



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: January 18, 2021
Time: 7:00 p.m.
Location: Council Chambers, Memorial Hall, 290 Esplanade
Avenue, Harrison Hot Springs, British Columbia

Due to the COVID-19 pandemic and the Provincial Health Order of December 4, 2020, members of the public are prohibited from in-person attendance at Council Meetings.

Visit our website for instructions on how to connect to the digital Council Meetings.

1. CALL TO ORDER

Meeting called to order by Mayor Facio.

Acknowledgment of Sts'ailes traditional territory

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

4. ADOPTION OF COUNCIL MINUTES

(a) THAT the Regular Council Meeting Minutes of December 21, 2020 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

(a) Letter from Softball BC
Re: COVID Relief Funding

Item 8(a)
Page 7

9. BUSINESS ARISING FROM CORRESPONDENCE

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

Councillor Hooper

- Agassiz Harrison Historical Society
- Fraser Health
- Fraser Valley Regional Library Board (Alternate Municipal Director)

Councillor Palmer

- Fraser Valley Regional Library Board (Municipal Director)
- Kent Harrison Joint Emergency Program Committee

- Public Art Committee

Councillor Piper

- Corrections Canada Citizen's Advisory Committee
- Harrison Agassiz Chamber of Commerce
- Kent Harrison Joint Emergency Program Committee
- Tourism Harrison

Councillor Vidal

- Agassiz Harrison Healthy Communities
- Fraser Valley Regional District Board (Alternate Municipal Director)
- Fraser Valley Regional District Hospital Board (Alternate Municipal Director)

11. REPORTS FROM MAYOR

12. REPORTS FROM STAFF

- (a) Report of Operations Manager – January 6, 2021
Re: Application for Funding for Fire Hall Renovation: Canada Infrastructure Program (ICIP) - COVID-19 Resilience Infrastructure Program

Item 12(a)
Page 9

Recommendation:

THAT staff be authorized to apply for a Canada Infrastructure Program (ICIP) - COVID-19 Resilience Infrastructure Grant for up to \$750,000.00 to renovate the Fire Hall to accommodate physical distancing and to complete the required seismic upgrades.

- (b) Report of Deputy Chief Administrative Officer/CO – January 6, 2021
Re: Municipal and Regional District Tax (MRDT)

Item 12(b)
Page 11

Recommendation:

THAT staff be directed to send letters to the District of Kent and the Fraser Valley Regional District (Electoral Area C) seeking their consent to be included within the Designated Accommodation Area for the Village's new application for Tax on Accommodation Bylaw.

- (c) Report of Chief Administrative Officer – January 13, 2021
Re: COVID-19 Restart Grant – Additional Portable Office Space

Item 12(c)
Page 13

Recommendations:

THAT the inclusion of up to \$75,000 in the 2021 budget for the purchase and installation of a portable building for additional office and storage space to be located adjacent to the existing Village Office be approved to be funded by the COVID-19 Safe Restart Grant.

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, December 21, 2020
TIME: 7:00 p.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

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

Chief Administrative Officer, Madeline McDonald
Deputy Chief Administrative Officer/CO, Debra Key
Community Services Coordinator, Rhonda Schell

ABSENT: None

Recording Secretary: Brianne Stevens

1. CALL TO ORDER

Mayor Facio called the meeting to order at 7:00 p.m.
Mayor Facio acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

- OCP Review
- Pay Parking

3. APPROVAL OF AGENDA

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**
RC-2020-12-16

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Piper
Seconded by Councillor Hooper

THAT the Regular Council Meeting Minutes of December 7, 2020 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2020-12-17

5. BUSINESS ARISING FROM THE MINUTES

None

*Village of Harrison Hot Springs
Minutes of the Council Meeting
December 21, 2020*

6. CONSENT AGENDA

- i. Bylaws
- ii. Agreements
- iii. Committee/Commission Minutes
- iii. Correspondence

- i. Fire Department Regulation Amendment Bylaw 1159, 2020

Moved by Councillor Palmer
Seconded by Councillor Vidal

THAT Fire Department Regulation Amendment Bylaw 1159, 2020 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2020-12-18

7. DELEGATIONS/PETITIONS

- (a) John Allen
Re: Community Hall

Mr. Allen provided a brief verbal presentation on the importance of community halls in small communities and noted that Memorial Hall, as it is now known, was built prior to the 1949 incorporation of the Village.

