



# NOTICE OF MEETING AND AGENDA REGULAR COUNCIL MEETING

Monday, July 8, 2024, 7:00 PM  
Village Office, 495 Hot Springs Road,  
Harrison Hot Springs, BC V0M 1K0

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

|  |   |
|--|---|
| <b>1. CALL TO ORDER</b>  |   |
| Meeting called to order by Deputy Mayor Facio<br>Acknowledgement of Sts'ailes traditional territory.   |   |
| <b>2. INTRODUCTION OF LATE ITEMS</b>   |   |
|  |   |
| <b>3. APPROVAL OF AGENDA</b>   |   |
|  |   |
| <b>4. ADOPTION OF COUNCIL MINUTES</b>  |   |
| (a) THAT the Regular Council Meeting Minutes of June 17, 2024 be adopted.  | Page 1  |
| (b) THAT the Special Council Meeting Minutes of June 25, 2024 be adopted.  | Page 11   |
| <b>5. BUSINESS ARISING FROM THE MINUTES</b>  |   |
|  |   |
| <b>6. CONSENT AGENDA</b>   |   |
| i. Bylaws  |   |
| ii. Agreements   |   |
| iii. Committee/<br>Commission<br>Minutes   | (a) Environmental Committee Meeting Minutes of May 8, 2024 <span style="float: right;">Page 15</span>   |
|  | (b) Age-Friendly Committee Meeting Minutes of May 16, 2024 <span style="float: right;">Page 19</span>   |
| iv. Correspondence   | (a) Letter dated June 14, 2024 from Ministry of Housing<br>Re: Small-Scale Multi-Unit Housing (SSMUH) <span style="float: right;">Page 23</span>                      |
|  | (b) Letter dated June 21, 2024 from Tourism Harrison River Valley<br>Re: Visitor Centre and Sasquatch Museum Grand Opening <span style="float: right;">Page 25</span> |
| <b>7. DELEGATIONS/PETITIONS</b>  |   |
|  |   |
| <b>8. CORRESPONDENCE</b>   |   |
| (a) Letter dated July 2, 2024 from Allan Garneau<br>Re: Advisory Planning Commission <span style="float: right;">Page 27</span>              |   |
| (b) Letter dated July 2, 2024 from Various Businesses in the Village<br>Re: Overflow Parking Sign <span style="float: right;">Page 29</span> |   |
| <b>9. BUSINESS ARISING FROM CORRESPONDENCE</b>   |   |
|  |   |

|  |         |
|--|---------|
| <b>10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS</b>  |         |
| (a) Report of Environmental Committee dated July 8, 2024   | Page 31 |
| <b>11. REPORTS FROM MAYOR</b>  |         |
| <b>12. REPORTS FROM STAFF</b>  |         |
| (a) Report of Chief Administrative Officer dated July 8, 2024<br>Re: Early Detection Wildfire System Update<br><br>Recommendation:<br><br>THAT Council direct staff to engage Rogers Communications to use their authorized contractor to install the SenseNet package including 100 sensors, 5 Gateways and 3 cameras at a cost of up to \$20,000.00 to be funded by reserves.  | Page 33 |
| (b) Report of Corporate Officer dated July 8, 2024<br>Re: 2024 By-Election Appointments<br><br>Recommendations:<br><br>THAT pursuant to Section 58(1) of the Local Government Act, Kelly Ridley be appointed Chief Election Officer for the 2024 by-election to be held in September 2024; and<br><br>THAT Amanda Graham be appointed Deputy Chief Election Officer for the 2024 by-election; and<br><br>THAT Tyson Koch be appointed Deputy Chief Election Officer for the 2024 by-election; and<br><br>THAT Council authorize an expenditure of up to \$40,000 for the 2024 by-election to be funded by taxation.  | Page 37 |
| (c) Report of Corporate Officer dated July 8, 2024<br>Re: 430 Esplanade Avenue – Nuisance Property<br><br>Recommendations:<br><br>THAT Council declare the principal building and cedar trees bordering the property at 430 Esplanade Avenue, Harrison Hot Springs, British Columbia a nuisance and hazardous to public safety and impose remedial action pursuant to sections 72, 73 and 74 of the Community Charter; and<br><br>THAT Council hereby order the property owner to remove the cedar trees on the property, demolish the building and remove all debris and materials within 30 days of the date on which notice is sent to the property owner pursuant to section 72(2)(b)(i) of the Community Charter; and | Page 39 |

THAT should the property owners not comply with the remedial action within the specified timeframe, staff be authorized to fulfill the requirements of the remedial action and recover costs from the property owner pursuant to section 17 of the Community Charter.

(d) Report of Community Services Manager dated July 8, 2024  
 Re: Starlight Skating Rink 2024-2025

Page 45

Recommendation:

THAT the Community Services Manager’s report dated July 8, 2024 regarding the Starlight Skating Rink 2024-2025 be received for information.

(e) Report of Community Services Manager dated July 8, 2024  
 Re: Fuel Management Updates

Page 47

Recommendation:

THAT the Community Services Manager’s report dated July 8, 2024 regarding Fuel Management Updates be received for information.

(f) Report of Community Services Manager dated July 8, 2024  
 Re: Starlight Skating Rink 2024-2025

Page 49

Recommendation:

THAT the following community groups be provided with funding under the Grants to Groups program:

|  |            |
|--|------------|
| Agassiz Baseball Association           | \$875.00   |
| Agassiz-Harrison Community Services    | \$1,500.00 |
| Fraser Valley Paddling Club            | \$1,250.00 |
| Harrison Community Garden              | \$1,250.00 |
| Harrison Hot Springs Block Watch Group | \$500.00   |
| Kent Harrison Arts Council             | \$1,250.00 |
| Miami River Streamkeepers Society      | \$875.00   |

(g) Report of Community Services Manager dated July 8, 2024  
 Re: Communities in Bloom Committee Update

Page 53

Recommendation:

THAT the Community Services Manager’s report dated July 8, 2024 regarding the Communities in Bloom Committee Update be received for information.

|   |         |
|---|---------|
| <p>(h) Report of Community Services Manager dated July 8, 2024<br/>Re: Healthy Communities Grant</p> <p>Recommendation:</p> <p>THAT staff be authorized to apply to the BC Healthy Communities, Plan H grant stream for up to \$5,000.</p>  | Page 55 |
| <p>(i) Report of Planning Consultant dated July 8, 2024<br/>Re: 490 and 498 Esplanade Avenue – Temporary Use Permit</p> <p>Recommendation:</p> <p>THAT Council consider issuing the attached Temporary Use Permit, by resolution at the August 12, 2024 Regular Council Meeting; and</p> <p>THAT staff be authorized to set up the required public notice, as per the requirements of the Local Government Act.</p>     | Page 57 |
| <b>13. BYLAWS</b>   |         |
| <p>(a) Code of Conduct Bylaw No. 1205, 2024</p> <p>Recommendations:</p> <p>THAT Code of Conduct Bylaw No. 1205, 2024 be adopted; and</p> <p>THAT Council Code of Conduct Policy No. 1.33 be rescinded.</p>  | Page 65 |
| <p>(b) Report of Planning Consultant dated July 8, 2024<br/>Re: Rezoning Application – 421 Emerald Avenue</p> <p>Recommendations:</p> <p>THAT Zoning Amendment Bylaw No. 1204, 2024 be introduced and given first reading; and</p> <p>THAT Zoning Amendment Bylaw No. 1204, 2024 be given second reading; and</p> <p>THAT staff be authorized to set up a Public Hearing for Zoning Amendment Bylaw No. 1204, 2024.</p> | Page 83 |

**14. NEW BUSINESS**

- (a) New Business from Deputy Mayor Facio  
Re: MIABC Appointments

Recommendation:

WHEREAS the Municipal Insurance Association of BC's (MIABC) Annual General Meeting will be taking place during the UBCM Convention in September; and

WHEREAS previous Mayor Ed Wood was appointed as the alternate voting delegate at the November 21, 2022 Regular Council Meeting; and

WHEREAS his resignation has left the position of alternate voting delegate for the MIABC Board vacant; and

WHEREAS Councillor Vidal will be the Deputy Mayor when the Annual General Meeting takes place, therefore be it resolved

THAT Councillor Vidal be appointed as the Alternate Voting Delegate to the Municipal Insurance Association.

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

**16. ADJOURNMENT**



---

Amanda Graham  
Corporate Officer



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

**DATE:** Monday, June 17, 2024  
**TIME:** 7:00 p.m.  
**PLACE:** Council Chambers, Memorial Hall  
290 Esplanade Avenue, Harrison Hot Springs, BC

**IN ATTENDANCE:** Deputy Mayor Leo Facio  
Councillor John Allen  
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  
Director of Operations, Jace Hodgson  
Planning Consultant, Ken Cossey

**ABSENT:**

**1. CALL TO ORDER**

Deputy Mayor Facio called the meeting to order at 7:00 p.m.  
Deputy Mayor Facio acknowledged the traditional territory of Sts'ailes.

**2. INTRODUCTION OF LATE ITEMS**

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

THAT the following items be added to the agenda:

- Discussion on the By-Election added as New Business item 14(b)
- Block Watch/Citizens on Patrol added as New Business item 14(c)

**CARRIED  
UNANIMOUSLY**  
*RC-2024-06-20*

**3. APPROVAL OF AGENDA**

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

THAT the agenda be approved as amended.

**CARRIED  
UNANIMOUSLY**  
*RC-2024-06-21*

Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
June 17, 2024

**4. ADOPTION OF COUNCIL MINUTES**

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

THAT the Regular Council Meeting Minutes of June 3, 2024 be adopted.

**Amendment moved by Councillor Allen**

THAT the minutes of the June 3, 2024 Regular Council Meeting be amended to identify Bylaw No. 1208, 2024 as an amendment to Zoning Bylaw 1115, 2017 with large and sweeping changes to the residential zones and densities in Harrison Hot Springs.

**MOTION FAILED  
LACK OF SECONDER**

**Amendment moved by Councillor Allen**

That the minutes of the June 3, 2024 Regular Council Meeting be amended by adding under section 15 – Questions from the Public that Councillor Facio took the chair at 8:23 p.m.

**MOTION FAILED  
LACK OF SECONDER**

Council voted on the main motion.

