

NOTICE OF MEETING AND AGENDA REGULAR COUNCIL MEETING

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

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

1. CALL TO ORDER		
Meeting called to order by Mayor Talen		
Acknowledgement of Sts'ailes traditional territory.		
2. INTRODUCTION OF LATE ITEMS		
3. APPROVAL OF AGENDA		
4. ADOPTION OF COUNCIL MINUTES		
(a) THAT the Special Council Meeting Minutes of February 13, 2025 be adopted.		Page 1
(b) THAT the Regular Council Meeting Minutes of of February 18, 2025 be adopted.		Page 7
(a) THAT the Special Pre-Closed Council Meeting Minutes of February 25, 2025 be adopted.		Page 17
5. BUSINESS ARISING FROM THE MINUTES		
6. CONSENT AGENDA		
i. Bylaws		
ii. Agreements		
iii. Committee/ Commission Minutes	(a) Environmental Advisory Committee Meeting Minutes of August 7, 2024	Page 19
	(b) Age-Friendly Committee Meeting Minutes of October 21, 2024	Page 23
	(c) Resort Development Strategy Committee Meeting Minutes of February 5, 2025	Page 27
iv. Correspondence		
7. DELEGATIONS/PETITIONS		
(a) Robert Wilson, President & Jeff Wilson, Vice President – Bridal Veil Mountain Resort Re: Bridal Veil Mountain Resort		Page 31
(b) John Allen Re: Proposed Council Procedure Bylaw No. 1216, 2025		

8. CORRESPONDENCE	
(a) Email dated February 24, 2025 from 17 Black Events Re: Open Letter to Premier Eby and Minister Chandra – Support for Festivals and Events in BC	Page 49
9. BUSINESS ARISING FROM CORRESPONDENCE	
10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS	
11. REPORTS FROM MAYOR	
12. REPORTS FROM STAFF	
(a) Report of Corporate Officer dated March 3, 2025 Re: Release of Closed Meeting Resolutions Recommendation: THAT the following closed meeting resolutions from the February 25, 2025 Special Closed Council Meeting be received for information at the March 3, 2025 Regular Council Meeting: <i>THAT Judy Barron, Hannelore Gidora, Elizabeth Webber and Marlene Reimer be appointed to the Age-Friendly Committee.</i> <i>THAT Dennis Hill and Dean Robertson be appointed to the Advisory Planning Commission.</i> <i>THAT the Boat Launch Operations bid be awarded to Harrison Eco Tours.</i>	Page 55
(b) Report of Corporate Officer dated March 3, 2025 Re: Disposal of Surplus Items and Equipment Policy Amendment Recommendation: THAT Council approve the amendments to Disposal of Surplus Items and Equipment Policy 1.11 as presented.	Page 57
(c) Report of Community Services Manager dated March 3, 2025 Re: Special Event and Memorial Hall Policies and Fees Recommendations: THAT staff prepare updated policies to clarify guidelines and fees for events held on public and municipal property and in Memorial Hall; and	Page 61

<p>THAT staff include rental information for the newly installed picnic shelter in Spring Park in the associated policy and fee bylaw; and</p> <p>THAT staff be directed to draft amendments to Miscellaneous Fee Bylaw No. 1049, 2014 for Council's consideration.</p>	
<p>(d) Report of Director of Operations dated March 3, 2025 Re: Primary Care Facility Renovation Contract Award</p> <p>Recommendation:</p> <p>THAT the Director of Operations' report dated March 3, 2025 regarding the Primary Care Facility renovation contract award be received for information.</p>	Page 65
<p>(e) Report of Chief Financial Officer dated March 3, 2025 Re: Council Remuneration Analysis</p> <p>Recommendation:</p> <p>THAT the Chief Financial Officer's report dated March 3, 2025 regarding Council Remuneration Analysis be received for information.</p>	Page 67
13. BYLAWS	
<p>(a) Report of Chief Financial Officer dated March 3, 2025 Re: 2025-2029 Financial Plan Bylaw No. 1220, 2025</p> <p>Opportunity for public comments.</p> <p>Recommendation:</p> <p>THAT Financial Plan Bylaw 1220, 2025 be given third reading as amended.</p>	Page 71
<p>(b) Report of Corporate Officer dated March 3, 2025 Re: Council Procedure Bylaw No. 1216, 2025</p> <p>Recommendation:</p> <p>THAT Council Procedure Bylaw No. 1216, 2025 be given third reading as amended.</p>	Page 85
<p>(c) Report of Community Services Manager dated March 3, 2025 Re: Waste Collection and Disposal Amendment Bylaw No. 1222, 2025</p> <p>Recommendations:</p> <p>THAT Waste Collection and Disposal Amendment Bylaw No. 1222, 2025 be introduced and given first reading; and</p> <p>THAT Waste Collection and Disposal Amendment Bylaw No. 1222, 2025 be given second and third readings.</p>	Page 109

	<p>(d) Report of Planning Consultant dated March 3, 2025 Re: Development Procedures Bylaw No. 1214, 2025</p> <p style="text-align: right;">Page 123</p> <p>Recommendations:</p> <p>THAT Development Procedures Bylaw No. 1214, 2025 be given first reading; and</p> <p>THAT Development Procedures Bylaw No. 1214, 2025 be given second and third readings.</p>
<p>(e) Advisory Planning Commission Bylaw No. 1219, 2025</p> <p style="text-align: right;">Page 141</p> <p>Recommendation:</p> <p>THAT Advisory Planning Commission Bylaw No. 1219, 2025 be adopted.</p>	
14. NEW BUSINESS	
<p>(a) New Business from Councillor Vidal Re: Anti-Racism/Anti-Discrimination Policy</p> <p>Recommendation:</p> <p>WHEREAS the Village of Harrison Hot Springs is committed to fostering a diverse, equitable, and inclusive environment for all residents, volunteers, visitors, staff, and council members, and</p> <p>WHEREAS discrimination and racism in any form are unacceptable and contrary to the values of respect, diversity, and dignity that our community upholds, and</p> <p>WHEREAS implementing a comprehensive anti-racism and anti-discrimination policy will strengthen our commitment to equity and upholding the principles of the BC Human Rights Code, therefore be it resolved</p> <p>THAT Council direct staff to develop a formal Anti-Racism/Anti-Discrimination Policy which will provide the framework for reporting and responding to discrimination and racism within the Village of Harrison Hot Springs.</p>	
15. QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)	
16. ADJOURNMENT	



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

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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

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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.

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Fred Talen
Mayor

Amanda Graham
Corporate Officer

DRAFT

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

DATE: Tuesday, February 18, 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
Communications & Community Engagement Coordinator, Kalie
Wiechmann
Planning Consultant, Ken Cossey

ABSENT:

1. CALL TO ORDER

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

Mayor Talen acknowledged the traditional territory of Sts'ailes.

Mayor Talen presented a plaque to Robert Reyerse in recognition of his many years of service as Executive Director of Tourism Harrison.

2. INTRODUCTION OF LATE ITEMS

None.

3. APPROVAL OF AGENDA

Moved by Councillor Vidal
Seconded by Councillor Schweinbenz

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
RC-2025-02-30

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the Special Council Meeting Minutes of January 29, 2025 be adopted.

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**CARRIED
UNANIMOUSLY**
RC-2025-02-31

Moved by Councillor Vidal
Seconded by Councillor Schweinbenz

THAT the Regular Council Meeting Minutes of February 3, 2025 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2025-02-32

5. BUSINESS ARISING FROM THE MINUTES

None.

6. CONSENT AGENDA

- iii. (a) Resort Development Strategy Committee Meeting Minutes of March 12, 2019

Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT the consent agenda be approved.

**CARRIED
UNANIMOUSLY**
RC-2025-02-33

7. DELEGATIONS/PETITIONS

- (a) Sgt. Andy Lot & Insp. Darren Pankratz, Agassiz and Upper Fraser Valley Regional Detachments - RCMP
Re: 2024 Annual Policing Report

Sgt. Lot and Insp. Pankratz provided a PowerPoint presentation on the 2024 Annual Policing Report.

- (b) Maria Martins, Agassiz Harrison Historical Society
Re: Overview of the Agassiz-Harrison Historical Society

Ms. Martins provided a PowerPoint presentation on the Agassiz-Harrison Historical Society and Agassiz-Harrison Museum.

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8. CORRESPONDENCE

- (a) Email dated January 14, 2025 from Rudolf Wagner
Re: Echo Beach Resort
- (b) Letter dated January 16, 2025 from Canadian Union of Postal Workers
Re: Industrial Inquiry Commission Reviewing Canada Post
- (c) Letter dated January 28, 2025 from Allan Garneau
Re: Resignation from Advisory Planning Commission
- (d) Email dated January 30, 2025 from Phil Perras
Re: Reform Emergency Dispatch and Policing in BC
- (e) Letter dated February 2, 2025 from Phil Perras
Re: Emergency Service Reform and Local Government Reclamation
- (f) Email dated January 31, 2025 from Muddy Waters
Re: Dike Raising Project
- (g) Email dated February 8, 2025 from Julie Chamberlain
Re: Gas Fire Pits
- (h) Email from Fraser Valley Invasive Species Society
Re: Harrison Lake Invasive Mussel Monitoring – Letter of Support Request
- (i) Letter dated February 8, 2025 from Ken Gisborne
Re: Request for Smoking Debris Safe Disposal Bylaw

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT all correspondence be received.

**CARRIED
UNANIMOUSLY**
RC-2025-02-34

9. BUSINESS ARISING FROM CORRESPONDENCE

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT correspondence item 8(i) from Ken Gisborne regarding smoking debris disposal be referred to staff to research amendments to Park Regulation Bylaw No. 1150 for Council's consideration.

**CARRIED
UNANIMOUSLY**
RC-2025-02-35

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Moved by Councillor Schweinbenz
Seconded by Councillor Facio

THAT a letter of support be sent to the minister in charge of the Canada Post labour dispute urging that our community post office be maintained.

**CARRIED
UNANIMOUSLY**
RC-2025-02-36

Moved by Councillor Schweinbenz
Seconded by Councillor Vidal

THAT a letter of support be sent to the Fraser Valley Invasive Species Society regarding invasive mussel monitoring at Harrison Lake.

**CARRIED
UNANIMOUSLY**
RC-2025-02-37

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

- (a) Report of Corporate Officer dated February 18, 2025
Re: Communities In Bloom Committee Report

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT Council approve the following recommendation from the Communities in Bloom Committee:

THAT the Communities in Bloom Committee register for the Communities in Bloom program this year under the modified evaluation "Grow" category with a focus on enhancement.

**CARRIED
UNANIMOUSLY**
RC-2025-02-38

- (b) Report of Corporate Officer dated February 18, 2025
Re: Resort Development Strategy Committee Report

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT Council approve the following recommendation from the Resort Development Strategy Committee:

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THAT Council approve the appointment of a member of the Harrison-Agassiz Chamber of Commerce to the Committee and that the Resort Development Strategy Committee's Terms of Reference be amended accordingly.

**CARRIED
UNANIMOUSLY**
RC-2025-02-39

Councillor Vidal

- Corrections Canada Citizen's Advisory Committee
 - Attended a meeting on February 5, 2025
- Agassiz-Harrison Healthy Communities
 - No Report
- Kent Harrison Joint Emergency Program Committee
 - No Report
- Attended a Special Council Meeting on February 13, 2025
- Attended the Follow Your Heart Benefit Concert on February 15, 2025

Councillor Facio

- Fraser Valley Regional District Board (Municipal Director)
 - Attended a meeting on February 13, 2025
- Fraser Valley Regional Library Board (Alternate Municipal Director)
 - No Report

Councillor Jackson

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

Councillor Schweinbenz

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

11. MAYOR'S REPORT

- Reported on the Resort Development Strategy Committee meeting on February 5, 2025
- Reported on a Chamber of Commerce meeting
- Reported on an Environmental Advisory Committee meeting on February 12, 2025

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12. REPORTS FROM STAFF

- (a) Report of Planning Consultant dated February 18, 2025
Re: Interim Housing Report

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

THAT Council accept the attached Housing Needs Report for submission to the Ministry of Housing.

**CARRIED
UNANIMOUSLY**
RC-2025-02-40

- (b) Report of Community Services Manager dated February 18, 2025
Re: Emergency Preparedness Resource Guide

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the Community Services Manager's report dated February 18, 2025 regarding Emergency Preparedness Updates be received for information.

**CARRIED
UNANIMOUSLY**
RC-2025-02-41

13. BYLAWS

- (a) Report of Planning Consultant dated February 18, 2025
Re: Advisory Planning Commission Bylaw No. 1219, 2025

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

THAT Advisory Planning Commission Bylaw No. 1219, 2025 be given first reading.

**CARRIED
UNANIMOUSLY**
RC-2025-02-42

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT Advisory Planning Commission Bylaw No. 1219, 2025 be given second and third readings.

**CARRIED
UNANIMOUSLY**
RC-2025-02-43

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- (b) Development Approval Information Bylaw No. 1210, 2024

Moved by Councillor Jackson
Seconded by Councillor Vidal

THAT Development Approval Information Bylaw No. 1210, 2024 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2025-02-44

- (c) Report of Chief Financial Officer dated February 18, 2025
Re: 2025-2029 Financial Plan Bylaw No. 1220, 2025

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT 2025-2029 Financial Plan Bylaw No. 1220, 2025 be introduced and given first reading.

**CARRIED
UNANIMOUSLY**
RC-2025-02-45

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT 2025-2029 Financial Plan Bylaw No. 1220, 2025 be given second reading.

**CARRIED
UNANIMOUSLY**
RC-2025-02-46

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT the 2025-2029 Financial Plan be presented for public consultation at an Open House to be held on March 3, 2025 at Memorial Hall.

**CARRIED
UNANIMOUSLY**
RC-2025-02-47

14. NEW BUSINESS

- (a) New Business from Mayor Talen
Re: Resident Parking Passes

Moved by Mayor Talen
Seconded by Councillor Facio

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THAT staff be directed to research options and present a recommendation to Council for Village residents to purchase a season's parking pass for pay parking.

**CARRIED
UNANIMOUSLY**
RC-2025-02-48

- (b) New Business from Mayor Talen
Re: Geese Population Management

Moved by Councillor Schweinbenz
Seconded by Councillor Facio

THAT Council direct staff to research the geese management strategies employed at Cultus Lake and bring a report back for Council's consideration.

**CARRIED
UNANIMOUSLY**
RC-2025-02-49

- (c) New Business from Councillor Schweinbenz
Re: Canada First Policy

Moved by Councillor Schweinbenz
Seconded by Councillor Facio

WHEREAS Canada and the USA have enjoyed a decades-long liberal trade relationship that has increased the wealth and prosperity of workers and families in both Canada and the USA; and

WHEREAS Canada and the USA have shared a long term mutually beneficial economic and security relationship with thousands of Canadian soldiers sacrificing their lives alongside Americans in multiple conflicts; and

WHEREAS free trade generally leverages strengths, resources, and labour conditions of each trading partner to provide for economic resiliency and technological exchange to benefit all trading partners; and

WHEREAS Canada is currently under threat of wide-ranging tariffs on the exports of Canadian-made products and services which will harm the economic foundations of our Canadian companies, workers and families; and

WHEREAS the Village of Harrison Hot Springs purchases goods, services and supplies which are sourced from the USA, thus competing with Canadian-produced goods and services; and

WHEREAS Harrison Hot Springs welcomes visitors from around the world including the USA, and has no quarrel with our trading partners, therefore be it resolved

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THAT Council direct staff to prepare a Village procurement policy that maintains a "Canada First" priority as its foundation, ready for adoption should Canada be subject to US trade targeting; and

THAT the policy only be in effect on an "in so far as" and "for so long" application, with procurement policies normalizing once trade liberalization is re-established between Canada and the USA.

Amendment Mayor Talen
Seconded by Councillor Vidal

THAT staff review what other local governments are doing to address this matter and report back to Council with research on policy amendments.

**CARRIED
UNANIMOUSLY**
RC-2025-02-50

Council voted on the original motion as amended.

**CARRIED
UNANIMOUSLY**
RC-2025-02-51

- (d) New Business from Councillor Facio
Re: Starlight Skating Rink

Moved by Councillor Facio

THAT staff be directed to research leaving the Starlight Skating Rink in its present location at the boat-launch parking lot permanently year-round and bring a report to Council.

**MOTION FAILED
LACK OF SECONDER**

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 9:30 p.m.

**CARRIED
UNANIMOUSLY**
RC-2025-02-52

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Fred Talen
Mayor

Amanda Graham
Corporate Officer

DRAFT

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

DATE: Tuesday, February 25, 2025
TIME: 10:00 a.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 10:00 a.m.
Mayor Talen acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

None.

3. APPROVAL OF AGENDA

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
SC-2025-02-18

4. ADJOURNMENT TO SPECIAL CLOSED COUNCIL MEETING

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

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)(g) – litigation or potential litigation affecting the municipality;
- Section 90(1)(j) - information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and

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- 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-2025-02-19

Adjourned to Special Closed Council Meeting at 10:02 a.m.

Fred Talen
Mayor

Amanda Graham
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE ENVIRONMENTAL ADVISORY COMMITTEE**

DATE: Wednesday, August 7, 2024
TIME: 9:00 a.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Leo Facio, Chair
Susan Galvao
Cheri Norris
Mark Schweinbenz
Gary Webster

Amanda Graham, Corporate Officer
Jace Hodgson, Director of Operations (until 9:41 a.m.)

ABSENT:

1. CALL TO ORDER

Chair Facio called the meeting to order at 9:00 am.
Chair Facio acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

The Corporate Officer requested to add "Update on Herbicide Signs and BC Hydro Power Line" as Item for Discussion 5(b).

3. APPROVAL OF AGENDA

Moved by Mark Schweinbenz
Seconded by Cheri Norris

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**
EAC-2024-08-01

4. ADOPTION OF MINUTES

Moved by Cheri Norris
Seconded by Susan Galvao

THAT the Environmental Advisory Committee Meeting minutes of July 10, 2024 be adopted.

**CARRIED
UNANIMOUSLY**
EAC-2024-08-02

5. ITEMS FOR DISCUSSION

- (a) Tree Risk Assessment Report from Urban Environment Ltd. dated July 16, 2024
Re: Oak Trees on Lillooet Avenue

The Committee discussed the report extensively, summarized as follows:

- The condition of the trees may be a result of mismanagement, pruning and encroachment of packaged gravel
- The Village should adopt a more friendly urban forest policy
- The report is thorough, but no samples were taken to the laboratory
- There is also a safety concern for injury to people with the potential for falling branches
- When they were first planted, it was not in the right location with the right ground underneath
- The Village could benefit from a second opinion from a different arborist
- This report was a level 2 assessment and perhaps a more in-depth report is warranted
- If new trees are planted in this area, will they be just as susceptible to the same issues?
- Are there remedies for the covered root flares, soil compaction and volume, lack of irrigation and mechanical injury?
- There has been no remediation done since the first report, so the trees have continued to decline
- There is information about branch failure and die back in the report but no indication of how much or what would be considered an appropriate amount
- If they can be saved and made healthy again, the Village should try that first
- If it is not possible or is cost prohibitive, there could be concerns with the types of replacement trees chosen
- If the trees are to be removed and replaced, it would be helpful to see a timeline, budget and street plan
- Regular maintenance and assessments of the trees is required

The Director of Operations advised that field staff conduct visual inspections of trees and will request an arborist to assess them if necessary. There are staff who have training on tree health. Trimming is normally done by staff.

Discussion continued as follows:

- Insurance and liability concerns now that the trees have been identified as potentially dangerous
- If exposing the root flares, remediating the soil compaction, adding nutrients, fixing the irrigation and carefully pruning the trees can be done, that would be the preferred option

Moved by Mark Schweinbenz
Seconded by Cheri Norris

THAT Council direct staff to look into remediation options for the trees to address issues with the roots, soil, and pruning and bring a report back to Council at the September 9, 2024 Regular Council Meeting; and

THAT Council direct staff to develop a tree assessment and maintenance program and schedule.

**CARRIED
UNANIMOUSLY**
EAC-2024-08-03

The Corporate Officer advised that this recommendation will form part of the staff report going before Council at the August 12, 2024 Regular Council Meeting.

(b) Update on Herbicide Signage and BC Hydro Power Line

The Corporate Officer advised that BC Hydro has no record of a live line going into the East Sector near Memorial Trail. The Committee requested further clarification which the Corporate Officer will seek from BC Hydro.

The Corporate Officer reported on a conversation with Kathy Ma Green, Executive Director of the Fraser Valley Invasive Species Society (FVISS) as follows:

- There are two crews who complete herbicide spraying in the Village, one is a highway crew that has to use Ministry of Transportation and Infrastructure issued signage
- The other crew also has standard-issued signage of a certain size that cannot be altered due to limited funding, however, FVISS will add additional signage regarding knotweed which will make the signage more prominent
- It is a legislative requirement to use glyphosate within 10 metres of any public waterway, but privately owned land adjacent to a waterway is not subject to the same restriction
- Waterways are a key spread factor for knotweed as soaking the seed causes it to germinate faster
- FVISS is looking to map out knotweed on private land adjacent to the Miami River in the near future and the Environmental Advisory Committee may be able to assist
- There are permits that can be applied for to treat knotweed with aquatic herbicide alternatives to glyphosate

It was agreed that it would be beneficial to have a representative from FVISS attend a future Committee meeting.

*Village of Harrison Hot Springs
Minutes of the Environmental Advisory Committee
August 7, 2024*

6. ADJOURNMENT

Moved by Cheri Norris
Seconded by Gary Webster

THAT the meeting be adjourned at 10:00 am.

**CARRIED
UNANIMOUSLY**
EAC-2024-08-04



Councillor Mark Schweinbenz for:
Leo Facio, Chair
Environmental Advisory Committee



Amanda Graham
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE AGE-FRIENDLY COMMITTEE**

DATE: Monday, October 21, 2024
TIME: 3:00 p.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Fred Talen
Audrey Johnstone
Lise Reimer
Karen Seraphim

Amanda Graham, Corporate Officer
Christy Ovens, Community Services Manager

ABSENT: Sonya Boizard
Alison Douglas
Laura Lanfranchi

1. CALL TO ORDER

Mayor Talen called the meeting to order at 3:00 pm.
Mayor Talen acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

Moved by Audrey Johnstone
Seconded by Karen Seraphim

THAT "Update and Progress on Community Gardens" as Item for Discussion 5(f).

