



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, June 19, 2023
Time: 7:00 p.m.
Location: Council Chambers,
Memorial Hall, 290 Esplanade Avenue,
Harrison Hot Springs, British Columbia

THIS MEETING WILL BE CONDUCTED IN-PERSON AND VIA ZOOM VIDEO CONFERENCE

1. CALL TO ORDER	
Meeting called to order by Mayor Wood Acknowledgment of Sts'ailes traditional territory.	
2. INTRODUCTION OF LATE ITEMS	
3. APPROVAL OF AGENDA	
4. ADOPTION OF COUNCIL MINUTES	
(a) THAT the Special Pre-Closed Council Meeting minutes of April 27, 2023 be adopted.	Page 1
(b) THAT the Special Pre-Closed Council Meeting minutes of May 31, 2023 be adopted.	Page 3
(c) THAT the Regular Council Meeting minutes of June 5, 2023 be adopted.	Page 5
(d) THAT the Special Pre-Closed Council Meeting minutes of June 6, 2023 be adopted.	Page 13
(e) THAT the Special Pre-Closed Council Meeting minutes of June 12, 2023 be adopted.	Page 15
5. BUSINESS ARISING FROM THE MINUTES	
6. CONSENT AGENDA	
i. Bylaws	
ii. Agreements	
iii. Committee/ Commission Minutes	
iv. Correspondence	
7. DELEGATIONS/PETITIONS	

8. CORRESPONDENCE	
(a) Letter from Minister Harry Bains, Minister of Labour dated June 14, 2023 Re: Fraser Valley Transit Collective Bargaining Dispute See also letter dated May 8, 2023 from Mayor Wood re: Mediation Intervention	Page 17 Page 19
9. BUSINESS ARISING FROM CORRESPONDENCE	
10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS	
11. REPORTS FROM MAYOR	
12. REPORTS FROM STAFF	
(a) Report of Chief Financial Officer dated June 19, 2023 Re: 2022 Statement of Financial Information Recommendation: THAT the 2022 Statement of Financial Information for the Village of Harrison Hot Springs be approved.	Page 21
(b) Report of Chief Financial Officer dated June 19, 2023 Re: 2022 Annual Report Question period for public to ask questions regarding the 2022 Annual Report only. Recommendation: THAT the 2022 Village of Harrison Hot Springs Annual Report be approved.	Page 57
(c) Report of Interim CAO/Acting CO dated June 19, 2023 Re: Committee Liaison Appointments Recommendation: 1. THAT Council liaisons be appointed for the following community committees. Agassiz-Harrison Healthy Communities; Harrison-Agassiz Chamber of Commerce; Fraser Valley Regional District Board – Alternate; and the Fraser Valley Regional Hospital District Board – Alternate; and 2. THAT the organizations be advised of the changes.	Page 59

- (d) Report of Interim CAO/Acting CO dated June 19, 2023
Re: Appointments with Provincial UBCM Ministry Appointments

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Recommendation:

THAT Council for the Village of Harrison Hot Springs endorse staff organizing meetings with the Ministers of the following Ministries:

Ministry of Tourism, Arts, Culture and Sport; Ministry of Agriculture and Food, or Ministry of Environment and Climate Change Strategy, Ministry of Housing; Ministry of Transportation and Infrastructure; Inspector of Municipalities; Ministry of Emergency Management and Climate Readiness; and Ministry of Public Safety and Solicitor General – RCMP; and

THAT staff be authorized to set up meetings with Ministry staff if appointments with the Ministers are not available.

- (e) Report of Planning Consultant dated June 19, 2023
Re: The Official Community Plan (OCP) Review Process

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Recommendation:

THAT council reread the Official Community Plan Bylaw No. 1184, 2022 a second time as amended, and

THAT staff be authorized to set up a public hearing.

- (f) Report of Planning Consultant dated June 19, 2023
Re: Board of Variance (BoV) versus an Advisory Planning Commission (APC)
See also Board of Variance Establishment Bylaw No. 810, 2004,
Schedule "A" of Miscellaneous Fee Amendment Bylaw No. 1129, 2018, and
Advisory Planning Commission Bylaw No. 1006, 2012

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Recommendation:

THAT the Board of Variance (BoV) versus an Advisory Planning Commission (APC) report dated June 19, 2023 be received for information.

13. BYLAWS

- (a) Code of Conduct Bylaw 1189, 2023

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Recommendation:

THAT Code of Conduct Bylaw 1189, 2023 be given final reading and adoption.

14. NEW BUSINESS

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

16. ADJOURNMENT


Kelly Ridley
Interim Chief Administrative Officer/
Acting Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE SPECIAL (PRE-CLOSED) COUNCIL MEETING**

Thursday, April 27, 2023

11:00 a.m.

**Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC**

COUNCIL PRESENT	Councillor John Buckley Councillor Leo Facio Councillor Allan Jackson Councillor Michie Vidal
COUNCIL ABSENT	Mayor Ed Wood
STAFF PRESENT	Interim Chief Administrative Officer/ Acting CO, Kelly Ridley Finance Manager, Scott Schultz Operations Manager, Tyson Koch

1. CALL TO ORDER

The Corporate Officer called the meeting to order at 11:15 pm and asked the Councillors present to appoint an Acting Mayor to preside over the meeting.

SC(C)23-014

Moved by Councillor Facio

Seconded by Councillor Buckley

That Councillor Vidal be appointed as Acting Mayor for the April 27, 2023 Special (Pre-Closed) Council meeting.

CARRIED

2. RESOLUTION TO EXCLUDE PUBLIC

SC(C)23-015

Moved by Councillor Buckley

Seconded by Councillor Jackson

RESOLVED: That pursuant to Sections 90 and 92 of the *Community Charter*, this Regular Meeting of Council be closed to the public as the subject matter being considered relates to the following:

- Section 90(1)(a) of the Community Charter - personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- Section 90(1)(c) of the Community Charter - labour relations or other employee relations
- Section 90(1)(g) of the Community Charter - litigation or potential litigation affecting the municipality;
- Section 90(1)(i) of the Community Charter - the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

*Village of Harrison Hot Springs
Minutes of the Special (Pre-Closed) Council Meetings
April 27, 2023*

3. ADJOURN TO CLOSED COUNCIL MEETING

SC(C)23-016

Moved by Councillor Buckley

Seconded by Councillor Facio

RESOLVED:

THAT the April 27, 2023 Special (Pre-Closed) Council meeting be adjourned.

CARRIED

The meeting was adjourned at 11:18 am.

Ed Wood
Mayor

Kelly Ridley
Interim Chief Administrative Officer/
Acting Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE SPECIAL (PRE-CLOSED) COUNCIL MEETING**

4(b)

Wednesday, May 31, 2023

10:00 a.m.

**Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC**

COUNCIL PRESENT

Mayor Ed Wood Councillor
John Buckley
Councillor Leo Facio
Councillor Allan Jackson
Councillor Michie Vidal

COUNCIL ABSENT

None

STAFF PRESENT

Interim Chief Administrative Officer/ Acting CO, Kelly Ridley

1. CALL TO ORDER

Mayor Wood called the meeting to order at 10:00 am.

2. RESOLUTION TO EXCLUDE PUBLIC

SC(C)23-017

Moved by Councillor Vidal

Seconded by Councillor Buckley

RESOLVED: That pursuant to Sections 90 and 92 of the *Community Charter*, this Regular Meeting of Council be closed to the public as the subject matter being considered relates to the following:

- Section 90(1)(a) of the Community Charter - personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- Section 90(1)(c) of the Community Charter - labour relations or other employee relations; and
- Section 90(1)(i) of the Community Charter - the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

*Village of Harrison Hot Springs
Minutes of the Special (Pre-Closed) Council Meetings
May 31, 2023*

3. ADJOURN TO SPECIAL CLOSED COUNCIL MEETING

SC(C)23-018

Moved by Councillor Vidal

Seconded by Councillor Buckley

RESOLVED:

THAT the May 31, 2023 Special (Pre-Closed) Council meeting be adjourned.

CARRIED

The meeting was adjourned at 10:01 am.

Ed Wood
Mayor

Kelly Ridley
Interim Chief Administrative Officer/
Acting Corporate Officer

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

4(c)

DATE: Monday, June 5, 2023
TIME: 7:00 p.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Ed Wood
Councillor Leo Facio
Councillor Allan Jackson
Councillor Michie Vidal

Interim Chief Administrative Officer/ Acting CO, Kelly Ridley
Operations Manager/Deputy CAO, Tyson Koch

ABSENT:

1. CALL TO ORDER

Mayor Wood called the meeting to order at 7:00 p.m.
Mayor Wood acknowledged the traditional territory of Sts'ailes

2. INTRODUCTION OF LATE ITEMS

- Mayor Wood announced that Councillor Buckley has resigned from Council and wished him well. Furthermore, he asked to speak on the current evacuation route.

3. APPROVAL OF AGENDA

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the agenda dated June 5, 2023 be approved as amended.

**CARRIED
UNANIMOUSLY**
RC-2023-06-01

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the Regular Council Meeting Minutes of May 15, 2023 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2023-06-02

5. BUSINESS ARISING FROM THE MINUTES

Moved by Mayor Wood
Seconded by Councillor Jackson

THAT Council approve removing Sasquatch Park from consideration as a possible evacuation route and that a letter be sent to John Coles thanking him for his delegation presentation at the May 15, 2023 Regular Council Meeting

MOTION FAILED
OPPOSED BY COUNCILLORS FACIO AND VIDAL

6. CONSENT AGENDA

None

7. DELEGATIONS/PETITIONS

- (a) John Allen
Re: Dog Park Proposal

Mr. Allen spoke to Mayor and Council regarding a low-cost off-leash Dog Park at the southern end of the overflow parking lot.

8. CORRESPONDENCE

- (a) Letter dated May 1, 2023 from John Allen
Re: Dog Park Proposal
- (b) Email dated May 5, 2023 from Wallace Mah, District of Kent
Re: Invitation for Joint Council Meeting
- (c) Email dated May 15, 2023 from Ross Buchanan
Re: Disaster Avoidance
- (d) Letter dated May 23, 2023 from Jason Lum, Chair of the Fraser Valley Regional District
Re: Lower Mainland Traffic Services – Alteration to the Service Delivery Model for South Coast Highway Patrol services
- (e) Letter dated May 23, 2023 from the Advisory Planning Commission Chair
Re: Resignation Letter
- (f) Email dated May 30, 2023 from Ministry of Transportation and Infrastructure
Re: BC E-Bike Rebate Program
- (g) Letter dated May 30, 2023 from the Allan Garneau
Re: Code of Conduct Bylaw 1189, 2023
- (h) Email dated May 31, 2023 from the BC Hydro
Re: UBCM Meeting Request Form

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
June 5, 2023*

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the letter dated May 1, 2023 from John Allen, the email dated May 5, 2023 from Wallace Mah, District of Kent, the email dated May 15, 2023 from Ross Buchanan, the letter dated May 23, 2023 from Jason Lum, Chair of the Fraser Valley Regional District, the letter dated May 23, 2023 from the Advisory Planning Commission Chair, the email dated May 30, 2023 from Ministry of Transportation and Infrastructure, the letter dated May 30, 2023 from Allan Garneau, and the email dated May 31, 2023 from BC Hydro be received.

**CARRIED
UNANIMOUSLY**
RC-2023-06-03

9. BUSINESS ARISING FROM CORRESPONDENCE

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT staff coordinate with Council the best dates to have a Joint-Council meeting with the District of Kent.

**CARRIED
OPPOSED BY MAYOR WOOD**
RC-2023-06-04

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT a letter of support be sent to the Fraser Valley Regional District regarding their letter for Fraser Valley Regional District Chair, Jason Lum to have a meeting with Minister Mike Farnworth to discuss distribution of policing resources.

**CARRIED
UNANIMOUSLY**
RC-2023-06-05

Moved by Mayor Wood

THAT the Harrison Hot Springs Advisory Planning Commission be dissolved and a Board of Variance be enacted in its place.

**MOTION FAILED
LACK OF SECONDER**

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
June 5, 2023*

Moved by Mayor Wood
Seconded by Councillor Jackson

THAT staff investigate the difference between an Advisory Planning Commission and a Board of Variance and that a report be brought back to Council recommending which system would work best in the Village of Harrison Hot Springs.

CARRIED
UNANIMOUSLY
RC-2023-06-06

10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS

Councillor Facio

- Fraser Health – No Report
- Fraser Valley Regional District Board (Municipal Director) – No Report
- Fraser Valley Regional Library Board (Alternate Municipal Director) – No Report
- Thanked Councillor Buckley and wished him the best.

Councillor Vidal

- Community Futures North Fraser Board of Directors
 - Attended a meeting on May 16, 2023
- Corrections Canada Citizen's Advisory Committee
 - Attended a meeting on May 17, 2023
- Kent Harrison Joint Emergency Program Committee – No Report
- Attended the RCMP meeting at the Memorial Hall on May 30, 2023
- Attended the Agassiz Elementary Secondary School 2023 Graduation Ceremony on June 2, 2023
- Thanked Councillor Buckley for all his work on the current and previous Council terms and wished him the best.

Councillor Jackson

- Fraser Valley Regional Library Board (Municipal Director)
 - Attended a meeting at the end of May.
- Tourism Harrison
 - Attended a meeting and thanked Mayor Wood for his donation towards the event.
- Thanked Councillor Buckley for his work on Council through the years and wished him the best.

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
June 5, 2023*

11. MAYOR'S REPORT

- Reported on the Official Community Plan open house meetings that took place on May 29 - 31, 2023. The meetings were very well attended.
- Reminded that water restrictions are in place from June 1 to September 30.
- Reported on the RCMP open house meeting at the Memorial Hall on May 30, 2023.
- Reported that the Agassiz-Harrison Museum has a new display called "Our Living Language" and encouraged the public to stop by and have a look.
- Reported that a new Chief Financial Officer will be joining the Village Office in August, and a new Corporate Officer will be starting on June 12, 2023.

12. REPORTS FROM STAFF

- (a) Report of Interim CAO/Acting CO – June 5, 2023
Re: Strategic Planning Session
See also report dated May 15, 2023 – Strategic Planning Session – June 26 and 27, 2023

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT Council for the Village of Harrison Hot Springs approve rescheduling the Strategic Planning session with Mr. Ron Poole until the week of August 21, 2023 to allow for senior staff to be hired and in place.

**CARRIED
UNANIMOUSLY**
RC-2023-06-07

- (b) Report of Operations Manager/Acting DCAO – June 5, 2023
Re: Harrison Lake Dike Upgrade Project

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT Harrison Hot Springs Council authorize up to \$550,000.00 (excl. GST) of the Canada Community-Building Fund (CCBF) in British Columbia – Strategic Priorities Fund funding to complete the detailed design of the upgrade to the Harrison Lake protective dike, the Waste Water Treatment Plant (WWTP) Access Road and the area around the Waste Water Treatment Plant; and

THAT the Village retain the team assembled by Northwest Hydraulic Consultants that includes Northwest Hydraulic Consultants, Space2place Design Inc. and Thurber Engineering to prepare the detailed design for Harrison Lake protective dike, the Waste Water Treatment Plant (WWTP) Access Road and the area around the Waste Water Treatment Plant.

**CARRIED
OPPOSED BY MAYOR WOOD**
RC-2023-06-08

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
June 5, 2023*

13. BYLAWS

- (a) Report from interim CAO/Acting CO – June 5, 2023

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the Council for the Village of Harrison Hot Springs give the Council Code of Conduct Bylaw, 1189, 2023 First Three Readings; and

THAT the current Village of Harrison Hot Springs Code of Conduct Policy No. 1.33 be cancelled once Code of Conduct Bylaw No. 1189, 2023 is adopted.

**CARRIED
UNANIMOUSLY**
RC-2023-06-09

14. NEW BUSINESS

- (a) Request from Councillor Facio
Re: Community Garden

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT staff contact Audrey Johnstone regarding her request for repairs on the community garden, and that a report be brought back to Council with proposed repairs including cost.

**CARRIED
UNANIMOUSLY**
RC-2023-06-10

- (b) Request from Councillor Facio
Re: Age-Friendly Grants

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT staff apply for the 2023 Age-Friendly Grant by July 28, 2023

**CARRIED
UNANIMOUSLY**
RC-2023-06-11

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

Questions from the public were entertained.

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
June 5, 2023*

16. ADJOURNMENT

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the meeting be adjourned at 8:44 p.m.

CARRIED
UNANIMOUSLY
RC-2023-06-12

Ed Wood
Mayor

Kelly Ridley
Interim Chief Administrative Officer/
Acting Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE SPECIAL (PRE-CLOSED) COUNCIL MEETING**

4(d)

Wednesday, June 6, 2023

9:30 a.m.

**Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC**

COUNCIL PRESENT

Mayor Ed Wood
Councillor Leo Facio
Councillor Allan Jackson
Councillor Michie Vidal

COUNCIL ABSENT

None

STAFF PRESENT

Interim Chief Administrative Officer/ Acting CO, Kelly Ridley

1. CALL TO ORDER

Mayor Wood called the meeting to order at 9:30 am.

2. RESOLUTION TO EXCLUDE PUBLIC

SC(C)23-019

Moved by Councillor Facio

Seconded by Councillor Jackson

RESOLVED: That pursuant to Sections 90 and 92 of the *Community Charter*, this Regular Meeting of Council be closed to the public as the subject matter being considered relates to the following:

- Section 90(1)(a) of the Community Charter - personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and
- Section 90(1)(c) of the Community Charter - labour relations or other employee relations.

CARRIED

*Village of Harrison Hot Springs
Minutes of the Special (Pre-Closed) Council Meetings
June 6, 2023*

3. ADJOURN TO SPECIAL CLOSED COUNCIL MEETING

SC(C)23-020

Moved by Councillor Facio

Seconded by Councillor Jackson

RESOLVED:

THAT the June 6, 2023 Special (Pre-Closed) Council meeting be adjourned.

CARRIED

The meeting was adjourned at 9:32 am.

Ed Wood
Mayor

Kelly Ridley
Interim Chief Administrative Officer/
Acting Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE SPECIAL (PRE-CLOSED) COUNCIL MEETING**

Monday, June 12, 2023

10:00 am

**Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC**

COUNCIL PRESENT	Mayor Ed Wood Councillor Councillor Leo Facio Councillor Allan Jackson Councillor Michie Vidal
COUNCIL ABSENT	None
STAFF PRESENT	Interim Chief Administrative Officer/ Acting CO, Kelly Ridley Chief Administrative Officer Tyson Koch

1. CALL TO ORDER

Mayor Wood called the meeting to order at 10:02 am.

2. RESOLUTION TO EXCLUDE PUBLIC

SC(C)23-021

Moved by Councillor Facio

Seconded by Councillor Vidal

RESOLVED: That pursuant to Sections 90 and 92 of the *Community Charter*, this Regular Meeting of Council be closed to the public as the subject matter being considered relates to the following:

- Section 90(1)(a) of the Community Charter - personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and
- Section 90(1)(c) of the Community Charter - labour relations or other employee relations.

CARRIED

3. ADJOURN TO SPECIAL CLOSED COUNCIL MEETING

SC(C)23-022

Moved by Councillor Facio

Seconded by Councillor Jackson

RESOLVED:

THAT the June 12, 2023 Special (Pre-Closed) Council meeting be adjourned.

CARRIED

The meeting was adjourned at 10:03 am.

Ed Wood
Mayor

Kelly Ridley
Interim Chief Administrative Officer/
Acting Corporate Officer



Ref: 65229

June 14, 2023

Their Worship Mayor Ed Wood
Harrison Hot Springs
495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0
Email: ewood@harrisonhotsprings.ca

Dear Mayor Wood:

Thank you for your letter dated May 8, 2023, regarding the ongoing collective bargaining dispute involving Fraser Valley Transit. I appreciate you taking the time to express the concerns of Harrison Hot Springs about the dispute and its impact on your community.

As you may now be aware, on June 8, 2023, I appointed Vince Ready as a special mediator under the *Labour Relations Code* to assist in bringing the parties together with the goal of settling the terms of a collective agreement. You may wish to view the following public statement I made announcing the appointment on June 8, 2023 at:
<https://news.gov.bc.ca/releases/2023LBR0026-000898>.

The best outcomes result from employers and unions being seated across the table, working collectively and collaboratively towards a negotiated collective agreement. I am hopeful that the appointment of the special mediator will help to facilitate the settlement of a collective agreement.

Thank you again for writing.

Sincerely,

Harry Bains
Minister



May 8, 2023

File 0400-20

The Honourable Harry Bains
Minister of Labour
PO Box 9064 Stn. Prov Govt
Victoria, BC
V8W 9N7

Dear Mr. Bains

Subject: Mediation Intervention – First Transit Canada and CUPE Local 561

We send our letter supporting the recent correspondence forwarded by Chairman Jason Lum of the Fraser Valley Regional District (FVRD) regarding transit services on May 4, 2023.

After weeks of striking and no settlement in sight to resolve the transit agreement, we agree that a mediator is needed to intervene, and to provide equitable solutions to move forward.

Small communities like ours depend on public transit to get our residents to work, meetings, appointments and to ensure our seniors and families have affordable transportation.

We ask that you, Minister Bains to please help manage this situation so we can move forward.

Yours truly,

Ed Wood
Mayor

cc. Hon. Pam Alexis, Abbotsford, Mission
MLA Michael de Jong, Abbotsford West
MLA Bruce Banman, Abbotsford South
MLA Dan Coulter, Chilliwack
MLA Kelli Paddon, Chilliwack-Kent
MLA Jackie Tegart, Fraser Nicola
MLA Bob D-Eith, Maple Ridge-Mission

Jason Lum, Chair, FVRD
Mayor Ross Siemens, Abbotsford
Mayor Ken Popove, Chilliwack
Mayor Sylvia, Pranger, Kent
Mayor Victor Smith, Hope
Mayor Paul Horn, Mission
Chair Sherri Bell, BC Transit



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** June 19, 2023
FROM: Scott Schultz **FILE:** 1830-20-03
Chief Financial Officer
SUBJECT: 2022 Statement of Financial Information

ISSUE: Approval of the 2022 Statement of Financial Information.

BACKGROUND:

The Statement of Financial Information (SOFI) is a statutory requirement under the *Financial Information Act* that must be filed annually by June 30th. Section 9 of B.C. Reg. 371/93 states that the Statement of Financial Information and accompanying schedules must be approved in writing by the Council and the Chief Financial Officer. In addition, a management report approved by the Chief Financial Officer must accompany the Statement of Financial Information.

RECOMMENDATION:

THAT the 2022 Statement of Financial Information for the Village of Harrison Hot Springs be approved.

Submitted by:

Scott Schultz
Scott Schultz
Chief Financial Officer

Reviewed by:

Tyson Koch
Tyson Koch
Chief Administrative Officer

Reviewed by:

Kelly Ridley
Kelly Ridley
Interim CAO/ACO

VILLAGE OF HARRISON HOT SPRINGS

STATEMENT OF FINANCIAL INFORMATION APPROVAL

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

Scott Schultz
Chief Financial Officer

Date: _____

Ed Wood
Mayor, on behalf of Council

Date: _____

4(1)(a) & 4(2)

**Village of Harrison Hot Springs
Statement of Debts - 2022**

Type	Purpose	2022 Beginning Balance	Principal Payments	Actuarial Adjustment	2022 Ending Balance
MFA Issue 131 LA bylaw 1052 Amortization 15 years Interest paid in 2022, \$13,200	Miami River Flood Pump	396,323	31,095	7,128	358,100

VILLAGE OF HARRISON HOT SPRINGS
Remuneration and Expenses for Elected Officials
2022

Name	Remuneration	Paid Expenses
Wood, Ed – Mayor	\$5,000.00	\$0.00
Buckley, John	\$2,500.00	\$192.20
Facio, Leo – Prior Mayor, current Councillor	\$27,500.00	\$3,210.90
Hooper, Raymond	\$12,500.00	\$127.82
Jackson, Allan	\$2,500.00	\$0.00
Palmer, Gerald	\$12,500.00	\$0.00
Piper, Samantha	\$12,500.00	\$1,809.16
Vidal, Michie	\$15,000.00	\$2,202.00

VILLAGE OF HARRISON HOT SPRINGS**Employee Remuneration over \$75,000****2022**

Name	Title	Remuneration	Expenses
Kafi, Tahir	Public Works Supervisor	\$95,531.42	\$440.00
Key, Debra	Corporate Officer / Deputy Chief Administrative Officer	\$90,108.64	\$100.00
Koch, Tyson	Operations Manager	\$120,610.95	\$1,440.00
McDonald, Madeline	Chief Administrative Officer	\$140,612.72	\$966.53
Schell, Rhonda	Community Services Manager	\$97,624.32	\$8,599.47
Schultz, Scott	Chief Financial Officer	\$91,629.62	\$1,265.77
Simmonds, Tyler	Utilities Supervisor	\$107,962.32	\$223.75

VILLAGE OF HARRISON HOT SPRINGS
Consolidated Remuneration for Employees under \$75,000
2022

	Remuneration
Consolidated total – under \$75,000	\$725,727.97

VILLAGE OF HARRISON HOT SPRINGS
Schedule of Remuneration and Expenses

2022

Report on Employers EI & CPP	Amount
EI	\$23,437.73
CPP	\$61,139.26

Village of Harrison Hot Springs

7(1)(a) Schedule of Suppliers exceeding \$25,000 - 2022

7(1)(b) Consolidated total of supplier payments less than \$25,000 - 2022

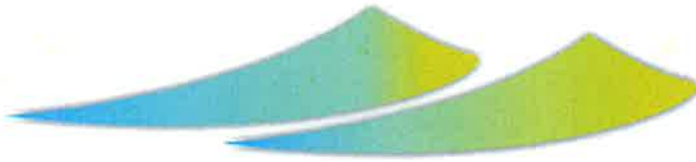
Vendor #	Name	Amount
A0011	1091760 BC LTD.	\$ 427,926.85
A7550	ASLAN TECHNOLOGIES	\$ 73,551.17
B0010	B.A. BLACKWELL & ASSOCIATES LTD.	\$ 70,355.39
B0900	BC ASSESSMENT	\$ 40,191.69
B2002	BC HYDRO	\$ 172,092.50
B2876	BDO CANADA LLP	\$ 35,700.00
C4950	CLEARTECH INDUSTRIES INC.	\$ 91,166.81
C6675	CTQ CONSULTANTS LTD	\$ 81,795.35
D4000	DISTRICT OF KENT	\$ 79,667.34
E5600	EMPYRION TECHNOLOGIES	\$ 68,913.93
E7500	ETAXBC	\$ 27,681.27
F5785	FORT GARRY FIRE TRUCKS LTD.	\$ 406,658.72
F7000	FRASER VALLEY REGIONAL DISTRICT	\$ 329,242.89
F7025	FRASER VALLEY REGIONAL LIBRARY	\$ 72,505.00
G2991	GEOWEST ENGINEERING LTD	\$ 26,544.75
F4250	GFL ENVIRONMENTAL INC	\$ 167,465.53
H1148	HARRISON TOURISM SOCIETY	\$ 162,557.24
K8000	KWC PLANNING SERVICES	\$ 77,063.59
M5050	MOONLITE ELECTRIC	\$ 55,748.58
M7800	MUNICIPAL INSURANCE ASSOCIATION OF BC	\$ 85,078.00
M7850	MUNICIPAL PENSION PLAN	\$ 179,377.96
N1050	N. WALLACE & COMPANY LTD	\$ 261,832.79
N0156	NEW RHODES CONSTRUCTION INC.	\$ 557,865.75
N5697	NORTHWEST HYDRAULIC CONSULTANTS LTD.	\$ 118,811.35
O5525	OPEN DOOR CONSTRUCTION LTD # BC1101828	\$ 27,022.50
P1001	PACIFIC BLUE CROSS	\$ 59,324.79
P6435	PRECISE PARKLINK	\$ 71,648.66
P7515	PROSPERA CU VISA	\$ 76,162.10
H1025	RAZIN ENTERPRISES LTD.	\$ 38,625.59
R2153	RECEIVER GENERAL	\$ 455,032.35
R8070	ROLLINS MACHINERY LIMITED	\$ 48,582.24
S1994	SCOTT, JESSICA	\$ 81,367.00
C6545	STATION ONE ARCHITECTS	\$ 94,134.29
T7077	TRANSFORMATIONS LANDSCAPING LTD.	\$ 91,409.81
W1050	WASTE'N WATERTECH	\$ 44,105.60
W2475	WEDLER ENGINEERING	\$ 40,132.30
W4100	WISHBONE INDUSTRIES LIMITED	\$ 61,093.20
W6580	WORKSAFE BC	\$ 37,136.48
	Payments Made (Over \$25,000)	\$ 4,895,571.36
	Payments Made (\$25,000 and Under)	\$ 895,274.45
	TOTAL Payments	\$ 5,790,845.81

