

NOTICE OF MEETING AND AGENDA SPECIAL COUNCIL MEETING

Friday, July 25, 2025, 10:00 AM
Village Office, 495 Hot Springs Road,
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. INTRODUCTION OF LATE ITEMS
4. APPROVAL OF AGENDA
5. ITEMS FOR DISCUSSION
<p>(a) Presentation from Diane Janzen, AHCS, Sabrina Wagstaff, Terra Social Purpose Housing and Chelsea Mueller, The Nerdy Architect Page 1</p> <p><i>Resolution for Council's consideration:</i></p> <p>WHEREAS Agassiz Harrison Community Services is applying to the BC Housing Community Housing Fund to construct a 60-unit, four-storey senior-led social purpose housing project on Village-owned property; and</p> <p>WHEREAS the Village intends to lease the property to Agassiz Harrison Community Services to facilitate the project, therefore be it resolved</p> <p>THAT the Village enter into a Letter of Intent with Agassiz Harrison Community Services; and</p> <p>THAT the Village provide a Letter of Support for the grant application.</p>
6. QUESTION PERIOD FOR ITEMS RELEVANT TO THE AGENDA
7. ADJOURNMENT



Amanda Graham
Corporate Officer

Seniors Housing in the Village of Harrison Hot Springs

Presented By: Diane Janzen

Agassiz Harrison Community Services

Executive Director

July 25, 2025

Presentation Today

- Intro
- AHCS - Experience
- Senior Housing Needs
- BC Housing Funding Opportunity & Process
- Work to Date
- Support from the Community
- Design
- Next Steps
- Questions



**Agassiz
Harrison**
COMMUNITY
SERVICES

Diane Janzen

Agassiz Harrison
Community Services

Executive Director



TERRA
Social Purpose Real Estate

Sabrina Wagstaff

Terra Social Purpose Real
Estate

Development Manager



Chelsea Mueller

The Nerdy Architect

Owner

AHCS - Experience

With close to 50 years of community service, Agassiz Harrison Community Services has worked on many community focused projects, helping residents live and age with dignity.

With 25 programs, the agency supports more than 9,000 residents annually providing services that range from early years, to youth, therapy, substance use, employment services to significant senior services.

AHCS is led by a committed Board of Directors and the services are delivered by a professional and experienced staff of 37.

AHCS is well-placed to lead and collaborate on this important project. Staff also have significant experience in the development and management of housing.

Mission Statement

To work with the communities of Agassiz and Harrison Hot Springs to provide programs and services which are not provided by other agencies, and which are classified as social services.



Seniors Housing Need

The Project Team has reviewed the Housing Needs and Supply Report. We are ready to work with the community to help the Village realize the potential of their site in response to the need for senior housing outlined within.

The report outlines that a critical supply of **80 units** was required to meet Harrison's housing needs by 2024.

