



# VILLAGE OF HARRISON HOT SPRINGS

## NOTICE OF MEETING AND AGENDA

### COMMITTEE OF THE WHOLE

**Date:** Friday, May 28, 2021  
**Time:** 10:00 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.**

<b>1. CALL TO ORDER</b>	
Meeting called to order by Mayor Facio Acknowledgement of Sts'ailes Traditional Territory	
<b>2. INTRODUCTION OF LATE ITEMS</b>	
<b>3. APPROVAL OF AGENDA</b>	
<b>4. ITEMS FOR DISCUSSION</b>	
(a) Report of Planning Consultant – May 21, 2021 Re: Development Procedures Amendment Bylaw  Recommendation:  THAT the draft Development Procedures Amendment Bylaw No. 1160, 2021 be approved.	Item 4 (a) Page
(b) Report of Financial Officer – May 20, 2021 Re: Reserve and Surplus Policy  Recommendation:  THAT the draft Reserve and Surplus Policy be approved.	Item 4 (b) Page
(c) Report of Community Services Manager – May 19, 2021 Re: Off-Leash Dog Park  Recommendation:  THAT the Off-Leash Dog Park report be received.	Item 4 (c) Page
<b>5. ADJOURNMENT</b>	

## VILLAGE OF HARRISON HOT SPRINGS



### REPORT TO COMMITTEE OF THE WHOLE

**TO:** Mayor and Council **DATE:** May 21, 2021  
**FROM:** Ken Cossey, MCIP, RPP **FILE:** 3900-02  
Planning Consultant  
**SUBJECT:** Development Procedures Amendment Bylaw

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**ISSUE:** Consideration of amendments to the Village's Development Procedures Bylaw No. 1090, 2016.

#### **BACKGROUND:**

This matter was before Council at the Regular meeting of Council on April 6, 2021 and was referred back for consideration at a Committee of the Whole.

As per the requirements of the *Local Government Act*, the Village has in place *Development Procedures Bylaw Number 1090, 2016*. This bylaw is required as the Village has in place both an adopted Official Community Plan Bylaw (OCP) and an adopted Zoning Bylaw. This type of bylaw is required as it outlines the process that the Village uses when either issuing a permit or looking at an amendment to either of or both the Zoning Bylaw and the OCP Bylaw. As this bylaw is five (5) years old, an administrative review was completed, and it was determined that various updates were required. In summary the amendment changes are outlined below.

1. Revised the definition of a Highway, so that the definition is the same as the one used in the current Zoning Bylaw. For your reference and review the change is outlined in text section 2.1 of the amendment bylaw.
2. Added a new definition of Works and Services. The definition was taken from the new draft Subdivision Servicing Bylaw. In addition to using the new definition we needed to insert the new definition into various parts of the bylaw. For your reference and review the changes are outlined in text sections 2.2, 2.4, 2.7, 2.12, and 2.15 of the amendment bylaw.
3. Changed "shall" to "must" in various parts of the current bylaw. For your reference and review the changes are outlined in text sections 2.3, 2.6, and 2.16 of the amendment bylaw.
4. Cleaned up some typos. For your reference and review the changes are outlined in text sections 2.5, 2.8, 2.13, and 2.14 of the amendment bylaw.

5. Inserted new APC meeting requirements. This is needed to clarify that the applicant may make a presentation to the APC and answer any questions that the APC may have with respect to their application. This type of clarity removes any expectation that staff is going to make a presentation on behalf of the applicant. As the APC meeting is an open public meeting, this will also provide the community the ability to hear additional details on the proposed application, prior to any public hearing being held. For your reference and review the change is outlined in text section 2.9 of the amendment bylaw.
6. It creates a new development review process. The current process requires that staff come to Council on every application and request approval to work on the application. On occasion Council have asked staff to provide additional comments on the application which staff cannot answer, as we have not done any work or research on the application. With the amended bylaw Council has preapproved staff to work on the application only. This work will include any research findings that staff may have come across and it will outline any impacts that the development may have on the neighbourhood, if applicable. For your reference and review the changes are outlined in text sections 2.10, 2.11, and 2.20 of the amendment bylaw.
7. Removed the concept of minor variance. For your reference and review the changes are outlined in text sections 2.17, 2.18, and 2.19 of the amendment bylaw.

**RECOMMENDATION:**

THAT the draft Development Procedures Amendment Bylaw No. 1160, 2021 be approved.

Respectfully submitted;

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

Ken Cossey

Ken Cossey, MCIP, RPP,  
Planning Consultant

Madeline McDonald

Madeline McDonald, CAO

Attachment (1)

Village of Harrison Hot Springs Development Procedures  
Amendment Bylaw No. 1160, 2021





## VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 1160, 2021

### A bylaw to amend Village of Harrison Hot Springs Development Procedures Bylaw No. 1090, 2016

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**WHEREAS** the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Development Procedures Bylaw No. 1090, 2016, as adopted December 19, 2016;

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

#### CITATION

1. This Bylaw may be cited for all purposes as the "**Village of Harrison Hot Springs Development Procedures Amendment Bylaw No. 1160, 2021**".

