



# VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

## REGULAR COUNCIL MEETING

**Date:** Monday, February 19, 2018  
**Time:** 7:00 p.m.  
**Location:** Council Chambers, 495 Hot Springs Road  
 Harrison Hot Springs, British Columbia

<b>1. CALL TO ORDER</b>		
Meeting called to order by Mayor Facio.		
<b>2. INTRODUCTION OF LATE ITEMS</b>		
<b>3. APPROVAL OF AGENDA</b>		
<b>4. ADOPTION OF COUNCIL MINUTES</b>		
(a) THAT the Minutes of the Regular Council Meeting held on February 5, 2018 be adopted.		Item 4(a) Page 1
<b>5. BUSINESS ARISING FROM THE MINUTES</b>		
<b>6. CONSENT AGENDA</b>		
i. Bylaws	(a) Council Procedure Amendment Bylaw No. 1117, 2018	Item 6 i(a) Page 11
	(b) Water Regulation and Fee Amendment Bylaw No. 1118, 2018	Item 6 i(b) Page 13
ii. Agreements		
iii. Committee/ Commission Minutes		
iv. Correspondence		
<b>7. DELEGATIONS/PETITIONS</b>		
<ul style="list-style-type: none"> <li>• Tourism Harrison – Robert Reyerse</li> </ul>		
<b>8. CORRESPONDENCE</b>		
<b>9. BUSINESS ARISING FROM CORRESPONDENCE</b>		
<b>10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS</b>		
<b>11. REPORTS FROM MAYOR</b>		

<b>12. REPORTS FROM STAFF</b>	
<p>(a) Report of the Planning Consultant – February 6, 2018 Re: Issuance of a Development Permit – 750 Hot Springs Road</p> <p><u>Recommendation</u></p> <p>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:</p> <p>Lot a Section 12 Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan EEP 74538; and</p> <p>THAT Council not require a Tourism Commercial Development Permit for this site at this time.</p>	<p>Item 12 (a) Page 15</p>
<p>(b) Report of the Planning Consultant – February 14, 2018 Re: To start the Development permit review process</p> <p><u>Recommendation</u></p> <p>THAT staff be authorized to work on application 3060-20-DP02/18 for land legally described as: Strata Lots 1 through to and including 90, Section 13 Township 4, Range 29 West of the Sixth Meridian New Westminster District Strata Plan LMS787, civic address as: 378 Esplanade Avenue.</p>	<p>Item 12 (b) Page 59</p>
<b>13. BYLAWS</b>	
<p>(a) Report of the Deputy Chief Administrative Officer – February 6, 2018 Re: Revitalization Tax Exemption Repeal Bylaw</p> <p><u>Recommendation</u></p> <p>THAT Revitalization Tax Exemption Repeal Bylaw No. 1123, 2018 be given first, second and third reading.</p>	<p>Item 13 (a) Page 63</p>
<p>(b) Report of the Deputy Chief Administrative Officer – February 6, 2018 Re: Municipal Elections 2018 - General Election and Other Voting Procedures Bylaw and Automated Vote Counting System Authorization and Procedure Bylaw</p> <p><u>Recommendation</u></p> <p>THAT the General Election and Other Voting Procedures Bylaw No. 1121 be given first, second and third reading; and THAT an Automated Vote Counting System Authorization and Procedure Bylaw No. 1122 be given first, second and third reading.</p>	<p>Item 13 (b) Page 67</p>
<p>(c) Report of the Financial Officer – February 14, 2018 Re: 2018-2022 Financial Plan Bylaw No. 1119, 2018</p> <p><u>Recommendation</u></p> <p>THAT the 2018-2022 Financial Plan Bylaw No. 1119, 2018 be given second and third reading.</p>	<p>Item 13 (c) Page 83</p>
<b>14. QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)</b>	
<b>15. ADJOURNMENT</b>	

4(a)

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

DATE: February 5, 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 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  
Community Services Manager, Chelsea Woolhouse  
Planning Consultant, Ken Cossey

ABSENT: Councillor Sonja Reyerse

*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 Hansen  
Seconded by Councillor Piper

THAT the agenda be approved.

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-01

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Piper  
Seconded by Councillor Hansen

THAT the minutes of the Regular Council Meeting held on January 15, 2018  
be adopted.

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-02

9. **BUSINESS ARISING OUT OF CORRESPONDENCE**

**Moved by Councillor Buckley**  
**Seconded by Councillor Hansen**

THAT Councillor Piper be nominated for the Director position for the Lower Mainland Local Government Association.

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-05

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

**Councillor Hansen**

- Attend the Age-Friendly Committee meeting on February 1, 2018. Reported on the potential partnership with the Agassiz Legion with respect to Tech Savy Training to be held at the Legion on March 6, 2018 between 3 p.m. and 5 p.m.

**Moved by Councillor Hansen**  
**Seconded by Councillor Buckley**

THAT the Age-Friendly Committee partners with the Legion to host the event; and,

THAT up to five hundred dollars (\$500) from the Age-Friendly budget be committed towards advertisement, food and beverage for the Tech Savy Training event.

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-06

11. **REPORTS FROM MAYOR LEO FACIO**

- Report on correspondence received by the Minister of Tourism, Arts and Culture, Honourable Lisa Beare, with respect to the Resort Municipality Initiative.
- Reported on animal control statistics released by the Community Animal Response and Education for Harrison in 2017.
- Reported on Lake Errock's and Hatzic's water upgrade projects with respect to annual cost to residents.
- Reported on the Neighbourhood Water Supply Upgrade and the Water Supply Upgrade with respect to historical events, grant requirements, Fraser Health Authority reports, Village's Water Master Plan, and community communication surrounding the projects.

12. **REPORTS FROM STAFF**

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

**Moved by Councillor Buckley**  
**Seconded by Councillor Hansen**

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

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-07

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

**Moved by Councillor Hansen**  
**Seconded by Councillor Buckley**

THAT Fire Inspections Policy 1.27 be adopted.

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-08

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

**Moved by Councillor Piper**  
**Seconded by Councillor Hansen**

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.

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-09

Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
February 5, 2018

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

**Moved by Councillor Buckley**  
**Seconded by Councillor Piper**

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.

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-10

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

**Moved by Councillor Hansen**  
**Seconded by Councillor Buckley**

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; and

THAT Council approves funding of \$150,000 from Development Cost Charges to expand the waste water treatment plant by purchasing one fully populated membrane cassette.

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-11

Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
February 5, 2018

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

**Moved by Councillor Buckley**  
**Seconded by Councillor Piper**

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

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-12

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

**Moved by Councillor Piper**  
**Seconded by Councillor Hansen**

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

**DEFEATED**

**Moved by Councillor Hansen**  
**Seconded by Councillor Piper**

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

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-13

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

**Moved by Councillor Piper**  
**Seconded by Councillor Buckley**

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

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-14

Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
February 5, 2018

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

**Moved by Councillor Piper**  
**Seconded by Councillor Hansen**

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.

**DEFEATED**

**Moved by Mayor Facio**  
**Seconded by Councillor Buckley**

THAT Development Permit DP 03/17 for 750 Hot Springs Road be referred back to staff.

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-15

- (j) Report of the Planning Consultant – February 5, 2018  
Re: To start the Development Permit review process – 872 Hot Springs Road

**Moved by Councillor Piper**  
**Seconded by Councillor Buckley**

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.

