



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, February 14, 2011
Time: 7:00 p.m.
Location: Council Chambers, Memorial Hall, 290 Esplanade Avenue,
Harrison Hot Springs, British Columbia

1. CALL TO ORDER			
	(a)	Meeting called to order by Mayor Becotte	
2. INTRODUCTION OF LATE ITEMS			
3. APPROVAL OF AGENDA			
4. ADOPTION AND RECEIPT OF MINUTES			
<input type="checkbox"/> Regular Council Minutes – January 17, 2011.		THAT the minutes of the Regular Council Meeting of January 17, 2011 be adopted.	Item 4.1 Page 1
<input type="checkbox"/> Parks and Recreation – November 30, 2010		THAT the minutes of the Parks and Recreation Commission of November 30, 2010 be received.	Item 4.2 Page 9
<input type="checkbox"/> Economic Development – November 18, 2010		THAT the minutes of the Economic Development Commission of November 18, 2010 be received.	Item 4.3 Page 13
5. BUSINESS ARISING FROM THE MINUTES			
6. DELEGATIONS AND PETITIONS			
<input type="checkbox"/>		None	

13. BYLAWS

☐ Zoning Amendment Bylaw
No. 912, 2009

THAT Zoning Bylaw Amendment Bylaw No. 912, 2009 be adopted.

Item 13.1
Page 39

☐ Business Licencing and
Regulation Bylaw No. 945, 2010

THAT Business Licencing and Regulation Bylaw No. 945, 2010 be adopted.

Item 13.2
Page 41

☐ Council Procedure Bylaw No.
958, 2011

THAT Council Procedure Bylaw No. 958, 2011 be adopted.

Item 13.3
Page 53

14. QUESTIONS FROM THE PUBLIC (AGENDA ITEMS ONLY)

15. ADJOURNMENT

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

DATE: January 17, 2011
TIME: 7:00 p.m.
PLACE: Council Chambers

IN ATTENDANCE: Mayor Ken Becotte
Councillor Dave Harris
Councillor Dave Kenyon
Councillor Bob Perry

Ted Tisdale, Chief Administrative Officer
Andre Isakov, Community and Economic
Development Officer
Michael Rosen, Planning Consultant
Debra Key, Corporate Officer (Recorder)

ABSENT: Councillor Allan Jackson

1. CALL TO ORDER

The Mayor called the meeting to order at 7:00 p.m.

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved by Councillor Harris
Seconded by Councillor Perry

THAT the agenda be approved.

CARRIED
UNANIMOUSLY

4. ADOPTION AND RECEIPT OF MINUTES

Moved by Councillor Kenyon
Seconded by Councillor Harris

☐ Regular Council Meeting
Minutes – December 6, 2010

THAT the minutes of the Regular Council Meeting of December 6,
2010 be adopted.

CARRIED
UNANIMOUSLY

Moved by Councillor Perry
Seconded by Councillor Harris

☐ Special Council Meeting
Minutes – December 14, 2010

THAT the minutes of the Special Council Meeting of December 14,
2010 be adopted.

CARRIED
UNANIMOUSLY

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
January 17, 2011*

☐ Special Council Meeting
Minutes – January 6, 2011

Moved by Councillor Harris
Seconded by Councillor Kenyon

THAT the minutes of the Special Council Meeting of January 6, 2011 be adopted.

**CARRIED
UNANIMOUSLY**

☐ Public Hearing Record –
December 6, 2010

Moved by Councillor Kenyon
Seconded by Councillor Perry

THAT the record of the Public Hearing of Official Community Plan Bylaw Amendment Bylaw No. 955, 2010, Zoning Bylaw Amendment Bylaw No. 956, 2010 and Official Community Plan Bylaw Amendment Bylaw No. 957, 2010 of December 6, 2010 be adopted.

**CARRIED
UNANIMOUSLY**

☐ Communities in Bloom
Committee Meeting Minutes
– September 16, 2010

Moved by Councillor Harris
Seconded by Councillor Kenyon

THAT the minutes of the Communities in Bloom Committee Meeting of September 16, 2010 be received.

**CARRIED
UNANIMOUSLY**

☐ Harrison Lake Harbour
Commission Meeting
Minutes – November 4, 2010

Moved by Councillor Perry
Seconded by Councillor Harris

THAT the minutes of the Harrison Lake Harbour Commission Meeting of November 4, 2010 be received.

**CARRIED
UNANIMOUSLY**

5.

BUSINESS ARISING FROM THE MINUTES

None

6.

PUBLIC AND STATUTORY HEARINGS

None

*Village of Harrison Hot Springs
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7.

DELEGATIONS and PETITIONS

□ BC Assessment

Raj Sandhu, BC Assessment re 2011 Assessment Roll information

Raj Sandhu from BC Assessment provided brief highlights of 2011 Assessment Roll and how it will affect the citizens of Harrison Hot Springs. Factors that are considered – typical increases and decreases by property class, roll totals by property class and resources that are available to property owners.

Majority of assessments are based on market value. July 1 is evaluation date. The assessments that the property owners receive in January are six months old by the time you get them. October 31 is the permitted use or physical condition of house.

Factors that are considered are location of property, age, style, condition, land size, selling price and improvements, any other circumstances of value. Residential stratas, condos saw a 0%-10% increase, single family went up 5%, commercial properties -5% - 5%. These numbers were based on an overview of the market.

Most hotels experienced a little bit of a drop. Total assessment roll increased by about 5%. The 2011 non market roll change around \$600,000.

Resources available to property owners and public offered on the www.bcassessment.ca website. EValue BC is a new topic on website. Also available to owners is an online appeal form. Appeal deadline is January 31, 2011.

The Mayor thanked R. Sandhu for his presentation.

□ S. Key, Tourism Harrison

Stephanie Key, Tourism Harrison re Update

Stephanie Key provided a brief overview and powerpoint presentation of Tourism Harrison. They are primarily funded by the 2% Hotel Tax. Funds are used to market Harrison Hot Spring's initiatives and to raise awareness. Tourism Harrison directs marketing efforts through online, social media, newspaper, trade and consumer show efforts, etc. Tourism also has the fee for operator service agreement with the Village. Stats from Visitor Centre. Total # of visitors from 2009 – 2010 down 8.4% however emails inquiries up 13.5%. The website for Tourism Harrison has been updated to provide valuable information regarding multiple topics for the many visitors to the site. Traffic and virtual viewing format increases were discussed. This information is important to secure government funding.

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Challenges facing the tourism industry were noted. 2009 2% revenue was down from 2008 and 2010 expects to be down a bit further.

Ian Maw, HHS Resort and Spa discussed some of the Tourism issues affecting the Resort at this time.

Mayor Becotte thanked S. Key and I. Maw for their input.

Councillor Kenyon commended S. Key and I. Maw for their excellent efforts in promoting the Village.

8. CORRESPONDENCE

☐ Email from Fisheries and Oceans Canada re Draft Recovery Strategy and Proposed Critical Habitat for Salish Sucker

☐ Email from UBCM re Proposed Water Sustainability Act

9. BUSINESS ARISING OUT OF CORRESPONDENCE

☐ Email from UBCM re Proposed Water Sustainability Act

Staff to review and report back to Council regarding any possible implications for Harrison.

**REPORTS OF COMMITTEES, COMMITTEE OF THE WHOLE
AND COMMISSIONS**

None

10. REPORTS FROM MAYOR

There is still room in the Focus Group Session for the Village Rebranding. Reported that the in line survey is on the Village website.

- Attended Film Tour Group
- FVRD – held elections for Chair for FVRD, Director Patricia Ross, Chuck Stam as Vice Chair
- FVRD Hospital District Board Director Sharon Gaetz, Chair, John Smith as Acting Chair.
- Experience the Fraser – have been invited to take part in planning exercise end of January
- Business Excellence Awards February 24, 2011 – planning well underway
- National Non Smoking Week – this week “Weedless Wednesday”
- There will be a Community to Community Forum – March 1, 2011 in North Vancouver

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- Local Government Leadership Academy – Mayor and Councillor Perry will be attending February 16-18, 2011
- Federation of Canadian Municipalities – FCM Conference – Councillor Jackson, A. Isakov and Mayor will be attending
- Received letter from BC Timber Sales – additional information for timber sales. February 18, 2011.
- Memorial Hall is now completed – Grand re-opening Open House on February 3, 2011, 1:00 pm – 5:30 pm. There will be ribbon cutting and ceremony, refreshments and cake. Harrison Tourism and Chamber of Commerce will be co-hosting an Open House focused on the business community and business partners from 6:30 to 8:30 p.m.

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT all Regular Council meetings will be held in the Memorial Hall commencing February 14, 2011.

**CARRIED
UNANIMOUSLY**

11. REPORTS FROM COUNCILLORS

Councillor Harris

- Attended Film Tour group dinner
- CIB meeting on January 20th at 7 pm

Councillor Kenyon

- Attended Film Tour

Councillor Jackson On Vacation

Councillor Perry

- Greeted Agassiz Library CEO and his assistant in December
- January 6, 2011 attended the Film Tour dinner
- Attended C2C Forum at Seabird Island

REPORTS FROM STAFF

Moved by Councillor Harris
Seconded by Councillor Perry

☐ Interim Audit Report –
December 9, 2010

Report of Director of Finance – December 9, 2010
Re: Interim Audit Report

THAT Council receives the 2010 Interim Audit Report from McConnell, Voelkel dated December 3, 2010

**CARRIED
UNANIMOUSLY**

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
January 17, 2011*

☐ Hemlock Resort Master Plan and Proposed Resort Expansion – January 11, 2011

**Moved by Councillor Kenyon
Seconded by Councillor Harris**

Report of Community and Economic Development Officer – January 11, 2011

Re: Hemlock Resort Master Plan and Proposed Resort Expansion

THAT Council endorses comments in this report, to be conveyed in a formal letter as a response to the Draft Hemlock Resort Master Plan from the Village of Harrison Hot Springs.

**CARRIED
UNANIMOUSLY**

☐ Partners for Climate Protection (PCP) Program – January 11, 2011

**Moved by Councillor Kenyon
Seconded by Councillor Harris**

Report of Community and Economic Development Officer – January 11, 2011

Re: Partners for Climate Protection (PCP) Program

THAT Council support the attached resolution for the Village of Harrison Hot Springs to join the FCM-ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program.

**CARRIED
UNANIMOUSLY**

13.

BYLAWS

☐ Zoning Amendment Bylaw No. 912, 2009 – January 10, 2011

**Moved by Councillor Kenyon
Seconded by Councillor Harris**

Report of Michael Rosen, Planning Consultant – January 10, 2011

Re: Zoning Amendment Bylaw No. 912, 2009 (Tugboat Junction)

THAT Village of Harrison Hot Springs Zoning Bylaw Amendment Bylaw No. 912, 2009 be read a third time; and

THAT subject to the execution of the covenant, staff clarify access to the drainage ditch on the property.

**CARRIED
OPPOSED BY COUNCILLOR PERRY**

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
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□ Business Licencing and
Regulation Bylaw No. 945, 2010

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT Business Licencing and Regulation Bylaw No. 945, 2010 be received for third reading.

**CARRIED
UNANIMOUSLY**

□ Council Procedure Bylaw No.
958, 2011

Moved by Councillor Harris
Seconded by Councillor Kenyon

THAT Council Procedure Bylaw No. 958, 2011 be received for first reading as amended.

**CARRIED
UNANIMOUSLY**

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT Council Procedure Bylaw No. 958, 2011 be received for second reading as amended.

**CARRIED
UNANIMOUSLY**

Moved by Councillor Perry
Seconded by Councillor Kenyon

THAT Council Procedure Bylaw No. 958, 2011 be received for third reading as amended.

**CARRIED
UNANIMOUSLY**

□ Neighbourhood Planning Area
2 – Official Community Plan
Amendment Bylaw No. 962, 2011

Moved by Councillor Harris
Seconded by Councillor Kenyon

Report of Michael Rosen, Planning Consultant – January 10, 2011
Re: Neighbourhood Planning Area 2 – Official Community Plan Bylaw Amendment No. 961, 2011

THAT Official Community Plan Amendment Bylaw No. 961, 2011 be read a first time;

THAT pursuant to Section 879 of the *Local Government Act*, the comments previously received by the Advisory Planning Commission, the Fraser Valley Regional District, the Economic Development Commission, and the Neighbourhood Planning Area Working Group, be considered sufficient for consultation purposes; and

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THAT staff be authorized to schedule a public information meeting regarding Official Community Plan Amendment Bylaw No. 961, 2011 prior to the holding of a public hearing.

