



# NOTICE OF MEETING AND AGENDA REGULAR COUNCIL MEETING

Monday, June 17, 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 Deputy Mayor Facio 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 June 3, 2024 be adopted.		Page 1
<b>5. BUSINESS ARISING FROM THE MINUTES</b>		
<b>6. CONSENT AGENDA</b>		
i. Bylaws		
ii. Agreements		
iii. Committee/ Commission Minutes		
iv. Correspondence	(a) Letter dated May 28, 2024 from the City of Campbell River to the Minister of Forests, Lands and Natural Resources Re: Concern Regarding Recent Management of Forest Practices	Page 9
	(b) Letter dated May 29, 2024 from the City of Kamloops Re: Deputy Mayor to Represent Kamloops City Council	Page 11
	(c) Email dated June 3, 2024 from Councillor Will Cole-Hamilton Re: FCM Director at Large Candidate Profile	Page 13
<b>7. DELEGATIONS/PETITIONS</b>		
<b>8. CORRESPONDENCE</b>		
(a) Letter dated May 22, 2024 from Agassiz-Harrison Historical Society Re: Request for Formal Contract and Annual Funding Increase – Agassiz-Harrison Museum & Archives		Page 15
(b) Letter dated June 11, 2024 from the City of Kamloops Re: Support for Downloading Costs on Municipalities		Page 17
(c) Letter from Various Local Businesses in the Village Re: Canada Day Fireworks Cancellation		Page 39

<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 June 17, 2024 Re: 2024 UBCM Convention Provincial Appointments	<b>Page 41</b>
<p>Recommendation:</p> <p>THAT staff be directed to request meetings at the 2024 UBCM Convention with the following Cabinet Ministers regarding the following topics:</p> <ul style="list-style-type: none"> <li>• Minister X regarding X;</li> <li>• Minister X regarding X; and</li> </ul> <p>THAT staff be directed to request meetings with Ministry staff should the requested meetings with the Cabinet Ministers not be granted.</p>	
(b) Report of Chief Financial Officer dated June 17, 2024 Re: 2023 Statement of Financial Information	<b>Page 43</b>
<p>Recommendation:</p> <p>THAT the 2023 Statement of Financial Information be approved.</p>	
(c) Report of Chief Financial Officer dated June 17, 2024 Re: 2023 Annual Report	<b>Page 85</b>
<p>Recommendation:</p> <p>THAT the 2023 Annual Report be approved.</p>	
(d) Report of Planning Consultant dated June 17, 2024 Re: Follow Up Comments – Issuance of DP for 553/555 Lillooet Avenue	<b>Page 87</b>
<p>Recommendation:</p> <p>THAT Development Permit DP 03/23 be issued to 1103593 BC Ltd. for property located at 553 and 555 Hot Lillooet Avenue, Harrison Hot Springs for land legally described as:</p> <ul style="list-style-type: none"> <li>(i) Lot 2 Except part subdivided by Plan 70793, Sec 13 Township 4, Range 29 West of the 6<sup>th</sup> Meridian, New Westminster District Plan 59945, and</li> <li>(ii) Lot A, Sec 13 Township 4, Range 29 West of the 6<sup>th</sup> Meridian, New Westminster District Plan 70793</li> </ul>	

Subject to the following:

- a) The Village receiving an Irrevocable Letter of Credit in the amount of \$650,353.00;
- b) The Fraser Valley Regional District issuing a Demolition Permit for any building or structures on the proposed sites;
- c) The provision of at least one electric vehicle charging outlet must be installed on the proposed site;
- d) The Village being provided with a copy of the Ministry of Transportation and Infrastructure access permit;
- e) The provision of a covenant indicating that the applicant must provide at least 4 accessible Parking Stalls, that are the closest to the proposed development;
- f) A Comprehensive Sign permit being issued by the Village;
- g) The applicant entering into a Works and Services Agreement for utilities and frontage improvements with the Village
- h) The applicant entering into a Landscaping Agreement with the Village;
- i) The applicant entering into a flood plain covenant;
- j) The application be referred to the Village's Fire Department, for their comments and recommendations. Any recommendations must be included in the Planning Review stage on the issuance of a building permit; and
- k) A report prepared by a component professional with at least 10 years of professional experience, and accepted by the Village, that addresses;
  - i. The estimation on the demand to be generated by the proposed development for water, and sewer services and in the case of any phased development, by each phase of the development;
  - ii. An analysis of the existing community water system and the existing community sewer system and outlining the options available for the supply and delivery of water and the provision of sewer services to the proposed development;
  - iii. An estimation of the amount of additional surface drainage that could be generated by the proposed development and the options available for on-site retention/absorption, collection, storage, and dispersal of such drainage;
  - iv. Identification of, if applicable, the new capital works required for the proposed development for water, sewer, and the drainage systems and their cost and the potential funding sources for these expenditures.

**13. BYLAWS**

- (a) Report of Chief Administrative Officer dated June 17, 2024  
Re: Code of Conduct Bylaw No. 1205, 2024

Page 109

Recommendations:

THAT Code of Conduct Bylaw No. 1205, 2024 be introduced and given first reading;  
and

THAT Code of Conduct Bylaw No. 1205, 2024 be given second and third reading.

- (b) Report of Planning Consultant dated June 17, 2024  
Re: Zoning Amendment Application – 259 Hot Springs Road

Page 131

Recommendation:

THAT Zoning Amendment Bylaw No.1194, 2023 be introduced and given first reading;  
and

THAT Zoning Amendment Bylaw No. 1194, 2023 be given second reading; and

THAT staff be authorized to set up a Public Hearing for Zoning Amendment Bylaw 1194, 2023.

- (c) Report of Planning Consultant dated June 17, 2024  
Re: Zoning Amendment Bylaw No. 1208, 2024 – SSMUH Bylaw Follow-Up

Page 139

Recommendation:

THAT Council direct staff to seek a hazardous exemption to the Small-Scale Multi-Unit Housing Site Standards A.

**14. NEW BUSINESS**

- (a) New Business from Councillor Allen  
Re: Disclosure of Village Contracts

Recommendation:

WHEREAS the Village Council is accountable to the public for all expenditures; and

WHEREAS the public is entitled to know what commitments and expenditures are being made by the Council on the public's behalf, therefore be it resolved

THAT staff be instructed to provide copies of all such contracts to the public on request and at no cost to the individual asking for the information.

<b>15. QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)</b>
<b>16. ADJOURNMENT</b>



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Amanda Graham  
Corporate Officer



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

**DATE:** Monday, June 3, 2024  
**TIME:** 7:00 p.m.  
**PLACE:** Council Chambers, Memorial Hall  
290 Esplanade Avenue, Harrison Hot Springs, BC

**IN ATTENDANCE:** Mayor Ed Wood (until 8:23 p.m.)  
Councillor John Allen  
Councillor Leo Facio  
Councillor Allan Jackson  
Councillor Michie Vidal

Corporate Officer, Amanda Graham  
Chief Financial Officer, Scott Schultz  
Community Services Manager, Christy Ovens  
Director of Operations, Jace Hodgson

**ABSENT:** Chief Administrative Officer, Tyson Koch

**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.

**CARRIED  
UNANIMOUSLY**  
*RC-2024-06-01*

**4. ADOPTION OF COUNCIL MINUTES**

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

THAT the Special Council Meeting Minutes of May 21, 2024 be adopted.

**CARRIED  
UNANIMOUSLY**  
*RC-2024-06-02*

Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
June 3, 2024

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

THAT the Regular Council Meeting Minutes of May 21, 2024 be adopted.

**CARRIED**  
**UNANIMOUSLY**  
RC-2024-06-03

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

THAT the Special Council Meeting Minutes of May 27, 2024 be adopted.

**CARRIED**  
**OPPOSED BY MAYOR WOOD**  
RC-2024-06-04

**5. BUSINESS ARISING FROM THE MINUTES**

Councillor Allen reported that the cottage on 318 Hot Springs Road had been demolished.

**6. CONSENT AGENDA**

- iii. (a) Age-Friendly Committee Meeting Minutes of April 18, 2024
- iv. (a) Letter dated May 8, 2024 from UBCM  
Re: 2024 LMLGA Resolutions
- (b) Email dated May 14, 2024 from Sunny Manihani  
Re: Rezoning Application – 421 Emerald Avenue
- (c) Emails dated May 21, 2024 from Quinn Hooper  
Re: State of Local Emergency
- (d) Email dated May 21, 2024 from Galen Parent  
Re: State of Local Emergency
- (e) Email dated May 21, 2024 from Dan Smith  
Re: State of Local Emergency

**Moved by Councillor Vidal**  
**Seconded by Councillor Jackson**

THAT the consent agenda be received.



Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
June 3, 2024

**Amendment moved by Councillor Facio**  
**Seconded by Councillor Jackson**

THAT item 6.iv.(b) – Email dated May 14, 202 from Sunny Manihani be moved from the Consent Agenda to Correspondence item 8(c).

**CARRIED**  
**OPPOSED BY MAYOR WOOD**  
*RC-2024-06-05*

Council voted on the main motion as amended.

**CARRIED**  
**OPPOSED BY MAYOR WOOD**  
*RC-2024-06-06*

**7. DELEGATIONS/PETITIONS**

None.

**8. CORRESPONDENCE**

- (a) Public Concern Form from Tanya Zentner dated May 27, 2024  
Re: Surf Lake
- (b) Email from Josh Maurer dated May 29, 2024  
Re: Surf Lake
- (c) Email from Sunny Manihani dated May 14, 2024  
Re: Rezoning Application – 421 Emerald Avenue

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

THAT the Public Concern Form dated May 27, 2024 from Tanya Zentner, the email dated May 29, 2024 from Josh Maurer and email dated May 14, 2024 from Sunny Manihani be received.

**CARRIED**  
**OPPOSED BY MAYOR WOOD**  
*RC-2024-06-07*

**9. BUSINESS ARISING FROM CORRESPONDENCE**

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

THAT the matter of the Surf Lake be referred to a Committee of the Whole meeting in conjunction with the Harrison Watersports commercial moorage discussion.

**CARRIED**  
**UNANIMOUSLY**  
RC-2024-06-08

Councillor Facio requested that the email from Sunny Manihani be addressed. Mayor Wood advised that it should be ruled out of order and not be discussed in an open meeting as there are confidential matters surrounding this item.

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

**Councillor Allen**

- Harrison Agassiz Chamber of Commerce – No Report
- Agassiz-Harrison Healthy Communities – No Report
- Attended the Village 75<sup>th</sup> Anniversary Celebration on May 31, 2024

**Councillor Vidal**

- 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
- Attended the Village 75<sup>th</sup> Anniversary Celebration on May 31, 2024

**Councillor Facio**

- Fraser Valley Regional District Board (Municipal Director) – No Report
- Fraser Valley Regional Library Board (Alternate Municipal Director) – No Report
- Attended Canada Day Planning Meeting on May 29, 2024
- Attended the Village 75<sup>th</sup> Anniversary Celebration on May 31, 2024

**Councillor Jackson**

- Fraser Valley Regional Library Board (Municipal Director) – No Report
- Tourism Harrison
  - Attended a meeting on May 29, 2024
- Attended the Village 75<sup>th</sup> Anniversary Celebration on May 31, 2024

Village of Harrison Hot Springs  
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June 3, 2024

- (a) Report of Age-Friendly Committee

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

THAT Council direct staff to include a incorporate a triple-sided community notice board into the boat launch addition project.

**CARRIED**  
**OPPOSED BY COUNCILLOR ALLEN**  
*RC-2024-06-09*

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

THAT Council endorse the following three motions brought forward by the Age-Friendly Committee:

THAT the Age-Friendly Committee Terms of Reference be amended to allow for up to eight (8) members.

THAT the Age-Friendly Committee recommend that Council appoint Sonya Boizard, Audrey Johnstone, Lise Reimer and Karen Seraphim to the Age-Friendly Committee; and

THAT the above resolutions be released to the public and reported out prior to the adjournment of the open portion of the May 6, 2024 Age-Friendly Committee Meeting.

**CARRIED**  
**UNANIMOUSLY**  
*RC-2024-06-10*

**11. MAYOR'S REPORT**

None.

**12. REPORTS FROM STAFF**

- (a) Report of Community Services Manager dated June 3, 2024  
Re: Local Government Infrastructure Planning Grant Program

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

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 Liquid Waste Master Plan.

**CARRIED**  
**UNANIMOUSLY**  
*RC-2024-06-11*

Village of Harrison Hot Springs  
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- (b) Report of Director of Operations dated June 3, 2024  
Re: Lagoon Walkway – Contract Award

**Moved by Councillor Vidal**  
**Seconded by Councillor Jackson**

THAT the Director of Operations' report dated June 3, 2024 regarding the Lagoon Walkway contract award to Timbro Construction be received for information.

**CARRIED  
UNANIMOUSLY**  
*RC-2024-06-12*

- (c) Report of Director of Operations dated June 3, 2024  
Re: Lift Station #1 – Contract Award

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

THAT the Director of Operations' report dated June 3, 2024 regarding the Lift Station #1 contract award to Timbro Construction be received for information.

**CARRIED  
UNANIMOUSLY**  
*RC-2024-06-13*

**13. BYLAWS**

- (a) Zoning Amendment Bylaw No. 1208, 2024

**Moved by Councillor Allen**  
**Seconded by Councillor Vidal**

THAT Zoning Amendment Bylaw No. 1208, 2024 be introduced and given first reading.

**CARRIED  
OPPOSED BY MAYOR WOOD**  
*RC-2024-06-14*

**Moved by Councillor Vidal**  
**Seconded by Councillor Jackson**

THAT Zoning Amendment Bylaw No. 1208, 2024 be given second and third readings.

Village of Harrison Hot Springs  
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**Amendment moved by Mayor Wood**  
**Seconded by Councillor Allen**

THAT Zoning Amendment Bylaw No. 1208, 2024 be tabled pending the completion of the Water and Liquid Waste Master Plans.

**CARRIED**  
**OPPOSED BY COUNCILLORS FACIO AND VIDAL**  
*RC-2024-06-15*

**14. NEW BUSINESS**

- (a) New Business from Councillor Allen  
Re: Crosswalk Markings

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

WHEREAS public safety is a primary responsibility of the Village; and

WHEREAS the pedestrian crosswalks near the Village Plaza are not properly marked with white stripes; and

WHEREAS this causes confusion between motorists and pedestrians because of the absence of such clear road markings, therefore be it resolved

THAT staff be instructed to mark these three pedestrian crossings with white stripes to clearly identify them as crosswalks; and

THAT staff be instructed to mark all other crosswalks in the area of the Esplanade as soon as weather permits.

**CARRIED**  
**OPPOSED BY COUNCILLOR FACIO**  
*RC-2024-06-16*

- (b) New Business from Councillor Allen  
Re: Vegetation at Beachfront

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

WHEREAS the Village's Official Community Plan Bylaw No. 1184, 2022 calls for views from the Esplanade out and across Harrison Lake be preserved; and

WHEREAS a lot of weed trees including scrub willows have been allowed to grow on the Village's beach areas, obstructing these valuable views; and

Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
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WHEREAS the park area in front of the Harrison Hot Springs Resort has become infested with Japanese Knotweed, Himalayan Blackberry and other vegetation thus obstructing the lake views, therefore be it resolved

THAT staff be instructed to root out and remove all vegetation on the lake side at the west side of the lagoon; and

THAT staff be instructed to take the necessary action to clean up the park operated by the Harrison Hot Springs Resort in front of their entrance on the beachfront.

**CARRIED**  
**OPPOSED BY COUNCILLOR FACIO**  
RC-2024-06-17

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

Questions from the public were entertained.

Mayor Wood asked Deputy Mayor Facio to take the chair and left the meeting at 8:23 p.m.

**Moved by Councillor Vidal**  
**Seconded by Councillor Jackson**

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

Section 90(1)(a) – 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.

**CARRIED**  
**OPPOSED BY COUNCILLOR ALLEN**  
RC-2024-06-18

**Moved by Councillor Vidal**  
**Seconded by Councillor Jackson**

THAT the meeting adjourn to a Special Closed meeting at 8:27 p.m.

**CARRIED**  
**OPPOSED BY COUNCILLOR ALLEN**  
RC-2024-06-18

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Ed Wood  
Mayor

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Amanda Graham  
Corporate Officer



City of Campbell River  
From the Office of the Mayor

May 28, 2024

The Honorable Bruce Ralston  
Minister of Forests  
Room 138 Parliament Buildings  
Victoria, BC V8V 1X4

Via email: [FLNR.Minister@gov.bc.ca](mailto:FLNR.Minister@gov.bc.ca)

Dear Minister Ralston,

I am writing to express my deep concern regarding the provincial government's recent management of forest practices, which are having severe repercussions on local communities and the broader provincial economy. As you may be aware, two weeks ago, Canfor Corporation announced its decision to close a sawmill in Bear Lake, curtail production at a pulp mill in Prince George, and suspend plans for a new mill in Houston, BC. This announcement has sent shockwaves through these three BC communities, resulting in hundreds of job losses that support families and sustain local economies.

The forest sector in BC is facing significant challenges, compounded by uncertainties surrounding fibre supply and the BC Government's Forest policies and directives. Our forests have supported communities and families for generations, and it is essential to maintain this legacy.

According to the BC Council of Forest Industries' 2024 report, the forest industry in BC supports approximately 100,000 jobs across the province. The industry contributes \$17.4 billion in value-added activity, with significant portions derived from forestry, logging supported activities, wood products manufacturing, and pulp and paper manufacturing. Additionally, the sector generates approximately \$9.1 billion in labour income and contributes \$6.6 billion in government revenue, benefitting provincial, federal and municipal levels.

This decline in the forest sector is not just a statistic; it represents a real crisis affecting people and communities. It is imperative that all levels of government take immediate and decisive action to protect good forestry jobs and ensure a sustainable future for this vital industry.

Without significant change, announcements like the one Canfor made two weeks ago will become more frequent, affecting communities across BC, including Campbell River. It is vital that we prioritize the health and sustainability of our forest sector to protect our communities, families, and the economy. I urge you to consider the far-reaching impacts of current forest management practices and to work

collaboratively with industry stakeholders to develop policies that support the long-term viability of BC's Forest sector.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kermit Dahl', with a stylized, cursive script.

Kermit Dahl  
Mayor



May 29, 2024

BC Municipalities

Dear BC Mayors, Council and Staff

**RE: Deputy Mayor to Represent Kamloops City Council**

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Kamloops City Council wishes to inform all representatives of the Municipal Governments of BC that Mayor Reid Hamer-Jackson is no longer authorized to speak for the will of Kamloops City Council or the corporation of the City of Kamloops, as per Council resolution effective May 28, 2024.

The appointed Deputy Mayor, which rotates month-to-month among the eight councillors and is outlined in the attached schedule, will represent City Council and the organization at all events and for all matters locally, provincially, and federally. Please note, the Deputy Mayor schedule is subject to change. The current version is posted online at [Kamloops.CivicWeb.net](https://www.kamloops.ca/CivicWeb.net). This decision does not preclude staff speaking publicly on behalf of the City of Kamloops.

The Deputy Mayor will author and sign all communications from Kamloops City Council. All applicable provincial and federal government agencies and all municipal governments within BC will receive this communication.

Any official communications for Kamloops City Council should be directed to Deputy Mayor and Council via the Executive Assistant to Mayor and Council at [eacouncil@kamloops.ca](mailto:eacouncil@kamloops.ca). We appreciate your cooperation and look forward to working with you.

Sincerely,



Deputy Mayor Kelly Hall  
City of Kamloops

Enclosed: 2024 Deputy Mayor Schedule



## Amanda Graham

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**Subject:** FCM Director at Large Candidate Profile - please forward to Mayor and Council

From: Cole-Hamilton, Will

Sent: Monday, June 3, 2024 3:50 PM

Subject: FCM Director at Large Candidate Profile - please forward to Mayor and Council

Caution! This message was sent from outside your organization.

Hello, I am Councillor Will Cole-Hamilton and I am a candidate for FCM Director at Large - I just wanted to share a bit about myself. I am always happy to hear from colleagues so please feel free to call 778 992 0102 or email [wcole-hamilton@courtenay.ca](mailto:wcole-hamilton@courtenay.ca). Hope to see you in person in Calgary this week!

[cid:6e444b6e-5674-4719-a572-d801b73e0884]

Will Cole-Hamilton is a natural collaborator and advocate with a background in law, who brings a valuable skill-set to the FCM board. “Whether it’s meeting complex challenges, advocating for the needs of local governments, or creating new opportunities, I believe that we are stronger, smarter, and more inclusive when we work together.”

Will grew up in Ontario but visited BC when he was 12, and knew that this is where he would spend his life. He attended Queen’s University and Dalhousie Law School before moving west to BC. Will and his family live in Courtenay, on the unceded territories of the K’ómoks First Nation. First elected in 2018, Will is in his second term as a Councillor for the City of Courtenay.

Since being elected Will has consistently sought out opportunities to work with other local elected officials to advocate for change on shared goals. These policy-driven leadership roles have included:

- \* Chair, Comox Valley Regional District
  - \* Director, FCM
  - \* Director, UBCM
  - \* Director, AVICC
  - \* Member, FCM Standing Committees:
    - \* Municipal Finance, Infrastructure and Transportation
    - \* Rural Forum
    - \* Social and Economic Development
  
  - \* Co-Chair, Comox Strathcona Waste Management, a 23 member board spanning two regional districts
  - \* Member, Island Coastal Economic Trust Advisory Committee
  - \* Trustee, Vancouver Island Regional Library
  - \* Chair, Courtenay Drug Strategy Committee - As past Chair, Will successfully led its expansion from a small municipal committee to become a region-wide body with broader scope, expanded membership, and regional funding
- Outside of his local government roles, Will works as a legal researcher at a family law firm in downtown

Courtenay. He has a long history of contributing to his community: soccer coach; “chess club guy” at Puntledge Elementary School; Director of the Downtown Business Improvement Association; and Director of the Comox Valley International Film Festival.

Whenever he can, Will enjoys getting outside to enjoy the bounty of outdoor experiences that Vancouver Island has to offer, particularly skiing, cycling and hiking.

Best wishes,  
Will

Will Cole-Hamilton (he/him)

Councillor, City of Courtenay  
Chair, Comox Valley Regional District  
Director, FCM

778 992 0102

I respectfully acknowledge that I live and work in the traditional territory of the K'ómoks First Nation, the traditional keepers of this land.





RECEIVED

JUN 04 2024

BY VILLAGE OF HARRISON HOT SPRINGS

May 22, 2024

Mayor Wood and Members of Council  
Village of Harrison Hot Springs  
495 Hot Springs Road  
P.O. Box 160  
Harrison Hot Springs  
V0M 1K0

Dear Mayor Wood and Members of Council,

Subject: Request for Formal contract and Annual Funding Increase –  
Agassiz-Harrison Museum & Archives

The Agassiz-Harrison Historical Society Museum and Archives has been in operation for almost 44 years. The Society has been collecting, documenting, and stewarding the history of the communities within the District of Kent and the Village of Harrison Hot Springs for close to half a century now. The peoples of these communities are the stakeholders of the historic collections entrusted to the Agassiz-Harrison Historical Society.

It has only been in the last few years that the Society has had one paid full-time staff person, before this it was completely volunteer administered and managed. While we still have a large volunteer base, it became imperative that we acquire a fulltime paid person to lead the many new activities and the increase in visitorship.

The services we provide are: Operating a Community Museum & Archives; grant writing responsibilities; project coordination; community engagement and outreach activities; liaison and partnering with government agencies and indigenous bands; expanded programming; assisting greater amounts of researchers to our archives; initiating large digitization projects; fundraising initiatives and so forth. All these undertakings have expanded exponentially over the last 5 years. Our new 5-Year Strategic Plan lays out our vision and our fundamental course of action for the next few years.

WHERE  
**HISTORY PRESERVES  
COMMUNITY**

PO Box 313, 7011 Pioneer Ave. Agassiz, BC V0M 1A0

Telephone: 604 796-3545

Email: [agassizharrisonmuseum@shawbiz.ca](mailto:agassizharrisonmuseum@shawbiz.ca)

Website: [www.agassizharrisonmuseum.org](http://www.agassizharrisonmuseum.org)



We are grateful that the Village of Harrison Hot Springs has provided us with an annual contribution of \$10,000 for 6 years now. We also acknowledge that the District of Kent was the first local entity to step up and provide this funding and was later followed by both the Village of Harrison Hot Springs as well as Tourism Harrison. Since inception these operating grants have not seen an increase. We would like to respectfully request, from the Village of Harrison Hot Springs, an additional \$2,000 annually to assist us with our current operational responsibilities.

Since we do not have a contract, reflecting our funding, we feel it would be beneficial to both the Village of Harrison Hot Springs and the Museum & Archives to have one in place. This contract could include an annual increase of 12%.

The Society has approached our other funders, with letters, to discuss and negotiate similar increases and relationship contracts.

Thank you for your consideration in this matter.

Yours sincerely,

John Van Laerhoven  
President  
Agassiz-Harrison Historical Society

WHERE  
**HISTORY PRESERVES  
COMMUNITY**

PO Box 313, 7011 Pioneer Ave. Agassiz, BC V0M 1A0  
Telephone: 604 796-3545  
Email: [agassizharrisonmuseum@shawbiz.ca](mailto:agassizharrisonmuseum@shawbiz.ca)  
Website: [www.agassizharrisonmuseum.org](http://www.agassizharrisonmuseum.org)

June 11, 2024

B.C. Municipalities and Regional Districts

CR-6871

RE: Support for Downloading Costs on Municipalities

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Dear Municipalities of BC,

Kamloops City Council recently received a report titled "The Financial Impacts of Higher-Level Government Policy Change" at a May 28, 2024, Council meeting. The report highlighted a number of significant costs that have been downloaded to the municipality due to changes in policies or lack of Provincial action. It is attached for your reference.

Next steps are necessary in order to create a call to action for all provincial party leaders in British Columbia as the election approaches.

It is also crucial that we bring these costs to the attention of our constituents as they grapple with significant increases to taxation at the local level and seek to bring responsibilities and associated costs back into appropriate scope for all levels of Canadian government. We are therefore urging fellow municipalities in British Columbia to perform a similar evaluation of the costs of higher-level government policy changes on your communities so that we can effectively bolster the advocacy already happening through UBCM in concrete terms.

Through our collective strength, and as one unified voice committed to seeing positive change in our communities, we can make a difference for the citizens who have chosen to make British Columbia home.

Sincerely,



Councillor Katie Neustaeter  
Deputy Mayor, City of Kamloops

cc: Council  
David Hallinan, Corporate Services Director, City of Kamloops

ADMINISTRATIVE REPORT TO COUNCIL

ON

**FINANCIAL IMPACTS OF HIGHER-LEVEL GOVERNMENT POLICY CHANGE**

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PURPOSE

The purpose of this report is to provide Council with information pertaining to the impact that various changes at senior levels of government have had on City operations and budgets over the past five years.

COUNCIL STRATEGIC PLAN

This report supports Council's strategic priorities and areas of focus regarding:

- **Safety and Security**
  - Safety: We prioritize the safety of our community for residents, businesses, and visitors.
  - Housing: We proactively create opportunities to increase the inventory of diverse housing supply so that residents can access and move throughout the housing continuum.
  - Social Supports: We intentionally collaborate with key partners to create innovative solutions that respond to and address the community's needs.
  - Emergency Preparedness and Response: We build community resiliency, mitigate the impacts of emergency events, streamline response, and ensure our protective services align with evolving needs.
- **Governance and Service Excellence**
  - Asset Management: We plan for the development, improvement, repair, and replacement of our infrastructure.
  - Fiscal Responsibility: We are accountable to Kamloops residents and businesses in providing effective management, best value, and responsible use of tax dollars.
  - Service Excellence: We promote the continuous development of staff and encourage innovation in process and service delivery.
- **Livability and Sustainability**
  - Healthy Community: We foster an environment that supports and promotes healthy living through community, recreation, and social connection.
  - Inclusivity: We reduce barriers for underrepresented groups to bring inclusivity, diversity, and fairness to our community.
  - Climate Action: We practice discipline in our environmental responsibility by enhancing the City's resiliency and capacity for mitigating climate change. We actively implement actions to reduce our environmental impacts.
- **Economic Health**
  - Business Development: We ensure our efforts and investments are measurable and accountable.
  - Economic Strength: We build strategies to increase our competitive advantage, cultivate growth, and support our residents.



## SUMMARY

On January 9, 2024, Council requested staff bring forward a summary of the City's costs associated with senior levels of government downloading services onto municipalities. The issue of downloading is complex and has become muddled by the impact of the various services that are expected to be provided by various levels of government. Services such as medical response become less clear when the interdependence between policing, fire, and ambulance services are called upon to address an emergency.

Other conditions are very clear and easily identified, as the relationship between federal and provincial responsibilities and those of local governments is easily distinguishable. Growing centres face increasing demands for service delivery to address growing social and health needs related to poverty, homelessness, and medical support. At the same time, the financial challenges facing all levels of government require alignment to provide services effectively. This report will focus on the different forms of downloading in six key focus areas:

- gaps in service delivery - areas where policy and/or service delivery should fall under federal or provincial jurisdiction
- senior government services shortfalls - areas where service is delivered by senior government and there are gaps in the service level addressed by the local government
- legislative and regulatory framework - changes to senior government legislative and regulatory framework that impacts municipal budgets
- property taxation policy and partnering - changes by senior government to property tax policy that impacts the City's ability to collect or increase taxes and partnering on infrastructure upgrades
- emerging service - areas of emerging service need that have resulted in an expanded mandate or increased cost on local governments
- future impacts - changes that are either known or are still in a phase of materializing with an impact on local governments

### **RECOMMENDATION:**

**For information only.**

## DISCUSSION

Senior levels of government have been shifting services or costs onto local governments for many years. The period of review of this report is from the beginning of 2019 through the end of 2023. As a starting point, since 2019, both levels of senior government have continued to introduce changes to policy, legislation, and regulatory compliance during a period of considerable challenges in the employment market, the social environment, and the economy. As these impacts ripple through municipalities across the province, the impact is being felt at the local government level in the delivery of services and the need to adapt to address these changes is being felt by City operations and residents.

