



PUBLIC INFORMATION PACKAGE

**Council Procedure Bylaw
No. 1216, 2025**

**Monday, March 3, 2025
7:00 P.M.**

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

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



December 20, 2021

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



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

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

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

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

1. CITATION

This Bylaw may be cited for all purposes as “Village of Harrison Hot Springs Council Procedure Bylaw No. 1164, 2021” and comes into effect on the date of adoption.

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

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

“Charter” means *Community Charter*;

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

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

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

“Councillor” means a Councillor of the Village of Harrison Hot Springs;

“Corporate Officer” means the Corporate Officer for the Village of Harrison Hot Springs appointed by Council or designate;

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

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

“In Camera meeting” means a meeting closed to the public;

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

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

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

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

“Municipal Hall” means Harrison Hot Springs Municipal Hall located at 495 Hot Springs Road, Harrison Hot Springs, British Columbia;

“Public Notice Posting Place” means the Village’s website at www.harrisonhotsprings.ca and all public notice bulletin boards’

“Village” means the Village of Harrison Hot Springs;

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

3. MEETINGS OF COUNCIL

- (a) Following the general local election, the first Council meeting shall be held on the first Monday in November in the year of the election;
- (b) After the inaugural meeting, regular meetings of Council shall be held on the first and third Mondays of each month, except for the months of July, August and September, when there shall only be one meeting per month and that meeting shall be on the second Monday of the month for those three months;
- (c) Where the regular meeting day of Council occurs on a statutory holiday, the regular meeting will take place on the day immediately following such holiday, or another date set by Council;
- (d) Regular Council meetings may:
 - (i) be cancelled by the Mayor or Council, provided that two consecutive meetings are not cancelled; and
 - (ii) be postponed to a different day, time, and place by the Mayor, provided the Corporate Officer is given at least two (2) days written notice.
- (e) Council meetings may be held at any venue within municipal boundaries.
- (f) Regular meetings of Council shall be held at 7:00 pm.
- (g) Regular meetings of Council must adjourn by 10:00 p.m. on the day scheduled for the meeting, unless Council resolves to proceed beyond that time;
- (h) Council and all of its Committees will ordinarily meet in person;

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

4. **AGENDA**

- (a) Prior to each regular meeting, the Corporate Officer shall prepare an agenda of all business to be brought before the Council at such meeting.
- (b) *Pursuant to section 127 of the Community Charter, the Corporate Officer must give public notice of the time, place and date of a Council meeting by way of:*
 - (i) *posting a notice at the public notice posting places stating the way in which the meeting will be conducted either in person or by means of electronic or other communication facilities indicating the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public. (AB#1173)*
 - (ii) provide a complete Council Agenda package to each member of Council.

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

disposed of at the next meeting of the Council or Committee under that particular heading.

5. OPENING PROCEDURES

- (a) The Mayor shall take the chair and call the members to order as soon after the hour of meeting when a quorum is present.
- (b) The Deputy Mayor shall take the chair and call the members to order in case the Mayor does not attend within 15 minutes after the time appointed for a meeting; or if the Deputy Mayor is absent, the Corporate Officer shall call the members to order and, if a quorum is present, the members shall appoint an Acting Mayor who shall preside during the meeting or until the arrival of the Mayor.
- (c) Should there be no quorum within 15 minutes after the time appointed for the meeting, the Corporate Officer shall ensure minutes of the meeting are recorded with the name of the members present and if quorum is lost due to means of electronic communication or technology issues, the meeting shall stand adjourned until another meeting is held, where items on the agenda shall be added to the next meeting's agenda.

6. RULES OF CONDUCT AND DEBATE

- (a) The Council Code of Conduct Policy applies to all Council bodies;
- (b) Every member shall address the Chair before speaking to any question or motion;
- (c) The Mayor will be addressed as "Your Worship" or "Mayor [surname]"
- (d) Councillors will be addressed as "Councillor [surname]." If a Councillor is Chairing a meeting, they may be addressed as "Chair" or if the Mayor is absent, they may be addressed as "Deputy Mayor [surname]"
- (e) No member shall:
 - (i) speak disrespectfully of the reigning sovereign, a member of the Royal Family, the Governor General, or a Lieutenant Governor;
 - (ii) use offensive words in Council or against any member thereof;
 - (iii) speak beside the question in debate or reflect upon a vote of the Council, except for the purposes of moving that the vote be rescinded;
 - (iv) leave his seat or make any noise or disturbance while a vote is being taken and until the result is declared;
 - (v) interrupt a member who is speaking, except to raise a point of order;
 - (vi) disobey the rules of the Council or disobey the decision of the Mayor or presiding member on points of order or practice, or upon the interpretation of the Rules of Council by the Mayor or presiding member, except any member shall have the right of appeal against the Chair as provided for in the *Charter*.

- (f) If any member takes an action prohibited, the member shall be ordered by a majority vote of the Council or on the order of the Mayor or presiding member to leave their seat for that meeting, and in the case of their refusing to do so, may, on order of the Mayor or presiding member, be removed from the meeting by a Peace Officer.
- (g) However, if a member offending subsection 6(f) apologizes to the Council, the Council may, by majority vote, permit them to resume their seat.
- (h) No member may speak more than once to the same question without leave of the Council, except to explain a material part of their speech which may have been misconceived, and in doing so the member may not introduce new information.
- (i) A member who has made a substantive motion to the Council shall be allowed to reply, but not a member who has moved an amendment.
- (j) The Mayor or presiding member, or any member through the Mayor or presiding member, may call a point of order to a member who is speaking. When such action is taken, the Mayor or presiding member shall immediately suspend debate and the member in question shall refrain from speaking until the Mayor or presiding member determines the point of order.
- (k) After a question is finally put by the Mayor or presiding member, it shall be conclusive and no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.
- (l) A member of Council may, by right, require the motion under discussion be read for informational purposes at any period of the debate, but not so as to interrupt any member speaking.
- (m) No member shall speak to any motion or in reply for longer than five minutes, without leave of the Council except the mover of a motion shall be allowed to reply to the motion for up to three minutes and close the debate.
- (n) If the Mayor or presiding member desires to leave the chair for purposes of taking part in a debate or otherwise, he shall call upon the Deputy Mayor or, in the absence of the Deputy Mayor, another member of Council to take the chair until the Mayor or presiding member resumes the chair.
- (o) A Council member or former Council member must, unless specifically authorized otherwise by Council:
 - (i) keep in confidence any record held in confidence by the Village, until the record is released to the public as lawfully authorized or required; and
 - (ii) keep in confidence information considered in any part of an In Camera Council, COW or committee meeting, until the Council, COW or committee discusses the information at a meeting that is open to the public or releases the information to the public.

7. **CONFLICT OF INTEREST**

- (a) Should a member of Council or as a member of a Council Committee, deem to have a direct or indirect pecuniary interest in any matter before a meeting, he shall verbally declare such a conflict, state the general nature that this is to be the case and remove himself from the meeting.
- (b) *If a member of Council is attending and participating in a meeting by way of electronic means or other communication facilities and the member declares a conflict of interest, the Corporate Officer will have the member temporarily removed from the meeting by disconnecting and placing the member in the virtual waiting room. (AB#1173)*
- (c) The Mayor/Chair or presiding member of the Council or as a member of a Council Committee at meetings, must ensure that the member is not present at the meeting at the time of any vote in respect of the matter.

8. **VOTING**

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

9. **MOTIONS**

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

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

10. AMENDMENTS TO MOTIONS

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

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

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

11. **BYLAWS**

- (a) The Corporate Officer shall have every proposed bylaw prepared before it is considered by Council and every member shall be given a copy at least 24 hours prior to the meeting of Council, or all Council members unanimously agree to waive this requirement.
- (b) Only the title and the intended object of the Bylaw shall be read by the Mayor, presiding member or Corporate Officer at first reading of the Bylaw.
- (c) If a motion to introduce a Bylaw fails or is not made and seconded, the Bylaw shall be considered defeated and shall be removed from the agenda and shall not be brought forward as unfinished business on a subsequent agenda.
- (d) The Mayor or presiding member shall not allow any amendments or debate at first reading of a Bylaw.
- (e) Second reading of the Bylaw shall consist of debate upon the general principles of the Bylaw.
- (f) Every Bylaw other than an official community plan or zoning bylaw, shall be adopted not less than one clear day after it has received third reading, unless the *Community Charter* or any other *Act* directs otherwise.
- (g) Where the *Charter* or *Local Government Act* requires that a Public Hearing be held, it shall be held after first reading and before third reading of the Bylaw.
- (h) Subject to section 135(3) of the *Community Charter*, three readings may be given on the same day, however, section 477 and 480 of the *Local Government Act* provides that Council may adopt an official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
- (i) The Corporate Officer shall endorse upon every Bylaw, the date of the readings, the effective date and the date of adoption.
- (j) A Bylaw is not valid unless it has been given three readings and has then been adopted by the Council, pursuant to the *Community Charter*.
- (k) A Council member may request that the whole or any part of the Bylaw shall again be read before the motion for reconsideration and adoption is put.
- (l) Upon reconsideration, the bylaw may be approved or rejected.

