



# VILLAGE OF HARRISON HOT SPRINGS

## NOTICE OF MEETING AND AGENDA

### REGULAR COUNCIL MEETING

**Date:** Monday, February 4, 2013  
**Time:** After Public Hearing  
**Location:** Council Chambers, 495 Hot Springs Road  
 Harrison Hot Springs, British Columbia

<b>1. CALL TO ORDER</b>			
	(a)	Meeting called to order by Mayor Facio	
<b>2. INTRODUCTION OF LATE ITEMS</b>			
<b>3. APPROVAL OF AGENDA</b>			
<b>4. ADOPTION OF COUNCIL MINUTES</b>			
<input type="checkbox"/> Regular Council Meetings Minutes of January 21, 2013		THAT the Regular Council Meeting Minutes of January 21, 2013 be adopted.	Item 4.1 Page 1
<b>5. BUSINESS ARISING FROM THE MINUTES</b>			
<b>6. CONSENT AGENDA</b>			
<b>i. Bylaw</b>			Item 6.i
<b>ii. Agreements</b>			Item 6.ii
<b>iii. Committee/ Commission Minutes</b>			Item 6.iii
<b>iv. Correspondence</b>		Letter from District of Kent Re: Invitation of Community Event for the Community Recreation & Cultural Centre  Email from the Federation of Canadian Municipalities (FCM) Re: Queen Elizabeth II Diamond Jubilee Medal to Mayor Facio	Page 5    Page 7

## 7. DELEGATIONS

			Item 7.1
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## 8. CORRESPONDENCE

	Item 8.1
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## 9. BUSINESS ARISING FROM CORRESPONDENCE

[illegible]

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

		Item 10.1
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## 11. REPORTS FROM MAYOR

### L. Facio – verbal

## 12. REPORTS FROM STAFF

<p><input type="checkbox"/> Baziuk v Shelley and VHSS</p>	<p><b>Report of Deputy Chief Administrative Officer/Corporate Officer – January 29, 2013</b>  Re: Baziuk v Shelley and VHSS</p> <p>Recommendation:</p> <p>THAT Council approve Andrew Baziuk’s costs in the amount of \$6,679.96 as full and final settlement of the claim.</p>	<p>Item 12.1  Page 9</p>
<p><input type="checkbox"/> Special In-Camera Council Meeting February 19, 20, &amp; 21, 2013</p>	<p><b>Report of Deputy Chief Administrative Officer/Corporate Officer – January 30, 2013</b>  Re: Special In-Camera Meeting February 19, 20, &amp; 21, 2012</p> <p>Recommendation:</p> <p>THAT the Best Western in Mission, BC be approved as the venue for a Special In Camera Council Meeting on February 19, 20 and 21, 2013</p>	<p>Item 12.2  Page 11</p>
<p><input type="checkbox"/> Boat Launch Ramp Repairs</p>	<p><b>Report of Operations Manager – February 4, 2013</b>  Re: Boat Launch Ramp Repairs</p> <p>Recommendation:</p> <p>THAT Council authorize the funds to repair the Boat Launch Ramp.</p>	<p>Item 12.3  Page 13</p>
<p><input type="checkbox"/> Conflict of Interest – Council Members</p>	<p><b>Report of Chief Administrative Officer – February 4, 2013</b>  Re: Conflict of Interest – Council Members</p> <p>Recommendation:</p> <p>THAT Council appoint Mr. Andre Isakov as the Village’s representative to the Board of Directors of Tourism Harrison. And further, that Councillor Allan Jackson be appointed as Council’s liaison to the Harrison Tourism Society.</p>	<p>Item 12.4  Page 15</p>

<b>13. BYLAWS</b>		
<input type="checkbox"/> Bylaw No. 1021 Zoning Amendment Bylaw	<b>Report of Manager of Planning and Community Services – January 30, 2013</b> Re: Bylaw No. 1021 Zoning Amendment Bylaw	Item 13.1 Page 17
<input type="checkbox"/> Bylaw No. 1027, 2013 Official Community Plan Amendment Bylaw and Bylaw No. 1028, 2013 Zoning Amendment Bylaw	<b>Report of Manager of Planning and Community Services – January 30, 2013</b> Re: Bylaw No. 1027, 2013 Official Community Plan Amendment Bylaw and Bylaw No. 1028, 2013 Zoning Amendment Bylaw  Recommendation:  THAT Bylaw No. 1021 be read for a second time.  <b>Report of Manager of Planning and Community Services – January 30, 2013</b> Re: Bylaw No. 1027, 2013 Official Community Plan Amendment Bylaw and Bylaw No. 1028, 2013 Zoning Amendment Bylaw  Recommendation:  THAT Official Community Plan Amendment Bylaw No. 1027, 2013 be read a first time;  AND THAT Zoning Amendment Bylaw No. 1028, 2013 be read a first time;  AND FURTHER THAT Official Community Plan Amendment Bylaw No. 1027, 2013 and Zoning Amendment Bylaw No. 1028, 2013 be referred to: <ul style="list-style-type: none"> <li>a) The Village Engineer;</li> <li>b) The Fire Chief;</li> <li>c) The Advisory Planning Commission;</li> <li>d) The Ministry of Transportation and Infrastructure;</li> <li>e) The School District; and</li> <li>f) The Fraser Valley Regional District</li> </ul> For comment pursuant to the consultation requirements of Section 879 of the Local Government Act prior to the bylaws being considered for second reading.	Item 13.2 Page 29
<input type="checkbox"/> Bylaw No. 1029, 2013 Pre-Authorized Payment	<b>Report of Manager of Revenue Services – January 30, 2013</b> Re: Bylaw No. 1029, 2013 Pre-Authorized Payment  Recommendation:  THAT Pre-Authorized Payment Bylaw No. 1029, 2013 be read for a first, second and third time.	Item 13.3 Page 39
<input type="checkbox"/> Bylaw No. 1030, 2013 Records Management	<b>Report of Deputy Chief Administrative Officer/Corporate Officer – January 29, 2013</b> Re: Bylaw No. 1030, 2013 Records Management  Recommendation:  THAT Records Management Bylaw No. 1030, 2013 be read for a first, second and third time.	Item 13.4 Page 43

<b>14. QUESTIONS FROM THE PUBLIC</b>
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<b>15. ADJOURNMENT</b>
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4.1

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

**DATE:** January 21, 2013  
**TIME:** 7:00 p.m.  
**PLACE:** Council Chambers,  
495 Hot Springs Road, Harrison Hot Springs

**IN ATTENDANCE:**

Mayor Leo Facio  
Councillor Sonja Reyerse  
Councillor John Buckley  
Councillor Zoltan Kiss

CAO, Ted Tisdale  
DCAO/Corporate Officer, Debra Key  
Director of Finance, Dale Courtice  
Operations Manager, Ian Gardner

Recording Secretary, Krystal Sobie

**ABSENT:**

Councillor Allan Jackson

**1. CALL TO ORDER**

Mayor Facio called the meeting to order at 7:00 p.m.

**2. INTRODUCTION OF LATE ITEMS**

- Christmas Light Plaque presentation moved to after Approval of Agenda.
- Bylaw No. 1026 be removed from the Agenda

**3. APPROVAL OF AGENDA**

**Moved by Councillor Buckley**  
**Seconded by Councillor Kiss**

**THAT** the agenda be approved as amended.

**CARRIED  
UNANIMOUSLY**

Mayor Facio presented plaques for the Christmas lights contest to the following:

Wilfred and Bonnie Armstrong - Most Original  
Laura Midan and Randy Doerksen – Residential First Place  
Black Forest Restaurant - Commercial

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
January 21, 2013*

4.

**ADOPTION AND RECEIPT OF MINUTES**

☐ Regular Council Meeting  
Minutes – January 7, 2013

**Moved by Councillor Buckley**  
**Seconded by Councillor Kiss**

THAT the minutes of the Regular Council Meeting of January 7, 2013  
be adopted.

**CARRIED  
UNANIMOUSLY**

5.

**BUSINESS ARISING FROM THE MINUTES**

6.

**CONSENT AGENDA**

**i. Bylaws**

☐ Miscellaneous Fee Bylaw  
No. 1024

**ii. Agreements**

**iii. Committee/  
Commission  
Minutes**

**iv. Correspondence**

7.

**DELEGATIONS**

Al Fraser – The Help Committee

Al Fraser along with Kristi Kozel provided a power point presentation  
describing the HELP Project and how municipalities and communities  
can be involved.

**Moved by Councillor Kiss**  
**Seconded by Councillor Buckley**

THAT Council waive the rules of procedure and allow the delegation to  
continue with their presentation.

**CARRIED  
UNANIMOUSLY**

8.

**CORRESPONDENCE**

9.

**BUSINESS ARISING OUT OF CORRESPONDENCE**

10.

**REPORTS OF COMMITTEES, COMMITTEE OF THE WHOLE  
AND COMMISSIONS**

Councillor Reyerse attended the Fraser Valley Regional Library Board meeting on January 16, 2013. Grant Ward was elected as Board Chair. The 2013 proposed budget was adopted unanimously. There was a 69.5% increase to e-books and there was a decrease of 6% to borrowed books.

11.

**REPORTS FROM MAYOR FACIO**

January 27, 2013 the Alzheimer's walk will be taking place at the Chilliwack Landing Leisure Centre from 2:00 – 4:00 p.m.

Attended the Appreciation lunch at Mountain Institute along with Councillor Buckley. Kent Institution is adding 96 new beds.

February 15, 2013 celebration of the anniversary of the National Flag.

12.

**REPORTS FROM STAFF**

☐ Interim Audit Report

**Moved by Councillor Reyerse**  
**Seconded by Councillor Kiss**

THAT Council receives the 2012 Interim Audit Report from McConnell, Voelkl dated December 13, 2012.

**CARRIED  
UNANIMOUSLY**

☐ Council Committees and  
Appointments

**Moved by Councillor Reyerse**  
**Seconded by Councillor Buckley**

THAT Beach, Parks and Leisure Services Committee be abolished effective immediately; and

THAT Councillor John Buckley be appointed as liaison to Healthy Communities and Fraser Health and Mayor Leo Facio as representative to the Joint Provincial Emergency Committee.

