



# NOTICE OF MEETING AND AGENDA REGULAR COUNCIL MEETING

Monday, November 17, 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**

<b>1. CALL TO ORDER</b>		
Meeting called to order by Mayor Talen.		
<b>2. LAND ACKNOWLEDGEMENT</b>		
Acknowledgement of Sts'ailes traditional territory.		
<b>3. PUBLIC HEARING (if required)</b>		
<b>4. INTRODUCTION OF LATE ITEMS</b>		
<b>5. APPROVAL OF AGENDA</b>		
<b>6. DECLARATIONS OF CONFLICT OF INTEREST</b>		
<b>7. ADOPTION OF COUNCIL MINUTES</b>		
(a) THAT the Regular Council Meeting Minutes of November 3, 2025 be adopted.		Page 1
(b) THAT the Special Pre-Closed Council Meeting Minutes of November 6, 2025 be adopted.		Page 9
<b>8. BUSINESS ARISING FROM THE MINUTES</b>		
<b>9. DELEGATIONS AND PETITIONS</b>		
<b>10. CORRESPONDENCE</b>		
(a) Letter dated October 30, 2025 from Patricia Ross, FVRD Chair to the Minister of Finance Re: Pipeline Valuation Changes for 2026 Assessment Roll		Page 11
(b) Email dated October 31, 2025 from the Ministry of Children and Family Development Re: Adoption and Permanency Awareness Month		Page 13
(c) Letter dated October 31, 2025 from Mayor Smith to the Minister of Finance Re: BC Assessment Transmission Pipeline Valuation Changes		Page 15
(d) Email dated November 3, 2025 from Butterfly Support Network Re: Request for Letter of Support		Page 17

(e) Email dated November 7, 2025 from Gary Webster Re: Zoning Amendment Bylaw No. 1230, 2025	Page 23
(f) Email and Letter dated November 10, 2025 from Housing Reset Re: Risks of Bill M216 (Professional Reliance Act)	Page 25
(g) Email dated November 10, 2025 from Sunny Manihani Re: Feedback on Proposed Business Licence and Miscellaneous Fee Amendment Bylaws	Page 31
(h) Letter dated November 10, 2025 from the Kent Harrison Arts Council Re: Request for Increased Funding	Page 33
<b>11. BUSINESS ARISING FROM CORRESPONDENCE</b>	
<b>12. REPORTS FROM COUNCILLORS</b>	
<b>13. REPORTS FROM MAYOR</b>	
<b>14. REPORTS AND MINUTES FROM COMMITTEES AND COMMISSIONS</b>	
<p>THAT the following adopted minutes be received for information:</p> <p>(a) Accessibility Committee Meeting Minutes of September 15, 2025.</p>	
	Page 35
<b>15. REPORTS FROM STAFF</b>	
<p>(a) Report of Corporate Officer dated November 17, 2025 Re: Release of Closed Meeting Resolutions</p> <p>Recommendations:</p> <p>1. THAT the following resolution from the February 16, 2024 special closed Council meeting be received for information:</p> <p style="padding-left: 40px;"><i>THAT Council provide a letter in support of the dike upgrade project to Legacy Environmental Ltd. and authorize them to apply for a land tenure from the Province on the Village's behalf.</i></p> <p>2. THAT the following resolution from the November 6, 2025 special closed Council meeting be received for information:</p> <p style="padding-left: 40px;"><i>THAT staff be authorized to create a new unionized positions for a temporary, year-round, part-time bylaw enforcement position and a seasonal bylaw enforcement position; and</i></p> <p style="padding-left: 40px;"><i>THAT the positions be created at the CUPE 458 Collective Agreement pay grade 6 and 7.</i></p>	Page 39

<p>(b) Report of Chief Financial Officer dated November 17, 2025 Re: Purchasing &amp; Procurement Policy 1.08 Amendment</p> <p>Recommendation:</p> <p>THAT Council approve Purchasing &amp; Procurement Policy 1.08 as amended.</p>	<p>Page 41</p>
<p>(c) Report of Planning Consultant dated November 17, 2025 Re: Review of M216-2025</p> <p>Recommendation:</p> <p>THAT Council writes letters to the Premier, the Minister of Municipal Affairs, and UBCM outlining their opposition to proposed Bill M 216-2025.</p>	<p>Page 59</p>
<p><b>16. BYLAWS</b></p>	
<p>(a) Report of Planning Consultant dated November 17, 2025 Re: Zoning Amendment Bylaw No. 1230, 2025</p> <p>Recommendations:</p> <p>THAT Zoning Amendment Bylaw No. 1230, 2025 be introduced and given first reading; and</p> <p>THAT Zoning Amendment Bylaw No. 1230, 2025 be given second and third readings; and</p> <p>THAT Zoning Amendment Bylaw No. 1230, 2025 be adopted.</p>	<p>Page 69</p>
<p>(b) Report of Corporate Officer dated November 17, 2025 Re: Business Licence Bylaw Amendments – Food Trucks</p> <p>Recommendations:</p> <p>THAT second reading of Business Licence and Regulation Amendment Bylaw No. 1231, 2025 be rescinded; and</p> <p>THAT Business Licence and Regulation Amendment Bylaw No. 1231, 2025 be given second reading as amended; and</p> <p>THAT Business Licence and Regulation Amendment Bylaw No. 1231, 2025 be given third reading; and</p> <p>THAT Miscellaneous Fee Amendment Bylaw No. 1232, 2025 be given third reading; and</p> <p>THAT staff be authorized to publish a notice of intent pursuant to section 59(2) of the Community Charter; and</p>	<p>Page 77</p>

THAT staff be directed to report back to Council on Food Truck policies and options for future regulation after engaging with the business community.

- (c) Report of Chief Financial Officer dated November 3, 2025  
Re: Sewer and Water Regulation and Fee Bylaw Amendments

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Recommendations:

THAT Sewer Regulation Amendment Bylaw No. 1233, 2025 be given first, second and third readings; and

THAT Water Regulation Amendment Bylaw No. 1234, 2025 be given first, second and third readings.

#### **17. NEW BUSINESS**

#### **18. NOTICES OF MOTION**

#### **19. QUESTION PERIOD FOR ITEMS RELEVANT TO THE AGENDA**

#### **20. ADJOURNMENT**



Tyson Koch  
Chief Administrative Officer

## VILLAGE OF HARRISON HOT SPRINGS Regular Council Meeting Minutes

**DATE:** Monday, November 3, 2025  
**TIME:** 5:30 p.m.  
**PLACE:** Council Chambers, Memorial Hall  
290 Esplanade Avenue, Harrison Hot Springs, BC

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

**COUNCIL ABSENT:**

**STAFF PRESENT:** Chief Administrative Officer, Tyson Koch  
Chief Financial Officer/Deputy CAO, Scott Schultz  
Corporate Officer, Amanda Graham  
Community Services Manager, Christy Ovens  
Director of Operations, Jace Hodgson  
Communications & Community Engagement  
Coordinator, Kalie Wiechmann  
Planning Consultant, Ken Cossey  
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 Facio**  
**Seconded by Councillor Schweinbenz**

THAT the agenda be approved.

**CARRIED**  
RC-2025-11-01

**6. DECLARATIONS OF CONFLICT OF INTEREST**

Mayor Talen declared a conflict of interest regarding item 15(b) – Report of Planning Consultant re: Consideration of the Issuance of a DVP (889 Hot Springs Road). Mayor Talen stated that, prior to being elected to office, he signed a letter in support of a similar application at this location by the same applicant.

**7. ADOPTION OF MINUTES**

- (a) Regular Council Meeting Minutes of October 20, 2025

**Moved by Councillor Jackson**  
**Seconded by Councillor Vidal**

THAT the Regular Council Meeting Minutes of October 20, 2025 be adopted.

**CARRIED**  
RC-2025-11-02

**8. BUSINESS ARISING FROM THE MINUTES**

None.

**9. DELEGATIONS AND PETITIONS**

- (a) Maria Gorelova & Dave Morris – Kent Harrison Search and Rescue  
Re: Funding for Underwater Drone

Maria Gorelova and Dave Morris gave a PowerPoint presentation and demonstration of Kent-Harrison Search and Rescue's existing underwater camera system and a new underwater drone that the organization would like to acquire.

**Moved by Councillor Schweinbenz**  
**Seconded by Councillor Facio**

THAT the Village provide up to \$3500 for the acquisition of an underwater drone funded from surplus.

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

## **10. CORRESPONDENCE**

- (a) Letter dated October 2, 2025 from UBCM  
Re: Provincial Response to 2024 Resolutions

**Moved by Councillor Vidal**  
**Seconded by Councillor Jackson**

THAT the correspondence be received.

**CARRIED**  
RC-2025-11-04

## **11. BUSINESS ARISING FROM CORRESPONDENCE**

None.

## **12. REPORTS FROM COUNCILLORS**

### **Councillor Facio**

- Fraser Valley Regional District Board (Municipal Director) – No Report
- Fraser Valley Regional Library Board (Alternate Municipal Director) – No Report
- Reported on the October 30, 2025 Accessibility Committee Meeting

### **Councillor Vidal**

- Corrections Canada Citizen's Advisory Committee – No Report
- Agassiz-Harrison Healthy Communities – No Report
- Kent Harrison Joint Emergency Program Committee – No Report
- Reported on LMLGA Senior Executive Minister meetings in Victoria on October 27-30, 2025

### **Councillor Jackson**

- Fraser Valley Regional Library Board
  - Attended a meeting on October 22, 2025
- Tourism Harrison – No Report

### **Councillor Schweinbenz**

- Agassiz-Harrison Historical Society – No Report
- Community Futures North Fraser Board of Directors
  - Attended a meeting on October 26, 2025

## **13. REPORTS FROM MAYOR**

- Reported on the Halloween Movie Night put on by the Age-Friendly Committee on October 23, 2025
- Highlighted the inaugural Harrison Hot Springs Fire Department's Masquerade Charity Gala taking place November 7, 2025 at the Copper Room.

**14. REPORTS AND MINUTES FROM COMMITTEES AND COMMISSIONS**

- (a) Communities in Bloom Committee Meeting Minutes of September 8, 2025
- (b) Age-Friendly Committee Meeting Minutes of September 18, 2025

**Moved by Councillor Vidal**  
**Seconded by Councillor Jackson**

THAT all Committee minutes be received for information.

**CARRIED**  
RC-2025-11-05

**15. REPORTS FROM STAFF**

- (a) Report of Corporate Officer dated November 3, 2025  
Re: Vote Tabulator Machines

**Moved by Councillor Facio**  
**Seconded by Councillor Schweinbenz**

THAT staff be authorized to acquire two poll place scanner and tabulators from Election Systems & Software at a cost not to exceed \$7000 plus taxes and shipping to be funded from surplus.

**CARRIED**  
RC-2025-11-06

- (b) Report of Planning Consultant dated November 3, 2025  
Re: Consideration of the Issuance of a DVP (889 Hot Springs Road)

Mayor Talen recused himself from the meeting and exited Council Chambers at 6:12 p.m. due to his earlier declared conflict of interest. Deputy Mayor Schweinbenz took the Chair.

The applicant spoke to Council and provided additional information on the application.

**Moved by Councillor Vidal**  
**Seconded by Councillor Jackson**

THAT the application for Development Variance Permit 01/25 for land legally described as Blk A (Reference Plan 6466) South East Quarter of Sec 12, Twp 4, Rge 29, W6M, New Westminster District located at 889 Hot Springs Road be referred to the Village's Fire Department.

**CARRIED**  
RC-2025-11-07

Mayor Talen returned to Council Chambers at 6:26 pm and resumed his seat as Chair.



## **16. BYLAWS**

- (a) Report of Planning Consultant dated November 3, 2025  
Re: Official Community Plan Amendment Bylaw No. 1229, 2025

**Moved by Councillor Facio**  
**Seconded by Councillor Schweinbenz**

THAT second reading of Official Community Plan Amendment Bylaw No. 1229, 2025 be rescinded.

**CARRIED**  
RC-2025-11-08

**Moved by Councillor Vidal**  
**Seconded by Councillor Jackson**

THAT Official Community Plan Amendment Bylaw No. 1229, 2025 be given second reading as amended.

**CARRIED**  
RC-2025-11-09

**Moved by Councillor Vidal**  
**Seconded by Councillor Jackson**

THAT Official Community Plan Amendment Bylaw No. 1229, 2025 be given third reading and adoption.

**CARRIED**  
RC-2025-11-10

- (b) Report of Corporate Officer dated November 3, 2025  
Re: Business Licence & Miscellaneous Fee Bylaw Amendments

**Moved by Councillor Facio**  
**Seconded by Councillor Jackson**

THAT Business Licence and Regulation Amendment Bylaw No. 1231, 2025 be introduced and given first reading.

**CARRIED**  
RC-2025-11-11

**Moved by Councillor Vidal**  
**Seconded by Councillor Jackson**

THAT Business Licence and Regulation Amendment Bylaw No. 1231, 2025 be given second and third readings.

**MOTION DEFEATED**  
**ALL OPPOSED**

**Moved by Councillor Vidal**  
**Seconded by Councillor Facio**

THAT Business Licence and Regulation Amendment Bylaw No. 1231, 2025 be given second reading.

**CARRIED**  
RC-2025-11-12

**Moved by Mayor Talen**  
**Seconded by Councillor Facio**

THAT Business Licence and Regulation Amendment Bylaw No. 1231, 2025 be referred back to staff, and;

THAT Business Licence and Regulation Amendment Bylaw No. 1231, 2025 be referred to the Chamber of Commerce following staff's review.

**CARRIED**  
RC-2025-11-13

**Moved by Councillor Vidal**  
**Seconded by Councillor Schweinbenz**

THAT Miscellaneous Fee Amendment Bylaw No.1232, 2025 be introduced and given first reading.

**CARRIED**  
RC-2025-11-14

**Moved by Councillor Jackson**  
**Seconded by Councillor Schweinbenz**

THAT Miscellaneous Fee Amendment Bylaw No. 1232, 2025 be given second reading.

**CARRIED**  
RC-2025-11-15

**17. NEW BUSINESS**

None.

**18. NOTICES OF MOTION**

None.

**19. QUESTION PERIOD FOR ITEMS RELEVANT TO THE AGENDA**

Questions from the public were entertained.

**20. ADJOURNMENT**

**Moved by Councillor Jackson**  
**Seconded by Councillor Facio**

THAT the meeting be adjourned at 7:17 p.m.

**CARRIED**  
RC-2025-11-16

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

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



**VILLAGE OF HARRISON HOT SPRINGS  
Special Pre-Closed Council Meeting  
Minutes**

**DATE:** Thursday, November 6, 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 (via Zoom)  
Councillor Michie Vidal

**STAFF PRESENT:** Chief Administrative Officer, Tyson Koch  
Chief Financial Officer/DCAO, Scott Schultz  
Corporate Officer, Amanda Graham  
Director of Operations, Jace Hodgson  
Community Services Manager, Christy Ovens

**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. RESOLUTION TO EXCLUDE THE PUBLIC**

**Moved by Councillor Facio**  
**Seconded by Councillor Vidal**

THAT pursuant to Sections 90 and 92 of the Community Charter, this Special Meeting of Council be closed to the public as the subject matter being considered relates to the following:

- Section 90(1)(c) - labour relations or other employee relations;
- Section 90(1)(k) - negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality; and
- Section 90(2)(b) – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

**CARRIED**  
SC-2025-11-01

Adjourned to Special Closed Council Meeting at 9:01 a.m.

