



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

**A bylaw for the purpose of establishing an Advisory Planning Commission**

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**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 18<sup>th</sup> DAY OF FEBRUARY 2025

READ A SECOND TIME THIS 18<sup>th</sup> DAY OF FEBRUARY 2025

READ A THIRD TIME THIS 18<sup>th</sup> DAY OF FEBRUARY 2025

ADOPTED THIS 3<sup>rd</sup> DAY OF MARCH 2025

A handwritten signature in black ink, appearing to be 'FT', written over a horizontal line.

Fred Talen  
Mayor

A handwritten signature in black ink, appearing to be 'Amanda', written over a horizontal line.

Amanda Graham  
Corporate Officer