



# VILLAGE OF HARRISON HOT SPRINGS

## NOTICE OF MEETING AND AGENDA

# SPECIAL COUNCIL MEETING

**Date:** Thursday, May 26, 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>		
		Item 6.i
<b>i. Bylaws</b>		
<b>ii. Agreements</b>		
<b>iii. Committee/ Commission Minutes</b>		
<b>iv. Correspondence</b>		
<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>		
<b>K. Becotte – verbal</b>		
<b>12. REPORTS FROM COUNCILLORS</b>		
<b>D. Harris - verbal</b> <b>D. Kenyon - verbal</b> <b>A. Jackson - verbal</b> <b>B. Perry – verbal</b>		
<b>13. REPORTS FROM STAFF</b>		
<input type="checkbox"/> Upgrade to Council Chambers	<b>Report of Chief Administrative Officer – May 24, 2011</b> Re: Upgrade to Council Chambers  Recommendation:  <b>THAT</b> Council approves the quote for the PA system from Go Audio in the amount of \$21,339.55; and  <b>THAT</b> Council approves a budget not to exceed \$6,000.00 for the furniture and authorize staff to proceed with this procurement based on qualify and sturdiness.	Item 13.1
<input type="checkbox"/> Management Staff Policy 2.1 Travel and Expenses Policy 2.4 Purchasing and Procurement Policy 2.7	<b>Report of Corporate Officer – May 25, 2011</b> Re: Management Staff Policy 2.1 Travel and Expense Policy 2.4 Purchasing and Procurement Policy 2.7  Recommendation:  <b>THAT</b> Management Staff Policy 2.1, Travel and Expense Policy 2.4, and Purchasing and Procurement Policy 2.7 be amended.	Item 13.2
<input type="checkbox"/> Appointments to the Community Sustainability Action Team (CSAT)	<b>Report of Community and Economic Development Officer – May 24, 2011</b> Re: Appointments to the Community Sustainability Action Team (CSAT)	Item 13.3

<p><input type="checkbox"/> The 5 Year Resort Development Strategy</p>	<p>Recommendation:</p> <p><b>THAT</b> Council appoint Councillor Dave Harris, Councillor Alan Jackson, Andre Isakov, Gail Guimont, Robert Reyerse, Ed Stenson, Leo Facio, Mayor Ken Becotte, Veronique Asters, Ray Hooper, Barbara Smith, Niek de Brouwer, Andy Strothotte, and Bill Dietrich to the CSAT select committee.</p> <p><b>Report of Community and Economic Development Officer – May 24, 2011</b>  Re: The 5 Year Resort Development Strategy</p> <p>Recommendation:</p> <p><b>THAT</b> Council authorize staff to proceed with the Resort Development Strategy public consultation process and the Open House scheduled for June 2, 2011.</p>	<p>Item 13.4</p>
<p><input type="checkbox"/> Memorial Hall Landscaping</p>	<p><b>Report of Operations Manager – May 25, 2011</b>  Re: Memorial Hall Landscaping</p> <p>Recommendation:</p> <p><b>THAT</b> approval be given to proceed with Option #1 at this for the Memorial Hall Landscaping Plan.</p>	<p>Item 13.5</p>

## 14. BYLAWS

<p><input type="checkbox"/> Highway and Traffic Bylaw No. 974</p>	<p><b>Report of Corporate Officer – May 25, 2011</b>  Re: Highway and Traffic Bylaw No. 974</p> <p>Recommendation:</p> <p><b>THAT</b> Council rescind third reading of Bylaw No. 974 Highway and Traffic; and</p> <p><b>THAT</b> Council give third reading to Bylaw No. 974 Highway and Traffic as amended.</p>	<p>Item 14.1</p>
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**15. QUESTIONS FROM THE PUBLIC (PERTAINING TO AGENDA ONLY)**

## 16. ADJOURNMENT



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council

**DATE:** May 24, 2011

**FROM:** Ted Tisdale, CAO

**FILE:** 0530-01

**SUBJECT:** Upgrade to Council Chambers

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**ISSUE:**

Council approval for the PA system and furniture.

**BACKGROUND:**

The PA system that is being used in Memorial Hall is owned by the Festival of the Arts and because of its age and use over the years, it does not perform very effectively. Consequently there have been concerns addressed by members of the public in attendance with respect to the poor quality of the sound and the inability to listen to Council during their deliberations. I have requested Go Audio to view the set up in Memorial Hall and recommend a PA system that will meet the demands within Memorial Hall but also be portable to be relocated into a new facility if and when a new Village Office and Council Chambers is built. The quote for a PA system is attached for Council's information.

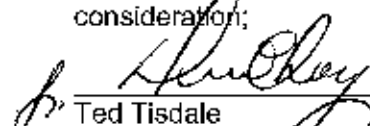
The proposed layout for the furniture is to ensure good eye contact between Council and the public is provided. Five companies have been requested to quote to supply the furniture. To date two proposals have been received ranging in price from \$2,500.00 to \$5,200.00 depending on the quality of construction and finish. It is anticipated for the delivery of the furniture would be 2-3 weeks from date of order.

**RECOMMENDATION:**

**THAT** Council approves the quote for the PA system from Go Audio in the amount of \$21,339.55; and


**THAT** Council approves a budget not to exceed \$6,000.00 for the furniture and authorize staff to proceed with this procurement based on quality and sturdiness.

Respectfully submitted for your  
consideration;

  
Ted Tisdale  
Chief Administrative Officer

**DIRECTOR OF FINANCE COMMENTS:**

PA System is not in the 2011 Budget.

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

Dale Courtice  
Director of Finance

## Shawn Keim

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**From:** Mike Evans [Mike@goaudio.ca]  
**Sent:** May 24, 2011 3:18 PM  
**To:** Shawn Keim  
**Subject:** Install Est440  
**Attachments:** Est440 Install.pdf

Hi Shawn,

Here is the updated Estimate including Electrical work.

This system includes:

- (9) Desktop Wireless Gooseneck Microphones with Switch
- (1) Hand Held (or stand) Wireless Microphone
- (1) Computer Interface with 50' Cable
- 12 Channels of Automated Mixing
- 3 Channels of Remote Muting (podium; all; all but Mayor)
  - Can change to suit needs, if required
  - (sometimes you need to shut them off)
- (1) Equipment Rack for:
  - Power Distribution (1 **switch for all on/off**)
  - Wireless Receivers
  - Antenna Distribution
  - Mixers
- (2) Powered Speakers
  - Mounted on ends of 1<sup>st</sup> Lighting Bar

Complete Installation and Training

(2) Year Warrantee on Equipment and Labour

\* This system can be easily moved and installed in another location.

Thank you,

Mike Evans  
Go Audio Inc  
Chilliwack BC  
604-792-2856



45781 Hocking Ave.  
Chilliwack, B.C.  
V2P 1B5  
Phone: 604-792-2856  
Fax: 604-792-2840  
Toll-Free: 1-888-783-5533

# Estimate

Date	Estimate #
5/24/2011	440

Name / Address
Village of Harrison 495 Hot Springs Rd PO BOX 160 Harrison Hot Springs, BC V0M 1K0

Description	Qty	Unit	Rate	Total
Supply and Install Shure Wireless 10 Channel Conference System				
SCM810 Mixer	1	Ea.	1,603.75	1,603.75
SCM410 Mixer	1	Ea.	998.00	998.00
MX890 Wireless Base	9	Ea.	404.24	3,638.16
MX410LP/S Microphone	9	Ea.	202.50	1,822.50
SLX4L-G5 Receiver	10	Ea.	423.75	4,237.50
SLX2/SM58-G5 Wireless Hand Held Transmitter with SM58	1	Ea.	315.00	315.00
UA844SWB Antenna Distribution	2	Ea.	511.71	1,023.42
UA820G Half Wave Antenna	2	Ea.	36.00	72.00
UA505 Antenna Mount Bracket	2	Ea.	26.50	53.00
UA825 Antenna Cable	2	Ea.	60.00	120.00
Custom Remote Mute Switch (x3) with 50' Cable: All; Podium; All but Mayor	1	Ea.	400.00	400.00
Computer Interface with 50' Cable	1	Ea.	150.00	150.00
Middle Atlantic NO-RK12 12space Rack	1	Ea.	172.84	172.84
QSC K8 Powered Speaker	2	Ea.	936.00	1,872.00
K8-YOKE with PROCLAMP	2	Ea.	198.00	396.00
A.R.T. SP4X4PRO 8-Recepticle Power Conditioner	1	Ea.	179.00	179.00
Electrical Supplies	1	Ea.	200.00	200.00
Installation Labour	1	Hrs	1,800.00	1,800.00
Business Number: 89963 860				
Subtotal				19,053.17
HST				2,286.38
Total				Can\$21,339.55



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** May 25, 2011  
**FROM:** Debra Key, Corporate Officer **FILE:** 0340-50  
**SUBJECT:** Management Staff Policy 2.1  
Travel and Expense Policy 2.4  
Purchasing & Procurement Policy 2.7

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#### ISSUE:

To amend Policies 2.1, 2.4 and 2.7.

#### BACKGROUND:

With the appointment of the new Community and Economic Development Officer, Operations Manager and changes to the title of Office Manager, it is necessary that these policies be amended to incorporate these positions.

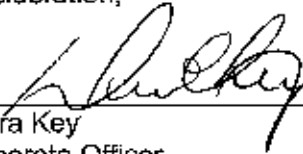
1. Management Staff Policy 2.1 – add 1. f. *Operations Manager*
2. Travel and Expense Policy 2.4 – delete 1.3 –this clause is covered in Management Staff Policy 2.1 under 10. Conference Attendance.
3. Purchasing & Procurement Policy 2.7
6. Purchase Order Signing Authority:  
Amend and renumber to read:
  - a. *Chief Administrative Officer (up to \$25,000)*
  - b. *Director of Finance (up to \$25,000)*
  - c. *Operations Manager (up to \$15,000)*
  - d. *Manager of Revenue Services (up to \$5,000)*
  - e. *Corporate Officer (up to \$5,000)*
  - f. *Community and Economic Development Officer (up to \$5,000)*
  - g. *Public Works Foreman (up to \$2,500)*
7. Credit Card Purchases:  
Amend and renumber to read:
  - a. *Chief Administrative Officer (\$12,000)*
  - b. *Director of Finance (\$12,000)*
  - c. *Manager of Revenue Services (\$5,000)*
  - d. *Corporate Officer (\$5,000)*
  - e. *Operations Manager (\$5,000)*



**RECOMMENDATION:**

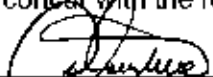
THAT Management Staff Policy 2.1, Travel and Expense Policy 2.4 and Purchasing and Procurement Policy 2.7 be amended.

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:**

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



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

POLICY NAME	POLICY NUMBER	2.1
MANAGEMENT STAFF	DATE ADOPTED	November 24, 2010

#### **PURPOSE**

To outline the working conditions and benefits to the Management Staff.

#### **POLICY**

1. The following are the management positions of the Village of Harrison Hot Springs:

- a. Chief Administrative Officer
- b. Director of Finance
- c. Manager of Revenue Services
- d. Corporate Officer
- e. Community and Economic Development Officer
- f. Operations Manager

herein after referred to as the "Managers".

The Chief Administrative Officer, Director of Finance and Corporate Officer are officers of the Village.

#### **2. HOURS OF WORK**

The management staff will work the hours required to satisfy the requirements of their position, but will generally be 35 hours per week.

#### **3. SALARIES**

The Council may from time to time in its sole discretion increase the salary.

The Village acknowledges that overtime hours beyond the hours of work specified may be required to fulfil the requirements of the position.

The Manager is entitled to compensation for excess hours up to a maximum salary equivalent of seven (7) working days per year. Lieu time cannot be carried over and will not be compensated for.

