

NOTICE OF MEETING AND AGENDA REGULAR COUNCIL MEETING

Monday, May 5, 2025, 5:30 PM
Memorial Hall, 290 Esplanade Avenue,
Harrison Hot Springs, BC V0M 1K0

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

1. CALL TO ORDER	
Meeting called to order by Mayor Talen.	
2. LAND ACKNOWLEDGEMENT	
Acknowledgement of Sts'ailes traditional territory.	
3. PUBLIC HEARING (if required)	
4. INTRODUCTION OF LATE ITEMS	
5. APPROVAL OF AGENDA	
6. DECLARATIONS OF CONFLICT OF INTEREST	
7. ADOPTION OF COUNCIL MINUTES	
(a) THAT the Committee of the Whole Meeting Minutes of April 17, 2025 be adopted.	Page 1
(b) THAT the Regular Council Meeting Minutes of April 22, 2025 be adopted.	Page 5
8. BUSINESS ARISING FROM THE MINUTES	
9. DELEGATIONS AND PETITIONS	
(a) Brian Szabo, BDO Canada Re: Audit Findings	
10. CORRESPONDENCE	
(a) Letter dated April 15, 2025 from Minister Parmar Re: BCTS OP 643-9	Page 13
(b) Email dated April 16, 2025 from Raven Lacerte Re: Moose Hide Campaign	Page 15
(c) Letter dated April 19, 2025 from Gary Webster Re: FireSmart Landscaping	Page 17
(d) Email dated April 29, 2025 from Bill Wang Re: Vancouver Chinese Film Festival Requesting Letter of Support	Page 19

(e) Letter dated April 29, 2025 to Premier Eby from The Village of Telkwa Re: Request Reset & Audit of Pacific Northern Gas	Page 21
(f) Email dated April 30, 2025 from John Allen Re: Mayor Talen's Motion – Dike Raising	Page 23
(g) Email dated April 30, 2025 from Richard Fife Re: Dike Upgrade Project	Page 25
(h) Email dated April 30, 2025 from John Allen Re: April 22, 2025 CAO Report to Council See Also: Report from Corporate Officer dated March 3, 2025 re: Release of Closed Meeting Resolutions	Page 27
11. BUSINESS ARISING FROM CORRESPONDENCE	
12. REPORTS FROM COUNCILLORS	
13. REPORTS FROM MAYOR	
14. REPORTS AND MINUTES FROM COMMITTEES AND COMMISSIONS	
THAT the following adopted minutes be received for information:	
(a) Accessibility Committee Meeting Minutes of December 11, 2024	Page 31
(b) Environmental Advisory Committee Meeting Minutes of April 2, 2025	Page 35
(c) Report of Corporate Officer dated May 5, 2025 Re: Accessibility Committee Report Recommendation: THAT Council approve the Accessibility Committee's Terms of Reference	Page 39
(d) Report of Committee of the Whole dated May 5, 2025 Re: Committee of the Whole Recommendations Recommendation: THAT Council adopt the report of the Committee of the Whole	Page 43

15. REPORTS FROM STAFF

- (a) Report of Planning Consultant dated May 5, 2025
Re: Amenity Cost Charges Bylaw

Page 45

Recommendation:

THAT the Planning Consultant's report dated May 5, 2025 regarding the Amenity Cost Charges Bylaw be received for information.

- (b) Report of Planning Consultant dated May 5, 2025
Re: Consideration of the Issuance of a Development Variance Permit

Page 49

Recommendations:

THAT Council accept the Guide Engineering Memorandum, dated March 31, 2025, and the Site Servicing Plan, dated March 14, 2025; and

THAT the Site Servicing Plan requirements outlined on Drawing #25.021.C.02 be incorporated into the applicant's Building Permit plans; and

THAT Development Variance Permit DVP 03/23 be issued for property located at 604 McCombs Drive, Harrison Hot Springs for land legally described as:

Lot 123, Sec 12, Twp 4, Rg 29, W6M, New Westminster District Plan 52598
(PID 005-061-377).

- (c) Report of Community Services Manager dated May 5, 2025
Re: Filming Policy No. 1.13

Page 61

Recommendation:

THAT Council Policy No. 1.13, Motion Picture Filming Policy be renamed to Filming Policy, and;

THAT Council approve Policy No. 1.13 as amended.

- (d) Report of Community Services Manager dated May 5, 2025
Re: Try Tennis Event

Page 65

Recommendation:

THAT the special event fees be waived for the Try Tennis Event to be hosted at Spring Park in June 2025.

<p>(e) Report of Community Services Manager dated May 5, 2025 Re: Memorial Hall Policy No. 1.18 Updates</p> <p>Recommendation:</p> <p>THAT Council approve Memorial Hall Use Policy No. 1.18 as amended.</p>	Page 67
<p>(f) Report of Chief Financial Officer dated May 5, 2025 Re: 2024 Audited Financial Statements</p> <p>Recommendations:</p> <p>THAT the Independent Auditor's Report be received; and</p> <p>THAT the 2024 Financial Statements of the Village of Harrison Hot Springs be approved; and</p> <p>THAT the Independent Auditor's Report be attached to the approved Financial Statements of the Village of Harrison Hot Springs.</p>	Page 77
16. BYLAWS	
<p>(a) Report of Chief Financial Officer dated April 22, 2025 Re: Tax Rate Bylaw No. 1221, 2025</p> <p>Recommendations:</p> <p>THAT Tax Rate Bylaw No. 1221, 2025 be adopted.</p>	Page 135
17. NEW BUSINESS	
<p>(a) New Business from Mayor Talen Re: Dike Upgrade Project</p> <p>Recommendation:</p> <p>WHEREAS the Village of Harrison Hot Springs is at risk of flooding from Harrison Lake, and</p> <p>WHEREAS the existing dike along Harrison Lake does not meet Provincial standards, and</p> <p>WHEREAS the District of Kent dikes A, B, and C are designed and built to the 1894 flood profile, meaning that the Village of Harrison Hot Springs is not at risk of flooding from the south from the Fraser River unless the District of Kent dike system fails, and</p> <p>WHEREAS the existing dike along Harrison Lake in Harrison Hot Springs is 13.9m above sea level, and</p>	

WHEREAS the 1894 flood of record, Harrison Lake reached 14.1m above sea level, and

WHEREAS to meet Provincial standards, the Harrison Lake dike needs to be 15.1m above sea level, and

WHEREAS if the dike project is not pursued:

1. the ability to obtain flood insurance for improvements to properties in Harrison Hot Springs may be compromised, and
2. Provincial and Federal disaster relief assistance may be harder to obtain and such assistance may not fully cover costs of associated with rebuilding after a flood

THEREFORE BE IT RESOLVED

THAT Council proceed with the dike project, complying with Provincial standards requiring a dike height of 15.1m to protect the Village of Harrison Hot Springs from flooding from Harrison Lake; and

THAT Council pursues flood protection from Harrison Lake with a combination of fixed (permanent) flood protection structures and deployable flood protection structures; and

THAT the above resolutions be subject to the following:

1. The dike project must minimize fixed (permanent) features on the existing dike that would adversely affect the current view of Harrison Lake from Esplanade Avenue;
2. The dike project must maximize maintaining the existing views of Harrison Lake from Esplanade Avenue;
3. Construction necessary to complete the dike project should avoid, to the greatest extent possible:
 - a) heavy construction during July and August;
 - b) traffic disruptions and reductions in parking on Esplanade Avenue;
4. Providing residents with the opportunity to provide input on where the deployable sections of the dike will be and where the fixed (permanent) sections of the dike will be once a deployable system or systems have been selected; and

THAT staff be directed to return to Council with recommendations concerning a deployable system or flood protection systems and where fixed and deployable systems will be located.

18. NOTICES OF MOTION

19. QUESTION PERIOD FOR ITEMS RELEVANT TO THE AGENDA
20. ADJOURNMENT



Amanda Graham
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
Committee of the Whole Meeting
Minutes**

DATE: Thursday, April 17, 2025
TIME: 9:00 a.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

COUNCIL PRESENT: Mayor Fred Talen
Councillor Leo Facio
Councillor Allan Jackson
Councillor Mark Schweinbenz
Councillor Michie Vidal

STAFF PRESENT: Chief Administrative Officer, Tyson Koch
Chief Financial Officer, Scott Schultz
Director of Operations, Jace Hodgson
Communications & Community Engagement
Coordinator, Kalie Wiechmann
Corporate Clerk, Tyler Kafi

1. CALL TO ORDER

Mayor Talen called the meeting to order at 9:00 a.m.

2. LAND ACKNOWLEDGEMENT

Mayor Talen acknowledged the traditional territory of Sts'ailes.

3. APPROVAL OF AGENDA

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

THAT the agenda be approved.

CARRIED
COW-2025-04-01

4. COMMITTEE OF THE WHOLE – ITEMS FOR DISCUSSION

- (a) Presentation of Dan Maldoff, Northwest Hydraulic Consultants
Re: Dike Upgrade

Mr. Maldoff provided a PowerPoint presentation on the Dike Upgrade project including a history of the project, current work being done and next steps.

Discussions ensued on the following:

- Road design in zones 1, 2 and design in zone 6
- Work will begin on zones 1 and 2 (Water Treatment Plant Road) and zone 6 (Rendall Park)
- Questions regarding whether funding will cover zones 1, 2 and 6. Staff advised that there is 11 million dollars in funding for this project and these three zones will be funded from that pool
- Including climate change in the data and/or future projections
- Climate change projections seem to show that the spring freshet will increase over time
- Timelines, particularly around which zones will begin work first and approximately when. The current plan is to have zones 1, 2 and 6 constructed first and staff is hoping to begin work by the end of the year
- BC's diking framework and the role of individual municipalities as opposed to several municipalities working together to provide diking strategy for an entire region
- The Village's reliance on the District of Kent's diking system

Mayor Talen advised Council that he will prepare a Notice of Motion for the next Regular Council Meeting intending to move this project forward. Council agreed that the dike upgrades in zones 1, 2 and 6 should proceed and asked staff if they need any other direction from Council to proceed. Staff confirmed that they do not need further direction.

Moved by Mayor Talen

THAT Council re-affirm their past direction to staff to proceed with dike improvements to provincial standards to zones 1, 2 and 6 of the dike project.

CARRIED
COW-2025-04-02

(b) Report of Director of Operations
Re: Village Lands Master Plan

The Director of Operations provided a PowerPoint presentation on the Village Lands Masterplan including the history of the project and design options.

Discussions ensued on the following:

- The various design ideas in the plan and potential partnerships
- Phasing of the project
- Moving the public works yard to McCombs Drive
- Questions and discussion on a senior living building
- Repurposing buildings, adding Memorial Hall to the Master Plan, possible change of use or upgrades to the Hall
- Discussions with School District #78 creating some possibilities down the road

Moved by Mayor Talen

THAT Council adopt the Civic Lands Masterplan; and

THAT staff report back to Council on the cost and feasibility of moving the public works yard and pursuing community partnerships.

CARRIED
COW-2025-04-03

5. ADJOURNMENT

Moved by Councillor Vidal

THAT the meeting be adjourned at 10:57 a.m.

CARRIED
COW-2025-04-04

Fred Talen
Mayor

Amanda Graham
Corporate Officer

VILLAGE OF HARRISON HOT SPRINGS Regular Council Meeting Minutes

DATE: Tuesday, April 22, 2025
TIME: 5:30 p.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

COUNCIL PRESENT: Mayor Fred Talen
Councillor Leo Facio
Councillor Allan Jackson
Councillor Mark Schweinbenz
Councillor Michie Vidal

STAFF PRESENT: Chief Administrative Officer, Tyson Koch
Corporate Officer, Amanda Graham
Chief Financial Officer/Deputy CAO, Scott Schultz
Director of Operations, Jace Hodgson
Communications & Community Engagement
Coordinator, Kalie Wiechmann
Corporate Clerk, Tyler Kafi

1. CALL TO ORDER

Mayor Talen called the meeting to order at 5:30 p.m.

2. LAND ACKNOWLEDGEMENT

Mayor Talen acknowledged the traditional territory of Sts'ailes.

3. PUBLIC HEARING (If required)

None.

4. INTRODUCTION OF LATE ITEMS

None.

5. APPROVAL OF THE AGENDA

Moved by Councillor Vidal
Seconded by Councilor Facio

THAT the agenda be approved.

CARRIED
RC-2025-04-23

6. DECLARATIONS OF CONFLICT OF INTEREST

None.

7. ADOPTION OF MINUTES

Moved by Councillor Facio

Seconded by Councilor Jackson

THAT the Special Pre-Closed Council Meeting Minutes of April 7, 2025 be adopted; and

THAT the Regular Council Meeting Minutes of April 7, 2025 be adopted.

CARRIED
RC-2025-04-24

8. BUSINESS ARISING FROM THE MINUTES

None.

9. DELEGATIONS AND PETITIONS

None.

10. CORRESPONDENCE

- (a) Email dated April 2, 2025 from Doug & Tania Hart
Re: Parks and Trails Master Plan – Off-Leash Dog Park
- (b) Email dated April 3, 2025 from Prostate Cancer Foundation Canada
Re: Blue Lights for Prostate Cancer
- (c) Letter dated April 15, 2025 from the City of Pitt Meadows
Re: Support for LMLGA Resolution – Increase Funding for Agriculture in the Province

Moved by Councillor Vidal

Seconded by Councillor Jackson

THAT all correspondence be received.

CARRIED
RC-2025-04-25

11. BUSINESS ARISING FROM CORRESPONDENCE

Moved by Councillor Schweinbenz

Seconded by Councillor Facio

THAT the Village put up blue lights in support of Prostate Cancer awareness month for the month of September 2025.

CARRIED
RC-2025-04-26

12. REPORTS FROM COUNCILLORS

Councillor Jackson

- Fraser Valley Regional Library Board
 - Attended a meeting on April 16, 2025
- Tourism Harrison – No Report
- Attended a Committee of the Whole meeting on April 17, 2025

Councillor Vidal

- Corrections Canada Citizen's Advisory Committee – No Report
- Agassiz-Harrison Healthy Communities – No Report
- Kent Harrison Joint Emergency Program Committee – No Report
- Attended an LMLGA Executive Board Meeting on April 10, 2025
- Attended a Celebration of Life for Neil Brewer on April 12, 2025
- Attended Committee of the Whole Meeting on April 17, 2025

Councillor Facio

- Fraser Valley Regional District Board (Municipal Director)
 - Attended a meeting on April 10, 2025
- Fraser Valley Regional Library Board (Alternate Municipal Director) – No Report
- Attended a Celebration of Life for Neil Brewer on April 12, 2025
- Attended Winter Bells donor recognition event on April 3, 2025

Councillor Schweinbenz

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

13. REPORTS FROM MAYOR

- Attended the Miami River Streamkeepers Annual General Meeting on April 12, 2025
- Attended a Chilliwack Collaborative Community Services Committee Meeting on April 17, 2025
- Reported on the Volunteer Appreciation Lunch hosted by the Village on April 22, 2025

14. REPORTS AND MINUTES FROM COMMITTEES AND COMMISSIONS

- (a) Advisory Planning Commission Meeting Minutes of January 8, 2025
- (b) Communities in Bloom Committee Meeting Minutes of March 6, 2025
- (c) Resort Development Strategy Committee Meeting Minutes of March 24, 2025

Moved by Councillor Facio
Seconded by Councilor Jackson

THAT all Committee and Commission minutes be received for information.

CARRIED
RC-2025-04-27

- (d) Report of Corporate Officer dated April 22, 2025
Re: Communities in Bloom Committee Report

Moved by Councillor Vidal
Seconded by Councilor Jackson

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

THAT the updated Communities in Bloom Committee Terms of Reference be endorsed as amended by correcting section 4(c) so that it references section 4(a), not 3(a).

CARRIED
RC-2025-04-28

15. REPORTS FROM STAFF

- (a) Report of Chief Administrative Officer dated April 22, 2025
Re: CAO 2025 First Quarter Report

Moved by Councillor Facio
Seconded by Councilor Schweinbenz

THAT the Chief Administrative Officer's report dated April 22, 2025 regarding CAO 2025 First Quarter Report be received for information.

CARRIED
RC-2025-04-29

- (b) Report of Community Services Manager dated April 22, 2025
Re: Resort Development Strategy

Moved by Councillor Facio
Seconded by Councilor Vidal

THAT Council approve the draft 2025-26 / 2027-28 Resort Development Strategy to be submitted to the Province.

CARRIED
RC-2025-04-30

- (c) Report of Community Services Manager dated April 22, 2025
Re: Public Alerting System Policy No. 1.40

Moved by Councillor Vidal

Seconded by Councilor Schweinbenz

THAT Council adopt Public Alerting System Policy No. 1.40.

CARRIED

RC-2025-04-31

- (d) Report of Communications and Community Engagement Coordinator dated April 22, 2025
Re: Rainbow Crosswalk

Moved by Councillor Vidal

Seconded by Councilor Schweinbenz

THAT staff be directed to develop a Diversity, Equity, and Inclusion framework and plan for the Village.

CARRIED

RC-2025-04-32

16. BYLAWS

- (a) Report of Chief Financial Officer dated April 22, 2025
Re: Tax Rate Bylaw No. 1221, 2025

Moved by Councillor Facio

Seconded by Councilor Vidal

THAT Tax Rate Bylaw No. 1221, 2025 be introduced and given first reading.

CARRIED

RC-2025-04-33

Moved by Councillor Vidal

Seconded by Councilor Jackson

THAT Tax Rate Bylaw No. 1221, 2025 be given second and third readings.

CARRIED

RC-2025-04-34

17. NEW BUSINESS

- (a) New Business from Councillor Vidal
Re: Waiver of Fees for Terry Fox Run

Moved by Councillor Facio
Seconded by Councillor Jackson

WHEREAS the annual Terry Fox Run will take place in the Village of Harrison Hot Springs Harrison on Sunday, September 14th, 2025; and

WHEREAS the event is a volunteer run event with the goal of raising funds for cancer research;

THEREFORE BE IT RESOLVED that the Village of Harrison Hot Springs waive all fees and charges related to hosting the Terry Fox Run.

CARRIED
RC-2025-04-35

18. NOTICES OF MOTION

- (a) Notice of Motion from Mayor Talen
Re: Dike Upgrade Project

WHEREAS the Village of Harrison Hot Springs is at risk of flooding from Harrison Lake, and

WHEREAS the existing dike along Harrison Lake does not meet Provincial standards, and

WHEREAS the District of Kent dikes A, B, and C are designed and built to the 1894 flood profile and the Village of Harrison Hot Springs is not at risk of flooding from the south from the Fraser River unless the District of Kent dike system fails, and

WHEREAS the existing dike along Harrison Lake in Harrison Hot Springs is 13.9m above sea level, and

WHEREAS during the 1894 flood of record, Harrison Lake reached 14.1m above sea level, and

WHEREAS to meet Provincial standards, the Harrison Lake dike needs to be 15.1m above sea level, and

WHEREAS if the dike project is not pursued:

1. The ability to obtain flood insurance for improvements to properties in Harrison Hot Springs may be compromised, and

2. Provincial and Federal disaster relief assistance may be harder to obtain and such assistance may not fully cover costs associated with rebuilding after a flood

THEREFORE BE IT RESOLVED THAT Council proceed with the dike project, complying with Provincial standards requiring a dike height of 15.1m to protect the Village of Harrison Hot Springs from flooding from Harrison Lake; and

THAT Council pursues flood protection from Harrison Lake with a combination of fixed (permanent) flood protection structures and deployable flood protection structures; and

THAT the above resolutions be subject to the following:

1. The dike project must minimize fixed (permanent) features on the existing dike that would adversely affect the current view of Harrison Lake from Esplanade Avenue;
2. The dike project must maximize maintaining the existing views of Harrison Lake from Esplanade Avenue;
3. Construction necessary to complete the dike project should avoid, to the greatest extent possible:
 - a. heavy construction during July and August;
 - b. traffic disruptions and reductions in parking on Esplanade Avenue;
4. Providing residents with the opportunity to provide input on where the deployable sections of the dike will be and where the fixed (permanent) sections of the dike will be once a deployable system or systems have been selected; and

THAT staff be directed to return to Council with recommendations concerning a deployable system or flood protection systems and where fixed and deployable systems will be located.