7(2)(b)

Village of Harrison Hot Springs

Statement of Payments of Grants or Contributions - 2022

Organization	2022
Agassiz Harrison Aquanauts Swim Club	1,350.00
Agassiz Harrison Community Services	3,000.00
Agassiz Harrison Museum	10,000.00
Kent Harrison Arts Council	2,000.00
Miami River Streamkeeps	1,000.00
	\$ 17,350.00



HARRISON HOT SPRINGS

Naturally Refreshed

Village of Harrison Hot Springs

Financial Statements

December 31, 2022

Village of Harrison Hot Springs

December 31, 2022

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Management's Responsibility for Financial Reporting

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

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

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

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


Kelly Ridley
Interim Chief Administrative Officer
May 1, 2023


Scott Schultz
Chief Financial Officer
May 1, 2023



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

Independent Auditor's Report

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

Opinion

We have audited the financial statements of Village of Harrison Hot Springs (the "Village"), which comprise the Statement of Financial Position as at December 31, 2022, and the Statements of Operations, Changes in Net Financial Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2022, and the results of its operations, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

Unaudited Information

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

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

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

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

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



Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

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

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

BDO Canada LLP

Chartered Professional Accountants

Vancouver, British Columbia
May 1, 2023

Village of Harrison Hot Springs

Statement of Financial Position

As at December 31, 2022

	2022	2021
Financial assets		
Cash (Note 2)	\$ 20,957,382	\$ 18,844,359
Accounts Receivable (Note 3)	1,042,032	494,898
MFA Deposits (Note 4)	7,111	6,956
	22,006,525	19,346,213
Liabilities		
Accounts Payable and Accrued Liabilities (Note 5)	682,807	419,815
Employee Future Benefits (Note 6)	116,328	131,798
Developer's Deposits and Other Trust Liabilities (Note 7)	3,042,180	1,417,722
Deferred Revenue (Note 8)	1,160,771	2,105,198
Development Cost Charges (Note 9)	5,227,879	4,768,748
Liabilities under Agreement (Note 10)	2,362	23,305
Long-term debt (Note 11)	358,100	396,323
	10,590,427	9,262,909
Net financial assets	11,416,098	10,083,304
Non-financial assets		
Tangible Capital Assets (Note 12, Schedule 1)	38,192,895	36,990,555
Prepaid expenses	56,374	356,060
	38,249,269	37,346,615
Accumulated surplus	49,665,367	47,429,919


Kelly Ridley
Interim Chief Administrative Officer


Ed Wood
Mayor

Village of Harrison Hot Springs

Statement of Operations

for the year ended December 31, 2022

	Budget (Note 19)	2022	2021
Revenue			
Property Taxes (Note 15)	\$ 2,564,679	\$ 2,551,795	\$ 2,470,865
Sale of Services (Note 16)	1,596,433	1,688,486	1,632,567
Utility Service Fees (Note 17)	491,000	491,453	487,887
Government Transfers (Note 18)	5,080,801	2,122,812	978,633
Investment Income	55,900	350,537	92,497
Penalties and interest	-	64,321	70,930
Development Cost Charges (Note 9)	1,563,400	71,952	15,550
Other revenue	31,250	92,391	63,483
	11,383,463	7,433,747	5,812,412
Expenses (Note 20)			
Legislative Services	131,900	115,957	100,213
General Government	1,351,015	1,228,264	1,079,004
Protective Services	312,263	274,928	311,507
Public Works	416,047	396,952	333,706
Transportation Services	544,190	471,903	444,450
Public Health	6,260	7,535	7,740
Planning and Development	482,335	278,299	154,088
Tourism, Community and Economic Development	296,015	277,440	227,063
Solid Waste Management and Recycling	277,437	259,859	198,713
Beaches, Parks, Recreation and Culture	627,815	512,320	605,167
Water Services	545,123	498,974	467,286
Sewer Services	937,500	875,868	824,880
	5,927,900	5,198,299	4,753,817
Annual surplus	5,455,563	2,235,448	1,058,595
Accumulated surplus, beginning of year (Note 14)	47,429,919	47,429,919	46,371,324
	\$ 52,885,482	\$ 49,665,367	\$ 47,429,919

Village of Harrison Hot Springs

Statement of Change in Net Financial Assets

For the Year Ended December 31, 2022

	Budget (Note 19)	2022	2021
Annual Surplus	5,455,563	2,235,448	1,058,595
Acquisition of tangible capital assets	(8,182,701)	(2,340,530)	(477,797)
Amortization of tangible capital assets Note1., Schedule 1	1,125,000	1,130,016	1,091,996
Loss on disposal of tangible capital assets	-	8,174	-
	(1,602,138)	1,033,108	1,672,794
Acquisition of prepaid expenses	-	(56,374)	(356,060)
Use of prepaid expenses	-	356,060	72,155
	-	299,686	(283,905)
Increase in net financial assets	(1,602,138)	1,332,794	1,388,889
Net financial assets, beginning of year	10,083,304	10,083,304	8,694,415
Net financial assets, end of year	8,481,166	11,416,098	10,083,304

Village of Harrison Hot Springs

Statement of Cash Flows

For the Year Ended December 31, 2022

	2022	2021
Cash provided by (used in):		
Operating Transactions		
Annual surplus	2,235,448	1,058,595
Items not involving cash:		
Amortization	1,130,016	1,091,996
Loss on disposal of tangible capital assets	8,174	-
Changes in working capital:		
Accounts receivable	(547,135)	62,684
MFA deposits	(155)	(116)
Accounts payable and accrued liabilities	262,993	223,810
Developer's deposits and other trust liabilities	1,624,457	(111,643)
Prepaid expenses	299,687	(283,905)
Employee future benefits	(15,471)	2,396
Deferred revenue	(944,426)	1,285,973
Development cost charges	459,130	21,595
Net change in cash from operating transactions	4,512,718	3,351,385
Capital Transactions:		
Acquisition of tangible capital assets	(2,340,530)	(477,797)
Net change in cash from capital transactions	(2,340,530)	(477,797)
Financing Transactions		
Repayments of debt and liabilities under agreement	(59,165)	(59,677)
Net change in cash from financing transactions	(59,165)	(59,677)
Net change in cash	2,113,023	2,813,911
Cash , beginning of year	18,844,359	16,030,448
Cash , end of year	20,957,382	18,844,359

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2022

1. Significant Accounting Policies

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

a. Basis of reporting

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

i. Operating Funds: These funds include the General, Water and Sewer operations of the Village. They are used to record the operating costs of the services provided by the Village.

ii. Capital funds: These funds include the General, Water and Sewer capital funds. They are used to record the acquisition and disposal of tangible capital assets and their financing.

iii. Reserve funds: Under the *Community Charter*, Village Council may, by bylaw establish reserve funds for specified purposes. Money in a Statutory Reserve Fund, and interest earned thereon, must be expended by bylaw only for the purpose for which the fund was established. If the amount in a reserve fund is greater than required, Village Council may, by bylaw, transfer all or part of the balance to another reserve fund. Non-statutory Reserves require being included in an approved council budget or a resolution before these funds can be expended.

b. Revenue Recognition

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

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

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

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

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2022

1. Significant Accounting Policies (continued)

c. Expense Recognition

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

d. Financial Instruments

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

e. Non-financial Assets

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

i. Tangible Capital Assets

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

Asset	Useful Life - Years
Land improvements	10-25
Parks infrastructure	10-50
Buildings	40-60
Machinery, furniture and equipment	5-10
IT infrastructure	4-10
Vehicles	5-20
Roads infrastructure	15-75
Water infrastructure	10-100
Sewer infrastructure	10-100
Drainage infrastructure	10-100

ii. Contributions of tangible capital assets

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

iii. Works of art and cultural and historic assets

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

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2022

1. Significant Accounting Policies (continued)

e. Non-financial Assets (continued)

iv. Leased tangible capital assets

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

f. Use of estimates

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

g. Liability for Contaminated Sites

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

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

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

The Village has determined that as of December 31, 2022, no contamination in excess of an environmental standard exists to land not in productive use for which the Village is responsible.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2022

2. Cash

	2022	2021
Restricted cash		
Statutory Reserves	\$ 1,361,661	\$ 1,591,163
Non-Statutory Reserves	4,428,345	3,748,823
Development Cost Charges and Other Deposits	9,430,830	8,291,668
	15,220,836	13,631,654
Unrestricted cash	5,736,546	5,212,705
Total cash	\$ 20,957,382	\$ 18,844,359

3. Account Receivable

	2022	2021
Accounts Receivable - Property Taxes	\$ 169,192	\$ 227,622
Accounts Receivable - Other Governments	653,965	65,635
Accounts Receivable - Trade and Other	218,875	201,641
	\$ 1,042,032	\$ 494,898

4. Municipal Finance Authority Deposits

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

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

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2022

5. Accounts Payable and Accrued Liabilities

	2022	2021
Trade and Other	\$ 349,214	\$ 164,401
Holdbacks payable	116,362	48,174
Other government	150,065	139,908
Accrued Employee benefits	67,166	67,332
	\$ 682,807	\$ 419,815

6. Employee Future Benefits

Sick Pay

The Village provides paid sick leave to qualifying employees, this benefit accrues at two days of sick leave per month. At the end of each calendar year 2/3 of the unused portion of sick leave is vested up to a maximum of 360 days. The amount recorded for this benefit is based on a valuation prepared by an independent firm of actuaries. The date of the last full actuarial evaluation was as of December 31, 2021, with updates in 2022 and 2023.

Retirement Allowance

A regular employee who retires under the provisions of the Municipal Pension Plan is entitled to a retirement benefit as outlined in the Collective Agreement and Management Policy. In all instances, the rate of pay used in the calculation of the retirement benefit shall be the rate of pay applicable on the last day worked. The amount recorded for this benefit in 2022 is based on a valuation prepared by an independent firm of actuaries. The date of the last full actuarial evaluation was as of December 31, 2021, with updates scheduled in 2022 and 2023.

As of December 31, 2022, \$116,328 (2021 - \$131,798) of the accrued benefit liability has been charged to operations. The significant actuarial assumptions adopted in measuring the Village's accrued benefit liability are as follows:

	2022	2021
Discount rates	4.4	2.4
Expected future inflation	2.5	2.5

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2022

6. Employee Future Benefits (continued)

Accrued Benefit Obligation as at December 31, 2022

	2022	2021
Beginning benefit obligation	\$ 131,798	\$ 129,402
Current service cost	19,123	16,372
Interest on accrued benefit obligation	3,346	2,087
Benefits payments	(22,989)	(16,063)
Accrued Benefit Liability, end of year	131,278	131,798
Less Unamortized net actuarial (loss)	(14,950)	-
Accrued Benefit Obligations, end of year	\$ 116,328	\$ 131,798

7. Developers Deposits and Other Liabilities

	2022	2021
Property and event damage deposits	\$ 1,129,138	\$ 127,364
Developers Deposit	1,911,786	1,289,102
Funds held on behalf of community groups	1,256	1,256
	\$ 3,042,180	\$ 1,417,722

8. Deferred Revenue

	Opening Balance	Externally Restricted Inflows	Revenue Earned	December 31, 2022
Prepaid taxes	\$ 179,424	\$ 335,206	\$ (340,250)	\$ 174,380
Resort Municipality Initiative	964,954	71,977	(126,748)	910,183
Deferred Revenue	960,795	53,559	(938,571)	75,783
Facility rentals and other	25	400	-	425
	\$ 2,105,198	\$ 461,142	\$ (1,405,569)	\$ 1,160,771

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2022

9. Development Cost Charges

	Opening Balance	Receipts	Interest	Transfers Out	Closing Balance
Sewer DCC	\$ 1,742,253	\$ 139,720	\$ 43,188	\$ 47,274	\$ 1,877,887
Water DCC	1,513,483	112,504	37,645	-	1,663,632
Drainage DCC	965,003	96,180	24,040	15,077	1,070,146
Parks DCC	548,009	64,120	13,685	9,600	616,214
	\$ 4,768,748	\$ 412,524	\$ 118,558	\$ 71,951	\$ 5,227,879

10. Liabilities under Agreement

In 2017, the Village entered into a five year agreement with the Municipal Finance Authority to borrow funds in the amount of \$110,000 to purchase capital equipment. This agreement ends in 2023.

Changes in liabilities under agreement are as follows:

	2022	2021
Balance, January 1,	\$ 23,305	\$ 46,051
Less: Principal repayments	(20,943)	(22,746)
Balance, December 31	\$ 2,362	\$ 23,305

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

2023	\$ 2,354
Less: Amount representing interest	8
	\$ 2,362

Total interest expense during the year was \$211. Total interest over the term of the agreements is \$5,854.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2022

11. Long-Term Debt

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

	Balance, beginning of Year	Additions	Principal Repayments	Actuarial * Adjustment	Balance, end of year
General Fund					
MFA Issue 131	\$ 396,323	\$ -	\$ 31,095	\$ 7,128	\$ 358,100

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

	General	Water	Sewer
2023	\$ 31,095	\$ -	\$ -
2024	\$ 31,095	\$ -	\$ -
2025	\$ 31,095	\$ -	\$ -
2026	\$ 31,095	\$ -	\$ -
2027	\$ 31,095	\$ -	\$ -
Thereafter	\$ 202,625	\$ -	\$ -
Total	\$ 358,100	\$ -	\$ -

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

12. Tangible Capital Assets

	2022	2021
Land and improvements	\$ 10,680,913	\$ 10,680,913
Buildings	2,770,166	2,903,940
Machinery, equipment, furniture, IT and vehicles	1,386,005	804,577
Engineering Structures:		
Engineering structures - water	7,520,054	7,675,144
Engineering structures - sewer and drainage	7,898,676	8,056,020
Engineering structures - roads	4,248,980	4,541,856
Engineering structures - parks and other	1,399,110	1,528,619
Other tangible capital assets	686,955	361,649
Work in Progress	1,602,036	437,837
Total	\$ 38,192,895	\$ 36,990,555

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2022

12. Tangible Capital Assets (continued)

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

There were no contributed assets recognized in 2022.

13. Equity in Tangible Capital Assets

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

	2022	2021
Equity in TCA, beginning of year	\$ 36,570,929	\$ 37,125,450
Add:		
Capital Expenditures	2,340,530	477,797
Debt Repayments	52,037	53,842
Actuarial adjustment	7,128	5,836
Less:		
Net Book Value of dispositions	(8,174)	-
Amortization	(1,130,016)	(1,091,996)
Equity in TCA, end of year	\$ 37,832,434	\$ 36,570,929

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2022

14. Accumulated Surplus

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

	2022	2021
Surplus:		
	\$ 37,832,434	\$ 36,570,929
Operating Fund	6,042,927	5,519,004
Total surplus	43,875,361	42,089,933
Reserves set aside by Council:		
Appropriated Surplus:		
COVID 19 Restart Grant (Schedule 3)	-	198,935
Fire Department	28,582	27,896
Assessment appeal	141,749	138,349
Beach	4,385	4,280
Building	67,537	65,917
Contingencies	12,350	12,053
Dock replacement	75,634	64,021
Boat Launch	76,575	69,839
Flood box / drainage	16,756	16,354
General	1,311,523	912,606
Insurance	10,731	10,473
Parking / traffic management	63,235	61,718
Office Equipment	25,557	45,522
Property	51,136	49,909
Road/Sidewalk	14,529	14,181
Sick leave/Retirement	54,926	53,608
Community Works Fund	550,434	507,635
Sewer	981,695	765,795
Water	941,011	729,732
Total Appropriated Surplus	4,428,345	3,748,823
Statutory Fund Reserves:		
Community amenities	166,267	162,278
Fire department capital	5,487	266,173
Land unexpended funds	52,871	51,603
Parkland acquisition and improvements	386,701	389,191
Public works capital	91,629	52,686
Sewage treatment replacement	563,036	575,857
Sewer unexpended funds	90,006	87,847
Port Divestiture income	5,664	5,528
Total Statutory Fund Reserves	1,361,661	1,591,163
	\$ 49,665,367	\$ 47,429,919

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2022

15. Property Taxes

The Village is reliant upon one taxpayer for approximately 14% of municipal property tax revenue. Taxation revenue, reported on the statement of operations, is made up of the following:

	Budget	2022	2021
Taxes collected			
Municipal property taxes	\$ 2,519,662	\$ 2,506,424	\$ 2,425,128
1 % Utility taxes	38,617	38,617	39,330
Payments in lieu of taxes	6,400	6,754	6,407
School taxes	1,600,385	1,603,551	1,545,714
Regional District	174,929	175,283	170,099
Regional hospital district	103,776	103,986	105,824
Police tax	177,457	177,815	167,971
Other agencies	40,504	40,598	37,138
	4,661,730	4,653,028	4,497,611
Less transfers to other governments			
School taxes paid	1,600,385	1,603,551	1,545,714
Regional district taxes paid	174,929	175,283	170,099
Regional hospital district taxes paid	103,776	103,986	105,824
Police taxes paid	177,457	177,815	167,971
Other agencies taxes paid	40,504	40,598	37,138
	2,097,051	2,101,233	2,026,746
	\$ 2,564,679	\$ 2,551,795	\$ 2,470,865

16. Sale of Services

	Budget	2022	2021
Sewer user fees	\$ 701,000	\$ 701,443	\$ 664,567
Water user fees	362,270	372,071	362,509
Curbside collection fees	133,929	137,924	125,191
Pay Parking Revenue	310,000	355,813	361,503
Licenses and permits	40,884	60,753	59,121
Facility rentals	40,000	45,825	46,791
Fines	4,250	10,773	8,970
Other	4,100	3,884	3,915
	\$ 1,596,433	\$ 1,688,486	\$ 1,632,567

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2022

17. Utility Service Fees

	Budget	2022	2021
Sewer service utility fee - residential	\$ 212,000	\$ 213,092	\$ 211,758
Sewer service utility fee - business	20,000	19,763	19,719
Water service utility fee - residential	238,000	237,384	235,782
Water service utility fee - business	21,000	21,214	20,628
Total	\$ 491,000	\$ 491,453	\$ 487,887

18. Government Transfers

Government transfers reported on the Statement of Operations are:

	Budget	2022	2021
Provincial:			
Conditional			
Infrastructure	\$ 2,509,301	\$ 1,459,022	\$ 288,299
Resort Municipality Initiative	719,000	126,748	119,785
Other	-	552	3,114
Unconditional	330,000	414,000	328,000
Federal			
Conditional			
Infrastructure	1,400,000	-	-
Gas tax	122,500	122,490	239,435
	\$ 5,080,801	\$ 2,122,812	\$ 978,633

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2022

19. Budget Data

The data presented in these financial statements is based upon the 2022 operating and capital budgets adopted by Council on March 7, 2022. The table below reconciles the approved balanced budget to the budget figures reported in these financial statements.

2022 Adopted Operating and Capital Budget	Budget Amount
Revenues:	
Operating budget	\$ 5,927,900
Capital budget	8,182,701
Total revenue	14,110,601
Expenses:	
Operating budget	5,927,900
Capital Budget	8,182,701
Total expenses	14,110,601
Budgeted surplus (deficit)	\$ -
Add:	
Capital expenses	\$ 8,182,701
Transfers to reserves	1,137,997
Principal repayments	53,100
Less:	
Transfers from reserves	(2,238,000)
Appropriation from Surplus	(555,235)
Amortization	(1,125,000)
Annual budgeted surplus (see statement of operations)	\$ 5,455,563

20. Classification of Expenses by Object

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

	Budget	2022	2021
Salaries, wages and employee benefits	\$ 1,945,586	\$ 1,834,566	\$ 1,768,182
Operating Materials and supplies	867,885	739,269	656,756
Contracted services	1,016,044	688,224	557,691
Administrative services and supplies	679,842	526,390	407,833
Utilities	224,158	216,570	207,921
Rentals and contractual obligations	53,685	49,852	49,906
Debt financing	15,700	13,412	13,532
Amortization	1,125,000	1,130,016	1,091,996
Total expenditures by object	\$ 5,927,900	\$ 5,198,299	\$ 4,753,817

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2022

21. Commitments and Contingencies

- a. The municipality and its employees contribute to the Public Service Pension Plan (a jointly trustee pension plan). The Public Service Pension Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at March 31, 2021, the plan has about 68,000 active members and approximately 52,000 retired members. Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability. The Village of Harrison Hot Springs paid \$93,193 (2021 \$102,696) for employer contributions to the Plan in fiscal 2022. Employee contributions in fiscal 2022 were \$86,185.35 (2021 \$91,336). The latest actuarial valuation for the Public Sector Pension Plan as at March 31, 2020, indicated a \$2,667 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at March 31, 2023. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.
- b. Debts of the Fraser Valley Regional District are, under provisions of the Local Government Act, a direct, joint and several liability of the District and each member municipality within the District, including the Village of Harrison Hot Springs.
- c. The Village is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement, the Village is assessed a premium and specific deductible for its claims based on population. The obligation of the Village with respect to the Exchange and/or contracts and obligations entered into by the Exchange are in every case several, not joint and several. The Village irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.
- d. The Village has entered into various agreements and contracts for the provision of services and the construction of assets that extend beyond the current year. Substantive obligations include contracts for engineering and planning, garbage and recycling collection, IT services, pay parking, tourist information centre services and auditing services. These contractual obligations will become liabilities in the future when the terms of the contracts are met. The following amounts relate to the unperformed portion of the contracts: 2023 - \$1,284,000, 2024 - \$193,000, 2025 - \$39,500
- e. In 2014, the Ministry of Environment directed the Village to assess any potential effects the closure of the landfill in 1983 has on well water. Water samples were taken and the results prompted the Ministry to direct the Village to drill test wells and monitor the water which began in 2015. The Village was to continue this process for the years of 2017-2021 at which time the results would determine if any further action was required. This process is now complete and the results are with the Ministry; the Village is awaiting further instruction from the Ministry at this time.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2022

22. Segmented Disclosures

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

Legislative Services

Legislative services includes Council and legislative services

General Government

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

Protective Services

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

Development and Planning

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

Engineering, Transportation and Storm Water

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

Solid Waste

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

Parks, Recreation and Cultural Services

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

Wastewater Utility

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

Water Utility

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

Village of Harrison Hot Springs

Schedule 1 - Statement of Tangible Capital Assets

For the Year Ended December 31, 2022

	Engineered Structures							Other Tangible Capital Assets	2022	2021
	Land	Building	Equipment Furniture Vehicles	Water	Sewer Drainage	Roads	Other			
COST										
Opening balance	\$ 10,680,913	\$ 4,662,081	\$ 2,358,369	\$ 9,775,939	\$ 11,177,304	\$ 10,259,211	\$ 2,790,211	\$ 592,199	\$ 52,734,064	\$ 52,388,957
Add: Additions	-	-	725,282	19,053	72,822	-	12,018	347,156	2,340,530	522,981
Less: Disposals	-	-	(45,175)	-	-	-	-	-	(45,175)	(177,874)
Closing Balance	10,680,913	4,662,081	3,038,476	9,794,992	11,250,126	10,259,211	2,802,229	939,355	55,029,419	52,734,064
ACCUMULATED AMORTIZATION										
Opening Balance	-	1,758,141	1,553,792	2,100,795	3,121,285	5,717,355	1,261,592	230,550	15,743,509	14,784,203
Add: Amortization	-	133,774	135,680	174,143	230,166	292,876	141,527	21,850	1,130,016	1,091,996
Less: Acc. Amortization on Disposals	-	-	(37,001)	-	-	-	-	-	(37,001)	(132,690)
Closing Balance	-	1,891,915	1,652,471	2,274,938	3,351,451	6,010,231	1,403,119	252,400	16,836,524	15,743,509
	\$ 10,680,913	\$ 2,770,166	\$ 1,386,005	\$ 7,520,054	\$ 7,898,676	\$ 4,248,980	\$ 1,399,110	\$ 686,955	\$ 38,192,895	\$ 36,990,555

Village of Harrison Hot Springs

Schedule 2 - Table of Segmented Information

For the Year Ended December 31, 2022

	Legislative	General Government	Protective Services	Development Planning	Engineering, Transportation & Storm Water	Solid Waste	Parks, Recreation & Cultural Services	Wastewater Utility	Water Utility	Budget	2022	2021
Revenue:												
Property Taxes	\$ -	\$ 2,551,795	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,551,795	\$ 2,551,795	\$ 2,470,865
Sale of Services	-	431,223	-	-	-	137,924	45,825	701,443	372,071	1,596,433	1,688,486	1,632,567
Utility Service Fees	-	-	-	-	-	-	-	232,856	258,597	491,000	491,453	487,887
Government Transfers	-	1,996,064	-	126,748	-	-	-	-	-	5,080,801	2,122,812	978,633
Investment Income	-	296,032	-	-	-	-	-	35,806	18,699	55,900	350,537	92,497
Penalties and interest	-	45,912	-	-	-	1,779	-	8,949	7,681	-	64,321	70,930
Development Cost Charges	-	9,600	-	-	15,077	-	-	47,275	-	1,563,400	71,952	15,550
Other revenue	-	54,591	-	1,358	-	4,817	-	14,925	16,700	31,250	92,391	63,483
	-	5,385,217	-	128,106	15,077	144,520	45,825	1,041,254	673,748	11,383,463	7,433,747	5,812,412
Expenses:												
Salaries, wages and employee benefits	99,201	620,023	8,260	133,556	269,847	48,733	204,336	273,877	176,735	1,945,586	1,834,568	1,768,182
Operating Materials and supplies	-	13,232	146,382	1,144	115,140	51,620	83,941	227,753	100,057	867,885	739,269	656,756
Contracted services	-	32,963	75,450	275,189	82,268	159,505	3,250	59,599	-	1,016,044	688,224	557,691
Administrative services and supplies	15,728	282,936	19,882	124,850	16,069	-	13,559	40,282	13,084	679,842	526,390	407,833
Utilities	1,027	18,583	6,599	-	46,024	-	40,478	68,903	34,956	224,158	216,570	207,921
Rentals and contractual obligations	-	13,382	3,720	21,000	8,369	-	3,381	-	-	53,685	49,852	49,906
Debt financing	-	13,412	-	-	-	-	-	-	-	15,700	13,412	13,532
Amortization	-	233,732	14,636	-	338,672	-	163,375	205,456	174,143	1,125,000	1,130,014	1,091,996
	115,957	1,228,264	274,928	555,739	876,390	259,859	512,320	875,868	498,974	5,927,900	5,198,299	4,753,817
Annual Surplus (Deficit)	\$ (115,956)	\$ 4,156,954	\$ (274,929)	\$ (427,633)	\$ (861,312)	\$ (115,338)	\$ (466,495)	\$ 165,384	\$ 174,773	\$ 5,455,563	\$ 2,235,448	\$ 1,058,595

Village of Harrison Hot Springs

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

For the Year Ended December 31, 2022

In November 2020 the BC provincial government provided a direct grant to assist local governments as they deal with the increased operating costs and lower revenue due to the COVID-19 pandemic. The Village of Harrison Hot Springs received \$675,000 in grant funding under the COVID 19 Safe Restart Grant. This grant is available to offset costs in 2020, 2021 and 2022. In 2022 \$ 198,935 of funding was used as follows:

	2022	2021
Opening Balance	\$ 198,935	\$ 509,260
Bylaw enforcement/emergency planning	(35,000)	(59,320)
Communication/Audio Visual	(13,500)	(53,695)
Occupational health and safety measures	(20,000)	(59,295)
Program revenue lost	(19,800)	(50,845)
Additional operating expenditures - Public Facilities	(110,635)	(87,170)
Closing Balance	\$ -	\$ 198,935



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** June 19, 2023

FROM: Scott Schultz **FILE:** 1880-20-01
Chief Financial Officer

SUBJECT: 2022 Annual Report

ISSUE: Approval of the 2022 Annual Report.

BACKGROUND:

Section 98 of the *Community Charter* requires that an annual report be prepared by June 30th each year and made available to the public at least two weeks prior to the meeting. The annual report was made available for public inspection on June 2, 2023. Section 99 of the *Community Charter* requires that Council must consider the report at a meeting held at least 14 days after the report is made available for public inspection. As of the date this report was written there have been no question submissions from the public, however Council may wish to open the floor to public questions relating to the annual report at this time.

RECOMMENDATION:

THAT the 2022 Annual Report be approved.

Submitted by:

Scott Schultz

Scott Schultz
Chief Financial Officer

Reviewed by:

Tyson Koch

Tyson Koch
Chief Administrative Officer

Reviewed by:

Kelly Ridley

Kelly Ridley
Interim CAO/ACO



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** June 19, 2023

FROM: Kelly Ridley
Interim CAO/Acting CO **FILE:** 0530-01

SUBJECT: Committee Liaison Appointments

ISSUE:

To provide information to Council on which community committees need a Council liaison due to the recent resignation of a Council member.

