



VILLAGE OF HARRISON HOT SPRINGS

NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, September 10, 2012
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 Deputy Mayor Jackson	
2. INTRODUCTION OF LATE ITEMS			
3. APPROVAL OF AGENDA			
4. ADOPTION OF COUNCIL MINUTES			
<input type="checkbox"/> Regular Council Meetings Minutes of August 13, 2012		THAT the Regular Council Meeting Minutes of August 13, 2012 be adopted.	Item 4.1 Page 1
5. BUSINESS ARISING FROM THE MINUTES			
6. CONSENT AGENDA			
i. Bylaw		Bylaw No. 1002, 2012 Council Procedure Bylaw Bylaw No. 1015, 2012 Tree Management and Preservation Bylaw Bylaw No. 1016, 2012 Miscellaneous Fee Amendment Bylaw Bylaw No. 1017, 2012 Sewer Regulation and Fee Amendment Bylaw Bylaw No. 1018, 2012 Water Regulation and Fee Amendment Bylaw	Item 6.i Page 9 Page 29 Page 33 Page 37 Page 41
ii. Agreements			Item 6.ii

iii. Committee/ Commission Minutes	<p>Advisory Planning Commission Meeting Minutes of February 7, 2012</p> <p>Advisory Planning Commission Meeting Minutes of July 4, 2012</p> <p>Advisory Planning Commission Meeting Minutes of July 25, 2012</p> <p>Communities in Bloom Committee Meeting Minutes of July 19, 2012</p>	<p>Item 6.iii Page 43</p> <p>Page 45</p> <p>Page 47</p> <p>Page 49</p>
iv. Correspondence		Item 6 iv
Recommendation	<p>THAT Bylaw No. 1002, 1015, 1016, 1017 and 1018 be adopted and the Commission and Committee minutes be received.</p>	Item 6v
7. DELEGATIONS		
<input type="checkbox"/> Keystone Environmental Ltd.	Keystone Environmental Ltd.	Item 7.1
8. CORRESPONDENCE		
		Item 8.1
9. BUSINESS ARISING FROM CORRESPONDENCE		
10. REPORTS OF COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS		
		Item 10.1
11. REPORTS FROM MAYOR		
L. Facio – verbal		
12. REPORTS FROM STAFF		
<input type="checkbox"/> Municipal Insurance Association of BC - AGM	<p>Report of Deputy Chief Administrative Officer/CO – August 27, 2012 Re: Municipal Insurance Association of BC - AGM</p> <p>Recommendation:</p> <p>THAT Mayor, Leo Facio be appointed as Delegate and Councillors Allan Jackson and Sonja Reyerse be appointed as alternatives with the Municipal Insurance Association of BC to vote on municipal interests.</p>	<p>Item 12.1 Page 53</p>

<input type="checkbox"/> Regular Council Meeting - October 1, 2012	Report of Deputy Chief Administrative Officer/CO – August 29, 2012 Re: Regular Council Meeting – October 1, 2012 Recommendation: THAT the Regular Council meeting of Council scheduled for October 1, 2012 be cancelled.	Item 12.2 Page 59
<input type="checkbox"/> Christmas Closure Schedule - 2012	Report of Deputy Chief Administrative Officer/CO – August 30, 2012 Re: Christmas Closure Schedule - 2012 Recommendation: THAT the Village Office be closed on December 24, 27, 28, and 31, 2012 and reopen Wednesday, January 2, 2013.	Item 12.3 Page 61
<input type="checkbox"/> Memorial Hall Use Policy Amendment	Report of Deputy Chief Administrative Officer/CO – August 31, 2012 Re: Memorial Hall Use Policy Amendment Recommendation: THAT Memorial Hall Use Policy 4.7 be amended as follows: Add a definition for “confetti” <u>“Confetti” means paper, any form of glitter , rice or any other material that is tossed or thrown</u> Damage Deposit <ul style="list-style-type: none"> • A damage deposit as specified in the miscellaneous fee bylaw shall be paid 2 weeks prior to the scheduled event. • The damage deposit will be completely forfeited if confetti is used in or around the hall. <u>Confetti includes paper, any form of glitter, rice or any material that is tossed or thrown.</u> • Where the required clean-up has not been completed as required, an amount equal to the costs to perform the cleanup, including an administrative overhead fee of 15%, shall be deducted from the deposit. <u>If the cleanup costs exceeds the amount of the damage deposit an invoice will be generated to recover the balance.</u> 	Item 12.4 Page 63

13. BYLAWS

--	--	--

14. QUESTIONS FROM THE PUBLIC

15. ADJOURNMENT

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

DATE: August 13, 2012
TIME: 7:00 p.m.
PLACE: Council Chambers
495 Hot Springs Road, Harrison Hot Springs

IN ATTENDANCE: Mayor Leo Facio
Councillor Allan Jackson
Councillor Sonja Reyerse
Councillor John Buckley

DCAO/Corporate Officer, Debra Key
CAO, Ted Tisdale
Manager of Planning & Community Services,
Andre Isakov
Director of Finance, Dale Courtice
Operations Manager, Ian Gardner

Recording Secretary, Krystal Sobie

ABSENT: Councillor Zoltan Kiss

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

1. Fire Protection Services Agreement

3. APPROVAL OF AGENDA

Moved by Councillor Jackson
Seconded by Councillor Buckley

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**

4. ADOPTION AND RECEIPT OF MINUTES

Moved by Councillor Reyerse
Seconded by Councillor Jackson

THAT the minutes of the Regular Council Meeting of July 9, 2012 be adopted.

**CARRIED
UNANIMOUSLY**

Moved by Councillor Reyerse
Seconded by Councillor Jackson

THAT the record of the Public Hearing of July 9, 2012 be adopted.

**CARRIED
UNANIMOUSLY**

5. BUSINESS ARISING FROM THE MINUTES

6. CONSENT AGENDA

i. Bylaws Bylaw No. 1012, 2012 Bylaw Notice Enforcement Amendment Bylaw

ii. Agreements

**iii. Committee/
Commission
Minutes** Beach and Foreshore Committee Meeting Minutes of April 18, 2012
Parks and Trail Committee Meeting Minutes of April 30, 2012
Communities in Bloom Committee Meeting Minutes of May 17, 2012
Communities in Bloom Committee Meeting Minutes of June 14, 2012
Recreation Committee Meeting Minutes of June 27, 2012

iv. Correspondence

Moved by Councillor Jackson
Seconded by Councillor Reyerse

THAT Bylaw No. 1012 be adopted and the Committee meeting minutes be received.

**CARRIED
UNANIMOUSLY**

7. DELEGATIONS

Fortis BC – Joan Isac, Community Relations

Joan Isac provided Council with a power point presentation on the many ways of energy saving concepts that Fortis participates in.

Friends of Harrison Forest – Lillian Martin

Lillian Martin provided Council with a power point presentation on the reasons to keep the remaining green space in the east sector lands free of development and designate it as park land.