19. QUESTION PERIOD FOR ITEMS RELEVANT TO THE AGENDA

Questions from the public were entertained.

20. ADJOURNMENT

Moved by Councillor Facio
Seconded by Councilor Jackson

THAT the meeting be adjourned at 6:47 p.m.

CARRIED
RC-2025-04-36

Fred Talen
Mayor

Amanda Graham
Corporate Officer



Reference: 281425

April 15, 2025

VIA EMAIL: agraham@harrisonhotsprings.ca

Mayor Fred Talen
Village of Harrison Hot Springs
PO Box 160
Harrison Hot Springs, British Columbia
V0M 1K0

Dear Mayor Talen:

Thank you for your letter of March 20, 2025, regarding BC Timber Sales (BCTS) Operating Plan 643-9. I appreciate the opportunity to address your concerns.

I understand that ministry staff have engaged on multiple occasions to discuss Operating Plan 643-9 and the required viewing platform for engagement, the legislated tool Forest Operations Map (FOM). I am also aware that Timber Sales Manager Stacey Gould presented at the regular council meeting in January, followed by further communication.

We recognize that some previous communications may have felt procedural. This reflects the complexities of British Columbia's highly regulated forest industry, where addressing inquiries often involves multiple ministries and program areas. However, I acknowledge that a procedural approach may not have been well received.

To continue open dialogue, the BCTS team in Chilliwack will contact your office within the next two weeks. Staff will share proposed engagement topics from prior communications and solicit further input to ensure the most appropriate representatives are present for the meeting.

We appreciate your continued interest and look forward to working together.

Sincerely,

Ravi Parmar
Minister

pc: Stacey Gould, Timber Sales Manager, Chinook Business Area, BC Timber Sales

Amanda Graham

Subject: Municipal Leaders Standing Together for Safety and Healing

From: Moose Hide Campaign Events <events@moosehidecampaign.ca>

Sent: Wednesday, April 16, 2025 9:04 AM

To: Fred Talen <ftalen@harrisonhotsprings.ca>

Subject: Municipal Leaders Standing Together for Safety and Healing

Caution! This message was sent from outside your organization.

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Dear Mayor Talen,

Canada continues to face a devastating crisis of Intimate Partner Violence (IPV). Over 4 in 10 women in this country have experienced IPV in their lifetime — and Indigenous women are twice as likely to be affected. This national epidemic calls for courageous leadership and collective action.

The **Moose Hide Campaign** is an Indigenous-led grassroots movement of men and all Canadians standing up against violence towards women and children. By wearing the free gift of Indigenous medicine — **the moose hide pin** — individuals make a personal and public commitment to honouring and respecting the women and children in their lives.

Last year, mayors from coast-to-coast-to-coast, including Ottawa's Mark Sutcliffe, Toronto's Olivia Chow, Edmonton's Amarjeet Sohi, Halifax's Mike Savage, and Saskatoon's Charlie Clark participated by issuing proclamations, ordering pins, and sharing messages of support.

We invite you to join us this year for Moose Hide Campaign Day on Thursday, May 15, 2025.

How You Can Provide Leadership:

1. Proclaim May 15 as Moose Hide Campaign Day

Use the prepared [Proclamation Template](#) to declare May 15 a day of awareness and action in your municipality.

2. Invite staff to register for Moose Hide Campaign Day

Encourage participation in our national day of ceremony and learning, featuring Indigenous-led workshops and teachings from Knowledge Keepers across the country. Registration is free at moosehidecampaign.ca/campaignday

3. Order Moose Hide Pins

Request a supply of moose hide pins for yourself and your council or staff [here](#), and wear them in your community and in meetings throughout May (and beyond!).

4. Share Your Commitment

Whether on social media, in council meetings, or in your own way — share why this movement matters to you. Your leadership helps normalize conversations about violence prevention and reconciliation.

Now more than ever, Canadians need our leaders to stand together and declare that violence has no place in our communities. Your participation in Moose Hide Campaign Day is a powerful step toward collective healing, education, and meaningful change.

Please reply to this message to confirm your participation, request pins, or receive the proclamation file and digital assets.

Thank you for your continued support and leadership.

Mussi Cho,



Raven Lacerte
Co-Founder & Executive Director

[unsubscribe](#) from Moose Hide Campaign correspondence

To: Harrison Hot Springs Council,

I am, writing to express concern, for the need to an implementation of mandatory FireSmart training for all landscapers working in Harrison Hot Springs. Given the increasing threat of wildfires across British Columbia and the unique environmental conditions in our community, it is necessary to ensure that those responsible for keeping our residential and commercial landscapes, have the knowledge and skills to reduce wildfire risks.

Landscapers play a crucial role in shaping the built environment, particularly in a village like Harrison Hot Springs, where the natural landscape is close to homes, businesses, and public spaces. Without proper training, certain landscaping practices—such as the use of flammable mulch, poorly placed vegetation, or inadequate maintenance—can unintentionally increase the risk of wildfire ignition and spread. Conversely, when landscapers trained in FireSmart principles, they become valuable partners in community resilience.

Mandatory FireSmart training would empower landscapers to:

- Help find and reduce fire hazards around structures.
- Help homeowners select fire-resistant plants and materials.
- Maintenance of defensible space following FireSmart guidelines.
- Educate clients on best practices for wildfire prevention.

With FireSmart landscaping becoming a key element in wildfire mitigation strategies across the province, Harrison Hot Springs can lead by example. Implementing this requirement would not only increase public safety but also align our community with the latest provincial and regional wildfire preparedness initiatives.

Considering our changing climate and heightened fire seasons, this is a proactive, responsible, and community-minded measure. I urge you to support the requirement for all landscapers working in Harrison Hot Springs to complete FireSmart training as part of their licensing or allowing process.

<https://firesmartcanada.ca/programs/firesmart-101/>

Sincerely, Gary Webster

[REDACTED]

Harrison Hot Springs, BC V0M 1K0

Amanda Graham

Subject: Request for Letter of Support – Vancouver Chinese Film Festival Event in Harrison Hot Springs

From: Events <events@vcff.org>

Sent: April 29, 2025 2:06 PM

To: Vivian Li <info@harrisonhotsprings.ca>

Subject: Request for Letter of Support – Vancouver Chinese Film Festival Event in Harrison Hot Springs

Caution! This message was sent from outside your organization.

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Dear Vivian Li,

I hope this message finds you well. My name is Zitai (Bill) Wang, and I'm writing on behalf of the Vancouver Chinese Film Festival (VCFF), the largest and most comprehensive Chinese film festival in Metro Vancouver.

Each year, the VCFF is held from late October to early November, welcoming filmmakers and industry guests from China to participate in screenings, panels, and cultural exchanges. During the festival, we also organize location scouting trips throughout BC to promote the province as a filming destination—often leading to co-production opportunities between Canadian and Chinese filmmakers.

This year, we are hoping to host one of our festival day events in Harrison Hot Springs, which would include a full day of activities followed by an overnight stay for our international guests. In addition to showcasing your region's unique tourism and cultural attractions, the event would bring film-related activities to the local community, fostering both cultural exchange and economic growth.

To support this initiative, we kindly ask if the District of Harrison Hot Springs would consider providing a **letter of support**. This letter would significantly strengthen our planning efforts and help demonstrate community backing as we pursue further partnerships and funding.

We would be happy to provide more details or speak further at your convenience. Thank you for your time and consideration—we believe this would be a great opportunity for collaboration.

Warm regards,
Zitai (Bill) Wang
Marketing Coordinator
Vancouver Chinese Film Festival
events@vcff.org | 778-965-1888



Village of Telkwa, PO Box 220, Telkwa, BC V0J 2X0
(250) 846-5212 • info@telkwa.ca • www.telkwa.ca
WHERE RIVERS MEET AND FRIENDS GATHER

April 29, 2025

The Honourable David Eby
Premier of the Province of British Columbia
PO Box 9041, STN PROV GOVT
Victoria, BC V8W 9E2
Premier@gov.bc.ca

Dear Premier:

Council is writing on behalf of the Village of Telkwa to formally call for a comprehensive reset of Pacific Northern Gas (PNG) and an audit of the organization's operations and expenditures. The proposed increases in natural gas delivery rates, which are anticipated to take effect on May 1, 2025, have raised significant concerns among our residents, particularly families, seniors, and youth who are already facing economic hardships.

The current trajectory of PNG's rate increases will force households to make difficult choices between heating their homes and buying food during the coldest parts of the year. As such, the Village of Telkwa opposes any and all increases to PNG rates. We are particularly concerned about the projected \$200 million expenditure on the new pipeline, which has not demonstrated sufficient accountability or transparency. It is imperative that PNG be held accountable for its past decisions and operational practices that have led to this situation, including the lack of foresight that failed to ensure that forestry and other industries benefited from the new infrastructure.

Furthermore, while PNG asserts that these rate changes are necessary for the continued safety and reliability of its natural gas system, we believe that a public review of their expenditures is warranted. The purpose of the carbon tax should not be overlooked, as it adds another layer of concern regarding the recommendations put forth by PNG.

We urge the British Columbia Utilities Commission (BCUC) to conduct a thorough and transparent audit of PNG's financial practices and decision-making processes. It is essential to ensure that no further financial burdens are placed on our residents and that the well being of our communities is prioritized.



Village of Telkwa, PO Box 220, Telkwa, BC V0J 2X0
(250) 846-5212 • info@telkwa.ca • www.telkwa.ca
WHERE RIVERS MEET AND FRIENDS GATHER

We appreciate your attention to this urgent matter and look forward to your prompt action in addressing our concerns.

A handwritten signature in black ink, appearing to be "L. Dekens", written over a horizontal line.

Mayor Leroy Dekens
Councillor Annette Morgan
Councillor Simon Schatt
Councillor Cathy Frenette
Councillor Lee Ewald

cc: BC Utilities Commission
Municipalities and Regional Districts of BC
Sharon Hartwell, MLA for Bulkley-Stikine
Adrian Dix, Minister of Energy and Climate Solutions
Brittney Anderson, Minister of State for Local Governments and Rural Communities

From: JOHN ALLEN
Sent: Wednesday, April 30, 2025 11:50:47 AM
To: Amanda Graham <agraham@harrisonhotsprings.ca>
Cc:
Subject: Mayor Talen's motion re dyke raising

To:- The HHS Village council
From:- John Allen (for pubic agenda on May 5th 2025)

Re Mayor's motion re dyke raising.

April 30th 2025

Dear Council.

While I was pleased to see a proper notice of motion being presented well in advance, I must take issue with the contents. Mayor Talen starts with an assertion that our village is at risk of flooding " from Harrison Lake". While that may be true, That risk is not quantified.

His second " whereas" fails to tell us what these Provincial standards are and where we are deficient.

His third "whereas" states that the Kent dykes are built to the 1849 flood profile. I think he means the 1948 flood profile. He then states, as if it is a fact, that there is no flood risk posed by Kent. That is simply not true. There is always a risk posed by the Fraser, via Kent District.

His fourth "whereas" states that our dyke is at 13.9 metres. The reports we've seen so far, claim that our dyke is at various elevations along its length and is not at a consistent elevation of 13.9 metres.

His fifth assertion is that the flood of 1894 reached 14.1 metres. This number was estimated by the consultants who took an estimate of Fraser water volume at Hope and ,somehow, extrapolated it to 14.1 metres at Harrison. The facts are that nobody has yet produced a hard number for the 1849 flood water level and 14.1 is just a guess.

In whereas #6, he says the the new " provincial standard " is 15.1 metres. I have yet to see a letter from the province imposing this new dyke height. If it exists, he should produce it.

His whereases finish with the threats #1 and #2 . The first speculates that we will not be able to get flood insurance, if we don't destroy our waterfront. I have seen no hard evidence that this is the case. In threat #2, he warns us that relief assistance from senior government levels will not be available if we get flooded. That is just speculation and fear-mongering.

I would urge the council to reject this motion and start asking some hard questions of the consultants who are pushing this multi-million dollar scheme which will destroy our tourism economy .

Those of us who know the lake have found multiple flaws in the reports set out by the consultants , all of whom are from elsewhere with no local knowledge. They don't even list Harrison as one of the affected municipalities in the glossy Fraser Valley booklet which they produced. .

Neither have they recognised that Harrison Lake is an inland waterbody well beyond tidal influence and is not part of the " coastal" area which requires more freeboard to be added in anticipation of rising sea levels. One meter of extra freeboard may be need on the coast. Harrison is NOT a coastal community.

Council needs to stop this nonsense before it goes any further.

Yours, John Allen

From: Richard Fife

Sent: April 30, 2025 10:19 AM

To: Fred Talen <ftalen@harrisonhotsprings.ca>; Leo Facio <LFacio@harrisonhotsprings.ca>; Allan Jackson <ajackson@harrisonhotsprings.ca>; Vivian Li <info@harrisonhotsprings.ca>; Mark Schweinbenz <mschweinbenz@harrisonhotsprings.ca>; Michie Vidal <MVidal@harrisonhotsprings.ca>

Subject: Dike upgrade

Subject: Opposition to Proposed Dike Upgrade

Dear Mayor Talen and Members of Council,

I am writing to express my strong opposition to the proposed dike upgrade project presented at the April 22, 2025, Council Meeting.

While I understand the importance of flood preparedness and the need to meet provincial standards, I have serious concerns about the project's long-term impact on our village's character, its reliance on outdated risk data, and the lack of meaningful public consultation.

1. Impact on Waterfront Views and Community Character

The proposed construction of a 1.1-meter-high permanent flood wall—rising approximately 2.2 meters above Esplanade Avenue—would significantly obstruct the treasured lakefront views that define Harrison Hot Springs. Even with proposed gaps, this structure would permanently alter the natural vista that residents, visitors, and local businesses rely on. The economic and cultural damage from such a change cannot be overstated.

2. Questionable Risk Assessment

This proposal is rooted in the 1894 flood record. However, the April 2025 Council Update confirms the current dike already protects against a 100-year flood event and has not been overtopped since 1948. Relying on historical flood levels without modern hydrological modeling does not justify such a drastic intervention. A comprehensive, data-driven risk analysis is essential before proceeding.

3. Limited Public Engagement

Only one open house was held, and public feedback was limited. A project of this scale—with such significant and lasting impacts—demands a more robust, inclusive, and transparent consultation process. Rushing through such a critical decision without broad community support undermines public trust.

In Summary:

I urge Council to:

- Reconsider this proposal and prioritize alternatives that balance safety with preserving the natural landscape.
- Commission updated, expert-led risk assessments based on current environmental conditions.
- Commit to full and transparent public consultation before any further steps are taken.

Thank you for your time and consideration. I respectfully ask that you protect both the safety and spirit of Harrison Hot Springs with a more measured and inclusive approach.

Sincerely,
Richard Fife

From: JOHN ALLEN
Sent: Wednesday, April 30, 2025 11:03:05 AM
To: Amanda Graham <agraham@harrisonhotsprings.ca>
Subject: ltr for council re April 22nd CAO report

To: The Council
Village of Harrison Hot Springs
[For public council meeting on May 5th]

From: John Allen,
re Quarterly Report of Apr 22nd.

Dear Council,

The 1st Quarter report submitted by your CAO and received by council on April 22nd seems to be incomplete.

On the third page (#45 in the agenda package), the CAO reports, under Corporate Service, that he processed one RFP for the Boat Launch Operator.

But he failed to report the result of that RFP.

It is normal for staff and the CEO to report such a result to council, particularly when a contract is being let for the operation of a public facility like the boat launch.

So, could you please tell us more about this.

My four questions are:-

How many responses were received from people offering to do this job?

Who was the successful bidder?

How long will the contract last ?

How much is the Village paying that party?

I look forward to the above information being disclosed in public , as it should have been in the report itself on April 22nd.

Yours, John Allen

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

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

RECOMMENDATION

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

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

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

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

SUMMARY

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

BACKGROUND

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

DISCUSSION

Age-Friendly Committee and Advisory Planning Commission Applications

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

Boat Launch Operation RFP

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

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

FINANCIAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

There are no policy considerations associated with this report.

Respectfully submitted:



Amanda Graham
Corporate Officer

Reviewed by:



Tyson Koch
Chief Administrative Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE ACCESSIBILITY COMMITTEE**

DATE: Wednesday, December 11, 2024

TIME: 10:00 a.m.

PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Councillor Leo Facio, Chair
Sharon Chatenay
Shell De Martin
Stephanie Gallamore (Until 11:00 a.m.)
Geraldine Mailhot

Amanda Graham, Corporate Officer
Christy Ovens, Community Services Manager
Kalie Wiechmann, Community Services Clerk Receptionist

ABSENT:

1. CALL TO ORDER

Chair Facio called the meeting to order at 10:03 a.m.
Chair Facio acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

None.

3. APPROVAL OF AGENDA

Moved by Stephanie Gallamore
Seconded by Shell De Martin

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
AC-2024-12-01

4. ADOPTION OF MINUTES

Moved by Stephanie Gallamore
Seconded by Sharon Chatenay

THAT the Accessibility Committee Meeting minutes of October 9, 2024 be adopted.

**CARRIED
UNANIMOUSLY**
AC-2024-12-02

5. ITEMS FOR DISCUSSION

(a) Council Procedure Bylaw / Committee Reporting Structure

The Corporate Officer provided a brief overview of Committee procedure, function and reporting to Council.

(b) Report of Community Services Manager dated December 11, 2024
Re: Accessible Parking Awareness Event

Moved by Geraldine Mailhot
Seconded by Stephanie Gallamore

THAT the Community Services Manager's report regarding the Accessible Parking Awareness Event be received for information.

**CARRIED
UNANIMOUSLY**
AC-2024-12-03

The Committee discussed accessibility barriers as follows:

- Lack of gender-neutral accessible washrooms to make it easier for adults in care
- Noise in the washrooms can be challenging for those who are neuro-divergent, especially loud echoes and hand dryers
- Lack of hooks or fold down shelves in accessible washrooms for people to place supplies/personal items
- Lack of safety/wall bars
- The distance between the Rendall Beach and Plaza Washrooms and potentially placing a washroom closer to Memorial Hall
- Lack of ramps and washrooms west of the Plaza
- Creating more durable washrooms with metal toilets and lights that indicate whether the stall is occupied

The Community Services manager advised that she would like to conduct an inventory on the current state of the washrooms for a future meeting. The Committee discussed potentially using grant funding to hire a company to prepare an audit.

(c) Accessibility Grant

The Community Services Manager announced that the Village was successful in its \$25,000 grant application. The grant will be used to fund automatic doors for accessible washrooms, updating public facility signage to include braille, the addition of two accessible picnic tables, street marking and signage for additional accessible parking stalls, staff training, and website modifications for accessibility.

(d) Accessible Playground

The Community Services Manager advised that the Village will be holding a Grand Opening/Ribbon Cutting event for the new Accessible Playground at the beachfront

*Village of Harrison Hot Springs
Minutes of the Accessibility Committee
December 11, 2024*

park on Friday, December 20, 2024 at 1:00 p.m. All are welcome to attend, and a digital invitation will be sent out.

(e) Accessibility Feedback

Through the Village's website, accessibility feedback was received anonymously regarding the accessible parking stall on Lillooet Avenue near Spring Park. The feedback indicates that many people park there for extended periods of time without a valid placard and requested additional patrols by bylaw enforcement and clearer/extra signage. The Community Services Manager will look into signage and the Corporate Officer will bring forward this concern with the Bylaw Enforcement Officer.

Feedback was received from Councillor Facio at a Regular Council Meeting regarding individuals in the community who require additional household waste pickup due to medical needs. The Committee discussed various options as to how best to implement such a program. The Community Services Manager will research the matter further and return to the Committee.

