



NOTICE OF MEETING AND AGENDA REGULAR COUNCIL MEETING

Monday, March 17, 2025, 7:00 PM
Memorial Hall, 290 Esplanade Avenue,
Harrison Hot Springs, BC V0M 1K0

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

1. CALL TO ORDER	
<p>Meeting called to order by Mayor Talen</p> <p>Acknowledgement of Sts'ailes traditional territory.</p>	
2. INTRODUCTION OF LATE ITEMS	
3. APPROVAL OF AGENDA	
4. ADOPTION OF COUNCIL MINUTES	
<p>(a) THAT the Regular Council Meeting Minutes of March 3, 2025 be adopted. Page 1</p>	
5. BUSINESS ARISING FROM THE MINUTES	
6. CONSENT AGENDA	
i. Bylaws	
ii. Agreements	
iii. Committee/ Commission Minutes	<p>(a) Communities in Bloom Committee Meeting Minutes of January 30, 2025 Page 11</p>
	<p>(b) Environmental Advisory Committee Meeting Minutes of February 12, 2025 Page 15</p>
	<p>(c) Resort Development Strategy Committee Meeting Minutes of February 24, 2025 Page 19</p>
iv. Correspondence	
7. DELEGATIONS/PETITIONS	
8. CORRESPONDENCE	
<p>(a) Emails dated February 26 & 27, 2025 from Cathy Peters Page 23 Re: Hard Drug Decriminalization Repeal in BC to Stop Tariffs</p>	
<p>(b) Letter dated February 27, 2025 from Parent Advisory Council, Harrison Hot Springs Page 31 Elementary School Re: Support for Off-Leash Dog Park</p>	
<p>(c) Letter dated February 28, 2025 from City of Abbotsford Page 33 Re: Support for Resolution – Infrastructure Support for Specified Municipalities</p>	

(d) Letter dated March 4, 2025 from MLA Tony Luck Re: Input on Municipal & Local Government Issues & Community Recognitions for Question Period	Page 35
(e) Email dated March 6, 2025 from Julie Chamberlain Re: Waste Bylaw Hours	Page 37
(f) Letter dated March 6, 2025 from BC Timber Sales Re: Responses to Questions	Page 39
(g) Email dated March 10, 2025 from Judith Barron & Dennis Hill Re: Waste Bylaw Hours	Page 45
(h) Email dated March 10, 2025 from John & Karen Buckley Re: Waste Collection Amendment Bylaw Hours	Page 47
(i) Letter received March 11, 2025 from Gary Webster Re: Allan Garneau Resignation	Page 49
(j) Letter dated March 11, 2025 from Jim Corkal Re: Flood Mitigation in Harrison Hot Springs	Page 51
9. BUSINESS ARISING FROM CORRESPONDENCE	
10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS	
(a) Report of Corporate Officer dated March 17, 2025 Re: Environmental Advisory Committee Report Recommendation: THAT Council approve the following recommendation from the Environmental Advisory Committee: <i>THAT Council direct staff to investigate grant funding opportunities to support the increase of the urban tree canopy on both public and private properties.</i>	Page 55
(b) Report of Corporate Officer dated March 17, 2025 Re: Communities In Bloom Committee Report Recommendation: THAT Council approve the following recommendation from the Communities in Bloom Committee: <i>THAT Council direct staff to put out a call for more Communities in Bloom Committee members.</i>	Page 57

11. REPORTS FROM MAYOR	
12. REPORTS FROM STAFF	
<p>(a) Report of Community Services Manager dated March 17, 2025 Re: Resident Pay Parking Pass</p> <p>Recommendation:</p> <p>THAT the Community Services Manager's Resident Pay Parking Pass report dated March 17, 2025 be received for information.</p>	Page 59
13. BYLAWS	
<p>(a) Report of Community Services Manager dated March 17, 2025 Re: Miscellaneous Fee Amendment Bylaw No. 1224, 2025</p> <p>Recommendations:</p> <p>THAT Miscellaneous Fee Amendment Bylaw No. 1224, 2025 be given first reading; and</p> <p>THAT Miscellaneous Fee Amendment Bylaw No. 1224, 2025 be given second and third readings.</p>	Page 61
<p>(b) Report of Corporate Officer dated March 17, 2025 Re: Bylaw Notice Enforcement Amendment Bylaw No. 1223, 2025</p> <p>Recommendations:</p> <p>THAT Bylaw Notice Enforcement Amendment Bylaw No.1218, 2025 be introduced and given first reading; and</p> <p>THAT Bylaw Notice Enforcement Amendment Bylaw No. 1218, 2025 be given second and third readings.</p>	Page 69
<p>(c) Report of Corporate Officer dated March 17, 2025 Re: Council Procedure Bylaw No. 1216, 2025</p> <p>Recommendation:</p> <p>THAT Council Procedure Bylaw No. 1216, 2025 be adopted.</p>	Page 81
<p>(d) 2025-2029 Financial Plan Bylaw No. 1220, 2025</p> <p>Recommendation:</p> <p>THAT Financial Plan Bylaw 1220, 2025 be adopted.</p>	Page 107

<p>(e) Waste Collection and Disposal Amendment Bylaw No. 1222, 2025</p> <p>Recommendation:</p> <p>THAT Waste Collection and Disposal Amendment Bylaw No. 1222, 2025 be adopted.</p>	<p>Page 111</p>
<p>(f) Development Procedures Bylaw No. 1214, 2025</p> <p>Recommendations:</p> <p>THAT Development Procedures Bylaw No. 1214, 2025 be adopted.</p>	<p>Page 115</p>
<p>14. NEW BUSINESS</p>	
<p>(a) New Business from Councillor Facio Re: Letter to the Minister of Health</p>	
<p>15. QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)</p>	
<p>16. ADJOURNMENT</p>	



Amanda Graham
Corporate Officer

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

DATE: Monday, March 3, 2025
TIME: 7:00 p.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Fred Talen
Councillor Leo Facio
Councillor Allan Jackson
Councillor Mark Schweinbenz
Councillor Michie Vidal

Chief Administrative Officer, Tyson Koch
Corporate Officer, Amanda Graham
Chief Financial Officer, Scott Schultz
Community Services Manager, Christy Ovens
Director of Operations, Jace Hodgson
Communications & Community Engagement Coordinator, Kalie
Wiechmann
Planning Consultant, Ken Cossey (via Zoom)

ABSENT:

1. CALL TO ORDER

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

Mayor Talen acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

None.

3. APPROVAL OF AGENDA

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
RC-2025-03-01

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Schweinbenz
Seconded by Councillor Vidal

THAT the Special Council Meeting Minutes of February 13, 2025 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2025-03-02

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Moved by Councillor Facio
Seconded by Councillor Schweinbenz

THAT the Regular Council Meeting Minutes of February 18, 2025 be adopted.

CARRIED
UNANIMOUSLY
RC-2025-03-03

Moved by Councillor Vidal
Seconded by Councillor Schweinbenz

THAT the Special Pre-Closed Council Meeting Minutes of February 25, 2025 be adopted.

CARRIED
UNANIMOUSLY
RC-2025-03-04

5. BUSINESS ARISING FROM THE MINUTES

None.

6. CONSENT AGENDA

- iii. (a) Environmental Advisory Committee Meeting Minutes of August 7, 2024
- (b) Age-Friendly Committee Meeting Minutes of October 21, 2024
- (c) Resort Development Strategy Committee Meeting Minutes of February 5, 2025

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

THAT the consent agenda be approved.

CARRIED
UNANIMOUSLY
RC-2025-03-05

7. DELEGATIONS/PETITIONS

- (a) Robert Wilson, President & Jeff Wilson, Vice President – Bridal Veil Mountain Resort
Re: Bridal Veil Mountain Resort

Jeff Wilson provided a PowerPoint presentation on the Bridal Veil Mountain Resort proposal.

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- (b) John Allen
Re: Proposed Council Procedure Bylaw No. 1216, 2025

John Allen spoke to the proposed Council Procedure Bylaw No. 1216, 2025, making several comments regarding Deputy Mayor appointments, delegation approvals, question period limitations, late introduction of bylaws, Committee/Commission member terms, question period during Committee/Commission meetings, the meaning of the term “ex-officio”, Public Hearings during a regular Council meeting and the process for written submissions.

8. CORRESPONDENCE

- (a) Email dated February 24, 2025 from 17 Black Events
Re: Open Letter to Premier Eby and Minister Chandra – Support for Festivals and Events in BC

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the correspondence be received.

**CARRIED
UNANIMOUSLY**
RC-2025-03-06

9. BUSINESS ARISING FROM CORRESPONDENCE

Moved by Mayor Talen
Seconded by Councillor Facio

THAT Council direct staff to send a letter to Premier Eby and Minister Chandra Herbert in support of funding for festivals and events in BC.

**CARRIED
UNANIMOUSLY**
RC-2025-03-07

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

Councillor Facio

- Fraser Valley Regional District Board (Municipal Director)
 - Attended a meeting on February 27, 2025
- Fraser Valley Regional Library Board (Alternate Municipal Director)
 - No Report

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Councillor Vidal

- Corrections Canada Citizen's Advisory Committee
 - No Report
- Agassiz-Harrison Healthy Communities
 - Attended a meeting on February 20, 2025
- Kent Harrison Joint Emergency Program Committee
 - No Report
- Attended a Lower Mainland Local Government Association meeting February 20, 2025

Councillor Schweinbenz

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

Councillor Jackson

- Fraser Valley Regional Library Board (Municipal Director)
 - No Report
- Tourism Harrison
 - No Report
- Attended a Resort Development Strategy Committee Meeting on February 24, 2025
- Attended the Budget Open House on March 3, 2025

11. MAYOR'S REPORT

- Attended an emergency planning mock deployment at the Canadian Armed Forces base in Chilliwack on February 23, 2025
- Attended a meet and greet with new RCMP members at the Agassiz Detachment on February 24, 2025
- Reported on the Resort Development Strategy Meeting on February 24, 2025
- Reported on a meeting with students from Walnut Grove High School regarding the Village's preparations for wildfires on February 27, 2025
- Reported on a meeting with the Harrison Hot Springs Resort and Spa
- Attended the Budget Open House on March 3, 2025

12. REPORTS FROM STAFF

- (a) Report of Corporate Officer dated March 3, 2025
Re: Release of Closed Meeting Resolutions

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

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

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

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

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

**CARRIED
UNANIMOUSLY**
RC-2025-03-08

- (b) Report of Corporate Officer dated March 3, 2025
Re: Disposal of Surplus Items and Equipment Policy Amendment

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

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

**CARRIED
UNANIMOUSLY**
RC-2025-03-09

- (c) Report of Community Services Manager dated March 3, 2025
Re: Special Event and Memorial Hall Policies and Fees

Moved by Councillor Vidal
Seconded by Councillor Schweinbenz

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

**CARRIED
UNANIMOUSLY**
RC-2025-03-10

Moved by Councillor Vidal
Seconded by Councillor Jackson

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

**CARRIED
UNANIMOUSLY**
RC-2025-03-11

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Moved by Councillor Facio
Seconded by Councillor Vidal

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

CARRIED
UNANIMOUSLY
RC-2025-03-12

- (d) Report of Director of Operations dated March 3, 2025
Re: Primary Care Facility Renovation Contract Award

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

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

CARRIED
UNANIMOUSLY
RC-2025-03-13

- (e) Report of Chief Financial Officer dated March 3, 2025
Re: Council Remuneration Analysis

Moved by Councillor Facio
Seconded by Councillor Jackson

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

CARRIED
UNANIMOUSLY
RC-2025-03-14

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the remuneration for Mayor and Council be increased by \$100 per week and expense allowances be increased to \$10 per meal, per day allowances.

MOTION DEFEATED
UNANIMOUSLY OPPOSED

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Moved by Mayor Talen
Seconded by Councillor Jackson

THAT staff be directed to bring a more comprehensive report forward including Council budget for attending conferences and associated costs, and a more complete comparison for Council remuneration for similarly sized municipalities.

CARRIED
OPPOSED BY COUNCILLOR SCHWEINBENZ
RC-2025-03-15

Moved by Mayor Talen
Seconded by Councillor Jackson

THAT staff be directed to report on hiring an external consultant to research Council remuneration.

CARRIED
OPPOSED BY MAYOR TALEN AND COUNCILLOR SCHWEINBENZ
RC-2025-03-16

13. BYLAWS

- (a) Report of Chief Financial Officer dated March 3, 2025
Re: 2025-2029 Financial Plan Bylaw No. 1220, 2025

An opportunity for public comments was provided. No comments were made.

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

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

CARRIED
UNANIMOUSLY
RC-2025-03-17

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

Moved by Councillor Jackson
Seconded by Councillor Facio

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

MOTION WITHDRAWN

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Moved by Councillor Jackson
Seconded by Councillor Facio

THAT Council Procedure Bylaw No. 1220, 2025 be given third reading as amended with the following amendments:

- Committee meetings be held every second month at either 10:00 a.m. or 2:00 p.m.;
- Delegations are not permitted to speak to items on the agenda; and
- Removing "Reports from Councillors" from the regular order of business.

Amendment moved Mayor Talen
Seconded by Councillor Schweinbenz

THAT Council Procedure Bylaw No. 1216, 2025 be given third reading as presented and that staff be directed to research and report back to Council regarding Committee meeting times, delegation topics and Reports from Councillors.

**CARRIED
UNANIMOUSLY**
RC-2025-03-18

- (c) Report of Community Services Manager dated March 3, 2025
Re: Waste Collection and Disposal Amendment Bylaw No. 1222, 2025

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

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

**CARRIED
UNANIMOUSLY**
RC-2025-03-19

Moved by Councillor Vidal
Seconded by Councillor Jackson

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

Amendment moved Mayor Talen
Seconded by Councillor Vidal

THAT Waste Collection and Disposal Amendment Bylaw No.1222, 2025 be amended by removing the words "5:00 a.m." in section 4(d) and replacing them with "10:00 p.m. the day before Waste Collection Day".

**CARRIED
OPPOSED BY COUNCILLORS FACIO AND SCHWEINBENZ**
RC-2025-03-20

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Council voted on the main motion as amended.

**CARRIED
UNANIMOUSLY**
RC-2025-03-21

- (d) Report of Planning Consultant dated March 3, 2025
Re: Development Procedures Bylaw No. 1214, 2025

Moved by Councillor Facio
Seconded by Councillor Jackson

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

**CARRIED
UNANIMOUSLY**
RC-2025-03-22

Moved by Councillor Vidal
Seconded by Councillor Schweinbenz

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

**CARRIED
UNANIMOUSLY**
RC-2025-03-23

- (e) Advisory Planning Commission Bylaw No. 1219, 2025

Moved by Councillor Jackson
Seconded by Councillor Facio

THAT Advisory Planning Commission Bylaw No. 1219, 2025 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2025-03-24

14. NEW BUSINESS

- (a) New Business from Councillor Vidal
Re: Anti-Racism/Anti-Discrimination Policy

Moved by Councillor Vidal
Seconded by Councillor Facio

WHEREAS the Village of Harrison Hot Springs is committed to fostering a diverse, equitable, and inclusive environment for all residents, volunteers, visitors, staff, and council members, and

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WHEREAS discrimination and racism in any form are unacceptable and contrary to the values of respect, diversity, and dignity that our community upholds, and

WHEREAS implementing a comprehensive anti-racism and anti-discrimination policy will strengthen our commitment to equity and upholding the principles of the BC Human Rights Code, therefore be it resolved

THAT Council direct staff to develop a formal Anti-Racism/Anti-Discrimination Policy which will provide the framework for reporting and responding to discrimination and racism within the Village of Harrison Hot Springs.

**CARRIED
UNANIMOUSLY**
RC-2025-03-25

15. QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)

Questions from the public were entertained.

Moved by Mayor Talen
Seconded by Councillor Facio

THAT the meeting be adjourned at 9:32 p.m.

**CARRIED
UNANIMOUSLY**
RC-2025-03-26

Fred Talen
Mayor

Amanda Graham
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE COMMUNITIES IN BLOOM COMMITTEE**

DATE: Thursday, January 30, 2025
TIME: 9:00 a.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Councillor Allan Jackson
Susan Galvao
Teresa Omelus
Margaret Shier (entered at 9:12 a.m.)

Amanda Graham, Corporate Officer
Jace Hodgson, Director of Operations

ABSENT:

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

None.

3. APPROVAL OF AGENDA

Moved by Teresa Omelus
Seconded by Susan Galvao

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
CIB-2025-01-01

4. ADOPTION OF MINUTES

None.

5. ITEMS FOR DISCUSSION

(a) Presentation by Former Committee Member Jane Kivett

Jane Kivett presented on the criteria that the Communities in Bloom judges evaluate on and discussed previous projects. Past activities included garden tours, "Know Your Garden" at the plaza, garden of the week evaluations, attending an event in Montreal to accept awards, and beautification of the entrance area at the south end of Hot Springs Road. The Committee would need to have a good rapport with Village Public Works staff to collaborate.

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- (b) Council Procedure Bylaw No. 1154, 2021 and Code of Conduct Bylaw No. 1205, 2024

The Corporate Officer provided an overview of these two bylaws, Committee voting and reporting procedures and the relationship between Council and the Committee.

- (c) Communities in Bloom January Newsletter

Moved by Teresa Omelus
Seconded by Susan Galvao

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

**CARRIED
UNANIMOUSLY**
CIB-2025-01-02

The Committee discussed various project ideas including:

- A community beautification day where funds from the disposal of large appliances could be returned to the Committee
- Butterfly garden with labels
- Beautifying garden beds at Spring Park, near the Sasquatch statue by the lagoon and outside of Memorial Hall
- An Adopt-a-Street program
- Working with the school
- Putting together a video with assistance from Village communications staff
- Canada Day Parade Communities in Bloom float
- A street competition

- (d) Community Gardens Beautification Project

The Corporate Officer advised that the Village and the Age-Friendly Committee have been working with the Community Gardens to expand the fence and beautify the exterior. There is a project in the works that would involve having students from the school paint wooden art pieces to go up on the fence. The Communities in Bloom Committee could explore the option of putting a butterfly garden along the exterior perimeter to beautify the boulevard after the fence is moved.

- (e) Draft Terms of Reference

The Committee will review the draft Terms of Reference and return to the next meeting with comments and suggested edits.

- (f) Meeting Schedule

The Committee will go on a tour of the Water and Waste Water Treatment Plants on February 6, 2025 at 10:00 a.m. and will aim to meet in early March after that.

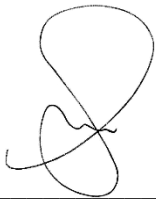
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6. **ADJOURNMENT**

Moved by Teresa Omelus
Seconded by Susan Galvao

THAT the meeting be adjourned at 10:05 a.m.

CARRIED
UNANIMOUSLY
CIB-2025-01-03



Councillor Allan Jackson, Chair
Communities in Bloom Committee



Amanda Graham
Corporate Officer

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

DATE: Wednesday, February 12, 2025
TIME: 5:30 p.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Councillor Mark Schweinbenz, Chair
Mayor Fred Talen (ex-officio member)
John DeMartin
Susan Galvao
Paul Kandt
Gary Webster

Amanda Graham, Corporate Officer
Christy Ovens, Community Services Manager

ABSENT: Cheri Norris

1. CALL TO ORDER

Chair Schweinbenz called the meeting to order at 5:30 p.m.
Chair Schweinbenz acknowledged the traditional territory of Sts'ailes.
Committee members introduced themselves.

