



# NOTICE OF MEETING AND AGENDA REGULAR COUNCIL MEETING

Monday, February 2, 2026, 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 January 12, 2026 be adopted.	Page 1
<b>8. BUSINESS ARISING FROM THE MINUTES</b>	
<b>9. DELEGATIONS AND PETITIONS</b>	
(a) S/Sgt. Darryl Peppler, Supt. Daren Pankratz & Insp. Mike Greenway – RCMP Re: 2025 Annual Policing Report	Page 7
<b>10. CORRESPONDENCE</b>	
(a) Email dated January 8, 2026 from Hope Mayor Victor Smith Re: UFV School – Letter of Support	Page 21
(b) Letter dated January 15, 2026 from Todd Richard Re: Request to Waive Memorial Hall Rental Fee and Damage Deposit	Page 23
(c) Letter dated January 19, 2026 from Belle Peters-Lepitre Re: BC Youth Parliament	Page 25
(d) Letter dated January 19, 2026 from Brooklynne Joyal Re: BC Youth Parliament	Page 27

<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) Communities in Bloom Committee Meeting Minutes of December 16, 2025. <span style="float: right;">Page 29</span></p> <p>(b) Age-Friendly Committee Meeting Minutes of December 18, 2025. <span style="float: right;">Page 33</span></p>	
<b>15. REPORTS FROM STAFF</b>	
<p>(a) Report of Chief Administrative Officer dated February 2, 2026 <span style="float: right;">Page 37</span>  Re: Civic Campus – SD78 &amp; VHHS Partnership Report</p> <p>Recommendation:</p> <p>THAT Council receive this report for information and continue to support ongoing collaboration with School District 78 as the project advances through Phase 1 engagement and planning.</p>	Page 75
<p>(b) Presentation of Corporate Officer dated February 2, 2026  Re: 2025 Bylaw Annual Report</p> <p>Recommendation:</p> <p>THAT Council receive this report for information and direct staff to implement the recommendations of the bylaw enforcement officer.</p>	Page 89
<p>(c) Report of Director of Operations dated February 2, 2026  Re: Lillooet West Streetscape Enhancement Project Award</p> <p>Recommendations:</p> <p>THAT the Lillooet West Streetscape Enhancements project be awarded to Element Excavating Ltd; and</p> <p>THAT as budget of \$850,000 be included in the 2026 Financial Plan.</p>	Page 89

<p>(d) Report of Community Services Manager dated February 2, 2026 Re: Wildlife Resistant Waste Bins</p> <p>Recommendation:</p> <p>THAT staff include the purchase of five wildlife resistant waste bins to replace wire mesh waste bins in the 2026 financial plan.</p>	<p>Page 93</p>
<p>(e) Report of Planning Consultant dated February 2, 2026 Re: Consideration of the Issuance of a DVP and a DP (889 Hot Springs Road)</p> <p>Recommendations:</p> <p>THAT Development Variance Permit 01/25 be issued to Woodside Smart Storage Ltd Inc BC1114734 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, and</p> <p>THAT the Development Permit 01/25 be issued to Woodside Smart Storage Ltd Inc BC1114734 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, (PID: 013-167-006)</p> <p>With both being subject to:</p> <ul style="list-style-type: none"> <li>(a) The placement of a save harmless flooding covenant on title.</li> <li>(b) Entering into a Works and Services agreement that is acceptable to the Village of Harrison Hot Springs.</li> <li>(c) Entering into a Landscaping Plan agreement that is acceptable to the Village of Harrison Hot Springs.</li> </ul>	<p>Page 95</p>
<p><b>16. BYLAWS</b></p>	
<p>(a) Report of Planning Consultant dated February 2, 2026 Re: Zoning Amendment Bylaw No. 1237, 2026 - 469 Naismith Avenue</p> <p>Recommendations:</p> <p>THAT Zoning Amendment Bylaw No. 1237, 2026 be introduced and given first reading; and</p> <p>THAT Zoning Amendment Bylaw No. 1237, 2026 be given second reading; and</p> <p>THAT staff be directed to proceed with publishing a Notice of Public Hearing Prohibited pursuant to section 464(3) of the <i>Local Government Act</i>.</p>	<p>Page 105</p>

- (b) Report of Planning Consultant dated February 2, 2026  
Re: Amenity Cost Charges Bylaw

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Recommendation:

THAT Council accepts the following as a part of the Village's new Amenity Cost Charges Bylaw framework.

**A. Safety and Emergency Services**

- New or expanded Fire Hall and/or apparatus equipment
- Street lighting
- Cross walks

**B. Parks, Recreation, and Trails**

- Parks
- Land acquisition for parks
- Off leash dog park (permanent)
- Playing field
- Trail building

**C. Community Facilities and Public Spaces**

- Library
- Public spaces
- Community space
- Civic center on overflow parking lot
- Village office and chambers
- Existing village office renovation and lease

**D. Housing**

- Rental building

**E. Health and Social Wellbeing**

- Incentive for healthcare
- Daycare building and facility

**F. Environment and Urban Forest**

- Tree canopy

**G. Infrastructure and Utilities**

- Hot spring source improvement

**H. Land and Property**

- Purchasing land

- (c) Report of Corporate Officer dated February 2, 2026  
Re: Fire Services Bylaw No. 1236, 2026

Page 115

Recommendation:

THAT Fire Services Bylaw No. 1236, 2026 be introduced and given first reading; and

THAT Fire Services Bylaw No. 1236, 2026 be given second and third readings.