Many of the impacts being felt at the local level are attributed to changes initiated by the federal or provincial governments and gaps in the ability to deliver the requested services are becoming increasingly evident.

Several of the policy changes in effect have yet to impact the City financially; however, these changes are expected to affect the organization's future financial position.

## **Gaps in Service Delivery**

### *Shelters, Social Housing, and Affordable Housing*

In support of responding to the housing crisis and increasing homelessness, the following is a list of City-owned properties currently being leased or previously leased at a nominal fee (\$1) to the Province to provide shelter services, social housing, or affordable housing.

- Shelter Services
  - Memorial Arena and Kamloops Curling Club - leased during the pandemic (2020/2021) to provide up to 90 temporary shelter beds (\$250,000 lost revenue).
  - Kamloops Yacht Club - leased to provide 20 temporary winter shelter beds winter 2021/2022 and 2022/2023 (\$24,000 lost revenue).
  - Stuart Wood School - leased through joint approvals by the City and Tk'emlúps te Secwépemc to provide temporary winter shelter in winter 2017/2018 and 2021/2022 and served as a temporary shelter on an ongoing basis since November 2022 with a current lease to April 2024 (likely to be further extended).
  - 600 Kingston Avenue - leased for \$1 in 2021 to provide a 41-bed temporary shelter (Moir House) through to end of 2026.
  
- Supportive Housing
  - Idle City property located at 785, 805, 807, and 809 Mission Flats Road - leased to BC Housing for \$1 in 2018 to provide 54 temporary supportive housing units (ongoing) (the City's cost to acquire adjacent property (773 Mission Flats Road) and demolish older dwelling to accommodate displaced public works operations - \$727,000).
  - 317 Tranquille Road - long-term (60 years) lease to provide 58 supportive housing units (Spero House) (City cost to acquire and demolish the existing building - \$1.4 million).
  
- Subsidized Affordable Housing:
  - City property located at 445 5th Avenue and 527, 533, and 537 St. Paul Street was provided under a long-term lease (60 years) to provide 60 subsidized affordable rental housing units (Diversity Flats) (City cost to acquire the property - \$1.41 million).
  - City property located at 975 Singh Street was provided under a long-term lease (60 years) to provide 31 housing units for Indigenous youths and Elders (Kikekyelc: A Place of Belonging).
  - City property located at 440 MacKenzie Avenue was provided under a long-term lease (60 years) to provide 43 housing units for seniors.

The City’s total expenditures to accommodate the housing projects identified above is approximately \$3.537 million.

*Housing Regulations (Bill 44 or 46)*

The City works in partnership with the provincial government and BC Housing through a memorandum of understanding to support the planning, development, operations, and communications for future shelter, social housing, and subsidized affordable housing sites.

In 2023, the Province began issuing non-market and market housing targets to municipalities, including the City of Kamloops. Non-market housing is primarily achieved through provincial and federal funds, and market housing relies on investment and development by private landowners and developers.

Zoning changes required under Bill 44 to allow increased densities in urban areas will require significant infrastructure upgrades, which have not been accounted for in the Development Cost Charges Bylaw.

The Province also looks to the City to cover the costs for servicing and off-site improvements to assist in moving specific Province-led housing projects forward.

In summary, the costs in areas where policy and/or service delivery should fall under federal or provincial jurisdiction and where current gaps exist have negatively impacted the municipality either from a reduction in revenue, or the City costs to acquire property to support these forms of initiatives, along with recognizing the impact due to the loss of access and revenues on assets that are held for other civic purposes.

<b>Gaps in Service Delivery</b>	
<b>Summary of Identified Costs</b>	
Lost Revenue	\$274,000
Costs	\$3,537,000
<b>Total</b>	<b>\$3,811,000</b>

**Senior Government Services Shortfall**

This category impacts City service delivery and costs but is also difficult to quantify because they impact services in different ways and can be difficult to track. Costs that can be identified have been indicated.

Many of these cost impacts had been experienced by the local government; however, the COVID-19 pandemic placed a brighter spotlight on the growing opioid epidemic and the challenges in overall access to housing access and market affordability. Senior levels of government’s response to these crises has been felt on the front lines of many municipalities, including Kamloops.

*Mental Health and the Toxic Drug Crisis*

## Kamloops Fire Rescue Medical Response

In addition to fire suppression, Kamloops Fire Rescue firefighters provide pre-hospital care as first responders to medical calls. Kamloops Fire Rescue's response to medical calls is approximately 66% of their annual calls for service. In the last three years, medical responses have increased by 57% between 2021 (4,600) and 2023 (7,200). Of the total annual medical calls, overdose/poisoning responses have increased by 57% between 2021 (540) and 2023 (845).

For 2023 medical responses, Kamloops Fire Rescue arrived on scene 75% of the time and an average of 4 minutes and 42 seconds before BC Emergency Health Services. Given an average call duration of 26 minutes for Kamloops Fire Rescue's medical responses, the 2,600 additional responses put significant pressure on existing crews and resources.

The 2023 budget for fire suppression and medical response was \$21.6 million. Given the large portion of response calls that are medical in nature, there is an implicit cost related to the increase in on-scene time due to delays in BC Emergency Health Services responses.

Overtime costs have increased by approximately 58% (\$180,000) since 2020, and sick leave hours have increased by 31% (4,800 hours) over the same period. Several factors contributed to these increases, but there is a correlation between the increased call volume, member fatigue, and rising leaves taken.

The City incurs a range of costs, including supplying medical supplies and Naloxone costs of about \$1,000 per year, as these supplies are consumed through these forms of Kamloops Fire Rescue responses.

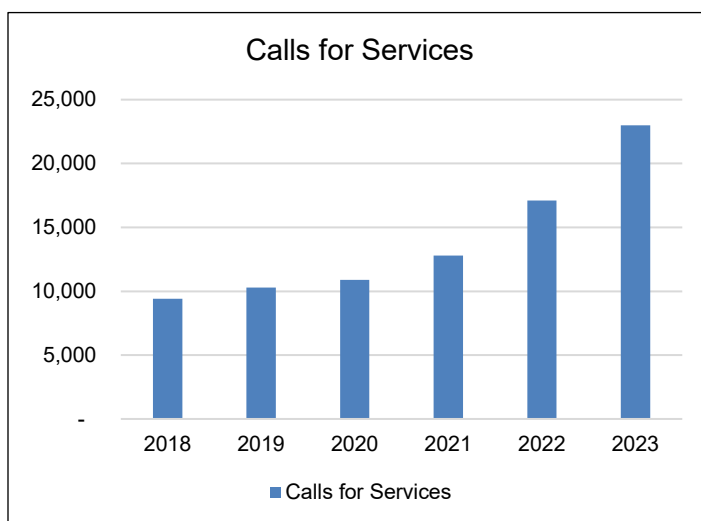
In addition to the increase in overall operating costs, an additional complication is the potential risk of delayed responses to other calls or a future need for increased staffing to meet rising demand. Medical response is a value-added service that Kamloops Fire Rescue provides as the primary responsibility for pre-hospital care lies with the Province through BC Emergency Health Services.

## Community Services

Leading up to 2019, it became apparent that social issues were increasing at the community level, and traditional Bylaw Officers lacked the skills to respond to these types of incidents safely. In response, the division was rebranded to Community Services, and Bylaw Officer positions were transitioned to Community Service Officers. This reorganization was intended to provide augmented services to support bylaw enforcement and to partner with the RCMP to introduce a greater combined presence within the city.

In 2018, 9,400 bylaw-related calls for service were received. Under the Community Services model, this has sharply increased each year, with 23,000 calls for service received in 2023. Of these calls, 24% were classified as social related.

This growth in call volume is attributed to residents' increased awareness of the supports provided by Community Services and a continuation of the rising social issues that precipitated the creation of the department in the first place.



To respond to this rising call volume, Community Services has added six new full-time equivalents over the past five years, with those additional salaries and wages adding approximately \$860,000 to the budget annually. Community Services Officers receive a higher level of training (up to \$20,000) and equipment profile (up to \$20,000) than previously required, and more vehicles (five at approximately \$90,000 once fully outfitted each plus operating costs) have been required to support the increased officer numbers and call volume. The cost for homeless camp cleanup is a specific cost that has increased \$140,000 from 2018 levels.

#### Community Services Budget and Staff Levels<sup>1</sup>

	2019	2020	2021	2022	2023
Salaries and Wages	\$2,581,000	\$2,851,000	\$2,975,000	\$2,775,000	\$3,788,000
Other	1,152,000	1,345,000	1,045,000	966,000	896,000
<b>Total</b>	<b>\$3,733,000</b>	<b>\$4,196,000</b>	<b>\$4,020,000</b>	<b>\$3,741,000</b>	<b>\$4,684,000</b>
Full-Time Equivalents	28.9	30.9	30.9	31.3	38.0

In fall 2022, BC's Attorney General and the Minister of Public Safety and Solicitor General commissioned the Transforming Policing and Community Safety in British Columbia report. The report contained many recommendations to address the gaps in the system around the care of people with mental health and substance use needs involved in the criminal justice system. Central to this was the understanding of the need to increase non-police resources to address mental health and substance use issues.

An additional impact of the rising call volume and the resulting Community Service Officer resource constraints led to a temporarily reduced focus on parking enforcement in the key business corridors. Parking ticket revenues in 2021 decreased by approximately \$40,000 and by a further \$5,000 in 2022. Once additional Community Service Officer resources were added as part of the 2023 supplemental budget process, Community Services Officers were able to refocus on enforcement, and revenue returned to historical levels.

<sup>1</sup> Combined custody of prisoners, Community Services, and parking budgets. The salaries and wages decrease in 2022 is attributable to a realignment of budgets and positions to the new model.

### On-Street and Off-Street Parking and Ticket Revenue

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Parking Revenue	\$2,000,900	\$1,111,700	\$1,432,300	\$1,468,200	\$1,482,700
Ticket Revenue	166,400	105,900	62,500	56,300	113,100
<b>Total</b>	<b>\$2,167,300</b>	<b>\$1,217,600</b>	<b>\$1,494,800</b>	<b>\$1,524,500</b>	<b>\$1,595,800</b>

Parking revenue was significantly impacted by COVID-19 measures and has been slow to recover. This is partially a result of changes in demand due to an increase in remote office workers and the effects of reduced enforcement due to Community Service Officers' capacity constraints.

### Contracted Security

During the transition period to the Community Services model, the need to supplement the emerging program with private security services was identified. These security firms were engaged to support and minimize community impacts brought on by an increase in social conditions caused by the COVID-19 pandemic, opioid crisis, and lack of safe and secure housing for marginalized people.

While the City implemented these supports, funding was provided received through provincial Strengthening Communities' Services Program grants provided for security services in the city's key commercial corridors. This funding package expired in summer 2023. To keep this important support in place, the City approved using \$450,000 from the Gaming Reserve to maintain this service until the end of 2023.

The costs for security services over the past three years were \$689,000 in 2021, \$1.023 million in 2022, and approximately \$1.177 million in 2023. These costs were offset by grant funding totalling \$1.650 million over the same period. Security is still utilized in park areas and overnight; however, Community Services now has capacity to reduce usage.

Continuing security costs for 2024 are estimated at \$75,000 per month to provide ongoing patrols at transit exchanges, parkades, and surface lots and to perform washroom lockups and night patrols in the parks.

Having initiatives being funded by non-taxation-based revenues (e.g. the Gaming Fund) creates a challenge for the organization in that these funds have traditionally been used to introduce specific projects or initiatives that are completed in a short-term period. With these funds being diverted, it limits the introduction of broader community-based amenities or initiatives that would be added with these non-taxation forms of funding.

### Homelessness

On March 2, 2021, Council directed staff to create comprehensive short-, medium-, and long-term plans for preventing and alleviating street issues. One of the medium-term options proposed in the original Notice of Motion was to identify daytime space for street-involved

individuals. In July 2021, Council authorized Administration to enter into a short-term facility use permit with the Kamloops Aboriginal Friendship Society and The Mustard Seed to provide The Gathering Place, a seasonal outdoor day space for people experiencing homelessness that was operated in a City-owned parking lot at 48 Victoria Street West. Council authorized the seasonal day space for unhoused individuals at 48 Victoria Street West again in 2022, 2023 and 2024. This initiative operates from April or May to October and is funded through the federal Reaching Home program.

In March 2023, Council approved \$450,000 in funding from the Gaming Reserve to support social-related initiatives beyond the August 2023 conclusion of the Strengthening Communities' Services Program funding. This funding was to continue operating the Envision Outreach Shuttle, the Community Service Officers Outreach Response Program, and the Clean Team through the end of the year.

In November 2023, for the 2024 budget, Council approved \$682,000 in annual funding (the initial year from the Gaming Reserve) to support the Community Service Officers Outreach Response Program (\$422,000) and the Clean Team (\$260,000) on an ongoing basis. The Envision Outreach Shuttle is now supported by funding from the federal Reaching Home program.

#### Social and Community Development Section

In 2009, Council adopted the Kamloops Social Plan, which resulted in the creation of the Social and Community Development Section to address community needs through the provision of programs and services to support community well-being and an inclusive, accessible, healthy community.

This portfolio puts particular emphasis on supports for vulnerable demographic groups, including, among others, seniors, children and youth, low-income families, Indigenous people, people with disabilities, and people experiencing homelessness. All municipalities have undertaken a social planning and community development function.

For many years through this portfolio, the City has provided affordable access to recreation and transportation; programs for youth, seniors, people with disabilities, and low-income families; food security initiatives; engagement with neighbourhood associations and support for community development initiatives; social and community development grants to community -based programs in alignment with Council and community priorities; coordination and support for community partners in addressing social issues; and social plans in the areas of food security, youth homelessness, childcare, affordable housing, accessibility and inclusion, and housing needs.

Over the past decade, new and growing social issues and community needs have arisen that municipalities, government agencies, and community partners are responding to. These include, among others:

- the toxic drug supply crisis
- the housing crisis and an increasing scale of homelessness
- limited access to and availability of childcare spaces
- increasing food insecurity

These issues are compounded by strains on our health care system and social safety net, climate change impacts, and demographic transitions. While housing, childcare, health care, and social services fall under the jurisdiction of senior government, these emerging social and community needs require municipalities to respond to address gaps where provincial and federal partners are not meeting them. This has resulted in the growth of social planning and community development portfolios in municipalities across the province and the country.

Prior to 2021, the City's Social and Community Development Section included five staff: a supervisor, two union coordinators, one union coordinator specifically for the Emergency Support Services program, and a project manager to support administration of the federal Reaching Home program.

In 2021, with escalating social issues creating increased impacts in the community, a new management position was created to provide oversight, direction, and additional capacity to the portfolio and to support relationship-building and partnership development with senior government agencies, including BC Housing, Interior Health, the Ministry of Social Development and Poverty Reduction, and the Ministry of Mental Health and Addictions. An additional Reaching Home project manager position was also created to support the program's increasing scale.

In 2022, a new supervisor position, predominantly funded through the federal Reaching Home program, was created to provide oversight and management support for the expanding program and to address new responsibilities given to the City as the local administrator of the program, including the development of a coordinated access and assessment system and a homelessness information management system. This new supervisory role also increased capacity to support the Emergency Support Services program, which is being activated with increasing frequency and duration to support regional evacuees fleeing the increasing number and scale of wildfires and floods.

### Social and Community Development Section 2019–2023

The federal Reaching Home program funds the Social and Community Development Section. Most of the Reaching Home funds are provided to community programs and services to prevent and reduce homelessness in Kamloops, with the City utilizing an allocated portion for program administration, staffing, and specific projects like the Point-in-Time Count or extreme weather supplies for unhoused individuals.

The following table does not include salaries and wages for the Emergency Support Services program staff, which come from a different program. The federal government invested significant additional funds into the Reaching Home program during the COVID-19 pandemic.



	2019	2020	2021	2022	2023
Salaries and Wages	\$131,000	\$163,000	\$405,000	\$388,000	\$582,000
Community Programs and Services (Reaching Home, Service Agreements, Social and Community Development Grants)	1,219,000	2,211,000	4,664,000	2,258,000	2,577,000
Grant Funding	(569,000)	(1,426,000)	(4,036,000)	(1,640,000)	(1,874,000)
<b>Total</b>	<b>\$781,000</b>	<b>\$948,000</b>	<b>\$1,033,000</b>	<b>\$1,006,000</b>	<b>\$1,285,000</b>
Full-Time Equivalents (not including Reaching Home and Emergency Support Services program staff)	3.0	3.0	4.0	4.0	4.0
Full-Time Equivalents (including Reaching Home and Emergency Support Services program staff)	5.0	5.0	7.0	8.0	8.0

The ownership of the services identified under senior government services shortfalls can be described as shared between all three levels of government. These services, specifically the ability to clearly delineate where one level of government's responsibility starts and another's ends, are muddy at best. The service that best shows this is emergency/medical response. It is commonplace to see multiple first responders dealing with a situation, so while the local government incurs some of these costs, it is reasonable that those costs would be incurred regardless of the nature of the situation being responded to.

<b>Government Shortfalls</b>	
<b>Summary of Identified Costs</b>	
Overtime Costs	\$400,000
Medical Supplies	\$5,000
Camp Cleanup	\$210,000
Community Service Officers	\$813,000
Security	\$1,239,000
Community Programs	\$787,000
<b>Total</b>	<b>\$3,454,000</b>

## **Legislative and Regulatory Framework**

Municipalities are often impacted by senior government policy and legislation that result in increased spending by municipalities. While not directly considered downloading, these collectively require the City to increase its budgets or staffing. In a number of these circumstances, a stronger consultation process would improve coordination and help municipalities minimize additional costs.

### *Response to Emergency Situations*

Kamloops is centrally located in BC's Interior. In many circumstances, it becomes the destination for many other Interior residents during periods of local evacuation orders. Over the past number of years, Kamloops has been relied on as a host community for displaced residents from Merritt, Williams Lake, and Lytton.

With the changes to the *Emergency and Disaster Management Act* and a new potential requirement to be a host community, these services are necessary for evacuees, and supplying them is very impactful to the corporation's ability to maintain its brand of Canada's Tournament Capital.

Many City facilities become unavailable during host community activations to support many of the displaced residents or responding agencies. As these types of events become more frequent, the City is expected to experience a larger financial impact and that there will be less access for sports organizations and residents. In many circumstances, a number of these residents chose to remain in the city after many of the displaced people have returned home.

The Province covers some of these expenses; however, some costs, such as technology access and lost revenues, are not covered while the facility is unavailable. Potentially adding to the situation is the impact on reputation as the public becomes increasingly aware of the impacts that, for example, wildfires have on evacuation and air quality. Areas where these conditions exist become less desirable, and tourists and visitors are booked elsewhere where there is a greater level of comfort that these conditions will not impact their plans or events.

Adding to the delay in resuming normal City activities is that staff time is required to clean and prepare the facility to support program delivery.

### *Bail Reform*

Kamloops RCMP experienced an increase in calls for service from 45,000 in 2019 to almost 47,000 in 2022. Of those calls for service, criminal code offences increased by 3,500 over the same period. Many of these calls were related to mental health issues, addiction issues, and level of homelessness are a common theme with many missing person files. These investigations are challenging as those closest to these missing individuals are often difficult to locate. These investigations can be costly and resource intensive.

In response to rising case files per member, Council authorized an increase in the number of authorized RCMP members. For 2024, the budgeted target is 138 members, an increase of nine members over the previous budget level of 129. At the current estimated cost of \$225,000 per member, this equates to a \$2.0 million budget increase.

This increased amount does not account for the municipal support employees and facilities requirements needed to support a growing RCMP contingent. It should be noted that rapid population growth in Kamloops would have resulted in the need for additional policing resources regardless, but the timing was accelerated due to the rising caseload.

### *Changing Policies Towards Substance Use and Safe Supply Access*

These policies impact the overdose crisis and the overall community. They add to the cost of delivering City services across multiple departments, as outlined in the medical response section.

### *WorkSafeBC Regulation Changes*

#### Mental Health/Psychological

In 2012, WorkSafeBC introduced amendments to the *Workers Compensation Act* recognizing the impact of traumatic workplace events. These types of events have grown over the years as the impacts of mental health and psychological conditions are becoming more prevalent in the workplace, increasing psychological injuries.

The cost of a psychological injury in 2021 was \$220,270, which is five times more than a physical injury. As the number of accepted psychological injuries is increasing, the City has responded by providing various resources around mental health through benefits and an employee and family assistance program.

In support of these changing developments, the City has developed a wellness committee that focuses on mental and physical health. Through this committee, the City completes a Workplace Mental Health Essentials Canada to review where the city is currently at regarding mental health and to provide some guidance on the next steps to become a psychologically safe workplace.

#### Asbestos Certification and Licensing

WorkSafeBC introduced more stringent requirements for additional training with asbestos, which led to increased training for staff and contractors. These are all positive changes from a safety perspective but come with a cost to the City. The regulation changes required any City staff who handle asbestos or oversee contractors who handle asbestos to take additional training.

Of the staff who handle asbestos, 38 have achieved in level 1 certification at a total cost of \$4,500, and two staff have achieved level 3 certification at a total cost of \$3,000. Level 1 training is one full day, level 2 training is three full days, and level 3 training is one full day. Completion of levels 1 and 2 is a prerequisite for level 3.

In these circumstances, there is an additional cost to the City, either for employees who, while receiving training, are not available to deliver on City services or for contractors who, with training, pass this time on to the City as part of the overall cost to deliver the work that they are undertaking.

### Traffic Control

The updated Traffic Management Manual (2020) required flashing arrow boards to be added to the tops of 25 City vehicles. Each of these arrow boards costs approximately \$3,000, for a total spend of \$75,000. Another requirement with the new regulations is the use of portable traffic signals. The City needed to purchase two portable traffic signals for \$57,500 each. In addition to these capital costs, any projects which require traffic control are seeing cost increases due to the new regulatory requirements.

Adding to overall safety awareness, in 2021, the change in requirements to provide a more stringent level of traffic control led to an increase in training requirements for training, staff time on site for assessments, and overall projects costs. These are all positive changes from a safety perspective but come with a cost to the City.

### *Other Financial Impacts*

#### Employer Health Tax

Effective January 1, 2020, the provincial government introduced the employer health tax as a replacement for the previous premium-based BC Medical program. The BC Medical premium was a fixed amount per person, or couple as opposed to a percentage allocation based on total payroll. The City's annual payroll is more than the \$1.5 million threshold that results in the provincially mandated tax rate of 1.95% of gross salaries and wages.

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
BC Medical	\$516,800				
Employer Health Tax	-	\$1,224,336	\$1,295,694	\$1,391,639	\$1,440,000
Difference Over 2019	-	\$707,536	\$778,894	\$874,839	\$923,200

When introduced in 2020, organizations with an annual payroll of less than \$500,000 were exempt from paying the employer health tax. As a result, many of the larger organizations, such as municipalities, were placed in the position of carrying the cost burden of these smaller businesses. This impact is expected to continue and to grow, proposed legislation changes for 2024 are expected to see the exemption limit double to organizations with an annual payroll of less than \$1.0 million.

#### Provincially Legislated Five Paid Sick Days

In addition to the number of sick days identified in the City of Kamloops collective agreement with CUPE Local 900, at the start of 2022, the Province legislated five sick days for staff who are not part of the union. The cost to the City in 2023 was \$24,467.

#### BC Carbon Tax

Since 2008, the provincial carbon tax has been applied to the purchase or use of fossil fuels, such as gasoline, diesel, natural gas, heating fuel, and propane. The carbon tax is collected at the fuel's point of retail consumption. In 2008, the BC carbon tax rate was calculated based on

\$10 per tonne of carbon dioxide equivalent emissions (tCO<sub>2</sub>e) produced at combustion. In 2023, the rate used by the Province and the federal government is \$65/tCO<sub>2</sub>e.

#### Carbon Tax Rate by Fuel Type by Year

Fuel Type	2019	2020	2021	2022	2023
Gasoline (\$/L)	\$0.089	\$0.089	\$0.099	\$0.110	\$0.143
Diesel (\$/L)	\$0.102	\$0.102	\$0.117	\$0.130	\$0.169
Natural Gas (\$/GJ)	\$1.99	\$1.99	\$2.31	\$2.56	\$3.24

[Gov.BC.ca/Assets/Download/2B773FE65B2E4370A4369A92311CA780](http://Gov.BC.ca/Assets/Download/2B773FE65B2E4370A4369A92311CA780)

#### Carbon Tax Cost on Operations by Fuel Type by Year

Fuel Type	Average Consumption /Year*	2019	2020	2021	2022	2023
Gasoline \$/L	400,000 L	\$35,600	\$35,600	\$39,600	\$44,000	\$57,200
Diesel \$/L	930,000 L	\$94,860	\$94,860	\$108,810	\$120,900	\$157,170
Natural Gas \$/GJ	81,433 GJ	\$162,072	\$162,072	\$188,110	\$208,468	\$263,843
<b>Total Carbon Tax Estimate</b>		<b>\$292,532</b>	<b>\$292,532</b>	<b>\$336,520</b>	<b>\$373,368</b>	<b>\$483,213</b>

\*Average consumption volume has been kept flat to show the impacts of the change in the carbon tax on operations.

Based on the estimates in the table above, carbon tax represents \$483,213 of the \$3,329,400 paid for fossil fuels used in the delivery of municipal services in 2023. These carbon tax expenses are partially offset by the \$325,000 of revenue the City receives through the Local Government Climate Action Program.

The Local Government Climate Action Program replaced the former Climate Action Revenue Incentive Program that was retired in 2021 and effectively reimbursed 100% of the carbon tax paid by municipalities for publicly reporting their annual greenhouse gas emissions.

This taxation impact on the City is expected to grow and increase as planned increases have already been identified at the provincial and federal government levels. As of April 1, 2024, the carbon tax rate increased by 23.0% from \$65 to \$80 per tonne.

#### Various Permitting (or Licensing)

Part of the ongoing relationship between City staff and other ministries of both governments or other government agencies is working within the regulatory and compliance requirements that are in place. Many of the requirements result in the need to secure “permission” before performing specific project works.

In many of these situations, delays are encountered in securing the completed permit in a timely manner. In some instances, these delays extend over many months and even years and, as a result, increase the project’s costs due to these delays. In addition to this cost increase, there is a domino effect where the delay in one year will impact future years’ project timing, priorities, funding, and access to resources.

The financial impact of these forms of delays is difficult to measure as inflationary impact due to supply and demand, supply chain issues, and contractor availability all contribute to cost increase caused by permitting delays.

### Regulations

Enhanced enforcement of regulations has led to higher project costs as we comply with building permitting, the *Heritage Conservation Act*, and the *Wildlife Act*.

Changes to existing regulations affect our ongoing operations, as staff need to ensure compliance with the regulations and change existing capital plans where they no longer fit the regulations. Changes in regulations for things like wastewater, organic matter, drinking water, and privacy require a lot of internal and external resources to ensure we are continually compliant. In cases such as the Commercial Vehicle Safety Enforcement hour of work regulation changes, it affects how we can meet our service level within our approved staffing.

While many of the regulatory changes are resulting in a positive impact on City operations, particularly those that help provide a safer working environment for the nearly 1,000 employees, others do not. Introduction of the employer health tax and the bc carbon tax add to the City's overall costs, and while they are intended to provide a greater value to the Province, they leave little being returned to the municipality.

<b>Legislative and Regulatory Framework</b>	
<b>Summary of Identified Costs</b>	
RCMP	\$2,030,000
Asbestos Training	\$185,000
Traffic Management	\$132,500
Employer Health Tax	\$3,284,469
Provincially Mandated Five Paid Sick Days	\$24,467
BC Carbon Tax	\$206,581
<b>Total</b>	<b>\$5,863,017</b>

### **Property Taxation Policy and Partnering**

#### *Supportive Housing Exemption*

In addition to statutory and permissive exemptions, eligible properties designated as supportive housing (Class 3) are assessed at a nominal value and are effectively exempt from property taxes.

The Province created this property class pursuant to the *Small Business and Revenue Statutes Amendment Act, 2008*. This exemption is applied to 19 Class 3 properties. It is difficult to project what the assessed value and corresponding taxes of these properties would be.

### *Provincial Partnership in Municipal Upgrades*

In many instances when City infrastructure is being revitalized, such as work recently completed on the Victoria Street West corridor, partnerships with Crown agencies or private companies result in increased costs to the City. Many of these agencies benefit from activities like installing infrastructure underground instead of maintaining it overhead or relocating their infrastructure to provide easier access. In many of these situations, there is no fair consideration of the value the third party provides. In these situations, the City identifies an overall fully funded budget to deliver the project uninterrupted.

This situation also exists when Crown agencies upgrade their infrastructure and restore the location. However, rather than restoring the area to a preferred standard, these agencies restore to a like-for-like deliverable instead. For example, instead of installing curb, gutter and sidewalk to current design standards, they replace it to the same standard curb as the existing outdated infrastructure.

