



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Wednesday, November 8, 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 Council Meeting minutes of October 12, 2023 be adopted. Page 1
	(b) THAT the Regular Council Meeting minutes of October 16 & 18, 2023 be adopted. Page 7
5. BUSINESS ARISING FROM THE MINUTES	
6. CONSENT AGENDA	
i. Bylaws	
ii. Agreements	
iii. Committee/ Commission Minutes	
iv. Correspondence	(a) Letter dated October 12, 2023 from the Deputy Commissioner, BC RCMP Re: Recruiting Page 27 (b) Letter dated October 15, 2023 from Megan Hart Re: Proposed Bike Lanes Page 29 (c) Letter dated October 15, 2023 from Dana Britton Re: Proposed Bike Lanes Page 31 (d) Email dated October 17, 2023 from BC Rural Health Re: Support for Funding – REDIP Grant Page 33 (e) Letter dated October 23, 2023 from MP Brad Vis Re: Cannabis Act Review Page 35

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|-----|--|----------------|
| (f) | Letter dated October 26, 2023 from Crystal Tremblay
Re: Proposed Bike Lanes | Page 37 |
| (g) | Letter dated October 26, 2023 from Jayne Fleming
Re: Proposed Bike lanes and Speed Bump Request | Page 39 |
| (h) | Letter dated October 27, 2023 to Inspector Donaldson from Paul Horn,
FVRD Chair
Re: BC Highway Patrol | Page 41 |
| (i) | Email dated October 31, 2023 from the Minister of Children and Family
Development
Re: Adoption Awareness Month | Page 43 |

7. DELEGATIONS/PETITIONS

- (a) Robin Beukens, FVRD Planner
Re: Fraser Valley Future 2050 Regional Growth Strategy

8. CORRESPONDENCE

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 Municipal Advisor dated November 6, 2023 **Page 45**
Re: Municipal Advisor's Final Report

Recommendation:

1. THAT Council establish a professional education budget to recognize on-going elected official training.
2. THAT Council revise the current Procedure Bylaw.
3. THAT Council finalize the adoption of the Official Community Plan.
4. THAT Mayor and Council review and understand the existing Social Media Communications Policy (1.32).
5. THAT the CAO and Mayor continue with the regularly scheduled council agenda briefing meetings.
6. THAT Council establish a Council-CAO Covenant in order to ensure clarity of roles and to establish a respectful relationship.
7. THAT Council finalize and adopt a Code of Conduct.

- (b) Report of Planning Consultant dated November 6, 2023 Page 51
 Re: Rezoning Amendment Bylaw
- Recommendation:
- THAT staff be authorized to refer the Zoning Amendment application for 259 Hot Springs Road to the Advisory Planning Commission, the Harrison Hot Springs Fire Department, and the Ministry of Transportation and Infrastructure; and
- THAT Council request the developer to set up a Public Notification meeting as per section 11.0 of the Village's Development Procedure Bylaw No. 1090, 2016.
- (c) Report of Corporate Officer dated November 6, 2023 Page 59
 Re: 2024 Regular Council Meeting Schedule
- Recommendation:
- THAT the proposed Regular Council Meeting schedule for 2024 be approved as submitted.
- (d) Report of Operations Manager dated November 6, 2023 Page 61
 Re: St. Alice Watermain Upgrade Award
- Recommendation:
- THAT the St. Alice Watermain Project Phase Two – St. Alice Street be awarded to Timbro Contracting Ltd. at a cost of up to \$80,000 to be funded by Water Development Cost Charges.
- (e) Report of Operations Manager dated November 6, 2023 Page 63
 Re: Lift Station Bypass and Sanitary Upgrade Project Award
- Recommendation:
- THAT Timbro Contracting Ltd. be awarded the Lift Station #1 Bypass Project at a cost not to exceed \$75,000.00 to be funded by existing budget allocated for Sanitary Lift Station #1 Replacement Project; and
- THAT Timbro Contracting Ltd. be awarded the Cedar Avenue Sanitary Upgrade project at a cost not to exceed \$75,000.00 to be funded by existing sewer budget.
- (f) Report of Community Services Manager dated November 6, 2023 Page 65
 Re: Spirit Trail Maintenance
- Recommendation:
- THAT staff be authorized to seek quotes for the development of a Community Wildfire Resiliency Plan while awaiting the results of the FireSmart grant funding application; and
- THAT staff be authorized to move forward with fuel treatment for the Spirit Trail once a Community Wildfire Resiliency Plan with current, up to date recommendations for fuel management is completed.

(g) Report of Community Services Manager dated November 6, 2023
Re: Community to Community Grant Program

Page 67

Recommendation:

THAT staff submit a grant application of up to \$10,000.00 to UBCM's Community to Community Grant program to support hosting a Community to Community (C2C) Forum meeting in the Village of Harrison Hot Springs.

(h) Report of Community Services Manager dated November 6, 2023
Re: FireSmart Program Update

Page 69

Recommendation:

THAT the FireSmart Program Update report be received for information; and

THAT the FireSmart Open House originally planned to be held in November be deferred to March 2024 to allow for the creation of a FireSmart Neighbourhood Committee and for the event to contribute to the Village's recognition as a FireSmart community; and

THAT the Community Services Manager/Local FireSmart Representative be authorized to put out an expression of interest for a FireSmart Neighbourhood Committee and assist interested residents in the formation of the committee.

13. BYLAWS

14. NEW BUSINESS

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

16. ADJOURNMENT



Amanda Graham
Corporate Officer

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

DATE: Thursday, October 12, 2023
TIME: 9:00 a.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Ed Wood
Councillor John Allen
Councillor Leo Facio
Councillor Michie Vidal

Chief Administrative Officer, Tyson Koch
Chief Financial Officer, Scott Schultz
Corporate Officer, Amanda Graham
Operations Manager, Jace Hodgson

ABSENT: Councillor Allan Jackson

1. CALL TO ORDER

Mayor Wood called the meeting to order at 9:00 a.m.
Mayor Wood acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

None

3. APPROVAL OF AGENDA

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
SC-2023-10-01

4. DELEGATIONS/PETITIONS

None

5. REPORTS FROM STAFF

(a) Verbal Report of the Chief Administrative Officer
Re: Council Orientation

Village of Harrison Hot Springs
Minutes of the Special Council Meeting
October 12, 2023

Moved by Councillor Vidal
Seconded by Councillor Facio

THAT Council resolve itself into a Committee of the Whole to facilitate a Council orientation presented by Mr. Poole.

CARRIED
UNANIMOUSLY
SC-2023-10-02

Council resolved into a Committee of the Whole. Municipal advisor Mr. Ron Poole gave an introduction and presented a PowerPoint presentation for the Council Orientation. Mayor, Council and senior staff were invited to participate in a team exercise.

Mr. Poole provided a history of applicable legislation including the *Municipal Act*, the *Local Government Act* and the *Community Charter*. The *Community Charter* was intended to replace the *Local Government Act*; however, this was never realized. There are sections of the *Local Government Act* that apply to municipalities including provisions for boundary adjustments, elections and land use regulations.

Mr. Poole spoke about the needs of the municipality including adequate powers, authority, finances, taxation and delivery of services. Mr. Poole discussed Cuffism and the idea that the two main functions of a municipal Council are to lead and to govern.

Mr. Poole discussed the sections of the *Community Charter* relating to the following:

- The responsibilities of Council members;
- The responsibilities of the Mayor;
- The responsibilities of appointed officers; and
- The process of termination of officers.

Discussion ensued on the definition of “Chief Executive Officer (CEO)” and the lack of a definition in either the *Community Charter* or *Local Government Act*.

Recess at 10:47 a.m.

Moved by Mayor Wood

THAT the Committee of the Whole Meeting be reconvened at 10:51 a.m.

CARRIED
UNANIMOUSLY
COW-2023-10-01

Mr. Poole discussed the relationship between elected officials and administration. The role of Council is to set direction and provide vision for the community while administration handles day-to-day operations and provides technical advice for informed decision-making. Council can expect their Chief Administrative Officer (CAO) to be responsible for meeting agendas, financial statements, reports to Council and advice pertaining to legislated authority.

*Village of Harrison Hot Springs
Minutes of the Special Council Meeting
October 12, 2023*

Discussion ensued regarding preparation of meeting agendas including the role of elected officials and staff in the process, and the length of the agendas.

Mr. Poole further outlined the relationship between Council and the CAO. The CAO is the only employee of Council and direction to staff from Council should go through the CAO.

Discussion ensued regarding reports to Council, a Parks Master Plan, the obligation of Council members to read reports and ask clarifying questions of the CAO, and the deadlines/timing of agenda package release.

Mr. Poole played a video from the provincial government titled Local Government Decision Making.

Mr. Poole discussed respectful conduct based on integrity, accountability, respect, leadership and collaboration. Mr. Poole discussed the Strengthening Responsible Conduct Union of British Columbia Municipalities (UBCM) resolution that lead to the creation of a new code of conduct section in the *Community Charter*. Within six months of a general local election, Council is required to either establish or review an existing Code of Conduct. If Council does not establish or review a Code of Conduct, it must make available to the public on request a statement respecting the reasons for its decision.

Discussion ensued on Policy 1.32 Social Media Communications and concerns relating to the draft Code of Conduct bylaw that was brought to Council earlier in 2023.

Mr. Poole discussed conflicts of interest and disqualification from office as outlined in the *Community Charter*. Mr. Poole emphasized the importance of transparency, accountability, public perception and the need for decisions/advancement of business to take place in public meetings.

Discussion ensued regarding closed meetings in relation to land, legal and labour matters. Council discussed meetings with Cabinet Ministers at the UBCM convention.

Moved by Councillor Allen

THAT the meeting recess and reconvene at 1:05 p.m.

**CARRIED
UNANIMOUSLY**
COW-2023-10-02

Mayor Wood reconvened the meeting at 1:05 p.m.

Mr. Poole discussed the Village's current Council Procedure Bylaw No. 1164, 2021 and invited Council to provide any comments and concerns they have with the document. Mayor Wood requested clarification from the CAO regarding next steps on either bringing a new or revised Council Procedure Bylaw to Council. The CAO advised that comments from the current meeting will be taken into consideration by staff.

*Village of Harrison Hot Springs
Minutes of the Special Council Meeting
October 12, 2023*

A council procedure bylaw is a requirement under the *Community Charter*. Mr. Poole provided clarification on the terms Acting Mayor and Deputy Mayor.

Moved by Councillor Allen

THAT the Committee of the Whole recommend that Council release the minutes of the Council Procedure Bylaw discussions held at a Closed Meeting in April 2023.

**MOTION FAILED
OPPOSED BY COUNCILLORS FACIO AND VIDAL**

Moved by Councillor Facio

THAT staff report back to Council with a new procedure bylaw for a small village.

**CARRIED
OPPOSED BY COUNCILLOR ALLEN
COW-2023-10-03**

Moved by Councillor Vidal

THAT Council allow Mr. Poole to continue his presentation of the Council Procedure Bylaw review.

**CARRIED
OPPOSED BY MAYOR WOOD
COW-2023-10-04**

Council continued to review Council Procedure Bylaw No. 1164, 2021 and discussed the following:

- Clarification on the term “software” in section 3 (m); the Chief Financial Officer advised that “platform” would be a more suitable term
- The New Business provisions in section 4(d) do not allow for adequate notice to Council for background information, research, questions, or immediate/emergency items
- Adding a provision for Notice of Motion was offered as a possible solution
- Issues regarding the timing of the agenda release to Council and the public and the deadline to apply as a delegate
- Adding opening/introductory remarks from the Mayor/Chair at the beginning of the meeting
- The intent of the Consent Agenda and the inclusion of Bylaws on the Consent Agenda
- Committee recommendations and where they are placed on the agenda
- The length of time spent on Reports of Councillors
- Moving Reports From Staff higher up on the agenda
- Public questions at the beginning versus at the end of the meeting, issues surrounding questions versus statements and the time limit for speaking
- The meaning of “speak beside the question”
- The process in which development items are put on the agenda to allow for fairness across applications and issues with developers appearing as delegates
- Receiving notice of a meeting by email

*Village of Harrison Hot Springs
Minutes of the Special Council Meeting
October 12, 2023*

- Section 16 – Public Information Meetings requires more detail
- Public input at Committee of the Whole Meetings

Discussion ensued surrounding public input at Advisory Commission Meetings.

