



# NOTICE OF MEETING AND AGENDA REGULAR COUNCIL MEETING

Monday, January 15, 2024, 7:00 PM  
Memorial Hall, 290 Esplanade Avenue,  
Harrison Hot Springs, BC V0M 1K0

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

<b>1. CALL TO ORDER</b>	
Meeting called to order by Mayor Wood Acknowledgement of Sts'ailes traditional territory.	
<b>2. INTRODUCTION OF LATE ITEMS</b>	
<b>3. APPROVAL OF AGENDA</b>	
<b>4. ADOPTION OF COUNCIL MINUTES</b>	
(a) THAT the Regular Council Meeting Minutes of December 18, 2023 be adopted <span style="float: right;">Page 1</span>	
<b>5. BUSINESS ARISING FROM THE MINUTES</b>	
<b>6. CONSENT AGENDA</b>	
i. Bylaws	
ii. Agreements	
iii. Committee/ Commission Minutes	
iv. Correspondence	(a) Email dated December 19, 2023 from the Ministry of Emergency Management and Climate Readiness Re: Emergency Disaster Management Act Funding Announcement <span style="float: right;">Page 9</span>
<b>7. DELEGATIONS/PETITIONS</b>	
<b>8. CORRESPONDENCE</b>	
<b>9. BUSINESS ARISING FROM CORRESPONDENCE</b>	
<b>10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS</b>	
<b>11. REPORTS FROM MAYOR</b>	
<b>12. REPORTS FROM STAFF</b>	
(a) Report of Corporate Officer dated January 15, 2024 <span style="float: right;">Page 11</span> Re: Disposal of Surplus Items and Equipment Policy Amendment  Recommendation:  THAT Council approve the amendments to Disposal of Surplus Items and Equipment Policy 1.11.	

- (b) Report of Operations Manager dated January 15, 2024  
Re: Miami Creek North and South Bridge Repair

Page 15

Recommendation:

THAT Council authorize staff to use the remaining funds from the growing Communities Fund for all necessary repair work on the McCombs Drive North and South Bridges.

- (c) Report of Community Services Manager dated January 15, 2024  
Re: Active Communities Grant Program

Page 17

Recommendation:

THAT staff be authorized to apply for the Active Communities Grant program for funding up to a maximum of \$50,000.

- (d) Report of Community Services Manager dated January 15, 2024  
Re: Local Government Infrastructure Planning Grant Program

Page 23

Recommendation:

THAT Council authorize staff to apply for the Local Government Infrastructure Planning Grant program for up to a maximum of \$10,000 to go towards obtaining a Water Master Plan.

- (e) Report of Community Services Manager dated January 15, 2024  
Re: Spirit Trail Maintenance Update

Page 25

Recommendation:

THAT staff be authorized to proceed with prescription development for fuel treatment work in the Spirit Trail; and

THAT staff seek additional grant funding sources once the prescription is developed to be able to complete fuel treatment to a fuel management standard for all costs above the originally budgeted \$30,000.

- (f) Report of Community Services Manager dated January 15, 2024  
Re: Village of Harrison Hot Springs 75<sup>th</sup> Anniversary Celebration

Page 31

Recommendation:

THAT staff be authorized to seek community feedback regarding proposed ideas for the Village's 75<sup>th</sup> Anniversary celebration event; and

THAT the Community Event Budget be increased to \$15,000 for the 2024 financial plan.

### 13. BYLAWS

### 14. NEW BUSINESS

- (a) New Business from Councillor Allen  
Re: Zoom Recordings

Recommendation:

WHEREAS the Village has the ability to post the Zoom record of all public Council meetings on the Village's public website; and

WHEREAS this service is an important part of the Village's transparency objectives; and

WHEREAS the residents who are unable to attend a meeting in person or via Zoom are entitled to watch the Zoom video in a timely manner; and

WHEREAS the posting of the Zoom video is a relatively simple task which can be performed by multiple staff members, therefore be it resolved

THAT the following policy be adopted immediately:

*Timely posting of Zoom record of meetings. The Zoom video of all public meetings shall be posted promptly on the Village's website, preferably before noon of the following day, and that a minimum of three staff be capable of carrying out this task.*

- (b) New Business from Mayor Wood  
Re: Statements of Accounts from Lidstone and Company

Recommendation:

THAT Council receive the itemized Statements of Accounts billed to the Village between July and December 2023 by Lidstone and Company Barristers and Solicitors

- (c) New Business from Councillor Vidal  
Re: FVRD Board and Hospital Council Appointment

- (d) New Business from Councillor Allen  
Re: Weather Station to Monitor Wind Data

Recommendation:

WHEREAS wind speed and direction are the primary causes of wildfire migration; and

WHEREAS the Village does not have adequate recorded data on wind speed direction or patterns; and

WHEREAS this has resulted in the wildfire risk being grossly underestimated; and

WHEREAS there is a radio transmission tower located on the East side of McCombs Drive; and

WHEREAS this tower is ideally located to provide good data on wind patterns in our high-risk interface fire zone; and

WHEREAS compact, public-access weather stations are available which can record such wind data over long periods, therefore be it resolved

THAT the Village apply for permission to install a weather station on this transmission tower and that a sum of \$10,000 be allocated in the 2024 Village budget for this project.

