



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

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

1. CALL TO ORDER		
Meeting called to order by Mayor Facio.		
2. INTRODUCTION OF LATE ITEMS		
3. APPROVAL OF AGENDA		
4. ADOPTION OF COUNCIL MINUTES		
	(a) THAT the Minutes of the Regular Council Meeting held on October 15, 2018 be adopted.	Item 4(a) Page 1
	(b) THAT the Minutes of the Inaugural Council Meeting held on November 5, 2018 be adopted.	Item 4(b) Page 7
5. BUSINESS ARISING FROM THE MINUTES		
6. CONSENT AGENDA		
i. Bylaws		
ii. Agreements		
iii. Committee/ Commission Minutes	(a) Age-Friendly Committee Meeting Minutes of August 2, 2018.	Item 6.iii(a) Page 11
iv. Correspondence	(a) Letter dated November 5, 2018 from the Fraser Valley Paddling Club Re: Thank you and Proof of Purchase	Item 6.vi(a) Page 15
7. DELEGATIONS/PETITIONS		
8. CORRESPONDENCE		
9. BUSINESS ARISING FROM CORRESPONDENCE		
10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS		
11. REPORTS FROM MAYOR		

12. REPORTS FROM STAFF

- (a) Report of the Deputy Chief Administrative Officer – October 22, 2018
Re: 2019 Regular Council Meeting Schedule Item 12(a)
Page 17
- Recommendation
- THAT the proposed Regular Council meeting schedule for 2019 be approved as submitted.
-
- (b) Report of the Deputy Chief Administrative Officer – October 25, 2018
Re: Deputy Mayor Appointments for 2019 Item 12(b)
Page 19
- Recommendation
- THAT the following members of Council be appointed as Deputy Mayor for 2019:
- | | |
|--------------------|-------------------|
| January – March | Councillor Piper |
| April – June | Councillor Hooper |
| July – September | Councillor Vidal |
| October – December | Councillor Palmer |
-
- (c) Report of the Deputy Chief Administrative Officer – October 25, 2018
Re: Signing Authorities Item 12(c)
Page 21
- Recommendation
- THAT one of each of the following be authorized as signing officers for the Village of Harrison Hot Springs:
- Mayor Leo Facio, Councillor Ray Hooper, Councillor Gerry Palmer, Councillor Samantha Piper and Councillor Michie Vidal
-
- (d) Report of the Deputy Chief Administrative Officer – October 25, 2018
Re: Fraser Valley Regional District Board, Fraser Valley Regional District Hospital Board Directors, Fraser Valley Aboriginal Relations Committee and Alternates Item 12(d)
Page 23
- Recommendation
- THAT Mayor Leo Facio be appointed to fulfil the role as municipal director for the Fraser Valley Regional District and Hospital Boards and Councillor Michie Vidal be appointed to fulfil the role as alternate municipal director for the Fraser Valley Regional District and Hospital Boards; and
- FURTHER THAT Councillor Michie Vidal be appointed to the Fraser Valley Aboriginal Relations Committee and Councillor Gerry Palmer be appointed as alternate to the Fraser Valley Aboriginal Relations Committee.
-
- (e) Report of the Deputy Chief Administrative Officer – October 25, 2018
Re: Appointment of Fraser Valley Regional Library Board representative and alternate for 2019 Item 12(e)
Page 23
- Recommendation
- THAT Council appoint Councillor Gerry Palmer to fulfil the role as municipal director for the Fraser Valley Regional Library Board for 2019;
- AND THAT Council appoint Councillor Michie Vidal to fulfil the role as alternate municipal director for the Fraser Valley Regional Library Board for 2019.

- (f) Report of the Deputy Chief Administrative Officer – October 25, 2018
Re: Council Liaison Appointments

Item 12(f)
Page 27

Recommendation

THAT following Council members be appointed to the respective organizations:

Fraser Health	Councillor Ray Hooper
Agassiz Harrison Healthy Communities	Councillor Ray Hooper
Harrison-Agassiz Chamber of Commerce	Councillor Samantha Piper
Tourism Harrison	Councillor Samantha Piper
Kent-Harrison Joint Emergency Program Committee	Councillor Samantha Piper Councillor Gerry Palmer
Citizen's Advisory Committee	Councillor Samantha Piper
Municipal Insurance Association	Councillor Michie Vidal Councillor Gerry Palmer (Alternate)

- (g) Report of the Deputy Chief Administrative Officer – October 25, 2018
Re: Age-Friendly Committee and Resort Development Strategy Committee

Item 12(g)
Page 29

Recommendation

THAT Council appoint Councillor Ray Hooper to fulfil the role as Chair to the Age-Friendly Committee; and

AND THAT Council re-appoint Councillor Samantha Piper to fulfil the role as Chair to the Resort Development Strategy Committee.

- (h) Report of the Financial Officer – October 31, 2018
Re: Council Remuneration and Expense Allowance Policy 1.16

Item 12(h)
Page 31

Recommendation

1. THAT Council Remuneration and Expense Allowance Policy No. 1.16 be amended as follows:

"3. REMUNERATION

- a. The remuneration for the Mayor shall be \$31,700 per year.
- b. The remuneration for Councillors shall be \$15,200 per year
- c. ***One third (1/3) of remuneration will be tax free to address incidental expenses associated with elected office*** be deleted;

i. Travel and Transportation

- a. The use of personal vehicles will be reimbursed at the current kilometer rate as set by Canada Revenue Agency."

2. THAT Travel and Expense Policy 1.07 be amended as follows:

"4 a.i. Travel and Transportation

"The use of personal vehicles will be reimbursed at the current kilometer rate as set by Canada Revenue Agency";

- 5 Payment Procedure, sections a, c and 3 delete "Director of Finance" and replace with the words, "Financial Officer"

(i) Report of the Infrastructure Manager – November 14, 2018 Item 12(i)
Re: Removal of Scarlett Oak Tree at 191 Lillooet Avenue, and 22 trees behind the Fire Hall Page 41

Recommendation

THAT due to public safety concern for people and property, the removal of the fungal infected oak tree at 191 Lillooet Avenue be approved; and

THAT removal of the 13 trees behind the Fire Hall and the additional 9 trees as identified, be approved.

(j) Report of the Infrastructure Manager – November 14, 2018 Item 12(j)
Re: Tenders for construction of Emerald Avenue Storm System Page 45

Recommendation

THAT Timbro Contracting (A Partnership) be awarded the tender for the construction of a new drainage system for Emerald Avenue at a cost of \$110,319.37.

