



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, February 5, 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 January 15, 2018 be adopted. Item 4(a) Page 1	
5. BUSINESS ARISING FROM THE MINUTES	
6. CONSENT AGENDA	
i. Bylaws	(a) Boat Launch Facility and Parking Lot Regulation Amendment Bylaw No. 1116, 2018 Item 6 i(a) Page 9
ii. Agreements	
iii. Committee/ Commission Minutes	(a) Age-Friendly Committee Meeting Minutes of December 7, 2017 Item 6 iii(a) Page 11
iv. Correspondence	
7. DELEGATIONS/PETITIONS	
8. CORRESPONDENCE	
(a) Lower Mainland Local Government Association – January 10, 2018 RE: 2018 Call for Resolutions – Annual General Meeting Item 8 (a) Page 15	
(b) Lower Mainland Local Government Association – January 10, 2018 RE: 2018 Call for Nominations Item 8(b) Page 19	
9. BUSINESS ARISING FROM CORRESPONDENCE	

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

11. REPORTS FROM MAYOR

12. REPORTS FROM STAFF

- (a) Report of Chief Administrative Officer – January 18, 2018
Re: Revitalization Tax Exemption Bylaw

Item 12 (a)
Page 23

Recommendation

THAT staff be authorized to prepare a Revitalization Tax Exemption Repeal Bylaw.

- (b) Report of the Deputy Chief Administrative Officer/Corporate Officer – January 23, 2018
Re: Fire Inspection Policy 1.27

Item 12 (b)
Page 25

Recommendation:

THAT Fire Inspections Policy 1.27 be adopted.

- (c) Report of Community Services Manager – January 31, 2018
Re: BC Transit Bus Shelter Program

Item 12(c)
Page 29

Recommendation:

THAT the Village applies to BC Transit's Transit Shelter Program for one, two or three E2 bus shelters in the following order of priority: Spring Park along Lillooet Avenue, Community Garden on McCombs Drive and Hot Springs Road near the northwest corner of the municipal overflow parking lot; and

THAT Council commits to spending up to \$30,000 for the installation of up to three bus shelters.

- (d) Report of the Deputy Chief Administrative Officer/Corporate Officer – January 26, 2018
Re: 2018 Municipal Elections Appointments

Item 12(d)
Page 33

Recommendation:

THAT pursuant to s. 58(1) and (2) of the *Local Government Act*, Barbara TenBos be appointed Chief Election Officer for conducting the 2018 general local election and assent voting with power to appoint other election officials as required for the administration and conduct of the 2018 general local election and assent voting to be held in October 2018; and

THAT Debra Key be appointed Deputy Chief Election Officer for the 2018 general local election.

- (e) Report of Infrastructure Manager – January 30, 2018
Re: Waste Water Treatment Plant upgrades

Item 12(e)
Page 35

Recommendation:

THAT Council approve funding \$45,000 from Development Cost Charges for upgrading the return Activated Sludge lines and installation of flow meters;

FURTHER THAT Council approve funding \$60,000 from reserves for installation of the membrane and transfer pump gantry system; and

FURTHER THAT Council approve funding \$30,000 from reserves for the purchase of a new permeate pump and rebuild kit.

-
- (f) Report of Infrastructure Manager – January 31, 2018
Re: Asset Management Training

Item 12(f)
Page 41

Recommendation:

THAT Council provide a letter stating their support and commitment to the Infrastructure Manager participating in and completing the online asset management certificate course.

-
- (g) Report of the Deputy Chief Administrative Officer/Corporate Officer – January 30, 2018
Re: 2018 Municipal Elections

Item 12(g)
Page 43

Recommendation:

THAT staff be authorized to prepare a General Election and Other Voting Procedures Bylaw as proposed in the attached draft; and

THAT staff be authorized to prepare an Automated Vote Counting System Authorization and Procedure Bylaw as proposed in the attached draft.

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- (h) Report of the Planning Consultant – February 5, 2018
Re: To start the Development Permit process – 200 Hot Springs Road

Item 12(h)
Page 59

Recommendation:

THAT the application be deemed as incomplete until such time as the above referenced additional information has been received and reviewed by the Village.

-
- (i) Report of the Planning Consultant – February 5, 2018
Re: Issuance of Development Permit – 750 Hot Springs Road

Item 12(i)
Page 63

Recommendation:

THAT Development Permit DP 03/17 be issued to 0926935 BC Ltd for their property located

at 750 Hot Springs Road, Harrison Hot Springs for land legally described as:

Lot A Section 12 Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan EEP 74538; and

THAT Council not require a Tourism Commercial Development Permit for this site at this time.

(j) Report of the Planning Consultant – February 5, 2018

Item 12(j)
Page 107

Re: To start the Development Permit review process – 872 Hot Springs Road

Recommendation:

THAT staff be authorized to work on application 3060-20-DP01/18 for land legally described as: Lot 17, Section 12 Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan 345951

13. BYLAWS

(a) Report of the Deputy Chief Administrative Officer/Corporate Officer - January 9, 2018

Item 13 (a)
Page 111

Re: Water Regulation and Fee Amendment Bylaw No. 1118, 2018

Recommendation:

THAT Water Regulation and Fee Amendment Bylaw No. 1118, 2018 be received for first, second and third readings.

(b) Report of the Deputy Chief Administrative Officer/Corporate Officer - January 17, 2018

Item 13(b)
Page 115

Re: Council Procedure Amendment Bylaw

Recommendation:

THAT Council Procedure Amendment Bylaw No. 1117, 2018 be given first, second and third readings.

(c) Report of Financial Officer – January 29, 2018

Item 13(c)
Page 119

Re: 2018-2022 Financial Plan Bylaw No. 1119, 2018

Recommendation:

THAT the 2018-2022 Financial Plan Bylaw No. 1119, 2018 be introduced and be given first reading; and

THAT the 2018-2022 Financial Plan be forwarded for public consultation at an Open House to be held on February 19th, 2018

(d) Report of the Planning Consultant – February 5, 2018

Item 13(d)
Page 137

Re: Zoning Bylaw No. 1115, 2017

Recommendation:

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

FURTHER 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

FURTHER 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: January 15, 2018
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 Piper
Seconded by Councillor Reyerse

THAT the agenda be approved.

CARRIED
UNANIMOUSLY
RC-2018-01-01

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Piper
Seconded by Councillor Hansen

THAT the minutes of the Regular Council Meeting held on December 4, 2017
be adopted as amended.

CARRIED
UNANIMOUSLY
RC-2018-01-02

Errors and Omissions

On page 5, bullet 8, delete the word "dinner" and substitute with the word "lunch".

ADOPTION OF PUBLIC HEARING RECORD

Moved by Councillor Reyerse
Seconded by Councillor Hansen

THAT the Public Hearing Record of January 4, 2018 for Official Community Plan Amendment Bylaw No. 1113 and Zoning Bylaw No. 1114 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2018-01-03

5. BUSINESS ARISING FROM THE MINUTES

None

6.

i. Bylaws

ii. Agreements

iii. Committee/
Commission
Minutes

(a) Age-Friendly Committee Meeting Minutes of November 9, 2017.

(b) Advisory Planning Commission Meeting Minutes of July 21, 2017.

Moved by Councillor Piper
Seconded by Councillor Reyerse

THAT the Age-friendly Committee Meeting Minutes of November 9, 2017 and the Advisory Planning Commission Meeting Minutes of July 21, 2017 be received

**CARRIED
UNANIMOUSLY**
RC-2018-01-04

iv.
Correspondence

7. DELEGATIONS

None

8. CORRESPONDENCE

None

9. **BUSINESS ARISING OUT OF CORRESPONDENCE**

None

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

Councillor Piper

- Attended the Fraser Valley Aboriginal Relations Committee meeting on December 6, 2017.
- Attended the Joint Agency meeting regarding the Emergency Evacuation Route meeting on December 7, 2017.
- Attended the Public Hearing on January 4, 2018.
- Attended the Fraser Health Municipal Regional meeting for the East Region meeting on January 4, 2018.
- Attended the Mountain Institution Citizens' Advisory Committee meeting.

Councillor Hansen

- Attended the Age-friendly Committee meeting on December 7, 2017.

Moved by Councillor Hansen

Seconded by Councillor Buckley

THAT Ken Gisborne be appointed to the Age-friendly Committee, and Vivian Walker be appointed upon the next vacancy.

**CARRIED
UNANIMOUSLY**

RC-2018-01-05

Councillor Reyerse

- Attended the Royal Canadian Mountain Police Open House.
- Attended the Joint Agency meeting regarding the Emergency Evacuation Route meeting on December 7, 2017.
- Attended the Fraser Valley Regional District's annual gift presentation to the Agassiz Library staff.
- Attended the Fraser Valley Regional Library regular board meeting on December 13, 2017.
- Attended the Chamber of Commerce meeting.

Councillor Buckley

- Attended the Joint Agency Emergency Evacuation Route meeting on December 7, 2017.

11.

REPORTS FROM MAYOR LEO FACIO

- Joined by Mayor John Van Laerhoven of District of Kent, both Mayors presented an appreciation plaque to Leroy Burden in recognition of his nine (9) years of service to the Annual Peace Officers and First Responders Appreciation Event.
- Attended the celebration of life for Ernest Middleton, an Outreach worker that served the community.
- Reported on the Fraser Valley Regional District's report on Agricultural Economy in the Fraser Valley Regional District.
- Reported that there were no major issues with winds in Regional Parks in contrast to the prior year.
- Reported that dispatch volume increased on December 29, 2017 from an average of two hundred (200) calls to over one thousand (1,000) calls. The increase in calls resulted in four (4) additional staff on shift.
- Reported that on January 8, 2018 Timbro Construction Ltd. commenced the Neighbourhood Upgrade Project which is set to complete near the end of March 2018.
- Announced that Hope Secondary School welcomes Council to attend their Welding Foundations Program graduation on Tuesday, January 23, 2018.
- Announced that Hope Secondary School invites Council and public to attend Hope's Secondary Welding Program Ribbon Cutting Open House event on Friday, February 16, 2018.

12.

REPORTS FROM STAFF

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

Moved by Councillor Hansen
Seconded by Councillor Piper

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

CARRIED
OPPOSED BY COUNCILLOR REYERSE

RC-2018-01-06

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
January 15, 2018

- (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”

Moved by Councillor Reyerse
Seconded by Councillor Buckley

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

**CARRIED
UNANIMOUSLY**
RC-2018-01-07

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

The 2017 Audit Plan was received and filed.

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

Moved by Councillor Piper
Seconded by Councillor Hansen

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

**CARRIED
UNANIMOUSLY**
RC-2018-01-08

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

Moved by Councillor Buckley
Seconded by Councillor Reyerse

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.

**CARRIED
UNANIMOUSLY**
RC-2018-01-09

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
January 15, 2018

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

Moved by Councillor Buckley
Seconded by Councillor Piper

THAT Policy 1.12, Development be rescinded, and Policy 1.26, Community Amenity Contributions be adopted.

CARRIED
OPPOSED BY COUNCILLORS HANSEN AND BUCKLEY
RC-2018-01-10

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

Moved by Councillor Buckley
Seconded by Councillor Piper

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.

CARRIED
UNANIMOUSLY
RC-2018-01-11

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

Infrastructure Manager Troy Davis provided a brief report on the proposed purchase of a light response truck for the Harrison Hot Springs Fire Department and reported that Council approved the purchase as recommended at an In Camera meeting on January 15, 2018.

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

Moved by Councillor Piper
Seconded by Councillor Buckley

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

**CARRIED
UNANIMOUSLY**
RC-2018-01-12

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

Moved by Councillor Piper
Seconded by Councillor Reverse

THAT amendments to Council Procedure bylaw be approved; and
THAT notice be provided pursuant to s. 94 of the *Community Charter*.

**CARRIED
UNANIMOUSLY**
RC-2018-01-13

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

Moved by Councillor Buckley
Seconded by Councillor Piper

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

**CARRIED
UNANIMOUSLY**
RC-2018-01-14

Moved by Councillor Piper
Seconded by Councillor Hansen

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

**CARRIED
UNANIMOUSLY**
RC-2018-01-15

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
January 15, 2018

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

Moved by Councillor Reverse
Seconded by Councillor Buckley

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.

DEFEATED

Moved by Councillor Hansen
Seconded by Councillor Buckley

THAT Zoning Amendment Bylaw No. 1115, 2017 be referred back to staff to revise provisions with respect to Home Occupation.

**CARRIED
UNANIMOUSLY**

RC-2018-01-16

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 8:25 p.m.

**CARRIED
UNANIMOUSLY**

RC-2018-01-17

Leo Facio
Mayor

Debra Key
Corporate Officer

6(a)



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)	

**This surcharge contributes to the Kent Harrison Search and Rescue to provide search and rescue services to the community.*

READ A FIRST TIME THIS 5th DAY OF JANUARY, 2018

READ A SECOND TIME THIS 5th DAY OF JANUARY, 2018

READ A THIRD TIME THIS 5th DAY OF JANUARY, 2018

ADOPTED THIS DAY OF FEBRUARY, 2018

Mayor

Corporate Officer

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

DATE: Thursday, December 7, 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: Nicole Sather

1. **CALL TO ORDER**

The Chair called the meeting to order at 2:13 p.m.

2. **INTRODUCTION OF LATE ITEMS**

- Home Services Survey
- Aging Process Workshop

3. **APPROVAL OF AGENDA**

Moved by Marg Doman
Seconded by Ken Smith

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**

4. **ADOPTION OF MINUTES**

Moved by Allen Jackson
Seconded by Elisabeth Scotson

THAT the minutes of the Age-friendly Committee Meeting held on November 9, 2017 be adopted.

**CARRIED
UNANIMOUSLY**

*Village of Harrison Hot Springs
Minutes of the Age-friendly Committee Meeting
December 7, 2017*

5. **ITEMS FOR DISCUSSION**

(a) Movie in the Park 2018

Discussion ensued on the following items regarding Movie in the Park, rental versus purchasing equipment, equipment requirements, target audience, associated cost and District of Kent movie series successes.

Moved by Allan Jackson
Seconded by Ken Smith

THAT a budget be prepared and presented to Council in January 2018.

**CARRIED
UNANIMOUSLY**

(b) Speaker Series

Discussion ensued on beginning preliminary work on the Speaker Series.

(c) 2018 Age-Friendly Meeting Schedule

Moved by Elisabeth Scotson
Seconded by Marg Doman

THAT the schedule for the Age-Friendly Committee meeting on the first Thursday of each month at 2:00 p.m.

**CARRIED
UNANIMOUSLY**

d) Home Services Survey

Discussion ensued regarding the idea of creating a database where residents could enquire about businesses, ratings and reviews. Another option is creating a business referral package.

Moved by Marg Doman
Seconded by Allan Jackson

THAT a questionnaire be developed that can be used as a resource for residents that aids individuals to select a qualified contractor.

**CARRIED
UNANIMOUSLY**

Village of Harrison Hot Springs
Minutes of the Age-friendly Committee Meeting
December 7, 2017

Discussion ensued on Computer Training and Aging Process Workshop.

6. **MOTION FOR CONSIDERATION TO CLOSE MEETING**

Moved by Elisabeth Scotson
Seconded by Marg Doman

THAT the meeting be closed to the public at 3:38 p.m. except for Committee and senior staff in accordance to Section 90(1) of the Community Charter to consider matters pursuant to:

90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

**CARRIED
UNANIMOUSLY**

7. **RECONVENE OPEN MEETING**

The Chair reconvened the meeting at 3:57 p.m.

8. **RISE AND REPORT OUT OF THE CLOSED MEETING**

Moved by Marg Doman
Seconded by Allan Jackson

THAT Vivian Walker and Ken Gisborne be appointed to the Age-Friendly Committee, subject to receipt of Elisabeth Scotson's resignation.

**CARRIED
UNANIMOUSLY**

9. **ADJOURNMENT**

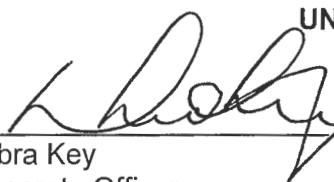
Moved by Allan Jackson
Seconded by Marg Doman

THAT the meeting be adjourned at 3:58 p.m.

**CARRIED
UNANIMOUSLY**



John Hansen
Chair



Debra Key
Corporate Officer



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

TO: Mayor/Chair; Council/Board

FROM: Councillor Jason Lum, LMLGA President

DATE: January 10, 2018 (4 pages total)

RE: 2018 CALL FOR RESOLUTIONS - ANNUAL GENERAL MEETING

Please include the following information on your next meeting agenda.

This circular is a notice of the Lower Mainland LGA Call for Resolutions.

The Lower Mainland LGA Convention and AGM will be held on May 9-11, 2018 in Whistler and we are **now accepting resolutions from the membership**. The deadline for receipt of your resolutions is **Friday, March 23, 2018**.

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

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the LMLGA office by: **FRIDAY, MARCH 23, 2018**.

SUBMISSION REQUIREMENTS

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

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

You WILL receive an email notification that your resolution has been received within one week of receipt. If you do not receive an email confirmation, please call Jamee Justason at 604-270-8226, Ext. 100.

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

LATE RESOLUTIONS

1. Resolutions submitted following the expiry of the regular deadline (March 23) shall be considered "Late Resolutions" and must comply with all other submission requirements. Late resolutions must be received by LMLGA no later than 12 noon on Monday, May 7, 2018.
2. Late resolutions shall be considered for discussion after all resolutions printed in the Resolutions Book have been debated.
3. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
4. In the event that a late resolution is recommended to be admitted for discussion LMLGA shall produce sufficient copies for distribution at the Convention.

SUBMIT RESOLUTIONS TO:

**Lower Mainland LGA
60-10551 Shellbridge Way
Richmond, BC V6X 2W9**

Phone: (604) 270-8226 ext. 100

Fax: (604) 270-9116

Email: jjustason@ubcm.ca

THE RESOLUTIONS PROCESS

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

GUIDELINES FOR PREPARING RESOLUTIONS

The Construction of a Resolution:

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

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

Preamble:

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

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

Enactment Clause:

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

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

How to Draft a Resolution:**1. Address one specific subject in the text of the resolution.**

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

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

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

3. Provide factual background information.

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

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

i Supplementary Memo:

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

ii Council/Board Report:

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

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

4. Construct a brief, descriptive title.

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

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

5. Check legislative references for accuracy.

Where necessary, identify:

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

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

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

7. Avoid repeat resolutions.

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

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

MODEL RESOLUTION

SHORT TITLE: _____

Local Government Name _____

WHEREAS _____
_____;

AND WHEREAS _____
_____;

THEREFORE BE IT RESOLVED that _____
_____.

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

AND BE IT FURTHER RESOLVED that _____
_____.

If you have any questions, please contact Jamee Justason by email at jjustason@ubcm.ca or by calling (604) 270-8226 ext. 100.



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

TO: Mayor/Chair; Council/Board

FROM: Councillor Corisa Bell, LMLGA Past President

DATE: January 10, 2018

RE: 2018 CALL FOR NOMINATIONS

Please include the following information on your next meeting agenda.

This circular is notice of the Lower Mainland LGA Executive positions open for nomination, the process and the procedures for nomination.

The deadline for receipt of your nomination is **Friday, March 30, 2018**. The LMLGA Conference and AGM will be held on May 9-11, 2018 in Whistler.

The Lower Mainland LGA is the collective voice for local government on the Lower Mainland, including local governments in the Greater Vancouver Regional District, the Squamish-Lillooet Regional District and the Fraser Valley Regional District. The membership elects directors to the Executive during the Convention, and the Executive is charged with ensuring that policy direction set by the general membership is carried forward. The Executive also provides operational and policy direction to the LMLGA between Conventions.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President*
- Directors at Large (3 positions)*

**At the May 2015 conference, Resolution SR1 "Resolution to Amend the LMLGA Bylaws to Change the Executive Structure" was endorsed by the membership. SR1 changed the Executive structure to include a Third VP and eliminated one Director at Large position.*

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an LMLGA member. The candidate must be nominated by two elected officials of an LMLGA local government member.

Background information regarding the primary responsibilities and commitments of an LMLGA Executive member is available upon request.

A nomination and consent form is attached and should be used for all nominations.

The Chair of the 2018 Nominating Committee is Councillor Corisa Bell, Past President.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 200-word biography will be prepared under the direction of the Nominating Committee and distributed in the LMLGA Convention Newsletter, which is distributed on-site at the conference. It is not the responsibility of LMLGA to edit applicant materials to make them suitable for print. If materials are not provided on time and print ready, LMLGA reserves the right not to include them in the newsletter.

**To be included in the Convention Newsletter, send your current photo, biography and completed nomination form to:
jjustason@ubcm.ca AND cbell@mapleridge.ca**

**With subject line: LMLGA Nomination Package – “applicant name”
Deadline: March 30, 2018**

4. FINAL COMMENTS

The nomination process does not change the process allowing candidates to be nominated off the floor at the Convention. That process remains in place. The process outlined above provides for those that are interested in seeking office to be directly nominated prior to the Convention.

5. FURTHER INFORMATION

The attached consent form is available online at lmlga.ca. All other inquiries should be directed to:

Councillor Corisa Bell, Past President
Chair, 2018 Nominating Committee
c/o LMLGA
60-10551 Shellbridge Way
Richmond, BC V6X 2W9
Email: cbell@mapleridge.ca

NOMINATIONS FOR THE 2018 LMLGA EXECUTIVE

We are qualified under the LMLGA Constitution to nominate¹ a candidate and we nominate:

Name of nominee: _____

Local government position (Mayor/Councillor/Director): _____

Local government represented: _____

LMLGA Executive office nominated for: _____

Printed Name of nominator: _____ Printed Name of nominator: _____

Position: _____ Position: _____

Local Gov't: _____ Local Gov't: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the LMLGA Constitution². I also agree to provide the following information to the Chair, LMLGA Nominating Committee (c/o LMLGA Office) by March 30, 2018:

- 2"x3" Photo (high resolution)
- Biographical information. No more than 200 words in length.

Printed Name: _____

Running for (position): _____

Local Government: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association.

**Return to: Chair, 2018 Nominating Committee
c/o LMLGA, 60-10551 Shellbridge Way, Richmond, BC V6X 2W9**



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: January 18, 2018
FROM: Madeline McDonald, CAO FILE: 1970-03
SUBJECT: Revitalization Tax Exemption Bylaw

ISSUE:

Revitalization Tax Exemption Bylaw No. 1033, 2013 and has not resulted in any new commercial development or redevelopment of commercial or multi-family rental complexes.

BACKGROUND:

Revitalization Tax Exemption Bylaw No. 1033 was adopted in 2013 in an effort to attract and stimulate development and re-development within the commercial downtown core. Staff have received inquiries from residential strata owners requesting to apply for tax exemptions to their residential tax bills based on the collective value of improvements made through their strata corporation. The bylaw does not make provision for individual residential home owners to take advantage of this tax exemption process, although residential properties with four or more units can apply, such as a rental apartment building. In addition, it is unlikely that any of the individual strata unit applicants would meet the minimum threshold of \$200,000 in improvements required for the tax exemption to apply.