2. INTRODUCTION OF LATE ITEMS

Gary Webster requested to add "Committee Procedures" as item for discussion 5(d).

3. APPROVAL OF AGENDA

Moved by Gary Webster
Seconded by Susan Galvao

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**
EAC-2025-02-01

4. ADOPTION OF MINUTES

Moved by Gary Webster
Seconded by Susan Galvao

THAT the Environmental Advisory Committee Meeting minutes of August 7, 2024 be adopted.

**CARRIED
UNANIMOUSLY**
EAC-2025-02-02

5. ITEMS FOR DISCUSSION

(a) Urban Forest Master Plan

The Committee discussed the Urban Forest Master Plan with the Community Services Manager providing background on the plan and updates on progress to date on the 48 recommendations. The Committee agreed to review the report and bring back items for the next meeting that they would like to recommend Council follow up on and prioritize.

(b) Copy of Report to Council of Community Services Manager dated February 3, 2025
Re: Environmental Open House

Discussion on the Environmental Open House ensued as follows:

- Selection of a potential date and the pros and cons of holding an event on a weekday evening or a weekend
- Holding the event outside in the plaza and reserving Memorial Hall as a backup venue in case of poor weather
- Inviting the Pacific Salmon Foundation, Heart of the Fraser group, Sturgeon Society, BC Rivers, Geese Management, Nature Trust BC, and BC Wildlife Federation to attend
- It was determined that staff will look at potential Saturdays in the spring and select a suitable date based on the availability of attendees and Memorial Hall

(c) Meeting Dates and Times

Previously, the Committee was meeting on the second Wednesday of every month at 9:00 a.m. Councillor Schweinbenz will reach out to Cheri Norris to determine her availability. The next meeting will be March 5, 2025 at 5:30 p.m.

(d) Committee Procedures

The Committee discussed concerns relating to a lack of flexibility to bring items forward of its own initiative and waiting for Council to refer items to it as opposed to discussing matters without a referral. The Corporate Officer provided information relating to recommended changes that are forthcoming to the Council Procedure Bylaw that will hopefully address some of these concerns, including a provision that Council will review Terms of Reference, and allowing for Committees to develop annual work plans and progress reports.

6. ADJOURNMENT

Moved by Gary Webster
Seconded by Susan Galvao

THAT the meeting be adjourned at 6:52 p.m.

**CARRIED
UNANIMOUSLY**
EAC-2025-02-03

Village of Harrison Hot Springs
Minutes of the Environmental Advisory Committee
February 12, 2025



Councillor Mark Schweinbenz, Chair
Environmental Advisory Committee



Amanda Graham
Corporate Officer

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

DATE: Monday, February 24, 2025
TIME: 1:00 p.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

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

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

ABSENT:

1. CALL TO ORDER

Mayor Talen called the meeting to order at 1:02 p.m.
Mayor Talen acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

Moved by Stephanie Gallamore
Seconded by Councillor Jackson

THAT "Tourism Harrison River Valley Visitor Survey Results" be added as Item for Discussion 5(d) and the subsequent agenda items be renumbered accordingly.

**CARRIED
UNANIMOUSLY**
RDS-2025-02-05

3. APPROVAL OF AGENDA

Moved by Eric Towne
Seconded by Councillor Jackson

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**
RDS-2025-02-06

4. ADOPTION OF MINUTES

Moved by Eric Towne
Seconded by Councillor Jackson

THAT the minutes of the February 5, 2025 Resort Development Strategy Committee be approved.

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Minutes of the Resort Development Strategy Committee
February 24, 2025*

**CARRIED
UNANIMOUSLY**
RDS-2025-02-07

5. ITEMS FOR DISCUSSION

(a) Update from the February 18, 2025 Regular Council Meeting

Mayor Talen advised that Council unanimously approved the Committee's recommendation to appoint a member from the Harrison-Agassiz Chamber of Commerce. Mayor Talen spoke the with Chamber president over the weekend and they hope to have a nominee soon given the short timeline for RDS submissions.

(b) Terms of Reference

Moved by Stephanie Gallamore
Seconded by Christy Ovens

THAT the Terms of Reference be adopted as amended by adding "Board of Directors" after "Harrison-Agassiz Chamber of Commerce" in section 2.1.

**CARRIED
UNANIMOUSLY**
RDS-2025-02-08

(c) 2025-2027 RDS Guide

The Committee discussed the timeline for RDS approval with a goal of having a draft before Council by the April 22, 2025 Regular Council Meeting. The Community Services Manager provided an estimated base funding of \$450,000 per year.

(d) Tourism Harrison River Valley Visitor Survey Results

Stephanie Gallamore presented results to date of a visitor survey that has been on the Tourism Harrison website and will be launching on social media. The survey is currently still open therefore the results are preliminary. The Committee discussed the feedback received.

(e) RDS Project Ideas

70% of the funding must go towards Tourism Infrastructure Amenities or Capital which is approximately \$315,000 per year for three years using the estimated base funding.

The Committee discussed initial Tourism Infrastructure, Amenities or Capital ideas including:

- Access to the public Hot Springs
- Awareness around lake safety
- Splash/spray park by the accessible playground
- Kayak/canoe dock
- Interpretive signage

*Village of Harrison Hot Springs
Minutes of the Resort Development Strategy Committee
February 24, 2025*

- The outdoor exercise equipment above the beach washrooms
- Pump track
- Lillooet Avenue west streetscaping, including art installations and path lighting
- Half-basketball court
- Upgrading hydro to the waterfront
- Adding two more ramps up to the beach walkway, one by the resort, one at a midway point, perhaps through the dike upgrade project
- Build a parking garage and free up Esplanade Avenue

The Committee discussed initial Tourism-Related Programs, Services or Events ideas including:

- Existing funding provided to Tourism through the RMI
- Small-scale sandcastle festival
- Shoulder season events
- Kite festival in June

(f) Next Meeting Date

The next meeting date is March 10, 2025 at 1:00 p.m. The Committee set another meeting date following that for March 24, 2025 at 1:00 p.m.

6. ADJOURNMENT

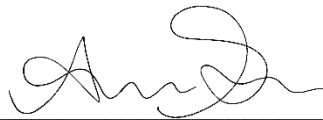
Moved by Councillor Jackson
Seconded by Christy Ovens

THAT the meeting be adjourned at 2:42 p.m.

**CARRIED
UNANIMOUSLY**
RDS-2025-02-09



Mayor Fred Talen, Chair
Resort Development Strategy Committee



Amanda Graham
Corporate Officer

Amanda Graham

From:

Sent: February 27, 2025 9:01 AM

To: Vivian Li <info@harrisonhotsprings.ca>

Subject: Re: Cathy Peters- Hard drug full decriminalization needs to be repealed in BC- this may stop Trump tariffs

Caution! This message was sent from outside your organization.

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To add:

Summary from CBC's Rosemary Barton's interview with US Advisor and National Security expert David Asher on February 10, 2025.

<https://www.cbc.ca/player/play/video/9.6641985>

3 steps are needed:

- Secure the border,
- Shutdown drug labs (largest superlab in the world just shut down in Vancouver),
- Get rid of the laws that protect criminals and cartels (institute a RICO Act like in the USA: Racketeering Influence Corrupt Organizations Act).

Good news is tariffs have been moved forward to April 1st from March 1st- announced yesterday at the first USA Cabinet meeting.

Addressing fentanyl was emphasized as the main problem with Canada.

British Columbia is the weak link for fentanyl use, procurement, development, shipments.

Sincerely, Cathy Peters

BC anti human trafficking educator, speaker, advocate

On Wed, Feb 26, 2025 at 7:47 PM

wrote:

Dear Harrison Hot Springs Village Council,

The **full decriminalization of hard drugs is normalizing hard drug usage in British Columbia**, particularly among youth and the vulnerable.

Sex and drug trafficking go together and are escalating in every corner of BC.

ASK: Please alert Premier David Eby that this law must be repealed.

It is causing devastating harm.

This may then STOP the Trump tariffs and **show the USA government that Canada is serious about stopping fentanyl use, production, sale and shipment.**

The impact of tariffs and hard drug usage is devastating to BC and Canada.

Attached is my presentation to **23 Mayors from the Lower Mainland.**

The second edition of my book will be available on Amazon on March 1st.

ASK: Please let me know if you have alerted the Premier.

Sincerely, Cathy Peters phone:

BC anti human trafficking educator, speaker, advocate

beamazingcampaign.org

1101-2785 Library Lane,

North Vancouver, BC V7J 0C3

Queens' Platinum Jubilee Medal recipient for my anti human trafficking advocacy work

Author: **Child Sex Trafficking in Canada and How to Stop It**

Lower Mainland Mayors presentation: Friday, January 17, 2025.

Thank you. My name is Cathy Peters. I was an inner city high school teacher 45 years ago.

For the past 11 years I have been raising awareness about the crime of **Human Sex Trafficking, Sexual Exploitation, and Child Sex Trafficking.**

It is the fastest growing crime globally, in Canada and locally. BC is vulnerable with 3 ports, international airports, easy access to the USA border.

My website: **beamazingcampaign.org**

My new book: **Child Sex Trafficking in Canada and How to Stop It.** I have just completed the second edition.

I have 2 new booklets: for **Indigenous and Public Health providers.** These should be available to every band and hospital in BC.

I am observing 5 Trends:

1. With the full decriminalization of hard drugs in BC, drug use amongst youth has exploded and become normalized/accepted. Once youth are easily hooked, they will sell their bodies to get more drugs. Sex trafficking explodes. Full decriminalization of hard drugs needs to be repealed.
2. With massive immigration and a weakened economy in Canada human trafficking, crime, prostitution is increasing.
3. Sexting (sending nude photos) is being normalised so sextortion, online grooming, luring, and recruiting for the sex industry is increasing. There is an increase in the sexualization of youth/children. Which in turn increases childhood sexual assault/incest, and child-on-child sexual assault.
4. There is a lack of digital safety training, social media accountability, positive parenting support and **lack of education to teach men and boys NOT to exploit women and girls.**
5. The unchecked development of artificial intelligence (AI).

Human trafficking is the recruiting, transporting, transferring, receiving, holding, concealing, harbouring or exercising control over a person for the purpose of exploiting them.

STATS:

-13 years old is the average age of recruitment. In cities- 10-12 year olds.

-50%-90% in the sex trade are Indigenous.

-82% involved in prostitution had childhood sexual abuse/incest.

-72% live with complex PTSD.

-95% in prostitution want to leave- it is NOT a choice or a job.

-90%-99% of prostituted persons are pimped or trafficked- organized crime and international crime syndicates are involved.

-Only 1-5% of individuals get out of the sex industry. The majority experience mental illness, drug addiction, commit suicide or are murdered.

The most notorious cases in Canada are from the Lower Mainland:

Amanda Todd (victim), **Robert Pickton** (sex buyer and gruesome serial killer), **Reza Moazami** (trafficker).

I have been raising awareness about sexual exploitation and Child Sex Trafficking, to every City Council, Regional District, MLA, MP, school board and police agency in BC since **The Protection of Communities and Exploited Persons Act (PCEPA)** became Federal Law in 2014, so that police would enforce it, the public would understand it and be able to report it.

The Law has 4 parts:

1. Targets the DEMAND by criminalizing the buyers of sex and profiteers.

2. Recognizes the seller of sex as a victim, who is immune from prosecution.

3. Exit strategies are in place to assist the victim out of the sex trade.

4. Robust prevention education programs are in place so youth, children and the vulnerable are not pulled into the sex industry.

This Law focuses on the **source of harm**: the buyers of sex and the profiteers. The clear statement from Parliament was that girls and women in Canada are

NOT FOR SALE; that they are full human beings, with dignity and human rights.

This LAW is not enforced in BC, so prostitution is de facto legalized. **Unless the sex buyers are deterred this crime will continue to explode.**

Vancouver, Toronto, and Montreal are global sex tourism hotspots. Canada is a **Child Sex Tourism** destination.

The global sex trade is growing FAST, targeting children (children is where the money is), fueled by the internet where most of the luring is taking place. The US Surgeon General is recommending no social media platforms until ages 16-18 years of age, and no smartphones until at least age 15. Dumbphones are a better option than smartphones. Phones need to be removed from schools in BC.

Contributing factors to a rapidly growing sex industry is **globalization, unregulated technology, limited law enforcement and very little prevention education.**

Canada has a new **National Human Trafficking Hotline number: 1-833-900-1010.** Provincially VictimLink has a helpline.

Communities need to: **Reduce Demand** by addressing complicit businesses. **Diminish Supply** by education and public awareness.

Businesses involved; unregistered massage and body rub parlours, nail spas, day spas, modelling agencies, tattoo parlours, escort services, cheap bars and hotels, men's clubs, AirBnB, VRBO, casinos, strip clubs, organized crime club houses, bus stops, homeless camps, tent cities, can be typical covers for sexual exploitation.

Prostitution is ILLEGAL in Canada. Sweden has the similar law as Canada, where men and boys understand gender equality, so prostitution is not accepted or normalized there. So, it is possible to stop sexual exploitation. **The KEY is to reach the Premier, so he understands the Federal Law needs to be enforced.** I have an example template letter for the Premier.

The sex industry is targeting youth online. Schools are **recruiting grounds for gangs even in elementary schools**. An effective deterrent is the **School Liaison Officer Program**; officers prevent crime and protect the vulnerable.

Pornography is a public health crisis. Along with childhood sexual assault, pornography is a pipeline to prostitution. Online pornography is grooming our children. Mass-scale prevention education is needed in this country.

Who are the victims? Typically, female but due to popularity of online gaming sites a growing number of boys.

Who are the traffickers? Typically male, with some female traffickers who recruit their peers. Traffickers today are highly organized, sophisticated, move fast; organized crime and even sometimes family members are involved.

Who are the buyers? Male buyers from all ages and demographics are the root cause of the harm caused by human trafficking. If there were no buyers there would be no business.

What is needed to stop this crime in BC?

1. The enforcement of the **Protection of Communities and Exploited Persons ACT** (PCEPA), that criminalizes the sex buyer, profiteer and trafficker, while acknowledging that the seller of sex is a victim.
2. Additional funding and programs to help trafficked person out of prostitution.
3. A provincial public awareness campaign to stop sexual exploitation plus school education- especially teaching boys not to exploit women and girls.
4. A Human Trafficking Task Force similar to drugs and gangs and updating of provincial police policies in line with PCEPA.
5. Education for crown counsel and judiciary.

QUESTIONS (my words in brief):

Mayor Mike Little- District of North Vancouver- *Why is this occurring in BC and not elsewhere?*

Ans: Political will is the key. The Premier is the Key.

Mayor Linda Buchanan- City of North Vancouver- *No campaign here- Why? USA has posters in airports.*

Ans: No awareness campaigns by the government. But Paul Brandt with “Not in My City” NGO out of Alberta is training Canadian airports, and training police (Maddison Sessions).

Mayor Brenda Locke- Surrey- *Schools? School Boards? Do they know about this?*

Ans: They are difficult to reach. Terrace School Board is an exception.

Mayor Richard Stewart- Coquitlam- *Mental health issues? Any recognition of this?*

Ans: No medical, nursing or social work program address this issue in Canada. Mental health for our youth is at risk today.

MAYORS:

Membership: 23

Locke, Brenda (C) – Surrey

West, Brad (VC) – Port Coquitlam

Berry, Ken – Lions Bay

Brodie, Malcolm – Richmond

Buchanan, Linda – North Vancouver City

Cassidy, Laura – Tsawwassen First Nation

Harvie, George V. – Delta

Hurley, Mike – Burnaby

Johnstone, Patrick – New Westminster

Knight, Megan – White Rock

Lahti, Meghan – Port Moody

Leonard, Andrew – Bowen Island

Little, Mike – North Vancouver District

MacDonald, Nicole – Pitt Meadows

McCutcheon, Jen – Electoral Area A

McEwen, John – Anmore

Pachal, Nathan – Langley City

Ross, Jamie – Belcarra

Ruimy, Dan – Maple Ridge

Sager, Mark – West Vancouver

Sim, Ken – Vancouver

Stewart, Richard – Coquitlam

Woodward, Eric – Langley Township



Mayor and Council
Village of Harrison Hot Springs
495 Hot Springs Road
Harrison Hot Springs, BC
V0M 1K0

February 27, 2025

Dear Village of Harrison Hot Springs Council:

On behalf of the Parent Advisory Council of Harrison Hot Springs Elementary, we wish to bring to your attention an ongoing and increasing concern regarding off-leash dogs on school property during school hours and during the After School Care Program (which runs from 2:15 to 6:00pm on weekdays).

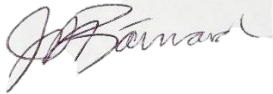
The presence of dogs running off-leash while children are outside playing has created an unsafe environment for our students. Some children have a deep fear of dogs and should not have to feel afraid while at school or at after school care, when they should be able to enjoy the field and playground without worry. Additionally, dog owners are not consistently cleaning up after their pets, and staff have had to clean dog feces off student shoes after being outside. This is completely unsanitary, disturbing for kids, and not to mention a waste of valuable time.

The school has had clear signage posted for years stipulating no dogs off-leash during specific hours and that pet waste must be cleaned up. Recently HHSE invested in additional signage, which is still not being observed. School staff and concerned parents have taken it upon themselves to kindly address this issue with dog owners. Unfortunately, these interactions are often met with hostility, putting staff and parents in a difficult and unfair position when their primary role is to educate and supervise children. Despite complaints to the Fraser Valley Regional District Animal Control, enforcement remains a challenge as offenders do not give identifying information to staff or parents who approach them. Further, the agreement between the Village of Harrison and the Fraser Valley Regional District does not include proactive patrols but is complaint generated.

As concerned parents, we urge the Village Council to take action by prioritizing the development of an off-leash dog park within the Harrison Hot Springs community. Establishing a designated area for dog owners to exercise their pets will help mitigate the number of off-leash dogs on school property. With the warmer months approaching, we anticipate that instances of dogs off-leash will only increase, making this issue even more pressing.

We appreciate the Village Council's attention to this matter and look forward to working together on a solution that ensures the safety and well-being of our children while providing a suitable space for pet owners. Thank you for your time and consideration.

Warm regards,

A handwritten signature in black ink, appearing to read "Jillian Bainard", is written over a light grey rectangular background.

Jillian Bainard
President
HHSE Parent Advisory Council

Cc Fraser Valley Regional District Animal Control
Tammy Nazarchuk, Principal, Harrison Hot Springs Elementary School
Balan Moorthy, Superintendent, School District No. 78
Melissa Weed, Owner, Agassiz / Harrison Preschool and Childcare



Mayor
Ross Siemens

Councillors
Les Barkman
Kelly Chahal
Patricia Driessen
Simon Gibson
Dave Loewen
Patricia Ross
Dave Sidhu
Mark Warkentin

February 28, 2025

File: 0530-003/0400-60

Via Email

UBCM Member Municipalities

Dear UBCM Members:

Re: Support for Resolution

I am writing on behalf of Abbotsford City Council, requesting favourable consideration and resolutions of support for our proposed UBCM Resolution for Infrastructure Support for Specified Municipalities – Housing Supply Act at the upcoming LMLGA Convention, in advance of the UBCM Convention this fall.