#### 4. **ANNUAL VACATION ENTITLEMENT**

Paid vacation is based upon a calendar year. In the first year of employment, vacation will be on a prorated basis.

Paid vacation will be as follows:

After the 1 <sup>st</sup> year of service:	20 days
After the 5 <sup>th</sup> year of service:	25 days

26 days during the 6 <sup>th</sup> year
27 days during the 7 <sup>th</sup> year
28 days during the 8 <sup>th</sup> year
29 days during the 9 <sup>th</sup> year
30 days during the 10 <sup>th</sup> year

Up to two weeks of the annual vacation entitlement may be carried over to the following year. All Managers are encouraged to take their vacation, but any unused vacation in excess of the two week carry forward will be paid out.

#### 5. **STATUTORY HOLIDAYS**

The Village will observe the following days as Statutory Holidays with pay:

New Years Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
BC Day	

and any other day proclaimed by the Federal or Provincial or Municipal Government.

When a Statutory Holiday falls on a Saturday or Sunday, or regular day off, Managers will receive a regular scheduled day off.

#### 6. **MEDICAL, DENTAL, EXTENDED HEALTH CARE AND LIFE INSURANCE**

The Village maintains Medical benefits through Medical Services Plan.

The Village maintains Dental benefits to cover A - 100%, B - 60%, and C (orthodontic) - 50% to a maximum of \$2,500.00 per patient.

Hearing aid coverage shall be provided for Managers and dependents in the amount of four hundred dollars (\$400.00) on a five (5) year cycle.

The Village maintains Extended Health Care at a co-insured reimbursement rate of 80% and up to \$300.00 for eyeglasses in a two year period.

The Village maintain a \$50,000 Life Insurance coverage for each Manager.

The cost of providing these benefits shall be borne one hundred percent (100%) by the employer.

## **7. LONG TERM DISABILITY AND SICK LEAVE**

Managers will be entitled to the following:

- a. During the calendar year, the Manager shall be granted two (2) days sick leave with pay for every month of service with no option of carry forward, with the exception of 7a.ii.

### **Long Term Disability Provisions**

- i. \$1,500 will be included in the annual salary to cover the cost of a private Long Term Disability Plan in which the Manager pays the premiums personally, OR
- ii. If a Manager chooses to opt out of the Long Term Disability Plan, he/she will be entitled to a payout of 1/3 of any unused sick leave at the end of the calendar year. This will be paid on the first (1<sup>st</sup>) pay period of the new calendar year. The remaining 2/3 will be accumulated to a maximum of 360 days.

## **8. OTHER APPROVED LEAVE**

### **a. EDUCATION**

Where the Chief Administrative Officer has approved a Manager's enrolment is in a course with specific application to the Manager's current position with the Village, such Manager may be granted paid leave.

If a Manager is authorized to attend a course at the Village's expense, the Manager must reimburse the Village for such expenses if he/she leave the employment of the Village within two years of completing the course subject to the following:

- i. If the Manager leaves within the first year he/she must reimburse 100% of the Village's cost; and
- ii. If the Manager leaves after the first year but before the completion of the second year, he/she will reimburse the Village 50% of the costs incurred.

b. **BEREAVEMENT**

The Manager is entitled to up to five (5) working days with pay in the case of death of an immediate family member (parent, wife, husband, brother, sister, child, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchild and grandparent) up to three (3) working days with pay in the case of death of a family member (cousin, aunt, uncle, niece, nephew) and one half (1/2) day mourner's leave.

c. **GENERAL**

The Chief Administrative Officer may approve, in any calendar year, unpaid leave up to five (5) days upon request of the Manager. Each application for leave shall be considered on its merits. Requests beyond five (5) days must be approved by Council.

The Manager is entitled to paid leave to serve as a juror or subpoenaed witness in any court. The employer shall pay such Manager the difference between the normal earnings and the payment received for jury service or court witness, excluding payment for travelling, meals or other expenses. The Manager will present proof of service and any remuneration received to the Village.

9. **PROFESSIONAL FEES**

The Village will pay for two annual professional membership dues on behalf of Managers.

10. **CONFERENCE ATTENDANCE**

The Village may pay the cost of attendance by a Manager at two annual provincial conferences. Attendance at a conference beyond British Columbia will require specific resolution of Council.

11. **LONG SERVICE PAYOUT**

Upon retirement, after more than 5 years service, Managers will be entitled to a long service payout at four (4) days per year. Payout calculations are only based on service as a Manager.

12. **PRIVATE VEHICLE USE**

The Manager is entitled to mileage allowance for use of their personal vehicle at rates established from time to time by Council.

The Village will pay the difference between "Pleasure Use" and "Business Use" I.C.B.C. rates if use of the Manager's personal vehicle for the Village is beyond the limits of "Pleasure Use" insurance.

Personal use of Village vehicles is not permitted unless approved by the Chief Administrative Officer.

**RECOMMENDATION:**

**THAT** Council appoint the above listed individuals to the CSAT select committee.

Respectfully submitted for your  
consideration;

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Andre Isakov  
Community and Economic Development Officer

**DIRECTOR OF FINANCE COMMENTS:**

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Dale Courtice  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

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Ted Tisdale  
Chief Administrative Officer



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

POLICY NAME	POLICY NUMBER	2.4
TRAVEL AND EXPENSE	DATE ADOPTED	August 23, 2006
	AMENDED	June 18, 2007
		August 16, 2010

#### 1. PURPOSE

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

#### POLICY

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

#### 1.0 AUTHORITY

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

#### 2.0 ELIGIBLE EXPENSES

##### 2.1 Transportation

- 2.1 (i) When the use of a private vehicle is necessary, reimbursement shall be paid at the rate of \$.50 per kilometer.
- (ii) When more than one staff member travels in the same vehicle, only one person may claim for the expenditure.



- (iii) All other expenses relating to transportation such as taxi/bus, parking fee, airport taxes, highway tolls, ferry fees and other related charges shall be paid as incurred and **supported by receipts**.
- (iv) Airfare – all airfares where possible are to be made with the Village credit card. Where possible, the excursion rate shall be obtained
- (v) Car rentals – chargeable at actual cost of the rental, gas and additional insurance. Government discount rates should be obtained where possible. The Chief Administrative Officer's advance approval is required for staff.

## 2.2 Accommodations

- 2.2 (i) All accommodations where possible are to be made with the Village credit card.
- (ii) Where accommodations are paid by a staff member, all claims must be supported by an actual receipt.
- (iii) Accommodation does not include the use of a mini-bar, movies or any other extra features in the room.
- (iv) Alternate Accommodations - \$25.00 per day. Provide own accommodations with friends or relatives. **Receipts are not necessary.**

## 2.3 Daily Expenses

- (i) Meals shall be reimbursed at the following rates:
  - a.) Breakfast \$15.00
  - b.) Lunch \$25.00
  - c.) Dinner \$35.00

**Receipts are not necessary.**

## 2.4 Hospitality Expenses

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

## 2.5 Other Expenses

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

- (ii) Actual costs for telephone, facsimile or modem charges, photocopying, relative to municipal business, will be covered based on supporting documentation such as a hotel receipt.
- (iii) Actual cost of one personal long distance telephone call per day to maximum of 10 minutes.

### **3.0 NON-ELIGIBLE EXPENSES**

- (i) Laundry and cleaning
- (ii) Tobacco and tobacco products
- (iii) Alcoholic beverages unless pre-authorized by resolution or policy of Council for hospitality purposes
- (iv) Business class travel or greater on any passenger carrier except in situations where economy or coach class are not available
- (iv) Fines, forfeitures or penalties
- (vi) Compensation for loss or damage to personal property
- (vii) Barber, beauty salon, shoeshine or personal toiletries
- (viii) Personal postage
- (ix) Rental of sports or luxury cars
- (x) Spousal expenses

### **4.0 PAYMENT PROCEDURE**

- 4.1 (i) Except as provided in this section, all requests for reimbursement of expenses must be supported by receipts delivered to the attention of the Director of Finance.
- (ii) Receipts are not required for:
- (a) Flat rate per diem payments set out in section 2.3;
- (v) Where a receipt was lost, or could not be obtained, the Director of Finance may reimburse an Officer or Employee if that person accompanies the request for reimbursement with a signed declaration that the expenditure was allowed under this policy and that the amount claimed is the actual cost of the expense.
  - (vi) No claim will be processed and reimbursed if it is submitted more than six (6) months from the date the travel terminated.
  - (vii) If the expense is authorized under this Policy, the Director of Finance may, upon request from an Officer or Employee, produce an advance allowance towards meals, accommodation and personal vehicle travel
  - (viii) No advance payment will be made more than seven (7) calendar days before the anticipated travel day.

- (ix) Where the amount of the actual expenses are less than the amount of the advance payment, the difference must be repaid to the Village within two (2) weeks of the date of return from the travel occasion.
- (x) The repayment referred to in subsection 4.1 (vi) must be accompanied by receipts.



## VILLAGE OF HARRISON HOT SPRINGS

### POLICY

SUBJECT  <b>PURCHASING &amp; PROCUREMENT</b>	POLICY NUMBER	2.7
	DATE ADOPTED AMENDED	December 15, 2008 August 16, 2010

#### 1. PURPOSE

The purpose of this policy is to maintain fiscal responsibility/accountability with the Village procuring the goods and services through an unbiased, open and competitive process that provides the best value to the Village considering purchase price, quality, delivery, installation and eventual disposition.

#### 2. AUTHORITY & RESPONSIBILITY

It is the responsibility of individuals with purchasing authority to ensure purchasing practices serve the best interest of the Village and are in conformance with this policy. Individuals with purchasing authority are to ensure funds have been provided for in the budget for the proposed expenditures and that the expenditures will not result in a budgetary overage. All purchasing is authorized through the adoption of the Financial Plan except in circumstances authorized under the Emergency Purchasing Section of this policy.

#### 3. PURCHASE ORDERS

Purchase orders shall be issued for all purchases (except exempt purchases – see Appendix A) and signed by an approved signatory.

Standing purchase orders may be issued for purchases less than \$75.00.

The purchase order (PO) will be completed with the supplier name, date, quantity ordered, product or service description, price, total, and the project the purchase should be charged to.

The top copy (white) of the PO is the supplier copy, the second (yellow) is to be forwarded to the Finance Department with any additional documentation relevant to the purchase, such as written quotations, and the third (pink) is to be kept intact in the PO booklet. Completed PO booklets must be returned to the Finance Department with all pink copies intact before any additional PO booklets are to be issued.

#### **4. RECEIPT OF GOODS**

All personnel signing delivery slips are responsible for counting and checking that all items on the delivery slip have in fact been received. Once items in the order have been matched to the accompanying packing slip (or in some cases original invoice) they are to be sent to the Accounts Clerk in order to be attached to the yellow copy of the purchase order.

#### **5. EMERGENCY PURCHASES**

Emergency situations may occur which require immediate commitment of materials, equipment and or services. An emergency expenditure is any expenditure that is the result of an event caused by accident, fire, explosion or technical failure or by forces of nature that results in the need to expend Village resources:

- a. To protect human life, safety and health
- b. To protect property
- c. To protect the environment
- d. To protect the economic interest of the community

In such situations, the authorized person in charge of the situation will approve any commitments made on behalf of the Village and will process the appropriate documents during the first business day following the event. Where the expenditure can be accommodated within the Financial Plan, whether out of contingency funds or reallocations, the Chief Administrative Officer or Director of Finance is authorized to approve the expenditure. Emergency purchases that cannot be accommodated within the Financial Plan will be authorized by the Chief Administrative Officer or Director of Finance and reported to Council following the event.

