



NOTICE OF MEETING AND AGENDA AGE-FRIENDLY COMMITTEE

Thursday, June 20, 2024, 2:00 PM
Village Office, 495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

THIS MEETING WILL BE CONDUCTED IN-PERSON ONLY

1. CALL TO ORDER
<p>Meeting called to order by Deputy Mayor Facio. Acknowledgment of traditional territory of Sts'ailes. Introduction and welcome to the new Committee members.</p>
2. INTRODUCTION OF LATE ITEMS
3. APPROVAL OF AGENDA
4. ADOPTION OF MINUTES
<p>(a) THAT the minutes of the May 16, 2024 Age-Friendly Committee Meeting be adopted. Page 1</p>
5. ITEMS FOR DISCUSSION
<p>(a) Community Gardens – Megan Hart</p> <p>(b) Committee Procedure</p> <p>(c) Updated Terms of Reference Page 5</p> <p>(d) Update from the June 3, 2024 Regular Council Meeting Page 7</p> <p>(e) Community Notice Posting Boards</p> <p>(f) Walking Group</p> <p>(g) Memorial Hall Use Policy 1.18 and Miscellaneous Fee Bylaw No. 1049 Page 11</p>
6. ADJOURNMENT

Amanda Graham
Corporate Officer

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

DATE: Thursday, May 16, 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 2:00 pm.
Mayor Wood acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

Late item from Alison Douglas to add "Use of Memorial Hall" as Items for Discussion item 5(e).

3. APPROVAL OF AGENDA

Moved by Peggy Arndt
Seconded by Laura Lanfranchi

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**
AFC-2024-05-01

4. ADOPTION OF MINUTES

Moved by Alison Douglas
Seconded by Laura Lanfranchi

THAT the minutes of the April 18, 2024 Age-Friendly Committee Meeting be adopted.

**CARRIED
UNANIMOUSLY**
AFC-2024-05-02

*Village of Harrison Hot Springs
Minutes of the Age-Friendly Committee
May 16, 2024*

5. ITEMS FOR DISCUSSION

(a) Update from the May 6, 2024 Regular Council Meeting

The Corporate Officer advised that Council unanimously approved the recommendation of the Age-Friendly Committee to direct staff to research building a community hall with room for health services in the plans for a new Village Office.

(b) Community Gardens

The Corporate Officer provided an update on the Community Garden which has now been incorporated as a society. The Committee discussed next steps, including possibly recommending that Council support the organization and/or allocating some of the Committee budget to support expansion efforts. The Committee agreed that a representative from the Harrison Community Gardens Society should be invited to attend a future Age-Friendly Committee meeting.

(c) Walking Group

The Community Services Manager provided an update on the walking group. The walking group will meet weekly on a weekday morning to start and if there is more interest, additional days can be added. The first day will be Tuesday, June 18, 2024 at 9:00 am. The group will meet at the plaza. People of all ages and abilities are welcome to attend. Advertising will be going out in the coming weeks. The Committee discussed whether walkers should be allowed to bring dogs and it was determined that, for the comfort of all involved, walkers would be asked to please leave their dogs at home.

(d) Public Notice Posting Board Design Options

The Community Services Manager presented three different options for a community bulletin board. The Committee discussed the Community Hub drawing located on page 11 of the Village's 2015 Age-Friendly Action Plan and agreed that the triple-sided sign was preferred. There are grant funds available for promotional materials and a buffer within the Boat Launch Addition project budget funded through Resort Municipality Initiative funds to cover the costs of a bulletin board.

Discussion ensued on the following:

- The new community bulletin board would not be an official Public Notice Posting Place for Village statutory notices
- The board would allow for promotional materials from businesses, community groups and residents to be posted without the need to go through Village staff
- The board would be monitored periodically by the Village
- Notices would need to be dated and would be taken down within a specified period of time
- Any inappropriate content would be immediately removed
- Possible locations could include the plaza, Peace Park and the east entry to the lagoon walkway near the boat launch building

Village of Harrison Hot Springs
Minutes of the Age-Friendly Committee
May 16, 2024

Moved by Alison Douglas
Seconded by Peggy Arndt

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

CARRIED
UNANIMOUSLY
AFC-2024-05-03

Staff will bring forward a report to the Age-Friendly Committee with suggested locations for additional signs.

