

# NOTICE OF MEETING AND AGENDA REGULAR COUNCIL MEETING

Monday, February 3, 2025, 7:00 PM  
Memorial Hall, 290 Esplanade Avenue,  
Harrison Hot Springs, BC V0M 1K0

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

<b>1. CALL TO ORDER</b>		
Meeting called to order by Mayor Talen		
Acknowledgement of Sts'ailes traditional territory.		
<b>2. INTRODUCTION OF LATE ITEMS</b>		
<b>3. APPROVAL OF AGENDA</b>		
<b>4. ADOPTION OF COUNCIL MINUTES</b>		
(a) THAT the Regular Council Meeting Minutes of January 13, 2025 be adopted.		Page 1
(b) THAT the Special Council Meeting Minutes of of January 14, 2025 be adopted.		Page 7
(c) THAT the Special Council Meeting Minutes of January 16, 2025 be adopted.		Page 11
<b>5. BUSINESS ARISING FROM THE MINUTES</b>		
<b>6. CONSENT AGENDA</b>		
i. Bylaws		
ii. Agreements		
iii. Committee/ Commission Minutes	(a) Advisory Planning Commission Minutes of October 2, 2024	Page 17
iv. Correspondence		
<b>7. DELEGATIONS/PETITIONS</b>		
(a) Mike Veenbaas, Director of Financial Services & Skylar Gormley, Manager of Recreation/ Culture and Projects Re: Lets'emot Pool		
<b>8. CORRESPONDENCE</b>		
(a) Letter dated January 8, 2025 from Agassiz-Harrison Historical Society Re: Funding Increase Request		Page 21
(b) Letter dated January 10, 2025 from Girl Guides of Canada Re: World Thinking Day		Page 23
(c) Letter dated January 14, 2025 from Lower Mainland Local Governments Association Re: Call for Nominations		Page 25

(d) Letter dated January 21, 2025 from BC Timber Sales Re: Operating Plan #643-9	Page 29
<b>9. BUSINESS ARISING FROM CORRESPONDENCE</b>	
<b>10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS</b>	
<b>11. REPORTS FROM MAYOR</b>	
<b>12. REPORTS FROM STAFF</b>	
(a) Report of Bylaw Enforcement Officer dated February 3, 2025 Re: Bylaw Enforcement Annual Report  Recommendation:  THAT the Bylaw Enforcement Officer's 2024 Annual Report dated February 3, 2025 be received for information.	Page 35
(b) Report of Chief Administrative Officer dated February 3, 2025 Re: 2025-2026 Strategic Plan  Recommendation:  THAT Council adopt the 2025-2026 Strategic Plan.	Page 53
(c) Report of Director of Operations dated February 3, 2025 Re: Miami River Bridge Contract Awards  Recommendation:  THAT the Director of Operations' report dated February 3, 2025 regarding the Miami River Bridge contract awards be received for information.	Page 69
(d) Report of Director of Operations dated February 3, 2025 Re: SCADA System  Recommendation:  THAT Council authorize staff to work with MPE Engineering to complete the second phase of the SCADA system installation at a cost of up to \$80,000.	Page 71



<p>(e) Report of Community Services Manager dated February 3, 2025 Re: Environmental Open House</p> <p>Recommendation:</p> <p>THAT the planning of an Environmental Open House be referred to the Environmental Advisory Committee.</p>	Page 73
<p>(f) Report of Corporate Officer dated February 3, 2025 Re: Age-Friendly Committee Membership</p> <p>Recommendation:</p> <p>THAT staff be directed to advertise for Age-Friendly Committee member applications.</p>	Page 75
<b>13. BYLAWS</b>	
<p>(a) Report of Planning Consultant dated February 3, 2025 Re: Development Approval Information Bylaw No. 1210, 2024</p> <p>Recommendation:</p> <p>THAT Development Approval Information Bylaw No. 1210, 2024 be given third reading.</p>	Page 77
<p>(b) Report of Corporate Officer dated February 3, 2025 Re: Council Procedure Bylaw No. 1216, 2025</p> <p>Recommendations:</p> <p>THAT the Corporate Officer's report dated February 3, 2025 be received for information.</p> <p><i>If Council wishes to modify the bylaw, the following resolution is recommended:</i></p> <p>THAT Council Procedure Bylaw No. 1216, 2025 be amended by _____.</p>	Page 89
<p>(c) Indemnification Amendment Bylaw No. 1215, 2024</p> <p>Recommendation:</p> <p>THAT Indemnification Amendment Bylaw No. 1215, 2024 be adopted.</p>	Page 115
<p>(d) Noise Bylaw No. 1218, 2025</p> <p>Recommendation:</p> <p>THAT Noise Bylaw No.1218, 2025 be adopted.</p>	Page 117

(e) Littering, Dumping and Snow Repeal Bylaw No. 1217, 2025

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Recommendation:

THAT Littering, Dumping and Snow Repeal Bylaw No. 1217, 2025 be adopted.

#### 14. NEW BUSINESS

(a) New Business from Mayor Talen  
Re: Harrison Festival Society Liaison

Recommendation:

WHEREAS the Harrison Festival Society has produced the Annual Harrison Festival of the Arts since the 1970s; and

WHEREAS the Harrison Festival Society also produces the Annual Performing Arts; and

WHEREAS the summer Festival of the Arts and the performances in Memorial Hall throughout the year contribute to Harrison Hot Springs vibrant cultural character for both residents and visitors; and

WHEREAS Mayor Talen was nominated to be a member of the Harrison Festival Society at a recent Annual General Meeting, therefore be it resolved

THAT The Village of Harrison Hot Springs Council acknowledges that Mayor Talen is Board Member of the Harrison Festival Society; and

Mayor Talen in his capacity as a Council member and Festival Society Board member may act as a liaison the Village of Harrison Hot Springs and the Festival Society; and

For greater certainty, the Mayor acting as a liaison is in addition to, and does not replace, existing administrative relationships between the Village of Harrison Hot Springs and the Festival Society.

(b) New Business from Mayor Talen  
Re: Rainbow Crosswalk

Recommendation:

WHEREAS the Village is committed to establishing and maintaining an inclusive, equitable and welcoming environment for everyone; and

WHEREAS a crosswalk painted in rainbow colours is one method of recognizing and supporting the 2SLGBTQI+ community, therefore be it resolved

THAT staff be directed to research a suitable location and cost to install a rainbow crosswalk in the Village and report back to Council.

- (c) New Business from Mayor Talen  
Re: Surplus Policy

Recommendation:

WHEREAS Disposal of Surplus Items and Equipment Policy 1.11 was amended in January of 2024 to require the Mayor to conduct a public auction; and

WHEREAS a public auction may prevent people from bidding if they cannot attend in person, therefore be it resolved

THAT staff be directed to draft changes to Policy 1.11 removing the public auction requirement and incorporating provisions for a sealed bidding process.

- (d) New Business from Councillor Vidal  
Re: LMLGA Resolution – Alertable Emergency Room Closure

Recommendation:

THAT Council endorse the following resolution to be forwarded to the Lower Mainland Local Government Association for consideration at the annual conference:

WHEREAS access to emergency medical services is critical for all British Columbians and hospital emergency department closures severely disrupt critical healthcare access, potentially endangering communities and lives by delaying urgent medical treatment;

AND WHEREAS reliable communication and immediate notification during hospital emergency department closures is essential to ensure the public is informed of alternate healthcare facilities, preventing unnecessary delays;

AND WHEREAS a reliable and immediate notification system to alert the public to emergency department closures and alternate care locations is not in place;

THEREFORE, BE IT RESOLVED that UBCM request that the Provincial Government establish a standardized emergency notification system, utilizing platforms such as text alerts, mobile alert applications and local media to inform the public of temporary emergency department closures and directing residents to the nearest available healthcare facilities.

#### **15. QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)**

#### **16. ADJOURNMENT**



Amanda Graham  
Corporate Officer



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

**4(a)**

**DATE:** Monday, January 13, 2025  
**TIME:** 7:00 p.m.  
**PLACE:** Council Chambers, Memorial Hall  
290 Esplanade Avenue, Harrison Hot Springs, BC

**IN ATTENDANCE:** Mayor Fred Talen  
Councillor Leo Facio  
Councillor Allan Jackson  
Councillor Mark Schweinbenz  
Councillor Michie Vidal

Chief Administrative Officer, Tyson Koch  
Corporate Officer, Amanda Graham  
Chief Financial Officer, Scott Schultz  
Fire Chief, Curtis Genest  
Planning Consultant, Ken Cossey

**ABSENT:**

**1. CALL TO ORDER**

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

Mayor Talen acknowledged the traditional territory of Sts'ailes.

**2. INTRODUCTION OF LATE ITEMS**

None

**3. APPROVAL OF AGENDA**

Moved by Councillor Facio  
Seconded by Councillor Schweinbenz

THAT the agenda be approved.

**CARRIED  
UNANIMOUSLY**  
*RC-2025-01-01*

**4. ADOPTION OF COUNCIL MINUTES**

Moved by Councillor Vidal  
Seconded by Councillor Jackson

THAT the Regular Council Meeting Minutes of December 18, 2024 be adopted.

**CARRIED  
UNANIMOUSLY**  
*RC-2025-01-02*

*Village of Harrison Hot Springs  
Minutes of the Regular Council Meeting  
January 13, 2025*

**5. BUSINESS ARISING FROM THE MINUTES**

None.

**6. CONSENT AGENDA**

None.

**7. DELEGATIONS/PETITIONS**

- (a) Stacey Gould, Manuel Medeiros & Christi Howes – BC Timber Sales  
Re: Operations Plan #643-9

Ms. Gould provided a presentation on BC Timber Sales' mandate and forestry stewardship.

- (b) John Allen  
Re: Proposed Advisory Planning Commission Bylaw

Mr. Allen provided his comments on Advisory Planning Commission Bylaws.

**8. CORRESPONDENCE**

- (a) Letter dated December 19, 2024 from Gary Webster  
Re: Amending/Bypassing Official Community Plan for New Developments
- (b) Letter dated January 7, 2025 from Independent Contractors and Business Association  
Re: BC Local Governments Construction Procurement

**Moved by Councillor Schweinbenz**  
**Seconded by Councillor Facio**

THAT the letter dated December 19, 2024 from Gary Webster and the letter dated January 7, 2025 from the Independent Contractors and Business Association be received.

**CARRIED  
UNANIMOUSLY**  
*RC-2025-01-03*

**9. BUSINESS ARISING FROM CORRESPONDENCE**

None.

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

**Councillor Vidal**

- Corrections Canada Citizen's Advisory Committee
  - No Report
- Agassiz-Harrison Healthy Communities
  - No Report
- Kent Harrison Joint Emergency Program Committee
  - No Report
- Attended the opening of the new accessible playground on the beachfront on December 20, 2024
- Attended a Lets'emot C2C meeting on January 5, 2025

**Councillor Facio**

- Fraser Valley Regional District Board (Municipal Director)
  - No Report
- Fraser Valley Regional Library Board (Alternate Municipal Director)
  - No Report

**Councillor Jackson**

- Fraser Valley Regional Library Board (Municipal Director)
  - No Report
- Tourism Harrison
  - No Report

**Councillor Schweinbenz**

- Agassiz-Harrison Historical Society
  - No Report
- Community Futures North Fraser Board of Directors
  - No Report
- Attended the opening of the new accessible playground on the beachfront on December 20, 2024
- Attended the Lets'emot C2C meeting on January 5, 2025

**11. MAYOR'S REPORT**

- Attended the CP Holiday Train event in Agassiz on December 19, 2024
- Attended the opening of the new accessible playground on the beachfront on December 20, 2024

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**12. REPORTS FROM STAFF**

- (a) Report of Fire Chief dated January 13, 2025  
Re: Fire Department Annual Report

**Moved by Councillor Facio**  
**Seconded by Councillor Vidal**

THAT the Fire Chief's 2024 Annual Report dated January 13, 2024 be received for information

**CARRIED  
UNANIMOUSLY**  
*RC-2025-01-04*

- (b) Report of Corporate Officer dated January 13, 2025  
Re: Boat Launch Operation

**Moved by Councillor Facio**  
**Seconded by Councillor Jackson**

THAT staff be directed to issue a Request for Proposals for the operation of the boat launch.

**CARRIED  
UNANIMOUSLY**  
*RC-2025-01-05*

**13. BYLAWS**

- (a) Report of Corporate Officer dated January 13, 2025  
Re: Indemnification Amendment Bylaw No. 1215, 2024

**Moved by Councillor Facio**  
**Seconded by Councillor Jackson**

THAT Indemnification Amendment Bylaw No. 1215, 2024 be reconsidered and given third reading.

**CARRIED  
UNANIMOUSLY**  
*RC-2025-01-06*

- (b) Report of Corporate Officer dated January 13, 2025  
Re: Littering, Dumping and Snow Bylaw Repeal No. 1217, 2025

**Moved by Councillor Jackson**  
**Seconded by Councillor Schweinbenz**

THAT Littering, Dumping and Snow Bylaw Repeal No. 1217, 2025 be introduced and given first reading; and



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THAT Littering, Dumping and Snow Bylaw Repeal No. 1217, 2025 be given second and third readings.

**CARRIED  
UNANIMOUSLY**  
*RC-2025-01-07*

- (c) Report of Corporate Officer dated January 13, 2025  
Re: Noise Bylaw No. 1218, 2025

**Moved by Councillor Vidal**  
**Seconded by Councillor Schweinbenz**

THAT Noise Bylaw No.1218, 2025 be introduced and given first reading; and

THAT Noise Bylaw No.1218, 2025 be given second and third readings.

**Amendment moved by Councillor Jackson**  
**Seconded by Councillor Facio**

THAT section 4(a) of Noise Bylaw No. 1218, 2025 be replaced with the wording in section 4(a) of Abatement and Control of Noise Bylaw No. 474, 1987.

**MOTION WITHDRAWN**

**Amendment moved by Councillor Vidal**  
**Seconded by Councillor Facio**

THAT section 4(a) of Noise Bylaw No. 1218, 2025 be amended by removing the words "before 8:00 a.m. or after 10:00 p.m."

**CARRIED  
UNANIMOUSLY**  
*RC-2025-01-08*

**Amendment moved by Mayor Talen**  
**Seconded by Councillor Schweinbenz**

THAT sections 4(c) and 4(i) of Noise Bylaw No. 1218, 2025 be amended by replacing the words "before 8:00 a.m. or after 10:00 p.m." with "between 10:00 p.m. and 8:00 a.m. the following day".

**CARRIED  
UNANIMOUSLY**  
*RC-2025-01-09*

Council voted on the original motion as amended.

**CARRIED  
UNANIMOUSLY**  
*RC-2025-01-10*

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**14. NEW BUSINESS**

None.

**15. QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)**

Questions from the public were entertained.

**Moved by Councillor Facio**  
**Seconded by Councillor Jackson**

THAT the meeting be adjourned at 9:14 p.m.

**CARRIED  
UNANIMOUSLY**  
RC-2025-01-11

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Fred Talen  
Mayor

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Amanda Graham  
Corporate Officer

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

**4(a)**

**DATE:** Tuesday, January 14, 2025  
**TIME:** 1:00 p.m.  
**PLACE:** Council Chambers, Village Office  
495 Hot Springs Road, Harrison Hot Springs, BC

**IN ATTENDANCE:** Mayor Fred Talen  
Councillor Leo Facio  
Councillor Allan Jackson  
Councillor Mark Schweinbenz  
Councillor Michie Vidal

Chief Administrative Officer, Tyson Koch  
Corporate Officer, Amanda Graham  
Community Services Manager, Christy Ovens  
Planning Consultant, Ken Cossey

**ABSENT:**

**1. CALL TO ORDER**

Mayor Talen called the meeting to order at 1:04 p.m.  
Mayor Talen acknowledged the traditional territory of Sts'ailes.

**2. INTRODUCTION OF LATE ITEMS**

None

**3. APPROVAL OF AGENDA**

**Moved by Councillor Facio**  
**Seconded by Councillor Vidal**

THAT the agenda be approved.