#### **6. PURCHASE ORDER SIGNING AUTHORITY**

The following have authority for signing purchase orders for approved budgeted expenditures:

- a. Chief Administrative Officer (up to \$25,000)
- b. Director of Finance (up to \$25,000)
- c. Operations Manager (up to \$15,000)
- d. Manager of Revenue Services (up to \$5,000)
- e. Corporate Officer (up to \$5,000)
- f. Community and Economic Development Officer (up to \$5,000)
- g. Public Works Foreman (up to \$2,500)

Purchase Orders of more than \$25,000 with budget approval, must be co-signed by the Chief Administrative Officer and the Director of Finance.

For all purchases, more than one quote should be obtained. All quotes shall include duty, freight and delivery.

For any purchases in excess of \$5,000 there shall be at least three quotes (see Appendix B). If the lowest bid is not acceptable, then upon satisfactory justification, the Director of Finance shall approve the purchase.

## **7. CREDIT CARD PURCHASES**

Corporate Village credit cards shall be issued to the following:

- a. Chief Administrative Officer (\$12,000)
- b. Director of Finance (\$12,000)
- c. Manager of Revenue Services (\$5,000)
- d. Corporate Officer (\$5,000)
- e. Operations Manager (\$5,000)

Credit card purchases shall be used mainly for conference bookings and travel, entertainment/meals of guests of the Village and purchases where a purchase order is not practical in the circumstances.

## **8. AWARDING OF CONTRACTS**

The Chief Administrative Officer and Director of Finance shall have the authority to award contracts up to \$25,000 providing it is included in the approved annual Financial Plan. All contracts in excess of \$25,000 shall include a resolution of Council. All contracts in excess of \$50,000 shall go for tender or request for proposals. All contracts in excess of \$25,000 shall be by written contract which shall be signed by the Chief Administrative Officer.

## **9. LOCAL SUPPLIER PREFERENCE**

Preference shall be given to local suppliers where materials/services are equal and where the cost does not exceed 5% of the lowest quote. Local suppliers are those operating within the immediate area of Harrison Hot Springs and include the District of Kent.

## **10. VENDOR SELECTION**

All approving signatories shall seek the greatest possible effectiveness for the Village's purchases. There are many factors which should be considered when making purchases, in no particular order:

- a. Price
- b. Quality of goods/services

- c. Warranty
- d. Degree of suitability with requirements and/or specifications
- e. Availability of the goods or service (urgency at times will be a factor) and timeliness of delivery
- f. Quality of support, follow-up and repair service
- g. Supplier's previous performance, including vendor's financial stability and business reputation
- h. Balancing of quantity discounts with storage availability
- i. Standardization with other equipment and suppliers

## **11. GENERAL**

It shall be the responsibility of all employees to follow the purchasing policy of the Village of Harrison Hot Springs. The Village of Harrison Hot Springs reserves the right to recover costs from an employee for any and all costs associated with an improper expenditure.

**APPENDIX A**  
**PURCHASES EXEMPT FROM PURCHASE ORDERS**  
**(But not exempt from appropriate approval)**

1) Petty Cash

2) Training and Education

- Conference fees
- Convention fees
- Course fees
- Meeting expenses
- Membership or dues
- Periodicals, magazines, subscriptions
- Seminars
- Staff training and development
- Staff workshops

3) Refundable Council and Employee Expenses

- Mileage allowance – Vehicles
- Travel expenses, meals, parking, hotel, etc.

4) Other Payments

- Debt payments
- Licenses (vehicles, radios etc.)
- Medical and dental
- Payments to Agencies
- Payment of damages
- Payroll deduction remittances
- Petty cash reimbursements

5) Utilities

- Cable
- Cellular telephone
- Diesel, gasoline & propane
- Gas



- Hydro
- Telephone
- Water

#### 6) General

- Inspection and permit fees to other governments
- Land registry fees
- Municipal and inter-municipal grants and cost sharing
- Operating grants and Council approved grants
- Postage
- Salaries, wages, casual help and related disbursements
- Office recycling

#### 7) Professional

- Accounting and audit
- Banking
- Insurance
- Legal

#### 8) Other

- Externally managed projects – (require Council approval to delegate the purchasing authority to a construction management firm for construction process).
- Property purchases

**APPENDIX B  
VILLAGE OF HARRISON HOT SPRINGS  
QUOTATION EVALUATION FORM**

For purchases in excess of \$5,000

COMPANY NAME: _____	PRODUCT DESCRIPTION: _____
PHONE: _____	_____
FAX # _____	QUOTATION: _____
CONTACT NAME: _____	DATE RECEIVED: _____
E-MAIL: _____	

COMPANY NAME: _____	PRODUCT DESCRIPTION: _____
PHONE: _____	_____
FAX # _____	QUOTATION: _____
CONTACT NAME: _____	DATE RECEIVED: _____
E-MAIL _____	

COMPANY NAME: _____	PRODUCT DESCRIPTION: _____
PHONE: _____	_____
FAX # _____	QUOTATION: _____
CONTACT NAME: _____	DATE RECEIVED: _____
E-MAIL: _____	

VILLAGE DEPARTMENT _____	SIGNATURE _____
DIRECTOR OF FINANCE _____	



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council

**DATE:** May 24, 2011

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

**FILE:** 6430-05-01

**SUBJECT: Appointments to the Community Sustainability Action Team (CSAT)**

---

#### **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). 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" (CSAT) that would help guide the process of establishing the municipal ICSP.

On May 9, 2011 the Sustainability and Infrastructure Committee met to review applications and suggest appointments to CSAT. The Committee suggested the following appointments:

**Council Liaison (2):** Councillor Dave Harris, and Councillor Allan Jackson.

**Staff Liaison (1):** Andre Isakov

**Chamber of Commerce/ Business (1):** Gail Guimont

**Tourism Association (1):** Robert Reyerse

**Community Associations/Groups (1):** Ed Stenson

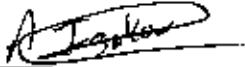
**Representatives of Standing Municipal Commissions (3):** Leo Facio (APC), Donna Cooney (P&RC), Mayor Ken Becotte (HC).

**At-large Members (6):** Veronique Asters, Ray Hooper, Barbara Smith, Niek de Brouwer, Andy Strothotte, Bill Dietrich.

**RECOMMENDATION:**

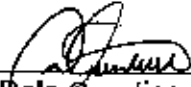
THAT Council appoint the above listed individuals to the CSAT select committee.

Respectfully submitted for your  
consideration;



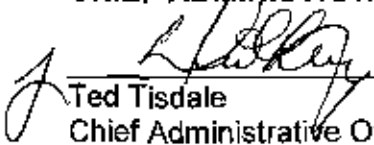
Andre Isakov  
Community and Economic Development Officer

**DIRECTOR OF FINANCE COMMENTS:**



Dale Courice  
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:** May 24, 2010

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

**FILE:** 2280-20-02-05

**SUBJECT:** The 5 Year Resort Development Strategy

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#### **ISSUE:**

The Resort Municipality Initiative (RMI) requires the development of a new 5 year resort development strategy.

#### **BACKGROUND:**

Starting in September 2010, the municipal staff have been consulting with the community and key community stakeholder groups regarding the development of the new resort development strategy that would guide the community through the next five years of RMI.

The following key community stakeholder groups have been consulted and actively encouraged to provide input into the strategic plan:

- Agassiz-Harrison Chamber of Commerce
- Harrison Festival Society
- Tourism Harrison Society
- Harrison Hot Springs Economic Development Commission

The draft Resort Development Strategy is attached to this report for Councils review and input.

#### **RECOMMENDATION:**

**THAT** Council authorize staff to proceed with the Resort Development Strategy public consultation process and the Open House scheduled for June 2, 2011.

Respectfully submitted for your  
consideration;



Andre Isakov  
Community and Economic Development Officer

**DIRECTOR OF FINANCE COMMENTS:**



Dale Courtice  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



Ted Tisdale  
Chief Administrative Officer

# Resort Municipality Initiative (RMI)

## 2011 – 2015 Resort Development Strategy



Village of Harrison Hot Springs

# Village of Harrison Hot Springs

## Resort Municipality Initiative

### 2011 – 2015 Resort Development Strategy

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## 1. Purpose

This Resort Development Strategy is a requirement of the Resort Municipality Initiative (RMI) and is needed to form a component of the Memorandum of Agreement. It identifies the long term vision for the community and what and how the resort municipality plans to do to achieve outcomes that support this vision and the objectives of the RMI Program. It also provides the Village of Harrison Hot Springs, as a Resort Municipality, with direction to sustain and guide future tourism development and promotion for five years.

## 2. Background

Nestled against Southwestern British Columbia's magnificent mountains and the sandy beaches of Harrison Lake, a short 90 minutes drive east of Vancouver, the Village of Harrison Hot Springs is filled with rich history, natural wonders, incredible economic opportunities, and entrepreneurial spirit. Designated a Resort Municipality by the Province of BC, Harrison Hot Springs is a tourism hotspot for Metro Vancouver and Fraser Valley residents looking for a getaway and international visitors alike.

It is an exciting time for economic development in our beautiful community. The Village of Harrison Hot Springs is experiencing growth and is making key investments in improving municipal infrastructure and services to enhance the quality of life and encourage development. As a world-famous tourist destination, the Village has year-round visitors exploring Village life and taking advantage of the hot springs, boating, swimming, golfing, hiking, cycling, fishing, festivals, events, various organized tours, and an amazing array of other leisure activities. The municipality is committed towards strengthening and diversifying the economic base, focusing on the tourism industry.

### Harrison Hot Springs Quick Facts

Population: **1,573 (2006)**

Unofficial Population: **1,800 (2011)**

Location: **Southwest British Columbia (BC)**

Total Private Dwellings: **934**

Area: **5.47 km<sup>2</sup> or 547 hectares (1351.7 acres)**

Population Density Per Square Kilometre: **287.4 people**

Labour Force: **725 people or 54% participation rate (2006)**

Labour Base: **Services, Retail Trade, Manufacturing, Government, Construction, Transportation**

Median Household Income: **\$40,313 (2006)**

Employment: **8.3% unemployment rate (2006)**

Growth: **23.4% population growth (2001-2006)**

#### 2.1. The Role of Tourism

The tourism sector to date has been based around the area's natural resources – Harrison Lake, the beaches and of course the hot springs have all played a key role in attracting visitors to the Village along with festivals and events. However, the Village has much more to offer and the tourism industry is now recognizing that it can build on these opportunities and the existing product with a destination approach to product development, management, and marketing through Tourism Harrison.



### **3. Environmental Scan**

#### **3.1. Industry Profile**

The following section provides some recent economic context for the tourism industry in British Columbia and the Resort Communities. The significant influences on tourism and possible influence on the resort community's economies are reported by year and summarized.

The following section provides a summary of the recent economic context for the tourism industry in British Columbia and the Resort Communities. The significant influences on tourism and possible influence on the resort community's economies are reported by year and summarized. All changes are based on year to year results unless noted otherwise.

##### **2007 Tourism Influences**

In general terms, 2007 was still a robust year for tourism in British Columbia. Although US overnight entries continued their declines losing 4.1% in 2007, provincial occupancy levels reached an 11 year high at 67% and room rates advanced 5.9% over 2006 levels. This growth was fuelled by domestic travel and by increased overseas entries (+3.3%). These provincial results in general contributed to a healthy tourism environment.

##### **2008 Tourism Influences**

The end of 2008 marked the beginning of the global economic crisis which persists to this day. The financial sector crisis and associated housing crisis in the US spread to the rest of the economy in the US, Canada and overseas. The second half of 2008 saw this economic contraction began hitting virtually every sector of the economy – some such as the auto sector were hit harder than others. Declining consumer confidence resulted and along with this a decline in discretionary spending including overnight travel.

