



NOTICE OF MEETING AND AGENDA COMMUNITIES IN BLOOM

Thursday, January 30, 2025, 9:00 AM
Village Office, 495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

THIS MEETING WILL BE CONDUCTED IN-PERSON

1. CALL TO ORDER		
Meeting called to order by the Chair. Acknowledgement of Sts'ailes traditional territory. Roundtable Introductions.		
2. INTRODUCTION OF LATE ITEMS		
3. APPROVAL OF AGENDA		
4. ADOPTION OF MINUTES		
5. ITEMS FOR DISCUSSION		
(a) Presentation by Former Committee Member Jane Kivett Attachment: Get Started in CIB from BCCIB		Page 1
(b) Council Procedure Bylaw No. 1164, 2021 and Code of Conduct Bylaw No. 1205, 2024		Page 3
(c) Communities in Bloom January Newsletter		Page 41
(d) Community Gardens Beautification Project		
(e) Draft Terms of Reference		Page 47
(f) Meeting Schedule		
6. ADJOURNMENT		

Amanda Graham
Corporate Officer



CiB supports the 3 pillars of Sustainability.

SOCIAL INFLUENCE

Engages citizens of all ages.

Builds commUnity pride.

ECONOMIC IMPACT

Improves green spaces for locals and visitors.

Attracts business support and investment.

ENVIRONMENTAL EFFECT

Encourages responsible horticulture practices.

Creates awareness for climate change mitigation efforts.

Recognition for staff and volunteer groups.

Provides a framework for action with proven results.

Transforms overall appearance of community.

TIPS FOR STARTING A SUCCESSFUL COMMUNITIES IN BLOOM GROUP

Form a local CiB Committee:

- Look for a community cheerleader who will help spearhead your CiB effort.
- Try for one municipal representative from Council, Parks & Rec or Public Works
- Look for a representative from your local Chamber of commerce, BIA, Economic Dev.
- Encourage NEW gardeners and provide some guidance from local garden club members, master gardeners, local nursery/garden centres.

Create awareness for your CiB groups efforts:

- Municipal communications, website
- Social media (create a new page or ask for help from established groups)
- Local papers (Great for Garden Tips or announcing community events)

Engaged the community:

- Promote to homeowners, apartment dwellers, youth, and other service groups.
- Initiate projects to appeal to a variety of age groups. Create opportunities to be culturally diverse.
- Allow volunteers to direct projects they want to be involved in.
- Encourage community wide tidy-up efforts

Consider new legacy projects for community:

- Low water gardens (xeriscape), rain gardens, community gardens with portion being donated to local food banks.
- Renovate a tired area. Improve the gateway gardens near entrance signage.
- Encourage Pollinator gardens – Identify the types of pollinators that are to be attracted.

Create a local Awards program to recognize your outstanding residential or business properties:

- Nominate your neighbour application process or develop award categories and find the best ones.

- Creating a window signage decal or door hanger as an award. (Getting some Scotts Best Garden Selection signs are an application process early in the year)
- Recognize best ones in local papers.
- Host a Thank-You event for volunteers and contributors at a year-end party.
- Winners of key prizes can nominate following year's champions.

Fundraising ideas

- Sponsor or rent self-watering planters (municipality purchases planters, CiB group plants and business maintains)
- Plant sales, Seedy Saturday's, Partner with a grower to sell a particular plant.
- Garden Tours, Christmas concerts.
- Parking lot concerts, Concerts in the Park
- Festivals need manpower for events and will often donate to the CiB group.
- Many of these ideas had sponsors paying for things like the band, food, etc.

HOW TO GET THE MOST OUT OF A CIB EVALUATION

Start with three criteria first year if your community is small or volunteer group is brand new.

Works best when there is a representative who understands each evaluation criteria.

- Plan for a Judges tour to showcase 80% of the community in all evaluation criteria.
- Tell your community's story with a Community Profile document to communicate the elements not shown on the evaluation tour.
- Profile Document can become a "Welcome Package" of information for new residents and businesses.
- Upon registration more information is provided from BC Communities in Bloom with the Getting Started Package.
- Celebrate your community's results!

Contact Catherine to help you through the process at c.kennedy@telus.net 604 576-6506

Record of Amendments to Council Procedure Bylaw No. 1164		
Amending Bylaw No.	Summary of Amendments	Date of Adoption
1173	Sections 3(i) through (k) Meetings of Council Sections 4(b) and (i) Agenda Section 7 Conflict of Interest Sections 15(a), (i) and (ii) Special Meetings of Council Section 16(a) Public Hearings and Public Information Meetings	December 20, 2021

VILLAGE OF HARRISON HOT SPRINGS
COUNCIL PROCEDURE BYLAW NO. 1164
(CONSOLIDATED)



December 20, 2021

THIS CONSOLIDATION IS FOR CONVENIENCE AND REFERENCE PURPOSES ONLY. If there is any discrepancy between this consolidation and the original Bylaw and any amending Bylaws, the original Council Procedure Bylaw No. 1164 and any amending Bylaws are correct. For confirmation of the exact terms of the Bylaw, you must consult the original Bylaw and the amending Bylaws.



**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1164**

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. 1164, 2021” 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 Village’s website at www.harrisonhotsprings.ca and all public notice bulletin boards’

“Village” means the Village of Harrison Hot Springs;

“Village Website” means the electronic information resource at www.harrisonhotsprings.ca

3. MEETINGS OF COUNCIL

- (a) Following the general local election, the first Council meeting shall be held on the first Monday in November 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 may be held at any venue within municipal boundaries.
- (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) Council and all of its Committees will ordinarily meet in person;

- (i) *Regular Council or Special Council meetings may be conducted in person or by means of electronic or other communication facilities; (AB#1173)*
- (j) *If the meeting is held electronically, the facilities must enable the meetings' participants to hear, or watch and hear the meeting at a specified place; except for any part of the meeting that is closed to the public, and a designated municipal officer must be in attendance at the specified place; (AB#1173)*
- (k) *Council members who are unable to attend open Regular or Special meetings in person may participate in the meeting by means of electronic or other communication facilities; except for any part of the meeting that is closed to the public, and the facilities must enable the public to hear, or watch and hear, the participation of the member; (AB#1173)*
- (l) *Council members participating electronically are deemed to be present at the meeting and must act and vote accordingly; (AB#1173)*
- (m) *If at the time a meeting is called and it is declared to take place electronically, then all members attending and participating electronically, must use the computer software as specified by the Village in order to attend and participate;(AB#1173)*
- (n) Members attending through electronic means are responsible for their own connection costs;
- (o) If the Chair or majority vote of members determines that the connection quality of a member attending electronically is inadequate to allow that member to participate, they may deem that member to no longer be in attendance, which must be recorded by the Corporate Officer;
- (p) If at any time, there is loss of quorum due to electronic communication links, the meeting shall be adjourned and reconvene as soon as possible once quorum can be achieved. If the meeting cannot be reconvened within fifteen (15) minutes, the meeting will be reconvened at a later date and public notice will be posted as soon as possible.

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 places stating the way in which the meeting will be conducted either in person or by means of electronic or other communication facilities indicating the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public. (AB#1173)*
 - (ii) provide a complete Council Agenda package to each member of Council.

- (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) A member of Council may request that an item be added as New Business to the agenda of a regular meeting of Council in that meeting providing Council approves the New Business by resolution.
- (e) 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.
- (f) The Council shall proceed with business in the order set out in the agenda, unless the majority of the Council present otherwise directs.
- (g) 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) If Council wishes to remove an item from the Consent Agenda or move it to another section of the agenda, Council must approve the change by resolution.
- (h) 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/Petitions
 8. Correspondence
 9. Business arising from Correspondence
 10. Reports of Councillors, Committees, COW and Commissions
 11. Reports from Mayor
 12. Reports from Staff
 13. Bylaws
 14. New Business
 15. Question Period (Pertaining to Agenda Items Only)
 16. Adjournment
- (i) 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) Should there be no quorum within 15 minutes after the time appointed for the meeting, the Corporate Officer shall ensure minutes of the meeting are recorded with the name of the members present and if quorum is lost due to means of electronic communication or technology issues, the meeting shall stand adjourned until another meeting is held, where items on the agenda shall be added to the next meeting's agenda.