13. BYLAWS

(a) Report of the Deputy Chief Administrative Officer – October 23, 2018 Item 13(a)
Re: Amendment to Miscellaneous Fee Bylaw Page 47

Recommendation

THAT Miscellaneous Fee Amendment Bylaw No. 1129, 2018 be given first, second and third readings.

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

15. ADJOURNMENT

4(a)

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

DATE: Monday, October 15, 2018
TIME: 7:00 p.m.
PLACE: Council Chambers
495 Hot Springs Road, Harrison Hot Springs, BC

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

Chief Administrative Officer, Madeline McDonald
Financial Officer, Tracey Jones
Infrastructure Manager, Troy Davis
Planning Consultant, Ken Cossey

ABSENT:

Recording Secretary: Nicole Sather

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

None

3. APPROVAL OF AGENDA

Moved by Councillor Piper
Seconded by Councillor Hansen

THAT the agenda be approved.

CARRIED
UNANIMOUSLY
RC-2018-10-08

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Piper
Seconded by Councillor Hansen

THAT the Regular Council Meeting Minutes of October 1, 2018 be adopted.

CARRIED
UNANIMOUSLY
RC-2018-10-09

5. BUSINESS ARISING FROM THE MINUTES

None

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

6. CONSENT AGENDA

- i (a) Bylaw Notice Enforcement Amendment Bylaw No. 1127
- iv (a) Letter dated October 4, 2018 from the Honourable Katrine Conroy, Minister of Children and Family Development
Re: Foster Family Awareness
- (b) Letter dated October 4, 2018 from the Ministry of Attorney General
Re: Local Government Role in Licensing Non-Medical Cannabis Retail Stores

Moved by Councillor Buckley
Seconded by Councillor Piper

THAT the Bylaw Notice Enforcement Amendment Bylaw No. 1127 be adopted and the correspondence be received.

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

7. DELEGATIONS/PETITIONS

None

8. CORRESPONDENCE

- (a) Letter dated September 18, 2018 from Youth Parliament of British Columbia
Re: 90th Youth Parliament Session

Moved by Councillor Reverse
Seconded by Councillor Piper

THAT the correspondence be received.

**CARRIED
UNANIMOUSLY**
RC-2018-10-11

9. BUSINESS ARISING FROM CORRESPONDENCE

Moved by Councillor Buckley
Seconded by Councillor Piper

THAT the Village may pay the 2018 Youth Parliament Session registration fee should a student from Harrison Hot Springs be selected to attend and there be a case of financial hardship.

**CARRIED
UNANIMOUSLY**
RC-2018-10-12

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

Councillor Piper

- Attended the Kent-Harrison Joint Emergency Program Committee held on October 3, 2018.
- Reported that BC Ambulance reviewed call volumes for Chilliwack, District of Kent and Harrison Hot Springs. As a result, staffing level changes for the area are warranted.
- Attended the Chilliwack Plowing Society Annual Plow Match held on October 6, 2018.
- Attended the Resort Development Strategy Committee meeting held on October 11, 2018.
- Attended the Mountain Institute Citizen Advisory Committee meeting held on October 15, 2018.
- Announced her appreciation for her colleagues, individually, during her term as Councillor.

11. REPORTS FROM MAYOR

- Announced his appreciation for Council members during his term as Mayor.
- Attended the Annual Defeat Depression Walk held on October 13, 2018 with MP Jati Sidhu and MLA Laurie Throness.
- Attended the Sisters in Spirit Vigil held on October 4, 2018.
- Attended the Kent-Harrison Joint Emergency Program Committee held on October 3, 2018.
- Reported that the Fraser Valley Regional District Regional and Corporate Services Committee meeting was held on October 11, 2018.
- Reported that speed reader boards have been installed along the highway in the school zone and noted that cross walks will be painted in the near future. Project was undertaken by the Ministry of Transportation and Infrastructure including all associated costs.
- Reported that the Harrison Hot Springs Resort has reduced their user fee for adults and seniors residents at the Harrison Hot Springs Public Pool facility.

12. REPORTS FROM STAFF

- (a) Report of the Planning Consultant – October 2, 2018
Re: Development Variance Permit for 750 Hot Springs Road

Ken Cossey reported on comments received from the Fire Department and on a written submission dated October 15, 2018.

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

Moved by Councillor Buckley
Seconded by Councillor Reyerse

That Development Variance Permit DVP 07/18 be issued to 0926935 BC Limited for the property located at 750 Hot Springs Road, Harrison Hot Springs for land legally described as:

Strata Lots 13-47; Lot A Section 12 Township 4 Range 29 West of the Sixth Meridian New Westminster Plan EPP 74538 Except Part in Plan EPP 78774 (PID 030-217-776).

MOTION FAILS

- (b) Report of the Infrastructure Manager – October 10, 2018
Re: Subdivision and Servicing Bylaw

Moved by Councillor Hansen
Seconded by Councillor Reyerse

THAT CTQ Consultants Ltd. be approved to undertake the development of a new Subdivision and Servicing Agreement Bylaw at a cost not to exceed \$60,000.

OPPOSED COUNCILLOR BUCKLEY
CARRIED
RC-2018-10-13

- (c) Report of the Chief Administrative Officer – October 15, 2018
Re: Christmas Closure Schedule - 2018

Moved by Councillor Reyerse
Seconded by Councillor Buckley

THAT the Village Office be closed to the public from December 25, 2018 to January 1, 2019, inclusive.

CARRIED
UNANIMOUSLY
RC-2018-10-14

13. BYLAWS

None

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

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

Questions from the public were entertained.

15. ADJOURNMENT

Moved by Councillor Reyerse
Seconded by Councillor Buckley

THAT the meeting be adjourned at 7:31 p.m.

**CARRIED
UNANIMOUSLY**
RC-2018-10-15

Leo Facio
Mayor

Debra Key
Corporate Officer

DRAFT

4 (b)

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE INAUGURAL MEETING OF COUNCIL**

DATE: Monday, November 5, 2018
TIME: 7:00 p.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

IN ATTENDANCE: Leo Facio, Incumbent Mayor
Raymond Hooper, Councillor-elect
Gerry Palmer, Councillor-elect
Samantha Piper, Incumbent Councillor
Michie Vidal, Councillor-elect

Chief Administrative Officer, Madeline McDonald
Deputy Administrative Officer/Corporate Officer, Debra Key

ABSENT:

Recording Secretary: Debra Key

The incoming Council was led into the Memorial Hall by a procession of the Scottish Piper, Bruce Topp and Royal Canadian Mounted Police (RCMP) Corporal, David Skretting.