8. CORRESPONDENCE

9. BUSINESS ARISING OUT OF CORRESPONDENCE

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

Communities in Bloom – “Harrison Seasons” (Visual)

Councillor Jackson thanked staff, committee members and the public who have helped with making this community a beautiful place to live and visit.

A special thank you was given to Carol Hepnar for all of her hard work throughout the years on the Communities in Bloom Committee as she will no longer be an active member of this Committee as of the end of this year.

11. REPORTS FROM MAYOR

A visitor of Harrison made note to the Mayor how beautiful Harrison is.

The Mayor reported that discussions are underway between UBCM and FCM and Provincial Governments with regards to the Long Term Infrastructure Plan and the permanent Gas Tax Fund for 2014.

The Mayor reported that he would seek information on the possibility of establishing a Heritage Conservation Commission.

Moved by Councillor Jackson
Seconded by Councillor Buckley

THAT Council support a Long term Infrastructure Plan and a permanent Gas Tax Fund.

**CARRIED
UNANIMOUSLY**

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
August 13, 2012*

July 10th attended a 36 Annual BC Elders gathering.

Received a card from the two judges from the Communities in Bloom thanking the Mayor for the beautiful visit in Harrison.

Attended the service for Pauline Wilson in Chilliwack.

Received first payment of two for this year from the Community Works Fund in the amount of \$46,136.00

Green Community acknowledges Harrison's participation.

Mayor and Council golf tournament raised \$1,583.00 all of the proceeds will be going to Children's Oncology Department in memory of Megan McNeil.

Received an e-mail from Kids Running for Kids they have raised \$90,000.00 to date with all proceeds going to Children's Hospital.

"Bands on the Beach" will be taking place on the long weekend.

Banners have been replaced and look wonderful.

12.

REPORTS FROM STAFF

Pesticide Bylaw No. 948

Moved by Councillor Buckley
Seconded by Councillor Jackson

THAT no amendment to Bylaw No. 948, Pesticide Bylaw be considered.

CARRIED
OPPOSED BY COUNCILLOR REYERSE

There was discussion of the use of roundup. It was noted that Health Canada does not identify roundup as harmful pesticide to the environment.

Councillor Jackson excused himself from chambers at 8:00 p.m. due to a potential conflict of interest stating he is a member of the Communities in Bloom.

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
August 13, 2012*

☐ 2012 CIB Conference –
October 2012 - Edmonton

Moved by Councillor Buckley
Seconded by Councillor Reverse

THAT Council approve four (4) members of the Communities in Bloom, Allan Jackson, Jane Kivett, Maureen Wendt, and Heather Coxon to attend the National Conference in Edmonton.

**CARRIED
UNANIMOUSLY**

It was noted that further discussion and costing has been done and the four members attending the conference would be able to attend and stay in the allotted budget of \$5,500.00

Councillor Jackson reentered chambers at 8:02 p.m.

☐ Regional Community to
Community Forum Program
2012/2013

Moved by Councillor Jackson
Seconded by Councillor Buckley

THAT approval be given for staff to apply for funding under the 2012/2013 Regional Community to Community (C2C) Forum Program.

**CARRIED
UNANIMOUSLY**

☐ Special Event – BC Teen
Challenge – Street Closure

Moved by Councillor Jackson
Seconded by Councillor Buckley

THAT the temporary closure of Maple Street on September 15, 2012 from approximately 11:30 a.m. to 12:00 noon for reserved parking for the BC Teen Challenge Ride be approved.

**CARRIED
UNANIMOUSLY**

☐ BC Summer Games
2016/2018

Moved by Councillor Jackson
Seconded by Councillor Reverse

THAT Council approve the partnership opportunity with the City of Abbotsford for joint applications to host both the 2016 and 2018 BC Summer Games, and the Mayor be authorised to send a letter of approval in principle to host the sailing, canoe/kayak, and rowing events in the Village.

**CARRIED
UNANIMOUSLY**

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
August 13, 2012*

Funding Expenditure
Approval

Moved by Councillor Jackson
Seconded by Councillor Buckley

THAT Council approves funding up to \$25,000.00 to cover the initial anticipated planning costs for the water treatment project requirement.

**CARRIED
UNANIMOUSLY**

Fire Protection Services
Agreement – Harrison Hot
Springs and District of Kent

Moved by Councillor Jackson
Seconded by Councillor Reyerse

THAT the Mayor and Corporate Officer be authorized to enter into an agreement with the District of Kent for Fire Protection Services.

**CARRIED
UNANIMOUSLY**

13.

BYLAWS

Councillor Reyerse read out a statement with respect to Bylaw No. 977, Official Community Plan Amendment and Bylaw No. 978, Zoning Amendment Bylaw.

Results of Public Hearing
– OCP Amendment and
Rezoning Application –
Kingma – Bylaw No. 977 and
No. 978

Moved by Councillor Jackson
Seconded by Councillor Reyerse

THAT Bylaw No. 977, 2012, Official Community Plan Amendment be adopted.

**CARRIED
UNANIMOUSLY**

Moved by Councillor Jackson
Seconded by Councillor Reyerse

THAT Bylaw No. 978, 2012, Zoning Amendment be adopted.

**CARRIED
UNANIMOUSLY**

Bylaw No. 1002, Council
Procedure Bylaw

Moved by Councillor Buckley
Seconded by Councillor Jackson

THAT Bylaw No. 1002, 2012, Council Procedure Bylaw be read a first, second and third time.

**CARRIED
UNANIMOUSLY**

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
August 13, 2012*

Bylaw No. 1013, Water Treatment Construction Loan Authorization

Moved by Councillor Jackson
Seconded by Councillor Reyerse

THAT Council authorizes staff to secure interim financing for the Village for the construction of a water treatment plant;

AND THAT Bylaw No. 1013, Water Treatment Construction Loan Authorization receive first, second and third reading.

**CARRIED
UNANIMOUSLY**

Bylaw No. 1015, Treatment Management and Preservation Bylaw

Moved by Councillor Buckley
Seconded by Councillor Reyerse

THAT Bylaw No. 1015, 2012, Tree Management and Preservation Bylaw be given first, second and third reading.

**CARRIED
UNANIMOUSLY**

Bylaw No. 1016, Memorial Hall Use Policy and Miscellaneous Fee Amendment Bylaw

Moved by Councillor Reyerse
Seconded by Councillor Buckley

THAT Memorial Hall Use Policy 4.7 be rescinded and the new Memorial Hall Use Policy be adopted.

**CARRIED
UNANIMOUSLY**

Moved by Councillor Jackson
Seconded by Councillor Reyerse

THAT Bylaw No. 1016, 2012, Miscellaneous Fee Amendment Bylaw be given first, second and third reading.

**CARRIED
UNANIMOUSLY**

Bylaw No. 1017, Sewer and Fee Amendment Regulation Bylaw

Moved by Councillor Jackson
Seconded by Councillor Buckley

THAT Bylaw No. 1017, 2012, Sewer Regulation and Fee Amendment be given first, second and third reading.

