



VILLAGE OF HARRISON HOT SPRINGS

NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, May 17, 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 May 3, 2021 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	(a) Letter dated April 2, 2021 from the Government Finance Officers Association Re: 2019 Annual Financial Report Award	Item 6.iv.(a) Page 7
	(b) Letter dated May 6, 2021 from the Fraser Valley Regional District Re: Restructuring of the FVRD Regional Indigenous Relations Committee	Item 6.iv.(b) Page 9
	(c) Letter dated May 11, 2021 from the Ministry of Municipal Affairs Re: Climate Action Revenue Incentive Program	Item 6.iv.(c) Page 11
7. DELEGATIONS/PETITIONS		

8. CORRESPONDENCE

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 Planning Consultant – May 11, 2021
Re: Development Variance Permit for 511 Lillooet Avenue

Item 12(a)
Page 13

Recommendation:

THAT Development Variance Permit DVP 01/21 for the property located at 511 Lillooet Avenue, Harrison Hot Springs, BC and legally described as:

Lot A Section 13 Township 4 Range 29 West of the 6th Meridian New Westminster District Plan EPP108940 (PID 031-317-367) be issued subject to the completion of a Sun/Shade Impact Study to the satisfaction of the Village.

- (b) Report of Planning Consultant – May 10, 2021
Re: To issue a Development Permit (511 Lillooet Avenue)

Item 12(b)
Page 23

Recommendation:

THAT Council issue Development Permit 3060-20-DP01/21 for land located at 511 Lillooet Avenue, Harrison Hot Springs, BC and legally described as:

Lot A, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan EPP108940 (PID 031-317-367)

Subject to the following;

- (a) a Comprehensive Sign Plan application and permit has been issued
- (b) the issuance of Development Variance Permit 01/21,
- (c) the proponent entering into a "save harmless" floodplain covenant with the Village,
- (d) a Tree Planting Agreement must be entered into with the Village to address 6(o) of the attached Development Permit,
- (e) a Works and Services Agreement must be entered into with the Village of Harrison Hot Springs, that addresses the issues raised in 6(p) of the attached Development Permit, and
- (f) an Irrevocable Letter of Credit be supplied to the Village in the amount of \$2,160,218.00.

- (c) Report of Financial Officer – May 10, 2021
Re: 2020 Statement of Financial Information

Item 12(c)
Page 67

Recommendation:

THAT the 2020 Statement of Financial Information be approved.

- (d) Report of Operations Manager – May 7, 2021
Re: Miami River Greenway and McCombs Drive Trail Project

Item 12(d)
Page 86

Recommendation:

THAT the Miami River Greenway and McCombs Drive Trails project, be awarded to Transformations Landscaping and be approved at a cost not to exceed \$308,750.00 to be funded by the Community Economic Recovery Infrastructure Program funds; and

THAT staff be authorized to use the balance of funds for project upgrades and enhancements.

13. BYLAWS

- (a) Report of Deputy Chief Administrative Officer/Corporate Officer – April 15, 2021
Re: Council Procedure Bylaw No. 1164, 2021

Item 13(a)
Page 97

Recommendation:

THAT Council Procedure Bylaw No. 1164, 2021 be given first, second and third readings.

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

15. ADJOURNMENT

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

DATE: Monday, May 3, 2021

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
Community Services Manager, Rhonda Schell
Financial Officer, Tracey Jones

ABSENT: None

Recording Secretary: Jaclyn Bhatti

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

- Rise and Report from May 3, 2021 Closed Council Meeting

3. APPROVAL OF AGENDA

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**
RC-2021-05-01

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Palmer
Seconded by Councillor Piper

THAT the Regular Council Meeting Minutes of April 19, 2021 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2021-05-02

5. BUSINESS ARISING FROM THE MINUTES

None

*Village of Harrison Hot Springs
Minutes of the Council Meeting
May 3, 2021*

6. CONSENT AGENDA

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

(a) Letter dated April 1, 2021 from the Town of View Royal
Re: Request for Authority and Training for Hospital Security Staff

(b) Letter dated April 23, 2021 from the Peace River Regional District
Re: Lack of funding – Invasive Plant Management

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT the correspondence be received.

**CARRIED
UNANIMOUSLY**
RC-2021-05-03

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 Hooper

- Agassiz Harrison Historical Society – no report
- Fraser Health
 - April 20, 2021 attended a BC Citizens Response Network Zoom meeting on the End of Life
 - April 21, 28, & 30, 2021 attended Zoom meetings and training with the Canadian National Institute for the Blind
 - April 23, 2021 attended a Zoom meeting with Fraser Health regarding pandemic updates
 - April 27, 2021 attended a Zoom meeting with the Tamarack Institute
 - April 28, 2021 attended a Zoom meeting with the Tamarack Institute on Equity and Racism

*Village of Harrison Hot Springs
Minutes of the Council Meeting
May 3, 2021*

- May 3, 2021 attended the pre-training session for the End of Poverty Conference with the Tamarack Institute
- Fraser Valley Regional Library Board – no report

Councillor Palmer

- Fraser Valley Regional Library Board – attended the April 28, 2021 meeting
- Kent Harrison Joint Emergency Program Committee – attended the April 28, 2021 meeting
- Public Art Committee – no report

Councillor Piper

- Corrections Canada Citizens Advisory Committee – attended the April 27, 2021 online meeting
- Harrison Agassiz Chamber of Commerce – no report
- Kent Harrison Joint Emergency Program Committee – attended the April 28, 2021 Zoom meeting
- Tourism Harrison – no report
- Attended the April 26, 2021 Canada Day Planning Meeting

Councillor Vidal

- Agassiz Harrison Healthy Communities – no report
- Fraser Valley Regional District Board – no report
- Fraser Valley Regional District Hospital Board – no report
- Attended the April 23, 2021 Lower Mainland Local Government Association Executive Board Meeting

11. MAYOR'S REPORT

- Reported that Todd Richard has released "Green and Blue" a tribute to the front-line healthcare workers.
- Reported that Tourism Harrison has rebranded as the Harrison River Valley to incorporate other local communities and new tourism partners.
- Reported that April 28, 2021 was the National Day of Mourning.
- Reported that May 4, 2021 is International Firefighters Day.
- Attended the RCMP Mayors' Forum on April, 21, 2021.
- Attended the Fraser Health Stakeholders Meeting.
- Attended a meeting with RMI Mayors
- Attended a meeting Public Safety Minister Mike Farnworth and Municipal Affairs Minister Josie Osborne on April 27, 2021 regarding the new travel restriction.
- Attended the April 26, 2021 Canada Day Planning meeting, this year will be another virtual event.
- Interviewed graduating students from Agassiz Elementary Secondary School for their Career Life Connections Capstone Project.
- Attended the April 28, 2021 Kent Harrison Emergency Program Committee Meeting.
- Reported on the Fraser Valley Regional District Quarterly Update.

*Village of Harrison Hot Springs
Minutes of the Council Meeting
May 3, 2021*

12. REPORTS FROM STAFF

- (a) Report of the Chief Administrative Officer – May 3, 2021 (verbal)
Re: Fire Truck Purchase

The Chief Administrative Officer reported that a resolution made at an In Camera meeting held on May 3, 2021 was approved for release to the public as follows:

"1. THAT the Village purchase a 2022 Spartan Metro Star Pumper Truck from Fort Garry Fire Trucks at a cost of \$629,592.00 plus taxes, for a net cost not to exceed \$675,000 FOB Harrison Hot Springs; and

THAT a down payment in the amount of \$302,000 be approved for payment within the 2021 budget cycle; and

THAT an additional \$340,810 be paid upon arrival of the truck chassis at Fort Garry Fire Trucks in Winnipeg, which is anticipated to be in 2021; and

THAT funding for the Pumper Truck be supplemented from surplus in the amount of \$200,000 and the balance from Fire Department Reserves;

- 2. THAT an additional \$10,000 in spending, from Fire Department Reserves, be approved to complete modifications to the vehicle post-delivery."*

13. BYLAWS

- (a) Report of Financial Officer – April 26, 2021
Re: Tax Rate Bylaw No. 1162, 2021

Moved by Councillor Piper
Seconded by Councillor Palmer

THAT Tax Rate Bylaw No. 1162, 2021 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2021-05-04

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
May 3, 2021*

15. ADJOURNMENT

Moved by Councillor Piper
Seconded by Councillor Palmer

THAT the meeting be adjourned at 7:20 p.m.

CARRIED
UNANIMOUSLY
RC-2021-05-05

Leo Facio
Mayor

Debra Key
Corporate Officer



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

April 2, 2021

The Honorable Leo Facio
Mayor
Village of Harrison Hot Springs
PO Box 160
Harrison Hot Springs, British Columbia V0M 1K0

Dear Mayor Facio:

We are pleased to notify you that your annual financial report for the fiscal year ended December 31, 2019, qualifies for a Canadian Award for Financial Reporting (CAnFR). The CAnFR recognizes excellence in governmental accounting and financial reporting and represents a significant accomplishment by a local government and its management.

We hope that you will arrange for a formal presentation of the CAnFR and that appropriate publicity will be given to this notable achievement. To assist you in this regard, a sample news release is enclosed.

We hope that your example will encourage other government officials in their efforts to achieve and maintain excellence in their own financial reporting.

Sincerely,

A handwritten signature in black ink, reading "Michele Mark Levine".

Michele Mark Levine
Director, Technical Services Center

Enclosure



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

April 2, 2021

For more information, contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

(Chicago) - The Canadian Award for Financial Reporting has been awarded to Village of Harrison Hot Springs, British Columbia by Government Finance Officers Association of the United States and Canada (GFOA) for its annual financial report. The Canadian Award for Financial Reporting Program was established to encourage municipal governments throughout Canada to publish high-quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports. Its attainment represents a significant accomplishment by a government and its management.

The annual financial report has been judged by impartial Canadian Review Committee members to meet the high standards of the program, including demonstrating a constructive "spirit of full disclosure" designed to clearly communicate the municipality's financial story and to motivate potential users and user groups to read the report.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.



OFFICE of
THE CHAIR

www.fvrd.ca | info@fvrd.ca

RECEIVED

MAY 11 2021

BY VILLAGE OF HARRISON HOT SPRINGS

File No. 0530-01

May 6, 2021

Mayor Leo Facio
Village of Harrison Hot Springs
495 Hot Springs Road
Harrison Hot Springs, BC, V0M 1K0

Via email: LFacio@harrisonhotsprings.ca

Dear Mayor Facio and Council,

RE: Restructuring of the FVRD Regional Indigenous Relations Committee

The FVRD Board of Directors recently revisited its Strategic Plan for the purpose of identifying immediate and long term goals for the remainder of the Board term. As an outcome of that exercise, the Board has renewed its commitment to raise the profile of our Indigenous Relations portfolio by enhancing opportunities for collaboration, relationship building and engagement with Indigenous Leadership and communities in the region in a more meaningful and concrete way. Towards that end, and in order to better advance the strategic direction of the Board, the Board has decided to restructure the Regional Indigenous Relations Committee by bringing all Indigenous Relations matters under the umbrella of our Regional and Corporate Services Committee. In practical terms the Regional Indigenous Relations Committee has now been disbanded and there will be no future meetings. We wish to thank the Village of Harrison Hot Springs for its years of political and staff representation on the Regional Indigenous Relations Committee going back to the mid-1990s. We are confident that the new Committee structure will continue to allow your representative on the Board to influence the Board's strategic direction while also affording opportunities to bring Indigenous Relations matters forward to the Board which are of specific interest to the Village of Harrison Hot Springs.

I would also like to mention that the Board is particularly mindful of and inspired by the work that the Village of Harrison Hot Springs and the District of Kent has accomplished through the Lets'emot Community to Community Forum and we commend you for that work – it certainly serves as a very positive model for some of the goals that the Board aspires to achieve further to its Strategic Plan.



**OFFICE of
THE CHAIR**

www.fvrd.ca | info@fvrd.ca

Thank you again for your past participation on the Regional Indigenous Relations Committee.

Sincerely,

Jason Lum, Chair

Cc: Director Al Stobart
Jennifer Kinneman, Chief Administrative Officer, FVRD
Madeline McDonald, Chief Administrative Officer, Village of Harrison Hot Springs

MAY 11 2021

BY VILLAGE OF HARRISON HOT SPRINGS



May 11, 2021

Ref: 266895

Dear Mayors and Chairs:

I am writing in follow up to a recent update from Okenge Yuma Morisho, Deputy Minister of Municipal Affairs, to Chief Administrative Officers regarding the Climate Action Revenue Incentive Program (CARIP). As you may be aware, 2021 will mark the wind down and final year of grant payments under this program. Budget 2021 also commits new funding to help local governments reduce greenhouse gas emissions through planning for compact, energy-efficient communities. The purpose of this letter is to thank British Columbia's local governments for your continued leadership and to describe how our government continues to work with local governments to achieve our collective climate goals.

Since the 2008 inception of the Climate Action Charter (CAC), almost every local government in B.C. has signed the CAC, committing to take action and develop strategies to achieve the following three goals:

- Work toward becoming carbon neutral in their local government corporate operations
- Measure and report on their community greenhouse gas (GHG) emissions profile
- Create complete, compact, energy-efficient rural and urban communities

As of 2018, the last year of full reporting prior to the pandemic, 187 local governments had signed on to the CAC and were publicly reporting on their progress toward meeting their climate action goals, 147 were measuring and reporting GHG emissions, and 50 local governments had achieved carbon neutrality in their operations. Communities across B.C. both large and small have consistently demonstrated leadership in taking action on climate change, in areas as broad as local food production, renewable energy generation and planning for public transit and active transportation. Thank you for your continued ambition and efforts to reduce greenhouse gas emissions in your corporate operations, and more broadly to inspire and work within your communities to tackle climate change.

Under CleanBC, the Province of British Columbia has put a priority on reducing pollution, boosting energy-efficient solutions and building a low-carbon economy. Local governments will continue to be a key partner in our collective efforts to address the challenges of a changing climate, playing a specific and important role in B.C.'s climate goals.

.../2

Just as local governments' actions on climate solutions have evolved in the past decade, our government is responding to support you with tools and funding programs such as:

- Updating the BC Action Climate Toolkit and the Green Communities Committee Carbon Neutral Framework.
- Investing \$110 million in combined provincial and federal funding to help local governments and Indigenous communities develop energy efficiency and clean energy projects through the Investing in Canada Infrastructure Program CleanBC Communities Fund.
- Working with the federal government to assess the climate impacts of all major infrastructure being funded under the Investing in Canada Infrastructure Program to reduce GHG emissions and increase resilience to climate change, which benefits communities and creates jobs.
- Boosting active transportation infrastructure with \$18 million through the Ministry of Transportation and Infrastructure.
- Making sure commuters can get out of their cars with historic investments in public transit, such as the Broadway Subway Line, and free transit for kids 12 and under starting this September.

Building on record investments in CleanBC, the province will continue to strengthen our work with local governments and support the CAC.

As noted, Budget 2021 commits \$11 million in new funding to help local governments plan for compact, energy-efficient communities, directly supporting the CAC's commitment to create complete, compact, energy-efficient rural and urban communities. I look forward to working with all local governments through Union of BC Municipalities and the Green Communities Committee on how to support greener and more livable communities.

Our government remains committed to working with local governments to reach our climate goals and make life better for people across British Columbia.

Sincerely,



Josie Osborne
Minister

pc: Chief Administrative Officers



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** May 11, 2021

FROM: Ken Cossey MCIP, RPP **FILE:** 3090-20-DVP01/21
Planning Consultant

SUBJECT: Development Variance Permit for 511 Lillooet Avenue

ISSUE:

Seeking approval to issue a Development Variance Permit for 511 Lillooet Avenue.

BACKGROUND:

On April 19, 2021 Council authorized staff to work on application 3060-20-DVP01/21 for land legally described as: Lot A, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan EPP108940

Village's OCP designation

Based upon a review of the Village's Official Community Plan (OCP), the site is within the Waterfront Commercial Area designation and within the Lakeshore Special Planning Area.

Referral Agencies

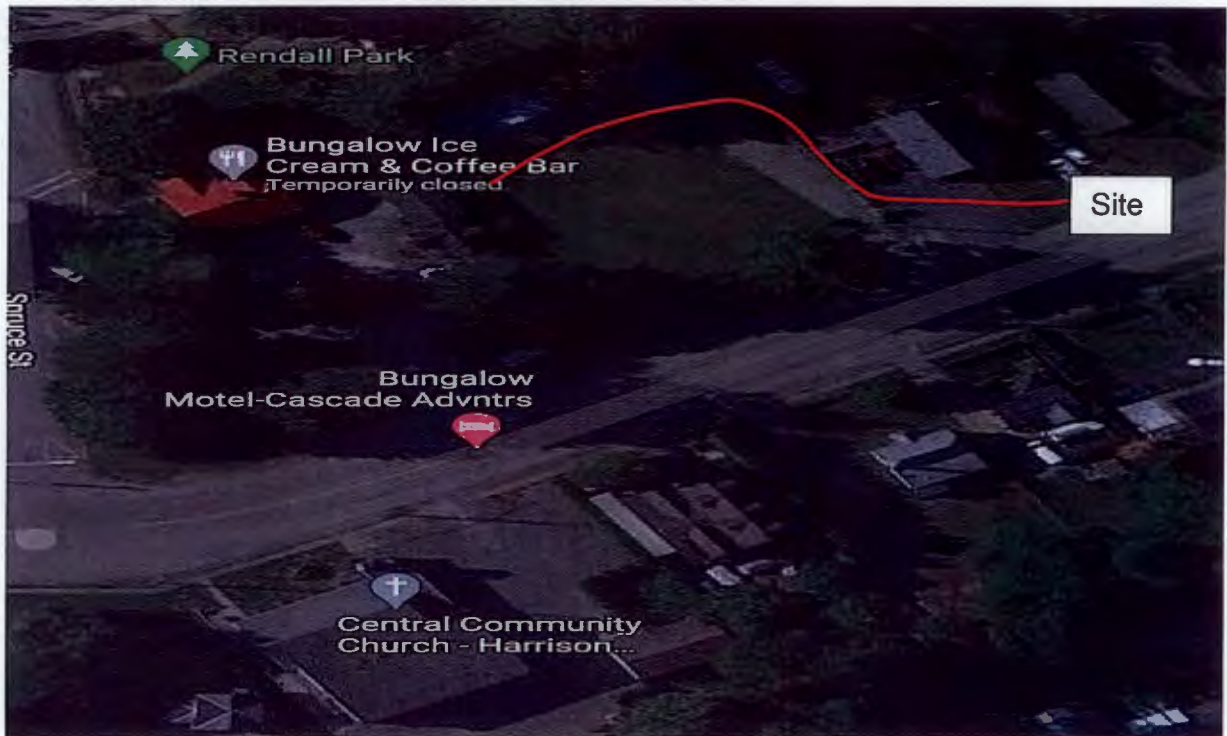
During the above referenced Council meeting, Council did not request that the application be referred to any external agency.

Title Review

Upon a review of the title, there are no charges of concern against this title.

Zoning Information

The parcel is zoned C-1 and is bounded by Lillooet Avenue to the south, Spruce Street to the west, and Rendall Park to the north.



Although the above referenced google picture of the site makes reference to the Bungalow Motel and Ice cream shop, the applicant has applied for and received a demolition permit to remove these buildings and structures. The demolition is scheduled to take place sometime during May 2021.



Site – both 511 and 519 Lillooet which are now consolidated as 511 Lillooet Ave

Proposed Land Uses

The applicant is proposing to build a mixed-use commercial and residential building which are permitted uses for this zone. The commercial space to be provided will be approximately 833.87 M² (8,976 ft²) and consists of two personal service establishments and a restaurant. The east commercial site will be approximately 157 M² (1695 ft²) and the south commercial site will be approximately 222 M² (2387 ft²). The restaurant area will be approximately 455 M² (4894 ft²). In addition to the commercial space the proposed building will consist of 6 storeys and 124 dwelling

units. The dwelling units will consist of a mixture of market condominium units and short-term rentals.

Parcel Size

In addition to the above information, the site is approximately 4,295 M² in size (0.43 Ha, 1.06 Ac or 46,233 ft²).

Variances Requested

The applicant wishes to vary the following C-1 Land Use Regulations as outlined in Zoning Bylaw 1115, 2017:

Increase the Floor Area Ratio (FAR)	from 1.5 to 1.75,
Increase the Lot coverage	from 75% to 83.8%,
Increase the maximum height	from 15 M to 22.8 M,
Reduce the accessibility parking stalls	from 10 down to 4,
Reduce the parking overall requirements	from 155 down to 136, and
Waive all the commercial parking requirements	and enter into a Cash-in-Lieu arrangement.

In keeping with the notification requirements, defined as the adjacent lots within 30 M from this site, will receive written notification of the variance request. Comments received back will be part of the final report submitted to Council. Three properties were found to be within the 30 M radius. As of the date this report was created one comment from the adjacent property has been received. Any other comments received will be shared with Council during the meeting.

Comments with respect to the various Variance Requests

The comment received from the adjacent property owners indicates that they have no problem with the Village increasing the height from 15 M to 22.8 M, they are fine with reducing the number of parking accessibility stalls, as well as the overall parking requirements and entering into a cash-in-lieu arrangement for the commercial parking. They are however opposed to the increase in the FAR from 1.5 to 1.75 and the increase in the lot coverage from 75% to 83.8%. In addition to this they are concerned that the development will block out their sunshine. If the design of this building can be as such that it can be staggered back so they do not lose their sunshine, they would not oppose it at all.

IMPACTS OF THE VARIANCES REQUESTED

Height Considerations

With the requested variance to change the height from 15 M to 22.8 M, while four storeys are the suggested maximum height in certain situations it seems that six storeys may be allowed. The following is provided for Council's consideration and has been taken from the Village's approved design guidelines, page 77 of the Official Community Plan.

"3.1.2 Design Guidelines

Architecture

Building Height

- *A maximum height of 4 storeys is recommended within the Lakeshore Special Planning Area, with exceptions being made for small portions of buildings with landmark value (up to 6 storeys permitted, preferably close to the Village edges near the base of the mountains)."*

This site is located at the edge of the Village and near the base of a mountain and is in the both the Lakeshore Special Planning Area and the Lakeshore Development Permit Area.

In this situation while the height could be increased to consist of six storeys, the immediate neighbours have raised concerns about the development blocking their sun. To help Council address this issue, Council may request that the proponent provide a Sun/Shade Impact review. This could include staggering the building back or moving it around to mitigate any adjacent shade areas. In addition to this type of study Council may also require a View Preservation Strategy to be prepared to ensure that the development does not unnecessarily block any visual connections to the lake.

Parking Considerations

A successful business attracts customers and keeps them coming back. Everything about a business should aim for repeat business. Despite having a great line up of products and excellent service, not every business achieves that goal. It is due to one simple, yet fairly common problem: a lack of parking space. One of the aspects often overlooked by restaurants, cafes and many other businesses that rely on a steady flow of customers is parking.

On-street parking is a common form of parking, known for its efficiency in terms of land use and convenience to motorists as it allows them to park their vehicles nearer to their destinations. On-street parking has some benefits as well as drawbacks which also keep varying depending upon circumstances.

However, on the flip side of this is the volume of space that is used up to satisfy the parking of vehicles on a temporary basis. This can lead to what is referred to as urban sprawl.

Parking concerns the 'storage space' that vehicles occupy when they are not in use. This space can be either on-street or off-street. Parking standards are used by municipalities to regulate off-street parking supply. The parking regulations for the Village can be found in Zoning Bylaw 1115, 2017. The use of a Development Variance Permit can be used, in certain circumstances to waive the requirements and establish site specific regulations. In this case the proponent is asking that the Village,

1. Reduce the accessibility parking stalls from 10 down to 4,
2. Reduce the parking overall requirements from 155 down to 136, and
3. Waive all the commercial parking requirements and enter into a Cash-in-Lieu arrangement.

The Commercial parking requirements

Restaurant – it is proposed to be a 455 M² establishment and assuming 60% is the dining area and the balance is the kitchen, storage areas and workstations. Assuming that it is a full-service restaurant and between 1.67 M² to 1.85 M² per seat of space is required. This works out to being a 160-seat restaurant and for every three seats one parking space is required. This is rounded up to 54 parking spots.

For the proposed south and east commercial spaces, the required number of parking spaces is governed by s 6.1.2 of Zoning Bylaw No.1115 which results in a requirement of 14 spaces.

Utilizing the cash-in-lieu option as requested means that the Village could collect \$16,185 for each space required or approximately \$1,100,580.00. While this is a substantial sum of money, to buy a 1,011 M² lot (0.25 ac) the current listed price is \$1.2 million, and this does not include the cost to develop the site as a parking lot.

Alternative suggestion

Under s 6.6 of the Zoning Bylaw, the proponent could enter into an Off-Street Parking Agreement for Commercial purposes. This agreement allows the proponent to use another lot to allow for the required off-site parking spaces, subject to the criteria laid out in this section.

Due to this possibility staff have removed the parking space variance request for the commercial spaces only, from the attached Development Variance Permit. Should the proponent wish to propose to replace the required commercial parking spaces with off-site spaces in accordance with s 6.6 of the Zoning Bylaw, the proposal would come back to Council for consideration.

Overall and Accessibility Parking Requirements

The applicant has requested a reduction in overall parking requirements from 155 down to 136 spaces and the reduction of accessibility parking spaces from 10 down to 4. Council has previously identified parking congestion in the downtown area as an ongoing problem, particularly in the busy summer season. Staff have been tasked with developing a parking master plan to address these issues. For this reason, staff does not recommend supporting any reduction in the number of required parking spaces for this development.

RECOMMENDATION:

THAT Development Variance Permit DVP 01/21 for the property located at 511 Lillooet Avenue, Harrison Hot Springs, BC and legally described as:

Lot A Section 13 Township 4 Range 29 West of the 6th Meridian New Westminster District Plan EPP108940 (PID 031-317-367) be issued subject to the completion of a Sun/Shade Impact Study to the satisfaction of the Village.

Respectfully submitted;

**Reviewed by and Concurrence
with the RECOMMENDATIONS:**

Ken Cossey

Ken Cossey, MCIP, RPP
Planning Consultant

Madeline McDonald

Madeline McDonald
Chief Administrative Officer

Attachments (1) DVP 3090-20 DVP 01/21
(2) Site Plan showing the requested variances on sheet DP1.1 and dated
Dec 16, 2020

Village of Harrison Hot Springs

DEVELOPMENT VARIANCE PERMIT NO. 01/21

ISSUED this ____ day of ____, 2021

FILE No: 3090-20-DVP01/21

FOLIO No: 1645-52600

REGISTERED LANDOWNER

2118 Development Ltd (INC No. BC 1067492)

PO Box 998

Harrison Hot Springs BC, V0M 1K0

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Village of Harrison Hot Springs applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the Village described below:

Legal Description: Lot A, Section 13, Township 4, Range 29, West of the Sixth Meridian, New Westminster District Plan, EPP108940 (PID: 031-317-367)
Civic Address: 511 Lillooet Avenue, Harrison Hot Springs, BC
3. Authorization is hereby given for the use of the subject property for the construction of a Mixed use (Commercial and Residential) building in accordance with the conditions listed in Section 4, below.
4. The use must be carried out subject to the following conditions:
 - Increase the Floor Area Ratio (FAR) from 1.5 to 1.75,
 - Increase the Lot coverage from 75% to 83.8%,
 - Increase the maximum height from 15 M to 22.8 M,
5. The land described herein must be developed in substantial compliance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit must form a part thereof.

6. This Development Variance Permit is not a Building Permit, a subdivision approval nor a soil removal or deposit permit. No final inspection must be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Village.