**CARRIED  
UNANIMOUSLY**  
SC-2025-01-01

**4. COMMITTEE OF THE WHOLE MEETING – ITEMS FOR DISCUSSION**

**Moved by Councillor Vidal**  
**Seconded by Councillor Schweinbenz**

THAT Council resolve itself into a Committee of the Whole.

**CARRIED  
UNANIMOUSLY**  
SC-2025-01-02

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- (a) Report of Planning Consultant dated September 9, 2024  
Re: Development Approval Information Bylaw No. 1210, 2024

The Planning Consultant provided a review of the Development Approval Information Bylaw.

Discussion ensued on the following:

- Adding charts with estimated allowances for water capacity, sewage and drainage
- Soil contamination
- Development Approval Information Areas – Area C East Sector special planning area
- How a developer determines what capital works are required
- Considerations on displacing tenants and whether this can be addressed in the development process
- Clarification on reports and when they are required
- Clarification on qualifications of qualified professional including years of experience
- Implementing timelines for staff responses to applicants
- Discussions on the wording to ensure the Planner may request information from an applicant at their discretion

**Moved by Councillor Facio**

THAT third reading of Development Approval Information Bylaw No. 1210, 2024 be rescinded; and

THAT the words “as and when required” be inserted between the words “bylaw” and “which” in section 3.2 so the section states:

*“The Planner may create Terms of Reference for any required Report by reference to subject matters identified in Schedule “A” of this Bylaw, **as and when required**, which is attached to and forms part of this Bylaw.”*

**MOTION WITHDRAWN**

**Moved by Mayor Talen**

THAT third reading of Development Approval Information Bylaw No. 1210, 2024 be rescinded.

**CARRIED**  
**OPPOSED BY COUNCILLORS FACIO AND JACKSON**  
*COW-2025-01-01*

Mayor Talen called the result of the vote, indicating that the motion failed, but upon review it was determined that the motion carried.

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Discussions continued on the intent of the document and whether the Planner has the flexibility to request only reports they feel are necessary as part of an application.

- (b) Verbal Report of Planning Consultant  
Re: Draft Development Procedures Bylaw No. 1214, 2025

The Planning Consultant provided an overview and discussion of the changes in the Draft Development Procedures Bylaw.

Council discussed a one year waiting period for revised applications, removing references to newspaper advertisements and replacing them with direct mail-out, calculations for the amount of security required, and development application signage. The Planner advised that an updated draft would be brought before Council at a Regular Council Meeting in the near future.

- (a) Presentation by Corporate Officer  
Re: Draft Council Procedure Bylaw No. 1216, 2025

The Corporate Officer presented the Draft Council Procedure Bylaw No. 1216, 2025 including an overview of changes as compared to the current Council Procedure Bylaw No. 1164, 2021.

Discussion ensued on the following:

- Closed meetings and whether to have them at the start or end of a regular order of business, or as a separate meeting
- Question period being at the start or end of the order of business
- Start time for regular Council meetings
- Council members attending closed meetings electronically
- Comparison of new business and notice of motion
- Current correspondence practices
- Process for reconsideration of a motion
- Explanation of late agenda items
- Declarations of conflict of interest
- Verbal reports from Council members during regular meetings

**Moved by Councillor Jackson**

THAT Council Procedure Bylaw No. 1216, 2025 be introduced and given first reading; and

THAT Council Procedure Bylaw No. 1216, 2025 be given second reading; and

THAT staff be directed to give public notice of Council Procedure Bylaw No. 1216, 2025 in accordance with section 124(3) of the *Community Charter*; and

THAT staff be directed to develop a Council Correspondence Policy.

**CARRIED  
UNANIMOUSLY**  
*COW-2025-01-02*

*Village of Harrison Hot Springs  
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**Moved by Councillor Vidal**

THAT the Committee of the Whole rise and report to Council.

**CARRIED  
UNANIMOUSLY**  
COW-2025-01-03

**Moved by Councillor Facio  
Moved by Councillor Schweinbenz**

THAT Council adopt the report of the Committee of the Whole.

**CARRIED  
UNANIMOUSLY**  
SC-2025-01-03

**5. QUESTIONS FROM THE PUBLIC**

Questions from the public were entertained.

**6. ADJOURNMENT**

**Moved by Councillor Facio  
Seconded by Councillor Vidal**

THAT the meeting be adjourned at 4:03 pm.

**CARRIED  
UNANIMOUSLY**  
SC-2025-01-04

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Fred Talen  
Mayor

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Amanda Graham  
Corporate Officer

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

**4(c)**

**DATE:** Thursday, January 16, 2025  
**TIME:** 9:00 a.m.  
**PLACE:** Council Chambers, Village Office  
495 Hot Springs Road, Harrison Hot Springs, BC

**IN ATTENDANCE:** Mayor Fred Talen  
Councillor Leo Facio  
Councillor Allan Jackson  
Councillor Mark Schweinbenz  
Councillor Michie Vidal (until 12:03 p.m.)

Chief Administrative Officer, Tyson Koch  
Corporate Officer, Amanda Graham  
Chief Financial Officer, Scott Schultz  
Community Services Manager, Christy Ovens  
Director of Operations, Jace Hodgson

Facilitator, Ron Poole

**ABSENT:**

**1. CALL TO ORDER**

Mayor Talen called the meeting to order at 9:00 a.m.  
Mayor Talen acknowledged the traditional territory of Sts'ailes.

**2. INTRODUCTION OF LATE ITEMS**

None

**3. APPROVAL OF AGENDA**

**Moved by Councillor Facio**  
**Seconded by Councillor Vidal**

THAT the agenda be approved.

**CARRIED  
UNANIMOUSLY**  
SC-2025-01-05

**4. COMMITTEE OF THE WHOLE MEETING – ITEMS FOR DISCUSSION**

**Moved by Councillor Vidal**  
**Seconded by Councillor Schweinbenz**

THAT Council resolve itself into a Committee of the Whole.

**CARRIED  
UNANIMOUSLY**  
SC-2025-01-06

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(a) 2023 Strategic Plan Update and 2024 Year in Review Presentation

The Community Services Manager presented a 2023 Strategic Plan Update and 2024 Year in Review Presentation, which included a review of milestones and projects such as:

- Staff training, education and development
- Conferences attended
- Emergency Management and Emergency Preparedness efforts
- Grant funding received
- By-election statistics and adopted bylaws
- Committee and Commissions highlights
- Community events and engagement activities

The Director of Operations presented highlights for operations, which included progress on the following projects:

- The Storm Sewer, Sanitary Sewer, Water, Parks and Trails, and Civic Lands Master Plans
- Bus shelters
- Hot Springs Road drainage
- Lift Stations 4, 5 and 6
- McCombs Bridge project
- Village Health Care Center
- Spring Park Upgrades
- McCombs Watermain
- Lillooet Avenue West Streetscape Plan
- Lagoon Walkway
- Accessible Playground

The Community Services Manager finished the presentation with some statistics on social media engagement, Get Into It Harrison usage and various documents created such as the New Resident Guide.

Council discussed the following:

- Construction timing for the Hot Springs Road drainage project, timing with the McCombs bridge reconstruction
- Resident engagement
- Usage ideas for the new boat launch building

(b) Strategic Planning Facilitated by Ron Poole

Mr. Poole gave an introduction and presented a PowerPoint presentation on strategic planning, speaking on the importance of setting priorities and the principles of top-down planning.



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Council reviewed the Vision from the 2023 Strategic Plan and determined new wording as follows:

“A residential and resort community on the traditional territory of Sts’ailes that provides an exceptional quality of life for residents and an outstanding experience for all visitors.”

**RECESS AT 10:10 A.M.**

**MEETING RECONVENED AT 10:20 A.M.**

Council reviewed the Mission from the 2023 Strategic Plan and determined new wording as follows:

“The Village of Harrison Hot Springs will provide good governance to its residents, businesses and visitors through partnerships and the provisions of effective and community focused services.”

Council reviewed the current Values and determined that no changes were necessary.

Council reviewed the Strategic Priorities and changed “Organizational Development” to “Infrastructure Development”.

Discussion ensued on the 2023 Strategic Plan Priority Actions, with Council discussing the following changes:

Public Safety

- Remove all three priority actions
- Add “disaster mitigation and emergency preparedness”

Infrastructure Development

- Remove both the priority actions currently listed under “Organizational Development”
- Add “approve and implement master plans”

Sustainable Development

- Remove all three priority actions
- Add “develop partnerships to increase affordable and attainable housing”, “achieve sustainable building practices” and “implement streetscape plan”

Healthy Livable Community

- Retain “Senior’s housing/resource centre”
- Remove “Parks & Trails master plan” and “Investigate a recreation facility”
- Add “pursue partnerships for recreational opportunities” and “develop and promote active transportation”

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**Environmental Protection**

- Retain “develop a climate action and mitigation plan”
- Remove “conduct and environmental review of the Miami River” and replace it with “continue engagement with stakeholders regarding the health of the Miami River”

**Moved by Mayor Talen**

THAT the Urban Forest Master Plan be referred to the Environmental Advisory Committee for review and comment.

**CARRIED  
UNANIMOUSLY**  
COW-2025-01-04

**Moved by Councillor Schweinbenz**

THAT staff be directed to investigate a lagoon master plan.

Upon further discussion the above motion was not voted on, but Council discussed the following change to the Environmental Protection Priority Actions:

- Remove “develop an action plan for a portion of the lagoon” and replace it with “review the Lagoon Master Plan”

**RECESS AT 12:03 P.M.**

Councillor Vidal left the meeting at 12:03 p.m.

**MEETING RECONVENED AT 12:38 P.M.**

Council discussed the descriptions under each Strategic Priority on page 4 of the 2023 Strategic Plan and determined that no changes were required.

Mr. Poole discussed the next steps. Staff will take the feedback from this meeting and create an updated plan for Council approval. Staff will then use the plan to develop operational and departmental plans. This plan will also guide future budget deliberations.

**Moved by Councillor Facio**

THAT the Committee of the Whole rise and report to Council.

**CARRIED  
UNANIMOUSLY**  
COW-2025-01-05

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**Moved by Councillor Schweinbenz**  
**Moved by Councillor Jackson**

THAT Council adopt the report of the Committee of the Whole.

**CARRIED  
UNANIMOUSLY**  
SC-2025-01-07

**5. QUESTIONS FROM THE PUBLIC**

Questions from the public were entertained.

**6. ADJOURNMENT**

**Moved by Councillor Facio**  
**Seconded by Councillor Schweinbenz**

THAT the meeting be adjourned at 1:03 pm.

**CARRIED  
UNANIMOUSLY**  
SC-2025-01-08

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Fred Talen  
Mayor

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Amanda Graham  
Corporate Officer



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

**6(iii)(a)**

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

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

**ABSENT:** Robert Guimont  
Kimbal Solar

**1. CALL TO ORDER**

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

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

**2. INTRODUCTION OF LATE ITEMS**

None.

**3. APPROVAL OF AGENDA**

Moved by Judy Duffus  
Seconded by Chair Strothotte

THAT the agenda be approved.

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

**4. ADOPTION OF MINUTES**

Moved by Judy Duffus  
Seconded by Andy Strothotte

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

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

## **5. ITEMS FOR DISCUSSION**

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

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

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

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

The developer gave a presentation on the application.

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

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

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

Question: Where would guests checking-in park?

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

Question: Will there be Electric Vehicle charging stalls?

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

Discussion ensued as follows:

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

Question: Will the gated garage have emergency exit buttons?

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

Discussion ensued surrounding a Crime Prevention Through Environmental Design Report.

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

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

Answer: This has not been discussed.

Question: Where will the storm water go?

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

Discussion ensued regarding the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

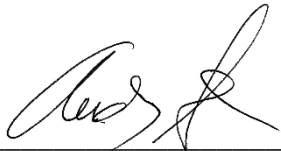
**CARRIED  
UNANIMOUSLY**  
*APC-2024-10-04*

**6. ADJOURNMENT**

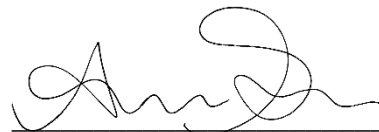
**Moved by Judy Duffus**  
**Seconded by Ron Logan**

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

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



Andy Strothotte  
Chair



Amanda Graham  
Corporate Officer



January 8, 2025  
Mayor Fred Talon and Members of Council  
Village of Harrison Hot Springs  
495 Hot Springs Road, P.O. Box 160  
Harrison Hot Springs, V0M 1K0

Dear Mayor Talon and Members of Council,

Subject: Request for Formal Contract and Annual Funding Increase –  
Agassiz-Harrison Museum & Visitor Centre

The Agassiz-Harrison Historical Society's Museum & Visitor Centre has been in operation for almost 44 years. Throughout this period, the Society has been collecting, documenting, and stewarding the history of the communities within the District of Kent and the Village of Harrison Hot Springs. The peoples of these communities are the stakeholders of the historic collections entrusted to the Agassiz-Harrison Historical Society.

It has only been in the last few years that the Society has had one paid full-time staff person, before this all operations were completely volunteer administered and managed. While we still have a large volunteer base, it became imperative that we acquire a fulltime paid person to lead the many new activities and facilitate the increase in visitor numbers.

The services we provide are: Operating a Community Museum & Archives; grant writing responsibilities; project coordination; community engagement and outreach activities; liaison and partnering with government agencies and indigenous nations; expanded programming; providing information on local services and events; assisting greater amounts of researchers to our archives; initiating large digitization projects; fundraising initiatives and so forth. All these undertakings have expanded exponentially over the last several years. Our new 5-year Strategic Plan lays out our vision and our fundamental course of action for the next few years.

We are grateful that the Village of Harrison Hot Springs has provided us with an annual contribution of \$10,000 for 6 years now. We also acknowledge that the District of Kent was the first local entity to provide this regular funding and was later followed by both the Village of Harrison Hot Springs as well as Tourism Harrison River Valley. Since inception these operating grants have not seen an increase. The District of Kent increased their contribution by 12% in the spring of 2024. From the Village of Harrison Hot Springs, we would like to respectfully request an additional \$2,000 annually to assist us with our current operation responsibilities.

Sincerely,



Maria Martins

Manager of the Agassiz-Harrison Museum & Visitor Centre

On behalf of the Executive of the Agassiz-Harrison Historical Society

WHERE  
**HISTORY PRESERVES**  
**COMMUNITY**



## Fraser Skies Area ~ Agassiz/Harrison Units

2025-01-10

Hello Mayor and Council ~ Harrison Hot Springs, BC

I am writing to you as a Unit Guider involved in the three Girl Guides of Canada units running in your community.

First off, I would like to leave you a couple of boxes of Girl Guide cookies as a thank you for the support you and your Council members have shown to our organization.

Secondly, I would like to ask a favour. Our organization celebrates February 22nd as World Thinking Day. It is a special day for Girl Guides all over the world; as it is the birthdays of both Lord and Lady Baden-Powell, the founders of our movement. All over the world, Units mark this day with a variety of special ceremonies.

For the last few years, we have been Celebrating with Guiding Lights across BC. This has been where we have asked our local communities with BC Girl Guides in their community to shine with us in support of girl empowerment. We had asked local landmarks across the province (like stadiums, bridges, structures, and buildings) to help us celebrate by lighting up in "Guiding blue" after dark on the evening of February 22. Last year we saw our Municipal Halls, RCMP offices, local businesses and more shining bright with blue lights.

We are hoping you will join us, shine your blue Guiding Lights, and celebrate **World Thinking Day celebration: Guiding Lights Across BC - February 22, 2025!**

If you have any questions, please do not hesitate to contact me.

Yours in Guiding,

*Darlene*

Darlene Kent  
Girl Guides of Canada  
Unit Guider  
[darlenekent.378@gmail.com](mailto:darlenekent.378@gmail.com)  
604-785-2413





# LOWER MAINLAND

## LOCAL GOVERNMENT ASSOCIATION

**TO: Mayor/Chair; Council/Board**

**FROM: Councillor Patricia Ross, Lower Mainland LGA Past President**

**DATE: January 14, 2025**

**RE: 2025 CALL FOR NOMINATIONS FOR LOWER MAINLAND LGA EXECUTIVE**

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**Please include the following information on your next meeting Council/Board agenda.**

This circular is notice of the Lower Mainland LGA Executive positions open for nomination and the process and procedures for nomination.