**CARRIED
UNANIMOUSLY**

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
August 13, 2012*

□ Bylaw No. 1018, Water
Regulation and Fee
Amendment Bylaw

Moved by Councillor Reverse
Seconded by Councillor Buckley

THAT Bylaw No. 1018, 2012, Water Regulation and Fee Amendment
Bylaw be given first, second and third reading.

**CARRIED
UNANIMOUSLY**

14.

QUESTIONS FROM THE PUBLIC

Q. A member of the public asked if Bylaws No. 977 and No. 978 were
unanimously adopted by Council?

A. Yes they were.

Q. Is the Bylaw Enforcement Officer enforcing that dogs are to be on
leashes at all times?

A. Yes bylaw has been very busy with this item. Please come into the
Village office and make a formal complaint and the Bylaw Officer will
look into it further.

Q. Does the new Council Procedure Bylaw require both the residential
and PO box?

A. Only the mailing address is required in the new bylaw.

Q. What is the status of the Trail Master Plan?

A. It is still at the early stages

Q. What opportunity does the public have to correct the comments from
the Public Hearing?

A. Please put your request in writing and bring it to the Village office.

15.

ADJOURNMENT

Moved by Councillor Jackson
Seconded by Councillor Reverse

THAT the meeting be adjourned at 8:56 p.m.

**CARRIED
UNANIMOUSLY**

Leo Facio
Mayor

Debra Key
Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1002

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. 1002, 2012" 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
- (h) 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 and mailing 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 once minutes have been adopted;
- (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 but are available to the public for a fee approved by Council.

13. SPECIAL MEETINGS OF COUNCIL

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 Special Council meeting shall be:

1. Call to Order
 2. Introduction of Late Items
 3. Approval of Agenda
 4. Delegations
 5. Reports from Staff
 6. Bylaws
 7. Question Period
 8. Adjournment
- (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 once the record is adopted;

- (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;
 - (iii) Committee of the Whole.

16. COMMITTEE OF THE WHOLE

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 Committee of the Whole shall be:

1. Call to Order
2. Introduction of Late Items
3. Approval of Agenda
4. Items for Discussion
5. Adjournment

- (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;
 - (iv) 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

The usual order of business at a Standing, Select Committee and Commission of Council shall be:

1. Call to Order
2. Introduction of Late Items
3. Approval of Agenda
4. Adoption of Minutes
5. Items for Discussion
6. Adjournment

(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.

3. **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 was given July 27, 2012 and August 3, 2012 in accordance with section 94 of the *Community Charter*.

READ A FIRST TIME THIS 13th DAY OF AUGUST, 2012

READ A SECOND TIME THIS 13th DAY OF AUGUST, 2012

READ A THIRD TIME THIS 13th DAY OF AUGUST, 2012

ADOPTED THIS DAY OF , 2012

Mayor

Corporate Officer

VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1015



Being a Bylaw to manage and preserve trees

WHEREAS Section 8 (3) (c) of the *Community Charter* provides that a Council may, by bylaw, regulate, prohibit and impose requirements in relation to the protection and management of trees within the Village of Harrison Hot Springs;

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

1. CITATION

This Bylaw may be cited for all purposes as "Tree Management and Preservation Bylaw No. 1015, 2012."

2. DEFINITIONS

"Distinct Tree" means:

- Big Leaf Maple over 100 centimetres in diameter
- Black Cottonwood over 80 centimetres in diameter
- Douglas Fir over 100 centimetres in diameter
- Grand Fir over 100 centimetres in diameter
- Western Hemlock over 100 centimetres in diameter
- Western Red Cedar over 120 centimetres in diameter

"Qualified Person" means a person qualified under the International Society of Arboriculture (ISA).

"Tree" means any living, erect, woody plant which:

- a) is 7.5 metres or more in height; and
- b) has a trunk diameter of 300 millimetres or more measured in accordance with Section 4.

3. AREA OF APPLICATION

- a. The purpose of this bylaw is to preserve and maintain trees in the Village of Harrison Hot Springs subject to the terms of this Bylaw, and respecting the rights of private property ownership.
- b. In addition to the requirements of this Bylaw, in relation to tree pruning or cutting, all owners and occupiers of land must comply with all requirements of the Ministry of Environment, Department of Fisheries and Oceans, and any other authority having jurisdiction.

4. MEASUREMENT OF TREE DIAMETER

For the purposes of this Bylaw:

- a. The trunk diameter of the tree shall be determined by dividing the circumference of the trunk measured 1.3 metres above the ground by 3.142; and
- b. The trunk diameter of a tree having multiple trunks 1.3 metres above the ground shall be the diameter of the trunk having the greatest diameter.

5. TREE MANAGEMENT & REMOVAL

- a. Owners are encouraged to maintain all trees on their property in a healthy condition.
- b. As necessary, and on application to the Village, Owners may remove trees where:
 - i) The growth of existing trees is so dense that it blocks the sunlight and inhibits growth of other vegetation;
 - ii) The root system of the tree(s) is causing or potentially will cause damage to building foundations, sidewalks and ancillary buildings;
 - iii) Trees are located too close to a building where damage can be caused to the building or roof system;
 - iv) Where in the opinion of a qualified person, the tree is dying or represents a danger or hazard to the property or adjoining properties;
 - v) Where trees are located in the building envelope of new construction; and

vi) Subject to the approval of the Village by the issuance of a tree removal permit.

- 1) Unless recommended otherwise and monitored by a qualified person, trees will not be topped, or severely pruned, without approval of the Village.
- 2) "Distinct trees" may only be removed if there are no other reasonable alternatives as determined by a qualified person and upon application to and approval by the Village.

6. APPLICATION FOR PERMIT

- a. Every application for a tree removal permit shall be accompanied by a non-refundable application fee in the amount of \$40.00, and where requested by the Village, a report by a qualified person;
- b. The permit application shall be made on the prescribed form and shall be accompanied by a plan identifying the location of trees on the lot in sufficient detail with explanation to the satisfaction of the Village.

7. REPLACEMENT TREES

- a. Any owner who removes a tree without a permit may, in addition to any fines or penalties, be required by the Chief Administrative Officer in consultation with the Bylaw Enforcement Officer and the Parks Leadhand to provide no more than two trees for each tree removed.
- b. Where replacement trees are provided in accordance with Section 7.a, such replacement trees shall be provided and planted as follows:
 - i) Replacement trees shall be planted in the location(s) designated by the Village.
 - ii) The size of the replacement tree shall be a minimum of 25 mm (1") in diameter 1.2 m above the root ball and a minimum of 2.0 m tall.
 - iii) the species of any replacement tree shall be at the direction of the Village.

8. ADMINISTRATION AND ENFORCEMENT

- a. Bylaw Enforcement Officer or Parks Leadhand or their designate may enter at all reasonable times on any property to make an assessment or inspection for any purpose under this Bylaw or to determine whether the regulations of this Bylaw are being observed, but only after reasonable notice of intended entry is given to the owner or occupier.

- b. No person shall prevent or obstruct or attempt to prevent or obstruct entry of any Village employee or agent authorized to enter upon property by this Bylaw.

