



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, December 4, 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 Regular Council Meeting minutes of November 20, 2023 be adopted.		Page 1
(b) THAT the Special Council Meeting minutes of November 24, 2023 be adopted.		Page 13
5. BUSINESS ARISING FROM THE MINUTES		
6. CONSENT AGENDA		
i. Bylaws		
ii. Agreements		
iii. Committee/ Commission Minutes		
iv. Correspondence	(a) Letter dated November 28 from the Ministry of Housing Re: Housing Targets	Page 19
7. DELEGATIONS/PETITIONS		
8. CORRESPONDENCE		
(a) Letter dated November 16, 2023 from the Pacific Regional President – Union of Correctional Officers Re: Prison Needle Exchange Program		Page 21
(b) Letter dated November 29, 2023 from Allan Garneau Re: Dyke Proposal		Page 23

9. BUSINESS ARISING FROM CORRESPONDENCE	
10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS	
11. REPORTS FROM MAYOR	
12. REPORTS FROM STAFF	
<p>(a) Report of Chief Administrative Officer dated December 4, 2023 Re: Implementation Timeline of the Municipal Advisor's Recommendations</p> <p>Recommendation:</p> <p>THAT the Implementation Timeline of the Municipal Advisor's Recommendations report dated December 4, 2023 be received for information.</p>	Page 25
<p>(b) Report of Chief Administrative Officer dated December 4, 2023 Re: Emergency Operations Center – Village Fire Hall</p> <p>Recommendation:</p> <p>THAT Council designate the Village of Harrison Hot Springs Fire Hall as the Village's new Emergency Operations Center location.</p>	Page 29
<p>(c) Report of Planning Consultant dated December 4, 2023 Re: Review of Bills 44, 46 and 47 (Housing Related Bills)</p> <p>Recommendation:</p> <p>THAT the Review of Bills 44, 46 and 47 report dated December 4, 2023 be received for information</p>	Page 33
<p>(d) Report of Community Services Manager dated December 4, 2023 Re: Emergency Preparedness Planning</p> <p>Recommendation:</p> <p>THAT the Emergency Preparedness Planning Report be received for information.</p> <p>THAT staff be directed to work with the Kent Harrison Joint Emergency Planning Committee (KHJEPC) and the Village's Emergency Planning Coordinator to update and/or prepare an evacuation plan, a prevention plan, a preparedness plan and a response and recovery plan.</p>	Page 37
<p>(e) Report of Financial Officer dated December 4, 2023 Re: Inter-Municipal Business Licence Bylaw Amendment</p> <p>Recommendation:</p> <p>THAT Inter-Municipal Business Licence Bylaw Amendment No. 1196, 2023 be given first, second and third readings.</p>	Page 39

- (f) Report of Financial Officer dated December 4, 2023
Re: Sewer Regulation and Fee Bylaw Amendment

Page 49

Recommendation:

THAT Sewer Regulation Amendment Bylaw No. 1197, 2023 be given first, second and third readings.

- (g) Report of Financial Officer dated December 4, 2023
Re: Water Regulation and Fee Bylaw Amendment

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Recommendation:

THAT Water Regulation Amendment Bylaw No. 1198, 2023 be given first, second and third readings.

13. BYLAWS

14. NEW BUSINESS

- (a) New Business from Councillor Allen
Re: The Four Oak Trees on Lillooet Avenue

WHEREAS the four remaining oak trees on Lillooet Ave West have been deemed as salvageable by the Urban Environment report dated July 23rd 2023; and

WHEREAS their preservation is strongly encouraged by our Official Community Plan and our Urban Forest report; and

WHEREAS funds are available within the Village public works budget for such tree maintenance; and

WHEREAS winter is the perfect time to carry out such work while the trees are dormant and traffic is light, therefore be it resolved

THAT the Village retain Urban Environment to conduct a program of care for these four oak trees and that this work be completed before Easter of 2024.

- (b) New Business from Mayor Wood
Re: Closed Meeting Resolutions

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

16. ADJOURNMENT



Amanda Graham
Corporate Officer

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

DATE: Monday, November 20, 2023
TIME: 7:00 p.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 Manager, 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

None.

3. APPROVAL OF AGENDA

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the agenda be approved.

Amendment moved by Councillor Jackson
Amendment seconded by Councillor Facio

THAT the agenda be approved as amended by removing items 14(a) and 14(b).

CARRIED
OPPOSED BY MAYOR WOOD AND COUNCILLOR ALLEN
RC-2023-11-09

Council voted on the main motion as amended.

CARRIED
OPPOSED BY MAYOR WOOD AND COUNCILLOR ALLEN
RC-2023-11-10

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4. **ADOPTION OF COUNCIL MINUTES**

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the Special Council Meeting minutes of November 1, 2023 be adopted.

CARRIED
UNANIMOUSLY
RC-2023-11-11

Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT the Special Pre-Closed Council Meeting minutes of November 6, 2023 be adopted.

CARRIED
UNANIMOUSLY
RC-2023-11-12

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the Committee of the Whole Meeting minutes of November 7, 2023 be adopted.

CARRIED
UNANIMOUSLY
RC-2023-11-13

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the Regular Council Meeting minutes of November 8, 2023 be adopted.

CARRIED
UNANIMOUSLY
RC-2023-11-14

5. **BUSINESS ARISING FROM THE MINUTES**

None.

6. **CONSENT AGENDA**

None.

7. DELEGATIONS/PETITIONS

None.

8. CORRESPONDENCE

- (a) Letter dated November 2, 2023 from the Minister of Forests
Re: UBCM Meeting Recap - Wildfire Prevention and Fuel Maintenance
- (b) Letter dated November 9, 2023 from the Minister of Emergency Management and Climate Readiness
Re: Emergency & Disaster Management Act
- (c) Letter dated November 9, 2023 from the Minister of Housing
Re: New Legislation to Support Local Government Housing Initiatives

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the letter dated November 2, 2023 from the Minister of Forests, the letter dated November 9, 2023 from the Minister of Emergency Management and Climate Readiness, and the letter dated November 9, 2023 from the Minister of Housing be received.

**CARRIED
UNANIMOUSLY**
RC-2023-11-15

9. BUSINESS ARISING FROM CORRESPONDENCE

None.

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

Councillor Vidal

- Attended the Remembrance Day ceremonies on November 11, 2023 at the Agassiz Cenotaph
- Attended an LMLGA Senior Executive Meeting on November 14, 2023
- Attended the Lights by the Lake opening event on November 18, 2023
- Attended a closed Council to Council Meeting with Sts'ailes on November 20, 2023
- Community Futures North Fraser Board of Directors – No Report
- Corrections Canada Citizen's Advisory Committee – No Report
- Kent Harrison Joint Emergency Program Committee – No Report

Councillor Allen

- Attended the Lights by the Lake opening event on November 18, 2023

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Councillor Jackson

- Attended a closed Council to Council Meeting with Sts'ailes on November 20, 2023
- Fraser Valley Regional Library Board (Municipal Director) – No Report
- Tourism Harrison – No Report

Councillor Facio

- Attended the Remembrance Day ceremonies on November 11, 2023 at the Agassiz Cenotaph
- Agassiz-Harrison Healthy Communities – attended a meeting bY Zoom on November 16, 2023
- Attended the Lights by the Lake opening event on November 18, 2023
- Fraser Health – No Report
- Fraser Valley Regional District Board (Municipal Director) – provided an updated on air quality stations and Freedom of Information request fees
- Fraser Valley Regional Library Board (Alternate Municipal Director) – No Report

11. MAYOR'S REPORT

No report.

12. REPORTS FROM STAFF

- (a) Report of Chief Administrative Officer dated November 20, 2023
Re: Release of Closed Meeting Resolutions

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the following closed meeting resolution be received for information at the November 20, 2023 Regular Council Meeting:

THAT Anthony Siedschlag be appointed as Fire Chief of the Harrison Hot Springs Fire Department.
SIC-2023-11-04

**CARRIED
UNANIMOUSLY**
RC-2023-11-16

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- (b) Report of Planning Consultant dated November 20, 2023
Re: Rezoning Amendment Bylaw

Moved by Councillor Facio
Seconded by Councillor Jackson

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.

CARRIED
OPPOSED BY MAYOR WOOD AND COUNCILLOR ALLEN
RC-2023-11-17

- (c) Report of Corporate Officer dated November 6, 2023
Re: 2024 Regular Council Meeting Schedule

Moved by Councillor Facio
Seconded by Councillor Allen

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

CARRIED
UNANIMOUSLY
RC-2023-11-18

- (d) Report of Corporate Officer dated November 20, 2023
Re: Deputy Mayor Appointments

Moved by Mayor Wood
Seconded by Councillor Allen

THAT Councillor Allen be appointed as Deputy Mayor for 2024.

MOTION FAILED
OPPOSED BY COUNCILLORS JACKSON, FACIO AND VIDAL

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- (e) Report of Chief Administrative Officer dated November 20, 2023
Re: Council Liaison, Municipal Director, Board and Committee Member Appointments

Moved by Councillor Vidal
Seconded by Councillor Facio

THAT Councillor Allen be appointed as Council liaison for Agassiz Harrison Healthy Communities.