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Fred Talen  
Mayor

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Amanda Graham  
Corporate Officer

DRAFT

October 30, 2025

Sent by Email: [FIN.Minister@gov.bc.ca](mailto:FIN.Minister@gov.bc.ca)

The Honourable Brenda Bailey  
Minister of Finance  
PO BOX 9048 STN PROV GOVT  
Victoria BC V8W9E2

**Re: Urgent Request to Postpone Pipeline Valuation Changes for 2026 Assessment Roll**

Dear Minister Bailey,

On behalf of the Fraser Valley Regional District (FVRD), I am writing to express our deep concern and strong opposition to the proposed changes to the valuation of Gathering and Transmission Pipelines for the 2026 Assessment Roll.

The FVRD urges the Province of BC to direct BC Assessment to immediately halt the implementation of these changes and defer them until a comprehensive, sector-wide review of all industries within the Utilities Tax Class is completed. Proceeding with this isolated adjustment would be both inequitable and financially destabilizing to taxpayers in the Fraser Valley.

The proposed reduction in assessed values impacts both our rural and municipal tax base. For rural FVRD taxpayers, it is estimated to decrease between 28% and 30%. This will result in a dramatic and disproportionate tax shift onto other property classes, particularly residential properties. For our Electoral Areas, which already face limited tax bases and economic vulnerabilities, this change threatens to be financially devastating, with the potential to cripple essential services and exacerbate inequality for our most disadvantaged citizens.

We are alarmed by the lack of meaningful consultation with local governments. The FVRD was only informed of this significant change in October, despite BC Assessment having considered this review for over two decades. The lack of transparency and engagement is unacceptable, especially given the scale of the fiscal impact and the compressed implementation timeline.

Gathering and Transmission Pipelines are important to our regional tax base. The recent expansion of the TransMountain pipeline has substantially increased its value, making the proposed reductions not only ill-timed but also counterintuitive. Undermining this revenue source without a parallel review of other utility sectors, such as Railways, creates an unbalanced tax environment.

We understand that BC Assessment intends to review other large-scale utilities in the near future. It is therefore imperative that any changes to pipeline valuations be synchronized with a broader review to ensure fairness and fiscal stability. We request that the current valuation model, in place since 1986, remain for at least one additional year to allow for proper analysis, consultation, and planning.

We urge the Ministry to take immediate action to postpone these changes, initiate a transparent and inclusive review process, and consider financial mitigation measures to protect affected communities from abrupt and harmful revenue losses.

Thank you for your attention to this critical matter. The FVRD stands ready to engage in constructive dialogue and work collaboratively toward a solution that upholds fairness, equity, and the sustainability of local government services.

Sincerely,



Patricia Ross  
Chair, Fraser Valley Regional District

cc. Premier David Eby  
Fraser Valley MLAs  
City of Abbotsford  
City of Chilliwack  
Village of Harrison Hot Springs  
District of Hope  
District of Kent  
City of Mission



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**From:** CFD Info CFD:EX <[MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca)>

**Sent:** October 31, 2025 11:34 AM

**To:** Vivian Li <[info@harrisonhotsprings.ca](mailto:info@harrisonhotsprings.ca)>

**Subject:** E-mail from the Honourable Jodie Wickens, Minister of Children and Family Development

**VIA E-MAIL**

Ref: 302573

Your Worship Mayor Fred Talen and Council  
Harrison Hot Springs  
E-mail: [info@harrisonhotsprings.ca](mailto:info@harrisonhotsprings.ca)

Dear Mayor Talen and Council:

As Minister of Children and Family Development, I am honoured to proclaim November as Adoption and Permanency Awareness Month. I invite you to celebrate the families who have welcomed children and youth as permanent members of their family, and I ask that you help promote awareness for children and youth who are still waiting for permanent homes.

Adoption and Permanency Awareness Month is about celebrating the devoted families created when people open their hearts and commit to sharing their lives with a vulnerable child or youth. A permanent family environment provides a solid foundation for lifelong connections to community and culture, opportunities to thrive, and all the support these young people need along the way.

Permanency is transformational for everyone involved. The emotional and social impacts of belonging can last a lifetime. That is why Adoption and Permanency Awareness Month is also about recognizing the children and youth who are still waiting for permanent, stable, and nurturing homes.

I encourage you to share the following resources with your community members who are interested in becoming an adoptive or permanent family in British Columbia:

- [Adopt BC Kids](#) - an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application.
- The [Ways to adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country.
- <https://belongingnetwork.com> (formerly Adoptive Families Association of BC) - provides information and support services for families who wish to adopt now or in the future.
- <https://adoption-bc.com> - a detailed and comprehensive guide to additional adoption resources.

Please join us in marking November as Adoption and Permanency Awareness Month to recognize all the individuals who have grown their family and their hearts through adoption, and to all those who may do so in the future. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive families in your community.

Sincerely,

Jodie Wickens  
Minister

*Sent on behalf of the Minister by:*



**This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: [MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca).**

## *Office of the Mayor*

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October 31, 2025

Honourable Brenda Bailey  
Minister of Finance  
PO Box 9048 Stn Prov Govt  
Victoria, BC V8W 9E2

Dear Minister Bailey:

**Re: Request to Postpone Upcoming Changes to BC Assessment Transmission Pipeline Valuation**

On behalf of the District of Hope Council, I am writing to express our concern regarding the proposed changes to the valuation of "Gathering and Transmission Pipelines" for the 2026 Assessment Roll. The District of Hope respectfully requests that BC Assessment postpone these changes until a comprehensive review of all industries within the Utilities Tax Class is completed.

The District of Hope was notified in September 2025 of a projected 28% reduction in the assessed value of pipeline properties for 2026 - from \$56,557,415 in 2025 to \$40,620,045 in 2026. This change will result in an estimated \$640,000 reduction in property tax revenue for the District, with only three and a half months to address this shortfall. To recapture the lost revenue, residential and other property classes may face a property tax increase of approximately 5.9%. The District of Hope already taxes Class 2 Utilities at the maximum rate allowed.

Similar reductions are occurring across the province, with communities such as the District of Kent (-26%), District of Houston (-25%), City of Kamloops (-21%), and Thompson-Nicola Regional District (-25%) all facing substantial impacts. The District of Hope, like many small communities, does not have a diverse tax base, making such shifts especially challenging.

Consultation with impacted local governments has been limited, and the District received notice of these changes with little time for financial planning. BC Assessment has indicated further valuation adjustments may be forthcoming for other utility classes but expects less significant impacts in future years.

We understand BC Assessment plans to review other large-scale utilities, such as railways, which could result in further changes to the utilities tax class and may help offset the negative tax impacts to residential ratepayers in the District. Given this broader review is imminent, we believe changes to Gathering and Transmission Pipeline valuations should be implemented at the same time as other utility classes. Maintaining the current

pipeline valuation until other valuation changes are implemented would allow for a fairer, coordinated approach and help prevent disproportionate impacts on Hope's taxpayers.

We ask that the Ministry take immediate action to postpone these changes until the valuation review of other large-scale utilities is completed, initiate a transparent review and consultation process, and provide mitigation and transitional measures to support local governments facing substantial and abrupt revenue losses. We appreciate your prompt attention to this matter and look forward to further dialogue to ensure fair and equitable assessment practices for all communities.

Sincerely,



Victor Smith  
Mayor

cc: District of Hope Council  
Honourable David Eby, Premier of British Columbia  
Tony Luck, MLA Fraser-Nicola  
Christopher Whyte, BC Assessment  
Fraser Valley Regional District  
City of Abbotsford  
City of Chilliwack  
Village of Harrison Hot Springs  
District of Kent  
City of Mission

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**Subject:** Butterfly Support Network: Request for Letter of Support

**From:** Butterfly Support Network <[info@butterflysupportnetwork.ca](mailto:info@butterflysupportnetwork.ca)>

**Sent:** Monday, November 3, 2025 12:36 PM

**To:** Fred Talen <[ftalen@harrisonhotsprings.ca](mailto:ftalen@harrisonhotsprings.ca)>

**Subject:** Butterfly Support Network: Request for Letter of Support

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)  
| [Report](#)

Dear Mayor Fred Talen,

I hope this email finds you well. My name is Helena, and I am writing on behalf of Butterfly Support Network, a registered charity that supports families in British Columbia navigating the profound challenges of pregnancy loss, infant loss, and infertility. Our organization works closely in partnership with BC Women's Hospital, and we have donated over \$400,000 to them since 2019 with the success of the annual Butterfly Run - a memorial walk/run which is held in 5 cities across BC each year.

Since our inception, we have worked tirelessly to raise awareness about these deeply impactful experiences and provide critical resources, including counseling, peer-led and counselor-facilitated support groups, bereavement care packages, and educational initiatives for care providers. Through these efforts, we aim to fill the gaps in care that too often leave families unsupported during some of the most difficult times of their lives.

We are reaching out to request an opportunity to meet with you to discuss:

- The significant gaps in care for bereaved families across BC.
- How organizations like Butterfly Support Network are providing free support programs
- Ways in which provincial support could enhance the care provided to these families.

This meeting would also allow us to share our vision for a future where every family facing such profound loss has timely access to compassionate and effective care. We recognize your busy schedule and would be happy to arrange a meeting at a time and location that is convenient for you, whether in person or virtually. Your support and understanding can make a meaningful difference in the lives of countless BC families.

I look forward to hearing from you.

Warm regards,  
Helena Belkin





**Butterfly**  
*Support Network*

01

# Legislative Briefing: Improving Mental Health Support for Bereaved Parents in British Columbia

**Date:** October 2025

**Prepared by:** Butterfly Support Network (BSN)

**Intended Audience:** BC MLAs, Ministry of Health, Ministry of Mental Health and Addictions

## 1. Executive Summary

Families across British Columbia (BC) who experience infertility, pregnancy loss, or infant loss face profound grief with limited or no access to specialized mental health care.

Butterfly Support Network is calling for provincial legislation and dedicated funding to establish equitable, research-informed supports for bereaved parents — including publicly funded counselling, education for care providers, and standardized bereavement protocols across BC's health authorities.

## 2. About Butterfly Support Network

### Who Are We?

Founded in 2019, Butterfly Support Network (BSN) is a **registered non-profit** created by bereaved parents in partnership with **BC Women's Hospital + Health Foundation**.

Since 2020, BSN has been bridging the gap in bereavement care across BC by providing free, province-wide support for families, including:

- **Individual Counselling & Group Support**
- **Peer and Community Programs**
- **Educational Training for Care Providers**
- **Bereavement Boxes & ER Care Kits for hospitals across BC**

### Mission Statement

We exist to offer support, compassion and community to honour the babies gone too soon and hold hope for the children to come. Together we raise awareness around infertility, pregnancy loss and infant loss by organizing community events and fundraising for local and provincial support programs.

### 3. Context of Bereavement Care in BC

Despite the growing prevalence of infertility, miscarriages, stillbirths, and infant loss, **bereavement care remains inconsistent and underfunded in BC.**

BC Statistics	
Infertility	<ul style="list-style-type: none"><li>• ~15% (1 in 6) of Canadians are impacted by infertility</li><li>• Prevalence is gradually increasing</li></ul>
Miscarriage	<ul style="list-style-type: none"><li>• ~15–25% of clinical pregnancies end in miscarriage</li><li>• ~15,000 miscarriages occur annually in BC</li></ul>
Stillbirth*	<ul style="list-style-type: none"><li>• ~500 stillbirths annually in BC</li></ul>
Infant Loss**	<ul style="list-style-type: none"><li>• ~160 infant deaths annually in BC</li></ul>

\*Babies who have died after 20 weeks of gestation and/or weigh 500+ grams

\*\* Babies who have died under the age of 12 months old

#### Policy Context

- Ontario's Pregnancy and Infant Loss Awareness, Research and Care Act (Bill 141) was passed in 2015. Bill 141 requires ongoing research, data collection, and the creation of programs that support bereaved parents as they navigate pregnancy loss and infant loss. **BC currently has no equivalent legislation to protect or support bereaved parents.**

### 4. Current Gaps in Bereavement Care in BC

When a family faces the loss of a pregnancy or an infant, their need for mental health and social support is immediate and profound. However, the **accessibility and quality of bereavement care in BC vary dramatically between health authorities.**

Current Health Care Gaps include:

- **Few publicly funded counselling resources** for bereaved parents
- **Inconsistent care standards** between health authorities in BC
- **Limited grief support groups** for bereaved parents (in-person & online)
- **Limited pregnancy loss and grief training** for healthcare providers

Without systemic support, families face isolation, delayed healing, and higher reliance on emergency or crisis services **costing the healthcare system more over time.**

## 5. Proposed Provincial Legislation

BSN recommends that the Province of British Columbia introduce a **Pregnancy and Infant Loss Research and Support Act**, modelled after Ontario's Bill 141.

03

### Key Actions

#### 1. Establish Provincial Research Funding

- a. Study the psychological and medical impacts of perinatal loss
- b. Develop strategies to reduce stillbirth and miscarriage rates in BC

#### 2. Implement Education & Training Programs

- a. Mandate grief and bereavement training for healthcare professionals
- b. Provide resources to reduce burnout and promote the well-being of healthcare providers

#### 3. Expand Publicly Funded Mental Health Services

- a. Create accessible counselling and peer programs across all health authorities

## 6. Benefits of Proposed Solution

### For Families

- Provides timely, trauma-informed care for bereaved families regardless of their location and income
- Reduces isolation and enhances individuals' long-term mental health and well-being

### For BC's Health Care System

- Lowers the strain on emergency and acute care services
- Increases positive health outcomes for parents in future pregnancies

### For Provincial Government

- Aligns with BC's Perinatal Mental Health Framework and Pathway to Hope strategy
- Demonstrates leadership in compassionate, family-centred policy

## 7. Call to Action

We call upon the Province of British Columbia to:

1. Introduce the **Pregnancy and Infant Loss Research and Support Act** in 2025
2. Provide **stable provincial funding** for bereavement and fertility-related mental health services
3. Integrate **training and standardized bereavement care** across health authorities in BC

We welcome the opportunity to collaborate with the Ministry of Health, the Ministry of Mental Health and Addictions, and MLAs committed to improving perinatal mental health outcomes for all British Columbians. Every family experiencing loss deserves timely, dignified, and comprehensive care.

**With legislative commitment, we can lead the nation in providing effective and compassionate bereavement support to BC families.**



**[City Letterhead or Mayor/Councillor Name]**

[Date]

**To:**

The Honourable Josie Osborne  
Minister of Health  
Province of British Columbia

[HLTH.Minister@gov.bc.ca](mailto:HLTH.Minister@gov.bc.ca)

**Re:** Letter of Support – Proposed Legislation for Bereavement Care and Pregnancy Loss Support

Dear Minister Josie Osborne,

On behalf of [City/Town Name], I would like to express my strong support for the advocacy efforts of **Butterfly Support Network**, formerly known as Butterfly Run BC. This registered charity and non-profit organization was founded in 2019 by bereaved parents and has since become instrumental in providing compassionate support to families across British Columbia who have experienced pregnancy loss, infant loss, and infertility.