6. RULES OF CONDUCT AND DEBATE

- (a) The Council Code of Conduct Policy applies to all Council bodies;
- (b) Every member shall address the Chair before speaking to any question or motion;
- (c) The Mayor will be addressed as "Your Worship" or "Mayor [surname]"
- (d) Councillors will be addressed as "Councillor [surname]." If a Councillor is Chairing a meeting, they may be addressed as "Chair" or if the Mayor is absent, they may be addressed as "Deputy Mayor [surname]"
- (e) 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*.

- (f) 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 their seat for that meeting, and in the case of their refusing to do so, may, on order of the Mayor or presiding member, be removed from the meeting by a Peace Officer.
- (g) However, if a member offending subsection 6(f) apologizes to the Council, the Council may, by majority vote, permit them to resume their seat.
- (h) No member may speak more than once to the same question without leave of the Council, except to explain a material part of their speech which may have been misconceived, and in doing so the member may not introduce new information.
- (i) 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.
- (j) 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.
- (k) After a question is finally put by the Mayor or presiding member, it shall be conclusive and no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.
- (l) 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.
- (m) 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.
- (n) 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.
- (o) 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. **CONFLICT OF INTEREST**

- (a) Should a member of Council or as a member of a Council Committee, 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) *If a member of Council is attending and participating in a meeting by way of electronic means or other communication facilities and the member declares a conflict of interest, the Corporate Officer will have the member temporarily removed from the meeting by disconnecting and placing the member in the virtual waiting room. (AB#1173)*
- (c) The Mayor/Chair or presiding member of the Council or as a member of a Council Committee at meetings, must ensure that the member is not present at the meeting at the time of any vote in respect of the matter.

8. **VOTING**

- (a) Each member present, including the Mayor or presiding member, shall have one vote;
- (b) If the meeting is held in person, voting will be conducted by raising hands;
- (c) If a member is participating electronically, they must verbalize their vote;
- (d) If a member abstains from voting or does not indicate how they vote, the member is deemed to have voted in the affirmative;
- (e) 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;
- (f) A voting member may request that recommendations be taken separately or together and the Chair will decide whether or not to accede to the request;
- (g) When a question is called, all voting members present are required to vote (unless the member has declared a conflict of interest);
- (h) The Chair will call for those in favour and those against;
- (i) If a motion receives equal votes for and against then it is defeated;
- (j) Council shall not reconsider any motion more than once at the same meeting, except by unanimous consent of Council.

9. **MOTIONS**

- (a) Motions must be moved and seconded before they may be debated or voted upon;
- (b) If any motion is contrary to the rules of procedure, the Mayor or presiding member may apprise the members without proposing the question and shall cite without argument or comment, the rule or authority applicable to the case;

- (c) When the debate is closed, the Mayor or presiding member shall immediately put the question to a vote;
- (d) The mover of a motion may withdraw it with the consent of the seconder;
- (e) A withdrawn motion may be re-proposed by any other member;
- (f) When a question is under consideration, no motion shall be received except the following:
 - (i) To refer an item
 - (ii) To amend
 - (iii) To postpone (defer)
 - (iv) To postpone indefinitely
 - (v) To adjourn

10. AMENDMENTS TO MOTIONS

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

amendment and a secondary amendment thereto, the motion and appendages shall be put to the Council in the following order:

- (i) The secondary amendment.
- (ii) The primary amendment to the main motion.
- (iii) The main motion.

11. **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) 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.
- (c) 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.
- (d) The Mayor or presiding member shall not allow any amendments or debate at first reading of a Bylaw.
- (e) Second reading of the Bylaw shall consist of debate upon the general principles of the Bylaw.
- (f) 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, unless the *Community Charter* or any other *Act* directs otherwise.
- (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) Subject to section 135(3) of the *Community Charter*, three readings may be given on the same day, however, section 477 and 480 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.
- (i) The Corporate Officer shall endorse upon every Bylaw, the date of the readings, the effective date and the date of adoption.
- (j) 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*.
- (k) 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.
- (l) Upon reconsideration, the bylaw may be approved or rejected.

- (m) Nothing in this section shall require the Council to introduce a Bylaw or give it any reading or readings.
- (n) Every adopted and signed bylaw shall be kept indefinitely by the Corporate Officer among the corporate records of the municipality.

12. 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) Council will not hear from more than two delegations at a single meeting, unless expressly authorized by the Mayor
- (c) A delegation shall appoint a speaker or, upon a vote of the majority of Council members present at a meeting, more than one speaker.
- (d) The Mayor or presiding member shall allow up to 10 minutes for the presentation and may be extended by a majority vote of Council.
- (e) Council reserves its authority in whole or in part to not deliberate on any matters presented at a delegation until the subsequent meeting.

13. PETITIONS

- (a) Council may dispose of a petition or submission at the meeting, refer the subject matter to staff or a Committee, or take such other action as it deems expedient.
 - (i) A petition presented to Council shall legibly include the subject matter and date of the petition on each page.
 - (ii) A petition presented to Council must include the full name, signature, and physical address of each petitioner.
 - (iii) 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.

14. MINUTES OF MEETINGS

- (a) Minutes of Council, Committee and Commission meetings must be taken, including the provision to certify the minutes;
- (b) The minutes of Council, Committee and Commission meetings, once adopted, are the official record of those meetings.

15. **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 (Pertaining to Agenda Items Only)
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 give advance notice of the special meeting in accordance with Section 127 (2) of the Community Charter by:*
- (i) *posting a notice at the public notice posting places stating the way in which the meeting will be conducted either in person or by means of electronic or other communication facilities indicating the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public; and a designated municipal officer must be in attendance at the specified place.*

AB#1173

16. **PUBLIC INFORMATION MEETINGS (AB#1173)**

(a) **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 places.

17. **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

18. **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;
 - (ii) no member shall speak for a longer total time of five minutes to a question; and
 - (iii) a seconder to a motion is not required.
 - (g) A record will be recorded of how members voted.
 - (h) A motion in the Committee of the Whole to rise without reporting, or that the Chair of the Committee leave the chair, is always in order and shall take precedence over any other motion.
 - (i) Debate on a motion referred to in Section 18(f) 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.

19. 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 19(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 19(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.

20. 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*.

21. **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. Administration
 - ii. Bylaw Enforcement
 - iii. Finance
 - iv. Fire Department
 - v. Operations
 - vi. Planning and Development

22. **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.

23. **SUSPENSION OF RULES**

- (a) Any provision of this bylaw, except those required by the Community Charter or the Local Government Act, or any other applicable legislation, may be temporarily suspended for a single meeting by a motion passed by a two-thirds vote of all Council Members present.
- (b) No action of Council is rendered invalid solely by reason of any breach, inadvertent or otherwise, of any provisions of this Bylaw.

24. **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.

25. **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.

26. **REPEAL**

Bylaw 1002, 2012 cited as "Village of Harrison Hot Springs Council Procedure Bylaw No. 1002, 2012" is hereby repealed in its entirety.

27. **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 May 7, 2021 and May 14, 2021 in accordance with section 94 of the *Community Charter*.

"Village of Harrison Hot Springs Council Procedure Bylaw No. 1164, 2021" adopted on the 7th day of June, 2021.

Amendment Bylaw No. 1173 adopted on the 20th day of December, 2021.