**CARRIED  
OPPOSED BY COUNCILLOR KISS**

☐ Communities in Bloom  
National Registration

**Moved by Councillor Buckley**  
**Seconded by Councillor Reyerse**

THAT Council approve the registration for the Communities in Bloom 2013 National Edition.

**CARRIED  
OPPOSED BY COUNCILLOR KISS**

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
January 21, 2013*

□ Fleet Vehicle Unit –  
Transmission repair funding

**Moved by Councillor Reyerse**  
**Seconded by Councillor Buckley**

THAT Council authorizes the funds for Staff to proceed with the transmission replacement for the Public Works fleet vehicle unit: Ford F-350 1-ton pickup truck.

**CARRIED  
UNANIMOUSLY**

□ Memorial Benches

**Moved by Councillor Kiss**  
**Seconded by Councillor Reyerse**

THAT Council agree that the Memorial Bench sites be capped once the additional seventeen (17) have been constructed and brought into inventory, and further that the twelve (12) shorter benches at Spring Park and the observation deck at the washrooms be offered as an alternative choice; and

THAT additional opportunity be offered for eight (8) smaller version benches in “Spring Park” as “Memorial Benches” at a lesser cost, and four (4) smaller versions be installed on the observation deck at the public washrooms.

**CARRIED  
UNANIMOUSLY**

13.

**BYLAWS**

14.

**QUESTIONS FROM THE PUBLIC**

Q. Will the public be able to submit questions or concerns for discussion at the Committee of the Whole Meetings?

A. Yes if there are written submissions prior to the meeting they can be added to the agenda.

15.

**ADJOURNMENT**

**Moved by Councillor Reyerse**  
**Seconded by Councillor Buckley**

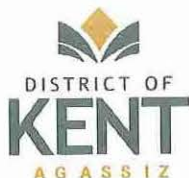
THAT the meeting be adjourned at 8:10 p.m.

**CARRIED  
UNANIMOUSLY**

\_\_\_\_\_  
Leo Facio  
Mayor

\_\_\_\_\_  
Debra Key  
Corporate Officer





7170 Cheam Avenue  
P.O. Box 70  
Agassiz, British Columbia  
Canada V0M 1A0

Tel: (604) 796-2235  
Fax: (604) 796-9854  
Web: www.district.kent.bc.ca

January 18, 2013

File #: 1855-03

Mayor Leo Facio  
Village of Harrison Hot Springs  
PO Box 160  
495 Hot Springs Road  
Harrison Hot Springs BC V0M 1K0

RECEIVED  
JAN 22 2013  
BY V. OF H.H.S.

Your Worship:

**RE: Invitation of Community Event for the Community Recreation & Cultural Centre**

The District of Kent has launched a fundraising and sponsorship campaign to expand the Fitness / Activity Centre in Agassiz. This expansion, referred to as the Community Recreation & Cultural Centre, will appeal to those who live, work and play in our area, including tourists, artists, sport and cultural enthusiasts, and recreational participants. Our goal is to raise \$400,000 through corporate, community and individual sponsorship for this dynamic new facility.

To help us reach our goal, we are hosting a community fundraising event on February 9, 2013, to help raise money for the facility expansion. As members and neighbours of our community we would like to extend a personal invitation to you to attend. We have attached a poster that highlights the details of the event, and the Community Giving Guide that further outlines the expansion plans. Tickets can be arranged by calling 604-796-2235.

Further, Mr. Kerry Hilts, Director of Community Services will be calling to set-up meetings with you and your staff to review the Community Recreation & Cultural Centre expansion and hopefully garner your support.

We sincerely hope that you will give consideration to attend the event, and if you have any questions please feel free to call me anytime at 604-796-2235.

Sincerely,

*J. Van Laerhoven*

John Van Laerhoven,  
Mayor

pc: Mr. Wallace Mah, Chief Administrative Officer  
Mr. Kerry Hilts, Director of Community Services

FILE #	DATE	
0400-50-01	Jan 24/13	
CEO	<input checked="" type="checkbox"/> CO	<input type="checkbox"/> ADMIN/ FINANCE
DCAO	<input type="checkbox"/> DIRF	<input type="checkbox"/> B/L ENF
	<input type="checkbox"/> MGR REV SVCS	<input checked="" type="checkbox"/> MAYOR
	<input type="checkbox"/> CEDO	<input checked="" type="checkbox"/> COUNCIL
	<input type="checkbox"/> OP. MGR	
ITEM A	B	C
COUNCIL AGENDA		
DATE	FILE #	INITIAL
Feb 4/13		
(ITEMS: A-REQ, ACTION; B - INFO - WRESP; C - INFO ONLY)		



# Beat the Winter Blues *Fundraiser!*

for

## Community Recreation & Cultural Centre Expansion

Saturday, Feb. 9, 2013

5:30 p.m. to Midnight

Agassiz Agricultural Hall

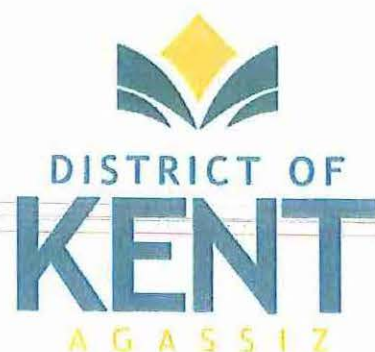
Cocktails 5:30 p.m. | Dinner 6:30 p.m.

Silent Auction, Auction and  
Live Entertainment featuring Stacey McKittrick

\$50 per person

TICKETS CAN BE PURCHASED AT:  
Municipal Hall, Fitness /Activity Centre, Agassiz Library,  
Agassiz Elementary Secondary School and  
The Observer, or by calling 604-796-2235

in partnership with:



The Agassiz ♦ Harrison  
**Observer**



## **Queen Elizabeth II Diamond Jubilee medal**

Diamond Jubilee/Jubilé de diamant [diamondjubilee@fcm.ca]

**Sent:** January 29, 2013 11:30 AM

**To:** Leo Facio

Dear Leo Facio:

It is my pleasure to inform you that the Federation of Canadian Municipalities (FCM) has selected you to receive a Queen Elizabeth II Diamond Jubilee medal in honour of the contributions you have made to your community and to all of Canada. Your medal has been sent to you directly from the Governor General of Canada and should arrive soon.

Your peers in local government across the country admire your accomplishments as a community leader, and congratulate you on earning this prestigious award.

FCM chose you to receive this distinction for your exemplary efforts to make your community a great place to live. It recognizes the important role municipalities – and their elected leaders – play in ensuring our prosperity and high quality of life.

We sincerely appreciate your municipality's affiliation with FCM, and its support of strong communities and good government. In partnership with other local leaders, and with federal, provincial and territorial governments, your municipality is helping to build a safer, stronger and more prosperous future for your community and all Canadians.

The Queen Elizabeth II Diamond Jubilee Medal honours significant contributions and achievements by Canadians. During the year of celebrations, 60,000 deserving Canadians will be recognized. The medal was created by the Government of Canada to mark Her Majesty Queen Elizabeth II's 60 years of service to this country.

On behalf of FCM and all of our members across Canada, thank you for your continued contribution to your community, your province and your country.

Sincerely,

Karen Leibovici

FCM President

Councillor, City of Edmonton





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** January 29, 2013  
**FROM:** Debra Key, Deputy Chief Administrative Officer/CO **FILE:** 2430-20-07  
**SUBJECT:** S118406 Vancouver Registry – Baziuk v Shelley and VHSS

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**ISSUE:** Supreme Court Bill of Costs

#### BACKGROUND:

Council passed a resolution on January 21, 2013 that the issue of Bill of Costs be resolved at Registrar's Hearing. The Village's solicitor has been negotiating a reasonable amount of allowable costs to settle out of Court. Based on Mr. Murdy's suggestion to avoid taxation at hearing and the Village incurring additional legal costs, has recommended that the Village accept \$6,679.96 as agreed in full and final settlement of the costs claim.


#### RECOMMENDATION:

THAT Council approve Andrew Baziuk's costs in the amount of \$6,679.96 as full and final settlement of the claim.


Respectfully submitted for your consideration;

  
Debra Key  
Deputy Chief Administrative Officer/CO

#### DIRECTOR OF FINANCE COMMENTS:

  
Dale Courtice  
Director of Finance

#### CHIEF ADMINISTRATIVE OFFICER COMMENTS:

  
Ted Tisdale  
Chief Administrative Officer

**VILLAGE OF HARRISON HOT SPRINGS****REPORT TO COUNCIL**

**TO:** Mayor and Council **DATE:** January 30, 2013  
**FROM:** Debra Key **FILE:** 0560-01  
Deputy Chief Administrative Officer/CO  
**SUBJECT:** Special In Camera Council Meeting –  
February 19, 20 & 21, 2013

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**ISSUE:** Approval of a Special In Camera Council Meeting outside of municipal boundary.

**BACKGROUND:**

Council is desirous of holding a Council Retreat as a Special In Camera Council Meeting outside of the municipal boundary and has approved a venue at the Best Western Plus in Mission, BC.

A resolution of Council is required to approve some other locale for Council meetings, pursuant to s. 3(e) of the Council Procedure Bylaw.

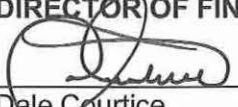
**RECOMMENDATION:**

THAT the Best Western in Mission, BC be approved as the venue for a Special In Camera Council Meeting on February 19, 20 and 21, 2013.

Respectfully submitted for your  
consideration:

  
Debra Key  
Deputy Chief Administrative Officer/CO

**DIRECTOR OF FINANCE COMMENTS:**

  
Dale Courtice  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

  
Ted Tisdale  
Chief Administrative Officer



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** February 4, 2012  
**FROM:** Ian Gardner  
Operations Manager **FILE:** 7900-20-01  
**SUBJECT:** Boat Launch Ramp repairs

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#### ISSUE:

To seek approval of funds expenditure to repair the Boat Launch ramp

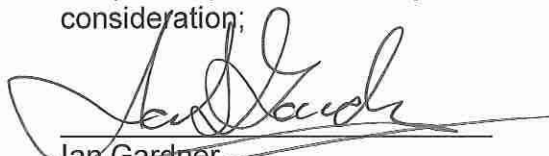
#### BACKGROUND:

At some point this past season the East ramp at the Boat Launch received severe damage at the north end. A 3 meter by 5 meter section of the ramp has been ripped apart and displaced. The West side of the ramp has minor damage at the north end as well. The extent of the damage was not evident earlier due to higher water levels and turbidity. A new section of matting has to be installed on the East side and matting repairs on the West side need to be done, to rectify the situation. The original matting was installed by Steve's Repairs. January 16, 2013 a quote of \$4,250.40 was submitted by Steve's Repairs to repair the damage.