BACKGROUND:

On June 5, 2023, Councillor Buckley submitted his resignation from the Village of Harrison Hot Springs Council.

Councillor Buckley sat on the following committees as the Council liaison or as an alternate.

1. Agassiz-Harrison Healthy Communities
2. Harrison-Agassiz Chamber of Commerce
3. Fraser Valley Regional District Board – Alternate
4. Fraser Valley Regional Hospital District Board – Alternate

RECOMMENDATION:

1. That Council liaisons be appointed for the following community committees: Agassiz-Harrison Healthy Communities; Harrison-Agassiz Chamber of Commerce; Fraser Valley Regional District Board – Alternate, and the Fraser Valley Regional Hospital District Board – Alternate; and
2. That the organizations be advised of the changes.

Respectfully submitted:

Kelly Ridley

Interim Chief Administrative Officer
Acting Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** June 19, 2023
FROM: Kelly Ridley **FILE:** 0530-01
 Interim CAO/Acting CO
SUBJECT: Appointments with Provincial UBCM Ministry Appointments

ISSUE:

To provide information to Council on which Provincial Ministries Council requested to meet with at the Union of British Columbia Municipalities (UBCM) convention.

BACKGROUND:

Staff asked Council which Ministries they wished to meet with at the UBCM convention and received the following responses:

1. Ministry of Tourism, Arts, Culture and Sport – Honourable Lana Popham – regarding tourism funding, annual funding, and new monies for trails.
2. Ministry of Agriculture and Food – Honourable Pam Alexis – regarding the East Sector Provincial Lands, Future.
 Staff believe that perhaps this request should go to the Ministry of Environment and Climate Change Strategy as that Ministry deals with conservation and recreation. The 2023 Provincial Appointment Book states that a division of that Ministry is responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province's parks and protected areas, and for developing, maintaining and managing a network of recreation sites and recreation trails on Crown Land throughout the province. The Minister of this Ministry is the Honourable George Heyman. Staff would like Council to advise if this would be the correct ministry to deal with the East Sector lands.
3. Ministry of Housing – Honourable Ravi Kahlon – regarding Bill 43, How will it affect Harrison Hot Springs?
4. Ministry of Transportation and Infrastructure – Honourable Rob Fleming – regarding Hot Springs Road, Lillooet Avenue regarding paving and sidewalks and McCombs Bridge.
5. Inspector of Municipalities – regarding change of use for Development Cost Charges.

6. Ministry of Emergency Management and Climate Readiness – Honourable Bowinn Ma – regarding the Evacuation Route.
7. Ministry of Public Safety and Solicitor General – Honourable Mike Farnworth regarding RCMP – Seasonal Policing and a Harrison Hot Springs Sub office.

Because of limited staff resources, these requests have not yet been sent in. The deadline to make appointments with the Ministers is June 30, 2023. The deadline for meetings with Ministry staff is August 30, 2023.

Staff will request meetings with the respective Ministers but in the event that we cannot get appointments with all the Ministers would Council consider having staff set up appointments with Ministry staff?

RECOMMENDATION:

THAT Council for the Village of Harrison Hot Springs endorse staff organizing meetings with the Ministers of the following Ministries:

Ministry of Tourism, Arts, Culture and Sport; Ministry of Agriculture and Food, or Ministry of Environment and Climate Change Strategy, Ministry of Housing; Ministry of Transportation and Infrastructure; Inspector of Municipalities; Ministry of Emergency Management and Climate Readiness; and Ministry of Public Safety and Solicitor General – RCMP; and

THAT staff be authorized to set up meetings with Ministry staff if appointments with the Ministers are not available.

Respectfully submitted:

Kelly Ridley

Interim Chief Administrative Officer
Acting Corporate Officer

VILLAGE OF HARRISON HOT SPRINGS



REPORT TO COUNCIL

TO: Mayor and Council **DATE:** June 19, 2023

FROM: Ken Cossey, MCIP, RPP **FILE:** 3900-01
Planning Consultant

SUBJECT: The Official Community Plan (OCP) Review process

ISSUE:

Providing Council with general background information on the creation and review process of the updated OCP Bylaw No. 1184, 2022 to date and to move Bylaw No. 1184, 2022 forward for adoption.

BYLAW APPROVAL PROCESS, TO DATE

The Official Community Plan Bylaw was before Council at a Special Council meeting on September 23, 2022. During this meeting, the Bylaw received third reading and Council approved a motion to postpone final adoption until the first Regular Council meeting in 2023.

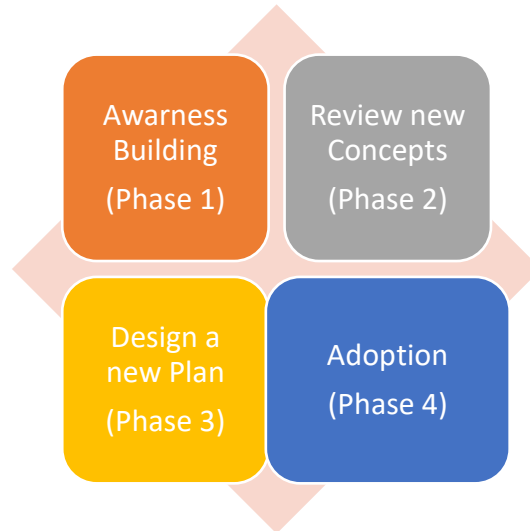
Rather than moving forward with the adoption of the bylaw, Council rescinded second and third readings of the Bylaw and directed staff to set up further opportunities to receive public input which resulted in the Village holding three Open Houses on May 29, 30, and 31, 2023.

BACKGROUND:Timeframe

Council authorized the start date on the development of an updated OCP in 2020, prior to the COVID-19 pandemic. As a result of this pandemic the project was put on hold and was restarted in May 2021.

Project Methodology

For the purpose of updating the current OCP, the review was broken into four phases as noted below.



The first report released was the Building Awareness Report, in 2021. This report outlined various issues such as land use issues, environmental issues, a gap analysis, population and growth issues, municipal service issues, housing issues, transportation issues, public spaces and park issues associated with the Village.

Purpose and function of an OCP

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)

The current OCP was adopted in 2007 and is 16 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 statement:

"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.

The above referenced long-term vision is complemented by the following ten goals, not listed in any order, and should not be considered as a priority listing:

- "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 the 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 apply to the creation of the OCP. These sections address the following:

Section	Purpose of this section
471	It outlines the purpose of the OCP
472	It allows for the creation of an OCP
473	It outlines the required content and process
474	What policy statements may be included
475	Who is consulted during the development of an OCP
476	Discussions with the local school district
477	How the OCP is to be adopted
478	Once adopted what effect does the OCP have

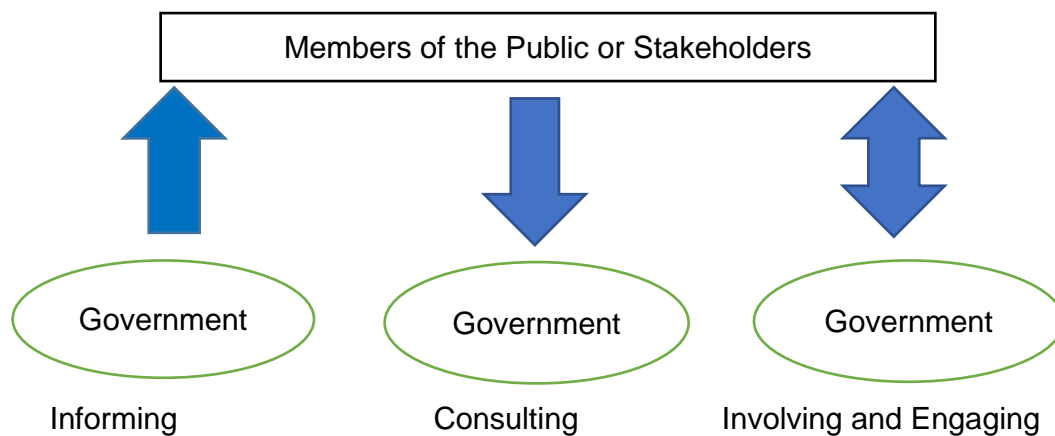
Effect of an Official Community Plan on Village Operations

The creation of an OCP is a discretionary power of the 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 a key 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 included the use of:

- World Cafes – two events spread over two days
- Pop up Events - two events spread over four days
- Focus groups/specific stakeholder meetings – APC two meetings, and the Chamber meeting
- Survey - the use of engagement platforms; Bang the Table, and Survey Monkey, the
- Holding of a series of Open Houses, and
- The holding of an earlier Public Hearing.

OVERALL ENGAGEMENT APPROACH RECAP

2022 Public Consultation events



Village's Website – the site was created. The address for the site was [OCP Village Vision | Harrison Hot Springs](#)

Two In-person Pop-Up Events – held on April 5 and 6 and again on June 22 and 23. Collectively these two events attracted fifty people.



Online Survey – two on-line surveys were conducted. We had 214 individuals that participated in the on-line surveys. The surveys were conducted in February and April. Each survey was active for their respective month.

World Café – This in-person event was held on May 25th and May 26th. We had seventeen participants for this event.

Public Hearing – this event was held on September 20th, and we had 30 to 35 participants.

2023 Public Consultation event

As per Council's requirement an Open House series was held on May 29, 30 and 31, 2023. The series was held at various time periods through each respective date and we had sixty-one (61) participants over the three days.

Collectively throughout the above referenced community input process, we received input from 332 individuals. Please note that we have no way of knowing how many residents participated more than once.

In addition to the above referenced process, we also involved stakeholders, and various government agencies, prior to the bylaw having 2nd and 3rd reading rescinded.

OPEN HOUSE COMMENTS

Comments received have been reviewed, tabulated, and broken into three categories of: OCP issues, Non-OCP issues, and other issues. If the comment was received more than once it will show this with a number inside of a parenthesis. (number of comments). Please note staff comments are also included in the OCP comments.

OCP COMMENTS

Note – not listed in any order.

- Keep small town appeal (3)

Staff comments on this issue

The updated plan envisions the continuation of a small compact community concept.

- Goals – using old goals (2)

Staff comments on this issue

Even though two recent comments have indicated that we are using goals that are 16 years old, the past community input processes used indicates that there is still strong community support for the use of the current vision and the ten (10) related goals as the basis for the updated plan.

- Standard facades (2)

Staff comments on this issue

We still have three “form and character” development permit areas identified in the updated plan. In addition to this, we have Design Guidelines that must be followed when development takes place in any of these three areas. The three areas are outlined on Map #2 and include; the Lakeshore, the Multi-family, and the Tourist Commercial Development Permit Areas.

- Reduce risk of wildfire for non DPA areas (Urban Forestry Master Plan 2022)

Staff comments on this issue

The tool utilized within the updated plan is an OCP related tool. To address this issue on a grander scale, the Village has *Fire Department Regulations* Bylaw # 1031, 2013 in place. I draw your attention to section 8.1(e) of this bylaw, as noted below.

“(e) Order an owner or Occupier of real property to undertake any actions directed by the Fire Chief or other authorized person authorized by the Administrator for the purpose of removing or reducing anything or condition that person considers is a fire hazard or increases the danger of fire;”

Source: *Fire Department Regulations* Bylaw # 1031, 2013, s 8.1(e)

- Affordable seniors housing

Staff comments on this issue

Mentioned in sections 3.3(h), 7.2 and 7.3.4 of the updated plan.

- Retail opportunities

Staff comments on this issue

There is a Commercial Development section in the updated plan. This updated plan also encourages the establishment of commercial activities in the south end of Harrison Hot Springs.

- Reduce Greenhouse Gas (GHG) issues and Wildfire risks

Staff comments on this issue

The updated plan has introduced two new Development Permit Tools, one to address both of these issues. The new Interface Wildfire Development Permit Area requirements are outlined in section 4.5 of the updated plan. The new GHG Development Permit Area requirements are outlined in section 4.6 of the updated plan.

- Positive plan for the future
- No to any 15-minute city concept model

Staff comments on this issue

This type of urban design model is not applicable to the Village, as this is generally utilized by large denser municipalities.

- Preserve site and viewpoints

Staff comments on this issue

This concept is contained within the current plan, as outlined by Goal #4 and the Lakeshore Development Framework, on page 9.

- More retail in the south area

Staff comments on this issue

There is a Commercial Development section in the updated plan. This updated plan also encourages the establishment of commercial activities in the south end of Harrison Hot Springs.

- Glad to see a Wildfire Development Permit Area
- Enforce design guidelines

Staff comments on this issue

We have three “form and character” development permit areas identified in the updated plan. In addition to this, we have Design Guidelines that must be followed when development takes place in any of these three areas. The three areas are outlined on Map #2 and include; the Lakeshore, the Multi-family, and the Tourist Commercial Development Permit Areas.

NON-OCP COMMENTS – (strategic planning, or placed in a specific non-OCP related plan)

Note – not listed in any order

- Keep the hot springs public pool open (4)
- Dog Park (4) – McCombs and Chestnut area or by the firehall
- Need a medical clinic (3)
- Remove or control the geese (2)
- Skate park (2)
- Skateboard park (2)
- Children’s water park/spray park (2)
- Playground/dog park in the south area (2)
- Tennis Court
- Pickleball court
- Trail – from Agassiz to Harrison Hot Springs
- Expand bicycle paths everywhere
- Turn the pool into an indoor/outdoor pool concept
- Age-friendly community – (please note this report is already completed)
- Accessible community for all; includes hearing and visually impairment
- Arts program needed
- Recreation centre for the residents
- Additional park amenities – water parks/barbeques

ADDITIONAL COMMENTS – (governance, general observations, or can be placed in another bylaw)

- Emergency exit routes (5)
- Free parking for all residents (5)
- Open up the lagoon (2)
- Council – needs to listen to the community (2)
- Speed bumps (2) - (1 referenced in along Chestnut)
- More activities for teenagers (2)
- More consultations for any or all changes to bylaws (2)
- Arts program needed

- Urban Forest Canopy
- Farmer's Market needed
- More art carvings
- Sailing and Kayak academy
- Build a small sailing academy in the lagoon
- Additional park amenities – water parks/barbeques
- Arcades for children
- No Air BnB in Harrison
- Better welcome sign and carving at the entrance
- No business monopolies – limit number of businesses a resident can have
- Playground for 9 - to 14-year-olds
- Develop Harrison Bluff – rock climbing
- R1 zone – never allow this area to be used for coach houses
- More single-family dwellings and less townhouses and apartments
- Be community driven and not council driven
- More community events
- Go-Kart track needed
- Lakeside Lifeguards needed
- Search and rescue demonstrations on the lake
- No more development until infrastructure in place
- Place colorful (stationary) chairs in the lagoon area
- Building Schemes not enforced
- One central parkade – pedestrians only along Esplanade
- Lagoon is a mess
- Miami River is a mess/swamp – dredge and clean up
- Spring Park – artificial skate surface location
- Electric cars with condominiums
- Need more BC Hydro infrastructure
- No more condominiums – especially along Pine Street
- No more variances on garage heights or the required building setbacks
- Food trucks
- Wayfinding signs – try to prevent traffic going the wrong way on a one-way street
- Property Tax break for residents with a business

PUBLIC CONSULTATION - GENERAL OBSERVATIONS

Given the comments provided throughout the entire OCP process, the Bylaw is ready to move forward to the adoption stage. As a result of the comments received during the recently held Open Houses and the past review by Council during their Special Meeting, there are no changes required to any of the draft policies. Due to this the intent of the Bylaw has not changed.

However there have been some changes to the Bylaw, such as the removal of the Village statistics, as per the Special Council meeting motion. In addition, the following other changes have taken place, under s 2.6(iv) inserted the term “Open House,” placed page breaks after each Development Permit section, and reformatted the draft bylaw.

As a result of these technical changes, staff is suggesting that a public hearing should still be set up, however no referrals are needed as the policy intent of the bylaw has not changed.

MAJOR CHANGES TO THE UPDATED BYLAW

Given that the community wholeheartedly supported the current community vision and the related ten (10) goals, the update was more about adding new planning tools and removing contradictory policy statements.

While most of the changes were addressed through a new formatting process the major changes are listed below.

1. Reduced the overall size of the OCP document from the current 125 pages down to forty-six.
2. Changed shall and should to must.
3. Added the Housing Need section requirement as outlined in the *Local Government Act*.
4. Added a Community Amenity Contributions section, and a Development Approval Information section.
5. Took out the Tree Protection section. This issue is better addressed through your Urban Forest Master Plan review and any subsequent Tree Protection Bylaws, that Council may wish to implement.
6. Added a Sand and Gravel section to the updated OCP, as per the requirements of the *Local Government Act*.
7. Made the OCP more user-friendly, in that we created section headings and moved all the policies associated with that section into this section. That way the policies associated with the issue are found in one section as opposed to being scattered throughout the OCP. This update project also allowed the review team to remove contradictory policy statements.
8. Took out the Design Guidelines as a part of the current OCP. Recommending that they be set up as a policy. In the proposed updated OCP Bylaw the suggested Design Guideline policy is tied to the new OCP.
9. Updated the Maps.

10. Expanded the Riparian Area Development Permit Area, to cover all the riparian areas.
11. Removed the sign policies in the current OCP, as the Village now has a Sign Bylaw. (Bylaw No. 1126, 2018)
12. Deleted various sections of the current OCP, as these policy sections are actually regulatory requirements that are outlined in the Village's Zoning Bylaw. This includes density issues and parking requirements.
13. Removed issues that are better addressed in a Council's Strategic Plan, like creating a Tourism Development Strategy.
14. Clarified the Village's Approving Officer function on the determination of parkland/cash-in-lieu requirements related to subdivisions within the Village.

Two additional planning tools added;

1. Green House Gas (GHG) Development Permit – although Goal #10 states the Village will reduce the amount of greenhouses gas emissions, there were no tools in place to do this. The proposed OCP Bylaw has a new GHG Development Permit Area.
2. The creation of an Interface Wildfire Development Permit area. This new Development Permit area was created to reduce the potential fuel for a wildfire to either enter a forested area or enter into the village. The current bylaw does not have this tool.

FOLLOW UP REQUIRED WHEN THE OCP IS ADOPTED

In order to ensure that the requirements of the new OCP are implemented, there are two issues that need to be addressed immediately.

Development Approval Information (DAI)

The first one is the creation of the DAI Bylaw. This new Bylaw will help the Village residents understand what the impacts may be with a new development. The additional information is requested by Council and paid for by the developer. The impacts can include any or all of the following issues;

1. The Environment
2. Traffic issues
3. The provision of community services
4. Public facilities
5. Infrastructure issues

The authority to create this Bylaw is found with s 484 of the *Local Government Act*. If there are any impact issues, the developer is required to develop and fund a mitigation program.

Design Guidelines

The second one is the creation of a new Design Guideline policy. This will be easily done as the entire Guideline will become the new policy.

RECOMMENDATION:

THAT council reread the Official Community Plan Bylaw No. 1184, 2022 a second time as amended, and

THAT staff be authorized to set up a public hearing.

Respectfully submitted:

Reviewed by and Concurrence with the
Recommendations:

Ken Cossey

Ken Cossey, MCIP, RPP
Planning Consultant

Kelly Ridley

Kelly Ridley, Interim Chief Administrative
Officer
Acting Corporate Officer

Attachment (1) Official Community Plan Bylaw 1184, 2022



HARRISON HOT SPRINGS

Naturally Refreshed

OFFICIAL COMMUNITY PLAN

BYLAW NO. 1184, 2022

VILLAGE OF HARRISON HOT SPRINGS

OFFICIAL COMMUNITY PLAN BYLAW NO. 1184, 2022

WHEREAS section 472 of the *Local Government Act* authorizes a local government to enact an Official Community Plan Bylaw;

AND WHEREAS section 485 of the *Local Government Act* authorizes a local government to designate a Development Approval Information area;

AND WHEREAS section 488 of the *Local Government Act* authorizes a local government to designate a Development Permit area;

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

TITLE, PURPOSE, APPLICATION, SEVERABILITY, DEFINITIONS, AND EFFECTIVE DATE

Title

This Bylaw may be cited for all purposes as the “*Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022*”.

Purpose

The purpose of this Bylaw is to assist the Village Council, residents, businesses, and landowners by establishing objectives and policies concerning the form and character of future development and land uses in the community.

Application of the Bylaw

This Bylaw applies to all Lands, including the surface of water, and all uses, Buildings and other Structures located within the boundaries of the Village of Harrison Hot Springs, as amended from time to time, and as shown on Map “1”, the Land Use Designation Map, which is attached hereto and forms part of this Bylaw.

Severability and Definitions

- a) If any section, subsection, paragraph, sentence, clause, phrase or schedule of this Bylaw is for any reason found invalid by the decision of any Court of competent jurisdiction, such decision must not affect the validity of the remainder of this Bylaw or the validity of the Bylaw as whole.
- b) Unless otherwise defined here the definitions contained within this Bylaw have the same definition, as outlined in the *Village of Harrison Hot Springs Zoning Bylaw No. 1115, 2017*, as amended from time to time.
- c) Schedule “A” Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022 which is attached hereto and forms part of this Bylaw.

REPEAL

The *Village of Harrison Hot Springs Official Community Plan Bylaw 864, 2007* and all amendments thereto are hereby repealed, effective the date of the adoption of this Bylaw.

READINGS AND ADOPTION

READ A FIRST TIME THIS 24TH DAY OF AUGUST 2022

AMENDED AND READ A SECOND TIME THIS 24th DAY OF AUGUST 2022

PUBLIC HEARING HELD THIS 20th DAY OF SEPTEMBER 2022

RECONSIDERED AMENDED AND READ A THIRD TIME THIS 23rd DAY OF SEPTEMBER 2022

RESCINDED SECOND AND THIRD READING THIS 14th DAY OF MARCH 2023

AMENDED AND READ A SECOND TIME THIS _____ DAY OF _____, 2023

SECOND PUBLIC HEARING HELD THIS _____ DAY OF _____, 2023

READ A THIRD TIME THIS _____ DAY OF _____, 2023

ADOPTED THIS ____ DAY OF _____, 2023

Mayor

Corporate Officer

SCHEDULE “A”
VILLAGE OF HARRISON HOT SPRINGS
OFFICIAL COMMUNITY PLAN BYLAW NO. 1184, 2022

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1.0 INTRODUCTION

1.1 Purpose of the Official Community Plan

An Official Community Plan (OCP), as defined in the *Local Government Act*, is a statement of objectives and policies to guide decisions on planning and land use management. The Village of Harrison Hot Springs OCP sets out the vision and framework for future development of the community. This Plan provides the policy framework for development and infrastructure decisions by the Village Council. It may be updated periodically to ensure that it continues to reflect the long-range community Vision and the Goals of the Plan.

The Official Community Plan is intended to provide a degree of certainty to the Village Council, residents, businesses, and landowners by establishing objectives and policies concerning the form and character of future development and land uses in the community.

The Village's OCP is one of the higher-level planning documents, with respect to providing land use policy guidance. The other high-level document is the *Fraser Valley Regional District's Regional Growth Strategy (RGS)*. The authority to create and adopt an OCP is found within the *Local Government Act*, specifically *section 472*. Within the *Local Government Act* there are various sections that address the creation and adoption process for an OCP. Listed below is the section and summary of that section.

Section	Purpose of this section
471	<i>It outlines the purpose of the OCP</i>
472	<i>It allows for the creation of an OCP</i>
473	<i>It outlines the required content and process</i>
474	<i>What policy statements may be included</i>
475	<i>Who is consulted during the development of an OCP</i>
476	<i>Discussions with the local school district</i>
477	<i>How the OCP is to be adopted</i>
478	<i>Once adopted what effect does the OCP have</i>

An OCP is a local government tool that is adopted as a bylaw that provides objectives and policies to guide decisions on planning and land use management within the Village.

An OCP is significant because, after its adoption, all bylaws and works undertaken by the Village must be consistent with the plan. While every OCP will be created slightly different from each other the underlying theme of an OCP, as required by legislation, addresses issues such as:

- Proposed land uses and land development policies
- Municipal Services such as transportation, and infrastructure requirements
- Environmentally sensitive areas, and parks and open spaces
- Housing needs and policies
- Hazardous Area requirements
- Public facilities including schools
- Neighbourhood character
- Social policies
- Greenhouse Gas (GHG) targets, and
- Building and landscape design guidelines

2.0 COMMUNITY VISION AND GOALS OF THE PLAN

The principles outlined below are an important philosophical statement on how the Village wishes to evolve over the life of this plan and in turn this provides the framework for future land development.

2.1 Vision of the Plan

The overall goal of the OCP is the continued implementation of a pattern of settlement and land use in accordance with the OCP's objectives. Recognizing that communities are dynamic in nature, the underlying principle of the OCP is to ensure that if changes happen within the Village, they respect both man-made and natural attributes and be sustainable. Development must be responsive to the opportunities and constraints offered by the unique geography of each site, respect the past and be compatible with the current values of the community, as expressed through this OCP. The long-term vision for the development of this plan is as follows;

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.

2.2 Goals of the OCP

The following goals are derived from the vision statement which was shared with the community and reinforced during the public participation process. To achieve the OCP's vision, the following ten (10) goals expand and sets the framework for this OCP.

Goal 1: Provide efficient, equitable and affordable public services

The strategy to achieve this goal is to ensure that water supply, wastewater treatment and other services meet acceptable standards throughout the Village, that they are coordinated with long-term development growth and that they are equitably financed. New development is expected to pay its fair share of infrastructure and public services expansion costs.

Goal 2: Establish a distinct, pedestrian-oriented Village centre with a range of commercial services

The strategy to achieve this goal is to encourage Village centre development for a variety of commercial and tourism uses and to provide public works and traffic and parking management that facilitate a pedestrian-friendly environment. The Design Guidelines policy will provide a framework for downtown lakeshore revitalization of private and public spaces in an integrated manner.

Goal 3: Develop tourism and recreation features and activities for the benefit of residents and visitors

The strategy to achieve this goal is to support the development of and the expansion of the parks, trails, and pathway system, enhance the image and identity of the Village, and encourage high quality development in the lakeshore and tourist commercial areas. The aim is to expand the destination resort qualities and recreational opportunities.

Goal 4: Protect views of the lake and the surrounding mountains

The strategy to achieve this goal will focus on protecting and enhancing the views to the lake from key sites on Lillooet Avenue and Esplanade Avenue and encouraging future lakeshore development that takes account of the need to protect views of the mountains and lake. It will also support measures to prevent adverse effects of logging on scenic values.

Goal 5: Protect and maintain air and water quality and biodiversity

The strategy to achieve this goal involves upgrading wastewater management systems, managing stormwater drainage and runoff, limiting campfires, and protecting important natural habitats and ecosystem functions. The development of a substantial park and trail system and conservation and restoration of the Miami River will also assist in this goal. In order to ensure the protection or appropriate replacement in the urban forest canopy, all development must be guided by and subject to the Village's Tree Protection Bylaws and the Urban Forest Master Plan, as amended from time to time.

Goal 6: Promote compatible residential and tourism development and community relationships

The strategy to achieve this goal is to protect residential neighbourhood quality, manage traffic impacts and encourage community collaboration in addressing visitor-resident issues. A major challenge is to provide for increased residential and tourism growth and a coordinated approach to land use and transportation issues that serves the needs of both sectors. This includes wherever possible, separating incompatible land uses and controlling traffic and parking.

Goal 7: Manage traffic and parking and promote transportation alternatives

The strategy to achieve this goal is to manage traffic flows and parking so as to minimize congestion and disturbance of residential areas, and to provide a bicycle and walking path network. Visitor parking is a key issue. The livability and attractiveness of the community will depend upon the ability to manage seasonal traffic volumes.

Goal 8: Provide for a mix of housing types for all ages and incomes

The strategy to achieve this goal is to designate lands for a variety of housing types and to provide density bonus incentives for affordable and special groups housing. A diverse supply of housing, including seniors housing is important to the future character of the community.

Goal 9: Restore and protect Miami River and related aquatic systems

The strategy to achieve this goal is to continue support either the federal or provincial agencies that are looking to restore the natural flows, improve water quality and protect riparian and watershed functions. Miami River is a key feature in managing drainage and flooding, enhancing the quality of the environment, and implementing the tourism development strategy of the Village.

Goal 10: Reduce community greenhouse gas emissions

Recognizing the importance of long-term emission reductions and the significance of the Provincial government's targets. The strategy to achieve this goal is to encourage a compact and complete Village centre, facilitate and re-design transportation infrastructure and services that increase alternative transportation and reduce private vehicle use, encourage more energy-efficient buildings and renewable, low-carbon energy sources, and reduce waste generation and landfill disposal.

2.3 Village Profile

The Village is located within the Fraser Valley Regional District and is a destination community that offers residents and visitors, scenic surroundings, a natural hot springs, and a developed tourism industry. All of these attributes make Harrison Hot Springs a great place to stay over both the short and long terms. With respect to the developed tourism industry the following labour statistics indicate that the tourism industry is the main driver of the local economy.