(e) Memorial Hall Use

Alison Douglas brought forward some suggested uses and programming for Memorial Hall. Discussion ensued on Memorial Hall usage by the Social Club, rental fees and insurance. The Community Services Manager advised that the Village submitted a grant application for the Active Communities Grant that, if successful, could cover the costs of programming such as yoga to be held at Memorial Hall. Discussion ensued regarding the Memorial Hall Use policy and Miscellaneous Fee Bylaw, a copy of which will be forwarded to the Committee for their review and placed on the next meeting agenda as an item for discussion.

(f) Committee Member Applications

Moved by Laura Lanfranchi
Seconded by Alison Douglas

THAT pursuant to Sections 90 and 92 of the *Community Charter*, this Age-Friendly Committee Meeting be closed to the public as the subject matter being considered relates to the following:

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

CARRIED
UNANIMOUSLY
AFC-2024-05-04

The closed portion of the meeting concluded, and the Committee reported out the following resolutions made during the closed session:

Moved by Peggy Arndt
Seconded by Mayor Wood

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

Village of Harrison Hot Springs
Minutes of the Age-Friendly Committee
May 16, 2024

**CARRIED
UNANIMOUSLY**
CAFC-2024-05-01

Moved by Alison Douglas
Seconded by Peggy Arndt

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

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

**CARRIED
UNANIMOUSLY**
CAFC-2024-05-02

6. ADJOURNMENT

Moved by Alison Douglas
Seconded by Peggy Arndt

THAT the meeting be adjourned at 3:27 p.m.

**CARRIED
UNANIMOUSLY**
AFC-2024-05-05

Ed Wood, Chair
Age-Friendly Committee

Amanda Graham
Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS

TERMS OF REFERENCE

Age-Friendly Committee

1. PURPOSE

To provide recommendations and advice to Council on matters relating to age-friendliness in the Village of Harrison Hot Springs (the Village). An age-friendly community benefits people of all ages and abilities.

2. MEMBERSHIP & MEETINGS

- 2.1 To the extent possible, the Committee's members will reflect the diversity of persons in British Columbia. The committee shall consist of up to *eight* (8) voting members, and should have a minimum of five (5) members at all times, as appointed by Council. One (1) member of the committee will be a member of Council. A quorum shall consist of a majority of voting members.
- 2.2 The Chairperson shall be appointed by the Mayor.
- 2.3 The Committee may meet as required and shall structure its activities to meet at least three (3) times per year. Meetings may be called at any time by the Chairperson.
- 2.4 The Committee meeting schedule will be posted on the Village of Harrison Hot Springs' website. Committee meetings are open to the public.
- 2.5 Meeting minutes will be taken by Village staff. Upon adoption, Committee meeting minutes shall be forwarded to Council for information.
- 2.6 If a Committee member is absent from a meeting for two (2) consecutive regularly scheduled meetings, that member may be disqualified from holding office as a Committee member. Disqualification will not apply if the absence is due to illness, injury or is with leave of the Chair.

Amended by resolution on May 16, 2024

3. RESPONSIBILITIES

The Age-Friendly Committee shall consider the following or other matters as directed by Council:

- a) Provide recommendations on the implementation of the Age-Friendly Action Plan;
- b) Promote awareness of age-friendly principles to residents, local agencies, and businesses;
- c) Encourage the community to view policies, projects and programs with an age-friendly lens; and
- d) Make recommendations to the Village to continue age-friendly initiatives.

The Committee may hear and consider representations by any individual, organization or delegation of citizens on matters regarding the above or as may be referred to it by Council.