The Clempson Singers performed "O Canada".

Chief Ralph Leon of Sts'ailes First Nation led a traditional prayer.

1. CALL TO ORDER

The meeting was called to order by the Corporate Officer, Debra Key at 7:07 p.m.

The Honourable Judge Hoy administered the Oaths of Office to:

- Leo Facio, Incumbent Mayor
- Raymond Hooper, Councillor-elect
- Gerald Palmer, Councillor-elect
- Samantha Piper, Incumbent Councillor
- Michie Vidal, Councillor-elect

The Honourable Judge Hoy congratulated and introduced the incoming Mayor and Council.

The Corporate Officer invited the Mayor and Council to take their seats at the Council table.

2. INTRODUCTION OF LATE ITEMS

None

3. APPROVAL OF AGENDA

Moved by Councillor Piper
Seconded by Councillor Palmer

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
RC-2018-11-01

*Village of Harrison Hot Springs
Minutes of the Inaugural Council Meeting
November 5, 2018*

The Corporate Officer advised staff that items in the general order of business will be dispensed with and will now proceed with the Mayor's Report.

4. ADOPTION OF COUNCIL MINUTES

None

5. BUSINESS ARISING FROM THE MINUTES

None

6. CONSENT AGENDA

None

7. DELEGATIONS/PETITIONS

None

8. CORRESPONDENCE

None

9. BUSINESS ARISING FROM CORRESPONDENCE

None

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

None

11. MAYOR'S REPORT

Inaugural Address

Mayor Facio thanked everyone for attending the Inaugural meeting of Council and acknowledged the Sts'ailes First Nation on whose Traditional Territory we stand.

Mayor Facio congratulated Incumbent Councillor Samantha Piper and newly elected Councillors Ray Hooper, Gerald Palmer, and Michie Vidal.

Mayor Facio also gave a special thank you to outgoing Councillors John Buckley, John Hansen and Sonja Reyerse for their dedicated service in the community over the last 2 terms.

Mayor Facio presented the outgoing Councillors with an engraved plaque in commemoration of their dedication and service as elected officials for the Village of Harrison Hot Springs.

Village of Harrison Hot Springs
Minutes of the Inaugural Council Meeting
November 5, 2018

Mayor Facio also thanked the groups and volunteers in the community, the Harrison Hot Springs Fire Department and first responders, the RCMP Detachment and Village staff and crew.

Mayor acknowledged and thanked dignitaries and honoured guests.

- Shiela Denis, Constituency Assistant to MLA Laurie Throness;
- Chief Ralph Leon, Sts' ailes First Nation;
- The Honourable Judge Brent Hoy;
- RCMP Cpl. David Skretting;
- Bruce Topp, Harrison Highlander Bag Piper; and
- Singers Madalyn and Jack Clempson.

12. REPORTS FROM STAFF

- (a) Report of the Chief Election Officer – October 25, 2018
Re: 2018 Municipal Elections Results

Moved by Councillor Piper
Seconded by Councillor Palmer

THAT the Results of the 2018 Municipal Elections be received.

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

13. BYLAWS

None

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

None

The Clempson Singers performed "God Save the Queen".

15. ADJOURNMENT

Moved by Councillor Hooper
Seconded by Councillor Vidal

THAT the meeting be adjourned at 7:30 p.m.

**CARRIED
UNANIMOUSLY**
RC-2018-11-03

Leo Facio
Mayor

Debra Key
Corporate Officer

VILLAGE OF HARRISON HOT SPRINGS
AGE-FRIENDLY COMMITTEE MEETING

DATE: Thursday, August 2, 2018
TIME: 10:30 a.m.
PLACE: Council Chambers
495 Hot Springs Road
Harrison Hot Springs, BC

IN ATTENDANCE: Councillor John Hansen, Chair
Vivian Walker
Allan Jackson
Marg Doman

Chief Administrative Officer, Madeline McDonald

ABSENT: Ken Gisborne
Ken Smith

Recording Secretary: Nicole Sather

1. **CALL TO ORDER**

The Chair called the meeting to order at 10:35 a.m.

2. **INTRODUCTION OF LATE ITEMS**

None

3. **APPROVAL OF AGENDA**

Moved by Marg Doman
Seconded by Vivian Walker

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
AFC-2018-08-01

4. **ADOPTION OF MINUTES**

Moved by Marg Doman
Seconded by Vivian Walker

THAT the minutes of the Age-friendly Committee Meeting held on June 7, 2018 be adopted.

**CARRIED
UNANIMOUSLY**
AFC-2018-08-02

*Village of Harrison Hot Springs
Minutes of the Age-friendly Committee Meeting
August 2, 2018*

5. **ITEMS FOR DISCUSSION**

(a) Snow Angel Launch Information

Moved by Marg Doman
Seconded by Allan Jackson

The Snow Angel Launch Information be received.

**CARRIED
UNANIMOUSLY**
AFC-2018-08-03

(b) Speaker Series

i. Local First Nations History

Marg Doman presented electronic communication dated July 10, 2018 from Chief Leon. Marg to reply to letter to gauge interest of the Chief to speak and provide update to committee members at the next meeting.

Members discussed traditional First Nation catering as an option for the event.

ii. Senior Connection Initiative – Phone Tree

Marg Doman to invite Betty Rajotte to next Age-Friendly meeting to further discussion initiative that connects seniors through phone calls or home visit that ensures the health and safety of participants during extreme weather conditions.

(c) Movie Night collaboration with Parent Advisory Committee (PAC)

Screen placement and shadows concerns discussed. Chair noted sunset on Thursday, September 6, 2018 is at 7:39 p.m.

Discussion ensued on gymnasium to be secured as an alternate site. Vivian Walker to contact the principal to discuss details of a movie night.

"Paddington the Bear" discussed as a potential movie to screen. Licensing cost is three-hundred fifty dollars (\$350.00). Further discussion required on movie selection and timeframe to secure rights. Once selection is approved the form will be submitted to the Village Office to be processed.

(d) Tech Savvy Workshop

Deferred to next meeting.

Village of Harrison Hot Springs
Minutes of the Age-friendly Committee Meeting
August 2, 2018

(e) Simon Fraser University Graduate Collaboration

Tabled.

7. **ADJOURNMENT**

Moved by Allan Jackson
Seconded by Marg Doman

THAT the meeting be adjourned at 11:12 a.m.