The deadline for receipt of your nomination is **Thursday, March 13, 2025**. The election will take place at the Lower Mainland LGA AGM which will be held in person during the annual conference to be held from April 29<sup>th</sup> to May 1st, 2025, at the Whistler Westin Resort.

The Lower Mainland LGA is the collective voice for local government in the Lower Mainland, including local governments in the Metro Vancouver Regional District, the Squamish-Lillooet Regional District and the Fraser Valley Regional District. The membership elects' directors to the Executive during the Convention, and the Executive is charged with ensuring that the policy set by the general membership is carried forward. The Executive also provides operational and policy direction to the Lower Mainland LGA between Conventions.

---

### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Directors at Large (3 positions)

## **2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE**

The candidate must be an elected official of a Lower Mainland LGA member. The candidate must also be nominated by two elected officials of a Lower Mainland LGA member.

Background information regarding the primary responsibilities and commitments of a Lower Mainland LGA Executive member is available upon request.

A nomination and consent form are attached and should be used for all nominations.

The Chair of the 2025 Nominating Committee is Councillor Patricia Ross, Lower Mainland LGA Past President.

## **3. NEXT STEPS**

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 200-word biography will be prepared under the direction of the Nominating Committee and distributed in the Lower Mainland LGA Convention Newsletter, which is distributed via email before the conference. It is not the responsibility of the Lower Mainland LGA to edit applicant materials to make them suitable for print. If materials are not provided on time and print ready, the Lower Mainland LGA reserves the right not to include them in the newsletter.

**To be included in the Convention Newsletter, send your current photo, biography and completed nomination form to:**

**[sstory@lmlga.ca](mailto:sstory@lmlga.ca)**

**With subject line: Lower Mainland LGA Nomination Package – “applicant name”  
Deadline: March 13, 2025**

## **5. FURTHER INFORMATION**

All other inquiries should be directed to:

Shannon Story, Executive Director of the Lower Mainland LGA  
at [sstory@lmlga.ca](mailto:sstory@lmlga.ca)  
PO Box 729  
Pemberton, BC V0N 2L0  
604 698-5753

## NOMINATIONS FOR THE 2025 LOWER MAINLAND LGA EXECUTIVE

We are qualified under the Lower Mainland LGA Constitution to nominate<sup>1</sup> a candidate and we nominate:

Name of nominee: \_\_\_\_\_

Local government position (Mayor/Councillor/Director): \_\_\_\_\_

Local government represented: \_\_\_\_\_

Lower Mainland LGA Executive office nominated for: \_\_\_\_\_

Printed Name of nominator: \_\_\_\_\_ Printed Name of nominator: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Local Gov't: \_\_\_\_\_ Local Gov't: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

### CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the Lower Mainland LGA Constitution<sup>2</sup>. I also agree to provide the following information to the Executive Director by March 13, 2025:

- 2"x3" Photo (high resolution)
- Biographical information. No more than 200 words in length.

Printed Name: \_\_\_\_\_

Running for (position): \_\_\_\_\_

Local Government: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> Nominations require two elected officials of members of the Association.

<sup>2</sup> All nominees for the Executive shall be elected representatives of a member of the Association.

Return to: [sstory@lmlga.ca](mailto:sstory@lmlga.ca)  
c/o Lower Mainland LGA, PO Box 729, Pemberton, BC V0N 2L0







January 21, 2025

Dear Village of Harrison Hot Springs Mayor and Council:

Thank you for inviting the BC Timber Sales Chinook business area to the village council meeting on Monday, January 13, 2025. As the business area Timber Sales Manager, it was my pleasure to attend and provide an introduction to our organization, sustainable forest management practices and the legal requirements and regulations we must meet.

Additionally, it was a pleasure to address the questions the council submitted before the meeting. The questions provided me with a deeper understanding of your interests and priorities. As promised, attached is a PDF of the questions that were submitted and my responses.

When planning proposed developments, we strive to communicate our plans and seek feedback and input on anticipated activities. I understand there may be a desire for a more in-depth conversation on Operating Plan # 643-9 or other topics. Please contact me if this is of interest. The Chilliwack field team is dedicated to working together to address concerns and protect shared interests, as well as building a closer relationship and ongoing communication with the village council.

In the interim, as you know, [the Forest Operations Map \(FOM\) online portal](#) is a new online resource for the public to review and comment on proposed forestry operations. The portal provides information on forestry proposals within the province and what those proposed operations would entail, including service roads, mapped areas of harvest and the estimated time of harvest. I understand that as a new tool there is room to improve the portal's functionality. As we work to increase its effectiveness, we would be happy to supplement the digital information available online with an in-person meeting and paper maps.

Thank you once again for the opportunity to meet with you. I believe that building strong relationships, fostering open two-way dialogue and encouraging public engagement in our operations are essential for effective decision-making and achieving better outcomes for all.

Sincerely,

Stacey Gould, MScF, RPF (*she/her*)  
 Timber Sales Manager  
 BC Timber Sales - Chinook Business Area  
 Ministry of Forests  
 Office: 778.704.7097  
[BCTS Website](#) | [Learn about BCTS - YouTube](#)

January 21, 2025

**Harrison Hot Springs Council Meeting (Jan 13, 2025)**  
**Advance Questions to BC Timber Sales Chinook Business Area & the Responses**

- 1. What measures will be taken to minimize the environmental impact to the area?**
  - Our environmental management system (EMS) is a comprehensive program that our contractors, license holders and staff must follow to ensure we comply with all relevant legislation, regulations and other government policy, guidance and requirements. The EMS program maintains a framework that sets and reviews environmental objectives and targets and promotes the prevention of pollution associated with forestry activities. For example, targets around soil disturbance, fuel handling, etc.
  - BCTS staff monitor and inspect forest harvesting activities to ensure compliance with our EMS program.
  - All block openings that are developed undergo multiple environmental assessments, one of which is a terrain hazard assessment. These assessments are completed by a qualified professional to determine an overall risk and recommendations to reduce that risk. This includes looking at surface geology, weather and climate, as well as the effects of wind and water courses. Planned road development is also assessed and recommendations made for construction methods, crossing structures or potentially moving a road to a more suitable location to minimize potential “down stream” hazards.
  
- 2. How are sensitive ecosystems, water sources and wildlife habitats protected?**
  - Concerning wildlife habitat, there is strict compliance with government regulations governing harvesting practices, which vary depending on the species in question. For instance, to protect the spotted owl and its habitat, legally designated no-harvest zones and conditional harvest zones are established where larger trees must be retained. Similar zone-based approaches are applied to many other species, with adjustments tailored to their specific habitat needs. For example, amphibians often have management requirements related to how the forest industry interacts with streams. In such cases, management practices may include the use of open-bottom or wooden box culverts instead of solid steel pipes.
  - Water sources, streams and wetlands are assessed and classified. Depending on the classification, management zones are established. These zones can include the retention of trees. Streams that are over steep or may have previous existing terrain issues, are often excluded from the harvest area, which mitigates any further terrain instability or impacts from wind.

**3. Can you please have them explain the use of chemicals in our watershed and why this is necessary? The removal of broadleaf species (by chemical and mechanical methods) has shown to make our landscape prone to wildfire and reduces habitat for animals. This must stop immediately, and we must adopt an ecosystem-based forestry.**

- In the forest industry, to spray for the removal of broadleaf species you must have a Pesticide Management Plan (PMP). PMPs are approved by another Ministry – The Ministry of Environment and Climate Change Strategy.
- The Chinook Business Area does have a PMP. These plans are approved in five-year increments, and our current plan expires in 2027. We have not sprayed under our current plan and don't have plans to spray this year.
- If Chinook determines that this tool is required, there is another opportunity for public engagement at the notice of intent stage.

**4. Will the operations follow sustainable logging practices such as selective logging or reduced impact logging?**

- BCTS maintains Sustainable Forestry Initiative (SFI) certification. SFI provides parameters (objectives, performance measures and indicators) for sustainable forest management. External audits are completed to ensure compliance is achieved.
- Logging operations are generally clearcut with retention, or patch cut. Retention patches consist of clusters of trees or single trees and are left behind for many reasons. Trees could be retained for cultural reasons, wildlife objectives, terrain stability, wind firming or overall visual esthetics.
- Selective logging in the terrain around Harrison Lake, within BCTS operating areas, generally isn't feasible, unless it is done by helicopter. Selective logging requires several conditions to be successful. Tree species/quality (value) and terrain generally drive the ability to selectively log any area. When or if the opportunity presents itself, this method is considered.
- BCTS Chinook has collaborated with the Coastal Ministry of Forests Research team and is actively participating in the Robert's Creek Research Forest on the lower Sunshine Coast. Our involvement in this research focuses on high-retention and commercial thinning sales. We are eager to contribute to scientific advancements in this area, as there is limited scientific literature on the regeneration of these forests in these scenarios.

**5. Why are we still doing slash burns in this age of global warming? Can we explore methods of leaving cutting residues on the landscape to provide nutrients for the land and habitat for animals.**

- There are legal requirements to ensure enough coarse woody debris is left on a harvest area and in most cases additional volume is left.
- Leaving coarse woody debris behind is of course balanced by assessing the waste for fire hazard. If thresholds are exceeded, the licensee must reduce the hazard. Burning of roadside debris is permitted under *Wildfire Act* and is tightly controlled and based on weather conditions and venting index. BCTS does not have authority

under the *Wildfire Act*. When we think there is an outstanding wildfire hazard, BCTS notifies Compliance and Enforcement of the concern.

- Other forms of fire hazard abatement are strongly encouraged but can not be made mandatory under current legislation. BCTS encourages business-to-business arrangements with secondary fibre users, this could include chipping. New technologies like a “carbonizer” or curtain burner are also starting to be used. They are costly, but they are lower risk and have wider windows for use.
- The term “slash burning” is not used anymore. Cultural and prescribed burns are more common terms and are growing practices that involve a high level of planning and involvement with First Nations and communities. These practices play a role in reducing the intensity of natural/human-caused wildfire. These are also recognized practices that can improve an ecosystem’s ability to adapt to a changing climate.

**6. What transportation routes will be used to remove the timber, and how will operations minimize road damage and any traffic disruptions?**

- There are only a few routes to remove timber, and the Harrison Hot Springs road is the main haul route for the east side of the lake.
- There is no ability to transport logs east through Sasquatch Park to Hwy 7, due to park-imposed restrictions, and the old road was deactivated decades ago.
- Towing logs down the lake to Harrison and Fraser Rivers is often restricted by water levels, fish windows and recreational traffic.
- We have no control over roads and highways. All of this is governed by the Ministry of Transportation and Infrastructure and Transport Canada.

**7. Why do we not float logs to the mills? Harrison gets too much truck traffic!**

- Due to restrictions related to water levels, fish windows and recreational traffic there is a very narrow window where you can tow logs on Harrison.
- BCTS licensees do tow some logs from the north end of Harrison using the Spring Creek log sort/dump, however, BCTS licensees do not have access to a log dump for the east side of Harrison.
- An increase in lake towing would also increase risks with navigation and to recreation on the lake. Logs may also come free of the log booms and increase the amount of debris floating in the lake and washing onto shore.
- Log dumps, which are required to water logs, require multiple approvals from various federal and provincial agencies. Transport Canada, Ministry of Water, Lands and Resource Stewardship and the Department of Fisheries. Environmental Assessments are required, and we are seeing increased opposition to log dumps.

**8. The operations have the potential to affect our vital tourism economy, specifically views from Harrison Lake and the Village, caused by any clear cutting. How will any logging operations ensure the overall esthetics will not be compromised?**

**9. Cut blocks should maintain the visual quality of our lake and we are seeing more evidence of clear cuts that harm our visual quality. How can we mitigate this?**

- The majority of Harrison Lake is covered by visual landscape inventory polygons. Each visual landscape polygon has an established visual quality objective, as dictated by the *Forest Planning and Practices Regulation* under the *Forest Act*. A numerical approach is taken to managing these areas. For example, if 18% of the landscape inventory polygon can be affected “visually”, this includes any existing openings and considers anything planned within the near future, all of the potential openings (blocks and roads) are then assessed and digitally rendered to see their impact in a visually esthetic manner. A formal report called a Visual Impact Assessment is completed to determine the overall impact, and this is written, signed and sealed by a forest professional to ensure the specific visual objectives for the area are met.
- Several viewpoints for the Visual Impact Analyses are established for the digital rendering. Viewpoints are often busy areas such as Harrison Hot Springs Village or recreation sites.

**10. How can we ensure that BC logs coming from our watershed are maximized for their economic value (as opposed to raw log exports)?**

- There are restrictions on raw log exports:
  - No log can be exported without going through what is called a legislated surplus test.
    - In short, the surplus test, provides local opportunity to B.C.’s forest industry to purchase the logs. This test must be completed before a company receives an export permit.
  - There are also other export restrictions:
    - No cedar or cypress.
    - No high grades of the exportable species.
  - If logs are to be exported, there is fee that is paid (percentage of the log value).
- As of January 1, 2025, BCTS now has a new category for timber sale licences – Category 4 or Value Add category.
  - For a company to be able to bid in Category 4, they must prove eligible products have been produced from their mill as well as demonstrate the value of the product(s).

**11. How can council advocate to the MOF to make the best impact to affect forestry reform, so that it better serves the economy, wildfire concerns, need for improved and diverse habitat for wildlife, etc.?**

- Depends:
  - Reach out to myself or the District Manager, Mike Peters, for the Chilliwack Natural Resource District for guidance.
- When in doubt, you can always send your concerns to the Minister of Forests or Deputy Minister and your information will be disseminated from their offices to the correct program area in the Ministry.







**Village of Harrison Hot Springs**

# **2024 Bylaw Enforcement Services Annual Report**



February 3, 2025



# Overview

- Summer weekends are busiest
- Complaints steady throughout the rest of the year
- RCMP assistance year-round, but especially in the summer
- Public is usually cooperative
- Larger, complex files take considerable time and resources
- Focus on public education and achieving voluntary compliance
- Priority is public safety





# Park Regulation Bylaw No. 1150

- Signage on the beach was replaced in September, clarifying the rules around permitted tent sizes
- Campers in RVs parked on the street or in the overflow parking lot
- Difficulty locating entrance to Rendall Park



## Recommendation

Make the entrance to Rendall Park more noticeable/increase signage.

# Park Regulation Bylaw No. 1150

- Approximately 12 warnings issued for feeding geese, loud music, and consumption of alcohol
- Buskers in the plaza were asked to move along
- Approximately 50 barbecue verbal warnings issued
- Charcoal/briquette use is an ongoing issue

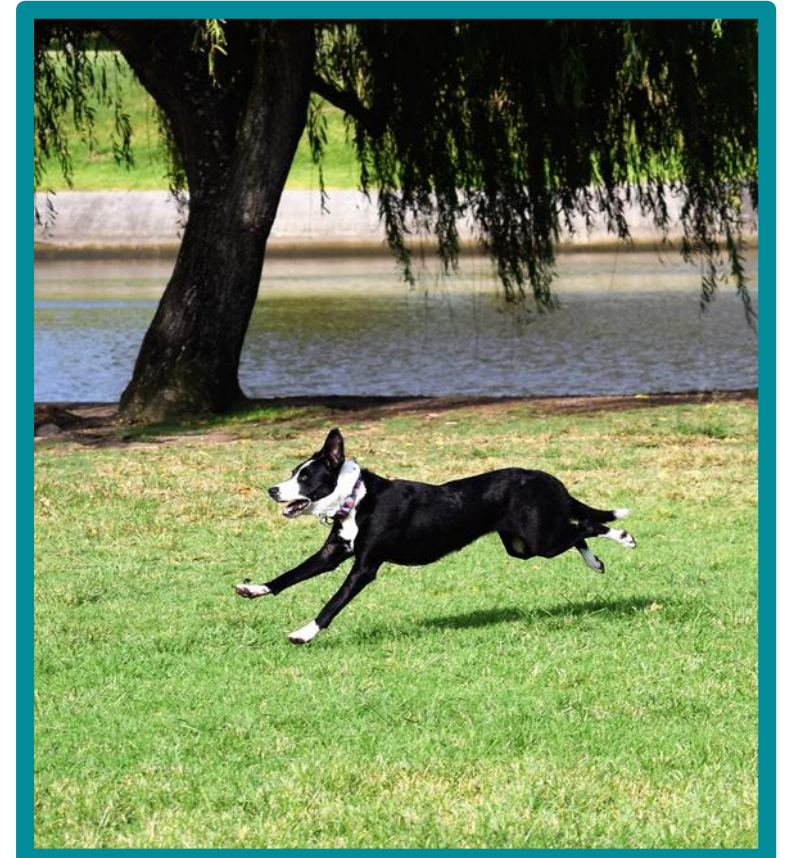


## Recommendation

Increase communications about barbecue regulations, especially briquette/charcoal prohibition.

