

HARRISON HOT SPRINGS

Naturally Refreshed

VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, December 12, 2011
Time: 7:00 p.m.
Location: Council Chambers, 495 Hot Springs Road
 Harrison Hot Springs, British Columbia

1. CALL TO ORDER		
	(a)	Meeting called to order by Mayor Facio
2. INTRODUCTION OF LATE ITEMS		
3. APPROVAL OF AGENDA		
4. ADOPTION OF COUNCIL MINUTES		
<input type="checkbox"/> Regular Council Meeting Minutes of November 7, 2011		THAT the minutes of the Regular Council meeting of November 7, 2011 be adopted.
<input type="checkbox"/> Special Council Meeting Minutes of November 23, 2011		THAT the minutes of the Special Council meeting of November 23, 2011 be adopted.
<input type="checkbox"/> Special Council Meeting Minutes of November 30, 2011		THAT the minutes of the Special Council meeting of November 30, 2011 be adopted.
<input type="checkbox"/> Special Inaugural Council Meeting Minutes of December 5, 2011		THAT the minutes of the Special Inaugural Council meeting of December 5, 2011 be adopted.
Item 4.1 Page 1		
Item 4.2 Page 7		
Item 4.3 Page 11		
Item 4.4 Page 15		
5. BUSINESS ARISING FROM THE MINUTES		
6. CONSENT AGENDA		
i. Bylaw	<input type="checkbox"/> Bylaw No 995 – Community Works Fund Reserve <input type="checkbox"/> Bylaw No 996 – Capital Works, Machinery and Equipment Reserve Fund	Recommendation: THAT Community Works Fund Reserve Bylaw No. 995, 2011, and;
		Item 6.i Page 19

	THAT Capital Works, Machinery and Equipment Bylaw No. 996, 2011 be adopted.	Page 21
ii. Agreements		Item 6.ii
iii. Committee/ Commission Minutes		Item 6.iii
iv. Correspondence		Item 6 iv
7. DELEGATIONS AND PETITIONS		
<input type="checkbox"/>	None	
8. CORRESPONDENCE		
		Item 8.1
9. BUSINESS ARISING FROM CORRESPONDENCE		
10. REPORTS OF COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS		
<input type="checkbox"/> Appointment of Committees/Commissions	<p>THAT the following Committees/Commissions be established:</p> <p>Advisory Planning Commission</p> <p>Beach and Foreshore Committee</p> <p>Parks and Trail Committee</p> <p>Recreation Committee</p> <p>Youth Committee</p> <p>Communities in Bloom Committee</p>	
11. REPORTS FROM MAYOR		
L. Facio – verbal		
12. REPORTS FROM COUNCILLORS		
<p>A. Jackson – verbal</p> <p>Z. Kiss - verbal</p> <p>S. Reyerse - verbal</p> <p>R. Shelley – verbal</p>		
13. REPORTS FROM STAFF		
<input type="checkbox"/> Fraser Valley Regional Library Board representative and alternate	<p>Report of Deputy Chief Administrative Officer/ Corporate Officer – November 24, 2011</p> <p>Re: Fraser Valley Regional Library Board representative and alternate</p>	Item 13.1 Page 23

Fraser Valley Regional District Board and Fraser Valley Regional District Hospital Board and Alternatives

Recommendation:

THAT Council appoint a member of Council to fulfill the role as municipal director for the Fraser Valley Regional Library Board; and

THAT Council appoint a member of Council to fulfill the role as alternative municipal director for the Fraser Valley Regional Library Board.

Report of Deputy Chief Administrative Officer/ Corporate Officer – November 24, 2011

Re: Fraser Valley Regional District Board and Fraser Valley Regional District Hospital Board Directors and Alternates.

Item 13.2
Page 27

Recommendation:

THAT Council appoint a member of Council to fulfill the role as municipal director for the Fraser Valley Regional District; and

THAT Council appoint a member of Council to fulfill the role as alternate municipal director for the Fraser Valley Regional District; and

THAT Council appoint a member of Council for the Fraser Valley Treaty Advisory Committee.

Interim Audit Report

Report of Village Auditor – November 25, 2011

Re: Interim Auditor

Item 13.3
Page 31

Recommendation:

THAT Council receives the 2011 Interim Audit Report from McConnell, Voelkl dated November 25, 2011

Special Occasion Licence Application – Harrison Festival of the Arts

Report of Deputy Chief Administrative Officer/ Corporate Officer – December 6, 2011

Re: Special Occasion Licence Application – Harrison Festival of the Arts

Item 13.4
Page 33

Recommendation:

THAT Council approve the endorsement of the Harrison Festival of the Arts Special Occasion Licence Applications for the period of January to May 2012.

Celebrate Canada Funding Application – July 1, 2012

Report of Deputy Chief Administrative Officer/ Corporate Officer – December 6, 2011

Re: Celebrate Canada Funding Application – July 1, 2012

Item 13.5
Page 37

Recommendation:

THAT approval be given for staff to apply for funding from the Canadian Heritage Celebrate Canada program for the purposes of Canada Day celebrations for 2012.

Report of Deputy Chief Administrative Officer/ Corporate Officer –

Item 13.6
Page 55

<p><input type="checkbox"/> Deputy Mayor Appointments</p> <p><input type="checkbox"/> Village Office Re-Roofing Options</p> <p><input type="checkbox"/> 2012 Regular Council Meeting Schedule</p>	<p>December 6, 2011 Re: Deputy Mayor Appointments</p> <p>Recommendation:</p> <p>THAT Councillor Jackson be appointed to act as Deputy Mayor for the year 2012.</p> <p>Report of Manager of Development Services – December 7, 2011 Re: Village Office Re-Roofing Options</p> <p>Recommendation:</p> <p>THAT Mayor and Council instruct staff to proceed with the Village Office roof replacement project with preference being given to Asphalt Shingles.</p> <p>Report of Deputy Chief Administrative Officer/Corporate Officer – December 7, 2011 Re: 2012 Regular Council Meeting Schedule</p> <p>Recommendation:</p> <p>THAT the 2012 Regular Council meeting schedule be approved subject to the adoption of the Council Procedure Bylaw No. 997.</p>	<p>Item 13.7 Page 57</p> <p>Item 13.8 Page 61</p>
---	--	---

14. BYLAWS

<p><input type="checkbox"/> Bylaw No. 997 Council Procedure Bylaw</p>	<p>Report of Deputy Chief Administrative Officer/Corporate Officer – December 7, 2011 Re: Bylaw No. 997 Council Procedure Bylaw</p> <p>Recommendation:</p> <p>THAT the first Regular meeting of Council be held on Monday, January 16, 2012.</p> <p>THAT Bylaw No. 997 Council Procedure Bylaw receive first, second and third reading.</p>	<p>Item 14.1 Page 65</p>
---	--	------------------------------

15. QUESTIONS FROM THE PUBLIC (PERTAINING TO AGENDA ONLY)

16. ADJOURNMENT

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

4.1

DATE: November 7, 2011
TIME: 7:00 p.m.
PLACE: Council Chambers, 495 Hot Springs Road

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

CAO, Ted Tisdale
CEDO, Andre Isakov
Operations Manager, Ian Gardner
DCAO/Corporate Officer, Debra Key
Manager of Revenue Services, Peggy Parberry
Director of Finance, Dale Courtice

Recording Secretary, Krystal Sobie

ABSENT:

+

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 Kenyon
Seconded by Councillor Harris

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**

4.

ADOPTION AND RECEIPT OF MINUTES

Regular Council Meeting
Minutes – October 11, 2011

Moved by Councillor Perry
Seconded by Councillor Harris

THAT the minutes of the Regular Council Meeting of October 11, 2011
be adopted;

**CARRIED
UNANIMOUSLY**

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
November 7, 2011

☐ Special Council Meeting
Minutes – October 31, 2011

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT the minutes of the Special Council Meeting of October 31, 2011
be adopted;

**CARRIED
UNANIMOUSLY**

5. **BUSINESS ARISING FROM THE MINUTES**

None

CONSENT AGENDA

i. **Bylaws** THAT Bylaw No. 992 Financial Plan 2011-2020 be adopted.

None

ii. **Agreements**

iii. **Committee/
Commission
Minutes** Advisory Planning Commission of August 16, 2011
Communities in Bloom of September 8, 2011
Parks and Recreation Commission of September 27, 2011
Committee of the Whole of October 11, 2011

iv. **Correspondence** None

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT the Bylaw No. 992 Financial Plan 2011-2020 be adopted and
Committee/Commission Minutes be received.

**CARRIED
UNANIMOUSLY**

7. **DELEGATIONS**

None

8. **CORRESPONDENCE**

None

9. **BUSINESS ARISING OUT OF CORRESPONDENCE**

None

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

Councillor Jackson reported that the Communities in Bloom trip to Quebec was a success. Harrison received 5 blooms along with an award in outstanding achievement for landscape. A brief power point presentation of the highlights of the trip was presented.

10.

REPORTS FROM MAYOR

A Remembrance Day Rededication ceremony will be held at Memorial Hall on November 11, 2011 at 2:00 p.m.

Will be attending Agassiz Agriculture Horticulture Achievement Awards on November 12, 2011.

Attended Kent Fitness Centre 10 year anniversary.

Attended the opening of the newly renovated Prospera Credit Union branch in Agassiz.

October 25, 2011 attended BC Bed and Breakfast Inkeepers Guild Conference held at the Resort.

Reported that an information Kiosk for Campbell Lake Trail is being constructed.

The Chamber of Commerce is planning Christmas activities with Festival of Lights and the Resort

December 3, 2011 Santa Breakfast is being put on by Harrison Pre-School for kids and families.

11.

REPORTS FROM COUNCILLORS

Councillor Harris

The winter banners will be going up at the end of this month.

Thanked the Mayor and Councillors along with staff for his support during this term.

Councillor Kenyon

Thanked Mayor and Council for their support and accomplishments that were completed in the past 3 years along with a great appreciation for all the hard work staff has done.

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
November 7, 2011*

Councillor Jackson The Christmas trees will be set up in the Hotel on the November 24, 2011. Enjoyed his 6 year on Council and is proud of the accomplishments that have been made.

Councillor Perry October 16, 2011 attended the Anglican Church in memory of the Peace Officers.

October 19, 2011 attended Fraser Health Municipal Government Association Committee in Surrey.

October 20, 2011 attended Healthy Communities in District of Kent.

Attended the opening of the newly renovated Prospera Credit Union.