At the February 25, 2025 Council Meeting, City Council approved the following resolution:

WHEREAS the Government of BC introduced the *Housing Supply Act* in 2023 and has since required multiple “specified” municipalities to review and update their zoning bylaws by December 31, 2025, to permit increased density in-line with government mandated housing targets;

AND WHEREAS the increased housing density requirements for these specified municipalities places undue financial pressure on those local governments due to the corresponding infrastructure upscaling requirements;

THEREFORE, BE IT RESOLVED that the Union of BC Municipalities work with the Government of BC to establish and provide long-term, stable and predictable infrastructure funding for municipalities to address these challenges.

We look forward to, and appreciate your support on this matter.

Sincerely,

Ross Siemens
Mayor

c. Council members
Peter Sparanese, City Manager

Tony Luck
MLA for Fraser Nicola
Critic for Municipal Affairs and Local Government
672-974-6436
Tony.luck.mla@leg.bc.ca

March 4, 2025

Subject: Input on Municipal and Local Government Issues & Community Recognitions for Question Period

I hope this letter finds you well. As a representative of the Conservative Party of British Columbia, I am reaching out on behalf of Tony Luck, our Shadow Critic for Municipal Affairs and Local Government. Tony is deeply committed to working closely with all levels of government to ensure that municipal and regional priorities are effectively addressed. He strongly believes that meaningful collaboration is key to developing concrete solutions that will benefit the Fraser-Nicola region and communities across British Columbia.

As Tony prepares for the upcoming legislative sessions, he is seeking input from local government leaders to bring forward the most pressing municipal and regional concerns during Question Period. Your insights are invaluable in identifying where provincial policies, funding, or legislative adjustments are needed to better support local governments.

Some key areas we would like to hear your feedback on include:

- **Infrastructure and Funding:** What are the most urgent infrastructure needs in your community, and how can the province better support these projects?
- **Housing and Development:** What challenges are municipalities facing in facilitating housing development, and what provincial policies would help address these issues?
- **Emergency Preparedness and Disaster Response:** Are there gaps in provincial support for wildfire, flood, or emergency response that need urgent attention?
- **Local Government Autonomy:** Have recent provincial decisions impacted municipal authority, and what changes would you like to see to strengthen local decision-making?
- **Economic Development and Job Growth:** How can the province better support local economies and job creation in Fraser-Nicola?

In addition to policy matters, Tony is eager to recognize and celebrate the individuals, organizations, and community groups that have made a meaningful difference in the Fraser-Nicola region. If there are local leaders, volunteers, businesses, or non-profit organizations that deserve recognition for their outstanding contributions to the community, we would love to hear about them. These recognitions can be highlighted during House speeches to acknowledge and celebrate the incredible work being done at the local level.

Tony is committed to advocating for policies that reflect the needs of local governments while fostering a stronger partnership between municipalities, regional districts, and the provincial government. Your input will play a vital role in shaping our efforts to bring forward practical solutions that benefit our communities.

We welcome any feedback, specific concerns, or questions you would like raised in the Legislature. Additionally, if there is someone in your community who deserves recognition, please let us know. You can share your thoughts via email at tony.luck.mla@leg.bc.ca or by phone at **250-318-0355**. If you would be open to a follow-up discussion, we would be happy to arrange a time to connect further.

Thank you for your time, dedication, and leadership in serving your community. We look forward to working together to address the challenges and opportunities facing local governments in British Columbia and celebrating those who make a difference in Fraser-Nicola.

Sincerely,

Corally Delwo

Constituency Executive Director

Tony Luck, MLA for Fraser-Nicola

corally.delwo@leg.bc.ca

250-318-0355

Amanda Graham

Subject: Hours for garbage new bylaw

From: Julie Chamberlain

Sent: March 6, 2025 6:00 PM

To: Vivian Li <info@harrisonhotsprings.ca>

Cc: Fred Talen <ftalen@harrisonhotsprings.ca>

Subject: Hours for garbage new bylaw

Caution! This message was sent from outside your organization.

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To Mayor and Council

I did further research as both my husband and I have lived in many a community with bears and nature and we think the current bylaw is irresponsible and it is even more irresponsible to tell people they can put it out by 10pm the night before. If you are not going to be Bear Smart then leave it the way it was instead of condoning putting it out at night.

More than 20 communities in B.C. are actively pursuing Bear Smart status. Eight communities have successfully attained official Bear Smart status: Kamloops; Squamish; Lions Bay; Whistler; Port Alberni; Naramata; New Denver; and Coquitlam .

Coquitlam (we lived there) 5:30am wildlife page: <https://www.coquitlam.ca/407/Wildlife-Management>

Garbage page <https://coquitlam.ca/157/Collection-Calendar-and-Guidelines> . Again 5:30 am for everyone.

Kamloops They have the current bylaw that we have out before 7am but then added During Bear season not put out before 4am. That is April1 to Nov30. <https://www.kamloops.ca/city-services/recycling-garbage-organics/residential-collection-schedule/whenhow-place-carts>

I have a problem with that as bears don't always follow a schedule.

Lions Bay

5am. <https://www.lionsbay.ca/services/waste-recycling-and-organics>

Port Moody

Squamish and Whistler are in the boonies so I did not look at them and Port Alberni is on the island. I looked at Port Moody as they are going for Bear Smart status and they are 5:30 am for everyone.

Chilliwack

For the Hillside it is 5am

For HHS it is a small flat space surrounded by hills so I would consider it the same as the hillside.

Belcarra (another village I lived in). They had a garbage compound you had to bring your stuff to.

Harrison Hot Springs has to do better for the nature they live in. It's not just bears, there are other animals around.

Hope that helps

Julie Chamberlain

Dear Village of Harrison Hot Springs Council:

We received Council's additional questions brought forward at your February 3, 2025, regular Council meeting. Please find below our answers/responses to the four additional questions we received from your staff:

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

An analysis was done to determine all the contemplated forestry logging operations being proposed within 60 km of The Village of Harrison Hot Springs, using the as the center of the 60 km radius buffer. There are 42 proposed blocks that fall within the 60 km radius. Attached is a rough operating map of the 60 km radius highlighted and the proposed blocks, along with an updated block list table. Of the 42 blocks, two blocks (CB105 and CB110) will utilize highway 9/Hot springs Road.

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

Unfortunately, the number of forestry related vehicles using the highway every week can't be predicted. Some of the variables that create uncertainty in predicting this are:

- The term of a timber sale licence – A timber sale licence can last up to four years.
- Timber markets – BCTS does not control when a licensee chooses to start or stop harvesting, or when they haul. A licensee generally makes these types of decisions based on market conditions, which fluctuate.
- Shut-downs due to fire hazard or extremely wet, potentially hazardous weather – A licensee does not know shut-down dates ahead of time or how long a shut-down will last.
- The district has traffic counter but does not distinguish between industrial and recreational traffic.

It should be noted, other licensees transport logs through Harrison; the annual harvest for BCTS in this area is minor in comparison.

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

The statutory decision maker on timber sale licences is the timber sales manager, the legislative reference below. For Chinook, the timber sales manager is Stacey Gould.

“A cutting permit (CP) and road permit (RP) are a form of agreement under the Forest Act, section 12 that is issued by the Statutory Decision Maker to authorize the holder of a licence agreement to cut their AAC granted in the licence agreement for a defined area.” *Forest Act, section 12.*

To inquire about forest companies, other than BCTS, that are harvesting around Harrison Hot Springs, or to provide comments on visual polygon classifications, the Ministry's District Manager, Mike Peters, is the person to contact.

Additional information on logging operations approval can be found here: [Cutting Permit & Road Tenure Administration - Province of British Columbia](#)

A visual quality map is included below, and more information can be found here: [Visual Resource Management - Province of British Columbia](#)

A Guide to Visual Quality Objectives

Categories of Visually Altered Forest Landscapes

VISUAL QUALITY OBJECTIVES

PRESERVATION
Alteration is very little or none, and the ability to appreciate forest and natural characteristics is maintained.
Percent alteration in perspective view: 0 to 10% of perspective view.

RETENTION
Alteration is minimal, and the ability to appreciate forest and natural characteristics is maintained.
Percent alteration in perspective view: 10 to 25% of perspective view.

PARTIAL RETENTION
Alteration is some to many, and the ability to appreciate forest and natural characteristics is maintained.
Percent alteration in perspective view: 25 to 50% of perspective view.

MODIFICATION
Alteration is many to some, and the ability to appreciate forest and natural characteristics is maintained.
Percent alteration in perspective view: 50 to 75% of perspective view.

MAXIMUM MODIFICATION
Alteration is some to none, and the ability to appreciate forest and natural characteristics is maintained.
Percent alteration in perspective view: 75 to 100% of perspective view.

THE DEFINITIONS
Visual Quality Objective: Visual quality objectives are defined in the Forest Planning and Management Act and the Forest Planning and Management Regulations. They are used to guide the selection of harvest types and harvest methods.

CLEARCUT HARVESTING ALTERATION GUIDE
The standard alteration percentages allowed for each Visual Quality Objective

Visual Quality Objective	Clearcut Harvesting (%)
Preservation	0 - 10%
Retention	10 - 25%
Partial Retention	25 - 50%
Modification	50 - 75%
Maximum Modification	75 - 100%

ALTERATION GUIDE APPLIED TO AN IDENTIFIABLE LANDFORM
Calculate percent alteration using the equation:
 $(\text{Visual Quality Objective} \times \text{Harvest Type}) \div 100 = \text{Alteration}$

PARTIAL CUT HARVESTING ALTERATION GUIDE
Use this table to calculate volume/retention per hectare required for partial cutting.

Visual Quality Objective	Retention (%)	Retention (%)	Retention (%)	Retention (%)	Retention (%)	Retention (%)	Retention (%)	Retention (%)	Retention (%)
Preservation	0	0	0	0	0	0	0	0	0
Retention	10	10	10	10	10	10	10	10	10
Partial Retention	25	25	25	25	25	25	25	25	25
Modification	50	50	50	50	50	50	50	50	50
Maximum Modification	75	75	75	75	75	75	75	75	75

Source: [RSD-2959-V-02-09](#)

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

With regards to managing fire risk during active operations:

- Legal requirements under the *Wildfire Act* and Regulations are enforced by the Ministry of Forests BC Wildfire Service (BCWS) and the Ministry's Conformance and Enforcement branch. The *Wildfire Act* and Regulations specify responsibilities and obligations on fire use, wildfire prevention, wildfire control and rehabilitation. For example: fire tool requirements, obligation to take immediate action, fire bans, limitations on activities when Danger classes change (i.e., early shift)

- BCTS conformance staff complete regular inspections on BCTS licensees under our Environmental Management System (EMS) program. Some aspects of these inspections include: Testing fire response, checking for fire tools when required, ensuring operators are monitoring fire weather risk ratings and completing fire hazard assessment and abatement, if necessary.
- There is incentive to minimize avoidable harvesting waste– take or pay is encouraged; waste assessments are conducted, and licensees are billed for waste that is not properly removed. They are also encouraged to make arrangements with other parties to use the residual fibre.

BCTS does not have authority under the *Wildfire Act* and Regulations. If we think there is a wildfire hazard, we notify the Compliance and Enforcement branch. If the Village of Harrison Hot Springs thinks there is a fire hazard that should be addressed, they can also report it to the Compliance and Enforcement branch. Additional Wildfire Risk Reduction and Planning information that may be helpful:

- Fire hazard assessments and abatement (FHAA) Q+A – [FHAA Update](#)
- Information about Crown Land Wildfire Risk Reduction can be found here – [Crown Land Wildfire Risk Reduction - Province of British Columbia](#).
- Local Contact – Alex Baird
- Federal – Wildfire Resilient Futures Initiatives
- Provincial – Community Resiliency Investment: FireSmart community funding and supports
- [BCWS Wildland Fire Management Strategy.pdf](#)
 - Goal 1: Reduce the hazards and risks associated with wildland fire in and around communities and other high-value areas.

Thank you for the opportunity to address your questions and follow up with the Council. If you require additional information, please don't hesitate to contact us.

Sincerely,



Stacey Gould, MScF, RPF (she/her)
Timber Sales Manager
BC Timber Sales – Chinook Business Area
Office: 778.704.7097
[BCTS Website](#) | [Learn about BCTS - YouTube](#)

Attachments: (1) Harrison_OP6439_60KM
(2) OP_BLOCK_LIST_FINAL_REMOVALS

Table 1: OP 643-9 Block List

BCTS Operating Plan - Chilliwack Natural Resource District : #643-9 Summary (Block list)

Block ID	Previously Info-Shared Under OP #	Location	Mapsheet (1:20,000 Grid)	LU	Age Class*	Gross Area (HA)	Estimated Area (HA)	Cruise Volume (m3)	Watershed	VIA	AIA/PFR	Terrain	Riparian	Leading species	Harvest Method	Silviculture System	Planned Harvest Date
AM150		American Creek	092H043	YALE	8	28.6	28.6	11,440	P		X	X	X	Hm, Hw, Ba	G	CCRES	2026
AM175		American Creek	092H043	YALE	4	13.2	13.2	5,940	P		X	X	X	Fd, Hw	G/C	CCRES	2026
AM178		American Creek	092H043	YALE	3	44.6	40.0	29,880	P		X	X	X	Fd, Ba, Hw	G	CCRES	2026
AM180		American Creek	092H043	YALE	3	27.4	27.4	10,960	P		X	X	X	Ba, Hw	G/C	CCRES	2026
AM195		American Creek	092H043	YALE	3	19.9	19.9	8,955	P		X	X	X	Ba, Hw	G	CCRES	2026
BS601	643-7/643-8	Shovel Creek	092H072	BIG SILV	9	44.7	40.0	22,800			X	X	X	Ba, Hw, Yc	G	CCRES	2024
BS605	643-7/643-8	Big Silver	092H082	BIG SILV	9	19.2	19.2	9,000			X	X	X	Ba, Hw, Yc	G	CCRES	2024
CA111	643-5	Cantelon Cr	092H023	SHOPE	3	7.3	7.3	4,204			X	X	X	BaHw	G/C	CCRES	2025
CA117	643-5	Cantelon Cr	092H023	SHOPE	3	36.2	36.2	18,929			X	X	X	BaHw	G	CCRES	2025
CA127	643-5	Cantelon Cr	092H023	SHOPE	3	10.8	10.8	5,217			X	X	X	HwFd	G/C	CCRES	2025
CA130		Cantelon Cr	092H023	SHOPE	3	11.5	11.5	2,000			X	X	X	Ba, Hw	G/C	CCRES	2025
CA136	643-5	Cantelon Cr	092H023	SHOPE	4	11.5	11.5	5,753			X	X	X	Hw	G	CCRES	2025
CB105		Cascade Bay	092H042	E HARR	4	39.6	39.6	3,500			X	X	X	Fd, Hw	G/C	CCRES	2025
CB110	643-6, 643-7	Cascade Bay	092H042	E HARR	4	11.8	11.8	6,399			X	X	X	Fd, Hw	G/C	CCRES	2026
CH001		Fleetwood	092H031	CHE	3	49.2	40.0	11,780			X	X	X	Fd	G	CCRES	2025
CO216		Connor Creek	092H031	W HARR	4	29.8	29.8	1,000			X	X	X	Fd, Hw	G/C	CCRES	2025
CT209		Centre Cr	092H003	CHIWACK	4	24.1	15.0	7,500			X	X	X	Hw, Ba, Fd	G/C	CCRES	2025
CT223		Centre Cr	092H003	CHIWACK	7/8	64.3	40.0	15,000			X	X	X	Hw, Fd	C	CCRES	2025
CT224		Centre Cr	092H003	CHIWACK	9	36.1	36.1	1,500			X	X	X	Ba, Hw	G	CCRES	2025
CT225		Centre Cr	092H003	CHIWACK	4	26.1	26.1	7,500			X	X	X	Hw, Ba, Fd	G/C	CCRES	2025
CT237		Center Cr	092H003	CHIWACK	4	25.7	25.7	13,010			X	X	X	Fd	G/C	CCRES	2024
EM014		Eight Mile Cr	092H034	COQ	6	13.7	13.7	1,800			X	X	X	Fd	H	CCRES	2026
EM212		Eleven Mile Cr	092H034	COQ	4/7	16.6	8.0	2,800			X	X	X	Hw, Fd, Cw	G	CCRES	2026
EM238		Eight Mile Cr	092H034	COQ	6	3.6	2.5	1,250			X	X	X	Fd	G/C	CCRES	2026
FC200		Foley Cr	092H013	CHIWACK	3	37.0	24.0	12,000			X	X	X	Hw, Ba, Fd	G/C	CCRES	2025
HU111		Lorenzetta Cr	092H033	SHOPE	4	65.7	40.0	17,700			X	X	X	Hw, Ba, Cw	G/C	CCRES	2026
HU228	643-8	Hunter Creek	092H033	SHOPE	3	19.0	19.0	7,917	D		X	X	X	Hw, Ba, (Cw, Fd)	G/C	CCRES	2024
HW002	643-8	Harrison West	092H031	W HARR	4	7.6	7.6	4,000			X	X	X	Fd, Hw, Mb, Dr	G/C	CCRES	2025
HW209		Harrison west	092H031	W HARR	3/7	42.7	40.0	3,000			X	X	X	Hw, Ba, (Cw)	G/C	CCRES	2024
NK016	643-6	Kookipi	092H082	NEHAT	8	32.6	32.6	13,965			X	X	X	Hw, Ba, (Fd, Cw)	G/C	CCRES	2025
NK085	643-7	Kookipi	092H092	NEHAT	9	2.4	2.4	4,000			X	X	X	Hw, Ba, (Fd,Se)	C	CCRES	2025
NK110	643-6	Kookipi	092H092	NEHAT	8/9	22.5	22.5	8,857			X	X	X	Hw, Ba, (Fd, Cw, Se)	G/C	CCRES	2025
PE107		Peers Creek	092H034	COQ	8	3.6	3.6	1,620			X	X	X	Hw, Cw, (Ba, Fd)	C	CCRES	2024
PE117		Peers Creek	092H034	COQ	8	30.4	30.4	13,750			X	X	X	Ba, Hm	G/C	CCRES	2026
RU220		Ruby Creek	092H042	E HARR	3	38.9	38.9	21,182	D		X	X	X	Fd, Hw, Ba	G/C	CCRES	2025
RU221		Ruby Creek	092H042	E HARR	3	26.6	26.6	15,113	D		X	X	X	Fd, Hw	G/C	CCRES	2025
ST309		Stoyoma	092H084	AINS	3	20.3	20.3	8,220	D		X	X	X	Ba, Hw, (Se)	G	CCRES	2026
ST330	643-7/643-8	Stoyoma	092H084	AINS	8	13.9	13.9	6,000	D		X	X	X	Ba, Hw, (Se)	G	CCRES	2024
SV212	643-8	Roaring Creek	092G050	STAVE	4	40.5	40.0	22,807			X	X	X	Hw, Ba, (Fd, Cw)	G/C	CCRES	2025
WB120		Wray/Berkey	092H034	COQ	5	19.7	15.0	9,000			X	X	X	Fd, Hw	G/C	CCRES	2025
WB121		Wray/Berkey	092H034	COQ	5	2.8	2.8	1,000			X	X	X	Fd, Hw	G/C	CCRES	2025
WB122		Wray/Berkey	092H034	COQ	6	3.9	3.9	2,100			X	X	X	Hw, Fd, Ba	C	CCRES	2025
WB215		Wray/Berkey	092H034	COQ	9	13.4	13.4	4,147			X	X	X	Hm, Ba	G/C	CCRES	2025
WB216		Wray/Berkey	092H034	COQ	9	27.4	27.4	14,496			X	X	X	Hw, Ba, (Cw)	G/C	CCRES	2025
WB304		Wray/Berkey	092H034	COQ	5	45.3	40.0	29,587			X	X	X	Fd, Hw (Cw)	C	CCRES	2025
WD002	643-8	Mount Woodside	092H021	E HARR	4	32.9	32.9	14,700			X	X	X	Hw, Fd, (Cw, Ba)	G	CCRES	2024
WN601		Winslow Creek	092G049	STAVE	6	13.1	13.1	18,000			X	X	X	Hw, Fd, (Cw)	G/C	CCRES	2028