#### 2. TEXT AMENDMENTS

- 2.1 Development Procedures Bylaw 1090, 2016 is hereby amended by inserting after the definition of "Highway" after the word "time", "but specifically excludes the following:

- Ferry Approach,
- Ferry Terminal,
- Right-of-ways on any Parcel of Land, and
- Tunnel;"

- 2.2 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting in its entirety the definition of "Village" and inserting after the definition of "Revised Application" the following:

#### **"Village**

means the Village of Harrison Hot Springs; and

#### **Works and Services**

means any public service, facility or utility which is required or regulated by the Village's Subdivision Servicing Bylaw, as amended from time to time, and without restricting the generality of the foregoing includes: the supply and distribution of water; collection and disposal of sanitary sewage and drainage water; street lighting; highways, access roadways, curbs, gutters, and sidewalks; and natural gas, power and telecommunication services."

- 2.3 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "shall" in section 8.1 after the word "documents", and before the word "in" and substituting in its place the following word "must not".
- 2.4 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "work" in section 8.1(a) after the word "perform", and before the word "in", and substituting in its place the following words "Works and Services".
- 2.5 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following words "shall be" in section 8.2 after the word "It", and before the word "the", and substituting in its place the following word "is".
- 2.6 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following words "shall" in section 8.2 after the word "representative" and before the word "carry" and substituting in its place the following word "must".
- 2.7 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "work" in section 8.2 after the word "the", and before the word "in", and substituting in its place the following words "Works and Services".
- 2.8 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "the" in section 9.1 after the word "process", and before the word "Council".
- 2.9 Development Procedures Bylaw 1090, 2016 is hereby amended by inserting a new paragraph 1 under "Agency Referral Process", after paragraph 12.1,1, as follows:
- "12.1.2 If a referral is made to the Advisory Planning Commission, an applicant may attend the meeting and make a presentation to the Advisory Planning Commission. Following the Applicant's presentation, the Advisory Planning Commission members may ask the Applicant to provide clarification on any point in their presentation."
- 2.10 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting section 13.0 and substituting it with,

"After an Application has been received including the payment of fees, the Application will be processed. A staff report must contain the following information:

- (a) a copy of any supporting documentation;
- (b) staff's recommendation on whether the Application should be processed or, if not, what is missing from the Application;
- (c) staff's recommendation on the referral agencies, if any;
- (d) staff recommendation for a public notification meeting, if applicable;
- (e) staff recommendation to set up a public hearing, if applicable, and any additional relevant information provided by the Planning Department, including any potential impacts that the development may have on the neighbourhood or on the operations of the current services provided by the Village."



- 2.12 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "works" in section 15.3(a) after the word "the", and before the word "under", and substituting in its place the following words "Works and Services".
- 2.13 Development Procedures Bylaw 1090, 2016 is hereby amended by inserting the following word "taken" in section 15.5 after the word "Funds", and before the word "under".
- 2.14 Development Procedures Bylaw 1090, 2016 is hereby amended by inserting the following word "the" in section 15.5 after the word "under", and before the word "security".
- 2.15 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "work," in section 15.5 after the word "such", and before the word "repair", and substituting in its place the following words "Works and Services".
- 2.16 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "shall," in section 17.2 after the word "revoked", and before the word "immediately", and substituting in its place the following word "must".
- 2.17 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "minor," in section 20.0 after the word "A", and before the word "variance".
- 2.18 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "minor," in section 20.0(a) after the word "the", and before the word "variance".
- 2.19 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "minor," in section 20.0(c) after the word "the", and before the word "variance".
- 2.20 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting in its entirety Schedule "A" and substituting in its place a revised Schedule "A" attached hereto forming part of this Bylaw.