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-16

13. **BYLAWS**

- (a) Report of the Deputy Chief Administrative Officer/Corporate Officer -  
January 9, 2018  
Re: Water Regulation and Fee Amendment Bylaw No. 1118, 2018

**Moved by Councillor Piper**  
**Seconded by Councillor Buckley**

THAT Water Regulation and Fee Amendment Bylaw No. 1118, 2018 be given first, second and third reading.

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-17

- (b) Report of the Deputy Chief Administrative Officer/Corporate Officer -  
January 17, 2018  
Re: Council Procedure Amendment Bylaw

**Moved by Councillor Hansen**  
**Seconded by Councillor Piper**

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

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-18

- (c) Report of Financial Officer – January 29, 2018  
Re: 2018-2022 Financial Plan Bylaw No. 1119, 2018

**Moved by Councillor Buckley**  
**Seconded by Councillor Piper**

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 held on February 19th, 2018.

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-19

Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
February 5, 2018

- (d) Report of the Planning Consultant – February 5, 2018  
Re: Zoning Bylaw No. 1115, 2017

**Moved by Councillor Buckley**  
**Seconded by Councillor Hansen**

The Planning Consultant reported that the Village had received a request for clarification from the Fraser Valley Regional District's Building Inspector with respect to the provisions for flood control requirements as it relates to building construction. The Village contacted a Registered Professional to provide a professional opinion. The Village received a response on February 5, 2018 and was advised that certain provisions regarding elevation levels are not required.

The following few minor changes will be made to the bylaw:

- On page 33, under section Flood Control Requirements 3.11 (b), omit bullet (iii) and bullet (iv);

Upon review Council requested the following to be amended:

- On page 6, under section Aggregate Extraction, delete the word "neither" and substitute with the "either"
- On page 14, bullet 2, add "professional" to "contractor services";
- On page 18, item (i) under section Recreational Facility, add "recreational" to "equipment rentals";
- On page 47, under section 6.7, delete "4.500 kg" and replace with "4,500 kg";

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

**CARRIED**  
**OPPOSED BY COUNCILLOR PIPER**  
RC-2018-02-20

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 OHansen**

THAT the meeting be adjourned 9:10 p.m.

**CARRIED  
UNANIMOUSLY**  
RC-2018-02-21

\_\_\_\_\_  
Leo Facio  
Mayor

\_\_\_\_\_  
Debra Key  
Corporate Officer

DRAFT

61(a)



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](http://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 15<sup>th</sup> DAY OF JANUARY, 2018

READ A SECOND TIME THIS 15<sup>th</sup> DAY OF JANUARY, 2018

READ A THIRD TIME THIS 15<sup>th</sup> DAY OF JANUARY, 2018

ADOPTED THIS                      DAY OF                      , 2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

6i(b)



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 5th DAY OF FEBRUARY, 2018

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

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

ADOPTED THIS      - DAY OF MARCH, 2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

12(a)



# VILLAGE OF HARRISON HOT SPRINGS

## REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** February 6, 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.

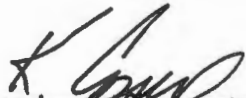
**RECOMMENDATIONS:**

- 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:

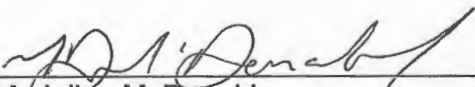
**Lot A Section 12 Township 4 Range 29 West of the Sixth Meridian  
New Westminster District Plan EEP 74538; and**

- 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

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)<sup>1</sup>; and
3. Guidelines for legislated landslide assessments for proposed residential developments in BC (APEGBC, 2010)<sup>2</sup>.

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.

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<sup>1</sup> 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%20Pa per.pdf>

<sup>2</sup> 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>

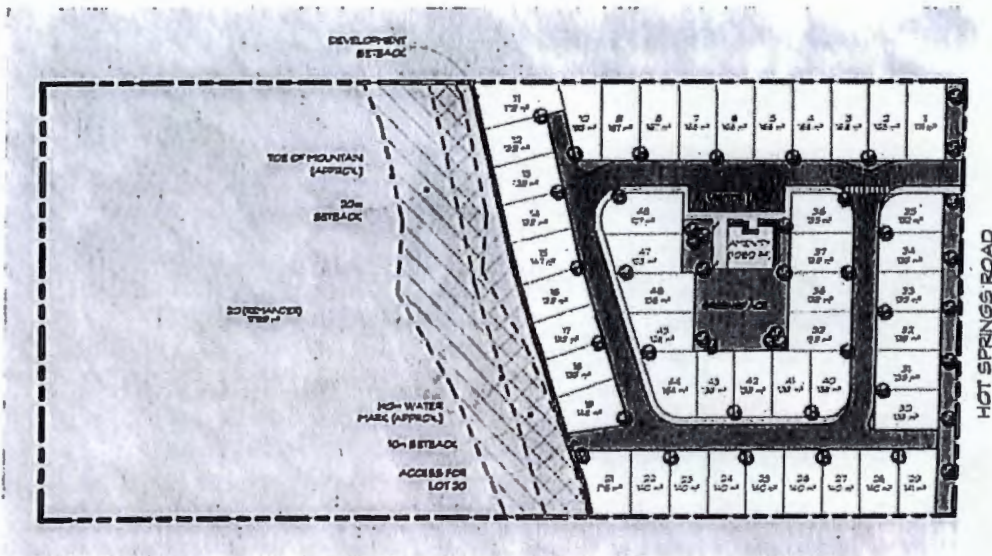


FIGURE 1: PROPOSED SITE DEVELOPMENT, PROVIDED BY CLIENT.

## 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:

- iMapBC<sup>3</sup>
  - 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. 864<sup>4</sup>
- Village of Harrison Hot Springs Zoning Bylaw No. 1020<sup>5</sup>
- Fraser Valley Regional District Webmap<sup>6</sup>
- Climate data<sup>7</sup>
- Seismic data<sup>8</sup>
- Previous reports
- Air photos, see Table 1

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

<sup>4</sup> 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>

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

<sup>6</sup> 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>

<sup>7</sup> 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](http://climate.weather.gc.ca/climate_normals/index_e.html)

<sup>8</sup> 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](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)<sup>9</sup> as well as the Zoning Bylaw No. 1020<sup>10</sup>. 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).

<sup>9</sup> Village of Harrison Hot Springs Official Community Plan, Bylaw 864, 2007.

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

<sup>10</sup> 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

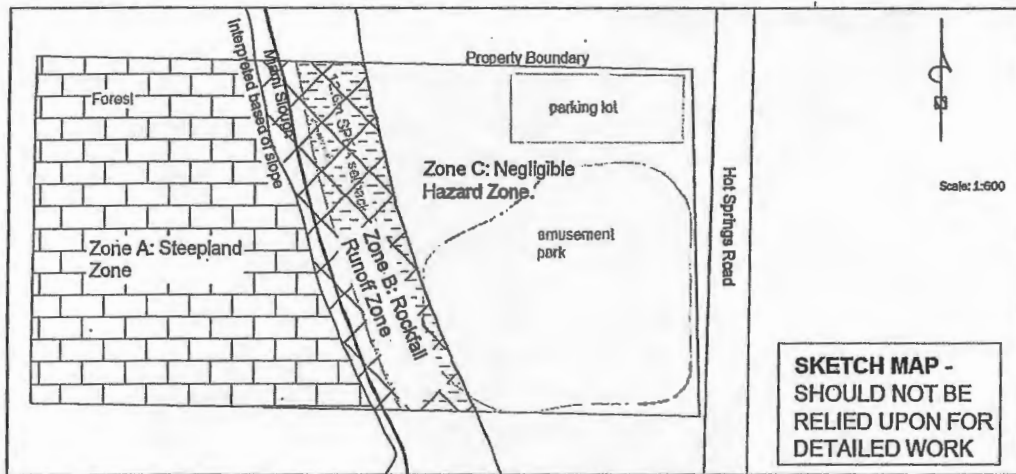


FIGURE 2: HAZARD ZONES WITHIN THE PROPERTY BOUNDARY, AS INDICATED IN SCHEDULE 1-C OF OCP.