**CARRIED
UNANIMOUSLY**
AFC-2024-10-01

3. APPROVAL OF AGENDA

Moved by Audrey Johnstone
Seconded by Lise Reimer

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**
AFC-2024-10-02

4. ADOPTION OF MINUTES

Moved by Karen Seraphim
Seconded by Lise Reimer

THAT the minutes of the August 15, 2024 Age-Friendly Committee Meeting be adopted.

**CARRIED
UNANIMOUSLY**
AFC-2024-10-03

5. ITEMS FOR DISCUSSION

(a) Update from the September 9, 2024 Regular Council Meeting

The Corporate Officer advised that the Committee's recommendation regarding a permanent transit route to the Agassiz Community Recreation and Cultural Centre was unanimously approved by Council. District of Kent Council received a letter from the Village at their Council meeting last week requesting support and we are waiting for a response before sending the request onto the Fraser Valley Regional District.

(b) Report on Rocking Painting / Locating Contest

The Community Services Manager reported that over 30 people participated in the contest. The prize was well-received and people seemed excited to participate in this fun and positive activity.

(c) Chair Yoga

The Committee authorized using part of their budget for a pilot chair yoga program. Notices for the program have been put out. The program will run on Tuesday mornings from 9:00 to 10:00 a.m. with the first class taking place on October 29. There is a registration form and waiver forms. Individuals can still attend if they did not pre-register but will be required to complete the forms on site. 13 people have registered so far. Registration forms will also be available at the Community Open House on October 24. The Village has also purchased yoga blocks for participants to use.

(d) Community Open House

The Community Open House is coming up on October 24, 2024. The following groups will be in attendance: District of Kent recreation, Kent Harrison Joint Emergency Program Coordinator, the Village's FireSmart Representative, Agassiz Harrison Community Services, the Parks and Trails Master Plan Consultants and the Village Lands Master Plan Consultants. Food and refreshments will be provided. There will also be a giveaway opportunity for those who start a home emergency plan or sign up for a FireSmart home assessment. The pumpkins have been arranged and we will advertise that there are free pumpkins for the first 30 children. The Committee determined that no pumpkin carving contest will take place, however, there will be signage thanking the sponsors and encouraging people to send photos of their carved pumpkins into the Village for posting on social media.

(e) Committee Budget Update

\$2,000 of the Committee's \$5,000 budget was allocated to go towards the Chair Yoga pilot program. Currently, about \$600 of that has been spent. \$3,000 of the budget remains unallocated.

(f) Update and Progress on Community Gardens

The Community Services Manager reported that the Village is still waiting to find out the results of the Age-Friendly Grant 2024 Intake application. The application included

*Village of Harrison Hot Springs
Minutes of the Age-Friendly Committee
October 21, 2024*

costs for the Community Garden fence expansion and a decorative art project along the fence.

The Committee discussed recent challenges that the Community Gardens is facing including locating people who have the time to take on the administrative tasks of managing the not-for-profit. Funding with respect to repairing existing garden boxes and building new ones was also discussed. If the expansion of the fencing is not supported by the Community Gardens, the Village will reach out to the funder and determine whether the funds can be re-allocated to a different project.

6. ADJOURNMENT

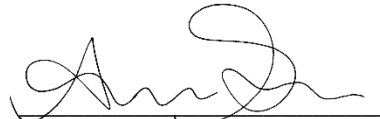
Moved by Karen Seraphim
Seconded by Lise Reimer

THAT the meeting be adjourned at 3:40 p.m.

**CARRIED
UNANIMOUSLY**
AFC-2024-10-04



Mayor Fred Talen, Chair
Age-Friendly Committee



Amanda Graham
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE RESORT DEVELOPMENT STRATEGY COMMITTEE**

DATE: Wednesday, February 5, 2025
TIME: 9:00 a.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Fred Talen
Councillor Allan Jackson
Stephanie Gallamore, Executive Director, Tourism Harrison
River Valley
Christy Ovens, Community Services Manager
Eric Towne, Board Chair, Tourism Harrison River Valley

Amanda Graham, Corporate Officer
Kalie Wiechmann, Communications and Community
Engagement Coordinator

ABSENT:

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

None.

3. APPROVAL OF AGENDA

Moved by Councillor Jackson
Seconded by Stephanie Gallamore

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
RDS-2025-02-01

4. ADOPTION OF MINUTES

Moved by Councillor Jackson
Seconded by Stephanie Gallamore

THAT the minutes of the March 12, 2019 Resort Development Strategy Committee be approved.

**CARRIED
UNANIMOUSLY**
RDS-2025-02-02

5. ITEMS FOR DISCUSSION

(a) Committee Overview / Terms of Reference

Moved by Stephanie Gallamore
Seconded by Eric Towne

THAT Council approve the appointment of a member of the Harrison-Agassiz Chamber of Commerce to the Committee and that the Resort Development Strategy Committee's Terms of Reference be amended accordingly.

CARRIED
UNANIMOUSLY
RDS-2025-02-03

(b) Previous Resort Development Strategy

(c) RDS Guidelines

The Community Services Manager provided information on agenda items 5(b) and (c), outlining previous projects, funding and fiscal year timelines for both the Village and the Province, and highlighting some of the core RMI projects outlined in the guidelines. It was noted that the indigenous cultural infrastructure project is a carry over project from the current RDS and in discussions with Sts'ailes, the Village has been looking to develop a working group to bring this project to fruition. Previously, the RDS Committee provided input for potential projects, which in turn informed staff's research details, costs, locations and timelines.

(d) Provincial Timeline / Next Steps

The Community Services Manager reported on the following timeline from the Province:

- January – March: draft project ideas
- April – May: finalization of RDS for the Village, base funding amount calculations by the Province
- June: approval of the RDS by Council and submission to the Province
- July: enter into a shared cost agreement between the Village and the Province

Mayor Talen asked the Committee to review the guidelines and submit ideas for future RDS projects to him by email by the end of the day on February 20, 2025 for inclusion in the next Committee meeting's agenda package.

Staff will review the ideas discussed and return to the next meeting with a high-level overview of costs associated with each idea.

(e) Next Meeting Date

The Committee set meeting dates for 1:00 pm on February 24, 2025 and March 10, 2025.

*Village of Harrison Hot Springs
Minutes of the Resort Development Strategy Committee
February 5, 2025*

6. ADJOURNMENT

Moved by Christy Ovens
Seconded by Stephanie Gallamore

THAT the meeting be adjourned at 9:40 a.m.

**CARRIED
UNANIMOUSLY**
RDS-2025-02-04



Mayor Fred Talen, Chair
Resort Development Strategy Committee



Amanda Graham
Corporate Officer

Bridal Veil Mountain Resort

BC's Next Great All-Season Mountain Resort



Presented to
Mayor and Council
Village of Harrison Hot Springs
March 3, 2025

Territorial Acknowledgment

Bridal Veil Mountain Resort acknowledges and appreciates that its proposed project is located in S'ólh Téméxw, the traditional and unceded lands of the Stó:lō People since time immemorial.



Bridal Veil Mountain Resort

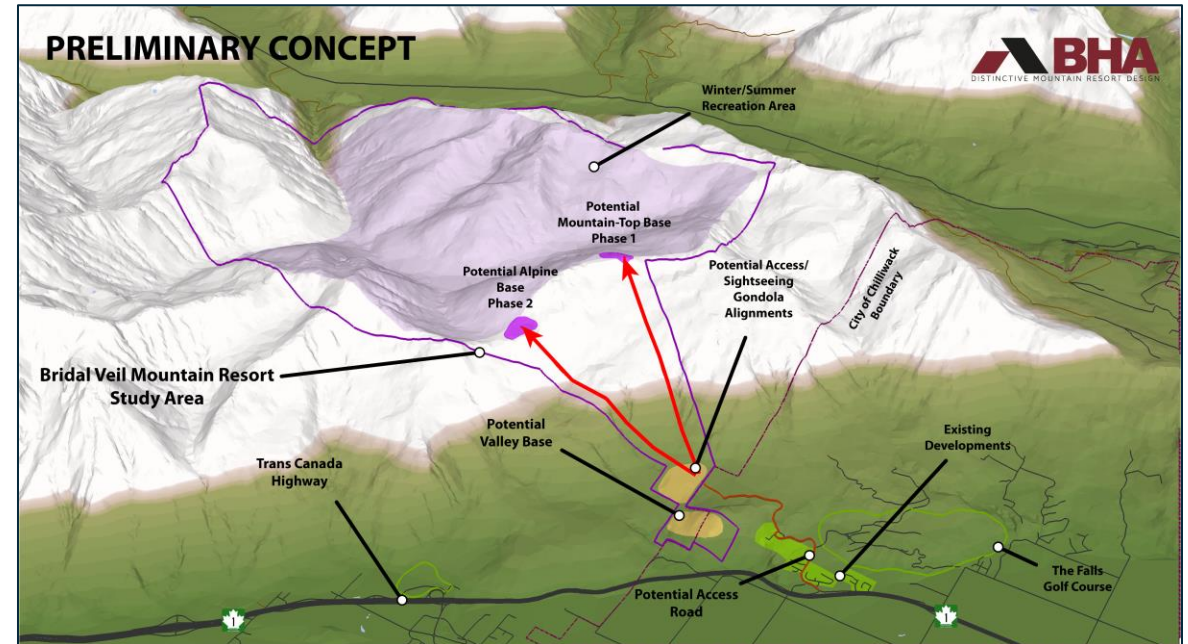
BC's Next Great All-Season Mountain Resort

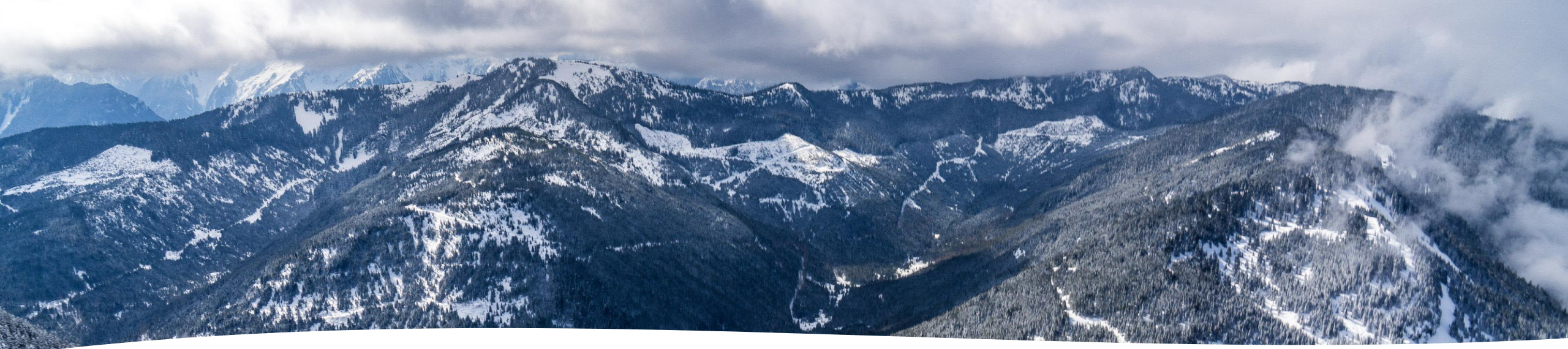
BVMR will be a world-class, all-season mountain resort planned and realized in partnership with the Stó:lō Communities of S'ólh Téméxw that will become one of the premier year-round tourist destinations in British Columbia.

Introducing Bridal Veil Mountain Resort

- **First** Destination Mountain Resort in Canada **developed jointly with First Nations**
- **Major economic and tourism driver** in S'ólh Téméxw for Stó:lō and the Province
- An **all-season mountain resort** – Winter, Spring, Summer, & Fall
- Serviced by **two sightseeing gondolas**
- Staged from **Alpine and Valley Villages, and The Uplands**
- **One million visitors per year**
- International **Stó:lō cultural tourism attraction**
- Will achieve and showcase the **highest environmental standards and technologies**

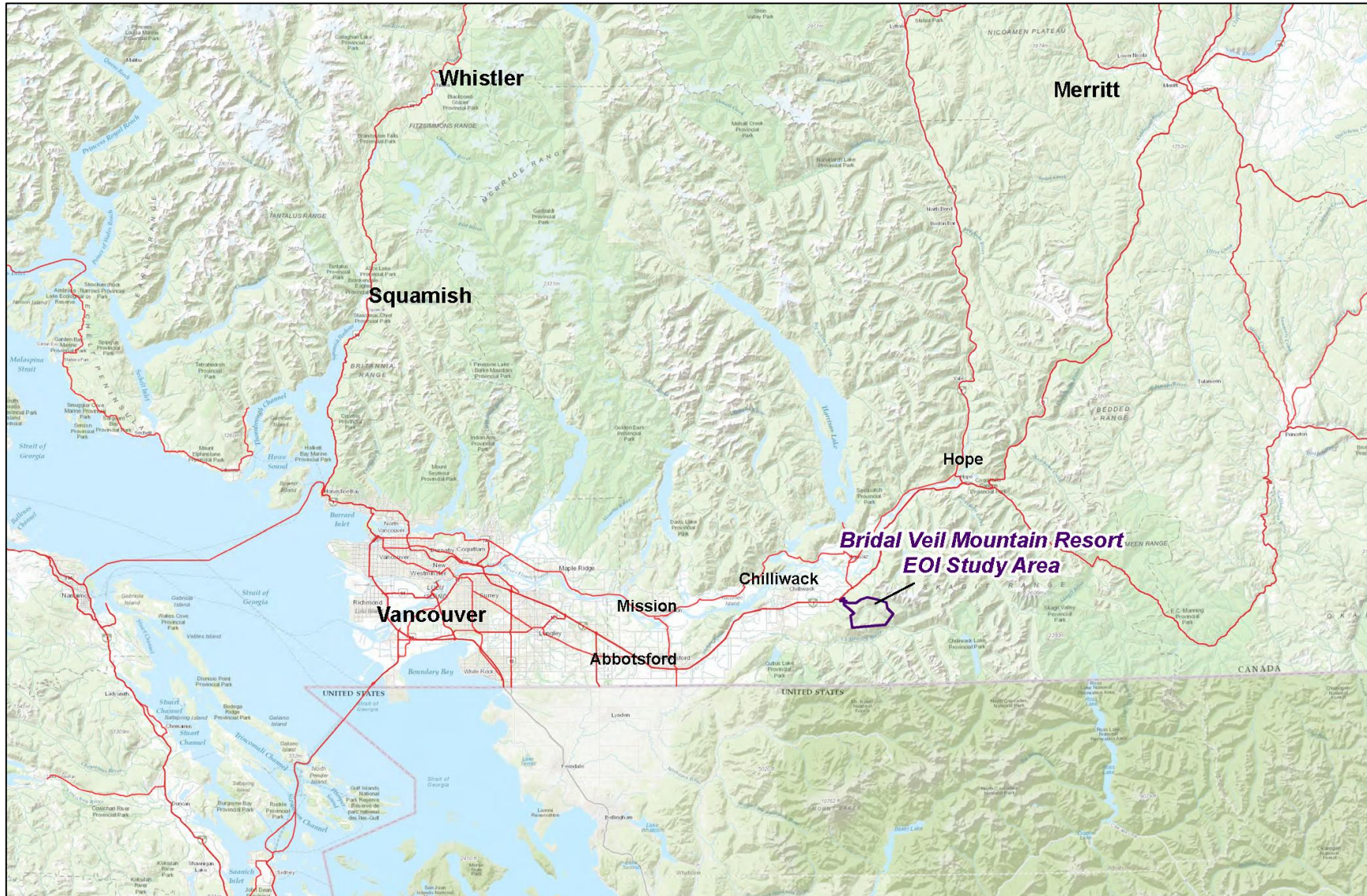
Bridal Veil Mountain Resort





The Core Principles of Bridal Veil Mountain Resort

1. Meaningful engagement, **joint management**, and **full equity ownership** with the participating Stó:lō Communities.
2. Recognizing the critical importance to the Stó:lō of environmental oversight and protecting the Stó:lō lands, the Proponent and the Stó:lō, working together, will **jointly develop the BVMR Project** to the **highest environmental and sustainability standards**, applying Stó:lō **cultural land stewardship values**.
3. Building **mutually respectful relationships and** completing the extensive Stó:lō **consultation** and engagement process, toward a mutually agreeable and respectful joint working agreement.
4. That the **Stó:lō must be full participants** in all decision-making processes for the BVMR Project **and be full beneficiaries** of a major socio-economic project on Stó:lō lands.



Regional Context

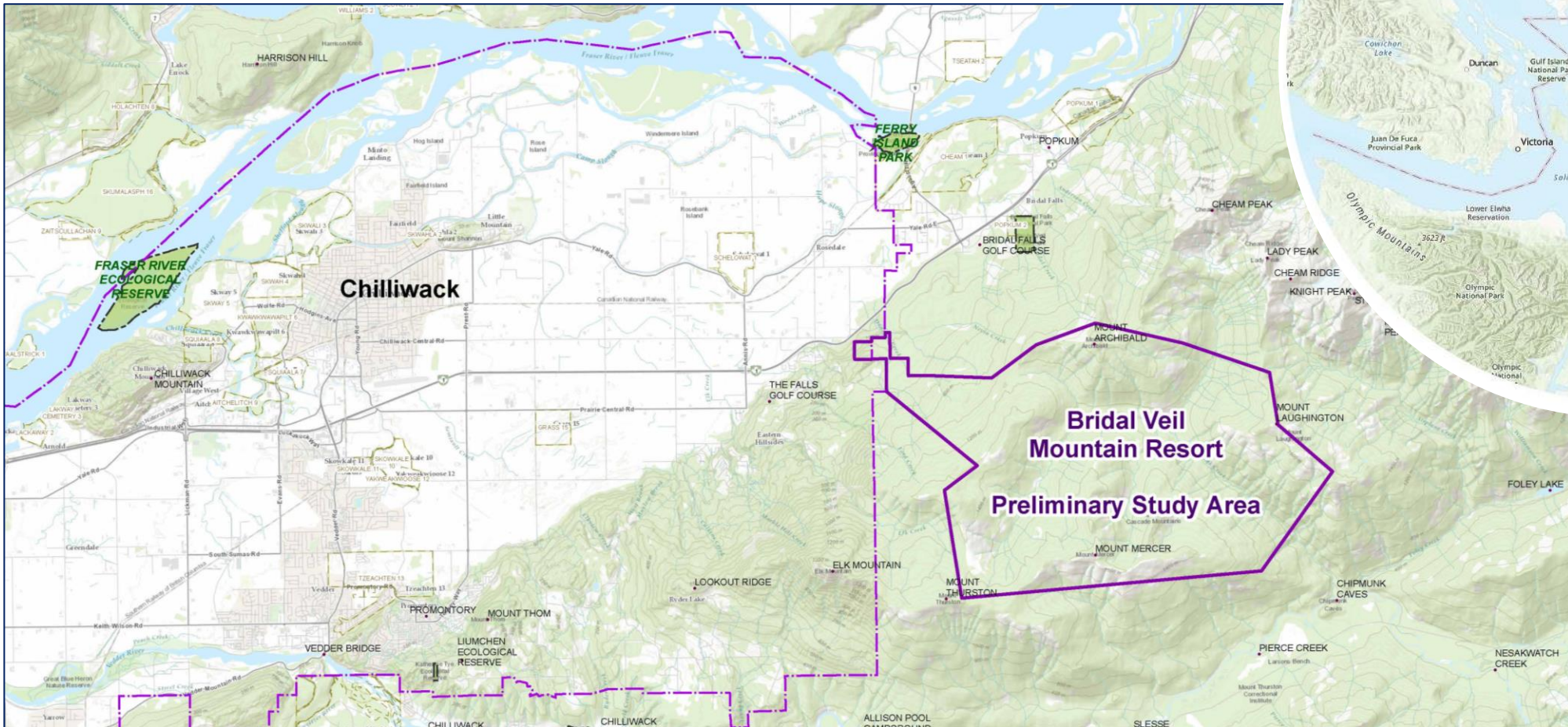
- FVRD - Growing by 143,000 residents (41%) by 2046
- Chilliwack - Growing by 44,000 residents (43%) by 2046

FVRD/Chilliwack Area

- Attractive – Relative Affordability, Greenspace/Recreation, Jobs/Economy (Supported by Remote Work)
- Young & Diverse Demographic – Young Families and growing immigrant communities
- Real Estate – Rapid development and price increase in recent years. ‘Rural/Agricultural’ is gradually becoming replaced by ‘Suburban’.