#### READINGS AND ADOPTION

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2021

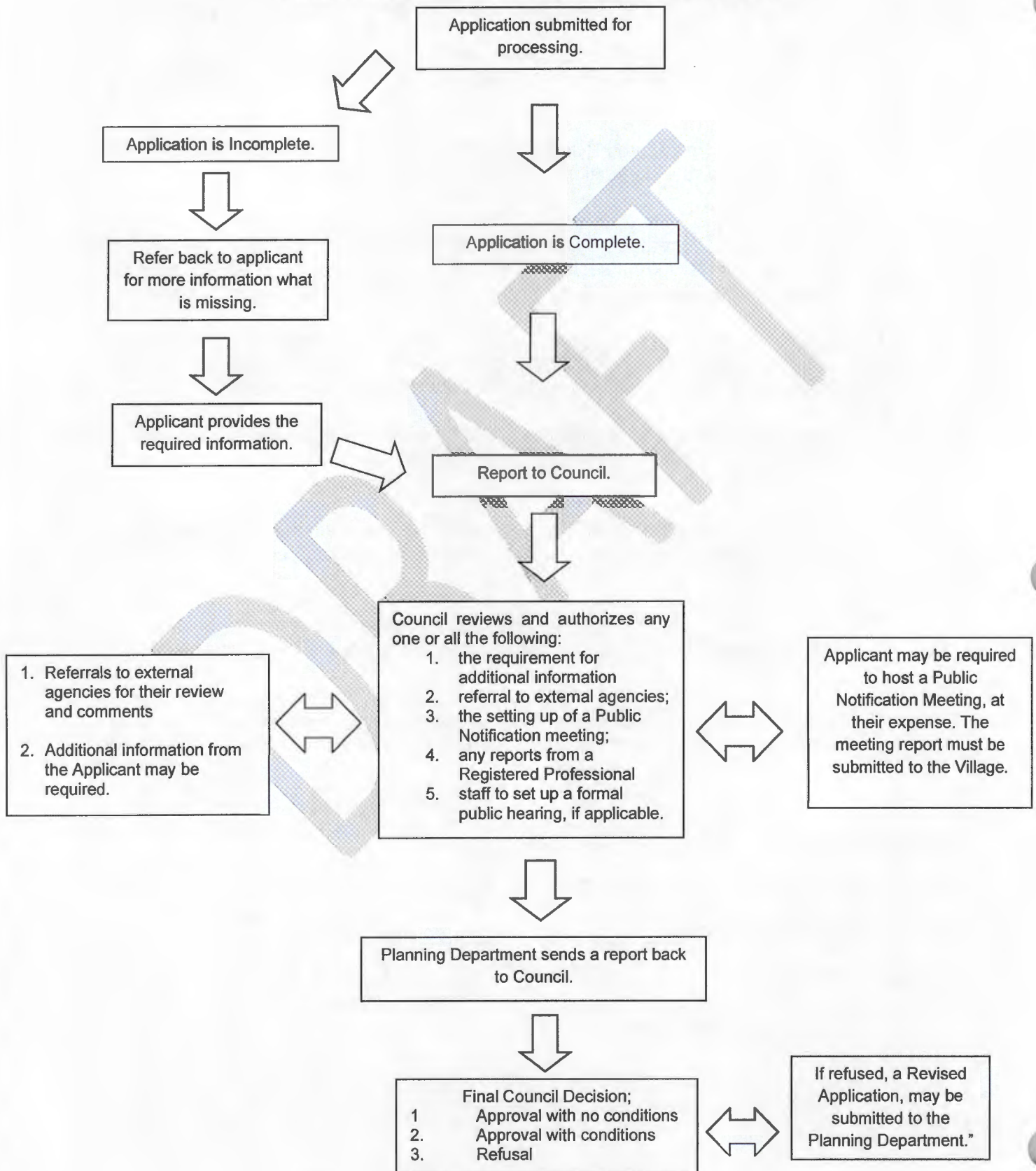
READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor

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

**"SCHEDULE "A"  
PART 14 APPLICATION PROCESSING FLOWCHART**





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COMMITTEE OF THE WHOLE

**TO:** Mayor and Council **DATE:** May 20, 2021  
**FROM:** Tracey Jones **FILE:** 0340-50  
Financial Officer  
**SUBJECT:** Reserve and Surplus Policy

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**ISSUE:** Provide an updated report on the status of reserves and draft a Reserves and Surplus Policy.

#### **BACKGROUND:**

At the December 7, 2020 Regular Council meeting, Council directed staff to provide an update on the status of reserves and develop a Reserve and Surplus Policy. An update to the reserves was included in the 2020 audited financial statements adopted by Council on April 6, 2021. The attached Reserve and Surplus policy is here for Council's consideration.

#### **RECOMMENDATION:**

THAT the draft Reserve and Surplus Policy be approved.

Respectfully submitted:

Tracey Jones

Tracey Jones  
Financial Officer

REVIEWED BY:

Madeline McDonald

Madeline McDonald  
Chief Administrative Officer



COUNCIL	POLICY NO.
RESERVES AND SURPLUS	DATE ADOPTED:

## **1 OBJECTIVES AND GUIDING PRINCIPLES**

### **1.1 Objectives**

The Village's objectives in terms of its various reserves and surpluses are set out in this Reserve and Surplus Policy (Policy). By reaching a clear understanding of its reserve and surplus objectives, and by continually measuring progress towards achieving those objectives, the Village can attain greater fiscal stability and accountability.

### **1.2 Guiding Principles**

The following principles form the basis for this Policy:

- All Reserve Funds must be established, maintained and used for a specified purpose mandated by policy, statute or bylaw;
- Appropriate reserve/surplus levels are important in achieving community goals including financial health and stability;
- Actual reserve/surplus balances will be benchmarked with other jurisdictions and with pre-determined targets on an ongoing basis to gauge whether financial health is being achieved;
- Reserve/surplus goals need to be consistent with and supportive of realistic longer-term financial plans;
- Reserve/surplus appropriations need to conform to the statutory/legal requirements of the *Local Government Act* and the *Community Charter*, generally accepted accounting principles (GAAP) and public sector accounting board (PSAB) recommendations.