**CARRIED  
OPPOSED BY COUNCILLOR ALLEN  
RC-2024-06-22**

**5. BUSINESS ARISING FROM THE MINUTES**

- Councillor Allen reported that New Business item 14(a) from the June 3, 2024 Regular Council Meeting minutes regarding the Crosswalk Markings on Esplanade Avenue has been completed.

**Moved by Deputy Mayor Facio**  
**Seconded by Councillor Vidal**

THAT the rezoning application for 421 Emerald Avenue be referred back to staff to come back with the original proposal at the next Regular Council Meeting of July 8, 2024.

**CARRIED  
OPPOSED BY COUNCILLOR ALLEN  
RC-2024-06-23**



**6. CONSENT AGENDA**

- iv. (a) Letter dated May 28, 2024 from the City of Campbell River to the Minister of Forests, Lands and Natural Resources  
Re: Concern Regarding Recent Management of Forest Practices
- (b) Letter dated May 29, 2024 from the City of Kamloops  
Re: Deputy Mayor to Represent Kamloops City Council
- (c) Email dated June 3, 2024 from Councillor Will Cole-Hamilton  
Re: FCM Director at Large Candidate Profile

**Moved by Councillor Jackson**

**Seconded by Councillor Vidal**

THAT the consent agenda be received.

**CARRIED  
UNANIMOUSLY**  
*RC-2024-06-24*

**7. DELEGATIONS/PETITIONS**

None.

**8. CORRESPONDENCE**

- (a) Letter dated May 22, 2024 from the Agassiz-Harrison Historical Society  
Re: Request for Formal Contract and Annual Funding Increase – Agassiz-Harrison Museum and Archives
- (b) Letter dated June 11, 2024 from the City of Kamloops  
Re: Support for Downloading Costs on Municipalities
- (c) Letter from Various Local Businesses in the Village  
Re: Canada Day Fireworks Cancellation

**Moved by Councillor Vidal**

**Seconded by Councillor Jackson**

THAT the letter dated May 22, 2024 from the Agassiz-Harrison Historical Society, the letter dated June 11, 2024 from the City of Kamloops and the Letter from Various Local Businesses in the Village be received.

**CARRIED  
UNANIMOUSLY**  
*RC-2024-06-25*

**9. BUSINESS ARISING FROM CORRESPONDENCE**

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

THAT item 8(b), letter from the City of Kamloops regarding Downloading Costs on Municipalities be referred back to staff to research and come back to Council with a report, and;

THAT a letter be sent to the City of Kamloops thanking them for the letter and supporting their position.

**CARRIED  
UNANIMOUSLY**  
*RC-2024-06-26*

**Moved by Deputy Mayor Facio**  
**Seconded by Councillor Jackson**

THAT the letter from the Agassiz-Harrison Historical Society regarding an annual funding increase be referred to staff to respond to the Agassiz-Harrison Historical Society and advise them that Council will consider this request during budget deliberations.

**CARRIED  
OPPOSED BY COUNCILLOR ALLEN**  
*RC-2024-06-27*

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

**Councillor Jackson**

- Fraser Valley Regional Library Board (Municipal Director) – No Report
- Tourism Harrison
  - Attended the Annual General Meeting
  - Attended the Canada Day Planning meeting on June 17, 2024
- Attended a meeting with senior RCMP members on June 11, 2024
- Attended a Block Watch information session with RCMP on June 13, 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 – No Report
- Corrections Canada Citizen's Advisory Committee – No Report
- Kent Harrison Joint Emergency Program Committee – No Report
- Attended a Terry Fox Run planning meeting on June 11, 2024
- Attended meeting with senior RCMP members on June 11, 2024
- Congratulated the AESS grad class of 2024

**11. MAYOR'S REPORT**

**Deputy Mayor Facio**

- Fraser Valley Regional District Board (Municipal Director) – No Report
- Fraser Valley Regional Library Board (Alternate Municipal Director) – No Report
- Reported on a FVRD Regional and Corporate Services Committee meeting on June 13, 2024
- Attended the Canada Day Planning meeting on June 17, 2024

**Moved by Deputy Mayor Facio**  
**Seconded by Councillor Allen**

THAT the Village finance the Canada Day Fireworks celebration.

**CARRIED**  
**OPPOSED BY COUNCILLOR VIDAL**  
*RC-2024-06-28*

**12. REPORTS FROM STAFF**

- (a) Report of Corporate Officer dated June 17, 2024  
Re: 2024 UBCM Convention Provincial Appointments

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

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

- Minister of Emergency Management and Climate Readiness regarding the secondary evacuation route, funding for fuel maintenance and criteria for calling a State of Local Emergency;
- Minister of Transportation and Infrastructure regarding re-routing trucks to use Highway 1 at Hope to relieve the amount of trucks crossing the Rosedale Bridge, update on the Rosedale Bridge, assistance in putting a boulevard down the center of Lillooet Avenue and bicycle lanes, removal of rock bluff on Rockwell Drive, Rosedale roundabout choke point and east side crosswalk at Hot Springs Road and Miami River Drive replacement with proper sidewalk and drainage;
- Minister of Housing regarding effects of adding density and upgrading infrastructure, incentives for rental units, and waiving of parking for multi-unit buildings;
- Minister of Municipal Affairs regarding legislation with stronger measures for Mayor and Council, the need for an ethics commissioner and review of the Community Charter;

Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
June 17, 2024

- Minister of Health regarding the need for increased mobile breast cancer screening units to rural communities; and
- Minister of Public Safety and Solicitor General regarding the need to update the Community Charter and the need to provide more authority to the Minister of Municipal Affairs; and

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

**CARRIED  
UNANIMOUSLY**  
RC-2024-06-29

- (b) Report of Chief Financial Officer dated June 17, 2024  
Re: 2023 Statement of Financial Information

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

THAT the 2023 Statement of Financial Information be approved.

**CARRIED  
UNANIMOUSLY**  
RC-2024-06-30

- (c) Report of Chief Financial Officer dated June 17, 2024  
Re: 2023 Annual Report

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

THAT the 2023 Annual Report be approved.

Questions from the public were entertained.

Council voted on the motion.

**CARRIED  
UNANIMOUSLY**  
RC-2024-06-31

- (d) Report of Planning Consultant dated June 17, 2024  
Re: Follow Up Comments – Issuance of DP for 553/555 Lillooet Avenue

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

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

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
June 17, 2024*

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

Subject to the following:

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

**CARRIED**  
**OPPOSED BY COUNCILLOR ALLEN**  
*RC-2024-06-32*

Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
June 17, 2024

**13. BYLAWS**

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

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

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

**CARRIED**  
**OPPOSED BY COUNCILLOR ALLEN**  
*RC-2024-06-33*

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

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

**CARRIED**  
**OPPOSED BY COUNCILLOR ALLEN**  
*RC-2024-06-34*

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

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

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

**CARRIED**  
**OPPOSED BY COUNCILLOR ALLEN**  
*RC-2024-06-35*

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

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

**CARRIED**  
**OPPOSED BY COUNCILLOR ALLEN**  
*RC-2024-06-36*

Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
June 17, 2024

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

THAT staff be authorized to set up a Public Hearing for Zoning Amendment Bylaw No. 1194, 2023.

**CARRIED**  
**UNANIMOUSLY**  
*RC-2024-06-37*

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

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

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

**CARRIED**  
**UNANIMOUSLY**  
*RC-2024-06-38*

**14. NEW BUSINESS**

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

**Moved by Councillor Allen**

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

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

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

**MOTION FAILED**  
**LACK OF SECONDER**

- (b) New Business from Councillor Allen  
Re: By-Election

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

THAT Council accept the verbal report of the Corporate Officer advising that Mayor Ed Wood resigned from office on Monday, June 10, 2024.

Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
June 17, 2024

**CARRIED  
UNANIMOUSLY**  
RC-2024-06-39

- (c) New Business from Councillor Allen  
Re: Block Watch/Citizens on Patrol

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

THAT the Block Watch/Citizens on Patrol group be given free use of Memorial Hall as required.

**CARRIED  
UNANIMOUSLY**  
RC-2024-06-40

Deputy Mayor Facio congratulated the Corporate Officer Amanda Graham and Community Services Manager Christy Ovens for recently receiving awards from the Local Government Management Association.

Deputy Mayor Facio reported that the Regular Council Meetings from July to September will be held at the Village Office.

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

Questions from the public were entertained.

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

THAT the meeting be adjourned at 9:15 p.m.

**CARRIED  
UNANIMOUSLY**  
RC-2024-06-41

---

Leo Facio  
Deputy Mayor

---

Amanda Graham  
Corporate Officer



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

**DATE:** Tuesday, June 25, 2024  
**TIME:** 9:00 a.m.  
**PLACE:** Council Chambers, Memorial Hall  
290 Esplanade Avenue, Harrison Hot Springs, BC

**IN ATTENDANCE:** Deputy Mayor Leo Facio  
Councillor John Allen  
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  
Director of Operations, Jace Hodgson

**ABSENT:**

**1. CALL TO ORDER**

Deputy Mayor Facio called the meeting to order at 9:00 a.m.  
Deputy Mayor Facio acknowledged the traditional territory of Sts'ailes.

**2. INTRODUCTION OF LATE ITEMS**

None

**3. APPROVAL OF AGENDA**

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

THAT the agenda be approved.

Councillor Allen raised a point of order that discussion on approval of the agenda should be permitted. Deputy Mayor Facio ruled on the point of order and allowed Councillor Allen to speak to the motion.

**Amendment Moved by Councillor Allen**

THAT Committee of the Whole Meeting Items for Discussion 4(c) – Dike Upgrade Status, 4(d) – Village Office Update, and 4(e) – Oak Trees on Lillooet Avenue West be removed from the agenda.

**MOTION FAILED  
LACK OF SECONDER**

Council voted on the original motion.

**CARRIED  
OPPOSED BY COUNCILLOR ALLEN  
SC-2024-06-01**

**4. COMMITTEE OF THE WHOLE MEETING – ITEMS FOR DISCUSSION**

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

THAT Council resolve itself into a Committee of the Whole.

**CARRIED  
UNANIMOUSLY**  
SC-2024-06-02

(a) Harrison Watersports' Commercial Moorage Tenure Proposal

Harrison Watersports presented their proposed new commercial moorage tenure application and provided clarification regarding their day-to-day operations and existing tenure/sublease arrangements.