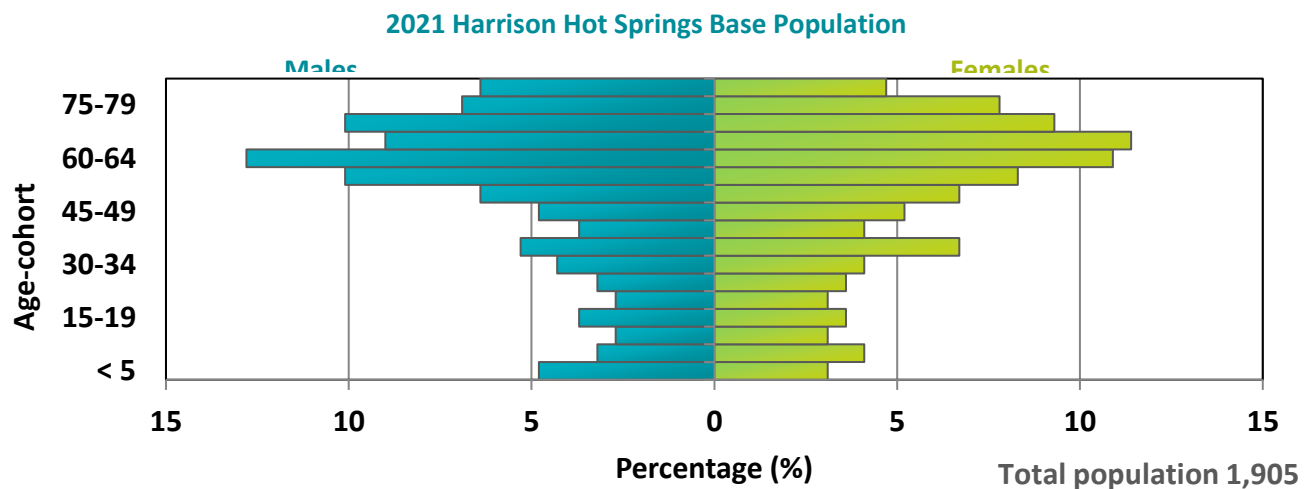
In addition to the developed tourism industry the Village has experienced a growth in the number of business licenses issued since 2015. The number of business licences issued has grown by almost 85% over the past seven (7) years, as outlined in the chart below.

Business Licenses Issued (2015-2022)

Source: Village Office, 2022

Business Type	2015	2016	2017	2018	2019	2020	2021	2022
Amusement/Recreation	18	18	18	18	18	19	19	19
Contractor	2	2	2	2	2	2	3	3
Non-resident Contractor	12	12	13	15	16	20	22	22
Home Occupation	14	15	15	17	22	22	25	26
Lodging	5	5	5	8	10	10	10	10
Miscellaneous	3	3	3	5	6	6	9	10
Personal Services	1	2	2	2	2	2	4	4
Restaurant/Food Services	13	14	15	19	22	23	26	26
Retail	8	8	8	9	10	10	11	11
Service Station	1	1	1	1	1	1	1	1
Suite Rentals	1	1	1	1	1	3	8	8
Inter-Municipal						3	3	4
Totals	78	81	83	97	110	121	141	144

The population of Harrison Hot Springs grew during the period from 1996 to 2006, when the Statistics Canada Census reported 655 people in 1991, 898 in 1996, 1,343 in 2001, and 1,573 in 2006. The population receded slightly to 1,468 in 2011 and 2016. Today the 2021 census indicates the village has a population of 1,905 which is a change of almost 30% (29.8%) from its 2016 population of 1,468. Listed below is the current population breakdown.



2.4 Regional Context Statement

To support the Regional Growth Strategy of the Fraser Valley Regional District (FVRD), and the vision of a “vibrant, distinct and sustainable communities that accept responsibly managed growth while being committed to protecting the land resource and the natural environment to ensure that a high quality of life is accessible to all.”

The *FVRD Choices for our Future, Regional Growth Strategy for the Fraser Valley Regional District*, sets out a framework to guide member communities, jointly and individually, in pursuing the vision described above. The Regional Growth Strategy (RGS) identifies eight goals, and the Village of Harrison Hot Springs OCP address these goals in the following manner:

Increase Transportation Choice and Efficiency

The RGS Regional Transportation Improvement Priorities identify Hot Springs Road as a medium to long term priority for upgrading to accommodate increased population growth in Harrison Hot Springs. The RGS also promotes settlement patterns that minimize the use of automobiles and encourages walking, bicycling, and the efficient use of public transit, where practical. The relevant OCP policies are to:

- a. Concentrate higher density residential land uses within and near the Village Centre, reducing the need for local car dependency (*policies 5.4.2(b) and 7.3.1*).
- b. Develop an integrated parks and trail system for the community and a pedestrian-bicycle path along Hot Springs Road (*policy 12.3*)
- c. Promote direct bus service from Chilliwack (*policy 3.6(i)*).
- d. Work with Ministry of Transportation and Infrastructure on mutual transportation issues *policy 3.6(i)*.

Support and Enhance the Agriculture Sector

The RGS encourages the development of a long-term strategy that will balance the need for stable, long-term Agricultural Land Reserve boundaries with the need for additional land to support employment growth in all sectors, including agriculture, and the need for contiguous urban development. The relevant OCP policies are to:

- a. Recognize the jurisdiction of the Agricultural Land Commission over the Agricultural Land Reserve (ALR). Accommodate residential growth through infill and higher densities in the developed area and maintain Resource and Public Use designations on ALR lands (*policies 8.2(a) and 8.3(a)*)
- b. ALR lands are noted on Map #1, Land Use designation Map.

Manage Urban Land Responsibly

The RGS supports Official Community Plans policies that encourage infill, redevelopment, densification, and mixed use as a means of creating more compact development patterns. The relevant OCP policies are to:

- a. Manage growth within the Fraser Valley Regional District’s Urban Growth Boundary by directing it toward existing developed areas and by increasing residential densities (*policies 5.4.2 (b), 5.4.5, and 7.3.1*).
- b. Increase density and mixed uses in the Village Centre for a more compact urban structure (*policies 5.4.2, 5.4.3, 5.4.4, and 5.4.5*).
- c. Promote commercial services in the Village Centre in support of a more complete community (*policy 5.4.2*).
- d. Avoid urban development into the lake and within the geotechnical hazard areas (*policies 5.2, and 4.4*).

Develop a Network of Sustainable Communities

The RGS supports official community plans and other plans that incorporate sustainable planning principles as a means to becoming more sustainable and self-sufficient. The relevant OCP policies are to:

- a. Increase the range of services and amenities available within the Village Centre (*policies 3.3*).
- b. Provide incentives for affordable housing (*policy 3.2(g)*).
- c. Upgrade wastewater treatment facilities to protect water quality (*policy 9.2*).
- d. Upgrade water supply infrastructure and management to improve the efficiency and effectiveness of water systems (*policy 9.2*).
- e. Promote waste reduction and recycling (*policy 10.2*).

Protect the Natural Environment and Promote Environmental Stewardship

The RGS aims to protect air quality, water quality and natural environment, and proposes various regional initiatives for environmental stewardship. The relevant OCP policies are to:

- a. Protect environmental values through development permit areas that achieve specific environmental objectives (*policies 4.6, and 4.7*).
- b. Promote Miami River protection and rehabilitation (*policy 4.7*).
- c. Undertake environmental sensitive areas inventory (*policies 3.4, 3.8, and 3.10*).
- d. Upgrade wastewater treatment facilities to protect water quality (*policy 9.2*).
- e. Promote the “reduce, reuse and recycle” approach to waste management (*policy 10.2(b)*).

Protect and Manage Rural and Recreational Lands

The RGS supports the development of a regional park system in context with federal, provincial, municipal and FVRD regional park systems and greenway initiatives, and encourages the development and coordination of municipal and rural walking and bicycle path plans and seeks cooperation on the management of land use on Crown Lands. The relevant OCP policies are to:

- a. Protect forest cover on resource lands (*policy 8.3*).

Achieve Sustainable Economic Growth

The RGS encourages the development of a strong employment base and a favourable investment climate that will support economic growth and diversity. Tourism is the primary economic driver for Harrison Hot Springs. The relevant OCP policies are to:

- a. Facilitate economic change in the evolution of the tourism economy toward high-value, more diverse tourism opportunities (*policy 5.2*).
- b. Provide for artisan workshops on large lots adjacent to Hot Springs Road (*policy 4.2*).

Manage Water, Energy Resources and Waste Responsibly

The RGS highlights the challenge to ensure that future development takes place only where adequate infrastructure and community facilities exist or can be provided in a timely, economic, and environmentally sound manner. (*policies 9.2, 10.2 and 10.3*)

2.5 Indigenous Context and History

The Village of Harrison Hot Springs is located in Sts’ailes territory and the Village is committed to working with Sts’ailes leadership now and in the future, in the spirit of reconciliation, and for the betterment of both communities. A strengthened relationship between the Village and Sts’ailes will contribute to the successful alignment and implementation of both community’s values and visions, particularly with respect to stewarding the natural environment, promoting sustainable eco-tourism opportunities, and ensuring controlled growth in the Village and surrounding areas.

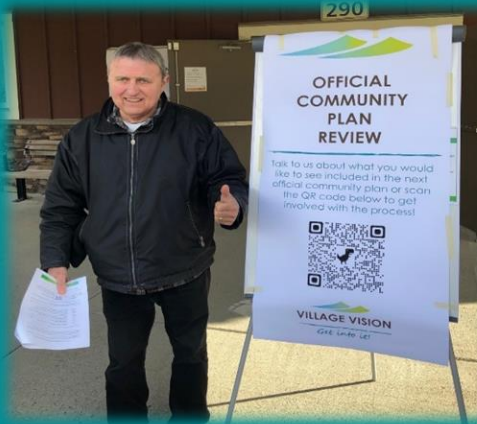
Sts'ailes is a Coast Salish Halkomelem speaking tribe linked with surrounding Indigenous Peoples through kinship, language, trade, intermarriage, ceremonies, and stories. Before Europeans arrived, Sts'ailes households lived near the hot springs in a village known as Qwó:íls. Besides the cultural and healing properties of the hot springs, the Sts'ailes and their neighbours valued and utilized abundant local resources including a tall grass (mats'el or th'a:xey), stone outcrops for tools, and all species of salmon. Qwó:íls was also an important nexus for movement between Harrison Lake, Harrison River, and the Fraser River. The overland Whippoorwill Point trail has great antiquity, being commonly used by Sts'ailes people who stowed their canoes in order to bypass strong winds on Harrison Lake. Today the Village of Harrison Hot Springs is home to Qwóltz Park.

Since time immemorial, the ancestors of the Sts'ailes people lived in dozens of settlements like Qwó:íls along the shorelines of the lakes and rivers of their Xaxa Temexw (Sacred Earth). Sts'ailes histories tell how the first ancestors came from the sky, made lives for themselves in the Harrison Watershed, forged powerful kinship bonds with other living plants and animals, and developed the skills, practices, and respect to live and thrive. The Village of Harrison Hot Springs is committed to restoring some of Sts'ailes' lost connections and opportunities resulting from being displaced and disposed in their own territory.

2.6 Public process utilized for the development of this OCP

Various tools were utilized to solicit and include public input into this OCP. The tools utilized are listed below;

- i. Community surveys,
- ii. Pop-up events,
- iii. World café,
- iv. An Open House series,
- v. Public Hearing.



3.0 DEVELOPMENT FRAMEWORK

3.1 Overall Development Concept

The overall development concept is a broad summary of the general land use priorities for the future of Harrison Hot Springs, consistent with the Goals of the OCP. The elements of this concept are as follows:

Village Centre:

Development of a compact, pedestrian-oriented town centre with mixed use commercial and residential development, a range of services and a comprehensive design theme for buildings and streetscape; to be guided by the Village Design Guidelines.

Lakeshore Development:

Enhancement and extension of the lakeshore park and walkway from the hot springs source site on the west to the marinas on the east, protection of the views of the lake, development of the hot springs source site, and review of parking and road system.

Residential Development:

Expansion of multi-family residential uses in the Village Centre, townhouse development near Lillooet Avenue east, and low-density residential development in central/south Harrison, with appropriate traffic management to protect residential quality.

Tourism Development:

Increased economic opportunities for tourism growth and outdoor recreation activities compatible with adjacent residential land uses; to be guided by a long-term Tourism Development Strategy that focuses on the future of tourism in Harrison Hot Springs.

Park and Trail System Development:

An integrated system of parks and trails that expands the outdoor recreation and tourism activities, linking Hot Springs Road, Miami River, the East Sector, the lakeshore, the Harrison River, and other features.

The community has expressed continued support for managed growth that emphasizes protection of the natural environment and scenic values, development of the Village Centre, and improved streetscapes, and features that support a high-quality tourism destination and community.

3.2 Village Housing

The Council undertook a Housing Needs Assessment in 2019. Listed below is a summary of the anticipated housing needs, as identified in this report for the next five years.



Future Housing Needs

General

- It is anticipated that in the next five years, the addition of several units of 1–2-bedroom housing will adequately service the community as its demographics shift. There may be a limited need for new 3-bedroom units for families.
- There is not an anticipated need for a significant housing stock increase, as the population increase will be slow. Instead, there is a need to continue to monitor housing stocks to ensure that market housing needs are being met and the rate of building reflects the population increase.
- The 2020 anticipated housing need projection shows an increase in bachelor, 1- and 2-bedroom dwellings to support a wider variety of family and lifestyle needs.
- From 2022 onwards, the need for additional bachelor units will decrease; instead, an anticipated need for more 1–2-bedroom units are indicated, reflecting a community that currently chooses a majority of detached homes, but may need to transition into smaller accommodations as the community ages.

Seniors

- Though the population is not projected to increase to levels that would require large increases in housing stock, an ageing population and shift towards seniors ageing in place will require more housing units for fixed or low-income seniors.
- An ageing population and an average household size of 2.0 demonstrates a potential need for smaller housing typologies in the future as those currently living in detached homes look to downsize.

Workforce

- Given the dependency on workers from the neighbouring community and greater region it might be worth understanding opportunities and needs for housing more of the workforce within Harrison or at least in Kent.
- Ensuring the right balance between vacation homes and workforce homes means that part-time vacationers actually have someone to serve them when they are in Harrison.
- A mix of accommodation types targeted at the workforce might include purpose-built market rental dwellings and potentially more affordable ownership dwellings restricted to employees.

Source: Harrison Hot Springs Housing Needs and Supply Report, November 27, 2019, prepared by the Centre for Sustainability and M'akola Development Services, pages 26-27.

As per the summary above and s. 473(2) of the *Local Government Act* as amended from time to time, the Council will continue to work with developers and other non-profit groups on securing affordable rental, and special groups housing, as outlined in the policy below.

3.3 Objective:

Recognition of the importance of housing as a fundamental part of individual and community health and ensure that all residents have an affordable and adequate place to live.

Progress can be measured by:

- a. An increase in number of non-market housing units created, as a percentage of total units; and or
- b. A healthy and stable vacancy rate.

The Village policies include but are not limited to the following:

- a. Protect existing affordable rental housing stock.
- b. Require any affordable housing amenity to be supported by appropriate legal and enforceable instruments, such as Housing Agreements.
- c. Investigate the use of inclusionary zoning to require any potential density increase to incorporate a proportion of affordable units.
- d. Investigate zoning bylaw amendments to apply residential rental tenure zoning in appropriate locations.
- e. Amend the zoning on parcels to provide for additional density for purpose-built rental and affordable housing.
- f. Consider opportunities to incentivize new affordable housing.
- g. Consider implications on housing costs and affordability when developing or amending land use and development policy and regulation.
- h. Support subsidized housing, supportive housing, and non-market housing for vulnerable populations such as seniors, and or low-income.

In addition to the above the Village will work with others to:

- a. Partner with other government agencies, the private sector, non-profit organizations, and service agencies to pursue affordable housing opportunities.
- b. Explore governance options for delivering and managing affordable housing.
- c. Identify and engage key stakeholders and service providers in the delivery of affordable housing.

3.4 Community Amenity Contributions (CAC)

Community amenities are contributions agreed to by an applicant/developer and the Village of Harrison Hot Springs, as a part of a rezoning review and process. The offer of a CAC is strictly voluntary, and if the applicant/developer and the Village agree to use the CAC then the CAC will be obtained when the Village decides to adopt the rezoning bylaw. The use of the CAC cannot be delegated to either a building official or the Approving Officer.

The following list provides examples of CACs that may be appropriate, depending on the circumstances:

- a. Contribution of land for a civic or institutional use;
- b. Contribution to any community safety infrastructure and equipment;
- c. Contribution of land for special groups housing or affordable housing;
- d. Improvements to public facilities or public buildings;
- e. Heritage conservation;
- f. Provision of park improvements or park land (beyond statutory requirements);
- g. Protection of environmentally significant areas beyond minimum requirements;
- h. Public realm improvements beyond statutory requirements (i.e., public plaza, pedestrian and cycling linkages, community art);
- i. Contribution of land for the purpose of watershed protection;
- j. Viewscape protection;
- k. Neighbourhood enhancement project; and
- l. Provision of cash to the Village of Harrison Hot Springs Amenity Fund (i.e., recommended contribution of \$1,000 per residential unit to be constructed in the development, or as adjusted periodically) for a future Community Amenity.

3.4.1 Council policies:

- a. Council may choose to accept CACs where it considers that the Village's future budgets will be able to support the estimated lifecycle costs of operating, maintaining, and repairing the Community Amenity.
- b. If applicable, CACs will be negotiated on a case specific basis as each Development proposal is unique.
- c. Staff are hereby authorized to negotiate with an applicant, as and when required. The final decision on the CAC offer rests with the Council.

3.5 Development Approval Information Areas

3.5.1 Areas Designated

- a. This OCP has designated all Development Permit areas as Development Approval Information areas in accordance with provincial legislation in order to meet the purposes of the various development permits within this plan.
- b. This OCP also designates all areas that may be rezoned in any of the following designated areas, the Lakeshore, the Marine Tourist Commercial, the Waterfront Commercial, Village Centre, and the Tourist Commercial areas, as Development Approval Information areas in accordance with provincial legislation in order to assist the residents understand what, if any, the impacts on the Village that may result if the application is approved.
- c. The East Sector Special Planning Area.
- d. The rezoning of any lands that results in ten (10) or more residential dwelling units, being developed.

3.6 Greenhouse Gas Emission Reduction Policies and Actions

The Village will undertake the following actions with the aim of achieving the community emissions reduction. In many cases, these actions will build upon actions already planned, commenced, or undertaken by the Village.

Cross-Cutting, Strategic Actions

Continue to participate in regional discussions and plans relating to energy, climate change and sustainability, and continue to work with other jurisdictions to learn from their experience.

Land Use Actions

- i. Continue the process of updating the zoning bylaw to incorporate provisions that encourage compact, complete community development.
- ii. Explore density incentives where appropriate – for example, density for cash contributions to off-site parking.
- iii. Continue to identify opportunities for tourism tax-funded infrastructure improvements that support emissions reductions and tourism, such as walkability.
- iv. Continue to encourage the development of local services such as grocery stores, which can service many of the day-to-day needs of residents and visitors; consider the accessibility of regional services in this work.

Transportation Actions

- i. Continue to advocate and work with partners to develop transit solutions to/from Harrison Hot Springs and major destinations, also aimed at reducing fossil fuel consumption.
- ii. Continue setting up electric car charging stations.

Buildings Actions

- i. Develop a green building/energy efficiency standard or checklist with the Fraser Valley Regional District Building Inspection Department.
- ii. Develop and promote incentives aimed at improving energy efficiency and utilizing renewable energy in new construction and existing buildings.

Energy Supply Actions

- i. Pursue utilization of alternative, low carbon energy sources and systems including geothermal/waste heat and district energy for the Village Centre and engage community partners in this process.

Waste and Resource Management Actions

- i. Continue to pursue expansion and/or enhancement of services that will reduce waste disposal and landfilling, particularly organic food waste that contributes to landfill gas emissions.
- ii. Expand waste reduction education efforts widely in the Village and use this as an avenue for broader greenhouse gas emissions reduction education.

Energy and Climate Change

- i. Promote energy conservation, transportation efficiency and public transit in public infrastructure investments and development planning.
- ii. Encourage energy conservation and efficiency and other green building measures in proposals for new tourist accommodation facilities and major public facilities, including future redevelopment of the Memorial Hall.

3.7 Sand and Gravel Deposits

There are no active or known sand and gravel pits located within the Village boundaries.

3.8 The East Sector Special Planning Area

3.8.1 Land tenure and environmental information

Background

The East Sector Special Planning Area consists of about 162 hectares of land east of McCombs Drive, including the western slopes of Bear Mountain. The area is undeveloped and heavily wooded, and much of it lies within the Agricultural Land Reserve. A portion of the area is held by the Village (34 ha), with a portion of the area privately held (29 ha) and the balance under provincial crown land designation (99 ha).

The East Sector contains a major section of the Miami River and its eastern tributaries and various remnant wetlands and bogs. Complex drainage patterns exist in the area and affect the lowland water management and flood protection of the residential areas. The majority of the area is covered by mixed coniferous/ deciduous forest. Portions of the area are inundated with water during certain periods.

Several designated rare and endangered species and threatened species of plants and animals occur in the East Sector Area, including the extremely rare Pacific water shrew. Future planning of the area must provide for the protection of:

- a. two rare plant communities (black cottonwood/red-osier dogwood and black cottonwood/sitka willow) associated with wetland and lowland habitat on the northern portion of the East Sector;
- b. a sphagnum bog on private lands containing locally rare vegetation and an adjacent trembling aspen stand;
- c. various stands of mature Douglas fir and big leaf maple found throughout western portions of the East Sector that have significant wildlife trees; and
- d. the aquatic and riparian habitats of the Miami River watershed.

3.8.2 Land Development Policies

The primary community interest lies in protecting the important ecological values in this area, managing the drainage regime, providing for recreation/nature trails linked to the overall trail system for the Village.

Objectives

- a. Provide clear direction for the ecological protection and future use of the East Sector in a manner consistent with the Goals of this OCP and based on thorough knowledge of the physical and natural resource features of the area - both opportunities and constraints, and on thorough consultation with the community, the Agricultural Land Commission and the Ministry of Agriculture and Lands.
- b. Ensure that public amenity values in this area, such as the Miami River corridor and trail systems, are preserved and enhanced for the future use and enjoyment of the entire community.

3.9 Areas Subject to Hazardous Conditions

Background

The Village contains some known areas that are subject to hazardous conditions. These areas include the steep slopes at both the eastern and western boundaries of the Village. Significant portions of the Village are located within the floodplain, and new development is subject to flood proofing requirements. Details of the geotechnical and flooding hazard assessment are provided by Thurber Engineering Ltd. in a report entitled: 'Slope Hazard Evaluation - Harrison Hot Springs' and later supplemented by the Thurber Engineering Ltd. report entitled, 'Hazard Lands - Secondary Study'. Other hazards include the potential for interface fires in the forested areas on the east and west sides of the Village.

Objectives

- a. Identify known areas that are subject to hazardous conditions.
- b. Control development in areas that are subject to hazardous conditions and ensure that measures have been taken to address the hazards.
- c. Set out the requirements or standards for developments within these areas subject to hazardous conditions, primarily through floodplain designation and Development Permit Areas.

Policies

Steeply Sloped Areas

- a. New Developments within these areas will require a Development Permit in accordance with the provisions of this OCP.

Areas Subject to Flooding

- a. To protect development from flooding, the areas within the Village, the Flood Construction Level will be set at 14.55 metres elevation above sea level, as amended from time to time.
- b. The use of a floodplain covenant may be utilized.

- c. Developers are encouraged to review the Flood Control Requirements section of the *Village's Zoning Bylaw, 1115, 2017*, as amended from time to time.

Areas Exposed to Interface Fire Potential

- a. New Developments within this area will require a Development Permit issued in accordance with the provisions of this OCP, as amended from time to time.

3.10 Environmentally Sensitive Areas

Background

Continuation on the protection of the natural environment is one of the major priorities expressed by residents during the community input process. Environmentally sensitive areas are special natural areas in Harrison Hot Springs that have particular ecological values or functions and that are generally sensitive to the impacts of development. This includes the Miami River and their watersheds, the various natural habitats in the East Sector, and other natural resource values associated with the steep slopes and with Harrison River.

Objectives

- a. Protect the natural beauty and environmental integrity of the community by paying particular attention to the forested areas, Miami River, Harrison Lake, and Harrison River.
- b. Identify the environmentally sensitive areas of the community through a comprehensive inventory of important natural areas and features, including natural areas that affect the drainage and ecological functions of the Miami River.
- c. Ensure environmentally sensitive areas identified are protected through development controls such as the use of Development Permit Areas and other mechanisms.
- d. Encourage the protection and rehabilitation of Miami River through community initiatives and drainage management.

Policies

- a. To develop an inventory of environmentally sensitive areas in the community and to identify conservation requirements for important natural areas and features.
- b. To actively support the community efforts to protect and rehabilitate the Miami River, and to implement the provincial and federal governments' requirements for streamside protection.
- c. To designate environmentally sensitive areas as Development Permit Areas that recognize the special natural features that require appropriate protection and enhancement measures.

4.0 DEVELOPMENT PERMIT AREAS

i. Development Permit Requirements

Development Permit Areas will be established under s.488 of the *Local Government Act*, as amended from time to time. The purpose of these areas is to provide flexibility to accommodate development while meeting certain specified development, hazard protection or environmental objectives on the site. Development permits may vary aspects of a regulatory bylaw, excluding the permitted land use and density requirements.

This Official Community Plan has designated all development permit areas as development approval information areas in accordance with provincial legislation in order to meet the purposes of the various development permits within this plan.

ii. Conditions Where Development Permits Are Not Required

Development Permits are not required within the specified development permit areas under the following conditions:

- a. for an internal alteration which does not affect the outer appearance of the building;
- b. within the Lakeshore Development Permit Area, for the replacement, upgrading or repair of the external covering of existing buildings (i.e., roofing or siding) with similar materials
- c. within the Riparian Protection Development Permit Area as per the Riparian Area Protection Regulations, as amended from time to time.

iii. Emergency or Municipal works

A development permit is not required:

For the construction, repair, or maintenance of municipal works by the Village or its authorized agents or contractors. Emergency procedures to prevent, control or reduce erosion, or other immediate threats to life and property including:

- i. Emergency actions for flood protection, wildfire protection and erosion protection;
- ii. Clearing of an obstruction from bridge, culvert, or drainage flow; repairs to bridges and safety fences in accordance with any federal or provincial Act;
- iii. Removal of hazardous trees that present a danger to the safety of persons or are likely to damage public or private property;
- iv. For restoration works under the supervision of a qualified professional.

iv. Wildfire development permit areas

A permit is not required:

- i. For internal alterations of a building.
- ii. For the removal of trees or other plant materials.
- iii. For the construction, repair, or maintenance of municipal works by the Village or its authorized agents or contractors.

4.1 Lakeshore Development Permit Area



4.1.1 Category

The Lakeshore Development area is designated a Development Permit Area under s. 488(1)(f) of the *Local Government Act* as amended from time to time, to establish objectives and guidelines for the form and character of commercial and multi-family residential development.

4.1.2 Area

The Lakeshore Development Permit Area is shown on Map #2, which is attached to and forms a part of this Bylaw.

4.1.3 Justification

Commercial and multi-family residential development in the Lakeshore Area is designated within a Development Permit Area in response to the following objectives:

- a. Recognize the Lakeshore Area as a critical area due, in part, to its high potential for major new development and redevelopment.
- b. Ensure a high quality of both tourist-oriented commercial development and new residential development.
- c. Encourage uses, building design and landscaping which build on the unique opportunities presented by Harrison Lake, the beach, and the surrounding area.
- d. The use of the design guidelines for development within the Lakeshore Area will help to maintain the Village character, promote compatibility and architectural integrity with existing development, and help to preserve views.

4.1.4 Guidelines

Development Permits issued in this area must be in accordance with the Village of Harrison Hot Springs Design Guidelines. The design principles include:

- a. Being architectural responsive to the medium density mixed-use context and integrated with neighbouring buildings of various ages.
- b. Site planning based on creating continuous street-oriented edges and intensifying pedestrian activity within the Lakeshore Special Planning Area.
- c. Protection of view corridors within the Village towards Harrison Lake and the surrounding mountains.

- d. Respect for the natural setting which should continue to dominate along the lakeshore.
- e. Variation on themes to result in a balance between continuity and a healthy diversity, both within a commercial, residential, or mixed-use development and throughout the Village.

