



NOTICE OF MEETING AND AGENDA REGULAR COUNCIL MEETING

Monday, May 6, 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

1. CALL TO ORDER		
Meeting called to order by Mayor Wood Acknowledgement of Sts'ailes traditional territory.		
2. INTRODUCTION OF LATE ITEMS		
3. APPROVAL OF AGENDA		
4. ADOPTION OF COUNCIL MINUTES		
(a) THAT the Regular Council Meeting Minutes of April 3, 2024 be adopted.		Page 1
(b) THAT the Regular Council Meeting Minutes of April 15, 2024 be adopted.		Page 15
5. BUSINESS ARISING FROM THE MINUTES		
6. CONSENT AGENDA		
i. Bylaws		
ii. Agreements		
iii. Committee/ Commission Minutes	(a) Environmental Advisory Committee Meeting Minutes of March 21, 2024	Page 17
iv. Correspondence	(a) Letter dated March 18, 2024 from Fisheries and Oceans Canada Re: Request for Comments – Brassy Minnow Pacific Population at Risk	Page 21
	(b) Letter dated March 27, 2024 from Port Alberni Re: Notice of Resolution – Rural Seniors in BC	Page 27
	(c) Email dated March 26, 2024 from Barbara Dramer Re: Interface Fire Prevention Program	Page 31
	(d) Letter dated April 8, 2024 from the Minister of Housing Re: Bill 16	Page 33
	(e) Email dated April 9, 2024 from Councillor Bill Lawrence, City of White Rock Re: Reinstatement of SFU Football Program: Call for Support	Page 37
	(f) Letter dated April 10, 2024 from the Minister of Housing Re: Small Scale Multi-Unit Housing	Page 39
	(g) Letter dated April 16, 2024 from the District of Vancouver Re: Support for Resolution – Black Bear Cub Conflict Response	Page 4143

	(h) Email dated April 17, 2024 from Lavinia Rojas Re: Mice Glue Boards	Page 43
	(i) Letter dated April 18, 2024 from the City of Pitt Meadows Re: Farm Property Tax Resolution	Page 45
7. DELEGATIONS/PETITIONS		
	(a) Brian Szabo, BDO Canada Re: Audit Findings	
8. CORRESPONDENCE		
9. BUSINESS ARISING FROM CORRESPONDENCE		
10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS		
	(a) Report of the Age-Friendly Committee dated May 6, 2024	Page 53
11. REPORTS FROM MAYOR		
12. REPORTS FROM STAFF		
	(a) Report of Chief Administrative Officer dated April 15, 2024 Re: Council – CAO Covenant Recommendation: THAT Council adopt the Council – CAO Covenant.	Page 55
	(b) Report of Chief Administrative Officer dated April 15, 2024 Re: Request for Statutory Municipal Consent for Proposed Fraser Valley Regional District Sub-Regional Transit Service Area Amendment Bylaw No. 1729, 2024 Recommendations: THAT the Village of Harrison Hot Springs Council give its consent, by way of formal resolution, to Fraser Valley Regional District Sub-Regional Transit Service Area Amendment Bylaw No. 1729, 2024. THAT Village Council direct staff to send a letter to the FVRD confirming the same.	Page 61
	(c) Report of Community Services Manager dated April 15, 2024 Re: Asset Management Planning Program Grant Recommendation: THAT staff be authorized to apply for the UBCM Asset Management Planning Program Grant for up to \$25,000 to cover up to 50% of total project costs.	Page 67

(d) Report of Director of Operations dated April 15, 2024
Re: Boat Launch Building Addition – Contract Award

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Recommendation:

THAT the Director of Operations’ report dated April 15, 2024 regarding the Boat Launch Building Addition contract award be received for information.

(e) Report of Planning Consultant dated April 15, 2024
Re: Rezoning Application – 435 Pine Avenue

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Recommendation:

THAT Council request the applicant for the rezoning of 435 Pine Avenue to set up a Public Notification meeting, as per section 11.0 of the Village’s Development Procedures Bylaw No. 1090, 2016.

(f) Report of Planning Consultant dated April 15, 2024
Re: Rezoning Application – 442 and 464 Pine Avenue

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Recommendation:

THAT Council request the applicant to set up a Public Notification meeting for the rezoning of 442 and 464 Pine Avenue, as per section 11.0 of the Village’s Development Procedures Bylaw No. 1090.

(g) Report of Chief Administrative Officer dated April 15, 2024
Re: Release of Closed Meeting Resolutions

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Recommendation:

THAT the following closed meeting resolutions be received for information at the April 15, 2024 Regular Council Meeting:

From the March 8, 2024 Special Closed Council Meeting:

Moved by Mayor Wood
Seconded by Councillor Facio

THAT staff be directed to put out a request for proposals for an independent contractor to assist the Village in improving it’s Occupational Health and Safety Program and in resolving any outstanding complaints of harassment, bullying, and breaches of the Village’s Code of Conduct policy.

CARRIED
OPPOSED BY COUNCILLORS ALLEN AND VIDAL
SCC-2024-03-06

Moved by Mayor Wood
Seconded by Councillor Jackson

THAT staff be directed to put out a request for proposals for an independent contractor to guide discussions between _____ and _____ with the goal of creating an improved working relationship.

Redacted pursuant to s. 22(2)(h) of the Freedom of Information and Protection of Privacy Act.

CARRIED
OPPOSED BY COUNCILLORS FACIO AND VIDAL
SCC-2024-03-06

(h) Report of Chief Financial Officer dated May 6, 2024
Re: 2023 Audited Financial Statements

Page 87

Recommendations:

THAT the Independent Auditor’s Report be received; and

THAT the 2023 Financial statements of the Village of Harrison Hot Springs be approved; and

FURTHER THAT the Independent Auditor’s Report be attached to the approved Financial Statements of the Village of Harrison Hot Springs.

(i) Verbal Report of Community Services Manager
Re: 75th Anniversary Celebration

Recommendation:

THAT the Village’s 75th Anniversary Celebration be moved to Friday, May 31, 2024.

13. BYLAWS

(a) Report of Corporate Officer dated April 15, 2024
Re: Discharge of Firearms Bylaw No. 1207, 2024

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Recommendations:

THAT Discharge of Firearms Bylaw No. 1207, 2024 be introduced and given first reading; and

THAT Discharge of Firearms Bylaw No. 1207, 2024 be given second and third readings.

- (b) Report of Chief Administrative Officer dated April 15, 2024
Re: Code of Conduct Bylaw No. 1205, 2024

Page 153

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.

- (c) Report of Planning Consultant dated April 15, 2024
Re: Rezoning Application – 421 Emerald Avenue

Page 173

Recommendations:

THAT Zoning Amendment Bylaw No. 1204, 2024 be introduced and given first
reading; and

THAT Zoning Amendment Bylaw No. 1204, 2024 be given second reading; and

THAT staff be authorized to set up a Public Hearing for Zoning Amendment Bylaw No.
1204, 2024.

- (d) 2024 Tax Rate Bylaw No. 1203, 2024

Page 179

Recommendation:

THAT Tax Rate Bylaw No. 1203, 2024 be adopted

14. NEW BUSINESS

- (a) New Business from Councillor Facio
Re: Fire Mitigation

Recommendations:

THAT staff be directed to take the following action:

- Add additional no-parking signage along McCombs Drive;
- Contact the owners of the private acreage south of Cottonwood Avenue regarding the creation of a buffer zone in that area; and
- Research an action plan for sensors or alternative measures and costs associated outlining whether this would create an increase in taxes, be paid out of reserves or require an alternative approval process.

(b) New Business from Councillor Vidal
Re: Anti-Discrimination and Anti-Racism Policy

Recommendation:

WHEREAS the Village of Harrison Hot Springs recognizes the diversity of our community and holds that all members of our community and visitors have the right to live, work, conduct business and recreate within an environment that affirms and supports fundamental human rights, personal values and human dignity and:

WHEREAS the Village of Harrison Hot Springs is committed to breaking down barriers and fostering an inclusive, respectful and welcoming environment for all, free from any form of racial discrimination in any form and:

WHEREAS the Village of Harrison Hot Springs acknowledges it has a role in creating a community free from racism and discrimination and is committed to respecting and upholding the principles of the British Columbia Human Rights Code, Workers Compensation Act and the Calls to Action of the Truth and Reconciliation Commission

THEREFORE BE IT RESOLVED that staff be directed to develop a draft policy on Anti Discrimination and Anti Racism and present to Council in a timely manner.

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

16. ADJOURNMENT



Tyson Koch
Deputy Corporate Officer

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

DATE: Wednesday, April 3, 2024
TIME: 10:00 a.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Ed Wood
Councillor John Allen
Councillor Leo Facio
Councillor Allan Jackson
Councillor Michie Vidal

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

ABSENT:

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

Moved by Mayor Wood
Seconded by Councillor Allen

THAT the following late items from Mayor Wood be added to the agenda:

- Email from Gary Webster regarding Sensenet sensors as Correspondence item 8(n)
- Sensenet sensor quote as Consent Correspondence item 6(iv)(d)
- Release of resolutions from the March 8, 2024 Special Closed Council Meeting as New Business item 14(d)
- Local Government Climate Action Program survey correspondence as Reports from Staff items 12(a)
- Evacuation route update as New Business item 14(e)
- Motion from Mayor Wood regarding March 4, 2024 traumatic event as New Business item 14(f)

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

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3. **APPROVAL OF AGENDA**

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the agenda be approved.

CARRIED
OPPOSED BY MAYOR WOOD
RC-2024-04-01

4. **ADOPTION OF COUNCIL MINUTES**

Moved by Councillor Jackson
Seconded by Councillor Facio

THAT the Special Pre-Closed Council Meeting Minutes of February 16, 2024 be adopted.

CARRIED
UNANIMOUSLY
RC-2024-04-02

Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT the Special Council Meeting Minutes of February 20, 2024 be adopted.

CARRIED
UNANIMOUSLY
RC-2024-04-03

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the Regular Council Meeting Minutes of February 20, 2024 be adopted as amended by changing the header on page 7 of the agenda to read "Tuesday, February 20, 2024".

CARRIED
UNANIMOUSLY
RC-2024-04-04

Moved by Councillor Allen
Seconded by Councillor Jackson

THAT the Regular Council Meeting Minutes of March 6, 2024 be adopted.

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Amendment moved by Councillor Vidal
Amendment seconded by Councillor Facio

THAT the minutes be amended by changing the last sentence, located on page 20 of the agenda, from “*The meeting was adjourned due to loss of quorum at 7:33 pm*” to “*The meeting was adjourned due to a collapse of the meeting.*”

CARRIED
OPPOSED BY MAYOR WOOD AND COUNCILLOR ALLEN
RC-2024-04-05

Council voted on the original motion as amended.

CARRIED
OPPOSED BY MAYOR WOOD AND COUNCILLOR ALLEN
RC-2024-04-06

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the Special Pre-Closed Council Meeting Minutes of March 8, 2024 be adopted.

CARRIED
UNANIMOUSLY
RC-2024-04-07

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the Special Council Meeting Minutes of March 11, 2024 be adopted.

CARRIED
UNANIMOUSLY
RC-2024-04-08

5. BUSINESS ARISING FROM THE MINUTES

Mayor Wood provided a verbal report regarding the following resolutions from the March 8, 2024 Special Closed Meeting:

THAT staff be directed to put out a request for proposals for an independent contractor to assist the Village in improving its Occupational Health and Safety Program and in resolving any outstanding complaints of harassment, bullying, and breaches of the Village’s Code of Conduct policy.

THAT staff be directed to put out a request for proposals for an independent contractor to guide discussions between the Mayor and [REDACTED] with the goal of creating an improved working relationship.

Redacted pursuant to section 22(2)(h) of the Freedom of Information and Protection of Privacy Act.

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Moved by Mayor Wood
Seconded by Councillor Allen

WHEREAS there was a "traumatic " event, the words of our Chief Administrative Officer, on Monday, March 4, 2024, at the Village Office that resulted in two RCMP vehicles with lights and sirens, and a lockdown of the Village Office with the Mayor present; and

WHEREAS the Village Office was fully staffed; and

WHEREAS the non-resident is known to the Village; and

WHEREAS the office staff were present, and the Chief Financial Officer and Corporate Officer were directly exposed to this traumatic event; and

WHEREAS Council is directly responsible for the Village's Bullying and Harassment Program; and

WHEREAS the Mayor cancelled the last Regular Council Meeting and postponed this meeting only to provide a healthy work environment; and

WHEREAS Council must lead by example that this behaviour will not be tolerated and that by not supporting this motion Council would effectively be saying to staff this traumatic behaviour is acceptable in the workplace, therefore be it resolved

THAT Council ban the known non-resident of the Village from attending the main Village Office for a period of 90 days, effective immediately.

MOTION FAILED
OPPOSED BY COUNCILLORS FACIO, JACKSON AND VIDAL

6. CONSENT AGENDA

- iv. (a) Letter dated February 26, 2024 from UBCM
Re: Flood Protection Working Committee Resolution 2023-RR32
- (b) Letter dated March 7, 2024 from District of Hudson's Hope
Re: Support for Bill 34
- (c) Letter dated March 7, 2024 from GFOA
Re: 2022 Annual Report - Canadian Award for Financial Reporting

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the consent agenda be approved.

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Amendment moved by Councillor Facio
Amendment seconded by Councillor Vidal

THAT item 6(iv)(c) Letter dated March 7, 2024 from GFOA re: 2022 Annual Report - Canadian Award for Financial Reporting be moved to Correspondence as item 8(n).

**CARRIED
UNANIMOUSLY**
RC-2024-04-09

Council voted on the original motion as amended.

**CARRIED
UNANIMOUSLY**
RC-2024-04-10

7. DELEGATIONS/PETITIONS

None.

8. CORRESPONDENCE

- (a) Letter dated December 10, 2023 from Ken Gisborne
Re: Resignation from Advisory Planning Commission
- (b) Letter dated February 29, 2024 from Osoyoos
Re: Support for Resolution
- (c) Letter dated March 19, 2024 from Ross Buchanan
Re: Interface Fire Prevention and Mitigation for 2024 Fire Season
- (d) Email dated March 20, 2024 from Kim Gervais
Re: Wildfire Danger to Harrison Hot Springs
- (e) Email dated March 21, 2024 from Cathy Christiansen
Re: Budget for 2024
- (f) Email dated March 21, 2024 from Denise Neil
Re: Harrison Hot Springs Interface Fire Protection
- (g) Email dated March 21, 2024 from Nadine Denis
Re: Budget and Fire Prevention
- (h) Email dated March 22, 2024 from Cheri Norris
Re: 2024 Budget
- (i) Email dated March 22, 2024 from Lynn Martin
Re: Interface Fire Detection System
- (j) Email dated March 22, 2024 from Greg Martin

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Re: Interface Fire Detection System

- (k) Email dated March 26, 2024 from Rob & Cheryl Mayne
Re: Early Interface Fire Detection System Letter of Support
- (l) Email dated March 27, 2024 from Councillor Allen
Re: Sensenet Proposal
- (m) Email dated March 27, 2024 from Lynn Elliott
Re: Early Detection Fire System Vote
- (n) Letter dated March 7, 2024 from GFOA
Re: 2022 Annual Report - Canadian Award for Financial Reporting

Moved by Mayor Wood
Seconded by Councillor Facio

THAT the correspondence be received.

CARRIED
UNANIMOUSLY
RC-2024-04-11

9. BUSINESS ARISING FROM CORRESPONDENCE

Councillor Facio commended the Chief Financial Officer Scott Schultz and staff for receiving the Canadian Award for Financial Reporting for the 2022 Annual Report.

Moved by Councillor Jackson
Seconded by Councillor Facio

THAT the FireSmart plan be referred to staff to come back to a special meeting with projected costs and a plan for implementation.

CARRIED
OPPOSED BY MAYOR WOOD AND COUNCILLOR ALLEN
RC-2024-04-12

Moved by Mayor Wood
Seconded by Councillor Allen

THAT Council sole-source to approve the acquisition of Sensenet interface fire detection system, which is generally described as 65 sensors, 4 gateways and 3 zoom cameras to be deployed in the East Sector forest with time being of the essence.

MOTION FAILED
OPPOSED BY COUNCILLORS FACIO, JACKSON, VIDAL

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

Moved by Mayor Wood
Seconded by Councillor Jackson

THAT Council approve all recommendations brought forward by the Age-Friendly and Environmental Advisory Committees.

**CARRIED
UNANIMOUSLY**
RC-2024-04-13

Councillor Jackson

- Fraser Valley Regional Library Board (Municipal Director) – No Report
- Tourism Harrison
 - Attended a meeting on March 30, 2024

Councillor Allen

- Harrison Agassiz Chamber of Commerce – No Report
- Agassiz-Harrison Healthy Communities – No Report

Councillor Vidal

- Community Futures North Fraser Board of Directors
 - Attended a meeting on March 26, 2024
- Corrections Canada Citizen's Advisory Committee
 - Attended the Changing of the Seasons ceremony on March 20, 2024
- Kent Harrison Joint Emergency Program Committee – No Report
- Attended the Lets'emot C2C meeting on March 13, 2024
- Attended a Lower Mainland Local Government Association executive meeting on March 21, 2024

Councillor Facio

- Fraser Valley Regional District Board (Municipal Director)
 - Attended a meeting on March 14, 2024
 - Attended a meeting on March 21, 2024
- Fraser Valley Regional Library Board (Alternate Municipal Director) – No Report
- Attended a Canada Day Planning meeting on March 21, 2024

11. MAYOR'S REPORT

- Attended RCMP Appreciation Awards ceremony held at Chilliwack Arts and Culture Centre
- Reported that all water pumps are up and running from the previous State of Local Emergency
- Attended the Lets'emot C2C meeting on March 13, 2024
- Reported that the Health and Wellness Fair will be coming up Saturday, April 13, 2024 from 10:00am – 2:00pm

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- Reported on the Age-Friendly and Environmental Advisory Committee meetings held on March 20 and 21, 2024, respectively
- Thanked Councillor Allen for being the Deputy Mayor during the Mayor's vacation
- Grants to groups applications are now closed, the next steps is the applications will be brought forward after approval of the budget

Moved by Mayor Wood
Seconded by Councillor Allen

That the meeting be recessed at 12:03 pm and be reconvened at 1:03 pm.

CARRIED
UNANIMOUSLY
RC-2024-04-14

Moved by Councillor Jackson
Seconded by Councillor Facio

THAT the meeting be reconvened at 1:03 pm

CARRIED
UNANIMOUSLY
RC-2024-04-15

- Reported on a letter from the Minister of Municipal Affairs advising that the Village has received a grant for creation of a Water Master Plan

12. REPORTS FROM STAFF

- (a) Report of Planning Consultant dated March 4, 2024
Re: The Official Community Plan Bylaw No 1184, 2022

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT Official Community Plan Bylaw No. 1184, 2022 be reconsidered amended and read a third time; and

THAT Official Community Plan Bylaw No. 1184, 2022 be adopted.

CARRIED
OPPOSED BY MAYOR WOOD AND COUNCILLOR ALLEN
RC-2024-04-16

- (b) Report of Planning Consultant dated March 4, 2024
Re: Zoning Bylaw Amendment No. 1193, 2023

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Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT Zoning Amendment Bylaw 1193, 2023 be given third reading and adoption, subject to the following:

1. A covenant being entered into to address the view corridor requirements, the voluntary offer for the building offsetting suggested setbacks, the proposed updated washroom building at Rendall Park and associated landscaping plans and maintenance requirements;
2. A report outlining how this development will reduce its overall carbon imprint;
3. The acceptance by Council of the Village's Fire Department review of the proposed planned interior structure concept to identify any potential fire safety risks associated with this proposed building;
4. The payment of a \$30,000.00 Community Amenity Contribution;
5. Entering into a works and services agreement with the inclusion of the additions recommended in CTS's Traffic and Parking Study, including the zebra crosswalk to be installed across Lillooet Avenue, and the installation of both a shelter and bench at the new bus stop location. This agreement must also address the placement of sidewalks along both Spruce Street and Lillooet Avenue, that the development abuts against.
6. The developer entering into an agreement with the Village on the volume and location of new public street trees;
7. The developer entering into a Tree Retention Agreement;
8. A report prepared by a competent 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. The 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;

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- iv. Identify, 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.

CARRIED
OPPOSED BY MAYOR WOOD AND COUNCILLOR ALLEN
RC-2024-04-17

- (c) Report of Operations Manager dated March 4, 2024
Re: Beach Intake and Water Treatment Plant Generators – Contract Award

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the Operations Manager's report dated March 4, 2024 regarding the Beach Intake and Water Treatment Plant Generators contract award be received for information.