9. PENALTY AND ENACTMENT

Except where the penalty is otherwise provided for in the *Community Charter*, every person who offends against any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention or violation of the provisions of this Bylaw, or neglects to do or refrains from doing anything required to be done by this Bylaw, shall be deemed to have committed an offence under this Bylaw and shall be liable to fines specified under the Bylaw Notice Enforcement Bylaw.

10. REPEAL

- a. That "Tree Protection Bylaw No. 917, 2009" and all Schedules attached thereto be repealed in its entirety.

READ FOR A FIRST TIME THIS 13th DAY OF AUGUST, 2012

READ FOR A SECOND TIME THIS 13th DAY OF AUGUST, 2012

READ FOR A THIRD TIME THIS 13th DAY OF AUGUST, 2012

ADOPTED THIS DAY OF , 2012

Mayor

Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1016

WHEREAS the Village of Harrison Hot Spring has deemed it advisable to amend Miscellaneous Fee Bylaw No. 964 by replacing Schedule "A" of Bylaw No. 964;

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

1. CITATION

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Miscellaneous Fee Amendment Bylaw No. 1016, 2012".

- 2.** Schedule "A" to Bylaw No. 964, Schedule of Miscellaneous Fees" is hereby repealed in its entirety and replaced with Bylaw No. 1016, 2012, Schedule "A" attached hereto and forming part of this bylaw.

3. READINGS AND ADOPTION

READ A FIRST TIME THIS 13th DAY OF AUGUST, 2012

READ A SECOND TIME THIS 13th DAY OF AUGUST, 2012

READ A THIRD TIME THIS 13th DAY OF AUGUST, 2012

ADOPTED THIS DAY OF , 2012

Mayor

Corporate Officer

SCHEDULE "A"

MISCELLANEOUS FEES

Administration Fees

1.	COPIES	<ul style="list-style-type: none"> • Photocopies <ul style="list-style-type: none"> Plans (A1 size) \$ 0.30 Other \$ 6.00 Laminating \$0.10 per sq in. Audio Disk Add \$1.00 • Colored copies \$ 10.00 • Official Community Plan \$ 1.00 • Zoning Bylaw \$ 75.00 • Subdivision Bylaw \$ 50.00 • Building Regulation Bylaw \$ 50.00 • Design Guidelines \$ 50.00 • Offsite legal plans/blueprints \$ 25.00 <p>Actual cost plus 15%</p>	
2.	TAX CERTIFICATES	<ul style="list-style-type: none"> • Tax certificates – each 	\$ 25.00
3.	OTHER	<ul style="list-style-type: none"> • NSF Cheque Charge • Oaths and Affidavits • For obtaining property title search from Land Title Office (per title) 	\$ 25.00 \$ 20.00 \$ 10.00

Public Property or Facility for Events, Functions or Activities
--

1.	APPLICATION FEE	<ul style="list-style-type: none"> • Non-refundable application fee per event - Up to 100 people - More than 100 people 	\$ 100.00 \$ 500.00
2.	DAMAGE DEPOSIT	<ul style="list-style-type: none"> - Up to 100 people - more than 100 up to 500 - greater than 500 	\$ 500.00 \$ 2,000.00 \$ 2,500.00
3.	LIABILITY INSURANCE POLICY	<ul style="list-style-type: none"> - up to 100 people - more than 100 	\$2,000,000.00 \$5,000,000.00

Memorial Hall Damage Deposit & User Fee
--

	USER GROUP	FEE
1.	Festival	\$100.00/yr + \$25/use for revenue generating events Plus applicable taxes
2.	Community Groups – Frequent Users	\$100.00/yr + \$25/use for revenue generating events Plus applicable taxes
3.	Private Rentals (Resident)	\$400.00 per day (day is 8:00 a.m. – 2:00 a.m.) Or \$ 50.00 per hour Plus applicable taxes
4.	Private Rentals (Non-Resident)	\$750.00 per day (day is 8:00 a.m. – 2:00 a.m.) Or \$ 90.00 per hour Plus applicable taxes

2.	DAMAGE DEPOSIT	<ul style="list-style-type: none"> • Damage deposit 	\$ 500.00
----	----------------	--	-----------

Public Works Services & Fees			
---	--	--	--

1.	LABOUR	<ul style="list-style-type: none"> • As per the current CUPE Local 458 hourly rate plus 50% overhead 	
2.	EQUIPMENT	<ul style="list-style-type: none"> • Backhoe • John Deere • Pick-up Truck • Dump Truck • Kubota 	<ul style="list-style-type: none"> \$ 45.00/hour \$ 22.00/hour \$ 9.00/hour \$ 35.00/hour \$ 17.00/hour



VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1017

A bylaw to amend the Sewer Regulation and Fee Amendment Bylaw No. 1000

WHEREAS the Village of Harrison Hot Spring has deemed it advisable to amend Sewer Regulation and Fee Amendment Bylaw No. 1000, 2012;

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

1. CITATION

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Sewer Regulation and Fee Amendment Bylaw No. 1017, 2012".

2. TEXT AMENDMENT

a. THAT Schedule "A" to Sewer Regulation and Fee Amendment Bylaw No. 1000, 2012 is hereby repealed in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.

3. READINGS AND ADOPTION

READ A FIRST TIME THIS 13th DAY OF AUGUST, 2012

READ A SECOND TIME THIS 13th DAY OF AUGUST, 2012

READ A THIRD TIME THIS 13th DAY OF AUGUST, 2012

ADOPTED THIS DAY OF SEPTEMBER, 2012

Mayor

Corporate Officer

**BYLAW NO. 1017
SCHEDULE A**

Pursuant to *Section 194 of the Community Charter* the following annual fees and charges (January 1 – December 31) are imposed in accordance with the terms and conditions approved by Council:

1. Sanitary Sewer Service Utility Fee:

All properties identified by folio numbers that are or can be connected to the sanitary sewer system will pay the following fee based on the actual length of the property that abuts the sewer collection main.

RATE	MINIMUM	MAXIMUM
\$9.28/metre	18 metres	30metres

2. User Fee:

All properties connected to the sanitary sewer system will pay the user fees as follows:

<u>Description</u>	<u>Rate</u>
Each Residential Unit	\$ 225.00
Commercial:	
1. Hotel/Motel (per room)	\$ 129.00
2. Campground	
Per Campsite	\$ 89.50
Sani-dumps	\$ 89.50
Washroom fixtures	\$ 89.50
3. Church	\$ 210.00
4. Barbershop, Beauty Salon	\$ 531.00
5. Laundry	\$8,053.00
6. Coin Laundry (per machine)	\$ 56.40
7. Commercial Pool	\$3,291.00
8. Spa	\$1,320.75
9. Licensed Establishment (per seat)	\$ 21.60
10. Restaurant, Café (per seat)	\$ 21.60
11. School (per classroom)	\$ 258.00
12. Retail Establishment	\$ 210.00
13. Service Station	\$ 421.00
14. Office	\$ 210.00
15. Repair Shop	\$ 210.00
16. Storage/Maintenance Shop	\$ 150.00
Pools/Spas that discharge water	.62m³

3. Service Connection Fee:

A. Single Family Residential	\$1500.00 plus tax
B. Multi-Family Residential	\$1500.00 plus tax
C. Commercial	Actual cost plus tax (\$1500.00 deposit)

4. Service Disconnection Fee:

Actual cost

5. Service Reconnection Fee:

\$1,500.00 plus tax

6. Fees will be billed quarterly.

7. A 10% penalty will be applied to any unpaid balance on the fees and charges outstanding by the due date.

8. Any fees and charges remaining unpaid by the end of the calendar year shall be deemed to be taxes in arrears.



VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1018

A bylaw to amend the Water Regulation and Fee Amendment Bylaw No. 999

WHEREAS the Village of Harrison Hot Spring has deemed it advisable to amend the Water Regulation and Fee Amendment Bylaw No. 999, 2012;

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

1. CITATION

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Water Regulation and Fee Amendment Bylaw No. 1018, 2012".