Growth in room revenue in British Columbia was the weakest since 2003 – an increase of only 0.6%. Hotel occupancy rates declined slightly in 2008. Visitor entries declined for 7th time in 8 years with US entries down 17% from 1995 levels. Entries from overseas were down slightly in 2008 from 2007 – declines from Japan were offset in part by increases from China and South Korea. In general, in addition to the global economic downturn, delays at the border, rising gas prices, exchange rates are influencing factors affecting 2008 tourism returns. This environment in 2008 likely impacted the entire tourism sector in the Province placing downward pressure on the tourism industry.

##### **2009 Tourism Influences**

In 2009, the context for the tourism industry in British Columbia worsened further still from 2008. Canada itself entered the worldwide recession officially in the last quarter of 2008 thereby influencing domestic travel patterns. Entries from the US and overseas both declined with US overnight entries down 5.9%; overseas entries down 13.9%. Room revenues took a huge hit in 2009 showing an 11.7% decline. The impact of the worldwide economic recession was exacerbated by fears related to the H1N1 pandemic that further reduced overnight travel. This environment in 2009 likely impacted the entire tourism sector in the Province and for the second straight year placing significant downward pressure on the tourism industry.

##### **2010 Tourism Influences**

In 2010, the context for the tourism industry in British Columbia finally began to stabilize as overnight travel to Canada from the US increased by 0.7% and overseas by 6.8% compared to 2009, when both markets were significantly down. Same day travel from the US still continued to decline however due to high exchange rates and fuel costs, which reduced US visits by 1.5%. Overnight and day US visits to British Columbia increased by 2% in 2010, and total overnight visits of all visitors increased by 4%. The

months of February and March stand out likely due to the Olympics with the most growth compared to 2009 at roughly 10% for each month. This growth however may have only positively impacted communities close to Vancouver and Whistler for the 2010 reporting year.

Spending in Canada increased 4.2% in real terms following a 2.2% decline in 2009. International spending was up by 1.9%, boosted by a strong first quarter performance related to the 2010 Winter Olympics and Paralympics which would have impacted British Columbia directly. Spending by Canadians at home also increased in 2010.

Room revenue as estimated by BC Stats showed 12.1% increase to November 2010. Occupancy rates in BC were up slightly by 1.4% for 2010, with most the growth in revenue coming from the Vancouver Coast Mountain Region, followed by the Thompson Okanogan.

General economic trends showing a slow recovery from the 2008 recession were flat through 2010, not boosting the likely hood of travel, but also not weakening it. This trend is in contrast to 2008 and 2009 where economic conditions were not very conducive to tourism growth. Canada's high dollar also played a significant role in reducing Canada's price competitiveness compared to other destinations and likely tempered the growth somewhat. This slightly improved tourism environment in 2010 likely impacted the entire tourism sector in the Province.

#### **Summary of Tourism Influences**

During the 2007 – 2010 timeframe in which resort communities have been participating in the Resort Municipalities Initiative, the context for the tourism industry has been particularly volatile and provincial, national and global tourism statistics reflected declines in overnight entries, occupancy levels and room revenues beginning in 2008 and escalating in 2009. In 2010, multiple years of declines look to have stabilized somewhat, with very modest growth overall which was likely attributable to the 2010 Winter Olympics in Vancouver.

**The primary tourism influences challenging the tourism economy during 2007-2010 can be summarized as:**

- ♦ Global financial/housing crisis leading to overall global economic downturn
- ♦ Associated declines in employment levels affecting levels of personal disposable income and discretionary spending
- ♦ Declines in corporate profitability necessitating business travel restrictions
- ♦ Overall declines in consumer confidence continuing
- ♦ Higher fuel prices
- ♦ Weakening currency exchange rates relative to the Canadian dollar making travel to Canada more expensive from key markets
- ♦ Increased border security, airline restrictions, documentation requirements
- ♦ Declining export sales due to global economic downturn for countries such as Mexico and South Korea which had been showing strong growth in overnight visitation to British Columbia
- ♦ H1N1 pandemic
- ♦ Olympic aversion up to Feb 2010

**The primary tourism influences supporting the tourism economy during 2007-2010 can be summarized as:**

- ♦ Business confidence steady
- ♦ 2010 Vancouver Winter Olympic Games
- ♦ Slow economic recovery into 2010

## **3.2. Regional and Local Tourism Context**

The last few years will be remembered in the tourism industry for the recession, global financial crisis, implementation of visa requirements, dissolution of Tourism BC and the over decline in consumer confidence. All of these things have has or will have an impact on Harrison Hot Springs. While facing many challenges, Harrison is cautiously optimistic as the community moves forward.

As the majority of visitors to Harrison travel from Metro Vancouver market, it was important that a strong presence was established in that market. Tourism Harrison, a destination marketing organization, has been implementing advertising campaigns through various mediums including television, radio, print, and internet.

In early 2010 the Village of Harrison Hot Springs hire a Community and Economic Development Officer to assist with the development and the implementation of the resort strategies. Furthermore, the Village has worked to support an Event Coordinator position. All of these are incredibly positive steps which have the potential to build tourism in our region.

Vitally important, the Village has continued to work to improve the municipal infrastructure to enhance visitor experience, increase visitor spending, and increase overnight stays. Improvements to the plaza and lakeshore promenade, street reconstruction in the Village core, and improvements to the parks and trails, and other such infrastructural changes have continued to make Harrison a more attractive place for tourists. These improvements are helping the over-all competitiveness of Harrison Hot Springs as a tourism destination on the nation and international stages.

### **3.2.1. Seasonality**

Harrison Hot Springs is a very seasonal destination with visitation heavily concentrated in the summer months. While significant efforts have been made over the years to build the shoulder seasons in the jurisdiction, tourism is expected to continue to be largely a seasonal business. The warm weather months from June to September will likely continue to be the core tourism season for many types of tourism experiences in BC. While seasonality is a reality for many communities and even major cities like Vancouver, there are initiatives that can lesson its impact. Activities like sport fishing continue to attract visitors to the village in the fall months, while the meetings market presents an opportunity to focus visitation on the non-summer months.

Day visits from the region and GVRD are also concentrated in the June – September period and the weekends, so initiatives and packages that give people a reason (e.g. events) or incentive (e.g. pricing discounts) to visit outside these times should be, and have been, a key focus.

### **3.2.2. Accommodation, Retail, Entertainment, Food and Beverage**

Harrison Hot Springs Resort & Spa is the village's single largest visitor attraction and drives visitation on a year round basis with over 330 rooms, spa facilities, golf and fishing packages and its famous hot springs pools. While the resort is self contained it also relies on the village infrastructure and other local operators to provide a more diverse experience for its guests. Many of the resort's customers for example also like to dine out in the village during their stay and utilize local guides for various activities.

The village's entertainment, dining and retail amenities provide visitors with additional activities and experiences during their stay. Although these amenities are not travel generators, they are regarded as an integral part of the overall tourism experience. While there are some excellent retail and dining options in the village, overall there is room for improvement in both sectors by diversifying the experience and raising the quality. Given the success of the arts and culture sectors there is potential

for more boutique local products and produce outlets within Harrison. The other concern within this sector are the hours of operation outside of the peak season months, where many businesses are closed mid-week or shut down altogether for periods of the off season.

### **3.2.3. Transportation Infrastructure**

While access is excellent via road to the region and it is located in close proximity to Vancouver and Abbotsford international airports, there is a lack of regional transportation options for the visitor. The taxi and public bus services are limited and there are also no car rental companies located in the village. Parking is also becoming a major issue for the Harrison Village, particularly during peak tourism season.



### **3.3. SWOT Analysis**

The SWOT Analysis provides an inventory of the area's strength, weaknesses, opportunities, and threats (SWOT) and assesses the degree to which each factor supports future growth. This analysis of the internal and external environment is an important part of this Resort Development Strategy and the Harrison Hot Springs Economic Development Action Plan. The following SWOT Analysis was conducted by the Harrison Economic Development Commission in April 2010.

#### **Strengths:**

- Natural unspoiled beauty
- Hot springs
- Back country and quads
- Beach and sand
- Lake and water activities
- Parks, trails and hiking
- Skiing, snowboarding
- Car race track
- Golfing
- Provincial campgrounds
- Great amenities and extra entertainment opportunities within neighbouring communities
- Village atmosphere
- Tourism Harrison (marketing)
- Location to Metro Vancouver and the market
- Strong arts and culture
- Resort

- Affordable housing
- Canadian and Global economy recovering
- Village tourism infrastructure funds
- Friendly people
- Lots of social opportunities
- Olympic opportunities
- Weekend getaway place
- Wholesome family destination
- Village staff to help with economic development
- Political will to see economic development
- High quality of life
- Affordable housing and living
- Aging population has stable incomes
- Agri-tourism
- Major nationally recognized festival

#### **Weaknesses:**

- Hot Springs experience is limiting
- Seasonality
- Lower investment business operators
- Higher land value within region
- Not enough quality experiences/activities
- Run down look
- Lack of export ready events
- Lack of infrastructure to support export ready events and programs (bricks and mortar + staff resources)
- Available land that the Village has control over
- Lack of things to do
- Market perception
- Work force
- Lack of clear identity/brand
- Limited funding
- Lack of jobs
- Limited transportation access
- Aging population

#### **Opportunities:**

- Hot Springs development
- Seabird Island Chehalis cooperation
- Nature/trails/lake
- Cycling
- Emerging markets – China, India
- Aboriginal tourism
- Web and online technologies
- Proximity to Vancouver
- Good fit with aging population
- Soft adventure tourism
- Advertising and marketing opportunities by the Village
- Lagoon and the waterfront upgrades
- Plaza and promenade improvements
- Memorial Hall redevelopment
- Multi-purpose space

- Filming
- New community events
- Trees and green space
- Gold rush and history
- Eco-tourism (zip-lines)
- Green Energy (Geothermal, Solar, Wind)
- Street vending and open markets
- Regional collaboration
- Village core beautification
- Floatplane terminal
- Agri-tourism and local food movement

#### **Threats:**

- Lack of tourism diversified product
- HST
- Slow recovery of economy (particularly in the U.S)
- Residents very close to tourism/visitors
- Residential dominance
- Traffic/parking/accessibility

#### **Action Item Findings outlined in the Harrison Hot Springs Economic Development Action Plan:**

- Develop a Village branding and marketing plan with a clear and consistent brand
- Establish a Village Centre Revitalization Tax exemption
- Develop a Corporate Sponsorship and Advertising Policy
- Produce a waterfront development strategy
- Produce a Village centre development strategy
- Development of marketing and promotional materials
- Development of community profile document
- Produce a community events plan
- Produce an event organizing manual
- Renovate the Memorial Hall
- Develop a filming policy
- Establish local film production services
- Market and promote the Village for filming
- Develop a transportation and parking plan
- Produce a trail network plan
- Produce a trail map
- Redevelop the public hot spring pool
- Produce a Village tree inventory
- Produce a "Great Tree Hunt" document
- Develop sector specific business attraction strategies (tour operators, hotels, outdoor businesses..etc)
- Establish an assessment of development lands and opportunities (development toolkit)
- Review abilities to leverage amenities from new developments
- Explore the idea of a Wi-Fi Village
- Explore green energy opportunities within the Village
- Explore strategies for street vending and an open market
- Support regional collaboration and attend regional meetings
- Develop a vision for the floatplane terminal
- Partner with the commercial real estate agency to establish bus real estate tours of Harrison
- Host business networking event/ economic development forum
- Develop a Welcome Letter/Package providing information on services
- Host an annual real estate and development tour



- Participate in conferences and association events related to economic development (EDABC, EDAC, etc)
- Collect business success stories and become a regular contributor to local media
- Expand and add business resource information available online
- Develop and maintain relationships with the Provincial Ministry of Community and Rural Development
- Develop relationships with provincial and federal agencies that provide services and support to business and share the information on programs with local community
- Enhance working relationships with adjoining Community Economic Development departments (Chilliwack, Abbotsford, Kent, Mission, Hope)
- Regular review of best practices in other jurisdictions
- Help establish connections between local food producers and the local restaurant industry
- Develop a program for tracking and responding to business and development enquires
- Institute a business visitation program
- Support and help enhance existing events

### SWOT Summary

Sectors	Key Products
Spa & Wellness	Hot Springs Pools and Hotels
Sport Fishing	Harrison Lake & River
Infrastructure	Roads, Plaza, Memorial Hall, Boat Ramp, Docks
Nature-based	Harrison Lake, beach, trails
Water based activities	Boating, sailing, windsurfing, and kiteboarding
Festivals & Events	Harrison Festival of the Arts, Canada Day, Poker Run, Dragon boat Festival.