Council could contemplate bringing in provisions to recognize residential strata improvements by way of a joint application process administered by a strata corporation. However this is unlikely to lead to a more robust commercial core and would seem to discriminate against single family home owners who are also in a residential tax class. If the original intent of the existing bylaw was to revitalize the commercial core with new development or redevelopment and to promote environmentally sustainable development, it is apparent that it has not achieved that outcome in the five years since it was enacted. Accordingly, Council may wish to repeal Bylaw No. 1033, 2013 in its entirety.

RECOMMENDATION:

THAT staff be authorized to prepare a Revitalization Tax Exemption Repeal Bylaw.

Respectfully submitted;

Handwritten signature of Madeline McDonald
Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 23, 2018

FROM: Debra Key, Deputy Chief Administrative Officer/CO **FILE:** 0340-50

SUBJECT: Fire Inspection Policy 1.27

ISSUE: To adopt a policy for Fire Inspections

BACKGROUND:

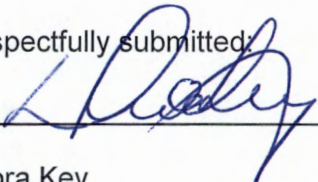
Under the *BC Fire Services Act*, municipalities must provide for a regular system of fire inspections for hotels and public buildings. It is recommended that a policy be in place for the Village to set the frequency levels to which these inspections must be completed.

The policy will guide the Village to ensure accurate records are kept for inclusion as part of the process under Business Licencing and the Village's records management system.

RECOMMENDATION:

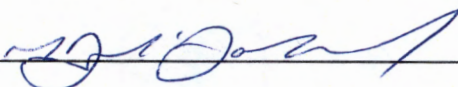
THAT Fire Inspections Policy 1.27 be adopted.

Respectfully submitted:



Debra Key
Deputy Chief Administrative Officer/
Corporate Officer

REVIEWED BY:



Madeleine McDonald
Chief Administrative Officer



**VILLAGE OF
HARRISON HOT SPRINGS
POLICY**

COUNCIL	POLICY NO. 1.27
FIRE INSPECTIONS - FREQUENCY	DATE ADOPTED:

1. PURPOSE

As per the *Fire Services Act* of the Province of British Columbia, the Village of Harrison Hot Springs must provide for a regular system of inspections of hotels and public buildings in the municipality. The purpose of this policy is to set the frequency schedule of these inspections and keep and maintain records of such inspections.

2. POLICY

This policy will apply to Business Licences.

The Village will ensure that proper records of inspections are completed for inclusion in the Village's records management system. A check sheet for use during inspections will be maintained for each building inspected. The Village will be responsible for follow up action on any deficiencies and ensure buildings are re-inspected when due.

FREQUENCY OF INSPECTIONS

Occupancy	Frequency
Campgrounds	24 months
Churches	24 months
Day Care Centres	6 months
Tourist Accommodation	12 months
Offices	24 months
Public Assembly	12 months
Restaurants/Food Sales	12 months
Schools	12 months
Service Station	12 months
Stores/Retail/Home business retail	24 months



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** 2018-01-31

FROM: Chelsea Woolhouse **FILE:** 8500-04
Community Services Manager

SUBJECT: BC Transit Bus Shelter Program

ISSUE:

Applying for BC Transit's cost-sharing bus shelter program.

BACKGROUND:

BC Transit has a Transit Shelter Program which is a cost-sharing program that covers 46.7% of most of the expenses associated with installing new bus shelters.

The Village has participated in the Transit Shelter Program in the past with the installation the bus shelter at Esplanade Avenue and St. Alice Street.

In 2017, Council determined that three new bus shelters would be phased in at an average rate of one per year. The 2018 budget proposes that \$30,000 is set aside for the installation of one, two, or three bus shelters, depending on the Transit Shelter Program funding.

The following bus shelter locations were selected by Council at the Committee of the Whole meeting in 2017 in order of priority: Spring Park along Eagle Street, Community Garden, and Hot Spring Road by Old Settler Pub.

On review of the locations, staff determined that Spring Park along Eagle Street is not feasible due to underground utility lines and the access road. As an alternative location, staff suggests the current bus stop location at the Spring Park entrance on Lillooet Avenue.

Previously, staff also determined that the location in front of Old Settler Pub was not suitable due to insufficient space. However, for safety reasons, the Ministry of Transportation and Infrastructure recently decided to have the bus stop moved from in front of Old Settler Pub to near the northwest corner of the municipal overflow parking lot. This new location has been determined a feasible bus shelter location.

The Community Garden bus stop on McCombs Drive has been determined a feasible location.

Appendix A outlines a map of the proposed bus shelter locations.

Upon review of the BC Transit bus shelter styles, staff recommends applying for cost sharing of an E2 shelter. An E2 shelter is a robust, affordable, and discrete shelter option for the proposed locations. Appendix B provides more details on E2 shelters.

The total estimated cost to install three E2 bus shelters, if fully cost-shared, would be around \$30,000. This number, however, is not finalized as engineering and permitting costs are still being determined. The bus shelters will be funded from the Gas Tax Agreement.

Should Council resolve to move forward with an application for bus shelters under the BC Transit program, the shelter will be an asset of BC Transit, however, the ongoing maintenance, upkeep, safety and liability for the shelter will be the responsibility of the Village.

RECOMMENDATIONS:

THAT the Village applies to BC Transit's *Transit Shelter Program* for one, two, or three E2 bus shelters in the following order of priority: Spring Park along Lillooet Avenue, Community Garden on McCombs Drive, and Hot Spring Road near the northwest corner of the municipal overflow parking lot.


AND

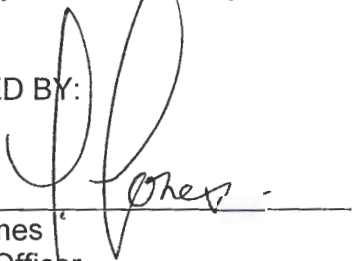
THAT Council commits to spending up to \$30,000 for the installation of up to three bus shelters.

Respectfully submitted:

REVIEWED BY:


Chelsea Woolhouse
Community Services Manager


Madeline McDonald
Chief Administrative Officer

REVIEWED BY:

Tracey Jones
Financial Officer

Appendix A Proposed Bus Shelter Locations



-  1. Overflow Parking Lot
Miami River Drive & Hot Springs Road
- 2. Spring Park
Lillooet Avenue
- 3. Community Garden
McCombs Drive & Chestnut Avenue

Appendix B E2 Bus Shelters

Shelter Type: BC Transit E2



E2 Base Shelter
\$12,200

Where to use:

- Bus stops with low to medium levels of daily passenger boardings, not higher than 40-50 passenger boardings per week.
- Bus stops with restricted space due to property lines, or obstructions which cannot be relocated

Included: The Cantilevered roof system with wood slat inserts, support columns; vandal resistant perforated aluminum back panels; 2 upper back panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs or add-on's such as lighting and cratina charges (refer to page 18 for details)



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 26, 2018

FROM: Debra Key, **FILE:** 4200-01
Deputy Chief Administrative Officer/CO

SUBJECT: 2018 Municipal Elections Appointments

ISSUE: Appointment of Chief Election Officer and Deputy Chief Election Officer

BACKGROUND:

Pursuant to s. 58(1) and (2) of the *Local Government Act*, the local government must appoint a chief election officer and a deputy election officer for the conduct and administration of the municipal election.

For the 2018 Municipal Elections, staff is recommending that Barbara ten Bos be appointed as Chief Election Officer and Debra Key be appointed as Deputy Election Officer for conducting the 2018 general local elections. Barbara ten Bos was appointed as Deputy Chief Election Officer in 2014 and has experience in both municipal and provincial elections.

RECOMMENDATION:

THAT pursuant to s. 58(1) and (2) of the *Local Government Act*, Barbara TenBos be appointed Chief Election Officer for conducting the 2018 general local election and assent voting with power to appoint other election officials as required for the administration and conduct of the 2018 general local election and assent voting to be held in October 2018; and


THAT Debra Key be appointed Deputy Chief Election Officer for the 2018 general local election.

Respectfully submitted;



 Debra Key
 Deputy Chief Administrative Officer/
 Corporate Officer

REVIEWED BY:



 Madeline McDonald
 Chief Administrative Officer

Below is a discussion of the six deficiencies outlining the issue; how or why the correction should be done; and the cost to correct the concerns as they were raised in the Infrastructure Study report.

Return Activated Sludge (RAS) line upgrades

The effluent RAS lines provide the path for the effluent being pumped by the transfer pumps to the membrane tanks. There are three reasons why these lines need to be upsized. First, is that the lines are undersized for the current demand. Undersized lines can cause fouling of the membranes. The second reason for this change is that the recent development in the community (e.g. the Spinnaker Wynd development) is creating greater demands on the community. As well, the sanitary system is subject to infiltration and inflow issues which also require the plant to process more effluent.

With the recommended upgrades to the membranes (see below) the RAS lines will be undersized. Staff are recommending that the current six inch lines be replaced with ten inch lines. Doing so will allow flow to match the membrane capacity. If the lines are not upgraded it is highly likely that the restricted flow through the RAS lines will cause the membranes to foul, further limiting the ability of the WWTP to handle winter flows.

In addition to upgrading the RAS lines it was recommended that flow meters be installed on the lines so as to allow the utilities staff to monitor the amount of effluent entering the membrane tank. Having this capability will extend the membrane life, as fouling is likely to occur when an insufficient volume of effluent is being processed by the membranes.

The cost for the upgrade to the RAS lines and install the flow meters will be approximately \$45,000. As the work is required to expand the capacity of the plant to meet development requirements the project can be funded through Development Cost Charges.

Installation of membrane and transfer pump gantry system

The membranes used for treating the waste water require biannual cleanings to maintain optimal performance. These cleanings consist of lifting the membranes from the membrane tanks to clean, inspecting, and performing any required maintenance. In the past cranes have been hired to perform the work. However, there are significant issues with doing so. The two most significant issues are cost and being at the mercy of the weather.

As the membranes are quite heavy, and a significant distance from where a crane can set be up, lifting them requires a large crane. A crane of this size costs approximately \$15,000 per day. As well, large cranes require booking in advance, and it can be challenging to ensure that the cleanings do not occur during weather events such as significant rainfall events. The reason for this challenge is that neither of the membrane trains is capable of processing the incoming effluent during a high rainfall event on their own. Should such an event occur on the day that the crane is booked, the cleaning has to be cancelled. As a

result of the high cost and scheduling challenges staff have not been able to perform the biannual cleanings.

As well, when the transfer pumps, which supply effluent to the membrane tanks, require repair or replacement it is also necessary to hire a crane. As the weight of the pumps is significantly less than the membranes it is possible to lift them with a much smaller crane. On average the annual cost of this is approximately \$2,000.

Staff are requesting that Council authorize up to \$60,000 to be spent from reserves on the installation of a membrane and transfer pump gantry system. By installing the gantry system membrane cleanings, inspections, and repairs will be able to occur as required, thus increasing the life of the membranes. As well, with the significant costs to hire a crane to lift the membranes will result in a less than two year return on investment. Additionally, it should no longer be necessary to hire cranes for maintenance on the transfer pumps.

Purchase of a spare permeate pump

The permeate pump is a critical part of the WWTP system. It pulls the water through the membranes when operating forward, and pushes water out of the membranes for cleaning when running backwards. If one of the permeate pumps were to fail it would result in half of the membranes going out of service.

Due to their ability to pump both forwards and backwards permeate pumps require special parts that may not always be available. The reason that they are so critical is that if a permeate pump was to fail it would not be possible for one half of the membranes to treat the amount of effluent produced during a peak flow event. The result would be that the bioreactor would overflow.

Usually, WWTPs are designed with an installed spare pump. However, the Village WWTP does not have either an installed or uninstalled spare permeate pump. Staff are recommending that a spare pump and rebuild kit be purchased, and that a rebuild kit also be obtained so that should a permeate pump fail it will be possible to replace it immediately, and to repair the failed unit as quickly as possible.

In addition to obtaining a spare unit with a repair kit, staff will also be identify a repair shop that can rebuild a permeate pump when it fails.

A new permeate pump will cost approximately \$25,000 and the rebuild kit is likely to cost approximately \$5,000. The total of \$30,000 can be funded through reserves.

Replacement of the Ultraviolet treatment system

The ultraviolet (UV) treatment system is a tertiary treatment of the effluent. It is the last stage before the liquid is pumped into Harrison Lake. Unfortunately, this system has been having considerable issues for over two years. The most significant of which is that the system provider is no longer in business, which has resulted in extreme difficulty in obtaining replacement parts (e.g. bulbs, ballasts, and bulb sleeves).

The UV system was purchased from a reseller (Voltrex UV Ltd.). Their parts are designed and built by a large manufacturer, and then were branded as Voltrex UV Limited. When Voltrex UV ceased operations it then became very difficult to find replacement parts.

In September, 2017, Staff put out a Request for Proposals to replace the current system with a name brand version, so that parts would be easier to obtain. However, the cost for the name brand system was \$330,000.

Staff have been able to identify another reseller that can replace the existing system for \$15,000. While there are concerns about being tied to another off brand system, it will be an affordable method of replacing the current unreliable system. Staff feel that for the short term it would be financially prudent to purchase another off brand system, with the intent that it will be replaced in the future (i.e. five to ten years) with a branded unit.

The cost for this system will be approximately \$15,000, and it would be funded through reserves.

Membrane replacement

The membranes that are installed in the WWTP were expected to have a lifespan of ten years. The membranes are now six years old. However, due to a number of local conditions the life expectancy of the membranes is seven or eight years.

By performing the upgrades recommended above the membranes' lifespans should be extended. As well, with the increasing demand due to development it is recommended that the number of membranes be increased from 128 to 192.

To do so staff recommend replacing one of the four cassettes, and distributing the membranes from the replaced cassette into the other three cassettes. Doing so will allow the plant to handle seasonal high flows more easily until the remaining three cassettes of membranes are replaced in 2019.

The anticipated cost of replacing one cassette in 2018 is \$150,000. As this is an expansion of the WWTP capability this cassette can be funded through Development Cost Charges.

Return Activated Sludge Pumps

Council may expect further recommendations concerning upgrades at the WWTP such as replacement of the RAS pumps. Further investigation is underway to determine the best course of action.

FINANCE:

The recommended upgrades to the WWTP are anticipated to cost \$300,000. \$195,000 would be from Development Cost Charges (DCCs), and the remaining \$105,000 would come from reserves.

At this time Staff are requesting that \$130,000 (\$40,000 from DCCs, and \$90,000 from reserves) be approved to be spent prior to the passing of the 2018 budget.

The reason for this is that there is concern that contractors will be booked before the budget is passed, and it is important that the RAS line and Gantry projects are in place before the new membranes are purchased, and the permeate pump is a critical piece of equipment for the operation of the WWTP.

RECOMMENDATION:

THAT Council approve funding \$45,000 from Development Cost Charges for upgrading the return Activated Sludge lines and installation of flow meters.


THAT Council approve funding \$60,000 from reserves for installation of the membrane and transfer pump gantry system.

THAT Council approve funding \$30,000 from reserves for the purchase of a new permeate pump and rebuild kit.

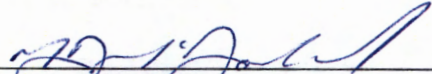
Respectfully submitted;



Troy Davis
Infrastructure Manager

REVIEWED BY: (if applicable)


Tracey Jones
Financial Officer

REVIEWED BY:


Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 30, 2018

FROM: Debra Key, **FILE:** 4200-01
Deputy Chief Administrative Officer/CO

SUBJECT: 2018 Municipal Elections

ISSUE: Municipal Elections 2018

BACKGROUND:

The municipal election is scheduled for the 3rd Saturday of October 2018 (October 20, 2018). Staff will be beginning the process of preparing applicable bylaws and documents for the next election.

As Chief Election Officer for the 2014 elections, one of the challenges was the Mail Ballot Voting opportunity. This opportunity is available for those electors who have a physical disability, illness or injury that prevents them from voting at another voting opportunity or for persons who expect to be absent from the Village for both the advance voting and general voting opportunities. It was found that many applicants were misusing mail ballot voting and using the process as an “additional voting day”. With elections now being held in October, it may not be necessary for mail ballot voting as an alternative opportunity. An advance voting opportunity will be available on October 10, 2018.

In addition, it is staff’s recommendation that the municipality move to voting day registration instead of using the Provincial voters list of voters as the register for resident electors. It was discovered that the Provincial voters list was generally out of date and many changes were required to be made on the list. As the onus is on the electors to register or update their registration prior to the next location election, the Provincial voters list may not necessarily contain accurate or updated information. The most common practice now is the use of “same day” registration as this method obtains the most recent elector information.

The privacy of all information in the provincial voters list is protected by British Columbia’s *Election Act*, *Freedom of Information and Protection of Privacy Act*, and section 9 of the *Statistics Act*. Improper use of the information is an offence.

Automated voting machines will be used for the upcoming elections. These machines reduce the requirement for staffing and eliminate the possibility for error in the voting opportunity process. Automated voting machines contain advanced scanning software and are designed to ensure efficiency and accuracy when reading a voter's mark on the ballots. The machines are secure and are proven to provide practical and simple instructions to the elector.

Accordingly, all of the above changes will require a new bylaw for the General Election and a separate bylaw for Automated Vote Counting.

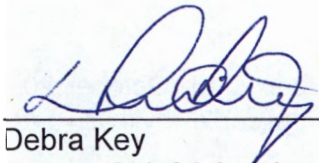
RECOMMENDATION:

THAT staff be authorized to prepare a General Election and Other Voting Procedures Bylaw as proposed in the attached draft; and

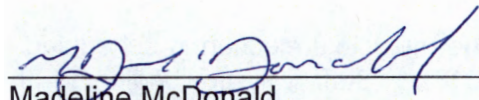
THAT staff be authorized to prepare an Automated Vote Counting System Authorization and Procedure Bylaw as proposed in the attached draft.

Respectfully submitted:

REVIEWED BY:



Debra Key
Deputy Chief Administrative Officer/
Corporate Officer



Madeline McDonald
Chief Administrative Officer

A bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting

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

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

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

1. CITATION

This Bylaw may be cited for all purposes as "General Local Government Election Procedures Bylaw No. 1121, 2018"

2. INTERPRETATION

In this Bylaw:

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

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

"General Local Election" means the elections held for the Mayor and all Councillors of the Village of Harrison Hot Springs which must be held in the year 2014 and every 4th year thereafter;

"General Voting Day" is the day for a general local election and will be held on the third Saturday of October in the year of the election;

"Other Voting" shall mean voting on a matter referred to in Sections 54 and 170 of the *Act*;

"Village" means the Village of Harrison Hot Springs

3. ACCESS TO NOMINATION DOCUMENTS

- (a) As authorized under section 89 of the *Local Government Act*, public access to nomination documents will be provided by internet access on the Village's website.

4. REGISTER OF ELECTORS

- 4.1 In accordance with Section 104 of the *Local Government Act* the registration of electors shall be limited to the time of voting.
- 4.2 A separate register of non-resident property electors for the Village of Harrison Hot Springs shall be kept by the Corporate Officer in accordance with Section 75 of the *Local Government Act*.

5. ADVANCE VOTING OPPORTUNITIES

- 5.1 Required Advance Voting
 - (a) In accordance with Section 107(1)(a), an advance voting opportunity shall be held from 8:00 a.m. to 8:00 p.m. on the 10th day before general voting day.
 - (a) In accordance with Section 107(2) of the *Local Government Act*, a second advance voting opportunity will not be held.

6. ORDER OF NAMES ON BALLOT

- (a) The order of names of candidates on the ballot will be determined by lot in accordance with section 117 of the *Local Government Act*.

7. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

- (a) In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

REPEAL

"The Village of Harrison Hot Springs General Local Government Election Procedures Bylaw No. 1048 and amendments thereto are hereby repealed in their entirety.

READ A FIRST TIME THIS DAY OF , 2018

READ A SECOND TIME THIS DAY OF , 2018

READ A THIRD TIME THIS DAY OF , 2018

ADOPTED THIS DAY OF , 2018

Mayor

Corporate Officer

A bylaw to authorize an automated vote counting system and procedure

WHEREAS under the *Local Government Act*, the Council may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in elections or assent voting;

AND WHEREAS the Council of the Village of Harrison Hot Springs wishes to establish various procedures and requirements under that authority;

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

1. CITATION

- 1.1 This Bylaw may be cited as "Automated Vote Counting System Authorization and Procedure Bylaw No. 1122, 2018."

2. DEFINITIONS

- 2.1 In this Bylaw the following terms have the following meanings:

Acceptable mark means a completed arrow which the **vote counting unit** is able to identify, which has been made by an elector in the space provided on the **ballot** opposite the name of any candidate or opposite either 'yes' or 'no' on any other voting question.

Automated vote counting system means a system that counts and records votes and processes and stores election or any voting results which comprises:

- (a) a number of **ballot scan vote counting units**, each of which rests on a two-compartment **ballot** box, one compartment of which is for:
- (i) voted ballots; and
 - (ii) returned ballots which have been reinserted using the ballot override procedure;

and the other compartment is for the temporary storage of voted ballots during such time as the **vote counting unit** is not functioning; and

- (b) a number of **storage ballot compartments** into which voted **ballots** are deposited where a **vote counting unit** is not functioning or being used which will therefore be counted after the close of voting on general voting day.

Ballot means a single ballot card designed for use in an **automated vote counting system**, which shows:

- (a) the names of all of the candidates for each of the offices to be filled; and
 (b) all of the choices on all of the bylaws or other matters on which the opinion or assent of the electors is sought.

Ballot return override procedure means the use, by an election official, of a device on a **vote counting unit**, which causes the unit to accept a **returned ballot**.

Election headquarters means the Village of Harrison Hot Springs, PO Box 160, 495 Hot Springs Road, Harrison Hot Springs, BC V0M 1K0

Memory pack means a computer software cartridge which is inserted into the **vote counting unit** and into which is pre-programmed the names of all the candidates for each of the offices to be filled, and the alternatives of "yes" or "no" for each question on the **ballot**, and which records and retains information on the number of acceptable marks made for each.

Portable ballot box means a ballot box, for use in the election, where a **vote counting unit** is not being used at the time of voting.

Results tape means the printed record generated from a **vote counting unit** at the close of voting on general voting day, which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each bylaw or other matters on which the opinion or assent of the electors is sought.

Returned ballot means a voted **ballot** which was inserted into the **vote counting unit**, but which was not accepted and which was returned to the elector with an explanation of the **ballot** marking error which caused the **ballot** not to be accepted.

Secrecy sleeve means an open-ended folder or envelope used to cover **ballots** to conceal the choices made by each elector.

Storage ballot compartment means a ballot box under each **vote counting unit** into which voted **ballots** are temporarily deposited in the event that the unit ceases to function.