**CARRIED
UNANIMOUSLY**

14.

QUESTIONS FROM THE PUBLIC

A member of the public asked when the next Special Budget meeting will be held. The Director of Finance reported that it should be early February.

A member of the public asked if all other issues were settled regarding Tugboat Junction.

A member of the public commented on past fires that have occurred in Harrison Hot Springs.

A member of the public asked what the time frame will be for the Public Information meeting regarding the Neighbourhood Planning Area.

ADJOURNMENT

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT the meeting be adjourned at 8:49 p.m.

**CARRIED
UNANIMOUSLY**

Ken Becotte
Mayor

Debra Key
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
PARKS AND RECREATION COMMISSION MEETING**

DATE: Tuesday, November 30, 2010
TIME: 10:00 a.m.
PLACE: Council Chambers

IN ATTENDANCE:

Andre Isakov, CEDO
 Janne Perrin
 Ed Stenson, Chair
 Ruth Altendorf
 Ted Tisdale, Interim CAO
 Donna Cooney
 Delphine Gornall

ABSENT: Teresa Baxter
 Dave Harris, Councillor
 Ken Burningham
 Ken Becotte, Mayor

Recording Secretary, K. Burr

1. CALL TO ORDER

The Chair called the meeting to order at 10:05 a.m.

2. LATE ITEMS

☐ BANFV

Bear Awareness Notification of the Fraser Valley. They have decided to meet with the Fraser Valley Regional District Environment Committee.

3. ADOPTION OF MINUTES

☐ Adoption of
 October 26, 2010
 Minutes

Moved by Donna Cooney
Seconded by Ruth Altendorf

THAT the minutes of the October 26, 2010, Parks and Recreation Commission meeting be adopted.

CARRIED

Errors and Omission

Page 2 second line should say The Village will not accept liability for injury incurred on the trails on Mr. Kingma's property in the East Sector.

Page 2 should read with the community instead of will the community.

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE PARKS AND RECREATION COMMISSION MEETING
NOVEMBER 30, 2010
PAGE (2)**

4. **BUSINESS ARISING FROM THE MINUTES**

5. **DELEGATIONS/PETITIONS**

6. **CORRESPONDENCE**

None

7.

☐ Memorial
Benches/Plaques

A copy of the new policy was available for everyone to read. No comments were addressed. A memorial tree was planted and is in need of a plaque. Staff is working on getting samples and prices for tree plaques. It was noted that on the memorial bench application it should state the option for a memorial tree.

☐ CEDO update

Andre Isakov gave an update on the removal of the invasive plants in the Miami. It was noted that a Trails Master Plan is in the process of being worked on and will be provided to the Commission for input in the near future. It was noted that Teresa's work on the North side of the Lagoon was greatly appreciated.

☐ Trail Signage

Information from the Trails group was brought forward for the Trails Master Plan. It was noted that lighting for some trails is needed.

☐ Chorfest Update

Everything is on track for this year's operations.

☐ Beach Front Erosion
and Blowing Sand

Last month it was mentioned that we should have some outside support on erosion of the beachfront. It was mentioned that the existing lock blocks are making a big difference and it is recommended that it is looked at expanding it farther.

☐ Hemlock Valley
Development
Proposal

It was noted that there are public hearings tonight in Mission and tomorrow in Chehalis for those looking for more information. Talk went around the table and it was mentioned that Harrison should be involved with this development.

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE PARKS AND RECREATION COMMISSION MEETING
NOVEMBER 30, 2010
PAGE (3)**

Next meeting will be January 25, 2011. The CAO would like to add the DCC Bylaw and the Tree Bylaw for review by the Commission for the meeting in January.

8.
☐Adjournment

ADJOURNMENT

Moved by Delphine Gornall
Seconded by Donna Cooney

THAT the meeting be adjourned at 11:14.

CARRIED

Ed Stenson (Chair)

Krystal Burr
(Recording Secretary)

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE ECONOMIC DEVELOPMENT COMMISSION**

DATE: November 18, 2010
TIME: 9:00 a.m.
PLACE: Council Chambers, Harrison Hot Springs, B. C.

IN ATTENDANCE Robert Reyerse, Chair
 Danny Crowell, Deputy Chair
 Andre Isakov, CEDO
 Stephanie Key
 Frank Peters
 Ted Tisdale, CAO
 Karl Dopf
 Kim Edmonson
 Recording Secretary, C. Richardson

ABSENT: Phyllis Stenson
 Fred Gornall
 Ken Becotte, Mayor
 Dave Kenyon, Councillor

1. CALL TO ORDER

The Chair called the meeting to order at 9:06 am.

2. LATE ITEMS

Discussion of the Hemlock Valley Master Plan
 Kingma Update
 Breakwater Construction

3. ADOPTION AND RECEIPT OF MINUTES

□ EDC Minutes
 of September
 22/10

CEDO Andre Isakov indicated that the APC members took serious offence to a comment made at the last EDC meeting. It was stated that the comment was a general statement and not intended to be personal. The Chair will write a letter to the Chair of the APC to clarify the issue.

Moved by Karl Dopf
Seconded by Danny Crowell

THAT the minutes of the Economic Development Commission meeting of September 22, 2010 be adopted.

CARRIED

**VILLAGE OF HARRISON HOT SPRINGS MINUTES OF THE
ECONOMIC DEVELOPMENT COMMISSION MEETING
November 18, 2010
PAGE (2)**

4. BUSINESS ARISING FROM THE MINUTES

None

5. DELEGATIONS/PETITIONS

None

6. ITEMS FOR DISCUSSION

**☐ Municipal
Re-Branding
Update**

CEDO Andre Isakov provided information regarding the municipal re-branding and the re-branding process. It was noted that the EDC will operate as a steering committee with the proponent. The CEDO and the Chair will establish dates for steering committee meetings.

**☐ Event
Planner Update**

Event Coordinator Kim Edmonson provided a brief overview of the activities that she is involved with at this point. There was discussion of the event planning website that is in the works. A RFI was been put out for ideas for an event in the fall. There was discussion of linking up with the "Taste of Agassiz" event.

☐ DCC's

CAO Ted Tisdale updated the Commission on DCC's and current developments in the Village. The EDC members were requested to review the provided document regarding DCC's. It was noted that this item will be discussed further at the Council Retreat scheduled for November 23/24. It is anticipated that the new rates will be effective July 1, 2011.

**☐ CEDO
Update**

CEDO updated the Commission of projects in the works including re-branding and the scheduled "Film Tour" on January 6 & 7. The EDC members expressed their approval of this event.

CEDO requested input from the EDC members on the item of placing and advertisement in Invest in BC magazine which has a distribution of 20,000. The EDC members expressed their approval that the CEDO move forward with this item.

**☐ Hemlock
Valley Master
Plan**

EDC member Karl Dopf provided a document for review regarding the Hemlock Valley Master Plan. The EDC members discussed the document and what it could mean to the Village and the possibility of linking up with this project. The Chair suggested that future discussion of this item is necessary. CAO indicated that a letter from the Mayor to the Ministry may be necessary. There was concern from the members that the Village was not included in the documentation of the Master Plan.

**VILLAGE OF HARRISON HOT SPRINGS MINUTES OF THE
ECONOMIC DEVELOPMENT COMMISSION MEETING**

November 18, 2010

PAGE (3)

Moved by Karl Dopf

Seconded by Frank Peters

THAT Council should be in contact with the Ministry of Natural Resources regarding the Hemlock Resort expansion project as well as included as a referral agency to keep abreast of further developments.

CARRIED

☐ Kingma
Update

EDC members asked if Whippoorwill Point was for sale. CAO indicated that he was not aware that the land was for sale and the only project Kingma has on the books is on Hot Springs Road. A large portion of the east sector will be dedicated park land and there is potential for an interpretive center. There was discussion of development in these areas.

☐ Breakwater

EDC member discussed the breakwater improvement project that is underway. This project is lead by the District of Kent. It was not possible to have a walking path along the top of the breakwater as the DFO will not allow for a walkway there.

Moved by Frank Peters

Seconded by Karl Dopf

THAT the Harrison Lake Harbour Commission re-visits introducing a walkway on the new breakwater.

CARRIED

Next meeting to be held on December 14, 2010 at 9:00 am.

7.

ADJOURNMENT

Moved by Karl Dopf

Seconded by Danny Crowell

THAT the meeting be adjourned.

CARRIED

Robert Reyerse
Chairman

Cindy Richardson
Recording Secretary



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council

DATE: February 4, 2011

FROM: Andre Isakov,
Community and Economic Development Officer

FILE: 6430-05

SUBJECT: Corporate Greenhouse Gas Inventory and Reduction Plan – 2011 Update

ISSUE:

Village staff have revised the Corporate Greenhouse Gas Inventory and Reduction Plan to account for 2010 energy consumption and Greenhouse Gas (GHG) output, and to update corporate GHG reduction strategies.

BACKGROUND:

This Plan aims to spark the internal corporate discussion about carbon neutrality and the four key steps towards achieving it:

- Measurement/Inventory;
- Reduction Strategies/Plan;
- Plan for Offsets;
- Reporting.

This corporate energy and GHG inventory profile provides a snap-shot of all corporate emissions in the Village of Harrison Hot Springs in 2010. It also provides a comparative perspective since the inventory data is now available for 2009 and 2010. As part of this inventory: corporate sources of emissions were identified, data of energy consumption was collected, and conversions of fuel/energy consumption into a measure of greenhouse gas emissions were performed. The ongoing tracking of data allows for ongoing strategy adjustments and modifications in order to maximise reductions.

The review of the 2010 corporate GHG inventory indicates that the Village of Harrison Hot Springs produced 90 tonnes of carbon dioxide emissions (CO₂e) through municipal operations that year. In 2010 there was an 11.8% reduction in corporate CO₂e output in comparison to 2009. Furthermore, the review indicates that the Village spent \$99,796.92 on corporate energy. Please refer to the study for further data breakdown.

The revised plan recommends the following GHG reduction actions:

1. Continue to communicate a clear direction to change "business as usual";
2. Continue to encourage and support work of the Corporate Sustainability Task Team in regards to carbon neutrality;
3. Continue with the provision of allocation of additional human resources and funds to champion and implement energy and GHG reduction strategies;
4. Continue to review existing and monitor future policies, procedures, and plans to make sure that they align with the goal of carbon neutrality;
5. Commit to a 25% reduction in real corporate carbon emissions by 2015 from the 2009 base year;
6. Commit to purchasing carbon offsets from the Pacific Carbon Trust to offset the 90 tCO₂e produced in 2010 in order to achieve corporate carbon neutrality and to set a positive example.

The recommendation to commit to achieving corporate carbon neutrality through the purchase of carbon offsets from the Pacific Carbon Trust in 2011 based on the 2010 inventory is of particular importance as it provides the municipality with the opportunity to become a proactive sustainability leader. By signing onto the BC Climate Action Charter, the Village has already agreed to become carbon neutral in respect to municipal operations by 2012. However, this recommendation proposes that the Village of Harrison Hot Springs take more proactive steps to become a "green leader" and join municipalities like the Whistler, the District of North Saanich, and the City of Surrey who are looking to lead the carbon neutrality movement by becoming carbon neutral in 2011, a year ahead of when it's required by the Province.

The best source for third party verified and government accepted carbon offsets is the Pacific Carbon Trust (PCT). The PCT is a crown corporation of the Government of BC, created to deliver quality made-in-BC greenhouse gas offsets to help clients reduce their carbon footprint and drive the growth of BC's low-carbon economy. By offsetting the 2010 corporate carbon emissions the Village of Harrison Hot Springs will become one of the first, perhaps even the first, municipality in Canada to achieve corporate carbon emissions.

The PCT currently charges \$25 to offset one tonne of CO₂. It is estimated that it will cost the Village of Harrison Hot Springs \$2,250 to offset the CO₂e for 2010.

This initiative will be accompanied by a media promotion strategy and a joint Village/PCT press release to announce the achievement.