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 (steepland 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 approximate 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.

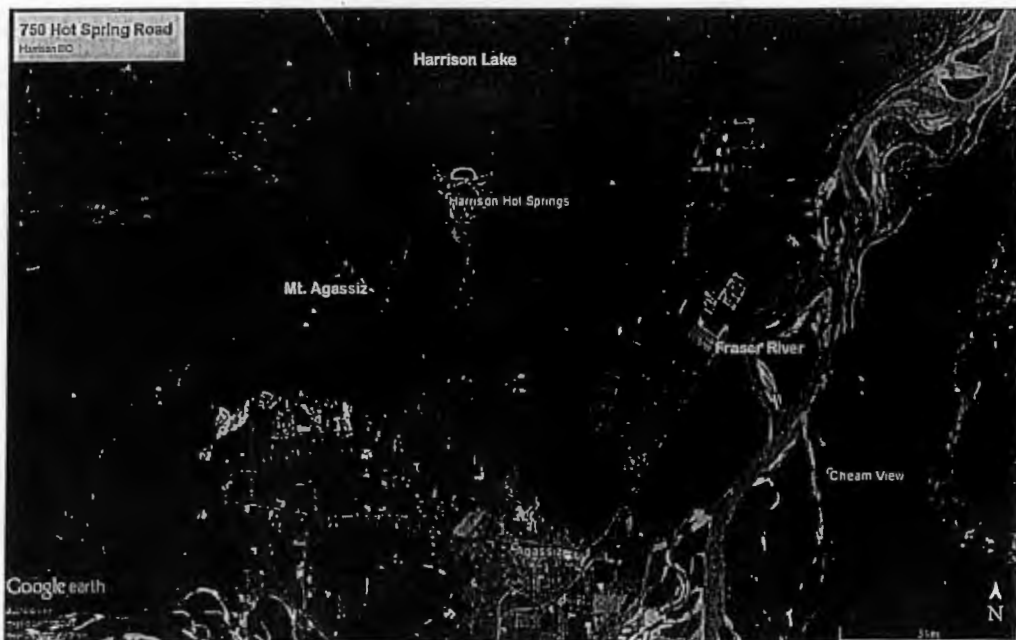


FIGURE 3: OVERVIEW OF HARRISON HOT SPRINGS AREA

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 Formation<sup>11</sup>. 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 floodplain<sup>12</sup> 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

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

<sup>12</sup> 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)<sup>13</sup> 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 level<sup>14</sup>. 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 model<sup>15</sup> 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](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.**



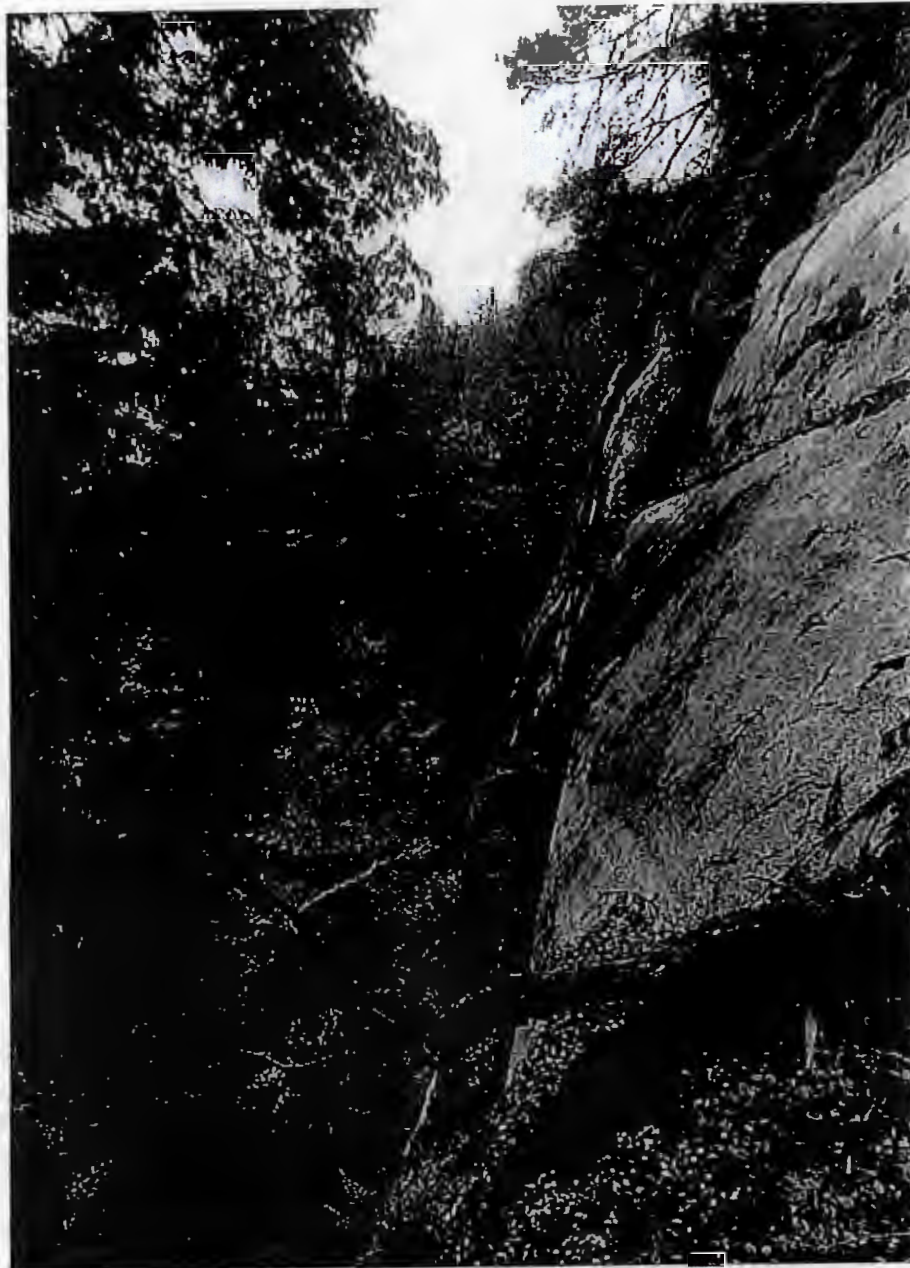
**PHOTO 2: VIEW OF DENSELY FORESTED SLOPE OF MT. AGASSIZ, DIRECTLY ADJACENT TO PROPERTY.**



**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 report<sup>16</sup> 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 m<sup>3</sup> 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

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<sup>16</sup> 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.

