



NOTICE OF MEETING AND AGENDA REGULAR COUNCIL MEETING

Monday, September 9, 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

1. CALL TO ORDER	
Meeting called to order by Deputy Mayor Vidal Acknowledgement of Sts'ailes traditional territory.	
2. INTRODUCTION OF LATE ITEMS	
3. APPROVAL OF AGENDA	
4. ADOPTION OF COUNCIL MINUTES	
(a) THAT the Special Pre-Closed Council Meeting Minutes of August 9, 2024 be adopted. Page 1	
(b) THAT the Regular Council Meeting Minutes dated August 12, 2024 be adopted. Page 3	
(c) THAT the Record of Public Hearing dated August 13, 2024 be received. Page 15	
(d) THAT the Special Pre-Closed Council Meeting Minutes of August 22, 2024 be adopted. Page 19	
5. BUSINESS ARISING FROM THE MINUTES	
6. CONSENT AGENDA	
i. Bylaws	
ii. Agreements	
iii. Committee/ Commission Minutes	(a) Advisory Planning Commission Meeting Minutes of December 7, 2023 Page 21
	(b) Age-Friendly Committee Meeting Minutes of July 18, 2024 Page 25
iv. Correspondence	(a) Letter dated August 26, 2024 from the City of Campbell River Re: Urgent Request for Provincial Support in Addressing Homelessness in Campbell River Page 29
	(b) Letter dated August 29, 2024 from the City of Mission Re: Infrastructure Investment for Complete Communities Page 31
	(c) Letter dated September 4, 2024 from John Allen Re: Oak Trees Page 35
7. DELEGATIONS/PETITIONS	

8. CORRESPONDENCE	
(a) Email dated July 28, 2024 from Laura Donovan Re: Suicide Prevention for Indigenous Children	Page 37
(b) Letter dated August 21, 2024 from City of Duncan Re: UBCM Resolution Request for Support – Fail to Appear Charges	Page 45
(c) Letter dated August 22, 2024 from City of Pitt Meadows Re: UBCM Resolution Request for Support – Reform Farm Property Tax System	Page 49
9. BUSINESS ARISING FROM CORRESPONDENCE	
10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS	
(a) Report of Age-Friendly Committee dated September 9, 2024	Page 51
11. REPORTS FROM MAYOR	
12. REPORTS FROM STAFF	
(a) Report of Corporate Officer dated September 9, 2024 Re: Emergency Bylaws Recommendation: THAT Council request that the Kent Harrison Joint Emergency Planning Committee create an Emergency Bylaw Update Sub-Committee with District of Kent (DoK) staff to prepare draft updates to the Village’s and DoK’s emergency bylaws once the new Emergency and Disaster Management Act (EDMA) regulations are released by the Province.	Page 53
(b) Report of Community Services Manager dated September 9, 2024 Re: FireSmart Program Recommendation: THAT staff be authorized to apply for two years of funding through the UBCM Community Resiliency Investment Program, FireSmart Community Funding and Supports program, up to a maximum of \$200,000 per year.	Page 55
(c) Report of Community Services Manager dated September 9, 2024 Re: Community Notice Board Update Recommendation: THAT staff be authorized to proceed with the purchase and installation of a custom community notice board to be located near the beach plaza.	Page 57

- (d) Report of Planning Consultant dated September 9, 2024
Re: Design Guidelines Policy

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Recommendation:

THAT Council adopt the attached Village of Harrison Hot Springs Design Guidelines Policy 1.39.

- (e) Report of Planning Consultant dated September 9, 2024
Re: Development Permit – 260/270 Esplanade Avenue

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Recommendation:

THAT Development Permit DP 01/24 be issued to KNK Holdings Ltd. for property located at 260 and 270 Esplanade Avenue, Harrison Hot Springs for land legally described as:

- a) Parcel "B" (41267E) Except Part Subdivided by Plan 63660 of Lot 2, Block 2, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan 251 (PID 004-645-162), and
- b) Parcel "A" (118036E) Lot 3, Block 2, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan 251 (PID 011-535-105)

Subject to the following:

- a) The registration of a save-harmless flood covenant that is acceptable to the Village, be placed on both Titles;
- b) For the installation of or the placement of any signs on the building or structure, the applicant must follow the requirements as outlined in the Village of Harrison Hot Springs Sign Bylaw No. 1126, 2018, as amended from time to time. To start this process, a Comprehensive Sign Plan application must be submitted, and approved by the Village;
- c) The pending Zoning Bylaw No. 1115, 2017 text amendments, associated with this site, are approved;
- d) The applicant entering into a Works and Services Agreement to address the placement of street furniture;
- e) The applicant entering into a Landscaping Agreement to address the Landscaping requirements;
- f) The applicant entering into a covenant to address the placement of at least 6 EV charging outlets and the creation of a bicycle parking area for a minimum of 23 bicycles; and
- g) The Village receiving an Irrevocable Letter of Credit in the amount of \$525,125.00.

13. BYLAWS

- (a) Report of Planning Consultant dated September 9, 2024
Re: 260/270 Esplanade Avenue

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Recommendation:

THAT Zoning Amendment Bylaw No. 1209, 2024 be introduced and given first reading; and

THAT Zoning Amendment Bylaw No. 1209, 2024 be given second reading; and

THAT Council authorize staff to set up a Public Hearing; and

THAT Zoning Amendment Bylaw No. 1209, 2024 be referred to the Ministry of Transportation and Infrastructure, the Harrison Hot Springs Fire Department and the Advisory Planning Commission.

- (b) Report of Planning Consultant dated September 9, 2024
Re: Rezoning Application - 421 Emerald Avenue

Page 135

Recommendation:

THAT Zoning Amendment Bylaw No. 1204, 2024 be given third reading and adoption.

- (c) Report of Planning Consultant dated September 9, 2024
Re: Zoning Amendment Bylaw No. 1194, 2023 – 259 Hot Springs Road

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Recommendation:

THAT Zoning Amendment Bylaw No. 1194, 2023 be given third reading; and

THAT Zoning Amendment Bylaw No. 1194, 2023 not be adopted until the following reports and/or information is provided to the satisfaction of Council:

1. A report outlining how the developer of this project will be reducing the overall carbon footprint of the proposed Building;
2. The developer entering into a covenant with the Village to address the following:
 - i. The 4.5 M setback along Hot Springs Road and Lillooet Avenue, as required by the Ministry of Transportation and Infrastructure;
 - ii. A flood covenant; and
 - iii. The development of a bicycle parking space, based upon 20% of the required off street parking and to provide EV chargers based upon the ratio of 1 EV charger per every 20 parking stalls provided;
3. A report prepared by a component professional with at least 10 years of professional experience, and accepted by the Village, that addresses:
 - i. An estimate 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 estimate on 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; and
- v. Performing an environmental site assessment;
- 4. A Comprehensive Sign permit being issued by the Village;
- 5. A View Impact Report that specifically looks at the view issues towards the lake and the mountains;
- 6. The development of a Local Traffic Impact report that must:
 - i. Estimate the number of additional vehicle trips per day to be generated by the proposed Development and, in the case of phased Development, by each phase of the Development;
 - ii. Provide an analysis of the impact of the traffic to be generated by the proposed Development on the adjacent uses of the land;
 - iii. Provide an analysis of the impact of the traffic to be generated by the proposed Development on areas where there may be conflict with vehicles, including, without limitation, paths or walking trails and other intersection points;
 - iv. Identify any roadway upgrading, reconstruction, reconfiguration or expansion to the roads that may be necessary in order to accommodate any additional vehicle trips per day to be generated by the proposed Development,. This includes the construction of or alterations to intersections, turning lanes, merge lanes, traffic lights and pullout area and a cost estimate to perform the required works and services; and
- 7. The development of a sun/shade report.

(d) Report of Planning Consultant dated September 9, 2024
 Re: Development Approval Information Bylaw No. 1210, 2024

Recommendation:

THAT Council introduce and give first reading to Village of Harrison Hot Springs Development Approval Bylaw 1210 No. 2024; and

THAT Council give second and third reading to Village of Harrison Hot Springs Development Approval Bylaw No. 1210, 2024.

14. NEW BUSINESS

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

16. ADJOURNMENT



Amanda Graham
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE SPECIAL
(PRE-CLOSED) MEETING OF COUNCIL**

DATE: Friday, August 9, 2024

TIME: 10:00 a.m.

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

IN ATTENDANCE: Deputy Mayor Leo Facio
Councillor Allan Jackson
Councillor Michie Vidal

Chief Administrative Officer, Tyson Koch
Corporate Officer, Amanda Graham
Chief Financial Officer/Deputy CAO, Scott Schultz

ABSENT:

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the agenda for the Special Pre-Closed Council Meeting of August 9, 2024 be approved.

**CARRIED
UNANIMOUSLY**
SC-2024-08-01

4. ADJOURN TO SPECIAL CLOSED COUNCIL MEETING

Moved by Councillor Jackson
Seconded by Councillor Vidal

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

- Section 90(1)(a) of the *Community Charter* – 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;

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Minutes of the Special (Pre-Closed) Council Meeting
August 9, 2024*

- Section 90(1)(i) - the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED
UNANIMOUSLY**
SC-2024-08-02

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the Special Pre-Closed Council Meeting of August 9, 2024 be adjourned at 10:02 a.m.

**CARRIED
UNANIMOUSLY**
SC-2024-08-03

Leo Facio
Deputy Mayor

Amanda Graham
Corporate Officer

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

DATE: Monday, August 12, 2024
TIME: 7:00 p.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Deputy Mayor Leo Facio
Councillor Allan Jackson
Councillor Michie Vidal

Chief Administrative Officer, Tyson Koch
Corporate Officer, Amanda Graham
Director of Operations, Jace Hodgson
Planning Consultant, Ken Cossey
Fire Chief, Curtis Genest

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.

Deputy Mayor Facio awarded resident Joseph Blades with a plaque of recognition for his efforts in fighting the fire that broke out near the water tower in June of 2024.

2. INTRODUCTION OF LATE ITEMS

None.

3. APPROVAL OF AGENDA

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
RC-2024-08-01

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the Regular Council Meeting Minutes of July 8, 2024 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2024-08-02

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Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the Record of Public Hearing of July 16, 2024 be received.

**CARRIED
UNANIMOUSLY**
RC-2024-08-03

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the Special Pre-Closed Council Meeting Minutes of July 26, 2024 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2024-08-04

5. BUSINESS ARISING FROM THE MINUTES

None.

6. CONSENT AGENDA

- iii (a) Age-Friendly Committee Meeting Minutes of June 20, 2024
- (b) Environmental Committee Meeting Minutes of June 26, 2024
- (c) Environmental Committee Meeting Minutes of July 10, 2024
- iv. (a) Public Concern Form dated June 28, 2024 from Morgan Anderson
Re: Harrison Watersports Proposed Location Change
- (b) Letter dated July 9, 2024 from the Minister of Transportation and
Infrastructure
Re: Rockwell Drive
- (c) Letter received July 9, 2024 from the Canadian Emergency Preparedness and
Climate Adaptation Expo
Re: National Disaster Expo
- (d) Letter received July 11, 2024 from the District of Saanich
Re: UBCM Resolution Regarding BC Hydro Projects
- (e) Letter dated July 18, 2024 from Harrison Dragon Boat Festival
Re: Harrison Watersports Proposed Location Change
- (f) Letter dated July 30, 2024 from the City of Vernon
Re: Eliminate Fossil Fuel Funding of SILGA and UBCM

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- (g) Letter dated July 24, 2024 from the Ministry of Housing
Re: Small-Scale Multi-Unit Housing

Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT the consent agenda be received.

CARRIED
UNANIMOUSLY
RC-2024-08-05

7. **DELEGATIONS/PETITIONS**

None.

8. **CORRESPONDENCE**

None.

9. **BUSINESS ARISING FROM CORRESPONDENCE**

None.

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

- (a) Report of Age-Friendly Committee dated August 12, 2024

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT Council endorse the following resolutions recommended by the Age-Friendly Committee as amended:

THAT Council direct staff to organize an Age-Friendly Open House in October at Memorial Hall; and

THAT Council direct staff to develop a chair yoga pilot program over six weeks in Memorial Hall to be funded from the Age-Friendly Committee Budget at a cost not to exceed \$2,000.

CARRIED
UNANIMOUSLY
RC-2024-08-06

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Councillor Jackson

- Fraser Valley Regional Library Board (Municipal Director) – No Report
- Tourism Harrison – No Report

Councillor Vidal

- Community Futures North Fraser Board of Directors – No Report
- Corrections Canada Citizen’s Advisory Committee
 - Attended a meeting on July 19, 2024
- Kent Harrison Joint Emergency Program Committee
 - Attended a meeting on August 7, 2024
- Attended a Lets’emot C2C meeting on July 17, 2024
- Attended the Dragonboat Regatta on July 27, 2024

11. MAYOR’S REPORT

Deputy Mayor Facio

- Reported on the food bank challenge with the District of Kent and advised that the Village is accepting donations
- Attended the Storytime in the Park event at the elementary school on August 7, 2024 as the guest reader
- Extended condolences to the family of former councillor Zoltan Kiss who recently passed away
- Reported on a list that staff compiled of ongoing and upcoming projects in the Village
- Reported that there has been a new air quality monitoring station installed on June 20, 2024 at Centennial Park in Agassiz
- Reported on the FVRD Regional District and Corporate Services meeting on July 11, 2024
- Reported on a trail race taking place at Cultus Lake on October 19, 2024

12. REPORTS FROM STAFF

- (a) Report of Corporate Officer dated August 12, 2024
Re: Release of Closed Meeting Resolutions

Moved by Councillor Jackson

Seconded by Councillor Vidal

THAT the following closed meeting resolutions from the July 26, 2024 Special Council Meeting be received for information at the August 12, 2024 Regular Council Meeting:

THAT Julie Chamberlain, Ron Logan and Kimbal Solar be appointed to the Advisory Planning Commission;
SCC-2024-07-16

THAT Stephanie Gallamore and Sharon Chatenay be appointed to the Accessibility Committee;
SCC-2024-07-17

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THAT Council accept the offer of proposed Lot 1 as part of the subdivision and development permit application for land legally described as Lot 32, Section 13, Township 4, Range 29, W6M, NWDP 27133 with a current civic address of 410 Echo Avenue; and
SCC-2024-07-19

THAT staff be directed to put out a survey to residents for feedback on the future use of Proposed Lot 1.
SCC-2024-07-20

**CARRIED
UNANIMOUSLY**
RC-2024-08-07

- (b) Report of Chief Administrative Officer dated August 12, 2024
Re: Rogers/Sensenet Contract Update

Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT the Chief Administrative Officer's report dated August 12, 2024 regarding the Rogers/SenseNet Contract Update be received for information.

**CARRIED
UNANIMOUSLY**
RC-2024-08-08

- (c) Report of Community Services Manager dated August 12, 2024
Re: 2024 Age-Friendly Communities Grant

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT staff be authorized to apply to the BC Healthy Communities, 2024 Age Friendly Communities grant stream for up to \$15,000.00.

**CARRIED
UNANIMOUSLY**
RC-2024-08-09

- (d) Report of Community Services Manager dated August 12, 2024
Re: Harrison-Agassiz Chamber of Commerce Event

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT staff be authorized to waive the Memorial Hall rental fees for the Harrison – Agassiz Chamber of Commerce to host an All-Candidates Meeting for the upcoming by-election.

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**CARRIED
UNANIMOUSLY**
RC-2024-08-10

- (e) Report of Community Services Manager dated July 8, 2024
Re: Registered Professional Forester Update

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the Community Services Manager's report dated August 12, 2024, regarding the Registered Professional Forester be received for information; and

THAT staff be authorized to postpone any additional fuel prescriptions until the completion of the Community Wildfire Resiliency Plan.

**CARRIED
UNANIMOUSLY**
RC-2024-08-11

- (f) Report of Director of Operations dated August 12, 2024
Re: McCombs Drive Water Main and Fire Hydrants

Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT staff engage a professional civil engineering consultant to create detailed design drawings for the installation of a watermain and fire hydrants on McCombs Drive between McPherson Road and Hadway Drive at a cost of up to \$25,000 to be funded by the Community Works Grant Fund.

**CARRIED
UNANIMOUSLY**
RC-2024-08-12

- (g) Report of Director of Operations dated August 12, 2024
Re: Water Reservoir Maintenance

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT Council approve the use of \$40,000 from Water Reserves for the replacement of four (4) chemical pumps at the Water Treatment Plant and for costs associated to having Aslan Technologies on site at the Water Treatment Plant during the Water Reservoir maintenance work.

**CARRIED
UNANIMOUSLY**
RC-2024-08-13

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- (h) Report of Director of Operations dated August 12, 2024
Re: Lillooet Avenue West Oak Trees and Streetscape Plan

Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT the four (4) Oak Trees on Lillooet Avenue be removed prior to winter 2024 as per the recommendations of the Tree Risk Assessment prepared by Urban Environment dated July 16, 2024; and

THAT staff engage a professional engineering and landscape architectural consultant to create a preliminary Streetscape Plan and renderings for Lillooet Avenue West; and

THAT staff be authorized to amend the 2024 budget to re-allocate the funds from the Local Government Climate Action Plan previously budgeted for a Climate Action Plan to fund the development of a Streetscape Plan.

**CARRIED
UNANIMOUSLY**
RC-2024-08-14

- (i) Report of Director of Operations dated August 12, 2024
Re: Development Master Plan – Village Office

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT staff engage a professional land use planning firm to create a Development Master Plan for Village owned land identifying a location for a new Village office that includes residential housing; and

THAT up to \$50,000 from the Community Works Fund (CWF) grant be allocated to fund the plan.

**CARRIED
UNANIMOUSLY**
RC-2024-08-15

- (j) Report of Corporate Officer dated August 12, 2024
Re: Harrison Watersports Tenure Application

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT Council support Harrison Watersports' updated commercial moorage tenure application as shown in the proposed Site Details document dated August 2024.

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**CARRIED
UNANIMOUSLY**
RC-2024-08-16

- (k) Report of Planning Consultant dated August 12, 2024
Re: Development Permit – 410 Echo Avenue

Moved by Councillor Vidal
Secoded by Councillor Jackson

THAT Development Permit DP 04/22 be issued to Yue Wu, Ying Gao, and Triple L Land Incorporated for property located at 410 Echo Avenue, Harrison Hot Springs for land legally described as:

Lot 32, Section 13, Township 4, Range 29, W6M, New Westminster District Plan 27133

Subject to the following:

- a) The Village receiving an Irrevocable Letter of Credit in the amount of \$33,055.00;
- b) The Fraser Valley Regional District issuing a Demolition Permit for any building or structures on the proposed site;
- c) The applicant entering into a Works and Services Agreement with the Village;
- d) The applicant entering into a flood plain covenant; and
- e) Council's acceptance of proposed Lot 1, as an extension of Spring Park.

Amendment moved by Councillor Vidal
Secoded by Councillor Jackson

THAT subject e) be amended by removing the words "as an extension of Spring Park"

**CARRIED
UNANIMOUSLY**
RC-2024-08-17

Council voted on the main motion as amended, with final wording of subject e) being "Council's acceptance of proposed Lot 1".

**CARRIED
UNANIMOUSLY**
RC-2024-08-18

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- (l) Report of Planning Consultant dated August 12, 2024
Re: Rezoning Application – 435 Pine Avenue

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT Council request the applicant for the rezoning of 435 Pine Avenue to set up a Public Notification meeting, as per s 11 of the Village's *Development Procedures Bylaw No. 1090, 2016*.

MOTION FAILED
OPPOSED BY DEPUTY MAYOR FACIO AND COUNCILLOR JACKSON

- (m) Report of Planning Consultant dated August 12, 2024
Re: 442 & 464 Pine Avenue Rezoning Application

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT Council request the applicant for the rezoning of 442 and 464 Pine Avenue to set up a Public Notification meeting, as per s 11 of the Village's *Development Procedures Bylaw No. 1090, 2016*.

MOTION FAILED
OPPOSED BY DEPUTY MAYOR FACIO AND COUNCILLOR JACKSON

- (n) Report of Planning Consultant dated August 12, 2024
Re: 880 Hot Springs Road Rezoning Application

Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT Council direct the applicant for the rezoning of 880 Hot Springs Road to set up a Public Notification Meeting, as per s. 11 of the Village's *Development Procedures Bylaw No. 1090, 2016*.

MOTION FAILED
UNANIMOUSLY OPPOSED

Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT the rezoning application for 880 Hot Springs Road be referred back to staff to work with the applicant to address the concerns outlined in the Planning Consultant's report.

CARRIED
UNANIMOUSLY
RC-2024-08-19

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- (o) Report of Planning Consultant dated August 12, 2024
Re: 490 & 498 Esplanade Avenue – Temporary Use Permit

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT Temporary Use Permit No. 01-24 be issued by resolution to SLD (TITXWEMQSEL) Land Holdings Inc., Inc. No. BC1060780 for land legally described as:

- a) Lot 9 Blk 4, Fractional Sec 13 Twp 4, Rge 29, W6M New Westminster District Plan 251; and
- b) Lot 10 Blk 4, Sec 13 Twp 4, Rge 29, W6M New Westminster District Plan 251

Subject to the following:

- a) The Village receiving an Irrevocable Letter of Credit in the amount of \$1,912.50; and
- b) Not using chain link fencing around the perimeter of the Lots

For an initial term not to exceed three (3) years.

Amendment moved by Councillor Vidal
Seconded by Councillor Jackson

THAT an additional subject c) be added that reads “The entrances and exits being located on Lillooet Avenue”.

**CARRIED
UNANIMOUSLY**
RC-2024-08-20

Council voted on main motion as amended.

**CARRIED
UNANIMOUSLY**
RC-2024-08-21

13. BYLAWS

None.

14. NEW BUSINESS

None.

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

Questions from the public were entertained.

Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT the meeting be adjourned at 8:59 p.m.

CARRIED
UNANIMOUSLY
RC-2024-08-22

Leo Facio
Deputy Mayor

Amanda Graham
Corporate Officer

DRAFT

**VILLAGE OF HARRISON HOT SPRINGS
RECORD OF PUBLIC HEARING OF
ZONING AMENDMENT BYLAW NO. 1194, 2023**

DATE: Tuesday, August 13, 2024
TIME: 6:00 p.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Deputy Mayor Leo Facio
Councillor Allan Jackson
Councillor Michie Vidal

Chief Administrative Officer, Tyson Koch
Corporate Officer, Amanda Graham
Planning Consultant, Ken Cossey

ABSENT:

1. CALL TO ORDER

Deputy Mayor Facio called the meeting to order at 6:00 p.m.
Deputy Mayor Facio acknowledged the traditional territory of Sts'ailes.

2. PROCEDURE FOR PUBLIC HEARING

Deputy Mayor Facio read the statement and procedures for conducting the public hearing pursuant to sections 464 and 465 of the *Local Government Act*.

Zoning Bylaw Amendment No. 1204, 2024

Planning Consultant Ken Cossey presented the proposed Zoning Amendment Bylaw No. 1204, 2024. This bylaw pertains to 421 Emerald Avenue and proposes to rezone the property from the current R-1 Zone (Conventional Lot) to a R-3 Zone (Small Lot).

3. PUBLIC COMMENTS

Deputy Mayor Facio invited the applicant to speak on the proposal.

A representative for the applicant for 421 Emerald Avenue, Andrew Mitchell, gave a description of the proposed project.

Deputy Mayor Facio reported that no written submissions were received.

Deputy Mayor Facio invited the public to provide verbal submissions to Council regarding Zoning Amendment Bylaw No. 1204, 2024.

John Allen, 398 Hot Springs Road, Harrison Hot Springs

- Objects to the Deputy Mayor Facio's involvement in this, due to his connection with the applicant through his son's employment, believes it is a conflict of interest and may poison the process.
- Emerald Avenue and Diamond Street was historically a low rent neighbourhood that is now going through a transition to a nice neighbourhood with large, single-family homes on large lots. We should try to preserve those neighbourhoods.

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Zoning Amendment Bylaw No. 1204, 2024
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- This application is not compatible with the development that's been taking place naturally on that street even though it's presented as a subdivision.
- The planning report says it's going to be two duplexes, which would be four homes. There is the possibility of secondary suites or garages with upstairs suites in addition to that, which means it becomes a fairly dense little corner of the neighbourhood.
- Having that kind of density will change the neighbourhood, and is in conflict with the natural growth taking place in that area.
- This is kind of a spot zoning. It's an R-1 neighbourhood and all of a sudden, it goes to R3. It goes to high density, lots of people, lots of cars, and no park land in that area for the kids to play in, so they will be on the street.
- It's a considerable jump in value to get this rezoning estimated by some people at half a million dollars. What will we, the Village, get out of it?
- Normally the presentation of a development would show us that we're going to get new sidewalks on both streets, perhaps that would be a good thing. We're going to get 5% parkland dedicated or 5% of the value in cash. We should look forward to getting those things and those should be disclosed to us at this stage when the zoning is being considered.
- I was told at a previous meeting that it's none of your business, it's up to the Approving Officer. That's not good enough. The neighbours and the public need to know how the development is going to be eventually and what we get out of it.
- If you stratify both lots into four duplexes, you really have four new homes there and the planning document talked about needing parking for four cars. Each home today requires two cars, so the parking requirement is actually sixteen vehicles to provide enough parking for all of those cars and their guests. I don't see where the driveways are going to be located because there's no actual end site plan.
- I don't see any provision in the zoning approval that says that we're going to get the site line at the corner of Emerald and Diamond, which is six meters in each direction, left clear for traffic safety.
- I urge Council not to approve this until you get an assurance and a commitment from the developer that we're getting adequate sidewalks on both Emerald and Diamond in front of the development, that the planning has been well considered and is taken care of in terms of off-street parking.

Allan Bott, 6420 Rockwell Drive, Agassiz

- Supports the application.
- This community must start doing more with less, and this is a step in the right direction.
- It is a corner lot which should provide lots of opportunity for driveway access on either Emerald or Diamond.
- I urge council to support this development.
- There are all kinds of things that have to be decided between planning and the applicant, I don't see the need for all the minutia to happen in this format, we have to trust our administrators.

*Village of Harrison Hot Springs
Record of the Public Hearing of
Zoning Amendment Bylaw No. 1204, 2024
August 13, 2024*

Deputy Mayor Facio asked the Planning Consultant to clarify the purpose of Zoning Amendment Bylaw No. 1204, 2024 and the proposal.

The Planning Consultant read out the current site overview and the proposed changes, specifying that the proposal is for two small homes and the following are not permitted in R-3 Zones:

- Duplexes
- Home occupations
- Accessory residential suites and coach houses

Deputy Mayor Facio called a second time for submissions to Council regarding Zoning Amendment Bylaw No. 1204, 2024.

Deputy Mayor Facio called a third time for submissions to Council regarding Zoning Amendment Bylaw No. 1204, 2024.

Hearing no further comments, Deputy Mayor Facio announced that the Public Hearing for Zoning Amendment Bylaw No. 1204, 2024 was hereby closed.

4. CONCLUSION

The public hearing concluded at 6:18 p.m.

Certified a true record of Zoning Amendment Bylaw No. 1204, 2024, Public Hearing held August 13, 2024 in the Council Chambers, Village Office, 495 Hot Springs Road, Village of Harrison Hot Springs, BC.

Leo Facio
Deputy Mayor

Amanda Graham
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE SPECIAL
(PRE-CLOSED) MEETING OF COUNCIL**

DATE: Thursday, August 22, 2024
TIME: 2:00 p.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

IN ATTENDANCE: Deputy Mayor Leo Facio
Councillor Allan Jackson
Councillor Michie Vidal

Chief Administrative Officer, Tyson Koch
Corporate Officer, Amanda Graham

ABSENT:

1. CALL TO ORDER

Deputy Mayor Facio called the meeting to order at 2:00 p.m.
Deputy Mayor Facio acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the agenda for the Special Pre-Closed Council Meeting of August 22, 2024 be approved.

**CARRIED
UNANIMOUSLY**
SC-2024-08-04

4. ADJOURN TO SPECIAL CLOSED COUNCIL MEETING

Moved by Councillor Vidal
Seconded by Councillor Jackson

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

Section 90(1)(k) - negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality.

**CARRIED
UNANIMOUSLY**
SC-2024-08-05

*Village of Harrison Hot Springs
Minutes of the Special (Pre-Closed) Council Meeting
August 22, 2024*

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the Special Pre-Closed Council Meeting of August 22, 2024 be adjourned at 2:02 p.m.

**CARRIED
UNANIMOUSLY**
SC-2024-08-06

Leo Facio
Deputy Mayor

Amanda Graham
Corporate Officer

DRAFT

**VILLAGE OF HARRISON HOT SPRINGS
ADVISORY PLANNING COMMISSION MEETING**

DATE: Thursday, December 7, 2023
TIME: 7:00 p.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road
Harrison Hot Springs, BC

IN ATTENDANCE: Ken Gisborne (Chair)
Judy Duffus
Allan Garneau
Andy Strothotte

Corporate Officer, Amanda Graham
Planning Consultant, Ken Cossey

ABSENT: Robert Guimont

1. CALL TO ORDER

Chair Gisborne called the meeting to order at 7:00 p.m.

2. INTRODUCTION OF LATE ITEMS

- Request from Allan Garneau to add "Process Discussion" as item 5(b) under "Items for Discussion".

3. APPROVAL OF AGENDA

Moved by Judy Duffus
Seconded by Andy Strothotte

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**
APC-2023-12-01

4. ADOPTION OF MINUTES

Moved by Judy Duffus
Seconded by Andy Strothotte

THAT the Advisory Planning Commission Meeting Minutes of October 4, 2023 be adopted.

**CARRIED
UNANIMOUSLY**
APC-2023-12-02

5. ITEMS FOR DISCUSSION

- (a) Report of Planning Consultant
Re: Rezoning Amendment Bylaw - 259 Hot Springs Road

The Planning Consultant read his report on Rezoning Amendment Bylaw No. 1194, 2023 including background on the proposed project and concerns identified by Staff.

The developers provided a presentation on the proposed project.

Discussion ensued as follows:

- Question as to the phasing of the project. The developers responded that they do not wish to develop in phases, however, if they did, the parkade and the eastern half would be constructed first.
- The layout of the floor, the footprint of the project, the construction material of the framing, a rendering of how the building will look from Lillooet Avenue.
- Question as to the lack of landscaping surrounding the building and that, with such a large lot coverage, there should be no gravel. The developers responded that they are still working on a landscape plan.
- The Advisory Planning Commission does not consult on the development permit process, therefore, the minutes from the commission meetings at the Zoning Amendment Bylaw stage are the commission's opportunity to provide observations and concerns.
- Concerns were raised regarding short-term rentals, however, the property is located in the C-1 Zone and short-term rentals are permitted.
- The developers advised that they have provided for smaller units to accommodate renters.
- Setback requirements are addressed during the building permit process.
- The commission expressed concerns regarding vehicles turning left from Cedar Avenue onto Hot Springs Road as this is a busy intersection, particularly in the summer.
- Question as to whether the units are multi-level. The developers responded that the units are all one level and will each have a front door off the exterior walkway.
- Concerns were raised regarding the fact that the proposed development requires a lot coverage increase, however, the courtyard only benefits the residents of the building. The developers advised that they have a 1500 square foot amenity space that they could consider offering a membership to for public use.
- The planning consultant clarified that at this time, there has not been any offer of public realm amenities made by the developers.

3
Village of Harrison Hot Springs
Minutes of the Advisory Planning Commission
December 7, 2023

Moved by Chair Gisborne

THAT the Advisory Planning Commission recommend Council's approval of Zoning Amendment Bylaw No. 1194, 2023 in support of the proposed development at 259 Hot Springs Road, subject to the following:

- Council's consideration of the Advisory Planning Commission's comments and concerns regarding the increase in lot coverage, traffic flow and volume on Cedar Avenue and Hot Springs Road, short-term rentals and the lack of public realm improvements.
- Council receipt and review of the CPTED Report.
- Council's receipt of specific detail regarding the construction and phasing of the construction.

**MOTION FAILED
LACK OF SECONDER**

Discussion continued as follows:

- Zoning Bylaw No.1115, 2017 allows for building height to be exceeded for elevator shafts provided that it does not exceed 18 meters high.
- The planning consultant advised that there are form and character and design guidelines that address rooflines and fencing materials.
- The lack of commercial space for pedestrians. The developers responded that other developments with commercial units in the area have not been successful in renting out the commercial spaces and highlighted concerns related to traffic on Hot Springs Road.

Moved by Judy Duffus

THAT the Advisory Planning Commission recommend that Council not approve Zoning Amendment Bylaw No. 1194, 2023 due to the following concerns:

- The increase in lot coverage from 75% to 89.95%
- Traffic flow and volume on Cedar Avenue and Hot Springs Road
- Safety concerns and the fact that Council has not received or reviewed the Crime Prevention Through Environmental Design report
- Rental housing and the short-term rental provision
- Whether this type of project is the right building for the downtown Village area

Amendment moved by Andy Strothotte

To add:

- Lack of clarity of phasing of the proposed project
- Lack of commercial space in proposed project
- Lack of public amenities/public realm improvements

Main motion as amended seconded by Andy Strothotte

Village of Harrison Hot Springs
Minutes of the Advisory Planning Commmission
December 7, 2023

**CARRIED
UNANIMOUSLY**
APC-2023-12-03

(b) Process and Procedure

Moved by Allan Garneau
Seconded by Andy Strothotte

THAT item 5(b) – Process Discussion be tabled for discussion at the next meeting.

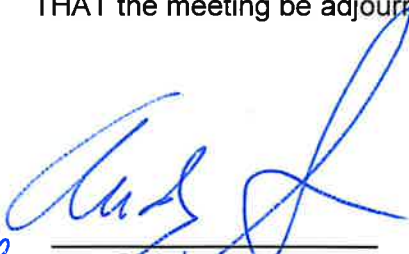
**CARRIED
UNANIMOUSLY**
APC-2023-12-04

6. **ADJOURNMENT**

Moved by Chair Gisborne
Seconded by Allan Garneau

THAT the meeting be adjourned at 8:20 p.m.

**CARRIED
UNANIMOUSLY**
APC-2023-12-05

FOR. 

Ken Gisborne
Chair **ANDY STROTHOTTE**



Amanda Graham
Corporate Officer

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

DATE: Thursday, July 18, 2024

TIME: 2:00 p.m.

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

IN ATTENDANCE: Deputy Mayor Leo Facio (Chair)
Alison Douglas
Audrey Johnstone
Laura Lanfranchi
Lise Reimer
Karen Seraphim

Amanda Graham, Corporate Officer
Christy Ovens, Community Services Manager

ABSENT: Peggy Arndt
Sonya Boizard

1. CALL TO ORDER

Deputy Mayor Facio called the meeting to order at 2:00 pm.
Deputy Mayor Facio acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

Late item from Laura Lanfranchi – add “List of Vulnerable Residents Requiring Evacuation Support” as Item for Discussion 5(e)

Alison Douglas – passed around a list of potential activity ideas

Late item from the Corporate Officer to change Item for Discussion 5(b) – Update on Agassiz Harrison Community Services Society Presentation to “Agassiz Harrison Community Services Society Presentation”

3. APPROVAL OF AGENDA

Moved by Alison Douglas
Seconded by Audrey Johnstone

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**
AFC-2024-07-01

4. ADOPTION OF MINUTES

Moved by Laura Lanfranchi
Seconded by Lise Reimer

THAT the minutes of the June 20, 2024 Age-Friendly Committee Meeting be adopted.

*Village of Harrison Hot Springs
Minutes of the Age-Friendly Committee
July 18, 2024*

**CARRIED
UNANIMOUSLY**
AFC-2024-07-02

5. ITEMS FOR DISCUSSION

(a) District of Kent – Manager of Recreation / Culture & Projects, Skylar Gormley

Skylar Gormley brought copies of the Spring/Summer 2024 Leisure Guide and provided an overview of District of Kent programming and facilities. He highlighted some challenges with recreational and fitness programming, including a shortage of instructors and inadequate flooring. Additional considerations include wages and the cost of equipment. He highlighted some senior specific programs, including Heart Health (referral based) and upcoming low impact fitness classes. He discussed the District of Kent's mandate to offer programming within their municipal boundaries but suggested the possibility of doing a demonstration class in the Village. 23% of the Leisure Centre's user base are Harrison Hot Springs' residents, with 51% of total residents being registered. The largest age group of users are between 50 and 65 years of age, with 65+ being the second largest group. He discussed some other low-cost program options, including a monthly activity card that people can check off and/or a scavenger hunt that people can redeem for prizes. He brought forward the plans for the new Lets'emot Regional Aquatic Centre and discussed current challenges with the Ferny Coombe pool.