2. TEXT AMENDMENT

- a. THAT Schedule "A" to Water Regulation and Fee Amendment Bylaw No. 999, 2012 is hereby repealed in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.

3. READINGS AND ADOPTION

READ A FIRST TIME THIS 13th DAY OF AUGUST, 2012

READ A SECOND TIME THIS 13th DAY OF AUGUST, 2012

READ A THIRD TIME THIS 13th DAY OF AUGUST, 2012

ADOPTED THIS DAY OF SEPTEMBER, 2012

Mayor

Corporate Officer

**BYLAW NO. 1018
SCHEDULE A**

Pursuant to *Section 194 of the Community Charter* the following annual fees and charges (January 1 – December 31) are imposed in accordance with the terms and conditions approved by Council:

1. Water Service Utility Fee

All properties identified by folio numbers that are connected or can be connected to the water system will pay the following fee based on the actual length of the property that abuts the water distribution main.

RATE	MINIMUM	MAXIMUM
\$11.14/metre	18 metres	30 metres

2. User Fees

All properties connected to the water system will pay the user fees as follows:

A. Each Residential Unit	\$311.00/per year
B. Commercial	\$0.51/cu m
C. Residential Swimming Pool	\$311.00/per year

3. Water Connection Fee

A. Single Family	\$1500.00 plus tax
B. Duplex (each unit)	\$1500.00 plus tax
C. Multi-Family & Commercial	Actual cost plus tax (\$1500.00 deposit)

4. Disconnection Fee

A. Disconnection Fee	\$150.00 plus tax
B. Inspection	\$ 50.00 plus tax
C. Water Turn on/off Fee	\$150.00 plus tax

5. Meter Test

A. Residential	\$150.00 plus tax
B. Commercial	\$250.00 plus tax

6. The user rates will be billed quarterly.

7. A 10% penalty will be applied to any unpaid balance on the fees and charges outstanding by the due date.

8. Any fees and charges remaining unpaid by the end of the calendar year shall be deemed to be taxes in arrears.

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

DATE: February 07, 2012
TIME: 2:00 p.m.
PLACE: Council Chambers

IN ATTENDANCE: Mayor Facio
John Buckley
Marg Doman
Allan Birtch
Brian Bignell
Sigred Borchert
Kathryn Fleming
Michael Scott
Andre Isakov, CEDO

Recording Secretary, Krystal Sobie

ABSENT:

Gail Guimont

1.

CALL TO ORDER

Mayor Facio called the meeting to order at 2:00 p.m.

2.

LATE ITEMS

3.

ADOPTION OF MINUTES

4.

DELEGATIONS/PETITIONS

None

5.

CHAIRPERSON REPORT

None

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE ADVISORY PLANNING COMMISSION MEETING
February 07, 2012
PAGE (2)

6. ITEMS FOR DISCUSSION

Appointment of
Chair

Moved by Marg Doman
Seconded by Kathryn Fleming

THAT Allan Birtch be appointed as Chair for the Advisory Planning Commission.

CARRIED
UNANIMOUSLY

OCP and Rezoning
Application - Kingma

The Economic and Development Officer provide a brief overview of the OCP and Rezoning Application that was given second reading at the Council meeting on February 6, 2012.

It was noted that at the next meeting the relationship of the OCP and Rezoning Application and sustainability would be discussed.

The next meeting will be held on March 6, 2012.

7. ADJOURNMENT

Moved by Kathryn Fleming
Seconded by Sigred Borchet

THAT the meeting be adjourned at 3:39 p.m.

CARRIED
UNANIMOUSLY

Allan Birtch
Chair

Krystal Sobie
Recording Secretary

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

DATE: July 4th, 2012
TIME: 10:00 a.m.
PLACE: Council Chambers

IN ATTENDANCE: Danny Crowell, Chair
Brian Bignell
Frank Peters
Sigrid Borchert
Freddy Marks
Andrew Baziuk
Elizabeth Mueller

Andre Isakov, Manager of Planning and
Community Services
Ian Crane, Manager of Development
Services
Debra Key, DCAO/CO
Ted Tisdale, CAO

Recording Secretary, Krystal Sobie

ABSENT:

1. CALL TO ORDER

The Chair called the meeting to order at 10:00 a.m.

2. LATE ITEMS

3. APPROVAL OF AGENDA

Moved by Elizabeth Mueller
Seconded by Sigred Borchert

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**

4. ADOPTION OF MINUTES

Moved by Elizabeth Mueller
Seconded by Sigrid Borchert

THAT the minutes of February 7, 2012 be adopted.

**CARRIED
UNANIMOUSLY**

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE ADVISORY PLANNING COMMISSION MEETING
JULY 4, 2012
PAGE (2)**

4. **DELEGATIONS/PETITIONS**

5. **CHAIRPERSON REPORT**

6. **ITEMS FOR DISCUSSION**

- Introductions** All members provided a brief introduction of themselves.
- Terms of reference** The Chair briefly went through Bylaw No. 1006, Advisory Planning Commission.
- Zoning Bylaw** Andre Isakov, Manager of Planning and Community Services provided the Commission with a brief power point presentation introducing the Zoning Bylaw.
- Meeting Dates** A survey will be sent out to all Commission members to schedule a date and time for the future meetings.

7. **ADJOURNMENT**

Moved by Brian Bignell
Seconded by Elizabeth Mueller

THAT the meeting be adjourned at 10:49 a.m.

**CARRIED
UNANIMOUSLY**

Danny Crowell
Chair

Krystal Sobie
Recording Secretary

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

DATE: July 25, 2012
TIME: 9:00 a.m.
PLACE: Memorial Hall, 290 Esplanade Avenue

IN ATTENDANCE:

Danny Crowell, Chair
Sigrid Borchert
Freddy Marks
Elizabeth Mueller
Andrew Baziuk
Frank Peters

Andre Isako, Manager of Planning and
Community Services
Ian Crane, Manager of Development
Services

Recorder, Andre Isakov

ABSENT:

Brian Bignell

1. **CALL TO ORDER**

The meeting was called to order at 9:03 a.m.