4.1.5 Required Information

In addition to the requirements under the *Village of Harrison Hot Springs Development Procedures Bylaw 1090, 2016*, as amended from time to time, applications for a Lakeshore Development Permit must include:

Site Plan

A detailed, professionally prepared Site Plan showing parking layouts, all existing and proposed development.

Concept Plan

A Concept Plan showing context photos, colour elevation drawings and a list of materials to be used.

Landscape Plan

A detailed Landscape Plan showing existing vegetated areas that are to remain undisturbed and all proposed landscaping. A full planting list and estimate is required.

An On-Site Parking Plan

A concept plan outlining how and where the vehicles of the proposed Development will be utilizing off street parking.

4.2 Tourist Commercial Development Permit Area

4.2.1 Category

The Commercial area is designated a Development Permit Area under s. 488(1)(f) of the *Local Government Act* as amended from time to time, to establish the objectives and guidelines for the form and character of any commercial development.

4.2.2 Area

The Tourist Commercial Development Permit Area is shown on Map #2, which is attached to and forms a part of this Bylaw.

4.2.3 Justification

Commercial development is designated within a Development Permit Area in response to the following objectives:

- The design of the Commercial uses must be in a manner that complements the visual character of the Hot Springs Road corridor and avoids conflicts with adjacent land uses.

4.2.4 Guidelines

Development Permits issued in this area must be in accordance with the Village of Harrison Hot Springs Design Guidelines. The design guidelines also include the following:

- a. Creation of a "commercial strip" image must be avoided by encouraging:
 - innovative building design and configuration;
 - siting of buildings near the front of a parcels with landscaped areas rather than paved parking areas between the building and the adjacent roadway;
 - adequate on-site parking at the rear, side or within buildings rather than the front; and
 - significant landscaping adjacent to public rights-of-way and integrated within the site.
- b. All Developments must allow for the maximum sun penetration to pedestrian levels. Important view corridors must be preserved.
- c. The Building and Structure, and site design must strive to reduce the apparent mass of structures and to integrate the development within its site and locality;
- d. Context, variety, continuity, and pedestrian interest must be expressed in the design of buildings, especially at ground level.
- e. Landscape screening requirements must be utilized to separate parking clusters and to mask storage and service areas from adjacent residential uses and pedestrian view.
- f. Commercial uses must be sited to afford maximum privacy to any adjacent Residential uses.
- g. Natural landscape areas must be retained and incorporated into site development plans when feasible.

4.2.5 Required Information

In addition to the requirements under the *Village of Harrison Hot Springs Development Procedures Bylaw 1090, 2016*, as amended from time to time, applications for a Tourist Commercial Development Permit must include:

Site Plan

A detailed, professionally prepared Site Plan showing parking layouts, and all existing and proposed development.

Concept Plan

A Concept Plan showing context photos, colour elevation drawings and list of materials to be used.

Landscape Plan

A detailed Landscape Plan showing existing vegetated areas that are to remain undisturbed and all proposed landscaping. A full planting list and estimate is required.

An on-site Parking Plan

A concept plan outlining how and where the vehicles of the proposed Development will be utilizing off street parking.

4.3 Multi-Family Residential Development Permit Area

4.3.1 Category

Lakeshore Residential development is designated a Development Permit Area under s. 488(1)(f) of the *Local Government Act* to establish objectives and guidelines for the form and character of multi-family residential development.

4.3.2 Area

The Multi-Family Residential Development Permit Area is shown on Map #2, which is attached to and forms a part of this Bylaw.

4.3.3 Justification

Multi-family Residential Development in the Lakeshore Residential Area is designated within a Development Permit Area in response to the following objectives:

- Promote compatibility of new Residential Development with existing developments and with the overall character of the Village.

4.3.4 Guidelines

Development Permits issued in this area must be in accordance with the Village of Harrison Hot Springs Design Guidelines. The design principles include:

- a. Architecture responsive to the small-scale residential context and the integration of the site in terms of the Building or Structure's form and massing, rooflines and orientation and relationships to streetscape, must be demonstrated.
- b. Emphasis on the natural scenic setting, and the need to complement the scenic and environmental values.
- c. Variation on the Building or Structure themes must result in a balance between continuity and a healthy diversity, both within multi-family residential and the adjacent Development.
- d. Sensitivity to the pedestrian experience, must be demonstrated.

4.3.5 Required Reports

In addition to the requirements under the *Village of Harrison Hot Springs Development Procedures Bylaw 1090, 2016*, as amended from time to time, applications for a Multi-Family Residential Development Permit must include:

Site Plan

A detailed, professionally prepared Site Plan showing parking layouts, all existing and proposed development.

Concept Plan

A Concept Plan showing context photos, colour elevation drawings and list of materials to be used.

Landscape Plan

A detailed Landscape Plan showing existing vegetated areas that are to remain undisturbed and all proposed landscaping. A full planting list and estimate is required.

4.4 Geotechnical Hazard Development Permit Area



4.4.1 Category

The Geotechnical Hazard Development Permit Area is designated under s. 488(1)(b) of the *Local Government Act* for protection of development from hazardous conditions.

4.4.2 Area

The Geotechnical Hazard Development Permit Area is shown on Map #2, which is attached to and forms a part of this Bylaw.

4.4.3 Justification

Research and analysis supporting the identification of the Geotechnical Hazard Development Permit Area as a hazardous area is set out by Thurber Engineering Ltd. in the October 11, 1988, letter report entitled: 'Slope Hazard Evaluation - Harrison Hot Springs' and later supplemented by the Thurber Engineering Ltd. April 23, 1992, letter report entitled, 'Hazard Lands - Secondary Study'. The 1988 report notes that "current guidelines for geotechnical practice suggest that a 1/500-year probability of occurrence for land sliding should be the basis for evaluating the acceptability of landslide hazards on residential properties." The report identifies areas where this 1/500-year probability of occurrence of combined slope hazards (rockfalls, debris, avalanches, debris torrents) may be exceeded.

The 1992 report provides a more precise delineation of the general hazard zones west of Hot Springs Road. It analyzed the potential runout distance of large falling rock fragments. Based on this analysis, the report established three hazard zones and recommended that these be recognized in land use decisions concerning the study area. These zones are:

- Hazard Zone A:** Steep land Zone
- Hazard Zone B:** Rockfall Runout Zone
- Hazard Zone C:** Negligible Hazard Zone

The report notes that "areas within **Zone A** should be considered subject to rockfall and debris avalanche hazard of moderate probability, meaning that a significant damage incident should be expected within the design life of a Building or Structure. **Zone B** should be considered subject to rockfall and debris avalanche of moderate to low probability meaning that, although not very likely, a damage incident can still occur within the design life of the Building or Structure." **Zone C** "is considered to have negligible exposure to geotechnical hazard.

It is the objective of this Development Permit Area (DPA) to protect development from the geotechnical hazards noted above.

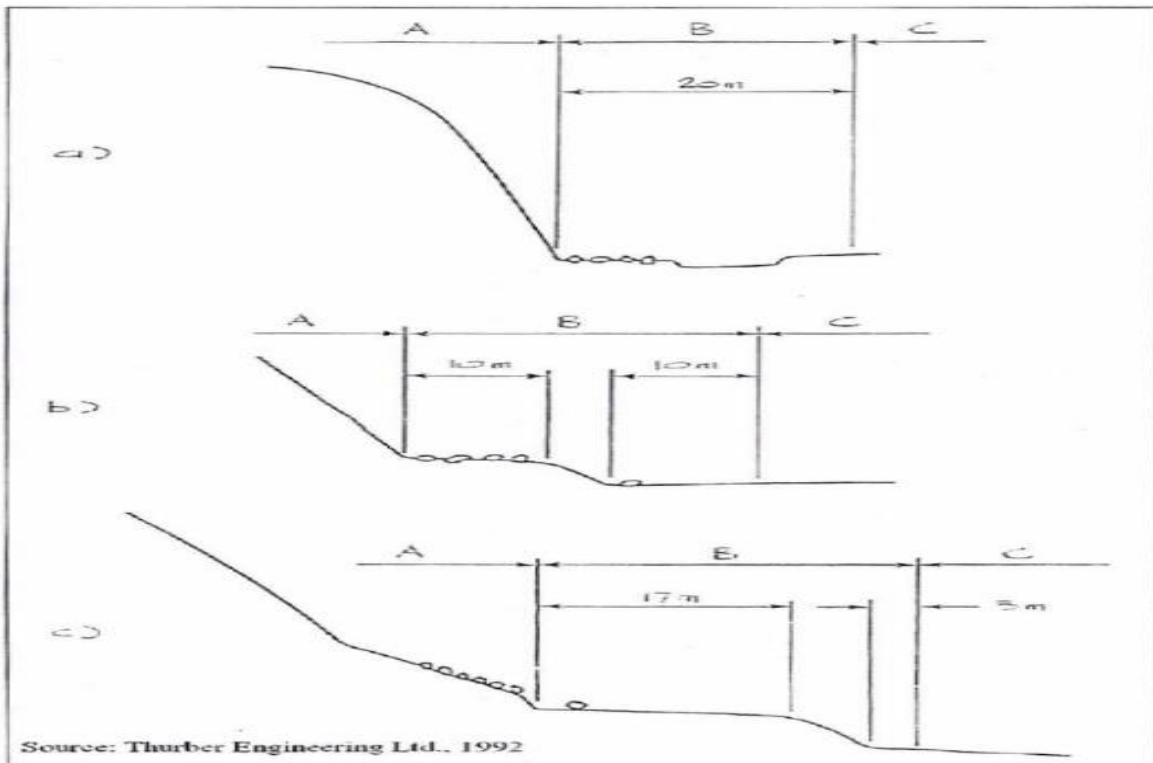
Hazard Area A: Steep land Zone

This area covers the mountain slope, including cliffs and benches, wherever the ground surface inclination exceeds 3H:1V. Excluded from area A are low benches whose surface slopes at less than 18 degrees over the width of at least 10 m and lies less than 10 m above the general elevation of the adjacent Miami River floodplain. Sites located within area A must be considered subject to any rockfall and debris avalanche hazard of moderate possibility.

Hazard Area B: Rockfall Runout Zone

This rockfall runout area is a band 20 m wide, measures from the east (downslope) boundary of area A, as defined above, towards the east. The 20 m width must be measured only as a flat-lying surface, not including the widths of any terraces, steps, or bench fronts steeper than 3H:1V (see examples b and c in **Figure 1**).

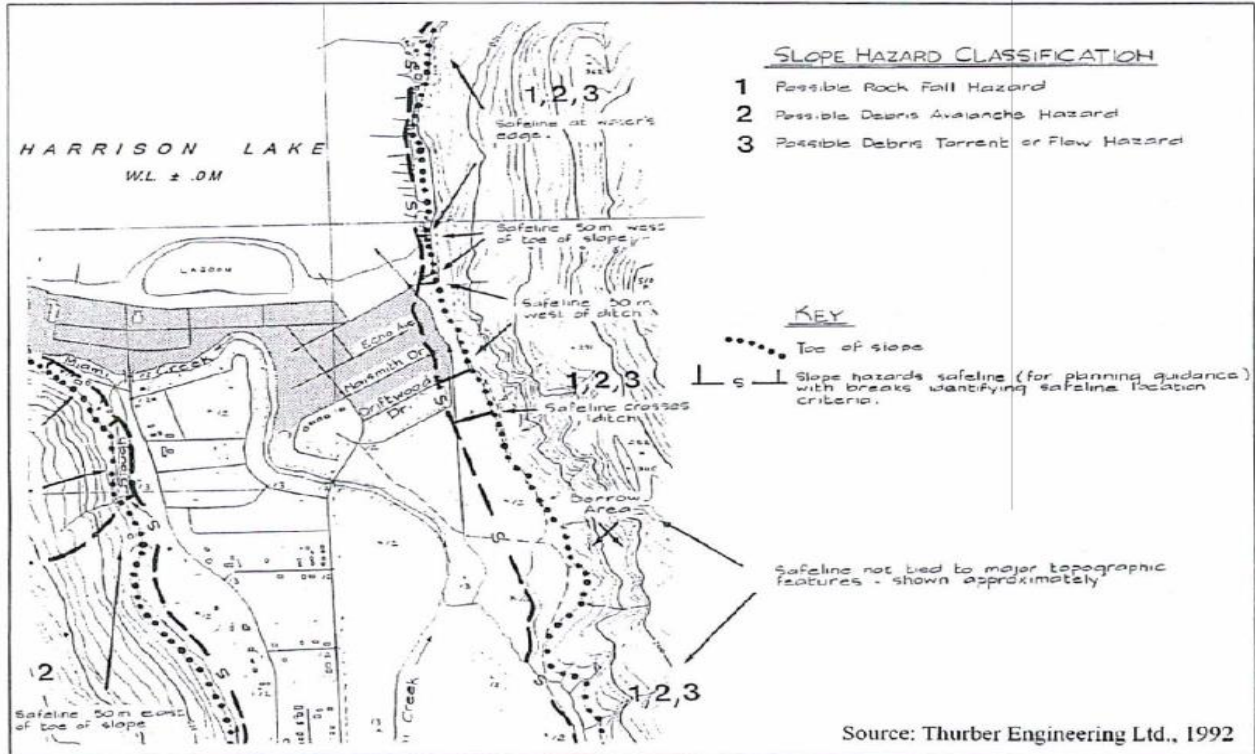
Figure 1: Geotechnical Hazard Zones



- a. Notwithstanding the uses permitted in *Village of Harrison Hot Springs Zoning Bylaw, 1115, 2017*, as amended from time to time, within Hazard Zones A or B, as illustrated **on Figure 1**, no Buildings or Structures or other uses must not be permitted which involves any overnight accommodation, Tourist Accommodation, or the assembly of people on, or the attraction of people to the site.
- b. The hazard area restrictions may be relaxed based on a detailed inspection and with the use of protective measures prescribed by a certified professional engineer or geologist with experience in geotechnical engineering.
- c. Where the *Village of Harrison Hot Springs Zoning Bylaw 1115, 2017*, as amended from time to time, permits Residential use and where the site-specific inspection or the Geotechnical Report identifies safe Building or Structure sites, all new Lots created must include suitable Building or Structure sites in areas not subject to hazard. Clustering of Lots away from the hazard area may happen and the regulations respecting the minimum size of parcels of land that may be created by subdivision may be varied to facilitate the optimum uses of the land.

- d. Land uses may be restricted in areas of geological hazard and landowners may be required to ensure that the land can be safely used for the use intended and that appropriate mitigative and protective conditions may be implemented. The areas of geologic hazard are the areas outside of the “safeline” and towards the toe of the slope, identified in the *Thurber Engineering 1988 report (Dwg. 14-75-0-1)*, portions of which are illustrated on **Figure 2**, which estimates the 1/500-year probability of combined slope hazards.

Figure 2: Estimated Slope Hazards Safeline



4.4.4 Guidelines

Development Permits issued in these areas must be in accordance with the following guidelines:

- Within the Geotechnical Hazard DPA Buildings or Structures must have a site-specific Geotechnical Report, prepared by a certified professional engineer with experience in geotechnical engineering. The report which the Village will use to determine the conditions and requirements of the Development Permit must certify that the land may be used safely for the use intended.
- Within this Development Permit Area, a land survey prepared by a qualified BCLS Land surveyor, may be required to determine the correct hazard zone boundary.
- On the basis of the site-specific Geotechnical Report referred to in these Guidelines, conditions may be imposed restricting the uses and densities permitted in the *Village of Harrison Hot Springs Zoning Bylaw 1115, 2017*, as amended from time to time. This can include but not be limited to, the sequence and timing of construction, areas to remain free of development, vegetation, or trees to be planted or retained, natural drainage to be maintained or enhanced.
- There must be no alterations to the natural drainage of the site, and the Development or excavation permitted must not cause or contribute to hazardous conditions on the site or on any adjacent lands.

4.4.5 Required Information

In addition to the requirements under the *Village of Harrison Hot Springs Development Procedures Bylaw 1090, 2016*, as amended from time to time, applications for this Development Permit must include:

Site Plan

A detailed, professionally prepared Site Plan showing all existing and proposed development, site grading, topography, slopes, and water courses.

Geotechnical Hazard Assessment

A Geotechnical Hazard Assessment report prepared by a Qualified Professional, that identifies all hazard areas or risks associated with the proposed development and includes details on the protection and mitigation measures required for the proposed development. The report must indicate that the property can be safely used as intended. The report will be used to identify areas of land that should remain free of Development. Those areas identified as not suitable for development will be set out in the development permit and may be protected by a *Section 219* covenant restricting the future use of specific areas of the property.

The report must include the following information:

- i. A topographic and geomorphic description of the site and a statement as to which type of natural hazards may affect it.
- ii. A review of previous geotechnical studies affecting the site and/or of engineering work in the vicinity.
- iii. An assessment of the nature, extent, frequency (probability) and potential effect of the hazard including a description of the scientific methodology used to define these parameters. The methodology should be described in sufficient detail to facilitate a professional review of the study if necessary.
- iv. Proposed mitigative works - if any, including construction and maintenance programs for such works and/or actions designed to prevent hazardous occurrences.
- v. An assessment of the effect of the mitigative work in terms of its ability to reduce the potential impact of the hazard.
- vi. A certification that the land may be used safely for the use intended.
- vii. Any other recommendations which the engineer believes appropriate.
- viii. The signature and seal of a B.C. registered P.Eng. or P.Geo. with experience in the specialized field appropriate to the study.

Landscape Plan

A detailed Landscape Plan showing existing vegetated areas that are to remain undisturbed and showing all proposed landscaping. A full planting list is required.

4.5 Interface Wildfire Development Permit Area



4.5.1 Category

The Interface Wildfire Development Permit Area is designated under s. 488(1)(b) of the *Local Government Act* for protection of development from hazardous conditions.

4.5.2 Area

The Interface Wildfire Development Permit Area is shown on Map #2, which is attached to and forms a part of this Bylaw.

4.5.3 Justification

The *Local Government Act* allows for Development Permits for the establishment of objectives and guidelines for the protection of development from hazardous conditions. A portion of the community has been identified as being subject to wildfire hazards. Such conditions can be hazards to development. The Village completed a study in 2017 which recommended the Interface Wildfire Development Permit process be used to ensure that development in potentially hazardous areas is conducted safely. The study identified areas of the community that are exposed to a high-risk of wildland fire. The Village will continue to review the efficacy of these guidelines in mitigating wildfire risk. Additional studies may be required as development forms in the Village changes overtime. These guidelines aim to balance tree retention with wildfire protection, particularly on large lots abutting natural areas.

4.5.4 Guidelines

- a. Development within areas at risk of wildfire must be sited on lots accordingly away from thick vegetation and tree clusters to reduce potential for wildfire damage.
- b. No vegetation which supports fire spread must be planted within 10 m of any proposed structure in order to create a clear area around the building.
- c. Only small shrubbery or garden plants are permitted within 10m of any proposed structure.
- d. Vegetation within 30 m of all proposed structures should be pruned and thinned. Deadfall and other flammable materials must be removed.
- e. Remaining trees within 30 m of proposed structures should be spaced a minimum of 3 m to 6 m apart to prevent the fire from moving from crown to crown.
- f. Lower branches should be trimmed up to a minimum 2.5 m in height.
- g. Vegetation must be cleared 3 m back from power lines and propane tanks.
- h. Where sensitive environmental features are identified, the importance of features should be weighed against the risk of wildfire prevention.
- i. Buildings and Structures within the Wildland Fire Development Permit Area should be constructed with fire-resistant materials.

- j. Fire-resistant roofing materials such as metal, clay tile, asphalt shingles and treated wood should be used on all buildings.
- k. Roofs should have a steep pitch in order to prevent the collection of tree debris or other combustible materials.
- l. Exterior wall materials should be constructed of fire-resistant materials, such as metal, brick, stucco, rock, and concrete. Although less effective, heavy timbers or logs may also be used.
- m. Any Accessory Building or Structures used to store wood should not be constructed within 10 m of a dwelling unit. If the Accessory Building or Structure must be located within 10 m for a dwelling unit, it should also be constructed utilizing fire-resistant materials for the roof and exterior walls.
- n. Chimneys should have spark arrestors and be closed with 3 mm non-combustible wire.
- o. Eaves and attic vents should be screened using 3mm non-combustible wire to prevent entry of windblown embers.
- p. Outside stairways, decks, porches, or balconies should be constructed with, or sheathed in, fire-resistant materials.
- q. Landscaping on lots at risk of wildfire must occur in a manner that does not further contribute to the existing risk through the appropriate siting of vegetation and type of species planted.
- r. Trees, shrub, herbs, and grass species that are drought tolerant and not highly combustible should be used in site landscaping.

4.5.5 Required Information

In addition to the requirements under the *Village of Harrison Hot Springs Development Procedures Bylaw 1090, 2016*, as amended from time to time, applications for an Interface Wildfire Development Permit must include:

Fire Mitigation Report

A Fire Mitigation Report prepared by a professional.

Site Plan

A detailed, professionally prepared Site Plan showing all existing and proposed development, site grading and existing vegetated areas.

Landscape Plan

A detailed Landscape Plan showing existing vegetated areas that are to remain undisturbed and any vegetation or trees that will be removed.

4.6 Greenhouse Gas (GHG) Emissions Development Permit Area

4.6.1 Category

The Development Permit Area is designated under s. 488(1)(j) of the *Local Government Act* to assist on the reduction of greenhouse gases.

4.6.2 Area

The Greenhouse Gas Development Permit Area is shown on Map #2, which is attached to and forms a part of this Bylaw.

4.6.3 Justification

The purpose of the Greenhouse Gas Reduction and Resource Conservation Development Permit Area is to provide the community with a development tool that will aid in the reduction of greenhouse gases in the community.

4.6.4 Guidelines

- a. Site density for subdivisions should be maximized.
- b. Building footprint should be minimized in order to allow for maximum green space.
- c. Lots should be oriented to maximize solar orientation of building envelopes.
- d. Buildings should be oriented to maximize solar gain.
- e. Subdivisions should be laid out to minimize the length and amount of infrastructure such as sewer lines, water lines and roads.
- f. Subdivisions should be laid out to maximize site connectivity to nearby amenities and services.
- g. Whenever possible, alternative energy sources should be used in large-scale structures.
- h. Buildings should have a south-oriented roof to allow for future use of solar panels.
- i. Opportunities for natural ventilation and airflow should be incorporated into the building.
- j. Building materials should encourage thermal massing and seasonal thermal energy storage.

4.6.5 Required Information

In addition to the requirements under the *Village of Harrison Hot Springs Development Procedures Bylaw 1090, 2016*, as amended from time to time, applications for a Greenhouse Gas Development Permit must include:

Sustainability Checklist

A completed Sustainability Checklist, on how the Development has meet the above guidelines.

Site Plan

A detailed, professionally prepared Site Plan showing all existing and proposed development.

Landscape Plan

A detailed Landscape Plan indicating existing vegetated areas that are to remain undisturbed and all proposed landscaping. A full planting list and estimate is required.

4.7 Riparian Protection Development Permit Areas



4.7.1 Category

The Development Permit Area is designated under s. 488(1)(a) of the *Local Government Act* to protect the biodiversity and the areas ecosystem.

4.7.2 Area

The Riparian Protection Development Permit Area is shown on Map #2, which is attached to and forms a part of this Bylaw.

4.7.3 Justification

Development must not cause any negative impacts to riparian areas and their species.

4.7.4 Guidelines

A Riparian Protection Area Development Permit must not be issued until the Village has been provided with a copy of an assessment report, prepared by a Qualified Environmental Professional who has carried out an assessment, that:

- a. Certifies that the Qualified Environmental Professional is qualified to carry out the assessment.
- b. Certifies that the provincial assessment methods have been followed.
- c. Provides the professional opinion of the Qualified Environmental Professional that:
 - i. if the development is implemented as proposed there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area; or
 - ii. if the width of the streamside protection and enhancement area identified in the report is protected from the development, and the measures identified in the report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the Riparian Assessment Area.

The Village may include, as conditions of approval of a Development Permit application, the measures identified by a Qualified Environmental Professional in the riparian assessment report necessary to protect both the streamside area and the enhancement area.

4.7.5 Required Information

In addition to the requirements under the *Village of Harrison Hot Springs Development Procedures Bylaw 1090, 2016*, as amended from time to time, applications for a Riparian Protection Development Permit must include:

Riparian Assessment

Reviewed and approved by the provincial process Assessment - prepared by a Qualified Environmental Professional.

Site Plan

A detailed, professionally prepared Site Plan showing all existing and proposed development, site grading, environmental features, buffer strips and water courses.

Landscape Plan

A detailed Landscape Plan showing existing vegetated areas that are to remain undisturbed and showing all proposed landscaping. A full planting list is required.

Environmental Monitoring Plan

A detailed Environmental Monitoring Plan, describing the proposed monitoring program to be used during the Development stage.

5.0 LAKESHORE PLANNING AREA

5.1 Background

The lakeshore is a critical area of Harrison Hot Springs with a high potential for major new development and redevelopment. This area is part of the Village's commercial, and tourism focus and requires special attention. Its development must be managed carefully to ensure the "small Village" character of Harrison is maintained while building on the opportunities that this area provides.

Specific policies and future land use designations that apply only to the Lakeshore Area have been developed. These are aimed at optimizing the potential of this area for the shared benefit of present and future Village residents, property owners and visitors.

5.2 Objectives

Encourage private investment in a range of tourist accommodation facilities and other complementary tourist-oriented facilities to take full advantage of the natural features of this area, including proximity to the beach and lake, recreation opportunities and scenic views, in a manner that contributes to the quality of the built environment.

5.3 General Policies

- a. Apply the Design Guidelines, to create commercial streetscapes within the Village Centre Area which will be appealing and inviting to tourists and residents
- b. Promote development in the lakeshore area which recognizes the need to achieve a balance of sensitively as it applies to, taking full advantage of the magnificent views of Harrison Lake and the mountains without blocking these views for the enjoyment of others and /or capitalizing on the area's high development potential without compromising the small Village character and charm of the community.
- c. Improve the visual and physical connection between Harrison Lake (including the beach), and development area south of the dyke (i.e., Esplanade Avenue, Lillooet Avenue areas).
 - i. Protect the natural scenery and vistas of Harrison Lake by avoiding major physical structures within the lake.
 - ii. Provide for some condominium-type residential development, but not at the expense of using up developable land suitable for tourist accommodation and other tourist commercial development.
 - iii. Through the use of appropriate mechanisms, and assisted by the Design Guidelines, ensure that the form and character (e.g. building mass, siting, and landscaping) of new development is consistent with the broad goals of:
 - preserving views of the lake and mountains;
 - compatibility with existing development and the "Village character" of the community; and
 - eliminating the "rear yard" syndrome where a parcel has front and rear parcel lines on separate streets.

5.4 Land Use Designations in this Area

Within the Lakeshore Planning Area, provide for a variety of uses in locations designated on the Future Land Use Map, as follows:

- Lakeshore Beach and Public Use
- Village Centre
- Waterfront Commercial
- Lakeshore Marine Tourist Commercial
- Lakeshore Residential

Council intends to address the traffic and parking related issues in the Lakeshore area during peak demand periods, including special events and the peak tourism period.

Policies for each of these separate land use designations are set forth below and identified on Map #1 which is attached to and forms a part of this bylaw.

5.4.1 Lakeshore Beach and Public Use Area

- a. Council intends to pursue the following initiatives aimed at improving the beach and foreshore area for the use and enjoyment of residents and visitors, subject to technical feasibility, securing of necessary approvals from government authorities and availability of funding. They are not set out in order of priority:
 - a beach promenade, extending along the entire foreshore area from the source of the hot springs to the marinas;
 - measures to improve the visual and physical connection between Harrison Lake, the beach area, and the areas south of the dyke; and
 - provision of better pedestrian linkages from the beach promenade to the Miami River Greenway Trail.
- b. Council will consider making provision for a limited number of tourism commercial activities in this area

5.4.2 Village Centre Area

Within this area, a range of commercial, residential, and public uses are promoted, with emphasis on encouraging commercial facilities and mixed commercial – residential developments that maintain public views of the lake at key locations. A diverse range of uses will be supported, including personal service establishments, banks, business, and professional offices, as well as retail and grocery stores that support a complete community.

In addition to the policies noted above in s. 5.3, within the Village Centre Area, the following land use policies will also apply:

- a. Only commercial developments or developments with a strong commercial focus will be supported on properties fronting Esplanade Avenue and Lillooet Avenue between St. Alice Street and Maple Street.
- b. Multi-family residential developments and mixed-use developments - commercial use in combination with residential use, will be encouraged on properties fronting Cedar Avenue and the south end of Maple Street.