Butterfly Support Network is advocating for the introduction of legislation in British Columbia that would:

- Ensure **ongoing provincial funding for research** related to pregnancy loss and bereavement care;
- Provide **education and training for clinicians and care providers** on how to deliver trauma-informed, evidence-based care; and
- Fund **bereavement support programs** for families who experience pregnancy loss, infant loss, embryo loss, or failed fertility and IVF treatments.

As an elected representative, I believe that access to comprehensive bereavement care and reproductive loss support is a vital component of a compassionate and equitable health care system. Families navigating these heartbreaking experiences deserve care that acknowledges their grief, provides meaningful support, and helps them heal. Care providers in our province supporting grieving families, deserve adequate training, education and resources to support others as well as minimize the impact on their own mental health.

I have had the opportunity to learn more about Butterfly Support Network and their work through conversations with **Kimberly Lockhart**, Executive Director. Their programs, which include counseling, peer support, and education, are filling significant gaps in our province's health system, yet they currently rely on fundraising efforts from other bereaved families in our province. Sustainable government funding is essential to ensure that no family in British Columbia faces this journey alone.

**[Optional addition:** As someone who has personally experienced (or supported someone through) pregnancy loss, infertility or infant loss, I understand the importance of this work and the difference that compassionate, trauma informed care can make.]

I urge the Province to support Butterfly Support Network's legislative recommendations and to move forward with legislation that advances research, education, and bereavement care for families across BC experiencing pregnancy and infant loss.

Sincerely,

**[Name]**

[Title, e.g., Mayor / Councillor for the City of \_\_\_\_\_]

[Contact Information]

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**From:** Gary Webster

**Sent:** November 7, 2025 5:06 PM

**To:** Vivian Li <[info@harrisonhotsprings.ca](mailto:info@harrisonhotsprings.ca)>

**Subject:** Public Hearing Prohibited – Zoning Amendment Bylaw No. 1230, 2025

Dear Mayor and Council,

I am writing regarding the recent public notice stating that a public hearing is prohibited for Zoning Amendment Bylaw No. 1230, 2025, under Section 467 of the Local Government Act.

While the Act allows Council to forego a hearing when a bylaw aligns with the Official Community Plan, I am concerned about the scope and impact of this particular amendment. It affects all lands within the Village, except the East Sector, and introduces broad permissions for Employee Housing, Housing Co-operatives, Non-Market Housing, and Supportive Housing across nearly every zoning district.

Given the scale of this change, the public should still be provided a meaningful opportunity to understand its implications — including parking, infrastructure capacity, and neighbourhood character — before first reading proceeds.

I respectfully ask Council to:

1. Provide a detailed public summary of how this bylaw alters existing zoning permissions;
2. Offer an open information session, even if a formal hearing is not legally required.

Transparency builds trust. Removing the public's only formal avenue for input risks doing the opposite.

Thank you, Gary Webster

Harrison Hot Springs Resident



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**From:** Housing Reset <[info@housingreset.ca](mailto:info@housingreset.ca)>

**Sent:** November 10, 2025 3:25 PM

**To:** [info@housingreset.ca](mailto:info@housingreset.ca)

**Subject:** All BC municipal councils: Risks of Bill M216 (Professional Reliance Act) - Expert Letter to BC Govt

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)

*(To City Clerk: This is a critical matter for all BC municipalities, returning to BC Legislature on November 17. We hope you will share this e-mail/letter with your City Council and City Manager.)*

To All Mayors and Councils in British Columbia:

This message and attached letter was sent today to the BC Government, including all MLAs. It expresses serious concerns about Bill M216 (Professional Reliance Act), from thirty urbanists, urban planners, architects, and academics, most with decades of experience, some with a background in development.

This letter makes the following points.

Bill M216, introduced as a Member's Bill on October 21 ...

- Amounts to a quiet revolution in local governance
- Is a technical bill with profound consequences
- Is part of a pattern of Provincial overreach
- If passed, will institutionalize conflict of interest.
- If passed, will erode municipal self-determination
- Represents centralization without affordability
- Lacks transparency and accountability

The signatories are calling for democratic restraint on Bill M216. In other words, **it should be withdrawn**, lest considerable harm be done to the relationship between the Province, municipalities, and the people of British Columbia. The open letter enumerates many problems with the Bill. Removing democratic checks does not guarantee affordability, and risks handing over unprecedented control to private actors and provincially appointed officials—for no discernible benefit and at great expense to the public good.

The full text of the open letter is attached in PDF format, and also available at the Housing Reset link, which compiled a series of open letters to all levels of government sent this year.

<https://housingreset.ca/2025/11/07/govbc-bill-m216-professional-reliance-act/>

Presumably you have also noted that the Union of BC Municipalities has also expressed serious concerns about Bill M216 ([link](#)).

The letter is also being sent to all mayors and councils across this province. Please take these matters seriously.

Open letter signatories:

Larry Beasley, Lance Berelowitz, Patrick Condon, Frank Ducote, Alexandra Flynn, and more (see attached PDF for full list of 30 signatories)

Attached:

2025-11-07 Letter to Province re Bill M216-Professional Reliance Act -Final-1.pdf

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## **HOUSING RESET**

Urbanist experts on housing policy

[info@housingreset.ca](mailto:info@housingreset.ca)

[www.housingreset.ca](http://www.housingreset.ca)

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Metro Vancouver based professionals and academics with decades of experience in housing policy, urban planning, architecture, urban design, and real estate development -- broadening the search for enduring housing solutions.

November 7, 2025

To: Premier David Eby and Honorable Members of the Legislative Assembly

**Re: An Open Letter to the Government of British Columbia - Urging Restraint on Bill M216, the Professional Reliance Act**

We are a Metro Vancouver region-based group of urbanists, urban planners, architects, and UBC/SFU academics, most with decades of experience, some with a background in development, who have joined together to broaden the search for enduring housing solutions.

We are writing to you to address our concerns about [Bill M216](#), the Professional Reliance Act, that was recently introduced to the provincial legislature on [October 21, 2025](#) as a member's bill.

**A Quiet Revolution in Local Governance:** There is a quiet revolution underway in British Columbia—one that few citizens, and perhaps even few councillors, have yet noticed. With the introduction of Bill M216, the Professional Reliance Act, the provincial government is edging closer to a full-scale assumption of municipal planning powers, effectively rewriting the relationship between local democracy and development.

**A Technical Bill with Profound Consequences:** At first glance, the bill appears technical: a procedural adjustment to allow developers to hire certified professionals (“PGAs”) to review and approve projects. That may sound harmless, even efficient. Yet beneath its bureaucratic language lies a profound shift. Developers would be able to bypass municipal oversight, relying instead on provincially certified agents whose work local governments could not “peer review” (outside consultants) without provincial permission.

**Part of a Broader Pattern of Provincial Overreach:** This is not an isolated reform. As others have pointed out, Bill M216 builds upon a continuum of provincial interventions—Bills 44, 47, (2023) 13, and 15 (2024)—that expand provincial control over zoning and approvals, especially around transit corridors. Those laws already permit the province to dictate densities, override official community plans, and issue development permits directly if a city fails to comply. Bill M216 goes even further, embedding these powers in a professional governance framework that replaces local accountability with a provincially managed technocracy.

**Institutionalizing Conflict of Interest:** Even more troubling, this model institutionalizes conflict of interest. When certified professionals hired by developers are empowered to approve the very projects from which they earn their income, the integrity of the system collapses. The bill also eliminates the hard-won practice of incentivizing better urbanism through locally negotiated, taxpayer-informed zoning processes.

For decades, municipalities have used discretionary tools—community amenity contributions, design panels, and density bonusing—to secure parks, childcare facilities, and affordable housing. Bill M216 dismantles that tradition, substituting the private judgment of consultants for the collective will of local citizens.

**Eroding Municipal Self-Determination:** The bill’s provisions go so far as to allow the province to designate an alternative “local government” to handle approvals if an elected council proves too slow or resistant. This power effectively nullifies the principle of municipal self-determination.

**Centralization Without Affordability:** The pattern is unmistakable. Step by step, the tools of local planning—zoning, permitting, and density decisions—are being centralized under provincial authority, justified by the widely felt urgency of the housing crisis. Yet removing democratic checks does not guarantee affordability. On the contrary, it risks handing over unprecedented control to private actors and provincially appointed officials—for no discernible benefit and at great expense to the public good.

**Lack of Transparency and Accountability:** Equally concerning is how this legislation has been introduced. Instead of coming through the Minister of Housing or Municipal Affairs, Bill M216 arrived as a Private Member's Bill, tabled by an NDP MLA from Nanaimo. Substantive policy legislation is rarely advanced this way. The approach raises serious questions about transparency and accountability, especially given the sweeping implications for local democracy.

**A Call for Democratic Restraint:** We therefore urge restraint. Pause the progression of Bill M216. We note significant concerns also raised by the [Union of BC Municipalities](#) (UBCM). Engage municipalities, planning and design associations, and the public in a transparent review of how best to balance efficiency with democratic accountability.

In this tumultuous world, British Columbia should strengthen its reputation as a creative democracy, not weaken it.

**Signed:** (In alphabetical order on two pages below)

**Larry Beasley**, CM, FCIP, Former Co-chief Planner of Vancouver, author *Vancouverism*

**Lance Berelowitz**, AA Dipl RPP MCIP, Principal Urban Forum Associates.

**Patrick Condon**, Professor Emeritus UBC School of Landscape and Architecture, author *Broken City*. Former head city planner.

**Frank Ducote**, Principal, Frank Ducote Urban Design, former Senior Urban Designer, City of Vancouver

**Dr. Alexandra Flynn**, Associate Professor, Peter A. Allard School of Law, University of British Columbia and Co-Director, [Housing Research Collaborative](#) (which includes the [Housing Assessment Resource Tools project](#) and the [Balanced Supply of Housing Node](#))

**Michael Geller**, FCIP, RPP, MLAI, Ret Architect AIBC, urban planner, real estate consultant, developer and Adjunct Professor, SFU.

**Barbara Gordon**, Retired Architect AIBC and retired Director of Capital Planning, UBC

**Penny Gurstein**, PhD, MCIP (ret.) Professor Emeritus and Former Director, School of Community and Regional Planning, Co-Director, Housing Research Collaborative, UBC

**Scot Hein**, Retired Architect MAIBC/Former COV and UBC Senior Urban Designer and Development Planner/Adjunct Professor Urban Design UBC/SFU Faculty Continuing Studies/Founding Board Member Urbanarium/Board Member Small Housing BC/Housing Advocate

**Norman Hotson**, Retired Architect AIBC, FRAIC, RCA, Hon PIBC

**Sandy James**, former City of Vancouver City Planner, Managing Director Walk Metro Vancouver

**David Ley**, OC, FRSC, PhD, Urban Geographer, Professor Emeritus UBC, Order of Canada

**Mike Mangan**, Barrister & Solicitor (Ret.), who worked with the real estate industry for many years, authored *The Condominium Manual* and taught at UBC for 25 years.



Signers Continued:

**Darlene Marzari**, first a Social Planner at City of Vancouver, fought the Freeway to save Chinatown/Gastown/ waterfront, City of Vancouver Councillor, BC Minister of Municipal Affairs, and established the Liveable Region Strategic Plan (1990)

**Bill McCreery**, former registered architect AIBC & AAA, helped create North & South False Creek & thousands of units of developer, public & social housing in BC, Alberta & UK, developed several Vancouver residential projects

**Sean McEwen**, Architect, AIBC, FRAIC. Affordable housing advocate

**Graham McGarva**, FRAIC, Retired Architect AIBC, M.A.

**Elizabeth Murphy**, private sector project manager, and senior property development officer, formerly with the City of Vancouver's housing and properties department, BC Housing and BC Buildings Corp

**Brian Palmquist**, Award winning architect and author, AIBC MRAIC BEP CP LEED AP

**Tom Phipps**, Retired Senior Planner City of Vancouver (33 years)

**Mary Pynenburg** MRAIC (Retired) MCIP (Retired) Former Director of Planning City of New Westminster, Former Director of Planning and Development City of Kelowna, former Director of Design / Development CP Hotels

**Robert Renger**, BES, MCP; Consultant City Planner; Former Senior Development Planner and City's lead for UniverCity at SFU, City of Burnaby

**Mary Beth Rondeau**, Ret Architect AIBC Former Urban Designer City of Vancouver

**Ralph Segal**, MAIBC (ret.) Former Chief Urban Designer / Development Planner, City of Vancouver

**Ray Spaxman**, ARIBA (Rtd), MRTPI (Rtd), FCIP, Hon AIBC, LL.D, Director of Planning, City of Vancouver 1973-1989

**Sara Stevens**, PhD, Associate Professor UBC School of Architecture and Landscape Architecture, Chair of Urban Design, Co-founder of Architects Against Housing Alienation

**Erick Villagomez**, Lecturer UBC School of Community and Regional Planning, Principal, Métis Design | Build, Editor-in-Chief, Spacing Vancouver

**Arny Wise**, B. Comm., M.Sc., RPP, MCIP (ret), urban planner/ retired developer (President, Synergy Develop., VP Development, Goldfan Holdings), Board of Directors Toronto Economic Development Corporation (1990-1999)

**David Wong**, Architect, AIBC; formerly with Engineering & Planning Dept. City of Vancouver

**Elvin Wyly**, Urban Housing Researcher, Professor of Geography, UBC

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**From:** Sunny Manihani

**Sent:** November 10, 2025 11:35 AM

**To:** Vivian Li <[info@harrisonhotsprings.ca](mailto:info@harrisonhotsprings.ca)>; Amanda Graham <[agraham@harrisonhotsprings.ca](mailto:agraham@harrisonhotsprings.ca)>

**Cc:** Fred Talen <[ftalen@harrisonhotsprings.ca](mailto:ftalen@harrisonhotsprings.ca)>; Allan Jackson <[ajackson@harrisonhotsprings.ca](mailto:ajackson@harrisonhotsprings.ca)>; Leo Facio <[LFacio@harrisonhotsprings.ca](mailto:LFacio@harrisonhotsprings.ca)>; Mark Schweinbenz <[mschweinbenz@harrisonhotsprings.ca](mailto:mschweinbenz@harrisonhotsprings.ca)>; Michie Vidal <[MVidal@harrisonhotsprings.ca](mailto:MVidal@harrisonhotsprings.ca)>; [leanna@chilliwackchamber.com](mailto:leanna@chilliwackchamber.com)

**Subject:** Feedback on Proposed Business License and Fee Bylaw Amendments .

Dear Mayor and Council,

I am writing in regard to the proposed amendments to the Business License and Fee Bylaw.

While the proposed fee increases seem perfectly reasonable and understandable, I am concerned about the provision that would allow food trucks to operate during special events. Allowing food trucks at these community events would have a significant negative impact on local restaurants and cafés that already serve our residents year-round.

Many of these small businesses depend on the limited number of busy days—such as community festivals and seasonal events—to help sustain them through the slower months. Introducing food trucks during these occasions would directly compete with existing restaurants on the very days they rely on most to stay afloat.