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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
Subdivision	TYPE OF HAZARD	Annual Return Frequencies				
		Inundation by Flood Waters	1:40	1:40 - 1:200	N/A	N/A
	Mountain Stream Erosion or Avulsion	1:200	1:200 - 1:500	N/A	N/A	< 1:500
	Debris Flood	1:200	1:200 - 1:500	N/A	1:500 - 1:10,000	< 1:10,000
	Debris Flow / Debris Torrent	1:500	1:500 - 1:10,000	N/A	N/A	< 1:10,000
	Localized Landslip	1:500	1:500 - 1:10,000	N/A	N/A	< 1:10,000
	Snow Avalanche	1:500	1:500 - 1:10,000	N/A	N/A	< 1:10,000
	Rockfall	1:1,000	1:1,000 - 1:10,000	N/A	N/A	< 1:10,000
	Catastrophic Landslide	1:10,000	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 (Cave, 1993)	
Geotechnical Hazard	Debris flow	<1:10,000	N/A	
	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
		<1:10,000	Outside of 20 m setback	Approval without conditions relating to hazards
	Localized landslide	<1:10,000	N/A	Approval without conditions relating to hazards
Massive (catastrophic) landslide	<1:10,000	N/A	Approval without conditions relating to hazards	

## 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.

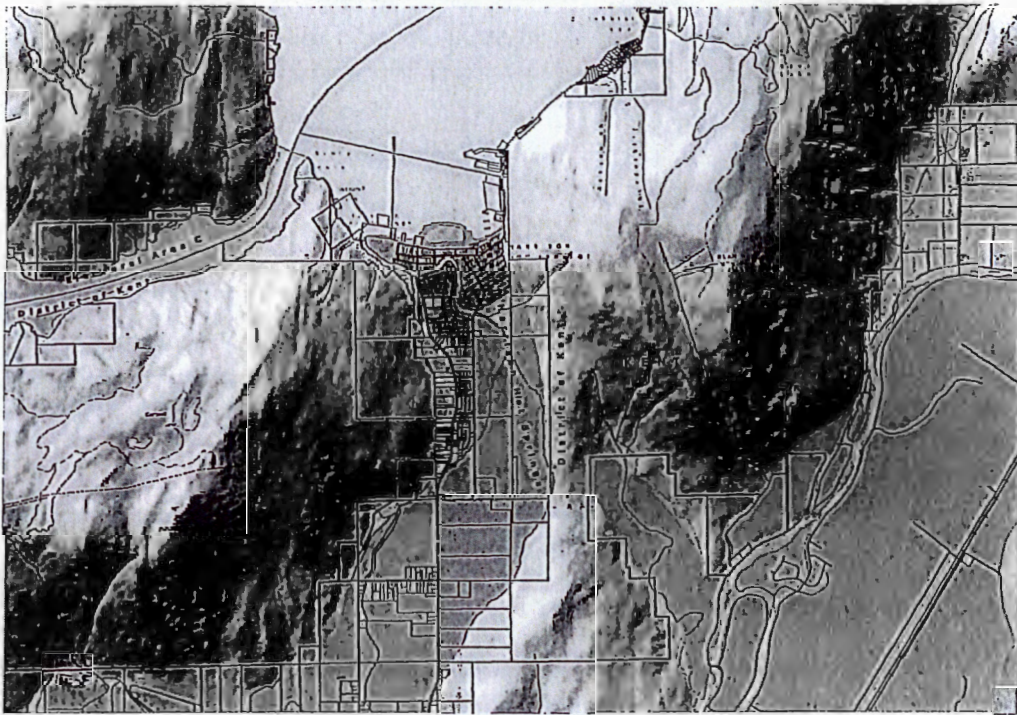


FIGURE 5: FLOODPLAIN HAZARD DELINEATED AS DARKER BLUE, FROM THE FRASER VALLEY REGIONAL DISTRICT. PROPERTY OUTLINED IN RED.

## 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 geoscientist signed 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<sup>(1)</sup> 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"

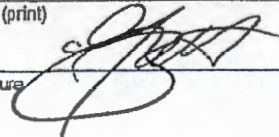
Check one

- 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

<sup>(1)</sup> 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."

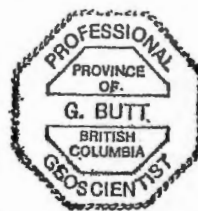
202-2790 Gladwin Rd

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<sup>(1)</sup>, 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

<sup>(1)</sup> *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)

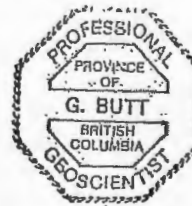
[Signature]  
Signature

202-2790 Gladwin Rd  
Address

Abbotsford BC

604-504-1972  
Telephone

NOV 22, 2017  
Date

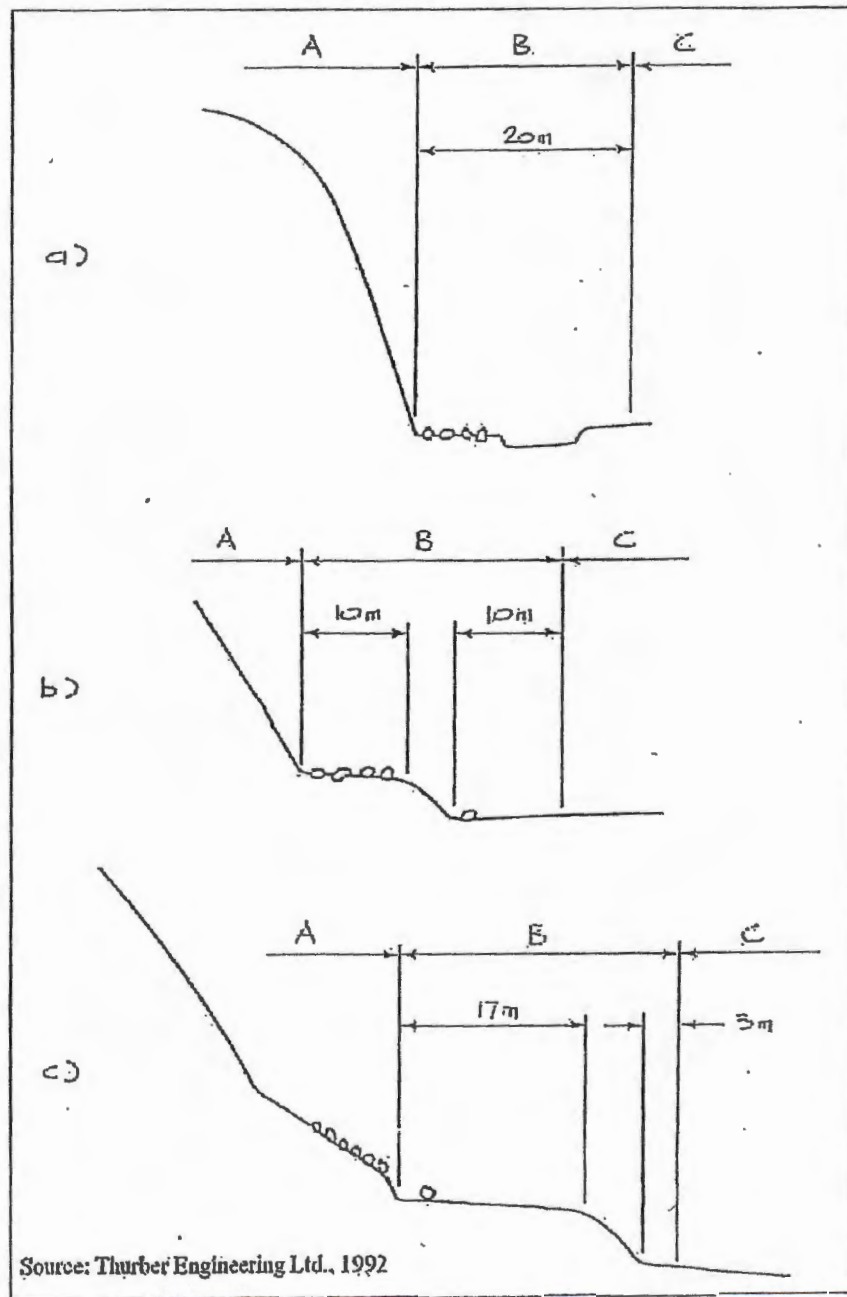


(Affix Professional seal here)

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  
OP 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.

