



# NOTICE OF MEETING AND AGENDA SPECIAL COUNCIL MEETING

Tuesday, January 14, 2025, 1:00 PM  
Village Office, 495 Hot Springs Road,  
Harrison Hot Springs, BC V0M 1K0

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

<b>1. CALL TO ORDER</b>
<p>Meeting called to order by Mayor Talen.</p> <p>Acknowledgement of Sts'ailes traditional territory.</p>
<b>2. INTRODUCTION OF LATE ITEMS</b>
<b>3. APPROVAL OF AGENDA</b>
<b>4. COMMITTEE OF THE WHOLE MEETING – ITEMS FOR DISCUSSION</b>
<p>Recommendation: <span style="float: right;"><b>Page 1</b></span>          THAT Council resolve itself into a Committee of the Whole.</p> <p>(a) Report of Planning Consultant dated September 9, 2024          Re: Development Approval Information Bylaw No. 1210, 2024</p>
<p>(b) Verbal Report of Planning Consultant <span style="float: right;"><b>Page 15</b></span>          Re: Draft Development Procedures Bylaw No. 1214, 2025</p>
<p>(c) Presentation by Corporate Officer <span style="float: right;"><b>Page 33</b></span>          Re: Draft Council Procedure Bylaw No. 1216, 2025</p> <p>Recommendations:</p> <p>THAT Council Procedure Bylaw No. 1216, 2025 be introduced and given first reading;          and</p> <p>THAT Council Procedure Bylaw No. 1216, 2025 be given second reading; and</p> <p>THAT staff be directed to give public notice of Council Procedure Bylaw No. 1216,          2025 in accordance with section 124(3) of the <i>Community Charter</i>; and</p> <p>THAT staff be directed to develop a Council Correspondence Policy.</p>
<p>Recommendations:</p> <p>THAT the Committee of the Whole rise and report to Council; and</p> <p>THAT Council adopt the report of Committee of the Whole.</p>

<b>5. QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)</b>
<b>6. ADJOURNMENT</b>



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Amanda Graham  
Corporate Officer

File No: 3900-02  
Date: September 9, 2024

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

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## **RECOMMENDATIONS**

THAT Council introduce and give first reading to Village of Harrison Hot Springs Development Approval Bylaw 1210 No. 2024; and

THAT Council give second and third reading to Village of Harrison Hot Springs Development Approval Bylaw No. 1210, 2024.

## **SUMMARY**

To present a new Development Approval Information Bylaw for Council's consideration.

## **BACKGROUND**

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

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

### "3.5 Development Approval Information Areas

#### 3.5.1 Areas Designated

- a. This OCP has designated all Development Permit areas as Development Approval Information areas in accordance with provincial legislation in order to meet the purposes of the various development permits within this plan.
- b. This OCP also designates all areas that may be rezoned in any of the following designated areas, the Lakeshore, the Marine Tourist Commercial, the Waterfront Commercial, Village Centre, and the Tourist Commercial areas, as Development Approval Information areas in accordance with provincial legislation in order to assist the residents understand what, if any, the impacts on the Village that may result if the application is approved.

- c. The East Sector Special Planning Area.
- d. The rezoning of any lands that results in ten (10) or more residential dwelling units, being developed.”

Source: Village of Harrison Hot Springs Official Community Plan Bylaw No. 1184, 2022.

The second part of this implementation requires an actual DAI bylaw to be created, to outline what type of information is required and who may provide the required information.

## **DISCUSSION**

Under section 484 of the LGA, the Village can adopt the DAI Bylaw to address six issues. With the adoption of this Bylaw, we are addressing the first five out of a total of six categories. The categories are noted below:

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

The required reports must be provided by the developer and accepted by the Village.

The format of the Bylaw is outlined below.

PART 1.0	ADMINISTRATION
1.1	Citation
1.2	Purpose
1.3	Application of the Bylaw
1.4	Definitions
1.5	Severability
PART 2.0	POLICIES AND PROCEDURES
PART 3.0	TERMS OF REFERENCE
PART 4.0	REPORT REQUIREMENTS
PART 5.0	APPROPRIATE QUALIFIED PROFESSIONAL
PART 6.0	READINGS AND ADOPTION
	Schedule A – Development Approval Information

## **FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with this report.

## **POLICY CONSIDERATIONS**

Sections 484 to 487 of *Local Government Act*, RSBC 2015, C 1  
Official Community Plan Bylaw No. 1184, 2022

Respectfully submitted:

Reviewed by:



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Ken Cossey, MCIP, RPP  
Planning Consultant



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Tyson Koch  
Chief Administrative Officer

Attachment:

Draft Village of Harrison Hot Springs Development Approval Information  
Bylaw No. 1210, 2024



# **DEVELOPMENT APPROVAL INFORMATION BYLAW**

**BYLAW No. 1210, 2024**

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

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

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

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

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

**PART 1.0 ADMINISTRATION**

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**1.1 Citation**

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

**1.2 Purpose**

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

**1.3 Application of the Bylaw**

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

**1.4 Definitions**

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

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

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



“Development Application” means an application for:

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

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

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

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

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

“Village” means the Village of Harrison Hot Springs

### **1.5 Severability**

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

## **PART 2.0      POLICIES AND PROCEDURES**

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

## **PART 3.0 TERMS OF REFERENCE**

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

## **PART 4.0 REPORT REQUIREMENTS**

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

## **PART 5.0 APPROPRIATE QUALIFIED PROFESSIONAL**

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

## **PART 6.0 READINGS AND ADOPTION**

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

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

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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

# **SCHEDULE “A”**

## **DEVELOPMENT APPROVAL INFORMATION**

### **NATURAL ENVIRONMENT**

If required, the Report must:

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

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

## **TRANSPORTATION ISSUES AND PATTERNS**

If required, the Report must:

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

## **LOCAL INFRASTRUCTURE**

If required, the Report must:

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

## **PUBLIC FACILITIES AND COMMUNITY SERVICES**

If required, the Report must:

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







# DEVELOPMENT PROCEDURES BYLAW NO. 1214, 2025

Inside this Bylaw

**Red** – means we need to discuss this issue

**Yellow** – out

**Blue** – to be added

This bylaw has been updated with the earlier consolidated Bylaw 1160

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VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1214, 2025

**(Do we want to delegate DVP powers to staff - 10% concept)**

**A Bylaw for the establishment of procedures to amend **an the Village's Official Community Plan or a 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 applications, as per the *Strata Property Act*.**

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**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 502 (5) of the *Local Government Act*, allows the Council of the Village of Harrison Hot Springs to delegate the power to require security for the issuance of a land use permit subject to a delegation Bylaw being prepared that outlines the guidelines for the delegate;

**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 **Mayer and** 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, 2024"*.

## 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 Bylaw, 1115, 2017*;

3.1 Within this Bylaw the following definitions also apply:

**Advisory Planning Commission**

means the individuals appointed to this Commission by the Council;

**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,
- (b) for the issuance of; a Development Permit, Temporary Use Permit or a Development Variance Permit;

**Applicant**

means the owner of a Parcel of Land Lot or an agent authorized in writing to make the application on behalf of the owner;

**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;

**Chief Administrative Officer (in Zoning Bylaw)**

means the individual appointed to this position by Council;

**Council (in Zoning Bylaw)**

means the Council of the Village of Harrison Hot Springs;

**Highway (In Zoning Bylaw)**

means the same as defined in the BC Transportation Act, as amended from time to time but specifically excludes the following:

- Ferry Approach;
- Ferry Terminal;
- Right-of ways on any Lot, and
- Tunnel; (AB#1160)

**Occupiers**

means the lawful user occupier of a Lot, if it is not the landowner Lot owner;

**Lot (in Zoning Bylaw)**

means a specific section or area of the Village with a unique legal description and unique parcel identifier number (PID) assigned to it;

**Qualified Professional**

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

**Registered Professional**

means a person who has been registered or licensed to practice by their respective professional body;

**Revised Application**

means a Part 14 Application that has been refused or denied by Council that the Applicant has requested, in writing to Council to reconsider after having made material changes, modifications or alterations to the original Application. This includes but is not limited to 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; and,

**Working Day**

means any day of the week, starting with Monday and ending with Friday, and does not include Saturday or Sunday;

**Village (in Zoning Bylaw)**

means the Village of Harrison Hot Springs; and

**Works and Services**

means any public service, facility or utility which is required or regulated by the Village's *Subdivision and Development Servicing Bylaw, 1179, 2022*, 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
- Development Procedures Bylaw 1214, 2025

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 forms part of the requirements of this Bylaw:

- (a) Schedule "A" – Part 14 Application Processing Flowchart;
- (b) Schedule "B" – Building Conversion Strata Application Processing Flowchart

## 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 Neither the issuance of a permit, the adoption of an amendment Application or the approval of a building conversion strata or review of any applications, plans, drawings, specifications or documents, must 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 Village's Building Bylaw, this Bylaw and other applicable enactments, that the natural environment will not be substantially harmed by the development or 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.
- 8.5** Unless specified, in this bylaw, the term Application generally means either a Part 14 Application or a Building Conversion Strata Application.

## APPLICATIONS

### Part 14 Applications

- 9.0** All Applications, including Revised Applications, must be: (still okay?)
- (a) made by the **owner of the Parcel of Land 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 **landowner Lot owner** and be accompanied by the **landowner's 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;
  - (f) submitted to the Village office;
  - (g) all completed Part 14 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 right-of-ways, 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 Applications must be:

- (a) made by the owner of the Parcel of Land 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 landowner's 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;
- (f) submitted to the Village office; and
- (g) 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 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 right-of-ways, and if applicable any;
  - viii. development permit area.
- (c) copies of any charges or other interests associated with this Parcel of Land Lot; and
- (d) the number of dwellings units being converted into strata ownership and how many of the current tenants in this building, 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 issues as required by Council.