Development Density

The density of development will generally be governed by a maximum Floor Area Ratio (FAR) as outlined in *Village of Harrison Hot Springs Zoning Bylaw, 1115, 2017*, as amended from time to time. With density bonusing provisions to be incorporated into the Zoning Bylaw, this ratio may be increased in consideration of the owner meeting certain requirements such as the provision and enhancement of amenities for the use and enjoyment of the public and occupants of the Development. The basis for a density bonus must be clearly defined by the applicants and must provide the following as a part of the application;

- a. Dwelling units catering to special groups and are there any offered affordable dwelling units.

5.4.3 Waterfront Commercial Area

Within this area, the preferred form of Development is tourist-oriented commercial uses such as hotels, motels, resorts, restaurants, and specialty retail stores. As illustrated on Map #1, Council encourages hotel resort development at the east end of Esplanade Avenue, and along the Miami River. New multi-unit residential Development may be permitted, but only if the Development includes a commercial component, with preference given to tourist-oriented commercial uses. The commercial component of a mixed-use Development is to be at ground level and oriented to the abutting street in such a manner as to accommodate safe and convenient pedestrian access.

Development Density

The density of development will generally be governed by a maximum Floor Area Ratio (FAR) as outlined in *Village of Harrison Hot Springs Zoning Bylaw, 1115, 2017*, as amended from time to time. With density bonusing provisions to be incorporated into the Zoning Bylaw, this ratio may be increased in consideration of the owner meeting certain requirements such as the provision and enhancement of amenities for the use and enjoyment of the public and occupants of the Development. The basis for a density bonus must be clearly defined by the applicants. and must provide the following as a part of the application;

- a. Dwelling units catering to special groups and are there any offered affordable dwelling units.

5.4.4 Lakeshore Marine Tourist Commercial Area

Within this area, a range of marine-oriented tourism uses such as marinas, restaurants, retail services, small hotels or residential developments are permitted. This development provides for 'marina accommodation' that caters to the boating tourist, boating residential tourist, and recreational development. Hotels or residential developments integrated with marina operations may be considered. Public community space and a public community facility are to be encouraged within this area.

Developments within this area are required to consult, and obtain all applicable approvals, with appropriate Provincial and Federal Government Agencies.

5.4.5 Lakeshore Residential Area

Within this area, medium density multifamily residential uses will be permitted.

6.0 COMMERCIAL DEVELOPMENT

6.1 Background

The issues related to commercial development is a two-prong issue, in that Harrison Hot Springs needs to continue developing an attractive and distinct tourist destination area and expanding the range of commercial services available for a growing residential population.

Tourism is the economic base of the community, supporting most of these businesses and local employment. The number of overnight visitors to Harrison has fluctuated with global and regional tourism trends, while the number of local day visitors has likely increased with population growth in the Fraser Valley and local festival activities. The tourism market is shifting towards destinations with a wider array of outdoor activities and night life, and higher quality facilities and experiences. The objectives and policies of the OCP support new investment and commitment to growth of the tourism industry. The focus is on developing a tourism destination of regional and international significance.

6.2 Objectives

- a. Encourage the development of a distinct Village Centre with a full range of commercial services.
- b. Encourage the development of year-round tourism facilities and activities compatible with the natural setting and environment of the community and surrounding area, including development of a parks and trail system.
- c. Encourage the development of a distinct Village Centre with a full range of commercial services.
- d. Encourage the development of year-round tourism commercial development in Harrison Hot Springs as a key element of the Village's strategy for maintaining and strengthening the economic base of the community.
- e. Ensure sufficient land for various forms of tourism commercial development suitably located in the community, recognizing the changing nature of tourism demand.
- f. Ensure a high standard of commercial development, emphasizing compatibility with existing land uses nearby and the overall character of the community.
- g. Encourage the development of boating and fishing activities and related moorage and launching facilities.
- h. Encourage artisan, craft, and culturally oriented accessory uses in appropriate land use zones with a focus on Hot Springs Road.

6.3 Policies

- a. Continue developing an attractive, visitor-friendly Village Centre that provides a wide range of accommodation and services. In this regard, Council will discourage a strip of service commercial developments along Hot Springs Road in order to strengthen the prospects for Village Centre redevelopment.
- b. Continue working on the beautification of the entrance corridor into Harrison Hot Springs.

7.0 RESIDENTIAL DEVELOPMENT

7.1 Background

This section was created with information taken from both the 2016 Census Profile and the 2019 Harrison Hot Springs Housing Needs and Supply Report.

The significant growth in residential development has led to increased interest in maintaining the quality of the residential environment. Older and large lot residences are being replaced by more compact subdivisions. The general pattern that has emerged is multi-family residential in the lakeshore area and single-family residential in the remainder of the Village.

Based upon the *Housing Needs and Supply Report (2019)* there are 928 dwelling units in Harrison Hot Springs. This is a 27% increase since the last OCP adopted in 2007. A large majority of the dwellings, 72%, continues to be single family detached housing. This compares to a provincial rate of 44%. The OCP provides for future expansion of residential land use, in accordance with the Growth Management Strategy. As per the 2016 Statistics Canada data, the breakdown on the year of construction for the dwelling units is as follows:

Date Range	Dwelling Units
1960 or Earlier	35
1961 – 1980	155
1981 – 1990	45
1991 – 2000	295
2001 – 2005	125
2006 – 2010	45
2011 – 2016	20

The general concept for residential development is to focus high-density residential units in the Village Centre and Waterfront Commercial areas, medium-density multi-family residential in the eastern Lillooet Avenue area and low-density residential in the areas to the south and east of Hot Springs Road. There is also an interest in; providing land for various forms of housing for special groups where it is compatible with adjacent residential uses, and a local commercial use in the southern portion of the municipality.

7.2 Objectives

- a. Protect and promote high quality residential neighbourhoods.
- b. Encourage the provision of an adequate supply of affordable housing, rental housing, and special groups housing, with emphasis on meeting the needs of seniors and special needs groups.
- c. Promote compatibility of new residential development with existing developments and with the overall character of Harrison Hot Springs.
- d. Ensure a high quality, appropriate scale, and massing of multi-family residential Developments;
- e. Provide for appropriate setbacks and protection of aquatic habitat, other environmentally sensitive areas, and hazardous areas if applicable.
- f. Consider carefully designed neighbourhood commercial development in the southern portion of the municipality, which provides for daily and occasional shopping needs for the adjacent area.
- g. Encourage the provision of amenities through density bonusing.

7.3 Policies

7.3.1 Multi-Family Residential Development

- a. Higher density residential development will be permitted in the Village Centre Commercial Area and Waterfront Commercial Area
- b. Medium density residential development – townhouses and multiple unit attached housing, will be permitted in the Lakeshore Residential Area. Emphasis will be placed on ensuring compatibility of new developments with existing residential developments nearby and the overall character of the community. Medium density residential development in this area will be required to have good access to Lillooet Avenue and appropriate setbacks from the geotechnical hazard area.
- c. Medium density residential development (townhouses) will be considered for sites that have good proximity to the Village's amenities, are well served with water, sewer, and roads, and are compatible with surrounding lands. Such sites must also be considered part of the Multi-Family Residential DPA, if a rezoning application is approved by Council.

7.3.2 Low Density Residential Area

- a. Single family and two-family (duplex) residential development will be permitted in the low-density Residential Area as shown on Map #1, which is attached to and forms a part of this Bylaw. The low-density Residential designation provides for the continuation of existing multi-family residential and commercial uses existing at the date of adoption of this bylaw.
- b. The configuration and density of future Development will take into account the capacity of the road system and the available services and encourage compatibility with existing low density residential land uses.

7.3.3 Resort Residential Use

- a. Consider the use of smaller Lots for higher density Residential Development.
- b. Ensure usable green space and amenity areas are provided.

7.3.4 Affordable, Rental and Special Groups Housing

- a. Council will encourage the provision of affordable, rental, and special groups housing as part of new housing Developments provided by the private sector, non-profit societies, or any agency of the Provincial or Federal governments, with the emphasis on providing housing oriented to the special needs of senior citizens.
- b. The Zoning Bylaw will provide for the use of density bonusing in as a means of encouraging the development industry to incorporate the provision of affordable or special groups housing in their residential developments.

7.3.5 Parking and Traffic in Residential Areas

- a. Council's policy is to discourage non-residential through traffic from the low-density Residential area and avoid parking of heavy equipment and large commercial vehicles in these areas, in order to protect the quality of the residential environment.

8.0 RESOURCE LANDS

8.1 Background

This area encompasses major portions of land on the east and west sides of the Village. They consist of the bulk of undeveloped land in Harrison Hot Springs. Council is designating these areas as Resource with the intention of maintaining these lands in a substantially natural state by limiting permitted uses to private and public recreation, public use, and agriculture.

8.2 Objectives

- a. Recognize the jurisdiction of the Agricultural Land Commission over the ALR lands, as well as the interests of the private and public owners;
- b. Maintain the lands designated as Resource in a substantially natural state in order to minimize natural hazards and to protect environmental values.
- c. Recognize inherent constraints to development which may exist in certain Resource areas and the need to direct development elsewhere toward more suitable lands.

8.3 Policies

- a. Council recognizes that land within the Agricultural Land Reserve is limited to the specific uses set out in the *Agricultural Land Commission Act*.
- b. Discourage timber harvesting within the Resource Areas, except for fire protection purposes, and maintain the scenic values of the forested landscapes.
- c. Resource land designations will be reviewed and amended to respond to current information or changing condition.

9.0 INFRASTRUCTURE

9.1 Background

The physical infrastructure of Harrison Hot Springs - roads, sidewalks, street lighting, sanitary sewer, storm sewer/drainage controls, water systems and solid waste, will require ongoing improvements to accommodate a growing community. Please see Map #3 for the location of the current locations of the respective infrastructure. Map #3 is attached to and forms a part of this Bylaw.

The infrastructure needs over the next five years can be generally listed in any or all of the following categories:

Water Supply

The Village's Water Utility Master Plan, as amended from time to time, will continue to function as the guide for the long-term planning of this utility over the duration of this OCP.

Wastewater Management

Includes Sanitary Sewer and Stormwater Management, and the Village's Liquid Waste Management Plan, as amended from time to time, will continue to function as the guide for the long-term planning of this service over the duration of this OCP.

Solid Waste Management

Promotion of the "reduce, reuse and recycle" approach to waste management.

Road System

The Village's Road, Bridge, and Active Transportation Master Plan, as amended from time to time, will continue to function as the guide for the long-term planning of the Village's Transportation network over the duration of this OCP.

The current **Community Infrastructure Inventory Summary Breakdown (2022)**

Storm Drainage system

- Total length of the storm drainage system – 10.3 kilometres
- The width range of the various storm drainage pipes is from 200 mm to 900 mm

Sanitary

- Total length of the regular system – 12.5 kilometres
- Total length of the force main system– 3.5 kilometres
- The width range of the sanitary force main and regular system pipes is from 150 mm to 350 mm

Water

- Total length of the water line system – 15.5 kilometres
- The width range of the water line pipes is from 50 mm to 350 mm

Fire Hydrants

- There are currently 75 public fire hydrants within the Village's boundaries and 14 private hydrants on private property. The largest number of private fire hydrants are found on the Harrison Hot Springs Resort and Spa land

Roadway networks

The Village has a total of approximately 12.3 kilometres of paved roads. The Ministry of Transportation and Infrastructure controls an additional 4.6 kilometres.

- Vehicles enter and leave the road system through Hot Springs Road
- The Village has three classes of roadways: Local, Collector and Arterial
- Two collector roads diffuse traffic further – McPherson Road and McCombs Drive/Eagle Street
- The breakdown of the three road classes is: Local roads – 8.1 kilometres, Collector roads - 3.7 kilometres and Arterial roads – 4.7 kilometres

9.2 Objectives

- a. Provide development services such as water, sewer, roads, and drainage as required to accommodate new development.
- b. Meet or exceed all Provincial and Federal drinking water and ambient water quality standards.
- c. Ensure that new development pays for the cost of extending or expanding infrastructure required to accommodate growth through development cost charges.

9.3 Policies

- a. Update the Development Cost Charges Bylaw, on a regular basis to ensure that the value charged is reflective of the current day development costs, to help finance the capital costs of providing works and service to new development.

10.0 PUBLIC FACILITIES

10.1 Background

The Village has the following public facilities, as of (2022):

- Harrison Hot Springs Elementary School
- Village office
- Fire Hall
- Memorial (Community) Hall
- Art Gallery/Cultural Centre
- Beach/Parks/Trails
- Boat Launch
- Float Plane Dock
- Municipal Wharf

These facilities may require upgrading or expansion to accommodate the additional population and visitors projected in this OCP. The elementary school serves students from kindergarten through grade 6. Students from grades 7 through 12 attend a high school in Agassiz. Policing (R.C.M.P.) and Ambulance services are also provided out of Agassiz.

10.2 Objectives

- a. Ensure that public uses are located where they will best serve the needs of both area residents and visitors.
- b. Work with other government and private agencies to ensure community services are available at a level appropriate to the needs of local residents and their ability to pay.

10.3 Policies

- a. Encourage the School District to consult with Council regarding the need to maintain and, as required, to expand school facilities.
- b. Recognize existing public, institutional and utility uses, and direct such uses to locations where they can best serve the community.
- c. Encourage the Health Authority to consult with Council regarding the need to maintain, and, as required to expand the health facilities.

11.0 COMMUNITY LAND USES

11.1 Background

Based upon a review of the past 2007 OCP the community workshops indicated that parks, recreation, and festivals are an important part of the community and the local economy. These values were reinforced through the current OCP update process. Many of the tourism businesses depend on recreational opportunities. The Village has also been successful in establishing itself as a centre for the arts and cultural activities.

11.2 Objectives

- a. Expand the range of recreational facilities and opportunities for the residents.
- b. Encourage the promotion of the Village as a centre for cultural events including fine and performing arts, and as a destination with opportunities for day trips to surrounding attractions and cultural and natural history.
- c. Encourage the development of a new community facility.

11.3 Policies

Recreation

- a. Encourage the provision of additional recreational facilities in the community by the private sector, including commercial facilities catering both to tourists and residents, as well as recreation facilities in conjunction with new residential developments.

Cultural

- a. Work with the arts community to encourage cultural opportunities and to promote Harrison as a base for cultural events such as fine arts and performing arts festivals.
- b. Work with the cultural community toward strengthening heritage conservation and public awareness of the history of the community.

12.0 PARKS AND OPEN SPACE

12.1 Background

A review of the current eight (8) community parks reveals that the current park system offers any or all of the following:

- Benches, Bike racks, flag poles
- Arts and interpretive signage
- Sports fields, tennis courts and playgrounds
- Showers, park signs, kiosks, fencing, shelters
- Picnic tables and BBQ stands

Listed below are the eight (8) community Parks located within Harrison Hot Springs. Listed with the park is the size of the park and a brief description on the amenities provided, if applicable.

Peace Park – 0.05Ha

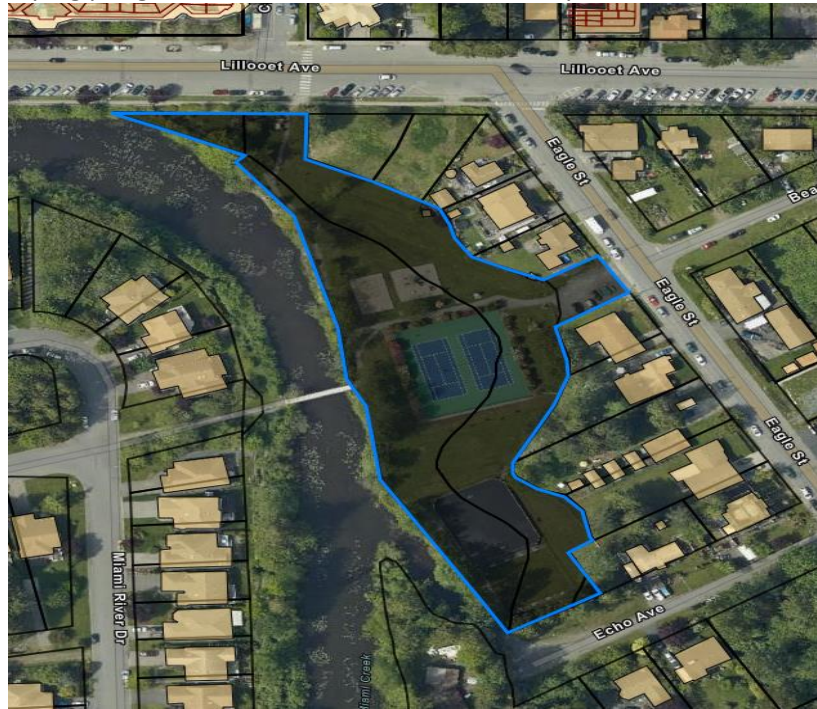


Unnamed Park – 0.81 ha (2 acre) located at 590 Hot Springs Road



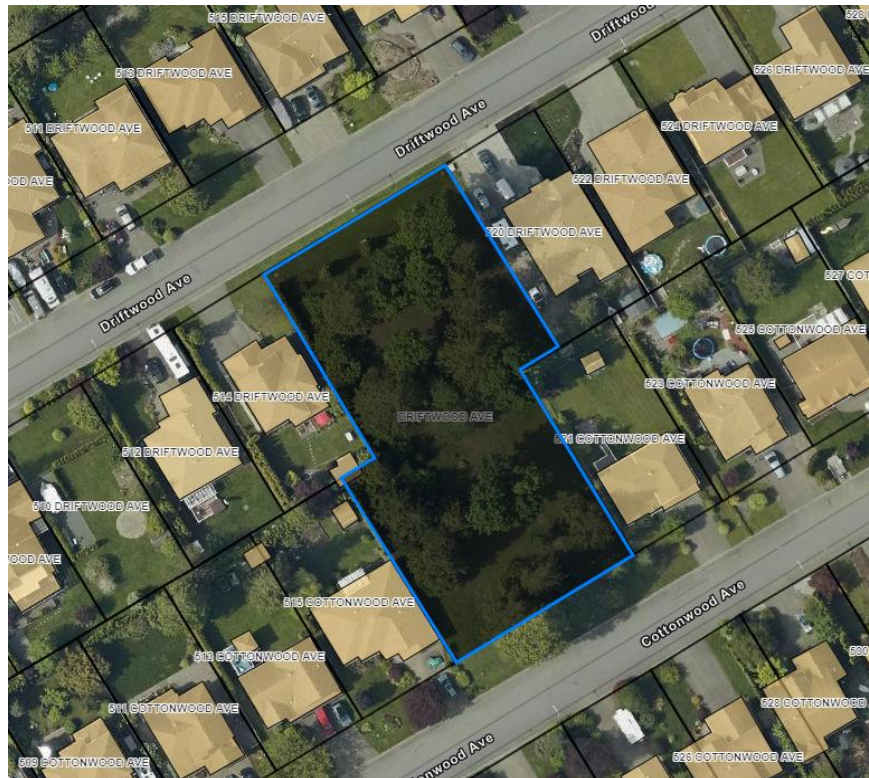
Spring Park – 1.04Ha

Amenities offered – Tot Playground, Playground, Tennis Court, Multi-Use Court, Walking Path, Picnic Tables, Benches, Lawn Bowling. New amenities planned for 2023; washroom, covered sitting area, water bottle filling station/water fountain, ping pong table/table tennis, and horseshoe pits.



Woods Park – 0.28Ha

Amenities – Picnic Benches



Rendall Park – 1.04Ha

Amenities – Beach, Picnic Tables, BBQ Stands, Benches, Walking Path, Washrooms, and Shower

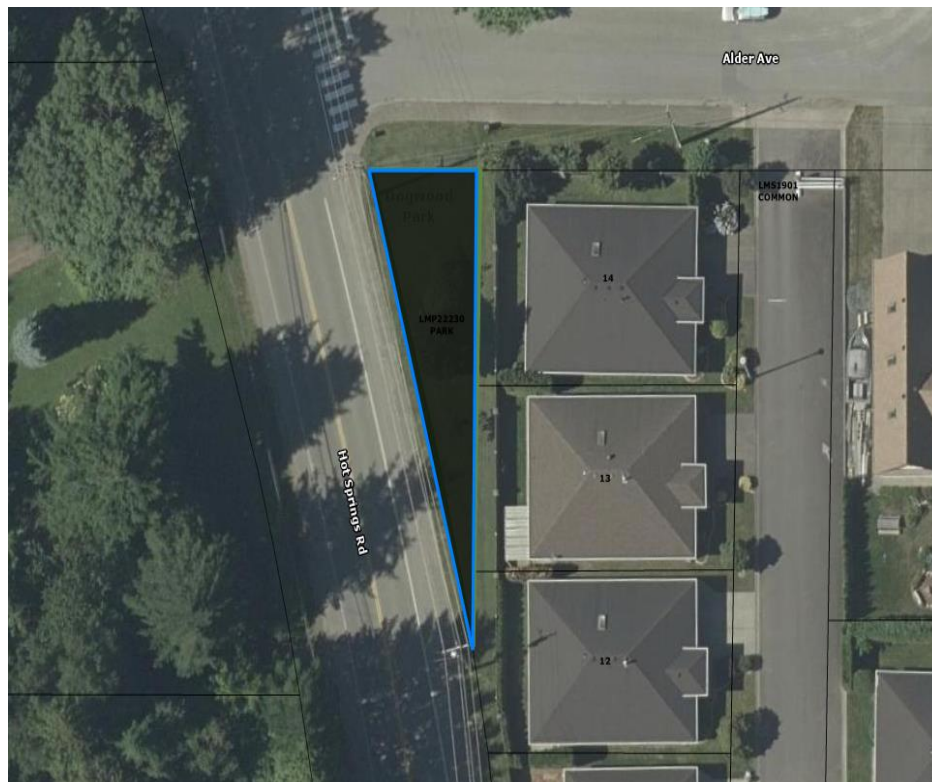
*Beachfront – 13.4Ha*

Amenities – Beach, Picnic Tables, BBQ Stands, Park Benches, Lagoon, Washrooms, Band Stand, Showers, Beach Volleyball Court, Chess Game, Exercise Equipment/Observation Deck, Signage, Walking Paths, Float Plane Dock, Plaza Area, Playgrounds, boat launch facility and seasonal rink.



Dogwood Park – 0.02Ha

Amenities – dedicated parkland

*Qwolts Park – 0.27Ha*

Amenities – Covered picnic area, interpretive signage, traditional Sts'ailes art, and lakefront tiered seating.



Neighbourhood Parks are used by residents of a neighbourhood, usually within a 500 -800 metre radius, and primarily for active play. Neighbourhood Parks may contain a Tot lot which is a small area, approximately the size of a residential lot, containing play equipment and other facilities for children.

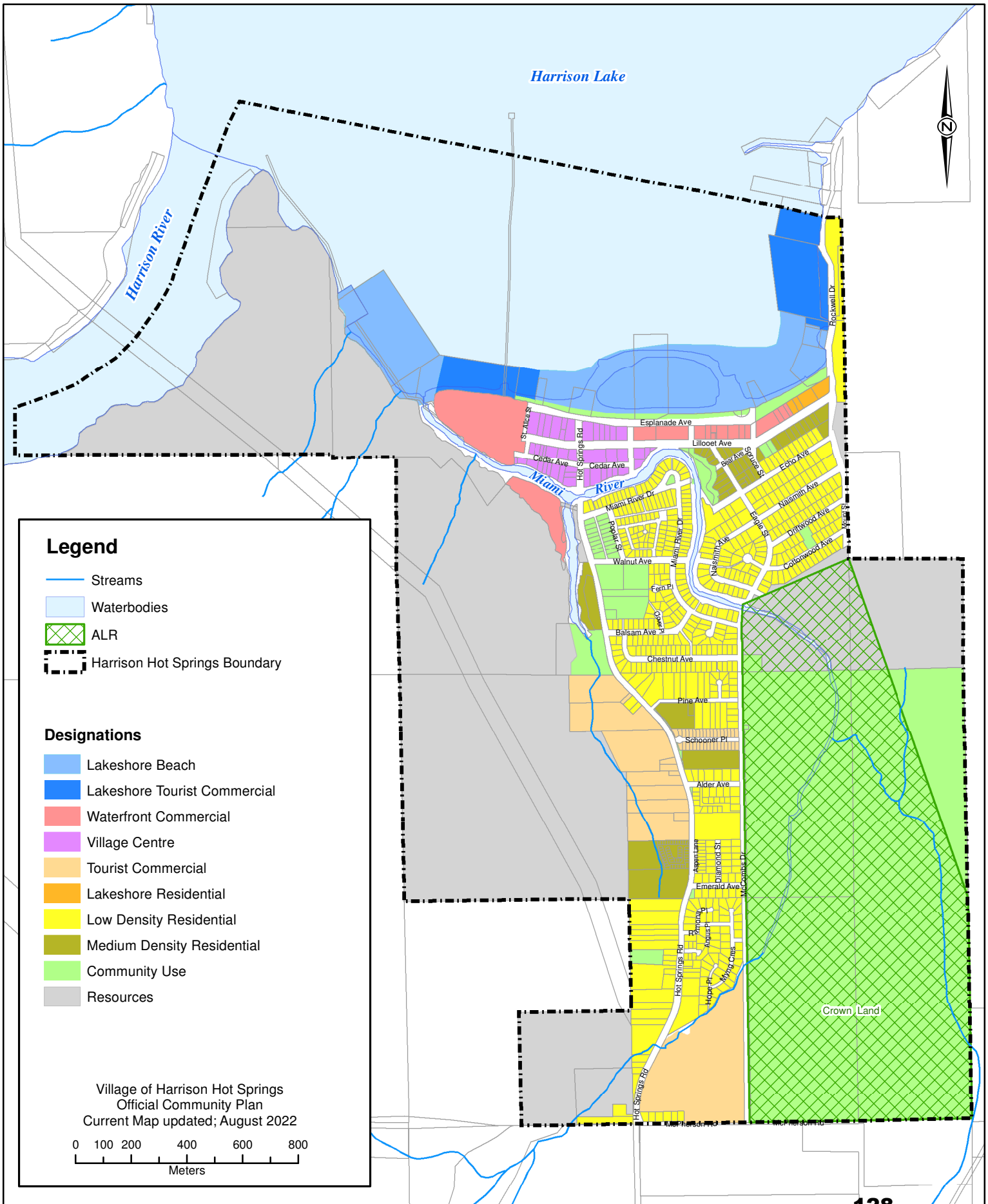
12.2 Objectives

- a. Develop a system of parks, open space and trails that will meet the need residents as well as visitors.
- b. Look to acquiring additional crown land for park purposes.
- c. Establish a significant nature park in the East Sector that will serve as a legacy for future generations.
- d. Ensure subdivision parkland dedication as per the *Local Government Act*.

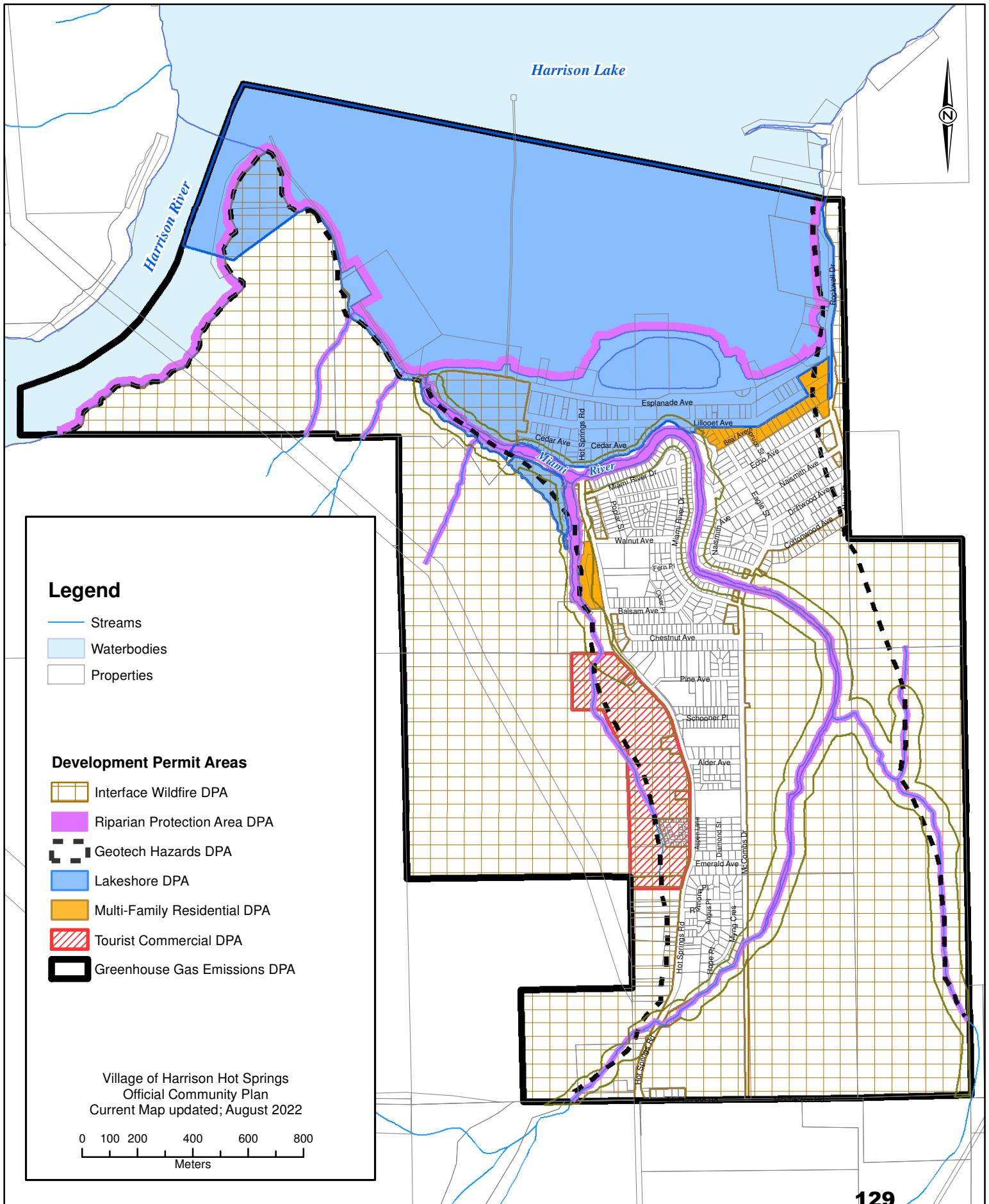
12.3 Policies

- a. Community lands used as parks and open space, both developed and undeveloped are designated as Park on the Future Land Use Designation Map.
- b. The Village must request either cash in lieu or the parkland dedication option during the subdivision process, to meet the requirements of s.510 of the *Local Government Act*, as amended from time to time.
- c. Council intends to work co-operatively with the District of Kent and the Fraser Valley Regional District on a number of initiatives of mutual benefit.