RESOLUTION PASSED BY COUNCIL THIS ____ day of ____, 2021

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

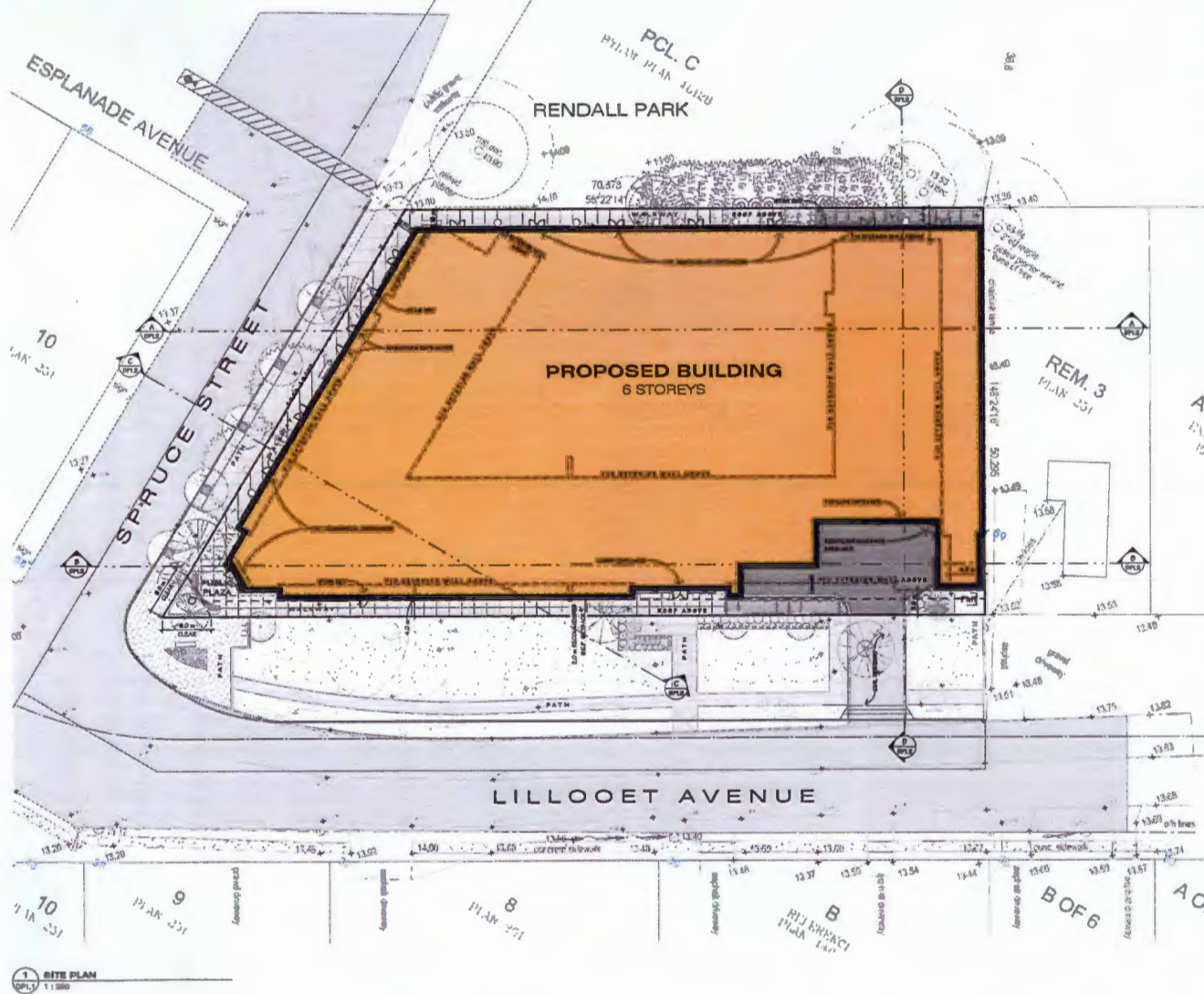
2148 Development LTD
Yi Lin Eileen Fu, Authorized Agent

THIS PERMIT IS ISSUED this ____ day of ____, 2021.

VILLAGE OF HARRISON HOT SPRINGS

Corporate Officer

ESPLANADE AVENUE



PROJECT INFORMATION

CMIC ADDRESS
LEGAL DESCRIPTION
PROPOSED NUMBER OF DWELLINGS
SITE AREA GROSS
ZONING
EXISTING
PROPOSED
BYLAW

911 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC
 LOT A, SECTION 18, TOWNSHIP 4, RANGE 28 WEST OF THE 60TH MERIDIAN,
 N.W.D., PLAN SPP108940
 134
 0.48 Ha / 4295 sqm / 46,233 sq ft
 O1
 O1 (WITH VARIANCES)
 ZONING BYLAW FOR THE VILLAGE OF HARRISON HOT SPRINGS,
 BYLAW NO. 1118, 2017

FLOOR AREAS

PARKADE
COMMERCIAL
OTHER NON-PARKING AREAS PARKADE
RESIDENTIAL FLOORS

P1 : 24 900 SF (2313.3 BM)
 P2 : 24 498 SF (2275.0 BM)
TOTAL PARKADE : 49 398 SF (4588.3 BM)
 P1 : 2294 SF (213.3 BM)
 P2 : 2199 SF (204.3 BM)
 2ND FLOOR : 21 368 SF (1985.2 BM)
 3RD FLOOR : 21 368 SF (1985.2 BM)
 4TH FLOOR : 21 368 SF (1985.2 BM)
 5TH FLOOR : 21 401 SF (1985.2 BM)
 6TH FLOOR : 15 234 SF (1415.3 BM)
TOTAL RESIDENTIAL FLOORS : 100 738 SF (8359.1 BM)
 : 118 471 SF (10 830.9 BM)

TOTAL FLOOR AREA (EXCLUDING PARKING)

ZONING BYLAW REVIEW

PART 3.0 GENERAL COMPLIANCE, PROHIBITIONS AND REGULATIONS

- 3.8.(b) ARCHITECTURAL PROJECTIONS INTO SETBACKS**
- i) ARCHITECTURAL FEATURES MUST NOT PROJECT MORE THAN 0.6 m
 - ii) ARCHITECTURAL FEATURE PROJECTIONS MUST NOT EXCEED 40% OF FACADE
 - iii) EXTERIOR STAIRS MAY BE LOCATED WITHIN A FRONT, EXTERIOR SIDE, OR REAR SETBACK
 - iv) ACCESSIBLE STRUCTURES/FACILITIES MAY BE LOCATED WITHIN SETBACKS IF NOT CLOSER THAN 0.3 m TO ANY SIDE LOT LINE
 - v) UNCOVERED PATIOS AND TERRACES NO GREATER THAN 0.6 m ABOVE GRADE MAY BE LOCATED WITHIN SETBACKS

3.9 SITE LINE REQUIREMENTS AT INTERSECTIONS

- a) NO VISUAL OBSTRUCTIONS PERMITTED ABOVE 0.3 m ABOVE HIGHWAY GRADE WITHIN A 6 m TRIANGULAR AREA ON LOT

3.11 FLOOD CONTROL REQUIREMENTS

- b) FLOOD LEVEL ELEVATION IS 14.35 m FOR COMMERCIAL AND RESIDENTIAL

PART 7.0 ZONING REGULATIONS

7.1.2 COMMERCIAL USES	PROPOSED:
PERMITTED USES	COMMERCIAL AND APARTMENTS PROPOSED
ACCESSORY USES	NONE PROPOSED
MIN. LOT SIZE IS 454 sqm	4295.2 sqm
SUBDIVISION FOR A RELATIVE IS 1 Ha.	NOT APPLICABLE
FLOOR AREA RATIO (FAR) IS 1.5, OR 1.75 WITH O.C.P. DENSITY BONUS	9919.4 sqm / 4295.2 sqm = 2.31 (VARIANCE REQUIRED)
MIN. LOT WIDTH IS 20 m	50.29 m
MAX. LOT COVERAGE IS 70%	3601.5 sqm / 4295.2 sqm = (83.6%) (VARIANCE REQUIRED)
MIN. FRONT SETBACK IS 0 m	2.17 m (SPRUCE ST.)
MIN. REAR SETBACK IS 0 m, EXCEPT 7.5 m AT RESIDENTIAL	0 m ON 1ST FLOOR AND 7.5 m ABOVE 1ST FLOOR
MIN. INTERIOR SIDE SETBACK IS 0 m	0 m
MIN. EXTERIOR SIDE SETBACK IS 0 m, EXCEPT 7.5 m AT RESIDENTIAL	0 m ON 1ST FLOOR AND 7.5 m ABOVE 1ST FLOOR
MAX. HEIGHT IS 15 m	22.8 m (VARIANCE REQUIRED)

PARKING BYLAW REVIEW

PART 6.0 PARKING AND LOADING REQUIREMENTS

6.1 OFF-STREET PARKING GENERAL REQUIREMENTS

- i) BICYCLE PARKING AT MINIMUM RATE OF 20% OF REQUIRED VEHICLE PARKING
 MIN. 31 BICYCLE PARKING
 31 PROVIDED
- ii) MIN. 1 ELECTRIC VEHICLE CHARGER
 1 PROVIDED
- iii) MIN. 10 ACCESSIBLE STALLS REQUIRED
 4 PROVIDED (VARIANCE REQUIRED)

6.1.1. RESIDENTIAL PARKING REQUIREMENTS

- MIN. APARTMENT PARKING IS 1.25 PER UNIT
 124 x 1.25 = 155 MIN. SPACES
 136 PROVIDED (VARIANCE REQUIRED)

6.1.2. COMMERCIAL & RESTAURANT PARKING REQUIREMENTS

- PERSONAL SERVICE ESTABLISHMENT: 222 sqm / 25 = 8 MIN. 0 PROVIDED (PARKING CASH-IN-LIEU REQUIRED)
- RESTAURANT: 0 PROVIDED (PARKING CASH-IN-LIEU REQUIRED)

6.4 OFF-STREET PARKING DESIGN CRITERIA, DEVELOPMENT AND MAINTENANCE

- a) 90-DEGREE PARKING STALLS ARE 2.75 m X 5.3 m AND DRIVE AISLES ARE 7.0 m
- b) 30% OF REQUIRED PARKING MAY BE 4.8 m IN LENGTH IF MARKED AS "SMALL CAR"
- c) ACCESSIBLE SPACES MUST BE MIN. 4.0 m IN WIDTH
- d) SPACES ADJUTING FENCES OR WALLS MUST BE INCREASED BY 0.3 m IN WIDTH
- e) EXCEPT FOR RESIDENTIAL, PARKING SHALL NOT BE WITHIN 15 m OF AN INTERSECTION
- f) PARKING SHALL NOT BE WITHIN 1 m OF A LOT LINE ADJOINING A HIGHWAY

6.5 OFF-STREET LOADING REQUIREMENTS

- a) MIN. 1 SPACE: 1 PROVIDED
- b) LOADING SPACES ARE 8.0 m X 6.3 m, WITH VERTICAL CLEARANCE OF 4.3 m

SITE PLAN

HARRISON LAKE RESIDENCES

511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE: As indicated
 JTB/HPL 20070

Dec 18, 2020

604 793 8445
 soarchitects.com

Chilliwack
 3035 Young Rd
 V2P 4S3

Abbotsford
 203-2800 W. Railway St
 V2S 2E2

station one
architects

DP1.1

Attachment 2



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO:	Mayor and Council	DATE: May 10, 2021
FROM:	Ken Cossey, MCIP, RPP	FILE: 3060-20-DP01/21 (511 Lillooet Ave)
SUBJECT:	To issue a Development Permit	

ISSUE:

Seeking approval to issue a Development Permit for 511 Lillooet Avenue.

BACKGROUND:

On April 19, 2021 Council authorized staff to start work on application 3060-20-DP01/21 for land legally described as: Lot A, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan EPP108940

Village's OCP designation

Based upon a review of the Village's Official Community Plan (OCP), the site is within the Waterfront Commercial Area designation and within the Lakeshore Development Permit Area. This development permit area addresses form and character issues as outlined in the Villages OCP.

The guidelines for this DPA are contained within the Lakeshore Development Permit Area, as outlined in section 4.4.4 of the OCP.

"Development Permits issued in this area shall be in accordance with the Village of Harrison Hot Springs Design Guidelines, forming Schedule 1-D of this plan. The design principles include:

- a) Architecture responsiveness to the medium density mixed-use context and integrated with neighbouring buildings of various ages.
- b) Site planning based on creating continuous street-orientated edges and intensifying pedestrian activity within the Lakeshore Special Planning Area.
- c) Protection of view corridors within the village towards Harrison Lake and the surrounding mountains.
- d) Respect for the natural setting should continue to dominate along the lakeshore.

- e) Variation on themes to result in a balance between continuity and a healthy diversity, both within a commercial, residential or mixed-use development and throughout the Village.”

S 4.4.4 of Official Community Plan Bylaw 864, 2007

Development Permit Guidelines

Staff is of the opinion that the design principles guidelines have been met.

Referral Agencies

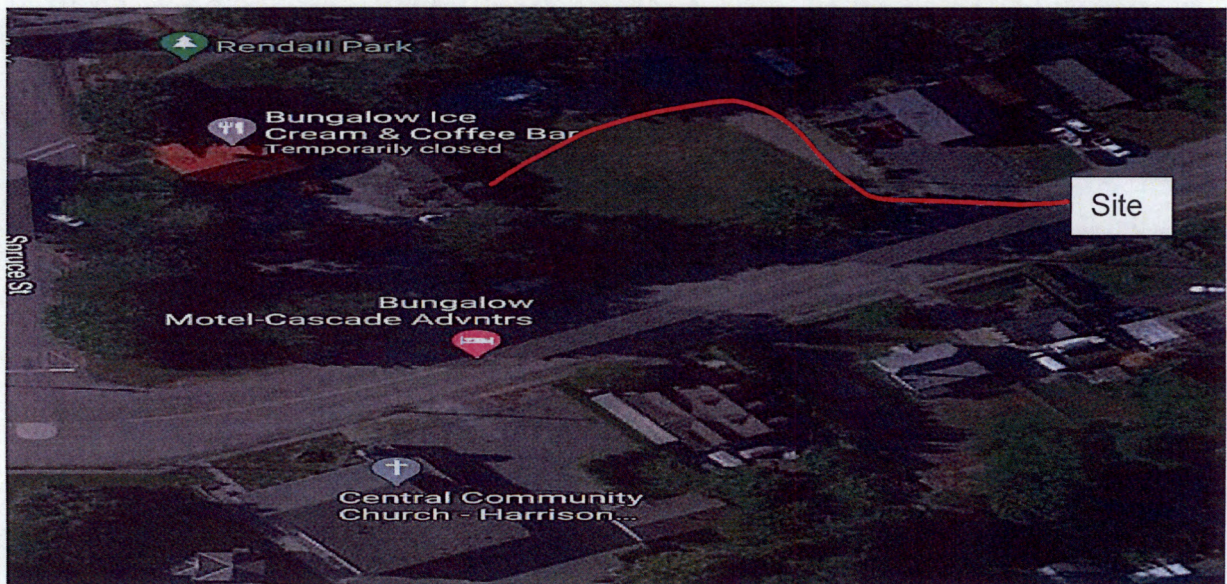
During the above referenced Council meeting, Council indicated that this application did not need to be referred to any external agency.

Title Review

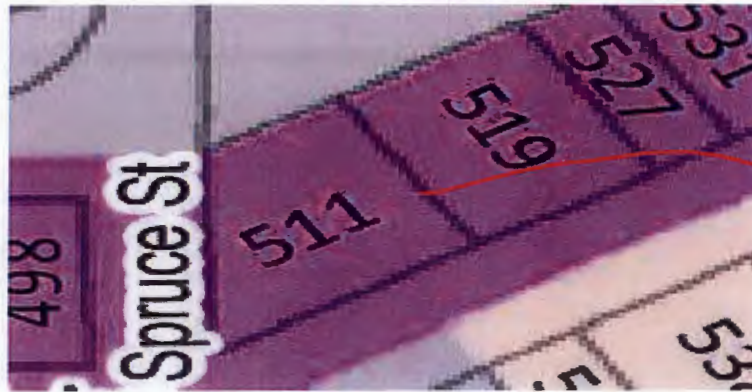
Upon a review of the title, there are no charges of concern against this title.

Zoning Information

The parcel is zoned C-1 and is bounded by Lillooet Avenue to the south, Spruce Street to the west, and Rendall Park to the north.



Although the above referenced google picture of the site makes reference to the Bungalow Motel and Ice cream shop, the applicant has applied for and received a demolition permit to remove these buildings and structures. The demolition is scheduled to take place sometime during May 2021.



Site – both 511 and 519 Lillooet which are now consolidated as 511 Lillooet Ave

Proposed Land Uses

The applicant is proposing to build a mixed-use commercial and residential building which are permitted uses for this zone. The commercial space to be provided will be approximately 833.87 M² (8,976 ft²) and consists of two personal service establishments and a restaurant. The east commercial site will be approximately 157 M² (1695 ft²) and the south commercial site will be approximately 222 M² (2387 ft²). The restaurant area will be approximately 455 M² (4894 ft²). In addition to the commercial space the proposed building will consist of 6 storeys and 124 dwelling units. The dwelling units will consist of a mixture of market condominium units and short-term rentals.

Parcel Size

In addition to the above information, the site is approximately 4,295 M² in size (0.43 Ha, 1.06 Ac or 46,233 ft²).

Additional Information

While the proponent has also applied to waive some of the parking requirements, they are also proposing to provide the required loading bay and they are providing 31 bike stalls. The bike stalls will be a part of the street furniture component of the Development Permit application.

The proponent is proposing to establish a two-level underground parkade. The parkade will be used as parking spaces for the residential component of the development.

Various variances have been requested and have been addressed in another report.

CHANGES THAT HAVE OCCURRED TO THE REPORTS AND PLANS SUBMITTED BY THE APPLICANT

The major change to the reports and or plans submitted with the Development Permit application is as follows:

- a. Japanese spurge has been replaced with drought resistant non-invasive plants.

This change includes replacing pachysandra terminalis (Japanese spurge) with a tapestry of ferns sword, deer and maiden hair. Japanese spurge has been classified as an invasive species, in that it forms dense mats and can climb over and kill other plants. Japanese spurge spreads through underground roots and stems.

RECOMMENDATION:

THAT Council issue Development Permit 3060-20-DP01/21 for land located at 511 Lillooet Avenue, Harrison Hot Springs, BC and legally described as:

Lot A, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan EPP108940 (PID 031-317-367)

Subject to the following;

- (a) a Comprehensive Sign Plan application and permit has been issued
- (b) the issuance of Development Variance Permit 01/21,
- (c) the proponent entering into a "save harmless" floodplain covenant with the Village,
- (d) a Tree Planting Agreement must be entered into with the Village to address 6(o) of the attached Development Permit,
- (e) a Works and Services Agreement must be entered into with the Village of Harrison Hot Springs, that addresses the issues raised in 6(p) of the attached Development Permit, and
- (f) an Irrevocable Letter of Credit be supplied to the Village in the amount of \$2,160,218.00.

Respectfully submitted;

**REVIEWED BY and CONCURRENCE
with the RECOMMENDATION:**

Ken Cossey
Ken Cossey, MCIP, RPP,
Planning Consultant

Madeline McDonald
Madeline McDonald
Chief Administrative Officer

Attachments (1) DP01/21 – including the various attachments

Village of Harrison Hot Springs

DEVELOPMENT PERMIT NO. DP01/21

ISSUED this ____ day of _____, 2021

FILE No: 3060-20-DP01/21

FOLIO No: 1645-52600

TO: 2118 Development Ltd (Inc No. BC1067492)
c/o Eileen Fu

(the "Permittee")

ADDRESS: PO Box 998
Harrison Hot Springs, BC V0M 1K0

1. This Development Permit is issued subject to compliance with all the bylaws of the Village of Harrison Hot Springs applicable thereto. This Development Permit must not be used to supplement any bylaw or vary the requirements of the Village of Harrison Hot Springs zoning requirements.

2. This Development Permit applies to and only to those parcels of land(s) within the Village of Harrison Hot Springs legally described below:

Parcel Identifier: 031-317-367

Lot A, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan EPP108940

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

(the "Lands")

3. **This Development Permit is issued only to allow:**

for the development of a mixed-use development

4. The development must be carried out according to the following time schedule, if applicable: **N/A**

5. As a condition of the issuance of this Development Permit, the Council holds security set out below to ensure that development is carried out in accordance with the terms and conditions of this Development Permit. Should any interest be earned upon the security, it must accrue to the Permittees and be paid to the Permittees if the security is returned. The condition of the posting of the security is that should the Permittees fail to carry out the work hereby authorized according to the terms and conditions of the Development Permit within the time provided, the Village may use the security to carry out the work by its servants, agents or contractors, and any surplus must be paid over to the Permittees; or should the Permittees carry out the work permitted by this Development Permit within

the set time set out below, the security must be returned to the Permittees.

- (a) an Irrevocable Letter of Credit in the amount of: \$2,160,218.00
- (b) none required ☐

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

- (a) For the installation of or the placement of any signs on the building or structure, the Permittee must follow the requirements as outlined in the Village of Harrison Hot Springs Sign Bylaw No. 1126, 2018, as amended from time to time. To start this review process, a Comprehensive Sign Plan application must be submitted, reviewed, and approved by the Village.
- (b) The exterior finishing building materials must follow the Exterior Finishes legend as outlined on sheets DP-3.1 to DP-3.3 of station one architects drawing dated December 16, 2020. If there is any deviation from the use of these materials, the Village's approval is required.
- (c) The site plan layout as identified on sheet DP1.1 of station one architects drawing dated December 16, 2020, must be followed.
- (d) The overall site landscaping plan as outlined on sheet L1.1 of station one architects drawing dated December 16, 2020 must be followed. This includes the Landscape Legend materials and colours provided.
- (e) Prior to any work being started a Tree Protection fence must be erected, as per sheet L1.1 of station one architects drawing dated December 16, 2020.
- (f) A tapestry of ferns sword, deer and maiden hair must be substituted for any referenced use of pachysandra, as outlined on sheet L3.1 of station one architects drawing dated December 16, 2020.
- (g) The 1st Floor Landscape Plan, as outlined on sheet L1.2 of station one architects drawing dated December 16, 2020, must be followed.
- (h) The 2nd Floor Landscape Plan, as outlined on sheet L1.3 of station one architects drawing dated December 16, 2020, must be followed.
- (i) The 6th Floor Rooftop Landscape Plan, as outlined on sheet L1.4 of station one architects drawing dated December 16, 2020, must be followed.
- (j) The 1st Floor Planting Plan, as outlined on sheet L2.0 of station one architects drawing dated December 16, 2020, must be followed.
- (k) The 2nd Floor Planting Plan, as outlined on sheet L2.1 of station one architects drawing dated December 16, 2020, must be followed.
- (l) The 6th Floor Planting Plan, as outlined on sheet L2.2 of station one architects drawing dated December 16, 2020, must be followed.
- (m) The Landscape Details as outlined on sheet L3.1, specifically the Planting Schedules of station one architects drawing dated December 16, 2021, must be followed.
- (n) The Details, as outlined on sheets L3.2 and L3.3 of station one architects drawing dated December 16, 2020, must be followed.
- (o) A Tree Planting Plan Agreement must be entered into to address the planting requirements as outlined on sheet L3.1 of station one architects drawing dated December 16, 2020.
- (p) A Works and Services Agreement must be entered into with the Village of Harrison Hot Springs to address any works and services that will take place off site, as a result of this Development Permit. This includes but is not limited to, frontage improvements on both road frontages (curb, gutter, new asphalt to centerline, sidewalk(s) and

streetlighting), Sanitary Sewer, Water and Storm Sewer servicing. The proposed access location will require review and approval from the Ministry of Transportation and Infrastructure (MoTI).

7. The Lands must be developed and used strictly in accordance with this Development Permit, including any attached plans, maps, and specifications.
8. The following plans, maps or specifications are attached to and form a part of this Development Permit:
 - a. The report entitled; Harrison Lake Residences, prepared by station one architects dated December 16, 2020, and consists of sheets DP0.0 to DP3.3.
 - b. The report entitled; Harrison Lake Residences, prepared by station one architects dated December 16, 2020, and consists of sheets L0.0 to L3.3.
9. **This Development Permit is NOT a Building Development Permit, a subdivision approval nor a soil deposit or removal permit.**
10. This Development Permit must lapse on the ____ day of ____, 2023 unless the development is substantially started.

RESOLUTION PASSED BY COUNCIL, THIS ____ day of ____, 2021

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

2118 Development Ltd
Yi Lin Eileen Fu, Authorized Agent
(Signature)

Print Name

Corporate Officer



HARRISON LAKE RESIDENCES

511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

COVER SHEET

HARRISON LAKE RESIDENCES

511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE
JTB NO. 20070

DATE 18, 2020

604 763 9445
soarchitects.com

Chilliwack
8355 Young Rd
V2P 4S3

Abbotsford
203-2180 W. Railway St
V2S 2E2

 **station one**
architects

DP0.0

HARRISON LAKE RESIDENCES

511 & 519 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

OWNER

2118 DEVELOPMENT LTD

UNIT 201 - 5489 BYRNE ROAD
BURNABY, B.C. V5J 3J1
EMAIL: LESLEYL1989@GMAIL.COM

CONTACT: LESLEY LI

DEVELOPMENT MANAGER

WHITESTONE MANAGEMENT LTD.

2236 E. 82ND AVE
VANCOUVER, B.C. V5P 1X1
TEL: (778) 885-9330

CONTACT: BLEEN FU, P. ENG.

ARCHITECTURAL

STATION ONE ARCHITECTS

203 - 2190 W. RAILWAY STREET
ABBOTSFORD, B.C. V2S 2E2
TEL: (804) 790-8445

CONTACT: ALVIN BARTEL, PARTNER, M. ARCH

ARCHITECTURAL DRAWING LIST

DP0.3 RENDERINGS
DP0.0 COVER SHEET
DP0.1 PROJECT DATA & DRAWING INDEX
DP0.2 RENDERINGS
DP1.1 SITE PLAN
DP1.2 SITE SECTIONS
DP2.1 1ST FLOOR & P2 PLAN
DP2.2 P1 PLAN
DP2.3 2ND FLOOR PLAN
DP2.4 3RD FLOOR PLAN
DP2.5 4TH FLOOR PLAN
DP2.6 5TH FLOOR PLAN
DP2.7 6TH FLOOR PLAN
DP3.1 ELEVATIONS
DP3.2 ELEVATIONS
DP3.3 ELEVATIONS

STRUCTURAL

IQ ENGINEERING LTD.

204 - 2190 W. RAILWAY STREET
ABBOTSFORD, B.C. V2S 2E2
TEL: (804) 834-3799

CONTACT: BERT GRIFFOEN, PARTNER

LANDSCAPE

STATION ONE ARCHITECTS

203 - 2190 W. RAILWAY STREET
ABBOTSFORD, B.C. V2S 2E2
TEL: (804) 790-8445

CONTACT: SCOTT WATSON, MBSCL, M. SC

LANDSCAPE DRAWING LIST

L1.1 OVERALL LANDSCAPE SITE PLAN
L1.2 1ST FLOOR LANDSCAPE PLAN
L1.3 2ND FLOOR LANDSCAPE PLAN
L1.4 5TH FLOOR ROOFTOP AMENITY
L1.5 ENLARGED 2ND FLOOR AMENITY
L2.0 1ST FLOOR PLANTING PLAN
L2.1 2ND FLOOR PLANTING PLAN
L2.2 5TH FLOOR PLANTING PLAN
L2.1 SECTIONS
L4.1 LANDSCAPE DETAILS
L4.2 DETAILS
L4.3 DETAILS

GEOTECHNICAL

GEOWEST ENGINEERING LTD.

200 - 34425 MCCONNELL ROAD
ABBOTSFORD, B.C. V2S 7P1
TEL: (804) 855-9058

CONTACT: JOHN CARTER, P. ENG.

CIVIL

KRAHN ENGINEERING LTD

400-34077 GLADYS AVE
ABBOTSFORD, B.C. V2S 2E8
TEL: (804) 853-8891

CONTACT: STUART MCGREGOR, P.ENG.