# Off-Leash Dogs

- Dogs are frequently off leash
- Dog owners looking for place for dogs to swim and play off leash
- Regulated by FVRD Animal Control Bylaw
- No enforcement ability for Harrison, focus on education
- 80 separate conversations with dog owners in 2024
- One large file with an off-leash dog who bit someone, referred to FVRD and RCMP



## Recommendation

Explore the possibility of an off-leash dog park and continue to work with FVRD Animal Control.



# Highway and Traffic Bylaw No. 974

- Approximately 50 tickets issued for parking in the boat launch area without a permit from May–September
- Confusion about boat launch parking vs. Precise parking
- Free 15-minute stalls well-used and generally abided by
- Drivers use the emergency parking stalls as an unloading area or for short-term parking



## Recommendation

Add signage for no parking/unloading in the emergency stalls on Esplanade Avenue.

# Highway and Traffic Bylaw No. 974

20

Letters mailed to vehicle owners for parking in the same spot past the time limit and for abandoned vehicles

- Cedar Avenue sees many abandoned or permanently stationed cars that do not belong to those residing in the area
- Bylaw conducting regular patrols in this area



# Boat Launch Bylaw No. 1075

- Continues to be very busy with traffic sometimes backing up to Lillooet Avenue
- Sail boats occasionally hit the power lines above the launch area, so far no damage
- A large yacht was launched in August and the road was closed, but the Village was not notified
- Bylaw fines were issued for parking infractions





# Property Maintenance Bylaw No. 1072

- Overgrown properties and Japanese Knotweed continue to be the primary concern
- Compliance Orders issued if property owners not cooperative after repeated attempts
- Approximately 50 tickets were issued under this bylaw



## Recommendation

Increase seasonal communications about property maintenance standards and noxious weeds.

# Zoning Bylaw No. 1115

20

Letters sent to  
property  
owners

- Common infractions include using RVs as dwelling units, exceeding number of vehicles permitted on one lot, dumping/storing material and keeping an unsafe building





# Abatement and Control of Noise Bylaw

8

Noise complaint letters were mailed to property owners

- Generally limited to a specific instance that is resolved with one letter
- Some complaints require attendance by the RCMP to gain compliance late in the evening

4

Tickets Issued

- Updates to the Noise and Bylaw Notice Enforcement Bylaw upcoming in the near future which will help enforcement efforts



# Miscellaneous

1

## Business

Business operating without a licence

4

## Sign

Letters mailed for improper display or no permit, many warnings issued for sandwich boards on public property

3

## Waste Disposal

Letters mailed regarding improper waste disposal

1

## Sewer

Recurring sewer backup issue

1

## Outdoor Burning

Complaint regarding outdoor fires

1

## Tree

Fine issued for removing a tree without a permit



# Large Files

- Esplanade Avenue – successful remedial action resulted in the demolition of a nuisance and hazardous vacant property in August
- Pine Avenue – repeat visits with assistance from the RCMP to bring multiple properties into compliance with the Property Maintenance, Zoning and Noise bylaws
- Alder Avenue – repeated attempts to contact the owner of a vacant lot that was overgrown





# Statistics – Bylaw Offence Notices Issued

	2024	2023	2022
Highway and Traffic Bylaw No.974	177	131	239
Business Licence and Regulation bylaw No.1128	0	0	9
Zoning Bylaw No.1115	2	4	2
Parks and Regulations Bylaw No.1150	1	0	0
Property Maintenance Bylaw No.1072	50	2	0
Waste Collection and Disposal Bylaw No.1172	0	2	0
Abatement and Control of Noise Bylaw No.474	4	1	0
Tree Management and Preservation Bylaw No.1015	1	0	0
Boat Launch and Parking Lot Regulation Bylaw No.1075	1	0	0



# Statistics

236

**Total Tickets  
Issued in 2024**

vs. 140 in 2023

84

**Total Letters  
Written in 2024**

vs. 68 in 2023





# 2023 Adjudication Stats

15 Disputed

**10**

Went to  
adjudication and  
were upheld, all  
10 paid

**4**

Cancelled by  
Screening  
Officer

**1**

Sent to  
collections



# 2024 Adjudication Stats

24 Disputed

14

Paid through  
Compliance  
Agreements at a  
reduced amount.

7

In a disputed  
status waiting  
for an  
adjudication  
hearing

2

Tickets  
cancelled by  
Screening  
Officer

1

Sent to  
collections

# Closing Remarks

- Encourage the public to report through proper channels: online or by contacting the office
- Working to update the Bylaw Notice Enforcement Bylaw
- Streamlining records management to better track complaints received, status and actions taken
- Increasing patrols in Spring Park for the new barbecue zone
- Working with RCMP for after-hours ticketing
- Continue to prioritize public education so everyone can safely and comfortably enjoy the Village



**Regular Council**

File No: 6430-01  
Date: February 3, 2025

To: Mayor and Council  
From: Tyson Koch, Chief Administrative Officer  
Subject: 2025-2026 Strategic Plan

---

**RECOMMENDATION**

THAT Council adopt the 2025-2026 Strategic Plan.

**SUMMARY**

To adopt the 2025-2026 Strategic Plan establishing goals, initiatives, and actions to move the community forward.

**BACKGROUND**

At the regular Council meeting of October 7, 2024, Council passed the following motions:

*THAT staff be authorized to engage Poole Consulting to facilitate a training session with Council and assist Council and staff in developing a strategic plan for their remaining term (2025-2026), at a cost of up to \$15,000.00 to be funded by surplus.*

*THAT the Planning Consultant be invited to attend the Council Retreat and Strategic Planning Session to provide a planning process overview including the role of the Advisory Planning Commission.*

At the regular Council meeting of October 21, 2024, Council passed the following motion:

*THAT the Council Retreat and Strategic Planning Session with Council, staff, the Planning Consultant and Ron Poole be held at a location within Harrison Hot Springs to be funded by surplus at a cost of up to \$4,000.*

**DISCUSSION**

At a Committee of the Whole (CoW) meeting on January 16th, 2025, Mayor and Council reviewed the existing 2023 Strategic Plan with Mr. Poole and updated/revised the existing plan to create the draft 2025-2026 Strategic Plan.

This strategic plan is a flexible plan that is intended to reflect the changing needs of Harrison Hot Springs. As projects develop, priority actions within the plan can be updated after staff have identified and Council has approved the most important projects for the community.

Village staff prepared a final draft version of the 2026-2026 Strategic Plan which has been attached for Council's consideration. Upon adoption, the document will be used to inform operational and departmental plans.

**FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with this report.

Respectfully submitted by:



---

Tyson Koch  
Chief Administrative Officer

Attachment: Draft 2025-2026 Strategic Plan



**HARRISON HOT SPRINGS**

*Naturally Refreshed*

VILLAGE OF HARRISON HOT SPRINGS

# STRATEGIC PLAN

COUNCIL STRATEGIC PRIORITIES 2025-2026





# MAYOR'S MESSAGE

I am pleased to introduce the Village of Harrison Hot Springs 2025-2026 Strategic Plan. This plan builds upon the solid foundation laid out in the 2023 Strategic Plan and reflects the Village Council's priorities following the 2024 by-election. It represents a unified vision for the future, guiding our efforts so that they align with our core values. Identifying key priorities provides clear direction for the Village of Harrison Hot Springs so that we work to achieve a sustainable and prosperous future for our community.

- Mayor Fred Talen



## Village Council

Top left to right:  
Councillor Leo Facio, Councillor Mark Schweinbenz

Bottom left to right:  
Councillor Allan Jackson, Mayor Fred Talen, Councillor Michie Vidal



The Village of Harrison Hot Springs Mayor and Council participated in strategic planning as part of identifying priorities for the community. With the many challenges that the community faces, council recognizes its role in providing good leadership and direction.

Strategic planning is an essential step for council to establish its Vision, Mission and Values in guiding the municipality. In order to focus on the most important work and ensure that it gets done, not everything can be started and completed. With limited resources, capacity and funding, it is vital that we manage these properly.

The Strategic Plan does not detail the day-to-day work of the organization, instead it identifies key priorities to focus on. At a strategic level, these priorities guide the expenditure of funds and decision making moving forward. This strategic plan is a flexible plan that is intended to reflect the changing needs of Harrison Hot Springs. As projects develop, priority actions within the plan can be updated after staff has identified and council has approved the most important projects for the community.

The key priority actions will be operationalized by staff through the development of annual departmental and staff work plans. Some of the actions will require new resources and council can expect to receive reports addressing the work and additional resources required (i.e. staffing, funding, etc.).

The key elements of the strategic plan include;

- **Council's Vision** – Where do we see ourselves in the future?
- **Council's Mission** – This describes the fundamental purpose of the Village as regulated in the British Columbia Community Charter.
- **Council's Values** – These are the ethics and standards that council and staff are guided by in conducting their work and in providing services to Harrison Hot Springs residents.
- **Strategic Priorities** – identify the key areas of focus for council.
- **Strategic Actions** – specific actions council desires to take in order to make progress towards accomplishing strategic goals.
- **Strategic Goals** – these are the measures that tell us if we are successful.



# VISION

A RESIDENTIAL AND RESORT COMMUNITY ON THE TRADITIONAL TERRITORY OF STS'AILES THAT PROVIDES AN EXCEPTIONAL QUALITY OF LIFE FOR RESIDENTS AND AN OUTSTANDING EXPERIENCE FOR ALL VISITORS.



# MISSION

THE VILLAGE OF HARRISON HOT SPRINGS WILL PROVIDE GOOD GOVERNANCE TO ITS RESIDENTS, BUSINESSES AND VISITORS THROUGH PARTNERSHIPS AND THE PROVISION OF EFFECTIVE AND COMMUNITY FOCUSED SERVICES.

# VALUES

These values guide the work of Council and staff



**RESPECT**



**COMMUNICATION**



**INTEGRITY**



**ACCOUNTABILITY**



**POSITIVITY**



**COLLABORATION**



# STRATEGIC PRIORITIES & GOALS



## SUSTAINABLE DEVELOPMENT

To maintain Harrison Hot Springs as a place we call home.



## HEALTHY LIVABLE COMMUNITY

To promote and enhance a healthy lifestyle for all ages.



## ENVIRONMENTAL PROTECTION

To restore and protect the environment for future generations.



## INFRASTRUCTURE DEVELOPMENT

To provide for the needs of a growing community.



## PUBLIC SAFETY

To ensure and enhance public safety.

## GOAL

To maintain Harrison Hot Springs as a place we call home.



## SUSTAINABLE DEVELOPMENT

### Priority Actions



Develop partnerships to increase affordable and attainable housing



Achieve sustainable building practices



Implement streetscape plan



## GOAL

To promote and enhance a healthy lifestyle for all ages.



## HEALTHY LIVABLE COMMUNITY

### Priority Actions

Seniors' housing and resource centre

Pursue partnerships for recreational opportunities

Develop and promote active transportation

## GOAL

To restore and protect the environment for future generations.



## ENVIRONMENTAL PROTECTION

### Priority Actions



Develop a Climate Action and Mitigation Plan



Continue engagement with stakeholders regarding the health of the Miami River



Review the Lagoon Master Plan



## GOAL

To provide  
for the needs  
of a growing  
community.



## INFRASTRUCTURE DEVELOPMENT

### Priority Action

Approve and implement  
master plans

*Village Lands, Parks & Trails, Water, Sanitary Sewer, Storm Sewer*



## GOAL

To ensure and enhance public safety.



**PUBLIC SAFETY**

## Priority Action

Disaster Mitigation and Emergency Preparedness







**HARRISON HOT SPRINGS**  
*Naturally Refreshed*



Village of Harrison Hot Springs  
PO Box 160  
495 Hot Springs Road  
Harrison Hot Springs, BC  
V0M 1K0



604-796-2171



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[www.harrisonhotsprings.ca](http://www.harrisonhotsprings.ca)



Village of Harrison Hot Springs



@villageofharrisonhotsprings



@villageofharrisonhotspring5519





**Regular Council**

File No: 1220-20-70  
Date: February 3, 2025

To: Mayor and Council  
From: Jace Hodgson – Director of Operations  
Subject: Miami River Bridge Contract Awards

---

**RECOMMENDATION**

THAT the Director of Operations' report dated February 3, 2025 regarding the Miami River Bridge contract awards be received for information.

**SUMMARY**

To provide an update to Council regarding the two contracts that have been evaluated and awarded following a competitive bid process for the Miami River Bridge repairs.

**BACKGROUND**

At the regular council meeting of January 15, 2024, council authorized staff to use the remaining funds from the Growing Communities Fund for all necessary repair work on the McCombs Drive bridges. In order to execute the work, the project repairs have been separated into two contracts; utility relocation work and abutment repairs.

The Village issued a Request for Proposals (RFP) on November 4, 2024 for temporary bridge utility relocation work in order to complete the first phase of the repairs. By the closing date of November 12, 2024 four (4) proposals were received. Staff have awarded the contract to Jakes Construction Ltd. with their proposed design change of directional drilling the utilities underneath the river instead of having them on the bridge deck. This change will result in cost savings to the Village and a permanent solution that will provide separation from the sheet pile abutments. The construction schedule for this work is estimated to take six (6) days.

The Village issued a second RFP on December 6, 2024 with a closing date of January 8, 2025 for the bridge abutment repairs. Eight (8) proposals were received, and an evaluation was completed based on financial, corporate and technical criteria. West Shore Constructors Ltd. received the highest total score and have been awarded the contract with an estimated construction timeline of three (3) weeks.

Staff, with the assistance of Red Cedar Environmental, have been working with the Ministry of Water, Land and Resource Stewardship along with the Department of Fisheries and Oceans to apply for permitting under emergency measures. The work will commence as soon as approvals are received. The Village has partnered with Sts'ailes on this project to provide onsite archeological monitoring. The bridge will likely be closed for periods of time during the project.

The Village will post closure and detour information once timelines are confirmed after the permits have been issued.

## **FINANCIAL CONSIDERATIONS**

The RFP submitted by Jakes construction for the utility relocation work quotes the project at \$147,600.

The RFP submitted by West Shore Contractors quotes the bridge abutment repairs at a cost of \$468,536.

These projects will be funded by the Growing Communities Fund.

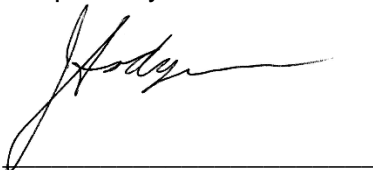
## **POLICY CONSIDERATIONS**

### 2023 Strategic Plan Priorities

Environmental Protection – To restore and protect the environment for future generations.

Public Safety – To ensure and enhance public safety.

Respectfully submitted:



Jace Hodgson  
Operations Manager

Reviewed by:



Tyson Koch  
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz  
Chief Financial Officer, Deputy CAO

**Regular Council**

File No: 2240-20-111  
Date: February 3, 2025

To: Mayor and Council  
From: Jace Hodgson – Director of Operations  
Subject: SCADA System

---

**RECOMMENDATION**

THAT Council authorize staff to work with MPE Engineering to complete the second phase of the SCADA system installation at a cost of up to \$80,000.

**SUMMARY**

To provide Council with costs for phase two of a SCADA (Supervisory Control and Data Acquisition) system.