In 1995, an amendment was made to the Official Community Plan making provision for the sale of Memorial Hall, with the intent to use the sale proceeds to fund a new larger hall at another location. Mr. Allen further stated that in order to meet the objective of the OCP, the Council of the day made a decision to purchase additional lots adjacent to the current Village Office to provide for a new community hall.

Mr. Allen commented that with the review of the OCP coming, this item should be made a priority and Council should take the opportunity to decide the best use of these lands, giving consideration to a new civic centre facility for Harrison for the future.

8. CORRESPONDENCE

None

9. BUSINESS ARISING FROM CORRESPONDENCE

None

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

Councillor Hooper

- Agassiz Harrison Historical Society – no report
- Fraser Health

*Village of Harrison Hot Springs
Minutes of the Council Meeting
December 21, 2020*

- December 9 and 16, 2020 attended video conference with CNIB
- December 8, 10, and 16, 2020 attended webinar by Tamarack Institute
- Fraser Valley Regional Library Board – no report
- December 15, 2020 attended the Lets'mot Community to Community video conference.
- December 16, 2020 participated in Salvation Army's Ring the Bell Campaign

Councillor Palmer

- Fraser Valley Regional Library Board – attended a zoom meeting
- Kent Harrison Joint Emergency Program Committee – no report
- Public Art Committee – no report

Councillor Piper

- Corrections Canada Citizen's Advisory Committee – no report
- Harrison Agassiz Chamber of Commerce – no report
- Kent Harrison Joint Emergency Program Committee – no report
- Tourism Harrison – no report
- December 15, 2020 attended the Lets'mot Community to Community video conference
- December 15 and 16, 2020 attended the Indigenous Settler Relations 101 conference via zoom

Councillor Vidal

- Agassiz Harrison Healthy Communities – no report
- Fraser Valley Regional District Board – no report
- Fraser Valley Regional District Hospital Board – no report
- December 15, 2020 attended the Lets'mot Community to Community video conference

11. MAYOR'S REPORT

- Reported that a letter of congratulations was received from the House of Commons regarding the Magic of Christmas 2020
- Reported that the Salvation Arm Kettle Campaign raised a total of \$3,847 and that all of Council participated in the program
- Attended the Fraser Valley Regional District, Regional and Corporate Services Committee Meeting on December 8, 2020 via zoom
- Attended the Regional Introductory and COVID-19 Update Calls with the Minister of Municipal Affairs, BC Mayors and RD Chairs on December 11, 2020
- Attended the Fraser Valley Regional District Board of Directors Meeting on December 16, 2020
- Reported on the ongoing three-year transit expansion initiatives
- Attended a Resort Municipality Initiative Group Meeting via zoom to welcome the new Minister of Tourism, Arts, Culture and Sport
- Commented on behalf of Council and Staff, wished all of the residents and businesses a very Merry Christmas, Healthy and Happy New Year and thanked the community for following the protocols through the pandemic. Mayor Facio thanked Council for working through this difficult year and to Village staff who managed to keep protocols in place and work under difficult circumstances.

*Village of Harrison Hot Springs
Minutes of the Council Meeting
December 21, 2020*

12. REPORTS FROM STAFF

- (a) Report of Planning Consultant – December 9, 2020
Re: To start Rezoning process

Moved by Councillor Vidal
Seconded by Councillor Piper

THAT staff be authorized to work on application 3360-20-Z02/20 for land legally described as: Lot 73 Section 12 Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan 52361

CARRIED
OPPOSED BY COUNCILLORS VIDAL AND HOOPER
RC-2020-12-19

- (b) Report of Community Services Coordinator – December 1, 2020
Re: Land Use Planning Survey Summary

Moved by Councillor Vidal
Seconded by Councillor Piper

THAT Council receive the Land Use Planning Survey Summary.

CARRIED
UNANIMOUSLY
RC-2020-12-20

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT Council direct staff to schedule a Committee of the Whole in January of 2021 to discuss the next phase in the public engagement process.