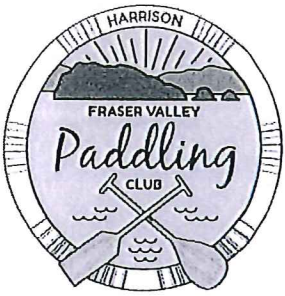


John Hansen
Chair



Debra Key
Corporate Officer

**CARRIED
UNANIMOUSLY**
AFC-2018-08-04



Fraser Valley Paddling Club

6.vi.(a)

Participation. Teamwork. Achievement. Recreation. Sportsmanship. Health

www.fvpc.ca

RECEIVED

NOV 05 2018

BY VILLAGE OF HARRISON HOT SPRINGS

From: Ashala Palaniuk, President
Fraser Valley Paddling Club
P.O. Box 23
Chilliwack, B.C V2P 6H7

To: Village of Harrison Hot Springs
P.O. Box 160
Harrison Hot Springs, BC V0M 1K0

Date: November 5th, 2018

Dear Sir / Madam:

Subject: Thank you and Proof of Purchase

The Fraser Valley Paddling Club would like to extend our sincere thanks, to Mayor and Council, and to the Village of Harrison Hot Springs for their generous donation to our club through the Grants to Groups program in 2018.

With the funding given to us we were able to purchase adjustable youth outrigger canoe paddles, so that we can grow this program, which is new to our club this year. This season we saw many new youth come to try this sport and love it. We had a great time introducing them to it and look forward to continuing to grow this program to bring the benefits to even more young people.

Please see a copy of the receipt for these paddles, attached.

As always, we continue to be very grateful for the support the Village of Harrison Hot Springs has shown our club over the years.

Yours sincerely,

Ashala Palaniuk
President
Fraser Valley Paddling Club
president@fvpc.ca
604-701-2407

P.O. Box 23 Chilliwack, BC, V2P 6H7

FILE #	DATE
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ITEM	A B C
COUNCIL AGENDA	
DATE	NOV 15/18
INITIALS	
ITEMS: A-REQ, ACTION:	
B - INFO - W/REP:	
info@fvpc.ca	

12(a)



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** October 22, 2018

FROM: Debra Key, **FILE:** 0550-01
Deputy Chief Administrative Officer/CO

SUBJECT: 2019 Regular Council Meeting Schedule

ISSUE:

To adopt the 2019 Regular Council meeting schedule.

BACKGROUND:

Subject to Section 127(1) of the *Community Charter*, Council must prepare a schedule of dates, times and places of Regular Council meetings for the next full calendar year.

The first Council meeting for 2019 is scheduled to be held on Monday, January 7, 2019.

Accordingly, please find attached a "draft" of the proposed schedule.

RECOMMENDATION:

THAT the proposed Regular Council meeting schedule for 2019 be approved as submitted.

Respectfully submitted:

REVIEWED BY:



 Debra Key
 Deputy Chief Administrative Officer/
 Corporate Officer

"Madeline McDonald"

 Madeline McDonald
 Chief Administrative Officer

VILLAGE OF HARRISON HOT SPRINGS
REGULAR COUNCIL MEETINGS

2019

January

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




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Statutory Holidays Observed
Regular Council Meetings

-  LMLGA Association Region - Elected Officials Seminar (EOS) - January 15-17 (Richmond)
-  Leadership Forum (LGLA) January 31 - February 2 (Richmond)
-  LMLGA Conference - May 8 - 10 (Harrison Hot Springs)
-  FCM Conference - May 30 - June 2 (Quebec City)
-  LGMA Conference & AGM - June 11 - 13 (Vancouver)
-  UBCM Convention - September 23 - 27 (Vancouver)

*only one meeting per month



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: October 25, 2018
FROM: Debra Key, Deputy Chief Administrative Officer/CO FILE: 0400-60-02
SUBJECT: Fraser Valley Regional District Board, Fraser Valley Regional District Hospital Board Directors, Fraser Valley Aboriginal Relations Committee and Alternates

ISSUE:

Appointment of representatives for the Fraser Valley Regional District Board, Fraser Valley Regional District Hospital Board Directors and Alternates and Fraser Valley Aboriginal Relations Committee and alternate

BACKGROUND:

Section 784 of the Local Government Act states that each municipal director is to be appointed at pleasure by the Council among its members. Section 786 of the Local Government Act also states that the Council of a municipality may appoint a council member as an alternate director. The next meeting of the Fraser Valley Regional District Board is on November 27, 2018.

RECOMMENDATION:

THAT Mayor Leo Facio be appointed to fulfil the role as municipal director for the Fraser Valley Regional District and Hospital Boards and Councillor Michie Vidal be appointed to fulfil the role as alternate municipal director for the Fraser Valley Regional District and Hospital Boards; and

FURTHER THAT Councillor Michie Vidal be appointed to the Fraser Valley Aboriginal Relations Committee and Councillor Gerry Palmer be appointed as alternate to the Fraser Valley Aboriginal Relations Committee.

Respectfully submitted for your consideration;

Respectfully submitted: [Signature] Debra Key Deputy Chief Administrative Officer/ Corporate Officer

REVIEWED BY: "Madeline McDonald" Madeline McDonald Chief Administrative Officer

12(e)



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** October 25, 2018

FROM: Debra Key, **FILE:** 7960-01
Deputy Chief Administrative Officer/CO

SUBJECT: Appointment of Fraser Valley Regional Library Board
representative and alternate for 2019

ISSUE:

Appointment of a municipal representative and alternate to the Fraser Valley Regional Library Board for 2019.

BACKGROUND:

Pursuant to section 17(2) of the *Library Act*, the local government may appoint a representative from Council to be a member of the library board. A new appointment is required each November at the first meeting of Council and a member of the library board will hold office for a term of one (1) year. The first 2019 FVRL board meeting is tentatively scheduled for the November 21, 2018.

RECOMMENDATION:

THAT Council appoint Councillor Gerry Palmer to fulfil the role as municipal director for the Fraser Valley Regional Library Board for 2019;

AND THAT Council appoint Councillor Michie Vidal to fulfil the role as alternate municipal director for the Fraser Valley Regional Library Board for 2019.

Respectfully submitted:

REVIEWED BY:



 Debra Key
 Deputy Chief Administrative Officer/
 Corporate Officer

"Madeline McDonald"

 Madeline McDonald
 Chief Administrative Officer

12(f)



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** October 25, 2018

FROM: Debra Key, **FILE:** 0530-01/0360-20-02
Deputy Chief Administrative Officer/CO

SUBJECT: Council Liaison Appointments

ISSUE:

To appoint Council liaison representatives to Fraser Health, Agassiz Harrison Healthy Communities, Harrison-Agassiz Chamber of Commerce, Tourism Harrison, Kent-Harrison Joint Emergency Program Committee, Citizen's Advisory Committee and Municipal Insurance Association.