**BACKGROUND**

At the October 7, 2024 Regular Council Meeting, staff provided an update to Council on recent contract awards. One of these awards included the installation of a SCADA system to MPE Engineering. MPE's proposal included the implementation plan for phase one of a SCADA system to fit within the 2024 allocated budget. The proposal also included future needs of the Village and what was needed to have a complete system for remote access to utility infrastructure.

**DISCUSSION**

In the SCADA System request for proposals issued on August 12, 2024, staff requested that proponents provide costs for phase one, an initial system installation and an implementation plan for future years. The 2024 budget included an allocation for the first phase of a SCADA system to improve efficiency and productivity by allowing remote access and control for staff. Phase one installation was recently completed by MPE Engineering and staff have already experienced better control over event and alarm access along with an overall better management of water and sanitary sewer infrastructure.

Phase two of the SCADA system installation will look to add additional infrastructure sites to the new system with an added server for redundancy. By adding these sites, our operators will have increased control, reliable monitoring and automation of these critical infrastructure components. Staff are recommending that Council approve phase two prior to the 2025 budget request to reduce costs on the Storm Sewer Master Plan project. To collect the necessary data for the master plan, monitoring is required at different sites around the Village. A \$22,000 cost savings is possible by reducing the monitoring scope if the SCADA system is installed to perform the monitoring.

**FINANCIAL CONSIDERATIONS**

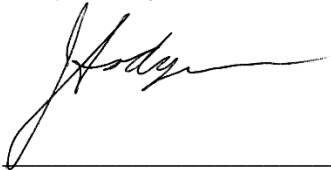
A budget of \$80,000 would be included in the 2025 Financial Plan and allocated from water and sewer reserves for the second phase of the SCADA system.

**POLICY CONSIDERATIONS**2025 Strategic Plan Priorities

Organizational Development – To provide for the needs of a growing community.

Public Safety – To ensure and enhance public safety.

Respectfully submitted:



Jace Hodgson  
Operations Manager

Reviewed by:



Tyson Koch  
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz  
Chief Financial Officer, Deputy CAO

**Regular Council**

File No: 0360-20-07  
Date: February 3, 2025

To: Mayor and Council  
From: Christy Ovens, Community Services Manager  
Subject: Environmental Open House

---

**RECOMMENDATION**

THAT the planning of an Environmental Open House be referred to the Environmental Advisory Committee.

**SUMMARY**

To propose an opportunity for a community engagement event for Council's consideration.

**BACKGROUND**

In 2024, the Village hosted an Emergency Preparedness Open House, Health and Wellness Fair, and Community Open House. These events allowed several opportunities for community organizations to engage and inform residents. Except for the inclusion of the Miami River Streamkeepers Society and the Village's Environmental Advisory Committee at the Health and Wellness Fair, there haven't been opportunities for environmental-based organizations to be highlighted.

**DISCUSSION**

To build on the success of the open houses held in 2024 and continue to offer opportunities for residents to learn about community initiatives and gain valuable information, staff are recommending an Environmental Open House be planned for 2025. Potential invitees could include Recycling BC with a pop-up recycling initiative, GFL, Miami River Streamkeepers Society, Invasive Species Council of British Columbia, and BC Conservation Foundation, among others. Staff would like to suggest that this event could be held on or around Earth Day, depending on availability of community partners. Staff are recommending that Council refer this matter to the Environmental Advisory Committee for assistance in planning and organizing the event.

**FINANCIAL CONSIDERATIONS**

There are no financial considerations at this time.

## **POLICY CONSIDERATIONS**

### 2023 Strategic Plan Priorities

Healthy Livable Community – To promote and enhance a healthy lifestyle for all ages.

Environmental Protection – To restore and protect the environment for future generations.

Respectfully submitted:



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Christy Owens  
Community Services Manager

Reviewed by:



---

Tyson Koch  
Chief Administrative Officer

**Regular Council**

File No: 0360-20-03  
Date: February 3, 2025

To: Mayor and Council  
From: Amanda Graham, Corporate Officer  
Subject: Age-Friendly Committee Membership

---

**RECOMMENDATION**

THAT staff be directed to advertise for Age-Friendly Committee member applications.

**SUMMARY**

To seek direction from Council with respect to Age-Friendly Committee membership.

**BACKGROUND**

According to its Terms of Reference, The Age-Friendly Committee can have up to eight (8) members, including the member of Council appointed to it. The Terms of Reference also state that the Committee should have at least five (5) members. Recently, Lise Reimer and Laura Lanfranchi resigned, bringing Committee membership down to five (5). Staff are recommending that the Village put out a call for interested individuals to apply to the Committee.

**FINANCIAL CONSIDERATIONS**

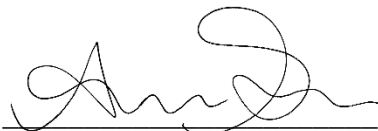
There are no financial considerations associated with this report.

**POLICY CONSIDERATIONS**

2023 Strategic Plan Priorities

Healthy Livable Community – To promote and enhance a healthy lifestyle for all ages.

Respectfully submitted:



Amanda Graham  
Corporate Officer

Reviewed by:



Tyson Koch  
Chief Administrative Officer





**Regular Council**

File No: 3900-02  
Date: February 3, 2025

To: Mayor and Council  
From: Ken Cossey, Planning Consultant  
Subject: Development Approval Information Bylaw No. 1210, 2024

---

**RECOMMENDATION**

THAT Development Approval Information Bylaw No. 1210, 2024 be given third reading.

**SUMMARY**

The use of the Development Approval Information (DAI) Bylaw is a tool that can be used to help the community understand what, if any, impacts that a development may or may not have on the community. The authority to create this type of Bylaw is located with sections 484 to 487 of the *Local Government Act* (LGA).

**BACKGROUND**

With the update to the Village's Official Community Plan Bylaw No. 1184, 2022, (OCP) there was discussion on the development of this Bylaw as a part of the implementation requirements of the new OCP. The creation of this bylaw is a two-step process. First you must designate the area in the OCP that this bylaw covers, which has been completed as outlined in s 3.5 of the OCP.

The second part of this implementation requires an actual DAI bylaw to be created, to outline what type of information is required and who may provide the required information. This Bylaw was given first reading and introduction, second reading, and third reading and was awaiting adoption.

**DISCUSSION**

Under s 484 of the LGA, the Village can adopt the DAI Bylaw to address any or all of the six issues noted below.

- a. The natural environment,
- b. Transportation issues and patterns,
- c. The local infrastructure,
- d. Public facilities,
- e. Community services, and
- f. Displaced tenants due to a large redevelopment application.

The required reports must be provided by the developer and accepted by the Village. With respect to the adoption of the Bylaw, Council required time to review the bylaw in greater detail, especially as two new members were recently elected to Council.

Review of Bylaw 1210, 2024 on January 14, 2025

Council reviewed this Bylaw during the Special Meeting of Council held on this date. During this meeting, Council resolved into the Committee of the Whole and the following resolution was passed

“THAT third reading of Development Approval Information Bylaw No. 1210, 2024 be rescinded.”

The discussion ensued on the intent of whether the Planner has the flexibility to request reports that they feel are necessary as a part of the application or whether all items need to be addressed.

Since this discussion it has been drawn to my attention, by the Community Services Manager, that this flexibility is already outlined in sections 3.1 and 3.2 of the current Bylaw. I draw your attention to the following sections:

- “3.1 The Planner may request that the applicant provide one or more Reports prepared by a Qualified Professional related to one or more of the subject areas identified in Schedule “A” of this Bylaw, which is attached to and forms a part of this Bylaw.
- 3.2 The Planner may create Terms of Reference for any required Report by reference to subject matters identified in Schedule “A” of this Bylaw, which is attached to and forms a part of this Bylaw.”

Page 6, draft Bylaw 1210, 2024

Please note the highlighted areas, in that the subject areas may mean all of or only one of the subject area categories as outlined in Schedule A. The subject matter can contain all of or only one of the requirements listed under each of the subject area titles. Staff are of the opinion that this section mitigates concerns raised by Council at the January 14, 2025 meeting and accordingly, have not made any changes to the bylaw and are recommending that the bylaw be given third reading again.

**FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with this report.

**POLICY CONSIDERATIONS**

Section 484 to 487 of *Local Government Act*, RSBC 2015, C 1  
Official Community Plan Bylaw 1184, 2022

Respectfully submitted:



Ken Cossey, MCIP, RPP  
Planning Consultant

Reviewed by:



Tyson Koch  
Chief Administrative Officer

Attachment: Development Approval Information Bylaw No. 1210, 2024



# **DEVELOPMENT APPROVAL INFORMATION BYLAW**

**BYLAW No. 1210, 2024**

VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1210, 2024

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**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1210, 2024**

**A bylaw to establish policies and procedures for requiring Development Approval Information**

---

WHEREAS Council, pursuant to section 485 of the *Local Government Act*, as amended from time to time, has specified in the *Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022*, as amended from time to time, designated areas for which Development Approval Information may be required;

AND WHEREAS Section 486 of the *Local Government Act* requires Council to establish, by bylaw, procedures, and policies on the process for requiring Development Approval Information;

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

**PART 1.0 ADMINISTRATION**

---

**1.1 Citation**

This Bylaw may be cited for all purposes as the “*Village of Harrison Hot Springs Development Approval Information Bylaw No. 1210, 2024*”.

**1.2 Purpose**

- a) The purpose of this Bylaw is to obtain information on the anticipated impact of a proposed activity or Development within the community; and
- b) Evaluate the impact of the proposed activity or Development on Harrison Hot Springs, if applicable.

**1.3 Application of the Bylaw**

This Bylaw applies to all Lands, as designated by the Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022, as amended from time to time.

**1.4 Definitions**

- a) Unless otherwise defined below, the definitions in this Bylaw have the same meaning as outlined in the *Village of Harrison Hot Springs Zoning Bylaw 1115, 2017*, as amended from time to time.

- b) Within this Bylaw the following definitions also apply:

“Council” means Council of the Village of Harrison Hot Springs

“Development Application” means an application for:

- (i) an amendment to a zoning bylaw;
- (ii) a Development permit; or
- (iii) a temporary use permit

“Planner” means the individual assigned to process the Village’s Development applications

“Qualified Professional” means a professional engineer, geoscientist, architect, archaeologist, landscape architect, biologist, planner or other professional licensed to practice in British Columbia with experience relevant to the applicable matter, as determined by the Chief Administrative Officer, or their delegate, who is in good standing with the regulatory body for the individual’s profession

“Report” means a document containing Development approval information that fulfils the requirements of this Bylaw

“Terms of Reference” means a document prepared by the Chief Administrative Officer by reference to Schedule “A” of this bylaw that defines the scope of required Development approval information to be prepared by a Qualified Professional and delivered to the Village

“Village” means the Village of Harrison Hot Springs

## **1.5 Severability**

If any part, section, subsection, paragraph, sentence, clause, phrase, or schedule of this Bylaw is for any reason found invalid by the decision of any Court of competent jurisdiction, such decision must not affect the validity of the remainder of this Bylaw or the validity of the Bylaw as a whole.



## **PART 2.0      POLICIES AND PROCEDURES**

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- 2.1      The Planner must review a Development Application alongside the visions, goals, objectives, and policies of the Official Community Plan to determine whether any Development approval information is required.
- 2.2      Factors assessed by the Planner to determine whether any Development approval information is required may include any or all of the following factors:
  - a)      The scale and type of the proposed activity or Development;
  - b)      The anticipated impact of the proposed activity or Development on surrounding areas and land uses.
- 2.3      The Planner must notify an applicant in writing of any required Development approval information, by providing Terms of Reference prepared in accordance with Part 3 of this bylaw.
- 2.4      An applicant must, at their sole cost, provide the Development approval information in a Report that must be submitted to the Planner within sixty (60) business days of written notification or such greater period of time as the Planner may specify in notifying the Applicant of the requirements.
- 2.5      The Planner must decide if the Report is complete within 45 business days upon receipt of the Report.
- 2.6      If the Report is determined to be incomplete, the applicant must be notified in writing of the nature of the deficiencies.
- 2.7      An applicant may resubmit to the Planner a revised Report addressing the deficiencies within 45 business days of receiving the notification.
- 2.8      The Planner may, after receiving and reviewing a Report or a revised Report, require a peer review of the Report by one or more Qualified Professionals, at the expense of the applicant. The Planner may specify the Qualified Professionals who must be engaged to perform the peer review, or the particular qualifications that are required for the review.
- 2.9      An applicant may apply to Council in writing for reconsideration of a requirement for Development approval information within 30 business days of the date on which the Planner's decision is communicated in writing to the applicant.

## **PART 3.0      TERMS OF REFERENCE**

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- 3.1     The Planner may request that the applicant provide one or more Reports prepared by a Qualified Professional related to one or more of the subject areas identified in Schedule “A” of this Bylaw, which is attached to and forms a part of this Bylaw.
- 3.2     The Planner may create Terms of Reference for any required Report by reference to subject matters identified in Schedule “A” of this Bylaw, which is attached to and forms a part of this Bylaw.

## **PART 4.0      REPORT REQUIREMENTS**

---

- 4.1     In addition to the information required as outlined in Schedule “A”, the Qualified Professional must include the following information in all Reports, unless exempted by the Planner who created the Terms of Reference:
  - a)     The legal description and property identifier (PID) of the subject property;
  - b)     A description of all relevant charges registered on title, including covenants, easements, and statutory-rights-of-way;
  - c)     A site plan prepared by a BC Land Surveyor or other professional as approved by the Planner, drawn at an appropriate scale, and depicting the following information:
    - i)     Existing and proposed buildings, structures, impervious surface, and associated features;
    - ii)    Location of natural features and infrastructure;
    - iii)   Existing property boundaries;
    - iv)    Contours at site appropriate contour intervals;
    - v)     Proposed site grading and post Development contours;
    - vi)    Property boundary setbacks; and
    - vii)   Scale and north arrow.
  - d)     A description of the data, methodology, and assumptions used to prepare the Report including sufficient detail regarding the assessment and the methodology to facilitate a peer review;
  - e)     A description of the context, interaction, scope, magnitude, and significance of the anticipated impact of the proposed activity or Development in respect of the matters set out in the Terms of Reference, including how the anticipated impact may cumulatively contribute to the impact of activities or Developments already approved or applied for;
  - f)     Recommendations for conditions or requirements that Council or its delegate may impose to mitigate any anticipated impacts; and
  - g)     A quality assurance statement with the signatures and seals of the involved Qualified Professionals.

## **PART 5.0      APPROPRIATE QUALIFIED PROFESSIONAL**

---

<b>TYPE OF INFORMATION REQUIRED</b>	<b>CONSULTANT REQUIREMENTS</b>
Natural Environment – all or any of the following with the final Report signed by a Registered Professional Biologist (R.P. Bio). Input may be provided by other professionals, as noted, in the adjacent column that are not a Registered Professional Biologist.	Registered Professional Biologist (R.P. Bio) Hydrological Engineer (P. Eng.) Geotechnical Engineer (P. Eng.) Professional Geologist (P. Geo.) Member of Canadian Institute of Planners (MCIP, RPP) Registered Professional Forester (RPF) Architect (MAIBC) Landscape Architect (BCSLA) Professional Agrologist (P. Ag.)
Transportation	Traffic Engineer (P. Eng.)
Infrastructure	Civil Engineer (P. Eng.)
Public Facilities and Community Services – all or any the following with the final Report submitted being signed off by a Civil Engineer (P. Eng)	Member of Canadian Institute of Planners (MCIP) or Certified Member (RPP) Architect (MAIBC) Civil Engineer (P. Eng.)