### **Emerging Services**

#### *Implementation of Surrey Policing Service*

Kamloops is a large municipality in relation to the surrounding communities and as a result, the city has the largest comparative contingent of RCMP members in the Thompson region. This allows for additional specialty members, such as a dog team, identification and forensic specialists, and emergency response team members. The Kamloops RCMP Detachment also has two provincially funded forensic members.

These specialty members are expected to cover the entire Thompson region and are often tasked outside the community to support smaller municipalities and rural areas. There is currently no cost-sharing initiative to support this central resource, so the City bears an outsized portion of the carrying costs for these shared resources.

The City of Surrey is transitioning from the RCMP to a municipal police force. Surrey has had the largest RCMP contingent in the province, so its departure will have a significant, although currently unknown, impact on ongoing operations. For example, ticket revenue for the province is pooled and paid to member communities through a pro-rata allocation based on member full-time equivalents. Surrey's pending transition from the RCMP will decrease the RCMP's total full-time equivalents and likely reduce the total ticket revenue collected and distributed. The City has already experienced a \$100,000–\$150,000 per year reduction in ticket revenue.

On the contract cost side, the impacts of Surrey's departure on divisional overhead, recruitment, and training expenses remain unknown. These costs are also allocated based on the full-time equivalents model, with an expectation that with fewer province-wide full-time equivalents to allocate against, the City would see an increase in the cost per member.

### **Future Impacts**

#### *Orphan Dikes*

During flooding, mainly in the 1970s, many dikes were constructed on an emergency basis and not to applicable standards. Responsibility for these dikes was never established, and they became known as orphan dikes. In 2020, the Province contracted a consultant to assess all orphan dikes in BC.

The estimated cost to upgrade the orphan dikes within Kamloops' jurisdiction was \$115 million. We can assume that the cost has drastically increased with the inflation of construction services. If the Province continues with the strategy of assigning responsibility for orphan dikes to local governments, the cost and liability of this assignment would be immense.

### **Dams (Inherited)**

During its amalgamation, the City of Kamloops inherited several small dams operated by the BC Fruitlands Irrigation District. The City has never used or operated these dams but is responsible for their liability.

The current cost estimate for decommissioning these dams is \$5 million, and this estimate is included in both the 2027 and 2028 water utility capital budgets. There are ongoing discussions with the Province and Tk'emlúps te Secwépemc to find more cost-effective and less environmentally disruptive options.

### **Childcare**

As the demand on working parents increases, local governments have started to be drawn into the area of childcare. As Kamloops continues to grow, there is a need to support current municipal employees, other residents, and future residents. This concern may materialize in several ways. Subsidized childcare services may be provided, property or venues may be identified and provided, or local government may take on the responsibility of filling the gaps in the marketplace. Any costs associated with childcare are unknown until the details and nature of the programs and responsibilities are known.

With the ChildCareBC New Spaces Fund, 100% of project costs are covered if the applicant and landowner is a local government, Indigenous organization or governing entity, or a public body such as a health authority, board of education, post-secondary institution, or Crown Corporation. However, only 90% of project costs are covered if the applicant and landowner is a non-profit entity or independent school. This places additional pressure on the City to sponsor applications and provide land.

### *Sustainability*

In March 2021, the Province redefined and introduced new 2030 emissions targets within four target sectors to meet provincial greenhouse gas targets. Many of these targets transcend the service activities of the municipality.

These changes to the provincial emissions targets align with the federal 2030 Emissions Reduction Plan. The plan reflects input from provinces, territories, Indigenous Peoples, the Net-Zero Advisory Body, and interested Canadians on what is needed to reach Canada's more ambitious climate target of 40%–45% emissions reductions by 2030.



In October 2023, amendments to the *Zero-Emission Vehicles Act* implemented accelerated sales targets for new light-duty vehicles sold in BC, which were initially announced in the CleanBC Roadmap to 2030, so that 26% of light-duty (cars and trucks) vehicle sales in the province are zero-emission vehicles, 90% by 2030, and 100% by 2035.

The *Canadian Net-Zero Emissions Accountability Act* sets out Canada’s commitment to achieving net-zero emissions by 2050. The act ensures transparency and accountability as the government works to deliver on its targets and requires public participation and independent advice to guide the Government of Canada’s efforts.

While there are currently revenue streams providing funding to either the federal or provincial governments through the carbon tax, the level of revenues that are anticipated to be collected is greatly outpacing the amount of funding being provided back to local governments to support the implementation of these program and help achieve the emissions targets. This shortfall in funding is going to be required to meet the targets, and unless there is a change in the funding allocation from higher levels of government, it is going to fall on the local governments to identify funding opportunities.

### BC Carbon Tax

In 2024, the BC carbon tax as a component to consumable fuels is expected to increase to \$0.1761 per litre for gasoline and \$0.1525 per m<sup>3</sup> of natural gas consumption. Under the current government, this form of taxation is expected to triple by 2030. For this impact, average consumption volume has been kept flat to show the impacts of the change in the carbon tax on operations.

#### BC Carbon Tax Rates

	2024	2025	2026	2027	2028
Gasoline \$/L	0.1761	0.2091	0.2422	0.2752	0.3082
Diesel \$/L	0.2074	0.2462	0.2851	0.3239	0.3628
Natural Gas \$/GJ	4.0951	4.8631	5.6311	6.3991	7.1671

#### BC Carbon Tax Cost on Operations

	Estimated Volumes	2024	2025	2026	2027	2028
Gasoline L	400,000	\$70,440	\$83,640	\$96,880	\$110,080	\$123,280
Diesel L	905,000	\$187,697	\$222,811	\$258,016	\$293,170	\$328,325
Natural Gas GJ	84,378	\$336,324	\$399,398	\$462,473	\$525,548	\$588,622
<b>Total Carbon Tax Estimate</b>		<b>\$664,901</b>	<b>\$789,489</b>	<b>\$914,248</b>	<b>\$1,038,878</b>	<b>\$1,163,507</b>

#### Occupational First Aid

The requirement for the number of staff trained in Level 1 and Level 2 first aid will change at the end of 2024. This change will require the City to train more staff in Level 1 first aid. In 2024,

there are 16 first aid courses scheduled, each costing \$1,200, for a total of \$19,200. The training requirements will continue in future years.

<b>Future Impacts</b>	
<b>Summary of Potential Costs</b>	
Orphan Dikes	\$115,000,000
Dams	\$5,000,000
BC Carbon Tax	\$2,194,548
First Aid	\$19,200
<b>Total</b>	<b>\$122,213,748</b>

## **SUMMARY**

Policy changes at both senior levels of government over the past five years have resulted in many impacts on local governments. In addition to these changes, the overall social and economic environments have added new challenges that are needing to be addressed by local governments. In some situations, the relationship between cause and effect is apparent and obvious, while in other situations, the impact is more challenging to identify and quantify.

As local government service delivery is placed on the front line to address the community's concerns, municipalities must find ways to meet new or changed regulatory requirements and address the growing gaps in services of other levels of government.

The following table summarizes the costs for each impact area from higher-level government policy changes or the expanded role that the City has had to undertake. The costs that the City has been able to quantify are included; however, as noted throughout the report, many significant impacts are not possible to quantify.

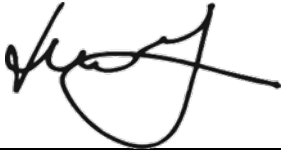
<b>Identified Costs</b>	
Gaps in Service Delivery	\$3,811,000
Senior Government Services Shortfalls	\$3,454,000
Legislative and Regulatory Framework	\$5,863,017
Property Taxation Policy and Partnering	Unknown
Emerging Service	Unknown
Future Impacts	\$122,213,748
<b>Total</b>	<b>\$135,341,765</b>

These costs have created and are likely going to continue to create an ongoing financial challenge for the City and provide opportunities to build partnerships with senior government to

explore improved co-operation and coordination and expand access to funding provide stable and predictable funding solution that does not lie solely on the municipal tax-payer.



D. Hallinan, FCPA, FCMA  
Corporate Services Director



Approved for Council

DR/kjm

Concurrence: J. Luison, Civic Operations Assistant  
Director  
C. Mazzotta, MA, Assistant Community and  
Culture Director  
M. Kwiatkowski, P. Eng. Development,  
Engineering and Sustainability Director

Author: D. Rutsatz, CPA, CGA, Financial Planning  
and Procurement Manager

Reviewed by: L. Hill, BCom, CPA, CMA, Financial  
Services Manager  
M. Helfrich, CPA, CA, Business Operations  
Manager



Dear Council and Staff,

As representatives of the business community, we wish to express our deep concern regarding the decision to cancel the fireworks display on July 1st.

We believe this decision will significantly impact both our businesses and the wider community. Local businesses have already faced a challenging year and anticipate a quieter autumn in Harrison. The Canada Day fireworks display has long been a cherished tradition in our village, drawing both residents and visitors together in celebration. While we understand that the fireworks were cancelled out of an abundance of caution, we believe that given the relatively low current fire hazard combined with the safety measures that would be in place provide sufficient factors to mitigate any potential threat.

This event not only symbolizes national pride but also serves as a major attraction for tourists, which in turn supports our local economy. Many businesses in Harrison Hot Springs rely on the increased foot traffic and revenue generated during such holiday events. With declining tourism and a struggling economy, the cancellation of this event adds additional pressure on all of us to find alternative ways to generate revenue.

We kindly request that you reconsider your decision.

Thank you for your attention.

Sincerely, Your Local Businesses of Harrison Hot Springs

Black Forest, Rocky Mountain Chocolate, Milos, Muddy Waters, Grand Motel, Blue Dandelion, Village Pizzeria, Basecamp, Baskin Robins, Sugar Rush, Picnic, Poutine House, Naked Chicken, Morgans Bistro, Royal-King.



File No: 0390-20-04  
Date: June 17, 2024

To: Mayor and Council  
From: Amanda Graham, Corporate Officer  
Subject: 2024 UBCM Convention Provincial Appointments

## RECOMMENDATIONS

THAT staff be directed to request meetings at the 2024 UBCM Convention with the following Cabinet Ministers regarding the following topics:

- Minister X regarding X;
- Minister X regarding X; and

THAT staff be directed to request meetings with Ministry staff should the requested meetings with the Cabinet Ministers not be granted.

## SUMMARY

To receive direction from Council regarding appointment requests for the 2024 Union of British Columbia Municipalities (UBCM) Convention.

## BACKGROUND

The 2024 UBCM Convention will take place in Vancouver from September 16 to 20, 2024. The convention presents the opportunity for delegates to meet with the Premier, Cabinet Ministers and staff from Ministries Agencies, Commissions and Corporations (MACC). Council may wish to discuss topics of importance requiring provincial action or assistance and resolve that staff be directed to request appointments with the appropriate Ministers or, if unavailable, the appropriate Ministries, Agencies, Commissions and Corporations staff. Appointment requests are now open.

## DISCUSSION

In preparation of this report, staff reached out to Council to gather feedback on which Ministers they wished to meet with and received the following responses – topics in blue text were requested by multiple members of Council:

Minister	Topic
Hon. Bowinn Ma, Minister of Emergency Management and Climate Readiness	<a href="#">Secondary evacuation route</a> , funding for fuel maintenance, criteria for calling a State of Local Emergency

Rob Fleming, Minister of Transportation and Infrastructure	Re-routing of trucks to use Highway 1 at Hope to relieve the amount of trucks crossing the Rosedale Bridge, update on the Rosedale Bridge, assistance in putting a boulevard down the centre of Lillooet Avenue and bicycle lanes
Hon. Ravi Kahlon, Minister of Housing	Effects of adding density and upgrading infrastructure, incentives for rental units, waiving of parking for multi-unit buildings
Hon. Anne Kang, Minister of Municipal Affairs	Legislation with stronger measures for Mayor and Council, <a href="#">the need for an ethics commissioner</a> , review of the Community Charter
Hon. Adrian Dix, Minister of Health	To discuss and advocate for the need for increased mobile breast cancer screening units to rural communities
Hon. Mike Farnworth – Minister of Public Safety and Solicitor General	To discuss the need to update the Community Charter and the need to provide more authority to the Minister of Municipal Affairs

The deadline to request a meeting with Premier David Eby and Cabinet Ministers is June 21, 2024. Meetings with MACC staff can be requested up until August 21, 2024. Previously, staff have requested appointments with Cabinet Ministers first and, if those appointment requests were not granted, staff would then request appointments with the appropriate MACC staff.

In order to submit a request for an appointment, staff require direction regarding the issue for consideration and the action requested of the Ministry.

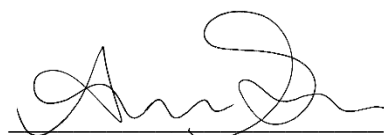
### FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

### POLICY CONSIDERATIONS

There are no policy considerations associated with this report.

Respectfully submitted:



Amanda Graham  
Corporate Officer

Reviewed by:



Tyson Koch  
Chief Administrative Officer



File No: 1830-20-03  
Date: June 17, 2024

To: Mayor and Council  
From: Scott Schultz, Chief Financial Officer  
Subject: 2023 Statement of Financial Information

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## RECOMMENDATION

THAT the 2023 Statement of Financial Information be approved.

## SUMMARY

To seek approval of the 2023 Statement of Financial Information.

## BACKGROUND

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

## DISCUSSION

The 2023 Statement of Financial Information has been prepared under the guidelines of the *Financial Information Act* and is attached to this report for Council's review.

## FINANCIAL CONSIDERATIONS

There are no financial considerations to this report.

## POLICY CONSIDERATIONS

There are no policy considerations related to this report.

Respectfully submitted:



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

Reviewed by:



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

Attachment: Statement of Financial Information Files

VILLAGE OF HARRISON HOT SPRINGS

STATEMENT OF FINANCIAL INFORMATION APPROVAL

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

\_\_\_\_\_  
Scott Schultz  
Chief Financial Officer

\_\_\_\_\_  
Leo Facio  
Deputy Mayor, on behalf of Council

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared pursuant to the Financial Information Regulation, Schedule 1, Section 9

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

**Village of Harrison Hot Springs  
Statement of Debts - 2023**

<b>Type</b>	<b>Purpose</b>	<b>2023 Beginning Balance</b>	<b>Principal Payments</b>	<b>Actuarial Adjustment</b>	<b>2023 Ending Balance</b>
MFA Issue 131 LA bylaw 1052 Amortization 15 years Interest paid in 2023, \$13,200	Miami River Flood Pump	358,100	31,095	8,467	318,538

**VILLAGE OF HARRISON HOT SPRINGS**  
**Schedule of Guarantee and Indemnity Agreements**

**2023**

A schedule of Guarantees and Indemnity payments has not been prepared because the Village of Harrison Hot Springs has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Prepared under the Financial Information Regulation, Schedule 1, Section 5

6(2)(a)

**VILLAGE OF HARRISON HOT SPRINGS**  
**Remuneration and Expenses for Elected Officials**  
**2023**

<b>Name</b>	<b>Remuneration</b>	<b>Paid Expenses</b>
Wood, Ed – Mayor	\$41,691	\$0
Allen, John – Councillor	\$5,212	\$632
Buckley, John - Councillor	\$8,923	\$1,350
Facio, Leo – Councillor	\$20,846	\$2,383
Jackson, Allan – Councillor	\$20,846	\$2,094
Vidal, Michie – Councillor	\$20,846	\$2,114

Prepared under the Financial Information Regulation, Schedule 1, Section 6(2)

6(2)(b)

**VILLAGE OF HARRISON HOT SPRINGS**

**Employee Remuneration over \$75,000**

**2023**

<b>Name</b>	<b>Title</b>	<b>Remuneration</b>	<b>Expenses</b>
Gardner, Ian	Utilities Technician	\$78,041	\$187
Kafi, Tahir	Public Works Supervisor	\$103,124	\$460
Koch, Tyson	Chief Administrative Officer / Deputy Corporate Officer	\$140,704	\$3,066
Malfait, Bruce	Utilities Technician	\$78,570	\$628
Schultz, Scott	Chief Financial Officer / Deputy Chief Administrative Officer	\$125,701	\$0
Simmonds, Tyler	Utilities Supervisor	\$112,951	\$1,723

Prepared under the Financial Information Regulation, Schedule 1, Section 6(2)

6(2)(c)

**VILLAGE OF HARRISON HOT SPRINGS**  
**Consolidated Remuneration for Employees under \$75,000**  
**2023**

	<b>Remuneration</b>
Consolidated total – under \$75,000	\$985,659

Prepared under the Financial Information Regulation, Schedule 1, Section 6(2)



6(6)

**VILLAGE OF HARRISON HOT SPRINGS**  
**Schedule of Remuneration and Expenses**

**2023**

<b>Report on Employers EI &amp; CPP</b>	<b>Amount</b>
EI	\$25,368
CPP	\$72,433

Prepared under the Financial Information Regulation, Schedule 1, Section 6(6)

6(7)

**VILLAGE OF HARRISON HOT SPRINGS**

**Statement of Severance Agreements**

**2023**

There were 3 severance agreements under which payment commenced between the Village of Harrison Hot Springs and its non-unionized employees during fiscal year 2023.

These agreements represent from 2 to 13 months of salary and benefits.

Prepared under the Financial Information Regulation, Schedule 1, Section 6 (7)

**Village of Harrison Hot Springs****Schedule of Payments to Suppliers of Goods and Services****7(1)(a) - Payments exceeding \$25,000 - 2023****7(1)(b) - Consolidated total of payments less than \$25,000 - 2023**

<b>Name</b>	<b>Amount</b>
ANDREW SHERET LIMITED	\$ 44,090
ASLAN TECHNOLOGIES	\$ 215,990
AVENUE MACHINERY CORP	\$ 33,735
BC ASSESSMENT	\$ 44,030
BC HYDRO	\$ 174,365
BDO CANADA LLP	\$ 52,962
CLEARTECH INDUSTRIES INC.	\$ 88,542
DISTRICT OF KENT	\$ 44,923
EMPYRION TECHNOLOGIES	\$ 33,817
ETAXBC	\$ 29,179
FERGUSON JESSICA	\$ 79,063
FRASER VALLEY REGIONAL DISTRICT	\$ 342,040
FRASER VALLEY REGIONAL LIBRARY	\$ 74,816
GFL ENVIRONMENTAL INC	\$ 175,832
HARRIS AND COMPANY LLP	\$ 28,088
HARRISON TOURISM SOCIETY	\$ 111,000
KELLY RIDLEY CONSULTING	\$ 106,207
KURTS CONSTRUCTION LTD.	\$ 103,467
KWC PLANNING SERVICES	\$ 107,601
LIDSTONE & COMPANY	\$ 76,341
MACHINE TECH	\$ 29,153
MOONLITE ELECTRIC	\$ 27,413
MOUNTAIN PACIFIC MECHANICAL INC.	\$ 34,953
MUNICIPAL INSURANCE ASSOCIATION OF BC	\$ 91,900
MUNICIPAL PENSION PLAN	\$ 200,291
N. WALLACE & COMPANY LTD	\$ 324,233
NEW RHODES CONSTRUCTION INC.	\$ 337,313
NORTHWEST HYDRAULIC CONSULTANTS LTD.	\$ 174,298
PACIFIC BLUE CROSS	\$ 86,313
PCS PRE-CONSTRUCTION SERVICES INC.	\$ 45,170
POWER DRILLING & STABILIZATION	\$ 52,862
PRECISE PARKLINK	\$ 74,521
PROSPERA CU VISA	\$ 73,221
RAZIN ENTERPRISES LTD.	\$ 34,047
RECEIVER GENERAL	\$ 566,532
TIMBRO CONTRACTING	\$ 135,898
VALLEY WASTE & RECYCLING INC.	\$ 34,506
WEDLER ENGINEERING	\$ 29,428
WORKSAFE BC	\$ 40,311
XYLEM CANADA LP	\$ 84,842
<b>Payments Made (Over \$25,000)</b>	<b>\$ 4,443,292</b>
<b>Payments Made (\$25,000 and Under)</b>	<b>\$ 942,993</b>
<b>TOTAL Payments</b>	<b>\$ 5,386,284</b>

7(2)(b)

**Village of Harrison Hot Springs**

**Statement of Payments of Grants or Contributions - 2023**

<b>Organization</b>	<b>2023</b>
Agassiz Harrison Aquanauts Swim Club	1,500.00
Agassiz Harrison Community Services	3,000.00
Agassiz Harrison Museum	10,000.00
Kent Harrison Arts Council	2,000.00
Miami River Streamkeeps	1,000.00
	\$ 17,500.00

Village of Harrison Hot Springs  
Financial Statements  
For the year ended December 31, 2023

Village of Harrison Hot Spring  
Financial Statements  
For the year ended December 31, 2023

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## Statement of Management's Responsibility


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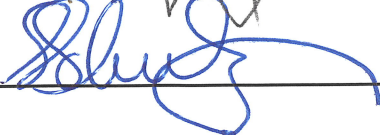
The financial statements of the Village of Harrison Hot Springs (the Village) are the responsibility of management and have been prepared in accordance with Canadian public sector accounting standards, consistently applied and appropriate in the circumstances. The preparation of the financial statements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

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

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

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

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Chief Financial Officer

May 6, 2024



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Fax: 604 688 5132  
vancouver@bdo.ca  
www.bdo.ca

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

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## Independent Auditor's Report

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

### Opinion

We have audited the financial statements of the Village of Harrison Hot Springs (the "Village") which comprise the Statement of Financial Position as at December 31, 2023 and the Statements Operations, Changes in Net Financial Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2023 and its results of operations, changes in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

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

### Unaudited Information

We have not audited, reviewed, or otherwise attempted to verify the accuracy or completeness of 'Schedule 3 - Schedule for Growing Communities Fund' that is included in the Village's financial statements.

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

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

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

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





## Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Chartered Professional Accountants

Vancouver, British Columbia

May 8, 2024

**Village of Harrison Hot Springs**  
**Statement of Financial Position**

December 31	2023	2022 (Restated)
		(Note 12)
<b>Financial Assets</b>		
Cash (Note 1)	\$ 22,814,943	\$ 20,957,382
Accounts Receivable (Note 2)	1,716,059	1,042,032
MFA Deposits (Note 3)	7,332	7,111
	<b>24,538,334</b>	<b>22,006,525</b>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities (Note 4)	321,567	682,807
Employee Future Benefits (Note 5)	88,015	116,328
Developers' Deposits and Other Liabilities (Note 6)	1,968,765	3,042,180
Deferred Revenue (Note 7)	2,240,922	1,160,771
Development Cost Charges (Note 8)	5,419,329	5,227,879
Liabilities Under Agreement (Note 9)	-	2,362
Long-term Debt (Note 10)	318,538	358,100
Asset Retirement Obligation (Note 11)	18,019	58,594
	<b>10,375,155</b>	<b>10,649,021</b>
<b>Net Financial Assets</b>	<b>14,163,179</b>	<b>11,357,504</b>
<b>Non-Financial Assets</b>		
Tangible Capital Assets (Note 12, Schedule 2)	38,385,382	38,193,551
Prepaid Expenses	64,663	56,374
	<b>38,450,045</b>	<b>38,249,925</b>
<b>Accumulated surplus (Note 14)</b>	<b>\$ 52,613,224</b>	<b>\$ 49,607,429</b>

  
 \_\_\_\_\_ Chief Administrative Officer  
  
 \_\_\_\_\_ Mayor

Village of Harrison Hot Springs  
Statement of Operations

For year ended December 31	2023 Budget (Note 19)	2023	2022 (Restated) (Note 12)
<b>Revenue</b>			
Property Taxes (Note 15)	\$ 2,708,856	\$ 2,709,154	\$ 2,551,795
Sale of Services (Note 16)	1,727,909	1,758,323	1,688,486
Utility Service Fees (Note 17)	500,820	505,985	491,453
Government Transfers (Note 18)	9,708,484	2,468,868	2,122,812
Investment Income	70,764	747,745	350,537
Penalties and Interest	-	83,494	64,321
Development Cost Charges (Note 9)	2,878,375	343,624	71,952
Other Revenue	47,085	114,006	92,391
	<u>17,642,293</u>	<u>8,731,199</u>	<u>7,433,747</u>
<b>Expenses (Note 20)</b>			
Legislative Services	198,020	167,245	115,957
General Government	1,503,366	1,678,828	1,229,942
Protective Services	318,841	329,259	274,928
Public Works	416,887	424,888	396,952
Transportation Services	535,546	450,902	471,903
Public Health	6,285	7,213	7,535
Planning and Development	144,520	115,710	278,299
Tourism, Community and Economic Development	326,653	257,380	277,440
Solid Waste Management and Recycling	263,314	244,972	259,859
Beaches, Parks, Recreation and Culture	626,595	551,043	512,320
Sewer Services	949,475	896,637	876,175
Water Services	557,623	601,327	499,374
	<u>5,847,125</u>	<u>5,725,404</u>	<u>5,200,684</u>
Annual surplus	11,795,168	3,005,795	2,233,063
Accumulated surplus, beginning of year, (Note 14)	<u>49,607,429</u>	<u>49,607,429</u>	<u>47,374,366</u>
Accumulated surplus, end of year	<u>\$ 61,402,597</u>	<u>\$ 52,613,224</u>	<u>\$ 49,607,429</u>

Village of Harrison Hot Springs  
Statement of Changes in Net Financial Assets

For year ended December 31	2023 Budget (Note 19)	2023	2022 (Restated) (Note 12)
Annual surplus	\$ 11,795,168	\$ 3,005,795	\$ 2,233,063
Acquisition of tangible capital assets	(14,098,048)	(1,394,155)	(2,340,530)
Amortization of tangible capital assets (Note 20, Schedule 2)	1,128,000	1,202,324	1,130,056
Loss on disposal of tangible capital assets	-	-	8,174
Change in prepaid expenses	-	(8,289)	299,686
Increase (Decrease) in net financial assets for the year	(1,174,880)	2,805,675	1,330,449
Net financial assets, beginning of year	11,357,504	11,357,504	10,027,055
Net financial assets, end of year	\$ 10,182,624	\$ 14,163,179	\$ 11,357,504

Village of Harrison Hot Springs  
Statement of Cash Flows

For the year ended December 31	2023	2022
Cash provided by (used in)		
Operating activities		
Annual surplus	\$ 3,005,795	\$ 2,233,063
Items not involving cash:		
Loss on disposal of tangible capital assets	-	8,174
Amortization of tangible capital assets	1,202,324	1,130,056
Accretion expense	2,444	2,346
	4,210,563	3,373,639
Changes in working capital:		
Accounts receivable	(674,027)	(547,135)
MFA Deposits	(221)	(155)
Prepaid expenses	(8,289)	299,687
Accounts payable and accrued liabilities	(361,240)	262,993
Developers' deposits and other liabilities	(1,073,415)	1,624,457
Employee future benefits	(28,313)	(15,471)
Deferred revenue	1,080,151	(944,426)
Development cost charges	191,450	459,130
	3,336,659	4,512,719
Capital activities		
Asset retirement remediation	(43,019)	-
Acquisition of tangible capital assets	(1,394,155)	(2,340,530)
Financing transactions		
Repayment of long-term debt	(41,924)	(59,165)
Increase in cash during the year	1,857,561	2,113,024
Cash, beginning of year	20,957,382	18,844,358
Cash, end of year	\$ 22,814,943	\$ 20,957,382

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Village of Harrison Hot Springs  
Summary of Significant Accounting Policies

For the year ended December 31, 2023

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Significant Accounting Policies

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

a. Basis of Reporting

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

i. Operating Funds

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

ii. Capital funds

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

iii. Reserve funds

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

b. Revenue Recognition

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

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

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Village of Harrison Hot Springs  
Summary of Significant Accounting Policies

For the year ended December 31, 2023

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b. Revenue Recognition (continued)

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

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

c. Expense Recognition

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

d. Financial Instruments

Effective January 1, 2023, the Village adopted PS 3450 - Financial Instruments. The standard was adopted prospectively and comparative figures were not restated.

The Village's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities, long-term debt and interim financing debt. All financial instruments are measured at cost or amortized cost on the statement of financial position, using the effective interest rate method to determine interest revenue or expense. Transaction costs are added to the carrying value for financial instruments.

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

Unrealized gains and losses from changes in the fair value of financial instruments would be recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations. As the Village has no financial instruments reported at fair value, no statement of remeasurement gain or loss is presented in these financial statements.

e. Asset Retirement Obligations

Effective January 1, 2023, the Village adopted PS 3280 - Asset Retirement Obligations. Under this standard, a liability for an asset retirement obligation is recognized when there is a legal obligation to incur retirement costs in relation to a tangible capital asset; the past transaction or event giving rise to the liability has occurred; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date.

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Village of Harrison Hot Springs  
Summary of Significant Accounting Policies

For the year ended December 31, 2023

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e. Asset Retirement Obligations (continued)

This liability is subsequently reviewed at each financial reporting date and adjusted for the passage of time and for any revisions to the timing, amount required to settle the obligation or the discount rate. Upon the initial measurement of an asset retirement obligation, a corresponding asset retirement cost is added to the carrying value of the related tangible capital asset if it is still in productive use. This cost is amortized over the useful life of the tangible capital asset. If the related tangible capital asset is unrecognized or no longer in productive use, the asset retirement costs are expensed.

f. Non-financial Assets

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

i. Tangible Capital Assets

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

Land improvements	10 to 25 years
Parks infrastructure	10 to 50 years
Buildings	40 to 60 years
Machinery, furniture and equipment	5 to 10 years
IT infrastructure	4 to 10 years
Vehicles	5 to 20 years
Roads infrastructure	15 to 75 years
Water infrastructure	10 to 100 years
Sewer infrastructure	10 to 100 years
Drainage infrastructure	10 to 100 years

ii. Contributions of Tangible Capital Assets

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

iii. Works of Art and Cultural and Historic Assets

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

iv. Leased Tangible Capital Assets

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



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Village of Harrison Hot Springs  
Summary of Significant Accounting Policies

For the year ended December 31, 2023

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g. Use of estimates

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

h. Liability for Contaminated Sites

The preparation of financial statements in accordance with Canadian public sector accounting Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when all the following criteria are met:

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

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

The Village has determined that as of December 31, 2023, no contamination in excess of an environmental standard exists to land for which the Village is responsible.

