



NOTICE OF MEETING AND AGENDA ENVIRONMENTAL ADVISORY COMMITTEE

Wednesday, April 2, 2025, 9:00 AM
Village Office, 495 Hot Springs Road,
Harrison Hot Springs, BC V0M 1K0

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

1. CALL TO ORDER

Meeting called to order by Councillor Schweinbenz, Chair.

2. LAND ACKNOWLEDGMENT

Acknowledgement of Sts'ailes traditional territory.

3. INTRODUCTION OF LATE ITEMS

4. APPROVAL OF AGENDA

5. ADOPTION OF MINUTES

- (a) THAT the Environmental Advisory Committee Meeting minutes of March 5, 2025 be adopted. **Page 1**

6. ITEMS FOR DISCUSSION

- (a) Update from March 17, 2025 Regular Council Meeting **Page 5**
- (b) Report of Corporate Officer dated April 2, 2025 **Page 7**
Re: Council Procedure Bylaw No. 1216, 2025 and Updated Terms of Reference

Recommendation: THAT the updated Environmental Advisory Committee Terms of Reference be endorsed by the Committee and forwarded to Council for approval.
- (c) Urban Forest Master Plan
- (d) Earth Day in May – Invitee List & Marketing Materials **Page 11**
Requesting Committee feedback on inviting businesses to the event.
- (e) BearSmart
- (f) Dike Upgrade
- (g) Next Meeting Date: April 28, 2025, time TBD

7. ADJOURNMENT

Amanda Graham
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE ENVIRONMENTAL ADVISORY COMMITTEE**

DATE: Wednesday, March 5, 2025
TIME: 5:30 p.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Councillor Mark Schweinbenz, Chair
Mayor Fred Talen (ex-officio member)
John DeMartin
Susan Galvao
Paul Kandt (via Zoom)
Cheri Norris
Gary Webster

Amanda Graham, Corporate Officer
Christy Ovens, Community Services Manager

ABSENT:

1. CALL TO ORDER

Chair Schweinbenz called the meeting to order at 5:43 p.m.
Chair Schweinbenz acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

Cheri Norris requested to add "YouTube" and "Funds 2024/2025" as Items for Discussion 5(d) and (e).

Susan Galvao requested to add "Dike Upgrade" as Item for Discussion 5(f).

3. APPROVAL OF AGENDA

Moved by Mayor Talen
Seconded by Gary Webster

THAT the agenda be approved as amended with the addition of the late items.

**CARRIED
UNANIMOUSLY**
EAC-2025-03-01

4. ADOPTION OF MINUTES

Moved by Mayor Talen
Seconded by Gary Webster

THAT the Environmental Advisory Committee Meeting minutes of February 12, 2025 be adopted as amended by removing "Cheri Norris" from the "In Attendance" section.

**CARRIED
UNANIMOUSLY**
EAC-2025-03-02

5. ITEMS FOR DISCUSSION

(a) Urban Forest Master Plan

The Committee discussed the following:

- Current and future staff training and certifications
- Union considerations
- A reporting system specific to trees so the public can advise of trees with empty water bags, danger trees, etc.
- What progress has been made to date on the urban tree canopy inventory, wildfire risk mitigation, tree management, regular maintenance and assessments, routine inspections, educational workshops, increased transparency to build trust with residents, explaining the importance of the benefits of proper tree care practices and planting native species on private lands
- Collaboration with the FVRD for a regional approach to inventory
- Amendments to Tree Management and Preservation Bylaw No. 1015, 2012
- UFMP recommendations that overlap with FireSmart initiatives
- Making tree removal easier for residents by reducing the fee for a tree permit
- Replacing trees along Lillooet Avenue and Esplanade Avenue
- The East Sector area and maintenance responsibilities of the Village and FVRD
- Placing large yard waste bins out more frequently and having attendants ensure that no one is placing construction waste into them
- Record keeping and documentation of hazard trees, pruning and arborist assessments on public trees
- Staffing levels
- Increasing the tree canopy both on roadways and residential areas
- Collaborating with local nurseries and encouraging residents to plant more fire and climate resistant trees on their properties
- A tree planting plan to give staff direction on what types of trees should be planted
- Grant opportunities to encourage planting trees

Moved by Councillor Schweinbenz

Seconded by Cheri Norris

THAT Council direct staff to investigate grant funding opportunities to support the increase of the urban tree canopy on both public and private properties.

**CARRIED
UNANIMOUSLY**
EAC-2025-03-03

(b) Environmental Open House Update (May 3, 2025)

The Corporate Officer provided a verbal update on behalf of the Community Services Manager. The event is scheduled for May 3, 2025 from 9:00 a.m. to 12:00 p.m. The plan is to have the event in the plaza. Memorial Hall is reserved as a backup location.

