VILLAGE OF HARRISON HOT SPRINGS
NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, November 18, 2019
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 Regular Council Meeting Minutes of November 4, 2019 be adopted.	Item 4(a) Page 1
5. BUSINESS ARISING FROM THE MINUTES	
6. CONSENT AGENDA	
i. Bylaws	
ii. Agreements	
iii. Committee/ Commission Minutes	
iv. Correspondence	
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 Planning Consultant – November 10, 2019
Re: Panhandle Lot Subdivision Policy 1:31

Item 12(a)
Page 7

Recommendation

THAT Panhandle Lot Subdivision Policy 1:31 be adopted.

(b) Report of the Planning Consultant – November 12, 2019
Re: The Official Community Plan Review process

Item 12(b)
Page 11

Recommendation

To start the Official Community Plan review process in January 2020.

(c) Report of the Infrastructure Manager – November 14, 2019
Re: Asset Management Policy

Item 12(c)
Page 17

Recommendation

THAT Asset Management Policy No. 1.29 be approved.

13. BYLAWS

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, November 4, 2019
TIME: 7:00 p.m.
PLACE: Council Chambers
495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Deputy Mayor Gerry Palmer
Councillor Samantha Piper
Councillor Ray Hooper
Councillor Michie Vidal

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

ABSENT: Mayor Leo Facio

Recording Secretary: Irene Petty

1. CALL TO ORDER

Deputy Mayor Palmer 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 Vidal

THAT the agenda be approved.

CARRIED UNANIMOUSLY
RC-2019-11-01

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT the Regular Council Meeting Minutes of October 21, 2019 be adopted.

CARRIED UNANIMOUSLY
RC-2019-11-02

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

Councillor Vidal

- Attended the Truth and Reconciliation Action Day at Chawathil First Nations

Councillor Hooper

- October 22, 2019 attended a brushing ceremony of native artist Ray Silver at the Foundry as part of FLOH Agassiz Harrison Healthy Communities in Abbotsford
- October 24, 2019 attended the Job Fair held at the British Legion in Agassiz
- October 26, 2019 attended the Haunted Museum tour at Agassiz Museum
- October 30, 2019 attended FLOH group meeting in Chilliwack
- October 30 and 31, 2019 asked by Agassiz-Harrison Healthy Communities and Fraser Health to review 3 sections of their Pathway computer system which is due to be rolled out to the public as to how to access their services online
- November 4, 2019 attended Agassiz Harrison Historical Society meeting

Councillor Piper

- October 28, 2019 – attended Mountain Institution Citizen Advisory Committee Meeting

Councillor Palmer

- October 23, 2019 attended a meeting of the Fraser Valley Regional Library Board
- On behalf of Mayor Facio advised that the Agassiz Agricultural and Horticultural Society has invited a Member of Council to attend a 4H Awards Night on November 16, 2019.

11. MAYOR'S REPORT

12. REPORTS FROM STAFF

(a) Report of the Deputy Chief Administrative Officer/CO – October 22, 2019
Re: Parking Area – Harrison Hot Springs Elementary School

Received for information and filed.

(b) Report of the Planning Consultant – October 29, 2019
Re: Panhandle Lot Policy 1.31

Councillor Piper excused herself from the Chambers at 7:06 p.m. due to a potential conflict of interest stating that the items 12 (b), (c) & (d) may have an impact on development opportunities on property she owns.

Moved by Councillor Vidal
Seconded by Councillor Hooper

THAT Panhandle Lot Considerations Policy 1.31 be adopted.

Moved by Councillor Vidal
Seconded by Councillor Hooper

THAT Panhandle Lot Considerations Policy 1.31 be referred back to staff for review to include provisions for off street parking THAT the meeting be adjourned at 7:55 p.m..

CARRIED
RC-2019-11-03

(c) Report of the Planning Consultant – October 29, 2019
Re: Panhandle Lot width exemption

Moved by Councillor Vidal
Seconded by Councillor Hooper

THAT Council exempt proposed Lot 4 in subdivision file 3320-20-SUB-34ECHO for land legally described as: Lot 34, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan 27133, from 10% frontage requirement; and

THAT Council authorize the proposed frontage of 7.5 M for proposed Lot 4 in subdivision file 3320-20-SUB-34ECHO for land legally described as: Lot 34, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan 27133.