Age Class Description:	
Age class	Years
1	1-20
2	21-40
3	41-60
4	61-81
5	81-100
6	101-120
7	121-140
8	141-250
9	>251

Assessment Definitions: (Notation "X" means the assessment has been completed or planned)	
Acronym	Description
AIA	Archaeological Impact Assessment
Terrain	Terrain stability assessment
VIA	Visual Impact Assessment
Watershed	A Hydrologic Assessment when working within community watershed (FSP Result & Strategy # CHC-3004)
Riparian	The assessment to determine the class of the stream (FSP Result & Strategy # CHC-3003, 3005)

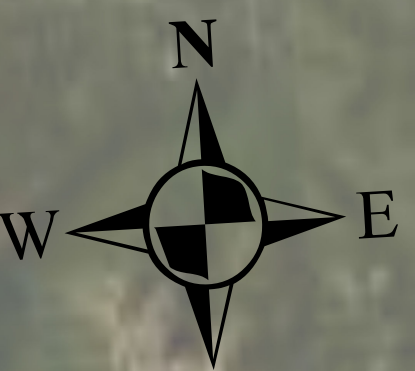
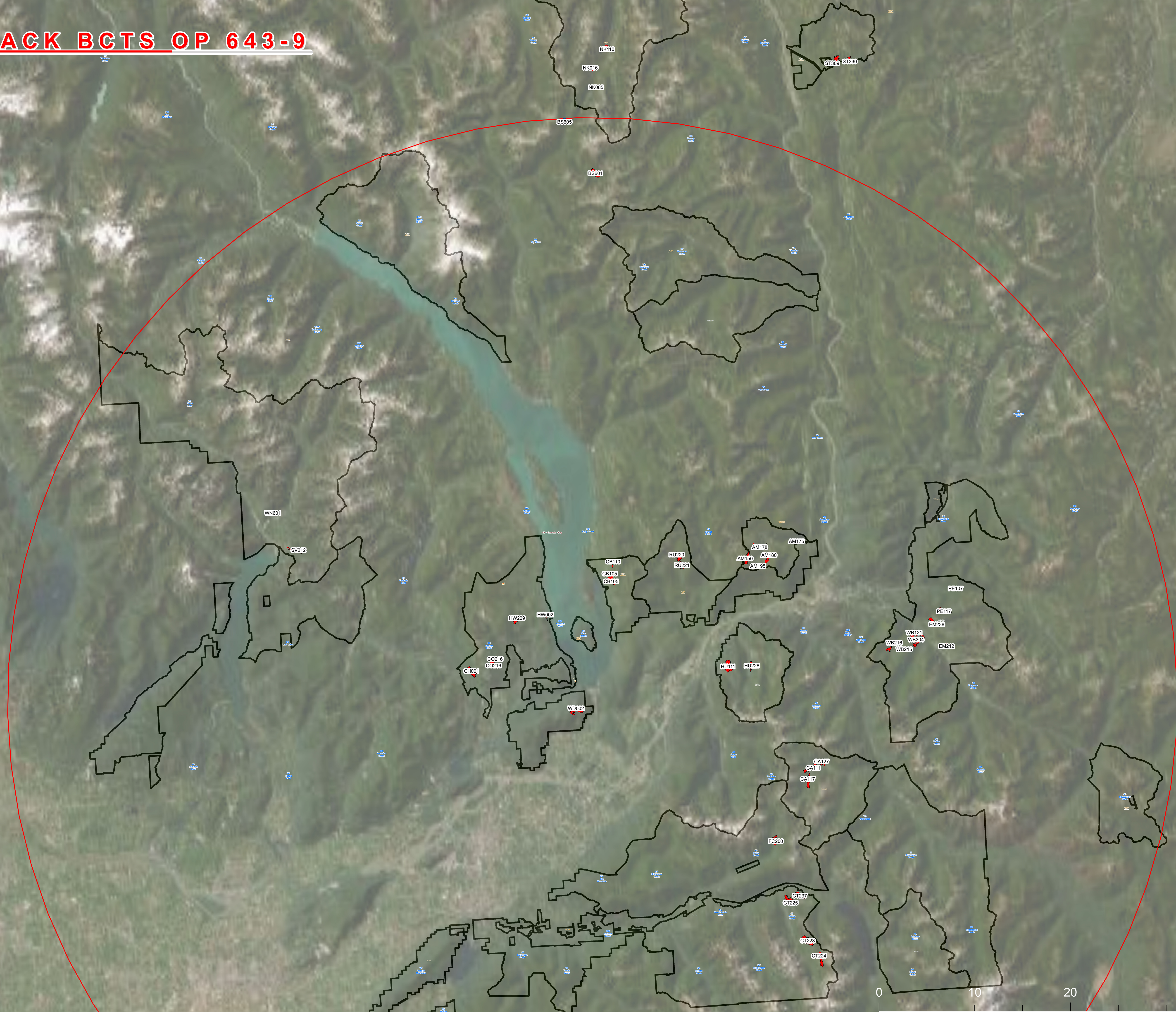
RED TEXT	Not within 60km
Access through community	
No access through community	

Harvest Methods:	
Acronym	Description
C	Cable harvest system
G	Ground base harvest system
H	Helicopter Harvest System

Silviculture System:	
Acronym	Description
CCRES	Clearcut with Reserves

Date: April 24, 2024

CHILLIWACK BCTS OP 643-9



40 Kilometers

Amanda Graham

Subject: Recent amendment to Bylaws 1172,1222 2025

From:

Date: March 10, 2025 at 1:09:46 PM PDT

To: ftalon@harrisonhotsprings.ca, Leo Facio <LFacio@harrisonhotsprings.ca>, Michie Vidal <MVidal@harrisonhotsprings.ca>, John Allen - Archived <jallen@harrisonhotsprings.ca>, Mark Schweinbenz <mschweinbenz@harrisonhotsprings.ca>

Cc: Tyson Koch <tkoch@harrisonhotsprings.ca>

Subject: Recent amendment to Bylaws 1172,1222 2025

Caution! This message was sent from outside your organization.

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Good afternoon Mayor Talon and council:

We are writing to you today to voice our concerns regarding the most recent amendment to the Bylaw 1222 2025 allowing for residents to put their garbage and organics bins curbside by 10:00p the night before pickup as opposed to 5:00 am the day of pickup. We don't need to point out that we live in close proximity to all kinds of wildlife and we have an obligation as a community to do what we can to lessen the likelihood of conflicts that could arise as a result of not exercising a responsible approach to cohabiting with such. We understand that under the current bylaw there are fines associated with non-compliance. Perhaps we should be more active in fining residents not in compliance instead of opening the window of opportunity for wildlife conflicts to occur. We would also like point out that such bins should be secured and not left outside on residents properties in between pickup dates. I know a number of residents along with us keeps the bins in their garage or in a shed on their property.

We have included an excerpt from the BC Wildlife Act which demonstrates that the bylaw as amended is not compliant with said act.

1. Legislation and implementation of "Bear Smart" bylaws prohibiting the provision of food to bears as a result of intent, neglect or irresponsible management of attractants.

There is legislation in effect that can help prevent the food-conditioning bears and improve public safety. Under the Wildlife Act, it is an offence for people in British Columbia to feed dangerous wildlife (bears, cougars, coyotes and wolves) or disobey orders to remove and clean up food, food waste or other substances that can attract dangerous wildlife to their premises.

Conservation Officers may issue a written dangerous wildlife protection order, which requires "the removal or containment of compost, food, food waste or domestic garbage." If people fail to comply with the other they could face a penalty of up to \$50,000 and/or six months in jail.

Implement a compliance strategy for these bylaws to ensure that there is full compliance with them. Bylaws may:

1. make it an offence to discard or store waste, food, or other attractants in non-bear resistant containers, either intentionally or unintentionally.

2. require that garbage be stored in a bear-resistant container and/or location and that curbside placement before the morning of pick-up not occur.
3. include community composting requirements in high-risk attraction areas of the community.

Obviously, the current bylaw as amended needs to be reconsidered at the next regular council meeting scheduled for March 17, 2025 and brought into compliance with the act.

Thank you for your attention to this matter.

Regards

Judith Barron and Dennis Hill

Amanda Graham

From: John Buckley <[REDACTED]>
Sent: March 11, 2025 3:19 PM
To: Amanda Graham
Cc: Tyson Koch; ftalon@harrisonhotsprings.ca; Leo Facio; MVidal@harrisonhotsprings; Mark Schweinbenz; Allan Jackson
Subject: Recent Amendment to Bylaw 1172,1222,2025

Caution! This message was sent from outside your organization.

Good afternoon Mayor Talon and council:

We are writing to express our concerns regarding the recent decision made by council on March 3/25 to amend By-law 1222, allowing residents to place garbage on the street the night before pick up. This amendment appears to contradict the principles of the Bear Smart Community Program which aims to reduce human bear conflicts through proper waste management practices.

The Bear Smart Community Program developed by the Ministry of Environment and Climate Change Strategy in partnership with the BC Conservation Foundation and Union of BC Municipalities emphasizes the importance of managing non-natural attractants such as garbage to prevent bears from becoming food conditioned. A key recommendation of this program is to avoid placing garbage bins out the night before collection, as this practice can attract bears into residential areas increasing the risk of human-bear conflicts and always leads to the destruction of the bears involved.

Several communities in BC have recognized the importance of this recommendation. For example, the City of Nanaimo advises their residents to place their waste bins at the curb side between 5:00am to 8am on the morning of their scheduled collection day and to store their bins in a secure location on non-collection days to prevent attracting bears and other wildlife.

In light of these established guidelines and the objectives of the Bear Smart Community Program, the amendment to By-law 1222 permitting overnight street placement of garbage may inadvertently increase the likelihood of bear encounters in our community. Such encounters not only endanger residents and visitors to our community, they also lead to the unnecessary destruction of bears that have become habituated to human provided food sources.

We respectfully urge council to reconsider this amendment to By-law 1222. Aligning our waste management practices with the Bear Smart Community Programs recommendations will help protect our community members, the many visitors to our village, as well as local wildlife. Implementing measures such as restricting garbage placement to the morning of collection and ensuring a secure storage of waste on non-collection days can significantly reduce the risk of human-bear conflicts.

Thank you for attention to this matter. We look forward to Councils reconsideration of this By-law amendment in favour of practices that promote safety and harmony between residents and wildlife.

We believe the privilege of being community leaders comes with an expectation and responsibility to do the right thing. It our hope that council does the right thing in this matter.

Sincerely,

To: Harrison Hot Springs Council,

Concern Over Allan Garneau's Resignation

I would like to ask: Is anyone on council disappointed by, Allan Garneau's resignation from the Advisory Planning Commission? His departure is a significant loss to our community, and I cannot help but feel it reflects broader issues within the council's approach to leadership and governance.

Allan's dedication, expertise, and commitment to responsible planning have been invaluable. His work has helped shape thoughtful policies that balance growth with the character and sustainability of our village. Losing someone of his caliber raises serious concerns about how the council supports and values those who serve.

If voices like Allan's are being lost, we must ask: Is the council truly fostering an environment where informed discussion and diverse perspectives are respected? Are commission members receiving the support they need to succeed? If not, this resignation should serve as a wake-up call. I hope no-one on council wants a revolving door of members.

I urge the council to reflect on the circumstances that led to this outcome and take meaningful steps to prevent further losses of dedicated individuals. Our village deserves leadership that listens, engages, and prioritizes the well-being of the entire community. This is not about personal interests—it is about all of us.

Thank you, Gary Webster

██████████

March 11, 2025

Mayor and Council
Harrison Hot Springs, BC

re: Flood Mitigation in Harrison Hot Springs

Dear Mayor and Council:

Thank you for encouraging public input on the Waterfront Dyke Upgrade Project.

Possible flood hazards at the Village of Harrison Hot Springs are¹:

1. *Fraser River freshet (spring/early summer snowmelt): elevated lake level from Harrison River backwater, or inundation from the south under Kent dike failure*
2. *Harrison Lake inflow flooding (fall/winter rainfall): elevated lake levels from local precipitation*
3. *Local stormwater and drainage flooding (fall/winter rainfall): precipitation falling directly on the Village and surrounding areas (behind the dikes) and into Miami River*
4. *Landslide generated waves: slope failure along Harrison Lake shoreline (tsunami wave, up to 20-25 m high)*

The goal of the proposed dyke is to lower the risk of flooding of Harrison Hot Springs from Harrison Lake (Hazards 1 and 2).

The proposed dyke will not prevent flooding from atmospheric rivers such as occurred in Harrison Hot Springs in November 2021.

*“Hazard 3, local precipitation flooding, is managed by stormwater infrastructure and by Miami River drainage. the Village upgraded the Miami River Pump station in 2016, designed to handle the 200-year average return interval flood. **The current dike project is not intended to provide protection against Miami River flooding.**”¹*

Many residents were affected during the 2021 atmospheric river. For example, there was flooding of numerous crawl spaces. Some of these crawl spaces were well removed from the Miami River. This flooding was presumably due to the water table rising. Spring Park and the Miami Greenway were under water.

The 2021 atmospheric river has triggered some research. One particular article of note is from the journal of “Weather and Climate Extremes”.

*“However, when our analysis is restricted to events with a westerly orientation (>240°), which exhibit stronger water vapour transport into the eastern portion of the lower Fraser Valley, the 2021 event has a TIVT of 180% of the average annual maximum. **Based on this***

¹ Water Upgrade Project - Dyke Design Rational

definition, the 2021 AR is estimated to be a 1 in 11.8 year event (90% CI: 7.8–17.9 year)”²

In a video, the Weather Network’s Chief Meteorologist³ asserts the following:

- warmer atmosphere can hold more moisture => you can get more intense atmospheric rivers - 7:00 minute:sec mark
- we just had bad luck, it (the atmospheric river) parked itself in one place for too long - 8:17
- heavy rainfall is going to become more of a problem as we go into the future - 9:15

I have produced and attached a risk table. It compares the probability of flooding from overflow by the lake cresting, to the probability of flooding from atmospheric rivers. **Over the next 10 years the village has an approximately 60% chance of a recurrence of the 2021 floods compared to an approximately 10% chance of an overflow of the current dyke.**

Flooding of the village is worrisome regardless of the cause; either from the lake cresting or from an atmosphere river. In my opinion the village should verify the risk of flooding from an atmospheric river and determine whether or not our resources should be allocated in that direction rather than a dyke upgrade.

Yours sincerely,

Jim Corkal

² Gillet N, Cannon A “Human Influence on 2021 Floods” - Weather & Climate Extremes 36 (2022) - page 3, para 3
<https://www.sciencedirect.com/science/article/pii/S2212094722000287#:~:text=Based%20on%20this%20definition%2C%20the,%3A%207.8%E2%80%9317.9%20year>

³ Experts dive deep into B.C.’s extreme weather
<https://www.theweathernetwork.com/en/news/weather/severe/helene-versus-a-hellish-2021-bc-atmospheric-river-a-bigger-flooding-machine-hurricane-florida-north-carolina-georgia>

Event				
Annual Probability	Harrison Lake Cresting Over Existing Dike (Once in every 100 years)	Harrison Lake Cresting Over Proposed Dike (Once every 500 years)	Atmospheric River comparable to November 2021 (Once in every 12 years)	Atmospheric River Comparable to November 2021 (Once every 50 years)
	1.00%	0.20%	8.33%	2.00%
PROBABILITY OF FLOOD OCCURRENCE OVER TIME				
Duration				
1 year	1.00%	0.20%	8.33%	2.00%
10 years	9.56%	1.98%	58.11%	18.29%
30 years	26.03%	5.83%	92.65%	45.45%
75 years	52.94%	13.94%	99.85%	78.02%

File No: 0360-20-07
Date: March 17, 2025

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Environmental Advisory Committee Report

RECOMMENDATION

THAT Council approve the following recommendation from the Environmental Advisory Committee:

THAT Council direct staff to investigate grant funding opportunities to support the increase of the urban tree canopy on both public and private properties.

SUMMARY

To present a resolution and information on behalf of the Environmental Advisory Committee for Council's consideration.

BACKGROUND

The Environmental Advisory Committee met on February 12 and March 5, 2025 to discuss the Urban Forest Management Plan. At the March 5, 2025 meeting, the Environmental Advisory Committee unanimously passed the above resolution regarding recommended Council action.

POLICY CONSIDERATIONS

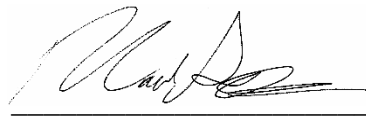
2025 Strategic Plan Priorities

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

Respectfully submitted:



Amanda Graham
Corporate Officer



Councillor Mark Schweinbenz, Chair
Environmental Advisory Committee

File No: 0360-20
Date: March 17, 2025

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Communities In Bloom Committee Report

RECOMMENDATION

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

THAT Council direct staff to put out a call for more Communities in Bloom Committee members.

SUMMARY

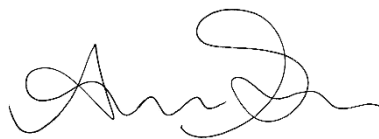
To present resolutions and information on behalf of the Communities in Bloom Committee for Council's consideration.

BACKGROUND

On March 6, 2025, the Communities in Bloom Committee met and unanimously passed the above resolution regarding recommended Council action.

Communities in Bloom has decided on a "Homegrown" theme this year to showcase locally-grown plants. The Committee is planning an enhancement project, with some initial ideas being a community planting day with a new garden bed near the lagoon, engaging the elementary school for student participation, a beach clean-up day, a Garden of the Week program and a Canada Day parade float. Additionally, the Committee will be hosting a table at the Village's environmental event in May. As the Committee is now operational, more members would be helpful to assist in implementing projects. The Committee can have up to seven (7) members. Currently there are only four (4).