#### RECOMMENDATION:

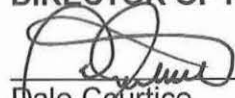
THAT Council authorize the funds in the amount of \$4,2540.40 to repair the Boat Launch ramp.

Respectfully submitted for your  
consideration;



Ian Gardner  
Operations Manager

**DIRECTOR OF FINANCE COMMENTS:**

  
\_\_\_\_\_  
Dale Courtice  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

  
\_\_\_\_\_  
Ted Tisdale  
Chief Administrative Officer





## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council

**DATE:** February 4, 2012

**FROM:** Ted Tisdale  
Chief Administrative Officer

**FILE:** 0530-01

**SUBJECT:** Conflict of Interest – Council Members

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### BACKGROUND:

The *Community Charter* provides rules for Conflict of Interest for Council members in that they cannot receive direct or indirect pecuniary interest or an issue before Council. Based on previous legal opinion, Council members would not necessarily be considered in conflict of interest if they served as a Director on the board of an organization, provided the issue before Council did not provide any direct or indirect pecuniary interest to that member.

A recent Court of Appeal involving Islands Trust expanded on the interpretation offered in the *Community Charter* stating that pecuniary interest is not only restricted to financial gain but an indirect pecuniary interest could also arise from that Councillors duty as a Director of the society/organization with issues before Council. In discussions with the Village's solicitor, it is confirmed that members of Council who serve as Directors on organizations should excuse themselves from any discussions involving Council and that organization. The Village solicitor is also of the opinion that a member of Council appointed as a liaison to an organization providing they have no voting powers within the organization would fall outside the new interpretation as offered by the Court of Appeal.

The constitution and bylaws of Tourism Harrison provides for Council appointing the Village representative to their Board of Directors and does not necessarily have to be a Councillor (as per Harrison Tourism Society Constitution and Bylaws, section "5.2(d) one (1) director representing and appointed by the Village of Harrison Hot Springs").

In discussions with Councillor Jackson, he has advised that he intends to resign as Director of the Harrison Tourism Society.



**RECOMMENDATION:**

THAT Council appoint Mr. Andre Isakov as the Village's representative to the Board of Directors of Tourism Harrison. And further, that Councillor Allan Jackson be appointed as Council's liaison to the Harrison Tourism Society.

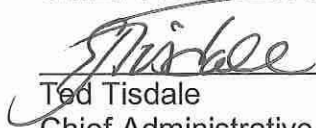
Respectfully submitted for your consideration;

  
\_\_\_\_\_  
Ted Tisdale  
Chief Administrative Officer

**DIRECTOR OF FINANCE COMMENTS:**

  
\_\_\_\_\_  
Dale Courtice  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

  
\_\_\_\_\_  
Ted Tisdale  
Chief Administrative Officer



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

**TO:** Mayor and Council **DATE:** January 30, 2013.

**FROM:** Andre Isakov **FILE:** 3360-20-20  
Manager, Planning and Community Services

**SUBJECT: REZONING APPLICATION – 775 Hot Springs Road**  
Plan 35160, Lot 37, Section 12, Township 4, Range 29, Meridian W6,  
Land District NW.

#### ISSUE:

Following the Public Hearing, staff are seeking Council direction on the Zoning Bylaw Amendment Bylaw No. 1021, 2013.

#### BACKGROUND:

The Village of Harrison Hot Springs has received a rezoning application for the property located at 775 Hot Springs Road. The application proposes the rezoning of the property from Residential One Zone (R-1) to Comprehensive Development Zone 3 (CD-3). The zoning amendment is necessary to allow for the requested infill development on the property. The successful rezoning would allow for up to 10 low density single detached dwellings on small bare land strata parcels on a 0.5 ha (1.24 acres) site area, at a density of 20 units per hectare or 8 units per acre, adjacent to Hot Springs Road. The requested density meets the OCP requirements and otherwise complies with the policies of Council outlined in Section 6.3.2 "Low Density Residential Area" within the OCP.

The CD-3 Zone proposes a progressive infill development of single family homes on small lots. The proposed CD-3 zone contemplates heritage style single family homes with the minimum lot size of 335 m<sup>2</sup> which would be facing Hot Springs Road but accessed by vehicle through a common strata lane in the rear. Each of the ten lots would have two parking spaces for the residents. Landscaping, fencing, and height restrictions would provide privacy and make sure that the new development fits into the character of the neighborhood. Please refer to the Zoning Bylaw Amendment Bylaw 1021, 2013 (attached) for further zone requirements.

The Advisory Planning Commission (APC) has met to review the proposed application at the the November 13, 2012 APC meeting. The APC is recommending the proposed rezoning application to Council.

At the January 7<sup>th</sup> Regular Council Meeting, the Zoning Bylaw Amendment Bylaw No. 1021 was read a first time. Following that meeting, the referrals for the rezoning application were sent to the Village Engineer, Fire Chief, Ministry of Transportation and Infrastructure, as well as the School District. The referrals did not identify any major issues or concerns that would not allow the rezoning application to proceed.

**Attachments:**

1. Village of Harrison Hot Springs Zoning Amendment Bylaw 1021;
2. Sustainable Harrison Strategic Question Assessment for the Rezoning Application.

**The following options are provided for Council's consideration subject to the outcome of the Public Hearing:**

**Option 1.**

Read Zoning Bylaw Amendment Bylaw No. 1021, 2013 a second time and a third time.

**Option 2.**

Request staff to revise the Zoning Bylaw Amendment Bylaw No. 1021, 2013.

**Option 3.**

Decide not to proceed further with the Zoning Bylaw Amendment Bylaw No. 1021, 2013.

**RECOMMENDATION (subject to the outcome of Public Hearing):**

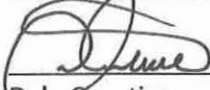
**THAT** the Zoning Bylaw Amendment Bylaw No. 1021, 2013 be read a second time and a third time.

**Respectfully submitted for your consideration;**

A handwritten signature in black ink, appearing to read "A. Isakov", is written over a horizontal line.

Andre Isakov  
Manager, Planning and Community Services

**DIRECTOR OF FINANCE COMMENTS:**

A handwritten signature in black ink, appearing to read "Dale Courtice", written over a horizontal line.

Dale Courtice  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

A handwritten signature in blue ink, appearing to read "Ted Tisdale", written over a horizontal line. To the left of the signature is a blue ink mark that looks like "An".

Ted Tisdale  
Chief Administrative Officer



**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1021**

**A bylaw to amend Village of Harrison Hot Springs  
Zoning Bylaw 1020, 2012**

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**WHEREAS** the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Zoning Bylaw No. 1020, 2012, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted January 7th, 2013;

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

**I. CITATION**

This Bylaw may be cited for all purposes as the "**Village of Harrison Hot Springs Zoning Bylaw Amendment Bylaw No. 1021, 2013**".

**II. TEXT AMENDMENT**

That the Village of Harrison Hot Springs Zoning Bylaw Number 1020, 2012, be amended by:

- A. Inserting the following new sub-section: "VI. 4). (8) Comprehensive Development Zone 3 – CD-3"; and
- B. Inserting the above sub-section within the Table of Contents.

**"VI. 4). (8) COMPREHENSIVE DEVELOPMENT ZONE THREE – CD-3**

**.1) Intent**

This zone is intended to provide for *low density, single detached dwellings* on small bare land strata *parcels* located on Plan 35160, Lot 37, Section 12, Township 4, Range 29, Meridian W6, Land District NW.

.2) Permitted Uses

The following uses and no others are permitted in the CD-3 zone:

Principal Uses

- .1 *Single Detached Dwelling*

Accessory Uses

- .1 *Home Occupation;*  
.2 *Parking area;*  
.3 *Parking garage.*

.3) Conditions on Use

- .1 All permitted uses shall be connected to the Village of Harrison Hot Springs community water system and sanitary sewer system.
- .2 All parcels shall have vehicle access only through a common lane in the rear.
- .3 Landscaping and screening shall be approved by the Village and conducted in accordance with the conditions outlined within the Zoning Bylaw 1020.

.4) Regulations

On a *parcel* zoned CD-3, no *building or structure* will be constructed, located or altered and no plan of subdivision will be approved which contravenes the regulations set out in the following table in which Column I sets out the matter to be regulated and Column II sets out the regulations.

COLUMN I	COLUMN II
Minimum <i>Lot Size</i>	335 m <sup>2</sup>
Minimum <i>Lot Width</i>	10.5 metres
Maximum Number of <i>Principle Buildings</i>	1
<i>Principle Buildings Minimum Setback</i> <ul style="list-style-type: none"> <li>• <i>front parcel line</i></li> <li>• <i>interior parcel line</i></li> <li>• <i>exterior parcel line</i></li> <li>• <i>rear parcel line</i></li> </ul>	4.5 metres 1.2 metres 1.2 metres 4.0 metres
Maximum Number of <i>Accessory Buildings and Structures</i>	2
<i>Accessory Building and Structures Minimum Setback</i> <ul style="list-style-type: none"> <li>• <i>front parcel line</i></li> <li>• <i>interior parcel line</i></li> <li>• <i>exterior parcel line</i></li> <li>• <i>rear parcel line</i></li> </ul>	4.5 metres 1.0 metres 1.2 metres 1.0 metres
Maximum <i>Lot Coverage</i>	60%
Maximum <i>Building Height</i>	7.5 metres for <i>principle buildings</i> 3.8 metres for <i>accessory buildings</i>
<i>Parking and Loading</i>	2 parking spaces per parcel

#### 4 Community Amenities

On a parcel zoned CD-3, no building or structure shall be constructed until the following community amenity has been provided to the Village:

1. A \$15,000 contribution towards beachfront and waterfront streetscape improvements.

5 Comprehensive Development Plan

On a parcel zoned CD-3, no building or structure shall be constructed, located or altered and no plan of subdivision approved which is not generally in accordance with the Comprehensive Development Plan which forms an integral component of this zone as Schedule 1.