**CARRIED
UNANIMOUSLY**
RC-2023-11-19

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT Mayor Wood remain as the Council liaison for the Agassiz Harrison Historical Society.

**CARRIED
UNANIMOUSLY**
RC-2023-11-20

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT Councillor Vidal remain as the Council liaison for Community Futures North Fraser.

**CARRIED
UNANIMOUSLY**
RC-2023-11-21

Moved by Councillor Allen
Seconded by Councillor Jackson

THAT Councillor Vidal remain as the Council liaison for the Corrections Canada Citizens Advisory Committee.

**CARRIED
UNANIMOUSLY**
RC-2023-11-22

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Moved by Councillor Facio
Seconded by Councillor Vidal

THAT Fraser Health be removed from the Council liaison list as the liaison was appointed to receive updates during the COVID-19 pandemic.

**CARRIED
UNANIMOUSLY**
RC-2023-11-23

Moved by Councillor Allen
Seconded by Mayor Wood

THAT Mayor Wood be appointed to fulfill the role of municipal director for the Fraser Valley Regional District and Hospital Boards; and

THAT Councillor Facio be appointed to fulfil the role of alternate municipal director for the Fraser Valley Regional District and Hospital Boards.

MOTION FAILED
OPPOSED BY COUNCILLORS FACIO, JACKSON AND VIDAL

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT Councillor Jackson be appointed to fulfill the role as municipal director for the Fraser Valley Library Board for 2023-2024; and

THAT Councillor Facio be appointed to fulfil the role of alternate municipal director for the Fraser Valley Regional Library Board for 2023-2024.

**CARRIED
UNANIMOUSLY**
RC-2023-11-24

Moved by Councillor Vidal
Seconded by Councillor Facio

THAT Councillor Allen be appointed as Council liaison to the Harrison-Agassiz Chamber of Commerce.

**CARRIED
UNANIMOUSLY**
RC-2023-11-25

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Moved by Councillor Allen
Seconded by Councillor Jackson

THAT Councillor Facio be appointed as Council Committee Member to the Accessibility Committee; and

THAT Councillor Allen be appointed as alternate Council Committee Member to the Accessibility Committee.

**CARRIED
UNANIMOUSLY**
RC-2023-11-26

- (f) Report of Community Services Manager dated November 20, 2023
Re: Spirit Trail Maintenance

Moved by Councillor Facio
Seconded by Councillor Jackson

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.

Moved by Mayor Wood
Seconded by Councillor Allen

THAT the recommendations in the Spirit Trail Maintenance report be referred back to staff to report at the next Council meeting.

MOTION FAILED
OPPOSED BY COUNCILLORS FACIO, JACKSON AND VIDAL

Council voted on the original motion.

CARRIED
OPOSED BY MAYOR WOOD AND COUNCILLOR ALLEN
RC-2023-11-27

Moved by Councillor Vidal
Seconded by Councillor Jackson

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.

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Amendment moved by Councillor Allen
Seconded by Councillor Jackson

THAT the motion be amended by removing the words “once a Community Wildfire Resiliency Plan with current, up to date recommendations for fuel management is completed”.

CARRIED
UNANIMOUSLY
RC-2023-11-28

Council voted on the original motion as amended, with the final wording as follows:

THAT staff be authorized to move forward with fuel treatment for the Spirit Trail.

CARRIED
UNANIMOUSLY
RC-2023-11-29

- (g) Report of Community Services Coordinator dated November 20, 2023
Re: Community to Community Grant Program

Moved by Councillor Facio
Seconded by Councillor Vidal

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.

CARRIED
UNANIMOUSLY
RC-2023-11-30

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

Moved by Councillor Vidal
Seconded by Councillor Facio

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.

CARRIED
OPPOSED BY MAYOR WOOD
RC-2023-11-31

13. BYLAWS

None

14. NEW BUSINESS

- (c) New Business from Councillor Allen
Re: Policy 1.11 Amendment

Moved by Councillor Allen
Seconded by Councillor Jackson

WHEREAS the Village's Disposal of Surplus Items and Equipment Policy 1.11 permits disposal by tender, and

WHEREAS the "sealed tender" process which has been used in the past has included the opening of bids secretly, rather than in public, and

WHEREAS the sealed tender process has been unfair to buyers and has not produced the best possible financial returns for the Village, therefore be it resolved

THAT Policy 1.11 be amended by (a) removing the option to use any tender process and by (b) limiting all such disposals to a public auction to be conducted by the Chief Executive Officer, thus ensuring complete transparency and maximum value for Village assets being sold off.

CARRIED
OPPOSED BY COUNCILLORS FACIO AND VIDAL
RC-2023-11-32

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- (d) New Business from Councillor Allen
Re: Offer of Firetruck

Moved by Councillor Allen
Seconded by Mayor Wood

WHEREAS the Village has a surplus firetruck which is up for disposal, and

WHEREAS the Agassiz-Harrison Search and Rescue organization (SAR) is in need of an equipment truck while waiting for a new truck to be delivered, therefore be it resolved

THAT the Village offer Agassiz-Harrison Search and Rescue the use of the Village's Volvo firetruck until such time as their new truck is put in service, after which the Volvo will be sold by auction.

MOTION FAILED
OPPOSED BY COUNCILLORS FACIO, JACKSON AND VIDAL

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

Questions from the public were entertained.

16. ADJOURNMENT

Moved by Councillor Jackson
Seconded by Councillor Allen

THAT the meeting be adjourned at 9:23 p.m.

CARRIED
OPPOSED BY COUNCILLORS FACIO AND VIDAL
RC-2023-11-33

Ed Wood
Mayor

Amanda Graham
Corporate Officer

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

DATE: Friday, November 24, 2023
TIME: 10:00 a.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, 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 Manager, Christy Ovens
Operations Manager, Jace Hodgson

ABSENT:

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

None.

3. APPROVAL OF AGENDA

Moved by Councillor Allen
Seconded by Councillor Facio

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
SC-2023-11-03

Moved by Mayor Wood
Seconded by Councillor Allen

THAT Council resolve itself into a Committee of the Whole.

**CARRIED
UNANIMOUSLY**
SC-2023-11-04

4. COMMITTEE OF THE WHOLE MEETING – ITEMS FOR DISCUSSION

(a) Dike Upgrade

Neville Berard from Northwest Hydraulic Consultants and Jeff Cutler, Laura MacDonald and Louisa Kennett from Space2Place attended via Zoom and presented three proposed options for the dike upgrade project along the beachfront.

(b) Mobi-Mat Replacement with Boardwalk

Moved by Councillor Facio

THAT the replacement of Mobi-Mats be referred to staff.

**CARRIED
OPPOSED BY MAYOR WOOD
SC-2023-11-05**

(c) Village Summer Party

Moved by Councillor Facio

THAT a Village Summer Party be referred to staff.

MOTION WITHDRAWN

(d) Joint Application for Park Boundary Adjustment

Moved by Mayor Wood

WHEREAS the joint application for a park boundary adjustment has recently been officially submitted by the District of Kent and the Village of Harrison Hot Springs to BC Parks; and

WHEREAS there is a resolution of Council from the October 18, 2023 Regular Council Meeting as follows:

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; and

WHEREAS time is of the essence to have the evacuation route open for the 2024 fire season; and

WHEREAS there are no detailed construction plans engineered; and

WHEREAS the Village does not have a financing agreement or budget in place, therefore be it resolved

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THAT staff be directed to immediately work with the District of Kent to produce engineering drawings with detailed construction plans ready for contractor bids; and

THAT staff be directed to immediately work with the District of Kent to establish a joint budget for the construction and future operating/maintenance costs of the evacuation route; and

THAT staff be directed to immediately work with the District of Kent to pre-approve contractors for construction ensuring the completion before the 2024 fire season; and

THAT staff be directed to provide monthly progress reports to Council.

**CARRIED
UNANIMOUSLY**
SC-2023-11-06

(e) Wildfire Risk Assessment Report

Moved by Councillor Allen

WHEREAS the Village has paid for a Wildfire Risk Assessment Report by Blackwell & Associates; and

WHEREAS that report is fundamentally flawed because it has the summer wind pattern stated erroneously backwards; and

WHEREAS the afternoon hot winds blow from South to North and not from North to South as erroneously stated; and

WHEREAS this results in a gross understatement of the wildfire risk, therefore be it resolved:

THAT the Village demand that the report be corrected using the proper wind pattern in Harrison Village instead of the irrelevant wind data from Haig station in Hope and that a corrected and revised report be provided to the Village as soon as possible.