(b) Agassiz Harrison Community Services Society – Eunice Jasso and Kim Pretzer

Eunice Jasso, Food Bank Coordinator and Community Connector presented some of the programming AHCS offers. The Community Connector is a new program from Fraser Health and United Way for seniors 55 and over experiencing isolation. The program helps the participant develop a wellness plan that includes exercise, socialization and meals. The Food Bank has moved to a shopping model to allow participants to select culturally and diet appropriate foods. The Food Bank shopping day is once a week and participants can come once per month. Eunice advised that AHCS will be challenging communities to compete with one another to encourage food bank donations, and the group with the most donations will win a pizza part. She further reported that most users of the Food Bank from Harrison and Agassiz are single people and seniors. Donations of food that has not met expiry are accepted everyday.

Kim Pretzer, Social Meals Coordinator and Seniors' Support spoke specifically about senior programming. Better at Home is a program offering light housekeeping, transportation, friendly visitor and meal planning. There is about a two month wait for this program. The Drive4u program is eligible to anyone needing assistance going to medical appointments, shopping, the airport and some limited social events. AHCS is currently low on drivers but expecting an increase in the fall. The Seniors' Lunch takes place at the Legion in Agassiz, and twice a year at the Community Central Church in Harrison. The Committee discussed the possibility of having the lunch at Memorial Hall. Kim further reported on the mobile and stay Senior's Café program in partnership with the Fraser Valley Regional Library. AHCS is always looking for more volunteers, including for the Food Bank and Drive4U in addition to society members.

*Village of Harrison Hot Springs
Minutes of the Age-Friendly Committee
July 18, 2024*

(c) Budget

The Committee discussed the \$5,000 budget allocated to the Committee in the Village's Financial Plan. Alison Douglas provided a list of ideas including card/board games, crafts, dancing, yoga and calligraphy.

The Committee discussed hosting an Age-Friendly Open House event on a weekend or weekday evening. Community partners would be invited to have booths and a volunteer drive. A survey would be conducted to gather input on events or programs that the public would like to see to supplement the online survey conducted by the Village earlier this year.

Moved by Alison Douglas
Seconded by Karen Seraphim

THAT Council direct staff to organize an Age-Friendly Open House in late September at Memorial Hall.

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

Moved by Laura Lanfranchi
Seconded by Audrey Johnstone

THAT Council direct staff to develop a chair yoga pilot program over six weeks in Memorial Hall to be funded from the Age-Friendly Committee Budget at a cost not to exceed \$2,000.

**CARRIED
UNANIMOUSLY**
AFC-2024-07-04

(d) Age-Friendly Grant

The Community Services Manager advised that there is a new call for applications for the Age-Friendly Grant with up to \$15,000 in funding available for project implementation. The Committee discussed the following highlights from the 2015 Age-Friendly Action Plan:

- Supporting increased transportation
- Examining and expanding information on Agassiz Harrison Community Services
- Intergenerational activities, including building model trucks and planes, a kite festival, and supporting the Community Garden
- Let downs on pavements, benches and rest areas

The Committee agreed by consensus to provide a letter of support for the grant application through the Chair.

Village of Harrison Hot Springs
Minutes of the Age-Friendly Committee
July 18, 2024

(e) List of Vulnerable Residents Requiring Evacuation Support

Laura Lanfranchi advised that she had brought this topic forward to the Emergency Support Services Coordinator, but they are not able to easily produce a list of vulnerable residents requiring support in an evacuation with their GIS program. It was suggested that AHCS might be a good starting point. The Community Services Manager provided some information on what evacuation procedures in the Village would be. There are resources that are available from the Province including window signs to indicate whether a resident needs help in the case of an emergency. The Community Services Manager will reach out to a group of emergency management contacts and bring more information back to the Committee. The Committee discussed having an Emergency Information display at the Age-Friendly Open House.

6. ADJOURNMENT

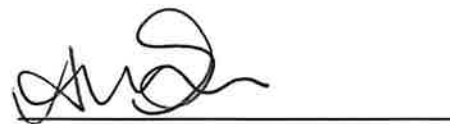
Moved by Alison Douglas
Seconded by Laura Lanfranchi

THAT the meeting be adjourned at 3:49 p.m.

**CARRIED
UNANIMOUSLY**
AFC-2024-07-05



Leo Fazio, Chair
Age-Friendly Committee



Amanda Graham
Corporate Officer



City of Campbell River
From the Office of the Mayor

August 26, 2024

The Honourable David Eby
Premier of the Province of British Columbia
Via email: Premier@gov.bc.ca

Dear Premier Eby,

Re: Urgent Request for Provincial Support in Addressing Homelessness in Campbell River

I am writing to you on behalf of the City of Campbell River to express our deep concern regarding the challenges our community is facing in providing adequate temporary shelter for individuals experiencing homelessness. Provincial case law establishes the obligation of local governments to provide an adequate location for overnight camping (temporary shelter) for unhoused persons. However, the sites currently available on City land are limited and do not fully meet the needs of the community or the individuals who require these services.

For a location for overnight temporary shelter to be adequate, it must be relatively close to services and supports typically accessed by individual experiencing mental health, substance use and other health conditions who are also homeless. The location of these services in Campbell River is primarily in the downtown core. The provincial decision to place these services in proximity of residential, commercial, cultural and recreational assets means the City has very limited options in terms of land availability outside of parking lots, and high value Parks and green spaces enjoyed by our residents and visitors.

Considering these challenges, we respectfully request that the Province of British Columbia take immediate action by making provincially regulated land available for temporary overnight camping in Campbell River. We understand the provincial position on use of sites such as off season use of the Quinsam campground given that the aim is to have such assets available for the recreating public and not set precedent for their use as alternative housing. However, the City would respond that these camp sites are not used during the off season and are typically closed; moreover, the City faces the very same challenge when it comes to use of our Parks and green spaces but is nonetheless forced to move forward with this under the circumstances. The availability of provincial land would greatly enhance our ability to provide safe and appropriate spaces for those in need. In that instance, the City would agree to provide all necessary services including fencing, portable washrooms, garbage bins and removal, contract security, bylaw enforcement and ongoing monitoring.

Furthermore, we ask that the province provide additional funding to expand our winter shelter program. By doing so, we can reduce the demand for temporary overnight shelter, especially during colder

months, and ensure that those without permanent housing have access to safe, warm, and secure environments. We would also like to explore funding availability to establish a Homeless Encampment Action Response Team (HEART) to better integrate the response of the City, RCMP and service providers to homelessness and complement our partnership on the HEARTH rapid housing initiative.

The City of Campbell River is committed to working collaboratively with the provincial government to address the pressing issue of homelessness in our community. We believe that with the province's support, we can make significant progress in providing the necessary resources and spaces to meet the needs of our most vulnerable residents.

We appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Dahl', with a stylized flourish at the end.

Kermit Dahl
Mayor



OFFICE OF THE MAYOR

FILE: 01-0410-02

August 29, 2024

The Honourable David Eby
Premier and President of Executive Council
Via Email: premier@gov.bc.ca

Dear Premier Eby:

Re: Infrastructure Investment for Complete Communities

During the City of Mission's Regular Council meeting of August 19, 2024, our Council unanimously carried the following resolution:

1. *That the City of Mission write to the Premier to express:*
 - o *Mission's continued support for the creation of affordable and supportive housing;*
 - o *The need for simultaneous provincial investment in schools, healthcare, safety and infrastructure to sustainably accommodate growth; and*
 - o *Mission's intention to review our housing bylaws after one year to ensure that sustainable growth is occurring; and*
2. *That the letter be copied to all UBCM members.*

The City of Mission acknowledges the significant need for affordable housing in our community and across the entire country. We have witnessed the dramatic increase in people living in unsafe and unstable conditions and are acutely aware of the need to accelerate housing production in the marketplace. Further, we are alert to the visible growth in unhoused persons in our midst, demonstrating the need for more supportive housing options in our community.

Because we share the Province's concerns about housing, we have been hard at work at the local level, finding ways to incentivize the development of affordable housing, accessible medical spaces and supportive housing. In the last four years, we have:

- Created a density bonusing program for builders who create below market housing and medical spaces.
- Authorized Mission's first 11-storey building because it offered 100% affordable housing, as well as community kitchen and laundry space.
- Created our *Neighbourhood Engagement Policy* to improve and expedite community engagement.
- Planned the *Stave Heights Neighbourhood* to add multi-family housing for 3800 people (with many units already under construction).
- Added to our Planning and Building Department staffing and made affordable housing applications a top priority.
- Invested in new software and technology to expedite development and building applications.
- Hosted educational Builders' Forums, in partnership with the Fraser Valley Homebuilders Association, to help builders avoid delays.
- Contributed park space to BC Housing for supportive housing and offered more public land to BC Housing and local agencies.
- Approved and implemented an innovative *Community Wellness Plan* in conjunction with every social and healthcare agency in our City.
- Hosted two housing forums to encourage partnership in developing more below-market housing.
- Dedicated approximately 100 acres (1/3) of land in our Waterfront Revitalization Strategy to multi-family housing.
- Adopted a suite of new policies to ensure affordable housing, including an amnesty program to allow registration of unauthorized secondary suites and a bylaw to protect residents of Mobile Home Parks.

We are doing all we can, with even more work in our pipeline, and it is showing in Mission's dramatic growth numbers. I am absolutely confident that other communities across BC are working with the same earnestness and creativity.

The policy and legislation changes brought forward by your government are sure to have a profound effect on our housing supply, but I hope you will agree with Mission when we say that there is much more that needs to be done to ensure that we are creating not just houses, but homes.

In consultations with our advisory committees, local organizations, and community engagement, we continuously hear a series of challenges that we believe will undermine our

shared housing efforts if not addressed. Three solutions have emerged from this work:

1. **Ensure that the Province funds investments in social and physical infrastructure to facilitate growth.** We cannot continue with the existing and long-standing practice of only adding to schools, healthcare, transit, highways, and policing once demand has reached crisis levels. The development community has expressed these same concerns. People need housing in areas where their children can access schools and medical services. Without simultaneous investments in provincial infrastructure, we will create significant inequities at the community level and will force local governments to accept further downloading.
2. **Address parking concerns in communities that have traditional downtowns that are not-yet-fully transit ready.** Across BC, there are many communities like Mission with constrained downtowns. While the obvious solution to the parking issues of these areas is enhanced transit, it must be acknowledged that working residents and parents simply cannot rely on transit as a substitute for cars at this time. While our community has invested in major transit improvements (with more on the way) we cannot anticipate that residents, workers and consumers in that neighbourhood will be able to entirely rely on transit for their daily mobility. Mission strongly supports Transit-Oriented Development. Indeed, it is fundamental to our Downtown and Waterfront Revitalization initiatives, but we have already been told to expect that multiple in-stream applications will now be altered to remove resident parking. Mission has created a parking plan for the area - grounded in a costly analysis - but the government's policy leaves no room for that evidence to come into our planning.
3. **Restore the dexterity that comes with developer-municipality partnerships in master developments.** As you have recently heard from Coquitlam and Burnaby, many master developments rely on place-making to benefit both existing residents and newcomers. Building around shared public spaces is desirable to the private and public sector, facilitating investment and financing, and allowing for a vision that the public can embrace. Density-bonusing, phased development agreements and other negotiated approaches are needed in our toolkit if we are to realize our Waterfront Revitalization. In short, true density and transit-oriented development will be hampered or halted if we are left with the tool of ACCs. As an example, the expected addition of more than 10,000 home in our master-planned Silverdale area would simply not have been possible were it not for our ability to share staffing costs, arrange for future public lands and establish mechanisms for front-ending underground servicing with Polygon. When it comes to large scale projects, we believe the Province needs to create exceptions wherein win-win negotiations are possible.

The City of Mission may not be the largest municipality in the Province, but we pride ourselves on being progressive and resourceful. We have engaged in master planning for our housing future as far back as 1966. While we support the Province's view that affordable housing must be a priority, we believe it will be much more constructive to work in a collaborative fashion, and to see concomitant development by the province of the physical and social infrastructure that defines healthy communities.

Mission has recently adopted our versions of SSMUH and TOA bylaws, and we will adopt revised DCC and ACC legislation soon. In each case, those new bylaws include a one-year review clause. We will be looking to the Provincial government to ensure that there is room for learning, revision and, most importantly, considerable investment in community-level infrastructure.

Allow me to close by saying, Mission is keen to participate in dialogue. If our City can play a role in providing feedback, data or other insights, please do not hesitate to reach us.

Sincerely,



PAUL HORN
MAYOR

- Cc. The Honourable Ravi Kahlon, Minister of Housing HOUS.minister@gov.bc.ca
The Honourable Rob Flemming, Minister of Transportation and Infrastructure Minister.MOTI@gov.bc.ca
The Honourable Pam Alexis, Minister of Agriculture and Food and MLA, Abbotsford-Mission
Pam.Alexis.MLA@leg.bc.ca
Bob D'Eith, MLA, Maple Ridge-Mission D'Eith.MLA, Bob Bob.Deith.MLA@leg.bc.ca
City of Mission Council
City of Mission Regular Council Agenda – Correspondence
UBCM Member Municipalities

John J. Allen

Box 201, HHS, V0M 1K0

Acting Mayor & Council

Village of Harrison

Sept 4th 2024

Dear Council,

The four historic pin oak trees on West Lillooet Ave have been slated for removal on the grounds that they are dangerous.

But most of the danger comes from the height of the trees. Since they have not received any attention in 15 or 20 years, they have been allowed to grow some vertical limbs which now extend 30 or 40 feet vertically from the crown. These vertical limbs present a hazard in several ways:-

1. They create a hazard in putting the “ sail area” of the tree up in the airstream of winds which are above nearby buildings. This sail area has no wind protection and will exert extreme loading forces on the tree. The leverage created by this could break these vertical limbs or overload the tree’s root system. Either of these results could create damage over a wide area .
2. As they are today, the trees threaten damage in a wide area. If they are 70 feet high, the danger area is a circle with a diameter of 140 feet from the base. That circle includes a lot of buildings and the public street .

I would like to suggest that council can dramatically reduce any risk the trees may pose by simply removing this overgrowth, as recommended by the arborist. If you eventually remove the trees, they cannot be felled in place but will have to be “ chunked down’ working from the top. The first phase of this will be the removal of the overgrowth back to the crown.

I would like to suggest that you do that phase immediately before winter storms arrive. That would be the responsible thing to do in managing these trees and would be a good risk-reduction project.

Removing this overgrowth will re-invigorate the remaining limbs and branches which are currently competing with the overgrowth for nutrition. If this therapy does not restore the health of the trees and they must be taken down, Half the job will have been done already. Removing the overgrowth needs to happen in any event.

My offer to you is as follows. I will remove all the overgrowth branches and limbs at no cost to the Village. All you have to do is lay them on the boulevard and I will collect them and take them away. This should save you a considerable cost of disposal which can be most of the cost of tree pruning or removal. I will also put at your disposal my JLG 50 ft manlift if this will help in this overgrowth removal project .

I look forward to your favourable consideration of this offer.

Yours,

John J. Allen

A handwritten signature in blue ink, appearing to read 'John J. Allen', with a large loop at the bottom left and a horizontal stroke at the end.

From: donovanfamily
Sent: Sunday, July 28, 2024 11:53 PM
To: Vivian Li <info@harrisonhotsprings.ca>
Subject: Suicide Prevention Support for Indigenous Children

Greetings,

My name is Laura Donovan, a member of the Odanak First Nation, living on the territories of the Coast Salish peoples. I want to thank you for your willingness to read this letter, as it may be triggering and difficult to read. I am fully aware of the significant impact suicide has had on every one of our communities.

I have been a Tattooer for 15 years, starting in Selkirk, Manitoba, and now in Surrey, BC. I have tattooed countless memorials for fellow Indigenous community members, using my craft to heal and provide good medicine. I never expected that I would end up tattooing memorials to honor my daughter.

I would like to share information about my 16-year-old daughter Felicity, an Indigenous student and a proud Abenaki member of the Odanak First Nation. Felicity died by suicide in December 2023.

In October 2023, she reached out for suicide prevention support at school, and a call was made to an external agency for help. I did not learn about the details of this call or the support the school had committed to provide until January 2024. At that time, I discovered that the school principal had contacted a different external support agency, informing them that Felicity had not presented as at risk and was not on their radar.

Additionally, I learned that the Surrey School District had a suicide prevention protocol that was not followed and did not have a suicide prevention program or plan to address students presenting with thoughts of suicide, nor support for staff providing this support to students.

On July 22nd, I met with the BC Minister of Education to share Felicity's experience and the experiences of many Indigenous families who have shared their stories with me over the years. In the spirit of Truth and Reconciliation, to honor the lives of all Indigenous children lost to suicide and to ensure Every Child Matters, I have requested the following from the Minister:

1. The Ministry of Education ensures all schools in British Columbia are funded and equipped to provide suicide prevention support and training to staff and students based on current evidence-based practices. I request this with the understanding that all children and staff will benefit from this honor.
2. The Ministry of Education performs an audit of the suicide prevention support provided to Felicity and our family.

I am reaching out to ask if you municipal leadership will add your voice to my call to provide improved suicide prevention support for children in your municipality. Please consider providing me with a letter addressed to the British Columbia Minister of Education, the Honourable Rachna Singh, in support of my request, with a CC to my email at donovanfamily@gmail.com. The Minister's email is ECC.Minister@gov.bc.ca.

If you have any questions or would like more information that will enable you to provide a letter of support,

please reach out to me, and I will respond promptly.

I have attached supporting information for your reference:

1. A picture of Felicity.
2. A record of the call the School Counsellor made to a suicide prevention program where Felicity asked for support.
3. A record of the call the Principal made to another suicide prevention program, informing them Felicity was not presenting as at risk or on their radar.
4. A letter of support from the Chief and Council of Odanak First Nation.

Thank you for your time and attention,

Laura Donovan (Felicity's Mom)



Brief Service Stats Report

Brief Service Stat Report Generation

Entered By: Olivia Roxburgh
 Created Date: 20-Oct-2023
 Effective Stat Date: 20-Oct-2023 [set] [E]

Worker: Olivia Roxburgh [E]
 Program: Suicide Prevention, Education [E]

Contact Type: Phone
 Contact: CHRISTA FINDLAY [E]

Organization: ELGIN PARK SECONDARY

Program Details

Referring Professional
 First name: Christa
 Last name: Findlay
 Community agency or institution: Surrey School District
 Phone number: [REDACTED]
 Preferred time to call during the school day:
 Email address: [REDACTED]

Service Requested

Name of youth being referred: Felicity Donovan
 Date of Birth: Mon, 02/26/2007 - 00:00
 School: Elgin Park Secondary
 Community of residence: White Rock

Does the young person have a safety plan in place?
 Yes
 Please describe the safety plan
 Student is creating a safety plan and sharing it with her parents today.

C-SSCC suicidal ideation severity
 Have you wished you were dead or wished you could go to sleep and not wake up?
 Yes
 Please describe
 Student attempted suicide about a month ago.

Have you actually had any thoughts of killing yourself?
 Yes
 Please describe
 Last time I had these thoughts was last weekend when I was really stressed out about school and life.

Have you been thinking about how you might kill yourself?
 Yes
 Please describe
 I have tried to hang myself with my belt. I am unsure if I am safe currently or if I am a danger to myself but I'm still really down.

Have you had these thoughts and had some intention of acting on them?
 Yes
 Please describe
 I tried to hang myself but was found by my sister and was very thankful that she found me. I was praying to god that someone would find me in time because I wanted to be saved.

Have you started to work out or worked out the details of how to kill yourself?
 Yes
 Did you intend to carry out this plan?
 Yes
 Please describe
 I tried but I was found.

Have you ever done anything, started to do anything, or prepared to do anything to end your life?
 Yes
 Please describe
 I tried to hang myself. I told my parents about what I did and they have taken me to the hospital, gotten me a counsellor and I have an appointment with a psychiatrist on November 11th.

Service Provided	Writer called back Christa to gather more information. Christa shared that she is unsure who youth's outside counsellor is, but that she is going to email parents and find out. Youth sees this outside counsellor on a regular basis and this counsellor is not new to youth. Christa is also going to ask for youth's consent to speak to youth's outside counsellor so that counsellor can support youth with suicidality. Christa is connecting youth to ASW and substance use liaison at school as youth is in a place where she would like to get support for substance use (vaping, drinking). Youth has Indigenous cultural background and is connected to Indigenous cultural programs (Christa was not sure the names of these programs). Writer let Christa know that she can reach out at any time if she has more questions or if youth's counsellor is no longer working with youth. Christa will give youth's parents SPEAC's contact info in case parents or youth feel they need extra support.
Outstanding Needs	Christa is going to connect with youth's parents and find out who youth's counsellor is (whether this counsellor is with START or not). Christa will connect with us again if she has any questions or if youth is in need of more support.
Minutes Spent	<input type="text" value="20"/> <input type="button" value="T"/>

[Cancel](#) [Save Brief Service Attendance](#)

Hi everyone,

I had a call this evening from Principal Kavita Sharma from Elgin Park Elementary School regarding deceased youth F.D. PID #1819082
The phone number for the principal is [REDACTED]

The principal was requesting information regarding START protocol. Specifically, for when START communicates/ collects collateral with the school and the ROI process. I explained to the principal that the ROI is part of confidentiality and the youth because they were 16 years of age at the time would have signed ROI during the assessment (first meeting with clinician). The principle asked when START would get in touch with the school and I let her know that the supervisor would have to contact her to disclose more information. She went on to reiterate that youth's dad earlier today spoke with a clinician and he had sent the principal an email regarding the gaps in care between school and START.

Principal said the school counsellor found out youth was seeing START clinician once family had mentioned it to them (Krista - School Counsellor). Writer requested if at that time school counsellor had called START to collect collateral. She went on to say that youth at school was not presenting as being at risk or on their radar. Therefore, this was not done. I reiterated to the principal a couple times that the supervisor will have to contact them as I do not have all the information and we would need permission from the family to release any information regarding youth. The principal expressed that a meeting may be needed to discuss how we all can do better in the future.

I was under the impression that B would be follow up, however, I spoke with B and they informed me that it would be Aldo.

Also, in regards to reporting, because there is no longer an open Paris file, we have not been documenting the conversations.

Lastly, which details does the team need to know in order for the information to be relayed safely and delicately, when we receive calls similar to todays.
Thus far, Gen and Katie have spoken to dad and I spoke with the school principal.

Regards,

Taj Sahota (She/Her)

Crisis Clinician

The START Team- Supporting Children and Youth through Mental Health Crisis

Shirley Dean Pavilion

9634 King George Boulevard

Surrey, BC V3T 0G7

Phone: 604.585.5561 Fax: 604.585.5560



July 25th, 2024

Honourable Rachna Singh
British Columbia Minister of Education
ECC.Minister@gov.bc.ca

Object: letter of support for the Donovan family

Kwaï,

On December 21, 2023, the Abenaki of Odanak lost a member, Miss Felicity Donovan. She was only 16 years old. Her family has been waiting for answers on the support provided to their daughter to prevent her suicide. No parent should be in their position.

On behalf of the Abenaki Council of Odanak, we would like to support the Donovan family in their requests:

1. The Ministry of Education ensures all schools in British Columbia are funded and equipped to provide suicide prevention support and training to staff and students based on current evidence-based practices. I request this with the understanding that all children and staff will benefit from this honor;
2. The Ministry of Education performs an audit of the suicide prevention support provided to Felicity and our family,

Wliwni,


Chief Rick O'Bomsawin
Abenaki Council of Odanak
reception@caodanak.com
1-450-568-2810

cc: donovanfamily@gmail.com

1/1



August 21, 2024

Councils and Boards

UBCM Member Organizations

Dear Councils and Boards:

RE: 2024 UBCM Resolution - Fail to Appear Charges in Policing Statistics

I am writing to bring to your attention a resolution that will be considered at the 2024 Union of BC Municipalities Convention, and to respectfully request your support when the resolution is presented.

As described in the attached backgrounder, Fail to Appear is a *Criminal Code* charge brought against an individual who fails to attend a scheduled court appearance. These charges do not impact police resources because they are simply an additional charge against the individual.

Despite having extremely minimal impact on police workload, these charges are counted alongside all other *Criminal Code* charges attributed to municipalities with courthouses, regardless of where the original offence occurred. Particularly in smaller jurisdictions, this practice significantly inflates the policing statistics for communities with courthouses. In the case of the City of Duncan, 80% of the Fail to Appear charges attributed to our community originated from outside of our jurisdiction, and causes a 23% increase in the City's total 2023 *Criminal Code* cases. This inflated number has a significant and corresponding impact on the requests for the number of officers, particularly when a community is transitioning past the 5,000 and 15,000 population thresholds.

The City of Duncan recognizes that the impact of the Fail to Appear charges is felt differently across BC communities. We appreciate your consideration of the disproportionate impact of including Fail to Appear charges in policing statistics for jurisdictions in which courthouses are located, and respectfully request your support for our resolution to remove these charges from policing statistics, similar to traffic related *Criminal Code* offences.

Sincerely,

Michelle Staples
Mayor

Encl. Backgrounder: Fail to Appear Charges

cc: Duncan City Council

REQUEST

The City of Duncan respectfully requests delegates' support for our resolution that was endorsed at the Association of Vancouver Island and Coastal Communities Annual General Meeting and Convention requesting that the Province of British Columbia exclude Fail to Appear charges from the workload data of municipalities where courthouses are located:

WHEREAS 100% of Fail to Appear charges at provincial courthouses are assigned to the policing statistics of the municipality in which the courthouse is located, having a disproportionate impact on the policing costs assigned to small municipalities with courthouses that serve a much broader area outside their jurisdiction;

AND WHEREAS this inflates the Criminal Code case load for all municipalities with courthouses within their jurisdiction and results in an unfair burden to the taxpayers of those local governments, especially considering that Fail to Appear cases have no effect on the workload of the local detachment;

THEREFORE BE IT RESOLVED THAT UBCM urge the Province of British Columbia to direct that *Criminal Code* Section 145(2)-(5) and 732.1(2b) and 3(a) be excluded from the policing statistics of local governments with courthouses.

BACKGROUND

The City of Duncan recognizes that the impact of the Fail to Appear charges is felt differently across BC communities. BC local governments with a courthouse in their jurisdiction with populations over 5,000 will likely be aware of the impacts of these calculations on their policing costs.

Duncan is a small urban municipality (population 5,047) that serves a much larger population outside of its jurisdiction. The population surpassed 5,000 in the 2021 census, and is now required to pay 70 percent of RCMP policing costs, with the federal government paying the remaining 30 percent, in accordance with the *Policing Act*. Duncan has negotiated with the province to determine how many police officers will be included in a policing agreement, which was based on the number of Criminal Code offences within each jurisdiction's boundaries in their policing statistics as part of ensuring "adequate and effective" levels of policing and law enforcement. The Province was very inflexible with this methodology.

Through these negotiations, Duncan learned that Fail to Appear charges, a Criminal Code charge brought against an individual who fails to attend a scheduled court appearance, for the Duncan Courthouse (Provincial Court) are attributed to the City's policing statistics, regardless of where the original offence occurred. However, prior to 2022, Fail to Appear charges were simply added to the originating Criminal Code offence, as only the most serious offence was counted for statistical purposes. Now these Fail to Appear charges are added as a new charge because they were created on a different date.

The inclusion of Fail to Appear charges has inflated the policing statistics and consequently the number of officers required for not only Duncan, but likely for other jurisdictions where courthouses are located; particularly when transitioning past the 5,000 and 15,000 population levels. Furthermore, these charges do not impact police resources because they are simply an additional charge against the individual.

DISCUSSION

In the City of Duncan context, the inclusion of the Fail to Appear charges equates to two additional officers to address these charges. In 2023, the City is allocated 100% of the 325 Fail to Appear charges, whereas only approximately 65 of these cases (20%) originated from within the City of Duncan, versus 260 of these cases (80%) originated from other jurisdictions. These Criminal Code cases originating from other jurisdictions inflated the City's 2023 Criminal Code cases from 1,152 to 1,412; this was an increase of 23%. This inflated number has a significant and corresponding impact on the number of required officers.

Our secondary concern, confirmed by multiple senior RCMP officials, is that Fail to Appear cases have no effect on the workload of the local detachment; they are simply an additional charge against the individual.

If Fail to Appear charges are not excluded from the policing statistics of municipalities with courthouses, they should at least be tracked separately like Criminal Code traffic offences, so that their impacts on local policing can be appropriately considered.

KEY BENEFIT

Our hope is that delegates will recognize the disproportionate impact of including Fail to Appear charges in policing statistics for jurisdictions in which courthouses are located, particularly on small municipalities that serve a much larger population outside of their boundaries. If these charges are eliminated from the policing statistics used to calculate the number of officers, the jurisdiction in which courthouses are located could see dramatic impact on the cost of policing. By supporting this resolution, delegates can ask Province to remove Fail to Appear charges from the policing workload calculations of jurisdictions with courthouses for a fairer distribution of costs.

Contact: Mayor Michelle Staples | Phone: 250-466-9412 | Email: mayorstaples@duncan.ca



City of Pitt Meadows
OFFICE OF THE MAYOR

August 22, 2024

File No: 01-0400-50/24

To: Members of Council attending the 2024 UBCM Convention

Re: City of Pitt Meadows Resolutions to Reform the Farm Property Tax System

On behalf of the City of Pitt Meadows' Council, our attending City Councillors and I are looking forward to the upcoming 2024 UBCM Convention with you in September.

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

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

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

We are asking that you please endorse the following resolutions:

NR76 – School Tax Exemption

NR77 – Unfarmed Land Tax

NR92 – Minimum Income Requirements for Farm Classification

... /2

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

Please visit pittmeadows.ca/agriculture for more information about our resolutions and a list of those who have already endorsed them, including the Lower Mainland Local Government Association.

Thank you in advance for your support.

Yours Truly,

A handwritten signature in blue ink, appearing to read 'NM', is positioned above the printed name of the signatory.

Nicole MacDonald
Mayor

cc: UBCM Municipalities

File No: 0360-20-03
Date: September 9, 2024

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

SUMMARY

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

BACKGROUND

The Committee has been discussing the lack of a permanent transit route to the Agassiz Community Recreation and Cultural Centre as a barrier to access to services and programs. Currently, if someone wishes to be dropped off there, they must call ahead or tell the driver once on the bus. On Thursday, August 15, 2024, the Committee met and unanimously passed the following resolution regarding recommended Council action:

THAT Council consider sending a letter to the Fraser Valley Regional District requesting that BC Transit Service add a permanent route to the Agassiz Community Recreation and Cultural Centre; and

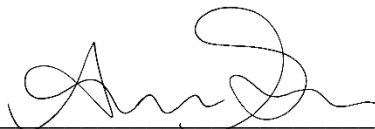
THAT Council consider requesting a letter of support from the District of Kent.

POLICY CONSIDERATIONS

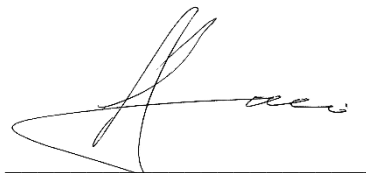
2023 Strategic Plan Priorities

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

Respectfully submitted:



Amanda Graham
Corporate Officer



Deputy Mayor Leo Facio
Chair, Age-Friendly Committee

File No: 3900
Date: September 9, 2024

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Emergency Bylaws

RECOMMENDATION

THAT Council request that the Kent Harrison Joint Emergency Planning Committee create an Emergency Bylaw Update Sub-Committee with District of Kent (DoK) staff to prepare draft updates to the Village's and DoK's emergency bylaws once the new *Emergency and Disaster Management Act* (EDMA) regulations are released by the Province.

SUMMARY

To provide an update to Council regarding the Village's emergency bylaws and new legislation.

BACKGROUND

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

THAT staff review Emergency Procedures Bylaw No. 448, 1985 and Emergency Plan Preparation Bylaw No. 610, 1994 and prepare an updated bylaw for Council's consideration.

On November 8, 2023, the new *Emergency and Disaster Management Act (EDMA)* came into effect, replacing the previous *Emergency Program Act*. Some components of EDMA will not become functional until regulations are released. Changes associated to this new legislation include:

- Updated and expanded definition of emergency and increased length of States of Local Emergency
- Alignment with the United Nations Sendai Framework for Disaster Risk Reduction as adopted by the province in 2018
- Recognition of all four phases of emergency management – mitigation, preparation, response and recovery
- Consultation and cooperation requirements with neighbouring Indigenous governing bodies in alignment with the *Declaration on the Rights of Indigenous Peoples Act*
- Co-management between the provincial government, Indigenous governing bodies and local authorities through multijurisdictional emergency management organizations
- Expanded risk assessment, planning and reporting requirements

In addition to EDMA, the Emergency and Disaster Management Regulation (BC Reg. 235/2023) came into effect on November 15, 2023. This regulation expands on certain definitions

contained in EDMA and sets out requirements for risk assessments by specific ministers responsible for the administration of EDMA and other associated acts.

Regulations with respect to local authority emergency management, post-emergency financial assistance, critical infrastructure emergency management and compliance and enforcement are currently under development. The anticipated release timeline for these regulations is 2025/2026.

DISCUSSION

As there are still pending regulations to come from the Province, staff are recommending that the Village postpone the development of new emergency bylaws to replace Emergency Procedures Bylaw No. 448, 1985 and Emergency Plan Preparation Bylaw No. 610, 1994. The bylaws are dated and in need of updating, however, given the current unknowns with respect to the regulation requirements, it is not advisable to create bylaws that may not comply with future regulations. EDMA supersedes the Village's bylaws in any disaster event, and any emergency actions the Village might take would have to be in alignment with the legislative requirements set out in EDMA.

FINANCIAL CONSIDERATIONS

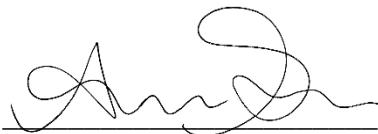
There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

2023 Strategic Plan Priorities

Public Safety – To ensure and enhance public safety.

Respectfully submitted:



Amanda Graham
Corporate Officer

Reviewed by:



Tyson Koch
Chief Administrative Officer

File No: 7320-02
Date: September 9, 2024

To: Mayor and Council
From: Christy Ovens, Community Services Manager
Subject: FireSmart Program

RECOMMENDATION

THAT staff be authorized to apply for two years of funding through the UBCM Community Resiliency Investment Program, FireSmart Community Funding and Supports program, up to a maximum of \$200,000 per year.

SUMMARY

To provide the Council with an update on FireSmart programming in the Village and seek a resolution to apply for additional funding.

BACKGROUND

In the fall of 2023, Council supported an application to UBCM's Community Resiliency Investment, FireSmart Community Funding & Supports Program. Staff received notification that their FireSmart grant request was approved for funding in February of 2024. The FireSmart Community Funding and Supports program provides funding to local governments and First Nations in BC to increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

DISCUSSION

After receiving the FireSmart grant in early 2024, the Village hired a Local FireSmart Representative (LFR) in a contract role, who has been completing home ignition zone assessments, critical infrastructure assessments, and representing the Village's FireSmart program at community events. At the time of writing this report, 33 home assessments have been completed and 3 resident rebates have been claimed.

A key component of the approved application was the shift from a Community Wildfire Protection Plan (CWPP) to the new format of a Community Wildfire Resiliency Plan (CWRP). The Village's CWRP is in draft form and is expected to be finalized in the next month. The current grant funds have also supported training for our Fire Department and \$45,000.00 in structure protection unit equipment including the purchase of a trailer to house the specialized equipment.

The Union of British Columbia Municipalities (UBCM) has made a few changes to the funding program since the last application was submitted. Moving forward, the grant will fall over a two-

year cycle allowing more opportunity for advance planning. Having a current CWRP, participating in a regional committee, and having a FireSmart position are requirements to qualify for additional funding. The upcoming application will focus on continuing to support the Fire Department's training and structure protection equipment purchases, the continuation of a LFR position, FireSmart supports for residents, as well as supporting actions to FireSmart Village owned properties, parks, and forested areas.

FINANCIAL CONSIDERATIONS

The FireSmart expenditures for 2024 were all included in the annual financial plan and are targeted to be completed within the budget.

POLICY CONSIDERATIONS

2023 Strategic Plan Priorities

Public Safety – To ensure and enhance public safety.

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

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: 0360-20-03
Date: September 9, 2024

To: Mayor and Council
From: Christy Ovens, Community Services Manager
Subject: Community Notice Board Update

RECOMMENDATION

THAT staff be authorized to proceed with the purchase and installation of a custom community notice board to be located near the beach plaza.

SUMMARY

To bring an updated recommendation from staff to Council regarding the installation of a community notice board.

BACKGROUND

At the Regular Council Meeting on June 3, 2024, Council adopted the following motion as recommended by the Age-Friendly Committee:

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

DISCUSSION

The Age-Friendly Committee expressed a need for a community notice board where residents and visitors could seek out information regarding programs, events, and services in the community. This notice board would not be for official Village business; however, the Village could post information on programs and special events. It was suggested that the notice board be installed in conjunction with the boat launch addition project, however, it was to be funded through a grant received for the Village's 2023 Age-Friendly project.