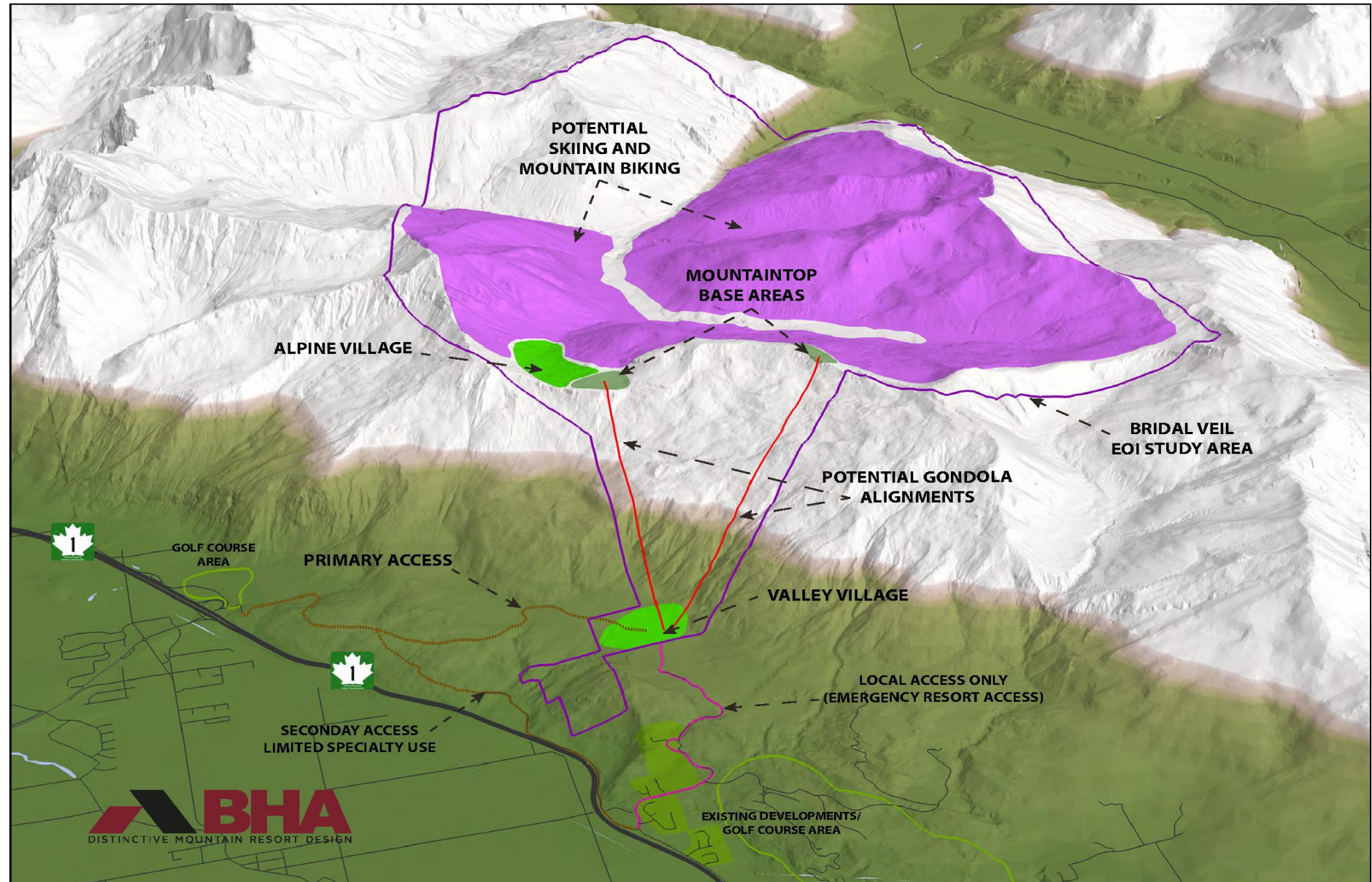
Location & Context

- In the Fraser Valley of British Columbia, Canada
- Approximately 11,500 acres (4,700 ha).
- Within a 1.5-hour drive of the entire Metro Vancouver and Fraser Valley area.
- 3-hr drive of 5 International Airports.
- Within 3 hours drive for 7.3 million people (CAN & USA).
- Adjacent to Highway 1, exposed to 9 million vehicles annually.



Bridal Veil Mountain Resort

BC's Next Great
All-Season
Mountain Resort



The Experience

Potential Activities

Summer

- Downhill Mtn Biking
- XC Mtn Biking
- Hiking
- Camping
- Aerial Adventure Park/Zip Lines
- Indigenous Cultural Programming

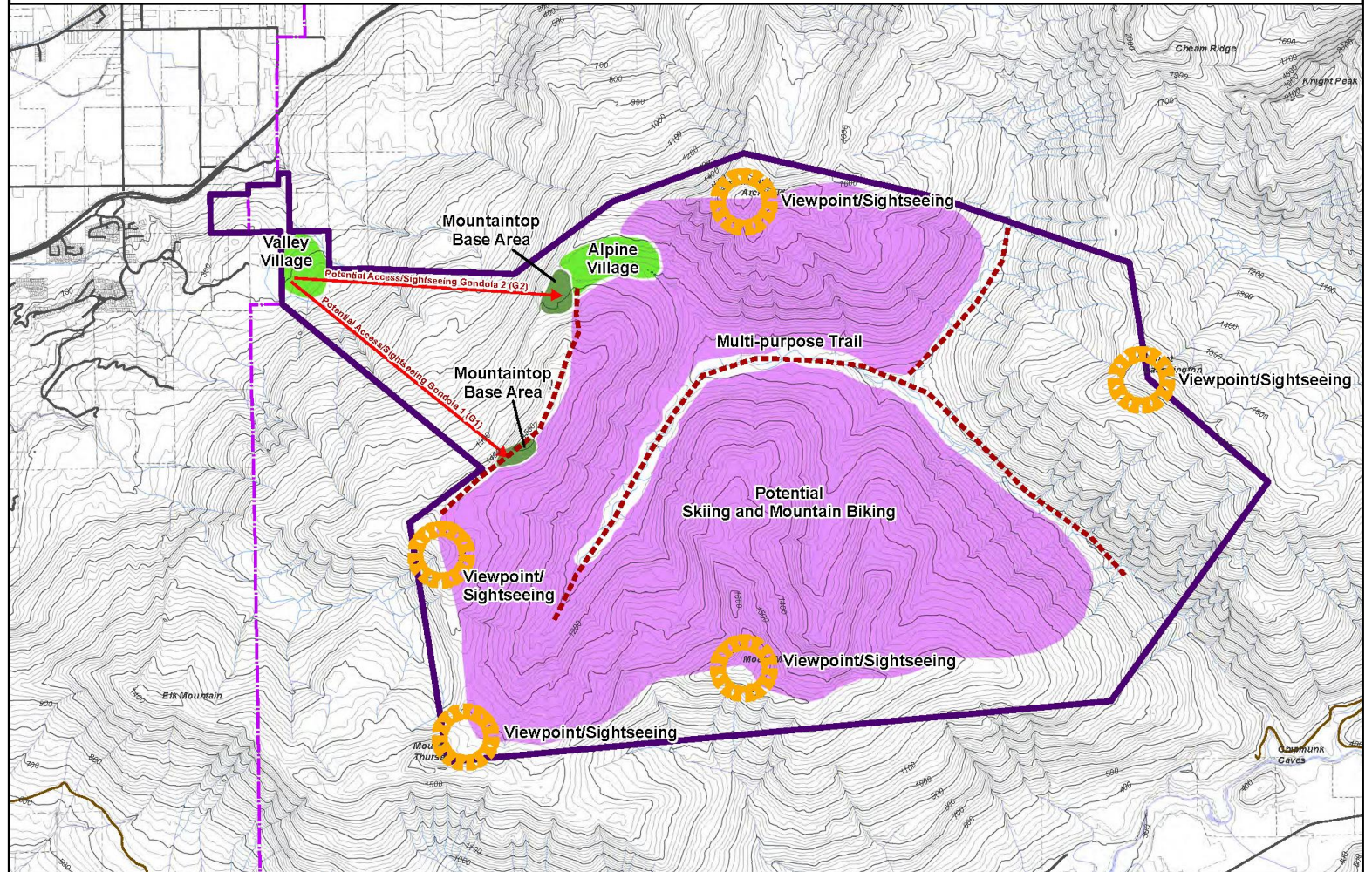
Potential Activities

Winter

- Alpine Skiing
- Nordic Skiing
- Snowshoeing
- Backcountry Touring
- Skating
- Tubing
- Sightseeing

Potential **Skiers per Day** – approx. **16,500 at Buildout**

Potential **Additional Guests per Day** – approx. **2,000 at Buildout**

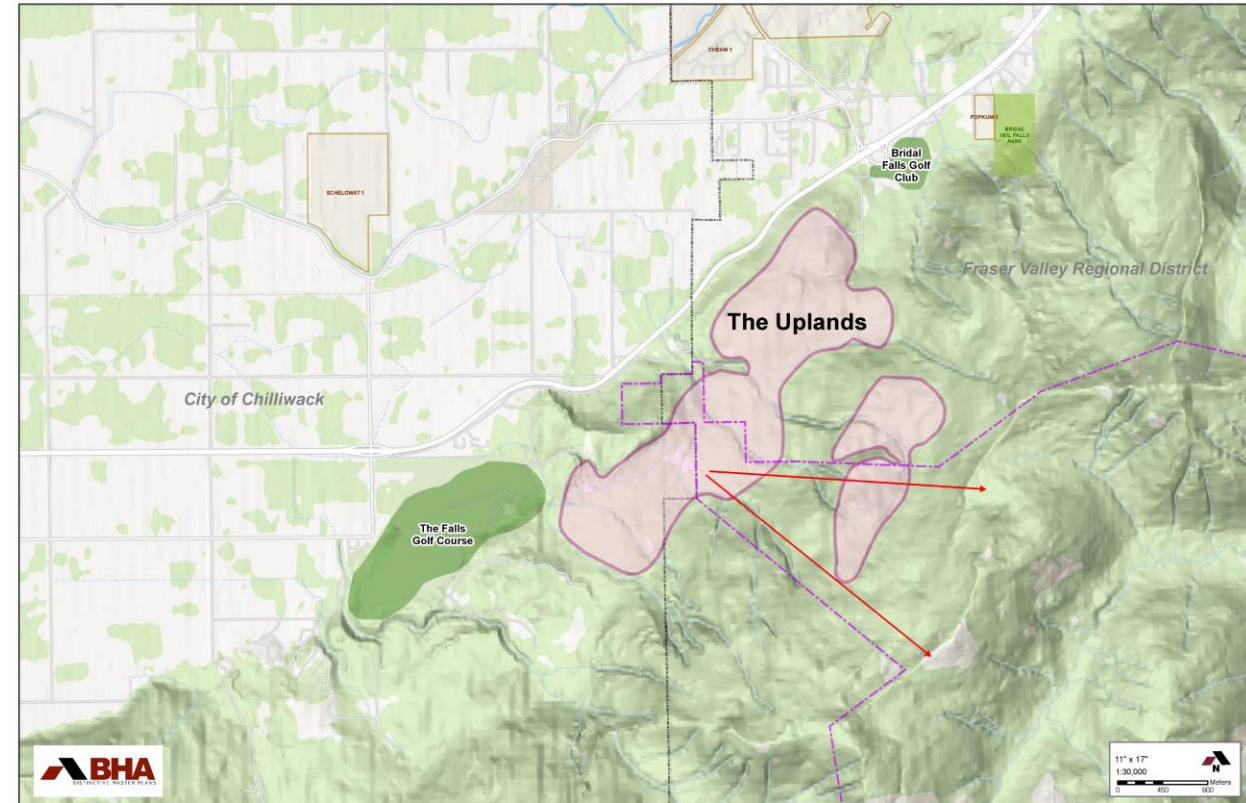


The Uplands

A Lifestyle Community Centred on Outdoor Recreation

- Live, Work, Play – A 15 Minute Community
- Housing that is Affordable and Desirable for Families
- +25-year Buildout – Building Value With Each Step
- 12,000+ Residents
- Integrates Utilities, Infrastructure, and Regional Transit
- Co-developed with Stó:lō Communities
- Complementary but not reliant on the BVMR All-Season Resort
- Garrison Village

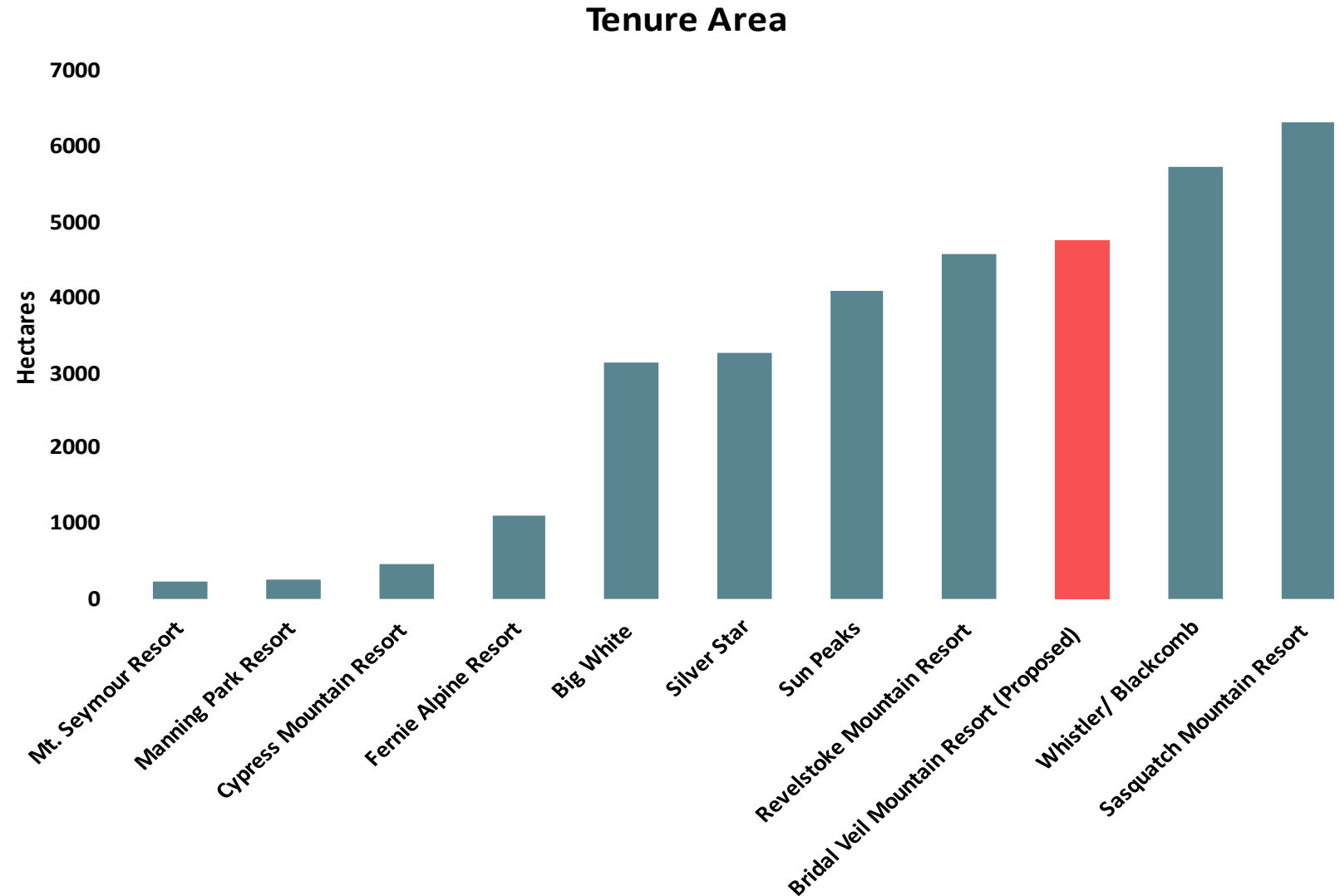
Example
Garrison Village



Resort Comparison

- The First Indigenous Planned, Owned, & Operated Resort in Canada
- Third Largest in BC
- Integrated Recreation & Cultural Experiences
- All Season - Weather/Climate Resilient
- Car-Free Alpine Area
- Access – Summer Tires and Public Transit
- Workforce at the Doorstep
- Critical Mass of Resorts in the Fraser Valley – Grow the Market

Bridal Veil Mountain Resort



Market

- Large Regional Ski Community
 - **796,000 Skiers/Nordic skiers**
 - Average **5.4 million ski days per year**
- **Participation Rate Could Triple**
 - Fraser Valley - 0.236 skier visits per resident.
 - Metro Vancouver - 0.612 skier visits per resident.
- Rapid Regional Population Growth
 - **40% population growth** between 2000 and 2023,
 - Projected to **double to 500,000 residents by 2050**
- Preliminary estimates indicate the market is capable of **over 1,000,000 guest visits annually** at buildout (RRC Associates)
 - 636,000 Winter
 - 460,000 Summer



Market Assessment



High Resident Participation in Outdoor Recreation

- 12 – 15% of British Columbians are active skiers/snowboarders, greater than the 6% National Average

Proximity to a Growing Population Area and International Access

- Metro Vancouver and Fraser Valley are the largest market in BC and projected to grow rapidly in the next 40 years
- 4 International Airports with connections across North America, Asia, and Europe within a 2.5-hour drive

A Niche Among Competing Resorts

- BVMR offers an Experience comparable to the Okanagan Ski Areas, in the Lower Mainland
- BVMR must find a niche with local residents to compete with local ski areas

Cementing BC as an International Ski Destination

- The range of experiences and four-season activities proposed for BVMR will firmly establish BC and the Lower Mainland as a ski destination with National and International Guests

Increasing Demand, Overcrowding, and Opportunities for BVMR

- Demand at ski areas has increased in recent years with operators attempting to find solutions to long lines and overcrowding



Economic Impact Report



- A Preliminary Assessment developed based on standards established by the North American Ski Resort Industry
- The Assessments and Reports will be updated in the next stage of planning to Reflect Stó:lō Participation in Ownership, as appropriate.

Summary of BVMR by Phase (Proposed)

Phase	Number of Lifts	Skiable Terrain (Ha)	Built Space (sq ft)	Bed Units	Annual Visitation
Phase 1	6	230	220,000	4,000	411,000
Phase 2	10	360	244,000	8,300	728,000
Phase 3	15	590	322,000	12,100	928,000
Phase 4 (Buildout)	18	890	411,000	15,200	1,096,000

Economic Impact Report



Summary of the Economic Impacts (Construction and Operations) of BVMR by Phase (Proposed)

Phase	Construction		Operations (Annual)		
	Investment	Jobs (FTE)	Visitor Spending	Jobs (FTE)	Taxes Paid
Phase 1	\$1,127,000,000	4,839	\$103,000,000	755	\$15,000,000
Phase 2	\$1,046,000,000	4,484	\$159,000,000	1,168	\$23,000,000
Phase 3	\$1,003,000,000	4,285	\$210,000,000	1,543	\$30,000,000
Phase 4 (Buildout)	\$813,000,000	3,485	\$252,000,000	1,856	\$36,000,000

Economic Assessment (2021 CAD) Projections (Buildout)



20,496

JOB YEARS DURING
CONSTRUCTION
[20-year buildout]



2,230

FULL & PART-
TIME JOBS



1,100,000

ANNUAL VISITORS



\$252,000,000

IN ANNUAL REVENUE
[\$252 per visitor]



\$35,000,000

IN ANNUAL TAXES
PAID



\$150,000,000

IN LIFTS & SKI TRAILS



\$162,000,000

IN DAY USE &
DESTINATION GUEST
SPACE



\$2,184,000,000

IN RESIDENTIAL UNITS



THANK YOU

Robert Wilson

President

robert@bridalveilmountainresort.ca

Jeff Wilson

Executive Vice President

jeff@bridalveilmountainresort.ca

Mike Watson

DPI Development Partners International

michael.watson@telus.net

bridalveilmountainresort.ca

Amanda Graham

Subject: Open Letter to Premier Eby and Minister Chandra Herbert

From: Scott Gurney <scott@17blackevents.com>

Sent: Monday, February 24, 2025 6:37 AM

To: 17 Black Events Admin <admin@17blackevents.com>

Subject: Open Letter to Premier Eby and Minister Chandra Herbert

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)
| [Report](#)

Dear Mayor and Council:

My name is Scott Gurney, I am the Executive Director of 17 Black Events, in Langford, BC.

Today I am writing to you on behalf of 24 signatories and 100's of Festival and Event Organizers across British Columbia who wrote an open letter to Premier David Eby and Minister Spencer Chandra Herbert.

We are calling on these officials to continue their support of festivals and events throughout BC. Some, or many, of these events and festivals take place in your community and have a profound impact on the mental, physical and economic health and well-being of your constituency. We are asking for your support too.

Below, you will see the open letter that was sent to the Minister and Premier on Wednesday February 19th. We are asking that you forward the same letter to them, on behalf of your community. Our towns and cities need arts & culture and we need your voice to encourage ongoing support from the NDP. Without it, we are sure to lose many of the gatherings and celebrations that bring happiness to your constituency, economic impact to local businesses and vibrancy to your community.

Thank you for taking the time to share this letter. I have included the email addresses and suggested subject line here for your convenience. There are two documents attached to make the letter easy to send. One is a PDF and one is a JPEG. Alternately, you can cut and paste the text from this email and send.

To: premier@gov.bc.ca, TACS.minister@gov.bc.ca,

CC: TACS.DeputyMinister@gov.bc.ca

Subject line: Fairs & Festivals - Open Letter of Support

Thank you for taking the time to send this letter, we truly appreciate your support.

Sincerely,

Scott Gurney

(he/him)
Executive Director
T. 250-516-9797
E. scott@17blackevents.com
W. 17blackevents.com

Open letter to Premier David Eby and Spencer Chandra Herbert, B.C. Minister of Tourism, Arts, Culture & Sport

Dear Premier Eby & Minister Chandra Herbert:

We're writing to seek the urgent renewal of the B.C. Fairs, Festivals and Events Fund (BCFFE) — or a replacement — in order to provide immediate and meaningful support to arts, cultural, community, and events throughout the province. With an increasing number of Canadians looking for homegrown travel experiences, it's never been more important to encourage thriving, exciting fairs and festivals.

As businesses and organizations we recognize these are challenging times for all levels of government, and we appreciate your efforts to protect B.C. industries from the looming impacts of possible tariffs. In spite of the uncertainty caused by rising cross-border tensions, it's heartening to see a sudden increase in Canadians seeking out products made within our borders and cancelling U.S. travel plans in favour of experiences that bring us together as a nation . . . experiences like B.C. fairs and festivals.

Our events are cornerstones of cultural identity, economic vitality, and social cohesion. Throughout the province, they offer a unique platform for celebrating our diverse talents and traditions — allowing us to come together in ways that reflect the fabric of B.C. But our fairs and festivals are more than entertainment. They attract tourists and lift up local businesses, from venues and suppliers that provide AV, stages and decor, to food vendors and specialty artisans. Jobs created by the arts and culture sector intersect with many other key industries. The same people that work festivals and arts-focused events also work in B.C.'s booming film industry, sporting events like the Invictus Games and FIFA, and major concert tours that have enormous economic impact — shows like Taylor Swift, Ed Sheeran, Luke Combs, and many more. Without skilled workers, these industries and productions will struggle; investing in B.C. events helps train the skilled workforce they require.

That's important, because according to your own stats, B.C.'s arts, culture, and heritage sector adds more than \$8.6 billion to B.C.'s annual GDP, and employs more than 150,000 British Columbians, representing 5.4 per cent of the province's overall labour force — the highest proportion in the country. Support for events is an investment in the livelihood of our communities, promoting tourism within our borders, and ensuring that British Columbia producers, artists, and performers have opportunities to thrive.

That's why we wish we could say planning for the future of B.C. events and festivals is well underway ... unfortunately, we can't.

During the NDP's successful 2024 re-election campaign, we were elated to see your commitment to "Provide stable, year over year funding for fairs, festivals and events." We appreciated this commitment and your direct attention to the crucial role that events and

festivals play in B.C.'s economic landscape. We were emboldened by your dedication to ensure our sector was supported, it made us feel we had security for our future.

However, as time continues to pass without news of what that funding will be, our industry becomes more vulnerable and lacks the confidence to move forward.