Question as to whether the Village currently has a Recreation Commission Bylaw. The CAO advised that Recreation Commission Bylaw was repealed in 2009.

Moved by Councillor Allen

THAT a review of Advisory Planning Commission Bylaw No. 1006 be referred to the next Committee of the Whole Meeting.

**MOTION FAILED
OPPOSED BY COUNCILLORS FACIO AND VIDAL**

Council continued to discuss Council Procedure Bylaw No. 1164, 2021 as follows:

- Section 19(f) – issues surrounding the ratification of committee or commission resolutions upon Council adoption of their minutes
- Section 20 – Correspondence to an individual Council member marked confidential, use of personal email addresses for Council business
- Whether section 21 – Reports is required
- Section 22 – does not specify the use of the most current version of Robert’s Rules of Order

Moved by Councillor Facio

THAT the Committee of the Whole rise and report to Council.

MOTION NOT VOTED ON

**Moved by Councillor Vidal
Seconded by Councillor Facio**

THAT Council adopt the report of the Committee of the Whole.

**CARRIED
UNANIMOUSLY
SC-2023-10-03**

6. BYLAWS

None

Village of Harrison Hot Springs
Minutes of the Special Council Meeting
October 12, 2023

7. **NEW BUSINESS**

None

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

Questions from the public were entertained.

Moved by Councillor Vidal
Seconded by Councillor Facio

THAT the meeting be adjourned at 3:13 p.m.

**CARRIED
UNANIMOUSLY**
SC-2023-10-04

Ed Wood
Mayor

Amanda Graham
Corporate Officer

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

DATE: Monday, October 16, 2023 at 7:00 p.m. and
Wednesday, October 18, 2023 at 10:00 a.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

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

Chief Administrative Officer, Tyson Koch
Chief Financial Officer, Scott Schultz
Corporate Officer, Amanda Graham
Community Services Coordinator, Christy Ovens
Operations Manager, Jace Hodgson
Planning Consultant, Ken Cossey

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 requested, as per Councillor Facio and Councillor Vidal's requests, that Council move into a closed meeting following item 15 – Questions from the Public.

3. APPROVAL OF AGENDA

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the agenda be approved as amended by moving to a closed meeting after item 15 – Questions from the Public.

MOTION NOT VOTED ON

Moved by Councillor Vidal

THAT New Business item 14 (c) – Oak Trees on Lillooet Avenue be removed from the agenda as per section 131 of the *Community Charter*.

Mayor Wood called the motion out of order as the discussion and debate took place before the motion.

Councillor Allen raised a point of order as to whether there was a motion on the floor. Mayor Wood clarified that the motion on the floor is for approval of the agenda as amended.

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the agenda be approved as amended by moving to a closed meeting after item 15 – Questions from the Public.

MOTION FAILED
OPPOSED BY COUNCILLORS FACIO, JACKSON AND VIDAL

Councillor Allen raised a point of order that without approval of the agenda, the meeting should be adjourned.

Councillor Allen raised a point of order that Council should have voted on amending the agenda by adding a motion to move into a closed meeting at the end of the agenda.

Moved by Councillor Jackson
Seconded by Councillor Facio

THAT the agenda be approved.

MOTION NOT VOTED ON

Moved by Councillor Vidal
Seconded by Councillor Facio

THAT New Business item 14 (c) – Oak Trees on Lillooet Avenue be removed from the agenda as per section 131 of the *Community Charter*.

MOTION NOT VOTED ON

Moved by Councillor Jackson
Seconded by Councillor Facio

THAT the agenda be approved.

CARRIED
OPPOSED BY COUNCILLOR VIDAL
RC-2023-10-08

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Jackson
Seconded by Councillor Facio

THAT the Regular Council Meeting minutes of October 3, 2023 be adopted.

CARRIED
UNANIMOUSLY
RC-2023-10-09

5. BUSINESS ARISING FROM THE MINUTES

None

6. CONSENT AGENDA

- iii. (a) Advisory Planning Commission Minutes of August 30, 2022
- iv. (a) Email dated August 9, 2023 from the Forest Practices Board
Re: Wildfire Management Report
- (b) Letter dated August 10, 2023 from the Minister of Emergency
Management and Climate Readiness
Re: Evacuation Route
- (c) Letter dated August 11, 2023 from the District of Kent to the Minister of
Emergency Management and Climate Readiness
Re: Evacuation Route
- (d) Letter dated August 11, 2023 from the Minister of Emergency
Management and Climate Readiness
Re: Support for District of Kent's Letter Re: Evacuation Route
- (e) Letter dated August 22, 2023 from Allan Garneau
Re: Strategic Planning
- (f) Letter dated August 22, 2023 to the Minister of Public Safety and
Solicitor General from the FVRD Chair and Mayor's Committee
Re: Changes to BC Highway Patrol Services
- (g) Letter dated September 7, 2023 from Harrison Lake Hotel
Re: Starlight Skating Rink
- (h) Letter dated September 8, 2023 from Harrison Hot Springs Resort &
Spa
Re: Starlight Skating Rink
- (i) Letter dated September 8, 2023 from Tourism Harrison River Valley
Re: Starlight Skating Rink
- (j) Letter dated September 8, 2023 from the Blue Dandelion Stores
Re: Starlight Skating Rink
- (k) Letter dated September 9, 2023 from BC Sport Fishing Group
Re: Starlight Skating Rink
- (l) Letter dated September 9, 2023 from Muddy Waters
Re: Starlight Skating Rink

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023*

- (m) Email dated September 10, 2023 from Canwest Art Gallery on the Lake
Re: Starlight Skating Rink
- (n) Letter dated September 14, 2023 from the Youth Parliament of British
Columbia
Re: Youth Invitation to 95th Youth Parliament
- (o) Email dated September 22, 2023 from Gail Mitchell
Re: Aquamation
- (p) Letter dated September 25, 2023 from BC Geographical Names Office
Re: Invitation for Comments – Proposed Area Name Changes

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the Consent Agenda be received.

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

7. DELEGATIONS/PETITIONS

None

8. CORRESPONDENCE

- (a) Letter dated August 4, 2023 from Megan Hart
Re: Evacuation Route
- (b) Email dated August 25, 2023 from Harrison Watersports
Re: New Tenure Application
- (c) Email dated October 3, 2023 from Megan Hart
Re: Council Meeting Location
- (d) Email dated October 4, 2023 from Gabriele Thornton
Re: Council Meeting Location
- (e) Email dated October 5, 2023 from Loretta Melanson
Re: Council Meeting Location
- (f) Email dated October 10, 2023 from Wolf Thornton
Re: Council Meeting Location

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023

Moved by Councillor Allen
Seconded by Councillor Jackson

THAT the letter dated August 4, 2023 from Megan Hart, the email dated August 25, 2023 from Harrison Watersports, the email dated October 3, 2023 from Megan Hart, the email dated October 4, 2023 from Gabriele Thornton, the email dated October 5, 2023 from Loretta Melanson and the email dated October 10, 2023 from Wolf Thornton be received.

**CARRIED
UNANIMOUSLY**

RC-2023-10-11

9. BUSINESS ARISING FROM CORRESPONDENCE

Mayor Wood announced that the Village's joint application with the District of Kent for the park boundary adjustment was sent to the Province last week and the Village expects to receive a response by the end of the month.

Moved by Mayor Wood
Seconded by Councillor Facio

THAT item 8(b) – Email from Harrison Watersports be referred back to staff for more information.

**CARRIED
OPPOSED BY COUNCILLOR ALLEN**

RC-2023-10-12

Moved by Mayor Wood
Seconded by Councillor Allen

THAT Council Meetings be moved back to Memorial Hall.

Amendment moved by Councillor Vidal

THAT the matter of moving Council Meetings back to the Memorial Hall be referred to the next Committee of the Whole meeting.

**CARRIED
OPPOSED BY MAYOR WOOD AND COUNCILLOR ALLEN**

RC-2023-10-13

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

Councillor Jackson

- Fraser Valley Regional Library Board (Municipal Director)
 - Attended a meeting on September 27, 2023
- Tourism Harrison
 - Attended a meeting on September 27, 2023

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023*

- Attended the UBCM convention from September 18-22, 2023

Councillor Allen

- Attended the Special Council meeting on October 12, 2023

Councillor Vidal

- Community Futures North Fraser Board of Directors – No Report
- Corrections Canada Citizen’s Advisory Committee
 - Attended meetings on September 6, 2023 and October 4, 2023
- Kent Harrison Joint Emergency Program Committee
 - Attended a meeting on September 26, 2023
- Participated in the Terry Fox Run on September 1, 2023
- Attended the UBCM convention from September 18-22, 2023
- Attended the Lower Mainland Local Government Association Strategic Planning session on September 27, 2023
- Attended the Fire Department Open House on October 14, 2023
- Congratulated Councillor Facio on receiving a plaque at the UBCM convention for 27 years of service to local government

Councillor Facio

- Fraser Health – No Report
- Fraser Valley Regional District Board (Municipal Director)
 - Attended meetings on September 14 and 28, 2023 and October 12, 2023
- Fraser Valley Regional Library Board (Alternate Municipal Director) – No Report
- Attended the UBCM convention from September 18-22, 2023

11. MAYOR’S REPORT

- Spoke on the rule of law and procedural fairness and forthcoming updates to the land development bylaws
- Reported that Storytime in the Park had a large turnout at the Harrison Hot Springs Elementary School
- Toured the Fraser Valley Regional District’s Emergency Operations Centre
- Attended the Lets’emot C2C meeting on August 30, 2023
- Reported on various meetings with the Minister of Emergency Management and Climate Readiness regarding the proposed evacuation route
- Reported on visitor numbers this year
- Reported that the CUPE collective agreement has been ratified
- Thanked the candidates who ran during the By-Election
- Reported on the use of Memorial Hall as an emergency cooling centre and thanked the volunteers for their contributions
- Reported on a Kent-Harrison Historical Society newsletter
- Visited the Social Club that operates on Thursdays at Memorial Hall
- Attended the Terry Fox run with Mayor Pranger and Councillor Vidal
- Reported on a FireSmart community meeting organized by a resident which featured Mayor McCormick of Kimberley as a speaker
- Reported on the October 12, 2023 Special Council Meeting orientation with Ron Poole

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023

- Thanked the Fire Department and Fire Chief for putting on their Open House event

12. REPORTS FROM STAFF

- (a) Report of Chief Election Officer dated October 16, 2023
Re: Results of By-Election

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the results of the 2023 Municipal By-Election Report be received; and

THAT staff bring forward draft amendments to the General Election and Other Voting Procedures Bylaw No. 1121, 2022 to include provisions for the placement of election signage.

**CARRIED
UNANIMOUSLY**
RC-2023-10-14

- (b) Report of Chief Administrative Officer dated October 16, 2023
Re: Release of Closed Meeting Resolutions

Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT the following closed meeting resolutions be received for information at the October 16, 2023 Regular Council Meeting:

THAT due to a public safety concern for people and property, Council authorize staff to have all four oak trees on Lillooet Avenue removed; and

THAT Council authorize staff to fund the tree removals and replacements from reserves.