Staff had presented the Committee with a potential triple-sided community notice board, however, it was later determined that the shipping fees were substantial and would put the project over budget. Staff conducted a site visit to the boat launch and spent time along the beachfront, discussing potential opportunities and locations. Based on these visits and the information on shipping costs, staff developed an idea to utilize the back of an existing covered wayfinding sign to house a community notice board. A quote has been received to install a custom community notice board on the back of the existing wayfinding sign closest to the beach plaza that fits within the grant budget. This option is ideal as it is already covered, in a central location and cost-effective.



Photo taken facing south showing the back of the existing wayfinding sign that staff are recommending be replaced with a notice board.



HARRISON HOT SPRINGS
Naturally Refreshed

Community Notice Board

This community notice board is intended for communicating information about events, gatherings and services in the Village. It is not monitored or maintained regularly and the Village takes no responsibility for notices posted here.

Outdated notices or notices that have been on the board for over 30 days are subject to removal.

Content deemed inappropriate may be removed immediately.

If you have any questions or concerns please contact the Village Office at:
604-796-2171 or **info@harrisonhotsprings.ca**

Example of the laminated notice that would be posted on the board.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report as the proposed notice board costs are within the grant budget.

POLICY CONSIDERATIONS

2023 Strategic Plan Priorities

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

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

Respectfully submitted:

Reviewed by:



Christy Ovens
Community Services Manager

Tyson Koch
Chief Administrative Officer

File No: 0340-50
Date: September 9, 2024

To: Mayor and Council
From: Ken Cossey, Planning Consultant
Subject: Design Guidelines Policy

RECOMMENDATION

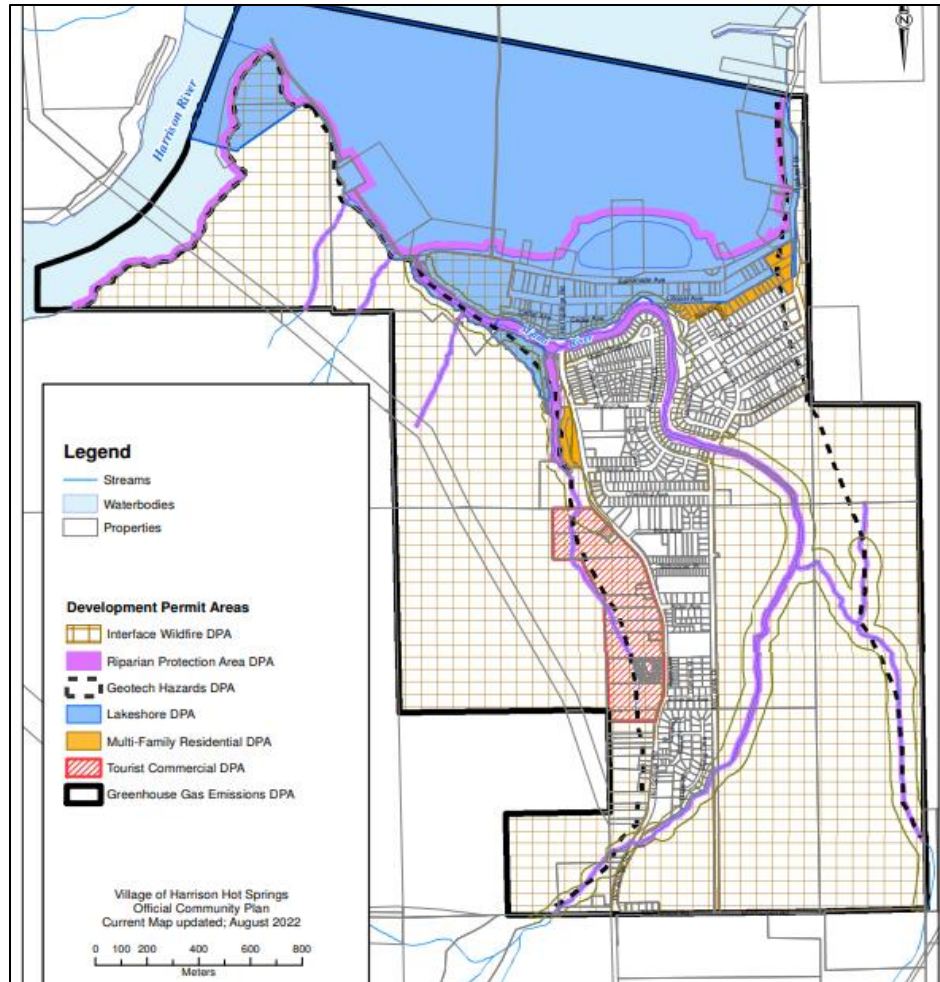
THAT Council adopt the attached Village of Harrison Hot Springs Design Guidelines Policy 1.39.

SUMMARY

To present a draft Design Guidelines Policy for Council's consideration.

BACKGROUND

With the update and adoption of the Village's Official Community Plan Bylaw No. 1184, 2022, (OCP) it was determined that the Design Guidelines section needed to be updated as well. The Design Guidelines section addresses the form and character requirements for three Development Permit Areas, the Lakeshore, Multi-Family, and the Tourist Commercial areas. The areas addressed are outlined below. The areas affected are coloured, blue, orange and red respectively.



DISCUSSION

The respective sections of the designated Development Permit, within the OCP contains the following wording:

“Development Permits issued in this area must be in accordance with the Village of Harrison Hot Springs Design Guidelines.”

The use of the word “must” requires developers to follow the policy requirements, as attached.

Policy Guideline Updates

The Design Guideline provides detailed design direction in the following categories:

1. The Architecture of the Building or Structure
2. Site Planning Issues
3. Signage

The overall purposes of the Design Guidelines are:

1. To provide clear descriptions and illustrated examples that will direct the form,

- character, and quality of future Development in Harrison Hot Springs;
2. To protect and enhance the visual connections between the Village, the adjacent mountains, and Harrison Lake;
 3. To define the Development's requirement, within the concept of a physical form, that to maintains and strengthens the functional linkage between the Village and its lakefront;
 4. To describe means of establishing or improving the relationship between the Buildings or Structures, and the streetscape;
 5. To determine a set of preferred architectural and site design treatments for new or retrofit Development, reflecting in particular the sensitive, high-quality character and aspects of the other successful architectural designs in the Village; and
 6. To enrich the pedestrian realm through supportive Buildings or Structures edges and furnishings as well as landscaping and streetscape details.

What Has Changed?

The new Design Guidelines have been updated by deleting repetitive requirements, conflicting requirements and issues that are not applicable for Design Guidelines. Additionally, new pictures and diagrams have been added to illustrate the requirement further or to provide clarification on a certain requirement.

Design Guideline Format

Each section starts with an outline of the design principles, for that section, that in turn leads to the required design guidelines.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

Official Community Plan Bylaw No. 1184, 2022

Respectfully submitted:



Ken Cossey, MCIP, RPP
Planning Consultant

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachment: Draft Village of Harrison Hot Springs Design Guidelines Policy 1.39



Village of Harrison Hot Springs
DESIGN GUIDELINES POLICY 1.39

2024

HARRISON HOT SPRINGS

Naturally Refreshed

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DRAFT

1.0 INTRODUCTION

1.1 Policy Framework

Official Community Plan

The Village's Official Community Plan Bylaw No. 1184, 2022 (OCP), as amended from time to time, provides general policy direction for land use and Development in the Village. The OCP also identifies the need to provide more detailed design guidelines to maintain the quality of new Development in accordance with the vision defined in the plan. The detailed design guidelines contained in this document must be followed, as per direction provided in the OCP and form part of the implementation of the Village's OCP policy directions.

1.2 The Guideline Package

The guidelines provide detailed design direction in the following areas:

ARCHITECTURE

- Buildings or Structures Form and Massing
- Rooflines and Roofs
- Orientation and Relationship to the Streetscape
- Entrances
- Materials
- Detailing

SITE PLANNING

- Buildings or Structures Setbacks
- Streetscape and Landscape
- Parking

SIGNAGE

- Size and Mounting Options
- Materials
- Graphics and Style

2.0 VISION AND OBJECTIVES OF THE GUIDELINES

2.1 The Design Guideline Vision for Harrison Hot Springs

Harrison Hot Springs seeks to retain a “small Village” character within its specular natural setting while welcoming and managing high-quality Development. Development must reinforce the community’s balanced identity as both a lakefront resort to visitors and a place that residents can call home.

2.2 Objectives

The overall purposes of the Design Guidelines are:

1. To provide clear descriptions and illustrated examples that will direct the form, character, and quality of future Development in Harrison Hot Springs;
2. To protect and enhance the visual connections between the Village, the adjacent mountains, and Harrison Lake;
3. To define the Development’s requirement, within the concept of a physical form, that maintains and strengthens the functional linkage between the Village and its lakefront;
4. To describe means of establishing or improving the relationship between the Buildings or Structures, and the streetscape;
5. To determine a set of preferred architectural and site design treatments for new or retrofit Development, reflecting in particular the sensitive, high-quality character and aspects of the other successful architectural designs in the Village; and
6. To enrich the pedestrian realm through supportive Buildings or Structures edges and furnishings as well as landscaping and streetscape details.

3.0 DESIGN GUIDELINES

3.1 Lakeshore Development Permit Area

3.1.1 Design Principles

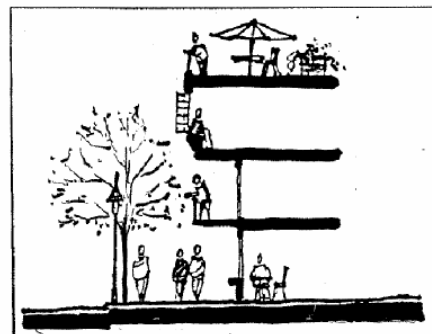
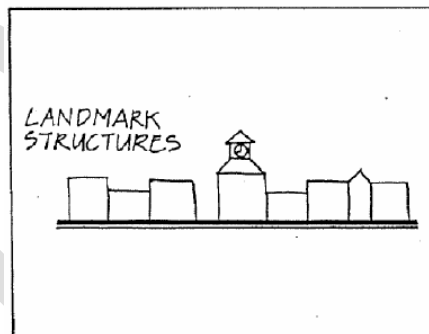
Within this Development Permit area, as outlined in the Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022, as amended from time to time, the applicant must ensure that the following design principles have been addressed:

1. The proposed Development plan is an integrated architecture response to the current Buildings or Structures located within this area;
2. The Development site plan is based upon creating a continuous street-oriented edge and intensifying pedestrian activity within this area;
3. The Development plan must outline how it protects the view corridors within the Village towards Harrison Lake and the surrounding mountains;
4. The Development plan must have respect for the natural setting of the Village, and the natural setting must continue to dominate along the lakeshore region;
5. The use of variations that results in a balance between continuity and a healthy diversity, both with commercial, residential, or mixed-use Developments and throughout the Village.

3.1.2 Design Guidelines

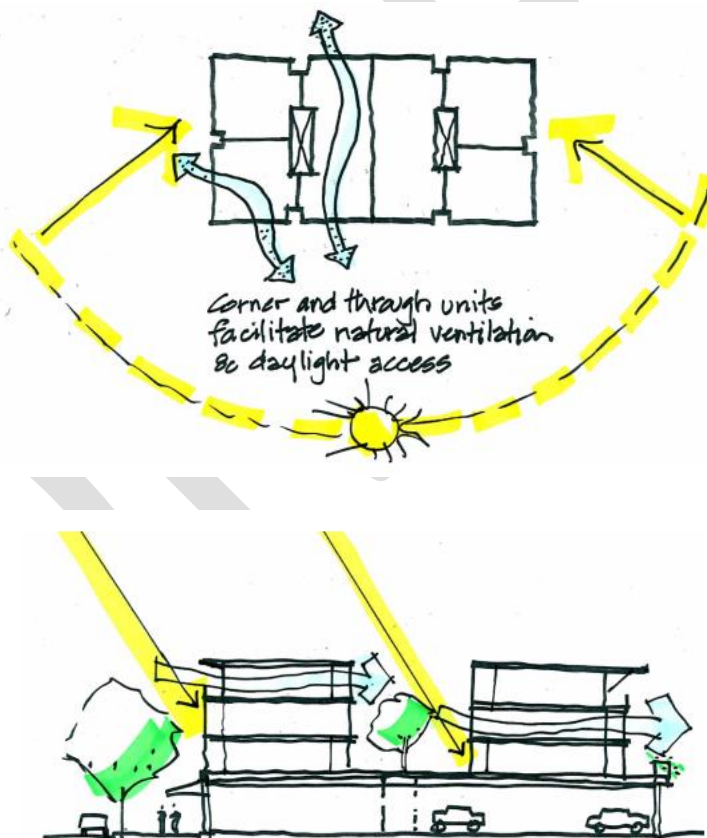
ARCHITECTURE

Buildings or Structures Form and Massing

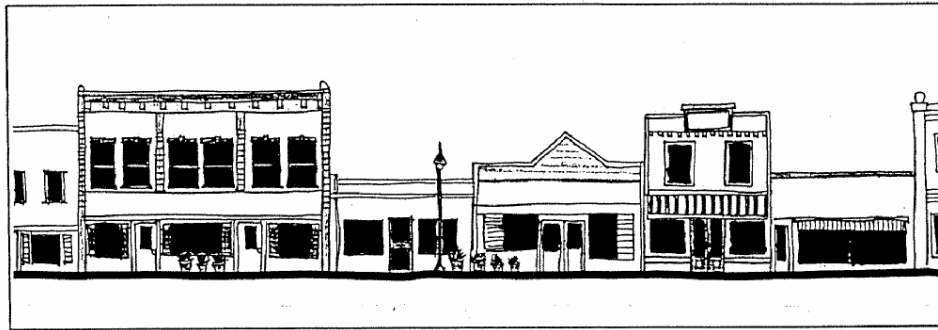


- The design of any Buildings or Structures in this area must orient towards and have a strong relationship with the fronting street, sidewalk, and any open space adjacent to the proposed Buildings or Structures.
- Attention must be paid to the length, proportions and architectural articulation that results from the variation of use, Buildings or Structures materials and aesthetic expression along facades that are continuously long.

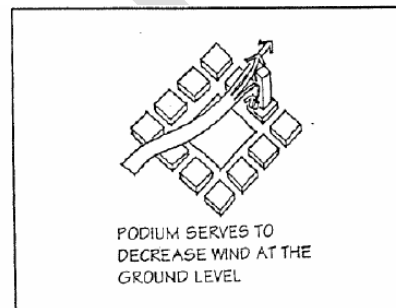
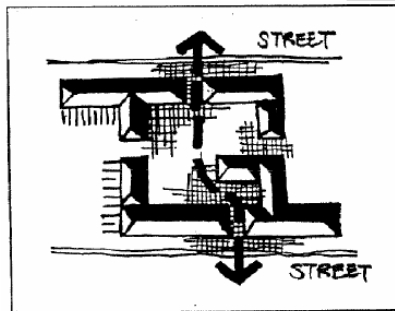
- Along Esplanade Avenue, a 2-storey facade is most appropriate as a general rule; third floors should be stepped back from the street edge to preserve a small-scale feel for pedestrians, and fourth floors should be avoided except as architectural punctuations. Variety is more important than actual heights.
- Where applicable, a view analysis and accurate rendering of the proposed Development in its real context is required to ensure that the new Development does not unreasonably block visual connections to the lake or the mountains.
- Where applicable, a sun/shade impact study may be required to prevent unwelcome shading of public or private uses. Once the study has been completed, the Village may require the applicant to consider the following strategies to ensure that sun access to the adjacent Lots occurs:
 - a) Reducing the massing in the upper storeys through the use of upper storey step-backs.
 - b) To continue with the use of the actual Buildings or Structures set-back requirements.
 - c) Orient the Buildings or Structures to reduce any privacy impacts, particularly for portions of the Development abutting the interior or exterior side setbacks.



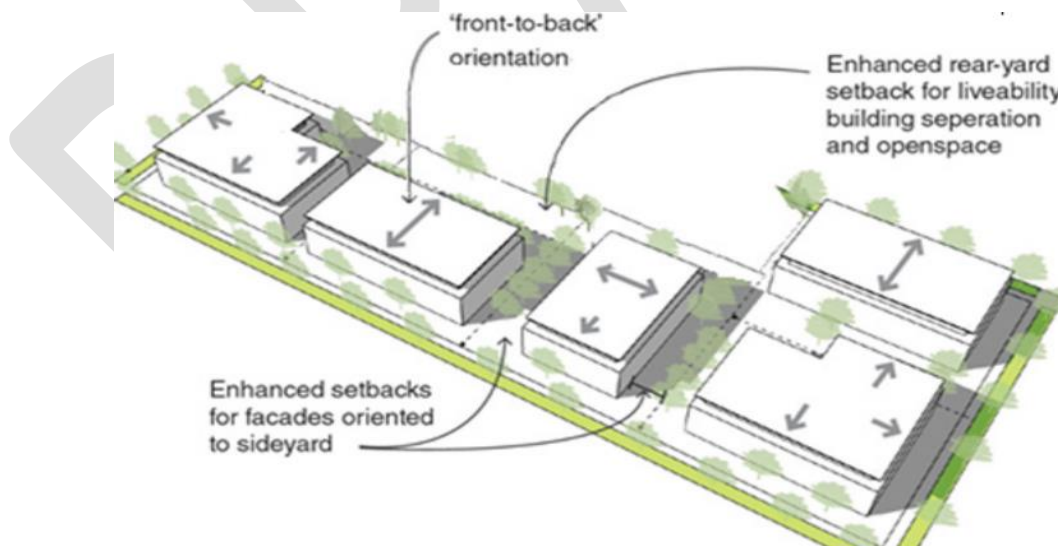
- Variation is the most critical characteristic, in terms of heights, facade relief, step-backs, colour and detailing; all of which should contribute to a traditional village character.
- Smaller architectural units should be prominent to prevent a homogeneous appearance.



- Multiple narrow units are preferred for both commercial and residential Development.
- Buildings or Structures should not occupy whole blocks between parallel streets. At least one midblock connection is required for each block, and a token gesture "tunnel" effect is not acceptable.

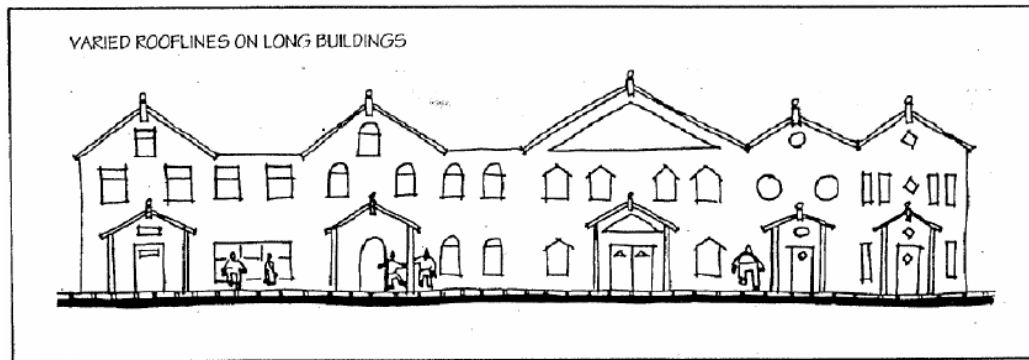


- Access to courtyards may be through gateways and care must be taken not to create wind tunnels.

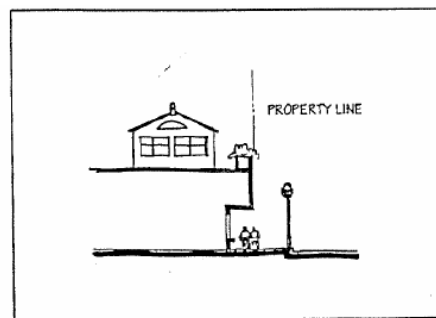
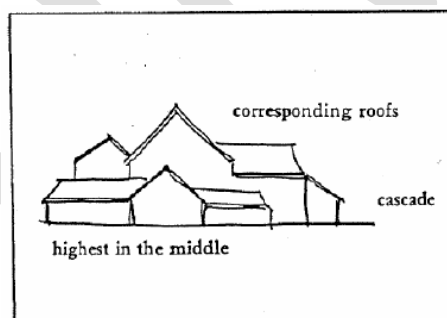


Rooflines and Roofs

- Pitched roofs are preferable to flat roofs. Sloping roofs are more compatible with the mountainous setting and people's associations of traditional architecture with such scenery.



- Contemporary sloped roofs may be used on the Buildings or Structures located adjacent to the shorelines to match the current streetscape without deviating from the height restrictions. The style of the roofs must respect the current village style roof concept.
- New Developments within the area are advised to uphold the existing rhythm and refrain from significantly disrupting the existing Buildings or Structures harmony and order.
- Flat rooflines may be used in combination with peaked profiles, but flat sections should not extend unbroken for more than fifteen (15) metres.
- Roofs of taller architectural units must be sensitively designed in view of their potential as highly visible landmarks.
- A “cascade” effect from the top floor and intermediate roofs down to awnings and canopies at the ground floor level is encouraged to add interest for the full height of the façade.
- Rooftop mechanical equipment must be screened or housed in enclosures integrated within the architecture of the Buildings or Structures.



- The integration of solar panels on roofs is encouraged to reduce dependency on traditional energy sources, as outlined in the diagrams below.



- Integration of a rainwater harvesting system into the roof design that captures and stores rainwater for reuse in irrigation or other non-potable water applications is encouraged.
- The roofline of a Buildings or Structures façade must be distinguished from its walls through features like the uses of cornice, projected overhang, decorative motif or other terminating elements and treatments.

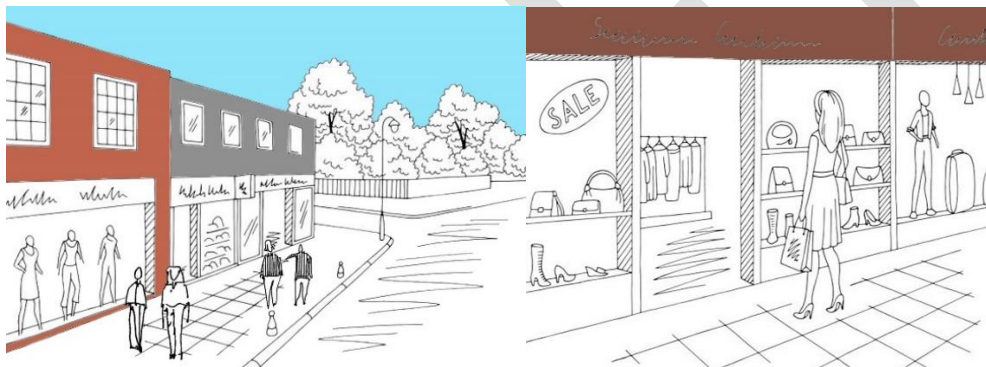


Orientation & Relationship to Streetscape

- Wherever possible, especially along Esplanade Avenue, interior uses should relate to, and be visible from, the sidewalks. Restaurant patios are an ideal example, but any configuration that facilitates interaction between inside and outside activities is encouraged.



- Public-oriented ground floor uses are preferred over those that require privacy.
- Buildings or Structures along streets must have large, tall windows or glass façades to create a visual connection between the indoor and outdoor space.

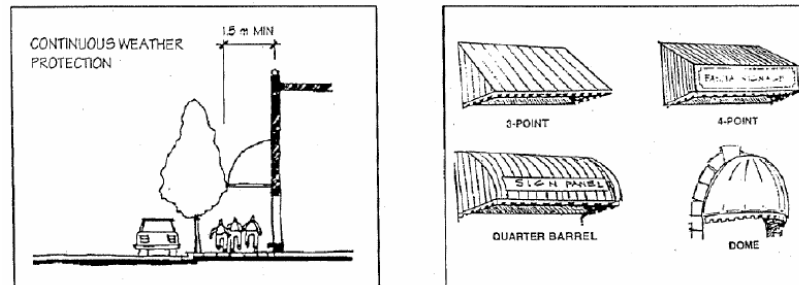


- Generous decks, balconies, and window openings on the second and third floors are encouraged to make residents feel they are part of the life of the street, and to make the public spaces safer.



- Walls and fences, especially those above one (1) metre in height, are discouraged along sidewalks in the Lakeshore Area, unless adjacent uses are visually undesirable.

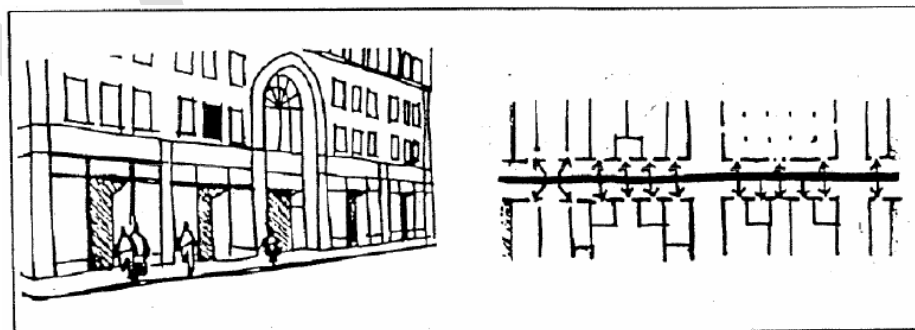
- For any awnings, a retractable canopy system can be incorporated into the Building's or Structure's façade. This retractable awning could be designed with flexible, lightweight materials such as high-tech fabrics or lightweight metal frames. The awning system could be automated or manually operated, allowing for adjustable coverage depending on weather conditions and desired shading levels. When extended, the canopy must create a welcoming outdoor space, providing shade and shelter for pedestrians, or an outdoor seating area.
- Canopies and awnings should not be continuous, but necessarily uniform in style or detailing. Where compatible with façades, they may extend 1.5 M out over the sidewalk. They can be customized with artistic detailing or branding elements to add character to the Village's overall visual appeal.



- Edges of the Buildings or Structures adjacent to sidewalks must be designed to support the use of the adjacent areas, such as sitting or other sidewalk activities.

Entrances

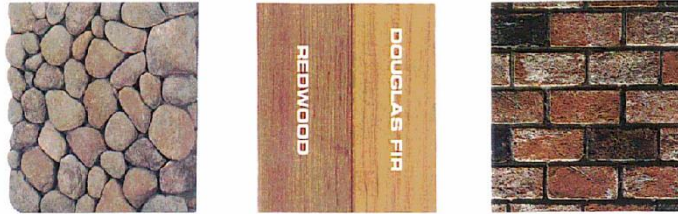
- Architectural and streetscape clues must be provided to alert individuals as to the locations of entrances. Examples of this could include but not be limited to canopies, columns, protruding bays, special materials, lighting, planting, and signs. Entry features must not block the flow of pedestrian traffic along the sidewalks.
- Sheltering structures are recommended at entrances for climate protection as well as orientation purposes.
- The placement of benches near entrances is recommended.



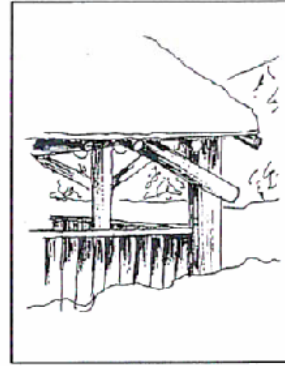
- Entrances to the Buildings or Structures must be emphasized with lighting, architectural detail, or other design strategies so they are clearly visible and have direct access to the Buildings or Structures from the sidewalks. Access or egress to an individual store from the street is preferred over the use of entrances off a communal lobby.

Materials

- Construction materials, for both the Buildings or Structures and streetscape features, should include as accents at least some rugged “earth” materials such as stone or wood. Other furnishings that complement these anchoring materials can include brick masonry, wood siding, glass and wood for window assemblies, and metal siding.



- The use of high quality and durable materials to withstand a range of environmental conditions, and for Buildings' or Structures' features and accents to provide visual interest, must be used. High quality Buildings' or Structures' materials must include but are not limited to:
 - a) Natural wood
 - b) Composite materials
 - c) Brick masonry
 - d) Glazed tile
 - e) Stone
 - f) Concrete
 - g) Flat profile “slate” concrete tile
 - h) Glass and wood for window assemblies
 - i) Standing seam metal roofing
 - j) Metal siding
- If you are constructing a multiple storey Buildings or Structure and you are using varied materials for the façades, the façades must complement one another.
- Sustainable and environmentally friendly materials such as but not limited to recycled glass, bamboo, or reclaimed wood can be used to minimize environmental impact and promote responsible Buildings or Structures practices.
- Glass can be used as a modern and transparent material to provide openness, natural light, and connectivity between the indoor and outdoor spaces.
- Variation in both the texture and the use of materials is recommended.



- Fibre cement siding is a durable and low-maintenance alternative to traditional wood siding.



- The exposed undersides of soffits, balconies and porches that are visible from the street must be clad with exterior materials that result in a finished appearance, and which complements the palette of the exterior materials used on the Buildings or Structures.

Colour

- The use of a creative color palette is encouraged but it should not vary much as it may alter the overall character of the streetscape.
- The use of fluorescent colours must be avoided.

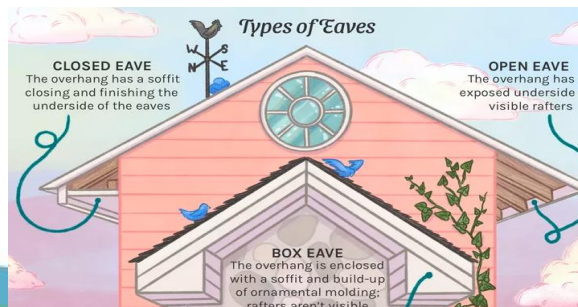
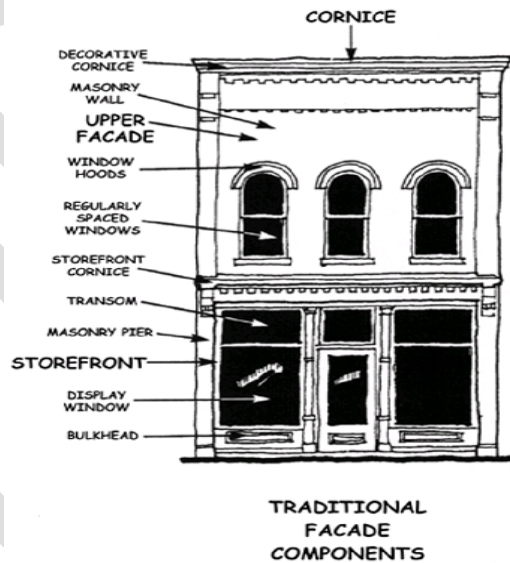
Detailing

- Details must never appear arbitrary but should reflect a function and an artistic style consistent with the overall style and architecture, of the Buildings or Structures.
- Detailing must be mindful of the neighbouring design aspects. An example of this, but not limited to this example, is carrying a cornice line forward or repeating a window design.
- The details must keep the connection and flow between the first and second stories in terms of color and texture, as illustrated below.



- Some suggested details to consider in your Buildings or Structures design includes but is not limited to the following:

- Window frames
- Small panes within large windows
- Window styles like arched windows, single-hung, or double-hung
- Shutters on windows
- Window box planters
- Doors
- Entrances
- Lighting
- Paving patterns
- Façade brickwork
- Façade aesthetic details
- Rooflines



- In general, detailing should be integral with the Buildings or Structures, and it should be proportionally scaled.
- Exposure of structural architectural elements is encouraged to give Buildings or Structures a sense of solidity and integrity, as well as adding interest.

SITE PLANNING

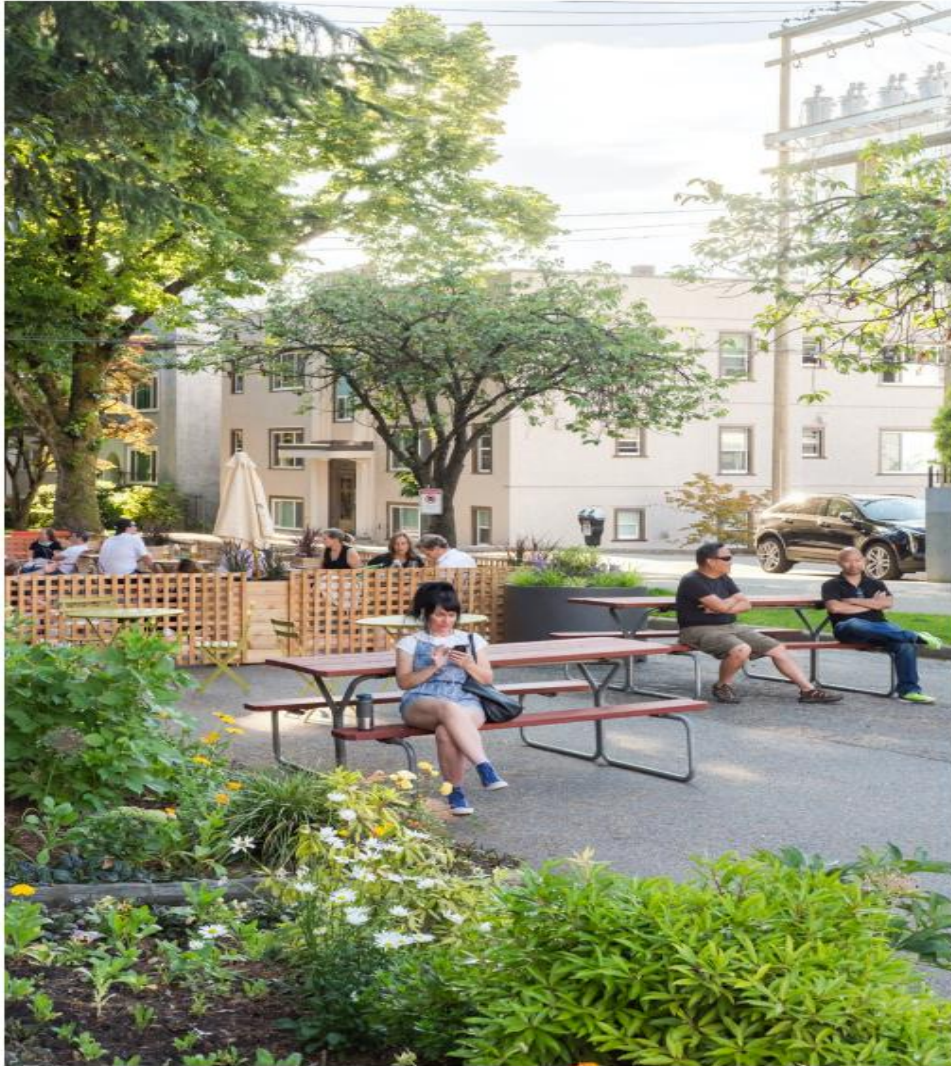
Buildings or Structures Setbacks

- As illustrated below, setbacks of 2.0 to 4.0 metres are encouraged to allow room for street trees, benches and other site furnishings, and decorative lighting. Surfacing in setbacks should be mostly soft materials, such as grass.

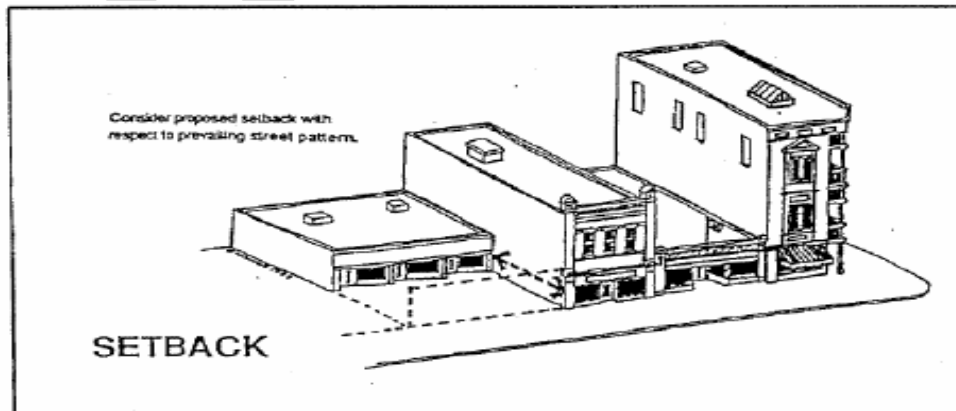


Ground floor setbacks incorporating patios, cafés and displays help animate the streets and public spaces.

- Corner setbacks are recommended to create areas that can be developed as plazas with seating and other pedestrian amenities.

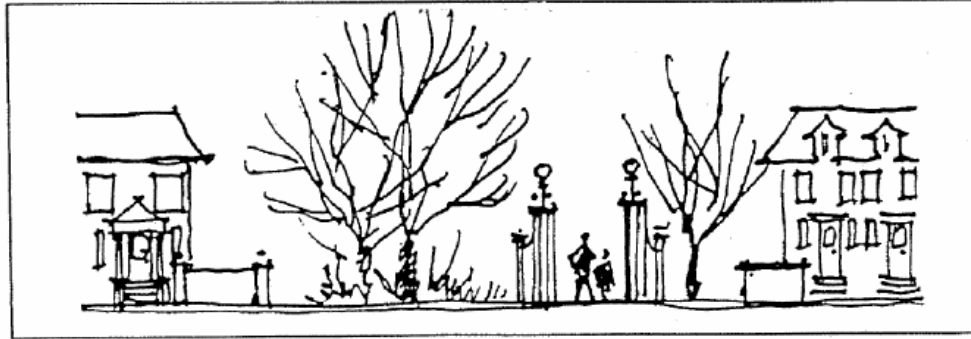


- In general, new Development should try to reflect existing setbacks.