**CARRIED
OPPOSED BY COUNCILLORS FACIO AND VIDAL**
SC-2023-11-07

(f) Sight Lines at Intersections

Moved by Mayor Wood

WHEREAS Councillor Allen has identified a number of sight line infractions; and

WHEREAS preservation of life and safety is identified as the top priority in Bylaw Enforcement and Complaint Policy No 1.38; and

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WHEREAS Zoning Bylaw No. 1115 defines the specific sight line requirements at intersections; and

WHEREAS Bylaw Notice Enforcement Bylaw No. 855 defines the fines for breaching zoning requirements and outlines the designation of Bylaw Enforcement Officer; and

WHEREAS Delegation of Powers, Duties and Functions of Council Bylaw No. 1041 establishes the position of the Chief Administrative Officer as per Section 147 of the *Community Charter* which states the following:

147 A bylaw under section 146 may establish the position of chief administrative officer of the municipality, whose powers, duties and functions include the following:

(a) overall management of the operations of the municipality;

(b) ensuring that the policies, programs and other directions of the council are implemented; and

WHEREAS Section 116 of the *Community Charter* lays out the responsibilities of the Mayor as follows:

116 (1) The mayor is the head and chief executive officer of the municipality.

(2) In addition to the mayor's responsibilities as a member of council, the mayor has the following responsibilities:

(a) to provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the municipality; and

WHEREAS the Chief Administrative Officer recently informed Council that enforcement of the Village's bylaws is the responsibility of Council and not staff unless it has been delegated to either the Bylaw Enforcement Officer or administrative staff; and

WHEREAS Council has delegated the authority of bylaw enforcement to the Bylaw Enforcement Officer, therefore be it resolved:

THAT staff direct the Village's Bylaw Enforcement Officer to enforce Zoning Bylaw No. 1115 for intersection sight lines with respect to the issues identified by Councillor Allen.

CARRIED
OPPOSED BY COUNCILLORS FACIO AND VIDAL
SC-2023-11-08

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(g) Starlight Skating Rink

Moved by Councillor Vidal

THAT the Starlight Skating Rink be erected and installed as soon as possible.

CARRIED
OPPOSED BY MAYOR WOOD AND COUNCILLOR ALLEN
SC-2023-11-09

(h) Village of Harrison Hot Springs 75th Anniversary

Moved by Councillor Vidal

THAT staff be directed to research viable options for a 75th year anniversary celebration and report back to Council.

CARRIED
UNANIMOUSLY
SC-2023-11-10

Moved by Mayor Wood

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

CARRIED
UNANIMOUSLY
SC-2023-11-11

5. DELEGATIONS/PETITIONS

None.

6. REPORTS FROM STAFF

None.

7. BYLAWS

None.

8. QUESTIONS FROM THE PUBLIC

Questions from the public were entertained.

*Village of Harrison Hot Springs
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9. ADJOURNMENT

Moved by Councillor Jackson
Seconded by Councillor Allen

THAT the meeting be adjourned at 12:23 p.m.

**CARRIED
UNANIMOUSLY**
SC-2023-11-12

Ed Wood
Mayor

Amanda Graham
Corporate Officer

Admin

From: Housing Targets Branch HOU5:EX <Housing.Targets@gov.bc.ca>

Sent: Tuesday, November 28, 2023 3:23 PM

To: Ed Wood <ewood@harrisonhotsprings.ca>

Cc: Reception <info@harrisonhotsprings.ca>

Subject: UBCM follow-up re: Housing Supply Act

[Sent on behalf of Matthew Pawlow, Executive Director, Housing Targets Branch, B.C. Ministry of Housing]

Dear Mayor Ed Wood,

I am following up on your discussion with Minister of Housing Ravi Kahlon during and after the September 2023 UBCM meeting regarding the Housing Supply Act. You asked the Minister about the supports available to a municipality that has been issued a Housing Target Order. As the Executive Director of the Housing Targets Branch, I am pleased to respond on his behalf.

As you may be aware, the Minister is authorized to establish housing targets for municipalities listed as “specified municipalities” in the [Housing Supply Act Regulations](#). Harrison Hot Springs is not a specified municipality at this time.

The Housing Targets Program does not include support or incentive funding as part of an issued Housing Target Order. The Ministry recognizes that delivering on BC’s housing needs will in many cases require significant infrastructure upgrades, process improvements and information technology supports, and policy development, and has committed funding through the following programs:

- In 2018, government committed \$5 million over three years (2019-21) under the Housing Needs Report Program. So far, 154 local governments and seven modern Treaty Nations have received funding to help them assess their local housing needs;
- \$15 million in 2021 to the Local Government Development Approvals Program (DAPR) to support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives;
- \$1 billion through the Growing Communities Fund (from which Harrison Hot Springs received \$1,256,000);
- \$51 million to support local governments in meeting new density initiatives; and
- \$10 million for continued implementation of the Development Approvals Process Review.

I hope that this provides some clarification on the Housing Supply Act program and funding available to municipalities to support increased housing supply. We look forward to working with all our municipal partners to meet the needs of all BC residents.

I encourage you to visit our recently updated [webpage](#) for additional information on housing targets.

Sincerely,

Housing Targets Branch | Ministry of Housing

Email: housing.targets@gov.bc.ca

NOV 16 2023

VILLAGE OF HARRISON HOT SPRINGS

Mayor Ed Wood
495 Hot Springs Rd
PO Box 169
Harrison Hot Springs BC

My name is John Randle, and I am the regional president of UCCO-SACC-CSN (Union of Canadian Correctional Officers) I represent the 9 Federal Penitentiaries in British Columbia with about 1500 Correctional Officers. Nationwide, we have more than 7,400 federal correctional officers working in 49 institutions across Canada.

On the heels of two recent in custody overdose death of an Inmate I am writing to inform you of a recent and concerning announcement by the Correctional Service of Canada (CSC) to introduce a Prison Needle Exchange Program at Mountain Institution, located in Agassiz, that as Federal Correctional Officer's and British Columbia residents we feel goes against the efforts of the Province of BC to tackle the deadly opioids crisis.

The Correctional Service of Canada's mandate is to contribute to public safety by actively encouraging and assisting offenders to become law-abiding citizens, while exercising reasonable, safe, secure, and humane control. With the recent announcement to allow inmates access to needles for the purpose of drug injection while alone in their cells is completely opposite of the mandate they have.

As it stands, now, the plan of CSC would be to provide injection material to inmates so they can inject themselves in their cell. This leaves an inmate vulnerable to suffer an overdose alone. Given the toxicity of the drug supplies in British Columbia

However, there is a much safer option available to Correctional Service of Canada and the inmates in its custody called the Overdose Prevention Sites (OPS). Instead of providing injecting material to inmates to be used unsupervised, the OPS allows inmates to have access to a safe, clean, and supervised injection site by staff in Health Care along with the appropriate clinical supports to help address their addiction issues.

In its March 2022 report, the Chief Coroner of British Columbia wrote about the illicit drug use in presence of others (page 25):

Illicit Drug Use in Presence of Others

Investigative notes and case details were analyzed for evidence of drug use while others were present. The percentage of persons using drugs while alone has shifted over time. Fewer decedents in the current review cohort used illicit drugs alone (52%) than in the 2017 panel review cohort (61%), a statistically significant decrease. However, following the introduction of COVID-19 restrictions in April 2020, the percentage of persons using illicit substances alone increased to 61%.

The province of British Columbia has been in a toxic drug crisis for over 7 years now with no sign of it slowing down. Many of the inmates currently incarcerated in the federal system have links

to drug use as a part of their index offences. By simply allowing inmates access to needles will do nothing to assist and encourage them to get clean and return to society as law abiding citizens, in fact it will do just the opposite. Federal Institutions should be the last line of defense where inmates are offered all supports to get clean but if the CSC chooses to continue with a needle exchange program, they are essentially warehousing inmates and pushing them out and making them the communities problem.

Overdose prevention sites have been proven to be a valuable medical tool in the community seeing higher results of patients eventually ending their use of drugs and eventually leading a sober life. The Correctional Service of Canada has the safer and more successful option of overdose prevention available however chooses to push forward with PNEP making this a community issue once again.

In 2019 the Minister of Public Safety Hon. Ralph Goodale announced that CSC had received the proper medical licenses and authorities to operate overdose prevention sites opening the door for CSC to begin using this safer and more efficient option. Since that time only one OPS site has been opened in Alberta with none planned for the province of British Columbia.

The use of injectable drugs has drastically decreased in the last ten years with smoking drugs like fentanyl becoming the method of choice. By CSC choosing the needle exchange program it is clear they are looking to pad their stats over actually assisting and encouraging inmates to become law abiding citizens in your communities.

As Correctional Officers we take pride in the role we play in the criminal justice system and are raising the alarm that the Correctional Service of Canada is failing in its mandate with this recent decision ultimately putting the responsibility back on the community and putting the public at risk.

I encourage you to reach out the Federal Public Safety Minister and voice your concern with the decision made by the commissioner of the Correctional Service of Canada. Together we can push to keep our communities safe. If you have any questions, please do not hesitate to contact me.



John Randle

Pacific Region President

UCCO-SACC-CSN

John.randle@uccopac.com

604 870 0415

MEMORANDUM

To: the Mayor, Councillors and Administrative staff, Village of Harrison Hot Springs
From: Allan Garneau,
Re: The Dyke Proposal – Scrap It!
Date: November 29, 2023

A fair amount of time was spent at the last council meeting receiving a proposal from the firm contracted to complete the plans for construction of the dyke from side to side at the south end of Harrison Lake. A public open house on the plans will be put before the residents in the new year.