SIC-2023-08-06

THAT staff be directed to research options including costing to make the oak tree removal area on Lillooet Avenue more aesthetically pleasing and report their findings back to Council; and

THAT staff be directed to work with the contractor during the removal of the oak trees to determine whether there is any salvageable wood that can be saved for possible use in a future beautification project of that same area.

SIC-2023-08-07

THAT the Kent – Harrison Joint Emergency Response and Recovery Plan be referred to the next Committee of the Whole meeting.; and

SIC-2023-08-12

THAT Council accept the resignation of Fire Chief Trevor Todd; and

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023

THAT Council appoint Curtis Genest as Acting Fire Chief; and
SIC-2023-08-14

THAT Ms. Judy Duffus, Mr. Allan Garneau and Mr. Robert Guimont be appointed to the
Advisory Planning Commission.
SIC-2023-08-17

CARRIED
OPPOSED BY COUNCILLOR ALLEN
RC-2023-10-15

- (c) Report of Chief Administrative Officer dated October 16, 2023
Re: 2023-2026 Strategic Plan

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT Council adopt the 2023-2026 Strategic Plan as amended by changing the name
to "2023 Strategic Plan".

CARRIED
OPPOSED BY COUNCILLOR ALLEN
RC-2023-10-16

- (d) Report of Community Services Coordinator dated October 16, 2023
Re: Resort Municipality Initiative

Moved by Councillor Allen
Seconded by Councillor Vidal

THAT the Resort Municipality Initiative Report dated October 16, 2023 be received for
information.

CARRIED
OPPOSED BY MAYOR WOOD
RC-2023-10-17

Moved by Councillor Allen
Seconded by Mayor Wood

THAT the businesses wanting the artificial skating rink to operate this winter be invited
to lease the equipment from the Village and form a business partnership to operate it.

MOTION FAILED
OPPOSED BY COUNCILLORS FACIO, JACKSON AND VIDAL

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023

Moved by Mayor Wood

THAT the funds that were to be used for the rink cover, firepits, and concession stand washrooms be redirected to fund the evacuation route project subject to the province's authorization.

**MOTION FAILED
LACK OF SECONDER**

Councillor Facio raised a point of order that the question was called.

- (e) Report of Community Services Coordinator dated October 16, 2023
Re: Health and Wellness Fair

Moved by Councillor Allen
Seconded by Councillor Vidal

THAT the Community Services Coordinator be authorized to work with the Age-Friendly Committee and community volunteers to plan a Health and Wellness Fair to be held on Saturday, April 13, 2024 at Memorial Hall.

**CARRIED
OPPOSED BY MAYOR WOOD**
RC-2023-10-18

- (f) Report of Community Services Coordinator dated October 16, 2023
Re: Rural Economic Diversification and Infrastructure (REDIP) and Active Transportation Infrastructure Grants Program

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT staff be authorized to submit a grant application to the Rural Economic Diversification and Infrastructure (REDIP) for up to \$1,000,000.

**CARRIED
OPPOSED BY MAYOR WOOD**
RC-2023-10-19

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT staff be authorized to submit a grant application to the British Columbia Active Transportation Infrastructure Grants program for up to \$500,000.

**CARRIED
OPPOSED BY MAYOR WOOD**
RC-2023-10-20

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023

- (g) Report of Community Services Coordinator dated October 16, 2023
Re: Community Emergency Preparedness Fund

Moved by Councillor Allen
Seconded by Councillor Facio

THAT staff be authorized to submit a grant application to UBCM's Volunteer and Composite Fire Departments Equipment and Training program for up to \$30,000.

**CARRIED
UNANIMOUSLY**
RC-2023-10-21

Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT staff be authorized to submit a grant application to UBCM's Disaster Risk Reduction – Climate Adaptation program for up to for up to \$5,000,000.

**CARRIED
UNANIMOUSLY**
RC-2023-10-22

Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT staff be authorized to submit a grant application to UBCM's Emergency Support Services Equipment and Training program for up to \$30,000.

**CARRIED
UNANIMOUSLY**
RC-2023-10-23

Moved by Councillor Allen
Seconded by Councillor Jackson

THAT staff be authorized to submit a grant application to UBCM's Emergency Operations Centres Equipment and Training program for up to \$30,000.

**CARRIED
UNANIMOUSLY**
RC-2023-10-24

- (h) Report of Community Services Coordinator dated October 16, 2023
Re: FireSmart Program and Funding Opportunities

Moved by Councillor Facio
Seconded by Councillor Allen

THAT staff be authorized to begin the process of having the Village recognized as a FireSmart neighbourhood; and

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023

THAT staff be authorized to prepare an application for the FireSmart Community Funding and Supports Program, an initiative of the Community Resiliency Investment Program up to a maximum of \$200,000 per year for up to two years.

Amendment moved by Mayor Wood
Amendment seconded by Councillor Allen

THAT the motion in the FireSmart Program and Funding Opportunities report dated October 16, 2023 be amended by adding the following:

THAT staff be directed to implement a plan in alignment with the Village's 2023 Strategic Plan to brand the Village as a FireSmart community, ensuring public life and infrastructure are at the forefront; and

THAT the utilization of the funding include the prioritization of the creation of a Community Wildfire Resiliency Plan, detailed Fuel Management Prescriptions and the completion of prioritized fuel management.

MOTION NOT VOTED ON

Moved by Mayor Wood
Seconded by Councillor Allen

THAT the meeting be adjourned at 9:51 p.m. and reconvene at 10:00 a.m. on Wednesday, October 18, 2023.

CARRIED
UNANIMOUSLY
RC-2023-10-25

WEDNESDAY, OCTOBER 18, 2023

Mayor Wood called the meeting to order at 10:00 a.m.
Mayor Wood acknowledged the traditional territory of Sts'ailes.

Moved by Councillor Allen
Seconded by Councillor Facio

THAT the Regular Council meeting be reconvened at 10:00 a.m. on Wednesday, October 18, 2023.

CARRIED
UNANIMOUSLY
RC-2023-10-26

12. REPORTS FROM STAFF (CONTINUED)

- (h) Report of Community Services Coordinator dated October 16, 2023
Re: FireSmart Program and Funding Opportunities

Amendment moved by Councillor Allen

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023

THAT Council resolve into a Committee of the Whole to discuss the FireSmart Program and Funding Opportunities.

MOTION FAILED
OPPOSED BY COUNCILLOR FACIO, JACKSON AND VIDAL

Moved by Councillor Facio
Seconded by Councillor Allen

THAT staff be authorized to begin the process of having the Village recognized as a FireSmart neighbourhood; and

THAT staff be authorized to prepare an application for the FireSmart Community Funding and Supports Program, an initiative of the Community Resiliency Investment Program up to a maximum of \$200,000 per year for up to two years; and

THAT staff be directed to implement a plan in alignment with the Village's 2023 Strategic Plan to brand the Village as a FireSmart community, ensuring public life and infrastructure are at the forefront; and

THAT the utilization of the funding include the prioritization of the creation of a Community Wildfire Resiliency Plan, detailed Fuel Management Prescriptions and the completion of prioritized fuel management.

CARRIED
OPPOSED BY COUNCILLORS FACIO AND VIDAL
RC-2023-10-27

Moved by Mayor Wood
Seconded by Councillor Allen

THAT the motion in the FireSmart Program and Funding Opportunities report dated October 16, 2023 be further amended by adding the following:

THAT staff retain a Registered Professional Forester with a fee not exceeding \$10,000 to work with the Fire Chief and staff to complete the application to UBCM for FireSmart Community Funding.

CARRIED
UNANIMOUSLY
RC-2023-10-28

Councillor Allen raised a point of order as to whether Council needs to vote on the main motion as amended.

Moved by Councillor Allen
Seconded by Councillor Vidal

That Council approve the motion in the FireSmart Program and Funding Opportunities report dated October 16, 2023 as amended:

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023*

THAT staff be authorized to begin the process of having the Village recognized as a FireSmart neighbourhood; and

THAT staff be authorized to prepare an application for the FireSmart Community Funding and Supports Program, an initiative of the Community Resiliency Investment Program up to a maximum of \$200,000 per year for up to two years; and

THAT staff be directed to implement a plan in alignment with the Village's 2023 Strategic Plan to brand the Village as a FireSmart community, ensuring public life and infrastructure are at the forefront; and

THAT the utilization of the funding include the prioritization of the creation of a Community Wildfire Resiliency Plan, detailed Fuel Management Prescriptions and the completion of prioritized fuel management; and

THAT staff retain a Registered Professional Forester with a fee not exceeding \$10,000 to work with the Fire Chief and staff to complete the application to UBCM for FireSmart Community Funding.

**CARRIED
UNANIMOUSLY**
RC-2023-10-29

- (i) Report of Planning Consultant dated October 16, 2023
Re: The Official Community Plan Bylaw No. 1184, 2022

Mayor Wood called for a first time if any Councillor wished to declare a conflict of interest in relation to item 12 (i).

Mayor Wood called for a second time if any Councillor wished to declare a conflict of interest in relation to item 12 (i).

Mayor Wood ruled item 12 (i) out of order as per Section 473, Division 4 of the *Local Government Act*.

- (j) Report of Planning Consultant dated October 16, 2023
Re: Rezoning Amendment Bylaw

Mayor Wood ruled item 12 (j) out of order due to procedural fairness not having been followed.

- (k) Report of Planning Consultant dated October 16, 2023
Re: Consideration on the Issuance of the Requested Development Permit

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT Development Permit DP 02/22 be issued to Razin Enterprises Limited for property located at 200 Hot Springs Road, Harrison Hot Springs for land legally described as:

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023*

Lot 7, Blk 1, Sec 13, Twp 4, Rg 29, W6M, New Westminster District Plan 251

Subject to the following:

- a) The registration of a save-harmless flood covenant that is acceptable to the Village, be placed on the title;
- b) For the installation of or the placement of any signs on the building or structure, the applicant must follow the requirements as outlined in the Village of Harrison Hot Springs Bylaw No. 1126, 2018, as amended from time to time. To start this process, a Comprehensive Sign Plan application must be submitted, and approved by the Village;
- c) The Village receiving an irrevocable letter of credit in the amount of \$1,072,058.00;
- d) The registration of a covenant on title, ensuring that four (4) accessible parking stalls are created for this development; and
- e) The authorization of staff to enter into negotiations for a Community Amenity Contribution, as opposed to a cash-in-lieu of parking settlement.

MOTION FAILED
OPPOSED BY MAYOR WOOD, COUNCILLORS ALLEN AND VIDAL

13. BYLAWS

None

14. NEW BUSINESS

- (a) New Business from Councillor Facio
Re: FireSmart Open House

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT staff be directed to liaise with the Fire Department, the Emergency Program Coordinator, Emergency Support Services and Emergency Management BC to organize a FireSmart Open House to be held at Memorial Hall to be held approximately the first week of November.