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

12. DELEGATIONS

- (a) No person or group of persons wishing to appear before Council may do so unless the Corporate Officer has first been provided a written application prior to 12:00 noon on the Wednesday before the meeting to be included on the agenda and attendance is approved by the Mayor.
- (b) Council will not hear from more than two delegations at a single meeting, unless expressly authorized by the Mayor
- (c) A delegation shall appoint a speaker or, upon a vote of the majority of Council members present at a meeting, more than one speaker.
- (d) The Mayor or presiding member shall allow up to 10 minutes for the presentation and may be extended by a majority vote of Council.
- (e) Council reserves its authority in whole or in part to not deliberate on any matters presented at a delegation until the subsequent meeting.

13. PETITIONS

- (a) Council may dispose of a petition or submission at the meeting, refer the subject matter to staff or a Committee, or take such other action as it deems expedient.
 - (i) A petition presented to Council shall legibly include the subject matter and date of the petition on each page.
 - (ii) A petition presented to Council must include the full name, signature, and physical address of each petitioner.
 - (iii) In the case of a corporation, it is required that the signature on a petition include written authority signed by a Director of the corporation under the corporate seal.

14. MINUTES OF MEETINGS

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

15. **SPECIAL MEETINGS OF COUNCIL**

Except as Council otherwise resolves and, in any event, only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a Special Council meeting shall be:

1. Call to Order
2. Introduction of Late Items
3. Approval of Agenda
4. Delegations
5. Reports from Staff
6. Bylaws
7. Question Period (Pertaining to Agenda Items Only)
8. Adjournment

(a) *Except where notice of a special meeting is waived by unanimous vote of all Council members under Section 127 (4) of the Community Charter, at least twenty-four hours before a special meeting of Council the Corporate Officer must give advance notice of the special meeting in accordance with Section 127 (2) of the Community Charter by:*

- (i) *posting a notice at the public notice posting places stating the way in which the meeting will be conducted either in person or by means of electronic or other communication facilities indicating the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public; and a designated municipal officer must be in attendance at the specified place.*

AB#1173

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

(a) **Public Information Meetings**

- (i) At least 24 hours before a Public Information Meeting, the Corporate Officer shall give public notice of the time, place and date of the meeting by way of posting a notice at the public notice posting places.

17. **ATTENDANCE OF PUBLIC AT MEETINGS**

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

18. **COMMITTEE OF THE WHOLE**

Except as Council otherwise resolves and, in any event, only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a Committee of the Whole shall be:

1. Call to Order
 2. Introduction of Late Items
 3. Approval of Agenda
 4. Items for Discussion
 5. Adjournment
- (a) A quorum of the Council is quorum for the Committee of the Whole.
 - (b) A meeting of the Committee of the Whole may be called at any time by the Mayor.
 - (c) At least twenty-four hours before a meeting of the Committee of the Whole, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting an agenda at the public notice posting places;
 - (d) During a Regular Council meeting, Council may, by resolution, resolve itself into the Committee of the Whole to consider specific matters.
 - (e) The Mayor shall preside at the Committee of the Whole, unless the Council appoints another member of Council to preside.
 - (f) The rules of the Council shall be observed in the Committee of the Whole so far as may be applicable, except that;
 - (i) the number of speeches by a member to any question shall not be limited;
 - (ii) no member shall speak for a longer total time of five minutes to a question; and
 - (iii) a seconder to a motion is not required.
 - (g) A record will be recorded of how members voted.
 - (h) A motion in the Committee of the Whole to rise without reporting, or that the Chair of the Committee leave the chair, is always in order and shall take precedence over any other motion.
 - (i) Debate on a motion referred to in Section 18(f) shall be allowed, but no member shall speak more than once to the motion and, on further vote, shall be considered disposed of in the negative, and the Chair of the Committee of the Whole shall resume the Chair and proceed with the next order of business.
 - (j) When all matters referred to the Committee of the Whole have been considered, a motion to rise and report shall be adopted. The Committee, when it has partly considered a matter, may report progress and ask leave to sit again. In

resumption of regular Council business, the Chair of the Committee of the Whole shall report to the Council and the Council may:

- (i) adopt the report;
 - (ii) reject the report;
 - (iii) adopt the report with amendments;
 - (iv) refer the subject matter for further consideration, either in part or in whole;
 - (v) postpone action on the report; or
 - (vi) approve the request of the Committee to sit again, the Committee having reported progress after partial consideration of the subject.
- (k) A resolution at a Regular meeting of Council to adopt minutes of a Committee of the Whole meeting shall constitute ratification of all motions therein. Issues are finalized and authorized once the Council has passed the resolution to adopt.

19. STANDING AND SELECT COMMITTEES AND COMMISSIONS

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

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

(a) Standing Committees

- (i) The Mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees;
- (ii) At least half of the members of a standing committee must be Council members;
- (iii) Subject to 19(a)(i), persons who are not Council members may be appointed to a standing Committee.
- (iv) The Mayor shall designate one member of each Committee to act as Chair and the Chair will be entitled to one vote.
- (v) The Mayor shall be an ex-officio member of all Committees and be entitled to vote at all meetings thereof.
- (vi) Members of Council, other than members appointed to a Standing Committee, may attend the meetings of a Standing Committee and shall not be allowed to vote, but may, with the consent of the Committee, be

allowed to take part in any discussion or debate by permission of a majority vote of the members of the Committee.

- (vii) A majority of voting members appointed to a Standing Committee shall constitute a quorum.
- (viii) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the Committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor;
 - (d) as required by Council or the Mayor, or at the next Council meeting, if possible, if the Council or Mayor does not specify a time.

(b) Select Committees

- (i) Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.
- (ii) At least one member of a select committee must be a Council member;
- (iii) Subject to 19(b)(i), persons who are not Council members may be appointed to a select committee.
- (iv) The Mayor shall designate one member of each Committee to act as Chair and the Chair will be entitled to one vote.
- (v) The Mayor shall be an ex-officio member of all Committees and be entitled to vote at all meetings thereof.
- (vi) A Select Committee shall, upon completion of its assignment and upon submission of its final report to the Council, be automatically dissolved.
- (vii) A majority of voting members appointed to a Select Committee shall constitute a quorum.
- (viii) Select Committees must consider, inquire into, report and make recommendations to Council about the matters referred to the committee by the Council;
- (ix) Select Committees must report and make recommendations to Council at the next Council meeting, if possible, unless Council specifies a different date and time.

(c) Commissions

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

20. INCOMING CORRESPONDENCE

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

21. **REPORTS**

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

22. **UNPROVIDED CASES**

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

23. **SUSPENSION OF RULES**

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

24. **SEVERANCE CLAUSE**

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

25. **GENDER NEUTRAL**

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

26. **REPEAL**

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

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

In Compliance with section 124(3) of the *Community Charter*, public notice was given May 7, 2021 and May 14, 2021 in accordance with section 94 of the *Community Charter*.

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

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

"Leo Facio"
Mayor

"Debra Key"
Corporate Officer

Village of Harrison Hot Springs

Council Procedure Bylaw

January 15, 2025



1

Required Elements

Community Charter section 124



01

**General procedure
for Council &
Committee
meetings**

02

**Procedure for
public notice of
time, date & place
of Committee
meetings**

03

**Provide for
minute taking
and certification**

04

**Identify public
notice posting
places**

2

Required Elements

Community Charter section 124

05

Procedure for designating a Council member to act in place of the Mayor

06

Set a first regular council meeting date within the first 10 days of November

07

Procedure for passing resolutions & adopting bylaws

08

Notice given to the public describing proposed changes

Optional

Allow for electronic meetings



3

Council Resolution

October 12, 2023 Special /COW Meeting:

THAT staff report back to council with a new procedure bylaw for a small Village.