I cannot put this message stronger; **stop the plans before they go any further!** Completion of the dyke under any of the three options will have a disastrous outcome in our village, destroying one of our key tourist attractions and affecting several businesses that front onto Esplanade. I will explain why, but I have a few questions: Who decided we needed a dyke? It appears they did not do their homework. How was the grant determined, that is, did we apply for it or did it accompany the 'solution' to our flooding risk?

It seems that if we have all this money to build a dyke, we should get on with it. As a taxpayer at all levels of government, I see no need to spend money on a project that will not succeed in stopping a flood risk that does not exist. Let's not contribute to government waste. Our federal government is still spending billions on eliminating 'pollution', that is CO₂, a necessary building block of vegetation, advancing the cause of fighting climate change. Our emissions are down, but climate change continues. It is like roping off a 10 square metre corner of the public pool, making it a pee-free area and convincing people to pay a premium to bathe within it. What I am getting at is evaluating success by results, not intentions.

We are a tourist-driven community. The lake and its views bring thousands of people to enjoy the features that make us special. Right now, driving or walking along Esplanade in either direction give visitors a wonderful view. There are very few parking spots that do not allow the occupants of a vehicle to see the magnificence to the north over the lake. The businesses that serve our guests and residents have front window views from the tables facing the street. Building the dyke would destroy all of that, our tourism would plummet, and our businesses would suffer. For what? A dyke that gives us little or no protection from phantom fears?

The key argument against the dyke as it is proposed (a metre high wall or berm), is that it does not realistically deal with flood risk. If I heard it right, it would not have stopped the 1948 flood (which came from the south, not the lake), nor would it have prevented the November 2021 atmospheric river flooding in the village and surrounding areas. It would chiefly prevent water from waves created by winds from the north, pushing onto the south shore of the lake. Information provided at the meeting indicated that the level of the lake at a time when the wind is a possible factor would likely not be a threat. Is there a record of that ever happening here?

I don't know what clawback from the grant (\$5,000,000?) there might be from failing to pursue the dyke, but surely some of that money could pay for improvements to real threats. An example would be to provide (restore) drainage for landflow water along our western border. Another to improve the lagoon and beach area, possibly extending the under-surface breakwater that would deal with the 'wave' threat. Yet another would be to prepare a start and finish area for a temporary dyke that could be quickly installed if the need is evident.

I am not an expert, but I felt we were receiving information about a make-work proposal. That may not seem fair to the firm given the task to plan it. since they were given a job and were doing it. But saner thoughts should prevail. If we go as planned, I fear that all we will be able to contribute at the public session will be to decide whether we want ramps or gentle slopes or walls. If you really want to get feedback from the people, how about putting up a temporary fence (similar to what now exists around the Sasquatch) one metre high in several locations along the proposed site of the dyke, just to show the extent to which the dyke will impair the view? I walked the area with a metre high stake in several locations – you would be amazed how the lake view is destroyed.

The time to put a halt to the process is now, and to re-think the whole matter. Don't waste money by spending where it is unproductive. The cost of building the dyke might be quite small compared to the hit to our tourist economy.

Respectfully submitted, Allan Garneau.

A handwritten signature in black ink, appearing to be 'AG' or similar initials, enclosed within a circular flourish.

File No: 0400-70
Date: December 4, 2023

To: Mayor and Council
From: Tyson Koch, Chief Administrative Officer
Subject: Implementation Timeline of the Municipal Advisor's Recommendations

RECOMMENDATION

THAT the Implementation Timeline of the Municipal Advisor's Recommendations report dated December 4, 2023 be received for information.

SUMMARY

To provide Council with a timeline for implementation of the recommendations from Municipal Advisor Ron Poole.

BACKGROUND

At the November 8, 2023 Regular Council meeting, Council passed the following resolution:

THAT Council receive the Municipal Advisor's Final report dated November 6, 2023, and;

THAT Council approve and adopt all of the recommendations contained in the report as follows:

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.*

and;

THAT staff develop a timeline for implementation of the recommendations and report back to Council on the timeline as soon as possible.

RC-2023-11-17

DISCUSSION

1. Elected Official Training Budget – This item will be incorporated into the 2024 budget and the timeline for implementation will coincide with the 2024-2028 Financial Plan Bylaw, a draft of which is expected to be brought before Council in late January.
2. Council Procedure Bylaw Revision – Staff have a partially developed draft bylaw that is currently being worked on and is expected to be ready to bring before Council by February.
3. Official Community Plan Bylaw Adoption – Staff are conducting a final review of the Official Community Plan to ensure compliance with Section 473 of the *Local Government Act* and will be bringing the bylaw before Council in early 2024.
4. Council Review of Social Media and Communications Policy – All members of Council received a copy of this document in handbooks provided to them by staff at the start of their terms. Additionally, staff are working on making all Council policies available on the Village's website. If any member of Council has questions, they are encouraged to reach out to staff for clarification. Staff does not have any further action to take regarding this item.
5. CAO and Mayor Agenda Briefing Meetings – Being conducted via email with hopes that in person meetings will resume in future.
6. Council-CAO Covenant – The CAO is researching and drafting a covenant, which is expected to be ready to bring before Council early in 2024.
7. Code of Conduct Adoption – A draft of the Village's Code of Conduct has been brought before Council on an ongoing basis since January of 2023. At the June 19, 2023 Regular Council meeting, the bylaw was brought before Council with a recommendation for final adoption and the following resolutions were proposed:

THAT Code of Conduct Bylaw No. 1189, 2023 be referred back to staff to enhance its clarity and readability.

THAT Code of Conduct Bylaw No. 1189, 2023 be given final reading and adoption.

Both motions received 2 (two) votes in favour and 2 (two) votes in opposition, and as a result, were both defeated. A new draft will be prepared for council's consideration in early 2024.

FINANCIAL CONSIDERATIONS

There are no additional financial considerations outside of what was outlined above.

POLICY CONSIDERATIONS

There are no policy considerations associated with this report.

Reviewed by:



Tyson Koch
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz
Chief Financial Officer, Deputy CAO

File No: 7130-03
Date: December 4, 2023

To: Mayor and Council
From: Tyson Koch, Chief Administrative Officer
Subject: Emergency Operations Center – Village Fire Hall

RECOMMENDATION

THAT Council designate the Village of Harrison Hot Springs Fire Hall as the Village's new Emergency Operations Center location.

SUMMARY

In conjunction with the Kent/Harrison Joint Emergency Committee's Emergency Planning Coordinator, staff is recommending that the Village Fire Hall located at 555 Hot Springs Road be designated as the Village's Emergency Operations Centre (EOC).

BACKGROUND

In 2021, Council authorized staff to apply to the Canada Infrastructure Program (ICIP) - COVID-19 Resilience Infrastructure Stream to accommodate physical distancing and to complete required seismic upgrades at the Fire Hall.

In early 2022, the Fire Hall renovation and addition project was awarded to N. Wallace Company; seismic upgrades and an addition were completed mid-2023. There are a few remaining items to be installed before the project is considered complete and a final report can be submitted to the funding authority.

DISCUSSION

In the event of an emergency or disaster, the Village may activate an Emergency Operations Centre. An Emergency Operations Centre is "mission control" during a major response where key municipal personnel and other agencies involved gather to support activities taking place at the site(s) of the emergency. For a more efficient response, the Village and the District of Kent may combine EOCs into one location through the KHJEPC if both municipalities are impacted.

The Fire Hall is now the only post-disaster rated building within the Village. A motion of Council is required to designate the Fire Hall as the new EOC. If Council supports the recommendation, the Kent/Harrison Joint Emergency Response Plan will be updated accordingly.

Fire Department members and the Operations Manager are outfitting the Fire Hall with audio/visual/communication equipment, backup power sources, etc. to support an EOC through

an alternate grant funding source. Installation of all the required equipment is expected to be complete by year end.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

2023 Strategic Plan Priorities

Public Safety – To ensure and enhance public safety.

Organizational Development – To provide for the needs of a growing community.

Respectfully submitted by:



Tyson Koch
Chief Administrative Officer

Attachment: Memo from Ryan Chiarot – Emergency Planning Coordinator

KENT / HARRISON EMERGENCY PROGRAM

MEMORANDUM

DATE: October 27, 2023

FROM: Ryan Chiarot, Emergency Program Coordinator

SUBJECT: Recommendation to Change EOC Location, Village of Harrison Hot Springs

It is the recommendation of the Emergency Program Coordinator (EPC) for the Kent / Harrison Joint Emergency Program (KHJEP), that the location of the Village of Harrison Hot Springs (VHHS) identified Emergency Operation Center (EOC) be moved from 495 Hot Springs Road (Village Office) to 555 Hot Springs Road (the Harrison Hot Springs Fire Department).

The recommendation comes with the completion of the renovations at the Fire Hall. These renovations make the building a post disaster engineered facility, with generator backup, owned by the Village. Generator backup allows the EOC to function in a power loss situation for an extended period.