Moved by Councillor Perry
Seconded by Councillor Jackson

THAT Council sends a letter to the Provincial Government through the Minister of Education to encourage the Provincial Government to maintain generous financial support for public libraries in British Columbia.

**CARRIED
UNANIMOUSLY**

12.

Memorial Benches

REPORTS OF STAFF

Moved by Councillor Harris
Seconded by Councillor Kenyon

**Report of Community and Economic Development Officer –
November 2, 2011
Re: Memorial Benches**

THAT the moratorium on memorial benches on the beachfront be lifted;

AND THAT Council authorize staff to implement the proposed recognition bench plan for the beachfront;

AND THAT Council authorize staff to review the plans and policies for dealing with recognition items in public spaces.

**CARRIED
UNANIMOUSLY**

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
November 7, 2011*

13. **BYLAWS**

14. **QUESTIONS FROM THE PUBLIC**

A member of the public asked if the Campbell Lake trail had been cleaned up.

15. **ADJOURNMENT**

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT the meeting be closed to the public.

The meeting be closed to the public at 7:41 p.m.

**CARRIED
UNANIMOUSLY**

Ken Becotte
Mayor

Debra Key
Corporate Officer

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

4.2

DATE: November 23, 2011
TIME: 9:00 a.m.
PLACE: Council Chambers, 495 Hot Springs Road

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

CAO, Ted Tisdale
Director of Finance, Dale Courtice
CEDO, Andre Isakov
Manager of Revenue Services, Peggy Parberry
Operations Manager, Ian Gardner
DCAO/Corporate Officer, Debra Key

Krystal Sobie, Recording Secretary

ABSENT:

1.

CALL TO ORDER

The Mayor called the meeting to order at 9:00 a.m.

2.

INTRODUCTION OF LATE ITEMS

3.

APPROVAL OF AGENDA

Moved by Councillor Perry
Seconded by Councillor Harris

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**

4.

ADOPTION AND RECEIPT OF MINUTES

None

5.

BUSINESS ARISING FROM THE MINUTES

None

CONSENT AGENDA

i. Bylaws

ii. Agreements

**iii. Committee/
Commission
Minutes**

iv. Correspondence

DELEGATIONS

None

8. CORRESPONDENCE

None

9. BUSINESS ARISING OUT OF CORRESPONDENCE

None

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

None

10. REPORTS FROM MAYOR

None

11. REPORTS FROM COUNCILLORS

Councillor Harris None

Councillor Kenyon None

Councillor Jackson None

Councillor Perry None

12. **REPORTS OF STAFF**

13. **BYLAWS**

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT Bylaw No. 993, 2011 Parkland Acquisition and Development Reserve Fund receive first, second, and third reading

**CARRIED
UNANIMOUSLY**

Moved by Councillor Kenyon
Seconded by Councillor Perry

THAT Bylaw No. 994, 2011 Community Amenities Reserve Fund receive first, second, and third reading.

**CARRIED
UNANIMOUSLY**

14. **QUESTIONS FROM THE PUBLIC**

None

15. **ADJOURNMENT**

Moved by Kenyon
Seconded by Harris

THAT the meeting be closed to the public pursuant to section (c) (d) and (i) of the Community Charter at 9:03 a.m.

**CARRIED
UNANIMOUSLY**

Ken Becotte
Mayor

Debra Key
Corporate Officer

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

4.3

DATE: November 30, 2011
TIME: 9:30 a.m.
PLACE: Council Chambers, 495 Hot Springs Road

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

CAO, Ted Tisdale
Director of Finance, Dale Courtice
CEDO, Andre Isakov
Manager of Revenue Services, Peggy Parberry
Operations Manager, Ian Gardner
DCAO/Corporate Officer, Debra Key

Krystal Sobie, Recording Secretary

ABSENT:

1. **CALL TO ORDER**

Mayor Becotte called the meeting to order at 9:30 a.m.

2. **INTRODUCTION OF LATE ITEMS**

a) Acquisition of a new Fire Engine (Pumper)

3. **APPROVAL OF AGENDA**

Moved by Councillor Perry
Seconded by Councillor Harris

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**

4. **ADOPTION AND RECEIPT OF MINUTES**

None

5. **BUSINESS ARISING FROM THE MINUTES**

None

*Village of Harrison Hot Springs
Minutes of the Special Council Meeting
November 30, 2011*

CONSENT AGENDA

i. Bylaws

Bylaw No 993, 2011
Parkland Acquisition and
Development Reserve Fund

THAT Bylaw No. 993, 2011 Parkland Acquisition and Development Reserve Fund be adopted.

Bylaw No 994, 2011
Community Amenities
Reserve Fund

THAT Bylaw No. 994, 2011 Community Amenities Reserve Fund be adopted.

ii. Agreements

**iii. Committee/
Commission
Minutes**

iv. Correspondence

Letter from Ministry of
Forests, Lands & Natural
Resources Options –
November 1, 2011

Letter from Ministry of Forests, Lands & Natural Resources Options –
November 1, 2011

Moved by Councillor Jackson
Seconded by Councillor Kenyon

THAT Bylaw No. 993, 2011 Parkland Acquisition and Development Reserve Fund and Bylaw No. 994, 2011 Community Amenities Reserve Fund be adopted and the correspondence be received.

**CARRIED
UNANIMOUSLY**

DELEGATIONS

None

8. CORRESPONDENCE

None

9. BUSINESS ARISING OUT OF CORRESPONDENCE

None

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

None

*Village of Harrison Hot Springs
Minutes of the Special Council Meeting
November 30, 2011*

10. REPORTS FROM MAYOR

None

11. REPORTS FROM COUNCILLORS

Councillor Harris The Banner unveiling will take place on Saturday, December 3, 2011 in between the Breakfast with Santa sittings.

Councillor Kenyon None

Councillor Jackson None

Councillor Perry None

12. REPORTS OF STAFF

Financial Accounting of
Parks & Recreation
Commission

Moved by Councillor Kenyon
Seconded by Councillor Perry

THAT Council authorize staff to allow groups under the Parks and Recreation Commission umbrella handle their own finances independently of the Village.

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT the Report of the Community and Economic Development Officer regarding the Financial Accounting of Parks & Recreation Commission be removed from the agenda and dealt with by the Village staff.

**CARRIED
UNANIMOUSLY**

Acquisition of a New Fire
Engine (Pumper)

Moved by Councillor Perry
Seconded by Councillor Kenyon

THAT Council authorize the award be granted to Hub Engineers for the purchase of a new Pumper Fire Engine at a cost of \$342,491.00 plus taxes.

**CARRIED
UNANIMOUSLY**

*Village of Harrison Hot Springs
Minutes of the Special Council Meeting
November 30, 2011*

Corporate Officer, Debra Key gave a brief thank you to the Mayor and Council on behalf of the Village Staff for their support and dedication for the last three years and wished them all the best in their future endeavors.

13.

BYLAWS

Moved by Councillor Kenyon
Seconded by Councillor Jackson

THAT Bylaw No. 988, 2011 Official Community Plan Amendment be adopted.

**CARRIED
UNANIMOUSLY**

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT Bylaw No. 989, 2011 Zoning Bylaw Amendment be adopted.

**CARRIED
UNANIMOUSLY**

Moved by Councillor Jackson
Seconded by Councillor Harris

THAT Bylaw No. 990, 2011 Zoning Bylaw Amendment be adopted.

**CARRIED
UNANIMOUSLY**

QUESTIONS FROM THE PUBLIC

None

15.

ADJOURNMENT

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT the meeting be adjourned at 9:47 a.m.

**CARRIED
UNANIMOUSLY**

Ken Becotte
Mayor

Debra Key
Corporate Officer

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

4.4

DATE: December 5, 2011
TIME: 7:00 p.m.
PLACE: Memorial Hall, 290 Esplande Avenue
Harrison Hot Springs

IN ATTENDANCE:

CAO, Ted Tisdale
Director of Finance, Dale Courtice
CEDO, Andre Isakov
Manager of Revenue Services, Peggy Parberry
Operations Manager, Ian Gardner
DCAO/Corporate Officer, Debra Key

IN COMING COUNCIL:

Mayor Leo Facio
Councillor Allan Jackson
Councillor Richard Shelley
Councillor Sonja Reyerse
Councillor Zoltan Kiss

Krystal Sobie, Recording Secretary

1.

CALL TO ORDER

The Corporate Officer, Debra Key called the meeting to order at 7:00 p.m.

Adam Briscoe performed "O Canada".

Corporate Officer, Debra Key introduced The Honourable Judge Hoy who then administered the Oaths of Office to:

- 1) Mayor Leo Facio
- 2) Councillors Allan Jackson
 Zoltan Kiss
 Sonja Reyerse
 Richard Shelley

The Honourable Judge Hoy introduced the new Mayor and Council for the Village of Harrison Hot Springs to the community.

Mayor Facio thanked the community for their support and encouraged a good working relationship between Councillors, staff and the community.

Mayor Facio thanked the Honourable Judge Hoy, Adam Briscoe,

*Village of Harrison Hot Springs
Minutes of the Inaugural Council Meeting
December 5, 2011*

members of the RCMP and the photographer for their participation in the meeting.

Mayor Facio acknowledge and thanked the outgoing Council on behalf of staff and Council for their dedication and hard work over the last 3 years.

2.

REPORTS OF STAFF

Report of Chief Election Officer

Received and filed.

Council Appointments

Moved by Councillor Jackson
Seconded by Councillor Reyerse

THAT one of each of the following groups be authorized as signing officers for the Village of Harrison Hot Springs:

Mayor Leo Facio, Councillor Allan Jackson, Councillor Zoltan Kiss, Councillor Sonja Reyerse, Councillor Richard Shelley

Chief Administrative Officer, Ted Tisdale; Deputy Chief Administrative Officer/Corporate Officer, Debra Key; Director of Finance, Dale Courtice; Manager of Revenue Services, Marguerite Parberry; and

THAT Council authorize document execution by the Mayor and Corporate Officer for all official documents; and

THAT Council appoint Propsera Credit Union as the Financial Institution, McConnell, Voellkl as the Municipal Auditor and Murdy & McAllister as the Municipal Solicitors for the Village of Harrison Hot Springs.

**CARRIED
UNANIMOUSLY**

“God Save the Queen” was performed by Mayor Facio and Adam Briscoe.

*Village of Harrison Hot Springs
Minutes of the Inaugural Council Meeting
December 5, 2011*

15.