Respectfully submitted:



Amanda Graham
Corporate Officer



Councillor Allan Jackson
Chair, Communities in Bloom Committee

File No: 2240-20-36 / 5480

Date: March 17, 2025

To: Mayor and Council
From: Christy Ovens, Community Services Manager
Subject: Resident Pay Parking Pass

RECOMMENDATION

THAT the Community Services Manger's Resident Pay Parking Pass report dated March 17, 2025 be received for information.

SUMMARY

To present information to Council regarding the possibility of implementing a seasonal pay parking pass for residents of the Village of Harrison Hot Springs.

BACKGROUND

At the February 18, 2025, Regular Council Meeting, the following resolution was passed:

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

DISCUSSION

The Village currently contracts its pay parking services to Precise ParkLink Inc. This year is the final year in our current agreement. Staff had previously contacted Precise ParkLink Inc. to inquire about the possibility of a resident season parking pass. To set up the service, there would be a one-time fee of \$250 and a fee to set up each new passholder of \$25 each. These parking passes would be connected to license plates and therefore wouldn't be transferable or require any type of tag to be displayed.

If the seasonal parking passes were only available for residents in the Village to purchase, additional administrative steps would be required to confirm address and eligibility. Considerations may also need to be made about what residential addresses are permitted to purchase, to eliminate it becoming a full-time parking spot for those residing in homes adjacent to the pay parking zones. There might need to be a restriction of hours per day and/or days of the week that parking would be available to pass holders.

Pay parking is in effect daily from May 15 to September 15, between the hours of 6:00am and 7:00pm in designated zones. The first hour of parking is \$2.00 with rates increasing after that time. There is free parking available on Lillooet Avenue East of Hot Springs Road, as well as 15-minute stalls available for those making quick stops for pickup from local businesses. Pay

parking is common in tourism-based communities such as Harrison Hot Springs. In comparison, the parking lots located at Main Beach at Cultus Lake have rates set at a minimum of \$5.20 per hour, with no daily rate available and an additional \$2.00 infrastructure improvement fee on each transaction.

Staff recognize that there could be benefits to residents for the ease of visiting the beachfront if they had a resident pass, however, there would be a cost associated with this. As the Village nears the end of its contract term, staff will be conducting a full review of the current pay parking system and plan to explore ways to improve in future seasons. During this process, staff will continue to consider the possibility of supporting a resident pay parking pass, however, do not believe that it is feasible to implement this in time for the 2025 pay parking season.

FINANCIAL CONSIDERATIONS

Pay parking revenues represent an important income source for the Village and allow services to be provided that would otherwise have to be funded by taxation. The implementation of a resident pay parking pass could have negative impacts on pay parking revenue opportunities, both through reduced income from residents who visit pay parking zones currently, and from pay parking stalls being utilized at a reduced rate and unavailable for visitors who would be paying regular rates.

POLICY CONSIDERATIONS

2025-2026 Strategic Plan Priorities

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

Respectfully submitted:



Christy Ovens
Community Services Manager

Reviewed by:



Tyson Koch
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz
Chief Financial Officer, Deputy CAO

File No: 3900-02
Date: March 17, 2025

To: Mayor and Council
From: Christy Ovens, Community Services Manager
Subject: Miscellaneous Fee Amendment Bylaw No. 1224, 2025

RECOMMENDATION

THAT Miscellaneous Fee Amendment Bylaw No. 1224, 2025 be given first reading; and
THAT Miscellaneous Fee Amendment Bylaw No. 1224, 2025 be given second and third readings.

SUMMARY

To present proposed changes to Miscellaneous Fee Bylaw No.1049, 2014. Proposed policy changes to Policy No. 4.7 and Policy No. 1.17 will be forthcoming after changes are made to this bylaw regarding costs, services, and definitions.

BACKGROUND

At the March 3, 2025, Regular Council Meeting, the following resolutions were passed:

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

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

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

DISCUSSION

The Village of Harrison Hot Springs welcomes many events annually to the Village and looks forward to continuing to offer spaces for events and gatherings. Updating Miscellaneous Fee Bylaw No. 1049, 2014 will provide clarity and additional options for both residents and visitors, looking to host events in the Village.

FINANCIAL CONSIDERATIONS

Miscellaneous Fee Bylaw No.1049, 2014 has not been updated in recent years (between 2014-2020, depending on the Schedule). In reviewing our current costs while making updates to

Schedule "D" for special events and Memorial Hall, staff are proposing other amendments to be aligned with actual costs as of 2025.


POLICY CONSIDERATIONS

2025-2026 Strategic Plan Priorities

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

Respectfully submitted:

Reviewed by:



Christy Owens
Community Services Manager

Tyson Koch
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz
Chief Financial Officer, Deputy CAO

Attachment: Draft Miscellaneous Fee Amendment Bylaw No. 1224, 2025



VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1224

A bylaw to amend the Miscellaneous Fee Bylaw No. 1049, 2014

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to amend the Miscellaneous Fee Bylaw No. 1049, 2014;

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

1. CITATION

This Bylaw may be cited for all purposes as the Village of Harrison Hot Springs "Miscellaneous Fee Amendment Bylaw No. 1224, 2025".

2. AMENDMENTS

"Miscellaneous Fee Bylaw No. 1049, 2014" is hereby amended by:

- a) In section 2, by deleting the words "Public Works Service" between the words "Schedule B - " and "and Fees" and replacing it with the words "Professional Services"
- b) Deleting Schedules A, B, C and D in their entirety and replacing them with Schedules, A, B, C, and D, attached hereto and forming part of this bylaw.

READINGS AND ADOPTION

READ A FIRST TIME THIS ___ DAY OF _____, 2025

READ A SECOND TIME THIS ___ DAY OF _____, 2025

READ A THIRD TIME THIS ___ DAY OF _____, 2025

ADOPTED THIS ___ DAY OF _____, 2025

Fred Talen
Mayor

Amanda Graham
Corporate Officer

Bylaw No. 1224, 2025
SCHEDULE "A"
DEVELOPMENT APPLICATIONS, PERMITS AND FEES

1. Official Community Plan		
(a) Application to amend the Official Community Plan		\$1,000.00
(b) Application to amend the text of the Official Community Plan		\$ 750.00
2. Zoning Bylaw		
(a) Application to amend the Zoning Bylaw		\$1,500.00
(b) Application to amend the text of the Zoning Bylaw		\$1,000.00
3. Development Permit		
(a) Application for issuance of a Development Permit		\$1,000.00
(b) Application to amend a Development Permit		\$ 350.00
4. Development Variance Permit		
(a) Application for issuance of a Development Variance Permit		\$ 750.00
(b) Application to amend a Development Variance Permit		\$ 250.00
5. Board of Variance		
(a) Application for the issuance of a Board of Variance Permit		\$ 500.00
6. Subdivision Application Fees		
(a) Application for a Subdivision with 3 lots or less		\$ 1000.00
(b) For each additional parcel		\$ 75.00
(c) Administration and inspection fees		4% on first \$300,000 and 2% on remainder
7. Temporary Use Permit		
(a) Application for issuance of a Temporary Use Permit		\$ 750.00
(b) Application to renew Temporary Use Permit		\$ 400.00

**Bylaw No. 1224, 2025
SCHEDULE "B"**

PROFESSIONAL SERVICES AND FEES

- 1. Public Works Labour** As per the current CUPE Local 458 hourly rate
Plus 50% overhead

- 2. Equipment**
 - Backhoe \$ 45.00/hour
 - John Deere \$ 22.00/hour
 - Pickup truck \$ 9.00/hour
 - Dump Truck \$ 35.00/hour
 - Kubota \$ 17.00/hour

- 3. Fire Department Labour** As per current hourly rate, plus 15% overhead

DRAFT

**Bylaw No. 1224, 2025
SCHEDULE "C"**

OFFICE ADMINISTRATION AND MISCELLANEOUS FEES

1. Copies

(a) Photocopies

Black and white, letter / legal size	\$.50 per page
Colour, letter / legal size	\$2.00 per page
Plans	\$ 6.00
Official Community Plan	\$100.00
Zoning Bylaw	\$75.00
Subdivision Bylaw	\$75.00
Design Guidelines	\$75.00
Offsite legal plans/blueprints	Actual cost plus 15%

2. Tax Certificates

\$25.00

3. Other

(a) NSF Cheque Charge	\$25.00
(b) Oaths and Affidavits	\$20.00
(c) For obtaining property title search from Land Title Office	Actual cost

4. Communal Campground Fire Permit

\$100.00

5. Memorial Recognition Bench

\$3,100.00

**Bylaw No. 1224, 2025
SCHEDULE "D"**

PUBLIC PROPERTY OR FACILITY FOR EVENTS, FUNCTIONS OR ACTIVITIES

Outdoor Special Event Fees

1.	Outdoor Special Event Application Fee	\$50.00
2.	Outdoor Special Event Use Fee	
	(a) up to 150 people	\$ 100.00 per day
	(b) more than 150 people	\$ 500.00 per day
3.	Damage Deposit	
	(a) up to 150 people	\$ 500.00 (maximum)
	(b) more than 150 up to 500	\$2,000.00 (maximum)
	(c) greater than 500	\$2,500.00 (maximum)
4.	Liability Insurance Policy	
	(a) up to 150 people	\$2,000,000.00
	(b) more than 150 people	\$5,000,000.00
5.	Site Requirement Fees	
	Portable Toilets, Waste Disposal	Market Rate + 10% Admin Fee

Memorial Hall Fees

1. Harrison Festival Society, Agassiz-Harrison Community Services Society, and other local not-for-profit organizations	\$100.00/yr + \$25/use for revenue generating events, plus applicable taxes
2. Social Club	\$100.00/yr
3. Resident Social Activity Booking (non-commercial events)	\$60.00/month (Up to 4 x 1 hour sessions, held between Monday and Thursday)
3. Private Rentals – Resident or Local Business Owners (non-commercial events)	\$400.00/day (8:00 a.m. to 2:00 a.m.) or \$50.00 per hour plus applicable taxes
4. Private Rentals – Non-Resident or Commercial Event	\$750.00/day (8:00 a.m. to 2:00 a.m.) or \$90.00 per hour plus applicable taxes
5. Damage Deposit	
a) up to 100 people	\$500.00 (maximum)
b) more than 100 people	\$2,000.00 (maximum)

Filming Permit Fees

- | | |
|--------------------|----------|
| 1. Film Permit Fee | \$200.00 |
|--------------------|----------|

Picnic Shelter Fees

- | | |
|---|----------------|
| 1. Spring Park (2 hour minimum booking) | \$10.00 / hour |
|---|----------------|

Temporary Sidewalk Extension

- | | |
|---|----------------|
| 1. Temporary Sidewalk Extension Application | |
| (a) Sidewalk Café | \$ 200.00 |
| (b) Merchant Display | \$ 50.00 |
| 2. Security Deposit | |
| (a) Sidewalk Café | \$ 500.00 |
| (b) Merchant Display | \$ 50.00 |
| 3. Liability Insurance | |
| (a) Sidewalk Café | \$2,000,000.00 |
| (b) Merchant Display | \$ 500,000.00 |
| 4. Licence of Occupation | |
| (a) Sidewalk Café | \$1,000.00 |
| (b) Merchandise Display | \$ 100.00 |

File No: 0530-01
Date: March 17, 2025

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Bylaw Notice Enforcement Amendment Bylaw No. 1223, 2025

RECOMMENDATIONS

THAT Bylaw Notice Enforcement Amendment Bylaw No.1218, 2025 be introduced and given first reading; and

THAT Bylaw Notice Enforcement Amendment Bylaw No. 1218, 2025 be given second and third readings.

SUMMARY

To present a Bylaw Notice Enforcement Amendment Bylaw for Council's consideration to update the fees and penalties schedule.

BACKGROUND

As a result of recent bylaw adoption and repeals, Schedule A of Bylaw Notice Enforcement Bylaw No. 855, 2006 requires updating. Additionally, the Village regulates water, sewer and single-use plastics by bylaw, all of which are designated as bylaws subject to a fine under the Bylaw Notice Enforcement Bylaw. However, no fines have historically existed for these three bylaws. This presents a challenge for Bylaw Enforcement Officers who have limited enforcement ability for issues such as cross connections, improper disposal of grease or oil, or businesses who provide plastic bags to customers. Fines are not always immediately issued as bylaw enforcement's primary focus is voluntary compliance through education, however, having the ability to fine assists bylaw enforcement in cases of repeated non-compliance.

DISCUSSION

Attached to this report is an amending bylaw that repeals and replaces the current Schedule A – Schedule of Designated Bylaw Contraventions and Penalties. Text being removed from the schedule is shown in red font and struck out, and text being added is shown highlighted in yellow. Changes include:

- Re-ordered the bylaws in the table so that they appear alphabetically for ease of reference
- Minor grammatical change to the title of Boat Launch and Parking Lot Regulation Bylaw

- Removal of offences associated with the now repealed Abatement and Control of Noise Bylaw No. 474, 1987 and Littering, Dumping and Snow Bylaw No. 870, 2007
- Addition of fines associated with the newly adopted Noise Bylaw No. 1218, 2025
- Addition of fines associated with Water Regulation Bylaw No. 967, 2011 and Sewer Regulation and Fee Bylaw No. 980, 2011 where previously there weren't any fines
- Correction of Park Regulation Bylaw No. 1150, 2020 offences, as it appears that the most recently adopted amendment bylaw inadvertently used a previous schedule that included references to the repealed Park Regulation Bylaw No. 915, 2009 and its amendments
- Addition of a fine for failing to sort recyclables under the new section 3(g) of the Waste Collection and Disposal Bylaw No. 1172, subject to the adoption of Waste Collection and Disposal Amendment Bylaw No. 1222, 2025
- Addition of a fine associated with the Single-Use Plastic Items Bylaw No. 1178, 2022

FINANCIAL CONSIDERATIONS

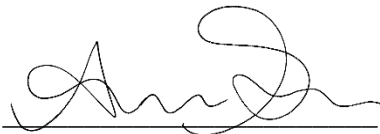
There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

2025-2026 Strategic Plan Priorities

Public Safety – To ensure and enhance public safety.

Respectfully submitted:



Amanda Graham
Corporate Officer

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachment: Draft Bylaw Notice Enforcement Bylaw No. 1223, 2025

VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 1223

A bylaw to amend the Bylaw Notice Enforcement Bylaw No. 855

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to amend Bylaw Notice Enforcement Bylaw No. 855 by replacing the Schedule of Designated Bylaw Contraventions and Penalties;

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

1. CITATION

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Bylaw Notice Enforcement Amendment Bylaw No. 1223, 2025".

2. AMENDMENT

Bylaw Notice Enforcement Bylaw No. 855 is hereby amended as follows:

Schedule "A" to Bylaw Notice Enforcement Bylaw No. 1177, 2022 in its entirety is hereby deleted and replaced with Schedule "A" to Bylaw Notice Enforcement Bylaw No. 1223, 2025, attached hereto and forming part of this bylaw.

READINGS AND ADOPTION

READ A FIRST TIME DAY OF , 2025

READ A SECOND TIME THIS DAY OF , 2025

READ A THIRD TIME THIS DAY OF , 2025

ADOPTED THIS DAY OF , 2025

Fred Talen
Mayor

Amanda Graham
Corporate Officer

SCHEDULE "A" TO BYLAW NO. 1223
SCHEDULE OF DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES

BYLAW	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment
Boat Launch and Parking Lot Regulation Bylaw No. 1075	12	Fail to properly display vehicle hanger	50.00	40.00	60.00
	14	Leave boat, tow vehicle, boat trailer or vehicle unattended at boat launch or on wharf	50.00	40.00	60.00
	15	Moor boat in excess of 15 minutes	40.00	30.00	50.00
	16	Accelerate boat motor while loading or unloading a boat on or off a trailer	200.00	190.00	210.00
Business Licence and Regulation Bylaw No. 1128	2.1(a)	Carry on business without a licence	200.00	190.00	210.00
	2.1(b)	Fail to obtain separate licence for each business	200.00	190.00	210.00
	2.3(d)	Fail to renew business licence that continues to operate	200.00	190.00	210.00
	3.1(a)	Operate prohibited business	500.00	490.00	510.00
Fireworks Regulation Bylaw No. 871	1.2.1	Possess fireworks without permit	100.00	90.00	110.00
	1.2.2	Ignite, explode, set off or detonate fireworks in such a manner as may endanger or create a nuisance	100.00	90.00	110.00
Abatement and Control of Noise Bylaw No. 474	4(a)	Disturb the peace with radio noise, stereo noise, sound device or other amplified noise	200.00	190.00	210.00
	4(b)	Disturb the peace with bird or animal noise	100.00	90.00	110.00
	4(c)	Operate power lawnmower or power saw between the hours of 10:00 p.m. and 8:00 a.m.	500.00	490.00	510.00
	4(d)	Discharge vehicle or engine exhaust that causes excessive noise	100.00	90.00	110.00
	4(e)	Unload or load material from any vehicle that disturbs	500.00	490.00	510.00
	4(f)	Continuous running of stationary motor vehicle which disturbs	100.00	90.00	110.00
	4(g)	Erect, demolish, construct, alter or repair any building or structure or excavate any street in any zone on Sunday	500.00	490.00	510.00
	4(h)	Erect, demolish, construct, alter or repair any building or structure or excavate any street in any zone weekdays including Saturday, between the hours of 10:00 p.m. and 8:00 a.m.	500.00	490.00	510.00
Highway and Traffic Bylaw No. 974	16(d)	Interfere with any traffic control device	210.00	190.00	210.00
	16(e)	Fail to comply with any lawful direction, command or order of a Bylaw Enforcement Officer, Peace Officer or a member of the Fire Department	100.00	90.00	110.00
	16(f)	Commercial vehicles in excess of 5500 kg (tare weight) on residential street	300.00	290.00	310.00
	27(b)	Fail to park in designated parking between lines or markings	100.00	90.00	110.00
	27(c)	Park in loading zone and beyond maximum of 30 minutes	100.00	90.00	110.00
	27(d)	Park in bus zone	100.00	90.00	110.00
	27(e)	Park in designated physically disabled motorist stall without valid placard	100.00	90.00	110.00
	27(f)	Park on sidewalk or boulevard	100.00	90.00	110.00

SCHEDULE "A" TO BYLAW NO. 1223
SCHEDULE OF DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES

BYLAW	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment
	27(g)	Park in front of a public or private driveway	100.00	90.00	110.00
	27(h)	Park within 5 meters of a hydrant	100.00	90.00	110.00
	27(i)	Park on crosswalk or within 5 meters of the approach side of a crosswalk	100.00	90.00	110.00
	27(j)	Park within 6 meters of either side of an entrance to or exit from public meeting place, fire hall or playground	100.00	90.00	110.00
	27(k)	Obstruct traffic alongside or opposite of highway excavation or obstruction	100.00	90.00	110.00
	27(l)	Park on highway side of a motor vehicle stopped or parked parallel to the curb side of a highway	100.00	90.00	110.00
	27(m)	Park on a bridge or other elevated structure on a highway	100.00	90.00	110.00
	27(n)	Park which obstructs the visibility of traffic or a traffic control device	100.00	90.00	110.00
	27(o)	Park on cycle path on any portion of a highway for a longer period of time than indicated on the traffic control device	100.00	90.00	110.00
	27(p)	Park on a highway for a continuous period exceeding 48 hours without movement	100.00	90.00	110.00
	27(q)	Commercial vehicle parked longer than 24 hours in a given area	100.00	90.00	110.00
	27(r)	Park adjacent to a yellow curb	100.00	90.00	110.00
	27(s)	Face wrong direction from the normal flow of traffic on the highway	100.00	90.00	110.00
	27(t)	Park where prohibited	100.00	90.00	110.00
	27(u)	Park in lane less than 3.5 meters of the travelled portion of the lane for other vehicle	100.00	90.00	110.00
	27(v)	Park in boat launch area without permit	100.00	90.00	110.00
	27(w)	Park in close proximity to other vehicle to obstruct or unduly restrict movement	100.00	90.00	110.00
	29(a)ii	Exceed total weight of the vehicle and/or trailer in excess of 5500 kg and is in a residential zone between the hours of 7:00 p.m. and 7:00 a.m.	100.00	90.00	110.00
	29(b)	Recreational vehicle parked on any street in excess of 8 hours regardless if it is moved or not to another location	100.00	90.00	110.00
	29(c)	Park unattached utility, boat or RV trailer on any street	100.00	90.00	110.00
	31(a)	Park a vehicle in a stall for a period of time greater than the time indicated by the traffic control device	100.00	90.00	110.00
Municipal Docks Bylaw No. 991	11	Possess an open container of liquor on a dock	100.00	90.00	110.00
	15	Deposit or leave garbage, refuse, bottles, cans, paper, animal excrement or other waste material on a dock or in the water surrounding a dock	100.00	90.00	110.00
Municipal Docks	18	Cause a vessel, watercraft or seaplane to remain moored in a posted loading zone for a period in excess of 60 minutes unless otherwise authorized by the Village	100.00	90.00	110.00

SCHEDULE "A" TO BYLAW NO. 1223
SCHEDULE OF DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES

BYLAW	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment
Bylaw Amendment No. 1008	21(1)(a)(b)	Moore a vessel, watercraft or seaplane at a dock for a period in excess of 12 hours and moored overnight unless approved by special permit issued by the Village	500.00	490.00	510.00
Noise Bylaw No. 1218	3	Make noise which disturbs the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity	200.00	190.00	210.00
	4(a)	Disturb the peace with radio, television, receiving set, musical instrument, megaphone, microphone, sound amplification device, shouting, clamouring or banging	200.00	190.00	210.00
	4(b)	Disturb the peace with birds or animal noise	100.00	90.00	110.00
	4(c)	Operate power lawn mower or power equipment between 10:00 p.m. and 8:00 a.m. the following day	200.00	190.00	210.00
	4(d)	Discharge engine exhaust without device to prevent excessive noise	100.00	90.00	110.00
	4(e)	Sound horn on automobile, motorcycle or bus other than in warning	100.00	90.00	110.00
	4(f)	Excessive noise on street, highway or land adjacent to school or church	200.00	190.00	210.00
	4(g)	Load or unload vehicle that disturbs	200.00	190.00	210.00
	4(h)	Continuous running of stationary vehicle in residential zone that disturbs	100.00	90.00	110.00
	4(i)	Construction noise at any time on Sunday or on any other day between 10:00 p.m. and 8:00 a.m. the following day	500.00	490.00	510.00
Nuisance, Noxious or Offensive Trades, Health and Safety Bylaw No. 829	3	Disconnect meter	500.00	490.00	510.00
	5	Divert or install exhaust fans	500.00	490.00	510.00
	6	Store or use dangerous goods	500.00	490.00	510.00
	7	Construct or install trap	500.00	490.00	510.00
	8	Construct or install obstruction to an exit	500.00	490.00	510.00
	10(1)	Interfere or obstruct inspector	500.00	490.00	510.00
	10(2)	Remove, alter, mutilate posted notice	500.00	490.00	510.00
	11	Allow growth of mold or fungus	500.00	490.00	510.00
	12(1)	Cause or permit a nuisance	500.00	490.00	510.00
	12(2)	Cause or permit water, rubbish or unsightly matter to accumulate	500.00	490.00	510.00
	13	Cause or permit a noxious or offensive trade	500.00	490.00	510.00
	16(1)	Fail to inspect residential premises subject to Tenancy Agreement	500.00	490.00	510.00
	16(2)(a)	Failure to give written notice of contravention	500.00	490.00	510.00
	16(2)(b)	Failure to comply with notice	500.00	490.00	510.00
	3.1	Set, start or kindle fire or permit open burning of wood, wood pellets, rubbish, refuse, tires, oil, plastics, synthetics, asphalt	500.00	490.00	510.00

SCHEDULE "A" TO BYLAW NO. 1223
SCHEDULE OF DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES

BYLAW	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment
Open Burning and Outdoor Fire Regulation Bylaw No. 1110		shingles, battery boxes, or construction material or waste of any kind			
	3.1.2	Light or burn a tiki torch	100.00	90.00	110.00
	3.1.3	Use or fly a sky lantern	100.00	90.00	110.00
	3.1.4	Use fireworks without display permit	100.00	90.00	110.00
	3.1.5	Use BBQ, hibachi using wood or charcoal briquettes on public property	100.00	90.00	110.00
	5.7	Communal Campfire exceeding allowable size	100.00	90.00	110.00
	5.8	Communal Campfire within 10 meters of building or property line	100.00	90.00	110.00
	5.10	Communal Campfire within 20 meters of municipal road	100.00	90.00	110.00
	5.11	Communal Campfire during high winds	200.00	190.00	210.00
	5.12	Communal Campfire to spread	200.00	190.00	210.00
	5.13	Leave Communal Campfire unattended	200.00	190.00	210.00
	5.14	Fail to extinguish Communal Campfire	100.00	90.00	110.00
Littering and Dumping and Snow Bylaw No. 870	2, 9, 11	Dispose or deposit garbage or rubbish in a public place	50.00	40.00	60.00
	2(e)	Deface, damage any property owned by or in care of the Village	100.00	90.00	110.00
	3	Damage or kill a tree, shrub, turf, and flower in a public place	100.00	90.00	110.00
	4(b)	Fail to remove snow, ice and litter from any sidewalk in front of or adjacent property no later than 4:00 p.m.	100.00	90.00	110.00
	7	Deface, destroy any building, structure, facility, fence, sign, seat or bench or ornament on public property	100.00	90.00	110.00
Park Regulation Bylaw No. 945 Park Regulation Amendment Bylaw No. 1040 Park Regulation Amendment Bylaw No. 1060	3	Enter public beach or park after curfew	100.00	90.00	110.00
	4	Set up or occupy shelter in park, on street or public property	100.00	90.00	110.00
	5	Carry in or set up camping equipment	100.00	90.00	110.00
	6	Park, store, place or abandon any unlicensed or licensed boat, golf cart, motor vehicle, motorcycle, off-road vehicle, trailer or other matter on any public land, unless expressly permitted	100.00	90.00	110.00
	7	Remove gravel, sand or earth from beach or shore	100.00	90.00	110.00
	8	Litter on beach or in water	100.00	90.00	110.00
	9	Move or remove buoys, rafts, signs from any beach or from water	100.00	90.00	110.00
	10	Kindle, build, light, maintain any fire, barbeque, hibachi or any other form of cooking apparatus that uses wood, charcoal, briquettes or any other form of natural burning product on any beach or park	100.00	90.00	110.00
	11	Operate water vehicle inside buoyed areas	100.00	90.00	110.00
	11	Operate water vehicle in excess of buoyed signs	100.00	90.00	110.00
13	Occupy roof of building in park	50.00	40.00	60.00	

SCHEDULE "A" TO BYLAW NO. 1223
SCHEDULE OF DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES

BYLAW	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment	
Park Regulation Amendment Bylaw No. 1106	14	Occupy building, swimming pool, tennis court or other structure in park outside posted hours	100.00	90.00	110.00	
	15	Break, injure or damage locks, gates, bolts, fences, seats, benches, buildings, structures or other property in public areas on beaches, boulevards or in parks or grounds	100.00	90.00	110.00	
	16	Willfully destroy, mutilate, efface, deface or remove posted sign	100.00	90.00	110.00	
	Park Regulation Amendment Bylaw No. 1130	17	Bark, break, peel, cut, deface, remove, injure, root up or otherwise damage trees, shrubs, flowers, roots or grass planted or growing in public areas, beaches, boulevards or in parks or grounds	100.00	90.00	110.00
		17(a)	Smoke any tobacco, cannabis, electronic cigarette, cigar, cigarillo, pipe or any substance that replicates smoking in buildings, structure, park or public space where prohibited	100.00	90.00	110.00
		17(b)	Possess open liquor in park	100.00	90.00	110.00
		18	Play or practice golf in public park	50.00	40.00	60.00
		19	Cause, allow or permit dogs in prohibited area	100.00	90.00	110.00
		20	Ride or drive any horse in, upon or through public areas, parks, boulevards or beaches	100.00	90.00	110.00
		21	Ride or drive any carriage, wagon, bicycle, motorcycle, scooter, rollerblades, skateboards, automobile, sleigh, snowmobile, all-terrain vehicle or other vehicle in public areas, parks or grounds	100.00	90.00	110.00
		22	Break, injure, dig or destroy any tree, sod, grass of any boulevard or any box, stake or guard which protects	100.00	90.00	110.00
		23	Park unhitched trailers, boats, RV's or any other equipment at any boat launch ramp or designated parking area within the Village	100.00	90.00	110.00
		24	No person shall intentionally feed or attempt to feed, or otherwise use any attractant to encourage the feeding of any wild animal or bird, including a Canada Goose	100.00	90.00	110.00
	Park Regulation Bylaw No. 1150	3	Enter public beach or park between 11:00 p.m. and 5:00 a.m.	100.00	90.00	110.00
4		Set up or occupy structure in park, on street or public property	100.00	90.00	110.00	
4 (a)		Sunshade/sun canopy exceeds maximum size requirements	100.00	90.00	110.00	
5		Park, store, place or abandon any unlicensed or licensed boat, golf cart, motor vehicle, motorcycle, off-road vehicle, trailer or other matter on any public land, unless expressly permitted	100.00	90.00	110.00	
6		Remove gravel, sand or earth from beach or shore	100.00	90.00	110.00	
7		Litter on beach or in water	100.00	90.00	110.00	
8		Move or remove buoys, rafts, signs from any beach or from water	100.00	90.00	110.00	
9(a),(b)		Allow or permit dog in prohibited area	100.00	90.00	110.00	
10		Kindle, build, light, maintain any fire, barbeque, hibachi or any other form of cooking apparatus that uses wood, charcoal,	100.00	90.00	110.00	

SCHEDULE "A" TO BYLAW NO. 1223
SCHEDULE OF DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES

BYLAW	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment
		briquettes or any other form of natural burning product on any beach or park			
	10(a)	Barbeque cylinder exceeds capacity size	100.00	90.00	110.00
	10(b)	Barbeque exceeds barbeque pedestal	100.00	90.00	110.00
	10(c)	Barbeque in prohibited area	100.00	90.00	110.00
	11	Operate water vehicle inside designated swim areas	100.00	90.00	110.00
	12	Occupy roof of building, public structure, tree or pole in beach or park	50.00	40.00	60.00
	13	Occupy building, tennis court or other structure in park outside posted hours	100.00	90.00	110.00
	14	Break, injure or damage locks, gates, bolts, fences, seats, benches, buildings, structures or other property in public areas on beaches, boulevards or in parks or grounds	100.00	90.00	110.00
	15	Willfully destroy, mutilate, efface, deface or remove posted sign	100.00	90.00	110.00
	16	Bark, break, peel, cut, deface, remove, injure, root up or otherwise damage trees, shrubs, flowers, roots or grass planted or growing in public areas, beaches, boulevards or in parks or grounds	100.00	90.00	110.00
	17	Smoke any tobacco, cannabis, electronic cigarette, cigar, cigarillo, pipe or any substance that replicates smoking in buildings, structure, park or public space	100.00	90.00	110.00
	18	Consume or possess open liquor in park or public space	100.00	90.00	110.00
	19	Play or practice golf in public park	50.00	40.00	60.00
	20	Ride or drive any horse in, upon or through public areas, parks, boulevards or beaches	100.00	90.00	110.00
	21	Ride or drive any micromobility device, motor assisted cycle, motorcycle, scooter, rollerblade, skateboard, automobile, sleigh, snowmobile, all-terrain vehicle or other vehicle in public areas, parks or grounds	100.00	90.00	110.00
	22	Park unhitched trailers, boats, RV's or any other equipment at any boat launch ramp or designated parking area within the Village	100.00	90.00	110.00
	23	Intentionally feed or attempt to feed, or otherwise use any attractant to encourage the feeding of any wild animal or bird, including a Canada Goose	100.00	90.00	110.00
Property Maintenance Bylaw No. 1072	3(a)	Place graffiti on building, wall, fence sign or other structure	500.00	490.00	510.00
	3(b)i	Throw, deposit, leave or place rubbish in or upon any public space or private property	500.00	490.00	510.00
	3(b)ii	Allow accumulation of noxious weed or invasive plant or other material on public or private property that could cause infestation	200.00	190.00	210.00

SCHEDULE "A" TO BYLAW NO. 1223
SCHEDULE OF DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES

BYLAW	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment
	3(b)iii	Abandon vehicle, household appliance or furniture on any highway, sidewalk, ditch, parking lot, waterway, park or other public place or private property	500.00	490.00	510.00
	3(c)i	Cause or allow property or premises to become unsightly	500.00	490.00	510.00
	3(c)ii – a,b,c,d,e&f	Cause or permit accumulation of rubbish, broken or dilapidated furniture or bedding or appliances, vehicle parts or equipment, unused wood or wood products, construction materials or equipment, standing water where unsanitary conditions could develop or remain	500.00	490.00	510.00
	4(a)	Fail to brush vegetation and weed, remove invasive species	200.00	190.00	210.00
Sewer Regulation Bylaw No. 980	5(e)	Release prohibited substance into Sewer System	500.00	490.00	510.00
	5(f)	Release restricted substance exceeding permitted concentration	500.00	490.00	510.00
	7(a)	Connect Building Sewer without a permit	500.00	490.00	510.00
	31(a)	Fail to connect food service establishment kitchen sink or dishwasher waste pipe to grease interceptor	500.00	490.00	510.00
	32(a)	Connect surface water to Community Sewer	500.00	490.00	510.00
	32(d)	Interfere with, break, damage, destroy or tamper with Sewer System	500.00	490.00	
	32(e)	Discharge sewage, other wastes, industrial wastes, petroleum products, coal, tar, or manufacturing or processing material refuse into ditch, drain, creek, stream or water course	500.00	490.00	510.00
	32(f)	Discharge into Sanitary Sewer System any water or waste containing higher than ordinary concentrations of compatible pollutants	500.00	490.00	510.00
	32(g)	Discharge storm water, surface water, ground water, roof runoff, surface drainage or any water from air conditioning system into Sewage System	500.00	490.00	510.00
	32(h)	Discharge construction water or waste into Sewer System	500.00	490.00	510.00
	32(i)	Discharge detergents, surface-active agents, or foaming substance into Sanitary Sewer System	500.00	490.00	510.00
	32(j)	Discharge grease or oil into Sanitary Sewer System	500.00	490.00	510.00
	32(k)	Discharge trucked waste or waste water into the Sewer System or Waste Water Treatment Plant	500.00	490.00	510.00
Sign Bylaw No. 1126	2.1a)	Erect, place, construct or alter a sign without permit	500.00	490.00	510.00
	2.1b)	Maintain or allow sign to remain, be affixed to lands or building without a permit	500.00	490.00	510.00
	2.1e)	Sign located, erected or lighted that interferes with visibility of traffic control device or access/egress to highway	300.00	290.00	310.00
	2.1f)	Sign affixed to fence where not permitted	100.00	90.00	110.00
	2.1h)	Sign which obstructs doorway, window or sidewalk where prohibited	300.00	290.00	310.00
	2.1j)	Sign within 100 metres of prohibited area	500.00	490.00	510.00
	2.1k)	Sign left abandoned more than 30 days	50.00	60.00	40.00

SCHEDULE "A" TO BYLAW NO. 1223
SCHEDULE OF DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES

BYLAW	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment
	2.1l)	Sign attached to tree, light pole, provincial highway or utility pole	100.00	90.00	110.00
	2.1m)	Sign which contains holographic image or projection of image	100.00	90.00	110.00
	3a)	Erect, construct, place, alter or maintain sign where prohibited	500.00	490.00	510.00
	5.12a)i)	Fail to remove sign within specified time period of 7 days	200.00	190.00	210.00
	5.12a)ii)	Sign which interferes pedestrian movement or visibility of any Traffic Control Device	200.00	190.00	210.00
Single-Use Plastic Items Bylaw No. 1178	2	Provide polystyrene foam container, plastic utensils or checkout bags other than recycled paper or used bags	200.00	190.00	210.00
Tree Management and Preservation Bylaw No. 1015	6(a)	Remove tree without permit	200.00	190.00	210.00
Waste Collection and Disposal Bylaw No. 1172	3(a)	Dump or dispose of any waste	100.00	90.00	110.00
	3(b)	Deposit or use waste for lot filling or levelling purposes.	100.00	90.00	110.00
	3(c)	Allow waste of any kind whatsoever to leak, spill, blow, drop from any vehicle or container onto any street within the Village	100.00	90.00	110.00
	3(d)	Place or cause to be placed any waste upon any street or public land other than in accordance with the Residential Waste Collection Service conditions	100.00	90.00	110.00
	3(e)	Dispose of waste into a container belonging to another person unless given the authority to do so by the owner or occupier of the premises	100.00	90.00	110.00
	3(f)	Open Container, add, disturb, tamper, handle, interfere with Container placed for collection	100.00	90.00	110.00
	3(g)	Fail to sort recyclables into appropriate container	100.00	90.00	110.00
	4(e)(v)	Place any other Waste other than Domestic Waste, recyclable or organics/green waste into Container	100.00	90.00	110.00
	4(e)(vi)	Place Prohibited Waste or Contaminated Waste in any Container	100.00	90.00	110.00
Water Regulation and Fee Bylaw No. 967	11.2	Fail to abide by water restrictions	100.00	90.00	110.00
	13(a)	Damage, interfere or tamper with any valve, stopcock, pipe or water system appurtenance.	500.00	490.00	510.00
	13(b)	Connect, disconnect or reconnect without permit	500.00	490.00	510.00
	13(c)	Permit the sale or use of water except for the purpose it was provided to the parcel	500.00	490.00	510.00
	13(d)	Avoid or alter the measurement or reading of a water meter	500.00	490.00	510.00

SCHEDULE "A" TO BYLAW NO. 1223
SCHEDULE OF DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES

BYLAW	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment
	13(e)	Unauthorized removal of water from water distribution network	500.00	490.00	510.00
	13(f)	Open or use water from any hydrant, stem pipe or valve	500.00	490.00	510.00
Zoning Bylaw No. 1115	3.3a)	Keep or permit on any lot in any zone, object or chattel which is unsafe, unsightly, or adversely affects zone	500.00	490.00	510.00
	3.3b), c)	Use prohibited in Zone	500.00	490.00	510.00
	3.3d)	Land use that produces malodorous, toxic or noxious matter or generates vibrations, heat, glare or radiation discernible beyond boundaries of lot	200.00	190.00	210.00
	3.3e)	Tourist accommodation in residential zone	500.00	490.00	510.00
	3.3f)	Operation of gaming and gambling establishments in any zone	500.00	490.00	510.00
	3.5b)	Use prohibited unless approved by Agricultural Land Commission or subject to Agricultural Land Commission Act	500.00	490.00	510.00
	3.6b)	Non-compliance of required setback and siting requirements	500.00	490.00	510.00
	3.7a)	Building or structure placed, constructed, sunk into, erected, moved, sited, altered or enlarged that exceeds height	200.00	190.00	210.00
	3.8a)	Sight line requirements at intersection exceeds height	100.00	90.00	110.00
	4.1a)	Use of Marihuana Facility and Marihuana Operation in any zone where prohibited	500.00	490.00	510.00
	4.1b)	Use of Medical Marihuana Production Facility in any zone where prohibited, except where authorized	500.00	490.00	510.00
	4.4c)	Use of barbed wire, razor wire, electric current or hazardous material where prohibited	200.00	190.00	210.00
	4.4d)	Retaining wall exceeds height	50.00	40.00	60.00
	4.5b)	Home Occupation that discharges or emits	100.00	90.00	110.00
	4.6	Temporary Building or structure that exceeds duration	50.00	40.00	60.00
	4.7b)i)	Intermodal storage container exceeds permitted number	50.00	40.00	60.00
	4.7b)ii)	Intermodal storage container in prohibited area	100.00	90.00	110.00
	4.7c)	Accessory storage building or structure not permitted	500.00	490.00	510.00
	6.7a)	Exceed number and type of motor vehicles permitted in residential zone	500.00	490.00	510.00

File No: 3900-20
Date: March 17, 2025

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

RECOMMENDATION

THAT Council Procedure Bylaw No. 1216, 2025 be adopted.