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

## FEES

**11.0** At the time of the Application the Applicant must pay the required fees as set out and amended by the Village from time to time.

**11.1** If the Applicant withdraws their Application, in writing, prior to the first staff report being considered by **the** Council, then the Applicant will receive a refund of up to 50-percent (50%) of the Application fee. The refund must be paid to the Applicant within thirty (30) days of receiving the written notice from the Applicant. There will be no additional refunds of any fees once the first staff report has been considered by Council. **(Take out or keep in)**

## PUBLIC NOTIFICATION MEETING

**12.0** Applicants may be required, as directed by Council, to host a public notification meeting, for any of the following types of Applications:

- (a) an Official Community Plan amendment or redesignation;
- (b) a Zoning Bylaw amendment;
- (c) the issuance of a Temporary Use Permit;
- (d) the issuance of a Development Variance Permit; or
- (e) the conversion of an existing and occupied building into a strata building.

**12.1** When a public notification meeting is required the Applicant must pay all costs associated with this meeting. This **will may** include but not be limited to the following:

- (a) two (2) newspaper advertisements; **(consider changing to direct mail out to be consistent with the Village's Public Notice Bylaw)**
- (b) the delivery or mailing of any notices to the adjacent Lot owners or Occupiers;
- (c) any facility rental; and any
- (d) staff overtime if they attend.

**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 10 Working Days of the meeting, the Applicants 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 two (2) dated newspaper ads for the meeting,
- (d) number of attendees and a copy of the sign in sheet
- (e) a copy of the notice provided to the adjacent property owners or Occupiers of the land and which properties received this notice,
- (f) information provided at the meeting, and
- (g) a summary of any questions raised or any major discussion points raised.

- 12.4** The Applicant must mail or deliver a meeting notice to the owners or Occupiers of the properties within a radius of 30 metres from the subject property. ~~The Village Council may~~ **is hereby authorized to** reduce, increase or waive this requirement, **as required**.
- 12.5** The Applicant's report for the public notification meeting must be included in a staff report to Council for Council's consideration of a Temporary Use or Development Variance permit, consideration of the building conversion strata or before **the** adoption of a Bylaw amendment.
- 12.6** The meeting must be held not more than ~~nor less than five~~ **10** Working Days after the last notice has been provided in the newspaper. **(change to 10 okay?)**

## AGENCY REFERRAL PROCESS

- 13.0** Subject to direction from Council, staff may be authorized to refer the Application to other Village Departments, any external agencies, societies, organizations or any level of government. The suggested referral list will be prepared by staff and submitted to **the** Council for their review. Council may accept, reject or amend this list as they deem appropriate.
- 13.1** When Applications are sent out for comments the various referral agencies:
- (a) have a maximum of twenty-one (21) **(longer)** 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. 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, **the** Council may;
- (a) defer consideration of any Application; or
  - (b) request additional information from the Applicant.

## STAFF REPORTS AND PRESENTATIONS TO COUNCIL

- 14.0** After an Application has been received including the payment of fees, the Application 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 should be processed or, if not, what is missing from the Application;
  - (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 the Application, including a Revised Application, has been received the Village must either deem the Application to be complete or deem the Application to be incomplete. If the Application is deemed complete it will be processed as required by this Bylaw or if is deemed not complete, the Village must send a letter to the Applicant indicating that the Application cannot be processed until the additional information requested has been received.
- 14.3** The Applicant may present their Application to Council, during the first meeting that Council will be reviewing the respective staff report on this matter. (new?)

## PUBLIC HEARING – Part 14 Applications only

- 15.0** While the *Local Government Act*, as amended from time to time, governs the public hearing process, if after a minimum of 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 Council must consider that the public hearing has been held as required.
- 15.1** Once the newspaper advertisement has been posted the Village will accept any written comments about the Application up to the close of the scheduled public hearing meeting.

## PUBLIC NOTICE OF INTENT – Part 14 Applications only

- 15.2** If the Village opts to proceed with the Notice of Intent process, in addition to the required newspaper advertisements, the Village must mail or deliver a notice of

intent to the owners or Occupiers of the properties within a radius of thirty (30) metres from the subject property. The Village is hereby authorized to reduce or increase this **radius** requirement, **as directed by Council**.

**SECURITY**

**16.0** The power to require security is hereby delegated to the Chief Administrative Officer or their designate. **(the trend is to take it straight to Council)**

**16.1** The amount of security required will be based upon a cost report prepared by a **Registered Professional** Qualified Professional, as outlined in the table below:

Table 1

<b>Works or Services Required</b>	<b>Type of Professional experience needed</b>	<b>Amount of Security required</b>
Landscaping	Landscape Architect and must be a member of the BC Society of Landscape Architects	125% <b>(change)</b> of the accepted report
Civil Engineering	Professional Engineer	125% of the accepted report
Traffic Engineering	Professional Engineer, with experience in traffic engineering	125% of the accepted report
Freshwater/Foreshore issues	Qualified Professional Biologist	125% of the accepted report
Form and Character issue	Qualified Professional Architect	125% of the accepted report
Environmental issues	Qualified Professional Biologist	125% 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 repair 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 reason 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 – Part 14 Applications only**

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

### **REJECTED APPLICATIONS – Part 14 Applications only**

- 17.1** Even if the Applicant is present at the meeting in which the Council decision was made, to refuse/deny the application, the Village ~~shall~~ **must** inform the Applicant in writing, within ten (10) business days from the date of the refusal.

### **REVISED APPLICATIONS – Part 14 Applications only**

- 17.2** An Applicant, after revising their original Application, that has not been approved to its satisfaction may submit a Revised Application in accordance with this Bylaw and may provide such further information as they desire.
- 17.3** Council has the same authority with respect to Revised Applications as for Applications generally and the same procedures apply.
- 17.4** Council may not table a Revised Application.
- 17.5** Upon receipt of the revised Application, the Village will process the Application in accordance with the process flowchart set out in Schedule 'A' of this Bylaw.

### **BUILDING CONVERSION STRATA APPLICATIONS**

- 17.6** With respect to the decision-making criteria that Council must follow with respect to this type of Application, refer to section 242(6) of the *Strata Property Act*. ~~as amended from time to time.~~

- 17.7** There must be no Revised Applications, if Council denies a Building Conversion Strata Application.

## **REVOCAION OF THE ANY APPROVALS APPROVAL**

- 18.0** 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 on the basis of which the approval was issued is incorrect; or
  - (d) construction activity on the Lot, subject to the approval, otherwise threatens the health, safety, or protection of the public.
- 18.1** 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.
- 18.2** 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, who may then reinstate the Approval.

## **NOTICE OF APPLICATION SIGNS**

### **19.0**

## **PENALTIES, ENFORCEMENT AND IMMUNITY**

- 20.0** Every person who contravenes any provision of this Bylaw commits an offense punishable on summary conviction and may be liable to a fine of not more than \$10,000.00.
- 20.1** The Village may designate enforcement officers for the purposes of this Bylaw.
- 20.2** No action for damages lies or may be instituted against present or past Council members, the Chief Administrative Officer or their designate, the Planning Department, Bylaw Officer, or members, employees, servants or agents of either the Village or Council:
- (a) for anything said or done or omitted to be said or done by that person in the performance or intended performance of the person's duty or the exercise of the person's authority; or
  - (b) for any alleged neglect or default in the performance or intended performance of the person's duty or the exercise of the person's authority.
- 20.3** The previous section does not provide a defence if:

- (a) the individual has, in relation to the conduct that is the subject matter of the action, been guilty of dishonesty, gross negligence or malicious or willful misconduct; or
- (b) the cause of action is libel or slander.

**20.4** Village, present or past Council, or members, employees, servants or agents of any of Village or Council is not liable for any damages or other loss, including economic loss, sustained by any person, or to the property of any person, as a result of neglect or failure, for any reason, to discover or detect any contravention of this Bylaw or any other Village Bylaw, or from the neglect or failure, for any reason or in any manner, to enforce this Bylaw or any other Village Bylaw.

