



DEVELOPMENT PROCEDURES

BYLAW NO. 1214, 2025

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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 3rd DAY OF MARCH, 2025

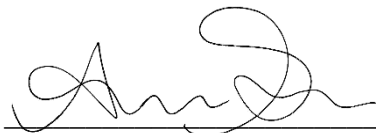
READ A SECOND TIME THIS 3rd DAY OF MARCH, 2025

READ A THIRD TIME THIS 3rd DAY OF MARCH, 2025

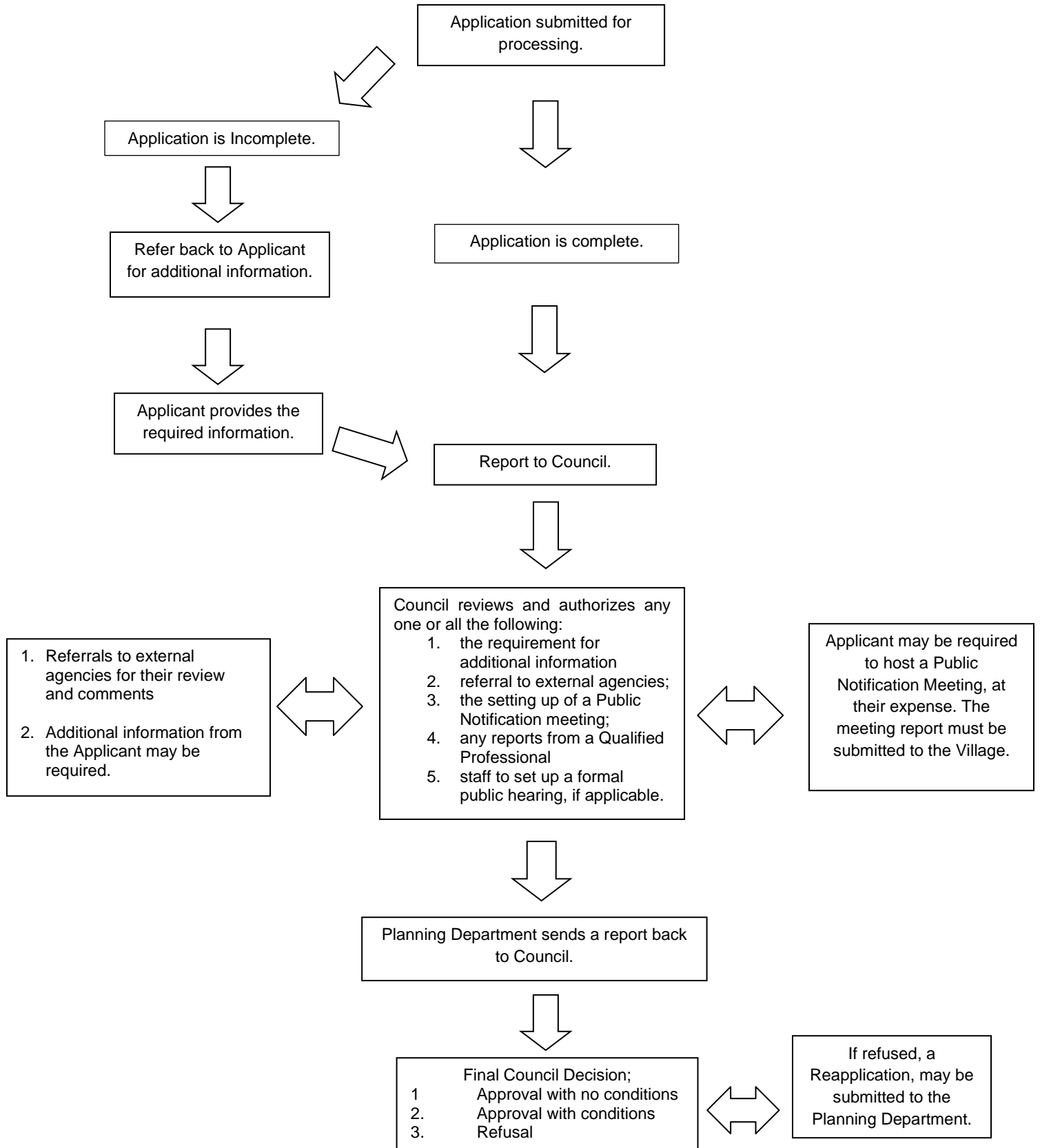
ADOPTED THIS 17th DAY OF MARCH, 2025