4



Council Resolution


April 3, 2024 Regular Council Meeting:

Adopted Committee recommendations to direct staff to develop a policy regarding reporting structure between staff, Committees, Commissions and Council

5

Council Comments

October 12, 2023 COW Meeting

- New Business does not provide adequate notice
 - Add opening/introductory remarks from the Mayor after the Call to Order
 - Remove Bylaws from the Consent Agenda
 - How to address Committee recommendations
 - Length of time spent on Councillor Reports
 - Move Reports from Staff further up
 - Public questions at the start vs. the end
 - Public input at COW meetings
- 

6

Council Comments

October 12, 2023 COW Meeting

- Timing of agenda release vs. deadline to apply as a delegate
- Meaning of "Speaking beside the question"
- Developers attending as delegates
- Receiving notice of a meeting by email
- Lack of detail for Public Information Meetings
- Confidential mail to Council members
- Removal of section 21 Reports submitted through the CAO
- Specify most current edition of Robert's Rules of Order



7

Comparables

Population from 2021 Census Data

100 Mile House, Fruitvale, Lumby, Ucluelet,
Logan Lake, Chetwynd, Lillooet, Anmore, Port
McNeill



1,928 – 2,356

Harrison Hot Springs



1,905

Barriere, Warfield, Ashcroft, Keremeos



1,608 – 1,765

Procedure Bylaw Guide: For B.C.'s Local Governments, 2022
Working Group on Responsible Conduct – UBCM, LGMA and Ministry of Municipal
Affairs joint initiative

8

Procedure Bylaws

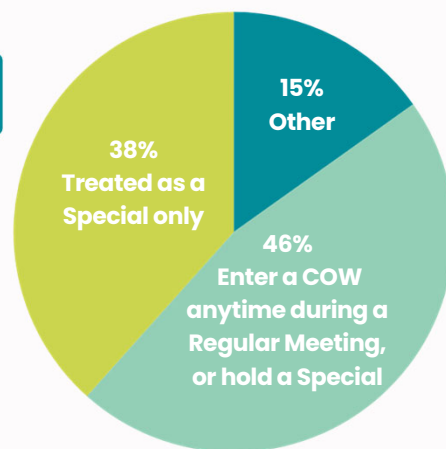
- All local governments in B.C. are bound by the requirements of the *Community Charter*
- All require rules of procedure, regardless of size



9

1 Committee of the Whole

- Relax the usual rules of debate to allow for less formal discussion
- Separate meeting vs. Special into a COW
- Commonly lacks a question period
- Well-used by Council to discuss in-depth
- Current Special Agenda is prescriptive



- Both
- Other
- Own Meeting



Proposed Bylaw:

Enter a COW anytime or treat as a separate meeting with flexible agenda

10

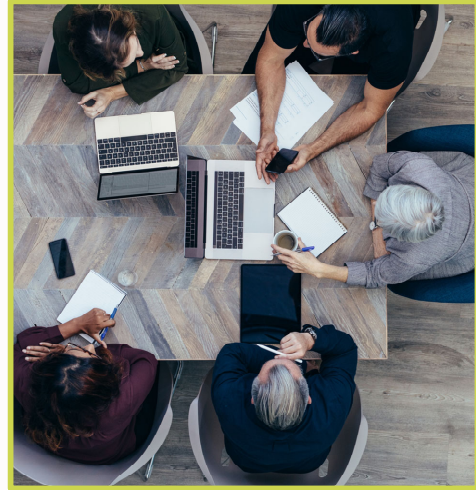
2 Closed Meetings

- No mechanism for holding a closed meeting besides what is outlined in the Community Charter
- Incorporate into regular order of business vs. remain silent



Proposed Bylaw:

Incorporates Closed Sessions into regular order of business at the end



11

3 Agenda Preparation

- In nearly all cases, the municipal staff member responsible for corporate administration prepares the agenda
- **Council** ultimately sets the agenda when approved by resolution
- Changes once approved may only be made by two-thirds majority



Proposed Bylaw:

Staff Continue to prepare the agenda



12

4 Question Period Timing

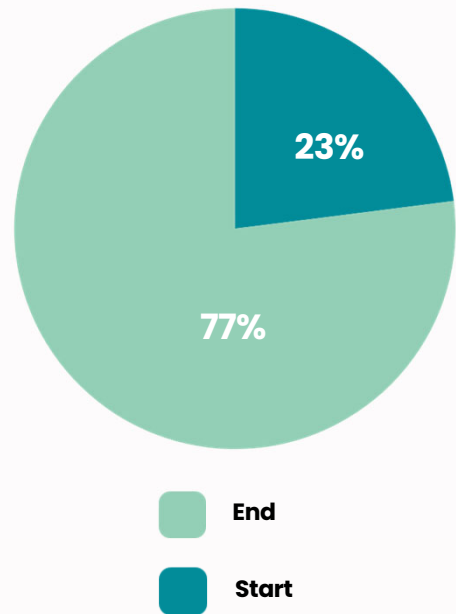
At the Start

PROS

- Questions can be asked before Council considers a matter, potentially leading to a more informed discussion
- More meaningful engagement
- Allows for people who cannot stay for the whole meeting to engage with Council

CONS

- Lengthy start to the meeting
- May be rushed if there is a large agenda to follow
- Contentious topics can start the meeting off on an adversarial note



4 Question Period Timing

At the End

PROS

- May allow for more comprehensive answers once all agenda items have been covered
- Questions the public had may be addressed during discussion of agenda items
- Public can ask questions about comments made by Council during discussion of an item

CONS

- The public may not feel heard asking a question after a decision has already been made
- Can be rushed if the meeting has already been lengthy

5 Question Period Timing

Mitigating Factors

- Accessible Mayor and Council via email and/or regular office hours
- Mayor's right to reconsideration under the Community Charter and prevailing Council member's right under new Bylaw

Alternative: Have it at the start with a two-minute time limit.



Proposed Bylaw:

Keep question period at the end of the agenda



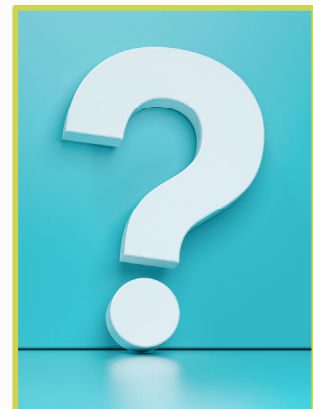
6 Question Period Parameters

- Varies widely amongst comparables, ranging from none, to discretion of the Chair, to strict timelines
- Proposed bylaw:
 - Separate section for question period
 - Grants more authority to the Chair
 - Allows for electronic participation
- Council could add time limits per speaker and total



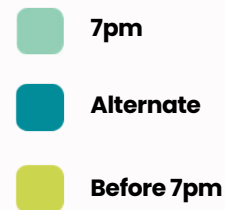
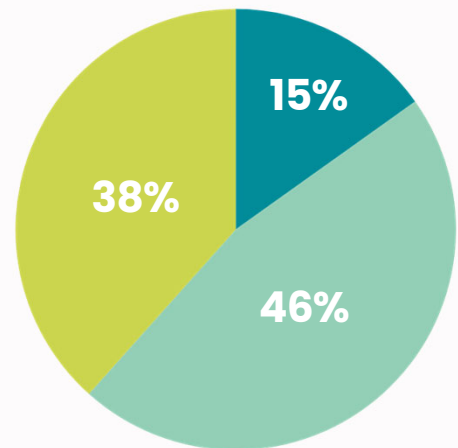
Proposed Bylaw:

Set parameters around question period and allow for Zoom questions



7 Start Time

- Evening meetings can be beneficial for people who work during the day, but challenging for others
- Alternating can be a solution, but a bit more administrative work
- Incorporating closed sessions and Public Hearings as required into the regular order of business will add to the length of some meetings



Proposed Bylaw:

Start Regular Council Meetings at 5 p.m.

8 Notice of Motion

- Formal process for Council members to bring a matter to Council's attention
- Provides advance notice to the rest of Council to thoroughly consider a motion
- Encourages well thought-out and clear motions which help staff act on them if passed



Proposed Bylaw:

Add Notice of Motion provisions

9 Cancelling Meetings

- Current bylaw allows the Mayor or Council to cancel a meeting
- Most comparables allow Council to cancel a meeting by resolution, and the Mayor only to postpone to another specified time and date
- Allowing Council to cancel and Mayor to postpone provides a check and balance system
- Proposed bylaw also formalizes notice requirements for postponed or cancelled meetings



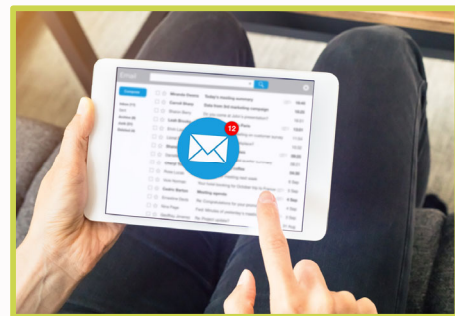
Proposed Bylaw:

Allow Council to cancel and Mayor to postpone

19

10 Email Notice

- Currently, notice of meetings must be hand-delivered to Council's mailboxes
- This practice can continue but does not need to be required by bylaw
- Email is commonly used and accepted as a suitable means of notification



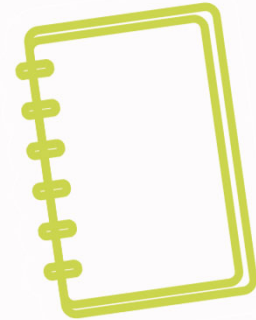
Proposed Bylaw:

Allow for notice of meetings to members by email

20

11 Consent Agenda

- Subjective and made redundant by other sections of the agenda (Bylaws, Committee Reports, etc.)
- Cumbersome to pull something out of consent agenda to speak to it
- Uncommon amongst comparables



Proposed Bylaw:

Remove consent agenda

21

12 Correspondence

- Comparable bylaws speak very little to correspondence and how it will be processed
- Process seems to vary widely across municipalities
- “Confidential” correspondence is still subject to FOIPPA if it relates to Village business
- Kelowna, Burnaby, Maple Ridge, Nanaimo have separate policies
- Formalizes existing practices ensuring consistency



Proposed Bylaw:

Direct staff to draft a separate Correspondence Policy

22

13 Delegations

- Current bylaw requires the Mayor to approve attendance
- Comparables delegate that duty to the Corporate Officer
- Allow delegates to attend Council, COW, Committee and Commission meetings
- Provide more discretion to the Corporate Officer for scheduling
- Put parameters in place surrounding subject matter



Proposed Bylaw:

Expanded delegation section with flexibility for scheduling



23

14 Point of Order

- Very common amongst comparables to have a Point of Order section with wording that requires the Chair to apply the correct procedure regardless of whether a Point of Order is raised
- Clarify that a Point of Order is always in order and takes precedence
- Require the Chair to cite the applicable rule or authority upon request



Proposed Bylaw:

Expanded Point of Order under a separate section matching the *Charter*



24

15 Reconsideration by Councillors

- Charter allows Mayor to require reconsideration
- Current bylaw does not speak to reconsideration by Council Members, but Robert's Rules does
- 70% of comparables have this provision
- Restrictions:
 - Had to have voted on the prevailing side
 - Must be done at the next meeting
 - Can't be reconsidered more than once at the same meeting



Proposed Bylaw:

Allow members on prevailing side to move to reconsider a meeting at the next meeting only

25

16 Public Hearings

- No current policy on Public Hearings, all dealt with in accordance with the LGA
- The Chair has legislative authority to establish procedures at the hearing
- An order of business for Public Hearings provides consistency
- Add parameters for how written correspondence will be handled



Proposed Bylaw:

Incorporate general procedures for conducting a Public Hearing, allows them to be held during a regular meeting



26

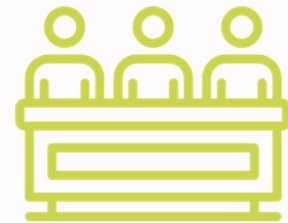
17 Committees & Commissions

- New provisions for appointing Chairs
- Addition of two year terms, limited to two consecutive terms
- Resignation and expression of interest posting provisions
- Requirement for Committees to develop work plans and report annually on progress, in addition to any regular reports
- Terms of Reference to be approved by Council



Proposed Bylaw:

Expanded Committee and Commission section



27

Main Differences

Previous Bylaw

Deputy Mayor nominated by the Mayor, appointed by Council

Public Notice Posting Place defined as notice boards and website

Mayor can cancel a regular meeting



New Bylaw

Deputy Mayor appointed by Council

Removed website from definition in order to comply with alternative public notice bylaw requirements, but the requirement to post notice on the website is still required throughout the bylaw

Only Council may cancel a regular meeting, Mayor may only postpone

28

Main Differences

Previous Bylaw

No provision for notice of cancelled or postponed meeting

Meetings may be held anywhere in the Village

No deadline for adopting the annual regular meeting schedule



New Bylaw

Provisions for notice requirements of cancelled and postponed meetings

Meetings will be held at Memorial Hall or Village Office unless Council resolves otherwise

Must be adopted by December 31

Main Differences

Previous Bylaw

Regular meetings start at 7pm and must end at 10pm unless Council resolves otherwise

Members must use the software specified by the Village

No provision for notice of regular council meetings other than as required by the Charter



New Bylaw

Regular meetings start at 5pm and must end at 9pm unless Council resolves otherwise

Members must use the **platform** specified
Members attending electronically must advise the Chair and CO in advance

Provisions for notice requirements if the regular meeting schedule is changed

Main Differences

Previous Bylaw

Notice of meetings to members must be to their mailboxes



New Bylaw

Notice of meetings to members must be by email

Limited deputy mayor provisions in the definitions section



Incorporate rotational basis, take Acting Mayor definition out and move it into the Deputy Mayor section

Not compliant with the Community Charter notice requirements for electronic means



Compliant, stipulates that meeting notices must contain information about electronic attendance
Clarified conflict of interest process during electronic participation

Main Differences

Previous Bylaw

Prescriptive special meeting agenda order of business



New Bylaw

Flexible special agenda order of business

Nothing about amending something previously adopted



Requires something previously adopted to be amended by two thirds vote

Must wait 15 minutes if the Chair is not present at the start of the meeting



If the Chair notifies the CO in advance, the meeting may start on time

Main Differences

Previous Bylaw

Mayor can add any type of late item, Councillors can only add new business



New Bylaw

Anyone can add any type of late item

No Notice of Motion provisions



New Notice of Motion section

Delegation acceptance at Mayor's discretion



Discretion given to CO, parameters around acceptable subject matter, allow for delegations at COW, Committee and Commission meetings

Main Differences

Previous Bylaw

Limited petition parameters



New Bylaw

Petitions must be legible and cannot be offensive

Chair of Committee and Commission meetings may expel people who are disrespectful, interrupting others etc.

Member may speak more than once to the same question at the leave of Council



Changed it to leave of the Chair

Limited Point of Order provisions



New section, requires Chair to cite the authority if requested and apply correct procedure regardless of a Point of Order being raised

Main Differences

Previous Bylaw

No parameters around
question period



Allows Chair to ask people to stop talking if
they are being disrespectful or not adhering to
a time limit set by the Chair, or disregarding
their authority

Allows for electronic participation

No provision for reconsideration
by Council members



Council members who voted on the
prevailing side may request
reconsideration at the next meeting

No recess provision



Anyone can request a recess at any
time but must state a time to
reconvene,

35

Main Differences

Previous Bylaw

Committee of the Whole
confusing



Clarifies when a COW meeting may
be held, who can schedule it, flexible
agenda

Can only speak to an item for a
total of five minutes at a COW



Increased to ten minutes

Adoption of COW mins constitutes
ratification



Adoption of COW report constitutes
ratification

36

Main Differences

Previous Bylaw

Limited Committee and
Commission provisions



New Bylaw

Terms of Reference, annual work
plans and annual reports need to be
approved by Council



Resignations must be made in writing
to the person or body that appointed
the member, 2 year terms



Committee minutes must be included on
the next RCM agenda once adopted

37

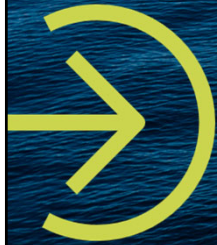
Closing Comments

Reliance on the Chair



- All Council Procedure Bylaws must rely on the Chair to uphold the provisions of the Community Charter and the Bylaw
- Limited options to challenge the Chair given the language of section 116(2)(c) of the Community Charter
- Built into the rest of the Bylaw

38



Next Steps

Recommendations:

- 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 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.

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

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, 202X”.

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.

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 at Council Chambers located 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 5:00 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
 3. Public Hearing (if required)
 4. Introduction of Late Items
 5. Approval of the Agenda
 6. Adoption of Minutes
 7. Business Arising from the Minutes
 8. Delegations and Petitions
 9. Correspondence
 10. Business Arising from Correspondence
 11. Reports from Councillors
 12. Report from Mayor
 13. Reports and Minutes from Committees and Commissions
 14. Reports from Staff
 15. Bylaws
 16. New Business
 17. Question Period (pertaining to agenda items only)
 18. Closed Session (if required)
 19. 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 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 13(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) 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.
- (c) If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to the Chair for their consideration.
- (d) 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) Only two delegations will be permitted at a single meeting unless otherwise authorized by the Chair.

- (f) A delegation presentation is limited to ten minutes which may be extended by majority vote of Members present.
- (g) 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.
- (h) Delegations must appoint one (1) speaker unless otherwise authorized by the Chair.
- (i) 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) 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) During question period, members of the public must limit their inquiries strictly to matters on that particular meeting's agenda.
- (b) 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.

- (c) 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) 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
 - 6. Items for Discussion
 - 7. 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.
- (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
3. Introduction of the Bylaw
4. Report from Staff
5. Report from Applicant
6. Public Submissions
7. 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 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 ____ DAY OF ____, 2025

READ A SECOND THIS ____ DAY OF ____, 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. 1216

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

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, 202X".

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.

Commented [AG1]: Same as Bylaw No. 1164

Commented [AG2]: Removed definitions for Acting Mayor, In-Camera Meeting and Motion

Commented [AG3]: New

Commented [AG4]: Same as Bylaw No. 1164

Commented [AG5]: Clarified wording, same meaning as in Bylaw No. 1164

Commented [AG6]: Expanded definition

Commented [AG7]: Clarified wording, same meaning as in Bylaw No. 1164

“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.

Commented [AG8]: New additions

“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.

Commented [AG9]: New definition, removed the Mayor nomination

“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.