"Leo Facio"
Mayor

"Debra Key"
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1205**

A bylaw to regulate the conduct for Council and Committee Members

WHEREAS Council and Committee Members are keepers of the public trust and must uphold the highest standards of ethical behaviour in order to build and inspire the public's trust and confidence in local government;

AND WHEREAS Council and Committee Members are expected to:

- (a) make decisions that benefit the community;
- (b) act lawfully and within the authority granted by the *Community Charter, Local Government Act* and other applicable enactments; and
- (c) be free from undue influence and not act to gain actual or perceived financial or other benefits;

AND WHEREAS Council and Committee Members wish to conduct their business in a transparent, efficient, accountable and respectful fashion;

AND WHEREAS it is to the benefit of the community for Council and Committee Members to conduct their business in accordance with the guiding principles of integrity, accountability, respect, leadership and collaboration;

AND WHEREAS Council and Committee Members intend to demonstrate their leadership in ethical behaviour, while promoting the principles of transparency, accountability and civility through their decisions, actions and behaviour;

AND WHEREAS a Code of Conduct Bylaw expresses standards of conduct expected for members of the Village Council and Committees;

AND WHEREAS Council and Committee Members have primary responsibility for ensuring that the standards of conduct herein are understood and met, thereby fostering public confidence in the integrity of the government of the Village of Harrison Hot Springs.

THEREFORE BE IT RESOLVED that the Council of the Village of Harrison Hot Springs in open meeting assembled, hereby ENACTS AS FOLLOWS:

PART I – GENERAL

1.1 Title

This Bylaw may be cited as "Village of Harrison Hot Springs Code of Conduct Bylaw No. 1205, 2024".

1.2 Definitions

In this bylaw:

“CAO”	Means the Chief Administrative Officer for the Village of Harrison Hot Springs, or Deputy CAO.
“Committee Member”	Means a person appointed to a committee, sub-committee, task force, commission, board, or other Council established body under the <i>Community Charter</i> – Part 5, Division 4 – Committees, Commissions and Other Bodies or the <i>Local Government Act</i> .
“Complaint”	Means an allegation, in accordance with the complaint procedure set out in Part 4 of this Bylaw, that a Member has breached this Bylaw.
“Complainant”	Means a person who has submitted a Complaint.
“Confidential Information”	Means information or records held in confidence by the Village, including but not limited to information or records to which Section 117 of the <i>Community Charter</i> applies. For certainty, this includes all information and records from closed meetings of Council until publicly released.
“Conflict of Interest”	Refers to pecuniary and non-pecuniary conflicts of interest governed by the <i>Community Charter</i> and the common law.
“Council Member”	Means the Mayor and Councillors for the Village of Harrison Hot Springs.
“Gifts and Personal Benefits”	Means an item or service of value that is received by a Member for personal use, benefit or enjoyment.
“Investigator”	Means an independent third party appointed to fulfill the duties and responsibilities assigned in Part 5 of this Bylaw.
“Member”	Means a Council Member or a Committee Member
“Municipal Officer”	Means a member of Staff designated as an officer under Section 146 of the <i>Community Charter</i> .
“Personal Information”	Has the same meaning as in the <i>Freedom of Information & Protection of Privacy Act</i> .
“Respondent”	Means a Council or Committee Member whose conduct is the subject of a Complaint.
“Staff”	Means an employee or contractor of the Village.
“Volunteer”	Means a person serving the Village who is not a Council Member, Committee Member or Staff member.

1.3 Purpose and Interpretation:

1.3.1 This Bylaw sets out the rules Members must follow in fulfilling their duties and responsibilities as elected or appointed officials, and the powers and procedures of the Investigator in exercising oversight over Council Members.

1.3.2 The provisions of this Bylaw are to be interpreted broadly and in a manner that is consistent with the *Community Charter* S.B.C. 2003, c. 26.

1.4 Application:

(a) This Bylaw applies to Council Members and Committee Members.

(b) For clarity, the provisions of this Bylaw that reference Committee Members apply also to Council Members acting in their capacity as Committee Members.

(c) Unless otherwise provided for, this Bylaw does not apply to a Member's conduct in their personal life, except to the extent that such conduct reasonably undermines the principles and standards of conduct expected and/or public confidence in Village governance.

(d) This Bylaw does not apply to Staff.

(e) In the event of a conflict between this Bylaw and another Village bylaw or Council policy governing Member conduct, this Bylaw prevails.

(f) In this Bylaw, a reference to a person who holds an office includes a reference to the persons appointed or delegated to act for that person from time to time.

(g) Nothing in this Bylaw is intended to preclude Members, prior to the filing of a Complaint, from speaking to each other in order to resolve matters which may otherwise be captured by this Bylaw.

1.5 Severability:

If any definition, section, subsection, paragraph, subparagraph, clause or phrase in this Bylaw is held invalid by a Court of competent jurisdiction, the invalid definition, section, subsection, paragraph, subparagraph, clause or phrase must be severed and the remainder of this Bylaw is deemed to have been adopted without the severed definition, section, subsection, paragraph, subparagraph, clause or phrase.

PART 2 – STANDARDS AND VALUES

2.1 Foundational Principles

The key statements of principle that underline this Code of Conduct are as follows:

- (a) Members shall serve and be seen to serve the best interests of all their constituents in a conscientious and diligent manner;
- (b) Members shall be committed to performing their duties and functions with integrity and avoiding improper use or influence of their office, and conflicts of interest;
- (c) Members are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and
- (d) Members shall seek to serve the public interest by upholding both the letter and spirit of the laws of the Federal Parliament and British Columbia Legislature, and the laws and policies adopted by the Village Council.

2.2 Interpretation

The foundational principles above are to inform the interpretation of the substantive provisions of this Bylaw and are not stand-alone bases for Complaints.

2.3 Roles and Responsibilities

- (a) Council is the governing body of the Village. It has the responsibility to govern the Village in accordance with Part 5 of the *Community Charter* and other applicable legislation.
- (b) Council Members have, among other things, a statutory responsibility to consider the well-being and interests of the municipality and its community, and to participate in meetings and carry out the duties assigned by Council and applicable legislation.
- (c) The Mayor has, among other things, a statutory responsibility to provide leadership to the Council and to provide general direction to Municipal Officers respecting Village policies, programs and other directions of the Council as set out in Part 5 of the *Community Charter*.
- (d) Staff provide professional advice to the Council and carry out decisions in an effective, efficient and non-partisan manner.

PART 3 – CONDUCT OF ELECTED OFFICIALS

3.1 General Conduct

3.1.1 A Member shall not:

- (a) contravene this Bylaw, as amended or replaced from time to time;
- (b) contravene any other Village bylaw or policy, as amended or replaced;
- (c) contravene a law of British Columbia or Canada, including but not limited to the British Columbia *Human Rights Code* or the *Freedom of Information and Protection of Privacy Act*; or
- (d) defame, either verbally or in writing, another Council Member, Staff, or a Volunteer.

3.1.2 A Member shall treat other Council Members, Committee Members, Staff, and Volunteers with respect and dignity.

3.1.2 A Council Member shall not:

- (a) breach their oath sworn upon taking office as a Council Member; or
- (b) abuse their office.

3.2 Interactions with Staff, Volunteers and Committee Members

3.2.1 A Member must direct inquiries regarding administrative issues or questions to the CAO or Deputy CAO and refrain from contacting Staff directly unless the communication is minor and for the purpose of seeking administrative clarity.

3.2.2 A Member must not interfere with, hinder or obstruct Staff, Volunteers or other Committee Members in the exercise of performance of their roles, responsibilities, powers, duties or functions, nor shall they impair the ability of Municipal Officers and Staff to implement Council resolutions in accordance with Section 153 of the *Community Charter*.