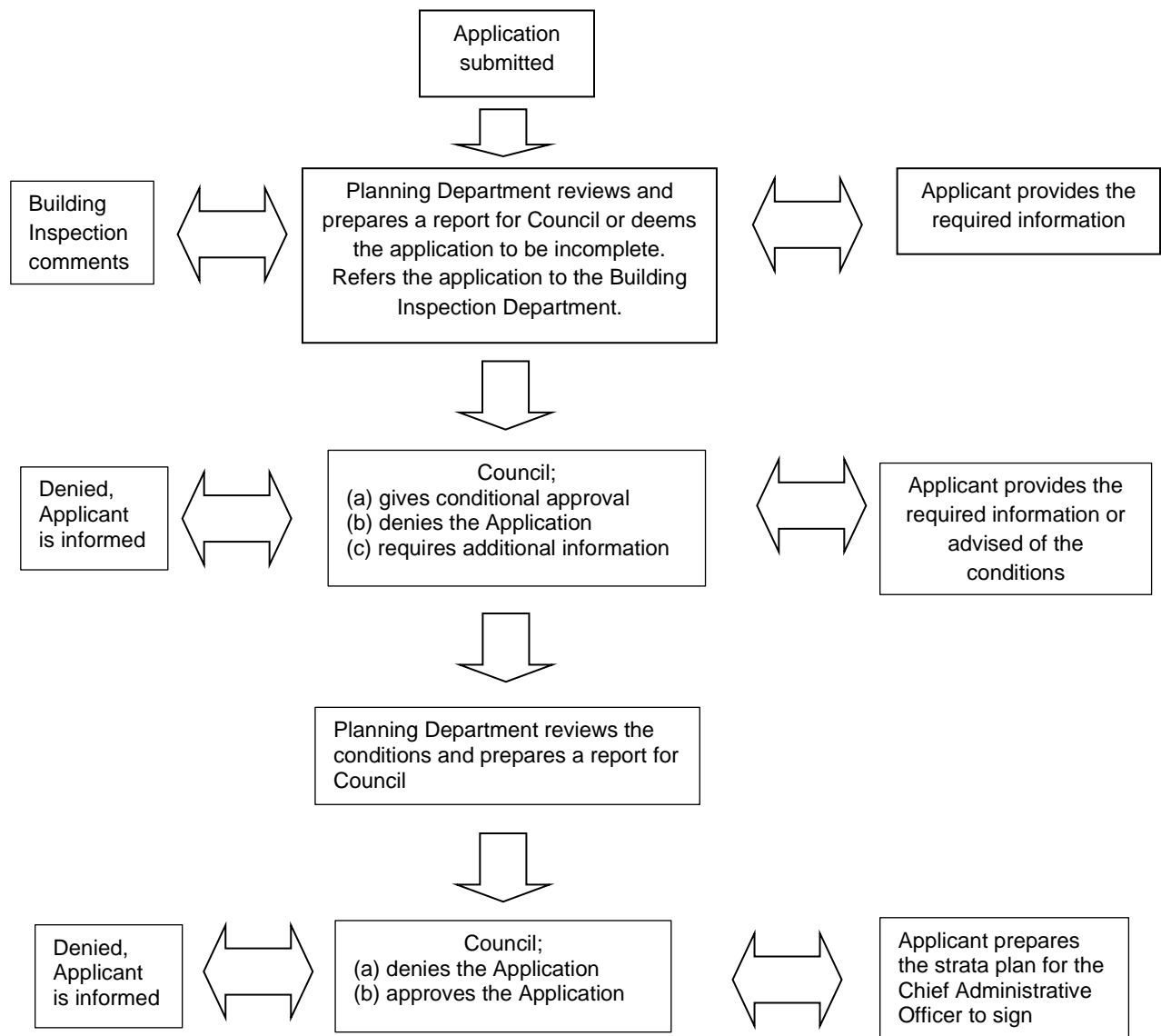


Fred Talen
Mayor




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			
FOR MORE INFORMATION: Contact the following for additional details <u>DEVELOPER CONTACT</u> AGENT NAME: PHONE NUMBER: EMAIL:		<u>VILLAGE CONTACT</u> VILLAGE OF HARRISON HOT SPRINGS PO Box 160 495 Hot Springs Road Harrison Hot Springs, BC V0M 1K0		604-796-2171 info@harrisonhotsprings.ca www.harrisonhotsprings.ca	