Vote counting unit means the device into which voted **ballots** are inserted and which scans each **ballot** and records the number of votes for each candidate and for and against each question on which the opinion or assent of the electors is sought.

3. USE OF VOTING MACHINES

- 3.1 Council hereby provides for the use of an **automated vote counting system** for the conduct of elections and voting on bylaws or other matters on which the opinion or assent of the electors is sought.

4. AUTOMATED VOTING PROCEDURES

- 4.1 The presiding election official for each voting place shall offer, and if requested, ensure that a demonstration of how to vote using a **vote counting unit** is provided to an elector, as soon as such elector enters the voting place and before a **ballot** is issued.
- 4.2 Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing **ballots**, who, upon fulfilment of the requirements of the *Local Government Act*, shall then provide a **ballot** to the elector, a **secrecy sleeve** if requested by the elector, the ballot marking instrument, and any further instructions the elector requests.
- 4.3 Upon receiving a **ballot** the elector shall immediately proceed to a voting compartment to vote.
- 4.4 The elector may vote only by making an **acceptable mark** on the **ballot**:
- (a) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices to be filled; and
 - (b) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.
- 4.5 Once the elector has finished marking the **ballot**, the elector must either place the **ballot** into the **secrecy sleeve**, if one has been requested, or turn the ballot upside down and proceed to the **vote counting unit**, and under the supervision of the election official in attendance, insert the **ballot** directly from the **secrecy sleeve**, if applicable, into the **vote counting unit** without the **acceptable marks** on the **ballot** being exposed.
- 4.6 If, before inserting the **ballot** into the **vote counting unit**, an elector determines that a mistake has been made when marking the **ballot**, or if the **ballot** is returned by the **vote counting unit**, the elector may return to the voting compartment to correct the ballot or request a replacement **ballot** by informing the election official in attendance.

- 4.7 Upon being informed of the replacement **ballot** request, the presiding election official shall issue a replacement **ballot** to the elector and mark the **returned ballot** "spoiled" and shall retain all such spoiled **ballots** separately from all other **ballots**, and they shall not be counted.
- 4.8 If the elector declines the opportunity to obtain a replacement **ballot** and has not damaged the **ballot** to the extent that it cannot be reinserted into the **vote counting unit**, the election official shall, using the **ballot return override procedure**, reinsert the **returned ballot** into the **vote counting unit** to count any **acceptable marks** which have been made correctly.
- 4.9 Any **ballot** counted by the **vote counting unit** is valid and any acceptable marks contained on such **ballots** will be counted, subject to any determination made under a judicial recount.
- 4.10 Once the **ballot** has been inserted into the **vote counting unit** and the unit indicates that the **ballot** has been accepted, the elector must immediately leave the voting place.
- 4.11 During any period that a **vote counting unit** is not functioning, the election official supervising the unit shall insert all **ballots** delivered by the electors during this time, into the **storage ballot compartment**, on the understanding that if the **vote counting unit**:
- (a) becomes operational, or
 - (b) is replaced with another **vote counting unit**,
- the **ballots** in the **storage ballot compartment** shall, as soon as reasonably possible, be removed by an election official and, under the supervision of the presiding election official, shall be inserted into the **vote counting unit** to be counted.
- 4.12 Any **ballots** which were temporarily stored in the **storage ballot compartment** during a period when the **vote counting unit** was not functioning, which are returned by the **vote counting unit** when being counted shall, through the use of the **ballot return override procedure** and under the supervision of the presiding election official, be reinserted into the **vote counting unit** to ensure that any **acceptable marks** are counted.
- 4.13 A sample **ballot** that may be used in an **automated vote counting system** is attached as Schedule "A" to this Bylaw.

5. ADVANCE VOTING OPPORTUNITY PROCEDURES

- 5.1 **Vote counting units** shall be used at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow, as closely as possible, those described in Section 4 of this Bylaw.

- 5.2 At the close of voting at each advance voting opportunity, the presiding election official in each case shall ensure that:
- (a) no additional **ballots** are inserted in the **vote counting unit**;
 - (b) the **storage ballot compartment** is locked to prevent insertion of any **ballots**;
 - (c) the **results tapes** in the **vote counting unit** are not generated; and
 - (d) the **memory pack** of the **vote counting unit** is secured.
- 5.3 At the close of voting at the final advance voting opportunity, the presiding election official shall:
- (a) ensure that any remaining **ballots** in the **storage ballot compartment** are inserted into the **vote counting unit**;
 - (b) secure the **vote counting unit** so that no more **ballots** can be inserted; and
 - (c) deliver the **vote counting unit** together with the **memory pack** and all other materials used in the election to the chief election officer at **election headquarters**.

6. SPECIAL VOTING OPPORTUNITY PROCEDURES

- 6.1 Unless the chief election officer determines it is practical to use a **vote counting unit**, a **portable ballot box** as defined herein, shall be used for all special voting opportunities. The presiding election official appointed to attend at each special voting opportunity shall proceed in accordance with Sections 4.2, 4.3, 4.4 and 4.5 of this Bylaw so far as applicable, except that the voted **ballots** shall be deposited into the **portable ballot box** supplied by the presiding election official.
- 6.2 The presiding election official at a special voting opportunity shall ensure that the **portable ballot box** is secured when not in use and at the close of voting at the final special voting opportunity, the presiding election official shall seal the **portable ballot box** and return it together with all other election materials to the custody of the chief election officer.
- 6.3 If a **vote counting unit** is in use at a special voting opportunity, the presiding election official appointed to attend the special voting opportunity shall follow the procedures outlined in Section 5 of this Bylaw as if it were an advance voting opportunity.

7. PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY

- 7.1 After the close of voting on general voting day, each presiding election official, except those responsible for advance and special voting opportunities, shall undertake all of the following, generally in the order stipulated:

- (a) ensure that any remaining **ballots** in the **storage ballot compartment** are inserted into the **vote counting unit**;
- (b) secure the **vote counting unit** so that no more **ballots** can be inserted;
- (c) generate three copies of the **results tape** from the **vote counting unit**;
- (d) telephone the result to **election** headquarters immediately;
- (e) account for the unused, spoiled and voted **ballots** and place them, packaged and sealed separately, together with the **memory pack** from the **vote counting** unit and one copy of the **results tape**, into the ballots and results box;
- (f) complete the ballot account and place the duplicate copy in the ballots and results box;
- (g) seal the ballots and results box;
- (h) place the voting books, list of electors, the original copy of the ballot account, one copy of the **results tape**, completed registration cards, keys and all completed forms into the election materials box; and
- (i) deliver, or have available for pick-up, the sealed ballots and results box, **vote counting** unit and the election materials box, to the chief election officer at **election headquarters**.

7.2 At the close of voting on general voting day, the chief election officer shall direct the presiding election official for the advance voting opportunity and any special voting opportunities where **vote counting units** were used, to proceed in accordance with Section 7.1 of this Bylaw.

7.3 All **portable ballot boxes** used in the election will be opened, under the direction of the chief election officer, at the close of voting on general voting day and all ballots shall be removed and inserted into a **vote counting unit** to be counted, after which the provision of Sections 7.1 (a) to (h), so far as applicable, shall apply.

7.3 Upon the fulfilment of the provisions of Section 7.1 to 7.3 inclusive, the chief election officer shall, to obtain the election results, direct an election official to place the results in a spreadsheet, which may be used for display in the Village of Harrison Hot Springs Municipal Office indicating the total results.

8. RECOUNT PROCEDURE

8.1 If a recount is requested by a candidate after the preliminary election results are announced, it shall be conducted under the direction of the chief election officer using the **automated vote counting system** and generally in accordance with the following procedure:

- (a) the **memory packs** of all **vote counting units** will be cleared;
- (b) a **vote counting unit** will be designated for each voting place;
- (c) all voted **ballots** will be removed from the sealed election materials boxes, except spoiled ballots, and reinserted in the appropriate **vote counting unit** under the supervision of the chief election officer;

- (d) any **ballots** returned by the **vote counting unit** during the recount process shall, through the use of the **ballot return override procedure**, be reinserted in the **vote counting unit** to ensure that any **acceptable marks** are counted; and
- (e) to obtain election results, the chief or deputy chief election officer shall place the results of each voting place on spreadsheets so as to tally the total election results.

9. GENERAL

- 9.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- 9.2 If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

READINGS

READ A FIRST TIME THIS DAY OF , 2018

READ A SECOND TIME THIS DAY OF , 2018

READ A THIRD TIME THIS DAY OF , 2018

ADOPTED THIS DAY OF , 2018

Mayor

Corporate Officer

The Village of Harrison Hot Springs, BC

2018 General Local Election
SATURDAY, OCTOBER 20, 2018

To vote, completely fill in the OVAL(s)
pointing to your choice(s), like this:



Use the Special Marking Pen if one has been provided

OFFICE OF MAYOR Vote for One (1) Only	OFFICE OF COUNCILLOR Vote for NO MORE THAN Four (4)
Ron ANDERSON <input type="radio"/>	Rick BERRIGAN <input type="radio"/>
Harry DANYLUK <input type="radio"/>	Tristan CAVERS <input type="radio"/>
	Rod CROWE <input type="radio"/>
	Val DONNELLY <input type="radio"/>
	Jennifer FLEETWOOD <input type="radio"/>
	David LEPSOE <input type="radio"/>
	Diane OVERTON <input type="radio"/>
	Steven SCOTT <input type="radio"/>
	Fred TORBOHM <input type="radio"/>

Typ:01 62490001 Spl:0


None of this required information has been provided and in addition to the above the following is recommended:

- 1/. A flood plain covenant be entered into with the Village.

RECOMMENDATION:

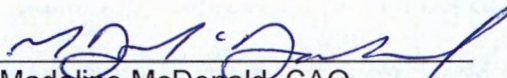
- 1/. THAT the application be deemed as incomplete until such time as the above referenced additional information has been received and reviewed by the Village.

Respectfully submitted:



Ken Cossey, MCIP, RPP,
Planning Consultant

REVIEWED BY and CONCURRENCE with the RECOMMENDATIONS:



Madeline McDonald, CAO

Attachments (1) Location Map

200 Hot Springs Rd



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

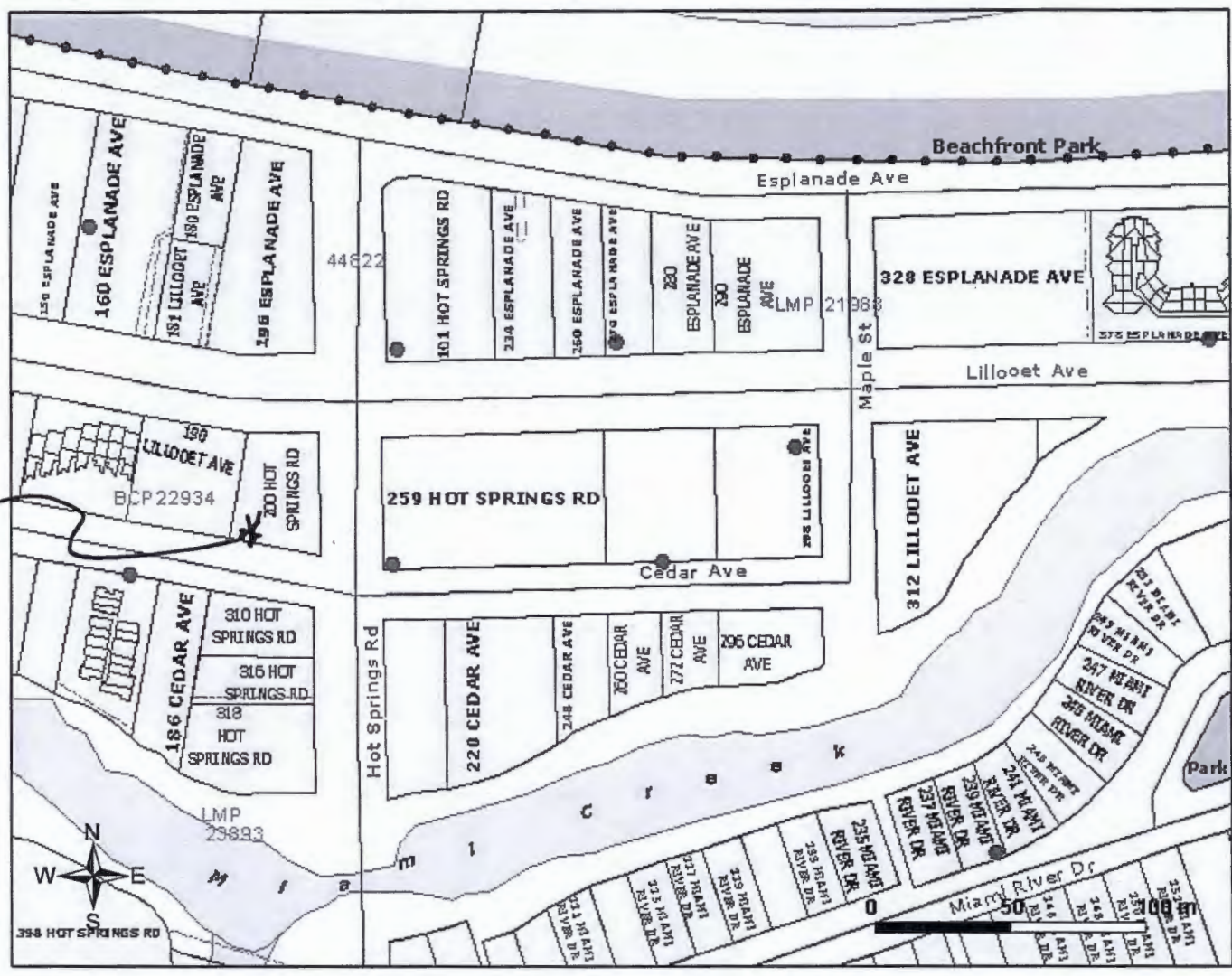
- ▣ Fraser Valley Regional District

Railways

- + Railways

Roads

- Paved Roads
- Unpaved Roads
- Streams
- ▣ Waterbodies



SITE

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 1:2448
30 January 2018, 16:48



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

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

FROM: Ken Cossey, MCIP, RPP **FILE:** 3060-20-DP03/17
 Planning Consultant

SUBJECT: Issuance of a Development Permit – 750 Hot Springs Road

ISSUE:

Consideration on the issuance of a geotechnical development permit for 750 Hot Springs Road and why a Tourism Commercial Development Permit is not currently needed for this site.

BACKGROUND:

The above referenced parcel of land is located within the Geotechnical Development Permit Area (DPA), as outlined in the OCP. The rationale for this designation is to ensure the protection of development from hazardous conditions.

The required information is contained within a report from Madrone Environmental Ltd., dated December 5, 2017. This report is the backbone associated with the DP requirements.

In this report, which included their professional review of the site, the environmental professionals have indicated that site is safe for its intended use, provided that their recommendations outlined in their report have been adopted.

Upon a review of the report, staff is of the opinion that all of the DP requirements have been addressed and the Madrone report recommendations have been incorporated into the requirements of the attached DP.

This site is also within the Tourism Commercial Development Permit Area as outlined in the OCP. However, as this DPA is for the form and character of tourism related buildings, this type of Development Permit is not required for this site, as the use being proposed is residential in nature.


RECOMMENDATIONS:

- 1/. THAT Development Permit DP 03/17 be issued to 0926935 BC Ltd for their property located at 750 Hot Springs Road, Harrison Hot Springs for land legally described as:

**Lot A Section 12 Township 4 Range 29 West of the Sixth Meridian
New Westminster District Plan EEP 74538; and**

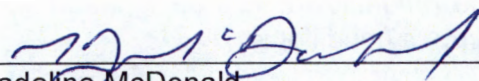
- 2/. Council not require a Tourism Commercial Development Permit for this site at this time.

Respectfully submitted:



Ken Cossey, MCIP, RPP,
Planning Consultant

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



Madeline McDonald
Chief Administrative Officer

Attachments (1) DP 03/17



Village of Harrison Hot Springs

DEVELOPMENT PERMIT NO. DP03/17

ISSUED this ___ day of _____, 2018

FILE No: 3060-20-DP03/17

FOLIO No: 5240-15690

TO: 0926935 BC Ltd.

(the "Permittee")

ADDRESS: 5758 133 Street
Surrey BC
V3X 2T5

1. This Development Permit is issued subject to compliance with all of the bylaws of the Village of Harrison Hot Springs applicable thereto. This Development Permit must not be used to supplement any bylaw or vary the requirements of the Village of Harrison Hot Springs zoning requirements.
2. This Development Permit applies to and only to those parcels of land(s) within the Village of Harrison Hot Springs legally described below:

**Lot A Section 12 Township 4 Range 29 West of the Sixth Meridian New
Westminster District Plan EEP 74538**

(the "Lands")

and any and all buildings, structures, and other development thereon.

3. **This Development Permit is issued only to allow:
for the residential development of the Lands.**
4. The development must be carried out according to the following time schedule, if applicable: **N/A**
5. As a condition of the issuance of this Development Permit, the Council holds security set out below to ensure that development is carried out in accordance with the terms and conditions of this Development Permit. Should any interest be earned upon the security, it must accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the work hereby authorized according to the terms and conditions of the Development Permit within the time provided, the Village may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Permittee; or should the Permittee carry out the work Permitted by this Development Permit within the set time set out below, the security shall be returned to the Permittee.

- (a) an Irrevocable Letter of Credit in the amount of \$ _____
- (b) none required

6. THE FOLLOWING CONDITIONS APPLY TO THE DEVELOPMENT OF THE LANDS OR APPLY TO THE USE OF THE LANDS:

- (a) All residential buildings be designed and constructed such that the habitable portion lies above the Flood Construction Level of 14.55 M or 1.5 M above the natural ground level, whichever is greatest,
- (b) Setbacks are not necessary from the slough; however, foundation walls or banks must be protected against scour in the event of flooding,
- (c) A scour protection plan must be designed by a professional engineer with competent experience prior to any Building Permit being issued,
- (d) There must be no development located within 20 M of the toe of the slope, and
- (e) There must be no dwellings or structures located in Zones A and B as outlined in the Village of Harrison Hot Springs OCP Bylaw 864.

7. The Lands must be developed and used strictly in accordance with this Development Permit, including any attached plans, maps and specifications.

8. The following plans, maps or specifications are attached to and form a part of this Development Permit:

- a/. Geotechnical Hazard Assessment report prepared by Madrone Environmental Services Ltd, dated December 5, 2017, for 750 Hot Springs Road, Harrison Hot Springs, BC.
- b/. Page 56 of The Village of Harrison Hot Springs OCP Bylaw 864, outlining zones A and B

9. **This Development Permit is NOT a Building Development Permit, a subdivision approval nor a soil deposit or removal permit.**

10. This Development Permit must lapse on the ___ day of ____, 2020 unless the development is substantially started.

RESOLUTION PASSED BY COUNCIL, THIS ____ day of _____, 2018

I HEREBY CERTIFY that I have read the terms and conditions of the Development Permit contained herein. I understand and agree that the Village of Harrison Hot Springs has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with the owner of the parcel of land or me other than those contained in this Permit.

Dharbinder Singh (Bob) Dhaliwal (signature)

Print Name

Corporate Officer

ATTACHMENT (A) OF
DP 03/17



GEOTECHNICAL HAZARD ASSESSMENT

**750 Hot Springs Road
Harrison Hot Springs, BC**

FOR:

**Mr. Bob Dhaliwal
5758 133 Street
Surrey, BC, V3X 2T5**

BY:

**Roberta Adams, M.Sc., G.I.T.
Gordon Butt, M.Sc., P.Ag., P.Geo.
Madrone Environmental Services Ltd.**

December 5, 2017

MADRONE ENVIRONMENTAL SERVICES LTD.
#202-2790 GLADWIN ROAD • ABBOTSFORD • BC • V2T 4S7
TEL 604.504.1972 • FAX 604.504.1912 • WWW.MADRONE.CA

DOSSIER: 13.0120



SYNOPSIS

1. The main hazards for the property are flooding from Miami Slough/River and rockfall from Mt. Agassiz. We recommend the following:
 - a. The annual probability of flooding from Miami Slough/River is 1:200, as the subject property is within the floodplain zone. No setback from the Miami Slough is required due to the low risk of Miami Slough avulsion but we recommend all residential buildings be designed and built so that the habitable portion lies above the Flood Construction Level (FCL) of 14.55 metres GSC or an elevation of 1.5 m above the natural ground level (whichever is greater). We also recommend the use of building materials and design that protect against scour by the design engineer.
 - b. We estimate an annual probability of rockfall to be less than 1:500 in the rockfall runoff zone, and an annual probability of less than 1:10,000 beyond the rockfall runoff zone. We recommend a 20 m setback from the toe of the slope.
2. There is no evidence of stream avulsion, snow avalanches, landslides, debris flow or debris flood hazards that may affect the property. In our professional opinion, the land on the subject site is safe for the intended use of development provided that the recommendations of this report are adopted.

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GEOTECHNICAL HAZARD ASSESSMENT

750 Hot Springs Road Harrison Hot Springs, BC

1 Introduction

Mr. Bob Dhaliwal retained Madrone Environmental Services Ltd. (Madrone) to conduct a geotechnical hazard assessment for a property in Harrison Hot Springs, BC, located south of the Village of Harrison Hot Springs (VHHS) at 750 Hot Springs Road in Harrison Hot Springs, British Columbia. We understand Mr. Dhaliwal is applying for a development permit for the subject property, and that a geotechnical report was requested by VHHS in support of the application.

The Land is situated within the both the Steeply Sloped and Floodplain areas as identified in the Village of Harrison Hot Springs (VHHS) Official Community Plan (OCP) Bylaw No. 864. The Land is subject to the Geotechnical Hazard Development Permit Area (DPA) 4. This DPA is designated according to Section 919.1 of the Local Government Act to protect development from hazardous conditions. Among other things, VHHS wishes to *'set out the requirements or standards for developments within these areas subject to hazardous condition, primarily through floodplain designation and [DPA].'*

The provincial Community Charter (Section 56) requires that any new development on property subject to or likely to be subject to geotechnical hazards requires a geotechnical hazard assessment to characterize the hazards, estimate their probability of occurrence, and provide a professional opinion that development is safe for the use intended if mitigation measures are incorporated.

We prepared this report in accordance with the guidelines for geotechnical hazard assessments as described in:

1. Application requirements: Development Permit Area 4 and areas of floodplain designation;
2. Hazard acceptability thresholds for development approvals by local government (Cave, 1991, rev. 1993)¹; and
3. Guidelines for legislated landslide assessments for proposed residential developments in BC (APEGBC, 2010)².

We have collected and reviewed appropriate background information, conducted field work on and beyond the Property, and considered changed conditions (i.e. climate and land use). For geo-hazard analysis, we have reviewed, characterized, and estimated geo-hazards that may affect the Property, namely, possible slope instability above the proposed development location. We have described the method of geo-hazard analysis used, referred to an appropriate and identified regional guideline for levels of geo-hazard safety, compared this guideline with the findings of our investigation, made a finding on the levels of safety on the Property based on the comparison, and made recommendations to reduce geo-hazards.

