



# VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

## COMMITTEE OF THE WHOLE

**Date:** Friday, April 9, 2021  
**Time:** 9:00 a.m.  
**Location:** Council Chambers, Memorial Hall, 290 Esplanade Avenue,  
Harrison Hot Springs, British Columbia

**Due to the COVID-19 pandemic and the Provincial Health Order of December 4, 2020, members of the public are prohibited from in-person attendance at Council Meetings.  
Visit our website for instructions on how to connect to the digital Council Meetings.**

### 1. CALL TO ORDER

Meeting called to order by Mayor Facio  
Acknowledgement of Sts'ailes Traditional Territory

### 2. INTRODUCTION OF LATE ITEMS

### 3. APPROVAL OF AGENDA

### 4. ITEMS FOR DISCUSSION

(a) Report of Planning Consultant – March 22, 2021  
Re: The Official Community Plan Review Process

Item 4 (a)  
Page 1

Recommendation:

THAT the Official Community Plan review process be restarted in May 2021.

(b) Report of Deputy Chief Administrative Officer/Corporate Officer – March 30, 2021  
Re: Council Procedure Amendments

Item 4 (b)  
Page 7

(c) Report of Chief Administrative Officer – March 4, 2021

Item 4 (c)  
Page 11

Recommendation:

THAT the report regarding a Revitalization Incentive Bylaw be received.

(d) Report of Community Services Manager – February 18, 2021  
Re: Parking Master Plan

Item 4 (d)  
Page 13

Recommendation:

THAT the draft scope of the Parking Master Plan be approved.

<p>(e) Report of Chief Administrative Officer – March 4, 2021 Re: Urban Forest Master Plan</p> <p>Recommendation:</p> <p>THAT the report regarding the scope of the Urban Forest Master Plan be received.</p>	<p>Item 4 (e) Page 15</p>
<p>(f) Report of Community Services Manager – March 17, 2021 Re: Website Redevelopment</p> <p>Recommendation:</p> <p>THAT the draft scope of the website redesign be approved.</p>	<p>Item 4 (f) Page 17</p>
<p><b>5. ADJOURNMENT</b></p>	

# VILLAGE OF HARRISON HOT SPRINGS



## REPORT TO COMMITTEE OF THE WHOLE

**TO:** Mayor and Council

**DATE:** March 22, 2021

**FROM:** Ken Cossey, MCIP, RPP  
Planning Consultant

**FILE:** 3900-01

**SUBJECT:** The Official Community Plan Review process

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### ISSUE:

Outlining the Official Community Plan review process.

### BACKGROUND:

#### Purpose and function of an OCP

This is an updated report that was first presented to Council in late 2019, prior to the pandemic situation. While small parts of the earlier OCP review project have been started, due to the pandemic situation the project ground to a halt for public health and safety issues. As the province has started their vaccination component for BC, it is time to contemplate reactivating the Village's OCP update program.

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

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

The current OCP was adopted in 2007 and today is 14 years old. While there is no specific regulatory requirement that stipulates how long an OCP should be in place, it is recommended that periodic reviews take place to ensure that the vision and goals of the plan are still applicable today. An OCP lays out the long-term vision for the community. Within section 2.3 of the Village's current Bylaw is the following vision:

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

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

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

Ensuring the successful implementation of the OCP requires a commitment that extends well beyond the date of adoption. A robust monitoring and evaluation program are a central part of this effort and is vital in equipping staff and elected officials with the information needed to respond to the evolving context of the community and to determine whether OCP objectives are being achieved.

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

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

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

### Authority to create an OCP

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

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

- Discussions with the Fraser Cascade School District
- How the OCP bylaw is adopted
- Effect of the OCP

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

1. The use of land use and any other community related research,
2. The use of a technical analysis,
3. The preparation of a draft bylaw,
4. Community Consultation, and
5. The formal adoption process.

