




# NOTICE OF MEETING AND AGENDA ADVISORY PLANNING COMMISSION

Wednesday, January 8, 2025, 7:00 PM  
Village Office, 495 Hot Springs Road  
Harrison Hot Springs, BC V0M 1K0

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

<b>1. CALL TO ORDER</b>	
Meeting called to order by Chair Strothotte. Acknowledgement of Sts'ailes traditional territory.	
<b>2. INTRODUCTION OF LATE ITEMS</b>	
<b>3. APPROVAL OF AGENDA</b>	
<b>4. ADOPTION OF MINUTES</b>	
(a) THAT the Advisory Planning Commission Meeting minutes of October 2, 2024 be adopted.	Page 1
<b>5. ITEMS FOR DISCUSSION</b>	
(a) Report of Planning Consultant dated January 8, 2024 Re: Draft Advisory Planning Commission Bylaw No. XXXX	Page 5
<b>6. ADJOURNMENT</b>	

  
Amanda Graham  
Corporate Officer



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

**DATE:** Wednesday, October 2, 2024  
**TIME:** 7:00 p.m.  
**PLACE:** Council Chambers, Village Office  
495 Hot Springs Road  
Harrison Hot Springs, BC

**IN ATTENDANCE:** Andy Strothotte (Chair)  
Judy Duffus  
Allan Garneau  
Ron Logan  
  
Chief Administrative Officer, Tyson Koch  
Planning Consultant, Ken Cossey

**ABSENT:** Robert Guimont  
Kimbal Solar

**1. CALL TO ORDER**

Chair Strothotte called the meeting to order at 7:00 p.m. and acknowledged the traditional territory of Sts'ailes.

Chair Strothotte announced that Julie Chamberlain has resigned from the Advisory Planning Commission.

**2. INTRODUCTION OF LATE ITEMS**

None.

**3. APPROVAL OF AGENDA**

Moved by Judy Duffus  
Seconded by Chair Strothotte

THAT the agenda be approved.

**CARRIED  
UNANIMOUSLY**  
*APC-2024-10-01*

**4. ADOPTION OF MINUTES**

Moved by Judy Duffus  
Seconded by Andy Strothotte

THAT the Advisory Planning Commission Meeting Minutes of August 26, 2024 be adopted.

**CARRIED  
UNANIMOUSLY**  
*APC-2024-10-02*

**5. ITEMS FOR DISCUSSION**

- (a) Report of Planning Consultant dated October 2, 2024  
Re: 260/270 Esplanade Avenue

The Planning Consultant presented a report on Zoning Amendment Bylaw No. 1209, 2024 in relation to a proposed 72-unit hotel and restaurant located at 260/270 Esplanade Avenue. The bylaw proposes to increase the Floor Area Ratio from 1.5 to 1.62, the building height from 15 meters to 20 meters and the lot coverage from 75% to 95%.

Question as to the purpose and relevancy of Design Guidelines Policy 1.39 to this application. The Planning Consultant clarified that the purpose of the policy is to address form and character issues with respect to the Development Permit application for this site, not the zoning amendment. The Policy was provided to the APC for information.

Question as to whether the new Lakeshore requirements set out in this Policy will be taken into consideration for this application. The Planning Consultant advised that they are applicable, and the applicant was provided a draft of the application prior to adoption.

The developer gave a presentation on the application.

The Chair opened the table up for questions to the developer.

Question: Does the 20 meter height include the elevator roof?

Answer: The elevator roof is 2 meters in addition to the 20 meter building height.

Question: Where would guests checking-in park?

Answer: The ground floor site map shows a location where guests checking into the hotel can park in the parking garage.

Question: Will there be Electric Vehicle charging stalls?

Answer: There is not an exact number yet but there would be Electric Vehicle charging stalls installed based on a percentage of the total parking stalls as set by bylaw.