OPPOSED BY COUNCILLOR HOOPER AND PALMER
MOTION DEFEATED
RC-2019-11-04

(d) Report of the Planning Consultant – October 28, 2019
Re: Panhandle Lot width exemption

Moved by Councillor Hooper
Seconded by Councillor Vidal

THAT Council exempt proposed Lot 2 in subdivision file 3320-20-SUB-875/879HSR for land legally described as: Lots G and F, Section 12, Township 4, Range 29, West of the 6th Meridian, New Westminster District, Plan 16245, from the 10% frontage requirement; and

THAT Council authorize the proposed frontage of 7.531 M for proposed Lot 2 in subdivision file 3320-20-SUB-875/879HSR for land legally described as: Lots G and F, Section 12, Township 4, Range 29, West of the 6th Meridian, New Westminster District, Plan 16245.

CARRIED
RC-2019-11-05

Councillor Piper reentered the Chambers at 7:31 p.m.

13. BYLAWS

(a) Report of the Planning Consultant – October 29, 2019
Re: Soil Removal and Deposit Bylaw 1146, 2019

Moved by Councillor Vidal
Seconded by Councillor Hooper

1/. That Soil Removal and Deposit Bylaw 1146, 2019 be given three readings;

2/. That Soil Removal and Deposit Bylaw 1146, 2019 be referred to the Ministry of Energy, Mines and Petroleum Resources; and

3/. That Soil Removal and Deposit Bylaw 1146, 2019 be referred to the Ministry of Environment and Climate Change Strategy

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT Soil Removal and Deposit Bylaw 1146, 2019 be referred back to staff for further review and inclusion of provisions for invasive species and noxious weeds.

CARRIED UNANIMOUSLY
RC-2019-11-06

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

Questions from the public were entertained.

15. ADJOURNMENT

Moved by Councillor Vidal
Seconded by Councillor Piper

THAT the meeting be adjourned at 7:59 p.m.

CARRIED UNANIMOUSLY
RC-2019-11-07

Leo Facio
Mayor

Debra Key
Corporate Officer

HARRISON HOT SPRINGS
Naturally Refreshed

VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: **Mayor and Council** **DATE: Nov 10, 2019**

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

SUBJECT: **Panhandle Lot Subdivision Policy 1.31**

ISSUE:

Seeking adoption of Panhandle Lot Subdivision Policy 1.31.

BACKGROUND:

Under the *Local Government Act*, specifically section 512, if a Lot is being created by a subdivision the minimum frontage along a highway, must be the greater of:

- 10% of the perimeter of the Lot that fronts the highway; and
- It must meet the minimum frontage requirement that the Village has adopted through Zoning Bylaw, 1115, 2017.

Council may exempt any Lot being created by subdivision from these requirements.

In order to assist the Council on whether or not the 10% requirement should be waived staff have drafted the attached policy. The guiding principle for this policy is the concept of "fair play", in that all the applicants seeking relief from this requirement are treated in the same manner. The guiding objectives for the creation of the attached policy was:

- Safety - Is the frontage reduction too restrictive for an emergency vehicle's access to the proposed dwelling?
- Impact analysis - Identification of the potential impacts of the reduced frontage, including on-street parking
- Servicing of the new dwelling - Can the dwelling unit still be properly serviced? Can the sewer and water lines or other utility lines be located under the access strip?
- Drainage - Will the access strip cause any additional surface water runoff discharge, if so, will it flow onto the adjacent owner's property?

Council referred the draft policy to the Advisory Planning Commission (APC) for their comments. The APC met on October 16, 2019 to discuss this policy, with their recommendation noted below:

"That the draft panhandle policy be supported as proposed."

Council also reviewed the draft policy during their November 4, 2019 Regular Meeting and requested that consideration of on-street parking impacts be included as additional criteria for consideration. This has been included in the draft policy attached for Council's review and consideration.

RECOMMENDATION:

1/. That Panhandle Lot Subdivision Policy 1.31 be adopted.