Separation of the EOC from the main working area within the Village Office also allows for stronger day to day business continuity and less interruptions to staff working during an emergency event.

This designated EOC location move to the Fire Hall has been discussed with the Harrison Hot Springs Fire Chief and is endorsed. The main training / office area is large enough to support up to a Level 3 EOC activation and the lower apparatus bay area can be utilized or expanded into for larger scale events.

Respectfully submitted,



Ryan Chiarot,
Emergency Program Coordinator

File No:
Date: December 4, 2023

To: Mayor and Council
From: Ken Cossey, Planning Consultant
Subject: Review of Bills 44, 46 and 47 (Housing Related Bills)

RECOMMENDATION

THAT the Review of Bills 44, 46 and 47 report dated December 4, 2023 be received for information.

SUMMARY

A review of housing related Bills 44, 46 and 47 and the potential issues they present at a municipal level.

BACKGROUND

In early November, the provincial government introduced several pieces of legislation addressing housing across British Columbia. The new legislation was introduced in three separate bills, as outlined below.

DISCUSSION

1. Bill 44, 2023 – Housing Statutes (Residential Development) Amendment Act, 2023

This bill addresses density and the development approval process for housing. The density issue includes townhouses and buildings with up to 6 units in single-family neighbourhoods. Once enacted, the new rules will apply to 85 British Columbian cities, towns, and other areas (urban containment areas) with populations greater than 5,000 people. The provincial government has indicated that a policy manual is being developed. The manual, which is expected to be released at the end of December 2023, will address what is allowed and what is not allowed in the new neighbourhoods, and the new site standards. The site standards will include the following:

- a. Setbacks
- b. Height restrictions
- c. Parking
- d. Lot coverage

For the 85 applicable municipalities, this means the following:

- a. The end of exclusive single-family dwelling zones.

- b. Municipalities with a population of 5,000 or more will be required to update their bylaws by June 30, 2024, to reflect the new provincial requirements.

There are also some province-wide requirements that must be addressed including:

- a. A more complete Housing Needs Report concept using a standardized format across the province. By December 31, 2024, Harrison Hot Springs will be required to complete an interim housing needs report.
- b. Updating Official Community Plans (OCP) to better address housing needs. The current requirement of 5-year projections is changing to 20-year projections.
- c. Reducing the number of one-off public hearings for rezonings. Once an OCP is finalized, the conforming projects will be subject to approval without any further public hearings.
- d. OCPs must be updated every five years.
- e. One secondary suite or coach house will be permitted in all the residential zones across BC.
- f. The end of exclusive single-family dwelling zones for the 85 municipalities.
- g. Municipalities with a population of 5,000 or more will be required to update their bylaws by June 30, 2024, to reflect the new provincial requirements.

Summary comments on the proposed changes:

- a. Housing Needs Report (HNR) proposed changes include:
 - Requiring all local governments to update their HNRs using a standardized method for a more consistent and robust understanding of both local housing needs currently, and the changing of expected growth from 5 years to over the next 20 years for inclusion into their OCP.
- b. Municipal Bylaws/Zoning proposed changes include:
 - OCPs are to be updated every 5 years with public engagement.
 - Changes to the forecasted growth rate of housing over the next 20 years, rather than using the current 5-year rate.
 - Including policies that address a wider range of housing types.
 - Moving away from site-by-site rezoning or spot-zoning processes.
- c. Require zoning bylaws to better match housing needs and OCPs
 - Small-scale, multiunit homes will be zoned upfront within municipal bylaws, thereby eliminating long-zoning processes to build multi-unit homes, such as, but not limited to, row housing and townhouses.

2. Bill 46, 2023 – Housing Statutes (Development Financing) Amendment Act, 2023

This bill will substantially change the current framework used by local governments to pay for infrastructure and other community amenities related to new development. The focus of this bill seems to be to shift the ability of municipalities to collect funds from home builders to pay for core local infrastructure needs, like water and sewerage, and allow municipalities the “flexibility” to allocate the funds to local services like police, fire halls, and other services that support new homes. Unfortunately, local governments will not be

allowed to continue to use community amenity contributions (CAC) for their affordable housing projects.

As we are all aware, the current legislation limits Development Cost Charges (DCCs) to sewage, water, drainage, and highway facilities, as well as providing and improving parkland. The proposed legislation expands DCC categories to include solid waste and recycling facilities, fire protection services, and police facilities. It also allows local governments to collect DCCs for provincial highway infrastructure projects provided the following conditions are met:

- a. There is a cost-sharing arrangement between the municipality and the Province.
- b. The highway facilities, in whole or in part, directly or indirectly service the housing development, like an interchange.
- c. The highway facilities directly or indirectly enable the integrated functioning of provincial and municipal highway systems.

To supplement this concept, local governments utilized a concept referred to as CAC. Although the current legislation is silent on this issue, the province released a guideline on this issue in 2014. Bill 46 uses a new term called “Amenity Cost Charges” (ACCs). Unfortunately, local governments will not be allowed to continue to use any CACs or the new ACCs for their respective affordable housing projects. Under the proposed legislation, the new ACCs can be collected at either the subdivision or building permit stage.

A bylaw will be required if Harrison Hot Springs wishes to collect ACCs. The bylaw does not require approval by the Inspector of Municipalities, but the Inspector may ask for reporting on the funds collected. The Province may also develop regulations to prescribe the “economic and other analyses that local governments must undertake in setting amenity cost charges”.

3. Bill 47, 2023 – Housing Statutes (Transit-Orientated Areas) Amendment Act, 2023

The proposed legislation will require local governments to designate Transit Oriented Development Areas (TOD areas) near transit hubs. These TOD areas are defined as land within 800 metres of a rapid transit station, such as the current SkyTrain stations, and within 400 metres of a bus exchange where passengers transfer from one route to another. The province is expecting 100 of these new TOD areas from approximately 30 local governments.

In these designated TOD Areas, local governments will be required to:

- a. Permit housing developments that meet provincial standards for allowable height and density.
- b. Remove restrictive parking minimums and allow parking to be determined by need and demand on a project-by-project basis.
- c. Utilize standards and details in a new provincial policy manual to ensure consistency in the approach to developing TOD Areas.

Following the release of regulations and the policy manual in December 2023, the lands that local governments have designated for transit-oriented growth in their Official Community Plans will be immediately captured under the new minimum allowable density requirements

included in the legislation. The province will be sending a follow up letter to the identified local governments in December.

FINANCIAL CONSIDERATIONS

There will be financial implications associated to the following:

- a. Developing an updated Housing Needs Report.
- b. Developing an Amenity Cost Charges bylaw should Council wish to collect ACCs.
- c. Updating the Official Community Plan on a more frequent basis.

The financial implications will become clearer once the guidelines are released.

POLICY CONSIDERATIONS

2023 Strategic Plan Priorities

Organizational Development – To provide for the needs of a growing community.

Sustainable Development – To maintain Harrison Hot Springs as a place we call home.

Respectfully submitted:



Ken Cossey, MCIP, RPP
Planning Consultant

Reviewed by:



Tyson Koch
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz
Chief Financial Officer, Deputy CAO

File No: 4200-01
Date: December 4, 2023

To: Mayor and Council
From: Christy Ovens, Community Services Manager
Subject: Emergency Preparedness Planning

RECOMMENDATION

THAT the Emergency Preparedness Planning Report be received for information.

THAT staff be directed to work with the Kent Harrison Joint Emergency Planning Committee (KHJEPC) and the Village's Emergency Planning Coordinator to update and/or prepare an evacuation plan, a prevention plan, a preparedness plan and a response and recovery plan.

SUMMARY

To provide an update on the Fraser Valley Regional District's (FVRD) ability to support the Village of Harrison Hot Springs with emergency planning, and to discuss Emergency Preparedness within the Village of Harrison Hot Springs.

BACKGROUND

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

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.

RC-2023-10-31

DISCUSSION

Staff engaged with the FVRD about the potential for them to produce and oversee the four emergency management plans mentioned above. Staff were advised that the FVRD is currently working on updating their own Emergency Management Plan and Hazard Report, as well as some other evacuation route planning and training initiatives. Unfortunately, they do not have the capacity at this time to assist the Village. They mentioned there may be potential collaborative opportunities in the future for FVRD and smaller member municipalities and First Nations, however they do not have these resources available at this time.

The current Kent-Harrison Joint Emergency Response & Recovery Plan is an 'all hazards' plan that is in place as a living document with revisions and updates taking place to ensure it continues to meet the requirements set out in the British Columbia Emergency Management System (BCEMS). An 'all hazards' plan is the approach taken by the Province and allows the

adaptability of one plan to apply in the case of any hazard. This plan is overseen by the Kent-Harrison Joint Emergency Program Committee. This Committee has representatives from the Village of Harrison Hot Springs Council and Staff, District of Kent Council and Staff, RCMP, Harrison Hot Springs Fire Department, District of Kent Fire Department, and Kent Harrison Search and Rescue.

On November 8, 2023 the Province's Emergency and Disaster Management Act replaced the Emergency Program Act. Staff are reviewing the changes and taking time to understand the new requirements and how they relate to the current plans in place.

