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - Evaluating the business rationale for significant unusual transactions.



APPENDIX G - Independence Letter

Direct Line: 604-443-4716

December 7, 2017

Mayor and Council
Village of Harrison Hot Springs
PO BOX 160
495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

Dear Mayor and Council:

We have been engaged to audit the financial statements of the Village of Harrison Hot Springs for the year ended December 31, 2017.

Canadian generally accepted auditing standards (GAAS) no longer require that we communicate formally to you in regard to Independence Matters, however we consider it to be a good practice. As such, we are reporting to you regarding all relationships between the Village of Harrison Hot Springs (and its related entities) and our firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Chartered Professional Accountants of British Columbia and applicable legislation, covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We are not aware of any relationships between the Village of Harrison Hot Springs and our firm that, in our professional judgment, may reasonably be through to bear on our independence.

We hereby confirm that we are independent with respect to the Village of Harrison Hot Springs within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of British Columbia as of the date of this letter.

This letter is intended solely for the use of Mayor and Council, and management and should not be used for any other purposes.

Yours truly,

Bill Cox, FCPA, FCA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants

BC/mkn

APPENDIX H - Communication Requirements

Required Communication	Audit Planning Letter	Audit Results Letter	Communication Completed
1. Our responsibilities under Canadian GAAS	✓		Y
2. Our audit strategy and audit scope	✓		Y
3. Fraud risk factors	✓		Y
4. Going concern matters		✓	N
5. Significant estimates or judgments		✓	N
6. Audit adjustments		✓	N
7. Unadjusted misstatements		✓	N
8. Omitted disclosures		✓	N
9. Disagreements with Management		✓	N
10. Consultations with other accountants or experts		✓	N
11. Major issues discussed with Management in regards to retention		✓	N
12. Significant difficulties encountered during the audit		✓	N
13. Significant deficiencies in internal control		✓	N
14. Material written communication between BDO and Management		✓	N
15. Any relationships which may affect our independence	✓		Y
16. Any illegal acts identified during the audit		✓	N
17. Any fraud or possible fraudulent acts identified during the audit		✓	N
18. Significant transactions with related parties not consistent with ordinary business		✓	N
19. Non-compliance with laws or regulations identified during the audit		✓	N
20. Limitations of scope over our audit, if any		✓	N
21. Written representations made by Management		✓	N
22. Any modifications to our opinion, if required		✓	N

APPENDIX I - Resources and Services

OTHER BDO SERVICES

Advisory	<p>As Canada's leading financial advisory firm, BDO helps organizations and their management teams effectively assess, develop and manage strategic initiatives, such as:</p> <p>Asset Reserve Policies - Asset reserves seem to be on everyone's agenda these days. Municipalities and Regional Districts across the country are asking themselves if they have enough money for infrastructure, how much they have, how much they will need and so on. BDO is excited to host interactive workshops on Managing Asset Reserves.</p> <p>Internal Control Assessments - BDO has been engaged by many clients to perform a review and assessment of current processes and key internal controls over financial reporting (ICFR), as well as the structure of accounting/finance departments. The engagements include identification of gaps in control, as well as assessment of the current governance and reporting structure of the accounting/finance department.</p> <p>Visit the following link to find out more:</p> <p>http://www.bdo.ca/en/Services/Advisory/Financial-Advisory/pages/default.aspx</p>
Solutions	<p>BDO Solutions provides accounting software management tools need to run a better operation. Our expert team understands the complex reporting requirements government entities must adhere to, as well as the limited resources they have to address these needs. Spend more time serving your constituents, better manage budgets, allocate time and resources more effectively and improve your ability to focus on the work that really matters to your organization.</p> <p>For more information, please visit the following link:</p> <p>http://www.bdosolutions.com/ca/</p>
Succession Planning	<p>Having a strong strategic plan, such as a succession plan for key employees and strategic planning for the Board, is critical to an organization's success. With our succession planning services, we can help your organization with:</p> <ul style="list-style-type: none">• Planning for a change in leadership• Setting a strategic direction for the Board• Develop a strategic business plan for operations• Aligning all three groups of stakeholders (Board, employees and members) and enhancing communication <p>For more information, please visit the following link:</p> <p>http://www.bdo.ca/en/Services/Advisory/Business-Transition/pages/default.aspx</p>



Outsourcing

Our dedicated team of professional bookkeepers across Canada combined with our powerful Microsoft cloud technology platform can provide you and your organization with a world class bookkeeping solution that gives you anytime access to your financial information. Our BDO Client Portal provides you with access to comprehensive business management functionality and enables you to make proactive and informed decisions for your organization.

Visit the link below to find out how we can create a customized bookkeeping solution for your organization:

<http://www.bdo.ca/en/Services/Outsourcing/Bookkeeping/pages/default.aspx>

Indirect Tax

Government Entities operating in Canada are impacted by commodity taxes in some way or another. These include GST/HST, QST, PST, various employer taxes, and unless managed properly, can have a significant impact on your organization's bottom line. The rules for Government Entities can be especially confusing, and as a result many organizations end up paying more for indirect tax than they need to.

Government Entities must keep on top of changes to ensure they are taking advantage of the maximum refund opportunities. At BDO, we have helped a number of organizations of all sizes with refund opportunities, which can reduce costs for the organization and improve overall financial health.

For more information, please visit the following link:

<http://www.bdo.ca/en/Services/Tax/Indirect-Tax/pages/default.aspx>

BDO PUBLICATIONS

BDO's national and international accounting and assurance department issues publications on the transition and application of Public Sector Accounting Standards. In addition, we offer a wide array of publications on Accounting Standards for Private Enterprises (ASPE), International Financial Reporting Standards (IFRS), and Accounting Standards for Not-for-profit organizations (ASNPO).

For additional information on PSAS, including links to archived publications and model financial statements, refer to the link below:

<http://www.bdo.ca/en/library/services/assurance-and-accounting/pages/default.aspx>.

MYPDR

Class is in session! Meeting Your Professional Development Requirements (MYPDR) is an educational program designed to support our clients, contacts and alumni in achieving their ongoing professional development requirements.

Through the MYPDR program, we are committed to providing timely, relevant topics that can support you in meeting your ongoing professional development needs. For more information on the MYPDR program or to register, please visit <https://www.bdo.ca/en-ca/events/>.

APPENDIX J - Changes in Accounting Standards With Potential to Impact the Village

The following summarizes the status of new standards and the changes to existing standards as of the fall of 2017. The Appendix also reviews Exposure Drafts, Statements of Principles, Projects and Post Implementation Reviews that provide information on the future direction of CPA Public Sector Accounting Handbook.

NEW STANDARDS - PSAS (NOT YET EFFECTIVE)

Amendments to the Introduction

PSAB amended the introduction to Public Sector Accounting Standards to clarify the applicability of the CPA PSA Handbook for various public sector entities. A government component, for example a provincial Ministry, that prepares standalone statements, would be directed to use PSAB effective on or after January 1, 2017.

Section PS 1201, Financial Statement Presentation

This Section revises and replaces Financial Statement Presentation, Section PS 1200. The following changes have been made to the Section:

- Remeasurement gains and losses are reported in a new statement;
- Other comprehensive income that can arise when a government includes results of government business enterprises and government business partnerships in its summary financial statements is reported in the statement of remeasurement gains and losses; and
- The accumulated surplus or deficit is presented as the total of the accumulated operating surplus or deficit and the accumulated remeasurement gains and losses.

Part of this standard will not have much of an impact until Section PS 3450 - Financial Instruments has been adopted.

The standard is effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements are effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end, this means that 2020 is the first year that the standard must be followed. However, we are expecting that the Standard will be further deferred. Earlier adoption is permitted.



Section PS 2200, Related Party Disclosures

This new Section defines a related party and establishes disclosures required for related party transactions.

A related party exists when one party has the ability to exercise control or shared control over the other. Two or more parties are related when they are subject to common control or shared control. Related parties also include individuals that are members of key management personnel and close family members.

- Disclosure of key management personnel compensation arrangements, expense allowances and other similar payments routinely paid in exchange for services rendered is not required.
- Two entities that have a member of key management personnel in common may be related depending upon that individual's ability to affect the policies of both entities in their mutual dealings.
- Disclosure is only required when transactions and events between related parties have or could have a material financial effect on the financial statements.
- Determining which related party transactions to disclose is a matter of judgment based on the assessment of certain factors.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 2601, Foreign Currency Translation

This Section revises and replaces *PS 2600, Foreign Currency Translation*. The following changes have been made to the Section:

- The definition of currency risk is amended to conform to the definition in *PS 3450, Financial Instruments*;
- The exception to the measurement of items on initial recognition that applies when synthetic instrument accounting is used is removed;
- At each financial statement date subsequent to initial recognition, non-monetary items denominated in a foreign currency that are included in the fair value category in accordance with Section PS 3450 are adjusted to reflect the exchange rate at that date;
- The deferral and amortization of foreign exchange gains and losses relating to long-term foreign currency denominated monetary items is discontinued;
- Until the period of settlement, exchange gains and losses are recognized in the statement of remeasurement gains and losses rather than the statement of operations; and
- Hedge accounting and the presentation of items as synthetic instruments are removed.

The new requirements are to be applied at the same time as *PS 3450, Financial Instruments*, and are effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements have been delayed and are now effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end this means 2020 is the first year that the standard must be followed. However, we expect that the standard will be further deferred. Earlier adoption is permitted.



Section PS 3041, Portfolio Investments

This Section revises and replaces Section *PS 3040, Portfolio Investments*. The following changes have been made:

- The scope is expanded to include interests in pooled investment funds;
- Definitions are conformed to those in *PS 3450, Financial Instruments*;
- The requirement to apply the cost method is removed, as the recognition and measurement requirements within Section PS 3450 apply, other than to the initial recognition of an investment with significant concessionary terms; and
- Other terms and requirements are conformed to Section PS 3450, including use of the effective interest method.

This Section is to be applied for government organizations are effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements are effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end, this means that 2020 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3420, Inter-Entity Transactions

This new Section establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective.

The main features are:

- Inter-entity transactions involving the transfer of assets or liabilities should be recognized by both a provider and a recipient at carrying amount, exchange amount or fair value depending on the particular circumstances of each case.
- Inter-entity transactions in the normal course of operations or under a policy of cost allocation and recovery should be recognized on a gross basis at the exchange amount.
- A recipient may recognize unallocated costs as a revenue and expense at carrying amount, fair value or another amount based on existing policy, accountability structure or budget practice depending on the particular circumstances of each case.
- Information about inter-entity transactions would be disclosed in accordance with the new Section on related party disclosures.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3210, Assets

This new Section provides additional guidance on the definition of assets and establishes general disclosure standards for assets. Disclosure of types of assets that are not recognized is required.

However, this standard does not address intangible assets which are still not recognized under the PSAB accounting framework.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.



Section PS 3320, Contingent Assets

This new Section defines and establishes disclosure standards on contingent assets. Disclosure about contingent assets is required when the occurrence of the confirming future event is likely.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3380, Contractual Rights

This new Section defines and establishes disclosure standards on contractual rights. Disclosure about contractual rights is required including the description about their nature and extent and the timing.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3430, Restructuring Transactions

This Section addresses a problem area for public sector accounting. In the past there was no Canadian standard that addressed acquisition of services and service areas, therefore, accountants looked to the US and international standards for guidance.

This new Section defines a restructuring transaction and establishes standards for recognizing and measuring assets and liabilities transferred in a restructuring transaction. A restructuring transaction is defined as a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities, that does not involve an exchange of consideration based primarily on the fair value of the individual assets and liabilities transferred.

- The net effect of the restructuring transaction should be recognized as a revenue or expense by the entities involved.
- A recipient should recognize individual assets and liabilities received in a restructuring transaction at their carrying amount with applicable adjustments at the restructuring date.
- The financial position and results of operations prior to the restructuring date are not restated.
- A transferor and a recipient should disclose sufficient information to enable users to assess the nature and financial effects of a restructuring transaction on their financial position and operations.

This Section applies to restructuring transactions occurring in fiscal years beginning on or after April 1, 2018. For entities with a December year, end this means that 2019 is the first year that the standard must be followed. Earlier adoption is permitted.



Section PS 3450, Financial Instruments

PSAB approved amendments to *Section PS 3450, Financial Instruments*, to align the reporting of income on externally restricted assets that are financial instruments with the requirements in Section PS 3100, Restricted Assets and Revenues. The amendments clarify the application of Section PS 3100 (paragraphs PS 3100.11 - .12) when accounting for:

- A change in the fair value of a financial asset in the fair value category that is externally restricted;
- Income attributable to a financial instrument that is externally restricted; or
- A gain or loss associated with a financial instrument that is externally restricted.

These amendments recognize the importance of the nature of restrictions and the terms of contractual agreements in reporting such transactions and events when externally restricted assets and income are involved.

This new Section, although not as demanding as the private sector section, establishes standards for recognizing and measuring financial assets, financial liabilities and non-financial derivatives.

The main features of the new Section are:

- Items within the scope of the Section are assigned to one of two measurement categories: fair value, or cost or amortized cost;
- Almost all derivatives, including embedded derivatives that are not closely related to the host contract, are measured at fair value;
- Fair value measurement also applies to portfolio investments in equity instruments that are quoted in an active market;
- Other financial assets and financial liabilities are generally measured at cost or amortized cost;
- Until an item is derecognized, gains and losses arising due to fair value remeasurement are reported in the statement of remeasurement gains and losses;
- Budget-to-actual comparisons are not required within the statement of remeasurement gains and losses;
- When the reporting entity defines and implements a risk management or investment strategy to manage and evaluate the performance of a group of financial assets, financial liabilities or both on a fair value basis, the entity may elect to include these items in the fair value category;
- New requirements clarify when financial liabilities are derecognized;
- The offsetting of a financial liability and a financial asset is prohibited in absence of a legally enforceable right to set off the recognized amounts and an intention to settle on a net basis, or to realize the asset and settle the liability simultaneously; and
- New disclosure requirements of items reported on and the nature and extent of risks arising from financial instruments.

The new requirements are to be applied at the same time as *PS 2601, Foreign Currency Translation* and for government organizations are effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements have been delayed, mainly due to concerns of the senior government, and are effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end this means 2020 is the first year that the standard must be followed. However, we expect that this Standard will be further deferred. Earlier adoption is permitted. This Standard should be adopted with prospective application except for an accounting policy related to embedded derivatives within contracts, which can be applied retroactively or prospectively.

Note also the exposure draft "Financial Instruments: Transition" (discussed below) that proposed clarification of some detailed aspects of the Financial Instruments standard.



EXPOSURE DRAFTS - PSAS

Asset Retirement Obligations: Deliberating (Closed for comment)

A new accounting standard that addresses the reporting of legal obligations associated with the retirement of tangible capital assets is required.

Reporting guidance on asset retirement obligations was covered in the pre-changeover accounting standards in Part V of the CPA Canada Handbook - Accounting. There is not yet specific accounting guidance in this area in the CPA Canada Public Sector Accounting (PSA) Handbook. Government organizations transitioning to the PSA Handbook would need guidance in this area.

This project will address the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets.

Revenue (Closed for comment)

Revenue recognition principles that apply to revenues of governments and government organizations other than government transfers and tax revenue require development.

The Public Sector Accounting Handbook has two Sections that address two major sources of government revenues, government transfers and tax revenue. Revenues are defined in Section PS 1000, Financial Statement Concepts. Recognition and disclosure of revenues are described in general terms in Section PS 1201, Financial Statement Presentation.

This project will address recognition, measurement and presentation of revenues that are common in the public sector.

INVITATIONS TO COMMENT - PSAB

Employment Benefits

Identified as the top priority in PSAB's 2014 Project Priority Survey, the Board has approved a project to review Section PS 3250, Retirement Benefits, and Section PS 3255, Post-employment Benefits, Compensated Absences and Termination Benefits. Since the issuance of these Sections decades ago, new types of pension plans have been introduced and there have been changes in the related accounting concepts.

The first stage of this project will involve looking at issues such as deferral of experience gains and losses, and discount rates. The second stage will involve determining how to account for shared risk plans, multi-employer defined benefit plans and vested sick leave benefits. Other improvements to existing guidance will also be considered.

A new, comprehensive Handbook Section on employment benefits will replace the two existing Sections.



STATEMENTS OF PRINCIPLES - PSAB

Concepts Underlying Financial Performance (Statement of principles being developed)

The conceptual framework in Sections PS 1000, Financial Statement Concepts, and PS 1100, Financial Statement Objectives, require review with a focus on measuring the financial performance of public sector entities.

This review was identified as a high priority in the Public Sector Accounting Board's (PSAB) 2010-2013 Strategic Plan in response to a suggestion from the senior government finance community.

This project will consider the concepts underlying the measure of financial performance. The review may result in amendments to the conceptual framework and could also affect Section PS 1201, Financial Statement Presentation.

Public Private Partnerships (Closed for comments)

Identified as a priority in PSAB's 2014 Project Priority Survey, the Board approved a project to develop authoritative guidance specific to public private partnerships.

In recent years, governments across Canada are increasingly using various forms of public private partnership arrangements for the provision of assets and delivery of services.

This project is expected to develop in two stages. The first stage will involve contemplating specific issues, including project scope, recognition and measurement of a public private partnership and disclosure requirements. Other issues will also be considered. The second stage will involve determining how to account for public private partnerships.

The objective is to develop a public sector accounting standard specific to public private partnerships.

PROJECTS - PSAB

Financial Instruments - Subsequent Issues

Since the issuance of Section PS 3450, Financial Instruments, there have been reports of transition and other issues that have been brought to the Public Sector Accounting Board's (PSAB) attention.

The objective of this project is to consider these issues as they arise.

POST IMPLEMENTATION REVIEW - PSAB

Government Transfers

This post-implementation review of Section PS 3410, Government Transfers, will help the Public Sector Accounting Board (PSAB) assess any implementation challenges encountered by stakeholders, and the nature, extent and cause of any ongoing issues.

This is the first post-implementation review undertaken by PSAB. Such reviews consider whether the standard has been implemented and achieved the intended objectives.



STATUS OF CURRENT PROJECTS - PSAB

Standards for public sector organizations	2017	2017	2018	2018
	Q3	Q4	Q1	Q2
Asset Retirement Obligations				
Concepts Underlying Financial Performance				
Employment Benefits		Invitation to Comment		
Financial Instruments - Subsequent Issues				
Public Private Initiative	Statement of Principles			
Revenue				
Impairment of Non-Financial Assets	Project Deferred			
PSA Handbook Terminology	Project Deferred			



NEW STANDARDS - AUDITING AND ASSURANCE STANDARDS BOARD (AASB)

Auditor Reporting

Users of audited financial statements are asking auditors to provide more information in their reports about significant matters in the financial statements, as well as about the conduct of the audit.

The International Auditing and Assurance Standards Board (IAASB) and the AASB believe that a quality audit should be accompanied by an informative auditor's report that delivers value to the entity's stakeholders. The IAASB has undertaken a project to revise the auditor reporting standard.

Revisions that the IAASB makes to its auditor reporting standard (i.e., ISA 700, Forming an Opinion and Reporting on Financial Statements) will be reflected in the equivalent CAS with limited Canadian-specific amendments, if any are necessary.

Auditor Reporting - Special Considerations

The IAASB is proposing amendments to ISA 800, Special Considerations - Audits of Financial Statements Prepared in Accordance with Special Purpose Frameworks, and ISA 805, Special Considerations - Audits of Single Financial Statements and Specific Elements, Accounts or Items of a Financial Statement, resulting from significant revisions to its auditor reporting standards.

The IAASB will address the voluntary communication of key audit matters and naming the engagement partner in the auditor's report on a single financial statement or an element of a financial statement.

Revisions that the IAASB makes to these standards will be reflected in the equivalent CASs with limited Canadian-specific amendments, if any are necessary.

Auditor Reporting - Summary Financial Statements

The IAASB is proposing amendments to ISA 810, Engagements to Report on Summary Financial Statements, resulting from significant revisions to its auditor reporting standards.

The IAASB will address issues related to key audit matters, going concern and other information.

Revisions that the IAASB makes to this standard will be reflected in the equivalent CAS with limited Canadian-specific amendments, if any are necessary.

Financial Statement Disclosures

Financial statement disclosures have become more detailed and complex as a result of evolving financial reporting standards.

The International Auditing and Assurance Standards Board (IAASB) has commenced a project to develop guidance on the audit of financial statement disclosures.



The objective of the IAASB project is to gain robust understanding of the views and perspectives on issues relevant to auditing disclosures in a financial statement audit. The IAASB's objectives further include:

- determining whether revisions (in the form of new or revised requirements, or additional application material) to the International Standards on Auditing (ISAs) with respect to auditing disclosures are required;
- considering how such revisions should be presented (for example, within the relevant ISAs or in a separate ISA); and
- determining whether another type of non-authoritative guidance should be developed and, if so, developing the content.

The Auditing and Assurance Standards Board (AASB) is committed to adopting the ISAs. Revisions that the IAASB makes to the ISAs will be reflected in the equivalent Canadian Auditing Standards (CASs). Should the IAASB develop a new ISA, the AASB will adopt the standard in an equivalent CAS. Amendments, if any, that the AASB makes to the ISA wording would be in accordance with the AASB's criteria for such amendments, as set out in Appendix 1 of the Preface to the CPA Canada Handbook - Assurance.

Responsibilities Relating to Other Information

International Standard on Auditing (ISA) 720, *The Auditor's Responsibilities Relating to Other Information in Documents Containing Audited Financial Statements*, is being revised by the International Auditing and Assurance Board (IAASB) to ensure that it continues to be capable of enhancing the credibility of financial statements.

Revised ISA 720 will specify appropriate responsibilities of the auditor relating to the range of other information in documents containing audited financial information. Revisions will also be made to take into account how such information is disseminated.

The AASB is committed to adopting the ISAs. Accordingly, revisions that the IAASB makes to ISA 720 will be reflected in Canadian Auditing Standard (CAS) 720. Amendments, if any, that the AASB would make to the ISA wording would be in accordance with the AASB's criteria for such amendments, as set out in Appendix 1 of the Preface to the CPA Canada Handbook - Assurance.

EXPOSURE DRAFTS - AASB

Auditing Accounting Estimates (Closed for comments)

Accounting estimates and related disclosures have become more complex. Stakeholders have indicated that clearer or additional guidance is needed to enable auditors to appropriately deal with these complexities.

The International Auditing and Assurance Standards Board (IAASB) is proposing revisions to ISA 540, *Auditing Accounting Estimates, Including Fair Value Accounting Estimates, and Related Disclosures*.

The IAASB proposals include establishing more robust requirements and appropriately detailed guidance to foster audit quality. This would be done by driving auditors to perform appropriate procedures in relation to accounting estimates and related disclosures.

It is anticipated that these revisions would also seek to emphasize the importance of the appropriate application of professional skepticism.



Quality Control (Exposure draft being developed)

Auditors must effectively manage audit quality, both at the firm and the engagement level, with high-quality audits supporting financial stability.

Through consultations with stakeholders, the International Auditing and Assurance Standards Board (IAASB) identified a need to strengthen standards addressing quality control.

Therefore, the IAASB is proposing revisions to:

- ISQC 1, *Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance and Related Services Engagements*; and
- ISA 220, *Quality Control for an Audit of Financial Statements*.

The IAASB proposals includes revisions to these standards to:

- Strengthen and improve a firms' management of quality for all engagements by more explicitly incorporating a quality management approach, fostering the ability of the standards to be applied to a wide range of circumstances; and
- Focus on identifying, assessing and responding to quality risks in a broad range of engagement circumstances.

PROJECTS - AASB

Group audits

Many audits today are audits of group financial statements - also known as group audits - these type of engagements can be very challenging.

This is a result of complex group structures, cultural and language barriers, differences in laws and regulation, involvement of component auditors and many other factors.

The IAASB is proposing revisions to ISA 600, *Special Considerations - Audits of Group Financial Statements (Including the Work of Component Auditors)* to:

- Strengthen the auditor's approach to planning and performance of a group audit; and
- Clarify the interaction of ISA 600 to the other ISAs.

