



# VILLAGE OF HARRISON HOT SPRINGS

## NOTICE OF MEETING AND AGENDA

### SPECIAL COUNCIL MEETING

**Date:** Wednesday, March 30, 2011  
**Time:** 9:30 a.m.  
**Location:** Council Chambers, 495 Hot Springs Road  
Harrison Hot Springs, British Columbia

<b>1. CALL TO ORDER</b>		
	(a)	Meeting called to order by Mayor Becotte
<b>2. INTRODUCTION OF LATE ITEMS</b>		
<b>3. APPROVAL OF AGENDA</b>		
<b>4. ADOPTION OF COUNCIL MINUTES</b>		
		Item 4.1
<b>5. BUSINESS ARISING FROM THE MINUTES</b>		
		Item 5.1
<b>6. CONSENT AGENDA</b>		
<b>i. Bylaws</b>  <input type="checkbox"/> Bylaw No. 967 – Water Regulation  <input type="checkbox"/> Bylaw No. 968 – Sewage Treatment Plant Replacement Reserve Fund	Recommendation:  THAT Water Regulation Bylaw No. 967, 2011 be adopted  THAT Sewage Treatment Plant Replacement Reserve Fund Expenditure Bylaw No. 968, 2011 be adopted.	Item 6.i Page 1
<b>ii. Agreements</b>		Item 6.ii
<b>iii. Committee/ Commission Minutes</b>		Item 6.iii
<b>iv. Correspondence</b>		Item 6 iv



<b>7. DELEGATIONS AND PETITIONS</b>		
<input type="checkbox"/>		None
<b>8. CORRESPONDENCE</b>		
		Item 8.1
<b>9. BUSINESS ARISING FROM CORRESPONDENCE</b>		
<b>10. REPORTS OF COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS</b>		
<b>11. REPORTS FROM MAYOR</b>		
K. Becotte – verbal		
<b>12. REPORTS FROM COUNCILLORS</b>		
D. Harris - verbal D. Kenyon - verbal A. Jackson - verbal B. Perry – verbal		
<b>13. REPORTS FROM STAFF</b>		
<input type="checkbox"/> 2010 Audited Schedule of Eligible Expenditures, Port Operations – March 23, 2011	Report of Director of Finance – March 23, 2011 Re: 2010 Audited Schedule of Eligible Expenditures, Port Operations  Recommendation:  THAT the Audited Schedule of Eligible Expenditures, Port Operations for the Twelve Month Period Ended December 31, 2010 of the Village of Harrison Hot Springs be adopted.	Item 13.1 Page 17
<input type="checkbox"/> Fire Department Training – March 28, 2011	Report of Chief Administrative Officer – March 28, 2011 Re: Fire Department Training  Recommendation:  THAT Council approve for release of \$20,000.00 for the training of additional fire fighters.	Item 13.2 Page 25
<input type="checkbox"/> Disposal of Fire Safety House – March 28, 2011	Report of Chief Administrative Officer – March 28, 2011 Re: Disposal of Fire Safety House  Recommendation:  THAT Council approves the return of the fire safety house to the Mission Fire Department.	Item 13.3 Page 29



<b>14. BYLAWS</b>		
<input type="checkbox"/> Pre-Authorized Payment No. 969	<p>Report of Manager of Revenue Services – March 24, 2011 Re: Pre-Authorized Payment Bylaw No. 969</p> <p>Recommendation:</p> <p>THAT Pre-Authorized Payment Bylaw No. 969 be received for first, second and third reading.</p>	<p>Item 14.1 Page 31</p>
<input type="checkbox"/> Boat Launch and Parking Lot Regulation Bylaw No. 970	<p>Report of Corporate Officer – March 24, 2011 Re: Boat Launch &amp; Parking Regulation Bylaw</p> <p>Recommendation:</p> <p>THAT Boat Launch and Parking Lot Regulation No. 970 be received for first, second and third reading.</p>	<p>Item 14.2 Page 37</p>
<b>15. QUESTIONS FROM THE PUBLIC (PERTAINING TO AGENDA ONLY)</b>		
<b>16. ADJOURNMENT</b>		





## VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 967

### **A bylaw to regulate connections to the Village water system, to impose water connection charges and to establish user fees**

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**WHEREAS**, the Village of Harrison Hot Springs owns and operates a municipal water system and has deemed it advisable to establish a bylaw to make provisions for the regulation of connection to the municipal water system and to impose connection charges and user fees;

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

#### **1. CITATION**

This Bylaw may be cited for all purposes as the Village of Harrison Hot Springs "Water Regulation Bylaw No. 967, 2011".

#### **2. DEFINITIONS**

2.1 In this Bylaw:

**"Applicant"** means a person or their duly authorized agent who applies for a service connection.

**"Backflow"** means the flow of water or other liquids, gases or solids from any source in the opposite direction to normal or intended flow.

**"Collector"** means the Collector of Taxes of the Village of Harrison Hot Springs and unless otherwise specified this shall be the Director of Finance.

**"Council"** means the Council of the Village of Harrison Hot Springs.

**"Curb Stop"** means the control valve located on a service connection at the property line of premises served by a service connection.

**"Engineer"** means a professional engineer registered in BC appointed by Council to act as the Village's Engineer or his designate or a number of staff appointed by Council.

**"Parcel"** means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway.

**"Premises"** means any building or buildings capable of being used or occupied by any person.

**"Residential"** means any service connection to the Village water system from premises that are used exclusively for one or two family dwelling units.

**"Service Connection"** means a pipe connecting a water main to a parcel.

**"Operations Manager"** means the Operations Manager or his alternate, or another person appointed by the Chief Administrative Officer to act as Operations Manager.

**"Swimming Pool"** means any constructed or prefabricated pool used or intended to be used for swimming, bathing, or wading, having a surface area exceeding 13.9 m.sq (150 sq.ft.) or a depth exceeding 0.48m (18 inches).

**"Use"** means the purpose for which any lot, building or structure is designed, arranged or intended, or for which it is occupied or maintained.

**"User Rate"** means any fee or sum paid for any water system supplied or made available from the water system.

**"Village"** means the Village of Harrison Hot Springs.

**"Water Main"** means a pipe, including valves and other appurtenances in the water system other than a service connection.

**"Water System"** means all water works and all appurtenances thereto, including water mains, service connections, pumping stations, treatments plants, valves and fire hydrants laid within any highways, municipal rights-of-ways or easements and owned and operated by the Village

### **3. GENERAL PROVISIONS**

- 3.1 All water pipes and appurtenances on a parcel shall be constructed by and at the expense of the owner.
- 3.2 It shall be the duty of every owner to notify the Operations Manager of any leak, breakage or manifest irregularity with the water connection or water line on the parcel.
- 3.3 In the event of a leak, breakage or other manifest irregularity on a parcel, the Village by its workers may shut off the water system to the parcel until such time



as the leak, breakage or manifest irregularity has been repaired, to the satisfaction of the Operations Manager. The expense of the repair shall be borne by the owner and no person shall have any claim against the Village by reason of the shutting off of the municipal water service.