We fully support allowing food trucks to operate for private events held on private properties, such as birthdays, weddings, and family gatherings. However, we strongly urge the council to reconsider allowing them at public or community events where established local businesses have long provided food and hospitality services.

Thank you for taking the time to consider this perspective. We appreciate your ongoing efforts to support both new and existing businesses in our community.

Sincerely,

Sunny Manihani

Owner,

Black Forest Restaurant, Milos Greek Taverna, Bella Vista Restaurant and Sugar Rush





The  
**KENT HARRISON ARTS COUNCIL**  
at the **RANGER STATION ART GALLERY**  
kentharrisonartscouncil.com | kentharrisonartscouncil@shaw.ca  
98 Rockwell Drive, Harrison Hot Springs

November 10, 2025

Mayor and Council  
Village of Harrison Hot Springs  
Harrison Hot Springs, BC

Dear Mayor and Council,

The Arts Council is in receipt of the 2025 Grants to Groups grant. We greatly appreciate the Village's on-going support of our mandate 'to increase and broaden the opportunities for artists and residents in our local communities to enjoy and participate in the arts and cultural activities'. The Arts Council has served the local region for the past 53 years, the past 42 years from the Ranger Station Art Gallery, and hopes to continue for the foreseeable future. Our programming continues to include monthly Gallery shows featuring the work of local and regional artists, workshops for both adults and youth, Art Club, a weekly gathering of people interested in creating art, and the nationally recognised Artist in Residence program.

I am writing at this time to address the reduction in the Arts Council's grant over the last two years. For many years the Council received \$2,000 from the Village; however, this has been reduced to \$1,250 for the past two years.

We understand the extreme pressure on the Grants to Groups budget as our community grows and activities expand; however, the Arts Council is in a unique situation. The Council's principal funding comes from the provincial government through the BC Arts Council. A portion of this funding comes in the form of matching funds. The BC Arts Council matches, dollar for dollar, all funds received from the municipality served by the Arts Council. This means that a reduction in municipal funding is doubled because of a corresponding reduction in provincial funding.

Given this situation, we respectfully request that the Village consider restoring the Arts Council's funding to the 2023 level of \$2,000 for the coming year. If there is no desire to increase the Grants to Groups budget perhaps the Arts Council could be funded outside the Grants to Groups program. As the Arts Council is instrumental in helping the Village reach its stated goal of encouraging and promoting the arts and culture for both community members and tourists, we feel this funding is justified.

Thank you for taking the time to consider the Arts Council's situation and please know your support of the Arts Council has been and remains very much appreciated.

Best Regards,

Ed Stenson, President  
Kent Harrison Arts Council



## VILLAGE OF HARRISON HOT SPRINGS Accessibility Committee Minutes

**DATE:** Monday, September 15, 2025  
**TIME:** 10:00 a.m.  
**PLACE:** Council Chambers, Village Office  
495 Hot Springs Road, Harrison Hot Springs, BC

**MEMBERS PRESENT:** Councillor Leo Facio, Chair  
Sharon Chatenay (at 10:12 a.m.)  
Shell De Martin  
Stephanie Gallamore  
Geraldine Mailhot

**STAFF PRESENT:** Christy Ovens, Community Services Manager  
Kalie Wiechmann, Communications and Community  
Engagement Coordinator  
Amanda Graham, Corporate Officer

### 1. CALL TO ORDER

Chair Facio called the meeting to order at 10:03 a.m.

### 2. LAND ACKNOWLEDGEMENT

Chair Facio acknowledged the traditional territory of Sts'ailes.

### 3. INTRODUCTION OF LATE ITEMS

Geraldine Mailhot requested to add "Ramps to the Beach Walkway along Esplanade Avenue" as an item under Item for Discussion 6(b) – Accessibility Feedback.

### 4. APPROVAL OF THE AGENDA

Moved by Stephanie Gallamore  
Seconded by Geraldine Mailhot

THAT the agenda be approved as amended.

**CARRIED**  
AC-2025-09-01

### 5. ADOPTION OF MINUTES

Moved by Shell De Martin  
Seconded by Geraldine Mailhot

THAT the Accessibility Committee Meeting Minutes of April 28, 2025 be adopted.

**CARRIED**

## **6. ITEMS FOR DISCUSSION**

### **(a) Disability Alliance BC Webinar – Effective Accessibility Committees**

Disability Alliance BC hosted a webinar and the link was forwarded to Committee members. There is a recording available of the webinar for those who were unable to attend. The Committee expressed that the resources and links are beneficial. One aspect of accessibility is to consider having descriptive video for people with visual impairments.

### **(b) Accessibility Feedback**

- **Spring Park Washroom**

There was an incident where the crushed gravel at the entrance to the Spring Park Washroom had sunken down and someone in a motorized wheelchair was unable to move either forward or backward, and required assistance from others at the park. The Village put cement in the following day after receiving the feedback, and is looking at installing an accessible push button door in the future.

The Committee discussed the following:

- Parking stalls for ambulances and care workers near the apartments on Esplanade Avenue
- Buses of people visiting from care homes having an unloading area on the west side of Maple Street
- The playground equipment at Spring Park which is not currently accessible and is surrounded by a raised step due to drainage concerns
- The cost of rubber surfacing playgrounds

- **Water Access and Aquatic Chairs**

The Village received feedback regarding a lack of accessible parking stalls for boats and trailers at the boat launch, an Aquatic Mesh Chair rental program at the boat launch to assist disabled swimmers, kayakers and canoers, and the need for a concrete path down to the water to replace the Mobi-Mats. The Committee discussed False Creek and Peachland as areas with accessible access to water. Councillor Facio advised that there was a previous motion of Council to replace the Mobi-Mats with wooden walkways that don't get full of sand and remain even. The issue may not be so much getting down to the water as it is trying to get back up, depending on the grade. The Committee discussed potential grant funders including the Lions Club, Easter Seals and Rick Hansen Foundation. There are grants that the Village as a municipality may not be eligible for, but Tourism might be.

- **Manhole Cover at Tourism Building**

Near the start of the accessible ramp to the Tourism building, at the rear of the building by the parking lot, there is a manhole cover that extends above the



sidewalk creating a tripping hazard. The Committee discussed potential solutions such as putting some cement sloping around the cover, a rubber gasket, or having the hole drilled out so the cover can sit lower and more flush to the sidewalk. Staff looked at it and the cover comes off easily to expose electrical equipment. Staff will reach out to BC Hydro, Public Works and Tourism to come up with a solution.

- Ramps to the Beach Walkway on Esplanade Avenue

Feedback received verbally from a couple using a walker and canes that the ramps from Esplanade Avenue up to the beach walkway are in need of repaving as they have gouges, dips and pits in them that cause the walkers and canes to get caught. Staff will pass this feedback along to the Public Works department.

The Committee further discussed lighting around the ramps, specifically the one near Chehalis Street, and lighting at the bus stop on Lillooet Avenue.

(c) Verbal Report of Community Services Manager  
Local Community Accessibility Grant Progress Update

The Community Services Manager provided the following updates:

- Two accessible picnic tables have been installed at Spring Park
- Accessible parking stalls were recently repainted with the new icon
- An automatic foot and push button door was installed at the Village Office
- Staff are seeking cost estimates to prioritize other locations to upgrade next
- Staff are also researching automation to set a timer for the washrooms to lock and unlock as field staff hours scale back in the fall and winter

(d) Annual Work Plan / Budget

The Corporate Officer presented on the annual Work Plan and Budget process. Committees are invited to develop a Work Plan to submit to Council some time in November for integration of any projects with a financial component into the municipal budget. Staff will prepare a draft Work Plan and Budget to present for the next meeting. The Committee was asked to please send any ideas, especially those requiring funding, in advance so staff can conduct preliminary research. It was noted that much of the Work Plan will be based on the Village's Accessibility Plan.

(e) Next Meeting Date: Thursday, October 30, 2025 at 10:00 a.m.

**7. ADJOURNMENT**

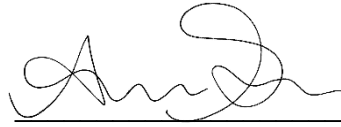
**Moved by Shell De Martin**  
**Seconded by Stephanie Gallamore**

THAT the meeting be adjourned at 11:03 a.m.

**CARRIED**  
AC-2025-09-03



Leo Facio, Chair  
Accessibility Committee



Amanda Graham  
Corporate Officer

File No: 4200-01  
Date: November 17, 2025

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

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## RECOMMENDATIONS

1. THAT the following resolution from the February 16, 2024 special closed Council meeting be received for information:

*THAT Council provide a letter in support of the dike upgrade project to Legacy Environmental Ltd. and authorize them to apply for a land tenure from the Province on the Village's behalf.*

2. THAT the following resolution from the November 6, 2025 special closed Council meeting be received for information:

*THAT staff be authorized to create a new unionized positions for a temporary, year-round, part-time bylaw enforcement position and a seasonal bylaw enforcement position; and*

*THAT the positions be created at the CUPE 458 Collective Agreement pay grade 6 and 7.*

## SUMMARY

To release resolutions passed at special closed Council meetings.

## 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.

### Dike Upgrade Land Tenure

As part of the consulting contract under Northwest Hydraulic Consultants Ltd. (NHC), Legacy Environmental Ltd. has been subcontracted to work with the Village and Front Counter BC to investigate and apply for a Section 40 *Land Act* right of way for the Village's waterfront dike project. Currently, the Village has two applicable active tenures over the area. The first is a Licence of Occupation for the foreshore (file #0287309, licence #241585). This is a longstanding

tenure currently undergoing replacement. The Village applied for a replacement tenure in 2019 and is awaiting a response due to a large backlog with the Province. As the Village awaits the replacement, the previous tenure continues to function as is. This Licence of Occupation was granted specifically for “public recreation and enjoyment and moorage buoys on District Lot 6719 purposes”.

The Ministry of Forests has advised the Village that the above-noted tenures are not suitable for the dike upgrade project, and a new SROW is required. In order to apply for this tenure on behalf of the Village, Legacy Environmental required a letter of support from Council. Front Counter BC has advised that the tenure application will be considered once the detailed design is finalized.

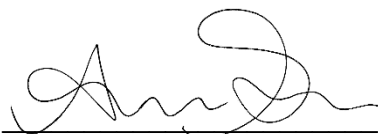
#### Bylaw Enforcement Staffing

At previous meetings, Council has indicated its support to pursue self-management of pay parking services. As part of this process, the parking enforcement model must change from a contracted service to in-house. Staff will be working with CUPE 458 to create a Letter of Understanding for the creation of one year-round Bylaw Enforcement Officer position and one seasonal position.

A year-round bylaw enforcement model will support the administrative burden on other internal staff members and allow the department to be more proactive. “Off-season” duties can include reviewing existing bylaws, connecting with the business community through the business licence renewal process, and focusing on public education of bylaws. As the Village strives to be a year-round tourist destination, the presence of bylaw for both residents and tourists will continue to be a priority.

With this most recent Council direction, a full report to Council regarding pay parking costs and revenue, bylaw enforcement costs and revenue, funding sources and what those revenues contribute to will be forthcoming at a future regular Council meeting. Staff will be working to create a job description.

Respectfully submitted:



Amanda Graham  
Corporate Officer

Reviewed by:



Tyson Koch  
Chief Administrative Officer

File No: 0340-50  
Date: November 17, 2025

To: Mayor and Council  
From: Scott Schultz, Chief Financial Officer  
Subject: Purchasing & Procurement Policy 1.08 Amendment

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## RECOMMENDATION

THAT Council approve Purchasing & Procurement Policy 1.08 as amended.

## SUMMARY

To present proposed updates to Purchasing & Procurement Policy 1.08 and seek approval of the amended policy.

## BACKGROUND

The Village's Purchasing and Procurement Policy was last updated in 2020. After reviewing procurement policies from other municipalities in the province, staff determined that an update was necessary to simplify the language, enhance transparency in the purchasing process, and revise purchasing limits. In addition, staff received the following direction from Council regarding a "Canada First" purchasing policy:

*"THAT staff research Village procurement policy after reviewing and discussing what other municipalities are doing on this matter."*

## DISCUSSION

The contents of Policy 1.08 guide staff in all purchasing decisions made in the Village. This update serves to expand on the principles of the current policy to provide clearer and more transparent guidelines for purchasing, as well as modernize the policy. A copy of the exact changes made to the policy is attached to this package, but a summary of the changes is as follows:

- Added a Policy Principles section to guide the basic intent of the Policy.
- Updated the purchase order signing authority amounts and added purchasing authority tables.
- Removed general redundancies in policy language.
- Modernized the Credit Card purchases section allowing more broad use of credit cards, subject to allowable budget in the Financial Plan. As a note, the primary method of paying suppliers will remain by cheque or Electronic Funds Transfer.

- Added more description surrounding the procurement thresholds and methods, and increased the Direct Award threshold for authorized staff from \$5,000 to \$10,000.

Staff conducted research on what other municipalities have done regarding a “Canada First” focused purchasing policy. The issue is a complex one with many factors to consider which also pose several challenges, such as:

- Navigating local and international trade agreements
- Controlling costs to taxpayers and the efficiency of municipal operations
- Being mindful of legal hurdles
- Continuing with the approach of procuring goods that are the “best value” to the Village

While this is still an emerging issue, in principle many municipalities are continuing to place focus on purchasing Canadian products, however without prescribed criteria appearing in their policies because of the challenges mentioned above. The Village has always prioritized working with Canadian suppliers and will continue to strengthen this focus into the future. In 2024, over 98% of the Village’s purchases were made through Canadian suppliers.

For this matter, staff is recommending adding the following language to section 10 of the Purchasing & Procurement Policy:

*“Wherever practical and if other criteria in this section are satisfied, preference will be given to Canadian suppliers.”*

Staff feel that this will allow for continued focus on procuring through Canadian suppliers while still seeking the greatest possible value for the Village’s purchases.

Attached to this report are two copies of the updated policy, one showing the proposed amendments and a clean copy for reference.

## FINANCIAL CONSIDERATIONS

There are no financial considerations to this report.

## POLICY CONSIDERATIONS

There are no policy considerations related to this report.

Respectfully submitted:



Scott Schultz  
Chief Financial Officer, Deputy CAO

Reviewed by:



Tyson Koch  
Chief Administrative Officer

Attachments (2):

1. Redlined Copy of Updated Purchasing & Procurement Policy 1.08
2. Clean Copy of Updated Purchasing & Procurement Policy 1.08

# Village Of Harrison Hot Springs Policy

<b>POLICY NAME:</b>	<b>PURCHASING &amp; PROCUREMENT</b>
<b>POLICY NUMBER:</b>	<b>1.08</b>
<b>APPROVING AUTHORITY:</b>	<input checked="" type="checkbox"/> Legislative (Council Approved) <input type="checkbox"/> Administrative (CAO Approved)
<b>DATE ADOPTED:</b>	December 15, 2008
<b>LAST AMENDED:</b>	June 1, 2020

## 1. PURPOSE

~~The purpose of this policy is to maintain fiscal responsibility/accountability with the Village procuring the goods and services through an unbiased, open and competitive process that provides the best value to the Village considering purchase price, quality, delivery, installation and eventual disposition. The purpose of the Purchasing Policy is to outline the Village's purchasing processes, establish expenditure authorization limits, and set out criteria for the purchase of goods and services as authorized by Village Council through the Financial Plan.~~

## 2. AUTHORITY & RESPONSIBILITY

It is the responsibility of individuals with purchasing authority to ensure purchasing practices serve the best interest of the Village and are in conformance with this policy. Individuals with purchasing authority are to ensure funds have been provided for in the budget for the proposed expenditures and that the expenditures will not result in a budgetary overage. All purchasing is authorized through the adoption of the Financial Plan except in circumstances authorized under the Emergency Purchasing Section of this policy or by separate Council resolution.