The clock is ticking on this year's events and festival season, and B.C. is beginning to lose long-standing and beloved events such as The Vancouver Mural Festival and The Vancouver Island Music Festival, to name just two. Sectoral challenges around ongoing cost increases and dropping revenues continue to plague the industry, and show no signs of improving in the short-term. Cancellations, postponements, and cheap downsized-versions of what were once thriving and impactful events in communities all across B.C. will be the result if action is not taken now.

Once again, we seek your urgent renewal of the BCFE program, or an adequate and meaningful replacement fund, that will immediately provide support to events and festivals throughout the province.

Thank you for your attention. We look forward to seeing you follow through on your commitment to provide stable, year over year funding for fairs, festivals and events. The arts and culture industry is in a fragile and vulnerable state, and its future is in your hands.

Sincerely,

XXXXXX

On behalf of,

Bard on the Beach Shakespeare Festival
Bass Coast Electronic Music and Art Festival
BC Live Performance Network
Brewery & the Beast
Crankworx Whistler
Culinaire Victoria
Denim on the Diamond
FVDED In The Park
Honda Celebration of Light
Hopscotch Festival
Italian Day on The Drive
Just For Laughs Vancouver
Pacific National Exhibition (PNE)
Phillips Backyard Concert Series
PuSh International Performing Arts Festival
Rifflandia Festival

Song & Surf Music Festival
Sunfest Country Music Festival
The Cup
Vancouver Craft Beer & Music Festival
Vancouver International Children's Festival
Vancouver Writers Fest
Victoria International Wine Festival
Whisky Global
. . . and hundreds more that case place in communities across BC.

File No: 0560-01
Date: March 3, 2025

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Release of Closed Meeting Resolutions

RECOMMENDATION

THAT the following closed meeting resolutions from the February 25, 2025 Special Closed Council Meeting be received for information at the March 3, 2025 Regular Council Meeting:

THAT Judy Barron, Hannelore Gidora, Elizabeth Webber and Marlene Reimer be appointed to the Age-Friendly Committee.

THAT Dennis Hill and Dean Robertson be appointed to the Advisory Planning Commission.

THAT the Boat Launch Operations bid be awarded to Harrison Eco Tours.

SUMMARY

To release resolutions passed at the Special Closed Council Meeting held on February 25, 2025.

BACKGROUND

Many subjects requiring the confidentiality of a closed meeting only require it for a limited period of time. It is important that local governments have a process in place to regularly review the information produced at closed meetings. Information that would no longer undermine the reason for discussing it in a closed meeting should be released as soon as practicable. The above resolutions have been released from the February 25, 2025 Special Closed Council Meeting.

DISCUSSION

Age-Friendly Committee and Advisory Planning Commission Applications

At the February 3, 2025 Regular Council Meeting, Council directed staff to put out a call for members of the public to apply for vacancies on the Age-Friendly Committee and the Advisory Planning Commission. On February 7, 2025 the Village posted a notice advertising the vacancies and requested that applications be submitted by February 24, 2025. All applications received by the closing date were reviewed by Council.

Boat Launch Operation RFP

At the January 13, 2025 Regular Council Meeting, staff reported that the Fraser Valley Regional District had terminated its contract for boat launch operations with the Village. Accordingly, Council directed staff to issue a request for proposals for operation of the boat launch.

On January 14, 2025 staff posted a Request for Proposals (RFP) for the Boat Launch Operations on BC Bid with a closing date of January 31, 2025. On February 4, 2025, the Village exercised its right to cancel the RFP as per the terms outlined in the RFP. A new RFP was posted on BC Bid on February 5, 2025 with a closing date of February 12, 2025. At the close of the bidding period, two (2) proposals were received. At the February 25, 2025 Special Closed Council Meeting, Council reviewed the proposals and awarded the contract to Harrison Eco Tours with a total contract value of \$68,300.

FINANCIAL CONSIDERATIONS

The planned revenues and expenditures associated with the boat launch operation will be included in the 2025-2029 Financial Plan.

POLICY CONSIDERATIONS

There are no policy considerations associated with this report.

Respectfully submitted:



Amanda Graham
Corporate Officer

Reviewed by:



Tyson Koch
Chief Administrative Officer

File No: 0340-50
Date: March 3, 2025

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Disposal of Surplus Items and Equipment Policy Amendment

RECOMMENDATION

THAT Council approve the amendments to Disposal of Surplus Items and Equipment Policy 1.11 as presented.

SUMMARY

To present an amended policy to Council.

BACKGROUND

At the February 3, 2025 regular Council meeting, Council passed the following resolution:

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

DISCUSSION

Staff have made draft amendments to Policy 1.11 as shown in the attached redlined version of the policy.


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: Draft amended Policy 1.11 Disposal of Surplus Items and Equipment



VILLAGE OF HARRISON HOT SPRINGS POLICY

COUNCIL	POLICY NO. 1.11
DISPOSAL OF SURPLUS ITEMS AND EQUIPMENT	DATE ADOPTED: December 7, 2009 AMENDMENT: August 16, 2010 AMENDMENT: January 15, 2024 AMENDMENT: February 18, 2025

1. PURPOSE

This policy is to provide guidelines for the disposal of equipment, vehicles, furniture and other items deemed surplus to various Village Departments. This policy does not cover the disposal of land, buildings or engineering structures.

2. DEFINITIONS

“disposed of” means to discard an item by way of public auction provided the item has not been deemed unsafe by the Chief Administrative Officer.

“destroyed” means to make useless an item such that it cannot be salvaged and thereby accessible to the public.

3. POLICY DIRECTIVES

The Chief Administrative Officer in consultation with the Chief Financial Officer shall have the authority to declare items surplus to the operational needs of the Village.

Once an item has been deemed surplus, the Chief Administrative Officer and Chief Financial Officer will make arrangements for the appropriate method of disposal.

Public auctions shall be conducted by [the Mayor a sealed bidding process](#). Any items sold through the public auction process shall be accompanied by a bill of sale which clearly states that the items are being purchased on an “as is, where is” basis and that the Village is in no way is offering or implying any warranty or liability for any action arising from any defect. All sales are final and the purchaser is responsible for the item’s removal immediately upon payment.

Items originating from the Fire Department and declared surplus by the Fire Chief will be disposed pursuant to this policy.

Items that are of a sensitive nature or pose a security threat shall be destroyed.

All monies and receipts for the sale of surplus items shall be forwarded to the Chief Financial Officer.

The Chief Financial Officer is responsible for the safekeeping of appropriate records in the disposal of surplus items and equipment.

File No: 0340-50 / 3900-02

Date: March 3, 2025

To: Mayor and Council
From: Christy Ovens, Community Services Manager
Subject: Special Event and Memorial Hall Policies and Fees

RECOMMENDATIONS

THAT staff prepare updated policies to clarify guidelines and fees for events held on public and municipal property and in Memorial Hall; and

THAT staff include rental information for the newly installed picnic shelter in Spring Park in the associated policy and fee bylaw; and

THAT staff be directed to draft amendments to Miscellaneous Fee Bylaw No. 1049, 2014 for Council's consideration.

SUMMARY

To present information to Council regarding special event policies and fees prior to preparing any updates or suggested changes.

BACKGROUND

The Village has two policies that govern special events: Policy No.1.17, Use of Public and Municipal Property for outdoor-based events, and Policy No. 4.7, Memorial Hall Use for events held inside Memorial Hall. Miscellaneous Fee Bylaw No. 1049, 2014 sets the rental fees and Schedule D which applies to these two policies, has not been updated since the bylaw was first adopted in 2014.

DISCUSSION

In reviewing the two special event policies in recent years, staff have identified the need for clarification and further direction from Council to ensure that the policies are working for the community.

Public and Municipal Property Policy Discussion

There have been several large events over the last few years, including those offered by partner organizations and external groups that have required substantial services from the Village. These include excess waste collection, swim float removal / re-installation, fireworks staffing for safety measures, site visits, and portable toilet rental issues. While staff are aware of the benefit of hosting community events, it is important to ensure that costs are recovered through the

permit process. In gathering feedback from our Public Works department, as well as from event organizers, staff have identified a potential solution to the waste collection and portable toilet rental issues. Staff would like to propose updates to the policy and fee schedule to require groups/events of a certain size to pay the Village for the additional services required. Village staff would then liaise directly with the providers and ensure that site drop offs occur at the desired locations.

Other items in this policy that lack clarity and / or have been identified as barriers in event planning in the Village of Harrison Hot Springs include overnight vehicle parking within parks / on Village lands, camping, and vendor sales. Some of these events have been taking place for a number of years in the community and their past activities have been grandfathered in to continue to occur. Staff will seek to clarify the policy to ensure that it is clear and consistent amongst event requests.

The Village Office often receives inquiries about acquiring a permit for smaller events, such as a birthday party or family gathering at the beach. The current policy does not state the number of attendees required in order to apply for a permit. In reviewing other municipalities' policies, staff are recommending that any event with less than 50 attendees that will not require additional staff services and will not render the space unusable for others, should be considered use consistent with public spaces and would not require a permit. Smaller groups are often looking for a reservable space in order to ensure that they have a picnic table area available when they arrive in the Village. With the recent installation of a covered picnic shelter at Spring Park, staff would like to include the rental of this space in the updated policy and miscellaneous fee bylaw. Without reserving the space, this picnic shelter would be available on a first-come, first-served basis.

Memorial Hall Use Policy Discussion

Miscellaneous Fee Bylaw No. 1049, 2014 Schedule "D" outlines user fees and damage deposit amounts for user groups to rent Memorial Hall. There have been many discussions over the last few years regarding the rental process and expressed concerns about the required fees and availability of the hall. Staff would like to present options to Council for review regarding the rental categories and associated fees, after researching similar policies and bylaws in other municipalities.

FINANCIAL CONSIDERATIONS

In 2024, revenue from special event permits and Memorial Hall rentals totaled \$10,220, an increase of 14.3% from 2023. In order to maintain and operate Memorial Hall, staff budget expenses total \$45,545 annually. These high operating costs emphasize the importance of retaining revenue through the implementation of Miscellaneous Fee Bylaw No. 1049, 2014. The goal is not to make use of the hall cost prohibitive, but to ensure that user fees align with the value of the hall and can meaningfully contribute to the upkeep and maintenance of the space.

POLICY CONSIDERATIONS

2025-2026 Strategic Plan Priorities

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

Respectfully submitted:



Christy Owens
Community Services Manager

Reviewed by:



Tyson Koch
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz
Chief Financial Officer, Deputy CAO

File No: 1220-20-73
Date: March 3, 2025

To: Mayor and Council
From: Jace Hodgson – Director of Operations
Subject: Primary Care Facility Renovation Contract Award

RECOMMENDATION

THAT the Director of Operations' report dated March 3, 2025 regarding the Primary Care Facility renovation contract award be received for information.

SUMMARY

To provide an update to Council regarding the construction contract that has been evaluated and awarded following a competitive bid process for the Primary Care Facility renovation.

BACKGROUND

In September of 2024, Council directed staff to proceed with a four-office renovation plan for a Primary Care Facility at 102-160 Lillooet Avenue.

The Village issued a Request for Proposals (RFP) on January 20, 2025 for the Primary Care Facility renovation work. By the closing date of February 5, 2025, eighteen (18) proposals were received. Staff evaluated the proposals based on Financial, Corporate and Technical Criteria and have awarded the contract to Kurts Construction. The building permit has recently been received from the Fraser Valley Regional District approving the design which will allow construction to commence early March. Project completion is targeted for May 2025.

The Primary Care Facility design includes four office areas, a washroom and a waiting room. To construct this facility, there will be upgrades that include plumbing, heating, electrical, framing, insulation, paint, flooring, millwork, doors and a new T-bar ceiling. The new facility will be occupied by Fraser Health and will host a nurse practitioner one day per week. This will provide a higher level of medical care to Harrison residents in a convenient location within the Village. The Village is exploring additional partnerships with other agencies that provide social, well-being and protective services for Harrison Residents.

FINANCIAL CONSIDERATIONS

The RFP submitted by Kurts Construction for the Primary Care Facility Renovation work quotes the project at a cost of \$156,730 and will be funded by surplus. This line item is included in the 2025 Financial Plan.

POLICY CONSIDERATIONS

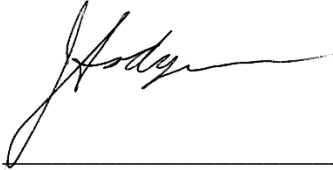
2025 Strategic Plan Priorities

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

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

Choose a building block.

Respectfully submitted:



Jace Hodgson
Director of Operations

Reviewed by:



Tyson Koch
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz
Chief Financial Officer, Deputy CAO

File No: 2510
Date: March 3, 2025

To: Mayor and Council
From: Scott Schultz, Chief Financial Officer
Subject: Council Remuneration Analysis

RECOMMENDATION

THAT the Chief Financial Officer's report dated March 3, 2025 regarding Council Remuneration Analysis be received for information.

SUMMARY

To provide Council with comparison information regarding remuneration.

BACKGROUND

Council Remuneration and Expense Policy 1.16 was last reviewed in May of 2023.

At the January 29, 2025 Committee of the Whole meeting, Council directed staff to prepare draft revisions to the Council Remuneration Policy 1.16 to include increases to remuneration, meal and conference allowances, and include a comparison for remuneration for similar sized municipalities.

DISCUSSION

Staff researched the remuneration for as many similar sized municipalities as possible, including both resort and non-resort communities, however getting consistent information proved challenging as some of the comparison information is either not available or outdated.

With the information that was available, staff were able to gain Council base remuneration information for 15 other similar BC municipalities (not including expenses or other benefits). When the highest and lowest comparator is removed, average annual base remuneration is:

- Mayor - \$43,344
- Councillor - \$21,191

Please note, this comparison data is from between 2022 and 2024, so many municipalities would have had Consumer Price Index (CPI) increases since then. In comparison, the 2025 remuneration for Village Council is:

- Mayor - \$44,443

- Councillor - \$22,222

This high-level remuneration comparison was conducted based on communities with reasonably similar populations, or resort status communities. Operating budget, number of staff, geographic size, etc., were not considered in this research. Other variables that contribute to overall remuneration include training, conferences, extended health benefits, per diem allowances, and technology allowances. If Council wishes a more fulsome review, an external consultant could be retained or a task force could be established.

At this time, staff requests that Council provide direction on which revisions, if any, that staff should incorporate into the Council Remuneration Policy 1.16. The policy will then be revised and brought back to a future Council meeting for further consideration.

FINANCIAL CONSIDERATIONS

Should Council direct staff to make amendments to current elected official remuneration, the 2025-2029 Financial Plan Bylaw will need to be amended to reflect those changes.

Respectfully submitted:



Scott Schultz
Chief Financial Officer, Deputy CAO

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachment: Elected Official Remuneration Analysis

Elected Official Remuneration Analysis - 2025						
Municipality	Mayor	Councillor	Year	Population	Resort Community?	
Anmore	\$ 52,812	\$ 23,472	2023	2,485	No	
Bowen Island	\$ 57,445	\$ 28,723	2023	4,256	No	
Comox	\$ 60,845	\$ 27,534	2024	14,806	No	
Cumberland	\$ 26,007	\$ 15,604	2024	4,447	No	
Creston	\$ 40,642	\$ 18,510	2023	5,583	No	
Fernie	\$ 45,377	\$ 22,689	2024	6,320	No	
Gibsons	\$ 74,600	\$ 29,480	2024	4,758	No	
Hope	\$ 35,856	\$ 20,318	2024	6,686	No	
Invermere	\$ 30,951	\$ 18,571	2024	3,917	No	
Pemberton	\$ 41,691	\$ 20,846	2024	3,407	No	
Radium Hot Springs	\$ 21,840	\$ 12,000	2024	1,339	No	
Rossland	\$ 30,000	\$ 18,000	2024	4,140	Yes	
Tofino	\$ 43,992	\$ 19,796	2022	2,516	Yes	
Valemount	\$ 23,250	\$ 11,944	2024	1,052	Yes	
Whistler	\$ 145,000	\$ 55,000	2024	13,982	Yes	
Average annual salary of all sample municipalities	\$ 48,687	\$ 22,832				
Average annual salary dropping highest and lowest	\$ 43,344	\$ 21,191				
Harrison Hot Springs	\$ 44,443	\$ 22,222	2025	1905	Yes	

File No: 1715-20
Date: March 3, 2025

To: Mayor and Council
From: Scott Schultz, Chief Financial Officer
Subject: 2025-2029 Financial Plan Bylaw No. 1220, 2025

RECOMMENDATION

THAT the 2025-2029 Financial Plan Bylaw No. 1220, 2025 be given third reading as amended.

SUMMARY

To update council on the public feedback received and request the 2025-2029 Financial Plan Bylaw be given third reading.

BACKGROUND

Staff introduced the draft 2025-2029 Financial Plan to council at a Committee of the Whole meeting held on January 29, 2025. Following that, Financial Plan Bylaw No. 1220, 2025 was given first and second reading on February 18, 2025. Council also authorized staff to hold a budget open house on March 3, 2025 at Memorial Hall. The following change has been made to the financial plan after it was given first and second reading:

- In the past, boat launch revenues and costs ran through the Fraser Valley Regional District (FVRD) and net profits based on the agreement were submitted to the Village at the end of each year. This year, the boat launch operations RFP has been awarded directly to a contractor and thus the FVRD is no longer acting as a third-party for the boat launch operations. With this new process, revenues and costs will now run directly through the Village. The financial plan was updated to adjust the boat launch revenues as well as expected costs. The net budgeted profit for the boat launch has not changed, and there is no net change to the bottom line on the budget.

DISCUSSION

Pursuant to s. 165(1) of the *Community Charter*, council must adopt annually, a five-year Financial Plan that sets out the objectives and policies of the municipality.

Pursuant to s. 166 of the *Community Charter*, council must undertake a process of public consultation regarding the proposed financial plan before its adoption.

The public has been invited to submit feedback and questions on the proposed financial plan throughout the budgeting process. As of the date this report was written, no official feedback

had been received from the public. Any feedback received after this report was written will be verbally provided to council at this time.

Accordingly, the 2025-2029 Financial Plan Bylaw No. 1220, 2025 is attached for council's consideration for third reading.

FINANCIAL CONSIDERATIONS

The financial plan is attached to this report under Schedule "A".

POLICY CONSIDERATIONS

There are no policy considerations related to this report.

Respectfully submitted:



Scott Schultz
Chief Financial Officer, Deputy CAO

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachments (2): 1. 2025-2029 Financial Plan Bylaw No. 1220, 2025
 2. 2025-2029 Financial Plan Details



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1220, 2025

A Bylaw of the Village of Harrison Hot Springs to establish the 2025 – 2029 Financial Plan

WHEREAS the *Community Charter* requires the municipality to adopt a five-year financial plan annually;

AND WHEREAS public consultation regarding the financial plan was provided by way of an open meeting;

NOW THEREFORE the Council of the Village of Harrison Hot Springs, in open meeting, lawfully assembled,
ENACTS AS FOLLOWS:

1. That Schedule “A” attached hereto and made part of this bylaw is hereby adopted and is the Village of Harrison Hot Springs Financial Plan for the years 2025 - 2029.
2. That Schedule “B” attached hereto and made part of this bylaw is hereby adopted and is the Village of Harrison Hot Springs Financial Plan Objectives and Policies Statement for the year 2025 – 2029.
3. This bylaw may be cited for all purposes as the “Village of Harrison Hot Springs Financial Plan Bylaw No. 1220, 2025”
4. Bylaw No. 1202, 2024, 2024 – 2028 Financial Plan and all amendments are hereby repealed.

READ A FIRST TIME THIS 18th DAY OF FEBRUARY 2025

READ A SECOND TIME THIS 18th DAY OF FEBRUARY 2025

AMENDED AND READ A THIRD TIME THIS DAY OF , 2025

ADOPTED THIS DAY OF , 2025

Mayor

Corporate Officer

BYLAW NO. 1220, 2025
SCHEDULE "A"
2025-2029 Financial Plan

	2025	2026	2027	2028	2029
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
REVENUES:					
PROPERTY TAXES - MUNICIPAL	3,056,885	3,161,393	3,233,987	3,308,280	3,376,597
COLLECTIONS OTHER GOVERNMENTS & AGENCIES	2,371,870	2,419,312	2,467,703	2,517,057	2,517,057
PENALTIES & INTEREST - TAXES	-	-	-	-	-
UTILITY CO. 1% REVENUE TAXES	45,720	46,540	47,471	48,420	49,389
PAYMENTS IN LIEU OF TAXES	8,250	8,415	8,583	8,755	8,930
TOTAL TAXES COLLECTED	5,482,725	5,635,660	5,757,744	5,882,512	5,951,973
REMITTANCES OTHER GOVERNMENTS & AGENCIES	(2,371,870)	(2,419,312)	(2,467,703)	(2,517,057)	(2,517,057)
NET TAXES FOR MUNICIPAL PURPOSES	3,110,855	3,216,348	3,290,041	3,365,455	3,434,916
REVENUE FROM OWN SOURCES	2,600,732	2,638,781	2,681,424	2,725,081	2,778,924
GRANTS AND DONATIONS	10,210,975	575,736	575,736	575,736	575,736
DCC	1,789,530	-	-	-	-
CONTRIBUTED ASSETS	-	-	-	-	-
TOTAL REVENUE	\$17,712,092	\$6,430,865	\$6,547,201	\$6,666,272	\$6,789,576
EXPENSES:					
LEGISLATIVE	247,826	232,681	236,630	240,762	245,378
GENERAL GOVERNMENT	1,588,059	1,475,929	1,498,829	1,521,299	1,551,329
PROTECTIVE SERVICES	441,236	428,090	435,427	442,957	450,964
DEVELOPMENT PLANNING	255,474	127,657	130,210	132,814	135,471
TOURISM AND COMMUNITY IMPROVEMENT	530,400	403,320	409,054	414,974	421,013
ENGINEERING, TRANSPORTATION, STORM WATER	957,068	943,947	956,273	968,558	987,928
SOLID WASTE	259,640	264,333	269,120	274,503	279,993
PARKS, RECREATION & CULTURAL SERVICES	766,619	738,321	747,989	757,665	771,677
WASTEWATER UTILITY	1,358,447	1,061,973	1,079,137	1,097,372	1,119,321
WATER UTILITY	818,896	637,556	646,590	656,123	669,245
DEBT- INTEREST	13,200	13,200	13,200	13,200	13,200
TOTAL EXPENDITURES	7,236,865	6,327,007	6,422,459	6,520,226	6,645,519
SURPLUS (DEFICIT)	\$10,475,227	\$103,858	\$124,742	\$146,046	\$144,057
CAPITAL, DEBT, RESERVES, TRANSFERS & BORROWING					
CAPITAL EXPENDITURES	(12,147,545)	(113,040)	(115,120)	(117,242)	(119,407)
REPAYMENT ON DEBT	(31,100)	(31,100)	(31,100)	(31,100)	(31,100)
PROCEEDS OF DEBT	-	-	-	-	-
CONTRIBUTIONS TO RESERVES	(1,238,282)	(1,258,758)	(1,279,643)	(1,300,947)	(1,322,678)
TRANSFERS FROM RESERVES	1,440,940	113,040	115,121	117,243	119,408
APPROPRIATION FROM SURPLUS	314,760	-	-	-	-
EQUITY IN TANGIBLE CAPITAL ASSETS	1,186,000	1,186,000	1,186,000	1,186,000	1,209,720
	\$(10,475,227)	\$(103,858)	\$(124,742)	\$(146,046)	\$(144,057)
SURPLUS (DEFICIT) PLUS CAPITAL, DEBT	- 0	- 0	- 0	- 0	- 0

BYLAW NO. 1220, 2025
SCHEDULE “B”
2025 FINANCIAL PLAN OBJECTIVES AND POLICIES

In accordance with Section 165(3.1) of the *Community Charter*, the Village of Harrison Hot Springs is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2025. Property taxes usually form the greatest proportion of revenue for operations. As a revenue source, property taxation offers a stable and reliable source of revenues for services such as:

- Governance & Administration
- Operations & Public Works
- Protective Services
- Recreation, Parks & Culture

User fees and charges typically form the second largest proportion of planned revenue. Many services can be measured and charged on a user-pay basis. Services where fees and charges are applied include water and sewer usage, solid waste management & pay parking – these are charged on a user pay basis. User fees are designed to apportion the value of a service to those who use the service.