RECOMMENDATION:

THAT Council receive the report and direct the staff to proceed with the action items outlined in the Plan towards achieving corporate carbon neutrality, including the purchase of carbon offsets from the Pacific Carbon Trust to offset all the corporate CO₂e produced in 2010.

Respectfully submitted for your consideration;



Andre Isakov
Community and Economic Development Officer

DIRECTOR OF FINANCE COMMENTS:

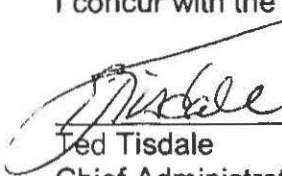
I concur with the recommendation.



Dale Courtice
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

I concur with the recommendations.



Ted Tisdale
Chief Administrative Officer



Village of Harrison Hot Springs
**Corporate Greenhouse Gas
Inventory and Reduction Plan**
"Creating a Sustainable Future"

UPDATE
January 2011

Village of Harrison Hot Springs

Corporate Greenhouse Gas Inventory and Reduction Plan

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1. Introduction

1.1. Background

The Village of Harrison Hot Springs is working to create a sustainable future. The Village has showed leadership in climate protection by making a commitment to use the Village's influence to reduce both community, and municipal corporate emissions by signing on to the BC Climate Action Charter. The municipality has signed onto the Charter with the Province of BC, the Union of British Columbia Municipalities (UBCM), and over 175 other BC local governments. In 2008 the Village of Harrison Hot Springs developed a Community Sustainable Development Strategy, and a Water and Wastewater Sustainability Strategy, reports that formed the foundation for the greenhouse gas (GHG) reduction policies, actions, and targets for the existing Official Community Plan (OCP). The current Village of Harrison Hot Springs OCP states that the Village will strive to reduce community greenhouse gas emissions 16% below 2007 levels by 2020.

Community GHG emissions result from all of the energy consumption activities generated by on-road transportation, buildings, and solid waste from within the entire community. Corporate GHG emissions are the emissions generated by the energy consumed during the delivery of municipal operations. Thus, the corporate GHG emissions reductions are linked to and will result in community GHG emissions reductions. As a BC Climate Action Charter signatory the Village of Harrison Hot Springs has committed to develop strategies and take action to become carbon neutral in respect to municipal operations by 2012. The Village's commitment to reduce municipal corporate GHG emissions exemplifies a leadership role in building a sustainable future for the community. The completion of this Corporate Greenhouse Gas Inventory and Reduction Plan for 2009 and ongoing annual updating and review is an important component of reducing community GHG emissions, and reaching OCP GHG reduction targets.

In early 2011, the Village of Harrison Hot Springs joined the FCM-ICLEI (Local Governments for Sustainability) Partners for Climate Protection (PCP) program. The Village is now in the process of following the five PCP milestones in efforts to become a more sustainable municipality. Later in 2011, the Harrison Hot Springs is expected to develop an Integrated Community Sustainability Plan (ICSP) with the assistance from the Whistler Centre for Sustainability in efforts to address other components of sustainability and develop a comprehensive community wide green action plan.

1.2. What is Carbon Neutral?

Carbon neutral refers to reducing a local government's greenhouse gas emissions as much as possible and balancing the remaining emissions through the purchase or production of qualified offsets so that the municipal corporate operations result in net zero carbon footprint. GHG offsets usually include investments in renewable energy, energy efficiency and reforestation projects. The Province of BC has set up the Pacific Carbon Trust, a provincial Crown corporation, to identify credible GHG offset projects that are located in BC on the Province's behalf.

1.3. Why Does Corporate Carbon Neutrality Matter?

Recent attention to global warming and climate change refers to the changes or variations in the Earth's global climate experienced regionally caused by human activities in comparison to the historical and evolutionary changes caused by natural Earth processes. Human activities leading and contributing to climate change include those resulting in the increase in atmospheric concentrations of greenhouse gases,

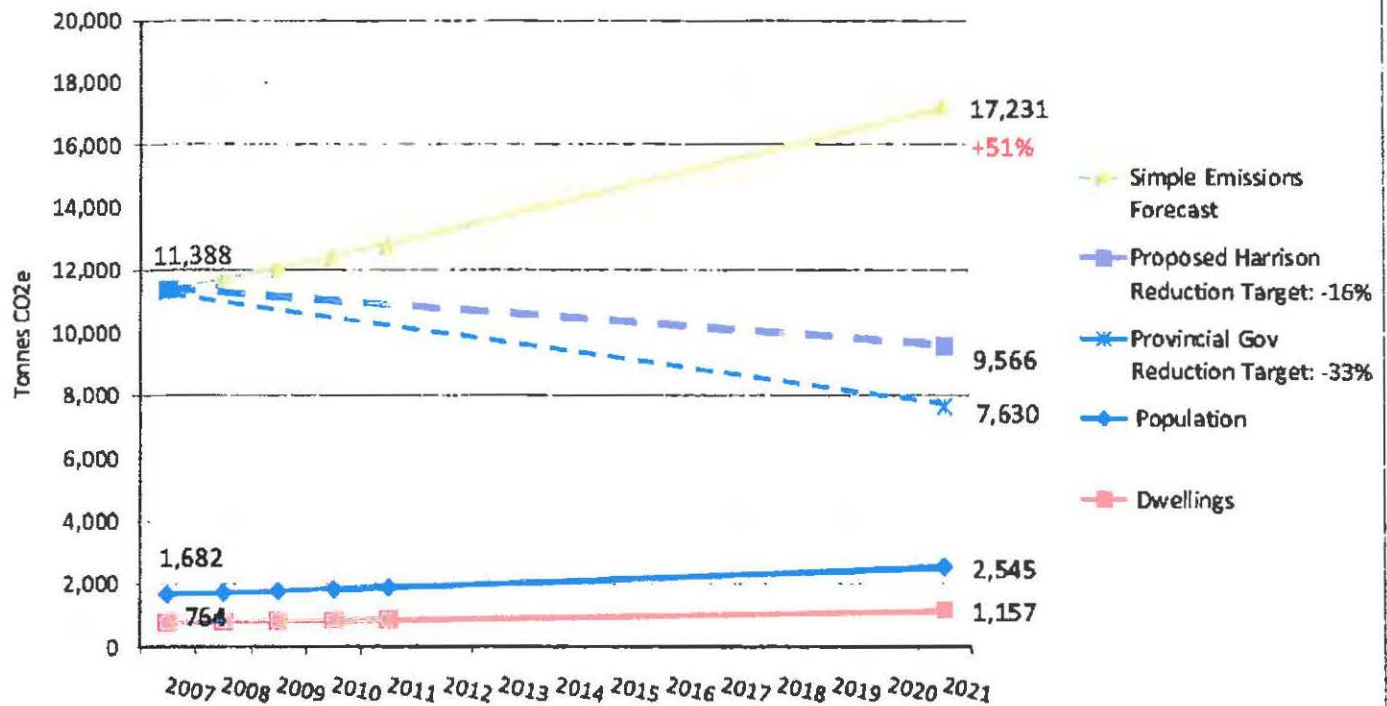
urbanization, and deforestation. Corporate carbon neutrality aims to reduce the Village's ecological footprint and contributions to global warming, climate change, and the changes that result from the output of emissions.

Apart from moral reasons, the reductions in corporate emissions through energy reductions and shifts to more sustainable energy sources can also save money and help build a more resilient energy future for the Village. In fact, the Village can anticipate and mitigate the impacts of climate change by reducing the reliance on fossil-fuel based energy resources while at the same time protecting the municipality from anticipated escalating energy costs of non-renewable energy sources. Sustainable energy sources such as geothermal heat, wind or solar power are not subject to long term price volatility and substantial cost increases that non-renewable energy sources are. As a result, sustainable energy uses will be more common in the future. Furthermore, energy conservation, regardless of energy source, can result in both short-term and long-term cost savings for the municipality.

1.4. Why Get Started on Corporate Carbon Neutrality Now?

As a BC Climate Action Charter signatory the Village of Harrison Hot Springs has committed to develop strategies and take action to become carbon neutral in respect to municipal operations by 2012. Although 2012 may seem a long way off, it is right around the corner and acting sooner rather than later in trying to measure corporate GHG output will provide necessary time to develop and implement corporate conservation initiatives. Acting soon on corporate GHG reductions will allow the Village to perfect GHG output measurement techniques, improve GHG reduction strategies, and maximize cost savings associated with the initiative. By taking a leadership role in measuring and reducing corporate GHG emissions, the municipality can spark interest and inspire community-wide emissions reductions. The initiative can also focus the attention of community members on how they can reduce their own emissions. Moreover because both corporate and community GHG emissions in the Village of Harrison Hot Springs are expected to grow due to expected population growth, acting early will help to subdue and reverse that trend. Aiming for early carbon neutrality positions the municipality as a leader and an innovator.

Simple Forecast - GHGs



Harrison Hot Springs Community GHG Emission Projections (HB Lanarc – HHS Greenhouse Gas Targets, Actions, and Policies)

1.5. Objective

The Corporate Greenhouse Gas Inventory and Reduction Plan is meant to provide an over-view of the energy use for corporate reduction actions and to assess the corporate GHG emissions footprint, provide reduction strategies, and set reduction goals. This document focuses only on corporate emissions, as the completion of this document will give the Village an opportunity to focus on internal structures and lead by example before tackling emissions reductions in the broader community. This plan should be considered a living document and annual reviews are recommended to ensure that new ideas and opportunities are incorporated. By implementing this plan the Village of Harrison Hot Springs will meet the goals of the BC Climate Action Charter relating to municipal operations.

By signing onto the BC Climate Action Charter, the Village agreed to the following goals:

- To develop strategies and take actions aimed at reducing GHG emissions;
- To become carbon neutral in respect to municipal operations by 2012;
- To remove barriers such as existing policies and procedures that impede taking action on climate change;
- To encourage infrastructure and a built environment that supports economic and social needs while minimizing environmental impacts.

1.6. Methodology

The Corporate Greenhouse Gas Inventory and Reduction Plan is the first step for the Village of Harrison Hot Springs to assess its corporate GHG emissions output and strategies for energy reductions. This Plan aims to begin the internal corporate discussion about carbon neutrality and the four key steps towards achieving it:

- Measurement/Inventory;
- Reduction Strategies/Plan;
- Plan for Offsets;
- Reporting.

The completion of the Corporate Greenhouse Gas Inventory and Reduction Plan included a significant amount of research which involved a review of relevant literature, and analysis of the energy reducing practices of several municipal governments throughout British Columbia and North America. A detailed analysis of the Village's existing GHG emissions was completed. This provides the Village with data required to continuously review and monitor corporate carbon emissions. The municipality now has up-to-date corporate carbon emission data for 2009 and 2010. The Plan outlines several GHG emissions reduction opportunities. As a living document, this Plan and the opportunities identified in it should be periodically reviewed, analysed, and updated.

2. Corporate Energy and GHG Inventory Profile

This corporate energy and GHG inventory profile provides a snap-shot of all corporate emissions in the Village of Harrison Hot Springs in 2010. As part of this inventory: corporate sources of emissions were identified, data of energy consumption was collected, and conversions of fuel/energy consumption into a measure of greenhouse gas emissions were performed.

**Fuel/Energy to CO²
Conversion Table**

GHG Emission Factors	tCO ₂ e	per
Hydro Electricity	0.000022	kWh
Natural Gas	0.0503	GJ
Gasoline	0.00236	Litre
Heating Oil	0.00314	Litre
Diesel	0.00278	Litre
Propane	0.00154	Litre

Please note: the conversion factors were updated from the previous report to correlate with evolving Provincial standards.