## 3. POLICY PRINCIPLES

~~All approving signatories shall seek the greatest possible effectiveness for the Village's purchases. The following values shall guide procurement decisions towards the delivery of programs and services approved by Council in the Village's Financial Plan:~~

- ~~a. Open, fair and transparent procurement processes;~~
- ~~b. Best value purchasing approach;~~
- ~~c. Environmental and social responsibility; and~~
- ~~a-d. Efficiency and cost control.~~

## 4. PURCHASE ORDERS

Purchase Orders (PO) shall be issued for all purchases (except exempt purchases – see Appendix A) and signed by an approved signatory.

Standing ~~purchase order~~POs may be issued for contractual services such as waste disposal, engineering, planning and land use services, or related professional services, within the limits of the approved Financial Plan, and not exceeding \$5,000.

The ~~purchase order~~PO will be completed with the supplier name, date, quantity ordered, product or service description, price, taxes, freight and any other charges, and the project the purchase should be charged to.

## 5. EMERGENCY PURCHASES

Emergency situations may occur which require immediate commitment of materials, equipment and or services. An emergency expenditure is any expenditure that is the result of an event caused by an emergency or by forces of nature that results in the need to expend Village resources:

- a. To protect human life, safety or health;
- b. To protect property;
- c. To protect the environment; and
- d. To protect the economic interest of the community

In such situations, the authorized person in charge of the situation will approve any commitments made on behalf of the Village and will process the appropriate documents in a timely manner following the event. Where the expenditure can be accommodated within the Financial Plan, whether out of contingency funds or reallocations, the Chief Administrative Officer or the Chief Financial Officer is authorized to approve the expenditure. Emergency purchases that cannot be accommodated within the Financial Plan will be authorized by the Chief Administrative Officer or Chief Financial Officer and reported to Council following the event.

## 6. PURCHASE ORDER SIGNING AUTHORITY

The Chief Administrative Officer has delegated authority for the administration of Purchase Orders as follows: ~~Chief Administrative Officer (up to \$25,000)~~

~~Financial Officer (up to \$25,000)~~

<u>Title</u>	<u>Signing Authority</u>
<u>Chief Administrative Officer</u>	<u>Up to \$25,000</u>
<u>Chief Financial Officer</u>	<u>Up to \$25,000</u>

1. — The Chief Administrative Officer may assign purchase orderPO signing authority to staff for approved budgeted expenditures as follows: ~~Operations Manager (up to \$15,000)~~



2. ~~Corporate Officer (up to \$5,000)~~
3. ~~Community Services Coordinator (up to \$5,000)~~
4. ~~Public Works Foreman (up to \$5,000)~~
5. ~~Chief Utilities Operator (up to \$5,000)~~
6. ~~Fire Chief and Deputy Fire Chief (up to \$5,000)~~

<b>Title</b>	<b>Signing Authority</b>
<u>Director of Operations</u>	<u>Up to \$20,000</u>
<u>Corporate Officer</u>	<u>Up to \$10,000</u>
<u>Community Services Manager</u>	<u>Up to \$10,000</u>
<u>Public Works Supervisor</u>	<u>Up to \$10,000</u>
<u>Utilities Supervisor</u>	<u>Up to \$10,000</u>
<u>Fire Chief/Deputy Fire Chief</u>	<u>Up to \$5,000</u>

~~Purchase Orders~~ of more than \$25,000 with budget approval, must be co-signed by the Chief Administrative Officer and the ~~Chief~~ Financial Officer.

~~For all purchases, more than one quote should be obtained. All quotes shall include duty, freight, deliver and taxes.~~

~~For any purchases in excess of \$5,000 there shall be at least three quotes (see Appendix B). If the lowest bid is not acceptable, then upon satisfactory justification, the Financial Officer or Chief Administrative Officer shall approve the purchase.~~

## 7. CREDIT CARD PURCHASES

The Chief Administrative Officer has delegated authority to administer and assign Corporate Village credit cards and purchasing limits to staff at ~~their~~ ~~his/her~~ discretion, not to exceed the limits set in section 65 of the policy.

All credit card purchases shall be within the approved Financial Plan and adhere to the other criteria laid out in this policy.

Credit card purchases shall be used mainly for conference bookings and travel, entertainment/meals of guests of the Village and purchases where a purchase order is not practical in the circumstances.

## **8. PROCUREMENT THRESHOLDS AND METHODS OF AWARDING OF CONTRACTS**

The procurement and awarding process shall adhere to the following criteria:

<b>Value of Procurement (including PST, duties and freight)</b>	<b>Bid Process</b>
Up to \$10,000	Direct Award
\$10,000 – \$50,000	Informal Quotation
\$50,000 and higher	Formal Competitive Bid

### **Direct Award**

Purchasing may be conducted by authorized staff based on professional judgement. More than one quote should be obtained wherever possible.

### **Informal Quotation**

At least three quotes must be obtained and documented (see Appendix B). If three quotes can't be obtained or if the lowest bid is not acceptable, then upon satisfactory justification, the Chief Administrative Officer or Chief Financial Officer may approve the purchase.

### **Formal Competitive Bid**

A competitive bid process such as a tender, request for Proposal (RFP) or request for quotation (RFQ) shall be undertaken.

The Chief Administrative Officer and the Financial Officer shall have the authority to award contracts up to \$25,000 providing it is included in the approved Financial Plan. All contracts in excess of \$25,000 shall be by written contract which shall be signed by the Corporate Officer or Chief Administrative Officer, and will require a resolution of Council if not already included in the Financial Plan. All contracts in excess of \$50,000 shall be subject to a competitive process such as a tender, request for quotes or request for proposal.

## 9. AWARDING OF CONTRACTS

All purchasing awards in excess of \$25,000 shall be by written contract and signed by the Corporate Officer or Chief Administrative Officer.

## 10. VENDOR SELECTION

All approving signatories shall seek the greatest possible effectiveness for the Village's purchases. There are many factors which should be considered when making purchases, in no particular order:

- a. Price;
- b. Quality of goods/services;
- c. Warranty;
- d. Degree of suitability with requirements and/or specifications;
- e. Availability of the goods or service (urgency at times will be a factor);
- f. Timeliness of delivery;
- g. Quality of support, follow-up and repair service;
- h. Supplier's previous performance, including vendor's financial stability and business reputation;
- i. Balancing of quantity discounts with storage availability;
- j. Standardization with other equipment and suppliers
- j-k. Wherever practical and if other criteria in this section are satisfied, preference will be given to Canadian suppliers.

## 11. GENERAL

It shall be the responsibility of all employees to follow the purchasing policy of the Village of Harrison Hot Springs. The Village of Harrison Hot Springs reserves the right to recover costs from an employee for any and all costs associated with an improper expenditure

RECORD OF AMENDMENTS	
DATE AMENDED	SUMMARY OF AMENDMENTS
August 16, 2010	
May 26, 2011	

July 10, 2017	

REDLINED DRAFT

## **APPENDIX A**

### **PURCHASES EXEMPT FROM PURCHASE ORDERS**

*(But not exempt from appropriate approval)*

1) Petty Cash

2) Training and Education

- Conference fees
- Convention fees
- Course fees
- Meeting expenses
- Membership or dues
- Periodicals, magazines, and subscriptions
- Seminars
- Staff training and development
- Staff workshops

3) Refundable Council and Employee Expenses

- Mileage allowance – vehicles
- Travel expenses, meals, parking, hotel, etc.

4) Other Payments

- Debt payments
- Licenses (vehicles, radios etc.)
- Medical and dental
- Payments collected and remitted on behalf of other agencies
- Payment of damages
- Payroll deduction remittances
- Petty cash reimbursements

5) Utilities

- Cable/Internet
- Fuel
- Hydro
- Telephones
- Water

- Sewer

6) General

- Inspection and permit fees to other governments
- Land registry fees
- Municipal and inter-municipal grants and cost sharing
- Operating grants and Council approved grants
- Postage
- Salaries, wages, casual help and related disbursements
- Office recycling

7) Professional

- Accounting and audit
- Banking
- Insurance
- Legal

8) Other

- Property purchases

**APPENDIX B****QUOTATION EVALUATION FORM****QUOTE 1**

COMPANY NAME:	CONTACT NAME:	DATE RECEIVED:
EMAIL:	PHONE NUMBER:	
PRODUCT DESCRIPTION:		
QUOTATION:		

**QUOTE 2**

COMPANY NAME:	CONTACT NAME:	DATE RECEIVED:
EMAIL:	PHONE NUMBER:	
PRODUCT DESCRIPTION:		
QUOTATION:		

**QUOTE 3**

COMPANY NAME:	CONTACT NAME:	DATE RECEIVED:
EMAIL:	PHONE NUMBER:	
PRODUCT DESCRIPTION:		
QUOTATION:		

COMMENTS:
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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CHIEF FINANCIAL OFFICER

## Village Of Harrison Hot Springs Policy

<b>POLICY NAME:</b>	<b>PURCHASING &amp; PROCUREMENT</b>
<b>POLICY NUMBER:</b>	<b>1.08</b>
<b>APPROVING AUTHORITY:</b>	<input checked="" type="checkbox"/> Legislative (Council Approved) <input type="checkbox"/> Administrative (CAO Approved)
<b>DATE ADOPTED:</b>	December 15, 2008
<b>LAST AMENDED:</b>	June 1, 2020

### 1. PURPOSE

The purpose of the Purchasing Policy is to outline the Village's purchasing processes, establish expenditure authorization limits, and set out criteria for the purchase of goods and services as authorized by Village Council through the Financial Plan.

### 2. AUTHORITY & RESPONSIBILITY

It is the responsibility of individuals with purchasing authority to ensure purchasing practices serve the best interest of the Village and are in conformance with this policy. Individuals with purchasing authority are to ensure funds have been provided for in the budget for the proposed expenditures and that the expenditures will not result in a budgetary overage. All purchasing is authorized through the adoption of the Financial Plan except in circumstances authorized under the Emergency Purchasing Section of this policy or by separate Council resolution.

### 3. POLICY PRINCIPLES

All approving signatories shall seek the greatest possible effectiveness for the Village's purchases. The following values shall guide procurement decisions towards the delivery of programs and services approved by Council in the Village's Financial Plan:

- a. Open, fair and transparent procurement processes;
- b. Best value purchasing approach;
- c. Environmental and social responsibility; and
- d. Efficiency and cost control.

### 4. PURCHASE ORDERS

Purchase Orders (PO) shall be issued for all purchases (except exempt purchases – see *Appendix A*) and signed by an approved signatory.

Standing POs may be issued for contractual services such as waste disposal, engineering, planning and land use services, or related professional services, within the limits of the approved Financial Plan, and not exceeding \$5,000.



The PO will be completed with the supplier name, date, quantity ordered, product or service description, price, taxes, freight and any other charges, and the project the purchase should be charged to.

## 5. EMERGENCY PURCHASES

Emergency situations may occur which require immediate commitment of materials, equipment and or services. An emergency expenditure is any expenditure that is the result of an event caused by an emergency or by forces of nature that results in the need to expend Village resources:

- a. To protect human life, safety or health;
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Title	Signing Authority
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Chief Financial Officer	Up to \$25,000

The Chief Administrative Officer may assign PO signing authority to staff for approved budgeted expenditures as follows:

Title	Signing Authority
Director of Operations	Up to \$20,000
Corporate Officer	Up to \$10,000
Community Services Manager	Up to \$10,000
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Utilities Supervisor	Up to \$10,000
Fire Chief/Deputy Fire Chief	Up to \$5,000

POs of more than \$25,000 with budget approval must be co-signed by the Chief Administrative Officer and the Chief Financial Officer.

## 7. CREDIT CARD PURCHASES

The Chief Administrative Officer has delegated authority to administer and assign Corporate Village credit cards and purchasing limits to staff at their discretion, not to exceed the limits set in section 6 of the policy.

All credit card purchases shall be within the approved Financial Plan and adhere to the other criteria laid out in this policy.

## 8. PROCUREMENT THRESHOLDS AND METHODS

The procurement and awarding process shall adhere to the following criteria:

Value of Procurement (including PST, duties and freight)	Bid Process
Up to \$10,000	Direct Award
\$10,000 – \$50,000	Informal Quotation
\$50,000 and higher	Formal Competitive Bid

### Direct Award

Purchasing may be conducted by authorized staff based on professional judgement. More than one quote should be obtained wherever possible.

### Informal Quotation

At least three quotes must be obtained and documented (*see Appendix B*). If three quotes can't be obtained or if the lowest bid is not acceptable, then upon satisfactory justification, the Chief Administrative Officer or Chief Financial Officer may approve the purchase.

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All approving signatories shall seek the greatest possible effectiveness for the Village's purchases. There are many factors which should be considered when making purchases, in no particular order:

- a. Price;
- b. Quality of goods/services;
- c. Warranty;
- d. Degree of suitability with requirements and/or specifications;
- e. Availability of the goods or service (urgency at times will be a factor);
- f. Timeliness of delivery;
- g. Quality of support, follow-up and repair service;
- h. Supplier's previous performance, including vendor's financial stability and business reputation;
- i. Balancing of quantity discounts with storage availability;
- j. Standardization with other equipment and suppliers
- k. Wherever practical and if other criteria in this section are satisfied, preference will be given to Canadian suppliers.

## 11. GENERAL

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4) Other Payments

- Debt payments
- Licenses (vehicles, radios etc.)
- Medical and dental
- Payments collected and remitted on behalf of other agencies
- Payment of damages
- Payroll deduction remittances
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5) Utilities

- Cable/Internet
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- Hydro
- Telephones
- Water

- Sewer

6) General

- Inspection and permit fees to other governments
- Land registry fees
- Municipal and inter-municipal grants and cost sharing
- Operating grants and Council approved grants
- Postage
- Salaries, wages, casual help and related disbursements
- Office recycling

7) Professional

- Accounting and audit
- Banking
- Insurance
- Legal

8) Other

- Property purchases

**APPENDIX B****QUOTATION EVALUATION FORM****QUOTE 1**

COMPANY NAME:	CONTACT NAME:	DATE RECEIVED:
EMAIL:	PHONE NUMBER:	
PRODUCT DESCRIPTION:		
QUOTATION:		

**QUOTE 2**

COMPANY NAME:	CONTACT NAME:	DATE RECEIVED:
EMAIL:	PHONE NUMBER:	
PRODUCT DESCRIPTION:		
QUOTATION:		

**QUOTE 3**

COMPANY NAME:	CONTACT NAME:	DATE RECEIVED:
EMAIL:	PHONE NUMBER:	
PRODUCT DESCRIPTION:		
QUOTATION:		

COMMENTS:
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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CHIEF FINANCIAL OFFICER

File No: 0400-20/3010-10  
Date: November 17, 2025

To: Mayor and Council  
From: Ken Cossey, Planning Consultant  
Subject: Review of M216-2025

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## RECOMMENDATIONS

THAT Council writes letters to the Premier, the Minister of Municipal Affairs, and UBCM outlining their opposition to proposed Bill M 216-2025.