Table 1: 2025 Funding Sources

Revenue Source	% of Total Revenue	Dollar Value
Property Taxes including Payments in Lieu	16%	\$3,110,855
Utility Service Fees	2.9%	\$556,707
User fees	7.3%	\$1,413,547
Reserves	7.4%	\$1,440,940
Surplus	1.6%	\$314,760
DCC Revenues	9.2%	\$1,789,530
Grants/Donations	52.5%	\$10,210,975
Other sources	3.2%	\$630,477

Objective and Policies

- to continue to seek grants for major infrastructure repair and replacement
- to keep the public well-informed about projects and initiatives
- to review utility participation rates to ensure they are equitably funded
- to establish reserve policies to assist in the funding of future capital replacements and to ensure tax rates remain stable
- to ensure that Village services are financially sustainable

Distribution of Property Taxes

Table 2 outlines the projected distribution of property taxes among the property classes.

Table 2: 2025 Distribution of Property Tax Rates

Property Class	% of Total Property Taxation
Residential (1)	69%
Business (6)	26%
Recreation/Non-profit (8)	5%

Policies and Objectives

- Ensure that Village services are financially sustainable
- Set property tax rates that are based on principals of equity and responsiveness to current economic trends
- Regularly review and compare the Village's distribution of tax burden relative to other similar municipalities in British Columbia
- Continue to seek grants for major infrastructure renewal and projects
- Keep the public well-informed about projects and initiatives
- Maintain reserve funds for the funding of future capital replacements
- Maintain reserve funds to stabilize tax rates when required

Permissive Tax Exemptions

Policies & Objectives

Council may consider a revitalization tax exemption in conjunction with its Financial Plan, for the purpose of providing incentives for development and revitalization of property within the Village.



HARRISON HOT SPRINGS

Naturally Refreshed


DRAFT FINANCIAL PLAN (2025-2029)


HARRISON HOT SPRINGS 2025 - 2029 FIVE YEAR FINANCIAL PLAN DETAILS

	2022	2023	2024	2024	2025	2026	2027	2028	2029
	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
			(Preliminary)						
REVENUE									
PROPERTY TAXES									
GENERAL MUNICIPAL TAXES	2,506,424	2,660,469	2,857,115	2,857,115	3,056,885	3,161,393	3,233,987	3,308,280	3,376,597
COLLECTIONS FOR OTHER GOVERNMENTS & AGENCIES	2,101,232	2,295,013	2,534,268	2,534,268	2,371,870	2,419,312	2,467,703	2,517,057	2,517,057
PENALTIES & INTEREST - TAXES	45,911	64,323	78,712					-	-
UTILITY CO. 1% REVENUE TAXES	38,617	41,987	44,086	44,733	45,720	46,540	47,471	48,420	49,389
PAYMENTS IN LIEU OF TAXES	6,754	6,698	8,246	6,400	8,250	8,415	8,583	8,755	8,930
	Total taxes collected	4,698,938	5,068,490	5,522,427	5,442,516	5,482,725	5,635,660	5,757,744	5,882,512
REMITTANCES TO OTHER GOVERNMENTS & AGENCIES	(2,101,232)	(2,295,013)	(2,534,268)	(2,534,268)	(2,371,870)	(2,419,312)	(2,467,703)	(2,517,057)	(2,517,057)
	Net Taxes for Municipal Purposes	2,597,706	2,773,477	2,988,159	2,908,248	3,110,855	3,216,348	3,290,041	3,365,455
REVENUE FROM OWN SOURCES									
DCC REVENUE RECOGNISED	15,077		48,079	160,000	111,920			-	-
RESORT MUNICIPALITY INITIATIVE	106,920	120,000	125,000	125,000	135,000	100,000	100,000	100,000	100,000
CURBSIDE COLLECTION	139,703	152,958	163,884	155,000	166,000	169,320	172,706	176,161	179,684
LICENSES & PERMITS	57,128	56,373	39,182	37,763	38,794	39,569	40,361	40,282	41,991
FINES	10,774	9,010	4,250	4,250	4,335	4,422	4,510	4,600	4,692
RENTAL & LEASE INCOME	45,825	43,613	39,220	50,000	125,000	125,000	125,000	125,000	126,500
PAY PARKING	355,813	377,566	336,121	370,000	350,000	370,000	370,000	370,000	377,400
INTEREST EARNED	295,876	597,163	425,000	65,900	66,218	47,754	48,709	49,684	50,677
GAIN(LOSS) ON DISPOSAL OF ASSETS	(8,174)	11,805	-				-	-	-
OTHER INVESTMENT INCOME	-	-	-				-	-	-
OTHER REVENUE FROM OWN SOURCES	61,821	63,591	82,129	22,700	46,130	46,493	46,863	47,240	47,624
	Total Revenue from Own Sources	1,080,762	1,432,080	1,262,865	1,043,397	902,558	908,149	912,967	928,568
GRANTS AND DONATIONS									
UNCONDITIONAL GRANTS	414,000	325,000	359,300	334,000	325,000	325,000	325,000	325,000	325,000
CONDITIONAL GRANTS/DONATIONS	231,400	1,414,881	268,000	346,595	341,853	150,736	150,736	150,736	150,736
	Total Grants and Donations	645,400	1,739,881	627,300	680,595	475,736	475,736	475,736	475,736
TRANSFERS FROM RESERVES & SURPLUS									
TRANSFERS FROM RESERVES	84,227	23,960	80,000	165,000	141,987	-	-	-	-
TRANSFER FROM SURPLUS	245,226	207,396	-	-	53,760	-	-	-	-
	Total transfers from Reserves & Surplus	329,453	231,356	80,000	195,747	-	-	-	-
TRANSFER FROM EQUITY IN TCA - GENERAL									
	758,588	770,777	780,000	780,000	780,000	780,000	780,000	780,000	795,600
	TOTAL REVENUE	5,411,910	6,947,570	5,738,324	5,524,456	5,796,852	5,374,642	5,453,926	5,534,158
									5,634,820


HARRISON HOT SPRINGS 2025 - 2029 FIVE YEAR FINANCIAL PLAN DETAILS

	2022	2023	2024	2024	2025	2026	2027	2028	2029
	ACTUAL	ACTUAL	ACTUAL (Preliminary)	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
EXPENDITURES									
COUNCIL									
MAYOR TALEN (FORMERLY WOOD)	37,478	48,420	36,906	61,530	63,370	64,495	65,643	66,875	68,214
COUNCILLOR JACKSON	16,759	31,008	33,663	36,842	38,323	38,976	39,645	40,358	41,165
COUNCILLOR BUCKLEY (FORMER)	20,563	13,718	-	-	-	-	-	-	-
COUNCILLOR SCHWEINBENZ (FORMERLY ALLEN)	-	6,938	26,218	36,842	38,323	38,976	39,645	40,358	41,165
COUNCILLOR VIDAL	20,728	28,294	29,088	32,688	34,166	34,736	35,319	35,946	36,665
COUNCILLOR FACIO	17,458	29,323	30,756	34,072	35,570	36,243	36,936	37,595	38,346
OTHER LEGISLATIVE EXPENSES	2,971	9,543	2,687	13,950	38,074	19,255	19,441	19,629	19,822
Total Legislative Services	115,957	167,245	159,318	215,924	247,826	232,681	236,629	240,761	245,377
ADMINISTRATION									
EXPENSES - STAFF	190,616	234,599	280,571	249,936	248,452	253,426	258,491	262,773	268,928
MANAGEMENT EXPENSES	447,785	628,259	571,539	508,694	560,331	564,193	575,480	586,987	598,228
TRANSPORTATION & COMMUNICATION	16,350	15,905	21,483	20,000	23,280	23,746	24,221	24,705	25,199
INFORMATION SERVICES	29,189	26,310	22,026	30,500	26,280	26,805	27,341	27,889	28,447
PROFESSIONAL & SPECIAL SERVICES	78,079	217,140	268,625	277,000	183,019	57,153	58,296	59,462	60,651
LEGAL FEES	21,981	89,409	135,416	30,000	30,600	31,212	31,836	32,473	33,122
LIBRARY BOARD	72,505	74,816	79,839	79,839	82,818	84,474	86,164	87,887	89,645
MEDICAL SERVICES	-	-	6,314	-	39,800	39,800	39,800	39,800	39,800
MISCELLANEOUS SERVICES	25,204	25,976	30,948	30,200	31,340	31,967	32,606	33,258	33,923
GENERAL GOODS & SUPPLIES	58,509	55,678	70,798	73,800	75,136	76,639	78,172	79,735	81,330
BANK CHARGES & INTEREST	5,450	10,740	12,255	7,856	7,913	6,971	6,031	5,132	5,234
MUNICIPAL OFFICE	36,452	29,878	45,555	37,316	39,090	39,543	40,391	41,198	42,022
AMORTIZATION	233,732	255,163	240,000	240,000	240,000	240,000	240,000	240,000	244,800
Total Administration	1,215,853	1,663,873	1,785,369	1,585,141	1,588,059	1,475,929	1,498,829	1,521,299	1,551,329
PROTECTIVE SERVICES									
BYLAW ENFORCEMENT	82,251	76,612	80,403	86,000	86,000	87,600	89,232	91,017	92,837
ANIMAL WASTE STATIONS	7,535	7,213	7,532	6,311	6,337	6,464	6,593	6,725	6,860
EMERGENCY MEASURES	16,570	16,357	16,857	20,150	84,173	85,856	87,574	89,325	91,112
FIRE DEPARTMENT									
FIRE DEPARTMENT ADMINISTRATION	12,268	19,584	26,023	42,642	73,327	53,621	54,263	54,918	55,587
FIREHALL	15,724	31,937	31,060	25,270	23,341	23,851	24,375	24,837	25,333
FIRE REMUNERATION & BENEFITS	96,808	122,519	137,249	111,397	109,596	111,467	113,377	115,324	117,310
FIRE DEPARTMENT VEHICLES	14,388	18,480	16,994	17,588	19,438	19,828	20,224	20,629	21,041
FIRE DEPARTMENT EQUIPMENT	22,235	29,678	21,357	24,051	24,024	24,403	24,789	25,182	25,584
FIRE DEPARTMENT AMORTIZATION	14,636	15,274	15,000	15,000	15,000	15,000	15,000	15,000	15,300
Total Fire Department	176,059	237,472	247,683	235,948	264,726	248,170	252,028	255,890	260,155
Total Protective Services	282,414	337,653	352,475	348,409	441,236	428,090	435,427	442,957	450,964

HARRISON HOT SPRINGS 2025 - 2029 FIVE YEAR FINANCIAL PLAN DETAILS										
<div><div>HARRISON HOT SPRINGS <i>Naturally Refreshed</i></div></div>		2022	2023	2024	2024	2025	2026	2027	2028	2029
		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		(Preliminary)								
DEVELOPMENT PLANNING										
DEVELOPMENT PLANNING		278,299	112,700	139,149	332,700	255,474	127,657	130,210	132,814	135,471
BUILDING		-	-	-	-		-	-	-	-
Total Development Planning		278,299	112,700	139,149	332,700	255,474	127,657	130,210	132,814	135,471
TOURISM & COMMUNITY IMPROVEMENT										
TOURIST INFORMATION CENTRE		22,265	22,034	22,496	24,653	25,157	25,673	26,198	26,722	27,256
COMMUNITY DEVELOPMENT & EVENTS		255,175	235,345	289,480	392,025	505,243	377,647	382,856	388,252	393,757
SUSTAINABILITY		-	-	-					-	-
Total Tourism & Community Improvement		277,440	257,380	311,976	416,678	530,400	403,320	409,054	414,974	421,013
ENGINEERING & TRANSPORTATION SERVICES										
PUBLIC WORKS - COMMON SERVICES		233,771	215,907	209,497	198,817	219,432	214,294	218,580	222,950	227,410
PUBLIC WORKS OFFICE		17,305	12,255	14,300	14,888	15,183	15,508	15,840	16,156	16,479
PUBLIC WORKS SHOP		5,304	46,615	34,986	15,345	21,479	6,637	6,799	6,935	7,074
PUBLIC WORKS YARD		524	1,641	899	2,122	2,165	2,208	2,252	2,297	2,343
PUBLIC WORKS EQUIPMENT		19,081	19,914	24,012	18,397	20,100	19,616	19,989	20,389	20,796
TRAINING		6,372	4,104	8,237	28,949	29,528	30,118	30,721	31,335	31,962
FLEET		49,571	104,837	73,966	63,355	60,650	61,863	63,101	64,365	65,652
ROADS & STREETS										
ROAD RESURFACING		2,249	4,521	5,150	6,560	6,691	6,825	6,962	7,101	7,243
ROAD MARKING/SIGNAGE		18,455	11,486	9,752	22,401	22,850	23,307	23,773	24,248	24,733
BRIDGES		3,067	3,421	3,883	4,546	4,708	4,876	5,050	5,151	5,254
DRAINAGE & DITCHING		4,847	14,065	4,606	22,448	27,796	28,352	28,919	29,498	30,088
STREET LIGHTING		31,887	28,633	28,064	36,433	37,178	37,939	38,716	39,491	40,280
STREET CLEANING		3,675	6,289	7,965	6,500	7,000	7,140	7,283	7,428	7,577
SNOW REMOVAL		24,024	12,276	8,093	20,400	20,808	21,224	21,649	22,082	22,523
VILLAGE ENTRANCE		1,496	2,329	4,504	5,226	5,334	5,446	5,558	5,669	5,783
SIDEWALKS		10,709	7,569	21,355	26,386	22,020	22,460	22,910	23,368	23,835
PARKING METERS		78,409	71,039	72,500	69,821	70,618	72,030	73,471	74,940	76,439
TRANSIT		210	234	253	729	738	757	777	793	809
AMORTIZATION - PUBLIC WORKS		21,086	23,486	24,000	24,000	24,000	24,000	24,000	24,000	24,480
AMORTIZATION - TRANSPORTATION		292,876	289,040	293,000	293,000	293,000	293,000	293,000	293,000	298,860
Total Engineering & Transportation Services		824,918	879,662	849,022	880,323	911,278	897,600	909,350	921,197	939,620
FLOOD PROTECTION										
FLOOD PROTECTION		19,227	14,438	24,939	25,345	20,790	21,347	21,923	22,361	22,808
AMORTIZATION - STORM SEWERS		24,710	24,710	25,000	25,000	25,000	25,000	25,000	25,000	25,500
Total Flood Protection		43,937	39,148	49,939	50,345	45,790	46,347	46,923	47,361	48,308

HARRISON HOT SPRINGS 2025 - 2029 FIVE YEAR FINANCIAL PLAN DETAILS										
<div>HARRISON HOT SPRINGS <i>Naturally Refreshed</i></div>		2022	2023	2024	2024	2025	2026	2027	2028	2029
		ACTUAL	ACTUAL	ACTUAL (Preliminary)	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
WASTE MANAGEMENT										
WASTE MANAGEMENT - MUNICIPAL OPERATIONS		48,734	57,870	58,181	58,471	59,640	60,833	62,050	63,291	64,557
LANDFILL		12,008	-	-	1,500	1,500	1,530	1,561	1,592	1,624
WASTE MANAGEMENT - CONTRACTED SERVICES		199,118	187,101	184,077	187,000	198,500	201,970	205,509	209,620	213,812
Total Waste Management		259,859	244,972	242,258	246,971	259,640	264,333	269,120	274,503	279,993
PARKS, RECREATION & CULTURAL SERVICES										
BEACH		88,864	91,483	114,448	117,432	119,781	122,177	124,620	127,114	129,656
LAGOON BREAKWATER		3,248	3,705	3,989	10,667	10,885	11,109	11,338	11,565	11,796
BEACH WASHROOMS		69,526	65,504	77,538	78,446	78,643	80,264	81,918	83,557	85,228
BOAT LAUNCH & WASHROOMS		15,672	12,303	20,805	21,211	96,506	96,809	97,119	97,562	98,513
HARRISON LAKE PLAZA		12,347	18,547	19,718	34,992	35,655	36,391	37,145	37,888	38,646
FEDERAL WHARF		621	692	747	1,275	1,314	1,356	1,399	1,427	1,456
FLOAT PLANE DOCK		1,072	666	526	1,747	1,796	1,846	1,898	1,936	1,975
MEMORIAL HALL		44,648	40,574	53,148	45,545	48,156	46,189	47,249	48,194	49,158
MEMORIAL BENCHES		3,678	22,162	27,516	8,212	27,136	8,544	8,715	8,889	9,067
ARTS CENTRE		3,060	1,717	1,892	4,957	5,087	5,221	5,360	5,467	5,576
YACHT CLUB		5,287	5,384	7,659	7,205	8,777	8,823	8,869	8,905	8,941
RENDALL PARK		17,886	13,743	17,136	17,980	23,292	18,660	19,035	19,416	19,805
SPRING PARK		11,342	18,043	23,382	21,251	27,688	22,133	22,588	23,039	23,500
BEACH PLAYGROUND		3,531	4,651	5,156	5,701	5,838	5,972	6,113	6,251	6,376
OTHER GREEN SPACES		68,162	65,199	88,129	84,258	85,943	87,662	89,415	91,203	93,027
QWOLTS PARK		-	-	-	2,081	7,122	2,165	2,208	2,252	2,297
NON-CAPITAL ITEMS EXPENSED										
AMORTIZATION - PARKS		21,848	28,791	28,000	28,000	28,000	28,000	28,000	28,000	28,560
AMORTIZATION - OTHER INFRASTRUCTURE		141,527	157,879	155,000	155,000	155,000	155,000	155,000	155,000	158,100
Total Parks, Recreation, & Cultural Services		512,319	551,043	644,789	645,959	766,619	738,321	747,989	757,665	771,677
TRANSFERS TO RESERVES AND ALLOWANCES										
CONTRIBUTION TO GENERAL RESERVES		477,917	479,202	530,206	530,206	455,830	464,746	473,841	483,119	492,581
CONTRIBUTIONS TO STATUTORY RESERVES		224,290	1,781,494	249,653	227,500	250,400	251,318	252,254	253,209	254,187
Total Transfers to Reserves		702,206	2,260,696	779,859	757,706	706,230	716,064	726,095	736,328	746,768
Total Transfers		65,295	43,622	44,300	44,300	44,300	44,300	44,300	44,300	44,300
Total Transfers		767,501	2,304,318	824,159	802,006	750,530	760,364	770,395	780,628	791,068
TOTAL EXPENDITURES		4,578,497	6,557,993	5,358,454	5,524,456	5,796,852	5,374,642	5,453,926	5,534,158	5,634,820
SURPLUS (DEFICIT)		833,412	389,577	379,870	-	-	-	-	-	-

HARRISON HOT SPRINGS 2025 - 2029 FIVE YEAR FINANCIAL PLAN DETAILS																					
<div><div><div><div><div><div></div></div></div><div><div>HARRISON HOT SPRINGS</div><div>Naturally Refreshed</div></div></div></div></div>	2022		2023		2024		2024		2025		2026		2027		2028		2029				
	ACTUAL		ACTUAL		ACTUAL		BUDGET		BUDGET		BUDGET		BUDGET		BUDGET		BUDGET				
					(Preliminary)				BUDGET												
CAPITAL FUND - REVENUE																					
GRANTS - PROVINCIAL/FEDERAL/OTHER		1,394,800		422,682		333,145		8,714,946		8,549,122											
DEBT RESERVE INCOME		155		221		-															
GAIN ON DISPOSAL OF ASSETS		7,500	6y			-															
TRANSFER FROM RESERVES		393,052		61,493		581,861		385,500		210,712		113,040		115,121		117,243		119,408			
TRANSFER FROM SURPLUS		44,533		-		-				181,000											
TRANSFER FROM GENERAL FUND		65,295		43,622		44,300		44,300		44,300		44,300		44,300		44,300		44,300			
OTHER - CAPITAL REVENUE		7,129		8,467																	
RMI FUNDING		19,828		41,857		1,138,072		1,505,479		860,000											
DCC REVENUE RECOGNISED		9,600		174,500				774,900		773,176											
TOTAL REVENUES		1,941,893		752,842		2,097,378		11,425,125		10,618,310		157,340		159,421		161,543		163,708			
DEBT FINANCING		13,411		13,209		13,200		13,200		13,200		13,200		13,200		13,200		13,200			
DEBT REPAYMENTS		59,168		39,101		31,100		31,100		31,100		31,100		31,100		31,100		31,100			
		72,579		52,310		44,300		44,300		44,300		44,300		44,300		44,300		44,300			
CAPITAL EXPENDITURES		-		-		-															
MUNICIPAL BUILDINGS		534,018		393,583		149,867		435,817		528,512											
OFFICE EQUIPMENT		40,775		27,241		8,591		9,000		9,000		9,000		9,000		9,000		9,000			
FIRE DEPT VEHICLES		684,507																			
FIRE DEPT EQUIPMENT		-		24,450		77,031		72,267		120,600											
PW VEHICLES		-				94,668		95,000		85,000											
EQUIPMENT		12,018		19,227		48,939		54,500		63,500											
BUS SHELTER		8,061		10,142		13,864		42,000		42,000											
FLOOD PUMP BUILDING/QWOLTZ PARK		-		-		-		30,000													
PARKING LOT						-		20,000													
STORMWATER UPGRADES		-		3,010		90,173		2,100,000		2,088,724		104,040		106,121		108,243		110,408			
DYKE UPGRADE		-		165,998		181,363		5,834,002		5,649,659											
BEACH REDEVELOPMENT		806,294		27,408		876,107		1,208,712		785,000											
TRAILS DEVELOPMENT		58,857						10,000													
MCCOMBS BRIDGE UPGRADE		-				47,745		1,152,760		1,105,015											
RMI PROJECTS		19,284		14,449		261,965		296,767		75,000											
SENSENET INTERFACE FIRE DETECTION SYSTEM						202,765		-		-											
BOAT LAUNCH DOCK		-		15,025		-		20,000		22,000											
		2,163,814		700,533		2,053,078		11,380,825		10,574,010		113,040		115,121		117,243		119,408			
TOTAL EXPENDITURES		2,236,393		752,842		2,097,378		11,425,125		10,618,310		157,340		159,421		161,543		163,708			
TFR to RESERVES		7,500																			
CAPITAL SURPLUS (DEFICIT) / Carry forward		(302,000)		-		-		-		-		-		-		-		-			