3.2.3 A Member must not request or require Staff to undertake personal or private work on behalf of a Member.

3.2.4 A Member must not compel Staff to engage in partisan political activities or subject them to reprisal of any kind for refusing to engage in such activities.

3.2.5 A Member must not make any comments, in writing or verbally, in public, on social media or otherwise that a reasonable person would conclude are disparaging or defamatory in nature, factually incorrect or inaccurate about Members, Staff, or Volunteers.

3.2.6 A Member must not directly or indirectly request, induce, encourage, aid, or permit Staff to do something which, if done by the Member, would be a breach of this Code of Conduct.

3.3 Interactions with the Public and Media

- 3.3.1 A Member must not communicate on behalf of the Village unless authorized to do so:
- (a) pursuant to Policies 1.14 Media Communications and 1.32 Social Media Communications;
 - (b) by Council resolution; or
 - (c) by virtue of a position or role the Member has been authorized to undertake by Council.
- 3.3.2 Without limiting the ability of the Council Member to hold a position on an issue and respectfully express an opinion, a Council Member must ensure that:
- (a) their communications relating to Council business are factual, accurate and correct and they must not issue any communication that the Member knows, or ought to have known, to be false, incorrect, or inaccurate; and
 - (b) all communications by, and on behalf of a Member, including communications made via social media, are respectful and do not discriminate against, harass, disparage or defame any Member, Staff, or Volunteer.
- 3.3.3 A Member shall not issue instructions to any of the Village's contractors, tenderers, consultants or other service providers unless expressly authorized by Council or a committee to do so.
- 3.3.4 Outside of a Council or committee meeting, a Member shall not communicate with a tenderer or proponent regarding the subject matter of the procurement.

3.4 Public Meetings

A Member must act with decorum at Council and committee meetings and in accordance with Village of Harrison Hot Springs Council Procedure Bylaw No. 1164, 2021, as amended or replaced from time to time.

3.5 Collection and Handling of Information

- 3.5.1 A Member must:
- (a) comply with the provisions of the *Freedom of Information and Protection of Privacy Act* and the policies and guidelines as established by the Village;
 - (b) comply with section 117 of the *Community Charter*, including by protecting, and not disclosing publicly, confidential Information;
 - (c) only access information held by the Village for Village business, and not for personal purposes; and
 - (d) not alter or destroy Village records unless expressly authorized to do so.

3.6 Use of Social Media

- 3.6.1 The provisions of this Bylaw apply, without limitation, to the use of a Member's personal and public official social media accounts.
- 3.6.2 Members must regularly monitor their social media accounts and immediately take measures to deal with the publication of messages or postings by others that violate the provisions of this Bylaw.
- 3.6.3 For clarity, section 3.6 applies only to social media accounts in respect of which a Member has primary moderation control.

3.7 Conflict of Interest

- 3.7.1 A Member shall not participate in a discussion of a matter, or vote on a question in respect of that matter, in respect of which the Member has a Conflict of Interest.
- 3.7.2 In respect of each matter before Council, a Council Member shall:
 - (a) assess whether they have a Conflict of Interest; and
 - (b) determine whether it is necessary to seek independent legal advice, at their own cost except where the CAO or Council approves the cost, with respect to any situation which may result in a Conflict of Interest.
- 3.7.3 If a Member believes they have a Conflict of Interest in respect of a matter in a Council or Committee meeting, the Member must:
 - (a) notify the Mayor or the Chair of the meeting that the Member has a Conflict of Interest prior to the matter being considered and in general terms state the reason for the conflict as per section 100(2) of the *Community Charter*, and the Member shall restate the Conflict of Interest each time the matter arises before Council;
 - (b) refrain from discussing the matter with any other Member, Staff or Volunteer either publicly or privately; and
 - (c) leave any meeting if the matter is discussed and not return until the discussion has ended or voting on the matter has concluded.

3.8 Use of Influence

- 3.8.1 A Member must not attempt to influence a decision of the Council, a Committee, a Municipal Officer, or Staff if the Member has a pecuniary or non-pecuniary Conflict of Interest in relation to that decision.
- 3.8.2 A Member must not use their office to provide preferential treatment to any person or organization.
- 3.8.3 A Member must not intimidate, improperly influence, threaten, or coerce Staff, or Volunteers.

3.9 Gifts and Personal Benefits

- 3.9.1 A Council Member must not accept a Gift or Personal Benefit, unless accepted in accordance with section 105 of the *Community Charter*.
- 3.9.2 A Council Member must disclose a Gift or Personal Benefit, received in accordance with section 105 of the *Community Charter*, as per section 106 of the *Community Charter*.
- 3.9.3 Committee Members must comply with 3.9.1 and 3.9.2 as though they were Council Members.

3.10 Campaign Activities

- 3.10.1 A Council Member shall not use Village facilities, equipment, supplies, services, or other resources of the Village for any election-related activities.
- 3.10.2 A Member must not use the services of Staff for election-related purposes during the hours in which those Staff members are in the paid employment of the Village or paid by the use of Village resources.
- 3.10.2 A Council Member shall comply with all applicable election legislation including, but without limitation, the *Local Government Act* and *Local Elections Campaign Financing Act*.

3.11 Business Relations

A Council Member who engages in another profession, business, or occupation concurrently while holding elected office shall not allow such activity to materially affect the Council Member's integrity, independence, attendance or competence.

PART 4 – COMPLAINT AND RESOLUTION PROCEDURES

4.1 Complaint Resolution Procedures and Directives

4.1.1 Confidential Requests

- (a) If a Council Member, Committee Member, Staff or Volunteer believes that they have been subjected to conduct by a Council Member in breach of this Bylaw, that person may approach the CAO (or Deputy CAO) on a confidential basis, without the need to file a Complaint, to request that the CAO (or Deputy CAO) inform the Council Member of the alleged breach. Upon receipt of the confidential request, the CAO (or Deputy CAO) may attempt to address the conduct with the Council Member.
- (b) The CAO must protect the confidentiality of a person making a request under 4.1.1(a) unless the person making the request consents in writing to disclosure.

4.1.2 How to Make a Complaint

- (a) A Member, Staff, or Volunteer may submit a Complaint to the CAO or, if the CAO is a party to the Complaint, then to the Deputy CAO.
- (b) A Complaint must be in writing and should, to the extent possible, describe with sufficient detail:
 - i. the name of the Complainant;
 - ii. the name of the Respondent;
 - iii. the conduct that the Complainant alleges to constitute a breach;
 - iv. the date of the alleged conduct;
 - v. the parts of this Bylaw that the Complainant alleges have been breached; and
 - vi. the basis for the Complainant's knowledge about the conduct.
- (c) A Complainant may specify in the Complaint whether they are willing to participate in an informal resolution of the Complaint.
- (d) Upon receipt of a Complaint, the CAO (or Deputy CAO, as the case may be) shall retain an Investigator.
- (e) In the event that the Investigator receives multiple Complaints concerning the same matter, the Investigator must proceed with the first Complaint accepted and may expand the Complaint and/or add Complainants for the purpose of conducting the investigation and preparing the investigation report.
- (f) All Complaints must be made within 90 days of the Complainant knowing, or reasonably ought to have known, of the alleged breach of this Bylaw, or within 90 days of the most recent incident of the alleged misconduct if it is a continuing contravention. The Investigator may extend this 90 day

deadline up to an additional 90 days if circumstances warrant an extension.

- (g) Complaints regarding a Council Member seeking re-election may be made but must not be investigated in the period from the first day of the nomination period to the general voting day. In the event that a Complaint is filed prior to the first day of the nomination period, but remains unresolved by the start of and through the campaign period, the investigation will be suspended and may be continued into the next term unless the Complainant(s) or Respondent(s) do not seek or fail to gain re-election.
- (h) In the 90 days prior to general voting day, the Investigator may suspend any investigation that is underway.