¹ Cave, P. W., 1991. Hazard acceptability thresholds for development approvals by local government (revised in 1993).
<http://www.fvrd.bc.ca/InsidetheFVRD/DevelopmentApprovals/Documents/Hazard%20Policy%20Paper.pdf>

² Association of Professional Engineers and Geoscientists of BC. (2010). Guidelines for legislated landslide assessments for proposed residential developments in BC.
<http://www.apeg.bc.ca/ppractice/documents/ppguidelines/guidelineslegislatedlandslide1.pdf>

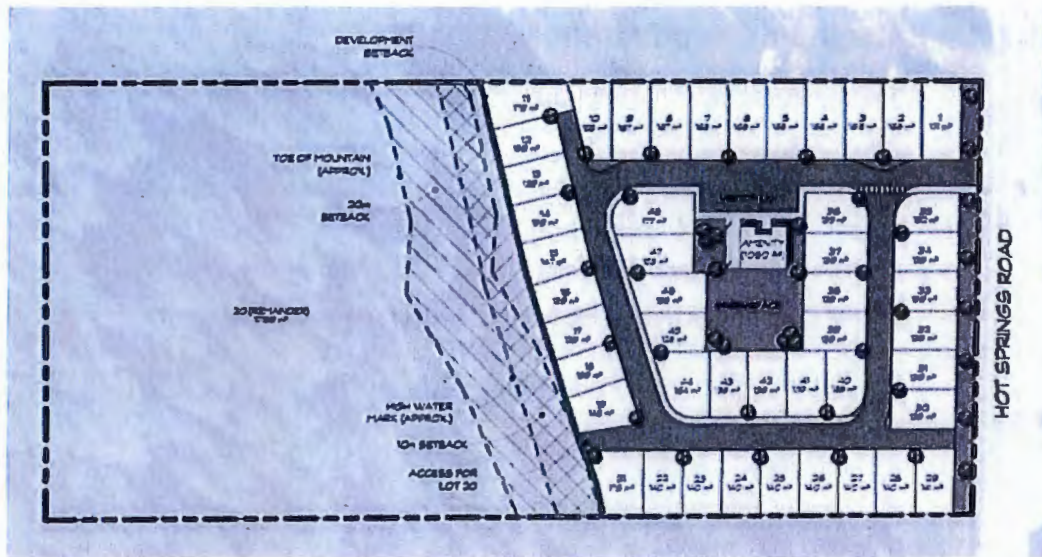


FIGURE 1: PROPOSED SITE DEVELOPMENT, PROVIDED BY CLIENT.

1.1 Scope and Objective

We understand that the proposed development consists of subdivision for single-family dwellings; a subdivision permit has previously been applied for and a development permit will also be sought. The scope of work includes a geotechnical hazard assessment for the property, which could include modeling slope performance during seismic events. The objective of this assessment, therefore, is, as required by the Local Government Act (Sections 488(1) and 491) for a development permit, to assist the local government in determining what conditions or requirements it will impose in the permit.

This geotechnical hazard assessment is limited to the property at 750 Hot Springs Rd, Harrison BC. The scope of this report does not extend to other properties; however, we considered the potential for landslides from adjacent areas to affect the subject property.

1.2 Background Information

For this assessment, we collected and reviewed:

- iMapBC³
 - Base Maps (Contours – 1:20,000, Freshwater Atlas)
 - Fresh Water and Marine (Water Wells, Hydrology)
 - Land Ownership and Status (Integrated Cadastral Fabric)
- Village of Harrison Hot Springs Official Community Plan Bylaw No. 864⁴
- Village of Harrison Hot Springs Zoning Bylaw No. 1020⁵
- Fraser Valley Regional District Webmap⁶
- Climate data⁷
- Seismic data⁸
- Previous reports
- Air photos, see Table 1

³ Government of British Columbia. (updated 2015, September 3). *iMapBC 2.0*. Retrieved May 2017, from <http://maps.gov.bc.ca/ess/sv/imapbc/>

⁴ Village of Harrison Hot Springs. (updated June 2013). *Official Community Plan Bylaw No. 864*. Retrieved May 2017 from <https://harrisonhotsprings.civicweb.net/filepro/documents/1551?expanded=1597&preview=1597>

⁵ Village of Harrison Hot Springs (updated Feb. 2017). *Zoning Bylaw 1020*. Retrieved May 2017 from <https://harrisonhotsprings.civicweb.net/filepro/documents/1551?preview=2124>

⁶ Fraser Valley Regional District. *Fraser Valley Regional District Webmap*. Retrieved May 2017 from <http://www.fvrd.ca/EN/main/services/mapping/regional-information-map.html>

⁷ Environment Canada. (modified January 25, 2017). *1981 – 2010 Climate Normals and Averages – Normals Mission West Abbey*. Retrieved May 2017 from http://climate.weather.gc.ca/climate_normals/index_e.html

⁸ Natural Resources Canada. (modified 2016, February 10). *2015 National Building Code of Canada seismic hazard calculator*. Retrieved March 2017 from http://www.earthquakescanada.nrcan.gc.ca/hazard-alea/interpolat/index_2015-en.php

1.2.1 Official Community Plan

We reviewed the Harrison Hot Springs Official Community Plan (OCP)⁹ as well as the Zoning Bylaw No. 1020¹⁰. The western half of the subject property lies within the geotechnical hazards development permit area as indicated in Schedule 1-C of OCP.

The guidelines for development on the west side of the Village specify:

Within the Geotechnical Hazard DPA on the west side of the Village, subdivisions and building permits for dwellings and other structures shall require a site specific inspection by a qualified surveyor to determine whether the development falls within Hazard Zone A or Hazard Zone B, as illustrated on Figure 3 and described below:

Hazard Zone A: Steepland Zone

This zone covers the mountain slope, including cliffs and benches, wherever the ground surface inclination exceeds 3H:1V (18°). Excluded from Zone A are low benches whose surface slopes at less than 18° over the width of at least 10 m, and lies less than 10 m above the general elevation of the adjacent Miami River floodplain. Areas within Zone A should be considered subject to rockfall and debris avalanche hazard of moderate possibility, meaning that a significant damage incident should be expected within the design life of a house.

Hazard Zone B: Rockfall Runout Zone

The rockfall runout zone is a band 20 m wide, measures from the east (downslope) boundary of Zone A, as defined above, towards the east. The 20 m width should be measured only flat lying surface, not including the widths of any terraces, steps or bench fronts steeper than 3H:1V (see examples b) and c) in Figure 3).

Hazard Zones A, B and C are shown on Figure 2:

Zone A comprises the steep, rock slope on the western side of Miami Slough.

Zone B extends east from the toe of the slope 20 m- this encompasses the Miami Slough and a portion of the riparian zone of 12.6 m from the eastern bank of Miami Slough (Madrone, 2013).

⁹ Village of Harrison Hot Springs Official Community Plan. Bylaw 864, 2007.

<http://www.harrisonhotsprings.ca/PDF/BYLAWS/BYL-864.pdf> Accessed November 19, 2013

¹⁰ Village of Harrison Hot Springs Bylaw No. 1020. A bylaw to regulate the zoning and development of real property within the Village of Harrison Hot Springs. <https://harrisonhotsprings.civicweb.net/Documents/DocumentList.aspx?ID=1596> June 25

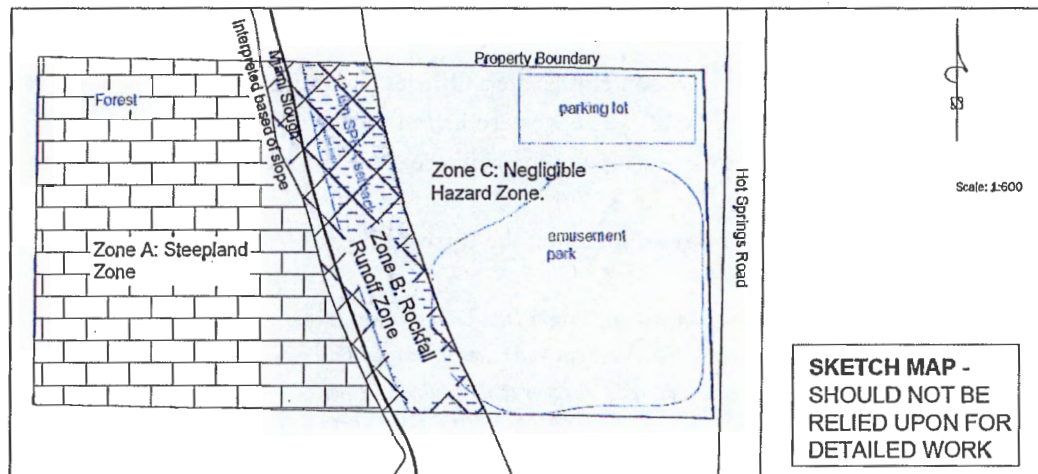


FIGURE 2: HAZARD ZONES WITHIN THE PROPERTY BOUNDARY, AS INDICATED IN SCHEDULE 1-C OF OCP.

Nearly three quarters of the property is considered floodplain area according to zoning bylaw Schedule B - Floodplain Map. The requirement for developments within the floodplain in Harrison Hot Springs is specified in Zoning Bylaw No. 1020:

Flood Construction Level

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

- Elevation 14.55 metres Geodetic Survey of Canada datum;
- 1.5 metres above the natural boundary of Miami Creek, Miami Slough, or any other water courses;
- 1.0 metres above the surrounding natural ground elevation;
- 1.5 metres above the natural boundary of any other lake, marsh or pond.

1.2.2 Review of Existing Reports

The Harrison Hot Springs OCP, Bylaw No.864 (2007) lists two reports that describe geotechnical hazards. We reviewed the following reports for properties near the subject property:

Thurber Engineering Ltd (1988) Slope Hazard Evaluation – Harrison Hot Springs

- This report identified debris avalanche and rockfall as general hazards that may affect the area of subject property given the terrain and the climate of the area. While no major slope failure has occurred around the subject property, the report authors described evidence in the general area suggesting debris avalanche and rockfall can affect areas along the toe of slope with an annual probability of 1 in 500.

Thurber Engineering Ltd (1992) Hazard Lands – Secondary Study;

- This report focused on the hazards pertaining to the eastern toe of Mt. Agassiz, west side of Hot Springs Road. It proposed a delineation of hazard zones into three zones; Zone A (steep land zone), Zone B (rockfall runout zone) and Zone C (negligible hazard zone), all of which are now incorporated into the OCP Geotechnical Hazard DPA.

1.2.3 Review of Historical Air Photos

Our review of aerial photos indicates the first development at the property dated to 2004. We did not observe any slope failure or geotechnical hazards occurring anywhere around the subject property.

Table 1: Historical air photos and interpretation

Photo Number(s)	Year Taken	Interpretation
BC 721:25 and 26	1949	Subject property forested. Surrounding undeveloped with exception of east side of Hot Springs Road.
BC1685:64 and 65	1954	BC Hydro right-of-way crosses Mt. Agassiz east-facing slope. Subject property remains undeveloped while residential development occurring north.
BC5061:9 and 10	1963	No major changes.
BC7104: 036 and 037	1968	No major changes.
BC5322: 71, 72	1969	No major changes.
BC7476: 037 and 038	1973	Miami Slough constructed and runs through subject property. Property remains forested.
BC5574: 173, 174	1974	Bare rock exposed south of property on the slope, possible blowdown area.
BC79206 :118, 119 and 30BC79045: 0152 and 0153	1979	Brush has grown in around slough, no major changes.
BCC452: 50, 51	1986	No major changes.
30BC 86029: 213 and 214	1986	No major changes.
30BC 93032: 124 and 125	1993	Bare rock exposed on property slope, possible blowdown area, no evidence of rock fall.
30 BCC96082 : 45 and 46	1996	No major changes.
SRS6064: 367, 368	1999	Property is cleared of trees east of slough on valley bottom portion. Few lots north of property have been developed into mobile homes.
SES 6929-250 and 251	2004	Subject property developed into amusement park.

2 Physical Setting and Observations

2.1 Physiography and Geology

The property is located in a valley 1.7 km south of Harrison Lake and approximately 5.8 km northwest of the Fraser River. The property is rectangular in plan and is located northwest at the intersection of Hot Springs Road and Emerald Road. The approximately elevation at the site is 14 m Above Sea Level (a.s.l.). The area is bounded to the west by forested crown land of Mt. Agassiz (approximately 962 m a.s.l. high at peak). The property lies on its lower, eastern, slopes of Mt. Agassiz. From the property to the peak is an elevation gain of 802 m over distance of 2 km.

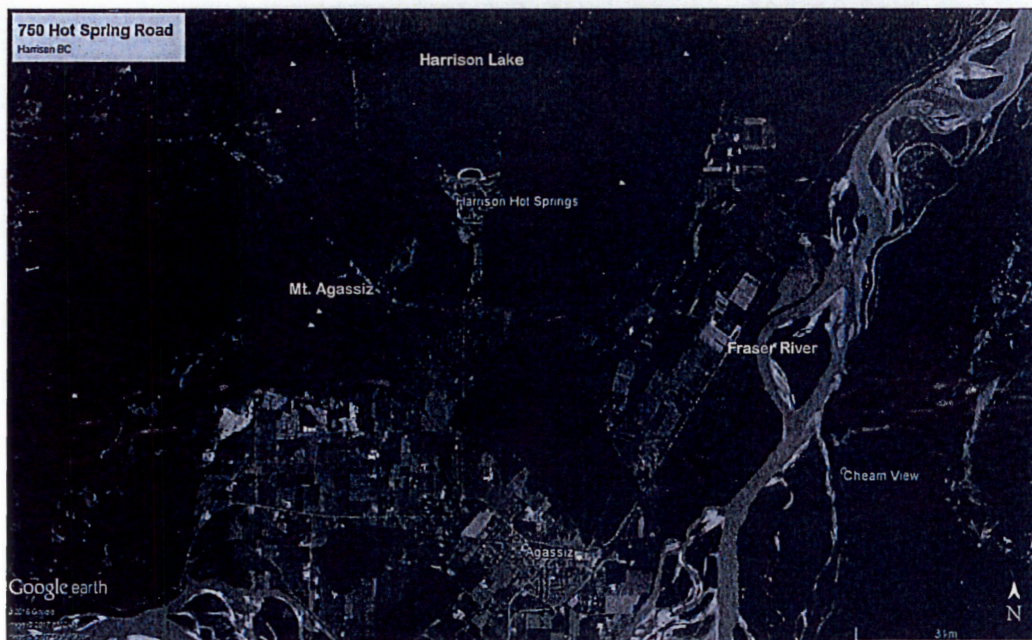


FIGURE 3: OVERVIEW OF HARRISON HOT SPRINGS AREA

The western portion of subject property extends beyond the toe of a long, steep slope rising to Mt. Agassiz. The eastern portion of subject property is relatively flat with no topographic variability; only along the extreme western margin of the property does the slope rise. The steep hillslope to the west rises abruptly from the level ground forming the valley bottom. The property is dissected by the Miami Slough watercourse, almost exactly splitting the property into two portions, the hillslope to the west and the valley bottom to the east.



FIGURE 4: PERSPECTIVE VIEW OF PROPERTY (RED). MIAMI SLOUGH ROUGHLY DELINEATED THROUGH PROPERTY (BLUE).

The bedrock in this area consists primarily of by strong, coarse-grained, igneous rock, more specifically the site is underlain by granodiorite intrusive rocks Cenozoic in age most likely of the Coquihalla Formation¹¹. This was verified on site where bedrock is exposed throughout the steep slope.

Surficial material consists of very shallow and discontinuous soils with an average depth of approximately 10 cm thick on the steep slopes, and glaciofluvial sands and gravels composing the flat lying floodplain. Large granodiorite blocks are in place throughout the slope, with smaller blocks localized immediately below the slope, west of the Miami Slough.

2.2 Hydrology and Climate

The subject property is located in the Harrison River Watershed. It lies on the floodplain¹² of Miami Creek which runs north from north of Agassiz towards Harrison Lake. Miami Slough is a small fish-bearing creek that runs north across the property and discharges into

¹¹ Ministry of Environment's BC iMapBC Web-mapping application: <http://webmaps.gov.bc.ca/imfx/imf.js?site=imapbc>. Accessed November 19, 2013.

¹² Village of Harrison Hot Springs Zoning Bylaw No. 1020. Schedule B- Floodplain Map <http://www.harrisonhotsprings.ca/PDF/ZONING/BYL%20-%201020.pdf> Accessed November 19, 2013

Miami Creek approximately 1.5 km north. Madrone completed a detailed Riparian Areas Regulation (RAR)¹³ on the property and described the waterbody as:

Miami Slough is a low-gradient, slow-moving watercourse, typically 3 m to 4 m wide in the wet season and smaller during the dry season. The water flows north, discharging into Miami Creek in the Village of Harrison Hot Springs, about 1.5 km north of the subject property. The slough is fish-bearing and also provides habitat for various amphibians. The riparian area as dictated by the Streamside Protection and Enhancement Area was determined to be 12.6 m wide.

The nearest Environment Canada weather station with a long-term record is at Agassiz CDA, 5.7 km south of subject property, at an elevation of 15 m above mean sea level¹⁴. Mean annual precipitation was 1754 mm, with about 68% of that falling during October through March. Mean annual snowfall was 67.4 cm. Extreme daily precipitation was 132.4 mm which occurred October 16, 2003.

The ClimateBC model¹⁵ suggests that the subject property, mean annual precipitation is slightly higher than at Agassiz (1795 mm) with an annual snowfall (71 cm). The mean conditions and extreme events relate to observation periods in the recent past, and may not represent conditions in the immediate future.

2.3 Observations

For this assessment, the site was visited previously on two separate occasions by Mr. Gordon Butt, P.Geo. (June 20th, 2013) and Mark Su (November 8th, 2013). The site was reassessed by Ms. Roberta Adams M.Sc., G.I.T. and Mr. Gordon Butt M.Sc., P.Geo. on May 30th, 2017.

We assessed the geology through a series of transects along the hillslope; the hillslope gradient in the lowest 50 m to 100 m averages 60° to 70° but may be up to 110° locally on bedrock faces. There were no active or logged cutblocks on the hillslope but we did note that a BC Hydro Right-of-Way is located approximately 350 m upslope of the property.

Bedrock outcrops of granodiorite are irregular, with abundant hummocks and steep faces interspersed with discontinuous ledges. The rock exhibits a primary joint set trending

13 Madrone Environmental Services Ltd. 2013. Riparian Areas Regulation Assessment for 750 Hot Springs Rd, Harrison Hot Springs BC.

14 http://climate.weatheroffice.gc.ca/climate_normals/index_e.html. Accessed November 19, 2013

15 <http://genetics.forestry.ubc.ca/cfgc/ClimateBC/Default.aspx>. Accessed November 19, 2013

approximately northeast-southwest or obliquely along the hillslope. The surficial material consists of a discontinuous colluvial veneer of angular granodiorite rubble and blocks and minimal soil development; along the foot of the slope we noted scattered accumulations of colluvial deposits, primarily granodiorite blocks. We did not observe any colluvial deposits east of Miami Slough.

The colluvium deposits at the base slope are all old, at least as old as the old-growth stumps established on them. This makes the age at least 500 years and probably much older, judging from the soil development. None of the colluvial deposits extend more than 10 m from the base of the slope, and none have, apparently, extended beyond the Miami Slough; however, if a rockfall or rockslide extended further east onto the flat ground it may have since been removed.

We observed small areas of blowdown at various places along the slope. The blowdown ranges in age and new growth has occurred in some of the older patches. Bare rock areas seen in airphotos correspond to these blowdown events on the property.

Immediately east of the toe of the slope lies the Miami Slough, with variable width of 3 to 4 m. We understand anecdotally that this was excavated by local residents to provide drainage for farmland, and is therefore not a natural watercourse. The water flows north, discharging into Miami Creek in the town of Harrison Hot Springs, about 1.5 km north of the property.

The hillslope on the western end of the property supports a mature stand of Douglas-fir, western redcedar, pacific dogwood, Douglas maple, vine maple, bitter cherry and pacific crab apple.



PHOTO 1: WEST OF THE PROPERTY PASS MIAMI SLOUGH. THIS AREA MARKS THE BEGINNING TO THE TOE SLOPE OF MT. AGASSIZ, THIS IS THE BEGINNING OF ZONE A: STEEPLAND.



PHOTO 2: VIEW OF DENSELY FORESTED SLOPE OF MT. AGASSIZ, DIRECTLY ADJACENT TO PROPERTY.



PHOTO 3: MIAMI SLOUGH RUNNING THROUGH THE PROPERTY.



PHOTO 4: LARGE BEDROCK RIDGE ON THE WEST BOUNDARY OF PROPERTY.

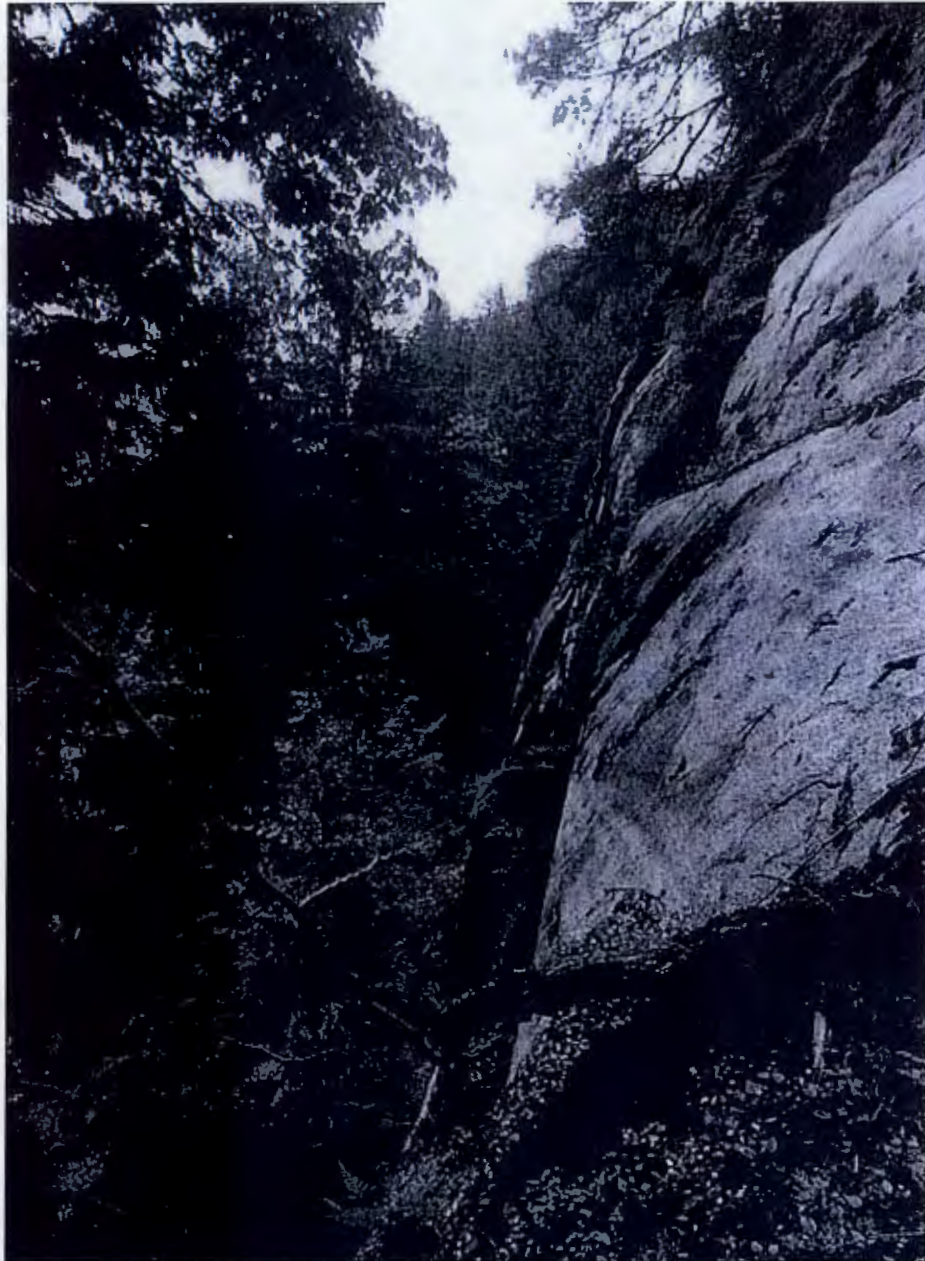


PHOTO 5: BEDROCK FEATURES ON THE WEST BOUNDARY OF PROPERTY. BEDROCK EXPOSED FROM BLOWDOWN EVENT.