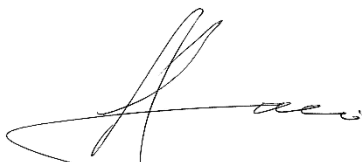
The Committee discussed steps without railings on either sides, adding additional hooks into existing accessible washroom stalls, the timing of crosswalk lights, tactile pieces at the base of crosswalks, mobi-mats at Rendall Park, mobi-mat placement to ensure that the start is not in deep sand.

6. ADJOURNMENT

Moved by Sharon Chatenay
Seconded by Shell De Martin

THAT the meeting be adjourned at 11:04 am.

**CARRIED
UNANIMOUSLY**
AC-2024-12-04



Leo Facio, Chair
Accessibility Committee



Amanda Graham
Corporate Officer

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

DATE: Wednesday, April 2, 2025
TIME: 9:00 a.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, until 9:20 a.m.)
Susan Galvao
Paul Kandt (via Zoom)
Cheri Norris
Gary Webster

Amanda Graham, Corporate Officer
Jace Hodgson, Director of Operations (until 10:15 a.m.)

ABSENT: John DeMartin

1. CALL TO ORDER

Chair Schweinbenz called the meeting to order at 9:00 a.m.

2. LAND ACKNOWLEDGMENT

Chair Schweinbenz acknowledged the traditional territory of Sts'ailes.

3. INTRODUCTION OF LATE ITEMS

None.

4. APPROVAL OF AGENDA

Moved by Susan Galvao
Seconded by Cheri Norris

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
EAC-2025-04-01

5. ADOPTION OF MINUTES

Moved by Gary Webster
Seconded by Cheri Norris

THAT the Environmental Advisory Committee Meeting minutes of March 5, 2025 be adopted.

**CARRIED
UNANIMOUSLY**
EAC-2025-04-02

6. ITEMS FOR DISCUSSION

(a) Update from March 17, 2025 Regular Council Meeting

The Corporate Officer advised that Council unanimously supported the Committee's recommendation to direct staff to research grant funding opportunities for increasing the urban tree canopy. The Committee discussed having field staff begin to identify areas that are sparse, or potentially having the Committee do a group walk to identify some areas. The Committee asked for a blank map to use.

(b) Report of Corporate Officer dated April 2, 2025

Re: Council Procedure Bylaw No. 1216, 2025 and Updated Terms of Reference

Moved by Susan Galvao

Seconded by Gary Webster

THAT the updated Environmental Advisory Committee Terms of Reference be endorsed as amended by correcting section 4(c) so that it references section 4(a), not 3(a).

**CARRIED
UNANIMOUSLY**
EAC-2025-04-03

(c) Urban Forest Master Plan

The Committee discussed Memorial Trail in the East Sector and requested that the Village contact the FVRD regarding unsafe makeshift bridges with crates and dumped yard waste.

(d) Earth Day in May – Invitee List & Marketing Materials

The Committee requested that the following organizations be invited to the event:

- Fraser River Sturgeon Society
- Onos Farms Tulip Company
- Arborist
- Creekside Dairy
- Harrison Happy Hens
- BC Sport Fishing
- BC Hydro
- Fortis
- Harrison Community Garden Society

The Committee requested a binder with the Urban Forest Management Plan at the Environmental Committee's table, along with a QR code to link to it. The Committee also requested that staff look into using a portion of the Community Events budget to obtain seedlings to hand out, perhaps by donation or at a reduced rate from a local nursery. Flowering deciduous seedlings would be preferable.

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Minutes of the Environmental Advisory Committee
April 2, 2025*

The Committee discussed a potential idea for future events to include an arborist to provide a demonstration on how to properly prune a tree.

(e) BearSmart

Councillor Schweinbenz provided an update regarding changes to the Waste Management Bylaw which requires residents to ensure that their garbage is not put out before 5:00 a.m. on collection day. The Committee discussed communications about this change and requested that the Village indicate that if residents cannot comply, to reach out to a neighbour for assistance.

(f) Dike Upgrade

The Director of Operations advised that the dike upgrade project has had three open houses and multiple presentations to Council.

The Committee discussed public opinion on the dike upgrade, negative impact to the view and tourism, risk of flooding and damage to property, future climate change, the minimum height, overtopping from waves, calculations on the probability of risk, tiger dams, safety in terms of parking and motorist view, and flooding from the Fraser River as opposed to Harrison Lake.

The Committee further discussed item 5(e) – BearSmart and discussed animal-proof containers and a potential Hazardous Waste Collection Day for items such as leftover paint.

Moved by Councillor Schweinbenz
Seconded by Cheri Norris

THAT Council direct staff to investigate having a Hazardous Waste Collection Day with a centralized depot for residents to deposit waste such as paint solvents or hazardous materials that cannot be disposed of through normal waste collection or recycling.

CARRIED
UNANIMOUSLY
EAC-2025-04-04

(g) Next Meeting Date

The Committee agreed to move the April 28 meeting up to April 25, 2025 at 9:00 a.m.

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Minutes of the Environmental Advisory Committee
April 2, 2025*

7. ADJOURNMENT


Moved by Councillor Schweinbenz
Seconded by Susan Galvao

THAT the meeting be adjourned at 10:30 a.m.

**CARRIED
UNANIMOUSLY**
EAC-2025-04-05



Councillor Mark Schweinbenz, Chair
Environmental Advisory Committee



Amanda Graham
Corporate Officer

File No: 0360-20-08

Date: May 5, 2025

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

RECOMMENDATION

THAT Council approve the Accessibility Committee's Terms of Reference.

SUMMARY

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

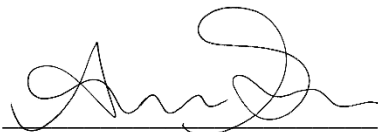
BACKGROUND

The Accessibility Committee met on April 28, 2025. After Council's recent adoption of Council Procedure Bylaw No. 1216, 2025, staff has been working with all the Committees to bring their Terms of Reference into compliance with the new bylaw. At the meeting, the Committee passed the following resolution:

THAT the updated Accessibility Committee Terms of Reference be endorsed by the Committee and forwarded to Council for approval.

Attached to this report is an updated Terms of Reference endorsed by the Committee for Council's consideration in accordance with section 31(d) of the bylaw.

Respectfully submitted:



Amanda Graham
Corporate Officer



Councillor Leo Facio, Chair
Accessibility Committee

Attachment: Accessibility Committee Terms of Reference

Committee Approval Date: April 28, 2025

Council Approval Date: _____

1. PURPOSE

The Accessibility Committee is a Select Committee of Council established pursuant to section 9(1) of the *Accessible British Columbia Act S.B.C. 2021, Chapter 19* to assist the Village in identifying barriers to individuals in or interacting with the Village, to advise the Village on how to remove and prevent such barriers and to provide recommendations and advice to Council on matters relating to the Village's Accessibility Plan.

2. PROCEDURES

Save with respect to matters expressly dealt with or provided for in this Terms of Reference, the Committee will conduct its proceedings in accordance with the procedures established by Council Procedure Bylaw No. 1216, 2025.

3. MEMBERSHIP

- (a) In accordance with section 9(2) of the *Accessible British Columbia Act*, the Committee's membership will, to the extent possible, have members who are selected in accordance with the following goals:
 - (i) At least half of the members are persons with disabilities or individuals who support, or are from organizations that support, persons with disabilities
 - (ii) Members reflect the diversity of persons with disabilities in BC
 - (iii) At least one member is an Indigenous person
 - (iv) Members reflect the diversity of persons in BC
- (b) The Committee will consist of up to five (5) voting members, as appointed by Council. One (1) member will be a member of Council.

4. MEETINGS

- (a) Meetings will be scheduled at the call of the Chair and the Committee will structure its activities so as to meet at least three (3) times per year.
- (b) Notwithstanding section 4(a), the Chair may call a meeting at any time.
- (c) The Committee will ordinarily meet in Council Chambers at the Village Office, 495 Hot Springs Road, Harrison Hot Springs, however, it may also meet at Memorial Hall, 290 Esplanade Avenue, Harrison Hot Springs if required as determined by the Chair.
- (d) If a Committee member is absent for two (2) consecutive meetings without leave of the Chair, that Committee member may be disqualified from holding office as a Committee member. This section is not applicable in the case of illness or injury

which impedes the Committee member's ability to attend and participate in meetings.

- (e) Provided that the Village is able to facilitate electronic participation, meetings will be live-streamed via Zoom video conference but will not be uploaded to the Village's Youtube page.

5. RESPONSIBILITIES

- (b) The Committee will consider the following or other matters as directed by Council:
 - (i) Provide advice on the Village's Accessibility Plan and how to identify, remove and prevent barriers
 - (ii) Bring forward items of interest in improving accessibility within the Village
 - (iii) Monitor changes to the *Accessible British Columbia Act*
 - (iv) Make recommendations to the Village on a regular basis to continue accessibility initiatives
 - (v) Respond to and consider accessibility feedback received by the Village
- (c) In the provision of their services to the Village, the Committee and its members have a responsibility to act in the best interests of the Village and in accordance with bylaws, procedures, policies and guidelines established by the Village.

6. REPORTING AND AUTHORITY

- (a) The Chair will act as the spokesperson for the Committee.
- (b) The Committee does not have the authority to directly change bylaws or policies.
- (c) All recommendations requiring Council's consideration will be forwarded to Council via a written report from the Chair at the next Regular Council Meeting.

File No: 0540-20-01

Date: May 5, 2025

To: Mayor and Council
From: Committee of the Whole
Subject: Committee of the Whole Recommendations

RECOMMENDATION

THAT Council adopt the report of the Committee of the Whole.

SUMMARY

To present resolutions to Council for ratification from the April 17, 2025 Committee of the Whole meeting.

BACKGROUND

At the April 17, 2025 Committee of the Whole meeting, the Committee passed the following resolutions:

THAT Council re-affirm their past direction to staff to proceed with dike improvements to provincial standards to zones 1, 2 and 6 of the dike project.

COW-2025-04-02

THAT Council adopt the Civic Lands Masterplan; and

THAT staff report back to Council on the cost and feasibility of moving the public works yard and pursuing community partnerships.

COW-2025-04-03

DISCUSSION

Section 30(f) of the Village's Council Procedure Bylaw No. 1216, 2025 states that Council may take any of the following actions in relation to the Committee of the Whole's report:

- adopt the report;
- reject the report;
- adopt the report with amendments;
- refer the subject matter for further consideration, either in part or in whole;
- postpone action on the report; or
- 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.

Pursuant to section 30(h) of the bylaw, a motion of Council to adopt the Committee of the Whole's report constitutes ratification of the motions contained in the report.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

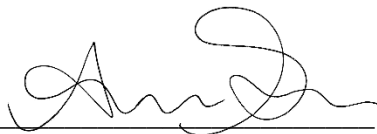
2025-2026 Strategic Plan Priorities

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

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

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

Respectfully prepared by:



Amanda Graham
Corporate Officer

Reviewed by:



Tyson Koch
Chief Administrative Officer

File No: 3900
Date: May 5, 2025

To: Mayor and Council
From: Ken Cossey, Planning Consultant
Subject: Amenity Cost Charges Bylaw

RECOMMENDATION

THAT the Planning Consultant's report dated May 5, 2025 regarding the Amenity Cost Charges Bylaw be received for information.

SUMMARY

To provide information on the new Amenity Cost Charge (ACC) financing tool. ACCs are designed to cover a portion of the capital costs associated with the need for additional local services arising from the approval of various development applications.

BACKGROUND

In the fall of 2023, the province introduced *Bill 46-2023: Housing Statutes (Development Financing) Amendment Act*. The Amendments in this Act came into effect on November 30, 2023. One of the changes included the introduction of the ACCs financing tool. This tool replaced the Community Amenity Contributions that was utilized by municipalities across British Columbia. The use of the ACC tool allows the Village to collect capital funds for various types of amenities required by the corresponding increase in the Village's population, due to the approval of development applications.

DISCUSSION

The authority to create the ACC Bylaw is found in s 570.2(1) of the *Local Government Act*. The concept of the ACCs is based upon the similarly used DCCs concept. The former is used to collect amenity fees while the latter is used to collect infrastructure needs. Below is a table that shows the differences between the two types financing tools.

	Amenity Cost Charges	Development Cost Charges
Can be collected for:	Amenity issues – defined as anything social, cultural, heritage, recreational or environmental benefits (capital funds only)	Infrastructure issues – water, sewer, drainage, highway facilities, parks, fire protection, police, solid waste, and recycling (capital funds only)
Inspector of Municipalities approval required	No – the Inspector may request information though	Required for Bylaw approval

	Amenity Cost Charges	Development Cost Charges
Consultation	With the public and the affected person or agency – one or more times	Not required by legislation
Annual Report	Required	Not required

Capital Costs can include Village owned projects or projects under a partnership arrangement with the Village and must meet any of the criteria below:

- (a) It must show a clear relationship between the payment and the amenity,
- (b) It can include the construction, altering or expansion of an amenity,
- (c) It can include any of the associated planning, engineering, and legal work,
- (d) It can include payments to a person or organization under a partnership agreement to cover their capital costs,
- (e) Includes any land acquisition costs, and
- (f) It can include the principal and interest payments on the capital debt of the project.

Required content of an ACC Bylaw

When setting up the ACC Bylaw the requirements is as follows.

- (a) Definitions
- (b) Area description - specific area or Village wide
- (c) ACC calculation - details on how the charge was calculated (Per metre, per employee position created or per unit created)
- (d) Collection point – will it be collected at the Building Permit Stage or the Subdivision Stage
- (e) Exemptions – (Five possibilities - see the notes below)
- (f) Waivers or Reductions - affordable housing, rental housing
- (g) Density Bonus Zoning - to avoid double charging
- (h) Redevelopment/Repurposing/Building conversion concept
- (i) Mixed use charges
- (j) Effective date
- (k) Phase-in of the Bylaw

Notes:

(1) Potential Waivers, Reductions, and Exemptions

- (a) Places of worship
- (b) There is no population increase - a duplex replaces a duplex
- (c) Previously charged amenities - however if adding new units, the new units can be charged
- (d) Inclusionary Zoning
- (e) Any of the Affordable Housing classes - Rental units, Supportive housing, Cooperative housing, Transitional housing, and Emergency shelters

Annual amenity cost charges report

As per s. 570.92 of the *Local Government Act*, the preparation of the annual must follow the following criteria.

- (1) Before June 30 in each year, a local government must prepare and consider a report in accordance with this section respecting the previous year.
- (2) The report must include the following, reported for each area in which development is subject to an amenity cost charge in the applicable year:
 - (a) the amount of amenity cost charges received;
 - (b) the expenditures from the amenity cost charge reserve funds, including the expenditures made to a person or public authority under a partnering agreement;
 - (c) the balance in the amenity cost charge reserve funds at the start and at the end of the applicable year;
 - (d) any waivers and reductions under section 570.6 (2) *[development for which charges may be waived or reduced]*;
 - (e) any amenities provided, constructed, altered, or expanded by a person under section
 - (f) any other information prescribed by regulation.
- (3) The local government must make the report available to the public from the time it considers the report until June 30 in the following year.

Determining the Capital Costs

As with the DCC bylaw preparation you will need to review various documents and plans that outline any potential capital cost of the project. This could include but not be limited to the Village's Financial Plan, any related Capital Plans, any Asset Management Plans, any Master Plans or Recreational Plans.

Implementation of the Bylaw

There are four issues to consider when implementing this bylaw, as outlined below.

- (a) Public consultation – at least one meeting with the public. Hosting a public hearing after second reading is recommended.
- (b) Payments – they can be paid in instalments; similar to the DCC process (Note there is a new regulation that governs the payment in instalment process for both the ACC and DCC Bylaw – BC Reg 166/84)
- (c) You must set up an ACC Reserve Fund
- (d) You must prepare the annual report

Next Steps

Staff have prioritized and are currently reviewing the Village's Zoning and OCP Bylaws to ensure compliance with the Housing Needs Report. Once the review and updates to those bylaws have been completed, staff will prepare a draft ACC bylaw for Council's consideration.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

1. 2025 - 2026 Strategic Plan Priorities
2. Amenity Cost Charges; Best Practices Guide
3. BC Regulation 166/84 Development Cost Charge and Amenity Cost Charge (Instalments) Regulation

Respectfully submitted:



Ken Cossey, MCIP, RPP
Planning Consultant

Reviewed by:



Tyson Koch
Chief Administrative Officer

File No: DVP-20-DVP03/23

Date: May 5, 2025

To: Mayor and Council
From: Ken Cossey, Planning Consultant
Subject: Consideration of the issuance of a Development Variance Permit

RECOMMENDATIONS

THAT Council accept the Guide Engineering Memorandum, dated March 31, 2025, and the Site Servicing Plan, dated March 14, 2025; and

THAT the Site Servicing Plan requirements outlined on Drawing #25.021.C.02 be incorporated into the applicant's Building Permit plans; and

THAT Development Variance Permit DVP 03/23 be issued for property located at 604 McCombs Drive, Harrison Hot Springs for land legally described as:

Lot 123, Sec 12, Twp 4, Rg 29, W6M, New Westminster District Plan 52598
(PID 005-061-377).

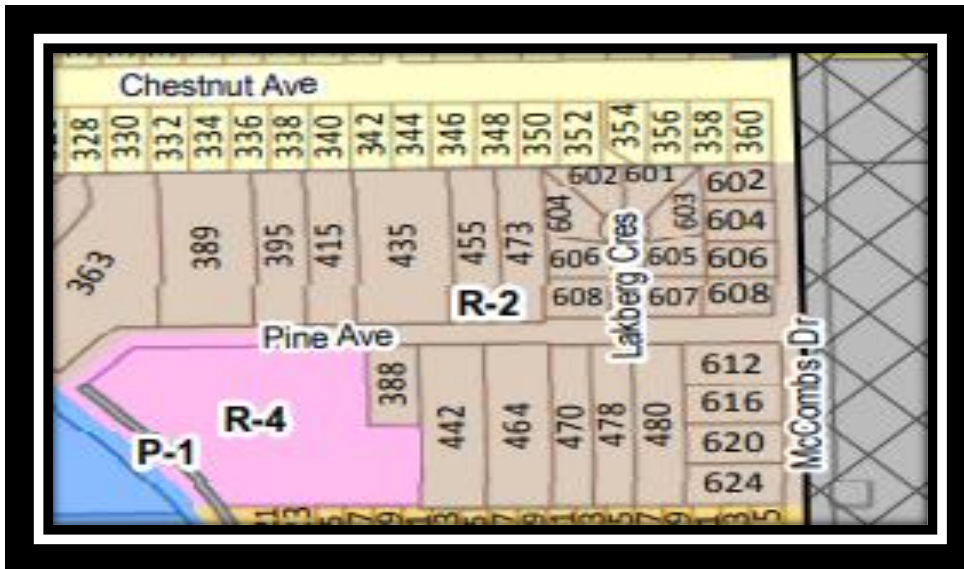
SUMMARY

This application will change the Village's Zoning Bylaw for this property specifically, to allow for the outward extension of their garage from 5 M to 14.7 M, a change of 9.7 M. During an earlier Council meeting held on February 5, 2024, Council required a surface water runoff report to be completed by the applicant. The report was received in March 2025. The report has been reviewed by staff who have no concerns.

BACKGROUND

Zoning Information, Parcel Size, and adjacent uses

The parcel is zoned R-2 and is located adjacent to McCombs Drive. Along the northern, southern, and western boundaries of this site all the parcels of land are also zoned for R-2 activities. On the eastern portion of the parcel and across McCombs Drive is the East Sector Crown land.





Looking towards the house from McCombs Drive

The parcel size is approximately 697.233 M² (0.172 Ac, 7505 Ft², 0.069 Ha) in size and is relatively flat.

DISCUSSION

The change of the current building/structure mass coverage, with the addition of the proposed 9.7 M extension onto the existing garage, could impact the current surface water drainage volume and direction. The required report addresses these issues. As per Council's last direction, that once the required report was received, staff was authorized to send the Notice of Intent to the adjacent properties. The Notice of Intent was delivered to applicable properties within a 30 M distance from this site. No comments have been received as the time of writing this report. Any comments received between writing and reporting will be shared with Council during the meeting on May 5, 2025.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

Zoning Bylaw No.1115, 2017 – the permitted uses in the R-2 Zone and s. 4.2 (a)(ii) requirements. The proposed extension of the garage is considered as an authorized accessory use. The applicant however wishes to vary the requirements of s 4.2(a)(ii), to change the required length for their property from 5M up to 14.7 M.