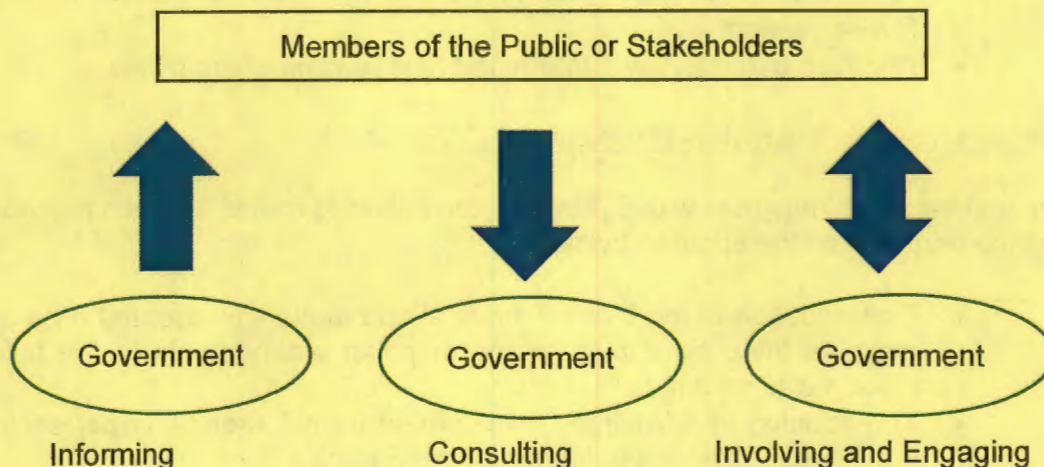
#### Effect of an Official Community Plan on Village Operations

The creation of an OCP is a discretionary power of Council, however once an OCP is adopted all bylaws enacted or works and services provided must be consistent with the plan. Regardless of this point, the OCP does not commit the Village to proceed with any works or other projects outlined or mentioned in the plan.

#### Consultation and Engagement requirements

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

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



This can include the use of:

- Open Houses

- World Cafes/Design charrettes
- Town Hall meetings
- Focus groups/specific stakeholder meetings
- Presentations at community events
- Surveys and newsletters
- The use of engagement platforms – Bang the Table, Lime Survey , and Survey Monkey
- The use of Zoom meetings

#### Steps on the development of an Official Community Plan

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

- Send letters out to the required First Nations, as directed by Council, informing the nation that the Village is working on an OCP update.
- Research – OCP 2021 Background information report - meeting the current OCP requirements, gap analysis, transportation, land uses, environmental, review of the regulatory requirements, quality of life survey and what issues need to be addressed.
- The technical analysis – what type of use makes senses for that area and what sort of planning tools can be used.
- Prepare the draft bylaw.
- Development of the consultation program – who to consult and how do we collect community input.
- Implement the consultation plan – tools to be used and the frequency of the community engagement.
- Revision of the plan – it may be required as a result of the community input received.
- Start the formal adoption process.
- Referral of the Bylaw to various external agencies, for their comments.
- Public hearing.
- Adoption of the Bylaw – fourth and final reading of the bylaw

#### Preliminary result on the review of the current OCP

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

- Consolidation of the bylaw – have all the maps consolidated onto one map, as there have been some mapping amendments to the bylaw since it was adopted.
- The addition of a Wildfire Development Permit Area – as per section 9.3.1 Areas Exposed to Interface Fire Potential
- The addition of a Community Amenity Contribution policy – this will add to the transparency of the policy.
- Need to update some of the Development Permit requirements – an example of this is the Miami River requirements, the province has

repealed the requirements under the old Riparian Area Regulations and replaced them with the Riparian Area Protection Regulations effective November 1, 2019.

- Revise the Special Planning Area – structured like a Development Permit Area within a Development Permit Area
- Update the population projections.
- Create a Development Permit checklist concept.
- Incorporation of the civic lands Placemaking sessions.
- Look at setting up a Flood Hazard Development Permit Area.
- The creation of new Housing Policies.
- Updating the Greenhouse Gas reduction policies.

#### Time frame to review and update the OCP

From start to finish the review will take approximately 18-20 months, broken out as follows:

Research – review and coordinate the collection of the background materials and release the community survey – May 2021 to July 2021

Technical analysis – July 2021 to November 2021

Draft Bylaw – Dec 2021 to January 2022

Consultation and Engagement – February 2022 – October 2022

Start the Formal Adoption process - December 2022.

#### **Creating a tentative Official Community Plan consultation strategy**

##### Consultation and Engagement requirements

Consultation is an important factor on the development of the OCP, and Council must provide one or more opportunities for consultation, as per section 475 and 476 of the *Local Government Act*. Please note that this is required outside of the public hearing process. As per section 475, the Village must consider what consultation must take place with persons, organizations, and authorities it considers will be affected by the revised OCP.

With respect to the Village residents, staff will be using various methods to conduct various engagement processes. Subject to the pandemic situation this could include an initial community survey, the hosting of open houses, a world café concept and attending various community events. These will be done outside of the required public hearing.