Village of Harrison Hot Springs  
Notes to the Financial Statements

For the year ended December 31, 2023

1.	Cash		2023	2022
	Restricted cash:			
	Statutory reserves	\$ 2,714,534		\$ 1,361,661
	Non-statutory reserves	5,376,207		4,428,345
	Development Cost Charges/Deposits in Trust	5,419,329		9,430,830
	Unrestricted Cash	13,510,070		15,220,836
		9,304,873		5,736,546
		\$22,814,943		\$ 20,957,382

2.	Accounts Receivable		2023	2022
	Property taxes receivable	\$ 327,414		\$ 169,192
	Government grants receivable	1,138,751		653,965
	Trade and other receivable	249,894		218,875
		\$ 1,716,059		\$ 1,042,032

3. Municipal Finance Authority Deposits

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

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

Village of Harrison Hot Springs  
Notes to the Financial Statements

For the year ended December 31, 2023

4. Accounts Payable and Accrued Liabilities

	2023	2022
Trade and other	\$ 19,320	\$ 349,214
Holdbacks payable	42,616	116,362
Other government	182,028	150,065
Accrued employee benefits	77,603	67,166
	\$ 321,567	\$ 682,807

5. Employee Future Benefits

Sick Pay

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

Retirement Allowance

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

As of December 31, 2023, \$88,015 (2022 - \$116,328) of the amount of the liability has been charged to operations. The significant actuarial assumptions adopted in measuring the Village's accrued benefit obligation are as follows:

	2023	2022
Discount rates	4.0 %	4.4 %
Expected future inflation	3.0 %	2.5 %

Village of Harrison Hot Springs  
Notes to the Financial Statements

For the year ended December 31, 2023

5. Employee Future Benefits (continued)

Accrued Benefit Obligation as at December 31, 2023:

	2023	2022
Accrued benefit obligation, beginning of year	\$ 131,278	\$ 131,798
Current service cost	15,408	19,123
Interest on accrued benefit obligation	4,814	3,346
Benefit payments	(44,654)	(22,989)
Actuarial gain	(1,359)	-
	105,487	131,278
Less: Unamortized actuarial loss, net	(17,472)	(14,950)
	\$ 88,015	\$ 116,328

6. Developers Deposits and Other Liabilities

	2023	2022
Property and event damage deposits	\$ 608,789	\$ 1,129,138
Developers deposit	1,358,721	1,911,786
Funds held on behalf of community groups	1,255	1,256
	\$ 1,968,765	\$ 3,042,180

7. Deferred Revenue

	December 31, 2022	Externally Restricted Inflows	Revenue Earned	December 31, 2023
Prepaid taxes	\$ 174,380	\$ 354,099	\$ (326,241)	\$ 202,238
Resort municipality initiative	910,183	1,123,122	(161,857)	1,871,448
Deferred revenue	75,783	88,628	-	164,411
Facility rentals and other	425	2,825	(425)	2,825
	\$ 1,160,771	\$ 1,568,674	\$ (488,523)	\$ 2,240,922

Village of Harrison Hot Springs  
Notes to the Financial Statements

For the year ended December 31, 2023

8. Development Cost Charges

	Opening Balance	Receipts	Interest	Revenue Recognized	December 31, 2023
Sewer DCC	\$ 1,877,887	\$ 88,707	\$ 103,223	\$ (103,758)	\$ 1,966,059
Water DCC	1,663,632	71,427	91,223	(65,366)	1,760,916
Drainage DCC	1,070,146	57,253	59,426	-	1,186,825
Parks DCC	616,214	30,533	33,282	(174,500)	505,529
	<u>\$ 5,227,879</u>	<u>\$ 247,920</u>	<u>\$ 287,154</u>	<u>\$ (343,624)</u>	<u>\$ 5,419,329</u>

9. Liabilities Under Agreement

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

This was fully repaid in 2023. Changes in the liabilities are as follows:

	2023	2022
Balance, beginning of year	\$ 2,362	\$ 23,305
Less: Principal repayments	(2,362)	(20,943)
Balance, end of year	<u>\$ -</u>	<u>\$ 2,362</u>

Total interest expense during the year was \$9. Total interest over the term of the agreements was \$5,863.

10. Long-Term Debt

In 2015 the Village borrowed funds under loan authorization bylaw 1052. MFA Issue 131 has an amortization period of 15 years at 2.2% interest for the first 10 years of the term. Early repayment options exist at the rate reset date of 10 years.

	Opening Balance	Additions	Principal Repayments	Actuarial Adjustment*	December 31, 2023
General Fund MFA Issue 131	\$ 358,100	\$ -	\$ 31,095	\$ 8,467	\$ 318,538

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

Village of Harrison Hot Springs  
Notes to the Financial Statements

For the year ended December 31, 2023

10. Long-Term Debt (continued)

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

	General	Water	Sewer
2024	\$ 31,095	\$ -	\$ -
2025	31,095	-	-
2026	31,095	-	-
2027	31,095	-	-
2028	31,095	-	-
Thereafter	163,063	-	-
<b>Total</b>	<b>\$ 318,538</b>	<b>\$ -</b>	<b>\$ -</b>

11. Asset Retirement Obligation

Effective January 1, 2023, the Village adopted the new Public Sector Accounting Handbook Standard, PS 3280 Asset Retirement Obligations. The standard requires the reporting of legal obligations associated with the retirement of tangible capital assets by public sector entities. The standard was adopted on the modified retroactive basis at the date of adoption. Under the modified retroactive method, the discount rate and assumptions used on initial recognition are those as of the date of adoption of the standard. The impact of adoption of this standard was as follows:

	2022 (Originally presented)	Restate- ment	2022 (Restated)
Tangible capital assets - cost	\$ 55,029,419	\$ 3,204	\$ 55,032,623
Accumulated amortization - tangible capital assets	16,836,524	2,548	16,839,072
Asset retirement obligation	-	58,594	58,594
Accumulated surplus, beginning of year	47,429,919	(55,553)	47,374,366
Annual surplus	2,235,448	(2,385)	2,233,063
Amortization of tangible capital assets	1,130,016	40	1,130,056
Accretion expense	-	2,346	2,346

The Village's asset retirement obligation consists of the following obligations:

Village of Harrison Hot Springs  
Notes to the Financial Statements

For the year ended December 31, 2023

11. Asset Retirement Obligation (continued)

a) Asbestos obligation

The Village owns a building which is known to contain asbestos. Following the adoption of PS 3280 - Asset Retirement Obligations, the Village recognized an obligation relating to the removal and disposal of the asbestos in these buildings as estimated at January 1, 2022 and updated to December 31, 2023. Estimated costs of \$8,000 have been discounted to the present value using a discount rate of 4.17% per annum (2022 - 4.17%).

b) Water wells

The Village operates a water well which will require decommissioning at the end of its useful life. Following the adoption of PS 3280 - Asset Retirement Obligations, the Village recognized an obligation relating to the decommissioning of well as at January 1, 2022. Estimated costs of \$15,000 have been discounted to the present value using a discount rate of 4.17% per annum (2022 - 4.17%).

Changes in the asset retirement obligation in the year are as follows:

	Asbestos Remediation	Well Decommissioning	2023
Opening balance	\$ 48,606	\$ 9,988	\$ 58,594
Accretion expense	2,027	417	2,444
Retirement costs incurred	(43,019)	-	(43,019)
Closing balance	<u>\$ 7,614</u>	<u>\$ 10,405</u>	<u>\$ 18,019</u>

	Asbestos Remediation	Well Decommissioning	2022 (restated)
Opening balance	\$ 46,660	\$ 9,588	\$ 56,248
Accretion expense	1,946	400	2,346
Closing balance	<u>\$ 48,606</u>	<u>\$ 9,988</u>	<u>\$ 58,594</u>

The asset retirement liability has been estimated using a net present value technique using the assumptions as described above. The related asset retirement costs have been added to the cost and are being amortized on a straight-line basis over the remaining useful lives of the assets.

Significant estimates and assumptions are made in determining the asset retirement costs as there are numerous factors that will affect the amount ultimately payable. Those uncertainties may result in future actual expenditures that are different than the amounts currently recorded. At each reporting date, as more information and experience is obtained as it relates to these asset retirement obligations, the estimates of the timing, the undiscounted cash flows and the discount rates may change. Adjustments to these factors are accounted for as an adjustment to the asset retirement obligation and the related tangible capital asset in the current period on a prospective basis.

Village of Harrison Hot Springs  
Notes to the Financial Statements

For the year ended December 31, 2023

12.	Tangible Capital Assets	2023	2022
		<u>                    </u>	<u>                    </u>
	Land and improvements	\$10,680,913	\$ 10,680,913
	Buildings	2,636,961	2,770,822
	Machinery, equipment, furniture IT, and vehicles	1,297,902	1,386,005
	Engineering structures:		
	Engineering structures - water	7,641,143	7,520,054
	Engineering structures - sewer and drainage	7,935,888	7,898,676
	Engineering structures - roads	3,959,941	4,248,980
	Engineering structures - parks and other	2,089,239	1,399,110
	Other tangible capital assets	1,485,229	686,955
	Work in progress	658,166	1,602,036
		<u>\$38,385,382</u>	<u>\$ 38,193,551</u>

There were no contributed assets recognized in 2023.

13.	Equity in Tangible Capital Assets	2023	2022
		<u>                    </u>	<u>                    </u>
	Equity in TCA, beginning of year	\$37,776,886	\$ 36,570,929
	Add:		
	Capital expenditures	1,394,155	2,340,530
	Debt repayments	33,554	52,037
	Actuarial adjustments	8,467	7,128
	Less:		
	Net book value of dispositions	-	(8,174)
	Amortization	(1,202,324)	(1,130,056)
	Asset retirement obligation (Note 12)	(2,444)	(55,508)
		<u>\$38,008,294</u>	<u>\$ 37,776,886</u>



Village of Harrison Hot Springs  
Notes to the Financial Statements

For the year ended December 31, 2023

14. Accumulated Surplus

The Village segregates its accumulated surplus into the following categories:

	2023	2022
Surplus:	\$38,008,294	\$ 37,776,886
Operating fund	6,514,189	6,040,537
Total surplus	\$44,522,483	\$ 43,817,423
Reserves set aside by council:		
Appropriated surplus:		
Fire department	\$ 30,095	\$ 28,582
Assessment appeal	149,252	141,749
Beach	4,617	4,385
Building	71,112	67,537
Contingencies	13,003	12,350
Dock replacement	74,860	75,634
Boat Launch	80,628	76,575
Flood box / drainage	17,643	16,756
General	1,793,679	1,311,523
Insurance	11,299	10,731
Parking / traffic enforcement	118,174	63,235
Office equipment	19,355	25,557
Property	53,843	51,136
Road / sidewalk	15,298	14,529
Sick leave/ retirement	57,833	54,926
Community works fund	671,138	550,434
Sewer	1,164,168	981,695
Water	1,030,210	941,011
Total appropriated surplus	\$ 5,376,207	\$ 4,428,345
Statutory fund reserves:		
Community amenities	\$ 175,067	\$ 166,267
Fire department capital	106,222	5,487
Growing communities fund	1,208,456	-
Land unexpended funds	55,670	52,871
Parkland acquisition and improvements	407,169	386,701
Public works capital	132,733	91,629
Sewage treatment replacement	528,483	563,036
Sewer unexpended funds	94,770	90,006
Port divestiture income	5,964	5,664
Total statutory fund reserves	\$ 2,714,534	\$ 1,361,661
	\$52,613,224	\$ 49,607,429

Village of Harrison Hot Springs  
Notes to the Financial Statements

For the year ended December 31, 2023

15. Property Taxes

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

	Budget	2023	2022
<b>Taxes collected</b>			
Municipal property taxes	\$2,660,469	\$2,660,469	\$ 2,506,424
1% utility taxes	41,987	41,987	38,617
Payments in lieu of taxes	6,400	6,698	6,754
School taxes	1,736,748	1,736,748	1,603,551
Regional district	180,139	180,139	175,283
Regional hospital district	108,770	108,770	103,986
Police tax	225,076	225,076	177,815
Other agencies	44,281	44,281	40,598
	<u>5,003,870</u>	<u>5,004,168</u>	<u>4,653,028</u>
<b>Less: Transfers to other governments</b>			
School taxes paid	1,736,748	1,736,748	1,603,551
Regional district taxes paid	180,139	180,139	175,283
Regional hospital district taxes paid	108,770	108,770	103,986
Police taxes paid	225,076	225,076	177,815
Other agencies taxes paid	44,281	44,281	40,598
	<u>2,295,014</u>	<u>2,295,014</u>	<u>2,101,233</u>
	<u>\$2,708,856</u>	<u>\$2,709,154</u>	<u>\$ 2,551,795</u>

16. Sale of Services

	Budget	2023	2022
Sewer user fees	\$ 721,928	\$ 736,117	\$ 701,443
Water user fees	371,820	377,373	372,071
Curbside collection fees	145,239	150,851	137,924
Pay parking revenue	390,000	377,566	355,813
Licenses and permits	41,072	59,698	60,753
Facility rentals	49,500	43,613	45,825
Fines	4,250	9,010	10,773
Other	4,100	4,095	3,884
	<u>\$1,727,909</u>	<u>\$1,758,323</u>	<u>\$ 1,688,486</u>

Village of Harrison Hot Springs  
Notes to the Financial Statements

For the year ended December 31, 2023

17. Utility Service Fees

	Budget	2023	2022
Sewer service utility fee - residential	\$ 216,240	\$ 219,777	\$ 213,092
Sewer service utility fee - business	20,400	19,704	19,763
Water service utility fee - residential	242,760	245,408	237,384
Water service utility fee - business	21,420	21,096	21,214
	<u>\$ 500,820</u>	<u>\$ 505,985</u>	<u>\$ 491,453</u>

18. Government Transfers

	Budget	2023	2022
Provincial:			
Conditional			
Infrastructure	\$ 7,160,306	\$ 1,853,021	\$ 1,459,022
Resort municipality initiative	751,250	161,857	126,748
Other	-	736	552
Unconditional	337,000	325,000	414,000
Federal:			
Conditional			
Infrastructure	1,331,674	-	-
Gas tax	128,254	128,254	122,490
	<u>\$ 9,708,484</u>	<u>\$ 2,468,868</u>	<u>\$ 2,122,812</u>

19. Budget Data

The data presented in these financial statements is based upon the 2023 operating and capital budgets adopted by Council on April 3, 2023. The table below reconciles the approved balanced budget to the budget figures reported in these financial statements.

Village of Harrison Hot Springs  
Notes to the Financial Statements

For the year ended December 31, 2023

19. Budget Data (continued)

2023 Adopted Operating and Capital Budget:

	2023
Revenues:	
Operating budget	\$ 5,847,125
Capital budget	14,098,048
Total revenue	19,945,173
Expenses:	
Operating budget	5,847,125
Capital budget	14,098,048
Total expenses	19,945,173
Budgeted surplus (deficit)	-
Add:	
Capital expenses	14,098,048
Transfers to reserves	1,244,794
Principal repayments	31,100
Less:	
Transfers from reserves	(2,177,599)
Appropriation from surplus	(273,175)
Amortization	(1,128,000)
Annual budgeted surplus (see statement of operations)	\$ 11,795,168

20. Classification of Expenses by Object

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

	Budget	2023	2022
Salaries, wages and employee benefits	\$2,146,859	\$2,092,061	\$ 1,834,568
Operating materials and supplies	894,465	852,592	739,269
Contracted services	678,501	641,197	688,224
Administrative services and supplies	693,453	643,402	526,390
Utilities	238,437	224,627	216,570
Rentals and contractual obligations	54,210	53,548	49,852
Debt financing	13,200	13,209	13,411
Amortization	1,128,000	1,202,324	1,130,054
Accretion	-	2,444	2,346
	-	2,444	2,346
	\$5,847,125	\$5,725,404	\$ 5,200,684

For the year ended December 31, 2023

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21. Commitments and Contingencies

- (a) The municipality and its employees contribute to the Public Service Pension Plan (a jointly trusted pension plan). The Public Service Pension Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at March 31, 2023, the plan has about 71,000 active members and approximately 55,000 retired members. Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability. The Village of Harrison Hot Springs paid \$100,778 (2022 - \$93,193) for employer contributions to the Plan in fiscal 2023. Employee contributions in fiscal 2023 were \$93,200 (2022 - \$86,185). The latest actuarial valuation for the Public Sector Pension Plan as at March 31, 2023, indicated a \$4.491 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at March 31, 2026. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.
- (b) Debts of the Fraser Valley Regional District are, under provisions of the Local Government Act, a direct, joint and several liability of the District and each member municipality within the District, including the Village of Harrison Hot Springs.
- (c) The Village is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement, the Village is assessed a premium and specific deductible for its claims based on population. The obligation of the Village with respect to the Exchange and/or contracts and obligations entered into by the Exchange are in every case several, not joint and several. The Village irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.

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Village of Harrison Hot Springs  
Notes to the Financial Statements

For the year ended December 31, 2023

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21. Commitments and Contingencies (continued)

- (d) The Village has entered into various agreements and contracts for the provision of services and the construction of assets that extend beyond the current year. Substantive obligations include contracts for engineering and planning, garbage and recycling collection, IT services, pay parking, tourist information centre services and auditing services. These contractual obligations will become liabilities in the future when the terms of the contract are met. The following amounts relate to the unperformed portion of the contracts: 2024 - \$1,186,285, 2025 - \$39,500.
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22. Comparative Figures

Certain comparative figures have been reclassified to conform with the current year's presentation.

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23. Segmented Information

The Table of Segmented Information - Schedule 1 has been prepared in accordance with PS2700 Segmented Disclosures. Segmented information has been identified based upon functional activities provided by the Village. For each reported segment, revenue and expenses represent amounts directly attributable to the functional activity and amounts allocated on a reasonable basis.

The functional areas that have been separately disclosed in the segmented information, along with services they provide are as follows:

Legislative Services

Legislative services includes Council and legislative services.

General Government

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

Protective Services

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

Development and Planning

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

For the year ended December 31, 2023

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23. Segmented Information (continued)

Engineering, Transportation and Storm Water

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

Solid Waste

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

Parks, Recreation and Cultural Services

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

Wastewater Utility

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

Water Utility

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

Village of Harrison Hot Springs  
Schedule 1 - Table of Segmented Information

For the year ended December 31, 2023

	Legislative	General Government	Protective Services	Development Planning	Engineering, Transportation & Storm Water	Solid Waste	Parks, Recreation & Cultural Services	Wastewater Utility	Water Utility	2023 Budget	2023 Actual	2022 Restated (Note 12)
<b>Revenues</b>												
Property Taxes	\$ -	\$2,709,154	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$2,708,855	\$2,709,154	\$2,551,795
Sale of Services	-	450,369	-	-	-	150,851	43,613	736,117	377,373	1,727,910	1,758,323	1,688,486
Utility Service Fees	-	-	-	-	-	-	-	239,481	266,504	500,820	505,985	491,453
Government	-	2,307,011	-	161,857	-	-	-	-	-	9,708,484	2,468,868	2,122,812
Transfers												
Investment Income	-	597,384	-	-	-	-	-	93,230	57,131	70,764	747,745	350,537
Penalties and Interest	-	64,323	-	-	-	2,108	-	8,947	8,116	-	83,494	64,321
Development Cost												
Charges	-	174,500	-	-	-	-	-	103,758	65,366	2,878,375	343,624	71,952
Other Revenue	-	47,583	-	-	-	28,860	-	4,500	33,063	47,085	114,006	92,391
<b>Total revenue</b>	<b>-</b>	<b>6,350,324</b>	<b>-</b>	<b>161,857</b>	<b>-</b>	<b>181,819</b>	<b>43,613</b>	<b>1,186,033</b>	<b>807,553</b>	<b>17,642,293</b>	<b>8,731,199</b>	<b>7,433,747</b>
<b>Expenses</b>												
Salaries, Wages and Employee Benefits	134,813	847,526	14,127	125,063	226,662	56,569	213,429	283,522	190,350	2,146,859	2,092,061	1,834,568
Operating Materials and Supplies	-	7,214	186,231	2,202	166,443	7,914	78,210	238,674	165,704	894,465	852,592	739,269
Contracted Services	-	137,498	75,300	113,541	77,482	180,488	10,291	46,597	-	678,501	641,197	688,224
Administrative Services and Supplies	27,033	384,826	22,125	111,285	22,697	-	13,902	46,677	14,857	693,453	643,402	526,390
Utilities	5,399	18,060	10,362	-	43,974	-	43,926	65,791	37,115	238,437	224,627	216,570
Rentals and Contractual Obligations	-	13,584	5,840	21,000	8,509	-	4,615	-	-	54,210	53,548	49,852
Debt Financing	-	13,209	-	-	-	-	-	-	-	13,200	13,209	13,411
Amortization	-	255,189	15,274	-	337,236	-	186,670	215,071	192,884	1,128,000	1,202,324	1,130,054
Accretion Expense	-	1,722	-	-	-	-	-	305	417	-	2,444	2,346
<b>Total expenses</b>	<b>167,245</b>	<b>1,678,828</b>	<b>329,259</b>	<b>373,091</b>	<b>883,003</b>	<b>244,971</b>	<b>551,043</b>	<b>896,637</b>	<b>601,327</b>	<b>5,847,125</b>	<b>5,725,404</b>	<b>5,200,684</b>
Excess (deficiency) in revenues over expenses	<b>\$(167,245)</b>	<b>\$4,671,496</b>	<b>\$(329,259)</b>	<b>\$(211,234)</b>	<b>\$(883,003)</b>	<b>\$(63,152)</b>	<b>\$(507,430)</b>	<b>\$289,396</b>	<b>\$206,226</b>	<b>\$1,795,168</b>	<b>\$3,005,795</b>	<b>\$2,233,063</b>



Village of Harrison Hot Springs  
Schedule 2 - Statement of Tangible Capital Assets

For the year ended December 31, 2023

	Land	Building	Equipment Furniture Vehicles	Engineered Structures				Work In Progress	Other Tangible Capital Assets	2023	2022 Restated (Note 12)
				Water	Sewer Drainage	Roads	Other				
Balance, beginning of year	\$ 10,680,913	\$ 4,664,445	\$ 3,038,475	\$ 9,794,992	\$ 11,250,965	\$ 10,259,212	\$ 2,802,230	\$ 1,602,036	\$ 939,355	\$ 55,032,623	\$ 52,734,064
Additions	-	-	72,099	313,973	276,883	-	848,007	(116,807)	-	1,394,155	2,340,530
Disposals & adjustments	-	-	-	-	-	-	-	-	-	-	(41,971)
<b>Cost, end of year</b>	<b>10,680,913</b>	<b>4,664,445</b>	<b>3,110,574</b>	<b>10,108,965</b>	<b>11,527,848</b>	<b>10,259,212</b>	<b>3,650,237</b>	<b>1,485,229</b>	<b>939,355</b>	<b>56,426,778</b>	<b>55,032,623</b>
Accumulated amortization, beginning of year	-	1,892,658	1,652,470	2,274,938	3,353,258	6,010,231	1,403,119	-	252,398	16,839,072	15,743,509
Opening adjustments	-	-	-	-	-	-	-	-	-	-	2,508
Add: Amortization	-	134,826	160,202	192,884	238,702	289,040	157,879	-	28,791	1,202,324	1,130,056
Less: Accumulated Amortization on Disposals	-	-	-	-	-	-	-	-	-	-	(37,001)
<b>Accumulated amortization, end of year</b>	<b>-</b>	<b>2,027,484</b>	<b>1,812,672</b>	<b>2,467,822</b>	<b>3,591,960</b>	<b>6,299,271</b>	<b>1,560,998</b>	<b>-</b>	<b>281,189</b>	<b>18,041,396</b>	<b>16,839,072</b>
<b>Net book value, end of year</b>	<b>\$ 10,680,913</b>	<b>\$ 2,636,961</b>	<b>\$ 1,297,902</b>	<b>\$ 7,641,143</b>	<b>\$ 7,935,888</b>	<b>\$ 3,959,941</b>	<b>\$ 2,089,239</b>	<b>\$ 1,485,229</b>	<b>\$ 658,166</b>	<b>\$ 38,385,382</b>	<b>\$ 38,193,551</b>

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Village of Harrison Hot Springs  
Schedule 3 - Growing Communities Fund (Unaudited)

For the year ended December 31, 2023

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Growing Communities Fund

The Growing Communities Fund (GCF) distributed conditional grants to communities at the end of March 2023 to help build community infrastructure and amenities to meet the demands of unprecedented population growth. The Fund provided a one-time total of \$1 billion in grants to all 188 municipalities and regional districts.

The Village of Harrison Hot Springs received \$1,256,000 from the GCF program in March of 2023.

	<u>2023</u>
Balance, beginning of year	\$ 1,256,000
Eligible costs:	
Sewer system upgrades	103,240
Interest:	<u>(55,696)</u>
Balance, end of year	<u>\$ 1,208,456</u>

The Village of Harrison Hot Springs has two main bridges which exist on McCombs drive which allow crossing of the Miami River. These bridges are known as the Miami River North and Miami River South bridges. After an extensive condition study, it was determined that the abutments of both of these bridges needs to be upgraded. In conjunction with that, the sewer line that goes underneath the bridges will need to be replaced and upgraded as well to new standards. In 2023, the sewer line for the Miami Rive South bridge was fully replaced and improved, in 2024 work will continue to upgrade the abutments on these bridges.

File No: 1880  
Date: June 17, 2024

To: Mayor and Council  
From: Scott Schultz, Chief Financial Officer  
Subject: 2023 Annual Report

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## RECOMMENDATION

THAT the 2023 Annual Report be approved.

## SUMMARY

To seek approval of the 2023 Annual Report.

## BACKGROUND

Section 98 of the *Community Charter* requires that an annual report be prepared by June 30<sup>th</sup> each year and made available to the public at least 14 days prior to the meeting.

Section 99 of the *Community Charter* requires that Council must annually consider the report at a council meeting or other public meeting. In accordance with section 99(3), public notice that the Annual Report would be considered at this council meeting was given on June 7, 2024.

## DISCUSSION

The annual report was made available for public inspection on June 3<sup>rd</sup>, 2024 on the Village's website. A hardcopy has also been available for inspection at the Village Office since that time. As of the date this report was written there have been no submissions from the public, however Council may wish to open the floor to public questions relating to the annual report at this time.

## FINANCIAL CONSIDERATIONS

There are no financial considerations to this report.

## POLICY CONSIDERATIONS

There are no policy considerations related to this report.

Respectfully submitted:



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Scott Schultz  
Chief Financial Officer, Deputy CAO

Reviewed by:



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Tyson Koch  
Chief Administrative Officer

File No: 3060-20-DP03/23  
Date: June 17, 2024

To: Mayor and Council  
From: Ken Cossey, Planning Consultant  
Subject: Follow Up Comments – Issuance of DP for 553/555 Lillooet

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## RECOMMENDATION

THAT Development Permit DP 03/23 be issued to 1103593 BC Ltd. for property located at 553 and 555 Hot Lillooet Avenue, Harrison Hot Springs for land legally described as:

- (i) Lot 2 Except part subdivided by Plan 70793, Sec 13 Township 4, Range 29 West of the 6<sup>th</sup> Meridian, New Westminster District Plan 59945, and
- (ii) Lot A, Sec 13 Township 4, Range 29 West of the 6<sup>th</sup> Meridian, New Westminster District Plan 70793

Subject to the following:

- a) The Village receiving an Irrevocable Letter of Credit in the amount of \$650,353.00;
- b) The Fraser Valley Regional District issuing a Demolition Permit for any building or structures on the proposed sites;
- c) The provision of at least one electric vehicle charging outlet must be installed on the proposed site;
- d) The Village being provided with a copy of the Ministry of Transportation and Infrastructure access permit;
- e) The provision of a covenant indicating that the applicant must provide at least 4 accessible Parking Stalls, that are the closest to the proposed development;
- f) A Comprehensive Sign permit being issued by the Village;
- g) The applicant entering into a Works and Services Agreement for utilities and frontage improvements with the Village
- h) The applicant entering into a Landscaping Agreement with the Village;
- i) The applicant entering into a flood plain covenant;
- j) The application be referred to the Village's Fire Department, for their comments and recommendations. Any recommendations must be included in the Planning Review stage on the issuance of a building permit; and
- k) A report prepared by a component professional with at least 10 years of professional experience, and accepted by the Village, that addresses:
  - i. The estimation on the demand to be generated by the proposed development for water, and sewer services and in the case of any phased development, by each phase of the development;

- ii. An analysis of the existing community water system and the existing community sewer system and outlining the options available for the supply and delivery of water and the provision of sewer services to the proposed development;
- iii. An estimation of the amount of additional surface drainage that could be generated by the proposed development and the options available for on-site retention/absorption, collection, storage, and dispersal of such drainage;
- iv. Identification of, if applicable, the new capital works required for the proposed development for water, sewer, and the drainage systems and their cost and the potential funding sources for these expenditures.