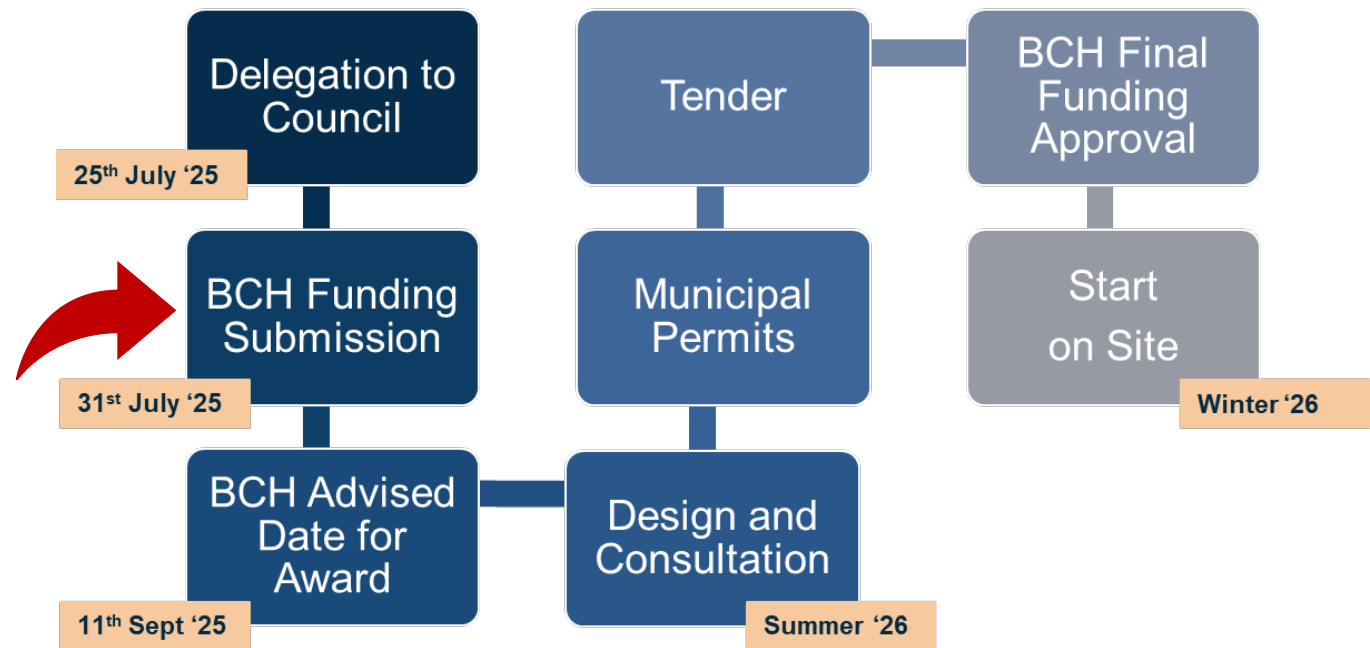
"In Harrison Hot Springs, a total of 21.2% of seniors are in core housing need (Fraser Valley Regional District, 2012). Households are deemed to be in core housing need when, in addition to spending more than 30% of their household income on housing, households cannot afford suitable and adequate housing in their community (CMHC, 2009). 71.4% of those in core housing need in Harrison are renters. This percentage of renters is significantly higher than the Fraser Valley Regional District average of 34%."

BC Housing Funding Opportunity & Process

The Opportunity

- Access to Provincial funding for project costs
- 60 seniors housing units
- Local job creation
- Meeting the Housing Need and Demand for Harrison

The Process



Work to Date

In partnership with the Village of Harrison, AHCS and their team have undertaken extensive and fast-tracked work in order to understand how best to design a building that meets the needs of Harrison's aging community.

This work includes:

- Topographical mapping of the site
- Environmental Site Assessment (Phase 1)
- Archaeological Assessment in partnership with Sts'ailes
- Architectural design work
- Constructability studies
- Capital and operational budget costing exercises
- Risk assessments and project scheduling exercises
- Consulted with local communities, organizations and village groups