- (e) New Business from Councillor Allen  
Re: Canadian Geese Population Control

Recommendation:

WHEREAS the ever-growing population of Canada Geese in Harrison Village continues to create a health hazard for our beaches, parks and public areas; and

WHEREAS this invasive goose population costs the community many thousands of dollars each year in dealing with the droppings and keeping our public areas clean; and

WHEREAS other communities have successfully reduced their health hazards and costs by exercising birth control on their goose populations; and

WHEREAS Harrison would be cleaner, safer and better off with less geese, therefore be it resolved

THAT the Village apply immediately for permission to humanely reduce the reproductive rate of Canada geese in the Harrison Lake area during the 2024 nesting season and that the sum of \$7,000 be allocated to this task in the 2024 Village budget.

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

#### 16. ADJOURNMENT

THAT pursuant to Section 90 of the *Community Charter*, this Special Meeting of Council be closed to the public as the subject matter being considered relates to the following:

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



Amanda Graham  
Corporate Officer

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

**DATE:** Monday, December 18, 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

Chief Administrative Officer, Tyson Koch  
Chief Financial Officer, Scott Schultz  
Corporate Officer, Amanda Graham  
Community Services Manager, Christy Ovens (via Zoom)  
Operations Manager, Jace Hodgson (via Zoom)

**ABSENT:** Councillor Michie Vidal

**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**

Late item from Councillor Allen to add Item 14(c) New Business – Deputy Mayor Appointment.

**3. APPROVAL OF AGENDA**

**Moved by Councillor Jackson**  
**Seconded by Councillor Allen**

THAT the agenda be approved as amended.

**CARRIED  
UNANIMOUSLY**  
RC-2023-12-12

**4. ADOPTION OF COUNCIL MINUTES**

**Moved by Councillor Allen**  
**Seconded by Councillor Jackson**

THAT the Special Pre-Closed Council Meeting minutes of November 30, 2023 be adopted.

**CARRIED  
UNANIMOUSLY**  
RC-2023-12-13

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
December 18, 2023*

**Moved by Councillor Jackson**  
**Seconded by Councillor Allen**

THAT the Regular Council Meeting minutes of December 4, 2023 be adopted.

**CARRIED  
UNANIMOUSLY**  
*RC-2023-12-14*

**5. BUSINESS ARISING FROM THE MINUTES**

**Moved by Mayor Wood**  
**Seconded by Councillor Allen**

THAT Council release the only resolution passed at the November 30, 2023 Special Closed Council Meeting.

**CARRIED  
OPPOSED BY COUNCILLOR FACIO**  
*RC-2023-12-15*

**Moved by Mayor Wood**  
**Seconded by Councillor Allen**

THAT Curtis Genest be appointed as Fire Chief.

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

**6. CONSENT AGENDA**

- iii. (a) Advisory Planning Commission Meeting Minutes of October 4, 2023
- iv. (a) Letter dated December 1, 2023 from the Ministry of Transportation and Infrastructure  
Re: UBCM Meeting 2023
- (b) Letter dated December 8, 2023 from the Minister of Housing  
Re: New Legislation to Support Local Government Housing Initiatives
- (c) Letter dated December 8, 2023 from the Minister of Jobs, Economic Development and Innovation  
Re: UBCM Meeting 2023

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
December 18, 2023*

**Moved by Councillor Jackson**  
**Seconded by Councillor Facio**

THAT the consent agenda be received.

**CARRIED  
UNANIMOUSLY**  
*RC-2023-12-16*

**7. DELEGATIONS/PETITIONS**

None.

**8. CORRESPONDENCE**

- (a) Email dated December 3, 2023 from Dave Hollins  
Re: Dike Project

**Moved by Councillor Jackson**  
**Seconded by Councillor Facio**

THAT the email dated December 3, 2023 from Dave Hollins be received.

**CARRIED  
UNANIMOUSLY**  
*RC-2023-12-17*

**9. BUSINESS ARISING FROM CORRESPONDENCE**

Mayor Wood thanked Dave Hollins for his email.

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

**Councillor Jackson**

- Fraser Valley Regional Library Board (Municipal Director) – No Report
- Tourism Harrison – No Report

**Councillor Allen**

- Attended the concert put on by the Gospel Brass Ministries at Memorial Hall

**Councillor Facio**

- Fraser Valley Regional District Board (Municipal Director)
  - Attended a meeting on December 14, 2023
  - Attended a meeting on December 7, 2023
- Fraser Valley Regional Library Board (Alternate Municipal Director) – No Report

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
December 18, 2023*

**11. MAYOR'S REPORT**

- Attended Agassiz Harrison Community Services Christmas lunch. It was a great community event for both Harrison and Agassiz.
- Attended the Salvation Army ringing of the bell. The money raised will be going to the food bank.
- The judging for the Village of Harrison Hot Springs Christmas light contest will take place on Wednesday, December 20<sup>th</sup>.
- Reported on the Lets'emot C2C Meeting with the District of Kent and First Nations Neighbours.
- Reported that Ken Gisborne has resigned as Chair of the Advisory Planning Commission and thanked him for his work.
- The Dike Upgrade Project Open House was held on December 7<sup>th</sup>. There will be a second round of public engagement coming in 2024. There is also a survey available now online which will run until January 12<sup>th</sup>.
- Discussed the skating rink and the issues that the Village is currently facing with the logistics of the rink.
- Asked the CAO for any updates on the evacuation route through Sasquatch Park. The CAO reported that BC Parks attended the site with the District of Kent, and also reported on current correspondence and timeline.
- Asked staff for an update on FireSmart. The Community Services Manager provided an update.

**12. REPORTS FROM STAFF**

None.

**13. BYLAWS**

(a) Inter-Municipal Business Licence Amendment Bylaw No. 1196, 2023

**Moved by Councillor Facio**  
**Seconded by Councillor Allen**

THAT Inter-Municipal Business Licence Amendment Bylaw No. 1196, 2023 be given final reading and adoption.