UNIT SYNOPSIS									
UNIT TYPE	BEDROOMS	1st FLOOR	2nd FLOOR	3rd FLOOR	4th FLOOR	5th FLOOR	6th FLOOR	TOTAL	AREA
A	1 BED	0	7	7	7	7	5	33	456 SF 42 m²
B	2 BED	0	5	5	5	5	3	23	780 SF 71 m²
C	2 BED	0	2	2	2	2	1	9	748 SF 69 m²
D	1 BED	0	2	2	2	2	1	9	485 SF 45 m²
E	2 BED	0	1	1	1	1	1	5	780 SF 71 m²
F	2 BED	0	1	1	1	1	1	5	804 SF 75 m²
G	2 BED	0	1	1	1	1	1	5	852 SF 79 m²
H1	2 BED	0	1	0	0	0	0	1	816 SF 76 m²
H2	2 BED	0	0	1	0	0	0	1	841 SF 78 m²
H3	2 BED	0	0	0	1	0	0	1	843 SF 78 m²
H4	2 BED	0	0	0	0	1	0	1	854 SF 80 m²
H5	2 BED	0	0	0	0	0	1	1	900 SF 84 m²
J	3 BED	0	1	1	1	1	1	5	988 SF 90 m²
K	2 BED	0	1	1	1	1	1	5	820 SF 76 m²
L	3 BED	0	1	1	1	1	0	4	1061 SF 98 m²
M	2 BED	0	1	1	1	1	0	4	821 SF 76 m²
N	2 BED	0	1	1	1	1	0	4	850 SF 80 m²
P	2 BED	0	1	1	1	1	0	4	829 SF 76 m²
Q	STUDIO	0	1	1	1	1	0	4	413 SF 38 m²
TOTAL								124	

LEGEND

AD - AREA DRAIN	BD - SMALL CAR PARKING STALL
OB - GATCH BASIN	SU - SUPPLY AIR
OD - CHECK DRAIN	EC - EXHAUST AIR
PD - PATIO DRAIN	EV - ELECTRIC VEHICLE CHARGER
RD - ROOF DRAIN	EV - ELECTRIC VEHICLE CHARGER ROUGH-IN
TBD - TO BE DETERMINED	TA - TOP OF ASPHALT
SERV - SERVICE RIGHT OF WAY	TD - TOP OF FINISHED CONCRETE
UND - UNLESS NOTED OTHERWISE	TS - TOP OF GRADE
WWL - FINISH WATER LEVEL	TS - TOP OF STRUCTURAL SLAB
RF - ROOF VENT	TSP - TOP OF SUBFLOOR
RS - RAIN SLOPE	BS - BOTTOM OF WALL
MS - HANDICAPPED PARKING STALL	TW - TOP OF WALL

PROJECT DATA & DRAWING INDEX

HARRISON LAKE RESIDENCES

511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE: As Indicated
JOB NO. 20070

Dec 16, 2020

804 793 8445
soarchitects.com

Chilliwack
8355 Young Rd
V2P 4S3

Abbotsford
203-2190 W. Railway St
V2S 2E2

 station one
architects

DP0.1



VIEW FROM PROW @ SPRUCE STREET
N.T.S.



VIEW FROM LILLOOET AVE
N.T.S.



VIEW FROM SPRUCE STREET
N.T.S.



VIEW FROM LAKESIDE
N.T.S.

RENDERINGS

HARRISON LAKE RESIDENCES

511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE: 1/8" = 1'-0"
JOB NO. 20070

Dec 18, 2020

604.783.8445
soarchitects.com

Chilliwack
8355 Young Rd
V2P 4S3

Abbotsford
200-2180 W. Railway St
V2S 2E2

 station one
architects

DP0.2



VIEW OF END FLOOR COURTYARD
N.T.S.



VIEW FROM COURTYARD FACING LAKE
N.T.S.



VIEW FROM BALCONY TO COURTYARD
N.T.S.



VIEW OF 8TH FLOOR DECK TO LAKE
N.T.S.

RENDERINGS

HARRISON LAKE RESIDENCES

511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE: 1/8" = 1'-0"
JOB NO. 20070

Dec 16, 2020

604.793.9445
soarchitects.com

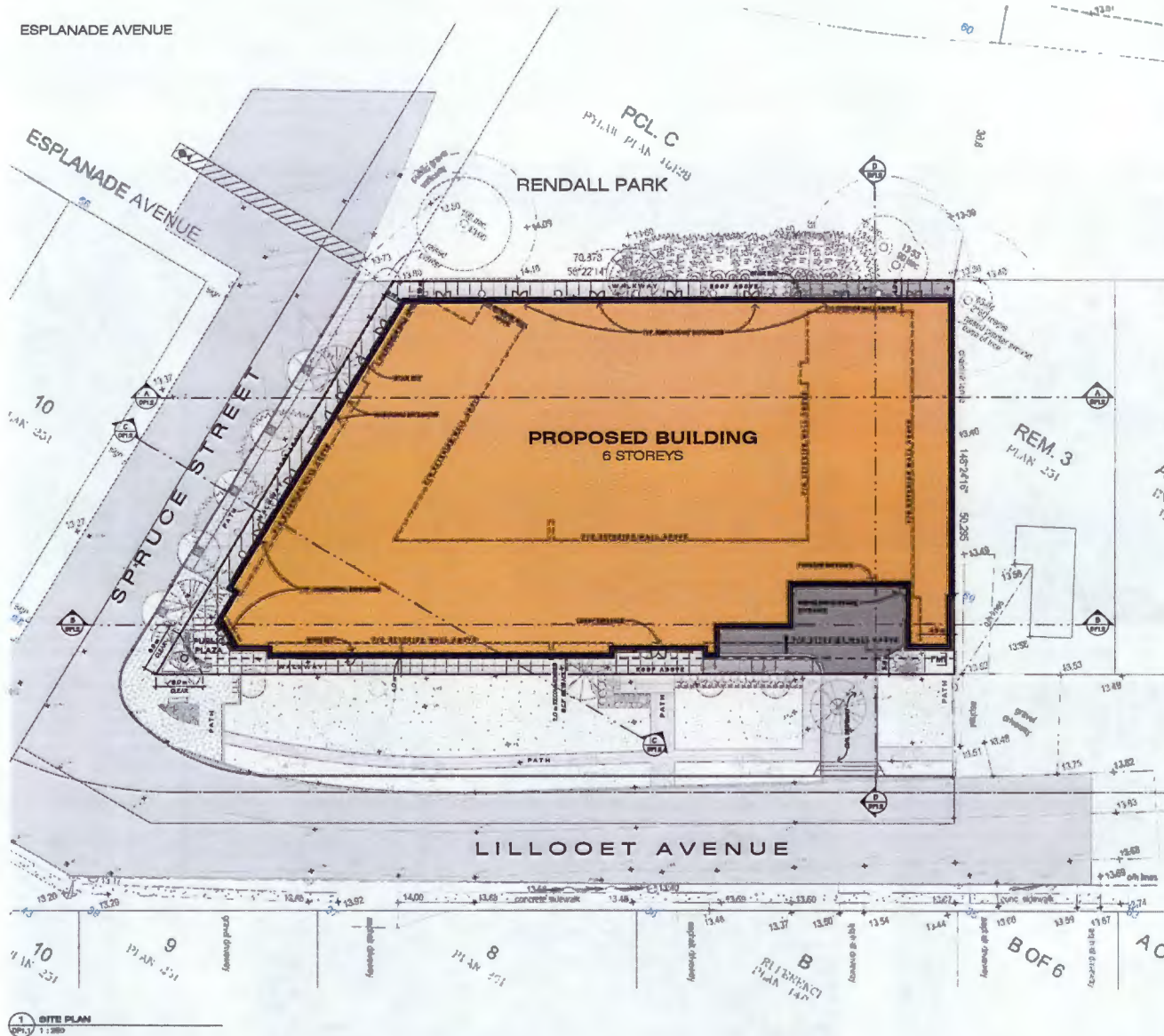
Chilliwack
9365 Young Rd
V2P 4B3

Abbotsford
203-2180 W. Railway St
V2S 2E2

station one
architects

DP0.3

ESPLANADE AVENUE



SITE PLAN

HARRISON LAKE RESIDENCES

511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE: As indicated
JOB NO. 20070

Dec 16, 2020

604.793.9445
soarchitects.comChilliwack
203-2180 W. Railway St
V2P 4E3Abbotsford
203-2180 W. Railway St
V2S 2E2

DP1.1

PROJECT INFORMATION

CIVIC ADDRESS
LEGAL DESCRIPTION511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC
LOT A, SECTION 19, TOWNSHIP 4, RANGE 29 WEST OF THE SIXTH MERIDIAN,
N.W.D. PLAN BPP108940
134
0.43 Ha / 4285 sm / 45,235 sfPROPOSED NUMBER OF DWELLINGS
SITE AREA GROSS
ZONING
EXISTING
PROPOSED
BYLAWO1
O1 WITH VARIANCES
ZONING BYLAW FOR THE VILLAGE OF HARRISON HOT SPRINGS,
BYLAW NO. 1115, 2017

FLOOR AREAS

PARKADE

P1: 24 900 SF (2313.3 SM)
P2: 24 499 SF (2278.0 SM)
TOTAL PARKADE: 49 399 SF (4589.3 SM)
: 11 236 SF (1044.1 SM)
P1: 2294 SF (213.3 SM)
P2: 2199 SF (204.3 SM)COMMERCIAL
OTHER NON-PARKING AREAS PARKADE

RESIDENTIAL FLOORS

2ND FLOOR: 21 368 SF (1985.2 SM)
3RD FLOOR: 21 368 SF (1985.2 SM)
4TH FLOOR: 21 368 SF (1985.2 SM)
5TH FLOOR: 21 401 SF (1985.2 SM)
6TH FLOOR: 19 234 SF (1743.3 SM)
TOTAL RESIDENTIAL FLOORS: 100 739 SF (9359.1 SM)
: 116 471 SF (10 820.6 SM)

TOTAL FLOOR AREA (EXCLUDING PARKING)

ZONING BYLAW REVIEW

PART 3.0 GENERAL COMPLIANCE, PROHIBITIONS AND REGULATIONS

3.0.(b) ARCHITECTURAL PROJECTIONS INTO SETBACKS

- a) ARCHITECTURAL FEATURES MUST NOT PROJECT MORE THAN 0.8 m
- b) ARCHITECTURAL FEATURE PROJECTIONS MUST NOT EXCEED 40% OF FACADE
- c) EXTERIOR STAIRS MAY BE LOCATED WITHIN A FRONT, EXTERIOR SIDE, OR REAR SETBACK
- d) ACCESSIBLE STRUCTURES/FACILITIES MAY BE LOCATED WITHIN SETBACKS IF NOT CLOSER THAN 0.3 m TO ANY SIDE LOT LINE
- e) UNCOVERED PATIOS AND TERRACES NO GREATER THAN 0.8 m ABOVE GRADE MAY BE LOCATED WITHIN SETBACKS

3.0 SITE LINE REQUIREMENTS AT INTERSECTIONS

- a) NO VISUAL OBSTRUCTIONS PERMITTED ABOVE 0.3 m ABOVE HIGHWAY GRADE WITHIN A 6 m TRIANGULAR AREA ON LOT

3.11 FLOOD CONTROL REQUIREMENTS

- b) FLOOD LEVEL ELEVATION IS 14.53 m FOR COMMERCIAL AND RESIDENTIAL

PART 7.0 ZONING REGULATIONS

7.1.2 COMMERCIAL USES

PERMITTED USES

PROPOSED:

COMMERCIAL AND APARTMENTS PROPOSED

ACCESSORY USES

NONE PROPOSED

MIN. LOT SIZE IS 464 sm

4295.2 sm

SUBDIVISION FOR A RELATIVE IS 1 Ha.

NOT APPLICABLE

FLOOR AREA RATIO (FAR) IS 1.5, OR
1.75 WITH O.C.P. DENSITY BONUS

9919.4 sm / 4295.2 sm = 2.31 (VARIANCE REQUIRED)

MIN. LOT WIDTH IS 20 m

50.29 m

MAX. LOT COVERAGE IS 75%

3601.5 sm / 4295.2 sm = (83.0%) (VARIANCE REQUIRED)

MIN. FRONT SETBACK IS 0 m

2.17 m (SPRUCE ST.)

MIN. REAR SETBACK IS 0 m

0 m ON 1ST FLOOR AND 7.5 m ABOVE 1ST FLOOR

MIN. INTERIOR SIDE SETBACK IS 0 m

0 m

MIN. EXTERIOR SIDE SETBACK IS 0 m

0 m ON 1ST FLOOR AND 7.5 m ABOVE 1ST FLOOR

EXCEPT 7.5 m AT RESIDENTIAL

22.8 m (VARIANCE REQUIRED)

MAX. HEIGHT IS 15 m

PARKING BYLAW REVIEW

PART 8.0 PARKING AND LOADING REQUIREMENTS

8.1 OFF-STREET PARKING GENERAL REQUIREMENTS

b) BICYCLE PARKING AT MINIMUM RATE OF
20% OF REQUIRED VEHICLE PARKING
MIN. 31 BICYCLE PARKING

31 PROVIDED

c) MIN. 1 ELECTRIC VEHICLE CHARGER

1 PROVIDED

d) MIN. 10 ACCESSIBLE STALLS REQUIRED

4 PROVIDED (VARIANCE REQUIRED)

8.1.1. RESIDENTIAL PARKING REQUIREMENTS

MIN. APARTMENT PARKING IS 1.25 PER UNIT

136 PROVIDED (VARIANCE REQUIRED)

124 x 1.25 = 155 MIN. SPACES

8.1.2. COMMERCIAL & RESTAURANT PARKING REQUIREMENTS

PERSONAL SERVICE ESTABLISHMENT: 222 sm / 28 = 8 MIN. 0 PROVIDED (PARKING CASH-IN-LIEU REQUIRED)
RESTAURANT: 0 PROVIDED (PARKING CASH-IN-LIEU REQUIRED)

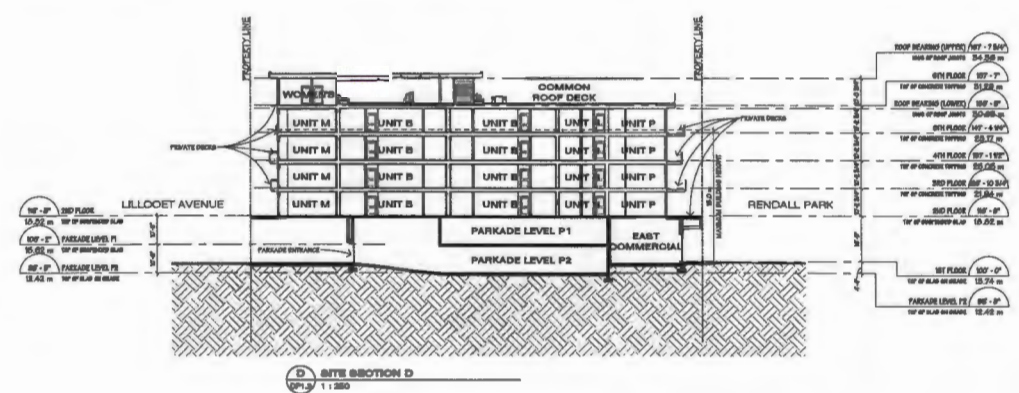
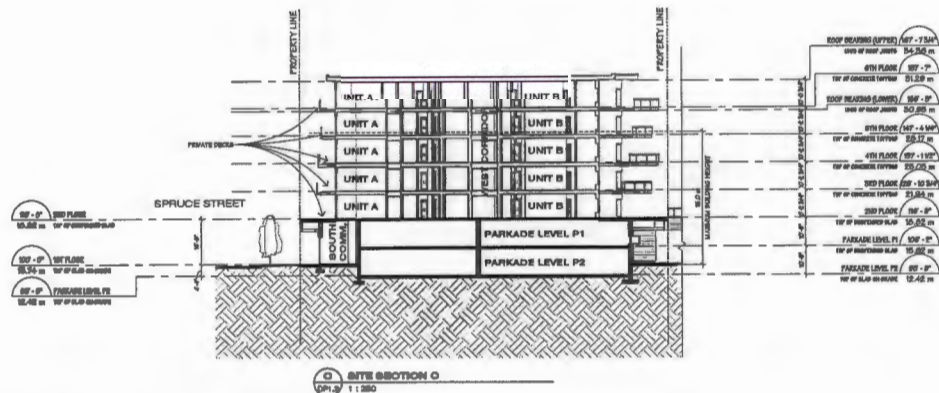
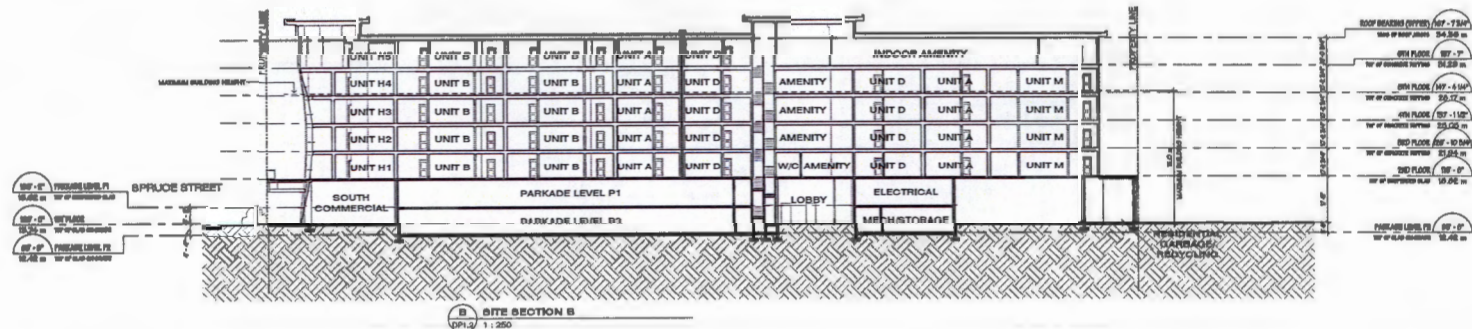
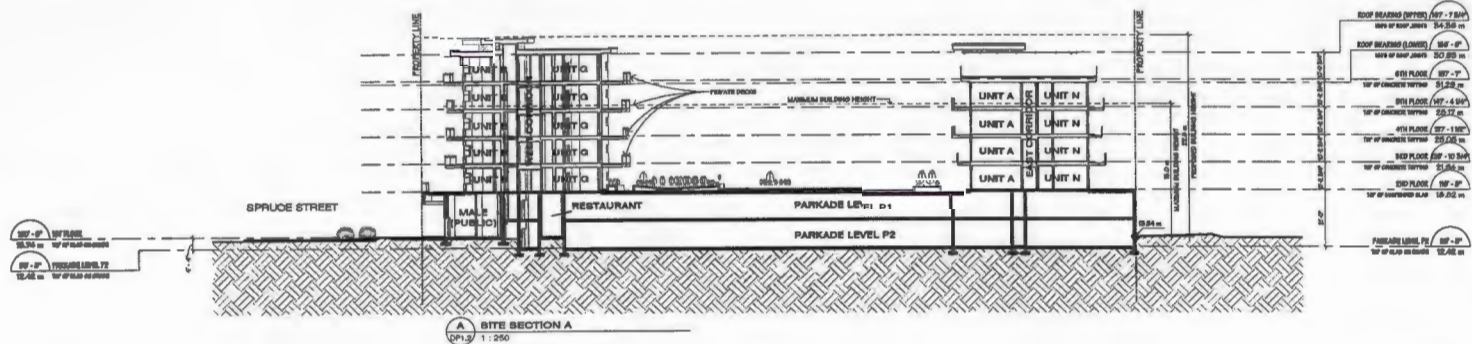
8.4 OFF-STREET PARKING DESIGN CRITERIA, DEVELOPMENT AND MAINTENANCE

- a) 90-DEGREE PARKING STALLS ARE 2.75 m X 5.5 m AND DRIVE AISLES ARE 7.0 m
- b) 33% OF REQUIRED PARKING MAY BE 4.6 m IN LENGTH IF MARKED AS "SMALL CAR"
- c) ACCESSIBLE SPACES MUST BE MIN. 4.0 m IN WIDTH
- d) SPACES ADJUTING FENCES OR WALLS MUST BE INCREASED BY 0.3 m IN WIDTH
- e) EXCEPT FOR RESIDENTIAL, PARKING SHALL NOT BE WITHIN 15 m OF AN INTERSECTION
- f) PARKING SHALL NOT BE WITHIN 1 m OF A LOT LINE ADJACENT TO A HIGHWAY

8.5 OFF-STREET LOADING REQUIREMENTS

a) MIN. 1 SPACE: 1 PROVIDED

b) LOADING SPACES ARE 3.0 m X 9.3 m, WITH VERTICAL CLEARANCE OF 4.3 m



SITE SECTIONS

HARRISON LAKE RESIDENCES

511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE: 1:250
A28 WEL 20070

Dec 16, 2020

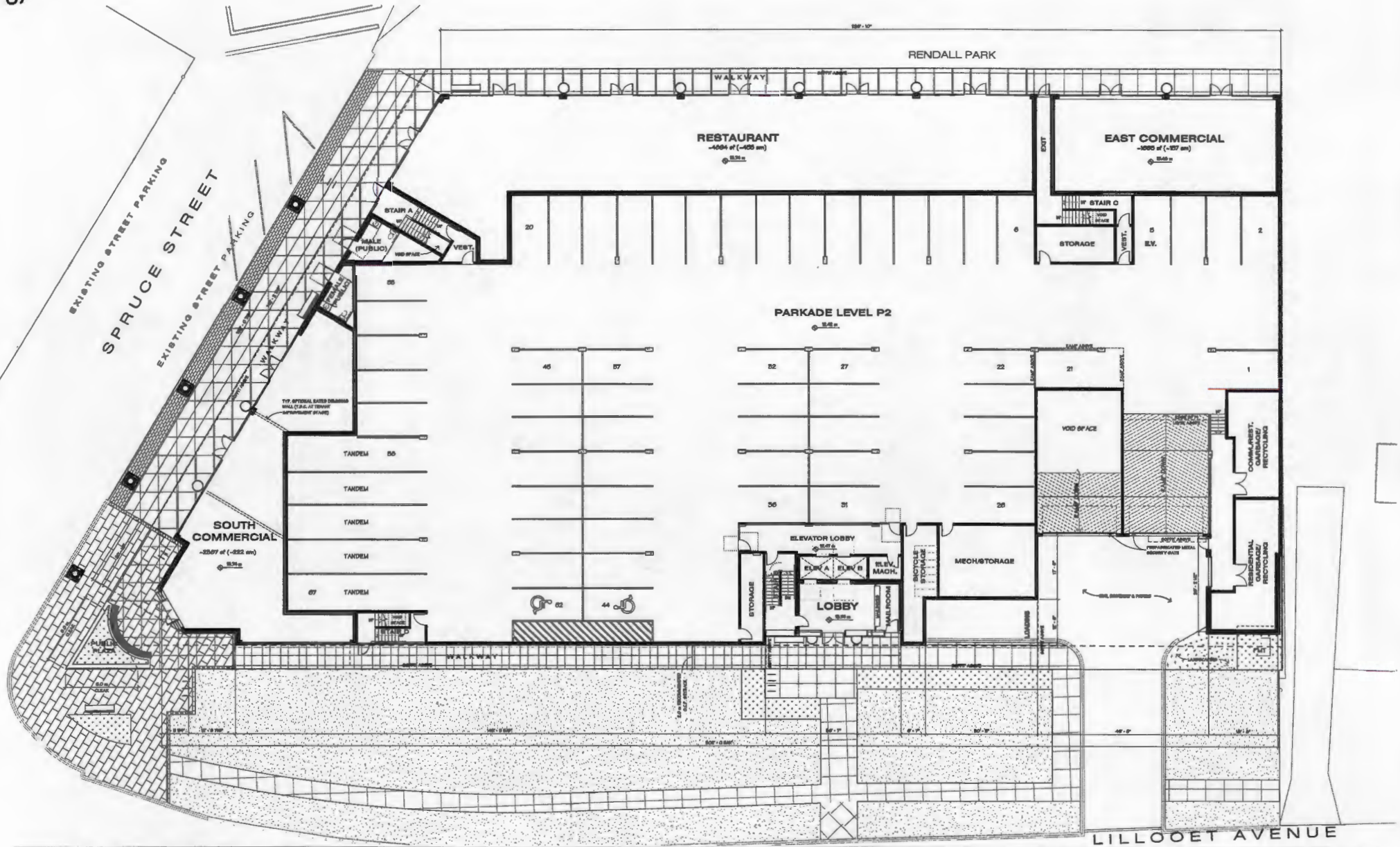
804 793 0445
soarchitects.com

Chilliwack
8355 Young Rd
V2P 4G3

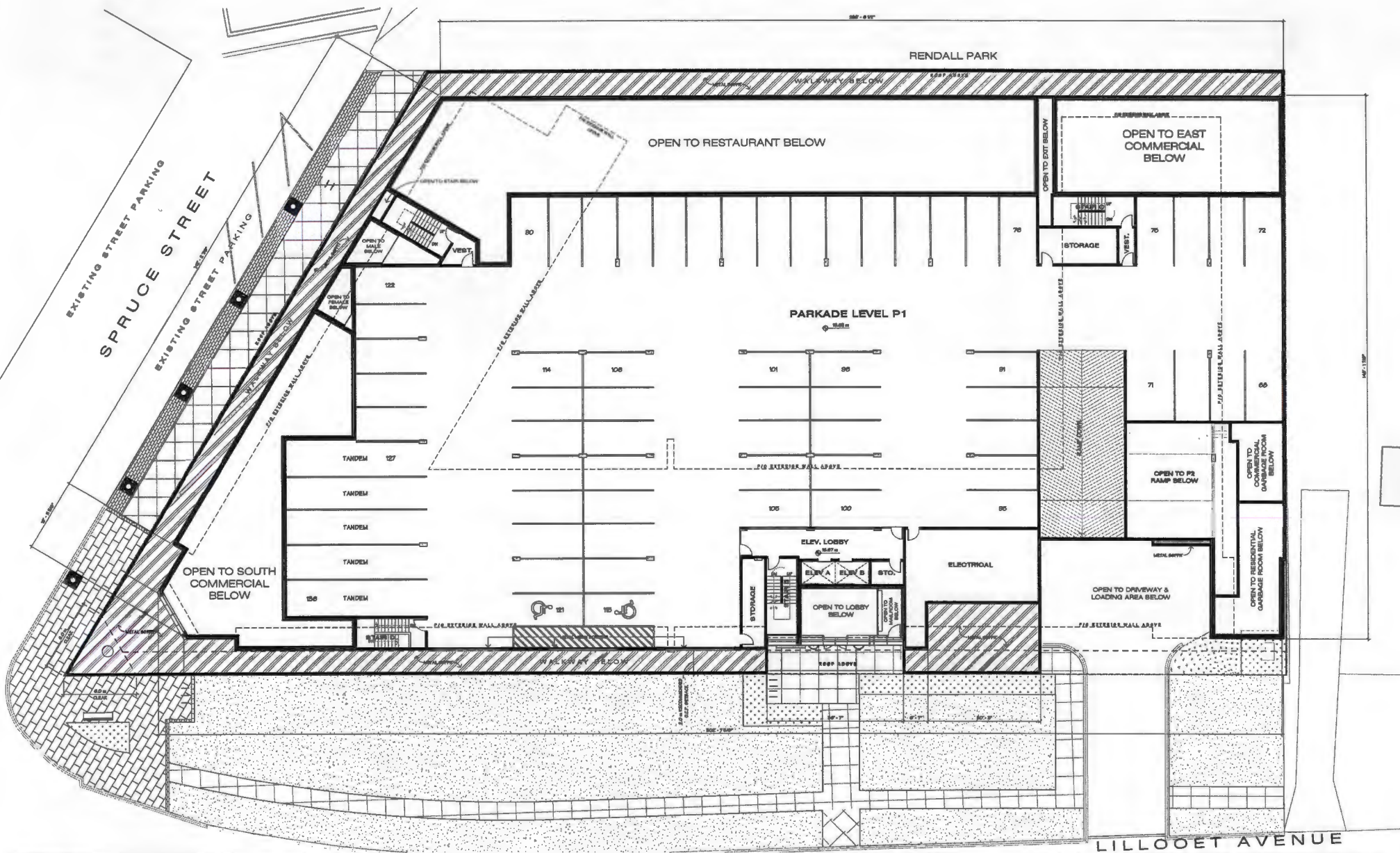
Abbotsford
203-2180 W. Railway St
V2S 2E2

station one
architects

DP1.2



DP2.1



P1 PLAN

HARRISON LAKE RESIDENCES

511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC



SCALE 3/32" = 1'-0"
JTB M.L. 20070

Dec 18, 2020

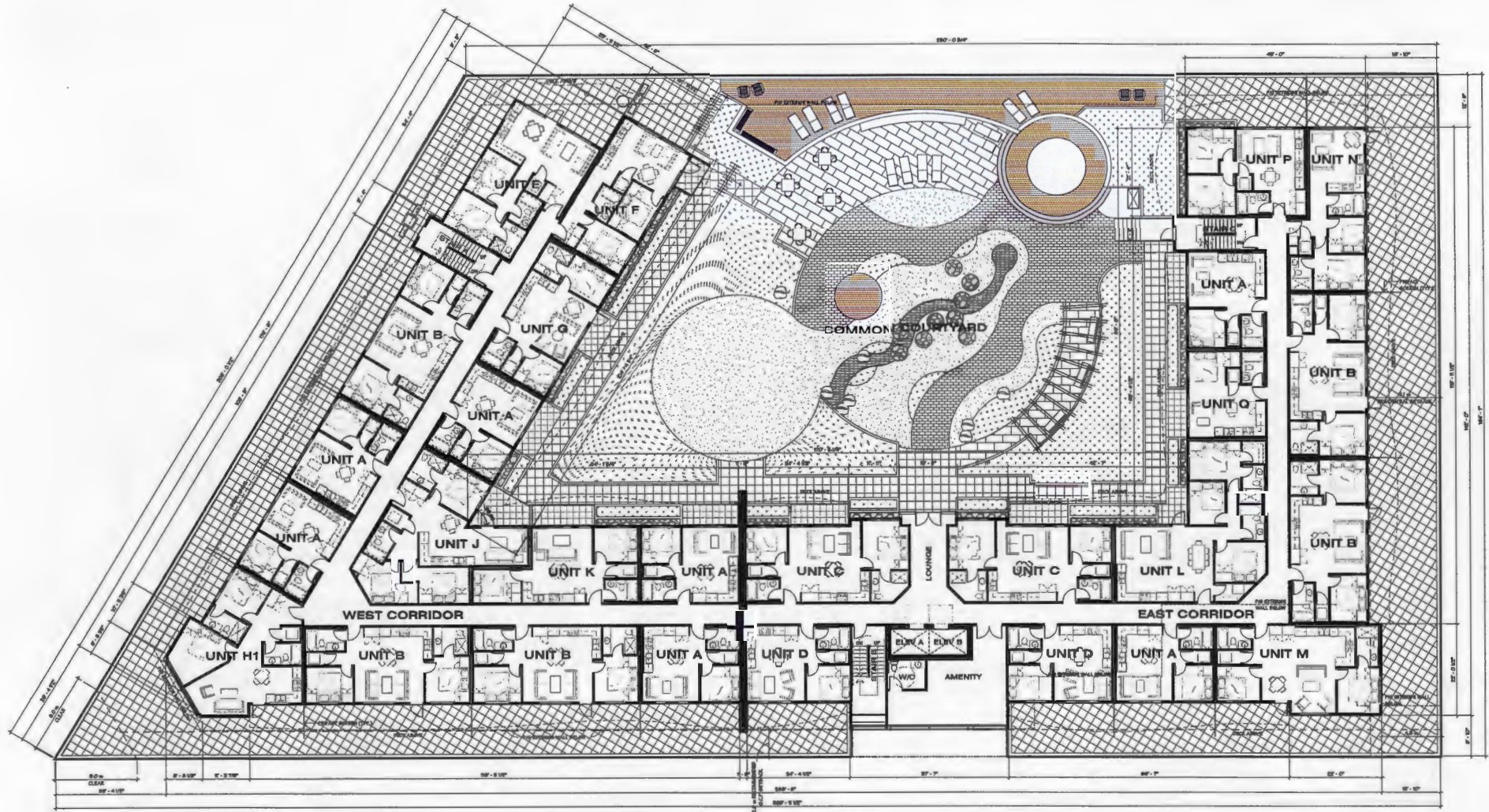
604.793.9445
soarchitects.com

Chilliwack
8855 Young Rd
V2P 4S3

Abbotsford
203-2180 W. Railway St
V2S 2E2

station one
architects

DP2.2



2ND FLOOR PLAN

HARRISON LAKE RESIDENCES

511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE: 3/32" = 1'-0"
JOB NO. 20070