Identifying and Assessing the Risks of Material Misstatement

There are challenges involved in identifying and assessing audit risks for entities – in particular, those that vary in size and nature. Clearer or additional guidance is needed to help address these challenges.

As a result, the International Auditing and Assurance Standards Board (IAASB) is proposing revisions to ISA 315, *Identifying and Assessing the Risks of Material Misstatement through Understanding of the Entity and its Environment*.

The IAASB proposal includes establishing more robust requirements and appropriately detailed guidance to drive auditors to perform appropriate risk assessment procedures in accordance with the size and nature of the entity. This would be done by focusing on enhancing the auditor's approach to understanding the entity and risk assessment activities in light of the changing environment.

It is anticipated that the IAASB will consider whether and how ISA 315, in organization and structure, can be modified to promote a more effective risk assessment.



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 4, 2018

FROM: Debra Key, Deputy Chief Administrative Officer/CO **FILE:** 1855-03-11

SUBJECT: Strategic Wildfire Prevention Initiative – Approval in Principle

ISSUE: To provide updated resolution for Community Wildfire Protection Plan grant.

BACKGROUND:

In January of 2017, an application was submitted for grant funding under the Strategic Wildfire Prevention Initiative for funding to develop new Community Wildfire Protection Plans for both the Village of Harrison Hot Springs and the District of Kent.

In March of 2017, the Village received a letter from Union of British Columbia Municipalities (UBCM) advising that the Working Group reviewed the submission and approved a maximum grant in the amount of \$11,250.00. The application was amended in July of 2017.

The Village received a letter dated November 27, 2017 from UBCM advising that the amended application was approved in principle. They are now requesting a current Council resolution, indicating support for the proposed project and a willingness to provide overall grant management.

Accordingly, a recommendation to support the project presented for Council's consideration. Upon receipt of the resolution, the Village will be eligible for amended approval in the amount of \$20,623.00.

RECOMMENDATION:

THAT support be given for the development of a Community Wildfire Protection Plan and to provide overall grant management of the project.

Respectfully submitted:

REVIEWED BY:



 Debra Key
 Deputy Chief Administrative Officer/

Madeline McDonald (digitally signed)

 Madeline McDonald
 Chief Administrative Officer

RECEIVED

NOV 30 2017

BY VILLAGE OF HARRISON HOT SPRINGS



FIRST NATIONS' Emergency Services BRITISH COLUMBIA



The Strategic Wildfire Prevention Initiative is managed by the SWPI Working Group. For program information, visit the Funding Program section at:

www.ubcm.ca

LGPS Secretariat

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

E-mail: swpi@ubcm.ca Phone: (250) 356-2947

Local Government Program Services

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

FILE #	DATE
1855-03-11	NOV 30 2017
<input checked="" type="checkbox"/> DCAO	<input type="checkbox"/> ADMIN/ FINANCE
<input checked="" 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 Jan 10, 2017	
INITIAL <input type="checkbox"/>	
(ITEMS: A-REQ, ACTION: B - INFO - WRESP; C - INFO ONLY)	

November 27, 2017

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

RE: Strategic Wildfire Prevention Initiative - Approval in Principle of Amendment to Community Wildfire Protection Plan Update Project (SWPI-698: Harrison Hot Springs CWPP, 2017)

Dear Mayor and Council,

Thank you for submitting a request to amend the recently approved application for the above noted Community Wildfire Protection Plan grant. The SWPI Working Group has reviewed your submission and the amended application has been Approved in Principle.

As the original application was accompanied by a Council Resolution that cited a specific, and now insufficient, community contribution amount, the Working Group requests:

- A current Council Resolution, indicating support for the proposed project and a willingness to provide overall grant management.

Upon receipt of the outstanding item, your application will be eligible for amended approval in the amount of \$20,623.00.

Sincerely,

Peter Ronald
Programs Officer

cc: Gerald Basten, Kent Harrison Joint Emergency Program, District of Kent
Tony Botica, Fuel Management Specialist, Coastal Fire Centre

VILLAGE OF HARRISON HOT SPRINGS



REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 5, 2018

FROM: Ken Cossey, MCIP, RPP **FILE:** 3360-20-TUP01/17
(875/879 Hot Springs Rd)

SUBJECT: To start the Temporary Use Permit review process

ISSUE:

Seeking approval to start the Temporary Use Permit review process as per the requirements of the Development Procedures Bylaw.

BACKGROUND:

The site is currently zoned as R-2 and the applicant wishes to set up a mini-storage operation to store recreational vehicles and boats. The site is approximately .270 Ha (.668 ac) in size and is serviced. The proposed use is not allowed within this zone however under sections 492 and 493 of the *Local Government Act*, a Temporary Use Permit may be issued.

“Designation of temporary use permit areas

492 For the purposes of section 493, an official community plan or a zoning bylaw may

- (a) designate areas where temporary uses may be allowed, and
- (b) specify general conditions regarding the issue of temporary use permits in those areas.

Temporary use permits for designated areas and other areas

493 (1) On application by an owner of land, a local government may issue a temporary use permit as follows:

- (a) by resolution, in relation to land within an area designated under section 492;
 - (b) by bylaw, in relation to land within an area outside a municipality, if there is no official community plan in effect for the area.
- (2) A temporary use permit may do one or more of the following:
- (a) allow a use not permitted by a zoning bylaw;
 - (b) specify conditions under which the temporary use may be carried on;
 - (c) allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.
- (3) If a local government delegates the power to issue a temporary use permit under this section, the owner of land that is subject to the decision of the delegate is entitled to have the local government reconsider the matter.”

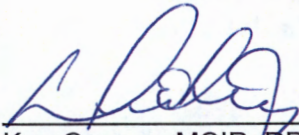
Source: *Local Government Act*, RSBC 2015,

The proposed temporary use seems a reasonable use of the site and the initial permit term is for three years, with the ability of the applicant to apply for one additional three-year term.

RECOMMENDATION:

- 1/. That staff be authorized to work on application 3360-20-TUP01/17 for land legally described as: Lots F and G, Section 12 Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan 16245.

Respectfully submitted;



Ken Cossey, MCIP, RPP,
Planning Consultant

REVIEWED BY and CONCURRENCE with the RECOMMENDATIONS:

Madeline McDonald (digitally signed)
Madeline McDonald, CAO

Attachments (1) Location Map

Temporary Use Permit - 875/879 Hot Springs Road



Legend

Fire Hydrants

- Standard
- Siamese
- Standpipe
- Storage Tank
- Storz
- Other
- Unknown

Right-of-ways Text

— Right-of-ways

— Dykes

Regional Districts

- Other Regional Districts
- Fraser Valley Regional District

Jurisdictions

- Fraser Valley Regional District

+ Railways

Roads

- Paved Roads
- Unpaved Roads
- Streams
- Waterbodies



Disclaimer: This map was compiled by the Fraser Valley Regional District, using data believed to be accurate; however, a margin of error is inherent in all maps. This product is distributed without warranties of any kind, either expressed or implied, including but not limited to warranties of suitability of particular purpose or use.

Scale 1:881

9 January 2018, 11:09



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 9, 2018

FROM: Ken Cossey, MCIP, RPP **FILE:** 0340-50
 Planning Consultant

SUBJECT: Community Amenity Contributions

ISSUE:

To rescind policy number 1.12, Development and replace it with a new policy 1.26, Community Amenity Contributions.

BACKGROUND:

Development is a two-sided concept; it expands the tax base on one side and creates additional requests for new programs and services on the other side. The overall benefits of development can be summarized into the categories of: an increase in either the housing or commercial stock, an expanded property tax-base and an increase of potentially new jobs for the residents. The costs can include but not be limited to: loss of green space and an increased demand upon local services and infrastructure.

Within the concept of facing increasing development pressures, the Village is now challenged with responding to new demands to provide for more services and programs for its residents, with a limited tax base to draw upon. From a servicing perspective, with respect to the provision of hard services such as but not limited to sewer and water lines, the Village can use Development Cost Charges (DCC). DCCs are authorized by section 559 of the *Local Government Act* to pay for these types of services. Unfortunately, the funding of any other type of community amenities, such as the purchase of a new fire truck, the building of a new library or a community hall through the DCC process is not allowed. The question now becomes one of how does a growing municipality such as Harrison Hot Springs finance, build and maintain the current community amenities and any future requests. In British Columbia the ability for local governments to raise revenues to pay for these new demands is limited to the use of property taxes, grants from senior levels of government or potential contributions from developers.

The Village could look to the use of the amenity bonusing provision under section 492 of the *Local Government Act*. This process is generally long, gradual and subject to various market conditions and the developer may not be interested in building addition dwellings. So, the amenity bonusing system is fraught with

uncertainty. The Village needs an amenity contribution system in place that allows for contributions to be transferred to the Village sooner rather than later. The answer lies within the concept on the use of community amenity contributions.

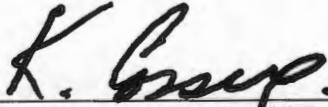
The Village currently has on file policy 1.12 that was created in 2010 to address this issue. The *Local Government Act* is silent on how to set up the community amenity contribution process. In 2014 however, the Ministry created and released a guideline entitled Community Amenity Contributions: Balancing Community Planning, Public Benefits and Housing Affordability. Within this guideline there are various principles and concepts that should be addressed on the creation of a community amenity contribution. This is a good time to update the policy to ensure that the concepts and principles outlined in the guideline are adhered to.

RECOMMENDATION:

Staff recommends:

- 1/. That policy 1.12, Development be rescinded; and
- 2/. Policy 1.26, Community Amenity Contributions be adopted.

Respectfully submitted;



 Ken Cossey, MCIP, RPP,
 Planning Consultant

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

Madeline McDonald (digitally signed)

Madeline McDonald
 Chief Administrative Officer

Attachments (2) CAC Report
 Policy 1.26, Community Amenity Contributions



**VILLAGE OF
HARRISON HOT SPRINGS
POLICY**

COUNCIL	POLICY NO. 1.26
COMMUNITY AMENITY CONTRIBUTIONS	DATE ADOPTED:

1. PURPOSE

Development is a two-sided concept; it expands the tax base on one side and creates additional requests for new programs and services on the other side. The overall benefits of development can be summarized into the categories of: an increase in either the housing or commercial stock, an expanded property tax-base and an increase of potentially new jobs for the residents. The costs can include but not be limited to: loss of green space and an increased demand upon local services and infrastructure.

This policy has been developed to assist the Village with any negotiations associated with the offer of any community amenity contribution. This policy is to offer guidance for the provision of Community Amenity Contributions in the Village of Harrison Hot Springs through a fair and equitable approach.

2. POLICY

- i. The community amenity contribution, if any, must be negotiated between staff and the developer/agent, outside of any building permit or subdivision application process;
- ii. The Building Inspector and the Approving Officer will not negotiate or require any community amenity contribution associated with their technical review processes;
- iii. While community amenity contributions may be negotiated on a case by case situation, the agreement must support the principles of; transparency, nexus and portionality;
- iv. If a community amenity contribution is provided, it must be discussed during a rezoning application process only. The parties may agree however that the transfer of the funds may happen during the building permit or subdivision stage;
- v. The funds must be placed in a Community Amenity Contribution Reserve Fund;
- vi. The funds must be used for capital projects only;
- vii. This policy does not apply to any affordable housing applications or to any non-profit organization that serves the community;

- viii. The negotiations must be based upon a cost-based targeted approach;
- ix. One or more following sources of information may provide guidance to the negotiation process; the Official Community Plan, the Annual Financial Plan or the 5-Year Capital Plan;
- x. Council may choose to accept the community amenity contribution where it considers the Village's future budgets will be able to support the estimated lifecycle costs of the project; and
- xi. Nothing in this policy is intended to impair or fetter the discretion of Council with respect to adopting any bylaw or amendment thereof.

3. SUGGESTED COMMUNITY AMENITY CONTRIBUTIONS PROJECTS

The use of funds received will be limited to the following capital related projects for any of the following:

- i. Civic facilities;
- ii. Libraries;
- iii. Parks and trail upgrades – specifically improvements that cannot access or be funded through DCC, such as upgrades;
- iv. Childcare facilities;
- v. Transportation services;
- vi. Public safety equipment and facilities, such as but not limited to firefighting equipment;
- vii. Art and cultural projects;
- viii. Flood proofing projects;
- ix. Recreation facilities;
- x. Youth centres – after school care facilities;
- xi. Community gardens;
- xii. Beautification projects;
- xiii. Expansion/improvements to the public beachfront; and
- xiv. Off-site traffic projects



COMMUNITY AMENITY CONTRIBUTIONS: The Demand for Public Facilities and Services

Village of Harrison Hot Springs



Prepared by Ken Cossey, MCIP, RPP
Nov 2017



Table of Contents

1.0 INTRODUCTION5

2.0 CURRENT MUNICIPAL INFRASTRUCTURE FUNDING POWERS5

**3.0 COMMUNITY AMENITY CONTRIBUTIONS: Risk or Opportunity and Capital or
Operating Contribution6**

**4.0 THE RECOMMENDED APPROACH FOR SETTING UP A COMMUNITY AMENITY
CONTRIBUTION8**

5.0 CURRENT POLICY 1.12.....8

 5.1 Issues with the current policy.....8

6.0 RECOMMENDED NEXT STEPS.....9

Information Sources10

Executive Summary

Development is a two-sided concept; it expands the tax base on one side and creates additional requests for new programs and services on the other side. The overall benefits of development can be summarized into the categories of: an increase in either the housing or commercial stock, an expanded property tax-base and an increase of potentially new jobs for the residents. The costs can include but not be limited to: loss of green space and an increased demand upon local services and infrastructure.

Within the concept of facing increasing development pressures, the Village is now challenged with responding to new demands to provide for more services and programs for its residents, with a limited tax base to draw upon. From a servicing perspective, with respect to the provision of hard services such as but not limited to sewer and water lines, the Village can use Development Cost Charges (DCC). DCC's are authorized by section 559 of the *Local Government Act* to pay for these types of services. Unfortunately, the funding of any other type of community amenities, such as the purchase of a new fire truck, the building of a new library or a community hall through the DCC process is not allowed. The question now becomes one of how does a growing municipality such as Harrison Hot Springs finance, build and maintain the current community amenities and any future requests. In British Columbia the ability for local governments to raise revenues to pay for these new demands is limited to the use of property taxes, grants from senior levels of government or potential contributions from developers.

The Village could look to the use of the amenity bonusing provision under section 492 of the *Local Government Act*. This process is generally long, gradual and subject to various market conditions and the developer may not be interested in building additional dwellings. So, the amenity bonusing system is fraught with uncertainty. The Village needs an amenity contribution system in place that allows for contributions to be transferred to the Village sooner rather than later. The answer lies within the concept of the provision of community amenity contributions.

Community Amenity Contributions (CAC) summary points

1/. There are two approaches to consider when developing a CAC process; a cost-based approach or a land-lift approach. The former approach is commonly referred to as a "targeted approach" while the latter approach is also commonly referred to as a "bump approach".

Generally, a land-lift approach is based upon a system that indicates so much per dwelling unit or per square feet of commercial space. This is a very prescriptive approach whereas the focus of any CAC process must be upon negotiations as opposed to a set fee concept. It is imperative that the Village not use the land lift approach in that it is difficult process to set up and it implies a set fee approach for a voluntary process. Given the set fee approach, the major fault of the land-lift approach in turn could be seen as the municipality trying to sell zoning rights. In addition to this this concept violates the Ministry guidelines of nexus and proportionality.

A cost based approach is best upon the concept of negotiations taking place between the developer and the municipality to consider a package of amenities that make sense given the development being proposed.

Based upon the two approaches, as outlined above, it is recommended that the Village use a modified cost-based approach, for the set up of any CAC policy.

2/. The major difference between density bonusing and a CAC, is that density bonusing is set out in a zoning bylaw and is regulated, while a CAC is typically negotiated before any amending bylaw is adopted and is strictly a voluntary basis for the developer.

3/. The *Local Government Act* is silent on authorizing a CAC process and in fact it specifically speaks against the concept, as outlined in **section 462 (6)**. This section prohibits the charging of a fee, tax or charge unless authorized by the *Local Government Act* or other pieces of provincial legislation.

4/. A CAC cannot be used during any technical review process such as a building inspection or subdivision process. Neither a Building Official or the Approving Officer have the authority to require a CAC through their review process and Council cannot delegate the collection of any CAC to either a Building Official or the Approving Officer. However, an agreement signed between the developer and the municipality can indicate when the payment can be expected.

5/. Any CAC collected must be restricted to capital costs and must not be used for any operating costs.

6/. It is essential to start planning for amenities at an early stage; they can be placed in your OCP, your annual Financial Plan and the CAC should be tied in with your 5 Year Capital Plan.

7/. To ensure that the developer pays their "fair share" you should link the CAC to the community impacts of the new development.

8/. When setting up a CAC policy, the practices to avoid includes;

- imposing a charge, including any CAC without legal authority,
- presenting a list of required contributions or adopting a policy which suggests CAC are imposed and not negotiated,
- adopting a policy that seems to reject a rezoning application if no contributions are provided, and
- guaranteeing a developer in writing or verbally that if they contribute the rezoning application will be approved or directing a Building Inspector or Approving Officer to levy these types of fees.

9/. Start planning for any CAC. This should include incorporating a CAC policy section into an OCP. The inclusion should include what are the issues/reasons for getting the amenities in place and how costs could be shared. The cost sharing must be based upon the following principles of:

- nexus,
- proportionality,
- and transparency – maintain public records and have a CAC policy in the OCP

1.0 INTRODUCTION

In the pursuit of livability, many municipalities across British Columbia are looking at various ways to pay for services and create new programs for their citizens. With community growth comes pressure upon existing services and the request to provide more services. All of this has to be addressed with limited revenues and competing services. As such the Village of Harrison Hot Springs faces many challenges in managing growth and paying for the subsequent request for additional services associated with this growth. Provincial legislation, through the *Local Government Act*, allows the Village to ensure that developers install services as a part of their development application process. In addition, the Village is allowed to impose Development Cost Charges (DCC) for certain off-site services such as: roads, sewer and water lines, drainage issues and parkland.

While development cost charges can be used to look after certain impacts of a development, what is currently in place to address the various other community impacts; such as but not limited to increased pressure on the current recreation facilities, the fire department, parks that need to be upgraded, the addition of community or street art, libraries or community centres. The legislation is silent on this issue.

However, local governments are increasingly turning towards community amenity contributions. This is based upon the belief that new development should not be a burden on the current local taxpayer.

2.0 CURRENT MUNICIPAL INFRASTRUCTURE FUNDING POWERS

A common misconception is that a local government has the legal authority to impose community amenity contributions but as mentioned previously the *Local Government Act* is silent on this issue in that it is not mentioned. However, it could be argued that the *Local Government Act* prohibits it, as outlined in section 462(6) below:

- “(6) A local government, the City of Vancouver or an approving officer must not do either of the following unless authorized by this Act, by another Act or by bylaw made under the authority of this Act or another Act:
- (a) impose a fee, charge or tax,
 - (b) require a work or service to be provided.”

As such and as per the *Local Government Act*, the current municipal infrastructure funding process is limited to the use and imposition of the following, with the respective authority of the Act in parenthesis:

- A. the taking of cash or land for parkland sites (510)
- B. the taking of cash for school sites (572)
- C. on site services subdivisions (509)
- D. off-site services through the use of DCCs (559)
- E. land for roadways (513)
- F. excess capacity or extended services (507)
- G. amenity bonusing, affordable housing or special needs housing (482)

For various reasons local governments have been turning towards the use of community amenity contributions, generally through the rezoning process, as a method of securing additional funding as a result of additional development pressures upon their respective community.

Given that the *Local Government Act* does not legally allow for the use of community amenity contributions, how is possible to use a community amenity contribution process given that there are no legal requirements in place to secure this type of funding?

Local governments, including the Village of Harrison Hot Springs, have two types of powers available to them. Mandatory powers, outlined through legislation which indicates that they are required to do something and discretionary powers, the latitude to do something or not.

Courts have acknowledged that the municipal rezoning power is a discretionary power in that the Village can choose to approve or not approve a rezoning application. In addition, courts have acknowledged that local government councils can examine a wide range of issues before they exercise their discretionary powers. The issues generally fall into one of the following two categories of:

- 1/. Planning and servicing – how does the proposed application fit with current policies and what are the servicing impacts to the community, or
- 2/. Public interest – will the development have an overall negative or positive impact for the community.

3.0 COMMUNITY AMENITY CONTRIBUTIONS: Risk or Opportunity and Capital or Operating Contribution

The use of a community amenity contribution is a double edge sword in that it is both an opportunity and a risk for the Village. The opportunity is the possibility of securing funding from a development to help the Village fund its various capital expenditures. The risks from a legal perspective includes; imposing unauthorized fees, selling zoning, charges or taxes, not keeping an open mind; using a technical review such as a building permit or subdivision approval process to obtain community amenities.

ASSOCIATED RISKS

1/. Fee Issue

With respect to the fees issues, this has been discussed earlier, but to reiterate the *Local Government Act* prohibits the Village from imposing a fee, tax or charge unless authorized by an Act. It is important to remember that the zoning process is about the implementation of the Village's Official Community Plan and it should not be viewed at as a revenue stream. If a Community Amenity Contribution is determined to be considered as a "condition of rezoning" there is a direct possibility that it could be seen as the imposition of a tax or fee. This in turn could negate the zoning process and the Village could be taken to court.

2/. Not keeping an Open mind

With respect to not keeping an open mind and with respect to exercising their discretionary zoning bylaw powers, council must come in to review the application with an open mind and

they must not bind themselves in any way or pre-determine how they may vote on the rezoning application in front of them.

They are free however to review a variety of factors while considering an application, but council needs to be open to the possibility of rejecting the bylaw. This will become evident during a public hearing process, especially if they become convinced that the adoption of the bylaw has no benefit to the public or the public's interest is not served.

3/. Technical Reviews

In some situations, legislation provides unelected professionals with the authority to make certain decisions from a strict technical perspective. This type of power is generally limited to; Building Inspectors or Approving Officers. Please note that the legislation also prevents any elected official from interfering with or influencing the decisions of these positions.

As such it is wise to ensure that council does not endorse a policy that suggests or directs either the building inspector or approving officer to collect community amenity contributions through their respective technical review process. However, if the developer and the council agree, prior to either a building permit review process or a subdivision review process, that the agreed upon transfer point will be during either a building permit or subdivision review process, that is fine. Why? The agreement was concluded during the rezoning process with the agreed upon transfer taking place during a technical review process.

ASSOCIATED OPPORTUNITIES

1/. Benefits the Village

If set up properly the contribution can be seen as contributing to the overall livability of a neighbourhood and the Village in general. Community amenity contributions offered at the time of a rezoning application can help to address the increased demand or pressure of new development by adding, improving, and expanding public facilities and services.

Community Amenity Contribution – Capital Costs or Operating Costs?

Municipalities in British Columbia generally tend to set up a budgeting process that focusses upon covering all of their operating costs and a portion of their capital costs through their ability to set property tax rates. For most municipal governments there is a push to try to make growth pay for the costs of growth.

When negotiating a community amenity contribution, the question now becomes one of; does it go towards a capital project or into operating revenues? While it is reasonable to expect the new development to pay their "fair share" for a program or service, in that the new development is expected to support the expected increase in use and in turn its operating costs. However, a community amenity contribution should be used for capital costs only. This is based upon the concept that once the new residents move into the new development, they will be contributing towards the operating costs of the program or service through their payment of property taxes, user fees or other fees.

Therefore it is very important to link any community amenity contribution to the potential community impacts of the new development.

4.0 THE RECOMMENDED APPROACH FOR SETTING UP A COMMUNITY AMENITY CONTRIBUTION

When setting up a Community Amenity Contributions policy there are certain factors that council needs to consider when setting up a policy. Overall the community amenity contribution;

1. they must be voluntarily negotiated during the rezoning process,
2. they should be used for capital costs only,
3. the process must avoid the perception that the Village is selling zoning rights,
4. the process must be transparent,
5. the process must follow the concept of nexus and proportionality, and
6. the contribution process cannot be delegated to any technical approval process.