**Moved by Councillor Vidal**

THAT the Harrison Watersports' tenure application be referred back to staff for further research and a report be brought for Council's consideration at the August 12, 2024 Regular Council Meeting.

**CARRIED  
OPPOSED BY COUNCILLOR ALLEN**  
COW-2024-06-01

(b) Surf Lake

**Moved by Councillor Jackson**

THAT the Surf Lake idea be referred back to staff and a report be brought back for Council's consideration.

**CARRIED  
UNANIMOUSLY**  
COW-2024-06-02

(c) Dike Upgrade Status

Northwest Hydraulic Consultants presented the current dike upgrade project status. The project team will be moving forward with the Earthfill option as the preferred concept for zones 1, 2, 3 and 6. The next steps would be to continue design and location-specific planning to create a preliminary drawing set. The project team will work with staff to come back with other options for zones 4 and 5.

**RECESS AT 11:06 a.m.**

**MEETING RECONVENED AT 11:21 a.m.**

Village of Harrison Hot Springs  
Minutes of the Special Council Meeting  
June 25, 2024

(d) Village Office Update

The Director of Operations presented preliminary investigations and possible funding opportunities for construction of a new Village Office, including a potential partnership with BC Builds.

**Moved by Councillor Vidal**

THAT the concept of a new Village Office including housing be referred to staff for a report to be brought to Council including options for design and costing.

**CARRIED**  
**OPPOSED BY COUNCILLOR ALLEN**  
*COW-2024-06-03*

(e) Oak Trees on Lillooet Avenue West

Councillor Allen raised a point of order stating that he would like the recommendations voted on separately. Deputy Mayor Facio ruled on the point of order and agreed to separate the motions.

**Moved by Councillor Vidal**

THAT Council direct staff to re-engage a qualified arborist to re-assess the oak trees on Lillooet Avenue West.

**CARRIED**  
**OPPOSED BY COUNCILLOR ALLEN**  
*COW-2024-06-04*

**Moved by Councillor Vidal**

THAT Council authorize staff to follow the recommendations in the updated report from the qualified arborist immediately.

**CARRIED**  
**OPPOSED BY COUNCILLOR ALLEN**  
*COW-2024-06-05*

**Moved by Councillor Vidal**

THAT the Committee of the Whole rise and report to Council; and

THAT Council adopt the report of the Committee of the Whole.

Councillor Allen raised a point of order that Council should rise and report to Council but should not adopt the report of the Committee of the Whole until next regular Council meeting. The Corporate Officer provided clarification on the process.

Village of Harrison Hot Springs  
Minutes of the Special Council Meeting  
June 25, 2024

Council voted on the motion.

**CARRIED**  
**OPPOSED BY COUNCILLOR ALLEN**  
COW-2024-06-06

**5. QUESTIONS FROM THE PUBLIC**

Questions from the public were entertained.

**6. ADJOURNMENT**

**Moved by Councillor Vidal**  
**(No Secunder)**

THAT the meeting be adjourned at 12:22 pm.

**CARRIED**  
**UNANIMOUSLY**  
SC-2024-06-03

---

Leo Facio  
Deputy Mayor

---

Amanda Graham  
Corporate Officer

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

**DATE:** Wednesday, May 8, 2024  
**TIME:** 9:00 a.m.  
**PLACE:** Council Chambers, Village Office  
495 Hot Springs Road, Harrison Hot Springs, BC

**IN ATTENDANCE:** Mayor Ed Wood  
Susan Galvao  
Cheri Norris  
Mark Schweinbenz  
Gary Webster

Tyson Koch, Chief Administrative Officer  
Christy Ovens, Community Services Manager

**ABSENT:**

**1. CALL TO ORDER**

Mayor Wood called the meeting to order at 9:00 am.  
Mayor Wood acknowledged the traditional territory of Sts'ailes.

**2. INTRODUCTION OF LATE ITEMS**

- Tours of Village Facilities brought forward by Mayor Wood to be added as Item for Discussion 5(c)
- New Members brought forward by Mayor Wood to be added as Item for Discussion 5(d)

**3. APPROVAL OF AGENDA**

**Moved by Mark Schweinbenz**  
**Seconded by Gary Webster**

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

**CARRIED  
UNANIMOUSLY**  
*EAC-2024-05-01*

**4. ADOPTION OF MINUTES**

**Moved by Cheri Norris**  
**Seconded by Mark Schweinbenz**

THAT the Environmental Advisory Committee Meeting minutes of April 10, 2024 be adopted.

**CARRIED  
UNANIMOUSLY**  
*EAC-2024-05-02*

**5. ITEMS FOR DISCUSSION**

(a) Delegation – Miami River Streamkeepers Society

Sylvia Sutton of the Miami River Streamkeepers Society gave a presentation on the organization and reported on their current operations.

**Moved by Cheri Norris**  
**Seconded by Gary Webster**

THAT Council direct staff to explore thermoplastic options to replace the existing fish markings on storm drains in the Village.

**CARRIED**  
**UNANIMOUSLY**  
EAC-2024-05-03

**Moved by Mayor Wood**  
**Seconded by Mark Schweinbenz**

THAT staff invite Paul Neufield from the Department of Fisheries and Oceans to an upcoming Environmental Advisory Committee Meeting.

**CARRIED**  
**UNANIMOUSLY**  
EAC-2024-05-04

**Amendment by Chair Wood**  
**Seconded Mark Schweinbenz**

THAT the motion be amended to include invitations to representatives from Sts'ailes.

**CARRIED**  
**UNANIMOUSLY**  
EAC-2024-05-05

(b) Village of Harrison Hot Springs 2023 Strategic Plan

The Community Services Manager highlighted the Environmental Protection Strategic Priority and gave an overview of the priority actions including developing a climate action and mitigation plan, conducting an environmental review of the Miami River, and developing an action plan for a portion of the lagoon. The Miami River Streamkeepers Society conducts regular water testing at multiple sites along the river. If a representative from the Department of Fisheries and Oceans can attend an upcoming meeting, the Committee can have the opportunity to ask about further testing and/or assessments.

The Community Services Manager advised that the Fraser Valley Regional District is planning to do a regional Climate Action Plan that would include the Village of Harrison

Village of Harrison Hot Springs  
Minutes of the Environmental Advisory Committee  
May 8, 2024

Hot Springs. There will be opportunities for engagement from the community and the Committee when that process begins.

The Committee agreed that updates on the Miami River should be a standing item on the Committee's agenda.

The Committee agreed to add "Action Plan for Portion of the Lagoon" to the next agenda.

(c) Tours of Village Facilities

Susan Galvao reported that no progress has been made as of yet due to the weather.

(d) New Members

The Community Services Manager reported that no new applications have been submitted for the Environmental Advisory Committee. There is still an open call for committee members.

6. **ADJOURNMENT**

**Moved by Mark Schweinbenz**  
**Seconded by Susan Galvao**

THAT the meeting be adjourned at 10:04 a.m.

**CARRIED**  
**UNANIMOUSLY**  
EAC-2024-05-06

Respectfully submitted:



\_\_\_\_\_  
for Ed Wood, Chair  
Environmental Advisory Committee



\_\_\_\_\_  
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



# BRITISH COLUMBIA

June 14, 2024

Ref. 68598

Dear Mayors and Chairs:

As you know, last fall, we passed legislation requiring local governments to update their zoning bylaws to make it easier to build Small Scale Multi-Unit Housing (SSMUH), like town homes, multiplexes, and laneway houses. These changes support our government's work to tackle the housing crisis and build more homes faster. We know local governments in BC have been working hard to comply.

I would like to remind you that the deadline for local governments to amend their zoning bylaws to comply with the new SSMUH requirements is fast approaching. All local governments are required to notify the Minister of Housing that they have amended their bylaws in accordance with the SSMUH requirements in Bill 44: *Housing Statutes (Residential Development) Amendment Act, 2023*, legislation by June 30, 2024. Direction on notification can be found on the Ministry website [here](#).

While the compliance date for zoning bylaw amendments is June 30, 2024, the requirements must be applied to all zones that met the definition in the legislation of a restricted zone on the date the legislation came into force, which was December 7, 2023. In preparing, amending, or adopting a zoning bylaw to permit the use and density required by the SSMUH legislation, a local government must consider any applicable guidelines for SSMUH, including the Provincial Policy Manual and Site Standards and any subsequent policy bulletins issued by the Province. These guidelines were developed to ensure that SSMU projects are viable so more homes will be available in our communities for people. Current and future resources can be found online at: [Local government housing initiatives - Province of British Columbia](#). Of note, the legislation also states that local governments must not unreasonably prohibit or restrict the use or density of use required by Bill 44 for SSMUH.

.../2

I would also like to remind you that the Province encourages local governments to allow for strata-titled SSMUH at every opportunity. This will increase opportunities for home ownership while still adding to the supply of rental housing in the secondary rental market.

Similarly, policy recommendations for parking contained in the [Provincial Policy Manual and Site Standards](#) highlight the influence of onsite vehicular parking requirements on the viability of SSMUH housing forms. Local governments should seek to minimize parking requirements when updating their zoning bylaws, and where appropriate, consider removing parking requirements for residential zones altogether.

Finally, if you have applied for an extension to the compliance date for the SSMUH requirements, please be assured the Ministry of Housing is processing applications, and decisions will be communicated as they are made. Local governments that have applied for an extension for part of their community are still required to adopt an amended zoning bylaw for all areas for which they have not requested an extension by June 30, 2024.

I look forward to our continued work together to ensure that all British Columbians have access to the homes that they need.

Sincerely,



Ravi Kahlon  
Minister of Housing

pc: Chief Administrative Officers  
City Managers

June 21st, 2024

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

**RE: Visitor Centre and Sasquatch Museum Grand Opening**

Dear Mayor and Council Members,

Tourism Harrison River Valley was pleased to host the official grand opening of the Harrison Hot Springs Visitor Centre and Sasquatch Museum on Friday, June 21. The opening was well attended by a range of dignitaries including Brad Vis MP for Mission/Matsqui/Fraser Canyon, Kelli Paddon MLA for Chilliwack-Kent, Acting Mayor for Harrison Hot Springs Leo Facio and Councillors Allan Jackson and Michie Vidal, District of Kent Mayor Sylvia Pranger and Councillor Susan Spaeti, Sts'ailes Councillors Boyd Peters and Carla Charlie, Rick Hansen, the Tourism Harrison Board of Directors and several representatives from Destination BC.