Respectfully submitted;

Ken Cossey
Ken Cossey, MCIP, RPP,
Planning Consultant

REVIEWED BY and Concurrence with the RECOMMENDATIONS:

Madeline McDonald
Madeline McDonald
Chief Administrative Officer

Attachments (1) Panhandle Lot Subdivision Policy No 1.31

HARRISON HOT SPRINGS
Naturally Refreshed

VILLAGE OF HARRISON HOT SPRINGS POLICY

COUNCIL	POLICY NO. 1.31
Panhandle Lot Subdivision	DATE APPROVED:

1. PURPOSE

To guide Council with respect to determining a position on waiving the requirements on subdivision applications that do not meet the minimum 10% highway frontage requirements of the *Local Government Act*, as amended from time to time.

2. POLICY

a. Panhandle lot subdivision proposals that do not provide the minimum 10% highway frontage requirement, as outlined in the *Local Government Act* as amended from time to time, must be submitted to Council for their consideration of waiving or relaxing this requirement.

b. Requests will be processed through the Development Variance Permit process.

c. When considering an application for a Panhandle Lot Variance Council may consider the following criteria:

   i. will the reduced frontage adversely affect the streetscape or result in a conflict with existing driveways, intersections, walkways, trails, sidewalks or any natural features; and

   ii. what are the potential impacts to on-street parking in the affected neigbourhood; and

   iii. will the reduced frontage affect any privacy issues for the neighbouring properties; and

   iv. is the length of the panhandle driveway excessive or is the width too restrictive to enable access to the proposed building site with emergency vehicles; and

   v. is the area and width of the Lot in accordance with the zoning bylaw. As per the definition of a Panhandle Lot in the Zoning Bylaw, the access strip portion <u>is not to be included</u> in the Minimum Lot size calculations; and

   vi. is the width of the Lot wide enough to place, any utility lines and the required community sewer and water lines down the proposed access strip. Access to community sewer and water lines must be through the applicant's access strip and not through any of the adjacent neighbouring properties; and

   vii. will the access strip create any additional surface water runoff discharge, and will it flow onto any of the adjacent properties.

12(b)

VILLAGE OF HARRISON HOT SPRINGS

HARRISON HOT SPRINGS
Naturally Refreshed

REPORT TO COUNCIL

TO: **Mayor and Council** **DATE: November 12, 2019**

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

SUBJECT: The Official Community Plan Review process

ISSUE:

Outlining the Official Community Plan review process.

BACKGROUND:

Purpose and function of an OCP

An Official Community Plan (OCP) is a comprehensive policy document designed to guide the physical, environmental, economic, social and cultural development of the Village. Whether you are a large or small municipality, the OCP provides the big picture, in that it expresses the community's vision and is a blueprint for future development. The OCP should showcase the municipality, encouraging investors to invest, visitors to visit, and non-residents to relocate. It should be visual, attractive, and thorough in its presentation of goals, objectives and policies and it must align with provincial interests to foster responsible growth.

Current Official Community Plan (OCP) – Village of Harrison Hot Springs OCP Bylaw 864

The current OCP was adopted in 2007 and today is 12 years old. While there is no specific requirement that stipulates how long an OCP should be in place, it is recommended that periodic reviews take place to ensure that the vision and goals of the plan are still applicable today. An OCP lays out the long-term vision for the community. Within section 2.3 of the Village's current Bylaw is the following vision:

> "A residential and resort community with an attractive and inviting Village core of shops and services. A strong commitment to maintaining the scenic qualities, the environment, the quality of life and the vibrant and cultural life combined with a high standard of development."

Page 10, Village of Harrison Hot Springs OCP Bylaw #864

It is important that any new emerging trends and issues are captured in the OCP review, so that the revised OCP can address any trends effectively.

The above referenced long-term vision is complemented by the following 10 goals:

"Goal 1:	Provide efficient, equitable and affordable public services.
Goal 2:	Establish a distinct, pedestrian-oriented Village centre with a range of commercial services.
Goal 3:	Develop tourism and recreation features and activities for the benefit of residents and visitors.
Goal 4:	Protect views of the lake and the surrounding mountains.
Goal 5:	Protect and maintain air and water quality and biodiversity.
Goal 6:	Promote compatible residential and tourism development and community relationships.
Goal 7:	Manage traffic and parking and promote transportation alternatives.
Goal 8:	Provide for a mix of housing types for all ages and incomes.
Goal 9:	Restore and protect Miami River and related aquatic systems.
Goal 10:	Reduce community greenhouse gas emissions."