**LAND USE POLICIES**

**21.0** The Village is authorized to make any policies that are required to complement the requirements of this bylaw. (Keep or out – creating policies for a bylaw is pretty standard)

**DEVELOPMENT VARIANCE PERMIT**

AB#1160

~~20.0~~ A variance must not change the use or density for a Lot, but there is otherwise no restriction on what may be considered provided the decision maker has considered each of the following:

AB#1160

~~(a) whether the variance is desirable for the appropriate development or use of the Lot, building or structure;~~

~~(b) whether the general intent and purpose of the Official Community Plan or the Zoning Bylaw, if any, will be maintained; and~~

AB#1160

~~(c) whether the variance is in the best interests, including the health, safety and protection of the public.~~

**REPEAL**

**22.0** The Village of Harrison Hot Springs “Development Procedures Bylaw No. 1090, 2016”, as amended from time to time is repealed in its entirety.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

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Mayor

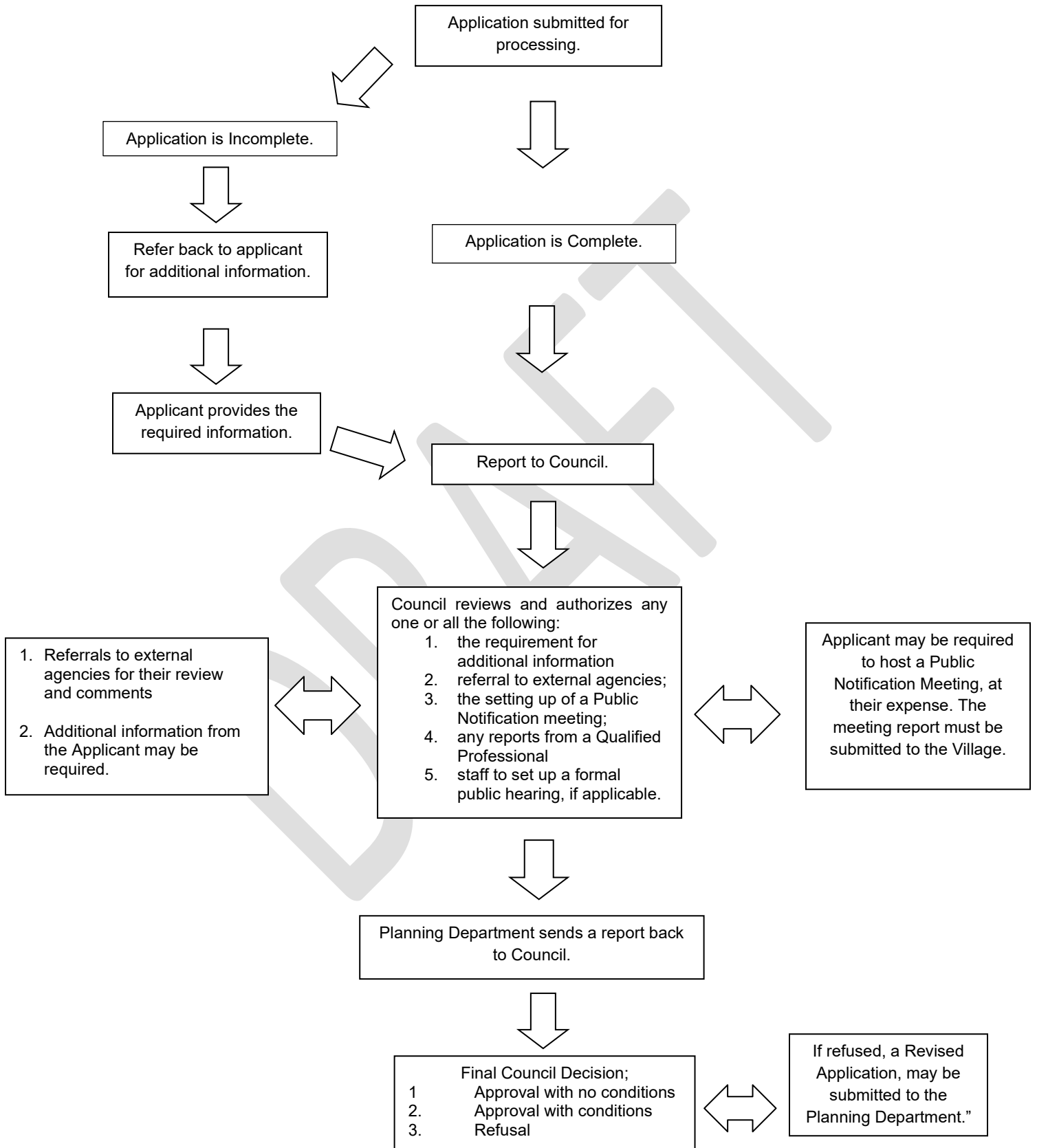
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Corporate Officer

DRAFT

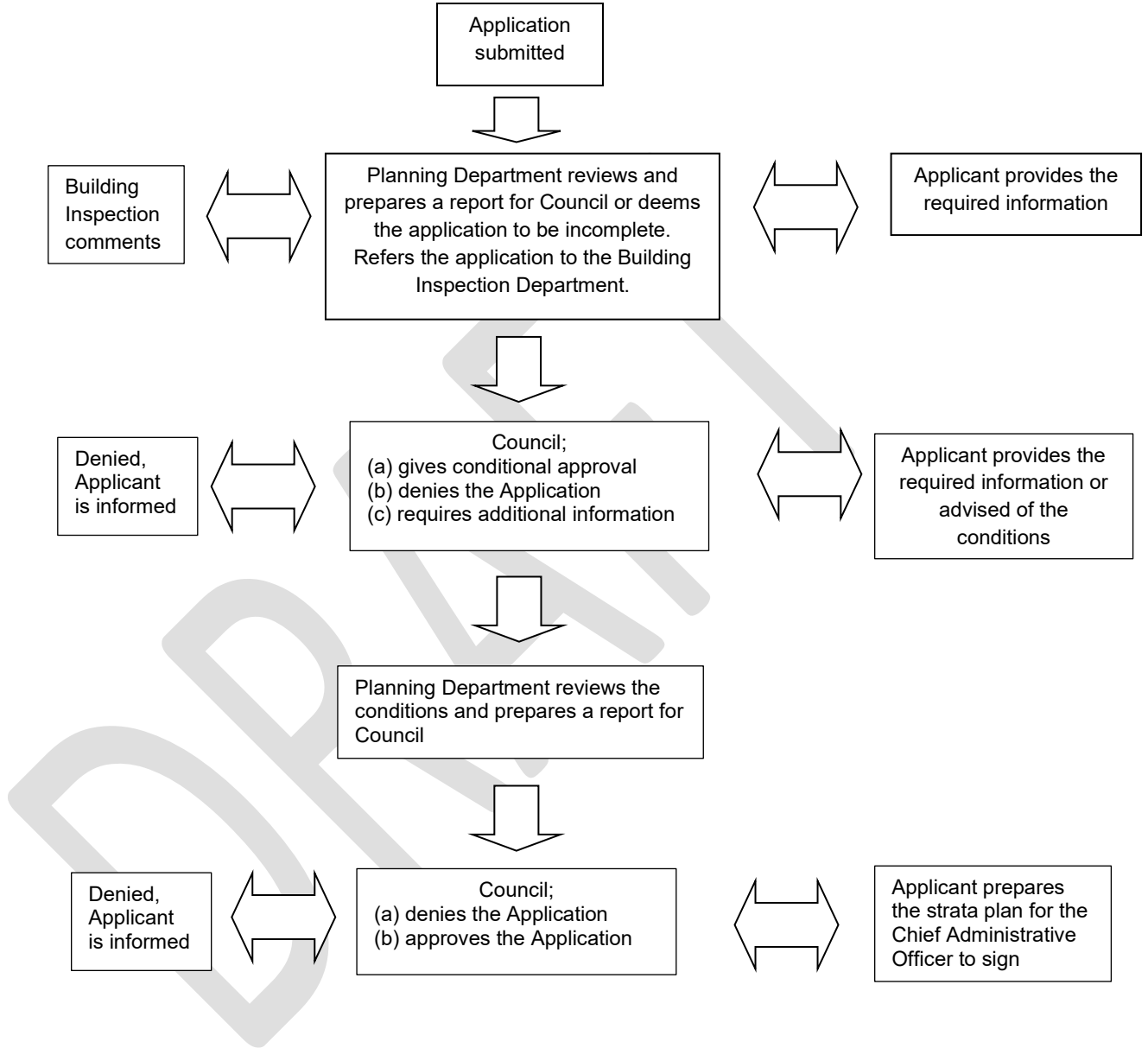


**“SCHEDULE “A”  
PART 14 APPLICATION PROCESSING FLOWCHART**



**SCHEDULE "B"**

**BUILDING CONVERSION STRATA APPLICATION PROCESSING FLOWCHART**



**Village of Harrison Hot Springs**

# Council Procedure Bylaw



January 15, 2025

1

## Required Elements

*Community Charter section 124*



**01**

General procedure  
for Council &  
Committee  
meetings

**02**

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

**03**

Provide for  
minute taking  
and certification

**04**

Identify public  
notice posting  
places

2

## Required Elements

Community Charter section 124

05

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

06

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

07

Procedure for passing resolutions & adopting bylaws

08

Notice given to the public describing proposed changes

Optional

Allow for electronic meetings

3

## Council Resolution

October 12, 2023 Special /COW Meeting:

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

4



# Council Resolution

April 3, 2024 Regular Council Meeting:

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

5

## Council Comments

October 12, 2023 COW Meeting

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



6

## Council Comments

October 12, 2023 COW Meeting

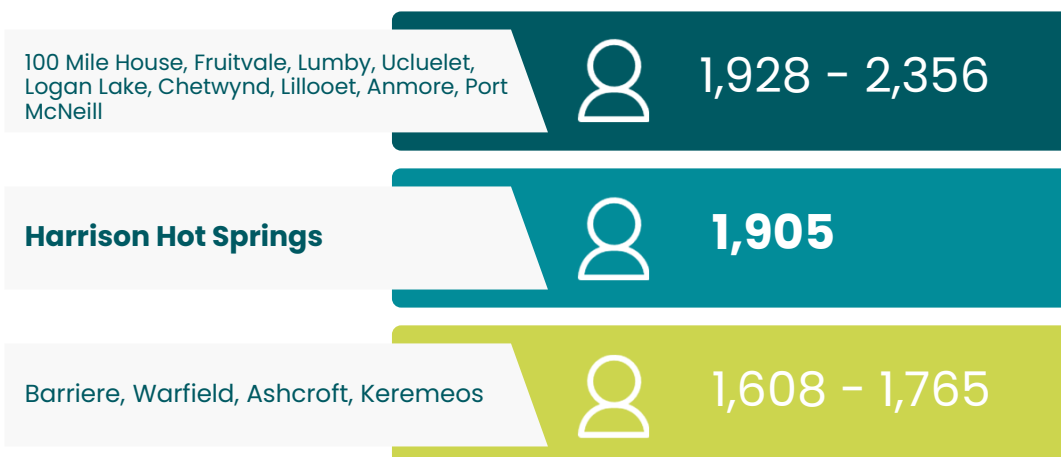
- Timing of agenda release vs. deadline to apply as a delegate
- Meaning of "Speaking beside the question"
- Developers attending as delegates
- Receiving notice of a meeting by email
- Lack of detail for Public Information Meetings
- Confidential mail to Council members
- Removal of section 21 Reports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