The successful completion of this building is the result of many people and organizations. It started with the enthusiastic support provided by Mayor and Council in 2020 for the original grant application. That support continued throughout the construction process with strong ongoing assistance from Village staff led by CAO's Madeline Macdonald and Tyson Koch. Tourism Harrison would like to express their gratitude to the Village for helping make the vision of a truly accessible Visitor Centre in Harrison Hot Springs become a reality.

Tourism Harrison has been operating in Harrison Hot Springs and representing the Harrison River Valley since 2007 when thanks to the leadership of Councillor Allan Jackson, Harrison Hot Springs became an official Resort Community and the MRDT was introduced to fund Tourism Marketing. Since that time, Tourism Harrison has grown and helped increase the economic impact of tourism in our region. Working together we have helped to make a thriving community for both businesses and residents.

Sincerely



Robert Reyerse  
Former Executive Director  
Tourism Harrison





JUL 02 2024

BY VILLAGE OF HARRISON HOT SPRINGS

## MEMORANDUM

**DATE: July 2, 2024****TO: Council members, the CAO, the CO and members of the APC****FROM: Allan Garneau, an appointee to the APC****TOPIC: Process issues relating to deliberations and reporting at APC meetings**

From the time that I was appointed to the Advisory Planning Commission, I have noted at our meetings that I observed major concerns about the process in use to provide recommendations to the Council. It was evident to me that Council got their information from the minutes of our meetings. They 'received' our minutes and that constituted our report. This is a dysfunctional, if not illegal, approach.

To begin with, since my appointment, we had our first meeting in October 2023. At that time we had to adopt the minutes of the previous meeting, which was in August 2023. Only two of the five of us had participated in that previous meeting; three of us voted blindly or abstained.

The next meeting for the new group was in December 2023. During the adoption of our October minutes, we noted that the comments for the council had been summarized, presumably to make it easier for Council to understand what was pertinent to the development under consideration.

I do not fault the writer of the minutes for attempting to clarify a muddy situation, but a critical matter is at stake. First, the minutes of any meeting of any group belong to that group. Minutes are required to provide a record of what transpired during the meeting. Until those minutes are adopted at the following meeting, with or without amendment, they are not considered final.

At our meeting in December, we received a presentation from the owners of a property who wish to undertake development of that property. The matter at hand for us was to consider an amendment to the Zoning By-law to approve a variance to the height of the building. However, during the presentation and subsequent discussion, it was quite apparent that the proposal should not be recommended for approval. Over the protest of the Planner, trying to confine our deliberations to the main issue referred to us, we prepared a list of reasons why this was not a suitable development, considering the location and negative impact on the village.

Based on feedback from residents who saw the video of our meeting, the move was a popular one. However, it prompted (unfortunately) the resignation of the chairman of the APC, who blamed himself for losing control of the meeting. That left 4 of us, a quorum needed to conduct any meeting. For one reason or another, it was not possible to assemble a quorum during the following weeks. Other matters in the interim mean that we have not yet approved the minutes of that December meeting, which in turn means that Council has not received the minutes of our group. It's now July!

That brings me to point out the serious deficiencies in the overall duties and process of the APC thereby denying the Council of the advice and recommendations of another set of eyes. Note that the APC is 'advisory' and Council is not bound by any matters needing consideration.

The first major issue is the need to augment the members on the Commission. We need to ensure that we can meet and have a quorum to deliberate. The second major issue is the lack of any Terms of Reference for the Commission. The By-law mostly focuses on who gets to be on the group and a vague statement about dealing with matters referred by Council.

A lot of the time, it appears that a referral to the APC seems to depend on whether or not the Planner recommends it. It also seems that specific matters should be considered. My personal opinion is that referral on ALL major developments should be automatic. Further, even if the development seems to meet all the zoning and other legal requirements, the APC should be required also to consider whether or not it fulfills the goals of the OCP, the Strategic Plan and the Design Requirements, among other related guidelines. We hear about maintaining the overall 'character of the village/neighbourhood'. What does that mean? Clearly, that has not been a consideration in the past on some developments.

One critical factor in determining the suitability of any development is the permanency of the building(s). Using today's statistics about the need for commercial space, for example is short-sited, given that the need might be there not long into the future. Most major development is a forever decision and needs that level of thinking.

To summarize:

1. Appoint new members to the APC.
2. Develop Terms of Reference to provide proper operating and reporting rules and procedures for the APC.

Respectfully submitted,

A handwritten signature in black ink that reads "Allan Lorman". The signature is written in a cursive style with a long, sweeping underline.

July 02/2024

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

Dear Council and Staff,

Please include this letter as correspondence in the agenda package of the next Regular Council Meeting of July 8, 2024

As representatives of the business community, we would like to bring forward a request for consideration regarding parking signage for the Overflow parking lot to help challenges that we see.

#### Challenges

- Families – economic times have been hard on most people. Adding the cost of parking to their day out is hard for many.
- Traffic congestion in summer months
- Local residents – many do not want to pay for parking and will not support businesses because of paid parking.

A suggestion we feel will help:

- In the overflow parking lot, replace the current sign that says “Overflow parking” with a sign that states ‘FREE ALLDAY PARKING HERE” Turn right at next corner [?][?][?]. Place this in the parking lot so all can see as soon as they get close to the area. There will still be people parking in paid parking of course and this should not affect parking revenues but will help others who don’t have a lot of extra money to spend. Just a note that the current sign in the lot is also showing signs of aging and needs to be refreshed.

Ways in which this could help the flow of traffic and customer parking in the village:

- This will send a FRIENDLY message to our visitors that we do have FREE ALL-DAY parking in this area. This could offer relief to struggling families and perhaps allow them to cut their costs of parking and allow them to spend on other things for their visit which could either help them by cutting cost and possibly more cash input to the local businesses. It would be very helpful to be included in the advertising of the Village for visitors.
- This could create more walking traffic/exposure to more businesses by walking from the parking lot into the Village core.
- Many Tourist communities have limited parking and people are accustomed to walking a few blocks to get to the waterfront areas. Many people can offload their supplies for the day at the beach and then go park free for the day.
- Our frontline retail stores and businesses get lots of people asking about the Sasquatch. When asked if they have been to our new Tourism building many say no and ask where it is. If we have more people parking in that lot on a regular basis perhaps that may draw more people to the Tourism building as well. Perhaps some added signage in the parking area may help with this as well.

## COSTS

We have enquired with our local sign person, who does most of the village signs and was quoted aprox 750.00 for a 4'x6' sized sign installed with a wooded structure like that of the Paid parking zone ahead sign. Installation would be 1-2 weeks.

We kindly ask that you consider this request as we feel this is a small monetary output for sending a positive message to our visitors in these challenging times.

Sincerely,

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

File No: 0360-20-07  
Date: July 8, 2024

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

---

## SUMMARY

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

## BACKGROUND

On Wednesday, June 26, 2024, the Environmental Advisory Committee met and unanimously passed the following resolution regarding recommended Council action:

THAT the Environmental Advisory Committee be given the opportunity to review the updated arborist's report regarding the oak trees on Lillooet Avenue prior to Council making any decision to move forward.

## POLICY CONSIDERATIONS

### 2023 Strategic Plan Priorities

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

Respectfully submitted:



Amanda Graham  
Corporate Officer



Deputy Mayor Leo Facio, Chair  
Environmental Advisory Committee



File No: 7320-02  
Date: July 8, 2024

To: Mayor and Council  
From: Tyson Koch, Chief Administrative Officer  
Subject: Early Detection Wildfire System Update

---

## RECOMMENDATION

THAT Council direct staff to engage Rogers Communications to use their authorized contractor to install the SenseNet package including 100 sensors, 5 Gateways and 3 cameras at a cost of up to \$20,000.00 to be funded by reserves.

## SUMMARY

To provide an update to Council regarding the Rogers Communications and SenseNet agreement and equipment installation.

## BACKGROUND

At the April 3, 2024 Regular Meeting of Council, the following resolution was considered by Council and failed:

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**

At the April 30, 2024 Special Meeting of Council, the following resolution was reconsidered by Mayor Wood per section 131 of the *Community Charter* and carried:

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.

At 10:34 am, Mayor Wood declared Councillor Facio's Zoom connection was lost and deemed him to be no longer in attendance.

Council voted on the reconsidered motion.

**CARRIED  
OPPOSED BY COUNCILLOR VIDAL**

At the May 21, 2024 Special Meeting of Council, Mayor Wood provided a Verbal Report regarding State of Local Emergency:

Mayor Wood reported that there is a significant threat of an interface fire in the Village of Harrison Hot Springs, and he has therefore declared a State of Local Emergency pursuant to section 95(1) of the Emergency and Disaster Management Act.

The Corporate Officer read out the declaration of State of Local Emergency. Mayor Wood reported on the following:

- Sts'ailes has been engaged and a meeting with Chief Leon has been requested
- On May 17, 2024 Mayors across the province attended a Zoom meeting with the Minister of Emergency Management and Climate Readiness
- There are currently 4850 people evacuated in the province due to wildfires
- Snowpack levels are low, rainfall is lower than average and there is a forecast of above seasonal temperatures
- The declaration is a proactive measure
- There can be 20,000 people in this resort community and no fuel management has been done to date
- Mayor Wood has signed two contracts

Council began to discuss the agreements that were entered into. Councillor Allen raised a point of order that the Mayor must be permitted to speak.

Mayor Wood continued to report on the following:

- Mayor Wood has entered into an agreement with Sensenet for early wildfire detection technology
- Mayor Wood has entered into an agreement with a Registered Professional Forester to clear a pathway of 50 metres along McCombs Drive from McPherson Road to approximately Cottonwood Avenue
- There have been seven local fires already this year

Moved by Councillor Allen  
Seconded by Mayor Wood

THAT the Mayor's verbal report dated May 21, 2024 regarding the State of Local Emergency be received for information.

**CARRIED  
UNANIMOUSLY**

## **DISCUSSION**

On June 19, 2024, staff met with representatives from Rogers Communications and SenseNet (the consultant team) to receive an update regarding the agreement preparation/finalization, system installation timelines, installation costs and stakeholder engagement. The consultant team advised staff that the agreement was not finalized, and that stakeholder engagement had not yet begun. Staff provided contact information for Sts'ailes, the Province and the Fraser Valley Regional District so that the engagement process could begin. The consultant team



advised staff after the meeting that the installation costs would be roughly \$15,000.00. Staff recommends allocation of \$20,000.00 for installation to cover any unforeseen costs.