Commented [AG10]: New additions

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

Commented [AG11]: Same as Bylaw No. 1164

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

Commented [AG12]: Changed the definition to differentiate from Council Members

“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 Act*.

Commented [AG13]: New additions

“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.

Commented [AG14]: Specified the locations of the bulletin boards and removed the Website from this definition, however, notice of meetings must still be posted to the website

“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.

Commented [AG15]: New addition

“Village” means the Village of Harrison Hot Springs.

Commented [AG16]: Same as Bylaw No. 1164

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

Commented [AG17]: Changed it from “Municipal Hall” to Village Office, to differentiate from Memorial Hall

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

Commented [AG18]: Same as Bylaw No. 1164

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*.

Commented [AG19]: New wording but similar to sec 19(e) of Bylaw No. 1164

Commented [AG20]: New wording but similar to sec 22 of Bylaw No. 1164

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.

Commented [AG21]: Updated wording but same meaning as section 3(a) of Bylaw No. 1164

Commented [AG22]: New

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.

Commented [AG23]: Same as sections 3(b) and (c) of Bylaw No. 1164

Commented [AG24]: New, similar to Warfield, Lillooet, Ashcroft, removing Mayor's ability to cancel and allowing only for a specified postponement

Commented [AG25]: New, similar to Ucleulet, some provisions for notice of cancelled/postponed meetings

6. TIME AND LOCATION OF MEETINGS

- (a) All Council meetings must take place at Council Chambers located 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 5:00 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.

Commented [AG26]: This section was previously encompassed in sec 3 of Bylaw No. 1164

Commented [AG27]: New, similar to Warfield, current wording in Bylaw No. 1164 permits the same thing

Commented [AG28]: New - timeline for adopting a regular schedule, which is common, and new start time due to incorporating more items into regular order of business

Commented [AG29]: Same as section 3(h) of Bylaw No. 1164

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

Commented [AG30]: New Wording - Ucleulet, Warfield, 100 Mile House, Lillooet, Ashcroft

Commented [AG31]: From VHHS current bylaw

Commented [AG32]: New

Commented [AG33]: This section is from VHHS current bylaw but changed software to platform

achieved within fifteen (15) minutes, the meeting will be reconvened at a later date and public notice will be posted as soon as possible.

Commented [AG34]: Same as sections 3 (o) and (p) of Bylaw No. 1164

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.

Commented [AG35]: New section, deadline for adopting a regular schedule and provisions for notice of changes to that schedule

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.

Commented [AG36]: Currently located in sec 15(a) of Bylaw No. 1164 but uses more concise language, requires that electronic means be specified and allows for email notice to Council instead of hardcopies

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.

Commented [AG37]: Located in nearly all comparables and formalizes a process that is already taking place

Commented [AG38]: This is a change from nominated by the Mayor which is uncommon amongst comparables

Commented [AG39]: New, but similar to the definition of "Acting Mayor" in Bylaw No. 1164

Commented [AG40]: New, mirrors the wording of sec 130(c) of the Charter

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:

Commented [AG41]: Same provision as in section 4(a) of Bylaw No. 1164 with clarified language

- (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.

Commented [AG42]: Currently located in section 4(b) of Bylaw No. 1164, allows for email instead of hardcopy

Commented [AG43]: Community Charter requirement

Commented [AG44]: Same as section 4(e) of Bylaw No. 1164

Commented [AG45]: Lillooet

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:

Commented [AG46]: Same wording as in section 4(h) of Bylaw No. 1164

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

Commented [AG47]: New order of business that incorporates Land Acknowledgement, Public Hearings, removes the Consent Agenda, Separates Reports from Councillors from Reports from Committees, incorporates Closed Session if required

- (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 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.

Commented [AG48]: New, similar to Fruitvale, provides flexibility for a special agenda and removes the mandated order of business in sec 15 of Bylaw No. 1164

Commented [AG49]: New, this is consistent with Robert's Rules on amending something previously adopted

Commented [AG50]: Currently located in sec 4(i) of Bylaw No. 1164

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.

Commented [AG51]: Currently located in sec 5(a) of Bylaw No. 1164

Commented [AG52]: New, no point waiting if the Mayor has advised they cannot attend. Also removed the provision in sec 5(b) of Bylaw No. 1164 to appoint an Acting Mayor as this process would change so that the next in rotation of the Deputy Mayor schedule would preside

Commented [AG53]: Currently located in sec 5(c) of Bylaw No. 1164, but removed the sentence about loss of quorum due to electronic issues as this is addressed already in sec 7(c) of the new bylaw

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 13(a), information pertaining to the late item must be distributed to Council Members and the public.

Commented [AG54]: New wording, similar to Ashcroft. Currently, Councillors can only add new business. This opens it up so anyone can add anything, but it still has to be approved by Council. Provisions for providing supporting documentation to the public and Council

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.

Commented [AG55]: New section, wording similar to Barriere, goal is to provide adequate notice of matters that are not time-sensitive

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) 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.
- (c) If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to the Chair for their consideration.
- (d) 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) Only two delegations will be permitted at a single meeting unless otherwise authorized by the Chair.

Commented [AG56]: Combined sections 12 and 13 of Bylaw No. 1164, New: added parameters for Corporate Officer discretion as part of agenda preparation, similar to 100 Mile House, Ashcroft, Lumby. Allows for delegations to attend Committee meetings as well

Commented [AG57]: New, similar wording to 100 Mile House and Ashcroft

Commented [AG58]: New: 100 Mile House, Barriere, Lillooet, Warfield - commonplace to protect the hearing

Commented [AG59]: New, similar wording to Lumby

- (f) A delegation presentation is limited to ten minutes which may be extended by majority vote of Members present.
- (g) 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.
- (h) Delegations must appoint one (1) speaker unless otherwise authorized by the Chair.
- (i) 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) signed by at least one person; and
 - (v) include the name, signature and physical address of each petitioner.

Commented [AG60]: New wording, but similar provisions are currently located in sec 12(b) - 12(e) of Bylaw No. 1164

Commented [AG61]: New, a combination of sec 13 of Bylaw No. 1164 and wording from Lumby

17. ATTENDANCE OF PUBLIC AT MEETINGS

Commented [AG62]: Section 16 of Bylaw No. 1164 provided for a Public Information Meeting, which has been removed as this was not defined in the bylaw

- (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*.

Commented [AG63]: New wording but same purpose as current section 17 of Bylaw No. 1164

Commented [AG64]: New addition

Commented [AG65]: Sections 6(a) (j)(n) and (o) in Bylaw No. 1164 were removed as the Code of Conduct already speaks to some of those matters, Point of Order is given its own section in this new bylaw and the Mayor should not leave their chair for the purposes of taking part in a debate

18. CONDUCT AND DEBATE

- (a) Every Member will address and wait to be recognized by the Chair before speaking to any question or motion.

Commented [AG66]: New wording but same purpose as sec 6(a) of Bylaw No. 1164

- (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.

Commented [AG67]: New wording but same purpose as sec 6(b) and (c) of Bylaw No. 1164

Commented [AG68]: New

Commented [AG69]: New wording, removed speaking disrespectfully of the Royal Family etc. and just requires respectful language overall, added speaking through the Chair and just generally used more concise language

Commented [AG70]: New wording but same purpose as sec 6(f) of Bylaw No. 1164, removed the provision empowering police to remove someone as this is already laid out in the charter

Commented [AG71]: Bylaw No. 1164 says vote of Council but in practice, this does not take place anyway

Commented [AG72]: New wording but similar to provisions in sections 6(g), (h), (i), (k), (l), (m) of Bylaw No. 1164

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.

Commented [AG73]: New wording, consistent with the Charter and Robert's Rules

Commented [AG74]: New wording, similar to other comparables, provides some accountability for a ruling

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.

Commented [AG75]: Removed the virtual waiting room provision as we have upgraded our Zoom subscription and no longer have a waiting room

Commented [AG76]: New wording, same purpose as sec 7 of Bylaw No. 1164

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.

Commented [AG77]: Exact same wording as sec 8(a) - (e) of Bylaw No. 1164

- (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.

Commented [AG78]: New wording, same purposes as sec 8(f) and (g) of Bylaw No. 1164

Commented [AG79]: Same as sec 8(h) of Bylaw No. 1164 but changed shall to must

Commented [AG80]: Same as sec 8(i) of Bylaw No. 1164

Commented [AG81]: New addition, practice already in place

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.

Commented [AG82]: Same as sec 9(a) of Bylaw No. 1164 Sec 9(b) of Bylaw accounted for in Point of Order section in this new bylaw

Commented [AG83]: Same as sec 9(c) to (f) of Bylaw No. 1164 except it is now Chair as it applies to Committees and Commission meetings

Commented [AG84]: New

Commented [AG85]: Same as 9(f) in Bylaw No. 1164 except for the inclusion of a motion to recess temporarily

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.