7

## Comparables

Population from 2021 Census Data



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

8

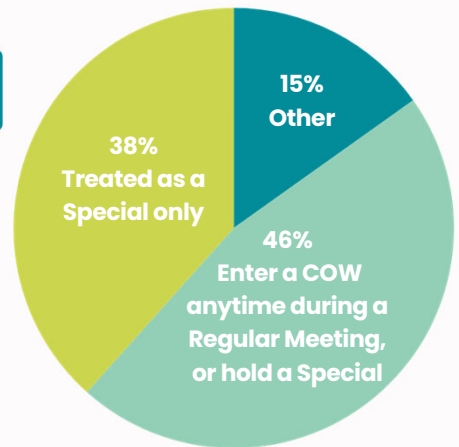
# Procedure Bylaws

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



## 1 Committee of the Whole

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



- Both
- Other
- Own Meeting

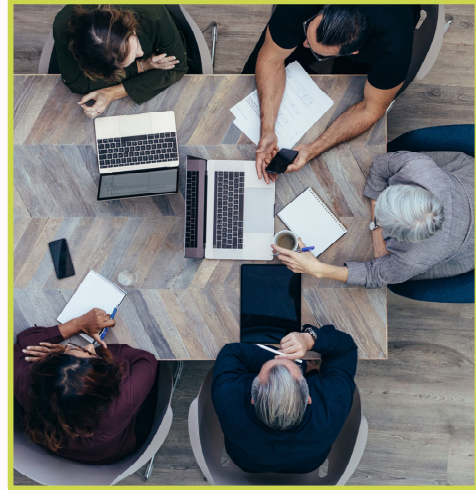


### Proposed Bylaw:

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

## 2 Closed Meetings

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



### Proposed Bylaw:

Incorporates Closed Sessions into regular order of business at the end

11

## 3 Agenda Preparation

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



### Proposed Bylaw:

Staff Continue to prepare the agenda

12



## 4 Question Period Timing

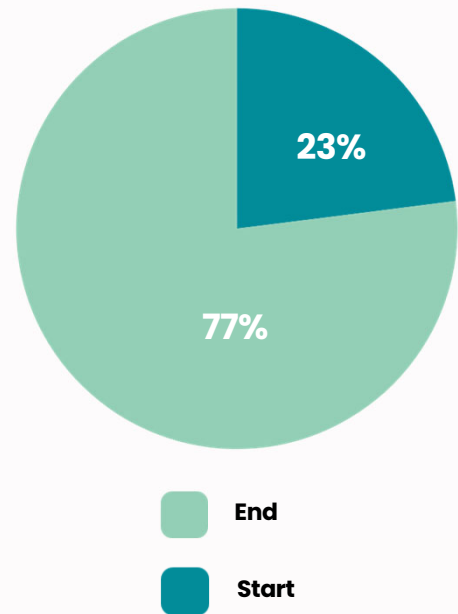
### At the Start

#### PROS

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

#### CONS

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



13

## 4 Question Period Timing

### At the End

#### PROS

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

#### CONS

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

14

## 5 Question Period Timing

### Mitigating Factors

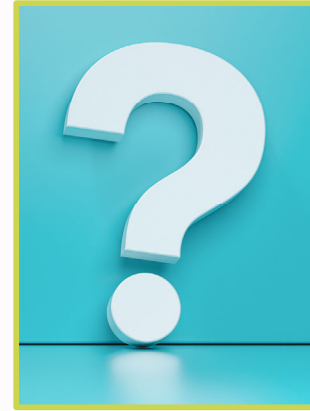
- Accessible Mayor and Council via email and/or regular office hours
- Mayor's right to reconsideration under the Community Charter and prevailing Council member's right under new Bylaw

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



#### Proposed Bylaw:

Keep question period at the end of the agenda



15

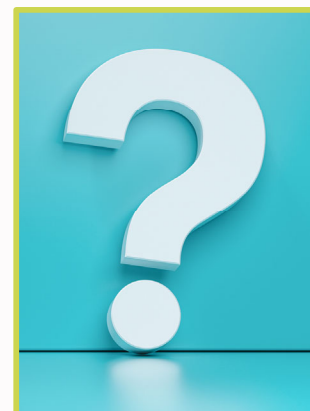
## 6 Question Period Parameters

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



#### Proposed Bylaw:

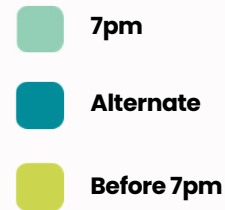
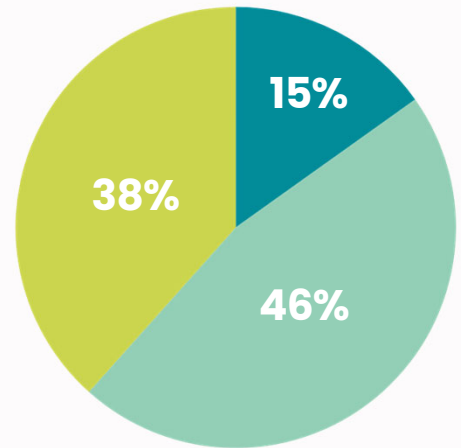
Set parameters around question period and allow for Zoom questions



16

## 7 Start Time

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



### Proposed Bylaw:

Start Regular Council Meetings at 5 p.m.

17

## 8 Notice of Motion

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



### Proposed Bylaw:

Add Notice of Motion provisions

18

## 9 Cancelling Meetings

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



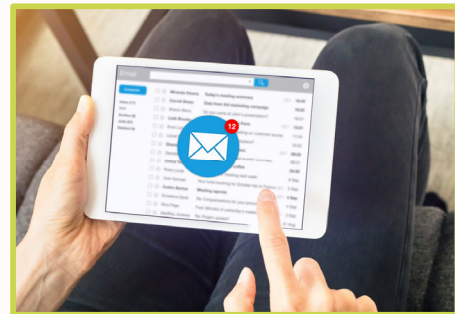
### Proposed Bylaw:

Allow Council to cancel and Mayor to postpone

19

## 10 Email Notice

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



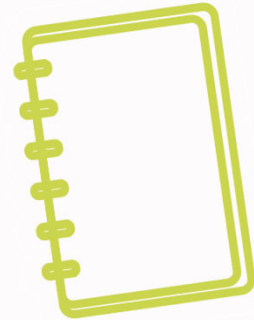
### Proposed Bylaw:

Allow for notice of meetings to members by email

20

## 11 Consent Agenda

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



### Proposed Bylaw:

Remove consent agenda

21

## 12 Correspondence

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



### Proposed Bylaw:

Direct staff to draft a separate Correspondence Policy

22

## 13 Delegations

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



### Proposed Bylaw:

Expanded delegation section with flexibility for scheduling



23

## 14 Point of Order

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



### Proposed Bylaw:

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



24

## 15 Reconsideration by Councillors

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



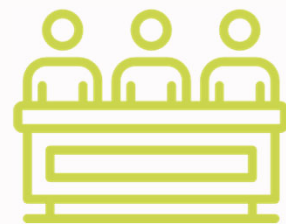
### Proposed Bylaw:

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

25

## 16 Public Hearings

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



### Proposed Bylaw:

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

26

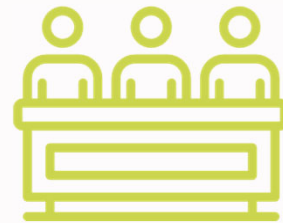
# 17 Committees & Commissions

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



## Proposed Bylaw:

Expanded Committee and Commission section



27

## Main Differences

### Previous Bylaw

Deputy Mayor nominated by the Mayor, appointed by Council

Public Notice Posting Place defined as notice boards and website

Mayor can cancel a regular meeting

### New Bylaw

Deputy Mayor appointed by Council

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

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



28



## Main Differences

### Previous Bylaw

No provision for notice of cancelled or postponed meeting

Meetings may be held anywhere in the Village

No deadline for adopting the annual regular meeting schedule



### New Bylaw

Provisions for notice requirements of cancelled and postponed meetings

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

Must be adopted by December 31

29

## Main Differences

### Previous Bylaw

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

Members must use the software specified by the Village

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



### New Bylaw

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

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

Provisions for notice requirements if the regular meeting schedule is changed

30

## Main Differences

### Previous Bylaw

Notice of meetings to members must be to their mailboxes



### New Bylaw

Notice of meetings to members must be by email

Limited deputy mayor provisions in the definitions section



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

Not compliant with the Community Charter notice requirements for electronic means



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

31

## Main Differences

### Previous Bylaw

Prescriptive special meeting agenda order of business



### New Bylaw

Flexible special agenda order of business

Nothing about amending something previously adopted



Requires something previously adopted to be amended by two thirds vote

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



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

32

## Main Differences

### Previous Bylaw

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



### New Bylaw

Anyone can add any type of late item

No Notice of Motion provisions



New Notice of Motion section

Delegation acceptance at Mayor's discretion



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

33

## Main Differences

### Previous Bylaw

Limited petition parameters



### New Bylaw

Petitions must be legible and cannot be offensive

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

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



Changed it to leave of the Chair

Limited Point of Order provisions



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

34

## Main Differences

### Previous Bylaw

No parameters around question period



### New Bylaw

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

Allows for electronic participation

No provision for reconsideration by Council members



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

No recess provision



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

35

## Main Differences

### Previous Bylaw

Committee of the Whole confusing



### New Bylaw

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

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



Increased to ten minutes

Adoption of COW mins constitutes ratification



Adoption of COW report constitutes ratification

36

## Main Differences

### Previous Bylaw

Limited Committee and Commission provisions



### New Bylaw

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



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



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

37

## Closing Comments

### Reliance on the Chair



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

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## Next Steps

### Recommendations:

- THAT Council Procedure Bylaw No. 1216, 2025 be introduced and given first reading; and
- THAT Council Procedure Bylaw No. 1216, 2025 be given second reading; and
- THAT staff be directed to give public notice of Bylaw No. 1216, 2025 in accordance with section 124(3) of the Community Charter; and
- THAT staff be directed to develop a Council Correspondence Policy.



VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1216

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

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

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

**1. CITATION**

This bylaw may be cited as "Council Procedure Bylaw No. 1216, 202X".

**2. DEFINITIONS**

For the purposes of this bylaw:

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

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

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

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

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

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

"Council" means the Council of the Village of Harrison Hot Springs.

"Council Member" means a member of Council including the Mayor.

**Commented [AG1]:** Same as Bylaw No. 1164

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

**Commented [AG3]:** New

**Commented [AG4]:** Sames as Bylaw No. 1164

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

**Commented [AG6]:** Expanded definition

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

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

**Commented [AG8]:** New additions

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

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

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

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

**Commented [AG10]:** New additions

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

**Commented [AG11]:** Same as Bylaw No. 1164

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

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

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

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

**Commented [AG13]:** New additions

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

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

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

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

**Commented [AG15]:** New addition

“Village” means the Village of Harrison Hot Springs.

**Commented [AG16]:** Same as Bylaw No. 1164

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

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

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

**Commented [AG18]:** Same as Bylaw No. 1164



### 3. APPLICATION OF RULES OF PROCEDURE

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

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

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

### 4. INAUGURAL MEETING

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

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

**Commented [AG22]:** New

### 5. MEETINGS OF COUNCIL

- (a) After the inaugural meeting, regular meetings of Council will be held on the first and third Monday of each month, except for the months of July, August and September, when there will only be one meeting per month held on the second Monday of the month for those three months.
- (b) Where the regular meeting day of Council occurs on a statutory holiday, the meeting will take place on the day immediately following such holiday, or another date set by Council.
- (c) A Council meeting may be cancelled by resolution of Council, provided that two consecutive meetings are not cancelled.
- (d) A Council meeting may be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least two (2) days' written notice.
- (e) If a Council meeting is cancelled or postponed, the Corporate Officer must give notice as soon as possible:
- (i) to Council Members by providing written notice via email; and
  - (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.

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

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

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

## 6. TIME AND LOCATION OF MEETINGS

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

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

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

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

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

## 7. ELECTRONIC MEETINGS AND PARTICIPATION

- (a) Provided that the requirements of section 128 of the *Community Charter* are met, Council, Committee of the Whole, Committee and Commission meetings may be conducted by Electronic Means or other communication facilities.
- (b) Any Member may attend, participate in and is deemed to be present at any Council, Committee of the Whole, Committee or Commission Meeting held by Electronic Means, except for any part of the meeting that is closed to the public, provided that:
- (i) the Chair and Corporate Officer have been advised of their electronic participation prior to the meeting; and
  - (ii) Village staff are able to facilitate electronic participation.
- (c) Any Member attending electronically must use the electronic platform specified by the Village in order to attend and participate, and is responsible for their own connection costs.
- (d) If the Chair or a majority vote of Members present determines that the connection quality of a Member is inadequate to allow that member to participate, they may deem that member to no longer be in attendance, which must be recorded by the Corporate Officer.
- (e) If at any time there is a loss of quorum due to technological challenges with the Electronic Means, the meeting will be adjourned and must reconvene as soon as possible once quorum can be achieved. If quorum cannot be

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

**Commented [AG31]:** From VHHS current bylaw

**Commented [AG32]:** New

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

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

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

**8. NOTICE OF REGULAR COUNCIL MEETINGS**

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

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

**9. NOTICE OF SPECIAL COUNCIL MEETINGS**

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

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

**10. DEPUTY MAYOR**

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

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

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

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

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

**11. AGENDA**

- (a) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting.
- (b) For regular Council meetings, the Corporate Officer must make the agenda available:

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

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

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

**Commented [AG43]:** Community Charter requirement

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

**Commented [AG45]:** Lillooet

**12. ORDER OF PROCEEDINGS AND BUSINESS**

- (a) Except as Council otherwise resolves, and in any event only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a regular Council meeting will be:
1. Call to Order
  2. Land Acknowledgement
  3. Public Hearing (if required)
  4. Introduction of Late Items
  5. Approval of the Agenda
  6. Adoption of Minutes
  7. Business Arising from the Minutes
  8. Delegations and Petitions
  9. Correspondence
  10. Business Arising from Correspondence
  11. Reports from Councillors
  12. Report from Mayor
  13. Reports and Minutes from Committees and Commissions
  14. Reports from Staff
  15. Bylaws
  16. New Business
  17. Question Period (pertaining to agenda items only)
  18. Closed Session (if required)
  19. Adjournment

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

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

- (b) For a special Council meeting, the Corporate Officer must prepare an agenda containing the specific purpose(s) for which the meeting was scheduled. A

unanimous vote of Council Members present is required to permit any additional item(s) to be added to the agenda.

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

- (c) Once the agenda is approved, any amendments including the removal or addition of items, or a change in the order of business, may only be made by resolution passed by a two-thirds vote of Council Members present.

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

- (d) When any order, motion or question is lost due to loss of quorum, the order, motion or question so lost shall be the first item of business to be considered at the next meeting under that particular heading.

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

### 13. OPENING PROCEDURES

- (a) The Mayor must take the chair and call the Council Members to order as soon after the time specified for a Council meeting when quorum is present.

- (b) The Deputy Mayor must take the chair and call the Council Members to order if the Mayor does not attend within 15 minutes after the time appointed for a meeting or has advised the Corporate Officer that they will not be in attendance.

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

- (c) Should there be no quorum within 15 minutes of the time specified for a Council meeting, the Corporate Officer shall ensure minutes of the meeting are recorded with the name of the Council Members present.

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

### 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.

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

- (b) If Council passes a resolution under section 13(a), information pertaining to the late item must be distributed to Council Members and the public.

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

### 15. NOTICES OF MOTION

- (a) A Council Member may give notice of motion respecting an item which they intend to present by providing a written copy of the notice of motion to the Mayor and the Corporate Officer either before or during the meeting, and upon the Council Member being acknowledged by the Mayor and the notice of motion being read at the meeting.

- (b) A copy of the motion presented under this section shall appear in the minutes of the meeting as a notice of motion. The Corporate Officer will place the motion on the agenda as an item under New Business at the next Council

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

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

**16. DELEGATIONS AND PETITIONS**

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

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

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

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

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

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

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

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

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

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

**Commented [AG59]:** New, similar wording to Lumby

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

- (f) A delegation presentation is limited to ten minutes which may be extended by majority vote of Members present.
- (g) Council, the Committee of the Whole, Committees and Commissions reserve their authority not to deliberate on any matters presented at a delegation until the subsequent meeting.
- (h) Delegations must appoint one (1) speaker unless otherwise authorized by the Chair.
- (i) Petitions intended to be presented to Council must:
  - (i) be submitted to the Corporate Officer by no later than 12:00 noon on the Wednesday preceding the day of the Council meeting;
  - (ii) be legibly written, typed or printed;
  - (iii) not contain libelous, disparaging or offensive comments;
  - (iv) signed by at least one person; and
  - (v) include the name, signature and physical address of each petitioner.

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

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

## 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*.

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

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

**Commented [AG64]:** New addition

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

## 18. CONDUCT AND DEBATE

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

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

- (b) The Mayor will be addressed as “Your Worship” or “Mayor [surname]”.
- (c) Councillors will be addressed as “Councillor [surname]”. If a Councillor is acting in place of the Mayor, they will be addressed as “Deputy Mayor [surname]”.
- (d) Committee and Commission Chairs will be addressed as “Chair [surname]”.
- (e) In speaking at meetings, Members must:
- (i) use respectful language;
  - (ii) not interrupt another Member who is speaking, except to raise a point of order;
  - (iii) refrain from using offensive words, gestures or signs;
  - (iv) remain seated and not make any noise or disturbance while a vote is being taken and until the result is declared;
  - (v) speak only in connection with the matter being debated;
  - (vi) address questions to staff through the Chair; and
  - (vii) adhere to the rules of procedure established by this bylaw.
- (f) If a Member does not adhere to section 18(e), the Member may be ordered by a majority vote of Members present or by the Chair to leave their seat for that meeting, and, in the case of their refusing to do so, may, on order of the Chair, be removed from the meeting.
- (g) If the Member ordered to leave their seat under section 18(f) apologizes, they may, by majority vote of Members present, be permitted to resume their seat.
- (h) No Member shall speak more than once to the same question without leave of the Chair except to explain a material part of their speech that may have been misconceived and in doing so, may not introduce new information.
- (i) A Member who has made the substantive motion will be allowed to reply, but not a member who has moved an amendment.
- (j) A Member may only speak to any motion or in reply for up to five (5) minutes unless otherwise permitted by majority vote of Members, except the mover of a motion may reply for up to three (3) minutes and close the debate.
- (k) A Member may require the question being debated to be read at any time during the debate provided they do not interrupt another Member who is speaking.
- (l) After a question is put by the Chair, it will be conclusive and no Member will speak to the question, nor will any other motion be permitted, until after the result of the vote has been declared.