2. **LATE ITEMS**

3. **APPROVAL OF AGENDA**

Moved by Freddy Marks
Seconded by Sigred Borchert

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**

4. **ADOPTION OF MINUTES**

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE ADVISORY PLANNING COMMISSION MEETING
JULY 25, 2012
PAGE (2)**

4. DELEGATIONS/PETITIONS

5. CHAIRPERSON REPORT

6. ITEMS FOR DISCUSSION

Zoning Bylaw

The Commission reviewed the proposed Zoning Bylaw. The following were the major points of discussion:

1. Short term buildings;
2. Shipping containers;
3. Canvass structures;
4. Home occupations;
5. Bed and breakfast;
6. Secondary suites;
7. Campground ownership and traveling public requirements;
8. Flood control requirements;
9. New R1A Zone;
10. Review of all zones;
11. Cash in lieu of parking spaces; and
12. Off-street parking space requirements.

7. ADJOURNMENT

Moved by Sigrid Borchert
Seconded by Elizabeth Mueller

THAT the meeting be adjourned at 2:16 p.m.

**CARRIED
UNANIMOUSLY**

Danny Crowell
Chair

Andre Isakov
Recorder

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE COMMUNITIES IN BLOOM COMMITTEE**

DATE: July 19, 2012
TIME: 2:30 p.m.
PLACE: Council Chambers, Harrison Hot Springs, BC

IN ATTENDANCE: Allan Jackson, Chair
Maureen Wendt
Jane Kivett
Heather Coxon
Judy Lewis
Kitty Niiranen
Carol Hepnar

Recording Secretary, Cindy Richardson

ABSENT: Kathleen Stephany

1. CALL TO ORDER

The Chair called the meeting to order at 2:32 p.m.

2. LATE ITEMS

3. APPROVAL OF AGENDA

Moved by Heather Coxon
Seconded by Kitty Niiranen

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**

4.
 Adoption of Minutes
June 14, 2012

RECEIPT OF MINUTES

Moved by Maureen
Seconded by Kitty

THAT the minutes of the June 14, 2012 Communities in Bloom meeting be adopted.

**CARRIED
UNANIMOUSLY**

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF COMMUNITIES IN BLOOM COMMITTEE MEETING
JULY 19, 2012
PAGE (2)**

5. DELEGATIONS

6. CHAIRPERSON'S REPORT

7. COMMITTEE MEMBERS REPORT

8. ITEMS FOR DISCUSSION

Review of Judges Visit

The Chair thanks all the Committee members for their outstanding work in preparing and participating in the Judges visit. The judging went extremely well and the results will be made available in the fall.

National Conference in Edmonton

The Chair discussed the fees to participate in the event and the budget available to the Committee. The conference is October 9th – 13th. Members asked how much money remains in the budget. The Chair noted that he will not know until the expenses from the judge's visit have been processed. The Chair stated that 3 people would be allowed to go. Members asked if a 4th person would be allowed to attend. The Chair discussed expenses and budget to try and determine whether a 4th person would be able to attend. It was noted that the CiB budget for the year is \$7000.00 and not \$11,000.00 like the previous year. The Chair stated that if the Village wins an additional bloom award this year that the CiB should consider going international. Members asked who would like to attend this year's conference are Carol Hepnar, Heather Coxon, Jane Kivett and Maureen Wendt. Members noted the importance of bringing a promotional display to Edmonton this year.

Fall & Winter Programs

The Chair noted that there will be the Breakfast with Santa event this year. Volunteers may be required for this event with the date to be confirmed. Members indicated that they would be willing to participate. Details of the events were discussed. A meeting will be organized in the fall to confirm the details of the events. Future events such as the Oktoberfest and Bands on the Beach were discussed. Members discussed the roles of the CiB and what capacity the CiB participates in various events. The Chair stated that he will contact Andre Isakov and the Tourist Bureau to invite them to the August meeting to discuss a Halloween event

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF COMMUNITIES IN BLOOM COMMITTEE MEETING
JULY 19, 2012
PAGE (3)

☐New Business

Maureen Wendt discussed recommendations from the judges including involvement of young people in the Village. Natalie Armstrong, a former grad of Agassiz Secondary has discussed with Ms. Wendt the possibility of UBC student involvement for work experience and potential projects for involvement. The Chair noted that this item would most likely fall under the Beach, Parks and Leisure Services. Members asked the Chair to report to Council regarding this project to see if there is an interest pursuing this item. There was discussion regarding government grants and the process of application. The Chair suggested members come back with a motion to take to the next meeting of Council.

Members have prepared a disc with pictures from the judge's visit to present to Council.

9.

ADJOURNMENT

Moved by Jane Kivett

Seconded by Heather Coxon

The meeting adjourned at 3:25 p.m.

Allan Jackson, Chair

Cindy Richardson,
Recording Secretary



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** August 27, 2012

FROM: Debra Key, Deputy Chief Administrative Officer/
Corporate Officer **FILE:** 2470-01

SUBJECT: Municipal Insurance Association of BC – AGM

ISSUE: Appointment of Delegate and two Alternates to represent and vote on interests of the Municipal Insurance Association of BC.

BACKGROUND:

A request has been received from the Municipal Insurance Association of BC seeking Council resolution to approve a Delegate and two Alternates to represent the interests of the MIA. The 25th Annual General Meeting of the Subscribers of the MIA of BC is scheduled for September 25, 2012 in Victoria.

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement of the Municipal Insurance Association of BC, any changes to the appointed delegates must be by Council resolution.

"6.13 Representatives

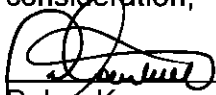
Each Subscriber shall appoint by resolution of its council, trustees, directors, or other officials, a representative and two alternates to represent and vote the interests of the Subscriber at any meeting of the Subscribers, and shall deliver a certified copy of such resolution to the Board."

RECOMMENDATION:

THAT Mayor Leo Facio be appointed as Delegate and Councillors Allan Jackson and Sonja Reyerse be appointed as Alternates with the Municipal Insurance Association of BC to vote on municipal interests.

Respectfully submitted for your
consideration;

for



Debra Key
Deputy Chief Administrative Officer/CO

DIRECTOR OF FINANCE COMMENTS:



Dale Courtice
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



Ted Tisdale
Chief Administrative Officer

The notice of each meeting of Subscribers shall be accompanied by an agenda and any relevant supporting materials sufficiently detailed to inform each Subscriber of the matters to be considered at the meeting. A Subscriber may require the addition of one or more matters to the agenda of the meeting by written notice thereof to the chairman. Such notice shall be accompanied by any relevant supporting materials sufficiently detailed to inform each Subscriber of the matter or matters to be added to the agenda of the meeting. Such notice and materials shall be delivered in sufficient time to enable the chairman to comply with his obligations under Section 6.07 of this Agreement.

6.09 No Vote on Matters Not in Agenda

Matters which are not referred to in the agenda of the meeting of the Subscribers shall not be voted on at that meeting unless all of the Subscribers present at the meeting consent thereto.