- 3.4 Every property owner shall keep their water pipes and fittings in good order and repair. Where a premise is vacated the stopcock on the inside of the building shall be turned off by the owner or his agent.
- 3.5 Where steam or hot water boilers or other appurtenances are fed pressure directly from the Village water mains, the Village shall not be responsible or liable for any injury or damage which may occur from any excess or lack of pressure.
- 3.6 Nothing contained in the bylaw shall be constructed to impose any liability upon the Village to provide a continuous supply of water to any person or parcel. The Village reserves the right to shut off water to any parcel without giving notice, for reasons contained in this bylaw. The Village also reserves the right to prohibit or regulate the use of lawn sprinklers at any time
- 3.7 The Village shall not be liable for any loss or damage whatsoever arising from the failure of water supplies in consequence of any accident to the water system, or the temporary stoppage of water on account of alterations or repairs, whether such failure arises from the negligence of any person in the employ of the Village or Act of God.
- 3.8 Where water supply to a parcel may be accessible by two or more water mains the Engineer shall determine the main from which service shall be given.
- 3.9 Where an owner requires an installation of a service line across or through another parcel the owner must in addition to the requirements set out by the Village, obtain at the owner's cost an easement or other required authorization, permission or approval for the installation and must deliver to the Village at the time of application written documentation of their registration at Land Titles.
- 3.10 No connection shall serve more than one parcel and for the purpose of this bylaw a condominium or townhouse complex, recreation, or RV Park or strata development consisting of more than two parcels shall be considered one parcel.
- 3.11 No person shall obstruct or prevent Village staff from carrying on all or any provisions of this bylaw with respect to private property, nor shall any person refuse to grant the Village Staff permission to enter onto private property to inspect pursuant to this bylaw.

- 3.12 The Village does not guarantee pressure, continuous supply of water or accept responsibility at any time for the maintenance, the pressure in its water mains or for increases or decreases in pressure. The Village reserves the right at any and all times without notice to change operating water pressure and to shut off a supply for the purpose of making repairs, extension, alterations or improvements to the system.
- 3.13 Temporary use of the water service connection for construction purposes may be permitted subject to the issuance of temporary water service permit and the payment of applicable fee as contained in Schedule "A". Prior to use of the water for construction the owner must ensure adequate protection be made to prevent backflow into the Village's water works by installing a dual check backflow preventer. The water service connection shall only be turned on after the Village has inspected the service and confirmed that the required back flow prevention device has been correctly installed.
- 3.14 Nothing in this bylaw shall obligate the Village to supply water to any parcel where in the opinion of the Engineer, the cost of laying water mains or water service connections to the property would be prohibited or create an excessive burden upon the resources of the system.
- 3.15 Where the Village determines not to provide a supply of water to a parcel due to cost alone and sufficient capacity exists to provide service to the property the owner may subject to the approval of the Chief Administrative Officer pay the Village for the cost of extension of the water service and connection to the parcel.

#### **4. SERVICE CONNECTION AND DISCONNECTION**

- 4.1 Every water service connection, pipe and facility in, on or under a highway or statutory right-of-way which carries or is designed to carry water from the Village's watermain to a parcel is the property of the Village.
- 4.2 After a water service is available to any class of property, the owner must make application to connect within one year after completion of that water main extension project. If the owner does not connect, a user fee will be applied against that property, on the same basis of other properties connected to the Village's water system. The Village may at its discretion, enter onto the property to provide the service connection.
- 4.3 Where the owner, or his agent, of a parcel of real property desires to have his premises connected with the water supply system of the Village the owner shall make an application at the Village Office on the prescribed form, and no connection shall be made to the parcel until the application has been approved

by the Village. The Village shall determine the position of every service connection and in doing so, may defer so far as may be practicable to the requirements of the applicant.

- 4.4 The charges applicable for a service connection are as set out in Schedule "A", attached hereto and forming part of this Bylaw and shall be paid to the Village prior to a connection being made.
- 4.5 The charges for a disconnection or water turn on/off are as set out in Schedule "A" attached hereto and forming part of this bylaw and shall be paid to the Village prior to the work being undertaken.
- 4.6 For the purpose of this bylaw, the Engineer shall have charge and control of all properties and works in connection with the water system and of all engineering and mechanical work in relation thereto.
- 4.7 A connection shall not be made if, in the opinion of the Engineer, the water system is incapable of handling the supply demands of the parcel or where the works on the parcel do not conform with the requirements of this bylaw.
- 4.8 No person except a duly authorized agent or employee of the Village shall tap or make connection with any water main of the Water System, and no person shall tamper with, destroy, or obstruct the access to any part of the Water System, turn off valve, service pipe or curb stop.
- 4.9 All property owners or occupiers shall keep their service pipes and other plumbing fixtures on their parcel in good repair and order, at their own expense.

## **5. PROVISIONS OF CONNECTION**

Every water service connection which is to be connected to the Village's water system must be approved by the Operations Manager and must be installed by the owner at the owner's cost subject to the following provisions:

- 5.1 The pipe must be of sufficient size to provide adequate service as determined by the operations manager, but in no case, subject less than 19 mm in diameter.
- 5.2 The installation of the service must include a curbstop and drain approved by the Operations Manager.
- 5.3 At the request of the Operations Manager the owner must provide a pressure reducing valve for each connection to the parcel.
- 5.4 No water service connection, service line or fitting shall be covered until the installation has been inspected and accepted by the Village. If a service

connection has been covered prior to inspection the owner shall when requested by the Village uncover the work so that it may be inspected.

- 5.5 A service line must comply with all requirements of a contamination cross connection and backflow prevention section of this bylaw.
- 5.6 If a service connection has been covered prior to inspection the owner shall when requested by the Village uncover the work so that it may be inspected.

## **6. INSPECTION**

- 6.1 The owner, or his agent, shall notify the Operations Manager when any water connection or other work carried out under the provisions of this bylaw is ready for inspection and no water connection or such other work shall be covered until it has been inspected and approved by the Operations Manager.
- 6.2 The water connection shall include an inspection fee as contained in Schedule "A".
- 6.3 The owner, or his agent, shall test any existing plumbing on the parcel for water-tightness and submit a report to the Village from a qualified person as approved by the Village. The test shall be made by boosting the pressure in the water line on the parcel to 1035 kPa (150 psi). The owner's system may be proven acceptable if there are no leaks, breakages, or manifest irregularities during the testing of the system.
- 6.4 Where the Operations Manager finds that the materials or workmanship of a water line installation on private property are defective or otherwise not in accordance with the provisions of this bylaw, or the provisions of the British Columbia Plumbing Code he shall so notify the owner who shall forthwith replace the defective material or correct the faulty workmanship, and notify the Operations Manager when the installation is again ready for inspection.