Discussion ensued as follows:

- Having the Ministry of Transportation and Infrastructure (MOTI) conduct a transportation report
- This application was referred to MOTI by Council in addition to the Village's Fire Department for comment
- Community Amenity Contributions legislation/bylaws
- 1 Electric Vehicle stall is required for every 20 parking stalls

Question: Will the gated garage have emergency exit buttons?

Answer: This has not been discussed but believes there would be.

Discussion ensued surrounding a Crime Prevention Through Environmental Design Report.

3  
*Village of Harrison Hot Springs*  
*Minutes of the Advisory Planning Commission*  
*October 2, 2024*

Question: Has there been any thought given to recycling water runoff for irrigation or other non-domestic uses?

Answer: This has not been discussed.

Question: Where will the storm water go?

Answer: Storm water will be tied into the municipal storm water system.

Discussion ensued regarding the following:

- The height is significant
- If the Design Guidelines Policy 1.39 applies to this development, there are some concerns that would hinder this project from continuing
- Concerns regarding the impact to Lillooet Avenue with the backs of all the buildings
- Metal bar fencing is comparable to chain link fencing
- Incorporating a mural to give the building more character
- Concerns about the increase in lot coverage particularly with respect to the back of the lot
- Lack of public amenities

Question: Will the rooftop patio be open to the public?

Answer: No, it will only be available for guest use.

Question: Was any consideration given to putting the first level of parking underground?

Answer: Based on existing issues, a full storey height underground was not an option so it would make little difference to the overall height. When residential and commercial spaces are placed above amenity areas, the amenity area ceiling height needs to be higher to account for ducting.

Question: What issues are preventing putting in a full storey height underground?

Answer: This could potentially be researched to reduce the total height.

The CAO advised that with the site's proximity to the lake, there may be issues such as groundwater considerations and engineering restrictions. Building underground would create considerations for the foundation to keep water out, and the water underground would need to be pumped out. Discussion ensued regarding the Harrison Lake Hotel where parking is completely underground.

The developer suggested stepping back the fifth and sixth floors to accommodate height concerns.

Discussion ensued regarding the fact that this project could establish what the future form and character is on Esplanade Avenue and could create a wall between Esplanade Avenue and the rest of the Village.

**Moved by Judy Duffus**  
**Seconded by Ron Logan**

4  
Village of Harrison Hot Springs  
Minutes of the Advisory Planning Commission  
October 2, 2024

THAT the Advisory Planning Commission recommend that Council approve of this application subject to the following:

- A shade study
- A Crime Prevention Through Environmental Design (CPTED) Report
- An infrastructure impact analysis, exploring rainwater recycling
- The developer exploring putting the first floor underground to reduce the overall height
- A traffic impact analysis
- Careful consideration by Council of Design Guidelines Policy 1.39 in regard to this development.

**CARRIED  
UNANIMOUSLY**  
*APC-2024-10-03*

- (b) Report of Corporate Office dated October 2, 2024  
Re: Terms of Reference and Reporting Procedure

**Moved by Allan Garneau**  
**Seconded by Judy Duffus**

THAT the Corporate Officer's report dated October 2, 2024 regarding Terms of Reference and Reporting Procedure be received for information.

**CARRIED  
UNANIMOUSLY**  
*APC-2024-10-04*

**6. ADJOURNMENT**

**Moved by Judy Duffus**  
**Seconded by Ron Logan**

THAT the meeting be adjourned at 8:13 p.m.

**CARRIED  
UNANIMOUSLY**  
*APC-2024-10-05*

---

Andy Strothotte  
Chair

---

Amanda Graham  
Corporate Officer

# ADVISORY PLANNING COMMISSION REPORT

## Advisory Planning Commission

File No: Draft APC Bylaw XXXX  
Date: January 8, 2025

To: Advisory Planning Commission  
From: Ken Cossey, Planning Consultant  
Subject: Draft APC Bylaw XXXX

---

### SUMMARY

As a part of the various Land Development Bylaws and policies updates, the current Advisory Planning Commission (APC) Bylaw was noted as one of the many Bylaws to be updated. The draft bylaw has been reviewed and updated; however, APC member comments and input are recommended before the Bylaw is given first reading. Sections highlighted in yellow are for removal, and sections highlighted in blue are additions.