**II. MAP AMENDMENT**

- A. That Schedule A, the Zoning Map of the Village of Harrison Hot Springs Bylaw No. 1020, be amended by rezoning the property located on Plan 35160, Lot 37, Section 12, Township 4, Range 29, Meridian W6, Land District NW, and as outlined in heavy black outline and cross-hatched on Schedule 2 of this Bylaw, from the **Residential One Zone (R-1)** to **Comprehensive Development Zone 3 (CD-3)**.
- B. That the map appended hereto designated as Schedule 2 showing such amendment is an integral part of this Bylaw.

**III. READINGS AND ADOPTION**

READ A FIRST TIME THIS 7th DAY OF JANUARY, 2013

A PUBLIC HEARING WAS HELD ON THE \_\_\_\_ DAY OF \_\_\_\_, 2013

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_, 2013

READ A THIRD TIME THIS \_\_\_\_ DAY OF \_\_\_\_, 2013

ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_, 2013

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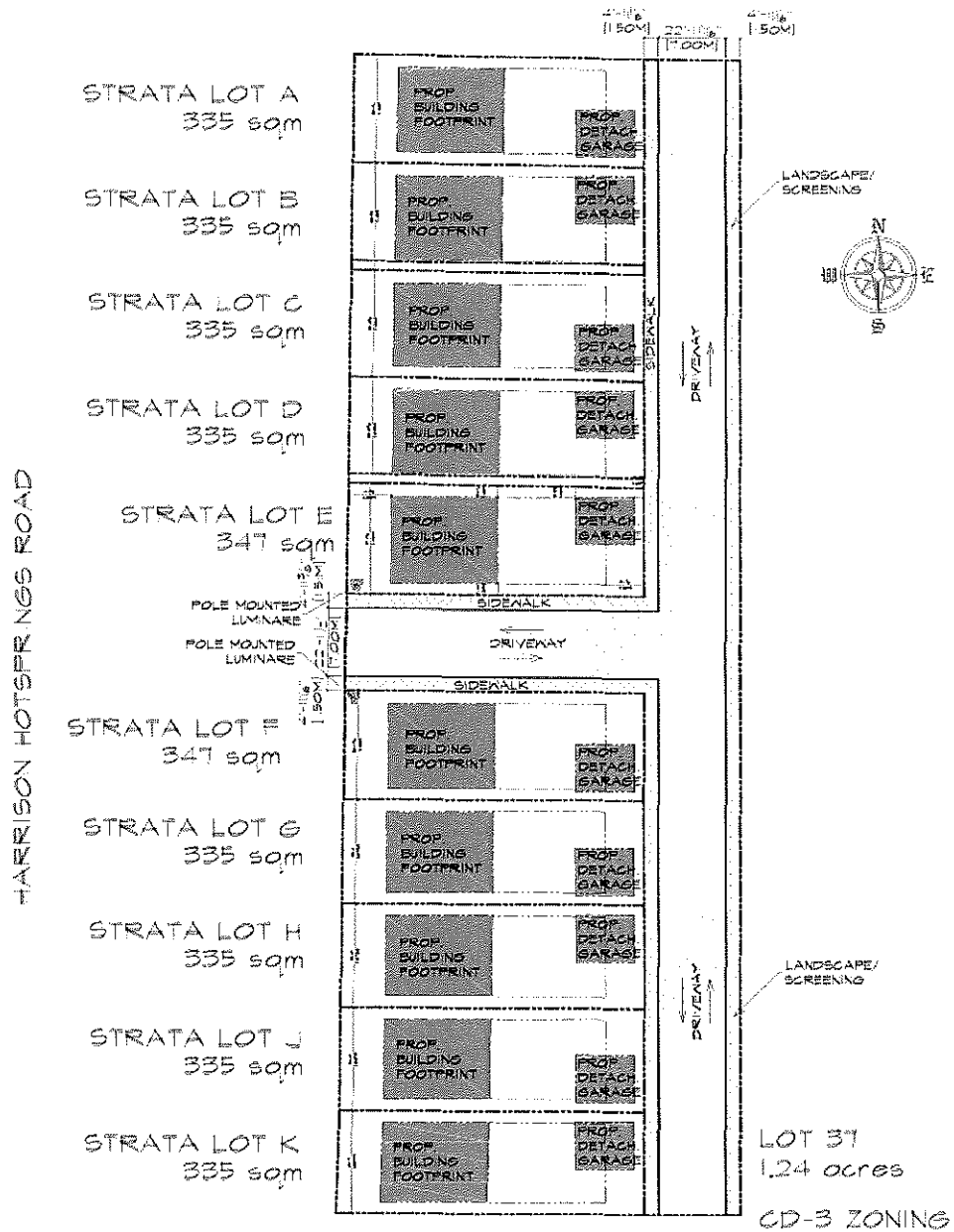
Mayor

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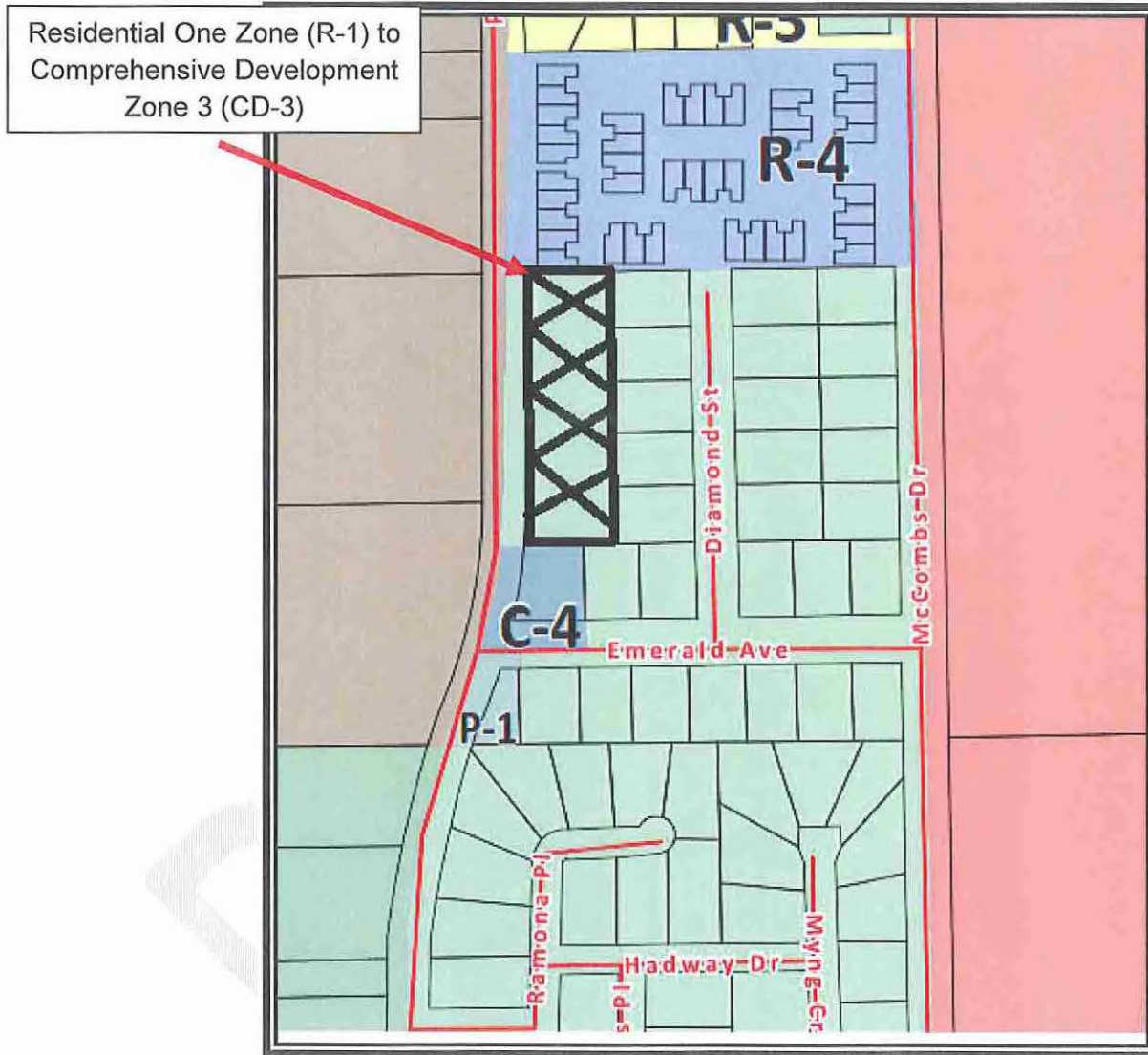
Corporate Officer



# **Schedule 1 of Bylaw 1021 Comprehensive Development Plan**



## Schedule 2 of Bylaw 1021



## SustainableHarrison Strategic Question Assessment

### 1. Does the project move Harrison toward our shared Vision of Success ?

This project is most directly associated with moving Harrison toward which of the following Community Priorities?

- ☒ Enriching Community Life  
☐ Enhancing the Visitor Experience

- ☒ Ensuring Economic Viability  
☐ Protecting the Environment

*\*choose all that apply*

Which Descriptions of Success most strongly support the implementation of your proposed project?

Buildings and Sites

1st Statement

A diverse mix and adequate supply of housing provides livable options for residents of all ages, incomes and needs.

Land Use and Natural Areas

4th Statement

Compact, livable and mixed-use development is promoted and supported.

Buildings and Sites

8th Statement

Buildings and sites avoid continuous encroachment on nature and protect natural areas within and around them as much as possible.

Descriptions of Success - Reference Links

Arts, Culture, Recreation & Leisure  
Buildings and Sites  
Economy and Tourism  
Education, Health & Social Services  
Energy, Waste and Water Systems

	DOS
	DOS
	DOS
	DOS
	DOS

Food	DOS
Land Use and Natural Areas	DOS
Transportation and Mobility	DOS

Which Descriptions of Success potentially conflict with the implementation of your proposed project?

n/a

1st Statement

n/a

Select DOS Statement

n/a

Select DOS Statement

Are there potential mitigations for these apparent conflicts?