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

**Commented [AG68]:** New

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

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

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

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



## 19. POINTS OF ORDER

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

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

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

## 20. CONFLICT OF INTEREST

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

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

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

## 21. VOTING

- (a) Each Member present, including the Chair, shall have one vote.
- (b) If the meeting is held in person, voting will be conducted by raised hands.
- (c) If a Member is participating electronically, they must verbalize their vote.
- (d) A Member who abstains from voting or does not indicate how they vote is deemed to have voted in the affirmative.
- (e) A motion on a bylaw, resolution, or any other question is decided by a majority of the Members present unless specifically stated otherwise by this bylaw or a provision of the *Community Charter*.
- (f) A Member may request that recommendations be taken separately or together, and such a request will be at the discretion of the Chair.

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

- (g) When a question is called, all Members present are required to vote unless they have declared a conflict of interest.
- (h) The Chair must call for those in favour and those against.
- (i) If a motion receives equal votes for and against, it is defeated.
- (j) The Chair must call the result of the vote.

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

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

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

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

**22. MOTIONS**

- (a) Motions must be moved and seconded before they may be debated or voted upon.
- (b) When the debate is closed, the Chair must immediately put the question to a vote.
- (c) The mover of a motion may withdraw it with the consent of the seconder.
- (d) A withdrawn motion may be re-proposed by any other Member.
- (e) When a question is under consideration, no motion shall be received except for the following:

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

- (i) to refer an item;
- (ii) to amend;
- (iii) to postpone (defer);
- (iv) to postpone indefinitely;
- (v) to recess temporarily; or
- (vi) to adjourn.

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

**Commented [AG84]:** New

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

**23. AMENDMENTS TO MOTIONS**

- (a) A Member may move that a motion be amended in one of the following ways:
  - (i) by leaving out certain words;
  - (ii) by leaving out certain words and inserting or adding others;
  - (iii) by inserting or adding certain words; or
  - (iv) by substitution.
- (b) The Chair must not permit an amendment which negates the purpose of the main motion.
- (c) When a Member moves to amend a motion, the Chair must state the original motion followed by the amendment and then put the question of the amendment to Council.

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

- (d) If the amendment is seconded, debate proceeds on the amendment.
- (e) If the amendment is defeated, debate continues on the main motion as originally worded.
- (f) Members other than the Member who moved the defeated amendment, may submit amendments.
- (g) If the amendment is passed, debate continues on the amended motion.
- (h) The Chair must allow only one amendment to an amendment.
- (i) An amendment defeated by majority vote cannot be moved a second time.
- (j) The Chair must put amendments to Council in the reverse order to that in which they are moved. When there is a main motion, a primary amendment and a secondary amendment thereto, the Chair must state the motions and appendages in the following order:
  - (i) the secondary amendment;
  - (ii) the primary amendment to the main motion;
  - (iii) the main motion

**Commented [AG87]:** New, added for clarity

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

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

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

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

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

**24. QUESTION PERIOD**

- (a) During question period, members of the public must limit their inquiries strictly to matters on that particular meeting's agenda.
- (b) If a member of the public:
  - (i) speaks disrespectfully to or of any person;
  - (ii) refuses to abide by the provisions of this bylaw;
  - (iii) fails to adhere to time limits as specified by the Chair; or
  - (iv) disregards the authority of the Chair

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

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

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

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

**25. RECONSIDERATION**

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

## 26. **RECESS AND ADJOURNMENT**

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

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

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

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

**27. BYLAWS**

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

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

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

**28. READING AND ADOPTING BYLAWS**

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

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

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

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

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

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

**29. COMMITTEE OF THE WHOLE MEETINGS**

- (a) At any time during a regular or special Council meeting, Council may resolve itself into a Committee of the Whole to consider specific matters.
- (b) In addition to section 29(a), a Committee of the Whole meeting may be scheduled:
  - (i) by Council resolution;
  - (ii) by the Mayor provided the Corporate Officer is given at least two days' written notice; or
  - (iii) by the Corporate Officer in consultation with the Mayor and Chief Administrative Officer.

**Commented [AG104]:** New, similar wording to Anmore

- (c) For all Committee of the Whole meetings the Corporate Officer must give 24 hours' written notice of the date, time, place, and method of Electronic Means of the meeting:
  - (i) to Council Members by providing written notice via email; and
  - (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.

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

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

- (a) For a Committee of the Whole meeting, the Corporate Officer must prepare an agenda containing the specific purpose(s) for which the meeting was scheduled. A unanimous vote of Council Members present is required to permit any additional item(s) to be added to the agenda.
- (b) The Mayor must preside at the Committee of the Whole. If for any reason the Mayor cannot preside, the provisions of section 16 apply.
- (c) A quorum of Council is a quorum of the Committee of the Whole.
- (d) The rules of Council must be observed in the Committee of the Whole so far as may be applicable, except that:
  - (i) a seconder to a motion is not required;
  - (ii) a Council Member may speak any number of times to the same question; and
  - (iii) a Council Member must not speak for longer than a total of ten (10) minutes on any one question.
- (e) When all matters for consideration by the Committee of the Whole have been addressed, a motion to rise and report must be adopted. The Committee of the Whole, when it has partly considered a matter, may report progress and ask leave to sit again.
- (f) In resumption of regular Council business, the Chair of the Committee of the Whole must report to Council who may then resolve to either:
  - (i) adopt the report;
  - (ii) reject the report;
  - (iii) adopt the report with amendments;
  - (iv) refer the subject matter for further consideration, either in part or in whole;
  - (v) postpone action on the report; or

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

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

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

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

(vi) approve the request of the Committee of the Whole to sit again, the Committee of the Whole having reported progress after partial consideration of the subject.

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

(g) A motion in the Committee of the Whole to rise without reporting is always in order and shall take precedence over any other motion.

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

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

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

**31. COMMITTEE AND COMMISSION MEETINGS**

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

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

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

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

(b) Standing Committees and Commissions must consider, inquire into, report and make recommendations to Council on matters that are:

- (i) related to the general subject indicated by the name of the Standing Committee or Commission;
- (ii) assigned by Council; or
- (iii) assigned by the Mayor.

(c) Select Committees must consider, inquire into, report and make recommendations to Council on all matters that are referred to the Select Committee by Council.

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

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

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

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

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

- (i) in the case of a Standing Committee, unless otherwise specified by the Mayor;
- (ii) in the case of a Select Committee, unless otherwise specified by Council; or

(iii) in the case of a Commission, unless otherwise specified by the Mayor or Council.

(f) Upon completion of its assignment and submission of its final report to Council, a Select Committee is automatically dissolved.

**Commented [AG118]:** Section 19(b) vi of current vhhs bylaw

(g) Expressions of interest for Committees and Commissions will be advertised as required at the direction of Council.

**Commented [AG119]:** New, Port Moody Council Committee System Policy

(h) Standing Committee Chairs must be appointed by the Mayor.

(i) Select Committee and Commission Chairs must be appointed by resolution of the Select Committee or Commission.

**Commented [AG120]:** New process to establish a chair, could also have Council appoint Chairs

(j) Individuals appointed to a Committee or Commission shall serve for a term of two (2) years. Individuals may only serve two (2) consecutive terms unless Council resolves to appoint an individual for an additional term in the event that there no other eligible candidates.

**Commented [AG121]:** New, Port Moody Council Committee System Policy

(k) Standing Committee members wishing to resign from their appointment must submit a resignation in writing to the Mayor.

**Commented [AG122]:** New, standing committee members are appointed by the Mayor as per s. 141 of the Charter. Power to appoint = power to rescind or accept resignation

(l) Select Committee and Commission members wishing to resign from their appointment must submit a resignation in writing to Council.

**Commented [AG123]:** New, select committee members are appointed by Council as per s. 142 of the Charter

(m) The Mayor is an ex-officio member of all Committees and is entitled to vote at all meetings thereof.

**Commented [AG124]:** Sec 19 a and b iv of Bylaw 1164

(n) Council Members, other than the Council Member appointed to a Committee or Commission may attend Committee meetings but are not entitled to vote on any matter. The Committee or Commission may permit a Council Member attending under this section to participate in the discussion by majority vote.

**Commented [AG125]:** Same meaning as in s. 19(a)(vi) but now applies to select Committees and Commissions too

(o) A majority of voting members appointed to a Committee or Commission constitutes a quorum.

**Commented [AG126]:** Same wording as in s. 19(a)(viii), 19(b)(vii) and 19(c)(iv) of Bylaw 1164

(p) For all Committee and Commission meetings, the Corporate Officer must give 24 hours' written notice of the date, time, place, and method of Electronic Means of the meeting:

- (i) to Members by providing written notice via email; and
- (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.