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The Committee discussed the name of the event, with potential ideas being Earth Day in May or Planet Day in the Plaza. The Committee agreed to think about it and provide any other ideas to staff by email. The Committee asked for an update on whether Sts'ailes has been invited and a list of which organizations have confirmed their attendance. The Committee discussed having a FireSmart table and inviting the Fire Department, potentially with the Structure Protection Unit.

Regarding presentation materials at the Environmental Committee's table, the Committee discussed providing information on statistics such as how many plastic bottles the water-filling station at the plaza saves per year. The Committee also discussed inviting FoodCycler, a tabletop composting company, to attend.

(c) Meeting Dates and Times

The Committee agreed to alternate starting the meetings at 9:00 a.m. and 4:00 p.m. The next meetings will be Wednesday, April 2, 2025 at 9:00 a.m. and Monday, April 28, 2025 with the time to be determined.

(d) YouTube Videos

The Committee agreed by consensus that the Environmental Advisory Committee meetings can be uploaded to YouTube.

(e) Funds 2024-2025

The Corporate Officer clarified that the \$5000 budget allocated to the Committee in 2024 did not rollover into this year, however, the Committee may make a request to Council any time through a resolution if a project this year requires funding. Additional information was provided regarding changes to the Council Procedure Bylaw which would see Committees submitting annual work plans in conjunction with the budget process so that any budgetary considerations can be taken into account in the annual financial plan.

(f) Dike Project

The Committee requested that the Dike Project be added to the next meeting's agenda. Committee members were asked to review information relating to the dike upgrade in preparation for the next meeting.

6. ADJOURNMENT

Moved by Councillor Schweinbenz
Seconded by Cheri Norris

THAT the meeting be adjourned at 6:52 p.m.

**CARRIED
UNANIMOUSLY**
EAC-2025-03-04

*Village of Harrison Hot Springs
Minutes of the Environmental Advisory Committee
March 5, 2025*

Councillor Mark Schweinbenz, Chair
Environmental Advisory Committee

Amanda Graham
Corporate Officer

DRAFT

File No: 0360-20-07
Date: March 17, 2025

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Environmental Advisory Committee Report

RECOMMENDATION

THAT Council approve the following recommendation from the Environmental Advisory Committee:

THAT Council direct staff to investigate grant funding opportunities to support the increase of the urban tree canopy on both public and private properties.

SUMMARY

To present a resolution and information on behalf of the Environmental Advisory Committee for Council's consideration.

BACKGROUND

The Environmental Advisory Committee met on February 12 and March 5, 2025 to discuss the Urban Forest Management Plan. At the March 5, 2025 meeting, the Environmental Advisory Committee unanimously passed the above resolution regarding recommended Council action.

POLICY CONSIDERATIONS

2025 Strategic Plan Priorities

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

Respectfully submitted:



Amanda Graham
Corporate Officer



Councillor Mark Schweinbenz, Chair
Environmental Advisory Committee

COMMITTEE REPORT

File No: 0360-20-07

Date: April 4, 2025

To: Environmental Advisory Committee
From: Amanda Graham, Corporate Officer
Subject: Council Procedure Bylaw No. 1216, 2025 and Updated Terms of Reference

RECOMMENDATION

THAT the updated Environmental Advisory Committee Terms of Reference be endorsed by the Committee and forwarded to Council for approval.

SUMMARY

To provide the Committee with information regarding recent changes to the Village's Council Procedure Bylaw which impact Committee procedures.

BACKGROUND

At the March 17, 2025 Regular Council Meeting, Council adopted a new Council Procedure Bylaw No. 1216, 2025. This bylaw formalizes many practices that are already in place, and contains several new provisions for Committees including the following:

- Council must approve Terms of Reference developed by the Committee
- Reports and recommendations to Council must be made at the next Regular Council Meeting
- Select Committee chairs must be appointed by resolution of the Committee
- Committee members will serve a term that runs concurrently with the Council term. After each general local election, the new Council may either dissolve or reconstitute the Committee. Previous members may be re-appointed at that time.
- Select Committee members wishing to resign must do so in writing to the CAO
- The Committees may develop and submit annual work plans to Council
- The Committees will report to Council annually on their activities and work plan progress
- Committee meeting minutes, once adopted, must be forwarded to Council at the next Regular Council Meeting for receipt

DISCUSSION

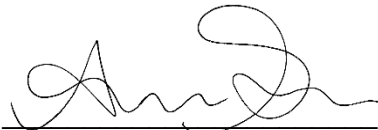
With the above changes, some provisions of the previous Terms of Reference are no longer compatible with the new bylaw. Attached to this report is an updated draft Terms of Reference for the Committee's consideration.