## **7. SPECIFICATIONS FOR INSTALLATION**

- 7.1 Each parcel shall be separately and independently connected to the municipal water system, unless otherwise provided for in this Bylaw.
- 7.2 In constructing a water service on any parcel, the provisions of the BC Plumbing Code shall apply, provided that:
  - (a) Only copper or plastic pipe and fittings, as approved by the British Columbia Plumbing Code, shall be used in the construction of the water connection,

- (b) The minimum size of a water line on a parcel shall be 19 mm,
- (c) Every building, structure, or facility to which the municipal water service is to be connected shall have an internal shut off valve with good accessibility, and.
- (d) The minimum depth for burial of a water service line shall be 1.2m.

## 8. **WATER METERS**

- 8.1 The Village may, on any parcel, install a water meter to measure the consumption of water upon that parcel. The location of that water meter will be determined by the Operations Manager and all water meters shall remain the property of the Village.
- 8.2 Where in the opinion of the Operations Manager, replacement or repair of any meter is required due to the negligence, carelessness or willful damage of the owner/occupier of the parcel the cost of repair or replacement shall be charged to the owner or occupier.
- 8.3 Where the Village determines that a water meter has for any reason failed to correctly indicate the quantity of water passing through it, the Village will charge for the water according to the average consumption for the six months proceeding the current billing period and may repair or replace the meter at its discretion.
- 8.4 An owner may request, in writing to test the water meter and must pay a deposit as set out in Schedule "A" of this bylaw. The Operations Manager shall have the water meter removed and tested and provide another temporary water meter in its place.
- 8.5 Where the water meter is tested pursuant to Section 8.4 and where the test indicates:
  - (a) the error in measurement passing through the meter is in excess of 5% in favour of the Village, the deposit shall be refunded to the owner, a correct registering meter shall be installed and the owner's account shall be adjusted accordingly or;
  - (b) an accurate measurement or error in favour of the owner, the total amount of the deposit shall be retained by the Village to cover the cost of testing.
- 8.6 The location of water meters shall be included on all new construction plans and a water meter shall be installed for all service connections. The size of the water meter shall be determined by the Operations Manager.

- 8.7 The cost of meters installed in the Water System is included in the connection fee.
- 8.8 Every meter shall be installed pursuant to Village specifications and Village employees shall have access, during reasonable hours, to the premises of every property owner for the inspection of and reading of meters and all appurtenances connected with any service.
- 8.9 No person shall tamper with any meter or pipes connected thereto, or break meter or valve seals, so as to interfere with the recording of the quantity of water supplied to any parcel.

**9. CONTAMINATION, CROSS-CONNECTION & BACK FLOW PREVENTION**

- 9.1 If the Engineer determines that there exists a connection or cross-connection prohibited by this bylaw which is a risk to the Village's water system or public health, the Engineer may:
- (a) give written notice to the owner to correct the water service connection or cross-connection at the expense of the owner within the time specified in the notice.
  - (b) disconnect the water service connection in accordance with the provisions of the *Community Charter*.
  - (c) direct the owner to correct the fault in the time specified by the Engineer or directing the owner to install an approved backflow prevention device on any service line or internal plumbing within the time period specified by the Engineer and the cost of this installation shall be borne by the owner.
- 9.2 Where the Engineer determines that a connection or cross connection prohibited by this bylaw places any person at immediate risk or if the owner fails to correct the connection or cross-connection as required by this bylaw the Engineer may order the immediate disconnection of the supply of water without prior notice until such time as the connection or cross-connection is corrected to the satisfaction of the Engineer. The owner must pay any fee pursuant to Schedule "A". No person shall connect, cause to be connected or allow to remain connected to any piping fixture, fitting, container or appliance in a manner which under any circumstances may allow water, waste water or any harmful liquid gas or substance to enter the Village's water system.
- 9.3 Where an approved backflow prevention device is required to be installed it must be approved by the Engineer.

9.4 The owner of any parcel of which an approved backflow prevention device exists or is installed pursuant to the requirements of the bylaw must:

- (a) Maintain the approved backflow prevention device in proper working order at all times.
- (b) Have the backflow prevention device tested upon installation and submit a report to the Engineer for approval thereafter annually or more often if required by the Engineer.

9.5 If any test of a backflow prevention device shows that such back flow prevention device is not in good working order the Engineer shall give notice to the owner to make necessary repairs or to replace the device within ninety-six hours and the water service shall not be activated for use until the private plumbing system has been approved by the Engineer.

9.6 No temporary water piping shall be installed or operated on Village highways to carry potable water or waste water without approval of the Operations Manager.

#### **10. LIMITS OF WATER SERVICE**

10.1 As part of the Village water conservation program water use will be restricted during the period of June to September of each year or other months as approved by Council resolution.

#### **11. RESTRICTIONS IN USE**

11.1 In times of water shortage, the Council may by resolution impose such restrictions upon the use of water as may be necessary to insure adequate service throughout the Village.

11.2 Any person found in contravention of any restriction imposed by Sections 10.1 or 11.1 shall be deemed to be in violation of the provisions of this bylaw and shall be subject to the penalties herein contained.

11.3 Where the Engineer deems that it is in the public interest that he direct that:

- a) the supply of water be reduced or discontinued until in the opinion of the Engineer it is advisable to restore water service.
- b) the supply of water to any parcel may be refused if in the opinion of the Engineer, the facility is not properly constructed or protected.

## **12. USER FEES**

- 12.1 Upon connection to the Water System, an owner shall become liable to pay water user fees in the amount as set out in Schedule "A" in respect of each parcel to which the water system is connected.
- 12.2 Where a connection or reconnection to the Water System is made during any year, the user fee imposed shall be calculated on a per month basis for that year. When the connection is completed and inspected before the 15<sup>th</sup> of the month the full month will be charged. When the connection is completed and inspected on or after the 15<sup>th</sup> of the month the fee shall be 50% of the calculated monthly charge as set out in Schedule "A".
- 12.3 Water user rates for Residential users shall be due and payable on an annual basis, on or before the property tax due date in each year at the office of the Collector.
- 12.4 Water user rates for metered rate users shall be due and payable on a quarterly basis, at the office of the Collector. Meters will be read and invoiced at the end of March, June, September, and December in each year.
- 12.5 The owner shall pay a penalty of 10% of any user rate charge that remains unpaid after the due date.
- 12.6 Any water user fee remaining unpaid at December 31<sup>st</sup> shall be deemed to be taxes in arrears shall be entered on the real property tax roll by the Collector.