Page 2 of 3 for DP No: 03/17

- (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.

Page 3 of 3 for DP No: 03/17

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







VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: February 6, 2018
FROM: Debra Key, Deputy Chief Administrative Officer/CO FILE: 1970-03/3900-01
SUBJECT: Revitalization Tax Exemption Repeal Bylaw

ISSUE: To repeal the Revitalization Tax Exemption Bylaw

BACKGROUND:

On February 5, 2018, Council considered and approved a motion to repeal Revitalization Tax Exemption Bylaw No. 1033, 2013 which was adopted in 2013. Pursuant to section 95 and 227 and of the Community Charter, public notice was provided in the February 8 and 15, 2018 editions of the local newspaper. Accordingly, a repealing bylaw is attached for Council's consideration.

RECOMMENDATION:

THAT Revitalization Tax Exemption Repeal Bylaw No. 1123, 2018 be given first, second and third reading.

Respectfully submitted:

REVIEWED BY:

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

[Signature of Madeline McDonald]
Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1123

A bylaw to repeal Revitalization Tax Exemption Bylaw No. 1033, 2013".

WHEREAS the Council adopted the Revitalization Tax Exemption Bylaw No. 1033, 2013 on May 6, 2013.

AND WHEREAS the Council deemed that no new development, green development and revitalization in the Village Core resulted in any eligible development projects to provide tax incentives;

AND WHEREAS the Community Charter provides that a revitalization tax exemption program repeal bylaw may only be adopted after notice of the proposed bylaw has been given in accordance with Section 227 of the Community Charter and this notice has been given;

AND WHEREAS the Council deemed that the Revitalization Tax Exemption Bylaw is no longer required and should be repealed;

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

1. CITATION

This Bylaw may be cited for all purposes as the "Revitalization Tax Exemption Repeal Bylaw No. 1123, 2018".

2. The following bylaw is hereby repealed:

(a) The Village of Harrison Hot Springs "Revitalization Tax Exemption Bylaw No. 1033, 2013" and any amendments thereto.

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

13(b)



# VILLAGE OF HARRISON HOT SPRINGS

## REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** February 6, 2018

**FROM:** Debra Key, **FILE:** 3900-01/4200-01  
Deputy Chief Administrative Officer/CO

**SUBJECT:** Municipal Elections 2018 - General Election and Other Voting Procedures Bylaw and Automated Vote Counting System Authorization and Procedure Bylaw

**ISSUE:** To introduce election bylaws for readings

**BACKGROUND:**

The municipal election is scheduled for October 20, 2018.

At a Regular meeting of Council on February 5, 2018, Council considered recommendations to authorize the preparation of a General Election and Other Voting Procedures Bylaw and an Automated Vote Counting System Authorization and Procedure Bylaw. Council directed that the General Election and Other Voting Procedures Bylaw be referred back to staff to include provisions for Mail Ballot Voting. Council approved the recommendation to prepare an Automated Vote Counting System Authorization and Procedure Bylaw as proposed.

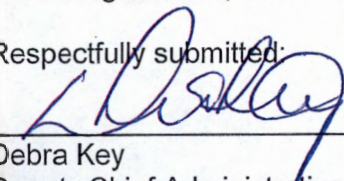
Accordingly, staff is presenting a General Election and Other Voting Procedures Bylaw that includes provisions for mail ballot voting and an Automated Vote Counting System Authorization and Procedure Bylaw for consideration.

**RECOMMENDATION:**


THAT the General Election and Other Voting Procedures Bylaw No. 1121 be given first, second and third reading; and

THAT an Automated Vote Counting System Authorization and Procedure Bylaw No. 1122 be given first, second and third reading.

Respectfully submitted:

  
 \_\_\_\_\_  
 Debra Key  
 Deputy Chief Administrative Officer/CO

REVIEWED BY:

  
 \_\_\_\_\_  
 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 4<sup>th</sup> 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 10<sup>th</sup> 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. MAIL BALLOT VOTING

- (a) As authorized under section 110 of the *Local Government Act*, voting [and elector registration] may be done by mail for those electors who meet the following criteria:
  - (i) persons who have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity; and
  - (ii) persons who expect to be absent from the Village on general voting day and at the times of all advance voting opportunities.

### 7. APPLICATION PROCEDURE

- 7.1 A person wishing to vote by mail ballot shall apply by giving their name and address to the chief election officer or to the person designated by the chief election officer for such purposes, during the period commencing 7 days before the first day of advance voting and ending at 4:00 pm on the Thursday two days before general voting day.

7.2 Upon receipt of a request for a mail ballot, the chief election officer or designate shall, between the first day of advanced voting and 4:00 p.m. on the Thursday two days before general voting day:

- (a) make available to the applicant, a mail ballot package as specified in section 110(7) of the *Local Government Act*, together with a statement advising the elector that the elector must meet one or more of the mail ballot criteria specified in section 6 of this bylaw, and that they must attest to such fact; and
- (b) immediately record and, upon request, make available for inspection:
  - (i) the name and address of the elector to whom the mail ballot package was issued.

## 8. VOTING PROCEDURE

8.1 To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the chief election officer.

8.2 After marking the ballot, the elector shall:

- (a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
- (b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
- (c) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope;
- (d) mail, or have delivered, the outer envelope and its contents to the chief election officer at the address specified so that it is received no later than the close of voting on general voting day.

## 9. BALLOT ACCEPTANCE OR REJECTION

9.1 Until 4:00 pm. on the Thursday two days before general voting day, upon receipt of the outer envelope and its contents, the chief election officer or designate shall immediately record the date of such receipt and shall then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:

- (a) the identity and entitlement to vote of the elector whose ballot is enclosed;
- (b) the completeness of the certification; and
- (c) the fulfilment of the requirements of section 70 of the *Local Government Act* in the case of a person who is registering as a new elector;

the chief election officer or designate shall mark the certification envelope as "accepted", and shall retain in his custody all such certification envelopes in order to deal with any challenges made in accordance with Section 10 of this bylaw.

- 9.2 The unopened certification envelopes shall remain in the custody of the chief election officer or designate until 4:00 p.m. on the Thursday two days before general voting day, at which time the certification envelopes containing the secrecy envelopes shall be opened in the presence of at least one other person, including any scrutineers present.
- 9.3 At 4:00 p.m. on the Thursday two days before general voting day, the chief election officer or designate shall place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.
- 9.4 Where an outer envelope and its contents are received by the chief election officer or designate between 4:00 p.m. on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of section 9.1 of this bylaw with regard to ballot acceptance shall apply and the chief election officer or designate shall retain such envelopes in their possession until the close of voting and at that time shall open such certification envelopes in the presence of at least one other person, including any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.
- 9.5 As soon as possible after all of the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box shall be opened under the supervision of the chief election officer or designate, and in the presence of at least one other person and any scrutineers present, the secrecy envelopes shall be opened and the ballots contained therein counted in accordance with the provisions of the *Local Government Act*.