Dec 16, 2020

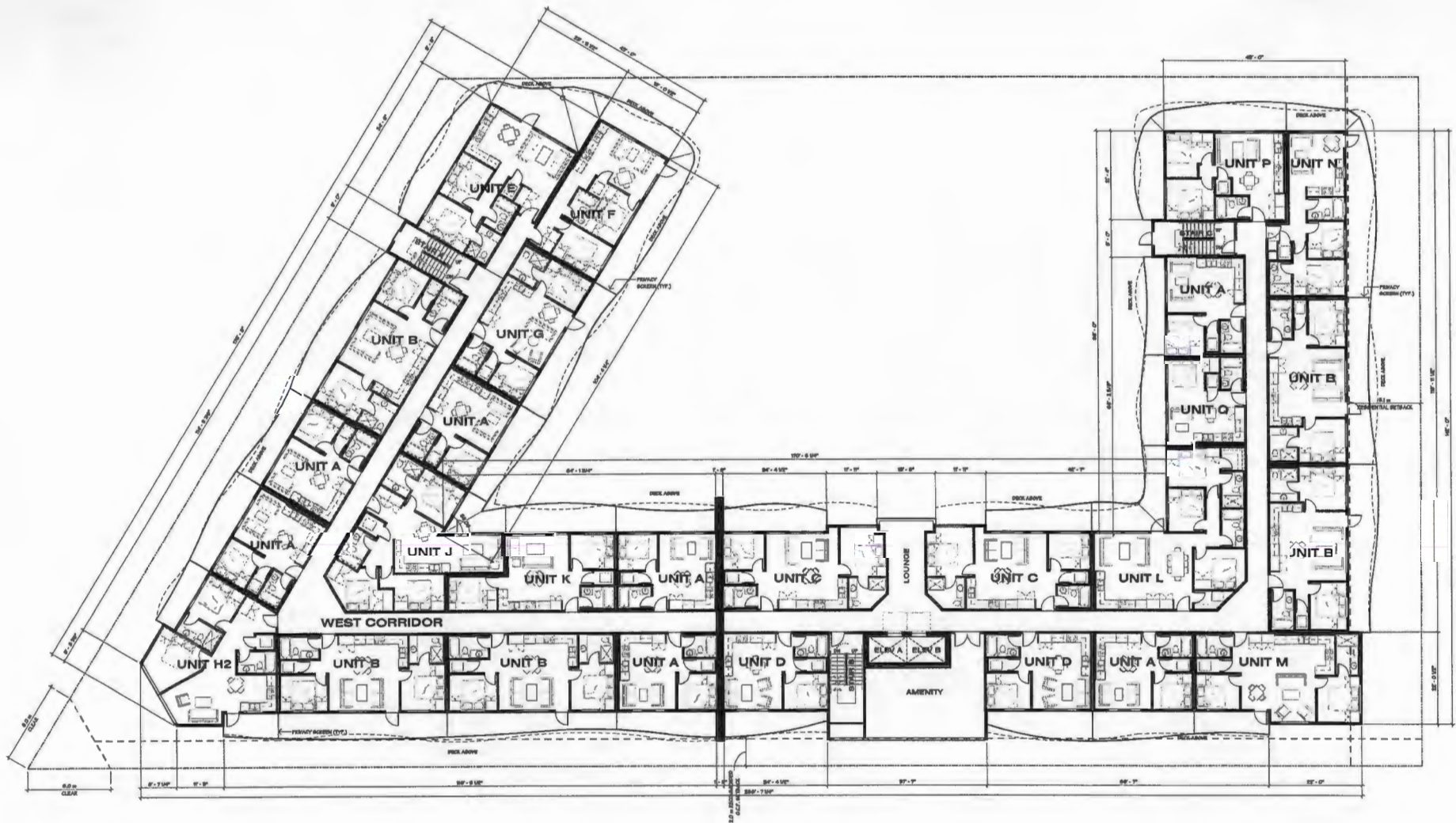
604 793 9445
soarchitects.com

Chilliwack
8355 Young Rd
V2P 4S3

Abbotsford
203-2180 W. Railway St
V2S 2E2

station one
architects

D02.3



3RD FLOOR PLAN

HARRISON LAKE RESIDENCES

511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC



SCALE: 1/8" = 1'-0"
 4/10/18 20070

Dec 16, 2018

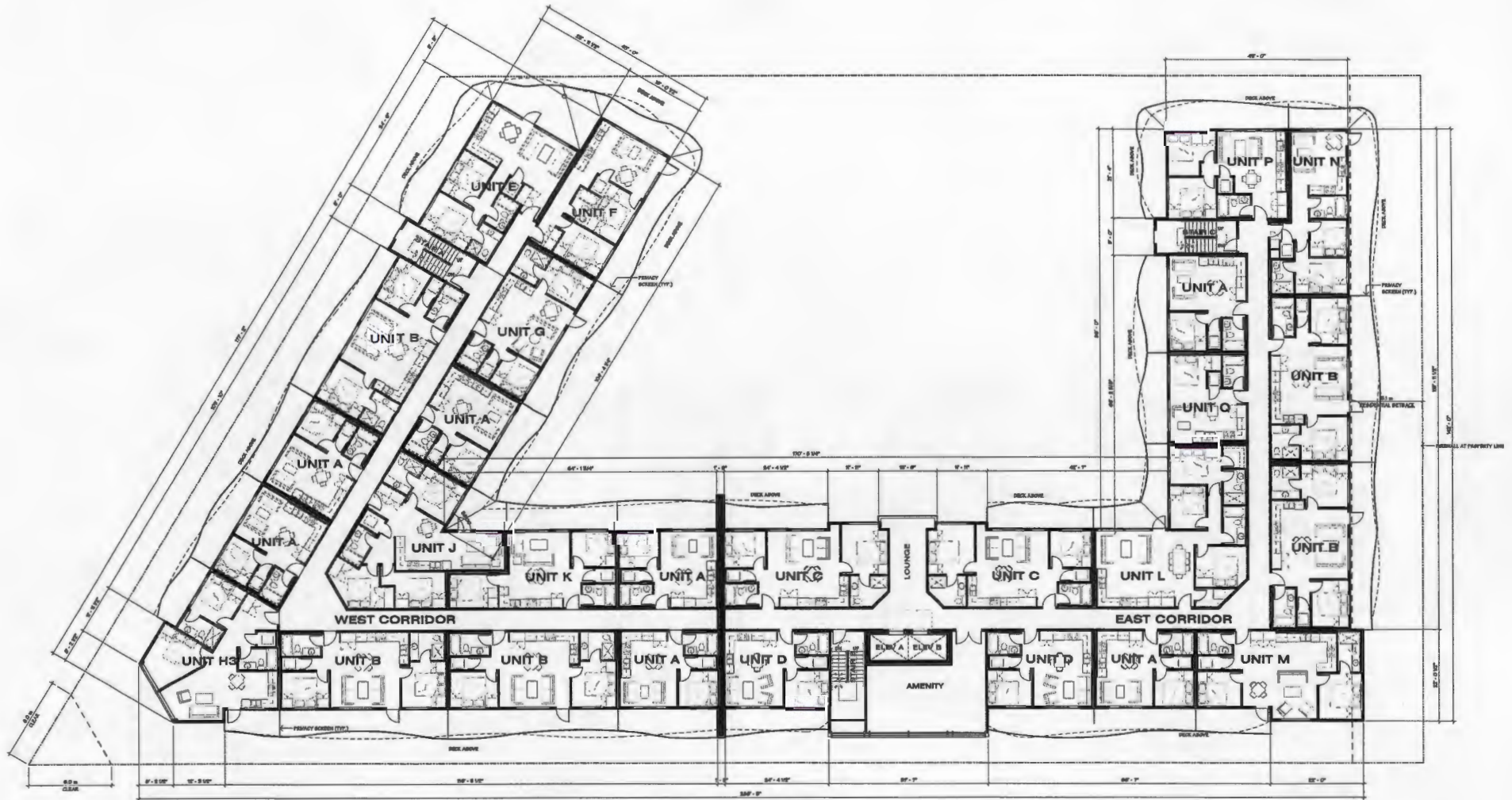
804 793 8445
 soarchitects.com

Chilliwack
 8355 Young Rd
 V2P 4S3

Abbotsford
 203-2100 W. Railway St
 V2S 2E2

station one
architects

DP2.4



4TH FLOOR PLAN **HARRISON LAKE RESIDENCES**

511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE: 3/32" = 1'-0"
 JTB:ML 20070

Dec 18, 2020

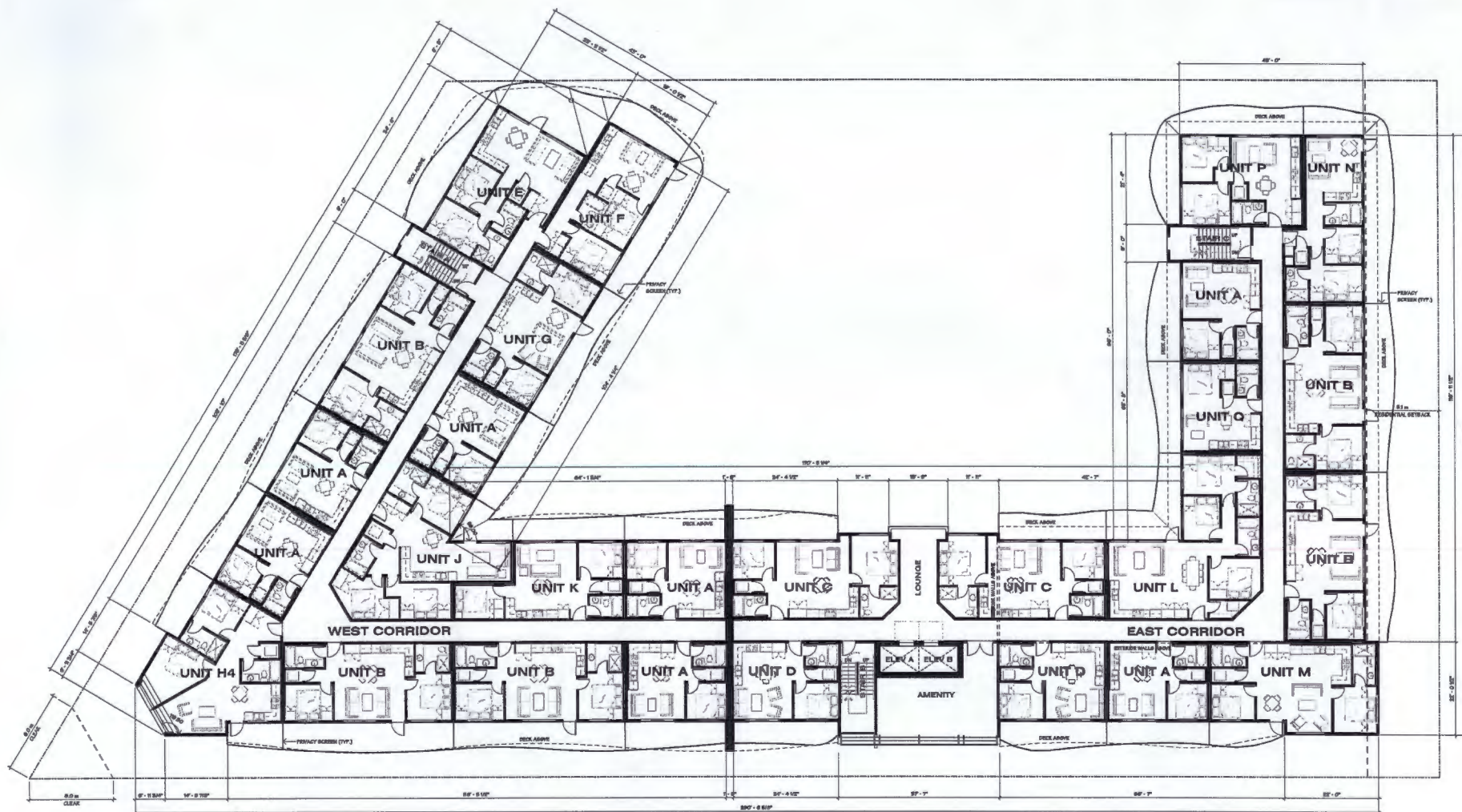
604 783 9445
 soarchitects.com

Chilliwack
 8355 Young Rd
 V2P 4S3

Abbotsford
 203-2180 W. Railway St
 V2S 2E2

station one
architects

DP2.5



5TH FLOOR PLAN

HARRISON LAKE RESIDENCES

511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC



SCALE: 3/32" = 1'-0"
JTB: M3 20070

Dec 16, 2006

604 793 9445
soarchitects.com

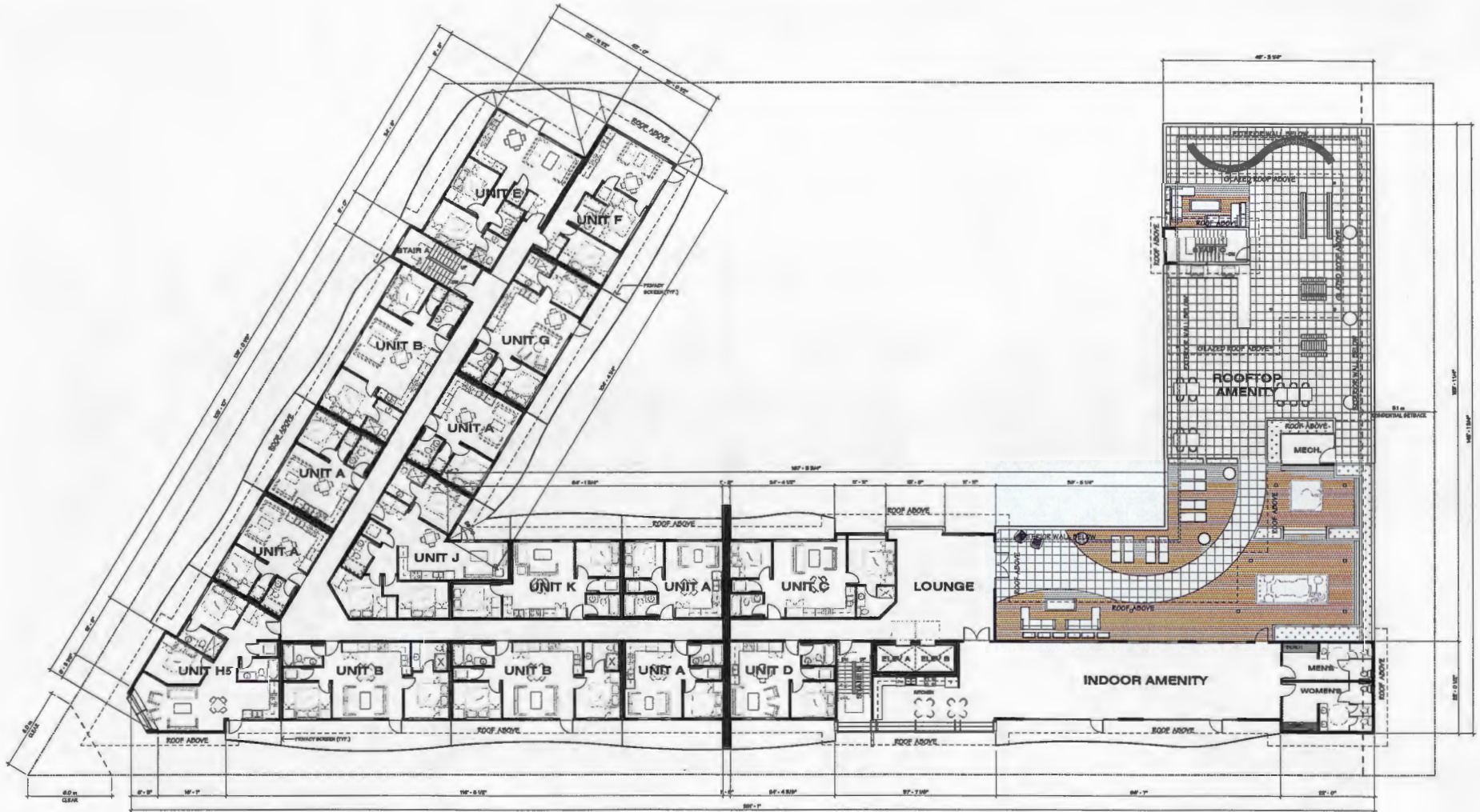
Chilliwack
9355 Young Rd
V2P 4S3

Abbotsford
203-2190 W. Railway St
V2S 2E2



station one
architects

DP2.6



6TH FLOOR PLAN

HARRISON LAKE RESIDENCES

511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE: 3/32" = 1'-0"
JTB:ML 20070

Dec 18, 2020

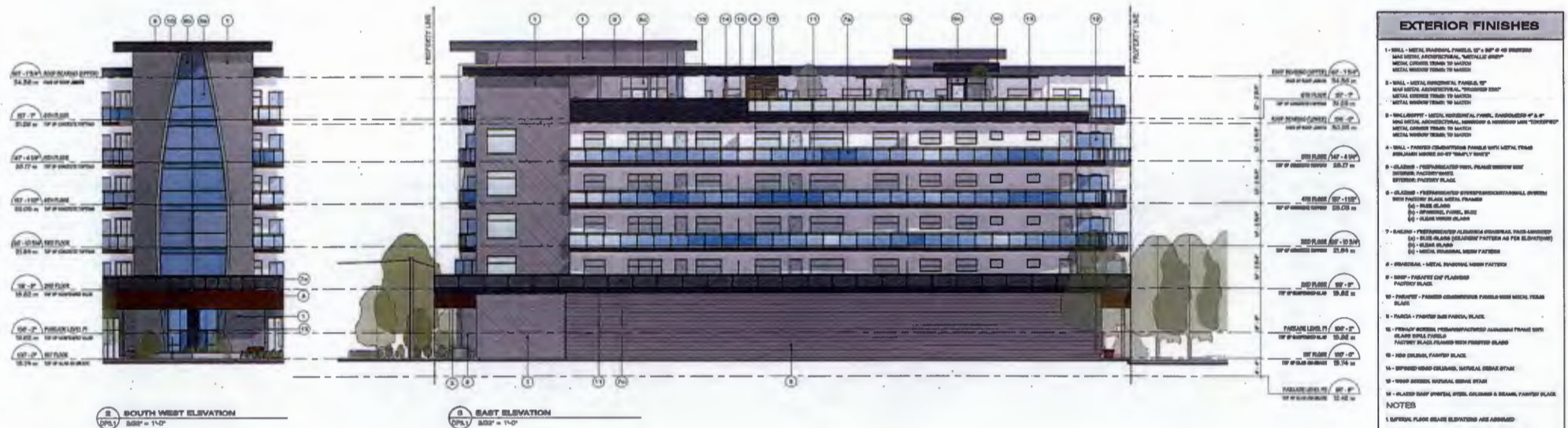
604 793 9445
soarchitects.com

Chilliwack
8355 Young Rd
V2P 4S3

Abbotsford
203-2190 W. Railway St
V2S 2E2

station one
architects

DP2.7



HARRISON LAKE RESIDENCES

511 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC


SCALE As indicated
JOB NO. 20070

Dec 16, 2020

604 783 9445
soarchitects.com

Chilliwack
8355 Young Rd
V2P 4S3

Abbotsford
203-2180 W. Railway St
V2S 2E2



station one
architects



HARRISON LAKE RESIDENCES



LANDSCAPE DRAWING LIST

L0.0	COVER SHEET
L0.1	SECTIONS
L1.1	OVERALL LANDSCAPE SITE PLAN
L1.2	1ST FLOOR LANDSCAPE PLAN
L1.3	2ND FLOOR LANDSCAPE PLAN
L1.4	3RD FLOOR SCOOTY
L1.5	1ST FLOOR PLANTING PLAN
L1.6	2ND FLOOR PLANTING PLAN
L1.7	3RD FLOOR PLANTING PLAN
L1.8	LANDSCAPE DETAILS
L1.9	DETAILS

LANDSCAPE GENERAL NOTES

1. THE CONTRACTOR TO COMPLY WITH ALL MEASUREMENTS.
2. PROVIDE DRAINAGE TO ALL LANDSCAPING, BUILDINGS, STRUCTURES AND UNDERGROUND AND/OR OVERHEAD UTILITIES, MAKE GOOD ALL DAMAGE TO OR REMEDIATION OF OWNERS.
3. PRIOR TO CLEARING, VERIFY LIMITS OF CLEARING WITH OWNER.
4. EXPOSED OF CLEARING AND REMOVED MATERIALS AS WORK PROGRESSES AND DO NOT ACCUMULATE.
5. LEAVE GROUND SURFACES IN CONDITION SATISFACTORY FOR IMMEDIATE REUSE OR FUTURE.
6. CONTROL DUST AT ALL TIMES FOR DURATION OF CONTRACT.
7. PROVIDE HOARDING IF NECESSARY AND PROTECT PUBLIC AND PRIVATE PROPERTY FROM INJURY OR DAMAGE.
8. PROVIDE TEMPORARY DRAINAGE AND PUMPING IF NECESSARY AND DO NOT DISCHARGE WATER CONTAINING SUSPENDED MATERIALS INTO NEARBY COURSES OF DRAINAGE SYSTEM.
9. MAINTAIN EXISTING CONDITIONS FOR PLANTING AND TRAFFIC AROUND THE SITE THROUGHOUT CONSTRUCTION, TAKE MEASURES TO MINIMIZE TRAFFIC OR VIBRATION DURING THE SITE THAT HEAVY EQUIPMENT AND VEHICLES ARE OPERATING.
10. AREA AND VIBRATION DISTURBED DUE TO GRADING AND EXCAVATING SHALL BE REHABILITATED SATISFACTORY TO THE OWNER AND NEIGHBOURS.

IRRIGATION NOTE:

1. LANDSCAPER TO PROVIDE A COMPLETE AND OPERATIONAL IRRIGATION SYSTEM TO ALL PLANT ZONES BY A BASIC CERTIFIED IRRIGATION INSTALLATION, INCLUDING DESIGN AND A DESIGN BUILT SYSTEM.
2. SUBMIT COMPLETE SHOP DRAWINGS INCLUDING ALL SIZES AND FITTINGS.
3. SYSTEM TO BE COMPLETE AND OPERATIONAL INCLUDING ALL CONTROLS, BACKFLOW PREVENTERS, TRIP DATE, HEADS, AIR RELEASES.
4. PROVIDE COVER FOR ALL LINES UNDER HARD SURFACES.
5. PROVIDE FLEXIBLE LINE VOLTAGE WIRING WITH FIBER OPTIC AND WATER WITH FIBER OPTIC IS IRREVERSIBLE PIPE END VIBES.
6. THE SYSTEM SHALL BE CAPABLE OF PROVIDING 100% OF WATER AREA.
7. SYSTEM TO BE DESIGNED AND INSTALLED BY ACCEPTABLE PRODUCT - TORO DIVISION SYSTEMS.
8. PROVIDE AS BUILT DRAWINGS AND OPERATING MANUALS UPON COMPLETION.
9. PROVIDE THE SYSTEM OF IRRIGATION TO SYSTEM INCLUDING REVISIONS FROM DATE OF SUBMITTAL PERFORMANCE.