Page 10, Village of Harrison Hot Springs OCP Bylaw #864

Authority to create an OCP

The authority to create an OCP is found within Part 14, Division 4 of the *Local Government Act*. Sections 471 - 478 applies to the creation of the OCP. These sections address the following:

- Purpose of the plan
- The Village may adopt one or more Official Community Plans – if you decide to bring in an OCP it must be adopted as a schedule to a bylaw and it must designate the area that it covers
- The content and process requirements
- Additional policy statements that may be included
- How the consultation and engagement for the development of the OCP will be addressed
- Discussions with the Fraser Cascade School District
- How the OCP bylaw is adopted
- Effect of the OCP

Overall an OCP bylaw should be viewed within the context that it is a planning tool that helps to guide council decisions on planning and land use management within the area covered by the plan. While every OCP will be slightly different in each municipality or regional district, the core aspects of the review will address the following:

Effect of an Official Community Plan

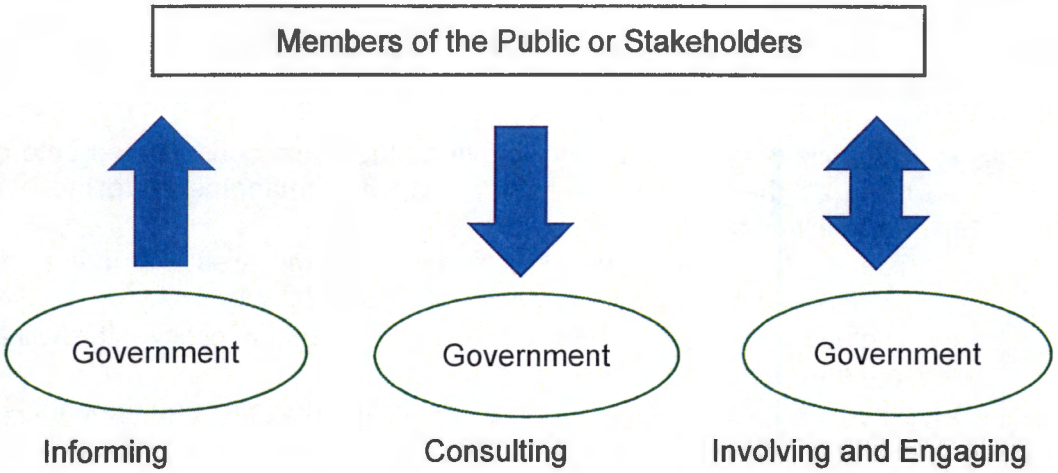
The creation of an OCP is a discretionary power of Council, however once an OCP is adopted all bylaws enacted or works and services provided must be consistent with

the plan. Regardless of this point, the OCP does not commit the Village to proceed with any works or other projects outlined or mentioned in the plan.

Consultation and Engagement requirements

Consultation is an important factor on the development of the OCP, and Council must provide one or more opportunities for consultation, as per section 475 of the *Local* Government Act.

While there are many definitions on what consultation is, as outlined in the model below, the better approach is to set up a system that involves and engages the community. Please note the direction of the arrow is the information flow.



This can include the use of:

- Open Houses
- World Cafes/Design charrettes
- Town Hall meetings
- Focus groups/specific stakeholder meetings
- Presentations at community events
- Surveys and newsletters

Steps on the development of an Official Community Plan

Speaking in very general terms the steps for the creation of an OCP includes the following process:

- Research – OCP 2020 report card on meeting the current OCP indicators, gap analysis, transportation, land uses, environmental, review of the regulatory requirements, quality of life survey and what issues need to be addressed
- The technical analysis – what type of use makes senses for that area and what sort of planning tools can be used, background reports
- Prepare the draft bylaw

- Development of the consultation program – who to consult and how do we collect community input
- Implement the consultation plan – tools to be used and the frequency of the community engagement
- Revision of the plan – it may be required as a result of the community input received
- Start the formal adoption process
- Referral of the Bylaw to various agencies
- Public hearing
- Adoption of the Bylaw – fourth and final reading of the bylaw