OCP Bylaw No. 864, 2007 – s. 6.3.2 Low Residential Area policies. As per this Bylaw, single family and two-family (duplex) residential development is permitted.

Respectfully submitted:



Ken Cossey, MCIP, RPP
Planning Consultant

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachments (4):

1. Draft DVP 03/23
2. Building Permit Site Plan map a2.1
3. Guide Engineering Ltd. Memorandum, dated March 31, 2025
4. Guide Engineering Ltd. Site Servicing Plan, dated March 14, 2025

Village of Harrison Hot Springs

DEVELOPMENT VARIANCE PERMIT NO. 03/23

ISSUED this ____ day of ____, 2025

FILE No: 3090-20-DVP03/23

FOLIO No: 5260-15987

REGISTERED LANDOWNERS

Brooke Kirkham and Manuel Kurts

Box 91, 604 McCombs Drive

Harrison Hot Springs, BC V2P 4Y1

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Village of Harrison Hot Springs applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the Village described below:

Legal Description: Lot 123, Section 12, Township 4, Range 29, West of the Sixth Meridian,
New Westminster District Plan 52958
(PID: 005-061-377)
Civic Address: 604 McCombs Drive, Harrison Hot Springs, BC
3. Authorization is hereby given for the use of the subject property for the development of the land for residential purposes in accordance with the conditions listed in Section 4, below.
4. The use must be carried out subject to the following condition:
 1. **As per s 4.2 (a)(ii), of Zoning Bylaw 1115, 2017, increase the length of the garage from 5M up to but not exceeding 14.7M.**
5. The land described herein must be developed in substantial compliance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit must form a part thereof.

The Site Servicing Plan requirements outlined in Guide Engineering Drawing Number 25.021.C.02, dated March 14, 2025 must be incorporated into the applicant's Building Permit application.

6. **This Development Variance Permit is not a Building Permit, a subdivision approval nor a soil removal or deposit permit.** No final inspection must be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Village.

RESOLUTION PASSED BY COUNCIL THIS _____ day of _____, 2025

I HEREBY CERTIFY that I have read the terms and conditions of the Development Variance Permit contained herein. I understand and agree that the Village of Harrison Hot Springs has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with me, other than those contained in this Permit.

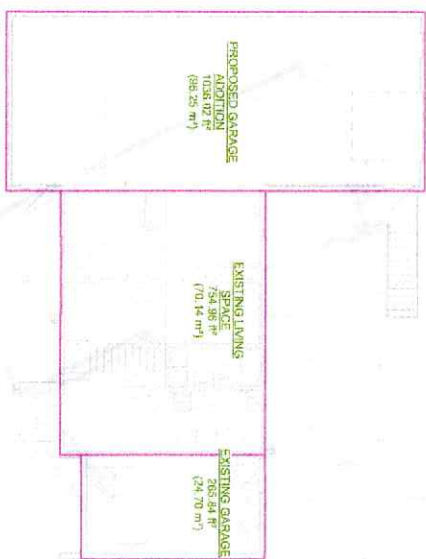
(Authorized Signatory)
Brooke Kirkham

(Authorized Signatory)
Manuel Kurts

THIS PERMIT IS ISSUED this _____ day of _____, 2025.

VILLAGE OF HARRISON HOT SPRINGS

Corporate Officer



GRAPHIC LEGEND

CIRCY CROSS-HATCH DENOTES EXISTING ITEMS TO REMAIN

22020

Brooke & Manuel Addition
604 McCombs Drive, Harrison Hot Springs, BC, V0M 1K0

[illegible]

GULIKER
DESIGN GROUP, INC.
604.824.2774
www.guliker.ca
info@guliker.ca

Brooke Kinkharr

604 McCombs Drive,
Harrison Hot Springs, BC
V0M 1K0

new addition

site plan

Reviewed by	Reviewed by	Reviewed by
JG	MR	MV

MW	MR	JG
----	----	----

reputable one of these there is actually just

a2.1

2022-09-23 10:26:17 AM

issued for building permit



GUIDE ENGINEERING LTD

#512-45715 Hocking Ave,
Chilliwack BC, V2P 6Z6

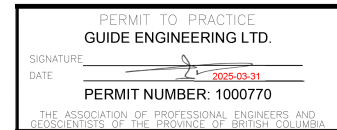
Civil Engineering

March 31, 2025

Village of Harrison Hot Springs,

Our File #: 2025.021.VHH

Attn: Ken Cossey,



RE: Garage Addition, 604 McCombs Drive, Village of Harrison Hot Springs, BC

Dear Ken,

This letter is provided in response to the requirements for the above-mentioned development. As indicated in the submitted site plan, our client intends to add a garage to their primary residence. Due to the increase in the overall impervious area, Guide Engineering Ltd. has been retained to perform a drainage study for the proposed development.

Based on our site inspection conducted on March 3, 2025, and the results of a percolation test, we have determined that the existing on-site soils consist predominantly of clay. As such, an infiltration system is not feasible for this property. Accordingly, Guide Engineering has determined that a detention system is required to manage the additional stormwater runoff resulting from the proposed development.

The total building footprint will be 259 m², with the total lot area being 697 m². The proposed garage will increase the building footprint by 98 m² compared to existing conditions.

In accordance with the Village of Harrison Hot Springs Land Development Bylaw, the allowable post-development storm discharge rate is 1 L/s/ha. Based on this standard, the required retention volume for the increased impervious area is calculated to be 1.99 m³. To accommodate this, we have designed a large manhole detention system with an orifice to control the release of stormwater into the municipal storm system.

Additionally, based on the provided topographic survey, we confirm that surface runoff from the site will not impact adjacent properties, and the existing drainage patterns remain unaltered by the proposed development and current site grading.



GUIDE ENGINEERING LTD

#512-45715 Hocking Ave,
Chilliwack BC, V2P 6Z6

Civil Engineering

We trust the information provided satisfies your current requirements. Should you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

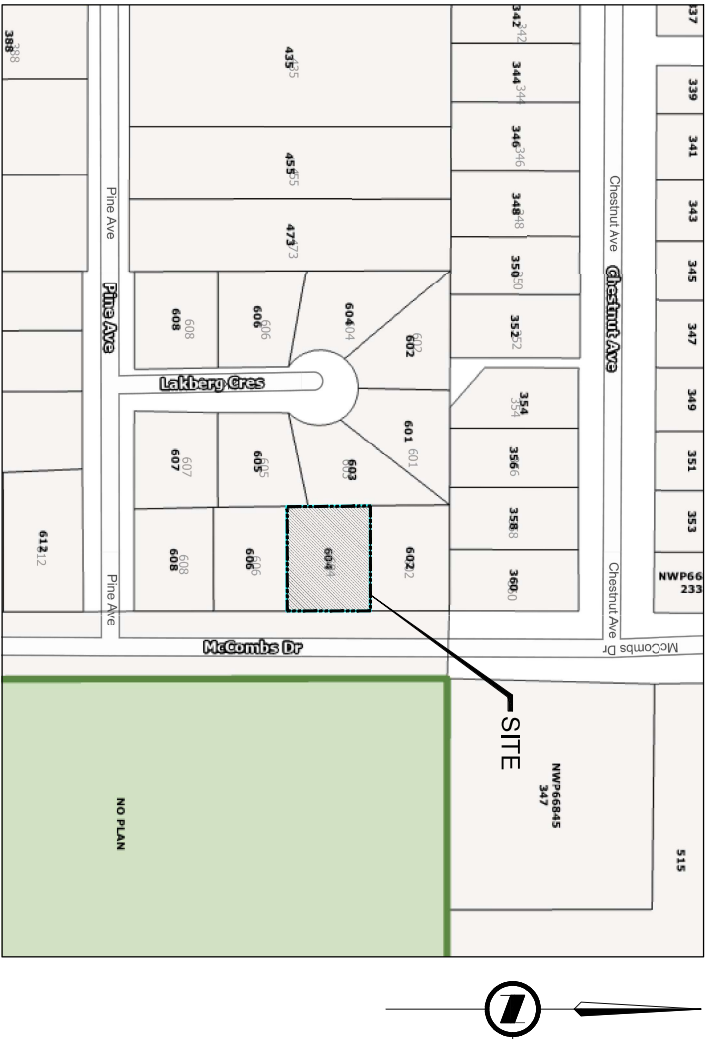
Per:



Mahyar Niroumand, P.Eng., MBA, PMP, CCA

Principal, Civil Engineering | Director

Cc: Manuel Kurts (by email)



DEVELOPER:
NEXON ENGINEERING
UNIT 202 - 26641 FRASER HWY,
ALDERGROVE, BC V4W 3L1
CONTACT: 604- 856-1680

SURVEYOR:
AMBIT LAND SURVEYING LTD.
6086 GOLF ROAD,
AGASSIZ, BC V0M 1A3
OFFICE: 604-491-8008
EMAIL: COLIN@AMBITSURVEYING.COM

LEGAL DESCRIPTION:
LOT 123 SECTION 12 TOWNSHIP 4 RANGE 29 WEST OF THE
SIXTH MERIDIAN NEW WESTMINSTER DISTRICT PLAN 52958



GUIDE ENGINEERING LTD.
UNIT 512, 45715 HOCKING AVENUE, CHILLIWACK, BC
PH: (778) 704- 0214
PERMIT TO PRACTICE #1000770

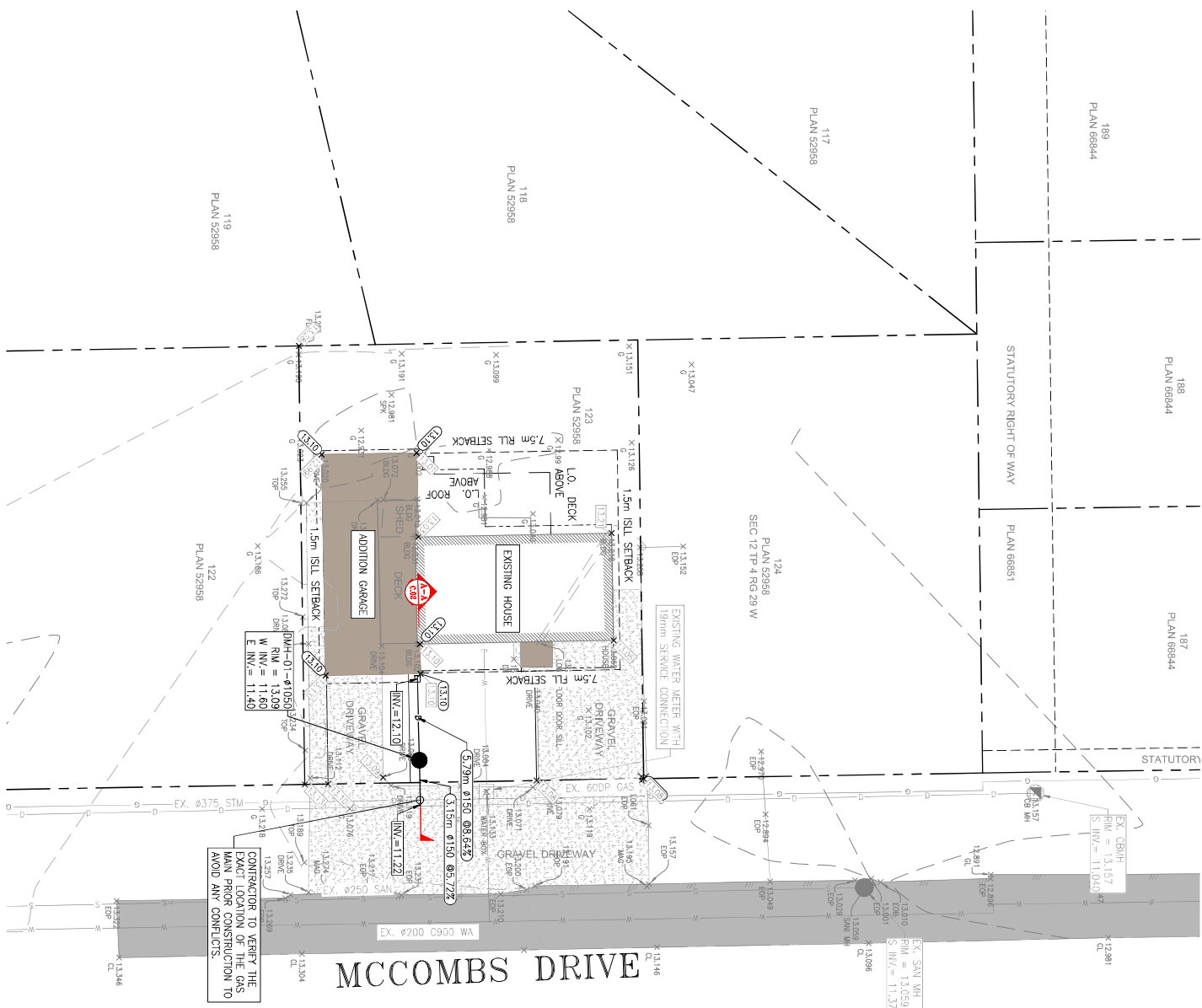
LIST OF DRAWINGS:

DWG. NO.	DRAWING DESCRIPTION
25.021.C.00	COVER SHEET
25.021.C.01	GENERAL NOTES & LEGEND
25.021.C.02	SITE SERVICING PLAN

BROOK AND MANUEL ADDITION
604 MCCOMBS DRIVE,
HARRISON HOT SPRINGS
PROJECT NO.: 2025.021.VHH



CITY FILE NO. _____



PLAN VIEW
SCALE: 1:200

SCALE: 1:200

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PERMIT TO PRACTICE
GUIDE ENGINEERING LTD.

GUIDE ENGINEERING LTD.

4

4

PERMIT NUMBER: 1000770

EDUCATION OF PROFESSIONAL ENGINEERS
IN THE PROVINCE OF BRITISH COLUMBIA

EDUCATION OF PROFESSIONAL ENGINEERS
IN THE PROVINCE OF BRITISH COLUMBIA



CLIENT	NEXON ENGINEERING
PROJECT	BROOK AND MANUEL ADDITION 604 MCCOMBS DRIVE



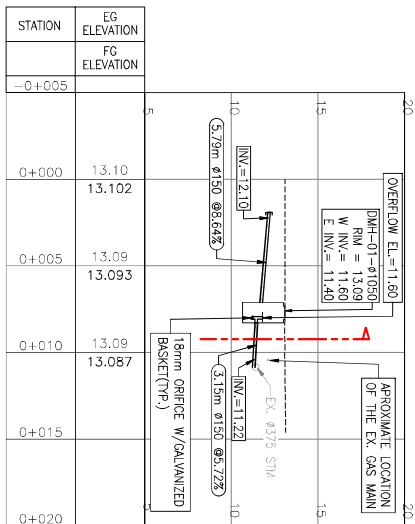
HARRISON HOT SPRINGS

Naturally Refreshed

TITLE
SITE SERVICING PLAN

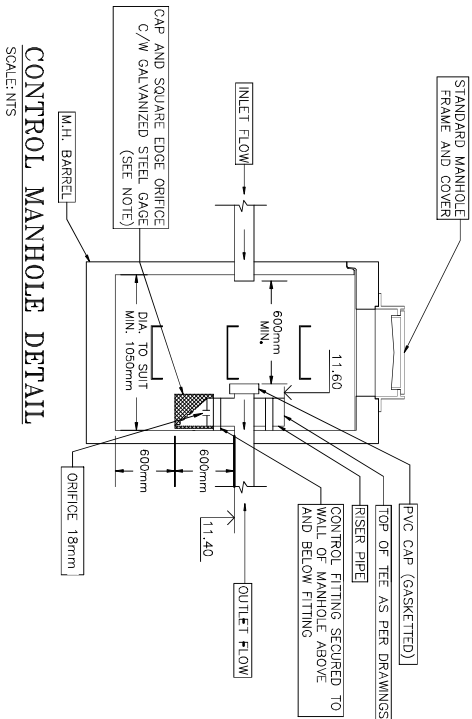
PRODUCT #	2025.021.VHH	SHEET	3
SUB/SP #	SUB _____		
DRAWING NO.			
25.021.C.02			

OF 3		
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PROFILE VIEW A-A
SCALE: 1:200

SCALE: 1:200



SCALE: NTS

<div></div>																									
Detention / Infiltration Facility Design																									
As per Village of Harrison Hot Springs bylaw																									
Project: 604 McCombs Drive File #: 2028 021.VMH	Date: Mar 14, 2024 Design By: JNM																								
Criteria:	Percolation rate is based on percolation test which was conducted on site on Mar 03, 2025. (Calculated with a safety factor of 2)																								
Design Notes:	per rate: 0 mm/hr, sand clay ground Type B rammed capture facility (35% void space storage)																								
Calculation:																									
<table><tr><th>Description</th><th>Unit</th><th>Value</th></tr><tr><td>Data:</td><td></td><td></td></tr><tr><td>Total area of site C</td><td>m²</td><td>697</td></tr><tr><td>Impervious Area</td><td>m²</td><td>259</td></tr></table>	Description	Unit	Value	Data:			Total area of site C	m ²	697	Impervious Area	m ²	259													
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Data:																									
Total area of site C	m ²	697																							
Impervious Area	m ²	259																							
Hydric Conductivity	mm/hr																								
<table><tr><th>Infiltration Depth (lower part)</th><th>n</th><th>0.25</th></tr><tr><td>Equation Depth 60.53% Void Space</td><td></td><td>0.25</td></tr><tr><td>Required Foot Print per 1000m³</td><td>m³/100m³</td><td>46</td></tr><tr><td>Required Foot Print Area</td><td>m²</td><td>10.36</td></tr></table>	Infiltration Depth (lower part)	n	0.25	Equation Depth 60.53% Void Space		0.25	Required Foot Print per 1000m ³	m ³ /100m ³	46	Required Foot Print Area	m ²	10.36													
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Equation Depth 60.53% Void Space		0.25																							
Required Foot Print per 1000m ³	m ³ /100m ³	46																							
Required Foot Print Area	m ²	10.36																							
Required Storage Volume:																									
<table><tr><td>Impervious Storage Volume (60mm/25%)</td><td>m³</td><td></td></tr><tr><td>Detention Storage Volume (60mm/30% curbside)</td><td>m³</td><td>15.54</td></tr><tr><td>Total Required Family Storage Volume</td><td>m³</td><td>15.54</td></tr><tr><td>Release rate:</td><td></td><td></td></tr><tr><td>Release rate at 1.0 l/s/ha</td><td>l/s</td><td>0.16</td></tr><tr><td>Daily allowable release rate</td><td>l/day</td><td>13549.68</td></tr><tr><td>Daily release volume</td><td>m³</td><td>13.55</td></tr><tr><td>Total Required Storage Volume</td><td></td><td>1.99</td></tr></table>	Impervious Storage Volume (60mm/25%)	m ³		Detention Storage Volume (60mm/30% curbside)	m ³	15.54	Total Required Family Storage Volume	m ³	15.54	Release rate:			Release rate at 1.0 l/s/ha	l/s	0.16	Daily allowable release rate	l/day	13549.68	Daily release volume	m ³	13.55	Total Required Storage Volume		1.99	
Impervious Storage Volume (60mm/25%)	m ³																								
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Release rate at 1.0 l/s/ha	l/s	0.16																							
Daily allowable release rate	l/day	13549.68																							
Daily release volume	m ³	13.55																							
Total Required Storage Volume		1.99																							

DETENTION CALCULATION

BEFORE YOU DIG

THE LOCATION OF EXISTING UTILITIES HAS BEEN SHOWN BASED ON THE AVAILABLE INFORMATION. THE ACCURACY & COMPLETENESS OF THE DRAWINGS IN THIS RESPECT IS NOT GUARANTEED. THE EXACT LOCATION OF UTILITIES & SERVICES SHALL BE DETERMINED ON SITE BY THE CONTRACTOR PRIOR TO CONSTRUCTION. ALL CONFLICTS TO BE IMMEDIATELY REPORTED TO GUIDE ENGINEERING & CITY PROJECT MANAGER.