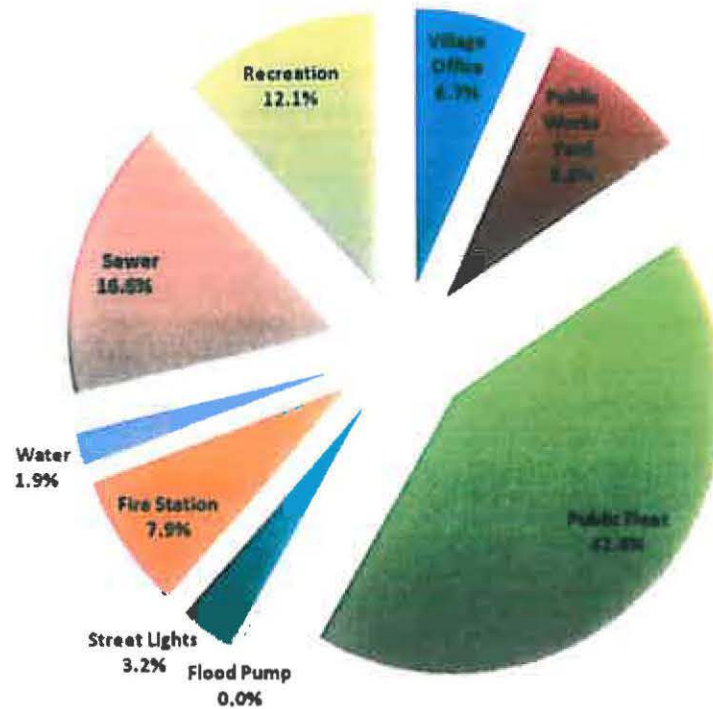
As outlined by Provincial requirements, fuel/energy data was gathered on the following corporate municipal services:

- Administration and Governance;
- Drinking, Storm and Waste Water;
- Solid Waste Collection, Transportation and Diversion;
- Roads and Traffic Operations;
- Arts, Recreation and Cultural Services;
- Fire Protection.

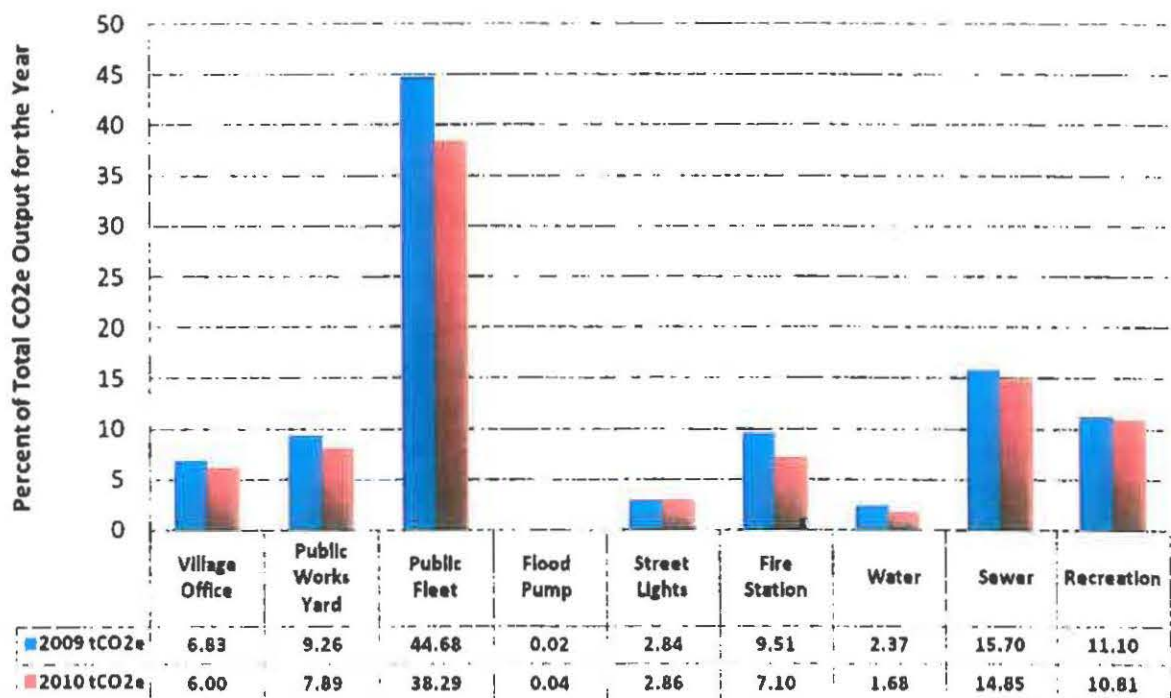
Further, the municipal services were broken into the following corporate categories: village office, public works yard and compound, public fleet, flood pump, street lights, fire station, water, sewer, recreation. Different types of energy use were considered depending on the sectors, such as electricity use, heating fuel use, and fuel for vehicles. Where records were available, the costs of purchasing these energy sources were factored into the analysis.

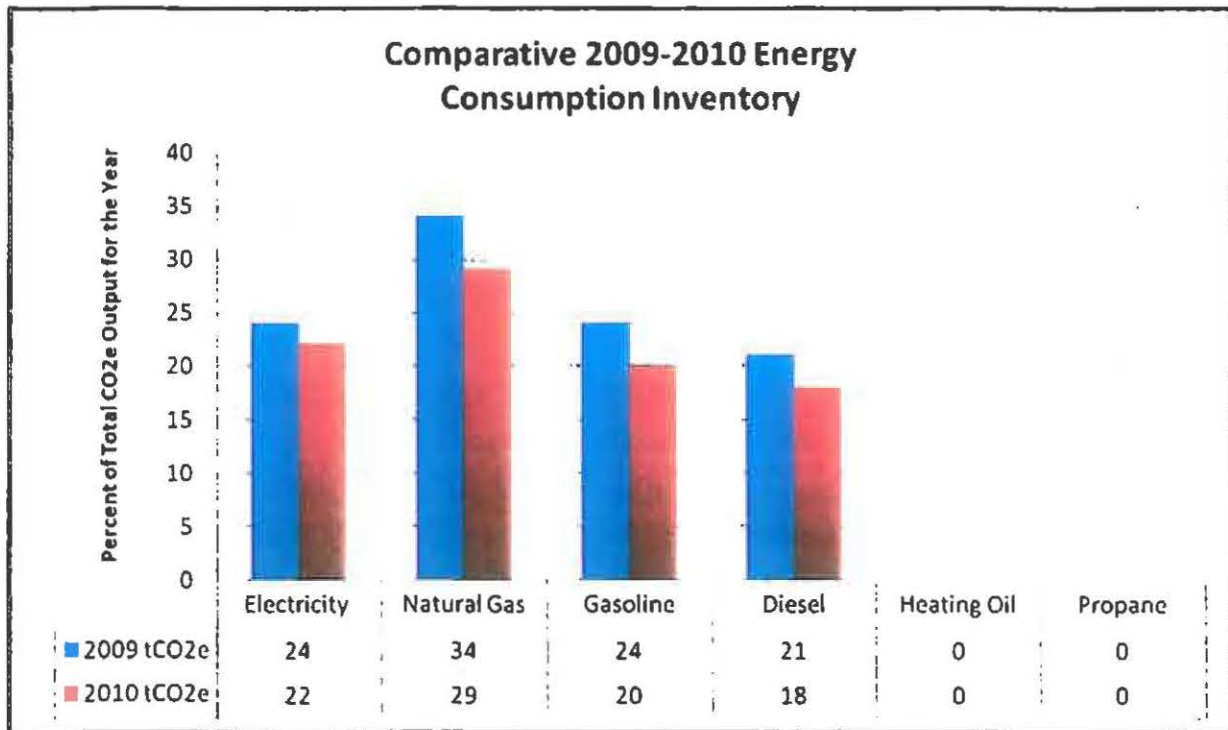
The review of the 2010 corporate GHG inventory indicates that the Village of Harrison Hot Springs produced 90 tonnes of carbon dioxide (CO₂) emissions through municipal operations that year. Furthermore, the review indicates that the Village spent \$99,796.92 on corporate energy. The inventory shows that most of the emission output came from the public vehicle fleet operation, 38.29 tCO₂e that is 42.8% of the total CO₂e in 2010. The sewer accounts for 14.85 tCO₂e or 16.6% of the total CO₂e in 2010. In 2010, recreation facilities (this includes the Memorial Hall, Village Centre Plaza Square, and municipal parks) produced 10.81 tCO₂e, fire station produced 7.10 tCO₂e, public works yard compound 7.89 tCO₂e, and village office 6 tCO₂e. Please refer to the graphs and Appendix A for more detailed information.

2010 Corporate Greenhouse Gas Inventory Percent of Total CO₂e Output



Comparative 2009 - 2010 Greenhouse Gas Inventory





The GHG inventory provides a comprehensive look at corporate energy consumption and emissions output by the Village of Harrison Hot Springs. A comparative look at 2009-2010 corporate energy consumption and greenhouse gas output provides a positive picture. The data suggests that the municipality has been able to make substantial reductions in corporate emissions in one year. In 2010 corporate emissions reduced by 11.8% compared to 2009 base year. The reductions were observed across all corporate categories and all energy types. In particular there was a 25.3% reduction in emissions in the fire station, 14.8% reduction within the public works yard, and a 14.3% reduction within the public fleet. This suggests the strategies outlined in the previous version of this document are successful. The previous strategies were:

1. Communicate a clear direction to change "business as usual";
2. Establish a team to champion carbon neutrality;
3. Provide and/or allocate additional human resources and funds to champion and implement energy and GHG reduction strategies;
4. Review existing and monitor future policies, procedures, and plans to make sure that they align with the goal of carbon neutrality.

Further review of the corporate energy consumption and strategies for emission reduction is required. Please note that the inventory and measurement techniques are not perfect, although all reasonable attempts have been made to acquire and analyse the most accurate and complete data. Please also note that although the corporate energy consumption declined by 11.8% in 2010 from 2009 base year, the overall costs of corporate energy have increased resulting from higher energy rates in 2010 than in 2009. Please refer to Appendix A and Appendix B for more information.

3. Corporate Greenhouse Gas Reduction Plan

The Village of Harrison Hot Springs has committed to develop strategies and take action to become carbon neutral in respect to municipal operations. To achieve this, the Village should consider taking the following main actions:

1. Continue to communicate a clear direction to change “business as usual”;
2. Continue to encourage and support work of the Corporate Sustainability Task Team in regards to carbon neutrality;
3. Continue with the provision of allocation of additional human resources and funds to champion and implement energy and GHG reduction strategies;
4. Continue to review existing and monitor future policies, procedures, and plans to make sure that they align with the goal of carbon neutrality;
5. Commit to a 25% reduction in real corporate carbon emissions by 2015 from the 2009 base year;
6. Commit to purchasing carbon offsets from the Pacific Carbon Trust to offset the 90 tCO₂e produced in 2010 in order to achieve corporate carbon neutrality and to set a positive example.

3.1. Other Possible Future Actions

- GHG data collection is always challenging. In the future it would be helpful to try to account for GHG output produced by private contractors providing municipal services in the Village (e.g. paving, street line painting, etc.).
- It would be very desirable to reduce the emissions from the vehicle fleet sector. The first step to saving on vehicle fleet energy use would be to set up a system to track fuel use and costs more specifically.
- Municipal buildings may need an energy audit to outline potential energy and GHG savings.
- Village purchasing policy may require a review to account for GHG considerations.
- Budget requirements of carbon neutrality should be reviewed.
- Future annual review of this Plan is recommended to revisit GHG inventory, annual implementation plans, and to consider current funding opportunities, recommended best practices, and technological innovations.
- In 2011 the Village needs to undertake the Integrated Community Sustainability Plan (ICSP) with full public participation and community involvement. An ICSP will help to establish a more socially, culturally, economically, and environmentally resilient community. An ICSP should be a big picture, holistic plan that will provide guidance for the development or alignment of all municipal plans, policies and decisions (i.e., OCP, Transportation Plan, municipal development plan, energy plans, purchasing policies, capital planning, etc.).

4. Conclusion

As a BC Climate Action Charter signatory the Village of Harrison Hot Springs has taken a leadership role and committed to become carbon neutral in respect to municipal operations by 2012. The Village needs to continue to closely monitor GHG output inventory and continue to work towards energy conservation and carbon neutrality. The Village should also start making provisions for carbon offsetting. Today's plans and actions will assist in creating a more sustainable tomorrow for the Village of Harrison Hot Springs.