4.1.3 Preliminary Assessment

- (a) On receipt of a Complaint, the Investigator must conduct a preliminary assessment to determine whether to proceed with an investigation.
- (b) The Investigator will provide the Respondent a summary of the Complaint.
- (c) If, after a preliminary assessment, the Investigator is of the opinion that:
 - i. the Complaint is not with respect to a breach of this Bylaw;
 - ii. the Complaint is frivolous, vexatious, or not made in good faith;
 - iii. the investigation is or might be hampered, or the Council Member might be prejudiced, by the Complainant's failure to comply with Section 4.1.2(b), or otherwise cooperate with the investigation;
 - iv. the Complainant wishes to withdraw the Complaint and it would be appropriate in the circumstances to allow the withdrawal;
 - v. there are no grounds or insufficient grounds to conclude that a violation of this Bylaw has occurred; or
 - vi. the Complaint would be more appropriately addressed through another process or if the Complaint is already being addressed through another process, such as court proceeding or human rights complaint,

the Investigator may decide not to proceed with a Complaint and must notify the Complainant, Respondent, and CAO (or the Deputy CAO, as the case may be) in writing that of same, set out the reasons for this decision and close the Complaint.

- (d) Notwithstanding Section 4.1.3 (a) and (b), the Investigator may request further information from the Complainant before determining whether or not there are sufficient grounds that a breach of this Bylaw may have occurred.

4.1.4 Informal Resolution:

- (a) When the Investigator has decided to proceed with a Complaint, the Investigator must determine whether the Complaint requires a formal investigation or whether the Complaint may be resolved informally. In the latter case, the Investigator may either attempt to resolve the Complaint directly or refer the Complaint to the CAO (or Deputy CAO, as the case may be).
- (b) In making a determination under subsection 4.1.4(a), the Investigator shall give a strong preference to the informal resolution process wherever possible.
- (c) When determining whether the Complaint may be resolved informally, the Investigator may consider culturally appropriate, transformative or restorative justice approaches, and may engage a third party to assist the Investigator for this purpose.
- (d) Where the Investigator refers the Complaint in accordance with Section 4.1.4(a) the CAO or Deputy CAO, as the case may be, may agree to assist in resolving the Complaint directly, or may appoint at their discretion a third party to assist in resolving the Complaint.
- (e) The third party assisting in the informal resolution of a Complaint will assess the suitability of the Complaint for settlement or resolution on an on-going basis.
- (f) The Complainant, or the Respondent, can decline to participate in an informal resolution at any time.
- (g) If a Complaint is resolved informally, the third party assisting in resolving the Complaint must notify the Investigator in writing of the terms of the resolution, upon receipt of which, the Investigator must close the Complaint.
- (h) If the terms of resolution resulting from an informal process are not complied with, the Investigator may re-open the Complaint and proceed with the formal resolution process.
- (i) If a Complaint cannot be resolved informally, the third party assisting in resolving the Complaint must refer the Complaint back to the Investigator for a formal investigation.

4.1.5 Formal Resolution:

- (a) If a Complaint is not rejected, closed, or resolved informally, the Investigator must proceed with a formal investigation.
- (b) If the Investigator proceeds with a formal investigation, the Investigator will ensure that the investigation is conducted in a fair, timely, confidential manner and otherwise complies with the principles of due process, procedural fairness, and natural justice.
- (c) The Investigator will interview the Respondent, the Complainant, and any other individual who is relevant to the Complaint. The Respondent, Complainant, and other witnesses must agree to keep information discussed as part of the investigation confidential.
- (d) The Investigator may also request disclosure of records relevant to the Complaint, including records held by the Complainant, Respondent, third parties, or any record in the possession or control of the Village, except a record that is subject to solicitor-client privilege.
- (e) Notwithstanding subsection 4.1.6(a) below, nothing prohibits the Investigator from summarily dismissing a Complaint where it becomes apparent, after some investigation, that the Complaint has no chance of success.
- (f) If the Investigator summarily dismisses a Complaint in the Formal Resolution stage, the Investigator shall report to the Complainant and Respondent in the manner similar to that as set out in 4.1.4(a).

4.1.6 Dismissal or Suspension of Complaint

- (a) If a Complaint is submitted that, on its face, is not made with respect to a breach of this Bylaw, or if a Complaint would be more appropriately addressed through another process, including if the Complaint is:
 - i. with respect to non-compliance with the *Freedom of Information and Protection of Privacy Act*;
 - ii. with respect to non-compliance with a more specific Council policy or bylaw with a separate Complaint procedure; or
 - iii. with respect to a matter that is subject to another outstanding process, such as a court proceeding or human rights complaint,

the Investigator may dismiss the Complaint, or part of the Complaint, and must notify the Complainant and CAO (or Deputy CAO, as the case may be) in writing that the Complaint is not within the jurisdiction of this Bylaw, or that the Complaint would be more appropriately addressed through another process, as the case may be, and set out any additional reasons and recommendations the Investigator thinks appropriate.

- (b) If the Investigator, at any stage in the Complaint procedure, determines that there are reasonable grounds to believe that there has been a contravention of the *Criminal Code* then the Investigator must immediately refer the matter to the appropriate authorities and suspend the investigation until any resulting police investigation and charge have been finally disposed of, and shall report the suspension of the investigation to the CAO (or Deputy CAO, as the case may be).
- (c) Where a Complaint is made against a Council Member who, during the course of the Complaint procedure, ceases to hold office, the Investigator may close the Complaint and notify the Complainant, Respondent and CAO (or Deputy CAO, as the case may be) of this decision.

4.1.7 Adjudication and Reporting:

- (a) The Investigator must render a decision within 90 days of making the determination to proceed with a formal investigation, unless the Investigator determines that doing so is not practicable, in which case the Investigator must notify the Complainant and Respondent of the delay and provide a revised decision date. The revised decision date may be extended by periods of up to 30 days on provision of written notice to the Complainant, the Respondent, and the CAO (or Deputy CAO, as the case may be).
- (b) The Investigator shall, upon conclusion of the investigation prepare a report setting out their findings as to whether the Respondent breached the Bylaw and provide reasons for their determination and provide it to the CAO, (or Deputy CAO, as the case may be), who will place the report on a closed meeting agenda for receipt by Council.
- (c) If the Investigator concludes the Respondent breached the Bylaw the Investigator must make recommendations as to potential sanction(s) for the breach as set out below.
- (d) If the Investigator determines the Respondent took all reasonable steps to prevent the breach, or that the breach was trivial or done inadvertently or because of an error in judgment made in good faith, the Investigator will so state in the investigation report and may recommend that no sanction be imposed.
- (e) A letter confirming the investigation is complete, a summary of the conclusions and what steps, if any, Council will take will also be provided to the Complainant and the Respondent in due course, subject to any redactions necessary to comply with the *Freedom of Information and Protection of Privacy Act*.

4.1.8 Final Determination by Council

- (a) Council must, within 30 days of delivery of the investigation report pursuant to Section 4.1.7, or a longer period if approved by a 2/3 vote of Council, decide on the appropriate measures, if any, that are warranted by the breach of this Bylaw, and will take such actions as Council considers appropriate in the circumstances.
- (b) Prior to Council making any decision regarding the findings and recommendations set out in the investigation report, the Respondent must be given notice and an opportunity to be heard either in person or in writing, to comment on the decision and any recommended censure, sanctions or corrective actions.
- (c) While an investigation report provided to Council may be considered in a closed meeting for the purpose of receiving legal advice, or for another valid reason, when Council votes on the investigation report, it will do so in a public meeting and a summary of the investigation report may be made available to the public in a form that complies with section 4.1.10(b).
- (d) Notwithstanding subsection 4.1.8(c), Council may deliberate on and vote on a report in a closed meeting where there is a valid reason to close the meeting under section 90 of the *Community Charter*. For certainty, this means the investigative report or summary may not be publicly released.