## 9.6 Where:

- (a) upon receipt of an outer envelope, the chief election officer is not satisfied as to the identity of the elector whose ballot is enclosed; or
- (b) in the case of a person required to complete an application for registration as an elector, such application has not been completed in accordance with section 70 of the *Local Government Act*; or
- (c) the outer envelope is received by the chief election officer or designate after the close of voting on general voting day,

the certification envelope shall remain unopened and the chief election officer shall mark such envelope as "rejected", and shall note the reasons therefor, and the ballot contained therein shall not be counted in the election.

- 9.7 Any certification envelopes and their contents rejected in accordance with section 9.6 of the bylaw shall remain unopened and shall be subject to the provisions of section 160(2) of the *Local Government Act* with regard to their destruction.

## 10. CHALLENGE OF ELECTOR

- 10.1 A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in section 126 of the *Local Government Act* until 4:00 pm on the Thursday two days before general voting day.

- 10.2 The provisions of sections 126(2) to (5) inclusive of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

## 11. ELECTOR'S NAME ALREADY USED

- 11.1 Where, upon receiving a request for a mail ballot, the chief election officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the provisions of section 127 of the *Local Government Act* shall apply, so far as applicable.

## 12. REPLACEMENT OF SPOILED BALLOT

- 12.1 Where an elector unintentionally spoils a mail ballot before returning it to the chief election officer, the elector may request a replacement ballot by advising the chief election officer or designate of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the chief election officer or designate.

The chief election officer shall, upon receipt of the spoiled ballot package, record such fact, and proceed in accordance with section 7.2 of this bylaw.

**13. ORDER NAMES OF 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*.

**14. 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





# VILLAGE OF HARRISON HOT SPRINGS

## REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** February 15, 2018  
**FROM:** Tracey Jones **FILE:** 1700-02  
 Financial Officer  
**SUBJECT:** 2018-2022 Financial Plan Bylaw No. 1119, 2018

**ISSUE:** To present the 2018-2022 Financial Plan Bylaw No. 1119, 2018 for readings

**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 was made available for Public Consultation at an Open House held on February 19th, 2018 from 2pm to 6pm and is 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 given second and third reading

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 5<sup>th</sup> 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
<b>REVENUES:</b>					
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 & AGENC	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 & AGENC	(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
<b>EXPENSES:</b>					
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
<b>CAPITAL, DEBT, RESERVES, TRANSFERS &amp; BORROWING</b>					
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**

<b>Revenue Source</b>	<b>% of Total Revenue</b>	<b>Dollar Value</b>
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

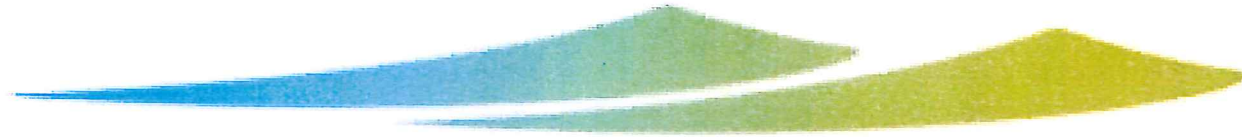
### Policies

- 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**

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*Naturally Refreshed*

**DRAFT**

**FINANCIAL PLAN (2018-2022)**

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

	2015	2016	2017	2017	2018	2019	2020	2021	2022
	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
			UNAUDITED						
<b>GENERAL FUND</b>									
<b>REVENUE</b>									
<b>PROPERTY TAXES</b>									
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
<b>REVENUE FROM OWN SOURCES</b>									
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
<b>GRANTS AND DONATIONS</b>									
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
<b>TRANSFERS FROM RESERVES &amp; SURPLUS</b>									
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	-	-	-	-
<b>TRANSFER FROM EQUITY IN TCA - GENERAL</b>									
	535,923	593,448	613,839	542,000	608,000	608,000	608,000	608,000	620,160
<b>TOTAL REVENUE</b>	<b>3,515,905</b>	<b>3,662,285</b>	<b>3,909,285</b>	<b>3,808,135</b>	<b>3,995,114</b>	<b>3,625,120</b>	<b>3,674,135</b>	<b>3,727,756</b>	<b>3,802,311</b>

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
<b>EXPENDITURES</b>									
<b>COUNCIL</b>									
MAYOR FACIO	35,600	37,020	41,317	39,500	39,500	39,500	39,500	39,500	40,290
COUNCILLOR REYERSE	17,529	15,908	17,933	20,500	20,550	20,550	20,550	20,550	20,961
COUNCILLOR BUCKLEY	15,531	18,359	18,690	20,500	20,550	20,550	20,550	20,550	20,961
COUNCILLOR HANSEN	18,013	15,540	16,018	20,500	20,550	20,550	20,550	20,550	20,961
COUNCILLOR PIPER	15,574	17,702	16,018	20,500	20,550	20,550	20,550	20,550	20,961
OTHER LEGISLATIVE EXPENSES	7,215	4,174	3,884	8,250	8,250	8,250	8,250	8,250	8,415
Total Legislative Services	109,463	108,703	113,859	129,750	129,950	129,950	129,950	129,950	132,549
<b>ADMINISTRATION</b>									
EXPENSES - STAFF	203,569	186,987	192,426	190,135	204,830	208,802	212,791	216,540	220,871
MANAGEMENT EXPENSES	495,354	280,088	334,497	392,646	395,450	403,400	410,900	418,400	426,768
TRANSPORTATION & COMMUNICATION	15,912	13,895	17,969	17,200	18,200	18,200	18,700	18,700	19,074
INFORMATION SERVICES	19,616	25,755	21,842	33,200	30,700	30,700	30,700	30,700	31,314
PROFESSIONAL & SPECIAL SERVICES	36,332	58,911	34,881	50,650	68,650	51,300	47,300	47,300	48,246
LIBRARY BOARD	59,640	61,346	63,767	63,250	65,550	67,176	68,842	70,551	71,962
MISCELLANEOUS SERVICES	18,937	14,653	12,872	17,200	18,200	18,200	18,200	18,200	18,564
GENERAL GOODS & SUPPLIES	35,703	28,089	35,498	40,600	41,600	42,600	43,600	43,600	44,472
BANK CHARGES & INTEREST	5,620	2,319	3,004	2,700	3,400	3,400	3,400	3,400	3,468
MUNICIPAL OFFICE	28,622	41,199	35,308	32,025	31,590	31,773	31,959	32,149	32,792
AMORTIZATION	126,948	157,557	162,422	131,500	163,500	163,500	163,500	163,500	166,770
Total Administration	1,046,253	870,799	914,487	971,106	1,041,670	1,039,051	1,049,892	1,063,040	1,084,301
<b>PROTECTIVE SERVICES</b>									
BYLAW ENFORCEMENT	37,791	39,226	39,962	46,000	52,700	52,700	52,700	52,700	53,754
ANIMAL WASTE STATIONS	3,838	5,656	4,354	4,868	4,950	4,989	5,029	5,069	5,170
EMERGENCY MEASURES	9,918	14,005	12,114	12,150	13,450	13,150	13,150	13,150	13,413
<b>FIRE DEPARTMENT</b>									
FIRE DEPARTMENT ADMINISTRATION	16,336	32,155	17,534	29,450	25,450	25,450	28,150	28,150	28,713
FIREHALL	24,383	16,032	30,742	49,980	35,668	20,771	20,875	20,982	21,402
FIRE REMUNERATION & BENEFITS	61,900	48,604	82,146	91,334	100,350	100,350	100,350	100,350	102,357
FIRE DEPARTMENT VEHICLES	7,723	9,848	9,925	10,983	12,024	12,454	12,454	12,454	12,703
FIRE DEPARTMENT EQUIPMENT	16,821	15,395	15,405	21,675	18,600	18,600	18,600	18,600	18,972
FIRE DEPARTMENT AMORTIZATION	6,557	7,164	8,299	6,000	7,500	7,500	7,500	7,500	7,650
Total Fire Department	133,720	129,198	164,051	209,422	199,592	185,125	187,929	188,036	191,797
Total Protective Services	185,267	188,085	220,481	272,440	270,692	255,964	258,808	258,955	264,134