CARRIED
OPPOSED BY MAYOR WOOD
RC-2023-10-30

- (b) New Business from Mayor Wood
Re: Emergency Preparedness

Moved by Mayor Wood
Seconded by Councillor Allen

WHEREAS the Village qualifies for the highest in province, wildland-urban interface fire risk class, and

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023*

WHEREAS the Village has no evacuation emergency exit, only a single lane road in and out of the Village, and

WHEREAS the District of Kent will be submitting the application for the Ruby Creek evacuation route through parkland to the province for approval at the September 2023 UBCM convention, and

WHEREAS the province extended the state of emergency for unprecedented wildfires and drought this past summer, and

WHEREAS the province ministers had weekly meetings with all mayors and their senior staff this past summer where Mayor Wood spoke four (4) times with an urgent plea to expedite the approval of the emergency route through provincial parkland to no avail, and

WHEREAS the Village has a very high level and mostly incomplete joint emergency response and recovery plan with the District of Kent, and

WHEREAS the Village has no evacuation plan, and

WHEREAS as per Bylaw No. 610, 1994 the Village is to provide a four (4) program approach addressing prevention, preparedness, response and recovery, of which the Village has no prevention or preparedness plan and an incomplete response and recovery plan 29 years later, and

WHEREAS the Village has a 2017 Village Wildfire Master Plan of which no recommendations have been implemented six (6) years later, and

WHEREAS McCombs Drive between McPherson Road and Hadway Drive is the Village's second exit route if Hot Springs Road is blocked and this area lacks municipal fire hydrants, and

WHEREAS the Village's present municipal water system for interface fire fighting is inadequate, and

WHEREAS during the 2023 "heat dome" the municipal water storage reservoir went into alarm, indicating the need for more storage as supported in the 2015 Water Master Plan, and

WHEREAS the Village lacks an interface fire response plan, only having a "process", and

WHEREAS the Village lacks an asset plan for replacement, new fire fighting equipment and facility needs due to the increasing heights of new development approved and pending, and

WHEREAS the Village relies on the District of Kent's water tanker for distribution due to lack of hydrants or water sources, and

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023

WHEREAS the Village relies on paid volunteer fire fighters, chief, and has no fulltime dedicated staff for public emergencies, and

WHEREAS the FVRD has professional staff in emergency management, and

WHEREAS as per section 116 of the BC *Community Charter*, it is the Mayor's responsibility to, in the Mayor's opinion, recommend bylaws, resolutions and other measures that may assist the peace, order and good government of the municipality, therefore be it resolved

THAT staff be directed to engage with the FVRD with urgency and report back to Council with availability, timeframe, and costs to produce and oversee an evacuation plan, a prevention plan, a preparedness plan and a response and recovery plan.

CARRIED
OPPOSED BY COUNCILLORS FACIO AND VIDAL
RC-2023-10-31

Moved by Mayor Wood
Seconded by Councillor Facio

WHEREAS the Village is waiting for the District of Kent to submit the application for the Ruby Creek evacuation route through provincial parkland to the province, and

WHEREAS no submission has been made to date, and

WHEREAS Village Council approved this route almost four (4) years ago, and

WHEREAS the province ministers had weekly meetings with all mayors and their senior staff this past summer where Mayor Wood spoke four (4) times with an urgent plea to expedite the approval of the emergency route through provincial parkland to no avail, therefore be it resolved

THAT staff be directed to immediately work with the District of Kent to set up a joint meeting with all parties involved for approval of the Ruby Creek evacuation route and to provide all Councillors a copy of the pending application submission by the District of Kent.

CARRIED
UNANIMOUSLY
RC-2023-10-32

Mayor Wood recalled the following motion:

"THAT the funds that were to be used for a cover for the rink, firepits, and concession stand washrooms be redirected towards the proposed evacuation route project subject to the province's authorization."

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023

Moved by Mayor Wood
Seconded by Councillor Allen

THAT the funds for a cover for the rink, firepits, and washrooms be redirected towards the proposed evacuation route project subject to the province's authorization.

MOTION FAILED
OPPOSED BY COUNCILLORS FACIO, JACKSON AND VIDAL

Moved by Mayor Wood
Seconded by Councillor Allen

WHEREAS the Village relies on paid volunteer fire fighters, chief, and have no fulltime dedicated staff for public emergencies, therefore be it resolved

THAT staff be directed to report back to Council at the next regular meeting of Council with recommendations on using FVRD or Village staff for a Paid Fire Chief/Public Safety Manager role.

MOTION FAILED
OPPOSED BY COUNCILLORS FACIO, JACKSON AND VIDAL

Moved by Mayor Wood
Seconded by Councillor Allen

WHEREAS the Village lacks an asset plan for replacement, new fire fighting equipment, and facility needs due to the increasing heights of new development approved, pending, and interface fires, therefore be it resolved

THAT staff be directed to provide Council with a report of fire equipment and facility needs for asset planning and funding.

CARRIED
UNANIMOUSLY
RC-2023-10-33

Moved by Mayor Wood
Seconded by Councillor Facio

WHEREAS McCombs Drive between McPherson Road and Hadway Drive is the Village's second exit route if Hot Springs Road is blocked and this area lacks municipal fire hydrants, therefore be it resolved

THAT staff be directed to engage a professional engineering consultant to produce a grant funding application for municipal fire hydrants along McCombs Drive between McPherson Road and Hadway Drive.

CARRIED
UNANIMOUSLY
RC-2023-10-34

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023

Moved by Mayor Wood
Seconded by Councillor Jackson

WHEREAS the Village has not prepared the forest areas for interface fires, therefore be it resolved

THAT staff be directed to report back to Council at the next regular meeting of Council with recommendations on the prescribed treatment of the Spirit Trail as per the 2017 Wildfire Master Plan, not to exceed \$30,000.00 and to be funded internally.

**CARRIED
UNANIMOUSLY**
RC-2023-10-35

Moved by Mayor Wood
Seconded by Councillor Allen

WHEREAS the Village's present municipal water system for interface fire fighting is inadequate, and

WHEREAS during the 2023 "heat dome" the municipal water storage reservoir went into alarm, indicating the need for more storage as supported in the 2015 Water Master plan, and

WHEREAS the Village relies on the District of Kent's water tanker for distribution due to lack of hydrants or water sources, and

WHEREAS the Village presently has approximately 200 more new connections with developments already approved by Council to be added, therefore overloading the municipal water system, therefore be it resolved

THAT staff be directed to expedite the updating of the Water Master Plan per Council's 2023 Strategic Plan and to report back to Council on the lack of fire fighting municipal water during a recent heat dome.

**CARRIED
UNANIMOUSLY**
RC-2023-10-36

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023

Moved by Mayor Wood
Seconded by Councillor Allen

WHEREAS the Mayor does not have emergency contacts available, therefore be it resolved

THAT staff provide names and cell phone numbers of all senior staff, Councillors and all emergency staff, and the list be put on a wallet sized laminated card for all of Council.

CARRIED
UNANIMOUSLY
RC-2023-10-37

- (c) New Business from Councillor Allen
Re: Oak Trees on Lillooet Avenue

Councillor Vidal raised a point of order that this agenda item is inappropriate as it talks about consideration of a matter that has been previously dealt by council.

Mayor Wood recognized the point of order and overruled it.

Moved by Councillor Allen
Seconded by Mayor Wood

WHEREAS the last surviving oak trees on West Lillooet Avenue are an important part of the Village streetscape, and

WHEREAS the trees have historic and cultural value, beyond their environmental value, and

WHEREAS the Village's Urban Forest Management Plan calls for the retention and maintenance of mature trees, and

WHEREAS Council has not yet seen the arborist report concerning these trees, therefore be it resolves

THAT staff be instructed to take no further action concerning these four oak trees until Council has had an opportunity to review the arborist report and explore preservation options for them.

MOTION FAILED
OPPOSED BY COUNCILLORS FACIO, JACKSON AND VIDAL

- (d) New Business from Councillor Allen
Re: Wildfire Hazard Management

Councillor Allen withdrew this item as it had been addressed in the discussions of item 12 (h).

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
October 16 and 18, 2023

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

Questions from the public were entertained.

Moved by Councillor Jackson
Seconded by Councillor Facio

THAT the meeting be adjourned at 12:18 p.m.

**CARRIED
UNANIMOUSLY**
RC-2023-10-38

Ed Wood
Mayor

Amanda Graham
Corporate Officer

DRAFT



Royal Canadian Mounted Police Gendarmerie royale du Canada
 Commanding Officer Commandant divisionnaire

October 12, 2023

Province of British Columbia
 Mayors and City Managers

Dear Respected Colleagues/Community Partners,

I wish to take this opportunity to update you on RCMP Commissioner Mike Duheme's visit to British Columbia last week.

However, I first want to thank you for your support following the on-duty homicide of Constable Frederick "Rick" O'Brien on September 22, 2023 in Coquitlam, B.C. I know that many municipal representatives attended the regimental funeral on October 4, 2023 at the Langley Events Centre and your presence there was sincerely appreciated by the family of Constable O'Brien and his RCMP colleagues.

While Commissioner Duheme touched on several topics in media interviews during his visit, he asked that I pass along his assurances that specific action is being taken in relation to recruiting and vacancies here in British Columbia. These actions to date include:

1. Modified recruiting practices that see applicants returning to their home province if they choose to do so—98 percent—do!;
2. Streamlined recruiting practices to reduce delays and increase the speed of processing applicants;
3. Ongoing recruiting and information sessions at detachments, career fairs and community events—nearly 175 across the province so far this year;
4. Divisional processing and selection of the Experienced Police Officers (EPO) program to streamline applications for quick entry into duty;
5. E Division is one of three divisions embarking on a pilot to develop a de-centralized model for recruiting. E Division would continue to be responsible for proactive recruiting, and would add administrative processes for file management all the way up to troop loading at Depot.

These actions are leading to significant momentum in recruiting and hiring trends throughout BC and nationally as follows:

1. **Applicants:** There are 6,072 applicants in process across the country. This represents, 1,997 applicants that are within the divisional proactive unit stage, and 4,075 active applicants at assessment phase and beyond;
2. **BC Applicants:** Most recent number is 2,109 applicants. This number is fluid;
3. **Experienced Police Officer (EPO) program:** 108 EPOs hired in BC since last year. Specifically, 43 were hired in the 2022/2023 fiscal year. This year, so far, 65 EPOs have been hired;
4. **EPO increase:** EPO hiring has increased 51 percent this year over last fiscal year. These officers are serving all over British Columbia;
5. **Diversity:** 39 percent of all recent BC applicants, self-identify as members of a racialized community and Indigenous persons;

CO: T23-0294 / pd

6. **Cadets and Troop Load:** We have increased troop size from 24 to 32. Troops 17 forward (August 2023) are now being loaded at 32.
7. **BC RCMP Cadets:** E Division receives approximately 1/3 of cadets.

Of all our initiatives, the most positive feedback we are receiving is the ability of new cadets to return to their home province of British Columbia. Given the high number of BC applicants, we have also initiated bi-monthly "Pathways" presentations at Depot to showcase BC RCMP posting opportunities in Northern BC.

The second bit of feedback cited by our Experienced Police Officers and cadets as a factor for joining the RCMP, are the vast number of career options available to serve our communities. The RCMP has a lot to offer – from career diversity, world class training, competitive salaries and comprehensive benefits.

In a competitive labour market, this is of significant appeal to our target applicant group and, with wage equivalency to other police agencies, is a driving factor in making the RCMP an employer of choice.

We are committed to continuing to support these processes and adding others to ensure we continue the momentum in serving our communities and responding quickly to those needs.

Kind regards,



Dwayne McDonald
Deputy Commissioner
Commanding Officer BC RCMP

14200 Green Timbers Way
Mailstop #308
Surrey, BC V3T 6P3

Admin

From: Megan Hart

Sent: Sunday, October 15, 2023 8:05:59 AM

To: Reception <info@harrisonhotsprings.ca>

Cc: Ed Wood <ewood@harrisonhotsprings.ca>; John Allen <jallen@harrisonhotsprings.ca>; Michie Vidal <MVidal@harrisonhotsprings.ca>; Allan Jackson <ajackson@harrisonhotsprings.ca>; Leo Facio <LFacio@harrisonhotsprings.ca>

Subject: Bike lanes

Good morning,

I am sending this note to add my name to the list of those **opposed** to the idea of bike lanes being developed throughout the village. A designated bike lane down Hot Springs Road possibly, but through the village itself, absolutely not!

The cost of this... regardless of grants is a complete waste of time and money!