HARRISON HOT SPRINGS 2025 - 2029 FIVE YEAR FINANCIAL PLAN DETAILS										
<div><div></div><div>HARRISON HOT SPRINGS <i>Naturally Refreshed</i></div></div>		2022	2023	2024	2024	2025	2026	2027	2028	2029
		ACTUAL	ACTUAL	ACTUAL (Preliminary)	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
WASTE WATER FUND										
REVENUES										
OPERATING REVENUES		725,317	749,563	788,754	785,849	817,005	833,568	850,424	868,345	885,712
UTILITY SERVICE FEES		232,856	239,480	255,613	245,012	261,303	266,529	271,860	277,297	282,844
DCC REVENUE						313,339				
INTEREST		35,806	93,230	90,000						
GRANT										
GAIN (LOSS) ON DISPOSAL OF ASSETS										
TRANSFER FROM SURPLUS										
TRANSFER FROM EQUITY IN TCA - SEWER		205,456	221,511	213,000	213,000	213,000	213,000	213,000	213,000	217,260
TOTAL REVENUES		1,199,435	1,303,784	1,347,367	1,243,861	1,604,647	1,313,097	1,335,284	1,358,642	1,385,816
EXPENDITURES										
SEWER ADMINISTRATION		139,981	152,212	120,893	131,102	466,755	156,694	159,949	163,149	166,414
TRAINING		1,179	3,512	4,856	6,601	6,983	7,122	7,265	7,410	7,558
WASTEWATER COLLECTION		24,878	11,337	16,855	26,695	26,928	27,467	28,016	28,577	29,148
WASTEWATER TREATMENT PLANT		426,271	427,724	478,143	500,513	515,908	525,895	536,121	547,521	558,471
LIFT STATIONS		78,102	86,475	107,083	124,650	128,873	131,795	134,786	137,715	140,470
AMORTIZATION - SEWER		205,456	221,511	213,000	213,000	213,000	213,000	213,000	213,000	217,260
Total Operating Costs		875,867	902,771	940,830	1,002,561	1,358,447	1,061,973	1,079,137	1,097,372	1,119,321
TRANSFERS TO RESERVES AND ALLOWANCES										
TRANSFER TO CAPITAL FUND		35,806	93,230							
		232,856	236,640	241,300	241,300	246,200	251,124	256,147	261,270	266,495
Total Transfers		268,662	329,870	241,300	241,300	246,200	251,124	256,147	261,270	266,495
TOTAL EXPENDITURES		1,144,530	1,232,641	1,182,130	1,243,861	1,604,647	1,313,097	1,335,284	1,358,642	1,385,816
Sewer Operating Fund SURPLUS (DEFICIT)		54,906	71,143	165,237	-	-	-	-	-	-
CAPITAL FUND										
REVENUES										
DCC REVENUE RECOGNISED		47,274	103,758	316,278	2,042,770	405,293				
TRANSFER FROM SURPLUS						80,000				
TRANSFER FROM SEWER OPERATIONS		232,856	236,640	241,300	241,300	246,200	251,124	256,147	261,270	266,495
TRANSFER FROM RESERVES		63,425	280,427	384,971	1,536,581	945,737				
INFRASTRUCTURE GRANTS				70,191	80,000					
TOTAL REVENUES		343,555	620,825	1,012,740	3,900,651	1,677,230	251,124	256,147	261,270	266,495
CAPITAL EXPENDITURES		110,699	384,185	771,440	3,659,351	1,431,030				
WASTEWATER RESERVES		232,856	236,640	241,300	241,300	246,200	251,124	256,147	261,270	266,495
TOTAL EXPENDITURES		343,555	620,825	1,012,740	3,900,651	1,677,230	251,124	256,147	261,270	266,495
Sewer Capital Fund SURPLUS (DEFICIT)		-	-	-	-	-	-	-	-	-

<div><div><div><div><div></div><div></div></div><div><div>HARRISON HOT SPRINGS</div><div>Naturally Refreshed</div></div></div></div></div>										2022	2023	2024	2024	2025	2026	2027	2028	2029
WATER FUND																		
REVENUES																		
OPERATING REVENUES					396,452	418,552	422,891	392,882	430,543	434,814	443,653	452,987	462,045					
UTILITY SERVICE FEES					258,597	266,504	335,248	276,848	295,404	301,312	307,338	313,485	319,755					
INTEREST					18,699	57,131	50,000											
DCC REVENUE RECOGNISED									185,802									
TRANSFER FROM SURPLUS																		
TRANSFER FROM RESERVES																		
TRANSFER FROM EQUITY IN TCA					174,143	192,884	193,000	193,000	193,000	193,000	193,000	193,000	196,860					
TOTAL REVENUES					847,891	935,071	1,001,139	862,730	1,104,749	929,126	943,991	959,472	978,660					
EXPENSES																		
WATER ADMINISTRATION					137,051	141,378	123,836	137,832	350,982	168,714	172,327	175,774	179,291					
TRAINING					1,147	496	2,741	4,859	4,956	5,055	5,156	5,259	5,364					
WATER SUPPLY & DISTRIBUTION					55,522	88,224	116,145	90,984	92,705	94,793	96,926	99,109	101,091					
WATER RESERVOIR					6,096	58,521	5,393	19,483	19,922	19,700	19,451	19,840	20,237					
WATER TREATMENT PLANT					108,501	125,102	187,304	128,364	133,818	136,793	139,839	142,852	145,707					
PUMPING STATIONS					-													
HYDRANTS					16,513	8,094	11,520	18,744	23,513	19,501	19,891	20,289	20,695					
AMORTIZATION - WATER					174,143	192,884	193,000	193,000	193,000	193,000	193,000	193,000	196,860					
Total Operating Costs					498,974	614,699	639,939	593,266	818,896	637,556	646,590	656,123	669,245					
TRANSFERS TO RESERVES AND ALLOWANCES																		
TRANSFER TO CAPITAL FUND					18,699	57,131	269,464	269,464	285,853	291,570	297,401	303,349	309,415					
Total Transfers					258,597	264,180	269,464	269,464	285,853	291,570	297,401	303,349	309,415					
TOTAL EXPENDITURES					776,271	936,010	909,403	862,730	1,104,749	929,126	943,991	959,472	978,660					
Water Operating fund SURPLUS (DEFICIT)					71,621	(939)	91,736	-	-	-	-	-	-					
CAPITAL FUND																		
REVENUES																		
DCC REVENUE RECOGNISED					-	65,366	13,467	230,000										
INFRASTRUCTURE GRANTS																		
CONTRIBUTED ASSETS																		
TRANSFER FROM WATER OPERATING					258,597	264,180	269,464	269,464	285,853	291,570	297,401	303,349	309,415					
TRANSFER FROM SURPLUS																		
TRANSFER FROM RESERVES					66,017	232,112	210,761	334,453	142,504									
TOTAL REVENUES					324,614	561,658	493,692	833,917	428,357	291,570	297,401	303,349	309,415					
EXPENDITURES																		
DEBT FINANCING					-	-	-	-	-	-	-	-	-					
DEBT REPAYMENTS					-	-	-	-	-	-	-	-	-					
TRANSFERS TO RESERVE AND ALLOWANCES					258,597	264,180	269,464	269,464	285,852	291,570	297,401	303,349	309,415					
CAPITAL EXPENDITURES					66,017	297,478	224,228	564,453	142,505									
TOTAL EXPENDITURES					324,614	561,658	493,692	833,917	428,357	291,570	297,401	303,349	309,415					
Water Capital Fund SURPLUS (DEFICIT)					-	-	-	-	-	-	-	-	-					

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

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

RECOMMENDATION

THAT Council Procedure Bylaw No. 1216, 2025 be given third reading as amended.

SUMMARY

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

BACKGROUND

On January 14, 2025 an initial draft of Council Procedure Bylaw No. 1216, 2025 was first reviewed by the Committee of the Whole who recommended first and second readings of the bylaw. Council directed staff to make amendments to the bylaw, and a second draft was brought before Council at the February 3, 2025 Regular Council Meeting where it was referred to a Special Council meeting for further discussion.

At the February 13, 2025 Special Council Meeting, Council reviewed a second draft of Council Procedure Bylaw No. 1216, 2025 and provided direction to staff outlining additional amendments. Amendments were made to the bylaw based on this feedback and a third draft dated February 13, 2025 was prepared. In accordance with section 124(3) of the *Community Charter*, public notice of the proposed changes in general terms was prepared. In accordance with the Village's Public Notice Bylaw No. 1200, 2024 and section 94.2(5)(b) of the *Community Charter*, this notice was posted on the Village's website, notice boards and sent by direct mail to all registered post office boxes in the Village on Thursday, February 20, 2025, exceeding the minimum 7 days' notice period set out by the legislation. A public information package has been available to the public since that time both in person at the Village Office and on the website.

DISCUSSION

Attached to this report is a third draft of the bylaw incorporating the following changes as requested at the February 13, 2025 Special Council Meeting:

- Added a definition for the CAO as the position is now referred to in section 31(I) regarding Committee/Commission member resignations
- Added "or teleconferencing enabling the Member to participate verbally" to the definition of Electronic Means

- Section 6: end time of Council meetings moved from 9:00 to 8:30 p.m.
- Section 7(b): removed the word “except” and replaced it with “including”, enabling electronic participation at closed meetings
- Section 9: added the words “at least” before 24 hours
- Section 12: Moved Question Period to the end of the order of business, added Notices of Motion and removed Closed Sessions
- Section 31(j): amended this section so that Committee and Commission member terms match the Council term
- Section 31(l): amended this section so that Committee and Commission member resignations are submitted to the CAO
- Section 31(r): amendments made to the Committee and Commission work plans provisions as requested
- Section 33(f): new addition that came about while staff were conducting a review of the new Development Procedures Bylaw No. 1214, 2025. Currently, this same section can be found in Development Procedures Bylaw No. 1090, 2016. The new Development Procedures Bylaw No. 1214, 2025 proposes to remove the Public Hearing section entirely as it is best practice to only have one bylaw that addresses a particular subject.

At the time of writing this report, no comments or questions from the public have been received by staff. Staff are recommending that the bylaw be given third reading as amended, and the next step in the process will be for Council to consider adoption at its next Regular Council Meeting.

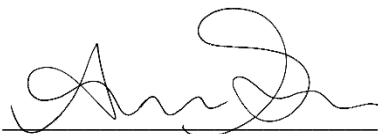
FINANCIAL CONSIDERATIONS

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: Third 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”.

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 89:300 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

~~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

- (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 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.

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.

(f) If after ten (10) minutes no members of the public are in attendance, then the Public Hearing must be closed. If no members of the public attend the Public Hearing and the notice of the hearing has been properly published, the Public Hearing will be deemed to have been held as required.

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 February 20, 2025.

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

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

To: Mayor and Council
From: Christy Ovens, Community Services Manager
Subject: Waste Collection and Disposal Amendment Bylaw No. 1222, 2025

RECOMMENDATION

THAT Waste Collection and Disposal Amendment Bylaw No. 1222, 2025 be introduced and given first reading; and

THAT Waste Collection and Disposal Amendment Bylaw No. 1222, 2025 be given second and third readings.

SUMMARY

To present an amendment to Waste Collection and Disposal Bylaw No. 1172, 2021 including updates to the annual collection fees and additions to enhance the timeframe of placing waste containers out for collection and storage of waste bins, to avoid wildlife conflicts.

BACKGROUND

At the November 18, 2024 Regular Council Meeting, staff reported that a new contract was awarded to GFL Environmental Inc. to continue as the service provider for Curbside Waste Collection for the next three years.

At the December 18, 2024 Regular Council Meeting, the following resolution was passed:

THAT staff be directed to draft updates to Waste Collection and Disposal Bylaw No. 1172, 2022 with respect to provisions for the timeframe of placing waste containers out for collection and storage of waste bins; and

THAT staff be directed to include seasonal wildlife protection messaging in their communications planning.

DISCUSSION

Attached to this report is an amendment bylaw proposing changes that seek to bring the bylaw into compliance with the updated service agreement and the above resolutions. For ease of reference, a draft consolidated version showing the proposed changes incorporated into the existing bylaw has also been attached. Additions are shown in yellow and deletions are shown struck-through in red.

Schedule 'A' of the Waste Collection and Disposal Bylaw was updated to reflect the current costs for the next three years with GFL Environmental Inc. Staff worked with GFL Environmental Inc.; homeowners will now be able to utilize two green waste bins if they wish to purchase an additional bin. These limits are reflected in section 4(d).

Staff reviewed the wildlife attractant bylaw toolkit posted on WildSafe BC's website along with other local municipalities' waste management and waste collection bylaws. The proposed changes will clarify for residents that waste containers for curbside collection are not to be put out until the morning of collection, in efforts to deter wildlife from being attracted to bins which should be stored securely outside of the curbside collection pickup window.

FINANCIAL CONSIDERATIONS

Annual waste collection fees per residence are set as a cost recovery service. The fees outlined in Schedule 'A' correspond to the annual collection fees and administrative costs set out by GFL Environmental Inc. Provisions have also been incorporated into the new fee schedule to allow for cost recovery should residents wish to purchase replacement latches, or additional/ replacement containers. The previous annual fees in Schedule A were \$207.00 for 2022, \$224.48 for 2023 and \$239.16 for 2024. The price of the Tag Sticker did not increase.

POLICY CONSIDERATIONS

2025-2026 Strategic Plan Priorities

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

Respectfully submitted:



Christy Owens
Community Services Manager

Reviewed by:



Tyson Koch
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz
Chief Financial Officer, Deputy CAO

Attachments (2):

1. Waste Collection and Disposal Amendment Bylaw No. 1222, 2025
2. Draft Consolidated Waste Collection and Disposal Bylaw No. 1722, 2021



**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1222, 2025**

A bylaw to amend Waste Collection and Disposal Bylaw No. 1172, 2021

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to amend Waste Collection and Disposal Bylaw No. 1172, 2021;

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

1. CITATION

This Bylaw may be cited for all purposes as Village of Harrison Hot Springs “Waste Collection and Disposal Amendment Bylaw No. 1222, 2025”.

2. AMENDMENTS

Waste Collection and Disposal Bylaw No. 1172, 2021 is hereby amended by:

- (a) Inserting the word “storage,” between the words “A bylaw for the” and “collection”, and inserting “,” between the words “collection” and “and disposal” in the purpose.
- (b) In section 3(f) inserting the words “, Village staff member responsible for the administration of this bylaw,” between the words “Waste Collector” and “or a Bylaw Enforcement Officer”.
- (c) Inserting a new section 3(g) following section 3(f) as follows: “Every person who uses the Waste Collection service must sort out recyclables from their Household Waste Container and place those materials in the appropriate Container.”.
- (d) In section 4(d) inserting the words “and not prior to 5:00 a.m.,” between the words “Collection Day” and “each Resident”.
- (e) In section 4(d)(iii) deleting the words “within 24 hours” and replacing them with the words “by 7:00 p.m.”.
- (f) In section 4(d)(iv)(b) inserting the following after the word “Recycling Container”: “(plastic blue bags containing Recyclables will not be picked up)”.
- (g) In section 4(d)(iv)(d) inserting the words “and Green Waste” between the words “Organics” and “- may consist”.

- (h) In section 4(d)(iv)(d) inserting the following after the words “containing Organics”: “and Green Waste, and up to ten (10) Green Waste bags containing only Green Waste; OR two (2) Containers clearly identified as containing Organics or Green Waste and up to eight (8) Green Waste bags containing only Green Waste”.
- (i) Deleting section 4(d)(iv)(e) in its entirety.
- (j) In section 9 deleting the word “2022” and replacing it with the word “2025”.
- (k) Repealing “Schedule ‘A’ to Bylaw No. 1172, 2021 Annual Fee” in its entirety and replacing it with “Schedule ‘A’ to Bylaw No. 1222, 2025 Annual Fee” attached hereto and forming part of this bylaw.

READINGS AND ADOPTION

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

SCHEDULE 'A'
Waste Collection and Disposal Amendment Bylaw No. 1222, 2025

Annual Fee

1.	Collection Fee per residence	January 1, 2025	\$253.51
		January 1, 2026	\$268.72
		January 1, 2027	\$284.84

Additional Fees

1.	Tag Sticker for additional waste (each)	\$ 2.50
2.	Replacement latch	At cost
3.	Additional / Replacement Organics / Green Waste Container	At cost
4.	Replacement Recyclables Container	At cost
5.	Replacement Glass Container	At cost



Waste Collection and Disposal Bylaw No. 1172, 2022 (CONSOLIDATED)

Record of Amendments to Waste Collection and Disposal Bylaw No. 1172, 2022				
Amending Bylaw No.	Type of Amendment		Summary of Amendment	Date of Adoption
	Text	Map		
1176	X		Section 2 replaced definitions of Container, Contaminated Waste, Organics, Recyclables, and Residence	March 7, 2022
	X		Section 2 deleted definitions of "Flexible Plastic", "Glass Packaging Container", "Green Waste Container", "Implementation Day", "Organics Container", and "Recycling Container"	
	X		Section 6(b) replaced	



VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 1172

A bylaw for the storage, collection, and disposal of household waste, recyclables, glass packaging and organics/green waste and to establish a fee payable for services provided.

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to establish a bylaw to provide a system for Residential Waste Collection Services and to establish fees for these services;

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

1. CITATION

This Bylaw may be cited for all purposes as the Village of Harrison Hot Springs “Waste Collection and Disposal Bylaw No. 1172, 2021”.

2. INTERPRETATION

“Container” means a Household Waste receptacle constructed of non-corrosive durable metal or plastic, equipped with an odour resistant and animal resistant tight-fitting cover, having a maximum capacity of up to 121 litres, weighing no more than 25 kgs and capable of being manually emptied; (AB# 1176)

a Recyclables receptacle constructed of non-corrosive durable metal or plastic, clearly marked “Recycling”, used for the temporary storage of Recyclables at curbside, having a maximum capacity of up to 121 litres, weighing no more than 25 kgs and capable of being manually emptied;

an Organics receptacle constructed of non-corrosive durable metal or plastic, clearly marked “Organics”, equipped with an odour and animal resistant tight-fitting cover, having a maximum capacity of up to 121 litres, weighing no more than 25 kgs and capable of being manually emptied;

a Green Waste unlined paper bag weighing no more than 25 kgs and capable of being manually emptied; or

a Glass Packaging receptacle clearly marked “Glass Recycling”, used for temporary storage of Glass Packaging at curbside weighing no more than 25 kgs and capable of being manually emptied;

"Contaminated Waste" means waste with the presence of hazardous waste or prohibited material, or mixing of any two or more of the following items or materials: a) Household Waste, b) Recyclable Materials, c) Glass Packaging, and (d) Organics; (AB# 1176)

"Contractor's Representative" means the representative of the Contractor designated to perform collection and disposal services;

"Environmental Law" means all federal, provincial, municipal or local laws, statutes or ordinances relating to environmental matters, including all rules, regulations, policies, guidelines, criteria or the like promulgated under or pursuant to any such laws;

~~"Flexible Plastic"~~ (AB# 1176)

~~"Glass Packaging Container"~~ (AB# 1176)

"Glass Packaging" means a glass bottle, jar or other packaging container used to contain a product that is the subject of a retail sale and does not include ceramic cups, dishes, oven ware, plate glass, safety and window glass, lead based glass such as crystal, TV tubes, light bulbs, insulators, construction or demolition waste or other similar products;

"Green Waste" means plants, landscape vegetation, lawn trimmings;

~~"Green Waste Container"~~ (AB# 1176)

"Hazardous Waste" as defined under the Hazardous Waste Regulation BC;

"Household Waste" means refuse that originates from residential sources and excludes organics, green waste, recyclable materials, glass packaging, prohibited waste and waste generated by non-residential activities;

~~"Implementation Day"~~ (AB# 1176)

"Organics" means food waste, food scraps, fruit, paper towel/napkins, food soiled paper and pizza delivery boxes, compostable paper plates/cups, single use wooden cutlery, and Green Waste; (AB# 1176)

"Prohibited Waste" means liquid waste, ignitable or flammable waste, car batteries, oil and oil filters, gypsum/drywall, building/demolition, paints, pesticides, electronic waste and Hazardous Waste as defined by the Hazardous Waste Regulation BC;

"Recyclables" means newspaper, cardboard, any paper, clean and dry household plastic containers coded 1 through 7, milk jugs, tetra-paks, flyers, wax cardboard, books or other products accepted by the Contractor for disposal at a licensed facility; (AB# 1176)

~~"Recycling Container"~~ (AB# 1176)

"Residence" means a Detached Dwelling or Duplex Dwelling which has the same meaning as the Zoning Bylaw No. 1115, 2017 as amended from time to time; (AB# 1176)

“Service area” means the area within the municipal boundaries of the Village of Harrison Hot Springs;

“Tag Sticker” means the sticker required to be used for the pickup of extra Household Waste;

“Village” means the Village of Harrison Hot Springs;

“Waste Collection Day” means the day established by the Village for the curbside collection of waste;

“Waste Collection Service” means the solid waste service established by the Village of Harrison Hot Springs for the collection of Household Waste, Recyclables, Glass Packaging, Organics and Green Waste;

3. GENERAL CONDITIONS

- (a) No person shall dump or dispose of any waste except in accordance with the provisions of this bylaw or by direct authorization of the Village.
- (b) No person shall deposit or use waste for lot filling or leveling purposes.
- (c) No person shall allow waste of any kind whatsoever to leak, spill, blow or drop from any vehicle or container onto any street within the Village.
- (d) No Person shall place or cause to be placed any waste upon any street or public land other than in accordance with the Residential Waste Collection Service provisions.
- (e) No person shall dispose of waste into a Container belonging to another person unless given the authority to do so by the owner of the Container.
- (f) No person shall open any Container, add anything thereto or in any way disturb or tamper with the contents thereof, nor shall any Person handle, interfere with, disturb or tamper with any Container placed for collection other than the Residence owner/occupier, Waste Collector, Village staff member responsible for the administration of this bylaw, or a Bylaw Enforcement Officer.
- (g) Every person who uses the Waste Collection service must sort out recyclables from their Household Waste Container and place those materials in the appropriate Container.