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

	2015	2016	2017	2017	2018	2019	2020	2021	2022
	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
			UNAUDITED						
<b>DEVELOPMENT PLANNING</b>									
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
<b>TOURISM &amp; COMMUNITY IMPROVEMENT</b>									
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
<b>ENGINEERING &amp; TRANSPORTATION SERVICES</b>									
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
<b>ROADS &amp; STREETS</b>									
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
<b>FLOOD PROTECTION</b>									
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
<b>WASTE MANAGEMENT</b>									
WASTE MANAGEMENT - MUNICIPAL OPERATIONS	36,959	28,125	43,599	37,750	49,146	50,121	51,116	52,130	53,173
LANDFILL	36,250	16,503	7,159	8,000	8,000	8,000	8,000	16,000	16,320
WASTE MANAGEMENT - CONTRACTED SERVICES	97,861	96,671	160,027	168,500	130,000	130,000	130,000	130,000	132,600
Total Waste Management	171,070	141,299	210,784	214,250	187,146	188,121	189,116	198,130	202,093
<b>PARKS, RECREATION &amp; CULTURAL SERVICES</b>									
BEACH	90,464	103,428	95,935	107,885	107,454	108,556	110,407	112,296	114,542
MEMORIAL BENCHES	899	700	1,043	200	200	200	200	200	204
LAGOON BREAKWATER	12,611	1,061	1,367	6,000	3,500	6,000	6,000	6,000	6,120
BEACH WASHROOMS	31,567	30,157	47,647	34,230	50,844	45,892	46,454	47,027	47,968
BOAT LAUNCH & WASHROOMS	22,533	38,842	7,389	16,240	14,293	14,357	14,421	14,487	14,777
HARRISON LAKE PLAZA	26,032	24,260	29,183	24,850	28,840	29,089	29,342	29,601	30,193
FEDERAL WHARF	445	508	521	5,500	1,035	1,035	1,035	1,035	1,056
FLOAT PLANE DOCK	2,458	441	348	1,300	5,360	1,360	1,360	1,360	1,387
MEMORIAL HALL	32,321	37,857	37,256	38,630	40,244	40,614	40,992	41,378	42,206
ARTS CENTRE	14,947	3,766	16,753	14,942	4,881	4,896	4,910	4,926	5,025
YACHT CLUB	5,475	5,508	6,045	6,550	6,550	6,550	6,550	6,550	6,681
RENDALL PARK	14,572	25,317	17,255	16,853	15,793	16,012	16,236	16,464	16,793
SPRING PARK	15,450	14,935	29,932	60,057	41,329	21,626	21,925	22,229	22,674
BEACH PLAYGROUND	5,231	1,163	852	6,145	4,012	4,042	4,071	4,101	4,183
OTHER GREEN SPACES	76,872	76,866	66,208	83,548	75,200	76,300	77,418	78,354	79,922
AMORTIZATION - PARKS	8,826	7,347	8,034	10,000	7,500	10,000	10,000	10,000	10,200
AMORTIZATION - OTHER INFRASTRUCTURE	73,436	76,212	76,212	72,500	76,500	76,500	76,500	76,500	78,030
Total Parks, Recreation, & Cultural Services	434,138	448,368	441,981	505,430	483,535	463,029	467,821	472,508	481,961
<b>TRANSFERS TO RESERVES AND ALLOWANCES</b>									
CONTRIBUTION TO ALLOWANCES	99,509	50,831	70,787	66,900	74,500	146,520	229,139	248,540	253,508
CONTRIBUTIONS TO STATUTORY RESERVES	391,401	164,427	325,288	174,400	235,790	190,000	190,000	190,000	193,800
Total Transfers to Reserves	490,910	215,258	396,075	241,300	310,290	336,520	419,139	438,540	447,308
<b>TRANSFER TO CAPITAL FUND</b>									
Total Transfers	559,561	338,681	506,512	370,070	410,490	465,720	487,939	507,340	517,484
<b>TOTAL EXPENDITURES</b>	<b>3,350,747</b>	<b>3,221,332</b>	<b>3,545,461</b>	<b>3,808,135</b>	<b>3,995,114</b>	<b>3,625,120</b>	<b>3,674,135</b>	<b>3,727,756</b>	<b>3,802,311</b>
<b>SURPLUS (DEFICIT)</b>	<b>165,158</b>	<b>440,953</b>	<b>363,824</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

	2015	2016	2017	2017	2018	2019	2020	2021	2022
	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
			UNAUDITED						
<b>CAPITAL FUND</b>									
<b>REVENUES</b>									
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	110,437	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	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>1,074,249</b>	<b>3,210,586</b>	<b>793,599</b>	<b>1,531,658</b>	<b>1,566,500</b>	<b>234,200</b>	<b>182,800</b>	<b>182,800</b>	<b>186,456</b>
<b>EXPENDITURES</b>									
<b>DEBT</b>									
DEBT FINANCING	19,153	18,068	17,061	18,270	18,800	17,300	15,700	15,700	16,014
DEBT REPAYMENTS	29,632	64,261	57,614	65,500	71,400	111,900	53,100	53,100	54,162
	48,785	82,329	74,675	83,770	90,200	129,200	68,800	68,800	70,176
<b>CAPITAL EXPENDITURES</b>									
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
<b>TOTAL EXPENDITURES</b>	<b>610,549</b>	<b>3,210,586</b>	<b>793,599</b>	<b>1,531,658</b>	<b>1,566,500</b>	<b>234,200</b>	<b>182,800</b>	<b>182,800</b>	<b>186,456</b>
CAPITAL SURPLUS (DEFICIT) / Carry forward	463,700	-	0	-	-	-	-	-	-
	628,858	440,953	363,825	-	-	-	-	-	-