## SUMMARY

The two properties, 553 and 555 Lillooet Avenue, are owned by the same BC company. The owner of this company wishes to develop the site with a four-storey building that will house 38 residential dwelling units.

The issuance of this Development Permit was first brought forward at the May 27, 2024 Special Council Meeting, where Council passed the following resolution:

THAT the issuance of a Development Permit for 553 and 555 Lillooet Avenue be referred back to staff to address comments made by Councillor Facio and Councillor Allen.

## BACKGROUND

Councillor Allen's Comments:

- a) Instead of building a 2ft or 2m high wall along the middle of Rendall Park, use the wall that is going to be built anyway as part of this project as the starting point for a storm wall running from the end of Esplanade at the boat launch all the way to Rockwell Drive. This project should require that the wall, which is being built anyway on the property line along the front of Rendall Park, be reinforced. The Village could contribute to that reinforcement and the wall can support both the building and provide flood protection.

Staff response:

This is possible, however the tool that generally captures this sort of requirement is a Zoning Amendment Bylaw. There is no rezoning application associated with this proposal at this time. The Development Permit (DP) can capture it if this type of requirement can be proved to be a servicing issue.

- b) Why have neighbouring properties not been notified of this development?

Staff response:

The proposed use complies with the permitted use in this zone and the issuance of a Development Permit is already outlined in an approved Official Community Plan. Both of

these planning documents have already been shared with the community. As this proposal is in compliance with both the Village's Zoning and Official Community Plan bylaws, there is no requirement for public notice.

- c) Why aren't trees addressed in the DP? Can we guarantee that public trees will be protected and preserved?

Staff response:

This issue will be addressed when the applicant applies for a tree cutting permit.

- d) Have they given 5% of land or cash in lieu to the parkland reserve fund?

Staff response:

The parkland requirement is only done at the subdivision stage. The issuance of a DP is not a subdivision, and this is not possible at this part of the process. When the two parcels were created by a subdivision the parkland or cash-in-lieu issue would have been addressed then.

- e) The OCP says we need to enhance pedestrian access through the Village. When there are two long blocks of property, there is an opportunity to create a 4 or 5 foot wide pathway in the middle of the block so people can go from Lillooet Ave to the beach and back.

Staff response:

This type of issue is generally addressed at either a subdivision stage or during a rezoning stage. This is possible, but the Village will need to enter into an agreement with the applicant. Subject to how the negotiation for the agreement turns out the Village may be responsible for the costs of setting up and maintaining the path.

- f) This DP go to the Advisory Planning Commission (APC) for review.

Staff response:

The proposed use complies with the permitted use in this zone and the issuance of a Development Permit is already outlined in an approved Official Community Plan. Both of these planning documents have already been shared with the community which included holding specific meetings with the APC.

Councillor Facio's Comments:

- a) Would like to see 20% of the units go to a rental pool.

Staff response:

This is possible; however, the Village would need to enter into a Housing Agreement with the applicant.

- b) Will there be a sidewalk on Lillooet Avenue.

Staff response:

This issue is to be addressed in the suggested Works and Services Agreement, identified as point (g) in the recommendations above.

- c) Suggests more than just one electric vehicle charging outlet

Staff response:

This is possible; however, the Zoning Bylaw states that the applicant must provide at least one electric vehicle charging outlet. We will need to change the Zoning Bylaw to develop a new table on the EV Charging outlets required. In the meantime, the developer's agent has indicated that they are willing to provide additional EV Charging outlets. The exact quantity is unknown at the time this report was created. When I have additional information on this I will advise Council.

### Site



Based upon a review of the Village's OCP, the site is within the Village Centre Designation and is within one Development Permit Area; The Lakeshore Development Permit Area addresses the form and character of the proposed building or structure. The site is within the C-1 Zoning and the proposed use is permitted.

## DISCUSSION

## FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

## POLICY CONSIDERATIONS



2023 Strategic Plan Priorities – not applicable

OCP – Village Centre Designation and the Lakeshore Development Permit Guidelines

Zoning Bylaw – C-1 zone regulations and other applicable regulations

Respectfully submitted:



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Ken Cossey, MCIP, RPP  
Planning Consultant

Reviewed by:



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Tyson Koch  
Chief Administrative Officer

Attachment: DP 3060-20-DP03/23

- Attachments (4):
1. Draft DP 3060-20-DP03/23
  2. Precision Buildings Design Associates Ltd. Concept Drawing Sheets A3.0 to A3.4 dated April 20, 2023
  3. AMR Systems Landscape Plan dated December 7, 2023
  4. Preview Builders International Incorporated cost estimate sheet dated November 17, 2023



Village of Harrison Hot Springs

**DEVELOPMENT PERMIT NO. DP 03-23**

**ISSUED** this \_\_\_\_ day of \_\_\_\_\_, 2024

**FILE No:** 3060-20-DP03-23  
**FOLIO Numbers:** 1645-52710  
and 1645-52700

**TO:** 1103593 BC Ltd

**(the “Permittee”)**

**ADDRESS:** PO Box 998  
Harrison Hot Springs, BC  
V0M 1K0

1. This Development Permit is issued subject to compliance with all of the bylaws of the Village of Harrison Hot Springs applicable thereto. This Development Permit must not be used to supplement any bylaw or vary the requirements of the Village of Harrison Hot Springs Zoning requirements.
2. This Development Permit applies to and only to those parcels of land(s) within the Village of Harrison Hot Springs legally described below:

Parcel Identifier: 002-760-061,  
and 002-786-567

Legally Described as: Lot 2 Except part subdivided by Plan 70793, Sec 13 Township 4, Range 29 West of the 6<sup>th</sup> Meridian, New Westminster District Plan 59945, and  
Lot A, Sec 13 Township 4, Range 29 West of the 6<sup>th</sup> Meridian, New Westminster District Plan 70793

and any and all buildings, structures, and other development thereon.

**(the “Lands”)**

3. **This Development Permit is issued only to allow:**

For the construction of a 4-storey residential building consisting of 38 residential units

4. The development must be carried out according to the following time schedule, if applicable: **N/A**

As a condition of the issuance of this Development Permit, the Council holds security in the form of an Irrevocable Letter of Credit in the amount of \$650,363.00 to ensure that development is carried out in accordance with the terms and conditions of this Development Permit. Should any interest be earned upon the security, it must accrue to the Permittee and be paid to the Permittee, if the security is returned. The condition of the

posting of the security is that should the Permittee fail to carry out the work hereby authorized according to the terms and conditions of the Development Permit within the time provided, the Village may use the security to carry out the work by its servants, agents or contractors, and any surplus must be paid over to the Permittee; or should the Permittee carry out the work Permitted by this Development Permit within the set time set out below, the security must be returned to the Permittee.

6. THE FOLLOWING CONDITIONS APPLY TO THE DEVELOPMENT OF THE LANDS OR APPLY TO THE USE OF THE LANDS:
  - i) The building materials must consist of the materials, identified on the Preview Builders International Incorporated cost estimate sheet, dated November 17, 2023. If there is any deviation from the use of these materials, the Village's prior approval for any deviation is required.
  - ii) The colours of the materials must be in accordance with the following sheets numbered A3.0 to A3.4, prepared by IGEL Architecture and dated April 30, 2024. If there is any deviation from the use of these colours, the Village's prior approval for any deviation is required.
  - iii) The design of the building must be in accordance with the following sheets numbered A3.0 to A3.4, prepared by IGEL Architecture and dated April 30, 2024. If there is any deviation from this design, the Village's prior approval for any deviation is required.
  - iv) The Landscape Plan outlined on Sheets L0.0 to L4.0, as prepared by AMR Systems, dated December 7, 2023, must be followed. If there is any deviation from this plan the Village's prior approval of any deviation is required.
  - v) A Works and Services Agreement must be entered into with the Village of Harrison Hot Springs to address any works and services that will take place off site, as a result of this Development Permit. This includes but is not limited to; Sewer upgrades, Water upgrades, Road construction, and Storm Water issues.
7. The Permittee agrees that the Lands must be developed and used strictly in accordance with this Development Permit, including any attached plans, maps, and specifications.
8. The following plans, maps or specifications are attached to and form a part of this Development Permit:
  - i) The above referenced sheets numbered A3.0 to A3.4, prepared by IGEL Architecture and dated April 30, 2024.
  - ii) The Landscape Plan prepared by AMR Systems, dated December 7, 2023.

iii) The Preview Builders International Incorporated cost estimate sheet dated November 17, 2023.

9. **This Development Permit is NOT a Building Development Permit, a subdivision approval nor a soil deposit or removal permit.**
10. This Development Permit must lapse on the \_\_\_\_\_ day of \_\_\_\_\_, 2026 unless the development is substantially started.

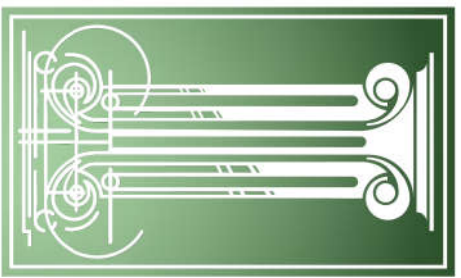
**RESOLUTION PASSED BY COUNCIL, THIS \_\_\_\_\_ day of \_\_\_\_\_, 2024**

**I HEREBY CERTIFY that I have read the terms and conditions of the Development Permit contained herein. I understand and agree that the Village of Harrison Hot Springs has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with the owner of the parcel of land or me other than those contained in this Permit.**

\_\_\_\_\_  
Shao Gen Li  
(signature)

\_\_\_\_\_  
Print Name

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



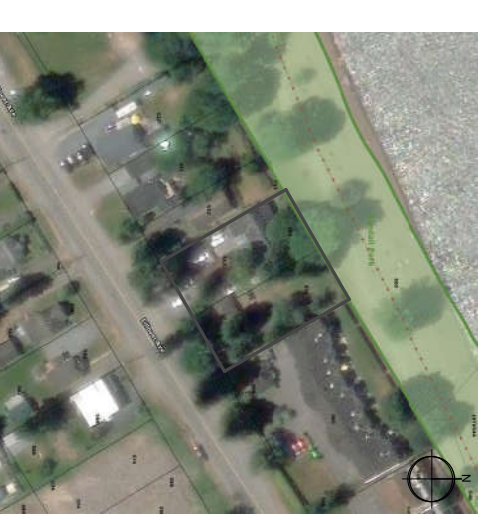
**PRECISION BUILDING DESIGN ASSOCIATES LTD.**  
Member of the Precision Building Group

Project: **Harrisons Condo**

Address: **553/555 Lillooet Ave.,  
 Harrison Hot Springs, B.C.**

Drawing heading:

Site images:



rendering:



**FRONT (SOUTH) ELEVATION**  
 1/8\" = 1'-0\"

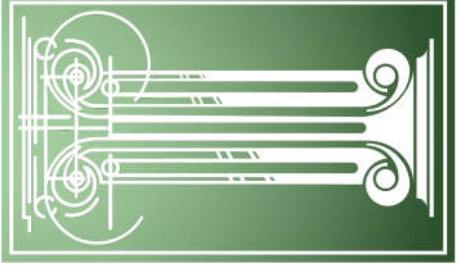
**RH SIDE (EAST) ELEVATION**  
 1/8\" = 1'-0\"

Sheet name:

**Front (South) & Rh Side  
 (East) Elevations**

Concept Drawings

Project no:	PM4172	designed:	K. VIEL SHI
Scale:	AS SHOWN	drafted:	
Date:	APRIL 30, 2024	checked:	
Sheet number:			



**PRECISION BUILDING DESIGN ASSOCIATES LTD.**  
A 100% REPORT TO OWNERS AND ARCHITECTS

project: **Harrison Condo**

address:

**553/555 Lilloet Ave.,  
 Harrison Hot Springs, B.C.**

drawing heading:

site images:



rendering:



**REAR (NORTH) ELEVATION**  
 1/8" = 1'-0"



**LH SIDE (WEST) ELEVATION**  
 1/8" = 1'-0"

scale:

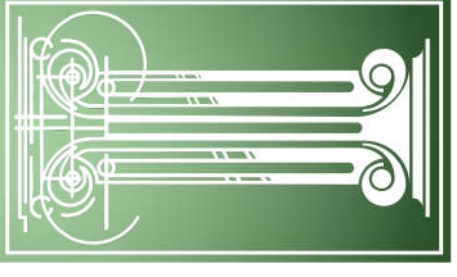
no.	description	date
1	SITE CONCEPT REVIEW	2023-2023
2	CONCEPT DESIGN	2023-2023
3	FOCUS CONCEPT REVIEW	02/17/2023
4	ELEVATION/RENDERING REVIEW	04/01/2024
5	CONCEPT PRESENT	APRIL 2024
6	-	-
7	-	-
8	-	-
9	-	-
10	-	-

stage: **Concept Drawings**

sheet name:

**Rear (North) & Lh Side  
 (West) Elevations**

project no: **PM4172**  
 designed: **K. VIEL SHI**  
 scale: **AS SHOWN**  
 date: **APRIL 30, 2024**  
 checked: **-**  
 sheet number: **-**



**PRECISION BUILDING  
DESIGN ASSOCIATES LTD.**  
Serving the Greater Vancouver Area

project:  
Harrisons Condo

address:  
553/555 Lillooet Ave.,  
Harrison Hot Springs, B.C.

drawing heading:



SOUTH ELEVATION

site images:



rendering:



SOUTH EAST ELEVATION

scale:

no.	description	date
1	SITE CONCEPT REVIEW	APRIL 2023
2	CONCEPT REVIEW	OCT 2023
3	ELEVATION/CONCEPT REVIEW	MAY 2024
4	CONCEPT PRESENT	JAN 2024
5	-	-
6	-	-
7	-	-
8	-	-
9	-	-
10	-	-

stage:

Concept Drawings

sheet name:

Perspectives

project no:  
PM44172  
scale:  
AS SHOWN  
date:  
APRIL 30, 2024  
sheet number:



NORTH WEST ELEVATION

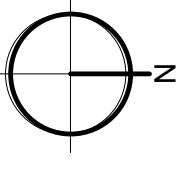


**PRECISION BUILDING  
DESIGN ASSOCIATES LTD.**  
ARCHITECTS & INTERIORS INC. (B.C. REG. # 2000-0000000)

project: **Harrison's Condo**

address:  
**5531555 Lillooet Ave.,  
Harrison Hot Springs, B.C.**

drawing heading:



site images:



revisions:

no.	description	date
1	SITE CONCEPT REVIEW	MAY 2023
2	CONCEPT REVIEW	JULY 2023
3	EXPLANATION/REVISION REVIEW	OCT. 2023
4	CONCEPT PRESENT	JAN. 2024
5	-	-
6	-	-
7	-	-
8	-	-
9	-	-
10	-	-

stage:

**Concept Drawings**

sheet name:

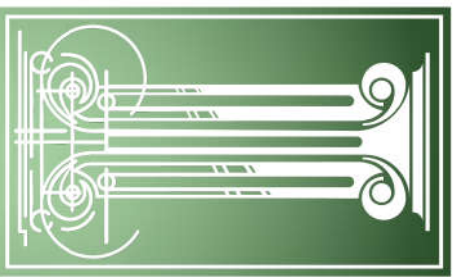
**Renderings**

project no: **PM44172**  
 developed: **K. VIEL SH**  
 scale: **AS SHOWN**  
 date: **APRIL 30, 2024**  
 checked:

sheet number:







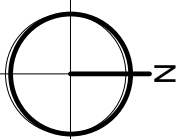
**PRECISION BUILDING  
DESIGN ASSOCIATES LTD.**  
SALES & SUPPORT IN VANCOUVER, BC, TEL: 604-273-0828

project: **Harrison's Condo**

address:

**553/555 Lillooet Ave.,  
Harrison Hot Springs, B.C.**

drawing heading:



site images:



rendering:



reel:

revisions:

no.	description	date
1	SITE CONCEPT REVIEW	NOV. 2023
2	FOCUS CONCEPT REVIEW	OCT. 2023
3	ELEVATION/SECTION REVIEW	MAY. 2024
4	CONCEPT PRESENT	-
5	-	-
6	-	-
7	-	-
8	-	-

stage:

**Concept Drawings**

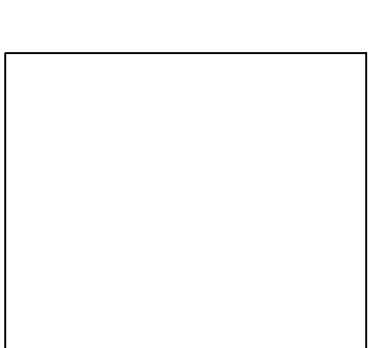
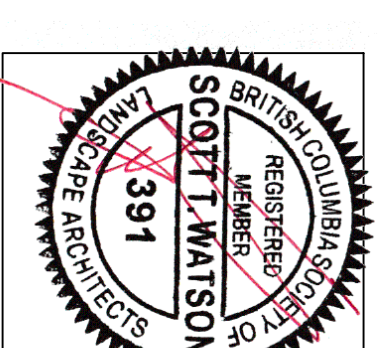
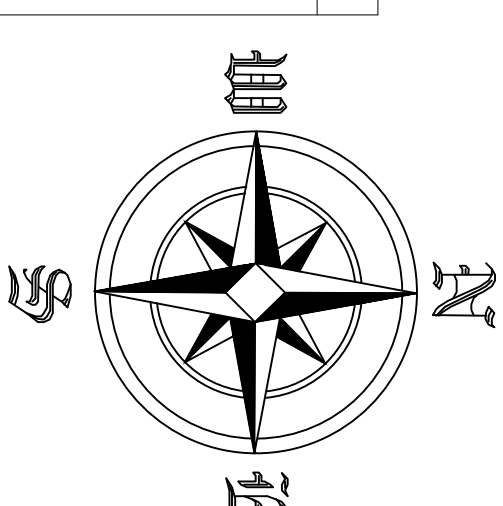
sheet name:

**Renderings**

project no: **PM44172**  
 developed: **K. VIEL, SH**  
 scale: **AS SHOWN**  
 date: **APRIL 30, 2024**  
 checked:



DRAWING INDEX	
SHEET	DRAWING TITLE
L0.0	COVER SHEET
L1.0	OVERALL LANDSCAPE PLAN
L2.0	MATERIALS & LAYOUT AT GRADE PLAN
L2.1	FIRST FLOOR MATERIALS & LAYOUT PLAN
L3.0	AT GRADE PLANTING PLAN
L3.1	FIRST FLOOR PLANTING PLAN
L4.0	DETAILS



Revision/Issue	Date
1 ISSUED FOR DP	11/20/2023

## HARRISON CONDO

553 & 555 LILLOOET AVENUE,  
HARRISON HOT SPRINGS, BC.



Topographic Survey / Landscape Architecture / Arborist  
 OFFICE: 201-452869, KEITH WILSON RD.,  
 CHILLIWACK, BC.  
 Phone: 604-402-0031  
 admin@amrsystems.ca

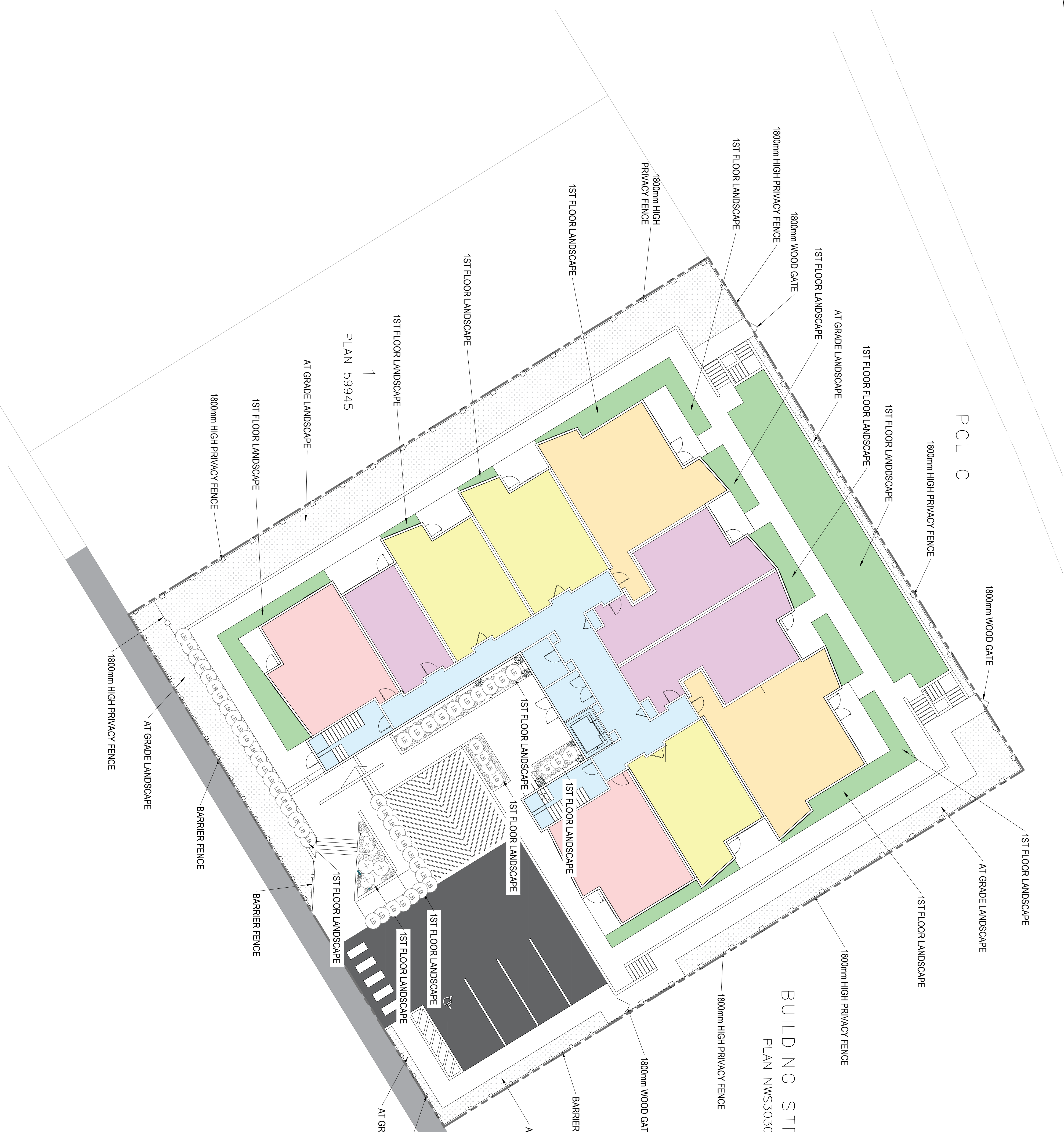
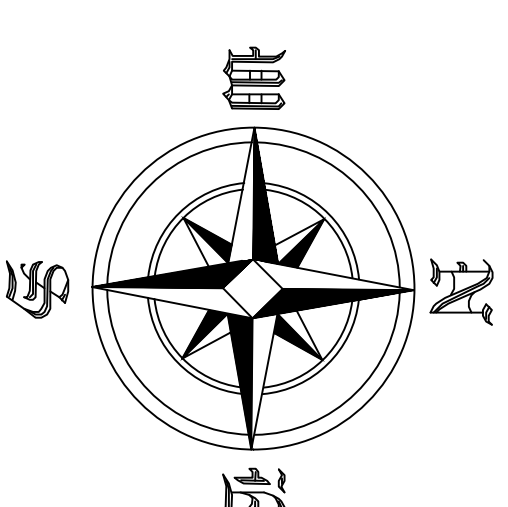
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COVER SHEET

Drawn	CDM	Scale
Project	23-148	L0.0
Checked	SW	
Date	10.04.2023	
Scale		

# HARRISON CONDO

553 & 555 LILLOOET AVENUE,  
HARRISON HOT SPRINGS, BC.  
LANDSCAPE ARCHITECT: SCOTT WATSON, MBCSLA



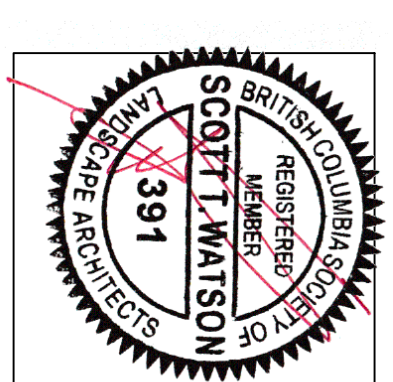
**PLANTING NOTES**

NO SUBSTITUTIONS WILL BE ACCEPTED UNLESS APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT. AREA OF SEARCH FOR MATERIALS IS TO BE LOCAL OR WESTERN WASHINGTON.  
 ALL PLANT MATERIAL SHALL BE NURSERY GROWN CONTAINER STOCK AND COMPLY WITH CANADIAN LANDSCAPE STANDARD (CURRENT EDITION).

**LANDSCAPE GENERAL NOTES**

1. THE CONTRACTOR TO CONFIRM UNITS AND MEASUREMENTS.
2. PREVENT DAMAGE TO ALL LANDSCAPING, BUILDINGS, STRUCTURES AND UNDERGROUND/OR OVERHEAD UTILITIES. MAKE GOOD OF ALL DAMAGE TO SATISFACTION OF OWNER.
3. PRIOR TO CLEARING, VERIFY LIMITS OF CLEARING WITH OWNER.
4. DISPOSE OF CLEARED AND GRUBBED MATERIALS AS WORK PROGRESSES AND DO NOT ACCUMULATE.
5. LEAVE GROUND SURFACE IN CONDITION SUITABLE FOR THE IMMEDIATE GRADING OPERATIONS.
6. CONTROL DUST AT ALL TIMES FOR DURATION OF CONTRACT.
7. PROVIDE HOARDING IF NECESSARY AND PROTECT PUBLIC AND PRIVATE PROPERTY FROM INJURY OR DAMAGE.
8. PROVIDE TEMPORARY DRAINAGE AND PUMPING IF NECESSARY AND DO NOT DISCHARGE WATER CONTAINING SUSPENDED MATERIALS INTO WATERCOURSES OR DRAINAGE SYSTEM.
9. MAINTAIN EXISTING CONDITIONS FOR PARKING AROUND THE SITE THROUGHOUT CONSTRUCTION. TAKE MEASURES TO RE-ROUTE TRAFFIC OR WARN VISITORS TO THE SITE THAT HEAVY EQUIPMENT AND WORK CREWS ARE OPERATING.
10. AREA AND VEGETATION DISTURBED DUE TO GRADING AND EXCAVATION SHALL BE REHABILITATED SATISFACTORY TO THE OWNER.