BACKGROUND:

Upon election of a new Mayor and Council for the municipality, it is necessary to appoint representatives in a liaison capacity for the above noted organizations.

RECOMMENDATION:

THAT following Council members be appointed to the respective organizations:

Fraser Health	Councillor Ray Hooper
Agassiz Harrison Healthy Communities	Councillor Ray Hooper
Harrison-Agassiz Chamber of Commerce	Councillor Samantha Piper
Tourism Harrison	Councillor Samantha Piper
Kent-Harrison Joint Emergency Program Committee	Councillor Samantha Piper Councillor Gerry Palmer
Citizen's Advisory Committee	Councillor Samantha Piper
Municipal Insurance Association	Councillor Michie Vidal Councillor Gerry Palmer
	Alternate

Respectfully submitted:



 Debra Key
 Deputy Chief Administrative Officer/
 Corporate Officer

REVIEWED BY:

"Madeline McDonald"

 Madeline McDonald
 Chief Administrative Officer

12(g)



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** October 25, 2018

FROM: Debra Key, **FILE:** 0306-20-03/04
Deputy Chief Administrative Officer/CO

SUBJECT: Age Friendly Committee and Resort Development Strategy
Committee

ISSUE:

Appointment of Council member to act as Chair for the Age Friendly Committee and the Resort Development Strategy Committee.

BACKGROUND:

Upon election of a new Mayor and Council, it is necessary to appoint a new Chair for the Age Friendly Committee and re-appoint the Chair for the Resort Development Strategy Committee.

RECOMMENDATION:

THAT Council appoint Councillor Ray Hooper to fulfil the role as Chair to the Age Friendly Committee; and

AND THAT Council re-appoint Councillor Samantha Piper to fulfil the role as Chair to the Resort Development Strategy Committee.

Respectfully submitted:

REVIEWED BY:



 Debra Key
 Deputy Chief Administrative Officer/
 Corporate Officer

"Madeline McDonald"

 Madeline McDonald
 Chief Administrative Officer

12(h)



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** October 31, 2018

FROM: Tracey Jones **FILE:** 0340-50
Financial Officer

SUBJECT: Travel and Expense Policy 1.07
Council Remuneration and Expense Allowance Policy 1.16

ISSUE:

The Travel and Expense and Council Remuneration and Expense Allowance Policies are out of date and require updating.

BACKGROUND:

Council Remuneration and Expense Allowance Policy 1.16

In June 2017 the Government of Canada announced that effective January 1st, 2019 it would eliminate the 1/3 tax free allowance for Council remuneration, which was meant to recognize expenses incidental to the discharge of Council duties. In order to compensate for this, municipalities are moving to increase Council remuneration to offset the tax increase. Members of Council must work extensive hours with their decisions having important consequences to the community, and their net compensation should not be reduced as a result of a change to federal tax policy.

It is estimated that the tax impact on the Council members for the Village of Harrison Hot Springs will be approximately as follows:

Mayor	\$1700 per annum
Councillor	\$ 200 per annum

Therefore, staff recommends that the Council remuneration in the Council Remuneration and Expense Allowance Policy be increased as follows:

- Mayor from \$ 30,000 to \$ 31,700
- Councillor from \$15,000 to \$15,200

Travel and Expense Policy 1.07

The policy refers to the "Director Finance" which has been amended to reflect the correct officer position to "Financial Officer". In addition, the reference to payment of mileage expenses for personal vehicles has been amended to reflect an increase to the current rate used by Canada Revenue Agency.

Mileage Rates in Policies

The current rate of reimbursement for the use of personal vehicles is \$0.50 per kilometer and has not been increased to reflect current costs. The 2018 rate per Canada Revenue Agency is \$0.55.

Accordingly, staff recommends that the attached amended policies be approved as presented.

RECOMMENDATIONS:

1. THAT Council Remuneration and Expense Allowance Policy No. 1.16 be amended as follows:

"3. REMUNERATION

- a. The remuneration for the Mayor shall be \$31,700 per year.
- b. The remuneration for Councillors shall be \$15,200 per year
- c. ***One third (1/3) of remuneration will be tax free to address incidental expenses associated with elected office*** be deleted;
- i. Travel and Transportation
 - a. The use of personal vehicles will be reimbursed at the current kilometer rate as set by Canada Revenue Agency."


2. THAT Travel and Expense Policy 1.07 be amended as follows:

"4 a.i. Travel and Transportation

"The use of personal vehicles will be reimbursed at the current kilometer rate as set by Canada Revenue Agency";

- 5 Payment Procedure, sections a, c and 3 delete "Director of Finance" and replace with the words, "Financial Officer"

Respectfully submitted:



Tracey Jones
Financial Officer

REVIEWED BY:

"Madeline McDonald"

Madeline McDonald
Chief Administrative Officer



**VILLAGE OF
HARRISON HOT SPRINGS
POLICY**

COUNCIL	POLICY NO. 1.16
COUNCIL REMUNERATION AND EXPENSE ALLOWANCE	DATE ADOPTED: February 20, 2012 AMENDMENTS: November 5, 2012 March 4, 2013

1. PURPOSE

The purpose of this policy is to establish the terms and conditions for Council remuneration and travel expenses pursuant to the Community Charter.

Where feasible and practical all expenses incurred will represent the most economical cost to the Village.

2. DEFINITIONS

“Councillor” means Mayor and Council unless otherwise stated in this policy.