Commented [AG86]: Same as sec 10(a) to (c) in Bylaw No. 1164 but Mayor is replaced with Chair

- (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

Commented [AG87]: New, added for clarity

Commented [AG88]: Currently in section 10(e) of Bylaw No. 1164,

Commented [AG89]: Same as section 10(f) of Bylaw No. 1164 but removed: "It shall be competent for a member to move other amendments subject to the limitations set forth in the following sections"

Commented [AG90]: Same as sec 10(g) in Bylaw No. 1164 but changed Mayor to Chair

Commented [AG91]: New wording but same purpose as sec 10(h) of Bylaw No. 1164

Commented [AG92]: From Bylaw No. 1164 sec 10(i)

24. QUESTION PERIOD

- (a) During question period, members of the public must limit their inquiries strictly to matters on that particular meeting's agenda.
- (b) 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.

- (c) 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.

Commented [AG93]: New section, Anmore, Ashcroft, Chetwynd, Lillooet, Lumby, Ucleulet, all have separate sections that provide some parameters around question period. Some limit to a specific time, this one is flexible at the discretion of the Chair

Commented [AG94]: This is a new section that I haven't seen in other bylaws but formalizes a process we already practice

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.

Commented [AG95]: New section, allows for anyone who voted on the prevailing side to bring a motion back at the next meeting, similar wording to 100 mile and consistent with Robert's Rules

Commented [AG96]: Same wording as sec 8(j) of Bylaw No. 1164

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.

Commented [AG97]: New section, consistent with Robert's Rules, similar wording to Anmore and Lumby. Very flexible - could also make it the call of the Chair but any Member should be able to ask for a recess, often treated as a point of privilege (comfort)

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.

Commented [AG98]: Sec 11(a) of Bylaw No. 1164 currently states that every Council member has to get a copy of it 24 hours in advance - the agenda is always going to be provided by that time

Commented [AG99]: New, similar wording to 100 Mile House, Ashcroft, Logan Lake, Lumby, Ucleulet

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.

Commented [AG100]: New wording, same purpose as section 11(b) to (f) of Bylaw No. 1164. Changes made for conciseness, changing shall/will to must

Commented [AG101]: Removed requirement to hold a Public Hearing between first and third reading as this is already legislated. New wording but same purposes as section 11(1) of Bylaw No. 1164

Commented [AG102]: New, Ashcroft, formalizes a process already in place. If you are changing a bylaw, you should read it again.

Removed sections 11(j) through (n) of Bylaw No. 1164, redundant by legislation and unnecessary. Provisions were for reconsideration, nothing requires Council to introduce a bylaw or give it readings, and the CO must keep all signed bylaws.

Commented [AG103]: Section 18(d) of current VHHS bylaw

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.

Commented [AG104]: New, similar wording to Anmore

- (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.

Commented [AG105]: Located in current VHHS bylaw under section 15, COWS are separate with similar provisions to a Special

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

Commented [AG106]: New, Similar wording to Fruitvale, allows for flexibility with the agenda instead of a prescribed order of business

Commented [AG107]: New wording but same meaning as s 18(e) of Bylaw 1164

Commented [AG108]: Same as s. 18(a) of Bylaw 1164

Commented [AG109]: Same as s. 18(f) of Bylaw 1164 EXCEPT increases total talking time to ten mins from five

- (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.

Commented [AG110]: Same as s. 18(j) & (k) of Bylaw 1164

- (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.

Commented [AG111]: Same as s. 18(h) of Bylaw 1664 except removed the words "or that the Chair of the Committee leave the Chair"

- (h) A motion of Council to adopt the report of the Committee of the Whole constitutes ratification of the motions contained therein.

Commented [AG112]: New, Bylaw 1164 states that adoption of minutes constitutes ratification, but it should be ratified if Council adopts the report once the COW rises and resumes regular business or submits a report at a regular meeting

31. COMMITTEE AND COMMISSION MEETINGS

- (a) The usual order of business at a Standing or Select Committee, or Commission meeting will be:

Commented [AG113]: This section takes s. 19 of Bylaw 1164 and streamlines instead of breaking it into sections in order to remove repetitive language and redundancies that are accounted for in s. 141 and 142 of the Charter

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

Commented [AG114]: Same as s. 19 of Bylaw 1164 but adds land acknowledgement

- (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.

Commented [AG115]: New, streamlined language from s. 19(a)(b) and (c) of Bylaw 1164

- (d) Committees and Commissions will develop Terms of Reference to submit to Council for approval.

Commented [AG116]: New, Council should approve TORs to ensure that the Committee/Commission serves the purpose for which it was struck

- (e) Committee and Commission reports and recommendations to Council must be made at the next regular Council meeting:

Commented [AG117]: Similar provisions in s. 19(a)(viii), 19(b)(ix) and 19(c)(v)(b)(i)

- (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. **Commented [AG118]:** Section 19(b) vi of current vhhs bylaw
- (g) Expressions of interest for Committees and Commissions will be advertised as required at the direction of Council. **Commented [AG119]:** New, Port Moody Council Committee System Policy
- (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. **Commented [AG120]:** New process to establish a chair, could also have Council appoint Chairs
- (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. **Commented [AG121]:** New, Port Moody Council Committee System Policy
- (k) Standing Committee members wishing to resign from their appointment must submit a resignation in writing to the Mayor. **Commented [AG122]:** New, standing committee members are appointed by the Mayor as per s. 141 of the Charter. Power to appoint = power to rescind or accept resignation
- (l) Select Committee and Commission members wishing to resign from their appointment must submit a resignation in writing to Council. **Commented [AG123]:** New, select committee members are appointed by Council as per s. 142 of the Charter
- (m) The Mayor is an ex-officio member of all Committees and is entitled to vote at all meetings thereof. **Commented [AG124]:** Sec 19 a and b iv of Bylaw 1164
- (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. **Commented [AG125]:** Same meaning as in s. 19(a)(vi) but now applies to select Committees and Commissions too
- (o) A majority of voting members appointed to a Committee or Commission constitutes a quorum. **Commented [AG126]:** Same wording as in s. 19(a)(viii), 19(b)(vii) and 19(c)(iv) of Bylaw 1164
- (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. **Commented [AG127]:** Located in current VHHS bylaw under section 19(d), new wording consistent with the rest of the new bylaw, allows for email notification
- (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.

Commented [AG128]: New, replaces section 19(f), clarifies the process

- (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.

Commented [AG129]: New, Port Moody Council Committee System Policy

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.

Commented [AG130]: New, similar wording to 100 Mile House, formalizes a process already in place, replaces s. 14(a) of Bylaw 1164

- (b) Once adopted, minutes of all Council, Committee of the Whole, Committee and Commission meetings are the official record of those meetings.

Commented [AG131]: Same wording as s. 14(b) of Bylaw 1164 with the addition of COW 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.

Commented [AG132]: New

- (d) Minutes adopted by a Committee or Commission must be included on the agenda of the next regularly scheduled Council meeting for receipt.

Commented [AG133]: New, formalizes a process already in place, a change from s. 19(f) where adopting the minutes constitutes ratification of motions. It creates confusion

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.

Commented [AG134]: New section, Ucleulet has similar wording

- (b) The order of business at a Public Hearing will be as follows:

1. Call to Order
2. Land Acknowledgement
3. Introduction of the Bylaw
4. Report from Staff
5. Report from Applicant
6. Public Submissions
7. Close of Public Hearing

Commented [AG135]: New, similar wording to Merritt, Fruitvale

- (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.

Commented [AG136]: New, similar wording to Ucleulet, formalizes a process already in place

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 vote of Council Members present.

Commented [AG137]: Same meaning as s. 23 of bylaw 1164 except removed the words "No action of Council is rendered invalid solely by reason of any breach, inadvertent or otherwise, of any provisions of this bylaw." and created an Irregularity section

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.

Commented [AG138]: Lumby and has the same meaning as section 23(b) of current VHHS bylaw

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.

Commented [AG139]: Same as s. 24 of Bylaw 1164

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 ____ DAY OF ____, 2025

READ A SECOND THIS ____ DAY OF ____, 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
MINUTES OF THE SPECIAL MEETING OF COUNCIL**

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

*Village of Harrison Hot Springs
Minutes of the Special Council Meeting
January 14, 2025*

- (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.

*Village of Harrison Hot Springs
Minutes of the Special Council Meeting
January 14, 2025*

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



Fred Talen
Mayor



Amanda Graham
Corporate Officer

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

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

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.

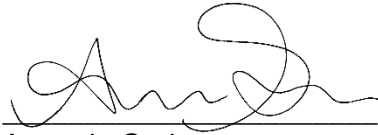
FINANCIAL CONSIDERATIONS

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**

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.

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 14th DAY OF ____, JANUARY 2025

READ A SECOND TIME THIS ____ 14th 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
MINUTES OF THE REGULAR MEETING OF COUNCIL**

DATE: Monday, February 3, 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
Community Services Manager, Christy Ovens
Director of Operations, Jace Hodgson
Communications & Community Engagement
Coordinator, Kalie Wiechmann
Planning Consultant, Ken Cossey
Bylaw Enforcement Officer, Jessica Ferguson

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.