In the provision of their services to the Village, the Age-Friendly Committee and its members have a responsibility to act in the best interests of the Village and within the procedures, policies and guidelines established by the Village.

4. REPORTING AND AUTHORITY

The Committee Chair will be the spokesperson for the Committee. The Committee does not have the authority to directly change bylaws or policies. All recommendations must be referred to Council.

Save with respect to matters expressly dealt with or provided for in this Terms of Reference, the rules governing proceedings of the Committee shall be those governing proceedings of the Council under the "Village of Harrison Hot Springs Council Procedure Bylaw No. 1164, 2021."

5. TERM

The term of the Committee shall commence upon approval of the Terms of Reference document and terminate annually on September 30th. This Select Committee exists at the pleasure of Council and may be reconstituted at the first meeting of Council in October of each year.

File No: 0360-20-03
Date: June 3, 2024

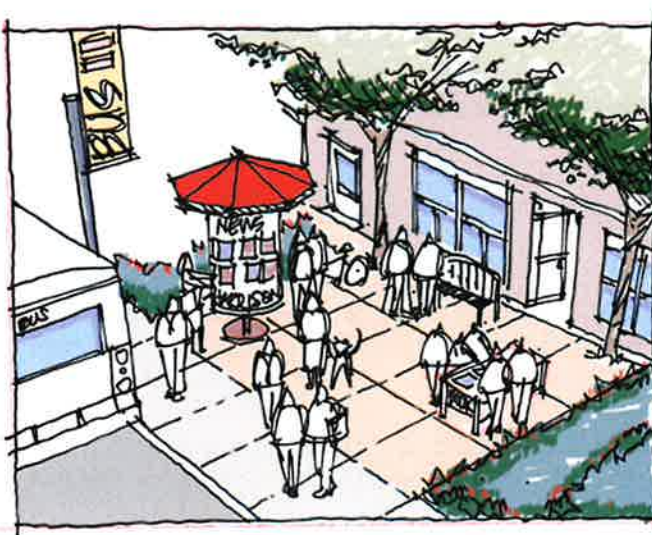
To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Age-Friendly Committee Report

SUMMARY

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

BACKGROUND

The Age-Friendly Committee has been assessing the need for a community notice board in the Village, such as the one that appears on page 11 of the Village's 2015 Age-Friendly Action Plan pictured below:



COMMUNITY HUB

Creating a community hub that revises an everyday space can turn it into a location where people meet, interact, and gather such as the pictured bus stop. Public space can then be defined by the adjacent shops, special materials, and landscaping. The area becomes a local neighbourhood focus with community notice boards allowing the sharing of services and goods, seating and bike parking, and an area for 'pop-up' activities like local book sales, etc.

On Thursday, May 16, 2024, the Age-Friendly Committee met and discussion ensued as follows:

- There is a need for a new community bulletin board at another central location in the Village
- The new board would not be an official Public Notice Posting Place for Village statutory notices

- The board would allow for promotional materials from businesses, community groups and residents to be posted without the need to go through Village staff
- The board would be monitored periodically by the Village
- Notices would need to be dated and would be taken down within a specified period of time
- Any inappropriate content would be immediately removed
- Possible locations could include the plaza, Peace Park and the east entry to the lagoon walkway near the boat launch
- A triple-sided sign such as the one pictured below is the preferred design:



The Committee discussed the upcoming boat launch addition project and unanimously passed the following resolution regarding recommended Council action:

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

The Committee also reviewed four (4) membership applications and unanimously passed the following resolutions:

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

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

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

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



**VILLAGE OF
HARRISON HOT SPRINGS
POLICY**

COUNCIL	POLICY NO. 1.18
MEMORIAL HALL USE	DATE ADOPTED: August 13, 2012 DATE AMENDED: September 10, 2012

1. PURPOSE

To establish procedures for the rental of Memorial Hall.

2. DEFINITIONS

“Confetti” means paper, any form of glitter, rice or any other material.