## SUMMARY

On Monday, Oct. 27, George Anderson, MLA for Nanaimo-Lantzville, introduced second reading of the professional reliance act, a private members bill. If the BC Legislative Assembly supports this act, it would change local government housing approval regulations across the province. The main change is that local governments will have to accept any technical reports on housing developments that have been created by certified professionals, who are licensed under the *Professional Governance Act*.

## BACKGROUND

### Issues of Concern with Bill M 216-2025

#### Introduction:

Bill M 216-2025 is a proposed piece of legislation which was introduced as a private members' bill on October 21 and has received first reading in the legislative assembly. Second reading of the bill was introduced on October 27, 2025. Speculation is that this bill will be voted on November 17, 2025.

It seems that the impetus for the creation of the piece of legislation is the housing crisis. The architect of this piece of legislation believes that local governments spend too much time reviewing professional reports that have already been created by professionals and as such they do not need to be reviewed by planning staff, engineers, or architects at the local government level. So, the argument here is this type of unnecessary delay is not allowing the much-needed housing product to get to the market.

“Local governments are under strain, and many can’t keep up with the volume or retain specialized staff,” Anderson said. “Every month of delay adds costs — costs that get passed on to families and renters. In a time when young people are losing hope of ever owning a home and municipalities are stretched ... many can’t keep up with the volume or retain specialized staff.”

[New bill aims to streamline housing approvals, move onus off B.C. municipalities | Abbotsford News](#)

As a stand-alone statement, perhaps Mr. Anderson has a point. With respect to the other pieces of legislation that have been introduced to combat either the housing crisis or is just being updated, it suggests that this is not a stand-alone measure, but rather it should be viewed as a trend in centralizing local planning governance. In order to understand this trend, we need to remind ourselves of the past provincial interventions that began with Bills 13, 15, 44, 46, 47, and the proposed changes to the *Heritage Conservation Act*. All of these Bills and amendments seem to either expand or centralize provincial control over local government planning governance.

To fully understand the potential consequences of this bill, it is essential to assess how its provisions may impact various facets of local government planning governance, and the use of various planning tools. The following sections offer a more detailed analysis of these impacts.

### 1. Ambiguity in its Language and Definitions

There are various terms and definitions in this piece of legislation missing or defined strangely. Some terms that are missing include a Zoning Bylaw, a Development Variance Permit, and a Temporary Use Permit. The draft legislation defines a development permit area and an official community plan, but it is silent on the other tools that are used by municipalities. However, the term “submission” is defined to include a technical submission that is required to be provided under a development approval process. So does this include a subdivision application process, or is it limited to just the land use approval process only.

Some other terms that I would like to draw your attention to are paragraph 4 of the proposed legislation outlined below.

#### “No Limitations

4. Nothing in this Act limits a local government's ability to establish zoning bylaws, development permit areas, or official community plans”

This contradicts the *Local Government Act*, so the question becomes has this proposed law limited or invalidated the ability of a local government to create any or all of the following; Development Approval Information Bylaws, Development Procedures Bylaws, Boards of Variances, and Advisory Planning Commissions. If this is true, it may invalidate established practices, requiring significant changes to administrative procedures, retraining of personnel, or even legal disputes to resolve conflicting requirements.

If the terms or requirements outlined in the current draft of Bill M 216-2025 remain vague, local governments, courts, developers, and professionals may interpret them differently. This ambiguity may result in protracted legal challenges, increased administrative burden, and the necessity for additional clarifying regulations or amendments. Stakeholders and users of the proposed legislation may experience uncertainty in compliance, leading to hesitation in implementation and investment decisions.



The last issue associated under the concept of ambiguity is found in section 2 of the proposed law. The wording in this section is outlined below.

- “2. A local government must accept, as meeting permit or bylaw requirement, any submission certified by a PGA professional acting within their regulated scope of practice, unless...”

*Bill M 216-2025, Professional Reliance Act.*

There is some confusion as to what is meant by a “meeting permit,” and there is no definition for this term within this proposed law.

## 2. Impact on Existing Policies and Regulations

Bill M 216-2025 could potentially overlap with or supplant current laws, creating regulatory confusion. For example, if any provisions duplicate existing regulations, businesses and public agencies may face redundant compliance processes, increasing operational costs and complexity. On the other hand, if the bill contradicts current statutes, it may invalidate established practices, requiring significant changes to administrative procedures, retraining of personnel, or even legal disputes to resolve conflicting requirements.

With respect to section 3 of the proposed legislation, the only ones who can launch a complaint have to be a *Professional Governance Act* professional employed at the local government level. This is limited to the following professional bodies; the British Columbia Institute of Agrologists, the Applied Science Technologists and Technicians of British Columbia, the College of Applied Biology, the Association of Professional Engineers and Geoscientists of British Columbia, the Association of British Columbia Forest Professionals, and the Architectural Institute of British Columbia.

With respect to the *Professional Governance Act* professional, the village cannot start a peer review of any submitted report unless we first receive permission from the Office of the Superintendent.

## 3. Financial and Economic Implications

The fiscal effects of Bill M 216-2025, when coupled with various sections of the *Professional Governance Act*, could be far-reaching. For example, Section 4.4 allows the Office of the Superintendent the ability to utilize consultants and other experts, or the charging of annual fees as outlined in section 22.1. The question becomes are these costs going to be passed onto the developer or the municipality?

In either situation, developers and the municipality may need to allocate resources to upgrade systems, revise workflows, or hire compliance specialists, leading to an increased overhead. For small and medium-sized *Professional Governance Act* enterprises, such costs could be particularly burdensome. Additionally, if the bill places new taxes or requires fees to be charged, or if the municipality has to increase their local property tax rates, it may indirectly affect consumer prices and economic competitiveness.

Another issue with the Office of the Superintendent is the staff level is currently set at eight (8) and there is no indication whether any additional funding for this office. So, if this staffing level stays at eight (8) for the near future, this could slow down any dispute resolution reviews.

#### 4. Social Equity and Accessibility

If the bill is not carefully crafted, it could unintentionally widen existing social disparities. Certain provisions might disproportionately affect rural communities, either by limiting access to services or imposing costs that are harder for these populations to absorb.

#### 5. Enforcement and Compliance Challenges

Insufficient mechanisms for oversight and enforcement could undermine the effectiveness of the bill. If regulatory bodies are under-resourced or lack clear authority, compliance rates may be low, and violations could go unchecked. This not only diminishes the intended benefits of the legislation but may also erode public trust in governmental processes. Additionally, inconsistent enforcement across jurisdictions may create unequal standards and opportunities.

#### 6. Public Consultation and Transparency

A lack of comprehensive stakeholder engagement can lead to the adoption of measures that do not reflect the needs or realities of affected communities. Insufficient transparency in drafting or implementation may foster suspicion and resistance, reducing the likelihood of successful outcomes. On the other hand, robust public consultation can identify potential pitfalls in advance, facilitate smoother adoption, and increase the legitimacy of the legislative process.

### FINANCIAL CONSIDERATIONS

It is difficult to determine what the financial implications could be upon the village at this time.

### POLICY CONSIDERATIONS

*Local Government Act*  
*Professional Governance Act*

Respectfully submitted:



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Ken Cossey, MCIP, RPP  
Planning Consultant

Reviewed by:



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Tyson Koch  
Chief Administrative Officer

Attachment: Bill M 216-2025

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First Session, Forty-third Parliament  
4 Charles III, 2025  
Legislative Assembly of British Columbia

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**BILL M 216**

**PROFESSIONAL RELIANCE ACT**

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George Anderson

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### **Explanatory Note**

This Bill provides for the streamlining of development projects and reduction of administrative costs in the approval of development projects by local governments.

## BILL M 216 – 2025

### PROFESSIONAL RELIANCE ACT

#### *Contents*

- 1 Definitions
- 2 Acceptance of certified submission
- 3 Resolution of dispute
- 4 No limitation
- 5 Peer review
- 6 Building codes
- 7 Liability of PGA professional
- 8 Protection against actions
- 9 Regulations
- 10 Commencement

HIS MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of British Columbia, enacts as follows:

#### **Definitions**

**1** In this Act:

“**applicant**” means a person who is applying to a local government for approval of a development project;

“**development permit area**” means a development permit area designated under the *Local Government Act*;

“**local government**” means

- (a) the board of a regional district,
- (b) the council of a municipality, including the City of Vancouver,
- (c) local trust committee as defined in the *Islands Trust Act*, or
- (d) any other prescribed body;

“**official community plan**” has the same meaning as in the *Local Government Act*;

“**PGA professional**” means a registrant in good standing of a regulatory body set out in Schedule 1 to the *Professional Governance Act*;

“**submission**” means a technical submission that is required to be provided under a development project approval process established by a local government in respect of land use;

“**superintendent**” means the superintendent appointed pursuant to section 4 of the *Professional Governance Act*.

**Acceptance of certified submission**

- 2 A local government must accept, as meeting permit or bylaw requirements, any submission certified by a PGA professional acting within their regulated scope of practice, unless
- (a) the submission is incomplete, or
  - (b) a complaint in respect of the submission has been made to the superintendent.

**Resolution of dispute**

- 3 Where a dispute arises between a PGA professional employed by a local government and a PGA professional retained by an applicant, the matter must be referred to the superintendent for resolution.

**No limitation**

- 4 Nothing in this Act limits a local government's ability to establish zoning bylaws, development permit areas or official community plans.

**Peer review**

- 5 A local government may not require a peer review of a submission that has been certified by a PGA professional, unless specifically authorized by the superintendent.

**Building codes**

- 6 Nothing in this Act affects the authority of the Province with respect to the establishment of building codes.

**Liability of PGA professional**

- 7 A PGA professional who has provided a certification referred to in section 2 or 5 is liable for damages resulting from any harm that is caused by reliance on the certification for the purposes of this Act.

**Protection against actions**

- 8 No legal proceeding for damages lies or may be commenced or maintained against a local government in respect of a submission certified by a PGA professional.

**Regulations**

- 9 (1) The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.
- (2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations to:
- (a) designate a local body as a local government for the purposes of this Act or the regulations;
  - (b) establish dispute resolution procedures;
  - (c) set timelines for development application processing.

**Commencement**

- 10** This Act comes into force by regulation of the Lieutenant Governor in Council or on the date that is three months after the date of Royal Assent, whichever is earlier.

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King's Printer for British Columbia©  
Victoria, 2025





File No: 3900-002  
Date: November 17, 2025

To: Mayor and Council  
From: Ken Cossey, Planning Consultant  
Subject: Zoning Amendment Bylaw No.1230, 2025

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## RECOMMENDATIONS

THAT Zoning Amendment Bylaw No. 1230, 2025 be introduced and given first reading; and

THAT Zoning Amendment Bylaw No. 1230, 2025 be given second and third readings; and

THAT Zoning Amendment Bylaw No. 1230, 2025 be adopted.

## SUMMARY

As the Official Community Plan (OCP) is required to contain enhanced residential development policies, a Zoning Amendment Bylaw is also required to implement these policies.

## BACKGROUND

Within British Columbia, specifically municipal governance, the OCP serves as a foundational document that outlines the long-term vision, goals, and policies for land use, development, and community growth within the village. However, the OCP itself is largely a policy document and does not directly regulate land use. The Zoning Bylaw, on the other hand, is a legal tool that translates the broad policies of the OCP into specific, enforceable regulations that shape how land is used on a day-to-day basis.

This implementation achieves the following four points, as outlined below.

1. Translating Policy Into Regulation: The OCP sets out the vision and general policies for land use, such as encouraging mixed-use development in village centers or protecting green spaces. The Zoning Bylaw takes these policies and creates specific regulations for each parcel of land, ensuring that day-to-day development aligns with the OCP's goals.
2. Consistency Requirement: Under provincial law, zoning bylaws must be consistent with the OCP. This means that any changes to zoning must reflect the policies and designations established in the OCP. For example, if the OCP designates an area for higher-density residential development, the zoning bylaw must allow for those uses and densities.
3. Facilitating Community Priorities: Issues like affordable housing, environmental sustainability, and economic development, as outlined in the OCP, are addressed through

specific zoning regulations such as inclusionary zoning, green building standards, or incentives for certain uses.

4. Guiding Development Applications: When developers or property owners apply for permits or rezoning, village staff and council use the OCP as the guiding policy framework and the zoning bylaw as the regulatory framework to assess proposals.

## DISCUSSION

As a general rule a zoning bylaw is adopted after a public hearing has been held. However, in this case, I draw your attention to the following, specifically paragraph 3.

- “464 (2) Subject to this section, a local government is not required to hold a public hearing on a proposed zoning bylaw if
- (a) an official community plan is in effect for the area that is the subject of the zoning bylaw, and
  - (b) the bylaw is consistent with the official community plan
- (3) A local government must not (underlined by the report writer) hold a public hearing on a proposed zoning bylaw if
- (a) an official community plan is in effect for the area that is the subject of the zoning bylaw,
  - (b) the bylaw is consistent with the official community plan,
  - (c) the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development, and
  - (d) the residential component of the development accounts for at least half of the gross floor area of all buildings and other structures proposed as part of the development.”

Source: *Local Government Act*, S 464

Although a public hearing is prohibited in this instance, the Village is required to publish notice of such. In accordance with the legislation and the Village’s Public Notice Bylaw No. 1200, 2024, notice was published on November 7, 2025.

Pursuant to section 480 of the *Local Government Act* a zoning bylaw may be adopted at the same meeting at which it is given third reading.

## FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

## POLICY CONSIDERATIONS

*OCP Bylaw No. 1184, 2022*  
*Zoning Bylaw No. 1115, 2017*  
*Local Government Act*

Respectfully submitted:



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Ken Cossey, MCIP, RPP  
Planning Consultant

Reviewed by:



---

Tyson Koch  
Chief Administrative Officer

Attachment: Zoning Amendment Bylaw No. 1230, 2025



VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1230

**A bylaw to amend Zoning Bylaw No. 1115, 2017**

---

WHEREAS Council has deemed it advisable to amend Zoning Bylaw No. 1115, 2017, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted May 7, 2018;

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

**1. CITATION**

This bylaw may be cited as “Zoning Amendment Bylaw No. 1230, 2025”.