CARRIED
UNANIMOUSLY
RC-2024-04-18

- (d) Report of Chief Administrative Officer dated March 4, 2024
Re: Appointment to Kent Harrison Joint Emergency Program Committee

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT Mayor and Council for the Village of Harrison Hot Springs approve the appointment of Ministry of Transportation and Infrastructure (MOTI) to the Kent Harrison Joint Emergency Program Committee (KHJEPC).

CARRIED
UNANIMOUSLY
RC-2024-04-19

- (e) Report of Chief Administrative Officer dated March 4, 2024
Re: Regularly Scheduled Closed Meetings

Mayor Wood ruled item 12(e) out of order, indicating that it does not comply with sections 92(a),(b), 126(1), 125(4), 124(3) of the *Community Charter* and contravenes section 9(b) of Council Procedure Bylaw No. 1164, 2021.

- (f) Report of Community Services Manager dated March 4, 2024
Re: Wind Data Update

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the Community Services Manager's report dated March 4, 2024 regarding wind data update be received for information.

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CARRIED
OPPOSED BY COUNCILLOR ALLEN
RC-2024-04-20

13. BYLAWS

- (a) Sign Amendment Bylaw No. 1199, 2024

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT Sign Amendment Bylaw No. 1199, 2024 be adopted.

CARRIED
OPPOSED BY COUNCILLOR ALLEN
RC-2024-04-21

- (b) Public Notice Bylaw No. 1200, 2024

Moved by Councillor Allen
Seconded by Councillor Jackson

THAT Public Notice Bylaw No. 1200, 2024 be adopted.

CARRIED
UNANIMOUSLY
RC-2024-04-22

- (c) Report of Chief Financial Officer dated March 4, 2024
Re: 2024-2028 Financial Plan Bylaw No. 1202, 2024

Mayor Wood invited the public to provide comments on the draft 2024-2028 Financial Plan Bylaw No. 1202, 2024.

Comments from the public were received.

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the 2024-2028 Financial Plan Bylaw No. 1202, 2024 be given second and third reading.

Amendment moved by Councillor Facio
Amendment seconded by Councillor Vidal

THAT 2024-2028 Financial Plan Bylaw No. 1202, 2024 be amended by allocating \$70,000 from reserves for remedial cleanup on McCombs Drive for a larger buffer zone, in the Spirit Trail and Firehall Park.

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**CARRIED
UNANIMOUSLY**
RC-2024-04-23

Council voted on the original motion as amended.

**CARRIED
UNANIMOUSLY**
RC-2024-04-24

Moved by Mayor Wood
Seconded by Councillor Allen

THAT Council release all legal invoices from November 1, 2022 to April 3, 2024, identifying only the subject matter and dollar amount.

**CARRIED
UNANIMOUSLY**
RC-2024-04-25

14. NEW BUSINESS

- (a) New Business from Councillor Allen
Re: Advisory Planning Commission

Moved by Councillor Allen
Seconded by Councillor Vidal

WHEREAS the Chair of the Advisory Planning Commission, Ken Gisborne, tendered his resignation in December 2023; and

WHEREAS, as per the Advisory Planning Commission Bylaw No. 1006, Council may appoint up to six (6) members and the Chair to the Advisory Planning Commission and four (4) members are required to achieve quorum; and

WHEREAS Chair Gisborne's resignation has reduced the total number of commission members to four (4), therefore be it resolved

THAT Council accept Chair Gisborne's resignation with regret and thank him for his years of service on the Advisory Planning Commission; and

THAT staff be authorized to put out a call for volunteers to fill the three (3) vacant positions on the Advisory Planning Commission.

**CARRIED
UNANIMOUSLY**
RC-2024-04-26

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- (b) New Business from Councillor Facio
Re: Accessible Free Parking Spaces

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the matter of accessible free parking stalls be referred to the Accessibility Committee.

CARRIED
UNANIMOUSLY
RC-2024-04-27

- (c) New Business from Councillor Allen
Re: Road Safety

Moved by Councillor Allen
Seconded by Councillor Vidal

WHEREAS There has been yet another accident at the most dangerous bend on Rockwell Drive (Hwy #9); and

WHEREAS this accident has tragically claimed a young life; and

WHEREAS the volume of recreational, residential and heavy industrial traffic on Hwy #9 has increased dramatically and continues to do so, and the blind corner around the rock bluff located in the NE corner of the Village is a well-known choke point with insufficient sight lines or space for all the road users; and

WHEREAS the sign indicating "Entering Harrison Village" has been erected well South of the actual Village boundary; and

WHEREAS Hwy #9 needs to be secured as the Northern emergency evacuation route for the community, therefore be it resolved

THAT the boundary sign be placed in its correct position and Council ask the Minister of Transportation and Infrastructure to:

1. Immediately post warning signs and additional speed limit signs on the Southern approach to the corner at the bluffs and,
2. Remove the southern part of the rock bluff and straighten the road, and,
3. Repair the lakeside erosion which threatens to collapse the road and, in doing so, create a decent lakeside shoulder of at least three metres in that vicinity.

CARRIED
UNANIMOUSLY
RC-2024-04-28

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

Questions from the public were entertained.

Moved by Councillor Facio
Seconded by Councillor Allen

THAT the meeting be adjourned at 3:02 p.m.

CARRIED
UNANIMOUSLY
RC-2024-04-29

Ed Wood
Mayor

Amanda Graham
Corporate Officer

DRAFT

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

DATE: Monday, April 15, 2024
TIME: 7:00 p.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Ed Wood
Councillor John Allen
Councillor Leo Facio
Councillor Allan Jackson
Councillor Michie Vidal

Chief Administrative Officer, Tyson Koch
Chief Financial Officer, Scott Schultz
Corporate Officer, Amanda Graham
Community Services Manager, Christy Ovens
Operations Manager, Jace Hodgson
Planning Consultant, Ken Cossey

ABSENT:

Mayor Wood did not call the meeting to order stating that there is a coup being led by Councillor Facio and supported by Councillors Vidal and Jackson. Mayor Wood stated that the health and safety of staff is at a critical level due to harassment, bullying and a toxic workplace. Mayor Wood advised that he had no further comment citing confidentiality reasons.

Councillor Vidal raised a point of order that the Mayor has not called the meeting to order.

Councillor Jackson suggested that Councillor Allen chair the meeting as Deputy Mayor.

Councillor Allen advised that the Deputy Mayor may only act in the absence of the Mayor.

Council vacated their seats at 7:13 pm.

Ed Wood
Mayor

Amanda Graham
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE AGE-FRIENDLY COMMITTEE**

DATE: Wednesday, March 20, 2024

TIME: 2:00 p.m.

PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Ed Wood
Peggy Arndt
Alison Douglas
Laura Lanfranchi

Amanda Graham, Corporate Officer
Christy Ovens, Community Services Manager

ABSENT:

1. CALL TO ORDER

Mayor Wood called the meeting to order at 2:07 pm.
Mayor Wood acknowledged the traditional territory of Sts'ailes.

The Committee members introduced themselves.

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved by Laura Lanfranchi
Seconded by Alison Douglas

THAT the agenda be approved as amended as follows:

- by removing Items for Discussion (a) and (b), Introductions and Designation of the Chair;
- by switching the order of Items for Discussion (c) and (d), Report of Community Services Manager and Terms of Reference; and
- by adding a late item from Alison Douglas under Items for Discussion

**CARRIED
UNANIMOUSLY**
AFC-2024-03-01

4. ITEMS FOR DISCUSSION

(a) Review of Council Procedure Bylaw No. 1164, 2021

The Committee discussed the bylaw and how it pertains specifically to the Committee.

Village of Harrison Hot Springs
Minutes of the Age-Friendly Committee
March 20, 2024

- (b) Report of the Community Services Manager
Re: Age-Friendly Action Plan and Grant

Moved by Peggy Arndt
Seconded by Alison Douglas

THAT staff research other community gardens and add community gardens to the next Age Friendly Committee Meeting agenda.

CARRIED
UNANIMOUSLY
AFC-2024-03-02

Moved by Mayor Wood
Seconded by Alison Douglas

THAT all Committee members review the 2015 Age-Friendly Action Plan and identify what is of interest to them and bring that forward for the next Committee Meeting.

CARRIED
UNANIMOUSLY
AFC-2024-03-03

- (c) Terms of Reference

Moved by Mayor Wood
Seconded by Laura Lanfranchi

THAT the Terms of Reference be amended by adding that meetings can be called at any time by the Chair.

CARRIED
UNANIMOUSLY
AFC-2024-03-04

Moved by Peggy Arndt
Seconded by Laura Lanfranchi

THAT Council consider allotting a budget of \$5,000 to the Age-Friendly Committee in the 2024-2028 Financial Plan.

CARRIED
UNANIMOUSLY
AFC-2024-03-05

Village of Harrison Hot Springs
Minutes of the Age-Friendly Committee
March 20, 2024

Moved by Mayor Wood
Seconded by Alison Douglas

THAT Council direct staff to develop a policy regarding a reporting structure between staff, Committees, Commissions and Council.

**CARRIED
UNANIMOUSLY**
AFC-2024-03-06

Moved by Alison Douglas
Seconded by Laura Lanfranchi

THAT Council direct staff to put out an expression of interest for additional members for the Age Friendly Committee.

**CARRIED
UNANIMOUSLY**
AFC-2024-03-07

Moved by Alison Douglas
Seconded by Laura Lanfranchi

THAT a home-based business event to be held at Memorial Hall be added to the next Age-Friendly Committee meeting agenda.

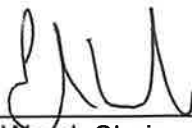
**CARRIED
UNANIMOUSLY**
AFC-2024-03-08

5. ADJOURNMENT

Moved by Alison Douglas
Seconded by Peggy Arndt

THAT the meeting be adjourned at 3:39 p.m.

**CARRIED
UNANIMOUSLY**
AFC-2024-03-09



Ed Wood, Chair
Age-Friendly Committee



Amanda Graham
Corporate Officer



Pacific Region
Species at Risk Program
Suite 200 - 401 Burrard Street
Vancouver, British Columbia
V6C 3S4

Région du Pacifique
Programme sur les espèces en péril
Pièce 200 - 401 rue Burrard
Vancouver (C.B.)
V6C 3S4

March 18, 2024

To Whom it May Concern,

[Re: Engagement regarding the potential listing of Brassy Minnow \(Pacific population\) under the *Species at Risk Act*](#)

Fisheries and Oceans Canada (DFO) is conducting engagement on the potential listing of Brassy Minnow (Pacific population) as special concern under the *Species at Risk Act* (SARA). This population was assessed as special concern by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC). Additional information on the Brassy Minnow (Pacific population) COSEWIC status report and SARA listing process steps are included in Annex 1.

Actions for species listed as special concern are less extensive than for species listed as threatened or endangered. SARA prohibitions do not apply to species listed as special concern (for example, prohibitions against killing, harming, and capturing) and there are no requirements to identify and protect critical habitat. However, if listed, DFO must develop a management plan for the population and its habitat that includes appropriate conservation measures. Regardless of the SARA listing decision, Brassy Minnow (Pacific population) will continue to receive protection under the *Fisheries Act*.

DFO is conducting engagement and consultation with First Nations, Indigenous organizations, Wildlife Management Boards, and stakeholders who may be implicated should Brassy Minnow (Pacific population) be listed. We invite you to provide your listing position for this species: list as assessed, decline for listing, or refer back to COSEWIC if there is new information to consider. We are also interested in hearing your perspectives on measures needed to support conservation and protection of the species under SARA if listed, or the *Fisheries Act* if not.

Engagement period

The 60-day Online Engagement Period is now open from March 15, 2024 to May 14, 2024. We welcome your input using the following link:

<https://questionnaire.simplesurvey.com/f/s.aspx?s=76f8f8ab-fb42-4f4b-a69d-c1290618b057>

Outcomes from engagement, along with the COSEWIC Status Report and Indigenous Knowledge and Cultural Significance (when shared) will inform the Governor in Council's listing decision (Annex 1).



If you have any questions or would like to discuss the potential listing of this species, please contact the Pacific Region Species at Risk Program at DFO.PACSAR-LEPPAC.MPO@dfo-mpo.gc.ca.

Thank you for your interest and input on this process. We look forward to hearing from you.

Yours sincerely,

Oliver Barker
Acting Regional Manager, Pacific Region Species at Risk Program
Fisheries and Oceans Canada
200-401 Burrard Street
Vancouver, British Columbia, V6C 3S4

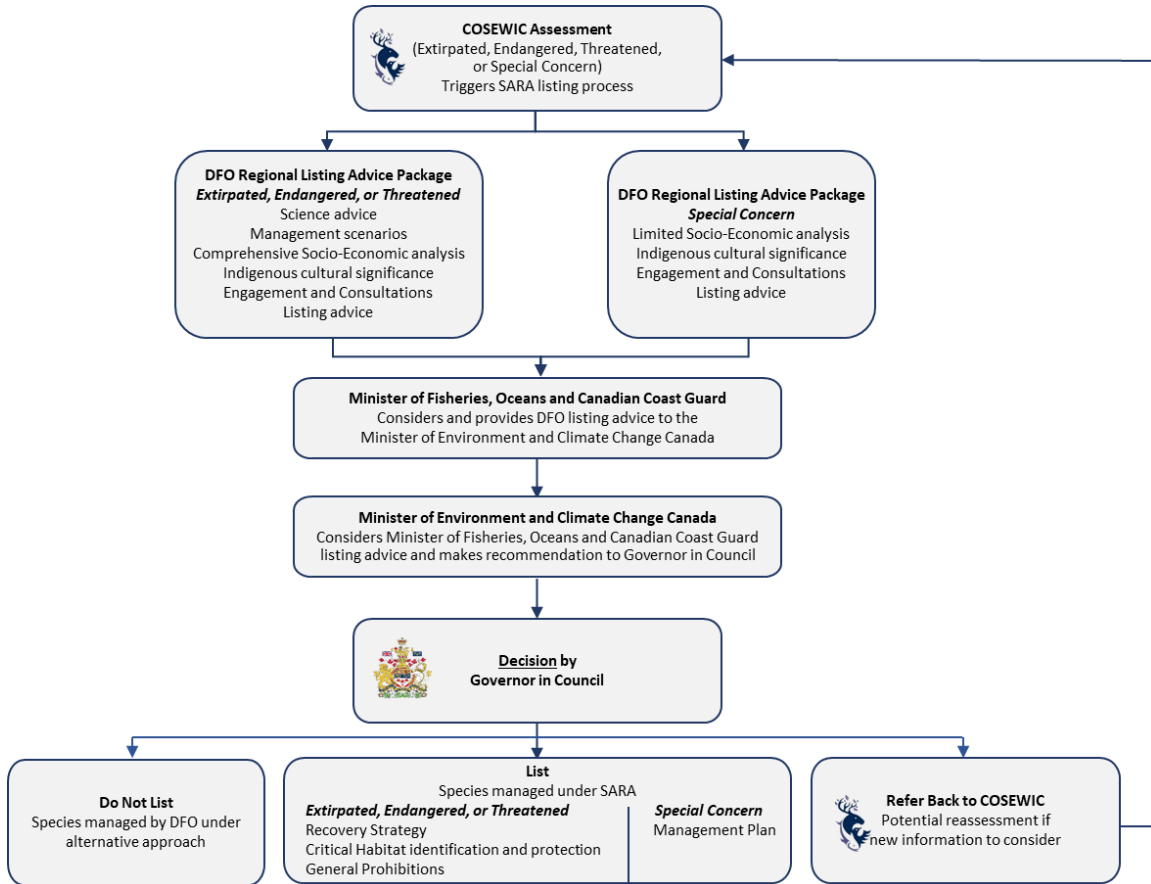
cc.

Ahdia Hassan, Acting Freshwater Team Lead, Pacific Region Species at Risk Program
Carrie Kwok, Acting Recovery Planner, Pacific Region Species at Risk Program



Annex 1: supporting material

SARA listing decision process steps for aquatic species



For more information on the listing process, please see the “*Fisheries and Oceans Canada Species at Risk Act Listing Policy and Directive for “Do Not List” Advice,*” available online at <https://species-registry.canada.ca/index-en.html#/documents/1712>.

For further information on SARA and Brassy Minnow (Pacific population), please see the species at risk public registry: <https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry.html>.

Supporting material for Brassy Minnow (Pacific population)

Information on distribution, abundance, biology, threats and status of Brassy Minnow (Pacific population) is available in the following materials:

- DFO Species Page: <https://species-registry.canada.ca/index-en.html#/species/1531-1101>
- COSEWIC Assessment and Status Report: https://wildlife-species.canada.ca/species-risk-registry/virtual_sara/files/cosewic/sr%20Brassy%20Minnow%202022_e.pdf



Brassy Minnow (Pacific population)

[Submit Your Comments Here](#)

Information summary and [survey](#) for the consultations on adding Brassy Minnow (Pacific population) to the List of Wildlife Species at Risk as special concern – **Please provide your input by May 14, 2024.**

Consultations

Let your opinion be heard

Canada’s *Species at Risk Act* (SARA) provides legal protection for wildlife species at risk to conserve biological diversity. It also acknowledges that all Canadians have a role to play in the conservation of wildlife species.

Before deciding whether the Pacific population of Brassy Minnow (*Hybognathus hankinsoni*) should be added to the List of Wildlife Species at Risk as special concern, the Government of Canada would like to hear your opinion, comments, and suggestions regarding the possible ecological, cultural, and economic impacts of listing or not listing this species under SARA.

Adding a species to the List of Wildlife Species at Risk

The process of listing a species under SARA consists of several steps: it begins with a status assessment by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) and ends with a Government of Canada decision on whether or not to add a species to the List of Wildlife Species at Risk (Schedule 1). Public consultations are conducted to gather the opinions of Canadians and are an important step in this process.



Figure 1: Brassy Minnow. Photo: D. Watkinson

Facts about Brassy Minnow

Brassy Minnow is a small minnow with an olive-green back and brassy-yellow to dull silver sides. It lives in small headwater lakes, quiet pools, slow-moving streams, beaver ponds, and ditches with aquatic vegetation. Brassy Minnow feeds mainly on plants and typically occurs in waterbodies with few other fish species, making it an ecologically-significant fish in these systems.

The species’ global range extends across several drainage basins in North America. The Pacific population is found in three separate regions of the Fraser River watershed in British Columbia: the upper Fraser River drainage basin near Prince George and Vanderhoof, the Horsefly drainage basin near Williams Lake, and the Lower Fraser Valley downstream of Chilliwack (Figure 2).

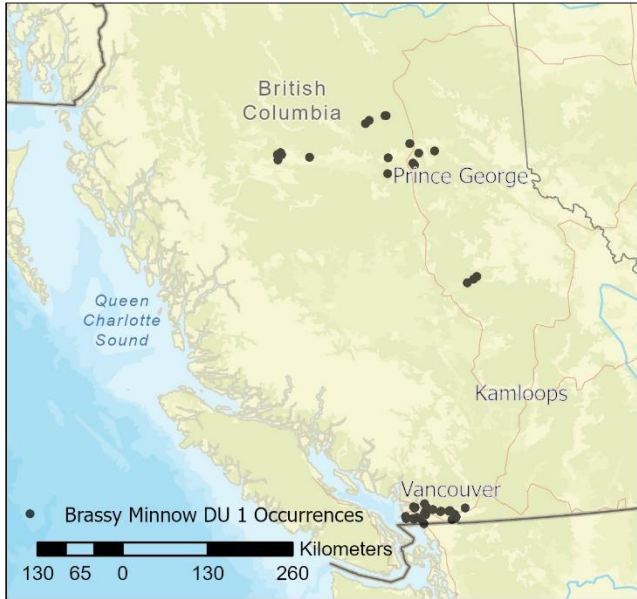


Figure 2: The distribution of Brassy Minnow (Pacific population). Source: Brassy Minnow COSEWIC Status Report and Assessment, 2022





Brassy Minnow is often locally abundant where it occurs, although the presence of predatory fishes can limit its abundance. This species has been studied infrequently, and population size and trend information in Canada is limited. It is possible that the species has a larger range in British Columbia than current data show.

Brassy Minnow has a short lifespan of less than 4 years; the average age of breeding adults is 2 years. The species grows quickly in its first year, and both sexes reach sexual maturity at age 1. Spawning occurs in late spring or early summer.

Who assigned the special concern status to Brassy Minnow (Pacific population)?

COSEWIC is an independent committee of experts that assesses which wildlife species are in danger of disappearing from Canada and assigns a risk status to these species. It conducts its assessments based on the best available information including scientific data, local ecological knowledge, and Indigenous traditional knowledge. COSEWIC assessed Brassy Minnow (Pacific population) as special concern in May 2022. Under SARA, a species of special concern is defined as one that may become a threatened or endangered because of a combination of biological factors and identified threats.

Why is Brassy Minnow (Pacific population) at risk?