## **13. PROHIBITIONS**

No person shall:

- (a) Destroy, damage, interfere or tamper with, or allow or cause to be interfered or tampered with, any valve, stopcock, pipe or water system appurtenances, nor in any way interfere with any staff member of the Village.
- (b) make any connection, disconnection or reconnection to the water system without first receiving written consent from the Village.
- (c) permit the sale or use of water except for the purpose for which the municipal water was provided to the parcel.
- (d) where a water meter has been installed access to or take water in any manner as to avoid or alter the measurement or the reading of the water meter.



- (e) connect to the Village's water system in a manner or in any way access or take water from a water main or any fixture or property of the Village water works.
- (f) open any hydrants, stem pipe or valve or use any water from it.

#### **14. REQUEST TO DISCONTINUE SERVICE**

Where an owner requests that a supply of water be discontinued to the parcel to owner must:

- (a) Give a minimum of ten days working notice in writing to the Operations Manager.
- (b) Be liable for payment of all water consumed until such notice has been received and such notice has been received and the service has been discontinued.
- (c) Pay the disconnection fees as outlined in Schedule "A".

#### **15. PENALTY**

15.1 Every person who:

- (a) violates any of the provisions of this bylaw;
- (b) causes or permits any act or thing to be done in contravention or violation of any of the provisions of this Bylaw;
- (c) neglects or omits to do anything required under this bylaw;
- (d) carries out, causes or permits to be carried out any work in a manner prohibited by or contrary to any of the provisions of this bylaw;
- (e) fails to comply with an order, direction or notice given under this bylaw; or
- (f) prevents or obstructs or attempts to prevent or obstruct the authorized entry of the Village employee to a parcel.

shall be subject to a fine under the Bylaw Notice Enforcement Bylaw.

15.2 Each day's continuation of an offence constitutes a new and distinct offence.

#### **16. ADMINISTRATION AND ENFORCEMENT**

16.1 This bylaw shall be administrated by the Operations Manager or by any other person authorized by Council.

16.2 The Staff or other authorized person is hereby authorized at all reasonable times to enter on any parcel that is subject to regulations under this Bylaw to ascertain whether the regulation or directions under this bylaw are being observed.

16.3 The Council may upon recommendation of the Engineer, throttle or entirely discontinue the supply of water when a property owner or occupier has been found to be violating any of the provisions of this Bylaw, or when the public interest requires such action after the person has been given notice.

**17. SEVERABILITY**

17.1 If any section, subsection, sentence, clause or phrase in this Bylaw is for any reason held to be invalid by a decision of any Court or competent jurisdiction, the invalid portion shall be served and the decision that it is invalid shall not affect the validity of the remaining portions of the Bylaw.

**18. REPEAL**

(a) "The Corporation of the Village of Harrison Hot Springs Bylaw No.549 and amendments and any reference to a fee in Bylaw 940 are hereby repealed.

**19. READINGS AND ADOPTION**

READ A FIRST TIME THIS 14<sup>th</sup> DAY OF MARCH, 2011

READ A SECOND TIME THIS 14<sup>th</sup> DAY OF MARCH, 2011

READ A THIRD TIME THIS 14<sup>th</sup> DAY OF MARCH, 2011

ADOPTED THIS            DAY OF            , 2011

\_\_\_\_\_  
Mayor

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

## SCHEDULE "A"

### WATER CONNECTION FEE

- |    |                           |   |
|----|---------------------------|---|
| 1. | Single Family             | \$1500.00 plus tax                          |
| 2. | Duplex (each unit)        | \$1500.00 plus tax                          |
| 3. | Multi-Family & Commercial | Actual cost plus tax<br>(\$1500.00 deposit) |

### METRE TEST

- |    |             |                    |
|----|-------------|--------------------|
| 1. | Residential | \$ 150.00 plus tax |
| 2. | Commercial  | \$ 250.00 plus tax |

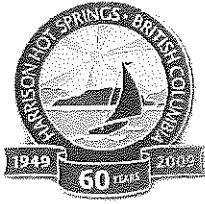
### DISCONNECTION FEE

- |    |                       |                    |
|----|-----------------------|--------------------|
| 1. | Disconnection Fee     | \$ 150.00 plus tax |
| 2. | Inspection            | \$ 50.00 plus tax  |
| 3. | Water Turn on/off Fee | \$ 50.00 plus tax  |

### WATER USER RATES

- |    |  |           |
|----|--|-----------|
| 1. | Residential Flat Rate                          | \$ 311.00 |
| 2. | Residential swimming pool                      | \$ 311.00 |
| 3. | Commercial Metered user rate (per cubic meter) | \$ 0.51   |





**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 968**

**A bylaw to authorize the expenditure of monies in the Sewage Treatment Plant  
Replacement Reserve Fund**

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**WHEREAS** under the provisions of Section 189 of the *Community Charter* the Council of the Village of Harrison Hot Springs may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

**AND WHEREAS** Council deems it desirable to expend a portion of the monies set aside under Bylaw No. 685, 1996 for the purposes set out in that bylaw;

**1. CITATION**

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Sewage Treatment Plant Replacement Reserve Fund Expenditure Bylaw No. 968, 2011."

**AND WHEREAS** there is an unappropriated balance in the Village of Harrison Hot Springs Sewage Treatment Plant Replacement Reserve Fund as at December 31, 2010 in the amount of \$1,459,260.95.

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

1. The sum of one million three hundred thousand dollars (\$1,300,000.00) is hereby appropriated from the Sewage Treatment Plant Replacement Reserve Fund for the purpose of upgrades to the Sewage Treatment Plant.

**3. READINGS AND ADOPTION**

READ A FIRST TIME THIS 14<sup>th</sup> DAY OF MARCH, 2011

READ A SECOND TIME THIS 14<sup>th</sup> DAY OF MARCH, 2011

READ A THIRD TIME THIS 14<sup>th</sup> DAY OF MARCH, 2011

ADOPTED THIS DAY OF , 2011

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Mayor

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Corporate Officer





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council

**DATE:** March 23, 2011

**FROM:** Director of Finance

**FILE:** 1680

**SUBJECT:** 2010 Audited Schedule of Eligible Expenditures, Port Operations

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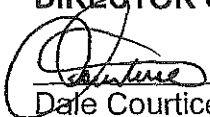
**ISSUE:** Annual audited schedule requirement

**BACKGROUND:** Each year the Village is required to have the expenditures of the Port Operations audited and the Audited Schedule is forwarded to Transport Canada. The deadline for submission is March 31, 2011.

**RECOMMENDATION:** THAT the Audited Schedule of Eligible Expenditures, Port Operations for the Twelve Month Period Ended December 31, 2010 of the Village of Harrison Hot Springs be adopted.


Respectfully submitted for your  
consideration;

**DIRECTOR OF FINANCE**

  
Dale Courtice

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

I concur with the recommendation.