During the discussion about equipment installation, the consultant team was unfamiliar with Village owned property and/or buildings and its proximity to the East Sector Lands. Staff met with the consultant team on June 24, 2024 and provided a tour of Village facilities and potential equipment installation options/locations.

At the time of writing this report, staff had not received an agreement, verification that the engagement process had started or an estimated installation date and/or timeline.

## **FINANCIAL CONSIDERATIONS**

Installation of the equipment will cost up to \$20,000.00.

## **POLICY CONSIDERATIONS**

### 2023 Strategic Plan Priorities

Public Safety – To ensure and enhance public safety.

Respectfully submitted by:



---

Tyson Koch  
Chief Administrative Officer

Financial Considerations Reviewed by:



---

Scott Schultz  
Chief Financial Officer, Deputy CAO



File No: 4200-01  
Date: July 8, 2024

To: Mayor and Council  
From: Amanda Graham, Corporate Officer  
Subject: 2024 By-Election Appointments

---

## RECOMMENDATIONS

THAT pursuant to Section 58(1) of the *Local Government Act*, Kelly Ridley be appointed Chief Election Officer for the 2024 by-election to be held in September 2024; and

THAT Amanda Graham be appointed Deputy Chief Election Officer for the 2024 by-election; and

THAT Tyson Koch be appointed Deputy Chief Election Officer for the 2024 by-election; and

THAT Council authorize an expenditure of up to \$40,000 for the 2024 by-election to be funded by taxation.

## SUMMARY

The Office of the Mayor has recently become vacant therefore, Council must appoint a Chief Election Officer and Deputy Chief Election Officer.

## BACKGROUND

Pursuant to Section 58(1) of the *Local Government Act*, the local government must appoint a Chief Election Officer and a Deputy Chief Election Officer for the conduct and administration of the municipal election.

## DISCUSSION

Staff is recommending that Kelly Ridley be appointed as Chief Election Officer and that Amanda Graham and Tyson Koch be appointed as Deputy Chief Election Officers for the 2024 by-election.

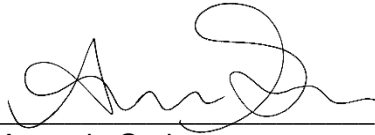
## FINANCIAL CONSIDERATIONS

It is estimated that the 2024 by-election will cost between \$30,000 - \$40,000.

## POLICY CONSIDERATIONS

There are no policy considerations associated with this report.

Respectfully submitted:



Amanda Graham  
Corporate Officer

Reviewed by:



Tyson Koch  
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz  
Chief Financial Officer, Deputy CAO

File No: 4020  
Date: July 8, 2024

To: Mayor and Council  
From: Amanda Graham, Corporate Officer  
Subject: 430 Esplanade Avenue – Nuisance Property

---

## RECOMMENDATIONS

THAT Council declare the principal building and cedar trees bordering the property at 430 Esplanade Avenue, Harrison Hot Springs, British Columbia a nuisance and hazardous to public safety and impose remedial action pursuant to sections 72, 73 and 74 of the *Community Charter*; and

THAT Council hereby order the property owner to remove the cedar trees on the property, demolish the building and remove all debris and materials within 30 days of the date on which notice is sent to the property owner pursuant to section 72(2)(b)(i) of the *Community Charter*; and

THAT should the property owners not comply with the remedial action within the specified timeframe, staff be authorized to fulfill the requirements of the remedial action and recover costs from the property owner pursuant to section 17 of the *Community Charter*.

## SUMMARY

To provide Council with a history of enforcement actions taken against the owners of 430 Esplanade Avenue and outline Council's options for remedial action.

## BACKGROUND

430 Esplanade Avenue has been non-compliant with Village bylaws regularly since 2009. The Village routinely receives complaints of squatters, broken windows, litter, rodents, smell of smoke, overgrown vegetation, human waste and unsightliness. In 2009, the Village sent several letters of non-compliance to the property owner citing the Village's Unsightly Premises Bylaw No. 741, 1999 (repealed on June 15, 2015). The property owners then made several attempts to bring the property into compliance which included demolishing an accessory building on the property.

Ownership of the property changed hands in June of 2016, and enforcement efforts continued. Since 2018, the Village has issued sixteen (16) bylaw tickets and has sent four (4) letters and four (4) Compliance Orders to the property owners. In 2021, then Fire Chief Todd conducted a visual inspection of the property and determined that it was in violation of multiple sections of the BC Fire Code and that it presented a significant fire hazard. A copy of that letter is attached to this report.

The Village and property owners have been in a cycle of having the property boarded up and maintained, only to have the building be accessed a short time later and become unsightly again. The residence has been abandoned since at least 2009 and is in a state of disrepair, making the building unsafe for people to be in. There is a significant concern for the safety of those who enter the building. Additionally, the property is unsightly and is creating issues for nearby residents. Attempts to secure the building and maintain the property have not been successful in bringing the property into compliance for any extended period of time.

In March of 2024, after several more complaints were received, staff contacted the property owners to advise them that the building was once again insecure. The letter also indicated that a report to Council with a recommendation for demolition would be forthcoming. The homeowners agreed to voluntarily demolish the building. Staff have been receiving regular updates from the homeowner regarding the status of their demolition permit application and the hiring of a contractor to complete the work. At the time of writing this report, a demolition permit had recently been applied for, and therefore not yet issued by the Fraser Valley Regional District. Although the property owner has been communicative, it has taken considerable time and effort on behalf of Village staff to get the homeowners to apply for the permit.

In addition to the hazardous building, there are cedar trees bordering the property on all sides which are overgrown, encroaching on the Village's boulevard and have not been maintained in such a way so as to be consistent with FireSmart principles.

On June 27, 2024, the Bylaw Enforcement Officer and Public Works Supervisor conducted a walkthrough of the building. The home was found to be insecure, with large amounts of broken glass and garbage strewn about. In the living room area, a large stone fireplace was located with pieces of a burnt chair and evidence of a previous fire located inside it. This information was forwarded to Fire Chief Genest who advised that this property represents a fire risk given the evidence of fire, the fact that it is vacant and the overgrown cedar trees. He further advised that given this building's proximity to adjacent buildings, a fire started at this property could become a multiple structure fire. He recommended that the trees and any other FireSmart hazards be removed.

## **DISCUSSION**

Sections 72-74 of the *Community Charter* give Council the authority to impose remedial action requirements for structures and trees that Council considers to be unsafe and/or declares to be a nuisance. Section 74(2) further gives Council the ability to impose those same actions in relation to a structure that is "so dilapidated or unclean as to be offensive to the community". Pursuant to section 72(2)(b) Council may require the property owner to do the following:

- Remove or demolish the building
- Fill it in, cover it or alter it
- Bring it into compliance with the Zoning and Property Maintenance Bylaws, or
- Otherwise deal with the building as Council sees fit.

Section 76 requires that a Council resolution imposing remedial action specify a deadline for compliance. The deadline cannot be sooner than 30 days from the date that the notice of remedial action is sent to the property owner. After setting a time limit for compliance, Council may extend the time. Additionally, section 79 grants Council the authority to impose a shorter

timeline “if the Council considers that there is a significant risk to health or safety if action is not taken earlier”.

Given the long history of non-compliance and recent communications with the property owners spanning a period of over three months, staff is recommending that Council require the homeowner to remove the trees, demolish the building and remove any debris or materials within 30 days.

If Council passes a resolution imposing remedial action, the property owner may request a reconsideration under section 78 of the *Community Charter* and must be provided the opportunity to make representations to Council at that time.

## FINANCIAL CONSIDERATIONS

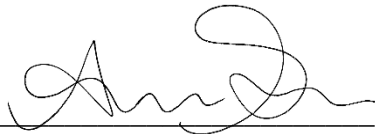
Section 17 of the *Community Charter* authorizes Council to demolish the building and recover costs from the property owner should they fail to either comply or request a reconsideration within the specified timeframe. Costs may be recovered in the same manner as property taxes and, if not paid by December 31, 2024, would be considered taxes in arrears as outlined in section 258 of the *Community Charter*.

## POLICY CONSIDERATIONS

### 2023 Strategic Plan Priorities

Public Safety – To ensure and enhance public safety.

Respectfully submitted:



Amanda Graham  
Corporate Officer

Reviewed by:



Tyson Koch  
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz  
Chief Financial Officer, Deputy CAO

Attachment: Letter from Fire Chief Todd dated May 11, 2021



# Harrison *Hot Springs* Fire Department

P.O. Box 160,555 Hot Springs Road  
Harrison Hot Springs, BC, Canada, V0M1K0  
Phone: (604) 796-9966

Email: [InfoHHSFD@HarrisonHotSprings.ca](mailto:InfoHHSFD@HarrisonHotSprings.ca) Web: [www.harrisonhotsprings.ca](http://www.harrisonhotsprings.ca)

**Madeline McDonald,**  
Chief Administrative Officer  
Village of Harrison Hot Springs  
Harrison Hot Springs, BC  
V0M 1K0

May 11, 2021

Dear Madeline,

This letter is a follow up response to your request for a Fire Department inspection of the condition of the property at 430 Esplanade Ave, Harrison Hot Springs, BC.

On Saturday May 8<sup>th</sup>, LAFC member Thomas Redden and I completed a visual inspection at 430 Esplanade Ave. The residence is a two- story wood frame Type 5 building which even when in well- kempt condition it is still the most combustible out of all construction types. Adjacent to the east side of the property is a single family residential home and to the west there is a multifamily condominium.

At the time of the inspection the building was found unsecured. This is a direct violation of the British Columbia Fire Code # 2.4.6. Vacant Buildings and # 2.4.6.1. Security, which reads: "Vacant buildings shall be secured against unauthorized entry." There is also evidence of entry by unknown person(s) through two doors and an upper floor window using a ladder found on the property.

The unkempt condition of the property and surrounding yard including tall dry cedar hedges and overgrown vegetation. This is in violation of the British Columbia Fire Code Section 2.4. Fire Hazards; # 2.4.1. Combustible Materials and # 2.4.1.1. Accumulation of Combustible Materials (See also Sections 3.2. and 3.3.); that reads: "combustible waste materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute an undue fire hazard. This unkempt nature of the vegetation around the building poses a significant fire hazard to the premises and to the adjacent properties.