COSEWIC assessed Brassy Minnow (Pacific population) as special concern mainly because of its vulnerability to predation by non-native fishes. Other threats to the population include habitat modification (for example, due to agriculture, urbanization, roads, logging, fire and fire suppression), pollution, and climate change; these threats may act individually or together. Given the species' short lifespan, events that impact a single year class (such as high mortality or recruitment failure) can significantly decrease overall abundance. The scattered distribution of Brassy Minnow in headwater systems limits its ability to move downstream to other tributaries, increasing the risk of local extirpations. If threats are not managed effectively, the species may become further at risk.

If a species is listed under SARA

If Brassy Minnow (Pacific population) is listed as special concern, SARA prohibitions against activities such as killing, harming, and capturing Brassy Minnow would not apply. However, listing would result in the development of a SARA management plan that would include conservation measures for this species in Canadian waters.

We would like to receive your comments on the potential impacts of adding or not adding Brassy Minnow (Pacific population) as a special concern species to the List of Wildlife Species at Risk under SARA.

Your comments are important.

Please fill out the [survey](#): we want to hear from you.

Before completing this survey, you may wish to review the following background information found at the link below:

- [2022 COSEWIC Assessment and Status Report on Brassy Minnow \(*Hybognathus hankinsoni*\) in Canada](#)

Other information can be found on the Species at Risk Public Registry at www.sararegistry.gc.ca.

Thank you for completing this [survey](#).

**Species at Risk Program, Pacific Region
200-401 Burrard Street**

Vancouver, British Columbia, V6C 3S4

DFO.PACSAR-LEPPAC.MPO@dfo-mpo.gc.ca

Date: March 27, 2024
File No: 0390-20-AVICC

RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention

Addressing the Needs of Rural Seniors in British Columbia

City of Port Alberni

WHEREAS rural B.C. has a proportionately larger and faster growing seniors' population than urban B.C., yet has less infrastructure and resources to support its aging population;

AND WHEREAS a greater and more focused provincial response to ongoing concerns about inequities in services and supports for seniors in rural B.C. is required to address the inadequacies of current approaches to such issues;

THEREFORE, BE IT RESOLVED that AVICC & UBCM endorse the recommendations of the Office of the Seniors Advocate's report titled "Challenges Facing B.C.'s Rural Seniors" and dated February 2024, and calls on the Provincial Government to implement said recommendations beginning with establishing a ministry or minister of state for rural B.C. in recognition of the geographic imbalance of regional representation in the Legislative Assembly;

AND FURTHER that the AVICC request the creation of a rural seniors caucus within the UBCM membership.

Date: March 27, 2024
File No: 0390-20-AVICC

**RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention
Addressing the Needs of Rural Seniors in British Columbia**

In alignment with Council's *2023-2027 Corporate Strategic Plan* and the goals of "fostering a complete community that is safe, healthy and inclusive" and ensuring the "provision and maintenance of quality services" Council for the City of Port Alberni is submitting the attached resolution for consideration.

The aging population in rural British Columbia (B.C.) is growing at a faster rate than in urban areas, leading to challenges in providing adequate infrastructure and resources to support seniors in these regions. The disparities in services and support for rural seniors have raised concerns about the effectiveness of current approaches. To address these issues, a more targeted and comprehensive provincial response is essential to ensure the well-being of rural seniors in B.C.

Growing Senior Population: Rural B.C. is experiencing a significant increase in the proportion of seniors compared to urban areas. This demographic shift emphasizes the need for tailored services and support to meet the unique needs of rural seniors.

Infrastructure and Resource Challenges: Despite the growing senior population, rural B.C. faces limitations in infrastructure and resources to provide adequate care and services for aging residents. This disparity highlights the urgent need for intervention and support.

Challenges and Inequities:

Inequities in Services: Rural seniors in B.C. often face challenges accessing healthcare, social services, and other essential resources due to geographic isolation and limited infrastructure.

Inadequate Support: The current approaches to addressing the needs of rural seniors are deemed insufficient to address the complexities and nuances of the issues they face. There is a pressing need for a more focused and responsive strategy to ensure equitable access to services and support.

The Association of Vancouver Island and Coastal Communities (AVICC) and the Union of British Columbia Municipalities (UBCM) are called upon to endorse the recommendations outlined in the Office of the Seniors Advocate's report titled "Challenges Facing B.C.'s Rural Seniors" dated February 2024.

The resolution urges the Provincial Government to implement the report's recommendations, starting with the establishment of a ministry or minister of state for rural B.C. This initiative aims to address the geographic imbalance of regional representation in the Legislative Assembly and prioritize the needs of rural seniors.

AVICC is further requested to advocate for the creation of a rural seniors caucus within the UBCM membership. This caucus will serve as a platform for collaboration, advocacy, and policy development to address the specific challenges faced by rural seniors at the local government level.

The resolution acknowledges the growing concerns and challenges faced by rural seniors in British Columbia and proposes concrete steps to address these issues. By endorsing the recommendations of the Seniors Advocate's report and advocating for targeted provincial and local initiatives, AVICC and UBCM are demonstrating their commitment to improving the quality of life and support systems for rural seniors. This collaborative effort aims to create a more equitable and sustainable framework for addressing the needs of aging populations in rural communities across B.C.

Yours truly,
CITY OF PORT ALBERNI

A handwritten signature in blue ink, appearing to read 'Sharie Minions', with a long horizontal stroke extending to the right.

Sharie Minions
Mayor

c: City Council
M. Fox, CAO
D. Monteith, Director of Corporate Services
UBCM Member Municipalities

From: Barbara Dramer
Sent: Tuesday, March 26, 2024 7:06 PM
To: Info <info@harrisonhotsprings.ca>
Subject: Interface Fire Prevention Program

Mayor Wood & Council,
Please approve this program for our community.
A concerned resident,
Barbara Dramer
Sent from my iPhone

VIA EMAIL

Ref: 66489

April 8, 2024

Their Worship Ed Wood
Mayor of the Village of Harrison Hot Springs
Email: ewood@harrisonhotsprings.ca

Dear Mayor Ed Wood:

On April 5, 2024, I introduced new legislation, Bill 16, intended to support local governments in their efforts to build more affordable and liveable communities. The proposed legislation strengthens the shift towards pro-active zoning by providing local governments with new authorities to secure affordable housing units and site-level infrastructure in new developments and to enable municipalities to adopt bylaws to help tenants facing eviction from redevelopment.

These changes are part of the broader set of local government changes that started in fall 2023 with Bills 44, 46 and 47 to help get more housing built faster while enabling updated and new tools to effectively fund the costs of infrastructure and amenities to support increased housing supply and growth. Those changes will result in fewer site-by-site rezonings, which many local governments currently rely on to secure key outcomes such as affordable housing, tenant protections, and site-level infrastructure. If passed, Bill 16 will provide authorities to local governments to secure these outcomes within a pro-active zoning framework.

Bill 16 will establish a new **Inclusionary Zoning** tool that allows local governments to require affordable housing in new development without relying on the rezoning process and to accept cash-in-lieu of affordable housing or affordable units on a different site by agreement. Local governments will need to undertake a financial feasibility analysis and consultation when developing Inclusionary Zoning bylaws to ensure that enough density is provided to offset the costs of providing affordable housing. They will also need to report annually on the outcomes of Inclusionary Zoning bylaws for transparency and to support provincial monitoring of implementation.

.../2

The **Density Bonus** tool will be updated to clarify how it is used and to help ensure it works effectively with Inclusionary Zoning. Financial feasibility analysis and consultation will now be required to ensure that Density Bonus provisions are achievable and calibrated to local conditions. The proposed legislation clarifies that local governments can accept cash-in-lieu of affordable units and/or units on a different site. It also clarifies use of Density Bonus authorities in Transit-Oriented Areas (TOAs).

By mid-2025 (or a later date prescribed by regulation) local governments will be required to update all existing density bonus bylaws to comply with the new legislation, and density bonus authorities will only be able to be used above the minimum allowable densities in TOAs.

Bill 16 will also provide municipalities with the authority to develop **Tenant Protection Bylaws** that are implemented at the development permit stage. Municipalities will be able to withhold development permits until owners meet the conditions of the tenant protection bylaws. In addition, municipalities will be able to request information about the effect of proposed redevelopments on tenants, which will give municipalities more data to design tenant protection bylaws.

Lastly, Bill 16 proposes new authorities for local governments to secure site-level infrastructure to service new development without relying on the rezoning process. These changes will give local governments clearer authority to require **works and services** for infill developments (i.e. at the building permit stage). As well, the legislation provides local governments with an expanded list of works and services they can require, including, for example, benches, street lamps, parklets, and sustainable design features like rain gardens. Local governments will also be able to require developments provide land adjacent to developments for new or upgraded roads without subdivision to support alternative transportation, accessibility and safety (such as wider sidewalks, bike lanes, and street trees). The legislation also gives local governments a new authority to define and require **Transportation Demand Management** measures within new developments, which can include, for example, charging stations or secure bicycle parking facilities.

If Bill 16 is passed, local governments can use the capacity funding distributed in January to adopt these new tools.

The Province will continue to engage and collaborate with local governments to support implementation of the new legislative tools and requirements. Later this year, we will provide guidance for adoption of the new authorities: Inclusionary Zoning and Density Bonus, Works and Services and Transportation Demand Management, and Tenant Protection Bylaws. In the coming months, we will also be providing further guidance to support the implementation of the fall 2023 legislation, including guidance on the Interim Housing Needs Reports and comprehensive guidance on the development finance tools.

I appreciate all the work being undertaken to transition to a pro-active zoning planning framework and to help get more homes built for British Columbians.

Sincerely,



Ravi Kahlon
Minister of housing

pc: The Honourable Anne Kang, Minister of Municipal Affairs
Teri Collins, Deputy Minister, Ministry of Housing
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Tyson Koch, City Manager/CAO (tkoch@harrisonhotsprings.ca)

Links:

Local Government Housing Initiatives Webpage: [Local government housing initiatives - Province of British Columbia](#)

Bill 16 Announcement: <https://news.gov.bc.ca/releases/2024HOUS0049-000471>

From: Bill Lawrence
Sent: Tuesday, April 9, 2024 9:24 AM
To: Kalie Wiechmann <info@harrisonhotsprings.ca>
Subject: Reinstatement of SFU Football Program: A Call for Support

Dear Mayor Ed Wood and Councillors of Harrison Hot Springs,

I hope this email finds you well. My name is Bill Lawrence, and I'm a three-term Councillor for the City of White Rock, as well as an alumnus of Simon Fraser University's football program. I am reaching out to you today to seek your assistance in advocating for the reinstatement of a football program that has left an indelible mark on my life and the lives of countless others over the decades.

As a former student-athlete at SFU, I can attest to the transformative power of participating in collegiate sports. The values of teamwork, discipline, and perseverance instilled in me during my time on the football field have been instrumental in shaping not only my character but also my ability to serve our community effectively. However, I was disheartened to learn of the discontinuation of the SFU football program, a decision that deprives current and future students of invaluable opportunities for personal and athletic growth.

Please take a moment to read the attached letter and record a ten second message, and send it in this week. Perhaps you went to SFU or know someone who has? Your support in this endeavor would be greatly appreciated.

Warm regards,

Bill

--

Bill Lawrence

This e-mail message (including attachments, if any) is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, proprietary, sent without prejudice, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender and erase this e-mail message immediately.

Let's Bring It Back! - Call for video submissions

Dear

SFU Football advocate,

I write this letter to you on behalf of the SFU Football Alumni Society (SFUFAS) and all those impacted by the termination of the Simon Fraser University football program on April 4th, 2023.

For 58 years, SFU football has served as a launching pad for young student athletes, staff, and community across the province and country!

We are asking for your help to "Bring it Back".

We are in the process of creating a video montage to build football community engagement across Canada as we continue to grow the movement calling for the reinstatement of SFU football to hold SFU administration accountable.

We respectfully ask that you consider submitting a 10 second clip of yourself sharing the following:

- Your name
- Community or occupational title
- A brief statement of support for SFU football
- End with the phrase 'let's bring it back'.

This video montage will be shared on all major social media platforms and sent to major media outlets for circulation of our messaging.

You can submit your message to Jared Harman with Search and Rescue Marketing Agency **by Monday, April 15th, 2024**, to jared@searchrescue.ca.

On behalf of the SFUFAS, we thank you for your support, and...

Let's Bring it Back!

In solidarity,



Mark Bailey
President

SFU Football Alumni Society



VIA EMAIL

Ref. 66386

April 10, 2024

His Worship Ed Wood
Mayor of the Village of Harrison Hot Springs
Email: ewood@harrisonhotsprings.ca

Dear Mayor Ed Wood:

British Columbia is facing an unprecedented housing shortage. We need every local government in the province to work with us to enable the development of more housing in every community. We need all types of housing; rental housing, family housing, housing that is appropriate and accessible for seniors and housing that presents real opportunities for ownership to first time buyers. That is why in the 2023 fall legislative session, we passed three legislative packages (Bills 44, 46 and 47) designed to shift land use planning away from site-by-site rezoning decisions that slow down the delivery of housing and amenities toward more 'up-front' planning and zoning practices.

Collectively, these legislative changes will help to address the housing crisis in BC by promoting greater diversification of the housing stock to address the unique needs for homes across a variety of demographics, tenures, household lifecycles, and income ranges. They will enable more efficient and predictable planning for housing need, reduce administrative and negotiation costs, help deliver more housing options for a range of incomes, and contribute to economic growth.

In our consultations on the Small-Scale Multi-Unit Housing legislation with planning staff and home builders, we heard clearly that this type of housing, four to six units on a single-family lot, can be challenging to realize within overly prescriptive site guidelines. Allowing for maximum flexibility on site will ensure we have the best chance of seeing "gentle" density realized in our communities. And because we know this type of development can be challenging and that streamlined development approvals process will help, Bill 44 also requires that you do not unreasonably restrict or prohibit the development of Small Scale Multi-Unit Housing.

.../2


We also expect many Small-Scale Multi-Unit Housing Developments will be strata titled and provide more accessible pathways to homeownership for people who would not be able to afford a single-family home in many communities. The Province recommends local governments allow stratification at every opportunity.

Alongside these bills, we also published the [Provincial Policy Manual and Site Standards](#) for Small Scale Multi-Unit Housing. This manual provides a framework that will create a healthy development environment to realize the diverse housing types needed to meet the unit level density required by Bill 44. I would like to remind you that Bill 44 requires that you consider this policy guidance when crafting your zoning bylaw amendments. We strongly encourage you to adopt the provincial site standards around lot coverage, building height and setbacks and to allow as many unit types as possible in as many residential zones as you can so we can build more homes for people.

I know your staff are already working hard to prepare your bylaw amendments to meet the compliance deadline of June 30, 2024, and I appreciate the work and thought that you are putting into this process.

Thank you for working with us to address restrictive zoning and make it easier for people to build small scale, multi-unit homes.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ravi Kahlon', written in a cursive style.

Ravi Kahlon
Minister of Housing

pc: Tyson Koch, Chief Administrative Officer (tkoch@harrisonhotsprings.ca)

April 16, 2024

To British Columbia Municipalities

Dear Mayor and Members of Council:

Re: Support for Resolution Black Bear Cub Conflict Response by British Columbia Conservation Officer Service

At it's Regular Meeting held on Monday, February 26, 2024 the District of North Vancouver Council unanimously passed the following motion:

RECOMMENDATION:

THAT the Union of British Columbia Municipalities resolution Black Bear Cub Conflict Response by British Columbia Conservation Officer Service is supported for Lower Mainland Local Government Association consideration:


WHEREAS *the British Columbia Conservation Officer Service currently can independently decide how to handle black bears and cubs in conflict situations, without the oversight of an independent external public board;*

AND WHEREAS *there is no mandate for orphaned black bear cubs to be taken to a Wildlife Sanctuary for health assessment and treatment by a qualified wildlife veterinarian, and be the sole authority to perform a humane euthanasia of black bear cubs if needed.*

THEREFORE BE IT RESOLVED *that the Union of British Columbia Municipalities request the Province of British Columbia to initiate changes to the British Columbia Conservation Officer Service, Human-Black Bear (Single) Conflict Response Guideline, to include a review of actions through an independent civilian-led oversight board, orphaned bear cubs to be transported to a wildlife sanctuary for health assessment of cubs by qualified wildlife veterinarian, for treatment or euthanasia, and an audit done by the Solicitor General on the British Columbia Conservation Officer Service actions, policies and procedures.*

We are anticipating that this will be considered at the upcoming Lower Mainland Local Government Association's Annual Conference, and we would appreciate your support.

Sincerely,



Mayor Mike Little

Amanda Graham

Subject: Urgent Action Needed: Ban on Mice Glue Boards- Convention 2024 Union of Municipalities.

From: L. R.S. <cgoban3@gmail.com>

Sent: Wednesday, April 17, 2024 12:43 PM

To: village@burnslake.ca; admin@cachecreek.ca; info@campbellriver.ca; village@canalflats.ca; castlegar@castlegar.ca; municipalhall@csaanich.ca; chase@chasebc.ca; d-chet@gochetwynd.com; info@chilliwack.com; admin@docbc.ca; info@coldstream.ca; info@colwood.ca; town@comox.ca; feedback@coquitlam.ca; info@courtenay.ca; info@cranbrook.ca; info@creston.ca; info@cumberland.ca; office@daajinggiids.ca; admin@dawsoncreek.ca; cityclerk@delta.ca; duncan@duncan.ca; info@elkford.ca; info@cityofenderby.com; corporate.services@esquimalt.ca; cityhall@fernien.ca; info@fortstjohn.ca; cao@fraserlake.ca; info@village.fruitvale.bc.ca; info@gibsons.ca; info@goldriver.ca; enquiries@golden.ca; info@grandforks.ca; general@villageofgranisle.ca; cao@greenwoodcity.ca; Kalie Wiechmann <info@harrisonhotsprings.ca>; info@hazelton.ca; info@highlands.ca; info@hope.ca; tonia@hudsonshope.ca; info@invermere.net; info@kamloops.ca; admin@kaslo.ca; ask@kelowna.ca; clee@kentbc.ca; info@keremeos.ca; districtofkitimat@kitimat.ca; info@kimberley.ca; info@ladysmith.ca; admin@lakecountry.bc.ca; administration@langford.ca; general@lakecowichan.ca; info@langleycity.ca; info@lillooet.ca; district@lantzville.ca; reception@lionsbay.ca; info@lumby.ca

Subject: Urgent Action Needed: Ban on Mice Glue Boards- Convention 2024 Union of Municipalities.

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Dear Municipalities,

I hope this message finds you well. I am reaching out to bring to your attention an urgent issue that affects not only our local communities but also our environment and public health—the use of mice glue boards.

Mice glue boards, while intended for pest control, pose significant risks and ethical concerns. These boards often lead to prolonged suffering for trapped animals, including birds and unintended species. Moreover, the chemicals used in these boards can have detrimental effects on our ecosystems and water sources.

Our neighboring municipalities on Vancouver Island recently took a commendable stand by voting to ban mice glue boards, recognizing the importance of humane and sustainable pest control practices. We believe that extending this ban across all regions of British Columbia is crucial for protecting wildlife, promoting environmental stewardship, and ensuring the well-being of our communities.

We urge your municipality to join this cause and support the ban on mice glue boards. By taking proactive measures, we can set a positive example and contribute to a healthier and more compassionate future for our region.

We would welcome the opportunity to discuss this matter further and collaborate on initiatives that promote sustainable pest control methods. Together, we can make a meaningful impact and create a safer, more humane environment for all.

Thank you for considering this important issue. We look forward to your support and participation in advocating for the ban on mice glue boards.

Best regards,

Lavinia Rojas
647 Michigan St. 803
Victoria, BC
V8V 1S9
Phone: 236 508 3727

April 18, 2024

File No: 01-0390-20/24

To: Members of Council attending the 2024 LMLGA Conference & AGM:

Re: City of Pitt Meadows resolutions to reform the farm property tax system

On behalf of the City of Pitt Meadows' Council, our attending City Councillors are looking forward to the upcoming Lower Mainland Local Government Association's 2024 Conference and AGM with you in May.

Aligned with the [City of Pitt Meadows' Strategic Plan](#)—and with this year's conference theme, "Tackling the Big Issues"—I am writing you to raise awareness of the three resolutions we are asking for your endorsement. Please help us in calling on the Province of British Columbia to reform the farm property tax system.

The City's [Agricultural Viability Strategy](#) identifies farm property tax reform—including updates to income thresholds, changes to the school tax exemption, and targeted land tax on unfarmed land—as a key action for stimulating a productive agricultural land base.

Our aim is to protect farmland for farming and improve the viability of the agriculture sector. Our resolutions will ensure farmland across the province is not used for real estate speculation and that farm tax benefits encourage farming.