Our village focus needs to be in line with what the residents have been asking for such as a secondary route out and fuel management throughout our adjacent forest land.

Regards,
Megan Hart

Admin

From: Dana Britton

Sent: Sunday, October 15, 2023 3:55:05 PM

To: Ed Wood <ewood@harrisonhotsprings.ca>; John Allen <jallen@harrisonhotsprings.ca>; Leo Facio <LFacio@harrisonhotsprings.ca>; Allan Jackson <ajackson@harrisonhotsprings.ca>; Michie Vidal <MVidal@harrisonhotsprings.ca>; Reception <info@harrisonhotsprings.ca>

Subject: Proposed Bike Lanes on Miami River Drive

Good afternoon, Mr. Mayor, Councillors and Village Staff:

I have read, with great interest, about the proposed bike lanes along Miami River Drive, as I am a keen cyclist and ride almost daily in the Village throughout most of the year.

I am curious what the problem is that you are trying to fix by the addition of bike lanes along this street. In the two years I've lived here, I conservatively estimate that I have ridden Miami River Drive 200+ times (likely closer to 400 but I don't want to exaggerate), and I have never had a close call. In fact, I've never even had a far call. I regularly ride down McCombs and use Miami River Drive to cut over to the Post Office, and almost always return home along the same streets in reverse. It is, without exception, a safe and quiet route in both directions.

Miami River Drive is wide, with excellent visibility, smooth pavement and not much traffic. There is ample room for resident, business and tourist parking on both sides as well as vehicles driving, multiple pedestrians, cyclists and one or more of the quad-cycles. Even if these all occurred simultaneously, there is space for this to happen safely and I've yet to encounter anyone speeding along there.

Bike lanes on Miami River Drive are an unnecessary and objectional way to spend money. They will create a conflict between cyclists and people (residents and tourists alike) trying to park along this wide, welcoming road. Currently it is perfectly safe, self-regulating and requires no investment. Where is the problem?

If there are dollars to spare for transportation improvements, I would rather see the following:

- Pave the walking trail along McCombs so that it is usable by people with mobility issues and families with strollers. The gravel surface is unsuitable for people who require a stable surface, which is why so many people elect to walk along the road. A paved path would also look tidier and more permanent. If it were widened slightly, it could even serve as a shared multi-use pathway with pedestrians and cyclists although this would require respect from both groups of people as well as clear markings on the pavement indicating a lane for each.
- Resurface the shoulder on Hot Springs Road from the Sasquatch Bench corner heading North towards the lake. This shoulder would make a perfectly adequate bike lane if the pavement was smoother. As it stands now, it is safer than riding within traffic but quite uncomfortably uneven.

Another proposal to consider that would increase cyclist safety in an extremely cost effective manner is this:

Post a cycling route sign at the Sasquatch Bench corner directing cyclists towards McCombs. There is already a signpost at the perfect spot so a Cycling Route sign could simply be added to the existing pole. Post a few Share the Road signs along McCombs (again, on existing poles for the most part) and you have created a safer, more enjoyable entrance into our Village for resident and visiting cyclists at very little cost while reducing driver stress on Hot Springs Road.

I strongly urge you to abandon the proposal for bike lanes along Miami River Drive. They simply are not necessary and, in fact, would create a problem in what is currently a perfectly lovely neighbourhood.

Sincerely,
Dana Britton

Admin

From: Phoebe Lazier <phoebe.lazier@bcruralhealth.org>

Sent: October 17, 2023 9:37 AM

Subject: Seeking Municipal Endorsement: Understanding the Relationship Between Local Healthcare and Economic Vitality

Dear rural BC municipalities,

My name is Phoebe Lazier and I am reaching out to you today on behalf of the [BC Rural Health Network \(BCRHN\)](#) and the [UBC Centre for Rural Health Research](#).

The BC Rural Health Network (BCRHN) is a not-for-profit society that leads initiatives to improve healthcare in rural and remote communities across British Columbia by employing community-driven solutions and advocacy rooted in solid science. Confronting challenges exacerbated by the COVID-19 pandemic and a growing disconnect between rural residents and their healthcare systems, the BCRHN champions communication and solution-sharing among rural communities, recognizing that although communities are unique, there is pan-provincial applicability of local, successful health strategies.

I am seeking written support for a project we are currently working to secure funding for through the Rural Economic Diversification and Infrastructure Program (REDIP) grant. This project focuses on uncovering the relationship between local access to health care and economic development and vitality in rural British Columbia. We aim to bridge this information gap by reaching out to industry and business, as well as community leaders in communities across BC to understand the role of local health services in promoting local industry.

As rural residents, we experience first-hand the connection between the current healthcare resources and the economic vitality of the communities we live in. Having the data and evidence to validate what we witness is crucial in supporting the claim that healthcare systems are a direct driver of rural economies. We believe that the data drawn from this project has the potential to have a positive effect on healthcare and economic development for municipalities across rural BC.

If this project is something that you are willing to support through action, I have attached a template for a letter of support. Please feel free to use this template and/or add your personal touch and send it to me at phoebe.lazier@bcruralhealth.org. I cannot thank you enough for your support. I look forward to the prospect of engaging with your community in relation to this exciting project opportunity. If you have any questions, concerns, or comments, please do not hesitate to reach out to me.

Sincerely,

Phoebe Lazier



The BCRHN is the healthcare voice of the rural residents of British Columbia and seeks better health outcomes for all people, through solutions-based approaches with governments, and information provision to residents.

The BCRHN is grateful to live, work, and be in relation with people from across many traditional and unceded territories, covering all regions of British Columbia. We are honoured to live on this land and are committed to reconciliation, decolonization, and building relationships in our communities

Please consider the environment before printing this e-mail.

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HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Brad Vis

Member of Parliament
Mission—Matsqui—Fraser Canyon

October 23, 2023

Ed Wood, Mayor
The Village of Harrison Hot Springs
Sent via: ewood@harrisonhotsprings.ca

Re: Cannabis Act Review

Your Worship,

I write today to raise concerns from our shared constituents over jurisdictional responsibilities related to the Cannabis Act. Since I was elected, I have been advocating for the federal government to empower provinces and municipalities with the resources required to enforce the Cannabis Act regulations downloaded upon them.

Currently, the Cannabis Act is undergoing a review as mandated by legislation three years after it was enacted. I am pleased to have sponsored House of Commons' petitions started by constituents calling on the federal government to address major gaps in cannabis regulations. Better information sharing is needed between Health Canada and law enforcement to ensure police have accurate and readily available information on licensed producers. Provincial and local governments are expected to manage excessive noise complaints, illegal dumping, odor, pollution and fire safety; however, they are often blocked from exercising authority when it comes to licensed producers for medical purposes. Health Canada needs to recognize this quagmire of responsibility and empower local governments.

...1/2

If you have not already done so, I encourage you to share your governments' input to be included in the legislative review to the Cannabis Act Legislative Review Secretariat at legreview-examenleg@hc-sc.gc.ca.

Should you require more information on jurisdictional responsibilities of the Cannabis Act for municipalities, you may wish to refer to the Municipal Guide to Cannabis Legislation developed by the Federation of Canadian Municipalities, which offers suggestions on tools such as implementing any limitations on zoning or requiring building permits and inspections of electrical work at personal production sites. For more info, please visit: <https://fcm.ca/en/resources/municipal-guide-cannabis-legalization>

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Vis', with a stylized flourish at the end.

Brad Vis, M.P.
Mission-Matsqui-Fraser Canyon

Admin

From: Crystal Tremblay
Sent: Thursday, October 26, 2023 11:02:25 PM
To: Ed Wood <ewood@harrisonhotsprings.ca>
Subject: Bike Lane -proposed.

Caution! This message was sent from outside your organization.

Dear Mayor,
I live on Miami River Dr. I understand that a bike lane has been proposed.
Instead the money should go towards paving all the gravel trails AND fixing the roads perhaps ?
We do not need a bike lane and I know a lot of people who are not happy with the idea.
What do we need to do to stop this new proposed bike lane ?
There are a lot of cities who the bike lanes aren't working .
Please reconsider this and utilize the money elsewhere.
Thank you for your time

Crystal Tremblay

Amanda Graham

From: Ed Wood
Sent: October 26, 2023 8:07 AM
To: Jayne; Amanda Graham
Cc: John Allen; Leo Facio; Allan Jackson; Michie Vidal; Tyson Koch
Subject: Re: 2 issues.....

Categories: To-Do

Good morning Jayne

I will ask staff to include your email at the next regular meeting of council under correspondence. This will allow council the opportunity to discuss

Ed Wood, Mayor

Village of Harrison Hot Springs
P.O. Box 160, 495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

Ph: 604-845-0753
Village Office: 604-796-2171
Website: www.Harrisonhotsprings.ca

From: Jayne
Sent: Thursday, October 26, 2023 6:42:11 AM
To: Ed Wood <ewood@harrisonhotsprings.ca>
Cc: John Allen <jallen@harrisonhotsprings.ca>; Leo Facio <LFacio@harrisonhotsprings.ca>; Allan Jackson <ajackson@harrisonhotsprings.ca>; Michie Vidal <MVidal@harrisonhotsprings.ca>
Subject: 2 issues.....

Caution! This message was sent from outside your organization.

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I am strongly opposed to your bike lane proposal and application. Bike lanes are not wanted NOR more importantly NOT needed in Harrison and are a complete waste of public funds should the application be approved. The traffic in residential areas is minimal and presents no risk to cyclists. Miami River Drive, perhaps the busiest of residential streets, is wide enough, thereby negating the necessity of any bike lane. I am certain there are many more recreation projects that would be more beneficial to the community aka a dog park. Please reconsider this application and withdraw it from the process.

I am requesting a speed hump be placed along the straightaway strip of Miami River Drive from Hot Springs Road. Visitors AND residents!! alike gun it from both directions! I asked for this way back when, when speed humps were being considered. To me it was a "no brainer" but greater minds prevailed and the problem still remains.

I would appreciate everyone's input and comments.

Thank you for your time.
Jayne Fleming

Inspector Brian Donaldson
14200 Green Timbers Way
Mailstop #308
Surrey, BC V3T 6P3

Sent via Email: brian.donaldson@rcmp-grc.gc.ca

October 27, 2023

Dear Inspector Donaldson,

On behalf of the Chair & Mayor's Committee of the Fraser Valley Regional District, I am writing to follow up on the ongoing discussions regarding the BC Highway Patrol (BCHP) service delivery model.

In late August, we were advised by Chief Superintendent Holly Turton that the transfer of responsibility for traffic-related calls for service on provincial highways from BCHP to municipalities had been delayed. Through her correspondence, we understood that engagement with a "small number of municipalities" was going to occur before a new implementation plan could be set.

While we remain of the view that all communities in the Fraser Valley are going to be significantly affected by this proposed change, the communities of Hope, Chilliwack and Abbotsford, situated on the Highway 1 corridor, will experience the most significant impacts if BCHP no longer responds to traffic-related calls for service. As we understand it, to date, none of these communities have been contacted.

Working through the Fraser Valley Regional District, we would be happy to arrange a time to engage with member municipalities on this issue and would be willing to host the RCMP and the Ministry of Public Safety and Solicitor General (PSSG) for this dialogue.

If you could please provide us with an update on the planned engagement process and the anticipated timelines, it would be greatly appreciated. As your partner in policing, FVRD member municipalities look forward to the consultation.