ADJOURNMENT

Moved by Councillor Jackson
Seconded by Councillor Kiss

THAT the meeting be adjourned at 7:23 p.m.

**CARRIED
UNANIMOUSLY**

A reception followed.

Leo Facio
Mayor

Debra Key
Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 995

Being a Bylaw authorizing the expenditure of monies in the Community Works Fund Reserve

WHEREAS there is an unappropriated balance in the Community Works Fund Reserve established under Bylaw No. 850 of Three Hundred and Seventy Seven Thousand Six Hundred and Twenty Dollars (\$377,620) as at November 30, 2011 which amount has been calculated as follows:

Balance in Reserve Fund at December 31, 2010	\$373,048
Add: Interest earnings for current year to November 30, 2011	<u>4,572</u>
Uncommitted balance in Reserve Fund at November 30, 2011	<u>\$377,620</u>

AND WHEREAS: it is deemed desirable to expend a portion of monies set aside under Bylaw No. 850 for the purposes of expending funds for Eligible Projects pursuant to the Community Works Fund Agreement.

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

1. A maximum sum of Two Hundred Thousand Dollars (\$200,000) is hereby appropriated from the Community Works Fund Reserve to be expended towards:
 - a. The construction of the North and South McCombs Drive Bridges

2. Should any of the above monies remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Community Works Fund Reserve Expenditure Bylaw No. 995".

READ FOR A FIRST TIME THIS 8th DAY OF DECEMBER, 2011.

READ FOR A SECOND TIME THIS 8th DAY OF DECEMBER, 2011.

READ FOR A THIRD TIME AS THIS 8th DAY OF DECEMBER, 2011.

ADOPTED THIS DAY OF DECEMBER, 2011.

Mayor

Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 996

Being a Bylaw authorizing the expenditure of monies in the Capital Works, Machinery and Equipment Reserve Fund

WHEREAS there is an unappropriated balance in the Capital Works, Machinery and Equipment Reserve Fund established under Bylaw No. 395 of Four Hundred and Fifty Four Thousand Seven Hundred and Ninety-Two Dollars (\$454,792) as at November 30, 2011 which amount has been calculated as follows:

Balance in Reserve Fund at December 31, 2010	\$424,724
Add: Contributions during the year	25,000
Add: Interest earnings for current year to November 30, 2011	<u>5,068</u>
Uncommitted balance in Reserve Fund at November 30, 2011	<u>\$454,792</u>

AND WHEREAS: it is deemed desirable to expend a portion of monies set aside under Bylaw No. 395 for the purpose of acquiring a new fire truck.

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

1. A maximum sum of Three Hundred and Fifty Thousand Dollars (\$350,000) is hereby appropriated from the Capital Works, Machinery and Equipment Reserve Fund to be expended towards:
 - a. The acquisition of a new pumper fire truck.

2. Should any of the above monies remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 996".

READ FOR A FIRST TIME THIS 8th DAY OF DECEMBER, 2011.

READ FOR A SECOND TIME THIS 8th DAY OF DECEMBER, 2011.

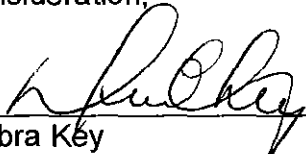
READ FOR A THIRD TIME AS THIS 8th DAY OF DECEMBER, 2011.

ADOPTED THIS DAY OF DECEMBER, 2011.

Mayor


Corporate Officer

Respectfully submitted for your consideration;



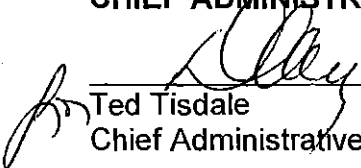
Debra Key
Deputy Chief Administrative Officer/
Corporate Officer

DIRECTOR OF FINANCE COMMENTS:

ja/ 

Dale Courtice
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



Ted Tisdale
Chief Administrative Officer



Administrative Centre | 34589 Delair Road | Abbotsford, BC | V2S 5Y1
Tel: 604-859-7141 | Toll-free: 1-888-668-4141 | Fax: 604-852-5701

November 22, 2011

Dear FVRL Members:

This is just a friendly reminder about appointing your local government's 2012 representative and alternate to the Board of Fraser Valley Regional Library.

According to the *Library Act*, which governs your FVRL membership, regular appointments to FVRL's Board are to be made "each December at the first meeting of the municipal council or regional district board." The *Library Act* also states that "a member of the library board holds office for a term of 1 year" and that "a member is eligible for reappointment, but no member may serve for more than 8 consecutive years."

The first 2012 FVRL Board meeting is planned for Wednesday, January 18, 2012, and will include the election of officers, orientation to FVRL, and a presentation on the 2012 budget. The meeting will be held at FVRL's Administrative Centre, 34589 DeLair Road, Abbotsford, beginning at 9:00 a.m. A continental breakfast is provided at 8:30 a.m. and the meeting typically concludes around 11:00 a.m.

Would you please send to my attention a confirmation of your Board representative and alternate appointments? Kindly send this information not later than December 31, 2012 to the address above, by fax to 604-859-4788, or by email to irene.geng@fvrl.bc.ca.


If I can be of further assistance to you on this matter, feel free to contact me.

Yours truly,

A handwritten signature in cursive script that reads 'Irene Geng'.

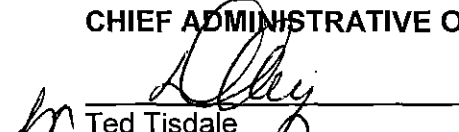
Irene Geng
Office of the Chief Executive Officer

DIRECTOR OF FINANCE COMMENTS:



Dale Courtice
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



Ted Tisdale
Chief Administrative Officer



FRASER VALLEY REGIONAL DISTRICT

45950 Cheam Avenue, Chilliwack, British Columbia V2P 1N6

Phone: 604-702-5000 Toll Free: 1-800-528-0061 (BC only) Fax: 604-792-9684
website: www.fvrd.bc.ca e-mail: info@fvrd.bc.ca

RECEIVED

NOV 24 2011

BYV. OF M.L.S.

November 21, 2011

File: 0530-20-2012 Appts

Ted Tisdale
Chief Administrative Officer
Village of Harrison Hot Springs
Box 160
Harrison Hot Springs, BC V0M 1K0

Dear Mr. Tisdale:

Re: 2012 FVRD Board and Committee Representatives

Following the Inaugural meeting of your Council, please advise us of your appointees and alternate appointees, including contact information with e-mail addresses, to the FVRD Board and following Committees.

- **Regional Board / Hospital Board**
- **FV Treaty Advisory Committee**

The Inaugural meeting of the FVRD Board will be held on Wednesday, December 14th, 2011 at 7:00 p.m.

Thank you.

Linda Machmer
Executive Assistant to CAO
& Board of Directors

[lmachmer@fvrd.bc.ca]
Fax: 1-604-702-5457

0400-50-03

FILE #	DATE
0530-01	Nov 24/11
<input type="checkbox"/> BAO	<input type="checkbox"/> CO
<input type="checkbox"/> OCAO	<input type="checkbox"/> ADMIN/ FINANCE
<input type="checkbox"/> DIRE	<input type="checkbox"/> B/L ENF
<input type="checkbox"/> MGR REV SVCS	<input type="checkbox"/> MAYOR
<input type="checkbox"/> CEDO	<input type="checkbox"/> COUNCIL
<input type="checkbox"/> OP. MGR	
ITEM (A) B C	
COUNCIL AGENDA	
DATE	Dec 12/11
	INITIAL <input type="checkbox"/>
(ITEMS: A-REQ, ACTION; B - INFO - WRESF C - INFO ONLY)	



CHARTERED ACCOUNTANTS

F.W. Voelkl, B.Comm., C.A.
C.M. Kelley Inc., B.B.A., C.A.

P.O. Box 819
228 Wallace St.
Hope, B.C. V0X 1L0



Office (604)869-5634
Fax (604)869-2381

13.3

INTERIM AUDIT REPORT

To the Council of the **VILLAGE OF HARRISON HOT SPRINGS:**
P.O. Box 160
Harrison Hot Springs, BC
V0M 1K0

We have reviewed and evaluated the receipts, payroll, purchasing and financial information systems, examined accounts, and adhered to Canadian generally accepted auditing procedures and standards to test the records of the **VILLAGE OF HARRISON HOT SPRINGS** for the operating period ended **October 31, 2011**, and we have performed a financial review of the accounts, records, ledgers and computerized financial information system employed by the Village for the interim period then ended. Our examination included a review of council and administration policies and their implementation, review of accounting procedures, financial, management, and internal audit controls, and included such tests of supporting documents and records as we considered necessary in the circumstances.

We restricted our substantive tests, generally, to material transactions in excess of \$2,000. and our tests did not include external confirmations of specific receipts or expenditures. This procedure, in our opinion, based on the lack of response received in the past, would not greatly enhance the expected results nor assist management in performing its control function.

Subject to our comments in the Internal Management Report dated **November 25, 2011** we are pleased to report that in all material respects, we found the accounts, records and ledgers orderly, well kept and up to date, and to the best of our knowledge from the test checks that we conducted, they accurately reflect the results of operation of the **VILLAGE OF HARRISON HOT SPRINGS** for the period tested.


CHARTERED ACCOUNTANTS

November 25, 2011
Hope, B.C.
Canada



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** December 6, 2011

FROM: Debra Key, Deputy Chief **FILE:** 4320-50
Administrative Officer/Corporate Officer

SUBJECT: Special Occasion Licence Application – Harrison Festival of the Arts

ISSUE:

Endorsement for Special Occasion Licence Application for public events.

BACKGROUND:

In the past, the Harrison Festival of the Arts has applied for and obtained Special Occasion Licences from the Liquor Control and Licencing Branch for events that have been organized by the Festival. However, when the event is a public event, it requires the approval of both the responsible local government or First Nation and the local police authority. Public special occasions are:

- a community or public event (such as a community festival or outdoor concert)
- a tasting event so a liquor manufacturer can showcase their product, or
- any event that contributes to the cultural or social life of the community

In addition, under section 15(9) of the Liquor Control and Licencing Regulation, if the event is to be held on lands or premises owned or operated by the local government, the applicant must first obtain written permission for the event signed by an authorized official of that government.

The Harrison Festival of the Arts has scheduled special events for the early 2012 and is requesting endorsements for their Special Occasion Licence Applications.

RECOMMENDATION:

THAT Council approve the endorsement of the Harrison Festival of the Arts Special Occasion Licence Applications for the period January to May of 2012.