## 17. NEW BUSINESS

## 18. NOTICES OF MOTION

- (a) Notice of Motion from Mayor Talen  
Re: LMLGA Resolution – Treaty Negotiations

Recommendation:

WHEREAS the recent BC Supreme Court decision in Cowichan Tribes v. Canada, 2025 BCSC 1490 has created significant uncertainty for residents, businesses, and

local governments across BC, setting precedents with broad implications while highlighting the absence of modern agreements that clarify and confirm BC's Indigenous Peoples Aboriginal and treaty rights, including Aboriginal Title; and

WHEREAS local governments were not involved in the negotiations preceding the court decision, leaving their interests unaddressed; and

WHEREAS modern treaties that clarify and confirm these rights would benefit all communities in British Columbia,

THEREFORE BE IT RESOLVED THAT UBCM call on the Province of BC to pursue the completion of modern treaties with BC's Indigenous Peoples that clarify and confirm their treaty and Aboriginal rights, including Aboriginal Title; and

THAT UBCM call on the Province of BC to commit to consulting affected local governments on draft agreements that might impact the delivery of municipal services, the jurisdictions, authorities and/or interests of local governments, prior to the Province of BC considering the ratification of these modern agreements or treaties so that local government interests can be considered and addressed appropriately.

- (b) Notice of Motion from Councillor Vidal  
Re: LMLGA Resolution – FOIPPA Funding Stream

Recommendation:

WHEREAS public bodies are responsible for responding to requests for access to records pursuant to the Freedom of Information and Protection of Privacy Act; and

WHEREAS requests are increasing in scope, complexity and frequency, requiring more pages of records to be searched or processed; and

WHEREAS small local governments have limited capacity and resources to respond to such access requests;

THEREFORE BE IT RESOLVED THAT UBCM call on the Provincial Government to establish a funding stream for small local governments with populations under 5,000, to draw from to help local governments meet their obligations under the Freedom of Information and Protection of Privacy Act.

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

## 20. ADJOURNMENT



Amanda Graham  
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS  
Regular Council Meeting Minutes**

**DATE:** Monday, January 12, 2026  
**TIME:** 5:30 p.m.  
**PLACE:** Council Chambers, Memorial Hall  
290 Esplanade Avenue, Harrison Hot Springs, BC

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

**COUNCIL ABSENT:**

**STAFF PRESENT:** Chief Administrative Officer, Tyson Koch  
Corporate Officer, Amanda Graham  
Chief Financial Officer/Deputy CAO, Scott Schultz  
Community Services Manager, Christy Ovens  
Director of Operations, Jace Hodgson  
Communications and Community Engagement  
Coordinator, Kalie Wiechmann  
Fire Chief, Curtis Genest  
Deputy Fire Chief, Bruce Malfait  
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-2026-01-01

**6. DECLARATIONS OF CONFLICT OF INTEREST**

None.

**7. ADOPTION OF MINUTES**

- (a) Special Pre-Closed Council Meeting Minutes of December 10, 2025

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

THAT the Special Pre-Closed Council Meeting minutes of December 10, 2025 be adopted.

**CARRIED**  
RC-2026-01-02

- (b) Regular Council Meeting Minutes of December 15, 2025

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

THAT the Regular Council Meeting minutes of December 15, 2025 be adopted.

**CARRIED**  
RC-2026-01-03

**8. BUSINESS ARISING FROM THE MINUTES**

None.

**9. DELEGATIONS AND PETITIONS**

None.

**10. CORRESPONDENCE**

- (a) Email dated December 17, 2025 from Gary Webster  
Re: Simple Improvement to Transparency & Meeting Efficiency
- (b) Letter dated December 18, 2025 from Mayor Horn to the Minister of Finance  
Re: Concern – Proposed Changes to the Valuation of Gathering and Transmission Pipelines for the 2026 Assessment Roll
- (c) Letter dated December 18, 2025 from the City of Quesnel to Northern Development Initiative Trust

Re: Letter of Support – Prince George – North Vancouver Railway Engagement and Assessment

(d) Letter dated January 7, 2026 from John Allen  
Re: Building Belonging

(e) Email dated January 7, 2026 from Ed Wood  
Re: Waste Water Treatment Plant

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

THAT all correspondence be received.

**CARRIED**  
RC-2026-01-04

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

## **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 that the Blue Bucket Fundraiser raised \$24,542 in four weekends

### **Councillor Vidal**

- Corrections Canada Citizen's Advisory Committee – No Report
- Agassiz-Harrison Healthy Communities – No Report
- Kent Harrison Joint Emergency Program Committee – No Report
- Attended Community Response Network luncheon on December 18, 2025
- Attended a virtual meeting with the LGLMA and other area association executive members on January 6, 2026

### **Councillor Jackson**

- Fraser Valley Regional Library Board – No Report
- Tourism Harrison – No Report
- Reported on Communities in Bloom meeting on December 16, 2025

### **Councillor Schweinbenz**

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

## **13. REPORTS FROM MAYOR**

- Reported on an Age Friendly Committee meeting on December 18, 2025
- Read a Christmas story as part of lights on the lake on December 20, 2025

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

- (a) Age-Friendly Committee Meeting Minutes of October 16, 2025.
- (b) Communities in Bloom Committee Meeting Minutes of November 12, 2025.

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

THAT all Committee minutes be received for information.

**CARRIED**  
RC-2026-01-05

**15. REPORTS FROM STAFF**

- (a) Report of Fire Chief dated January 12, 2026  
Re: Fire Department – Interior Designation

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

THAT staff be directed to draft updates to Fire Department Regulation Bylaw No. 1031, 2013 to designate the Harrison Hot Springs Fire Department for interior operations; and

THAT staff be directed to review the mutual aid agreement with the Agassiz Fire Department and negotiate updates as required.