We are asking that you please endorse the following resolutions:

R46 – Unfarmed Land Tax

R47 – School Tax Exemption

R54 – Minimum Income Requirements for Farm Classification

.../2

In Pitt Meadows, we are committed to a thriving and resilient agricultural sector where farmers are valued, productive lands are supported, and producers are equipped to adapt to changing social, economic, and environmental conditions.

For more information, please visit pittmeadows.ca/agriculture.

Thank you in advance for your support.

Yours Truly,

A handwritten signature in blue ink, appearing to be 'NM', is centered below the text 'Yours Truly,'.

Nicole MacDonald
Mayor

cc: Pitt Meadows City Council

[from p. 46...]

TAXATION

R46-Unfarmed Land Tax

City of Pitt Meadows

Whereas the purpose of the Agricultural Land Reserve (ALR) is to preserve much-needed land for farming to ensure local food security, and not real estate speculation;

And whereas speculation in the ALR can lead to increased land values and the underutilization of ALR land for farming:

Therefore be it resolved that UBCM call upon the Province of BC to establish a targeted unfarmed land tax, to discourage speculation and encourage farming in the ALR.

Comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to establish a targeted unfarmed land tax, to discourage speculation and encourage farming in the ALR.

However, the Committee notes that the membership has endorsed resolutions that seek reforms that will encourage farm use of ALR land, including:

- *2023-NR71 which asked the Province to extend the tax exemptions and assessed value methodology provided to rural area farms to farms located within municipal boundaries to help promote fairness among farmers and reduce barriers to agricultural activity within urbanized areas;*
- *2018-B105 which asked for taxation reform measures to prioritize and promote the use of Agricultural Land Reserve lands for primary 'farm uses';*
- *2014-A3 which asked the provincial government to work with the agricultural community, UBCM and local governments to identify and implement additional measures that will increase the viability of farming and food production in British Columbia; and*
- *2013-B111 which asked for strengthened powers for the Agricultural Land Commission and taking measures to protect the agricultural land base from price speculation.*

Recommendation: No Recommendation

Conference Decision:

[from pp. 46/47...]

R47-School Tax Exemption

City of Pitt Meadows

Whereas the *School Act* exempts 50% of the assessed value of a parcel of land in the Agricultural Land Reserve (ALR) from school taxation if the land is vacant and unused, or used only for a residential purpose;

And whereas to encourage farming in the ALR to ensure local food security, school tax exemptions should only apply to ALR land that is being used for a farm purpose:

Therefore be it resolved that UBCM call upon the Province of BC to amend the *School Act* to remove the 50% school tax exemption for vacant and unused land, and residential purpose land in the ALR.

Comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to amend the School Act to remove the 50% school tax exemption for vacant and unused land, and residential purpose land in the ALR.

However, the Committee notes the membership endorsed resolution 2018-B105 which asked the provincial government to direct BC Assessment, and any other appropriate bodies, to promptly investigate and propose possible taxation reform measures to prioritize and promote the use of Agricultural Land Reserve lands for primary farm uses.

The Committee also advises that the UBCM Executive considered, but did not endorse, referred resolution 2008-B101 which urged the provincial government to increase the tax benefit for those who are using their land for agriculture.

The Committee further notes members endorsed resolutions:

- *2003-B20 on Farm Classification that questioned the extent of exemptions provided and the eligibility of some properties for tax exemptions citing the strain this can put on other property classes.*
- *2002-B48 which asked that section 130(2)(b) of the School Act be amended by deleting the reference to “residential purposes”, thus ensuring that every parcel of land used for a residential purpose pay equitably for school, hospital and local service purposes.*

The Committee acknowledges that these are dated references.

The Committee further advises that the membership considered, but did not endorse, two resolutions seeking the 50% school tax exemption for Class 6 properties (2012-B129, 2009-B80).

Recommendation: No Recommendation

Conference Decision:

[from pp. 53/54...]

R54-Minimum Income Requirements for Farm Classification

City of Pitt Meadows

Whereas the Classification of Land as a Farm Regulation establishes minimum gross income requirements for farm operations to be classified as Farm under the *Assessment Act*, that were last increased in 1993;

And whereas farm property tax reform that confers tax benefits to farm operations would help to encourage farming and support local food security:

Therefore be it resolved that UBCM call upon the Province of BC to amend the Classification of Land as a Farm Regulation to increase the income thresholds to achieve Farm classification, to a single minimum gross farm income of \$7,000;

And be it further resolved that UBCM call upon the Province of BC to review the income thresholds at least every five years.

Comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to amend the Classification of Land as a Farm Regulation to increase the income thresholds to achieve Farm classification, to a single minimum gross farm income of \$7,000; and to review the income thresholds at least every five years.

However, the Committee notes that the membership endorsed resolution 2018-B105 that encourages the provincial government to direct BC Assessment, and any other appropriate bodies, to promptly investigate and propose possible taxation reform measures to prioritize and promote the use of Agricultural Land Reserve lands for primary farm uses, as laid out in the Homes for BC companion document to the 2018 Provincial Budget. The response from the provincial government to this resolution noted that the Minister of Agriculture had set up an Advisory Committee for Revitalizing the Agricultural Land Reserve (ALR) and the Agricultural Land Commission (ALC). The Committee submitted its Final Report in December 2018 which included Recommendation 23 calling for a review and increase to the income threshold for farm properties qualifying for the BC Assessment Farm Class.

The Province's response to the 2018 resolution further advised that the Ministry of Municipal Affairs administers the BC Assessment Act and has authority for seeking amendments to income thresholds for farm property tax status. Ministry of Agriculture staff were working with the Ministry of Municipal Affairs and the Ministry of Finance to explore potential options to better ensure farm property tax benefits support the intended recipients. However, the thresholds in the Classification of Land as a Farm Regulation has not been revised since the Committee's report.

Recommendation: No Recommendation

Conference Decision:

Without local farms, there is no local food.

50

The City of Pitt Meadows' Agricultural Viability Strategy identifies farm property tax reform—including updates to income thresholds, changes to the school tax exemption, and targeted land tax on unfarmed land—as a key action for stimulating a productive agricultural land base.



City of
Pitt Meadows
THE HISTORICAL PLACE



Endorse Our Resolutions

Call on the Province of B.C. to reform the farm property tax system.

Let's protect farmland for farming and improve the viability of the agriculture sector. Our resolutions will ensure farmland across the province is not used for real estate speculation and that farm tax benefits encourage farming.

Endorse the following resolutions:

R46 – Unfarmed Land Tax

R47 – School Tax Exemption

R54 – Minimum Income Requirements for Farm Classification

In Pitt Meadows, we are committed to a thriving and resilient agricultural sector where farmers are valued, productive lands are supported, and producers are equipped to adapt to changing social, economic, and environmental conditions.

Learn more at

pittmeadows.ca/agriculture.



File No: 0360-20-03
Date: May 6, 2024

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Age-Friendly Committee Report

SUMMARY

To present resolutions on behalf of the Age-Friendly Committee for Council's consideration.

BACKGROUND

On Thursday, April 18, 2024, the Age-Friendly Committee met and unanimously passed the following resolution regarding recommended Council action:

THAT Council consider directing staff to research building a community hall with room for health services in the plans for a new Village Office.

POLICY CONSIDERATIONS

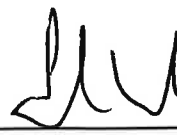
2023 Strategic Plan Priorities

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

Respectfully submitted:



Amanda Graham
Corporate Officer



Ed Wood
Chair, Age-Friendly Committee

File No: 0400-70
Date: April 15, 2024

To: Mayor and Council
From: Tyson Koch, Chief Administrative Officer
Subject: Draft Council - CAO Covenant

RECOMMENDATION

THAT Council adopt the Council – CAO Covenant.

SUMMARY

To present a Council – CAO Covenant for Council's consideration as per the recommendations made by Municipal Advisor Ron Poole.

BACKGROUND

The Village of Harrison Hot Springs requested support from the Ministry of Municipal Affairs in a letter dated February 27, 2023. A contract was struck between Poole Consulting Ltd. and the Ministry which allowed work to commence on March 15, 2023. The contract was intended to conclude June 15, 2023. However, the parties agreed to two additional extensions, with the final extension concluding on October 31, 2023.

The final deliverable of the contract with the Ministry of Municipal Affairs was the preparation of a Report from Municipal Advisor Ron Poole which had seven (7) recommendations to Village of Harrison Hot Springs council. A Council – CAO Covenant is recommendation number six (6). Mr. Poole presented his final report to Council at the November 8, 2023 Regular Council Meeting.

DISCUSSION

The following was extracted from Mr. Poole's final report:

The Village of Harrison Hot Springs is fortunate to have such a high degree of professionalism from a relatively new staff. My time in Harrison Hot Springs working with Interim CAO, Kelly Ridley, current CAO, Tyson Koch and all senior staff, has been nothing less than extremely professional, respectful and thoroughly enjoyable.

I conducted staff orientation sessions as well as educated staff on how to tie council's strategic vision into the day-to-day operations. This is a committed team that strives to provide a high level of service to the community and the elected body.

The organization has gone through high staff turnover since the election, and attracting good talent is challenging at best. The market is saturated with job postings. Currently 620 local

government vacancies in BC are listed on Civic Info BC. In order to ensure that politics (governance) does not fuse with administration, it is important that Mayor and Council respect the one employee system. As discussed during the orientation session, the CAO position is established to oversee and manage all staff. It is this one position that reports to council. Council was elected to govern, not administer the municipality. Staff are the experts hired, not elected, to handle the operational side. In order to recognize the importance of this relationship, many municipalities and regional districts sign Council-CAO Covenants that acknowledge this significant relationship.

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

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

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

1. *THAT Council establish a professional education budget to recognize on-going elected official training.*
2. *THAT Council revise the current Procedure Bylaw.*
3. *THAT Council finalize the adoption of the Official Community Plan.*
4. *THAT Mayor and Council review and understand the existing Social Media Communications Policy (1.32).*
5. *THAT the CAO and Mayor continue with the regularly scheduled council agenda briefing meetings.*
6. ***THAT Council establish a Council-CAO Covenant in order to ensure clarity of roles and to establish a respectful relationship.***
7. *THAT Council finalize and adopt a Code of Conduct.*

Staff conducted a review of other municipalities with public Council-CAO Covenants and have created a draft document which is attached to this report.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

2023 Strategic Plan Priorities

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

Respectfully submitted by:



Tyson Koch
Chief Administrative Officer

Attachment: Draft Council – CAO Covenant



HARRISON HOT SPRINGS

Naturally Refreshed

Council - CAO Covenant

This covenant allows each council member and the Chief Administrative Officer (CAO) to sign their names to a document that defines their roles and responsibilities.

WE, AS MEMBERS OF THE VILLAGE OF HARRISON HOT SPRINGS COUNCIL, WILL:

- carry out our responsibilities as set out in the applicable legislation to the best of our abilities;
- make decisions which we believe to be in the best interests of the majority of citizens within our jurisdiction;
- review all of the background information and advice made available to us by administration prior to rendering a decision;
- seek further input or clarification from our CAO when we are unsure of the issues or uncertain as to the preferred course of action;
- refer any complaints, either written or verbal, about the decisions of the Council or the actions of administration, to the CAO for review, comment and follow-up (as appropriate);
- refrain from making any commitments on behalf of the Council to individual citizens or groups other than to take the request up with Council or the CAO and to respond appropriately;
- seek to participate actively in the decision-making process as it occurs at the Council table and to make decisions at the table, not away from the table;
- refrain from any public or private criticism of our administration wherein individual employees or positions are identified;
- act as good stewards of the Village and as public servants of our citizens through ethical conduct;
- provide effective leadership by guiding the Village through strategic priorities, the budget approval process and by agreeing to reasonable policies which reflect, to the best of Council's knowledge, the best interests of a majority of our citizens;
- respect the one employee model by recognizing that the CAO is the only employee of Council;

- ensure that Council formally evaluates the performance of the CAO at least once annually and involve the CAO in this process so as to ensure a full understanding of the Council’s candid assessment; and
- allow the CAO to carry out the legislative responsibilities associated to that role without interference.

Signatures:

_____	_____
Mayor Ed Wood	Date
_____	_____
Councillor John Allen	Date
_____	_____
Councillor Leo Facio	Date
_____	_____
Councillor Allan Jackson	Date
_____	_____
Councillor Michie Vidal	Date

I, THE CHIEF ADMINISTRATIVE OFFICER, WILL:

- conduct myself as your chief policy advisor in an honest and ethical manner;
- ensure that the Mayor and Councillors are accorded respect in all of my personal and public comments;
- to the best of my knowledge provide advice on all issues which is professionally sound, ethical, legal and in accordance with the policies and objectives of Council;
- guide the actions of the administration so that they are in accordance with the policies and objectives of Council;
- act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council;
- forward any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow-up is assured;

- ensure that Council is made aware of the full picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to the reasonable decision options as well as my recommendation as your CAO;
- ensure that Council is aware of any key issues as they arise and thus avoid any problems associated with surprises;
- maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of other levels of government;
- admit to any mistakes of substance made by myself or my staff and take corrective action;
- listen carefully to the concerns of Council regarding my performance and seek to improve any deficiencies on an ongoing basis, and ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points; and
- refrain from any public criticism of Council wherein individual Councillors are identified.

Signature:

Tyson Koch, CAO

Date

File No: 0400-60-02
Date: April 15, 2024

To: Mayor and Council
From: Tyson Koch, Chief Administrative Officer
Subject: Request for Statutory Municipal Consent for Proposed Fraser Valley Regional District Sub-Regional Transit Service Area Amendment Bylaw No. 1729, 2024

RECOMMENDATION

THAT the Village of Harrison Hot Springs Council give its consent, by way of formal resolution, to *Fraser Valley Regional District Sub-Regional Transit Service Area Amendment Bylaw No. 1729, 2024*.

THAT Village Council direct staff to send a letter to the FVRD confirming the same.

SUMMARY

Fraser Valley Regional District Sub-Regional Transit Service Area Amendment Bylaw No. 1729, 2024 was given three readings by the Fraser Valley Regional District Board of Directors on March 21, 2024.

The FVRD is seeking the necessary statutory consents from the participants in accordance with S. 346 of the Local Government Act prior to requesting approval by the Inspector of Municipalities.

BACKGROUND

As part of the 2024 Financial Planning process, the FVRD sets annual tax requisition levels through the Financial Planning Bylaw. As required by the Local Government Act, the FVRD is also required to adopt Service Area Establishing Bylaws, setting the maximum allowable requisition for each Service Area, with some exceptions. As services and taxation evolve, Staff complete a review to ensure the Financial Plan does not exceed the maximum requisition stated in the Establishing bylaw.

The Sub-Regional Transit Service Area was established in 2012 to provide transit services in a portion of the FVRD. This Service Area is partially funded by the Village of Harrison, District of Kent, City of Chilliwack, and Electoral Area D. In 2017, the 2012 Establishing bylaw was amended to increase the maximum annual tax requisition to \$250,000.

DISCUSSION

As part of the 2024 Financial Planning process an administrative review was conducted to ensure the proposed budget is in compliance with the bylaw. An update to the maximum allowable requisition amount is needed.

Staff are proposing to increase the maximum requisition by an amount “less than or equal to 25% of the baseline value”. This language provides for the proposed taxation levels, allows for future growth, and exempts a Board adopted bylaw from Inspector approval as provided under BC Reg 113/2007.

An increase to the current maximum by 25%, would equal \$315,500. There has been no change to the allocations each Municipality or Electoral Area contribute to the maximum value.

The next step in this process is for this bylaw to receive municipal consent.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report. Taxation requisition amounts are set by the FVRD Board through adoption of the annual Financial Plan.

POLICY CONSIDERATIONS

2023 Strategic Plan Priorities

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

Respectfully submitted by:



Tyson Koch
Chief Administrative Officer

Attachment: Letter from the FVRD dated March 22, 2024 and accompanying documents

March 22, 2024

Village of Harrison Hot Springs

495 Hot Springs Road

PO Box 160

Harrison Hot Springs, BC V0M 1K0

Re: Request for Statutory Municipal Consent for Proposed Fraser Valley Regional District Sub-Regional Transit Service Area Amendment Bylaw No. 1729, 2024.

Fraser Valley Regional District Sub-Regional Transit Service Area Amendment Bylaw No. 1729, 2024 was given three readings by the Fraser Valley Regional District Board of Directors on March 21, 2024, a certified copy of which is enclosed for your reference. Also enclosed is a background memorandum which will provide your council with further information. We are seeking the necessary statutory consents from the participants in accordance with S. 346 of the *Local Government Act* prior to requesting approval by the Inspector of Municipalities.

In view of the foregoing, we are requesting that your Council give its consent, by way of formal resolution, to *Fraser Valley Regional District Sub-Regional Transit Service Area Amendment Bylaw No. 1729, 2024* at your earliest convenience.

Your prompt attention to this matter is greatly appreciated. If you have any questions or concerns regarding the bylaw, please do not hesitate to contact me at (604)-702-5019.

Regards,

Lauren Olynick,
Deputy Corporate Officer
Enc.

**FRASER VALLEY REGIONAL DISTRICT
BYLAW NO. 1729, 2024**

A Bylaw to increase the requisition limit for the Sub-Regional Transit Service Area

WHEREAS *Fraser Valley Regional District Sub-Regional Transit Service Area Establishment Bylaw No. 1178, 2012* was adopted by the Fraser Valley Regional District Board of Directors (“the Board”) on November 27, 2012;

AND WHEREAS the maximum annual requisition for the Sub-Regional Transit Service Area (“the Service Area”) is currently \$250,000;

AND WHEREAS the Board wishes to increase the maximum amount that may be requisitioned under Bylaw No. 1178, 2012 by an amount less than or equal to 25% of the baseline value;

AND WHEREAS BC Reg 113/2007 exempts amendments to an establishing bylaw from inspector approval where the increase in maximum requisition under the bylaw is less than or equal to 25% of the baseline value;

AND WHEREAS consent on behalf of electoral and municipal participating areas has been obtained;

THEREFORE the Board enacts as follows:

1) CITATION

This Bylaw may be cited as *Fraser Valley Regional District Sub-Regional Transit Service Area Amendment Bylaw No. 1729, 2024*.

2) ENACTMENTS

That *Fraser Valley Regional District Sub-Regional Transit Service Area Establishment Bylaw No. 1178, 2012* is amended by:

a) deleting Section 2. e) in its entirety and substituting the following:

“e) The maximum amount that may be requisitioned annually for the Sub-Regional Transit Service Area shall be \$312,500.”

b) Deleting Section 2. f) in its entirety and substituting the following:

“f) The net share of the annual costs to be recovered for the Sub-Regional Transit Service shall be allocated to the municipal and electoral participating areas as follows:

Village of Harrison Hot Springs

32% of the total annual requisition

<u>District of Kent</u>	36% of the total annual requisition
<u>City of Chilliwack</u>	25% of the total annual requisition
<u>Electoral Area D</u>	7% of the total annual requisition

3) SEVERABILITY

If a portion of this bylaw is found invalid by a court, it will be severed and the remainder of the bylaw will remain in effect.

4) READINGS AND ADOPTION

READ A FIRST TIME THIS	29 th	day of February, 2024
READ A SECOND TIME THIS	29 th	day of February, 2024
READ A THIRD TIME THIS	29 th	day of February, 2024
FIRST READING RESCINDED THIS	21 st	day of March, 2024
SECOND READING RESCINDED THIS	21 st	day of March, 2024
THIRD READING RESCINDED THIS	21 st	day of March, 2024
RE-READ A FIRST TIME THIS	21 st	day of March, 2024
RE-READ A SECOND TIME THIS	21 st	day of March, 2024
RE-READ A THIRD TIME THIS	21 st	day of March, 2024
ADOPTED THIS		

Chair/Vice-Chair

Corporate Officer/Deputy

5) CERTIFICATION

I hereby certify the foregoing to be a true and correct copy of *Fraser Valley Regional District Sub-Regional Transit Service Area Amendment Bylaw No. 1729, 2024* as read a third time by the Board of Directors of the Fraser Valley Regional District on March 21, 2024

Dated at Chilliwack, BC on March 21, 2024.



Corporate Officer/Deputy

File No: 1855-01
Date: April 15, 2024

To: Mayor and Council
From: Christy Ovens, Community Services Manager
Subject: Asset Management Planning Program Grant

RECOMMENDATION

THAT staff be authorized to apply for the UBCM Asset Management Planning Program Grant for up to \$25,000 to cover up to 50% of total project costs.

SUMMARY

To provide information on a funding opportunity to enhance the Village's Asset Management processes.

BACKGROUND

The Village currently has a Council Policy, No.1.29 Asset Management Policy that was adopted in 2019 as well as a previously created Asset Management Plan, both of which need to be updated.