4. RESIDENTIAL WASTE COLLECTION SERVICE

- (a) The Village is authorized to establish, maintain, and implement through a contract service agreement, a Residential Waste Collection Service within the Village, and impose public regulations, and billing procedures for said system.
- (b) The Residential Waste Collection Service shall include but may not be limited to the systematic and regularly scheduled emptying of Containers placed by Residents upon

their frontage, and the disposal of the contents of Household Waste, Recyclables, Glass Packaging, Organics and Green Waste.

- (c) Every owner of a residence within the Village shall pay the applicable fees for this service as set out in Schedule “A” attached hereto this Bylaw
- (d) On their Waste Collection Day, **and not prior to 5:00 a.m.**, each Resident requiring service shall:
 - i) Place a Container(s) for collection upon their frontage in a location that easily identifies the Container as belonging to the Resident, is clearly visible to the Waste Collector, as close as possible to the travelled portion of an adjacent street, level with the surface of the lane, but not on a sidewalk or in such a location as to interfere with or impede with vehicular or pedestrian traffic.
 - ii) Place a Container(s) for collection no later than 7:00 a.m. on each Waste Collection Day. Container(s) put out for collection after 7:00 am may not be collected.
 - iii) Remove their Container(s) from the property frontage to a site not visible from the frontage ~~within 24 hours~~ **by 7:00 p.m.** regardless of it being emptied or not by the Waste Collector pursuant to section 4(d)ii).
 - iv) Place allowable containers of:
 - a) Household waste – one (1) container
 - b) Recyclable waste - may consist of a collection of container(s) with unlimited commingled recyclables, clearly identified as a Recycling Container **(plastic blue bags containing recyclables will not be picked up)**
 - c) Glass Packaging waste – may consist of a collection of container(s) with unlimited glass packaging, clearly identified as a Glass Recycling Container
 - d) Organics **and Green Waste** – may consist of one (1) container clearly identified as an Organics Container containing Organics **and Green Waste**, and up to 10 green waste bags containing only green waste; OR two (2) Containers clearly identified as an Organics Container containing Organics and Green Waste, and up to 8 green waste bags containing only green waste
 - ~~e) Green Waste may consist of up to (10) Green Waste Containers containing only Green Waste~~
- (e) On the Waste Collection Day, each residence requiring service shall not:
 - i) Place more than one (1) Container of household waste category for Waste Collection pick-up unless otherwise issued an extra tag sticker from the Village to do so.
 - ii) Place Household Waste for Waste Collection pick-up unless inside a sealed Container.
 - iii) Place any Container with a filled weight of over 25 kgs

- iv) Place a Container that does not meet the definitions in this bylaw.
- v) Place any other Waste other than Household Waste, Recyclables, Glass Packaging, Organics or Green Waste into a Container to be collected.
- vi) Place Prohibited Waste or Contaminated Waste in any Container.

5. FEES AND CHARGES

- (a) The Annual Fee applicable under this Bylaw for residences shall be as described in Schedule "A" attached hereto to this Bylaw as amended from time to time.
- (b) A Person shall be deemed to have received notification of fees if said notification was mailed to the address maintained in the Village's property tax database and no Person shall be discharged or relieved from liability in respect of such fees or from penalties attached to non-payment hereby imposed by reason of non-receipt of any statement of account thereof.
- (c) All accounts shall be rendered to the owner of lands and premises to which the Residential Waste Collection Service is being provided on the basis that every tenant or occupier of said lands or premises shall be jointly liable with the owner for the same.

6. RIGHT TO REFUSE

- (a) The Village or Contractor has the right to refuse collection of Household Waste, Recyclable Waste, Glass Packaging, Organics or Green Waste if it contains Contaminated Waste or Prohibited Waste.
- (b) The Village or Contractor has the right to refuse collection of Household Waste, Recyclable Waste, Glass Packaging, Organics, or Green Waste if it exceeds the allowable weight or volume limits. (AB# 1176)

7. ENFORCEMENT AND IMPLEMENTATION PROVISIONS

- (a) This Bylaw is designated under the provisions of Section 260 of the Community Charter as a Bylaw that may be enforced by means of a ticket issued under the provisions of the Bylaw Notice Enforcement Bylaw.
- (b) Any person who violates any provision of this bylaw or who suffers or permits any act or thing to be done in contravention of or in violation of any of the provisions of this bylaw, or who neglects to do, or refrains from doing anything required to be done by any of the provisions of this bylaw commits an offence is subject to enforcement penalties under the Bylaw Notice Enforcement Bylaw.
- (c) Recurring non-compliance of any provision of this bylaw that may affect the integrity of the Waste Collection System may result in suspension of the service pursuant to section 18(1) of the *Community Charter*.

- (d) Persons deemed to be in non-compliance will be provided reasonable notice of the suspension and will have opportunity to make representation to Council pursuant to section 18(2) of the *Community Charter*.
- (e) Each day that a contravention or violation of or failure to perform any provision of this bylaw continues to exist will be deemed to be a separate offence.
- (f) If any portion of this bylaw is found invalid by a decision of a court of competent jurisdiction, the invalid portion is severed without effect on the remaining portions of the bylaw.

8. 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.

9. SCHEDULES

- (a) Schedule "A" Annual Fee is attached hereto and forming part of this bylaw.
- (b) Waste Collection and Disposal Bylaw No. 1172, Schedule "A" Annual Fee will come into effect January 1, ~~2022~~ 2025 or as otherwise specified in the Schedule.

10. REPEAL

- (a) "The Village of Harrison Hot Springs Bylaw No. 1100, 2017" and any amendments thereto are hereby repealed in their entirety.

READINGS AND ADOPTION

"Village of Harrison Hot Springs Bylaw No. 1172, 2022" adopted on the 18th day of October, 2021.

Amendment Bylaw No. 1176 adopted on the 7th of March, 2022.

"Leo Facio"
Mayor

"Debra Key"
Corporate Officer

SCHEDULE 'A'**Waste Collection and Disposal Amendment Bylaw No. 1222, 2025****Annual Fee**

1.	Collection Fee per residence	January 1, 2025	\$253.51
		January 1, 2026	\$268.72
		January 1, 2027	\$284.84

Additional Fees

1.	Tag Sticker for additional waste (each)	\$ 2.50
2.	Replacement latch	At cost
3.	Additional / Replacement Organics / Green Waste Container	At cost
4.	Replacement Recyclables Container	At cost
5.	Replacement Glass Container	At cost

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

To: Mayor and Council
From: Ken Cossey, Planning Consultant
Subject: Development Procedures Bylaw 1214, 2025

RECOMMENDATION

THAT Development Procedures Bylaw No. 1214, 2025 be given first reading; and

THAT Development Procedures Bylaw No. 1214, 2025 be given second and third readings.

SUMMARY

To present a new Development Procedures bylaw to Council for consideration.

BACKGROUND

As a part of the various Land Development Bylaws and policies updates, the current Development Procedures Bylaw was noted as one of the many Bylaws that required to be updated. An initial draft of this Bylaw was presented to Council at the January 14, 2025 Special Council / Committee of the Whole Meeting. Staff have incorporated feedback from that meeting into the bylaw.

DISCUSSION

Attached to this report is an updated Bylaw. Changes to the bylaw as compared to the current Development Procedures Bylaw No. 1090, 2016 include:

- removed redundant definitions and updated various definitions – Application, Reapplication
- removed references to “Part 14 Applications”
- added new definitions – Advisory Planning Commission, Qualified Professional
- updated the Public Notification Meeting requirements
- changed the required monetary security requirements from 125 to 150% of a cost estimate provided by a third-party professional
- changed the concept of a Revised Application to a Reapplication
- clarified what sections apply to Applications and Building Conversion Strata Applications only
- updated the Reapplication requirements – added in the twelve (12) month period. (Section 17.2 to 17.5 of the attached proposed bylaw)
- added in the new development sign notice requirements, (as outlined in Section 21 of the attached proposed Bylaw and linked the Village’s Sign Bylaw to the process, Section 21.1)

- allowing the applicant to make a presentation to Council at the front end of the process, as opposed to just at a public hearing
- removed the provision of providing any refund. In the current Bylaw it is set at 50% if the application is withdrawn before the first staff report is placed in front of Council. After this point the refund is zero. In the attached proposed Bylaw, application fees are non-refundable right from the start
- linked the new Development Approval Information Bylaw to the Development Procedures Bylaw (Section 20)
- removed the Public Hearing section as this will be addressed by the new Council Procedure Bylaw No. 1216, 2025 if adopted
- removed the Public Notice of Intent section as this was made redundant by the Village's Public Notice Bylaw No. 1200, 2024
- removed the Penalties, Enforcement and Immunity section as no bylaw enforcement is required for this bylaw, and the immunity provisions are addressed by Indemnification Bylaw No. 1190, 2023

The process flow charts, attached as schedules to the updated Bylaw have not been changed. An additional Schedule C has been added to provide a template for development application signs.

The Development Procedures Bylaw is a requirement of the *Local Government Act* and has been reviewed and updated based upon the concepts of natural justice and fair play.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

Local Government Act – s. 460

Respectfully submitted:



Ken Cossey, MCIP, RPP
Planning Consultant

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachment: Development Procedures Bylaw No. 1214, 2025



DEVELOPMENT PROCEDURES

BYLAW NO. 1214, 2025

DRAFT

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**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1214, 2025**

A Bylaw for the establishment of procedures to amend the Village's *Official Community Plan*, *Zoning Bylaw* or to issue a permit pursuant to Part 14 of the *Local Government Act*. And a Bylaw that allows for the processing of a Building Conversion Strata Application, as per the *Strata Property Act*.

WHEREAS the Council of the Village of Harrison Hot Springs has adopted an *Official Community Plan* and a *Zoning Bylaw*;

WHEREAS the Council of the Village of Harrison Hot Springs must by Bylaw outline the procedures to amend either or both the *Official Community Plan* and *Zoning Bylaw* or issue a permit, as per Section 460 of the *Local Government Act*;

WHEREAS section 242 of the *Strata Property Act*, requires that the approving authority for the building conversion strata process be the local municipality or in this case the Village of Harrison Hot Springs;

WHEREAS the Council of the Village of Harrison Hot Springs has deemed it advisable to establish a Bylaw to outline the amendment procedures and to outline the procedures to issue a permit and to outline the process and requirements for a Building Conversion Strata Application;

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

CITATION

1.0 This Bylaw may be cited for all purposes as the *Village of Harrison Hot Springs "Development Procedures Bylaw No. 1214, 2025"*.

INTERPRETATION AND DEFINITIONS

2.0 A reference in this Bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised or consolidated from time to time and a reference to any Bylaw of the Village of Harrison Hot Springs is a reference to the Bylaw as amended, revised, consolidated or replaced from time to time.

3.0 Unless otherwise defined below, the definitions in this Bylaw have the same meaning as outlined in the *Village of Harrison Hot Springs Zoning Bylaw No. 1115, 2017*.

3.1 Within this Bylaw the following definitions also apply:

“Advisory Planning Commission” means the Commission established by bylaw pursuant to section 461(1) of the *Local Government Act*.

“Applicant” means the owner of a Lot or an agent authorized in writing to make the application on behalf of the owner.

“Application” means a completed application, and must include the payment of the required fees, as amended from time to time:

- (a) to amend either an Official Community Plan Bylaw, a Zoning Bylaw or both; or
- (b) for the issuance of; a Development Permit, Temporary Use Permit or a Development Variance Permit.

“Building Conversion Strata Application” means a completed application, including the payment of the required fees, for the conversion of a previously occupied building or structure into strata title.

“Occupiers” means the lawful user of a Lot, if it is not the Lot owner.

“Qualified Professional” means a professional engineer, geoscientist, architect, archaeologist, landscape architect, biologist, community planner or other professional licensed to practice in British Columbia with experience relevant to the applicable matter and, who is in good standing with the regulatory body for the individual's profession.

“Reapplication” means an Application that has been refused/denied by Council that the Applicant has requested in writing that Council reconsider. It must also contain a statement indicating why Council should vary the twelve (12) month waiting period referred to in section 17.2 of this Bylaw. Reapplications may be submitted in their original concept or resubmitted with material changes, modifications or alterations to the original Application. This can include but is not limited to a density change, a Lot layout design change, revision of the setback requirements, adding extensive green space or a change that affects the drainage or other public improvements.

“Works and Services” means any public service, facility or utility which is required or regulated by the Village's *Subdivision and Development Servicing Bylaw No. 1179, 2022*, as amended from time to time and without restricting the generality of the foregoing includes: the supply and distribution of water; collection and disposal of sanitary sewage and drainage water; street lighting; highways, access roadways, curbs, gutters, and sidewalks; and natural gas, power and telecommunication services.

SEVERABILITY

- 4.0** If any section, subsection, sentence, paragraph, schedule or form forming part of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the section, subsection, sentence, paragraph, schedule or form may be severed from the Bylaw without affecting the validity of the Bylaw or any portion of the Bylaw remaining or any remaining forms.

ADMINISTRATION OF THIS BYLAW

- 5.0** The Village's Chief Administrative Officer or their designate is authorized to administer this Bylaw.

SCHEDULES

- 6.0** The following Schedules attached hereto form part of the requirements of this Bylaw:

- (a) Schedule "A" – Application Processing Flowchart
- (b) Schedule "B" – Building Conversion Strata Application Processing Flowchart
- (c) Schedule "C" – Development Application Sign Template

SCOPE

- 7.0** This Bylaw applies to the following Applications within the boundaries of the Village of Harrison Hot Springs:

- (a) an OCP Bylaw amendment or Zoning Bylaw amendment;
- (b) the issuance of a Development Permit, a Temporary Use Permit or a Development Variance Permit; or
- (c) a Building Conversion Strata Application.

GENERAL PROVISIONS

- 8.0** If there is a change of ownership of a Lot that is subject to an Application, the Village will require an updated title certificate and written authorization from the new owner indicating that the current Applicant, if applicable, can still proceed with the Application.
- 8.1** The issuance of a permit, approval or review of an Application or Building Conversion Strata Application, review of plans, drawings, specifications or documents, does not in any way:
- (a) relieve the Lot owner from full and sole responsibility to perform *Works and Services* in strict accordance with this Bylaw, and any other applicable Bylaws of the Village; or
 - (b) constitute a representation, warranty, assurance or statement that this Bylaw or other applicable Bylaws have been complied with.
- 8.2** It is the full and sole responsibility of the Lot owner, and where the Lot owner is working through a representative, the representative must carry out the *Works and Services* in respect of which the permit or amendment is issued or adopted in compliance with this Bylaw and other applicable enactments.
- 8.3** Letters of assurance, reports or other correspondence from Qualified Professionals provided under this Bylaw are relied upon by the Village, including its Chief Administrative Officer and the Planning Department, as certification that the design and plans for the development comply with the *Fraser Valley Regional District Building Bylaw No. 1188, 2013*, as amended from time to time, this Bylaw and other applicable enactments, that the natural environment will not be substantially harmed by the

development or the Application and the Lot may be safely used for the use intended, as applicable to the professional's review.

- 8.4** A person must not knowingly submit false or misleading notification in relation to any Application undertaken pursuant to this Bylaw.

APPLICATIONS

- 9.0** All Applications, including Reapplications, must be:

- (a) made by the Lot owner or by a person authorized by the Lot owner in writing;
- (b) made on the prescribed application form as amended from time to time by the Village;
- (c) signed by the Lot owner and accompanied by the Lot owner's acknowledgement of responsibility and undertakings made in the form prescribed as amended from time to time by the Village;
- (d) accompanied by the appropriate fees;
- (e) accompanied by the notification requirements identified in this Bylaw; and
- (f) submitted to the Village Office.

All completed Applications must be processed in accordance with this Bylaw, generally as shown on the flowchart attached as Schedule "A".

- 9.0.1** The Application must also include the following information:

- (a) the certificate of title, dated within 30 days of the Application date;
- (b) a map of the site drawn at a scale of 1:2000 or at a scale of 1:5000 with the approval of the Village. The map must show the following:
 - i. the contours of the site.
 - ii. any environmentally sensitive areas.
 - iii. the proposed building site or sites.
 - iv. the ingress and egress points.
 - v. any proposed landscape plans, parking area or open space area.
 - vi. the current and proposed water and sewer servicing points for the Lot.
 - vii. the location of any steep banks, foreshore areas, water courses, easements or rights-of-way, and if applicable any
 - viii. development permit areas.
- (c) copies of any charges or other interests associated with this Lot.

- 9.1** At any time during the application process, Council may refer the Application to any agency, organization or government body for their comments and recommendations.

Building Conversion Strata Applications

- 10.0** All Building Conversion Strata Applications must be:

- (a) made by the Lot owner or by a person authorized by the owner in writing;
- (b) made on the prescribed application form as amended from time to time by the Village;

- (c) signed by the Lot owner and must be accompanied by the Lot owner's acknowledgement of responsibility and undertakings made in the form prescribed as amended from time to time by the Village;
- (d) accompanied by the appropriate fees;
- (e) accompanied by the notification requirements identified in this Bylaw; and
- (f) submitted to the Village office.

All completed Building Conversion Strata Applications must be processed in accordance with this Bylaw, generally shown on the flowchart attached as Schedule "B".

10.0.1 The Building Conversion Strata Application must also include the following information:

- (a) the certificate of title, dated within 30 days of the Application date;
- (b) a map of the site drawn at a scale of 1:2000 or at a scale of 1:5000 with the approval of the Village. The map must show the following:
 - i. the contours of the site.
 - ii. any environmentally sensitive areas.
 - iii. the proposed building site or sites.
 - iv. the ingress and egress points.
 - v. any proposed landscape plans, parking area or open space area.
 - vi. the current and proposed water and sewer servicing points for the Lot.
 - vii. the location of any steep banks, foreshore areas, water courses, easements or rights-of-way, and if applicable any
 - viii. development permit area.
- (c) copies of any charges or other interests associated with this Lot; and
- (d) the number of dwellings units being converted into strata ownership and how many of the current tenants in this, Building or Structure are going to be remaining as owners;
- (e) a copy of the plan to house the current Occupiers who will not become owners; and
- (f) other matters as required by Council.

10.1 At any time during the Building Conversion Strata Application process Council may refer the Building Conversion Strata Application to any agency, organization or government body for their comments and recommendations.

FEES

11.0 At the time of the Application, Building Conversion Strata Application or Reapplication the Applicant must pay the required fees as set out and amended by the Village from time to time.

11.1 Application, Building Conversion Strata Application and Reapplication fees are considered non-refundable.

PUBLIC NOTIFICATION MEETING

- 12.0** Applicants may be required, as directed by Council, to host a public notification meeting for any Application or Building Conversion Strata Application.
- 12.1** When a public notification meeting is required the Applicant must pay all costs associated with this meeting. This may include but not be limited to the following:
- (a) a direct mail out to the registered post office boxes in the Village;
 - (b) any facility rental; and any
 - (c) staff overtime as applicable.
- 12.2** The venue and meeting format must be approved by the Village. This meeting must allow for a question-and-answer session at a minimum.
- 12.3** Within ten (10) Working Days of the actual meeting date, the Applicant must submit a report to the Village. The report must include the following information:
- (a) location of the meeting;
 - (b) start and finish times of the meeting;
 - (c) a copy of the direct mail out used for the meeting;
 - (d) number of attendees and a copy of the sign in sheet;
 - (e) information provided at the meeting, and
 - (f) a summary of any questions or major discussion points raised.
- 12.4** If applicable, the Applicant's report for the public notification meeting must be summarized in a staff report to Council for Council's consideration on the Application or Building Conversion Strata Application.
- 12.5** The public notification meeting is not to be considered a Public Hearing, and it must be held before any Public Hearing can be held. The public notification minutes must be contained within the Public Hearing package.
- 12.6** The meeting must be held not more than 10 days and not less than 3 days after the date of the direct mail out.

AGENCY REFERRAL PROCESS

- 13.1** When Applications or Building Conversion Strata Applications are sent out for comments the various referral agencies:
- (a) have a maximum of twenty-one (21) Working Days, from the date the referral was sent out, to provide comments; or
 - (b) make a written request for additional time.
- 13.1.1** The Village has the authority to extend this time period for a period not to exceed an extra thirty (30) Working Days from the date they receive the written request.
- 13.1.2** If a referral is made to the Advisory Planning Commission, an Applicant may attend the meeting and make a presentation to the Advisory Planning

Commission in accordance with section 461(8) of the *Local Government Act*. Following the Applicant's presentation, the Advisory Planning Commission members may ask the Applicant to provide clarification on any point in their presentation.

- 13.2** Following receipt of either the comments or a time extension request, Council may;
- (a) defer consideration of any Application or Building Conversion Strata Applications;
 - or
 - (b) request additional information from the Applicant.
- 13.3** Any agency referral comments must make part of the Public Hearing package.