Support from the Community

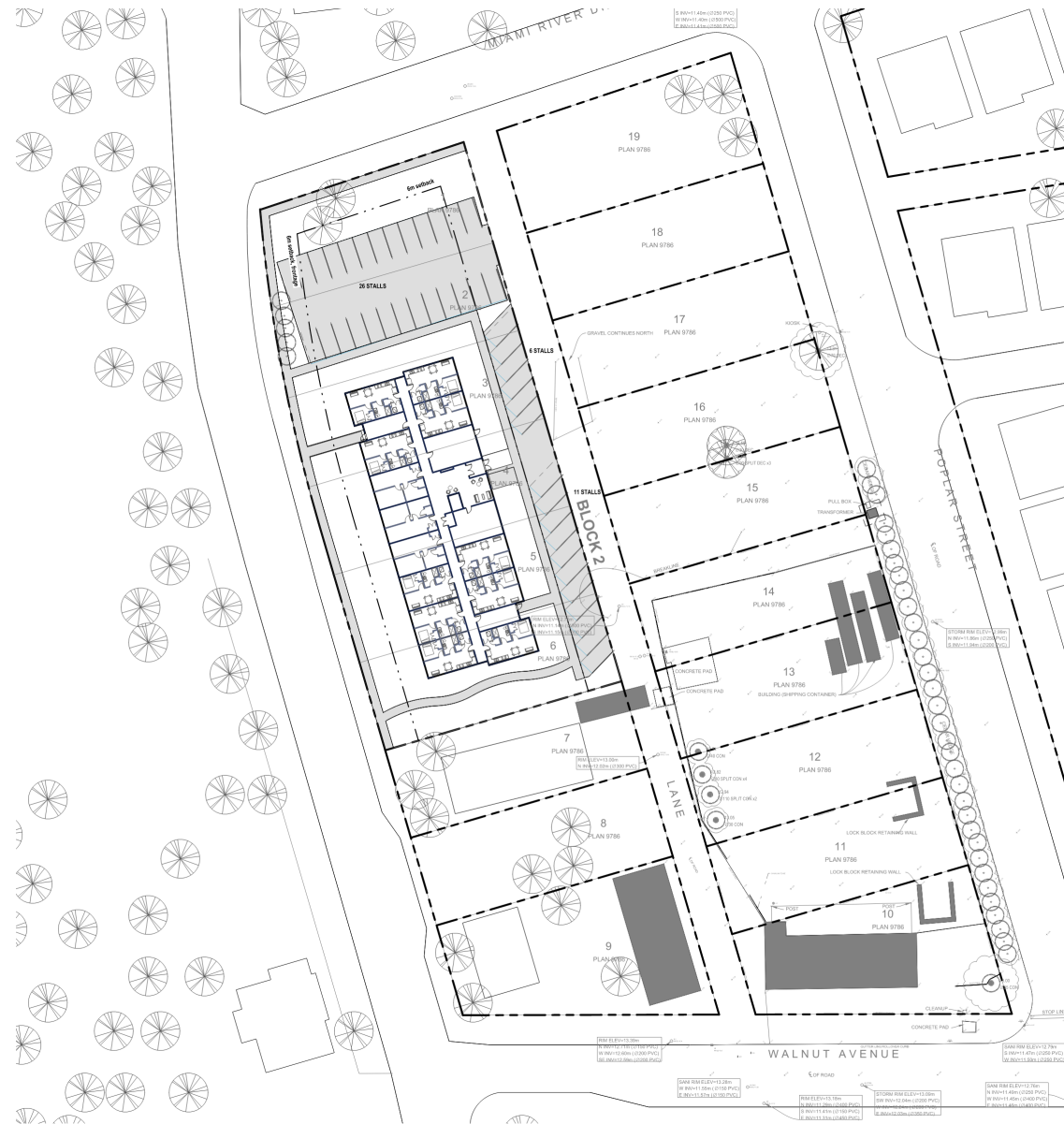
In addition to the work of the project team, we have received several letters of support from within the community, including:

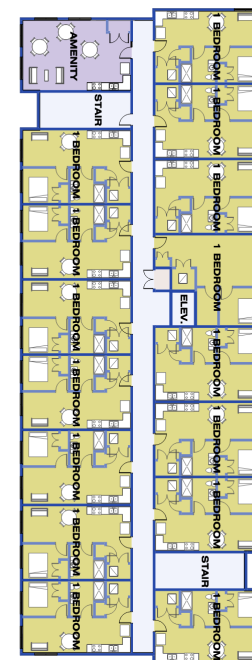
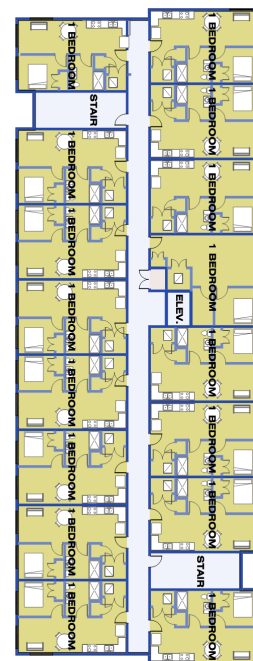
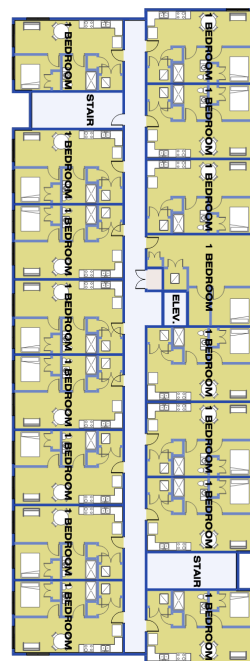
- Village of Harrison - Age Friendly Committee
- Sts'ailes
- Agassiz-Harrison Senior Citizens Housing Society
- Agassiz-Harrison Community Services Seniors Services Department
- Agassiz-Harrison Healthier Communities Committee
- Fraser Health



The Design

- 60 suites (1-bedroom seniors)
- 4 floors
- amenity space
- ground floor patios
- car parking
- scooter parking
- in-suite laundry
- landscaping & community garden





The Ask of Village of Harrison and Next Steps

Funding Requirements

- Signing of a letter of Intent to enter into a Development Management Agreement should funding be secured.
- Buy-In to the project Schedule

VoH Resource

- Staff resource for meetings
- Staff resource for communications
- Collaboration on development deliverables

Cost

- Waiver of Development Costs Charges

Questions?



LETTER OF INTENT

Dated this ____ day of _____, 2025

BETWEEN: AGASSIZ HARRISON COMMUNITY SERVICES (“**AHCS**”)
7086 Cheam Avenue
Agassiz, BC V0M 1A0

AND: VILLAGE OF HARRISON HOT SPRINGS (“**VoH**”)
PO Box 160, 495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

This letter of intent (“**LOI**”) serves to provide information and a framework for next steps as AHCS continues to cooperate and collaborate to design and develop a new building that meets the goals for a seniors led, social purpose housing project.

A. **INFORMATION REGARDING THE PROPERTY AND DEVELOPMENT PROJECT**

1. The Village Lands are currently comprised of nineteen parcels, six of which are intended for the project (the “**Site**”). The VoH is the registered owner in fee simple of all six parcels comprising the Site, which will be surveyed, consolidated and fully registered with the Land Title Office as part of the progression of the project.
2. The lots comprising the Site currently have the following legal descriptions:
 - LOT 1 BLOCK 2 SECTION 13 TOWNSHIP 4 RANGE 29 WEST OF THE SIXTH MERIDIAN NEW WESTMINSTER DISTRICT PLAN 9786
 - LOT 2 BLOCK 2 SECTION 13 TOWNHSIP 4 RANGE 29 WEST OF THE SIXTH MERIDIAN NEW WESTMINSTER DISTRICT PLAN 9786
 - LOT 3 BLOCK 2 SECTION 13 TOWNSHIP 4 RANGE 29 WEST OF THE SIXTH MERIDIAN NEW WESTMINSTER DISTRICT PLAN 9786
 - LOT 4 BLOCK 2 SECTION 13 TOWNSHIP 4 RANGE 29 WEST OF THE SIXTH MERIDIAN NEW WESTMINSTER DISTRICT PLAN 9786
 - LOT 5 BLOCK 2 SECTION 13 TOWNSHIP 4 RANGE 29 WEST OF THE SIXTH MERIDIAN NEW WESTMINSTER DISTRICT PLAN 9786
 - LOT 6 BLOCK 2 SECTION 13 TOWNSHIP 4 RANGE 29 WEST OF THE SIXTH MERIDIAN NEW WESTMINSTER DISTRICT PLAN 9786
3. The Site is designated as Community Use in the Village’s Official Community Plan Bylaw No. 1184, 2022 and P-1 Community in the Village’s Zoning Bylaw No. 1115, 2017. VoH confirms that community housing projects fall within

this use class. AHCS and VoH have collaborated on design for the new building which will consist of:

- a) 4-storey, wood-framed residential design with a gross floor area of 45,600ft²
- b) 60 one-bedroom 600ft² suites designed for the needs of Seniors living independently, including three accessible suites and all including in-suit laundry
- c) Amenity spaces – 600ft²
- d) Scooter storage room

4. Siting / positioning:

- a) The main entrance to the building will be accessed from an interior road running north-south through the 19 Village-owned lots
- b) The south end will have a meandering path with benches and landscaping, creating a quality outdoor amenity space for residents
- c) There will be 44 parking stalls provided at the north side of the property
- d) Residential efficiency of 79%

5. The following applications and permits will be sought as the project progresses:

- a) Development Permit
- b) Demolition Permit
- c) Street Use Permit
- d) Tree Cutting Permit, if required
- e) Building Permit
- f) Parking variance agreements
- g) Reciprocal Crane Swing and Underpinning Easements with any affected adjacent landowners as required
- h) Further Agreements with VoH as required

6. Title Review of the Property. Attached and forming part of this Letter of Intent is **Appendix A** containing copies of recent title searches for the Site, along with a full title review listing and explaining the charges and legal notations currently registered on title.

7. Current Status of Project Development: Attached and forming part of this Letter of Intent is **Appendix B** containing The Project Schedule, maintained by Terra Social Purpose Real Estate, showing milestones achieved and timing for upcoming tasks.

B. NEXT STEPS:

8. AHCS and the VoH have cooperated since the initial delegation presented to Council on June 16th 2025. This cooperation is intended to continue in all design development phases, to design a new building that meets the goals for a seniors led, social purpose housing project at the Site (the “**Project**”).
9. The VoH will retain ownership of the Site and will be the freeholder of the entire building. AHCS will hold the building in lease hold interest for a period of not less than 60 years and in accordance with BC Housing’s funding and operating requirements. AHCS will be responsible for the capital cost for all and any portions of the development relating to the use of seniors housing, subject to funding for both construction and operations from BC Housing. AHCS will be responsible for costs limited to those associated with the project and funded by BC Housing. The VoH will lease the land and building to AHCS for a nominal rent of \$10 per annum. The VoH will work collaboratively with AHCS to develop agreements to waive and/or reduce fees associated with the project including Development Permit application fees, Development Cost Charges.
10. Attached and forming part of this Letter of Intent is **Appendix C** containing the Capital Budget to be submitted to BC Housing under the Community Housing Fund call closing July 31st 2025.
11. AHCS will enter into Development Management Agreement with the VoH should the project receive an allocation under the Community Housing Fund call.
12. AHCS has paid expenses (Soft Costs) to date for the Project. Attached and forming part of this Letter of Intent is **Appendix D** containing the spending summary as of July 31st, 2025.
13. The VoH will be responsible for bearing its own costs in relation to administering the Development.

C. LEASE BETWEEN VoH AND AHCS – FUNDING AND RESPONSIBILITIES: The main mechanism setting out the VoH and AHCS ongoing operations for the Project will be a lease agreement as set out below. The VoH and AHCS will work together to prepare agreements with the following guidelines:

14. Funding is anticipated to be provided by BC Housing’s Community Housing Fund.
15. At Final Project Approval, BC Housing will be asked to provide AHCS interest bearing funds sufficient to acquire a 60-year leasehold interest on the Site. AHCS will sign a sixty (60) year lease with VoH. AHCS is responsible for the

cost to maintain and operate the Community Housing Fund units throughout the term of the lease.