COVER SHEET

HARRISON LAKE RESIDENCES

511 & 519 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE 1:1
JOB NO. 20070

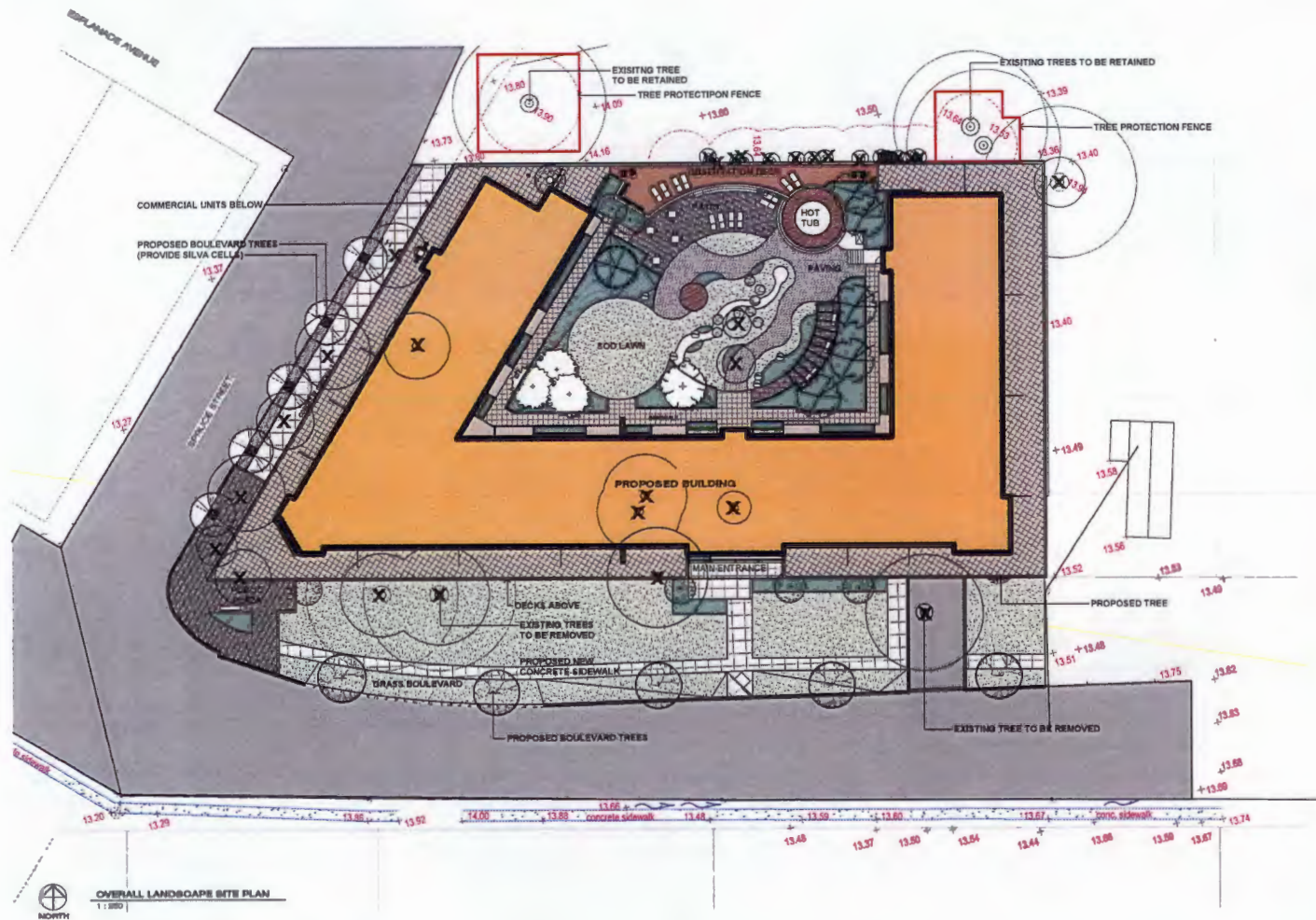
604 783 9445
scs@hds.com

Chilliwack
8055 Young Rd
V2P 4S3

Abbotsford
203-2190 W. Railway St
V2S 8E8

station one
architects

L0.0



LANDSCAPE LEGEND

EXISTING PROPOSED	PROPERTY LINE
CLIP CONCRETE PLANTER WALLS	
WOOD SCREEN WALL	
BUILDING	
GRASS LAWN	
PLANTING BEDS	
GRAVEL CONCRETE	
PLAIN ROCK/PAVING	
WOOD FENCES	
ARMED FENCES	
WOOD DECKING	
CONCRETE AGGREGATE WITH GRASS CHIPS	
CONCRETE SIDEWALK	
CONCRETE FENCES	
PROPOSED	
TREES TO BE REMOVED	
TREES TO BE RETAINED	

LANDSCAPE DRAWING LIST

L0.0	COVER SHEET
L0.1	SECTION
L1.1	OVERALL LANDSCAPE SITE PLAN
L1.2	1ST FLOOR LANDSCAPE PLAN
L1.3	2ND FLOOR LANDSCAPE PLAN
L1.4	3RD FLOOR LANDSCAPE PLAN
L1.5	4TH FLOOR LANDSCAPE PLAN
L1.6	5TH FLOOR LANDSCAPE PLAN
L1.7	6TH FLOOR LANDSCAPE PLAN
L1.8	7TH FLOOR LANDSCAPE PLAN
L1.9	8TH FLOOR LANDSCAPE PLAN
L1.10	9TH FLOOR LANDSCAPE PLAN
L1.11	10TH FLOOR LANDSCAPE PLAN
L1.12	11TH FLOOR LANDSCAPE PLAN
L1.13	12TH FLOOR LANDSCAPE PLAN
L1.14	13TH FLOOR LANDSCAPE PLAN
L1.15	14TH FLOOR LANDSCAPE PLAN
L1.16	15TH FLOOR LANDSCAPE PLAN
L1.17	16TH FLOOR LANDSCAPE PLAN
L1.18	17TH FLOOR LANDSCAPE PLAN
L1.19	18TH FLOOR LANDSCAPE PLAN
L1.20	19TH FLOOR LANDSCAPE PLAN
L1.21	20TH FLOOR LANDSCAPE PLAN
L1.22	21ST FLOOR LANDSCAPE PLAN
L1.23	22ND FLOOR LANDSCAPE PLAN
L1.24	23RD FLOOR LANDSCAPE PLAN
L1.25	24TH FLOOR LANDSCAPE PLAN
L1.26	25TH FLOOR LANDSCAPE PLAN
L1.27	26TH FLOOR LANDSCAPE PLAN
L1.28	27TH FLOOR LANDSCAPE PLAN
L1.29	28TH FLOOR LANDSCAPE PLAN
L1.30	29TH FLOOR LANDSCAPE PLAN
L1.31	30TH FLOOR LANDSCAPE PLAN
L1.32	31ST FLOOR LANDSCAPE PLAN
L1.33	32ND FLOOR LANDSCAPE PLAN
L1.34	33RD FLOOR LANDSCAPE PLAN
L1.35	34TH FLOOR LANDSCAPE PLAN
L1.36	35TH FLOOR LANDSCAPE PLAN
L1.37	36TH FLOOR LANDSCAPE PLAN
L1.38	37TH FLOOR LANDSCAPE PLAN
L1.39	38TH FLOOR LANDSCAPE PLAN
L1.40	39TH FLOOR LANDSCAPE PLAN
L1.41	40TH FLOOR LANDSCAPE PLAN
L1.42	41ST FLOOR LANDSCAPE PLAN
L1.43	42ND FLOOR LANDSCAPE PLAN
L1.44	43RD FLOOR LANDSCAPE PLAN
L1.45	44TH FLOOR LANDSCAPE PLAN
L1.46	45TH FLOOR LANDSCAPE PLAN
L1.47	46TH FLOOR LANDSCAPE PLAN
L1.48	47TH FLOOR LANDSCAPE PLAN
L1.49	48TH FLOOR LANDSCAPE PLAN
L1.50	49TH FLOOR LANDSCAPE PLAN
L1.51	50TH FLOOR LANDSCAPE PLAN
L1.52	51ST FLOOR LANDSCAPE PLAN
L1.53	52ND FLOOR LANDSCAPE PLAN
L1.54	53RD FLOOR LANDSCAPE PLAN
L1.55	54TH FLOOR LANDSCAPE PLAN
L1.56	55TH FLOOR LANDSCAPE PLAN
L1.57	56TH FLOOR LANDSCAPE PLAN
L1.58	57TH FLOOR LANDSCAPE PLAN
L1.59	58TH FLOOR LANDSCAPE PLAN
L1.60	59TH FLOOR LANDSCAPE PLAN
L1.61	60TH FLOOR LANDSCAPE PLAN
L1.62	61ST FLOOR LANDSCAPE PLAN
L1.63	62ND FLOOR LANDSCAPE PLAN
L1.64	63RD FLOOR LANDSCAPE PLAN
L1.65	64TH FLOOR LANDSCAPE PLAN
L1.66	65TH FLOOR LANDSCAPE PLAN
L1.67	66TH FLOOR LANDSCAPE PLAN
L1.68	67TH FLOOR LANDSCAPE PLAN
L1.69	68TH FLOOR LANDSCAPE PLAN
L1.70	69TH FLOOR LANDSCAPE PLAN
L1.71	70TH FLOOR LANDSCAPE PLAN
L1.72	71ST FLOOR LANDSCAPE PLAN
L1.73	72ND FLOOR LANDSCAPE PLAN
L1.74	73RD FLOOR LANDSCAPE PLAN
L1.75	74TH FLOOR LANDSCAPE PLAN
L1.76	75TH FLOOR LANDSCAPE PLAN
L1.77	76TH FLOOR LANDSCAPE PLAN
L1.78	77TH FLOOR LANDSCAPE PLAN
L1.79	78TH FLOOR LANDSCAPE PLAN
L1.80	79TH FLOOR LANDSCAPE PLAN
L1.81	80TH FLOOR LANDSCAPE PLAN
L1.82	81ST FLOOR LANDSCAPE PLAN
L1.83	82ND FLOOR LANDSCAPE PLAN
L1.84	83RD FLOOR LANDSCAPE PLAN
L1.85	84TH FLOOR LANDSCAPE PLAN
L1.86	85TH FLOOR LANDSCAPE PLAN
L1.87	86TH FLOOR LANDSCAPE PLAN
L1.88	87TH FLOOR LANDSCAPE PLAN
L1.89	88TH FLOOR LANDSCAPE PLAN
L1.90	89TH FLOOR LANDSCAPE PLAN
L1.91	90TH FLOOR LANDSCAPE PLAN
L1.92	91ST FLOOR LANDSCAPE PLAN
L1.93	92ND FLOOR LANDSCAPE PLAN
L1.94	93RD FLOOR LANDSCAPE PLAN
L1.95	94TH FLOOR LANDSCAPE PLAN
L1.96	95TH FLOOR LANDSCAPE PLAN
L1.97	96TH FLOOR LANDSCAPE PLAN
L1.98	97TH FLOOR LANDSCAPE PLAN
L1.99	98TH FLOOR LANDSCAPE PLAN
L1.100	99TH FLOOR LANDSCAPE PLAN
L1.101	100TH FLOOR LANDSCAPE PLAN

LANDSCAPE GENERAL NOTES

1. THE CONTRACTOR TO CONFIRM LIMITS AND MEASUREMENTS.
2. PREVENT DAMAGE TO ALL LANDSCAPES, BUILDINGS, STRUCTURES AND UNDERGROUND AND/OR OVERHEAD UTILITIES, MAKE GOOD ALL DAMAGES TO OR DESTRUCTION OF SAME.
3. PRIOR TO CLEARING, VERIFY LIMITS OF CLEARING WITH OWNER.
4. REMOVE OF CLEARING AND GRUBBING MATERIALS AS WORK PROGRESSES AND DO NOT ACCUMULATE.
5. LEAVE BOUND SURFACE IN CONDITION SUITABLE FOR BROWSE OR GRASSING OPERATIONS.
6. CONTROL DUST AT ALL TIMES FOR DURATION OF CONTRACT.
7. PROVIDE WEARDING IF NECESSARY AND PROTECT PUBLIC AND PRIVATE PROPERTY FROM SLURRY OR DAMAGE.
8. PROVIDE TEMPORARY DRAINAGE AND PROTECT IF NECESSARY AND DO NOT DISCHARGE WATER CONTAINING SUSPENDED MATERIALS INTO THE WATERSHED OR CHANSELS OF RIVER.
9. MAINTAIN EXISTING CONDITIONS FOR PARKING AND TRAFFIC AROUND THE SITE THROUGHOUT CONSTRUCTION, THIS MEASURES TO REDUCE TRAFFIC OR WALK VISITORS TO THE SITE THAT HEAVY EQUIPMENT AND WORK CREWS ARE OPERATING.
10. AREA AND VIBRATION DUE TO GRABBING AND EXCAVATION SHALL BE REMEDIATED AS SATISFACTORY TO THE OWNER AND NEIGHBOURS.

OVERALL LANDSCAPE SITE PLAN

HARRISON LAKE RESIDENCES

511 & 519 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE: As Indicated
JOB NO. 20070

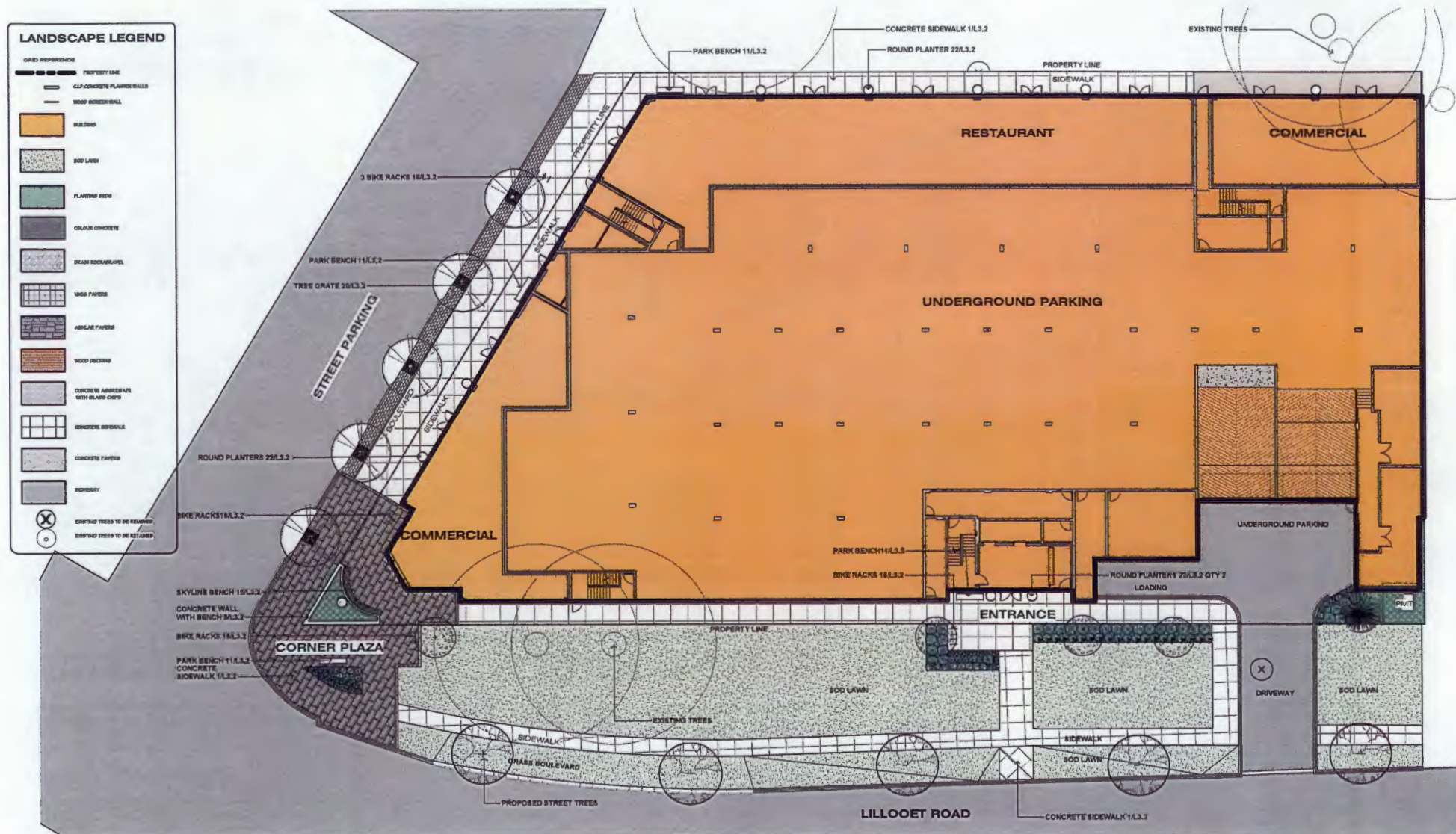
604 783 8445
searchlacs.com

Chilwick
6355 Young Rd
V2P 4B3

Abbotsford
203-2180 W. Railway St
V2S 6E8

station one
architects

L1.1



1ST FLOOR ENLARGED LANDSCAPE PLAN
1:150

1ST FLOOR LANDSCAPE PLAN

HARRISON LAKE RESIDENCES

511 & 519 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE As indicated
JOB 20070
NO.

804 783 8445
soarchitects.com

Chilliwack
9355 Young Rd
V2P 4B3

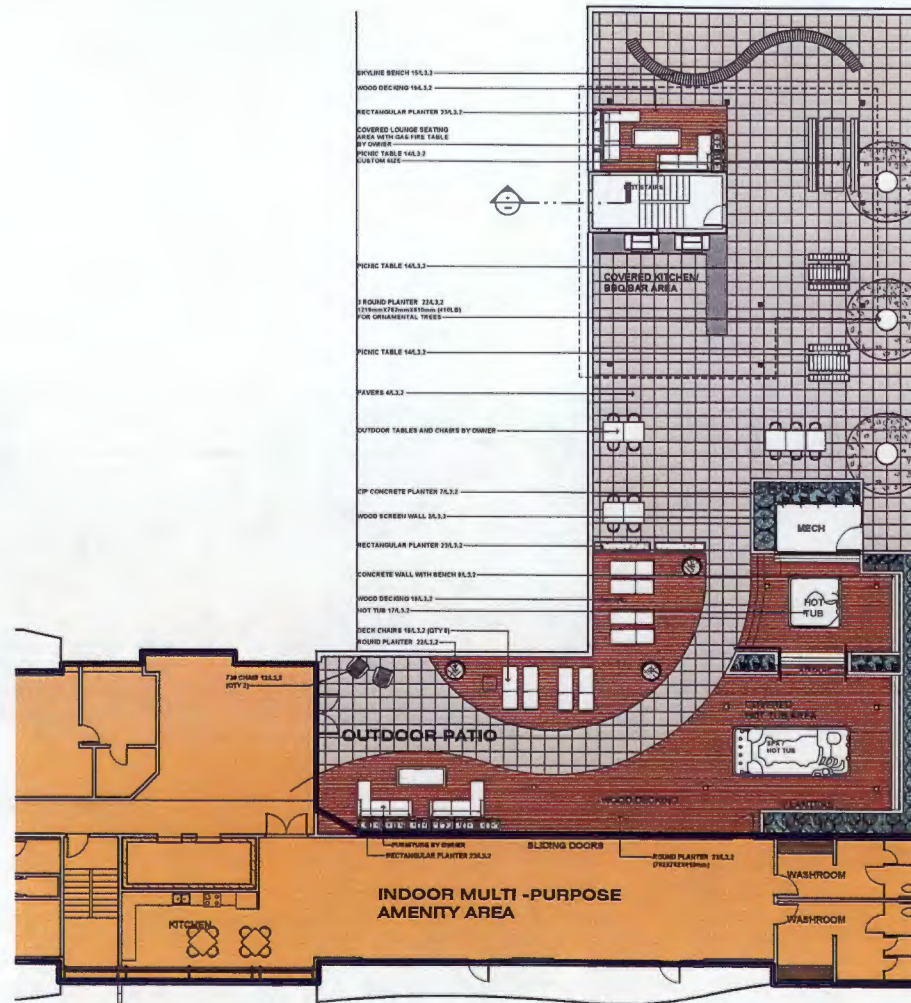
Abbotsford
203-2180 W. Railway St
V2S 8E8



station one
architects

L1.2

CUTED REFERENCE	PROPERTY LINE
	CLIP-ON/SCREW PLASTER WALLS
	WOOD SECTION WALL
	BUILDING
	SOIL LAYER
	PLANTING BEDS
	COLOR CONCRETE
	DRAIN ROCK/LEVEL
	WOOD FASERS
	ASBLAR FASERS
	WOOD FENCING
	CONCRETE AGGREGATE WITH GLASS CHIPS
	CONCRETE REINFORCE
	CONCRETE FASERS
	ROADWAY
	EXISTING TREES TO BE REMOVED
	EXISTING TREES TO BE RETAINED



6TH FLOOR ROOFTOP PLAN
1:100

SCALE As indicated
JOB 20070
NO.



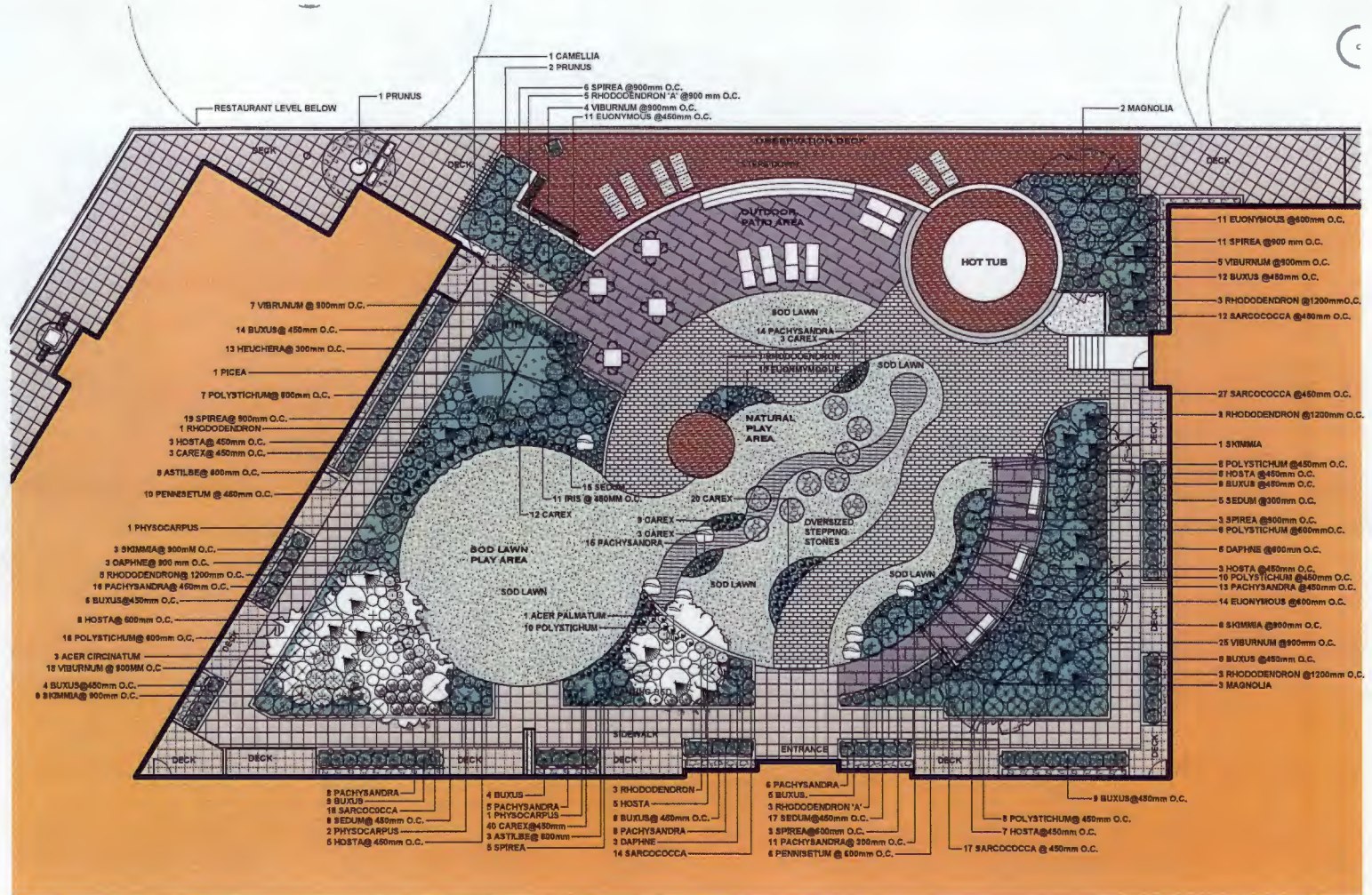
SCALE As indicated
JOB 20070
NO.

Abbotsford
203-2100 W. Railway St
V2B 8E6



station one
architects

L2.0



LANDSCAPE LEGEND

OTHER REFERENCE

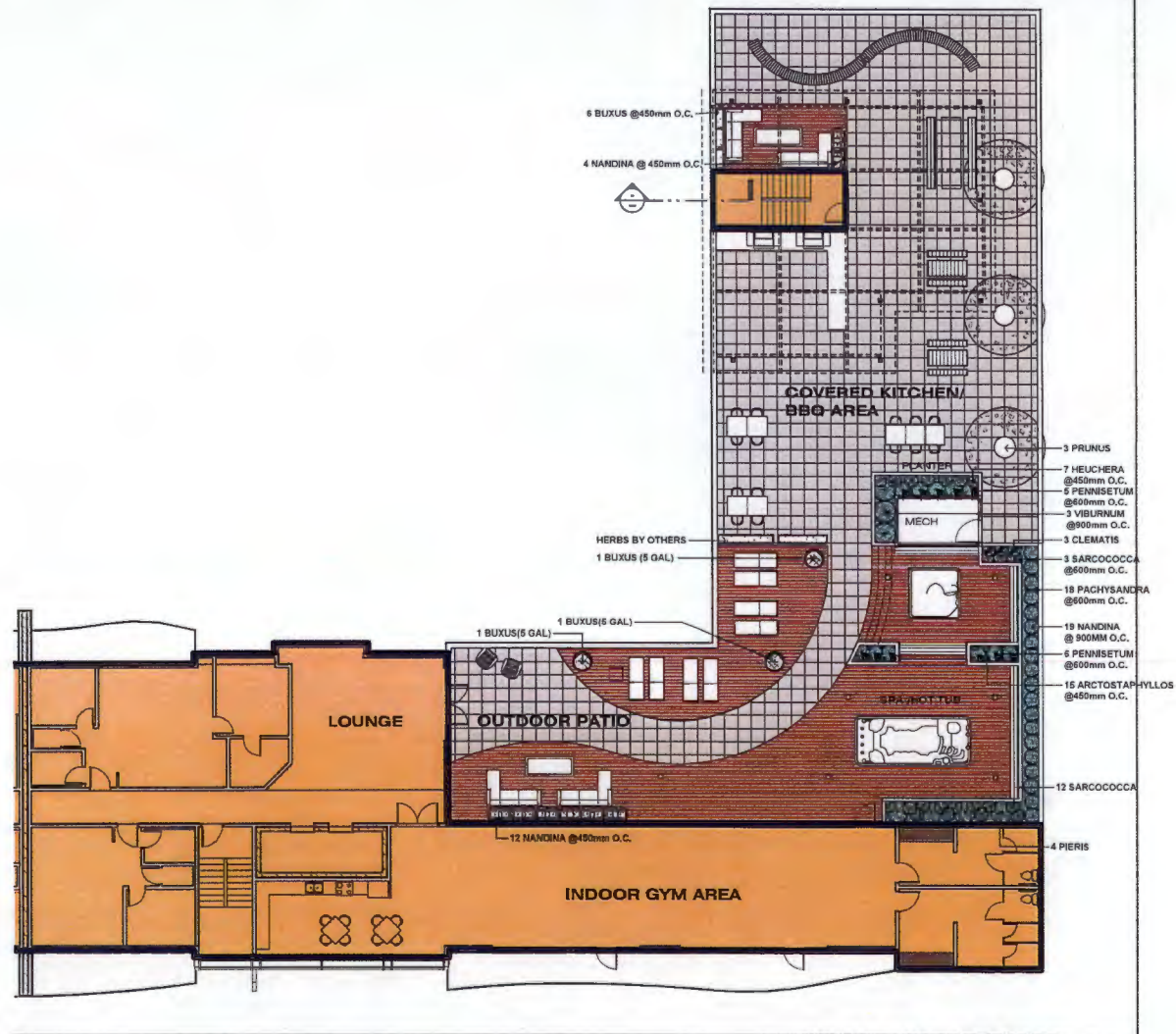
- PROPERTY LINE
- CLIP AND/OR PLANTER WALL
- WOOD SCREEN WALL

LANDSCAPE

- BUILDING
- POD LUSH
- PLANTING BED
- COLOR CONCRETE
- SLAB ROCK/RAVEL
- WELL PAVING
- ARMOR PAVING
- WOOD DECKING
- CONCRETE AGGREGATE WITH GLASS CHIPS
- CONCRETE SIDEWALK
- CONCRETE PAVING
- DRIVEWAY

NOTES

- DO NOT REMOVE TO BE REMOVED
- DO NOT REMOVE TO BE RETAINED



6TH FLOOR PLANTING PLAN
1:100

6TH FLOOR PLANTING PLAN

HARRISON LAKE RESIDENCES

511 & 519 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE As Indicated
JOB NO. 20070

804 793 9445
soar@thearts.com

CH/Weeks
8355 Young Rd
V2P 4B3

Abbotsford
203-2180 W. Railway St
V2S 6E8

station one architects

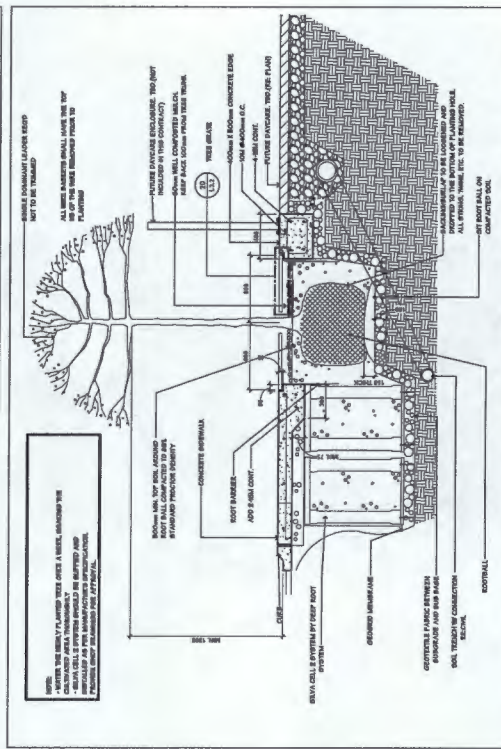
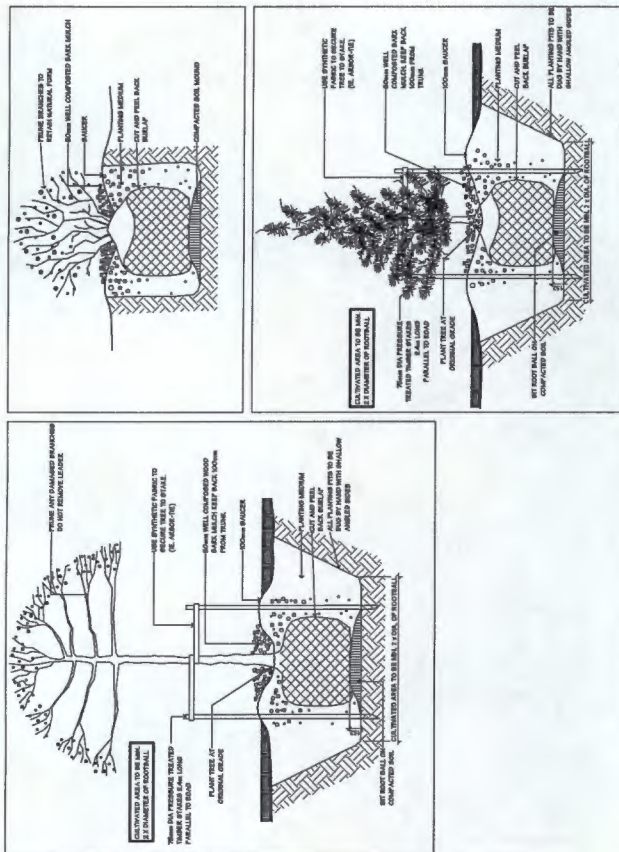
L2.2