**OVERALL LANDSCAPING PLAN**  
 Scale: 1:150



Revision/Issue	Date
1 ISSUED FOR DP	11/20/2023

**HARRISON CONDO**  
 553 & 555 LILLOOET AVENUE,  
 HARRISON HOT SPRINGS, BC

**AMR Systems**  
 Topographic Survey / Landscape Architecture / Arboriculture / Tree Care / Planting / Construction Management / Design  
 201 - 45269, KELTH, WILSON RD.,  
 CHILLIWACK, BC.  
 Phone: 604-402-0031  
 admin@amrsystems.ca

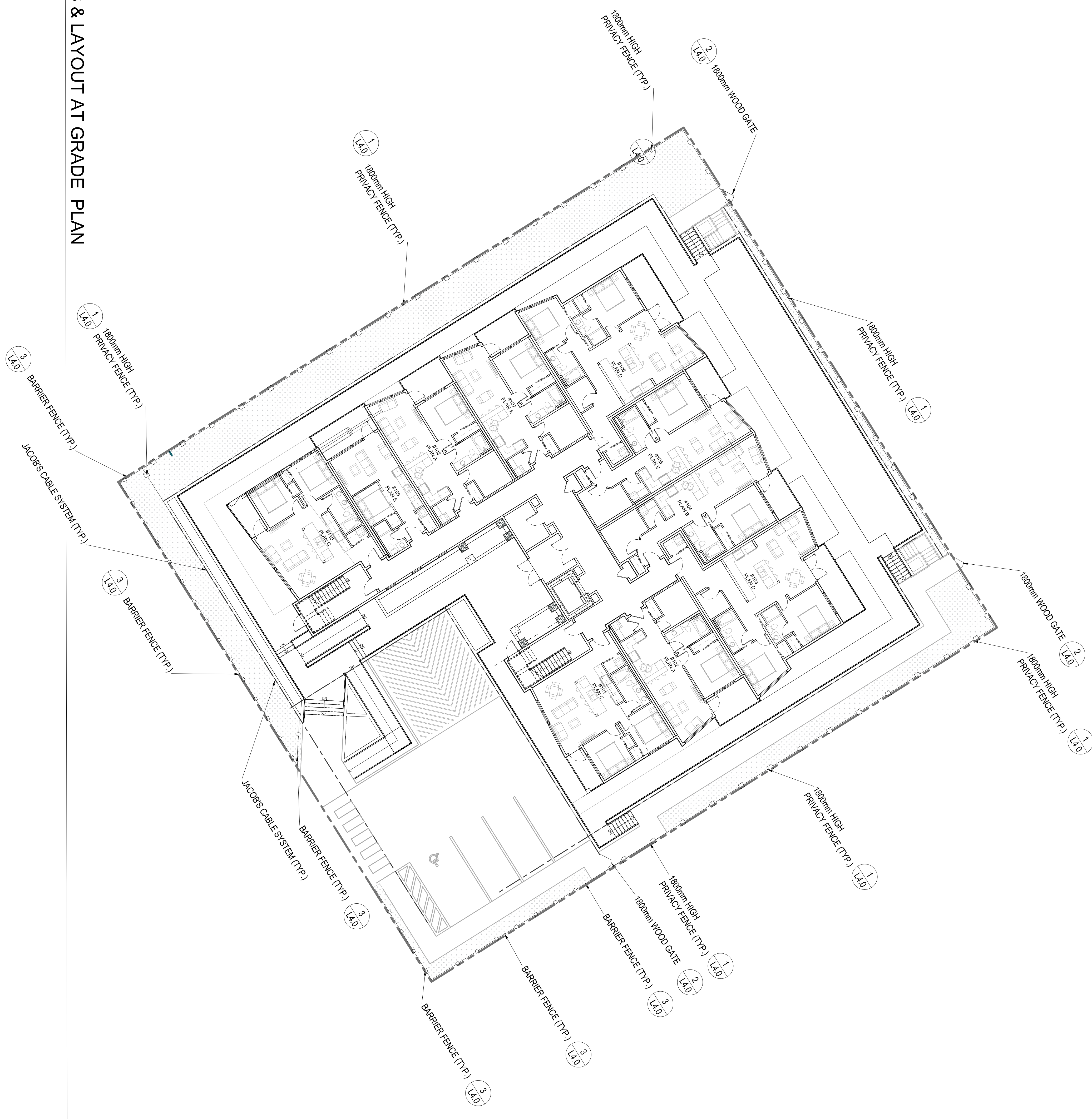
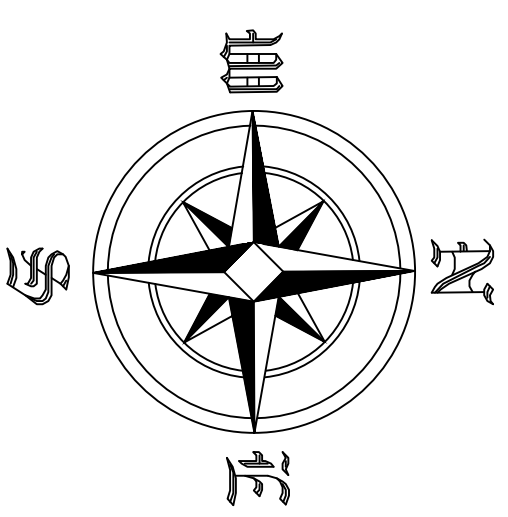
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**OVERALL LANDSCAPE PLAN**

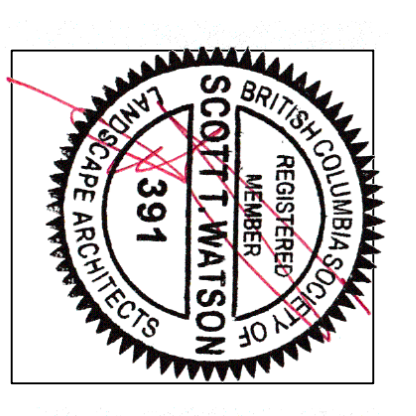
Drawing Title

Project	CDM	Sheet
Drawn	23-148	
Checked	SW	
Date	10.04.2023	
Scale	1:150	

**L1.0**



**MATERIALS & LAYOUT AT GRADE PLAN**  
**Scale: 1:150**



Revision/Issue	Date
1 ISSUED FOR DP	11/20/2023

**HARRISON CONDO**  
 553 & 555 LILLOOET AVENUE,  
 HARRISON HOT SPRINGS, BC

**AMR Systems**  
 Topographic Survey / Landscape Architecture / Architect  
 OFFICE: 201-452869, KEITH WILSON RD., CHILLIWACK, BC  
 Phone: 604-402-0031  
 admin@amrsystems.ca

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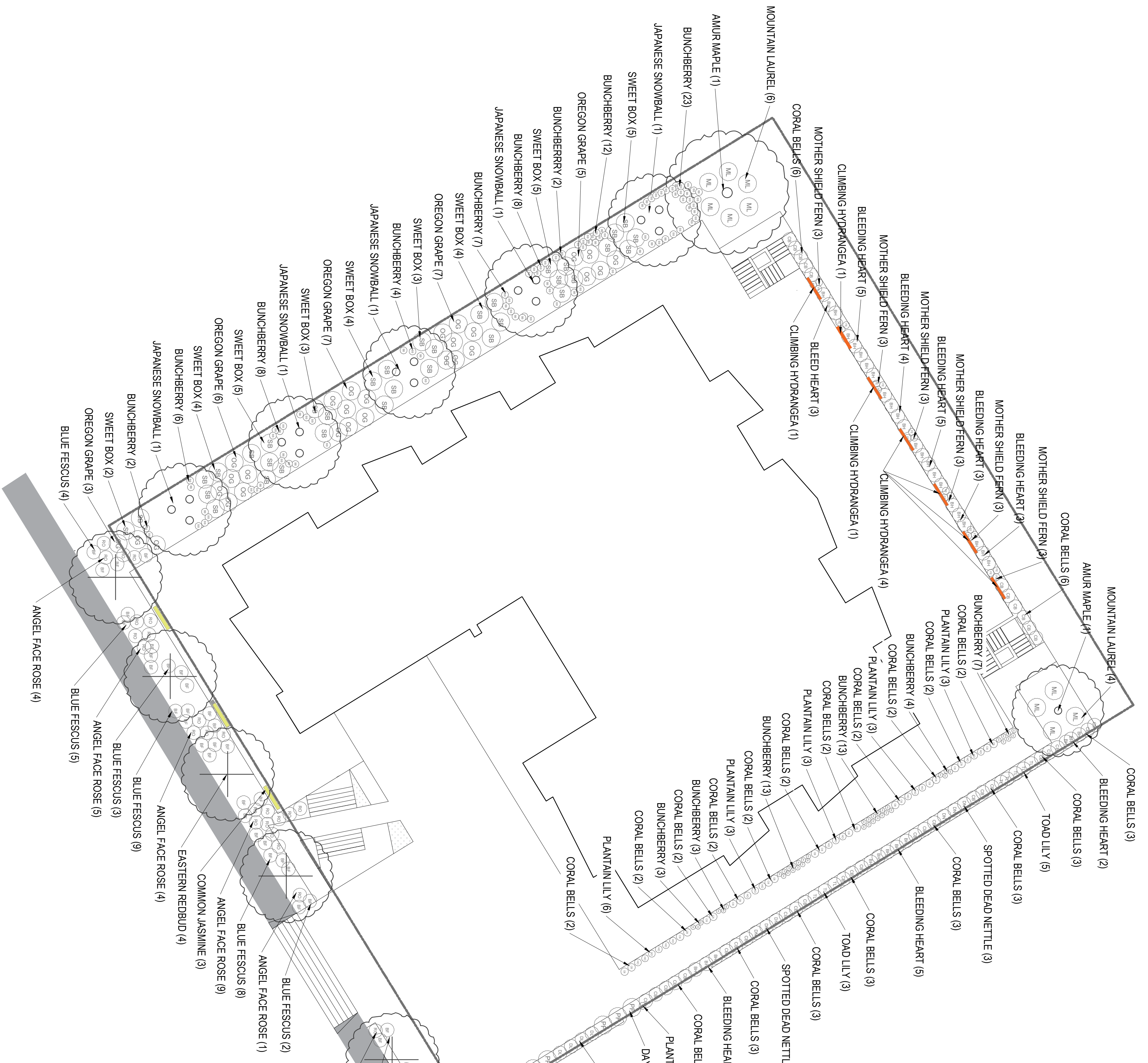
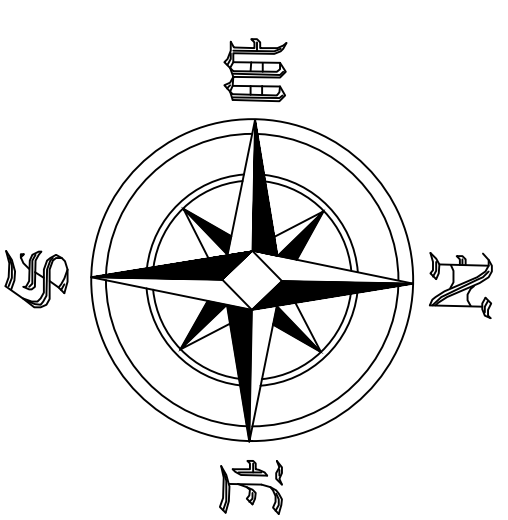
**MATERIALS & LAYOUT AT GRADE PLAN**

Client	CDM	Sheet
Project	23-148	
Checked	SW	
Date	10.04.2023	
Scale	1:150	

**L2.0**





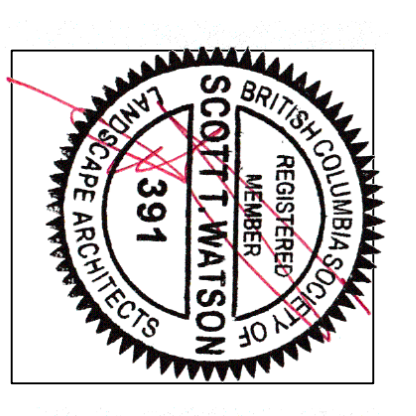


### PLANTING SCHEDULE

SYM.	QTY.	BOTANICAL NAME	COMMON NAME	SIZE	REMARK
<b>TREES</b>					
+	2	ACER GINNALA	AMUR MAPLE	5cm CAL.	
+	6	CERCIS CANDIDENSIS BLACK PEARL	EASTERN REDBUD	5cm CAL.	
+	5	STYRAX JAPONICUS	JAPANESE SNOWBELL	5cm CAL.	
<b>SHRUBS</b>					
+	58	BUXUS MICROPHYLLA	LITTLELEAF BOXWOOD	#1 POT	
+	5	CLEMATIS 'HARLENE'	CLIMBING CLEMATIS	#1 POT	
+	129	CORNUS CANADENSIS	BUNCHBERRY	#1 POT	
+	129	FESTUCA GALVICA BEYOND BLUE	BEYOND BLUE BLUE FESCUS	#1 POT	
+	129	DICENTRA SPECTABILIS	BLEED HEART	#1 POT	
+	9	HEMEROCALLIS ALABAMA JUBILEE	ALABAMA JUBILEE DAY LILY	#1 POT	
+	57	HEICHERA 'GRAPE EXPECTATIONS'	CORAL BELLS	#1 POT	
+	167	HOSTA SILVER BULLET	PLANTAIN LILY	#1 POT	
+	7	HYDRANGEA ANOMALA subsp. PETIOLARIS	CLIMBING HYDRANGEA	#1 POT	
+	3	JASMINE OFFICINALE	COMMON JASMINE	#1 POT	
+	10	KALMA LATIFOLIA	MOUNTAIN LAUREL	#1 POT	
+	9	LAMNIA MACULATA 'PINK PEWTER'	SPOTTED DEAD NETTLE	#1 POT	
+	28	MAHONIA AQUIFOLIUM	OREGON GRAPE	#1 POT	
+	18	POLYSTICHUM PROLIFERUM	MOTHER SHIELD FERN	#1 POT	
+	8	POTENTILLA FRUTICOSA 'DAVDAMI'	DAVDAMI POTENTILLA	#1 POT	
+	25	ROSA FLORIBUNDA ANGEL FACE	ANGEL FACE ROSE	#1 POT	
+	35	SARCOCOCCA CONFUSA	SWEET BOX	#1 POT	
+	8	TRICORYS SINONOME	TOAD LILY	#1 POT	
+	4	VIBURNUM DAVIIDII	DAVID VIBURNUM	#1 POT	


## AT GRADE PLANTING PLAN

Scale: 1:150

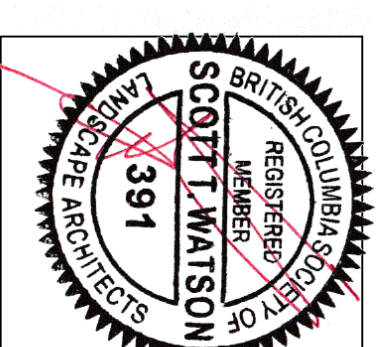
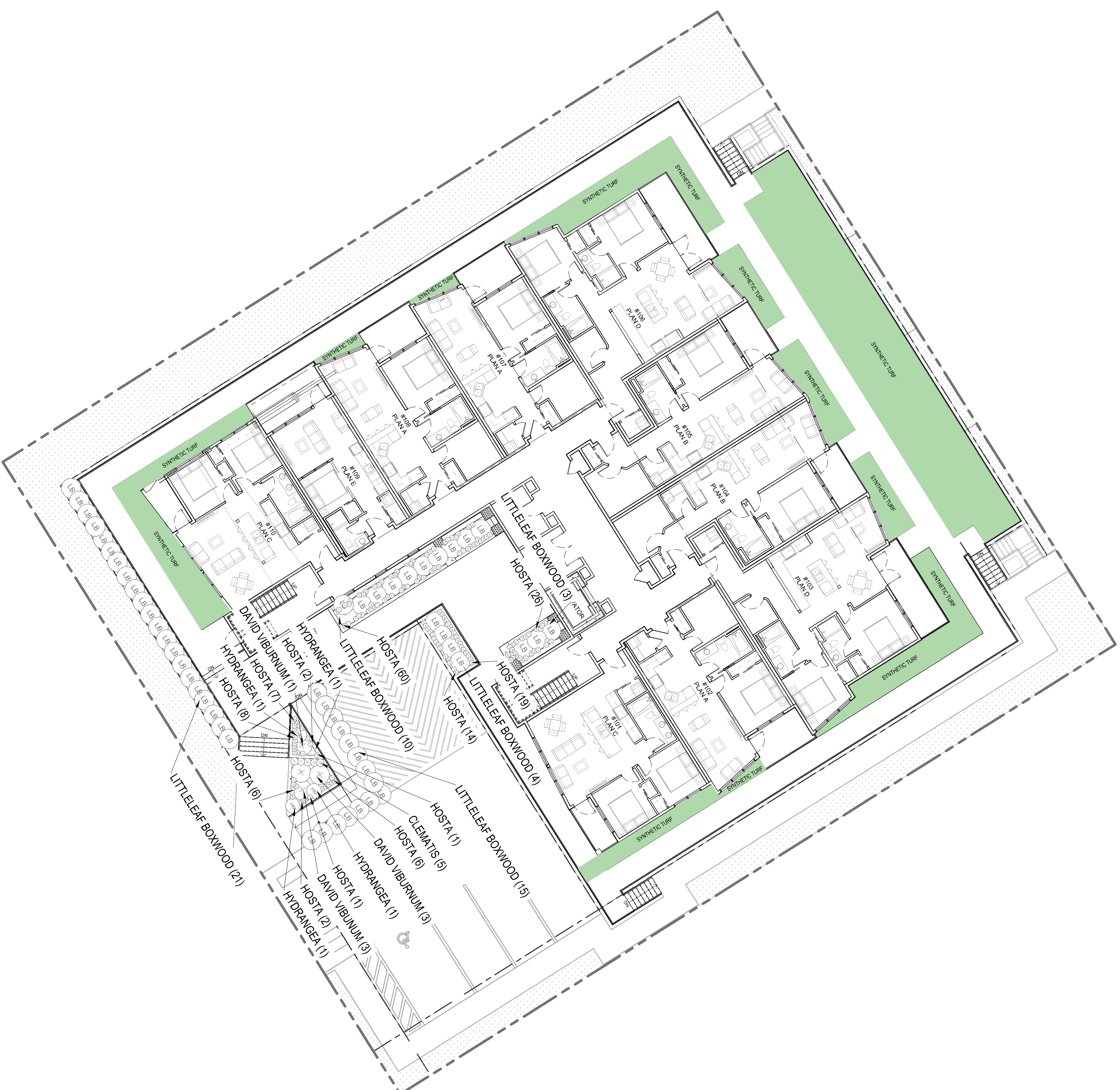
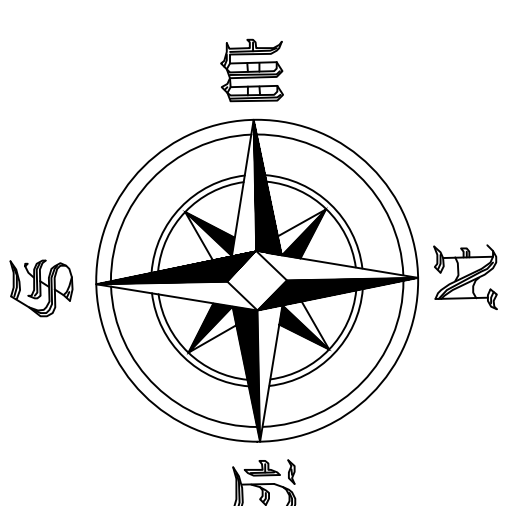


Revision/Issue	Date
1 ISSUED FOR DP	11/20/2023

**HORRISON CONDO**  
553 & 555 LILLOOET AVENUE,  
HARRISON HOT SPRINGS, BC.

  
 AMR Systems  
 201-45269 KENTH WILSON RD.  
 CHILLIWACK, BC  
 Phone: 604-402-0031  
 admin@amrsystems.ca  
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AT GRADE  
 PLANTING PLAN  
 L3.0  
 Date: 10.31.2023  
 Scale: 1:150



Revision/Issue	Date
1 ISSUED FOR DP	11/20/2023

**HORRISON CONDO**  
 553 & 555 LILLOOET AVENUE,  
 HARRISON HOT SPRINGS, BC.



Topographic Survey / Landscape Architecture / Arborist  
 ORTED Consulting (Ordnance Projection through International Mapping)  
 201-45269, KEITH WILSON RD.  
 CHILLIWACK, BC.  
 Phone: 604-402-0031  
 admin@amrsystems.ca

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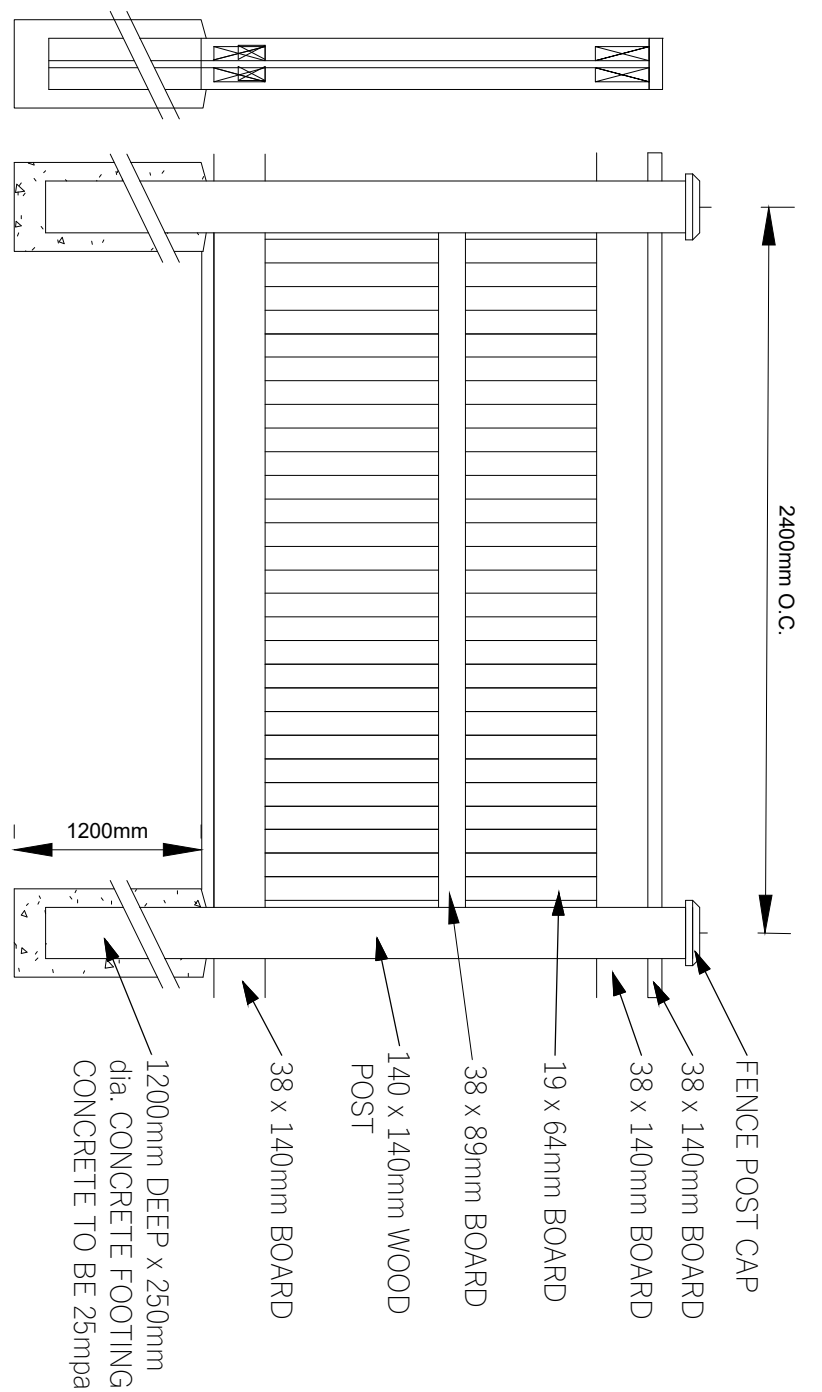
**FIRST FLOOR  
 PLANTING PLAN**

Client	CDM	Sheet
Project	23-148	
Drawn	SW	
Date	10.31.2023	
Scale	1:150	

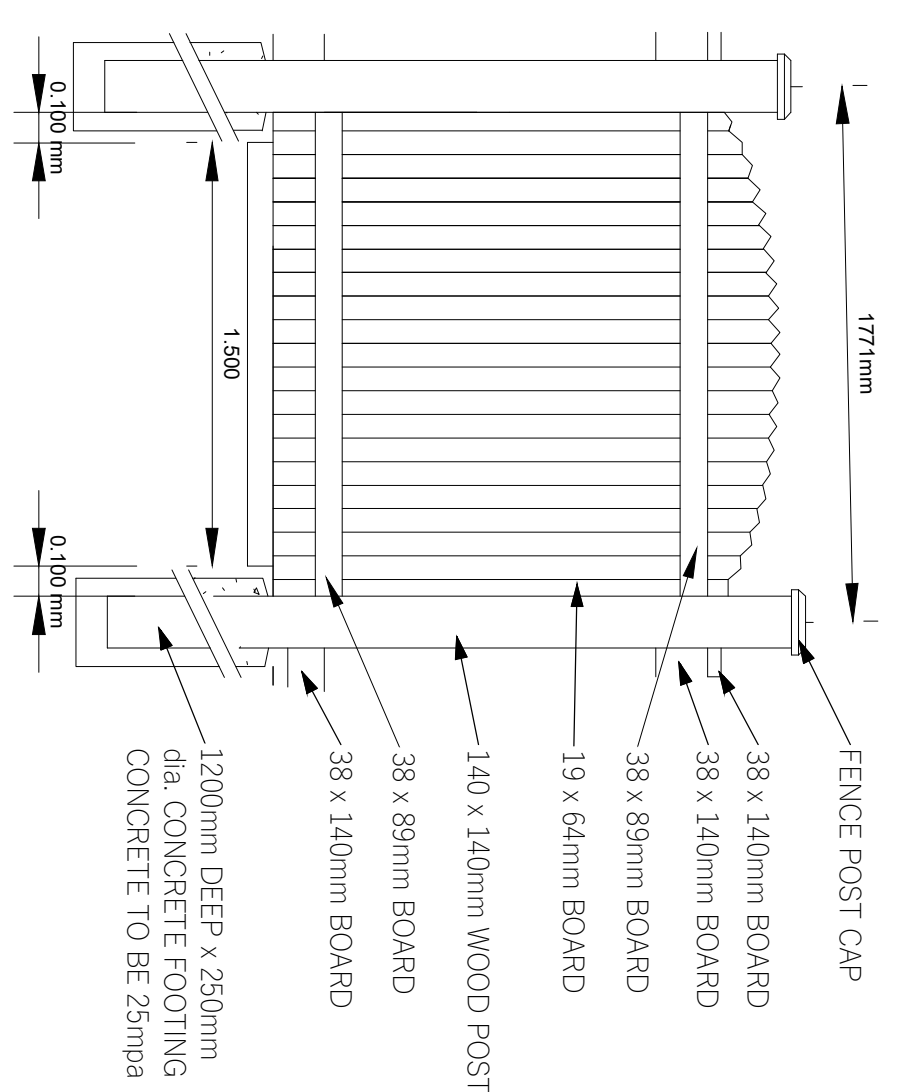
**L3.1**

**1ST FLOOR - PLANTING PLAN**  
 Scale: 1:150

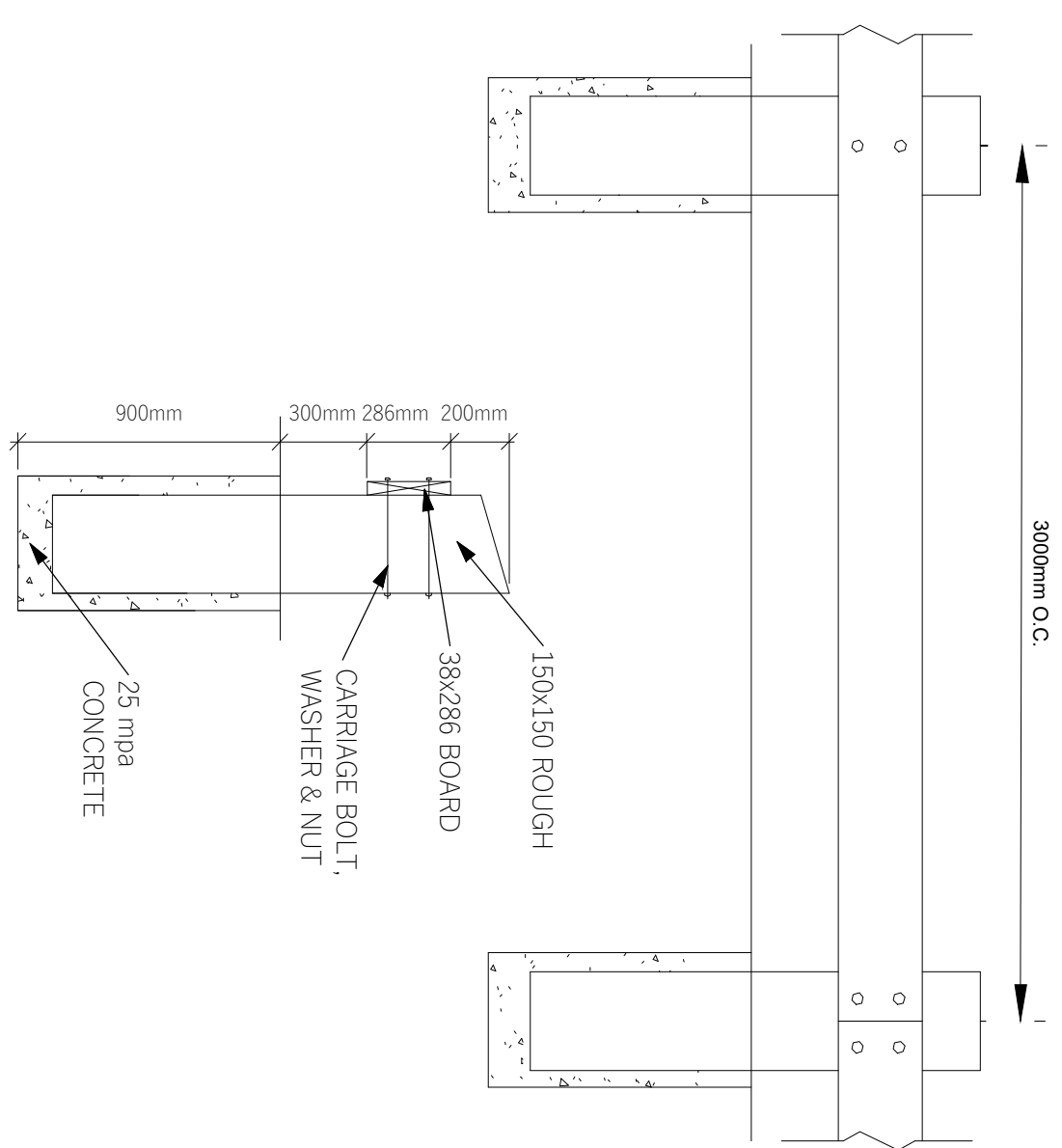




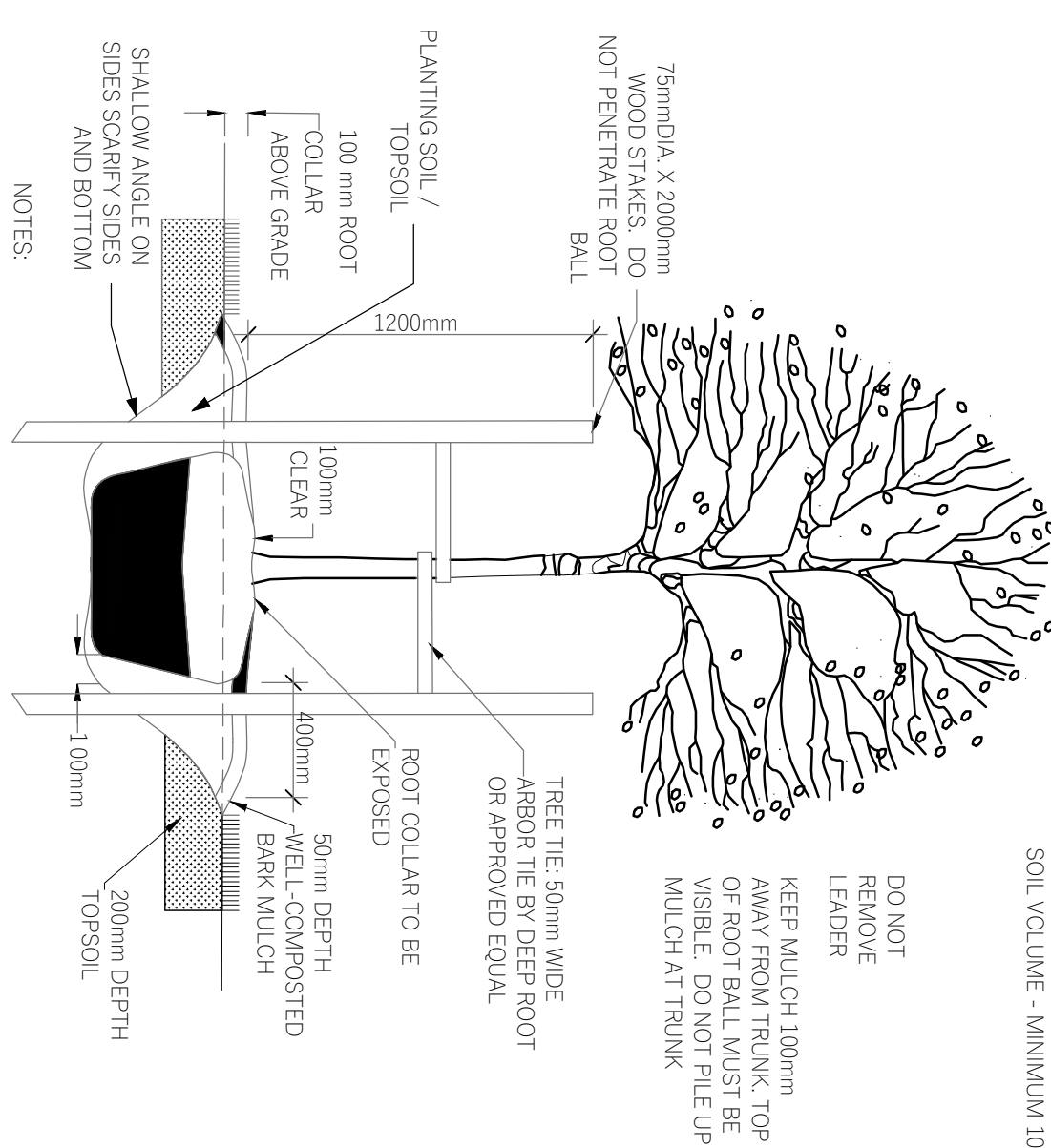
1 1800mm HIGH PRIVACY WOOD FENCE (TYP.)  
L4.0 Scale: NTS