It is very important to link any community amenity contribution to the community impacts of the new development.

5.0 CURRENT POLICY 1.12

Currently the Village has a development policy number 1.12, which was adopted on June 21, 2010, that looks at two separate but interrelated development issues. The first issue is a CAC policy and the second issue is having the developer contributing funds to expedite the processing of their application.

“The purpose of this policy is to assure the Development industry that Council is supportive of responsible and appropriately planned development, and commits to provide quick turn around times for development applications with the understanding that developers must also play an important financial role for the benefit of both the Village and the developer by:

- a. paying for excess processing costs incurred by the Village due to the size or complexity of the development project or the desire of the developer to expedite processing of its application; and
- b. considering voluntary amenity contributions in connection with their application to facilitate approval by making applications more attractive to the overall community and assisting with marketing of their own projects by assisting the Village in fast tracking provision and construction of public amenities that the Village currently has insufficient funds to pay for without developer contributions.”

Source: Policy Number 1.12, Village of Harrison Hot Springs, June 2010.

5.1 Issues with the current policy

As the current policy was adopted in June 2010 and the Ministry’s guideline was released in 2014, this is a good time to update the policy to ensure that the concepts and principles outlined in the guideline are adhered to.

6.0 RECOMMENDED NEXT STEPS

- Add in the OCP; general policies to address the CAC issue. This will help to address the transparency principle.
- Set up a "Community Amenity Contributions Reserve Fund" as opposed to placing the funds in a "general fund", as outlined in section 6 of the current policy, for the specific use of the capital funds. This will also help to address the issue of transparency.
- Explore the possibilities of setting up a Development Approval Information (DAI) tool to explore the impacts of the new development on the community. The use of the DAI tool can assist you on the nexus principle, in that the closer the development is to impacting the need the more the developer should contribute.
- Do not use a land lift approach, use a modified cost-based approach. This will require the need to remove and replace 5 (b) of the current policy.
- Add a new section, along the lines of while the CAC agreement was reached during a rezoning process the developer may request that the funds be transferred during the subdivision application technical review process. The current policy has payment spread over a three-year period.
- Remove section 5 (c) (i) and (ii) of the current policy.
- Section 7 of the current policy can be deleted.
- Revise Schedule A. Delete the current Schedule A and replace it with the following:
"Schedule A: Potential Use of Community Amenity Contributions funds, includes but are not limited to the following":
 - i. Civic facilities
 - ii. Libraries
 - iii. Parks and trail upgrades – this is however limited to improvements that cannot be funded through the DCC process, such as upgrades
 - iv. Childcare facilities
 - v. Transportation services
 - vi. Public safety equipment and facilities
 - vii. Art and cultural projects
 - viii. Flood proofing projects
 - ix. Recreation facilities
 - x. Youth centres – after school care facilities
 - xi. Community gardens
 - xii. Beautification projects
 - xiii. Expansion/improvements to the public beachfront
 - xiv. Off-site traffic projects
- Add a Schedule B – Outline a Community Amenity Objective for each neighbourhood or area of the Village - review all areas and outline potential amenities for each area. Tie this in with the Village's Five-Year Capital Plan

10/. Find out if the Village can issue a tax receipt for the CAC

Information Sources

- 1/. City of Kelowna, Affordable Housing and Amenity Contributions from Urban Development Projects in Kelowna, Corolis Consulting Corporation, June 2008.
- 2/. District of Maple Ridge, Amenity Zoning: Analysis and Options, City Spaces, November 2012.
- 3/. District of Peachland, Community Amenity Contribution Policy, January 22, 2013.
- 4/. District of Sooke, Community Amenity Contribution Policy No. 13.3, April 26, 2010.
- 5/. District of Squamish, Community Amenity Contribution Policy, June 2015.
- 6/. *Local Government Act*, RSBC 2015, Queen's Printer, Province of British Columbia, December 16, 2015.
- 7/. Ministry of Community, Sport and Cultural Development, Community Amenity Contributions: Balancing Community Planning, Public Benefits and Housing Affordability, Local Government Branch, Province of British Columbia, March 2014.
- 8/. Municipal Planning and Market Interventions: Community Amenity Contributions in British Columbia, Master's Thesis of Adam Cseke, University of Manitoba, 2015.
- 9/. Town of Ladysmith, Community Amenity Contribution Policy, January 19, 2013.
- 10/. Village of Harrison Hot Springs, Community Amenity Policy 1.12, June 2010.

12(g)

VILLAGE OF HARRISON HOT SPRINGS



REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 15, 2018

FROM: Ken Cossey, MCIP, RPP **FILE:** 3060-20-DP03/17
(750 Hot Springs Rd)

SUBJECT: To start the Development Permit review process

ISSUE:

Seeking approval to start the Development Permit review process as per the requirements of the Development Procedures Bylaw.

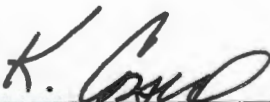
BACKGROUND:

The site was recently rezoned to allow for a CD 5 use and the applicant is currently working through the subdivision requirements for this site. The site is approximately 2.33 Ha in size and is partially located in the Geotechnical Development Permit area and is fully within the Tourist Commercial Development Permit area, as outlined in the Village's OCP. The applicant is proposing to develop 48 bare land strata lots on the site, as such the applicant needs to address the Geotechnical Development Permit requirements only. There is a flood plain covenant registered against the title of this site.

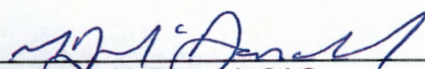
RECOMMENDATION:

- 1/. That staff be authorized to work on application 3060-20-DP03/17 for land legally described as: Lot A, Section 12 Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan EPP 74538.

Respectfully submitted;

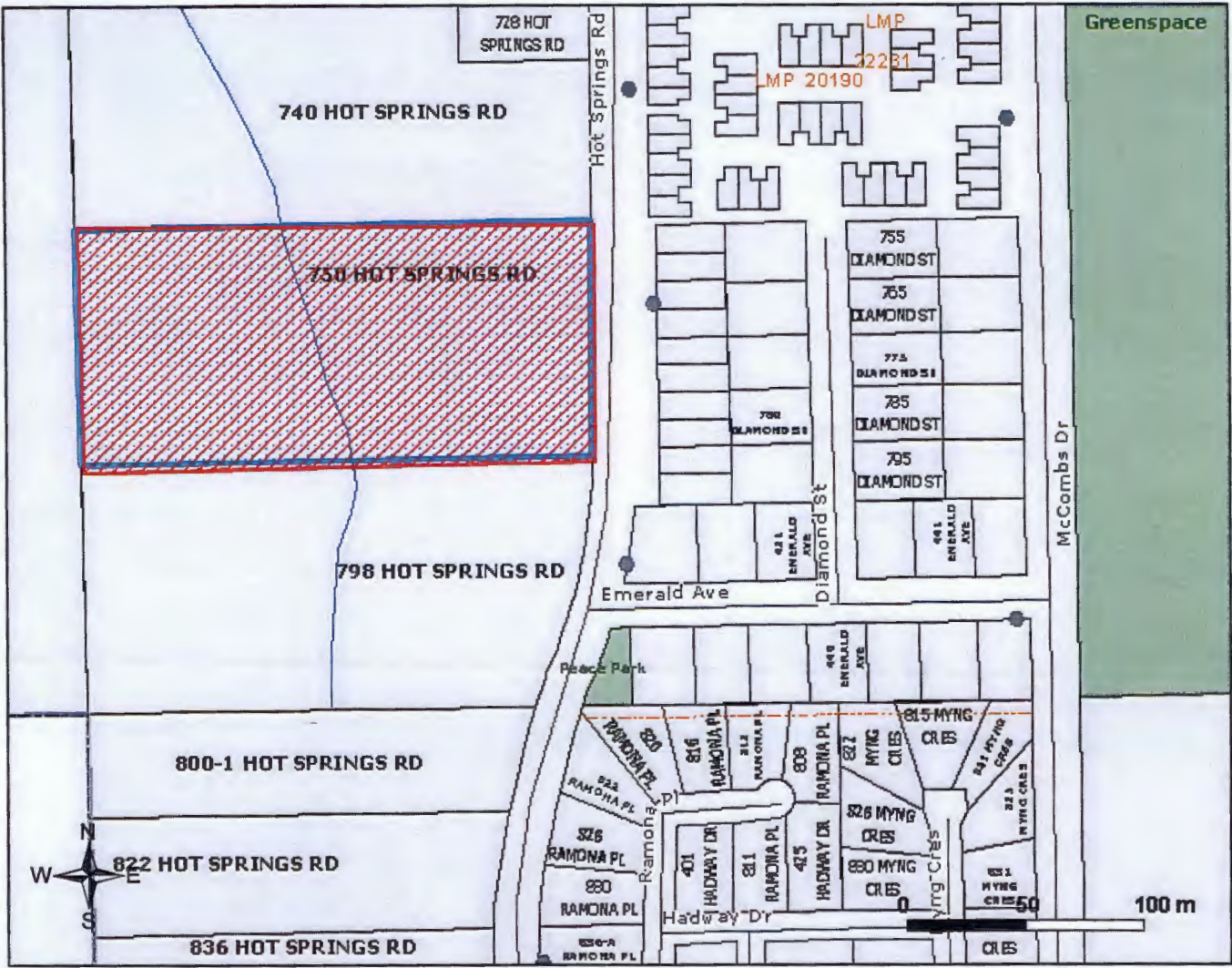

 Ken Cossey, MCIP, RPP,
 Planning Consultant

REVIEWED BY and CONCURRENCE with the RECOMMENDATIONS:


 Madeline McDonald, CAO

Attachments (1) Location Map

Development Permit - 750 Hot Springs Road



Legend

- Fire Hydrants**
 - Standard
 - Siamese
 - Standpipe
 - Storage Tank
 - Storz
 - Other
 - Unknown
- Right-of-ways Text**
- Right-of-ways
- Dykes
- Regional Districts**
 - Other Regional Districts
 - Fraser Valley Regional District
- Jurisdictions**
 - Fraser Valley Regional District
 - + Railways
- Roads**
 - Paved Roads
 - Unpaved Roads
 - Streams
 - Waterbodies

Disclaimer: This map was compiled by the Fraser Valley Regional District, using data believed to be accurate; however, a margin of error is inherent in all maps. This product is distributed without warranties of any kind, either expressed or implied, including but not limited to warranties of suitability of particular purpose or use.

Scale 1:2822
9 January 2018, 10:58



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** December 20, 2017

FROM: Debra Key **FILE:** 3900—01/2240-20-30
Deputy Chief Administrative Officer/CO

SUBJECT: Proposed Boat Launch Surcharge – Boat Launch Facility and Parking Lot Regulation Bylaw amendment

ISSUE:

Amendment to Boat Launch Facility and Parking Lot Regulation Bylaw No. 1075, 2015 to add a surcharge to the Schedule of Fees as contribution to Kent Harrison Search and Rescue services.

BACKGROUND:

Kent Harrison Search and Rescue (KHSAR) is a non-profit society whose members volunteer their time and support to deliver search and rescue services to the community of Harrison Hot Springs.

KHSAR has been supported by grants from various levels of government, including in-kind support from the District of Kent, along with cash contributions from Kent, Harrison and the FVRD. KHSAR would benefit by more stable sources of funding. Consideration was once given to allocating a portion of Village boat launch revenue to KHSAR in support of their services. The boat launch, which is owned by the Village and operated by the FVRD, does not generate surplus funds. However, the opportunity exists to add a surcharge to the boat launch fees which could be dedicated to supporting the KHSAR service.

At a boat launch facility year end meeting with the Fraser Valley Regional District staff in November, Village staff discussed the possibilities for changes to the fee structure to facilitate an additional fee that could be collected and contributed to the local Search and Rescue. The Kent Harrison Search and Rescue Team utilizes the boat launch for rescue call outs on Harrison Lake and uses the boat launch parking lot area as their base command centre as well as the deliverance of service on the East and West Harrison Lake Forest Service Roads.

Staff also met with members of the Kent Harrison Search and Rescue to discuss a proposal to provide funding by way of a "surcharge" as an additional cost to the fees charged at the Boat Launch facility. This proposal was supported by the KHSAR.

It is proposed that the Boat Launch Facility and Parking Lot Regulation Bylaw be amended by adding a surcharge to the fees collected which would realize an approximate annual funding contribution of \$5000 - \$6000 to the Kent Harrison Search and Rescue. Staff will work with the Fraser Valley Regional District to develop appropriate language for the boat launch passes and changes to signage as well as additional messaging to increase awareness and promotion of water safety.

Accordingly, staff is recommending that the following be amended in the attached Bylaw:

**Bylaw No. 1116
Schedule "A"**

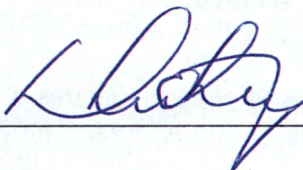
PASSES	AMOUNT	*KHSAR Surcharge
• Day Pass	\$ 20.00 (tax included)	\$ 2.00
• Season Pass	\$135.00 (tax included)	\$10.00
• Fleet Pass	\$300.00 (tax included)	\$20.00
• Parking Pass per one day	\$ 10.00 (tax included)	
• Additional Parking Pass	\$ 10.00 (tax included)	
<p><i>*This surcharge contributes to the Kent Harrison Search and Rescue to provide search and rescue services to the community.</i></p>		

RECOMMENDATION:

THAT the Boat Launch Facility and Parking Lot Regulation Amendment Bylaw No. 1116, 2018 be given first, second and third reading.

Respectfully submitted:

REVIEWED BY:



Madeline McDonald (digitally signed)

Debra Key
Deputy Chief Administrative Officer/
Corporate Officer

Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1116

A bylaw to amend Boat Launch Facility and Parking Lot Regulation Bylaw No. 1075, 2015

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to amend Boat Launch Facility and Parking Lot Regulation Bylaw No. 1075, 2015;

WHEREAS the Village of Harrison Hot Springs has determined that a surcharge be collected to help contribute toward the costs associated for the search and rescue services that are provided by the Kent Harrison Search and Rescue Society, including prevention and awareness of water safety;

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 Boat Launch Facility and Parking Lot Regulation Amendment Bylaw No. 1116, 2018".

2. Boat Launch Facility and Parking Lot Regulation Bylaw No. 1075, 2017, Schedule "A" is hereby amended by adding an additional fee, "Kent Harrison Search and Rescue Surcharge" as follows:

PASSES	AMOUNT	*KHSAR Surcharge
• Day Pass	\$ 20.00 (tax included)	\$ 2.00
• Season Pass	\$135.00 (tax included)	\$10.00
• Fleet Pass	\$300.00 (tax included)	\$20.00
• Parking Pass per one day	\$ 10.00 (tax included)	
• Additional Parking Pass	\$ 10.00 (tax included)	
<p><i>*This surcharge contributes to the Kent Harrison Search and Rescue to provide search and rescue services to the community.</i></p>		

READ A FIRST TIME THIS DAY OF JANUARY, 2018

READ A SECOND TIME THIS DAY OF JANUARY, 2018

READ A THIRD TIME THIS DAY OF JANUARY, 2018

ADOPTED THIS DAY OF FEBRUARY, 2018

Mayor

Corporate Officer

(b) "Council Procedure Bylaw No. 1002, 2012" is further amended by deleting Section 3(a) under Meetings of Council, and replacing it with the following:

"3(a) Following the general local election, the first Council meeting shall be held on the first Monday in November in the year of the election".

(c) "Council Procedure Bylaw No. 1002, 2012" is further amended by deleting Section 3(h) under Meetings of Council and replacing it with the following:

"3(h) By resolution of Council, Council members may participate in a meeting or vote by means of visual, audio, electronic or other communication facilities, if:

- i. The meeting is an open Regular or open Special Council meeting;
- ii. A majority of members are present in person at the meeting; and
- iii. Physical attendance is not possible.

(d) "Council Procedure Bylaw No. 1002, 2012" is further amended by amending 14(a)(iii) to read:

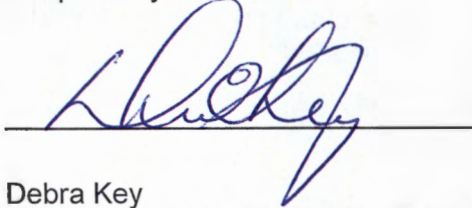
"14(a)(iii) Oral submissions at the Public Hearing may be limited by the Chair to 5 minutes for each speaker; and may be allowed further opportunity to speak a second or third time once all persons have had opportunity to speak".

RECOMMENDATION:

THAT amendments to the Council Procedure bylaw be approved; and

THAT notice be provided pursuant to s. 94 of the *Community Charter*.

Respectfully submitted:



Debra Key
Deputy Chief Administrative Officer/
Corporate Officer

REVIEWED BY:



Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1002

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

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

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

1. **CITATION**

This Bylaw may be cited for all purposes as "Village of Harrison Hot Springs Council Procedure Bylaw No. 1002, 2012" and comes into effect on the date of adoption.

2. **DEFINITIONS**

In this bylaw, unless the context otherwise requires:

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

"Charter" means *Community Charter*;

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

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

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

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

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

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

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

"In Camera meeting" means a meeting closed to the public;

"Mayor" means the duly elected Mayor of the Village of Harrison Hot Springs;

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

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

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

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

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

"Village" means the Village of Harrison Hot Springs;

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

3. MEETINGS OF COUNCIL

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

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

4. AGENDA

- (a) Prior to each regular meeting, the Corporate Officer shall prepare an agenda of all business to be brought before the Council at such meeting.
- (b) Pursuant to section 127 of the *Community Charter*, the Corporate Officer must give public notice of the time, place and date of a Council meeting by way of:
 - (i) posting a notice at the public notice posting place;
 - (ii) placing a notice on the Village's website; and
 - (iii) deliver a complete Council Agenda package to each member of Council at the place to which the Council member has directed notices and/or agendas to be sent.
- (c) The Mayor or presiding member may add correspondence, reports or other items to the agenda of a regular meeting of Council in that meeting providing Council concurs to the late items by resolution.
- (d) All documents intended to be considered by Council at a meeting must be delivered to the Corporate Officer not later than 12:00 noon on the Wednesday preceding the day of the meeting of the Council.

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

5. OPENING PROCEDURES

- (a) The Mayor shall take the chair and call the members to order as soon after the hour of meeting when a quorum is present.

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

6. RULES OF CONDUCT AND DEBATE

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

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

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

7. VOTING

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

8. MOTIONS

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

9. AMENDMENTS TO MOTIONS

- (a) A member may move that a motion be amended in one of the following ways:

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

10. BYLAWS

- (a) The Corporate Officer shall have every proposed bylaw prepared before it is considered by Council and every member shall be given a copy at least 24 hours prior to the meeting of Council, or all Council members unanimously agree to waive this requirement.
- (b) Subject to section 135(3) of the *Community Charter*, three readings may be given on the same day, however, section 890(9) of the *Local Government Act* provides that Council may adopt an official community

plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

- (c) The Corporate Officer shall endorse upon every Bylaw, the date of the readings, the effective date and the date of adoption.
- (d) Only the title and the intended object of the Bylaw shall be read by the Mayor, presiding member or Corporate Officer at first reading of the Bylaw.
- (e) The Mayor or presiding member shall not allow any amendments or debate at first reading of a Bylaw.
- (f) If a motion to introduce a Bylaw fails or is not made and seconded, the Bylaw shall be considered defeated and shall be removed from the agenda and shall not be brought forward as unfinished business on a subsequent agenda.
- (g) Where the *Charter* or *Local Government Act* requires that a Public Hearing be held, it shall be held after first reading and before third reading of the Bylaw.
- (h) A Bylaw is not valid unless it has been given three readings and has then been adopted by the Council, pursuant to the *Community Charter*.
- (i) Nothing in this section shall require the Council to introduce a Bylaw or give it any reading or readings.
- (j) Second reading of the Bylaw shall consist of debate upon the general principles of the Bylaw.
- (k) Every Bylaw other than an Official Community Plan or Zoning Bylaw, shall be adopted not less than one clear day after it has received third reading, upon the motion "That the Bylaw cited as " _____ " be adopted" provided, however, that if the Bylaw must be approved pursuant to the *Community Charter* or any other *Act*.
- (m) Upon reconsideration, the bylaw may be approved or rejected.
- (n) A Council member may request that the whole or any part of the Bylaw shall again be read before the motion for reconsideration and adoption is put.
- (o) Every adopted and signed bylaw shall be kept indefinitely by the Corporate Officer among the corporate records of the municipality.

11. PETITIONS AND DELEGATIONS

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

12. MINUTES OF MEETINGS

- (a) Minutes of Council, Committee and Commission meetings must be taken, including the provision to certify the minutes;
- (b) Minutes may be recorded with a recording device at the convenience of the recording secretary and will be erased at the recording secretary's discretion once minutes have been adopted;
- (c) The minutes of Council, Committee and Commission meetings, once adopted, are the official record of those meetings;
- (d) Audio recordings are not official records of meetings but are available to the public for a fee approved by Council.

13. **SPECIAL MEETINGS OF COUNCIL**

Except as Council otherwise resolves and, in any event, only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a Special Council meeting shall be:

1. Call to Order
2. Introduction of Late Items
3. Approval of Agenda
4. Delegations
5. Reports from Staff
6. Bylaws
7. Question Period
8. Adjournment

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

14. **PUBLIC HEARINGS AND PUBLIC INFORMATION MEETINGS**

(a) **Public Hearings**

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

- (v) The Public Hearing may be recorded with a recording device at the convenience of the recording secretary and will be erased at the recording secretary's discretion once the record is adopted;
- (vi) The written report of a Public Hearing, once adopted, is the official record of that hearing.

(b) **Public Information Meetings**

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

15. **ATTENDANCE OF PUBLIC AT MEETINGS**

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

16. **COMMITTEE OF THE WHOLE**

Except as Council otherwise resolves and, in any event, only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a Committee of the Whole shall be:

1. Call to Order
2. Introduction of Late Items
3. Approval of Agenda
4. Items for Discussion
5. Adjournment

- (a) A quorum of the Council is quorum for the Committee of the Whole.
- (b) A meeting of the Committee of the Whole may be called at any time by the Mayor.
- (c) At least twenty-four hours before a meeting of the Committee of the Whole, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting an agenda at the public notice posting places;
- (d) During a Regular Council meeting, Council may, by resolution, resolve itself into the Committee of the Whole to consider specific matters.
- (e) The Mayor shall preside at the Committee of the Whole, unless the Council appoints another member of Council to preside.
- (f) The rules of the Council shall be observed in the Committee of the Whole so far as may be applicable, except that;
 - (i) the number of speeches by a member to any question shall not be limited;
 - (iv) no member shall speak for a longer total time of five minutes to a question; and
 - (iii) a seconder to a motion is not required.
- (g) A record will be recorded of how members voted.
- (h) A motion in the Committee of the Whole to rise without reporting, or that the Chair of the Committee leave the chair, is always in order and shall take precedence over any other motion.
- (i) Debate on a motion referred to in Section 14(f)(i) shall be allowed, but no member shall speak more than once to the motion and, on further vote, shall be considered disposed of in the negative, and the Chair of the Committee of the Whole shall resume the Chair and proceed with the next order of business.
- (j) When all matters referred to the Committee of the Whole have been considered, a motion to rise and report shall be adopted. The Committee, when it has partly considered a matter, may report progress and ask leave to sit again. In resumption of regular Council business, the Chair of the Committee of the Whole shall report to the Council and the Council may:
 - (i) adopt the report;

- (ii) reject the report;
 - (iii) adopt the report with amendments;
 - (iv) refer the subject matter for further consideration, either in part or in whole;
 - (v) postpone action on the report; or
 - (vi) approve the request of the Committee to sit again, the Committee having reported progress after partial consideration of the subject.
- (k) A resolution at a Regular meeting of Council to adopt minutes of a Committee of the Whole meeting shall constitute ratification of all motions therein. Issues are finalized and authorized once the Council has passed the resolution to adopt.