CARRIED
OPPOSED BY COUNCILLORS PALMER AND HOOPER
RC-2020-12-21

7:55 P.M. POWER OUTAGE OCCURRED RESULTING IN LOST ZOOM CONNECTION
8:05 P.M. POWER RESTORED AND MEETING RECONVENED

- (c) Report of Chief Administrative Officer – December 15, 2020
Re: Technology Grant for Elected Officials

Moved by Councillor Vidal
Seconded by Councillor Hooper

THAT \$5000 be added to the 2021 budget to provide for \$1000 technology grants to elected officials as compensation for the use of personal electronic devices, to be funded through the COVID-19 Safe Restart Grant.

*Village of Harrison Hot Springs
Minutes of the Council Meeting
December 21, 2020*

MOTION FAILED

Moved by Councillor Vidal
Seconded by Councillor Hooper

THAT a policy be drafted to provide for Council Technology Grants on a per term basis for Council's consideration in 2021.

MOTION FAILED

- (d) Report of Deputy Chief Administrative Officer/CO – November 10, 2020
Re: Tree Replacement Policy

Moved by Councillor Piper
Seconded by Councillor Palmer

THAT the Tree Replacement on Public Lands Policy be adopted.

CARRIED
OPPOSED BY COUNCILLOR VIDAL
RC-2020-12-22

Moved by Councillor Vidal

THAT the Tree Replacement on Public Lands Policy be amended to read that for every tree removed, two replacement tree species will be planted.

MOTION FAILED
LACK OF SECONDER

Late Items

- (e) Official Community Plan

Councillor Hooper requested that the Official Community Plan review be delayed until Council is able to hold an Open House with the residents for feedback.

Mayor Facio stated that due to COVID-19 pandemic, in person community engagement is limited at this time.

- (f) Pay Parking

Councillor Hooper requested that parking for residents be free. The Mayor stated that this would be discussed at a later date when pay parking proposals are brought forward by staff for consideration.

13. BYLAWS

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

There were no questions from the public.

*Village of Harrison Hot Springs
Minutes of the Council Meeting
December 21, 2020*

15. ADJOURNMENT

Moved by Councillor Piper
Seconded by Councillor Palmer

THAT the meeting be adjourned at 8:45 p.m.

**CARRIED
UNANIMOUSLY**
RC-2020-12-23

Leo Facio
Mayor

Debra Key
Corporate Officer



Dear Mayor and Council;

RE: COVID RELIEF FUNDING

We are writing to you to seek financial support for our male and female softball athletes who will represent British Columbia at the 2022 Canada Summer Games in Niagara, Ontario. Covid 19 has adversely effected our athletes, including some from your community.

As you know, amateur sport provides a significant financial benefit to your local economy. When softball is played on municipal diamonds local hotels, restaurants and shopping centres reap the economic benefit from visitors spending their tourism dollars. Softball is an inclusive sport that brings together people from varied demographic backgrounds and builds stronger community bonds. Finally, softball enhances community pride when a team or individual succeeds on the provincial or national stage.

The men and women who will represent British Columbia will also attend university and colleges throughout North America. When they return to your community to begin the next chapter in their lives, they will become role models for younger athletes. As future coaches, police officers or possibly council members they will continue softball involvement to promote active, healthy lifestyles.

Our goals are 1) for the teams to represent our province with the highest integrity, 2) promote the great game of softball, and 3) continue to grow the sport in the future. Our teams have been hit hard by COVID-19 restrictions. Your generous financial support will help us adapt our programs to ensure the teams are prepared to perform to the best of their abilities at the 2022 Canada Summer Games in Niagara, Ontario.

Please mail cheques to Team BC, c/o Softball BC, 201-8889 Walnut Grove Drive, Langley, BC V1M 2N7.

Thank You in advance for your generous support.