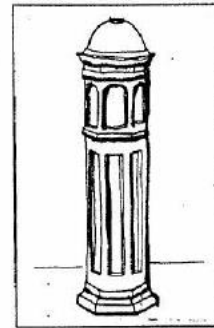
Street Furniture

- Street Furniture must reinforce the Building's or Structure's architectural style and be consistent with the existing street furniture currently in place.
- High quality street furniture is critical for any streetscape design and detailing. In general, a sturdy and rugged but classy look is desirable.



Lighting

- The use of the following styles of lights are recommended:
 - a) overhead decorative;
 - b) bollard lights; and
 - c) outdoor Buildings or Structures façade lights which must be shielded and concealed.



Benches

- A rugged style is preferred rather than a highly ornamental one.



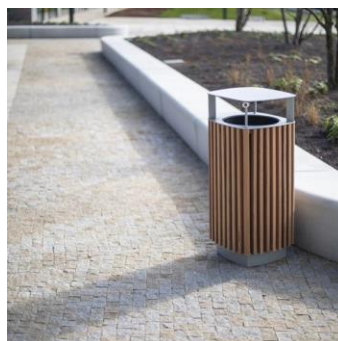


- Along Esplanade Avenue and the promenade, special benches could be constructed using wood slats on stone bases. The focus is a strong, consistent look for the whole waterfront region over the long term.
- Vector-type wooden with steel base benches could also be built to encourage social interaction in public places, especially in the waterfront area.



Garbage Cans

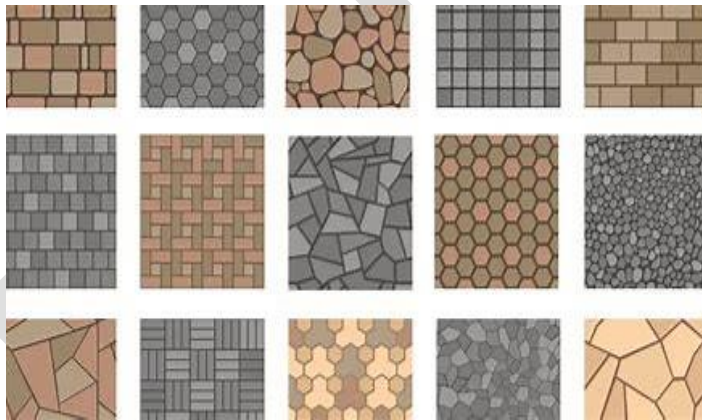
- Dual steel garbage cans with wooden strips on the body to match the seating benches for garbage and reusable waste must be utilized in public place.





Paving

- While concrete is acceptable as a basic material throughout the Village Centre, it is strongly recommended that details be incorporated with it, such as bands or sections of concrete unit pavers, flagstone accents, texturing, and or coloured concrete.
- Colours that are natural or neutral are advised.
- To distinguish between distinct lanes, it is advised to utilize assorted styles of pavements, as illustrated below:



- Incorporating permeable paving materials, such as permeable concrete or porous asphalt, will promote stormwater infiltration and reduce runoff.
- Inclusion of tactile paving along the lakeshore promenade will increase accessibility within the Village.
- Curb ramps must be included in pavements wherever necessary.
- Along the lakeshore promenade, natural surfaces are encouraged.

Tree Grates

- When tree planting is incorporated into sidewalks or plazas, wells must be large and surfaced in one of two ways:
 - i. with generously spaced flagstone pavers - ensure roughened non-slip surface
 - ii. with steel tree grates, coated with dark green plastisol

- Incorporating patterned steel graters will enhance the character and feel of the pavement.



Planters

- Natural materials are preferred and note the following:
 - a) along Esplanade Avenue, free-standing clay box-shaped pots or stone-faced planter walls are suggested, and
 - b) elsewhere in the village centre, box-shaped timber planters are also acceptable.

Parking

- Whenever possible, off-street parking should be at the side or rear of the Buildings or Structures, internal to the block rather than between the front of the Buildings or Structures, and the sidewalk. Vehicular access should be from secondary roads or rear lanes if practical, while frequent pedestrian access should be provided to sidewalks. It may be desirable to extend a short edge of parking lots to a sidewalk frontage for safety purposes.
- Where parking lots abut sidewalks, a 1.5-metre buffer strip is required. Within this buffer strip shrubs may be planted, provided they are no more than 1.0 m in height to leave a "window" for casual surveillance. Wooden fences are recommended as a visual barrier. Metal chain link fencing is not allowed.



An example of a surfaced parking area that is screened and softened with trees and landscaping

- Designated accessible parking spaces must be provided near any Building's or Structure's entrances in compliance with any accessibility regulations. These spaces must be clearly marked, well-lit, and easily accessible to individuals with disabilities.
- If applicable, any wheelchair ramps must be provided with appropriate pavers to the raised pedestrian platform accessible from the parking lot wherever any accessible parking spaces abut the pedestrian pathway.
- Access points to parking lots should be clearly identified with signage, lighting and breaks in the landscaping. Provisions should be made for pedestrians to walk around to the front of Buildings or Structures on curbed sidewalks.
- If possible, permanent parking lots must be broken up by planting islands separated by fifteen stalls or less. Tree species that do not drop fruit, seeds or branches should be used in this situation.
- Designated bicycle parking areas or racks should be provided near Buildings or Structures entrances to encourage alternative modes of transportation and promote sustainable commuting options.



- In general, the overall design of any parking access should minimize any potential pedestrian and vehicle conflicts.

3.2 Multi-Family Residential Development Permit Area

3.2.1 Design Principles

Within this Development Permit area, as outlined in the Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022, as amended from time to time, the applicant must ensure that the following design principles have been addressed:

1. The Development is an architectural response to the site's adjacent physical features, and it is integrated with the site's natural features.
2. The overall site plan should be based on strengthening the overall sense of neighbourhood.
3. Emphasis on the natural scenic setting, particularly near any Watercourse or Wetlands.
4. Sensitivity to the requirements of any pedestrian movement through the area.

3.2.2 Design Guidelines

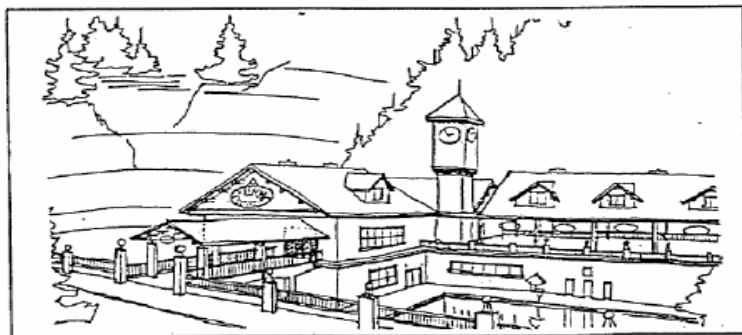
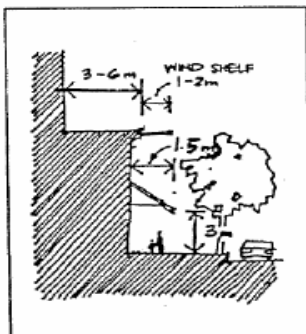
ARCHITECTURE

Buildings or Structures Form and Massing

- New Development must consider the building articulation to create visual breaks in the massing of large and long buildings to achieve human-scale proportions. Articulation can be achieved in several ways, including breaks in form, step-backs, projections, insets, balconies, bay windows, surface treatments, colours and textures, and building modulation.

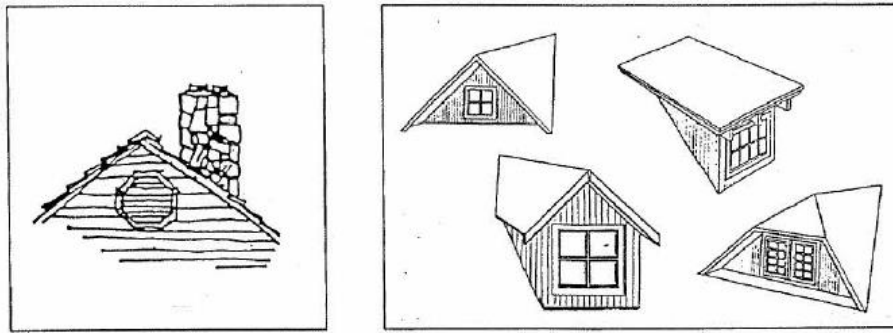


- New Development should incorporate building elements that are complementary to the existing context, such as street wall, facade rhythm, structural bays, rooflines and cornice lines, window placement and proportions, entryways, and canopies.
- Stepped-back forms, especially incorporating interesting intermediate roofs and or balconies, are encouraged.
- Architectural variation is required to ensure individuality to sub-components of connected blocks. As an example, this can be achieved through the use of differences in colour, the window style and framing, gable detailing, and roof styles.



Rooflines

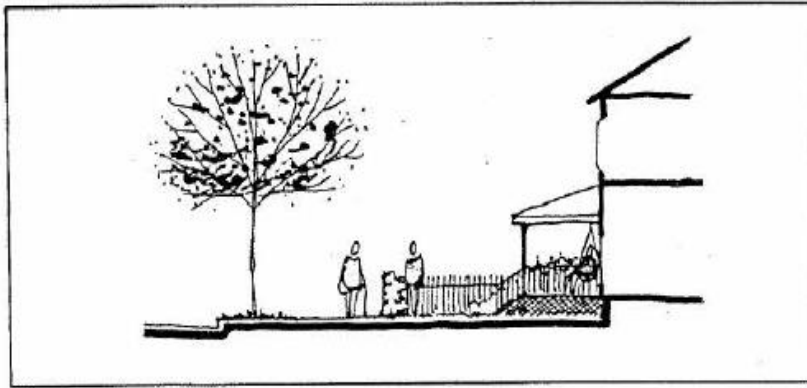
- Peaked roofs are preferred over flat roofs, but a combination of the two is acceptable.
- Dormers, turrets especially in a nautical or agricultural style, bay windows, and similar details are strongly encouraged to contribute to a sense of "home" for residents and to add architectural interest.



Orientation and its Relationship to the Street

- No side of the Building or Structure should present a blank face to visible neighbours. On the other hand, side lot façades should be designed to prevent unwelcome visual intrusion to existing Building or Structure.
- The ground floor of the multi-family residences should relate very strongly to its street frontage. It is partly for this reason that individual access to the units is preferred, because then each household has some semi-private space that contributes to the life of the street.
- Porch railings and low fences are useful for defining territory while not barring visual interaction between residents and passers-by.
- The front yard can be an open lawn or shrubs that can be used as a fence to demarcate the Parcel.





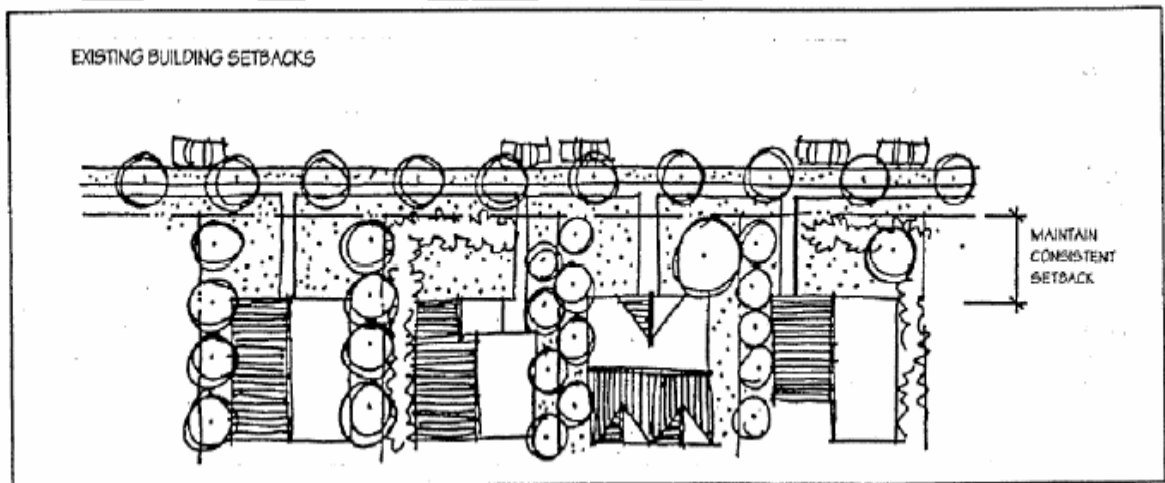
Entrances

- Whether entrances are to the lobby or direct to the individual units, they should be marked by architectural accents, lighting signage, and/or the use of other landscape cues.
- Pathways and access to the entrance should be demarcated with appropriate pavers or other landscape elements.

SITE PLANNING

Buildings or Structures Setbacks

- Front-lot setbacks should be sufficient to provide semi-private garden space for ground-floor residents but not far enough that the street feels unrelated to the Buildings or Structures.



- Side lot setbacks should be sufficient for semi-private garden space and or the placement of a plant buffer zone.

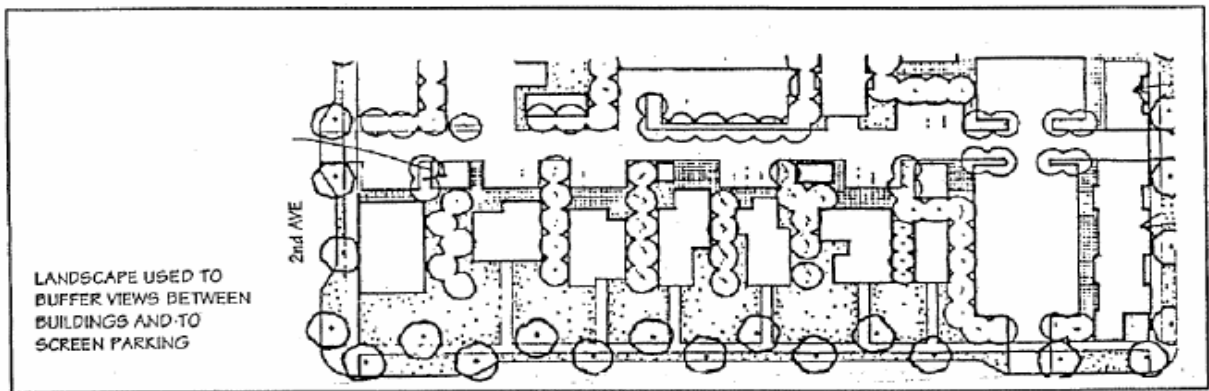
Streetscape

- A green concept is the desirable visual image for the frontages of multi-family residences. This could include, but not be limited to, the use of any or all of the following:

- a) Generous landscaping that includes as a minimum 70% of the soft surface within a setback area;
- b) Pedestrian-supportive amenities such as sheltering canopies at entrances, benches, shade trees, lighting either bollard or overhead, signage; or
- c) Fencing along gardens within the front lot setback is acceptable. The preferred material for the fences is wood, stone or metal. Chain link fencing is prohibited.

Parking

- Garages, whether individual or communal, should be accessed from rear lanes or infrequent driveways between blocks of units leading to parking in the rear. Buildings' or Structures' fronts must not be dominated by parking surfaces or structures.
- Visitor parking should be laid out in small clusters and broken up by landscaping or should be accommodated on-street.



- Signage for visitor parking wayfinding must be incorporated within the site.
- Accessible visitor parking must be provided.

3.3 Tourist Commercial Development Permit Area

3.3.1 Design Principles

Within this Development Permit area, as outlined in the Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022, as amended from time to time, the applicant must ensure that the following design principles have been addressed:

1. The Development is an architectural response to the site's adjacent physical features, and it is integrated with the site's natural features.
2. The site planning focus is based upon strengthening the entry corridor through better-defined edges oriented towards the street.
3. Respect for the natural setting along the west side of Hot Springs Road.

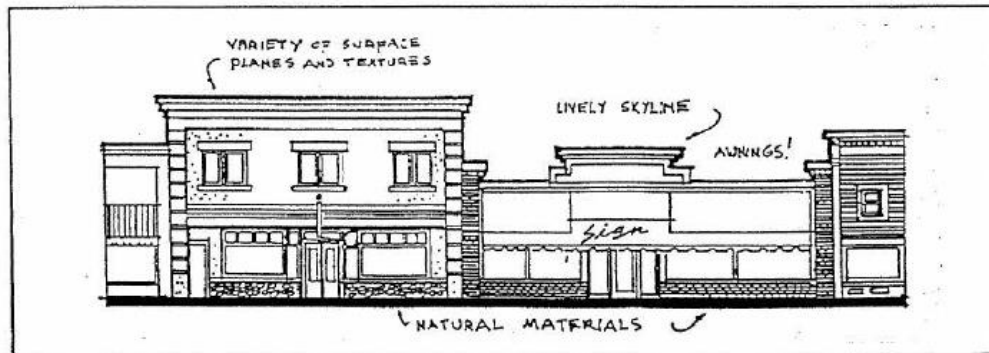
4. Variation on themes that results in a balance between continuity and healthy diversity, along Hot Springs Road with its mix of commercial and residential uses.
5. Sensitivity to the pedestrian experience, which should be well supported along Hot Springs Road.

3.3.2 Design Guidelines

ARCHITECTURE

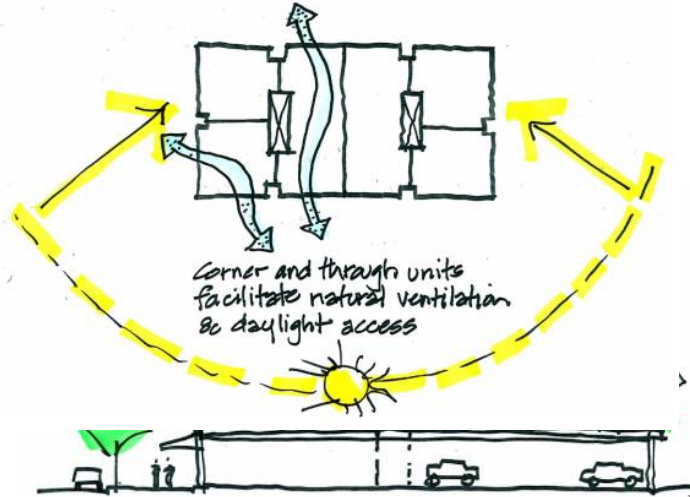
Buildings or Structures Form and Massing

- Strip-mall style Development will not be accepted. Any adjoined commercial Buildings or Structures must be differentiated from each other through a combination of or any of the following methods:
 - a) style;
 - b) materials and detailing;
 - c) variations in height and setback dimensions;
 - d) architectural colour; and
 - e) signage.



- Individual Buildings or Structures in a style appropriate to Harrison Hot Springs are acceptable, but they need to be integrated with the neighbouring properties through but not limited to landscaping, and/or shared parking.
- Buildings or Structures can be oriented perpendicular to Hot Springs Road as long as access is provided to the narrow end from the sidewalk, and that the street front façade is detailed to a high standard consistent with neighbouring front façades.
- Where applicable, a view analysis and accurate rendering of the proposed Development in its real context is required to ensure that the new Development does not unreasonably block visual connections to the lake or the mountains.
- Where applicable, a sun/shade impact study may be required to prevent unwelcome shading of public or private uses. Once the study has been completed, the Village may require the applicant to consider the following strategies to ensure that sun access to the adjacent Lots occurs:

- a) Reducing the massing in the upper storeys through the use of upper storey step-backs.
- b) The use of the actual Buildings or Structures set-back requirements.
- c) Orienting the Buildings or Structures to reduce any privacy impacts, particularly for portions of the Development abutting the interior or exterior side setbacks.



- Variation is the most critical characteristic, in terms of heights, facade relief, step-backs, colour, detailing, all of which should contribute to a traditional village character.
- Smaller architectural units should be apparent to prevent a homogeneous appearance.

Rooflines

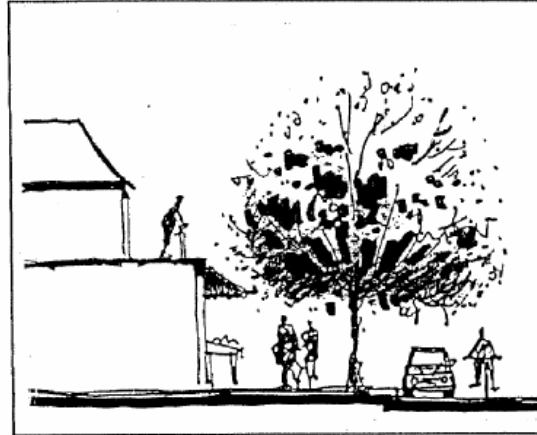
- Peaked roofs are preferable in a contemporary style, as flat roofs are very typical of strip malls and should be avoided.



- False façades above the height of a Building or Structure, to suggest upper floor uses, can be used to screen mechanical equipment, may be acceptable.

Orientation and Relationship to the Street

- Buildings or Structures will naturally be oriented primarily to the front street. If the rear façades of commercial Buildings or Structures are visible from residential areas, they should exhibit adequate detailing and architectural interest that incorporates the surrounding residential environment into the design.



- Ground floor commercial uses should be transparent to the sidewalks.

Entrances

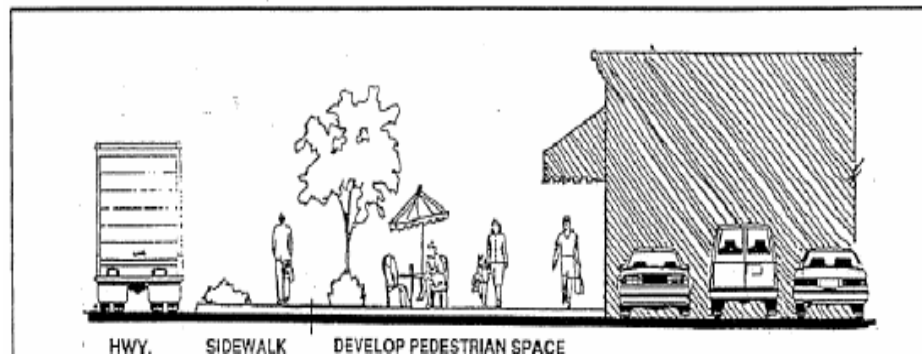
- Whether entrances are to a lobby or to individual commercial units, they should be marked by architectural accents, lighting signage and or landscape cues.
- Addresses should be very clearly visible to vehicular and pedestrian traffic.
- Pathways or other access points to the entrance should be clearly demarcated with appropriate pavers or landscape elements.

SITE PLANNING

Buildings or Structures Setbacks

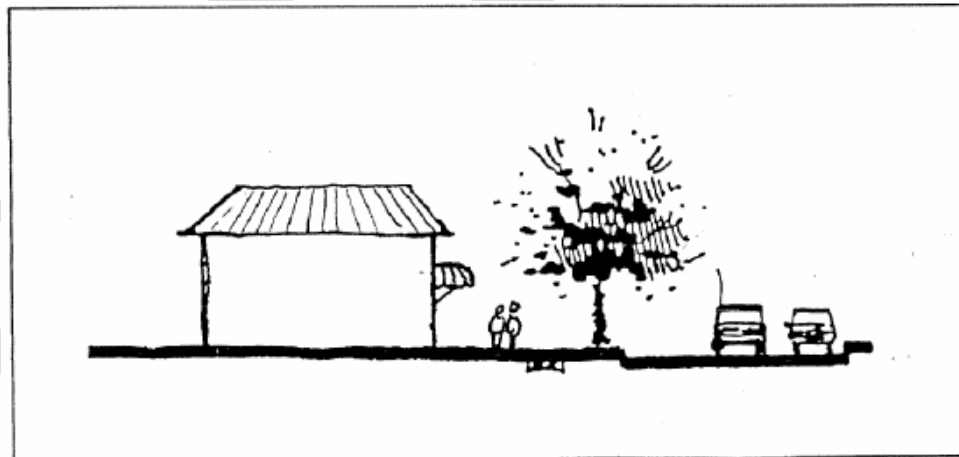
- Setbacks may not be used for head-in parking in front of commercial units.





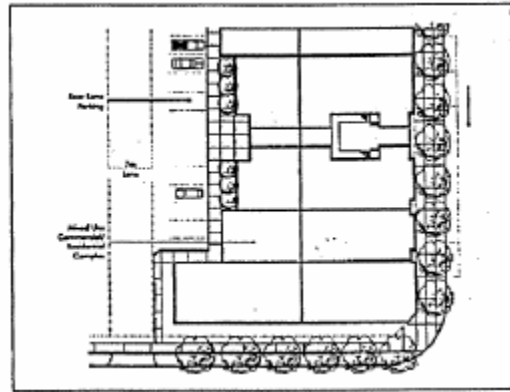
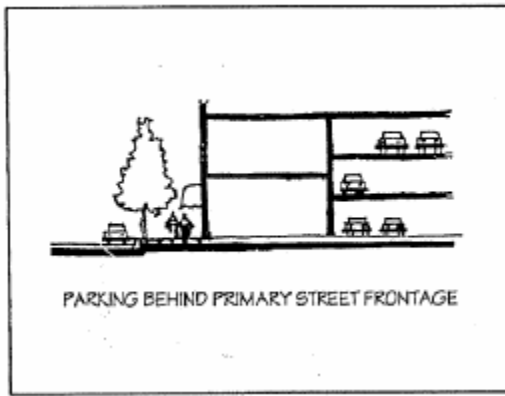
Streetscape

- The streetscape needs to be developed to a point where pedestrians feel safe, supported, and comfortable. Development should include the following:
 - a) Street trees in boulevards surfaced with a combination of grass, groundcovers and accent paving where required.
 - b) Overhead pedestrian light standards consistent with the style and colour of the village centre fixtures.
 - c) Benches should be clustered at or near the storefronts.



Parking

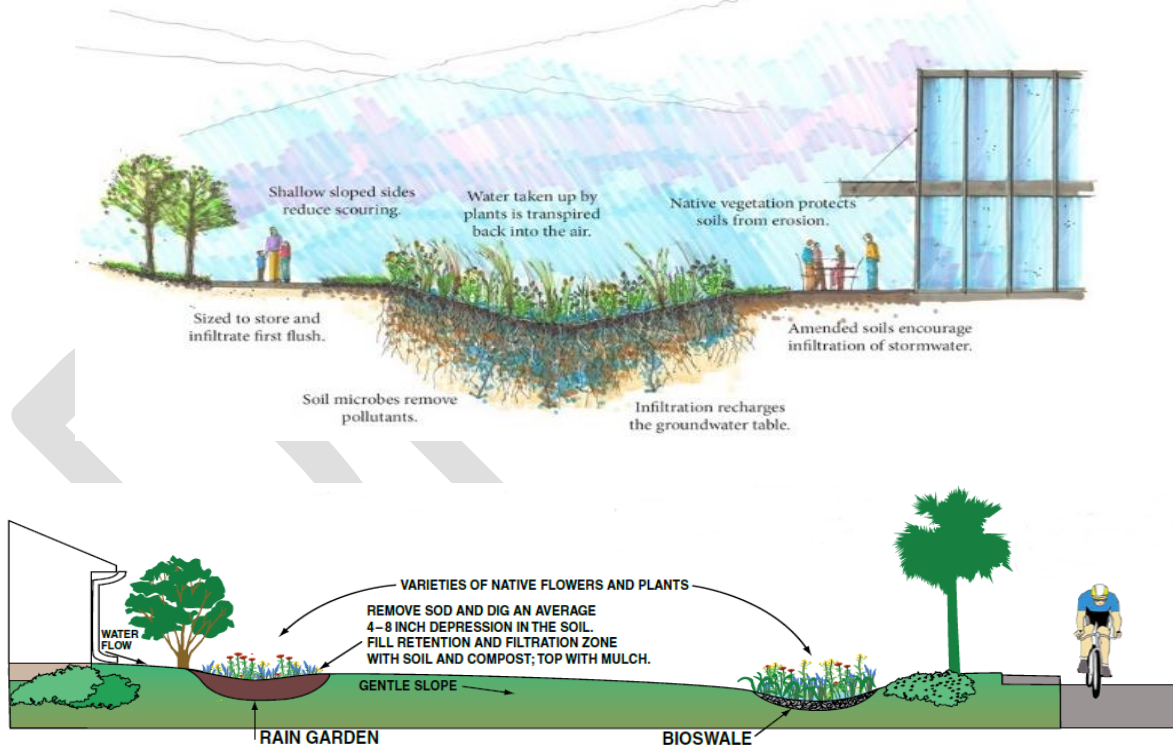
- Off-street parking should be provided beside or in the rear area of the commercial Building or Structure if parallel on-street parking is insufficient.
- Service and delivery access and garbage dumpsters should be in the rear of the Buildings or Structures and must be inside of a man-made structure.
- Access points to parking should be clearly identified with signage, lighting and breaks in landscaping. Driveways to parking in the rear should be shared between a number of properties. However, frequent provision should be made for pedestrians to walk around to the front of Buildings or Structures on curbed sidewalks, so they do not feel squeezed into the realm of the car.



4.0 GENERAL LANDSCAPING AND SIGNAGE REQUIREMENTS

4.1 Landscaping

- Existing trees are to be preserved wherever possible, as per Tree Management and Preservation Bylaw No. 1015, 2012.
- Bioswales and rain gardens are recommended in the landscape design to manage stormwater runoff effectively.



- Coniferous and broadleaf evergreens are encouraged as background or buffer plantings where they do not create safety hazards by interfering with the visibility of public spaces.
- Flowering deciduous trees are encouraged, but consideration must be given to falling fruit and Village maintenance.

- Community orchards or fruit-bearing trees in designated areas may be introduced to promote local food production, foster a sense of community, and provide residents with access to fresh, locally grown produce.
- Art installations or sculptures incorporated into the landscape design of a Building or Structure along Esplanade Avenue is encouraged to celebrate local artists, culture, or any historical aspects of the Village. These artistic elements can serve as focal points and contribute to the unique character of the Village.
- A combination of native fast-growing and slow-growing plants is recommended for each Development to achieve both short-term and long-term effects.
- Green parking design principles can be introduced such as permeable paving, vegetated swales, or rain gardens into parking lot layouts to mitigate stormwater runoff, improve water quality, and enhance the aesthetic appeal of parking areas.
- A pedestrian circulation route needs to be set up that minimizes wear and tear on areas not meant to be walked on. Shrubs and groundcovers, such as a mix of coniferous, broadleaf evergreen, and deciduous shrubs should be used to define circulation routes and balance hard-surfaced areas.



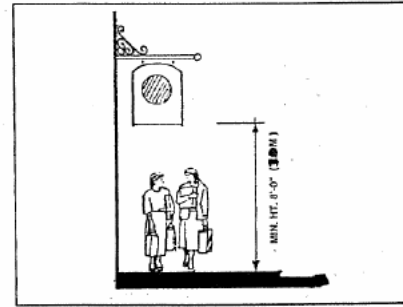
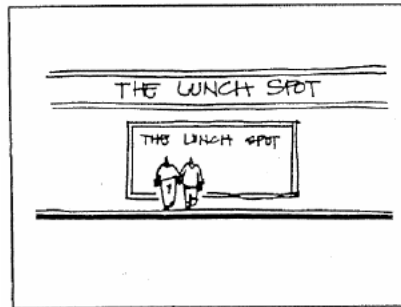
Example of a landscaped area

4.2 Signage

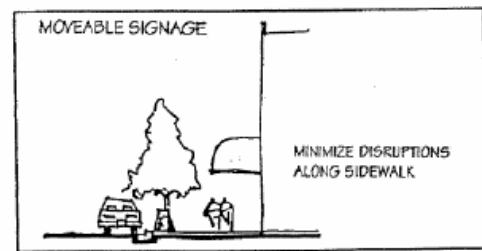
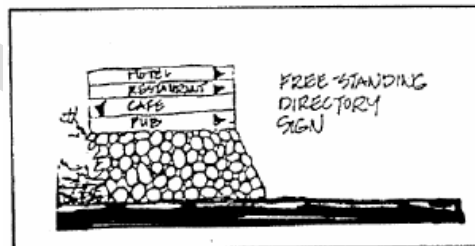
Note: Signage design must reflect the Village of Harrison Hot Springs Sign Bylaw No. 1126, 2018, as amended from time to time, for aspects not covered by these guidelines.

Size and Mounting Options

- The size of the signs must be in proportion with the Buildings or Structures façade and scale of the streetscape.
- Façade mounted signs should be located above ground floor windows or beside the entrance at eye level.



- Awnings can serve as both signage and shelter and are encouraged.
- Lighting elements into signage design are encouraged to enhance visibility and legibility. LED illumination, external spotlights, or backlighting to highlight signage and create a focal point for pedestrian wayfinding.



Materials

- Natural materials should be incorporated in signs and supporting structures. The following themes or approaches are encouraged:
 - i. Wood background with painted or carved wood-burned lettering.
 - ii. Sturdy wood posts, rough cut to suggest the forested natural setting
 - iii. Natural stone bases.
 - iv. Copper or metal accents can be used.



Graphics and Styles

- Quality is again the objective, with letters, logos, and graphics being clean, clear, and professional-looking.
- Culturally specialized businesses are encouraged to reflect their traditional style in their signage.



File No: 3060-20-DP-01/24

Date: September 9, 2024

To: Mayor and Council
From: Ken Cossey, Planning Consultant
Subject: Development Permit - 260/270 Esplanade Avenue

RECOMMENDATION

THAT Development Permit DP 01/24 be issued to KNK Holdings Ltd. for property located at 260 and 270 Esplanade Avenue, Harrison Hot Springs for land legally described as:

- a) Parcel "B" (41267E) Except Part Subdivided by Plan 63660 of Lot 2, Block 2, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan 251 (PID 004-645-162), and
- b) Parcel "A" (118036E) Lot 3, Block 2, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan 251 (PID 011-535-105)

Subject to the following:

- a) The registration of a save-harmless flood covenant that is acceptable to the Village, be placed on both Titles;
- b) For the installation of or the placement of any signs on the building or structure, the applicant must follow the requirements as outlined in the Village of Harrison Hot Springs Sign Bylaw No. 1126, 2018, as amended from time to time. To start this process, a Comprehensive Sign Plan application must be submitted, and approved by the Village;
- c) The pending Zoning Bylaw No. 1115, 2017 text amendments, associated with this site, are approved;
- d) The applicant entering into a Works and Services Agreement to address the placement of street furniture;
- e) The applicant entering into a Landscaping Agreement to address the Landscaping requirements;
- f) The applicant entering into a covenant to address the placement of at least 6 EV charging outlets and the creation of a bicycle parking area for a minimum of 23 bicycles; and
- g) The Village receiving an Irrevocable Letter of Credit in the amount of \$525,125.00.

SUMMARY

The proponents have made an application to change various Zoning requirements for this site to accommodate a proposed 72-unit hotel and a 4000 ft² (approximately 372 M²) restaurant, that seats 33 patrons.

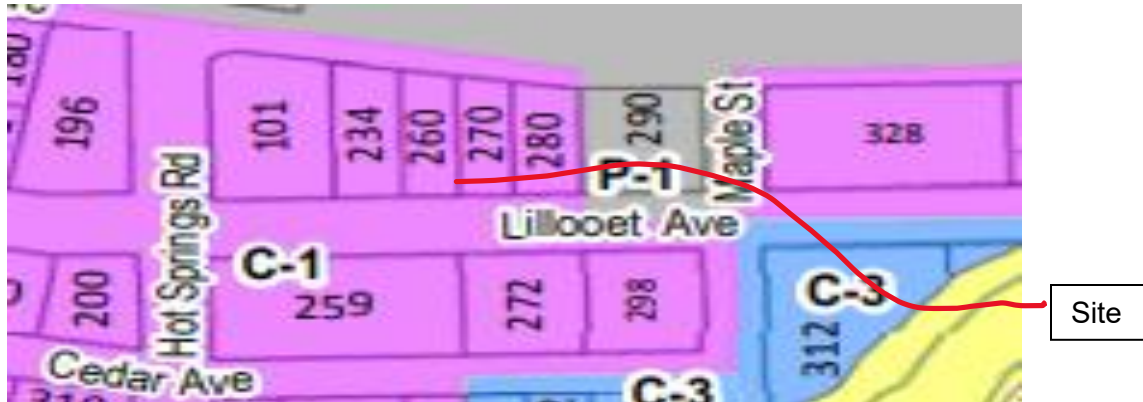
BACKGROUND

Site Location and Zoning Information

The site is located at 260 and 270 Esplanade Avenue. The site is currently serviced and is located adjacent to a major roadway that moves traffic in a west to east direction. The site consists of two parcels, one with the civic address of 260 Esplanade and the other with a civic address of 270 Esplanade Avenue.