17. **STANDING AND SELECT COMMITTEES AND COMMISSIONS**

The usual order of business at a Standing, Select Committee and Commission of Council shall be:

1. Call to Order
2. Introduction of Late Items
3. Approval of Agenda
4. Adoption of Minutes
5. Items for Discussion
6. Adjournment

(a) Standing Committees

- (i) The Mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees;
- (ii) At least half of the members of a standing committee must be council members;
- (iii) Subject to 15(a)(i), persons who are not council members may be appointed to a standing committee.
- (iv) The Mayor shall designate one member of each committee to act as Chair and the Chair will be entitled to one vote.
- (v) The Mayor shall be an ex-officio member of all Committees and be entitled to vote at all meetings thereof.

- (vi) Members of Council, other than members appointed to a Standing Committee, may attend the meetings of a Standing Committee and shall not be allowed to vote, but may, with the consent of the Committee, be allowed to take part in any discussion or debate by permission of a majority vote of the members of the Committee.
- (vii) A majority of voting members appointed to a Standing Committee shall constitute a quorum.
- (viii) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor;
 - (d) as required by Council or the Mayor, or at the next Council meeting, if possible, if the Council or Mayor does not specify a time.

(b) Select Committees

- (i) Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.
- (ii) At least one member of a select committee must be a council member;
- (iii) Subject to 15(b)(i), persons who are not council members may be appointed to a select committee.
- (iv) The Mayor shall designate one member of each committee to act as Chair and the Chair will be entitled to one vote.
- (v) The Mayor shall be an ex-officio member of all Committees and be entitled to vote at all meetings thereof.
- (vi) A Select Committee shall, upon completion of its assignment and upon submission of its final report to the Council, be automatically dissolved.

- (vii) A majority of voting members appointed to a Select Committee shall constitute a quorum.
- (viii) Select Committees must consider, inquire into, report and make recommendations to Council about the matters referred to the committee by the Council;
- (ix) Select Committees must report and make recommendations to Council at the next Council meeting, if possible, unless Council specifies a different date and time.

(c) Commissions

- (i) Council may establish and appoint a commission to do one or more of the following:
 - (ii) A council member is not eligible to be a member of an advisory planning commission, but may attend at a meeting of the commission in a resource capacity.
 - (iii) A council member is eligible to be a member of any other commission;
 - (iv) A majority of voting members appointed to a Commission shall constitute a quorum.
 - (v) Commissions must consider, inquire into, report and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the commission;
 - (b) on matters that are assigned by Council or the Mayor;
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting, if possible, if the Council or Mayor does not specify a time.
- (d) At least twenty-four hours before a meeting of Standing and Select Committees or Commissions, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting a notice at the public notice posting places;

- (e) In the transaction of business, all Standing and Select Committees and Commissions shall adhere, as far as possible, to the rules governing proceedings at the meetings of Council.
- (f) A resolution at a Regular meeting of Council to adopt minutes of standing, select committees and commissions shall constitute ratification of all motions therein. Issues are finalized and authorized once Council has passed the resolution to adopt.

18. INCOMING CORRESPONDENCE

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

19. REPORTS

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

20. UNPROVIDED CASES

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

21. SUSPENSION OF RULES

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

22. SEVERANCE CLAUSE

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

23. CONFLICT OF INTEREST

- (a) Should a member of Council or its committees deem to have a direct or indirect pecuniary interest in any matter before a meeting, he shall verbally declare such a conflict, state the general nature that this is to be the case, and remove himself from the meeting.
- (b) A member of Council or its committees declaring a conflict of interest must not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter. After such declaration, the Corporate Officer or designate must have recorded in the minutes, the declaration of the conflict, the reasons given for it and the times of the member's departure from and return to the meeting.
- (c) The Mayor/Chair or presiding member of the Council or its committee meetings must ensure that the member is not present at the meeting at the time of any vote in respect of the matter.
- (d) A member of Council may be disqualified from continuing to hold office pursuant to the *Community Charter* if he is in contravention of this section unless the contravention was done inadvertently or because of an error in judgment made in good faith.

24. GENDER NEUTRAL

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

25. REPEAL

Bylaw 997, 2011 cited as "Village of Harrison Hot Springs Council Procedure Bylaw No. 997, 2011" is hereby repealed in its entirety.

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

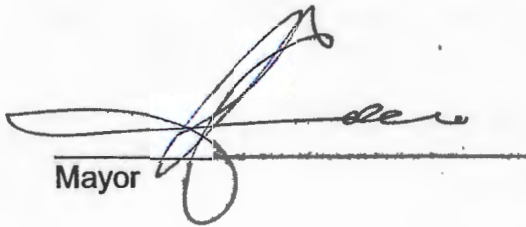
In Compliance with section 124(3) of the *Community Charter*, public notice was given July 27, 2012 and August 3, 2012 in accordance with section 94 of the *Community Charter*.

READ A FIRST TIME THIS 13th DAY OF AUGUST, 2012

READ A SECOND TIME THIS 13th DAY OF AUGUST, 2012

READ A THIRD TIME THIS 13th DAY OF AUGUST, 2012

ADOPTED THIS 10th DAY OF SEPTEMBER, 2012



Mayor



Corporate Officer

13(c)

VILLAGE OF HARRISON HOT SPRINGS



REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 15, 2018

FROM: Ken Cossey, MCIP, RPP **FILE:** 3360-20-Z03/17
and 6520-20-OCP-01/17
(800 Hot Spring Road)

SUBJECT: Official Community Plan Amendment Bylaw No. 1113, 2017 and
Zoning Amendment Bylaw No. 1114, 2017

ISSUE:

1/. That staff be given direction on Official Community Plan Amendment Bylaw No. 1113, 2017 and Zoning Amendment Bylaw No. 1114, 2017.

BACKGROUND:

This site is currently zoned R-2 Low Density Residential, and is serviced and has an existing dwelling located on the it. The applicant is requesting a change to the Tourist Commercial C-5 zone, with the intent of renovating/converting the current structure into a tourist accommodation use and constructing a new caretaker's residence. Based upon a telephone conversation of August 3, 2017 the proposed tourist accommodation use will consist of 2 suites with 4 rooms per suite, a caretaker's residence, 9 parking stalls and a loading area.

During a previous Council meeting staff were authorized to work on the amendments and refer the application to the following agencies:

- (a) The Fire Department,
- (b) The Ministry of Transportation and Infrastructure,
- (c) The local Advisory Planning Commission, and
- (d) Set up a Public Hearing.

Listed below is a summary report from their respective sources for these bylaw amendments;

A/. The results of the referral process:

1/. Ministry of Transportation and Infrastructure

- (i) The subject property is located further than 800 M from a controlled highway access highway, therefore no ministerial approval is not required. The applicant will be required to apply for an access permit.

2/. The HHS Volunteer Fire Department

No comments received



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1113

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

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Official Community Plan Bylaw No. 864, the Official Community Plan Bylaw for the Village of Harrison Hot Springs, as adopted May 7, 2007;

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

I. CITATION

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Official Community Plan Amendment Bylaw No. 1113, 2017".

II. MAP AMENDMENT

(a) That Schedule 1-C, the Development Permit Areas Map of the Village of Harrison Hot Springs Official Community Plan Bylaw No. 864, be amended by designating the lands located at 800 Hot Springs Road, legally described as Lot 8, Section 12 Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan 17111 (PID 010-215-051), outlined in heavy black outline and cross-hatched on Schedule 1 of this Bylaw as a Tourist Commercial Development Permit Area; and,

(b) the map appended hereto designated as Schedule 1 showing such amendment is an integral part of this Bylaw.

III. READINGS AND ADOPTION

READ A FIRST TIME THIS 6th DAY OF NOVEMBER, 2017

READ A SECOND TIME THIS 6th DAY OF NOVEMBER, 2017

A PUBLIC HEARING WAS HELD ON THE 4th DAY OF JANUARY, 2018

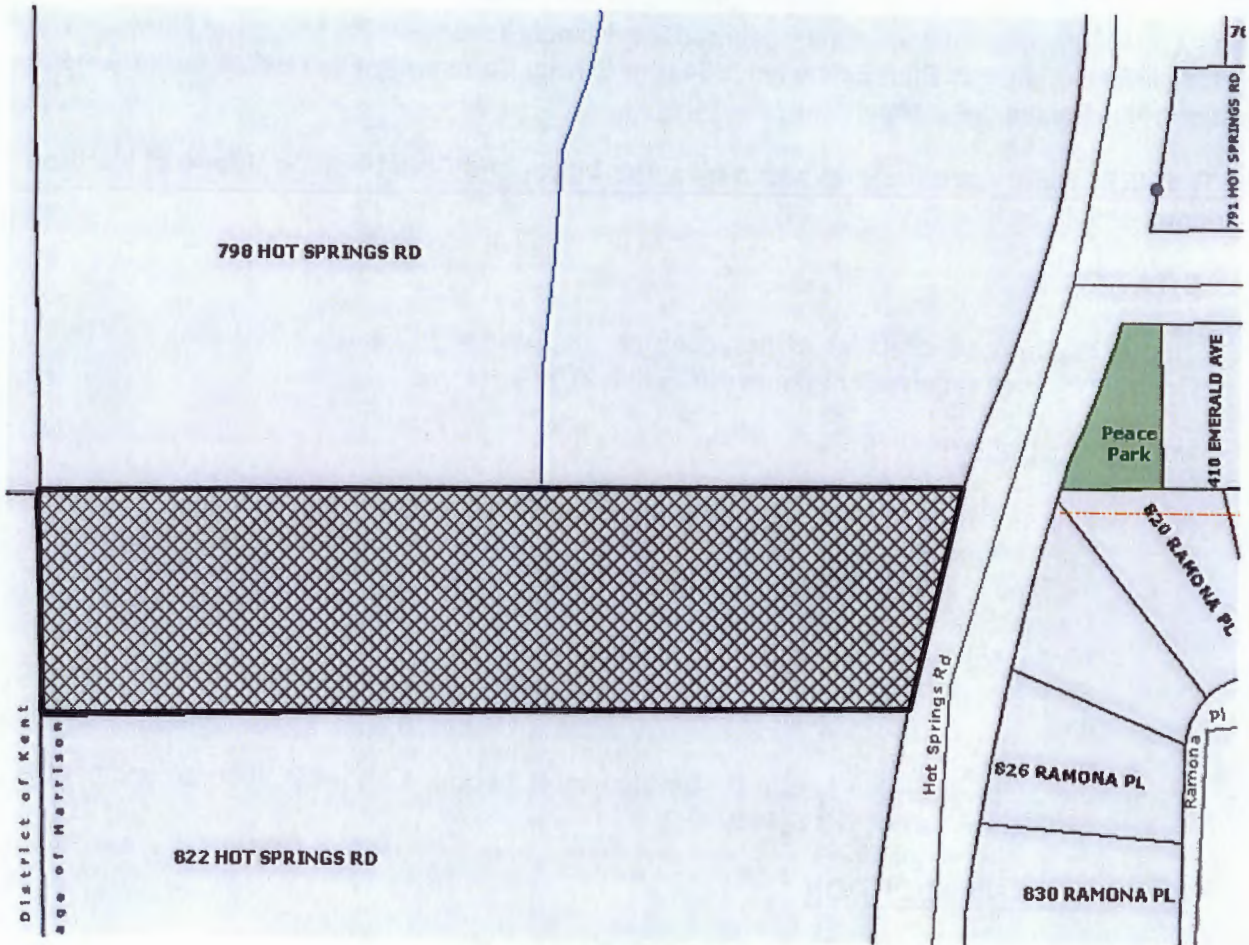
READ A THIRD TIME THIS ____ DAY OF _____, 2018

ADOPTED THIS ____ DAY OF _____, 2018

Mayor

Corporate Officer

Schedule 1
Bylaw No. 1113, 2017



Tourist Commercial Development Permit Area



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1114

A bylaw to amend Village of Harrison Hot Springs
Zoning Bylaw 1020, 2012

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Zoning Bylaw No. 1020, 2012, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted January 7th, 2013;

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 Zoning Amendment Bylaw No. 1114, 2017".

MAP AMENDMENT

- 2. That:
(a) Schedule A, the Zoning Map of the Village of Harrison Hot Springs Bylaw No. 1020, be amended by rezoning the lands located at 800 Hot Springs Road, legally described as Lot 8, Section 12 Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan 17111 (PID 010-215-051), outlined in heavy black outline and cross-hatched on Schedule 1 of this Bylaw from Low Density Residential 2 (Duplex) - R-2 zone to Tourist Commercial C-5 zone; and,
(b) the map appended hereto designated as Schedule 1 showing such amendment is an integral part of this Bylaw.

READ A FIRST TIME THIS 6th DAY OF NOVEMBER 2017

READ A SECOND TIME THIS 6th DAY OF NOVEMBER, 2017

A PUBLIC HEARING WAS HELD ON THE 4th DAY OF JANUARY, 2018

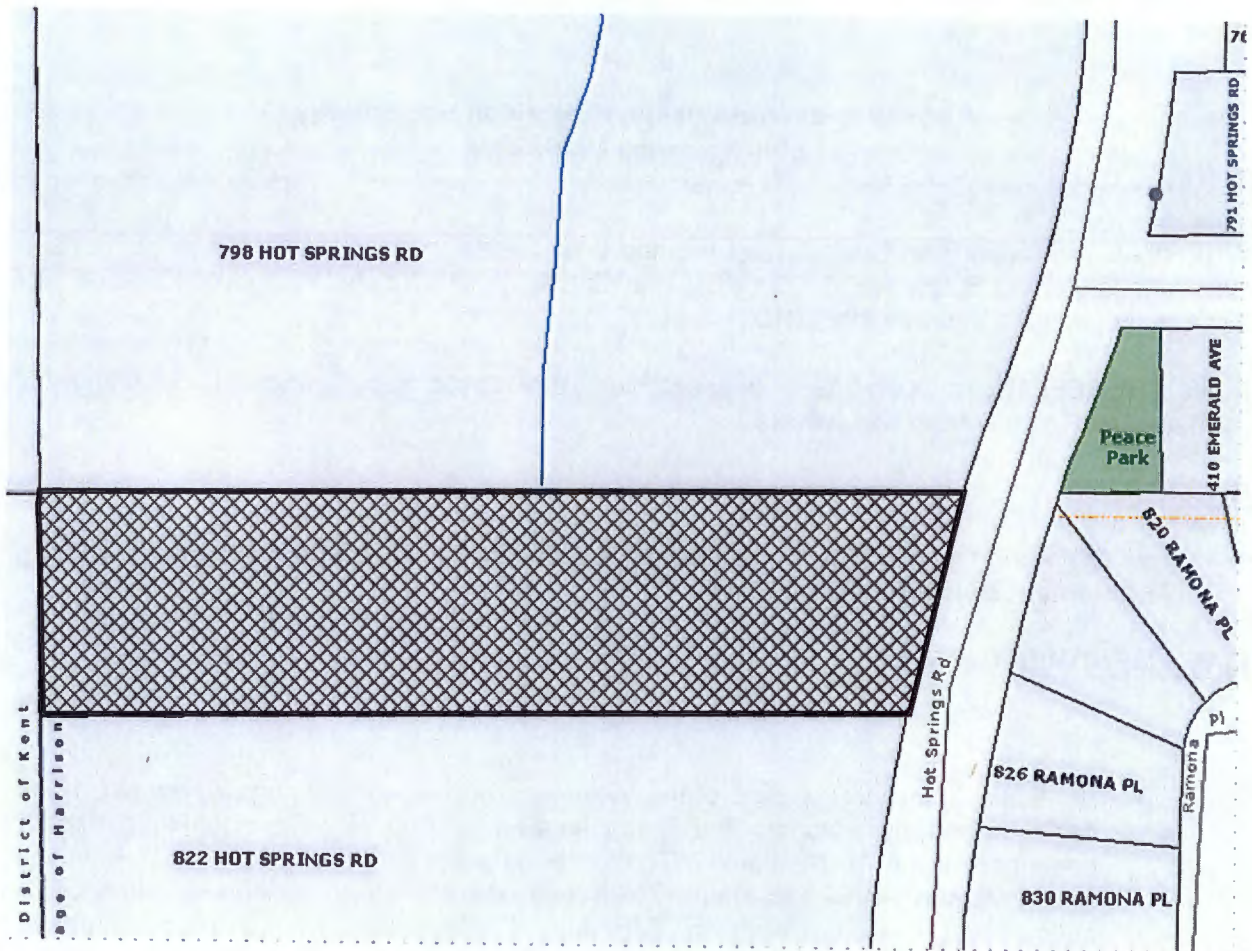
READ A THIRD TIME THIS ____ DAY OF _____, 2018

ADOPTED THIS ____ DAY OF _____, 2018

Mayor

Corporate Officer

Schedule 1
Bylaw No. 1114, 2017



Current Zoning: Low Density Residential 2 (Duplex) R-2
Proposed Zoning: Tourist Commercial C-5



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 15, 2018

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

SUBJECT: Zoning Bylaw No. 1115, 2017

ISSUE:

To start the formal approval and referral process for the adoption of the attached Zoning Bylaw.

BACKGROUND:


The attached bylaw was given first reading on November 20, 2017 and Council required further amendments as outlined during their December 4th, 2017 meeting. The attached bylaw has been revised based upon the direction provided by Council on December 4 and is ready for second reading.

RECOMMENDATION:

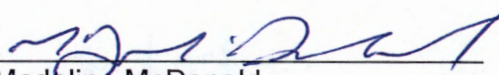
- 1/. THAT Zoning Bylaw No. 1115, 2017 be reconsidered and read a second time as amended; and:
- 2/. THAT Staff be authorized to refer the Zoning Bylaw No. 1115, 2017 to:
 - the Advisory Planning Commission,
 - the Fraser Valley Regional District,
 - the Ministry of Transportation and Infrastructure; and
- 3/. THAT Staff be authorized to schedule a Public Hearing.

Respectfully submitted;

Reviewed by and Concurrence with the Recommendation



 Ken Cossey, MCIP, RPP,
 Planning Consultant



 Madeline McDonald
 Chief Administrative Officer

Attachments (1) Zoning Bylaw No. 1115, 2017 and zoning map



ZONING BYLAW

For The

Village of Harrison Hot Springs

BYLAW No. 1115, 2017



**VILLAGE OF HARRISON HOT SPRINGS
 BYLAW NO 1115, 2017
 TABLE OF CONTENTS**

PART 1.0 APPLICATIONS, DEFINITIONS AND ESTABLISHMENT OF ZONES 5

1.1 Title..... 5

1.2 Purpose 5

1.3 Application of Bylaw..... 5

1.4 Definitions..... 5

1.5 Enforcement and Implementation Provisions 21

1.6 Severability..... 21

1.7 Administration..... 21

1.8 Establishment of Zones..... 21

 1.8.1 Creation of Zones..... 21

 1.8.2 Zone Names 22

1.9 Split Zones 22

1.10 Covenants 22

PART 2.0 MEASUREMENTS AND INTERPRETATION..... 23

2.1 Measurements and Calculations 23

2.2 Metric Conversion, Measurements and Abbreviations 23

 2.2.1 Conversions 23

 2.2.2 Measurements..... 23

 2.2.3 Abbreviations 23

2.3 Explanatory Notes and Figures 24

2.4 Conflicting Regulations 24

2.5 General and Specific Regulations 24

2.6 Bylaw Format..... 24

2.7 Minimum Lot Size..... 24

2.8 Minimum Lot Width 24

2.9 Maximum Number, Density and Size..... 24

2.10 Maximum Heights 25

2.11 Minimum and Maximum Setbacks from Lot Lines 25

2.12 Maximum Lot Coverage..... 25

2.13 Maximum Floor Area Ratio or Maximum Floor Area 25

2.14 Types of Non-Residential Dwelling Units 25

2.15 Calculations of the Floor Area Regulation and the Gross Floor Area..... 26

2.16 Gross Floor Area and Floor Area Ratio Exemptions 26

2.17 Focus of Buffers 26

PART 3.0 GENERAL COMPLIANCE, PROHIBITIONS AND REGULATIONS 27

3.1 General Compliance Requirements 27

3.2 General Prohibitions 27

3.3 Specifically Prohibited Land Uses 27

3.4 Permitted Uses in All Zones 28

3.5	Uses Permitted and Prohibited in the Agricultural Land Reserve	29
3.6	Projections into Required Setbacks and Exceptions to Siting Requirements....	29
3.7	Height of Buildings and Structures	29
3.8	Sight Line Requirements at Intersections.....	30
3.9	Subdivision of Land.....	31
3.9.1	Minimum Lot Size and Width	31
3.9.2	Minimum Frontage	31
3.9.3	Lots Exempt from the Minimum Lot Size Requirements.....	31
3.9.4	Lot Shape	32
3.9.5	Subdivision to Provide a Residence for a Relative	32
3.9.6	Subdivision of Lots Separated by Roads or another Lot	32
3.9.7	Current Subdivision of Lots	32
3.10	Conversion of Buildings or Structures	32
3.11	Flood Control Requirements	33
3.11.1	Additional Requirements.....	34
PART 4.0	ADDITIONAL REGULATIONS FOR CERTAIN LAND USES	34
4.1	Marihuana Facilities.....	34
4.2	Accessory Buildings or Structures and Uses.....	34
4.3	Accessory Residential Suites.....	35
4.4	Fences, Screening and Retaining Walls	35
4.4.1	Fences and Retaining Walls.....	35
4.4.2	Screening	36
4.5	Home Occupations	37
4.6	Temporary Buildings or Structures used during construction of a new Detached Dwelling Unit.....	38
4.6.1	Temporary Use of an Existing Detached Dwelling Unit during Construction.....	38
4.7	Intermodal Storage Containers.....	38
4.8	Swimming Pools, Spas and Hot Tubs.....	39
4.9	Tourist Accommodation	39
4.10	Coach Houses.....	40
4.11	Coach House or Residential Accessory Suite.....	40
PART 5.0	ADDITIONAL PLANNING TOOLS.....	40
5.1	Amenity Bonusing Provisions.....	40
5.1.1	Amenity Factors	40
5.1.2	Amenity Environmental Factors.....	40
5.1.3	Amenity Zoning Tools.....	40
5.2	Temporary Use Permit Requirements	41
PART 6.0	PARKING AND LOADING REQUIREMENTS.....	41
6.1	Off-street Parking General Requirements	41
6.1.1	Residential Parking Requirements	42
6.1.2	Commercial Parking Requirements	43

6.1.3	Community Parking Requirements	43
6.2	Parking Cash-in-lieu for the Required Commercial Parking.....	43
6.3	Parking for Persons with a Disability	44
6.4	Off-Street Parking Design Criteria, Development and Maintenance	44
6.5	Off-Street Loading Requirements.....	45
6.6	Off-Street Parking Agreement for Commercial Uses	46
PART 7.0	ZONING REGULATIONS.....	46
7.1	Zones	46
7.1.1	Residential Uses	47
7.1.2	Commercial Uses.....	50
7.1.3	Community Uses.....	53
7.1.4	Other Land Uses	54
PART 8.0	REPEAL	55
8.1	Effective Date	55

**Village of Harrison Hot Springs
Zoning Bylaw No. 1115**

**A BYLAW TO REGULATE THE ZONING AND DEVELOPMENT OF REAL PROPERTY
WITHIN THE VILLAGE OF HARRISON HOT SPRINGS**

WHEREAS section 479 of the *Local Government Act* authorizes a local government to enact a Bylaw respecting Zoning;

AND WHEREAS section 482 of the *Local Government Act* authorizes a local government to offer density benefits for the provision of amenities, affordable housing and special needs housing;

AND WHEREAS section 492 of the *Local Government Act* authorizes a local government to designate a Temporary Use Permit area in a Zoning Bylaw;

AND WHEREAS section 524 of the *Local Government Act* authorizes a local government to create flood plain requirements;

AND WHEREAS section 525 of the *Local Government Act* authorizes a local government to create off-street parking and loading requirements;

AND WHEREAS section 527 of the *Local Government Act* authorizes a local government to create Screening and landscaping requirements;

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

**PART 1.0 APPLICATIONS, DEFINITIONS AND ESTABLISHMENT
 OF ZONES**

1.1 Title

- a) This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Zoning Bylaw No. 1115, 2017".