PHOTO 6: BOULDER COLLUVIUM AT TOE OF SLOPE, JUST WEST OF MIAMI SLOUGH.



PHOTO 7: BEDROCK LEDGE/BENCH MID SLOPE ON PROPERTY.

Geotechnical Hazard Estimation

Our geo-hazard analysis involved the review and characterization of the geo-hazards that may affect the Property, followed by a subjective quantitative estimate (e.g. range of annual probability of occurrence, annual rate) of the geo-hazards. These estimate ranges reflect the safety thresholds presented in the revised 1993 report¹⁶ by Dr. Peter Cave, which have not been formally adopted by the VHHS, but which have been developed and adopted by what is presently the Fraser Valley Regional District. Therefore, we consider the Cave (1993) criteria to be an appropriate guideline for risk acceptability in this assessment.

Cave (1993) distinguished geo-hazards based on their effects. Seven types of developments are ranked in order of increasing intensity of land use, from a minor building repair to a major rezoning. Combined with its probability of occurrence, each type of geo-hazard forms a matrix with at least five levels of acceptability implied by the regulatory responses ranging from outright refusal to unconditional acceptance (Table 2). The client plans to build multiple single-family homes as part of a subdivision on the property (Figure 1), this is categorized by Cave (1993) as a Subdivision.

After assessing the property, we believe the property contains hazards associated with rockfall and inundation by floodwaters. In the assessed area and under reasonably foreseeable conditions (including climate change and seismic events), it is our opinion that the property is not subject to any other hazards listed in the table and they are therefore not analyzed further in this report.

There is documented evidence of an old debris flow around Harrison Hot Springs. Thurber (1988) reported in January 1982 a volume of 11,000 m³ debris flow occurred above Mountain Institution, approximately 4.9 km to the southeast. However, there are no watercourses from Mt. Agassiz that would convey a debris flow or debris flood so we consider that the annual probability of occurrence is extremely unlikely (<1:10,000).

Erosion and avulsion of mountain streams are also unlikely given that Miami Slough is a very slow-moving watercourse, does not originate from Mt. Agassiz and runs on with a

¹⁶ Cave, P. W. (1993). Hazard Acceptability Thresholds for Development Approvals by Local Government. *British Columbia Geologic Hazards Workshop, February 20 & 21, 1991.*

very low-gradient and. We consider that the annual probability of occurrence is extremely unlikely ($<1:10,000$).

We did not observe any evidence that might indicate any localized or massive landslide around the vicinity.

We completed air photo interpretation of the area using stereo-pairs of photos (Table 1) and we saw no evidence within the property boundaries or within the immediate surrounding area of landslides, rockfalls, flooding, or any other geotechnical hazards. However, any material movement 30 m or less would not have been visible at the resolution of the photos.

Table 3 summarizes the average annual probabilities of occurrence for the various hazards discussed for the subject property. Of the list, only inundation by flood waters and rockfall are likely to affect the subject property.

Table 2: Hazard acceptability thresholds [adapted from Cave (1993)]

		Hazard-Related Responses to Building Approval Applications				
		Not approvable	Approval, but with a covenant including "save harmless" conditions as well as siting conditions, protective works or both	Approval, but with siting requirements to avoid the hazard, or with requirements for protective works to mitigate the hazard	Approval without siting conditions or protective works, but with a covenant including "save harmless" conditions	Approval without conditions relating to hazards
	TYPE OF HAZARD	Annual Return Frequencies				
		Subdivision	Inundation by Flood Waters	1:40 - 1:200	N/A	N/A
	Mountain Stream Erosion or Avulsion	1:200 - 1:500	N/A	N/A	< 1:500	
	Debris Flood	1:200 - 1:500	N/A	1:500 - 1:10,000	< 1:10,000	
	Debris Flow / Debris Torrent	1:500 - 1:10,000	N/A	N/A	< 1:10,000	
	Localized Landslip	1:500 - 1:10,000	N/A	N/A	< 1:10,000	
	Snow Avalanche	1:500 - 1:10,000	N/A	N/A	< 1:10,000	
	Rockfall	1:1,000 - 1:10,000	N/A	N/A	< 1:10,000	
	Catastrophic Landslide	N/A	N/A	N/A	< 1:10,000	

Table 3: Estimated average annual probability of hazard occurrence for the property

		Estimated Annual Probability of occurrence	Extent of Hazard	Acceptability (Caveat, 1993)
Geotechnical Hazard	Debris flow	<1:10,000	N/A	Approval without conditions relating to hazards
	Debris flood	<1:10,000	N/A	
	Erosion and avulsion of mountain streams	<1:10,000	N/A	
	Flood from Miami River/Slough	>1:200	Whole property	Approval with conditions
	Snow avalanche	<1:10,000	N/A	Approval without conditions relating to hazards
	Rockfall	<1:500	Within 20 m from toe slope of Mt. Agassiz	Approval with conditions
	Localized landslide	<1:10,000	Outside of 20 m setback	Approval without conditions relating to hazards
	Massive (catastrophic) landslide	<1:10,000	N/A	

2.4 Inundation by Floodwaters

We estimate a probability of 1:200 annual occurrence based on floodplain mapping and Designated Flood Zone (DFZ). Significant portions of the Village are located within the DFZ, including the subject property (Figure 5). Bylaw No. 1020 indicates that the Flood Construction Level (FCL) for the properties within this DFZ should be above 14.55 m Geodetic Survey of Canada datum or 1.5 m above the natural boundary of Miami Slough (whichever is greater). The land survey of the property provided by the client in 2013, shows the elevation of the property ranged from 13 m to 15 m, thus the site is below the FCL and exposed to potential flooding from Miami Slough/Miami River. The bylaw also states that:

“no dwelling unit building, modular home or structure or any part thereof shall be constructed, reconstructed, moved, extended or located within 30.0 metres of the natural boundary of a lake, river, stream, marsh or pond unless otherwise established by a registered professional engineer.”

After assessment, the 30 m setback outlined in the bylaw is not justified on this property for the following reasons:

- The avulsion a hazard of the Miami Slough is very low
- The slough is low gradient with a low rate of flow

Risk is mitigated by constructing dwellings above the FCL and utilizing scour resilient building practice and design.

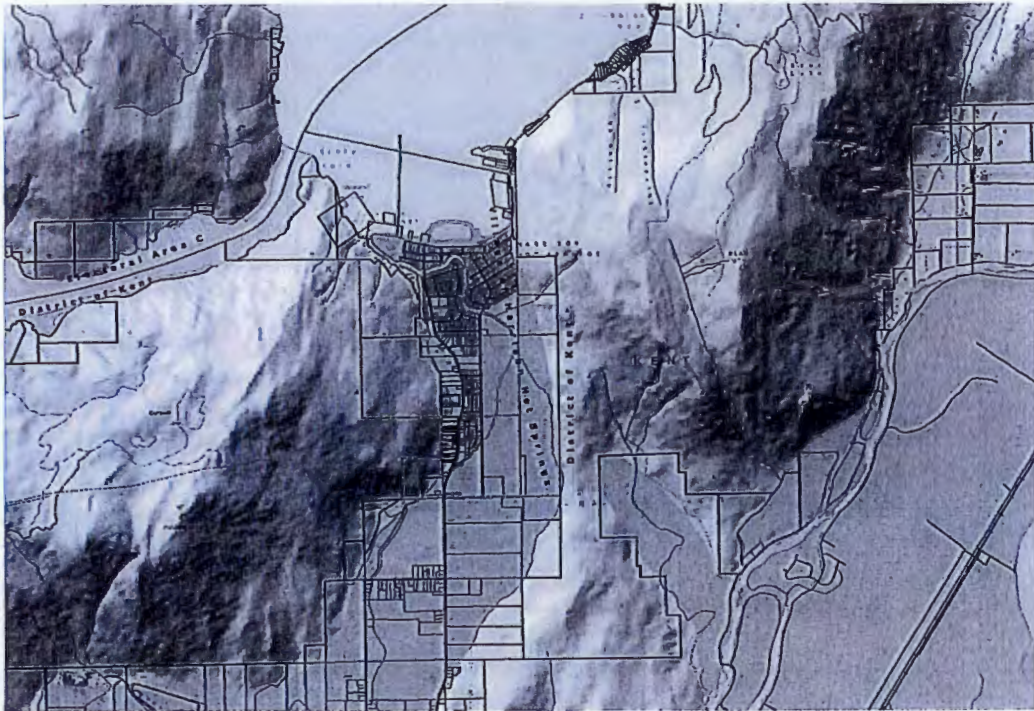


FIGURE 5: FLOODPLAIN HAZARD DELINEATED AS DARKER BLUE, FROM THE FRASER VALLEY REGIONAL DISTRICT. PROPERTY OUTLINED IN RED.

2.5 Rockfall

The property is located at the toe slope of Mt. Agassiz. There are no recent rockfalls documented in the area, however, colluvial deposits dating back more than 500 years were evident on site and reported in the Thurber 1992 study. These colluvial deposits consist of small blocks or rubble that rolled or bounced at low amplitude from the adjacent slope. We believe the accumulations of rock fragments (colluvium) along the base of the slope did not travel far due to a series of benches or ledges upslope within approximately 50 m. Therefore the colluvium is within a few metres of the toe slope. This area is called the rockfall runoff zone, and is restricted to an area less than 20 m from the toe of the slope.

Based on the field evidence, we believe there has been minimal rockfall in the past 500 years, and therefore we estimate a probability of rockfall to be less than 1:500 annual occurrence in the rockfall runoff zone. We consider that annual occurrence probability of less than 1:10,000 beyond the rockfall runoff zone is appropriately conservative.

3 Conclusions and Recommendations

We considered mountain stream avulsion, debris flood, debris flow, avalanche, localized landslip, and catastrophic landslide; they all have an annual probability of less than 1:10,000, and are within the hazard acceptability threshold prescribed by Cave (1993). The identified significant hazards affecting the property are flooding of the Miami Slough/River and rockfall from Mt. Agassiz.

The Property is within the floodplain zone and thus the annual probability of flooding from Miami Slough/River is less than 1:200. We recommend that all residential building be designed and built so that the habitable portion lies above the Flood Construction Level (FCL) or an elevation of 1.5 m above the natural ground level (whichever is greater). This is in line with Bylaw No. 1020. Setbacks from the slough are not necessary on site; however, foundation walls or banks should be protected against scour in the event of flooding. We estimate that water velocities will be less than 1 m/sec due to the very low gradients. At these velocities, backfilling foundation walls to a depth of at least 1.5 m with clear crush with a mean diameter of 150 to 200 mm will be sufficient. Other methods may be applicable. The scour protection should be designed by a Professional Engineer.

The annual probability of rockfall is less than 1:500 within the rockfall runoff zone- this is equivalent to the Hazard Zone B as defined in the OCP. There is an annual probability of less than 1:10,000 beyond the rockfall runoff zone, defined as Zone C in the OCP. We recommend at 20 m setback from the toe of the slope; this also delineates the extent of Zone B.

For Zone A and Zone B, no dwellings, structures or other uses shall be permitted which involve overnight accommodation or the assembly of people on, or the attraction of people to the site as defined in the OCP.

It is our professional opinion that the site is safe for the intended use of residential subdivision provided that the recommendations of this report are adopted. A landslide assessment assurance statement has been completed and is attached to this report.

No subsurface investigation was carried out for this work. We recommend that subsurface geotechnical work be carried out prior to construction of the subdivision, in order to provide a specification for earthworks, if necessary.

4 Closure

We trust that this report meets the applicable requirements. We grant permission to the Village of Harrison Hot Springs to use this report in determining what conditions or requirements it will impose in the development permit. Please contact us if you require further information or services.

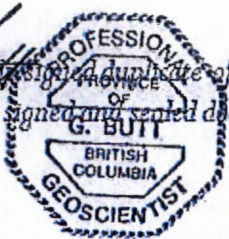
Prepared by:

Prepared and Reviewed by:



Roberta Adams, M.Sc., G.I.T.
Geoscientist

**This is a duplicate of the official manually signed and sealed document.*



Gordon Butt, M.Sc., P. Geo.
Senior Geoscientist

MADRONE ENVIRONMENTAL SERVICES LTD.

5 Limitations

To properly understand the recommendations and opinions contained in this report, its limitations, and Madrone's rights and responsibilities, reference must be made to entire report, including, without limitation, all appendices, drawings, and figures.

A geo-hazard site investigation can reduce, but not wholly eliminate uncertainty regarding the natural hazards at a site, given reasonable limits of time and cost. Madrone Environmental Services Ltd. (Madrone) has conducted this investigation and prepared this report in a manner consistent with the level of care normally exercised by qualified professionals currently practicing in the area under similar conditions and budgetary constraints. No other warranties, either expressed or implied, are made. If unexpected environmental conditions are encountered on the site, Madrone must be notified in order that we may determine if modifications to our findings are necessary.

Madrone has made reasonable efforts to investigate the extent and properties of soil, rock and water at locations that are representative of conditions in the relevant portions of the project site. However, due to the nature of geotechnical engineering, there is an inherent risk that some conditions were not detected, and that actual subsurface conditions may vary considerably from the investigation points and with the passage of time. You are responsible for ensuring that any other party making use of any documents prepared by Madrone regarding the project also acknowledges and accepts this risk.

Madrone has prepared this report for the exclusive use of its client. This report is intended to assist the client in a rezoning, subdivision, development and building permit process. This report was prepared considering circumstances applying specifically to the client and applies only to the specific property identified in the report. It is intended only for internal use by the client for the purposes for which it was commissioned and for use by government agencies regulating the specific activities to which it pertains. It is not reasonable for other parties to rely on the observations or conclusions contained herein.

Where practical, Madrone has attempted to verify the information provided to us by you or other individuals or organizations. However, Madrone does not accept any responsibility for any inaccuracies, deficiencies, or omissions resulting from receipt of incorrect or fraudulent information.

Madrone's investigation and findings specifically does not address regulatory compliance of your subject property per requirements of the B.C. *Environmental Management Act* and its subordinate regulations including, but not limited to, the *Contaminated Sites Regulation*.

Any verbal advice provided by Madrone, though given in good faith, may be subject to misinterpretation. Consequently Madrone does not accept responsibility for any verbal advice

unless the advice is confirmed in writing. Madrone will not be responsible for any project decisions you, your agents or contractors make if the decisions were made without Madrone's advice or are inconsistent with Madrone's advice.

5.1 Limitations on Liability

The total amount of all claims you may have against Madrone or any present or former partner; executive officer, director, stockholder, employee or agent thereof under this engagement, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, are strictly limited to the amount of any professional liability insurance that Madrone may have available for such claims.

Madrone is not liable for any consequential loss, injury or damages you suffer, including but not limited to loss of use, earnings and business interruption.

No claim may be brought against Madrone in contract or tort more than two (2) years after Madrone's involvement in the project.

5.2 Intellectual Property

Copyright in this report and associated documents prepared by Madrone, including those prepared at your request or direction, remain the property of Madrone. We hereby grant you alone a non-transferable license to use documents in connection with the particular project for which the documents were prepared. This license does *not* apply to any draft version of any document. You will not use the documents in connection with any other work, or project without the prior written approval by Madrone. If you are in breach of any obligation to make payment to Madrone, Madrone may revoke the licence referred to above and you will cause to be returned to Madrone all the documents and all copies thereof and you will remove from your computer systems any electronic copies of any of the documents. Field notes and technical documents used by and/or produced by Madrone are not subject to distribution.



APENDIX A

**LANDSLIDE ASSESSMENT ASSURANCE
STATEMENT**

APPENDIX D: LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

Note: This Statement is to be read and completed in conjunction with the "APEGBC Guidelines for Legislated Landslide Assessments for Proposed Residential Development in British Columbia", March 2006/Revised September 2008 ("APEGBC Guidelines") and the "2006 BC Building Code (BCBC 2006)" and is to be provided for *landslide assessments* (not floods or flood controls) for the purposes of the Land Title Act, Community Charter or the Local Government Act. Italicized words are defined in the APEGBC Guidelines.

To: The Approving Authority

Date: Nov 22 2017

Village of Harrison Hot Springs
Jurisdiction and address

With reference to (check one):

- Land Title Act (Section 86) – Subdivision Approval
- Local Government Act (Sections 919.1 and 920) – Development Permit
- Community Charter (Section 56) – Building Permit
- Local Government Act (Section 910) – Flood Plain Bylaw Variance
- Local Government Act (Section 910) – Flood Plain Bylaw Exemption
- British Columbia Building Code 2006 sentences 4.1.8.16 (8) and 9.4 4.4.(2) (Refer to BC Building and Safety Policy Branch Information Bulletin B10-01 issued January 18, 2010)

For the Property:

750 Hot Springs Rd, Harrison Hot Springs BC
Legal description and civic address of the Property

The undersigned hereby gives assurance that he/she is a *Qualified Professional* and is a *Professional Engineer or Professional Geoscientist*.

I have signed, sealed and dated, and thereby certified, the attached *landslide assessment* report on the Property in accordance with the *APEGBC Guidelines*. That report must be read in conjunction with this Statement. In preparing that report I have:

Check to the left of applicable items

- 1. Collected and reviewed appropriate background information
- 2. Reviewed the proposed *residential development* on the Property
- 3. Conducted field work on and, if required, beyond the Property
- 4. Reported on the results of the field work on and, if required, beyond the Property
- 5. Considered any changed conditions on and, if required, beyond the Property
- 6. For a *landslide hazard analysis* or *landslide risk analysis* I have:
 - 6.1 reviewed and characterized, if appropriate, any *landslide* that may affect the Property
 - 6.2 estimated the *landslide hazard*
 - 6.3 identified existing and anticipated future *elements at risk* on and, if required, beyond the Property
 - 6.4 estimated the potential *consequences* to those *elements at risk*
- 7. Where the *Approving Authority* has adopted a *level of landslide safety* I have:
 - 7.1 compared the *level of landslide safety* adopted by the *Approving Authority* with the findings of my investigation
 - 7.2 made a finding on the *level of landslide safety* on the Property based on the comparison
 - 7.3 made recommendations to reduce *landslide hazards* and/or *landslide risks*
- 8. Where the *Approving Authority* has **not** adopted a *level of landslide safety* I have:



- 8.1 described the method of *landslide hazard analysis* or *landslide risk analysis* used
- 8.2 referred to an appropriate and identified provincial, national or international guideline for *level of landslide safety*
- 8.3 compared this guideline with the findings of my investigation
- 8.4 made a finding on the *level of landslide safety* on the Property based on the comparison
- 8.5 made recommendations to reduce *landslide hazards* and/or *landslide risks*
- 9. Reported on the requirements for future inspections of the Property and recommended who should conduct those inspections.

Based on my comparison between

Check one

- the findings from the investigation and the adopted *level of landslide safety* (item 7.2 above)
- the appropriate and identified provincial, national or international guideline for *level of landslide safety* (item 8.4 above)

I hereby give my assurance that, based on the conditions^[1] contained in the attached *landslide assessment* report,

Check one

- for subdivision approval, as required by the Land Title Act (Section 86), "that the land may be used safely for the use intended"

Check one

- with one or more recommended registered covenants.
- without any registered covenant.

- for a development permit, as required by the Local Government Act (Sections 919.1 and 920), my report will "assist the local government in determining what conditions or requirements under [Section 920] subsection (7.1) it will impose in the permit".

- for a building permit, as required by the Community Charter (Section 56), "the land may be used safely for the use intended"

Check one

- with one or more recommended registered covenants.
- without any registered covenant.

- for flood plain bylaw variance, as required by the "Flood Hazard Area Land Use Management Guidelines" associated with the Local Government Act (Section 910), "the development may occur safely".

- for flood plain bylaw exemption, as required by the Local Government Act (Section 910), "the land may be used safely for the use intended".

GORDON BUTT
Name (print)

NOV. 22, 2017
Date


Signature

^[1] When seismic slope stability assessments are involved, *level of landslide safety* is considered to be a "life safety" criteria as described in the National Building Code of Canada (NBCC 2005), Commentary on Design for Seismic Effects in the User's Guide, Structural Commentaries, Part 4 of Division B. This states:

"The primary objective of seismic design is to provide an acceptable level of safety for building occupants and the general public as the building responds to strong ground motion, in other words, to minimize loss of life. This implies that, although there will likely be extensive structural and non-structural damage, during the DGM (design ground motion), there is a reasonable degree of confidence that the building will not collapse nor will its attachments break off and fall on people near the building. This performance level is termed 'extensive damage' because, although the structure may be heavily damaged and may have lost a substantial amount of its initial strength and stiffness, it retains some margin of resistance against collapse".

202 - 2790 Gladwin Rd
Address

Abbotsford BC

604-504-1972
Telephone



(Affix Professional seal here)

If the *Qualified Professional* is a member of a firm, complete the following.

I am a member of the firm Madrone Environmental Services Ltd.
and I sign this letter on behalf of the firm. (Print name of firm)

APPENDIX J: FLOOD HAZARD AND RISK ASSURANCE STATEMENT

Note: This Statement is to be read and completed in conjunction with the "APEGBC Professional Practice Guidelines - Legislated Flood Assessments in a Changing Climate, March 2012 (APEGBC Guidelines)" and is to be provided for flood assessments for the purposes of the Land Title Act, Community Charter or the Local Government Act. Italicized words are defined in the APEGBC Guidelines.