260 Esplanade Avenue – vacant and currently used as a parking lot
270 Esplanade Avenue – hotel and restaurant

Zoning Information

The site is surrounded by commercial uses along its southern, western, and eastern boundaries. The southern portion of the site also abuts against Lillooet Avenue. To the north, and across the street from the two Lots are pay parking stalls and the Beach Front Park. Access to the site's parkade will be from Lillooet Avenue, with the main entrance to the hotel being from Esplanade Avenue.

The Zoning Bylaw requires the inclusion of EV charging outlets at a ratio of 1 EV Charger per 20 stalls. Utilizing this ratio and rounding up then six (6) EV Chargers are required. Additionally, the applicant is required to provide a bicycle parking area for up to 23 bicycles.

OCP Designation

The site is currently designated as a Village-Centre area and the proposed use is compatible with this designation. In addition to this, the site is in a form and character Development Permit area, as per the requirements of the Lakeshore Development Permit Area. The requirements of this development permit area will be addressed with the issuance of this Development Permit.

DISCUSSION

The proposed height change is due to the three-floor parkade that will be built. With the three-floor parkade, parking will be provided for 112 vehicles. For this scale of project, the number of required parking stalls would be 83. The first three floors of the hotel would consist of the parkade, with the hotel units being located on levels 4 to 6. The proposed restaurant would be located on the second floor.

Given that the proponents have increased the on-site parking requirements by 29 stalls, the proposed development has merit.

From a design perspective the proposed development will fill a vacant site located along a major tourist area and will update and refresh this area.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

Official Community Plan Bylaw No. 1184, 2022
Zoning Bylaw No. 1115, 2017 – C1 permitted uses
Development Procedures Bylaw No. 1090, 2016

Respectfully submitted:

Reviewed by:



Ken Cossey, MCIP, RPP
Planning Consultant



Tyson Koch
Chief Administrative Officer

Attachment: Draft DP 01/24



Village of Harrison Hot Springs

DEVELOPMENT PERMIT NO. DP01/24

ISSUED this ____ day of _____, 2024

FILE No: 3060-20-DP01/24

FOLIO Numbers: 1645-52372 and 1645-52384

TO: KNK Holdings Inc.

(the “Permittee”)

ADDRESS: 1500-13450 102 Avenue
Surrey BC
V3T 5X3

1. This Development Permit is issued subject to compliance with all of the bylaws of the Village of Harrison Hot Springs applicable thereto. This Development Permit must not be used to supplement any bylaw or vary the requirements of the Village of Harrison Hot Springs Zoning requirements.

2. This Development Permit applies to and only to those parcels of land(s) within the Village of Harrison Hot Springs legally described below:

Parcel Identifier: a. PID: 004-645-162, and b. PID: 011-535-105

Legally Described as: a. Parcel “B” (41267E) Except Part Subdivided by Plan 63660 of Lot 2, Block 2, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan 251, and, b. Parcel “A” (118036E) Lot 3, Block 2, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan 251

and any and all buildings, structures, and other development thereon.

(the “Lands”)

3. **This Development Permit is issued only to allow:**

for the development of a 72-unit hotel

4. The development must be carried out according to the following time schedule, if applicable: **N/A**

5. As a condition of the issuance of this Development Permit, the Council holds security in the form of an **Irrevocable Letter of Credit in the amount of \$525,125.00** to ensure that development is carried out in accordance with the terms and conditions of this Development 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

6. Page 2 of 3 pages for DP No: 01/24

posting of the security is that should the Permittee fail to carry out the work hereby authorized according to the terms and conditions of the Development 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 Development Permit within the set time set out below, the security must be returned to the Permittee.

6. THE FOLLOWING CONDITIONS APPLY TO THE DEVELOPMENT OF THE LANDS OR APPLY TO THE USE OF THE LANDS:
 - i) The building materials must follow the Exterior Finishes Legend as outlined on sheets A.301 to A.303 of Flat Architecture drawings dated August 20, 2024. If there is any deviation from the use of these materials, the Village's prior approval for any deviation is required.
 - ii) The colours of the materials must be in accordance with sheets A.301 to A.303 of Flat Architecture drawings dated August 20, 2024. If there is any deviation from the use of these colours, the Village's prior approval for any deviation is required.
 - iii) The site plan layout as identified on sheet A.303 of Flat Architecture drawings dated August 20, 2024, must be followed. If there is any deviation from this plan the Village's prior approval of any deviation is required.
 - iv) The Landscape Plan must be in accordance with sheets A.100 dated January 9, 2024 and A.202, of Flat Architecture drawings dated August 20, 2024. If there is any deviation from this plan the Village's prior approval of any deviation is required.
 - v) A Works and Services Agreement must be entered into with the Village of Harrison Hot Springs to address any works and services that will take place off site, as a result of this Development Permit. This includes but is not limited to; Sewer upgrades, Water upgrades, Road construction, and Storm Water issues.
7. The Permittee agrees that the Lands must be developed and used strictly in accordance with this Development Permit, including any attached plans, maps, and specifications.
8. The following plans, maps or specifications are attached to and form a part of this Development Permit:
 - i) Sheets numbered A.000 to A.400 of Flat Architecture drawings dated August 20, 2024.
9. **This Development Permit is NOT a Building Development Permit, a subdivision approval nor a soil deposit or removal permit.**
10. This Development Permit must lapse on the _____ day of _____, 2026 unless the development is substantially started.

RESOLUTION PASSED BY COUNCIL, THIS _____ day of _____, 2024

I HEREBY CERTIFY that I have read the terms and conditions of the Development 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 the owner of the parcel of land or me other than those contained in this Permit.

Satinder Ghotra
Secretary
(signature)

Print Name

Saravjit Manihani
President
(signature)

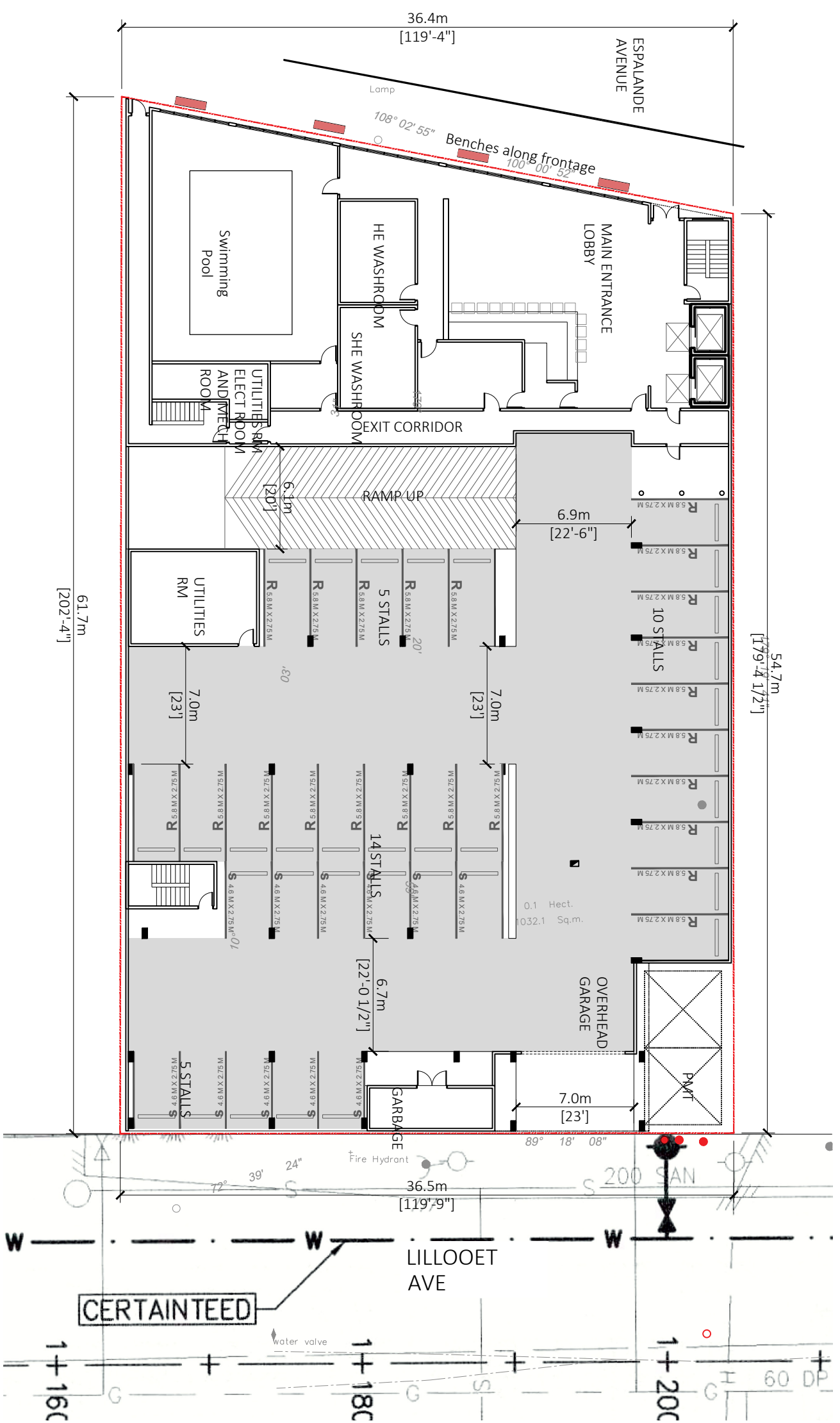
Print Name

Corporate Officer

REV	DESCRIPTION	BY	DATE

SITE STATISTICS

CIVIC ADDRESS:	260 / 270 Esplande Ave Harrison Hot Springs BC	
ZONING	RA TO CD BASED ON RF 70	
GROSS AREA	22816 ft ²	2119 m ²
LOT COVERAGE		
PROPOSED	96%	
DENSITY		
FSR	ALLOWED	1.5
	PROPOSED	3447/2119 = 1.62
BUILDING HEIGHT		
HEIGHT	20.0 m	
AREA FOR FSR CALCULATIONS		
LEVEL 1	FSR CALCULATIONS	BUILDING AREA
LEVEL 2		5469 ft ² / 508 m ²
LEVEL 4		700 ft ² / 65 m ²
LEVEL 4	5015 ft ² / 266 m ²	5727 ft ² / 532 m ²
LEVEL 4	7820 ft ² / 727 m ²	15437 ft ² / 1434 m ²
LEVEL 5	12137 ft ² / 1127 m ²	15158 ft ² / 1408 m ²
LEVEL 6	12137 ft ² / 1127 m ²	15158 ft ² / 1408 m ²
GRAND TOTAL	37109 ft ² / 3447 m ²	57649 ft ² / 5355 m ²
PARKING	REQUIRED	PROVIDED
MULTIPURPOSE RM		33 Stalls
RESTAURANT (33 SEATS)	11 Stalls	11 Stalls
HOTEL RMS (1 STALL PER UNIT)	71 Stalls	71 Stalls
GRAND TOTAL		115 Stalls
		71 ROOMS



Unit 209- 6321 King George Blvd
 Surrey BC, V3X 1G1
 www.flatarchitecture.ca
 contact@flatarchitecture.ca
 Ph: 604-503-4484

PROJECT INFO:
 HOTEL DEVELOPMENT AT
 260 / 270 EESPALANDE AVE
 HARRISON HOT SPRINGS BC
 CLIENT:

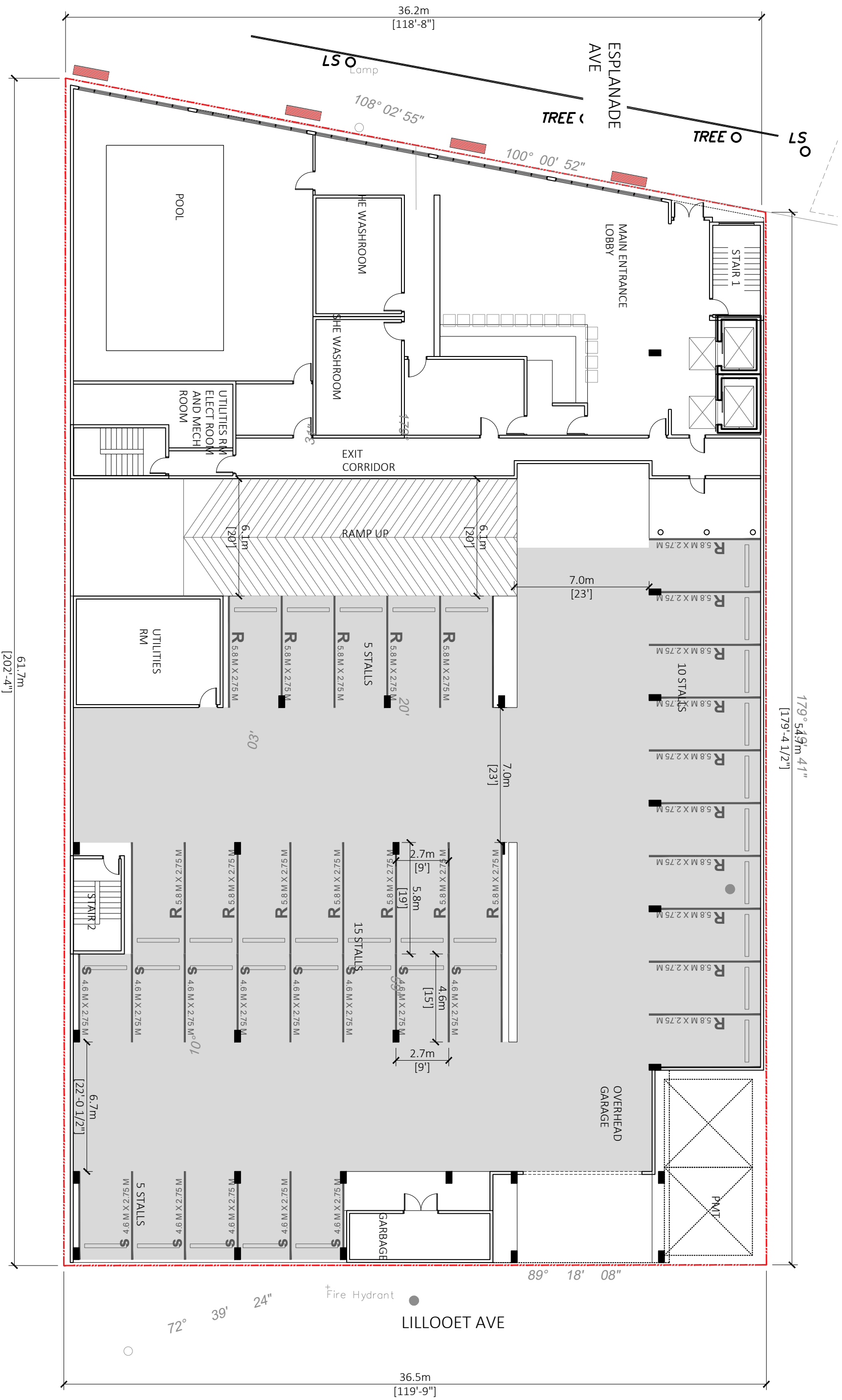
DATE: 01.09.2024
 PROJECT NO:

SCALE: DRAWN BY:
 1/16"=1' R.W

REV	DESCRIPTION	BY	DATE

SITE PLAN

A.100



61.7m
[202'-4"]

36.2m
[118'-8"]

179° 54' 41"
[179'-4 1/2"]

89° 18' 08"

36.5m
[119'-9"]

REV	DESCRIPTION	BY	DATE

SCALE: DRAWN BY:
1/16"=1' R.W

DATE: 20.08.2024
PROJECT NO:

PROJECT INFO:
HOTEL DEVELOPMENT AT
260 / 270 EESPALANDE AVE
HARRISON HOT SPRINGS BC
CLIENT:

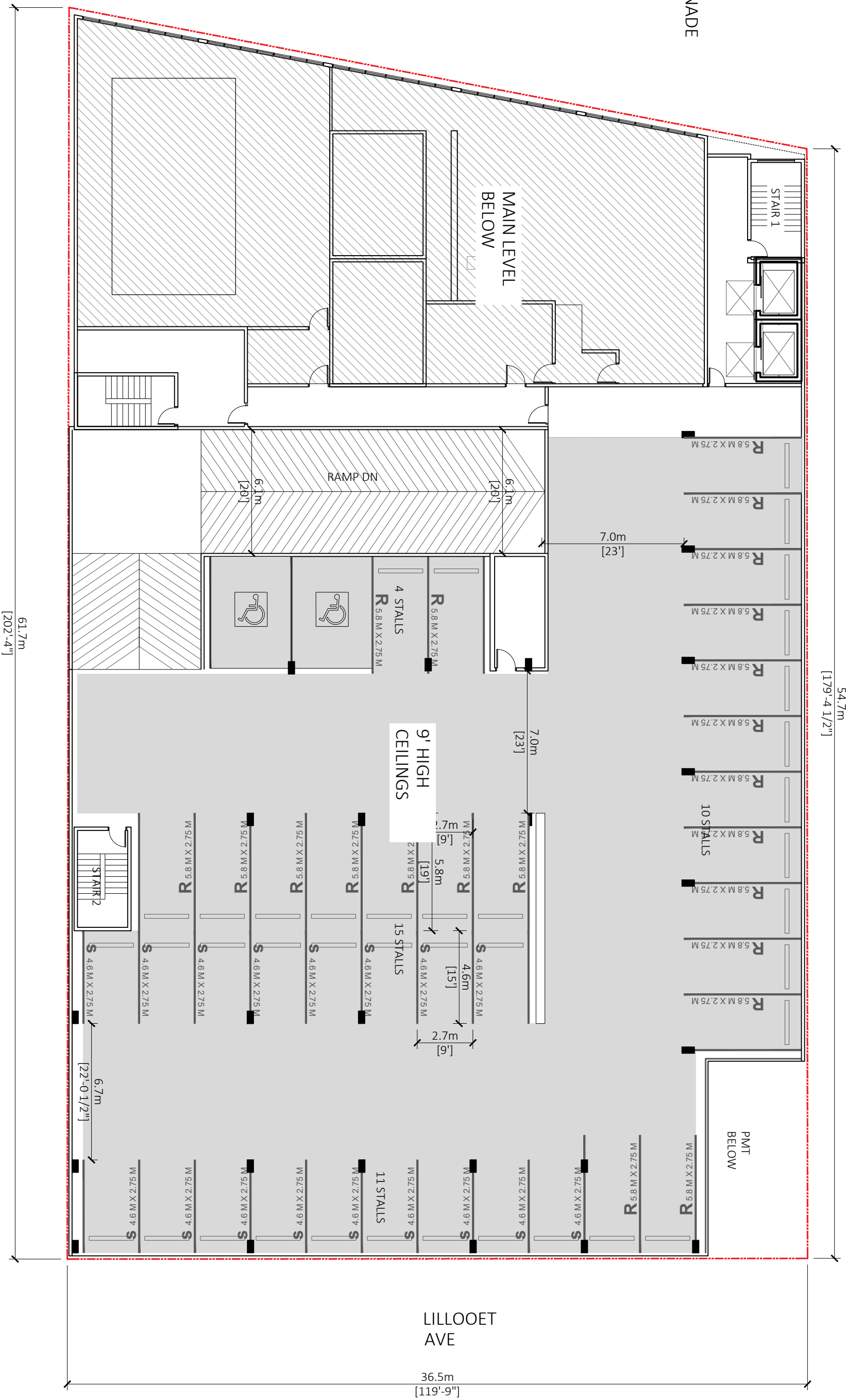
Unit 209, 6321 King George Blvd
Surrey, BC, V3X 1G1
www.flat1architecture.ca
contact@flat1architecture.ca
Ph: 604-503-4484



FLOOR PLANS

A.201

ESPLANADE
AVE



LILLOOET
AVE

36.5m
[119'-9"]



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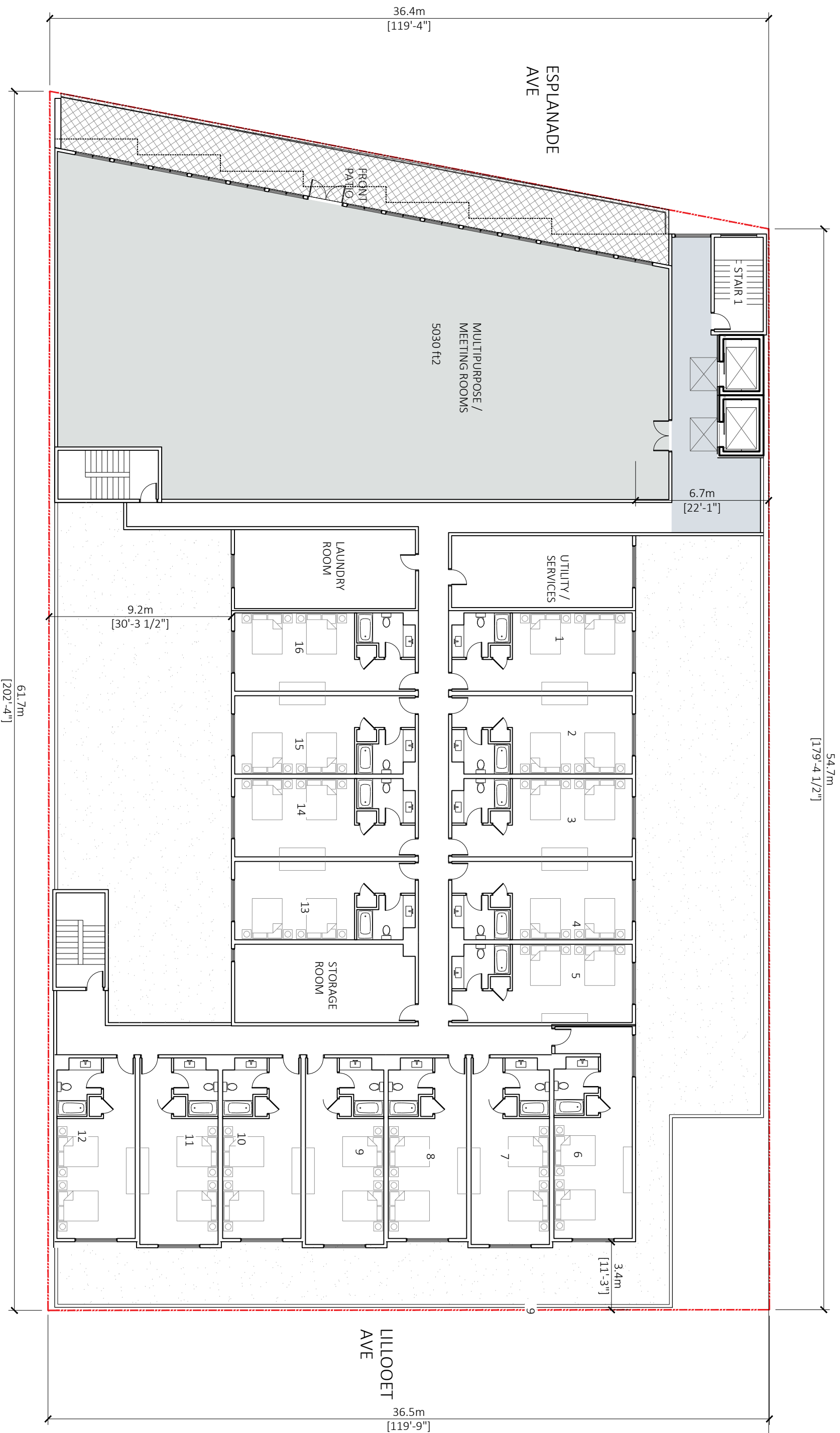
DATE
20.08.2024
PROJECT NO.:

SCALE: DRAWN BY:
1/16"=1' R.W

REV	DESCRIPTION	BY	DATE

LEVEL 2

A.202



Unit 209, 6321 King George Blvd
 Surrey, BC, V3X 1G1
 www.flatarchitecture.ca
 contact@flatarchitecture.ca
 Ph: 604-503-4484

PROJECT INFO:
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 260 / 270 EESPALANDE AVE
 HARRISON HOT SPRINGS BC
 CLIENT:

DATE: 20.08.2024
 PROJECT NO:

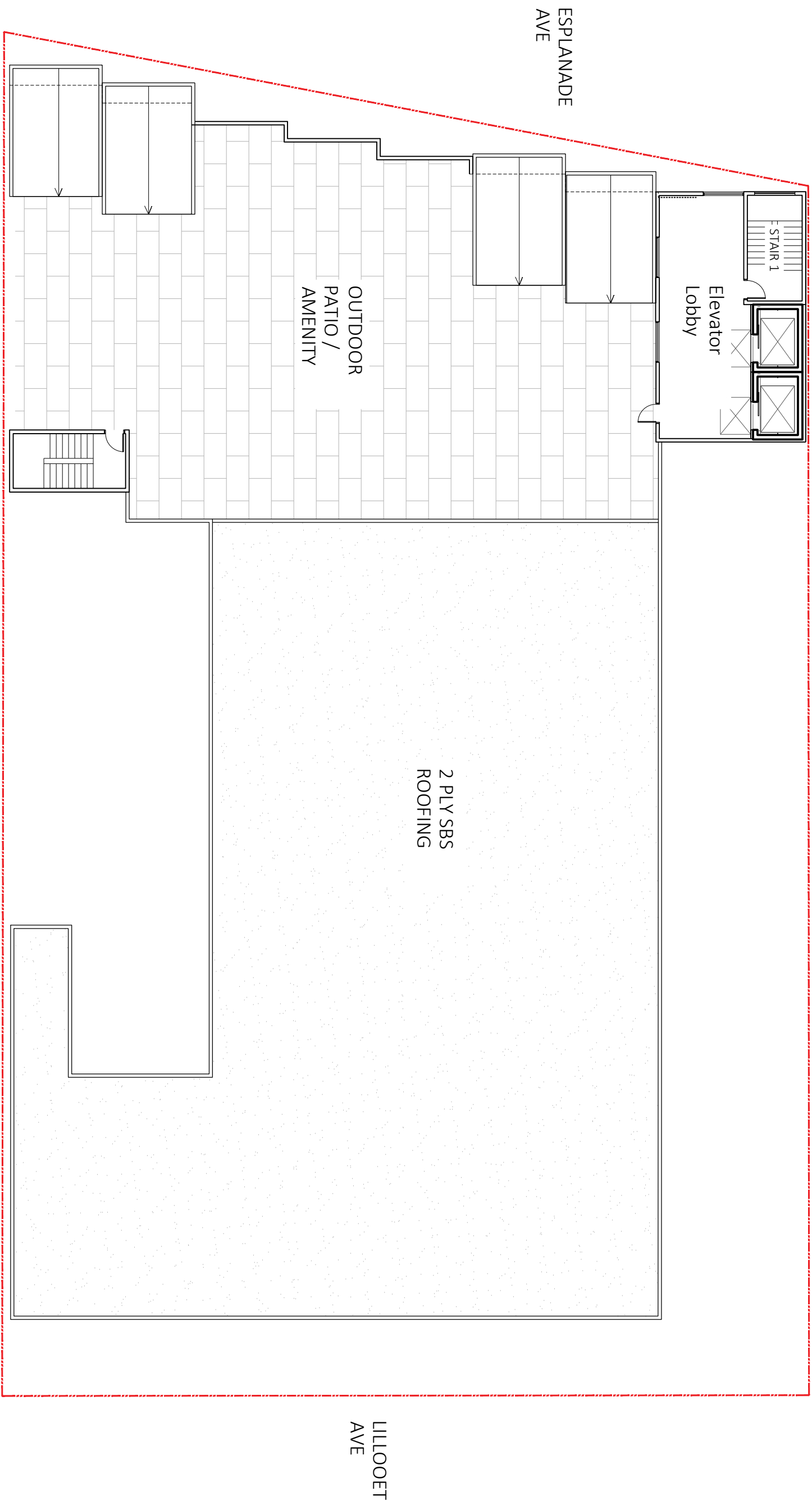
SCALE: 1/16"=1' R.W

DRAWN BY:

REV	DESCRIPTION	BY	DATE

LEVEL 4

A.204





A	VERTICAL METAL SIDING- CEDAR FINISH	Corrugated Metal Siding \$ 15 +/- per sqft
B	EXTERIOR HIGH DENSITY FIBRE CEMENT BOARD C/W EASY TRIMS TO MATCH- WHITE COLOR	\$13 +/-per sq ft
C	VERTICAL METAL SIDING	Metal Siding \$ 15 +/- per sqft
D	GLASS RAILING	60 to 70 k
E	EXTERIOR HIGH DENSITY FIBRE CEMENT BOARD C/W EASY TRIMS TO MATCH - LIGHT GRAY	\$13 +/-per sq ft
F	WIRE-CUT THIN BRICK - DARK FREY COLOR	\$18 +/-per sq ft
G	DARK GRAY PAINT FINISH	
H	CONC BLOCK WALL LIGHT GRAY FINISH	
J	DARK METAL FINISH RAILING	\$12 +/-per sq ft

TOTAL COST OF THE MATERIAL ON EXTERIOR CLADDING = \$410,000.00

2
1/24"=1'-0"
ELEVATION FROM ESPLANADE AVE



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HARRISON HOT SPRINGS BC
CLIENT:

DATE
01.09.2024
PROJECT NO:

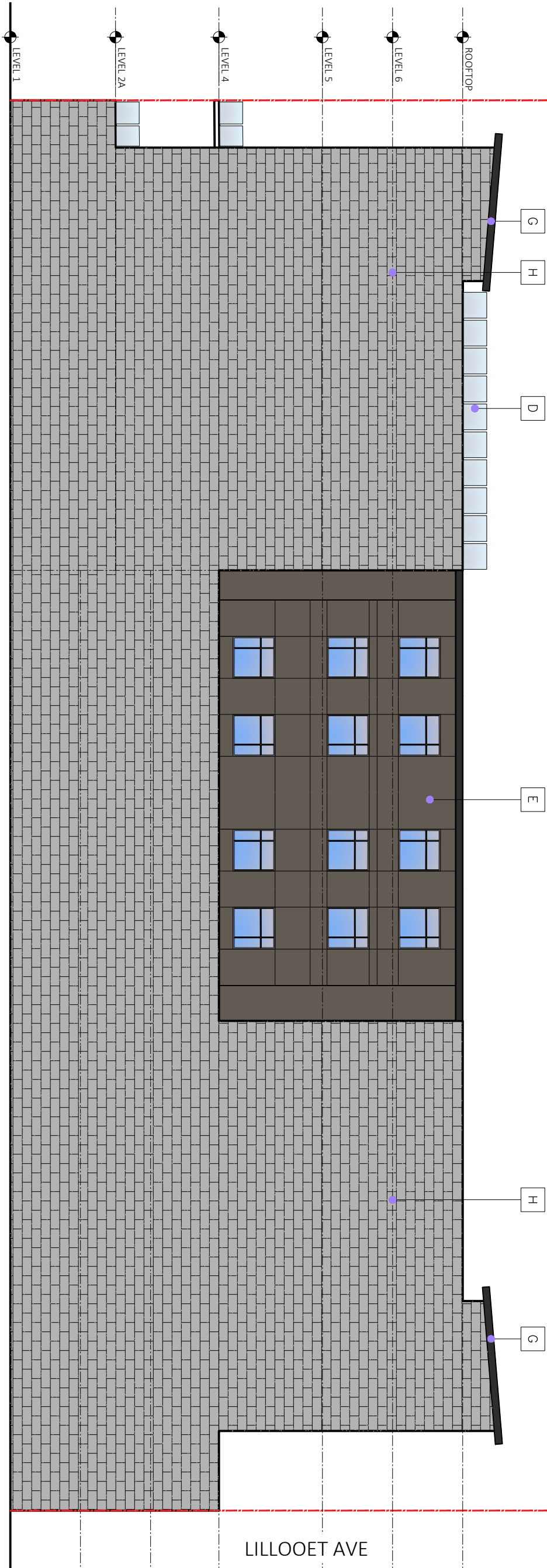
SCALE: DRAWN BY:
1/24"=1' R.W

REV	DESCRIPTION	BY	DATE

ELEVATIONS

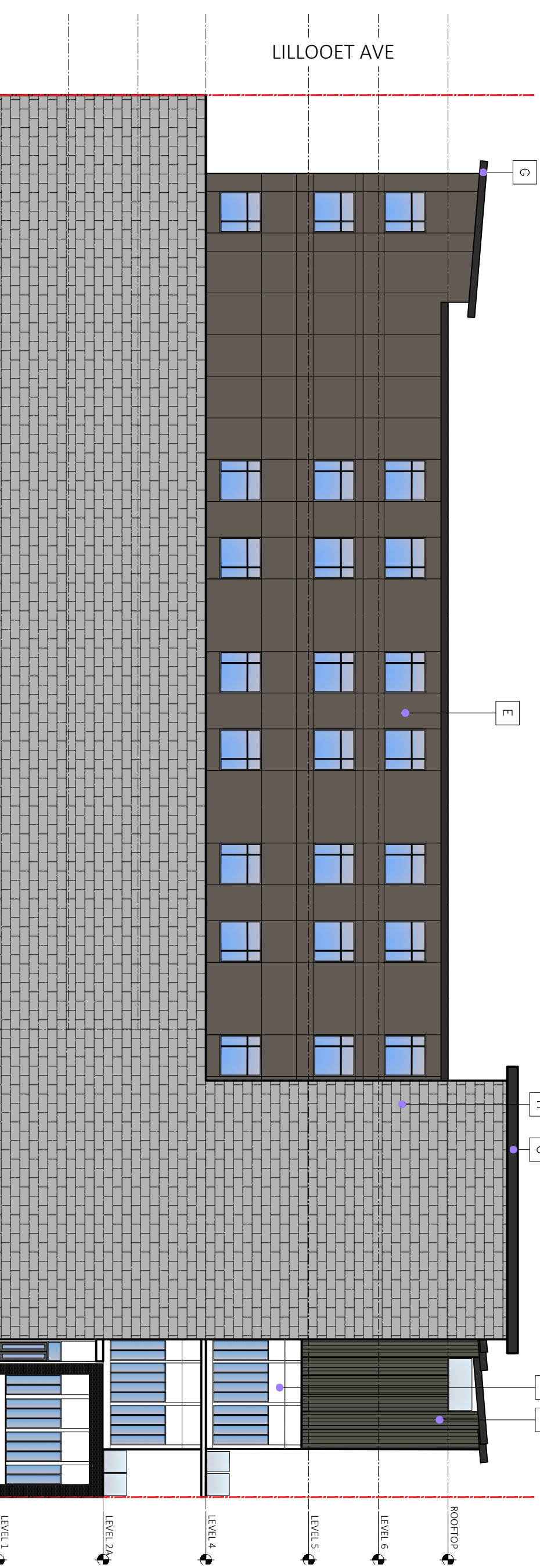
A.301

ESPLANADE AVE



1 SIDE ELEVATION FROM WEST SIDE
1/16"=1'-0"

LILLOOET AVE



2 SIDE ELEVATION FROM EAST SIDE
1/16"=1'-0"

ESPLANADE AVE



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 260 / 270 EESPLANADE AVE
 HARRISON HOT SPRINGS BC
 CLIENT:

DATE: 20.08.2024
 PROJECT NO:

SCALE: 1/16"=1'
 DRAWN BY: R.W.