3. POLICY

i. Booking Procedures

- All bookings shall be made through the Village Office on the form provided.
- Tentative bookings may be made by telephone or e-mail but written confirmation complete with booking deposit must be received within two weeks at the Village Office or the tentative booking will be cancelled.
- Set up and clean up times are included in the allotted rental time. Any additional time will be charged at the appropriate hourly rate.

ii. Rental Rates

- See Miscellaneous Fee Bylaw

iii. Deposits and Keys

Booking Deposit

- A booking deposit of one day’s rental (or the full fee for an hourly rental) shall be paid at the time of booking. The booking deposit will become part of the rental fee.

- The booking deposit will be entirely forfeited where a booking is cancelled by the renters within 14 days of the date booked.

Damage Deposit

- A damage deposit as specified in the miscellaneous fee bylaw shall be paid 2 weeks prior to the scheduled event.
- The damage deposit will be completely forfeited if confetti is used in or around the hall.
- Where the required clean-up has not been completed as required, an amount equal to the costs to perform the clean-up, including an administrative overhead fee of 15% shall be deducted from the deposit. If the cleanup cost exceeds the amount of the damage deposit an invoice will be generated to recover the balance.

Keys

- The balance of any funds due shall be paid to the Village before any keys will be issued.
- All keys are the property of the Village and any duplication of keys by anyone other than Village personnel will result in an automatic forfeiture of the damage deposit and loss of future booking privileges of that individual or group.
- The damage deposit will be entirely forfeited where the keys are not returned to the Village Office.

Hourly Rentals (Monday thru Friday only):

- Keys are available from the Village office for pick-up within 1 hour prior to rental time.
- Keys are to be returned to the Village Office within 1 hour after the rental time has expired.

Weekday Rentals (Monday thru Thursday):

- Keys are available from the Village Office for pick-up after 8:00 a.m. on the day of the event.

- Keys may be returned via mail drop at the Village Office and shall be returned prior to 8:00 a.m. of the day following the booked rental time.

Weekend Rentals (Saturday or Sunday):

Saturday rental: Keys are available for pickup from the Village Office at 4:00 p.m. on the Friday prior to the event, as a courtesy. If the renter requires use of the hall on Friday evening the corresponding hourly rate will be charged;

Sunday rental: Keys will be available for pick up from Village staff on duty at 8:00 a.m. on the day of the event unless a mutually agreed time after 8:00 a.m. has been arranged.

- Keys may be returned via mail drop at the Public Works Office and shall be returned by 8:00 a.m. of the day following the booked rental time.

iv. Post-Use Procedures

- It is the responsibility of the user to leave the hall clean and tidy. Clean up shall be completed immediately following the event and within the time for which the hall is booked. Following each use, the hall will be inspected by Village staff to ensure that both it and the contents have been left clean and in good order. The results of the inspection will be submitted directly to the Village Office and will be a pre-condition to the return of the damage deposit.

Cleaning

- Main hall floor shall be swept by all private users. Community users will also be required to damp mop all floors.

Kitchen (when used)

- Floor shall be swept and mopped.
- Counters washed.
- Stove top and oven shall be left in the same condition in which they were found.
- Fridge – everything used by the group shall be cleaned out and the inside left in the same condition in which it was found.

Upstairs

- Dressing rooms, if used shall be cleaned and vacuumed.
- Washroom shall be cleaned and the garbage emptied.

Box Office

- If used, shall be cleaned out and swept.

Equipment

- All equipment belonging to the user group shall be removed from the hall by the end of the event.
- All the equipment belonging in the hall, including tables and chairs, shall be stored in their original storage location.

Damage

- Any broken or missing equipment belonging in the hall shall be fixed or replaced and reported to the Village Office.
- Any damage to the hall shall be repaired or reported to the Village Office.