Preliminary result on the review of the current OCP

Based upon a preliminary review of Bylaw 864, the following issues are recommended to be incorporated into the updated bylaw:

- Consolidation of the bylaw – have all the maps consolidated onto one map, as there have been some mapping amendments to the bylaw since it was adopted
- The addition of a Wildfire Development Permit Area – as per section 9.3.1 Areas Exposed to Interface Fire Potential
- The addition of a Community Amenity Contribution policy – this will add to the transparency of the policy
- Need to update some of the Development Permit requirements – an example of this is the Miami River requirements, the province has repealed the requirements under the old Riparian Area Regulations and replaced them with the Riparian Area Protection Regulations effective November 1, 2019.
- Revise the Special Planning Area – structured like a Development Permit Area within a Development Permit Area
- Update the population projections
- Create a Development Permit checklist concept

Time frame to review and update the OCP

From start to finish the review will take approximately 12 months, broken out as follows:

Research – report card and release the community survey – Jan 2020 to Mar 2020

Technical analysis – Mar 2020 - Apr 2020

Draft Bylaw – May 2020

Consultation and Engagement – June 2020 – Oct 2020

Start the Formal Adoption process - November 2020

RECOMMENDATIONS:

1/. To start the Official Community Plan review process in January 2020.

Respectfully submitted:

Ken Cossey
Ken Cossey, MCIP, RPP,
Planning Consultant

REVIEWED BY and Concurrence with the RECOMMENDATIONS

Madeline McDonald
Madeline McDonald
Chief Administrative Officer

HARRISON HOT SPRINGS
Naturally Refreshed

VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: **Mayor and Council** **DATE: November 14, 2019**

FROM: **Troy Davis**
Infrastructure Manager **FILE: 0340-50**

SUBJECT: Asset Management Policy

ISSUE: Adoption of Asset Management Policy required for asset management planning

BACKGROUND:

Physical assets in the Village of Harrison Hot Springs are essential to providing core services and contributing to the quality of life enjoyed by residents and visitors. Village-owned assets are critical to ensure that services are delivered to residents in a safe, reliable and efficient manner, while sustaining a growing community. The Village currently owns over $80 million worth of tangible capital assets. To replace or upgrade these assets the Village is reliant on a limited tax base and grants from higher levels of government. Many granting agencies now require local governments to have asset management plans to be eligible for grants.

A component of developing Village asset management plans is adoption of an Asset Management Policy. The policy provides guidelines and principles that support the Village in the delivery of sustainable community services through the management of its assets. The attached policy incorporates the elements required for effective asset management, and would apply to all Village assets.

RECOMMENDATION:

THAT Asset Management Policy No.1.29 be approved.

Respectfully submitted;

Troy Davis
Troy Davis
Infrastructure Manager

REVIEWED BY:

Madeline McDonald
Madeline McDonald
Chief Administrative Officer

HARRISON HOT SPRINGS
Naturally Refreshed

VILLAGE OF HARRISON HOT SPRINGS POLICY

COUNCIL	POLICY NO. 1.29
Asset Management	DATE APPROVED:

1. PURPOSE

To provide the framework for the development of the Village's Asset Management capability that supports the delivery of sustainable community services through the management of its assets.

2. POLICY

The following actions will help guide the Village as it develops its Asset Management Plans:

- Determine and maintain a record of the replacement value of assets
- Determine and maintain a record of the condition of assets and their expected service life
- Maintain and manage assets at defined levels to support public safety, and Council's priorities
- Establish optimum asset renewal and replacement strategies that are informed through the use of life cycle costing and risk analysis
- Plan financially for the defined level of service
- Plan for and provide stable long-term funding to renew and/or replace assets including their de-commissioning
- Consider the effects of climate change

3. PRINCIPLES

The key principles of asset management are outlined as follows:

- Make informed decisions, identifying all revenues and expenses (including operations, maintenance, renewal, replacement, and decommission) associated with major capital asset decisions.
- Articulate and evaluate trade-offs, and record the basis for a decision.
- Integrate corporate, financial, business, technical and budgetary planning for assets.
- Maintain organizational accountability and responsibility for asset inventory, condition, use and performance.
- Define and articulate asset performance, maintenance and replacement standards and outcomes.
- Optimize the use of available resources.