**CARRIED**  
RC-2026-01-06

- (b) Report of Corporate Officer dated January 12, 2026  
Re: Release of Closed Meeting Resolutions

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

THAT the following resolution from the December 10, 2025 special closed Council meeting be received for information:

*THAT Amanda Graham be appointed the Chief Election Officer for the 2026 General Local Election; and*

*THAT Christy Ovens and Kelly Ridley be appointed as Deputy Chief Election Officers for the 2026 General Local Election.*

**CARRIED**  
RC-2026-01-07

- (c) Report of Chief Administrative Officer dated January 12, 2026  
Re: CAO 2025 Fourth Quarter Update

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

THAT the Chief Administrative Officer's report dated January 12, 2026 regarding CAO 2025 Fourth Quarter Update be received for information.

**CARRIED**  
RC-2026-01-08

- (d) Report of Community Services Manager dated January 12, 2026  
Re: UBCM Local Government Development Approvals Program

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

THAT Council indicate its support for an application of up to \$200,000 for the proposed activities as outlined in the 2026 Local Government Development Approval program and application guide, and commit to the provision of grant management.

**CARRIED**  
RC-2026-01-09

**16. BYLAWS**

None.

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

THAT the meeting be adjourned at 6:41 p.m.

**CARRIED**  
RC-2026-01-10

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

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

DRAFT



# RCMP 2025 ANNUAL REPORT – Harrison Hot Springs

Upper Fraser Valley Regional  
Detachment – Agassiz RCMP



# CURRENT STATE

General Duty (Front Line) Constables – slated for 10 Constables – currently have 8 on the road

- 1 Constable off on sick leave
- 1 Constable seconded to our General Investigation Section

General Investigation Section – slated for 1 Corporal and 1 Constable – currently fully staffed plus one

- 1 Constable in the Acting Corporal role
- 1 Front Line Constable seconded to assist
- 1 Constable on loan from Ediv HQ completing her Graduated Return to Work (light duties)
- The Corporal is on long term sick leave

# CURRENT STATE CONT'D...

- Agassiz Senior Management Team – the Non-Commissioned Officers (NCO's) – slated for 4 NCO's – currently at 3
  - 1 Staff Sergeant Detachment Commander – S/Sgt Darryl Pepler
  - 1 Corporal General Investigation Section – A/Cpl Sara Robinson
  - 1 Corporal Frontline Supervisor - Cpl Terry Nishida
    - 1 Corporal transferred Dec 30, 2025 to PRTC – Cpl Carl Wellwood
    - Cpl Braxton Eaton set to arrive February 21, 2026
- Office Staff
  - 2 full-time Public Service Employees
  - 1 full-time Municipal Employee
  - 1 part-time Municipal Employee
  - 1.5 Victim Services
  - 4 cell guards (Commissionaires) with 2 more getting security clearance

# Crime Stats – Harrison Hot Springs

Administrative	Harrison							
	2020	2021	2022	2023	2024	5 Year Average	2025	2024/2025 % Change
<b>FILE COUNT</b>								
General Occurrences (GO's)	532	559	453	455	514	503	500	-3%
Mental Health Related Calls	43	35	20	24	22	29	7	-68%
Crime Type	Harrison							
	2020	2021	2022	2023	2024	5 Year Average	2025	2024/2025 % Change
<b>CRIMES AGAINST PERSONS TOTAL AND SELECT OFFENCE OVERVIEW</b>								
<b>ALL CRIMES AGAINST PERSONS</b>	33	30	28	34	38	33	40	5%
Assault	16	21	15	19	13	17	18	38%
Harassment	3	1	5	5	3	3	6	100%
Robbery	0	0	0	0	0	0	1	nc
Sex Offences	2	1	2	2	5	2	4	-20%
Utter Threats	8	4	6	8	10	7	6	-40%
<b>Domestic Violence:</b>	20	28	20	30	31	26	29	-6%
Crime Type	Harrison							
	2020	2021	2022	2023	2024	5 Year Average	2025	2024/2025 % Change
<b>PROPERTY CRIME TOTAL AND SELECT OFFENCE OVERVIEW</b>								
<b>ALL PROPERTY CRIME</b>	69	78	65	63	44	64	45	2%
Auto Theft	10	8	4	2	1	5	4	300%
Bike Theft	3	3	0	0	1	1	1	0%
Break & Enter - Business	3	2	1	0	1	1	0	nc
Break & Enter - Other	1	2	0	1	1	1	0	nc
Break & Enter - Residence	4	3	4	4	2	3	4	100%
Mischief to Property	15	24	23	16	8	17	10	25%
Theft from Vehicle	9	17	17	7	12	12	3	-75%

# Harrison Hot Springs Hot Spots

Top 10 Locations	
100 ESPLANADE AVE	57
259 HOT SPRINGS RD	34
222 CEDAR AVE	16
160 ESPLANADE AVE	12
595 LILLOOET AVE	11
520 HOT SPRINGS RD	10
160 LILLOOET AVE	10
190 LILLOOET AVE	9
750 HOT SPRINGS RD	9
435 PINE AVE	9

Top 10 File Types	
Suspicious Person/Vehicle/Occurrence	57
Check Well-Being	56
Cause Disturbance	42
Traffic - Other Moving	23
Property Lost	21
Breach of Peace	18
False Alarms	18
Unspecified Assistance	17
Assault - Common	15
911 - False/Abandoned	13

# AGASSIZ RCMP IN THE COMMUNITY

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Despite some resource challenges, the Agassiz RCMP participated in a variety of community events from Stuff the Cruiser, to hosting a Candy Cane Road Check with all our Emergency Partners, blanketing ceremony at Seabird Island, Terry Fox Run, Grad and Fall Fair parades, to having 2<sup>nd</sup> place finish in the Goat Milking Contest at the Agassiz Fall Fair and Corn Festival.