1.2 Purpose

- a) The Permitted purpose of this Bylaw is to regulate Land Use and Development within the Village of Harrison Hot Springs for the benefit of the community; and
- b) For the continued implementation of the long-term goals of the Village's Official Community Plan Bylaw, as amended from time to time.

1.3 Application of Bylaw

- a) This Bylaw applies to all Lands, including the surface of water, and all uses, Buildings and other Structures located within the boundaries of the Village of Harrison Hot Springs, as amended from time to time, and as shown on Schedule "A", the Zoning Map, which is attached to and forms part of this Bylaw.

1.4 Definitions

- a) The following definitions apply to this Bylaw;

Accessible

means that a person with disabilities is, with or without assistance, able to approach, enter, pass to and from one area to another and make use of an area and its facilities;

Accessory Building or Structure

means a Building or Structure, the use or intended use of which is accessory to a Permitted use and located on the same Lot;

Accessory Residential Dwelling Unit

means a Residential Dwelling Unit which is subordinate to the Permitted Use of the Lot upon which the Accessory Use is located;

Accessory Residential Suite

means a separate and self-contained Residential Dwelling Unit located within a Detached Dwelling Unit, that meets the requirements of the *BC Building Code* and is subordinate to the Permitted Use of the Lot upon which the Accessory Use is located;

Accessory Use

means a Land Use that is clearly incidental or subordinate to the Permitted Use and located on the same Lot;

Affordable Housing

means any sort of relief, based upon an individual's circumstances, provided for a Residential Dwelling Unit which may be subject to a housing agreement with the Village of Harrison Hot Springs;

Aggregate Extraction

means with a permit issued by the appropriate provincial authority the user can mine, quarry, dig or remove materials or minerals from neither the surface or below the surface of a Lot, including, such as but not limited to the following:

- earth, soil, peat, sand and gravel;
- rock and natural substances that are used for a construction purpose on land that is not within a mineral title or group of mineral titles from which the rock or natural substance is mined; and
- rock or a natural substance prescribed under the *Mineral Tenure Act*, as amended from time to time;

Aggregate Processing

means the processing of extracted quarry materials which includes but is not limited to one or more of the following:

- material sorting;
- crushing;
- Screening;
- stockpiling;
- washing;
- truck loading; and
- the on-site operation of a portable asphalt or cement plant;

Alter

means any change to a Building or Structure that would result in either a change to the appearance of the Building or Structure, increase the floor area or both;

Animal Kennel

means the use of Land, Buildings or other Structures in which domestic animals are kept, boarded, bred or trained for Commercial gain;

Approving Officer

means the Approving Officer appointed pursuant to the *Land Title Act*, as amended from time to time;

Apartment

means a Residential Building or Structure containing three or more individual dwelling units in a Building or Structure where each dwelling unit has its Permitted access from an entrance or hallway that is common to at least one other dwelling unit on the same Storey;

Automobile Salvage and Wrecking Yard

means a use providing for towing, unenclosed and closed storage, and or the dismantling from time to time, of more than one unlicensed or Disabled Motor Vehicle, which may include the retail sale of automobile parts;

Average Finished Grade

means the average of the elevations taken at the outermost corners of the finished elevation adjoining each exterior wall of a Building or Structure;

Basement

means the floor of a Building or Structure consisting of a room or rooms that are either partially or entirely below the Natural Grade level;

Buffer

means a Land Use planning technique used to create a neutral space between two different types of Land Uses;

Building or Structure

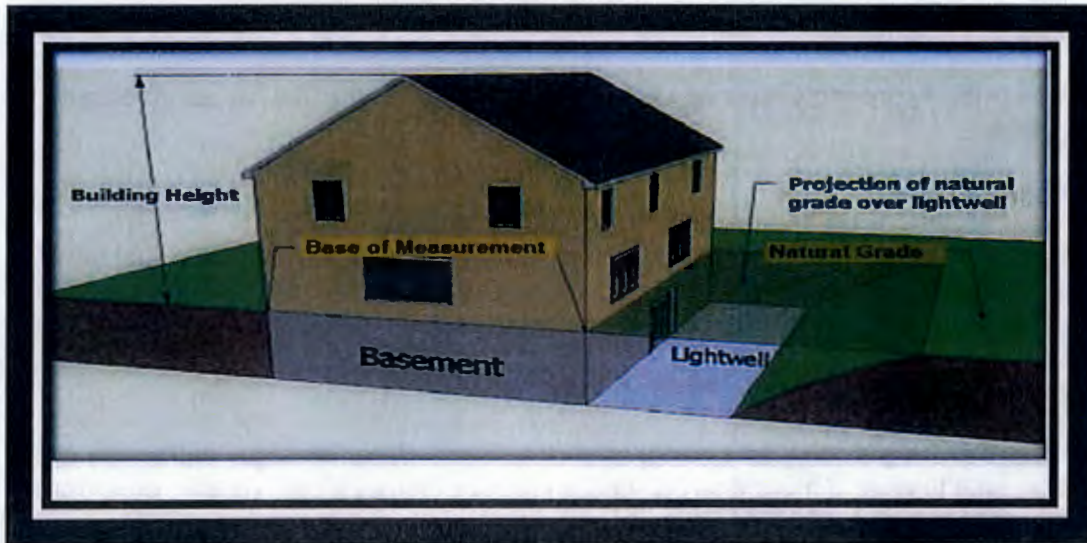
means any Structure and portion thereof, including affixed mechanical devices, that is used or intended to be used for the purpose of supporting or sheltering any use or occupancy on the Land;

Building Area

means the greatest horizontal area of a Building or Structure above grade within the outside surface of the exterior walls or within the outside surface of the exterior walls and the centre line of firewalls and includes the entire Building or Structure footprint including the non-habitable areas such as the garage and carports;

Building Height

means the average vertical distance from the Natural Grade level at the outermost corners of a Building or Structure to the highest part of the roof surface, as illustrated below;



Building Inspector

means the individual appointed or under contract as the Building Inspector of the Village of Harrison Hot Springs;

Building Line

means the extended line of the exterior wall of a Building or Structure, and in particular;

- (a) **Front Building Line** – means the extended line of the exterior wall of a Building or Structure which faces the front Lot line,
- (b) **Rear Building Line** – means the extended line of the exterior wall of a Building or Structure which faces the rear Lot line,
- (c) **Side Building Line** – means the extended line of the exterior wall of a Building or Structure which faces the side Lot line;

Business and Professional Offices

means the use of a Building or Structure, outside of a Home Occupation 1, for the purposes of carrying out business or professional activities in an office environment;

Campground/Holiday Park

means the use of Land, managed as a unit and includes Buildings or other Structures for a range of camping experiences which provides Temporary Accommodation for any or all of the following:

- cabins and cottages,
- tenting sites,
- tent trailers,
- travel trailers,
- recreational vehicle sites and campers, and

includes accessory facilities which support this use, such as administration offices, laundry facilities or general washroom facilities, but excludes the habitation of manufactured homes, modular homes or any other Buildings or Structures, conveyances or Motor Vehicles;

Carport

means an open or enclosed Structure attached to the Permitted Building or Structure for the use of parking or for temporary storage of private Motor Vehicles;

Chief Administrative Officer

means the individual appointed as the Chief Administrative Officer of the Village of Harrison Hot Springs;

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;

Commercial Uses

means the provision of goods and services as a Land Use activity that is carried out for financial gain or profit, by any person and has a current and valid business license provided by the Village of Harrison Hot Springs. This includes but is not limited to the following Land Use activities:

- artisan activities
- arts and craft shops and arts and culture shops,
- business and professional office,
- catering,
- Community Care Facility
- convenience stores,
- food concessions,
- gas bar – solely for the retail sale of Motor Vehicle fuels and lubricants and may include the sale of automobile accessories,
- gas station,
- medical clinics
- neighborhoods pub,
- neighbourhood store
- personal services uses,
- restaurants
- Retail Establishments, and
- Tourist Accommodations;

Community Care Facility

means the use of Buildings or other Structures where a person provides care of three or more persons and is under permit by the Provincial Government pursuant to the *Community Care and Assisted Living Act*, as amended from time to time;

Community Uses

means the use of Land, a Building or Structure which provides a function under the auspices of either the federal, provincial or municipal government or a community body which includes but is not limited to the following:

- government offices,
- Parks,
- water treatment plants,
- sewer treatment plants,
- kindergartens, playschools, daycare and child care,
- Community Care Facility,
- school,
- community recreation centre,
- community hall,
- fire hall,
- places of worship,
- auditorium,
- youth centre,
- libraries,

- sports fields, and
- group camps;

Community Sewer System

means a system of waste water collection, treatment and disposal that is serving two (2) or more Lots;

Community Water System

means a system for the distribution of fresh potable water serving two (2) or more Lots;

Comprehensive Development Zone

means a Land Use Zone that permits a range of Land Uses such as Commercial, Residential, and Parks.

Council

means the Council of the Village of Harrison Hot Springs;

Disabled Vehicle

means all or part of any irreparable or salvageable vehicle or all or part of any Motor Vehicle which is not validly registered and licensed in accordance with the *Motor Vehicle Act*, and which is not located in a garage or carport;

Development

means any of the following:

- physically altering the landscape in any number of ways,
- changing the landform, from a natural state to a semi natural state,
- subdividing the Land,
- applying for a Land Use change,
- a change in the use of any Building or Structure, and
- the carrying out of any, engineering or the construction, addition or Alteration of any Building or Structure;

Detached Dwelling

means a Residential Building or Structure containing not more than one Permitted Residential Dwelling Unit;

Duplex Dwelling

means a Residential Dwelling Unit consisting of two Dwelling Units placed one above the other or attached by a common wall;

Dwelling Unit

means a self-contained set of rooms capable of occupancy by one or more persons, including provisions for living, sleeping, cooking, sanitation and not more than one kitchen. The use is as a residence for the occupant and includes but is not limited to the following types:

- (a) Accessory Residential Dwelling,
- (b) Accessory Residential Suite,
- (c) Apartment,
- (d) Coach House,
- (d) Detached Dwelling,
- (e) Duplex Dwelling,
- (f) Modular and Mobile Homes
- (g) Townhouse, and

does not include any of the following:

- (h) buses,
- (i) any type of Motor Vehicle,
- (j) recreation vehicle
- (k) tents, and
- (l) travel trailers;

Elevation

means, with respect to the definition of Average Finished Grade, a measurement of the height of Land above an assumed datum;

Farmers' Market

means a physical retail market featuring foods sold directly by farmers to consumers and typically consisting of booths, tables or stands, outdoors or indoors, where farmers sell their Agricultural products and sometimes prepared foods and beverages. It may include mobile Food Trucks and the sale of arts and crafts but excludes the sale of farm machinery, implements, tools and durable goods of every kind, other than gardening supplies.

Fence

means a protective, enclosure or visual barrier made of wood, metal or other substances that is constructed for any purpose, such as marking the boundary of a property and enclosing a property, except as required elsewhere in this Bylaw; it generally is providing privacy; preventing access by people or animals; or dividing a property into sections. This excludes the use of hedges, trees, and other types of vegetation;

Floor Area Ratio (FAR)

means a ratio between the Building or Structure size and the Lot size, that is used to control the bulk of the Building or Structure.

Floor Area, Gross (GFA)

means the total area of space on all storeys and the basement of a Residential Building or Structure measured to from the exterior wall to the exterior wall, and for the purposes of a Commercial Building or Structure excludes areas used for storage and warehouse;

Garage

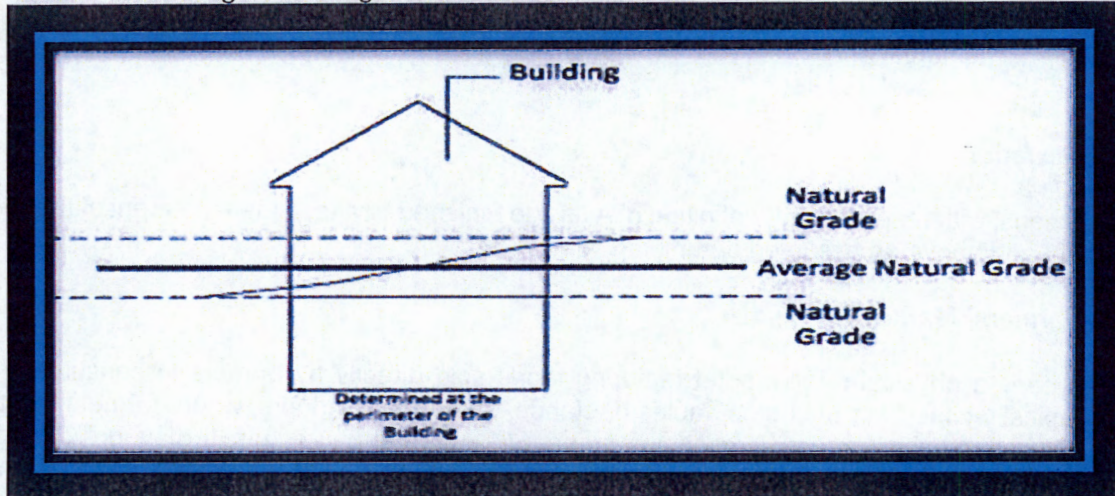
means an accessory Building, Structure or that portion of a Permitted Building or Structure, that is used for the parking of one or more Motor Vehicles and is totally enclosed with a roof, walls, and one or more doors;

Grade

means the elevation of the finished ground surface, not including any artificial embankments;

Grade, Average

means the average of the highest and lowest Grade elevation on a Lot as illustrated below:



Highway

has the same definition as outlined in the British Columbia *Transportation Act*, as amended from time to time, but specifically excludes the following:

- Ferry Approach,
- Ferry Terminal,
- Right-of-ways on any Lot, and
- Tunnel;

Home Occupation

means an accessory use of a Lot in conjunction with a Permitted Residential use for businesses purposes that is contained entirely within the permitted Residential use or any of the Accessory Buildings or Structures required for this Residential use, such as but not limited to the following Land Use activities:

- art and photographer's studio,

- contractor services,
- day care facilities,
- household equipment repair services,
- home workshops,
- professional services,
- upholstery shops, and
- woodworking,

Intermodal Shipping Container

means a standardized intermodal freight container, of any size, that can be or was primarily used as a reusable transport and storage unit for moving products and raw materials between locations;

Lane

means a Highway abutting a Rear Lot Line and is used to provide a secondary access or egress point to the Lot;

Land

means real property without improvements, and includes the surface of water;

Licensed Premises

means premises licensed to serve liquor and food under the *Liquor Control and Licensing Act*, as amended from time to time. Licensed Premises may provide accessory live entertainment and dancing;

Livestock

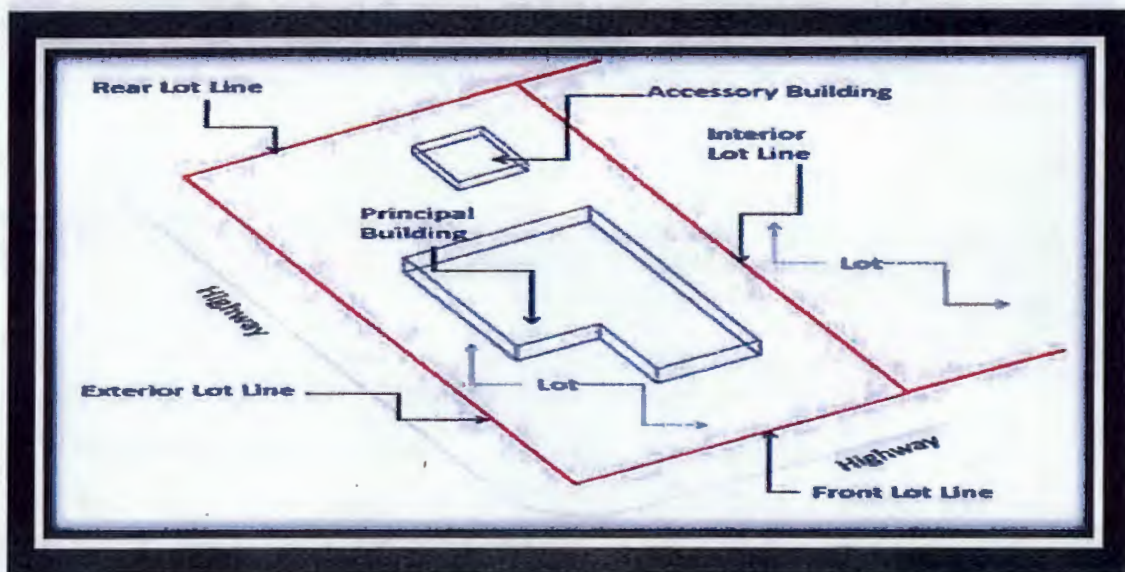
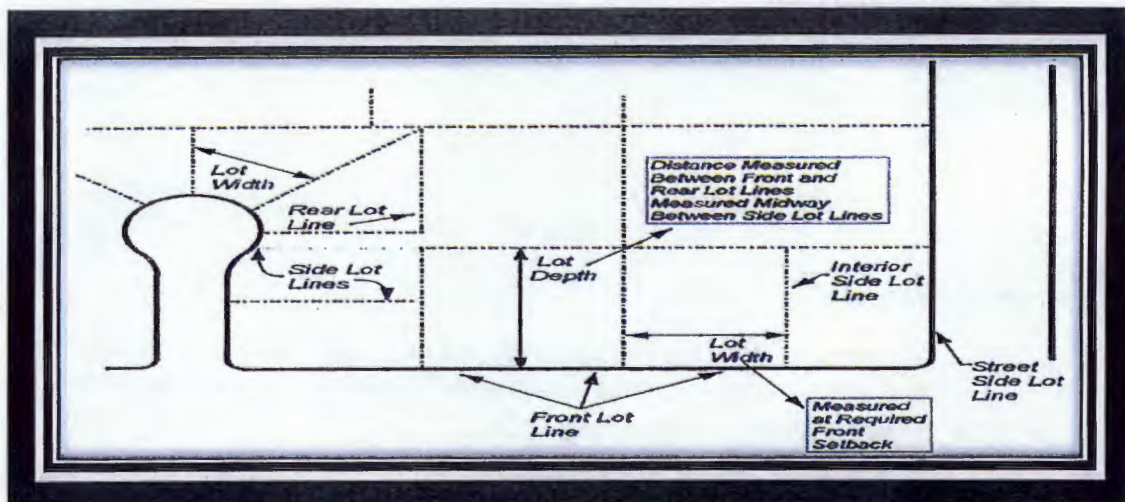
means chickens, horses, turkeys, cattle, mules, donkeys, hogs, rabbits, sheep, goats, bison, llamas and alpacas as well as any other animal or fowl used in the production of food, fur or similar products;

Lot

means an area of Land in which real property is held and improved or subdivided and includes a strata Lot created pursuant to the *Condominium Act* and the related Bare Land Strata Regulations, as amended from time to time and in particular;

- Lot Coverage** – means the Building Area of all the Buildings and Structures that are allowed to cover a Lot and is expressed as a percentage figure of the total area of the Lot;
- Exterior or Street Side Lot Line** – means a Lot Line common to the Lot and abutting a Highway and excludes a Lane or sidewalk. Please see the Lot diagrams below;
- Front Lot Line** – means the Lot Line common to the Lot and an abutting Highway, provided that in the case of a Lot having more than one Lot Line abutting a Highway, the shortest Lot Line abutting a Highway must be considered as the Front Lot Line. Please see the Lot diagrams below;
- Interior Side Lot Line** – means a side Lot Line that is not common to or abutting a Highway and excludes a Lane or sidewalk. Please see the Lot diagrams below;

- (e) **Lot Depth** – means the distance between the Front Lot Line and the most distant part of the Rear Lot Line of a Lot. Please see the Lot diagrams below
- (f) **Lot Line** – means a line that is used to mark the boundaries of a Lot. Please see the Lot diagrams below;
- (g) **Lot Width** – means the greatest distance between the Side Lot Lines, excluding the access strip of a Panhandle Lot. Please see the Lot diagrams below;
- (h) **Minimum Lot Size** – means the smallest size of a Lot, that can be created by Subdivision;
- (i) **Panhandle Lot** – means any Lot, the Building Area of which is serviced and gains access or egress and has a Highway frontage by means of a narrow strip of land or the “access strip”. The access strip is not included in the minimum Lot calculations;
- (j) **Lot Width** – means the greatest distance between the Side Lot Lines, excluding any access strip. Please see the Lot diagrams below;



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;

Marihuana

has the same meaning as outlined in the federal governments Access to Cannabis for Medical Purposes Regulations, SOR/2016-230, as amended from time to time;

Marihuana Dispensary

means a use of Land, a room, Building or Structure where marihuana or any marihuana by-product is prepared and provided to any member of the Community for a fee or if applicable to any club member that may or may not include any payment of club fees. This includes but is not limited to the delivery of the product and the operation of any club, or any not for profit or profit organization, that provides this type of product or service, but excludes a Medical Marihuana Production Facility;

Marihuana Operation

means the cultivating, growing, producing, packaging, storing, distributing, dispensing, advertising, trading or selling of cannabis (marihuana) or its derivatives but excludes Medical Marihuana Production Facility;

Medical Marihuana Production Facility

means the use of Buildings and Structures for the purposes of growing, processing, packaging, testing, destroying, storing or shipping Marihuana as authorized by a license issued under the Access to Cannabis for Medical Purposes Regulations, SOR/2016-230, as amended from time to time;

Micro-Brewery, Winery and Distillery

means the use of Land, Buildings and Structures, licensed under the *Liquor Control and Licensing Act* as amended from time to time, on which there is small scale manufacturing of beer, ale, cider, wine or spirits, and may include the accessory use of wholesaling, tours, tastings, retail sales and consumption of liquor produced on-site, as well as the sale of related non-liquor products;

Mobile Home

means a Detached Residential Dwelling Unit designed for transportation after fabrication on Highways either on its own wheels or a flatbed or other trailer. Once on site it is to be occupied as a Dwelling Unit, for year-round living, complete and ready for occupancy except for minor and incidental unpacking and assembly operations such as but not limited to the use of jacks or a temporary foundation, and must be connected to utilities. The Mobile Home must be registered in the BC Manufactured Home Registry and have a CSA Z240 label, as amended from time to time, affixed to the unit. This definition does not apply to travel trailers;

Modular Home

means a Detached Residential Dwelling Unit that uses a method of construction differing from other methods of construction; in that the sections are constructed at an off-site facility, then delivered to the intended site of use. Complete construction of the prefabricated sections is completed on site. The modules can be placed side-by-side, end-to-end, or stacked, allowing a wide variety of configurations and styles in the building layout and must meet the CSA A277 standards, as amended from time to time;

Motor Vehicle

has the same meaning as in the *Motor Vehicle Act* and includes a Disabled Vehicle;

Municipality

means the Village of Harrison Hot Springs;

Municipal Services

means a system, work, or resource, including but not limited to natural gas distribution, electricity, community sewerage, community water system, and telephone services;

Natural Boundary

means

- (a) the visible high watermark of any body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years as to mark upon the soil of the water body a character distinct from its banks, in vegetation, as well as in the nature of the soil itself, and
- (b) the edge of the dormant side channels of the water body;

Natural Grade

means with reference to a Building or Structure not requiring subdivision, the elevation of the ground surface in its existing state at each of the points used in calculating the Height Datum Points, prior to any disturbance, Alteration, excavation or filling, as determined by a registered land surveyor;

Neighbourhood Pub

means an establishment licensed to serve liquor in conjunction with or without live entertainment and or dancing as a Liquor-Primary establishment under the *Liquor Control and Licensing Act* as amended from time to time, and must offer full lunch and dinner menus complete with hot and cold meals;

Off-Street Parking

means the use of Land for the parking of Motor Vehicles other than on a Highway including the parking spaces and the maneuvering aisle. The Off-Street Parking may or may not be contained below a Building or Structure or on a Lot

Park

means an area of Land created or established under any of the following pieces of legislation:

- (a) the *Park Act*, as amended from time to time,
- (b) the *Park (Regional) Act*, as amended from time to time,
- (c) the *Local Government Act*, as amended from time to time, or the
- (d) *Land Title Act*, as amended from time to time,

and includes but may not be limited to anyone of or any combination or all of the following:

- (e) an open space with general Community access for active or passive recreational use and includes natural and manmade landscaping, facilities, playing fields, Buildings, and other Structures that are consistent with the general purposes of the parkland, and includes but is not limited to the following: tot Lots, band shells, picnic grounds, pedestrian trails and paths, landscaped buffers, playgrounds, and water features, and
- (f) ecological or conservation reserves;

Permitted Use

means the use of Land, Building or Structure, which occupies the majority or central portion of Land and constitutes, the primary purpose for which the Land is to be used as outlined by this Zoning Bylaw;

Places of Worship

means the use of a Building or Structure wherein persons assembly for religious worship and which is maintained and controlled by a religious body which is recognized as exempt from taxation under the Canadian *Income Tax Act*, as amended from time to time;

Recreational Facility

means the use of Land, Buildings or other Structures for sports and leisure activities and may include but is not limited to any or a combination of the following:

- (a) health spas,
- (b) racquet sports,
- (c) swimming pools,
- (d) skating rinks,
- (e) curling rinks,
- (f) weight rooms,
- (g) dance studios,
- (h) physical fitness instructional courses,
- (i) equipment rentals,
- (j) restaurants, sales or retail areas,

and any accessory uses of the above;

Recycling Facility

means the use of Land, Buildings or other Structures used as a collection facility and distribution point for materials regulated under the *Environmental Management Act* Product Stewardship program as amended from time to time, but specifically excludes tires. All materials must be collected and stored within a Building. A recycling facility does not include processing, except packaging for shipping, and does not include outdoor storage;

Refuse Disposal Site

means the use of Land, Buildings or other Structures as a sanitary landfill, modified sanitary landfill, hazardous waste management facility or dry waste site approved or registered pursuant to the *Environmental Management Act*, as amended from time to time, for the processing, treatment, storing, recycling or land filling of municipal, hazardous or industrial waste, but does not include automobile wrecking yard;

Resource Processing

means the use of Land, Buildings or other Structures providing for the processing, storage and wholesaling of Resource materials and includes value added wood processing;

Residential Use

means a Building or Structure that is used as a fixed place of living, and excludes any Tourist Accommodation. This includes but is not limited to the following Land Use activities:

- Accessory Residential Dwelling,
- Accessory Residential Suite,
- Apartments,
- Coach Houses
- Detached dwelling,
- Duplex dwelling,
- Townhouse, and
- Mobile or Modular Homes;

Restaurant Use

means a use of Land, Building or Structure for an eating establishment where food is sold to the Community for immediate consumption within the premises or delivered to other premises, but excludes facilities for the consumption of food in Motor Vehicles parked on the site, or with drive through takeout facilities, which may or may not be licensed pursuant to the *Liquor Control and Licensing Act*, as amended from time to time;

Retail Establishment

means the use of a Building or Structure for the retail sale or rental of goods, wares, articles and other merchandise to the general Community;

Screening

means a continuous planting of vegetation or other similar solid fence like barriers or any combination thereof, that effectively obstructs the view or denies physical access to Land or a portion thereof and may be broken by driveways or walkways;

Setback

means the minimum distance, measured from the respective Lot line, that a Use, Building or Structure must be setback from that Lot line;

Storey has the same meaning as under the *BC Building Code*, as amended from time to time;

Storey, First

means the lowest Storey of a Building having its floor not more than 2 m above grade;

Storey, Half

means the uppermost level of a Building where the floor area, existing, proposed or as may

be extended over open-to-below space, and having a minimum ceiling height of 1.2 m, does not exceed 50% of the Storey immediately below;

Subdivision

means the division of Land or Lots into two (2) or more Lots of Land, whether by plan, apt descriptive words or otherwise and includes a plan consolidating two or more Lots or Lots of Land into the same or a lesser amount of Lots of Land;

Temporary Accommodation

means a total of 30 days or less;

Tourist Accommodation

means a Building or Structure containing one or more rooms or a dwelling unit that are used primarily for Temporary Accommodation by visitors for a certain fee. The operators of the Tourist Accommodation must have a valid and current Village of Harrison Hot Springs business license and includes but is not limited to the following Land Use activities:

- (a) bed and breakfasts,
- (b) country inns,
- (c) hostels,
- (d) vacation rental
- (e) hotel, and
- (f) motel;

Townhouses

means a Building or Structure containing three (3) or more Residential Dwelling Units, each which has its own separate access not located through a common lobby or corridor;

Utilities

means a use providing for the essential servicing of the Village of Harrison Hot Springs with water, sewer, electrical, telephone and similar services where such use is established by the Village, by another governmental body or by a person or company regulated by and operating under Federal and Provincial legislation, and includes broadcast transmission facilities but excludes a Works Yard;

Watercourse

means a river, creek, stream, wetland or other natural body of water;

Waste Transfer Station

means the use of Land, or a Building or Structure for the temporary deposition of waste and the deposit of recyclable materials;

Wetland

has the same meaning as under the *Riparian Areas Regulation*, as amended from time to time;

Works Yard

means the use of Land, Building and Structure operated by, or on behalf of, the Village of Harrison Hot Springs, Province of British Columbia or Government of Canada, for the storage, manufacture, maintenance or repair of Buildings, infrastructure, materials or equipment. A Community works yard may include uses such as a machine shop, paint shop, sign shop, woodworking shop, repair garage, Waste Transfer Station or storage facility used in connection with Community works for the operation of the respective government; and

Zone

means an area of the Municipality for which specific Land Use regulations are hereinafter outlined in this bylaw and its schedules.

1.5 Enforcement and Implementation Provisions

- a) This Bylaw is designated under the provisions of Section 260 of the *Community Charter*, as amended from time to time, as a Bylaw that may be enforced by means of a ticket issued under the provisions of the Bylaw Notice Enforcement Bylaw;
- b) Any person who violates any provision of this bylaw or who suffers or permits any act or thing to be done in contravention of or in violation of any of the provisions of this bylaw, or who neglects to do, or refrains from doing anything required to be done by any of the provisions of this bylaw commits an offence is subject to penalties under the Bylaw Notice Enforcement Bylaw; and
- c) Each day that a contravention or violation of or failure to perform any provision of this Bylaw continues to exist will be deemed to be a separate offence.

1.6 Severability

- a) If any part, section, subsection, paragraph, sentence, clause, phrase or schedule of this Bylaw is for any reason found invalid by the decision of any Court of competent jurisdiction, such decision must not affect the validity of the remainder of this Bylaw or the validity of the Bylaw as a whole.

1.7 Administration

- a) The following persons are hereby appointed by Council to administer this Bylaw, the;
 - i) Chief Administrative Officer or his/her delegate.

1.8 Establishment of Zones

1.8.1 Creation of Zones

- a) The Village of Harrison Hot Springs is divided into Zones depicted on Schedule A which is attached to and forms a part of this Bylaw and is a paper copy of the official Zoning map for the Municipality;
- b) The official version of the Zoning Maps shown as Schedule A is kept in electronic form in the Fraser Valley Regional District's GIS System. In the case of conflict between the contents of a paper document copy of the Zoning Map and the electronic form of the Zoning Map, the contents of the electronic version must prevail;
- c) The location of each Zone is defined on Schedule A;
- d) Where a Zone boundary is shown on Schedule A as following a highway, rail right-of-

- e) way, utility line, easement or watercourse must be the Zone boundary; Any dashed Zoning boundary lines used in Schedule A must be interpreted as if they were solid lines;
- f) Where a Zone boundary does not follow a legally defined line, and where distances are not specifically indicated, the location of the boundary must be determined by scaling from the Zoning Map by a surveyor; and
- g) Where a Lot is divided by a Zone boundary, the areas created by such division must be regulated based upon the requirements of each Zone.

1.8.2 Zone Names

- a) The Zones, as shown on the Schedule A, are as follows:

Column 1	Column 2
Zone Name	Abbreviation
Residential 1 (Conventional Lot)	R-1
Residential 2 (Duplex)	R-2
Residential 3 (Small Lot)	R-3
Residential 4 (Townhouse)	R-4
Resort Residential Development	R-5
Village Commercial	C-1
Neighbourhood Commercial	C-2
Tourist Commercial	C-3
Marine Commercial	C-4
Community	P-1
Waterfront	W-1
Village Reserve	VR
Agricultural Land Reserve	ALR

1.9 Split Zones

- a) Where a Lot contains more than one Zone:
 - i) each Zoned area must be treated as a separate Lot for the purpose of determining compliance with the provisions of its Zone; and
 - ii) all uses, Buildings or Structures that are accessory to a Permitted Use, Building or Structure are permitted only within the area of the Lot Zoned for the Permitted Use, Building or Structure to which the uses, Buildings or Structures are Accessory.

1.10 Covenants

- a) Where under this Bylaw an owner of Land or a Building or Structure is required or authorized to grant a covenant restricting Subdivision, strata plan registration, use or Development of Land, the covenant must be granted to the Municipality and registered pursuant the *Land Title Act*, as amended from time to time, with priority over all financial charges, and under the terms of the covenant the owner must indemnify the

Municipality for any fees or expenses the Municipality may incur as a result of a breach of the covenant by the owner.

PART 2.0 MEASUREMENTS AND INTERPRETATION

2.1 Measurements and Calculations

- a) All dimensions and measurements in this Bylaw are expressed in the Standard International Units (metric) system;
- b) Any imperial conversions are provided for convenience only and have no force or effect; and
- c) For the purposes of Part 6 Parking and Loading Requirements, in this Bylaw, units of measure must be interpreted as follows:
 - i) where the sum of the calculation of the required total stall or special stall designation results in a fraction, unless otherwise stated, the required stalls are to be the next higher whole number if the fraction is 0.5 or greater, and the next lower whole number if less than 0.5;
- d) Words used in the present tense include the future tense; and
- e) Words used in the singular include the plural.

2.2 Metric Conversion, Measurements and Abbreviations

2.2.1 Conversions

- a) The following metric conversions are provided for the convenience of the reader of this Bylaw:

1 metre=3.28 feet		1 sq. ft. = .093 sq. m
1 foot = 0.30 metre		1 hectare (ha) = 2.47 acres
1 sq. metre (m ²) = 10.76 sq. ft.		1 acre = 4047 sq. m or 0.405 ha
1.5 metres = 4.92 feet		3 metres = 9.84 feet
7.5 metres = 24.60feet		4.5 metres = 14.76 feet
1400 sq. m = 15,064 sq. ft. or 0.34 acres		2000 sq. m = 21,520 sq. ft. or 0.49 acres
4047 sq. m = 43,560 sq. ft. or 1 acre		2 ha = 4.94 acres
4 ha = 9.88 acres		20 ha = 49.4 acres

2.2.2 Measurements

- a) All dimensions and measurements in this Bylaw are expressed in the Standard International Units metric system.

2.2.3 Abbreviations

- a) For the purposes of this Bylaw, the following units of measure may be abbreviated as specified in brackets:
 - i) metre (m);
 - ii) cubic metre (m³);
 - iii) square metre (m²);

- iv) hectare (Ha);
- v) units per hectare (u/Ha);
- vi) per cent (%).

2.3 Explanatory Notes and Figures

- a) All text in this Bylaw which are either capitalized or italicized, except titles of legislative acts, statutes and regulations, and explanatory figures have a definition applied to them. Where a conflict between explanatory notes and figures and a regulation in this Bylaw occurs, the regulation must be taken as correct.

2.4 Conflicting Regulations

- a) Where this Bylaw contains two or more regulations that could apply to a situation, the most restrictive regulation must apply to the extent of any conflict. Where this Bylaw conflicts with other regulations the restrictive legislation must apply, unless the conflict is outside of the responsibility of the Municipal Council.

2.5 General and Specific Regulations

- a) Where this Bylaw contains both general and specific regulations that could apply to a situation, the more specific regulation must apply.

2.6 Bylaw Format

- a) The format of this Bylaw follows a simple layout intended to facilitate its use. Major divisions within the Bylaw are called Parts and major divisions within Parts are called Sections and major divisions within Sections are called Sub-Sections. The divisions are as described.

2.7 Minimum Lot Size

- a) Where a Minimum Lot Size regulation applies in a Zone, the dimensions which follow such regulations are to be interpreted as:
 - i) the minimum dimensions permissible for a Lot which is to be used as the site of Buildings or Structures for the use specified therein;
 - ii) the minimum dimensions permissible for a new Lot that is to be created by Subdivision.

2.8 Minimum Lot Width

- a) Where a Minimum Lot Width regulation applies in a Zone the dimensions which follow such regulations are to be interpreted as the minimum dimensions permissible for the width of a new Lot, and where a percentage is used it must mean the percentage of the perimeter of the new Lot.

2.9 Maximum Number, Density and Size

- a) Where a Building and Structure and a Maximum Number, Maximum Density and Maximum Size regulation applies in a Zone, such regulation must be interpreted as meaning that a Lot which is designated on the Zoning Map of the Village of Harrison Hot Springs as being regulated by that schedule must not be occupied by:

- i) a greater number of Residential Dwellings than the number specified, and
 - ii) a Building or Structure that exceeds or is greater than the amount of floor area that is specified.
- b) For the purposes of density, it must be considered the number of Permitted and Accessory Buildings, Structures or Residential Dwelling Units Permitted per Lot, and it includes; maximum floor area size, Lot Coverage Permitted on a Lot and the required parking spaces if applicable.

2.10 Maximum Heights

- a) The specification of measurements for Buildings, Structures or Accessory or Structures under the general heading of Maximum Heights in a Zone must be interpreted as meaning the greatest height, as height is defined in this Bylaw, to which a Building, Structure or Accessory Building or Structure may be constructed on a Lot which is designated on the Zoning Map as being regulated by that schedule.

2.11 Minimum and Maximum Setbacks from Lot Lines

- a) The specification of measurements for front yard, side yard and rear yard under the general heading of Minimum Building Setbacks in a Zone must be:
- i) interpreted as defining the minimum distance permitted for Buildings and Structures, excluding fences, between the Front, Side or Rear Lot line and the appropriate setback line on a Lot which is designated on the Zoning Map as being regulated by that schedule; such setback areas constituting the front yard, side yard and rear yard respectively, and
 - ii) where a use, Building or Structure is specifically referenced with a following measurement, it must be interpreted as meaning that the minimum Lot Line requirement from a Lot Line for that Use, Building or Structure and must be the measurement specified.

2.12 Maximum Lot Coverage

- a) Where a Zone includes a regulation entitled Maximum Lot Coverage, such regulation must be interpreted as meaning that a Lot which is designated on the Zoning Map as being regulated by that schedule must not have a Lot coverage, as defined in this Bylaw, which exceeds the percentage specified, as defined in this Bylaw for the respective Zone.

2.13 Maximum Floor Area Ratio or Maximum Floor Area

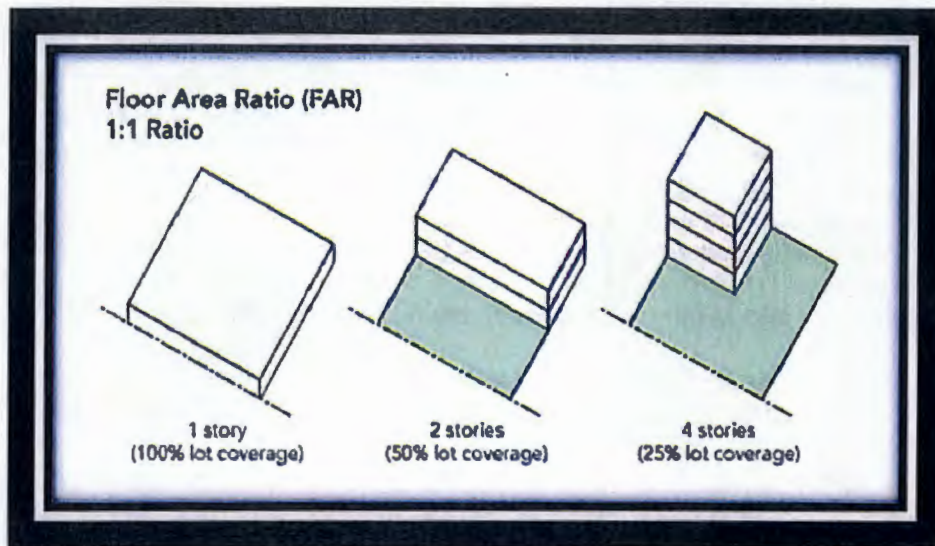
- a) Where a Zone includes a regulation entitled Maximum Floor Area Ratio or Maximum Floor Area, it must be interpreted to mean that a Lot in an area designated as being regulated by that Zone must not have any Buildings or Structures erected on that Lot that exceeds the Maximum Floor Area or Floor Area Ratio, as defined in this Bylaw for the respective Zone.

2.14 Types of Non-Residential Dwelling Units

- a) A tent, travel trailer, recreational vehicle, any Tourist Accommodation, bus or other Motor Vehicle are not considered a Residential Dwelling or an Accessory Residential Dwelling use for the purposes of this Bylaw.

2.15 Calculations of the Floor Area Regulation and the Gross Floor Area

- a) Where a Zone includes a regulation entitled Floor Area Ratio (FAR), the floor area of all Buildings or Structures, including Accessory Buildings or Structures, on the Lot divided by the total area of the Lot must not exceed the ratio identified for the Zone in which the Lot is located. See the FAR illustration below as to how the FAR functions, with respect to controlling the bulk of the Building:



2.16 Gross Floor Area and Floor Area Ratio Exemptions

- a) Without limiting the generality of the definition of either the Gross Floor Area Ratio or the Floor Area Ratio, the following are excluded from the calculation of the Floor Area Ratio:
- i) underground parking garages;
 - ii) unenclosed balconies, decks, porches, and verandas;
 - iii) carports;
 - iv) staircases and stairwells;
 - i) elevator shafts;
 - ii) swimming pools and open sundecks; and
 - iii) any portion of either an area or Building or Structure assigned exclusively to mechanical or electric use for the Building or Structure
- b) For the purpose of computing the Floor Area Ratio for a development that includes the conservation or provision of an amenity through density-bonusing, the floor space of the Building or Structure that is occupied by an amenity must not be included as part of the Floor Area Ratio.
- c) The ratio is calculated as follows:

$$\frac{\text{Gross Floor Area of the Building or Structure}}{\text{Total area of the Lot}} = \text{FAR}$$

2.17 Focus of Buffers

- a) The focus of the buffering technique is to minimize any potential disturbances between

the different Land Uses and can be used internally in a Comprehensive Development Zone to separate the Land Uses or externally along the adjacent Lot Lines of the different Land Uses.

PART 3.0 GENERAL COMPLIANCE, PROHIBITIONS AND REGULATIONS

3.1 General Compliance Requirements

- a) No person can use, occupy or permit any person to use or occupy any Land, Building or Structure in contravention of this Bylaw;
- b) Nothing contained within this Bylaw relieves any person from the responsibility to seek and comply with other legislation applicable to that use, activity or other matter regulated under this Bylaw;
- c) Every use of Land, Building or other Structure Permitted in each Zone must conform to all the regulations of the applicable Zone and all other regulations of this Bylaw;
- d) A use is only permitted if lawfully established and ongoing in accordance with:
 - i) any applicable conditions of use, as identified in each Zone; and
 - ii) such further general regulations applicable to the use, as identified throughout this Bylaw.
- e) No Lot must be created by Subdivision unless such Lot is equal to or greater than the minimum Lot size and minimum Lot width specified for the Zone in which it is located in accordance with the Zoning Map, unless otherwise specified in this Bylaw.
- f) A Building or Structure must not be constructed, sited, moved or Altered unless it complies with the following:
 - i) the General Regulations of this Bylaw; and
 - ii) all regulations and requirements specified for the Zone in which it is located.
- g) A continuation of a non-conforming use, the use of Buildings or Structures must be subject to the provisions of the *Local Government Act*, as amended from time to time.

3.2 General Prohibitions

- a) Any use not expressly permitted in this Bylaw is prohibited in every Zone, and where a particular use is expressly permitted in one Zone, such use is prohibited in every Zone where it is not expressly permitted.

3.3 Specifically Prohibited Land Uses

- a) No person must keep or permit on any Lot in any Zone, any object or chattel which is unsafe, unsightly, or adversely affects the amenities of the Zone. This includes but is not limited to dismantled or wrecked motor vehicles, and any excavation, stockpiling or storage of materials, explosives, flammable liquids, and diesel fuel and gasoline products;
- b) For greater certainty, the following uses are prohibited in all Zones except where permitted for in this Bylaw:
 - i) a track for the racing of Motor Vehicles;
 - ii) storage of explosives, unless authorized by government agencies under the

- iii) *Canada Explosive Act*, as amended from time to time; a use involving the storage of scrap metal, Disabled Vehicles, disused items, or as an Automobile Salvage and Wrecking Yard;
 - iv) Recycling Facility;
 - v) Refuse Disposal Site;
 - vi) any Resource Processing;
 - vii) any Aggregate Processing,
 - viii) the slaughtering, rendering or processing of any fish or animal products or by-products,
 - ix) any animal kennels, and
 - x) any Marihuana Dispensaries or Marihuana Operations.
- c) The following uses are prohibited in all Residential Zones, Commercial Zones except where permitted for in this Bylaw:
- i) barb wire fencing; and
 - ii) a shipping/cargo container or other form of intermodal shipping container;
- d) Any Land Use which produce malodorous, toxic or noxious matter, or generates vibrations, heat, glare or radiation discernible beyond the boundaries of the Lot;
- e) Tourist Accommodation in any Residential Zone; and any
- f) Gaming and gambling establishments, other than charity gaming.

3.4 Permitted Uses in All Zones

- a) Except as otherwise stated in this Bylaw, the following uses are permitted in all Zones subject to compliance with all regulations that apply to such uses under this Bylaw:
- i) Accessory Buildings, Structures, uses or works customarily incidental to a Permitted Use, provided they are located on the same Lot or within the same strata plan as the Permitted Use;
 - ii) community gardens and community horticulture projects;
 - iii) any approved environmental protection, restoration and enhancement project;
 - iv) flood control works undertaken by a government agency;
 - v) Highway;
 - vi) landscaping, landscape buffers, landscape screens and fences;
 - vii) all Community Uses;
 - viii) Utility services, excluding offices, maintenance garages and storage areas;
 - ix) Temporary Buildings, Structures or storage of materials for a maximum of one year, required for an approved construction project on the same Lot provided such temporary Buildings, Structures and storage areas are removed within 30 days of the completion of the project;
 - x) trails, subject to approval of the Agricultural Land Commission if located in the Agricultural Land Reserve;
 - xi) government services;
 - xii) ecological reserves;
 - xiii) fish and wildlife habitat enhancement or protection projects;
 - xiv) watershed protection projects;
 - xv) picnic sites; and
 - xvi) public washrooms on Municipally owned or controlled Land.