DISCUSSION

The Union of British Columbia Municipalities (UBCM) has been supporting the Asset Management Planning Program Grant since 2014. The intent of this program is to assist local governments in delivering sustainable services by extending and deepening asset management practices within their organization.

The Village's Director of Operations, Jace Hodgson, is a member of the Community of Practice for Fraser Valley Asset Management, a collaborative group sponsored by Asset Management B.C. Asset Management activities fall broadly under the categories of Assess, Plan, and Implement. Success of this grant program will allow the Village to continue to improve upon, implement, and track asset management, as well as provide important training / education to staff.

FINANCIAL CONSIDERATIONS

UBCM's Asset Management Planning Program can provide up to 50% of total project costs to a maximum of \$25,000. The remainder 50% is required to be funded through community contributions which can include from the Community Works fund, in-kind contribution, or other grant funding.

The Village has previously budgeted funds for staff to participate in the Asset Management BC Training Conference and these funds would form a portion of the matching amount. Staff will also look to apply to the Federation of Canadian Municipalities' Municipal Asset Management Program to bridge the funding gap from any expenses above what would normally be anticipated in the fiscal budget.

POLICY CONSIDERATIONS

2023 Strategic Plan Priorities

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

Respectfully submitted:



Christy Ovens
Community Services Manager

Reviewed by:



Tyson Koch
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz
Chief Financial Officer, Deputy CAO

File No: 1220-20-50

Date: April 15, 2024

To: Mayor and Council
From: Jace Hodgson – Director of Operations
Subject: Boat Launch Building Addition – Contract Award

RECOMMENDATION

THAT the Director of Operations' report dated April 15, 2024 regarding the Boat Launch Building Addition contract award be received for information.

SUMMARY

To provide an update to Council regarding the construction of the Boat Launch Building Addition.

BACKGROUND

The Boat Launch Building Addition is a carryover project from the 2019-2021 Resort Municipality Initiative (RMI) program. Under the Village's Resort Development Strategy (RDS), the goal of this project is to diversify the seasonal nature of the tourism industry by developing shoulder season events/programming and invest in tourism assets that prolong the tourism season. Another goal of this project is to enhance visitor experience and satisfaction by improving the quality and quantity of tourism amenities and tourism related infrastructure. As per the RMI funding agreement and recent correspondence, this project must be complete by March 31st, 2025. The scope of the addition and renovation will include concession space, shelving and storage, and exterior façade upgrades. These upgrades aim to address functionality and create a visually appealing environment with modern materials and finishes that complement other Village facilities and incorporate architectural elements to create a more positive and memorable experience for visitors and residents.

DISCUSSION

The Village engaged in a competitive tender process and issued a Request for Proposals (RFP) on February 21st, 2024. The Village received six (6) proposals by the closing date of March 20th, 2024 and completed an evaluation based on financial, corporate and technical criteria. As outlined in the Village's Purchasing and Procurement Policy No. 1.08, given that this project was included in the Financial Plan, staff have awarded the contract to Kurts Construction, a local contracting company. Construction is set to commence at the beginning of May with project completion targeted for November 2024.

FINANCIAL CONSIDERATIONS

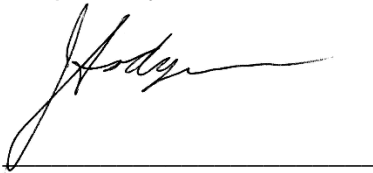
The RFP submitted by Kurts Construction quotes the project at a total cost of \$276,565. Funding for this project will come from the Resort Municipality Initiative.

POLICY CONSIDERATIONS

2023 Strategic Plan Priorities

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

Respectfully submitted:



Jace Hodgson
Director of Operations

Reviewed by:



Tyson Koch
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz
Chief Financial Officer, Deputy CAO

File No: 3360-20-Z05/22
Date: March 18, 2024

To: Mayor and Council
From: Ken Cossey, Planning Consultant
Subject: Rezoning Application – 435 Pine Avenue

RECOMMENDATION

THAT Council request the applicant for the rezoning of 435 Pine Avenue to set up a Public Notification meeting, as per section 11.0 of the Village’s Development Procedures Bylaw No. 1090, 2016.

SUMMARY

The consideration of a rezoning application from the current R-2 (Duplex) zone to a R-5 (Resort Residential Development) zone.

BACKGROUND

The development site consists of one property with the assigned civic address of 435 Pine. Currently located on the site is a single-family dwelling. The site is approximately 0.405 Ha (~4,050.00 M²) in size, is fully serviced, and is accessible from Pine Avenue.

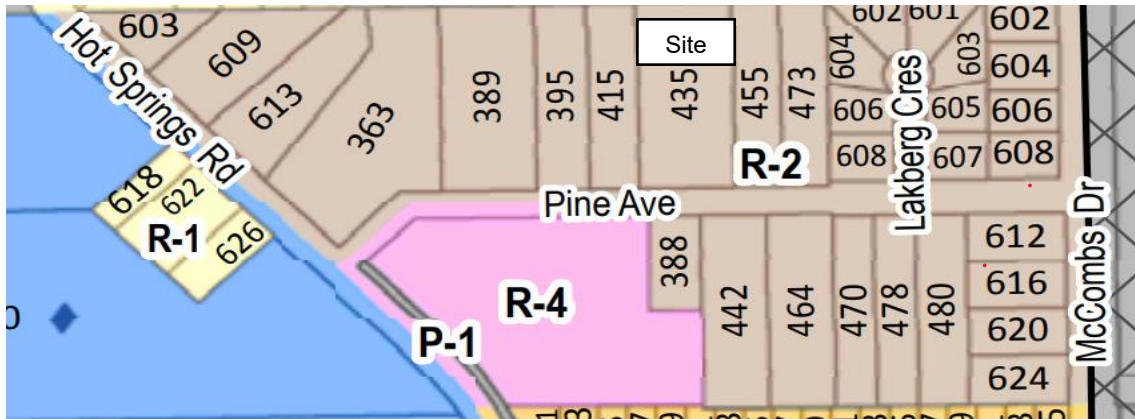


At the March 6, 2023 Regular Council Meeting, Council denied an OCP amendment application to change the designation of the site from Low Density Residential to medium Density Residential. Council believed that the 20 townhouse dwellings being proposed was not compatible with the surrounding land uses.

DISCUSSION

Zoning

The site is currently zoned Residential 2 (Duplex) and the minimum Lot Size for subdivision purposes ranges from 697 M² when connected both to the Village’s sewer and water system to 1125 M² when hooked up to sewer only. The current parcel size exceeds the minimum parcel size subdivision requirements. Without a rezoning application the applicant could build five duplexes, for a total of ten dwelling units on the site.



Official Community Plan

This site is located within the OCP under the Neighbourhood Plan – Pine Avenue section. Listed below are the summary points associated with this proposed development and the Neighbourhood Plan.

The Official Community Plan Bylaw No. 864, 2007 is the guiding bylaw in this case as it was in effect at the time the application was submitted.

Policy Framework

- **Building design and landscaping** - not applicable as this proposal is not multi-unit dwellings
- **Minimize the number of driveways onto Pine** – there is currently only one driveway and this proposal also only has one
- **No north south road connections** - none are being proposed
- **Focus on small lot single family development and low-density multi-family development along Hot Springs Road** - the new Provincial and Policy Manual and Site Standards requirements, or the Small-Scale, Multi-Unit Housing (SSMUH) have been created to address the minimum density for single family dwellings and duplexes, so this location policy will not truly be applicable after June 30, 2024.
- **Assembly of existing single family lots is the preferred approach, however, redevelopment options for individual lots shall be considered** – this is a one lot rezoning application
- **Rezoning applications shall only be considered for small lot resident subdivision or multi family development on sites greater than 0.4 ha (1 acre)** – the parcel size in this case is 0.405 ha in size.
- **A neighbourhood park at least 0.2 ha (0.5 acres) in size should be located in the central portion of the neighbourhood** – this will be addressed at the subdivision stage if Council approves the rezoning application.
- **The adequacy of the existing infrastructure to service any new developments shall be determined prior to rezoning the lands, including the preparation of a storm management plan** – Council may request this type of additional information from the applicant.
- **Clustering of development and smaller building footprints are encouraged to minimize the creation of impermeable surfaces** – the impermeable issue can be addressed through the preparation of the storm management plan.
- **All development shall conform to the applicable flood provision requirements** – the Flood Construction Level is 14.55 M, as per the Village's Zoning Bylaw.

Comparison of the R-2 Zone to the R-5 Zone

Listed below is a comparison of the R2 zone regulations with the proposed R5 zone regulations.

Development Regulations	R-2 Zone	R-5 Zone
Detached Dwelling	Yes	Yes
Duplex Dwelling	Yes	No
Home Occupation	Yes	No
Accessory Residential Suite or a Coach House, but not both	Yes	No
Accessory Buildings/structures	Yes	No
Minimum lot Size	697 M ² to 1125 M ² (depends on if the parcel is hooked into a community water	130 M ² and must be hooked into a community sewer and water system

	system and a community sewer system)	
Minimum lot width	18 M (SFD) 24 M (Duplex)	9 M
Maximum density	NA	50 units per ha
Maximum lot coverage	40%	50%
Development Regulations	R-2 Zone	R-5 Zone
Minimum front setback	7.5 M	2 M with a deck 6 M
Minimum rear setback	7.5 M	3.5 M
Minimum interior side setback	1.5 M	1.2 M
Minimum exterior side setback	3.6 M	1.2 M
Maximum height	10.7 M	10.7 M

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

OCP Bylaw 864, 2007 – Neighbourhood Plan (Pine Avenue)

Zoning Bylaw No. 1115, 2017

Respectfully submitted:



Ken Cossey, MCIP, RPP
Planning Consultant

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachments (2): 1. Topographic and Tree Survey Plan, dated November 22, 2022
2. Proposed subdivision lay out plan, undated

Copyright reserved. This plan and design is, and at all times remains, the exclusive property of Geoff Lawlor Architecture Inc. and cannot be used without the architect's permission.

The General Contractor shall check and verify all dimensions and report errors and omissions to the architect. This drawing is not to be used for construction unless signed and sealed by the architect.

This design document is prepared solely for the use of the party with whom Geoff Lawlor Architecture Inc. has entered into a contract with. No representation of any kind is made to any other party.

**TOPOGRAPHIC AND TREE SURVEY PLAN OF
PARCEL 'A' (EXPLANATORY PLAN 33823) LOT C PLAN 10239
AND OF LOT D PLAN 10239; ALL OF
SECTION 12, TOWNSHIP 4, RANGE 29, W6M, N.W.D.**

SCALE 1:500
All Distances are in Metres.

CIVIC ADDRESS
325 & 435 PINE AVENUE
HARRISON HOT SPRINGS B.C.
P.I.D. 009-276-408
009-276-432

SURVEY LEGEND	
[Symbol]	CATCH BASIN - TOP ENTRY
[Symbol]	CATCH BASIN - SIDE ENTRY
[Symbol]	CATCH BASIN - ROUND
[Symbol]	UTILITY POLE
[Symbol]	POLE MOUNTED TRANSFORMER
[Symbol]	UTILITY POLE WITH LIGHT
[Symbol]	STREET LIGHT - DAWT
[Symbol]	STREET LIGHT - POST TOP
[Symbol]	GUY WIRE
[Symbol]	HYDRANT
[Symbol]	WATER VALVE
[Symbol]	WATER METER
[Symbol]	JUNCTION BOX
[Symbol]	HYDRO BOX - INGROUND
[Symbol]	UTILITY BOX - INGROUND
[Symbol]	DRIVEWAY LETDOWN
[Symbol]	STREET SIGN



Underwater Land Surveying
B.C. Land Surveyors
#104 - 5830 176 'A' Street
Cloverdale B.C.
WWW.UNDERWATER.CA
FILE: HH22-88_TP

- NOTES:**
- Elevations are in metres and are geodetic. (CVD28/Atv2.0)
 - Elevations are derived from GNSS observations post-processed by NRCAN's PPP service. A benchmark may be obtained by contacting our office.
 - This Plan was prepared for architectural design and site servicing purposes, and is for the exclusive use of our client. The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of reproduction, transmission or alteration to this document without consent of the signatory.
 - Prior to any construction, underground services are to be confirmed by Municipal Engineering Dept.
 - If there is any conflict in information between the hard copy of this Plan and the digital data provided, the hard copy shall be taken to be correct. Any information taken from digital data shall be confirmed by information shown on the hard copy of this plan.
 - Tree diameters are taken at 1.4m above grade and are shown in cm. All trees 30cm and larger on project are shown. Tree canopy locations are approximate and root protection zones should be determined by a qualified arborist.
 - Lot dimensions are derived from field survey.

Certified correct, completed on the
8th day of November, 2022.
B.C.L.S.

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architect
Architecture Inc.
Geoff Lawlor Architecture Inc.
441-276-3196
402-3511 Columbia Way
Richmond, B.C. email: geoff@lawlorarchitecture.com
V6X 0P3 web: www.geofflawlorarchitecture.com

project
PineSprings Limited Partnership
295 - 5655 Cambie St.
Vancouver, BC, V5Z 3A4
Townhouses
435 Pine Ave.
Harrison, BC

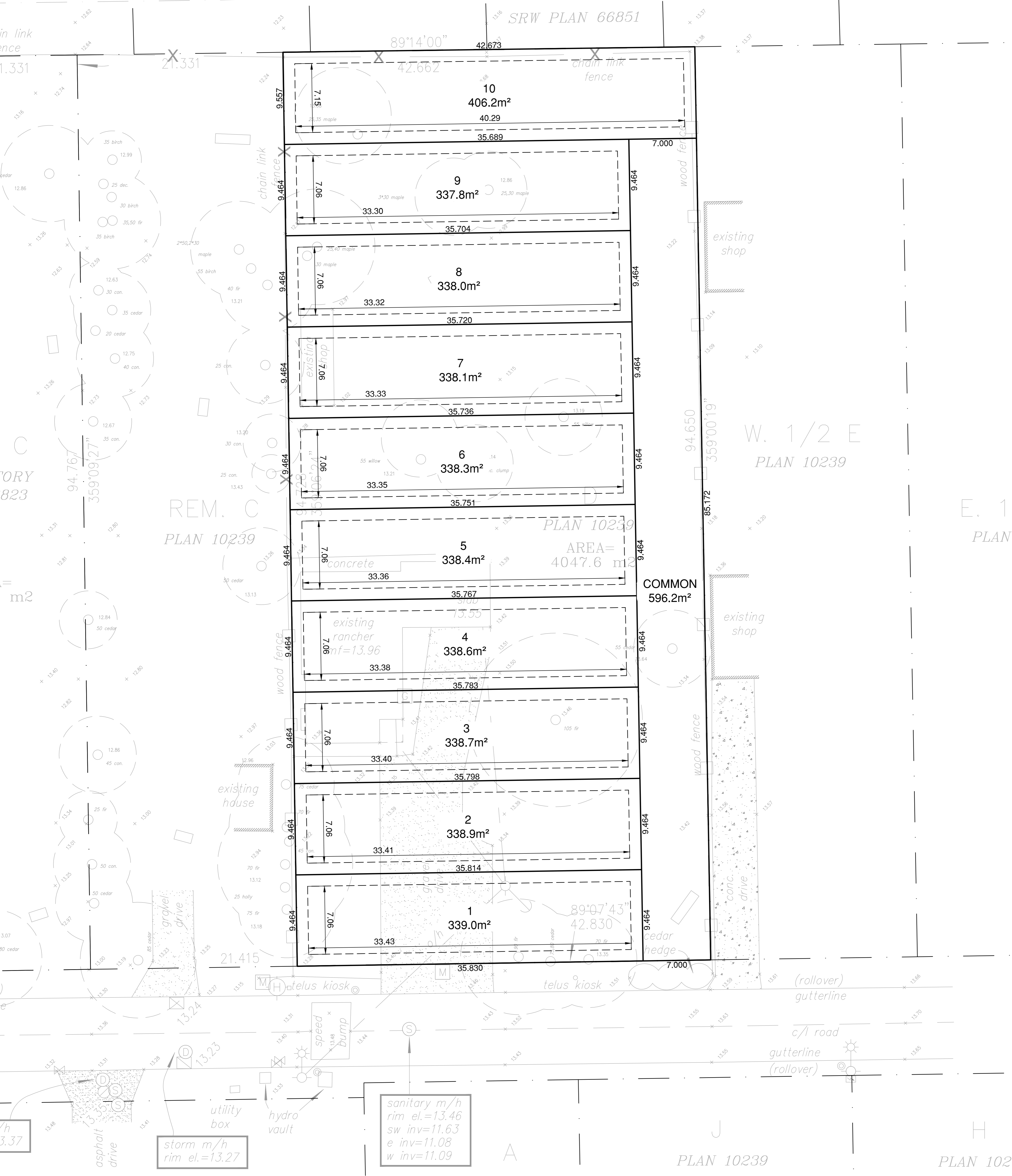
drawing title
survey

seal

project #	22-101	drawing #	
scale	as shown		A1-3
drawn by	GDL		
checked by			

OPTION G. R-3
7.0m SIDE ROAD, 10 LOTS

198 PLAN 66844 197 PLAN 66844 196 PLAN 66844 195 PLAN 66844 194 PLAN 66844 193 PLAN 66844



File No: 3360-20-Z01/24
Date: April 15, 2024

To: Mayor and Council
From: Ken Cossey, Planning Consultant
Subject: Rezoning Application – 442 and 464 Pine Avenue

RECOMMENDATION

THAT Council request the applicant to set up a Public Notification meeting for the rezoning of 442 and 464 Pine Avenue, as per section 11.0 of the Village's Development Procedures Bylaw No. 1090, 2016.

SUMMARY

The consideration of a rezoning application from the current R-2 zone to an R-4 zone, for the creation of 18 two storey residential dwellings.

BACKGROUND

The development site consists of two properties, with the assigned civic addresses of 442 and 464 Pine Avenue. Located on each site is a single-family dwelling and the combined site is approximately 0.542 Ha (~5,422.00 M², 1.34 Ac) in size, with both being fully serviced, accessible from Pine Avenue and relatively flat.



442 Pine Avenue



464 Pine Avenue



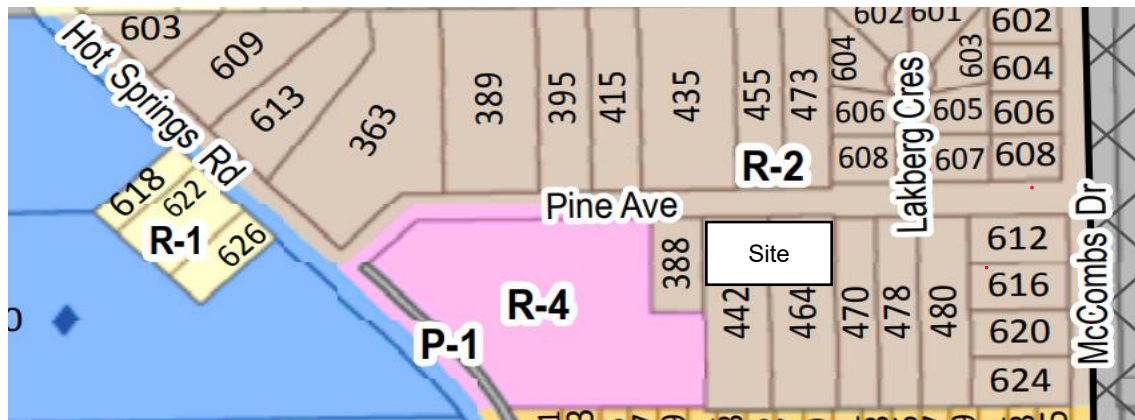
The two-parcel proposed development site

DISCUSSION

Zoning

The site is currently zoned Residential 2 (Duplex) and the minimum Lot size for subdivision purposes ranging from 697 M² when connected both to the Village’s sewer and water system to 1125 M² when hooked up to sewer only. The current individual parcel sizes exceed the minimum parcel size subdivision requirements for a duplex dwelling. Without a rezoning

application the applicant could build approximately 8 duplexes, for a total of 16 dwelling units over the two sites. The applicant is proposing 18 dwelling units over the two sites.



Official Community Plan

This site is located within the OCP under the Neighbourhood Plan – Pine Avenue section. Listed below are the summary points associated with this proposed development and the Neighbourhood Plan.

The Official Community Plan Bylaw No. 864, 2007 is the guiding bylaw in this case as it was in effect at the time the application was submitted.