A summary of the changes as compared to the previous Terms of Reference include:

- Citing the new procedure bylaw as the guiding document for procedures
- Removal of section 2.2, appointment of the Chair by the Mayor, as this is inconsistent with the bylaw
- Removal of sections 2.5 (meeting notice) and 2.6 (meeting minutes), the provision to allow delegations under section 3, and the section relating to Committee length of terms, as these are now addressed by the bylaw
- Clarifying the purpose to state that the Committee is a Select Committee
- Addition of usual meeting days and times, location of meetings, and Zoom/Youtube provisions

There were no changes to the Committee's list of responsibilities.

Respectfully submitted:



Amanda Graham
Corporate Officer

Attachment: Draft Terms of Reference dated April 2, 2025

Committee Approval Date: _____

Council Approval Date: _____

1. PURPOSE

The Environmental Advisory Committee is a Select Committee of Council established to provide recommendations and advice to Council on matters relating to sustainability and environmental impacts.

2. PROCEDURES

Save with respect to matters expressly dealt with or provided for in this Terms of Reference, the Committee will conduct its proceedings in accordance with the procedures established by Council Procedure Bylaw No. 1216, 2025.

3. MEMBERSHIP

- (a) To the extent possible, the Committee's membership will reflect the diversity of persons in British Columbia.
- (b) The Committee will consist of up to seven (7) voting members, as appointed by Council. One (1) member will be a member of Council.

4. MEETINGS

- (a) The Committee will reserve the first Wednesday of each month for its meetings, to be held at either 9:00 a.m. or 4:00 p.m.
- (b) Meetings will be scheduled at the call of the Chair and the Committee will structure its activities so as to meet at least three (3) times per year.
- (c) Notwithstanding section 3(a), the Chair may call a meeting at any time.
- (d) The Committee will ordinarily meet in Council Chambers at the Village Office, 495 Hot Springs Road, Harrison Hot Springs, however, it may also meet at Memorial Hall, 290 Esplanade Avenue, Harrison Hot Springs if required as determined by the Chair.
- (e) If a Committee member is absent for two (2) consecutive meetings without leave of the Chair, that Committee member may be disqualified from holding office as a Committee member. This section is not applicable in the case of illness or injury which impedes the Committee member's ability to attend and participate in meetings.
- (f) Provided that the Village is able to facilitate electronic participation, meetings will be live-streamed via Zoom video conference and uploaded to the Village's Youtube page.

5. RESPONSIBILITIES

- (a) The Committee will consider the following or other matters as directed by Council:
 - (i) Community climate planning
 - (ii) Active transportation
 - (iii) Local Government Climate Action Program
 - (iv) Environmental impacts including but not limited to land, water and air
- (b) In the provision of their services to the Village, the Committee and its members have a responsibility to act in the best interests of the Village and in accordance with bylaws, procedures, policies and guidelines established by the Village.

6. REPORTING AND AUTHORITY

- (a) The Chair will act as the spokesperson for the Committee.
- (b) The Committee does not have the authority to directly change bylaws or policies.
- (c) All recommendations requiring Council's consideration will be forwarded to Council via a written report from the Chair at the next Regular Council Meeting.

Village of Harrison Hot Springs – Earth Day in May Invitees as of March 20, 2025

Organization:	Invited:	Confirmed Attendance:
GFL Environmental Inc. (Including Flexible Plastics Collection support through Recycle BC program)	Yes	Yes
Miami River Streamkeepers Society	Yes	Yes
Fraser Valley Invasive Species Society	Yes	Yes
Communities in Bloom Committee (VHHS)	Yes	Yes
Environmental Advisory Committee (VHHS)	Yes	Yes
Earthwise Society	Yes	Yes
Sts'ailes	Yes	
BC Conservation Foundation	Yes	
BC Wildlife Federation	Yes	
Pacific Salmon Foundation	Yes	
Nature Trust BC	Yes	
WildSafe BC	Yes	
FoodCycler Program	Yes	NO
Fraser Valley Watersheds Coalition	Yes	
Fraser Basin Council	Yes	
Aquatic Invasive Species BC	Yes	

Earth Day in May

Environmental Open House

Join the Village of Harrison Hot Springs
and Community Organizations to learn
more about environmental initiatives!

Civic Plaza
Saturday, May 3rd
9am - 12pm





Earth Day in May

Environmental Open House

Join the Village of Harrison Hot Springs and Community Organizations to learn more about environmental initiatives!