  
Ted Tisdale

VILLAGE OF HARRISON HOT SPRINGS  
AUDITED SCHEDULE OF ELIGIBLE EXPENDITURES, PORT OPERATIONS  
FOR THE TWELVE MONTH PERIOD ENDED DECEMBER 31, 2010



VILLAGE OF HARRISON HOT SPRINGS.  
INDEX TO THE HARRISON PORT OPERATIONS  
AS AT DECEMBER 31, 2010

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## AUDITOR'S REPORT

To the Council of

VILLAGE OF HARRISON HOT SPRINGS

We have audited Schedule 1, the **Schedule of Eligible Expenditures and Contributions, Port Operations** for the **VILLAGE OF HARRISON HOT SPRINGS** for the period **JANUARY 1, 2010 to DECEMBER 31, 2010**. The schedule is the responsibility of the Village's management. Our responsibility is to express an opinion on the Schedule of Eligible Expenditures and Contributions, Port Operations, based on our audit and its result and on the compliance with the Contribution Agreement signed with Her Majesty The Queen in Right of Canada represented by the Minister of Transport (Transport Canada).

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the VILLAGE OF HARRISON HOT SPRINGS has adhered to the Contribution Agreement dated October 19, 2000. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Schedule of Eligible Expenditures and Contributions, Port Operations. An audit also includes assessing the accounting principles used, as well as evaluating the overall schedule presentation.

In our opinion, a) the Schedule of Eligible Expenditures and Contributions, Port Operations presents fairly, in all material respects, the eligible expenditures made by the VILLAGE OF HARRISON HOT SPRINGS for the period JANUARY 1, 2010 to DECEMBER 31, 2010 in accordance with Schedule "A"- Eligible Expenditures to the Contribution Agreement, and b) the VILLAGE OF HARRISON HOT SPRINGS has complied, in all material respects with the Contribution Agreement.

**McConnell, Voelkl**  
CHARTERED ACCOUNTANTS

March 21, 2011  
Hope, B.C.  
Canada

**Village of Harrison Hot Springs****Port Divestiture Program****Schedule of Eligible Expenditures and Contributions, Port Operations****For the Period January 1, 2010 to December 31, 2010****(With comparative figures for the period January 1, 2009 to December 31, 2009)****ELIGIBLE EXPENDITURES**

	<b>2010</b>	<b>2009</b>
Administration	\$ 779	\$ 750
Audit services	1,650	1,650
Warf expenditures from Income Reserve	26,054	0
Break Water repair, contributions to District of Kent	210,000	0
Minor maintenance, repairs and utilities	0	128
Contribution adjustment due from District of Kent		3,908
Contributions transferred from Income Reseve (Schedule 2)	(33,286)	0
<b>Total Eligible Expenditures</b>	<b>\$ 205,197</b>	<b>\$ 6,436</b>
<b>Transport Canada Capital Contribution</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Balance forward from Prior Period</b>	<b>\$ 205,197</b>	<b>\$ 211,633</b>
<b>Total Unexpended Contributions</b>	<b>\$ 0</b>	<b>\$ 205,197</b>

**MILESTONES**

<b>Contribution Agreement, Start Date</b>	<b>October 19, 2000</b>
<b>Contribution Agreement, Amendment Date</b>	<b>October 19, 2005</b>
<b>Contribution Agreement, End Date</b>	<b>December 31, 2010</b>

Approved on behalf of the Village of Harrison Hot Springs:

\_\_\_\_\_  
Director of Finance

**Village of Harrison Hot Springs**  
**Port Divestiture Program**  
**Schedule of Port Divestiture, Income Reserve**  
**For the Period January 1, 2010 to December 31, 2010**  
**(With comparative figures for the period January 1, 2009 to December 31, 2009)**

	<u>2010</u>	<u>2009</u>
Interest income for the year	\$ 1,228	\$ 1,799
Total Income on Port Divestiture Funds	\$ 1,228	\$ 1,799
Income Reserve contribution to Capital Contributions	\$ (33,286)	\$ 0
Balance forward from Prior Period	\$ 62,252	\$ 60,453
Total Income Reserve	<u>\$ 30,194</u>	<u>\$ 62,252</u>

Approved on behalf of the Village of Harrison Hot Springs:

\_\_\_\_\_  
Director of Finance

**Village of Harrison Hot Springs****Port Divestiture Program****Balance Sheet****As at December 31, 2010****ASSETS****Current Assets**

	<b>2010</b>	<b>2009</b>
Cash in segregated account - Village of Harrison Hot Springs	\$ 30,194	\$ 152,527
Cash - Joint Account balance allocated to the Village of Harrison Hot Springs	0	117,460
Cash - Joint Account balance allocated to the District of Kent	0	131,212
Cash - Distributed/Contribution to District of Kent	0	(131,212)
Balance of Cash held in joint account	\$ 0	\$ 117,460
Other Assistance received	\$ 0	\$ 0
Joint account allocation balance receivable from District of Kent	0	0

**Total Current Assets**

	\$ 30,194	\$ 269,987
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**Total Assets**

	\$ 0	\$ 0
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**LIABILITIES AND EQUITY****Current Liabilities**

Accounts payable or accrued charges	\$ 0	\$ 2,528
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**Total Current Liabilities**

	\$ 0	\$ 2,528
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**Fund Equity**

Transport Canada Unexpended Contribution (Schedule 1)	\$ 0	\$ 205,197
Divestiture Program Retained Receipts (Schedule 3)	30,194	62,262

**Total Fund Equity**

	\$ 30,194	\$ 267,459
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**Total Liabilities and Equity**

	\$ 30,194	\$ 269,987
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Approved on behalf of the Village of Harrison Hot Springs:

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 Director of Finance





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** March 28, 2011  
**FROM:** Ted Tisdale, CAO **FILE:** 7200  
**SUBJECT:** Fire Department Training

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#### ISSUE:

Funding for continuation of training of new Harrison Fire Department recruits.

#### BACKGROUND:

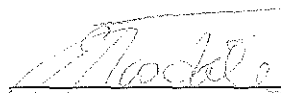
Chief Labossiere is undertaking a very aggressive recruitment/training program to ensure that the Village has a fully manned and operational fire department. Unfortunately the budget approval process has not kept pace with this training schedule. He has a new round of recruits under training but is at the point unless he can get proper turn out gear and associated equipment he will have to suspend training until he can outfit these members. He is requesting by the attached e-mail an additional \$20,000.00 for purchasing of equipment to allow for the continuation with his training program.

These funds have been allocated in the budget but are still waiting Council approval.

#### RECOMMENDATION:

**THAT** Council approve for release of \$20,000.00 for the training of additional fire fighters.

Respectfully submitted for your  
consideration;

  
\_\_\_\_\_  
Ted Tisdale  
Chief Administrative Officer

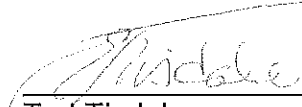
**DIRECTOR OF FINANCE COMMENTS:**

I concur with the recommendation.