# Harrison *Hot Springs* Fire Department

P.O. Box 160,555 Hot Springs Road

Harrison Hot Springs, BC, Canada, V0M1K0

Phone: (604) 796-9966

Email: [InfoHHSFD@HarrisonHotSprings.ca](mailto:InfoHHSFD@HarrisonHotSprings.ca) Web: [www.harrisonhotsprings.ca](http://www.harrisonhotsprings.ca)

The Fire Code violations at this residence certainly need to be addressed. The combination of a building that is vacant, in disrepair, not secured, surrounded with overgrown vegetation; is in violation of several BC Fire Codes. These factors also can create potential hazards to efficient fire suppression efforts if required. The fire department would be happy to work with the property owners to correct the deficiencies and improve the overall safety of the premises.

Please do not hesitate to contact me should you have any questions or concerns.

Regards,

Trevor Todd,

Fire Chief

Harrison Hot Springs Fire Department



File No: 0810-20-21

Date: July 8, 2024

To: Mayor and Council  
From: Christy Ovens, Community Services Manager  
Subject: Starlight Skating Rink 2024-2025

---

## RECOMMENDATION

THAT the Community Services Manager's report dated July 8, 2024 regarding the Starlight Skating Rink 2024-25 be received for information.

## SUMMARY

To provide an update on Starlight Skating Rink operating plans for the 2024-25 season.

## BACKGROUND

At the February 20, 2024 Regular Meeting of Council, the following resolution was passed:

*THAT staff research potential other areas for the starlight skating rink and report back to council with options and associated costs.*

## DISCUSSION

Staff reviewed the Starlight Skating rink setup plans and discussed other potential locations with the Public Works Supervisor responsible for setup and take down during a site visit along the waterfront area. After looking at various locations on Village property, including above the beach washrooms and Maple Street, it was identified that the existing location is the most viable considering the layout, requirements for placement, and services required for skate rentals. The required infrastructure for rink setup is already in place at this location, and there would be no additional costs associated with the setup.

The ideal setup time for the Starlight Skating rink will be in October with the proposed timeline to have the rink in place until February 2025. The tentative schedule for Lights by the Lake will be November 23 until mid-January. The combination of the Starlight Skating rink and Lights by the Lake will be a draw for tourism and help to support local businesses during the shoulder season.

Staff plan to issue a Request for Proposals (RFP) for operating the skating rink concession and skate rentals. A suggestion last year was for a local business to become involved. Staff will forward the RFP to the Chamber of Commerce and Tourism Harrison River Valley to distribute, ensuring that any local businesses that may be interested are aware that they are welcome to submit a proposal.

**FINANCIAL CONSIDERATIONS**

There are no additional financial considerations at this time, outside of the scope of the 2024 budget.

**POLICY CONSIDERATIONS**

2023 Strategic Plan Priorities

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

Respectfully submitted:



---

Christy Owens  
Community Services Manager

Reviewed by:



---

Tyson Koch  
Chief Administrative Officer

Financial Considerations Reviewed by:



---

Scott Schultz  
Chief Financial Officer, Deputy CAO

File No: 1850-20  
Date: July 8, 2024

To: Mayor and Council  
From: Christy Ovens, Community Services Manager  
Subject: Fuel Management Updates

---

## RECOMMENDATION

THAT the Community Services Manager's report dated July 8, 2024 regarding Fuel Management Updates be received for information.

## SUMMARY

To provide an update to Council on fuel management projects underway in the Village of Harrison Hot Springs.

## BACKGROUND

At the January 15, 2024 Regular Council meeting the following resolution was passed:

THAT staff be authorized to proceed with prescription development for fuel treatment work in the Spirit Trail; and

THAT staff seek additional grant funding sources once the prescription is developed to be able to complete the fuel treatment to a fuel management standard for all costs above the originally budgeted \$30,000; and

THAT the above motion be amended by adding that the matter be referred back to staff to research option two as per the January 10, 2024 email from Blackwell and Associates to look at fuel treatment for the water tower area as a timely alternative to the Spirit Trail.

## DISCUSSION

B.A. Blackwell & Associates have been working on fuel prescriptions for Spirit Trail and the Water Tower location since early 2024. Upon receipt of the final fuel prescription for the Water Tower location, staff issued a Request for Proposals (RFP) for forest fuel management. The RFP was posted on BC Bid on May 31, 2024, and closed on June 17, 2024. One submission was received from GBF Technical Forestry Inc. in the amount of \$23,458. In accordance with the Village's Purchasing and Procurement Policy No. 1.08, staff will be awarding this contract to GBF Technical Forest Inc.

Staff received the final prescription for Spirit Trail on June 19, 2024 and have issued a RFP for fuel management in this location. This site is on Crown Land managed by the Fraser Valley

Regional District. Initial consultation has taken place with these stakeholders and further discussions will be required based on the environmental and recreational impacts.

While B.A. Blackwell & Associates were on site, they recommended FireSmart vegetation management guidelines to be implemented in the area adjacent to the Firehall to ensure the resiliency of one of the Village's key infrastructure components. This work is being completed by a local contractor with the support of the Village's Public Works department and costs are being covered by the annually allocated green spaces maintenance budget.

## FINANCIAL CONSIDERATIONS

In the 2024 Financial Plan, Council budgeted \$100,000 to go towards the development of fuel prescriptions and fuel management work in the Village. After fuel prescription development costs, \$88,389 remains in the budget. The submission received quotes for the fuel management work at the Water Tower site at \$23,458. Completion of this work will leave \$64,931 remaining. Upon receipt of proposals for Spirit Trail, staff will identify if other grant funds need to be secured to complete the work.

## POLICY CONSIDERATIONS

### 2023 Strategic Plan Priorities

Public Safety – To ensure and enhance public safety.

Respectfully submitted:



Christy Owens  
Community Services Manager

Reviewed by:



Tyson Koch  
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz  
Chief Financial Officer, Deputy CAO

File No: 1850-20  
Date: July 8, 2024

To: Mayor and Council  
From: Christy Ovens, Community Services Manager  
Subject: 2024 Grants to Groups

## RECOMMENDATION

THAT the following community groups be provided with funding under the Grants to Groups program:

|  |            |
|--|------------|
| Agassiz Baseball Association           | \$875.00   |
| Agassiz-Harrison Community Services    | \$1,500.00 |
| Fraser Valley Paddling Club            | \$1,250.00 |
| Harrison Community Garden              | \$1,250.00 |
| Harrison Hot Springs Block Watch Group | \$500.00   |
| Kent Harrison Arts Council             | \$1,250.00 |
| Miami River Streamkeepers Society      | \$875.00   |

## SUMMARY

The Village allocates funding to community groups annually through its Grants to Groups program, outlined in the Grants Policy 1.02. This grant program is intended to help fund initiatives that enhance the overall well-being of the Village of Harrison Hot Springs.

## BACKGROUND

The budgeted amount for this program is \$7,500 annually. The Village received seven applications for funding in 2024 totaling \$21,293. The requests were significantly higher than the allocated program budget.

## DISCUSSION

As per the Village’s Grants Policy 1.02, staff reviewed all applications based on need and contribution to the community. Thorough budget reviews were conducted, including all past accounting statements from prior grant funds received. Attached to this report is a table outlining 2023 funds received, 2024 funds requested, 2024 staff funding recommendations and the proposed use of funds as identified on the application forms.

**FINANCIAL CONSIDERATIONS**

There are no additional financial considerations associated with this report as presented. Based on the demands of the community groups, Council may want to increase the budgeted amount of funds for this program. The last annual budget increase for Grants to Groups was in 2014.

**POLICY CONSIDERATIONS**

2023 Strategic Plan Priorities

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

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



| <b>Community Group</b>                 | <b>2023 Paid</b> | <b>2024 Request</b> | <b>2024 Recommended</b> | <b>Proposed Use of Funds</b>   |
|--|------------------|---------------------|-------------------------|--|
| Agassiz Baseball Association           | n/a              | \$1,000             | \$875                   | Baseball equipment for youth participating in the sports program                     |
| Agassiz-Harrison Community Services    | \$3,000          | \$3,000             | \$1,500                 | Senior's services including the Drive4U transportation program and resource services |
| Fraser Valley Paddling Club            | n/a              | \$2,500             | \$1,250                 | Dragon Boat Festival expenses for event being held in July                           |
| Harrison Community Garden              | n/a              | \$6,793             | \$1,250                 | Support materials to replace garden beds in need of replacement                      |
| Harrison Hot Springs Block Watch Group | n/a              | \$5,000             | \$500                   | Signage for vehicles, fuel reimbursement, meetings                                   |
| Kent Harrison Arts Council             | \$2,000          | \$2,000             | \$1,250                 | Ranger Station Art Gallery programs including Artist in Residence                    |
| Miami River Streamkeepers Society      | \$1,000          | \$1,000             | \$875                   | To cover annual operating expenses including insurance, brochures                    |



File No: 0360  
Date: July 8, 2024

To: Mayor and Council  
From: Christy Ovens, Community Services Manager  
Subject: Communities in Bloom Committee Update

---

## RECOMMENDATION

THAT the Community Services Manager's report dated July 8, 2024 regarding the Communities in Bloom Committee Update be received for information.

## SUMMARY

To provide an update on the Communities in Bloom Committee.

## BACKGROUND

At the November 21, 2022 Regular Meeting of Council, the following resolution was passed:

*THAT a Communities in Bloom Committee be established and that Councillor Jackson work with staff on the structure of the Committee.*

At the August 8, 2023 Regular Meeting of Council, the following resolution was passed:

*THAT Staff be authorized to post a call for Committee Members for the Communities in Bloom, Age-Friendly and Environmental Advisory Committees; to work with Council representatives on notifying successful applicants and to schedule initial Committee meetings.*

## DISCUSSION

After two calls for applications, the Communities in Bloom Committee received three applications. Councillor Jackson informed staff that more volunteers are required for a successful committee. The Communities in Bloom provincial program accepts applications in early spring for judging to take place in communities in the summer. Councillor Jackson's recommendation is to postpone meeting as a committee until October and if there is still interest, look at adding Communities in Bloom registration fees into the 2025 operating budget.

## FINANCIAL CONSIDERATIONS

There are no financial considerations for this report at this time.