In addition, input should be provided from the following agencies of governments through the following suggested process:

Letter and the suggestion on a follow up stakeholder meeting

1. Tourism Harrison
2. Harrison Agassiz Chamber of Commerce

Government to Government meeting

1. Sts'ailes First Nation - initial letter and the request for a follow up meeting with staff and Council. The letter will also outline what an OCP is and what the expected result will be when the project is finished.

Letter only – this will include but not be limited to the following

1. Agricultural Land Commission
2. District of Kent
3. Fraser Cascade School District
4. Fraser Valley Regional District
5. Fraser Health
6. The Dept of Fisheries and Oceans and the provincial RAPR section
7. The Ministry of Transportation and Infrastructure

Presentation to the APC

1. As directed by Council, staff will prepare a presentation for the APC, as and when required. A report will be presented to Council outlining what will be presented before any APC meeting has been set up.

Website

The use of the Village's website to update the residents on the progress of the project and to inform, consult and involve the public with various engagement tools.

At a later stage, a detailed community consultation strategy will be prepared for Council and it will need to be approved by the Council, as per s. 475 of the *Local Government Act*.

**RECOMMENDATION:**

THAT the Official Community Plan review process be restarted in May 2021.

**Respectfully submitted:**

**REVIEWED BY and Concurrence  
with the RECOMMENDATIONS**

Ken Cossey

Ken Cossey, MCIP, RPP,  
Planning Consultant

Madeline McDonald

Madeline McDonald  
Chief Administrative Officer



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COMMITTEE OF THE WHOLE

TO: Mayor and Council DATE: March 30, 2021

FROM: Debra Key, Deputy Chief Administrative Officer/CO FILE: 3900-01

SUBJECT: Council Procedure Amendments

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**ISSUE:** Changes and updates to the Council Procedure Bylaw

#### **BACKGROUND:**

Staff was given direction to review the Council Procedure Bylaw and provide some recommended changes to clearly reflect procedural matters within the bylaw. The Bylaw will also be revised to include modern best practices, updates to technology, online meetings and virtual participation as well as any necessary housekeeping matters.

#### Public Notice Posting Places

Due to the COVID-19 pandemic and Provincial Health Orders, changes were implemented to accommodate online Council meetings. In addition, the venue for Council meetings was changed in order to accommodate physical distancing measures. It is suggested that the definition for public notice requirements should read:

"Public Notice Posting Places" means the Village's website at [www.harrisonhotsprings.ca](http://www.harrisonhotsprings.ca) and all public notice bulletin boards.

"Village website" means the electronic information resource at [www.harrisonhotsprings.ca](http://www.harrisonhotsprings.ca)

#### Meetings of Council

Due to the changes made necessary under the Provincial Health Orders during the COVID-19 pandemic, the following changes are recommended for inclusion in this section.

- (h) Council and all of its Committees will ordinarily meet in person;
- (i) Council members who are physically unable to attend open Regular or Special meetings in event of an emergency or Provincial Orders, may attend the meeting and vote through electronic or other communication facilities;

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

### Agenda

Provision (b) will be amended by updating the wording to reflect definition changes.

Currently under provision (c) the Mayor or presiding member may add correspondence, reports or other items to the agenda of a regular meeting of Council providing that Council concurs to the late items by resolution. Late items are intended to be items that are of an emergent nature, such as a matter that requires Council's action or approval under specific deadlines.

If Council desires to amend the Order of Business to allow for the introduction of New Business, it is recommended that this be added as a regular agenda item at the end of the meeting. The introduction of Late Business would require a motion of Council and the matter would be referred to staff for inclusion in a future meeting.

### Opening Procedures

Under provision (c) staff is suggesting that an amendment be made to accurately reflect the procedure when quorum cannot be achieved, or if quorum is lost due to means of electronic communication or technology issues.

ie if quorum is not achieved after fifteen (15) minutes, then the meeting shall stand adjourned until another meeting is held. Items on the agenda shall be added to the next meeting's agenda.

### Rules of Conduct and Debate

Under provision (c) this section will be amended to include the following:

- (a) The Council Code of Conduct Policy applies to all Council bodies;
- (b) Every member shall address the Chair before speaking to any question or motion;

- (c) The Mayor will be addressed as "Your Worship" or "Mayor" [surname]
- (d) Councillors will be addressed as "Councillor" [surname]. If a Councillor is Chairing a meeting, they may be addressed as "Chair" or if the Mayor is absent they may be addressed as "Deputy Mayor" [surname]

All other provisions may remain unless Council directs otherwise.