## **PART 6.0      READINGS AND ADOPTION**

---

INTRODUCED AND READ A FIRST TIME THIS 9<sup>th</sup> DAY OF SEPTEMBER 2024

READ A SECOND TIME THIS 9<sup>th</sup> DAY OF SEPTEMBER 2024

READ A THIRD TIME THIS 9<sup>th</sup> DAY OF SEPTEMBER 2024

THIRD READING RESCINDED THIS 14<sup>th</sup> DAY OF JANUARY 2025

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025

\_\_\_\_\_  
Fred Talen  
Mayor

\_\_\_\_\_  
Amanda Graham  
Corporate Officer

## **SCHEDULE “A” DEVELOPMENT APPROVAL INFORMATION**

### **NATURAL ENVIRONMENT**

If required, the Report must:

- a) Identify on the site plan of the proposed Development any of the following physical features, both surface and subsurface:
  - i. Wetlands and bogs;
  - ii. Streams, creeks, or rivers, either permanent or intermittent;
  - iii. Foreshore regions;
  - iv. Steep slopes;
  - v. Flora and fauna;
  - vi. Fish and wildlife habitat;
  - vii. Wildfire hazard interface areas;
  - viii. Soil conditions;
  - ix. Surface water drainage patterns; and
  - x. Bedrock;
- b) Estimate the volumes and quality of surface and sub-surface drainage waters that would be directed to watercourses and the methods to be used to ensure that contaminants are not released into these waters as a result of the proposed Development, and in the case of phased Development, each phase of the Development;
- c) Determine the discharge of surface drainage waters into fish habitat;
- d) Determine the effect building construction, installation of impervious areas and removal of trees/vegetation has on soils sand, or silt slipping/eroding into watercourses;
- e) Determine the impact the proposed Development has on the forest, if any, including the trees and understory and including the number and type of trees and type and extent of vegetation, which would be removed to accommodate the proposed Development;
- f) Determine the impact the proposed Development on Wildlife Habitat, if any, and alteration of the native fauna associated with such habitat;
- g) Determine the impact to the proposed road and bridge construction on the watercourses and the banks of such watercourses;
- h) Provide a plan of revegetation during and after construction of the proposed Development to preserve disturbed soils, prevent erosion and sloughing and restore native flora;

- i) Examine the site's natural environmental features;
- j) Determine how the Development may impact the environment of the site and the adjacent properties;
- k) Determine how the Applicant proposes to mitigate any potential impacts on the environment;
- l) Identify how the Applicant intends to ensure that no foreign materials enter into any watercourses, including, without limitation, greases, oils, gasoline, sediments, and other contaminants during and after the construction phase of the Development; and
- m) Identify the capital works required for the proposed Development, for the protection of the natural environment waters and a cost estimate to perform the works and services.

## **TRANSPORTATION ISSUES AND PATTERNS**

If required, the Report must:

- a) Estimate the number of additional vehicle trips per day generated by the proposed Development and, in the case of phased Development, by each phase of the Development;
- b) Provide an analysis of the proposed Development impact on existing public Highways identified in land use planning documents or any other similar document receiving the increased traffic circulation, including vehicular capacity of the road, size, and configuration of intersections, turning lanes, merging lanes, traffic lights and pullout areas;
- c) Provide an analysis of the impact of the traffic to be generated by the proposed Development on the adjacent uses of the land;
- d) Provide an analysis of the impact of the traffic to be generated by the proposed Development on areas where there may be conflict with vehicles, including, without limitation, paths or walking trails and other intersection points;
- e) Provide onsite parking and loading requirements and identify internal circulation routes of the proposed Development;
- f) Provide a breakdown of traffic flows associated with the proposed Development as follows:
  - i. weekday and weekend traffic volumes;
  - ii. peak morning and evening traffic volumes;
  - iii. different volumes associated with different land use activities; and
  - iv. percentage of in and out flows.
- g) Identify any Highway upgrading, reconstruction, reconfiguration or expansion to the Highways that may be necessary in order to accommodate the current or any additional vehicle trips per day to be generated by the proposed Development, including the construction of or alterations to intersections, turning lanes, merge

lanes, traffic lights and pullout area and a cost estimate to perform the works and services; and

- h) Provide solutions to possible traffic problems or opportunities for facilitating active transportation transit use and access by alternative Highways.

## **LOCAL INFRASTRUCTURE**

If required, the Report must:

- a) Estimate the water demand to be generated by the proposed Development, and in the case of phased Development, by each phase of the Development;
- b) Provide an analysis of existing public water systems and the options available for the supply and delivery of water to the proposed Development;
- c) Provide an analysis of existing systems for disposal and treatment of sewer waste and the options available for the treatment and disposal of sewage from the proposed Development;
- d) Estimate the amount of surface drainage waters that would be generated by the proposed Development and the options available for collection, storage, and disbursement of such drainage;
- e) Identify any possible deficiencies of the current water, sewer, and drainage systems in dealing with the proposed Development; and
- f) Identify any new capital works required for the proposed Development for water, sewer and drainage systems and a cost estimate to perform the works and services.

## **PUBLIC FACILITIES AND COMMUNITY SERVICES**

If required, the Report must:

- a) Identify community services that would be affected by the Development including, without limitation, any of the following: the provision of school services, protective services such as fire and police, health care, and recreational services;
- b) Examine the potential financial impacts of the Development on the existing community services and public facilities;
- c) Examine the impact of the Development on the number of users of existing community services and public facilities;
- d) Outline any potential costs required for any works and services needed to address any issue and identify possible strategies to mitigate against the potential impacts, including an outline of the potential funding sources for the provision of additional community services and public facilities that may be required as a consequence of the Development.



**Regular Council**

File No: 3900-20  
Date: February 3, 2025

To: Mayor and Council  
From: Amanda Graham, Corporate Officer  
Subject: Council Procedure Bylaw No. 1216, 2025

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**RECOMMENDATION**

THAT the Corporate Officer's report dated February 3, 2025 be received for information.

*If Council wishes to modify the bylaw, the following resolution is recommended:*

THAT Council Procedure Bylaw No. 1216, 2025 be amended by \_\_\_\_\_.

**SUMMARY**

To present a second draft of Council Procedure Bylaw No. 1216, 2025 for Council's consideration.

**BACKGROUND**

At the January 14, 2025 Special Council meeting, the Committee of the Whole recommended that Council give first and second readings to Council Procedure Bylaw No. 1216, 2025. Council reviewed the draft bylaw and discussed the following topics in particular:

- The timing of closed sessions and whether they should be incorporated into the order of business at regular Council meetings, either at the start or at the end, or if they should be held as a separate meeting but on the same day as a regular Council meeting
- The location of question period in the order of business and whether it is more effective at the start or at the end, or whether questions should be submitted in writing in advance and read out by staff
- The start time of regular Council meetings and whether that should stay at 7:00 p.m., be moved up to 4:00 or 5:00 p.m., or alternate between an earlier and later start time
- Changing the requirement for two-thirds majority to vote on amending the agenda once adopted or suspending the rules to majority vote of Members present
- Allowing electronic participation during closed sessions
- Incorporating Declarations of Conflict of Interest into the order of business

**DISCUSSION**

Attached to this report is an updated bylaw with changes tracked showing modifications made as a result of Council's discussion first two readings.

Changes in this second draft are summarized as follows:

- Minor grammatical fixes to sections 1, 3, 6, 14 and 17
- Section 6: Regular Council meeting start times moved from 5:00 to 5:30 p.m.
- Section 12: Declarations of Conflict of Interest added into regular order of business and question period moved up closer to the start of the meeting
- Sections 12(c) and 34: two-third vote requirements reduced to majority of members present
- Section 16: delegation section expanded, requests must be in writing, Council may refer a delegate's presentation to staff or a Committee, parameters added for respectful conduct by delegates
- Section 24: as question period was moved up in the order of business, provisions were added in this section to limit inquiries to two minutes each and allot no more than ten minutes total to question period total unless Council otherwise resolves
- Section 31: added delegations to the order of business for Committee and Commission meetings, added "to the extent that business exists under a particular heading", added provisions for staff to accept applications whenever there is a vacant position
- Section 33: Declaration of Conflicts of Interest added to Public Hearing order of business

With respect to start time and closed sessions, staff are still recommending that closed sessions be incorporated into the end of the regular order of business and accordingly, that the start time be pushed up from 7:00 p.m. for the following reasons:

- Increased transparency around closed sessions as the public can easily view the resolution to exclude the public being passed at an open, regular meeting
- Increased accountability and public confidence as having closed sessions before the open meeting can be perceived as Council having discussed the regular agenda in advance
- Increased efficiency by eliminating the need to determine Council's availability and organize and post special pre-closed meetings
- Business continuity to ensure that closed meeting items are addressed promptly and consistently without the need for a special meeting, thereby reducing the need for large closed meeting agendas and lengthy closed sessions, and providing regularity for staff to plan agenda items
- Depending on the length of the regular meeting, by pushing the meeting start time up, it's likely that Council will be discussing closed session items by no later than 8:00 p.m.
- Special closed meetings can still be called for items requiring in-depth discussion

Staff are recommending that the bylaw remain at second reading as the next step will be for the Village to issue public notice of the proposed changes to the bylaw. It is preferable that Council determine suitable wording to address the comments above before the public notice is issued. This will ensure that the proposed changes outlined in the notice accurately reflect the changes Council is considering making to the bylaw. Once staff has received direction from Council by resolution for any modifications to the bylaw, public notice will be posted and an updated draft will be brought back for consideration of third reading.

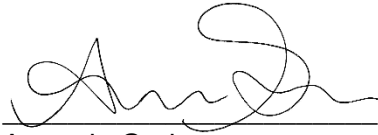
## **FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with this report.

## **POLICY CONSIDERATIONS**

There are no policy considerations associated with this report.

Respectfully submitted:



Amanda Graham  
Corporate Officer

Reviewed by:



Tyson Koch  
Chief Administrative Officer

Attachment: Second Draft Council Procedure Bylaw No. 1216, 2025

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

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

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

**1. CITATION**

This bylaw may be cited as “Council Procedure Bylaw No. 1216, 2025~~5~~”.

**2. DEFINITIONS**

For the purposes of this bylaw:

“Chair” means the person who acts as presiding member and is responsible for chairing the meeting.

“Commission” means a municipal commission established under section 143 of the *Community Charter*.

“Committee” means a standing, select or other committee of Council, but does not include the Committee of the Whole.

“*Community Charter*” means the *Community Charter*, S.B.C. 2003, c. 26 and its amendments.

“Corporate Officer” means the Corporate Officer for the Village or their designate, appointed under section 148 of the *Community Charter*.

“Committee of the Whole” means a meeting to which all members of Council are invited to consider and recommend to Council on matters of the Village’s business. Council sits in a deliberative rather than a legislative capacity, for informal debate and preliminary consideration of matters awaiting action.

“Council” means the Council of the Village of Harrison Hot Springs.

“Council Member” means a member of Council including the Mayor.

“Delegation” means a person, group or organization which makes a request to speak to a meeting of Council, Committee of the Whole, Committee, or Commission.

“Deputy Mayor” means the Council Member who, in accordance with section 10 of this bylaw, is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

“Electronic Means” means through the use of videoconferencing technology enabling real-time bi-directional video feeds showing the participants and in a manner that allows meeting participants to hear and/or see the other meeting participants.

“*Local Government Act*” means the *Local Government Act*, R.S.B.C. 2015, c. 1 and its amendments.

“Mayor” means the duly elected Mayor of the Village of Harrison Hot Springs.

“Member” means a Council, Committee or Commission Member.

“Memorial Hall” means the building located at 290 Esplanade Avenue, Harrison Hot Springs, BC.

“Public Hearing” means a hearing required by section 464(1) of the *Local Government*.

“Public Notice Posting Places” means the public notice bulletin boards outside the front door of the Village Office, Memorial Hall and the Harrison Hot Springs Post Office.

“Select Committee” means a committee established by Council resolution pursuant to section 142 of the *Community Charter*, and to which Council shall appoint Council representation and may appoint members from the community.

“Standing Committee” means a committee established by the Mayor pursuant to Section 141 of the *Community Charter* to which the Mayor shall appoint Council representation and may appoint members of the community.

“Village” means the Village of Harrison Hot Springs.

“Village Office” means the municipal office located at 495 Hot Springs Road, Harrison Hot Springs, BC.

“Village Website” means the electronic information resource at [www.harrisonhotsprings.ca](http://www.harrisonhotsprings.ca).

### 3. **APPLICATION OF RULES OF PROCEDURE**

- (a) The provisions of this bylaw govern the proceedings of Council, Committee of the Whole and all Committees and Commissions of the Village.
- (b) In cases not provided for under this bylaw, the latest edition of Robert's Rules of Order will apply to the proceedings of Council, Committee of the Whole, Committees and Commissions provided those rules are applicable in the circumstances and not inconsistent with the rules of this bylaw or the *Community Charter*.

### 4. **INAUGURAL MEETING**

- (a) The first meeting of Council will be held on the first Monday in November in the year of the general local election.
- (b) If a quorum of Council Members elected at the general local election has not taken office by the date of the meeting referred to in subsection 4(a), the first Council meeting will be called by the Corporate Officer and held as soon as reasonably possible after a quorum of Council members has taken office.

### 5. **MEETINGS OF COUNCIL**

- (a) After the inaugural meeting, regular meetings of Council will be held on the first and third Monday of each month, except for the months of July, August and September, when there will only be one meeting per month held on the second Monday of the month for those three months.
- (b) Where the regular meeting day of Council occurs on a statutory holiday, the meeting will take place on the day immediately following such holiday, or another date set by Council.
- (c) A Council meeting may be cancelled by resolution of Council, provided that two consecutive meetings are not cancelled.
- (d) A Council meeting may 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) If a Council meeting is cancelled or postponed, the Corporate Officer must give notice as soon as possible:
  - (i) to Council Members by providing written notice via email; and
  - (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.



## 6. TIME AND LOCATION OF MEETINGS

- (a) All Council meetings must take place ~~in at~~ Council Chambers located ~~at in~~ Memorial Hall or the Village Office, unless Council resolves to hold meetings elsewhere.
- (b) Regular Council meetings will:
  - (i) be held in accordance with the schedule adopted by resolution of Council on or before December 31 of the preceding year;
  - (ii) begin at 5:30 p.m.; and
  - (iii) be adjourned by no later than 9:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time.
- (c) Council and all of its Committees and Commissions will ordinarily meet in person.

## 7. ELECTRONIC MEETINGS AND PARTICIPATION

- (a) Provided that the requirements of section 128 of the *Community Charter* are met, Council, Committee of the Whole, Committee and Commission meetings may be conducted by Electronic Means or other communication facilities.
- (b) Any Member may attend, participate in and is deemed to be present at any Council, Committee of the Whole, Committee or Commission Meeting held by Electronic Means, except for any part of the meeting that is closed to the public, provided that:
  - (i) the Chair and Corporate Officer have been advised of their electronic participation prior to the meeting; and
  - (ii) Village staff are able to facilitate electronic participation.
- (c) Any Member attending electronically must use the electronic platform specified by the Village in order to attend and participate, and is responsible for their own connection costs.
- (d) If the Chair or a majority vote of Members present determines that the connection quality of a Member 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.
- (e) If at any time there is a loss of quorum due to technological challenges with the Electronic Means, the meeting will be adjourned and must reconvene as soon as possible once quorum can be achieved. If quorum cannot be achieved within fifteen (15) minutes, the meeting will be reconvened at a later date and public notice will be posted as soon as possible.

## **8. NOTICE OF REGULAR COUNCIL MEETINGS**

- (a) In accordance with section 127 of the *Community Charter*, Council must have prepared annually on or before December 31 a schedule of dates, times and places of regular Council meetings for the following year and make the schedule available to the public by posting it in accordance with section 94 of the *Community Charter*.
- (b) Where revisions are necessary to the schedule of the regular Council meetings, the Corporate Officer will post notice of the revisions to the schedule as soon as possible.

## **9. NOTICE OF SPECIAL COUNCIL MEETINGS**

- (a) Except where notice of a special Council meeting is waived by unanimous vote of all Council Members in accordance with section 127(4) of the *Community Charter*, the Corporate Officer must give 24 hours' written notice of the date, time, place, and method of Electronic Means of the meeting:
  - (i) to Council Members by providing written notice via email; and
  - (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.

## **10. DEPUTY MAYOR**

- (a) Council must annually designate Councillors to serve as Deputy Mayor on a rotating basis when the Mayor is absent, otherwise unable to act, or the office of the Mayor is vacant.
- (b) If the Mayor and the Deputy Mayor are both absent, the Corporate Officer will call the Council Members to order and, if a quorum is present, the members shall by resolution appoint a Council Member to act in the place of the Mayor.
- (c) The Council Member designated under sections 10(a) or (b) has the same duties and powers as the Mayor with respect to the applicable matter.