File No: 0340-50
Date: May 5, 2025

To: Mayor and Council
From: Christy Ovens, Community Services Manager
Subject: Filming Policy No. 1.13

RECOMMENDATION

THAT Council Policy No. 1.13, Motion Picture Filming Policy be renamed to Filming Policy, and;
THAT Council approve Policy No. 1.13 as amended.

SUMMARY

To present suggested edits to Policy No. 1.13 Motion Picture Filming for Council's consideration.

BACKGROUND

Policy No. 1.13 Motion Picture Filming Policy was adopted on July 12, 2010 and there have been no updates to the policy since that time. No fee schedule was created at that time, however, section 3(i)(d) of the policy indicates that the Village would establish one in the long term to reflect the Village's administration, labour and material costs. Additionally, section 3(ii) of the policy outlines that no fees will be charged, however, those wishing to film in the Village would be encouraged to provide a donation.

DISCUSSION

Since 2010, there have been several motion pictures and television shows filmed within the Village. While some film companies made a donation, others did not contribute financially to the Village. Staff have conducted a review of filming policies in nearby municipalities including the District of Kent, Township of Langley, and City of Abbotsford. The City of Abbotsford is a popular film destination and their fees do not seem to deter anyone from filming in their community.

Staff is recommending that Policy No. 1.13, Motion Picture Filming Policy be renamed to Film Policy to include the filming of television shows and commercials, while still encompassing motion picture filming. Staff have made suggested edits to Policy No. 1.13 which include updating current staff titles and responsibilities as well as ensuring that fees are being received for the issuance of a Filming Permit. Additionally, staff are recommending updates to minimize liability to the Village including requiring the applicants to obtain insurance, indemnify the Village and provide a mechanism for the Village to require a security deposit depending on the nature of the filming.

Attached to this report is a draft updated Filming Policy No. 1.13 with deletions shown struck out in red font and additions highlighted in yellow.

FINANCIAL CONSIDERATIONS

The intent behind updating Policy No. 1.13 is to ensure that direct costs associated with issuing film permits are covered by the applicants. This will ensure that there are no negative financial implications. In the recent amendment of The Village's Miscellaneous Fee Bylaw No. 1049, 2014, Film Permit Fees were added.

POLICY CONSIDERATIONS

2025-2026 Strategic Plan Priorities

Sustainable Development – To maintain Harrison Hot Springs as a place we call home.

Respectfully submitted:



Christy Ovens
Community Services Manager

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachment: Draft Amended Filming Policy No. 1.13

COUNCIL	POLICY NO. 1.13
MOTION PICTURE FILMING	DATE ADOPTED: July 12, 2010

1. PURPOSE

The purpose of the policy is to encourage filming in the Village of Harrison Hot Springs with a minimum of inconvenience to residents.

2. GOALS

- a. protect the citizens' rights to the quiet use and enjoyment of both public and privately owned lands;
- b. recover all direct costs and expenses incurred by the Village during film production, including any damage to public or private property, to be paid by the film company if applicable;
- ~~c. establish a long term cost recovery procedure for the use of Village owned land and facilities and for the provision of municipal services;~~
- c. establish the ~~municipality~~ Village as an attractive and responsive environment for filming; and
- d. support the local economy.

3. POLICY

a. Film Permit Procedures

To achieve the stated goals and to deal with the requests of filming companies in a timely fashion, the Village ~~has a full time Community and Economic Development Officer's~~ Community Services staff are authorized to act as the Village's Film Coordinator. ~~The Community and Economic Development Officer is the Village's Film Coordinator.~~ The nature of the film industry and the subsequent requests received by the Village's Film Coordinator require that prompt responses to the various requests be provided. The Village's Film Coordinator is authorized to perform the following functions: ~~upon consultation with the Mayor and Council, and the CAO~~

- i. assess the impact on the community to ensure that the public interests are protected;
- ii. establish terms and conditions under which approvals are granted; and
- iii. ~~provide approval or denial of~~ approve or deny the request.

b. Film Permit Fees

Film Permit fees will be charged in accordance with Miscellaneous Fee Bylaw No. 1049, 2014 as amended from time to time.

c. Security Deposit

Prior to the issuance of a Film Permit, the applicant may be required to provide a refundable security deposit depending on the nature of the filming activities. The Filming Coordinator is authorized to set the security deposit on a case-by-case basis, with an amount not to exceed \$5,000. The security deposit will be returned in full upon completion of the filming, provided that the Film Coordinator is satisfied that there was no damage to Village property that resulted from the filming. If damage occurs and repairs are required, the costs of the repairs and administration charges will be deducted from the security deposit.

d. Insurance

The applicant must provide to the Village a Certificate of Insurance indicating that the applicant has obtained Comprehensive General Liability Insurance in the amount of \$5,000,000 naming the Village as an additional insured party.

e. Business Licence

The applicant must hold a valid Village of Harrison Hot Springs Business Licence.

f. Schedule and Map of Filming

The applicant must submit a map and filming schedule at the time of applying for the Film Permit. Filming must only take place at the locations and during the dates and times as approved by the Film Coordinator. Any changes to filming dates, times or locations must be provided in writing to and approved by the Film Coordinator.

g. Indemnity

By applying for the Film Permit, the applicant agrees to indemnify and hold harmless the Village of Harrison Hot Springs, its elected or appointed officials, officers, employees and agents from and against all actions, proceedings, costs, damages, expenses, claims and demands whatsoever and by whomsoever brought or made against the Village or its said elected or appointed officials, officers, employees or agents, resulting directly or indirectly from the filming activities.

File No: 0530-01
Date: May 5, 2025

To: Mayor and Council
From: Christy Ovens, Community Services Manager
Subject: Try Tennis Event

RECOMMENDATION

THAT the special event fees be waived for the Try Tennis Event to be hosted at Spring Park in June 2025.

SUMMARY

To present information to Council regarding a free community event opportunity promoting tennis as a fun, healthy, and inclusive activity (Tennis Canada Toolkit).

DISCUSSION

Members of the Chilliwack Tennis Society who live locally contacted Village staff about the potential of hosting a Try Tennis event at Spring Park. This event would take place on a Saturday in June and would be free for anyone to participate. The goal of the event is to introduce more members of the community (of all ages) to the sport of tennis, and gain familiarity with the tennis courts located at Spring Park.

Tennis Canada has designated the month of June as Tennis Month. In support of events like this, Tennis Canada has created a Try Event Guide that the organizers will utilize to facilitate the day. Members from Tennis Chilliwack will be accompanied by a certified instructor, as well as representatives from Tennis BC and a team of organizing volunteers.

The tennis courts would be reserved for the Try Tennis Event during the date and time that is still to be finalized with the organizers.

FINANCIAL CONSIDERATIONS

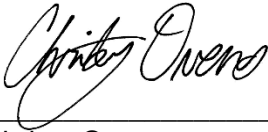
A special event of this type would typically have an application fee of \$50.00 and a special event use fee of \$100.00. Given that there will be no fees charged for attending this event, and the benefits to the community, staff are recommending that Council consider waiving the special event fees.

POLICY CONSIDERATIONS

2025-2026 Strategic Plan Priorities

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

Respectfully submitted:



Christy Owens
Community Services Manager

Reviewed by:



Tyson Koch
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz
Chief Financial Officer, Deputy CAO

File No: 0340-50
Date: May 5, 2025

To: Mayor and Council
From: Christy Ovens, Community Services Manager
Subject: Memorial Hall Use Policy No. 1.18 Updates

RECOMMENDATION

THAT Council approve Memorial Hall Use Policy No. 1.18 as amended.

SUMMARY

To present proposed updates to Memorial Hall Use Policy No. 1.18 which outlines procedures for the rental of Memorial Hall.

BACKGROUND

At the April 7, 2025 Regular Council Meeting, Council adopted a bylaw to amend Miscellaneous Fee Bylaw No. 1049, 2014. In reviewing and updating the fee schedule for Memorial Hall, staff concurrently reviewed the corresponding policy.

DISCUSSION

Memorial Hall Use Policy No. 1.18 was adopted on August 13, 2012 and was last amended on September 10, 2012. Proposed updates coincide with current organizational capacities and simplify the post-use procedures section. This policy is intended to be a high level framework for the use of the Hall. To support renters and ensure that post-use clean up occurs, staff have developed a post-use checklist that must be adhered to in order for the damage deposit to be refunded. The post-use checklist is referenced in the updated policy. Attached to this report is the updated draft and the existing policy is also enclosed to compare the updates to the current wording.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

There are no policy considerations associated with this report.

Respectfully submitted:



Christy Owens
Community Services Manager

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachments (2):

1. Draft Amended Memorial Hall Use Policy 1.18
2. Current Memorial Hall Use Policy 1.18 (for reference)

COUNCIL	POLICY NO. 1.18
MEMORIAL HALL USE	DATE ADOPTED: August 13, 2012 DATE AMENDED: XX, 2025

1. PURPOSE

To establish procedures for the rental of Memorial Hall (the Hall).

2. POLICY

a. Booking Procedures

- i. All booking requests must be made through the Village Office by completing a Memorial Hall Rental Application Form.
- ii. Tentative bookings may be made by telephone or email, but written confirmation complete with booking deposit must be received by the Village Office within two weeks of the tentative booking being made or the tentative booking will be cancelled.
- iii. Set up and clean up times are included in the allotted rental time. Any additional time will be charged at the appropriate hourly rate.

b. Rental rates are outlined in the Village's Miscellaneous Fee Bylaw No. 1049, 2014 as amended from time to time.

c. Booking Deposit

- i. A booking deposit of one day's rental (or the full fee for an hourly rental) shall be paid at the time of booking. The booking deposit will become part of the rental fee.
- ii. The booking deposit will be entirely forfeited where a booking is cancelled by the renters within 14 days of the date booked.

d. Damage Deposit

- i. A damage deposit as specified by Miscellaneous Fee Bylaw No. 1049, 2014 as amended from time to time must be paid at least two weeks prior to the scheduled event.
- ii. The damage deposit will be completely forfeited if paper confetti, glitter, or rice is used in or around the Hall.
- iii. Where post-use clean-up has not been completed as required, an amount equal to the costs to perform the clean-up, including an administrative overhead fee of 15% shall be deducted from the deposit. If the cleanup cost exceeds the amount of the damage deposit an invoice will be generated to recover the balance.

e. Keys

- i. The balance of any funds due must be paid to the Village before any keys will be issued.
- ii. All keys are the property of the Village and any duplication of keys by any renter(s) will result in an automatic forfeiture of the damage deposit and loss of future booking privileges of that individual or group.
- iii. The damage deposit will be entirely forfeited if the keys are not returned to the Village Office.

f. Hourly Rentals (Monday through Friday only):

- i. Keys are available from the Village office for pick-up within 1 hour prior to rental time.
- ii. Keys are to be returned to the Village Office within 1 hour after the rental time has expired.

g. Weekday Rentals (Monday through Thursday):

- i. Keys are available from the Village Office for pick-up after 8:00 a.m. on the day of the event.
- ii. Keys may be returned via mail drop at the Village Office and shall be returned prior to 8:00 a.m. of the day following the booked rental time.

h. Weekend Rentals (Saturday or Sunday):

i. Saturday Rental: Keys are available for pickup from the Village Office at 4:00 p.m. on the Friday prior to the event, as a courtesy. If the renter requires use of the hall on Friday evening the corresponding hourly rate will be charged;

ii. Sunday Rental: Keys will be available for pick up from Village staff on duty at 8:00 a.m. on the day of the event unless a mutually agreed time after 8:00 a.m. has been arranged.

iii. Keys may be returned via mail drop at the Village Office and must be returned by 8:00 a.m. of the day following the booked rental time.

j. Post-Use Procedures: It is the responsibility of the user to leave the hall clean and tidy. Clean up shall be completed immediately following the event and within the time for which the hall is booked. The Memorial Hall Post Use Procedures document outlines the requirements that must be completed. Following each use, the hall will be inspected by Village staff to ensure that both it and the contents have been left clean and in good order. The results of the inspection will be submitted directly to the Village Office and will be a pre-condition to the return of the damage deposit.

k. Damage: Any damage to the Hall must be repaired or reported to the Village Office.

l. Miscellaneous

i. All the equipment provided for cleaning the hall can be found in the Janitorial Supplies closet, and shall be returned after use.

ii. Only 3M pull-away tab or tape may be used to affix items to the walls. Items cannot be affixed to the walls by any means that would puncture the surface of the wall.



**VILLAGE OF
HARRISON HOT SPRINGS
POLICY**

COUNCIL	POLICY NO. 1.18
MEMORIAL HALL USE	DATE ADOPTED: August 13, 2012 DATE AMENDED: September 10, 2012

1. PURPOSE

To establish procedures for the rental of Memorial Hall.

2. DEFINITIONS

“Confetti” means paper, any form of glitter, rice or any other material.

3. POLICY

i. Booking Procedures

- All bookings shall be made through the Village Office on the form provided.
- Tentative bookings may be made by telephone or e-mail but written confirmation complete with booking deposit must be received within two weeks at the Village Office or the tentative booking will be cancelled.
- Set up and clean up times are included in the allotted rental time. Any additional time will be charged at the appropriate hourly rate.

ii. Rental Rates

- See Miscellaneous Fee Bylaw

iii. Deposits and Keys

Booking Deposit

- A booking deposit of one day's rental (or the full fee for an hourly rental) shall be paid at the time of booking. The booking deposit will become part of the rental fee.

- The booking deposit will be entirely forfeited where a booking is cancelled by the renters within 14 days of the date booked.

Damage Deposit

- A damage deposit as specified in the miscellaneous fee bylaw shall be paid 2 weeks prior to the scheduled event.
- The damage deposit will be completely forfeited if confetti is used in or around the hall.
- Where the required clean-up has not been completed as required, an amount equal to the costs to perform the clean-up, including an administrative overhead fee of 15% shall be deducted from the deposit. If the cleanup cost exceeds the amount of the damage deposit an invoice will be generated to recover the balance.

Keys

- The balance of any funds due shall be paid to the Village before any keys will be issued.
- All keys are the property of the Village and any duplication of keys by anyone other than Village personnel will result in an automatic forfeiture of the damage deposit and loss of future booking privileges of that individual or group.
- The damage deposit will be entirely forfeited where the keys are not returned to the Village Office.

Hourly Rentals (Monday thru Friday only):

- Keys are available from the Village office for pick-up within 1 hour prior to rental time.
- Keys are to be returned to the Village Office within 1 hour after the rental time has expired.

Weekday Rentals (Monday thru Thursday):

- Keys are available from the Village Office for pick-up after 8:00 a.m. on the day of the event.

- Keys may be returned via mail drop at the Village Office and shall be returned prior to 8:00 a.m. of the day following the booked rental time.

Weekend Rentals (Saturday or Sunday):

Saturday rental: Keys are available for pickup from the Village Office at 4:00 p.m. on the Friday prior to the event, as a courtesy. If the renter requires use of the hall on Friday evening the corresponding hourly rate will be charged;

Sunday rental: Keys will be available for pick up from Village staff on duty at 8:00 a.m. on the day of the event unless a mutually agreed time after 8:00 a.m. has been arranged.

- Keys may be returned via mail drop at the Public Works Office and shall be returned by 8:00 a.m. of the day following the booked rental time.

iv. Post-Use Procedures

- It is the responsibility of the user to leave the hall clean and tidy. Clean up shall be completed immediately following the event and within the time for which the hall is booked. Following each use, the hall will be inspected by Village staff to ensure that both it and the contents have been left clean and in good order. The results of the inspection will be submitted directly to the Village Office and will be a pre-condition to the return of the damage deposit.

Cleaning

- Main hall floor shall be swept by all private users. Community users will also be required to damp mop all floors.

Kitchen (when used)

- Floor shall be swept and mopped.
- Counters washed.
- Stove top and oven shall be left in the same condition in which they were found.
- Fridge – everything used by the group shall be cleaned out and the inside left in the same condition in which it was found.

Upstairs

- Dressing rooms, if used shall be cleaned and vacuumed.
- Washroom shall be cleaned and the garbage emptied.

Box Office

- If used, shall be cleaned out and swept.

Equipment

- All equipment belonging to the user group shall be removed from the hall by the end of the event.
- All the equipment belonging in the hall, including tables and chairs, shall be stored in their original storage location.

Damage

- Any broken or missing equipment belonging in the hall shall be fixed or replaced and reported to the Village Office.
- Any damage to the hall shall be repaired or reported to the Village Office.

Miscellaneous

- All the equipment provided for cleaning the hall shall be cleaned and replaced in the area provided.
- Only 3M pull-away tab or tape may be used to attach things to the walls. It can be found at most hardware stores. Items cannot be affixed to the walls by any means that would puncture the surface of the wall.
- Garbage shall be bagged and tied securely and left by the rear exit of the Hall.

File No: 1830
Date: May 5, 2025

To: Mayor and Council
From: Scott Schultz, Chief Financial Officer
Subject: 2024 Audited Financial Statements

RECOMMENDATION

THAT the Independent Auditor's Report be received; and

THAT the 2024 Financial Statements of the Village of Harrison Hot Springs be approved; and

THAT the Independent Auditor's Report be attached to the approved Financial Statements of the Village of Harrison Hot Springs.

SUMMARY

Approval of the annual audited Financial Statements.

BACKGROUND

On an annual basis, the financial statements for the Village are prepared by staff and independently audited by a third-party firm. For the year ended December 31, 2024, BDO Canada LLP was engaged to perform a full audit on the financial statements and present the results to Council.

DISCUSSION

Section 167 of the *Community Charter* requires that municipalities submit audited and approved financial statements to the Inspector of Municipalities by May 15th of each year.

FINANCIAL CONSIDERATIONS

There are no financial considerations related to this report.

POLICY CONSIDERATIONS

There are no policy considerations related to this report.

Respectfully submitted:



Scott Schultz
Chief Financial Officer

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachments (2):

1. Audit Findings Report
2. Village of Harrison Hot Springs 2024 Audited Financial Statements



Village of Harrison Hot Springs

Audit Findings Report to the Mayor and Council for the year ended December 31, 2024

START



To the Mayor and Council of Village of Harrison Hot Springs

We are pleased to provide you with the results of our audit of the financial statements of the Village of Harrison Hot Springs (the “Village”) for the year ended December 31, 2024.

The enclosed final communication includes our approach to your audit, including: significant risks identified and the nature, extent, and results of our audit work. We will also communicate any significant internal control deficiencies identified during our audit and reconfirm our independence.

During the course of our audit, management made certain representations to us - in discussions and in writing. We documented these representations in the audit working papers.

We look forward to discussing our audit conclusions with you. In the meantime, please feel free to contact us if you have any questions or concerns.

Yours truly,

BDO Canada LLP

BDO Canada LLP

April 28, 2025



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For the year ended December 31, 2024



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Audit at a glance

Preliminary materiality was \$760,000; specific materiality was \$280,000. Final and specific materiality remained unchanged from our preliminary assessment.

We are not aware of any fraud affecting the Village. If you have become aware of changes to processes or are aware of any instances of actual, suspected, or alleged fraud since our discussions held at planning, please let us know.

We have complied with relevant ethical requirements and are not aware of any relationships between Village of Harrison Hot Springs and our Firm that may reasonably be thought to bear on our independence.



Brian Szabo, CPA, CA
Email: bszabo@bdo.ca
Direct: 604-646-3389



November 2024



April 2025



Status of the audit

We have substantially completed our audit of financial statements of the Village for the year ended December 31, 2024. We are prepared to issue our independent auditor's report pending completion of the following:

- Approval of the financial statements by Mayor and Council;
- Receipt of signed management representation letter; and
- Updates to our subsequent events procedures to the date of our auditor's report.

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the financial statements are free from material misstatement. Our draft auditor's report is attached to the draft financial statements.