**BACKGROUND** - Not Applicable

**DISCUSSION** - Not Applicable

### FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

**POLICY CONSIDERATIONS** – not applicable

Respectfully submitted:



---

Ken Cossey, MCIP, RPP  
Planning Consultant

Reviewed by:



---

Tyson Koch  
Chief Administrative Officer

Attachment: Draft APC Bylaw XXXX



VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. XXXX, 2024

**A bylaw for the purpose of establishing an Advisory Planning Commission**

---

**WHEREAS** the Village of Harrison Hot Springs has deemed it advisable to update the current bylaw and to continue with the use of an Advisory Planning Commission;

**AND WHEREAS** Section 461(1) of the *Local Government Act*, as amended from time to time, indicates that a council may, by bylaw, establish an Advisory Planning Commission;

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

**1.0 ADMINISTRATION**

**1.1 Title**

- a) This Bylaw may be cited for all purposes as the “*Village of Harrison Hot Springs Advisory Planning Commission Bylaw, 1215, 2024.*”

**1.2 Purpose**

- a) The Advisory Planning Commission has been created to advise the Council on various land use planning matters referred to the Commission by the Council; and
- b) any other land use issue as referred by Council from time to time.

**1.3 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) In this Bylaw the following definitions also apply:

**Commission**

means the Advisory Planning Commission.

**Corporate Officer**

means the individual appointed to this position for the Village of Harrison Hot Springs



## 1.4 Severability

- a) If any section, subsection, sentence, paragraph, schedule or form forming part of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the section, subsection, sentence, paragraph, schedule or form may be severed from the Bylaw without affecting the validity of the Bylaw or any portion of the Bylaw remaining or any remaining forms.

## 2.0 APPOINTMENT TO THE ADVISORY PLANNING COMMISSION

- a) Council may request the Chief Administrative Officer to place a local notice advertising for an individual to apply for any vacant position on the Commission.
- b) Council may, by resolution, appoint up to six (6) members ~~and the Chair~~ to the Commission who must serve without remuneration.
- c) The members of the Commission will serve without remuneration, but maybe remunerated for out-of-pocket expenses with the approval of Council.
- d) The appointment of the ~~respective Commission members~~ ~~Commissioners~~ remains in effect until revoked by Council or if the Commission member ~~Commissioner~~ is unable to serve.
- e) The Council ~~shall~~ ~~must~~ not appoint to the Commission any person as a member:
  - (i) who is an ~~elected representative~~ Council member of the Village of Harrison Hot Springs or is a regional director of the Fraser Valley Regional District Board;
  - (ii) an employee or officer of the Village of Harrison Hot Springs; or
  - (iii) the Approving Officer of the Village of Harrison Hot Springs.

## 3.0 ADVISORY PLANNING COMMISSION ATTENDANCE TO MEETINGS

- a) If a member of the Commission fails to attend two consecutive meetings of the Commission, without leave of the Chair of the Commission, the member ~~shall~~ ~~must~~ be deemed to have resigned and the Council ~~shall~~ ~~must~~ appoint a replacement.
- b) A member may apply for leave from the Chair of the Commission with respect to the members' non-attendance at a Commission meeting by notifying the Chair, within one week ~~from~~ ~~of~~ the date of the meeting for which leave is sought, setting forth grounds for their non-attendance.
- c) Where a member fails to apply for leave as set forth in sub-section (b) ~~above~~ ~~(c)(ii)~~ the non-attendance ~~shall~~ ~~must~~ be deemed to be without leave and ~~shall~~ ~~must~~ be noted as such in the minutes of the meeting.

#### 4.0 TECHNICAL AND RESOURCE SUPPORT FROM COUNCIL

- a) The Council shall must provide the Commission with a secretary to perform such secretarial duties as are required.
- b) The Chief Administrative Officer and other staff approved by the Chief Administrative Officer will may attend the Commission meetings as a liaison and provide technical advice as requested.