### Voting

- (h) When a question is called, all voting members present are required to vote (unless the member has declared a conflict of interest);
- (i) The Chair will call for those in favour and those against;
- (j) If the meeting is held in person, voting will be conducted by raising hands.
- (k) If a member is participating electronically, they must verbalize their vote;;
- (l) If a member abstains from voting or does not indicate how they vote, the member is deemed to have voted in the affirmative;
- (m) If a motion receives equal votes for and against then it is defeated;
- (n) A voting member may request that recommendations be taken separately or together and the Chair will decide whether or not to accede to the request;

Remove provisions (a) (b) (d), (e) (g) (h) (i) (j)

### Motions

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

### Petitions and Delegations

To include:

- Council will not hear from more than two delegations at a single meeting, unless expressly authorized by the Mayor
- (c) The Mayor or presiding member shall allow up to 10 minutes for the presentation and may be extended by a majority vote of Council

Reports

Amend to accurately reflect departments.

Conflict of Interest

Move Conflict of Interest before section 7 Voting.

Due to the number of substantial amendments, staff is recommending introduction of a new Council Procedure Bylaw and repealing Bylaw 1002.

Pursuant to s. 124(3) of the *Community Charter* public notice of the proposed bylaw will require notice pursuant to s. 94.

Respectfully submitted:

Debra Key

Debra Key  
Deputy Chief Administrative Officer/  
Corporate Officer

REVIEWED BY:

Madeline McDonald

Madeline McDonald  
Chief Administrative Officer



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COMMITTEE OF THE WHOLE

**TO:** Mayor and Council  
**FROM:** Madeline McDonald  
Chief Administrative Officer  
**SUBJECT:** Revitalization Incentive Bylaw

**DATE:** March 4, 2021

**FILE:** 3900-01

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**ISSUE:** Council has not yet replaced the revitalization tax incentive bylaw which was repealed in 2018.

#### **BACKGROUND:**

Revitalization tax exemptions are a specific type of permissive exemption designed to encourage development which supports Councils stated objectives, such as the revitalization of a commercial area, to promote sustainable tourism, or to address an identified need for rental or affordable housing. Within the Village of Harrison Hot Springs, there are undeveloped areas on the eastern end of the downtown area. A revitalization bylaw in support of commercial development there may incentivize such development.

The Village also received a Housing Assessment in 2019 which identified a need for more rental housing and more affordable housing in the area and a revitalization bylaw could also be used to promote this type of development.

#### **DISCUSSION:**

Revitalization exemption bylaws may apply in specific areas or on specific property classes and are meant to incentivize development, or redevelopment which supports community goals. Typically, there is a minimum value attached to the development to be exempted from municipal taxation and there is a finite time period for the exemption, often a three-year period, and not more than ten years in accordance with legislation.

Prior to adoption, the municipal council must provide public notice of the revitalization tax exemption program, including:

- The reason for the program
- The objectives of the program
- How the program intends to accomplish the objectives
- The types of properties, activities, or circumstances that will be eligible for the exemption
- The extent, amount, and maximum term (not exceeding 10 years) of the exemption.

For discussion purposes, staff have provided some options which Council may wish to pursue in relation to a new revitalization tax exemption program. A minimum value of \$100,000 in development is suggested but could be increased or decreased. Staff suggests that a revitalization tax incentive program be drafted to apply over a three-year period. Some options are provided for consideration but Council may wish to pursue other goals through a revitalization program or may wish not to proceed with this type of tax exemption at this time.

**OPTIONS:**

- 1) That Council direct staff to draft a tax revitalization bylaw to promote commercial development of a value in excess of \$100,000, on commercially zoned properties within the Village for the purpose of economic revitalization.
- 2) That Council direct staff to draft a tax revitalization bylaw to promote rental residential development, or affordable residential development, of a value in excess of \$100,000, on appropriately zoned properties within the Village.
- 3) That Council direct staff to draft a tax revitalization bylaw to promote affordable residential development of a value in excess of \$100,000, on appropriately zoned properties within the Village.

**RECOMMENDATION:**

THAT the report regarding a Revitalization Incentive Bylaw be received.