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# VICTIM SERVICES: Roles that they serve

Give emotional support

Provide information such as: The Victims of Crime Act, what happens when you report a crime, police and court file update

Monthly reports for government and city hall

Crisis intervention

Court assistance: providing victims with information on the court process, accompaniment to court

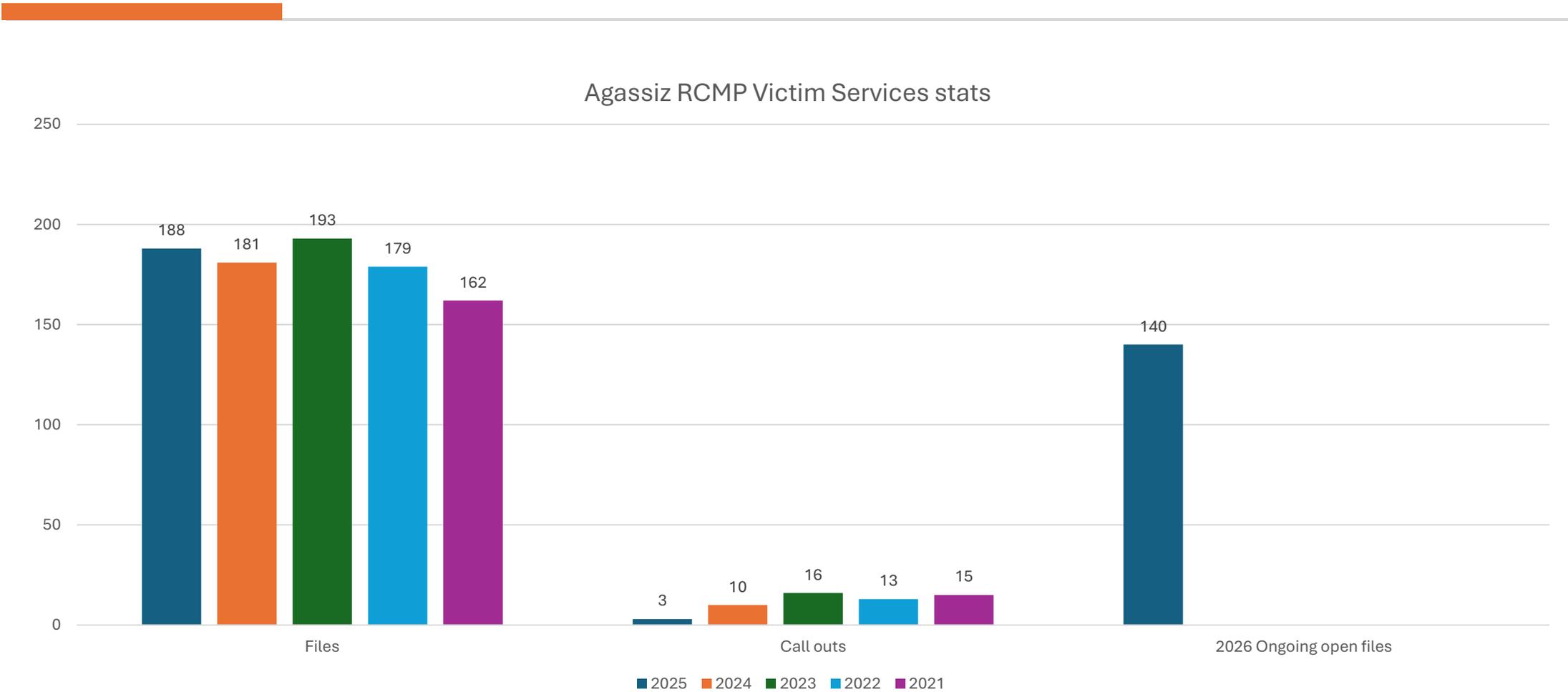
Give referrals for: counseling, legal services, family law advocate, housing/shelters, stopping the violence books/info

Assistance with filling out forms: Crime Victim Assistance Program, Victim Impact Statement, Victim Safety Unit

Public awareness campaigns: purple light nights, victims of crime week



# Victim Services continued



# PROACTIVE INITIATIVES

Increased patrols and visibility

Partnerships with other agencies – Conservation Office Services, Correctional Services Canada, Kent Harrison Search and Rescue, Bylaws

Traffic Enforcement

Community Engagement

School Liaison

Seasonal Policing

# UFVRD STRATEGIC PLAN UPDATES

## Upper Fraser Valley Regional Detachment Strategic Plan 2024-2027

The Detachments in the UFVRD have aligned our Strat Plans with the National and Provincial 3-year Strat Plans.

Our Focus:

1. Visibility – Foot and Bike Patrols
2. Road Safety – Traffic Enforcement and Awareness
3. Crime Prevention Activities – Engage with local businesses
4. Increased Community Engagement – Coffee with a Cop
5. Community Events – Stuff the Cruiser

# Mental Health Calls

- Mental Health Calls for Service – Harrison Hot Springs only
- 2020 2021 2022 2023 2024 5 Year Avg. 2025  
43 35 20 24 22 29 7

2024/2025 % Change: -68%

## What you should know about Mental Health Calls

- the RCMP serve as the de facto front line of the mental health crisis in this province
- calls for service include Check Well-Beings, Persons at risk to themselves or others, drug induced psychosis, and other mental health crises
- Our role is to attend, assess and if applicable, apprehend and deliver to a medical facility
- These calls can/do take a member off the road for several hours

# UFVRD UPDATES

Provided by:

Superintendent Darren Pankratz  
and Inspector Mike Greenway



QUESTIONS?