16. AHCS has engaged in identifying funding for the Project. Terra Social Purpose Real Estate has taken the lead preparing applications for the following funding for the residential component:
 - a) BC Housing (check current BCH Capital Budget & Proforma) - Community Housing Fund \$xm based on July 31st, 2025 Capital Budget and Operating Budget
 - b) CMHC funding options have been investigated and will continue to be monitored.

17. To accommodate financing through the Community Housing Fund, the Project has been structured as follows:
 - a) VoH and AHCS agree that Mike Walker, of Miller Thomson LLP shall prepare the initial draft of the Intent to Lease document in due course. Lidstone and Company shall represent the VoH. BC Housing shall name their representation as the project progresses. The VoH and AHCS intend to have a final draft in accordance with the timelines set out in **Appendix B**.
 - b) Under the lease, AHCS will operate all housing and will be responsible for all staffing in addition to other operational responsibilities to be set out in the lease including but not limited to the following:
 - AHCS will be responsible to maintain the housing units
 - Utility accounts are to be held with AHCS
 - AHCS is the asset manager responsible for exterior building envelope, structural, roof, roof top units, elevator (maintenance contract) C02 monitoring, and building systems

18. The VoH and AHCS will work together to settle the material agreements required to proceed with and complete the development and operation of the Project in accordance with the Project Schedule as set out in **Appendix B**:
 - a) Such material agreements may include one or more agreements outlining in detail the parties' respective capital and operating relationships. Any agreements that may be required to formalize the parties' respective development responsibilities, communication protocols and collaboration necessary to successfully acquire funding through government sources (including from British Columbia Housing Management Commission and Canada Mortgage and Housing Corporation) and others as required.

- b) Project insurance will be coordinated by AHCS's Development Consultant
- c) During construction phase Monthly Payment Claims shall be managed by AHCS's Development Consultant with support from AHCS
- d) Change Order Management shall be by undertaken by AHCS's Development Consultant
- e) AHCS's Development Consultant shall attend the monthly site visit progress meetings
- f) Prior to turnover, VoH and AHCS each attend with their Agents the Deficiency Walk Through and create their Deficiency List
- g) AHCS will be party to the commissioning process as it relates to Housing operations

19. AHCS will be assisted by Terra Social Purpose Real Estate in carrying out their function in developing this Project.

D. SIGNATURES AND INTENT:

20. VoH and AHCS acknowledge that this LOI is prepared in good faith with the intent to provide details of achievements thus far and create a framework for the next steps. VoH and AHCS will continue to work together to achieve the goal for this Project, including modifying any of the plans or terms intended in this LOI as may reasonably needed or required for any third-party approval. VoH and AHCS agree that this LOI does not constitute a legally binding agreement nor is it intended to create any legal obligations or provide guarantees between the parties. It is the intent of both VoH and AHCS, however, that this LOI forms the basis for ongoing discussions and the preparation of agreements, including the drafting of the leases mentioned above, with the goal of completing the Project in a mutually agreeable manner.

21. This LOI may be executed in any number of counterparts, each of which when so executed will be deemed to be an original and all of which taken together will constitute one and the same instrument. Delivery of this LOI by facsimile or electronic transmission will be effective as delivery of an original executed copy of this LOI.

E. TERMINATION

22. This Agreement may be terminated by either party with **60 days' written notice**. It may also be terminated immediately for cause, including material breach, misconduct, or non-cooperation.

23. Upon termination, both parties agree to act in good faith to ensure an orderly transition.

for **Village of Harrison Hot Springs**

for **Agassiz Harrison Community Services**

Tyson Koch, Chief Administrative Officer

Diane Janzen, Executive Officer

Fred Talen, Mayor

Board Director

Attachments:

Appendix A – Title Review

Appendix B – Project Schedule July 31, 2025

Appendix C – Capital Budget

Appendix D – Spending Summary