Policy Framework

- **Building design and landscaping** – not applicable as this proposal is not multi-unit dwellings
- **Minimize the number of driveways onto Pine Avenue** – there are currently two driveways and the applicant is proposing only one
- **No north south road connections** – none are being proposed
- **Focus on small lot single family development and low-density multi-family development along Hot Springs** – the new Provincial and Policy Manual and Site Standards requirements, or the Small-Scale, Multi-Unit Housing (SSMUH) have been created to address the minimum density for single family dwellings and duplexes, so this location policy will not truly be applicable after June 30, 2024.
- **Assembly of existing single family lots is the preferred approach, however, redevelopment options for individual lots shall be considered** – this is a two-lot redevelopment application
- **Rezoning applications shall only be considered for small lot residential subdivision or multi family development on sites greater than 0.4 ha (1 acre)** - the combined size of both parcels is approximately 0.542 Ha in size
- **A neighbourhood park at least 0.2 ha (0.5 acres) in size should be located in the central portion of the neighbourhood** – as there is no subdivision plan associated with this application, the actual dedication of parkland is not possible. The Village can, however, ask the developer to make a financial contribution to the potential park for this area.
- **The adequacy of the existing infrastructure to service any new developments shall be determined prior to rezoning the lands, including the preparation of**

a storm management plan – Council may request this type of additional information from the applicant

- **Clustering of development and smaller building footprints are encouraged to minimize the creation of impermeable surfaces** – the impermeable issue can be addressed through the preparation of the storm management plan
- **All development shall conform to the applicable flood provision requirements** – the Flood Construction Level is 14.55 M, as per the Village's Zoning Bylaw.

Comparison of the R-2 Zone to the R-4 Zone

Listed below is a comparison of the R2 zone regulations with the proposed R4 zone regulations.

Development Regulations	R-2 Zone	R-4 Zone
Detached Dwelling	Yes	No
Duplex Dwelling	Yes	No
Townhouse dwelling	No	Yes
Home Occupation	Yes	Yes
Accessory Residential Suite or a Coach House, but not both	Yes	No
Accessory Buildings/structures	Yes	Yes
Minimum lot Size	697 M ² to 1125 M ² (depends on if the parcel is hooked into a community water system and a community sewer system)	1500 M ² and must be hooked into a community sewer and water system
Minimum lot width	18 M (SFD) 24 M (Duplex)	22.5 M
Maximum density	NA	35 units per ha
Maximum lot coverage	40%	55%
Minimum front setback	7.5 M	4.5 M
Minimum rear setback	7.5 M	7.5 M
Minimum interior side setback	1.5 M	3.6 M
Minimum exterior side setback	3.6 M	7.5 M
Maximum height	10.7 M	11 M
Minimum Amenity area (more than 11 units being proposed)	NA	10 M ² per unit

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

OCP bylaw 864, 2007 – Neighbourhood Plan (Pine Avenue)

Zoning Bylaw No. 1115, 2017

Respectfully submitted:



Ken Cossey, MCIP, RPP
Planning Consultant

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachment: Site Plan dated January 9, 2024

Pine Ave



1.5m ROAD DEDICATION

4.5m FRONT SETBACK

RESIDENTIAL PARKING
EXTERIOR UNIT = 2 GARAGE/2 DRIVEWAY
INTERIOR UNIT = 1 GARAGE/1 DRIVEWAY

6m STRATA ROAD

PROPERTY LINES

MIN. 6m DRIVEWAY LENGTH

COV. REAR PATIOS

1.5m SIDEWALK

VISITOR PARKING

FIRE/GARAGE
TURNAROUNDS @
ROUNDABOUTS

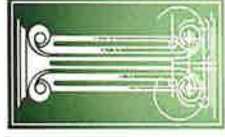
7.5m REAR SETBACK

3.6m INT. SIDE SETBACK

ZONING ANALYSIS (R4)

PERMITTED USE - TOWNHOUSE DWELLING
LOT SIZE - 1500m² MIN. (5415.8m² PROPOSED)
LOT WIDTH - 22.5m MIN. (66.3m PROPOSED)
LOT DEPTH - 22.5m MIN. (66.3m PROPOSED)
LOT COVERAGE - 55% MAX. (34% PROPOSED)
SETBACKS - FRONT - 4.5m
REAR - 7.5m
INTERIOR SIDE - 3.6m
BUILDING HEIGHT - 11m MAX. (10m PROPOSED)
AMENITY AREA - 190m² MIN. (200m² PROPOSED)
VISITOR PARKING - 4.5 MIN. (6 PROPOSED)
RESIDENT PARKING - 2 PER DU MIN. (2 OR 3 PER DU PROP.)

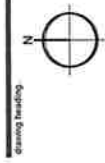
SITE PLAN
1:250



**PRECISION BUILDING
DESIGN ASSOCIATES LTD.**
3-10753 HWY 10 UNIT 108, B.C. 604-782-2829

project:
Open Door Construction
18 Unit Townhome
Development

address:
442 / 464 Pine Ave,
Harrison Hot Springs, B.C.



sheet number:

NO.	DESCRIPTION	DATE
1	CONCEPT LAYOUT	24.12.22
2	CONCEPT LAYOUT	12.12.22
3	CONCEPT LAYOUT	06.12.22
4	CONCEPT LAYOUT	06.12.22
5	CONCEPT LAYOUT	06.12.22
6	CONCEPT LAYOUT	06.12.22
7	CONCEPT LAYOUT	06.12.22
8	CONCEPT LAYOUT	06.12.22
9	CONCEPT LAYOUT	06.12.22
10	CONCEPT LAYOUT	06.12.22
11	CONCEPT LAYOUT	06.12.22
12	CONCEPT LAYOUT	06.12.22
13	CONCEPT LAYOUT	06.12.22
14	CONCEPT LAYOUT	06.12.22
15	CONCEPT LAYOUT	06.12.22
16	CONCEPT LAYOUT	06.12.22
17	CONCEPT LAYOUT	06.12.22
18	CONCEPT LAYOUT	06.12.22

Concept Layout

Site Plan/Zoning

prepared by:
K. WELSH / B. BURRITT
checked:
B. BURRITT
AS SHOWN
date:
Jan. 6, 2024
checked:
K. WELSH
sheet number:

1.0



**PRECISION BUILDING
DESIGN ASSOCIATES LTD.**
3-8853 VICTORIA PARKWAY, S.W. VANCOUVER, B.C. V6P 4R2

project:
Open Door Construction
18 Unit Townhome
Development

address:
442 / 464 Pine Street,
Harrison Hot Springs, B.C.



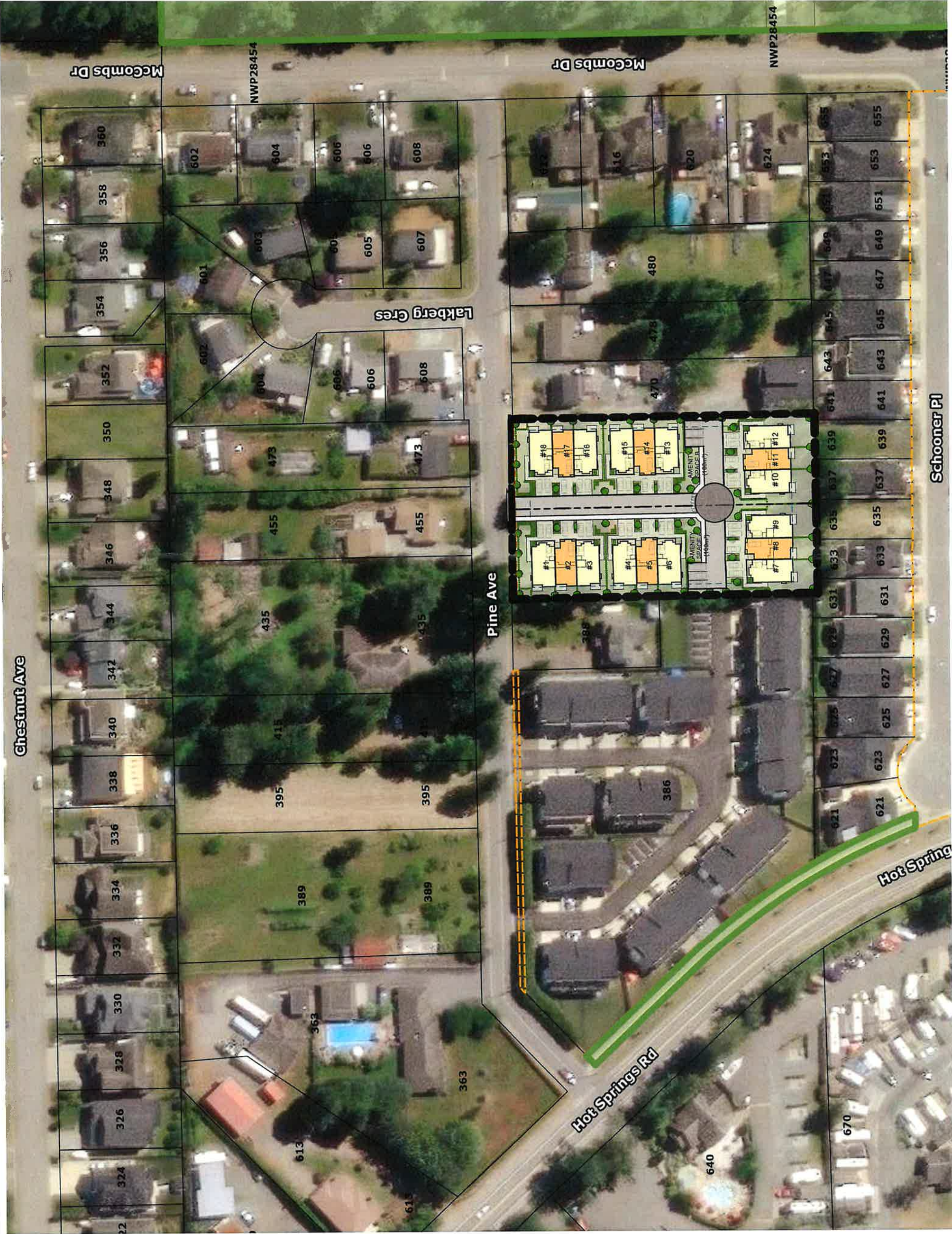
rendering:

NO.	DESCRIPTION	DATE
1	PRELIMINARY	2024.01.02
2	REVISED	2024.01.02
3	REVISED	2024.01.02
4	REVISED	2024.01.02
5	REVISED	2024.01.02
6	REVISED	2024.01.02
7	REVISED	2024.01.02
8	REVISED	2024.01.02
9	REVISED	2024.01.02
10	REVISED	2024.01.02

sheet name:
Concept Layout

sheet name:
Neighbourhood Plan

PROJECT NO.	DESIGNED BY
PN4255	B. BURRITT / K. WELSH
SCALE	DRAWN BY
AS SHOWN	B. BURRITT
DATE	CHECKED BY
JAN. 2, 2024	K. WELSH
SHEET NUMBER	
2.0	



File No: 0560-01
Date: March 18, 2024

To: Mayor and Council
From: Tyson Koch, Chief Administrative Officer
Subject: Release of Closed Meeting Resolutions

RECOMMENDATION

THAT the following closed meeting resolutions be received for information at the April 15, 2024 Regular Council Meeting:

From the March 8, 2024 Special Closed Council Meeting:

Moved by Mayor Wood
Seconded by Councillor Facio

THAT staff be directed to put out a request for proposals for an independent contractor to assist the Village in improving it’s Occupational Health and Safety Program and in resolving any outstanding complaints of harassment, bullying, and breaches of the Village’s Code of Conduct policy.

CARRIED
OPPOSED BY COUNCILLORS ALLEN AND VIDAL
SCC-2024-03-06

Moved by Mayor Wood
Seconded by Councillor Jackson

THAT staff be directed to put out a request for proposals for an independent contractor to guide discussions between _____ and _____ with the goal of creating an improved working relationship. *Redacted pursuant to s. 22(2)(h) of the Freedom of Information and Protection of Privacy Act.*

CARRIED
OPPOSED BY COUNCILLORS FACIO AND VIDAL
SCC-2024-03-07

BACKGROUND

Many subjects requiring the confidentiality of a closed meeting only require it for a limited period of time. It is important that local governments have a process in place to regularly review the information produced at closed meetings. Information that would no longer undermine the reason for discussing it in a closed meeting should be released as soon as practicable. The above resolutions have been released from the March 8, 2024 Special Closed Council Meeting.

Respectfully submitted by:

A handwritten signature in black ink, appearing to be 'TK' or similar initials, written in a cursive style.

Tyson Koch
Chief Administrative Officer

File No: 1830
Date: May 6, 2024

To: Mayor and Council
From: Scott Schultz, Chief Financial Officer
Subject: 2023 Audited Financial Statements

RECOMMENDATIONS

THAT the Independent Auditor's Report be received; and

THAT the 2023 Financial statements of the Village of Harrison Hot Springs be approved; and

FURTHER THAT the Independent Auditor's Report be attached to the approved Financial Statements of the Village of Harrison Hot Springs.

SUMMARY

Approval of the annual audited Financial Statements.

BACKGROUND

On an annual basis, the financial statements for the Village are prepared by staff and independently audited by a third-party firm. For the year ended December 31, 2023, BDO Canada LLP was engaged to perform a full audit on the financial statements and present the results to Council.

DISCUSSION

Section 167 of the *Community Charter* requires that municipalities submit audited and approved financial statements to the Inspector of Municipalities by May 15th of each year.

FINANCIAL CONSIDERATIONS

There are no financial considerations related to this report.

POLICY CONSIDERATIONS

There are no policy considerations related to this report.

Respectfully submitted:



Scott Schultz
Chief Financial Officer

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachments:

Audit Findings Report
Village of Harrison Hot Springs 2023 Audited Financial Statements

Village of Harrison Hot Springs

Audit findings report to the Mayor and Council for the year ended December 31, 2023

START



To the Mayor and Council of Village of Harrison Hot Springs

We are pleased to provide you with the results of our audit of Village of Harrison Hot Springs (the “Village”) financial statements for the year ended December 31, 2023. This report builds on and should be read in conjunction with our planning report dated January 22, 2024.

The enclosed report includes our approach to your audit, including: significant risks identified and the nature, extent, and results of our audit work. We also report significant internal control deficiencies, if any, identified during our audit and reconfirm our independence.

During the course of our audit, management made certain representations to us—in discussions and in writing. We documented these representations in the audit working papers.

We look forward to discussing our audit conclusions with you. In the meantime, please feel free to contact us if you have any questions or concerns.

Yours truly,

BDO Canada LLP
April 29, 2024



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- 2 Status of the audit
- 3 Audit findings
- 4 Internal control matters
- 5 Adjusted and unadjusted differences
- 6 Other required communications
- 7 Recommended resources
- 8 Appendices

For the year ended December 31, 2023

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Audit at a glance

Preliminary overall materiality was \$763,000; specific materiality was \$155,000. Final materiality and specific materiality remain unchanged from our preliminary assessment.

We are not aware of any fraud affecting the Village. If you have become aware of changes to processes or are aware of any instances of actual, suspected, or alleged fraud since our discussions held at planning, please let us know.

We have complied with relevant ethical requirements and are not aware of any relationships between Village of Harrison Hot Springs and our Firm that may reasonably be thought to bear on our independence.

LEAD
PARTNER
ON YOUR
AUDIT

Brian Szabo

START
DATE

November 2023

END DATE

April 2024

Email: bszabo@bdo.ca

Direct: 604-646-3389



Status of the audit

We have substantially completed our audit of financial statements of the Village for the year ended December 31, 2023. We are prepared to issue our independent auditor's report pending completion of the following:

- Approval of the financial statements by Mayor and Council;
- Receipt of signed management representation letter;
- Updates to our subsequent events procedures to the date of our auditor's report

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the financial statements are free from material misstatement. Our draft auditor's report is attached to the draft financial statements.

The scope of the work performed was substantially the same as that described in our Planning Report to the Mayor and Council dated January 22, 2024.



Audit findings

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the Organization's accounting practices, including accounting policies, accounting estimates and financial statements disclosures. We look forward to exploring these topics in depth and answering your questions. A summary of the key discussion points are below:

Financial statement areas	Risks noted	Audit findings
Management override of controls <i>[Significant Risk]</i>	Management is generally in a unique position to perpetrate fraud because of management's ability to directly or indirectly manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.	<ul style="list-style-type: none"> We reviewed transactions recorded in the various ledgers for unusual or non-recurring adjustments not addressed by other audit procedures. We reviewed controls over journal entries and specific journal entries subject to risk. All audit testing in this area was executed as planned with no issues to be reported.
Risk of Fraudulent Revenue Recognition <i>[Mandatory audit consideration - Rebuttable presumption]</i>	Due to the nature of the Village and its revenue streams, we have rebutted the risk of fraudulent revenue recognition as permitted under auditing standards. Nevertheless, there continues to be a risk of revenue being recorded in the incorrect period, as accounting standards are complex and subject to variation in application.	<ul style="list-style-type: none"> We reviewed user fee and taxation revenues in accordance with the latest revenue recognition standards. We reviewed agreements for grant funding received and ensured the revenue was recorded accurately in accordance with the settlement of any stipulations. All audit testing in this area was executed as planned with no issues to be reported.



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Audit findings (cont'd)

For the year ended December 31, 2023

Financial statement areas	Risks noted	Audit findings
<p>Employee Future Benefits <i>[Elevated Risk]</i></p>	<p>This is a complex accounting area that requires much estimation and reliance on actuarial experts.</p>	<ul style="list-style-type: none"> We reviewed the actuarial report and audited the significant assumptions. We directly communicated with and confirmed the independence of the external actuary. All audit testing in this area was executed as planned with no issues to be reported.
<p>Development cost charges (“DCCs”) <i>[Elevated Risk]</i></p>	<p>As with all municipalities, collection and use of DCCs is a complex area requiring interaction of several Village departments. There is a risk that the DCC’s may not be completely or properly accounted for.</p>	<ul style="list-style-type: none"> We obtained the bylaw authorizing the expenditure of monies in the DCC reserve fund and traced the projects to the DCC Revenue GL. We reviewed the DCC continuity schedule and vouched a sample of DCCs received that existed at year end to relevant correspondence and bank statements. All audit testing in this area was executed as planned with no issues to be reported.
<p>Implementation of new accounting standard: PSAS 3280 Asset Retirement Obligations <i>[Moderate Risk]</i></p>	<p>The Village implemented the new public sector accounting standard for asset retirement obligations (“AROs”) (PSAS 3280). This standard requires the recognition of liabilities for costs associated with activities that are legally required to be performed upon the retirement of an asset.</p> <p>As with the implementation of any new accounting standard there is an elevated risk due to the novel considerations that must be made. The considerations for PSAS 3280 are extensive: identifying potential AROs, assessing recognition of potential AROs, estimating the dollar amount to record for recognizable AROs, meeting disclosure requirements relating to AROs.</p>	<ul style="list-style-type: none"> We discussed with management the implementation of the new accounting standard, the focus being initially on ensuring all potential liabilities were captured and the base remediation cost was appropriately estimated. We reviewed the estimates made by management surrounding the estimated remediation timeline, the discount rate, and estimated inflation rate to ensure the calculations resulted in a reasonable estimate. We reviewed the associated disclosures to ensure appropriately presented in each of the financial statements. All audit testing in this area was executed as planned with no issues to be reported.



Internal control matters

- ▶ During the audit, we performed the following procedures regarding the Organization’s internal control environment:
- ▶ Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.
- ▶ We considered the results of these procedures in determining the extent and nature of audit testing required.



We are required to report to you in writing about any significant deficiencies in internal control that we have identified during the audit.

A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that merits the attention of those charged with governance.

The audit expresses an opinion on the Organization’s financial statements. As a result, it does not cover every aspect of internal controls—only those relevant to preparing the financial statements and designing appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

We draw to the attention of Mayor and Council the fact that, due to the limited number of employees at the Village of Harrison Hot Springs, control weaknesses arising from a potential lack of segregation of duties are difficult to avoid. As a result, continuous diligence and review of financial information is necessary.