☒ Yes ☐ No

This project does not have any foreseen conflicts with the Descriptions of Success, thus there is no need to take action to mitigate.

### 2. Does the project move Harrison toward our Sustainability Objectives?



To reduce, and eventually eliminate Harrison's contribution to the systematic increase in the build up of substances taken from the earth's crust.

Examples

away

To reduce, and eventually eliminate Harrison's contribution to the systematic increase in the build up of substances produced by society.

Examples

toward slowly

To reduce, and eventually eliminate Harrison's contribution to the systematic degradation of natural systems by physical means.

Examples

toward slowly

To reduce, and eventually eliminate Harrison's contribution to systematically

Examples

toward slowly

### 3. Does the project ensure flexibility for further movement toward SustainableHarrison?

This project incorporates long-term flexibility by encouraging in-fill and small lot development.

### 4. Does the project ensure that financial resources are applied strategically?

If possible, place a value on the increased level of service that this project would provide to residents, businesses and institutions. e.g. what are they willing to pay for it through fees or taxes?

\$ n/a

Will the project reduce/increase current operating or maintenance expenses? Estimate the annual savings or costs (-)

\$ n/a

Considering new revenue/savings and additional operational costs /savings what is the approximate simple pay-back period on the invested capital?

n/a

Are there other justifications for this project being considered a particularly good financial investment? e.g. ROI, IRR, mandatory for compliance etc.

The development will result in DCC revenue, and ongoing tax revenue for the community.

Given the long-term costs/savings, revenue streams and enduring benefits associated with the proposed project, please confirm whether or not you feel that the proposed concept is a good use of limited financial resources:

☒ Yes ☐ No



**VILLAGE OF HARRISON HOT SPRINGS****REPORT TO COUNCIL**

**TO:** Mayor and Council **DATE:** January 30, 2013.

**FROM:** Andre Isakov **FILE:** 6520-20-11/  
3360-20-22

Manager, Planning and Community Services

**SUBJECT: OCP AMENDMENT AND REZONING APPLICATION**

Section 13, TP 4, R 29, W6M, NWD Portion Fractional Except Plan PT subdivided by Plan 251 and except PT subdivided by PL 9656, 9786, 27133, 38836, 48818, 53383, 66843, 66844, 66845, 66846, 70213.

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**ISSUE:**

Staff are seeking Council direction on the Official Community Plan Amendment Bylaw No. 1027, 2013 and Zoning Bylaw Amendment Bylaw No. 1028, 2013.

**BACKGROUND:**

The Village of Harrison Hot Springs has received an application for an OCP amendment and rezoning for a property located on the east side, parallel Rockwell drive (please refer to maps attached to Bylaws).

The proposal seeks to amend the designation of the outlined lands within the OCP from Resource to Low Density Residential and to also rezone the outlined lands from Resource Reserve (RR) Zone to Low Density Residential 3 Zone (Small Lot). The OCP amendment and rezoning would allow for development of up to 3 single family homes on the land following the development permit and/or subdivision process.

The property in questions is within the Geotechnical Hazard Development Permit Area as outlined within Section 9 of the OCP. As such, the property will be required to have a site specific Geotechnical Report provided by a certified geotechnical engineer at a later subdivision or building permit stages. The issues of property access and servicing would also have to be addressed at building permit or subdivision stages. Note that R-3 Zone dwellings are required to have Community Sewer and Community Water System connections.

Attachments:

1. Official Community Plan Amendment Bylaw No. 1027;
2. Zoning Bylaw Amendment Bylaw No. 1028;
3. Sustainable Harrison Strategic Question Assessment.

**The following options are provided for Council's consideration:**

Option 1.

THAT Official Community Plan Amendment Bylaw No. 1027, 2013 be read a first time;

AND THAT Zoning Bylaw Amendment Bylaw No. 1028, 2013 be read a first time;

AND FURTHER THAT Official Community Plan Amendment Bylaw No. 1027, 2013 and Zoning Bylaw Amendment Bylaw No. 1028, 2013 be referred to:

- a) the Village Engineer;
- b) the Fire Chief;
- c) the Advisory Planning Commission;
- d) the Ministry of Transportation and Infrastructure;
- e) the School District; and
- f) the Fraser Valley Regional District,

for comment pursuant to the consultation requirements of Section 879 of the Local Government Act prior to the bylaws being considered for second reading.

Option 2.

Request staff to revise the Official Community Plan Amendment Bylaw No. 1027, 2013 and Zoning Bylaw Amendment Bylaw No. 1028, 2013.

Option 3.

Decide not to proceed further with the Official Community Plan Amendment Bylaw No. 1027, 2013 and Zoning Bylaw Amendment Bylaw No. 1028, 2013.

**RECOMMENDATION:**

**THAT** Official Community Plan Amendment Bylaw No. 1027, 2013 be read a first time;

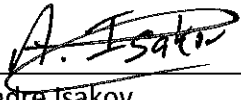
**AND THAT** Zoning Bylaw Amendment Bylaw No. 1028, 2013 be read a first time;

**AND FURTHER THAT** Official Community Plan Amendment Bylaw No. 1027, 2013 and Zoning Bylaw Amendment Bylaw No. 1028, 2013 be referred to:

- a) the Village Engineer;
- b) the Fire Chief;
- c) the Advisory Planning Commission;
- d) the Ministry of Transportation and Infrastructure;
- e) the School District; and
- f) the Fraser Valley Regional District,

for comment pursuant to the consultation requirements of Section 879 of the Local Government Act prior to the bylaws being considered for second reading.

**Respectfully submitted for your  
consideration;**



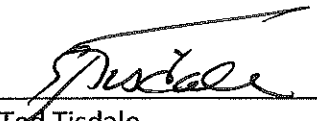
Andre Isakov  
Manager, Planning and Community Services

**DIRECTOR OF FINANCE COMMENTS:**



Dale Courtice  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



Ted Tisdale  
Chief Administrative Officer



## VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 1027

### **A bylaw to amend Village of Harrison Hot Springs Official Community Plan Bylaw 864, 2007**

---

**WHEREAS** the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Official Community Plan Bylaw No. 864, the Official Community Plan Bylaw for the Village of Harrison Hot Springs, as adopted May 7, 2007;

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

#### **I. CITATION**

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Official Community Plan Amendment Bylaw No. 1027, 2013".

#### **II. TEXT AMENDMENT**

A. That Schedule 1-A, the Official Community Plan Text of the Village of Harrison Hot Springs Official Community No. 864, be amended by including the following sections:

1. Section 8.3.6 - "Resource land designations will be reviewed and amended to respond to current information or changing conditions."

#### **III. MAP AMENDMENT**

A. That Schedule 1-B, the Future Land Use Designation Map of the Village of Harrison Hot Springs Official Community No. 864, be amended by redesignating a portion of the lands located on the north section of the lands, adjacent to Rockwell Drive, legally described as Section 13, TP 4, R 29, W6M, NWD Portion Fractional Except Plan PT subdivided by Plan 251 and except PT subdivided by PL 9656, 9786, 27133, 38836, 48818, 53383, 66843, 66844, 66845, 66846, 70213, as outlined in heavy black outline and cross-hatched on Schedule 1 of this Bylaw from **Resource** to **Low Density Residential**.

**IV. READINGS AND ADOPTION**

READ A FIRST TIME THIS    DAY OF    , 2013

A PUBLIC HEARING WAS HELD ON THE            DAY OF            , 2013

READ A SECOND TIME THIS    DAY OF    , 2013

READ A THIRD TIME THIS            DAY OF            , 2013

ADOPTED THIS            DAY OF            , 2013

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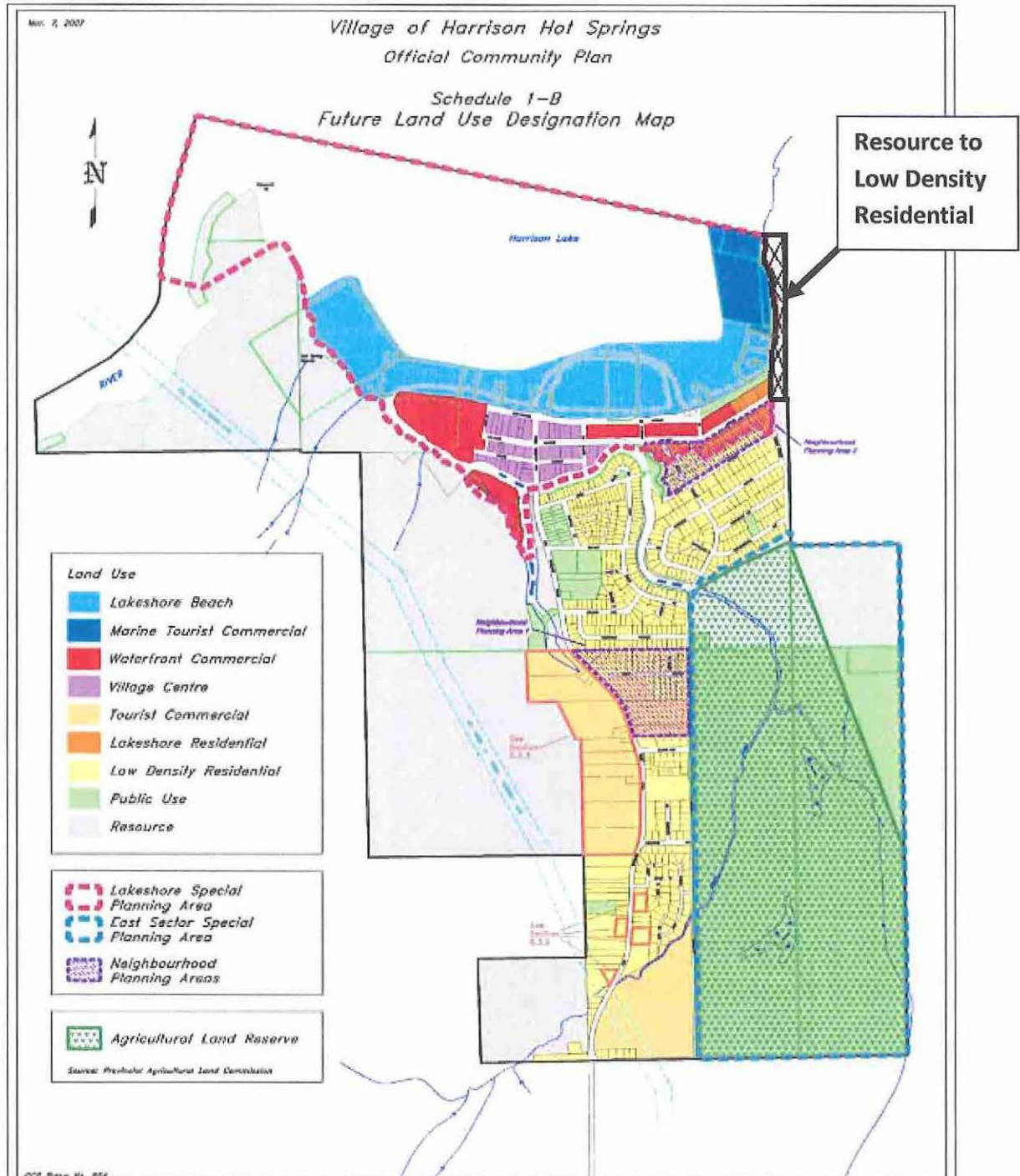
Mayor