Appendix A
Departmental Breakdown of GHG Emissions and Offsetting Costs - 2010

Village of Harrison Hot Springs - Greenhouse Gas Inventory

Table 1 - General Data Collection	BC Hydro (kWh)	BC Hydro (\$)	Terasen (GJ)	Terasen (\$)	Gasoline (L) Final	Gasoline (\$) Final	Heating Oil (L) Final
Main Facilities/Services							
Village Office	25,748	\$ 2,121.98	108	\$ 1,409.26			
Public Works Yard	17,561	\$ 1,511.81	145	\$ 1,807.92			
Public Fleet					1,480	\$ 4,878.00	
Flood Pump	1,860	\$ 212.81					
Street Lights	190,068	\$ 20,542.88					
Fire Station	9,518	\$ 824.10	137	\$ 1,580.00			
Water	76,311	\$ 7,591.96					
Sewer	675,193	\$ 39,092.02					
Recreation / Memorial Hall	75,876	\$ 6,444.62	182	\$ 1,335.91			
Totals	1,011,921	78,347	576	5,927	1,480	\$ 4,878	0
Total GHG (tCO2e)	77		29		18		0

GHG Emission Factors	tCO2e	per
Hydro Electricity	0.000022	kWh
Natural Gas	0.0503	GJ
Gasoline	0.00236	Litre
Heating Oil	0.00314	Litre
Diesel	0.00278	Litre
Propane	0.00154	Litre

Appendix A
Departmental Breakdown of GHG Emissions and Offsetting Costs - 2010

Heating Oil (\$) Final	Diesel B5 (l) Final	Diesel B5 (\$) Final	Total GHG (tCO2e)	Total Costs (\$)
			6.00	\$ 3,531.24
			7.89	\$ 3,114.13
	6,455	\$ 6,618.85	38.29	\$ 15,527.25
			0.04	\$ 212.81
			2.86	\$ 20,542.88
			7.10	\$ 2,404.10
			1.68	\$ 7,591.96
			14.85	\$ 39,092.02
			10.81	\$ 7,780.53
0	6,455	6,618	90	\$ 99,796.92
	18	Check>>>	90	\$ 99,796.92
		Previous Year>>>	102	

Appendix B
Departmental Breakdown of GHG Emissions and Offsetting Costs - 2009

Village of Harrison Hot Springs - Greenhouse Gas Inventory

Table 1 - General Data Collection	BC Hydro (kWh)	BC Hydro (\$)	Terasen (GJ)	Terasen (\$)	Gasoline (L) Final	Gasoline (\$) Final	Heating Oil (L) Final
Main Facilities/Services							
Village Office	26,976	\$ 2,091.79	124	\$ 817.59			
Public Works Yard	16,080	\$ 1,371.01	122	\$ 1,188.25			
Public Fleet							
Flood Pump	900	\$ 69.21					
Street Lights	129,221	\$ 19,291.54					
Fire Station	13,526	\$ 1,077.90	183	\$ 1,199.00			
Water	107,743	\$ 9,150.56					
Sewer	713,555	\$ 38,553.33					
Recreation	69,464	\$ 5,577.28	190	\$ 1,335.31			
Totals	1,077,465	77,183	675	4,542			0
Total GHG (tCO2e)	24		34				0

GHG Emission Factors	tCO2e	per
Hydro Electricity	0.000022	kWh
Natural Gas	0.0503	GJ
Gasoline	0.00236	Litre
Heating Oil	0.00314	Litre
Diesel	0.00278	Litre
Propane	0.00154	Litre

Appendix B
Departmental Breakdown of GHG Emissions and Offsetting Costs - 2009

Heating Oil (\$ Final	Diesel B5 (L) Final	Diesel B5 (\$ Final	Total GHG (tCO2e)	Total Costs (\$)
			6.83	\$ 2,909.38
			9.26	\$ 2,560.26
	7,645	\$ 8,474.04	44.68	\$ 17,079.25
			0.02	\$ 69.21
			2.84	\$ 19,291.54
			9.51	\$ 2,276.90
			2.37	\$ 9,150.56
			15.70	\$ 38,553.33
			11.10	\$ 6,913.19
0	7,645	8,474	102	\$ 98,803.62
	21	Check>>>	102	\$ 98,803.62
		Previous Year>>>	No Data	



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** February 8, 2011

FROM: Ted Tisdale, Chief **FILE:** 5600-05
Administrative Officer

SUBJECT: Groundwater Testing

BACKGROUND:

Council, at its retreat, considered both surface and groundwater supply to service the Village needs into the future. As part of the process, it was agreed that the Village would undertake a "water demonstration" of the proposed well site.

Civic Consultants have requested proposals from two (2) water treatment plant suppliers, CORIX and BI Pure Water. CORIX was the only company to respond and Civic advises that BI Pure Water cannot efficiently set up a demonstration plant.

The proposal from CORIX is sixteen thousand (16,000.00) plus HST.

The water demonstration is a significant process to ensure that we have the quality and quantity of water to ensure groundwater supply as a future supply for the Village needs.

RECOMMENDATION:

THAT Council approve the proposal from CORIX in the amount of sixteen thousand (16,000.00) plus HST to conduct the water demonstration plant for the proposed well site.

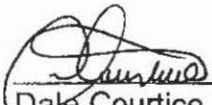
Respectfully submitted for your
consideration;



Ted Tisdale
Chief Administrative Officer

DIRECTOR OF FINANCE COMMENTS:

Project is in draft financial plan at \$9500.00.



Dale Courtice
Director of Finance



**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 912**

A bylaw to amend Village of Harrison Hot Springs Zoning Bylaw Number 672-1996

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Zoning Bylaw Number 672-1996, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted on October 28, 1996;

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

I. CITATION

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Zoning Amendment Bylaw No. 912."

II. TEXT AMENDMENT

That Section 8.5 Tourist Commercial Zone (C5) of the Village of Harrison Hot Springs Zoning Bylaw Number 672-1996 under Accessory Uses - Site Specific section 8.5.2 be amended by adding: .14:

- .14 on *parcel* legally described as: Lot 10, Section 12, Township 4, Range 29, West of the Sixth Meridian, New Westminster District Plan 5519 and referred to as PID 011-150-513 – 750 Hot Springs Road; a go-kart track for use by electrically powered go-karts only.

III. READINGS AND ADOPTION

READ A FIRST TIME THIS 20th DAY OF APRIL, 2009

A PUBLIC HEARING WAS HELD ON THE 25th DAY OF MAY, 2009

READ A SECOND TIME THIS 25th DAY OF MAY, 2009

READ A THIRD TIME THIS 17th DAY OF JANUARY, 2011

ADOPTED THIS ____ DAY OF _____, 2011.

Mayor

Corporate Officer



**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 945**

A bylaw provide for the licencing and regulation of business.

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to establish a Business Licencing and Regulation bylaw.

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

1. CITATION

This Bylaw may be cited for all purposes as the Village of Harrison Hot Springs, "Business Licencing and Regulation Bylaw No. 945, 2010".

2. INTERPRETATION

In this Bylaw:

"Home Occupation Business" means a business carried on in a dwelling unit by a resident of that dwelling unit.

"Business" means the carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit.

"Business Licence Administrator" means the person appointed by Council or the designate to administer the provisions of this bylaw.

"Busker" mean a performance in performing arts generally comprising of a event in which an individual or group provide free entertainment to the public.

"Contractor" means a person who carries on the Business of performing construction, alteration, repair work, or maintenance upon a building, structure, or other improvement.

"Council" means the Council of the Village of Harrison Hot Springs.

"Daycare" means a Business that provides a daycare, pre-school or playschool.

"Fire Prevention Officer" means a member of the Village's Fire Department authorized by the Village Council or the Fire Chief to inspect premises under this Bylaw.

"Highway" as defined in the *Transportation Act* [SBC 2004] chapter 44

"Improvement" means anything constructed, or added to, in, upon, or under land.

"Licence" means a valid and subsisting business Licence issued and approved pursuant to this Bylaw.

"Licencee" means the person who holds a Licence issued pursuant to this Bylaw.

"Licence Inspector" means a person appointed by Council as a bylaw enforcement officer or Licence inspector for the purpose of enforcing this Bylaw.

"Non-Profit Society" means a charitable society or organization that is incorporated and in good standing under the *Society Act* of British Columbia, as amended from time to time.

"Premises" means a building, portion of a building or an area of land where a Business is carried on.

"Public Property" means beachfront or Village highways.

"Vendor" means a person who, either on his own account or as an officer, servant, or agent of another, sells or offers for sale food items, excluding liquor, from a Vending Cart.

"Vending Cart" means a self-contained hand mobile apparatus or other vehicle, excluding a motorized vehicle, used for the sale of food items other than liquor.

"Village" means Village of Harrison Hot Springs.

DIVISION 1 – BUSINESS LICENCING

3. LICENCE REQUIREMENT

- (a) No person shall carry on business in the Village without a Licence.
- (b) Every person who owns or operates any business within the Village shall apply for, obtain, and hold a Licence for each business.
- (c) Every person who carries on business from more than one premise in the Village shall obtain a separate Licence for each premises.
- (d) Notwithstanding the provisions of this Bylaw, no Licence shall be required for the rental of a single family dwelling to five or fewer unrelated persons, or for the rental of fewer than five suites in a multi-family building.

4. INITIAL LICENCE APPLICATION

- (a) An application for an initial Licence for a business shall be made on the application form as approved by the Business Licence Administrator.
- (b) Every application for an initial Licence for a Business shall include a detailed description of the premises in or upon which the applicant intends to carry on business.
- (c) Every application for an initial Licence for a business that handles food or food products, daycare, hairdressers, estheticians, and other businesses as defined by the Fraser Health Authority shall also be accompanied by written confirmation that the premises for the proposed business comply with the health regulations of the Fraser Health Authority.
- (d) Where an applicant applies for more than one Licence, the particulars of each Licence applied for shall be included on a separate application form.
- (e) The application form shall be delivered to the Business Licence Administrator and shall be accompanied by the fee prescribed in Schedule "A" to this Bylaw.
- (f) Every Non-Profit Society that carries on a Business as an incident to its purposes is required to hold a valid and subsisting Licence for such Business.
- (g) Notwithstanding the provisions of Schedule "A" of this Bylaw, where a Non-Profit Society is registered as a charity under the *Income Tax Act* of Canada, as amended from time to time, no fee shall be charged by the Village for such Licence.

5. LICENCE FEE

- (a) Every person who applies for a Licence shall pay to the Village, in advance, the applicable Licence fee prescribed in Schedule "A" to this Bylaw.
- (b) Notwithstanding the preceding section, the annual Licence fee prescribed in Schedule "A" shall be reduced by one-half in respect of a Licence issued after July 31st in any year.
- (c) No refund of an annual Licence fee shall be made on account of any person ceasing to carry on the Business in respect of which the License was granted at any time. The Licence fee shall be refunded only if the Licence application is withdrawn prior to issuance of the Licence or if issuance of the Licence is refused.

6. APPLICATION FEE

- (a) Notwithstanding section 5, a person who has applied for a Licence and who carries on the business in more than one calendar year, without the said Licence having been issued on account of non-compliance with this Bylaw or with any other enactment related to the conduct of the business, shall pay to the Village an annual application fee that shall be two times the annual Licence fee for such business prescribed in Schedule "A".
- (b) Such annual application fee shall be due and payable on June 30th of the second calendar year and of each subsequent year in which the business remains in operation without a Licence.
- (c) Where an applicant has paid the application fee prescribed in section 5(a) and subsequently qualifies for a Licence, no Licence fee shall be charged for the remainder of that calendar year.
- (d) Where an applicant who is carrying on business without a Licence qualifies for a Licence before June 30th in a calendar year, and the applicant has not paid the annual application fee for that calendar year, the regular Licence fee shall be charged in accordance with Schedule "A".

7. LICENCE PERIODS

- (a) Subject to Sections 5 (a) and (b), Licences shall be granted as annual Licences for a period commencing each January 1st and expiring each December 31st.
- (b) The period for a Licence in respect of a theatre including an amusement hall, concert hall, music hall, rink, amusement park or other place of amusement, entertainment or exhibition, may be six months, three months or one day, and the period requested shall be by written application of the applicant.

8. DISPLAY OF LICENCE

Every Licencee shall keep the Licencee's copy of the Licence posted in a conspicuous place on the premises in respect of which the Licence is issued. Where the Licencee has no business premises in the Village, the Licence shall be carried upon the Licencee's person at all times when the Licencee is engaged within the Village in the business for which the Licence was issued.

9. EFFECT OF LICENCE

- (a) A Licence authorizes only the person named in the Licence to carry on only the business described in the Licence, and only at the premises or locations described in the Licence.

- (b) A Licence is not a representation or warranty that the Licenced business or the business premises comply with the bylaws of the Village or with any other regulations or standards.