**Commented [AG127]:** Located in current VHHS bylaw under section 19(d), new wording consistent with the rest of the new bylaw, allows for email notification

(q) Upon consideration of a report from a Committee or Commission, Council may resolve to either:



- (i) adopt the report;
- (ii) reject the report;
- (iii) adopt the report with amendments;
- (iv) refer the subject matter for further consideration, either in part or in whole; or
- (v) postpone action on the report.

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

(r) Council will consider Committee and Commission work plans developed by staff in accordance with Council's Strategic Plan for approval annually. Any subsequent amendments to an approved work plan must be approved by Council.

(s) Committees and Commissions will report to Council annually on their activities and work plan progress during the previous year.

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

**32. MINUTES OF MEETINGS**

(a) Minutes of all Council, Committee of the Whole, Committee and Commission meetings must be:

- (i) legibly recorded;
- (ii) certified correct by the Corporate Officer; and
- (iii) signed by the Mayor, Chair or the Member who presided over the meeting.

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

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

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

(c) Minutes of a Committee of the Whole meeting held independently of a regular Council meeting in accordance with section 29(b) of this bylaw must be included on the agenda of the next regularly scheduled Council meeting for adoption.

**Commented [AG132]:** New

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

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

**33. PUBLIC HEARINGS**

(a) Public Hearings are scheduled on a required basis by the Corporate Officer to occur:

- (i) during a regular Council meeting; or
- (ii) as a Public Hearing held independently of a regular Council meeting.

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

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

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

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

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

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

**34. SUSPENSION OF THE RULES**

Any provision of this bylaw, except those required by the *Community Charter* or the *Local Government Act*, or any other applicable legislation, may be temporarily suspended for a single meeting by a motion passed by a two-thirds vote of Council Members present.

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

**35. IRREGULARITY**

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

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

**36. SEVERABILITY**

If any provision of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be

severed and the decision that it is not invalid will not affect the validity of the remainder of this bylaw.

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

**37. REPEAL**

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

**38. READINGS AND ADOPTION**

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

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

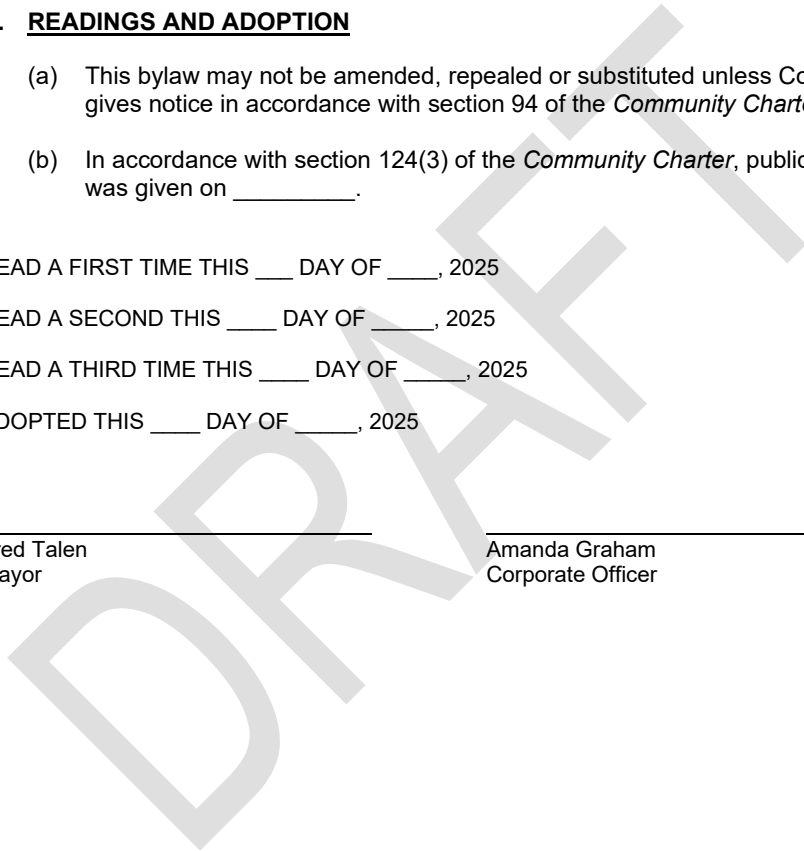
READ A SECOND THIS \_\_\_ DAY OF \_\_\_\_, 2025

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

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

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

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



**CLEAN COPY**

**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, 202~~X~~”.

**2. DEFINITIONS**

For the purposes of this bylaw:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“Village” means the Village of Harrison Hot Springs.

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

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

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

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

### **4. INAUGURAL MEETING**

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

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

- (a) After the inaugural meeting, regular meetings of Council will be held on the first and third Monday of each month, except for the months of July, August and September, when there will only be one meeting per month held on the second Monday of the month for those three months.
- (b) Where the regular meeting day of Council occurs on a statutory holiday, the meeting will take place on the day immediately following such holiday, or another date set by Council.
- (c) A Council meeting may be cancelled by resolution of Council, provided that two consecutive meetings are not cancelled.
- (d) A Council meeting may be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least two (2) days' written notice.
- (e) If a Council meeting is cancelled or postponed, the Corporate Officer must give notice as soon as possible:
  - (i) to Council Members by providing written notice via email; and
  - (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.

## 6. **TIME AND LOCATION OF MEETINGS**

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

## 7. **ELECTRONIC MEETINGS AND PARTICIPATION**

- (a) Provided that the requirements of section 128 of the *Community Charter* are met, Council, Committee of the Whole, Committee and Commission meetings may be conducted by Electronic Means or other communication facilities.
- (b) Any Member may attend, participate in and is deemed to be present at any Council, Committee of the Whole, Committee or Commission Meeting held by Electronic Means, except for any part of the meeting that is closed to the public, provided that:
  - (i) the Chair and Corporate Officer have been advised of their electronic participation prior to the meeting; and
  - (ii) Village staff are able to facilitate electronic participation.
- (c) Any Member attending electronically must use the electronic platform specified by the Village in order to attend and participate, and is responsible for their own connection costs.
- (d) If the Chair or a majority vote of Members present determines that the connection quality of a Member is inadequate to allow that member to participate, they may deem that member to no longer be in attendance, which must be recorded by the Corporate Officer.
- (e) If at any time there is a loss of quorum due to technological challenges with the Electronic Means, the meeting will be adjourned and must reconvene as soon as possible once quorum can be achieved. If quorum cannot be

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

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

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

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

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

## **10. DEPUTY MAYOR**

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

## **11. AGENDA**

- (a) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting.
- (b) For regular Council meetings, the Corporate Officer must make the agenda available:



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

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

- (a) Except as Council otherwise resolves, and in any event only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a regular Council meeting will be:
1. Call to Order
  2. Land Acknowledgement
  3. Public Hearing (if required)
  4. Introduction of Late Items
  5. Approval of the Agenda
  6. Adoption of Minutes
  7. Business Arising from the Minutes
  8. Delegations and Petitions
  9. Correspondence
  10. Business Arising from Correspondence
  11. Reports from Councillors
  12. Report from Mayor
  13. Reports and Minutes from Committees and Commissions
  14. Reports from Staff
  15. Bylaws
  16. New Business
  17. Question Period (pertaining to agenda items only)
  18. Closed Session (if required)
  19. Adjournment
- (b) For a special Council meeting, the Corporate Officer must prepare an agenda containing the specific purpose(s) for which the meeting was scheduled. A

unanimous vote of Council Members present is required to permit any additional item(s) to be added to the agenda.

- (c) Once the agenda is approved, any amendments including the removal or addition of items, or a change in the order of business, may only be made by resolution passed by a two-thirds vote of Council Members present.
- (d) When any order, motion or question is lost due to loss of quorum, the order, motion or question so lost shall be the first item of business to be considered at the next meeting under that particular heading.

### **13. OPENING PROCEDURES**

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

### **14. LATE ITEMS**

- (a) Any Council Member may introduce a late item provided that the item is of an emergent or time-sensitive nature and Council approves of the late item by resolution.
- (b) If Council passes a resolution under section 13(a), information pertaining to the late item must be distributed to Council Members and the public.

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

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

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

## **16. DELEGATIONS AND PETITIONS**

- (a) Delegates intending to present to Council, the Committee of the Whole, a Committee or a Commission must submit a delegation application and any supporting documentation, including presentation materials, to the Corporate Officer:
  - (i) in the case of a regular Council meeting, by no later than 12:00 noon on the Wednesday preceding the day of the meeting they intend to present at; or
  - (ii) in the case of a special Council, Committee of the Whole, Committee or Commission meeting, by no later than four (4) days prior to the day of the meeting they intend to present at.
- (b) Upon receipt of a delegation application, the Corporate Officer may:
  - (i) schedule a delegation to a later meeting;
  - (ii) refuse to place a delegation on the agenda if the issue does not fall within the jurisdiction of Council;
  - (iii) refuse to place a delegation on the agenda if the delegation has already spoken to Council on the same matter, the subsequent request is from the same delegation and no new information has been provided; or
  - (iv) refer the matter to the appropriate department if the matter has already been referred to staff by Council.
- (c) If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to the Chair for their consideration.
- (d) A delegation must not be permitted if the subject matter relates to the following:
  - (i) a bylaw in respect of which a public hearing has been or is required to be held;
  - (ii) matters relating to legal proceedings the Village is party to on which judgment has not been rendered; and
  - (iii) a hearing pertaining to an application, permit or license which has not yet been considered by Council.
- (e) Only two delegations will be permitted at a single meeting unless otherwise authorized by the Chair.