## 4. Public Consultation and Engagement

The projects identified in this Resort Development Strategy are the result of extensive consultation with the local Harrison tourism industry. This process started in September 2010 with the Harrison Hot Springs Economic Development Commission dialogue regarding the strategic direction of future RMI projects, and prior to that the development of the Harrison Hot Springs Economic Development Action Plan. As part of this process a number of tourism goals were identified and initiatives discussed. The discussion with key tourism stakeholders produced a degree of consensus as to priorities.

Further consultation was undertaken by the Village with a public Resort Development Strategy Open House meeting on June 2, 2011 to consider the long list of potential projects and determine priorities. The identified key community stakeholders (see list below in 4.1) were also asked in written form to comment on the draft Resort Development Strategy. The general public was also allowed to comment on the Resort Development Strategy.

### 4.1. Stakeholders

The key community stakeholders within the Village of Harrison Hot Springs are identified as the following groups:

- Agassiz-Harrison Chamber of Commerce
- Harrison Festival Society
- Tourism Harrison Society
- Harrison Hot Springs Economic Development Commission



## 5. Vision and Goals

The below outlined long-term vision and goals for the development of the resort community, provide guidance for this Resort Development Strategy.

### Community Long Term Vision:

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

Village of Harrison Hot Springs Official Community Plan (OCP), Section 2.3

### Goals

#### 1. Increase Tourism Awareness

##### Key Objectives:

- Raise the level of awareness of the value of tourism to the economy within the community.

##### Rationale:

Tourism awareness programs are key to raising the profile of the industry and creating a stronger tourism economy in ways that do not compromise traditional quality of life enjoyed by residents.

#### 2. Increase Awareness of Harrison Hot Springs

##### Key Objectives:

- Raise awareness of the community as a tourism destination
- Raise awareness of local and regional tourism assets
- Promote and market Harrison Hot Springs

##### Rationale:

Tourism awareness programs are key to raising the profile of the industry and creating a stronger tourism economy in ways that do not compromise traditional quality of life enjoyed by residents.

#### 3. Enhance Visitor Experience and Satisfaction

##### Key Objectives:

- Improve the quality and quantity of tourism services and amenities
- Improve tourism-related infrastructure
- Enhance customer experience
- Increase repeat-customer visitation rates
- Extend customer visitation

##### Rationale:

A more positive visitor experience is linked with longer stays and repeat visits.

#### **4. Support the Development and Enhancement of Local Tourism Assets**

**Key Objectives:**

- Provide a broad range of social, cultural, and recreational tourism opportunities
- Enhance the variety of shopping, dining, and lodging options within the municipality

**Rationale:**

Local tourism assets, such as festivals and events, help enhance visitor satisfaction support the duration and the rates of stay.

#### **5. Diversify Seasonal Nature of the Tourism Industry**

**Key Objectives:**

- Develop shoulder season programming and tourism assets that assist in prolonging the tourism season
- Market and promote the shoulder season and off season
- Develop infrastructure that would support shoulder and off season tourism

**Rationale:**

Diversification strategies lead to better customer experiences and more sustainable community economic conditions.

#### **6. Cooperative Partnerships**

**Key Objectives:**

- Increased cultural understanding
- A mentoring program that allows participating organizations to share knowledge and experiences
- Resource sharing
- Knowledge sharing

**Rationale:**

The concept of cooperative partnerships focuses on creating a more cohesive foundation from which to build greater understanding and better communication channels for sharing resources and experiences, and enhancing learning.

#### **Performance Goal:**

***Increase Tourism Visitation Rate by 15% in 5 years over 2010 levels.***

## **5.1. Consistency with Official Community Plans and Regional Planning**

The Village of Harrison OCP contains significant reference to tourism mainly related to commercial and tourism specific development. The Community Vision also refers to tourism through a series of statements that refer to enhancing the character and economic base of the village and the downtown lakeshore area. Within Harrison Hot Springs, tourism is widely acknowledged as the primary industry and key to the community's economic survival. The Village believes the changes to the OCP will help facilitate a number of development projects that have been on hold recently.

### **Regional Growth Strategy for the Fraser Valley Regional District (FVRD)**

The 2004 FVRD Regional Growth Strategy outlines eight broad management goals. Tourism is only mentioned once in the entire document where it refers to "supporting transportation improvements to facilitate growth in the tourism".

The strategic directions contained within this Strategy are consistent with the broad growth goals contained in the Regional Growth Strategy and in a number of cases reinforce the importance of: increased transportation choices and efficiency, enhancing the agricultural sector and achieving sustainable economic growth.

## **5.2. Obstacles to the Vision**

### ***Fractured organizational structure:***

- Achieve taxpayers support of economic development, tourism, and resort development plans
- Lack of business buy-in
- Lack of a common vision

### ***Seasonal and conflicting attitudes to tourism***

- Jobs seasonal and part-time
- Keeping the required people year round
- Seasonal climate limitations
- Availability of seasonal labour
- Availability of activities in the off season
- Limited number of tourist activities in general

### ***Under developed relationships with government***

- Lack of developed trails due to jurisdictional limits and issues
- Government agencies and regulation causing time delays

### ***Limited access to and within the community***

- Safe and effective bike path – Agassiz to Harrison
- Public transit (to Vancouver)
- Lack of public transportation options
- Parking and traffic management

### ***Limited Funding and Resources***

- Priorities require prioritisation
- There are capacity limits
- There are financial limits

## 6. Projects

Project Title	
Project description	Rendall Park Washrooms
Milestones	Anticipated Start Date 2015
	Completion Date 2015
	Operational Date 2015
Goal(s)	RDS Goal # 3: Enhance Visitor Experience and Satisfaction
	Project Goal: Improve tourism infrastructure, increase visitation traffic to Rendall Park by 15% in 5 years over 2010 levels.
	RDS Goal # 4: Support the Development and Enhancement of Local Tourism Assets
	Project Goal: Provide infrastructure that would support visitation and enhance visitor experience at Rendall Park (Park is a key asset)
Additional Benefits	Environmental benefits
Performance evaluation and monitoring technique(s) that will be used to evaluate outcomes	Site visits, user satisfaction surveys, visitation rates, rates of requests for information at the Visitor Centre.
Funding sources	RMI Funding \$175,000 / 100%
Cost of project	\$175,000
Project Manager	Municipality
Operating responsibilities	Organization Municipality
	Financing Municipality

<b>Project Title</b>		
<b>Project description</b>	<b>Hot Springs Source</b>	
<b>Milestones</b>	Anticipated Start Date	2012
	Completion Date	2012
	Operational Date	2012
<b>Goal(s)</b>	RDS Goal # 2: Increase Awareness of Harrison Hot Springs	
	Project Goal: Develop a creative niche asset that will distinguish Harrison Hot Springs and establish the community as an international tourism destination supporting the performance goal of increasing visitor traffic by 15% in 5 years over 2010 levels.	
	RDS Goal # 4: Support the Development and Enhancement of Local Tourism Assets	
	Project Goal: Develop a cultural tourism asset by incorporating a First Nations interpretive site.	
	RDS Goal # 6: Cooperative Partnerships	
	Project Goal: Work with the local First Nations and the Harrison Hot Springs Resort & Spa to increase cultural understanding and share resources.	
<b>Additional Benefits</b>	Cultural and Social Capital Building, Economic	
<b>Performance evaluation and monitoring technique(s) that will be used to evaluate outcomes</b>	Site visits, visual documentation (pictures and video), user satisfaction surveys, visitation rates, rates of requests for information at the Visitor Centre.	
<b>Funding sources</b>	RMI Funding	\$120,000 / 33.3%
	Other:	Harrison Hot Springs Resort & Spa, First Nations.
<b>Cost of project</b>	<b>\$ 360,000</b>	
<b>Project Manager</b>	Harrison Hot Springs Resort & Spa with Municipal supervision	
<b>Operating responsibilities</b>	Organization	Harrison Hot Springs Resort & Spa
	Financing	Harrison Hot Springs Resort & Spa

<b>Project Title</b>	
<b>Project description</b>	<b>Beach &amp; Lagoon Improvements</b>
<b>Milestones</b>	Anticipated Start Date 2011
	Completion Date 2014
	Operational Date 2011-2014 (multiple stages)
<b>Goal(s)</b>	RDS Goal # 3: Enhance Visitor Experience and Satisfaction
	Project Goal: Extend the lock-block area, improve the pathways and the beach area, install a fountain in the lagoon, improve the playground area, build a performance stage on the beach, and work to beautify the area with vegetation to increasing visitor traffic by 15% in 5 years over 2010 levels.
	RDS Goal # 4: Support the Development and Enhancement of Local Tourism Assets
	Project Goal: To enhance community's strongest asset – the beach and the waterfront.
	RDS Goal # 6: Cooperative Partnerships
	Project Goal: Work with the Harrison Festival Society and other cultural, social, and recreational community groups to promote the waterfront as a community asset and a place for recreation and enjoyment.
<b>Additional Benefits</b>	Environmental, Cultural, Social, Economic.
<b>Performance evaluation and monitoring technique(s) that will be used to evaluate outcomes</b>	Site visits, visual documentation (pictures and video), user satisfaction surveys, visitation rates.
<b>Funding sources</b>	RMI Funding \$745,000 / 100%
<b>Cost of project</b>	\$745,000
<b>Project Manager</b>	Municipality
<b>Operating responsibilities</b>	Organization Municipality
	Financing Municipality



<b>Project Title</b>		
<b>Project description</b>	<b>Streetscape Improvements</b>	
<b>Milestones</b>	Anticipated Start Date	2012
	Completion Date	2015
	Operational Date	2012-2015 (multiple stages)
<b>Goal(s)</b>	RDS Goal # 3: Enhance Visitor Experience and Satisfaction	
	Project Goal: Develop more attractive Village Centre streetscapes with projects that would focus on initiatives such as: new planters, street banners, additional Christmas lights, solar powered compacting garbage bins, bicycle racks, public art, possible façade improvement fund for business owners in the village centre, improvements to the village entrance gate with new signage, and other such municipal tourism amenities that would lead to higher visitor satisfaction and better visitor experience to support the performance goal of a 15% tourism visitation rate increase in 5 years over 2010 levels.	
	RDS Goal # 4: Support the Development and Enhancement of Local Tourism Assets	
	Project Goal: To enhance the Village Centre streetscapes in order to support the lodging, shopping, and dining experiences within the municipality.	
	RDS Goal # 6: Cooperative Partnerships	
	Project Goal: To work with the merchants and groups such as the Agassiz-Harrison Chamber of Commerce, and the Communities in Bloom Committee in order to facilitate Village Centre revitalization and improvements that would support the facilitation of business and social interactions.	
<b>Additional Benefits</b>	Economic, Social, Cultural, Environmental	
<b>Performance evaluation and monitoring technique(s) that will be used to evaluate outcomes</b>	Site visits, visual documentation (pictures and video), user satisfaction surveys, visitation rates.	
<b>Funding sources</b>	RMI Funding	\$270,000 / 100%
<b>Cost of project</b>	<b>\$270,000</b>	
<b>Project Manager</b>	Municipality	
<b>Operating responsibilities</b>	Organization	Municipality
	Financing	Municipality