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Corporate Officer



# **Bylaw 1027** **Schedule 1**





VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1028

**A bylaw to amend Village of Harrison Hot Springs Zoning Bylaw 1020, 2012**

**WHEREAS** the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Zoning Bylaw No. 1020, 2012, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted January 7, 2013;

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

**I. CITATION**

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Zoning Bylaw Amendment Bylaw No. 1028, 2013".

**II. MAP AMENDMENT**

- A. That Schedule A, the Zoning Map of the Village of Harrison Hot Springs Bylaw No. 1020, be amended by rezoning a portion of the lands located on the north section of the lands, adjacent to Rockwell Drive, legally described as Section 13, TP 4, R 29, W6M, NWD Portion Fractional Except Plan PT subdivided by Plan 251 and except PT subdivided by PL 9656, 9786, 27133, 38836, 48818, 53383, 66843, 66844, 66845, 66846, 70213, outlined in heavy black outline and cross-hatched on Schedule 1 of this Bylaw from **Resource Reserve (RR)** zone to **Low Density Residential 3 (Small Lot) – R-3** zone.
- B. That the map appended hereto designated as Schedule 1 showing such amendment is an integral part of this Bylaw.

**III. READINGS AND ADOPTION**

READ A FIRST TIME THIS      DAY OF      , 2013

A PUBLIC HEARING WAS HELD ON THE      DAY OF      , 2013

READ A SECOND TIME THIS      DAY OF      , 2013

READ A THIRD TIME THIS      DAY OF      , 2013

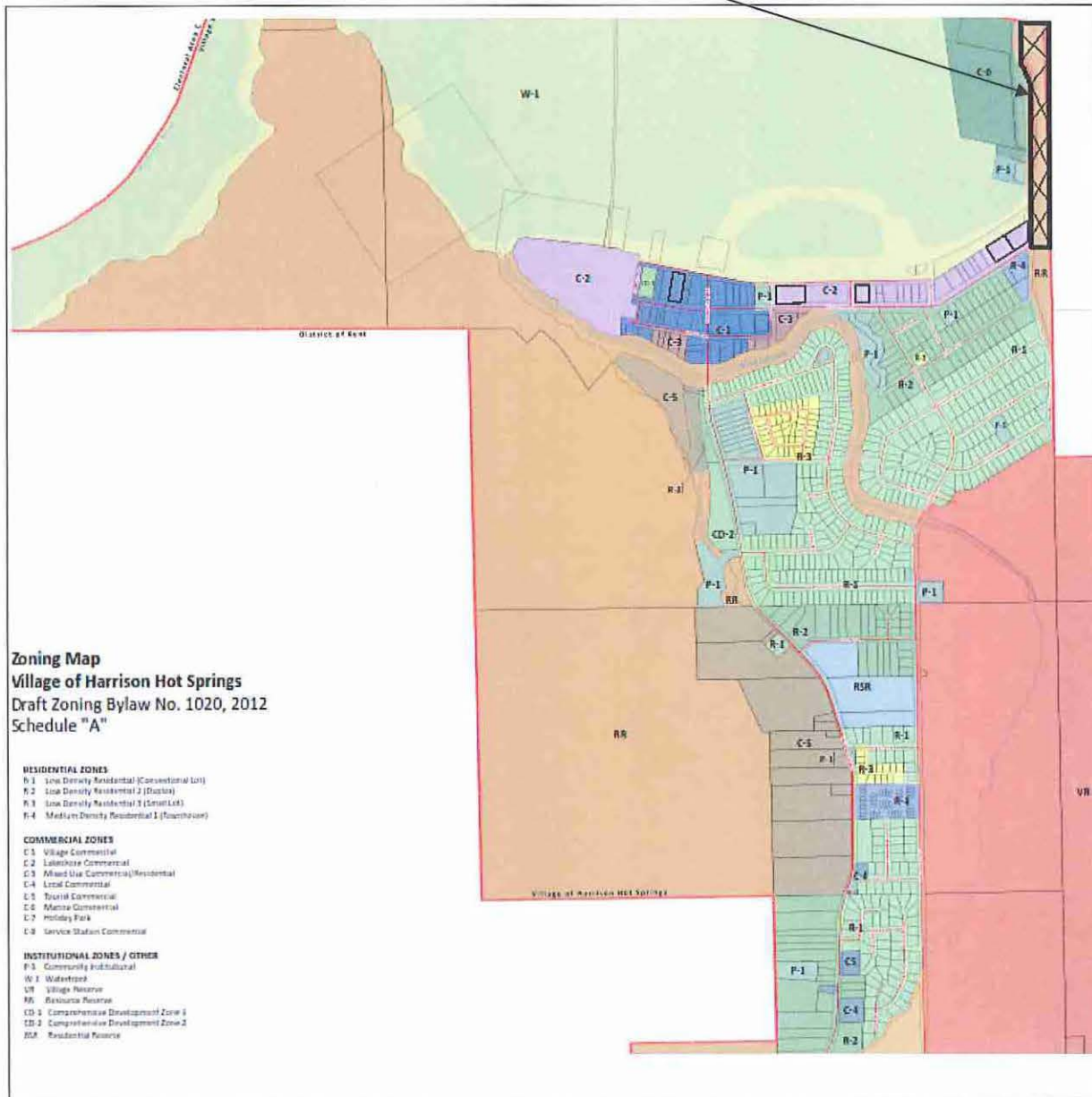
ADOPTED THIS      DAY OF      , 2013

\_\_\_\_\_  
Mayor

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

## Bylaw 1028 Schedule 1

**Resource Reserve (RR) Zone to  
Low Density Residential 3 Zone (Small Lot)**







## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

TO: Mayor and Council DATE: January 30, 2013

FROM: Peggy Parberry  
Manager of Revenue Services FILE: 1970-06-01

SUBJECT: Pre-Authorized Payment Bylaw No. 1029, 2013

---

#### ISSUE:

To approve a bylaw to allow alternate methods of payment for Property Taxes and Utilities.

#### BACKGROUND:


The Village of Harrison Hot Springs began offering property tax payers the option of prepayment of their taxes by pre-authorized debit. This program has been very well received and we currently have 93 prepayments set up.

There have been many requests from property owners to have the same program set up for the pre-payment of the utility invoices. In order to accommodate these requests staff has drafted a new Pre-Authorized Payment Bylaw to allow for two payment plans. Payments of property taxes will remain over a ten (10) month period (August 15<sup>th</sup> through May 15<sup>th</sup> of each year). Payments of utility accounts will be on the 1<sup>st</sup> business day of each month during the year. It is suggested that current Bylaw NO. 969 be repealed.

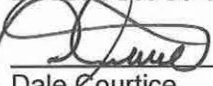
#### RECOMMENDATION:

That Pre-Authorized Payment Bylaw No. 1029, 2013 be received for first, second and third readings.

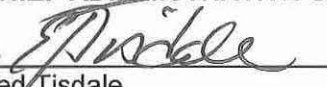
Respectfully submitted for your consideration;

  
Peggy Parberry  
Manager of Revenue Services

#### DIRECTOR OF FINANCE COMMENTS:

  
Dale Courtice  
Director of Finance

#### CHIEF ADMINISTRATIVE OFFICER COMMENTS:

  
Ted Tisdale  
Chief Administrative Officer

**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1029**

**A bylaw to regulate Pre-Authorized Payments**

---

**WHEREAS** the Village of Harrison Hot Springs has deemed it desirable to establish alternate methods of payments for Property Taxes and Utility Fees;

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

**1. CITATION**

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Pre-Authorized Payment No. 1029, 2013".

**2. PREAUTHORIZED PAYMENTS FOR PROPERTY TAXES**

- 2.1** Application may be made to pay property taxes through the Preauthorized Payment Plan. Payment will be credited to the appropriate folio account. The payment plan begins on August 15<sup>th</sup> of each year and ends on May 15<sup>th</sup> the following year.
- 2.2** If the current property taxes have been paid in full at the commencement of the preauthorized payment plan, a credit will accumulate in the account for the following year's taxes. Interest will be applied to credit accounts at a rate set by the Provincial Government.
- 2.3** Preauthorized payments will be applied to reduce any outstanding balance. Any late payment penalties and interest charges will apply.

**3. PREAUTHORIZED PAYMENTS FOR ANNUAL UTILITY FEES**

- 3.1** Application may be made to pay utility fee payments through the Preauthorized Payment Plan. This plan will collect twelve (12) monthly payments which will be credited to the appropriate utility account. The payment plan begins on the 1<sup>st</sup> regular business day of April 2013 and a payment will be collected on the 1<sup>st</sup> regular business day of each month thereafter.
- 3.2** If the current utility fees have been paid in full at the commencement of the preauthorized payment plan, a credit will accumulate in the account for the following period's utility fees.