The scope of the work performed was substantially the same as that described in our Planning Communication to the Mayor and Council dated January 21, 2025.



Audit findings

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the Village's accounting practices, including accounting policies, accounting estimates and financial statements disclosures. We look forward to exploring these topics in depth and answering your questions. A summary of the key discussion points are below:

Financial statement areas	Risks noted	Audit findings
Management override of controls <i>[Significant Risk]</i>	Management is generally in a unique position to perpetrate fraud because of management’s ability to directly or indirectly manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. It should be noted that this risk is not specific to the Village.	<ul style="list-style-type: none">• We reviewed transactions recorded in the various ledgers for unusual or non-recurring adjustments not addressed by other audit procedures.• We reviewed controls over journal entries and specific journal entries subject to risk.• All audit testing in this area was executed as planned with no issues to be reported
Risk of Fraudulent Revenue Recognition <i>[Mandatory audit consideration - Rebuttable presumption]</i>	Due to the nature of the Village and its revenue streams, we have rebutted the risk of fraudulent revenue recognition as permitted under auditing standards. Nevertheless, there continues to be a risk of revenue being recorded in the incorrect period, as accounting standards are complex and subject to variation in application.	<ul style="list-style-type: none">• We reviewed user fee and taxation revenues in accordance with the latest revenue recognition standards.• We reviewed agreements for grant funding received and ensured the revenue was recorded accurately in accordance with the settlement of any stipulations.• All audit testing in this area was executed as planned with no issues to be reported.



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Audit findings (cont'd)

Financial statement areas	Risks noted	Audit findings
Employee Future Benefits <i>[Elevated Risk]</i>	<p>This is a complex accounting area that requires much estimation and reliance on actuarial experts.</p>	<ul style="list-style-type: none"> • We reviewed the actuarial report and audited the significant assumptions. • We directly communicated with and confirmed the independence of the external actuary. • All audit testing in this area was executed as planned with no issues to be reported.
Development cost charges (“DCCs”) <i>[Elevated Risk]</i>	<p>As with all municipalities, collection and use of DCCs is a complex area requiring interaction of several Village departments. There is a risk that the DCC’s may not be completely or properly accounted for.</p>	<ul style="list-style-type: none"> • We obtained the bylaw authorizing the expenditure of monies in the DCC reserve fund and traced the projects to the DCC Revenue GL. • We reviewed the DCC continuity schedule and vouched a sample of DCCs received that existed at year end to relevant correspondence and bank statements. • All audit testing in this area was executed as planned with no issues to be reported.
Adoption of PS 3400 - Revenue <i>Current year adoption</i>	<p>PS 3400 is a new accounting standard relating to revenue not covered by other PSAS standards and generally requires the identification of performance obligations associated with revenue. It is effective for the Village’s current fiscal year. As with the adoption of any new accounting standard, there is a risk that it may not have been properly implemented.</p> <p>This section is related to revenue recognition principles that apply to revenues of governments and government organizations other than government transfers and tax revenue, and addresses recognition, measurement and presentation of revenues that are common in the public sector.</p>	<ul style="list-style-type: none"> • We reviewed management’s process of identifying performance obligations and the recognition and measurement of revenues. • We reviewed the notes to the financial statements to ensure appropriate disclosure of revenue as required under accounting standard. • We performed other substantive procedures on other revenue impacted by this standard. • All audit testing in this area was executed as planned with no issues to be reported.



Audit findings (cont'd)

Financial statement areas	Risks noted	Audit findings
Adoption of PS 3160 - Public Private Partnership <i>Current year adoption</i>	<p>PS 3160 Public Private Partnerships is effective for the Village's current fiscal year. This new accounting standard can be complex therefore, there is a risk that assets and liabilities may not be identified and appropriately accounted for by the Village.</p> <p>This Section establishes standards on how to account for and report Public Private Partnerships (P3s) that include alternative finance and procurement models where public sector entities procure infrastructure with private sector partners.</p>	<ul style="list-style-type: none"> • We reviewed management's process to identifying and measuring P3s and management's assessment where an asset or liability exists. • We reviewed the accounting adjustments made in accordance with the new standard and agree the information to supporting documentation. • We reviewed the notes to the financial statements to ensure appropriate disclosure of P3s as required under accounting standards. • All audit testing in this area was executed as planned with no issues to be reported.



Internal control matters

- ▶ During the audit, we performed the following procedures regarding the Village's internal control environment:
- ▶ Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.
- ▶ We considered the results of these procedures in determining the extent and nature of audit testing required.



We are required to communicate to you in writing about any significant deficiencies in internal control that we have identified during the audit.

A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that merits the attention of those charged with governance.

The audit expresses an opinion on the Village's financial statements. As a result, it does not cover every aspect of internal controls—only those relevant to preparing the financial statements and designing appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

We draw to the attention of Mayor and Council the fact that, due to the limited number of employees at the Village of Harrison Hot Springs, control weaknesses arising from a potential lack of segregation of duties are difficult to avoid. As a result, continuous diligence and review of financial information is necessary.



Unadjusted differences

Summary of unadjusted differences

There were no unadjusted differences noted during the course of our audit engagement.



Adjusted differences

Summary of adjusted differences

The following is a summary of differences that were corrected by management during the course of our audit engagement :

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit
1	12/31/2024	AMORTIZATION EXPENSE - SEWER EQUIPMENT	2-4-3-41-170-0700 41	AMR			6,454.00
1	12/31/2024	EQUITY IN TANGIBLE CAPITAL ASSETS - SEWER FUND	7-2-3-41-900-1800 41	AMR		6,454.00	
To correct open retained earnings for FY23 amortization double entry posted subsequent to audit completion.							
2	12/31/2024	OTHER PROVINCIAL GOVERNMENT RECEIVABLES	1-1-1-12-903-0245 12	KK			234.66
2	12/31/2024	DEFERRED REVENUE-GRANTS	1-2-1-18-104-2511 18	KK		11,520.00	
2	12/31/2024	SURPLUS	1-2-1-20-900-1900 20	KK			157,599.00
2	12/31/2024	INFRASTRUCTURE GRANTS - PROVINCIAL	1-5-1-12-100-2800 12	KK		157,833.66	
2	12/31/2024	INFRASTRUCTURE GRANTS - PROVINCIAL	1-5-1-12-100-2800 12	KK			11,520.00
To record opening accumulated surplus impact of revenues recorded in the current year related to prior year.							
3	12/31/2024	AMORTIZATION EXPENSE - BUILDINGS & STRUCTURES	1-4-1-12-170-0650 12	KK3		25.99	
3	12/31/2024	Accretion Expense - Asbestos - General Admin	1-4-1-14-103-3895 14	KK3		1,793.89	
3	12/31/2024	AMORTIZATION EXPENSE - SEWER STRUCTURES	2-4-3-41-170-0650 41	KK3		13.75	
3	12/31/2024	Accretion Expense - Asbestos - Sewer Services	2-4-3-41-460-3895 41	KK3		317.49	
3	12/31/2024	Accretion Expense - Well Capping	3-4-3-43-560-3895 43	KK3		433.88	
3	12/31/2024	ACCUMULATED AMORTIZATION - BUILDINGS & STRUCTURES	6-2-1-12-160-0650 12	KK3			25.99
3	12/31/2024	ARO Liability - Asbestos - General Administrative	6-2-1-20-100-1655 20	KK3			1,793.89
3	12/31/2024	ARO LIABILITY - ASBESTOS - SEWER	7-2-1-20-100-1655 20	KK3			317.49
3	12/31/2024	ACCUMULATED AMORTIZATION - SEWER STRUCTURES	7-2-3-41-160-0650 41	KK3			13.75
3	12/31/2024	ARO LIABILITY - WELL CAPPING	8-2-1-20-100-1655 20	KK3			433.88
To record accretion and amortization expense relating to the ARO for fiscal year 2024							
4	12/31/2024	INFRASTRUCTURE GRANTS - PROVINCIAL	1-5-1-12-100-2800 12			47,744.59	
4	12/31/2024	TFR FROM RESERVES	1-5-1-15-100-2900 15				47,744.59
To reclassify the fund for capital upgrades of the McCombs bridge							



Other required communications

Professional standards require independent auditors to communicate with those charged with governance certain matters in relation to an audit. In addition to the points communicated within this letter, the attached table summarizes these additional required communications.

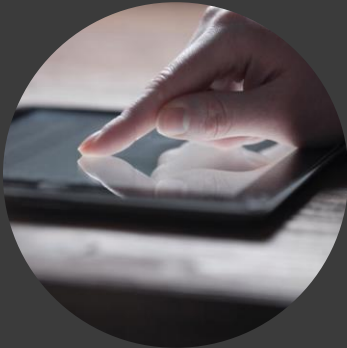
Issue	BDO response
Potential effect on the financial statements of any material risks and exposures, such as pending litigation, that are required to be disclosed in the financial statements.	None noted.
Material uncertainties related to events and conditions that may cast significant doubt on the Foundations’ ability to continue as a going concern.	None noted.
Matters involving non-compliance with laws and regulations.	None noted.
Significant related party transactions that are not in the normal course of operations and which involve significant judgments made by management concerning measurement or disclosure.	None noted.
Management consultation with other accountants about significant auditing and accounting matters.	None noted.
Other Matters	None noted.



Recommended Resource

Staying in the know with knowledge and perspective

Key changes to financial reporting



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Appendices

- ▶ Appendix A: Representation Letter
- ▶ Appendix B: Independence Letter
- ▶ Appendix C: Management Letter



Appendix A: Representation Letter

Village of Harrison Hot Springs
PO Box 160
495 Hot Springs Road,
Harrison Hot Springs, BC
V0M 1K0

Board Approval Date

BDO Canada LLP
Chartered Professional Accountants
Royal Centre, 1055 West Georgia Street,
Unit 1100, P.O. Box 11101
Vancouver

This representation letter is provided in connection with your audit of the financial statements of Village of Harrison Hot Springs for the year ended December 31, 2024, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian Public Sector Accounting Standards.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated December 2, 2024, for the preparation of the financial statements in accordance with Canadian Public Sector Accounting Standards; in particular, the financial statements are fairly presented in accordance therewith.

- The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement and/or disclosure that are reasonable in accordance with Canadian Public Sector Accounting Standards.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian Public Sector Accounting Standards.
- All events subsequent to the date of the financial statements and for which Canadian Public Sector Accounting Standards require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. No material unadjusted misstatements were identified.

Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Fraud and Error

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

General Representations

- We confirm that there are no derivatives or off-balance sheet financial instruments held at year end that have not been properly recorded or disclosed in the financial statements.
- The entity has complied with all provisions in its agreements related to debt and there were no defaults in principal or interest, or in the covenants and conditions contained in such agreements.
- There have been no plans or intentions that may materially affect the recognition, measurement, presentation or disclosure of assets and liabilities (actual and contingent).
- The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the entity, except as disclosed in the financial statements.

Other Representations Where the Situation Exists

- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.
- We have provided you with all the relevant information with regards to the adoption of PS3400 Revenue. In particular, we have examined all revenue streams and determined there is no impact on the amounts in current and prior years. We have included all known disclosure impacts in the financial statements.
- We have taken responsibility for the identification of and accounting for all revenue streams impacted by the adoption of PS3400.
- We have considered the impacts of adopting PS3160 Public-private partnerships and determined there are no transactions that have been entered into by the Village to which the scope of PS3160 applies.

Yours truly,

Scott Schultz, Chief Financial Officer

Tyson Koch, Chief Administrative Officer



Appendix B: Independence Letter



Tel: (604) 688-5421
Fax: (604) 688-5132
www.bdo.ca

BDO Canada LLP
Royal Centre, 1055 West Georgia Street
Unit 1100, P.O. Box 11101
Vancouver, British Columbia
V6E 3P3

April 28, 2025

Mayor and Council
Village of Harrison Hot Springs

Dear Mayor and Council:

We have been engaged to audit the financial statements of Village of Harrison Hot Springs (the "Village") for the year ended December 31, 2024.

Canadian generally accepted auditing standards require that we communicate at least annually with you regarding all relationships between the Village and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the appropriate provincial institute/order covering such matters as the following:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant Influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since January 21, 2025, the date of our last letter.

We are aware of the following relationships between the Village and us that, in our professional judgment, may reasonably be thought to have influenced our independence. The following relationships represent matters that have occurred from January 21, 2025 to April 4, 2025.

- We have provided advice and comments to management regarding several financial statement measurement, presentation and disclosure matters.
- BDO has provided accounting advisory services over the adoption of PS 3400 Revenue.
- We have provided assistance in the preparation of the financial statements, including adjusting journal entries. These services created a self-review threat to our independence since we subsequently expressed an opinion on whether the financial statements presented fairly, in all material respects, the financial position, results of operations and cash flows in accordance with Canadian Public Sector Accounting Standards.
- We, therefore, required that the following safeguards be put in place related to the above:
 - Management provided us with a trial balance and draft financial statements, including notes, prior to completion of our audit.
 - Management created the source data for all the accounting entries.



- Management developed any underlying assumptions required with respect to the accounting treatment and measurement of the entries.
- Management reviewed advice and comments provided and undertook their own analysis considering the Village's circumstances and generally accepted accounting principles.
- Management reviewed and approved all journal entries prepared by us, as well as changes to financial statement presentation and disclosure.
- Someone other than the preparer reviewed the proposed journal entries and financial statements.

This letter is intended solely for the use of the Mayor and Council, management and those charged with governance of the Village and should not be used for any other purpose.

Yours truly,

BDO Canada LLP

Chartered Professional Accountants



Appendix C: Management Letter



Tel: 604 688 5421
Fax: 604 688 5132
vancouver@bdo.ca
www.bdo.ca

BDO Canada LLP
Unit 1100 Royal Centre
1055 West Georgia Street
Vancouver, BC V6E 3P3 Canada

April 28, 2025

Mr. Scott Schultz, Financial Officer
Village of Harrison Hot Springs
PO Box 160
495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

Dear Mr. Schultz

During the course of our audit of the financial statements of Village of Harrison Hot Springs (the "Village") for the year ended December 31, 2024, we identified matters which may be of interest to management. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

The responsibility for producing financial statements and ensuring adequate internal controls and sound business practices is the responsibility of the Board of Directors through management and is a part of management's overall responsibility for the ongoing activities of the company. Policies and procedures developed by the company to safeguard its assets and to provide reasonable assurance that errors and irregularities or illegal acts are promptly identified, must be properly monitored to ensure that all staff are complying with the guidelines provided. Where we determined, from our testing, that there exists a need for improvement in existing systems of internal control or if we detected that the company's staff are not complying with the critical accounting policies and procedures provided by management, we increased our year-end testing of account balances to ensure that audit risk was kept to an appropriately low level.

The comments and concerns expressed herein did not have a material effect on the company's financial statements and, as such, our opinion thereon was without reservation. However, in order for the company to ensure the safeguarding of its assets and the accuracy of its records, we believe our comments and concerns should be taken into consideration by management. Our comments are not intended to reflect upon the honesty or competence of the company's employees.

The matters we have identified are discussed in Appendix 1.

This communication is prepared solely for the information of management and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

Yours truly,

Brian Szabo, CPA, CA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants



Appendix 1

1. Segregation of Duties - CFO Duties & Formal Review of Quarterly Financial Statements

During our review, it was noted that there is lack of oversight over entries posted by the CFO and of the quarterly financial statements prepared by the CFO. This situation is in conflict with the principle of segregation of duties, which is a fundamental control to ensure the accuracy and completeness of financial records and mitigation of fraud risk and manipulation of records.

We recommend that Council and Management conduct reviews of the quarterly financial statements and appropriately document their review in meeting minutes as evidence of oversight. We additionally recommend that Council and Management review their segregation of duties policy and implement appropriate controls to mitigate the risk of errors or fraudulent. It should be noted that in a small organization with limited management level employees, complete segregation of duties is not always possible. In such circumstances, those charged with governance may require some amount of oversight of certain processes.

Management Response

Due to the small nature of the management team at the Village, and specifically the Finance department, it is not possible to completely segregate the duties in this particular regard. In order to ensure complete transparency however, all manual journal entries contain a complete set of backup information detailing the reason for the entry. A listing of all manual journal entries is also provided to the audit team annually for review. As a note, the majority of manual journal entries are routine in nature as a course of doing business, however if there ever were to be an uncommon or special entry needed, it is always discussed with the CAO before posting such entry.

2. CFO with Administrative or Super-user Access

We noted through our testing of general IT controls that the CFO has administrative privileges to the financial reporting system. These privileges typically allow for, among other things, the creation of new users and revisions to access rights.

Finance & accounting personnel are, by nature of their role, in a position to initiate and record financial transactions. Processes and controls in place to ensure only appropriate transactions are recorded are diminished by these personnel having administrative access to accounting systems. We recommend that administrative access be limited to non-finance & accounting personnel.

Management Response

Because the financial reporting system handles mostly financial related processes, and due to the very small amount of users that have access to the financial system at the Village, it was in the past determined that the CFO was the best role to have the administrative privileges to the system. These administrative privileges allow for the addition of new users and the creation of access rights,



however this does not include any access to the financial database itself or ability to override any financial checks and balances that are built into the financial system.

Village of Harrison Hot Springs
Financial Statements
For the year ended December 31, 2024

Village of Harrison Hot Spring
Financial Statements
For the year ended December 31, 2024

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Statement of Management's Responsibility

The financial statements of the Village of Harrison Hot Springs (the Village) are the responsibility of management and have been prepared in accordance with Canadian public sector accounting standards, consistently applied and appropriate in the circumstances. The preparation of the financial statements requires the use of estimates which have been made using careful judgment. In management's opinion, the financial statements have been properly prepared within the framework of the accounting policies summarized in the financial statements and incorporate within reasonable limits of materiality, all information available as of the audit date. The financial statements have also been reviewed and approved by the Mayor and Council of the Village.

Management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorised and recorded in compliance with legislative and regulatory requirements and that reliable financial information is available on a timely basis. These systems are monitored and evaluated by management. Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control.

The financial statements have been examined by the Village's independent external auditor, BDO Canada LLP in accordance with Canadian generally accepted auditing standards. The external auditor's responsibility is to express their opinion on whether the financial statements, in all material respects, fairly present the Village's financial position, results of operations, changes in net financial assets and cash flows in accordance with Canadian public sector accounting standards. Their Independent Auditor's Report outlines the scope of their examination and their opinion.

The external auditor has full and open access to all records of the Village and has direct access to management and Council when required.