<b>Project Title</b>		
<b>Project description</b>	<b>Trails Development</b>	
<b>Milestones</b>	Anticipated Start Date	2011
	Completion Date	2015
	Operational Date	2012-2015 (multiple stages)
<b>Goal(s)</b>	RDS Goal # 3: Enhance Visitor Experience and Satisfaction	
	Project Goal: To improve the current recreational amenities for tourists by increasing the length and quality of the current trail system. The improved trail network will support the performance goal of increasing tourism visitation rates by 15% in 5 years over 2010 levels.	
	RDS Goal # 5: Diversify Seasonal Nature of the Tourism Industry	
	Project Goal: Provide all-season recreational activities for visitors.	
	RDS Goal # 6: Cooperative Partnerships	
	Project Goal: Work with community groups such as Tourism Harrison, the Miami River Streamkeepers, and the Harrison Hikers Club to raise the awareness of hiking and recreational opportunities for tourists in the community.	
<b>Additional Benefits</b>	Economic, Social, Cultural, Environmental	
<b>Performance evaluation and monitoring technique(s) that will be used to evaluate outcomes</b>	Site visits, visual documentation (pictures and video), user satisfaction surveys, visitation rates, rates of requests for information at the Visitor Centre.	
<b>Funding sources</b>	RMI Funding	\$125,000 / 100%
<b>Cost of project</b>		<b>\$125,000</b>
<b>Project Manager</b>	Municipality	
<b>Operating responsibilities</b>	Organization	Municipality
	Financing	Municipality

<b>Project Title</b>		
<b>Project description</b>	<b>Events &amp; Festivals</b>	
<b>Milestones</b>	Anticipated Start Date	2011
	Completion Date	Annual until 2015
	Operational Date	2011
<b>Goal(s)</b>	RDS Goal # 1: Increase Tourism Awareness	
	Project Goal: Raise the level of awareness about the quality of arts and cultural programming available to tourists in Harrison Hot Springs and in the Province of BC by providing funding to hold year-round community events that would support the goal of increasing tourism visitation rates by 15% in 5 years over 2010 levels.	
	RDS Goal # 5: Diversify Seasonal Nature of the Tourism Industry	
	Project Goal: Develop year-round and indoor events that would encourage economic diversification in the traditionally slower tourism shoulder season (September to May).	
	RDS Goal # 6: Cooperative Partnerships	
	Project Goal: Work with community groups and existing events, such as the Harrison Festival Society, to grow the events and festivals, and to attract new events by leveraging existing knowledge and resources.	
<b>Additional Benefits</b>	Economic, Cultural, Social	
<b>Performance evaluation and monitoring technique(s) that will be used to evaluate outcomes</b>	Site visits, visual documentation (pictures and video), user satisfaction surveys, visitation rates, rates of requests for information at the Visitor Centre.	
<b>Funding sources</b>	RMI Funding	\$100,000 / 100%
	Other:	Possibilities to leverage funding support from: Agassiz-Harrison Chamber of Commerce; Harrison Festival of the Arts; Federal, Provincial, Municipal Grants.
<b>Cost of project</b>		<b>\$100,000</b>
<b>Project Manager</b>	Municipality	
<b>Operating responsibilities</b>	Organization	Municipality
	Financing	Municipality

## 7. Financial Plan

The revenue sharing budget estimate for the Village of Harrison Hot Springs is \$1.53 million over 5 years. This funding will be allocated to the projects presented in the following table and is based on input from Council and tourism stakeholder groups. By undertaking these development initiatives in combination with the other destination management and product development priorities identified in this document and the previous Resort Development Strategy, Harrison Hot Springs will enhance the overall visitor experience.

<b>Village of Harrison Hot Springs Resort Municipality Initiative (RMI) Strategy 2011 - 2015</b>					
<b>Project Description</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Rendall Park Washrooms	-	-	-	-	\$175,000
Hot Springs Source	-	\$120,000	-	-	-
Beach/Lagoon Improvements	160,000	\$ 121,000	\$ 228,000	\$ 236,000	-
Streetscape Improvements	\$ 102,000	\$ 21,000	\$ 34,000	\$ 26,000	\$ 87,000
Trails	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Events	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	<u>\$ 307,000</u>	<u>\$ 307,000</u>	<u>\$ 307,000</u>	<u>\$ 307,000</u>	<u>\$ 307,000</u>

Note: There is a \$155,000 carry-forward from prior years planned for lock-block expansion along the beach and other beach improvements in 2011.

**Rendall Park Washrooms** – the addition of this facility would allow for easy tourist access to washroom and changeroom facilities. The total estimated cost for this project is \$175,000.

**Hot Springs Source** – development of the hot springs source site to provide a year round attraction and public gathering place. The total project cost is estimated at \$360,000 with the municipality only contributing 1/3 of that cost from the RMI funding (\$120,000). The rest of the funding is planned to be leveraged through private sector contributions including the Delaware North Companies (i.e. the Harrison Hot Springs Resort & Spa parent company). There is also a potential for a partnership with the local First Nations.

**Beach and Lagoon Improvements** – enhanced landscaping, walkways, playground, performing arts space on the beach, and a fountain in the lagoon to enhance water quality. The estimated project cost is \$745,000.

**Streetscape Improvements** – this is improvements for the Village Centre including possible projects such as planters, street banners, additional Christmas lights, solar powered compacting garbage bins, bicycle racks, public art, façade improvement fund for business owners in the village centre, improvements to the village entrance gate with new signage and other such municipal tourism amenities. The estimated project cost is \$270,000.

**Trails Development** – trails development and upgrading should be focused on the Miami River Greenway trail as a key connector with multiple access points. The project would also include trail signage and mapping. This project may also include the construction of new bridges over the Miami River. The estimated project cost is \$125,000.

**Events and Festivals** – Funds to encourage new shoulder season events. The estimated project cost is \$100,000.

## **8. Community Partners' Endorsement**

As representatives of key community organizations within the Village of Harrison Hot Springs, we the undersigned commit our approval and support for this strategy, including our continuing participation in its successful component planning and implementation. Letters of support are attached.

Agassiz-Harrison Chamber of Commerce

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Harrison Festival Society

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Tourism Harrison

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Harrison Hot Springs Economic Development Commission

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## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** May 25, 2011  
**FROM:** Ian Gardner, Operations Manager **FILE:** 0890-20-01  
**SUBJECT:** Memorial Hall Landscaping Plan

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#### ISSUE:

Landscaping in front of Memorial Hall along Esplanade and West side to seating area.

#### BACKGROUND:

This phase is to redo the lawn to grade along the sidewalk. Create an outside seating area with pavers on the West side of the Building. Remove the flag pole and erect a new one to the East front side. Create a Garden area and hedge in front. Plant large trees with a grant from BC Hydro. Install irrigation and adjust drainage for new lawn gradient. This is in alignment with the current proposed Option #1 for the Landscaping Plan. Estimated cost of \$31,200.00.

#### RECOMMENDATION:

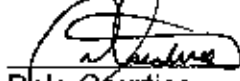
That approval be given to proceed with Option #1 at this time for the Memorial Hall Landscaping Plan.

Respectfully submitted for your  
consideration;

  
Ian Gardner  
Operations Manager

**DIRECTOR OF FINANCE COMMENTS:**

In Budget under RMI Projects.



Dale Courtice

Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



Ted Tisdale

Chief Administrative Officer

## Memorial Hall Landscape Plan

Grade West lawn to sidewalk  
 Create outside seating area  
 Create gravel path for west side of building  
 Move Flag Pole  
 Create Memorial Garden  
 Hedge front of building  
 Plant large trees with a grant from BC Hydro  
 Install irrigation

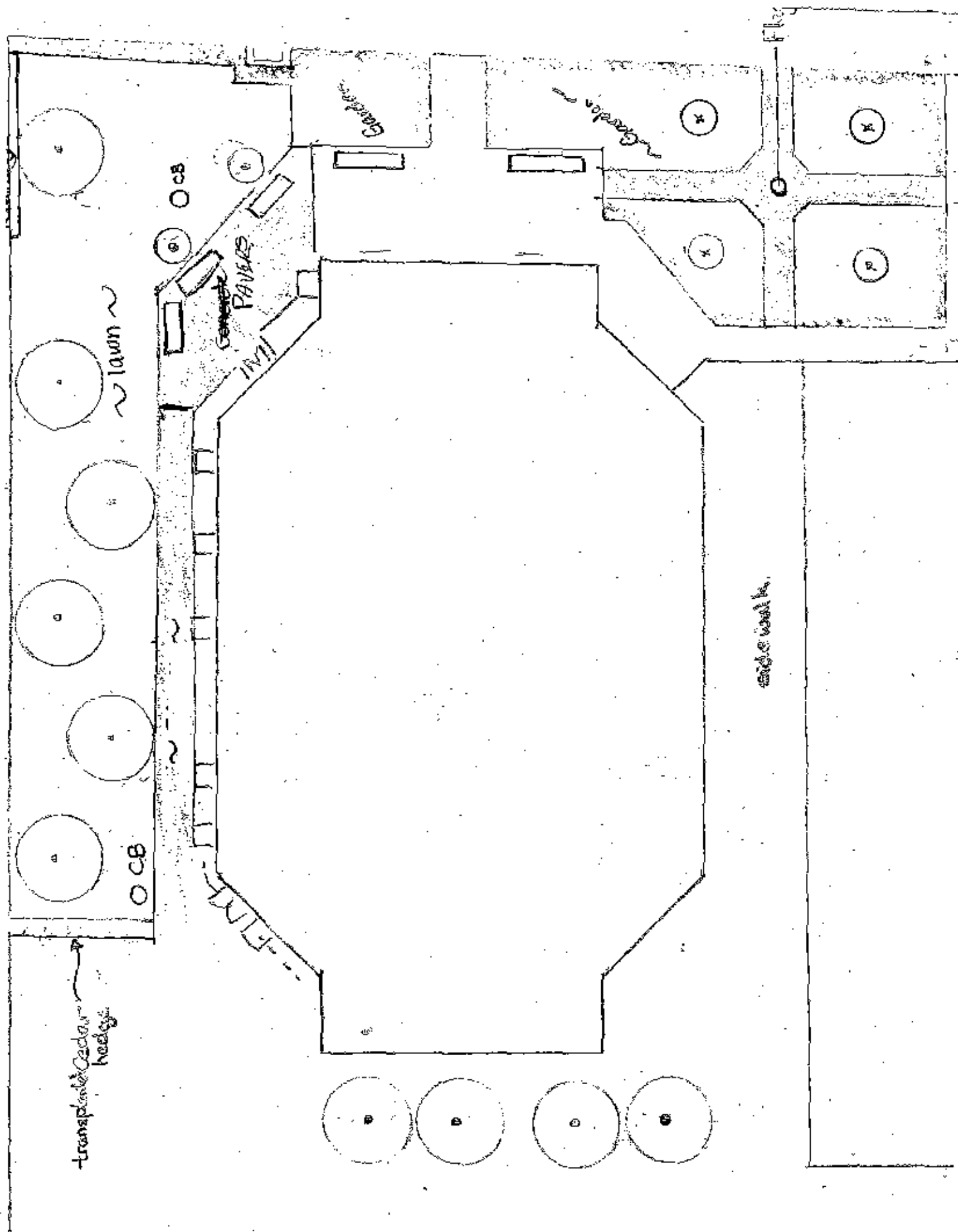
<b>Option 1</b>		<b><u>\$ 14,000.00</u></b> -
	New flag pole to match Plaza poles use refurbished plaza benches Concrete seating area Seating area with pavers	
<b>Option 2</b>		<b><u>\$ 10,000.00</u></b>
	Refurbish existing flag pole use refurbished plaza benches Gravel area for future seating	
<b>Option 3</b>		<b><u>\$ 50,612.00</u></b>
	Option 1 Plus sidewalks, curb and gutter and asphalt	
<b>Option 4</b>		<b><u>\$ 50,931.00</u></b>
	Option 1 plus sidewalk and parking on Lillooet seating area with pavers east sidewalk in parking area	
<b>Option 5</b>		<b><u>\$ 53,740.00</u></b>
	option 1 plus sidewalk and parking on Lillooet seating area with pavers east sidewalk close to building with concrete and pavers west sidewalk with pavers	

Option 6

Curb gutter  
 Sidewalk to Hot  
 Spring Road

\$ 33,000







## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** May 25, 2011  
**FROM:** Debra Key, Corporate Officer **FILE:** 3900  
**SUBJECT:** Highway and Traffic Bylaw No. 974

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#### ISSUE:

To amend Highway and Traffic Bylaw No. 974.