**POLICY CONSIDERATIONS**

2023 Strategic Plan Priorities

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

Respectfully submitted:

Reviewed by:



---

Christy Ovens  
Community Services Manager



---

Tyson Koch  
Chief Administrative Officer

File No: 1855-03-49

Date: July 8, 2024

To: Mayor and Council  
From: Christy Ovens, Community Services Manager  
Subject: Healthy Communities Grant

---

## RECOMMENDATION

THAT staff be authorized to apply to the BC Healthy Communities, Plan H grant stream for up to \$5,000.

## SUMMARY

To provide Council with information on a funding opportunity that could increase community programs.

## BACKGROUND

In early 2024, staff conducted a Community Programs and Services survey that was completed by 76 respondents. This survey highlighted that there is a desire for there to be more recreation activities, social gathering opportunities, and educational workshops in the Village. The Age-Friendly Committee has also expressed the desire for more activities to be held in the Village to ensure accessibility for all.

## DISCUSSION

BC Healthy Communities is calling for applications for their Plan H funding stream. The focus area of this grant is Community Connectedness with project funds available up to \$5,000.

If successful, these funds would be used to offer a yoga program and other community events, which could include a family movie night, fix-it workshop, or dance classes. These programs and events would be free of charge to the community and donations would be accepted for the Food Bank operated by Agassiz Harrison Community Services. By providing free opportunities for community connections to be made, in combination with a goal of supporting local food security for those who can contribute, we feel that our proposal will be well received by the funding agency.

Applying for this funding stream is consistent with the Village's 2015 Age-Friendly Action Plan as proposed activities would result in an increased use of Memorial Hall, intergenerational activities, and would positively contribute to health, recreation and social inclusion.

**FINANCIAL CONSIDERATIONS**

There are no additional financial considerations at this time.

**POLICY CONSIDERATIONS**

2023 Strategic Plan Priorities

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

Respectfully submitted:

Reviewed by:



---

Christy Ovens  
Community Services Manager

---

Tyson Koch  
Chief Administrative Officer

File No: 3380-20-TUP01/24  
Date: July 8, 2024

To: Mayor and Council  
From: Ken Cossey, Planning Consultant  
Subject: 490 and 498 Esplanade Avenue – Temporary Use Permit

---

## RECOMMENDATIONS

THAT Council consider issuing the attached Temporary Use Permit, by resolution at the August 12, 2024 Regular Council Meeting; and

THAT staff be authorized to set up the required public notice, as per the requirements of the *Local Government Act*.

## SUMMARY

The applicant wishes to set up a 64-stall parking lot on two adjacent vacant parcels of land, located at 490 and 498 Esplanade Avenue.

## BACKGROUND

As outlined below, the two sites are currently vacant and are adjacent to a new residential dwelling that has recently been constructed.



The site is designated as Waterfront Commercial in the Village's OCP and C-1 Village Commercial in the Village's Zoning Bylaw.



Each site is approximately 1011.68 M<sup>2</sup> (10890 ft<sup>2</sup>, 0.249 Ac, 0.101 Ha) in size and both parcels are vacant.

The parking lot sizes will meet the requirements of the Village's Zoning Bylaw, in that the standard stalls will be 2.75 M wide and 5.8 M in depth. Based upon the number of stalls being provided, the required number of accessible parking stalls is 6 and the applicant is providing 8. Each of these stalls will be 2.8 M wide and 5.8 M in depth. The surface will be gravel and the lot will be delineated out by surface-mounted plastic curbs and individual concrete barriers at the end of each stall. Outlined below are samples of a concrete barrier and plastic curbs.

Sample only of a Concrete Barrier at the end of the stall



Sample only of a delineating barrier





**DISCUSSION**

Within the *Local Government Act*, Council may issue a Temporary Use Permit (TUP), subject to certain requirements, such as designating a TUP area in either an OCP or Zoning Bylaw. In this case it is designated in the Village’s Zoning Bylaw, specifically s 5.2. Within this section Council may consider issuing a TUP if the following criteria have been reviewed.

“5.2.1 Temporary Use Permit Requirements

a) Council may consider issuing a permit for temporary commercial uses where the following criteria has been reviewed:

- i) the temporary use must operate at an intensity of use suitable to the surrounding area;
- ii) the temporary use is not for any Tourist Accommodation use in a Residential Zone;
- iii) there is adequate space on the Lot for the required off street parking requirements;
- iv) the temporary use must be compatible with regard to use, design and operation with the surrounding uses;
- v) the temporary use does not negatively affect the surrounding uses or properties in terms of noise, lighting, parking, traffic or any health and safety impacts; and
- vi) the public has had an opportunity to comment on the proposed temporary use as outlined in the *Local Government Act*, as amended from time to time.”

Source: Village of Harrison Hot Springs Zoning Bylaw 1115, 2017

With respect to the community having the opportunity to comment on the proposed issuance of the TUP, it is governed by s 494 of the *Local Government Act*. After the public notice is posted, any comments submitted will be shared with Council.

Staff are of the opinion that the issuance of this permit for the initial three-year period meets the above referenced criteria.

**FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with this report.

**POLICY CONSIDERATIONS**

- The Village’s *Zoning Bylaw, 1115, 2017*
- The Village’s *Official Community Plan Bylaw, 1184, 2022*
- The *Local Government Act*

Respectfully submitted:

Reviewed by:



Ken Cossey, MCIP, RPP  
Planning Consultant



Tyson Koch  
Chief Administrative Officer

Attachment: TUP 01/24



Village of Harrison Hot Springs

**TEMPORARY USE PERMIT NO. 01-24**

ISSUED this \_\_\_\_ day of \_\_\_\_\_, 202\_\_

**FILE No:** 3380-20-TUP01/24  
**FOLIO Numbers:** 1645-52616  
1645-52626

**TO:** SLD (TITXWEMQSEL) Land Holdings Inc.,  
Inc. No BC 1060780 (the "Permittee")  
**ADDRESS:** 4690 Salish Way  
Agassiz, BC  
V0M 1A1

1. The Village of Harrison Hot Springs Zoning Bylaw No. 1115, 2017, as amended from time to time, has designated temporary use permits Lots, as per the requirements of the *Local Government Act*, as amended from time to time.

2. This Temporary Use Permit is issued subject to compliance with all of the bylaws of the Village of Harrison Hot Springs applicable thereto. This Temporary Use Permit can only be used to change the permitted use requirements of the *Village of Harrison Hot Springs Zoning Bylaw No. 1115, 2017*, as amended from time to time.

3. This Temporary Use Permit applies to and only to the parcels of land within the Village of Harrison Hot Springs located at 490 and 498 Esplanade Avenue and legally described below:

Parcel Identifiers: (a) 011-535-423 (b) 006-647-154

Legally Described as: (a) Lot 9 Blk 4, Fractional Sec 13 Twp 4, Rge 29  
W6M New Westminster District Plan 251

(b) Lot 10 Blk 4, Sec 13 Twp 4, Rge 29  
W6M New Westminster District Plan 251

and any and all buildings, structures, and other development thereon. (the "Lands")

4. **This Temporary Use Permit is issued only to allow:**

(a) for the creation of a 64-stall paid vehicle parking lot.

5. The development must be conducted according to the following time schedule, if applicable:

6. As a condition of the issuance of this Temporary Use Permit, the Council holds security set out below to ensure that any restoration, demolishing or removal of any Building or Structure is conducted in accordance with the terms and conditions of this Temporary Use

Permit. Should any interest be earned upon the security, it must accrue to the Permittee and be paid to the Permittee, if the security is returned. The condition of the posting of the security is that should the Permittee fails to perform the required work hereby authorized according to the terms and conditions of the Temporary Use Permit within the time provided, the Village may use the security to carry out the work by its servants, agents or contractors, and any surplus must be paid over to the Permittee; or should the Permittee carry out the work Permitted by this Temporary Use Permit within the set time set out below, the security must be returned to the Permittee.

- (a) an Irrevocable Letter of Credit in the amount of: NA
- (b) none required

7. **THE FOLLOWING CONDITIONS APPLY TO THE DEVELOPMENT OF THE LANDS OR APPLY TO THE USE OF THE LANDS:**

- i) This permit is issued for an initial period of: Three (3) years
  - ii) Any surface water discharge must be retained on site, by a system approved by the Village.
8. The Permittee agrees that the Lands must be developed and used strictly in accordance with this Temporary Use Permit, including any attached plans, maps, and specifications.
9. The following plans, maps or specifications are attached to and form a part of this Temporary Use Permit:
- i) The attached plan entitled 490 & 498 Esplanade Avenue Proposed Parking Lot Plan, dated June 1, 2024

**This Temporary Use Permit is NOT a Building Permit, a subdivision approval, a soil deposit or removal permit or a tree cutting permit.**

10. This Temporary Use Permit lapses on the \_\_\_\_\_ day of \_\_\_\_\_, 2026 unless an extension has been approved by Council, prior to the expiration date of this Temporary Use Permit.