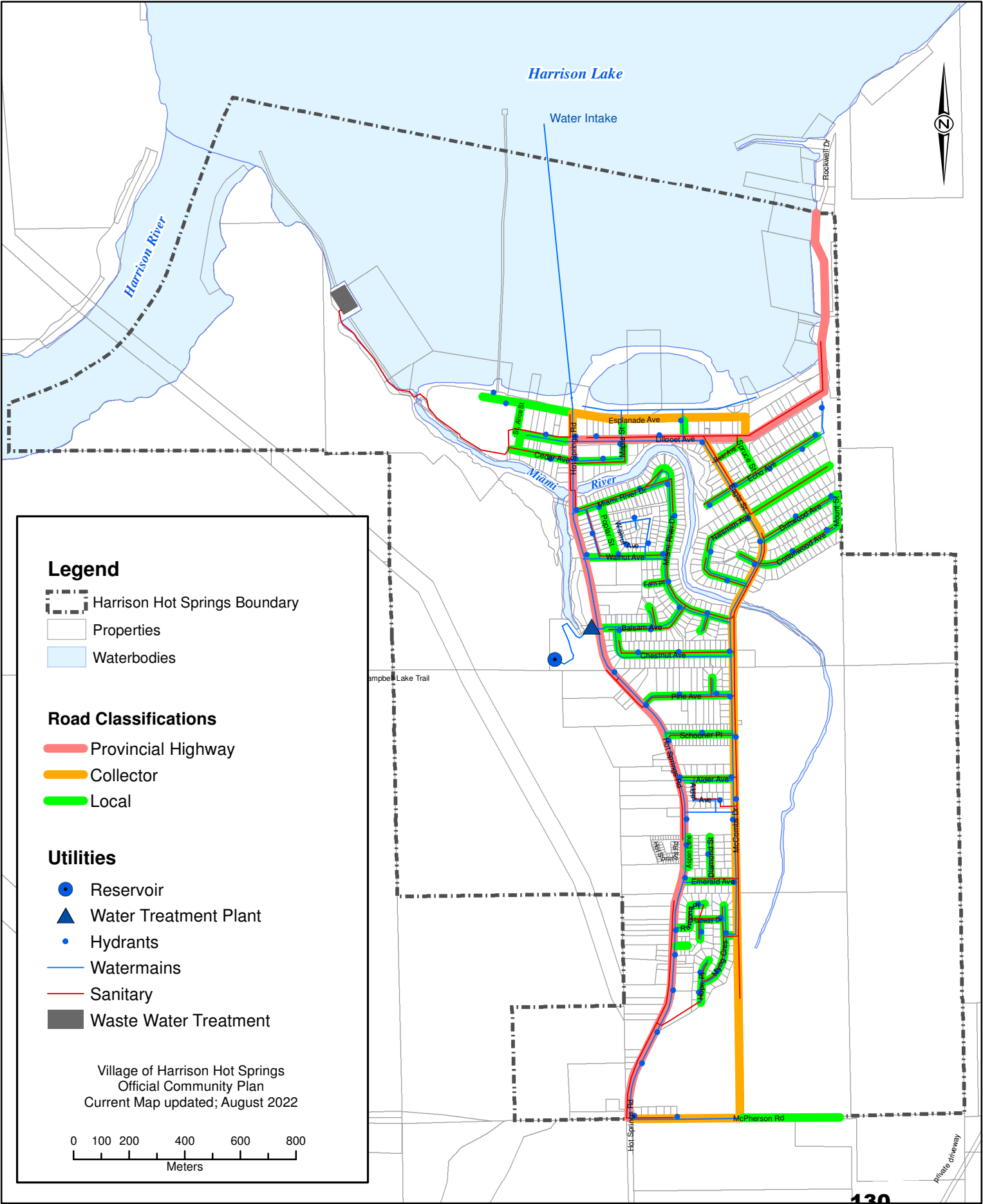
Village of Harrison Hot Springs
Official Community Plan Bylaw No. 1184, 2022
Map 1
Land Use Designation Map



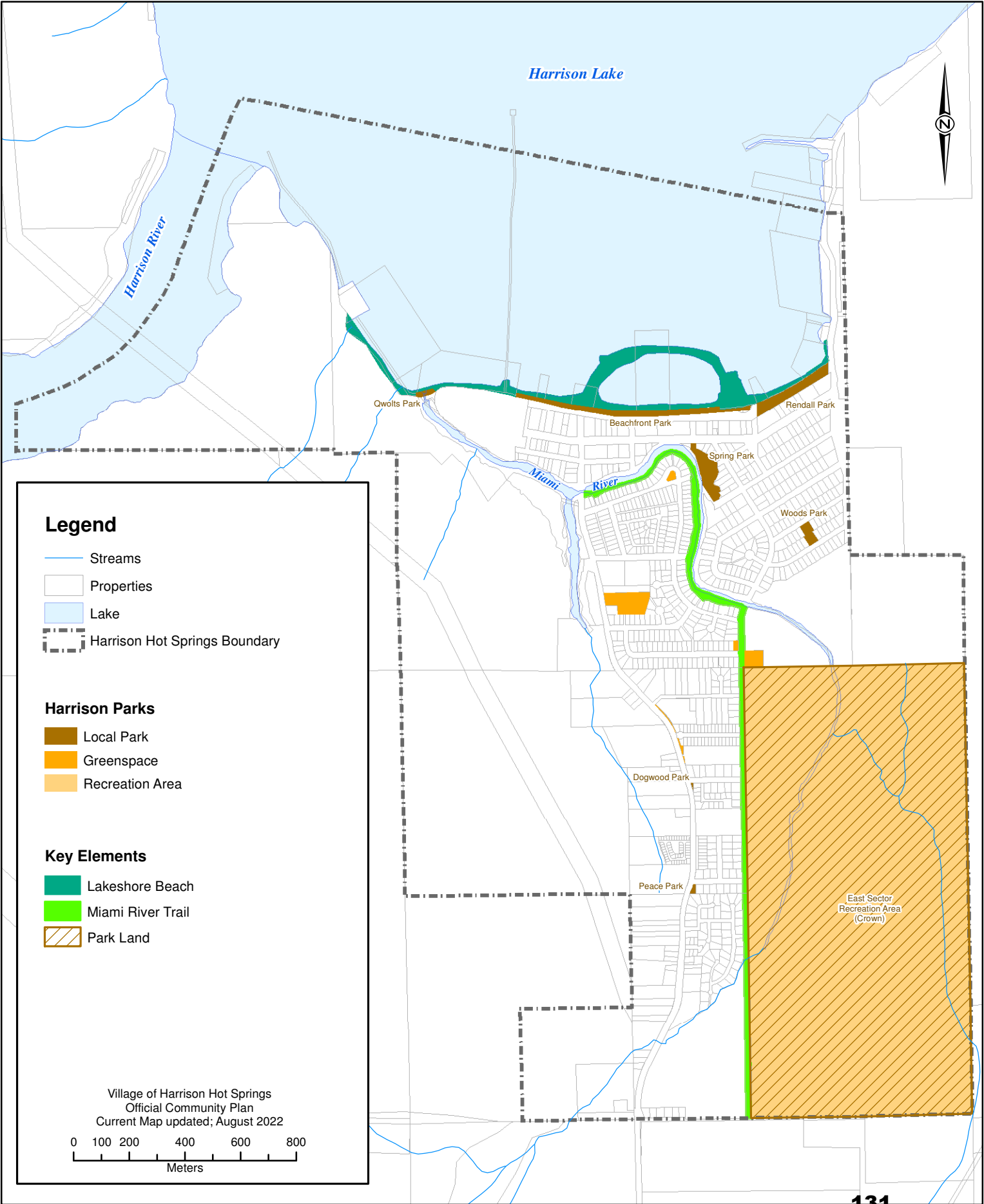
Village of Harrison Hot Springs
Official Community Plan Bylaw No. 1184, 2022
Map 2
Development Permit Areas Map



Village of Harrison Hot Springs
Official Community Plan Bylaw No. 1184, 2022
Map 3
Infrastructure and Transportation Map



Village of Harrison Hot Springs
Official Community Plan Bylaw No. 1184, 2022
Map 4
Parks and Trails Map



VILLAGE OF HARRISON HOT SPRINGS



REPORT TO COUNCIL

TO: Mayor and Council

DATE: June 19, 2023

FROM: Ken Cossey, MCIP, RPP
Planning Consultant

FILE: 3900-01

SUBJECT: Board of Variance (BoV) versus an Advisory Planning Commission (APC)**ISSUE:**

Staff have been asked to investigate the differences between an APC and a BoV, with a recommendation on which system would work best for the Village.

BACKGROUND:

The legislation covering both a BoV and the APC is contained within the *Local Government Act*. For the purposes of this report, I have outlined the two concepts separately.

Board of Variance (BoV)

I draw your attention to section 536 of the *Local Government Act*. This section outlines the establishment of the BoV.

"Requirement for board of variance

536 (1) A local government that has adopted a zoning bylaw must, by bylaw, establish a board of variance.

- (2) A person is not eligible to be appointed to a board of variance if the person is
 - (a) a member of the local government or the advisory planning commission, or
 - (b) an officer or employee of the local government.
- (3) Subject to subsections (4) and (5) and to the rules established under section 538 (2)
 - (b) (i) [rules for joint board of variance], an appointment to a board of variance is for a 3-year period.
- (4) If no successor has been appointed at the end of the 3-year period referred to in subsection (3), the appointment continues until the time that a successor is appointed.
- (5) A local government may rescind an appointment to a board of variance at any time.
- (6) If a member of a board of variance ceases to hold office, the person's successor is to be appointed in the same manner as the member who ceased to hold office, and, until the appointment of the successor, the remaining members constitute the board of variance.
- (7) Members of a board of variance must not receive compensation for their services as members but must be paid reasonable and necessary expenses that arise directly out of the performance of their duties.

- (8) A local government must provide in its annual budget for the necessary funds to pay for the costs of the board of variance.”

Source: s. 536 of the *Local Government Act* [RSBC 2015] Chapter 1

As per the legislative requirements, if a Zoning Bylaw is in place, the respective Council must establish a Board of Variance (BoV), it is a mandatory requirement. The Village first established a BoV, under Bylaw 290, 1976. Over time the establishment bylaw has been amended and repealed with a newer version being put in place. In April, 2004 Council adopted Bylaw 810, 2004 and this Bylaw is still in existence today. A copy of this Bylaw is attached to this report for your review and reference. In addition to this, is the Development Application Fee schedule. Please note that a BoV application is \$500.00.

The BoV is utilized to address minor variances to a zoning bylaw, such as addressing the siting of a building or structure, adding to a non-conforming use, or seeking relief from the Village's Subdivision and Development Servicing Bylaw.

In order to use a BoV the applicant must outline two issues in their application, that the regulation is causing the applicant a hardship on their site and the relief is “minor” in nature. Please note that with respect to a hardship issue, this does not include any financial hardship situations. With respect to the minor variance issue, this can be determined by the BoV, if and when an application has been received.

A BoV is not an appeal board for local government policy decisions, and it cannot replace decisions passed by Council. The BoV functions separately from the Village Council, as it has its own authority under the Act.

Advisory Planning Commission (APC)

I draw your attention to section 461 of the *Local Government Act*. This section addresses the set up and establishment of an APC.

“Advisory planning commission

- 461** (1) A council may, by bylaw, establish an advisory planning commission to advise council on all matters respecting land use, community planning or proposed bylaws and permits under Divisions 4 to 14 of this Part and section 546 that are referred to the commission by the council.
- (2) A board may, by bylaw, establish an advisory planning commission for one or more electoral areas or portions of an electoral area to advise the board, or a regional district director representing the electoral area, on all matters referred to the commission by the board or by that director respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit that may be enacted or issued under this Part.
- (3) The bylaw establishing an advisory planning commission must provide for
- (a) the composition of and the manner of appointing members to the commission,
 - (b) the procedures governing the conduct of the commission, and
 - (c) the referral of matters to the commission.
- (4) At least 2/3 of the members of an advisory planning commission must be residents of the municipality or the electoral area.

- (5) The following are not eligible to be a member of an advisory planning commission, but may attend a meeting of the commission in a resource capacity:
- (a) a council member;
 - (b) a regional district director;
 - (c) an employee or officer of the local government;
 - (d) an approving officer.
- (6) The members of an advisory planning commission must serve without remuneration but may be paid reasonable and necessary expenses that arise directly out of the performance of their duties.
- (7) If an advisory planning commission is established, minutes of all of its meetings must be kept and, on request, made available to the public.
- (8) If an advisory planning commission is considering
- (a) an amendment to an official community plan or a bylaw, or
 - (b) the issue of a permit,
- the applicant for the amendment or permit is entitled to attend meetings of the commission and be heard.”

Source: s. 461 of the *Local Government Act* [RSBC 2015] Chapter 1

As per the legislative requirements, the use of an APC is a discretionary power for Council, in that Council may set up an APC.

Comparison of the two

Issue	APC	BoV
Tasks	Divisions 4 to 14 of Part 14 of the LGA (Planning and Land Use Management ¹)	Minor Variances to siting, adding to non-conforming uses, and the Subdivision Development Bylaw (cannot vary use or density)
Role	Advisory only and by referral from Council only	Decision maker and application based (Hardship and minor variance)
Consists of	Community members	Community members
Function of staff	Technical advisor only	Technical advisor only
Public Involvement	Community wide	Generally limited to the adjacent properties
Training	Provided by Council	Provided by Council
Renumeration	N/A – expenses only	N/A – expenses only
Appointment term	Unlimited	Generally, a three-year term – Council can revoke at any time
Number of Members to be appointed	Up to six (6) members and a Chair	Three (3) - if under a population of 25,000 and five (5) if over 25,000
Operates as	A recommendation/advisory body	A Tribunal – decisions subject to a Judicial review
Meetings	Open to the public	Open to the public

Can it be set up with a neighbouring municipality	Yes	Yes
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Notes:

1. OCP – new or amendments
2. Zoning – new or amendments
3. Development Approval Information
4. Development Permits
5. Temporary Use Permits
6. Development Variance Permits
7. Other – land use contracts
8. Subdivision Development
9. Phased Development Agreements
10. Other Land Use Permits – tree cutting
11. Non-conforming uses

WHICH SYSTEM WOULD WORK FOR THE VILLAGE

Given that the creation of the BoV is mandatory and the creation of the APC is a discretionary power, the issue is which system would work best for the village. In short, the answer is both of them. From a public input perspective, the BoV is limited in what it can accomplish, while the APC function is broader.

RECOMMENDATION:

That this report be received for information.

Respectfully submitted:

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

Ken Cossey, MCIP, RPP,
Planning Consultant

Kelly Ridley
Interim Chief Administrative Officer

Attachments (3) BoV Bylaw 810, 2004
Fee Schedule
APC Bylaw 1006, 2012

THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 810

A Bylaw to establish a Board of Variance for the Village of Harrison Hot Springs.

Pursuant to the provisions of Section 899 of the *Local Government Act* being Chapter 323, Revised Statutes of British Columbia 1996, the Council of The Corporation of the Village of Harrison Hot Springs, in open meeting assembled, enacts as follows:

- 1) This Bylaw may be cited for all purposes as the Village of Harrison Hot Springs "Board of Variance Establishment Bylaw, No. 810, 2004".
- 2) There is hereby established a Board of Variance which shall consist of three (3) persons appointed by the Council of the Village of Harrison Hot Springs
- 3) Each person appointed to the Board of Variance is appointed for a term of three (3) years and where no successor has been appointed at the end of the three (3) year period, the appointment shall be until such time that a successor is appointed. A person may be re-appointed for a further term or terms.
- 4) A person who is
 - a) a member of the Council of the Village of Harrison Hot Springs or a member of the said Village's Advisory Planning Commission; or
 - b) an officer or an employee of the Village of Harrison Hot Springsis not eligible to be appointed to the Board of Variance.
- 5) A majority of the members of the Board constitutes a Quorum for the Board of Variance.
- 6) The members of the Board of Variance shall elect one of their number as Chairman.
- 7) Where a member of the Board of Variance ceases to hold office, their successor shall be appointed for the unexpired portion of the term.
- 8) The Council of the Village of Harrison Hot Springs may remove an appointee at any time.



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- 9) No member of the Board of Variance shall receive compensation for their services as a member, but they shall be paid reasonable and necessary expenses that arise directly out of the performance of their duties.
- 10) The Council of the Village of Harrison Hot Springs shall, in its annual budget, provide the necessary funds to pay for the costs of the Board of Variance.
- 11) The jurisdiction of the Board of Variance shall be in accordance with the provisions of Division 6 of Part 26 of the said *Local Government Act*.
- 12) Any person desiring to exercise their right of appeal to the Board of Variance shall deposit with the Corporate Officer, a Notice of Appeal which shall clearly state:
 - a) the legal description and Village address of the property affected;
 - b) the reasons for the appeal;
 - c) all relevant details in support of the appeal; and
 - d) an address to which all notices required to be delivered to the appellant shall be mailed by regular mail;together with the required application fee.
- 13) The Corporate Officer shall, immediately upon receipt of such Notice of Appeal, notify the Chairman of the Board of Variance.
- 14) The Chairman of the Board of Variance shall advise the Corporate Officer as to the time, date and place for hearing the appeal and the Corporate Officer shall thereupon send by regular mail and/or hand delivery, at least seven (7) days before the date so set, a Notice to:
 - a) all members of the Board of Variance;
 - b) the appellant;
 - c) all owners and occupiers of real property sharing a common property line with the property in respect of which the appeal is being heard; and
 - d) such other persons as the Chairman of the Board of Variance shall designate.
- 15) The said Notice shall state:
 - a) the time, date and place of the Hearing;
 - b) the legal description and Village address of the property in respect of which the appeal has been made; and
 - c) the reasons for the appeal as contained in the Notice of Appeal.

Handwritten signature and initials in blue ink, located in the bottom right corner of the page. The signature appears to be 'JH' and the initials 'PAB'.

- 16) Any owner or occupier of property receiving the Notice of the Hearing pursuant to Section (15) shall have the right to be heard, or to give evidence at the Hearing or may be represented by some other person on their behalf.
- 17)
 - a) The decision, in writing, of all or of a majority of the Board of Variance shall constitute the decision of the Board and is final and binding.
 - b) In the event of the members being equally divided, the appeal shall be disallowed.
- 18) The Chairman of the Board of Variance shall file the decision of the Board with the Corporate Officer who shall thereupon forward a copy thereof to the appellant and to all Village officials charged with the enforcement of any or all zoning regulations.
- 19) The Corporate Officer shall maintain a record of all decisions rendered by the Board of Variance and such records shall be made available for public inspection during the normal business hours of the Village of Harrison Hot Springs.
- 20) The hearing of an appeal may be informal but nothing in this section shall be taken to restrict the right of the Board of Variance to require that evidence be given under oath.
- 21) The Village of Harrison Hot Springs shall provide a member of their staff to act as Recording Secretary to the Board whenever so required by the Board of Variance.
- 22) "The Corporation of the Village of Harrison Hot Springs Board of Variance Jurisdiction and Procedure Bylaw, No. 465, 1986" is hereby repealed.

READ A FIRST TIME THIS FIFTH DAY OF APRIL, 2004

READ A SECOND TIME THIS FIFTH DAY OF APRIL, 2004

READ A THIRD TIME THIS FIFTH DAY OF APRIL, 2004

ADOPTED THIS NINETEENTH DAY OF APRIL, 2004



John J. Allen, Mayor



Phil Taylor, Corporate Officer

BYLAW NO. 1129
SCHEDULE "A"
DEVELOPMENT APPLICATIONS, PERMITS AND FEES

- 1. Official Community Plan**
 - (a) Application to amend the Official Community Plan \$1,000.00
 - (b) Application to amend the text of the Official Community Plan \$ 750.00
- 2. Zoning Bylaw**
 - (a) Application to amend the Zoning Bylaw \$1,500.00
 - (b) Application to amend the text of the Zoning Bylaw \$1,000.00
- 3. Development Permit**
 - (a) Application for issuance of a Development Permit \$1,000.00
 - (b) Application to amend a Development Permit \$ 350.00
- 4. Development Variance Permit**
 - (a) Application for issuance of a Development Variance Permit \$ 750.00
 - (b) Application to amend a Development Variance Permit \$ 250.00
- 5. Board of Variance**
 - (a) Application to the Board of Variance \$ 500.00
- 6. Subdivision Application Fees**
 - (a) Application for a Subdivision with 3 lots or less \$ 750.00
 - (b) For each additional parcel \$ 50.00
 - (c) Administration and inspection fees 4% on first \$300,000
and 2% on remainder
- 7. Temporary Use Permit**
 - (a) Application for issuance of a Temporary Use Permit \$ 500.00
 - (b) Application to renew Temporary Use Permit \$ 300.00



**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1006**

A bylaw for the purpose of establishing an Advisory Planning Commission

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to establish a bylaw for an Advisory Planning Commission.

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

1. The Council of the Village of Harrison Hot Springs hereby establishes an Advisory Planning Commission which shall be known as the Harrison Hot Springs Advisory Planning Commission.
 - (a) Council may, by resolution, appoint up to 6 members and the Chair to the Commission who shall serve without remuneration.
 - (b) The members of the Commission will serve without remuneration, but may be remunerated for out of pocket expenses with the approval of Council
 - (c) The appointment of Commissioners remain in effect until revoked by Council or if the Commissioner is unable to serve.
 - (d) The Council shall not appoint to the Commission any person as a member:
 - (i) who is an elected representative of the Village of Harrison Hot Springs;
 - (ii) an employee or officer of the Village of Harrison Hot Springs; or
 - (iii) the Approving Officer of the Village of Harrison Hot Springs.
 - (e)
 - (i) If a member of the Commission fails to attend two consecutive meetings of the Commission, without leave of the Chair of the Commission, the member shall be deemed to have resigned and the Council shall appoint a replacement.
 - (ii) A member may apply for leave from the Chair of the Commission with respect to the member's non-attendance at a Commission meeting by notifying the Chair, within one week from the date of the meeting for which leave is sought, setting forth grounds for their non-attendance.

- (iii) Where a member fails to apply for leave as set forth in sub-section (e)(ii) the non-attendance shall be deemed to be without leave and shall be noted as such in the minutes of the meeting.
 - (f) The Council shall provide the Commission with a secretary to perform such secretarial duties as are required.
 - (g) The Chief Administrative Officer and other staff approved by the Chief Administrative Officer will attend Commission meetings as a liaison and provide advice as requested.
2. The Harrison Hot Springs Advisory Planning Commission does not have delegated authority and is advisory to Council on:
 - (a) Official Community Plan, and proposed amendments
 - (b) Zoning Bylaw and proposed amendments
 - (c) Neighbourhood plans
 - (d) Land use policy issues; and
 - (e) any other land use issue as referred by Council from time to time.
 3. The Commission shall consider and report on all matters referred to it by the Council.
 4. The Commission shall report to the Council within the time designated by the Council. If the report is not provided within the time designated then the Council may:
 - (a) extend the time within which the report is to be provided; or
 - (b) determine the matter without the report
 5. In complying with the request of the Council for recommendations under Section 3, and in the general execution of its duties, the Commission shall have as its objective the systematic and orderly growth of the Village for the ultimate benefit of the community.
 6. The duties of the Secretary, appointed pursuant to Section 1(f), shall be:
 - (a) to provide notice of the meetings to the members of the Commission;
 - (b) to prepare the agendas for the Commission;
 - (c) to record the minutes of all meetings and forward to the Corporate officer for inclusion on the Council Agenda.
 7.
 - (a) The commission shall set its regular meeting dates and meeting times.
 - (b) In addition to regular meetings, the Commission may meet at any time at the call of its Chair to consider matters.
 - (c) Whenever the regularly scheduled meeting of the Commission falls upon a statutory holiday the Commission shall meet on the next following day which is not a holiday.

- (d) The Commission shall hold its meetings in the Municipal Offices, Harrison Hot Springs, unless otherwise duly directed by its Chair.
- 8. Four members shall constitute a quorum of the Commission.
- 9. (a) If the Chairperson is absent from a meeting, the members present shall choose a temporary Chairperson who shall preside at that meeting.
- (b) The Chair shall maintain order at all times.
- (c) The Chair shall determine all points of order as they arise.
- (d) The Chair shall have the same right of vote as the other members of the Commission and in case of equality of the votes for or against a question, the question shall be negated and the Chair shall so declare.
- 10. The Commission shall keep minutes of its proceedings and shall read and adopt the minutes of each meeting at the next following meeting.
- 11. The Commission shall communicate its recommendation to the Council in writing.
- 12. The Commission shall decide all questions by a majority vote of those members present.
- 13. All points of procedure not provided for in this bylaw shall be decided in accordance with the provisions of the Village of Harrison Hot Springs Council Procedure Bylaw.

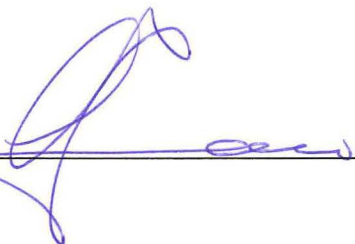
READINGS AND ADOPTION

READ A FIRST TIME THIS 7th DAY OF MAY, 2012

READ A SECOND TIME THIS 7th DAY OF MAY, 2012

READ A THIRD TIME THIS 7th DAY OF MAY, 2012

ADOPTED THIS 22nd DAY OF MAY, 2012



Mayor



Corporate Officer



**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1189**

A bylaw to regulate the conduct for Council and Committee Members

WHEREAS Council and Committee Members are keepers of the public trust and must uphold the highest standards of ethical behaviour in order to build and inspire the public's trust and confidence in local government;

AND WHEREAS Council and Committee Members are expected to:

- (a) make decisions that benefit the community;
- (b) act lawfully and within the authority granted by the *Community Charter, Local Government Act* and other applicable enactments; and
- (c) be free from undue influence and not act to gain actual or perceived financial or other benefits;

AND WHEREAS Council and Committee Members wish to conduct their business in a transparent, efficient, accountable and respectful fashion;

AND WHEREAS it is to the benefit of the community for Council and Committee Members to conduct their business in accordance with the guiding principles of integrity, accountability, respect, leadership and collaboration;

AND WHEREAS Council and Committee Members intend to demonstrate their leadership in ethical behaviour, while promoting the principles of transparency, accountability and civility through their decisions, actions and behaviour;

AND WHEREAS a Code of Conduct Bylaw expresses standards of conduct expected for members of the Village Council and Committees;

AND WHEREAS Council and Committee Members have primary responsibility for ensuring that the standards of conduct herein are understood and met, thereby fostering public confidence in the integrity of the government of the Village of Harrison Hot Springs.

THEREFORE BE IT RESOLVED that the Council of the Village of Harrison Hot Springs in open meeting assembled, hereby ENACTS AS FOLLOWS:

PART I – GENERAL

1.1 Title

This Bylaw may be cited as "Village of Harrison Hot Springs Code of Conduct Bylaw No. 1189, 2023".