A handwritten signature in black ink, appearing to read "Dale Courtice", written over a horizontal line.

Dale Courtice  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

A handwritten signature in black ink, appearing to read "Ted Tisdale", written over a horizontal line.

Ted Tisdale  
Chief Administrative Officer



cao

---

**From:** Labossiere Don (PAC) [Don.Labossiere@CSC-SCC.GC.CA]  
**Sent:** Monday, March 28, 2011 10:15 AM  
**To:** cao  
**Subject:** Recruiting Training 2 Plan

Hi Ted,

At the start of March our department commenced to train 4 new firefighters that additional to the first three that started in January.

Due to the budget not being ratified by the Council I am at the point where I am considering suspending the program. We require safety equipment to move forward with the training.

Please consider authorizing \$20,000 to purchase equipment and training wages for these recruits.

For your consideration,

Don





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** March 28, 2011  
**FROM:** Ted Tisdale, CAO **FILE:** 7320  
**SUBJECT:** Disposal of Fire Safety House

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#### ISSUE:

Disposal of the fire safety house.

#### BACKGROUND:

Approximately four years ago the Mission Fire Department provided the Harrison Fire Department with a safety house to educate the community on the various aspects of fire safety. The fire safety house has now become surplus to the fire department's needs and the Fire Chief has expressed an interest to dispose of this item. He has contacted the Mission Fire Department who has subsequently requested the fire safety house be returned to Mission.

#### RECOMMENDATION:

**THAT** Council approves the return of the fire safety house to the Mission Fire Department.


Respectfully submitted for your  
consideration;



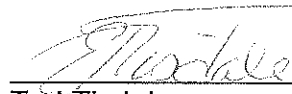
Ted Tisdale  
Chief Administrative Officer

**DIRECTOR OF FINANCE COMMENTS:**

I concur with the recommendation.

  
\_\_\_\_\_  
Dale Courtice  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

  
\_\_\_\_\_  
Ted Tisdale  
Chief Administrative Officer



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** March 24, 2011  
**FROM:** Peggy Parberry  
Manager of Revenue Services **FILE:** 1970-06-01  
**SUBJECT:** Pre-Authorized Payment Bylaw No. 969

---

#### ISSUE:

To establish a bylaw to allow alternate methods of payments for Property Taxes.


#### BACKGROUND:

Staff would like to offer taxpayers the option of pre-payment of their property taxes by having a pre-authorized payment plan whereby the Village would withdraw an agreed amount from the taxpayer's account on a monthly basis.


#### RECOMMENDATION:

That Bylaw No. 969 Pre-Authorized Payment be received for first, second and third readings.

Respectfully submitted for your consideration;


  
Peggy Parberry  
Manager of Revenue Services

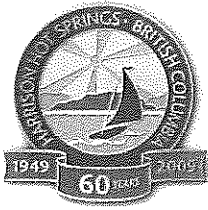
#### DIRECTOR OF FINANCE COMMENTS:

  
Dale Courtice  
Director of Finance

#### CHIEF ADMINISTRATIVE OFFICER COMMENTS:

I concur. This is a fairly common practice in other municipalities.

  
Ted Tisdale  
Chief Administrative Officer



## **VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 969**

### **A bylaw to regulate Pre-Authorized Payments**

---

**WHEREAS** the Village of Harrison Hot Springs has deemed it desirable to establish alternate methods of payments for Property Taxes and Residential Utility User Fees;

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

**1. CITATION**

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Pre-Authorized Payment Bylaw No. 969, 2011".

**2. PREAUTHORIZED PAYMENTS FOR PROPERTY TAXES AND ANNUAL RESIDENTIAL UTILITY USER FEES**

- 2.1** At any time a tax payer may apply to make property tax and utility user fee payments through a preauthorized payment plan. This plan will normally collect ten (10) monthly payments of an amount, specified by the tax payer which will be credited to the appropriate folio account. The payment plan begins on August 15<sup>th</sup> of each year and ends on May 15<sup>th</sup> the following year.
- 2.2** If the current property taxes and annual utility user fees have been paid in full at the commencement of the preauthorized payment plan, a credit will accumulate in the account for the following year's taxes. Interest will be calculated and added to the account on December 31<sup>st</sup> of that year and again on May 15<sup>th</sup> of the following year.
- 2.3** If the tax account has an outstanding balance the preauthorized payments will be applied to reduce that balance. However, all usual late payment penalties and interest charges will apply and be calculated on the applicable balances.

**3. GENERAL**

- 3.1** This preauthorized plan is an annual program and it is the responsibility of the participants to submit renewal applications at the appropriate time.
- 3.2** Participation may at any time be cancelled by submitting a written notice 10 days in advance of the next installment date. However, no funds having been paid into the plan will be refunded.

4. **PENALTIES**

- 4.1 Returned/Dishonored pre-authorized debits will be treated in the same manner as an NSF Cheque and be subject to any applicable fees prescribed by the Village.
- 4.2 If two consecutive payments are returned or dishonoured, the participant's enrolment in the plan may be cancelled by the Village.

5. **READINGS AND ADOPTION**

READ A FIRST TIME THIS 30<sup>th</sup> DAY OF MARCH, 2011.

READ A SECOND TIME THIS 30<sup>th</sup> DAY OF MARCH, 2011

READ A THIRD TIME THIS 30<sup>th</sup> DAY OF MARCH, 2011

ADOPTED THIS        DAY OF        , 2011

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Mayor

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Corporate Officer



Village of Harrison Hot Springs  
PO Box 160  
Harrison Hot Springs, B.C. VOM IKO  
Phone: (604) 796-2171  
Email: [info@harrisonhotsprings.ca](mailto:info@harrisonhotsprings.ca)  
Fax: (604) 796-2192

## PERSONALLY APPROVED TAX PRE-PAYMENT PLAN

The undersigned hereby authorizes the Village of Harrison Hot Springs to prepare debits by electronic entry on the 15<sup>th</sup> day of each month to cover payments due by the undersigned to the Village of Harrison Hot Springs for property tax payments in the amount of \$\_\_\_\_\_ per month. This amount can be changed in subsequent years by mutual consent.

FOLIO/ROLL FILE #: \_\_\_\_\_

ARE YOU ELIGIBLE TO CLAIM A HOME OWNER GRANT?