2 1800mm WOOD GATE  
L3.0 Scale: NTS

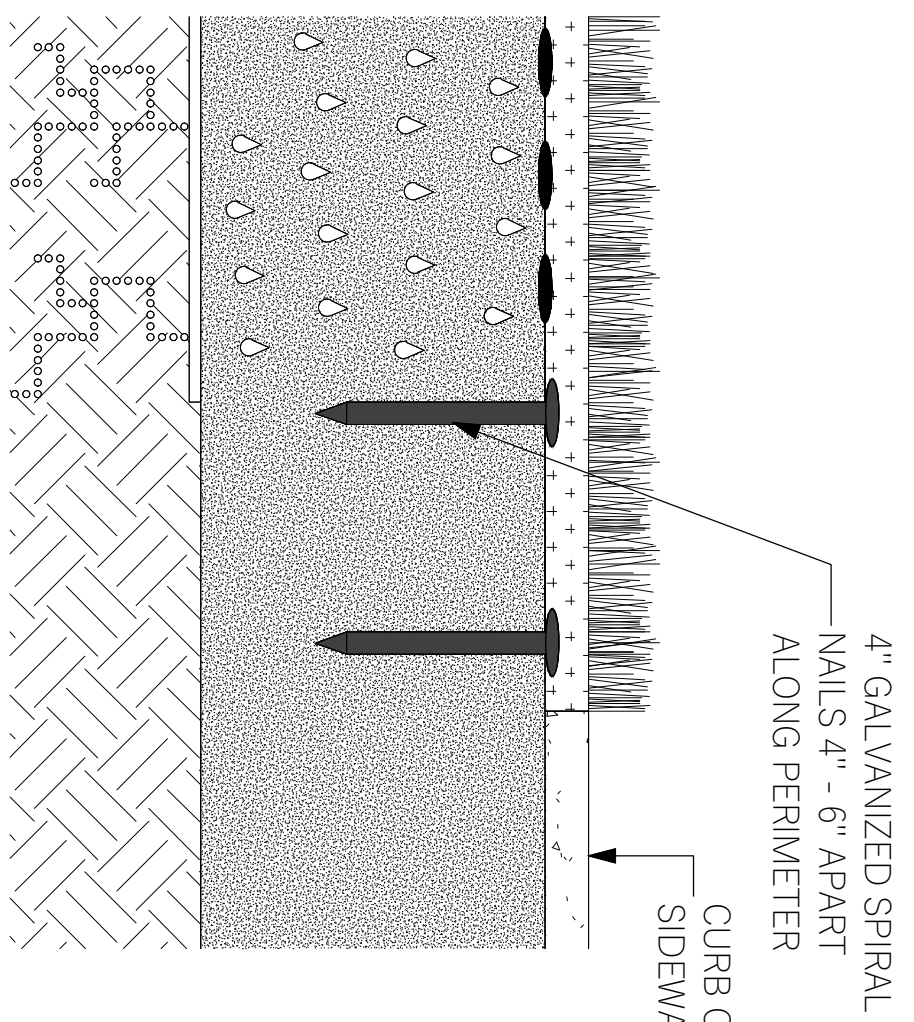


3 BARRIER FENCE  
L4.0 Scale: NTS

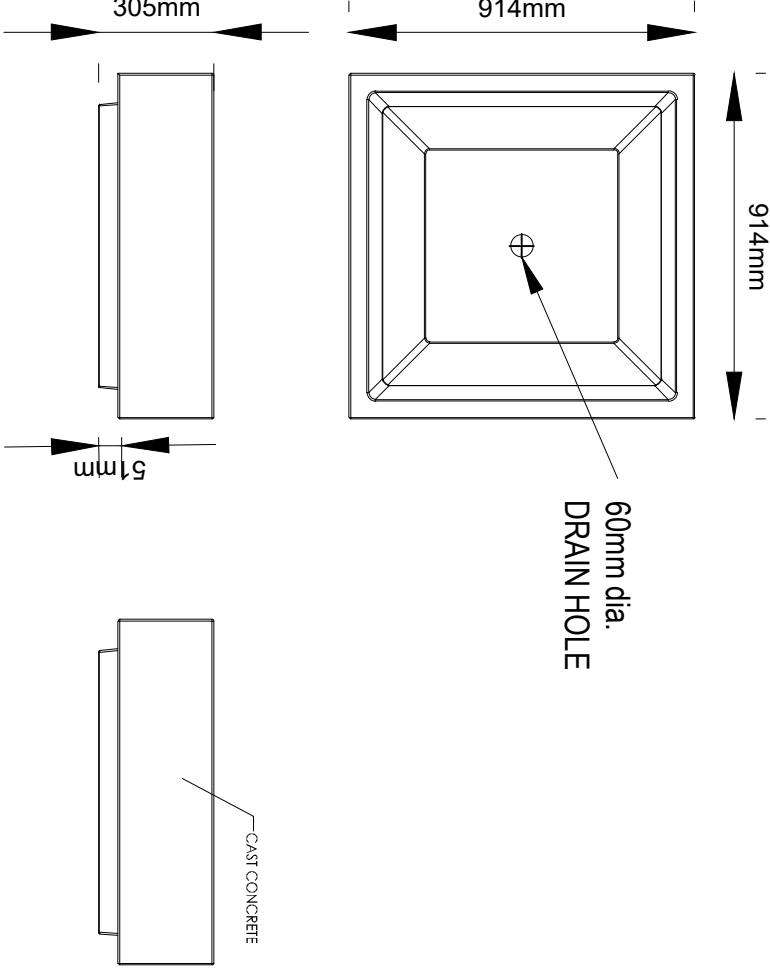


NOTES:  
- COVERED SOIL CONDITIONS MUST BE ACCEPTED.  
- SOIL VOLUME - MINIMUM 10m<sup>3</sup>/TREE  
- SOILY AND LOOSE SOIL SHALL BE IN ACCORDANCE WITH LOCAL AND PROVINCE STANDARDS. CORRECT ERRORS.  
- REMOVE DEBRIS, BARK AND MULCH WASH FROM THE HALF OF ROOT BALL.  
- ALL MULCH SHALL BE SPREADED WELL COMPACTED BARK MULCH.

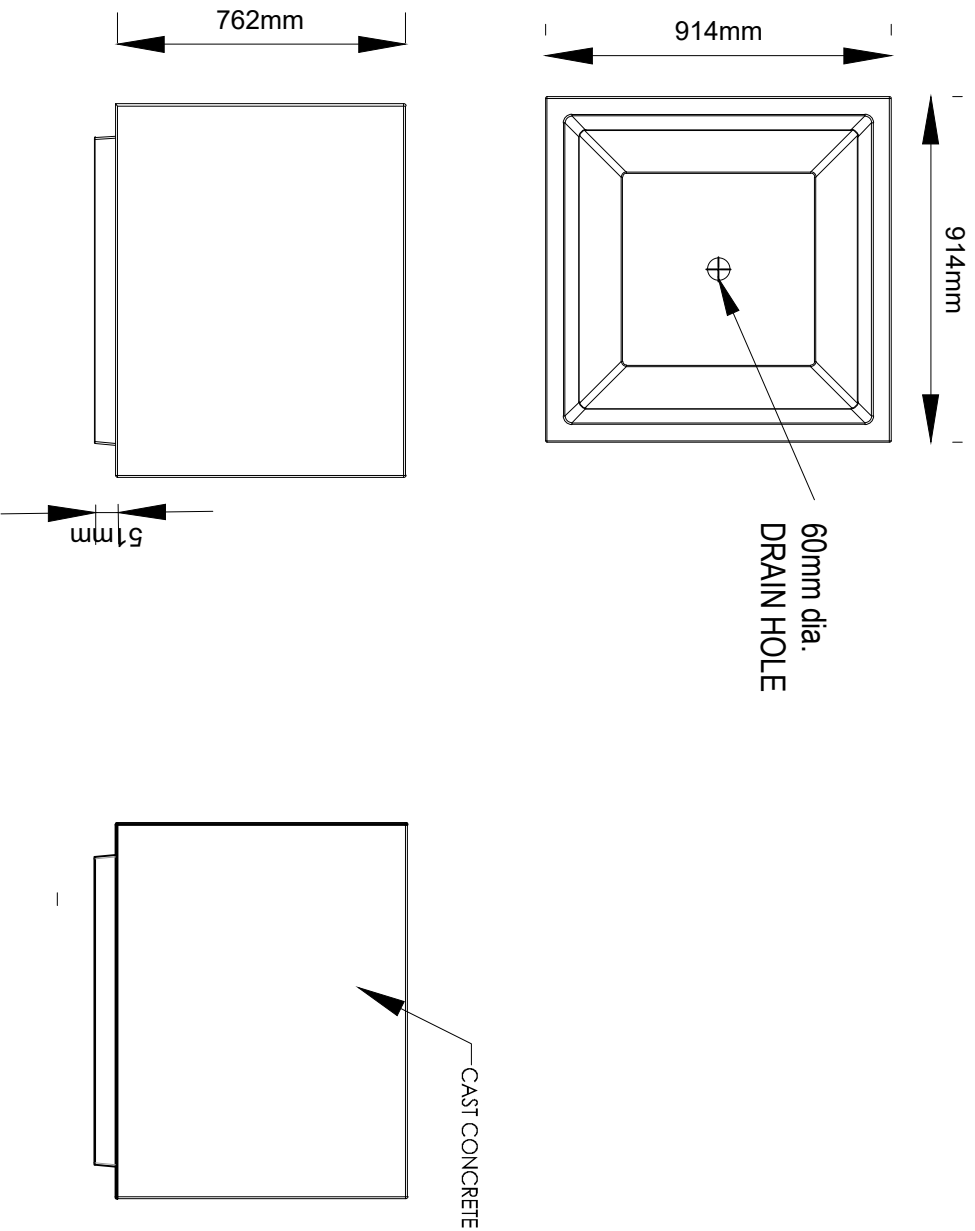
SOIL VOLUME - MINIMUM 10m<sup>3</sup>/TREE



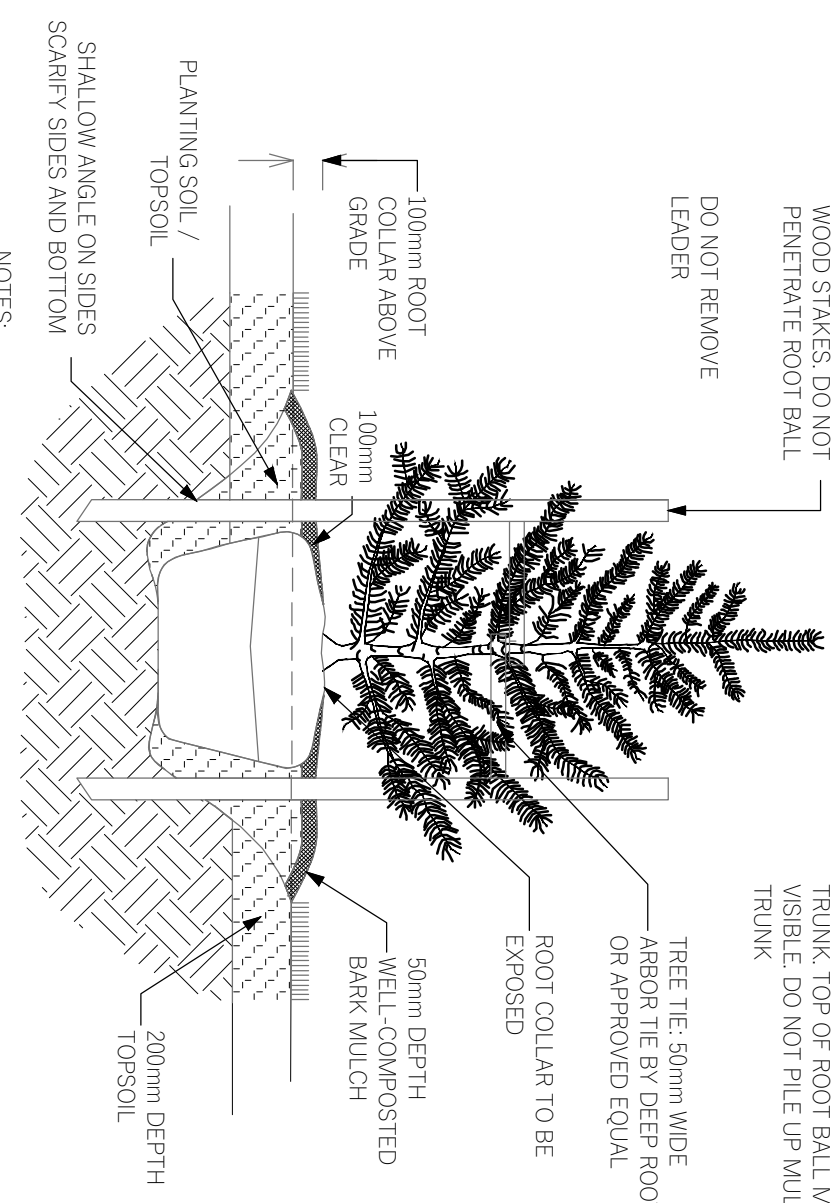
4 SYNTHETIC TURF  
L4.0 NTS



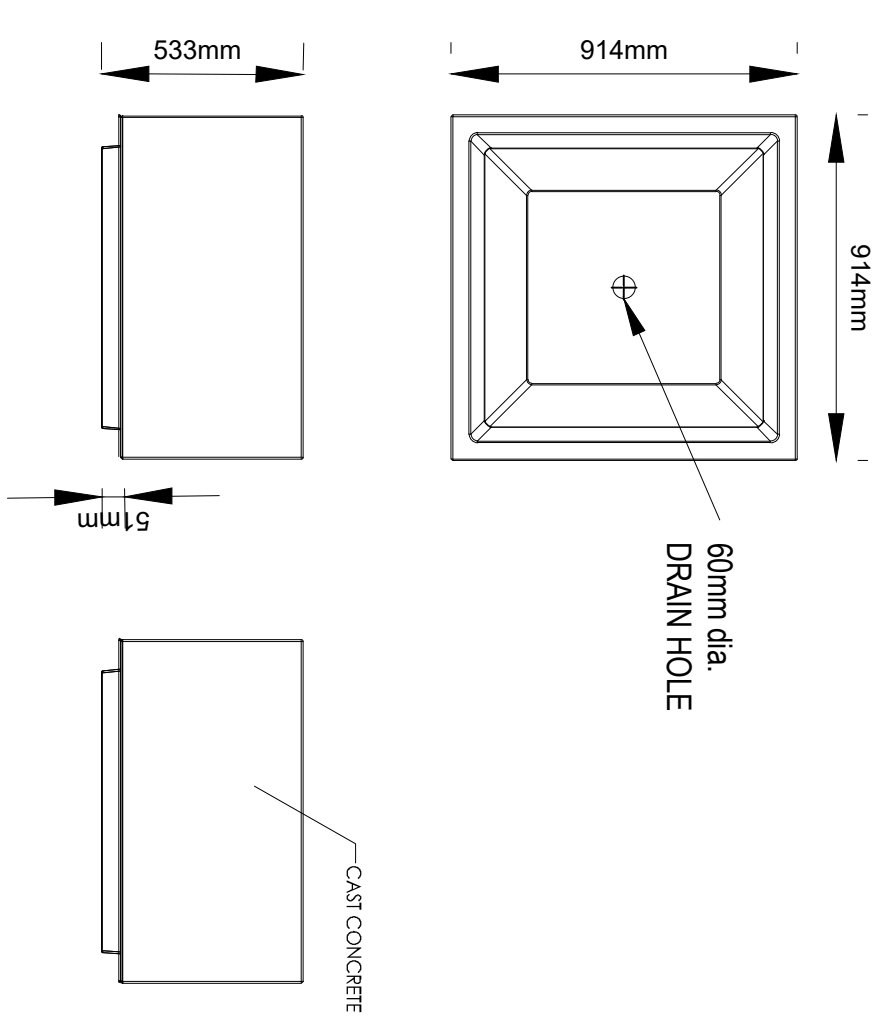
5 KD-ASP-12  
L4.0 NTS



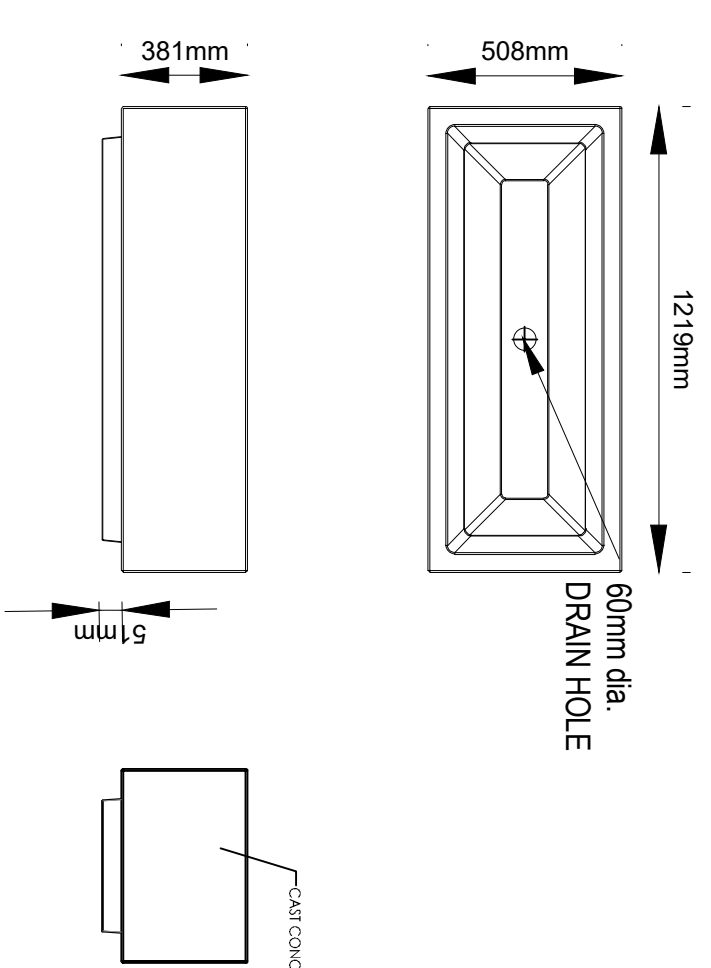
6 KD-ASP-21  
L4.0 NTS



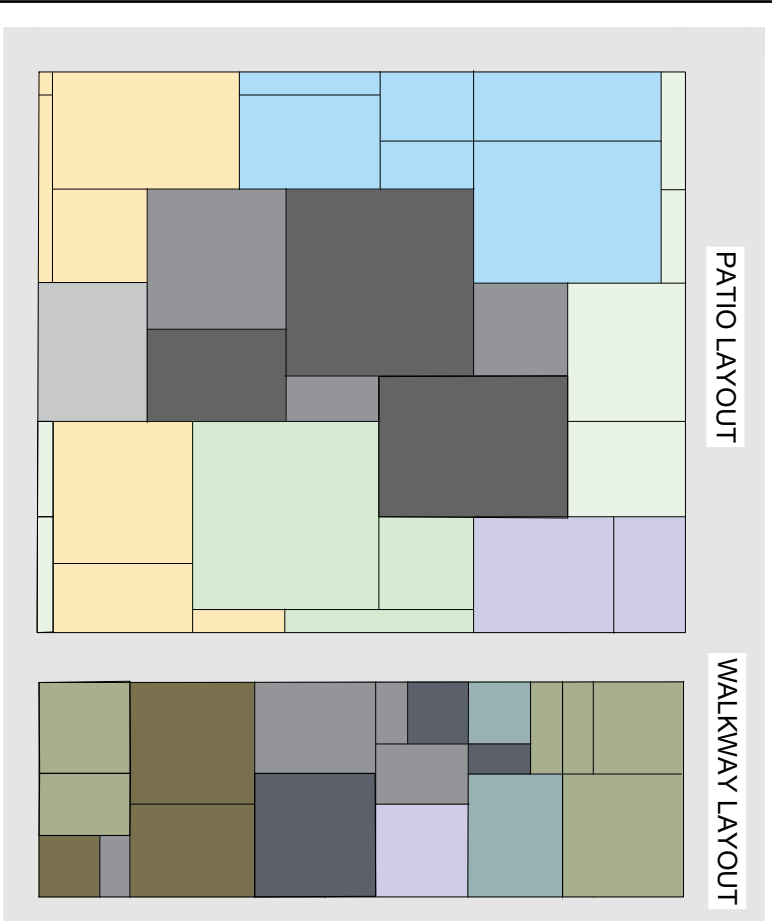
NOTES:  
- COVERED SOIL CONDITIONS MUST BE ACCEPTED.  
- SOILY AND LOOSE SOIL SHALL BE IN ACCORDANCE WITH LOCAL AND PROVINCE STANDARDS. CORRECT ERRORS.  
- REMOVE DEBRIS, BARK AND MULCH WASH FROM THE HALF OF ROOT BALL.  
- ALL MULCH SHALL BE SPREADED WELL COMPACTED BARK MULCH.



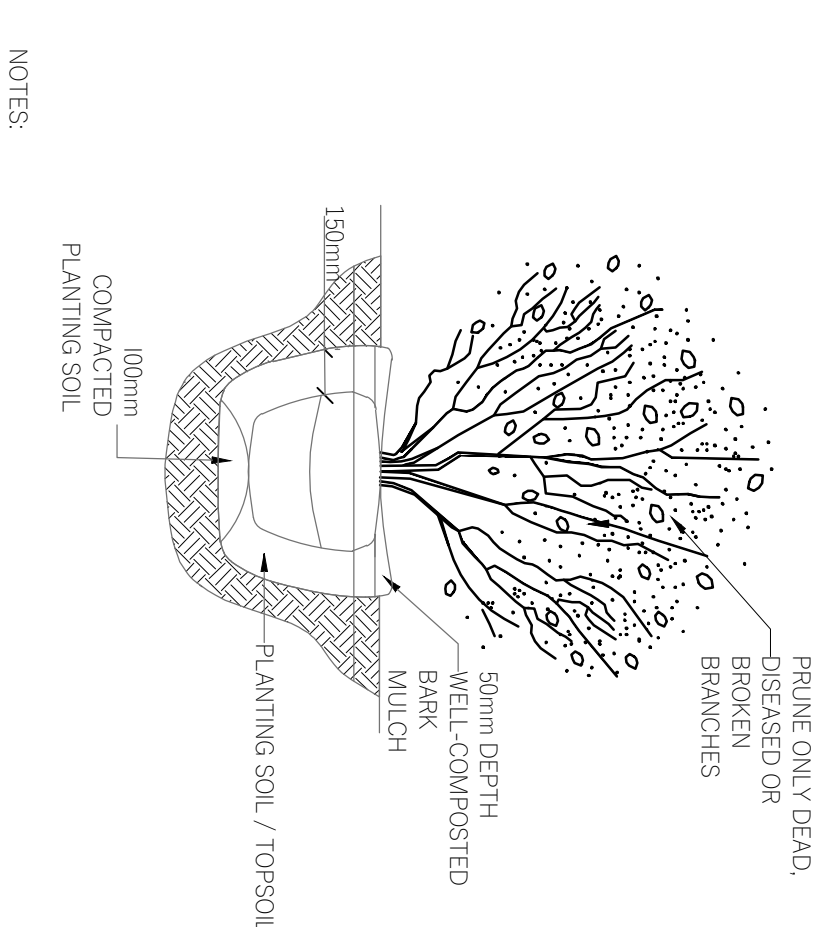
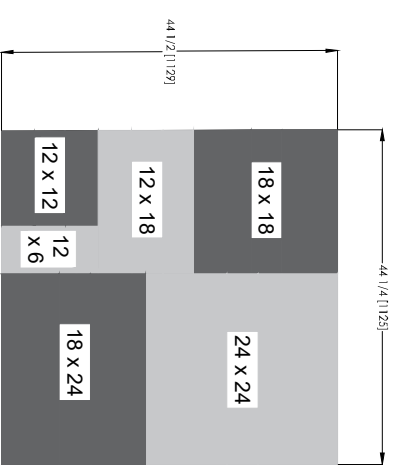
7 KD-ASP-30  
L4.0 NTS



8 KD-ASP-48  
L4.0 NTS

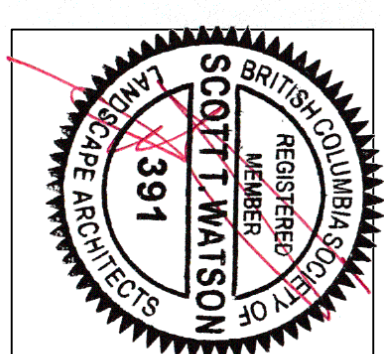


4 PATIO LAYOUT DESIGN  
L4.0 NTS



NOTES:  
- COVERED SOIL CONDITIONS MUST BE ACCEPTED.  
- SOILY AND LOOSE SOIL SHALL BE IN ACCORDANCE WITH LOCAL AND PROVINCE STANDARDS. CORRECT ERRORS.  
- REMOVE DEBRIS, BARK AND MULCH WASH FROM THE HALF OF ROOT BALL.  
- ALL MULCH SHALL BE SPREADED WELL COMPACTED BARK MULCH.

Revision/Issue	Date
1 ISSUED FOR DP	11/20/2023



**HARRISON CONDO**  
553 & 555 LILLOOET AVENUE,  
HARRISON HOT SPRINGS, BC.

**AMR Systems**  
Topographic Survey / Landscape Architecture / Arborist  
Orsted Consulting (Orsted) Registration Through Environmental Design  
201-45269, KEITH WILSON RD.  
CHILLIWACK, BC.  
Phone: 604-402-0031  
admin@amrsystems.ca

**DETAILS**

Drawn	Checked	Scale
CDM	23-131	
SW	10-31-2023	

**L4.0**

# PREVIEW BUILDERS INTERNATIONAL INC.

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## Cost Estimate for Exterior Building Materials

PROJECT: Ancora 2 Project – Village of Harrison Lake  
 DP DRAWINGS: by Precision Building Design Associattes LTD. Dated: Nov 17<sup>th</sup>, 2023  
 PREPARE FOR: OTG Developments

		QTY's	Unit	Material Cost/ sf	Install Labour \$	Factors 15% Waste/ Reveals	TOTAL
1	HORIZONTAL HARDIE SIDING 6" Exposure - Cobble Stone	3,874	SF	\$8.46	\$12.00	15%	\$59,024.65
2	Vertical Metal Siding - Westform Corrugated Mist Green	2,422	SF	\$7.14	\$10.00	15%	\$25,935.99
3	HARDIE Shakes - Tanglewood Brown	4,486	SF	\$6.40	\$13.00	15%	\$56,002.78
4	Horizontal Metal Siding - Westform Lap Siding - Durango PVDF Printech	469	SF	\$12.95	\$10.00	15%	\$9,110.33
5	Cultured Stone San Francisco	4,390	SF	\$12.25	\$25.00	15%	\$201,665.63
6	Hardie Fascia - GENTEK Iron Ore	1,282	LF	\$6.45	\$10.00	15%	\$12,403.35

\$364,142.71

PREPARED BY: Buck Lumsden PQS|GSC Estimator Preview Builders

File No: 4200-01  
Date: June 17, 2024

To: Mayor and Council  
From: Tyson Koch, Chief Administrative Officer  
Subject: Code of Conduct Bylaw No. 1205, 2024

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## RECOMMENDATION

THAT Code of Conduct Bylaw No. 1205, 2024 be introduced and given first reading; and

THAT Code of Conduct Bylaw No. 1205, 2024 be given second and third reading.