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
<b>WASTE WATER</b>									
<b>REVENUES</b>									
OPERATING REVENUES	516,741	533,671	570,839	542,500	603,230	597,555	583,625	588,406	600,174
FRONTAGE TAXES	200,055	203,088	207,863	202,000	213,000	213,000	224,000	224,000	228,480
DCC REVENUE	15,181								
INTEREST		9,277	13,947						
INFRASTRUCTURE PLANNING GRANT			10,000	10,000					
TRANSFER FROM SURPLUS				32,400					
TRANSFER FROM EQUITY IN TCA - SEWER	138,453	141,495	143,371	134,000	134,000	134,000	134,000	134,000	136,680
<b>TOTAL REVENUES</b>	<b>870,430</b>	<b>887,531</b>	<b>946,021</b>	<b>920,900</b>	<b>950,230</b>	<b>944,555</b>	<b>941,625</b>	<b>946,406</b>	<b>965,334</b>
<b>EXPENDITURES</b>									
SEWER ADMINISTRATION	77,730	61,418	93,033	100,475	99,800	102,975	105,095	106,795	108,931
TRAINING	6,653	4,614	4,501	7,115	5,230	5,255	5,280	5,305	5,411
WASTEWATER COLLECTION	6,173	18,875	14,459	19,800	30,400	23,775	20,900	21,020	21,440
WASTEWATER TREATMENT PLANT	321,125	388,525	420,641	481,080	385,400	382,400	368,450	370,600	378,012
LIFT STATIONS	49,954	50,521	78,755	102,700	82,400	83,150	83,900	84,686	86,380
SEWER PLANNING		35,493							
AMORTIZATION - SEWER	138,453	141,495	143,371	134,000	134,000	134,000	134,000	134,000	136,680
<b>Total Operating Costs</b>	<b>600,088</b>	<b>700,941</b>	<b>754,760</b>	<b>845,170</b>	<b>737,230</b>	<b>731,555</b>	<b>717,625</b>	<b>722,406</b>	<b>736,854</b>
<b>TRANSFERS TO RESERVES AND ALLOWANCES</b>	<b>3,651</b>	<b>9,277</b>	<b>13,947</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSFER TO CAPITAL FUND</b>	<b>92,934</b>	<b>54,400</b>	<b>67,130</b>	<b>75,730</b>	<b>213,000</b>	<b>213,000</b>	<b>224,000</b>	<b>224,000</b>	<b>228,480</b>
<b>Total Transfers</b>	<b>96,585</b>	<b>63,677</b>	<b>81,077</b>	<b>75,730</b>	<b>213,000</b>	<b>213,000</b>	<b>224,000</b>	<b>224,000</b>	<b>228,480</b>
<b>TOTAL EXPENDITURES</b>	<b>696,673</b>	<b>764,618</b>	<b>835,837</b>	<b>920,900</b>	<b>950,230</b>	<b>944,555</b>	<b>941,625</b>	<b>946,406</b>	<b>965,334</b>
<b>Sewer Operating Fund SURPLUS (DEFICIT)</b>	<b>173,757</b>	<b>122,913</b>	<b>110,183</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL FUND</b>									
<b>REVENUES</b>									
DCC REVENUE RECOGNISED		7,065	-	450,000	1,095,000	90,000			
PROCEEDS FROM DEBT				30,000				495,000	
TRANSFER FROM SURPLUS			61,182	275,000	225,000	20,000			
TRANSFER FROM SEWER OPERATIONS	92,934	54,400	67,130	75,730	213,000	213,000	224,000	224,000	228,480
TRANSFER FROM RESERVES					117,000	1,210,000	46,000		
CONTRIBUTED ASSETS			55,000					1,005,000	
INFRASTRUCTURE GRANTS									
<b>TOTAL REVENUES</b>	<b>92,934</b>	<b>61,465</b>	<b>183,312</b>	<b>830,730</b>	<b>1,650,000</b>	<b>1,533,000</b>	<b>270,000</b>	<b>1,724,000</b>	<b>228,480</b>
<b>DEBT</b>									
DEBT FINANCING	-	-	-	600	-	-	-	-	10,200
DEBT REPAYMENTS	-	-	-	8,000	-	-	-	-	25,500
	-	-	-	8,600	-	-	-	-	35,700
<b>CAPITAL EXPENDITURES</b>	<b>42,934</b>	<b>7,065</b>	<b>116,182</b>	<b>755,000</b>	<b>1,437,000</b>	<b>1,320,000</b>	<b>200,000</b>	<b>1,500,000</b>	<b>-</b>
<b>WASTEWATER RESERVES</b>	<b>50,000</b>	<b>54,400</b>	<b>67,130</b>	<b>67,130</b>	<b>213,000</b>	<b>213,000</b>	<b>70,000</b>	<b>224,000</b>	<b>192,780</b>
<b>TOTAL EXPENDITURES</b>	<b>92,934</b>	<b>61,465</b>	<b>183,312</b>	<b>830,730</b>	<b>1,650,000</b>	<b>1,533,000</b>	<b>270,000</b>	<b>1,724,000</b>	<b>228,480</b>
<b>Capital Fund SURPLUS (DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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
<b>WATER FUND</b>									
<b>REVENUES</b>									
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	627						
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
<b>TOTAL REVENUES</b>	<b>519,263</b>	<b>532,135</b>	<b>658,040</b>	<b>554,960</b>	<b>750,600</b>	<b>651,500</b>	<b>666,500</b>	<b>666,500</b>	<b>679,830</b>
<b>EXPENSES</b>									
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
<b>Total Operating Costs</b>	<b>350,282</b>	<b>301,304</b>	<b>337,364</b>	<b>368,014</b>	<b>380,514</b>	<b>382,982</b>	<b>386,733</b>	<b>391,540</b>	<b>399,371</b>
<b>TRANSFERS TO RESERVES AND ALLOWANCES</b>	<b>1,406</b>	<b>1,275</b>	<b>627</b>						
<b>TRANSFER TO CAPITAL FUND</b>	<b>158,018</b>	<b>152,161</b>	<b>217,357</b>	<b>186,946</b>	<b>370,086</b>	<b>268,518</b>	<b>279,767</b>	<b>274,960</b>	<b>280,459</b>
<b>Total Transfers</b>	<b>159,424</b>	<b>153,436</b>	<b>217,984</b>	<b>186,946</b>	<b>370,086</b>	<b>268,518</b>	<b>279,767</b>	<b>274,960</b>	<b>280,459</b>
<b>TOTAL EXPENDITURES</b>	<b>509,706</b>	<b>454,740</b>	<b>555,348</b>	<b>554,960</b>	<b>750,600</b>	<b>651,500</b>	<b>666,500</b>	<b>666,500</b>	<b>679,830</b>
<b>Water Operating fund SURPLUS (DEFICIT)</b>	<b>9,557</b>	<b>77,395</b>	<b>102,692</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL FUND</b>									
<b>REVENUES</b>									
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									
<b>TOTAL REVENUES</b>	<b>158,018</b>	<b>152,161</b>	<b>412,881</b>	<b>3,522,758</b>	<b>3,264,686</b>	<b>268,518</b>	<b>389,767</b>	<b>274,960</b>	<b>280,459</b>
<b>EXPENDITURES</b>									
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	-	-
TRANSFERS TO RESERVE AND ALLOWANCES	58,018	117,541	116,577	120,000	120,000	120,000	115,000	-	-
CAPITAL EXPENDITURES	100,000	34,620	66,946	66,946	119,086	148,518	24,767	274,960	280,459
<b>TOTAL EXPENDITURES</b>	<b>158,018</b>	<b>152,161</b>	<b>412,881</b>	<b>3,522,758</b>	<b>3,264,686</b>	<b>268,518</b>	<b>389,767</b>	<b>274,960</b>	<b>280,459</b>
<b>Water Capital Fund SURPLUS (DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>