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## 2 OPERATING AND CAPITAL RESERVE ACCOUNTS

Council may establish a reserve account for a specified purpose and direct that money be placed to the credit of the reserve account.

### 2.1 Financial Stabilization Reserve Account

This account is established for the following purposes:

- ***For Major Emergent Operating Issues*** – such as, if the Village is exposed to major non-recurring costs related to various emergency events or situations, e.g. damaging storm events, wildfires or other environmental hazards etc. These emergent situations cannot be anticipated and budgeted for and it is not feasible to absorb the cost of such events in other budget areas in any given year.
- ***To Offset Unrealized Revenues*** – some of the Village's revenue sources, e.g. development fees, rental revenue, pay parking fees, are cyclical in nature and are thus subject to downturns in the economy or impacted by bad weather. The Village tries to anticipate these impacts by budgeting for a base dollar amount of these revenues in its general operations. Despite its best efforts, the Village is exposed to the possibility of unrealized revenues and/or declines in base revenues from year to year. One cannot always count on budgetary savings or other revenue to always offset these shortfalls.
- ***To Offset Appeals in Assessment*** – property assessments can be subject to the appeals process which can result in decisions that reduce property values after property taxation has been calculated for the year. This can result in reduced property taxation revenue which may have to be mitigated through the use of the Financial Stabilization Reserve.

### 2.2 Insurance/Legal Reserve Account

Offsets the cost of insurance claims and deductibles or the cost of major legal costs/claims, the magnitude and timing of which is often indeterminable.

### 2.3 Election Reserve Account

Offsets the cost of municipal elections that occur every 4 years or more frequently, if a by-election occurs.

### 2.4 Employee Future Benefits Reserve Account

To fund the associated liability estimated by actuarial valuation.

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## 2.5 Fire Department Operating Reserve Account

Offsets unexpected operating costs experienced by the fire department. These emergent situations cannot be anticipated and budgeted for and it is not feasible to absorb the cost of such events in other budget areas in any given year.

## 3 UNAPPROPRIATED SURPLUSES

The Village needs to maintain balances in its three operating funds (the General Operating Fund, the Sewer Operating Fund, and the Water Operating Fund), to fund operational expenditures before property taxes and/or user fees are collected. Maintaining minimum working fund levels eliminates or reduces the need to borrow externally and/or internally for operational requirements. The Village may also require emergency funds from time to time, from any one of its Unappropriated Surplus balances, for unforeseen costs. When this occurs, the Village needs to rely upon sufficient balances being available in the applicable Unappropriated Surplus area (General, Water or Sewer).

## 4 RESERVE FUNDS

Pursuant to section 188 (1) of the *Community Charter*, Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund.

### 4.1 *Office Equipment Reserve Fund*

To fund office equipment, information technology and furnishings that meet the capitalization threshold.

### 4.2 *General Building Reserve Fund*

To fund the replacement, upgrade or addition of building infrastructure.

### 4.3 *Storm Drainage Reserve Fund*

To fund the replacement, upgrade or addition of storm drainage infrastructure.

### 4.4 *Transportation Reserve Fund*

To fund the replacement, upgrade or addition of transportation infrastructure as well as capacity building planning. This includes asset categories of Roads, Sidewalks, Streetlights and Bridges as well as Parking/Traffic Management.

### 4.5 *Parks and Recreation Reserve Fund*

To fund parks and recreation infrastructure and furnishings. This would include, but is not limited to, the assets in the classes of Parks and Other Infrastructure such as the boat launch, docks, park furnishings, recreation and tourism infrastructure.



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## **4.6 Parkland Acquisition and Development Reserve Fund**

To fund the acquisition of parkland, playground equipment, lighting, design, development and improvement of parkland.

## **4.7 Fire Department Equipment Reserve Fund**

For purchase of fire department machinery and equipment for protection of persons and property.

## **4.8 Public Works Equipment Reserve Fund**

For purchase of capital machinery and equipment for public works.

## **4.9 Sanitary Sewer Reserve Fund**

For capital renewals and additions to sanitary sewer infrastructure including buildings, equipment and vehicles.

## **4.10 Water Reserve Fund**

For capital renewals and additions to the water infrastructure including buildings, equipment and vehicles.

## **4.11 Community Works Gas Tax Reserve Account**

To account for funds received and used pursuant to the Community Works Gas Tax Agreement.

## **STATUTORY RESERVE FUNDS**

If monies are received from specific sources, certain Reserve Funds must be established for administering these funds, as per specific legislation. These Reserve Funds are as noted below.

## **4.12 Development Cost Charges**

Per section 188 (2)(a) of the *Community Charter*, separate Reserves need to be established for DCC collections and use under section 566 of the *Local Government Act*. The Village collects development cost charges for parks, storm drainage, sanitary sewer and water.