3.5 Uses Permitted and Prohibited in the Agricultural Land Reserve

- a) Activities explicitly designated as farm uses pursuant to the Agricultural Land Use, Subdivision and Procedure Regulation, BC Regulation 171/2002, as amended from time to time, are permitted in all areas within any Agricultural Land Reserve area;
- b) Unless an activity is explicitly designated a farm use, or permitted by this Bylaw pursuant to the Agricultural Land Use, Subdivision and Procedure Regulation, BC Regulation 171/2002, as amended from time to time, the use is prohibited unless approval has been granted by the Agricultural Land Commission for a non-farm use or is subject to Section 23(1) of the *Agricultural Land Commission Act*, as amended from time to time, and the non-farm use is permitted by this Bylaw;

3.6 Projections into Required Setbacks and Exceptions to Siting Requirements

- a) Every part of any Setback required by this Bylaw must be open and unobstructed by any Building or Structure, except that:
- b) A Setback may contain architectural or functional Structures or a Building or Structure feature of a such as but not limited to; window sills, sunlight control projections, balconies, cornices, eaves, gutters, chimneys, pilasters, canopies, ornamental features or window bays, provided that:
 - i) no such Structure or feature must project more than 0.6 m into any required Setback;
 - ii) the total combined length of all projections must not exceed 40% of the length of each applicable facade on each Storey;
 - iii) a fence that complies with the height restrictions of this Bylaw is allowed along any Lot Line, or between a Lot Line and a Permitted Building or Structure for the purpose of establishing a barrier between any Setback area;
 - iv) stairs accessing a deck, porch or verandas may be located within a front Setback, exterior side Setback, or rear Setback but must not be located within any side Setback;
 - v) Structures necessary to ensure that a Building and its facilities can be approached, entered, and used by persons with physical or sensory disabilities in accordance with the *BC Building Code*, as amended from time to time, may project into any required front, rear or side Setback provided that the Structure is not closer than 0.3 m from any side Lot line; and
 - vi) an uncovered patio or terrace no greater than 0.6 m above grade, which may be open or enclosed, may be sited in any portion of a Lot except as otherwise provided for in this Bylaw;
 - vii) an uncovered swimming pool may project into a front, side or rear Setback area provided that the pool is not constructed within 1.8 m of a Lot line;
 - viii) a retaining wall to a maximum height of 1.2 m may be sited on any portion of a Lot; and
 - ix) roadside stands are permitted within a required setback; however, the Structure must not obstruct any vision or sight lines to and from a Highway, driveway or Lane and may need permission from the Ministry of Transportation and Infrastructure

3.7 Height of Buildings and Structures

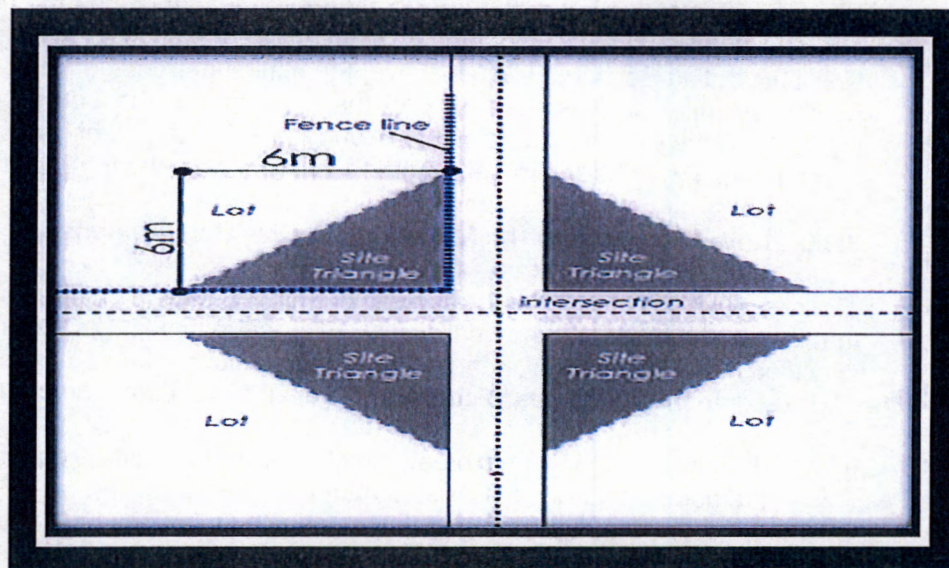
- a) Where a Zone or other part of this Bylaw includes a maximum height regulation entitled, no Building or Structure may be placed, constructed, sunk into, erected, moved, sited, altered or enlarged in a manner that exceeds the height specified. For

certainty;

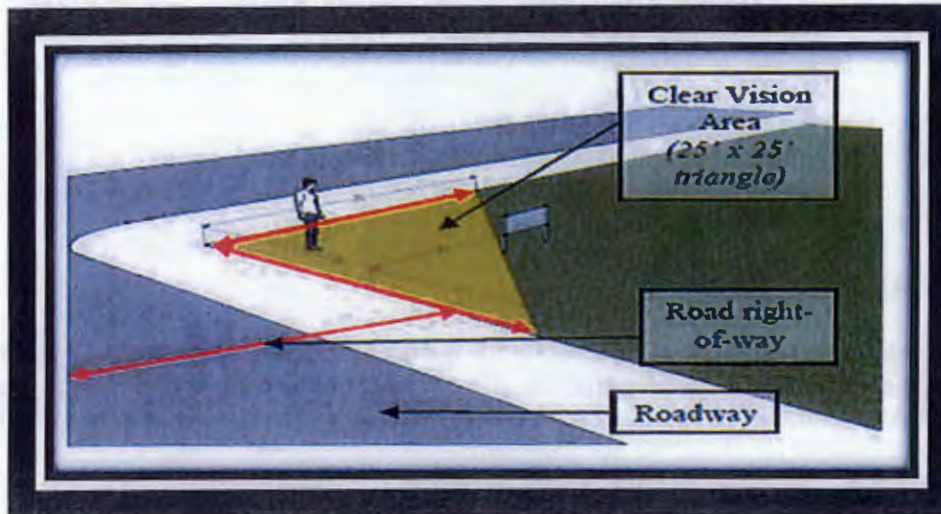
- i) the maximum height in a Zone may vary according to the use of the Building or Structure, as specified in the Zone;
 - ii) where the regulation refers to a specific type of Building or Structure, the regulation must be applied to that type of Building or Structure only; and
 - iii) if more than one regulation applies, the most restrictive governs.
- b) The height of Buildings and Structures permitted in this Bylaw must be calculated based on the vertical distance from the average Natural Grade level of the Building footprint to the highest part of the roof surface;
- c) The height of a fence, wall or similar screen must be determined by measurement from the ground level at the average Natural Grade level within 1.0 m of both sides of such fence, wall or similar screen;
- d) Despite the above, the maximum Building Height may be exceeded for the following, provided that portions of, or projections from, Buildings or Structures must not exceed 18.0 m:
- i) communication towers and antennas;
 - ii) spires, belfries and domes;
 - iii) chimneys;
 - iv) flag poles;
 - v) elevator shafts; and
 - vi) stair and hose towers.
- e) Agricultural Buildings and Structures constructed on Lots in the Agricultural Land Reserve are exempt from the Building Height requirements.

3.8 Sight Line Requirements at Intersections

- a) Nothing must be constructed or maintained, nor must any type of hedge be maintained or allowed to grow, exceeding a height greater than 3.0 m above the established grade of the Highway or otherwise so as to obstruct the clear vision and/or sight triangle lines formed by extending 6.0 m in an area bounded by the intersecting Lot lines at a street corner and a line joining points along said Lot lines, as illustrated below:



The following diagram below is provided for illustrative purposes only;



3.9 Subdivision of Land

- a) The purpose of this section is to regulate the requirements of Lots which may be created by Subdivision.

3.9.1 Minimum Lot Size and Width

- a) The size and width of a Lot to be created by subdivision and which may lawfully be used as the site for Development must not be less than the minimum dimensions and area for the construction of Buildings or Structures, as set out in the minimum Lot size and width statement in the applicable Zoning schedule, where such minimum area and width have been specified.

3.9.2 Minimum Frontage

- a) As required by the *Local Government Act*, as amended from time to time, no Lot in any proposed subdivision must have less than 10% of its perimeter fronting on a Highway. This requirement may be relaxed by the Council upon application by the property owner.
- b) Notwithstanding Section 3.9.2 (a) above, the minimum frontage for Lots of Land in a cul-de-sac, may be less than 10% of the perimeter of the Lot, provided that the minimum frontage is not less than 7.5 m and the width of the Lot is not less than 10.0 m measured 5.0 m back in a perpendicular manner from the front Lot line.

3.9.3 Lots Exempt from the Minimum Lot Size Requirements

- a) The consolidation of two or more Lots into a single Lot is permitted, notwithstanding that the consolidated Lot may not comply with the minimum Lot size requirement as specified in the Zone in which the new Lot is situated.
- b) The realignment of Lot lines to create new Lots may be permitted provided that:
 - i) the number of new Lots created by Subdivision would be equal to or less than the number of Lots that existed prior to the subdivision;
 - ii) the boundary change would not result in the creation of a Lot having less than 80% of the area of any of the original Lots;

- iii) where a subdivision is created through the use of density bonusing provisions of the Local Government Act, as amended from time to time and any applicable Municipal Bylaws and policies;
- iv) where a subdivision is created through the use of density averaging as permitted in applicable Municipal Bylaws or in the provisions of the Strata Property Act, as amended from time to time. Provided that the Owner voluntarily registers a restrictive covenant pursuant to the Land Title Act, as amended from time to time, which prohibits the further Subdivision of any part of the Land used in the averaging calculation;

3.9.4 Lot Shape

- a) Unless the pattern of existing Subdivision precludes it, and unless it is impracticable, side Lot lines must be perpendicular or radial to the adjoining Highway; and
- b) A panhandle Lot must not be created where the access strip is narrower than 7.5 m.

3.9.5 Subdivision to Provide a Residence for a Relative

- a) The minimum size for a Lot that may be subdivided under the *Local Government Act*, as amended from time to time, is outlined in the table below:

Zone category	Lot Size allowed
Residential	2.5 Ha
Commercial	1.0 Ha

3.9.6 Subdivision of Lots Separated by Roads or another Lot

- a) Notwithstanding the minimum Lot area provisions of each Zone, where a portion of a Lot is physically separated from the remainder of the Lot by a Highway or another Lot, which separation was in existence as of the date of adoption of this Bylaw, the physically separated portion may be subdivided from the remainder of the Lot provided that:
 - i) The Highway or other Lot is used as the subdivision boundary;
 - ii) If the Lot lies in the Agricultural Land Reserve, the approval of the Agricultural Land Commission has first been obtained; and
 - iii) No Lot created pursuant to this section must be less than 1 Ha in area where connection to a Community Water System is not available and 0.4 Ha in an area where Community Water System connections are made to each Lot.

3.9.7 Current Subdivision of Lots

- a) In each Zone, all Lots that have a lesser Lot area, frontage or depth than required herein, and that were registered on a plan in the Land Titles Survey Authority of British Columbia prior to the date of adoption of this Bylaw, are established as locations where the minimum Lot area, frontage or depth requirements of the Zone do not apply, but only to the extent necessary to permit the use of that Lot for a Permitted Use in that Zone, and only on the condition that all other requirements of this Bylaw applying in that Zone must be observed.

3.10 Conversion of Buildings or Structures

- a) Buildings or Structures may be converted, Altered or remodeled for another use,

provided that:

- i) the Building Inspector certifies that the Building or Structure is structurally suitable for such conversion, and
- ii) the converted Building or Structure must conform with all the provisions and regulations prescribed for in the Zone in which it is located.

3.11 Flood Control Requirements

a) The following land is designated as a floodplain:

- i) land designated as a floodplain within the boundaries of the Village and shown approximately on Schedule "A" of the attached map which forms a part of this Bylaw, and
- ii) any lot lower than the flood levels specified in 3.11(b) below.

b) The following elevations are specified as the flood level, except that where more than one flood level is applicable, the higher elevation must be considered as the flood level:

- i) elevation 14.55 m Geodetic Survey of Canada datum,
- ii) 1.5 m above the Natural Boundary of Miami Creek, Miami Slough or any other water course,
- iii) 1.0 m above the surrounding Natural Grade elevation,
- iv) 1.5 m above the Natural Boundary of any other lake, marsh or pond.

c) Where a flood level or setback has been specified:

- i) the underside of any floor system or the top of any pad supporting any space, room or Mobile or Modular Home, that is used for Residential Dwelling purposes, Commercial uses, or the storage of goods which are susceptible to damage by floodwater must be above the specified flood level outlined in 3.11(b) above,
- ii) any compacted landfill required to support a floor system or pad must not extend within any setback from a watercourse or body of water specified by the Bylaw or the Ministry of Environment and Climate Change Strategy, as amended from time to time,
- iii) engineered structural support or engineered compacted landfill may be used to elevate the underside of the floor system or the top of the pad above the flood level specified in 3.11(b) above. In addition to be engineered drawings the structural support or compacted landfill must be designed to protect against scouring, erosion from flood flows, wave action, ice flows and other debris movements, and
- iv) the Building Inspector may require that a professional engineers' Letter of Assurance has been provided prior to any final inspection,
- v) any exemptions must follow the requirements as laid out in Section 524 of the *Local Government Act*, as amended from time to time, and
- vi) no electrical system can be below the minimum flood level, as outlined in 3.11(b) above.

d) Notwithstanding the above the following exemptions apply:

- i) on any renovation of an existing Building or Structure that does not involve an

- ii) addition to the Building or Structure, that portion of a Building or Structure to be used as a Carport, Garage or entrance foyer,
- iii) hot water tanks and furnaces located on Lots behind standard dykes, and
- iv) Commercial uses other than any electrical systems, under the designated flood level outlined in 3.11(b) above.

3.11.1 Additional Requirements

- a) Notwithstanding any other provision of this Bylaw, no Residential Dwelling or any part thereof must not be constructed, reconstructed, move, extended or be located within 30.0 m of the Natural Boundary of a lake, river, stream, marsh or pond, unless a professional engineer's, of competent experience, indicating that the Lot can be used safely for the intended use has been received.
- b) Any construction in any alluvial fan must be accompanied by a Letter of Assurance from a professional engineer, of competent experience, indicating that the proposed use can be used safely on the applicable Lot.

PART 4.0 ADDITIONAL REGULATIONS FOR CERTAIN LAND USES

4.1 Marihuana Facilities

- a) A Marihuana Dispensary and any Marihuana Operations are a prohibited use in any Zone whether in a retail storefront format or through a non-profit compassion club, society or otherwise; and
- b) Any Medical Marihuana Production Facility is a prohibited Land Use in all Zones except where authorized by Agricultural Land Use, Subdivision and Procedure Regulation, BC 171/2002, as amended from time to time.

4.2 Accessory Buildings or Structures and Uses

- a) Buildings, Structures or uses must comply with the following:
 - i) an Accessory Building or Structure must not be situated on a Lot unless the Permitted Building or Structure, to which the Accessory Building or Structure is incidental, has already been erected or will be erected simultaneously with the Accessory Building or Structure on the same Lot, with the exception of one Accessory Building or Structure not exceeding 25 m² of the gross floor area, used only for storage purposes;
 - ii) a Garage or Carport attached to a Permitted Building or Structure, by an enclosed, heated area that is not more than 5 m in length, is deemed to be a portion of the Permitted Building or Structure;
 - iii) Land comprising the common property in a strata plan may be used for purposes Accessory and customarily incidental to Permitted Uses on the strata Lots within the same strata plan. For the purposes of Accessory Buildings or Structures that may be constructed on common property, the same setbacks, Building or Structure height, Lot coverage and other Building or Structure standards apply as those which apply to strata Lots in the same Zone; and
 - iv) no part of an Accessory Building or Structure must be used for Residential Use purposes or Tourist Accommodations purposes, except as otherwise provided for in this Bylaw.

4.3 Accessory Residential Suites

- a) Accessory Residential Suites will be permitted for all Uses, except in a Duplex Dwelling, Townhouse, Apartments, Mobile Homes;
- b) Unless a Zone specifically provides for otherwise, only one (1) Accessory Residential Suite is permitted per Lot;
- c) Where a Lot is not serviced by the Municipal Community Sewer System, written confirmation from the applicable licensing body that the capacity of the Lot's sewer system will not be compromised by the presence of an Accessory Residential Suite is required;
- d) Accessory Residential Suites must have a total Gross Floor Area of not more than 90.0 m². For the purposes of this section, the Gross Floor Area does not include areas used for common storage, common laundry facilities, or common areas used for access or egress. In addition to the total size of the suite, the Accessory Residential Suite must have an area of less than 40% of the habitable area of the Detached Dwelling. For the purposes of this section, the habitable area calculation does not include the attached garage;
- e) Accessory Residential Suites cannot be subdivided from the Building or Structure of which it is part of under the *Strata Property Act*, as amended from time to time; and
- f) One off-street parking space in addition to those required for the Permitted Use must be provided.

4.4 Fences, Screening and Retaining Walls

4.4.1 Fences and Retaining Walls

- a) Except as otherwise specifically stated in this bylaw;
 - i) The height of a fence or wall must be measured to the highest point from, and perpendicular to, a line representing the average Natural Grade level at its base, including where a fence or wall is constructed above a retaining wall;
 - ii) The maximum height of a fence must not exceed 1.2 m in a front yard and not more than 1.8 m on all other parts of a Lot in a Residential zone;
- b) Notwithstanding paragraph (a) above;
 - i) the fence height may be increased to 2.0 m in a front yard provided transparent mesh is used for the portion of fence that is more than 1.2 m in height;
 - ii) the maximum height of a fence must not exceed 2.5 m in any other zone;
 - iii) fences used in association with recreational uses, such as playing fields, golf courses, driving ranges and tennis courts must not be limited in height, provided such fences are constructed of materials that permit visibility, such as transparent mesh; and
 - iv) fences may be constructed on any portion of a Lot, including within a required setback area, except closed fences and landscape screens must be less than 2.0 m in height when sited in a required setback area from a Lot line adjoining any Residential use;
- c) The use of barbed wire, razor wire, electric current, or any hazardous material for fencing is prohibited within all zones designated by this bylaw, except where such fencing is required in conjunction with activities explicitly designated as farm uses pursuant to the Agricultural Land Use, Subdivision and Procedure Regulation, 171/2002, as amended from time to time and

- d) In a Residential zone, a single retaining wall must:
 - i) not exceed a height of 1.2 m measured from the Average Natural Grade level at its base; and
 - ii) not be located within 0.6 m, measured horizontally, of any other retaining wall.

4.4.2 Screening

- a) Where a Lot is Developed for a Commercial or Community use as permitted within a Commercial, Community or Comprehensive Development Zone, and where such a Development shares a Lot line with an adjacent Lot that is either:
 - i) within a Residential Zone; or
 - ii) occupied with a Residential Use;

the owner must provide Screening along such Lot line. The Screening must be not less than 1.8 m in height nor more than 2.0 m in height, except where the Screening consists of 100% plant material, in which case there must be no maximum height.

- b) Notwithstanding the paragraph (a) above, Screening will not be required along the shared Lot line in cases where:
 - i) a Building or Structure is built on the Lot line; or
 - ii) a Residential Use is developed on a Lot that is Zoned Commercial, or Community at the time of adoption of this Bylaw.
- c) Notwithstanding paragraph (a) above, where a Lot is Developed for a Commercial, or Community use as permitted within a Commercial, Community or Comprehensive Development Zone and where such a Lot is separated by a Lane from a Lot that is:
 - i) within a Residential Zone; or
 - ii) occupied with a Detached, Duplex, or Townhouse Residential Dwelling;

the owner must provide Screening along the entire Lot line abutting the Lane. The Screening must not be less than 1.8 m in height nor more than 2.0 m in height, except where the Screening consists 100% of plant material, in which case there must be no maximum height;

- d) Notwithstanding paragraph (a) above, where a Lot in a non-Agricultural; Lot is Developed, the owner must provide Screening along the entire length of any Lot line adjoining land in the Agricultural Land Reserve. The Screening must be designed to minimize any potential Land Use conflicts with the Permitted Agricultural use. The Screening must not be less than 1.8 m in height nor more than 2.0 m in height, except where the Screening consists of 100% plant material, in which case there must be no maximum height.
- e) Notwithstanding paragraph (a), (b) and (c) above, Screening will not be required for the points of Motor Vehicle ingress and egress and for a distance of 3 M on either side of the points of ingress and egress;
- f) Screening, where required by this Bylaw, must be maintained at all times by the owner of the Lot on which they are required; and
- g) If there are any solid waste enclosure requirements in any Zone, then the following regulations apply:

- i) solid waste must be stored in an animal proof enclosure and such enclosure must contain enough space for separate containers for sorting recyclable products;
- ii) such enclosure, must have unblocked access; and
- iii) the enclosure must match in character and the exterior finish for the Building or Structure which it serves, if this type of enclosure is not located within a permitted Building or Structure.

4.5 Home Occupations

- a) For Zones within which a Home Occupation is a permitted use, the following regulations apply:

- i) all Home Occupation uses, must be conducted within a Residential Detached Dwelling Unit or a wholly enclosed Accessory Building or Structure. This does not include a Community Care Facility;
- ii) all Home Occupation uses must be clearly subservient and incidental to a Permitted Residential Dwelling Use of the Lot;
- iii) the Home Occupation must not have a Gross Floor Area that exceeds 100 m² or 40% of the Gross Floor Area of the Permitted Residential Detached dwelling in which the Home Occupation use is located, whichever is less;
- iv) there must be no Alteration from a Permitted use of the Land or Building or Structure where the Home Occupation is located;
- v) the Home Occupation must not create excessive traffic or a nuisance of any kind;
- vi) the Home Occupation must not discharge wastewater to a watercourse, groundwater or septic field, except as permitted pursuant to the *Environmental Management Act*, as amended from time to time or the *Community Health Act*, as amended from time to time;
- vii) the Home Occupation must not involve any external display or advertisement of the business other than a maximum of one non-illuminated sign, which must not exceed 0.4 m² in area;
- viii) the Home Occupation use may involve exterior storage of any material or equipment used directly or indirectly in the processing, servicing or sale of any product, subject to the use of adequate screening of the storage site;
- ix) the Home Occupation must comply with all applicable provincial and federal regulations and have a valid and current Municipal Business Licence;
- x) Automobile body shop, automobile service, boat service, automobile salvage or wrecking yard, Micro-Brewery, distillery, and processing plants are not permitted as Home Occupations;
- xi) except as permitted in accordance with the *Agricultural Land Commission Act*, as amended from time to time, fish, livestock operations, Medical Marijuana facilities or poultry processing are not permitted as Home Occupations;
- xii) no off-site parking associated with the Home Occupation use is permitted and the use must provide parking in accordance with the Parking Requirements of this Bylaw, as amended from time to time.

- b) Home Occupations must not discharge or emit the following across Lot lines:

- i) odorous, toxic or noxious matter or vapours;
- ii) heat, glare, electrical interference or radiation;
- iii) recurring ground vibration; and
- iv) noise level requirements must follow any applicable noise regulations created

by the Village of Harrison Hot Springs.

4.6 Temporary Buildings or Structures used during construction of a new Detached Dwelling Unit

- a) A temporary Building or Structure may be placed on site for construction purposes on a Lot being Developed, for a period not to exceed the duration of such construction or one year, whichever is less, as outlined in section 4.6.1 below;

4.6.1 Temporary Use of an Existing Detached Dwelling Unit during Construction

- a) Despite a restriction under this Bylaw on the number of dwellings permitted on a Lot, an owner of a Lot which already has an existing Detached Dwelling Unit located on it, while in the process of constructing a new Detached Dwelling Unit and with an approved Building Permit on the same Lot, may continue to occupy the existing Detached Dwelling Unit during construction of the new Detached Dwelling Unit, subject to the following conditions being met:
- i) the owner of the Lot agrees to and enters into a restrictive covenant in favour of the Municipality pursuant to the *Land Title Act*, as amended from time to time, to the effect that the owner undertakes to remove the existing Detached Dwelling Unit or render it uninhabitable to the satisfaction of the Building Inspector following the granting of the certificate of occupancy for the new Detached Dwelling Unit. A Letter of Undertaking is not applicable in this situation;
 - ii) when a covenant is required in accordance with subparagraph i), the covenant must specify that an Irrevocable Letter of Credit or other security satisfactory to the Municipality, in the amount of \$10,000.00, must be issued in favour of the Municipality by the owner, to be forfeited to the Municipality in the event that the other terms of the covenant are not complied with, in which case the Municipality must use the \$10,000.00 to offset any costs of legal action to obtain compliance. The Irrevocable Letter of Credit term must be for the entire term noted in the required covenant;
 - iii) that the actions required by covenant under Subparagraph i) must be completed within a maximum time period of two (2) years from the date of issuance of the Building Permit to completion and occupancy of the new Detached Dwelling Unit, and that this time period must be specified in the covenant.