Mayor Talen introduced Kalie Wiechmann as the Village's new Communications and Community Engagement Coordinator.

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**
RC-2025-02-01

Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
February 3, 2025

4. **ADOPTION OF COUNCIL MINUTES**

Moved by Councillor Schweinbenz
Seconded by Councillor Jackson

THAT the Regular Council Meeting Minutes of January 13, 2025 be adopted.

CARRIED
UNANIMOUSLY
RC-2025-02-02

Moved by Councillor Vidal
Seconded by Councillor Schweinbenz

THAT the Special Council Meeting Minutes of January 14, 2025 be adopted.

CARRIED
UNANIMOUSLY
RC-2025-02-03

Moved by Councillor Schweinbenz
Seconded by Councillor Jackson

THAT the Special Council Meeting Minutes of January 16, 2025 be adopted.

CARRIED
UNANIMOUSLY
RC-2025-02-04

5. **BUSINESS ARISING FROM THE MINUTES**

None.

6. **CONSENT AGENDA**

- iii. (a) Advisory Planning Commission Minutes of October 2, 2024

Moved by Councillor Vidal
Seconded by Councillor Facio

THAT the consent agenda be approved.

CARRIED
UNANIMOUSLY
RC-2025-02-05

7. DELEGATIONS/PETITIONS

- (a) Mike Veenbaas, Director of Financial Services & Skylar Gormley, Manager of Recreation/Culture and Projects – District of Kent
Re: Lets'emot Pool

Mr. Veenbaas and Mr. Gormley provided a PowerPoint presentation on recreation usership, the Lets'emot indoor pool facility current status, capital and operating budgets, two tier fee systems and regional partnership options.

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT staff be directed to report to Council with a recommendation regarding the Lets'emot Pool.

Amendment Moved by Councillor Vidal
Seconded by Councillor Facio

THAT the matter be referred to a Special Council Meeting.

**CARRIED
UNANIMOUSLY**
RC-2025-02-06

Council voted on the main motion as amended.

**CARRIED
UNANIMOUSLY**
RC-2025-02-07

8. CORRESPONDENCE

- (a) Letter dated January 8, 2025 from Agassiz-Harrison Historical Society
Re: Funding Increase Request
- (b) Letter dated January 10, 2025 from Girl Guides of Canada
Re: World Thinking Day
- (c) Letter dated January 14, 2025 from Lower Mainland Local Governments Association
Re: Call for Nominations
- (d) Letter dated January 21, 2025 from BC Timber Sales
Re: Operating Plan #643-9

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Moved by Councillor Facio
Seconded by Councillor Vidal

THAT all correspondence be received.

CARRIED
UNANIMOUSLY
RC-2025-02-08

9. BUSINESS ARISING FROM CORRESPONDENCE

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the request from the Agassiz Harrison Historical Society for an additional \$2,000 in annual funding for operating expenses be approved.

CARRIED
UNANIMOUSLY
RC-2025-02-09

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT on February 22, 2025, the lights at the plaza and on the digital bulletin boards be turned blue.

CARRIED
UNANIMOUSLY
RC-2025-02-10

Moved by Mayor Talen
Seconded by Councillor Schweinbenz

THAT staff be directed to thank BC Timber Sales for their correspondence and send them the following additional questions:

Please identify where all forestry logging operations are being contemplated in the area that is 60km from the Village of Harrison Hot Springs.

Please identify the number of logging trucks on a weekly basis related to forestry vehicles that would be using Highway 9/Hot Springs Road associated with these contemplated forestry logging operations.

Please clarify who approves or rejects logging operations based on visual impact inventory polygons in the area 60km from the Village of Harrison Hot Springs and confirm what the role of the Village of Harrison Hot Springs is in that process.

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What actions will be taken to mitigate or ensure that the Village's only evacuation route to the south will not be impacted by wildfire conditions potentially being made worse?; and

THAT the matter be referred to the next Lets'emot C2C meeting.

**CARRIED
UNANIMOUSLY**
RC-2025-02-11

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

Councillor Facio

- Fraser Valley Regional District Board (Municipal Director)
 - Attended a Committee of the Whole meeting on January 23, 2025
- Fraser Valley Regional Library Board (Alternate Municipal Director)
 - No Report

Councillor Vidal

- Corrections Canada Citizen's Advisory Committee
 - No Report
- Agassiz-Harrison Healthy Communities
 - No Report
- Kent Harrison Joint Emergency Program Committee
 - Attended a meeting on January 21, 2025
- Attended the Council orientation and strategic planning sessions on January 14-16, 2025
- Attended the Council to Council meeting with Sts'ailes on January 28, 2025
- Attended the Special Council meeting on January 29, 2025

Councillor Jackson

- Fraser Valley Regional Library Board (Municipal Director)
 - No Report
- Tourism Harrison
 - No Report
- Attended the Communities in Bloom Committee Meeting on January 30, 2025

Councillor Schweinbenz

- Agassiz-Harrison Historical Society
 - No Report
- Community Futures North Fraser Board of Directors
 - No Report

11. MAYOR'S REPORT

- Reported on Council orientation and strategic planning sessions on January 14-16, 2025

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- Attended the Kent Harrison Joint Emergency Program Committee meeting on January 21, 2025
- Attended the Council to Council meeting with Sts'ailes on January 28, 2025

12. REPORTS FROM STAFF

- (a) Report of Bylaw Enforcement Officer dated February 3, 2025
Re: Bylaw Enforcement Annual Report

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

THAT the Bylaw Enforcement Officer's 2024 Annual Report dated February 3, 2025 be received for information.

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

THAT the recommendations in the Bylaw Enforcement Officer's report dated February 3, 2025 be referred to a future Committee of the Whole Meeting.

**CARRIED
UNANIMOUSLY**
RC-2025-02-12

Council voted on the motion to receive the Bylaw Enforcement Officer's report.

**CARRIED
UNANIMOUSLY**
RC-2025-02-13

- (b) Report of Chief Administrative Officer dated February 3, 2025
Re: 2025-2026 Strategic Plan

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

THAT Council adopt the 2025-2026 Strategic Plan.

**CARRIED
UNANIMOUSLY**
RC-2025-02-14

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- (c) Report of Director of Operations dated February 3, 2025
Re: Miami River Bridge Contract Awards

Moved by Councillor Jackson
Seconded by Councillor Vidal

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

**CARRIED
UNANIMOUSLY**
RC-2025-02-15

- (d) Report of Director of Operations dated February 3, 2025
Re: SCADA System

Moved by Councillor Vidal
Seconded by Councillor Jackson

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.

**CARRIED
UNANIMOUSLY**
RC-2025-02-16

- (e) Report of Community Services Manager dated February 3, 2025
Re: Environmental Open House

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

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

**CARRIED
UNANIMOUSLY**
RC-2025-02-17

- (f) Report of Corporate Officer dated February 3, 2025
Re: Age-Friendly Committee Membership

Moved by Councillor Vidal
Seconded by Councillor Schweinbenz

THAT staff be directed to advertise for Age-Friendly Committee and Advisory Planning Commission member applications.

**CARRIED
UNANIMOUSLY**
RC-2025-02-18

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13. BYLAWS

- (a) Report of Planning Consultant dated February 3, 2025
Re: Development Approval Information Bylaw No. 1210, 2024

Moved by Councillor Facio
Seconded by Councillor Jackson

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

**CARRIED
UNANIMOUSLY**
RC-2025-02-19

- (b) Report of Corporate Officer dated February 3, 2025
Re: Council Procedure Bylaw No. 1216, 2025

Moved by Councillor Jackson
Seconded by Councillor Facio

THAT discussion of Council Procedure Bylaw No. 1216, 2025 be referred to a Special Council Meeting.

**CARRIED
UNANIMOUSLY**
RC-2025-02-20

- (c) Indemnification Amendment Bylaw No. 1215, 2024

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

THAT Indemnification Amendment Bylaw No. 1215, 2024 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2025-02-21

- (d) Noise Bylaw No. 1218, 2025

Moved by Councillor Vidal
Seconded by Councillor Schweinbenz

THAT Noise Bylaw No. 1218, 2025 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2025-02-22

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

Moved by Councillor Facio
Seconded by Councillor Jackson

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

CARRIED
UNANIMOUSLY
RC-2025-02-23

14. NEW BUSINESS

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

Moved by Councillor Facio
Seconded by Councillor Vidal

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.

CARRIED
UNANIMOUSLY
RC-2025-02-24

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

Moved by Mayor Talen
Seconded by Councillor Jackson

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.

Amendment Moved by Councillor Vidal
Seconded by Councillor Facio

THAT staff be directed to also research other possible options to recognize and support the 2SLGBTQI+ community.

**CARRIED
UNANIMOUSLY**
RC-2025-02-25

Council voted on the original motion as amended.