To: The Approving Authority

Date: NOV 22 2017

Village of Harrison Hot Springs

Jurisdiction and address

With reference to (check one):

- Land Title Act (Section 86) – Subdivision Approval
- Local Government Act (Sections 919.1 and 920) – Development Permit
- Community Charter (Section 56) – Building Permit
- Local Government Act (Section 910) – Flood Plain Bylaw Variance
- Local Government Act (Section 910) – Flood Plain Bylaw Exemption

For the Property:

150 Hot Springs Rd, Harrison Hot Springs BC
Legal description and civic address of the Property

The undersigned hereby gives assurance that he/she is a *Qualified Professional* and is a *Professional Engineer* or *Professional Geoscientist*.

I have signed, sealed and dated, and thereby certified, the attached flood assessment report on the Property in accordance with the APEGBC Guidelines. That report must be read in conjunction with this Statement. In preparing that report I have:

Check to the left of applicable items

- 1. Collected and reviewed appropriate background information
- 2. Reviewed the proposed *residential development* on the Property
- 3. Conducted field work on and, if required, beyond the Property
- 4. Reported on the results of the field work on and, if required, beyond the Property
- 5. Considered any changed conditions on and, if required, beyond the Property
- 6. For a *flood hazard analysis* or *flood risk analysis* I have:
 - 6.1 reviewed and characterized, if appropriate, floods that may affect the Property
 - 6.2 estimated the *flood hazard* or *flood risk* on the property
 - 6.3 included (if appropriate) the effects of climate change and land use change
 - 6.4 identified existing and anticipated future *elements at risk* on and, if required, beyond the Property
 - 6.5 estimated the potential *consequences* to those *elements at risk*
- 7. Where the *Approving Authority* has adopted a specific level of *flood hazard* or *flood risk* tolerance or return period that is different from the standard 200-year return period design criteria⁽¹⁾, I have
 - 7.1 compared the level of *flood hazard* or *flood risk* tolerance adopted by the *Approving Authority* with the findings of my investigation
 - 7.2 made a finding on the level of *flood hazard* or *flood risk* tolerance on the Property based on the comparison
 - 7.3 made recommendations to reduce the *flood hazard* or *flood risk* on the Property

⁽¹⁾ *Flood Hazard Area Land Use Management Guidelines* published by the BC Ministry of Forests, Lands, and Natural Resource Operations and the 2009 publication *Subdivision Preliminary Layout Review – Natural Hazard Risk* published by the Ministry of Transportation and Public Infrastructure. It should be noted that the 200-year return period is a standard used typically for rivers and purely fluvial processes. For small creeks subject to debris floods and debris flows return periods are commonly applied that exceed 200 years. For life-threatening events including debris flows, the Ministry of Transportation and Public Infrastructure stipulates in their 2009 publication *Subdivision Preliminary Layout Review – Natural Hazard Risk* that a 10,000-year return period needs to be considered.

8. Where the *Approving Authority* has **not** adopted a level of *flood risk* or *flood hazard* tolerance I have:
- 8.1 described the method of *flood hazard* analysis or *flood risk* analysis used
 - 8.2 referred to an appropriate and identified provincial or national guideline for level of *flood hazard* or *flood risk*
 - 8.3 compared this guideline with the findings of my investigation
 - 8.4 made a finding on the level of *flood hazard* or *flood risk* tolerance on the Property based on the comparison
 - 8.5 made recommendations to reduce *flood risks*
9. Reported on the requirements for future inspections of the Property and recommended who should conduct those inspections.

Based on my comparison between

Check one

- the findings from the investigation and the adopted level of *flood hazard* or *flood risk* tolerance (item 7.2 above)
- the appropriate and identified provincial or national guideline for level of *flood hazard* or *flood risk* tolerance (item 8.4 above)

I hereby give my assurance that, based on the conditions contained in the attached flood assessment report,

Check one

- for subdivision approval, as required by the *Land Title Act* (Section 86), "that the land may be used safely for the use intended".

Check one

- with one or more recommended registered *covenants*.
 - without any registered *covenant*.
- for a development permit, as required by the *Local Government Act* (Sections 919.1 and 920), my report will "assist the local government in determining what conditions or requirements under [Section 920] subsection (7.1) it will impose in the permit".
 - for a building permit, as required by the *Community Charter* (Section 56), "the land may be used safely for the use intended".

Check one

- with one or more recommended registered *covenants*.
- without any registered *covenant*.
- for flood plain bylaw variance, as required by the *Flood Hazard Area Land Use Management Guidelines* associated with the *Local Government Act* (Section 910), "the development may occur safely".
- for flood plain bylaw exemption, as required by the *Local Government Act* (Section 910), "the land may be used safely for the use intended".

GORDON BUTT
Name (print)

NOV 22, 2017
Date

[Signature]
Signature

202-2790 Gladwin Rd
Address

Abbotsford BC

604-504-1972
Telephone

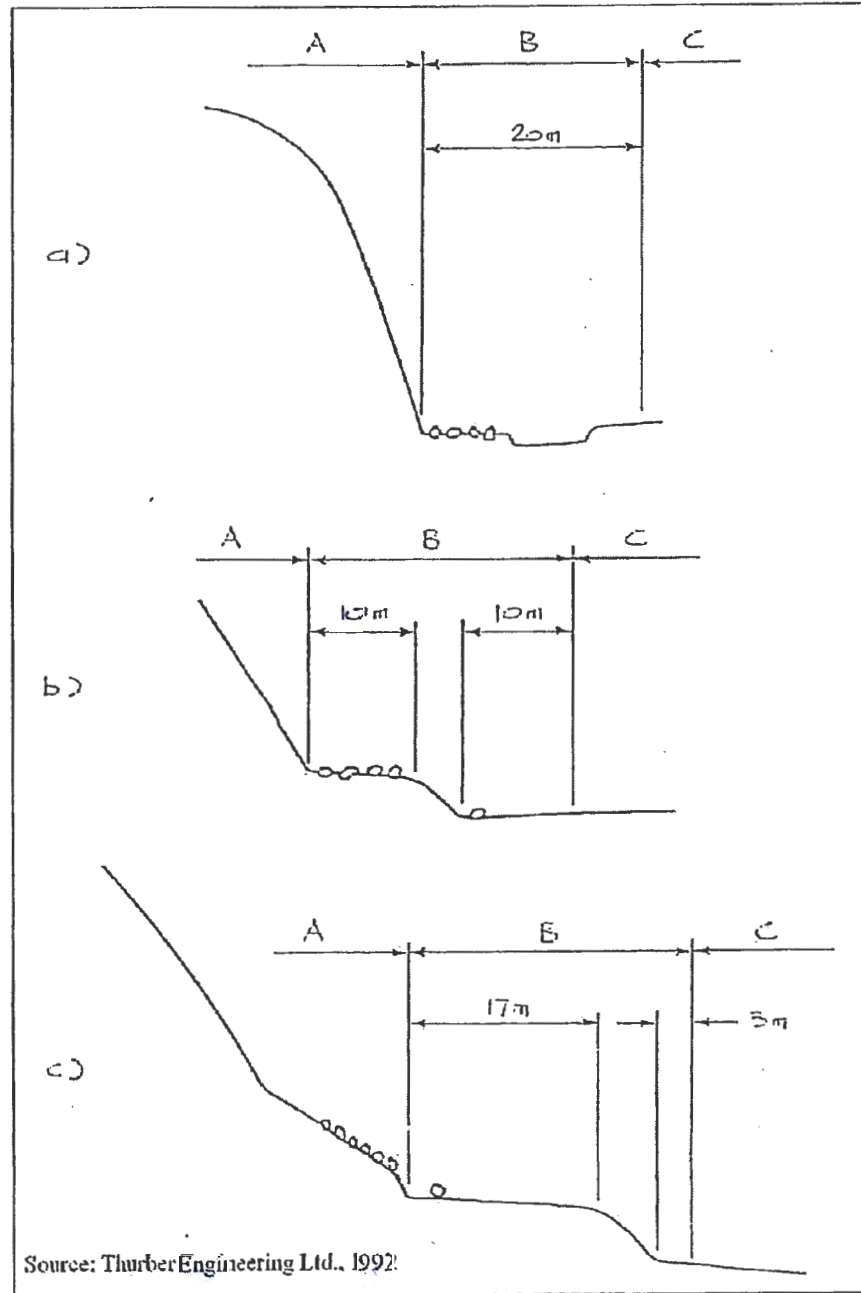


(Affix Professional seal here)

If the *Qualified Professional* is a member of a firm, complete the following.

I am a member of the firm Madrone Environmental Services Ltd
and I sign this letter on behalf of the firm. (Print name of firm)

Figure 3: Geotechnical Hazard Zones



ATTACHMENT (b) TO
DP 03/17

872 Hot Springs Rd



Legend

Fire Hydrants

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

Right-of-ways Text

- Right-of-ways
- - - Dykes

Regional Districts

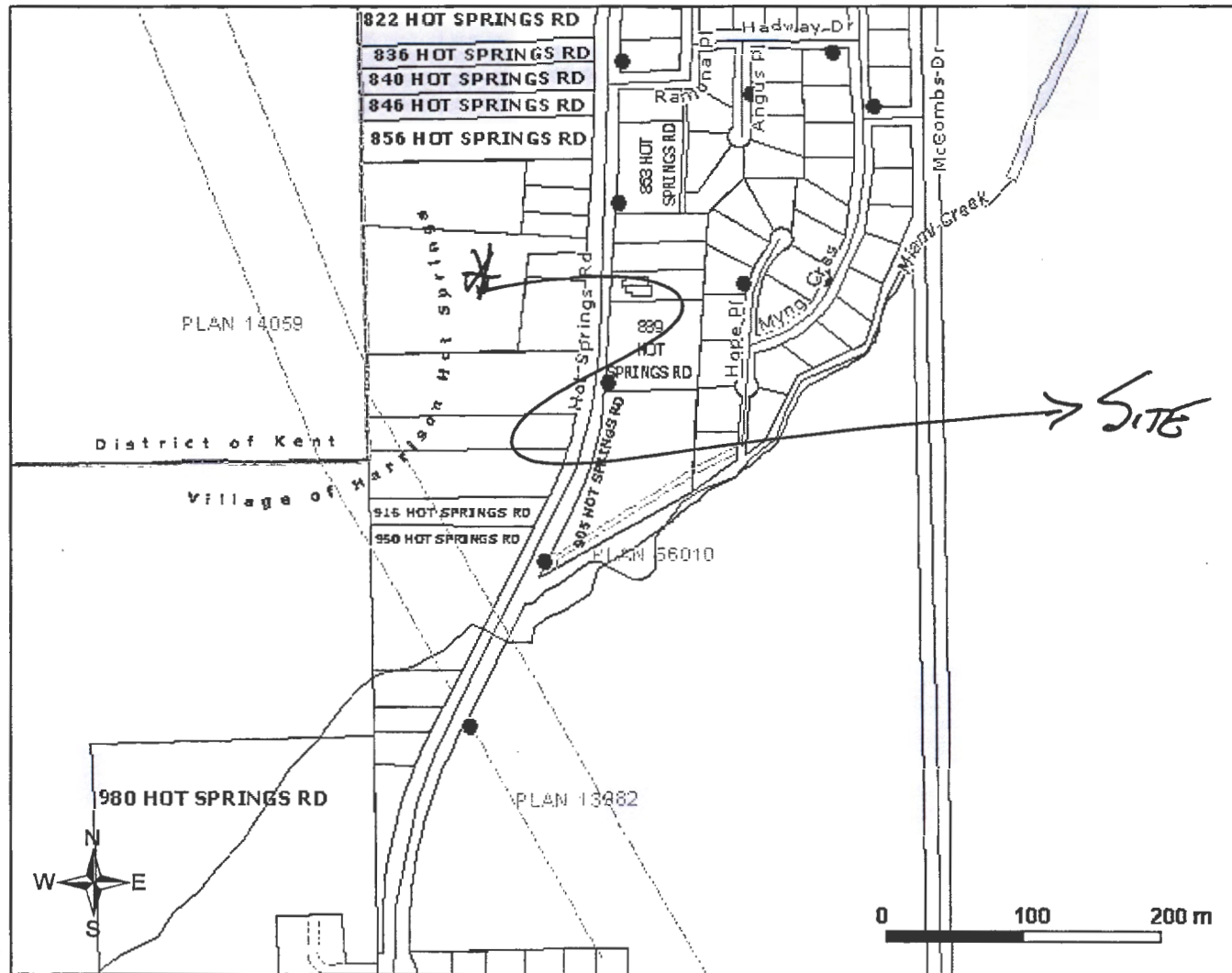
- Other Regional Districts
- Fraser Valley Regional District

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 1:4895

30 January 2018, 15:31

“**Water Service User Fee**” means any fee or sum paid for any water system supplied or made available from the water system;

- Amend 4. **Service Connection and Disconnection** provision to add language to clarify “water service connection, water service utility and water service user fee”:

4.2 After a waterline fronts any class of property, the **Water Service Utility Fee** will be applied against any property identified by a folio number based on the actual length of the property that abuts the water distribution main.

Once the property owner has made application and is connected to the water system, a **Water Service User Fee** will be applied against that property.

4.3 When water services are available to the property line for connection to any class of property, other than vacant property, the property owner must make application to connect within one year after completion of that water service.

If the owner does not physically connect to the water system, the **Water Service Connection Fee, Water Service Utility Fee, and Water Service User Fees** will be applied against that property, on the same basis of similar class properties connected to the Village’s water system. The Village may, at its discretion, enter onto the property to provide the service connection.

4.4 Subject to section 4.2 and 4.3, if an application for connection of water service is made to a parcel on which a private Well is located, the property owner must:

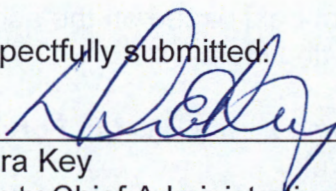
- (i) Close or ensure the Well is Closed, OR,
- (ii) if the property owner wishes to use the water from the Well for one or more **non-domestic** purposes

the owner must apply to the Village pursuant to the Village’s Well Closure Regulation Bylaw as amended from time to time.

RECOMMENDATION:

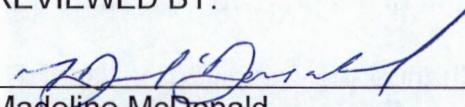
THAT Water Regulation and Fee Amendment Bylaw No.1118 be received for first, second and third readings.

Respectfully submitted:



 Debra Key
 Deputy Chief Administrative Officer/CO

REVIEWED BY:



 Madeline McDonald
 Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1118

A bylaw to amend the Water Regulation and Fee Bylaw No. 967, 2011

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to amend Water Regulation and Fee Bylaw No. 967, 2011;

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 Water Regulation and Fee Amendment Bylaw No. 1118, 2018".

2. "Water Regulation and Fee Bylaw No. 967, 2011 is hereby amended under Section 2 DEFINITIONS by adding the following Definitions:

"Connection Fee" means any fee or sum paid at time of application to have a premises connected with the water supply system;

"Disconnection Fee" means any fee or sum paid to have the water service disconnected from the water supply system;

"Meter Test Fee" means any fee or sum paid to have the water meter tested'

"Water Service Utility Fee" means any fee or sum paid based on the actual length of the property that abuts the water distribution main;

"Water Regulation and Fee Bylaw No. 967, 2011 is further amended under Definitions, by deleting the Definition **"User Rate"** and replacing with the following Definition:

"Water Service User Fee" means any fee or sum paid for any water system supplied or made available from the water system;

3. "Water Regulation and Fee Bylaw No. 967, 2011", is further amended under Section 4. SERVICE, CONNECTION AND DISCONNECTION by deleting Section 4.2 and replacing it with the following:

- 4.2 After a waterline fronts any class of property, the **Water Service Utility Fee** will be applied against any property identified by a folio number based on the actual length of the property that abuts the water distribution main.

Once the property owner has made application and is connected to the water system, a **water service user fee** will be applied against that property.

- 4.3 When water services are available to the property line for connection to any class of property, other than vacant property, the property owner must make application to connect within one year after completion of that water service.

If the owner does not physically connect to the water system, the **Water Service Connection Fee, Water Service Utility Fee, and Water Service User Fees** will be applied against that property, on the same basis of similar class properties connected to the Village's water system. The Village may, at its discretion, enter onto the property to provide the service connection.

- 4.4 Subject to section 4.2 and 4.3, if an application for connection of water service is made to a parcel on which a private Well is located, the property owner must:
 - (i) Close or ensure the Well is Closed, OR,
 - (ii) if the property owner wishes to use the water from the Well for one or more **non-domestic** purposes

the owner must apply to the Village pursuant to the Village's Well Closure Regulation Bylaw as amended from time to time.

- 4. Said Bylaw is further amended by renumbering the remaining Sections accordingly.

READINGS AND ADOPTION

READ A FIRST TIME THIS DAY OF FEBRUARY, 2018

READ A SECOND TIME THIS DAY OF FEBRUARY, 2018

READ A THIRD TIME THIS DAY OF FEBRUARY, 2018

ADOPTED THIS DAY OF MARCH, 2018

Mayor

Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 17, 2018

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

SUBJECT: Council Procedure Amendment Bylaw

ISSUE: To provide three readings to Council Procedure Amendment Bylaw No. 1117, 2018.

BACKGROUND:

On January 15, 2018, a report was presented to Council to approve amendments to Council Procedure Bylaw No. 1002, 2012 to reflect the new requirements for for the inaugural meeting of Council due to changes in the *Community Charter* for municipal elections scheduled for October 20, 2018.

Other housekeeping amendments were also approved to reflect current public notice posting places, language to clearly identify participation at specific Council meetings by visual, audio, electronic or other communication means and a change to reduce the time allotment for oral submissions at public hearings.

Pursuant to s. 124(3) of the *Community Charter* public notice of the proposed bylaw was advertised in the January 25, 2018 and February 1, 2018 editions of the local newspaper.

Accordingly, Council Procedure Amendment Bylaw No. 1117, 2018 is attached for Council's consideration.

RECOMMENDATION:

THAT Council Procedure Amendment Bylaw No. 1117, 2018 be given first, second and third readings.

Respectfully submitted:

Debra Key
Deputy Chief Administrative Officer/
Corporate Officer

REVIEWED BY:

Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1117

A bylaw to amend Council Procedure Bylaw No. 1002, 2012

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

AND WHEREAS, Council of the Village of Harrison Hot Springs has deemed it advisable to amend Council Procedure Bylaw No. 1002, 2012;

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

1. CITATION

This Bylaw may be cited for all purposes as “Village of Harrison Hot Springs Council Procedure Amendment Bylaw No. 1117, 2018”.

2. AMENDMENTS

(a) “Council Procedure Bylaw No. 1002, 2012” is hereby amended by deleting “*Public Notice Posting Place*” in the Definitions and replacing it with the following:

“Public Notice Posting Place” means the public notice bulletin boards at the Village Office and Post Office and Village website at www.harrisonhotsprings.ca

(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".

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 January 25, 2018 and February 1, 2018 in accordance with section 94 of the *Community Charter*.

READ A FIRST TIME THIS DAY OF FEBRUARY, 2018

READ A SECOND TIME THIS DAY OF FEBRUARY, 2018

READ A THIRD TIME THIS DAY OF FEBRUARY, 2018

ADOPTED THIS DAY OF FEBRUARY, 2018

Mayor

Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 29, 2018

FROM: Tracey Jones **FILE:** 1700-02
Financial Officer

SUBJECT: 2018-2022 Financial Plan Bylaw No. 1119, 2018

ISSUE: To introduce the 2018-2022 Financial Plan Bylaw No. 1119, 2018

BACKGROUND:

Pursuant to s. 165(1) of the *Community Charter*, Council must adopt annually, a five year Financial Plan that sets out the objectives and policies of the municipality.

Pursuant to Section 166 of the *Community Charter*, council must undertake a process of public consultation regarding the proposed financial plan before its adoption.

The 2018-2022 Financial Plan will be available for Public Consultation at an Open House held on February 19th, 2018 from 2pm to 6pm and will be presented at the Regular Meeting of Council on February 19th, 2018 for additional opportunity for the public to provide comment.

Accordingly, the 2018-2022 Financial Plan is attached for Council's consideration.

RECOMMENDATION:

THAT the 2018-2022 Financial Plan Bylaw No. 1119, 2018 be introduced and be given first reading

AND THAT the 2018-2022 Financial Plan be forwarded for public consultation at an Open House to be held on February 19th, 2018

Respectfully submitted;

Tracey Jones
Financial Officer

Reviewed;

Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1119, 2018

A Bylaw of the Village of Harrison Hot Springs to establish the 2018 – 2022 Financial Plan

WHEREAS the *Community Charter* requires the municipality to adopt a five-year financial plan annually;

AND WHEREAS public consultation regarding the financial plan was provided by way of an open meeting;

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

1. That Schedule “A” attached hereto and made part of this bylaw is hereby adopted and is the Village of Harrison Hot Springs Financial Plan for the years 2018 - 2022.
2. That Schedule “B” attached hereto and made part of this bylaw is hereby adopted and is the Village of Harrison Hot Springs Financial Plan Objectives and Policies Statement for the year 2018 – 2022.
3. This bylaw may be cited for all purposes as the “Village of Harrison Hot Springs Financial Plan Bylaw No. 1119, 2018”
4. Bylaw No. 1104, 2017 – 2021 Financial Plan is hereby repealed.