4.1.9 Remedies

- (a) Sanctions that may be imposed for a violation of this Bylaw include the following:
 - i. a letter of reprimand from Council addressed to the Respondent;
 - ii. the publication of the letters contemplated in subsection (i), along with the Respondent's written response, if any;
 - iii. directions to the CAO regarding restricting how documents, including documents containing Confidential Information, are provided to the Respondent;
 - iv. disclosure to the public of the findings relating to the Respondent's breach of this Bylaw;
 - v. a requirement that the Council Member attend specific training or counselling;
 - vi. limitations on access to certain Village facilities;
 - vii. suspension or removal of the Respondent from some or all internal and external Council committees and bodies to which the Respondent was appointed at the pleasure of Council;
 - viii. restricting the Respondent from representing the Village at events and/or attending conferences and seminars;

- ix. suspension or removal of the appointment of the Respondent as the Deputy Mayor;
 - x. public censure of the Respondent;
 - xi. imposing further limits on council-related travel or expenses beyond those set out in corporate policies; or
 - xii. any other sanction recommended by the Investigator, so long as that sanction is within the authority of Council.
- (b) The Investigator may recommend that Council consider commencing an application for disqualification under section 111 of the *Community Charter* or for damages under section 117 of the *Community Charter*, as applicable.

4.1.10 Report to be Public

- (a) Unless deliberations have, pursuant to section 4.1.8(d), taken place in a closed Council meeting, the Village may, after delivering a copy of the investigation report to the Complainant and Council, make a summary of the investigation report available to the public.
- (b) In all circumstances, the Village will ensure that the investigation report or a summary complies with the Village's obligations regarding disclosure of affected individuals' personal information set out in the *Freedom of Information and Protection of Privacy Act* and ensure that appropriate redactions are applied and that Council complies with the Respondent's right to procedural fairness, prior to any release of information to the public.

4.1.11 Remuneration

- a) Subject to Council's duty of procedural fairness towards the Respondent, where the Investigator finds that the Respondent:
- i. breached this Bylaw; or
 - ii. submitted a complaint that was frivolous, vexatious, or made in bad faith

the remuneration to which the Respondent would otherwise be entitled shall be reduced in accordance with the Council Remuneration and Expenses Policy No. 1.16, as amended or replaced from time to time.

- (b) Notwithstanding subsection 4.1.11(a)(i), the remuneration of the Respondent shall not be reduced if the Investigator makes a finding under section 4.1.7(d) that:
- i. the Council Member took all reasonable steps to prevent the breach;
 - ii. the breach was trivial or inadvertent; or

- iii. the breach was because of an error in judgment made in good faith.

4.1.12 Confidentiality of the Investigation

- (a) The Investigator must make all reasonable efforts to investigate Complaints in confidence.
- (b) The Investigator and every person acting under the Investigators' instructions must preserve confidentiality with respect to all matters that come into the Investigator's knowledge in the course of any investigation or Complaint except as required by law.
- (c) An investigation report must only disclose such matters as, in the Investigator's opinion, are necessary for the purpose of the investigation report.

4.1.13 Interpretation

For clarity, and despite section 4.2, the procedure in section 4.1 is to apply to all allegations against Council Members including in their capacity as Committee Members.

4.2 Committee Members

- 4.2.1 A Complaint of an alleged breach of this Bylaw by a Committee Member shall be submitted simultaneously in writing addressed to both the Mayor and CAO (or Deputy CAO, as the case may be) and within 90 days of the last alleged breach.
- 4.2.2 A Complaint must comply with the standards set out at section 4.1.2.
- 4.2.3 The Mayor shall consider the Complaint and direct that any enquiries considered appropriate or desirable be undertaken, including a referral to the CAO or the Investigator. For certainty, if the Complaint is referred to the CAO or the Investigator by the Mayor, then the processes and procedures in section 4.1 of this Bylaw may be utilized to the extent deemed necessary and appropriate.
- 4.2.4 Nothing in this Bylaw is intended to abrogate the power of the Mayor or Council, as applicable, to remove, at their pleasure and at any time, any Committee Member from any committee to which they have been appointed.

4.3 Reprisals and Obstruction

- 4.3.1 No Council Member, Committee Member, or Staff will threaten, interfere with, or otherwise obstruct the Investigator in relation to the Investigator carrying out the duties and responsibilities under this Bylaw.
- 4.3.2 No Council Member, Committee Member, or Staff will threaten or undertake any reprisal against a Complainant or against a person who provides information to the Investigator in the context of an investigation.

- 4.3.3 No Council Member, Committee Member, or Staff will tamper with or destroy documents or electronic records related to any matter under investigation under this Bylaw or refuse to respond to the Investigator when questioned regarding an investigation.
- 4.3.4 Any individual covered by this Bylaw who is found to have engaged in any reprisal or retaliation in violation of this Bylaw will be subject to appropriate disciplinary action, which action may include, and is not limited to, the sanctions and remedies described above or the termination of employment for just cause, as applicable.

4.4 Reimbursement of Costs

- 4.4.1 A Council Member may make a request to Council for reimbursement for the costs of legal advice and representation in responding to the formal complaint process outlined in this Bylaw. If appropriate after considering all circumstances, Council may resolve to reimburse legal fees reasonably incurred by a Council Member, provided that all of the following are met:
 - (a) it is the Council Member's first formal complaint process; and
 - (b) the amount does not exceed \$10,000.
- 4.4.2 For clarity, the provisions of the Village's Indemnification Bylaw No. 1190, 2023, as replaced or amended from time to time, do not apply to requests for reimbursement under this Bylaw.

4.5 Vexatious Allegations and Complaints

- 4.5.1 Any individual covered by this Bylaw who makes an allegation or Complaint under this Bylaw that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate disciplinary action, which action may include, but is not limited to:
 - (a) in the case of Council Members, sanctions and remedies described in Section 4.1.9;
 - (b) in the case of Committee Members, termination of the Committee Member's appointment; or
 - (c) in the case of Staff, disciplinary action or the termination of employment for just cause, as applicable.

PART 5 – APPOINTMENT OF INVESTIGATOR

5.1 Appointment of Investigator

5.1.1 The CAO shall, upon receipt of a Complaint, appoint an Investigator to fulfill the duties and responsibilities described in section 5.2.

5.2 Duties and Responsibilities

5.2.1 The duties and responsibilities of the Investigator are as follows:

- (a) to assist with informal resolution of a confidential request or Complaint;
- (b) to receive and assess a Complaint to determine if the Complaint must be rejected, dismissed, closed, resolved or investigated;
- (c) to investigate and conduct inquiries as to alleged violations of this Bylaw;
- (d) to report to Council as to whether a Member has breached this Bylaw;
and
- (e) to make recommendations on an appropriate remedy, if the Investigator determines that a Member has breached this Bylaw.

5.2.2 The Investigator must perform the duties and responsibilities under this Bylaw in an independent manner.

PART 6 – ENACTMENT

6.1 Effective Date

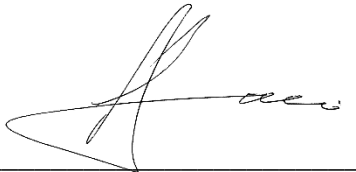
This bylaw comes into force and effect on adoption.

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

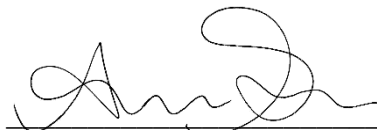
READ A SECOND TIME THIS 17th DAY OF JUNE 2024.

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

ADOPTED THIS 8th DAY OF JULY, 2024.