## Amanda Graham

---

**Subject:** UFV school in Hope

From: Victor Smith <[vsmith@hope.ca](mailto:vsmith@hope.ca)>

Date: Jan 8, 2026 2:37 p.m.

Subject: UFV school in Hope

To: Fred Talen <[ftalen@harrisonhotsprings.ca](mailto:ftalen@harrisonhotsprings.ca)>,"Pranger, Sylvia" <[spranger@kentbc.ca](mailto:spranger@kentbc.ca)>,Aaron Pete <[aaron.pete@chawathil.org](mailto:aaron.pete@chawathil.org)>,Troy Peters <[tpeters@yalefirstnation.ca](mailto:tpeters@yalefirstnation.ca)>,Peter Adamo <[padamo@fvrd.ca](mailto:padamo@fvrd.ca)>,Diane Johnson <[djohnson@fvrd.ca](mailto:djohnson@fvrd.ca)>

Cc:

Caution! This message was sent from outside your organization.

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Looking for a letter of support to open a home building carpenter course at the UFV campus in Hope. I believe if we build a two piece home to be built and sold each year. We would be accomplish two things. 1<sup>st</sup> although a small thing in the housing market, we can sell to recoup our cost to build a new one each year.

But the 2<sup>nd</sup> and much bigger is we would be getting trades people coming in to the work force without a financially debt load. As times are putting a financial hardship on families try to help the younger generation to get a step up to start their own lives this maybe another avenue. The electrical and plumbing can be done by the apprenticeship students in Chilliwack giving them the first hand experience of a project. The design can be done by the drafting program also in Chilliwack. This puts a true stamp of the students in the UFV and what we can do. I also believe this would show the Ministry of Education of how the UFV is finding new ways to train students.

Letter address to: President Dr. James Mandigo  
University of the Fraser Valley  
33844 King Road.  
Abbotsford BC

**Victor Smith** | Mayor

(he/him)

**Tel:** 604-869-5671 x315

**Cell:** 604-860-5444

**Email:** [vsmith@hope.ca](mailto:vsmith@hope.ca)



325 Wallace Street, Hope, B.C. | [Toll Free: 1 866 226 HOPE \(4673\)](tel:18662264673)

We acknowledge that the District of Hope lies on the traditional, ancestral and unceded territories of the Stó:lō people, particularly the Chawathil, Union Bar and Yale First Nations

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you must not use, disclose, disseminate, copy or print its contents. If you receive this email in error, please notify the sender by reply email and delete and destroy the message. Thank you.



Dear Village of Harrison

Council members and honorable Mayor Fred Thalen

I am writing to respectfully request a waiver for the Memorial Hall Rental Fee & Damage Deposit for our upcoming fourth annual Follow Your Heart Concert & Silent Auction on Saturday March 07<sup>th</sup>- benefiting kids at Variety the Children's Charity

The last three years, this event has brought the community together & has raised over \$20,000. + thanks to our Village of Harrison, Tourism Harrison, Harrison Firefighters Society and our incredible business's

Waiving this fee allows us to have more funds go directly to helping more kids & families in our very own community and beyond!

Thank you for your time and attention to this important matter.

Please let me know if you require any further information.

Sincerely,

A handwritten signature in blue ink that reads "Todd Richard". The signature is written in a cursive style with a large, stylized "T" and "R".





Dear Mr Talen,

Thank you for funding my application and trip for the British Columbia Youth Parliament. I am very grateful for the opportunity that was provided to me. I am hopeful that I will be able to use my part in BCYP to grow mine and my community's future.

BCYP was an incredible experience, and it continues throughout the year so I hope to be able to help the village of Harrison through the organization.

Thank you for providing me with this opportunity,

Belle Peters-Lepitre





To, Mayor Talen.

I just wanted to take the time to express my gratitude for funding my trip to the British Columbia 97<sup>th</sup> Youth Parliament (BCYP). The generosity and kindness that you shared made a true impact on my life, and I am actually so grateful and appreciative of it. Because of the trip being covered me and my friend got to enjoy Victoria and BCYP and the experiences offered. At parliament I not only made many new long-lasting friendships but also built up many life skills that I lacked in before, such as speaking in front of people, and more. This experience built up my confidence and I'm so happy that because of your kindness I get to be a part of this amazing organization.

Going forward, the generosity that you have shared with me I will also share with the youth I serve while working with this organization. I wish that the projects I work on to have the same impact on youth and people around me.

Once again, I just want to thank you from the bottom of my heart.

Sincerely, Brooklynne Joyal





## VILLAGE OF HARRISON HOT SPRINGS Communities in Bloom Committee Minutes

**DATE:** Tuesday, December 16, 2025  
**TIME:** 9:00 a.m.  
**PLACE:** Council Chambers, Village Office  
495 Hot Springs Road, Harrison Hot Springs, BC

**MEMBERS PRESENT:** Councillor Allan Jackson, Chair  
Susan Caley  
Susan Galvao  
Margaret Shier

**MEMBERS ABSENT:** Janice Moffat  
Teresa Omelus

**STAFF PRESENT:** Corporate Officer, Amanda Graham

### 1. **CALL TO ORDER**

Councillor Jackson called the meeting to order at 9:00 a.m.