A key role that Village staff holds in the event of an emergency is communications. Staff recently attended a workshop on Crisis Communications led by Benjamin Morgan, a renowned Emergency Management and Crisis Communications leader. One of his takeaways was for municipalities to create templates that can be prepared in advance to allow for information to be provided as quickly as possible to the public in the event of an emergency.

Through the Province, the Justice Institute of British Columbia offers several emergency management courses to support communities in building their knowledge and skillset. Village staff plan to utilize these courses so that the Village can be prepared to support first responders should an emergency situation arise. Three staff members recently completed the 'Introduction to Emergency Management in Canada' and will be taking further courses as they become available in the upcoming months in the areas of Emergency Operations Centres, Community Evacuations, and Emergency Management.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

2023 Strategic Plan Priorities

Public Safety – To ensure and enhance public safety.

Respectfully submitted:



Christy Owens
Community Services Manager

Reviewed by:



Tyson Koch
Chief Administrative Officer

File No: 4300
Date: December 4, 2023

To: Mayor and Council
From: Scott Schultz, Chief Financial Officer
Subject: Inter-Municipal Business Licence Bylaw Amendment

RECOMMENDATION

THAT Inter-Municipal Business Licence Bylaw Amendment No. 1196, 2023 be given first, second and third readings.

SUMMARY

To amend the current Inter-Municipal Business Licence Bylaw to make minor wording changes, remove one participating municipality, and add a "Schedule A" which lays out the fee sharing structure.

BACKGROUND

In 2019, the Village entered into an agreement with several other Fraser Valley municipalities to join the Inter-Municipal Business Licence program (IMBL).

An IMBL allows eligible businesses to operate across participating communities without having to buy a separate business licence in each community. These licences can be purchased by a trades contractor or other construction professional, or a contractor who performs maintenance and/or repair of land and buildings from other than their premises.

Ninety percent of the revenue received from the purchase of the IMBL is retained by the home jurisdiction that the business exists in, and ten percent of the revenue is shared with the other jurisdictions that participate in the program. Over the past three years, the Village has received an average of approximately \$10,000 a year by being a participant in the program. This program revenue offsets any revenue forgone from the non-resident contractors who no longer have to purchase a Village of Harrison Hot Springs business licence.

DISCUSSION

The City of Merritt was originally a member of the Fraser Valley IMBL program, however it was later determined by the group that the proximity of Merritt is too far to be of real benefit to the program. This Bylaw amendment serves to remove the City of Merritt as a participating municipality, as well as make other minor grammatical updates that do not change the intent of the original Bylaw.

FINANCIAL CONSIDERATIONS

There are no material financial changes associated with this amendment.

POLICY CONSIDERATIONS

There are no policy considerations associated with this amendment.

Respectfully submitted:



Scott Schultz
Chief Financial Officer, Deputy CAO

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachments (2): Inter-Municipal Business Licence Bylaw No. 1144, 2019
Inter-Municipal Business Licence Amendment Bylaw No. 1196, 2023



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1144

A bylaw to enter into an Inter-Municipal Business Licence Scheme

WHEREAS Fraser Valley municipalities wish to enter into an agreement with one another to permit certain categories of Businesses to operate across municipal jurisdictions within the Fraser Valley region while minimizing the need to obtain a separate Municipal Business Licence in each jurisdiction;

AND WHEREAS each of the undersigned local governments (herein called singularly the Participating Municipality or as a group the "Participating Municipalities") has adopted this Bylaw;

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

1. There is hereby established an Inter-Municipal business licence scheme, pursuant to section 14 of the *Community Charter* and according to the terms and conditions of this Bylaw.
2. This bylaw may be cited for all purposes as the Village of Harrison Hot Springs "Inter-Municipal Business Licence Bylaw 1144, 2019".
3. In this Bylaw:

"Business" has the meaning as defined by the *Community Charter*;

Community Charter" means the *Community Charter*, SBC 2003, c.26;

"*Mobile Business*" means a trades contractor or other professional (related to the construction industry) or a contractor who performs maintenance and/or repair of land and buildings from other than their Premises;

"*Inter-Municipal Business Licence*" means a business licence which authorizes a Mobile Business to be carried on within the jurisdictional boundaries of any or all of the Participating Municipalities in accordance with this Bylaw and will be in addition to a Municipal Business Licence;

"*Municipal Business Licence*" means a licence or permit, other than an Inter-Municipal Business Licence, issued by a Participating Municipality that authorizes a Business to be carried on within the jurisdictional boundaries of that Participating Municipality;

"Participating Municipality" means those of the following municipalities that have adopted this Bylaw:

City of Abbotsford	Township of Langley
City of Chilliwack	City of Maple Ridge
City of Delta	District of Mission
District of Hope	City of Pitt Meadows
District of Kent	City of Surrey
City of Langley	Village of Harrison Hot Springs
City of Merritt	

"Person" has the meaning as defined by the *Interpretation Act*, SBC, 1996, c. 238;

"Premises" means a fixed or permanent location where the Person ordinarily carries on Business; and

"Principal Municipality" means the Participating Municipality where a Business is located or has a Premises, or, where the licensee does not maintain Premises in any of the Participating Municipalities, the municipality that issues the Inter-Municipal Business licence;

4. Subject to the provisions of the Inter-Municipal Business Licence Bylaw, the Participating Municipalities will permit a Person who has obtained an Inter-municipality Business Licence carry on Business within any Participating Municipality for the term authorized by the Inter-Municipal Business Licence without obtaining a Municipal Business Licence in the other Participating Municipalities.
5. A Principal Municipality may issue an Inter-Municipal Business Licence to an applicant for an Inter-Municipal Business Licence provided the applicant is a Mobile Business and meets the requirements of this Bylaw in addition to the requirements of the Municipal Business Licence bylaw of the Principal Municipality.
6. Notwithstanding that a Person may hold an Inter-Municipal Business Licence that would make it unnecessary to obtain a Municipal Business Licence in other Participating Municipalities, the Person must still comply with all other regulations of any municipal business licence bylaw or regulation in addition to any other bylaws that may apply within any jurisdiction in which the Person carries on Business.
7. A Person that operates a Mobile Business may only apply for an Inter-Municipal Business Licence from the Participating Municipality in which they maintain a Premises, or, where the licensee does not maintain Premises in any of the Participating Municipalities, the municipality that issues the Inter-Municipal Business Licence.

8. Neither this Bylaw nor the issuance of an Inter-Municipal Business Licence eliminates a requirement of a holder of an Inter-Municipal Business Licence to obtain a Municipal Business Licence for each Premises that is maintained within the jurisdiction of the Participating Municipality.
9. The Inter-Municipal Business Licence fee is \$250 for a business with premises in participating municipalities and \$300 for a business without premises in participating municipalities. The fee is payable to the Principal Municipality. The Inter-Municipal Business Licence fee is separate and additional to any Municipal Business Licence fee that may be required.
10. Notwithstanding that some Participating Municipalities pro-rate their Municipal Business Licence fee, the Inter-Municipal Business Licence fee must not be pro-rated.
11. The Participating Municipalities will distribute revenue generated from Inter-municipal Business Licence fees from Inter-Municipal Businesses with premises within Participating Municipalities amongst all Participating Municipalities based on the Principal Municipality retaining 90% of the Inter-Municipal Business Licence fee and the remaining 10% distributed equally to the remaining Participating Municipalities.
12. The Participating Municipalities will distribute revenue generated from Inter-Municipal Business Licence fees from Inter-Municipal Businesses without premises within Participating Municipalities evenly amongst all participating Municipalities.
13. The Participating Municipalities agree that the revenue sharing formula will be reviewed from time to time, and will be altered as necessary upon agreement of all Participating Municipalities.
14. The revenue generated from Inter-Municipal Business Licence fees collected by the Partnering Municipalities will be distributed by each Participating Municipality to the other Participating Municipalities as follows:
 - a) The revenue generated from Inter-Municipal Business Licence fees collected from January 1 to December 31 inclusive will be distributed by February 28 of the following year in which the fees were collected.
15. The term of the Inter-Municipal Business Licence is the same as the term for the Municipal Business Licence issued by the Principal Municipality for that Business category.
16. An Inter-Municipal Business Licence issued within the 12 month term of the Inter-Municipal business licence scheme established by this Bylaw shall, until its term expires, remain valid within the jurisdictional boundaries of any or all of the Participating Municipalities.