**2. TEXT AMENDMENTS**

- (a) Section 1.4 is amended by inserting the following definition after the definition of “Elevation”:

**“Employee Housing**

means a Dwelling Unit that is provided, leased, or managed by an employer for the use of their employees or other employees. Employee Housing may be temporary or permanent and can take many forms, such as but not limited to, Apartments, dormitories, houses, or shared living spaces;”

- (b) Section 1.4 is amended by inserting the following definition after the definition of “Home Occupation”:

**“Housing Cooperative**

means a legal entity formed by individuals who collectively own and manage residential property. In a housing cooperative, members purchase shares in the cooperative, which entitles them to occupy a Dwelling Unit within the property and participate in its governance;”

- (c) Section 1.4 is amended by inserting the following definition after the definition of “Neighbourhood Pub”:

**“Non-Market Housing**

means a Dwelling Unit that may be provided by the private, for-profit sector, a governmental agency or a not-for-profit agency. The rent for this Dwelling Unit is typically made available at below-market rates. The primary goal of Non-Market Housing is to ensure affordability and accessibility for individuals and families who may not be able to secure suitable housing through the open market due to financial constraints or other barriers;”

- (d) Section 1.4 is amended by inserting the following definition after the definition of “Subdivision”:

**“Supportive Housing**

means a type of accommodation that combines safe, affordable housing with access to a range of support services designed to help individuals live independently or maintain their current housing style. The support services offered in supportive housing may include but not be limited to, help with daily living activities, health care coordination, case management, addiction counselling, employment and life skills training, and social integration. These services are typically provided either on-site or through partnerships with community organizations;”

- (e) Section 1.4 is amended by inserting the following after the words “Mobile or Modular Homes;” within the definition of “Residential Use”:

- Employee Housing,
- Housing Cooperative,
- Non-Market Housing, and
- Supportive Housing;”

- (f) Section 3.4 “Permitted Uses in All Zones” is amended by inserting the following after the word “Land”:

“(xvii) Employee Housing, Housing Cooperatives, Non-Market Housing and Supportive Housing, is a permitted use in all Zones, except the East Sector Special Planning Area as defined by Official Community Plan Bylaw No. 1184, 2022 as amended or replaced from time to time.”

- (g) Section 6.1.1 “Residential Parking Requirements” is amended by inserting the following rows after the row titled “Mobile/Modular Home”:

Employee Housing	.75 per Dwelling Unit
Housing Cooperatives	.75 Per Dwelling Unit
Non-Market Housing	.75 per Dwelling Unit
Supportive Housing	.50 per Dwelling Unit and .75 for each employee, if applicable

- (h) Section 6.1.2 “Commercial Parking Requirements” is amended by inserting the following rows after the row titled “Micro-Brewery”:

Employee Housing	.50 per Dwelling Unit
Housing Cooperatives	.50 Per Dwelling Unit
Non-Market Housing	.50 per Dwelling Unit
Supportive Housing	.50 per Dwelling Unit and .75 for each employee, if applicable

- (i) Section 7.1.1 “Residential Uses” is amended by inserting the following subsection after the “Residential Accessory Building or Structure Regulations” Table:

**“7.1.1(a) Development Regulations for Employee Housing, Housing Cooperatives, Non-Market Housing, and Supportive Housing;”**

Residential Zone	Type of Housing			
	Employee Housing	Housing Cooperatives	Non-Market Housing	Supportive Housing
<b>R1, R2, R3, R4 &amp; R5</b>	As per the R3 requirements, except for the minimum Lot size and Lot width	As per the R3 requirements, except for the minimum Lot size and Lot width	As per the R3 requirements, except for the minimum Lot size and Lot width	As per the R3 requirements, except for the minimum Lot size and Lot width and with a maximum 13 M height requirement

- (j) Section 7.1.2 “Commercial Uses” is amending by inserting the following subsection after the “Commercial Accessory Building or Structure Regulations” Table:

**“7.1.2(a) Development Regulations for Employee Housing, Housing Cooperatives, Non-Market Housing, and Supportive Housing;”**

<b>Commercial Zone</b>	<b>Type of Housing</b>			
	<b>Employee Housing</b>	<b>Housing Cooperatives</b>	<b>Non-Market Housing</b>	<b>Supportive Housing</b>
<b>C1, C2, C3 and C4</b>	As per the R3 requirements, except for the minimum Lot size and Lot width. Note 7 does not apply.	As per the R3 requirements, except for the minimum Lot size and Lot width. Note 7 does not apply.	As per the R3 requirements, except for the minimum Lot size and Lot width. Note 7 does not apply.	As per the R3 requirements, except for the minimum Lot size and Lot width with a maximum 13 M height requirement. Note 7 does not apply.

- (k) Section 7.1.3 “Community Uses” is amending by inserting the following subsection after the “Development Regulations for the Community Uses” Table:

**“7.1.3(a) Development Regulations for Employee Housing, Housing Cooperatives, Non-Market Housing, and Supportive Housing;”**

<b>Community Use Zone</b>	<b>Type of Housing</b>			
	<b>Employee Housing</b>	<b>Housing Cooperatives</b>	<b>Non-Market Housing</b>	<b>Supportive Housing</b>
<b>P1 (excluding the East Sector Special Planning Area)</b>	As per the R3 requirements, except for the minimum Lot size and Lot width.	As per the R3 requirements, except for the minimum Lot size and Lot width.	As per the R3 requirements, except for the minimum Lot size and Lot width.	As per the R3 requirements, except for the minimum Lot size and Lot width with a maximum 13 M height requirement.

- (l) Section 7.1.4 “Other Land Uses” is amending by inserting the following subsection after the “Development Regulations for the Other Land Uses” Table:

**“7.1.4(a) Development Regulations for Employee Housing, Housing Cooperatives, Non-Market Housing, and Supportive Housing;”**

Other Land Use Zone	Type of Housing			
	Employee Housing	Housing Cooperatives	Non-Market Housing	Supportive Housing
<b>W1, and VR</b>	As per the R3 requirements, except for the minimum Lot size and Lot width.	As per the R3 requirements, except for the minimum Lot size and Lot width.	As per the R3 requirements, except for the minimum Lot size and Lot width.	As per the R3 requirements, except for the minimum Lot size and Lot width with a maximum 13 M height requirement.

**READINGS AND ADOPTION**

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

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.

NOTICE OF PUBLIC HEARING PROHIBITED PUBLISHED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

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

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

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

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



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

To: Mayor and Council  
From: Amanda Graham, Corporate Officer  
Subject: Business Licence Bylaw Amendments – Food Trucks

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## RECOMMENDATIONS

THAT second reading of Business Licence and Regulation Amendment Bylaw No. 1231, 2025 be rescinded; and

THAT Business Licence and Regulation Amendment Bylaw No. 1231, 2025 be given second reading as amended; and

THAT Business Licence and Regulation Amendment Bylaw No. 1231, 2025 be given third reading; and

THAT Miscellaneous Fee Amendment Bylaw No. 1232, 2025 be given third reading; and

THAT staff be authorized to publish a notice of intent pursuant to section 59(2) of the *Community Charter*; and

THAT staff be directed to report back to Council on Food Truck policies and options for future regulation after engaging with the business community.

## SUMMARY

To present an updated draft business licence amendment that would not alter the current Food Truck provisions.

## BACKGROUND

At the November 3, 2025 regular Council meeting, Business Licence and Regulation Amendment Bylaw No. 1231, 2025 was given first and second readings. Most of the updates to the bylaw consist of housekeeping items, clarifying short term rental business licencing requirements and adjustments to the fee structure. These updates appeared to be non-contentious. One update which would relax the strict prohibition of Food Trucks in the Village generated much discussion at the Council table and a written submission from a local business, attached to this report for Council's consideration.

## DISCUSSION

As the business licence cycle follows the calendar year, it was staff's intention to have the fee structure adopted by Council prior to the end of 2025 so as to be in effect come January 2026. After considering the discussion surrounding Food Trucks and given that notice must still be published, staff are proposing that Council proceed with the amendment bylaw without relaxing the Food Truck prohibition at this time.

Staff are of the opinion that the matter of Food Trucks requires more engagement with the business community than can be achieved prior to the end of 2025. The intent of incorporating this provision into the current bylaw amendment was to produce a subsequent, more prescriptive policy that would consider several factors including:

- Seasonality and time of year
- Generators and noise
- Waste management
- Permitted Zones
- Defining private parties on residential or commercial property and special events on public property
- Fire Inspection and Fraser Health Authority requirements
- Liability and motor vehicle insurance requirements

In the interest of allowing enough time for meaningful engagement and fee implementation, attached to this report is an updated Business Licence and Regulation Amendment Bylaw No. 1231 that removes section 2(j) which stated:

- (j) Section 3.1(a)(viii) is amended by adding the following after "Food Truck":  
"except on private property for a one-day event or as permitted by any permit or permission granted by the Village pursuant to any other bylaw or policy;"*

The effect of this is that the prohibition of Food Trucks remains status quo. If Council wishes to consider a future staff report for Food Truck regulations, the bylaw would have to be updated again at that time. Also attached to this report is a copy of the Miscellaneous Fee Amendment Bylaw No. 1232, 2025 which staff are recommending be given third reading to allow for fee implementation in 2026.

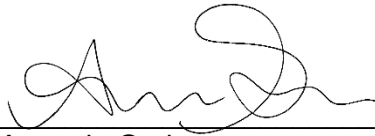
## FINANCIAL CONSIDERATIONS

There are no additional financial considerations above what was previously outlined in the November 3, 2025 report to Council.

## POLICY CONSIDERATIONS

There are no policy considerations associated with this report.

Respectfully submitted:



Amanda Graham  
Corporate Officer

Reviewed by:



Tyson Koch  
Chief Administrative Officer

Attachments (3): 1. Second Draft Business Licence and Regulation Amendment Bylaw No.1231, 2025  
2. Email from Richard Fife dated November 1, 2025  
3. Miscellaneous Fee Amendment Bylaw No. 1232, 2025

**A bylaw to amend Business Licence and Regulation Bylaw No.1128, 2018**

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WHEREAS the Village of Harrison Hot Springs has deemed it advisable to amend Business Licence and Regulation Bylaw No. 1128, 2018 to clarify requirements for Tourist Accommodations in Dwelling Units and amend the Business Licencing fees;

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

**1. CITATION**

This bylaw may be cited as “Business Licence and Regulation Amendment Bylaw No. 1231, 2025”.

**2. AMENDMENTS**

- (a) Section 1.4 is amended by inserting the following definition after the definition of Daycare:

**“Dwelling Unit**

has the same definition as outlined in the *Village of Harrison Hot Springs Zoning Bylaw, 1115, 2017*, as amended from time to time;”

- (b) Section 2.1(g) is amended by striking out “Schedule “A” of this Bylaw” and substituting it with “the *Village of Harrison Hot Springs Miscellaneous Fee Bylaw No. 1049, 2014* as amended from time to time”.
- (c) Section 2.1 is amended by adding the following subsection:
- “(h) Every person who operates a Tourist Accommodation within a Dwelling Unit must have a separate Business Licence for each Dwelling Unit being operated as a Tourist Accommodation.”
- (d) Section 2.2(a) is amended by striking out “Schedule “A” as attached to and forming part of this Bylaw” and substituting it with “the *Village of Harrison Hot Springs Miscellaneous Fee Bylaw No. 1049, 2014* as amended from time to time”.
- (e) Section 2.2(f) is amended by striking out “Schedule “A” as attached to and forming part of this Bylaw” and substituting it with “the *Village of Harrison Hot*

*Springs Miscellaneous Fee Bylaw No. 1049, 2014* as amended from time to time”.

- (f) Section 2.2 is amended by adding the following subsection:

“(h) In the initial year of application, the Business Licence fee as prescribed in the *Village of Harrison Hot Springs Miscellaneous Fee Bylaw No. 1049, 2014* as amended from time to time, shall be reduced by 50-percent if the application for the Business Licence is made after July 1<sup>st</sup> of that year.”

- (g) Section 2.3.1(d) is amended by striking out “Schedule “A” that is attached to and forms a part of this Bylaw” and substituting it with “the *Village of Harrison Hot Springs Miscellaneous Fee Bylaw No. 1049, 2014* as amended from time to time”.
- (h) Section 2.7(a) is amended by striking out “Schedule “A” of this Bylaw” and substituting it with “the *Village of Harrison Hot Springs Miscellaneous Fee Bylaw No. 1049, 2014* as amended from time to time”.
- (i) Section 2.11(b) is amended by striking out “Schedule “A” of this Bylaw” and substituting it with “the *Village of Harrison Hot Springs Miscellaneous Fee Bylaw No. 1049, 2014* as amended from time to time”.
- (j) Section 2.13 a) iv) is amended by inserting the following after “for rent”:  
“for purposes other than operating a Tourist Accommodation.”
- (k) Schedule A is hereby removed in its entirety.

### **READINGS AND ADOPTION**

READ A FIRST TIME THIS 3<sup>rd</sup> DAY OF NOVEMBER 2025

READ A SECOND TIME THIS 3<sup>rd</sup> DAY OF NOVEMBER 2025

SECOND READING RESCINDED THIS \_\_\_ DAY OF \_\_\_\_\_ 2025

RE-READ AS AMENDED A SECOND TIME THIS \_\_\_ DAY OF \_\_\_\_\_ 2025

NOTICE OF INTENT PUBLISHED ON THE \_\_\_ DAY OF \_\_\_\_\_ 2025 pursuant to section 59(2) of the *Community Charter*.

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

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

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Fred Talen  
Mayor

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Amanda Graham  
Corporate Officer

DRAFT

**Amanda Graham**

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**Subject:** Business Licence and Miscellaneous Fee Bylaw Amendments.

**From:** Richard Fife [REDACTED]

**Sent:** November 1, 2025 11:29 AM

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

**Cc:** Tyson Koch <[tkoch@harrisonhotsprings.ca](mailto:tkoch@harrisonhotsprings.ca)>

**Subject:** Business Licence and Miscellaneous Fee Bylaw Amendments.

Caution! This message was sent from outside your organization.

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Dear Mayor and Council,

I'm writing regarding the proposed Business Licence and Fee Bylaw Amendments.

I support the proposed increases to business licence and fire inspection fees these adjustments are reasonable.

However, I strongly oppose the proposed relaxation allowing food trucks on private property for one-day events or by special permit. This opens the door to recurring food truck setups or festivals in/near the commercial core, creating an uneven playing field for year round restaurants that carry significant overhead and employ local residents.

If occasional food trucks are to be permitted at all, they should be restricted to private residential properties only not within or near the downtown business district.

Before making any decision, please take time to speak with local business owners and the Chamber of Commerce so we can ensure as much community involvement as possible and land on an outcome that strengthens rather than harms our local economy.

Thank you for your consideration.

Sincerely,

Richard Fife

Owner, Muddy Waters Café & Baskin Robbins

Harrison Hot Springs, BC



Sent from my iPhone





VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1232

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

---

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

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

**1. CITATION**

This bylaw may be cited as “Miscellaneous Fee Amendment Bylaw No. 1232, 2025”.

**2. AMENDMENTS**

- (a) Schedule C section 2 “Tax Certificates” is amended by striking out “\$25.00” and substituting it with “\$100.00.”
- (b) Miscellaneous Fee Bylaw No. 1049, 2014 is amended by appending Schedule “E” Business Licence Fees and Schedule “F” Fire Department False Alarm Fees, attached hereto and forming part of this Bylaw.