Respectfully submitted,

Madeline McDonald

Madeline McDonald  
Chief Administrative Officer



## VILLAGE OF HARRISON HOT SPRINGS

## REPORT TO COMMITTEE OF THE WHOLE

**TO: Mayor and Council**

**DATE: February 18, 2021**

**FROM:** Rhonda Schell  
Community Services Manager

**FILE: 5480-01**

**SUBJECT:    Parking Master Plan**

**ISSUE:**

To seek Council's direction on the scope that should be included in an upcoming request for proposals for the preparation of a Parking Master Plan.

**BACKGROUND:**

At the January 20<sup>th</sup>, 2021 Committee of the Whole meeting, Council directed staff to include a Parking Master Plan in the 2021-2025 Financial Plan.

**DISCUSSION:**

Staff is recommending the following deliverables be included in a Parking Master Plan:

## Parking Management Plan

The final report should include a detailed area plan with maps showing parking occupancy current restrictions and recommendations for changes or improvements including, but not limited to:

- Strategies to manage on-street parking throughout the Village during the peak tourist season between May and September, including the recommendation of parking prohibitions and/or restrictions
- Consideration of seasonal 'resident only' parking areas, including enforcement costs, and regulatory hours
- Identification of streets best suited for on-street parking restricted to one side
- Identification of potential areas for future expansion of the pay parking program
- Review of existing accessible parking opportunities and recommendation on the location, configuration and number of such parking stalls to meet industry standard best practices

- Identification of suitable areas for user pay electric vehicle charging stations and recommendation of inventory of stations to meet projected demands over a five-year period
- Recommendation of suitable user-pay electric vehicle charging station technologies
- Identification of short and long-term parking needs (5, 15 and 25-year plans)
- Additional tasks that a Consultant considers to be necessary or warranted or optional value-added tasks that may be completed if approved by the Village.

#### **Consultation and Data Collection**

- Public Consultation (including a minimum of two public events, either online or in person depending on prevailing Public Health directives, to gather information and share a draft plan for final comments), supplemented by at least one online survey
- Meet Village staff and other stakeholders, as warranted
- Complete a Parking Inventory including seasonal pay parking areas, on street parking, and privately operated public parking lots
- Assess Occupancy/Turnover Counts (Data to be gathered by field reconnaissance and on multiple dates/times of day from the May long weekend through the end of September)
- During the process of developing the strategy, the Consultant will present both the draft and final reports to Council.

#### **FINANCIAL IMPLICATIONS**

Up to \$30,000 from the 2021 pay parking revenue will be contributed to the Parking/Traffic Management reserve account. The Parking Master Plan report has been budgeted in the 2021 financial plan to be funded from the Parking/Traffic Management reserve account.

#### **RECOMMENDATION:**

THAT the draft scope of the Parking Master Plan be approved.

Respectfully submitted:

Rhonda Schell

Rhonda Schell  
Community Services Coordinator

REVIEWED BY:

Madeline McDonald

Madeline McDonald  
Chief Administrative Officer



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL COMMITTEE OF THE WHOLE

**TO:** Mayor and Council  
**FROM:** Madeline McDonald  
Chief Administrative Officer  
**SUBJECT:** Urban Forest Master Plan

**DATE:** March 04, 2021

**FILE:** 6440-03

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**ISSUE:** Council directed staff to prepare a draft scope for a proposed Urban Forest Master Plan

#### **BACKGROUND:**

During discussion around the Tree Replacement on Public Lands policy December 22, 2020, staff committed to preparing a draft scope for an Urban Forest Master Plan proposal call. The Plan, which was one of the 2020 projects deferred due to budget uncertainty associated with the COVID-19 pandemic, will incorporate improvements to the management and regulation of trees within the Village to ensure that urban forest assets are sustainable and healthy.

#### **DISCUSSION:**

Currently, cutting permits for the removal of trees from private lands are issued for a number of reasons, primarily for the removal of danger trees on developed properties and to make way for a building envelop on undeveloped properties. Currently, the Village does not have an overall master plan for the management of trees within the Village on private or public lands and cutting permits are issued on a case-by-case basis. Trees are held in high value by residents for their esthetic value, for their contribution to air quality and the important role they play in maintaining wild habitat in the urban environment. Understandably, the public often questions the need remove trees on public or private lands. Accordingly, it will be of benefit to develop a master plan for trees on both private and public lands, and to encourage public input into that plan. The recommendation below is meant to incorporate the elements that Council deems to be important to clarify and regulate within an Urban Forest Master Plan for the Village.