#### BACKGROUND:

Highway and Traffic Bylaw No. 974 received three readings at the Regular Council meeting of May 9, 2011. Upon review of the bylaw with the Bylaw Enforcement Officer it was discovered that pertinent clauses had been inadvertently omitted from the bylaw.

It is proposed that the following amendments be added to clauses:

27. a. Unless permitted by a traffic control device no person shall stop, stand or park a motor vehicle:

*Add: w. in such close proximity to another vehicle as to obstruct or unduly restrict movement of other vehicles*

29. Non-Commercial Vehicles, Trailers, Recreational Vehicles and Cycles

*Add: c. No person shall park any unattached utility trailer, boat trailer or recreational trailer on any street*

#### RECOMMENDATION:

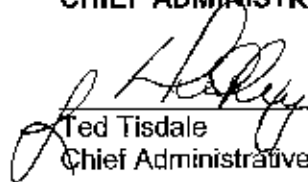
**THAT** Council rescind third reading of Bylaw No. 974 Highway and Traffic; and

**THAT** Council give third reading to Bylaw No. 974 Highway and Traffic as amended.

Respectfully submitted for your  
consideration;

  
\_\_\_\_\_  
Debra Key  
Corporate Officer

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

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



**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 974**

**A Bylaw to regulate the use of highways**

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**WHEREAS** the Village of Harrison Hot Springs has deemed it advisable to establish a bylaw to regulate the use of highways in the Village of Harrison Hot Springs.

**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 "Highway and Traffic Bylaw No. 974, 2011".

**2. INTERPRETATION**

In this bylaw:

"Boulevard" means the area between the curb lines, lateral lines or shoulder of a roadway and adjacent property line.

"Bylaw Enforcement Officer" means a person appointed by the Council as a bylaw enforcement officer for the Village of Harrison Hot Springs.

"Commercial Vehicle" means a vehicle used for business purposes for the transportation of goods, services or used by tradesmen in the performance of their work.

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

"Crosswalks" means a portion of the roadway at an intersection or elsewhere indicated for pedestrian crossing by signs or lines or other markings on the road surface.

"Cycle" means a device having a number of wheels that is propelled by human or electrically assisted power on which a person may ride.

"Cycle Path" means a portion of highway that is designated for use by cyclists and which is adjacent and parallel to the highway and separated from it by a means of road markings.

"Emergency Vehicle" means a motor vehicle:

- a) carrying rescue or first aid equipment where there is an urgent emergency
- b) driven by a member of the fire department in the discharge of their duties
- c) driven by a peace officer, constable or member of the RCMP

"Engineer" means the engineer for the Village of Harrison Hot Springs as appointed or authorized by Council.

"Extraordinary Traffic" carriage of goods or persons over a highway whether it be vehicles drawn by animal power or propelled by other means that in conjunction with the nature of existing conditions of the highway is so extraordinary or improper and the quality and/or quantity of the goods or the number of persons carried who are in the mode of time of use of the highway or in the speed of which the vehicles are driven or operated has to substantiate, alter or increase the burden imposed on the highway through it's proper use by ordinary traffic and cause damage and expense to the highway beyond what is reasonable wear and tear or ordinary use.

"Highway" means the street, road, lane, bridge, viaduct or other way open to use by the public as defined in the *Transportation Act*.

"Mobility device" means any wheelchair, motorized scooter or any other device used by physically challenged or cognitively impaired persons;

"Parade" means any assembly or group of pedestrians numbering more than 20 standing, marching or walking upon a highway or any assembly of groups of vehicles numbering more than 10 standing or moving on any highway except a funeral procession.

"RV Vehicle" means a recreational vehicle that is equipped with a living space and amenities found in a home

"Tow truck" means a motor vehicle designed, equipped and used exclusively for towing and rendering assistance to motor vehicles experiencing a defect or disability and their means of locomotion.

"Vehicle" means a device in, on or by which a person or thing is or may be transported or drawn on a highway except a device designed to be moved by human power.

"Village" means the Village of Harrison Hot Springs

### **3. APPLICATION**

#### **Mobility Device Exempt**

- a. This bylaw shall not apply to the driving or operation of a mechanically propelled wheelchair, scooter, invalid chair or similar unlicensed devices when used transport a physically disabled person.

#### **Use of Animals**

- a. A person riding an animal or driving an animal drawn vehicle upon the highway has all the rights and is subject to all the duties of that a driver of a vehicle has under this bylaw.

### **4. AUTHORITY OF OFFICERS AND EMPLOYEES**

Pursuant to this bylaw, an officer or employee of the Village is empowered to make an order respecting the matter. That power includes the power to rescind, revoke, amend or vary the order.

Council may appoint a bylaw enforcement officer to enforce the provisions of this bylaw. For the purposes of this bylaw, members of the Royal Canadian Mounted Police are bylaw enforcement officers.

Every officer and member of the Village Fire Department, in the course of attending upon a fire or emergency, is appointed a bylaw enforcement officer for the purpose of this bylaw.

Every bylaw enforcement officer is authorized to take such course of action as they may deem necessary to regulate and control traffic during times of emergency for the attendance of emergency equipment is required.

### **5. PARADES**

- a. No person shall hold or participate in a parade on a highway unless a permit has first been obtained pursuant to this bylaw.
- b. Every person wishing to hold a parade on a highway shall make application to the Village for a highway parade permit as set out in this bylaw and the Village upon being satisfied that all applicable regulations, terms and conditions have been met shall issue the permit.

## **6. TEMPORARY SOLICITING**

Council may grant approval to a person group or organization to:

- a. Solicit for donations of money or material assistance for charitable or similar purposes subject to the terms and conditions set out by Council.

## **7. CONVEYANCES**

- a. Where, in the opinion of the Bylaw Enforcement Officer that public safety is a concern, no person shall use skateboards, roller skates, rollerblades, ice skates, sleighs, skies, snowboards or other similar conveyances on any highway identified in this bylaw.
- b. The Village may temporarily close any highway or part of it for the purpose of permitting use of conveyances prohibited under the previous section and for that purpose may cause traffic control devices to be erected, placed, marked or made temporarily inoperable as the Village deems necessary.

## **8. OBSTRUCTIONS**

No owner or occupier of real property shall allow any obstruction to the line of vision from a highway intersection between the height of .5 meters and 3 meters above the average height of the ground of the highway and within a 25 meters radius from the intersection of the center lines of the highway if the obstruction reduces sight distances to less than a minimum set out in this bylaw.

## **9. MAINTAIN BOULEVARD AND SIDEWALK**

Every owner or occupier of real property adjacent to a boulevard, sidewalk or public footpath on a highway shall:

- a. Remove all snow and ice from the sidewalk or public footpath as soon as practical a snowfall, icfall or frost within a reasonable time of its deposit but in any case, no later than noon on the day following its deposit.
- b. Keep it clear of all litter, rubbish, debris and unsightly or overgrown vegetation.

## **10. PROHIBITED USES OF HIGHWAY**

- a. Except as provided in this bylaw no person shall use the highway for any purposes of performing any work or doing any act not associated with normal use of a highway.
- b. Without limiting generality of the previous section, no person shall:

- i. Construct or install or cause to be constructed or installed any access culvert, bridge, sidewalk or other access on or to any highway except as permitted in this bylaw.
- ii. Make any repairs to motor vehicle while it is upon the highway other than such temporary repairs as are necessary for the removal of the vehicle.
- iii. Engage in any sport, amusement, exercise or occupation of any highway which may delay traffic or cause any obstruction.
- iv. Build, construct, place, maintain, occupy or cause to be built, constructed, place, maintain or occupied any structure, object, substance or anything which obstruct the free use of any highway or encroaches upon it.
- v. Lay, construct or reconstruct any highway or any sidewalk which is on or adjacent to any highway or place, throw, deposit or cause to flow upon any highway or walkway:
  - a. Noxious, offensive or filthy water or substance
  - b. Any refuse, garbage, debris, bottle or container
  - c. Any rocks, stone, earth or soil
  - d. Any unlicensed or derelict motor vehicle

#### **11. REAL PROPERTY ADJOINING HIGHWAY**

No owner or occupier of real property adjoining a highway shall allow or permit any earth, log, rocks, dump water or other fluid or material to fall, slide, flow, accumulate or otherwise be deposited from the property onto the highway or having been so deposited to remain on it.

#### **12. MATERIAL FALLING FROM VEHICLES**

Where any article, substance or material becomes loose or detached or blows, spills or falls from any vehicle onto the highway it shall be the duty of the driver of that motor vehicle to immediately take all necessary precautions to safeguard traffic and remove such material from the highway.

#### **13. TOW TRUCK OPERATORS**

It shall be the responsibility of the driver or operator of a tow truck removing from the highway any vehicle damaged in accident or otherwise to also remove any dirt, broken glass, metal and debris deposited on the highway as result of the occurrence.



#### **14. NOISE ON HIGHWAY**

- a. No person shall make or create any noise on a highway whether from a motor vehicle or not which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort and convenience of the neighbourhood or the persons in the vicinity or which Council believes is objectionable or liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public.
- b. Council may on application by a person wishing to operate a motor vehicle while using a public address system or other sound producing device permit such activity on a highway subject to such terms and conditions that Council may prescribe.

#### **15. LOCAL DAMAGE**

No person shall deface any highway in any manner or damage, modify, alter or remove any boulevard, tree, shrub, plant, bush, hedge, fence or any right of way.

#### **16. TRAFFIC REGULATIONS**

Traffic Control Devices and Directions of a Peace Officer

- a. The Village may order the erection or placement of traffic control devices on any highway to give effect to this bylaw and to the *Motor Vehicle Act* as amended.
- b. The Bylaw Enforcement Officer, Peace Officer or members of the RCMP may order the erection and placement of temporary traffic control devices upon any highway to give effect to this bylaw and the *Motor Vehicle Act* as amended.
- c. Except where otherwise directed by Peace Officer, a person authorized by a Peace Officer or a flag person, every driver of a motor vehicle and every pedestrian shall obey the directions and instructions of a traffic control device.
- d. No person shall interfere in anyway with any traffic control device whether temporary or permanent which has been erected and place pursuant to this bylaw.
- e. No person shall refuse to comply with any lawful direction, command or order of a Bylaw Enforcement Officer, Peace Officer, or a member of the Fire Department.
- f. Commercial vehicles in excess of 5500 kg (tare weight) are not permitted on residential streets unless the purpose is for the performance of a service or delivery of goods.