Chief Administrative Officer

Chief Financial Officer

TBD

Independent Auditor's Report

To the Mayor and Council of the Village of Harrison Hot Springs

Opinion

We have audited the financial statements of the Village of Harrison Hot Springs (the "Village") which comprise the Statement of Financial Position as at December 31, 2024 and the Statements Operations, Changes in Net Financial Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2024 and its results of operations, changes in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally-accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of this report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Unaudited Information

We have not audited, reviewed, or otherwise attempted to verify the accuracy or completeness of 'Schedule 3 - Schedule for Growing Communities Fund' that is included in the Village's financial statements.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village, or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally-accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally-accepted auditing standards we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Vancouver, British Columbia

TBD

Village of Harrison Hot Springs
Statement of Financial Position

December 31	2024	2023
Financial Assets		
Cash (Note 1)	\$ 24,703,264	\$ 22,814,943
Accounts Receivable (Note 2)	1,006,952	1,716,059
MFA Deposits (Note 3)	7,588	7,332
	<u>25,717,804</u>	<u>24,538,334</u>
Liabilities		
Accounts Payable and Accrued Liabilities (Note 4)	433,900	321,567
Employee Future Benefits (Note 5)	105,488	88,015
Developers' Deposits and Other Liabilities (Note 6)	384,185	1,968,765
Deferred Revenue (Note 7)	4,168,258	2,240,922
Development Cost Charges (Note 8)	5,117,054	5,419,329
Long-term Debt (Note 10)	277,592	318,538
Asset Retirement Obligation (Note 11)	20,564	18,019
	<u>10,507,041</u>	<u>10,375,155</u>
Net Financial Assets	<u>15,210,763</u>	<u>14,163,179</u>
Non-Financial Assets		
Tangible Capital Assets (Note 12, Schedule 2)	40,134,644	38,385,382
Prepaid Expenses	70,555	64,663
	<u>40,205,199</u>	<u>38,450,045</u>
Accumulated surplus (Note 14)	<u>\$ 55,415,962</u>	<u>\$ 52,613,224</u>

Chief Administrative Officer

Mayor

Village of Harrison Hot Springs
Statement of Operations

For year ended December 31	2024 Budget (Note 19)	2024	2023
Revenue			
Property Taxes (Note 15)	\$ 2,908,248	\$ 2,909,443	\$ 2,709,154
Sale of Services (Note 16)	1,790,385	1,805,210	1,758,323
Utility Service Fees (Note 17)	521,860	536,805	505,985
Government Transfers (Note 18)	11,106,022	2,180,824	2,468,868
Investment Income	65,900	822,108	747,745
Penalties and Interest	-	100,281	83,494
Development Cost Charges (Note 8)	3,207,670	634,672	343,624
Other Revenue	28,059	164,025	114,006
	19,628,144	9,153,368	8,731,199
Expenses (Note 20)			
Legislative Services	215,924	159,321	167,245
General Government	1,598,341	1,839,711	1,678,828
Protective Services	342,098	351,742	329,259
Public Works	416,218	461,082	424,888
Transportation Services	514,450	406,449	450,902
Public Health	6,311	7,532	7,213
Planning and Development	332,700	139,149	115,710
Tourism, Community and Economic Development	416,678	314,751	257,380
Solid Waste Management and Recycling	246,971	242,257	244,972
Beaches, Parks, Recreation and Culture	645,961	706,247	551,043
Sewer Services	1,002,561	1,020,756	896,637
Water Services	593,266	701,633	601,327
	6,331,479	6,350,630	5,725,404
Annual surplus	13,296,665	2,802,738	3,005,795
Accumulated surplus, beginning of year, (Note 14)	52,613,224	52,613,224	49,607,429
Accumulated surplus, end of year	\$ 65,909,889	\$ 55,415,962	\$ 52,613,224

Village of Harrison Hot Springs
Statement of Changes in Net Financial Assets

For year ended December 31	2024 Budget (Note 19)	2024	2023
Annual surplus	\$ 13,296,665	\$ 2,802,738	\$ 3,005,795
Acquisition of tangible capital assets	(15,604,629)	(3,000,783)	(1,394,155)
Amortization of tangible capital assets (Note 20, Schedule 2)	1,186,000	1,251,521	1,202,324
Change in prepaid expenses	-	(5,892)	(8,289)
Increase (decrease) in net financial assets for the year	(1,121,964)	1,047,584	2,805,675
Net financial assets, beginning of year	14,163,179	14,163,179	11,357,504
Net financial assets, end of year	\$ 13,041,215	\$ 15,210,763	\$ 14,163,179

Village of Harrison Hot Springs
Statement of Cash Flows

For the year ended December 31

2024

2023

Cash provided by (used in)

Operating activities

Annual surplus \$ 2,802,738 \$ 3,005,795

Items not involving cash:

Amortization of tangible capital assets 1,251,521 1,202,324

Accretion expense 2,545 2,444

4,056,804 4,210,563

Changes in working capital:

Accounts receivable 709,107 (674,027)

MFA Deposits (256) (221)

Prepaid expenses (5,892) (8,289)

Accounts payable and accrued liabilities 112,333 (361,240)

Developers' deposits and other liabilities (1,584,580) (1,073,415)

Employee future benefits 17,473 (28,313)

Deferred revenue 1,927,336 1,080,151

Development cost charges (302,275) 191,450

4,930,050 3,336,659

Capital activities

Asset retirement remediation - (43,019)

Acquisition of tangible capital assets (3,000,783) (1,394,155)

Financing transactions

Repayment of long-term debt (40,946) (41,924)

Increase in cash during the year

1,888,321 1,857,561

Cash, beginning of year

22,814,943 20,957,382

Cash, end of year

\$ 24,703,264 \$ 22,814,943

Village of Harrison Hot Springs

Summary of Significant Accounting Policies

For the year ended December 31, 2024

Significant Accounting Policies

The Financial Statements combine the activities of the various funds of the reporting entity - Village of Harrison Hot Springs (the "Village") which are the representation of management are prepared in accordance with Canadian generally accepted accounting principles for governments as prescribed by the Public Sector Accounting Board (PSAB). Interfund transactions and fund balances have been eliminated for reporting purposes. There are no other organizations under the control of the Village Council that meet the criteria for inclusion and consolidation in these statements. Significant accounting policies adopted by the Village are as follows:

a. Basis of Reporting

The Financial Statements reflect the combined results and activities of the reporting entity which is comprised of the Operating, Capital and Reserve funds.

i. Operating Funds

These funds include the General, Water and Sewer operations of the Village. They are used to record the operating costs of the services provided by the Village.

ii. Capital funds

These funds include the General, Water and Sewer capital funds. They are used to record the acquisition and disposal of tangible capital assets and their financing.

iii. Reserve funds

Under the Community Charter, Village Council may, by bylaw, establish reserve funds for specified purposes. Money in a Statutory Reserve Fund, and interest earned thereon, must be expended by bylaw only for the purpose for which the fund was established. If the amount in a reserve fund is greater than required, Village Council may, by bylaw, transfer all or part of the balance to another reserve fund. Non-statutory Reserves require being included in an approved council budget or a resolution before these funds can be expended.

b. Revenue Recognition

Effective January 1, 2024, the Village adopted the new Public Sector Accounting Handbook Standard, PS 3400 Revenue. The standard provides additional guidance on the recognition of revenue transactions. The standard was adopted on the prospective basis at the date of adoption. Adoption of the new standard resulted in no change to the prior year comparative figures.

Revenue from transactions with performance obligations is recognized when (at a point in time) or as (over a period of time) the organization satisfies the performance obligations, which occurs when control of the benefits associated with the promised goods or services has passed to the payor.

Village of Harrison Hot Springs

Summary of Significant Accounting Policies

For the year ended December 31, 2024

b. Revenue Recognition (continued)

The Village recognizes revenue from users of the water, sewer, development permits, and rentals of Municipal property services on a straight-line basis over the period of time that the relevant performance obligations are satisfied by the City.

The Village recognizes revenue from administrative services, sales of goods, and other licenses and permits at the point in time that the City has performed the related performance obligations and control of the related benefits has passed to the payors.

The Village recognizes revenue from tax penalties and interest, parking ticket fines, and other revenue without associated performance obligations at the realizable value at the point in time when the Village is authorized to collect these revenues.

The Village recognizes the transfer of government funding as revenue when the transfer is authorized and any eligibility criteria are met, except to the extent that the transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when the transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Through the British Columbia Assessments' appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Sale of services and fees are recognized when the service or product is provided by the Village. All other revenue is recognized as it is earned and is measurable. Revenue unearned in the current period is recorded as deferred revenue and is recognized as revenue in the fiscal year the services are performed.

Development Cost Charges are restricted revenue liabilities representing funds received from developers and deposited into separate deferred revenue liability accounts for specific future capital expenses. In accordance with Canadian public sector accounting standards, the Village records these funds as restricted revenue which is then recognized when the related costs are met.

c. Expense Recognition

Operating expenses are recognized on an accrual basis in the period they are incurred.

Village of Harrison Hot Springs

Summary of Significant Accounting Policies

For the year ended December 31, 2024

d. Financial Instruments

The Village's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities, long-term debt and interim financing debt. All financial instruments are measured at cost or amortized cost on the statement of financial position, using the effective interest rate method to determine interest revenue or expense. Transaction costs are added to the initial carrying value for financial instruments.

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

Unrealized gains and losses from changes in the fair value of financial instruments would be recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations. As the Village has no financial instruments reported at fair value, no statement of remeasurement gain or loss is presented in these financial statements.

e. Asset Retirement Obligations

The Village records a liability for an asset retirement obligation when there is a legal obligation to incur retirement costs in relation to a tangible capital asset; the past transaction or event giving rise to the liability has occurred; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date.

Upon the initial measurement of an asset retirement obligation, a corresponding asset retirement cost is added to the carrying value of the related tangible capital asset if it is still in productive use. This cost is amortized over the useful life of the tangible capital asset. If the related tangible capital asset is unrecognized or no longer in productive use, the asset retirement costs are expensed. The liability is subsequently reviewed at each financial reporting date and adjusted for the passage of time and for any revisions to the timing, amount required to settle the obligation or the discount rate. Any changes resulting from changes in estimate of assumptions are adjusted to the carrying amount of the asset if still in use, or recorded in the statement of operations if the asset has been retired.

Village of Harrison Hot Springs

Summary of Significant Accounting Policies

For the year ended December 31, 2024

f. Non-financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They may have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

i. Tangible Capital Assets

Tangible capital assets, comprised of capital assets and assets under construction, are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes the capital expenditure, excluding interest, directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Amortization is recorded on a straight-line basis over the estimated useful life of the asset commencing when the asset is put into service. Estimated useful lives of tangible capital assets are as follows:

Land improvements	10 to 25 years
Parks infrastructure	10 to 50 years
Buildings	40 to 60 years
Machinery, furniture and equipment	5 to 10 years
IT infrastructure	4 to 10 years
Vehicles	5 to 20 years
Roads infrastructure	15 to 75 years
Water infrastructure	10 to 100 years
Sewer infrastructure	10 to 100 years
Drainage infrastructure	10 to 100 years

ii. Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at their fair value at the time of receipt.

iii. Works of Art and Cultural and Historic Assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

iv. Leased Tangible Capital Assets

Leases that transfer substantially all the benefits and risks incidental to ownership of a tangible capital asset are accounted for as leased tangible capital assets.

g. Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. Areas requiring the greatest degree of estimation include employee future benefits and useful lives of tangible capital assets.

Village of Harrison Hot Springs
Summary of Significant Accounting Policies

For the year ended December 31, 2024

h. Liability for Contaminated Sites

Contaminated sites result from the introduction of a chemical, organic or radioactive material or live organism that exceeds environmental standard, either resulting from an unexpected event or on a site that the Village does not own or control but for which it has accepted responsibility. A liability for remediation of contaminated sites is recognized when all the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Village is directly responsible or accepts responsibility;
- (iv) it is expected that future economic benefits will be given up; and
- (v) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

The Village has determined that as of December 31, 2024, no contamination in excess of an environmental standard exists to land for which the Village is responsible.

Village of Harrison Hot Springs

Notes to the Financial Statements

For the year ended December 31, 2024

1. Cash	2024	2023
Restricted cash:		
Statutory reserves	\$ 2,823,857	\$ 2,714,534
Non-statutory reserves	5,980,949	5,376,207
Development Cost Charges/Deposits in Trust	5,117,054	5,419,329
	<u>13,921,860</u>	<u>13,510,070</u>
Unrestricted Cash	10,781,404	9,304,873
	<u>\$ 24,703,264</u>	<u>\$ 22,814,943</u>

2. Accounts Receivable	2024	2023
Property taxes receivable	\$ 523,443	\$ 327,414
Government grants receivable	270,265	1,138,751
Trade and other receivable	213,244	249,894
	<u>\$ 1,006,952</u>	<u>\$ 1,716,059</u>

3. Municipal Finance Authority Deposits

The Municipal Finance Authority of British Columbia (the MFA) provides capital funding for regional districts and their member municipalities. The MFA is required to establish a Debt Reserve Fund. The MFA must then use this fund if at any time there are insufficient funds to meet payments on its obligations. If this occurs the regional districts and by extension, member municipalities may be called upon to restore the fund.

Each regional district, through its member municipalities who share in the proceeds of a debt issue, is required to pay into the Debt Reserve Fund certain amounts set out in the financing agreements. The interest earned on the Debt Reserve fund, less administrative expenses, becomes an obligation of the MFA to the regional districts.

Village of Harrison Hot Springs
Notes to the Financial Statements

For the year ended December 31, 2024

4. Accounts Payable and Accrued Liabilities

	2024	2023
Trade and other	\$ 8,400	\$ 19,320
Holdbacks payable	88,824	42,616
Other government	195,276	182,028
Accrued employee benefits	141,400	77,603
	<u>\$ 433,900</u>	<u>\$ 321,567</u>

5. Employee Future Benefits

Sick Pay

The Village provides paid sick leave to qualifying employees, this benefit accrues at two days of sick leave per month. At the end of each calendar year 2/3 of the unused portion of sick leave is vested up to a maximum of 360 days. The amount recorded for this benefit is based on a valuation prepared by an independent firm of actuaries. The date of the last full actuarial evaluation was as of December 31, 2024.

Retirement Allowance

A regular employee who retires under the provisions of the Municipal Pension Plan is entitled to a retirement benefit as outlined in the Collective Agreement and Management Policy. In all instances, the rate of pay used in the calculation of the retirement benefit shall be the rate of pay applicable on the last day worked. The amount recorded for this benefit in 2024 is based on a valuation prepared by an independent firm of actuaries. The date of the last full actuarial evaluation was as of December 31, 2024.

The significant actuarial assumptions adopted in measuring the Village's accrued benefit obligation are as follows:

	2024	2023
Discount rates	4.0 %	4.0 %
Expected future inflation	3.0 %	3.0 %
Expected average remaining service life (years)	16.0	16.0

Village of Harrison Hot Springs
Notes to the Financial Statements

For the year ended December 31, 2024

5. Employee Future Benefits (continued)

Accrued Benefit Obligation as at December 31, 2024:

	2024	2023
Accrued benefit obligation, beginning of year	\$ 105,487	\$ 131,278
Current service cost	19,667	15,408
Interest on accrued benefit obligation	4,180	4,814
Benefit payments	(6,365)	(44,654)
Amortization of net actuarial gain	(1,602)	(1,359)
Accrued benefit obligation, end of year	121,367	105,487
Unamortized actuarial gain	(15,879)	(17,472)
Accrued benefit obligation, end of year	<u>\$ 105,488</u>	<u>\$ 88,015</u>

6. Developers Deposits and Other Liabilities

	2024	2023
Property and event damage deposits	\$ 288,702	\$ 608,789
Developers deposit	94,228	1,358,721
Funds held on behalf of community groups	1,255	1,255
	<u>\$ 384,185</u>	<u>\$ 1,968,765</u>

7. Deferred Revenue

	December 31, 2023	Externally Restricted Inflows	Revenue Earned	December 31, 2024
Prepaid taxes	\$ 202,238	\$ 331,116	\$ (353,300)	\$ 180,054
Resort municipality initiative	1,871,448	604,371	(1,248,072)	1,227,747
Deferred revenue	164,411	3,191,840	(597,369)	2,758,882
Facility rentals and other	2,825	1,250	(2,500)	1,575
	<u>\$ 2,240,922</u>	<u>\$ 4,128,577</u>	<u>\$ (2,201,241)</u>	<u>\$ 4,168,258</u>

Village of Harrison Hot Springs
Notes to the Financial Statements

For the year ended December 31, 2024

8. Development Cost Charges

	Opening Balance	Receipts	Interest	Revenue Recognized	December 31, 2024
Sewer DCC	\$ 1,966,059	\$ 19,959	\$ 99,432	\$ (494,431)	\$ 1,591,019
Water DCC	1,760,916	16,071	90,476	(17,649)	1,849,814
Drainage DCC	1,186,825	12,882	61,073	(1,124)	1,259,656
Parks DCC	505,529	6,870	25,634	(121,468)	416,565
	<u>\$ 5,419,329</u>	<u>\$ 55,782</u>	<u>\$ 276,615</u>	<u>\$ (634,672)</u>	<u>\$ 5,117,054</u>

9. Liabilities Under Agreement

In 2017, the Village entered into a five year agreement with the Municipal Finance Authority to borrow funds in the amount of \$110,000 to purchase capital equipment.

This was fully repaid in 2023. Changes in the liabilities are as follows:

	2024	2023
Balance, beginning of year	\$ -	\$ 2,362
Less: Principal repayments	-	(2,362)
Balance, end of year	<u>\$ -</u>	<u>\$ -</u>

Total interest expense during the year was \$NIL. Total interest over the term of the agreements was \$5,863.

10. Long-Term Debt

In 2015 the Village borrowed funds under loan authorisation bylaw 1052. MFA Issue 131 has an amortization period of 15 years at 2.2% interest for the first 10 years of the term. Early repayment options exist at the rate reset date of 10 years.

	Opening Balance	Additions	Principal Repayments	Actuarial Adjustment*	December 31, 2024
General Fund MFA Issue 131	<u>\$ 318,538</u>	<u>\$ -</u>	<u>\$ 31,095</u>	<u>\$ 9,851</u>	<u>\$ 277,592</u>

*Actuarial Adjustments represent interest earned on sinking funds held by the Municipal Finance Authority. Such interest is used to reduce the principal amount of outstanding debt.

Village of Harrison Hot Springs
Notes to the Financial Statements

For the year ended December 31, 2024

10. Long-Term Debt (continued)

The following principal amounts are payable over the next five years and thereafter:

	General	Water	Sewer
2025	\$ 31,095	\$ -	\$ -
2026	31,095	-	-
2027	31,095	-	-
2028	31,095	-	-
2029	31,095	-	-
Thereafter	122,117	-	-
Total	\$ 277,592	\$ -	\$ -

11. Asset Retirement Obligation

The Village is required to report as a liability the legal obligations associated with the retirement of tangible capital assets. The Village's asset retirement obligation consists of the following obligations:

a) Asbestos obligation

The Village owns a building which is known to contain asbestos. The Village has recognized an obligation relating to the removal and disposal of the asbestos in these buildings. Estimated remaining future costs of \$8,000 have been discounted to the present value using a discount rate of 4.17% per annum (2023 - 4.17%).

b) Water wells

The Village operates a water well which will require decommissioning at the end of its useful life. The Village has recognized an obligation relating to the decommissioning of the well. Estimated future costs of \$15,000 have been discounted to the present value using a discount rate of 4.17% per annum (2023 - 4.17%).

Village of Harrison Hot Springs
Notes to the Financial Statements

For the year ended December 31, 2024

11. Asset Retirement Obligation (continued)

Changes in the asset retirement obligation in the year are as follows:

	Asbestos Remediation	Well Decommissioning	2024
Opening balance	\$ 7,614	\$ 10,405	\$ 18,019
Accretion expense	2,111	434	2,545
Closing balance	\$ 9,725	\$ 10,839	\$ 20,564

	Asbestos Remediation	Well Decommissioning	2023
Opening balance	\$ 48,606	\$ 9,988	\$ 58,594
Accretion expense	2,027	417	2,444
Retirement costs incurred	(43,019)	-	(43,019)
Closing balance	\$ 7,614	\$ 10,405	\$ 18,019

The asset retirement liability has been estimated using a net present value technique using the assumptions as described above. The related asset retirement costs have been added to the cost and are being amortized on a straight-line basis over the remaining useful lives of the assets.

Significant estimates and assumptions are made in determining the asset retirement costs as there are numerous factors that will affect the amount ultimately payable. Those uncertainties may result in future actual expenditures that are different than the amounts currently recorded. At each reporting date, as more information and experience is obtained as it relates to these asset retirement obligations, the estimates of the timing, the undiscounted cash flows and the discount rates may change. Adjustments to these factors are accounted for as an adjustment to the asset retirement obligation and the related tangible capital asset in the current period on a prospective basis.

Village of Harrison Hot Springs
Notes to the Financial Statements

For the year ended December 31, 2024

12. Tangible Capital Assets

	2024	2023
Land and improvements	\$ 10,680,913	\$ 10,680,913
Buildings	3,252,472	2,636,961
Machinery, equipment, furniture IT, and vehicles	1,486,314	1,297,902
Engineering structures:		
Engineering structures - water	7,553,580	7,641,143
Engineering structures - sewer and drainage	7,913,938	7,935,888
Engineering structures - roads	3,719,615	3,959,941
Engineering structures - parks and other	2,153,293	2,089,239
Other tangible capital assets	2,053,513	1,485,229
Work in progress	1,321,006	658,166
	\$40,134,644	\$ 38,385,382

There were no contributed assets recognized in 2024.