## **4.13 Parkland Acquisition Reserve Fund**

Per section 188 (2)(b) of the *Community Charter*, funds received from the sale or disposal of parkland as well as funds received pursuant to section 941 of the *Local Government Act* (parkland funds received upon subdivision) must be set aside in reserve and be used exclusively to purchase parkland. This reserve has been established for that specific purpose.

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## **4.14 Land Reserve Fund**

Per section 188 (2)(e) funds received from the sale of land and improvements must be set aside in a reserve fund for the purposes of paying any debt remaining in relation to the property and of acquiring land, improvements and other assets of a capital nature.

## **4.15 Community Amenities Reserve Fund**

To set aside monies received from voluntary contributions, budgeted transfers and current contributions, for expenditures related to the construction of community amenities and facilities.

## **5 ADMINISTRATION**

### **5.1 Reserve Contributions**

Annual and/or periodic contributions to Reserves shall be specific to each Reserve, as approved by council through the Village's annual financial planning/budgeting process.

### **5.2 Minimum and Optimal Reserve Balances**

Minimal and optimal fund balance guidelines have been set for some of the Village's Operating and Capital Reserve Accounts, Unappropriated Surpluses and Statutory Reserves.

Funds are shown in attached Appendix "A". The minimum balances ensure that the respective balances are not depleted to the degree that those balances are no longer able to serve their intended purpose(s). The optimal balances ensure that the Village's guiding principles are achieved and that the respective balances do not grow beyond their intended purpose(s) and thus create idle assets that could be otherwise utilized for other municipal priorities. A comparative review of actual, minimum and optimal fund balances shall be undertaken annually.

### **5.3 Internal Borrowing**

Internal borrowing from specific Reserve Accounts, Unappropriated Surplus and Statutory Reserve Fund balances shall be permissible as allowed for by legislation, if a clearly defined and attainable pay back plan, including payments of foregone interest, is in place, as internal borrowing allows for more flexibility in terms of payback amounts and loan duration than that of external borrowing. Paybacks shall be executed according to plan.

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## **5.4 Responsibilities**

The Village's Financial Officer shall be responsible for:

- Recommending the necessary contributions and transfers so that the Village's Operating/Capital Reserve Accounts, Unappropriated Surpluses and Statutory Reserve Funds are maintained in accordance with this Policy;
- Conducting an annual review of all Operating/Capital Reserve Account, Unappropriated Surplus and Statutory Reserve Fund balances including comparing actual levels with the established minimum and optimal levels within the Policy and reporting the results of such a review to council;
- Recommending changes to the minimum and optimal balance guidelines shown in this Policy; and,
- Recommending any revision or amendments to this Policy, as may be required from time to time, as a result of changes in applicable statutes, accounting standards, economic conditions, etc.

## **5.5 Interest**

Operating/Capital Reserve Accounts and Statutory Reserve Funds shall be paid and allocated interest based on average annual balances and the Village's average rate of return on investments.

## **5.6 Guide and Transition**

The minimum and optimal fund balance guidelines shown in this Policy serve as a guide in moving the Village towards the goals or targets it wishes to attain, in terms of individual fund balances. It is recognized that the Village's fund balances are not at the minimum or optimal level at the time of enacting this Policy, however, the Village is transitioning towards its optimal targets.

A council resolution or an adopted budget bylaw is required for all appropriations from the reserves. Further a council resolution is required to create, delete, or shift funds between categories of reserves.



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## 6 GLOSSARY

The following terms are used in this Policy and are defined as follows:

- 1) **"Accumulated Surplus"** means the accumulated excess of revenue over expenditures from prior years which has not been set aside for specific purposes.
- 2) **"Annual Surplus"** means the accumulated excess of revenues over expenditures for the current year.
- 3) **"Reserve Accounts"** means funds that are set aside by council direction for a specified purpose. These are discretionary appropriations of surplus established to meet changing business needs.
- 4) **"Reserve Funds"** means funds that are set aside for a specific purpose by council pursuant to section 188(1) of the *Community Charter*. These reserves are established via Village bylaws and are discretionary on the part of council.
- 5) **"Statutory Reserve Funds"** means funds set aside for specified purposes as required by and pursuant to specific legislation. These Reserves are established via the Village bylaws and are non-discretionary on the part of Council.
- 6) **"Unappropriated Surplus"** means the accumulated surplus built up in the Village's various operating funds that has not been designated for specific uses.