1.2 Definitions

In this bylaw:

“CAO”	Means the Chief Administrative Officer for the Village of Harrison Hot Springs, or Deputy CAO.
“Committee Member”	Means a person appointed to a committee, sub-committee, task force, commission, board, or other Council established body under the <i>Community Charter</i> – Part 5, Division 4 – Committees, Commissions and Other Bodies or the <i>Local Government Act</i> .
“Complaint”	Means a allegation, in accordance with the complaint procedure set out in Part 4 of this Bylaw, that a Member has breached this Bylaw.
“Complainant”	Means a person who has submitted a Complaint.
“Confidential Information”	Means information or records held in confidence by the Village, including but not limited to information or records to which Section 117 of the <i>Community Charter</i> applies. For certainty, this includes all information and records from closed meetings of Council until publicly released.
“Conflict of Interest”	Refers to pecuniary and non-pecuniary conflicts of interest governed by the <i>Community Charter</i> and the common law.
“Council Member”	Means the Mayor and Councillors for the Village of Harrison Hot Springs.
“Gifts and Personal Benefits”	Means an item or service of value that is received by a Member for personal use, benefit or enjoyment.
“Investigator”	Means the person appointed to fulfill the duties and responsibilities assigned in Part 5 of this Bylaw.
“Member”	Means a Council Member or a Committee Member
“Municipal Officer”	Means a member of Staff designated as an officer under Section 146 of the <i>Community Charter</i> .
“Personal Information”	Has the same meaning as in the <i>Freedom of Information & Protection of Privacy Act</i> .
“Respondent”	Means a Council or Committee Member whose conduct is the subject of a Complaint.
“Staff”	Means an employee or contractor of the Village.
“Volunteer”	Means a person serving the Village who is not a Council Member, Committee Member or Staff member.

1.3 Purpose and Interpretation:

1.3.1 This Bylaw sets out the rules Members must follow in fulfilling their duties and responsibilities as elected or appointed officials, and the powers and procedures of the Investigator in exercising oversight over Council Members.

1.3.2 The provisions of this Bylaw are to be interpreted broadly and in a manner that is consistent with the *Community Charter* S.B.C. 2003, c. 26.

1.4 Application:

(a) This Bylaw applies to Council Members and Committee Members.

(b) For clarity, the provisions of this bylaw that reference Committee Members only are intended to apply also to Council Members acting in their capacity as Committee Members.

(c) Unless otherwise provided, this Bylaw does not apply to a Member's conduct in their personal life, except to the extent that such conduct reasonably undermines the principles and standards of conduct expected and/or public confidence in Village governance.

(d) This Bylaw does not apply to Staff.

(e) In the event of a conflict between this Bylaw and another Village bylaw or Council policy governing Member conduct, this Bylaw prevails.

(f) In this Bylaw, a reference to a person who holds an office includes a reference to the persons appointed or delegated to act for that person from time to time.

(g) Nothing in this bylaw is intended to preclude Members, prior to the filing of a Complaint, from speaking to each other in order to resolve matters which may otherwise be captured by this Bylaw.

1.5 Severability:

If any definition, section, subsection, paragraph, subparagraph, clause or phrase in this Bylaw is held invalid by a Court of competent jurisdiction, the invalid definition, section, subsection, paragraph, subparagraph, clause or phrase must be severed and the remainder of this Bylaw is deemed to have been adopted without the severed definition, section, subsection, paragraph, subparagraph, clause or phrase.

PART 2 – STANDARDS AND VALUES

2.1 Foundational Principles

The key statements of principle that underline this Code of Conduct are as follows:

- (a) Members shall serve and be seen to serve the best interests of all their constituents in a conscientious and diligent manner;
- (b) Members shall be committed to performing their duties and functions with integrity and avoiding improper use or influence of their office, and conflicts of interest;
- (c) Members are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and
- (d) Members shall seek to serve the public interest by upholding both the letter and spirit of the laws of the Federal Parliament and British Columbia Legislature, and the laws and policies adopted by the Village Council.

2.2 Interpretation

The foundational principles above are to inform the interpretation of the substantive provisions of this Bylaw and are not stand-alone bases for Complaints.

2.3 Roles and Responsibilities

- (a) Council is the governing body of the Village. It has the responsibility to govern the Village in accordance with Part 5 of the *Community Charter* and other applicable legislation.
- (b) Council Members have, among other things, a statutory responsibility to consider the well-being and interests of the municipality and its community, and to participate in meetings and carry out the duties assigned by Council and applicable legislation.
- (c) The Mayor has, among other things, a statutory responsibility to provide leadership to the Council and to provide general direction to Municipal Officers respecting Village policies, programs and other directions of the Council as set out in Part 5 of the *Community Charter*.
- (d) Staff provide professional advice to the Council and carry out decisions in an effective, efficient and non-partisan manner.

PART 3 – CONDUCT OF ELECTED OFFICIALS

3.1 General Conduct

3.1.1 A Member shall not:

- (a) contravene this Bylaw, as amended or replaced from time to time;
- (b) contravene any other Village bylaw or policy, as amended or replaced;
- (c) contravene a law of British Columbia or Canada, including but not limited to the British Columbia *Human Rights Code* or the *Freedom of Information and Protection of Privacy Act*; or
- (d) defame, either verbally or in writing, another Council Member, Staff, or a Volunteer.

3.1.2 A Member shall treat other Council Members, Committee Members, Staff, and Volunteers with respect and dignity.

3.1.2 A Council Member shall not:

- (a) breach their oath sworn upon taking office as a Council Member; or
- (b) abuse their office.

3.2 Interactions with Staff, Volunteers and Committee Members

3.2.1 A Member must direct inquiries regarding administrative issues or questions to the CAO or Deputy CAO and refrain from contacting Staff directly unless the communication is minor and for the purpose of seeking administrative clarity.

3.2.2 A Member must not interfere with, hinder or obstruct Staff, Volunteers or other Committee Members in the exercise of performance of their roles, responsibilities, powers, duties or functions, nor shall they impair the ability of Municipal Officers and Staff to implement Council policy decisions in accordance with Section 153 of the *Community Charter*.

3.2.3 A Member must not request or require Staff to undertake personal or private work on behalf of a Member.

3.2.4 A Member must not compel Staff to engage in partisan political activities or subject them to reprisal of any kind for refusing to engage in such activities.

3.2.5 A Member must not make any comments, in writing or verbally, in public, on social media or otherwise that a reasonable person would conclude are disparaging or defamatory in nature, factually incorrect or inaccurate about Members, Staff, or Volunteers.

3.2.6 A Member must not directly or indirectly request, induce, encourage, aid, or permit Staff to do something which, if done by the Member, would be a breach of this Code of Conduct.

3.3 Interactions with the Public and Media

- 3.3.1 A Member must not communicate on behalf of the Village unless authorized to do so:
- (a) pursuant to Policy 1.14 Media Communications and 1.32 Social Media Communications;
 - (b) by Council resolution;
 - (c) or by virtue of a position or role the Member has been authorized to undertake by Council.
- 3.3.2 Without limiting the ability of the Council Member to hold a position on an issue and respectfully express an opinion, a Council Member must ensure that:
- (a) their communications relating to Council business are factual, accurate and correct and they must not issue any communication that the Member knows, or ought to have known, to be false, incorrect, or inaccurate; and
 - (b) all communications by, and on behalf of a Member, including communications made via social media, are respectful and do not discriminate against, harass, disparage or defame any Member, Staff, or Volunteer.
- 3.3.3 A Member shall not issue instructions to any of the Village's contractors, tenderers, consultants or other service providers unless expressly authorized by Council or a committee to do so.
- 3.3.4 Outside of a Council or committee meeting, a Member shall not communicate with a tenderer or proponent regarding the subject matter of the procurement.

3.4 Public Meetings

- 3.4.1 A Member must act with decorum at Council and committee meetings and in accordance with Village of Harrison Hot Springs Procedure Bylaw No. 1164, 2021, as amended or replaced from time to time.

3.5 Collection and Handling of Information

- 3.5.1 A Member must:
- (a) comply with the provisions of the *Freedom of Information and Protection of Privacy Act* and the policies and guidelines as established by the Village;
 - (b) comply with section 117 of the *Community Charter*, including by protecting, and not disclosing publicly, Confidential Information;
 - (c) only access information held by the Village for Village business, and not for personal purposes; and
 - (d) not alter or destroy Village records unless expressly authorized to do so.

3.6 Use of Social Media

- 3.6.1 The provisions of this Bylaw apply, without limitation, to the use of a Member's personal and public official social media accounts.
- 3.6.2 Members must regularly monitor their social media accounts and immediately take measures to deal with the publication of messages or postings by others that violate the provisions of this Bylaw.
- 3.6.3 For clarity, section 3.6 applies only to social media accounts in respect of which a Member has primary moderation control.

3.7 Conflict of Interest

- 3.7.1 A Member shall not participate in a discussion of a matter, or vote on a question in respect of that matter, in respect of which the Member has a Conflict of Interest.
- 3.7.2 In respect of each matter before Council, a Council Member shall:
 - (a) assess whether they have a Conflict of Interest; and
 - (b) determine whether it is necessary to seek independent legal advice, at their own cost except where the CAO or Council approves the cost, with respect to any situation which may result in a Conflict of Interest.
- 3.7.3 If a Member believes they have a Conflict of Interest in respect of a matter in a Council or Committee meeting, the Member shall:
 - (a) notify the Mayor or the Chair of the meeting that the Member has a Conflict of Interest prior to the matter being considered and in general terms state the reason for the conflict as per section 100(2)(b) of the *Community Charter*, and the Member shall restate the Conflict of Interest each time the matter arises before Council;
 - (b) refrain from discussing the matter with any other Member, Staff or Volunteer either publicly or privately; and
 - (c) leave any meeting if the matter is discussed and not return until the discussion has ended or voting on the matter has concluded.

3.8 Use of Influence

- 3.8.1 A Member must not attempt to influence a decision of the Council, a Committee, a Municipal Officer, or Staff if the Member has a pecuniary or non-pecuniary Conflict of Interest in relation to that decision.
- 3.8.2 A Member must not use their office to provide preferential treatment to any person or organization except as permitted by the ordinary and lawful discharge of their duties.
- 3.8.3 A Member must not intimidate, improperly influence, threaten, or coerce Staff, or Volunteers.

3.9 Gifts and Personal Benefits

- 3.9.1 A Council Member must not accept a Gift or Personal Benefit, unless accepted in accordance with section 105 of the *Community Charter*.
- 3.9.2 A Council Member must disclose a Gift or Personal Benefit, received in accordance with section 105 of the *Community Charter*, as per section 106 of the *Community Charter*.
- 3.9.3 Committee Members must comply with 3.9.1 and 3.9.2 as though they were Council Members.

3.10 Campaign Activities

- 3.10.1 A Council Member shall not use Village facilities, equipment, supplies, services, or other resources of the Village for any election-related activities.
- 3.10.2 A Member must not use the services of Staff for election-related purposes during the hours in which those Staff members are in the paid employment of the Village or paid by the use of Village resources.
- 3.10.2 A Council Member shall comply with all applicable election legislation including, but without limitation, the *Local Government Act* and *Local Elections Campaign Financing Act*.

3.11 Business Relations

- 3.11.1 A Council Member who engages in another profession, business, or occupation concurrently while holding elected office shall not allow such activity to materially affect the Council Member's integrity, independence, attendance or competence.

PART 4 – COMPLAINT AND RESOLUTION PROCEDURES

4.1 Complaint Resolution Procedures and Directives

4.1.1 Confidential Requests

- (a) If a Council Member, Committee Member, Staff or Volunteer believes that they have been subject to conduct by a Council Member in breach of this Bylaw, that person may approach the CAO (or Deputy CAO) on a confidential basis, without the need to file a Complaint, to request that the CAO (or Deputy CAO) inform the Council Member of the alleged breach. Upon receipt of the confidential request, the CAO (or Deputy CAO) may attempt to address the conduct with the Council Member.
- (b) The CAO must protect the confidentiality of a person making a request under 4.1.1(a) unless the person making the request consents in writing to disclosure.

4.1.2 How to Make a Complaint

- (a) A Member, Staff, or Volunteer may submit a Complaint to the CAO or, if the Complainant is the CAO or the Complaint involves or is about the CAO, then to the Deputy CAO.
- (b) A Complaint must be in writing and describe with sufficient detail:
 - i. the name of the Complainant;
 - ii. the name of the Respondent;
 - iii. the conduct that the Complainant alleges to have been breached;
 - iv. the date of the alleged conduct;
 - v. the parts of this Bylaw that the Complainant alleges have been breached; and
 - vi. the basis for the Complainant's knowledge about the conduct.
- (c) A Complainant may specify in the Complaint if they are willing to participate in an informal resolution of the Complaint.
- (d) The CAO (or Deputy CAO), if the CAO is the Complainant or the Complaint involves or is about the CAO) may accept a Complaint notwithstanding that the form of the Complaint does not comply with all of the requirements set out in Section 4.1.2 (c) if the circumstances warrant.
- (e) In the event that the Investigator receives multiple Complaints concerning the same matter, the Investigator must proceed with the first Complaint accepted and may expand the Complaint and/or add Complainants for the purpose of conducting the investigation and preparing the investigation report.

- (f) All Complaints must be made within 90 days of the Complainant knowing, or reasonably ought to have known, of the alleged breach of this Bylaw, or within 90 days of the most recent incident of the alleged misconduct if it is a continuing contravention. The Investigator may extend this 90 day deadline up to an additional 90 days if circumstances warrant an extension.
- (g) Complaints regarding a Council Member seeking re-election may be made but must not be investigated in the period from the first day of the nomination period to the general voting day. In the event that a Complaint is filed prior to the first day of the nomination period, but remains unresolved by the start of and through the campaign period, the investigation will be suspended and may be continued into the next term unless the Complainant(s) or Respondent(s) do not seek or fail to gain re-election.
- (h) In the 90 days prior to general voting day, the Investigator may suspend any investigation that is underway.
- (i) Upon receipt of a Complaint, the CAO (or Deputy CAO, as the case may be) shall retain an Investigator.

4.1.3 Preliminary Assessment

- (a) On receipt of a Complaint, the Investigator must conduct a preliminary assessment to determine whether to proceed with an investigation.
- (b) The Investigator will provide the Respondent a summary of the Complaint.
- (c) After the preliminary assessment, or at any time thereafter, the Investigator is of the opinion that:
 - i. the Complaint is not with respect to a breach of this Bylaw;
 - ii. the Complaint is frivolous, vexatious, or not made in good faith;
 - iii. the investigation is or might be hampered, or the Council Member might be prejudiced, by the Complainant's failure to comply with Section 4.1.2(b), or otherwise cooperate with the investigation;
 - iv. the Complainant wishes to withdraw the Complaint and it would be appropriate in the circumstances to allow the withdrawal;
 - v. there are no grounds or insufficient grounds to conclude that a violation of this Bylaw has occurred; or
 - vi. the Complaint would be more appropriately addressed through another process or if the Complaint is already being addressed through another process, such as court proceeding or human rights complaint,

the Investigator decide not to proceed with a Complaint and must notify the Complainant, Respondent, and CAO (or the Deputy CAO, as the case may be) in writing that the Investigator is closing the Complaint, set out the reasons and close the Complaint.

- (c) Notwithstanding Section 4.1.3 (a) and (b), the Investigator may request further information from the Complainant before determining whether or not there are sufficient grounds that a breach of this Bylaw may have occurred.

4.1.4 Informal Resolution:

- (a) When the Investigator has decided to proceed with a Complaint, the Investigator must determine whether the Complaint requires a formal investigation or whether the Complaint may be resolved informally. In the latter case, the Investigator may either attempt to resolve the Complaint directly or refer the Complaint to the CAO (or Deputy CAO, as the case may be).
- (b) In making a determination under subsection 4.1.4(a), the Investigator shall give a strong preference to the informal resolution process wherever possible.
- (c) When determining whether the Complaint may be resolved informally, the Investigator may consider culturally appropriate, transformative or restorative justice approaches, and may engage a third party to assist the Investigator for this purpose.
- (d) Where the Investigator refers the Complaint in accordance with Section 4.1.4(a) the CAO may agree to assist in resolving the Complaint directly, or may appoint at their discretion a third party to assist in resolving the Complaint.
- (e) The third party assisting in the informal resolution of a Complaint will assess the suitability of the Complaint for settlement or resolution on an on-going basis and may withdraw from assisting at any point.
- (f) The Complainant, or the Respondent, can decline to participate in an informal resolution at any time.
- (g) If a Complaint is resolved informally, the third party assisting in resolving the Complaint must notify the Investigator in writing of the terms of the resolution, upon receipt of which, the Investigator must close the Complaint.
- (h) If a Complaint cannot be resolved informally, the third party assisting in resolving the Complaint must refer the Complaint back to the Investigator for a formal investigation.

4.1.5 Formal Resolution:

- (a) If a Complaint is not rejected, closed, or resolved informally, the Investigator must proceed with a formal investigation.
- (b) If the Investigator proceeds with a formal investigation, the Investigator will ensure that the investigation is conducted in a fair, timely, confidential manner and otherwise complies with the principles of due process, procedural fairness, and natural justice.
- (c) The Investigator will interview the Respondent, the Complainant, and any other individual who is relevant to the Complaint. The Respondent, Complainant, and other witnesses must agree to keep information discussed as part of the investigation confidential.
- (d) The Investigator may also request disclosure of records relevant to the Complaint, including records held by the Complainant, Respondent, third parties, or any record in the possession or control of the Village, except a record that is subject to solicitor-client privilege the Village.
- (e) Notwithstanding subsection 4.1.6(a) below, nothing prohibits the Investigator from summarily dismissing a Complaint where it becomes apparent, after some investigation, that the Complaint has no chance of success.
- (f) If the Investigator summarily dismisses a Complaint in the Formal Resolution stage, the Investigator shall report to the Complainant and Respondent in the manner similar to that as set out in 4.1.4(a).

4.1.6 Dismissal or Suspension of Complaint

- (a) If a Complaint is submitted that, on its face, is not made with respect to a breach of this Bylaw, or if a Complaint would be more appropriately addressed through another process, including if the Complaint is:
 - i. with respect to non-compliance with the *Freedom of Information and Protection of Privacy Act*;
 - ii. with respect to non-compliance with a more specific Council policy or bylaw with a separate Complaint procedure; or
 - iii. with respect to a matter that is subject to another outstanding process, such as a court proceeding or human rights complaint,

the Investigator may dismiss the Complaint, or part of the Complaint, and must notify the Complainant and CAO (or Deputy CAO, as the case may be) in writing that the Complaint is not within the jurisdiction of this Bylaw, or that the Complaint would be more appropriately addressed through another process, as the case may be, and set out any additional reasons and recommendations the Investigator thinks appropriate.

- (b) If the Investigator, at any stage in the Complaint procedure, determines that there are reasonable grounds to believe that there has been a contravention of the *Criminal Code* then the Investigator must immediately refer the matter to the appropriate authorities and suspend the investigation until any resulting police investigation and charge have been finally disposed of, and shall report the suspension of the investigation to the CAO (or Deputy CAO, as the case may be).
- (c) Where a Complaint is made against a Council Member who, during the course of the Complaint procedure, ceases to hold office, the Investigator may close the Complaint and notify the Complainant, Respondent and CAO (or Deputy CAO, as the case may be) of this decision.

4.1.7 Adjudication and Reporting:

- (a) The Investigator must make a decision within 90 days of making the determination to proceed with a formal investigation, unless the Investigator determines that doing so is not practicable, in which case the Investigator must notify the Complainant and Respondent of the delay and provide a revised decision date. The revised decision date may be extended by periods of up to 30 days on provision of written notice to the Complainant, the Respondent, and the CAO (or Deputy CAO, as the case may be).
- (b) The Investigator shall, upon conclusion of the investigation prepare a report setting out their findings as to whether the Respondent breached the Bylaw and provide reasons for their determination and provide it to the CAO, (or Deputy CAO, as the case may be), who will place the report on an in-camera agenda for receipt by Council.
- (c) If the Investigator concludes the Respondent breached the Bylaw the Investigator must make recommendations as to potential sanction(s) for the breach as set out below.
- (d) If the Investigator determines the Council Member took all reasonable steps to prevent the breach, or that the breach was trivial or done inadvertently or because of an error in judgment made in good faith, the Investigator will so state in the investigation report and may recommend that no sanction be imposed.
- (e) A letter confirming the investigation is complete, a summary of the conclusions and what steps, if any, Council will take will also be provided to the Complainant and the Respondent in due course, subject to any redactions necessary to comply with the *Freedom of Information and Protection of Privacy Act*.

4.1.8 Final Determination by Council

- (a) Council must, within 30 days of delivery of the investigation report pursuant to Section 4.1.7, or a longer period if approved by a 2/3 vote of Council, decide on the appropriate measures, if any, that are warranted by the breach of this Bylaw, and will take such actions as Council considers appropriate in the circumstances.
- (b) Prior to Council making any decision regarding the findings and recommendations set out in the investigation report, the Respondent must be given notice and an opportunity to be heard either in person or in writing, to comment on the decision and any recommended censure, sanctions or corrective actions.
- (c) While an investigation report provided to Council may be considered in a closed meeting for the purpose of receiving legal advice, or for another valid reason, when Council votes on the investigation report, it will do so in a public meeting and a summary of the investigation report may be made available to the public in a form that complies with section 4.1.10(b).
- (d) Notwithstanding subsection 4.1.8(c), Council may deliberate on and vote on a report in a closed meeting where there is a valid reason to close the meeting under section 90 of the *Community Charter*. For certainty, this means the investigative report or summary may not be publicly released.

4.1.9 Remedies

- (a) Sanctions that may be imposed for a violation of this Bylaw include the following:
 - i. a letter of reprimand from Council addressed to the Council Member;
 - ii. the publication of the letters contemplated in subsections (i), along with the Council Member's written response, if any;
 - iii. directions to the CAO regarding restricting how documents, including documents containing Confidential Information, are provided to the Council Member;
 - iv. disclosure to the public of the findings relating to the Council Member's breach of this policy
 - v. a requirement that the Council Member attend specific training or counselling;
 - vi. limitations on access to certain Village facilities;
 - vii. suspension or removal of the Council Member from some or all internal and external Council committees and bodies to which the Council Member was appointed at the pleasure of Council;
 - viii. restricting the Council Member from representing the Village at events and/or attending conferences and seminars;

- ix. suspension or removal of the appointment of a Council Member as the Acting Mayor;
 - x. public censure of a Council Member;
 - xi. imposing further limits on council-related travel or expenses beyond those set out in corporate policies
 - xii. any other sanction recommended by the Investigator, so long as that sanction is within the authority of Council.
- (b) The Investigator may recommend that Council consider commencing an application for disqualification under section 111 of the *Community Charter* or for damages under section 117 of the *Community Charter*, as applicable.

4.1.10 Report to be Public

- (a) Unless deliberations have, pursuant to section 4.1.8(d), taken place in a closed Council meeting, the Village may, after delivering a copy of the investigation report to the Complainant and Council, make a summary of the investigation report available to the public.
- (b) In all circumstances, the Village will ensure that the investigation report or a summary complies with the Village's obligations regarding disclosure of affected individuals' personal information set out in the *Freedom of Information and Protection of Privacy Act* and ensure that appropriate redactions are applied and that Council complies with the Respondent Council Member's right to procedural fairness, prior to any release to the public.

4.1.11 Remuneration

- a) Subject to Council's duty of procedural fairness towards the Respondent Council Member, where the Investigator finds that a Council Member:
- i. breached this Bylaw; or
 - ii. submitted a complaint that was frivolous, vexatious, or made in bad faith

the remuneration to which that Council Member would otherwise be entitled shall be reduced in accordance with the Council Remuneration and Expenses Policy No. 1.16, as amended or replaced from time to time.

- (b) Notwithstanding subsection 4.1.11(a)(i), the remuneration of a Council Member shall not be reduced if the Investigator makes a finding under section 4.1.7(d) that:
- i. the Council Member took all reasonable steps to prevent the breach;
 - ii. the breach was trivial or inadvertent; or

- iii. the breach was because of an error in judgment made in good faith.

4.1.12 Confidentiality of the Investigation

- (a) The Investigator must make all reasonable efforts to investigate Complaints in confidence.
- (b) The Investigator and every person acting under the Investigators' instructions must preserve confidentiality with respect to all matters that come into the Investigator's knowledge in the course of any investigation or Complaint except as required by law.
- (c) An investigation report must only disclose such matters as, in the Investigator's opinion, are necessary for the purpose of the investigation report.

4.1.13 Interpretation

For clarity, and despite section 4.2, the procedure in section 4.1 is to apply to all allegations against Council Members including in their capacity as Committee Members.

4.2 Committee Members

- 4.2.1 A Complaint of an alleged breach of this Bylaw by a Committee Member shall be submitted simultaneously in writing addressed to both the Mayor and CAO (or Deputy CAO, as the case may be) and within 90 days of the last alleged breach.
- 4.2.2 A Complaint must comply with the standards set out at section 4.1.2.
- 4.2.3 The Mayor shall consider the Complaint and direct that any enquiries considered appropriate or desirable be undertaken, including a referral to the CAO or the Investigator. For certainty, if the Complaint is referred to the CAO or the Investigator, then the processes and procedures in section 4.1 of this Bylaw may be utilized to the extent deemed necessary and appropriate.
- 4.2.4 Nothing in this Code is intended to abrogate the power of the Mayor or Council, as applicable, to remove, at their pleasure and at any time, any Committee Member from any committee to which they have been appointed.

4.3 Reprisals and Obstruction

- 4.3.1 No Council Member, Committee Member, or Staff will threaten, interfere with, or otherwise obstruct the Investigator in relation to the Investigator carrying out the duties and responsibilities under this Bylaw.
- 4.3.2 No Council Member, Committee Member, or Staff will threaten or undertake any reprisal against a Complainant or against a person who provides information to the Investigator in the context of an investigation.

4.3.3 No Council Member, Committee Member, or Staff will tamper with or destroy documents or electronic records related to any matter under investigation under this Bylaw or refuse to respond to the Investigator when questioned regarding an investigation.

4.3.4 Any individual covered by this Bylaw who is found to have engaged in any reprisal or retaliation in violation of this Bylaw will be subject to appropriate disciplinary action, which action may include, and is not limited to, the sanctions and remedies described above or the termination of employment for just cause, as applicable.

4.4 Reimbursement of Costs

4.4.1 A Council Member may make a request to Council for reimbursement for the costs of legal advice and representation in responding to the formal complaint process outlined in this Bylaw. If appropriate after considering all circumstances, Council may resolve to reimburse legal fees reasonably incurred by a Council Member, provided that all of the following are met:

- (a) it is the Council Member's first formal complaint process; and
- (b) the amount does not exceed \$10,000.

4.4.2 For clarity, the provisions of the Indemnification Bylaw, as replaced or amended from time to time, do not apply to requests for reimbursement under this Bylaw.

4.5 Vexatious Allegations and Complaints

4.5.1 Any individual covered by this Bylaw who makes an allegation or Complaint under this Bylaw that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate disciplinary action, which action may include, but is not limited to:

- (a) in the case of Council Members, sanctions and remedies described in Section 4.1.9;
- (b) in the case of Committee Members, termination of the Committee Member's appointment;
- (c) in the case of Staff, disciplinary action or the termination of employment for just cause, as applicable.

PART 5 – APPOINTMENT OF INVESTIGATOR

5.1 Appointment of Investigator

5.1.1 The CAO shall, upon receipt of a Complaint, appoint an Investigator to fulfill the duties and responsibilities described in section 5.2.

5.2 Duties and Responsibilities

5.2.1 The duties and responsibilities of the Investigator are as follows:

- (a) to assist with informal resolution of a confidential request or Complaint;
- (b) to receive and assess a Complaint to determine if the Complaint must be rejected, dismissed, closed, resolved or investigated;
- (c) to investigate and conduct inquiries as to alleged violations of this Bylaw;
- (d) to report to Council as to whether a Member has breached this Bylaw;
and
- (e) to make recommendations on an appropriate remedy, if the Investigator determines that a Member has breached this Bylaw.

5.2.2 The Investigator must perform the duties and responsibilities under this Bylaw in an independent manner.

5.2.3 An Investigator may only be dismissed for cause.

PART 6 – ENACTMENT

6.1 Effective Date

This bylaw comes into force and effect on adoption.

READ A FIRST TIME THIS 5TH DAY OF JUNE, 2023.

READ A SECOND TIME THIS 5TH DAY OF JUNE 2023.

READ A THIRD TIME THIS 5TH DAY OF JUNE, 2023.

ADOPTED THIS XX DAY XXXX, 202X.

Ed Wood
Mayor

Kelly Ridley
Interim Chief Administrative Officer
Acting Corporate Officer