**CARRIED  
UNANIMOUSLY**  
*RC-2023-12-18*



*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
December 18, 2023*

**14. NEW BUSINESS**

- (a) New Business from Mayor Wood  
Re: Development Master Plan

**Moved by Mayor Wood**  
**Seconded by Councillor Allen**

WHEREAS the Advisory Planning Commission meeting of December 7, 2023 clearly shows the frustration of the members with the lack of process, procedural fairness, and the common rules of law; and

WHEREAS the APC members which are all unpaid volunteers did an outstanding job of researching the development and asking many questions; and

WHEREAS the developers, the public, and Advisory Planning Commission members are sharing the same grief in our lack of process; and

WHEREAS there are an estimated 15 outdated and conflicting Village bylaws that form part of the development process; and

WHEREAS these estimated 15 bylaws were, by council resolution many months back, referred to a Committee of the Whole meeting for discussion; and

WHEREAS Council does not have the knowledge to revise the bylaws; and

WHEREAS the Provincial government is changing the legislation regarding development, therefore be it resolved

THAT staff be directed to retain a third party, independent planning consultant to review and provide a comprehensive master plan for all development in the Village.

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

- (b) New Business from Councillor Allen  
Re: Adopt-A-Tree Program

**Moved by Councillor Allen**  
**Seconded by Mayor Wood**

THAT Council accept Councillor Allen's offer dated November 29, 2023 to adopt the four oak trees on Lillooet Avenue for the next three years.

**Amendment moved by Mayor Wood**  
**Seconded by Councillor Allen**

THAT Council accept Councillor Allen's offer dated November 29, 2023 in principle.

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
December 18, 2023*

Council voted on the amendment.

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

Council proceeded to vote on the main motion.

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

- (c) New Business from Councillor Allen  
Re: Deputy Mayor Appointment

**Moved by Councillor Allen  
Seconded by Mayor Wood**

WHEREAS Section 130 of the *Community Charter* requires that there be a Deputy Mayor appointed to provide leadership and continuity in the absence of the Mayor; and

WHEREAS this responsibility is mandatory and Council cannot ignore the stute and leave the position open; and

WHEREAS the Village's Council Procedure Bylaw No. 1164, 2021 requires that any such appointment be initiated by a nomination from the Mayor, alone; and

WHEREAS Mayor Wood has nominated Councillor Allen for the position of Deputy Mayor during 2024, therefore be it resolved

THAT Councillor John Allen be appointed to the position of Deputy Mayor for the year 2024.

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

**Moved by Mayor Wood  
Seconded by Councillor Facio**

THAT Councillor Allen, Councillor Vidal and Councillor Facio be appointed as Deputy Mayor for four month terms on a rotating basis for the next three years until the end of Council's term.

Councillor Facio raised a point of order that the discussion on the motion should carry on.

**CARRIED  
OPPOSED BY COUNCILLOR ALLEN  
RC-2023-12-19**

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
December 18, 2023*

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

Questions from the public were entertained.

**Moved by Councillor Allen**  
**Seconded by Councillor Facio**

THAT the meeting be adjourned at 8:14 p.m.

**CARRIED  
UNANIMOUSLY**  
*RC-2023-12-20*

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Ed Wood  
Mayor

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Amanda Graham  
Corporate Officer



**Admin**

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**From:** EMCR IER Funding EMCR:EX <[EMCR.IERFunding@gov.bc.ca](mailto:EMCR.IERFunding@gov.bc.ca)>  
**Sent:** Tuesday, December 19, 2023 4:59:13 PM  
**To:** EMCR IER Funding EMCR:EX <[EMCR.IERFunding@gov.bc.ca](mailto:EMCR.IERFunding@gov.bc.ca)>  
**Subject:** Emergency and Disaster Management Act – Funding Announcement

Good afternoon, Mayors and Regional District Chairs:

As you are aware, Bill 31, the *Emergency and Disaster Management Act* (the Act), received Royal Assent on November 8<sup>th</sup>, 2023. Significant components of the Act came into effect immediately, while the remainder will come into effect through regulation, which will allow for phased implementation.

The Act includes Indigenous engagement requirements that promote relationship building across jurisdictions and the incorporation of available Indigenous knowledge and cultural safety across emergency management practices. Local authorities are now required to make reasonable efforts to reach agreement with Indigenous governing bodies on areas for consultation and cooperation in the response and recovery phases.

Last week, the Ministry announced the Indigenous Engagement Requirements Funding Program to support all municipalities and regional districts in this important work.

The following resources have been developed to support initial implementation, with additional guidance and updates to come:

- [News Release – December 15, 2023](#)
- [Indigenous Engagement Requirements Funding Program](#)
- [Interim Guidance on Indigenous Engagement Requirements](#)
- [Technical paper - B.C.'s Modernized Emergency Management Legislation: A New Framework for Disaster Risk Reduction, Response, and Recovery \(PDF\)](#)
- [Modernized Emergency Management Legislation website](#) (new materials will be added as available – please subscribe to the page to receive automated updates)

In January, the Ministry will be sending out information to your offices to facilitate delivery of this funding. In the interim, information about the funding program and eligible activities is available online now.

As a reminder, we are also conducting broad engagement to help inform the development of the regulations and there are several ways to participate by January 31, 2024:

<https://engage.gov.bc.ca/emergencymanagementregulations>.

If you have any questions about the funding program, please contact [EMCR.IERFunding@gov.bc.ca](mailto:EMCR.IERFunding@gov.bc.ca).