**Village of Harrison Hot Springs - Reserve and Surplus Policy**  
**Appendix "A" - Reserve/Surplus Summary**

Fund(s)	Purpose	Funding Source	Minimum Level	Maximum Level
<b>OPERATING RESERVE ACCOUNTS</b>				
Financial Stabilization Reserve Account	Generally provided to offset revenue shortfalls, ie: water billings that are variable due to weather; refund of revenue due to assessment appeals; or used in a year when expenditure overages are due to emergency situations (eg. Flooding) or cyclical events ( i.e. excessive snow removal)	Provided from year-end surplus revenues from: Penalties and interest received from utility billings and Penalties and interest received from property tax payments	2% of utility user fees, 4% of property taxes	3% of utility user fees, 6% of property taxes
Insurance /Legal Reserve Account	Established to offset the cost of insurance claims and deductibles, or major legal costs. May also be used to mitigate the impact of significant premium increases	Transfers budgeted annually as required	Equal to 2 x claims deductible , plus 10% of annual property insurance premiums, plus \$20,000	Equal to 4 x claims deductible ,plus 20% of annual property insurance premiums, plus \$40,000
Election Reserve Account	Established to fund the municipal election costs that occur every 4 years, or a by-election if required	Transfers budgeted annually as required	50% of costs	100% of costs
Employee Future Benefits Reserve Account	Established to fund the employee future benefit liability obligation	Transfers budgeted annually based on actuarial valuations	50% of liability	100% of liability
Fire Department Operating Reserve Account	Established to cover unexpected events that may result in operating expenditures in a year above budgeted.	Allocated from fire department's year end surplus when materialized	\$ 20,000	\$ 30,000
<b>CAPITAL RESERVES</b>				
Community Works Gas Tax Reserve	To be used pursuant to the Community Works Gas Tax Agreement	Federal Community Works Gas Tax funds distributed by the Union of BC Municipalities (UBCM)	N/A	N/A
Community Amenities Reserve	To be used to purchase or construct community amenities and facilities	Volunteered developer contributions , budgeted transfers and current contributions	N/A	N/A

**Village of Harrison Hot Springs - Reserve and Surplus Policy**  
**Appendix "A" - Reserve/Surplus Summary**

Fund(s)	Purpose	Funding Source	Minimum Level	Maximum Level
<b>CAPITAL RESERVES</b>				
Office Equipment Reserve Fund	To fund the replacement, upgrade or addition of Information Technology infrastructure as well as other office equipment	Transfers budgeted annually as required	50% of Capital replacement	100% of Capital replacement
General Building Reserve Fund	To fund the replacement, upgrade or addition of building infrastructure	Transfers budgeted annually as required	50% of Capital replacement	100% of Capital replacement
Storm Drainage Reserve Fund	To fund the replacement, upgrade or addition of storm drainage infrastructure. To be used as matching funds for related grant funded projects as required.	Transfers budgeted annually as required	50% of Capital replacement	100% of Capital replacement
Transportation Reserve Fund	To fund the replacement, upgrade or addition of infrastructure as well as capacity building planning. This includes asset categories of Roads, Sidewalks, Streetlights and Bridges as well as Parking/Traffic Management. To be used as matching funds for related grant funded projects as required.	Transfers budgeted annually as required. Funds received in lieu of parking CC S.188 (2) d	50% of Capital replacement	100% of Capital replacement
Parks and Recreation Reserve Fund	To fund the replacement, upgrade or addition of parks and recreation infrastructure, equipment and furnishing for parks, beachfront and lagoon area, docks and boat launch. To be used as matching funds for related grant funded projects as required.	Transfers budgeted annually as required	50% of Capital replacement	100% of Capital replacement
Parkland Acquisition and Development Reserve Fund	To fund the acquisition of, or improvements to, parkland including playground equipment, lighting design, development and improvements. To be used as matching funds for related grant funded projects as required.	Transfers budgeted annually as required	Sufficient balance to fund planned projects	Sufficient balance to fund planned projects
Parkland Acquisition Reserve Fund	To fund the acquisition of parkland	Developer cash contributions as per the cash in lieu of parkland CC S. 188 (2) b iii	N/A	N/A
Land Reserve Fund	To fund the acquisition of land	Sale of land proceeds, unexpended funds from borrowing for land; CC S 188 (2) e	Sufficient balance to fund planned projects	Sufficient balance to fund planned projects



**Village of Harrison Hot Springs - Reserve and Surplus Policy**  
**Appendix "A" - Reserve/Surplus Summary**

Fund (s)	Purpose	Funding Source	Minimum Level	Maximum Level
<b>CAPITAL RESERVES</b>				
Fire Dept Equipment Reserves	To fund the replacement, upgrade or addition of fire department vehicles and equipment	Transfers budgeted annually as required plus allocation from annual fire department surplus when materialised	50% of Capital replacement	100% of Capital replacement
Public Works Equipment Reserve	To fund the replacement, upgrade or addition of public works vehicles and equipment	Transfers budgeted annually as required	50% of Capital replacement	100% of Capital replacement
Sanitary Sewer Reserve Fund	To fund the replacement, upgrade or addition of sanitary sewer infrastructure, buildings, equipment and vehicles. To be used as matching funds for related grant funded projects as required.	Transfers budgeted annually as required from Utility service fees	50% of Capital replacement	100% of Capital replacement
Water Reserve Fund	To fund the replacement, upgrade or addition of water infrastructure, buildings, equipment and vehicles. To be used as matching funds for related grant funded projects as required.	Transfers budgeted annually as required from Utility service fees	50% of Capital replacement	100% of Capital replacement