### 2. **LAND ACKNOWLEDGEMENT**

Councillor Jackson acknowledged the traditional territory of Sts'ailes.

### 3. **INTRODUCTION OF LATE ITEMS**

None.

### 4. **APPROVAL OF THE AGENDA**

**Moved by Susan Caley**  
**Seconded by Susan Galvao**

THAT the agenda be approved.

**CARRIED**  
CIB-2025-12-01

### 5. **ADOPTION OF MINUTES**

**Moved by Susan Galvao**  
**Seconded by Margaret Shier**

THAT the Communities in Bloom Committee Meeting Minutes of November 12, 2025 be adopted.

**CARRIED**  
CIB-2025-12-02

**6. ITEMS FOR DISCUSSION**

(a) 2025 Evaluation Report Review

The Committee determined that this item would be deferred to the next meeting when more members can be present.

(b) 2026 Work Plan and Budget Update

Councillor Jackson advised that the 2026 Work Plan and Budget was approved at the December 15, 2025 regular Council meeting. The Committee discussed methods of connecting with the business community, seeking sponsorships from businesses for Garden of the Week prizes or the lagoon garden bed, having vests to identify members and pamphlets explaining what Communities in Bloom is.

**Moved by Susan Caley**  
**Seconded by Margaret Shier**

THAT the Committee undertake engaging businesses to sponsor Garden of the Week.

**CARRIED**  
CIB-2025-12-03

It was requested that engagement with the businesses be added to the next agenda for further discussion. The Committee further discussed waste bins, the lagoon garden bed weeding/removal, what some businesses can and cannot do to beautify their storefront areas, connecting with various groups such as Tourism Harrison, the Harrison Agassiz Chamber of Commerce and the Festival Society.

(c) Fundraiser: West Coast Seeds

The Corporate Officer advised that the Committee was approved for the West Coast Seeds fundraising campaign. The campaign period is March 1-22, 2026. 40% of the proceeds go back to the Committee as a credit for the CIB program registration fee. The Committee discussed ways to advertise the seed sale, and indicated that they would assist with distributing the seeds upon arrival.

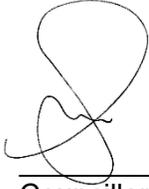
(d) Next Meeting Date: January 22, 2026 9:00 a.m.

**7. ADJOURNMENT**

**Moved by Margaret Shier**  
**Seconded by Susan Galvao**

THAT the meeting be adjourned at 9:58 a.m.

**CARRIED**  
CIB-2025-12-04



\_\_\_\_\_  
Councillor Allan Jackson, Chair  
Communities in Bloom Committee



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





## VILLAGE OF HARRISON HOT SPRINGS Age-Friendly Committee Minutes

**DATE:** Thursday, December 18, 2025  
**TIME:** 2:00 p.m.  
**PLACE:** Council Chambers, Village Office  
495 Hot Springs Road, Harrison Hot Springs, BC

**MEMBERS PRESENT:** Mayor Fred Talen, Chair  
Judith Barron  
Alison Douglas (at 2:05 p.m.)  
Hannelore Gidora  
Audrey Johnstone  
Marlene Reimer  
Karen Seraphim (at 2:05 p.m.)

**MEMBERS ABSENT:** Liz Webber

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

### 1. CALL TO ORDER

Mayor Talen called the meeting to order at 2:01 p.m.

### 2. LAND ACKNOWLEDGEMENT

Mayor Talen acknowledged the traditional territory of Sts'ailes.

### 3. INTRODUCTION OF LATE ITEMS

None.

### 4. APPROVAL OF THE AGENDA

Moved by Audrey Johnstone  
Seconded by Judith Barron

THAT the agenda be approved.

**CARRIED**  
AFC-2025-12-01

**5. ADOPTION OF MINUTES**

**Moved by Judith Barron**  
**Seconded by Marlene Reimer**

THAT the Age-Friendly Committee Meeting Minutes of October 16, 2025 be adopted.

**CARRIED**  
AFC-2025-12-02

**6. ITEMS FOR DISCUSSION**

(a) 2026 Work Plan/Budget

Mayor Talen advised that the 2026 Work Plan and Budget was approved by Council at the December 15, 2025 regular meeting. The financial plan is set to be finalized by the end of March 2026. The Committee discussed chair yoga and the pay-per-use fee. It was noted that chair yoga was previously supported by the Age Friendly grant and although there is no funding at this time, the funders are optimistic that there will be grant funding available in the future. It was further noted that the work plan does not limit the Committee's ability to bring new ideas forward.

(b) 2026 Meeting Schedule

The 2026 meeting schedule was circulated. Meeting dates are tentative depending on quorum and agenda items.

Alison Douglas advised that she is looking at organizing some events at Memorial Hall through the Community Response Network as a not-for-profit society. The Committee discussed the idea of a dishwasher at Memorial Hall and the different needs of a kitchen used primarily for food distribution as opposed to food preparation.

The Committee discussed expanding services at the Village Health Centre, including a dietitian. The Community Services Manager advised that there is an open expression of interest for health practitioners to rent the space. Fraser Health is looking to expand services beyond the nurse practitioner.

**7. ADJOURNMENT**

**Moved by Judith Barron**  
**Seconded by Karen Seraphim**

THAT the meeting be adjourned at 2:21 p.m.