3. REMUNERATION

- a. The remuneration for the Mayor shall be **\$31,700** per year.
- b. The remuneration for Councillors shall be **\$15,200** per year.
- ~~c. One-third (1/3) of remuneration will be tax free to address incidental expenses associated with elected office.~~

4. EXPENSE ALLOWANCE

- a. Councillors’ expenses shall not exceed the total budget allocation contained in the annual budget without the approval of Council.
- b. Councillors, are entitled to reimbursement of the following expenses incurred while representing the interests of the Village and/or in the performance of their duties as approved by Council:

i. TRAVEL AND TRANSPORTATION

- a. the use of personal vehicles will be reimbursed at the *current kilometer rate as set by Canada Revenue Agency.*
- b. Councillors will be reimbursed for the difference of “pleasure use” and “business use” if the limits of use for municipal purposes are beyond “pleasure use.”
- c. air travel will be based on economy air fare (receipt required).
- d. public transportation will be reimbursed at actual cost (receipt required).
- e. car rental will be reimbursed at actual cost (receipt required). If the Councillor wishes to use a car rental in lieu of his/her personal vehicle, reimbursement will not exceed the amount as if the personal vehicle was used for the trip.
- f. Parking will be based on standard public parking rates (receipts are required). Fees for enhanced parking services such as valet parking will be the responsibility of the Councillor.

ii. ACCOMMODATIONS

- a. Where possible rooms will be booked in advance and will be based on a basic standard room available to the general travelling public, except, in the case where three or more Council members attend, one (1) suite will be booked to accommodate a meeting room for Council.
- b. If a Councillor wishes to upgrade their accommodations they will be responsible for any costs incurred for the upgrade.
- c. If a Councillor books their own accommodation, a receipt will be required and the reimbursement will be based on the rate for a standard room.
- d. Where a Councillor provides his/her own accommodation by RV, friends or relatives they will be reimbursed at the rate of \$25.00 per night.

iii. MEALS

Councillors will be reimbursed for meals at the following rates:

Breakfast	\$20.00
Lunch	\$30.00
Dinner	\$40.00

iv. ENTERTAINMENT EXPENSES

- a. Where the Mayor, or a Councillor authorized by Council, is required to entertain “official visitors” to the Village, the Mayor and/or Councillor will be entitled to reimbursement of actual costs.
- b. Where a Councillor attends a function or event in an official capacity any expenses associated with their attendance will be paid by the Village.

v. CONFERENCES

- a. Councillors are authorized to attend the Lower Mainland Local Government Association and Union of British Columbia Municipalities Conferences.
- b. The Mayor or his designate is also authorized to attend the Federation of Canadian Municipalities Conference.

vi. PER DIEM ALLOWANCE

- a. The per diem allowance is recognized as a “nuisance cost” to the Councillor who is required to be away from their residence for a prolonged period of time.
- b. Per diem allowances are paid without deduction and subject to the following conditions:

a. for any event scheduled longer than 6 hours outside of the Village boundaries	\$50 per day
b. for any event scheduled outside the province	\$100 per day

- c. Travel time is included in the calculation for entitlement.

vii. GENERAL

- a. Councillors will be required to submit expense claims with receipts as appropriate, and certify that their claim is submitted in accordance with this policy.
- b. The Village will reimburse expenses for basic needs and additional costs for alcohol, movies, dry cleaning, etc. will be the responsibility of the Councillor.



**VILLAGE OF
HARRISON HOT SPRINGS
POLICY**

COUNCIL	POLICY NO. 1.07
TRAVEL AND EXPENSE	DATE ADOPTED: August 23, 2006 AMENDMENTS: June 18, 2007 August 16, 2010 May 26, 2011 February 20, 2012

1. PURPOSE

To establish policy and procedures to govern the reimbursement of expenses incurred by Village staff.

2. POLICY

The Village of Harrison Hot Springs shall reimburse staff when engaging in municipal business outside the village, attending conferences, courses or meetings.

3. AUTHORITY

- a. Funding shall be identified for inclusion in the annual financial plan for staff attendance at training sessions, seminars, conferences, meetings etc.
- b. The Mayor shall have the authority to authorize the Chief Administrative Officer's attendance and the Chief Administrative Officer shall have authority to authorize staff's attendance for any purpose deemed to be for the improvement and good government of the Village of Harrison Hot Springs, subject to the necessary funds being available in the annual financial plan.

4. ELIGIBLE EXPENSES

a. Travel and Transportation

- i. The use of personal vehicles will be reimbursed at the *current kilometer rate as set by Canada Revenue Agency.*
- ii. Staff will be reimbursed for the difference of “pleasure use” and “business use” if the limits of use for municipal purposes are beyond “pleasure use.”
- iii. Air travel will be based on economy air fare (receipt required).
- iv. Public transportation will be reimbursed at actual cost (receipt required).
- v. Car rental will be reimbursed at actual cost (receipt required). If the staff member wishes to use a car rental in lieu of his/her personal vehicle, reimbursement will not exceed the amount as if the personal vehicle was used for the trip.
- vi. Parking will be based on standard public parking rates (receipts are required). Fees for enhanced parking services such as valet parking will be the responsibility of the staff member.

b. Accommodations

- i. Where possible rooms will be booked in advance and will be based on the basic standard room available to the general travelling public.
- ii. If a staff member wishes to upgrade their accommodations they will be responsible for any costs incurred for the upgrade.
- iii. If a staff member books their own accommodation, a receipt will be required and the reimbursement will be based on the rate for a standard room.
- iv. Where a staff member provides his/her own accommodation by RV, friends or relatives they will be reimbursed at the rate of \$25.00 per night.

c. Daily Expenses

Meals shall be reimbursed at the following rates:

Breakfast	\$20.00
Lunch	\$30.00
Dinner	\$40.00

Receipts are not necessary.

d. Hospitality Expenses

- i. Officers may incur expenses other than provided for under this policy for hospitality purposes.
- ii. All claims for expenses incurred under 2.4 (i) must be submitted with written explanation on the receipts, including names of guests and purpose of meeting.

e. Other Expenses

Other allowable expenses as authorized by the Chief Administrative Officer. Claims must include details and supporting receipts.

5. PAYMENT PROCEDURE

- a. Except as provided in this section, all requests for reimbursement of expenses must be supported by receipts delivered to the attention of the *Director of Finance*. **Financial Officer**.
- b. Receipts are not required for:
 - a. Flat rate meal payments set out in section 2.3;
- c. Where a receipt was lost, or could not be obtained, the *Director of Finance* **Financial Officer** may reimburse an Officer or Employee if that person accompanies the request for reimbursement with a signed declaration that the expenditure was allowed under this policy and that the amount claimed is the actual cost of the expense.
- d. No claim will be processed and reimbursed if it is submitted more than six (6) months from the date the travel terminated.

- e. If the expense is authorized under this Policy, the ~~Director of Finance~~ **Financial Officer** may, upon request from an Officer or Employee, produce an advance allowance towards meals, accommodation and personal vehicle travel.
- f. No advance payment will be made more than seven (7) calendar days before the anticipated travel day.
- g. Where the amounts of the actual expenses are less than the amount of the advance payment, the difference must be repaid to the Village within two (2) weeks of the date of return from the travel.



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** November 14, 2018
FROM: Troy Davis **FILE:** 5400-01
 Infrastructure Manager
SUBJECT: Removal of Scarlett Oak Tree at 191 Lillooet Avenue, and
 22 trees behind the Fire Hall.