6.10 Location of Meeting

Meetings of the Subscribers shall be held at such place as the Subscribers may agree upon from time to time, or, in default of such agreement, at such place as the Board may determine.

6.11 Quorum

The quorum for a meeting of the Subscribers shall be a majority of the Subscribers present in person through their duly authorized representative.

6.12 Agreement without Voting

Any matter within the competence of the Subscribers that is agreed or consented to in writing by at least 75% of the Subscribers shall be binding on the Subscribers as if a duly passed resolution thereof.

6.13 Representatives

Each Subscriber shall appoint by resolution of its council, trustees, directors, or other elected officials, a representative and two alternates to represent and vote the interests of the Subscriber at any meeting of the Subscribers, and shall deliver a certified copy of such resolution to the Board.

ARTICLE 7.00 - MEMBERSHIP IN EXCHANGE

7.01 Eligibility for Membership

Membership in the Exchange shall be restricted to municipal corporations, cities, towns, villages, district municipalities, regional districts, regional hospital districts; and such other public bodies and instruments of local or regional government as the Subscribers may from time to time authorize by Special Resolution.

7.02 Application for Membership

(a) Any person wishing to become a Subscriber shall make application to the Board, which application shall contain such information as the Board shall determine from time to time.

(b) The Board, upon receiving an application for membership, shall consider such application, may request such additional information as it considers necessary, and shall thereafter notify the applicant whether its application has been accepted or rejected.

(c) Membership of an applicant shall commence upon the Board notifying it in writing and upon the applicant executing a counterpart of this agreement and paying any assessments and fees payable upon acceptance for membership.

(d) The Board shall not be bound to accept an application for membership in the Exchange and may reject any application on such grounds and for such reasons as it considers prudent, or may accept an application for membership on such terms as the Board considers necessary or desirable.

7.03 Termination of Membership of any Subscriber

The Board is empowered to remove a Subscriber by providing such Subscriber with a notice in writing to that effect, in the event that:

(a) the Subscriber fails to remedy any breach of this Agreement, or of any Liability Protection Agreement issued to it by the Exchange, after having been given thirty (30) days' written notice by the Board of the details of its breach; or

(b) the Subscriber ceases to be eligible for membership in accordance with the provisions of Section 7.01; and in any event, without cause if approved by a Special Resolution of the Subscribers.

7.04 Withdrawal of Subscriber

A Subscriber may withdraw from membership in the Exchange after the third anniversary of its becoming a Subscriber, such withdrawal to be effective as and from the next renewal date of the Liability Protection Agreement issued to such Subscriber by the Exchange, by giving to the Board not less than 6 months' notice thereof, and not more than 12 months' notice thereof. A Subscriber may not withdraw from membership in the Exchange prior to the third anniversary date of its becoming a Subscriber and thereafter only in accordance with the preceding provisions of this paragraph, except with the prior consent in writing of the Board, which consent may be withheld for any reason.

7.05 No Amendments

Upon the receipt by the Board of a notice to withdraw from the Exchange from any Subscriber, neither this Agreement nor the obligations herein of such Subscriber may be altered or amended to the prejudice of such Subscriber without the consent of such Subscriber.

7.06 Continuing Liability

Debra Key

From: cao
Sent: August-27-12 9:33 AM
To: Debra Key
Subject: FW: MIABC Voting Delegate

Hi Deb

Can you do a quick staff report for Council . I would suggest the mayor, Jackson and Reyerse



Ted Tisdale
Chief Administrative Officer

Municipal Office:
P.O. Box 160, 495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0
E ttisdale@harrisonhotsprings.ca
P 604 796 2171 C 604 703 4707 F 604 796 2192

www.harrisonhotsprings.ca

The information transmitted herein is confidential and may be privileged. It is intended solely for the person to whom it is addressed. Any review, retransmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all copies. Thank you.

From: Mitch Kenyon [<mailto:mkenyon@miabc.org>]
Sent: August-22-12 6:04 PM
To: cao
Subject: MIABC Voting Delegate

The 25th Annual General Meeting of the Subscribers of the Municipal Insurance Association of British Columbia is scheduled to take place at 3 PM on Tuesday, September 25th, 2012 in Victoria.

There will be three resolutions to expand coverage. There will also be elections for six directors on our Board; 5 directors at large and 1 Group D Representative (representing local governments over 25,000 population). Interested candidates should contact Councillor Wildeman, Chair of the Nominating Committee, c/o the MIABC office.

In accordance with Article 6.13 of the Reciprocal Agreement, the following Delegate and two Alternates have been registered with the MIABC to vote your interests. Any change to this information shall require a resolution of Council/Board to be forwarded to the MIABC by September 14th, 2012. Also, to improve communications, can you please provide us with e-mail addresses for the delegate and alternates at your earliest convenience?

Voting Delegate: Mayor Ken Becotte
Email address: mayor@harrisonhotsprings.ca

Alternate #1: Councillor Bob Perry

Email address: bperry@harrisonhotsprings.ca

Alternate #2: Councillor Dave Kenyon

Email address: dkenyon@harrisonhotsprings.ca

Regards,

Mitch Kenyon



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** August 29, 2012

FROM: Debra Key, Deputy Chief Administrative Officer/
Corporate Officer **FILE:** 0550-01

SUBJECT: Regular Council Meeting – October 1, 2012

ISSUE: To cancel the Regular Meeting of Council for October 1, 2012

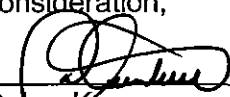
BACKGROUND:

Senior staff and Council will be attending the Union Municipalities of British Columbia Annual Conference from September 24-28, 2012. In keeping with past practice, Council has cancelled the Regular Council meeting following the UBCM Conference.

RECOMMENDATION:


THAT the Regular meeting of Council scheduled for October 1, 2012 be cancelled.

Respectfully submitted for your consideration;

Joe 

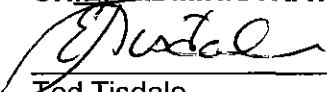
Debra Key
Deputy Chief Administrative Officer/CO

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:** August 30, 2012
FROM: Debra Key,
Deputy Chief Administrative Officer/CO **FILE:** 2510-01
SUBJECT: Christmas Closure Schedule - 2012

ISSUE:

To close the Village Office between Christmas and New Years.

BACKGROUND:

Historically the Village Office has been closed between Christmas and New Years. This year Christmas falls on a Tuesday and Boxing Day a Wednesday, therefore employees would be required to work for a half day on Monday, December 24, 2012. In previous years, staff was granted a half day off with pay on Christmas Eve Day. New Years day falls on Tuesday, January 1, 2013.

This year, a total of four (4) days (December 24, 27, 28 and 31, 2012) would be taken as vacation (or banked time off) by office employees. The office would re-open on Wednesday, January 2, 2013.

The Public Works crew shifts will continue throughout the holiday period with vacations granted as operational requirements permit.

RECOMMENDATION:


THAT the Village Office be closed on December 24, 27, 28 and 31, 2012, and reopen Wednesday, January 2, 2013.