From our team to yours, we wish you a wonderful holiday season.

Sincerely,

**Monica Cox**

Assistant Deputy Minister

Partnerships, Engagement & Legislation Division

Ministry of Emergency Management and Climate Readiness

## **COUNCIL REPORT**

### **Regular Council**

File No: 0340-50  
Date: January 15, 2024

To: Mayor and Council  
From: Amanda Graham, Corporate Officer  
Subject: Disposal of Surplus Items and Equipment Policy Amendment

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### **RECOMMENDATION**

THAT Council approve the amendments to Disposal of Surplus Items and Equipment Policy 1.11.

### **SUMMARY**

To present an amended policy to Council.

### **BACKGROUND**

At the November 20, 2023 Regular Council Meeting, Council passed the following motion:

*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.*

*RC-2023-11-32*

### **DISCUSSION**

Staff have made draft amendments to Policy 1.11 as shown in the attached redlined version of the policy.


### **FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with this report.

### **POLICY CONSIDERATIONS**

There are no policy considerations associated with this report.

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'Amanda', written over a horizontal line.

Amanda Graham  
Corporate Officer

Reviewed by:

A handwritten signature in black ink, appearing to read 'Tyson', written over a horizontal line.

Tyson Koch  
Chief Administrative Officer

Attachment: Draft amended Disposal of Surplus Items and Equipment Policy 1.11





## VILLAGE OF HARRISON HOT SPRINGS POLICY

COUNCIL	POLICY NO. 1.11
<b>DISPOSAL OF SURPLUS ITEMS AND EQUIPMENT</b>	DATE ADOPTED: December 7, 2009 AMENDMENT: August 16, 2010 AMENDMENT: XXXX, 2024

### 1. PURPOSE

This policy is to provide guidelines for the disposal of equipment, vehicles, furniture and other items deemed surplus to various Village Departments. This policy does not cover the disposal of land, buildings or engineering structures.

### 2. DEFINITIONS

**“disposed of”** means to discard an item by way of public auction provided the item has not been deemed unsafe by the Chief Administrative Officer.

**“destroyed”** means to make useless an item such that it cannot be salvaged and thereby accessible to the public.

### 3. POLICY DIRECTIVES

The Chief Administrative Officer in consultation with the **Chief Financial Officer** shall have the authority to declare items surplus to the operational needs of the Village.

Once an item has been deemed surplus, the Chief Administrative Officer and **Chief Financial Officer** will make arrangements for the appropriate method of disposal.

**Public auctions shall be conducted by the Mayor.** Any items sold through the public auction process shall be accompanied by a bill of sale which clearly states that the items are being purchased on an “as is, where is” basis and that the Village is in no way is offering or implying any warranty or liability for any action arising from any defect. All sales are final and the purchaser is responsible for the item’s removal immediately upon payment.

Items originating from the Fire Department and declared surplus by the Fire Chief will be disposed pursuant to this policy.

Items that are of a sensitive nature or pose a security threat shall be destroyed.

All monies and receipts for the sale of surplus items shall be forwarded to the **Chief Financial Officer**.

The **Chief Financial Officer** is responsible for the safekeeping of appropriate records in the disposal of surplus items and equipment.





## COUNCIL REPORT

### Regular Council

File No: 5400-02  
Date: January 15, 2024

To: Mayor and Council  
From: Jace Hodgson, Operations Manager  
Subject: Miami Creek North and South Bridges Repair

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### RECOMMENDATION

THAT Council authorize staff to use the remaining funds from the Growing Communities Fund for all necessary repair work on the McCombs Drive North and South Bridges.

### SUMMARY

To update Council on the current condition of the Miami Creek North and South bridges on McCombs Drive.

### BACKGROUND

Identified in the Village's 2019 Road, Bridge and Active Transportation Plan, two vehicular bridge abutments along McCombs Drive are in poor condition and in need of repair. Both bridges are on McCombs Drive, with the north bridge located between Miami River Drive and Naismith Avenue, and the south bridge located south of Hadway Drive. The existing abutments on both bridges are currently being retained by deteriorated wooden piles, planks, and steel cable. Ongoing deterioration of the wooden bridge abutments of the north bridge caused settlement of the abutments to accelerate, resulting in a break in the sanitary sewer main in April 2023 which has been temporarily repaired. The existing watermain and sanitary sewer forcemain are presently secured to the old wood deck of the former bridge which is located beneath the current concrete bridge deck. To remediate this, the watermain and sanitary sewer forcemain will need to be relocated and secured to the outside of the main bridge structure. The sanitary forcemain at the McCombs Bridge South was repaired in spring of 2023 by securing it to the west side of the bridge. The abutments on the south bridge are still in need of repair.

It should be noted, the main structures of the bridges were reconstructed in 2011/2012, so they do not require any repairs.

### DISCUSSION

After the sewer break in 2023, staff engaged a team of civil, geotechnical and environmental engineers/consultants. The consultants reviewed the current conditions of the bridge abutments and provided preliminary recommendations to repair the abutments and relocate the existing utilities to the main bridge structure with minimizing the environmental impacts to the Miami River as the key consideration. Staff suggests engaging civil, geotechnical and environmental engineers/consultants to provide design, permitting and contract administration.

If Council approves the recommendation, the McCombs Bridge North sanitary forcemain and water main relocation will be designed, tendered, and completed first as the environmental permitting for abutment repairs may take over a year to achieve approval.