INDICATIVE TREE PLANTING SCHEDULE				
SYMBOL	QUANTITY	LATIN NAME	COMMON NAME	REMARKS
	3	ACER CIRCINNATUM	RED MAPLE	50cm x 6m
	1	ACER PALMATUM	RED JAPANESE MAPLE	50cm x 6m
	3	QUERCUS LAEVIS	WHITE OAK	50cm x 6m
	2	MAGNOLIA GRANDIFOLIA	SAUCE MAGNOLIA	50cm x 6m
	3	MAGNOLIA SPECIOSA	SPICE MAGNOLIA	50cm x 6m
	10	PRUNUS PENNSYLVANICA	DOUBLE PINK CHERRY	50cm x 6m
	5	PRUNUS PENNSYLVANICA	DOUBLE PINK CHERRY	50cm x 6m

CONFIDENTIAL TREE PLANTING SCHEDULE				
SYMBOL	QUANTITY	LATIN NAME	COMMON NAME	REMARKS
	1	PRUNUS PENNSYLVANICA	DOUBLE PINK CHERRY	50cm x 6m
	1	PRUNUS PENNSYLVANICA	DOUBLE PINK CHERRY	50cm x 6m

SHRUB PLANTING SCHEDULE				
SYMBOL	QUANTITY	LATIN NAME	COMMON NAME	REMARKS
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m

FEDERAL PLANTING SCHEDULE				
SYMBOL	QUANTITY	LATIN NAME	COMMON NAME	REMARKS
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m
	10	CAMELLIA JAPONICA	WHITE OAK	50cm x 6m



LANDSCAPE DETAILS

HARRISON LAKE RESIDENCES

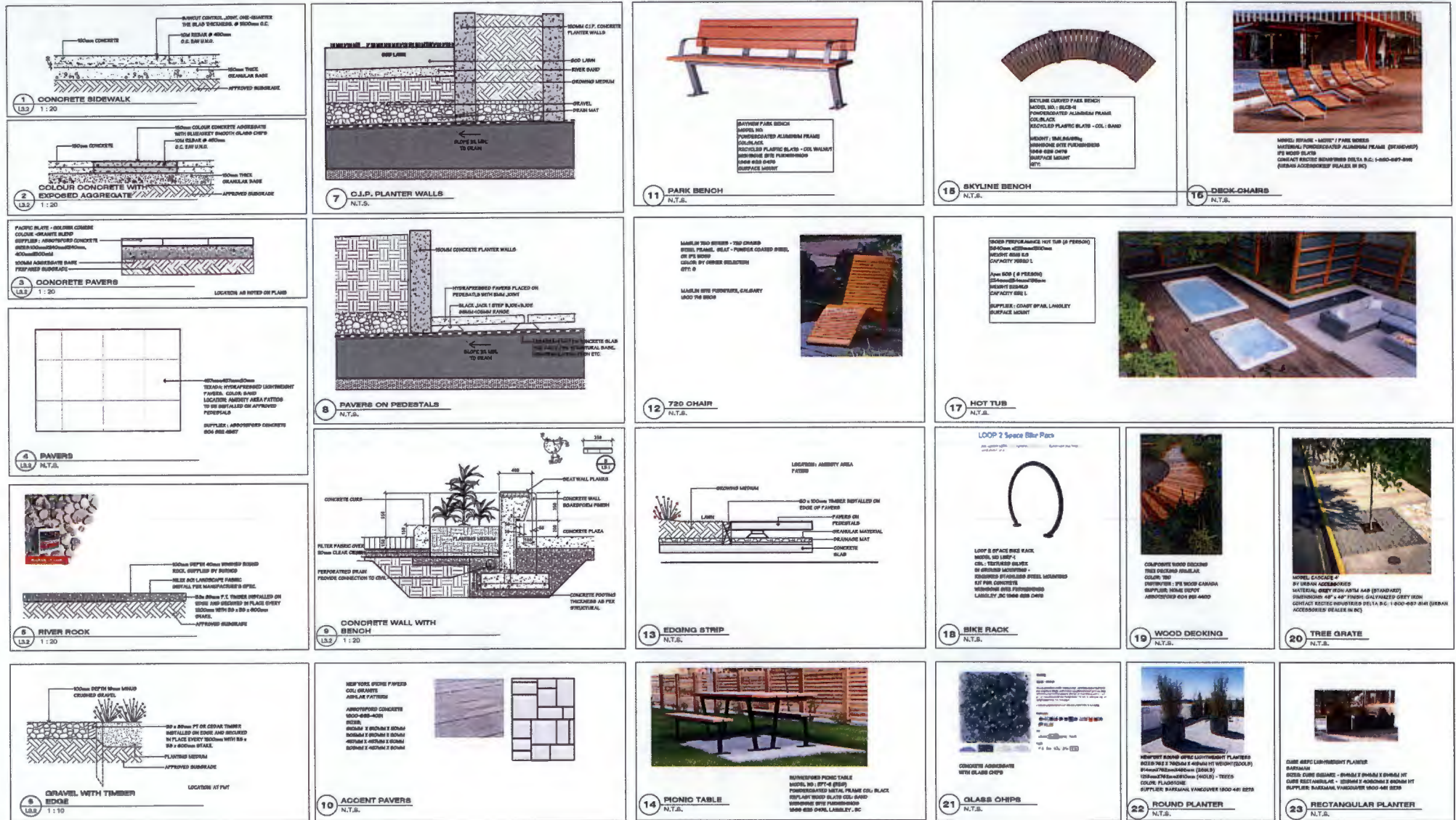
511 & 519 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE: AS INDICATED
20070
A.C.

604 793 8445
searchitects.com

Chilblaid
6555 Young Rd
V2P 4S3

Abbotsford
255-2180 W. Railway St
V2S 8E5



DETAILS

HARRISON LAKE RESIDENCES

511 & 519 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

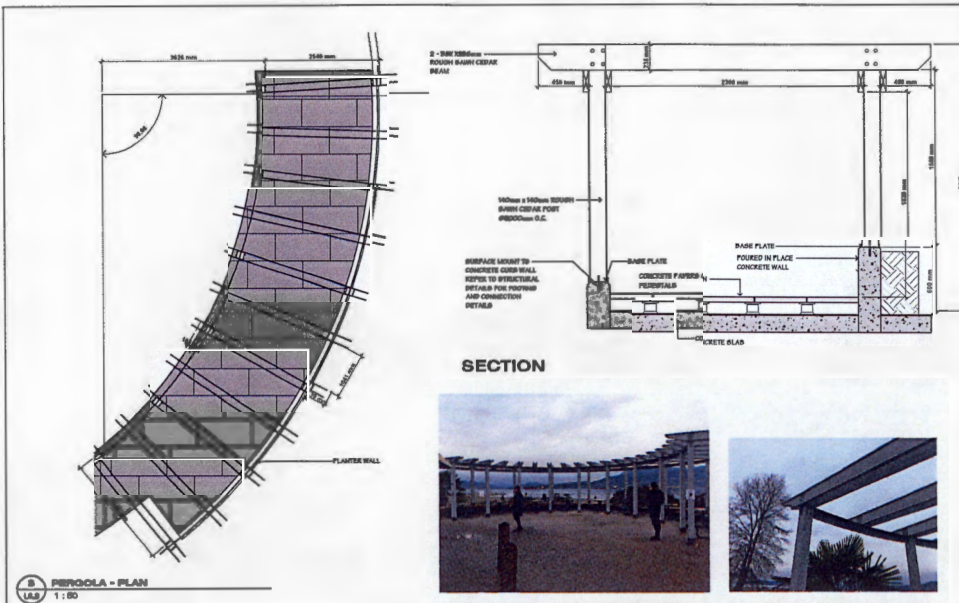
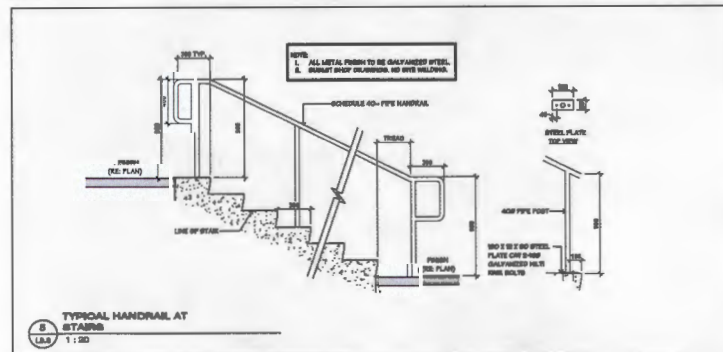
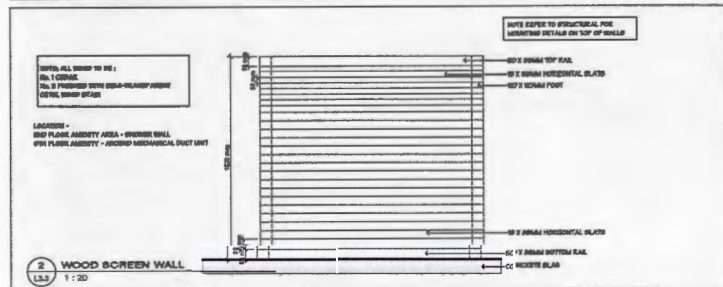
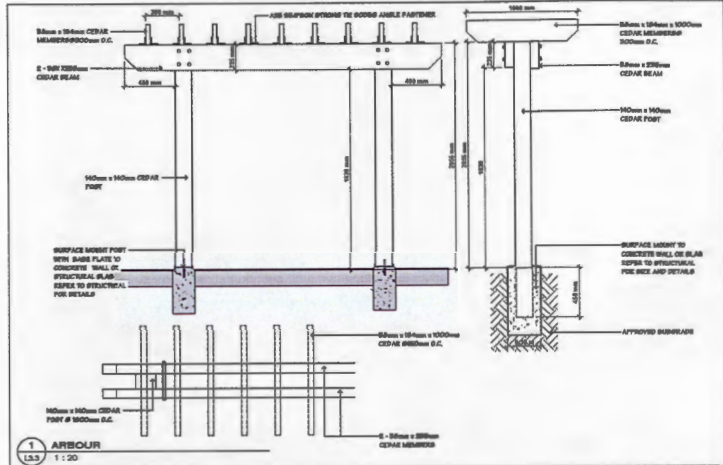
SCALE: As Indicated
JOB NO.: 20070

804 793 9445
sarchitects.com

Chilwech
8350 Young Rd
V2P 4B3

Abbotsford
203-2150 W. Railway St
V2S 6E8

station one
architects



DETAILS

HARRISON LAKE RESIDENCES


511 & 519 LILLOOET AVENUE, HARRISON HOT SPRINGS, BC

SCALE As indicated
JOB 20070
NO.

804 783 9445
soarchitects.com

Chilwack
9355 Young Rd
V2P 4S3

Abbotsford
203-2190 W. Railway St
V2B 6E6



station one
architects

L3.3



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** May 10, 2021
FROM: Tracey Jones **FILE:** 1830-20
Financial Officer
SUBJECT: 2020 Statement of Financial Information

ISSUE: Approval of the 2020 Statement of Financial Information

BACKGROUND:

The Statement of Financial Information is a statutory requirement under the *Financial Information Act* that must be filed annually by June 30th. Section 9 of BC reg. 371/93 states: "the Statement of Financial Information and accompanying schedules must be approved in writing by the Council and the Chief Financial Officer. In addition a management report approved by the Chief Financial Officer must accompany the Statement of Financial Information".

RECOMMENDATION:

THAT the 2020 Statement of Financial Information be approved.

Respectfully submitted;

REVIEWED BY:

Tracey Jones
Tracey Jones
Financial Officer

Madeline McDonald
Madeline McDonald
Chief Administrative Officer

VILLAGE OF HARRISON HOT SPRINGS
STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorised by the Financial Information Regulation, Schedule 1, subsection 9 (2), approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

Tracey Jones
Financial Officer

May 17, 2021

Leo Facio
Mayor, on behalf of Council

May 17, 2021

VILLAGE OF HARRISON HOT SPRINGS

STATEMENT OF DEBTS

4(1)(A) & 4(2)

GENERAL

MFA Issue 131 LA bylaw 1052
Amortisation 15 years
Interest paid in 2018, \$13,200

MIAMI RIVER FLOOD PUMP

2019
\$ 468,936

Principal payment
\$31,095

**Actuarial
Adjustment**
\$4,587

2020
\$433,254

WATER

Interim Financing LA bylaw 885
Repayment by 2020
Interest paid in 2019, \$5,304

WATER RESERVOIR

2019
\$110,000

Principal payment
\$110,000

2020
\$0

VILLAGE OF HARRISON HOT SPRINGS
Remuneration and Expenses for Elected Officials

2020

6(1)

Name	Remuneration	Paid Expenses
Facio, Leo – Mayor	\$30,000.00	\$2,697.09
Hooper, Raymond	\$15,000.00	\$550.00
Palmer, Gerald	\$15,000.00	\$0.00
Piper, Samantha	\$15,000.00	\$350.00
Vidal, Michie	\$15,000.00	\$1,190.00

VILLAGE OF HARRISON HOT SPRINGS

Employee Remuneration over \$75,000

2020

6(2)

Name	Title	Remuneration	Expenses
Jones, Tracey	Finance Officer	\$115,975.27	\$0.00
Kafi, Tahir	Public Works Foreman	\$89,693.46	\$38.08
Key, Debra	Corporate Officer/Deputy Chief Administrative Officer	\$105,945.14	\$100.95
McDonald, Madeline	Chief Administrative Officer	\$123,661.58	\$475.40
Schell, Rhonda	Community Services Coordinator	\$82,637.52	\$3,765.90
Simmonds, Tyler	Chief Utilities Operator	\$99,974.75	\$294.23

VILLAGE OF HARRISON HOT SPRINGS

Consolidated Remuneration for Employees under \$75,000

2020

6(3)

	<u>Remuneration</u>
Consolidated total – under \$75,000	<u>\$711,735.77</u>

VILLAGE OF HARRISON HOT SPRINGS
Schedule of Remuneration and Expenses

2020

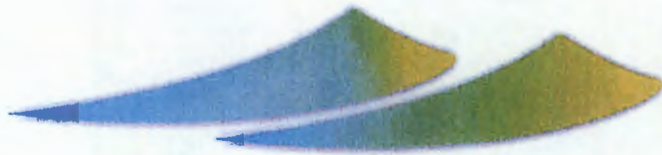
6(6)

Report on Employers EI & CPP	
EI	\$ 19,385.85
CPP	\$ 49,174.33

Village of Harrison Hot Springs		
7 (1) (a)	Schedule of Suppliers exceeding \$25,000	
7 (1) (b)	Consolidated total of supplier payments less than \$25,000	
Vendor #	Name	Amount
A0250	ABC PIPE CLEANING SERVICES LTD	\$ 51,850.31
B0900	BC ASSESSMENT	\$ 36,028.76
B2002	BC HYDRO	\$ 139,918.65
C4950	CLEARTECH INDUSTRIES INC.	\$ 75,926.87
C6675	CTQ CONSULTANTS LTD	\$ 36,823.92
D4000	DISTRICT OF KENT	\$ 54,948.23
E5600	EMPYRION TECHNOLOGIES	\$ 33,520.18
F7000	FRASER VALLEY REGIONAL DISTRICT	\$ 325,680.31
F7025	FRASER VALLEY REGIONAL LIBRARY	\$ 69,448.00
F4250	GFL ENVIRONMENTAL INC	\$ 153,364.02
G3008	GHOTRA EXCAVATING & TRUCKING LTD.	\$ 85,173.56
G8510	GUILLEVIN INTERNATIONAL	\$ 114,578.40
H1148	HARRISON TOURISM SOCIETY	\$ 572,354.09
K7501	KURTS CONSTRUCTION	\$ 91,757.09
K8000	KWC PLANNING SERVICES	\$ 56,064.24
M5050	MOONLITE ELECTRIC	\$ 97,837.00
M7790	MUNICIPAL FINANCE AUTHORITY	\$ 110,000.00
M7800	MUNICIPAL INSURANCE ASSOCIATION OF BC	\$ 75,452.00
M7850	MUNICIPAL PENSION PLAN	\$ 190,600.53
O5500	ONUCKI, DEVLIN	\$ 52,330.95
P1001	PACIFIC BLUE CROSS	\$ 64,526.11
P5801	POND PRO CANADA, LTD.	\$ 100,335.90
P6435	PRECISE PARKLINK	\$ 39,267.62
P7515	PROSPERA CU VISA	\$ 39,718.53
R2153	RECEIVER GENERAL	\$ 376,748.21
S1706	SANDERSON CONCRETE INC.	\$ 29,787.52
S1750	SCHOLS PLACING AND FINISHING	\$ 38,801.70
S5446	SOUND SOLUTIONS (2002) INC.	\$ 27,923.84
G1600	SUEZ WATER TECHNOLOGIES & SOLUTIONS	\$ 390,320.02
T3075	TIMBRO CONTRACTING	\$ 120,717.35
X0075	XTRAICE	\$ 62,797.51
X0100	XYLEM CANADA LP	\$ 25,201.63
	Payments Made (Vendors Over \$25000)	\$ 3,739,803.05
	Miscellaneous Payments (\$25000 and Under)	\$ 843,881.08
	TOTAL Payments	\$ 4,583,684.13

7 (2) b Village of Harrison Hot Springs
Statement of payments of grants or contributions

	<u>2020</u>
AGASSIZ BASEBALL ASSOCIATION	500.00
AGASSIZ HARRISON COMMUNITY SERVICES	1,500.00
AGASSIZ HARRISON MUSEUM	10,000.00
AQUANUTS SWIM CLUB	1,500.00
KENT HARRISON ARTS COUNCIL	2,000.00
MIAMI RIVER STREAMKEEPERS	600.00
RCMP AGASSIZ DETACHMENT	406.51
HARRISON FESTIVAL SOCIETY	<u>15,000.00</u>
	<u>\$ 31,506.51</u>



HARRISON HOT SPRINGS

Naturally Refreshed

Village of Harrison Hot Springs

Financial Statements

December 31, 2020

Village of Harrison Hot Springs

December 31, 2020

CONTENTS

	<u>Page</u>
Financial Statements	
Management's Responsibility for Financial Reporting	1
Independent Auditors' Report	2
Statement of Financial Position	4
Statement of Operations	5
Statement of Change in Net Financial Assets	6
Statement of Cash Flows	7
Notes to the Financial Statements	8
Schedule 1 - Statement of Tangible Capital Assets	24
Schedule 2 - Table of Segmented Information	25
Schedule 3 - COVID-19 Safe Restart Grant	26

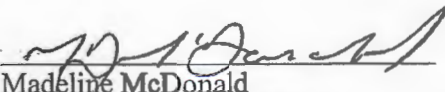
Management's Responsibility for Financial Reporting

The financial statements of the Village of Harrison Hot Springs (the Village) are the responsibility of management and have been prepared in accordance with Canadian public sector accounting standards, consistently applied and appropriate in the circumstances. The preparation of the financial statements requires the use of estimates which have been made using careful judgement. In management's opinion, the financial statements have been properly prepared within the framework of the accounting policies summarized in the financial statements and incorporate within reasonable limits of materiality, all information available as of the audit date. The financial statements have also been reviewed and approved by the Mayor and Council of the Village.

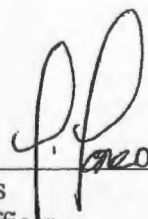
Management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorised and recorded in compliance with legislative and regulatory requirements and that reliable financial information is available on a timely basis. These systems are monitored and evaluated by management. Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control.

The financial statements have been examined by the Village's independent external auditor, BDO Canada LLP in accordance with Canadian generally accepted auditing standards. The external auditor's responsibility is to express their opinion on whether the financial statements, in all material respects, fairly present the Village's financial position, results of operations, changes in net financial assets and cash flows in accordance with Canadian public sector accounting standards. Their Independent Auditor's Report outlines the scope of their examination and their opinion.

The external auditor has full and open access to all records of the Village and has direct access to management and Council when required.



Madeline McDonald
Chief Administrative Officer
April 6, 2021



Tracey Jones
Financial Officer
April 6, 2021



Tel: 604 688 5421
Fax: 604 688 5132
vancouver@bdo.ca
www.bdo.ca

BDO Canada LLP
Unit 1100 -Royal Centre
1055 West Georgia Street
Vancouver, BC V6E 3P3 Canada

Independent Auditor's Report

To the Mayor and Council of the Village of Harrison Hot Springs

Opinion

We have audited the financial statements of Village of Harrison Hot Springs (the Village), which comprise the Statement of Financial Position as at December 31, 2020, and the Statement of Operations, Changes in Net Financial Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2020, and the results of its operations, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Unaudited Information

We have not audited, reviewed, or otherwise attempted to verify the accuracy or completeness of the schedules or exhibits on page 25 of the Village's financial statements.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect



a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Canada LLP

Chartered Professional Accountants

Vancouver, British Columbia

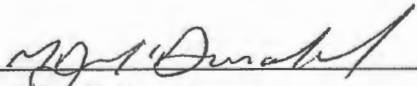
April 6, 2021

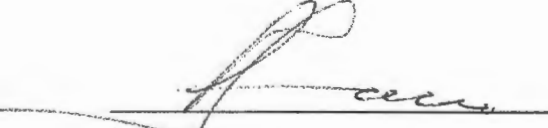
Village of Harrison Hot Springs

Statement of Financial Position

As at December 31, 2020

	2020	2019
Financial assets		
Cash (Note 2)	\$ 16,030,448	\$ 11,041,504
Accounts Receivable (Note 3)	557,582	1,290,694
MFA Deposits (Note 4)	6,840	6,702
	16,594,870	12,338,900
Liabilities		
Accounts Payable and Accrued Liabilities (Note 5)	196,005	422,212
Employee Future Benefits (Note 6)	129,402	128,696
Developer's Deposits and Other Trust Liabilities (Note 7)	1,529,365	563,839
Deferred Revenue (Note 8)	819,225	721,107
Development Cost Charges (Note 9)	4,747,153	3,256,483
Liabilities under Agreement (Note 10)	46,051	68,110
Long-term debt (Note 11)	433,254	468,936
Interim financing debt (Note 12)	-	110,000
	7,900,455	5,739,383
Net financial assets	8,694,415	6,599,517
Non-financial assets		
Tangible Capital Assets (Note 13, Schedule 1)	37,604,754	37,598,330
Prepaid expenses	72,155	73,853
	37,676,909	37,672,183
Accumulated surplus	46,371,324	44,271,700


Madeline McDonald,
Chief Administrative Officer


Leo Fasio
Mayor

Village of Harrison Hot Springs

Statement of Operations

for the year ended December 31, 2020

	Budget (Note 20)	2020	2019
Revenue			
Property Taxes (Notes 23, 16)	\$ 2,364,851	\$ 2,366,532	\$ 2,219,454
Sale of Services (Note 17)	1,412,020	1,491,805	1,400,567
Utility Service Fees (Note 18)	476,300	472,607	465,436
Government Transfers (Note 19)	2,910,050	1,546,263	1,416,400
Investment Income	47,000	108,747	152,635
Penalties and interest	4,000	68,661	79,712
Development Cost Charges (Note 9)	248,400	224,144	605,799
Contributed Assets	174,000	-	-
Other revenue	69,100	108,197	112,813
	7,705,721	6,386,956	6,452,816
Expenses (Note 21)			
Legislative Services	131,350	99,355	125,585
General Government	1,187,597	986,955	1,034,926
Protective Services	264,797	229,207	226,299
Public Works	329,127	261,635	319,425
Transportation Services	545,382	434,214	448,533
Public Health	4,260	3,487	2,932
Planning and Development	313,700	79,809	329,723
Tourism, Community and Economic Development	280,197	275,123	260,108
Solid Waste Management and Recycling	201,946	198,311	184,757
Beaches, Parks, Recreation and Culture	504,845	486,818	516,963
Water Services	504,000	446,337	464,768
Sewer Services	803,620	781,462	734,766
Non-capital items expensed	7,000	4,619	-
	5,077,621	4,287,332	4,648,785
Annual surplus	2,627,900	2,099,624	1,804,031
Accumulated surplus, beginning of year (Note 15)	44,271,700	44,271,700	42,467,669
	\$ 46,899,600	\$ 46,371,324	\$ 44,271,700

Village of Harrison Hot Springs

Statement of Change in Net Financial Assets

For the Year Ended December 31, 2020

	Budget (Note 20)	2020	2019
Annual Surplus	2,627,900	2,099,624	1,804,031
Acquisition of tangible capital assets	(3,410,500)	(1,061,303)	(1,887,011)
Amortization of tangible capital assets Note 1., Schedule 1	1,010,000	1,053,631	984,985
Loss on disposal of tangible capital assets	-	1,248	23,628
	227,400	2,093,200	925,633
Acquisition of prepaid expenses	-	(72,155)	(73,853)
Use of prepaid expenses	-	73,853	61,981
	-	1,698	(11,872)
Increase in net financial assets	227,400	2,094,898	913,761
Net financial assets, beginning of year	6,599,517	6,599,517	5,685,756
Net financial assets, end of year	6,826,917	8,694,415	6,599,517

Village of Harrison Hot Springs

Statement of Cash Flows

For the Year Ended December 31, 2020

	2020	2019
Cash provided by (used in):		
Operating Transactions		
Annual surplus	2,099,624	1,804,031
Non Cash items:		
Amortization	1,053,631	984,985
Loss on disposal of tangible capital assets	1,249	23,629
Changes to cash items:		
Accounts receivable	733,112	(101,781)
MFA deposits	(138)	(153)
Accounts payable and accrued liabilities	(226,207)	58,924
Developer's deposits and other trust liabilities	965,526	364,519
Prepaid expenses	1,698	(11,872)
Employee future benefits	706	15,000
Deferred revenue	98,118	18,381
Development cost charges	1,490,670	150,211
Net change in cash from operating transactions	6,217,989	3,305,874
Capital Transactions:		
Acquisition of tangible capital assets	(1,061,303)	(1,887,011)
Net change in cash from capital transactions	(1,061,303)	(1,887,011)
Financing Transactions		
Debt repayment	(167,742)	(225,251)
Net change in cash from financing transactions	(167,742)	(225,251)
Net change in cash	4,988,944	1,193,612
Cash , beginning of year	11,041,504	9,847,890
Cash , end of year	16,030,448	11,041,502

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

1. Significant Accounting Policies

The Financial Statements combine the activities of the various funds of the reporting entity - Village of Harrison Hot Springs (the "Village") which are the representation of management are prepared in accordance with Canadian generally accepted accounting principles for governments as prescribed by the Public Sector Accounting Board (PSAB). Interfund transactions and fund balances have been eliminated for reporting purposes. There are no other organizations under the control of the Village Council that meet the criteria for inclusion and consolidation in these statements. Significant accounting policies adopted by the Village are as follows:

a. Basis of reporting

The Financial Statements reflect the combined results and activities of the reporting entity which is comprised of the Operating, Capital and Reserve funds. Inter-fund transactions have been eliminated.