**RESOLUTION PASSED BY COUNCIL, THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_**

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

\_\_\_\_\_  
SLD (TITXWEMQSEL) Land Holdings Inc  
(signature)

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

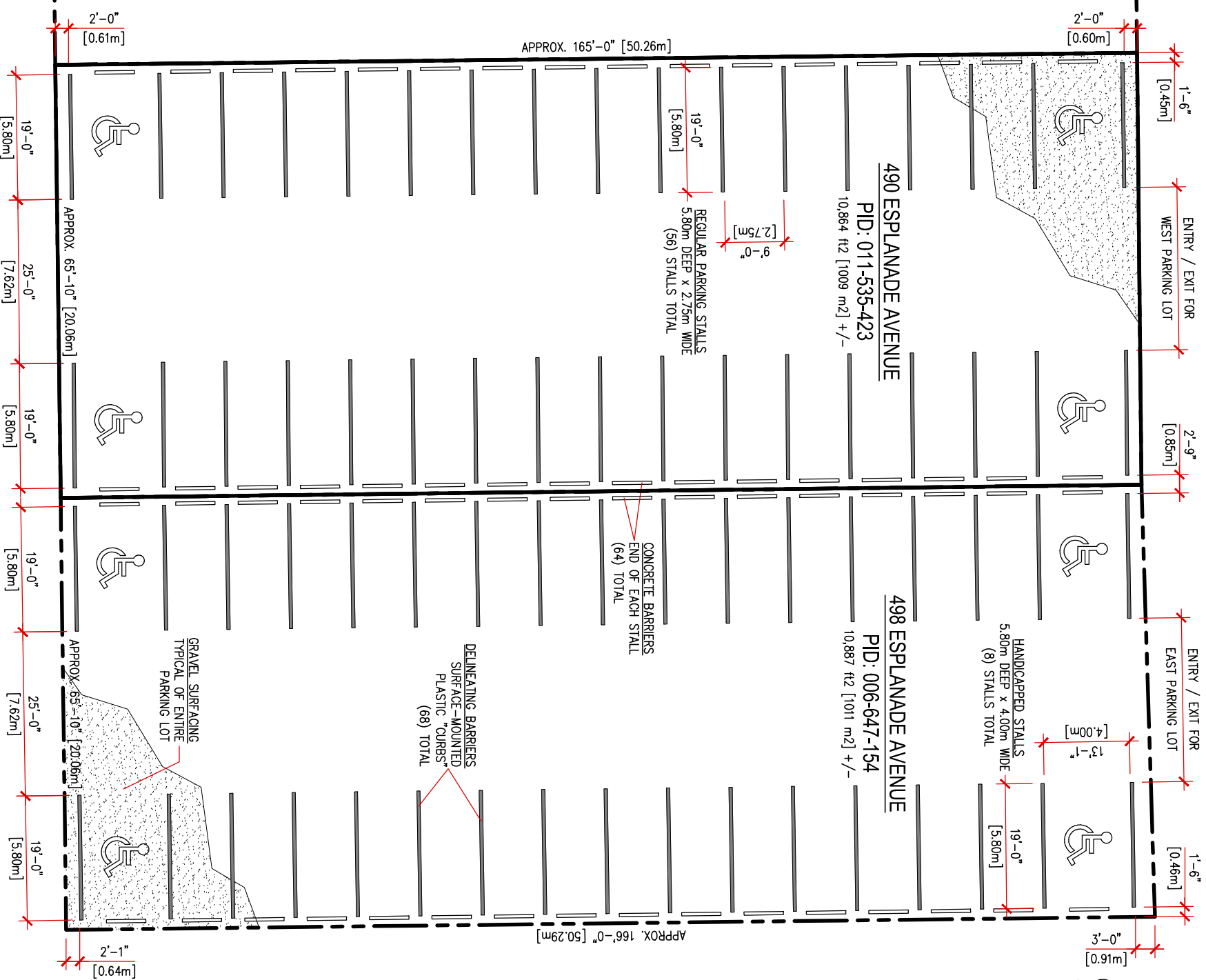
\_\_\_\_\_  
Corporate Officer

DRAFT



# ESPLANADE AVENUE

# LILLOOET ROAD



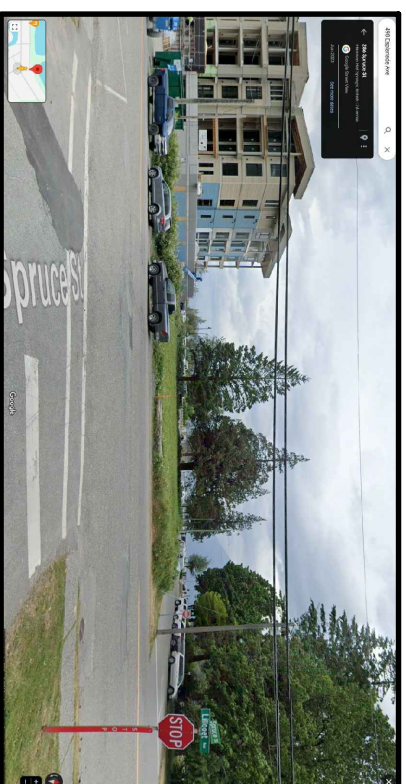
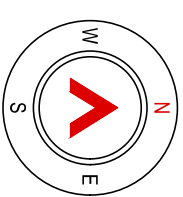
# SPRUCE STREET

## 490 & 498 ESPLANADE AVE

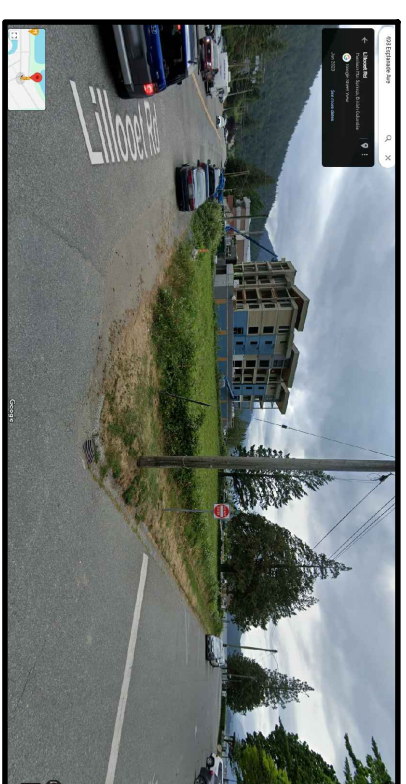
PROPOSED PARKING LOT PLAN: JUNE 01, 2024



KEY PLAN



VIEW OF SOUTH PROPERTY LINE FROM LILLOOET ROAD



VIEW OF SOUTH-EAST CORNER FROM LILLOOET RD & SPRUCE ST



VIEW OF EAST PROPERTY LINE FROM SPRUCE STREET



VIEW OF NORTH PROPERTY LINE FROM ESPLANADE AVENUE



**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.<br>For certainty, this includes all information and records from closed meetings of Council until publicly released. |
| “Conflict of Interest”        | Refers to pecuniary and non-pecuniary conflicts of interest governed by the <i>Community Charter</i> and the common law.   |
| “Council Member”              | Means the Mayor and Councillors for the Village of Harrison Hot Springs.   |
| “Gifts and Personal Benefits” | Means an item or service of value that is received by a Member for personal use, benefit or enjoyment.   |
| “Investigator”                | Means an independent third party appointed to fulfill the duties and responsibilities assigned in Part 5 of this Bylaw.  |
| “Member”                      | Means a Council Member or a Committee Member   |
| “Municipal Officer”           | Means a member of Staff designated as an officer under Section 146 of the <i>Community Charter</i> .   |
| “Personal Information”        | Has the same meaning as in the <i>Freedom of Information &amp; Protection of Privacy Act</i> .   |
| “Respondent”                  | Means a Council or Committee Member whose conduct is the subject of a Complaint.   |
| “Staff”                       | Means an employee or contractor of the Village.  |
| “Volunteer”                   | Means a person serving the Village who is not a Council Member, Committee Member or Staff member.  |



1.3 Purpose and Interpretation:

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

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

1.4 Application:

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

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

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

(d) This Bylaw does not apply to Staff.

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

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

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

1.5 Severability:

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

## **PART 2 – STANDARDS AND VALUES**

### 2.1 Foundational Principles

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

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

### 2.2 Interpretation

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

### 2.3 Roles and Responsibilities

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

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

#### 3.1 General Conduct

3.1.1 A Member shall not:

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

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

3.1.2 A Council Member shall not:

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

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

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

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

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

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

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

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

### 3.3 Interactions with the Public and Media

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

### 3.4 Public Meetings

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

### 3.5 Collection and Handling of Information

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

### 3.6 Use of Social Media

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

### 3.7 Conflict of Interest

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

### 3.8 Use of Influence

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

### 3.9 Gifts and Personal Benefits

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

### 3.10 Campaign Activities

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

### 3.11 Business Relations

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

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

### 4.1 Complaint Resolution Procedures and Directives

#### 4.1.1 Confidential Requests

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

#### 4.1.2 How to Make a Complaint

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

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

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

#### 4.1.3 Preliminary Assessment

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



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

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

#### 4.1.4 Informal Resolution:

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

#### 4.1.5 Formal Resolution:

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

#### 4.1.6 Dismissal or Suspension of Complaint

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

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

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

#### 4.1.7 Adjudication and Reporting:

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

#### 4.1.8 Final Determination by Council

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

#### 4.1.9 Remedies

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

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

#### 4.1.10 Report to be Public

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

#### 4.1.11 Remuneration

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

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

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

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

#### 4.1.12 Confidentiality of the Investigation

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

#### 4.1.13 Interpretation

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

### 4.2 Committee Members

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

### 4.3 Reprisals and Obstruction

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

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

#### 4.4 Reimbursement of Costs

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

#### 4.5 Vexatious Allegations and Complaints

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

**PART 5 – APPOINTMENT OF INVESTIGATOR**

5.1 Appointment of Investigator

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

5.2 Duties and Responsibilities

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

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

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

**PART 6 – ENACTMENT**

6.1 Effective Date

This bylaw comes into force and effect on adoption.

READ A FIRST TIME THIS 17<sup>th</sup> DAY OF JUNE 2024.

READ A SECOND TIME THIS 17<sup>th</sup> DAY OF JUNE 2024.

READ A THIRD TIME THIS 17<sup>th</sup> DAY OF JUNE 2024.

ADOPTED THIS DAY OF , 2024.

\_\_\_\_\_  
Mayor

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



File No: 3360-20-Z04/23  
Date: July 8, 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

This rezoning application was first scheduled for Council's deliberation at the Regular Council Meeting (RCM) on April 15, 2024. However, despite achieving quorum, that meeting was not called to order. The application was brought forward again at the May 6, 2024 RCM. Prior to its consideration, Mayor Wood ruled a different matter on the agenda out of order. Councillor Vidal raised a point of order and was subsequently ordered removed from the meeting. Councillor Vidal's vote on this application was therefore not considered and the application failed as a result.

Subsequently, the property owner sent an email to Mayor and Council highlighting the perceived lack of fairness in handling the rezoning application. The email was included on the agenda for the June 3, 2024, RCM. However, the email was also ruled out of order, preventing Council from discussing the matter.

The process that this application was subjected to could be challenged in court. In order to ensure that this application receives a fair process, Council resolved at the June 17, 2024 RCM to reintroduce this matter for discussion at the July 8, 2024 RCM.

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 M<sup>2</sup>) 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.

| <b>Development Regulations</b>                             | <b>R-1 Zone</b>   | <b>R-3 Zone</b>   |
|--|---|---|
| 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 <sup>2</sup> to 925 M <sup>2</sup><br>(dependent upon if the parcel is hooked into a community water system or just a community sewer system) | 360 M <sup>2</sup> 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