## FINANCIAL CONSIDERATIONS

On March 16th, 2023, the Village received a BC Government grant under the Growing Communities Fund (GCF) for \$1,256,000 for capital infrastructure projects. Consultant and construction costs for this project could be funded through this grant as the repair work fits under the grant requirements. In spring of 2023, \$120,000 of the GCF was used to complete the sanitary sewer line repairs on the south bridge. Accordingly, \$1,136,000 of this funding remains.

## POLICY CONSIDERATIONS

Public Safety – To ensure and enhance public safety.

Environmental Protection – To restore and protect the environment for future generations.

Respectfully submitted:

  
\_\_\_\_\_  
Jace Hodgson  
Operations Manager

Reviewed by:

  
\_\_\_\_\_  
Tyson Koch  
Chief Administrative Officer

Financial Considerations Reviewed by:

  
\_\_\_\_\_  
Scott Schultz  
Chief Financial Officer, Deputy CAO

## COUNCIL REPORT

### Regular Council

File No: 1855-04

Date: January 15, 2024

To: Mayor and Council  
From: Christy Ovens, Community Services Manager  
Subject: Active Communities Grant Program

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### RECOMMENDATION

THAT staff be authorized to apply for the Active Communities Grant program for funding up to a maximum of \$50,000.

### SUMMARY

To present to Council an upcoming grant opportunity that could allow free and accessible recreational programs to be piloted utilizing Memorial Hall and Spring Park.

### BACKGROUND

The BC Alliance for Healthy Living Society has a call for applications for their Active Communities Grant program. The purpose of this grant program is to support people in BC of all ages and abilities to increase their awareness of, and access to, community-based physical activity, sport, and recreation programs. The funding is intended to create physical and social environments within communities that encourage regular physical activity. Another objective of the program is to ensure equitable and inclusive access and opportunities for people from diverse backgrounds, particularly those who may require more support and resources to be able to do so.

The importance of using Memorial Hall for community functions and increasing community gatherings/gathering areas has been highlighted by the community in the past during the Age Friendly Action Plan research process. There are limited community programs in Harrison Hot Springs, and while it is not a long distance to reach Agassiz, the Village recognizes the importance of having accessible programming within our community, especially for those who may not have access to personal vehicles for transportation.

### DISCUSSION

Harrison Hot Springs has a diverse range of residents with the average age being 51 years old. 10.8% of the population is between the ages of 0-14 years according to the most recent census data. This grant program presents an opportunity to implement pilot recreation programs within the community to increase accessibility and promote healthy, active lifestyles for adults and families.

Memorial Hall is an ideal location for scheduled, structured physical activities requiring limited equipment. Classes such as yoga and other recreational activities could be taught there by a certified contract instructor for both families (parent and tot) as well as adult / senior classes. With this funding, the programs and equipment (such as yoga mats or blocks) could be offered to the public for free. If well-attended, the programming could continue to be offered after the grant period ends, at a low-cost, break-even registration fee for participants.

Nearby municipalities have adopted the Live 5-2-1-0 initiative into their communities to promote healthy choices for children and work towards building healthy communities. The Active Communities Grant program could also support the implementation of a Live 5-2-1-0 initiative by means of displaying the messaging, ensuring all parks and municipal facilities have water fountains and water bottle filling stations, and implementing a Live 5-2-1-0 playground box at a strategic location within the Village, such as Spring Park.

### **FINANCIAL CONSIDERATIONS**

There are no additional financial considerations associated with this report.

### **POLICY CONSIDERATIONS**


#### 2023 Strategic Plan Priorities

Healthy Livable Community – To promote and enhance a healthy lifestyle for all ages.

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

Respectfully submitted:

Reviewed by:



Christy Owens  
Community Services Manager



Tyson Koch  
Chief Administrative Officer

Attachments (2): Live 5-2-1-0 Fact Sheet  
Live 5-2-1-0 Government Sector Checklist

## Government Sector – Ideas for Sharing & Supporting Live 5-2-1-0

The key to the success of Live 5-2-1-0 is getting the entire community on board so children see the same consistent message and are supported in making healthy choices everywhere they go.

Local governments have a lot of power to make community-level changes to the built environment, policies, and practices that support residents to eat well and be active every day.

Below are some ideas, and examples from our Live 5-2-1-0 partners, on ways that municipal governments can promote the 5-2-1-0 guidelines and support healthy behaviours in their setting and across the community.



**This checklist provides an opportunity for your government sector to reflect on its progress in helping to create a healthier community environment for children and families. We also encourage you to include any other ideas your government has thought of or implemented to share and support Live 5-2-1-0.**

Community Name: \_\_\_\_\_ Date: \_\_\_\_\_

### We SHARE the Live 5-2-1-0 message and promote healthy behaviours:

<input type="checkbox"/>	We display the Live 5-2-1-0 message in government buildings (i.e. Live 5-2-1-0 Posters, Banners, Fact Sheets, Weekly Tips Poster)
<input type="checkbox"/>	We distribute Live 5-2-1-0 materials (i.e. Live 5-2-1-0 Fact Sheets, Stickers, Early Years Nutrition & Activity Sheets) in government buildings and at community sponsored events
<input type="checkbox"/>	We post the Live 5-2-1-0 logo and information on our website and social media and include it in public communications where appropriate
<input type="checkbox"/>	We advertise local community programs and events that support children in living 5-2-1-0
<input type="checkbox"/>	
<input type="checkbox"/>	