Unadjusted differences

Summary of unadjusted differences

The following is a summary of unadjusted differences noted during the course of our audit engagement:

	Debit (Credit)			
	Assets	Liabilities	Accumulated Surplus	Net income
Effect of prior year's reversing errors	\$	\$	\$(29,891)	\$29,891
Total unadjusted differences	\$	\$	\$(29,891)	\$29,891



Adjusted differences

Summary of adjusted differences

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit
1	2023-12-31	TRANSFER FROM EQUITY IN TANGIBLE CAPITAL	1-3-3-79-900-2915 79	U			23,586.00
1	2023-12-31	TRANSFER TO CAPITAL FUND	1-4-1-13-900-5310 13	U		2,816.78	
1	2023-12-31	TRANSFER FROM OPERATING FUND	1-5-1-20-100-2930 20	U			2,816.78
1	2023-12-31	TRANSFER FROM EQUITY IN TANGIBLE CAPITAL	2-3-3-41-900-2915 41	U		6,454.00	
1	2023-12-31	AMORTIZATION EXPENSE - SEWER EQUIPMENT	2-4-3-41-170-0700 41	U			6,454.00
1	2023-12-31	EQUITY IN TANGIBLE CAPITAL ASSETS	6-2-3-79-900-1800 79	U		23,586.00	
1	2023-12-31	SEWER EQUIPMENT	7-1-3-41-150-0700 41	U			129,071.96
1	2023-12-31	ACCUMULATED AMORTIZATION - SEWER EQUIP	7-2-3-41-160-0700 41	U		6,454.00	
1	2023-12-31	EQUITY IN TANGIBLE CAPITAL ASSETS - SEWER	7-2-3-41-900-1800 41	U			129,071.96
1	2023-12-31	EQUITY IN TANGIBLE CAPITAL ASSETS - SEWER	7-2-3-41-900-1800 41	U			6,454.00
PBC entry to correct TCA balances of the sewer equipment, adjust the amortization due to the changed value of the sewer equipment, post the equity in TCA balancing entry that was not done on the original amortization entry.							
2	2023-12-31	OTHER PROVINCIAL GOVERNMENT RECEIVABLE: 1-1-1-12-903-0245 12		GRA		157,599.00	
2	2023-12-31	INFRASTRUCTURE GRANTS - PROVINCIAL	1-5-1-12-100-2800 12	GRA			157,599.00
To accrue for provincial grant that was authorized in 2023.							
3	2023-01-01	BUILDINGS & STRUCTURES	6-1-1-12-150-0650 12	KK3		2,365.54	
3	2023-01-01	ACCUMULATED AMORTIZATION - BUILDINGS & S	6-2-1-12-160-0650 12	KK3			1,819.65
3	2023-01-01	ARO Liability - Asbestos - General Administrat	6-2-1-20-100-1655 20	KK3			41,296.92
3	2023-01-01	EQUITY IN TANGIBLE CAPITAL ASSETS	6-2-3-79-900-1800 79	KK3		40,751.03	
3	2023-01-01	SEWER STRUCTURES	7-1-3-41-150-0650 41	KK3		838.47	
3	2023-01-01	ARO Liability - Asbestos - Sewer Services	7-2-1-20-100-1655 20	KK3			7,308.81
3	2023-01-01	ACCUMULATED AMORTIZATION - SEWER STRUC	7-2-3-41-160-0650 41	KK3			728.50
3	2023-01-01	EQUITY IN TANGIBLE CAPITAL ASSETS - SEWER	7-2-3-41-900-1800 41	KK3		7,198.84	
3	2023-01-01	ARO Liability - Well Capping	8-2-1-20-100-1655 20	KK3			9,988.39
3	2023-01-01	EQUITY IN TANGIBLE CAPITAL ASSETS - WATER	8-2-3-43-900-1800 43	KK3		9,988.39	
PBC A/E to record impact of asset retirement obligations as per PS 3280 as at January 1, 2022 and to record accretion and amortization expense for ARO in fiscal year 2023.							



Adjusted differences (contd.)

4	2023-12-31	AMORTIZATION EXPENSE - BUILDINGS & STRUCT	1-4-1-12-170-0650 12		KK3	25.99	
4	2023-12-31	Accretion Expense - Asbestos - General Admin	1-4-1-14-103-3895 14		KK3	1,722.08	
4	2023-12-31	AMORTIZATION EXPENSE - SEWER STRUCTURES	2-4-3-41-170-0650 41		KK3	13.75	
4	2023-12-31	Accretion Expense - Asbestos - Sewer Services	2-4-3-41-460-3895 41		KK3	304.78	
4	2023-12-31	Accretion Expense - Well Capping	3-4-3-43-560-3895 43		KK3	416.52	
4	2023-12-31	ACCUMULATED AMORTIZATION - BUILDINGS & S	6-2-1-12-160-0650 12		KK3	25.99	
4	2023-12-31	ARO Liability - Asbestos - General Administrati	6-2-1-20-100-1655 20		KK3	1,722.08	
4	2023-12-31	ARO Liability - Asbestos - Sewer Services	7-2-1-20-100-1655 20		KK3	304.78	
4	2023-12-31	ACCUMULATED AMORTIZATION - SEWER STRUC	7-2-3-41-160-0650 41		KK3	13.75	
4	2023-12-31	ARO Liability - Well Capping	8-2-1-20-100-1655 20		KK3	416.52	
<p>PBC A/E to record accretion and amortization expense for ARO for fiscal year 2023.</p>							
5	2023-12-31	PWKS SHOP - BLDG MAINT/REPAIRS	1-4-3-31-372-3810 31		KK3	43,019.00	
5	2023-12-31	ARO Liability - Asbestos - General Administrati	6-2-1-20-100-1655 20		KK3	43,019.00	
<p>PBC A/E to record asbestos remediation work done on the public works building.</p>							
6	2023-12-31	CONDITIONAL GRANT - PROVINCIAL	1-3-1-14-132-2800 14		U		6,966.00
6	2023-12-31	COMMUNITY WORKS (GAS TAX) GRANT	1-3-1-14-136-2700 14		U	3,010.00	
6	2023-12-31	TRANSFER TO CAPITAL FUND	1-4-1-13-900-5310 13		U	8,047.42	
6	2023-12-31	ENGINEERING CONSULTANT	1-4-1-60-696-3715 60		U	3,010.00	
6	2023-12-31	FIRE DEPT COMMUNICATIONS EQUIPMENT	1-4-2-26-345-3525 26		U		8,047.42
6	2023-12-31	FIRE DEPT - SMALL TOOLS & EQUIPMENT	1-4-2-26-345-4620 26		U	6,866.00	
6	2023-12-31	INFRASTRUCTURE GRANTS - PROVINCIAL	1-5-1-12-100-2800 12		U		3,010.00
6	2023-12-31	COMMUNITY WORKS FUNDING (GAS TAX)	1-5-1-12-136-2700 12		U	6,866.00	
6	2023-12-31	TRANSFER FROM OPERATING FUND	1-5-1-20-100-2930 20		U		8,047.42
6	2023-12-31	FIRE DEPARTMENT EQUIPMENT	1-6-2-26-345-6015 26		U	6,866.00	
6	2023-12-31	FIRE DEPARTMENT EQUIPMENT	1-6-2-26-345-6015 26		U	8,047.42	
6	2023-12-31	DRAINAGE	1-6-3-32-419-6030 32		U		3,010.00
6	2023-12-31	WTP - R & M	3-4-3-43-563-3810 43		U	13,788.80	
6	2023-12-31	TRANSFER TO CAPITAL	3-4-3-43-900-5310 43		U	13,788.80	
6	2023-12-31	TRANSFER FROM OPERATING FUND	3-5-3-43-510-2930 43		U		13,788.80
6	2023-12-31	WATER EQUIPMENT	3-6-3-43-584-6015 43		U	13,788.80	

To reclassify expenses in order to reconcile the capital expenditures to TCA.



Other required communications

Professional standards require independent auditors to communicate with those charged with governance certain matters in relation to an audit. In addition to the points communicated within this letter, the attached table summarizes these additional required communications.

Issue	BDO response
Potential effect on the financial statements of any material risks and exposures, such as pending litigation, that are required to be disclosed in the financial statements.	None noted.
Material uncertainties related to events and conditions that may cast significant doubt on the Foundations' ability to continue as a going concern.	None noted.
Disagreements with management about matters that, individually or in the aggregate, could be significant to the Foundations' financial statements or our audit report.	None noted.
Matters involving non-compliance with laws and regulations.	None noted.
Significant related party transactions that are not in the normal course of operations and which involve significant judgments made by management concerning measurement or disclosure.	None noted.
Management consultation with other accountants about significant auditing and accounting matters.	None noted.
Other Matters	None noted.



Recommended resources

Key changes to financial reporting



When the rules of reporting change, you may need to fine-tune how to present financial statements and govern the organization.

**ACCESS OUR
KNOWLEDGE CENTRE**

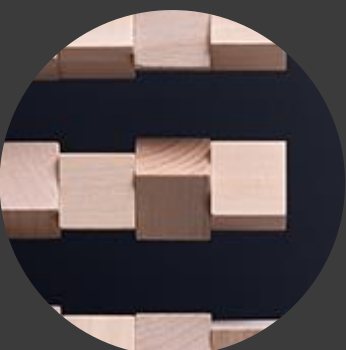
2023 Federal Budget



Understand the key elements of the 2023 Federal Budget and how it will impact you and your business

STAY ON TOP OF TAXES

7 powerful steps to financial audit readiness



Getting and staying prepared for an audit simplifies the process, cuts turnaround time, and improves your chances of overall success. Learn how you can be audit ready.

7 STEPS

Spotlight on sustainability

For the year ended December 31, 2023

Fast-moving world events are pushing sustainability up the agenda of Canadian organizations. Now organizational leaders, investors, and customers are responding on three fronts: environmental, social, and governance (ESG).

Regulators and issuers of standards are doing their part by supporting sustainability in the reporting ecosystem. Increasingly, organizations will need to go beyond the financials—and demonstrate sustainability with non-financial metrics.

5 reasons why businesses should care about ESG



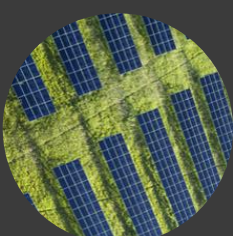
[SEE 5 REASONS](#)

Accounting for going green



[LEARN MORE](#)

How climate change became a business issue worth reporting



[READ ARTICLE](#)

Why CFOs should make sustainability a part of their financial reporting today



[BUILD BACK SUSTAINABLY](#)

10 Questions about sustainability reporting



[EXPLORE QUESTIONS](#)

Rethinking sustainability: the ESG roadmap



[SEE ROADMAP](#)



Appendices

- ▶ Appendix A: Representation Letter
- ▶ Appendix B: Independence Letter
- ▶ Appendix C: Management Letter



Appendix A: Representation Letter

For the year ended December 31, 2023

Village of Harrison Hot Springs
PO Box 160
495 Hot Springs Road,
Harrison Hot Springs, BC
V0M 1K0

DATE

BDO Canada LLP
Chartered Professional Accountants
Royal Centre, 1055 West Georgia Street,
Unit 1100, P.O. Box 11101
Vancouver

This representation letter is provided in connection with your audit of the financial statements of Village of Harrison Hot Springs for the year ended December 31, 2023, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian Public Sector Accounting Standards.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated March 12, 2024, for the preparation of the financial statements in accordance with Canadian Public Sector Accounting Standards; in particular, the financial statements are fairly presented in accordance therewith.

- The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement and/or disclosure that are reasonable in accordance with Canadian Public Sector Accounting Standards.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian Public Sector Accounting Standards.
- All events subsequent to the date of the financial statements and for which Canadian Public Sector Accounting Standards require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.
- We have reviewed and approved all journal entries recommended by the practitioners during the audit. A list of the journal entries is attached to the representation letter.

Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and

- unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Fraud and Error

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

General Representations

- We confirm that there are no derivatives or off-balance sheet financial instruments held at year end that have not been properly recorded or disclosed in the financial statements.
- The entity has complied with all provisions in its agreements related to debt and there were no defaults in principal or interest, or in the covenants and conditions contained in such agreements.
- There have been no plans or intentions that may materially affect the recognition, measurement, presentation or disclosure of assets and liabilities (actual and contingent).
- The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the entity, except as disclosed in the financial statements.

Other Representations Where the Situation Exists

- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.
- We have provided you with all the relevant information with regards to the adoption of PS 3280 Asset Retirement Obligations. In particular, we have examined all tangible capital assets owned or controlled by the Village, as well as leased assets, for retirement or remediation obligations and have included all known retirement obligations and have accurately estimated the obligation as of January 1 and December 31, 2023.
- We have considered the impacts of adopting PS 3450 Financial Instruments and determined there is no impact on the amounts and disclosures in the current and prior years.

Yours truly,

Scott Schultz, Chief Financial Officer

Tyson Koch, Chief Administrative Officer



Appendix B: Independence Letter

For the year ended December 31, 2023



Tel: (604) 688-5421
Fax: (604) 688-5132

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

April 29, 2024

To the Mayor and Council
Village of Harrison Hot Springs
PO Box 160
495 Hot Springs Road,
Harrison Hot Springs, BC V0M 1K0

We have been engaged to audit the financial statements of Village of Harrison Hot Springs (the "Village") for the year ended December 31, 2023.

Canadian generally accepted auditing standards require that we communicate at least annually with you regarding all relationships between the Village and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, we have considered the applicable legislation and relevant rules and related interpretations prescribed by the appropriate provincial institute/order, covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since January 22, 2024, the date of our last letter.

We are not aware of any relationships between the Village and our Firm that, in our professional judgment may reasonably be thought to bear on independence that have occurred from January 22, 2024 to the date of this letter.

We hereby confirm that we are independent with respect to the Village within the meaning of the Code of Professional Conduct of the Chartered Professional Accountants of British Columbia as of the date of this letter.

This letter is intended solely for the use of the Mayor and Council, management and those charged with governance of the Village and should not be used for any other purpose.

Yours truly,

Chartered Professional Accountants



Appendix C: Management Letter

For the year ended December 31, 2023



Tel: 604 688 5421
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

April 29, 2024

Mr. Scott Schultz, Financial Officer
Village of Harrison Hot Springs
PO Box 160
495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

Dear Mr. Schultz

During the course of our audit of the financial statements of Village of Harrison Hot Springs (the "Village") for the year ended December 31, 2023, we identified matters which may be of interest to management. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

The responsibility for producing financial statements and ensuring adequate internal controls and sound business practices is the responsibility of the Board of Directors through management and is a part of management's overall responsibility for the ongoing activities of the company. Policies and procedures developed by the company to safeguard its assets and to provide reasonable assurance that errors and irregularities or illegal acts are promptly identified, must be properly monitored to ensure that all staff are complying with the guidelines provided. Where we determined, from our testing, that there exists a need for improvement in existing systems of internal control or if we detected that the company's staff are not complying with the critical accounting policies and procedures provided by management, we increased our year-end testing of account balances to ensure that audit risk was kept to an appropriately low level.

The comments and concerns expressed herein did not have a material effect on the company's financial statements and, as such, our opinion thereon was without reservation. However, in order for the company to ensure the safeguarding of its assets and the accuracy of its records, we believe our comments and concerns should be taken into consideration by management. Our comments are not intended to reflect upon the honesty or competence of the company's employees.

The matters we have identified are discussed in Appendix 1.

This communication is prepared solely for the information of management and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

Yours truly,

Brian Szabo, CPA, CA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants



Appendix 1

1. Lack of Segregation of Duties - CFO Duties & Responsibilities

During our review, it was noted that there is lack of oversight over entries posted by the CFO. This situation is in conflict with the principle of segregation of duties, which is a fundamental control to ensure the accuracy and completeness of financial records and mitigation of fraud risk and manipulation of records.

We recommend that Council and Management review its segregation of duties policy and implement appropriate controls to mitigate the risk of errors or fraudulent. It should be noted that in a small organization with limited management level employees, complete segregation of duties is not always possible. In such circumstances, those charged with governance may require some amount of oversight of certain processes.

Management Response

Due to the small nature of the management team at the Village, and specifically the Finance department, it is not possible to completely segregate the duties in this particular regard. In order to ensure complete transparency however, all manual journal entries contain a complete set of backup information detailing the reason for the entry. A listing of all manual journal entries are also provided to the audit team annually for review. As a note, the majority of manual journal entries are routine in nature as a course of doing business, however if there ever were to be an uncommon or special entry needed, it is always discussed with the CAO before posting such entry.

Prior Year Management Letter Points

2. Lack of Segregation of Duties - Senior Management Signs Own Timesheet

During our review, it was noted that senior management is responsible for approving and signing their own timesheets. This situation is in conflict with the principle of segregation of duties, which is a fundamental control to ensure the accuracy and completeness of financial records and mitigation of fraud risk and manipulation of records.

We recommend that Council and Management review its segregation of duties policy and implement appropriate controls to mitigate the risk of errors or fraudulent reporting in payroll processing. It should be noted that in a small organization with limited management level employees, complete segregation of duties is not always possible. In such circumstances, those charged with governance may require some amount of oversight of certain processes.



Management Update

There was a short period of time in 2023 where there were a number of management employees on leave thus it wasn't possible to have a segregation of duties in place for time sheets during that period. Since the management team has been restored, no senior management employees sign their own timesheets. The manager's direct supervisor always approves and signs their timesheet, and in the case of the CAO, the CFO reviews the accuracy and signs the timesheet.

3. Password Change Requirement

We noted through our testing of general IT controls that there is no password expiration policy in place, which increases the risk of unauthorized access to sensitive information. Regular password changes serve to limit the risk of compromised passwords remaining valid for an extended period, providing attackers with a greater window of opportunity to access and misuse data.

We recommend that a password expiration policy is implemented that requires users to change their passwords at regular intervals to reduce the risk of unauthorized access. It is important to note that while password expiration policies can improve security, they should be used in conjunction with other security measures such as two-factor authentication, strong password requirements, and regular security awareness training for employees. Such policies should be balanced with usability to avoid burdening users with overly complex or frequent password changes.

Management Update

The organization has since implemented a password expiration policy in which users passwords expire and must be changed every 90 days. This is used in conjunction with two-factor authentication with industry standard protocols.

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

Draft - Subject to Change

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

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Statement of Management's Responsibility

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

Independent Auditor's Report

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 6, 2024

Village of Harrison Hot Springs
Statement of Financial Position

December 31	2023	2022 (Restated)
		(Note 12)
Financial Assets		
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
	24,538,334	22,006,525
Liabilities		
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
	10,375,155	10,649,021
Net Financial Assets	14,163,179	11,357,504
Non-Financial Assets		
Tangible Capital Assets (Note 12, Schedule 2)	38,385,382	38,193,551
Prepaid Expenses	64,663	56,374
	38,450,045	38,249,925
Accumulated surplus (Note 14)	\$ 52,613,224	\$ 49,607,429

_____ 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)
Revenue			
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
	17,642,293	8,731,199	7,433,747
Expenses (Note 20)			
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
	5,847,125	5,725,404	5,200,684
Annual surplus	11,795,168	3,005,795	2,233,063
Accumulated surplus, beginning of year, (Note 14)	49,607,429	49,607,429	47,374,366
Accumulated surplus, end of year	\$ 61,402,597	\$ 52,613,224	\$ 49,607,429

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

Draft - Subject to Change

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
	<u>4,210,563</u>	<u>3,373,639</u>
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
	<u>3,336,659</u>	<u>4,512,719</u>
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

Village of Harrison Hot Springs Summary of Significant Accounting Policies

For the year ended December 31, 2023

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.

Village of Harrison Hot Springs

Summary of Significant Accounting Policies

For the year ended December 31, 2023

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.

Village of Harrison Hot Springs
Summary of Significant Accounting Policies

For the year ended December 31, 2023

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.

Village of Harrison Hot Springs
Summary of Significant Accounting Policies

For the year ended December 31, 2023

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 managements'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)	-
Accrued benefit obligation, end of year	105,487	131,278
Less: Unamortized actuarial loss, net	(17,472)	(14,950)
Liability, end of year	\$ 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	<u>(2,362)</u>	<u>(20,943)</u>
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 authorisation 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	-	-
Total	\$ 318,538	\$ -	\$ -

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)	Restatement	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
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
	\$38,385,382	\$ 38,193,551

There were no contributed assets recognized in 2023.

13. Equity in Tangible Capital Assets

	2023	2022
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)
	\$38,008,294	\$ 37,776,886

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
Taxes collected			
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>
Less: Transfers to other governments			
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
	19,945,173
Total revenue	19,945,173
Expenses:	
Operating budget	5,847,125
Capital budget	14,098,048
	19,945,173
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)
	\$ 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
	\$5,847,125	\$5,725,404	\$ 5,200,684

Village of Harrison Hot Springs
Notes to the Financial Statements

For the year ended December 31, 2023

21. Commitments and Contingencies

- (a) The municipality and its employees contribute to the Public Service Pension Plan (a jointly trustee 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.

Village of Harrison Hot Springs
Notes to the Financial Statements

For the year ended December 31, 2023

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.
-

22. Comparative Figures

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

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.

23. Segmented Information (continued)

Village of Harrison Hot Springs
Notes to the Financial Statements

For the year ended December 31, 2023

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.