- i. Operating Funds: These funds include the General, Water and Sewer operations of the Village. They are used to record the operating costs of the services provided by the Village.
- ii. Capital funds: These funds include the General, Water and Sewer capital funds. They are used to record the acquisition and disposal of tangible capital assets and their financing.
- iii. Reserve funds: Under the *Community Charter*, Village Council may, by bylaw establish reserve funds for specified purposes. Money in a Statutory Reserve Fund, and interest earned thereon, must be expended by bylaw only for the purpose for which the fund was established. If the amount in a reserve fund is greater than required, Village Council may, by bylaw, transfer all or part of the balance to another reserve fund. Non-statutory Reserves require being included in an approved council budget or a resolution before these funds can be expended.

b. Revenue Recognition

Sources of revenue are recorded on an accrual basis and recognized in the period in which they are earned. Unearned revenue in the current period is reported on the statement of Financial Position as deferred revenue.

The Village recognizes the transfer of government funding as revenue when the transfer is authorized and any eligibility criteria are met, except to the extent that the transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when the transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Through the British Columbia Assessments' appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Sale of services and fees are recognized when the service or product is provided by the Village. All other revenue is recognized as it is earned and is measurable. Revenue unearned in the current period is recorded as deferred revenue and is recognized as revenue in the fiscal year the services are performed.

Development Cost Charges are restricted revenue liabilities representing funds received from developers and deposited into separate deferred revenue liability accounts for specific future capital expenses. In accordance with Canadian public sector accounting standards, the Village records these funds as restricted revenue which is then recognized when the related costs are met.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

1. Significant Accounting Policies (continued)

c. Expense Recognition

Operating expenses are recognized on an accrual basis in the period they are incurred.

d. Financial Instruments

The Village's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities, long-term debt and interim financing debt. It is management's opinion that the Village is not exposed to significant interest, currency or credit risk arising from these financial instruments.

e. Non-financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They may have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

i. Tangible Capital Assets

Tangible capital assets, comprised of capital assets and assets under construction, are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes the capital expenditure, excluding interest, directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Amortization is recorded on a straight-line basis over the estimated useful life of the asset commencing when the asset is put into service.

Asset	Useful Life - Years
Land improvements	10-25
Parks infrastructure	10-50
Buildings	40-50
Machinery, furniture and equipment	5-10
IT infrastructure	4-10
Vehicles	5-20
Roads infrastructure	15-75
Water infrastructure	10-100
Sewer infrastructure	10-100
Drainage infrastructure	10-100

ii. Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the time of receipt.

iii. Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

1. Significant Accounting Policies (continued)

e. Non-financial Assets (continued)

iv. Leased tangible capital assets

Leases that transfer substantially all the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets.

f. Use of estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from managements's best estimates as additional information becomes available in the future. Areas requiring the greatest degree of estimation include employee future benefits and useful lives of tangible capital assets.

g. Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Village is directly responsible or accepts responsibility;
- (iv) it is expected that future economic benefits will be given up; and
- (v) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

The Village has determined that as of December 31, 2020, no contamination in excess of an environmental standard exists to land not in productive use for which the Village is responsible.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

2. Cash

	2020	2019
Restricted cash		
Statutory Reserves	\$ 1,821,752	\$ 1,983,066
Non-Statutory Reserves	2,980,203	1,768,398
Development Cost Charges/Deposits in Trust	7,095,743	4,541,429
	11,897,698	8,292,893
Unrestricted cash	4,132,750	2,748,611
Total cash	\$ 16,030,448	\$ 11,041,504

3. Account Receivable

	2020	2019
Accounts Receivable - Property Taxes	\$ 331,084	\$ 411,446
Accounts Receivable - Other Governments	39,709	399,430
Accounts Receivable - Trade and Other	186,789	479,818
	\$ 557,582	\$ 1,290,694

4. Municipal Finance Authority Deposits

The Municipal Finance Authority of British Columbia (the MFA) provides capital funding for regional districts and their member municipalities. The MFA is required to establish a Debt Reserve Fund. The MFA must then use this fund if at any time there are insufficient funds to meet payments on its obligations. If this occurs the regional districts may be called upon to restore the fund.

Each regional district, through its member municipalities who share in the proceeds of a debt issue, is required to pay into the Debt Reserve Fund certain amounts set out in the financing agreements. The interest earned on the Debt Reserve fund, less administrative expenses, becomes an obligation of the MFA to the regional districts.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

5. Accounts Payable and Accrued Liabilities

	2020	2019
Trade and Other	\$ 86,200	\$ 169,076
Holdbacks payable	45,034	137,025
Other government	32,841	11,944
Accrued Employee benefits	31,930	104,167
	\$ 196,005	\$ 422,212

6. Employee Future Benefits

Sick Pay

The Village provides paid sick leave to qualifying employees, this benefit accrues at two days of sick leave per month. At the end of each calendar year 2/3 of the unused portion of sick leave is vested up to a maximum of 360 days. The amount recorded for this benefit is based on a valuation prepared by an independent firm of actuaries. The date of the last full actuarial evaluation was as of December 31, 2018, with updates in 2019 and 2020. The next full actuarial evaluation will be at December 31, 2021.

Retirement Allowance

A regular employee who retires under the provisions of the Municipal Pension Plan is entitled to a retirement benefit as outlined in the Collective Agreement and Management Policy. In all instances, the rate of pay used in the calculation of the retirement benefit shall be the rate of pay applicable on the last day worked. The amount recorded for this benefit in 2020 is based on a valuation prepared by an independent firm of actuaries. The date of the last full actuarial evaluation was as of December 31, 2018, with updates in 2019 and 2020. The next full actuarial evaluation will be at December 31, 2021.

As of December 31, 2020, \$129,402 (2019 - \$128,696) of the accrued benefit liability has been charged to operations. The significant actuarial assumptions adopted in measuring the Village's accrued benefit liability are as follows:

	2020	2019
Discount rates	1.5%	3.00%
Expected future inflation	2.00%	2.00%

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

6. Employee Future Benefits (continued)

Accrued Benefit Obligation as at December 31, 2020

	2020	2019
Beginning benefit obligation	\$ 128,696	\$ 113,696
Current service cost	15,142	18,800
Interest on accrued benefit obligation	3,621	-
Actuarial (gain) loss	(599)	-
Benefits paid during the year	(24,120)	(3,800)
Ending benefit obligation	122,740	128,696
Less Unamortized net actuarial (loss)	6,662	-
Accrued Benefit Liability	\$ 129,402	\$ 128,696

7. Developers Deposits and Other Trust Liabilities

	2020	2019
Property and event damage deposits	\$ 186,197	\$ 134,298
Developers Deposit	1,286,120	373,848
Funds held on behalf of community groups	57,048	55,693
	\$ 1,529,365	\$ 563,839

8. Deferred Revenue

	Opening Balance	Externally Restricted Inflows	Revenue Earned	December 31, 2020
Prepaid taxes	\$ 154,570	\$ 296,165	\$ (291,985)	\$ 158,750
Resort Municipality Initiative	541,066	519,336	(419,180)	641,222
Deferred Revenue	18,863	365	-	19,228
Facility rentals and other	6,608	-	(6,583)	25
	\$ 721,107	\$ 815,866	\$ (717,748)	\$ 819,225

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

9. Development Cost Charges

	Opening Balance	Receipts	Interest	Transfers Out	Closing Balance
Sewer DCC	\$ 1,260,059	\$ 586,433	\$ 28,182	\$ 130,513	\$ 1,744,161
Water DCC	1,012,648	465,669	23,412	-	1,501,729
Drainage DCC	656,476	393,721	943	93,630	957,510
Parks DCC	327,299	215,919	535	-	543,753
	\$ 3,256,482	\$ 1,661,742	\$ 53,072	\$ 224,143	\$ 4,747,153

10. Liabilities under Agreement

In 2017, the Village entered into an agreement with the Municipal Finance Authority to borrow funds in the amount of \$110,000 to purchase capital equipment. The term of the agreement is for five years. In 2019 the Village completed a five year capital lease agreement with Caterpillar Financial Services Limited to finance the acquisition of a backhoe. The Village exercised its option to purchase the backhoe at the end of the lease in the amount of \$47,723.

Changes in liabilities under agreement are as follows:

	2020	2019
Balance, January 1,	\$ 68,110	\$ 148,883
Less: Principal repayments	(22,059)	(80,773)
Balance, December 31	\$ 46,051	\$ 68,110

The minimum payments over the next five years of the liabilities under agreement are as follows:

2021	\$ 23,079
2022	24,657
Less: Amount representing interest	(1,685)
	\$ 46,051

Total interest expense during the year was \$1,020. Total interest over the term of the agreements is \$26,320.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

11. Long-Term Debt

In 2015 the Village borrowed funds under loan authorisation bylaw 1052. MFA Issue 131 has an amortization period of 15 years at 2.2% interest for the first 10 years of the term. Interest is \$13,200 per year with \$198,000 estimated to be paid over the life of the debt. Early repayment options exist at the rate reset date of 10 years.

	Balance, beginning of Year	Additions	Principal Repayments	Actuarial * Adjustment	Balance, end of year
General Fund					
MFA Issue 131	\$ 468,936	\$ -	\$ 31,095	\$ 4,587	\$ 433,254

The following principal amounts are payable over the next five years:

	General	Water	Sewer
2021	\$ 31,095	\$ -	\$ -
2022	\$ 31,095	\$ -	\$ -
2023	\$ 31,095	\$ -	\$ -
2024	\$ 31,095	\$ -	\$ -
2025	\$ 31,095	\$ -	\$ -
Thereafter	\$ 277,779	\$ -	\$ -
Total	\$ 433,254	\$ -	\$ -

* Actuarial Adjustments represent interest earned on sinking funds held by the Municipal Finance Authority. Such interest is used to reduce the principal amount of outstanding debt.

12. Interim Financing Debt

In 2009 the Village borrowed \$1,500,000 under the Interim Financing Program from the Municipal Finance Authority of British Columbia under Loan Authorisation Bylaw 885, for the purpose of constructing a new water reservoir. In 2015 the Village received an extension and had until 2020 to pay back the principal amount. Interest was paid monthly in 2020 at daily interest rates that varied between 1.21% and 2.58% . During 2020 the Village paid \$1,360 in interest (2019 \$5,304).

	2020	2019
Beginning Balance Jan 1,	\$ 110,000	\$ 220,000
Principal repayments	(110,000)	(110,000)
Ending Balance, December 31	\$ -	\$ 110,000

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

13. Tangible Capital Assets

	2020	2019
Land and improvements	\$ 10,680,913	\$ 10,680,913
Buildings	2,992,529	3,124,797
Machinery, equipment, furniture, IT and vehicles	794,922	758,664
Engineering Structures:		
Engineering structures - water	7,848,335	8,021,526
Engineering structures - sewer and drainage	8,285,488	7,987,916
Engineering structures - roads	4,834,732	5,127,608
Engineering structures - parks and other	1,654,281	1,457,329
Other tangible capital assets	376,553	355,694
Work in Progress	137,001	83,883
Total	\$ 37,604,754	\$ 37,598,330

For additional information, see Schedule of Tangible Capital Assets. (Schedule 1)

There were no contributed assets recognized in 2020.

14. Equity in Tangible Capital Assets

Equity in tangible capital assets (TCA) represents the net book value (NBV) of total capital assets less long term obligations assumed to acquire those assets. The change in consolidated equity in tangible capital assets is as follows:

	2020	2019
Equity in TCA, beginning of year	\$ 36,951,284	\$ 35,847,640
Add:		
Capital Expenditures	1,061,303	1,887,010
Debt Repayments	163,155	221,867
Actuarial adjustment	4,587	3,381
Less:		
Net Book Value of dispositions	(1,248)	(23,629)
Amortization	(1,053,631)	(984,985)
Equity in TCA, end of year	\$ 37,125,450	\$ 36,951,284

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

15. Accumulated Surplus

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2020	2019
Surplus:		
Invested in tangible capital assets	\$ 37,125,450	\$ 36,951,284
Operating Fund	4,443,919	3,568,952
Total surplus	41,569,369	40,520,236
Reserves set aside by Council:		
Appropriated Surplus:		
COVID 19 Restart Grant (Schedule 3)	509,260	-
Fire Department	27,680	27,154
Assessment appeal	137,274	134,669
Beach	4,247	38,913
Building	65,405	64,164
Contingencies	11,960	11,733
Dock replacement	53,562	42,668
Boat Launch	64,315	58,156
Flood box / drainage	16,227	15,919
General	536,940	241,583
Insurance	10,392	10,195
Parking / traffic management	56,264	55,196
Office Equipment	47,014	36,244
Property	49,522	48,582
Road/Sidewalk	14,071	13,804
Sick leave/Retirement	53,192	52,182
Community Works Fund	278,002	199,458
Sewer	571,817	388,523
Water	473,059	329,255
Total Appropriated Surplus	2,980,203	1,768,398
Statutory Fund Reserves:		
Community amenities	161,018	157,962
Fire department capital	540,365	557,473
Land unexpended funds	51,202	50,231
Parkland acquisition and improvements	386,169	355,935
Public works capital	53,784	23,130
Sewage treatment replacement	536,564	731,429
Sewer unexpended funds	87,165	85,511
Port Divestiture income	5,485	21,395
Total Statutory Fund Reserves	1,821,752	1,983,066
	\$ 46,371,324	\$ 44,271,700

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

16. Property Taxes

The Village is reliant upon one taxpayer for approximately 16.6% of municipal property tax revenue. Taxation revenue, reported on the statement of operations, is made up of the following:

	Budget	2020	2019
Taxes collected			
Municipal property taxes	\$ 2,322,900	\$ 2,322,742	\$ 2,178,194
1 % Utility taxes	37,901	37,901	36,952
Payments in lieu of taxes	4,050	5,889	4,308
School taxes	1,440,000	1,260,777	1,413,230
Regional District	167,000	168,566	160,489
Regional hospital district	107,000	107,084	104,693
Police tax	156,000	167,322	154,306
Other agencies	33,160	36,192	32,763
	4,268,011	4,106,473	4,084,935
Less transfers to other governments			
School taxes paid	1,440,000	1,260,777	1,413,230
Regional district taxes paid	167,000	168,566	160,489
Regional hospital district taxes paid	107,000	107,084	104,693
Police taxes paid	156,000	167,322	154,306
Other agencies taxes paid	33,160	36,192	32,763
	1,903,160	1,739,941	1,865,481
	\$ 2,364,851	\$ 2,366,532	\$ 2,219,454

17. Sale of Services

	Budget	2020	2019
Sewer user fees	\$ 649,120	\$ 642,571	\$ 615,571
Water user fees	331,500	344,471	332,196
Curbside collection fees	130,000	124,391	121,249
Pay Parking Revenue	220,000	279,618	238,425
Licenses and permits	33,200	47,195	42,340
Facility rentals	42,000	40,206	40,682
Fines	2,700	9,612	6,109
Other	3,500	3,741	3,995
	\$ 1,412,020	\$ 1,491,805	\$ 1,400,567

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

18. Utility Service Fees

	Budget	2020	2019
Sewer service utility fee - residential	\$ 204,000	\$ 204,762	\$ 201,256
Sewer service utility fee - business	20,000	20,114	20,462
Water service utility fee - residential	231,000	226,936	222,505
Water service utility fee - business	21,300	20,795	21,213
Total	\$ 476,300	\$ 472,607	\$ 465,436

19. Government Transfers

Government transfers reported on the Statement of Operations are:

	Budget	2020	2019
Provincial:			
Conditional			
Infrastructure	\$ -	\$ -	\$ 239,047
Resort Municipality Initiative	967,500	419,181	502,542
COVID 19 Restart Grant	-	675,000	-
Other	8,050	9,447	64,015
Unconditional	317,500	325,689	323,888
Federal			
Conditional			
Infrastructure	1,500,000	-	-
Gas tax	117,000	116,946	236,908
Other	-	-	50,000
	\$ 2,910,050	\$ 1,546,263	\$ 1,416,400

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

20. Budget Data

The data presented in these financial statements is based upon the 2020 operating and capital budgets adopted by Council on March 2, 2020. The table below reconciles the approved balanced budget to the budget figures reported in these financial statements.

2020 Adopted Operating and Capital Budget	Budget Amount
Revenues:	
Operating budget	\$ 5,077,821
Capital budget	4,476,500
Total revenue	9,554,321
Expenses:	
Operating budget	5,077,821
Capital Budget	4,476,500
Total expenses	9,554,321
Budgeted surplus (deficit)	\$ -
Add:	
Capital expenses	\$ 3,410,500
Transfers to reserves	902,900
Principal repayments	163,100
Less:	
Transfers from reserves	(763,600)
Appropriation from Surplus	(75,000)
Amortization	(1,010,000)
Annual budgeted surplus (see statement of operations)	\$ 2,627,900

21. Classification of Expenses by Object

The Schedule of Operating Fund Activities represents the expenditures by function; the following table classifies those same expenditures by object:

	Budget	2020	2019
Salaries, wages and employee benefits	\$ 1,799,121	\$ 1,545,438	\$ 1,656,280
Operating Materials and supplies	721,260	573,129	663,998
Contracted services	597,150	342,240	541,797
Administrative services and supplies	615,690	472,460	490,148
Utilities	207,650	188,939	203,715
Rentals and contractual obligations	99,250	91,295	85,963
Debt financing	20,700	15,581	21,899
Capital Items Expensed	7,000	4,619	-
Amortization	1,010,000	1,053,631	984,985
Total expenditures by object	\$ 5,077,821	\$ 4,287,332	\$ 4,648,785

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

22. Commitments and Contingencies

- a. The municipality and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2019, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments. Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any funding surplus and will be adjusted for the amortization of any unfunded actuarial liability. The Village of Harrison Hot Springs paid \$100,906 (2019 \$114,100) for employer contributions to the Plan in fiscal 2020. Employee contributions in fiscal 2019 were \$89,693 (2019 \$101,769). The most recent valuation for the Municipal Pension Plan as at December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2021 with results available in 2022. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.
- b. Debts of the Fraser Valley Regional District are, under provisions of the Local Government Act, a direct, joint and several liability of the District and each member municipality within the District, including the Village of Harrison Hot Springs.
- c. The Village is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement, the Village is assessed a premium and specific deductible for its claims based on population. The obligation of the Village with respect to the Exchange and/or contracts and obligations entered into by the Exchange are in every case several, not joint and several. The Village irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.
- d. The Village has entered into various agreements and contracts for the provision of services and the construction of assets that extend beyond the current year. Substantive obligations include contracts for garbage and recycling collection, IT services, pay parking, tourist information centre services and auditing services. These contractual obligations will become liabilities in the future when the terms of the contract are met. The following amounts relate to the unperformed portion of the contracts: 2021 - \$260,300, 2022 - \$89,000, 2023 - \$89,000.
- e. In 2014, the Ministry of Environment directed the Village to assess any potential effects the closure of the landfill in 1983 has on well water. Water samples were taken and the results prompted the Ministry to direct the Village to drill test wells and monitor the water which began in 2015. The Village is to continue this process for the years 2017-2021 at which time the results will determine if any further action is required.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

23. Global Pandemic

As the COVID-19 pandemic continues to impact Canada and the global economy, there could be specific impact on the Village, its citizens, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the Village's assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the Village is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption, the related financial impact cannot be reasonably estimated at this time. The Village's ability to continue delivering non-essential services and employ related staff will depend on the legislative mandates from the various levels of government. The Village will continue to focus on collecting receivables, managing expenditures, and, if necessary, leveraging existing reserves and credit facilities to ensure it is able to continue providing essential services to its citizens.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

24. Segmented Disclosures

The Table of Segmented Information - Schedule 2 has been prepared in accordance with PS2700 Segmented Disclosures. Segmented information has been identified based upon functional activities provided by the Village. For each reported segment, revenue and expenses represent amounts directly attributable to the functional activity and amounts allocated on a reasonable basis. The functional areas that have been separately disclosed in the segmented information, along with services they provide are as follows:

Legislative Services

Legislative services includes Council and legislative services

General Government

General government includes taxation, sale of services, government transfers, investment income and administrative services for the general fund

Protective Services

Protective Services includes the volunteer fire department, emergency measures and bylaw enforcement

Development and Planning

Development and Planning includes economic development, planning, land development, community development and tourism

Engineering, Transportation and Storm Water

Engineering, transportation and storm water services include engineering, fleet, public health, roads, sidewalk, storm sewers and transit

Solid Waste

Solid waste includes sustainability, curbside collection, recycling and organic waste

Parks, Recreation and Cultural Services

Parks, recreation and cultural services includes the maintenance of the beachfront, parks and cultural facilities within the Village

Wastewater Utility

Wastewater includes the wastewater collection system, lift stations and wastewater treatment plant

Water Utility

Water includes the water collection, treatment and distribution of potable water

Village of Harrison Hot Springs

Schedule 1 - Statement of Tangible Capital Assets

For the Year Ended December 31, 2020

	Engineered Structures								Other Tangible Capital Assets	2020	2019
	Land	Building	Equipment Furniture Vehicles	Water	Sewer Drainage	Roads	Other	Work In Progress			
COST											
Opening balance	\$ 10,680,913	\$ 4,616,896	\$ 2,290,645	\$ 9,775,939	\$ 10,671,224	\$ 10,259,211	\$ 2,466,851	\$ 83,883	\$ 557,022	\$ 51,402,585	\$ 49,677,034
Add: Additions	-	-	136,474	-	508,350	-	328,186	53,116	35,177	1,061,303	1,887,011
Less: Disposals	-	-	(53,681)	-	(2,270)	-	(18,980)	-	-	(74,931)	(161,480)
Closing Balance	10,680,913	4,616,896	2,373,438	9,775,939	11,177,304	10,259,211	2,776,057	136,999	592,199	52,388,957	51,402,585
ACCUMULATED AMORTIZATION											
Opening Balance	-	1,492,099	1,531,981	1,754,413	2,683,309	5,131,603	1,009,523	-	201,327	13,804,255	12,957,102
Add: Amortization	-	132,268	100,215	173,191	209,530	292,876	131,233	-	14,318	1,053,631	984,985
Less: Acc. Amortization on Disposals	-	-	(53,681)	-	(1,022)	-	(18,980)	-	-	(73,683)	(137,832)
Closing Balance	-	1,624,367	1,578,515	1,927,604	2,891,817	5,424,479	1,121,776	-	215,645	14,784,203	13,804,255
	\$ 10,680,913	\$ 2,992,529	\$ 794,923	\$ 7,848,335	\$ 8,285,488	\$ 4,834,732	\$ 1,654,281	\$ 136,999	\$ 376,554	\$ 37,604,754	\$ 37,598,330

92 **Village of Harrison Hot Springs**

Schedule 2 - Table of Segmented Information

For the Year Ended December 31, 2020

	Legislative	General Government	Protective Services	Development Planning	Engineering, Transportation & Storm Water	Solid Waste	Parks, Recreation & Cultural Services	Wastewater Utility	Water Utility	Budget	2020	2019
Revenue:												
Property Taxes	\$ -	\$ 2,366,532	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,364,851	\$ 2,366,532	\$ 2,219,454
Sale of Services	-	340,166	-	-	-	124,391	40,206	642,571	344,471	1,412,020	1,491,805	1,400,567
Utility Service Fees	-	-	-	-	-	-	-	224,876	247,731	476,300	472,607	465,436
Government Transfers	-	1,120,531	-	419,182	-	-	-	6,550	-	2,910,050	1,546,263	1,416,400
Investment Income	-	80,511	-	-	-	-	-	21,732	6,504	47,000	108,747	152,635
Penalties and interest	-	36,734	-	-	-	1,918	-	19,106	10,903	4,000	68,661	79,712
Development Cost Charges	-	93,631	-	-	-	-	-	130,513	-	248,400	224,144	605,799
Contributed Assets	-	-	-	-	-	-	-	-	-	174,000	-	-
Other revenue	-	85,338	-	1,219	-	-	-	9,150	12,490	69,100	108,197	112,813
	-	4,123,444	-	420,401	-	126,309	40,206	1,054,498	622,099	7,705,721	6,386,956	6,452,816
Expenses:												
Salaries, wages and employee benefits	92,765	499,905	8,029	106,571	153,910	51,422	199,940	252,730	180,166	1,799,121	1,545,438	1,656,280
Operating Materials and supplies	-	4,674	142,794	745	93,933	-	86,898	194,690	49,395	721,260	573,128	663,998
Contracted services	-	10,183	-	84,400	45,049	146,889	4,316	51,404	-	597,150	342,240	541,797
Administrative services and supplies	5,274	222,207	22,209	142,216	23,255	-	11,522	32,484	13,292	615,690	472,460	490,148
Utilities	1,316	15,835	5,263	-	38,552	-	34,290	64,750	28,933	207,650	188,939	203,715
Rentals and contractual obligations	-	13,870	44,529	21,000	7,595	-	4,300	-	-	99,250	91,295	85,963
Debt financing	-	14,220	-	-	-	-	-	-	1,360	20,700	15,581	21,899
Capital Items Expensed	-	-	-	-	-	-	4,619	-	-	7,000	4,619	-
Amortization	-	206,060	6,383	-	337,042	-	145,551	185,404	173,191	1,010,000	1,053,631	984,985
	99,355	986,955	229,207	354,932	699,336	198,311	491,437	781,462	446,337	5,077,821	4,287,332	4,648,785
Annual Surplus (Deficit)	\$ (99,355)	\$ 3,136,489	\$ (229,207)	\$ 65,469	\$ (699,336)	\$ (72,002)	\$ (451,230)	\$ 273,036	\$ 175,762	\$ 2,627,900	\$ 2,099,624	\$ 1,804,031

Village of Harrison Hot Springs

Schedule 3 - COVID-19 Safe Restart Grant (Unaudited)

For the Year Ended December 31, 2020

In November 2020 the BC provincial government provided a direct grant to assist local governments as they deal with the increased operating costs and lower revenue due to the COVID-19 pandemic. The Village of Harrison Hot Springs received \$675,000 in grant funding under the COVID 19 Safe Restart Grant. This grant is available to offset costs in 2020, 2021 and 2022. In 2020 \$ 165,740 of funding was used as follows:

	2020
Opening Balance	\$ 675,000
Bylaw enforcement/emergency planning	(9,640)
Communication/Audio Visual	(45,900)
Occupational health and safety measures	(8,140)
Social distancing and signage	(11,410)
Program revenue lost	(31,350)
Program restart expenditures	(15,000)
Additional operating expenditures - Public Facilities	(44,300)
Closing Balance	\$ 509,260



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council

DATE: May 7, 2021

FROM: Tyson Koch
Operations Manager

FILE: 1220-20-36

SUBJECT: Miami River Greenway and McCombs Drive Trail Project

ISSUE: To award the contract for the design and construction of the Miami River Greenway and McCombs Drive Trails.

BACKGROUND:

Due to the COVID-19 Pandemic, Harrison Hot Springs saw an unprecedented number of day use visitors in 2020. Closures of recreation facilities in other communities and recommendations from health authorities to seek outdoor spaces for recreation were significant contributors to the influx of people. At times, local residents found it challenging to exercise on our built trails due to crowding as the large number of visitors put pressure on the capacity of the lagoon trail and the promenade areas. Harrison Hot Springs is a walkable community and many residents use McCombs Drive as a pedestrian corridor. The community has also experienced considerable growth in the McCombs Drive area with more residents moving here who also enjoy the outdoor environment. Creating a trail for pedestrians off the road will improve public safety.

DISCUSSION:

The project as proposed will complete the Miami River Greenway Trail and construct a walking trail on McCombs Drive that will benefit both residents and visitors and support the Village's Active Transportation Master Plan. The location of the new walking trail is along the east side of McCombs Drive starting at the Miami River Bridge (across from the Miami River Greenway entry point) and ending at McPherson Road. The trail will be approximately 3 meters wide to allow for multi-directional walking at a safe distance and will be fully accessible. It will have signage and furnishings at entry points, and connect to the East Sector Park trails, the Miami River Greenway and have easy access to the commercial downtown core.

On October 19, 2020, Council authorized staff to apply for \$350,000 in grant funding through the Community Economic Recovery Infrastructure Program in support of this project. The application was successful and staff issued a Request for Proposals (RFP) in March for the engineering design and construction of a 1.5-meter-wide Miami River Greenway Trail and a 3.0-meter-wide McCombs Drive Trail. Proponents were asked to provide a fixed cost proposal that independently outlined the costs of each portion of the project including an option for asphalt surfacing of the McCombs Drive Trail.

Two compliant proposals were received:

Proponent	Total Project Cost with Gravel Surface	Cost to include Asphalt Pavement	Total Project Cost with Paved Surface	Comments
Timbro Construction	\$413,075	\$223,440	\$636,515	Both options are over budget
Transformations Landscaping	\$308,750	\$152,494	\$461,244	Paved option is over budget

RECOMMENDATION:

THAT the Miami River Greenway and McCombs Drive Trails project, be awarded to Transformations Landscaping and be approved at a cost not to exceed \$308,750.00 to be funded by the Community Economic Recovery Infrastructure Program funds; and

THAT staff be authorized to use the balance of funds for project upgrades and enhancements.