Fund(s)	Purpose	Funding Source	Minimum Level	Maximum Level
<b>DEVELOPMENT COST CHARGES</b>				
Parks DCC Liability	To be used as per S 566 (2) of the Local Government Act	Developer Contributions per CC 188 (2) a	N/A	N/A
Storm Drainage DCC Liability	To be used as per S 566 (2) of the Local Government Act	Developer Contributions per CC 188 (2) a	N/A	N/A
Sanitary Sewer DCC Liability	To be used as per S 566 (2) of the Local Government Act	Developer Contributions per CC 188 (2) a	N/A	N/A
Water DCC Liability	To be used as per S 566 (2) of the Local Government Act	Developer Contributions per CC 188 (2) a	N/A	N/A

**Village of Harrison Hot Springs - Reserve and Surplus Policy**  
**Appendix "A" - Reserve/Surplus Summary**

Fund(s)	Purpose	Funding Source	Minimum Level	Maximum Level
<b>UNAPPROPRIATED SURPLUS (WORKING FUNDS)</b>				
General Operating	Generally for cash flow purposes, as a funding source for capital projects to mitigate borrowing, or to fund one-time unexpected operating expense increases	surplus not allocated elsewhere	equal to 3 months of operating budget	equal to 6 months of operating budget + \$600,000
Sewer Operating	Generally for cash flow purposes, as a funding source for capital projects to mitigate borrowing, or to fund one-time unexpected operating expense increases	surplus not allocated elsewhere	equal to 3 months of operating budget	equal to 6 months of operating budget + \$500,000
Water Operating	Generally for cash flow purposes, as a funding source for capital projects to mitigate borrowing, or to fund one-time unexpected operating expense increases	surplus not allocated elsewhere	equal to 3 months of operating budget	equal to 6 months of operating budget + \$300,000



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COMMITTEE OF THE WHOLE

**TO:** Mayor and Council

**DATE:** May 19, 2021

**FROM:** Rhonda Schell  
Community Services Manager

**FILE:** 6130-01

**SUBJECT:** Off-Leash Dog Park

**ISSUE:** Consideration of an off-leash dog park.

#### BACKGROUND:

In 2013, the Village designated a portion of Rendall Park as an off-leash dog area on a trial basis but the initiative was discontinued due to conflicts between off-leash dogs and other park users. In 2016, Council received a report for consideration of a dog park on the forested lot east of the Harrison Hot Springs Fire Hall but Council did not proceed with this proposal.

#### DISCUSSION:

Considerations for planning an off-leash dog park should include the identification of an appropriate park size and desired features, which will help staff determine an installation budget and ongoing costs. Such ongoing costs include operations, management, enforcement and maintenance. Some of the possible features and options are listed below for the purpose of discussion:

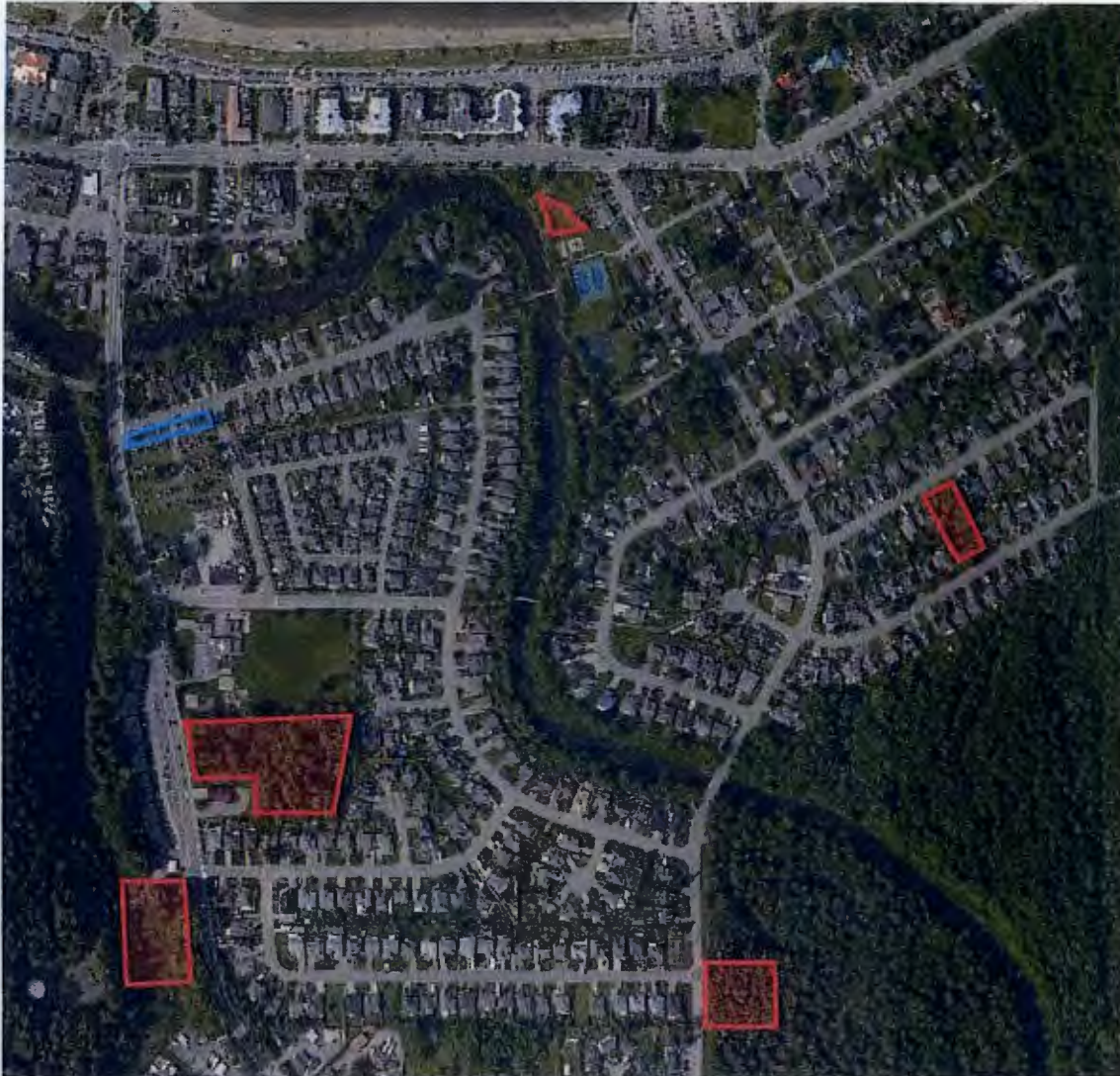
FEATURE	Description	Pros	Considerations
Design	A good design will consider the right surfacing, drainage and features in accordance with the available budget and could provide <i>good, better, best</i> options	A good design will minimize conflicts both within the park and with neighboring properties	A good design is important to ensure that the site will be durable in all weather conditions, adequately fenced and that the use does not negatively impact the surrounding natural environment
Fencing	Fencing is required with a double gate system to allow for the leashing up of dogs in a secure area	Ideally there would be more than one access point to allow for better emergency access and egress	Required
Signage	Signage should clearly communicate Village policies, including any enforcement provisions, in an easy to understand format	Will clearly outline expectations and user responsibility	Required



Water	Drinking water for dogs	This could take the form of a combo water bottle filler and spigot for dog bowls	Required
Sanitation	Doggy bags and an environmentally responsible method of disposal	This should be regularly monitored, stocked and cleaned	Required
Lighting	Lighting improves safety and extends usable hours	Lighting is recommended so that the park is usable in the winter months in the early morning and evening hours	Additional capital costs and ongoing operational costs
Shade provisions	Wooded areas come with their own shade, but shaded areas could be added for hot weather	Shade structures could also provide shelter from the rain during inclement weather	Additional capital costs and would require ongoing maintenance
Pathways	Pedestrian paths could be constructed through or around the perimeter of the off-leash area	Would improve accessibility	Additional capital costs and would require ongoing maintenance
Segregation for small and large dogs	This could be a segregation within one park or two separate parks	Minimize the risk of harm to small dogs, during incidences of dog aggression	Additional capital and operational costs
Enforcement	To ensure all dogs using the park are licensed and that owners are cleaning up after their dogs	Current bylaws cover licensing and waste pick up	Additional bylaw enforcement costs

Staff has identified potential locations for an off-leash dog park, including the Fire Hall Park (approximate area: 11,000 m<sup>2</sup>), the parkland south of the water treatment plant (approximately 8,000 m<sup>2</sup>), the lot on McCombs Drive adjacent Chestnut Avenue (approximate area: 4,000 m<sup>2</sup>), and Woods Park (approximate area: 2,500 m<sup>2</sup>) or a portion of Spring Park (approximate area: 1,000 m<sup>2</sup>). The parkland at Hot Springs Road and Miami River Drive (approximate area: 1,000

m<sup>2</sup>) may be a potential location in the future but the use of this land has been deferred to the OCP process.



Should Council direct staff to work on establishing an off-leash dog park, staff is seeking direction on one to three desired locations and approval to conduct further public consultation to assess the broad community support and desired amenities for an off-leash dog park.

**RECOMMENDATION:**

THAT the Off-Leash Dog Park report be received.

Respectfully submitted:

Rhonda Schell

Rhonda Schell  
Community Services Manager

REVIEWED BY:

Madeline McDonald

Madeline McDonald  
Chief Administrative Officer