## **11. AGENDA**

- (a) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting.
- (b) For regular Council meetings, the Corporate Officer must make the agenda available:
  - (i) to Council Members by providing a copy of the agenda via email; and

- (ii) to the public by posting a copy of the agenda at the Public Notice Posting Places and the Village Website.
- (c) In accordance with section 128(2)(b) of the *Community Charter*, the agenda posted prior to the meeting must indicate the method of Electronic Means if the meeting is to be held electronically.
- (d) All documents intended to be considered by Council at a meeting must be delivered to the Corporate Officer by no later than 12:00 noon on the Wednesday preceding the day of the Council meeting.
- (e) Council must not consider any matters not listed on the agenda unless a late item is properly introduced in accordance with section 14 of this bylaw.

## 12. **ORDER OF PROCEEDINGS AND BUSINESS**

- (a) 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 Council meeting will be:

1. Call to Order
2. Land Acknowledgement
- 2-3. Public Hearing (if required)
- 3-4. Introduction of Late Items
5. Approval of the Agenda
6. Declarations of Conflict of Interest
- 4-7. Question Period (pertaining to agenda items only)
- 5-8. Adoption of Minutes
- 6-9. Business Arising from the Minutes
- 7-10. Delegations and Petitions
- 8-11. Correspondence
- 9-12. Business Arising from Correspondence
- 10-13. Reports from Councillors
- 11-14. Report from Mayor
- 12-15. Reports and Minutes from Committees and Commissions
- 13-16. Reports from Staff
- 14-17. Bylaws
- 15-18. New Business
16. Question Period (pertaining to agenda items only)
- 17-19. Closed Session (if required)
- 18-20. Adjournment

- (b) For a special Council meeting, the Corporate Officer must prepare an agenda containing the specific purpose(s) for which the meeting was scheduled. A unanimous vote of Council Members present is required to permit any additional item(s) to be added to the agenda.
- (c) Once the agenda is approved, any amendments including the removal or addition of items, or a change in the order of business, may only be made by resolution passed by a ~~two-thirds~~majority vote of Council Members present.
- (d) When any order, motion or question is lost due to loss of quorum, the order, motion or question so lost shall be the first item of business to be considered at the next meeting under that particular heading.

### **13. OPENING PROCEDURES**

- (a) The Mayor must take the chair and call the Council Members to order as soon after the time specified for a Council meeting when quorum is present.
- (b) The Deputy Mayor must take the chair and call the Council Members to order if the Mayor does not attend within 15 minutes after the time appointed for a meeting or has advised the Corporate Officer that they will not be in attendance.
- (c) Should there be no quorum within 15 minutes of the time specified for a Council meeting, the Corporate Officer shall ensure minutes of the meeting are recorded with the name of the Council Members present.

### **14. LATE ITEMS**

- (a) Any Council Member may introduce a late item provided that the item is of an emergent or time-sensitive nature and Council approves of the late item by resolution.
- (b) If Council passes a resolution under section 1~~43~~43(a), information pertaining to the late item must be distributed to Council Members and the public.

### **15. NOTICES OF MOTION**

- (a) A Council Member may give notice of motion respecting an item which they intend to present by providing a written copy of the notice of motion to the Mayor and the Corporate Officer either before or during the meeting, and upon the Council Member being acknowledged by the Mayor and the notice of motion being read at the meeting.
- (b) A copy of the motion presented under this section shall appear in the minutes of the meeting as a notice of motion. The Corporate Officer will place the motion on the agenda as an item under New Business at the next Council

meeting, or other future meeting designated by the Council Member bringing forward the notice of motion, for consideration.

## 16. **DELEGATIONS AND PETITIONS**

(a) Delegates intending to present to Council, the Committee of the Whole, a Committee or a Commission must submit a delegation application and any supporting documentation, including presentation materials, to the Corporate Officer:

- (i) in the case of a regular Council meeting, by no later than 12:00 noon on the Wednesday preceding the day of the meeting they intend to present at; or
- (ii) in the case of a special Council, Committee of the Whole, Committee or Commission meeting, by no later than four (4) days prior to the day of the meeting they intend to present at.

(b) Delegation applications must be made in writing and must contain the following information:

- (i) the name, address and contact information of the delegate
- (ii) the topic to be discussed
- (iii) the delegate's requested action of Council, the Committee of the Whole, the Committee or Commission, as applicable; and
- (ii)(iv) any background information supporting the request

(b)(c) Upon receipt of a delegation application, the Corporate Officer may:

- (i) schedule a delegation to a later meeting;
- (ii) refuse to place a delegation on the agenda if the issue does not fall within the jurisdiction of Council;
- (iii) refuse to place a delegation on the agenda if the delegation has already spoken to Council on the same matter, the subsequent request is from the same delegation and no new information has been provided; or
- (iv) refer the matter to the appropriate department if the matter has already been referred to staff by Council.

(e)(d) If the delegateion wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to the Chair for their consideration.

(d)(e) A delegation must not be permitted if the subject matter relates to the following:

- (i) a bylaw in respect of which a public hearing has been or is required to be held;
- (ii) matters relating to legal proceedings the Village is party to on which judgment has not been rendered; and
- (iii) a hearing pertaining to an application, permit or license which has not yet been considered by Council.

~~(e)~~(f) Only two delegations will be permitted at a single meeting unless otherwise authorized by the Chair.

~~(f)~~(g) A delegation presentation is limited to ten minutes which may be extended by majority vote of Members present.

(h) Council, the Committee of the Whole, Committees and Commissions reserve their authority not to deliberate on any matters presented at a delegation until the subsequent meeting.

~~(g)~~(i) Notwithstanding section 16(h), after hearing a delegation, Council may refer the matter to staff or to the Committee of the Whole, or a Committee or Commission.

(j) Delegations must appoint one (1) speaker unless otherwise authorized by the Chair.

(k) Delegates must address their remarks directly to the Chair and not pose questions to individual Members or deviate from the topic of their presentation.

(l) If a delegate:

- (i) speaks disrespectfully to or of any person;
- (ii) refuses to abide by the provisions of this bylaw;
- (iii) fails to adhere to the specified time limit; or
- (iv) disregards the authority of the Chair

the Chair may ask that person to withdraw their remarks, cease the offensive behaviour, stop speaking or vacate the speaker's podium and return to the public seating area.

~~(h)~~(m) Petitions intended to be presented to Council must:

- (i) be submitted to the Corporate Officer by no later than 12:00 noon on the Wednesday preceding the day of the Council meeting;
- (ii) be legibly written, typed or printed;
- (iii) not contain libelous, disparaging or offensive comments;



- (iv) [be](#) signed by at least one person; and
- (v) include the name, signature and physical address of each petitioner.

## 17. **ATTENDANCE OF PUBLIC AT MEETINGS**

- (a) Except where provisions of section 90 of the *Community Charter* apply, all meetings must be open to the public.
- (b) Before closing a meeting or part of a meeting to the public, Council must pass a resolution in a public meeting in accordance with the requirements of the *Community Charter*.
- (c) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
  - (i) Committee of the Whole;
  - (ii) Committees;
  - (iii) Advisory bodies; and
  - (iv) Commissions.
- (d) Despite section 17(a), the Mayor or Chair may expel a person from the meeting in accordance with section 18(f) of this bylaw or section 133 of the *Community Charter*.

## 18. **CONDUCT AND DEBATE**

- (a) Every Member will address and wait to be recognized by the Chair before speaking to any question or motion.
- (b) The Mayor will be addressed as “Your Worship” or “Mayor [surname]”.
- (c) Councillors will be addressed as “Councillor [surname]”. If a Councillor is acting in place of the Mayor, they will be addressed as “Deputy Mayor [surname]”.
- (d) Committee and Commission Chairs will be addressed as “Chair [surname]”.
- (e) In speaking at meetings, Members must:
  - (i) use respectful language;
  - (ii) not interrupt another Member who is speaking, except to raise a point of order;
  - (iii) refrain from using offensive words, gestures or signs;

- (iv) remain seated and not make any noise or disturbance while a vote is being taken and until the result is declared;
  - (v) speak only in connection with the matter being debated;
  - (vi) address questions to staff through the Chair; and
  - (vii) adhere to the rules of procedure established by this bylaw.
- (f) If a Member does not adhere to section 18(e), the Member may be ordered by a majority vote of Members present or by the Chair to leave their seat for that meeting, and, in the case of their refusing to do so, may, on order of the Chair, be removed from the meeting.
- (g) If the Member ordered to leave their seat under section 18(f) apologizes, they may, by majority vote of Members present, be permitted to resume their seat.
- (h) No Member shall speak more than once to the same question without leave of the Chair except to explain a material part of their speech that may have been misconceived and in doing so, may not introduce new information.
- (i) A Member who has made the substantive motion will be allowed to reply, but not a member who has moved an amendment.
- (j) A Member may only speak to any motion or in reply for up to five (5) minutes unless otherwise permitted by majority vote of Members, except the mover of a motion may reply for up to three (3) minutes and close the debate.
- (k) A Member may require the question being debated to be read at any time during the debate provided they do not interrupt another Member who is speaking.
- (l) After a question is put by the Chair, it will be conclusive and no Member will speak to the question, nor will any other motion be permitted, until after the result of the vote has been declared.

## 19. **POINTS OF ORDER**

- (a) Without limiting the Chair's duty to preserve order and decide points of order subject to an appeal under section 132 of the *Community Charter*, the Chair must apply the correct procedure to a motion:
  - (i) if the motion is contrary to the rules of procedure in this bylaw; and
  - (ii) whether or not a Member has raised a point of order in connection with the motion.
- (b) A point of order is always in order and takes precedence over any pending question.

- (c) When the Chair is required to decide a point of order the Chair must cite the applicable rule or authority if requested by another Member.

## **20. CONFLICT OF INTEREST**

- (a) If any Member declares a conflict of interest in relation to a specific matter being considered at any meeting, that Member must remove themselves from the meeting until deliberation on the matter for which they have declared a conflict of interest has concluded.
- (b) If a Member declaring a conflict of interest is attending and participating in a meeting by way of Electronic Means or other communication facilities, staff must temporarily remove that Member from the meeting.
- (c) The Chair must ensure that the Member who has declared a conflict of interest is not present at the meeting at the time of any vote on the matter.

## **21. VOTING**

- (a) Each Member present, including the Chair, shall have one vote.
- (b) If the meeting is held in person, voting will be conducted by raised hands.
- (c) If a Member is participating electronically, they must verbalize their vote.
- (d) A Member who abstains from voting or does not indicate how they vote is deemed to have voted in the affirmative.
- (e) A motion on a bylaw, resolution, or any other question is decided by a majority of the Members present unless specifically stated otherwise by this bylaw or a provision of the *Community Charter*.
- (f) A Member may request that recommendations be taken separately or together, and such a request will be at the discretion of the Chair.
- (g) When a question is called, all Members present are required to vote unless they have declared a conflict of interest.
- (h) The Chair must call for those in favour and those against.
- (i) If a motion receives equal votes for and against, it is defeated.
- (j) The Chair must call the result of the vote.

## **22. MOTIONS**

- (a) Motions must be moved and seconded before they may be debated or voted upon.

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

### **23. 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 Chair must not permit an amendment which negates the purpose of the main motion.
- (c) When a Member moves to amend a motion, the Chair must state the original motion followed by the amendment and then put the question of the amendment to Council.
- (d) If the amendment is seconded, debate proceeds on the amendment.
- (e) If the amendment is defeated, debate continues on the main motion as originally worded.
- (f) Members other than the Member who moved the defeated amendment, may submit amendments.
- (g) If the amendment is passed, debate continues on the amended motion.
- (h) The Chair must allow only one amendment to an amendment.
- (i) An amendment defeated by majority vote cannot be moved a second time.



- (j) The Chair must 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 Chair must state the motions and appendages in the following order:
  - (i) the secondary amendment;
  - (ii) the primary amendment to the main motion;
  - (iii) the main motion

## 24. **QUESTION PERIOD**

- (a) Members of the public addressing Council during question period at a Regular Council meeting must limit their inquiries to two minutes.
- (b) No more than ten minutes will be allocated to question period unless Council resolves to extend beyond that time.
- ~~(a)(c)~~ During question period, members of the public must limit their inquiries  
Inquiries must relate strictly to matters on that particular meeting's agenda.
- ~~(b)(d)~~ If a member of the public:
  - (i) speaks disrespectfully to or of any person;
  - (ii) refuses to abide by the provisions of this bylaw;
  - (iii) fails to adhere to time limits as specified by the Chair; or
  - (iv) disregards the authority of the Chair

the Chair may ask that person to withdraw their remarks, cease the offensive behaviour, stop speaking or vacate the speaker's podium and return to the public seating area.

- ~~(e)(e)~~ Participation by Electronic Means by members of the public during question period may be permitted at the discretion of the Chair and provided there are no technical issues with the Electronic Means that would prevent such participation.

## 25. **RECONSIDERATION**

- (a) The Mayor may require that Council reconsider a matter in accordance with section 131 of the *Community Charter*.
- (b) Subject to section 25(f), a Council Member may, at next meeting that immediately follows the meeting at which the matter was considered:
  - (i) move to reconsider a matter on which a vote has been taken, if that Council Member voted on the prevailing side; or

- (ii) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (c) Council must not discuss the matter referred to in section 25(b) unless a motion to reconsider that matter is passed.
- (d) A motion to reconsider is debatable.
- (e) If the motion to reconsider passes, the matter will be re-voted on as if the original vote had not taken place.
- (f) Council may only reconsider a matter that has not:
  - (i) had the approval or assent of the electors and been adopted;
  - (ii) already been the subject of a reconsideration either under section 25(a) of this bylaw or section 131 of the *Community Charter*; or
  - (iii) already been irrevocably acted upon.
- (g) A bylaw or resolution that is reaffirmed after reconsideration is as valid and has the same effect as it had before reconsideration.
- (h) A motion must not be reconsidered more than once at the same meeting except by unanimous consent of Members present.

## **26. RECESS AND ADJOURNMENT**

- (a) At any time while the meeting is in progress, any Member may make a motion to recess for a short period of time.
- (b) A motion to recess under section 26(a) must state the approximate time for which the meeting will be reconvened.
- (c) A motion to adjourn may be made at any time even while business is still pending. If a meeting has been adjourned while business is still pending, all pending business must be set aside and considered at the next meeting.
- (d) A motion to recess or adjourn is privileged, takes precedence over any pending question or business and is not debatable.

## **27. BYLAWS**

- (a) Bylaws to be considered by Council must be included in the prepared agenda.
- (b) A bylaw that is not included in the prepared agenda may only be introduced at a Council meeting by unanimous vote of Council.

## **28. READING AND ADOPTING BYLAWS**

- (a) Only the title and the intended object of the bylaw must be read by the Mayor or the Corporate Officer at first reading of the bylaw.
- (b) If a motion to introduce a bylaw fails or is not made and seconded, the bylaw is defeated and must not be brought forward as unfinished business on a subsequent agenda.
- (c) Amendments or debate are not permitted at first reading of a bylaw.
- (d) Second reading of a bylaw will consist of debate upon the general principles of the bylaw.
- (e) Every bylaw, other than an Official Community Plan or Zoning bylaw, must be adopted not less than one clear day after it has received third reading, unless the *Community Charter, Local Government Act* or any other applicable legislation directs otherwise.
- (f) Bylaws must contain the date of the readings, the date of adoption and the effective date if different from the date of adoption.
- (g) After third reading and before adoption, a bylaw can be changed, however, third reading must be repealed and the bylaw must be reconsidered and read a third time again.

## **29. COMMITTEE OF THE WHOLE MEETINGS**

- (a) At any time during a regular or special Council meeting, Council may resolve itself into a Committee of the Whole to consider specific matters.
- (b) In addition to section 29(a), a Committee of the Whole meeting may be scheduled:
  - (i) by Council resolution;
  - (ii) by the Mayor provided the Corporate Officer is given at least two days' written notice; or
  - (iii) by the Corporate Officer in consultation with the Mayor and Chief Administrative Officer.
- (c) For all Committee of the Whole meetings the Corporate Officer must give 24 hours' written notice of the date, time, place, and method of Electronic Means of the meeting:
  - (i) to Council Members by providing written notice via email; and
  - (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.