Yes ☐

No ☐

If the answer is YES, please provide

BIRTHDATE:

YEAR MONTH DAY

PROPERTY ADDRESS: \_\_\_\_\_

### DESCRIPTION OF TAXPAYER AND ACCOUNT INFORMATION

TYPE OF ACCOUNT: CHEQUING ☐ SAVINGS ☐

SURNAME FIRST NAME INITIAL PHONE NUMBER

MAILING ADDRESS CITY POSTAL CODE

The undernoted Financial Institution is hereby authorized to pay and debit the account of the undersigned:

NAME OF FINANCIAL INSTITUTION BRANCH

ADDRESS

1. All amounts payable to the Village of Harrison Hot Springs drawn or directed by a financial institution on behalf of the undersigned.
2. Treatment of each debit shall be as if the undersigned has personally directed pay as indicated and charge the amount specified to the account of the undersigned.
3. This authorization may be cancelled at any time upon written notice.
4. Any delivery of this authorization constitutes delivery by the undersigned.

ALL DEPOSITORS MUST SIGN IF MORE THAN ONE SIGNATURE IS REQUIRED ON CHEQUES ISSUED AGAINST A JOINT ACCOUNT

DATE

SIGNATURE (AS SIGNED ON CHEQUE)

DATE

SIGNATURE (AS SIGNED ON CHEQUE)

NOTE: TO ENSURE ACCURACY, PLEASE ENCLOSE CHEQUE MARKED "VOID"





## TAX PREPAYMENT

The Village of Harrison Hot Springs offers a tax prepayment plan for annual property taxes. The plan works as follows:

- The Village collects 10 instalments for (10) months. The first payment is collected on August 15 and the last on May 15 of each year. Cancellation of this plan must be made in writing (form is available at the Village Office).
- Prepayments, together with an interest adjustment, are credited against the amount due on the Property Tax invoice. **To avoid penalty the Home Owner Grant, if applicable, should be claimed and any remaining balance paid before the due date.** At that time, you will be advised of the adjusted amount of prepayments for the following year.

If you are interested in enrolling in the prepayment plan, complete the attached form and return to our office.

### TERMS AND CONDITIONS – BYLAW NO.

1. Interest will be paid at the rate prescribed by the Province of British Columbia.
2. Interest will be calculated and applied to your tax account on December 31<sup>st</sup> and May 15<sup>th</sup> in each year.
3. Payments will be withdrawn on the 15<sup>th</sup> day of each calendar month commencing on August 15<sup>th</sup> and shall end on May 15<sup>th</sup>.
4. A statement will be included in your tax bill giving the balance in the account plus interest and the amount payable to fully pay the year's taxes. This amount will be due on the day taxes are due.
5. This agreement is valid until terminated by either party, in writing. We must have notification of cancellation in writing **ten (10) working days** prior to the 15<sup>th</sup>.
6. Any payments will be applied firstly to any delinquent taxes, arrears and other outstanding charges (from previous years).
7. The home owner must still apply for a Home Owner Grant, if they are eligible.
8. The taxpayer may cancel this arrangement at any time but there will be no refund of any payments made prior to the cancellation.
9. The monthly payment is an estimate only and not a warranty or guarantee of the amount of taxes which may be levied.
10. The Collector may cancel the privilege of continuing in the instalment plan if two instalments fail to be honoured.
11. A twenty-five dollar (\$25.00) service charge will be levied on payments which are not honoured by the financial institution on which they are drawn.





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** March 24, 2011  
**FROM:** Debra Key, Corporate Officer **FILE:** 7900-20-01  
**SUBJECT:** Boat Launch and Parking Lot Regulation Bylaw

---

#### **ISSUE:**

To give Bylaw No. 970 Boat Launch and Parking Lot Regulation three readings.

#### **BACKGROUND:**

On February 25, 2011 a new Boat Launch and Parking Regulation Bylaw received three readings and was subsequently adopted March 4, 2011. The purpose of creating a new bylaw was to address the approval of an increase to fees for the use of the boat launch facility.

The boat launch service agreement was awarded on March 14, 2011 and during discussions with the successful contractor, staff became aware that there was some confusion regarding the requirement for boat launch users to purchase additional parking. Bylaw No. 962 did not adequately provide sufficient language to address the requirement for any day pass, seasons pass or fleet pass holder to purchase additional parking. In addition, it has been necessary to ensure that the new boat launch passes will capture the required language before they go to print.

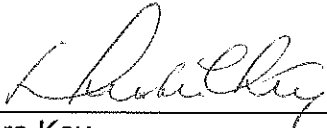
It was also a recommendation of the contractor that an increase be implemented for the seasons pass. Although Council did approve an increase of a seasons pass from \$112.00 to \$115.00, the contractor felt a higher increase to \$135.00 would address a disparity in the ratio comparative to a day pass at \$20.00 per pass.

Staff has met to discuss these issues and have drafted a new bylaw that specifically addresses the establishment of fees and the regulations for the boat launch facility.

**RECOMMENDATION:**

**THAT** Boat Launch and Parking Lot Regulation No. 970 be received for first, second and third reading.

Respectfully submitted for your consideration;



Debra Key  
Corporate Officer

**DIRECTOR OF FINANCE COMMENTS:**


I concur with the recommendation.



Dale Courtice  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

I concur with the recommendation.



Ted Tisdale  
Chief Administrative Officer



## VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 970

### **A bylaw to establish fees and regulate the boat launch ramp and parking lot**

**WHEREAS** the Village of Harrison Hot Springs has deemed it advisable to establish a bylaw to regulate and charge fees for the use of the public boat launch and parking lot area.

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

#### **1. CITATION**

This Bylaw may be cited for all purposes as the Village of Harrison Hot Springs "Boat Launch and Parking Lot Regulation Bylaw No. 970, 2011".

2. That all fees for the use of the Boat Launch Facility and parking areas are pursuant to Schedule "A" attached hereto and forming part of this bylaw.
3. That a day pass allows the holder to launch and retrieve a boat from the boat launch ramp and to park one towing vehicle and one boat trailer only in the boat launch parking area (provided parking space is available).
4. That a seasons pass for the use of the facilities may be purchased each year, payable in advance. A seasons pass entitles the holder to launch and retrieve one boat from the boat launch ramp and to park one towing vehicle and one boat trailer only (provided parking space is available).

The registration number of the boat and one license plate number of the boat trailer shall be recorded on each seasons pass and the pass shall apply to that trailer and boat only.

5. As an alternative to purchasing a seasons pass, an applicant may purchase a fleet pass, payable in advance at the Village Office. A fleet pass entitles the holder to only launch and retrieve boats that the holder may own, lease, charter or broker and that have been registered with the Village Office under the fleet pass. Each registered boat on the fleet pass is entitled to park one towing vehicle and one boat trailer only (provided parking space is available).

6. Any day pass, seasons pass or fleet pass holder that requires additional parking may purchase additional parking passes from the boat launch attendant.

7. **REPEAL**

- (a) "The Village of Harrison Hot Springs Bylaw No. 962 is hereby repealed in its entirety.