ISSUE:

Tree removals in the Village.

BACKGROUND:

There are a number of trees that have been identified as being hazardous trees by certified arborists. One is a Scarlett Oak Tree (*Quercus coccinea*) located near the post office at 191 Lillooet Avenue, and 22 trees in the greenspace behind the fire hall.

Since 2016 Village staff noticed that the oak tree branches were dying and in a 2016 winter windstorm large branches fell from this tree. These two symptoms can be early signs of fungal root rot. On July 20, 2018 Village staff observed fungal fruiting bodies at the base of the tree and determined that the oak tree had a fungal infection from the Ganoderma family. The Ganoderma fungal family can take years to kill a tree, but during that time the tree limb attachments and base of the tree trunk become weaker, and these tree parts can be prone to failure, especially during wind events.

While the tree appears healthy to those unfamiliar with silvicultural infections, staff have a significant public safety concern about additional stems failing, particularly during wind events. The concern is based on six factors:

1. The proximity of the tree to one of the busiest areas in the Village, as the post office parking lot is right beside the infected tree.
2. Fungal fruiting bodies have formed on the tree trunk.
3. The tree has already experienced some wind-thrown limbs when a number of them broke off during a winter storm in 2016.
4. Previous land development in 2005 may have resulted in removal of one or more of the major roots.
5. It is unknown when the infection occurred, and therefore the degree of hazard is unknown.
6. It is especially difficult to know the risk to public safety as it is unknown if the infection involves the feeder roots or the structural roots.

Based on the above information and the potential for hazard, staff determined that the tree should be removed on July 25, 2018. Staff considered identifying if the infection was in the feeder or structural roots, however, there is no way to determine the presence of infection in the roots that does not result in the death of the tree.

An important point to note about a Ganoderma infection is that generally the location of the fruiting bodies of the fungus indicate the weakest part of the tree. For the oak tree, the fruiting bodies are near the base of the main trunk and could result in the tree trunk failing in a wind storm. If the tree trunk was to fail, the damage to persons or property could be catastrophic.

A second opinion was sought from Scott's Tree Care Ltd. who conducted an assessment. The opinion of the second arborist confirmed the Ganoderma infection and that the likelihood is eventual death of the tree depending upon the stage of the fungus and its progression; and the indeterminate guarantee of the tree's life expectancy. They also noted that deadwooding may maximize the life span, however, the amount of additional time could not be guaranteed.

Reducing the canopy to maximize the tree's life would cost approximately \$1,100. Removal of the tree will cost approximately \$1,650

Due to the potential for a catastrophic failure, staff recommends that the tree be removed to reduce the immediate risk to public safety.

FIRE HALL TREES:

In August 2018, the Parks, Trails & Horticulture Technician requested that the Public Works ISA certified arborist and tree risk assessor evaluate the trees in the greenspace behind the Fire Hall. These concerns were based on the proximity of the trees to the school and public pathway through the area, the potential threat to private property, and the utilization of the area by the Fire Department between the Fire Hall and the trees.

During the assessment the staff member identified 13 trees that should be removed within one year. All of the trees that were recommended to be removed have a risk rating between 7 and 10 out of a possible 12. Trees with a risk rating of 6 to 8 have a moderate risk and 9 to 11 a high risk. Risk is based on the probability of failure, the size of the part that may fail, and value of the target. Target value is based on whether there will be significant property damage or a high likelihood of someone being in that particular spot if and when the tree, or portion of, was to fail.

In addition to the above trees the Technician also requested that a cottonwood be removed, as removal of 13 identified trees could result in greater wind loading onto this tree and it could present a threat to public safety. She has also recommended the removal of a birch tree in the same clump of trees as the cottonwood, as it has an extreme lean towards a home. The technician has also recommended that seven black walnut trees in the area be removed as they are an invasive species that kills the understory vegetation such as ferns and trilliums on the forest floor. Overall, the removal of the black walnut trees will promote greater forest health and reduce preventative maintenance costs.

After the removal of the above trees (i.e. especially the black walnut) the technician has also suggested that it would be advantageous to reforest the area by planting vine maples and other understory native trees.

RECOMMENDATION:

THAT due to public safety concern for people and property, the removal of the fungal infected oak tree at 191 Lillooet Avenue be approved; and

THAT removal of the 13 trees behind the Fire Hall and the additional 9 trees as identified, be approved.

Respectfully submitted;



Troy Davis
Infrastructure Manager

REVIEWED BY:



Madeline McDonald
Chief Administrative Officer

12(j)



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** November 14, 2018

FROM: Troy Davis **FILE:** 1220-20
Infrastructure Manager

SUBJECT: Tenders for construction of Emerald Avenue Storm System

ISSUE: Award of Tender for Storm drainage system on Emerald Avenue

BACKGROUND:

During the construction of the Neighbourhood Water Project in the spring of 2018, a storm main that drains to the drainage ditch between Emerald Avenue and Angus Estates was identified as passing through private property without a Statutory Right of Way. To address this issue, the Village is proposing construction of a drainage line on the north side of Emerald Avenue east of Diamond Street. The placement of the storm line on the north side of Emerald Avenue will also allow the correction of drainage issues on properties along the route are experiencing. If the construction of the proposed new drainage system is approved, the drainage line passing through private property will be abandoned in place.

Funding for this project is possible through the Neighbourhood Water Project Grant, as the Province has agreed to re-scope the grant to include this work. This was possible as the water project came in under budget.

The project went to tender on November 1, 2018 and closed November 13, 2018. A condition of the tender is that the work is to be completed by December 11, 2018. There were 5 companies that submitted tenders with bids ranging from \$110,319.37 to \$182,282.16. Based on criteria from our Engineers of Record, it was determined that the successful bid was \$110,319.37, by Timbro Contracting (A Partnership). Staff is recommending that the bid by Timbro Contracting (A Partnership) be accepted, so that the contractor will be able to meet the December 11, 2018 completion deadline.

RECOMMENDATION:

THAT Timbro Contracting (A Partnership) be awarded the tender for the construction of a new drainage system for Emerald Avenue at a cost of \$110,319.37.

Respectfully submitted;

REVIEWED BY:



 Troy Davis
 Infrastructure Manager



 Madeline McDonald
 Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: October 23, 2018
FROM: Debra Key, Deputy Chief Administrative Officer/CO FILE: 0340-50
SUBJECT: Amendment to Miscellaneous Fee Bylaw

ISSUE:

To amend the Miscellaneous Fee Amendment Bylaw No. 1049, 2014.