READ A FIRST TIME THIS DAY OF FEBRUARY, 2018

READ A SECOND TIME THIS DAY OF FEBRUARY, 2018

READ A THIRD TIME THIS DAY OF FEBRUARY, 2018

ADOPTED THIS DAY OF MARCH, 2018

Mayor

Corporate Officer

BYLAW NO. 1119, 2018
SCHEDULE "A"
2018-2022 Financial Plan

	2018	2019	2020	2021	2022
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
REVENUES:					
PROPERTY TAXES - RESIDENTIAL	1,337,495	1,356,000	1,390,015	1,427,267	1,455,812
PROPERTY TAXES - BUSINESS	623,144	632,000	648,400	665,712	679,027
PROPERTY TAXES - RECREATION/NON-PROFIT	103,553	105,000	107,600	110,657	112,870
COLLECTIONS FOR OTHER GOVERNMENTS & AGENCIES	1,743,815	1,773,215	1,803,615	1,803,615	1,839,687
PENALTIES & INTEREST - TAXES	17,837	8,000	4,000	-	-
UTILITY CO. 1% REVENUE TAXES	36,122	36,370	36,370	36,370	37,097
PAYMENTS IN LIEU OF TAXES	4,650	4,350	4,350	4,350	4,437
TOTAL TAXES COLLECTED	3,866,616	3,914,935	3,994,350	4,047,971	4,128,930
REMITTANCES TO OTHER GOVERNMENTS & AGENCIES	(1,743,815)	(1,773,215)	(1,803,615)	(1,803,615)	(1,839,687)
NET TAXES FOR MUNICIPAL PURPOSES	2,122,801	2,141,720	2,190,735	2,244,356	2,289,243
REVENUE FROM OWN SOURCES	1,896,230	1,787,055	1,799,125	1,803,906	1,839,984
GRANTS AND DONATIONS	3,440,731	432,400	432,400	1,437,400	441,048
DCC REVENUES	1,345,000	90,000	-	-	-
TOTAL REVENUE	\$8,804,762	\$4,451,175	\$4,422,260	\$5,485,662	\$4,570,275
EXPENSES:					
LEGISLATIVE	129,950	129,950	129,950	129,950	132,549
GENERAL GOVERNMENT	1,041,670	1,039,051	1,049,892	1,063,040	1,084,301
PROTECTIVE SERVICES	270,692	255,964	258,808	258,955	264,134
DEVELOPMENT PLANNING	325,200	87,200	87,200	87,200	88,944
TOURISM AND COMMUNITY IMPROVEMENT	243,022	172,582	174,896	176,912	180,450
ENGINEERING, TRANSPORTATION, STORM WATER	903,409	823,503	828,513	833,721	850,395
SOLID WASTE	187,146	188,121	189,116	198,130	202,093
PARKS, RECREATION & CULTURAL SERVICES	483,535	463,029	467,821	472,508	481,961
WASTEWATER UTILITY	737,230	731,555	717,625	722,406	736,854
WATER UTILITY	380,514	382,982	386,733	391,540	399,371
DEBT- INTEREST	28,800	27,300	20,700	15,700	26,214
TOTAL EXPENDITURES	4,731,168	4,301,237	4,311,254	4,350,062	4,447,266
SURPLUS (DEFICIT)	\$4,073,594	\$149,938	\$111,006	\$1,135,600	\$123,009
CAPITAL, DEBT, RESERVES, TRANSFERS & BORROWING					
CAPITAL EXPENDITURES	(5,938,900)	(1,425,000)	(564,000)	(1,614,000)	(116,280)
REPAYMENT ON DEBT	(181,400)	(221,900)	(163,100)	(53,100)	(79,662)
PROCEEDS OF DEBT	-	-	-	495,000	-
CONTRIBUTIONS TO RESERVES	(642,376)	(698,038)	(513,906)	(937,500)	(920,547)
TRANSFERS FROM RESERVES	694,590	1,315,000	160,000	114,000	116,280
APPROPRIATION FROM SURPLUS	1,134,492	20,000	110,000	-	-
EQUITY IN TANGIBLE CAPITAL ASSETS	860,000	860,000	860,000	860,000	877,200
	\$(4,073,594)	\$(149,938)	\$(111,006)	\$(1,135,600)	\$(123,009)
SURPLUS (DEFICIT) PLUS CAPITAL, DEBT, RESERVE TRANSFERS AND BORROWING	\$ -	\$ -	\$ -	\$ -	\$ -

BYLAW NO. 1119, 2018
SCHEDULE "B"
2018 FINANCIAL PLAN OBJECTIVES AND POLICIES

In accordance with Section 165(3.1) of the *Community Charter*, the Village of Harrison Hot Springs is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2018. Property taxes usually form the greatest proportion of revenue. As a revenue source, property taxation offers a stable and reliable source of revenues for services such as:

- Governance & Administration
- Operations & Public Works
- Protective Services
- Recreation, Parks & Culture

User fees and charges typically form the second largest proportion of planned revenue. Many services can be measured and charged on a user-pay basis. Services where fees and charges are applied include water and sewer usage, & solid waste management – these are charged on a user pay basis. User fees are designed to apportion the value of a service to those who use the service.

Table 1: 2018 Funding Sources

Revenue Source	% of Total Revenue	Dollar Value
Property Taxes including Payments in Lieu	20%	\$2,122,801
Service Utility Fees (Frontage Taxes)	3.9%	\$414,000
User fees	9.5%	\$1,007,080
Reserves	6.5%	\$694,590
Surplus	10.6%	\$1,134,492
DCC Revenues	12.7%	\$1,345,000
Borrowing	0%	\$0
Grants/Donations	32.3%	\$3,440,731
Other sources	4.5%	\$475,150

Objective and Policies

- to continue to seek grants for major infrastructure repair and replacement
- to keep the public well-informed about projects and initiatives
- to review utility participation rates to ensure they are equitably funded
- to establish reserve policies to assist in the funding of future capital replacements and to stabilize tax and utility rates
- to ensure that Village services are financially sustainable

Distribution of Property Taxes

Table 2 outlines the distribution of property taxes among the property classes.

Table 2: 2018 Distribution of Property Tax Rates

Property Class	% of Total Property Taxation	Dollar Value
Residential (1)	64.8%	\$1,337,495
Business (6)	30.2%	\$623,144
Recreation/Non-profit (8)	5.0%	\$103,553

Objectives

- Village Council recognizes that residential tax payers are the predominant users of municipal services and therefore should bear a larger portion of the tax burden
- Ensure that the Village is competitive with other similar sized municipalities in British Columbia

Policies

- Set property tax rates that are based on principals of equity and responsiveness to current economic trends
- Regularly review and compare the Village's distribution of tax burden relative to other similar municipalities in British Columbia
- Ensure that property taxes are in line with goals and policies in the Official Community Plan and Regional Growth Strategy

Permissive Tax Exemptions

Policies & Objectives

Council does not currently support permissive tax exemptions. Taxpayers within the various property classes are treated equitably and policies are established for each class and not for individual property owners.



HARRISON HOT SPRINGS

Naturally Refreshed

DRAFT

FINANCIAL PLAN (2018-2022)

HARRISON HOT SPRINGS - 2018 - 2022- FIVE YEAR FINANCIAL PLAN DETAILS

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL UNAUDITED	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET
GENERAL FUND									
REVENUE									
PROPERTY TAXES									
GENERAL MUNICIPAL TAXES	1,883,594	1,932,456	1,977,592	1,977,660	2,064,192	2,093,000	2,146,015	2,203,636	2,247,709
COLLECTIONS FOR OTHER GOVERNMENTS & AGENCIES	1,618,654	1,612,846	1,659,496	1,707,300	1,743,815	1,773,215	1,803,615	1,803,615	1,839,687
PENALTIES & INTEREST - TAXES	44,121	44,805	73,335	38,000	17,837	8,000	4,000	-	-
UTILITY CO. 1% REVENUE TAXES	32,035	34,331	34,504	34,425	36,122	36,370	36,370	36,370	37,097
PAYMENTS IN LIEU OF TAXES	5,063	5,352	4,669	5,200	4,650	4,350	4,350	4,350	4,437
Total taxes collected	3,583,467	3,629,790	3,749,596	3,762,585	3,866,616	3,914,935	3,994,350	4,047,971	4,128,930
REMITTANCES TO OTHER GOVERNMENTS & AGENCIES	(1,618,654)	(1,612,904)	(1,659,496)	(1,707,300)	(1,743,815)	(1,773,215)	(1,803,615)	(1,803,615)	(1,839,687)
Net Taxes for Municipal Purposes	1,964,813	2,016,886	2,090,100	2,055,285	2,122,801	2,141,720	2,190,735	2,244,356	2,289,243
REVENUE FROM OWN SOURCES									
DCC REVENUE RECOGNISED	1,298								
RESORT MUNICIPALITY INITIATIVE	101,294	37,500	39,000	49,000	45,000				
CURBSIDE COLLECTION	93,295	94,236	118,027	117,000	117,000	117,500	117,500	117,500	119,850
LICENSES & PERMITS	52,189	92,406	32,400	25,200	25,200	25,200	25,200	25,200	25,704
FINES	1,525	15,141	8,926	2,750	2,700	2,700	2,700	2,700	2,754
RENTAL & LEASE INCOME	46,286	46,007	46,348	44,500	49,500	49,500	49,500	49,500	50,490
PAY PARKING		201,922	194,540	200,000	192,000	192,000	192,000	192,000	195,840
INTEREST EARNED	50,501	42,907	69,877	45,900	45,900	45,900	45,900	45,900	46,818
OTHER INVESTMENT INCOME	1,136	1,115	1,043	1,100	1,100	1,100	1,100	1,100	1,122
OTHER REVENUE FROM OWN SOURCES	23,748	53,651	165,925	23,500	14,000	9,100	9,100	9,100	9,282
Total Revenue from Own Sources	371,272	584,885	676,086	508,950	492,400	443,000	443,000	443,000	451,860
GRANTS AND DONATIONS									
UNCONDITIONAL GRANTS	321,239	326,087	316,487	314,000	316,000	316,000	316,000	316,000	322,320
CONDITIONAL GRANTS/DONATIONS	322,658	115,979	145,774	150,700	225,123	116,400	116,400	116,400	118,728
Total Grants and Donations	643,897	442,066	462,261	464,700	541,123	432,400	432,400	432,400	441,048
TRANSFERS FROM RESERVES & SURPLUS									
TRANSFERS FROM RESERVES	-	25,000	-	75,000	81,500	-	-	-	-
TRANSFER FROM SURPLUS	-	-	67,000	162,200	149,290	-	-	-	-
Total transfers from Reserves & Surplus	-	25,000	67,000	237,200	230,790	-	-	-	-
TRANSFER FROM EQUITY IN TCA - GENERAL									
	535,923	593,448	612,681	542,000	608,000	608,000	608,000	608,000	620,160
TOTAL REVENUE	3,515,905	3,662,285	3,908,127	3,808,135	3,995,114	3,625,120	3,674,135	3,727,756	3,802,311

HARRISON HOT SPRINGS - 2018 - 2022- FIVE YEAR FINANCIAL PLAN DETAILS

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL UNAUDITED	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET
DEVELOPMENT PLANNING									
DEVELOPMENT PLANNING	25,656	143,308	109,754	286,200	325,200	87,200	87,200	87,200	88,944
BUILDING	7,766	12,805	-	-	-	-	-	-	-
Total Development Planning	33,422	156,113	109,754	286,200	325,200	87,200	87,200	87,200	88,944
TOURISM & COMMUNITY IMPROVEMENT									
TOURIST INFORMATION CENTRE	33,522	33,688	35,367	34,342	34,305	34,339	34,379	34,419	35,107
COMMUNITY DEVELOPMENT & EVENTS	112,989	61,554	150,906	92,234	208,717	138,243	140,517	142,493	145,343
SUSTAINABILITY	9,559	7,711	-	3,000	-	-	-	-	-
Total Tourism & Community Improvement	156,070	102,953	186,272	129,576	243,022	172,582	174,896	176,912	180,450
ENGINEERING & TRANSPORTATION SERVICES									
PUBLIC WORKS - COMMON SERVICES	123,578	231,303	179,345	205,327	182,696	186,799	189,964	193,192	197,056
PUBLIC WORKS OFFICE	10,417	9,699	12,266	19,400	13,100	13,300	13,300	13,300	13,566
PUBLIC WORKS SHOP	2,963	11,364	6,534	9,000	12,120	4,120	4,120	4,120	4,202
PUBLIC WORKS YARD	3,561	31	11,357	14,000	8,500	2,000	2,000	2,000	2,040
PUBLIC WORKS EQUIPMENT	8,445	6,050	6,342	8,400	9,650	9,650	9,650	9,650	9,843
TRAINING	14,294	16,681	27,695	22,924	25,936	26,375	26,822	27,279	27,825
FLEET	44,278	35,861	42,968	34,968	40,140	40,440	40,440	40,440	41,249
ROADS & STREETS									
ROAD RESURFACING	9,924	1,959	5,539	20,484	10,478	12,557	12,639	12,721	12,975
ROAD MARKING/SIGNAGE	15,544	20,013	24,801	51,085	60,624	20,916	21,215	21,519	21,949
BRIDGES	2,603	10,824	3,742	9,600	6,000	6,000	6,000	6,000	6,120
DRAINAGE & DITCHING	31,265	10,337	17,045	31,473	19,052	19,313	19,579	19,851	20,248
STREET LIGHTING	40,885	46,812	41,872	71,900	72,250	38,250	38,250	38,250	39,015
STREET CLEANING	2,468	4,800	3,620	5,000	5,000	5,000	5,000	5,000	5,100
SNOW REMOVAL	2,837	18,311	33,711	8,976	20,227	20,572	20,923	21,281	21,706
VILLAGE ENTRANCE	2,100	3,802	4,623	4,488	4,539	4,802	4,866	4,932	5,031
SIDEWALKS	16,881	14,624	21,373	39,053	15,749	15,944	16,143	16,346	16,673
PARKING METERS		35,205	30,190	40,000	32,000	32,000	32,000	32,000	32,640
TRANSIT			-	500	500	500	500	500	510
AMORTIZATION - PUBLIC WORKS	37,848	38,626	39,090	37,000	37,000	37,000	37,000	37,000	37,740
AMORTIZATION - TRANSPORTATION	264,629	288,863	301,448	267,000	298,000	298,000	298,000	298,000	303,960
Total Engineering & Transportation Services	634,521	805,165	813,559	900,578	873,561	793,538	798,411	803,381	819,448
FLOOD PROTECTION									
FLOOD PROTECTION	3,304	43,487	9,436	10,735	11,848	11,965	12,102	12,340	12,587
AMORTIZATION - STORM SEWERS	17,679	17,679	18,334	18,000	18,000	18,000	18,000	18,000	18,360
Total Flood Protection	20,983	61,166	27,770	28,735	29,848	29,965	30,102	30,340	30,947

HARRISON HOT SPRINGS - 2018 - 2022- FIVE YEAR FINANCIAL PLAN DETAILS

	2015	2016	2017	2017	2018	2019	2020	2021	2022
	ACTUAL	ACTUAL	ACTUAL UNAUDITED	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
CAPITAL FUND									
REVENUES									
GRANTS - PROVINCIAL	123,132	437,256	-	251,396	330,000	-	-	-	-
GRANTS - FEDERAL	123,132	437,256	-	171,396	-	-	-	-	-
GRANTS - OTHER	-	8,420	-	-	-	-	-	-	-
DEBT RESERVE INCOME	103	185	123	-	-	-	-	-	-
GAIN ON DISPOSAL OF ASSETS	-	-	3,759	-	-	-	-	-	-
TRANSFER FROM RESERVES	114,611	699,364	28,839	487,200	346,800	105,000	114,000	114,000	116,280
TRANSFER FROM SURPLUS	-	415,482	56,664	262,896	562,000	-	-	-	-
TRANSFER FROM GENERAL FUND	68,651	123,423	111,158	128,770	100,200	129,200	68,800	68,800	70,176
TRANSFER FROM CAPITAL SURPLUS	-	463,700	-	-	-	-	-	-	-
DEFERRED REVENUES RECOGNISED	-	50,000	10,000	-	-	-	-	-	-
DEBT	600,000	-	110,000	110,000	-	-	-	-	-
RMI FUNDING	44,621	575,500	62,778	120,000	227,500	-	-	-	-
CONTRIBUTED ASSETS	-	-	411,000	-	-	-	-	-	-
TOTAL REVENUES	1,074,249	3,210,586	794,320	1,531,658	1,566,500	234,200	182,800	182,800	186,456
EXPENDITURES									
DEBT									
DEBT FINANCING	19,153	18,068	19,769	18,270	18,800	17,300	15,700	15,700	16,014
DEBT REPAYMENTS	29,632	64,261	55,627	65,500	71,400	111,900	53,100	53,100	54,162
	48,785	82,329	75,396	83,770	90,200	129,200	68,800	68,800	70,176
CAPITAL EXPENDITURES									
MUNICIPAL BUILDINGS	-	8,180	-	-	-	-	-	-	-
OFFICE EQUIPMENT	24,809	8,008	5,086	20,200	22,000	5,000	14,000	14,000	14,280
FIRE DEPT VEHICLES	-	-	-	300,000	90,000	-	-	-	-
FIRE DEPT EQUIPMENT	5,832	14,831	7,879	15,000	-	-	-	-	-
PW VEHICLES	32,696	-	99,971	125,000	-	-	-	-	-
PW EQUIPMENT	24,798	18,495	18,032	61,000	97,500	-	-	-	-
ESPLANADE	33,648	831,800	3,178	-	-	-	-	-	-
BUS SHELTER	-	9,834	-	26,000	30,000	-	-	-	-
FLOOD PUMP BUILDING	369,398	1,513,435	10,702	100,000	89,300	-	-	-	-
PARKING LOT	-	-	-	30,000	30,000	-	-	-	-
STORMWATER UPGRADES	-	-	131,000	50,000	100,000	100,000	100,000	100,000	102,000
STREET LIGHTING	-	-	45,000	-	250,000	-	-	-	-
SIDEWALKS REPLACEMENT	-	-	73,176	15,000	15,000	-	-	-	-
ROADS REPLACEMENT	-	-	185,000	514,188	515,000	-	-	-	-
RENDALL PARK TRAIL LIGHTS	-	24,045	-	-	-	-	-	-	-
RMI PROJECTS	10,974	9,100	82,778	140,000	237,500	-	-	-	-
BEACH WASHROOMS UPGRADE	11,892	628,631	57,121	51,500	-	-	-	-	-
FLOAT PLANE DOCK REPLACEMENT	47,719	41,250	-	-	-	-	-	-	-
RECREATION/PLAYGROUND EQUIPMENT	-	20,648	-	-	-	-	-	-	-
	561,764	3,128,257	718,924	1,447,888	1,476,300	105,000	114,000	114,000	116,280
TOTAL EXPENDITURES	610,549	3,210,586	794,320	1,531,658	1,566,500	234,200	182,800	182,800	186,456
CAPITAL SURPLUS (DEFICIT) / Carry forward	463,700	-	-	-	-	-	-	-	-
	628,858	440,953	363,104	-	-	-	-	-	-

HARRISON HOT SPRINGS - 2018 - 2022- FIVE YEAR FINANCIAL PLAN DETAILS

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL UNAUDITED	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET
WATER FUND									
REVENUES									
OPERATING REVENUES	205,523	215,236	336,426	241,960	431,600	322,500	337,500	337,500	344,250
FRONTAGE TAXES	195,868	198,065	203,088	195,000	201,000	211,000	211,000	211,000	215,220
INTEREST		1,275							
TRANSFER FROM SURPLUS									
TRANSFER FROM RESERVES									
TRANSFER FROM EQUITY IN TCA	117,872	117,559	117,898	118,000	118,000	118,000	118,000	118,000	120,360
TOTAL REVENUES	519,263	532,135	657,413	554,960	750,600	651,500	666,500	666,500	679,830
EXPENSES									
WATER ADMINISTRATION	76,652	42,920	62,769	101,144	101,865	104,022	105,671	108,350	110,517
TRAINING	3,732	5,346	3,117	5,000	5,062	5,125	5,187	5,250	5,355
WATER SUPPLY & DISTRIBUTION	52,599	47,272	70,049	58,030	57,250	57,875	58,530	59,210	60,394
WATER RESERVOIR	2,650	11,132	3,337	7,290	7,822	7,375	7,430	7,485	7,635
WATER TREATMENT PLANT	82,057	74,652	76,864	71,650	81,535	81,520	82,765	84,010	85,690
PUMPING STATIONS	12,673	-	-	-	-	-	-	-	-
HYDRANTS	2,048	2,423	3,331	6,900	8,980	9,065	9,150	9,235	9,420
AMORTIZATION - WATER	117,872	117,559	117,898	118,000	118,000	118,000	118,000	118,000	120,360
Total Operating Costs	350,282	301,304	337,364	368,914	380,514	382,982	386,733	391,540	399,371
TRANSFERS TO RESERVES AND ALLOWANCES	1,406	1,275	627						
TRANSFER TO CAPITAL FUND	158,018	152,161	217,357	186,946	370,086	268,518	279,767	274,960	280,459
Total Transfers	159,424	153,436	217,984	186,946	370,086	268,518	279,767	274,960	280,459
TOTAL EXPENDITURES	509,706	454,740	555,348	554,960	750,600	651,500	666,500	666,500	679,830
Water Operating fund SURPLUS (DEFICIT)	9,557	77,395	102,065	-	-	-	-	-	-
CAPITAL FUND									
REVENUES									
DCC REVENUE RECOGNISED				250,000	250,000				
INFRASTRUCTURE GRANTS			128,024	2,057,208	2,297,108				
CONTRIBUTED ASSETS			67,500						
TRANSFER FROM WATER OPERATING	158,018	152,161	217,357	186,946	370,086	268,518	279,767	274,960	280,459
TRANSFER FROM SURPLUS				1,028,604	347,492		110,000		
TRANSFER FROM RESERVES									
TOTAL REVENUES	158,018	152,161	412,881	3,522,758	3,264,686	268,518	389,767	274,960	280,459
EXPENDITURES									
DEBT FINANCING	8,018	7,541	6,577	10,000	10,000	10,000	5,000	-	-
DEBT REPAYMENTS	50,000	110,000	110,000	110,000	110,000	110,000	110,000	-	-
	58,018	117,541	116,577	120,000	120,000	120,000	115,000	-	-
TRANSFERS TO RESERVE AND ALLOWANCES	100,000	34,620	66,946	66,946	119,086	148,518	24,767	274,960	280,459
CAPITAL EXPENDITURES			229,359	3,335,812	3,025,600	-	250,000	-	-
TOTAL EXPENDITURES	158,018	152,161	412,881	3,522,758	3,264,686	268,518	389,767	274,960	280,459
Water Capital Fund SURPLUS (DEFICIT)	-	-	-	-	-	-	-	-	-



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** February 5, 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. After this date Council required further amendments as provided during their December 4th, 2017 and January 15th, 2018 meetings. The attached bylaw has been revised based upon the direction provided by Council on December 4th and January 15th and is ready for second reading.

Listed below are the changes, additions or deletions, made to the bylaw based upon the January 15th meeting comments:

Added in the Prohibited section – on page 28 of the attached bylaw

3.3(b)(xi) the storage of any construction materials, intended for off-site works, on any Lot.

Deleted from the Home Occupation section – deleted from page 37 and the balance of the section has been renumbered

4.5 (a)(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;

Added as a new section – page 41 of the attached bylaw

5.2.1 Temporary Use Permit Requirements

- a) Council may consider issuing a permit for temporary commercial uses where the following criteria has been reviewed:
 - i) the temporary use must operate at an intensity of use suitable to the surrounding area;
 - ii) the temporary use is not for any Tourist Accommodation use in a Residential Zone;
 - iii) there is adequate space on the owner's Lot for the required off street parking requirements;
 - iv) the temporary use must be compatible with regard to use, design and operation with the surrounding uses;
 - v) the temporary use does not negatively affect the surrounding uses or properties in terms of noise, lighting, parking, traffic or any health and safety impacts; and
 - vi) the public has had an opportunity to comment on the proposed temporary use as outlined in the *Local Government Act*, as amended from time to time.

5.2.2 Additional Conditions, Security required, Terms and Renewal Options

- a) In addition to the current permit conditions as outlined in the *Local Government Act*, as amended from time to time, Council may:
 - i) ask the owner of the Land to give an undertaking to; demolish or remove a Building or Structure or restore Land described in the permit to a condition specified in the permit by a date specified in the permit,
 - ii) require the owner of the Land to provide to the Municipality, security to guarantee the performance of the terms of the permit, and
 - iii) issue the permit for a term not to exceed three-years and to consider the renewal of the permit once, for an additional term not to exceed three years.