**READINGS AND ADOPTION**

READ A FIRST TIME THIS 3<sup>rd</sup> DAY OF NOVEMBER 2025

READ A SECOND TIME THIS 3<sup>rd</sup> DAY OF NOVEMBER 2025

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

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

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Fred Talen  
Mayor

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Amanda Graham  
Corporate Officer

**Amendment Bylaw No. 1232, 2025**  
**SCHEDULE “E”**  
**BUSINESS LICENCE FEES**

*Associated Bylaw: Business Licence and Regulation Bylaw No. 1128, 2018*

<b>1. Business Licence Non-Refundable Application Fee</b>	\$25.00
<b>2. Business Licence Fee</b>	\$125.00
<b>3. Business Licence Fee for initial applications made after July 1</b>	\$62.50
<b>4. Fire Inspection Fee</b>	\$85.00
<b>5. Late Penalty Fee for renewal applications made after January 31</b>	10% of licence fee

Notwithstanding the fees referenced above, the final required fee can be any combination of the above.

**Amendment Bylaw No. 1232, 2025**  
**SCHEDULE “F”**  
**FIRE DEPARTMENT FALSE ALARM FEES**

*Associated Bylaw: Fire Alarm System Regulation No. 832, 2005*

<b>1. First False Alarm</b>	Warning
<b>2. Second False Alarm</b>	\$150.00
<b>3. Third False Alarm</b>	\$300.00
<b>4. Fourth and Subsequent False Alarms</b>	\$500.00



File No: 1820, 3900-02  
Date: November 17, 2025

To: Mayor and Council  
From: Scott Schultz, Chief Financial Officer  
Subject: Sewer and Water Regulation and Fee Bylaw Amendments

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## RECOMMENDATIONS

THAT Sewer Regulation Amendment Bylaw No. 1233, 2025 be given first, second and third readings; and

THAT Water Regulation Amendment Bylaw No. 1234, 2025 be given first, second and third readings.

## SUMMARY

To request the amendment of the Sewer Regulation and Fee Bylaw No. 980, 2011, and the Water Regulation and Fee Bylaw No. 967, 2011 to set the utility service fees for years 2026 and 2027.

## BACKGROUND

There are two main components to the way the utility service fees are charged:

1. Service Utility Fee: This is a fee based on the length of the property that abuts the utility main, which contributes to the cost of the sewer and water infrastructure.
2. Service User Fee: This is a fee for the actual use of the sewer and water service.

The two bylaws were last amended in 2024 when the service user fees were set for the 2024 and 2025 years, with increases of four percent (4%) each year.

## DISCUSSION

The Village's sewer and water utilities are operated on a cost recovery basis and not supported by property taxes. The main portion of the sewer and water fees go towards providing the services (personnel, chemicals, electricity, repair and maintenance of facilities, etc.), with a small portion going into a reserve fund for future infrastructure capital improvements and upgrades. In 2025, the following budgeted contributions were made to the associated capital reserves:

- Water Reserve- \$285,853
- Sewer Reserve - \$204,000
- Waste Water Treatment Plant Reserve - \$42,200

While the current annual reserve contributions do assist in smaller capital projects, the current level of reserve contributions is not adequate for the long-term replacement of key utility infrastructure. Utility infrastructure includes water and wastewater treatment plants, underground water, sewer, and storm sewer pipes, as well as sewer lift stations, backup generators, and water reservoir.

Council has directed staff to update several master plans related to utility and treatment plant infrastructure here in the Village - those master plans are in their final stages of creation and will be coming to Council to review in due course. Staff is also working on the creation of an official Asset Management Plan which will lead into the long-term planning of when Village assets and infrastructure will need to be replaced. Once these plans are complete, staff will be able to more accurately budget for reserve contributions and seek out grant initiatives.

In addition to capital costs, operating costs are still seeing pressures from inflation for items such as treatment chemicals, repair and maintenance of equipment, and electricity and gas costs. Staff work to mitigate these cost pressures wherever possible, but the increases still have an effect on the annual operating budget.

Accordingly, staff recommends increasing the sewer and water utility and user fees by eight percent (8%) per year for 2026 and 2027. These updated rates will help increase contributions to capital reserves. Once the full scope of the utility master plans and Asset Management Plan is known, Council will be more informed to set the rates for future years to ensure that appropriate reserves are being built to fund future infrastructure needs.

With this amendment, an average residential property will pay about \$87.00 per month for both sewer and water services, which represents an approximate monthly increase of \$6.50 compared to 2025 rates.

## **FINANCIAL CONSIDERATIONS**

Any financial changes as a result of this report will appear in the 2026-2030 Financial Plan.

## **POLICY CONSIDERATIONS**

There are no policy considerations related to this amendment.

Respectfully submitted:



\_\_\_\_\_  
Scott Schultz  
Chief Financial Officer, Deputy CAO

Reviewed by:



\_\_\_\_\_  
Tyson Koch  
Chief Administrative Officer

Attachment: Sewer Regulation and Fee Amendment Bylaw No. 1233, 2025  
Water Regulation and Fee Amendment Bylaw No. 1234, 2025



VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1233

**A bylaw to amend the Sewer Regulation and Fee Bylaw No. 980, 2011**

---

**WHEREAS** the Village of Harrison Hot Springs has deemed it advisable to amend Sewer Regulation and Fee Bylaw No. 980, 2011;

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

**1. CITATION**

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Sewer Regulation and Fee Amendment Bylaw No. 1233, 2025".

**2. AMENDMENTS**

"Sewer Regulation and Fee Bylaw No. 980, 2011" is hereby amended by deleting "Schedule A" in its entirety, as attached thereto, and by inserting a new "Schedule "A" – Annual Fees and Charges" as attached hereto and forming part of this Bylaw.

**3. EFFECTIVE DATE**

The Sewer Regulation and Fee Bylaw No. 1233, 2025 Schedule "A" – Annual Fees and Charges will be effective on January 1, 2026.

**READINGS AND ADOPTION**

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

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

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

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

\_\_\_\_\_  
Mayor

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

**SCHEDULE "A"**  
**Bylaw No. 1233, 2025**  
**Annual Fees and Charges**

*Pursuant to Section 194 of the Community Charter the following annual fees and charges (January 1 – December 31) are imposed in accordance with the terms and conditions approved by Council:*

**1. Sanitary Sewer Service Connection and Disconnection Fees**

<b>Connection</b>	
Single Family	\$ 2,000.00* plus tax
Duplex (each unit)	\$ 2,000.00* plus tax
Multi-Family & Commercial	Actual cost plus tax
Reconnection	\$ 2,000.00* plus tax
<b>Disconnection</b>	
Disconnection	Actual cost plus tax

*\*Costs will be based on a minimum fee of \$2,000.00 plus tax at time of application. Any actual cost of the sanitary sewer connection over and above the \$2,000.00 fee will be invoiced accordingly.*

**2. Sanitary Sewer Service Utility Fee**

All properties identified by folio numbers that are or can be connected to the sanitary sewer system will pay the following fee based on the **actual length of the property** that abuts the sewer collection main.

<b>2026 Rate</b>	<b>Minimum</b>	<b>Maximum</b>
\$ 10.02/metre	18 meters	30 metres
<b>2027 Rate</b>	<b>Minimum</b>	<b>Maximum</b>
\$ 10.82/metre	18 metres	30 metres

**3. Sanitary Sewer Service User Fee**

All properties connected to the sanitary sewer system will pay the user fees, in the amounts set out in the table below, effective January 1 of the year stated:

<b>Residential</b>	<b>2026</b>	<b>2027</b>
Residential Unit (per unit)	\$312.94	\$337.98
Secondary Suite (per suite)	\$156.47	\$168.99

<b>Commercial / Community</b>	<b>2026</b>	<b>2027</b>
Barbershop, Beauty Salon	\$738.55	\$797.63
Campground (per campsite)	\$124.49	\$134.45
• Sani-dumps	\$124.49	\$134.45
• Washrooms fixtures	\$83.46	\$90.13
Church	\$292.08	\$315.44
Coin Laundry (per machine)	\$78.44	\$84.72
Hotel/Motel (per room)	\$179.42	\$193.77
Laundry	\$11,200.60	\$12,096.65
Liquor Primary (per person)	\$22.25	\$24.03
Office	\$292.08	\$315.44
Repair Shop	\$292.08	\$315.44
Restaurant/Café	\$556.34	\$600.85
• First 400 ft <sup>2</sup> (37.16 m <sup>2</sup> ) of floor space		
• For each additional 100 ft <sup>2</sup> (9.3m <sup>2</sup> ) or portion thereof of floor space	\$139.09	\$150.22
Retail Establishment	\$292.08	\$315.44
School (per classroom)	\$358.84	\$387.55
Service Station	\$585.54	\$632.39
Storage/Maintenance Shop	\$208.62	\$225.31



All properties connected to the sanitary sewer system will pay the user fees, in the amounts set out in the table below, effective January 1 of the year stated:

#### 4. Pool/Hot Tub/Spa User Fee

Pools/Spas	2026	2027
<b>*Class 1 Pool Commercial/Recreational</b>	\$4,577.32 and/or metered discharge	\$4,943.51 and/or metered discharge
<b>Metered Discharge Rate/m<sup>3</sup></b>	\$1.39	\$1.50
<b>*Class 2 Pool Commercial/Recreational/ Multi-Unit Residential</b>	\$2,086.29	\$2,253.19
<b>*Class 3 Spa</b>	\$1,836.97	\$1,983.93
<b>*Class 4 Hot Tub – Commercial/ Recreational/ Multi-Unit Residential</b>	\$1,043.15	\$1,126.60

*\*Class 1 - Spa Pool or Public Pool that discharges on a regular basis*

*\*Class 2 - Pool intended for shared use by more than one person; ie pool located at a campground, multi-unit building, motel/hotel, apartment building, townhouse complex that does not discharge on a regular basis and is not metered*

*\*Class 3 - Spa*

*\*Class 4 - Hot Tub intended for shared use by more than one unit; ie located at a campground, multi-unit building, motel/hotel, apartment building, townhouse complex that does not discharge on a regular basis and is not metered*

#### 5. Waste Discharge

Waste Discharge Permit Application	\$ 350.00
Waste Discharge Fee per cubic metre	\$ 1.39/m <sup>3</sup>

#### 6. Billing Cycle and Penalties

Commercial Fees are billed quarterly, Residential Fees are billed annually.

A 10% penalty will be applied to any unpaid balance on the fees and charges outstanding by the due date.

Any fees and charges remaining unpaid by the end of the calendar year shall be deemed to be taxes in arrears.



**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1234**

**A bylaw to amend the Water Regulation and Fee Bylaw No. 967, 2011**

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**WHEREAS** the Village of Harrison Hot Springs has deemed it advisable to amend Water Regulation and Fee Bylaw No. 967, 2011;

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

**1. CITATION**

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Water Regulation and Fee Amendment Bylaw No. 1234, 2025".

**2. AMENDMENT**

"Water Regulation and Fee Bylaw No. 967, 2011", is hereby amended by deleting "Schedule A" in its entirety, as attached thereto, and inserting a new "Schedule "A" – Annual Fees and Charges" as attached hereto and forming part of this Bylaw.

**3. EFFECTIVE DATE**

The Water Regulation and Fee Bylaw No. 1234, 2025 Schedule "A" – Annual Fees and Charges will be effective on January 1, 2026.

**READINGS AND ADOPTION**

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

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

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

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

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Mayor

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Corporate Officer

## WATER REGULATION AND FEE AMENDMENT BYLAW NO. 1234 SCHEDULE "A"

### Annual Fees and Charges – Effective January 1, 2026

Pursuant to *Section 194 of the Community Charter* the following annual fees and charges (January 1 – December 31) are imposed in accordance with the terms and conditions approved by Council:

#### **Water Service Utility Fee**

All properties identified by folio numbers that are or can be connected to the water system will pay the following fee based on the actual length of the property that abuts the water distribution main.

<b>2026 Rate</b>	<b>Minimum</b>	<b>Maximum</b>
\$12.03/metre	18 metres	30 metres
<b>2027 Rate</b>	<b>Minimum</b>	<b>Maximum</b>
\$12.99/metre	18 metres	30 metres

#### **Water Service User Fee**

<b>Residential (Annual)</b>	<b>2026</b>	<b>2027</b>
Single Family	\$ 327.08	\$ 353.24
Duplex (per unit)	\$ 327.08	\$ 353.24
Secondary Suite	\$ 163.53	\$ 176.62
Swimming Pool	\$ 327.08	\$ 353.24

#### **Bulk Water Meters**

Where a bulk water meter is utilized in lieu of individual meters for a commercial, multiple dwelling or a multiple unit property, a minimum annual charge will be levied on each unit.

	<b>2026-Minimum Quarterly Rate</b>	<b>2026-Metered Rate (1m<sup>3</sup>)</b>	<b>2026-Minimum Annual Rate</b>
	0- 75 m <sup>3</sup> per unit	> 75 m <sup>3</sup> per unit	Per Unit
Commercial	\$ 81.77	\$ 1.17	\$ 327.08
Multi-unit Residential	\$ 81.77	\$ 1.17	\$ 327.08
Multi-unit Commercial	\$ 81.77	\$ 1.17	\$ 327.08
Multi-unit Mixed Use	\$ 81.77	\$ 1.17	\$ 327.08
	0 - 18.75 m <sup>3</sup> per unit	> 18.75 m <sup>3</sup> per unit	Per Unit
Campground/Holiday Park/RV Resort	\$ 20.44	\$ 1.17	\$ 81.77

**Bulk Water Meters (Cont'd)**

	<b>2027-Minimum Quarterly Rate</b>	<b>2027-Metered Rate (1m<sup>3</sup>)</b>	<b>2027-Minimum Annual Rate</b>
	0- 75 m <sup>3</sup> per unit	> 75 m <sup>3</sup> per unit	Per Unit
Commercial	\$ 88.31	\$ 1.26	\$ 353.24
Multi-unit Residential	\$ 88.31	\$ 1.26	\$ 353.24
Multi-unit Commercial	\$ 88.31	\$ 1.26	\$ 353.24
Multi-unit Mixed Use	\$ 88.31	\$ 1.26	\$ 353.24
	0 - 18.75 m <sup>3</sup> per unit	> 18.75 m <sup>3</sup> per unit	Per Unit
Campground/Holiday Park/RV Resort	\$ 22.08	\$ 1.26	\$ 88.31

**Water Service Connection, Disconnection, Test Fees**

<b>Connection</b>	
Single Family	\$ 2,000.00* plus tax
Duplex (each unit)	\$ 2,000.00* plus tax
Multi-Family & Commercial	\$ At actual cost plus tax
<b>Disconnection</b>	
Disconnection	\$ At actual cost plus tax
Inspection	\$ 50.00 plus tax
Water Turn on/off	\$ 150.00 plus tax
<b>Meter Test</b>	
Residential	\$ At actual cost plus tax
Commercial	\$ At actual cost plus tax

\* Costs will be based on a minimum fee of \$2,000.00 plus tax at time of application. Any actual cost of the water connection over and above the \$2,000.00 fee will be invoiced accordingly.

Commercial Fees are billed quarterly, residential fees are billed annually.

A 10% penalty will be applied to any unpaid balance on the fees and charges outstanding by the due date.

Any fees and charges remaining unpaid by the end of the calendar year shall be deemed to be taxes in arrears, and transferred to the Property Tax Roll.