17. Each Participating Municipality shall provide the other Participating Municipalities with information regarding the Inter-Municipal Business Licences that it issues by way of regular updates on a shared database that is available to all Participating Municipalities.
18. A Participating Municipality may exercise the authority of the Principal Municipality and suspend an Inter-Municipal Business Licence in relation to conduct by the holder within the Participating Municipality which would give rise to the power to suspend a business licence under the *Community Charter* or the Municipal Business Licence bylaw or regulation of the Participating Municipality. The suspension shall be in effect throughout all of the Participating Municipalities and it shall be unlawful for the holder to carry on the Business authorized by the Inter-Municipal Business Licence in any Participating Municipality for the period of the suspension.
19. If the Council of a Participating Municipality is of the opinion that reasonable cause exists to cancel an Inter-Municipal Business Licence issued by another of the Participating Municipalities, then it may by resolution reciting the details of such reasonable cause request the Principal Municipality that issued the licence to consider whether or not the licence should be cancelled pursuant to section 15 or section 60(2) of the *Community Charter*.
20. Any resolution made under section 18 of this Bylaw shall be communicated in writing to the Principal Municipality that issued the Inter-Municipal Business Licence, together with such documentary evidence of the reasonable cause as may be available, and such Principal Municipality shall as soon thereafter as reasonably possible consider whether the Inter-Municipal Business Licence should be cancelled.
21. In making any decision as to whether to cancel an Inter-Municipal Business Licence under section 19 of this Bylaw or section 15 or section 60(2) of the *Community Charter*, the Principal Municipality shall approach the matter as if the conduct complained of had occurred within its own jurisdictional boundaries.
22. The Principal Municipality will retain the authority to hear related reconsiderations or appeals of suspensions and cancellations of Inter-Municipal Business Licences.
23. Nothing in this Bylaw affects the authority of a Participating Municipality to suspend or cancel any business licence issued by that municipality or to enact regulations in respect of any category of Business under section 15 of the *Community Charter*.
24. The invalidity or unenforceability of any provision of this Bylaw shall not affect the validity or enforceability of any other provisions of this Bylaw and any such invalid or unenforceable provision shall be deemed to be severable.

25. In the event of an inconsistency between this Bylaw and any other bylaw relating to business licensing of a Participating Municipality, the provisions of this Bylaw shall take precedence.


This Bylaw shall come into force and take effect on the 1st day of January, 2020.

READ A FIRST TIME THIS 9th DAY OF SEPTEMBER, 2019

READ A SECOND TIME THIS 9th DAY OF SEPTEMBER, 2019

READ A THIRD TIME THIS 9th DAY OF SEPTEMBER, 2019

ADOPTED THIS 1st DAY OF OCTOBER, 2019



Mayor



Corporate Officer

VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1196

A bylaw to amend “Inter-Municipal Business Licence Bylaw No. 1144, 2019”

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to amend Inter-Municipal Business Licence Bylaw No. 1144, 2019 to correct grammatical errors and remove one participating municipality;

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

1. This Bylaw may be cited as the Village of Harrison Hot Springs “Inter-Municipal Business Licence Bylaw No. 1196, 2023”.
2. “Inter-Municipal Business Licence Bylaw No. 1144, 2019” is hereby amended as follows:
 - a. Under Section 3 – By removing the City of Merritt as a “Participating Municipality”;
 - b. Under Section 3 “*Person*” – By adding “R” to the citation of the *Interpretation Act*;
 - c. Under Section 3 “*Principal Municipality*” – by removing the following from the sentence:
 - i. “, or, where the licensee does not maintain Premises in any of the Participating Municipalities, the municipality that issues the Inter-Municipal Business licence”.
 - d. Under Section 4 – by adding “to” to the following sentence:
 - i. Subject to the provisions of the Inter-Municipal Business Licence Bylaw, the Participating Municipalities will permit a Person who has obtained an Inter-Municipal Business Licence **to** carry on Business within any Participating Municipality for the term authorized by the Inter-Municipal Business Licence without obtaining a Municipal Business Licence in the other Participating Municipalities.
 - e. By adding Schedule “A” attached hereto and forming part of this Bylaw.

READINGS AND ADOPTION

READ A FIRST TIME THIS DAY OF , 2023

READ A FIRST TIME THIS DAY OF , 2023

READ A FIRST TIME THIS DAY OF , 2023

ADOPTED THIS DAY OF , 2023

Mayor

Corporate Officer

Schedule A

The revenue generated from Inter-Municipal Business Licence fees is shared on the following formula:

- a. The Principal Municipality is to retain 90% of the fee collected and the remaining 10% is to be distributed to the remainder of the Participating Municipalities.

File No: 1820
Date: December 4, 2023

To: Mayor and Council
From: Scott Schultz, Chief Financial Officer
Subject: Sewer Regulation and Fee Bylaw Amendment

RECOMMENDATION

THAT Sewer Regulation Amendment Bylaw No. 1197, 2023 be given first, second and third readings.

SUMMARY

To amend the Sewer Regulation and Fee Bylaw 980, 2011 to set the Sewer Utility Fees for the 2024 – 2028 years.

BACKGROUND

The Village's Waste Water Utility is operated on a cost recovery basis. There are two main components to the way the Sewer Service Fees are charged:

1. Sanitary Sewer Service Utility Fee
 - a. This is a fee per metre based on the actual length of the property that abuts the sewer collection main
2. Sanitary Sewer Service User Fee
 - a. This is a fee for the actual use of the sewer service

The Sewer Regulation and Fee Bylaw 980, 2011 was last amended in 2019 where the Sewer Utility Fees were set for the 2019 – 2023 years, with increases in the Sewer Service User Fees of two percent (2%) each year. There were no annual increases to the Sewer Service Utility Fee.

DISCUSSION

Since the last amendment bylaw was adopted, we have entered into an inflationary environment where many costs relating to the operation and repair and maintenance of the Waste Water Treatment Plant (WWTP) and sewer infrastructure have increased exponentially. Examples of these increased costs would include labour, chemicals, electricity and natural gas, and replacement equipment.

The WWTP is still relatively new, however as it ages it will require more annual repair and maintenance work so it's important to have reasonable reserves in place to cover those costs as

they arise. Village administration continues to mitigate the operating cost increases as much as possible through efficiencies and cost control.

Accordingly, the recommendation is to set the 2024 – 2028 Sewer Service User Fee rates to increase at the same two percent (2%) per year as was historically done. There is no recommended increase to the Sewer Service Utility Fee at this time.

With this amendment, the average residential property will see an approximate increase of \$5.35 per year for the Sewer fees.

FINANCIAL CONSIDERATIONS

There are no material financial changes associated with this amendment.

POLICY CONSIDERATIONS

There are no policy considerations related to this amendment.

Respectfully submitted:



Scott Schultz
Chief Financial Officer, Deputy CAO

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachment: Sewer Regulation and Fee Amendment Bylaw No. 1197, 2023



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1197

A bylaw to amend the Sewer Regulation and Fee Bylaw No. 980

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to amend Sewer Regulation and Fee Bylaw No. 980, 2011;

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

1. CITATION

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Sewer Regulation and Fee Amendment Bylaw No. 1197, 2023".

2. "Sewer Regulation and Fee Bylaw No. 980, 2011" is hereby further amended by deleting "Schedule A" in its entirety, as attached thereto, and substituting with a new "Schedule "A" – Annual Fees and Charges" as attached hereto and forming part of this Bylaw.

3. The Sewer Regulation and Fee Bylaw No. 1197, 2023 Schedule "A" – Annual Fees and Charges will be effective as specified in the schedule.

READINGS AND ADOPTION

READ A FIRST TIME THIS DAY OF , 2023

READ A SECOND TIME THIS DAY OF , 2023

READ A THIRD TIME THIS DAY OF , 2023

ADOPTED THIS DAY OF , 2023

Mayor

Corporate Officer

SCHEDULE "A"
Bylaw No. 1197, 2023
Annual Fees and Charges

Pursuant to Section 194 of the Community Charter the following annual fees and charges (January 1 – December 31) are imposed in accordance with the terms and conditions approved by Council:

1. Sanitary Sewer Service Connection and Disconnection Fees

Connection	
Single Family	\$ 2,000.00* plus tax
Duplex (each unit)	\$ 2,000.00* plus tax
Multi-Family & Commercial	\$ 2,000.00* plus tax
Reconnection	\$ 2,000.00* plus tax
Disconnection	
Disconnection	Actual cost plus tax

**Costs will be based on a minimum fee of \$2,000.00 plus tax at time of application. Any actual cost of the sanitary sewer connection over and above the \$2,000.00 fee will be invoiced accordingly.*

2. Sanitary Sewer Service Utility Fee

All properties identified by folio numbers that are or can be connected to the sanitary sewer system will pay the following fee based on the **actual length of the property** that abuts the sewer collection main.