**17. SIZE AND WEIGHT RESTRICTIONS**

- a. Except as authorized by permit on a form prescribed, no person shall drive or operate a motor vehicle or culmination of vehicles exceeding the permitted limits or dimensions, weight, load, drive axel, horsepower and other limits prescribed by the *Commercial Transport Act* as amended.

**18. ESCAPING OR INSECURE LOAD**

- a. No person shall drive or operate on a highway a motor vehicle or culmination of vehicles unless the load is secured in a manner which complies with the requirement of the *Motor Vehicle Act* as amended.

**19. WEIGHING**

- a. Where directed by a Peace Officer the driver of a motor vehicle on a highway shall:
  - a. Stop the motor vehicle for the purpose of weighing, measuring or inspecting the whole or part of the vehicle or its load or for any other purpose pursuant to this bylaw or the *Motor Vehicle Act*.
  - b. Drive a motor vehicle to the nearest public scales for the purpose of weighing the motor vehicle and load.
  - c. Rearrange the load upon the motor vehicle or remove the whole or part of the load to comply with the bylaw and the *Motor Vehicle Act* before continuing to drive or operate the motor vehicle.

**20. ANIMALS**

No person shall on any highway or sidewalk:

- a. Leave any horse or other animal without the horse or animal being tethered in a manner so as to prevent it from running away or from moving onto the highway in anyway or from obstructing any portion of the highway or sidewalk.
- b. Tie or fasten the horse or other animal to a traffic sign, tree or any object which can be pushed or dragged onto the highway or sidewalk.
- c. Ride, lead or drive any horse or other animal unless the horse or other animal is being ridden, lead or driven under the control of a competent person at all times.

**21. PEDESTRIAN CROSSINGS**

- a. The engineer may establish pedestrian crossings upon a highway and may establish traffic control devices to regulate the use of the pedestrian crossing.
- b. Where a pedestrian crossing exists across a highway no pedestrian shall cross a highway at any other place other than the pedestrian crossing.

**22. SPEED LIMITS**

No person shall drive or operate a motor vehicle or vehicle on a highway at a rate of speed in excess of:

- a) The posted speed limit
- b) 50 km per hour where there is no posted speed.

**23. WARNING DEVICES**

No person shall interfere in anyway with any barrier, lamp, sign or other device lawfully placed upon the highway at or near any excavation, construction or other work.

**24. EXTRAORDINARY TRAFFIC**

- a. Where in the opinion of the engineer a highway may be damaged by extraordinary traffic the engineer may regulate, limit or prohibit the use of the highway by the motor vehicle or vehicles constituting the extraordinary traffic.
- b. Any person to whom the above noted section applies may make application to the Village for a highway use permit on a prescribed form and in addition pay a fee in the amount of \$50.00 to the Village as compensation for the damage or expense which in the opinion of the engineer be caused by the extraordinary traffic and the engineer upon being satisfied that all applicable regulations, terms and conditions have been met shall issue the permit.

**25. CONTROLLED USE OF THE HIGHWAY**

- a. The engineer may limit or prohibit the use of a highway including but not limited to:
  - i. Prohibiting use or presence on the designated highway or part of it by or of a designated vehicle or type of vehicle either at all times or designated times
  - ii. Specifying the maximum rate of speed of which a vehicle may travel

- iii. Requiring that any vehicle may proceed, be proceeded or followed or both by a pilot car
- iv. Requiring the any vehicle may be driven or operated on certain highways only
- b. The engineer may close to traffic or use any highway at any time for a period of time and for classes of traffic for use as in their opinion may be necessary for:
  - i. Construction or protection of a highway or other public work
  - ii. Protection of persons using the highway
  - iii. The enabling of permitted traffic to be handled safely and expeditiously

## **26. PARKING REGULATIONS**

### **Designated Parking**

- a. The Village may establish the following designated parking stall and parking zones:
  - a. Loading zones, commercial loading zones, passenger zones and bus zones
  - b. Disabled person parking stalls
  - c. Public parking passes for designated public parking stalls

## **27. STOPPING, STANDING AND PARKING**

- a. Unless permitted by a traffic control device no person shall stop, stand or park a motor vehicle:
  - a. Upon any portion of a highway marked for parallel parking other than between the lines or markings indicating the limits of a single stall except where a motor vehicle is longer than the length of the parking stall in which case it may occupy no more than two stalls
  - b. on any portion of a highway marked for designated parking must be between the lines or markings indicated
  - c. Any loading zone except where actually engaged in loading or off loading of goods or merchandise and only for a maximum of 30 minutes
  - d. In a bus zone

- e. Any stall designated for use by a physically disabled motorist unless a valid placard issued by the Social Planning and Research Council BC (SPARC BC) shall be obtained and is displayed in the front windshield of the motor vehicle.
- f. On the sidewalk or boulevard
- g. In front of a public or private driveway
- h. Within 5 meters of a hydrant.
- i. On a crosswalk or within 5 meters of the approach side of the crosswalk
- j. Within 6 meters of either side of an entrance to or exit from public meeting place, fire hall or playground
- k. Along side or opposite of highway excavation or obstruction when such stopping, standing or parking obstructs traffic
- l. On a highway side of a motor vehicle stopped or parked parallel to the curb side of a highway
- m. On a bridge or other elevated structure on a highway
- n. In a manner which obstructs the visibility of traffic or a traffic control device
- o. On a cycle path on any portion of a highway for a longer period of time than indicated on the traffic control device which applies
- p. At any place on a highway for a continuous period exceeding 48 hours without movement
- q. Commercial vehicles cannot park longer than 24 hours in a given area
- r. Adjacent to a yellow curb
- s. Facing the wrong direction from the normal flow of traffic on the highway
- t. In an area where parking is prohibited
- u. In any lane that leaves less than 3.5 m of the travelled portion of the lane for other vehicle
- v. Park in the boat launch parking area without a permit
- w. In such close proximity to another vehicle as to obstruct or unduly restrict movement of other vehicles

Where a highway or portion of a highway is subject to a parking regulation or designation with the time limit either as posted or contained in this bylaw, no person shall move a vehicle from one location to another location that is within four blocks of the initial location in an attempt to avoid the time limit penalties as may be applicable from time to time under this bylaw.

## **28. EXCEPTIONS**

The previous section of this bylaw shall not apply to:

- a. An emergency motor vehicle
- b. A police motor vehicle
- c. A motor vehicle owned and operated by the Village, Province or Federal Governments
- d. A motor vehicle of a public utility corporation, tow truck, a motor vehicle used to service equipment in a business premises where it is not possible to service equipment from another location
- e. An armoured motor vehicle used for picking up and or delivering cash and other securities

## **29. NON-COMMERCIAL VEHICLES, TRAILERS, RECREATIONAL VEHICLES AND CYCLES**

- a. No person shall stop, stand or park upon a highway any trailer, RV or other vehicle where;
  - i) Any culmination of vehicles including a towing apparatus in excess of 15 meters in length.
  - ii) The total gross weight of the vehicle and/or trailer is in excess of 5500 kg and is in a residential zone between the hours of 7:00 p.m. and 7:00 a.m. the following day.
- b. No recreational vehicle will be permitted to park on any street in excess of 8 hours regardless if it is moved or not to another parking location.
- c. No person shall park any unattached utility trailer, boat trailer or recreational trailer on any street.

**30. REMOVAL OF PARKING TICKETS OR MARKINGS**

No person shall:

- a. Remove any notice or ticket placed or affixed to a vehicle by the bylaw enforcement officer except the owner or operator of the vehicle.
- b. Remove, obliterate or otherwise interfere with any marking placed on a vehicle by the bylaw enforcement officer for any purpose relating to this bylaw.

**31. TIME LIMIT PARKING**

No person shall:

- a. park a vehicle in a stall for a period of time greater than the time indicated by the traffic control device governing this stall except for the vehicles parked in a public parking lot designated for the use of public parking passes and where a valid pass is displayed from the rear view mirror of the vehicle or by the parking limitations imposed by this bylaw.
- b. Where the time limit for parking in the stall has expired and the person requires further parking the person may:
  - i. Park the vehicle in another stall located a minimum of 250 meters from the stall vacated.
  - ii. Occupy the same stall 2 hours after vacating that stall.

**32. TIME LIMIT PARKING EXCEPTIONS**

The engineer may exempt a person or organization that the engineer deems eligible from time limit restrictions from permitting that person or members of the organization to park in a time limited parking stall in excess of the posted time.

**33. BYLAW VIOLATION NOTICES**

- a. The Bylaw Enforcement Officer may issue a Bylaw Violation Notice for any violation of this Bylaw and will be required to attach the notice to the motor vehicle.
- b. A notice issued under the above section shall be deemed to be sufficiently served if the notice is signed by the issuing officer and is;
  - i. the person who is the subject to the notice, or is the owner or operator of the vehicle which is the subject of the notice, or

- ii. placed or fixed or attached to the vehicle which is the subject of the notice.

**34. RESPONSIBILITY OF THE VEHICLE OWNER**

- a. Where there is a violation of this Bylaw with respect to a vehicle, the person registered with the Superintendent of Motor Vehicles as the owner of the vehicle shall be responsible for the violation of any fine or penalty incurred whether or not they were in care and control of the vehicle at the time the violation occurred.

**35. IMPOUNDING**

- a. Where a vehicle, chattel or obstruction is occupying a highway in violation of this Bylaw the Bylaw Enforcement Officer may in addition to or instead of any other power granted in this Bylaw, remove, detain or impound the vehicle, chattel or obstruction.

**36. IMPOUND OF VEHICLES**

- a. Where a licensed vehicle is removed, detained or impounded pursuant to this Bylaw and is not redeemed by the registered owner within 24 hours of the impoundment, written notice shall be given to the owner of the vehicle shown on the records of the Superintendent of Motor Vehicles advising the owner of the seizure of the vehicle and the procedure to redeem it;
- b. Any vehicle, chattel or obstruction removed, detained or impounded pursuant to this Bylaw may be recovered by the owner by paying the fees, costs and expenses to the business place of storage as the Village may designate; and
- c. If the vehicle, chattel or obstruction is not reclaimed by the owner within 30 days of the date of impoundment it shall become the property of the Village and it may be disposed of by the Village at its discretion.

**37. SALE OF IMPOUNDED PROPERTY**

- a. Proceeds of the sale of any vehicle, chattel or obstruction impounded pursuant to this Bylaw shall be applied to the cost of selling it and for the fees, costs and expenses incurred by the Village for its contractors impounding it and the balance if any shall be paid to the general revenue account of the Village.



### 38. ENFORCEMENT AND PENALTY

- a. Except where the penalty is otherwise provided for in the **Community Charter**, every person who offends against any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention or violation of the provisions of this Bylaw, or neglects to do or refrains from doing anything required to be done by this Bylaw, shall be deemed to have committed an offence under this Bylaw and shall be liable, to fines specified under the Bylaw Notice Enforcement Bylaw.
- b. Each day that a violation is permitted to exist constitutes a separate offence.

### 39. SEVERBILITY

- a. If any portion of this Bylaw is held invalid by a Court of competent jurisdiction then the invalid portion must be severed and then remainder of the Bylaw must be deemed to have been adopted without the severed portion.

### 40. REPEAL

- (a) "The Village of Harrison Hot Springs Bylaw No. 378 and all amendments thereto are hereby repealed in their entirety.

### 41. READINGS AND ADOPTION

READ A FIRST TIME THIS 9<sup>th</sup> DAY OF MAY, 2011

READ A SECOND TIME THIS 9<sup>th</sup> DAY OF MAY, 2011

READ A THIRD TIME THIS 9<sup>th</sup> DAY OF MAY, 2011

RESCINDED THIRD READING THIS      DAY OF MAY, 2011

AMENDED A READ A THIRD TIME THIS      DAY OF MAY, 2011

ADOPTED THIS      DAY OF      , 2011

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Mayor

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Corporate Officer