### 30. **COMMITTEE OF THE WHOLE MEETING PROCEDURES**

- (a) For a Committee of the Whole meeting, the Corporate Officer must prepare an agenda containing the specific purpose(s) for which the meeting was scheduled. A unanimous vote of Council Members present is required to permit any additional item(s) to be added to the agenda.
- (b) The Mayor must preside at the Committee of the Whole. If for any reason the Mayor cannot preside, the provisions of section 16 apply.
- (c) A quorum of Council is a quorum of the Committee of the Whole.
- (d) The rules of Council must be observed in the Committee of the Whole so far as may be applicable, except that:
  - (i) a seconder to a motion is not required;
  - (ii) a Council Member may speak any number of times to the same question; and
  - (iii) a Council Member must not speak for longer than a total of ten (10) minutes on any one question.
- (e) When all matters for consideration by the Committee of the Whole have been addressed, a motion to rise and report must be adopted. The Committee of the Whole, when it has partly considered a matter, may report progress and ask leave to sit again.
- (f) In resumption of regular Council business, the Chair of the Committee of the Whole must report to Council who may then resolve to either:
  - (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 of the Whole to sit again, the Committee of the Whole having reported progress after partial consideration of the subject.
- (g) A motion in the Committee of the Whole to rise without reporting is always in order and shall take precedence over any other motion.
- (h) A motion of Council to adopt the report of the Committee of the Whole constitutes ratification of the motions contained therein.

### 31. **COMMITTEE AND COMMISSION MEETINGS**



- (a) To the extent that business exists under a particular heading, the usual order of business at a Standing or Select Committee, or Commission meeting will be:
1. Call to Order
  2. Land Acknowledgement
  3. Introduction of Late Items
  4. Approval of Agenda
  5. Adoption of Minutes
  - 5-6. Delegations
  - 6-7. Items for Discussion
  - 7-8. Adjournment
- (b) Standing Committees and Commissions must consider, inquire into, report and make recommendations to Council on matters that are:
- (i) related to the general subject indicated by the name of the Standing Committee or Commission;
  - (ii) assigned by Council; or
  - (iii) assigned by the Mayor.
- (c) Select Committees must consider, inquire into, report and make recommendations to Council on all matters that are referred to the Select Committee by Council.
- (d) Committees and Commissions will develop Terms of Reference to submit to Council for approval.
- (e) Committee and Commission reports and recommendations to Council must be made at the next regular Council meeting:
- (i) in the case of a Standing Committee, unless otherwise specified by the Mayor;
  - (ii) in the case of a Select Committee, unless otherwise specified by Council; or
  - (iii) in the case of a Commission, unless otherwise specified by the Mayor or Council.
- (f) Upon completion of its assignment and submission of its final report to Council, a Select Committee is automatically dissolved.
- (g) Expressions of interest for Committees and Commissions will be advertised as required at the direction of Council. If at any time there is a vacancy on any Committee or Commission, applications will be accepted without a call for expressions of interest.

- (h) Standing Committee Chairs must be appointed by the Mayor.
- (i) Select Committee and Commission Chairs must be appointed by resolution of the Select Committee or Commission.
- (j) Individuals appointed to a Committee or Commission shall serve for a term of two (2) years. Individuals may only serve two (2) consecutive terms unless Council resolves to appoint an individual for an additional term in the event that there no other eligible candidates.
- (k) Standing Committee members wishing to resign from their appointment must submit a resignation in writing to the Mayor.
- (l) Select Committee and Commission members wishing to resign from their appointment must submit a resignation in writing to Council.
- (m) The Mayor is an ex-officio member of all Committees and is entitled to vote at all meetings thereof.
- (n) Council Members, other than the Council Member appointed to a Committee or Commission may attend Committee meetings but are not entitled to vote on any matter. The Committee or Commission may permit a Council Member attending under this section to participate in the discussion by majority vote.
- (o) A majority of voting members appointed to a Committee or Commission constitutes a quorum.
- (p) For all Committee and Commission meetings, the Corporate Officer must give 24 hours' written notice of the date, time, place, and method of Electronic Means of the meeting:
  - (i) to Members by providing written notice via email; and
  - (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.
- (q) Upon consideration of a report from a Committee or Commission, Council may resolve to either:
  - (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; or
  - (v) postpone action on the report.

- (r) Council will consider Committee and Commission work plans developed by staff in accordance with Council's Strategic Plan for approval annually. Any subsequent amendments to an approved work plan must be approved by Council.
- (s) Committees and Commissions will report to Council annually on their activities and work plan progress during the previous year.

### **32. MINUTES OF MEETINGS**

- (a) Minutes of all Council, Committee of the Whole, Committee and Commission meetings must be:
  - (i) legibly recorded;
  - (ii) certified correct by the Corporate Officer; and
  - (iii) signed by the Mayor, Chair or the Member who presided over the meeting.
- (b) Once adopted, minutes of all Council, Committee of the Whole, Committee and Commission meetings are the official record of those meetings.
- (c) Minutes of a Committee of the Whole meeting held independently of a regular Council meeting in accordance with section 29(b) of this bylaw must be included on the agenda of the next regularly scheduled Council meeting for adoption.
- (d) Minutes adopted by a Committee or Commission must be included on the agenda of the next regularly scheduled Council meeting for receipt.

### **33. PUBLIC HEARINGS**

- (a) Public Hearings are scheduled on a required basis by the Corporate Officer to occur:
  - (i) during a regular Council meeting; or
  - (ii) as a Public Hearing held independently of a regular Council meeting.
- (b) The order of business at a Public Hearing will be as follows:

1. Call to Order
2. Land Acknowledgement
- 2.3. [Declaration of Conflicts of Interest](#)
- 3.4. Introduction of the Bylaw
- 4.5. Report from Staff
- 5.6. Report from Applicant
- 6.7. Public Submissions

### 7.8. Close of Public Hearing

- (c) Written submissions received during the notice period will be added to the public record in their entirety, including the writer's civic address and name. Contact information including phone numbers and email addresses will be redacted.
- (d) Written submissions must be received by the Corporate Officer by no later than 4:00 pm on the day of the Public Hearing. Submissions prepared after this time must be presented at the Public Hearing.
- (e) Without limiting the Chair's authority to establish rules of procedure at a Public Hearing in accordance with section 465(3) of the *Local Government Act*, individuals speaking during the public submission portion of a Public Hearing must:
  - (i) state their name and address;
  - (ii) limit their remarks to matters of direct consequence to the proposed bylaw; and
  - (iii) not make a reply, rebuttal, or further submission without leave of the Chair.

### **34. SUSPENSION OF THE RULES**

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~~ a two-thirds majority vote of Council Members present.

### **35. IRREGULARITY**

The failure of Council to observe provisions of this bylaw and any associated policies will not affect the validity of motions passed or bylaws enacted by Council.

### **36. SEVERABILITY**

If any provision of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is not invalid will not affect the validity of the remainder of this bylaw.

### **37. REPEAL**

Village of Harrison Hot Springs Council Procedure Bylaw No. 1164, 2021 and all amendments thereto are hereby repealed in their entirety.

### 38. **READINGS AND ADOPTION**

- (a) This bylaw may not be amended, repealed or substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
- (b) In accordance with section 124(3) of the *Community Charter*, public notice was given on \_\_\_\_\_.

READ A FIRST TIME THIS 14<sup>th</sup> DAY OF \_\_\_\_, JANUARY 2025

READ A SECOND TIME THIS \_\_\_\_ 14<sup>th</sup> DAY OF \_\_\_\_, JANUARY 2025

READ A THIRD TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025

ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025

\_\_\_\_\_  
Fred Talen  
Mayor

\_\_\_\_\_  
Amanda Graham  
Corporate Officer







VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1215, 2024

**A bylaw to amend Indemnification Bylaw No. 1190, 2023**

---

**WHEREAS** the Village of Harrison Hot Springs has deemed it advisable to amend Indemnification Bylaw No. 1190, 2023;

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

1. This Bylaw may be cited for all purposes as Village of Harrison Hot Springs “Indemnification Amendment Bylaw No. 1215, 2024”.
2. Indemnification Bylaw No. 1190, 2023 is hereby amended by inserting the following after section 3(iv):

and;

(v) has not engaged in willful misconduct in respect of the matter.

3. Indemnification Bylaw No. 1190, 2023 is hereby further amended by inserting a new section after Section 4. SEVERABILITY as follows:

5. REPEAL

Village of Harrison Hot Springs Indemnification Bylaw No.760, 2000 is hereby repealed in its entirety.

**READINGS AND ADOPTION**

READ A FIRST TIME THIS 18<sup>th</sup> DAY OF DECEMBER 2024

READ A SECOND THIS 18<sup>th</sup> DAY OF DECEMBER 2024

RECONSIDERED AND READ A THIRD TIME THIS 13<sup>th</sup> DAY OF JANUARY 2025

ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025

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Fred Talen  
Mayor

---

Amanda Graham  
Corporate Officer





**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1218**

**A bylaw to provide for the abatement and control of noise**

---

WHEREAS section 8(3)(h) of the *Community Charter* authorizes local governments to, by bylaw, regulate, prohibit and impose requirements in relation to the protection and enhancement of the well-being of its community in relation to the matters referred to in section 64;

AND WHEREAS section 64(b) of the *Community Charter* authorizes local governments to exercise their authority under section 8(3)(h) in relation to noise, vibration or any other matter that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public;

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

**1. CITATION**

This Bylaw shall be cited as the Village of Harrison Hot Springs “Noise Bylaw No. 1218, 2025”.

**2. DEFINITIONS**

For the purposes of this bylaw:

“CAO” means the Village’s Chief Administrative Officer or their designate

“Commercial Zone” means a commercial zone as defined and expressed pursuant to the Village of Harrison Hot Springs Zoning Bylaw No. 1115, 2017 as amended from time to time

“Construction Noise” includes the erection, alteration, repair, relocation, dismantling, demolition and removal of a building, structural maintenance, painting, land clearing, earth moving, grading, excavating, the laying of pipe and conduit (whether above or below ground level), street building, concreting and the installation, alteration or removal of construction equipment, components and materials in any form or for any purpose, and includes any work being done in connection therewith

“Continuous Sound” means any Noise that takes place for more than three minutes in a fifteen minute period

"Noise" includes any continuous or non-continuous sound which disturbs or tends to disturb the peace, quiet, rest, enjoyment, comfort or convenience of the neighbourhood in which such sound is received, or, of any reasonable person in the vicinity of the source of such sound who receives such sound

"Power Equipment" means any equipment or machinery used in lawn and garden care or in building and property maintenance, and includes but is not limited to leaf blowers, edge trimmers, line trimmers, rototillers, lawnmowers, pressure washers, carpet cleaning equipment, and hand-operated power tools

"Residential Zone" means a residential zone as defined and expressed pursuant to the Village of Harrison Hot Springs Zoning Bylaw No. 1115, 2017

"Vehicle" means a device in, on or by which a person or thing is or may be transported or drawn on a highway except a device designed to be moved by human power

"Village" means the Village of Harrison Hot Springs

### **3. GENERAL REGULATION**

It shall be unlawful for any person or persons or the owner or occupier of any premises or of any real property or any person in charge thereof, to make or cause to be made or to allow or suffer to be made any Noise or sound which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity or of individuals or of the public.

### **4. PROHIBITION**

Without limiting the generality of section 3, the following conduct is specifically prohibited within the boundaries of the Village of Harrison Hot Springs:

- (a) The use of any radio, television, receiving set, musical instrument, megaphone, microphone or other sound amplification device, shouting, clamouring, banging or making similarly disruptive sounds, whether produced outdoors or from within a premises that can be heard outside.
- (b) The owning, keeping or harbouring of any animal, bird, or fowl which by its cries unduly disturbs the peace, quiet, rest, enjoyment or comfort of the surrounding neighbourhood or the public at large.
- (c) The operation of any power lawn mower or power equipment between 10:00 p.m. and 8:00 a.m. the following day.
- (d) The discharging into the open air of the exhaust of any stationary internal combustion engine, motor vehicle engine including a motorcycle engine, automobile engine, watercraft engine or other engine except through a muffler or other device which effectively prevents excessive noise therefrom;



- (e) The sounding of a horn or other signalling device upon an automobile, motorcycle, bus or other vehicle in motion except as a danger or warning signal;
- (f) The creation of any excessive Noise on any street, highway or lane adjacent to any school, institution of learning, or church while the same are in session;
- (g) The loading or unloading of any truck, wagon, or automobile in or upon any public or private place or premises in such a manner as to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity;
- (h) The continuous running of any stationary vehicle in any residential zone within the Village so as to disturb the peace, quiet, rest or enjoyment of the neighbourhood;
- (f) Construction Noise at any time on Sundays or on any day from Monday to Saturday between 10:00 p.m. and 8:00 a.m. the following day.

## **5. NOISE EXEMPTION PERMIT**

- (a) Where it is impossible or impractical to comply with this section, a person may, on the form and in the manner specified by the CAO, apply for a Noise Exemption Permit subject to any application fees as set out in Miscellaneous Fee Bylaw No. 1049, 2014 as amended from time to time.
- (b) If a Noise Exemption Permit is granted, the applicant must notify in writing all owners and occupiers within a 30 metre radius at least 48 hours in advance of the start of the exemption period. The notice must include the times, dates, location and general description of the activity subject to a Noise Exemption Permit.

## **6. EXCEPTIONS**

The provisions of this bylaw shall not apply to or be enforced against:

- (a) any vehicle or employee of the Village of Harrison Hot Springs while engaged in necessary public business;
- (b) any emergency response vehicle and the use of sirens or other warning instruments under the control of the Fire Department, a Peace Officer or Emergency Health Services personnel; or
- (c) any activity covered by any permit granted by the Village of Harrison Hot Springs.

## **7. PENALTIES**

- (a) This Bylaw is designated under the provisions of Section 260 of the *Community Charter* as a Bylaw that may be enforced by means of a ticket issued under the provisions of the Bylaw Notice Enforcement Bylaw.
- (b) Every person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw shall be deemed to be guilty of an offence under the Bylaw Notice Enforcement Bylaw.

## **8. SEVERABILITY**

If any provision of this bylaw is found to be invalid by a court of competent jurisdiction, that provision may be severed from the bylaw without affecting the validity of the remainder of the bylaw.

## **8. REPEAL**

Village of Harrison Hot Springs Abatement and Control of Noise Bylaw No. 474, 1987 and all amendments thereto are hereby repealed in their entirety.

READ A FIRST TIME THIS 13<sup>th</sup> DAY OF JANUARY 2025

READ A SECOND THIS 13<sup>th</sup> DAY OF JANUARY 2025

READ A THIRD TIME THIS 13<sup>th</sup> DAY OF JANUARY 2025

ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025

---

Fred Talen  
Mayor

---

Amanda Graham  
Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1217, 2025

**A bylaw to repeal the Village of Harrison Hot Springs “Littering, Dumping and Snow  
Bylaw No. 870, 2007”**

**WHEREAS** the Mayor and Council of the Village of Harrison Hot Springs has deemed it advisable to repeal the Village of Harrison Hot Springs “Littering, Dumping and Snow Bylaw No.870, 2007” as adopted October 15, 2007;

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

**CITATION**

1. This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Littering, Dumping and Snow Repeal Bylaw No. 1217, 2025”.

**REPEAL CLAUSE**

2. “Littering, Dumping and Snow Bylaw No. 870, 2007”, and all amendments thereto, in their entirety are hereby repealed, as of the date of this Bylaw’s adoption.

READ A FIRST TIME THIS 13<sup>th</sup> DAY OF JANUARY, 2025.

READ A SECOND TIME THIS 13<sup>th</sup> DAY OF JANUARY, 2025.

READ A THIRD TIME THIS 13<sup>th</sup> DAY OF JANUARY, 2025.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.

\_\_\_\_\_  
Fred Talen  
Mayor

\_\_\_\_\_  
Amanda Graham  
Corporate Officer