Sincerely,



Paul Horn,
Chair, FVRD Chair & Mayor's Committee

cc. Doug Scott, Deputy Solicitor General
Assistant Commissioner Maureen Levy, Lower Mainland District Commander
Chief Superintendent Holly Turton, OIC BC Highway Patrol
MLA Jackie Tegart
MLA Kelli Paddon
MLA Pam Alexis
MLA Dan Coulter

MLA Mike de Jong
MLA Bruce Banman
MLA Bob D'Eith
FVRD Mayors & CAOs

Admin

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>

Sent: Tuesday, October 31, 2023 11:36 AM

To: Reception <info@harrisonhotsprings.ca>

Subject: Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

Your Worship Mayor Ed Wood and Council
Harrison Hot Springs
E-mail: info@harrisonhotsprings.ca

Dear Mayor Wood and Council:

As Minister of Children and Family Development, I am once again honoured to declare that November will be recognized as Adoption Awareness Month, and I invite you to celebrate with me and help raise awareness for children and youth still waiting for permanent families.

Adoptive families make a difference in the lives of children and youth by providing care, stability, and a sense of belonging. This month, the province is celebrating the families that give children and youth love and support as permanent members of their family. These families ensure that children and youth have a strong foundation to build their lives and stay connected to their community and culture.

November is also about recognizing that there are children who are still in need of permanent homes. Every child deserves the love and support of a nurturing family. There continues to be a need for more adoptive families in British Columbia to provide children with permanent, secure, and loving homes.

I encourage you to share the following resources with your community members who are interested in becoming an adoptive or permanent family in British Columbia, including:

- The [Ways to Adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country;
- [Adopt BC Kids](#) is an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application; and
- [The Adoptive Families Association of British Columbia](#) website provides information and support services for families who wish to adopt now or in the future.

Please join me in celebrating November as Adoption Awareness Month. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive and permanent families in your community.

Sincerely,

Mitzi Dean
Minister

Sent on behalf of the Minister by:



Client Relations Branch
Executive Operations
Ministry of Children and Family Development

This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca.

To: Mayor and Council, Village of Harrison Hot Springs
From: Ron Poole, Municipal Advisor, Poole Consulting Ltd.
Contract Completion Date: October 31st, 2023
Date: November 6, 2023
Subject: Municipal Advisor's Final Report

Context:

The Village of Harrison Hot Springs requested support from the Ministry of Municipal Affairs in a letter dated February 27, 2023. A contract was struck between Poole Consulting Ltd. and the Ministry which allowed work to commence on March 15, 2023. The contract was intended to conclude June 15th, 2023. However, the parties agreed to two additional extensions, with the final extension concluding on October 31, 2023.

The Inspector of Municipalities, in a response letter back to council, noted that the role of the Municipal Advisor will include the following:

1. Providing governance workshops and support to council and senior staff, with a focus on good governance and responsible conduct, including consideration and development of a code of conduct, and council roles and responsibilities.
2. Providing mentorship to council and senior staff in relation to local government administration and decision-making.
3. Assisting council and senior staff with the assessment and implementation of strategic priorities, as required.

Council was advised that the Municipal Advisor “is a neutral, third-party with local government experience who will serve as a support, mentor and liaison between council and senior staff with a focus on building professional relations and effective council practices. While the Municipal Advisor will work to gain a better Village of Harrison Hot Springs understanding of the state of affairs in the Village, the role is not investigative, and will not involve any inquiry into local government matters, again the focus is on building professional relations and effective council practices.”

The Inspector also stated “I trust that all members of council will engage and participate with the Municipal Advisor including any workshops and other sessions that will be held to develop better governance practices and enable the Village to move forward with its

critical municipal business. I must remind council that order, civility and responsible conduct must prevail for the good of your community.” The focus of the Municipal Advisor has been on these deliverables and has strongly encouraged full participation in all council and staff workshops.

The final deliverable of the contract with the Ministry of Municipal Affairs is the preparation of a Report with recommendations to Village of Harrison Hot Springs council.

General Observations:

Council Roles and Conduct

Since the October 2022 election, Mayor and council have struggled to become a cohesive and effective governing body. There was large public attendance at earlier council meetings and less control of how meetings were conducted. It has been difficult for council to understand that they must operate as a whole and not as individuals. Decisions are made democratically by voting. A council member’s real authority is in how well they can influence others around the table. This can only be done through a properly conducted meeting where everyone’s opinion and comments are heard and respected. Meetings are meant to encourage dialogue and collectively find the best solution to a problem or challenge.

As discussed at the October 12, 2023 Council Orientation meeting, all members of council must “park their differences at the door” when attending any municipal meeting. It was agreed that everyone wants the best for the community, and this can only be accomplished when we are willing to work together. The role of the Mayor presiding over the meeting is extremely important. The Mayor sets the tone and controls the discussion. As chair, he/she should ensure that the agenda is adhered to and that everyone is heard and not discouraged from speaking. This is an area that Mayor and council would greatly benefit from with further training. **(Recommendation #1)**

In the afternoon of the October 12, 2023 Orientation meeting, council reviewed the Procedure Bylaw to understand the current rules of procedure for Harrison Hot Springs council meetings. There was agreement in the room that changes could be made to improve the bylaw. **(Recommendation #2)**

Set Strategic Direction

Municipal councils are empowered to address the existing and future needs of their community by making decisions and establishing a collective vision. Tools used by local governments to establish direction are done by adopting a Strategic Plan and/or an Official Community Plan.

Council recently adopted the Strategic Plan, which came from a public planning session in August. This plan took into consideration feedback received from the public. A strategic plan is not static and should be flexible enough to recognize change that occurs over time in a municipality. The Strategic Plan is considered a high-level guiding document which sets out the vision and priorities of the Village of Harrison Hot Springs. The plan establishes a framework in which the operations can align with council's vision. Staff and the public now know what guides council and what is most important to achieve. These projects are then embedded into the annual budget in order to achieve council's vision. This plan should be reviewed annually by council in order to ensure that it remains updated and relevant.

Additionally, the Official Community Plan describes the long-term vision of the community. As stated in Section 875 of the Local Government Act, these plans;

- Are a statement of objectives and policies that guide planning and land use management
- Impact a community's sustainability and resilience
- Outline long-term development plans for a community
- Outline how a local government plans to exercise its powers

Council has had the adoption of the Official Community Plan on the past couple of council agendas and should complete discussion and action on this item. **(Recommendation #3)**

Communication

Much of what is being said about council is also what is also being discussed on social media. All members of council should understand the appropriate and inappropriate use of this form of communication. Council needs to be cognizant that the municipality has an established policy that deals with social media communication. This policy is intended to:

- ensure that Mayor and council members understand their responsibilities to the Village and their colleagues;
- protect the Village's confidential business information, privacy, interest and reputation; and
- establish a standard for professional and respectful online communication

Each member of council should review and understand their role as to the proper use of social media. **(Recommendation #4)**

At the October 12, 2023 council orientation, there was concern that the Mayor was unaware of items that are put on the council agenda. The Corporate Officer has the responsibility to prepare an agenda of all business to be brought forward at each meeting. This is an administrative duty. Once drafted the agenda is discussed with the CAO. The CAO has established a regular meeting time with the Mayor in order to ensure that the Mayor is aware of all items on agenda. It is important that the Mayor and CAO continue to commit to this meeting in order that the presiding officer is aware of and is briefed of what is being dealt with at the next meeting **(Recommendation #5)**

Staff

The Village of Harrison Hot Springs is fortunate to have such a high degree of professionalism from a relatively new staff. My time in Harrison Hot Springs working with Interim CAO, Kelly Ridley, current CAO, Tyson Koch and all senior staff, has been nothing less than extremely professional, respectful and thoroughly enjoyable.

I conducted staff orientation sessions as well as educated staff on how to tie council's strategic vision into the day-to-day operations. This is a committed team that strives to provide a high level of service to the community and the elected body.

The organization has gone through high staff turnover since the election, and attracting good talent is challenging at best. The market is saturated with job postings. Currently 620 local government vacancies in BC are listed on Civic Info BC. In order to ensure that politics (governance) does not fuse with administration, it is important that Mayor and Council respect the one employee system. As discussed during the orientation session, the CAO position is established to oversee and manage all staff. It is this one position that

reports to council. Council was elected to govern, not administer the municipality. Staff are the experts hired, not elected, to handle the operational side. In order to recognize the importance of this relationship, many municipalities and regional districts sign Council-CAO Covenants that acknowledge this significant relationship. **(Recommendation #6)**

Code of Conduct

The real issue facing Harrison Hot Springs council is its inability to work cohesively. This is evident when watching previous council meetings where process and proper conduct has fallen apart. Although the role of the Municipal Advisor is just that, “to advise”, nobody can change the personality or actions of another individual, if that individual chooses not to change.

This council is plagued by years of prior history (whether informed personal experience or through an elected capacity) that affects their current actions to date. We say we are willing to work together, yet our actions at, and away, from the council table tell a different story.

In order to reduce the risk of further bad performance, it is strongly recommended that council seriously consider a stronger code of conduct (similar to what was presented at an earlier meeting by the Interim CAO). This draft code was modelled after the Squamish Code of Conduct, which represents one of the strongest codes of conduct in the province. “The Code of Conduct and suite of related bylaws and policies is intended to ensure a fair, honest and respectful environment amongst members of council, staff and Committee members.”

I am aware that the role of the Municipal Advisor, as well as that of the Province, is limited when it comes to reprimanding an elected official. A strengthened Code of Conduct is likely your next best step in this process, as my appointed role with the Province and Harrison Hot Springs ends. **(Recommendation #7)**

Recommendations

- 1) That Council establish a professional education budget to recognize on-going elected official training.** Council should direct staff to budget \$15,000 towards council training with a focus on:
 - Role of Mayor & council (bring in a previous Mayor/elected official such as George Cuff or Frank Leonard)
 - Meeting conduct and parliamentary rules (hire a skilled parliamentarian such as Lisa Zwarn or Eli Mina to educate council on Roberts Rules, etc.)

- 2) That Council revise the current Procedure Bylaw.** Comments and thoughts from the October 12, 2023 afternoon orientation session should be brought forward in an open meeting for consideration of changes to the existing Procedure Bylaw.

- 3) That Council finalize the adoption of the Official Community Plan.**

- 4) That Mayor and Council review and understand the existing Social Media Communications Policy (1.32).** In addition, it is also recommended that a professional Media and Communications facilitator provide a half day training session for all council members and staff on the proper use of social media as officials of the Village.

- 5) That the CAO and Mayor continue with the regularly scheduled council agenda briefing meetings.** These meetings are scheduled for 8:00 am on the Thursday morning prior to the council meeting the following week. All agenda items will have been received at noon the day prior, and once reviewed by the CAO & Mayor, will then be finalized the rest of the day and sent out to council on Friday. This is a standard process that allows council ample time to read and review the information prior to the Monday meeting.

- 6) That Council establish a Council-CAO Covenant in order to ensure clarity of roles and to establish a respectful relationship.** Examples have been provided to the CAO. A draft covenant can be brought forward to a future meeting for consideration.

- 7) Finalize and adopt a Code of Conduct.** This has been on a prior council meeting agenda and should be revisited.

VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** November 6, 2023

FROM: Ken Cossey MCIP, RPP **FILE:** 3360-20-Z02/23
Planning Consultant (259 Hot Springs Road)

SUBJECT: Rezoning Amendment Bylaw

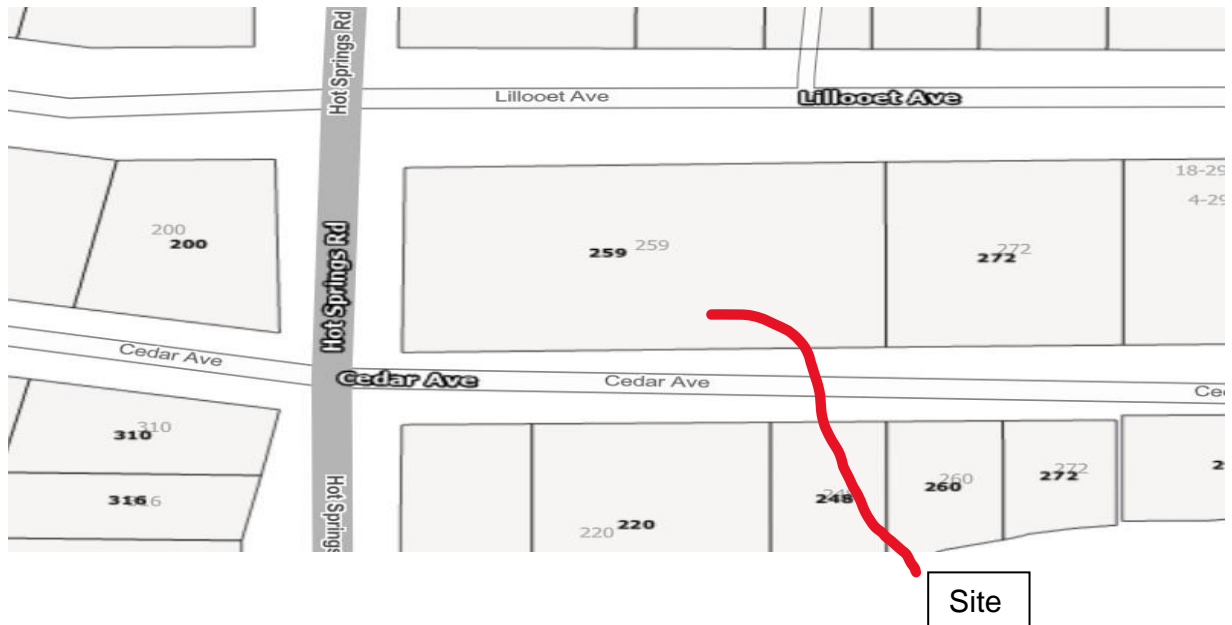
ISSUE:

Review of Zoning Amendment Bylaw No. 1194, 2023. This includes consideration of the suggested referral agencies, and the setting up of a Public Notification meeting. The Amendment Bylaw proposes to change the current Floor Area Ratio from 1.5 to 1.8, change the Lot Coverage from 75% to 89.39% and change the Building Height from 15 M to 17.61 M.

BACKGROUND INFORMATION:

Based upon a review of the Village’s Official Community Plan (OCP), the site is within the Village Centre designation, and within the Lakeshore Development Permit Area.

As per the Village’s Zoning Bylaw No. 1115, 2017, the site is zoned as Village Commercial (C-1) and is bounded by Lillooet Avenue to the north, Hot Springs Road to the west, and Cedar Avenue to the south.



Site Information

The site is approximately 0.41 Ha (4,062 M² or 1.01 Ac) in area and currently contains a motel, 25 RV sites, a tent camping area, and a small restaurant. All existing Buildings or Structures are to be demolished when the development application is approved. The surrounding uses include restaurants, hotels, a gas station, and the Harrison Resort Mineral pool.

The site is relatively flat, is fully serviced and is accessed by vehicles off of Hot Springs Road. The site has a historical marker attached to a fence, indicating that this site was once the home of the Elliot Nursing Home in 1902. The owner wishes to retain the sign and the fence; it is attached to with the new development.

DEVELOPMENT PROPOSAL:

The application is for a 74 multi-unit residential building. The proposal includes one level of above ground parking with four storeys of residential units above this level, for a total of five storeys. In order to achieve this, the applicant needs to amend the Village's Zoning Bylaw. The attached draft bylaw purposes to do the following:

1. Change the allowable FAR from 1.5 to 1.8;
2. Change the current maximum Lot coverage from 75% to 89.39%; and
3. Change the allowable maximum Building height from 15 M to 17.61 M.

The applicant is proposing to develop a private internal courtyard for the building residents' use only. The parkade entrance will be off of Cedar Avenue and the pedestrian entrance will be off of Lillooet Avenue. The dwelling units will range in size from 596 ft² (55.3 M²) to 1,255 ft² (116.5 M²).

Off Street Parking

The required number of parking stalls for this size of development is 93. With this number of required parking stalls, the number of disabled persons parking stalls is 6. With the above ground parkade, the on-site parking requirements have been exceeded.

The breakdown for stalls is as follows;

1. 86 regular stalls, which includes the required 6 disabled persons parking stalls,
2. 7 tandem stalls. This type of parking is set up to handle two cars parking in the same parking space, with one car parked in front of the other. The first car in cannot generally leave until the second car leaves.

With the tandem parking stalls, the total on-site parking is 100 vehicles, which exceeds the required 93 stalls.

Public Realm Improvements - as offered by the developer

None being offered, at this time.

PLANNING TOOLS SUMMARIZED:

Use and Purpose of the Floor Area Ratio (FAR)

The FAR is a measurement of a Building's or Structure's floor area in relation to the size of the Lot that the Building or Structure will be located on. Generally, the FAR is expressed in a decimal format, and is an effective way to calculate the bulk or mass of the proposed development on a particular site. The FAR is also used in conjunction with other development standards such as Building Heights, and Lot Coverage. Within the Village's current Zoning Bylaw is the following definition:

“Floor Area Ratio (FAR)

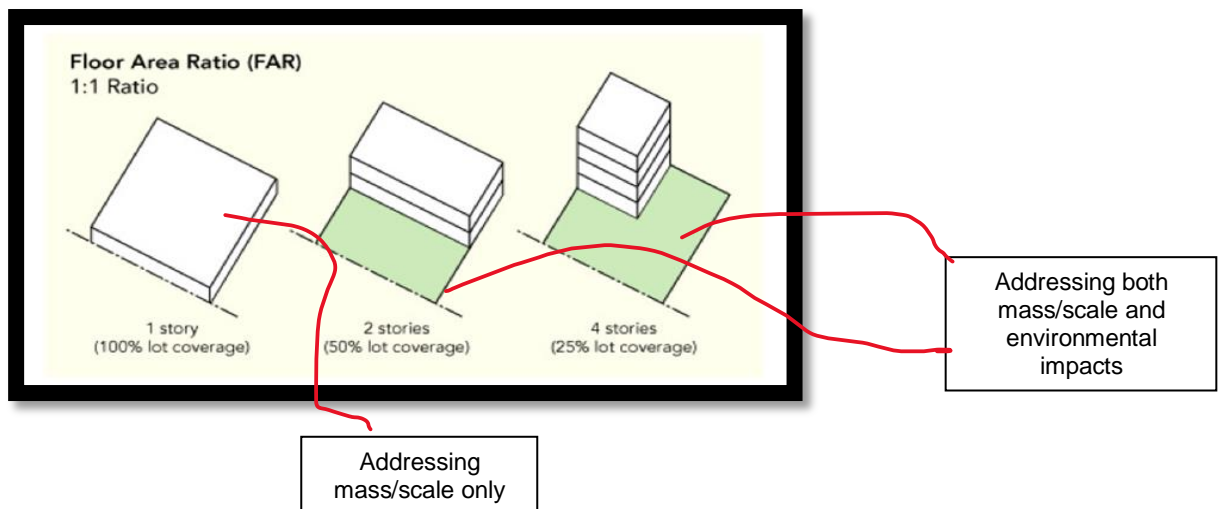
means a ratio between the Building or Structure size and the Lot size, that is used to control the bulk of the Building or Structure;”

Source: Zoning Bylaw 1115, 2017

The FAR is most often used to express development intensity of non-residential land uses, such as commercial and industrial uses.

Purpose of the FAR

The FAR can be used to lessen environmental impacts of the development, to control the mass and scale of the development, or both as outlined in the diagram below.



The FAR considers the footprint of the Building or Structure and the entire occupied areas of the proposed development. Unoccupied areas such as but not limited to

parking garages, elevator shafts and basements are generally not included in the calculation of the FAR.

Purpose of Lot Coverage

Lot Coverage is used as a planning tool to control the scale of development on a Lot, and the overall building footprint is controlled through the use of this tool. Within the Village's current Zoning Bylaw is the following definition.

“Lot Coverage

means the Building Area of all the Buildings and Structures that are allowed to cover a Lot and is expressed as a percentage figure of the total area of the Lot;”

Source: Zoning Bylaw 1115, 2017

Purpose of the Building Height

This type of planning tool controls the overall height of the Building or Structure. Architectural elements that do not add floor area to a Building or Structure, such as parapet walls, chimneys, vents, and roof equipment are not considered part of the height of a Building or Structure. In the case of the Village's Zoning Bylaw the following are also included:

- Communication towers;
- Spires, belfries, and domes;
- Flag poles;
- Elevator shafts; and
- Stair and hose towers.

ADDITIONAL COMMENTS

Accessibility Impact Statement

In terms of accessibility the project must meet the BC Building Code requirements for universal accessibility as per the Building Access Handbook, 2014.

Agency Referrals

Staff recommend that the following agencies have the draft bylaw referred to them and ask that they provide feedback on this development project:

1. Advisory Planning Commission
2. The Village's Fire Department
3. The Ministry of Transportation and Infrastructure

Please note that all the referral agency comments must be received by staff prior to any Public Hearing being held, as these comments must be shared with the public during the Public Hearing.

Crime Prevention Through Environmental Design (CPTED)

The developer has prepared a CPTED Review Report, dated May 23, 2023. The author of this report utilized the four key principles of CPTED, as outlined below;

1. Natural Surveillance;
2. Natural Access Control;
3. Territoriality; and
4. Maintenance and Management.

While the report has been finalized, staff at this time have not held any discussions with the developer to discuss the implementation of the CPTED recommendations.

Title Review

The Title of this site has been reviewed and there is no flood covenant registered on title. This issue will need to be addressed prior to any actual development starting on this parcel of land.

Public Notification Meeting

As outlined in the Village's Development Procedures Bylaw No. 1090, 2016, specifically s. 11.0, Council can require that the developer hold a Public Notification meeting.

Concerns

Overall, there are five major issues or concerns with this application.

The change of the Lot coverage from 75% to 89.95% could impact the current storm water drainage and direction of the storm water flows, as well as the intensity of the development and the overall neighbourhood character. The Village can ask the developer to provide additional information on this issue, after the holding of the Public Notification meeting, or as Council requires.

With the change from the smaller scale tourist operation to a higher density residential use, the traffic flows and patterns may change along Hot Springs Road and the adjacent Cedar and Lillooet Avenues. The Village can ask the developer to provide additional information on this issue, after the holding of the Public Notification meeting, or as Council requires. Some of these concerns may be addressed after the draft bylaw is referred to the Ministry of Transportation and Infrastructure for comment.

Any community safety issues will be addressed when the Fire Department is able to review the overall application.

There is no indication of any affordable housing units that may be made available within this development.

The lack of any public realm improvements.

Overall, the project can be moved forward to determine what, if any, requirements the community may have about this development project.

RECOMMENDATION:

1. THAT staff be authorized to refer the Zoning Amendment application for 259 Hot Springs Road to the Advisory Planning Commission, the Harrison Hot Springs Fire Department, and the Ministry of Transportation and Infrastructure; and
2. FURTHER THAT Council request the developer to set up a Public Notification meeting as per section 11.0 of the Village's Development Procedure Bylaw No. 1090, 2016.

Respectfully Submitted:



Ken Cossey, MCIP, RPP
Planning Consultant

Reviewed By:



Tyson Koch
Chief Administrative Officer

Attachment (1) Zoning Amendment Bylaw 1194, 2023



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1194, 2023

A bylaw to amend the Village of Harrison Hot Springs
Zoning Bylaw No. 1115, 2017

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Zoning Bylaw No. 1115, 2017, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted May 7, 2018;

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

CITATION

- 1. This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Zoning Amendment Bylaw No. 1194, 2023".