10. LICENCE RENEWAL

- (a) The Village may forward a Business Licence Invoice on or before November 30th in each year, to every Licencee. Notwithstanding this section, the Licencee shall be responsible for obtaining and submitting a Business Licence Invoice as required.
- (b) A Licencee who proposes to renew a Licence shall submit the Business Licence Invoice and the Annual Licence Fee to the Village prior to expiry of the Licence on December 31st.
- (c) If a Licensee fails to renew a Licence in accordance with 6(b), and subsequently fails to renew the Licence prior to March 1st of the next year, then, in addition to the annual Licence fee, that person shall pay a late payment fee of \$50.00.
- (d) A Licence is renewed upon receipt of the business Licence and payment of the Annual Licence Fee.

11. LICENCE TRANSFERS - NEW PREMISES

- (a) No person shall carry on a business upon any premises other than those described in the initial Licence application without first making an application under this section for a new Licence or for a transfer of the original Licence.
- (b) Any person proposing to obtain a transfer of a Licence with respect to a change of premises shall make application as required, and the powers, conditions, requirements, and procedures relating to the initial Licence application apply, except as to Licence fees.

12. LICENCE TRANSFERS - PERSON TO PERSON

- (a) Any person who acquires a business or a controlling interest in any business from any person Licenced under this Bylaw shall not carry on such business without first having obtained approval for a transfer of the Licence.
- (b) Any person proposing to obtain a transfer of a Licence held by any other person shall make application as required, and the powers, conditions, requirements, and procedures relating to the initial Licence application apply, except as to Licence Fees and the requirements of 4(c).

13. TRANSFER FEES

- (a) The fee payable in respect of a person to person Licence transfer, a change of name Licence transfer or a change of premises Licence transfer, shall be \$50.00.

14. CHANGES IN LICENCE CONDITIONS

No Licencee shall change any condition upon which the Licence fee is based without first making an application, paying any additional Licence fee payable under this Bylaw as a result of such changes, and obtaining a new Licence.

15. GRANTING OF A LICENCE

- (a) The Business Licence Administrator may grant or transfer a Licence under this Bylaw where the Business Licence Administrator is satisfied that the applicant has complied with the requirements of this Bylaw and any other Village bylaw related to the conduct of the Business.
- (b) In granting or renewing a Licence, the Business Licence Administrator may impose terms and conditions in relation to the following aspects of the Business:
 - (i) hours of operation
 - (ii) occupant load
- (c) The Business Licence Administrator may also refer the application to Council to impose terms and conditions.

16. INSPECTIONS

The Business Licence Administrator or a Licence Inspector, Fire Chief or Bylaw Enforcement Officer of the Village may enter at all reasonable times on any property that is subject to the bylaw, to ascertain whether the regulations in this Bylaw are being observed.

17. REFUSAL OF A LICENCE

An application for a Licence or renewal of a Licence may be refused in any specific case, but

- (a) the application must not be unreasonably refused; and
- (b) reasons for the refusal must be provided to the applicant.

18. SUSPENSION AND CANCELLATION OF LICENCES

Subject to the *Community Charter*, Council may suspend or cancel a Licence for reasonable cause. Before suspending or cancelling a licence, the licence holder must be given notice of the proposed action and an opportunity to be heard.

- (a) One or more of the following circumstances may, without limitation, constitute reasonable cause for suspension or cancellation of a Licence:
 - (i) the Licensee has made a false declaration or has misrepresented or concealed a material fact with respect to the application for a Licence;
 - (ii) the Licensee fails to maintain the standard of qualification required to carry on the Business for which the Licence was issued or with respect to the Premises for which the Licence was issued;
 - (iii) the Licensee has failed to comply with this Bylaw or with a term or condition of the Licence;
 - (iv) in the opinion of the Council, the Licensee has engaged in misconduct with respect to the Business or Premises named in the License, which misconduct warrants the suspension or cancellation of the Licence;
 - (v) the Licensee is found to have committed a violation of any applicable Village bylaw or is convicted of an offence under a Federal or Provincial enactment in respect of the Business for the which the Licence was issued or with respect to the Premises for which the Licence was issued;
 - (vi) the Licensee is convicted of an indictable offence in Canada, which offence is, in the opinion of the Council, directly related to the conduct of the Business.

- 19. A licence that has been suspended may be reinstated when the conditions of the licence have been satisfied.

20. RIGHT OF RECONSIDERATION BY COUNCIL

- (a) If the Business Licence Administrator suspends or cancels the licence, has refused to grant a Licence, or has imposed a term or condition that the applicant considers is unreasonable, the applicant who is subject to the decision is entitled to have Council reconsider the matter.
- (b) On reconsideration of the application, Council may either sustain, refuse or amend the application or its terms or conditions

21. **EXEMPTIONS**

(a) **DAY CARE**

Notwithstanding Section 3, no Licence is required for the provision of day care to not more than two unrelated children, or to the children of one family, by a person who is not related to those children.

(b) **BUSKERS**

Notwithstanding Section 5, no fee for a licence is required for busking. Busking is to provide entertainment opportunities in the general vicinity of the beachfront and plaza areas and are subject to the following conditions:

- (i) Buskers must apply for a licence in advance from the Village Office on the prescribed application form;
- (ii) There shall be no amplified music
- (iii) There shall be no vending of any goods or wares
- (iv) Busking will only be permitted between the hours of 11:00 a.m. and 7:00 p.m.
- (v) Busking is only permitted on the beachfront and plaza areas
- (vi) There shall be no busking during any special or regular events held at/or adjacent to the beach without the prior approval of the event organizers in writing.
- (vii) Only 3 busker licences will be issued on a "first come first served basis" with preference to residents of the Village.
- (viii) Buskers cannot promote a "cause" or any issue of a controversial nature.

DIVISION 2 - BUSINESS REGULATION

22. **STREET ADDRESS**

- (a) Every Licencee who operates from premises located in the Village shall prominently display, in figures not less than 100 mm (4 inches) in height, the street address assigned to such premises under the street numbering system of the Village.

23. UNSOLICITED BUSINESS

No person shall carry on business through unsolicited visits to any residential, commercial or industrial premises in the Village.

24. CONTRACTORS

Every person Licenced as a Contractor shall provide the Village with a list of all sub-trades to be engaged on each site, prior to the commencement of any work on the site. The contractor must notify the Village upon the addition of subtrades engaged subsequent to the submission of the list within five (5) days of engagement.

25. VENDORS ON PUBLIC PROPERTY

The owner of a Vending Cart business:

- (a) shall only carry on business as a vendor on public property including highways within the Village which is located within a designated area.
- (b) shall have the name and address painted in a conspicuous place on both sides of every cart used by the business for such trade satisfactory to the Licence Inspector;
- (c) where the business is approved to be operated on a Village highway:
 - i. The Licencee shall obtain and maintain comprehensive general liability insurance in the amount of Five Million Dollars (\$5,000,000.00). The Village shall be included as an additional named insured.
 - ii. The Licencee shall hold the Village harmless against claims, actions for injury, damage, loss, or death arising out of or resulting from the operation of a Vending Cart Business. The Licencee's insurer shall recognize the existence of the hold harmless clause.
 - iii. Proof of such insurance to the satisfaction of the Village shall be submitted to the Licence Inspector prior to the issuance of a business Licence and prior to all renewals.
- (d) shall provide on site receptacles for garbage and dispose of the garbage in an appropriate manner. Litter shall not be deposited into Village litter receptacles;
- (e) shall not allow the cart to interfere with pedestrian or vehicular traffic or vehicular sightlines;

- (f) shall not hook up to any external power, water, sewer, or other services and shall not store the cart overnight on Village property;
- (g) shall have a cart which does not exceed dimensions of 1.2 meters wide, 2.4 meters long and 1.8 meters high;
- (h) shall only sell food items;
- (i) shall not be or become a nuisance by generating excessive odors, music, light, or noise;
- (j) shall not operate within six (6) metres of a fire hydrant;
- (k) three vending cart Licences will be available on a "first come, first served basis";
- (l) vending shall only be permitted from proper vending carts approved by the Ministry of Health;
- (m) each operator may only operate within an area designated by the Business Licence Department;
- (n) operators may only vend on the beach between the hours of 11:00 a.m. and 8:00 p.m.
- (o) there are to be no tables or chairs for customers;
- (p) the carts are to be removed from the public property each night and stored on private property;
- (q) each beach food vending Licence will be effective from May 1st to October 31st inclusive;
- (r) Licence applications for beach food vending shall only be accepted from businesses that have a valid Village of Harrison Hot Springs approved food service operation business Licence.

DIVISION 3 – GENERAL INFORMATION

23. SEVERABILITY

If any provision of this Bylaw is held to be invalid, the invalid portion shall be severed from the bylaw and that invalidity shall not affect the remainder of the bylaw.

24. OFFENCE

Every person who violates any provision of this Bylaw commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00.

25. REPEAL

(a) "The Village of Harrison Hot Springs Bylaw No.908, 2010 hereby be repealed in its entirety".

30. READINGS AND ADOPTION

READ A FIRST TIME THIS 16TH DAY OF AUGUST, 2010

READ A SECOND TIME THIS 16TH DAY OF AUGUST, 2010

AMENDED AND READ A THIRD TIME THIS 17TH DAY OF JANUARY, 2011

ADOPTED THIS DAY OF , 2011

Mayor

Corporate Officer

SCHEDULE "A"

BYLAW NO. 945
BUSINESS LICENCING AND REGULATION

Fee

1	Annual Business Licence	\$100.00
2	New Business Licence application after July 31 st	\$ 50.00
3	Transfer Fee	\$ 50.00



**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 958**

A bylaw to establish the rules of procedure for
Council of the Village of Harrison Hot Springs

WHEREAS under Sections 124 (1) of the *Community Charter*, Council must by bylaw establish the general procedures to be followed by Council and Council Committees in conducting their business,

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

1. CITATION

This Bylaw may be cited for all purposes as "Village of Harrison Hot Springs Council Procedure Bylaw No. 958, 2011" and comes into effect on the date of adoption.

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

"Acting Mayor" means a member of Council appointed by council to preside at any meeting of council in the absence of the mayor or member appointed as deputy mayor"

"Charter" means *Community Charter*;

"Commission" means a municipal commission established under s.143 of the *Community Charter*;

"Committee" means a select, standing, or other committee duly appointed by the Council, but does not include COW;

"COW" or "Committee of the Whole" means all of the members of the Council present at a meeting sitting in Committee;

"Councillor" means a Councillor of the Village of Harrison Hot Springs;

"Corporate Officer" means the Corporate Officer for the Village of Harrison Hot Springs;

"Council" means the Municipal Council of the Village of Harrison Hot Springs;

"Deputy Mayor" means a member of Council who is nominated by Mayor and appointed by Council to act in the place of mayor when the Mayor is absent or otherwise unable to act or when the office of mayor is vacant pursuant to s. 130 of the *Community Charter*

"In Camera meeting" means a meeting closed to the public;

"Mayor" means the duly elected Mayor of the Village of Harrison Hot Springs;

"Member" means a member of the Municipal Council of the Village of Harrison Hot Springs and includes the Mayor;

"Meeting" shall include all meetings of Council whether regular or otherwise unless specifically stated;

"Motion" means a formal proposal made by a member of Council that the Council undertake or approve a specified course of action; and

"Municipal Hall" means Harrison Hot Springs Municipal Hall located at 495 Hot Springs Road, Harrison Hot Springs, British Columbia

"Public Notice Posting Place" means the front window at the entrance to the Village Office and public notice board within the Village of Harrison Hot Springs;

"Village" means the Village of Harrison Hot Springs;

"Village Web Site" means the information resource found at an internet address provided by the Village;

3. MEETINGS OF COUNCIL

- (a) Following the general local election, the first Council meeting shall be held on the first Monday in December in the year of the election.
- (b) After the inaugural meeting, regular meetings of Council shall be held on the second Monday of each month.
- (c) Where the regular meeting day of Council occurs on a statutory holiday, the regular meeting will take place on the day immediately following such holiday, or another date set by Council;
- (d) Regular Council meetings may:

- (i) be cancelled by the Mayor or Council, provided that two consecutive meetings are not cancelled; and
 - (ii) be postponed to a different day, time, and place by the Mayor, provided the Corporate Officer is given at least two (2) days written notice.
- (e) Council meetings shall be held in the Village of Harrison Hot Springs Municipal Hall or the Memorial Hall unless, by resolution, some other locale is approved by Council.
- (f) Regular meetings of Council shall be held at 7:00 pm.
- (g) Regular meetings of Council must adjourn by 10:00 p.m. on the day scheduled for the meeting, unless Council resolves to proceed beyond that time;
- (h) At least 24 hours before a regular meeting of Council, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting a notice at the public notice posting place; and
 - (i) emailing a complete Council Agenda package and placing a complete Council agenda package in each Council member's mailbox; and
 - (ii) placing a notice on the Village's website
- (i) By resolution of Council, if a member of Council cannot attend a Regular or Special Meeting of Council, the member may partake in all matters put before Council and be deemed to be in attendance at the meeting through the use of a telephone or any other such electronic device as approved by Council wherein they can freely partake in verbal discussion on any issue or item.