~~2. The Harrison Hot Springs Advisory Planning Commission does not have delegated authority and is advisory to Council on:~~

- ~~(a) Official Community Plan, and proposed amendments~~
- ~~(b) Zoning Bylaw and proposed amendments~~
- ~~(c) Neighbourhood plans~~
- ~~(d) Land use policy issues; and~~
- ~~(e) any other land use issue as referred by Council from time to time. (Addressed in s 1.2 above)~~

~~3. The Commission must consider and report on all matters referred to it by the Council. (Already implied in the referral sent to the Commission)~~

~~4. The Commission must report to the Council within the time designated by the Council. If the report is not provided within the time designated then the Council may:~~

- ~~(a) extend the time within which the report is to be provided; or~~
- ~~(b) determine the matter without the report (Already addressed in the Development Procedures Bylaw – 21 days and can be extended another 30 days)~~

~~5. In complying with the request of the Council for recommendations under Section 3, and in the general execution of its duties, the Commission must have as its objective the systematic and orderly growth of the Village for the ultimate benefit of the community. (Cannot tell or direct the Commission members to vote a certain way)~~

#### 5.0 COMMISSION SECRETARY DUITES

- a) The duties of the Commission Secretary, appointed pursuant to Section 4(f), shall must be:
  - (i) to provide notice of the meetings to the members of the Commission;
  - (ii) to prepare the agendas for the Commission;
  - (iii) to record the minutes of all meetings and forward to the Corporate Officer for inclusion on the Council Agenda.

#### 6.0 COMMISSION MEETINGS

- a) The commission shall must set its regular meeting dates and meeting times.
- b) In addition to regular meetings, the Commission may meet at any time at the call of its Chair to consider matters.

- c) Whenever the regularly scheduled meeting of the Commission falls upon on a statutory holiday the Commission shall must meet on the next following day which is not a holiday.
- d) The Commission shall must hold its meetings in the Municipal Village office. Harrison Hot Springs, unless otherwise duly directed by its Chair.
- e) The Commission shall must keep minutes of its proceedings and must read and adopt the minutes of each meeting at the next following meeting.
- f) The Commission shall must communicate its recommendation to the Council in writing.
- g) The Commission shall must decide all questions by a majority vote of those members present.
- h) All points of procedure not provided for in this bylaw must be decided in accordance with the provisions of the Village of Harrison Hot Springs Council Procedure Bylaw, as amended from time to time.
- i) Four members shall must constitute a quorum of the Commission.

## 7.0 SELECTION OF A CHAIR AND A MEETING CHAIR

- a) At the initial meeting of the Commission, the members must pick a Commission Chair.
- b) If the Chairperson is absent from a meeting, the members present must choose a temporary Chairperson who shall must preside at that meeting.

## 8.0 DUTIES OF THE CHAIR

- a) The Chair shall must maintain order at all times.
- b) The Chair shall must determine all points of order as they arise.
- c) The Chair shall must have the same right of vote as the other members of the Commission and in case of equality of the votes for or against a question, the question must be negated and the Chair must so declare.

~~10. The Commission must keep minutes of its proceedings and must read and adopt the minutes of each meeting at the next following meeting.~~

~~11. The Commission must communicate its recommendation to the Council in writing.~~

~~12. The Commission must decide all questions by a majority vote of those members present.~~

~~13. All points of procedure not provided for in this bylaw must be decided in accordance with the provisions of the Village of Harrison Hot Springs Council Procedure Bylaw.~~

## 9.0 REPEAL

- a) The Village of Harrison Hot Springs Bylaw 1006, 2012 is hereby repealed, effective the date of the adoption of this Bylaw.

**10.0 EFFECTIVE DATE**

This Bylaw takes effect upon the date of its adoption by Council.

INTRODUCED and READ a first time this \_\_\_\_\_, day of 2024,

READ a second time this \_\_\_\_\_, day of \_\_\_\_\_ 2024,

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_ 2024,

ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_

Mayor

\_\_\_\_\_

Corporate Officer

DRAFT