Added in the Parking and Loading Requirements section – page 47 of the attached bylaw

6.7 Parking or Storage of Vehicles

- a) In any Residential Zone, no more than the numbers and types of Motor Vehicles set up below will be permitted to be parked or stored on a Lot:
 - i) four Motor Vehicles, one of which may be a truck or school bus not exceeding 4.500 kilograms gross Motor Vehicle weight or one-horse trailer or camper or recreation vehicle, and

- ii) one boat and trailer.

RECOMMENDATION:

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

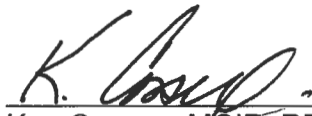
2/. Staff be authorized to refer the Zoning Bylaw No. 1115, 2017 to:

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

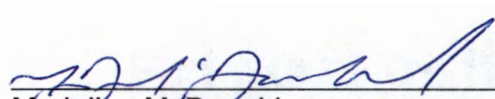
3/. Staff be authorized to schedule a Public Hearing.

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
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**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

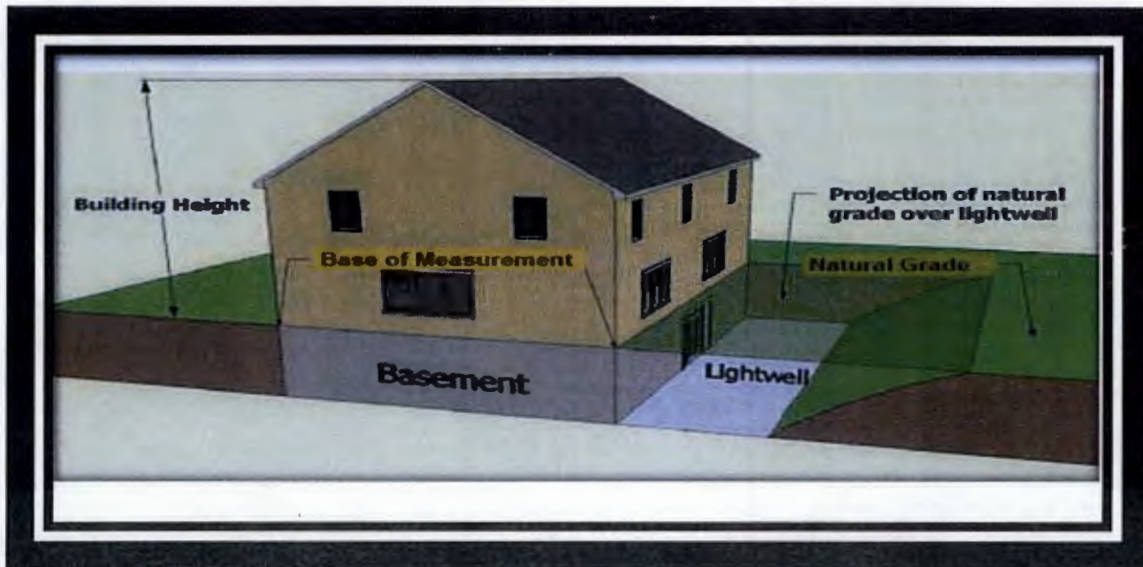
means any Structure and portion thereof, including affixed mechanical devices, that is used or intended to be used for the purpose of supporting or sheltering any use or occupancy on the Land;

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

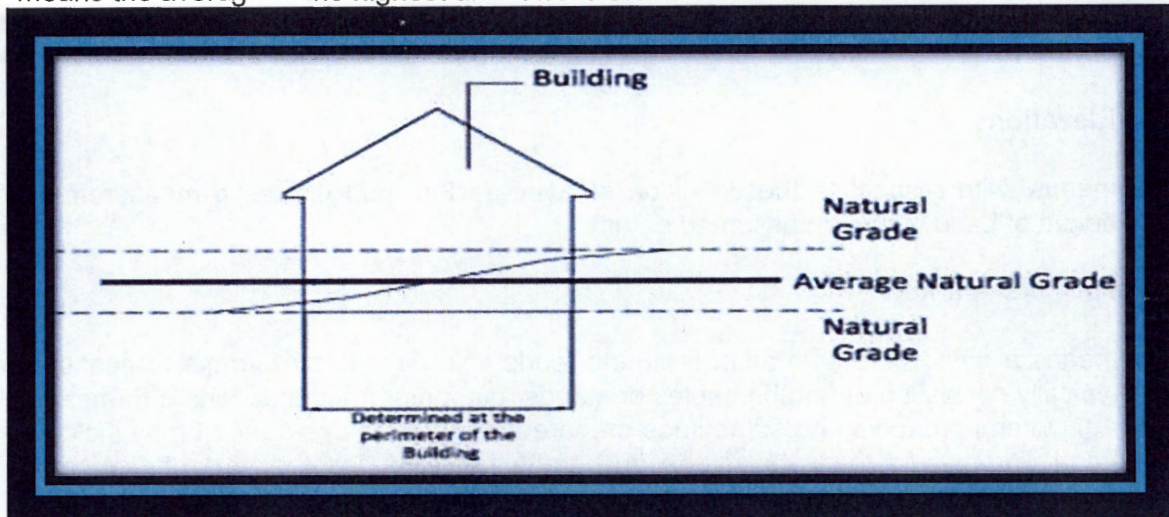
means an accessory Building, Structure or that portion of a Permitted Building or Structure, that is used for the parking of one or more Motor Vehicles and is totally enclosed with a roof, walls, and one or more doors;

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

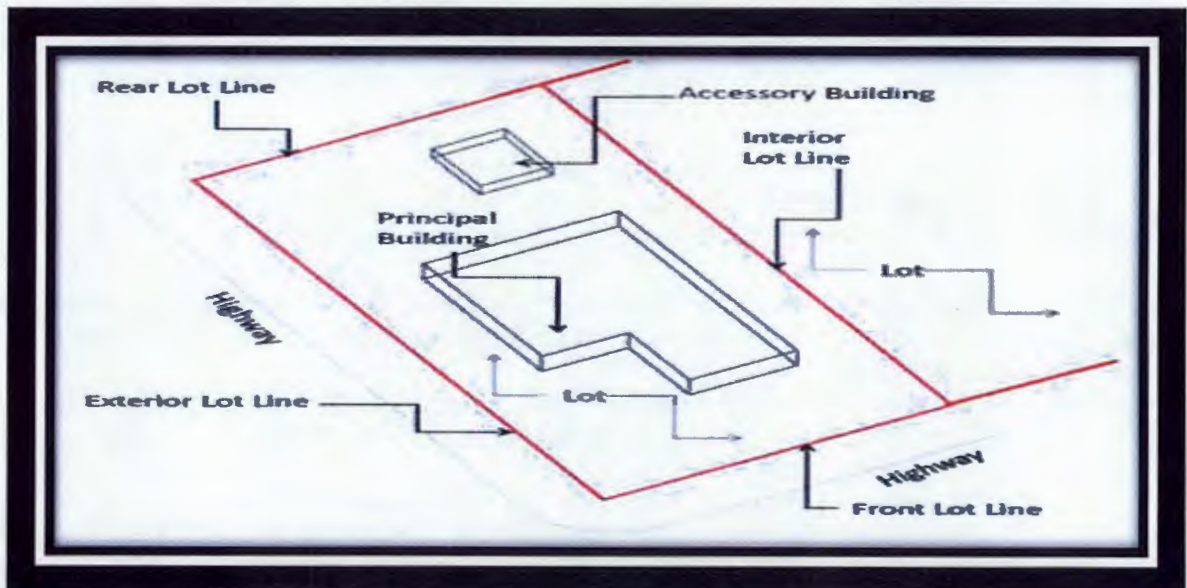
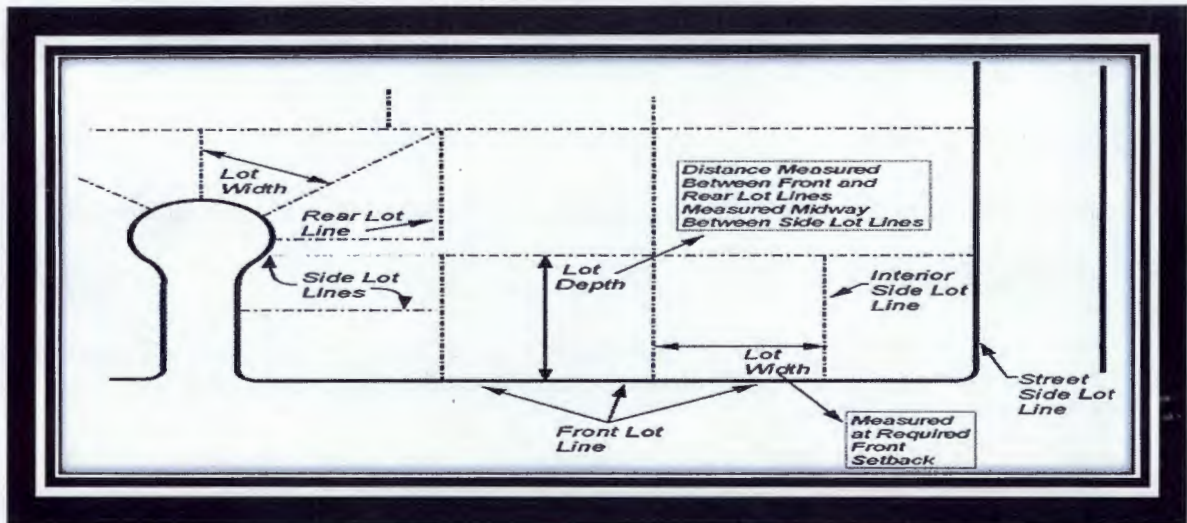
means chickens, horses, turkeys, cattle, mules, donkeys, hogs, rabbits, sheep, goats, bison, llamas and alpacas as well as any other animal or fowl used in the production of food, fur or similar products;

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;

- (d) **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-way, utility line, easement or watercourse must be the Zone boundary;
- e) 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

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

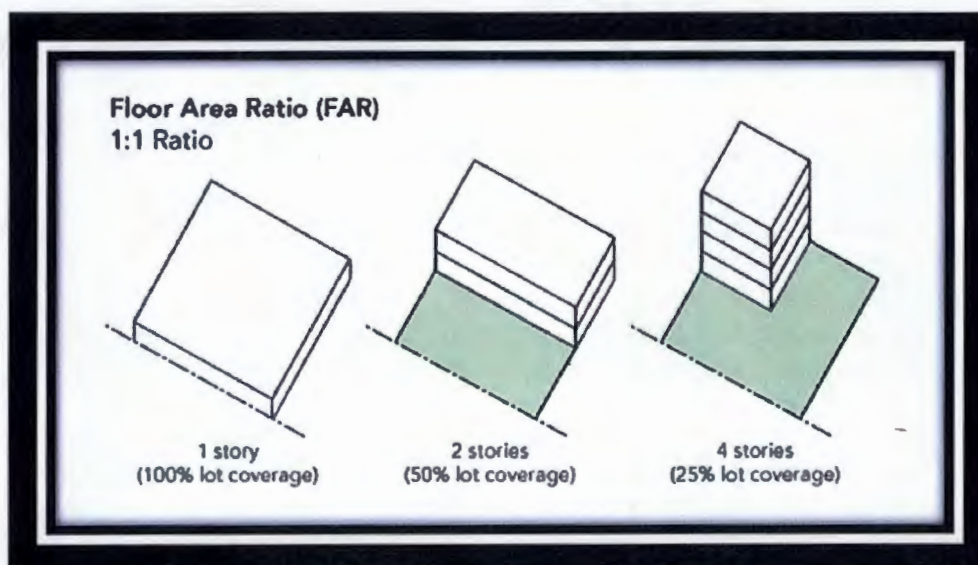
- a) Where a Zone includes a regulation entitled Maximum Floor Area Ratio or Maximum Floor Area, it must be interpreted to mean that a Lot in an area designated as being regulated by that Zone must not have any Buildings or Structures erected on that Lot that exceeds the Maximum Floor Area or Floor Area 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 *Canada Explosive Act*, as amended from time to time;
 - iii) 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;
 - x) any Marihuana Dispensaries or Marihuana Operations; and
 - xi) the storage of any construction materials, intended for off-site works, on any Lot;
- 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

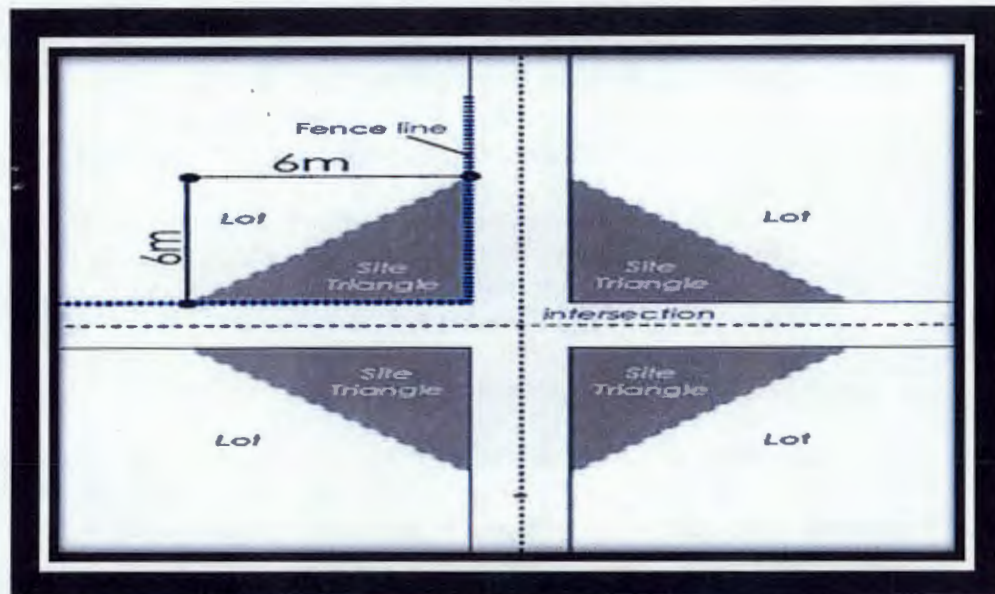
3.7 Height of Buildings and Structures

- 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:

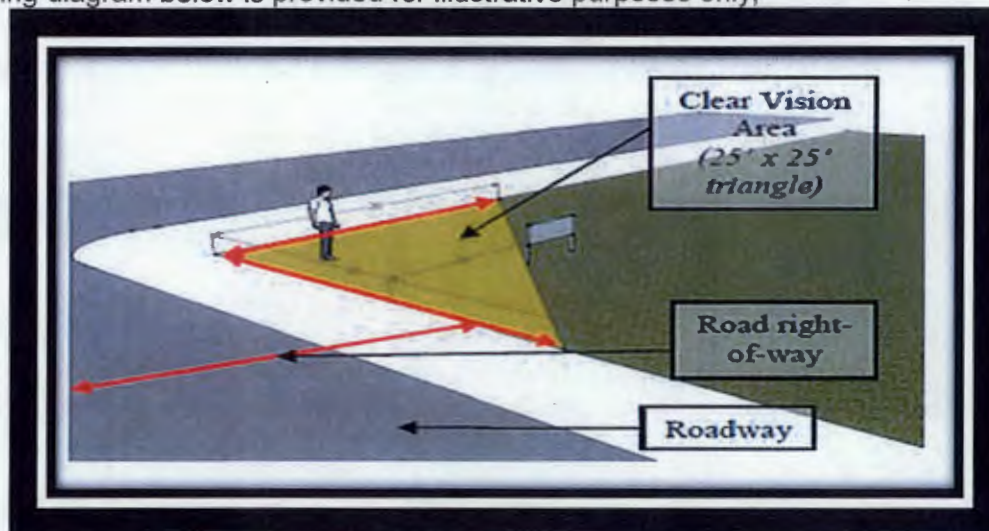
- i) communication towers and antennas;
 - ii) spires, belfries and domes;
 - iii) chimneys;
 - iv) flag poles;
 - v) elevator shafts; and
 - vi) stair and hose towers.
- e) Agricultural Buildings and Structures constructed on Lots in the Agricultural Land Reserve are exempt from the Building Height 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 and 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 that 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 addition to the Building or Structure,
 - ii) 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 stamped and signed drawings, 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 must comply with all applicable provincial and federal regulations and have a valid and current Municipal Business Licence;
 - ix) Automobile body shop, automobile service, boat service, automobile salvage or wrecking yard, Micro-Brewery, distillery, and processing plants are not permitted as Home Occupations;
 - x) except as permitted in accordance with the *Agricultural Land Commission Act*, as amended from time to time, fish, livestock operations, Medical Marihuana facilities or poultry processing are not permitted as Home Occupations;
 - xi) 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; and
 - iii) 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,

- d) including the Coach House, must not exceed 90m²; and
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 Permits

- a) Notwithstanding the permitted uses as outlined in each Zone, a Temporary Use Permit for Commercial purposes only may be issued for any Lot located within the Municipality, subject to Section 5.2.1 below: 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.

5.2.1 Temporary Use Permit Requirements

- a) Council may consider issuing a permit for temporary commercial uses where the following criteria has been reviewed:
 - i) the temporary use must operate at an intensity of use suitable to the surrounding area;
 - ii) the temporary use is not for any Tourist Accommodation use in a Residential Zone;
 - iii) there is adequate space on the Lot for the required off street parking requirements;
 - iv) the temporary use must be compatible with regard to use, design and operation with the surrounding uses;
 - v) the temporary use does not negatively affect the surrounding uses or properties in terms of noise, lighting, parking, traffic or any health and safety impacts; and
 - vi) the public has had an opportunity to comment on the proposed temporary use as outlined in the *Local Government Act*, as amended from time to time.

5.2.2 Additional Conditions, Security required, Terms and Renewal Options

- a) In addition to the current permit conditions as outlined in the *Local Government Act*, as amended from time to time, Council may:
 - i) ask the owner of the Land to give an undertaking to; demolish or remove a Building or Structure or restore Land described in the permit to a condition specified in the permit by a date specified in the permit,
 - ii) require the owner of the Land to provide to the Municipality, security to guarantee the performance of the terms of the permit, and
 - iii) issue the permit for a term not to exceed three-years and consider the renewal of the permit once for an additional term not to exceed three years.

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 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.

6.7 Parking or Storage of Vehicles

- a) In any Residential Zone, no more than the numbers and types of Motor Vehicles set up below will be permitted to be parked or stored on a Lot:
 - i) four Motor Vehicles, one of which may be a truck or school bus not exceeding 4.500 kilograms gross Motor Vehicle weight or one-horse trailer or camper or recreation vehicle, and
 - ii) one boat and trailer.

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

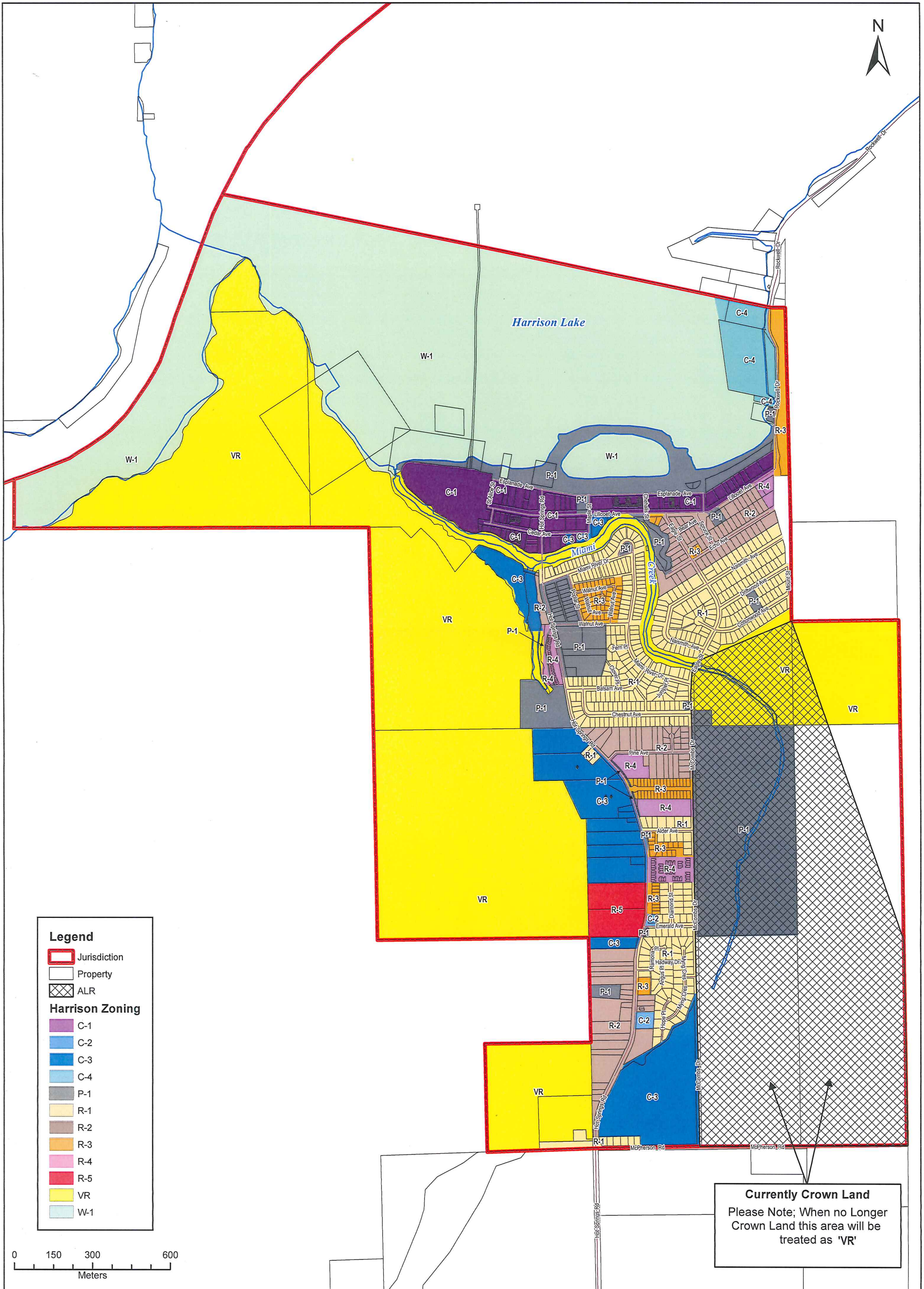
READ A THIRD TIME THIS _____ DAY OF _____, 2018

ADOPTED THIS _____ DAY OF _____, 2018

Mayor

Corporate Officer

Village of Harrison Hot Springs - Zoning Map
 Zoning Bylaw No. 1115, 2017
 Schedule 'A'



Currently Crown Land
 Please Note; When no Longer
 Crown Land this area will be
 treated as 'VR'