The following draft scope is presented for Council's consideration and review.

- 1) A review of all policies, bylaws and documents related to the management of trees and forested areas with the Village
- 2) An inventory and condition report of trees of significance on public lands within the Village and a list of recommended replacement trees based on:
  - esthetics
  - hardiness
  - longevity
  - mature size
  - infrastructure compatibility
  - contribution to the natural environment
  - adherence to Fire Smart principles

- 3) A recommended set of standards for landscaping plans to form the basis of a landscaping plan policy to guide future development within the Village, to include a methodology for calculating a minimum number of replacement trees on any given lot and a list of approved tree species for use in the plan.
- 4) At least two opportunities for public input on the draft plan, including at least one on-line or in-person open house
- 5) Presentation to Council of a draft plan for the purpose of incorporating feedback and a final presentation to Council of the completed plan

#### **FINANCIAL IMPLICATIONS**

Up to \$75,000 is incorporated into the 2021 Budget for an Urban Forest Master Plan to be funded from the Gas Tax Reserves.

#### **RECOMMENDATION:**

THAT the report regarding the scope of the Urban Forest Master Plan be received.

Respectfully submitted,

*Madeline McDonald*

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Madeline McDonald  
Chief Administrative Officer



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COMMITTEE OF THE WHOLE

**TO:** Mayor and Council

**FROM:** Rhonda Schell  
Community Services Manager

**SUBJECT:** Website Redevelopment

**DATE:** March 17, 2021

**FILE:** 1495

#### ISSUE:

To seek Council's direction on the scope to be included in an upcoming request for proposals for the redesign of harrisonhotsprings.ca.

#### BACKGROUND:

Due to the COVID-19 pandemic, the Village has seen an increase in website traffic and reliance on e-services. At the December 7<sup>th</sup>, 2020 Regular Council Meeting, Council approved the use of COVID-19 Safe Restart Grant funds for technological upgrades which included the redesign of the Village website.

#### DISCUSSION:

Staff is recommending the following deliverables be included in the process of developing a new website:

#### Consultant

The consultant must, at minimum, provide the following:

- Review, evaluate, and make recommendations on the existing URL, website, and e-service integrations
- Provide guidance and recommendations on content organization and navigation
- Provide graphic design services and offer several design options
- Create visual and writing style guides that set out standards for content and web writing and templates for page layout
- Recommendation and rationale for an open-source Content Management System (CMS)
- Provide a detailed project plan and timeline
- Transfer content from existing website and add new content as directed
- Deliver a complete website with a seamless transition
- Provide a manual and training on the use of the CMS and overall website features
- Complete a six-month post launch review and configuration changes if required
- Provide support to Village staff for up to six months post launch

- Supply all components and licenses as required
- Any additional recommendation that that proponent wishes to include

### **Architecture and Design**

The website must, at minimum, meet the following requirements:

- Customer focused design that is consistent with the Village brand, user friendly, visually appealing, and compatible with mobile devices and all common browsers
- Comprehensive search function, translation service, document storage, and home page announcement banner
- News feeds with a subscription service and ability to schedule content and set automatic content expiration
- Fillable forms submission and tracking (citizen concern form and bylaw incident reports)
- Meet Web Content Accessibility Guidelines and industry best practices
- Integrate with all current e-government services (MAIS, online payments, CivicWeb Filepro, fillable online forms) and be capable of integrating with future e-government services such as GIS mapping, and video content from social media platforms
- Compliant with privacy standards when collecting personal information with all data stored in Canada and compliant with the Freedom of Information and Protection of Privacy Act.
- At least one administrator with the capability for additional internal users
- Effective search engine optimization, analytics, audit trails, website security and redundancy

### **Consultation**

- Public Consultation (including a minimum of two public events, either online or in person depending on prevailing Public Health directives, to gather information and share a draft design for final comments), supplemented by at least one online survey
- Meet Village staff and other stakeholders, as warranted
- During the process of developing the website, the Consultant will present the draft design to Council.

### **FINANCIAL IMPLICATIONS**

The website redesign has been budgeted for up to \$20,000 in the 2021 financial plan to be funded from the COVID-19 Restart Grant.

### **RECOMMENDATION:**

THAT the draft scope of the website redesign be approved.

Respectfully submitted:

Rhonda Schell

Rhonda Schell  
Community Services Coordinator

REVIEWED BY:

Madeline McDonald

Madeline McDonald  
Chief Administrative Officer