**CARRIED**  
AFC-2025-12-03



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Mayor Fred Talen, Chair  
Age-Friendly Committee



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Amanda Graham  
Corporate Officer





# **Civic Campus: *Building Tomorrow Together***

February 2, 2026

# Civic Campus *At a Glance*

## Who



### **Village of Harrison Hot Springs and School District 78 (Fraser-Cascade)**

Exploring a partnership

## What



### **A Civic Campus that supports education and municipal services**

Construction of a new school and conversion of current school into a multi-use civic area

## Where



### **Existing School District land and Fire Hall Park**

## Why



### **Meeting Community Needs**

Increased population, higher student enrollment, expanded municipal services

## When

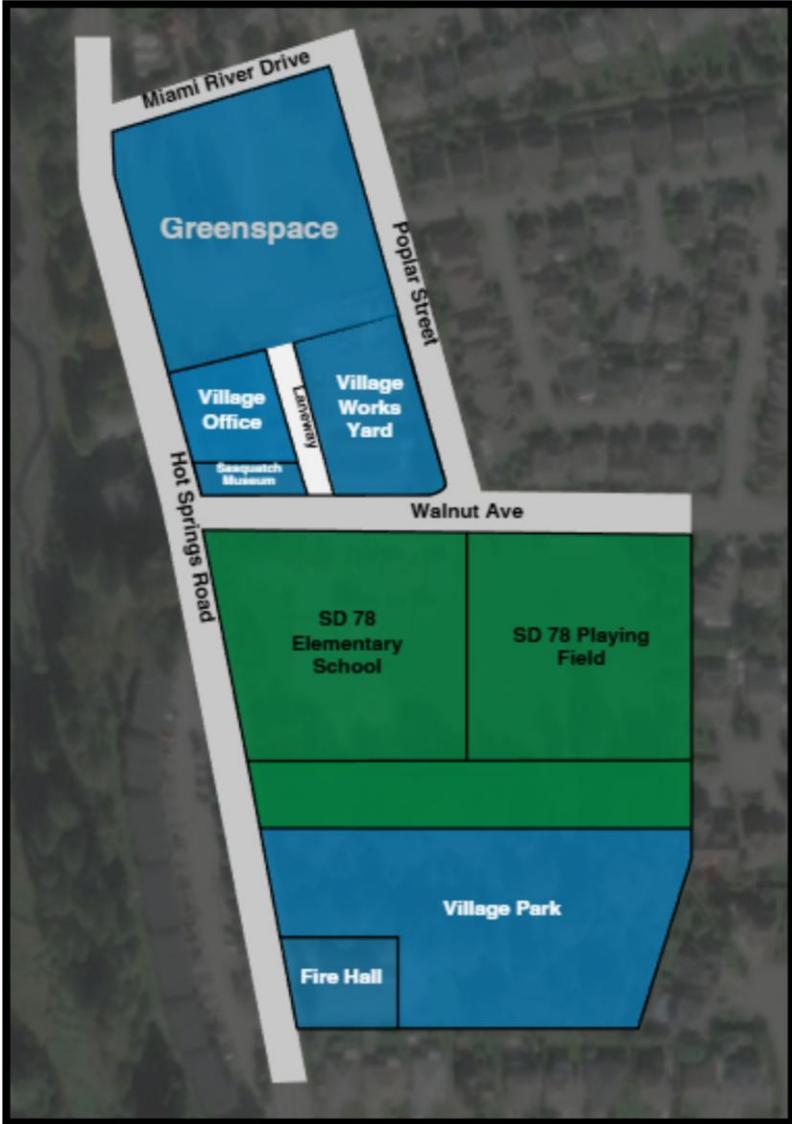


### **Phase 1 (Planning and Legal Framework)**

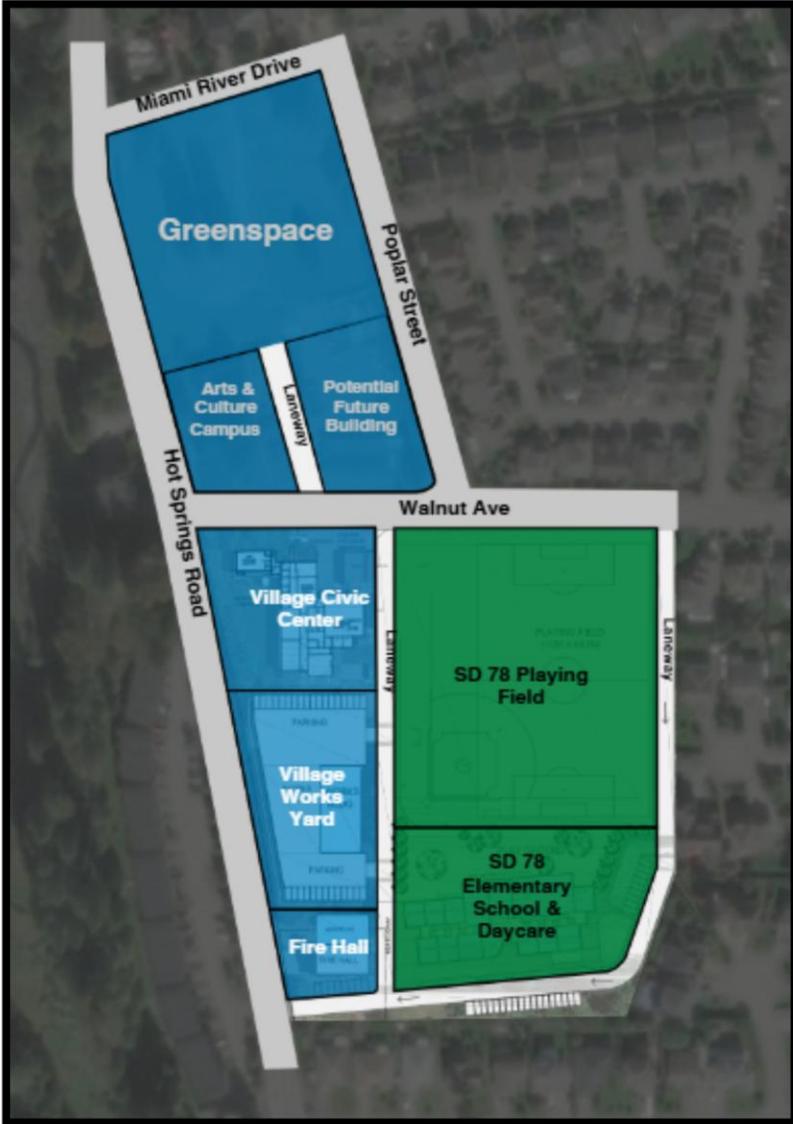
Phase 1 is set to wrap up in June of 2026