Respectfully submitted for your consideration;



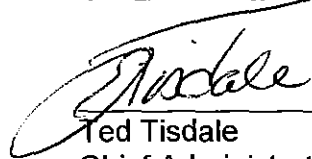
Debra Key
Deputy Chief Administrative Officer/
Corporate Officer

DIRECTOR OF FINANCE COMMENTS:



Dale Courtice
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



Ted Tisdale
Chief Administrative Officer

Debra Key

From: Ed Stenson <ed@harrisonfestival.com>
Sent: December-06-11 1:47 PM
To: Debra Key
Subject: Liquor License Dates - 2012

Hi Deb
Thought I should do this while I am still remembering.

I will need Village approval for liquor licenses for the following dates in the first half of 2012:

Saturday, January 28
Saturday, February 11
Saturday, March 3
Saturday, March 17
Saturday, April 14
Saturday, April 28
Saturday, May 5

Thanks for your assistances.

Ed Stenson
Harrison Festival Society
www.harrisonfestival.com
(604) 796-3664
Box 399, Harrison Hot Springs, BC V0M 1K0
34th Harrison Festival of the Arts July 7 - 15, 2012





VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** December 6, 2011

FROM: Debra Key, Deputy Chief **FILE:** 1855-02-01
Administrative Officer/Corporate Officer

SUBJECT: Celebrate Canada Funding Application – July 1, 2012

ISSUE:

To apply for funding from Canadian Heritage Celebrate Canada Program for Canada Day, July 1, 2012.

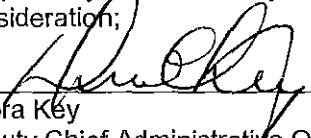
BACKGROUND:

Annually, the Village of Harrison Hot Springs has applied for Canada Day funding under the Celebrate Canada Program from the Canadian Heritage Branch. The deadline to submit the funding application is January 16, 2012.

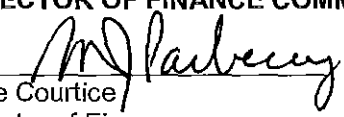
RECOMMENDATION:

THAT approval be given for staff to apply for funding from the Canadian Heritage Celebrate Canada program for the purposes of Canada Day celebrations for 2012.

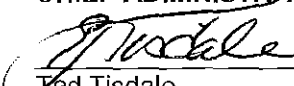
Respectfully submitted for your consideration;


 Debra Key
 Deputy Chief Administrative Officer/
 Corporate Officer

DIRECTOR OF FINANCE COMMENTS:


 Dale Courtice
 Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:


 Ted Tisdale
 Chief Administrative Officer

Debra Key

From: Dave Harris
Sent: November-25-11 11:33 PM
To: Debra Key
Subject: FW: (Fraser Valley - BC) LAUNCH OF THE 2012 CELEBRATE CANADA FUNDING APPLICATION PROCESS / LANCEMENT DU PROCESSUS 2012 D'ENVOI DES DEMANDES DE FINANCEMENT DU CANADA EN FÊTE

Hi Debra,

Will you follow up on this for Canada Day please.

Regards, Dave

From: Susan.Wrobel@pch.gc.ca [Susan.Wrobel@pch.gc.ca]
Sent: Friday, November 25, 2011 3:31 PM
To: canada.day@pch.gc.ca
Subject: (Fraser Valley - BC) LAUNCH OF THE 2012 CELEBRATE CANADA FUNDING APPLICATION PROCESS / LANCEMENT DU PROCESSUS 2012 D'ENVOI DES DEMANDES DE FINANCEMENT DU CANADA EN FÊTE

Hello / Bonjour:

SUBJECT: LAUNCH OF THE 2012 CELEBRATE CANADA FUNDING APPLICATION PROCESS

The 2012 application process is now launched.

Canadian Heritage provides financial support for activities organized during the Celebrate Canada period, from June 21st to July 1st. These activities celebrate National Aboriginal Day, on June 21st, Saint-Jean-Baptiste Day on June 24th, Canadian Multiculturalism Day on June 27th and Canada Day on July 1st.

In 2012, Canada will commemorate the 60th anniversary of the reign of Her Majesty as Queen of Canada. To mark her Diamond Jubilee, Canadians will celebrate the Queen's reign, honour her service and dedication to this country, and showcase Canadian achievements of the last 60 years. In 2012, we will also mark the 200th Anniversary of the War of 1812, an important milestone in Canadian history.

In assessing proposals, the Department will give priority to applications that thematically integrate one or both of the above anniversaries into proposed activities. For information on the Diamond Jubilee and the War of 1812 Bicentennial please visit : <http://www.pch.gc.ca> and select

OBJET: LANCEMENT DU PROCESSUS 2012 D'ENVOI DES DEMANDES DE FINANCEMENT DU CANADA EN FÊTE

Le nouveau processus d'envoi des demandes est maintenant lancé.

Patrimoine canadien octroie des appuis financiers pour des activités qui se déroulent pendant la période Le Canada en fête, du 21 juin au 1er juillet. Ces activités célèbrent la Journée nationale des autochtones, le 21 juin, la Saint-Jean-Baptiste, le 24 juin, la Journée canadienne du multiculturalisme, le 27 juin et la fête du Canada, le 1er juillet.

En 2012, le Canada célébrera le 60^e anniversaire du règne de Sa Majesté en qualité de Reine du Canada. Afin de souligner le Jubilé de diamant, les Canadiens commémoreront le règne de la Reine, rendront hommage à son service et à son dévouement pour le pays et mettront en vedette certaines réalisations canadiennes des 60 dernières années. En 2012, nous marquerons aussi le 200^e anniversaire de la Guerre de 1812, un jalon historique important pour le Canada.

En évaluant les demandes, le ministère accordera la

the appropriate box under "Events & Initiatives"

In order to ensure that your funding request is processed in a timely manner, you are invited to send us your request as soon as possible, before January 16, 2012. Please make sure that your form is completed and signed. Incomplete applications will result in delayed processing and could be rejected.

You may find the Funding Application information on the Celebrate Canada funding component of the Canadian Heritage web site <http://www.pch.gc.ca>.

If you received funding in the previous year, you were required to submit a Final Activity Report, which was due on August 31, 2011. If you failed to provide us with a Final Activity Report prior to submitting a new application, your organization will not be eligible for funding under the Celebrate Canada program. If you have already submitted your Final Activity Report, please accept our thanks.

Please do not hesitate to contact your Regional Program Officer if you need further information.

Nicole Laplante
Canadian Heritage
400-300 W Georgia St.
Vancouver, BC
V6B 6C6
Phone 604-666-7591
email: nicole.laplante@pch.gc.ca

or

Susan Wrobel
Canadian Heritage
400-300 W Georgia St.
Vancouver, BC
V6B 6C6
Phone 604-666-8082
email: susan.wrobel@pch.gc.ca

Thank you for your cooperation.

priorité aux demandes qui intégreront une thématique d'un ou des anniversaires dans leurs activités. Pour des renseignements sur le Jubilé de diamant et le Bicentenaire de la Guerre de 1812 visitez le site internet du Patrimoine canadien <http://www.pch.gc.ca> et choisissez la section appropriée sous "Événements & initiatives".

Afin d'assurer que votre demande de financement soit traitée dans les meilleurs délais, nous vous invitons à acheminer votre demande dès que possible, soit avant le 16 janvier 2012. Veuillez vous assurer que votre formulaire est dûment complété et signé. Les demandes de financement incomplètes retarderont l'évaluation de votre dossier et pourront être rejetées.

Nous trouverez les renseignements et la documentation reliés au processus de demande sur le site internet du Patrimoine canadien <http://www.pch.gc.ca>, section financement du Canada en fête.

Si vous avez reçu du financement dans la dernière année, vous deviez soumettre un rapport d'activité final avant le 31 août 2011. Si vous n'avez pas soumis de rapport final d'activité, votre organisme n'est plus admissible pour du financement sous le programme Le Canada en fête. Si vous avez déjà soumis votre rapport d'activité final, veuillez accepter nos remerciements.

N'hésitez pas à communiquer avec votre agent de programme régional si vous avez besoin de plus de renseignements.

Nicole Laplante
Canadian Heritage
400-300 W Georgia St.
Vancouver, BC
V6B 6C6
Phone 604-666-7591
email: nicole.laplante@pch.gc.ca

ou

Susan Wrobel
Canadian Heritage
400-300 W Georgia St.
Vancouver, BC
V6B 6C6
Phone 604-666-8082
email: susan.wrobel@pch.gc.ca

Merci de votre collaboration.



Celebrate Canada Funding Application Guide Deadline: January 16, 2012

Application Deadline

Please note that the deadline to submit your funding application for the 2012 edition of Celebrate Canada is January 16, 2012.

If you wish to plan a celebration that will play a vital role and increase the sense of pride and belonging to all Canadians, consult the information and documentation on the funding application process.

Service Standards

Acknowledgement: Our goal is to acknowledge receipt of your application form within **15 calendar days**.

Decision: Our goal is to issue official written notification of the funding decision within **13 weeks** of the Program deadline.

Payment: Our goal is to issue payments within **28 calendar days** of either the successful fulfillment of requirements as outlined in the contribution agreement, or the date of issue of a grant award letter.

Program Information

Canadian Heritage provides financial support for activities organized during the Celebrate Canada period, from June 21st to July 1st.

These activities celebrate National Aboriginal Day on June 21st, Saint-Jean-Baptiste Day on June 24th, Canadian Multiculturalism Day on June 27th and Canada Day on July 1st.

Objectives

Funding for Celebrate Canada celebrations will provide Canadians opportunities to:

- enable Canadians to appreciate Canada's cultural, ethnic, linguistic and geographic diversity; and
- create opportunities for Canadians to participate in celebrations that create a sense of pride and belonging to Canada.



Eligible Recipients

- Canadian not-for-profit organizations: corporations, cooperatives, and unincorporated associations, etc.;
- Canadian business corporations where projects are non-commercial in nature; and
- Canadian educational institutions, Canadian municipal governments and other municipal, provincial and territorial institutions.