Miscellaneous

- All the equipment provided for cleaning the hall shall be cleaned and replaced in the area provided.
- Only 3M pull-away tab or tape may be used to attach things to the walls. It can be found at most hardware stores. Items cannot be affixed to the walls by any means that would puncture the surface of the wall.
- Garbage shall be bagged and tied securely and left by the rear exit of the Hall.



MISCELLANEOUS FEE BYLAW NO. 1049, 2014 (CONSOLIDATED)

Record of Amendments to Miscellaneous Fee Bylaw No. 1049, 2014				
Amending Bylaw No.	Type of Amendment		Summary of Amendment	Date of Adoption
	Text	Schedule		
1059		X	Schedule A to D	June 16, 2014
1129		X	Schedule A to D	December 3, 2018
1149		X	Schedule C	January 20, 2020

CONSOLIDATED TO: January 20, 2020



VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1049

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to establish miscellaneous fees in respect of all or part of a service of the municipality and the use of municipal property;

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

1. CITATION

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Miscellaneous Fee Bylaw No. 1049, 2014".

2. FEES

That the following schedules, which outline the fees and charges for services within the Village of Harrison Hot Springs, are attached hereto and form part of this bylaw;
(AB#1059)

Schedule A - Development Applications, Permits and Fees

Schedule B - Public Works Service and Fees

Schedule C - Office Administration and Miscellaneous Fees (AB#1129)

Schedule D – Public Property or Facility for Events, Functions or Activities

3. 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.

4. REPEAL

The following bylaws are hereby repealed in their entirety:

- a) Bylaw 464, 1986 cited as "The Corporation of the Village of Harrison Hot Springs Rezoning, Amendments to Land Use Contracts and Amendments to the Official Community Plan Form and Application Fee Bylaw No. 464, 1986" and amendments thereto;
- b) Bylaw 466, 1986 cited as "The Corporation of the Village of Harrison Hot Springs Development Permit and Variance Permit Application Fee Bylaw No. 466, 1986" and amendments thereto;
- c) Bylaw 715, 1998 cited as "Board of Variance Application Fee Bylaw No. 715, 1998";
- d) Bylaw 940, 2010 cited as "Fee Schedule Bylaw No. 940"; and

e) Bylaw 1024, 2012 cited as "Miscellaneous Fee Bylaw No. 1024, 2012".

Schedules

"Village of Harrison Hot Springs Miscellaneous Fee Bylaw No. 1049, 2014" adopted on the 4th day of February, 2014.

Amendment Bylaw No. 1059 adopted on the 16th day of June, 2014.

Amendment Bylaw No. 1129 adopted on the 3rd day of December, 2018.

"Leo Facio"
Mayor

"Debra Key"
Corporate Officer

(AB#1129)
SCHEDULE "A"
DEVELOPMENT APPLICATIONS, PERMITS AND FEES

1. Official Community Plan	
(a) Application to amend the Official Community Plan	\$1,000.00
(b) Application to amend the text of the Official Community Plan	\$ 750.00
2. Zoning Bylaw	
(a) Application to amend the Zoning Bylaw	\$1,500.00
(b) Application to amend the text of the Zoning Bylaw	\$1,000.00
3. Development Permit	
(a) Application for issuance of a Development Permit	\$1,000.00
(b) Application to amend a Development Permit	\$ 350.00
4. Development Variance Permit	
(a) Application for issuance of a Development Variance Permit	\$ 750.00
(b) Application to amend a Development Variance Permit	\$ 250.00
5. Board of Variance	
(a) Application to the Board of Variance	\$ 500.00
6. Subdivision Application Fees	
(a) Application for a Subdivision with 3 lots or less	\$ 750.00
(b) For each additional parcel	\$ 50.00
(c) Administration and inspection fees	4% on first \$300,000 and 2% on remainder
7. Temporary Use Permit	
(a) Application for issuance of a Temporary Use Permit	\$ 500.00
(b) Application to renew Temporary Use Permit	\$ 300.00

(AB #1129)
SCHEDULE "B"