Leo Facio
Deputy Mayor



Amanda Graham
Corporate Officer

Growing Together

GREAT PLACES

B.C. COMMUNITIES IN BLOOM NEWSLETTER

IN THIS ISSUE:

- Volunteer Opportunities
- Your Favourite Memories
- Supporting Community Sustainability
- 2025 Registration Form

GOLD SPONSORS:

URBAN
SYSTEMS

Teck

GREEN BUD SPONSOR

Equinox Environmental Products

NATIONAL CiB MAJOR SPONSOR

Scotts Canada

SUPPORTERS

BC Landscape & Nursery Association
BC Recreation & Parks Association
Invasive Species Council of BC

MEMBER OF

Gardens BC
BC Council of Garden Clubs



British Columbia
Communities in Bloom

UPDATED MAILING ADDRESS:

4451 212-Street, Langley, V3A 7Z8
(604) 576-6506

www.bccib.ca

[Facebook](#) BC CiB [Privacy Policy](#)

Provincial Coordinator
Catherine Kennedy
c.kennedy@telus.net

Volunteer Positions

We are looking for a few new Judges and one or two board members for the coming year. One of the best things about our provincial organization is its wide representation of the province. If you are interested, please go to our website [Volunteer](#) info page.

Do you like people and plants?

Think horticulture is a critical part of community life and wellness? BC Communities in Bloom is a not-for-profit organization looking for volunteer judges able to train and evaluate at specific times of the year. This is a great opportunity to put your expertise to use and see some incredible horticulture work in BC communities!

BCLNA member, past president, and previous CiB judge, Jeff Foley, shares his experience:

"I was lucky enough to serve as a Communities in Bloom (CiB) for three years. Each summer I would get to spend a week exploring a different zone of British Columbia. It is a very rewarding experience where you are able to see some amazing efforts to make communities more livable through horticultural initiatives. I met some awesome people in the communities and made friends with the fellow volunteers. Catherine, the Executive Director of BC CiB, makes sure you are well set up and comfortable before you embark on your tour. Judges receive excellent training and the experienced ones help to support the new ones. I would highly recommend volunteering as a judge. It is a great way to gain inspiration and also share some of your knowledge in return."

– Jeff Foley, Para Space Landscaping

When did your Community participate in CiB?

Link to all [British Columbian participants](#) since 1995

Send us your Favourite Memories

We encourage all past community participants and former volunteers to reach out to the provincial coordinator with your **Photos or Quotes.**



CiB supports the 3 pillars of Sustainability.

SOCIAL INFLUENCE

Engages citizens of all ages.

Builds commUnity pride.

ECONOMIC IMPACT

Improves green spaces for locals and visitors.

Attracts business support and investment.

ENVIRONMENTAL EFFECT

Encourages responsible horticulture practices.

Creates awareness for climate change mitigation efforts.

Recognition for staff and volunteer groups.

Provides a framework for action with proven results.

Transforms overall appearance of community.

Growing Great Places Together **www.bccib.ca**

Tips For Starting A Successful Communities In Bloom Group

Form a local CiB Committee:

- Look for a community cheerleader who will help spearhead your CiB effort.
- Try for one municipal representative from Council, Parks & Rec or Public Works
- Look for a representative from your local Chamber of commerce, BIA, Economic Dev.
- Encourage NEW gardeners and provide some guidance from local garden club members, master gardeners, local nursery/garden centres.

Create awareness for your CiB groups efforts:

- Municipal communications, website
- Social media (create a new page or ask for help from established groups)
- Local papers (Great for Garden Tips or announcing community events)

Engaged the community:

- Promote to homeowners, apartment dwellers, youth, and other service groups.
- Initiate projects to appeal to a variety of age groups. Create opportunities to be culturally diverse.
- Allow volunteers to direct projects they want to be involved in.
- Encourage community wide tidy-up efforts.

Consider new legacy projects for community:

- Low water gardens (xeriscape), rain gardens, community gardens with portion being donated to local food banks.
- Renovate a tired area. Improve the gateway gardens near entrance signage.
- Encourage Pollinator gardens – Identify the types of pollinators that are to be attracted.

Create a local Awards program to recognize your outstanding residential or business properties:

- Nominate your neighbour application process or develop award categories and find the best ones.
- Creating a window signage decal or door hanger as an award. (Getting some Scotts Best Garden Selection signs are an application process early in the year)
- Recognize best ones in local papers.
- Host a Thank-You event for volunteers and contributors at a year-end party.
- Winners of key prizes can nominate following year's champions.

Fundraising ideas

- Sponsor or rent self-watering planters (municipality purchases, CiB group plants and business maintains)
- Plant sales, Seedy Saturday's, Partner with a grower to sell a particular plant.
- Garden Tours, Christmas concerts.
- Parking lot concerts, Concerts in the Park
- Festivals need manpower for events and will often donate to the CiB group.
- Many of these ideas had sponsors paying for things like the band, food, etc.

How To Get The Most Out Of A CiB Evaluation

Start with three criteria first year if your community is small or volunteer group is brand new.

Works best when there is a representative who understands each evaluation criteria.

- Plan for a Judges tour to showcase 80% of the community in all evaluation criteria.
- Tell your community's story with a Community Profile document to communicate the elements not shown on the evaluation tour.
- Profile Document can become a "Welcome Package" of information for new residents and businesses.
- Upon registration more information is provided from BC Communities in Bloom with the Getting Started Package.
- Celebrate your community's results!

Contact Catherine to request more information at c.kennedy@telus.net 604 576-6506



British Columbia
Communities in Bloom

BC Communities in Bloom 2025 PROVINCIAL EDITION Registration Form

DEADLINE
March 31, 2025

MUNICIPALITY (PLEASE PRINT)		TOTAL POPULATION	MAYOR
NAME OF MUNICIPAL CONTACT		POSITION / TITLE	
ADDRESS		CITY	POSTAL CODE
()			
PHONE		MUNICIPAL CONTACT EMAIL	
NAME OF COMMUNITY CONTACT OR LOCAL CIB CHAIR		WEBSITE ADDRESS FOR COMMUNITY	
()			
PHONE		COMMUNITY CONTACT/CHAIR E-MAIL	
PROGRAM OPTIONS (indicate your level of participation)		REGISTRATION FEE Based on Population Size:	
<input type="checkbox"/> GROW - MODIFIED EVALUATION - 3 Criteria NEW PROGRAM OPTION! <input type="radio"/> Enhancement <input type="radio"/> Conservation <input type="radio"/> Other Combo Results are based on an in-person evaluation. More information on page 2. Community is awarded a Certificate and Report. Eligible for a Criteria Award		<input type="checkbox"/> Up to 1000 - \$ 375 <input type="checkbox"/> 1001 to 2000 - \$ 450 <input type="checkbox"/> 2001 to 5000 - \$ 500 <input type="checkbox"/> 5001 to 10,000 - \$ 600 (Plus 5% GST)	
		<input type="checkbox"/> 10,001 to 20,000 - \$ 700 <input type="checkbox"/> 20,001 to 50,000 - \$ 800 <input type="checkbox"/> 50,001 to 100,000 - \$ 925 <input type="checkbox"/> 100,000+ - \$1150 (Plus 5% GST)	
<input type="checkbox"/> BLOOM - FULL EVALUATION - 6 Criteria Results are based on an in-person evaluation. More information on page 2. Community is awarded a BLOOM RATING and 18-page Report. Eligible to win a Criteria Award or Community Involvement Trophy		<input type="checkbox"/> Up to 1000 - \$ 500 <input type="checkbox"/> 1001 to 2000 - \$ 600 <input type="checkbox"/> 2001 to 5000 - \$ 675 <input type="checkbox"/> 5001 to 10,000 - \$ 800 (Plus 5% GST)	
		<input type="checkbox"/> 10,001 to 20,000 - \$ 925 <input type="checkbox"/> 20,001 to 50,000 - \$1025 <input type="checkbox"/> 50,001 to 100,000 - \$1225 <input type="checkbox"/> 100,000+ - \$1525 (Plus 5% GST)	
<input type="checkbox"/> FRIENDS - NON-EVALUATED - Half of Full Evaluation Registration Fee based on population size noted above. Recognition category for past CiB communities who do not want an evaluation but want to continue showing their support for their CiB initiatives and the BC Communities in Bloom provincial program.			
AMOUNT ENCLOSED		Population Fee + 5% GST = \$ GST # 8446 03670 RT0001	
PLEASE INVOICE US AT		<input type="radio"/> Above Address or	
MAIL FORM & FEE TO		BC Communities in Bloom c/o 4451 212 Street, Langley, BC V3A 7Z8 ← Please note updated mailing info	
OR PAY BY CREDIT CARD at WWW.BCCIB.CA NOTE: Please also email completed form to Catherine at c.kennedy@telus.net			
CANCELLATION POLICY		Before May 15th a \$50.00 fee may be charged, after that, all registration fees are non-refundable.	
CONTACT		Catherine Kennedy, Executive Director c.kennedy@telus.net (604) 576-6506 www.bccib.ca	