SUMMARY

To present a final version of Council Procedure Bylaw No. 1216, 2025 for Council's consideration, and additional information as requested.

BACKGROUND

At the March 3, 2025 Regular Council Meeting, the following resolution was passed:

THAT Council Procedure Bylaw No. 1216, 2025 be given third reading as presented and that staff be directed to research and report back to Council regarding Committee meeting times, delegation topics and Reports from Councillors.

DISCUSSION

Committee/Commission Meetings Times and Dates

At the last Council meeting, there was a suggestion to amend the Council Procedure Bylaw so that Committees and Commissions would be required to meet at either 10:00 a.m. or 2:00 p.m. every second month. There are several variables that should be considered when examining meeting times and frequency, including:

- The specific and unique purpose for which the Committee/Commission was struck and any timelines associated with that, for example, the RDS Committee and the creation of the Resort Development Strategy
- Scheduling requirements and availability of members, depending on their own personal circumstances
- Time constraints due to project deadlines, for example, the Communities in Bloom Committee may need to meet more frequently in June and July to prepare for the judge's arrival

- The number of items referred to a Committee/Commission by Council, for example, the APC might have to meet more frequently if the Village were to receive a large influx of development applications referred to the APC by Council

Staff appreciate that Council recognizes the amount of staff time and Village resources that go into administering and supporting Committee and Commission meetings. In some cases, and to ensure that all members of the Committee or Commission can participate equally, it is not ideal to hold the meeting during business hours. Currently, most Committees meet during the day, except for the APC which meets at 7:00 p.m. approximately twice a year, and the Environmental Advisory Committee which plans to alternate its meeting times between 9:00 a.m. and 4:00 p.m. going forward.

Section 31(d) of the proposed bylaw requires that all Committees and Commissions develop Terms of Reference to be submitted to Council for approval. Past practice has been for the Terms of Reference to only be approved at the Committee level without input from Council. The addition of this section gives Council the opportunity to comment on the contents of the Terms of Reference, which include meeting times, dates, and frequency. If the bylaw is adopted, staff will be bringing forward amended Terms of Reference to each Committee for review to bring them into compliance with the new bylaw.

Delegation Topics

At the last Council meeting, there was discussion surrounding refusing to permit a delegation if the topic of the delegation is on the agenda. The *Community Charter* does not speak to delegations at Council meetings. While the public has a legislated right to attend and observe Council proceedings at open meetings, there is no statutory right for the public to speak and be heard at Council meetings. There are specific instances set out in both the *Community Charter* and the *Local Government Act* which require Council to hear from members of the public, for example, at public hearings or in relation to remedial action of nuisance properties. Although Council is not obligated to grant anyone the right to be heard at a Council meeting, if Council does so by allowing for delegations, then it has a duty at common law to ensure that the delegation provisions of the bylaw comply with the *Canadian Charter of Rights and Freedoms*. There is case law on this topic, and if Council would like more information, staff would recommend referring the matter to legal counsel for an opinion.

Reports from Councillors

In reviewing procedure bylaws and agenda packages for other local governments, it appears that Reports from Councillors in the regular order of business is a common practice, though not mandatory. Council procedure bylaws do not typically put restrictions on Reports from Councillors and it appears that most local governments choose to address this informally by agreeing to a standard practice. Reports from Councillors can be a valuable part of the agenda and do not recommend amending the bylaw to remove it from the regular order of business.

If Council is looking to streamline meetings and reduce inefficiencies, Council could choose to alter the practice of having staff read out reports in full. Other local governments with large agendas often have staff read out the recommendation only and then answer any questions that come up during discussion.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

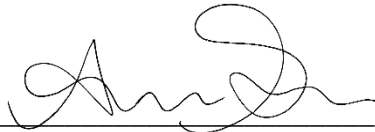
POLICY CONSIDERATIONS

2025-2026 Strategic Plan Priorities

There are no policy considerations associated with this report.

Respectfully submitted:

Reviewed by:



Amanda Graham
Corporate Officer



Tyson Koch
Chief Administrative Officer

Attachment: Council Procedure Bylaw No. 1216, 2025

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

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

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

1. CITATION

This bylaw may be cited as “Council Procedure Bylaw No. 1216, 2025”.

2. DEFINITIONS

For the purposes of this bylaw:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“Village” means the Village of Harrison Hot Springs.

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

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

3. APPLICATION OF RULES OF PROCEDURE

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

4. INAUGURAL MEETING

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

5. MEETINGS OF COUNCIL

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

- (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.

6. TIME AND LOCATION OF MEETINGS

- (a) All Council meetings must take place in Council Chambers located at Memorial Hall or the Village Office, unless Council resolves to hold meetings elsewhere.
- (b) Regular Council meetings will:
 - (i) be held in accordance with the schedule adopted by resolution of Council on or before December 31 of the preceding year;
 - (ii) begin at 5:30 p.m.; and
 - (iii) be adjourned by no later than 8:30 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time.
- (c) Council and all of its Committees and Commissions will ordinarily meet in person.

7. ELECTRONIC MEETINGS AND PARTICIPATION

- (a) Provided that the requirements of section 128 of the *Community Charter* are met, Council, Committee of the Whole, Committee and Commission meetings may be conducted by Electronic Means or other communication facilities.
- (b) Any Member may attend, participate in and is deemed to be present at any Council, Committee of the Whole, Committee or Commission Meeting held by Electronic Means, including any part of the meeting that is closed to the public, provided that:
 - (i) the Chair and Corporate Officer have been advised of their electronic participation prior to the meeting; and
 - (ii) Village staff are able to facilitate electronic participation.
- (c) Any Member attending electronically must use the electronic platform specified by the Village in order to attend and participate, and is responsible for their own connection costs.
- (d) If the Chair or a majority vote of Members present determines that the connection quality of a Member is inadequate to allow that member to participate, they may deem that member to no longer be in attendance, which must be recorded by the Corporate Officer.
- (e) If at any time there is a loss of quorum due to technological challenges with the Electronic Means, the meeting will be adjourned and must reconvene as

soon as possible once quorum can be achieved. If quorum cannot be achieved within fifteen (15) minutes, the meeting will be reconvened at a later date and public notice will be posted as soon as possible.

8. NOTICE OF REGULAR COUNCIL MEETINGS

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

9. NOTICE OF SPECIAL COUNCIL MEETINGS

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

10. DEPUTY MAYOR

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

11. AGENDA

- (a) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting.

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

12. ORDER OF PROCEEDINGS AND BUSINESS

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

- (b) For a special Council meeting, the Corporate Officer must prepare an agenda containing the specific purpose(s) for which the meeting was scheduled. A unanimous vote of Council Members present is required to permit any additional item(s) to be added to the agenda.
- (c) Once the agenda is approved, any amendments including the removal or addition of items, or a change in the order of business, may only be made by resolution passed by a majority vote of Council Members present.
- (d) When any order, motion or question is lost due to loss of quorum, the order, motion or question so lost shall be the first item of business to be considered at the next meeting under that particular heading.

13. OPENING PROCEDURES

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

14. LATE ITEMS

- (a) Any Council Member may introduce a late item provided that the item is of an emergent or time-sensitive nature and Council approves of the late item by resolution.
- (b) If Council passes a resolution under section 14(a), information pertaining to the late item must be distributed to Council Members and the public.

15. NOTICES OF MOTION

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

motion on the agenda as an item under New Business at the next Council meeting, or other future meeting designated by the Council Member bringing forward the notice of motion, for consideration.

16. DELEGATIONS AND PETITIONS

- (a) Delegates intending to present to Council, the Committee of the Whole, a Committee or a Commission must submit a delegation application and any supporting documentation, including presentation materials, to the Corporate Officer:
 - (i) in the case of a regular Council meeting, by no later than 12:00 noon on the Wednesday preceding the day of the meeting they intend to present at; or
 - (ii) in the case of a special Council, Committee of the Whole, Committee or Commission meeting, by no later than four (4) days prior to the day of the meeting they intend to present at.
- (b) Delegation applications must be made in writing and must contain the following information:
 - (i) the name, address and contact information of the delegate
 - (ii) the topic to be discussed
 - (iii) the delegate's requested action of Council, the Committee of the Whole, the Committee or Commission, as applicable; and
 - (iv) any background information supporting the request
- (c) Upon receipt of a delegation application, the Corporate Officer may:
 - (i) schedule a delegation to a later meeting;
 - (ii) refuse to place a delegation on the agenda if the issue does not fall within the jurisdiction of Council;
 - (iii) refuse to place a delegation on the agenda if the delegation has already spoken to Council on the same matter, the subsequent request is from the same delegation and no new information has been provided; or
 - (iv) refer the matter to the appropriate department if the matter has already been referred to staff by Council.
- (d) If the delegate wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to the Chair for their consideration.
- (e) A delegation must not be permitted if the subject matter relates to the following:

- (i) a bylaw in respect of which a Public Hearing has been or is required to be held;
 - (ii) matters relating to legal proceedings the Village is party to on which judgment has not been rendered; and
 - (iii) a hearing pertaining to an application, permit or license which has not yet been considered by Council.
- (f) Only two delegations will be permitted at a single meeting unless otherwise authorized by the Chair.
- (g) A delegation presentation is limited to ten minutes which may be extended by majority vote of Members present.
- (h) Council, the Committee of the Whole, Committees and Commissions reserve their authority not to deliberate on any matters presented at a delegation until the subsequent meeting.
- (i) Notwithstanding section 16(h), after hearing a delegation, Council may refer the matter to staff or to the Committee of the Whole, or a Committee or Commission.
- (j) Delegations must appoint one (1) speaker unless otherwise authorized by the Chair.
- (k) Delegates must address their remarks directly to the Chair and not pose questions to individual Members or deviate from the topic of their presentation.
- (l) If a delegate:
 - (i) speaks disrespectfully to or of any person;
 - (ii) refuses to abide by the provisions of this bylaw;
 - (iii) fails to adhere to the specified time limit; or
 - (iv) disregards the authority of the Chair

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

- (m) Petitions intended to be presented to Council must:
 - (i) be submitted to the Corporate Officer by no later than 12:00 noon on the Wednesday preceding the day of the Council meeting;
 - (ii) be legibly written, typed or printed;
 - (iii) not contain libelous, disparaging or offensive comments;
 - (iv) be signed by at least one person; and

- (v) include the name, signature and physical address of each petitioner.

17. ATTENDANCE OF PUBLIC AT MEETINGS

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

18. CONDUCT AND DEBATE

- (a) Every Member will address and wait to be recognized by the Chair before speaking to any question or motion.
- (b) The Mayor will be addressed as “Your Worship” or “Mayor [surname]”.
- (c) Councillors will be addressed as “Councillor [surname]”. If a Councillor is acting in place of the Mayor, they will be addressed as “Deputy Mayor [surname]”.
- (d) Committee and Commission Chairs will be addressed as “Chair [surname]”.
- (e) In speaking at meetings, Members must:
 - (i) use respectful language;
 - (ii) not interrupt another Member who is speaking, except to raise a point of order;
 - (iii) refrain from using offensive words, gestures or signs;
 - (iv) remain seated and not make any noise or disturbance while a vote is being taken and until the result is declared;
 - (v) speak only in connection with the matter being debated;

- (vi) address questions to staff through the Chair; and
 - (vii) adhere to the rules of procedure established by this bylaw.
- (f) If a Member does not adhere to section 18(e), the Member may be ordered by a majority vote of Members present or by the Chair to leave their seat for that meeting, and, in the case of their refusing to do so, may, on order of the Chair, be removed from the meeting.
 - (g) If the Member ordered to leave their seat under section 18(f) apologizes, they may, by majority vote of Members present, be permitted to resume their seat.
 - (h) No Member shall speak more than once to the same question without leave of the Chair except to explain a material part of their speech that may have been misconceived and in doing so, may not introduce new information.
 - (i) A Member who has made the substantive motion will be allowed to reply, but not a member who has moved an amendment.
 - (j) A Member may only speak to any motion or in reply for up to five (5) minutes unless otherwise permitted by majority vote of Members, except the mover of a motion may reply for up to three (3) minutes and close the debate.
 - (k) A Member may require the question being debated to be read at any time during the debate provided they do not interrupt another Member who is speaking.
 - (l) After a question is put by the Chair, it will be conclusive and no Member will speak to the question, nor will any other motion be permitted, until after the result of the vote has been declared.

19. **POINTS OF ORDER**

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

20. **CONFLICT OF INTEREST**

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

21. **VOTING**

- (a) Each Member present, including the Chair, shall have one vote.
- (b) If the meeting is held in person, voting will be conducted by raised hands.
- (c) If a Member is participating electronically, they must verbalize their vote.
- (d) A Member who abstains from voting or does not indicate how they vote is deemed to have voted in the affirmative.
- (e) A motion on a bylaw, resolution, or any other question is decided by a majority of the Members present unless specifically stated otherwise by this bylaw or a provision of the *Community Charter*.
- (f) A Member may request that recommendations be taken separately or together, and such a request will be at the discretion of the Chair.
- (g) When a question is called, all Members present are required to vote unless they have declared a conflict of interest.
- (h) The Chair must call for those in favour and those against.
- (i) If a motion receives equal votes for and against, it is defeated.
- (j) The Chair must call the result of the vote.

22. **MOTIONS**

- (a) Motions must be moved and seconded before they may be debated or voted upon.
- (b) When the debate is closed, the Chair must immediately put the question to a vote.

- (c) The mover of a motion may withdraw it with the consent of the seconder.
- (d) A withdrawn motion may be re-proposed by any other Member.
- (e) When a question is under consideration, no motion shall be received except for the following:
 - (i) to refer an item;
 - (ii) to amend;
 - (iii) to postpone (defer);
 - (iv) to postpone indefinitely;
 - (v) to recess temporarily; or
 - (vi) to adjourn.

23. AMENDMENTS TO MOTIONS

- (a) A Member may move that a motion be amended in one of the following ways:
 - (i) by leaving out certain words;
 - (ii) by leaving out certain words and inserting or adding others;
 - (iii) by inserting or adding certain words; or
 - (iv) by substitution.
- (b) The Chair must not permit an amendment which negates the purpose of the main motion.
- (c) When a Member moves to amend a motion, the Chair must state the original motion followed by the amendment and then put the question of the amendment to Council.
- (d) If the amendment is seconded, debate proceeds on the amendment.
- (e) If the amendment is defeated, debate continues on the main motion as originally worded.
- (f) Members other than the Member who moved the defeated amendment, may submit amendments.
- (g) If the amendment is passed, debate continues on the amended motion.
- (h) The Chair must allow only one amendment to an amendment.
- (i) An amendment defeated by majority vote cannot be moved a second time.
- (j) The Chair must put amendments to Council in the reverse order to that in which they are moved. When there is a main motion, a primary amendment

and a secondary amendment thereto, the Chair must state the motions and appendages in the following order:

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

24. QUESTION PERIOD

- (a) Members of the public addressing Council during question period at a Regular Council meeting must limit their inquiries to two minutes.
- (b) No more than ten minutes will be allocated to question period unless Council resolves to extend beyond that time.
- (c) Inquiries must relate strictly to matters on that particular meeting's agenda.
- (d) If a member of the public:
 - (i) speaks disrespectfully to or of any person;
 - (ii) refuses to abide by the provisions of this bylaw;
 - (iii) fails to adhere to time limits as specified by the Chair; or
 - (iv) disregards the authority of the Chair

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

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

25. RECONSIDERATION

- (a) The Mayor may require that Council reconsider a matter in accordance with section 131 of the *Community Charter*.
- (b) Subject to section 25(f), a Council Member may, at next meeting that immediately follows the meeting at which the matter was considered:
 - (i) move to reconsider a matter on which a vote has been taken, if that Council Member voted on the prevailing side; or
 - (ii) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.

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

26. RECESS AND ADJOURNMENT

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

27. BYLAWS

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

28. READING AND ADOPTING BYLAWS

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

29. COMMITTEE OF THE WHOLE MEETINGS

- (a) At any time during a regular or special Council meeting, Council may resolve itself into a Committee of the Whole to consider specific matters.
- (b) In addition to section 29(a), a Committee of the Whole meeting may be scheduled:
 - (i) by Council resolution;
 - (ii) by the Mayor provided the Corporate Officer is given at least two days' written notice; or
 - (iii) by the Corporate Officer in consultation with the Mayor and Chief Administrative Officer.
- (c) For all Committee of the Whole meetings the Corporate Officer must give 24 hours' written notice of the date, time, place, and method of Electronic Means of the meeting:
 - (i) to Council Members by providing written notice via email; and
 - (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.