BACKGROUND:

Council's policy for fire inspections sets the frequency schedule for Fire Inspections. Fire Safety Inspections are conducted for hotels and public buildings within the Village. It is necessary to amend the Miscellaneous Fee Bylaw to authorize that a fire inspection fee be applied to those operations requiring inspections for business licence purposes.

In mid-December of 2017, all business licence holders were advised of a proposed fire inspection fee that would be implemented for the 2019 calendar year. In November of 2018, it is anticipated that reminder notices will be sent to all business licence holders for renewal of the 2019 business licences which will also reflect the new fire inspection fee. Accordingly, Schedule "C" has been amended to include the fire inspection fee.

RECOMMENDATION:

THAT Miscellaneous Fee Amendment Bylaw No. 1129, 2018 be given first, second and third readings.

Respectfully submitted:

REVIEWED BY:

Debra Key
Deputy Chief Administrative Officer/
Corporate Officer

"Madeline McDonald"
Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1129

A bylaw to amend the Miscellaneous Fee Bylaw No. 1049, 2014

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to amend the Miscellaneous Fee Bylaw No. 1049, 2014;

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 Miscellaneous Fee Amendment Bylaw No. 1129, 2018".

2. "Miscellaneous Fee Bylaw No. 1049, 2014" is hereby further amended by deleting Schedule "C" in its entirety and substituting with new Schedule "C" as attached hereto and forming part of this Bylaw.

READINGS AND ADOPTION

READ A FIRST TIME THIS DAY OF NOVEMBER, 2018

READ A SECOND TIME THIS DAY OF NOVEMBER, 2018

READ A THIRD TIME THIS DAY OF NOVEMBER, 2018

ADOPTED THIS DAY OF DECEMBER, 2018

Mayor

Corporate Officer

**BYLAW NO. 1129
SCHEDULE "A"
DEVELOPMENT APPLICATIONS, PERMITS AND FEES**

1. Official Community Plan	
(a) Application to amend the Official Community Plan	\$1,000.00
(b) Application to amend the text of the Official Community Plan	\$ 750.00
2. Zoning Bylaw	
(a) Application to amend the Zoning Bylaw	\$1,500.00
(b) Application to amend the text of the Zoning Bylaw	\$1,000.00
3. Development Permit	
(a) Application for issuance of a Development Permit	\$1,000.00
(b) Application to amend a Development Permit	\$ 350.00
4. Development Variance Permit	
(a) Application for issuance of a Development Variance Permit	\$ 750.00
(b) Application to amend a Development Variance Permit	\$ 250.00
5. Board of Variance	
(a) Application to the Board of Variance	\$ 500.00
6. Subdivision Application Fees	
(a) Application for a Subdivision with 3 lots or less	\$ 750.00
(b) For each additional parcel	\$ 50.00
(c) Administration and inspection fees	4% on first \$300,000 and 2% on remainder
7. Temporary Use Permit	
(a) Application for issuance of a Temporary Use Permit	\$ 500.00
(b) Application to renew Temporary Use Permit	\$ 300.00

**BYLAW NO. 1129
SCHEDULE "B"**

PUBLIC WORKS SERVICE AND FEES

- 1. **Labour** As per the current CUPE Local 458 hourly rate
Plus 50% overhead

- 2. **Equipment**
 - Backhoe \$ 45.00/hour
 - John Deere \$ 22.00/hour
 - Pickup truck \$ 9.00/hour
 - Dump Truck \$ 35.00/hour
 - Kubota \$ 17.00/hour

DRAFT

**BYLAW NO. 1129
SCHEDULE "C"**

OFFICE ADMINISTRATION AND MISCELLANEOUS FEES

1. Copies

(a) Photocopies

Black and white	\$.30 per page
Colour	\$1.00 per page
Laminating	add \$1.00
Plans	\$ 6.00
Audio CD	\$10.00
Official Community Plan	\$75.00
Zoning Bylaw	\$50.00
Subdivision Bylaw	\$50.00
Building Regulation Bylaw	\$50.00
Design Guidelines	\$25.00
Offsite legal plans/blueprints	Actual cost plus 15%

2. Tax Certificates \$25.00

3. Other

(a) NSF Cheque Charge	\$25.00
(b) Oaths and Affidavits	\$20.00
(c) For obtaining property title search from Land Title Office	Actual cost

4. Communal Campground Fire Permit \$100.00

5. Fire Inspection Fee \$ 75.00

**BYLAW NO. 1129
SCHEDULE "D"**

PUBLIC PROPERTY OR FACILITY FOR EVENTS, FUNCTIONS OR ACTIVITIES

Public Property

- | | | |
|----|-----------------------------|----------------------|
| 1. | Event Application Fee | |
| | (a) up to 100 people | \$ 100.00 |
| | (b) more than 100 people | \$ 500.00 |
| 2. | Damage Deposit | |
| | (a) up to 100 people | \$ 500.00 (maximum) |
| | (b) more than 100 up to 500 | \$2,000.00 (maximum) |
| | (c) greater than 500 | \$2,500.00 (maximum) |
| 3. | Liability Insurance Policy | |
| | (a) up to 100 people | \$2,000,000.00 |
| | (b) more than 100 people | \$5,000,000.00 |

Memorial Hall Damage Deposit & User Fee

- | | | |
|----|---|---|
| 1. | Festival of the Arts | \$100.00/yr + \$25/use for revenue
Generating events plus applicable taxes |
| 2. | Community groups— frequent users | \$100.00/yr +25 use for revenue
Generating events plus applicable taxes |
| 3. | Private Rentals – Resident and Business Owners
(non-commercial events) | \$400.00 per day
(8:00 a.m. to 2:00 a.m.) or
\$ 50.00 per hour plus applicable
taxes |
| 4. | Private Rentals— Non-Resident | \$750.00 per day
(8:00 a.m. to 2:00 a.m.) or
\$ 90.00 per hour plus applicable
taxes |
| 5. | Damage Deposit | up to a maximum of \$500.00 |

Temporary Sidewalk Extension

1. Temporary Sidewalk Extension Application	
(a) Sidewalk Café	\$ 200.00
(b) Merchant Display	\$ 50.00
2. Security Deposit	
(a) Sidewalk Café	\$ 500.00
(b) Merchant Display	\$ 50.00
3. Liability Insurance	
(a) Sidewalk Café	\$2,000,000.00
(b) Merchant Display	\$ 500,000.00
4. Licence of Occupation	
(a) Sidewalk Café	\$1,000.00
(b) Merchandise Display	\$ 100.00

DRAFT