**CARRIED
UNANIMOUSLY**
RC-2025-02-26

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

Moved by Councillor Facio
Seconded by Councillor Jackson

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.

**CARRIED
UNANIMOUSLY**
RC-2025-02-27

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

Moved by Councillor Vidal
Seconded by Councillor Facio

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.

**CARRIED
UNANIMOUSLY**
RC-2025-02-28

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 9:13 p.m.

**CARRIED
UNANIMOUSLY**
RC-2025-02-29



Fred Talen
Mayor



Amanda Graham
Corporate Officer

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

DATE: Thursday, February 13, 2025

TIME: 1:00 p.m.

PLACE: Council Chambers, Village Office
495 Hot Springs Rd, 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

ABSENT:

1. CALL TO ORDER

Mayor Talen called the meeting to order at 1:00 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 Vidal

THAT the agenda be approved.

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

4. REPORTS FROM STAFF

- (a) Report of Chief Financial Officer dated February 13, 2025
Re: Lets'emot Regional Recreation & Aquatic Centre Update

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT staff be directed to form a regional partnership with the District of Kent using population-based financial contributions towards the capital and operating costs of the new Lets'emot Regional Recreation & Aquatic Centre, with the contributions coming in the form of an annual requisition from the Fraser Valley Regional District.

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

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Moved by Councillor Schweinbenz
Seconded by Councillor Facio

THAT staff be directed to research better integration between the Village and the District of Kent regarding recreational programming.

Amendment Moved by Councillor Vidal
Seconded by Councillor Facio

THAT the motion be amended to add “and community-based” between the words “recreational” and “programming”.

**CARRIED
UNANIMOUSLY**
SC-2025-02-03

Council voted on the original motion as amended.

**CARRIED
UNANIMOUSLY**
SC-2025-02-04

5. BYLAWS

- (a) Report of Corporate Officer dated February 13, 2025
Re: Council Procedure Bylaw No. 1216, 2025

Moved by Mayor Talen
Seconded by Councillor Vidal

THAT section 6(b)(ii) of the bylaw state that regular Council meetings will begin at 5:30 p.m.

**CARRIED
UNANIMOUSLY**
SC-2025-02-05

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT section 6(b)(iii) of the bylaw be amended so that Council meetings will be adjourned by no later than 8:30 p.m. unless Council resolves to proceed past that time.

**CARRIED
OPPOSED BY COUNCILLOR SCHWEINBENZ**
SC-2025-02-06

*Village of Harrison Hot Springs
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Moved by Mayor Talen
Seconded by Councillor Facio

THAT the definition of “Electronic Means” on page 2 of the bylaw be amended by adding “teleconferencing or” before “videoconferencing technology” to allow for teleconference participation at meetings.

**CARRIED
UNANIMOUSLY**
SC-2025-02-07

Moved by Mayor Talen
Seconded by Councillor Schweinbenz

THAT section 7(b) of the bylaw be amended by removing “except” and replacing it with “including” to allow for electronic participation in closed meetings.

**CARRIED
UNANIMOUSLY**
SC-2025-02-08

Moved by Mayor Talen
Seconded by Councillor Facio

THAT section 9(a) of the bylaw be amended by adding the words “at least” before “24 hours”.

**CARRIED
UNANIMOUSLY**
SC-2025-02-09

Moved by Mayor Talen
Seconded by Councillor Vidal

THAT section 12(a) of the bylaw be amended by removing item 19 “Closed Session (if required)” from the order of proceedings and business at regular Council meetings.

**CARRIED
UNANIMOUSLY**
SC-2025-02-10

Moved by Mayor Talen
Seconded by Councillor Facio

THAT staff be directed to investigate options for regularly scheduling closed meetings.

**CARRIED
OPPOSED BY COUNCILLOR JACKSON**
SC-2025-02-11

*Village of Harrison Hot Springs
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Moved by Councillor Facio
Seconded by Councillor Jackson

THAT section 12(a) of the bylaw be amended by removing item 6 “Declarations of Conflict of Interest” from the order of proceedings and business at regular Council meetings.

MOTION FAILED
OPPOSED BY MAYOR TALEN, COUNCILLORS SCHWEINBENZ AND VIDAL

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT section 12(a) of the bylaw be amended by moving item 7 “Question Period” to the end of the order of proceedings and business at regular Council meetings.

CARRIED
OPPOSED BY MAYOR TALEN AND COUNCILLOR SCHWEINBENZ
SC-2025-02-12

Moved by Mayor Talen
Seconded by Councillor Vidal

THAT section 12(a) of the bylaw be amended by adding “Notices of Motion” to the order of proceedings and business after “New Business”.

CARRIED
UNANIMOUSLY
SC-2025-02-13

Moved by Mayor Talen
Seconded by Councillor Facio

THAT section 31(j) of the bylaw be amended to read “Individuals appointed to a Committee or Commission shall serve until the next general local election”.

CARRIED
OPPOSED BY COUNCILLOR SCHWEINBENZ
SC-2025-02-14

Moved by Councillor Vidal
Seconded by Mayor Talen

THAT section 31(l) of the bylaw be amended to read “...must submit a resignation letter in writing to the Chief Administrative Officer of the Village.”

CARRIED
UNANIMOUSLY
SC-2025-02-15

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Moved by Mayor Talen
Seconded by Councillor Facio

THAT section 31(r) of the bylaw be amended by adding the word “any” after the word “consider” and before “Committee”, and by adding the words “recommended by the Committee or Commission” after the words “work plan” and before the words “developed by”.

**CARRIED
UNANIMOUSLY**
SC-2025-02-16

6. NEW BUSINESS

None.

7. QUESTIONS FROM THE PUBLIC

Questions from the public were entertained.

8. ADJOURNMENT

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT pursuant to Sections 90 and 92 of the Community Charter, this Special Meeting of Council be closed to the public as the subject matter being considered relates to the following:

- Section 90(1)(a) - personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- Section 90(1)(e) - the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90(1)(g) - litigation or potential litigation affecting the municipality; and
- Section 90(1)(k) - negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality.

**CARRIED
UNANIMOUSLY**
SC-2025-02-17

Adjourned to Special Closed Council Meeting at 3:37 p.m.

*Village of Harrison Hot Springs
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Fred Talen
Mayor

Amanda Graham
Corporate Officer

DRAFT



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1216

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

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”.

2. DEFINITIONS

For the purposes of this bylaw:

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

“Chief Administrative Officer” means the Chief Administrative Officer for the Village or their designate, appointed under section 147 of the *Community Charter*.

“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, or teleconferencing enabling the Member to participate verbally.

“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.

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 Council Chambers located at 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 ~~89:30~~ 8:30 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~~including 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 at least 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
 - 3. Public Hearing (if required)
 - 4. Introduction of Late Items
 - 5. Approval of the Agenda
 - 6. Declarations of Conflict of Interest
 - ~~7.1. Question Period (pertaining to agenda items only)~~
 - ~~8.7.~~ Adoption of Minutes
 - ~~9.8.~~ Business Arising from the Minutes
 - ~~10.9.~~ Delegations and Petitions
 - ~~11.10.~~ Correspondence
 - ~~12.11.~~ Business Arising from Correspondence
 - ~~13.12.~~ Reports from Councillors
 - ~~14.13.~~ Report from Mayor
 - ~~15.14.~~ Reports and Minutes from Committees and Commissions
 - ~~16.15.~~ Reports from Staff

~~17.~~16. Bylaws

~~17.~~New Business

~~18.~~Notices of Motion

~~18.~~Question Period (pertaining to agenda items only)

~~18.~~19.

~~19.~~Closed Session (if required)

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 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 14(a), information pertaining to the late item must be distributed to Council Members and the public.

15. **NOTICES OF MOTION**

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- (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
 - (iv) any background information supporting the request
- (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.

- (d) If the delegate wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to the Chair for their consideration.
- (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.
- (f) Only two delegations will be permitted at a single meeting unless otherwise authorized by the Chair.
- (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.
- (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.

- (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.
- (c) Inquiries must relate strictly to matters on that particular meeting's agenda.
- (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) 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
 - 6. Delegations
 - 7. Items for Discussion
 - 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 until the next general local election. Individuals may only serve two (2) consecutive terms unless Council resolves to appoint an individual for an additional term in the event that there are 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~~the Chief Administrative Officer.
- (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 any Committee and Commission work plans developed by staff in accordance with Council's Strategic Plan and recommended by the Committee or Commission to Council 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.

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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
 - 3. Declaration of Conflicts of Interest
 - 4. Introduction of the Bylaw
 - 5. Report from Staff
 - 6. Report from Applicant
 - 7. Public Submissions
 - 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 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 14th DAY OF JANUARY 2025

READ A SECOND TIME THIS 14th DAY OF JANUARY 2025

READ A THIRD TIME THIS ____ DAY OF ____, 2025

ADOPTED THIS ____ DAY OF ____, 2025

Fred Talen
Mayor

Amanda Graham
Corporate Officer