REV	DESCRIPTION	BY	DATE

ELEVATIONS

A.302



- A** VERTICAL METAL SIDING- CEDAR FINISH
- B** EXTERIOR HIGH DENSITY FIBRE CEMENT BOARD C/W EASY TRIMS TO MATCH- WHITE COLOR
- C** VERTICAL METAL SIDING
- D** GLASS RAILING
- E** EXTERIOR HIGH DENSITY FIBRE CEMENT BOARD C/W EASY TRIMS TO MATCH - LIGHT GRAY
- F** WIRE-CUT THIN BRICK - DARK FREY COLOR
- G** DARK GRAY PAINT FINISH
- H** CONC BLOCK WALL LIGHT GRAY FINISH
- J** DARK METAL FINISH RAILING

1 REAR ELEVATION FROM LILLOOET AVE
3/32"=1'-0"



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CLIENT:

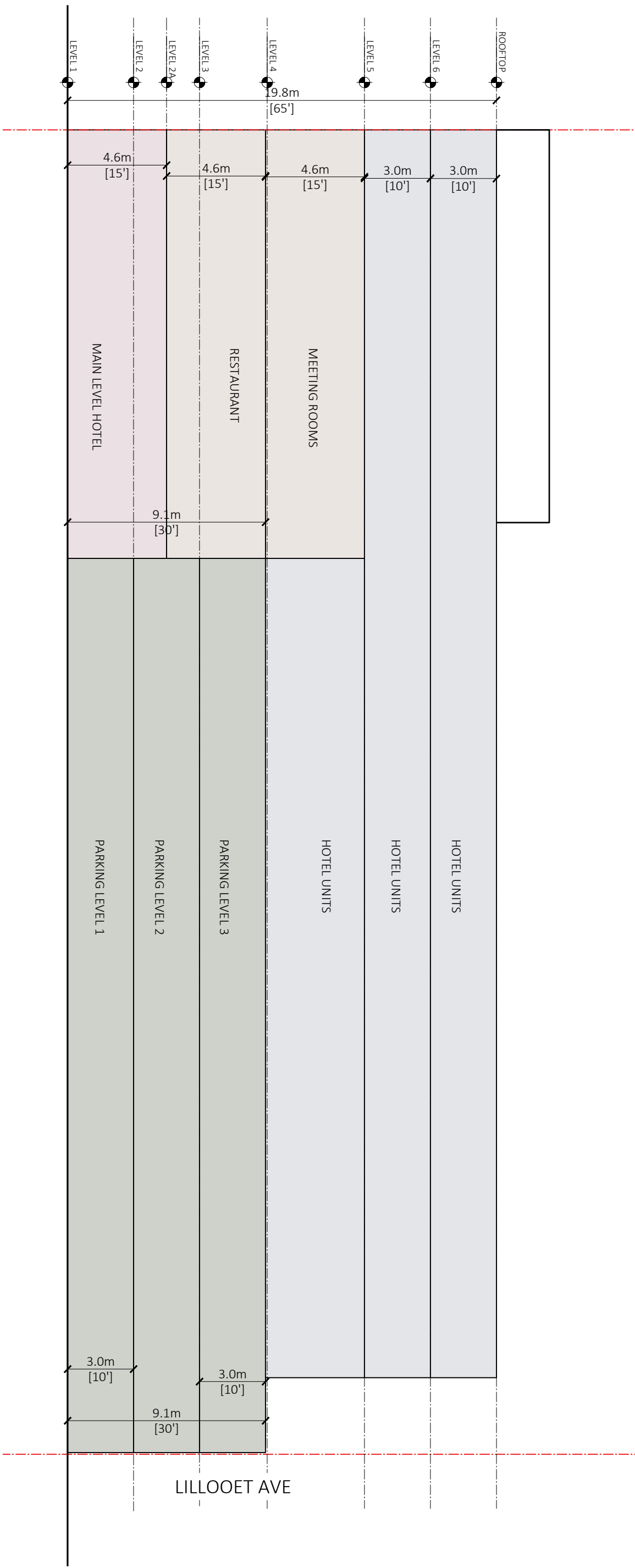
DATE
20.08.2024
PROJECT NO.:

SCALE: DRAWN BY:
1/16"=1' R.W

REV	DESCRIPTION	BY	DATE

ELEVATIONS

A.303



Unit 209, 6321 King George Blvd
 Surrey, BC, V3X 1G1
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 Ph: 604-503-4484

PROJECT INFO:
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 HARRISON HOT SPRINGS BC
 CLIENT:

DATE: 20.08.2024
 PROJECT NO.:

SCALE: 1/16"=1' R.W.
 DRAWN BY:

REV	DESCRIPTION	BY	DATE

TYP SECTIONS

A.400

File No: 3360-20-Z02/24

Date: September 9, 2024

To: Mayor and Council

From: Ken Cossey, Planning Consultant

Subject: Zoning Amendment Bylaw No. 1209, 2024 - 260/270 Esplanade Avenue

RECOMMENDATIONS

THAT Zoning Amendment Bylaw No. 1209, 2024 be introduced and given first reading; and

THAT Zoning Amendment Bylaw No. 1209, 2024 be given second reading; and

THAT Council authorize staff to set up a Public Hearing; and

THAT Zoning Amendment Bylaw No. 1209, 2024 be referred to the Ministry of Transportation and Infrastructure, the Harrison Hot Springs Fire Department and the Advisory Planning Commission.

SUMMARY

To present Zoning Amendment Bylaw No. 1209, 2024 for Council's consideration.

BACKGROUND

The proponents have made an application to change various zoning requirements for this site in order to accommodate a proposed 72-unit hotel and a 4000 ft² (approximately 372 M²), 33 seat restaurant. To do so, the Floor Area Ratio (FAR) needs to be changed from 1.5 to 1.62, the building height from 15 M to 20 M, and the Lot coverage from 75% to 95%.

Site Location and Zoning Information

The site is located at 260 and 270 Esplanade Avenue. The site is currently serviced and is located adjacent to a major roadway that moves traffic in a west to east direction. The site consists of two parcels, one with the civic address of 260 Esplanade Avenue and the other with a civic address of 270 Esplanade Avenue.

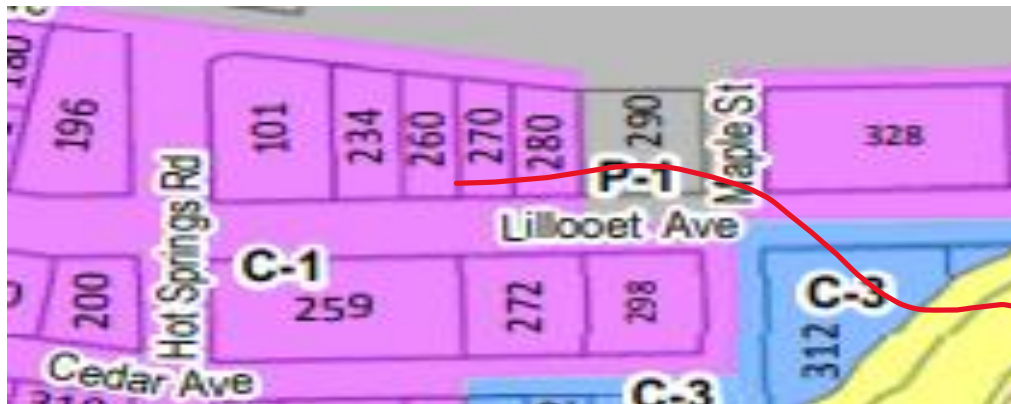


Site



260 Esplanade Avenue – vacant and currently used as a parking lot
270 Esplanade Avenue – hotel and restaurant

Zoning Information



Site

The site is surrounded by commercial uses along its southern, western, and eastern boundaries. The southern portion of the site also abuts against Lillooet Avenue. To the north, and across the street from the two Lots are pay parking stalls and the Beach Front Park. Access to the site's parkade will be from Lillooet Avenue, with the main entrance to the hotel being from Esplanade Avenue.

OCP Designation

The site is currently designated as a Village-Centre area. If this application is to proceed, the site will not need an OCP redesignation as the proposed use is compatible with this designation. In addition to this, the site is in a form and character Development Permit area, as per the requirements of the Lakeshore Development Permit Area.

DISCUSSION

The proposed height change is due to the three-floor parkade that will be built. The three-floor parkade will provide parking for 112 vehicles. For this scale of project, the number of required parking stalls would be 83. The first three floors of the hotel would consist of the parkade, with the hotel units being located on levels 4 to 6. The proposed restaurant would be located on the second floor.

Given that the proponents have increased the on-site parking requirements by 29 stalls, the suggested changes to the FAR, the Lot coverage and the Building Height have some merit to the proposed development. Therefore, a Public Hearing should be set up, so that public input can be collected prior to Council making a final decision on this development application.

Issues of Concern

At this time the following are the staff's concerns with the application:

1. Impacts to the Village's sewer and water system; and
2. The creation of any potential shade areas.

However, Council can request, as per the new Development Approval Information Bylaw No. 1210, 2024 (if adopted) additional information as required to help them with their final decision.

Referral Agencies

Council can add or delete any agency to this list as Council requires.

Staff recommends that this application and amendment bylaw be referred to the following;

1. Ministry of Transportation and Infrastructure;
2. The Village's Fire Department; and
3. The Advisory Planning Commission

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

Official Community Plan Bylaw No. 1184, 2022
Zoning Bylaw No. 1115, 2017 – C1 permitted uses
Development Procedures Bylaw No. 1090, 2016

Respectfully submitted:

Reviewed by:



Ken Cossey, MCIP, RPP
Planning Consultant



Tyson Koch
Chief Administrative Officer

- Attachments (2):
1. Zoning Amendment Bylaw No. 1209, 2024
 2. Sheets A.000 to A.400 dated August 20, 2024



VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 1209, 2024

A bylaw to amend the Village of Harrison Hot Springs Zoning Bylaw No. 1115, 2017

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Zoning Bylaw No. 1115, 2017, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted May 7, 2018;

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

CITATION

1. This Bylaw may be cited for all purposes as the "**Village of Harrison Hot Springs Zoning Amendment Bylaw No. 1209, 2024**".

2. **TEXT AMENDMENT**

That:

- (a) Under the C-1 Zone "Development Regulations for the Commercial Uses", the following number 12 is inserted in the Notes section;
- (b) Under the Notes section the following is inserted:
"12/. For land legally described as Parcel "B" (41267E) Except Part Subdivided by Plan 63660 of Lot 2, Block 2, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan 251 (PID 004-645-162), and Parcel "A" (118036E) Lot 3, Block 2, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan 251 (PID 011-535-105) the maximum allowable Floor Area Ratio must not exceed 1.62, the Lot Coverage must not exceed 95%, and the maximum height must not exceed 20 M.

READ A FIRST TIME THIS _____ DAY OF _____ 2024.

READ A SECOND TIME THIS _____ DAY OF _____ 2024.

A PUBLIC HEARING WAS HELD ON THE _____ DAY OF _____, 2024.

READ A THIRD TIME THIS _____ DAY OF _____, 2024.

Ministry of Transportation and
Infrastructure Approval provided on the _____ DAY OF _____, 2024.

ADOPTED THIS _____ DAY OF _____, 2024.

Mayor

Corporate Officer

DRAFT

PROJECT INFO:
 HOTEL DEVELOPMENT AT
 260 / 270 EESPALANDE AVE
 HARRISON HOT SPRINGS BC
 CLIENT:

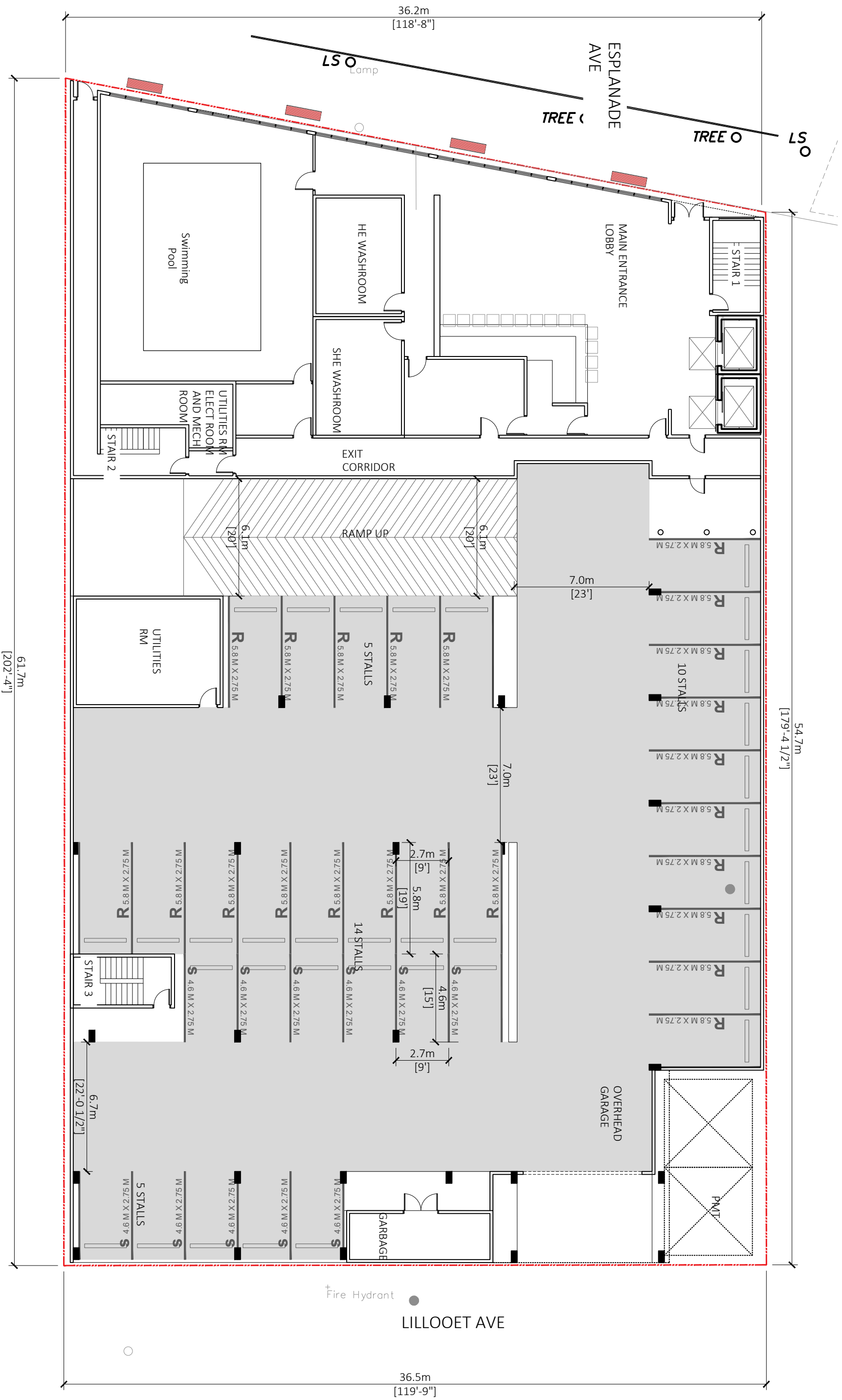
DATE
 20.08.2024
 PROJECT NO:

SCALE: DRAWN BY:
 1/16"=1' R.W

REV	DESCRIPTION	BY	DATE

SITE STATISTICS

CIVIC ADDRESS:		260 / 270 Esplande Ave Harrison Hot Springs BC	
ZONING	RA TO CD BASED ON RF 70		
GROSS AREA	22816 ft ²	2119 m ²	
LOT COVERAGE			
	PROPOSED	96%	
DENSITY			
FSR	ALLOWED	1.5	
	PROPOSED	3447/2119 = 1.62	
BUILDING HEIGHT			
	HEIGHT	20.0 m	
AREA FOR FSR CALCULATIONS			
	LEVEL 1	FSR CALCULATIONS	BUILDING AREA
	LEVEL 2		ROOMS
	LEVEL 4		
	LEVEL 4		
	LEVEL 5		
	LEVEL 6		
	GRAND TOTAL	37109 ft ² / 3447 m ²	57649 ft ² / 5355 m ²
PARKING			
	MULTIPURPOSE RM	REQUIRED	PROVIDED
	RESTAURANT (33 SEATS)	11 Stalls	11 Stalls
	HOTEL RMS (1 STALL PER UNIT)	71 Stalls	71 Stalls
	GRAND TOTAL		112 Stalls



Unit 209, 6321 King George Blvd
 Surrey, BC, V3X 1G1
 www.flatarchitecture.ca
 contact@flatarchitecture.ca
 Ph: 604-503-4484

PROJECT INFO:
 HOTEL DEVELOPMENT AT
 260 / 270 EESPALANDE AVE
 HARRISON HOT SPRINGS BC
 CLIENT:

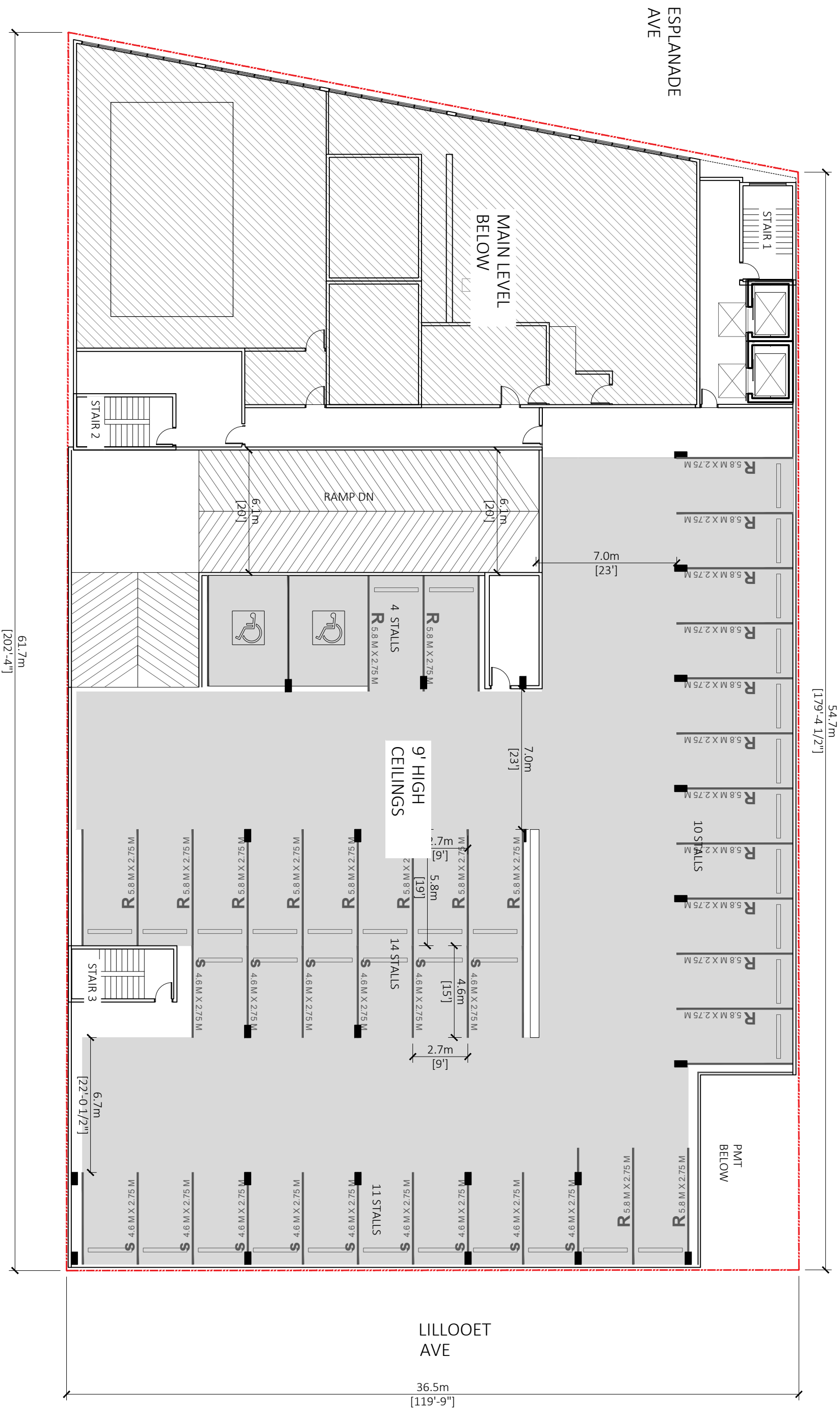
DATE: 20.08.2024
 PROJECT NO.:

SCALE: DRAWN BY:
 1/16"=1' R.W

REV	DESCRIPTION	BY	DATE

FLOOR PLANS

A.201



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 Surrey, BC, V3X 1G1
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PROJECT INFO:
 HOTEL DEVELOPMENT AT
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 HARRISON HOT SPRINGS BC
 CLIENT:

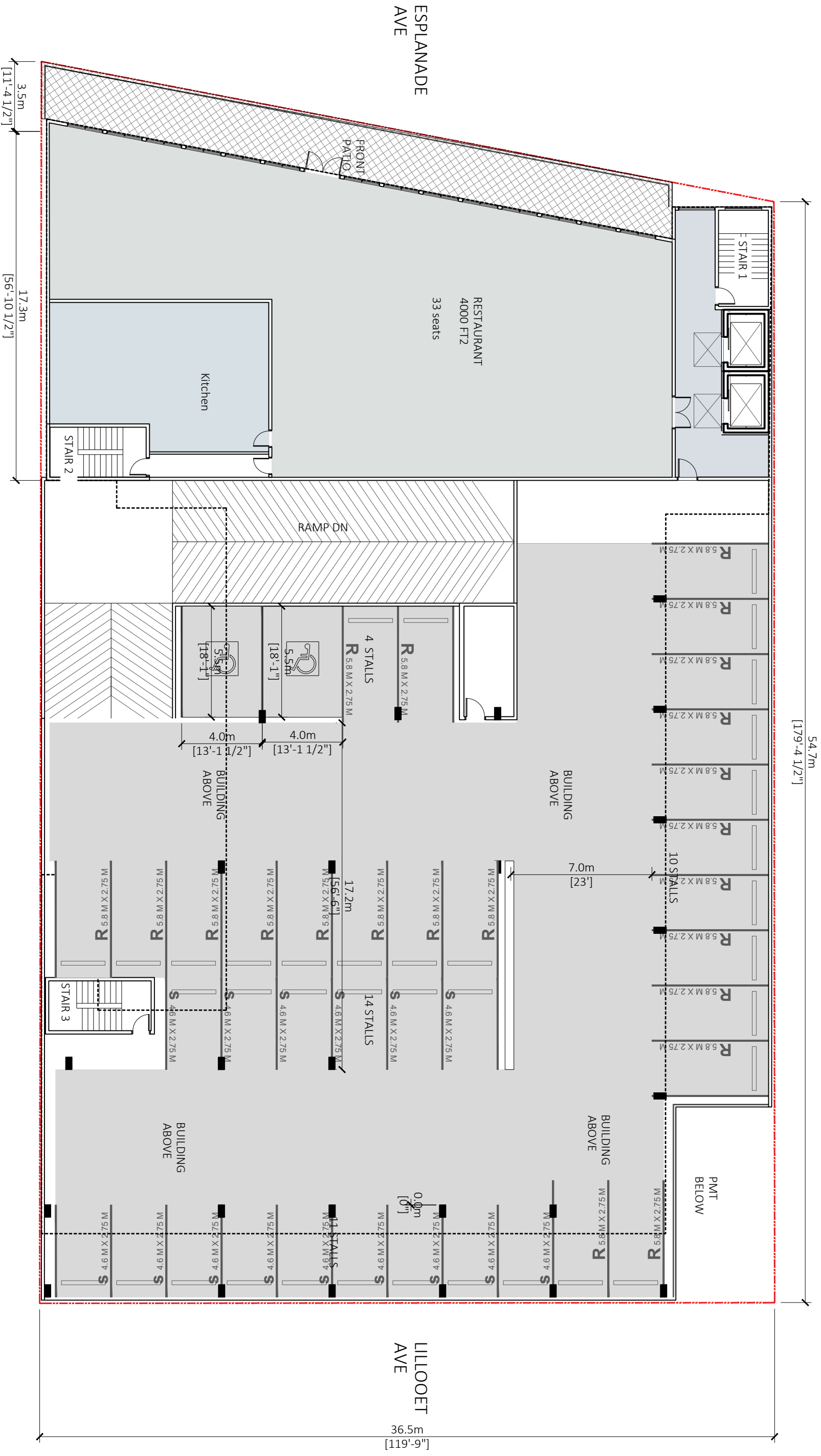
DATE: 20.08.2024
 PROJECT NO:

SCALE: DRAWN BY: R.W
 1/16"=1'

REV	DESCRIPTION	BY	DATE

LEVEL 2

A.202



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PROJECT INFO:
 HOTEL DEVELOPMENT AT
 260 / 270 EESPALANDE AVE
 HARRISON HOT SPRINGS BC
 CLIENT:

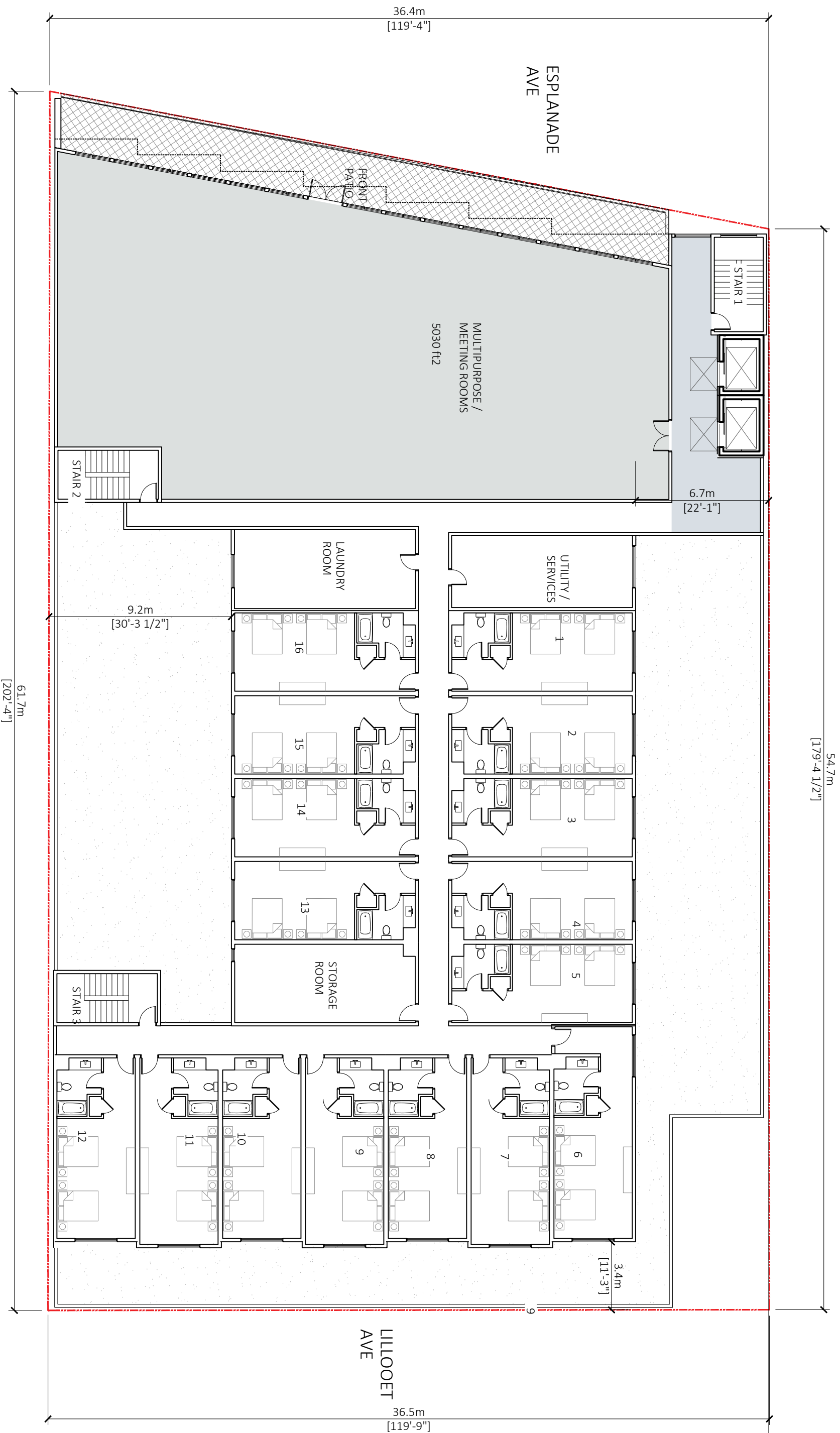
DATE: 20.08.2024
 PROJECT NO:

SCALE: DRAWN BY:
 1/16"=1' R.W

REV	DESCRIPTION	BY	DATE

LEVEL 3

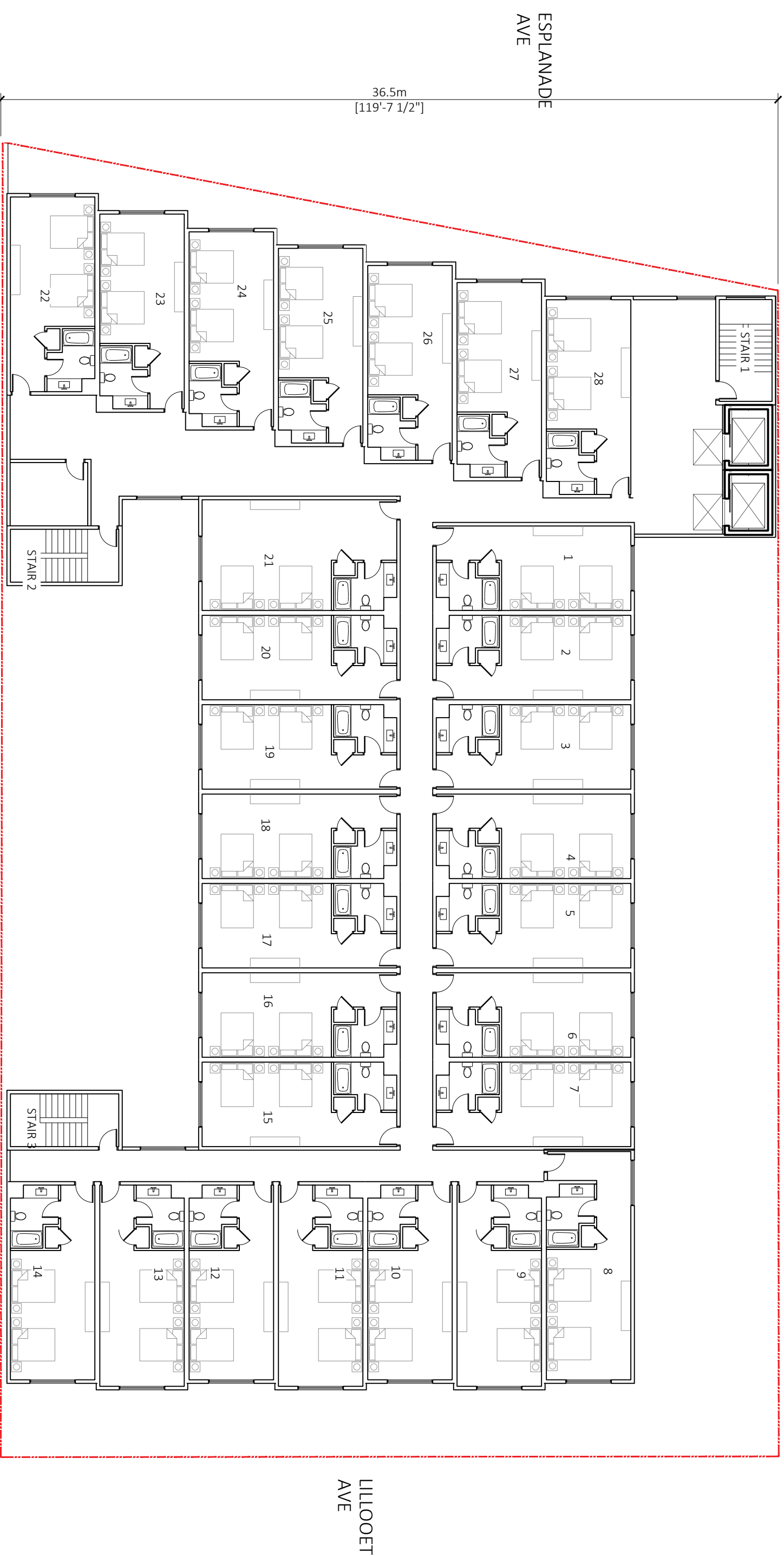
A.203



SCALE: 1/16"=1' R.W

DRAWN BY:

REV	DESCRIPTION	BY	DATE



ESPLANADE
AVE

36.5m
[119'-7 1/2"]

LILLOOET
AVE



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Ph: 604-503-4484

PROJECT INFO:
HOTEL DEVELOPMENT AT
260 / 270 EESPALANDE AVE
HARRISON HOT SPRINGS BC
CLIENT:

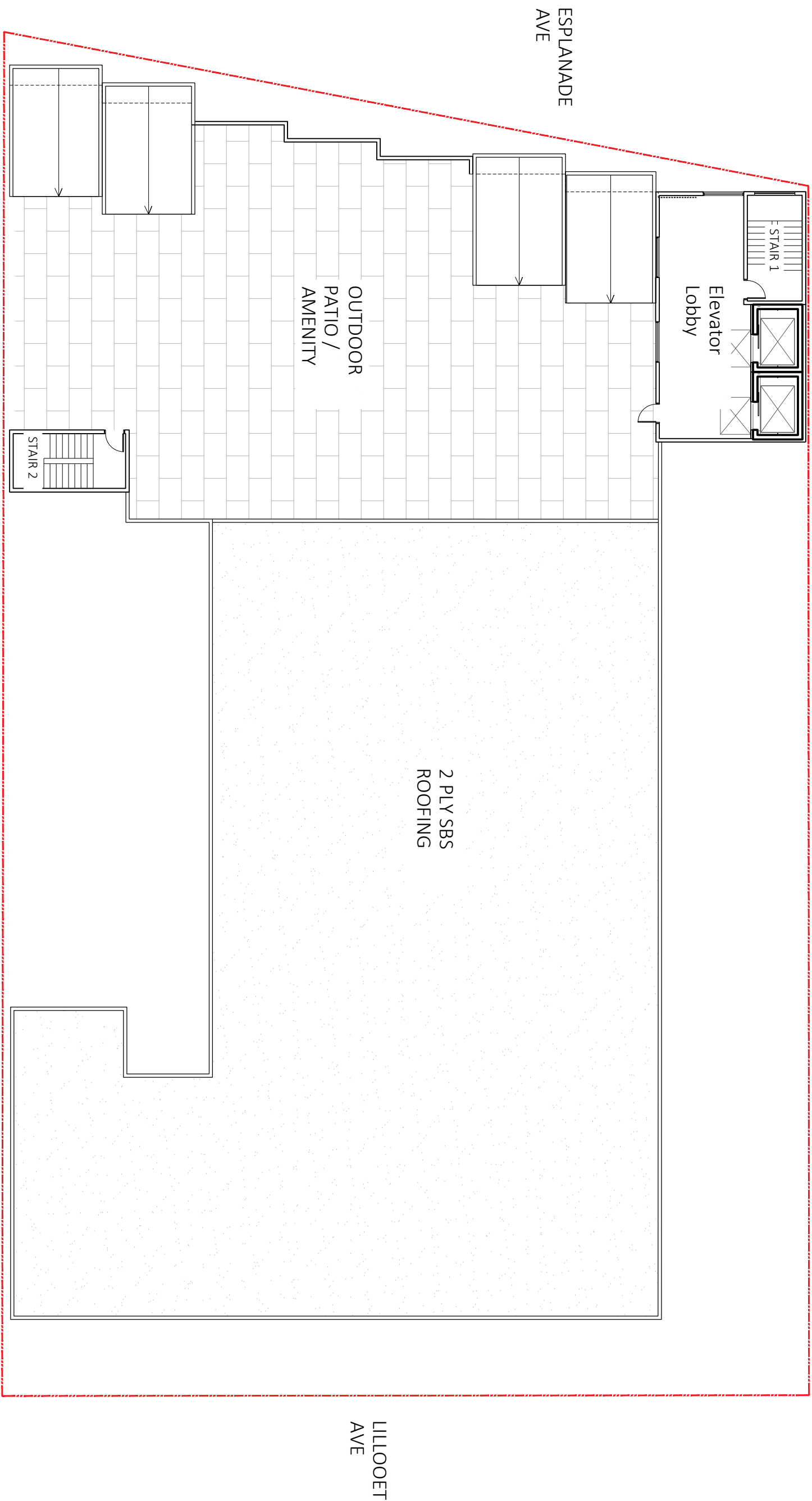
DATE
20.08.2024
PROJECT NO:

SCALE: DRAWN BY:
1/16"=1' R.W

REV	DESCRIPTION	BY	DATE

LEVEL 5,6

A.205





- A** VERTICAL METAL SIDING- CEDAR FINISH
- B** EXTERIOR HIGH DENSITY FIBRE CEMENT BOARD C/W EASY TRIMS TO MATCH- WHITE COLOR
- C** VERTICAL METAL SIDING
- D** GLASS RAILING
- E** EXTERIOR HIGH DENSITY FIBRE CEMENT BOARD C/W EASY TRIMS TO MATCH - LIGHT GRAY
- F** WIRE-CUT THIN BRICK - DARK FREY COLOR
- G** DARK GRAY PAINT FINISH
- H** CONC BLOCK WALL LIGHT GRAY FINISH
- J** DARK METAL FINISH RAILING

2
1/24"=1'-0"
ELEVATION FROM ESPLANADE AVE



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Ph: 604-503-4484

PROJECT INFO:
HOTEL DEVELOPMENT AT
260 / 270 EESPALANDE AVE
HARRISON HOT SPRINGS BC
CLIENT:

DATE
20.08.2024
PROJECT NO:

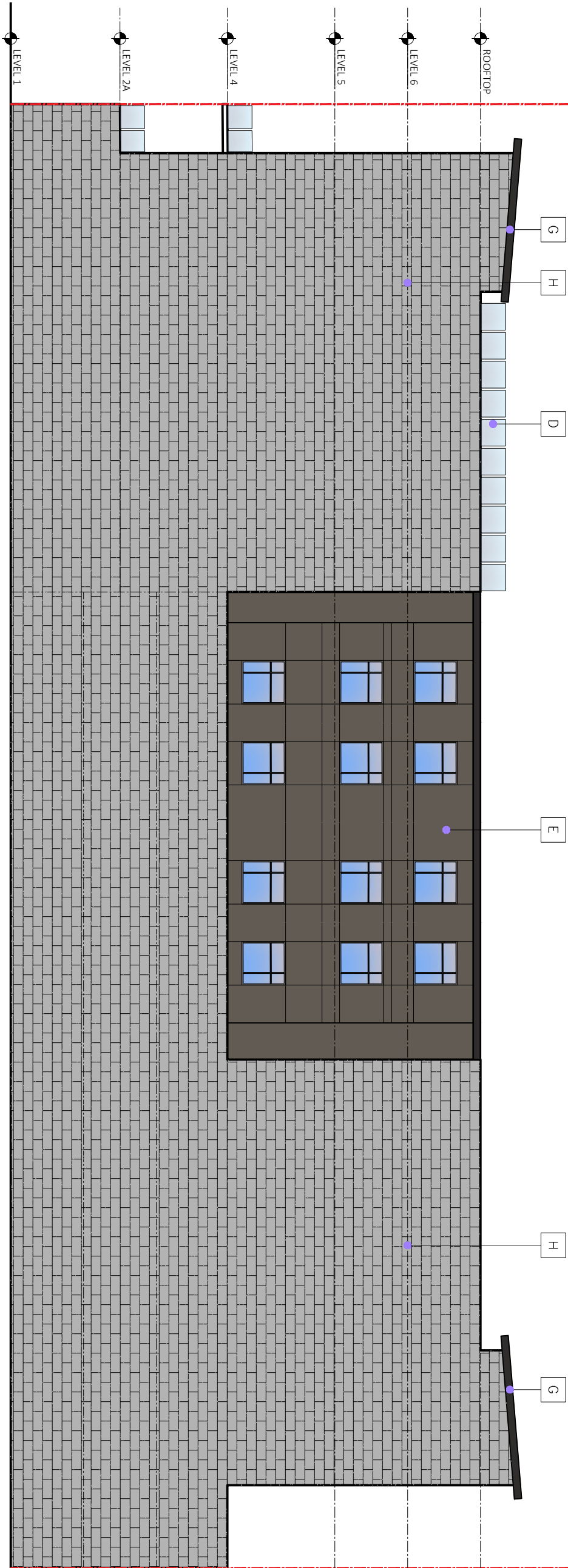
SCALE: DRAWN BY:
1/24"=1' R.W

REV	DESCRIPTION	BY	DATE

ELEVATIONS

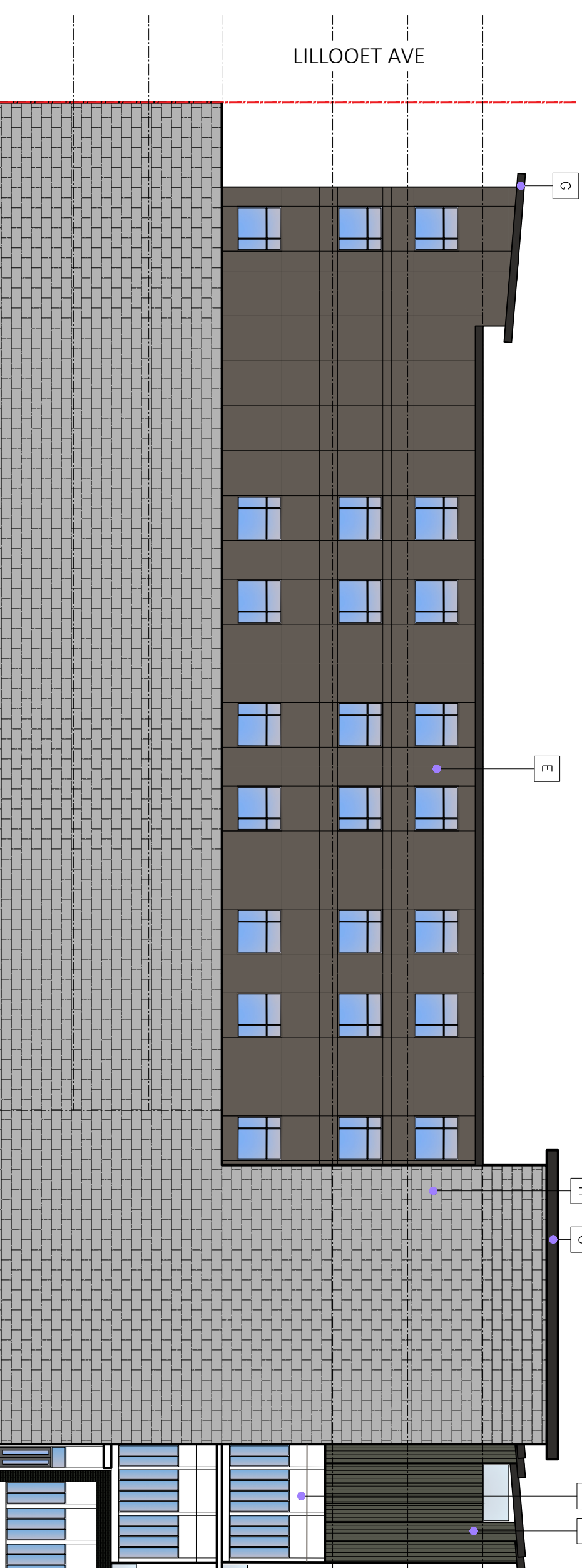
A.301

ESPLANADE AVE



1 SIDE ELEVATION FROM WEST SIDE
1/16"=1'-0"

LILLOOET AVE



2 SIDE ELEVATION FROM EAST SIDE
1/16"=1'-0"

ESPLANADE AVE



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PROJECT INFO:
 HOTEL DEVELOPMENT AT
 260 / 270 EESPLANADE AVE
 HARRISON HOT SPRINGS BC
 CLIENT:

DATE
 20.08.2024
 PROJECT NO:

SCALE: DRAWN BY:
 1/16"=1' R.W.

REV	DESCRIPTION	BY	DATE

ELEVATIONS

A.302



- A** VERTICAL METAL SIDING- CEDAR FINISH
- B** EXTERIOR HIGH DENSITY FIBRE CEMENT BOARD C/W EASY TRIMS TO MATCH- WHITE COLOR
- C** VERTICAL METAL SIDING
- D** GLASS RAILING
- E** EXTERIOR HIGH DENSITY FIBRE CEMENT BOARD C/W EASY TRIMS TO MATCH - LIGHT GRAY
- F** WIRE-CUT THIN BRICK - DARK FREY COLOR
- G** DARK GRAY PAINT FINISH
- H** CONC BLOCK WALL LIGHT GRAY FINISH
- J** DARK METAL FINISH RAILING

1 REAR ELEVATION FROM LILLOOET AVE
3/32"=1'-0"



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PROJECT INFO:
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HARRISON HOT SPRINGS BC
CLIENT:

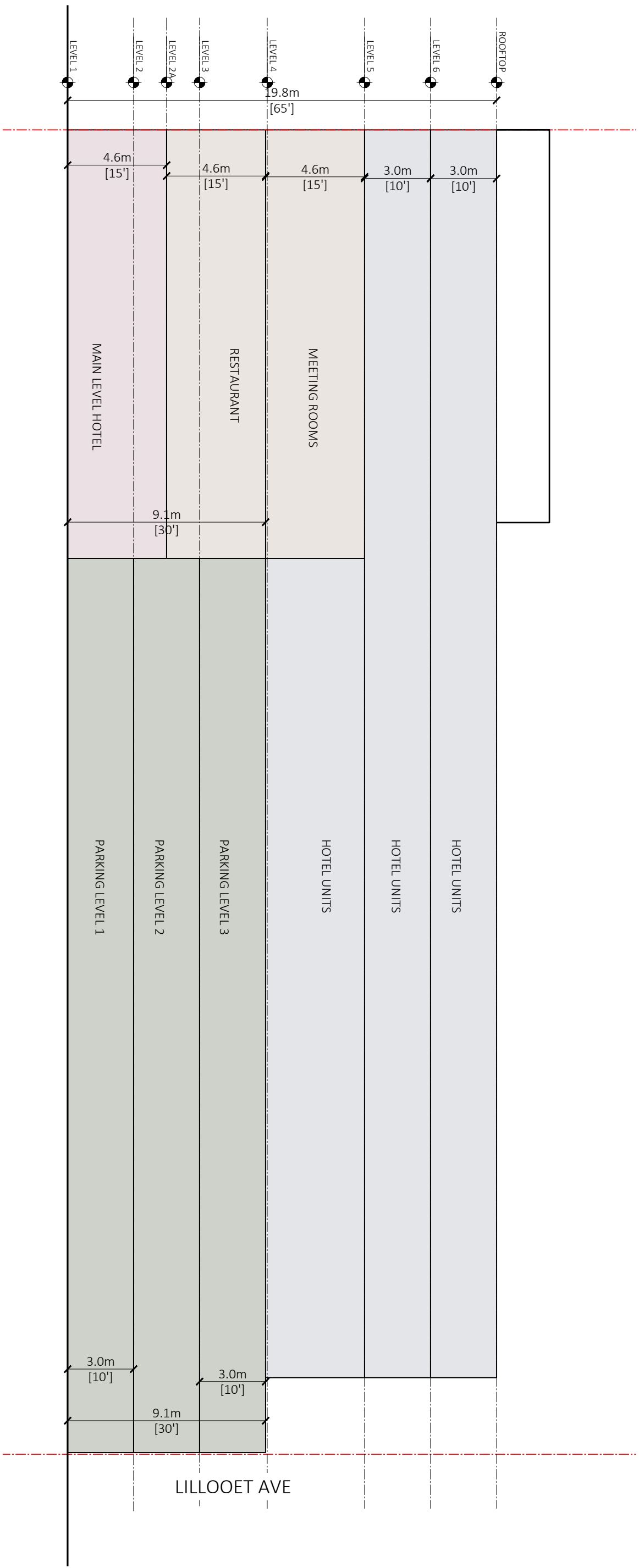
DATE
20.08.2024
PROJECT NO:

SCALE: DRAWN BY:
1/16"=1' R.W

REV	DESCRIPTION	BY	DATE

ELEVATIONS

A.303



Unit 209, 6321 King George Blvd
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PROJECT INFO:
 HOTEL DEVELOPMENT AT
 260 / 270 EESPALANDE AVE
 HARRISON HOT SPRINGS BC
 CLIENT:

DATE: 20.08.2024
 PROJECT NO.:

SCALE: 1/16"=1' R.W.
 DRAWN BY:

REV	DESCRIPTION	BY	DATE

TYP SECTIONS

A.400

File No: 3360-20-Z04/23

Date: September 9, 2024

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

RECOMMENDATION

THAT Zoning Amendment Bylaw No. 1204, 2024 be given third reading and adoption.

SUMMARY

The applicants require to change the current land use zoning from R-1 to R-3, so that their subdivision application can move forward.

BACKGROUND

The development site consists of one property, with the assigned civic address of 421 Emerald Avenue. The site currently has one modular single-family dwelling on it and the site is approximately 0.0817 Ha (~817.547 M²) in size and is fully serviced. Access to the site even with the civic address of 421 Emerald is off Diamond Street, as that is where an access gate is located. Under an earlier report to Council, Council authorized staff to set up a Public Hearing. The Public Hearing was held on August 13, 2024.



DISCUSSION

Zoning

The applicants wish to create two Lots on this parcel of land. As such, a rezoning from R-1 to R-3 is required. This rezoning is required so that the proposed Lots will meet the subdivision parcel size 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.

Impacts

As the current use is already residential, the only impact that may happen is the possible 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 on the current delivery system.

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

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

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

Public Hearing Summary of Issues Raised

The Village received no written submissions regarding this bylaw. At the Public Hearing, there was only one person who spoke against the bylaw and that individual was under the impression that with the zoning change, duplexes and residential suites would be allowed in the R-3 Zone. As outlined above, neither of these land uses are permitted in the R-3 Zone.

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: 1. Zoning Amendment Bylaw No. 1204, 2024
 2. Proposed site plan



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1204, 2024

A bylaw to amend Village of Harrison Hot Springs
Zoning Bylaw No. 1115, 2017

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Zoning Bylaw No. 1115, 2017, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted May 7, 2018;

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

CITATION

- 1. This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Zoning Amendment Bylaw No. 1204, 2024".

2. MAP AMENDMENT

That:

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

READ A FIRST TIME THIS 8th DAY OF JULY 2024

READ A SECOND TIME THIS 8th DAY OF JULY 2024

A PUBLIC HEARING WAS HELD ON THE 13th DAY OF AUGUST 2024

READ A THIRD TIME THIS _____ DAY OF _____, 2024

ADOPTED THIS _____ DAY OF _____, 2024

Mayor

Corporate Officer

SCHEDULE 1 BYLAW NO. 1204, 2024





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

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

File No: 3360-20-Z02/22
Date: September 9, 2024

To: Mayor and Council
From: Ken Cossey, Planning Consultant
Subject: Zoning Amendment Bylaw No. 1194, 2023 - 259 Hot Springs Road

RECOMMENDATIONS

THAT Zoning Amendment Bylaw No. 1194, 2023 be given third reading; and

THAT Zoning Amendment Bylaw No. 1194, 2023 not be adopted until the following reports and/or information is provided to the satisfaction of Council:

1. A report outlining how the developer of this project will be reducing the overall carbon footprint of the proposed Building;
2. The developer entering into a covenant with the Village to address the following:
 - i. The 4.5 M setback along Hot Springs Road and Lillooet Avenue, as required by the Ministry of Transportation and Infrastructure;
 - ii. A flood covenant; and
 - iii. The development of a bicycle parking space, based upon 20% of the required off street parking and to provide EV chargers based upon the ratio of 1 EV charger per every 20 parking stalls provided;
3. A report prepared by a component professional with at least 10 years of professional experience, and accepted by the Village, that addresses:
 - i. An estimate 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 estimate on 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; and
 - v. Performing an environmental site assessment;

4. A Comprehensive Sign permit being issued by the Village;
5. A View Impact Report that specifically looks at the view issues towards the lake and the mountains;
6. The development of a Local Traffic Impact report that must:
 - i. Estimate the number of additional vehicle trips per day to be generated by the proposed Development and, in the case of phased Development, by each phase of the Development;
 - ii. Provide an analysis of the impact of the traffic to be generated by the proposed Development on the adjacent uses of the land;
 - iii. Provide an analysis of the impact of the traffic to be generated by the proposed Development on areas where there may be conflict with vehicles, including, without limitation, paths or walking trails and other intersection points;
 - iv. Identify any roadway upgrading, reconstruction, reconfiguration or expansion to the roads that may be necessary in order to accommodate any additional vehicle trips per day to be generated by the proposed Development,. This includes the construction of or alterations to intersections, turning lanes, merge lanes, traffic lights and pullout area and a cost estimate to perform the required works and services; and
7. The development of a sun/shade report.

SUMMARY

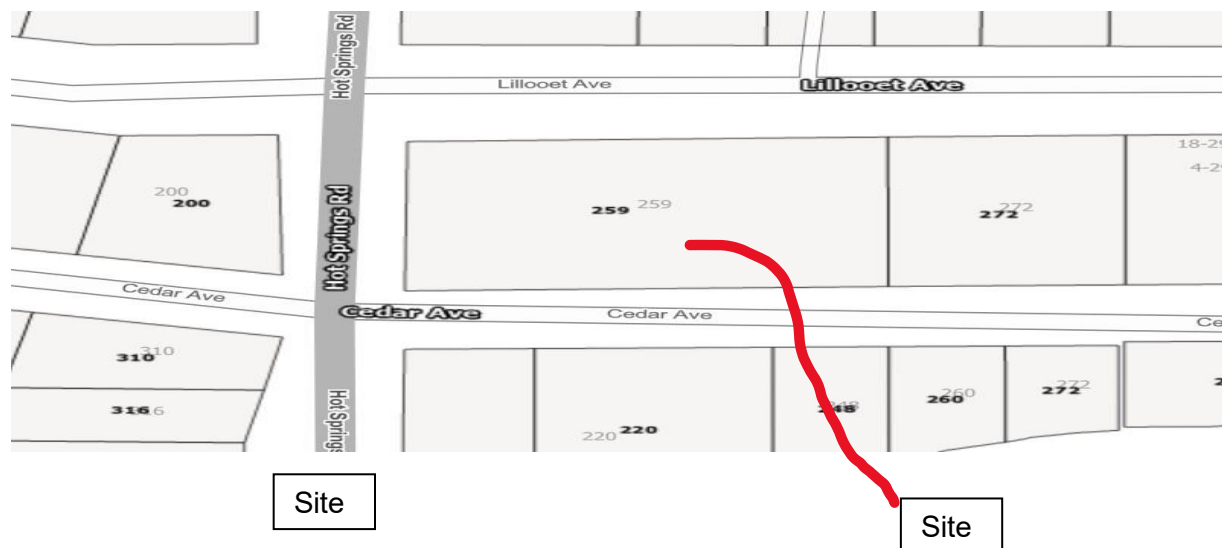
To present information collected during the referral, public notification and public hearing process for Zoning Amendment Bylaw No. 1194, 2023 (259 Hot Springs Road).

BACKGROUND

Site Location, Zoning and Official Community Plan (OCP) Information

Based upon a review of the Village’s OCP, the site is within the Village Centre designation, and within the Lakeshore Development Permit Area.

As per the Village’s Zoning Bylaw, the site is zoned as Village Commercial (C-1) and is bounded by Lillooet Avenue to the north, Hot Springs Road to the west, and Cedar Avenue to the south.



Site Information

The site is approximately 0.41 Ha (4,062 M² or 1.01 Ac) in area and currently contains a motel, 25 RV sites, a tent camping area, and a small restaurant. All existing Buildings or Structures are to be demolished if the Development application is approved. The surrounding uses include restaurants, hotels, a gas station, and the Harrison Resort Mineral pool.

The site is relatively flat, is fully serviced and is accessed by vehicles off of Hot Springs Road. The site has a historical marker attached to a fence, indicating that this site was once the home of the Elliot Nursing Home in 1902. The owner wishes to retain the sign and the fence it is attached to with the new development.

DEVELOPMENT PROPOSAL

The application is for a 76 multi-unit residential building. The proposal includes one level of above ground parking with four storeys of residential units above this level, for a total of five storeys. In order to achieve this the applicant needs to amend the Villages' Zoning Bylaw.

1. Change the allowable FAR from 1.5 to 1.8,
2. Change the current maximum Lot coverage from 75% to 89.39%, and
3. Change the allowable maximum Building height from 15 M to 17.61 M.

The applicant is proposing to develop a private internal courtyard for the use of the proposed residents. The parkade entrance will be off of Cedar Avenue and the pedestrian entrance will be off of Lillooet Avenue. The dwelling units will range in size from 596 ft² (55.3 M²) to 1,255 ft² (116.5 M²).

Off Street Parking

The required number of parking stalls for this size of development is 93. With this number of required parking stalls, the number of accessible parking stalls is 6. With the above ground parkade, the on-site parking requirements have been exceeded.

DISCUSSION

As part of the development review process, Council required a Public Notification Meeting to be held, that the application be referred to various agencies and directed staff to hold a Public Hearing. Listed below is the information collected through this process.

PUBLIC NOTIFICATION MEETING SUMMARY – the meeting was held on March 1, 2024

Land use planning issues (staff comments have been added in parenthesis):

1. Parking – Three comments of; lowering the parkade by developing underground parking, does the development have adequate parking stalls, setting up EV Chargers. (The proposed number of parking stalls required exceeds the minimum requirement. EV chargers, however, need to be set up in a ratio of one charger per twenty parking stalls. This can be captured through the use of a covenant)
2. Fire issues – (the development plans have been reviewed by the Fire Department, and the Department has indicated no concerns or issues, as outlined in a letter dated May 15, 2024).

3. Is the site a Heritage site? (It is not a registered heritage site)

Non-Land use planning issues

1. Market conditions
2. Budget for the project and will you be financing the project
3. What is the construction timeframe

REFERRALS COMMENTS SUMMARY

In addition to requesting the above referenced meeting, Council also authorized staff to refer the amendment bylaw to the following agencies. The following is a summary of their responses.

1. The Ministry of Transportation and Infrastructure – the original response on an email received on January 8, 2024, has been revised. Their revised current response is now:

“The concept design does not show setbacks from the road right-of-way. For Hot Springs Road and Lillooet Avenue the Ministry requires a 4.5 metre setback from the property line for all structures.”

Staff comments on this issue

This issue can be addressed through the use of a covenant and then during the Building Permit process it can be addressed directly.

2. The Village’s Fire Department – based upon a letter dated May 15, 2024, the Fire Department has no concerns or issues.
3. The Village’s Advisory Planning Commission (APC) – the APC recommends that Council not approve the Zoning Amendment Bylaw. The APC had the following concerns. (Staff comments have been added in parenthesis)
 - a. The increase in Lot coverage (Please note that why this increase was a concern to the APC was not provided. With most Lot coverage issues, the concern is generally with the surface water drainage that may result from this potential increase of Lot coverage. At this point it is best to suggest that Council can request a Surface Water discharge study.)
 - b. Traffic flows and volume along Cedar Avenue and Hot Springs Road. (This can be addressed through Council requesting a Traffic report/study)
 - c. Safety concerns and the fact that the Council has not received or reviewed the Crime Prevention Through Environmental Design report. (It was received when the applicant submitted their application. As is the past practice of various land use reports, a summary of the report’s contents has been provided in this report)
 - d. Rental housing and short-term rental provision (We cannot use tenure as a reason to reject an application, as the proposed land use is a permitted use in this zone. Whether the dwelling units are owned or rented, the tenure of the units, is not a reason to reject any application. Also note that short term rentals are also a permitted use in the C-1 zone)
 - e. Whether this type of project is the right building for the downtown Village Area (Currently the OCP and supporting Zoning Bylaw indicates that this type of

development is applicable, as the proposed uses could proceed without the requested zoning changes)

- f. Lack of clarity of phasing of the proposed project (Not a land use planning issue)
- g. Lack of commercial space in the proposed project (This is for the market or developer to determine, and it is not an issue that Council has any authority over)
- h. Lack of public amenities/public realm improvements. (This is a concern)

PUBLIC HEARING COMMENTS

Based upon a review of the public hearing comments, the following land use issues have been summarized for the Council.

1. No climate mitigating effects
2. Impacts to the Village's infrastructure
3. Sun/Shade areas that will result from the proposed new building height
4. Public amenities have not been provided

WRITTEN SUBMISSION COMMENTS

1. Large scale condominium developments belong in cities
2. No indication on how this development could be considered climate-friendly
3. Obscures the view of the lake
4. Due to the large and established hedges and trees, has an assessment been completed on the many birds and other "critters" living there
5. Due to the proposed height, will there be an increase in shade areas along Cedar Avenue, or any adjacent properties

SUMMARY POINTS OF THE CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED) REPORT

The report submitted was completed by AMR Systems Ltd. (AMR) and is dated May 5, 2023. The AMR Systems' report looked at the following four key CPTED principles of:

1. Natural surveillance,
2. Natural access control,
3. Territoriality, and
4. Maintenance and Management

AMR conducted two site visits one during the day on September 27, 2022, and one night visit on March 16, 2023. In addition to this AMR reviewed the various development plans submitted with the application and reviewed the local crime statistics for the period of 2021.

The report did not provide any recommendations but provided several issues for consideration by the owner/developer. The considerations included the following; regularly trimming vegetation and trees for sightlines of 6 ft under the canopies, landscaping should be done with ground cover plants only, the use of window glazing in the lobby area, displaying the address properly, planting along the northern side of the building (prevent graffiti), separating the visitor parking from the residence parking, fobbing the parkade, the use of sidelights in common areas, vinyl wrap the BC Hydro box, and a CCTV system is not required.

NEXT STEPS

Now that the Council has received comments and information back through the development review process, Council can now decide what their next steps are with respect to this application.

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:



Ken Cossey, MCIP, RPP
Planning Consultant

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachments: (2)

1. Zoning Amendment Bylaw No. 1194, 2023
2. CPTED Review, AMR Systems, May 5, 2023



**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1194, 2023**

**A bylaw to amend the Village of Harrison Hot Springs
Zoning Bylaw No. 1115, 2017**

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Zoning Bylaw No. 1115, 2017, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted May 7, 2018;

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

CITATION

1. This Bylaw may be cited for all purposes as the "**Village of Harrison Hot Springs Zoning Amendment Bylaw No. 1194, 2023**".

TEXT AMENDMENT

2. That under the C-1 Zone "Development Regulations for the Commercial Uses", the following number 11 is inserted in the Notes section:

"11/. For land located at 259 Hot Springs Road, legally described as Lot "A" Block 2, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan 251 (PID 002-223-457), the maximum allowable Floor Area Ratio must not exceed 1.8, the Lot Coverage must not exceed 89.39%, and the maximum height must not exceed 17.61 M."

READ A FIRST TIME THIS 17th DAY OF JUNE 2024.

READ A SECOND TIME THIS 17th DAY OF JUNE 2024.

A PUBLIC HEARING WAS HELD ON THE 16th DAY OF JULY 2024.

READ A THIRD TIME THIS _____ DAY OF _____, 2024.

ADOPTED THIS _____ DAY OF _____, 2024.

Mayor

Corporate Officer



AMR SYSTEMS
A division of AMR Systems Landscape

Scott Watson MBCSLA, ISA (Certified
Arborist), CPTED Consultant,
Landscape Architect

CPTED REVIEW REPORT

Project Name:

Harrison Condo

Project Address:

259 Hot Springs Rd, Harrison, BC

Client:

Andrew Baziuk



Proposed Rendering Provided by A.R Baziuk Architect Ltd.

CPTED CONSULTANT: C.Silbernagel
LEVEL II CPTED CERTIFIED

Cassidy Silbernagel

SIGNATURE

Project Number: AMR: 22-123

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Forward

AMR Systems Ltd. (AMR) has been retained to provide Crime Prevention Through Environmental Design (CPTED) Consulting Services on a proposed Condo at 259 Hot Springs Road in the Village of Harrison Hot Springs (the “Subject Site”).

AMR will present a comprehensive CPTED review based on the existing conditions and findings determined and available gathered during separate site visits which occurred 1) during the day, and 2) at night.

AMR would like to point out that the CPTED Review, its findings, considerations, and strategies should serve as a tool to the Village of Harrison Hot Springs (Village) in identifying areas of CPTED concern (if any) in the context of the proposed development. AMR will provide an opinion of the overall design and how it relates to the surrounding neighbourhood and environment.

This CPTED Review Report is not a definitive statement on all the security related risks that the proposed development at 259 Hot Springs Road could experience.

CONFIDENTIAL

The information contained within this report is considered proprietary and confidential to Andrew Baziuk and AMR Systems Ltd. Inappropriate and unauthorized disclosure of this report or portions of it could result in significant damage or loss to these organizations. This report should be distributed to individuals on a need-to-know basis only.

CPTED Review Process

AMR has reviewed the following project plans:

- Architectural Plans dated May 3 2023, from A.R. Baziuk Architect Ltd.
- Development Permit Package dated May 3 2023, from A.R. Baziuk Architect Ltd.
- Landscape Plan dated May 4, 2023 from AMR Systems Ltd.

The four Key principles of CPTED are:

1. Natural Surveillance;
2. Natural Access Control;
3. Territoriality; and
4. Maintenance and Management.

CPTED creates a built environment which will create a naturally defensible space that is frequented and utilized by users or owners. This will translate into a space that looks, feels, and acts like a “harder target” for crime projecting environmental cues that discourage acts of street disorder and criminal activity.

The area of influence for CPTED is a ¼ kilometre radius from the Subject Site. This is looked at during day and night site visits and identifies any positive or negative influences in the study area.

Note:

The consultant submits this final CPTED Review Report for the Village of Harrison Hot Springs consideration.

Site Review

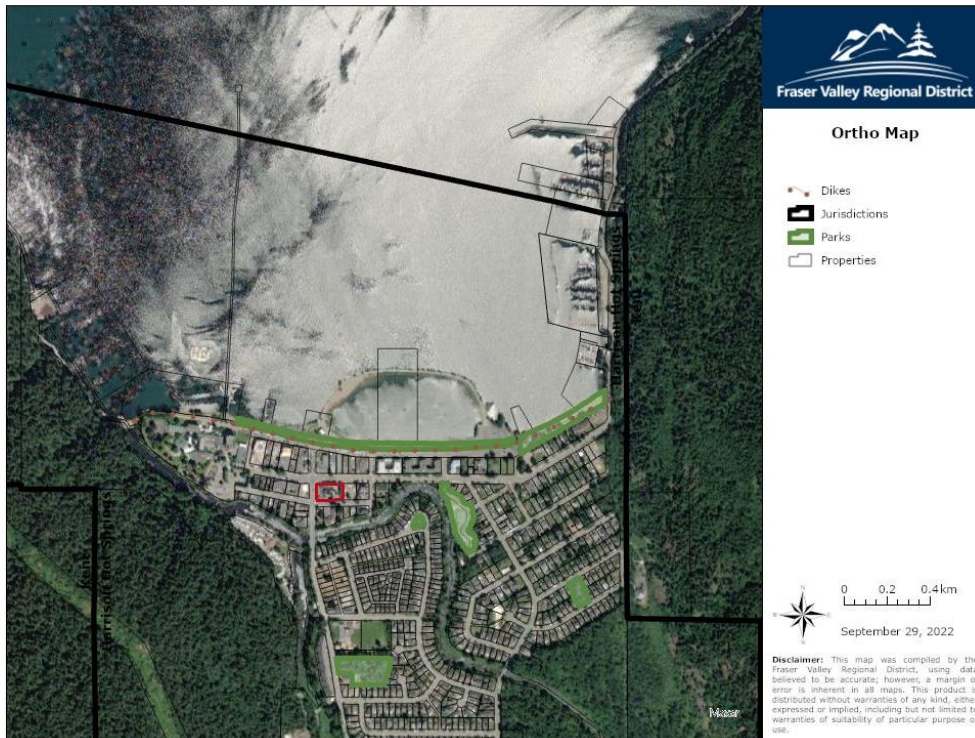
The Subject Site (259 Hot Springs Road) is a flat lot in Harrison Hot Springs, located to the south of Harrison Lake. The subject site currently occupied by Glencoe Motel and RV and John Fish & Chips. The site contains two (2) buildings, twenty seven (27) camping sites and a food truck. Within the two (2) buildings contain an office and eleven (11) motel rooms.

The Subject Site is within a mix use neighbourhood. To the north of the Subject site is Harrison Public Pool and Milos Greek Taverna, to the east is Hot Springs RV and Camping Park, to the west is Huskey Gas Station and to the south is Old Settler Pub and Liquor store. Within 150-meter walking distance is the Lagoon Beach and boardwalk, shops, walking trails, liquor store, and restaurants. Within 450-meter walking distance are Harrison Hot Springs Elementary School and Spring Park.

Photo of Existing Site at Time of Site Visit:



Orthophotos Showing Location of Subject Site

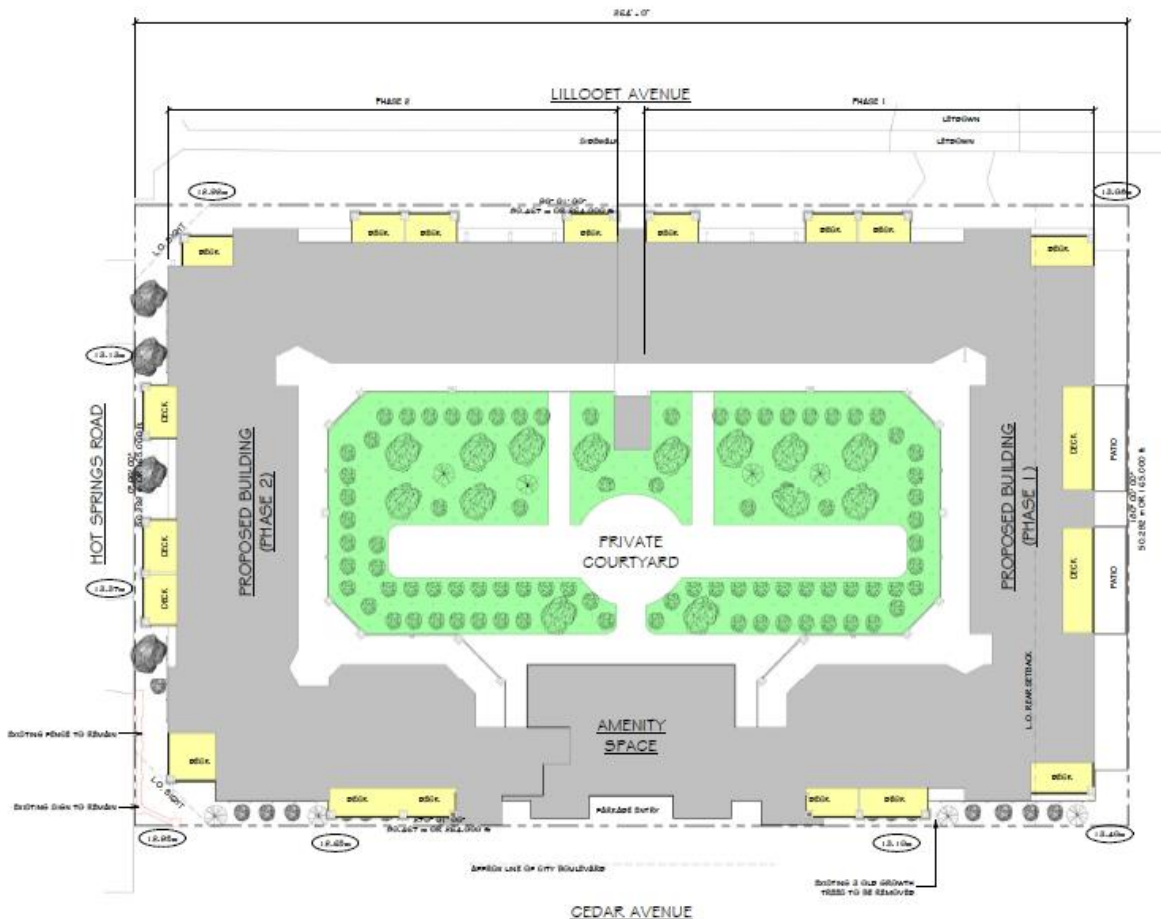


Proposed Development

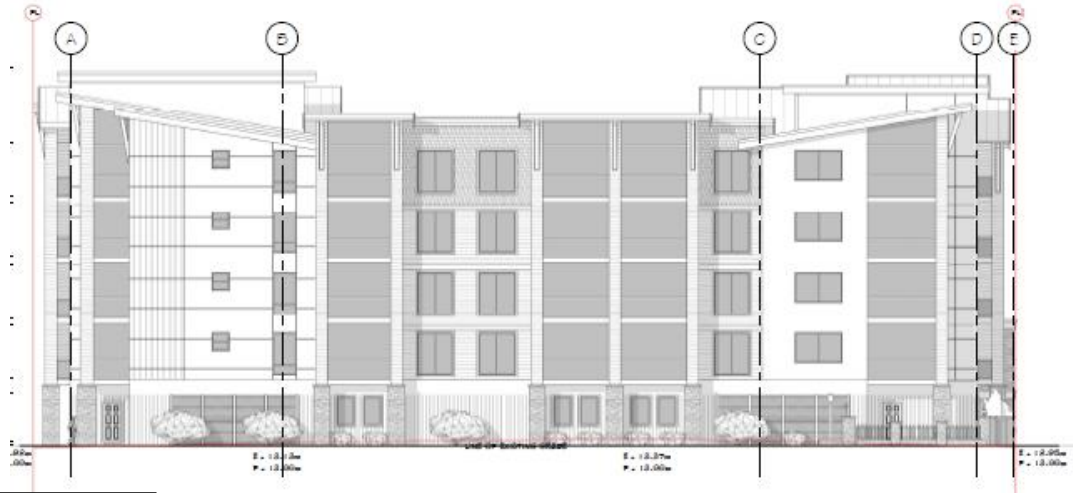
The site plan indicates a residential apartment. The proposed development consists of a five (5) storey building, with one (1) at grade parking level and four (4) residential floors above. The residential building contains seventy-six (76) residential units on floors 2-4 and one hundred (100) underground parking stalls. The residential units contain a mixture of one bedroom, one bedroom plus den adaptable and two bedroom adaptable. The units range in size from 596 sqft per unit to 1,255 sqft .

The proposed building is built around a center courtyard. This allows all units to have sightline and windows on two (2) faces rather than a typical one (1) in an apartment. The central courtyard allows the access corridor to be open creating a visual connection to floors above, below, and across. This helps to encourage a sense of community within the entire building.