8. **READINGS AND ADOPTION**

READ A FIRST TIME THIS 30TH DAY OF MARCH, 2011

READ A SECOND TIME THIS 30<sup>TH</sup> DAY OF MARCH, 2011

READ A THIRD TIME THIS 30TH DAY OF MARCH, 2011

ADOPTED THIS DAY OF , 2011

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Mayor

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Corporate Officer

**SCHEDULE "A"**

FEES	• Day Pass	\$ 20.00 (tax included)
	• Seasons Pass	\$ 135.00 (tax included)
	• Fleet Pass	\$ 300.00 (tax included)
	• Parking per day	\$ 7.00 (tax included)







## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council

**DATE:** March 8, 2011

**FROM:** Andre Isakov,  
Community and Economic Development Officer

**FILE:** 6430-05-01

**SUBJECT:** Community Sustainability Action Team for the ICSP

---

#### ISSUE:

In September 2010, Council expressed interest in working with the Whistler Centre for Sustainability to develop an Integrated Community Sustainability Plan (ICSP) with financial assistance of matching funds from the Federation of Canadian Municipalities (FCM). The staff are now looking for approval to proceed with establishing the terms of reference for the advisory task force body known as the "Community Sustainability Action Team" that would help guide the process of establishing the municipal ICSP.

#### BACKGROUND:

##### Mandate

The ICSP Community Sustainability Action Team (CSAT) is the "advisory committee" for the project, and its members represent the community's interest in the project. The CSAT will provide input to the Whistler Centre for Sustainability (consulting team) and the Village of Harrison Hot Springs on public engagement opportunities, assist in the development of the community's vision (including descriptions of success), provide input on current reality and indicators, and develop recommended actions. Individual organizations represented on the CSAT will also be essential partners and work with the municipality to lead on implementing actions that will move the community towards its vision of success and sustainability.

##### Membership

1. The CSAT will be comprised of no more than fifteen (15) members in total in order to maintain effective meetings and meaningful engagement.
2. In order to ensure effective representation from across the community, the CSAT shall be comprised of members from:

- a. Council Liaison (1 member);
- b. Staff Liaisons (2 members);
- c. Community Business Leaders;
- d. Tourism Association;
- e. Community Associations;
- f. Social Services, including education, health, and culture;
- g. Environmental Organizations;
- h. Representatives of standing municipal commissions; and
- i. At-large Members from the general public.

### **Terms**

1. The CSAT shall act as an advisory body to inform and provide input to the Quick Start ICSP team for consideration.
2. The municipality hereby delegates the following duties to the CSAT:
  - a. Review and provide input to the Quick Start public engagement and communications opportunities;
  - b. Participate in facilitator training and facilitate public events as needed;
  - c. Provide input to refine descriptions of success statements;
  - d. Provide input to the consulting team on current reality description and community indicators;
  - e. Participate in action planning meeting;
  - f. Review and provide input on draft ICSP; and
  - g. Accept actions for implementation.
3. CSAT members should attend all meetings. In the event that a member cannot attend, it is the responsibility of the member to advise the consultant or municipal project supervisor and, if the member is representing an organization, to appoint and brief a suitable alternate member. Repeated absence from CSAT meetings without notification may be cause to replace the CSAT member.
4. All members of the CSAT shall serve without remuneration.

### **Procedures**

1. The CSAT will be facilitated by the consulting team lead or municipal project supervisor (or an appropriate delegate).
2. The CSAT will meet for the following:
  - a. Initial CSAT meeting to review process, terms of reference, etc (e-meeting);
  - b. Facilitation training for developing descriptions of success prior to first public event;
  - c. Public event;
  - d. Finalization of descriptions of success (e-meeting); and
  - e. Review community indicators (e-meeting).
3. The CSAT will also provide input as required by email to the consulting team and/or municipal staff.

4. Meeting Quorum

- a. A quorum will be the majority (50%+1 members) of the CSAT.
- b. Recommendations and decisions of the CSAT shall be made by a majority of members in attendance at a meeting, provided quorum is present at that meeting.

5. The CSAT will operate primarily on a consensus basis. In the exceptional case where consensus cannot be reached, the rules or procedures outlined in Roberts' Rules of Order will apply.

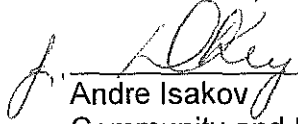
6. The Chair may call an extra meeting of the CSAT if required during the ICSP and upon giving at least seven (7) days notice to each member.

7. Confidentiality: To ensure a safe environment for dialogue, members should convey the ideas and experiences of the meeting to others outside the group only in a very general manner and without attributing specific ideas or statements to any identifiable individual. However, as one of the roles of CSAT members is to represent her/his membership/constituency, it is expected that each CSAT member will share information from the process as necessary in order to solicit input that can be used to inform the process.

**RECOMMENDATION:**

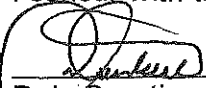
**THAT** Council authorize the Sustainability and Infrastructure Committee to establish and oversee the creation of the Community Sustainability Action Team in accordance with the terms of reference outlined in the above report.

Respectfully submitted for your consideration;

  
 Andre Isakov  
 Community and Economic Development Officer

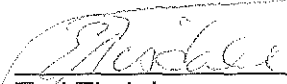
**DIRECTOR OF FINANCE COMMENTS:**

I concur with the recommendation.

  
 Dale Courtice  
 Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

I concur with the recommendation:

  
 Ted Tisdale  
 Chief Administrative Officer





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** March 29, 2011  
**FROM:** Ted Tisdale, CAO **FILE:** 0530  
**SUBJECT:** Regional Significant Projects

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#### ISSUE:

To identify a Harrison project that will qualify as a regional significant project.

#### BACKGROUND:

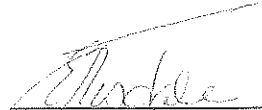
A new regional significant gas tax grant project has been established for 2011 with total funding of thirteen million eight hundred and fifteen thousand five hundred and fifty-two dollars (\$13,815,552.00). Although the UBCM is taking a more active role in the allocation/approval of projects and funding it is still believed that it will be based on a per capita basis.

We have been requested by the Regional District to submit a project under this program. Staff are suggesting at this time that council identify the water treatment project for the lake as a project for consideration under the regional significant project program. In discussions with staff from the regional district it is suggested that we submit a grant application in the amount of two hundred and twenty-five thousand dollars (\$225,000.00) representing fifty percent (50%) of the total anticipated cost for the treatment facility.

#### RECOMMENDATION:


**THAT** Council approve the water treatment facility for the lake supply as the preferred project to be submitted under the regional significant gas tax grant program.

Respectfully submitted for your  
consideration;


  
\_\_\_\_\_  
Ted Tisdale  
Chief Administrative Officer

**DIRECTOR OF FINANCE COMMENTS:**

I concur with the recommendation.

  
\_\_\_\_\_  
Dale Courtice  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

  
\_\_\_\_\_  
Ted Tisdale  
Chief Administrative Officer