## SUMMARY

To present a new Code of Conduct Bylaw for Council's consideration.

## BACKGROUND

This bylaw was presented to Council on May 6, 2024 and ruled out of order at that time by Mayor Wood who stated that it was contrary to the *Community Charter* and Council Procedure Bylaw. Staff have conducted a thorough review of this bylaw and Code of Conduct documents from other local governments. Without further explanation of the specific contradictions, staff are of the opinion that the bylaw is compliant with both provincial legislation and other Village bylaws.

Section 113.1(1)(b) of the *Community Charter* requires that Council determine whether its existing code of conduct should be reviewed within the 6 (six) months following the first regular council meeting after a general local election. Currently, the Village has a Code of Conduct Policy No. 1.33 which was adopted on November 2, 2020.

At the January 11, 2023 Committee of the Whole meeting Council passed the following resolution:

*“THAT staff review the City of Abbotsford’s Council Code of Conduct Policy and revise the current policy to include sanctions to enforce provisions of the policy and report back to Council.”*

COW-2023-01-02

At the April 3, 2023 Regular Council meeting staff presented a draft Code of Conduct Bylaw No. 1189, 2023 and Council passed the following resolution:

*“THAT the draft Code of Conduct Bylaw No. 1189, 2023 be reviewed by legal counsel and provide any changes or amendments that may be necessary”*

RC-2023-04-17

Lidstone and Company conducted a review of the draft and provided recommendations. The revised draft bylaw was provided to Council at the May 15, 2023 Regular Council meeting and Council passed the following resolution:

*“THAT the Code of Conduct Bylaw No. 1189, 2023 be referred back to staff to bring the report back at the next Regular Council Meeting.”*

RC-2023-05-33

Staff made further edits and presented another draft of the bylaw at the June 5, 2023 Regular Council meeting and Council made the following resolution:

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

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

RC-2023-06-09

At the June 19, 2023 Regular Council meeting staff, the bylaw was brought before Council 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.*

Neither motion passed as both motions received 2 (two) votes in favour and 2 (two) votes in opposition. At the November 8, 2023 Regular Council meeting, Municipal Advisor Ron Poole submitted his final report. At that meeting, Council passed a resolution to approve and adopt all of the recommendations in the report, including that Council finalize and adopt a Code of Conduct.

## **DISCUSSION**

Attached to this report is a slightly re-worked Code of Conduct Bylaw that is very similar to the one that was last presented to Council in June of 2023.

## **FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with this report.

## **POLICY CONSIDERATIONS**

There are no policy considerations associated with this report.

Respectfully submitted by:



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Tyson Koch  
Chief Administrative Officer

Attachment: Draft Code of Conduct Bylaw No. 1205, 2024

**A bylaw to regulate the conduct for Council and Committee Members**

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

AND WHEREAS Council and Committee Members are expected to:

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

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

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

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

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

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

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

**PART I – GENERAL**

1.1 Title

This Bylaw may be cited as “Village of Harrison Hot Springs Code of Conduct Bylaw No. 1205, 2024”.

1.2 Definitions

In this bylaw:

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

### 1.3 Purpose and Interpretation:

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

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

### 1.4 Application:

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

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

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

(d) This Bylaw does not apply to Staff.

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

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

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

### 1.5 Severability:

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



## **PART 2 – STANDARDS AND VALUES**

### 2.1 Foundational Principles

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

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

### 2.2 Interpretation

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

### 2.3 Roles and Responsibilities

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

### **PART 3 – CONDUCT OF ELECTED OFFICIALS**

#### 3.1 General Conduct

3.1.1 A Member shall not:

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

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

3.1.2 A Council Member shall not:

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

#### 3.2 Interactions with Staff, Volunteers and Committee Members

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

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

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

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

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

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

### 3.3 Interactions with the Public and Media

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

### 3.4 Public Meetings

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

### 3.5 Collection and Handling of Information

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

### 3.6 Use of Social Media

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

### 3.7 Conflict of Interest

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

### 3.8 Use of Influence

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

### 3.9 Gifts and Personal Benefits

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

### 3.10 Campaign Activities

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

### 3.11 Business Relations

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

## **PART 4 – COMPLAINT AND RESOLUTION PROCEDURES**

### 4.1 Complaint Resolution Procedures and Directives

#### 4.1.1 Confidential Requests

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

#### 4.1.2 How to Make a Complaint

- (a) A Member, Staff, or Volunteer may submit a Complaint to the CAO or, if the CAO is a party to the Complaint, then to the Deputy CAO.
- (b) A Complaint must be in writing and should, to the extent possible, describe with sufficient detail:
  - i. the name of the Complainant;
  - ii. the name of the Respondent;
  - iii. the conduct that the Complainant alleges to constitute a breach;
  - iv. the date of the alleged conduct;
  - v. the parts of this Bylaw that the Complainant alleges have been breached; and
  - vi. the basis for the Complainant's knowledge about the conduct.
- (c) A Complainant may specify in the Complaint whether they are willing to participate in an informal resolution of the Complaint.
- (d) Upon receipt of a Complaint, the CAO (or Deputy CAO, as the case may be) shall retain an Investigator.
- (e) In the event that the Investigator receives multiple Complaints concerning the same matter, the Investigator must proceed with the first Complaint accepted and may expand the Complaint and/or add Complainants for the purpose of conducting the investigation and preparing the investigation report.
- (f) All Complaints must be made within 90 days of the Complainant knowing, or reasonably ought to have known, of the alleged breach of this Bylaw, or within 90 days of the most recent incident of the alleged misconduct if it is a continuing contravention. The Investigator may extend this 90 day

deadline up to an additional 90 days if circumstances warrant an extension.

- (g) Complaints regarding a Council Member seeking re-election may be made but must not be investigated in the period from the first day of the nomination period to the general voting day. In the event that a Complaint is filed prior to the first day of the nomination period, but remains unresolved by the start of and through the campaign period, the investigation will be suspended and may be continued into the next term unless the Complainant(s) or Respondent(s) do not seek or fail to gain re-election.
- (h) In the 90 days prior to general voting day, the Investigator may suspend any investigation that is underway.

#### 4.1.3 Preliminary Assessment

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

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

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

#### 4.1.4 Informal Resolution:

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



#### 4.1.5 Formal Resolution:

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

#### 4.1.6 Dismissal or Suspension of Complaint

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

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

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

#### 4.1.7 Adjudication and Reporting:

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

#### 4.1.8 Final Determination by Council

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

#### 4.1.9 Remedies

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

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

#### 4.1.10 Report to be Public

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

#### 4.1.11 Remuneration

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

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

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

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

#### 4.1.12 Confidentiality of the Investigation

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

#### 4.1.13 Interpretation

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

### 4.2 Committee Members

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

### 4.3 Reprisals and Obstruction

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

- 4.3.3 No Council Member, Committee Member, or Staff will tamper with or destroy documents or electronic records related to any matter under investigation under this Bylaw or refuse to respond to the Investigator when questioned regarding an investigation.
- 4.3.4 Any individual covered by this Bylaw who is found to have engaged in any reprisal or retaliation in violation of this Bylaw will be subject to appropriate disciplinary action, which action may include, and is not limited to, the sanctions and remedies described above or the termination of employment for just cause, as applicable.

#### 4.4 Reimbursement of Costs

- 4.4.1 A Council Member may make a request to Council for reimbursement for the costs of legal advice and representation in responding to the formal complaint process outlined in this Bylaw. If appropriate after considering all circumstances, Council may resolve to reimburse legal fees reasonably incurred by a Council Member, provided that all of the following are met:
  - (a) it is the Council Member's first formal complaint process; and
  - (b) the amount does not exceed \$10,000.
- 4.4.2 For clarity, the provisions of the Village's Indemnification Bylaw No. 1190, 2023, as replaced or amended from time to time, do not apply to requests for reimbursement under this Bylaw.

#### 4.5 Vexatious Allegations and Complaints

- 4.5.1 Any individual covered by this Bylaw who makes an allegation or Complaint under this Bylaw that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate disciplinary action, which action may include, but is not limited to:
  - (a) in the case of Council Members, sanctions and remedies described in Section 4.1.9;
  - (b) in the case of Committee Members, termination of the Committee Member's appointment; or
  - (c) in the case of Staff, disciplinary action or the termination of employment for just cause, as applicable.

**PART 5 – APPOINTMENT OF INVESTIGATOR**

5.1 Appointment of Investigator

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

5.2 Duties and Responsibilities

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

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

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

**PART 6 – ENACTMENT**

6.1 Effective Date

This bylaw comes into force and effect on adoption.

READ A FIRST TIME THIS DAY OF , 2024.

READ A SECOND TIME THIS DAY OF , 2024.

READ A THIRD TIME THIS DAY OF , 2024.

ADOPTED THIS DAY OF , 2024.

\_\_\_\_\_  
Ed Wood  
Mayor

\_\_\_\_\_  
Amanda Graham  
Corporate Officer





File No: 3360-20-Z02/23  
Date: June 17, 2024

To: Mayor and Council  
From: Ken Cossey, Planning Consultant  
Subject: Zoning Amendment Application – 259 Hot Springs Road

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## RECOMMENDATIONS

THAT Zoning Amendment Bylaw No.1194, 2023 be introduced and given first reading; and

THAT Zoning Amendment Bylaw No. 1194, 2023 be given second reading; and

THAT staff be authorized to set up a Public Hearing for Zoning Amendment Bylaw 1194, 2023.

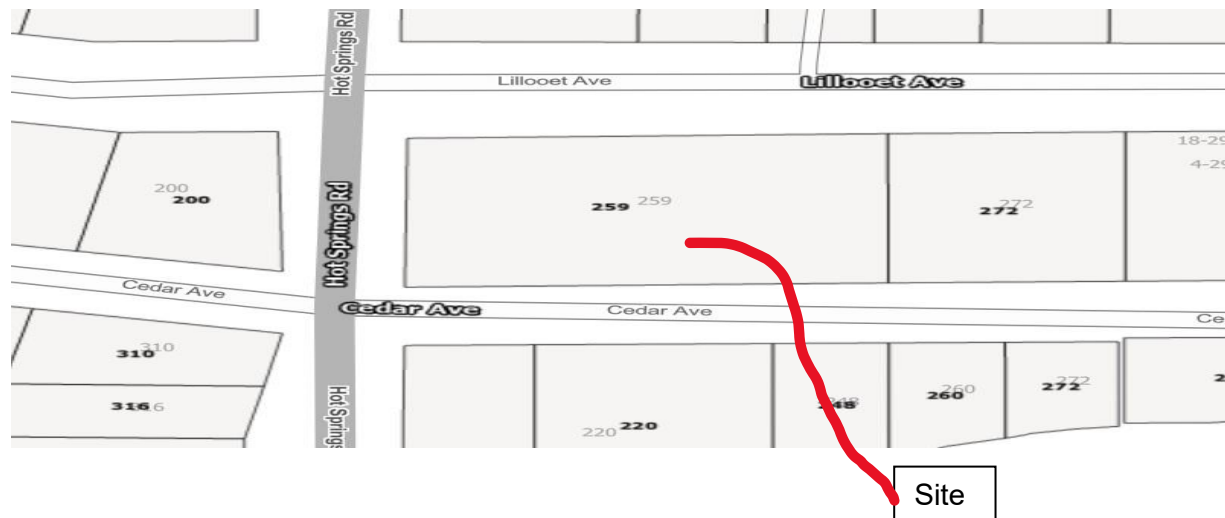
## SUMMARY

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

## BACKGROUND

Based upon a review of the Village's Official Community Plan No. 864, 2007 (OCP), which was applicable at the time the application was made, the site is within the Village Centre designation, and within the Lakeshore Development Permit Area.

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



### Site Information

The site is approximately 0.41 Ha (4,062 M<sup>2</sup> or 1.01 Ac) in area and currently contains a motel, 25 RV sites, a tent camping area, and a small restaurant. All existing Buildings or Structures are to be demolished when the development application is approved. The surrounding uses include restaurants, hotels, a gas station, and the Harrison Resort Mineral pool.

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

### DEVELOPMENT PROPOSAL

The application is for a 76 multi-unit residential building. The proposal includes one level of above ground parking with four storeys of residential units above this level, for a total of five storeys. In order to achieve this the applicant needs to amend the Village's Zoning Bylaw. The attached draft bylaw purposes to do the following:

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

The applicant is proposing to develop a private internal courtyard for the building residents use only. The parkade entrance will be off of Cedar Avenue and the pedestrian entrance will be off of Lillooet Avenue. The dwelling units will range in size from 596 ft<sup>2</sup> (55.3 M<sup>2</sup>) to 1,255 ft<sup>2</sup> (116.5 M<sup>2</sup>).

### Off Street Parking

The required number of parking stalls for this size of development is 95. With this number of required parking stalls, the number of accessible persons parking stalls is 6. With the above ground parkade, the on-site parking requirements have been exceeded.

The breakdown for stalls is as follows;

1. 86 regular stalls, which includes the required 6 disabled persons parking stalls,

2. 7 tandem stalls. This type of car park is set up to handle two cars parking in the same parking space, with one car parked in front of the other. The first car in cannot generally leave until the second car leaves.

With the tandem parking stalls, the total on-site parking is 100 vehicles, which exceeds the required 95 stalls.

**Public Realm Improvements - as offered by the developer**

None being offered, at this time.

**PLANNING TOOLS SUMMARIZED**

**Use and Purpose of the Floor Area Ratio (FAR)**

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

**“Floor Area Ratio (FAR)**

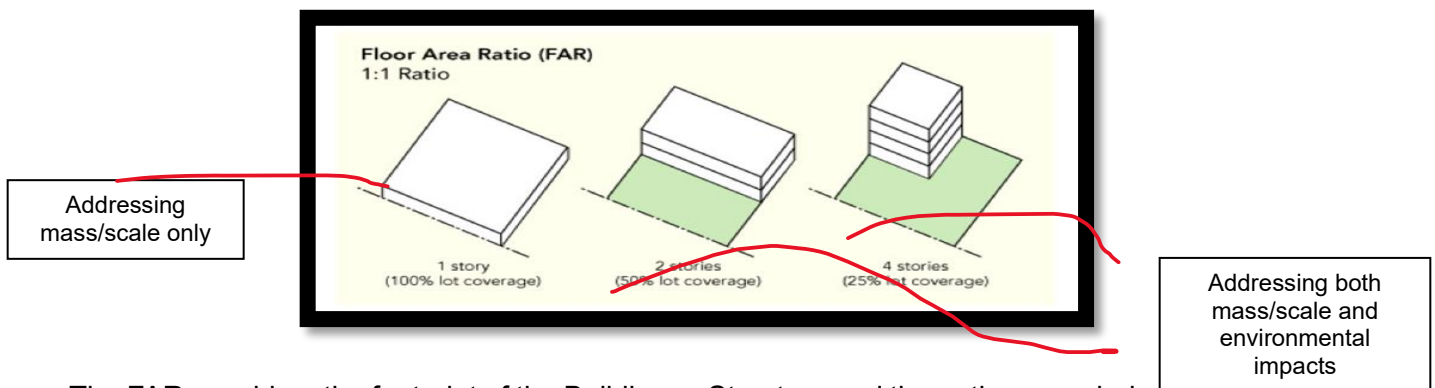
means a ratio between the Building or Structure size and the Lot size, that is used to control the bulk of the Building or Structure;”

Source: Zoning Bylaw 1115, 2017

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

**Purpose of the FAR**

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



The FAR considers the footprint of the Building or Structure and the entire occupied areas of the proposed development. Unoccupied areas such as but not limited to parking garages, elevator shafts and basements are generally not included in the calculation of the FAR.

## **Purpose of Lot Coverage**

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

### **“Lot Coverage**

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

Source: Zoning Bylaw 1115, 2017

## **Purpose of the Building Height**

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

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

## **ADDITIONAL COMMENTS**

### **Accessibility Impact Statement**

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

### **Agency Referrals**

In an earlier report staff recommended that the following agencies have the draft bylaw referred to them and ask that they provide feedback on this development project. This has been completed.

1. Advisory Planning Commission
2. The Village's Fire Department
3. The Ministry of Transportation and Infrastructure
4. Public Notification Meeting held by the applicant as directed by Council

Please note that all the referral agency comments will be shared with the public during the Public Hearing process.

### **Crime Prevention Through Environmental Design (CPTED)**

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

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

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

### **Title Review**

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

### **Concerns**

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

The change of the Lot coverage from 75% to 89.39% could impact the current storm water drainage and direction of the storm water flows, as well as the intensity of the development and the overall neighbourhood character. The Village can ask the developer to provide additional information on this issue, after the holding of the Public Hearing meeting, or as Council requires.

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

The lack of any public realm improvements.

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

### **DISCUSSION**

#### **FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with this report.

#### **POLICY CONSIDERATIONS**

OCP Bylaw 864, 2007

Zoning Bylaw 1115, 2017

Respectfully submitted:



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Ken Cossey, MCIP, RPP  
Planning Consultant

Reviewed by:



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Tyson Koch  
Chief Administrative Officer

Attachment: Zoning Amendment Bylaw 1194, 2023



**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1194, 2023**

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

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

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

**CITATION**

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

**TEXT AMENDMENT**

2. That under the C-1 Zone "Development Regulations for the Commercial Uses", the following number 11 is inserted in the Notes section:

"11/. For land located at 259 Hot Springs Road, legally described as Lot "A" Block 2, Section 13, Township 4, Range 29, West of the 6<sup>th</sup> Meridian, New Westminster District Plan 251 (PID 002-223-457), the maximum allowable Floor Area Ratio must not exceed 1.8, the Lot Coverage must not exceed 89.39%, and the maximum height must not exceed 17.61 M."

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

A PUBLIC HEARING WAS HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

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



**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1194, 2023**

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

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

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A PUBLIC HEARING WAS HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

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



File No: 3900-20  
Date: June 17, 2024

To: Mayor and Council  
From: Ken Cossey, Planning Consultant  
Subject: Zoning Amendment Bylaw No. 1208, 2024 – SSMUH Bylaw Follow-Up

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## RECOMMENDATION

THAT Council direct staff to seek a hazardous exemption to the Small-Scale Multi-Unit Housing Site Standards A.

## SUMMARY

To present additional information to Council regarding the province's Small-Scale Multi-Unit Housing (SSMUIH) policy and legislation changes.

## BACKGROUND

In the fall of 2023, the province introduced a suite of changes to the *Local Government Act* to accommodate changes to zoning regulations related to certain dwelling types. The focus of the required changes is to allow for small-scale, multi-unit housing (SSMUH) in land use zones that have traditionally been restricted to single-family or duplexes uses. These zones have been referred to as "restricted zones" in the legislation. Even though the legislation discusses the restricted zones, within the SSMUH standards guideline lot sizes are also considered when allowing the prescribed number of housing units that must be permitted on a given restricted zone lot. The lot sizes indicated in the SSMUH guideline ranges from less than 280 M<sup>2</sup> to 4,050 M<sup>2</sup>. Within the Village, the restricted zones are limited to the R1, R2 zones and the occasional commercial zone that have either a single-family dwelling or duplex on them. In response to this, Village staff created Zoning Amendment Bylaw 1208, 2024.

## DISCUSSION

At the June 3<sup>rd</sup>, 2024, Regular Council Meeting, the above referenced bylaw was given first reading and tabled pending the completion of the Village's Water and Liquid Waste Master Plans. Staff would like to provide additional information to Council outlining the purpose of the bylaw and ensuring Council is aware of the deadline to comply with the legislation.

### 1. Exemption due to Population

There was some discussion that the Village is exempt from Site Standard A because its population is under 5,000 people. Site Standard A requires either a secondary suite, coach house or both in any zone where detached single-family dwellings are permitted. When looking at the population requirements outlined in the Small-Scale Multi-Unit

Housing (SSMUH) guidelines, there is a two-prong approach. In order to be exempt, the local government must have a population under 5,000 and must not be designated as an Urban Centre in the local regional district's Regional Growth Strategy (RGS). While the Village's population is well under the benchmark, it is listed as an Urban Centre as per page 17, Map #3 of the FVRD's RGS and is therefore, not automatically exempt from Site Standard A. The Village was also designated as an Urban Growth Area in the FVRD's previous 2004 RFS. The Province's SSMUH policy manual states that local governments cannot avoid the application of the new housing requirements by altering the location of urban containment boundaries, therefore, an amendment to the RGS to change the Village's designation as an Urban Centre is not a possibility.

## 2. Infrastructure

The Province has indicated that a lack of infrastructure is not a valid reason to exempt a local government from complying with the SSMUH requirements. Local governments are required to assess and address local infrastructure needs as a result of the increase in density.

## 3. Consequences of Not Passing Zoning Amendment Bylaw No. 1208, 2024

Local governments have been given until June 30, 2024 to either apply for exemptions or pass amendment bylaws to bring their zoning bylaws into compliance. It is hard to explore at this point what the consequences may be if the Village were not to pass this bylaw, especially with a provincial election pending and no court cases on this specific issue to rely upon. However, the legislation does indicate that the Village may be subject to a Ministerial Order that overrides the Village's Zoning Bylaw.

## 4. Hazardous Exemption

The Village is currently applying for a hazardous exemption for Site Standards B and C. If Council wishes, the Village can apply for a hazardous exemption for Site Standard A simultaneously. This is just an application – it does not mean that the exemption will be granted and the Village may be required to pass zoning amendment bylaws to comply with Site Standards A, B and C.

## **FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with this report.

## **POLICY CONSIDERATIONS**

*Short Term Rental Accommodations Act*

*Housing Statutes (Residential Development) Amendment Act*

*Housing Statutes (Transit-Oriented Areas) Amendment Act*

Small-Scale, Multi-Unit Housing Policy Manual and Site Standards

Respectfully submitted:

Reviewed by:



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Ken Cossey, MCIP, RPP  
Planning Consultant



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Tyson Koch  
Chief Administrative Officer

Attachment: Draft Zoning Amendment Bylaw, 1208, 2024



**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1208, 2024**

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

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

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

**CITATION**

1. This Bylaw may be cited for all purposes as the "**Village of Harrison Hot Springs Zoning Amendment Bylaw No. 1208, 2024**".

2. **TEXT AMENDMENT**

That:

- (a) Under section 4.3 (a) the following is deleted in its entirety;

"Accessory Residential Suites will be permitted for all uses, except in a Duplex Dwelling, a Townhouse, Apartments and Mobile Homes."

The following is inserted in its place:

"R-1 and R-2 Zones are the only zones where Residential Suites are permitted."

- (b) Under Section 4.10 (a)(i) the following is deleted in its entirety;

"Coach Houses will be allowed in the following Zone Only:

- i) Residential 2 (Duplex Zone) R2"

The following is inserted in its place:

"Coach Houses will be allowed in both the R-1 and R-2 Zones."

- (c) Under section "6.1.1 Residential Parking Requirements", and under the categories of Detached Dwelling and Duplex Dwellings, the required Number of On-site Parking Stalls the following; "2 per Dwelling Unit" are deleted in their entirety.

The following is inserted in their place:

“1 per Dwelling Unit”

- (d) Under section “7.1.1 Residential Uses”, in the subsection titled “Accessory Uses”, in the row titled “Accessory Residential Suite or a Coach House, but not both”, a diamond is inserted in the R-1 Zone column and the following sentence is inserted after “Accessory Residential Suite or a Coach House, but not both”:

“The Accessory Residential Suite or the Coach House must be above the 14.55M FCL”

- (e) Under the Development Regulations for the Residential Zones, for both the R-1 and R-2 Zones, the following Minimum Front Setback number of “7.5” is deleted in its entirety.

The following is inserted in its place:

“6”

- (f) Under the Development Regulations for the Residential Zones, for both the R-1 and R-2 Zones, the following Minimum Rear Setback number of “7.5” is deleted in its entirety.

The following is inserted in its place:

“The Rear Setback is 6 M for the Principal Building or Structure and is a minimum of 1.5 M for the Coach House”

- (g) Under the Development Regulations for the Residential Zones, for both the R-1 and R-2 Zones, the following Minimum Interior and Exterior Setback numbers of “1.5” and “3.6” are deleted in their entirety.

The following is inserted in their places:

“1.2”

- (h) Under the Development Regulations for the Residential Zones, for both the R-1 and R-2 Zones, the following Maximum Height number of “10.7” is deleted in its entirety.

The following is inserted in its place:

“11”

- (i) Under the Development Regulations for the Residential Zones, a row titled “Maximum Number of Storeys” is inserted between the Maximum Height (m) and the Minimum Amenity Area (m<sup>2</sup>), with the following inserted in both the R-1 Zone and R-2 Zone columns:

“3 storeys for the principal dwelling, 2 storeys for the Coach House”

In the R-3 Zone, R-4 Zone and R-5 Zone columns, the following is inserted:

“NA”

- (j) Under the Residential Accessory Building or Structure Regulations, the following row titled “Maximum Height for Coach Houses (m)” is inserted, after the Maximum Height (m) row, with the following inserted in both the R-1 Zone and R-2 Zone columns:

“8”

In the R-3 Zone, R-4 Zone and R-5 Zone columns, the following is inserted:

“NA”

A PUBLIC NOTICE WAS PUBLISHED ON THE 30<sup>th</sup> DAY OF May, 2024.

READ A FIRST TIME THIS 3<sup>rd</sup> DAY OF June 2024.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

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



**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1208, 2024**

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

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

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

**CITATION**

1. This Bylaw may be cited for all purposes as the "**Village of Harrison Hot Springs Zoning Amendment Bylaw No. 1208, 2024**".

2. **TEXT AMENDMENT**

That:

- (a) Under section 4.3 (a) the following is deleted in its entirety;

"Accessory Residential Suites will be permitted for all uses, except in a Duplex Dwelling, a Townhouse, Apartments and Mobile Homes."

The following is inserted in its place:

"R-1 and R-2 Zones are the only zones where Residential Suites are permitted."

- (b) Under Section 4.10 (a)(i) the following is deleted in its entirety;

"Coach Houses will be allowed in the following Zone Only:

- i) Residential 2 (Duplex Zone) R2"

The following is inserted in its place:

"Coach Houses will be allowed in both the R-1 and R-2 Zones."

- (c) Under section "6.1.1 Residential Parking Requirements", and under the categories of Detached Dwelling and Duplex Dwellings, the required Number of On-site Parking Stalls the following; "2 per Dwelling Unit" are deleted in their entirety.

The following is inserted in their place:

“1 per Dwelling Unit”

- (d) Under section “7.1.1 Residential Uses”, in the subsection titled “Accessory Uses”, in the row titled “Accessory Residential Suite or a Coach House, but not both”, a diamond is inserted in the R-1 Zone column and the following sentence is inserted after “Accessory Residential Suite or a Coach House, but not both”:

“The Accessory Residential Suite or the Coach House must be above the 14.55M FCL”

- (e) Under the Development Regulations for the Residential Zones, for both the R-1 and R-2 Zones, the following Minimum Front Setback number of “7.5” is deleted in its entirety.

The following is inserted in its place:

“6”

- (f) Under the Development Regulations for the Residential Zones, for both the R-1 and R-2 Zones, the following Minimum Rear Setback number of “7.5” is deleted in its entirety.

The following is inserted in its place:

“The Rear Setback is 6 M for the Principal Building or Structure and is a minimum of 1.5 M for the Coach House”

- (g) Under the Development Regulations for the Residential Zones, for both the R-1 and R-2 Zones, the following Minimum Interior and Exterior Setback numbers of “1.5” and “3.6” are deleted in their entirety.

The following is inserted in their places:

“1.2”

- (h) Under the Development Regulations for the Residential Zones, for both the R-1 and R-2 Zones, the following Maximum Height number of “10.7” is deleted in its entirety.

The following is inserted in its place:

“11”

- (i) Under the Development Regulations for the Residential Zones, a row titled “Maximum Number of Storeys” is inserted between the Maximum Height (m) and the Minimum Amenity Area (m<sup>2</sup>), with the following inserted in both the R-1 Zone and R-2 Zone columns:

“3 storeys for the principal dwelling, 2 storeys for the Coach House”

In the R-3 Zone, R-4 Zone and R-5 Zone columns, the following is inserted:



“NA”

- (j) Under the Residential Accessory Building or Structure Regulations, the following row titled “Maximum Height for Coach Houses (m)” is inserted, after the Maximum Height (m) row, with the following inserted in both the R-1 Zone and R-2 Zone columns:

“8”

In the R-3 Zone, R-4 Zone and R-5 Zone columns, the following is inserted:

“NA”

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ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

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