Eligible Expenditures

Eligible expenditures must be pertinent, reasonable, and essential expenses required to accomplish the objectives of an eligible project and incurred no earlier than the application receipt date. **These include:**

- promotional expenses, translation, communications, entertainment, supplies and equipment as well as reasonable travel for entertainers and hospitality expenses within Canada as per the guidelines set out by the Treasury Board of Canada; travel and hospitality expenses must be directly associated with the proposed activities related to Celebrate Canada period;
- for Saint-Jean-Baptiste Day, National Aboriginal Day and Canadian Multiculturalism Day, ceremonial and traditional foods (such as bannock and salmon on National Aboriginal Day), may be eligible;
- for Canada Day celebrations, birthday cake is the only eligible food expense, with the exception of requests for events held in the territories (Nunavut, Northwest Territories and Yukon), where all food expenses are eligible;
- fireworks; and
- administration costs (not exceeding 15% of the total contribution), including salaries and benefits, fees for professional services, bank charges, utilities and reasonable administrative travel/hospitality expenses within Canada.

Ineligible Expenditures

The following expenditures are **not eligible for funding under the Celebrate Canada funding program:**

- costs related to capital projects;
- lobbying activities, advocacy;
- activities that are not directly related to events that take place during the Celebrate Canada period;
- costs incurred prior to receipt of signed application package;
- prizes, fairs and festivals; and
- activities or services that take place outside Canada.

Funding Criteria

Funding decisions are based on available funds and assessments of applications received. The assessment of applications is a competitive process, and resources are limited.

Even if your organization and application are determined to be eligible, you are not guaranteed funding from the Program. If your application is successful, the funding you receive may be less than the amount requested.

If you require assistance to complete the application form, please contact your Regional Office. Departmental addresses and telephone numbers are provided at the end of this Guide.



Application requirements

- A complete, accurate and signed application form that includes a balanced budget is required. Failure to submit a complete application will result in a rejection.
- If you previously received funding from the Department of Canadian Heritage but **did not submit a Final Activity Report** as required, you are not eligible for further funding.

Applications will be considered on the following basis:

- Eligible projects will contribute to the achievement of Program objectives.
- Eligible activities will be publicly identified as funded by the Department of Canadian Heritage and held between June 21st and July 1st, 2012.
- Admission fees will not be charged and donations will not be required for entry in order to ensure the events are accessible to the entire community.

Funding priority may be given to:

- Proposals that seek wider participation and that are inclusive of various community groups such as minority communities (Aboriginal, official-language minority communities, and ethno-cultural communities) and youth; and
- Recipients who have obtained financial or in-kind support from other sources

Funding Terms

The Department provides funding to successful applicants by means of a Grant or Contribution. In the case of a Contribution, a written agreement sets out the parameters for reporting and payment. In the case of a Grant, the signed application and approval letter constitute the agreement.

The number of applications received will determine the amount of funding available. Funding levels provided will vary and be dependent on the scope of celebrations proposed.

Only one application per applicant for all events (National Aboriginal Day, Saint-Jean-Baptiste Day, Canadian Multiculturalism Day and Canada Day) will be accepted for the funding cycle.

Applicants who incur costs prior to notification of approval do so at their own risk. The earliest date at which costs may be eligible is the date your application is received by the Department.

Funds received from PCH not spent on **Celebrate Canada events** as stipulated in the written agreement are to be returned to the Department of Canadian Heritage.

Submitting Your Application

We strongly encourage you to scan your completed, signed and dated application and to submit it by email with attachments.

You may also send your completed, signed and dated form by fax, mail or courier to the Canadian Heritage Regional Office in your province or territory. Departmental addresses and telephone numbers are provided at the end of this guide.



Part A – Information About the Organization

1. General Information

Organization's Legal Name

Enter the organization's full official name, as it appears on the Certificate of incorporation or registration document. If the applicant organization is not a corporation, enter the name commonly used.

Organization's Former Name (if applicable)

If the organization had a different name the last time it received funding from the Department, enter the former name in full.

2. Street Address

Enter the organization's street address. If an unincorporated organization, enter the address of the person authorized to sign for the organization.

3. Mailing Address

Enter the organization's complete mailing address when it differs from the Street Address.

4. Person Authorized to Sign for the Organization

Indicate the name of the person authorized to make decisions on the organization's use of funds. This is usually the Chairperson of the Board of Directors or a member of the Executive Board or the assigned Treasurer. The person must sign the application on behalf of the organization.

Salutation: Please specify how the authorized representative should be addressed (e.g., Mr., Mrs., Ms., Dr., Reverend, etc.).

5. Contact Person

The contact person should be the resource person most knowledgeable about the planned activities.



6. Structure and Governance of Organization

Geographical Scope of Activity

Enter your organization's principal geographical area of operation (please choose only one, even if your organization operates in several):

- **Inter-provincial/Inter-territorial** (active in at least two provinces or territories);
- **Provincial/Territorial** (active throughout a province or territory);
- **Regional** (active in at least two municipalities in a region);
- **Municipal** (active in a municipality); or
- **Local** (active in a community or neighbourhood).

Legal Status

This is the legal status of the Organization. Choose among the following:

- **Established as a Federal Corporation (incorporated).** Please provide *Date of Incorporation* and *Registration Number*;
- **Established as a Provincial/Territorial Corporation (incorporated).** Please provide *Date of Incorporation* and *Registration Number*; (This status should be used by Municipalities and First Nations governments);
- **In the process of becoming a Federal Corporation.** Please provide *Date of Application*, leave "Number" empty;
- **In the process of becoming a Provincial/Territorial Corporation.** Please provide *Date of Application*, leave "Number" empty;
- **Cooperative.** Please provide *Date* and *Number* (if applicable);
- **Unincorporated Association.** Leave "Date" and "Number" empty and complete section 13 of the form; or
- **Registered Charity.** Please provide Canada Revenue Agency registration "Date" and "Number" (if applicable).

Official-language minority group

Official-language minority communities generally consist of Anglophones in Quebec and Francophones outside Quebec.

Mandate of the Organization

Enter the mandate of the organization according to the governing documents. If your organization is an unincorporated association or committee that does not have formal standing, please enter the purpose and scope of your organization.

Part B – Project Information

7. Project Description

Project title

The project title is the name given to your project. It is how your project will be referred to and how it will be promoted.



Project Description - Summary

Select one or more events from the following:

National Aboriginal Day;
Saint-Jean-Baptiste Day;
Canadian Multiculturalism Day; and
Canada Day.

Enter the start date of the first event in "FROM" and the end date of the last event in "TO". Enter the City and Province where the celebrations will be held.

Indicate who the event(s) is (are) designed to reach by selecting one or more of the following: Aboriginal/Ethnic Groups; Adults; Families; General public; Seniors; and Youth.

Insert the expected number of participants for the entire duration.

Link with Program Objectives

Select all program objectives that your project will address.

Project Additional Information

This section is mandatory. Answer Yes or No to each question. Note that your project will not be eligible if you charge an admission fee.

Acknowledgement

Identify, in fifty (50) words or less, the means you will use to acknowledge support from Canadian Heritage (refer to page 8 of the Guide).

How will you ensure that your event(s) are identified as Celebrate Canada events and are well publicized, fully accessible and well attended?

Identify, in fifty (50) words or less, the means you will use to identify events as Celebrate Canada events, and how you will promote them to ensure maximum attendance, e.g., brochures, advertisement, posters, etc.

8. Description of Events

Event title

Please select one of the following:

- National Aboriginal Day;
- Saint-Jean-Baptiste Day;
- Canadian Multiculturalism Day; and
- Canada Day.

Description

In fifty (50) words or less, summarize the main elements, scope and reach of each event.

Activities

Please select one of the following:

- Protocol ceremonies;
- Cake or Traditional Food;
- Children or Family activities;
- Games;
- Shows;
- Fireworks;
- Other.

Should your request for funding be approved, the date and location of your event(s)/activity(ies) cannot be changed without prior approval from the Department.



9. Environmental Assessment Checklist

Projects funded by the Department are subject to the provisions of the *Canadian Environmental Assessment Act*.

The applicant shall ensure that all activities comply with federal, provincial/territorial and municipal laws and regulations, and related laws or guidelines with respect to environmental matters. If an environmental screening or assessment is required, the applicant organization is responsible for the environmental assessment and for any associated costs. **The Environmental Assessment Checklist must be completed or your application will be deemed incomplete.**

Your answers will help determine if an Environmental Assessment is required. A Program Officer will contact you if additional information is required.

Note: Costs related to Environmental Assessment are not eligible costs under Celebrate Canada.

10. Official Languages Checklist

English and French are the two official languages of Canada. The Government of Canada is committed to promoting both languages. If you receive funding under this initiative you will be required to implement specific measures as per the three levels indicated below. Please note that these minimum requirements must respect provincial/territorial regulations or laws. In some instances, additional measures might be desirable.

A - Projects where the official-language minority community population is less than 5% of the overall population and the requested funding is less than \$5,000:

- o The recipient is required to acknowledge the Department's support for the project in English and in French.

B - Projects where the official-language minority community population is less than 15% of the overall population and/or the requested funding is at least \$5,000 but less than \$50,000:

- o The recipient is required to acknowledge the Department's support for the project in English and in French.
- o The recipient is required to provide basic project information and promotion in English and French (this includes announcements and media events to promote the event).
- o The recipient is required to have the main signage components at the event in English and French.

C - Projects where the official-language minority population is 15% or more of the overall population and/or the requested funding is more than \$50,000:

- o The recipient is required to acknowledge the Department's support for the project in English and in French.
- o The recipient is required to provide basic project information and promotion in English and French (this includes announcements and media events to promote the event)
- o The recipient is required to have the main signage components at the event in English and French.
- o The recipient is required to offer basic services at the event (e.g., public announcements, information kiosk, first aid, etc.) in English and French.
- o The recipient is required to invite the official-language minority community to participate in the event's programming, where appropriate.

Where can I find information on the official-language population in my community?

For information about the official-language population in your community, consult the following Statistics Canada Web site <http://www12.statcan.gc.ca/census-recensement/2006/dp-pd/prof/92-591/index.cfm?Lang=E> or contact your Regional Office of the Department of Canadian Heritage at the end of this Guide. Please note that translation and signage expenses are eligible expenses under the Program.



Acknowledgement

(The following information is taken from: <http://www.pch.gc.ca/pc-ch/peaf-pafa/index-eng.cfm>)

Please remember that you need to acknowledge the federal funding in your promotional activities and events. There are numerous opportunities for acknowledging your federal contribution. For example: during the project launch; at opening or unveiling ceremonies; in media interviews or announcements; upon successful project completion. Any promotion of, and publicity for, the funded activities must mention the support of the Department of Canadian Heritage and/or the Government of Canada.

Examples of bilingual forms of Acknowledgement

With public activities such as performances and exhibitions, audio-visual productions, or print and electronic publications, the contribution in most instances should be acknowledged through proper use of the "Canada" wordmark.