13. Equity in Tangible Capital Assets

	2024	2023
Equity in TCA, beginning of year	\$ 38,008,294	\$ 37,776,886
Add:		
Capital expenditures	3,000,783	1,394,155
Debt repayments	31,095	33,554
Actuarial adjustments	9,851	8,467
Less:		
Amortization	(1,251,521)	(1,202,324)
Asset retirement obligation (Note 11)	(2,545)	(2,444)
	\$39,795,957	\$ 38,008,294

Village of Harrison Hot Springs
Notes to the Financial Statements

For the year ended December 31, 2024

14. Accumulated Surplus

The Village segregates its accumulated surplus into the following categories:

	2024	2023
Surplus:	\$ 39,795,957	\$ 38,008,294
Operating fund	6,815,199	6,514,189
Total surplus	\$ 46,611,156	\$ 44,522,483
Reserves set aside by council:		
Appropriated surplus:		
Fire department	\$ 31,635	\$ 30,095
Assessment appeal	156,888	149,252
Beach	4,854	4,617
Building	74,750	71,112
Contingencies	13,669	13,003
Dock replacement	88,964	74,860
Boat Launch	90,205	80,628
Flood box / drainage	18,546	17,643
General	2,064,031	1,793,679
Insurance	11,877	11,299
Parking / traffic enforcement	144,767	118,174
Office equipment	26,108	19,355
Property	56,598	53,843
Road / sidewalk	16,081	15,298
Sick leave/ retirement	60,792	57,833
Community works fund	731,478	671,138
Sewer	1,223,728	1,164,168
Water	1,165,978	1,030,210
Total appropriated surplus	\$ 5,980,949	\$ 5,376,207
Statutory fund reserves:		
Community amenities	\$ 184,024	\$ 175,067
Fire department capital	128,628	106,222
Growing communities fund	1,222,378	1,208,456
Land unexpended funds	58,518	55,670
Parkland acquisition and improvements	428,002	407,169
Public works capital	100,521	132,733
Sewage treatment replacement	595,898	528,483
Sewer unexpended funds	99,619	94,770
Port divestiture income	6,269	5,964
Total statutory fund reserves	\$ 2,823,857	\$ 2,714,534
	\$ 55,415,962	\$ 52,613,224

Village of Harrison Hot Springs
Notes to the Financial Statements

For the year ended December 31, 2024

15. Property Taxes

The Village is reliant upon one taxpayer for approximately 14% of municipal property tax revenue. Taxation revenue reported on the statement of operations is made up of the following:

	Budget	2024	2023
Taxes collected			
Municipal property taxes	\$2,857,115	\$2,857,111	\$ 2,660,469
1% utility taxes	44,733	44,086	41,987
Payments in lieu of taxes	6,400	8,246	6,698
School taxes	1,914,235	1,914,235	1,736,748
Regional district	217,052	217,052	180,139
Regional hospital district	115,540	115,540	108,770
Police tax	240,541	240,541	225,076
Other agencies	46,899	46,899	44,281
	5,442,515	5,443,710	5,004,168
Less: Transfers to other governments			
School taxes paid	1,914,235	1,914,235	1,736,748
Regional district taxes paid	217,052	217,052	180,139
Regional hospital district taxes paid	115,540	115,540	108,770
Police taxes paid	240,541	240,541	225,076
Other agencies taxes paid	46,899	46,899	44,281
	2,534,267	2,534,267	2,295,014
	\$2,908,248	\$2,909,443	\$ 2,709,154

16. Sale of Services

	Budget	2024	2023
Sewer user fees	\$ 780,849	\$ 778,483	\$ 736,117
Water user fees	384,923	426,791	377,373
Curbside collection fees	155,000	161,493	150,851
Pay parking revenue	370,000	337,621	377,566
Licenses and permits	41,263	53,879	59,698
Facility rentals	50,000	39,220	43,613
Fines	4,250	3,525	9,010
Other	4,100	4,198	4,095
	\$1,790,385	\$1,805,210	\$ 1,758,323

Village of Harrison Hot Springs
Notes to the Financial Statements

For the year ended December 31, 2024

17. Utility Service Fees

	Budget	2024	2023
Sewer service utility fee - residential	\$ 224,000	\$ 233,332	\$ 219,777
Sewer service utility fee - business	21,012	19,281	19,704
Water service utility fee - residential	255,000	263,056	245,408
Water service utility fee - business	21,848	21,136	21,096
	\$ 521,860	\$ 536,805	\$ 505,985

18. Government Transfers

	Budget	2024	2023
Provincial:			
Conditional			
Infrastructure	\$ 8,133,543	\$ 352,372	\$ 1,853,021
Resort municipality initiative	1,630,479	1,248,072	161,857
Other	-	736	736
Unconditional	334,000	359,300	325,000
Federal:			
Conditional			
Infrastructure	880,000	70,191	-
Gas tax	128,000	150,153	128,254
	\$11,106,022	\$ 2,180,824	\$ 2,468,868

19. Budget Data

The data presented in these financial statements is based upon the 2024 operating and capital budgets adopted by Council on April 30, 2024. The table below reconciles the approved balanced budget to the budget figures reported in these financial statements.

Village of Harrison Hot Springs
Notes to the Financial Statements

For the year ended December 31, 2024

19. Budget Data (continued)

2024 Adopted Operating and Capital Budget:

	<u>2024</u>
Revenues:	
Operating budget	\$ 6,331,479
Capital budget	<u>15,604,629</u>
Total revenue	<u>21,936,108</u>
Expenses:	
Operating budget	6,331,479
Capital budget	<u>15,604,629</u>
Total expenses	<u>21,936,108</u>
Budgeted surplus (deficit)	<u>-</u>
Add:	
Capital additions	15,604,629
Transfers to reserves	1,268,470
Principal repayments	31,100
Less:	
Transfers from reserves	(2,421,534)
Amortization	<u>(1,186,000)</u>
Annual budgeted surplus (see statement of operations)	<u><u>\$ 13,296,665</u></u>

20. Classification of Expenses by Object

The Schedule of Operating Fund Activities represents the expenditures by function; the following table classifies those same expenditures by object:

	<u>Budget</u>	<u>2024</u>	<u>2023</u>
Salaries, wages and employee benefits	\$2,159,995	\$2,204,520	\$ 2,092,061
Operating materials and supplies	837,238	997,229	852,592
Contracted services	980,392	807,659	641,197
Administrative services and supplies	857,612	791,770	643,402
Utilities	242,842	225,403	224,627
Rentals and contractual obligations	54,200	56,783	53,548
Debt financing	13,200	13,200	13,209
Amortization	1,186,000	1,251,521	1,202,324
Accretion	-	2,545	2,444
	<u>\$6,331,479</u>	<u>\$6,350,630</u>	<u>\$5,725,404</u>

Village of Harrison Hot Springs

Notes to the Financial Statements

For the year ended December 31, 2024

21. Commitments and Contingencies

- (a) The municipality and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 256,000 active members and approximately 129,000 retired members. Active members included approximately 45,000 contributors from local governments. Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability. The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis. The Village of Harrison Hot Springs paid \$128,805 (2023 - \$100,778) for employer contributions to while employee contributed \$119,120 (2023 - \$93,200) in fiscal 2024. The next valuation will be as at December 31, 2024, with results available in 2025. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.
- (b) Debts of the Fraser Valley Regional District are, under provisions of the Local Government Act, a direct, joint and several liability of the District and each member municipality within the District, including the Village of Harrison Hot Springs.
- (c) The Village is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement, the Village is assessed a premium and specific deductible for its claims based on population. The obligation of the Village with respect to the Exchange and/or contracts and obligations entered into by the Exchange are in every case several, not joint and several. The Village irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.

Village of Harrison Hot Springs

Notes to the Financial Statements

For the year ended December 31, 2024

21. Commitments and Contingencies (continued)

- (d) The Village has entered into various agreements and contracts for the provision of services and the construction of assets that extend beyond the current year. Substantive obligations include contracts for engineering and planning, garbage and recycling collection, IT services, pay parking, tourist information centre services and auditing services. These contractual obligations will become liabilities in the future when the terms of the contract are met. The following amounts relate to the unperformed portion of the contracts: 2025 - \$2,967,852, 2026 - \$230,757, 2027 - \$209,688.
-

22. Financial Instrument Risk Management

The Village is exposed to credit risk, liquidity risk, and interest rate risk from its financial instruments. This note describes the Village's objectives, policies and processes for managing those risks and the methods used to measure them. Further qualitative and quantitative information in respect of these risks is presented below and throughout these financial statements.

- a) Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Village is exposed to credit risk through its cash, accounts receivable and MFA deposits. The maximum amount of credit risk exposure is limited to the carrying amount of the balance in the financial statements. There have not been any changes from the prior year in the Village's exposure to credit risk or the policies, procedures and methods it uses to manage and measure the risk.
- b) Liquidity risk is the risk that the Village will encounter difficulty in meeting obligations associated with financial liabilities. The Village is exposed to liquidity risk through its accounts payable, employee future benefits and long-term debt. The Village manages its liquidity risk by maintaining adequate levels of working capital to ensure all obligations can be met when they fall due. There have not been any changes from the prior year in the Village's exposure to liquidity risk or the policies, procedures and methods it uses to manage and measure the risk.
- c) Interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Village is exposed to interest rate risk through its cash and long-term debt. The Village manages its interest rate risk by maintaining low long-term debt balances and holding cash in low risk savings accounts. There have not been any changes from the prior year in the Village's exposure to interest rate risk or the policies, procedures and methods it uses to manage and measure the risk.
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23. Comparative Figures

Certain comparative figures have been reclassified to conform with the current year's presentation.

Village of Harrison Hot Springs

Notes to the Financial Statements

For the year ended December 31, 2024

24. Segmented Information

The Table of Segmented Information - Schedule 1 has been prepared in accordance with PS2700 Segmented Disclosures. Segmented information has been identified based upon functional activities provided by the Village. For each reported segment, revenue and expenses represent amounts directly attributable to the functional activity and amounts allocated on a reasonable basis. The functional areas that have been separately disclosed in the segmented information, along with services they provide are as follows:

Legislative Services

Legislative services includes Council and legislative services.

General Government

General government includes taxation, sale of services, government transfers, investment income and administrative services for the general fund.

Protective Services

Protective Services includes the volunteer fire department, emergency measures and bylaw enforcement.

Development and Planning

Development and Planning includes economic development, planning, land development, community development and tourism.

Engineering, Transportation and Storm Water

Engineering, transportation and storm water services include engineering, fleet, public health, roads, sidewalk, storm sewers and transit .

Solid Waste

Solid waste includes sustainability, curbside collection, recycling and organic waste.

Parks, Recreation and Cultural Services

Parks, recreation and cultural services includes the maintenance of the beachfront, parks and cultural facilities within the Village.

Wastewater Utility

Wastewater includes the wastewater collection system, lift stations and wastewater treatment plant.

Water Utility

Water includes the water collection, treatment and distribution of potable water.

Village of Harrison Hot Springs
Schedule 1 - Table of Segmented Information

For the year ended December 31, 2024

	Legislative	General Government	Protective Services	Development Planning	Engineering, Transportation & Storm Water	Solid Waste	Parks, Recreation & Cultural Services	Wastewater Utility	Water Utility	2024 Budget	2024 Actual	2023 Actual
Revenues												
Property Taxes	\$ -	\$ 2,909,442	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,908,248	\$ 2,909,443	\$ 2,709,154
Sale of Services	-	399,223	-	-	-	161,493	39,220	778,483	426,791	1,947,387	1,805,210	1,758,323
Utility Service Fees	-	-	-	-	-	-	-	252,613	284,192	521,860	536,805	505,985
Government Transfers	-	862,560	-	1,248,072	-	-	-	70,191	-	10,949,020	2,180,824	2,468,868
Investment Income	-	665,350	-	-	-	-	-	97,341	59,417	65,900	822,108	747,745
Penalties and Interest	-	78,712	-	-	-	2,391	-	10,271	8,907	-	100,281	83,494
Development Cost Charges	-	74,512	-	-	-	-	48,080	494,431	17,649	3,207,670	634,672	343,624
Other Revenue	-	80,916	-	-	-	29,053	-	3,000	51,056	28,059	164,025	114,006
Total revenue	-	5,070,715	-	1,248,072	-	192,937	87,300	1,706,330	848,012	19,628,144	9,153,368	8,731,199
Expenses												
Salaries, Wages and Employee Benefits	129,421	847,898	16,017	133,758	258,173	58,023	265,503	291,916	203,811	2,159,995	2,204,520	2,092,061
Operating Materials and Supplies	-	15,654	195,834	3,014	174,091	157	118,266	285,905	204,308	837,238	997,229	852,592
Contracted Services	-	190,133	79,145	142,475	79,331	184,077	24,475	93,825	14,198	980,392	807,659	641,197
Administrative Services and Supplies	26,047	467,437	30,936	153,653	23,061	-	18,960	45,794	25,882	857,612	791,770	643,402
Utilities	3,853	16,993	8,452	-	42,895	-	42,879	73,917	36,414	242,842	225,403	224,627
Rentals and Contractual Obligations	-	13,150	4,598	21,000	14,153	-	3,882	-	-	54,200	56,783	53,548
Debt Financing	-	13,200	-	-	-	-	-	-	-	13,200	13,200	13,209
Amortization	-	273,452	16,760	-	283,359	-	232,282	229,082	216,586	1,186,000	1,251,521	1,202,324
Accretion Expense	-	1,794	-	-	-	-	-	317	434	-	2,545	2,444
Total expenses	159,321	1,839,711	351,742	453,900	875,063	242,257	706,247	1,020,756	701,633	6,331,479	6,350,630	5,725,404
Excess (deficiency) in revenues over expenses	\$(159,321)	\$ 3,231,004	\$(351,742)	\$ 794,172	\$ (875,063)	\$(49,320)	\$(618,947)	\$ 685,574	\$ 146,379	\$13,296,665	\$ 2,802,738	\$3,005,795

Village of Harrison Hot Springs
Schedule 2 - Statement of Tangible Capital Assets

For the year ended December 31, 2024

	Land	Building	Equipment Furniture Vehicles	Engineered Structures				Work In Progress	Other Tangible Capital Assets	2024	2023
				Water	Sewer Drainage	Roads	Other				
Balance,											
beginning of year	\$ 10,680,913	\$ 4,664,445	\$ 3,110,574	\$ 10,108,965	\$ 11,527,848	\$ 10,259,212	\$ 3,650,237	\$ 1,485,229	\$ 939,355	\$ 56,426,778	\$ 55,032,623
Additions	-	768,422	344,036	129,023	231,842	-	255,823	568,284	703,353	3,000,783	1,394,155
Disposals & adjustments	-	-	(445,228)	-	-	-	-	-	-	(445,228)	-
Cost, end of year	10,680,913	5,432,867	3,009,382	10,237,988	11,759,690	10,259,212	3,906,060	2,053,513	1,642,708	58,982,333	56,426,778
Accumulated amortization,											
beginning of year	-	2,027,484	1,812,672	2,467,822	3,591,960	6,299,271	1,560,998	-	281,189	18,041,396	16,839,072
Opening adjustments	-	-	-	-	-	-	-	-	-	-	-
Add: Amortization	-	152,911	155,624	216,586	253,792	240,326	191,769	-	40,513	1,251,521	1,202,324
Less: Accumulated Amortization on Disposals	-	-	(445,228)	-	-	-	-	-	-	(445,228)	-
Accumulated amortization,											
end of year	-	2,180,395	1,523,068	2,684,408	3,845,752	6,539,597	1,752,767	-	321,702	18,847,689	18,041,396
Net book value,											
end of year	\$ 10,680,913	\$ 3,252,472	\$ 1,486,314	\$ 7,553,580	\$ 7,913,938	\$ 3,719,615	\$ 2,153,293	\$ 2,053,513	\$ 1,321,006	\$ 40,134,644	\$ 38,385,382

Village of Harrison Hot Springs
Schedule 3 - Growing Communities Fund (Unaudited)

For the year ended December 31, 2024

Growing Communities Fund

The Growing Communities Fund (GCF) distributed conditional grants to communities at the end of March 2023 to help build community infrastructure and amenities to meet the demands of unprecedented population growth. The Fund provided a one-time total of \$1 billion in grants to all 188 municipalities and regional districts. The Village of Harrison Hot Springs received \$1,256,000 from the GCF program in March of 2023.

	2024	2023
Balance, beginning of year	\$ 1,208,456	\$ 1,256,000
Eligible costs:		
Sewer system upgrades	-	103,240
Bridge abutment repairs	47,745	-
Interest	(61,666)	(55,696)
Balance, end of year	<u>\$1,222,377</u>	<u>\$ 1,208,456</u>

The Village of Harrison Hot Springs has two main bridges which exist on McCombs drive which allow crossing of the Miami River. These bridges are known as the Miami River North and Miami River South bridges. After an extensive condition study, it was determined that the abutments of both of these bridges need to be upgraded. In conjunction with that, the sewer line that goes underneath the bridges will need to be replaced and upgraded to new standards. In 2023, the sewer line for the Miami Rive South bridge was fully replaced and improved. In 2024, design and engineering work commenced on the Miami River North bridge, with construction work set to begin in 2025.



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1221

A Bylaw to establish tax rates for 2025

WHEREAS pursuant to section 197 of the *Community Charter*, Council must by bylaw impose property value taxes for the year by establishing tax rates,

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

1. This Bylaw may be cited as "Tax Rate Bylaw No. 1221, 2025".
2. The following rates are hereby imposed and levied for the year 2025:
 - (a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Schedule A attached hereto and forming a part of this bylaw.
 - (b) For Regional Hospital District purposes on the full assessed value of all land and assessed value of all improvements taxable for Regional Hospital District purposes, rates appearing in Column "A" of Schedule B attached hereto and forming a part of this bylaw.
 - (c) For Regional District purposes on the full assessed value of all land and assessed value of all improvements taxable for Regional Hospital District purposes, rates appearing in Column "B" of Schedule B attached hereto and forming a part of this bylaw.
3. The minimum amount of taxation upon a parcel of real property shall be one dollar (\$1.00).
4. Village of Harrison Hot Springs Tax Rate Bylaw No. 1203, 2024 is hereby repealed.

READINGS AND ADOPTION

READ A FIRST TIME THIS 22nd DAY OF APRIL 2025

READ A SECOND TIME THIS 22nd DAY OF APRIL 2025

READ A THIRD TIME THIS 22nd DAY OF APRIL 2025

ADOPTED THIS THIS __ DAY OF _____ 2025

Fred Talen
Mayor

Amanda Graham
Corporate Officer

**BYLAW NO. 1221, 2025
SCHEDULE A
GENERAL MUNICIPAL PURPOSES**

General Municipal Tax Rates (Dollars of Tax per \$1,000 Taxable Value)	
Property Class	Tax Rate
1. Residential	2.05838
2. Utilities	7.20434
3. Supportive Housing	2.05838
4. Major Industry	6.99850
5. Light Industry	6.99850
6. Business / Other	6.23690
7. Managed Forest Land	6.17515
8. Recreation / Non-Profit	7.53368
9: Farm	2.05838

**BYLAW NO. 1221, 2025
SCHEDULE B
REGIONAL & HOSPITAL TAX RATES**

Regional & Hospital Tax Rates (Dollars of Tax per \$1,000 Taxable Value)			
Property Class	A Regional Hospital	B Regional District	Total
1. Residential	0.10130	0.17969	0.28099
2. Utilities	0.35458	0.62896	0.98354
3. Supportive Housing	0.10130	0.17969	0.28099
4. Major Industry	0.34441	0.61094	0.95535
5. Light Industry	0.34441	0.61094	0.95535
6. Business / Other	0.24819	0.44025	0.68844
7. Managed Forest Land	0.30389	0.53907	0.84296
8. Recreation / Non-Profit	0.10130	0.17969	0.28099
9: Farm	0.10130	0.17969	0.28099