### We SUPPORT children to make healthy choices and Live 5-2-1-0 every day:

#### Environment

<input type="checkbox"/>	We support the installation and maintenance of Live 5-2-1-0 Playboxes in community parks
<input type="checkbox"/>	We ensure all of our facilities and parks have water fountains and water bottle filling stations
<input type="checkbox"/>	We ensure health is considered in planning for built environments (e.g. by including a health representative on the planning council)
<input type="checkbox"/>	

<input type="checkbox"/>	
<b>Policy</b>	
<input type="checkbox"/>	We make community health a priority in city plans and budgets
<input type="checkbox"/>	We enact policies and bylaws that promote and support physical activity, such as: <ul style="list-style-type: none"> <li><input type="checkbox"/> safe routes for active transportation</li> <li><input type="checkbox"/> access to safe spaces for active outdoor play</li> <li><input type="checkbox"/> access to recreation centres and programs for low-income families</li> <li><input type="checkbox"/></li> </ul>
<input type="checkbox"/>	We enact policies and bylaws that promote and support healthy eating, such as: <ul style="list-style-type: none"> <li><input type="checkbox"/> increasing access to healthy, nutritious food in all neighbourhoods</li> <li><input type="checkbox"/> building and supporting green spaces, including community gardens</li> <li><input type="checkbox"/> conducting community food assessments</li> <li><input type="checkbox"/> restricting unhealthy food and beverage marketing in all settings frequented by children, such as libraries, recreation centres, and parks</li> <li><input type="checkbox"/> enacting healthy food and beverage sale policies for recreation centres, public buildings, and vending machines</li> <li><input type="checkbox"/></li> </ul>
<input type="checkbox"/>	
<input type="checkbox"/>	
<b>Practice</b>	
<input type="checkbox"/>	We organize and/or support local initiatives and events that promote physical activity and healthy eating (e.g. road races, farmer's markets)
<input type="checkbox"/>	We support local efforts by groups of individuals and organizations to create healthier environments
<input type="checkbox"/>	
<input type="checkbox"/>	
<b>Community Partnerships</b>	
<input type="checkbox"/>	We have staff/representative(s) who participate in health-related community committees (i.e. Healthy Community Partnership Table, Middle Childhood Matters Committee)
<input type="checkbox"/>	We have participated in the creation of a collaborative multi-sector Community Action Plan to promote and support healthy behaviours in children (i.e. outlining common goals, conducting an environmental scan and needs assessment, and planning priorities for action)
<input type="checkbox"/>	

For more information and other Live 5-2-1-0 tools and resources that you can download, adapt and use for free, visit [Live5210.ca](http://Live5210.ca)





## Four simple guidelines for raising healthy children



Advice on proper nutrition and physical activity can be confusing and at times overwhelming. 5-2-1-0 simplifies this information into four simple guidelines. Here are some tips to help you and your kids adopt the 5-2-1-0 guidelines:

### Enjoy – FIVE or more vegetables and fruits every day

- Choose vegetables and fruit for snacks most of the time. Avoid snacks high in sugar, fat and salt.
- Try beginning dinner with a salad or raw vegetables.
- Keep a bowl of fruit out for the kids to grab as an easy snack.
- Children are healthier when they eat with their family – eat dinner together.
- Introduce new foods to your children but remember, it may take many attempts before they enjoy a new taste.
- Get the whole family involved with preparing and cooking food.



### Power down – no more than TWO hours of screen time a day

- Power down TVs, video games, computers and other electronics and power up family games, outings and activities.
- Enjoy quality family time during meals: turn off the TV, and focus on each other.
- Keep board games, books and puzzles on hand as an alternative to TV.
- Post the drop-in swim, skate and gymnasium schedules on the fridge for quick reference.
- Schedule “outdoor” time each day. Keep a bag of play and sport equipment handy to bring outside.



## Play actively - at least ONE hour each day

- Children need to move and play as much as possible; provide the space and time for active play.
- Choose fun, active family outings such as ice skating or playing games at the park.
- Teach children basic sports skills like throwing, running and jumping.
- Set an example and live an active lifestyle. Children of active parents are more likely to be active themselves.
- Involve children in household chores such as washing the car, walking the dog or vacuuming.
- Walk or roll to school, to the store, or to the park whenever possible.



## Choose healthy - ZERO sugary drinks

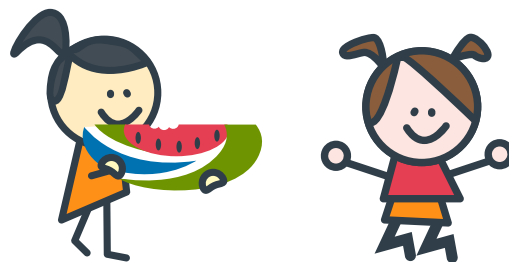
- Get your calories from healthy foods and your liquids from water.
- Avoid sugary beverages, like pop and fruit punch. They provide little nutritional value and are packed with calories.
- Offer children water throughout the day. Try fresh slices of lemon or cucumber to add a refreshing flavour to water.
- Plain milk is a healthy alternative to sugary drinks. Refer to Canada's food guide to learn how much milk and milk alternatives your child needs each day.
- Real, unsweetened fruit juice can be offered as an occasional treat. Be sure to limit juice to one small glass (125 ml).
- Pack a reusable water bottle in your child's lunch or sports bag.
- Caffeine, energy and sports drinks are not recommended for children.