A message should accompany the wordmark, or may be used instead where placement is not possible (e.g., a radio broadcast). Messages should be in both official languages. Depending on the circumstances, here is a bilingual layout for use in printed materials and suggested wording for verbal announcements.

We acknowledge the financial support of the Government of Canada through the Department of Canadian Heritage.

Nous reconnaissons l'appui financier du gouvernement du Canada par l'entremise du ministère du Patrimoine canadien.

Canada

Where Canadian Heritage is the only federal contributor and there is insufficient space for a message, the departmental signature should accompany the wordmark, if space allows.



Canada

If more than one federal department has contributed, instead use the Government of Canada signature with the Wordmark.



Canada



Part C – Expenses and Revenues

11. Expense Categories

Eligible Expenses

The date the application is received by Canadian Heritage is the earliest date expenses are eligible.

Eligible expenditures must be pertinent, reasonable, and essential expenses required to accomplish the objectives of an eligible project. **These include but are not limited to:**

Administrative Expenses

Eligible administrative expense include salary and benefits, professional fees, bank charge, office supplies, utilities, travel and hospitality expenses. Each one is defined below.

- **Salaries:** Remuneration of permanent and temporary employees. The Organization must provide a list of all paid position associated to the project and their associated salaries.
- **Professional fees:** Sums paid to resource persons and consultants as well as amounts paid for professional services such as financial auditing.
- **Bank charges, office supplies and utilities:** Expenses like paper, envelopes, telecommunications, electricity and bank services charges associated with the project.
- **Travel and Hospitality:** Please indicate total travel costs (e.g. train, air, car, taxi, etc.) as well as meal and accommodation expense incurred during the planning process of the project.

Entertainment Expenses

Entertainment expenses include fees for performers, artists, buskers, Masters of Ceremony, and reasonable travel and hospitality for entertainers within Canada as per the guidelines set out by the Treasury Board of Canada; travel and hospitality must be directly associated with the proposed activities related to Celebrate Canada.

Promotional Expenses

Promotional expenses include communications costs (brochures, community newsletters, newspaper ads, posters, messages distributed to the media, graphic design, signage, paid advertisement), translation and printing.

Logistics Expenses

Logistics costs include project expenses such as supplies for activities, equipment rental (tools, tables, chairs, tent, fencing, sound system, lighting, etc), security and safety (guards, paramedics).

Food Expenses

- For Canada Day, birthday cake is the only eligible food expense, with the exception of activities organized in the Territories (Nunavut, Northwest Territories and Yukon), for which all food expenses are eligible.
- For Saint-Jean-Baptiste, National Aboriginal Day and Canadian Multiculturalism Day, ceremonial and traditional foods item such as bannock and salmon for National Aboriginal Day may be eligible.

Liability Insurance Expenses

Liability insurance is an eligible expense under the Program.

Other Expenses

Other expenses not included in previous categories are not eligible under Celebrate Canada. These include costs incurred prior to receipt of signed application package, prizes, international travel and other expenses as indicated in the Ineligible Expenditures section. None of these expenses can be funded by Canadian Heritage, however they should be included in your total project expenses.



Total Expenses

The electronic form will automatically calculate "Total Expenses".

This section contains the sum of the columns "Cash (\$)" "In-Kind" and "Dollar Portion Requested from Canadian Heritage". When the Application Form is completed by hand, the resulting sum of the "Portion Requested from Canadian Heritage" column should be copied to the corresponding row in Section 12 - Revenues.

12. Revenues

Dollar Portion Requested from Canadian Heritage

The electronic form will automatically calculate the "Dollar Portion Requested from Canadian Heritage".

If you are completing the form in hard copy, enter in this section the amount calculated from section 11, Total Expenses " Dollar (\$) Portion Requested from Canadian Heritage" column.

Other Sources of Revenues

Identify all anticipated sources of revenue. Other sources include the contribution from the Organization, community partners, other government contributors, foundations, etc. Indicate whether each source of revenue is confirmed (Yes/No). Indicate if the amount is "Cash (\$)" or "In-Kind" (donated services, material, equipment, volunteer services that are directly related to the project activities.)

The electronic form will automatically calculate the Sub-totals for "Cash (\$)" and "In-Kind" and the "Total Revenues".

If you are completing the form in hard copy, calculate the sum of all "Cash (\$)" and "In-Kind" amounts entered. Enter the sum in the corresponding Sub-total. Total Revenues is the sum of the Sub-totals added to the "Dollar Portion requested from Canadian Heritage". Enter this amount in "Total Revenues".

Remember:

Even if your organization and application are eligible, you are not guaranteed funding from the Department, and even if your application is successful, the funding you receive may be less than the amount requested.

Summary Tables

The electronic form will complete this section automatically using data from the Expenses and Revenues tables in section 11 and 12. It will confirm that your Expenses and Revenues are balanced.

If you are completing the form in hard copy, this table is not mandatory.

13. Unincorporated Applicant Acceptance of Responsibility

The Unincorporated Applicant Acceptance of Responsibility form is a fundamental requirement that is applicable to all unincorporated groups. Failure to submit this signed form with an application for funding will result in rejection of the application. A minimum of 2 signatures are required.

PART D – Documents Checklist

This list will help you confirm that you have included all the required documents in your application. Some documents are required and others are mandatory only in certain cases and are therefore identified as "(if applicable)". Select the box accordingly.



PART E – Attestation

This section must be complete for your application to be deemed receivable. The Organization and its representative(s) must attest that they have read, understand and agree to comply with all clauses.

Once complete the application constitutes a legally binding agreement between the Organization and Her Majesty the Queen in Right of Canada as represented by the Minister of Canadian Heritage and Official Languages and is effective the date the grant is approved by the Minister.

Signature

The application must be signed by a person (or persons) authorized by the organization. (Please refer to "Person Authorized to Sign for the Organization.")

A document of authorization from the organization (e.g., Annual General Meeting motion, By-Law, Board of Directors' resolution, Delegation of Signing Authority form, etc.) may be requested by the Department as proof of Authority.

Two signatures are needed in the case of an unincorporated applicant or if the organization's Constitution and By-Laws require it, otherwise, one signature will suffice.

Please ensure to send your Funding Application Form to your Canadian Heritage Regional Office.



Canadian Heritage Offices

Please ensure to send your *Funding Application Form* to your Canadian Heritage Regional Office. For more information you may also consult our Web site: www.celebratecanada.pch.gc.ca

ALBERTA	BRITISH COLUMBIA
Celebrate Canada Celebrations Canada Place 9700 Jasper Avenue, Suite 1630 Edmonton, Alberta T5J 4C3 Tel: 780 495-3350 (call collect) Fax: 780 495-4873	Celebrate Canada Celebrations Library Square 300 West Georgia Street, 4 th Floor Vancouver, British Columbia V6B 6C6 Tel: 604 666-7591 or 1 800 663-5812 Fax: 604 666-3508
MANITOBA	NEW BRUNSWICK
Celebrate Canada Celebrations P.O. Box 2160 240 Graham Avenue, Suite 510 Winnipeg, Manitoba R3C 3R5 Tel: 204 983-4738 (call collect) Fax: 204 983-4751	Celebrate Canada Celebrations 1045 Main Street, Unit 106 Moncton, New Brunswick E1C 1H1 Tel: 506 851-7052 or 1 800 561-7146 Fax: 506 851-7079
NEWFOUNDLAND AND LABRADOR	NORTHWEST TERRITORIES
Celebrate Canada Celebrations P.O. Box 5879 St. John's, Newfoundland and Labrador A1C 5X4 Tel: 709 772-5364 (call collect) Fax: 709 772-2940	Celebrate Canada Celebrations P.O. Box 2160 240 Graham Avenue, Suite 510 Winnipeg, Manitoba R3C 3R5 Tel: 204 983-4738 (call collect) Fax: 204 983-4751
NOVA SCOTIA	NUNAVUT
Celebrate Canada Celebrations Old Red Store, 2 nd Floor, Suite 200 Historic Properties 1869 Upper Water Street Halifax, Nova Scotia B3J 1S9 Tel: 902 426-2945 or 1 800 996-3995 Fax: 902 426-5428	Celebrate Canada Celebrations P.O. Box 2160 240 Graham Avenue, Suite 510 Winnipeg, Manitoba R3C 3R5 Tel: 204 983-4738 (call collect) Fax: 204 983-4751



ONTARIO	PRINCE EDWARD ISLAND
<p>Celebrate Canada Celebrations 150 John Street, Suite 400 Toronto, Ontario M5V 3T6 Tel: 416 973-1990 or 1 800 749-7061 Fax: 416 954-4515</p>	<p>Celebrate Canada Celebrations Jean Canfield Government of Canada Building 191 University Avenue, 2nd Floor Charlottetown, Prince Edward Island C1A 4L2 Tel: 902 566-7188 Fax: 902 566-7186</p>
QUEBEC	SASKATCHEWAN
<p>Celebrate Canada Celebrations Guy-Favreau Complex 6th Floor, West Tower 200 René-Lévesque Boulevard West Montréal, Quebec H2Z 1X4 Tel: 514 283-7926 or 1-866-811-0055 Fax: 514 283-7727</p>	<p>Celebrate Canada Celebrations 1975 Scarth Street, Suite 400 Regina, Saskatchewan S4P 2H1 Tel: 204 983-4738 (call collect) Fax: 204 983-4751</p>
YUKON	
<p>Celebrate Canada Celebrations 300 Main Street, Room 205 Whitehorse, Yukon Y1A 2B5 Tel: 867 667-3925 (call collect) Fax: 867 393-6701</p>	



Event planning checklist

- Appoint a Committee or Event/Project coordinator
- Determine what activities will take place
- Get cost estimates (site rental, entertainment, sound/lights, children's activities, etc.)
- Seek sources of funding or support (cash and in-kind)
- Prepare outreach/publicity plan (general population/businesses)
- Prepare necessary contracts and other legal documents (site, entertainment, special permits, licenses, insurance, etc.)
- Plan for alternative site (if event is outdoors and weather not permitting)
- Invite/confirm VIPs
- Involve the media (press release and calendar listings)
- Arrange for photographs of the event
- Complete your application for funding with Canadian Heritage if you wish to receive funding.

The Application Form is available at: <http://www.pch.gc.ca> under Funding Opportunities.

Note: Any Funding Application Forms postmarked or received by scan and email, by fax, mail or by courier or delivered to your Canadian Heritage Regional Office after **January 16, 2012** will not be considered.