**4. CANCELLATION**

Participation may, at any time, be cancelled by submitting a written notice 10 days in advance of the next installment date. Credit balances will not be refunded.

**5. PENALTIES**

**5.1** Returned/Dishonored pre-authorized debits will be treated in the same manner as an NSF cheque and be subject to any applicable fees prescribed by the Village.

**5.2** If two consecutive payments are returned or dishonoured, the participant's enrolment in the plan may be cancelled by the Director of Finance or designate.

**6. REPEAL**

That "Pre-Authorized Payment Bylaw No. 969, 2011" be repealed in its entirety.

**7. READINGS AND ADOPTION**

READ A FIRST TIME THIS      DAY OF FEBRUARY, 2013

READ A SECOND TIME THIS      DAY OF FEBRUARY, 2013

READ A THIRD TIME THIS      DAY OF FEBRUARY, 2013

ADOPTED THIS      DAY OF FEBRUARY, 2013

---

Mayor

---

Corporate Officer



## VILLAGE OF HARRISON HOT SPRINGS

### REPORT TO COUNCIL

TO: Mayor and Council DATE: January 29, 2013

FROM: Debra Key, Deputy Chief Administrative Officer/CO FILE: 3900-01

SUBJECT: Records Management Bylaw No. 1030, 2013

---

**ISSUE:** To establish a new Records Management Bylaw.

#### BACKGROUND:

The Village of Harrison Hot Springs currently has a Records Retention and Scheduling Bylaw that was adopted in April of 2007. While the bylaw addresses authority to retain and destroy certain redundant records, it is not consistent with the assignment of its current numbered records and is outdated.

Staff has been following best practice to manage its record management system as provided for by the Local Government Management Association and would like to update its bylaw. With the publication of the new Local Government Management Association's "Records Management Manual for Local Government Organizations" in 2012, it is staff's recommendation to continue to follow best practice as outlined in the Manual.

Staff is recommending the adoption of the Model Records Management Bylaw as suggested by the Association.

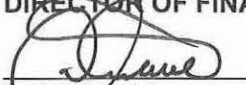
#### RECOMMENDATION:

THAT Records Management Bylaw No. 1030, 2013 be given first, second and third reading.

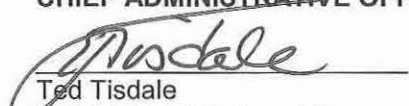
Respectfully submitted for your consideration;

  
Debra Key  
Deputy Chief Administrative Officer/CO

#### DIRECTOR OF FINANCE COMMENTS:

  
Dale Courtice  
Director of Finance

#### CHIEF ADMINISTRATIVE OFFICER COMMENTS:

  
Ted Tisdale  
Chief Administrative Officer



## VILLAGE OF HARRISON HOT SPRINGS

### BYLAW NO. 1030



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#### Being a Bylaw to establish a records management system

---

**WHEREAS** under Section 148 of the *Community Charter*, the Council shall, by bylaw assign to an officer, responsibility for corporate administration including assurance that records of the business of the local government are maintained and kept safe;

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

**1. CITATION**

This Bylaw may be cited for all purposes as "Records Management Bylaw No. 1030, 2013".

**2. DEFINITIONS**

"Corporate Officer" means the person designated and authorized to act on behalf of the organization to manage and maintain the records management system;

"record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;

"records management system" includes a system used by the Village of Harrison Hot Springs to manage the records of the Village of Harrison Hot Springs from record creation through to records disposal;

"Village" means the Village of Harrison Hot Springs

**3. RECORDS MANAGEMENT SYSTEM ESTABLISHED**

The records management system currently used by the Village of Harrison Hot Springs is authorized.



4. **COMPLIANCE WITH RECORDS MANAGEMENT SYSTEM**

All records in the custody and control of the employees of the Village are the property of the Village of Harrison Hot Springs. All records of the Village must comply with this records management system and this bylaw. All employees and management of the Village must comply with this bylaw.

5. **CORPORATE OFFICER**

The Corporate Officer is responsible for the management and maintenance of the records management system. The Corporate Officer is authorized to manage and maintain the records management system.

6. **MANUAL OF PROCEDURES AND POLICY**

The Corporate Officer is authorized to create and maintain a manual of procedures and policy (the "Manual"). Records of the Village are created, accessed, maintained and disposed of only as provided by the Manual.

The Manual must provide for management of the records of the Village and include provisions regarding:

- ◆ the creation and organization of records, including records not authorized for creation;
- ◆ the collection of records (including records not authorized for collection);
- ◆ access to records;
- ◆ disclosure of records;
- ◆ maintenance of records;
- ◆ retention of records;
- ◆ security of records;
- ◆ storage of records;
- ◆ preservation of records;
- ◆ disposal of records; and
- ◆ any other matter(s) the Corporate Officer authorizes to be included in the Manual.

7. **INTEGRITY AND AUTHENTICITY MAINTAINED**

The records management system must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

8. **AUTHORIZATION TO AMEND MANUAL**

The Corporate Officer is authorized to amend the Manual.

**9. COMPLIANCE WITH LAW**

The records management system must comply with the Manual, applicable laws and any provincial, national or international standards adopted for use and contained in the Manual.

**10. SEVERABILITY**

If any section, subsection, paragraph, subparagraph or clause of the Records Management Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Records Management Bylaw.

**11. REPEAL**

- a. That "Records Retention and Scheduling Bylaw No. 868, 2007" and all Schedules attached thereto be repealed in its entirety.

**READ FOR A FIRST TIME THIS 4<sup>th</sup> DAY OF FEBRUARY, 2013**

**READ FOR A SECOND TIME THIS 4<sup>th</sup> DAY OF FEBRUARY, 2013**

**READ FOR A THIRD TIME THIS 4<sup>th</sup> DAY OF FEBRUARY, 2013**

**ADOPTED THIS        DAY OF**

\_\_\_\_\_  
Mayor

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



100 Newport Drive, P.O. Box 36, Port Moody, B.C., V3H 3E1, Canada  
Tel 604.469.4500 Fax 604.469.4550  
[www.portmoody.ca](http://www.portmoody.ca)

December 17, 2012

File: 0375-20-01

Honourable Margaret MacDiarmid  
Minister of Health  
PO Box 9050, Stn Prov Govt.  
Victoria BC V8W 9E2

Dear Minister MacDiarmid:

**Re: Report from Notice of Motion – MCV4 – Meningococcal Conjugate Vaccine**

At the Regular Council meeting of November 13, 2012, Port Moody City Council passed the following resolution:

**WHEREAS Meningitis has caused the preventable deaths of young people from nearby communities and from around the province increasingly in the past years;**

**AND WHEREAS many other provinces have adopted the MCV4 – Meningococcal Conjugate Vaccine to prevent such unnecessary losses;**

**AND WHEREAS the cost of the MCV4 – Meningococcal Conjugate Vaccine has decreased while the incidence of disease and death has increased since the province last considered provision of the necessary treatment;**

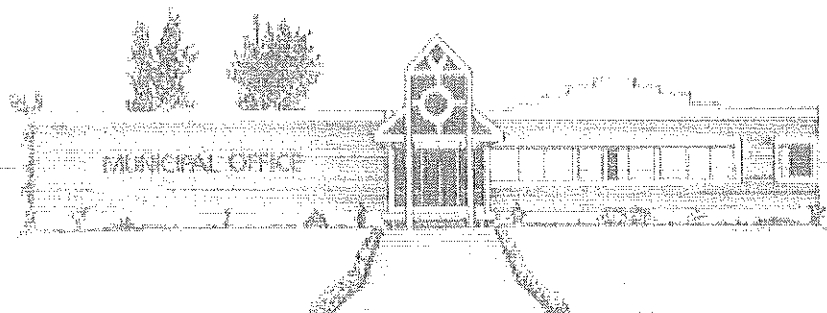
**NOW THEREFORE BE IT RESOLVED THAT the City of Port Moody request that the British Columbia Provincial Government reconsider the provision of the necessary MCV4 – Meningococcal Conjugate Vaccine promptly and provide details of that reconsideration and its results to the public and to this Council;**

**AND FURTHER BE IT RESOLVED THAT this resolution be forwarded to municipalities within the Fraser Health Authority service area.**

Yours truly,

M.E. (Mike) Clay  
Mayor

cc: David Mitchell, Chairman of the Board of Fraser Health for distribution



*District of  
Hudson's Hope*

9904 - 100th Avenue  
PO Box 330  
Hudson's Hope, BC  
Phone: (250) 783-9  
Fax: (250) 783-5

*Office of the Mayor*

January 28, 2013

City of Fort St. John  
10631 - 100th Street  
Fort St. John, BC  
V1J 3Z5

*Letter of  
Support*

Dear Mayor Ackerman & Council:

**Re: Persons with Disabilities Benefit**

The District of Hudson's Hope, at its Regular meeting of Council dated January 14, 2013, passed a resolution in support of the City of Port Alberni and the City of Fort St. John's proposal for a increase from \$900 to \$1,200 per month for persons with disabilities.

We hope that you will take this letter of support into consideration.

Yours truly,

Mayor Gwen Johansson  
DISTRICT OF HUDSON'S HOPE

/lg

Encl: Correspondence from District of Elkford

Cc: City of Port Alberni  
UBCM Municipalities



7170 Cheam Avenue  
P.O. Box 70  
Agassiz, British Columbia  
Canada V0M 1A0

Tel: (604) 796-2235  
Fax: (604) 796-9854  
Web: [www.district.kent.bc.ca](http://www.district.kent.bc.ca)

January 31, 2013

FILE: 0400-20

Ms. Deanna Bekker  
Ministry of Health  
1515 Blanshard Street  
Victoria, BC V8W 3C8

Dear Ms. Bekker:

**RE: Draft Public Health Plan**

Thank you for the opportunity to review the Draft Public Health Plan that was provided to the District of Kent through the Union of British Columbia Municipalities on January 9, 2013.

In our review of the Plan, we note that it provides a broad vision for the Ministry of Health's public health system, and offers suggestions on how Local Governments can work with the Ministry on the delivery of services to improve the health determinants of the residents of British Columbia. However, it does not provide any action items on how the Ministry proposes to partner or collaborate on the listed activities that influence public health (page 33). Further, *Goal 6 – Environmental Health* (page 69 to 73) of the Plan lists objectives that propose the risk reduction of public health through partnerships to improve the quality of air, water, food and living environments without clearly defining responsibilities and outcomes. This is a concern, as the intent may be that Local Governments take the lead on many of the initiatives outlined within the Plan.