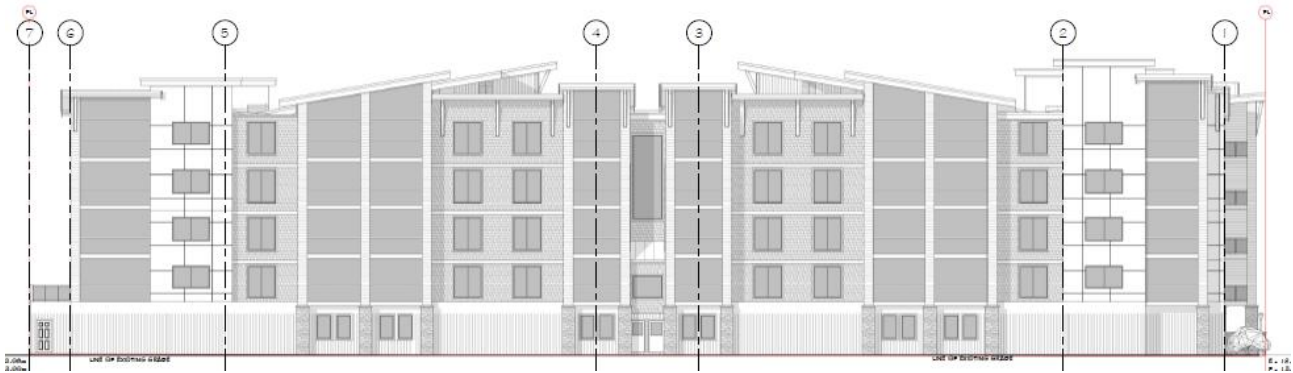
Proposed Site Plan:



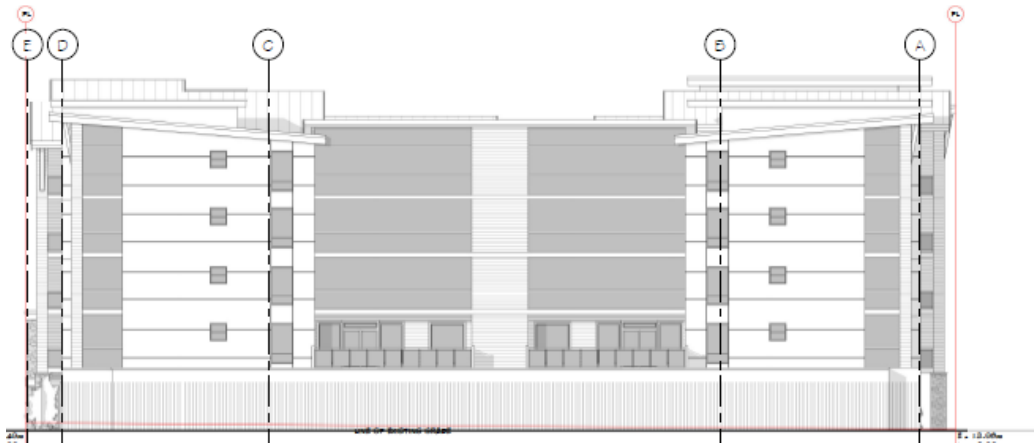
Proposed Building Elevations:



West Elevation

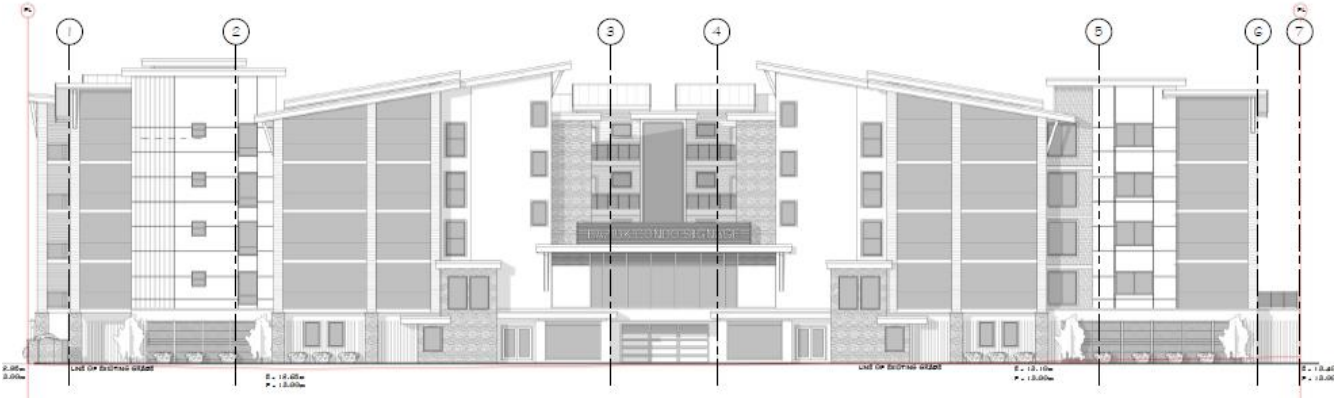


North Elevation



East Elevation

Proposed Building Elevations Continued:



South Elevation

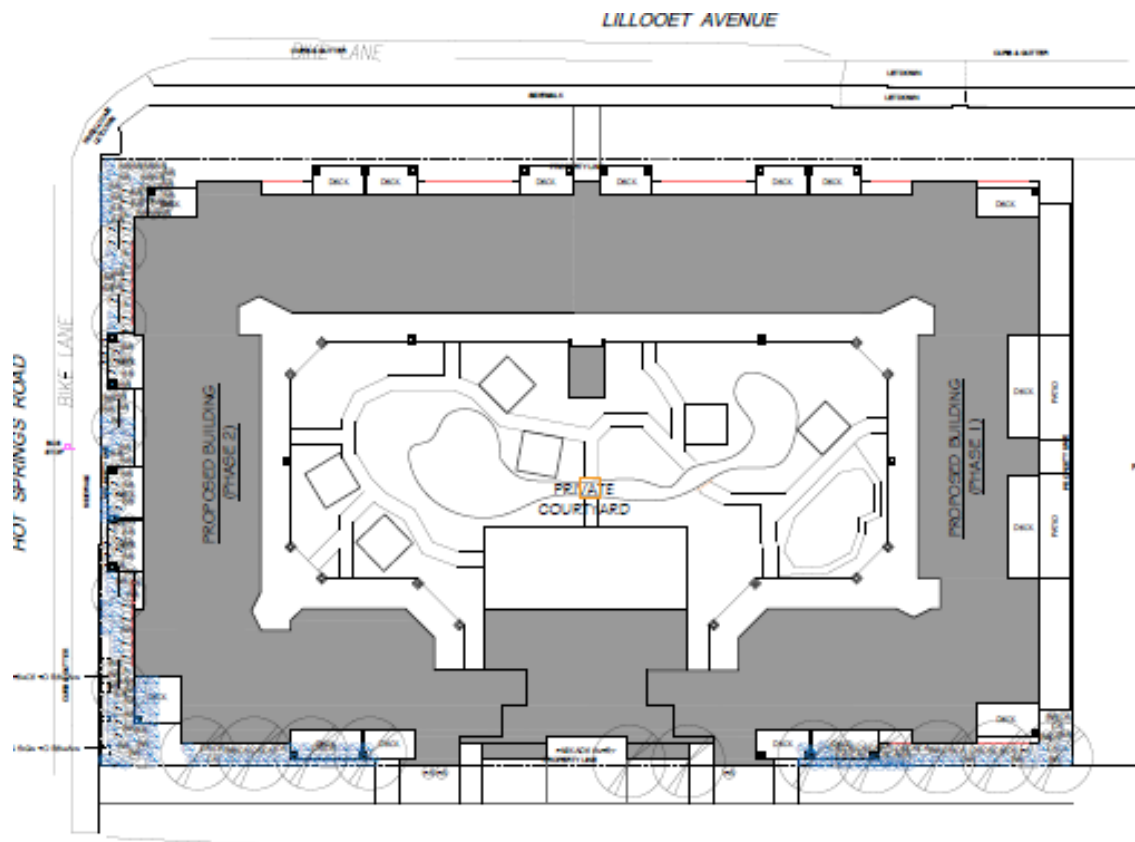
Proposed Landscape Plan

The Landscape Plan provided by AMR Systems Ltd. shows landscaping along Cedar Avenue and Hot Springs Road. There is no surface parking on site provided for this development. All parking is located at grade behind a gate. The landscaping along the street face help to provide a visual buffer to the large blank wall created from the parkade along the south and west boundaries. The plantings help to reduce the tower effect of the building along the sidewalk. When buildings contain large massing without any major building setbacks and articulation provides and edge effect on the sidewalk to pedestrians. The proposed landscaping will need to be maintained to have a positive influence on the community and promote ownership and increases the quality of life.

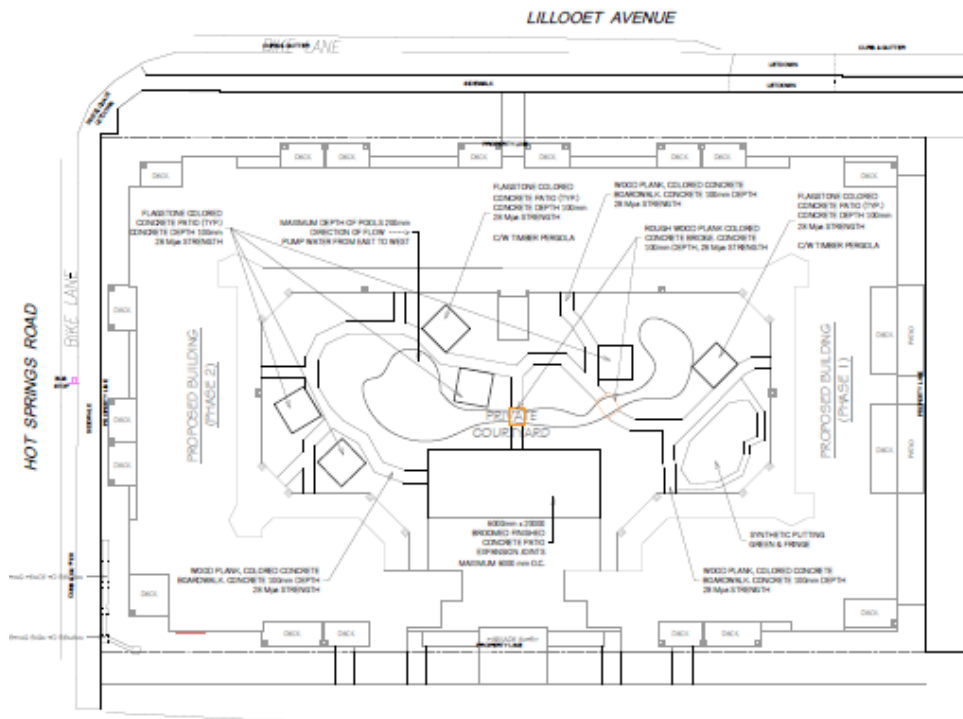
The internal courtyard contains a pond, putting green, and sitting areas, all connected by a pathway. The internal courtyard is varying styles and colours of concrete. With so much concrete it creates a heat trap in the summer months within the courtyard. By adding in landscaping and grass to the internal courtyard it will help to promote a connection between the residences of the building. This will encourage ownership and use of this area.

The north face of the building has no landscaping proposed. Lillooet Avenue is a main road in Harrison used by pedestrians. Consideration to extending the planting along the northside to help mask the large blank surface. This will reduce any edge effect caused by the parkade over the public sidewalk.

Landscape Plan External:



Landscape Plan Internal:



Site Observations

Day Site Visit: September 27, 2022

The site visit involved observing a ¼ km radius around the Subject Site. During the daytime visit, high volumes of pedestrian traffic within the area were noted.

The Subject Site is located south of Harrison Lake and Esplanade Avenue. The block the subject site is located within is currently under utilized when compared to the highest and best use of the property. The property to the east contains 21 full serviced camping sites. The last property in the block to the east contains a mixed-use building with commercial on the main and residential units above.

The current motel and office buildings are all well maintained and appeared to have some occupancy at the time of the day visit. With the proposed development being a multi-level condo building the campsite to the east is surrounded by two (2) tall buildings. This leaves the last property on the block to be redeveloped into a higher and better use for the community.

The site is triple fronting onto Cedar Avenue, Hot Springs Road, and Lillooet Avenue. The site contains a few overgrown shrubs but for the most part, the site is well maintained. The immediate area surrounding the subject property was very active. Steady cars along Hot Springs Road, people enjoying lunch on the patios and the sunshine at the beach. The area was full of people working on new construction to the west and people enjoying the outdoors for a walk or sitting on a park bench. The area was active with many eyes on the street.

The streets and parks had no signs of garbage or vandalism. Spring Park had three families playing and enjoying the afternoon at the park. There was a Municipal Staff member fixing the broken swing. The park is secluded from view of passing vehicles as the park is tucked behind residential lots, despite its secluded location the park is well kept and show no signs of unwanted loitering in the park.

Photo A – Spring Park

Photo B – Harrison Lagoon

Photo C – Looking East to Subject Property



Photo A



Photo B



Photo C

Night Site Visit:

March 16, 2023

During the night visit, there was not a lot of traffic observed around the subject site. Very little vehicle traffic, with a few pedestrians out walking their small dogs. There were some users observed on the subject property and a handful of cars parked across the street at Old Settler Pub.

Overall there was not much activity negative or positive at the time of the night visit, many people were already home and settled in for the night.

Potential Hot Spots & Hot Routes

A “Hot Spot” is a term used to describe an area / place that is experiencing high calls for Police Service for nuisance or criminal activity. During the day I was not able to identify any negative Hot Spots or Hot Routes.

Crime Statistics

Local crime statistics were obtained from the Village of Harrison council meeting from March 7, 2022 presented by Sargent Mike for the period of 2021. There has been an increase to priority 1 calls by 72% and General Occurrences by 5%. Priority calls are considered to be for crimes in progress or medical emergency. The increase to priority 1 calls is in line with the aging population and the potential for increased medical emergencies. These stats also include incidences on the lake as well as up both east and west Harrison logging roads. The following table provides a summary of these reports:

Crime Category	% Increase compared to 2020
Crimes Against Persons	-9%
Property Crime	20%
Other Criminal Codes	2%
Controlled Drugs	-50%

Key CPTED Principles

1. Natural Access Control

Guidance of people to and from a property by placement of tangible and psychological barriers

The physical means of guiding people to the entrance points of a building using landscape design, fencing, signage, architectural features, and lighting. The proposed building has strong natural access control to the front entrance of the residential lobbies. The lobbies on either side of the parking entrance, they have a prominent articulation with the roof lines and full curtain wall glazing allowing a visual connection to the public realm. The varying material and detail in the façades around the building help to direct users around the site.

The signage to identify the building is prominent to prevent any confusion about the building name. Consideration to having the address displayed to help in case of emergency and deliveries.

The proposed development has fobbed access preventing unwanted users from obtaining access to the development ensuring the natural access control within the development.

The proposed landscaping along the street and the building is comprised of shrubbery, trees, and grass. If a utility box is required, it is recommended that it be located underground or wrapped to prevent vandalism and to portray ownership of the frontage right up to the curb. Consider providing stamped or textured pavers from the front entrance to the sidewalk will provide additional Natural Access Control to the front entrance. Along the perimeter of the building the landscape plans show proposed green wall plantings along the south and west sides. Consideration to extending the planting along the northside to help mask the large blank surface. This will reduce any edge effect from the parkade with well-maintained vegetation.

2. Natural Surveillance

Property design to promote visibility by those within the property and those passing by

Natural Surveillance is the intention of creating a visual and physical relationship between the building and the sidewalk/street area in order to create a sense of “eyes on the street.” The proposed building overlooks the three (3) fronting streets, which will encourage natural surveillance. To the north of the Subject Site is Hot Springs Public Pool, to the south is Old Settlers Pub and Liquor Store, to the east is Hot Springs RV and Campground Park, and to the west is the Huskey Gas Station. Common CPTED practice says the first three (3) floors are more likely to respond to incidences of disorder and crime.

The proposed residential building contains seventy-six (76) apartment units that will overlook all directions as well as the internal garden space. The development contains a variety of residential units, which will provide natural surveillance.

The use of windows, bevels, building articulations, and glazing creates a visually appealing building, drawing the eye from the street. This encourages people to take notice of the building when they walk or drive by, promoting natural surveillance of the building. The proposed building has incorporated variations in texture and colour to deter vandalism on the street-facing elevations. This will help mitigate nuisance behaviour and create a more visually active development on all levels. It is important to maintain the building as it is a large mass when compared to the streetscape. It has the potential to create an edge effect at the street level. With proper maintenance of the landscaping and grounds, the large blank walls created by the parkade can be reduced.

Within the development, all levels of the building have sightlines to the central courtyard and to the internal circulation. To improve residence use of the internal courtyard, shrubs, trees and grass should be considered. This will reduce the heat dome effect created by the absorption of heat from all the concrete, as well as provide a more inviting area for residents to utilize. Providing a green space for the residence would naturally increase the natural surveillance over the entire building. This provides many “eyes” within the development to quickly identify anyone out of context. All doors which enter the public space areas of the building (i.e., stairwells, garbage enclosures, storage rooms, and vestibules), should have a window in the door or “side lites” beside it. This allows users to see into the space before entering.

3. Territoriality

Promote ownership of property by increasing the “defensible space”

Is the sense of ownership and defensible space beyond the front door. The proposed buildings have been brought all the way out to the edge of the public sidewalk with connecting pathways, and the use of varying colours and textures has been incorporated to create a product that is visually pleasing. This will reduce nuisance loitering and vandalism as the development portrays a sense of vigilant ownership over the area. The landscaping along Cedar Avenue, and Hot Springs Road provides an inviting and welcoming street front to visitors and occupants of the building. This will have a positive influence on the community as having a well-maintained development promotes ownership up to and beyond the property.

4. Maintenance & Management

Project a sense of ownership by maintaining the subject property to a certain standard

Is proven to play a vital role in deterring undesirable behaviour by ensuring that the development is well-kept and visually pleasing. It is also essential to repair any damage or vandalism to the building or property in a timely manner. If this is not completed, it can create a sense of disorder and decay which encourages unwelcome activity. Apartment buildings use strata fees to maintain the property. Property management companies ensure the development will be maintained and cared for.

Considerations for the Proposed Development

After a thorough review of the proposed development at – 259 Hot Springs Road, the following items are provided for consideration:

1. To create “natural surveillance” and to ensure that sightlines are maintained, any large vegetation, such as trees, should be regularly trimmed in order to ensure sightlines of 6ft under the canopy;
2. Proposed landscaping should include ground-cover shrubs around the building which do not grow taller than the underside of any windowsill, and which are located at least 2ft from all entrances;
3. Consider glazing the wall separating the lobby and vestibule will allow sightlines from outside to the elevator, removing any potential entrapment areas;
4. Consider having the address displayed to help in case of emergencies and deliveries.
5. The parkade should be fobbed to obtain access through the overhead door, this will prevent any overnight camping and or theft in the parkade;
6. Consideration to providing green space within the internal courtyard, by including, shrubs, trees and grass will increase the Natural surveillance and Territoriality of this area;
7. Consideration to providing planting along the northern side of the building. This is a large blank wall fairly close to the public sidewalk. By not having any plantings it creates a large edge effect and provides a large blank canvas for potential graffiti;
8. Consider separating, and clearly labeling the visitor parking from the main parking, this can help increase the security of the parkade and also direct the visitors throughout the space.
9. Consider having side lite in all stairwells, storage, and amenity areas, which will increase surveillance;
10. Visible hydro / electrical boxes to be vinyl wrapped to deter graffiti or be screened from public view should any be needed for the proposed development; and
11. CCTV is not required for this development. It is up to the developer how they wish to proceed with a CCTV system. If proposing a CCTV system, a discussion with a supplier to determine the location and quality of the image should be taken into consideration. A CCTV monitoring system of at least 100 pixels per square foot should be considered for placement around the exterior and common areas of the building, particularly in the covered parking area to prevent break-ins and undesirable behaviour.

Lighting Strategies

Lighting should be directed to the Horizontal (H) plane while providing appropriate Vertical (V) illumination, controlled to ensure that there are no shadowed areas. An even wash of light is more important than the brightness of lighting. Luminaires should be mounted on the building face or on poles. The same white light source should be considered for all exterior lighting. Full cut-off luminaires with high Colour Rendering Index (CRI) of 80 or higher is required for illumination. It is recommended that the developer follow the IESNA (Illuminating Engineering Society) or Dark Skies lighting guidelines.

The following areas require illumination:

Visitor parking

Mailboxes

Pedestrian routes from visitor parking

Main entrance doors of each unit

Exterior side of garage doors

Any internal walkways and main pedestrian routes

Lighting for pedestrian routes should be installed between 3.0 - 6.0 metres in height and be illuminated with an even wash of light. Consider a light level of 10.0 Lux Horizontal and 5.0 - 6.2 Lux Vertical with an average to minimum ratio of 4:1.

Visitor parking areas should have a 10.0 - 12.0 Lux Horizontal and 5.0 - 6.5 Lux Vertical with an average to minimum ratio of 4:1.

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Closing

It is in the opinion of AMR that the proposed apartment building at 259 Hot Springs Road, Harrison will be a positive activity generator for the area and is compatible with the surrounding developments.

Thank you for your time and consideration. If there are any questions, please do not hesitate to contact the undersigned.

Regards,

Cassidy Silbernagel

Cassidy Silbernagel,
CPTED LEVEL II Consultant
AMR Systems Ltd.

File No: 3900-02
Date: September 9, 2024

To: Mayor and Council
From: Ken Cossey, Planning Consultant
Subject: Development Approval Information Bylaw No. 1210, 2024

RECOMMENDATIONS

THAT Council introduce and give first reading to Village of Harrison Hot Springs Development Approval Bylaw 1210 No. 2024; and

THAT Council give second and third reading to Village of Harrison Hot Springs Development Approval Bylaw No. 1210, 2024.

SUMMARY

To present a new Development Approval Information Bylaw for Council's consideration.

BACKGROUND

A Development Approval Information (DAI) Bylaw is a tool that can be used to help the community understand what, if any, impacts a development may or may not have on the community. The authority to create this type of Bylaw is located within sections 484 to 487 of the *Local Government Act* (LGA).

With adoption of the Village's Official Community Plan Bylaw No. 1184, 2022, (OCP) there was discussion on the development of this Bylaw as a part of the implementation requirements of the new OCP. The creation of this bylaw is a two-step process. First you must designate the area in the OCP that this Bylaw covers, as outlined below.

"3.5 Development Approval Information Areas

3.5.1 Areas Designated

- a. This OCP has designated all Development Permit areas as Development Approval Information areas in accordance with provincial legislation in order to meet the purposes of the various development permits within this plan.
- b. This OCP also designates all areas that may be rezoned in any of the following designated areas, the Lakeshore, the Marine Tourist Commercial, the Waterfront Commercial, Village Centre, and the Tourist Commercial areas, as Development Approval Information areas in accordance with provincial legislation in order to assist the residents understand what, if any, the impacts on the Village that may result if the application is approved.

- c. The East Sector Special Planning Area.
- d. The rezoning of any lands that results in ten (10) or more residential dwelling units, being developed.”

Source: Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022.

The second part of this implementation requires an actual DAI bylaw to be created, to outline what type of information is required and who may provide the required information.

DISCUSSION

Under section 484 of the LGA, the Village can adopt the DAI Bylaw to address six issues. With the adoption of this Bylaw, we are addressing the first five out of a total of six categories. The categories are noted below:

- a. The natural environment,
- b. Transportation issues and patterns,
- c. The local infrastructure,
- d. Public facilities,
- e. Community services, and
- f. Displaced tenants due to a large redevelopment application.

The required reports must be provided by the developer and accepted by the Village.

The format of the Bylaw is outlined below.

PART 1.0	ADMINISTRATION
1.1	Citation
1.2	Purpose
1.3	Application of the Bylaw
1.4	Definitions
1.5	Severability
PART 2.0	POLICIES AND PROCEDURES
PART 3.0	TERMS OF REFERENCE
PART 4.0	REPORT REQUIREMENTS
PART 5.0	APPROPRIATE QUALIFIED PROFESSIONAL
PART 6.0	READINGS AND ADOPTION
	Schedule A – Development Approval Information

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

Sections 484 to 487 of *Local Government Act*, RSBC 2015, C 1
Official Community Plan Bylaw No. 1184, 2022

Respectfully submitted:

Reviewed by:



Ken Cossey, MCIP, RPP
Planning Consultant



Tyson Koch
Chief Administrative Officer

Attachment:

Draft Village of Harrison Hot Springs Development Approval Information
Bylaw No. 1210, 2024



DEVELOPMENT APPROVAL INFORMATION BYLAW

BYLAW No. 1210, 2024

**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1210, 2024**

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PART 3.0 TERMS OF REFERENCE 6

PART 4.0 REPORT REQUIREMENTS 6

PART 5.0 APPROPRIATE QUALIFIED PROFESSIONAL 7

PART 6.0 READINGS AND ADOPTION 7

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DRAFT

A bylaw to establish policies and procedures for requiring Development approval information

WHEREAS Council, pursuant to section 485 of the *Local Government Act*, as amended from time to time, has specified in the *Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022*, as amended from time to time, designated areas for which Development Approval Information may be required;

AND WHEREAS Section 486 of the *Local Government Act* requires Council to establish, by bylaw, procedures, and policies on the process for requiring Development Approval Information;

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

PART 1.0 ADMINISTRATION

1.1 Citation

This Bylaw may be cited for all purposes as the “*Village of Harrison Hot Springs Development Approval Information Bylaw No. 1209, 2024*”.

1.2 Purpose

- a) The purpose of this Bylaw is to obtain information on the anticipated impact of a proposed activity or Development within the community; and
- b) Evaluate the impact of the proposed activity or Development on Harrison Hot Springs, if applicable.

1.3 Application of the Bylaw

This Bylaw applies to all Lands, as designated by the Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022, as amended from time to time.

1.4 Definitions

- a) Unless otherwise defined below, the definitions in this Bylaw have the same meaning as outlined in the *Village of Harrison Hot Springs Zoning Bylaw 1115, 2017*, as amended from time to time.

- b) Within this Bylaw the following definitions also apply:

“Council” means Council of the Village of Harrison Hot Springs

“Development Application” means an application for:

- (i) an amendment to a zoning bylaw;
- (ii) a Development permit; or
- (iii) a temporary use permit

“Planner” means the individual assigned to process the Village’s Development applications

“Qualified Professional” means a professional engineer, geoscientist, architect, archaeologist, landscape architect, biologist, planner or other professional licensed to practice in British Columbia with experience relevant to the applicable matter, as determined by the Chief Administrative Officer, or their delegate, who is in good standing with the regulatory body for the individual’s profession

“Report” means a document containing Development approval information that fulfils the requirements of this Bylaw

“Terms of Reference” means a document prepared by the Chief Administrative Officer by reference to Schedule “A” of this bylaw that defines the scope of required Development approval information to be prepared by a Qualified Professional and delivered to the Village

“Village” means the Village of Harrison Hot Springs

1.5 Severability

If any part, section, subsection, paragraph, sentence, clause, phrase, or schedule of this Bylaw is for any reason found invalid by the decision of any Court of competent jurisdiction, such decision must not affect the validity of the remainder of this Bylaw or the validity of the Bylaw as a whole.

PART 2.0 POLICIES AND PROCEDURES

- 2.1 The Planner must review a Development Application alongside the visions, goals, objectives, and policies of the Official Community Plan to determine whether any Development approval information is required.
- 2.2 Factors assessed by the Planner to determine whether any Development approval information is required may include any or all of the following factors:
 - a) The scale and type of the proposed activity or Development;
 - b) The anticipated impact of the proposed activity or Development on surrounding areas and land uses.
- 2.3 The Planner must notify an applicant in writing of any required Development approval information, by providing Terms of Reference prepared in accordance with Part 3 of this bylaw.
- 2.4 An applicant must, at their sole cost, provide the Development approval information in a Report that must be submitted to the Planner within sixty (60) business days of written notification or such greater period of time as the Planner may specify in notifying the Applicant of the requirements.
- 2.5 The Planner must decide if the Report is complete within 45 business days upon receipt of the Report.
- 2.6 If the Report is determined to be incomplete, the applicant must be notified in writing of the nature of the deficiencies.
- 2.7 An applicant may resubmit to the Planner a revised Report addressing the deficiencies within 45 business days of receiving the notification.
- 2.8 The Planner may, after receiving and reviewing a Report or a revised Report, require a peer review of the Report by one or more Qualified Professionals, at the expense of the applicant. The Planner may specify the Qualified Professionals who must be engaged to perform the peer review, or the particular qualifications that are required for the review.
- 2.9 An applicant may apply to Council in writing for reconsideration of a requirement for Development approval information within 30 business days of the date on which the Planner's decision is communicated in writing to the applicant.

PART 3.0 TERMS OF REFERENCE

- 3.1 The Planner may request that the applicant provide one or more Reports prepared by a Qualified Professional related to one or more of the subject areas identified in Schedule “A” of this Bylaw, which is attached to and forms a part of this Bylaw.
- 3.2 The Planner may create Terms of Reference for any required Report by reference to subject matters identified in Schedule “A” of this Bylaw, which is attached to and forms a part of this Bylaw.

PART 4.0 REPORT REQUIREMENTS

- 4.1 In addition to the information required as outlined in Schedule “A”, the Qualified Professional must include the following information in all Reports, unless exempted by the Planner who created the Terms of Reference:
 - a) The legal description and property identifier (PID) of the subject property;
 - b) A description of all relevant charges registered on title, including covenants, easements, and statutory-rights-of-way;
 - c) A site plan prepared by a BC Land Surveyor or other professional as approved by the Planner, drawn at an appropriate scale, and depicting the following information:
 - i) Existing and proposed buildings, structures, impervious surface, and associated features;
 - ii) Location of natural features and infrastructure;
 - iii) Existing property boundaries;
 - iv) Contours at site appropriate contour intervals;
 - v) Proposed site grading and post Development contours;
 - vi) Property boundary setbacks; and
 - vii) Scale and north arrow.
 - d) A description of the data, methodology, and assumptions used to prepare the Report including sufficient detail regarding the assessment and the methodology to facilitate a peer review;
 - e) A description of the context, interaction, scope, magnitude, and significance of the anticipated impact of the proposed activity or Development in respect of the matters set out in the Terms of Reference, including how the anticipated impact may cumulatively contribute to the impact of activities or Developments already approved or applied for;
 - f) Recommendations for conditions or requirements that Council or its delegate may impose to mitigate any anticipated impacts; and
 - g) A quality assurance statement with the signatures and seals of the involved Qualified Professionals.

PART 5.0 APPROPRIATE QUALIFIED PROFESSIONAL

TYPE OF INFORMATION REQUIRED	CONSULTANT REQUIREMENTS
Natural Environment – all or any of the following with the final Report signed by a Registered Professional Biologist (R.P. Bio). Input may be provided by other professionals, as noted, in the adjacent column that are not a Registered Professional Biologist.	Registered Professional Biologist (R.P. Bio) Hydrological Engineer (P. Eng.) Geotechnical Engineer (P. Eng.) Professional Geologist (P. Geo.) Member of Canadian Institute of Planners (MCIP, RPP) Registered Professional Forester (RPF) Architect (MAIBC) Landscape Architect (BCSLA) Professional Agrologist (P. Ag.)
Transportation	Traffic Engineer (P. Eng.)
Infrastructure	Civil Engineer (P. Eng.)
Public Facilities and Community Services – all or any the following with the final Report submitted being signed off by a Civil Engineer (P. Eng)	Member of Canadian Institute of Planners (MCIP) or Certified Member (RPP) Architect (MAIBC) Civil Engineer (P. Eng.)

PART 6.0 READINGS AND ADOPTION

INTRODUCED AND READ A FIRST TIME THIS _____ DAY OF _____, 20__

READ A SECOND TIME THIS _____ DAY OF _____, 20__

READ A THIRD TIME THIS _____ DAY OF _____, 20__

ADOPTED THIS _____ DAY OF _____, 20__

Mayor

Corporate Officer

SCHEDULE “A” DEVELOPMENT APPROVAL INFORMATION

NATURAL ENVIRONMENT

If required, the Report must:

- a) Identify on the site plan of the proposed Development any of the following physical features, both surface and subsurface:
 - i. Wetlands and bogs;
 - ii. Streams, creeks, or rivers, either permanent or intermittent;
 - iii. Foreshore regions;
 - iv. Steep slopes;
 - v. Flora and fauna;
 - vi. Fish and wildlife habitat;
 - vii. Wildfire hazard interface areas;
 - viii. Soil conditions;
 - ix. Surface water drainage patterns; and
 - x. Bedrock;
- b) Estimate the volumes and quality of surface and sub-surface drainage waters that would be directed to watercourses and the methods to be used to ensure that contaminants are not released into these waters as a result of the proposed Development, and in the case of phased Development, each phase of the Development;
- c) Determine the discharge of surface drainage waters into fish habitat;
- d) Determine the effect building construction, installation of impervious areas and removal of trees/vegetation has on soils sand, or silt slipping/eroding into watercourses;
- e) Determine the impact the proposed Development has on the forest, if any, including the trees and understory and including the number and type of trees and type and extent of vegetation, which would be removed to accommodate the proposed Development;
- f) Determine the impact the proposed Development on Wildlife Habitat, if any, and alteration of the native fauna associated with such habitat;
- g) Determine the impact to the proposed road and bridge construction on the watercourses and the banks of such watercourses;
- h) Provide a plan of revegetation during and after construction of the proposed Development to preserve disturbed soils, prevent erosion and sloughing and restore native flora;
- i) Examine the site’s natural environmental features;
- j) Determine how the Development may impact the environment of the site and the adjacent properties;

- k) Determine how the Applicant proposes to mitigate any potential impacts on the environment;
- l) Identify how the Applicant intends to ensure that no foreign materials enter into any watercourses, including, without limitation, greases, oils, gasoline, sediments, and other contaminants during and after the construction phase of the Development; and
- m) Identify the capital works required for the proposed Development, for the protection of the natural environment waters and a cost estimate to perform the works and services.

TRANSPORTATION ISSUES AND PATTERNS

If required, the Report must:

- a) Estimate the number of additional vehicle trips per day generated by the proposed Development and, in the case of phased Development, by each phase of the Development;
- b) Provide an analysis of the proposed Development impact on existing public Highways identified in land use planning documents or any other similar document receiving the increased traffic circulation, including vehicular capacity of the road, size, and configuration of intersections, turning lanes, merging lanes, traffic lights and pullout areas;
- c) Provide an analysis of the impact of the traffic to be generated by the proposed Development on the adjacent uses of the land;
- d) Provide an analysis of the impact of the traffic to be generated by the proposed Development on areas where there may be conflict with vehicles, including, without limitation, paths or walking trails and other intersection points;
- e) Provide onsite parking and loading requirements and identify internal circulation routes of the proposed Development;
- f) Provide a breakdown of traffic flows associated with the proposed Development as follows:
 - i. weekday and weekend traffic volumes;
 - ii. peak morning and evening traffic volumes;
 - iii. different volumes associated with different land use activities; and
 - iv. percentage of in and out flows.
- g) Identify any Highway upgrading, reconstruction, reconfiguration or expansion to the Highways that may be necessary in order to accommodate the current or any additional vehicle trips per day to be generated by the proposed Development, including the construction of or alterations to intersections, turning lanes, merge lanes, traffic lights and pullout area and a cost estimate to perform the works and services; and
- h) Provide solutions to possible traffic problems or opportunities for facilitating active transportation transit use and access by alternative Highways.

LOCAL INFRASTRUCTURE

If required, the Report must:

- a) Estimate the water demand to be generated by the proposed Development, and in the case of phased Development, by each phase of the Development;
- b) Provide an analysis of existing public water systems and the options available for the supply and delivery of water to the proposed Development;
- c) Provide an analysis of existing systems for disposal and treatment of sewer waste and the options available for the treatment and disposal of sewage from the proposed Development;
- d) Estimate the amount of surface drainage waters that would be generated by the proposed Development and the options available for collection, storage, and disbursement of such drainage;
- e) Identify any possible deficiencies of the current water, sewer, and drainage systems in dealing with the proposed Development; and
- f) Identify any new capital works required for the proposed Development for water, sewer and drainage systems and a cost estimate to perform the works and services.

PUBLIC FACILITIES AND COMMUNITY SERVICES

If required, the Report must:

- a) Identify community services that would be affected by the Development including, without limitation, any of the following: the provision of school services, protective services such as fire and police, health care, and recreational services;
- b) Examine the potential financial impacts of the Development on the existing community services and public facilities;
- c) Examine the impact of the Development on the number of users of existing community services and public facilities;
- d) Outline any potential costs required for any works and services needed to address any issue and identify possible strategies to mitigate against the potential impacts, including an outline of the potential funding sources for the provision of additional community services and public facilities that may be required as a consequence of the Development.