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** December 6, 2011

FROM: Debra Key, Deputy Chief **FILE:** 0530-01
 Administrative Officer/Corporate Officer

SUBJECT: Deputy Mayor Appointments

ISSUE:

Pursuant to s. 130(1) of the *Community Charter*, the Council must, in accordance with its applicable procedure bylaw, provide for the designation of a Councillor to act in the place of Mayor.

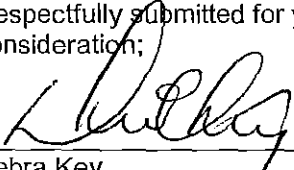
BACKGROUND:

Pursuant to the Council Procedure Bylaw, the Mayor may nominate and Council must appoint a Council member to act in place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is absent.

RECOMMENDATION:


THAT Councillor Jackson be appointed to act as Deputy Mayor for the year 2012:

Respectfully submitted for your consideration;



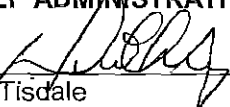
 Debra Key
 Deputy Chief Administrative Officer/
 Corporate Officer

DIRECTOR OF FINANCE COMMENTS:



 Dale Courtice
 Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



 Ted Tisdale
 Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** December 7, 2011

FROM: Ian Crane,
Manager of Development Services. **FILE:** 0890-20-06

SUBJECT: Village Office re-roofing options

ISSUE:

Staff by the request of Council has had the opportunity to research roofing material options for the Village Office roof replacement project.

BACKGROUND:

Consideration was given to the historic significance of the building as well as cost, maintenance and life expectancy of the various products. If the historic form and character of the building was the only consideration Wood Shingles would certainly be the natural choice.

However, since the 2003 Okanagan Mountain Park Wildfire the construction industry is beginning to pay closer attention to the interface between the forested areas of the community and urban development; particularly when it comes to building materials. Many roofing products are being developed which have the appearance and characteristics of wood shingles but have a much higher flame spread classification. (Attached)

Considering the roof is the largest surface area of any building it is important to consider roofing materials which reduce flame spread risk as part of any roof replacement. No building material is fireproof however proper fire-rated building materials can reduce a fire's spread and extend the amount of time it takes for a building to ignite.

In addition to the flame spread risk the installation cost of a Wood Shingle roof and the on-going maintenance cost would be significantly higher than Asphalt / Fiber Cement Composite Shingle installation. Rough estimates range from \$15,000 for Asphalt, \$25,000 for Fiber Cement Composite Shingles and \$30,000 for Wood Shingles.

Another fact to consider is Asphalt / Fiber Cement Composite Shingle installations typically offer a 30 year warranty.

In consideration of the facts presented Asphalt / Fiber Cement Composite type shingles appear to be superior to Wood Shingles and in order to keep cost within budget while maintaining quality staff are recommending Asphalt Shingle installation be considered for the Village Office roof replacement project.

RECOMMENDATION:

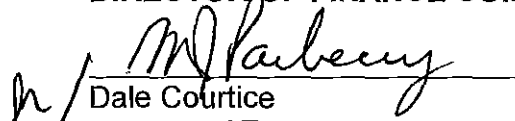
That Mayor and Council instruct staff to proceed with the Village Office roof replacement project with preference being given to Asphalt Shingles.

Respectfully submitted for your
Consideration;



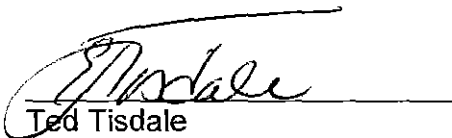
Ian Crane
Manager of Development Services

DIRECTOR OF FINANCE COMMENTS:

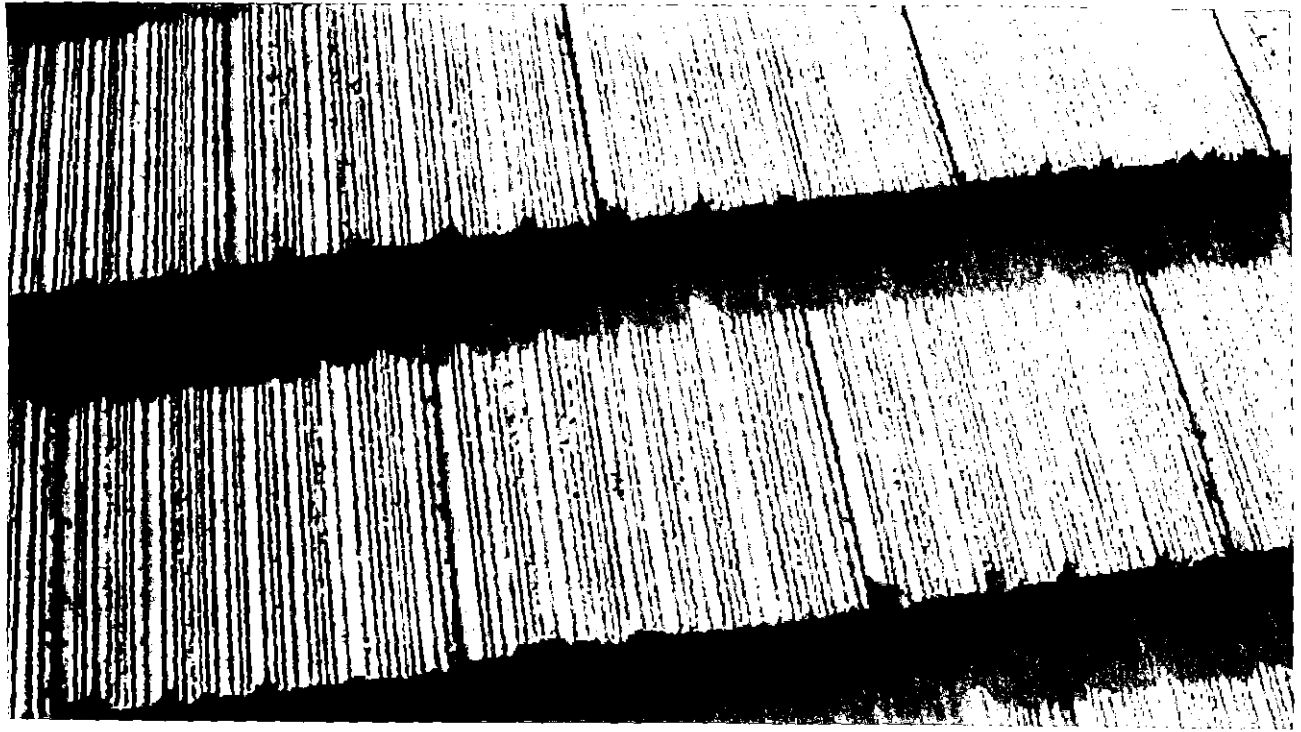


Dale Courtice
Director of Finance

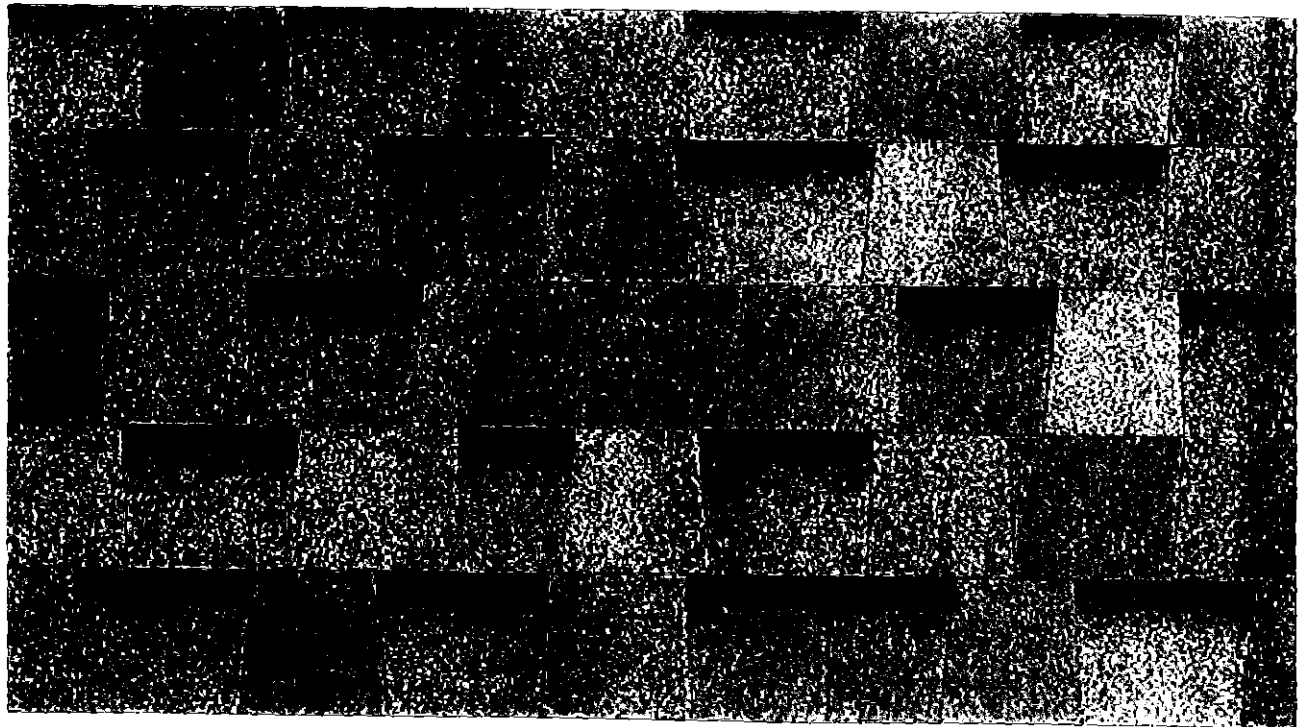
CHIEF ADMINISTRATIVE OFFICER COMMENTS:



Ted Tisdale
Chief Administrative Officer



Cement Composite Shingles



Asphalt Shingles designed to have Wood Shingle appearance.



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** December 7, 2011
FROM: Debra Key,
Deputy Chief Administrative Officer/
Corporate Officer **FILE:** 0550-01
SUBJECT: 2012 Regular Council Meeting Schedule

ISSUE:

To adopt the 2012 Regular Council meeting schedule.

BACKGROUND:

Subject to Section 127(1) of the *Community Charter*, Council must prepare a schedule of dates, times and places of Regular Council meetings for the next full calendar year.

In accordance, please find attached a "draft" of the proposed schedule.