Rate	Minimum	Maximum
\$ 9.28/metre	18 metres	30 metres

3. Sanitary Sewer Service User Fee

All properties connected to the sanitary sewer system will pay the user fees, in the amounts set out in the table below, effective January 1 of the year stated:

Residential	2024	2025	2026	2027	2028
Residential Unit (per unit)	\$273.26	\$278.72	\$284.30	\$289.98	\$295.78
Secondary Suite (per suite)	\$136.63	\$139.36	\$142.15	\$144.99	\$147.89

Commercial / Community	2024	2025	2026	2027	2028
Barbershop, Beauty Salon	\$644.90	\$657.79	\$670.95	\$684.37	\$698.06
Campground (per campsite)	\$108.70	\$110.88	\$113.09	\$115.35	\$117.66
• Sani-dumps	\$108.70	\$110.88	\$113.09	\$115.35	\$117.66
• Washrooms fixtures	\$72.87	\$74.33	\$75.81	\$77.33	\$78.88
Church	\$255.04	\$260.14	\$265.34	\$270.65	\$276.06
Coin Laundry (per machine)	\$68.49	\$69.86	\$71.26	\$72.69	\$74.14
Hotel/Motel (per room)	\$156.67	\$159.81	\$163.00	\$166.26	\$169.59
Laundry	\$9,780.28	\$9,975.89	\$10,175.40	\$10,378.91	\$10,586.49
Liquor Primary (per person)	\$19.43	\$19.82	\$20.22	\$20.62	\$21.03
Office	\$255.04	\$260.14	\$265.34	\$270.65	\$276.06
Repair Shop	\$255.04	\$260.14	\$265.34	\$270.65	\$276.06
Restaurant/Café	\$485.80	\$495.51	\$505.42	\$515.53	\$525.84
• First 400 ft ² (37.16 m ²) of floor space					
• For each additional 100 ft ² (9.3m ²) or portion thereof of floor space	\$121.45	\$123.88	\$126.36	\$128.89	\$131.46
Retail Establishment	\$255.04	\$260.14	\$265.34	\$270.65	\$276.06
School (per classroom)	\$313.33	\$319.60	\$325.99	\$332.51	\$339.16
Service Station	\$511.30	\$521.52	\$531.95	\$542.59	\$553.44
Storage/Maintenance Shop	\$182.17	\$185.82	\$189.53	\$193.32	\$197.19

All properties connected to the sanitary sewer system will pay the user fees, in the amounts set out in the table below, effective January 1 of the year stated:

4. Pool/Hot Tub/Spa User Fee

Pools/Spas	2024	2025	2026	2027	2028
*Class 1 Pool Commercial/Recreational	\$3,996.88 and/or metered discharge	\$4,076.82 and/or metered discharge	\$4,158.35 and/or metered discharge	\$4,241.52 and/or metered discharge	\$4,326.35 and/or metered discharge
Metered Discharge Rate/m³	\$1.21	\$1.24	\$1.26	\$1.29	\$1.31
*Class 2 Pool Commercial/Recreational/ Multi-Unit Residential	\$1,821.73	\$1,858.16	\$1,895.33	\$1,933.23	\$1,971.90
*Class 3 Spa	\$1,604.03	\$1,636.11	\$1,668.83	\$1,702.21	\$1,736.26
*Class 4 Hot Tub – Commercial/ Recreational/ Multi-Unit Residential	\$910.87	\$929.09	\$947.67	\$966.62	\$985.96

**Class 1 - Spa Pool or Public Pool that discharges on a regular basis*

**Class 2 - Pool intended for shared use by more than one person; ie pool located at a campground, multi-unit building, motel/hotel, apartment building, townhouse complex that does not discharge on a regular basis and is not metered*

**Class 3 - Spa*

**Class 4 - Hot Tub intended for shared use by more than one unit; ie located at a campground, multi-unit building, motel/hotel, apartment building, townhouse complex that does not discharge on a regular basis and is not metered*

5. Waste Discharge

Waste Discharge Permit Application	\$ 350.00
Waste Discharge Fee per cubic metre	\$ 1.25/m³

6. Billing Cycle and Penalties

Commercial Fees are billed quarterly, Residential Fees are billed annually.

A 10% penalty will be applied to any unpaid balance on the fees and charges outstanding by the due date.

Any fees and charges remaining unpaid by the end of the calendar year shall be deemed to be taxes in arrears.

File No: 1820
Date: December 4, 2023

To: Mayor and Council
From: Scott Schultz, Chief Financial Officer
Subject: Water Regulation and Fee Bylaw Amendment

RECOMMENDATION

THAT Water Regulation Amendment Bylaw No. 1198, 2023 be given first, second and third readings.

SUMMARY

To amend the Water Regulation and Fee Bylaw No. 967, 2011 to set the Water Utility Fees effective January 1, 2024.

BACKGROUND

The Village's Water Utility is operated on a cost recovery basis. There are two main components to the way the Water Service Fees are charged:

1. Water Service Utility Fee
 - a. This is a fee per metre based on the actual length of the property that abuts the water distribution main
2. Water Service User Fee
 - a. This is a fee for the actual use of the water service

The Water Regulation and Fee Bylaw No. 967, 2011 was last amended in 2016 and there have been no increases to Water Service fees since that time.

DISCUSSION

The Village's Water Treatment Plant (WTP) is relatively new and utilizes leading edge techniques to treat the Village's fresh water supply. That said, the facility does require annual maintenance and equipment replacement to keep the system operating optimally. The Village has also seen increased cost pressures in the past few years in the form of higher costs for labour, chemicals, utilities, and equipment maintenance. Generally speaking, it is also important to continue to contribute reasonably to Water Utility reserves to assist with future repairs to the facility.

Accordingly, the recommendation is to apply a three percent (3%) Water Service User Fee rate increase, effective January 1, 2024. There is no recommended increase to the Water Service Utility Fee at this time.

With this amendment, the average residential property will see an approximate increase of \$8.40 per year for the Water Fees.

FINANCIAL CONSIDERATIONS

There are no material financial changes associated with this amendment.

POLICY CONSIDERATIONS

There are no policy considerations related to this amendment.

Respectfully submitted:



Scott Schultz
Chief Financial Officer, Deputy CAO

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachment: Water Regulation and Fee Amendment Bylaw No. 1198, 2023



VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 1198

A bylaw to amend the Water Regulation and Fee Bylaw No. 967

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to amend Water Regulation and Fee Bylaw No. 967, 2011;

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

1. CITATION

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Water Regulation and Fee Amendment Bylaw No. 1198, 2023".

- 2.** "Water Regulation and Fee Bylaw No. 967, 2011", is hereby further amended by deleting "Schedule A" in its entirety, as attached thereto, and substituting with a new "Schedule "A" – Annual Fees and Charges" as attached hereto and forming part of this Bylaw.
- 3.** The Water Regulation and Fee Bylaw No. 1198, 2023 Schedule "A" – Annual Fees and Charges will be effective on January 1, 2024 or as otherwise specified in the schedule.

READINGS AND ADOPTION

READ A FIRST TIME THIS DAY OF , 2023

READ A SECOND TIME THIS DAY OF , 2023

READ A THIRD TIME THIS DAY OF , 2023

ADOPTED THIS DAY OF , 2023

Mayor

Corporate Officer

WATER REGULATION AND FEE AMENDMENT BYLAW NO. 1198

SCHEDULE "A"

Annual Fees and Charges – Effective January 1, 2024

Pursuant to *Section 194 of the Community Charter* the following annual fees and charges (January 1 – December 31) are imposed in accordance with the terms and conditions approved by Council:

Water Service Utility Fee

All properties identified by folio numbers that are or can be connected to the water system will pay the following fee based on the actual length of the property that abuts the water distribution main.

Rate	Minimum	Maximum
\$ 11.14/metre	18 metres	30 metres

Water Service User Fee

Residential	Quarterly	Annual
Single Family	\$ 72.10	\$ 288.40
Duplex (per unit)	\$ 72.10	\$ 288.40
Secondary Suite	\$ 36.05	\$ 144.20
Swimming Pool	\$ 72.10	\$ 288.40

Bulk Water Meters

Where a bulk water meter is utilized in lieu of individual meters for a commercial, multiple dwelling or a multiple unit property, a minimum annual charge will be levied on each unit.

	Minimum Quarterly Rate	Metered Rate (1m ³)	Minimum Annual Rate
	0- 75 m ³ per unit	> 75 m ³ per unit	Per Unit
Commercial	\$ 72.10	\$ 1.03	\$ 288.40
Multi-unit Residential	\$ 72.10	\$ 1.03	\$ 288.40
Multi-unit Commercial	\$ 72.10	\$ 1.03	\$ 288.40
Multi-unit Mixed Use	\$ 72.10	\$ 1.03	\$ 288.40
	0 - 18.75 m ³ per unit	> 18.75 m ³ per unit	Per Unit
Campground/Holiday Park/RV Resort	\$ 18.03	\$ 1.03	\$ 72.10

Water Service Connection, Disconnection, Test Fees

Connection	
Single Family	\$ 2,000.00* plus tax
Duplex (each unit)	\$ 2,000.00* plus tax
Multi-Family & Commercial	\$ 2,000.00* plus tax
Disconnection	
Disconnection	\$ 150.00 plus tax
Inspection	\$ 50.00 plus tax
Water Turn on/off	\$ 150.00 plus tax
Meter Test	
Residential	\$ At actual cost
Commercial	\$ At actual cost

* Costs will be based on a minimum fee of \$2,000.00 plus tax at time of application. Any actual cost of the water connection over and above the \$2,000.00 fee will be invoiced accordingly.

Commercial Fees are billed quarterly, Residential Fees are billed annually.

A 10% penalty will be applied to any unpaid balance on the fees and charges outstanding by the due date.

Any fees and charges remaining unpaid by the end of the calendar year shall be deemed to be taxes in arrears.