4. **AGENDA**

- (a) Prior to each regular meeting, the Corporate Officer or designate shall prepare an agenda of all business to be brought before the Council at such meeting.
- (b) At least 72 hours before a regular meeting of Council, the Corporate Officer or designate must deliver a copy of the agenda to each member of Council at the place to which the Council member has directed notices and/or agendas to be sent.
- (c) The Mayor or presiding member may add correspondence, reports or other items to the agenda of a regular meeting of Council in that meeting providing Council concurs to the late items by resolution.

- (d) All documents intended to be considered by Council at a meeting must be delivered to the Corporate Officer or designate not later than 12:00 noon on the Wednesday preceding the day of the meeting of the Council.
- (e) The Council shall proceed with business in the order set out in the agenda, unless the majority of the Council present otherwise directs.
- (f) Those items that are considered routine in nature and do not require debate such as, but not necessarily restricted to, adoption of bylaws and correspondence, will be included in the Consent Agenda.
 - (i) Any item that Council wishes to remove from the Consent Agenda, must approve the removal of the item by resolution.
- (g) Except as Council otherwise resolves and, in any event, only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a Regular Meeting of Council shall be:
 1. Call to Order
 2. Introduction of Late Items
 3. Approval of Agenda
 4. Adoption of Council Minutes
 5. Business Arising from Minutes
 6. Consent Agenda
 - i. Bylaws
 - ii. Agreements
 - iii. Committee and Commission Minutes
 - iv. Correspondence
 6. Delegations
 7. Correspondence
 8. Business arising from Correspondence
 9. Reports of Committees, COW and Commissions
 10. Reports from Mayor
 11. Reports from Councillors
 12. Reports from staff
 13. Bylaws
 14. Question Period (pertaining to agenda only)
 15. Adjournment
- (g) When any order, motion, or question is lost, by reason of the Council or any Committee thereof breaking up for want of a quorum, the order, resolution, or question so lost shall be the first item of business to be proceeded with and disposed of at the next meeting of the Council or Committee under that particular heading.

5. **OPENING PROCEDURES**

- (a) The Mayor shall take the chair and call the members to order as soon after the hour of meeting when a quorum is present.
- (b) The Deputy Mayor shall take the chair and call the members to order in case the Mayor does not attend within 15 minutes after the time appointed for a meeting; or if the Deputy Mayor is absent, the Corporate Officer or designate shall call the members to order and, if a quorum is present, the members shall appoint an Acting Mayor who shall preside during the meeting or until the arrival of the Mayor.
- (c) The Corporate Officer or designate shall record in the minutes, should there be no quorum present within 15 minutes after the time appointed for the meeting, the name of the members present at the expiration of 15 minutes and the meeting shall stand adjourned until the next meeting.

6. **RULES OF CONDUCT AND DEBATE**

- (a) Every member shall address the chair before speaking to any question or motion.
- (b) Council members shall address the chair as "Mayor", "Your Worship", "Deputy Mayor" or "Acting Mayor" as the case may be and shall refer to each other by surname as "Councillor _____".
- (c) No member shall:
 - (i) speak disrespectfully of the reigning sovereign, a member of the Royal Family, the Governor General, or a Lieutenant Governor;
 - (ii) use offensive words in Council or against any member thereof;
 - (iii) speak beside the question in debate or reflect upon a vote of the Council, except for the purposes of moving that the vote be rescinded;
 - (iv) leave his seat or make any noise or disturbance while a vote is being taken and until the result is declared;
 - (v) interrupt a member who is speaking, except to raise a point of order;
 - (vi) disobey the rules of the Council or disobey the decision of the Mayor or presiding member on points of order or practice, or upon the interpretation of the Rules of Council by the Mayor or presiding member, except any member shall have the right of appeal against the Chair as provided for in the *Charter*.
- (d) If any member takes an action prohibited, the member shall be ordered by a majority vote of the Council or on the order of the Mayor or presiding

member to leave his/her seat for that meeting, and in the case of his/her refusing to do so, may, on order of the Mayor or presiding member, be removed from the meeting by a Peace Officer.

- (e) However, if a member offending subsection 6(d) apologizes to the Council, the Council may, by majority vote, permit him to resume his seat.
- (f) No member may speak more than once to the same question without leave of the Council, except to explain a material part of his/her speech which may have been misconceived, and in doing so the member may not introduce new information.
- (g) A member who has made a substantive motion to the Council shall be allowed to reply, but not a member who has moved an amendment.
- (h) The Mayor or presiding member, or any member through the Mayor or presiding member, may call a point of order to a member who is speaking. When such action is taken, the Mayor or presiding member shall immediately suspend debate and the member in question shall refrain from speaking until the Mayor or presiding member determines the point of order.
- (i) After a question is finally put by the Mayor or presiding member, no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.
- (j) The decision of the Mayor or presiding member, as to whether the question has been finally put, shall be conclusive, and when the Mayor or presiding member is putting a question, no member shall walk out of the Chamber.
- (k) A member of Council may, by right, require the motion under discussion be read for informational purposes at any period of the debate, but not so as to interrupt any member speaking.
- (l) No member shall speak to any motion or in reply for longer than five minutes, without leave of the Council except the mover of a motion shall be allowed to reply to the motion for up to three minutes and close the debate.
- (m) If the Mayor or presiding member desires to leave the chair for purposes of taking part in a debate or otherwise, he shall call upon the Deputy Mayor or, in the absence of the Deputy Mayor, another member of Council to take the chair until the Mayor or presiding member resumes the chair.

- (n) A Council member or former Council member must, unless specifically authorized otherwise by Council:
 - (i) keep in confidence any record held in confidence by the Village, until the record is released to the public as lawfully authorized or required; and
 - (ii) keep in confidence information considered in any part of an In Camera Council, COW or committee meeting, until the Council, COW or committee discusses the information at a meeting that is open to the public or releases the information to the public.

7. **VOTING**

- (a) All voting shall be by a show of hands, unless in the case of a Council meeting where a Council member or members are partaking by use of a telecommunications device, as approved by Council resolution, the voting on a motion shall be conducted by the Mayor or presiding member verbally asking each member, in turn, whether they are in favour of the motion and each Council member must respond verbally in the positive or negative.
- (b) Each member present, including the Mayor or presiding member, shall have one vote.
- (c) A motion on a bylaw or resolution, or any other question before Council, is decided by a majority of the Council members present at the meeting, including the Mayor.
- (d) A member may request that his/her vote be recorded on a question.
- (e) Upon the request of any member, when the question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately.
- (f) Council shall not reconsider any motion more than once at the same meeting, except by unanimous consent of Council.
- (g) After a vote has been taken on a motion, except one of indefinite postponement of a subject, any member who voted on the prevailing side may, at the next regular Council meeting, move for reconsideration or a rescission thereof. Council shall not discuss the main motion until such time as the motion for reconsideration is passed in the affirmative.
- (h) Each Council member present at the time of a vote must vote on the matter.
- (i) If a Council member abstains from voting or does not indicate how they vote, the member is deemed to have voted in the affirmative.

- (j) If the vote of the members present at a Council meeting at the time of the vote is equal for and against a motion, the motion is defeated.

8. **MOTIONS**

- (a) Every motion other than a procedural motion shall be recorded by the Corporate Officer or designate.
- (b) When a motion has been made and seconded, the Mayor or presiding member shall propose a question framed thereon to open debate.
- (c) When the debate is closed, the Mayor or presiding member shall immediately put the question to a vote.
- (d) After a motion has been stated or read, it is deemed to be in the possession of Council, but may be withdrawn by the mover and seconder of the motion by the majority of Council members present.
- (e) Whenever the Mayor or presiding member is of the opinion that a motion is contrary to the rules and privileges of Council, he shall apprise the members thereof without proposing the question, and shall cite without argument or comment, the rule or authority applicable to the case.
- (f) When a question is under consideration, no motion shall be received, except for the following;
 - (i) to refer to a Committee;
 - (ii) to amend;
 - (iii) to postpone (defer) to a certain time;
 - (iv) to lay on the table;
 - (v) to postpone indefinitely;
 - (vi) to move the previous motion; and
 - (vii) to adjourn.
- (g) The motions listed in Section 8(f) shall have precedence in the order in which they are named, and the last four shall be neither amendable nor debatable.
- (h) A motion for reference in Section 8 (f)(i) shall, until it is decided, preclude all the amendments of the main question.
- (i) A motion to adjourn the debate is always in order and need not be in writing, and shall be decided without debate. No second motion to the same effect shall be made until some intermediate proceedings have occurred.

9. **AMENDMENTS TO MOTIONS**

- (a) A member may move that a motion be amended in one of the following ways:
 - (i) by leaving out certain words;
 - (ii) by leaving out certain words and inserting or adding others;
 - (iii) by inserting or adding certain words; or
 - (iv) by substitution.
- (b) The Mayor or presiding member shall not permit an amendment which negates the purpose of the main motion.
- (c) When a member moves to amend a motion, the Mayor or presiding member shall state the original motion followed by the amendment and then shall put the question of the amendment to the Council.
- (d) If the motion is defeated, the Mayor or presiding member shall again propose the main question and debate may continue.
- (e) Members, other than the member who moved the defeated amendment, may submit amendments.
- (f) If the amendment is passed, then the debate continues on the amended motion. It shall be competent for a member to move other amendments subject to the limitations set forth in the following sections.
- (g) The Mayor or presiding member shall allow only one amendment to an amendment.
- (h) Once Council defeats an amendment, it cannot be moved a second time.
- (i) The Mayor or presiding member shall put amendments to Council in the reverse order to that in which they are moved. When there is a main motion, a primary amendment and a secondary amendment thereto, the motion and appendages shall be put to the Council in the following order:
 - (i) The secondary amendment.
 - (ii) The primary amendment to the main motion.
 - (iii) The main motion.

10. **BYLAWS**

- (a) The Corporate Officer or designate shall have every proposed bylaw prepared before it is considered by Council and every member shall be given a copy at least 24 hours prior to the meeting of Council, or all Council members unanimously agree to waive this requirement.

- (b) Subject to section 135(3) of the *Community Charter*, three readings may be given on the same day, however, section 890(9) of the *Local Government Act* provides that Council may adopt an official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
- (c) The Corporate Officer or designate shall endorse upon every Bylaw, the date of the readings, the effective date and the date of adoption.
- (d) Only the title and the intended object of the Bylaw shall be read by the Mayor, presiding member, Corporate Officer or designate at first reading of the Bylaw.
- (e) The Mayor or presiding member shall not allow any amendments or debate at first reading of a Bylaw.
- (f) If a motion to introduce a Bylaw fails or is not made and seconded, the Bylaw shall be considered defeated and shall be removed from the agenda and shall not be brought forward as unfinished business on a subsequent agenda.
- (g) The second and third reading of a Bylaw may be deferred for a total period up to three months upon a motion of Council,
- (h) Where the *Charter* or *Local Government Act* requires that a Public Hearing be held, it shall be held after first reading and before third reading of the Bylaw.
- (1) Pursuant to section 890(3) of the *Local Government Act*, any written submissions respecting matters contained in the proposed bylaw that is the subject of the hearing must be received 48 hours prior to the date of the Public Hearing.
- (i) A Bylaw is not valid unless it has been given three readings and has then been adopted by the Council, pursuant to the *Community Charter*.
- (j) Nothing in this section shall require the Council to introduce a Bylaw or give it any reading or readings.
- (k) Second reading of the Bylaw shall consist of debate upon the general principles of the Bylaw.
- (l) Every Bylaw other than an Official Community Plan or Zoning Bylaw, shall be adopted not less than one clear day after it has received third reading, upon the motion "That the Bylaw cited as "_____" be adopted" provided,

however, that if the Bylaw must be approved pursuant to the *Community Charter* or any other *Act*.