Respectfully submitted;

Tyson Koch

Tyson Koch
Operations Manager

REVIEWED BY:

Tracey Jones

Tracey Jones
Financial Officer

REVIEWED BY:

Madeline McDonald

Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: April 15, 2021
 FROM: Debra Key, Deputy Chief Administrative Officer/CO FILE: 3900-01
 SUBJECT: Council Procedure Bylaw No. 1164, 2021

ISSUE: Introduction of new Council Procedure Bylaw

BACKGROUND:

At direction of Council, staff reviewed the current Council Procedure Bylaw and provided a staff report at a Committee of the Whole on April 9, 2021. At that meeting Council considered the recommended amendments and changes to the Bylaw.

Council passed a resolution to accept the revisions as well as direction to include "New Business" in the Order of Business of the Agenda and directed staff to draft a Council Procedure bylaw to be brought forward to Council for consideration.

As there were substantive changes and revisions, staff recommended that a new Bylaw be drafted and the current Bylaw be repealed.

Modern best practices, updates to technology, online meetings and virtual participation as well as any necessary housekeeping matters are reflected for the following headings:

- Public Notice Posting Places
- Meetings of Council
- Agenda
- Opening Procedures
- Rules of Conduct and Debate
- Voting
- Motions
- Petitions and Delegations
- Reports
- Conflict of Interest

Pursuant to s. 124(3) of the *Community Charter* public notice of the proposed bylaw was given on May 7 and May 14, 2021 as per s. 94 of the *Community Charter*.

Accordingly, a new draft Council Procedure Bylaw is attached for Council's consideration.

RECOMMENDATION:

THAT Council Procedure Bylaw No. 1164, 2021 be given first, second and third readings.

Respectfully submitted:

Debra Key
Debra Key
Deputy Chief Administrative Officer/
Corporate Officer

REVIEWED BY:

Madeline McDonald
Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1164

A bylaw to establish the rules of procedure for Council of the Village of Harrison Hot Springs

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

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

1. CITATION

This Bylaw may be cited for all purposes as "Village of Harrison Hot Springs Council Procedure Bylaw No. 1164, 2021" and comes into effect on the date of adoption.

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

"Acting Mayor" means a member of Council appointed by council to preside at any meeting of council in the absence of the mayor or member appointed as deputy mayor;

"Charter" means *Community Charter*;

"Commission" means a municipal commission established under s.143 of the *Community Charter*;

"Committee" means a select, standing, or other committee duly appointed by the Council, but does not include COW;

"COW" or "Committee of the Whole" means all of the members of the Council present at a meeting sitting in Committee;

"Councillor" means a Councillor of the Village of Harrison Hot Springs;

"Corporate Officer" means the Corporate Officer for the Village of Harrison Hot Springs appointed by Council or designate;

"Council" means the Municipal Council of the Village of Harrison Hot Springs;

"Deputy Mayor" means a member of Council who is nominated by Mayor and appointed by Council to act in the place of mayor when the Mayor is absent or otherwise unable to act or when the office of mayor is vacant pursuant to s. 130 of the *Community Charter*;

"In Camera meeting" means a meeting closed to the public;

"Mayor" means the duly elected Mayor of the Village of Harrison Hot Springs;

"Member" means a member of the Municipal Council of the Village of Harrison Hot Springs and includes the Mayor;

"Meeting" shall include all meetings of Council whether regular or otherwise unless specifically stated;

"Motion" means a formal proposal made by a member of Council that the Council undertake or approve a specified course of action; and

"Municipal Hall" means Harrison Hot Springs Municipal Hall located at 495 Hot Springs Road, Harrison Hot Springs, British Columbia;

"Public Notice Posting Place" means the Village's website at www.harrisonhotsprings.ca and all public notice bulletin boards'

"Village" means the Village of Harrison Hot Springs;

"Village Website" means the electronic information resource at www.harrisonhotsprings.ca

3. **MEETINGS OF COUNCIL**

- (a) Following the general local election, the first Council meeting shall be held on the first Monday in November in the year of the election;
- (b) After the inaugural meeting, regular meetings of Council shall be held on the first and third Mondays of each month, except for the months of July, August and September, when there shall only be one meeting per month and that meeting shall be on the second Monday of the month for those three months;
- (c) Where the regular meeting day of Council occurs on a statutory holiday, the regular meeting will take place on the day immediately following such holiday, or another date set by Council;
- (d) Regular Council meetings may:
 - (i) be cancelled by the Mayor or Council, provided that two consecutive meetings are not cancelled; and
 - (ii) be postponed to a different day, time, and place by the Mayor, provided the Corporate Officer is given at least two (2) days written notice.
- (e) Council meetings may be held at any venue within municipal boundaries.
- (f) Regular meetings of Council shall be held at 7:00 pm.
- (g) Regular meetings of Council must adjourn by 10:00 p.m. on the day scheduled for the meeting, unless Council resolves to proceed beyond that time;
- (h) *Council and all of its Committees will ordinarily meet in person;*

- (i) *Council members who are physically unable to attend open Regular or Special meetings in event of an emergency or Provincial Orders, may attend the meeting and vote through electronic or other communication facilities;*
 - a. *Except that, attendance at In Camera meetings must be by physical attendance of Council members;*
- (j) *Council members attending electronically are deemed to be in attendance and must act and vote accordingly;*
- (k) *If at the time a meeting is called and it is declared to take place online, then all members must use the specified software in order to attend;*
- (l) *Members attending through electronic means are responsible for their own connection costs;*
- (m) *If the Chair or majority vote of members determines that the connection quality of a member attending electronically is inadequate to allow that member to participate, they may deem that member to no longer be in attendance, which must be recorded by the Corporate Officer;*
- (n) *If at any time, there is loss of quorum due to electronic communication links, the meeting shall be adjourned and reconvene as soon as possible once quorum can be achieved. If the meeting cannot be reconvened within fifteen (15) minutes, the meeting will be reconvened at a later date and public notice will be posted as soon as possible.*

4. AGENDA

- (a) Prior to each regular meeting, the Corporate Officer shall prepare an agenda of all business to be brought before the Council at such meeting.
- (b) Pursuant to section 127 of the *Community Charter*, the Corporate Officer must give public notice of the time, place and date of a Council meeting by way of:
 - (i) *posting a notice at the public notice posting places;*
 - (ii) *provide a complete Council Agenda package to each member of Council.*
- (c) The Mayor or presiding member may add correspondence, reports or other items to the agenda of a regular meeting of Council in that meeting providing Council concurs to the late items by resolution.
- (d) *A member of Council may request that an item be added as New Business to the agenda of a regular meeting of Council in that meeting providing Council approves the New Business by resolution.*
- (e) All documents intended to be considered by Council at a meeting must be delivered to the Corporate Officer not later than 12:00 noon on the Wednesday preceding the day of the meeting of the Council.

- (f) The Council shall proceed with business in the order set out in the agenda, unless the majority of the Council present otherwise directs.
- (g) Those items that are considered routine in nature and do not require debate such as, but not necessarily restricted to, adoption of bylaws and correspondence, will be included in the Consent Agenda.
 - (i) If Council wishes to remove an item from the Consent Agenda or move it to another section of the agenda, Council must approve the change by resolution.
- (h) Except as Council otherwise resolves and, in any event, only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a Regular Meeting of Council shall be:
 1. Call to Order
 2. Introduction of Late Items
 3. Approval of Agenda
 4. Adoption of Council Minutes
 5. Business Arising from Minutes
 6. Consent Agenda
 - i. Bylaws
 - ii. Agreements
 - iii. Committee and Commission Minutes
 - iv. Correspondence
 7. Delegations/Petitions
 8. Correspondence
 9. Business arising from Correspondence
 10. Reports of Councillors, Committees, COW and Commissions
 11. Reports from Mayor
 12. Reports from Staff
 13. Bylaws
 14. *New Business*
 15. *Question Period (Pertaining to Agenda Items Only)*
 16. Adjournment
- (i) When any order, motion, or question is lost, by reason of the Council or any Committee thereof breaking up for want of a quorum, the order, resolution, or question so lost shall be the first item of business to be proceeded with and disposed of at the next meeting of the Council or Committee under that particular heading.

5. OPENING PROCEDURES

- (a) The Mayor shall take the chair and call the members to order as soon after the hour of meeting when a quorum is present.
- (b) The Deputy Mayor shall take the chair and call the members to order in case the Mayor does not attend within 15 minutes after the time appointed for a meeting; or if the Deputy Mayor is absent, the Corporate Officer shall call the members to

order and, if a quorum is present, the members shall appoint an Acting Mayor who shall preside during the meeting or until the arrival of the Mayor.

- (c) *Should there be no quorum within 15 minutes after the time appointed for the meeting, the Corporate Officer shall ensure minutes of the meeting are recorded with the name of the members present and if quorum is lost due to means of electronic communication or technology issues, the meeting shall stand adjourned until another meeting is held, where items on the agenda shall be added to the next meeting's agenda.*

6. **RULES OF CONDUCT AND DEBATE**

- (a) *The Council Code of Conduct Policy applies to all Council bodies;*
- (b) *Every member shall address the Chair before speaking to any question or motion;*
- (c) *The Mayor will be addressed as "Your Worship" or "Mayor [surname]"*
- (d) *Councillors will be addressed as "Councillor [surname]." If a Councillor is Chairing a meeting, they may be addressed as "Chair" or if the Mayor is absent, they may be addressed as "Deputy Mayor [surname]"*
- (e) No member shall:
- (i) speak disrespectfully of the reigning sovereign, a member of the Royal Family, the Governor General, or a Lieutenant Governor;
 - (ii) use offensive words in Council or against any member thereof;
 - (iii) speak beside the question in debate or reflect upon a vote of the Council, except for the purposes of moving that the vote be rescinded;
 - (iv) leave his seat or make any noise or disturbance while a vote is being taken and until the result is declared;
 - (v) interrupt a member who is speaking, except to raise a point of order;
 - (vi) disobey the rules of the Council or disobey the decision of the Mayor or presiding member on points of order or practice, or upon the interpretation of the Rules of Council by the Mayor or presiding member, except any member shall have the right of appeal against the Chair as provided for in the *Charter*.
- (f) If any member takes an action prohibited, the member shall be ordered by a majority vote of the Council or on the order of the Mayor or presiding member to leave their seat for that meeting, and in the case of their refusing to do so, may, on order of the Mayor or presiding member, be removed from the meeting by a Peace Officer.
- (g) However, if a member offending subsection 6(f) apologizes to the Council, the Council may, by majority vote, permit them to resume their seat.
- (h) No member may speak more than once to the same question without leave of the Council, except to explain a material part of their speech which may have been misconceived, and in doing so the member may not introduce new information.

- (i) A member who has made a substantive motion to the Council shall be allowed to reply, but not a member who has moved an amendment.
- (j) The Mayor or presiding member, or any member through the Mayor or presiding member, may call a point of order to a member who is speaking. When such action is taken, the Mayor or presiding member shall immediately suspend debate and the member in question shall refrain from speaking until the Mayor or presiding member determines the point of order.
- (k) After a question is finally put by the Mayor or presiding member, it shall be conclusive and no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.
- (l) A member of Council may, by right, require the motion under discussion be read for informational purposes at any period of the debate, but not so as to interrupt any member speaking.
- (m) No member shall speak to any motion or in reply for longer than five minutes, without leave of the Council except the mover of a motion shall be allowed to reply to the motion for up to three minutes and close the debate.
- (n) If the Mayor or presiding member desires to leave the chair for purposes of taking part in a debate or otherwise, he shall call upon the Deputy Mayor or, in the absence of the Deputy Mayor, another member of Council to take the chair until the Mayor or presiding member resumes the chair.
- (o) A Council member or former Council member must, unless specifically authorized otherwise by Council:
 - (i) keep in confidence any record held in confidence by the Village, until the record is released to the public as lawfully authorized or required; and
 - (ii) keep in confidence information considered in any part of an In Camera Council, COW or committee meeting, until the Council, COW or committee discusses the information at a meeting that is open to the public or releases the information to the public.

7. **CONFLICT OF INTEREST**

- (a) Should a member of Council or as a member of a Council Committee, deem to have a direct or indirect pecuniary interest in any matter before a meeting, he shall verbally declare such a conflict, state the general nature that this is to be the case and remove himself from the meeting.
- (b) A member of Council or as a member of a Council Committee declaring a conflict of interest must not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter. After such declaration, the Corporate Officer or designate must have recorded in the minutes, the declaration of the conflict, the reasons given for it and the times of the member's departure from and return to the meeting.

- (c) The Mayor/Chair or presiding member of the Council or as a member of a Council Committee at meetings, must ensure that the member is not present at the meeting at the time of any vote in respect of the matter.

8. VOTING

- (a) *Each member present, including the Mayor or presiding member, shall have one vote;*
- (b) *If the meeting is held in person, voting will be conducted by raising hands;*
- (c) *If a member is participating electronically, they must verbalize their vote;*
- (d) *If a member abstains from voting or does not indicate how they vote, the member is deemed to have voted in the affirmative;*
- (e) *A motion on a bylaw or resolution, or any other question before Council, is decided by a majority of the Council members present at the meeting, including the Mayor;*
- (f) *A voting member may request that recommendations be taken separately or together and the Chair will decide whether or not to accede to the request;*
- (g) *When a question is called, all voting members present are required to vote (unless the member has declared a conflict of interest);*
- (h) *The Chair will call for those in favour and those against;*
- (i) *If a motion receives equal votes for and against then it is defeated;*
- (j) *Council shall not reconsider any motion more than once at the same meeting, except by unanimous consent of Council.*

9. MOTIONS

- (a) *Motions must be moved and seconded before they may be debated or voted upon;*
- (b) *If any motion is contrary to the rules of procedure, the Mayor or presiding member may apprise the members without proposing the question and shall cite without argument or comment, the rule or authority applicable to the case;*
- (c) *When the debate is closed, the Mayor or presiding member shall immediately put the question to a vote;*
- (d) *The mover of a motion may withdraw it with the consent of the seconder;*
- (e) *A withdrawn motion may be re-proposed by any other member;*
- (f) *When a question is under consideration, no motion shall be received except the following:*
 - (i) *To refer an item*

- (ii) *To amend*
- (iii) *To postpone (defer)*
- (iv) *To postpone indefinitely*
- (v) *To adjourn*

10. AMENDMENTS TO MOTIONS

- (a) A member may move that a motion be amended in one of the following ways:
 - (i) by leaving out certain words;
 - (ii) by leaving out certain words and inserting or adding others;
 - (iii) by inserting or adding certain words; or
 - (iv) by substitution.
- (b) The Mayor or presiding member shall not permit an amendment which negates the purpose of the main motion.
- (c) When a member moves to amend a motion, the Mayor or presiding member shall state the original motion followed by the amendment and then shall put the question of the amendment to the Council.
- (d) If the motion is defeated, the Mayor or presiding member shall again propose the main question and debate may continue.
- (e) Members, other than the member who moved the defeated amendment, may submit amendments.
- (f) If the amendment is passed, then the debate continues on the amended motion. It shall be competent for a member to move other amendments subject to the limitations set forth in the following sections.
- (g) The Mayor or presiding member shall allow only one amendment to an amendment.
- (h) Once Council defeats an amendment, it cannot be moved a second time.
- (i) The Mayor or presiding member shall put amendments to Council in the reverse order to that in which they are moved. When there is a main motion, a primary amendment and a secondary amendment thereto, the motion and appendages shall be put to the Council in the following order:
 - (i) The secondary amendment.
 - (ii) The primary amendment to the main motion.
 - (iii) The main motion.

11. BYLAWS

- (a) The Corporate Officer shall have every proposed bylaw prepared before it is considered by Council and every member shall be given a copy at least 24 hours

prior to the meeting of Council, or all Council members unanimously agree to waive this requirement.

- (b) Only the title and the intended object of the Bylaw shall be read by the Mayor, presiding member or Corporate Officer at first reading of the Bylaw.
- (c) If a motion to introduce a Bylaw fails or is not made and seconded, the Bylaw shall be considered defeated and shall be removed from the agenda and shall not be brought forward as unfinished business on a subsequent agenda.
- (d) The Mayor or presiding member shall not allow any amendments or debate at first reading of a Bylaw.
- (e) Second reading of the Bylaw shall consist of debate upon the general principles of the Bylaw.
- (f) Every Bylaw other than an official community plan or zoning bylaw, shall be adopted not less than one clear day after it has received third reading, unless the *Community Charter* or any other *Act* directs otherwise.
- (g) Where the *Charter* or *Local Government Act* requires that a Public Hearing be held, it shall be held after first reading and before third reading of the Bylaw.
- (h) Subject to section 135(3) of the *Community Charter*, three readings may be given on the same day, however, section **477 and 480** of the *Local Government Act* provides that Council may adopt an official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
- (i) The Corporate Officer shall endorse upon every Bylaw, the date of the readings, the effective date and the date of adoption.
- (j) A Bylaw is not valid unless it has been given three readings and has then been adopted by the Council, pursuant to the *Community Charter*.
- (k) A Council member may request that the whole or any part of the Bylaw shall again be read before the motion for reconsideration and adoption is put.
- (l) Upon reconsideration, the bylaw may be approved or rejected.
- (m) Nothing in this section shall require the Council to introduce a Bylaw or give it any reading or readings.
- (n) Every adopted and signed bylaw shall be kept indefinitely by the Corporate Officer among the corporate records of the municipality.

12. DELEGATIONS

- (a) No person or group of persons wishing to appear before Council may do so unless the Corporate Officer has first been provided a written application prior to 12:00

noon on the Wednesday before the meeting to be included on the agenda and attendance is approved by the Mayor.

- (b) *Council will not hear from more than two delegations at a single meeting, unless expressly authorized by the Mayor*
- (c) A delegation shall appoint a speaker or, upon a vote of the majority of Council members present at a meeting, more than one speaker.
- (d) *The Mayor or presiding member shall allow up to 10 minutes for the presentation and may be extended by a majority vote of Council.*
- (e) Council reserves its authority in whole or in part to not deliberate on any matters presented at a delegation until the subsequent meeting.

13. PETITIONS

- (a) *Council may dispose of a petition or submission at the meeting, refer the subject matter to staff or a Committee, or take such other action as it deems expedient.*
 - (i) *A petition presented to Council shall legibly include the subject matter and date of the petition on each page.*
 - (ii) *A petition presented to Council must include the full name, signature, and physical address of each petitioner.*
 - (iii) In the case of a corporation, it is required that the signature on a petition include written authority signed by a Director of the corporation under the corporate seal.

14. MINUTES OF MEETINGS

- (a) Minutes of Council, Committee and Commission meetings must be taken, including the provision to certify the minutes;
- (b) The minutes of Council, Committee and Commission meetings, once adopted, are the official record of those meetings.

15. SPECIAL MEETINGS OF COUNCIL

Except as Council otherwise resolves and, in any event, only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a Special Council meeting shall be:

1. Call to Order
2. Introduction of Late Items
3. Approval of Agenda
4. Delegations
5. Reports from Staff
6. Bylaws

- 7. Question Period (Pertaining to Agenda Items Only)
- 8. Adjournment

- (a) Except where notice of a special meeting is waived by unanimous vote of all Council members under Section 127 (4) of the *Community Charter*, at least twenty-four hours before a special meeting of Council, the Corporate Officer must:
 - (i) give advance notice of the time, place and date of the meeting by way of a notice posted at the public notice posting places in the Village of Harrison Hot Springs; and
 - (ii) give notice of the special meeting in accordance with Section 127 (2) of the *Community Charter*.

16. **PUBLIC HEARINGS AND PUBLIC INFORMATION MEETINGS**

(a) **Public Hearings**

- (i) The Corporate Officer must give public notice of a Public Hearing in accordance with s. 892 of the *Local Government Act*;
- (ii) Conduct of a Public Hearing will be at the call of the Chair;
- (iii) Oral submissions at the Public Hearing may be limited by the Chair to 5 minutes for each speaker; and may be allowed further opportunity to speak a second or third time once all persons have had opportunity to speak;
- (iv) opportunity to speak a second or third time once all persons have had opportunity to speak.
- (v) A written report of a Public Hearing containing a summary of the representations made at the hearing must be prepared and maintained as a public record;
- (vi) The written report of a Public Hearing, once adopted, is the official record of that hearing.

(b) **Public Information Meetings**

- (i) At least 24 hours before a Public Information Meeting, the Corporate Officer shall give public notice of the time, place and date of the meeting by way of posting a notice at the public notice posting places.

17. **ATTENDANCE OF PUBLIC AT MEETINGS**

- (a) Subject to Sections 89 and 90 of the *Community Charter*, all Council meetings must be open to the public.

- (b) Before a meeting or part of a meeting is to be closed (In Camera) to the public, Council must state by resolution, the fact that the meeting is to be closed (In Camera) and the basis under Section 90 of the *Community Charter* on which the meeting is to be closed.
- (c) This section applies to meetings of bodies referred to in Section 93 of the *Community Charter* including, without limitation:
 - (i) Standing or select committees;
 - (ii) Commissions;
 - (iii) Committee of the Whole

18. **COMMITTEE OF THE WHOLE**

Except as Council otherwise resolves and, in any event, only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a Committee of the Whole shall be:

1. Call to Order
 2. Introduction of Late Items
 3. Approval of Agenda
 4. Items for Discussion
 5. Adjournment
- (a) A quorum of the Council is quorum for the Committee of the Whole.
 - (b) A meeting of the Committee of the Whole may be called at any time by the Mayor.
 - (c) At least twenty-four hours before a meeting of the Committee of the Whole, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting an agenda at the public notice posting places;
 - (d) During a Regular Council meeting, Council may, by resolution, resolve itself into the Committee of the Whole to consider specific matters.
 - (e) The Mayor shall preside at the Committee of the Whole, unless the Council appoints another member of Council to preside.
 - (f) The rules of the Council shall be observed in the Committee of the Whole so far as may be applicable, except that;
 - (i) the number of speeches by a member to any question shall not be limited;
 - (ii) no member shall speak for a longer total time of five minutes to a question; and
 - (iii) a seconder to a motion is not required.
 - (g) A record will be recorded of how members voted.

- (h) A motion in the Committee of the Whole to rise without reporting, or that the Chair of the Committee leave the chair, is always in order and shall take precedence over any other motion.
- (j) Debate on a motion referred to in Section 18(f) shall be allowed, but no member shall speak more than once to the motion and, on further vote, shall be considered disposed of in the negative, and the Chair of the Committee of the Whole shall resume the Chair and proceed with the next order of business.
- (j) When all matters referred to the Committee of the Whole have been considered, a motion to rise and report shall be adopted. The Committee, when it has partly considered a matter, may report progress and ask leave to sit again. In resumption of regular Council business, the Chair of the Committee of the Whole shall report to the Council and the Council may:
 - (i) adopt the report;
 - (ii) reject the report;
 - (iii) adopt the report with amendments;
 - (iv) refer the subject matter for further consideration, either in part or in whole;
 - (v) postpone action on the report; or
 - (vi) approve the request of the Committee to sit again, the Committee having reported progress after partial consideration of the subject.
- (k) A resolution at a Regular meeting of Council to adopt minutes of a Committee of the Whole meeting shall constitute ratification of all motions therein. Issues are finalized and authorized once the Council has passed the resolution to adopt.

19. **STANDING AND SELECT COMMITTEES AND COMMISSIONS**

The usual order of business at a Standing, Select Committee and Commission of Council shall be:

1. Call to Order
2. Introduction of Late Items
3. Approval of Agenda
4. Adoption of Minutes
5. Items for Discussion
6. Adjournment

(a) **Standing Committees**

- (i) The Mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees;
- (ii) At least half of the members of a standing committee must be Council members;

- (iii) Subject to 19(a)(i), persons who are not Council members may be appointed to a standing Committee.
- (iv) The Mayor shall designate one member of each Committee to act as Chair and the Chair will be entitled to one vote.
- (v) The Mayor shall be an ex-officio member of all Committees and be entitled to vote at all meetings thereof.
- (vi) Members of Council, other than members appointed to a Standing Committee, may attend the meetings of a Standing Committee and shall not be allowed to vote, but may, with the consent of the Committee, be allowed to take part in any discussion or debate by permission of a majority vote of the members of the Committee.
- (vii) A majority of voting members appointed to a Standing Committee shall constitute a quorum.
- (viii) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the Committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor;
 - (d) as required by Council or the Mayor, or at the next Council meeting, if possible, if the Council or Mayor does not specify a time.

(b) Select Committees

- (i) Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.
- (ii) At least one member of a select committee must be a Council member;
- (iii) Subject to 19(b)(i), persons who are not Council members may be appointed to a select committee.
- (iv) The Mayor shall designate one member of each Committee to act as Chair and the Chair will be entitled to one vote.
- (v) The Mayor shall be an ex-officio member of all Committees and be entitled to vote at all meetings thereof.
- (vi) A Select Committee shall, upon completion of its assignment and upon submission of its final report to the Council, be automatically dissolved.

- (vii) A majority of voting members appointed to a Select Committee shall constitute a quorum.
- (viii) Select Committees must consider, inquire into, report and make recommendations to Council about the matters referred to the committee by the Council;
- (ix) Select Committees must report and make recommendations to Council at the next Council meeting, if possible, unless Council specifies a different date and time.

(c) Commissions

- (i) Council may establish and appoint a commission to do one or more of the following:
- (ii) A Council member is not eligible to be a member of an advisory planning commission, but may attend at a meeting of the commission in a resource capacity.
- (iii) A Council member is eligible to be a member of any other commission;
- (iv) A majority of voting members appointed to a Commission shall constitute a quorum.
- (v) Commissions must consider, inquire into, report and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the commission;
 - (b) on matters that are assigned by Council or the Mayor;
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting, if possible, if the Council or Mayor does not specify a time.
- (d) At least twenty-four hours before a meeting of Standing and Select Committees or Commissions, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting a notice at the public notice posting places;
- (e) In the transaction of business, all Standing and Select Committees and Commissions shall adhere, as far as possible, to the rules governing proceedings at the meetings of Council.
- (f) A resolution at a Regular meeting of Council to adopt minutes of standing, select committees and commissions shall constitute ratification of all motions therein. Issues are finalized and authorized once Council has passed the resolution to adopt.

20. INCOMING CORRESPONDENCE

All correspondence addressed to the Mayor and Council, to any one of them individually, or to Village personnel, whether or not marked as personal or confidential, will be received and processed by the Corporate Officer, and may be subject to disclosure in accordance with the *Freedom of Information and Protection of Privacy Act*.

21. REPORTS

- (a) Reports of activities, as required by Council, shall be submitted through the Chief Administrative Officer for inclusion on the next Regular Council agenda for the following areas:

- i. Administration*
- ii. Bylaw Enforcement*
- iii. Finance*
- iv. Fire Department*
- v. Operations*
- vi. Planning and Development*

22. UNPROVIDED CASES

Except as provided in this Bylaw or in the *Community Charter*, the Council, its Standing and Select Committees, Commissions and Committee of the Whole, shall follow the rules contained in the Roberts Rules of Order.

23. SUSPENSION OF RULES

- (a) Any provision of this bylaw, except those required by the Community Charter or the Local Government Act, or any other applicable legislation, may be temporarily suspended for a single meeting by a motion passed by a two-thirds vote of all Council Members present.
- (b) No action of Council is rendered invalid solely by reason of any breach, inadvertent or otherwise, of any provisions of this Bylaw.

24. SEVERANCE CLAUSE

If any section, subsection, sentence, clause or phrase of this bylaw is, for any reason, held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Bylaw.

25. GENDER NEUTRAL

- (a) This bylaw is gender neutral and accordingly, any reference or phrase to one gender includes the other.
- (b) Words in the singular include the plural and words in the plural include the singular.

26. REPEAL

Bylaw 1002, 2012 cited as "Village of Harrison Hot Springs Council Procedure Bylaw No. 1002, 2012" is hereby repealed in its entirety.

27. **THIS BYLAW** may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.

In Compliance with section 124(3) of the *Community Charter*, public notice was given May 7, 2021 and May 14, 2021 in accordance with section 94 of the *Community Charter*.

READINGS AND ADOPTION

READ A FIRST TIME THIS DAY OF MAY, 2021

READ A SECOND TIME THIS DAY OF MAY, 2021

READ A THIRD TIME THIS DAY OF MAY, 2021

ADOPTED THIS DAY OF JUNE, 2021

Mayor

Corporate Officer