Respectfully submitted for your consideration;



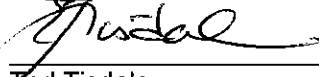
Debra Key
Deputy Chief Administrative Officer/CO

DIRECTOR OF FINANCE COMMENTS:



Dale Courtice
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



Ted Tisdale
Chief Administrative Officer

REPORT TO COUNCIL

TO: Mayor and Council **DATE: August 31, 2012**
FROM: Debra Key, Deputy **FILE: 0340-50**
Chief Administrative Officer/CO
SUBJECT: Memorial Hall Use Policy Amendment

ISSUE: To amend Memorial Hall Use Policy 4.7.

BACKGROUND:

During a recent event in Memorial Hall there was extensive use of glitter which eventually spread throughout the Hall, including washrooms, kitchen and furniture. Although the damage deposit was forfeited according to Policy 4.7, the cleanup required by the Public Works Department was extensive. Staff feels that an amendment to the policy is required to invoice users of the Hall to recover any costs incurred over and above the damage deposit submitted prior to the rental.

RECOMMENDATION:

THAT Memorial Hall Use Policy 4.7 be amended as follows:

Add a definition for "confetti"

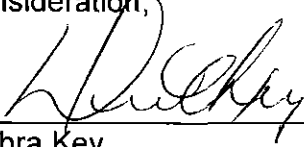
"Confetti" means paper, any form of glitter, rice or any other material that is tossed or thrown

Damage Deposit

- A damage deposit as specified in the miscellaneous fee bylaw shall be paid 2 weeks prior to the scheduled event.
- The damage deposit will be completely forfeited if confetti is used in or around the hall. Confetti includes paper, any form of glitter, rice or any material that is tossed or thrown.

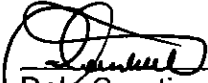
- Where the required clean-up has not been completed as required, an amount equal to the costs to perform the clean up, including an administrative overhead fee of 15%, shall be deducted from the deposit. If the cleanup cost exceeds the amount of the damage deposit an invoice will be generated to recover the balance.

Respectfully submitted for your consideration,



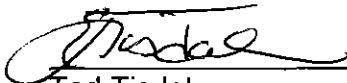
Debra Key
Deputy Chief Administrative Officer/
Corporate Officer

DIRECTOR OF FINANCE COMMENTS:



Dale Courtice
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



Ted Tisdale
Chief Administrative Officer

HARRISON HOT SPRINGS*Naturally Refreshed***VILLAGE OF HARRISON HOT SPRINGS****POLICY**

POLICY NAME	POLICY NUMBER	4.7
MEMORIAL HALL USE	DATE ADOPTED	AUGUST 13, 2012
	DATE AMENDED	

1. PURPOSE

To establish procedures for the rental of Memorial Hall

2. DEFINITIONS

"Confetti" means paper, any form of glitter, rice or any other material that is tossed or thrown

3. POLICY**1.) Booking Procedures**

- All bookings shall be made through the Village Office on the form provided.
- Tentative bookings may be made by telephone or e-mail but written confirmation complete with booking deposit must be received within two weeks at the Village Office or the tentative booking will be cancelled.
- Set up and clean up times are included in the allotted rental time. Any additional time will be charged at the appropriate hourly rate.

2.) Rental Rates

- See Miscellaneous Fee Bylaw

3.) Deposits and Keys**Booking Deposit**

- A booking deposit of one day's rental (or the full fee for an hourly rental) shall be paid at the time of booking. The booking deposit will become part of the rental fee.
- The booking deposit will be entirely forfeited where a booking is cancelled by the renters within 14 days of the date booked.

Damage Deposit

- A damage deposit as specified in the miscellaneous fee bylaw shall be paid 2 weeks prior to the scheduled event.
- The damage deposit will be completely forfeited if confetti is used in or around the hall. Confetti includes paper, any form of glitter, rice or any material that is tossed or thrown.
- Where the required clean-up has not been completed as required, an amount equal to the costs to perform the clean up, including an administrative overhead fee of 15% shall be deducted from the deposit. If the cleanup cost exceeds the amount of the damage deposit an invoice will be generated to recover the balance.

Keys

- The balance of any funds due shall be paid to the Village before any keys will be issued.
- All keys are the property of the Village and any duplication of keys by anyone other than Village personnel will result in an automatic forfeiture of the damage deposit and loss of future booking privileges of that individual or group.
- The damage deposit will be entirely forfeited where the keys are not returned to the Village Office.

Hourly Rentals (Monday thru Friday only):

- Keys are available from the Village office for pick-up within 1 hour prior to rental time.
- Keys are to be returned to the Village Office within 1 hour after the rental time has expired.

Weekday Rentals (Monday thru Thursday):

- Keys are available from the Village Office for pick-up after 8:00 a.m. on the day of the event.
- Keys may be returned via mail drop at the Village Office and shall to be returned prior to 8:00 a.m. of the day following the booked rental time.

Weekend Rentals (Saturday or Sunday):

Saturday rental: Keys are available for pickup from the Village Office at 4:00 p.m. on the Friday prior to the event, as a courtesy. If the renter requires use of the hall on Friday evening the corresponding hourly rate will be charged;

Sunday rental: Keys will be available for pick up from Village staff on duty at 8:00 a.m. on the day of the event unless a mutually agreed time after 8:00 a.m. has been arranged.

- Keys may be returned via mail drop at the Public Works Office and shall to be returned by 8:00 a.m. of the day following the booked rental time.

4.) Post-Use Procedures

- It is the responsibility of the user to leave the hall clean and tidy. Clean up shall be completed immediately following the event and within the time for which the hall is booked. Following each use, the hall will be inspected by Village staff to ensure that both it and the contents have been left clean and in good order. The results of the inspection will be submitted directly to the Village Office and will be a pre-condition to the return of the damage deposit.

Cleaning

- Main hall floor shall be swept by all private users. Community users will also be required to damp mop all floors.

Kitchen (when used)

- Floor shall be swept and mopped.
- Counters washed.
- Stove top and oven shall be left in the same condition in which they were found.
- Fridge – everything used by the group shall be cleaned out and the inside left in the same condition in which it was found.

Upstairs

- Dressing rooms, if used shall be cleaned and vacuumed.
- Washroom shall be cleaned and the garbage emptied.

Box Office

- If used, shall be cleaned out and swept.

Equipment

- All equipment belonging to the user group shall be removed from the hall by the end of the event.
- All the equipment belonging in the hall, including tables and chairs, shall be stored in their original storage location.

Damage

- Any broken or missing equipment belonging in the hall shall be fixed or replaced and reported to the Village Office.
- Any damage to the hall shall be repaired or reported to the Village Office.

Miscellaneous

- All the equipment provided for cleaning the hall shall be cleaned and replaced in the area provided.
- Only 3M pull-away tab or tape may be used to attach things to the walls. It can be found at most hardware stores. Items cannot be affixed to the walls by any means that would puncture the surface of the wall.
- Garbage shall be bagged and tied securely and left by the rear exit of the Hall.