STAFF REPORTS AND PRESENTATIONS TO COUNCIL

- 14.0** After an Application or Building Conversion Strata Application has been received including the payment of fees, it will be processed. A staff report must contain the following information:
- (a) a copy of any supporting documentation;
 - (b) staff's recommendation on whether the Application or Building Conversion Strata Application should proceed or be returned to the Applicant for additional information;
 - (c) staff's recommendation on the referral agencies, if any;
 - (d) staff recommendation for a public notification meeting, if applicable;
 - (e) staff recommendation to set up a public hearing, if applicable, and any additional relevant information provided by the Planning Department, including any potential impacts that the development may have on the neighbourhood or on the operations of the current services provided by the Village.
- 14.1** Staff reports must also be provided at key points throughout the approvals process, as outlined on the approvals flow chart as outlined on Schedule "A", which is attached to and forming a part of this Bylaw.
- 14.2** Once an Application, Reapplication or Building Conversion Strata Application has been received, the Village must either deem it to be complete or incomplete. If deemed complete, it will be processed as required by this Bylaw or if deemed incomplete, the Village must send a letter to the Applicant indicating that it cannot be processed until the additional information requested has been received.
- 14.3** The Applicant may present their Application or Building Conversion Strata Application to Council, during the first meeting that Council will be reviewing the respective staff report on this matter.

PUBLIC HEARINGS

- 15.0** Public Hearings will be administered in accordance with the provisions as set out in Council Procedure Bylaw No. 1216, 2025 as amended or replaced from time to time.

SECURITY

- 16.0** The amount of security required will be based upon a cost report prepared by a Qualified Professional, as outlined in Table 1 below:

Table 1

Works or Services Required	Type of Professional designation required	Amount of Security required
Landscaping	BCLSA	150% of the accepted report
Civil Engineering	P. Eng	150% of the accepted report
Traffic Engineering	P. Eng	150% of the accepted report
Works or Services Required	Type of Professional designation required	Amount of Security required
Freshwater/Foreshore issues	RP Bio	150% of the accepted report
Form and Character issue	AIBC	150% of the accepted report
Environmental issues	RP Bio	150% of the accepted report
Geo Technical or Hazardous issues	P.Eng	150% of the accepted report

- 16.2** The required cost estimate report must be provided by the Applicant, at no cost to the Village, and must be accepted by the Village.
- 16.3** Security may be required as a condition of permit issuance for the following:
- (a) the *Works and Services* under the permit; including but not limited to hard and soft landscaping requirements;
 - (b) environmental monitoring;
 - (c) in relation to repairing or replacement of any Highway including sidewalks and boulevards, public work or any other Village property altered or damaged by any activity related to the subject matter of the permit;
 - (d) to guarantee the performance of a temporary use permit;
 - (e) such other reasons as identified in the conditions associated with the permit.
- 16.4** For the form of security refer to section 502 of the *Local Government Act*, as amended from time to time.
- 16.5** Funds taken under the security provision will be used to the extent that they are required by the Village to carry out such Works and Services, repair or replacement as determined necessary by the Village.
- 16.6** The cost of any works, repair or replacement or other expenditure which exceeds the amount of the security is the responsibility of the Applicant, who upon notification of

the outstanding amount must pay it in full, or obtain the agreement of the Village in writing, before receiving its approval or where such approval has been issued, using or continuing to use the Lot for the development approved under the Application.

APPLICATION DECISIONS

- 17.0** With respect to any Application or Building Conversion Strata Application, Council may:
- (a) approve the Application or Building Conversion Strata Application with or without conditions;
 - (b) postpone the Application or Building Conversion Strata Application process pending additional information required from the Applicant; or
 - (c) refuse/deny the Application or Building Conversion Strata Application.

Rejected Applications

- 17.1** Even if the Applicant is present at the meeting in which the Council decision was made, to refuse/deny the Application, Reapplication or Building Conversion Strata Application, the Village must inform the Applicant in writing, within ten (10) Working Days from the date of the refusal.

Reapplications

- 17.2** Where an Application has been refused/denied under subsection 17.0(c), any Application for the same type of permit or approval for the same Lot will be considered a Reapplication. A Reapplication will not be accepted within a twelve (12) month period following the date of refusal/denial, except where the Council accepts the Application by varying the time limit for the Reapplication by an affirmative vote of at least two-thirds of the Council.
- 17.3** Where an Applicant applies to the Council to accept the Reapplication, the Applicant must submit, in writing, a detailed statement as to why the time limit stated above should be varied.
- 17.4** Council has the same authority with respect to Reapplications as for Applications generally and the same procedures apply.
- 17.5** Upon receipt of the Reapplication, including the payment of the required fees, the Village will process the Reapplication in accordance with the process flowchart set out in Schedule 'A' of this Bylaw.

BUILDING CONVERSION STRATA APPLICATIONS

- 18.0** With respect to the decision-making criteria that Council must follow with respect to Building Conversion Strata Applications, refer to section 242(6) of the *Strata Property Act* as amended from time to time.
- 18.1** Reapplications are not applicable if Council refuses/denies a Building Conversion Strata Application.

REVOCATION OF ANY APPROVAL

- 19.0** The Village may revoke an approval and post a stop work order on a Lot, other than an amendment of a Bylaw, if:
- (a) there is a violation of a condition under which the approval was issued;
 - (b) there is a breach of any provision of this Bylaw and other applicable Bylaws or enactments;
 - (c) the Village determines that any information based on which the approval was issued is incorrect; or
 - (d) construction activity on the Lot, subject to approval, otherwise threatens the health, safety, or protection of the public.
- 19.1** Notice of revocation of the approval must be in writing and transmitted to the Applicant and the owner of the Lot by mail or courier and deemed served at the expiration of three (3) business days from the date of sending, or such other means to effect service.
- 19.2** A person who has been notified that an Approval has been revoked must immediately cease work related to the Application and remedy the cause for the revocation to the satisfaction of the Village. Once satisfied the Village may then reinstate the Approval.

DEVELOPMENT APPROVAL INFORMATION REQUIREMENTS

- 20.0** The Village has designated areas within the Village as Development Approval Information (DAI) areas, as outlined in the *Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022*, as amended from time to time. Where the DAI is applicable, the procedures for the required reports and studies are set out in *Village of Harrison Hot Springs Development Approval Information Bylaw No. 1210, 2024*, as amended from time to time.

REQUIREMENTS TO POST A DEVELOPMENT APPLICATION SIGN

- 21.0** All Applicants pursuing an Application, Reapplication or Building Conversion Strata Application are required to install a development application sign on the proposed Lot.
- 21.1** Applicants must review and comply with the *Village of Harrison Hot Springs Sign Bylaw No. 1126, 2018*, as amended from time to time, for the Freestanding Sign specifications. All signs placed in accordance with this section must be at least 4 feet by 8 feet and all text must be clearly legible.
- 21.2** The sign must be posted on the Applicant's Lot within three (3) Working Days of the Village's receipt of the initial Application, Reapplication or Building Conversion Strata Application. The sign must be taken down within 14 Working Days of Council's final decision on the matter.
- 21.3** The Lot owner or their authorized agent must provide the Village with photographic evidence that the required sign has been posted.
- 21.4** Where one Highway abuts a Lot a minimum of one sign must be erected in a location that provides an unobstructed view from that Highway.

- 21.5** Where one or more Highways abuts a Lot, a minimum of one sign for each Highway frontage must be erected in locations that provide unobstructed views from each Highway.
- 21.6** The Lot owner or their authorized agent must ensure that the required sign or signs are clearly visible to all individuals that wish to review the sign without interfering with either pedestrian or vehicular traffic.
- 21.7** The Applicant is responsible for preparing, posting, and removing the sign in accordance with the specifications set by the Village. The design of the sign must follow the diagram template attached as Schedule "C" and forming part of this Bylaw.
- 21.8** Failure to post the sign for an Application, Reapplication or Building Conversion Strata Application under this Bylaw will result in the Application, Reapplication or Building Conversion Strata Application being held in abeyance. Once the required sign has been reposted or posted, staff will begin to process the Application, Reapplication or Building Conversion Strata Application again.
- 21.9** The sign must be made of weather resistant materials.

REPEAL

- 22.0** The *Village of Harrison Hot Springs Development Procedures Bylaw No. 1090, 2016* and all amendments thereto are hereby repealed in their entirety.

READ A FIRST TIME THIS _____ DAY OF _____, 2025

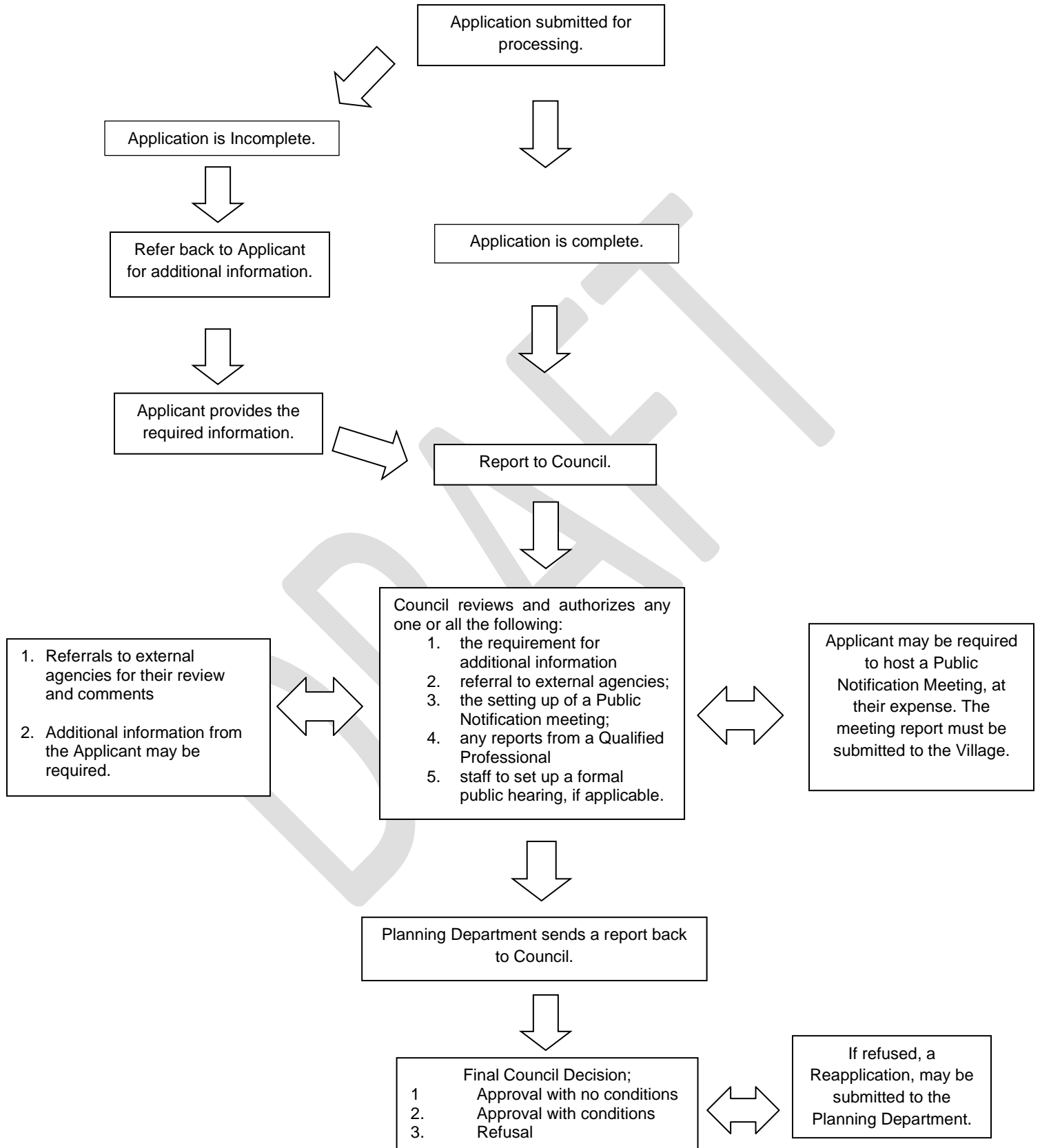
READ A SECOND TIME THIS _____ DAY OF _____, 2025

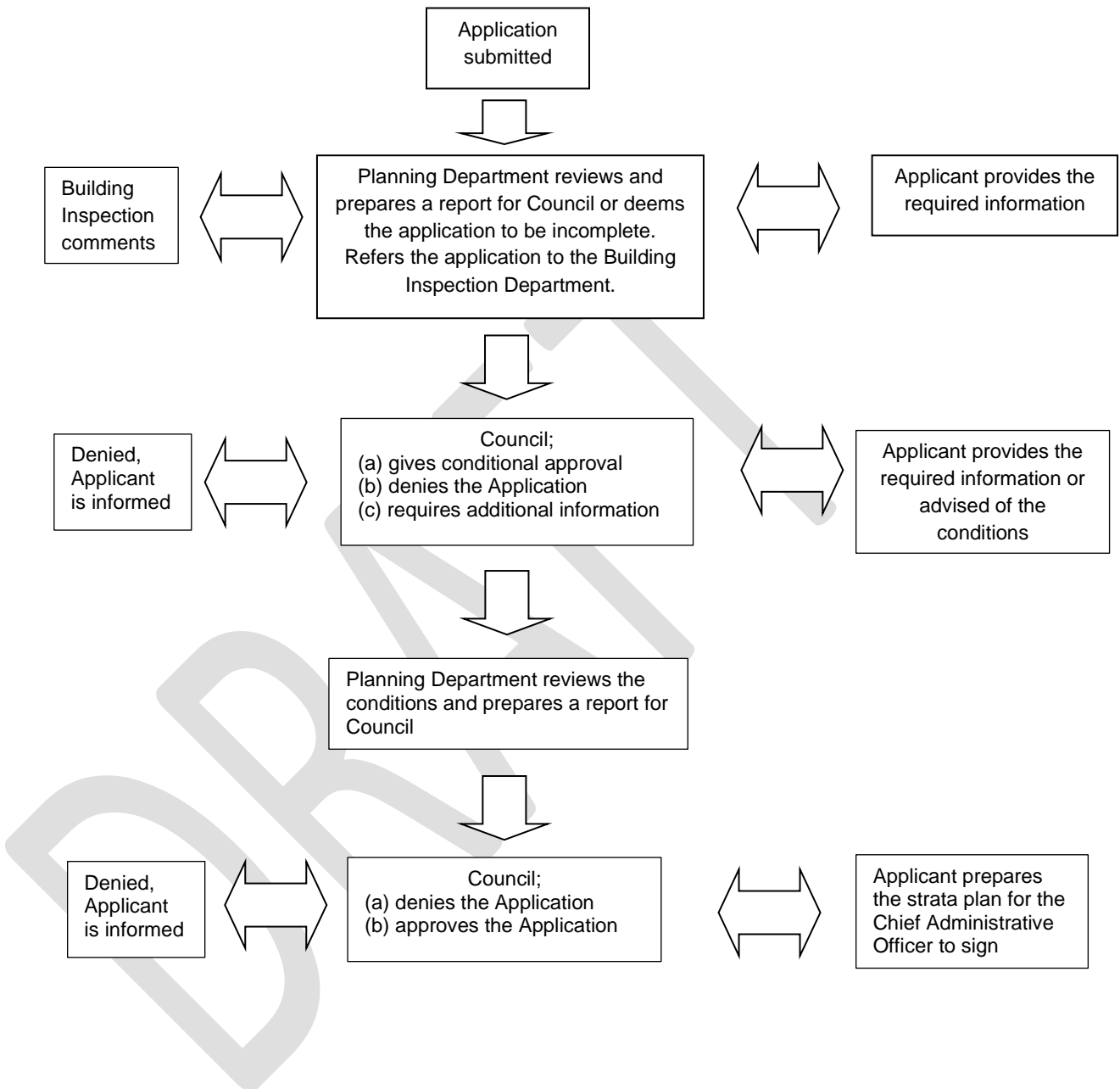
READ A THIRD TIME THIS _____ DAY OF _____, 2025

ADOPTED THIS _____ DAY OF _____, 2025

Fred Talen
Mayor


Amanda Graham
Corporate Officer

“SCHEDULE “A”**APPLICATION PROCESSING FLOWCHART**

SCHEDULE “B”**BUILDING CONVERSION STRATA APPLICATION PROCESSING FLOWCHART**

SCHEDULE "C"

DEVELOPMENT APPLICATION SIGN TEMPLATE

		DEVELOPMENT PROPOSAL		ADDRESS FILE NO.	
PROPOSAL			MAP/RENDERING		
<p>FOR MORE INFORMATION: Contact the following for additional details</p> <p>DEVELOPER CONTACT</p> <p>AGENT NAME:</p> <p>PHONE NUMBER:</p> <p>EMAIL:</p>			<p>VILLAGE CONTACT</p> <p>VILLAGE OF HARRISON HOT SPRINGS</p> <p>PO Box 160 495 Hot Springs Road Harrison Hot Springs, BC V0M 1K0</p> <p>604-796-2171</p> <p>info@harrisonhotsprings.ca</p> <p>www.harrisonhotsprings.ca</p>		



**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1219, 2025**

A bylaw for the purpose of establishing an Advisory Planning Commission

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to update the current bylaw and to continue with the use of an Advisory Planning Commission;

AND WHEREAS Section 461(1) of the *Local Government Act*, as amended from time to time, indicates that a Council may, by bylaw, establish an Advisory Planning Commission,

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

1.0 ADMINISTRATION

1.1 Title

- a) This Bylaw may be cited for all purposes as the “*Village of Harrison Hot Springs Advisory Planning Commission Bylaw No. 1219, 2025.*”

1.2 Purpose

- a) The Advisory Planning Commission has been created to make recommendations to Council on various land use planning matters referred to the Commission by the Council.

1.3 Definitions

- a) Unless otherwise defined below, the definitions in this Bylaw have the same meaning as outlined in the *Village of Harrison Hot Springs Zoning Bylaw No. 1115, 2017*, as amended from time to time.
- b) In this Bylaw the following definitions also apply:

Commission

means the Advisory Planning Commission;

Commission Members

means the individuals appointed to the Commission;

Corporate Officer

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

Professional

means a professional engineer, geoscientist, architect, archaeologist, landscape architect, biologist, community planner or other professional licensed or accredited by their respective regulatory body to practice in British Columbia, who is in good standing with the regulatory body for the individual's profession.

1.4 Severability

- a) If any section, subsection, sentence, paragraph, schedule or form forming part of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the section, subsection, sentence, paragraph, schedule or form may be severed from the Bylaw without affecting the validity of the Bylaw or any portion of the Bylaw remaining or any remaining forms.

2.0 APPOINTMENT TO THE ADVISORY PLANNING COMMISSION

- a) Council may request the Chief Administrative Officer to place a local notice advertising for an individual to apply for any vacant position on the Commission.
- b) Council may, by resolution, appoint up to seven (7) Commission Members to the Commission who must serve without remuneration.
- c) The Commission Members may be remunerated for out-of-pocket expenses with the prior approval of Council.
- d) The appointment of a Commission Member remains in effect until revoked by Council or if the Commission Member resigns or is unable to serve.
- e) The Council must not appoint to the Commission any person who is:
 - (i) a Council member or a regional director of the Fraser Valley Regional District Board;
 - (ii) an employee or officer of the Village of Harrison Hot Springs; or
 - (iii) the Approving Officer of the Village of Harrison Hot Springs.

3.0 ADVISORY PLANNING COMMISSION MEMBER MEETING ATTENDANCE

- a) If a Commission Member fails to attend two consecutive meetings of the Commission without leave of the Chair of the Commission, the Commission Member must be deemed to have resigned, and the Council must appoint a replacement.
- b) A Commission Member may apply for leave from the Chair of the Commission with respect to the Commission Members' non-attendance at a Commission meeting by notifying the Chair, within one week of the date of the meeting for which leave is sought, setting forth grounds for their non-attendance.
- c) Where a Commission Member fails to apply for leave as set forth in sub-section (b) above, the non-attendance must be deemed to be without leave and must be noted as such in the minutes of the meeting.

4.0 TECHNICAL AND RESOURCE SUPPORT FROM COUNCIL

- a) The Council must provide the Commission with a staff member to perform such administrative support as required, including but not limited to:
 - (i) providing notice of the meetings to the Commission Members
 - (ii) preparing the meeting agendas for the Commission;
 - (iii) recording the minutes of all meetings and forwarding them to the Corporate Officer for inclusion on the Council Agenda; and
 - (iv) distributing draft minutes to the Commission Chair.
- b) The Chief Administrative Officer, and other staff approved by the Chief Administrative Officer, or any Professional as requested or required, may attend the Commission meetings as a liaison and provide technical advice as requested.

5.0 COMMISSION MEETINGS

- a) The Commission must set its regular meeting dates and meeting times.
- b) In addition to regular meetings, the Commission may meet at any time at the call of its Chair to consider matters.
- c) Whenever the regularly scheduled meeting of the Commission falls on a statutory holiday the Commission must meet on the following day.
- d) The Commission must hold its meetings in the Village Office or Memorial Hall and its meetings must be open to the public.
- e) The Commission must keep minutes of its proceedings and must read and adopt the minutes of each meeting at the next subsequent meeting.
- f) The Commission must communicate its recommendation to the Council in writing.
- g) The Commission must decide all questions by a majority vote of those Commission Members present.
- h) All points of procedure not provided for in this bylaw must be decided in accordance with the provisions of the Village of Harrison Hot Springs *Council Procedure Bylaw No. 1164, 2021*, as amended from time to time.
- i) Four Commission Members constitutes a quorum of the Commission.

6.0 SELECTION OF A CHAIR OR A MEETING CHAIR

- a) At the initial meeting of the Commission, the Commission Members must pick a Commission Chair.
- b) If the Chair is absent from a meeting, the Commission Members present must choose a temporary Chair who must preside at that meeting.

7.0 DUTIES OF THE CHAIR

- a) The Chair must always maintain order.
- b) The Chair must determine all points of order as they arise.
- c) The Chair must have the same right of vote as the other Commission Members and in case of equality of the votes for or against a question, the question may be negated, and the Chair must so declare.

8.0 REPEAL

- a) The *Village of Harrison Hot Springs Advisory Planning Commission Bylaw No. 1006, 2012* is hereby repealed, effective the date of the adoption of this Bylaw.

9.0 READINGS AND ADOPTION

READ A FIRST TIME THIS 18th DAY OF FEBRUARY 2025

READ A SECOND TIME THIS 18th DAY OF FEBRUARY 2025

READ A THIRD TIME THIS 18th DAY OF FEBRUARY 2025

ADOPTED THIS _____ DAY OF _____ 2025

Fred Talen
Mayor

Amanda Graham
Corporate Officer