RECOMMENDATION:

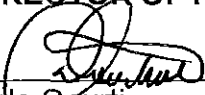
THAT the 2012 Regular Council meeting schedule be approved subject to the adoption of the Council Procedure Bylaw No. 997.

Respectfully submitted for your
consideration;




Debra Key,
Deputy Chief Administrative Officer/
Corporate Officer

DIRECTOR OF FINANCE COMMENTS:



Dale Courtice
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



Ted Tisdale
Chief Administrative Officer

REGULAR COUNCIL MEETINGS 2012

- Statutory Holidays
- Regular Council Meetings
- LGMA Convention
- LMLGA Convention
- UBCM Convention
- FCM Convention

January	February	March																																																																																																																																					
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td></tr> <tr><td style="text-align: center;">■</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td></tr> <tr><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td></tr> <tr><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td></tr> <tr><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td style="text-align: center;">31</td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa	■	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td></tr> <tr><td></td><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td></tr> <tr><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td></tr> <tr><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td></tr> <tr><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29				<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td></tr> <tr><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td></tr> <tr><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td></tr> <tr><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td style="text-align: center;">31</td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
■	2	3	4	5	6	7																																																																																																																																	
8	9	10	11	12	13	14																																																																																																																																	
15	16	17	18	19	20	21																																																																																																																																	
22	23	24	25	26	27	28																																																																																																																																	
29	30	31																																																																																																																																					
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
			1	2	3	4																																																																																																																																	
5	6	7	8	9	10	11																																																																																																																																	
12	13	14	15	16	17	18																																																																																																																																	
19	20	21	22	23	24	25																																																																																																																																	
26	27	28	29																																																																																																																																				
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
				1	2	3																																																																																																																																	
4	5	6	7	8	9	10																																																																																																																																	
11	12	13	14	15	16	17																																																																																																																																	
18	19	20	21	22	23	24																																																																																																																																	
25	26	27	28	29	30	31																																																																																																																																	
April	May	June																																																																																																																																					
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td></tr> <tr><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td></tr> <tr><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td></tr> <tr><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td></tr> <tr><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td></tr> <tr><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td></tr> <tr><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td><td style="text-align: center;">19</td></tr> <tr><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td></td><td></td></tr> <tr><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td style="text-align: center;">31</td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	22	23	24	25	26			27	28	29	30	31			<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">1</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td></tr> <tr><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td></tr> <tr><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td></tr> <tr><td style="text-align: center;">30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
1	2	3	4	5	6	7																																																																																																																																	
8	9	10	11	12	13	14																																																																																																																																	
15	16	17	18	19	20	21																																																																																																																																	
22	23	24	25	26	27	28																																																																																																																																	
29	30																																																																																																																																						
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
		1	2	3	4	5																																																																																																																																	
6	7	8	9	10	11	12																																																																																																																																	
13	14	15	16	17	18	19																																																																																																																																	
22	23	24	25	26																																																																																																																																			
27	28	29	30	31																																																																																																																																			
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
						1																																																																																																																																	
2	3	4	5	6	7	8																																																																																																																																	
9	10	11	12	13	14	15																																																																																																																																	
16	17	18	19	20	21	22																																																																																																																																	
23	24	25	26	27	28	29																																																																																																																																	
30																																																																																																																																							
July	August	September																																																																																																																																					
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td></tr> <tr><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td></tr> <tr><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td></tr> <tr><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td></tr> <tr><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td style="text-align: center;">31</td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td></tr> <tr><td></td><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td></tr> <tr><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td></tr> <tr><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td></tr> <tr><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td style="text-align: center;">31</td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">1</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td></tr> <tr><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td></tr> <tr><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td></tr> <tr><td style="text-align: center;">30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
1	2	3	4	5	6	7																																																																																																																																	
8	9	10	11	12	13	14																																																																																																																																	
15	16	17	18	19	20	21																																																																																																																																	
22	23	24	25	26	27	28																																																																																																																																	
29	30	31																																																																																																																																					
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
			1	2	3	4																																																																																																																																	
5	6	7	8	9	10	11																																																																																																																																	
12	13	14	15	16	17	18																																																																																																																																	
19	20	21	22	23	24	25																																																																																																																																	
26	27	28	29	30	31																																																																																																																																		
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
						1																																																																																																																																	
2	3	4	5	6	7	8																																																																																																																																	
9	10	11	12	13	14	15																																																																																																																																	
16	17	18	19	20	21	22																																																																																																																																	
23	24	25	26	27	28	29																																																																																																																																	
30																																																																																																																																							
October	November	December																																																																																																																																					
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td></tr> <tr><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td></tr> <tr><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td></tr> <tr><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td style="text-align: center;">31</td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td></tr> <tr><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td></tr> <tr><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td></tr> <tr><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Su</td><td style="text-align: center;">Mo</td><td style="text-align: center;">Tu</td><td style="text-align: center;">We</td><td style="text-align: center;">Th</td><td style="text-align: center;">Fr</td><td style="text-align: center;">Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">1</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td></tr> <tr><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td></tr> <tr><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td></tr> <tr><td style="text-align: center;">30</td><td style="text-align: center;">31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
	1	2	3	4	5	6																																																																																																																																	
7	8	9	10	11	12	13																																																																																																																																	
14	15	16	17	18	19	20																																																																																																																																	
21	22	23	24	25	26	27																																																																																																																																	
28	29	30	31																																																																																																																																				
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
				1	2	3																																																																																																																																	
4	5	6	7	8	9	10																																																																																																																																	
11	12	13	14	15	16	17																																																																																																																																	
18	19	20	21	22	23	24																																																																																																																																	
25	26	27	28	29	30																																																																																																																																		
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																	
						1																																																																																																																																	
2	3	4	5	6	7	8																																																																																																																																	
9	10	11	12	13	14	15																																																																																																																																	
16	17	18	19	20	21	22																																																																																																																																	
23	24	25	26	27	28	29																																																																																																																																	
30	31																																																																																																																																						



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** December 7, 2011

FROM: Debra Key, Deputy Chief Administrative Officer/
Corporate Officer **FILE:** 3900-01

SUBJECT: Bylaw No. 997 Council Procedure Bylaw

ISSUE: To adopt a new Council Procedure Bylaw

BACKGROUND:

With the election of a new Council, staff has been directed to review the current Council Procedure Bylaw and prepare a new bylaw for Council's consideration.

Changes and additions that have been made include:

- a) Regular meetings of Council will be held on the first and third Mondays of each month, except for the months of July, August and September, when there shall only be one meeting per month and that meeting shall be on the second Monday of the month for those three months;
- b) Posting of agendas for the public and for Council have been amended to reflect legislation requirements; and
- c) The Order of Business for Council has been amended by deleting Reports of Councillors and deleting reference of "pertaining to agenda only" during Question Period.

Other minor changes are considered housekeeping and some legislation requirements have been reflected into the Bylaw.

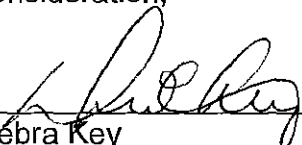
Public notice pursuant to s. 124(3) of the *Community Charter* will be given on December 16 and December 23, 2011.

RECOMMENDATION:

THAT the first Regular meeting of Council be held on Monday, January 16, 2012;
and

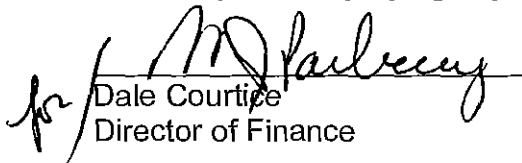
THAT Bylaw No. 997, 2011 Council Procedure be given first, second and third
reading.

Respectfully submitted for your
consideration;



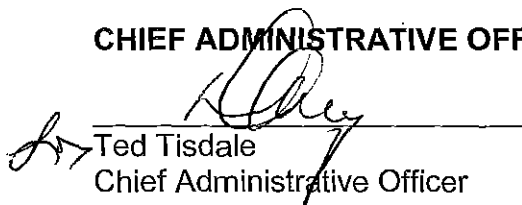
Debra Key
Deputy Chief Administrative Officer/
Corporate Officer

DIRECTOR OF FINANCE COMMENTS:



Dale Courtice
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



Ted Tisdale
Chief Administrative Officer



**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 997**

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. 997, 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 appointed by Council or designate;

“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 first and third Mondays of each month, except for the months of July, August and September, when there shall only be one meeting per month and that meeting shall be on the second Monday of the month for those three months;
- (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) 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 shall prepare an agenda of all business to be brought before the Council at such meeting.
- (b) Pursuant to section 127 of the *Community Charter*, the Corporate Officer must give public notice of the time, place and date of a Council meeting by way of:
 - (i) posting a notice at the public notice posting place;
 - (ii) placing a notice on the Village's website; and
 - (iii) deliver a complete Council Agenda package 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 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
 7. Delegations
 8. Correspondence
 9. Business arising from Correspondence
 10. Reports of Committees, COW and Commissions
 11. Reports from Mayor
 12. Reports from staff
 13. Bylaws
 14. Question Period
 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 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 shall ensure minutes for the meeting are recorded 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 recording secretary.
- (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.
 - (ii) The main motion.

10. BYLAWS

- (a) The Corporate Officer 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 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 or Corporate Officer 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) 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.
- (h) 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*.
- (i) Nothing in this section shall require the Council to introduce a Bylaw or give it any reading or readings.
- (j) Second reading of the Bylaw shall consist of debate upon the general principles of the Bylaw.
- (k) 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 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 has first been provided a written application prior to 12:00 noon on the Wednesday before the meeting to be included on the agenda and attendance is approved by the Mayor.
- (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 and signature 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 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 must give public notice of a Public Hearing in accordance with s. 892 of the *Local Government Act*;
- (ii) Conduct of a Public Hearing will be at the call of the Chair;
- (iii) 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.
- (iv) 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;
- (v) 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;
- (vi) 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 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;
 - (iii) 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 958 cited as "VILLAGE OF HARRISON HOT SPRINGS COUNCIL PROCEDURE BYLAW No. 958, 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*, public notice will be given December 16, 2011 and December 23, 2011 in accordance with section 94 of the *Community Charter*.

READ A FIRST TIME THIS DAY OF DECEMBER , 2011

READ A SECOND TIME THIS DAY OF DECEMBER, 2011

READ A THIRD TIME THIS DAY OF DECEMBER, 2011

ADOPTED THIS DAY OF JANUARY, 2012

Mayor

Corporate Officer