Head Coach Men's

Head Coach Women's

Executive Director

Doug Allin

Mark Dunlop

Rick Benson

FILE #	DATE
0200-01	Jan 16, 2021
<input type="checkbox"/> CAO	<input type="checkbox"/> INFRA
<input type="checkbox"/> DCAO/CO	<input type="checkbox"/> PW
<input type="checkbox"/> FO	<input type="checkbox"/> OTHER
<input type="checkbox"/> ACCOUNTS	<input checked="" type="checkbox"/> MAJOR
<input type="checkbox"/> COMM SERV	<input checked="" type="checkbox"/> COUNCIL
ITEM	A
COUNCIL AGENDA	
DATE	Jan 18/21
INITIAL	RD



Softball BC
201-8889 Walnut Grove Drive
Langley, BC V1M 2N7
604-371-0302
info@softball.bc.ca



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: January 6, 2021

FROM: Tyson Koch FILE: 1855-03-29
Operations Manager

SUBJECT: Application for Funding for Fire Hall Renovation: Canada Infrastructure Program (ICIP) - COVID-19 Resilience Infrastructure Program

ISSUE: The Fire Hall requires an expansion to incorporate a change room to accommodate physical distancing.

BACKGROUND:

In 2018, Ausenco Engineering Canada Inc. was contracted to provide the Village with a seismic identification report for the Village's Fire Hall that identified seismic upgrades required to ensure the fire hall would be able to withstand a disaster such as an earthquake, forest fire, or flood, so that personnel would be able to help residents in overall post-disaster recovery.

Due to the COVID-19 Pandemic, the Provincial Health Officer (PHO) and British Columbia Centre for Disease Control (BCCDC) issued physical distancing recommendations for first responders. In order to meet these recommendations, the Fire Department requires more space to accommodate a change room where they can don and doff their gear quickly yet safely distance from one another. Currently they are all cramped together in the truck bay with the trucks, changing in and out of gear in close quarters. The renovation of the offices and storage room will provide a proper change room where the offices and storage rooms are currently located. The Chief and Deputy Chiefs'/Fire Inspector offices, storage room and furnishings will be relocated to a proposed new addition. This work will be completed in conjunction with the seismic upgrades to bring the building into compliance with modern seismic standards.

The Canada Infrastructure Program (ICIP) - COVID-19 Resilience Infrastructure Stream provides 100% funding grants for projects of this type.

RECOMMENDATION:

THAT staff be authorized to apply for a Canada Infrastructure Program (ICIP) - COVID-19 Resilience Infrastructure Grant for up to \$750,000.00 to renovate the Fire Hall to accommodate physical distancing and to complete the required seismic upgrades.

Respectfully submitted:

Tyson Koch
Tyson Koch ASCT, RSIS
Operations Manager

REVIEWED BY:

Madeline McDonald
Madeline McDonald
Chief Administrative Officer

REVIEWED BY:

Tracey Jones
Tracey Jones
Financial Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 6, 2021

FROM: Debra Key **FILE:** 3900-20
Deputy Chief Administrative Officer/CO

SUBJECT: Municipal and Regional District Tax (MRDT)

ISSUE: To apply for and establish a tax rate of three percent (3%) of purchase price of accommodation purchased in the Village of Harrison Hot Springs municipality, District of Kent municipality and a portion of the Fraser Valley Regional District (Electoral Area C).

BACKGROUND:

Under the *Provincial Sales Tax Act*, the Village is a designated recipient under the Municipal and Regional District Tax Program which authorizes the additional tax levy to be imposed by bylaw on the purchase price of accommodation. The Tax on Accommodation Bylaw No. 1088, 2016, which currently authorizes a 3% MRDT tax on accommodations within the Village, will expire on January 1, 2022.

MRDT funds are collected as part of the Provincial Sales Tax system by accommodation providers. These revenues are then returned to the community for the purpose of tourism marketing. Tourism Harrison, through an agreement with the Village, uses these funds for the purpose of tourism marketing for Harrison Hot Springs. Tourism Harrison's marketing services also promote the local region including the District of Kent and Electoral Area C, providing benefits to accommodation providers, including short term vacation rental properties. Accordingly, Tourism Harrison has requested that the jurisdiction of the MRDT collection be expanded to include those areas. The timeline for making this new application is nine (9) months, so that the application would have to be completed by March 31st of this year.