Draft - Subject to Change

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)
Revenues												
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 Transfers	-	2,307,011	-	161,857	-	-	-	-	-	9,708,484	2,468,868	2,122,812
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	-	174,500	-	-	-	-	-	103,758	65,366	2,878,375	343,624	71,952
Charges	-	47,583	-	-	-	28,860	-	4,500	33,063	47,085	114,006	92,391
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Total revenue	-	6,350,324	-	161,857	-	181,819	43,613	1,186,033	807,553	17,642,293	8,731,199	7,433,747
Expenses												
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
Total expenses	167,245	1,678,828	329,259	373,091	883,003	244,971	551,043	896,637	601,327	5,847,125	5,725,404	5,200,684
Excess (deficiency) in revenues over expenses	\$(167,245)	\$4,671,496	\$(329,259)	\$(211,234)	\$(883,003)	\$(63,152)	\$(507,430)	\$289,396	\$206,226	\$1,795,168	\$3,005,795	\$2,233,063

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

For the year ended December 31, 2023

	Engineered Structures										2022 Restated (Note 12)	
	Land	Building	Equipment Furniture Vehicles	Water	Sewer Drainage	Roads	Other	Work In Progress	Other Tangible Capital Assets	2023		
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)	
Cost, end of year	10,680,913	4,664,445	3,110,574	10,108,965	11,527,848	10,259,212	3,650,237	1,485,229	939,355	56,426,778	55,032,623	
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)	
Accumulated amortization, end of year	-	2,027,484	1,812,672	2,467,822	3,591,960	6,299,271	1,560,998	-	281,189	18,041,396	16,839,072	
Net book value, end of year	\$ 10,680,913	\$ 2,636,961	\$ 1,297,902	\$ 7,641,143	\$ 7,935,888	\$ 3,959,941	\$ 2,089,239	\$ 1,485,229	\$ 658,166	\$ 38,385,382	\$ 38,193,551	

Draft Subject to Change

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

For the year ended December 31, 2023

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: 3900-02
Date: April 15, 2024

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Discharge of Firearms Bylaw No. 1207, 2024

RECOMMENDATIONS

THAT Discharge of Firearms Bylaw No. 1207, 2024 be introduced and given first reading; and
THAT Discharge of Firearms Bylaw No. 1207, 2024 be given second and third readings.

SUMMARY

To present an updated Discharge of Firearms Bylaw for Council's consideration.

BACKGROUND

Firearms Regulation Bylaw No. 120, 1958 is the bylaw currently in effect which regulates the discharge of firearms within the Village of Harrison Hot Springs. The bylaw is outdated and in need of replacement. The bylaw contains references to explosives which are now regulated by the federal *Explosives Act* (RSC 1985, c. E-17).

DISCUSSION

The Village has received reports in the past of air guns being discharged in the East Sector lands. The discharge of firearms, including spring and air guns, is prohibited by the *Forest Recreation Regulation* (BC Reg 16/2004). However, this only applies to the 92.619 hectare portion of the lands that are covered by the Recreation Site Order. In the remaining portions of the area, this is not an offence under the existing bylaw. The new bylaw more clearly specifies the definition of the term "firearm", which is expanded to include air and spring guns, and any device capable of propelling a projectile.

The discharge of firearms cannot be dealt with by bylaw notice pursuant to section 3(a) of the *Bylaw Notice Enforcement Regulation* (BC Reg 175/2004). Therefore, an offence under this bylaw would be dealt with in accordance with the *Offence Act* (RSBC 1996, Chapter 338).

Both the existing and new bylaw are attached to this report.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

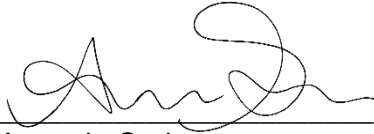
POLICY CONSIDERATIONS

2023 Strategic Plan Priorities

Public Safety – To ensure and enhance public safety.

Respectfully submitted:

Reviewed by:



Amanda Graham
Corporate Officer



Tyson Koch
Chief Administrative Officer

Attachments (2): 1. Draft Discharge of Firearms Bylaw No. 1207, 2024
2. Firearms Regulation Bylaw No. 120, 1958

A bylaw to provide for the control and management of the discharge of firearms

WHEREAS section 8(5) of the *Community Charter* authorizes local governments to, by bylaw, regulate and prohibit the discharge of firearms;

AND WHEREAS the Mayor and Council of the Village of Harrison Hot Springs has deemed it advisable to regulate the discharge of firearms,

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 as the Village of Harrison Hot Springs “Discharge of Firearms Bylaw No.1207, 2024”.

2. DEFINITIONS

For the purposes of this bylaw:

“Bylaw Enforcement Officer” means a person appointed from time to time by the Council of the Village for the purpose of enforcing and carrying out provisions of this Bylaw, and shall include any designate so appointed

“Conservation Officer” means an individual appointed under the *Environmental Act* (SBC 2003, Chapter 53) acting in the course of their duties

“Firearm” means a rifle, shotgun, handgun, air gun, spring gun or any device that propels a projectile by means of explosion, compressed gas/air or spring

“Peace Officer” means an officer appointed under the *Police Act* (RSBC 1996, Chapter 367) or the *Royal Canadian Mounted Police Act* (RSC, 1985, c. R-10) acting in the course of their duties

“Village” means the Village of Harrison Hot Springs

3. PROHIBITION

- (a) No person shall discharge a Firearm in any area located within the boundaries of the Village of Harrison Hot Springs as outlined by the bold, black line on Schedule A of this Bylaw.

- (b) No person shall discharge a Firearm in such a way that the projectile goes into, over or through any area within the boundaries of the Village.

4. EXCEPTIONS

The provisions of this Bylaw do not apply to a Peace Officer or Conservation Officer who discharges a Firearm in the lawful performance of their duties.

5. ENFORCEMENT

- (a) This Bylaw may be enforced by a Bylaw Enforcement Officer or a Peace Officer.
- (b) No person shall interfere with, obstruct, or impede a Bylaw Enforcement Officer carrying out his or her duties in accordance with this Bylaw.

6. OFFENCE AND PENALTY

- (a) Every person who contravenes or violates any of the provisions of this Bylaw, who suffers or permits any act to be done in violation of this Bylaw, or who fails or neglects to do anything required to be done by any provision of this Bylaw, commits an offence against this Bylaw and is liable to the penalties hereby imposed.
- (b) Each day that the offence continues shall constitute a separate offence.
- (c) Every person who commits an offence against this Bylaw is guilty of an offence and is liable, upon summary conviction, to a fine not exceeding the maximum set out in the *Offence Act* (RSBC 1996, Chapter 338) as amended from time to time.

7. SEVERABILITY

If any section, subsection, sentence, clause or phrase of this bylaw is, for any reason, held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this bylaw.

8. REPEAL

The Village of Harrison Hot Springs Bylaw No. 120, 1958 is hereby repealed in its entirety.

READINGS AND ADOPTION

READ A FIRST TIME THIS DAY OF , 2024

READ A FIRST TIME THIS DAY OF , 2024

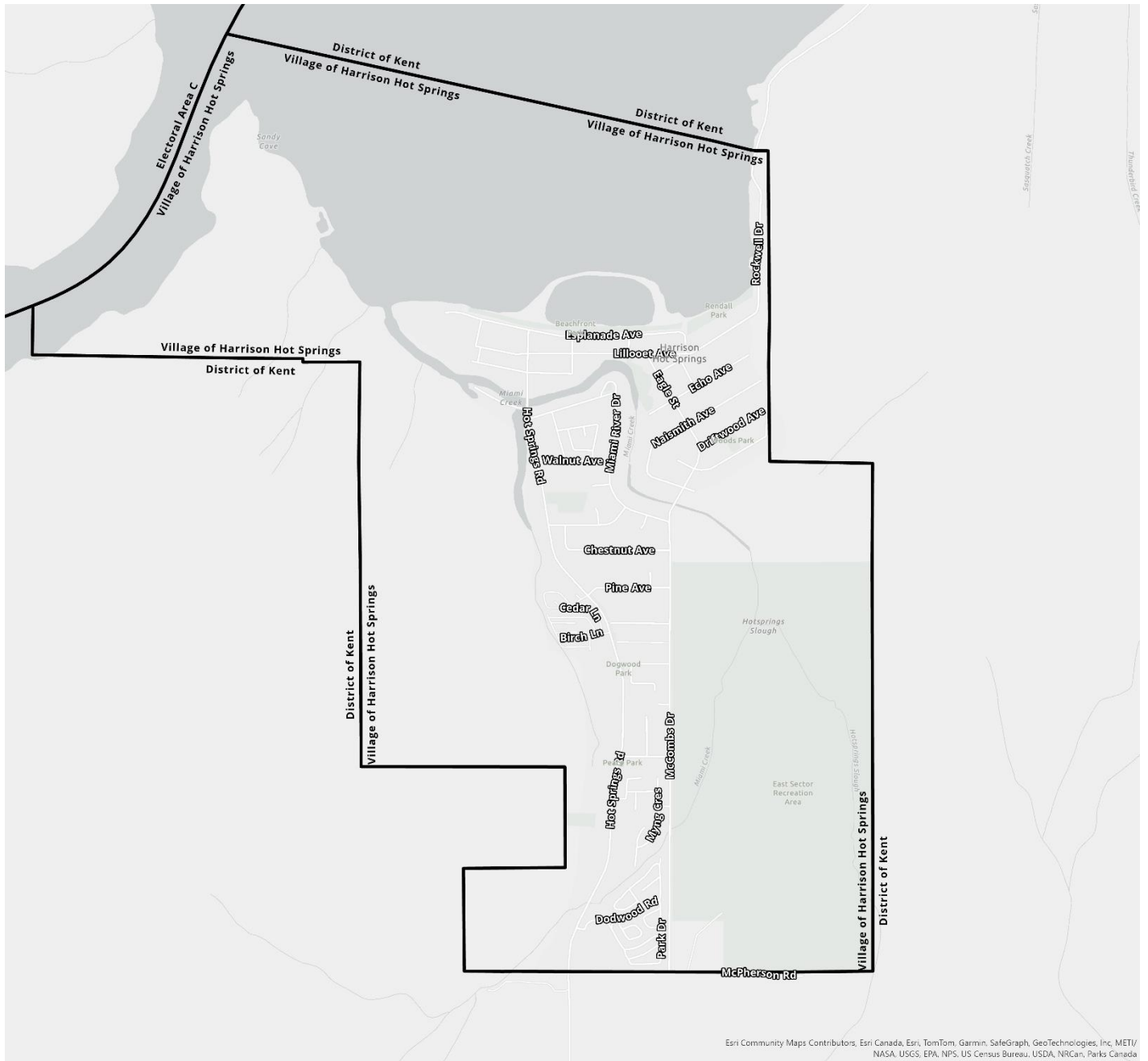
READ A FIRST TIME THIS DAY OF , 2024

ADOPTED THIS DAY OF , 2024

Mayor

Corporate Officer

SCHEDULE A



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THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS

"1958 Harrison Hot Springs Village Firearms Regulation By-Law

CB No. 120"
the Council of PFT

A By-Law of The Corporation of the Village of Harrison Hot Springs enacted for the purpose of controlling and regulating the manufacture, possession and use of firearms, bombs and explosive substances in the Village.

The Council of The Corporation of the Village of Harrison Hot Springs in open meeting, lawfully assembled, enacts as follows:-

1 Interpretation:

"EXPLOSIVE SUBSTANCE" includes:-

- (a) anything intended to be used to make an explosive substance,
and
- (b) anything, or any part thereof, used or intended to be used, or adapted to cause, or to aid in causing an explosion in or with an explosive substance.

"FIREARM" shall include, in addition to the usual, customary meaning of the word, any home-made device or "bomb" which is intended to explode when activated or set off.

"PEACE OFFICER" includes:-

- (a) a mayor, warden, chairman of the Village Council, reeve, sheriff, deputy sheriff, sheriff's officer and justice of the peace,
- (b) a warden, deputy warden, instructor, keeper, gaoler, guard and any other officer or permanent employee of a prison,
- (c) a police officer, police constable, bailiff, constable, or other person employed for the preservation and maintenance of the public peace or for the service or execution of civil process, and
- (d) an officer or person having the powers of a customs or excise officer when performing any duty in the administration of the "Customs Act" or the "Excise Act".

2 It shall be an offence for any person, including the owner or possessor of a registered firearm and the holder of a valid game or hunter's license, who is not a "PEACE OFFICER" to discharge or explode any firearm or explosive substance anywhere within the limits of The Corporation of the Village of Harrison Hot Springs.

3 It shall be an offence for any person to have in possession,

3 It shall be an offence for any person to have in possession, or to make or to attempt to make any explosive substance within the limits of The Corporation of the Village of Harrison Hot Springs.

4 The Council of The Corporation of the Village of Harrison Hot Springs may, by resolution passed at any meeting, grant exemption to specified individuals or organizations, for definite specified periods of time, from any or all of the provisions of this By-Law, or appoint and authorize some person to grant such exemptions between meetings of the Council.

5 Any person found guilty of an infraction of this By-Law shall be guilty of an offence and, upon summary conviction, shall forfeit and pay a fine of not less than ten dollars or more than one hundred dollars and the costs of conviction. In default of payment of such fine and costs, the person so convicted shall be liable to imprisonment for a period not exceeding thirty days.

6 This By-Law may be cited for all purposes as "1958 Harrison Hot Springs Village Firearms Regulation By-Law No.120." DONE AND PASSED by the COUNCIL of THE CORPORATION OF THE VILLAGE OF HARRISON HOT SPRINGS as follows;- INTRODUCED AND PASSED on October sixteenth, 1958. RECONSIDERED AND ADOPTED on October twenty-third, 1958.

Certified to be a True Copy.

.....P.F.T. Trout.....Village Clerk

A true copy of By-law No. 120 registered in the office of the Inspector of Municipalities this 29th day of October, 1958.

Signed Under Seal

.....A. Burgin.....
Chairman


Inspector of Municipalities.

.....P.F.T. Trout.....
Village Clerk

File No: 4200-01
Date: April 15, 2024

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

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

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:



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 & 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-Z04/23
Date: April 15, 2024

To: Mayor and Council
From: Ken Cossey, Planning Consultant
Subject: Rezoning Application – 421 Emerald Avenue

RECOMMENDATIONS

THAT Zoning Amendment Bylaw No. 1204, 2024 be introduced and given first reading; and

THAT Zoning Amendment Bylaw No. 1204, 2024 be given second reading; and

THAT staff be authorized to set up a Public Hearing for Zoning Amendment Bylaw No. 1204, 2024.

SUMMARY

The consideration of a rezoning application from the current R-1 zone (Conventional Lot) to a R-3 zone (Small Lot) so that the subdivision application can move forward.

BACKGROUND

The development site consists of one property with the assigned civic address of 421 Emerald Avenue. The site currently has one modular single-family dwelling on it and the site is approximately 0.0817 Ha (~817.547 M²) in size and is fully serviced. Access to the site even with the civic address of 421 Emerald is off Diamond Street, as that is where an access gate is located.



DISCUSSION

Zoning

The current zoning is R-1, and according to BC Assessment information a single storey, Single Family Dwelling was built on the lot. The date of the construction is unknown. Based upon the following photo taken from Google Earth and BC Assessment information, it looks like the current dwelling had some exterior upgrades in approximately 1971. As the new owners wish to create two lots on this parcel of land, a rezoning from R-1 to R-3 is required to meet the proposed subdivision requirements for the R-3 Zone.



Official Community Plan

The site is designated as Low-Density Residential (LDR) and the following policy as outlined in the current Official Community Plan, is noted below.

“Single family and two-family (duplex) residential development will be permitted in the Low-Density Residential Area as shown on Schedule 1-B. The Low-Density Residential designation provides for the continuation of existing multi-family residential and commercial uses existing at the date of adoption of this bylaw”.

Source: Page 38 of the OCP Bylaw, 864, 2007

The proposed use is for two single family dwellings on the proposed R-3 Lots, so no Official Community Plan amendment is required. Please note that the site is not located within any Development Permit area.

The Official Community Plan Bylaw No. 864, 2007 is the guiding bylaw in this case as it was in effect at the time the application was submitted.

Impacts

As the current use is already residential, the only impact that may happen is the addition of two new vehicles to an existing street network system. The new lot will also be required to hook into the Village’s community sewer and water system. The addition of one new lot will not negatively impact the current delivery system.

Comparison of the R-1 Zone to the R-3 Zone

Listed below is a comparison of the R-1 zone regulations with the proposed R-3 zone regulations.

Development Regulations	R-1 Zone	R-3 Zone
Detached Dwelling	Yes	Yes
Duplex Dwelling	No	No
Home Occupation	Yes	No
Accessory Residential Suite or a Coach House, but not both	No	No
Accessory Buildings/structures	Yes	Yes
Minimum lot Size	540 M ² to 925 M ² (dependent upon if the parcel is hooked into a community water system or just a community sewer system)	360 M ² and must be hooked into a community sewer and water system
Minimum lot width	18 M	12.5 M
Maximum density	NA	NA
Maximum lot coverage	40%	55%
Minimum front setback	7.5 M	4.5 M
Minimum rear setback	7.5 M	4.0 M
Minimum interior side setback	1.5 M	1.2 M
Minimum exterior side setback	3.6 M	3.6 M
Maximum height	10.7 M	10.7 M

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

Official Community Plan Bylaw No. 864, 2007

Zoning Bylaw No. 1115, 2017

Respectfully submitted:

Reviewed by:



Ken Cossey, MCIP, RPP
Planning Consultant



Tyson Koch
Chief Administrative Officer

Attachments (2): 1. Draft Zoning Amendment Bylaw No. 1204, 2024
2. Proposed site plan, undated



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1204, 2024

A bylaw to amend 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. 1204, 2024".

2. MAP AMENDMENT

That:

- (a) Schedule A, the Zoning Map of the Village of Harrison Hot Springs Bylaw No. 1115, 2017 be amended by rezoning the lands, legally described as Lot 34, Section 12 Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan 35160 (PID 007-173-318), outlined in red and cross-hatched on Schedule 1 of this Bylaw from Residential 1 (Conventional Lot) - R-1 zone to Residential 3 (Small Lot) R-3 zone; and,
(b) the map appended hereto designated as Schedule 1 showing such amendment is an integral part of this Bylaw.

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

Schedule 1 Bylaw No. 1204, 2024





CURRENT ZONING: R-1
 LOT AREA: 817.547 S.M.
 OCP: LDR (BYLAW 864)
 FLOODPLAIN: YES

PROPOSED ZONING: R-3
 PROPOSED LOT AREAS:
 LOT 1 - 438.034 S.M.
 LOT 2 - 379.513



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1203

A Bylaw to establish tax rates for 2024

The Council of the Village of Harrison Hot Springs, in open meeting, lawfully assembled, ENACTS AS FOLLOWS:

- 1. The following rates are hereby imposed and levied for the year 2024
(a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Schedule I attached hereto and forming a part of this bylaw.
(b) For Regional Hospital District purposes on the full assessed value of all land and assessed value of all improvements taxable for Regional Hospital District purposes, rates appearing in Column "A" of Schedule II attached hereto and forming a part of this bylaw.
(c) For Regional District purposes on the full assessed value of all land and assessed value of all improvements taxable for Regional Hospital District purposes, rates appearing in Column "B" of Schedule II attached hereto and forming a part of this bylaw.
2. The minimum amount of taxation upon a parcel of real property shall be one dollar (\$1.00).
3. This bylaw may be cited as "Tax Rate Bylaw No. 1203, 2024."

REPEAL

- 4. Bylaw No. 1188, 2023 Tax Rate Bylaw is hereby repealed.

READINGS AND ADOPTION

READ A FIRST TIME THIS 30th DAY OF APRIL, 2024
READ A SECOND TIME THIS 30th DAY OF APRIL, 2024
READ A THIRD TIME THIS 30th DAY OF APRIL, 2024
ADOPTED THIS DAY OF

Mayor

Corporate Officer

BYLAW NO. 1203, 2024

SCHEDULE I

GENERAL MUNICIPAL PURPOSES

General Municipal Tax Rates (Dollars of Tax per \$1,000 Taxable Value)	
Property Class	Tax Rate
1. Residential	2.03405
2. Utilities	7.11919
3. Supportive Housing	2.03405
4. Major Industry	6.91579
5. Light Industry	6.91579
6. Business / Other	6.18353
7. Managed Forest Land	6.10216
8. Recreation / Non-Profit	7.44464
9: Farm	2.03405

BYLAW NO. 1203, 2024**SCHEDULE II**

Regional & Hospital Tax Rates (Dollars of Tax per \$1,000 Taxable Value)			
Property Class	A Regional Hospital	B Regional District	Total
1. Residential	0.08963	0.16838	0.25801
2. Utilities	0.31376	0.58937	0.90313
3. Supportive Housing	0.08963	0.16838	0.25801
4. Major Industry	0.30475	0.57248	0.87724
5. Light Industry	0.30475	0.57248	0.87724
6. Business / Other	0.21961	0.41254	0.63215
7. Managed Forest Land	0.26890	0.50513	0.77403
8. Recreation / Non-Profit	0.08963	0.16838	0.25801
9: Farm	0.08963	0.16838	0.25801