TEXT AMENDMENT

That:

- (a) Under the C-1 Zone "Development Regulations for the Commercial Uses", the following number 11 is inserted in the Notes section;
(b) Under the Notes section the following is inserted;
"11/. For land legally described as Lot "A" Block 2, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan 251 (PID 002-223-457), the maximum allowable Floor Area Ratio must not exceed 1.8, the Lot Coverage must not exceed 89.93%, and the maximum height must not exceed 17.61 M."

READ A FIRST TIME THIS ___ DAY OF ___, 2023.

READ A SECOND TIME THIS ___ DAY OF ___, 2023.

A PUBLIC HEARING WAS HELD ON THE ___ DAY OF ___, 2023.

Ministry of Transportation and Infrastructure Approval provided on the ___ DAY OF ___, 2023.

READ A THIRD TIME THIS ___ DAY OF ___, 2023.

ADOPTED THIS ___ DAY OF ___, 2023.

Mayor

Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** November 6, 2023
FROM: Amanda Graham
Corporate Officer **FILE:** 0550-01
SUBJECT: 2024 Regular Council Meeting Schedule

ISSUE:

To adopt the 2024 Regular Council Meeting schedule.

BACKGROUND:

Pursuant to Section 127(1) of the *Community Charter*, Council must prepare a schedule of dates, times and places of Regular Council Meetings for the next full calendar year.

Section 3(c) of the Village's Council Procedure Bylaw No. 1164, 2021 reads as follows:

Where the regular meeting day of Council occurs on a statutory holiday, the regular meeting will take place on the day immediately following such holiday, or another date set by Council.

The first meeting in January 2024 would therefore be scheduled to take place on January 2, 2024. Due to the closure of the Village Office and the Christmas and Boxing Day statutory holidays in the week preceding this meeting, Council has historically only met once during the month of January. Accordingly, attached to this report is a proposed 2024 Regular Council Meeting schedule.

RECOMMENDATION:

THAT the proposed Regular Council Meeting schedule for 2024 be approved as submitted.

Respectfully submitted:

Amanda Graham
Corporate Officer

REVIEWED BY:

Tyson Koch
Chief Administrative Officer

Attachment: 2024 Regular Council Meeting Schedule

VILLAGE OF HARRISON HOT SPRINGS
REGULAR COUNCIL MEETINGS

2024

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

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				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

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					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

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	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

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				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

*only one meeting per month

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

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	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		


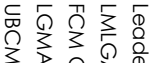
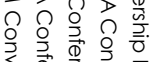
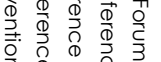
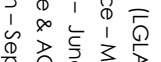
November

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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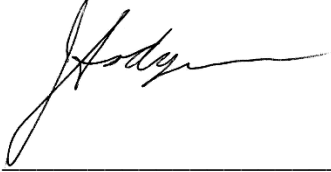
December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

 Statutory Holidays Observed
 Regular Council Meetings

 Leadership Forum (LGLA) - January 31 - February 2, 2024 (Richmond)
 LMLGA Conference – May 1 - 3, 2024 (Whistler)
 FCM Conference – June 6 - 9, 2024 (Calgary)
 LGMA Conference & AGM – June 11 - 13, 2024 (Victoria)
 UBCM Convention – September 16 - 20, 2024 (Vancouver)

Respectfully submitted:



Jace Hodgson
Operations Manager

REVIEWED BY:



Tyson Koch
Chief Administrative Officer

Financial

The sanitary infrastructure upgrade projects have two different funding sources, the Lift Station #1 project is funded by DCC's and sewer reserves and the Cedar Avenue project will be funded by sewer reserves.

RECOMMENDATION:

THAT Timbro Contracting Ltd. be awarded the Lift Station #1 Bypass Project at a cost not to exceed \$75,000.00 to be funded by existing budget allocated for Sanitary Lift Station #1 Replacement Project; and

THAT Timbro Contracting Ltd. be awarded the Cedar Avenue Sanitary Upgrade project at a cost not to exceed \$75,000.00 to be funded by existing sewer budget.

Respectfully submitted:

REVIEWED BY:



Jace Hodgson
Operations Manager



Tyson Koch
Chief Administrative Officer

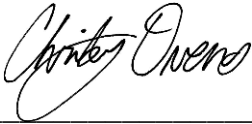
Furthermore, there may be additional funding opportunities available through organizations such as the Forest Enhancement Society of BC and other government funding streams. The FireSmart Community Funding and Supports guide provides estimates on costs for fuel treatment planning (\$450/hectare), new baseline fuel management treatment costs (\$13,500/hectare), and off-site debris disposal from new fuel management tasks (\$1,600/hectare).

RECOMMENDATIONS:

THAT staff be authorized to seek quotes for the development of a Community Wildfire Resiliency Plan while awaiting the results of the FireSmart grant funding application; and

THAT staff be authorized to move forward with fuel treatment for the Spirit Trail once a Community Wildfire Resiliency Plan with current, up to date recommendations for fuel management is completed.

Respectfully submitted:



Christy Ovens
Community Services Manager

REVIEWED BY:



Tyson Koch
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: November 6, 2023
FROM: Christy Ovens, Community Services Manager FILE: 7320-02
SUBJECT: FireSmart Program Update

ISSUE:

To provide an update on the status of the Village of Harrison Hot Springs recognition as a FireSmart community.

BACKGROUND:

At the October 16/18, 2023 Regular Council Meeting, Council passed the following motion:

That Council approve the motion in the FireSmart Program and Funding Opportunities report dated October 16, 2023 as amended:

THAT staff be authorized to begin the process of having the Village recognized as a FireSmart neighbourhood; and

THAT staff be authorized to prepare an application for the FireSmart Community Funding and Supports Program, an initiative of the Community Resiliency Investment Program up to a maximum of \$200,000 per year for up to two years; and

THAT staff be directed to implement a plan in alignment with the Village’s 2023 Strategic Plan to brand the Village as a FireSmart community, ensuring public life and infrastructure are at the forefront; and

THAT the utilization of the funding include the prioritization of the creation of a Community Wildfire Resiliency Plan, detailed Fuel Management Prescriptions and the completion of prioritized fuel management; and

THAT staff retain a Registered Professional Forester with a fee not exceeding \$10,000 to work with the Fire Chief and staff to complete the application to UBCM for FireSmart Community Funding.

RC-2023-10-29

DISCUSSION:

The process of being recognized as a FireSmart neighbourhood begins at the community level.

Step 1: Contact the Local FireSmart Representative

The Village of Harrison Hot Springs has not had an active Local FireSmart Representative (LFR) since the retirement of Fire Inspector Thomas Redden earlier this year. Currently, the closest LFR is located in Kent. Over the last few months, the Community Services Manager has taken several courses including FireSmart 101, FireSmart Wildfire Risk Reduction, and the Local FireSmart Representative Training Course and has now earned a certification as the Local FireSmart Representative for the Village. The first step is for residents to contact their LFR and advise them that they are interested in having the Village recognized as a FireSmart community.

Step 2: Form a FireSmart Neighbourhood Committee

The next step in the process is to have Neighbourhood Champion(s) recruit other residents to create a FireSmart Committee. This committee is led by the Neighbourhood Champion(s), with the support of the LFR. This is a neighbourhood committee, not a Council committee, and the LFR serves the committee in a support capacity. Attached to this report is a Wanted – Neighbourhood Champions Poster that the Village can post online and in the public notice posting places. The LFR can assist interested residents in the creation of the committee.

Step 3: Conduct Neighbourhood Site Visits and Complete a Neighbourhood Wildfire Hazard Assessment Form

Once the committee is established, the LFR will conduct an evaluation of the community's wildfire readiness and present a report to the Neighbourhood Committee.

Step 4: Create a FireSmart Neighbourhood Plan

The FireSmart Neighbourhood Plan is prepared by the FireSmart Committee with assistance from the LFR. The plan must contain proposals for FireSmart events and a minimum of three FireSmart mitigation "Action Items". The plan is reviewed and approved by the FireSmart Neighbourhood Committee.

Step 5: Implement FireSmart Events

FireSmart Events as outlined in the FireSmart Neighbourhood Plan are organized by the FireSmart Committee. These activities can range from information sessions to 'work bee' wildfire hazard cleanup sessions within neighbours' yards. FireSmart event(s) are mandatory for recognition and renewal. There are Volunteer Sign-Up and Tracker sheets that should be used to record neighbourhood involvement.

At the October 16/18, 2023 Regular Council Meeting, Council passed the following motion:

THAT staff be directed to liaise with the Fire Department, the Emergency Program Coordinator, Emergency Support Services and Emergency Management BC to organize a FireSmart Open House to be held at Memorial Hall to be held approximately the first week of November.

RC-2023-10-30

Staff have been in contact with Emergency Management BC and BC Wildfire Service regarding the Open House. This Open House could contribute to the Village's recognition as a FireSmart community, however, it must be organized in conjunction with a FireSmart Committee in order to do so. Staff is recommending that the FireSmart Open House be held

in March 2024 instead of this November in order to allow time for a FireSmart Neighbourhood Committee to be established. Additionally, holding the event closer to wildfire season ensures that FireSmart practices can be immediately implemented by residents.

Step 6: Apply for Recognition

The application form for the Village of Harrison Hot Springs to be recognized as a FireSmart community is completed by the Neighbourhood Champion / FireSmart Committee with assistance from the LFR.

Step 7: Renew Recognition Status Yearly

Applications and annual renewal of the recognition is completed by the FireSmart Neighbourhood Committee with assistance from the LFR.

RECOMMENDATION:

THAT the FireSmart Program Update report be received for information; and

THAT the FireSmart Open House originally planned to be held in November be deferred to March 2024 to allow for the creation of a FireSmart Neighbourhood Committee and for the event to contribute to the Village’s recognition as a FireSmart community; and

THAT the Community Services Manager/Local FireSmart Representative be authorized to put out an expression of interest for a FireSmart Neighbourhood Committee and assist interested residents in the formation of the committee.

Respectfully submitted:

REVIEWED BY:



Christy Ovens
Community Services Manager

Tyson Koch
Chief Administrative Officer

Attachment: Wanted Neighbourhood Champions Poster

WANTED **Neighbourhood Champions**



If you are a homeowner that has concerns with the wildfire hazard on or nearby your property – you can become a Neighbourhood Champion – taking the initiative to contact the FireSmart Neighbourhoods Program can start the ball rolling.

Working together with your neighbours is fun and effective!

Often an annual day or half-day dedicated to cleaning up wildfire hazardous vegetation that has accumulated around the neighbourhood becomes a traditional community event.

Over the years getting together and sharing food, laughter and some outdoor work can make a big difference to the wildfire hazard in and around your neighbourhood.

FireSmart Neighbourhoods Program

...NEEDS YOU!

The FireSmart™ Neighbourhoods Program is designed to encourage self-organized groups of residents to take the lead in implementing solutions for wildfire safety on their own properties.

The Program provides people living in wildfire prone areas with the knowledge and organizational means to significantly reduce their neighbourhood's vulnerability to wildfire. They achieve this by planning and working together – with the support of a local wildfire professional.

Remember, if you're concerned about the wildfire hazard in your area - there's a good chance your neighbours feel the same way. The FireSmart Neighbourhoods Program is designed to assist you and your neighbours to develop an action plan to reduce your wildfire hazard simply and effectively.

If this sounds like something your neighbourhood might be interested in, contact FireSmart Canada or your Local Fire Representative today. They will arrange to meet with you (the Neighbourhood Champion) and your neighbours to discuss your concerns and explain what the FireSmart Neighbourhoods Program can do for your neighbourhood. There's no obligation - the program is funded by a variety of fire prevention agencies.

Visit our website at: www.firesmartcanada.ca