EVALUATED OPTIONS

2025

GROW

Modified Evaluation

GROW MODIFIED EVALUATION – 3 Criteria Only

- For first time, smaller or returning municipalities who want a simpler CiB option.
- Participants may choose any 3 criteria to be evaluated OR choose a theme.
- Expect to provide 1-night accommodation for pair of judges. (5-hour tour day)

ENHANCEMENT: Community Appearance | Landscape Areas | Plant & Floral Displays**CONSERVATION:** Environmental Action | Heritage Conservation | Tree Management

Evaluation of
selected Criteria,
Report with no
Bloom Rating

**ELIGIBLE TO WIN A
CRITERIA AWARD**

2025

BLOOM

Evaluated - 6 Criteria

BLOOM FULL EVALUATION – all 6 Criteria.

- 5-Bloom winners receive a Street Banner.
- Open to any size Municipality wanting the full program experience and its many benefits.
- Gain social value from the community involvement elements of the program.
- Entry point for National and International Communities in Bloom competition.
- Host 2-nights with accommodation for a pair of judges. (2-hr first day, 7-hr tour day)

EVALUATION CRITERIA:

Community Appearance | Environmental Action | Heritage Conservation
Tree Management | Landscape Areas | Plant & Floral Displays

AWARDING BLOOMS

Also
**ELIGIBLE TO WIN A
CRITERIA AWARD**

Or

**OUTSTANDING
COMMUNITY
INVOLVEMENT
TROPHY**

COMMUNITY RECEIVES:

- Getting Started Package of Information.
- Evaluation by a pair of trained BC CiB Judges.
- Evaluation Report with Comments & Suggestions.
- Rating Certificate (Blooms only for full evaluated program).
- 5-Bloom Winners receive special recognition.
- Profile on newsletter, press releases, www.bccib.ca website and Gardens BC tourism website.

PROGRAM BENEFITS:

- Strengthens community pride for residents and businesses
- Collaborative, creates opportunities to celebrate volunteers
- Enhances enjoyment and value of green spaces
- Highlights climate action initiatives
- Contributes to a healthy social & economic lifestyle
- Profile for best features of the Community
- Measurable results with year over year benefits

ADDITIONAL DETAILS:

- Grow a local 'in Bloom' committee to build collaboration with residents, businesses, service clubs and a municipal rep. (Councillor, Public Works, Administration or Parks & Recreation staff).
- Plan to meet online mid-season with Provincial CiB Judges with a Virtual Check Up on how to support your CiB efforts.
- Develop a basic budget to cover registration fee and to create community wide CiB awareness projects, i.e.: parades, tidy up days. Consider planning some fundraising events too. Document volunteer contributions.
- Create a Community Profile Document outlining the community's achievements. Plan a judge's tour to view community in the 3 or 6 evaluation criteria. (Once registered, additional information is provided in the Getting Started Package).
- Host 2-judges in 2nd or 3rd week of July (TBC), in separate rooms (Hotel, B&B or Billeting if certain conditions can be met), with meals during evaluation day.
- Communities will be presented a Certificate and a Report at the Provincial Awards in the fall. (Event details to be confirmed)
- Evaluating three or six criteria, the report creates a benchmark score to celebrate successes and for future improvements.

NON-EVALUATED OPTIONS

2025

FRIENDS

Non-Evaluated

FRIENDS For communities that want recognition for ongoing CiB initiatives but want to take time off from evaluation.

Bonus: this category is encouraged to provide a Showcase Project.

2025

MEMBER

MEMBERSHIP

(requires separate form) – www.bccib.ca

The BC CiB organization represents all areas of the province, if you would like more information about becoming a director or a judge go to our

website Volunteer page.

2025

SHOWCASE

**SEPARATE FORM
WWW.BCCIB.CA**

VILLAGE OF HARRISON HOT SPRINGS

TERMS OF REFERENCE

COMMUNITIES IN BLOOM COMMITTEE

1. PURPOSE

To provide recommendations and advice to Council on enhancing the natural beauty of the community through participating in the Communities in Bloom program, with a focus on fostering community involvement in the enhancement of green spaces, tree management and landscape, plant and floral displays.

2. MEMBERSHIP & MEETINGS

- 2.1 To the extent possible, the Committee's members will reflect the diversity of persons in British Columbia. The committee shall consist of up to seven (7) voting members, and should have a minimum of five (5) members at all times, as appointed by Council. One (1) member of the committee will be a member of Council. A quorum shall consist of a majority of voting members.
- 2.2 The Chairperson shall be appointed by the Mayor.
- 2.3 The Committee may meet as required and shall structure its activities to meet at least three (3) times per year. Meetings may be called at any time by the Chairperson.
- 2.4 The Committee meeting schedule will be posted on the Village of Harrison Hot Springs' website. Committee meetings are open to the public.
- 2.5 Meeting minutes will be taken by Village staff. Upon adoption, Committee meeting minutes shall be forwarded to Council for information.
- 2.6 If a Committee member is absent from a meeting for two (2) consecutive regularly scheduled meetings, that member may be disqualified from holding office as a Committee member. Disqualification will not apply if the absence is due to illness, injury or is with leave of the Chair.

3. RESPONSIBILITIES

The Communities in Bloom Committee shall consider the following or other matters as directed by Council:

- a. Gather ideas that will enhance the natural beauty and historical resources of the Village;
- b. Explore concepts that promote a safe and pedestrian friendly environment as it relates to landscaping, plantings, ground cover, viewscales and tourist amenities;
- c. Consider the concerns and suggestions of residents and tourists alike for improving our public and other open space areas;
- d. Explore funding sources for community improvement projects;
- e. Promote improvements that will enhance the attractive visual appeal for the Village;
- f. Embrace and support community events & projects that benefit the residents and businesses of the Village;

The Committee may hear and consider representations by any individual, organization or delegation of citizens on matters regarding the above or as may be referred to it by Council.

In the provision of their services to the Village, the Communities in Bloom Committee and its members have a responsibility to act in the best interests of the Village and within the procedures, policies and guidelines established by the Village.

4. REPORTING AND AUTHORITY

The Committee Chair will be the spokesperson for the Committee. The Committee does not have the authority to directly change bylaws or policies. All recommendations must be referred to Council.

Save with respect to matters expressly dealt with or provided for in this Terms of Reference, the rules governing proceedings of the Committee shall be those governing proceedings of the Council under the "Village of Harrison Hot Springs Council Procedure Bylaw No. 1164, 2021."

5. TERM

The term of the Committee shall commence upon approval of the Terms of Reference document and terminate annually on September 30th. This Select Committee exists at the pleasure of Council and may be reconstituted at the first meeting of Council in October of each year.