- (m) Upon reconsideration, the bylaw may be approved or rejected.
- (n) A Council member may request that the whole or any part of the Bylaw shall again be read before the motion for reconsideration and adoption is put.
- (o) Every adopted and signed bylaw shall be kept indefinitely by the Corporate Officer or designate Bylaw among the corporate records of the municipality.

11. PETITIONS AND DELEGATIONS

- (a) No person or group of persons wishing to appear before Council may do so unless the Corporate Officer or designate has first been provided a written application prior to 12:00 noon on the Wednesday before the meeting to be included on the agenda.
- (b) A delegation shall appoint a speaker or, upon a vote of the majority of Council members present at a meeting, more than one speaker.
- (c) The Mayor or presiding member shall allow up to 10 minutes for the presentation with a ten-minute question and answer period following.
- (d) The Council may dispose of the petition or submission at the meeting, refer the subject matter to a Committee, or take such other action as it deems expedient.
- (e)
 - (i) A petition presented to Council shall legibly include the subject matter, date of the petition, the name of each petitioner, post office box, and civic address.
 - (ii) In the case of a corporation, it is required that the signature on a petition include written authority signed by a Director of the corporation under the corporate seal.
- (f) Council reserves its authority in whole or in part to not deliberate on any matters presented at a delegation until the subsequent meeting.

12. MINUTES OF MEETINGS

- (a) Minutes of Council, Committee and Commission meetings must be taken, including the provision to certify the minutes;

- (b) Minutes may be recorded with a recording device at the convenience of the recording secretary and will be erased at the recording secretary's discretion;
- (c) The minutes of Council, Committee and Commission meetings, once adopted, are the official record of those meetings;
- (d) Audio recordings are not official records of meetings and are not available to the public.

13. **SPECIAL MEETINGS OF COUNCIL**

- (a) Except where notice of a special meeting is waived by unanimous vote of all Council members under Section 127 (4) of the *Community Charter*, at least twenty-four hours before a special meeting of Council, the Corporate Officer or designate must:
 - (i) give advance notice of the time, place and date of the meeting by way of a notice posted at the public notice posting places in the Village of Harrison Hot Springs; and
 - (ii) give notice of the special meeting in accordance with Section 127 (2) of the *Community Charter*.

14. **PUBLIC HEARINGS AND PUBLIC INFORMATION MEETINGS**

(a) **Public Hearings**

- (i) The Corporate Officer or designate must give public notice of a Public Hearing in accordance with s. 892 of the *Local Government Act*;
- (ii) At least 24 hours before a Public Hearing, the Corporate Officer or designate shall give public notice of the time, place and date of the Public Hearing by way of posting a notice at the public notice posting place; and
- (iii) By placing a notice on the Village's website.
- (iv) Conduct of a Public Hearing will be at the call of the Chair;
- (v) Oral submissions at the Public Hearing may be limited by the Chair to 7 minutes for each speaker; and may be allowed further opportunity to speak a second or third time once all persons have had opportunity to speak.

- (vi) A written report of a Public Hearing containing a summary of the representations made at the hearing must be prepared and maintained as a public record;
- (vii) The Public Hearing may be recorded with a recording device at the convenience of the recording secretary and will be erased at the recording secretary's discretion;
- (viii) The written report of a Public Hearing, once adopted, is the official record of that hearing

(b) Public Information Meetings

- (i) At least 24 hours before a Public Information Meeting, the Corporate Officer or designate shall give public notice of the time, place and date of the meeting by way of posting a notice at the public notice posting place; and
- (ii) By placing a notice on the Village's website.

15. ATTENDANCE OF PUBLIC AT MEETINGS

- (a) Subject to Sections 89 and 90 of the *Community Charter*, all Council meetings must be open to the public.
- (b) Before a meeting or part of a meeting is to be closed (In Camera) to the public, Council must state by resolution, the fact that the meeting is to be closed (In Camera) and the basis under Section 90 of the *Community Charter* on which the meeting is to be closed.
- (c) This section applies to meetings of bodies referred to in Section 93 of the *Community Charter* including, without limitation:
 - (i) Standing or select committees;
 - (ii) Commissions;
 - (ii) Committee of the Whole.

16. COMMITTEE OF THE WHOLE

- (a) A quorum of the Council is quorum for the Committee of the Whole.
- (b) A meeting of the Committee of the Whole may be called at any time by the Mayor.

- (c) At least twenty-four hours before a meeting of the Committee of the Whole, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting an agenda at the public notice posting places;
- (d) During a Regular Council meeting, Council may, by resolution, resolve itself into the Committee of the Whole to consider specific matters.
- (e) The Mayor shall preside at the Committee of the Whole, unless the Council appoints another member of Council to preside.
- (f) The rules of the Council shall be observed in the Committee of the Whole so far as may be applicable, except that;
 - (i) the number of speeches by a member to any question shall not be limited;
 - (ii) no member shall speak for a longer total time of five minutes to a question; and
 - (iii) a seconder to a motion is not required.
- (g) A record will be recorded of how members voted.
- (h) A motion in the Committee of the Whole to rise without reporting, or that the Chair of the Committee leave the chair, is always in order and shall take precedence over any other motion.
- (i) Debate on a motion referred to in Section 14(f)(i) shall be allowed, but no member shall speak more than once to the motion and, on further vote, shall be considered disposed of in the negative, and the Chair of the Committee of the Whole shall resume the Chair and proceed with the next order of business.
- (j) When all matters referred to the Committee of the Whole have been considered, a motion to rise and report shall be adopted. The Committee, when it has partly considered a matter, may report progress and ask leave to sit again. In resumption of regular Council business, the Chair of the Committee of the Whole shall report to the Council and the Council may:
 - (i) adopt the report;
 - (ii) reject the report;
 - (iii) adopt the report with amendments;
 - (iv) refer the subject matter for further consideration, either in part or in whole;

- (v) postpone action on the report; or
 - (vi) approve the request of the Committee to sit again, the Committee having reported progress after partial consideration of the subject.
- (k) A resolution at a Regular meeting of Council to adopt minutes of a Committee of the Whole meeting shall constitute ratification of all motions therein. Issues are finalized and authorized once the Council has passed the resolution to adopt.

17. **STANDING AND SELECT COMMITTEES AND COMMISSIONS**

(a) Standing Committees

- (i) The Mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees;
- (ii) At least half of the members of a standing committee must be council members;
- (iii) Subject to 15(a)(i), persons who are not council members may be appointed to a standing committee.
- (iv) The Mayor shall designate one member of each committee to act as Chair and the Chair will be entitled to one vote.
- (v) The Mayor shall be an ex-officio member of all Committees and be entitled to vote at all meetings thereof.
- (vi) Members of Council, other than members appointed to a Standing Committee, may attend the meetings of a Standing Committee and shall not be allowed to vote, but may, with the consent of the Committee, be allowed to take part in any discussion or debate by permission of a majority vote of the members of the Committee.
- (vii) A majority of voting members appointed to a Standing Committee shall constitute a quorum.
- (viii) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council;

(c) matters that are assigned by the Mayor;

(d) as required by Council or the Mayor, or at the next Council meeting, if possible, if the Council or Mayor does not specify a time.

(b) Select Committees

- (i) Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.
- (ii) At least one member of a select committee must be a council member;
- (iii) Subject to 15(b)(i), persons who are not council members may be appointed to a select committee.
- (iv) The Mayor shall designate one member of each committee to act as Chair and the Chair will be entitled to one vote.
- (v) The Mayor shall be an ex-officio member of all Committees and be entitled to vote at all meetings thereof.
- (vi) A Select Committee shall, upon completion of its assignment and upon submission of its final report to the Council, be automatically dissolved.
- (vii) A majority of voting members appointed to a Select Committee shall constitute a quorum.
- (viii) Select Committees must consider, inquire into, report and make recommendations to Council about the matters referred to the committee by the Council;
- (ix) Select Committees must report and make recommendations to Council at the next Council meeting, if possible, unless Council specifies a different date and time.

(c) Commissions

- (i) Council may establish and appoint a commission to do one or more of the following:

- (ii) A council member is not eligible to be a member of an advisory planning commission, but may attend at a meeting of the commission in a resource capacity.
- (iii) A council member is eligible to be a member of any other commission;
- (iv) A majority of voting members appointed to a Commission shall constitute a quorum.
- (v) Commissions must consider, inquire into, report and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the commission;
 - (b) on matters that are assigned by Council or the Mayor;
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting, if possible, if the Council or Mayor does not specify a time.
- (d) At least twenty-four hours before a meeting of Standing and Select Committees or Commissions, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting a notice at the public notice posting places;
- (e) In the transaction of business, all Standing and Select Committees and Commissions shall adhere, as far as possible, to the rules governing proceedings at the meetings of Council.
- (f) A resolution at a Regular meeting of Council to adopt minutes of standing, select committees and commissions shall constitute ratification of all motions therein. Issues are finalized and authorized once Council has passed the resolution to adopt.

18. **INCOMING CORRESPONDENCE**

All correspondence addressed to the Mayor and Council, to any one of them individually, or to Village personnel, whether or not marked as personal or confidential, will be received and processed by the Corporate Officer, and may be subject to disclosure in accordance with the Freedom of Information and Protection of Privacy Act.

19. **REPORTS**

- (a) Reports of activities, as required by Council, shall be submitted through the Chief Administrative Officer for inclusion on the next Regular Council agenda for the following areas:
 - (i) Planning, Development and Building
 - (ii) Fire Department
 - (iii) Public Works
 - (iv) Finance
 - (ii) Bylaw Enforcement

20. **UNPROVIDED CASES**

Except as provided in this Bylaw or in the *Community Charter*, the Council, its Standing and Select Committees, Commissions and Committee of the Whole, shall follow the rules contained in the Roberts Rules of Order.

21. **SUSPENSION OF RULES**

- (a) Any one or more rules and orders contained in this Bylaw may be temporarily suspended by a majority vote of the whole of Council, except those contained in Section 6 (d), Section 10 (a), (b), and (c), and Section 15 (c)
- (b) No action of Council is rendered invalid solely by reason of any breach, inadvertent or otherwise, of any provisions of this Bylaw.

22. **SEVERANCE CLAUSE**

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

23. **CONFLICT OF INTEREST**

- (a) Should a member of Council or its committees deem to have a direct or indirect pecuniary interest in any matter before a meeting, he shall verbally declare such a conflict, state the general nature that this is to be the case, and remove himself from the meeting.
- (b) A member of Council or its committees declaring a conflict of interest must not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter. After

such declaration, the Corporate Officer or designate must have recorded in the minutes, the declaration of the conflict, the reasons given for it and the times of the member's departure from and return to the meeting.

- (c) The Mayor/Chair or presiding member of the Council or its committee meetings must ensure that the member is not present at the meeting at the time of any vote in respect of the matter.
- (d) A member of Council may be disqualified from continuing to hold office pursuant to the *Community Charter* if he is in contravention of this section unless the contravention was done inadvertently or because of an error in judgment made in good faith.

24. GENDER NEUTRAL

- (a) This bylaw is gender neutral and accordingly, any reference or phrase to one gender includes the other.
- (b) Words in the singular include the plural and words in the plural include the singular.

25. REPEAL

Bylaw 914 cited as "VILLAGE OF HARRISON HOT SPRINGS COUNCIL PROCEDURE BYLAW No. 914, is hereby repealed in its entirety.

- 26. THIS BYLAW** may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.

In Compliance with section 124(3) of the *Community Charter*, a notice was placed in the January 6, 2011 and January 13, 2011 editions of the Agassiz-Harrison Observer newspaper.

READ A FIRST TIME THIS 17th DAY OF JANUARY, 2011

READ A SECOND TIME THIS 17th DAY OF JANUARY, 2011

READ A THIRD TIME THIS 17th DAY OF JANUARY, 2011

ADOPTED THIS DAY OF , 2011

Mayor

Corporate Officer