### Additional Resources

- For more resources for healthy kids visit:  
[www.live5210.ca/resources](http://www.live5210.ca/resources)

*A healthy community for children is one where the healthy choice is the easy choice! Live 5-2-1-0, together with BC communities, is working to create a future where children eat healthy and are physically active, supported by a healthy community environment.*



## COUNCIL REPORT

Regular Council

File No: 1855-03  
Date: January 15, 2024

To: Mayor and Council  
From: Christy Ovens, Community Services Manager  
Subject: Local Government Infrastructure Planning Grant Program

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### RECOMMENDATION

THAT Council authorize staff to apply for the Local Government Infrastructure Planning Grant Program for up to a maximum of \$10,000 to go towards obtaining a Water Master Plan.

### SUMMARY

To receive direction from Council regarding a grant application for an updated Water Master Plan.

### BACKGROUND

The Village's 2023 Strategic Plan highlights the importance of updating the Village's master plans. The current Water Master Plan dates back to 2015 and has been identified by Council as requiring an update. The Province's Infrastructure Planning Grant Program allows the opportunity for a portion of the costs associated with obtaining the Water Master Plan to be covered if successful in our application.

### DISCUSSION

The Province of British Columbia's Infrastructure Planning Grant Program assists local governments in developing well planned community infrastructure. The Province of British Columbia's Infrastructure Planning Grant Program will provide a maximum of \$10,000 for each approved project.

### FINANCIAL CONSIDERATIONS

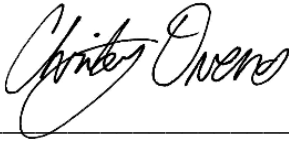
The grant available through this program is up to a maximum of \$10,000. The remainder of costs associated with obtaining the Water Master Plan would be funded from Development Cost Charges. A high-level cost estimate has been provided by a local engineering firm with a budgetary value of \$200,000.

### POLICY CONSIDERATIONS

#### 2023 Strategic Plan Priorities

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

Respectfully submitted:



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Christy Owens  
Community Services Manager

Reviewed by:



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Tyson Koch  
Chief Administrative Officer

Financial Considerations Reviewed by:



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Scott Schultz  
Chief Financial Officer, Deputy CAO



## COUNCIL REPORT

### Regular Council

File No: 6130-01-01  
Date: January 15, 2024

To: Mayor and Council  
From: Christy Ovens, Community Services Manager  
Subject: Spirit Trail Maintenance

### RECOMMENDATION

THAT staff be authorized to proceed with prescription development for fuel treatment work in the Spirit Trail; and

THAT staff seek additional grant funding sources once the prescription is developed to be able to complete fuel treatment to a fuel management standard for all costs above the originally budgeted \$30,000.

### SUMMARY

To provide an update to Council on fuel treatment for the Spirit Trail.

### BACKGROUND

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

*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.*

RC-2023-10-35

At the November 20, 2023 Regular Council meeting, staff presented Council with the option of waiting for an updated Community Wildfire Resiliency Plan prior to completing any fuel management in the Village. Council provided further direction and the following motion was passed:

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

RC-2023-11-29

### DISCUSSION

The Spirit Trail is located within the East Sector Lands which are managed by the Fraser Valley Regional District (FVRD). Staff reached out to the FVRD to advise them that the Village wishes to complete fuel treatment within the trail. FVRD provided a contact responsible for the Crown Land who would need to approve the project. Staff are awaiting a response from the province at the time this report was written.

Staff recently met with representatives from B.A. Blackwell & Associates who completed the 2017 Wildfire Master Plan regarding fuel treatment within Spirit Trail. Their foresters can write a prescription of what work should be done, which would then be contracted out for completion. Their assessment will take into consideration any species at risk in the area.

Staff received correspondence from B.A. Blackwell & Associates on January 10<sup>th</sup>, 2024 after they were able to perform a site visit and provide feedback. The email is attached to this report for review. In the email, they've highlighted that the area required for treatment is 2 hectares and it is not possible to successfully complete a fuel treatment for \$15,000/hectare. Their email also indicates that due to the bird nesting window nearing in the spring, operational work would not be able to take place until the fall. Furthermore, there are permit requirements and consultation with neighbouring indigenous groups that would need to take place before any work in the area can start.

### **FINANCIAL CONSIDERATIONS**

Council previously approved \$30,000 to fund this project. B.A. Blackwell & Associates estimates their costs to develop the fuel prescription to be approximately \$6,000. Their experience in this field that \$30,000 is not sufficient to successfully complete a fuel treatment in this area.

Grant funds may be available through the Community Resiliency Investment (CRI) program (Crown Land Wildfire Risk Reduction stream) and the Forest Enhancement Society of BC Wildfire Risk Reduction Funding Program.

### **POLICY CONSIDERATIONS**

#### 2023 Strategic Plan Priorities

Public Safety – To ensure and enhance public safety.

Environmental Protection – To restore and protect the environment for future generations.

Respectfully submitted:



Christy Owens  
Community Services Manager

Reviewed by:



Tyson Koch  
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz  
Chief Financial Officer, Deputy CAO

Attachments (2): Email from Judith Cowan of B.A. Blackwell and Associates Ltd.  
Map of proposed fuel treatment area

## Admin

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**From:** Judith Cowan <[j\\_cowan@bablackwell.com](mailto:j_cowan@bablackwell.com)>  
**Sent:** Wednesday, January 10, 2024 7:42 AM  
**To:** Christy Ovens <[community@harrisonhotsprings.ca](mailto:community@harrisonhotsprings.ca)>  
**Cc:** Bruce Blackwell <[bablackwell@bablackwell.com](mailto:bablackwell@bablackwell.com)>  
**Subject:** Spirit Trail - fuel management

Happy new year, Christy:

We've had the opportunity of visiting the Spirit Trail Loop and have the following comments:

1. The area required for treatment is 2 hectares. It is not possible to successfully complete a fuel treatment for \$15,000 / hectare because:
  1. It is on Crown land which has additional requirements that must be met including approval from Recreation Sites and Trails (Tom Blackbird)
  2. Permits need to be applied for and received (a Forestry License to Cut)
  3. Identification of species at risk, and presence of fish
  4. First Nations consultation (there are likely at least 15-20 different groups in that area)
  5. This may not pertain, but an archeological assessment could be needed
2. Costs of a fuel management job that can easily eat into the budget are:
  1. The cost of prescription development needs to be included in the \$30,000 budget. Since the area is on Crown land, a more detailed prescription is required
  2. Hazard tree assessments and removals are required
  3. The cost of a chipper for fine fuels and equipment to move / distribute logs could cost up to a \$5000-\$6000 for 1-2 days of work
  4. If workers do not live in the area, they will need accommodation and food

Some alternative options to explore could include the following (Blackwell prefers Option 2):

1. Changing the site to one on municipal land. For example, in the CWPP document, Fuel Treatment Unit #2 (Water Tower) is a smaller area (0.6 ha);
2. Accepting that fuel treatment work will stop as soon as the \$30,000 budget is reached. This means that the work would not be completed to a fuel management standard;
3. Accessing a cheaper labour pool – there are a number of prisons in the Fraser Valley. Do any of these have programs offering labour for certain community / public space enhancement initiatives?

Since the bird nesting window is nearing (March 1<sup>st</sup>), operational work couldn't happen until the fall. The prescription can be developed anytime beforehand.

The cost of prescription development would be estimated at \$6000.

Please contact me if you have any questions.

Regards,



Judith Cowan RPF, ISA Certified Arborist, Landscape Architect (MBCSLA)  
B.A. Blackwell and Associates Ltd.  
270-18 Gostick Place, North Vancouver BC, V7M 3G3  
604.986.8346 ext. 205 | [www.bablackwell.com](http://www.bablackwell.com)

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McCombs Dr

East Sector Trails

Spirit Trail

Spirit Trail

Spirit Trail

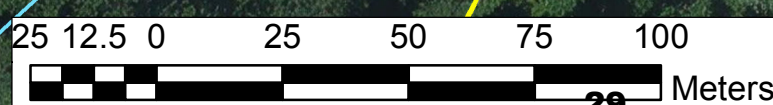
East Sector Trails

East Sector Trails

# Legend

- Spirit Trail
- 10m Buffer
- Recreation Trails
- Public Road

Treatment Area = 2 hectares



1:1,500







## COUNCIL REPORT

### Regular Council

File No: 8100-20-03  
Date: January 15, 2024

To: Mayor and Council  
From: Christy Ovens, Community Services Manager  
Subject: Village of Harrison Hot Springs 75<sup>th</sup> Anniversary Celebration

### RECOMMENDATION

THAT staff be authorized to seek community feedback regarding proposed ideas for the Village's 75<sup>th</sup> Anniversary celebration event; and

THAT the Community Event Budget be increased to \$15,000 for the 2024 financial plan.

### SUMMARY

To provide a report to Council on options and the available budget for celebrating the Village's 75<sup>th</sup> Anniversary of incorporation.

### BACKGROUND

At the November 24, 2023 Committee of the Whole Meeting, Council passed the following resolution:

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

COW-2023-11-11

### DISCUSSION

May 27<sup>th</sup>, 2024 will mark the 75<sup>th</sup> Anniversary of incorporation of the Village of Harrison Hot Springs on the traditional territory of Sts'ailes.

In May of 1999, multiple events over several days were held in the Village to commemorate the 50<sup>th</sup> Anniversary of incorporation. These events included a Heritage Walking Tour, a Community Open House at the Harrison Hot Springs Resort (on May 27<sup>th</sup>, the official anniversary), The Paperboys concert presented by the Harrison Festival Society, a Saturday morning parade followed by a Family Beach Party, Harrison Gospel Chapel jubilee church celebration, a ceremony to bury a time capsule and Harrison Hot Springs School Carnival hosted by their Parents Advisory Committee, a Vintage Car Show and Harrison Jubilee Ball with a comedian and dance. The events culminated in a pancake breakfast hosted by the Harrison Hot Springs Fire Department and a closing ceremony at the Fire Hall.

In September of 2022, a community event was hosted by the Village of Harrison Hot Springs in appreciation of the Fire Department. This event took place in the overflow parking lot area behind the Village Office and included live music and entertainment, bouncy castles, food trucks and more. The costs to put on this event totaled \$10,843.

Staff have compiled some ideas to celebrate the 75<sup>th</sup> Anniversary and would like to seek feedback from residents to gauge community interest and support before plans are finalized. Current ideas include a photo contest leading up to the 75<sup>th</sup> Anniversary, 75<sup>th</sup> Anniversary Commemorative Street Banners, and an event similar to the 2022 Fire Department Appreciation Event. At this time, staff is proposing a one day, rain or shine event to be held in the overflow parking lot on Monday, May 27<sup>th</sup>, 2024.

### **FINANCIAL CONSIDERATIONS**

The Village's budget has an allocation of \$5,000 for community events which was not used last year. Given the increase in costs associated to vendors and supplies, staff is recommending that the community events budget be increased in the 2024 to \$15,000 to fund this event.

### **POLICY CONSIDERATIONS**

There are no policy considerations associated with this report.

Respectfully submitted:



Christy Owens  
Community Services Manager

Reviewed by:



Tyson Koch  
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz  
Chief Financial Officer, Deputy CAO