4.7 Intermodal Storage Containers

- a) Intermodal Storage Containers when allowed as a Permitted use in a Zone contained within this Bylaw, must be used in accordance with the following requirements:
- i) the containers must be used for auxiliary storage purposes only;
 - ii) they must not be reconstructed, altered or modified in any way to be used for living accommodation or human habitation for either personal or business purposes;
 - iii) they must not be used to store animals, trash, refuse, contaminated or hazardous materials;

- iv) they must be placed on a hard dust free surface pad area made with either concrete, asphalt or similar materials and they must not be permanently fixed to the ground;
 - v) they may be used for temporary storage during the construction of a permitted Building or Structure. The terms and conditions of the temporary storage container during construction must be identified in the Building Permit;
 - vi) on Lots where containers are permitted, they must not be stacked one upon another or laid out in a row;
 - vii) they must not occupy any of the Permitted Uses required parking spaces and if applicable the required loading spaces or interfere with the circulation of Motor Vehicles or pedestrians;
 - viii) the container must comply with the setback requirements for any Accessory Buildings or Structures in the applicable Zone;
 - ix) the container must comply with all other applicable regulations contained within this Bylaw.
- b) In addition to the above, Intermodal Storage Containers in Commercial Zones must also be subject to the following requirements:
- i) no more than one storage container is permitted per Lot;
 - ii) not permitted within any front yard area and not project beyond the front face of the Permitted Building and Structure;
- c) For the purposes of this Bylaw, railroad cars, truck vans, converted manufactured homes, travel trailers, recreational vehicles, bus bodies, vehicles and similar prefabricated items and Structures originally built for purposes other than storage are not permitted as accessory storage Buildings or Structures.

4.8 Swimming Pools, Spas and Hot Tubs

- a) Where a Residential or a Commercial use is Permitted, a swimming pool, spa or hot tub is Permitted as an Accessory Use, in accordance with the following provisions:
- i) any swimming pool, spa or hot tub must not be located within 15.0 m of a Front Lot line or within a required side or rear Lot line setback;
 - ii) above ground pools must have a maximum Height of 2.5 m; and
 - iii) the combined area of the swimming pools, spa or hot tub must not exceed 15% of the total Lot area.

4.9 Tourist Accommodation

- a) In any Zone where a Tourist Accommodation use is Permitted the following regulations apply:
- i) no noise, vibration, smoke, dust, odors, heat, glare, electrical or radio disturbance detectable beyond the property boundary must be produced by Tourist Accommodation;
 - ii) meals may be provided to customers of a Tourist Accommodation only and not the Community; and
 - iii) any person intending to operate a Tourist Accommodation must hold a valid and current business license from the Village.

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.

PART 5.0 ADDITIONAL PLANNING TOOLS

5.1 Amenity Bonusing Provisions

5.1.1 Amenity Factors

- a) Notwithstanding the individual density requirements of the respective Zone, the use of Amenity Bonusing is applicable in all Zones, to protect and conserve any environmental feature that the Council determines to be significant. The following factors, on a case-by-case analysis, must be considered where relevant:

5.1.2 Amenity Environmental Factors

- a) Environmental values are identified prior to any site clearing and design;
- b) The development is located away from areas with high environmental values, and natural buffers are placed between the development site and sensitive features;
- c) The development is concentrated in areas with lower environmental values;
- d) The site plan protects both the area's biodiversity and clean water;
- e) The development is located away from areas that may be subject to erosion, flooding and wildfire conflicts;
- f) The impacts of Highways are minimized, and Development is in proximity to and accessible to existing Highways, and if possible transit;
- g) The development should have the potential to contribute to the overall reduction of community dependence of travel by automobile; and
- h) The fragmentation of habitat is minimized.

5.1.3 Amenity Zoning Tools

- a) The Municipality may consider the use of any of the following tools for the implementation of the amenity;
 - i) site-specific Zoning or the use of a comprehensive development Zone;
 - ii) covenants;
 - iii) an increase in the permitted Lot coverage or Floor Area Ratio for that Zone;
 - iv) designation of development permit areas;

- v) the use of cash-in-lieu; or
- vi) any combination of the above tools.

5.2 Temporary Use Permit Requirements

- a) Notwithstanding the permitted uses as outlined in each Zone, a Temporary Use Permit may be issued for any Lot located within the Municipality: and
- b) Staff must follow the process as outlined in the Village's *Development Procedure Bylaw*, as amended from time to time, for the issuance of permits.

PART 6.0 PARKING AND LOADING REQUIREMENTS

6.1 Off-street Parking General Requirements

- a) Minimum off-street parking spaces and facilities must be provided in accordance with the following table below and the requirements of this section. Where a specific Use is not identified, a similar use to one listed in the following table must be selected as an applicable standard;
- b) Parking stalls may be provided as off-street parking, or as cash-in-lieu of parking payments for on-street parking as set out below in this Bylaw;
- c) When off-street parking is required, a plan of the proposed parking arrangement, drawn at a reasonable scale, showing the off-street parking spaces and access driveways must be part of the site plan submitted as a part of the application package, if this is not possible then it must be filed with the Building Inspector prior to issuance of a Building Permit;
- d) Where the calculation of the required off-street parking spaces results in a number that is a whole number plus a fraction, the number of required spaces must be rounded up to the next whole number;
- e) Where a Building, Structure or a Lot contains more than one function or Use, the required number of parking spaces must be the total sum of the requirements for each function or Use;
- f) At least two parking spaces must be provided for each Lot unless no Building or Structure is located on such Lot;
- g) Where seating accommodation is the basis for a unit of measurement and consists of benches, pews, booths or similar seating accommodation, each 0.5 m² of seating area must be deemed to be one seat;
- h) All Multiple Unit Residential, mixed Residential and Commercial Development must provide bicycle parking at a rate of 20% of the required vehicle parking;
- i) All Multiple Unit Residential, mixed Residential and Commercial Developments requiring at least 20 parking spaces must provide at least one electric vehicle charging outlet, which is readily accessible for charging a vehicle in a required parking space;
- j) For any Use required to be accessible to persons with a disability by the *BC Building Code*, as amended from time to time, a minimum of one parking space for a person with a disability must be provided;
- k) Where 20 or more parking spaces are required by this Bylaw, the required spaces must be accessible to persons with a disability, as outlined in the table below;

Total Required Parking Stalls	Required Number of Disability Parking Spaces
20-50	4
81-110	6
111-140	8
141-170	10

- l) The parking requirements established in this section do not apply to a Building or Structure or Use existing prior to the adoption date of this Bylaw, provided there is no change, expansion or addition to the Building or Structure or Use that requires more parking spaces than were required for the existing Building or Structure or Use when this Bylaw was adopted. If there is an expansion or addition to an existing Use or Building or Structure, then the provisions of this section apply to the expansion or addition; and
- m) For the purposes of this Bylaw the required parking spaces have been broken into the following categories of uses:
 - i) Residential;
 - ii) Commercial;
 - iii) Community.

6.1.1 Residential Parking Requirements

Land Use	Required Number of On-site Parking Stalls
For All Residential and Similar Land Uses	
Accessory Building & Structure	N/A
Home Occupation	1 per employee
Accessory Residential Suites	1 per suite
Detached Dwelling	2 per Dwelling Unit
Apartment	1.25 per Dwelling Unit (includes a visitor parking area)
Coach Houses	1 per Dwelling Unit
Duplex Dwellings	2 per Dwelling Unit
Townhouse Dwellings	2 per Dwelling Unit and .25 per Unit for the visitor parking area
Mobile/Modular Home	2 per Dwelling Unit and if in a park .25 per Unit for the visitor parking area

6.1.2 Commercial Parking Requirements

Land Use	Required Number of On-site Parking Stalls
For All Commercial and Similar Land Uses	
Campgrounds	2.5 spaces per campsite, includes visitor parking
Tourist Accommodation	1 space per room plus 1 space per 4 seats for any restaurant or bar
Laundromat	1 space per 4 washing machines
Gas Station	1 per 40m ² of GFA and 1 per every 2 fuel or propane tanks
Personal Service Establishment	1 space per 28 m ² of GFA
Pubs/Lounge	1 space per 2 seats
Restaurant	1 space per 3 seats
Community Care Facility – Day care Group Care	1 per person in care 1 per 4 beds
Convenience Stores	.25 per 100 m ² of GFA
Micro-Brewery	1.5 spaces per employee

6.1.3 Community Parking Requirements

Land Use	Required Number of On-site Parking Stalls
For All Community and Similar Land Uses	
All community uses (unless listed)	1 space per 37 m ² of GFA ¹
Places of Worship	1 space per 8 seats
Day Care	See the Commercial parking requirements
School Elementary	2 spaces per classroom

Notes: 1/. GFA is Gross Floor Area

6.2 Parking Cash-in-lieu for the Required Commercial Parking

- a) As an alternative to meeting the parking standards of this Bylaw for a change to an existing use or new Development that would result in an increase in the number of required parking spaces, cash in lieu may be paid to the Municipality by the owner or occupier of the land subject to the following requirements:
 - i) The cash-in-lieu of parking payments collected will be placed into the Municipal Parking Reserve Fund; and
 - ii) If Cash-in-lieu is to be provided it must be in accordance with the following amount, which represents 2017 dollars, and adjusted in accordance with Subparagraph iii);

- **\$15,000 per ground level parking space**

- iii) The cash-in-lieu amount must be adjusted for inflation each year beginning in 2017, according to the British Columbia Consumer Price Index, annual average for “all items”, as published by BC Stats each January.

6.3 Parking for Persons with a Disability

- a) Each parking space designated as a disability vehicular parking stall must be signed and pavement marked with the International Symbol of Accessibility for the handicapped; and
- b) Disability vehicular parking stalls must be located as near as practical to the Building or Structure entrance designed for handicapped persons. Changes in elevations between the entrance and the parking space must be non-existent; and
- c) Be surfaced with material conducive to providing access for wheelchairs.

6.4 Off-Street Parking Design Criteria, Development and Maintenance

- a) The minimum required dimensions for parking spaces and drive aisles must be in accordance with the table below and the other requirements of this section:

Angle of Parking	Parking Space Width	Parking Space Length	Drive Aisle Width
30	2.75 m	5.8 m	3.5 m
45	2.75 m	5.8 m	4.0 m
60	2.75 m	5.8 m	5.5 m
90	2.75 m	5.8 m	7.0 m
Parallel	2.75 m	7.0 m	3.5 m

- b) Where three or more parking spaces are required, 33% of the required parking spaces may be reduced to 4.6 m in length provided that such spaces are clearly marked small vehicle only within the parking space or on the facing wall or fence, if available;
- c) Despite the minimum required dimensions for parking spaces in paragraph (a), all parking spaces for persons with a disability must be a minimum of 4.0 m in width;
- d) Where any required parking space abuts, along its length any portion of a Fence, Building or Structure, the minimum parking space width must be increased by 0.3 m for that space only;
- e) Except for Residential uses, Highway access or egress from parking areas must be not less than 15.0 m from the nearest point of intersection of any two Highways;
- f) The required parking spaces are not permitted to be located within 1.0 m of a Lot line adjoining any Highway;
- g) All parking areas must be provided with adequate curbs to retain all Motor Vehicles within such permitted parking area and to ensure that adjacent Buildings or Structures, Fences, walkways and landscaped areas are protected from the parked Motor Vehicles;
- h) The maximum grade and cross slope for a parking space or parking area required by this Bylaw must not exceed 8%;
- i) Each parking stall must be surfaced with asphalt, concrete, or permeable drivable surface, such as but not limited to the following: including:
 - (i) porous pavers;
 - (ii) cobblestones;
 - (iii) turf block; and
 - (iv) honeycomb grid.

- j) All parking areas required for Commercial uses, Apartments uses and Townhouses must include one or more oil-water separators, and it must be the responsibility of the owner to properly maintain the oil-water separators in good working order, regularly removing oils for proper disposal;
- k) If any lighting is used to illuminate any parking area it must be arranged to direct light upon such parking area and not into any adjoining Lots or Lands;
- l) That portion of any Lot used as a driveway from the Lot line to a required parking area must not exceed a grade of 20%;
- m) All the required parking spaces for all Uses must be located on the same Lot as the uses they serve, subject to Sections 6.2 or 6.6 of this Bylaw;
- n) Each parking area must be graded and drained in accordance with best engineering practices. In no case must drainage be allowed to cross any sidewalk;
- o) Within any Commercial, off-street parking areas they must not be located within 60 m of a Lot Line of any Lot that adjoins a Residential Zone; and
- p) The access to all off-street parking from a Highway must not be less than 6.0 m and not more than 9.0 m wide.

6.5 Off-Street Loading Requirements

- a) Minimum off-street loading spaces and facilities must be provided in accordance with the following table below and the requirements of this section;

Use of Lot, Building or Structure	Minimum Number of Off-Street Loading Spaces
Commercial	1 space for the 300 m ² to 500 m ² of GFA or 2 spaces for 501 m ² to 2,500 m ² of GFA, and 1 space for each GFA above 2,500 m ² or fraction thereof
Office Building or Structure	1 space for the 300 m ² to 3,000 m ² of GFA and 1 space for each GFA above 3,000, or fraction thereof

- b) A minimum of one off-street loading space must be provided on each Lot in a Commercial, Mixed Use or Community Use Zone;
- c) Off-street loading spaces must not be credited against the requirements for any off-street parking;
- d) Each off-street loading space involving the receipt and delivery of goods or materials by vehicles must be not less than 3 m wide, 9.2 m in length and have a vertical clearance of not less than 4.3 m;
- e) Each off-street loading space must have always have access to an aisle that intersects with a Highway;
- f) Each off-street loading space must be surfaced with asphalt, concrete, or similar hard surface to provide a durable, dust-free surface, and must be graded and drained to properly dispose of all surface water;
- g) Any lighting used to illuminate any loading area must be so arranged to direct light upon such parking area and not any adjoining Lands or Lots.
- h) Loading areas must include one or more oil-water separators, and it must be the responsibility of the owner to properly maintain the oil-water separators in good working order, regularly removing oils for proper disposal;
- i) The loading requirements established in this section do not apply to any Use or a Building or Structure that existed prior to the adoption date of this Bylaw. However, if there is an expansion or addition to an existing Use, Building or Structure then the provisions of this section apply to such expansion or addition.

6.6 Off-Street Parking Agreement for Commercial Uses

- a) As an alternative to meeting the parking standards of this Bylaw for a change to an existing Use or new Development that would result in an increase in the number of required parking spaces, the additional required off-street parking spaces may be located on a Lot other than that upon which the Use, Building or Structure intended to be served are located, provided the off-site parking is secured by an agreement in accordance with the following:
- i) the agreement must indicate and be registered on title of the Development site and the individual offering the Lot;
- the location and number of parking spaces provided off-site,
 - the terms of any lease or rental agreement between the owner of the off-site parking area and the owner of the Building, Structure or use requiring off-site parking spaces, and
 - terms for the maintenance and where applicable the construction of the off-site parking area;
 - The agreement must require the approval of the Municipality and the Municipality must be a co-signatory; and
- ii) all costs associated with preparing the agreement must be paid by the owner of the Use, Building or Structure that the off-site parking spaces are intended to serve.

PART 7.0 ZONING REGULATIONS

7.1 Zones

- a) The Zones, as shown on Schedule A which is attached to and forms part of this Bylaw have the following the regulations assigned to each Zone as outlined below:

7.1.1 Residential Uses

Permitted Residential Uses	R-1 Zone	R-2 Zone	R-3 Zone	R-4 Zone	R-5 Zone
PERMITTED USES					
Detached Dwelling	◆	◆	◆		◆
Duplex Dwelling		◆			
Townhouse Dwelling				◆	
ACCESSORY USES					
Home Occupation	◆	◆		◆	
Accessory Residential Suite or a Coach House, but not both		◆			
Accessory Buildings or Structures	◆	◆	◆	◆	

DEVELOPMENT REGULATIONS FOR THE RESIDENTIAL ZONES

Residential Development Regulations	R-1 Zone	R-2 Zone	R-3 Zone	R-4 Zone	R-5 Zone
Minimum Lot Size for subdivision purposes(m ²)	925 ⁽¹⁾ 540 ⁽²⁾	925 ⁽¹⁾ 697 ⁽²⁾ 1125 ⁽³⁾ 925 ⁽⁴⁾	360 ⁽²⁾	1500 ⁽²⁾	130 ⁽²⁾
Subdivision for a relative (Ha)	2.5	2.5	2.5	2.5	2.5
Minimum Lot Width (m)	18	18 ⁽⁵⁾ 24 ⁽⁶⁾	12.5	22.5	9
Maximum Density (units / ha)	NA	NA	NA	35	50
Maximum Lot Coverage (%)	40	40	55	55	50
Minimum Front Setback (m)	7.5	7.5	4.5	4.5	2 6 with a front deck
Minimum Rear Setback (m)	7.5	7.5	4	7.5	3.5
Minimum Interior Side Setback (m)	1.5	1.5	1.2	3.6	1.2
Minimum Exterior Side Setback (m)	3.6	3.6	3.6	7.5	1.2
Maximum Height (m)	10.7	10.7	10.7	11	10.7
Minimum Amenity Area (m ²)	NA	NA	NA	5 per unit ⁽⁷⁾ 10 per unit ⁽⁸⁾	NA
Off-Street Parking	As per the requirements of this bylaw, as amended from time to time	As per the requirements of this bylaw, as amended from time to time	As per the requirements of this bylaw, as amended from time to time	As per the requirements of this bylaw, as amended from time to time	As per the requirements of this bylaw, as amended from time to time

Notes:

- 1/. Sewer only
- 2/. Must be hooked into a Community Water System and a Community Sewer System
- 3/. Duplex – with sewer only
- 4/. Duplex – must be hooked into a Community Water System and a community sewer system
- 5/. Detached Dwelling Unit
- 6/. Duplex Dwelling Unit
- 7/. When a development consists of 10 units or less
- 8/. When a development consists of 11 units or more

Additional Requirements:

- 1/. For any home occupations refer to the off-street parking requirements of this bylaw, as amended from time to time
- 2/. Accessory Building and Structure requirements are noted below:

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

7.1.2 Commercial Uses

Permitted Commercial Uses	C-1 Zone	C-2 Zone	C-3 Zone	C-4 Zone
PERMITTED USES				
Community Care Facility	♦	♦		
Medical Clinic	♦			
Apartments	♦	♦	♦	
Entertainment facility	♦			
Service Station	♦			
Tourist Accommodation	♦	♦	♦	
Financial Institutions	♦			
Cultural uses	♦			
Pubs	♦			♦
Offices	♦			
Personal Services Uses	♦			
Parking Garage	♦			
Retail Establishments	♦			♦
Restaurants	♦	♦		♦
Convenience Stores	♦	♦		
Catering Establishments	♦			
Marinas/Float Plane dock				♦
Campground/Holiday Parks			♦	
Recreation Facility	♦			
Detached Dwelling	♦		♦	
Micro-Brewery ⁽¹⁾	♦			♦
ACCESSORY USES				
Apartment	♦	♦	♦	♦
Detached Dwelling	♦	♦	♦	♦
Accessory Buildings or Structures	♦	♦	♦	♦

DEVELOPMENT REGULATIONS FOR THE COMMERCIAL USES

Commercial Development Regulations	C-1 Zone	C-2 Zone	C-3 Zone	C-4 Zone
Minimum Lot Size for subdivision purposes(m ²)	464	464	1500 ⁽³⁾ 925 ⁽⁴⁾ 464 ⁽⁵⁾ 16,200 ⁽⁶⁾	464
Subdivision for a relative (Ha)	1	1	1	1
Floor Area Ratio	1.5		1.5	60
Minimum Lot Width (m)	20	20	20	20
Maximum Density (units / ha)	NA	NA	NA	NA
Maximum Lot Coverage (%)	75	60	100	60
Minimum Front Setback (m)	0	7.5	7.5	7.5
Minimum Rear Setback (m)	0 ⁽²⁾	6	0 ⁽⁷⁾	6
Minimum Interior Side Setback (m)	0	3.6	0 ⁽⁷⁾	3.6
Minimum Exterior Side Setback (m)	0 ⁽²⁾	3.6	0 ⁽⁷⁾	3.6
Maximum Height (m)	15	6.5	15	12
Off-Street Parking	As per the requirements of this bylaw, as amended from time to time	As per the requirements of this bylaw, as amended from time to time	As per the requirements of this bylaw, as amended from time to time	As per the requirements of this bylaw, as amended from time to time
Off-Street Loading	As per the requirements of this bylaw, as amended from time to time	As per the requirements of this bylaw, as amended from time to time	As per the requirements of this bylaw, as amended from time to time	As per the requirements of this bylaw, as amended from time to time

Notes:

- 1/. A Micro-Brewery must be located on a Lot with a minimum Lot size of 446 m² and have a maximum building height of 6.0 m.
- 2/. A setback of 7.5 m is required if abutting against a residential use or is a residential use
- 3/. For mixed uses in the C-3 Zone
- 4/. For motels/hotels in the C-3 Zone
- 5/. For all other permitted uses in the C-3 Zone
- 6/. For an Holiday Park located in the C-3 Zone
- 7/. A setback of 6.0 m is required if abutting against a residential use or is a residential use

Additional Requirements:

- 1/. Accessory Building and Structure requirements noted below:

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

7.1.3 Community Uses

Permitted Community Uses	P-1 Zone
PERMITTED USES	
Community Uses	♦
Farmers' Markets	♦
ACCESSORY USES	

DEVELOPMENT REGULATIONS FOR THE COMMUNITY USES

Community Development Regulations	Zone
Minimum Lot Size for subdivision purposes(m ²)	NA
Subdivision for a relative (m ²)	NA
Minimum Lot Width (m)	NA
Maximum Density (units / ha)	NA
Maximum Lot Coverage (%)	NA
Minimum Front Setback (m)	NA
Minimum Rear Setback (m)	NA
Minimum Interior Side Setback (m)	NA
Minimum Exterior Side Setback (m)	NA
Maximum Height (m)	NA
Number of Permitted Buildings or Structures	NA
Off-Street Parking	As per the requirements of this bylaw, as amended from time to time

7.1.4 Other Land Uses

Permitted Other Land Uses	W-1 Zone	VR Zone	ALR Zone
PERMITTED USES			
Marina	♦		
Float plane dock	♦		
Farm uses as outlined in BC Regulation 171/2002, as amended from time to time			♦
Agricultural		♦	
ACCESSORY USES			
Detached Dwelling		♦	

DEVELOPMENT REGULATIONS FOR THE OTHER LAND USES

Other Land Use Development Regulations	W-1 Zone	VR Zone	ALR Zone
Minimum Lot Size for subdivision purposes(m ²)	600	600	Subject to ALC requirements
Minimum Lot Width (m)	30		Subject to ALC requirements
Maximum Density (units / ha)	NA	NA	Subject to ALC requirements
Maximum Lot Coverage (%)	60	60	Subject to ALC requirements
Minimum Front Setback (m)	NA	6	Subject to ALC requirements
Minimum Rear Setback (m)	NA	6	Subject to ALC requirements
Minimum Interior Side Setback (m)	NA	6	Subject to ALC requirements
Minimum Exterior Side Setback (m)	NA	6	Subject to ALC requirements
Maximum Height (m)	NA	10	Subject to ALC requirements
Number of Permitted Buildings or Structures	NA	NA	Subject to ALC requirements
Off-Street Parking	NA	As per the requirements of this bylaw, as amended from time to time	Subject to ALC requirements

PART 8.0 REPEAL

- a) The Village of Harrison Hot Springs Zoning Bylaw, 1020, 2012, and all amendments, are repealed upon adoption of this Bylaw.

8.1 Effective Date

READ A FIRST TIME THIS 20th DAY OF November 2017

RECONSIDERED AND READ A SECOND TIME, AS AMENDED THIS _____ DAY OF _____, 2018

PUBLIC HEARING HELD THIS _____ DAY OF _____, 2018

READ A THIRD TIME THIS _____ DAY OF _____, 2018

ADOPTED THIS _____ DAY OF _____, 2018

Mayor

Corporate Officer

Village of Harrison Hot Springs - Zoning Map
 Zoning Bylaw No. 1115, 2017
 Schedule 'A'