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

- (a) For a Committee of the Whole meeting, the Corporate Officer must prepare an agenda containing the specific purpose(s) for which the meeting was scheduled. A unanimous vote of Council Members present is required to permit any additional item(s) to be added to the agenda.
- (b) The Mayor must preside at the Committee of the Whole. If for any reason the Mayor cannot preside, the provisions of section 16 apply.
- (c) A quorum of Council is a quorum of the Committee of the Whole.
- (d) The rules of Council must be observed in the Committee of the Whole so far as may be applicable, except that:
 - (i) a seconder to a motion is not required;
 - (ii) a Council Member may speak any number of times to the same question; and
 - (iii) a Council Member must not speak for longer than a total of ten (10) minutes on any one question.
- (e) When all matters for consideration by the Committee of the Whole have been addressed, a motion to rise and report must be adopted. The Committee of the Whole, when it has partly considered a matter, may report progress and ask leave to sit again.
- (f) In resumption of regular Council business, the Chair of the Committee of the Whole must report to Council who may then resolve to either:
 - (i) adopt the report;
 - (ii) reject the report;
 - (iii) adopt the report with amendments;
 - (iv) refer the subject matter for further consideration, either in part or in whole;
 - (v) postpone action on the report; or
 - (vi) approve the request of the Committee of the Whole to sit again, the Committee of the Whole having reported progress after partial consideration of the subject.
- (g) A motion in the Committee of the Whole to rise without reporting is always in order and shall take precedence over any other motion.
- (h) A motion of Council to adopt the report of the Committee of the Whole constitutes ratification of the motions contained therein.

31. **COMMITTEE AND COMMISSION MEETINGS**

- (a) To the extent that business exists under a particular heading, the usual order of business at a Standing or Select Committee, or Commission meeting will be:
1. Call to Order
 2. Land Acknowledgement
 3. Introduction of Late Items
 4. Approval of Agenda
 5. Adoption of Minutes
 6. Delegations
 7. Items for Discussion
 8. Adjournment
- (b) Standing Committees and Commissions must consider, inquire into, report and make recommendations to Council on matters that are:
- (i) related to the general subject indicated by the name of the Standing Committee or Commission;
 - (ii) assigned by Council; or
 - (iii) assigned by the Mayor.
- (c) Select Committees must consider, inquire into, report and make recommendations to Council on all matters that are referred to the Select Committee by Council.
- (d) Committees and Commissions will develop Terms of Reference to submit to Council for approval.
- (e) Committee and Commission reports and recommendations to Council must be made at the next regular Council meeting:
- (i) in the case of a Standing Committee, unless otherwise specified by the Mayor;
 - (ii) in the case of a Select Committee, unless otherwise specified by Council; or
 - (iii) in the case of a Commission, unless otherwise specified by the Mayor or Council.
- (f) Upon completion of its assignment and submission of its final report to Council, a Select Committee is automatically dissolved.
- (g) Expressions of interest for Committees and Commissions will be advertised as required at the direction of Council. If at any time there is a vacancy on any Committee or Commission, applications will be accepted without a call for expressions of interest.

- (h) Standing Committee Chairs must be appointed by the Mayor.
- (i) Select Committee and Commission Chairs must be appointed by resolution of the Select Committee or Commission.
- (j) Individuals appointed to a Committee or Commission shall serve until the next general local election.
- (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 the Chief Administrative Officer.
- (m) The Mayor is an ex-officio member of all Committees and is entitled to vote at all meetings thereof.
- (n) Council Members, other than the Council Member appointed to a Committee or Commission may attend Committee meetings but are not entitled to vote on any matter. The Committee or Commission may permit a Council Member attending under this section to participate in the discussion by majority vote.
- (o) A majority of voting members appointed to a Committee or Commission constitutes a quorum.
- (p) For all Committee and Commission meetings, the Corporate Officer must give 24 hours' written notice of the date, time, place, and method of Electronic Means of the meeting:
 - (i) to Members by providing written notice via email; and
 - (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.
- (q) Upon consideration of a report from a Committee or Commission, Council may resolve to either:
 - (i) adopt the report;
 - (ii) reject the report;
 - (iii) adopt the report with amendments;
 - (iv) refer the subject matter for further consideration, either in part or in whole; or
 - (v) postpone action on the report.

- (r) Council will consider any Committee and Commission work plans developed by staff in accordance with Council's Strategic Plan and recommended by the Committee or Commission to Council for approval annually.
- (s) Committees and Commissions will report to Council annually on their activities and work plan progress during the previous year.

32. MINUTES OF MEETINGS

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

33. PUBLIC HEARINGS

- (a) Public Hearings are scheduled on a required basis by the Corporate Officer to occur:
 - (i) during a regular Council meeting; or
 - (ii) as a Public Hearing held independently of a regular Council meeting.
- (b) The order of business at a Public Hearing will be as follows:
 1. Call to Order
 2. Land Acknowledgement
 3. Declaration of Conflicts of Interest
 4. Introduction of the Bylaw
 5. Report from Staff
 6. Report from Applicant
 7. Public Submissions
 8. Close of Public Hearing

- (c) Written submissions received during the notice period will be added to the public record in their entirety, including the writer's civic address and name. Contact information including phone numbers and email addresses will be redacted.
- (d) Written submissions must be received by the Corporate Officer by no later than 4:00 pm on the day of the Public Hearing. Submissions prepared after this time must be presented at the Public Hearing.
- (e) Without limiting the Chair's authority to establish rules of procedure at a Public Hearing in accordance with section 465(3) of the *Local Government Act*, individuals speaking during the public submission portion of a Public Hearing must:
 - (i) state their name and address;
 - (ii) limit their remarks to matters of direct consequence to the proposed bylaw; and
 - (iii) not make a reply, rebuttal, or further submission without leave of the Chair.
- (f) If after ten (10) minutes no members of the public are in attendance, then the Public Hearing must be closed. If no members of the public attend the Public Hearing and the notice of the hearing has been properly published, the Public Hearing will be deemed to have been held as required.

34. SUSPENSION OF THE RULES

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

35. IRREGULARITY

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

36. SEVERABILITY

If any provision of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is not invalid will not affect the validity of the remainder of this bylaw.

37. REPEAL

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

38. READINGS AND ADOPTION

- (a) This bylaw may not be amended, repealed or substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
- (b) In accordance with section 124(3) of the *Community Charter*, public notice was given on February 20, 2025.

READ A FIRST TIME THIS 14th DAY OF JANUARY 2025

READ A SECOND TIME THIS 14th DAY OF JANUARY 2025

AMENDED AND READ A THIRD TIME THIS 3rd DAY OF MARCH 2025

ADOPTED THIS ____ DAY OF _____, 2025

Fred Talen
Mayor

Amanda Graham
Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1220, 2025

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

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

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

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

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

READ A FIRST TIME THIS 18th DAY OF FEBRUARY, 2025

READ A SECOND TIME THIS 18th DAY OF FEBRUARY, 2025

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

ADOPTED THIS DAY OF , 2025

Fred Talen
Mayor

Amanda Graham
Corporate Officer

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

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

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

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

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

Funding Sources

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

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

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

Table 1: 2025 Funding Sources

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

Objective and Policies

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

Distribution of Property Taxes

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

Table 2: 2025 Distribution of Property Tax Rates

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

Policies and Objectives

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

Permissive Tax Exemptions

Policies & Objectives

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



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1222, 2025

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

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

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

1. CITATION

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

2. AMENDMENTS

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

- (a) Inserting the word “storage,” between the words “A bylaw for the” and “collection”, and inserting “,” between the words “collection” and “and disposal” in the purpose.
- (b) In section 3(f) inserting the words “, Village staff member responsible for the administration of this bylaw,” between the words “Waste Collector” and “or a Bylaw Enforcement Officer”.
- (c) Inserting a new section 3(g) following section 3(f) as follows: “Every person who uses the Waste Collection service must sort out recyclables from their Household Waste Container and place those materials in the appropriate Container.”.
- (d) In section 4(d) inserting the words “and not prior to 10:00 p.m. the day before Waste Collection Day,” between the words “Collection Day” and “each Resident”.
- (e) In section 4(d)(iii) deleting the words “within 24 hours” and replacing them with the words “by 7:00 p.m.”.
- (f) In section 4(d)(iv)(b) inserting the following after the word “Recycling Container”:
“(plastic blue bags containing Recyclables will not be picked up)”.
- (g) In section 4(d)(iv)(d) inserting the words “and Green Waste” between the words “Organics” and “- may consist”.

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

READINGS AND ADOPTION

READ A FIRST TIME THIS 3RD DAY OF MARCH 2025

AMENDED AND READ A SECOND THIS 3RD DAY OF MARCH 2025

READ A THIRD TIME THIS 3RD DAY OF MARCH 2025

ADOPTED THIS __ DAY OF _____ 2025

Fred Talen
Mayor

Amanda Graham
Corporate Officer

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

Annual Fee

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

Additional Fees

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



DEVELOPMENT PROCEDURES

BYLAW NO. 1214, 2025

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

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

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

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

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

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

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

CITATION

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

INTERPRETATION AND DEFINITIONS

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

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

3.1 Within this Bylaw the following definitions also apply:

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

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

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

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

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

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

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

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

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

SEVERABILITY

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

ADMINISTRATION OF THIS BYLAW

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

SCHEDULES

- 6.0 The following Schedules attached hereto form part of the requirements of this Bylaw:
- (a) Schedule "A" – Application Processing Flowchart
 - (b) Schedule "B" – Building Conversion Strata Application Processing Flowchart
 - (c) Schedule "C" – Development Application Sign Template

SCOPE

- 7.0 This Bylaw applies to the following Applications within the boundaries of the Village of Harrison Hot Springs:
- (a) an OCP Bylaw amendment or Zoning Bylaw amendment;
 - (b) the issuance of a Development Permit, a Temporary Use Permit or a Development Variance Permit; or
 - (c) a Building Conversion Strata Application.

GENERAL PROVISIONS

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

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

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

APPLICATIONS

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

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

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

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

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

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

Building Conversion Strata Applications

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

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

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

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

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

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

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

FEES

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

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

PUBLIC NOTIFICATION MEETING

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

AGENCY REFERRAL PROCESS

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

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

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

STAFF REPORTS AND PRESENTATIONS TO COUNCIL

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

PUBLIC HEARINGS

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

SECURITY

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

Table 1

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

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

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

APPLICATION DECISIONS

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

Rejected Applications

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

Reapplications

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

BUILDING CONVERSION STRATA APPLICATIONS

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

REVOCACTION OF ANY APPROVAL

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

DEVELOPMENT APPROVAL INFORMATION REQUIREMENTS

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

REQUIREMENTS TO POST A DEVELOPMENT APPLICATION SIGN

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

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

REPEAL

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

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

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

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

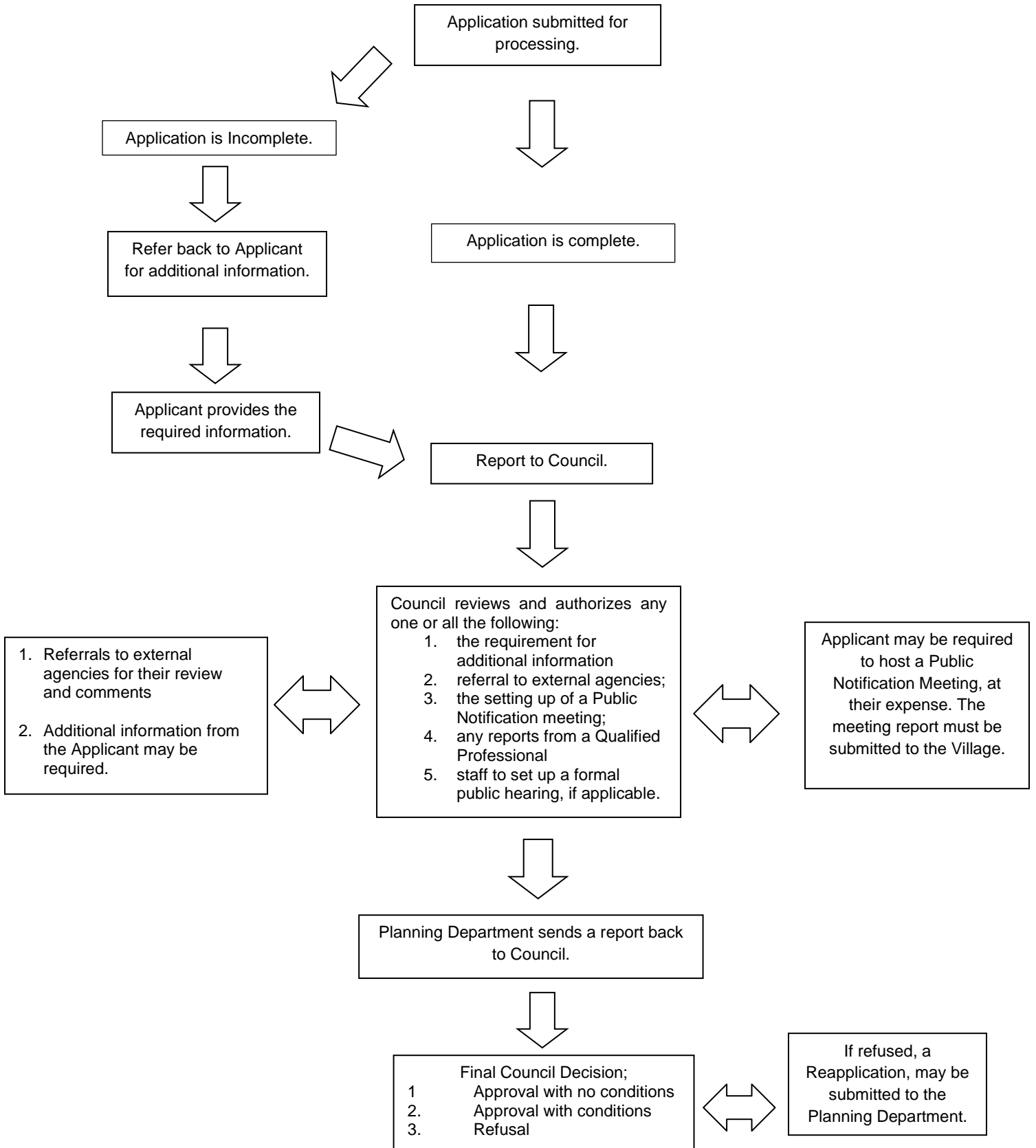
ADOPTED THIS _____ DAY OF _____, 2025

Fred Talen
Mayor

Amanda Graham
Corporate Officer

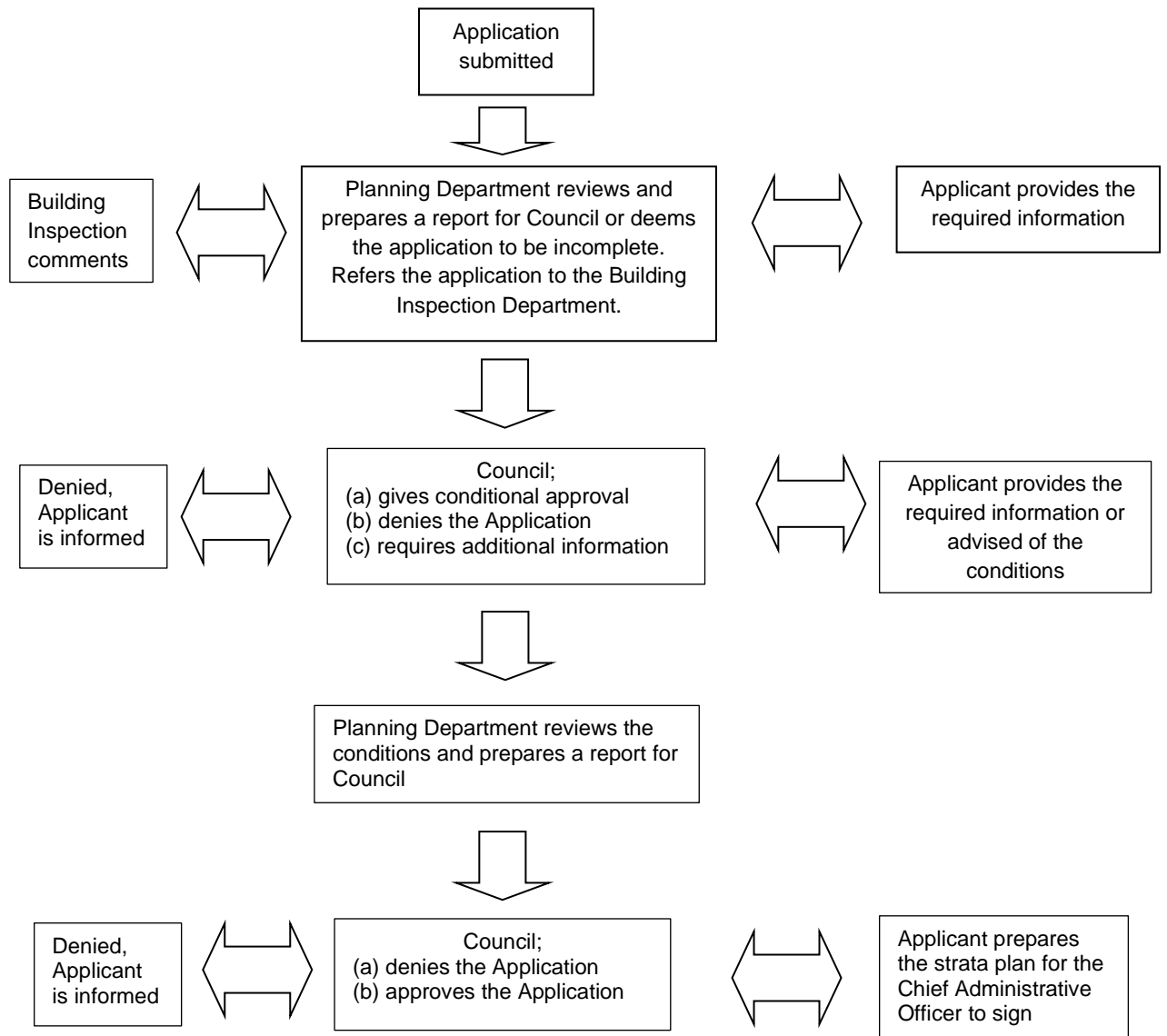
“SCHEDULE “A”

APPLICATION PROCESSING FLOWCHART




SCHEDULE "B"

BUILDING CONVERSION STRATA APPLICATION PROCESSING FLOWCHART



SCHEDULE "C"

DEVELOPMENT APPLICATION SIGN TEMPLATE

 <p>HARRISON HOT SPRINGS <i>Naturally Refreshed</i></p>	<h1>DEVELOPMENT PROPOSAL</h1>	ADDRESS FILE NO.
PROPOSAL		MAP/RENDERING
FOR MORE INFORMATION: Contact the following for additional details	VILLAGE CONTACT	
<u>DEVELOPER CONTACT</u>	VILLAGE OF HARRISON HOT SPRINGS	
AGENT NAME:	PO Box 160 495 Hot Springs Road Harrison Hot Springs, BC V0M 1K0	604-796-2171
PHONE NUMBER:		info@harrisonhotsprings.ca
EMAIL:		www.harrisonhotsprings.ca