PUBLIC WORKS SERVICE AND FEES

- | | | |
|---------------------|--|----------------------|
| 1. Labour | <i>As per the current CUPE Local 458 hourly rate
Plus 50% overhead</i> | |
| 2. Equipment | <i>Backhoe</i> | <i>\$ 45.00/hour</i> |
| | <i>John Deere</i> | <i>\$ 22.00/hour</i> |
| | <i>Pickup truck</i> | <i>\$ 9.00/hour</i> |
| | <i>Dump Truck</i> | <i>\$ 35.00/hour</i> |
| | <i>Kubota</i> | <i>\$ 17.00/hour</i> |

(AB#1129)
SCHEDULE "C"

OFFICE ADMINISTRATION AND MISCELLANEOUS FEES

1. Copies

(a) Photocopies

Black and white \$.30 per page

Colour \$1.00 per page

Laminating add \$1.00

Plans \$ 6.00

(AB#1149) Deleted

Official Community Plan \$75.00

Zoning Bylaw \$50.00

Subdivision Bylaw \$50.00

Building Regulation Bylaw \$50.00

Design Guidelines \$25.00

Offsite legal plans/blueprints Actual cost plus 15%

2. Tax Certificates \$25.00

3. Other

(a) NSF Cheque Charge \$25.00

(b) Oaths and Affidavits \$20.00

*(c) For obtaining property title search from
Land Title Office* Actual cost

4. Communal Campground Fire Permit \$100.00

5. Fire Inspection Fee \$ 75.00

(AB#1129)
SCHEDULE "D"

PUBLIC PROPERTY OR FACILITY FOR EVENTS, FUNCTIONS OR ACTIVITIES

Public Property

- | | | |
|----|------------------------------------|----------------------|
| 1. | <i>Event Application Fee</i> | |
| | <i>(a) up to 100 people</i> | \$ 100.00 |
| | <i>(b) more than 100 people</i> | \$ 500.00 |
| 2. | <i>Damage Deposit</i> | |
| | <i>(a) up to 100 people</i> | \$ 500.00 (maximum) |
| | <i>(b) more than 100 up to 500</i> | \$2,000.00 (maximum) |
| | <i>(c) greater than 500</i> | \$2,500.00 (maximum) |
| 3. | <i>Liability Insurance Policy</i> | |
| | <i>(a) up to 100 people</i> | \$2,000,000.00 |
| | <i>(b) more than 100 people</i> | \$5,000,000.00 |

Memorial Hall Damage Deposit & User Fee

- | | | |
|----|---|---|
| 1. | <i>Festival of the Arts</i> | <i>\$100.00/yr + \$25/use for revenue
Generating events plus applicable taxes</i> |
| 2. | <i>Community groups – frequent users</i> | <i>\$100.00/yr +25 use for revenue
Generating events plus applicable taxes</i> |
| 3. | <i>Private Rentals – Resident and Business Owners
(non-commercial events)</i> | <i>\$400.00 per day
(8:00 a.m. to 2:00 a.m.) or
\$ 50.00 per hour plus applicable
taxes</i> |
| 4. | <i>Private Rentals – Non-Resident</i> | <i>\$750.00 per day
(8:00 a.m. to 2:00 a.m.) or
\$ 90.00 per hour plus applicable
taxes</i> |
| 5. | <i>Damage Deposit</i> | <i>up to a maximum of \$500.00</i> |

Temporary Sidewalk Extension

1. Temporary Sidewalk Extension Application	
(a) Sidewalk Café	\$ 200.00
(b) Merchant Display	\$ 50.00
2. Security Deposit	
(a) Sidewalk Café	\$ 500.00
(b) Merchant Display	\$ 50.00
3. Liability Insurance	
(a) Sidewalk Café	\$2,000,000.00
(b) Merchant Display	\$ 500,000.00
4. Licence of Occupation	
(a) Sidewalk Café	\$1,000.00
(b) Merchandise Display	\$ 100.00