In order for the Village to expand the designated accommodation area as a designated recipient, it must request that the Province apply the tax for Harrison Hot Springs, the District of Kent and a portion of the Fraser Valley Regional District (Electoral Area C). One of the requirements to apply for an expansion to enable the collection of the additional hotel room tax for the municipality is to adopt a new bylaw. In addition to the bylaw, the municipality must make application and submit the following:

- Five Year Strategic Business Plan, to be prepared by Tourism Harrison

- Evidence of consultation and support from the District of Kent and Fraser Valley Regional District and that they consent to be included in the designated accommodation area;
- Documented evidence of consultation with tourism industry stakeholders and that the majority support the business plan and application;
- Accommodation Directory Form that lists all of the accommodation providers within the designated accommodation area;
- Accommodation Sector in Support of MRDT Form that provides sufficient support from accommodation providers (at least 51%)
- A signed Tourism Events Program Sponsorship Undertaking for applications of three percent tax.

Tourism Harrison is canvassing accommodation providers, seeking support for an MRDT renewal and is planning to approach accommodation providers within the expanded jurisdiction should Council agree to the expansion.

In order to proceed with the new application, the FVRD and District of Kent will need to be consulted to seek their consent and support to be included in the designated accommodation area. The Village will also advise that it intends to proceed with a new application of the Tax on Accommodation.

Staff will prepare a new draft Tax on Accommodation Bylaw to impose an accommodation tax of three (3) percent of purchase price of accommodation sold within the Village of Harrison Hot Springs, the District of Kent and a portion of the Fraser Valley Regional District (Electoral Area C). The bylaw will be presented to Council for consideration at a future Council meeting.

RECOMMENDATION:

THAT staff be directed to send letters to the District of Kent and the Fraser Valley Regional District (Electoral Area C) seeking their consent to be included within the Designated Accommodation Area for the Village's new application for Tax on Accommodation Bylaw.

Respectfully submitted:

REVIEWED BY:

Debra Key

Debra Key
Deputy Chief Administrative Officer/CO

Madeline McDonald

Madeline McDonald
Chief Administrative Officer

12(c)



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** January 13, 2021
FROM: Madeline McDonald **FILE:** 1855-03-26/0810-20-05
Chief Administrative Officer
SUBJECT: COVID-19 Restart Grant - Additional Portable Office Space

ISSUE: Additional space is needed to provide safe workspace for Village staff.

BACKGROUND:

The Province has provided funding through the COVID-19 Safe Restart Grant to help communities with extraordinary expenses associated with the COVID-19 pandemic. Eligible expenses include provisions to accommodate safe physical distancing within work spaces.

DISCUSSION:

As we move forward with our work, we are challenged to accommodate our existing staff, with no room for external consultants who we work with on a regular basis. We also recognize that working in cramped unventilated conditions does not promote worker health and safety and is an identified hazard during a pandemic, such as we are currently experiencing. In addition, while Council is temporarily holding regular meetings at Memorial Hall and through virtual online venues, a variety of office equipment has been relocated to the Council Chambers to reduce crowding in common areas of the Village Office. When Council Meetings return to the Village Office, new space will need to be found for this equipment, as well as for new filing cabinets, which are required for additional storage of records.

Preliminary inquiries to portable office manufacturers indicate that a single-wide office unit could be purchased for less than \$40,000, including the internal installation of an office, a washroom and open space for additional storage and small meetings. Installation costs would include foundation work, electrical services, water and sewer connections, a covered walkway connecting to the main office and siding. It is suggested that the unit be sided to match the existing trailer and office for consistency in form and character. If this project is approved for inclusion in the budget, the portable office purchase will come back to Council for approval in accordance with the procurement process.

The Province has recognized our need to provide safe, physically distanced work sites as an allowable expense under the COVID-19 Restart Grant funding program which is 100 % funded. Accordingly, this is a good opportunity to move forward with this project.

RECOMMENDATION:

THAT the inclusion of up to \$75,000 in the 2021 budget for the purchase and installation of a portable building for additional office and storage space to be located adjacent to the existing Village Office be approved to be funded by the COVID-19 Safe Restart Grant.

Respectfully submitted:

Madeline McDonald

Madeline McDonald
Chief Administrative Officer