Even though, as a Local Government, we already provide many of the items outlined within the Plan, the District could not be expected to have the resources or to champion each issue it is faced with. Especially, in those areas that have been traditionally under the jurisdiction of the Provincial or Federal Governments (i.e. substance abuse, housing, employment and wealth generation, etc.). For example, if the expectation is for Local Governments to take the lead on substance abuse, homelessness or wealth generation; municipalities would either need to create internal social departments to oversee services or take away from existing service to meet the expected mandate. This would become an expensive and unrealistic proposition for our small community.



As this Plan may be perceived as a hypothetical framework for the future, the Ministry of Health needs to understand that local governments do not have the resources to take on additional responsibilities as outlined your draft document. Municipalities, particularly smaller ones, are expected to provide more and more programs and bear the costs associated with them, policing costs being just one example where expectations and costs have grown substantially. With limited resources and tax base this is becoming virtually untenable.

While we appreciate the Ministry of Health asking for our input, we are not interested in being a partner in cost sharing a provincial responsibility on health care core services as mentioned above.

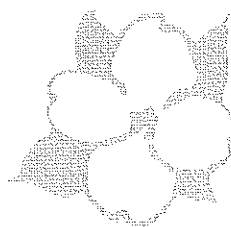
If you have any questions on our comments, please feel free to contact my office at 604-796-2235.

Sincerely,



John Van Laerhoven  
Mayor, District of Kent

pc: Honourable Christy Clark, Premier  
Honourable Margaret MacDiarmid, Minister of Health  
Mr. John Les, MLA (Chilliwack)  
Ms. Gwen O'Mahony, MLA (Chilliwack-Hope)  
All UBCM Municipalities  
Ms. Marylyn Chiang, staff support for Healthy Communities, UBCM



Better Communities. Better Lives.

# LMLGA

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

**TO: Mayor/Chair; Council/Board**

**FROM: Councillor Barbara Steele, LMLGA President**

**DATE: February 1, 2013 (5 pages total)**

**RE: 2013 RESOLUTIONS - ANNUAL GENERAL MEETING**

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**Please include the following information on your next meeting agenda.**

The LMLGA Conference and AGM will be held on May 8 – 10, 2013 in Harrison Hot Springs and we are *now accepting resolutions* from the membership. The deadline for receipt of your resolutions and to have them included for discussion at the AGM is **Thursday, March 22<sup>nd</sup>**.

We encourage LMLGA members to submit their resolutions to the LMLGA for debate, rather than submitting them to UBCM. LMLGA-endorsed resolutions on province-wide issues are submitted *automatically* to UBCM for consideration at the UBCM Convention. Resolutions received from the LMLGA, and supported by our membership as a whole, tend to hold more weight than those that are submitted by individual communities.

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### **GOLD STAR CRITERIA**

LMLGA utilizes the Gold Star Criteria that is currently used by the Union of BC Municipalities. We would encourage all members to review the Gold Star Criteria and the Model Resolution (attached) in an effort to submit concise and clear resolutions submitted for debate.

### **DEADLINE FOR RESOLUTIONS**

All resolutions must be received in the LMLGA office by: **THURSDAY, MARCH 22, 2013**

### **SUBMISSION REQUIREMENTS**

Resolutions submitted to the LMLGA for consideration shall be submitted as follows:

- one copy of the resolution via regular mail to the address on page 2 and one copy by email to [jyoung@ubcm.ca](mailto:jyoung@ubcm.ca)
- the resolution should not contain more than two "whereas" clauses;
- background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

## **LATE RESOLUTIONS**

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements to the LMLGA by the Monday noon (May 6<sup>th</sup>) preceding the date of the Annual General Meeting (May 9<sup>th</sup>).
- b. Late resolutions shall be considered for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion LMLGA shall produce sufficient copies for distribution at the Convention.

### **SUBMIT RESOLUTIONS TO:**

**LMLGA  
60-10551 Shellbridge Way  
Richmond, BC V6X 2W9**

**Phone: (604) 270-8226 ext. 103**

**Fax: (604) 270-9116**

**Email: [jyoung@ubcm.ca](mailto:jyoung@ubcm.ca)**

## **THE RESOLUTIONS PROCESS**

1. Members submit their resolutions to Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions submitted for consideration at the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are conveyed to the appropriate order of government, or relevant organization, for responses.
5. Once the responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

## **GUIDELINES FOR PREPARING RESOLUTIONS**

### **The Construction of a Resolution:**

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

**Preamble:**

The preamble commences with a recital, or "WHEREAS", clause. This is a concise sentence about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two "WHEREAS" clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

**Enactment Clause:**

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by LMLGA.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

**How to Draft a Resolution:**

**1. Address one specific subject in the text of the resolution.**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

**2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to struggle with complicated text or vague concepts.

**3. Provide factual background information.**

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

**4. Construct a brief, descriptive title.**

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

**5. Check legislative references for accuracy.**

Where necessary, identify:

- the correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government)
- the correct legislation, including the name of the Act

**6. Focus on issues that are relevant to all LMLGA members.**

The issue identified in the resolution should be relevant to other local governments in the LMLGA. This will support proper debate on the issue and assist LMLGA or UBCM to represent your concern effectively to the provincial or federal government on behalf of all local governments.

**7. Avoid repeat resolutions.**

In the past, resolutions have come back year after year on the same topic. Elected officials and staff are encouraged to search the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the "Resolutions and Policy" tab at the top of the page. It will be possible to locate any resolutions on the same topic that have been considered in the past and what the response has been. Endorsed resolutions are part of the advocacy agenda and duplicates are not required.

**8. Ensure that your own local government's process for consideration, endorsement, and conveyance of resolutions to LMLGA/UBCM is followed.**

**UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS**

The Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to the relevant Area Association prior to UBCM Convention.

If you have any questions, please contact Joslyn Young by email at [jyoung@ubcm.ca](mailto:jyoung@ubcm.ca) or by calling (604) 270-8226 ext. 103.



**MODEL RESOLUTION**

**SHORT TITLE:** \_\_\_\_\_

**Local Government Name** \_\_\_\_\_

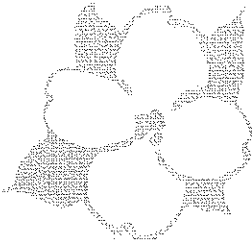
WHEREAS \_\_\_\_\_  
\_\_\_\_\_;

AND WHEREAS \_\_\_\_\_  
\_\_\_\_\_;

THEREFORE BE IT RESOLVED that \_\_\_\_\_  
\_\_\_\_\_.

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that \_\_\_\_\_  
\_\_\_\_\_.



*Better Communities. Better Lives.*

# LMLGA

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

## CALL FOR NOMINATIONS FOR LMLGA EXECUTIVE

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LMLGA is the collective voice for local government on the Lower Mainland, including local governments in the Greater Vancouver Regional District, the Squamish-Lillooet Regional District and the Fraser Valley Regional District. The membership elects directors to the Executive during the Convention, and the Executive is charged with ensuring that policy direction set by the general membership is carried forward. The Executive also provides operational and policy direction to the LMLGA between Conventions.

This circular is notice of the LMLGA Executive positions open for nomination, the process and the procedures for nomination.

### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (4 positions)

### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

A candidate must be nominated by two elected officials of an LMLGA local government member. The candidate must be an elected official of an LMLGA member.

Background information regarding the primary responsibilities and commitments of an LMLGA Executive member is available upon request.

A nomination and consent form is attached and should be used for all nominations.

The Chair of the 2013 Nominating Committee is Councillor Lorrie Williams, Past President.

### **3. NEXT STEPS**

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the April/May LMLGA Convention Newsletter.

**To be included in the Convention Newsletter:**  
**Send your current photo, biography and completed nomination form to**  
**[jyoung@ubcm.ca](mailto:jyoung@ubcm.ca)**  
**Deadline: March 22, 2013**

### **4. FINAL COMMENTS**

The nomination process does not change the process allowing candidates to be nominated off the floor at the Convention. That process remains in place. The process outlined above provides for those that are interested in seeking office to be directly nominated prior to the Convention.

### **5. FURTHER INFORMATION**

The attached consent form is available online at [lmlga.ca](http://lmlga.ca).

All other inquiries should be directed to:

Councillor Lorrie Williams, Past President  
Chair, 2013 Nominating Committee  
c/o LMLGA  
60-10551 Shellbridge Way  
Richmond, BC V6X 2W9

Phone: (604) 270-8226, Ext. 103  
Fax: (604) 270-9116  
Email: [jyoung@ubcm.ca](mailto:jyoung@ubcm.ca)

## NOMINATIONS FOR THE 2013 LMLGA EXECUTIVE

We are qualified under the LMLGA Constitution to nominate<sup>1</sup> a candidate and we nominate:

Name of nominee: \_\_\_\_\_

Local government position (Mayor/Councillor/Director): \_\_\_\_\_

Local government represented: \_\_\_\_\_

LMLGA Executive office nominated for: \_\_\_\_\_

Printed Name of nominator: \_\_\_\_\_ Printed Name of nominator: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Local Gov't: \_\_\_\_\_ Local Gov't: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

### CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the LMLGA Constitution<sup>2</sup>. I also agree to provide the following information to the Chair, LMLGA Nominating Committee (c/o LMLGA Office) by March 22, 2013.

- 2"x3" Photo (high resolution photo emailed to [jyoung@ubcm.ca](mailto:jyoung@ubcm.ca))
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required.

Printed Name: \_\_\_\_\_

Running for (position): \_\_\_\_\_

Local Government: \_\_\_\_\_

Signature: \_\_\_\_\_

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

<sup>1</sup> Nominations require two elected officials of members of the Association.

<sup>2</sup> All nominees of the Executive shall be elected representatives of a member of the Association.

**Return to: Chair, 2013 Nominating Committee  
c/o LMLGA, 60-10551 Shellbridge Way, Richmond, BC V6X 2W9**