- (f) A delegation presentation is limited to ten minutes which may be extended by majority vote of Members present.
- (g) Council, the Committee of the Whole, Committees and Commissions reserve their authority not to deliberate on any matters presented at a delegation until the subsequent meeting.
- (h) Delegations must appoint one (1) speaker unless otherwise authorized by the Chair.
- (i) Petitions intended to be presented to Council must:
  - (i) be submitted to the Corporate Officer by no later than 12:00 noon on the Wednesday preceding the day of the Council meeting;
  - (ii) be legibly written, typed or printed;
  - (iii) not contain libelous, disparaging or offensive comments;
  - (iv) signed by at least one person; and
  - (v) include the name, signature and physical address of each petitioner.

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

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

## **18. CONDUCT AND DEBATE**

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

- (b) The Mayor will be addressed as “Your Worship” or “Mayor [surname]”.
- (c) Councillors will be addressed as “Councillor [surname]”. If a Councillor is acting in place of the Mayor, they will be addressed as “Deputy Mayor [surname]”.
- (d) Committee and Commission Chairs will be addressed as “Chair [surname]”.
- (e) In speaking at meetings, Members must:
  - (i) use respectful language;
  - (ii) not interrupt another Member who is speaking, except to raise a point of order;
  - (iii) refrain from using offensive words, gestures or signs;
  - (iv) remain seated and not make any noise or disturbance while a vote is being taken and until the result is declared;
  - (v) speak only in connection with the matter being debated;
  - (vi) address questions to staff through the Chair; and
  - (vii) adhere to the rules of procedure established by this bylaw.
- (f) If a Member does not adhere to section 18(e), the Member may be ordered by a majority vote of Members present or by the Chair to leave their seat for that meeting, and, in the case of their refusing to do so, may, on order of the Chair, be removed from the meeting.
- (g) If the Member ordered to leave their seat under section 18(f) apologizes, they may, by majority vote of Members present, be permitted to resume their seat.
- (h) No Member shall speak more than once to the same question without leave of the Chair except to explain a material part of their speech that may have been misconceived and in doing so, may not introduce new information.
- (i) A Member who has made the substantive motion will be allowed to reply, but not a member who has moved an amendment.
- (j) A Member may only speak to any motion or in reply for up to five (5) minutes unless otherwise permitted by majority vote of Members, except the mover of a motion may reply for up to three (3) minutes and close the debate.
- (k) A Member may require the question being debated to be read at any time during the debate provided they do not interrupt another Member who is speaking.
- (l) After a question is put by the Chair, it will be conclusive and no Member will speak to the question, nor will any other motion be permitted, until after the result of the vote has been declared.

## 19. POINTS OF ORDER

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

## 20. CONFLICT OF INTEREST

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

## 21. VOTING

- (a) Each Member present, including the Chair, shall have one vote.
- (b) If the meeting is held in person, voting will be conducted by raised hands.
- (c) If a Member is participating electronically, they must verbalize their vote.
- (d) A Member who abstains from voting or does not indicate how they vote is deemed to have voted in the affirmative.
- (e) A motion on a bylaw, resolution, or any other question is decided by a majority of the Members present unless specifically stated otherwise by this bylaw or a provision of the *Community Charter*.
- (f) A Member may request that recommendations be taken separately or together, and such a request will be at the discretion of the Chair.

- (g) When a question is called, all Members present are required to vote unless they have declared a conflict of interest.
- (h) The Chair must call for those in favour and those against.
- (i) If a motion receives equal votes for and against, it is defeated.
- (j) The Chair must call the result of the vote.

## **22. MOTIONS**

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

## **23. AMENDMENTS TO MOTIONS**

- (a) A Member may move that a motion be amended in one of the following ways:
  - (i) by leaving out certain words;
  - (ii) by leaving out certain words and inserting or adding others;
  - (iii) by inserting or adding certain words; or
  - (iv) by substitution.
- (b) The Chair must not permit an amendment which negates the purpose of the main motion.
- (c) When a Member moves to amend a motion, the Chair must state the original motion followed by the amendment and then put the question of the amendment to Council.

- (d) If the amendment is seconded, debate proceeds on the amendment.
- (e) If the amendment is defeated, debate continues on the main motion as originally worded.
- (f) Members other than the Member who moved the defeated amendment, may submit amendments.
- (g) If the amendment is passed, debate continues on the amended motion.
- (h) The Chair must allow only one amendment to an amendment.
- (i) An amendment defeated by majority vote cannot be moved a second time.
- (j) The Chair must put amendments to Council in the reverse order to that in which they are moved. When there is a main motion, a primary amendment and a secondary amendment thereto, the Chair must state the motions and appendages in the following order:
  - (i) the secondary amendment;
  - (ii) the primary amendment to the main motion;
  - (iii) the main motion

#### **24. QUESTION PERIOD**

- (a) During question period, members of the public must limit their inquiries strictly to matters on that particular meeting's agenda.
- (b) If a member of the public:
  - (i) speaks disrespectfully to or of any person;
  - (ii) refuses to abide by the provisions of this bylaw;
  - (iii) fails to adhere to time limits as specified by the Chair; or
  - (iv) disregards the authority of the Chair

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

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

#### **25. RECONSIDERATION**



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

## **26. RECESS AND ADJOURNMENT**

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

**27. BYLAWS**

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

**28. READING AND ADOPTING BYLAWS**

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

**29. COMMITTEE OF THE WHOLE MEETINGS**

- (a) At any time during a regular or special Council meeting, Council may resolve itself into a Committee of the Whole to consider specific matters.
- (b) In addition to section 29(a), a Committee of the Whole meeting may be scheduled:
  - (i) by Council resolution;
  - (ii) by the Mayor provided the Corporate Officer is given at least two days' written notice; or
  - (iii) by the Corporate Officer in consultation with the Mayor and Chief Administrative Officer.

- (c) For all Committee of the Whole meetings the Corporate Officer must give 24 hours' written notice of the date, time, place, and method of Electronic Means of the meeting:
  - (i) to Council Members by providing written notice via email; and
  - (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.

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

- (a) For a Committee of the Whole meeting, the Corporate Officer must prepare an agenda containing the specific purpose(s) for which the meeting was scheduled. A unanimous vote of Council Members present is required to permit any additional item(s) to be added to the agenda.
- (b) The Mayor must preside at the Committee of the Whole. If for any reason the Mayor cannot preside, the provisions of section 16 apply.
- (c) A quorum of Council is a quorum of the Committee of the Whole.
- (d) The rules of Council must be observed in the Committee of the Whole so far as may be applicable, except that:
  - (i) a seconder to a motion is not required;
  - (ii) a Council Member may speak any number of times to the same question; and
  - (iii) a Council Member must not speak for longer than a total of ten (10) minutes on any one question.
- (e) When all matters for consideration by the Committee of the Whole have been addressed, a motion to rise and report must be adopted. The Committee of the Whole, when it has partly considered a matter, may report progress and ask leave to sit again.
- (f) In resumption of regular Council business, the Chair of the Committee of the Whole must report to Council who may then resolve to either:
  - (i) adopt the report;
  - (ii) reject the report;
  - (iii) adopt the report with amendments;
  - (iv) refer the subject matter for further consideration, either in part or in whole;
  - (v) postpone action on the report; or

- (vi) approve the request of the Committee of the Whole to sit again, the Committee of the Whole having reported progress after partial consideration of the subject.
- (g) A motion in the Committee of the Whole to rise without reporting is always in order and shall take precedence over any other motion.
- (h) A motion of Council to adopt the report of the Committee of the Whole constitutes ratification of the motions contained therein.

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

- (a) The usual order of business at a Standing or Select Committee, or Commission meeting will be:
  1. Call to Order
  2. Land Acknowledgement
  3. Introduction of Late Items
  4. Approval of Agenda
  5. Adoption of Minutes
  6. Items for Discussion
  7. Adjournment
- (b) Standing Committees and Commissions must consider, inquire into, report and make recommendations to Council on matters that are:
  - (i) related to the general subject indicated by the name of the Standing Committee or Commission;
  - (ii) assigned by Council; or
  - (iii) assigned by the Mayor.
- (c) Select Committees must consider, inquire into, report and make recommendations to Council on all matters that are referred to the Select Committee by Council.
- (d) Committees and Commissions will develop Terms of Reference to submit to Council for approval.
- (e) Committee and Commission reports and recommendations to Council must be made at the next regular Council meeting:
  - (i) in the case of a Standing Committee, unless otherwise specified by the Mayor;
  - (ii) in the case of a Select Committee, unless otherwise specified by Council; or

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

- (i) adopt the report;
  - (ii) reject the report;
  - (iii) adopt the report with amendments;
  - (iv) refer the subject matter for further consideration, either in part or in whole; or
  - (v) postpone action on the report.
- (r) Council will consider Committee and Commission work plans developed by staff in accordance with Council's Strategic Plan for approval annually. Any subsequent amendments to an approved work plan must be approved by Council.
- (s) Committees and Commissions will report to Council annually on their activities and work plan progress during the previous year.

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

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

### **33. PUBLIC HEARINGS**

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

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

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

Any provision of this bylaw, except those required by the *Community Charter* or the *Local Government Act*, or any other applicable legislation, may be temporarily suspended for a single meeting by a motion passed by a two-thirds vote of Council Members present.

#### **35. IRREGULARITY**

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

#### **36. SEVERABILITY**

If any provision of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be

severed and the decision that it is not invalid will not affect the validity of the remainder of this bylaw.

**37. REPEAL**

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

**38. READINGS AND ADOPTION**

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

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

READ A SECOND THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025

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

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

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Fred Talen  
Mayor

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Amanda Graham  
Corporate Officer