# Current Site



# Proposed Site



# Proposal Overview



## **“Building Tomorrow Together”**

Proposed partnership between school district and Village to modernize facilities and serve community needs



## **Support the Construction of a New School**

Funded by the Province



## **Shift Civic Uses to Existing School**

Move Public Works and Village Office, repurpose current civic site



## **Community Engagement and Vision**

Working with the larger community to visualize a hub for learning, governance, and social interaction that meets the unique needs of Harrison Hot Springs

# Project Rationale



## **Increased Populations and Student Enrollment**

As the Village grows, we need to plan for the future together  
By 2030, the school is expected to have twice as many students as it has capacity



## **Aging Infrastructure**

The school is 75 years old and the Village Office was built in 1888



## **Community Needs**

Age Friendly principles, recreation, programming, health, wellness, integration and social interaction



## **Public Safety**

Shifting the school away from Hot Springs Road and better integrating protective services with other municipal services

# A Phased Approach



## Potential Future Phases:

Phases 1 to 5 of the Civic Campus project will each include community/public engagement opportunities. **Future phases of the project and public engagement beyond Phase 1 are dependent on Provincial funding for a new school.**

### Phase 1

Planning and Legal Framework

### Phase 2

Preliminary Project Cost Estimates

### Phase 3

Approval Process and Land Exchange

### Phase 4

Design and Permitting

### Phase 5

Construction and Transition

# Phase 1 Timeline



TASK	RESPONSIBILITY	TIMELINE
<b>CONCEPT DEVELOPMENT</b> PRELIMINARY DISCUSSIONS ON FEASIBILITY, CONCEPTUAL PROJECT PLAN, VISION AND GOALS	VILLAGE & SD78	Q4 2025
<b>ENGAGEMENT STRATEGY DEVELOPMENT</b> CREATE COMMUNITY ENGAGEMENT AND COMMUNICATIONS PLAN WITH TIMELINES, METHODS, AND OUTCOMES	VILLAGE	JANUARY 2026
<b>PRESS RELEASE</b> PUBLISH PRESS RELEASE, PROJECT INFORMATION PAGE AND BRING ENGAGEMENT PLAN AND DRAFT MOU TO PUBLIC MEETINGS	VILLAGE & SD78	FEBRUARY 2026
<b>PUBLIC ENGAGEMENT PHASE 1</b> UNDERTAKE PUBLIC CONSULTATION IN ACCORDANCE WITH COMMUNITY ENGAGEMENT PLAN	VILLAGE & SD78	MARCH/APRIL 2026
<b>OPEN SPACE PUBLIC EVENT</b> CONDUCT IN-PERSON PUBLIC ENGAGEMENT EVENT	VILLAGE, SD78, STAKEHOLDERS & THE PUBLIC	LATE APRIL 2026
<b>MOU FINALIZATION</b> FINALIZE AND EXECUTE MOU BASED ON COMMUNITY FEEDBACK	VILLAGE & SD78	Q2 2026



ALL STEPS AND FUTURE PHASES AFTER MOU FINALIZATION ARE DEPENDENT ON FUNDING FROM THE PROVINCE FOR A NEW SCHOOL

# Potential Community Benefits



## **Educational Enrichment**

Improved learning environments and facilities for student



## **Recreational and Social Spaces**

Recreational and social areas for all ages



## **Consolidated Municipal Services**

Centralizing municipal services improves operational efficiency, accessibility, and customer service for residents



## **Maximizing Use of Public Spaces**

Reduce the footprint of the Public Works yard, repurpose Village Office, free up Memorial Hall for more community uses



## **Environmental Sustainability**

Minimize demolition waste, create a hub that supports active transportation

# Public Engagement Strategy - Phase 1



## **Engagement Approach**

The strategy focuses on openness, dialogue participation, and transparency to reflect community values.



## **Inclusive Consultation**

Special focus is given to culturally respectful consultation with Sts'ailes and First Nations communities.



## **Multiple Engagement Avenues**

Uses community forums, digital tools, and pop-up conversations to gather broad input across demographics.



## **Building Trust and Ownership**

Engagement fosters trust and shared ownership, informing decisions with community feedback.

# Financial Framework



## **Capital Funding Approval**

Contingent on provincial funding for the construction of a new school



## **Village Financial Considerations**

Village costs include repurposing school facilities, land appraisals, environmental assessments, and building condition reviews

**The Civic Campus is a vision for tomorrow. Still in the conceptual phase, the full financial impact is to be determined. The goal at this stage is to advocate for a new school and gather public input on the proposal to inform future action.**

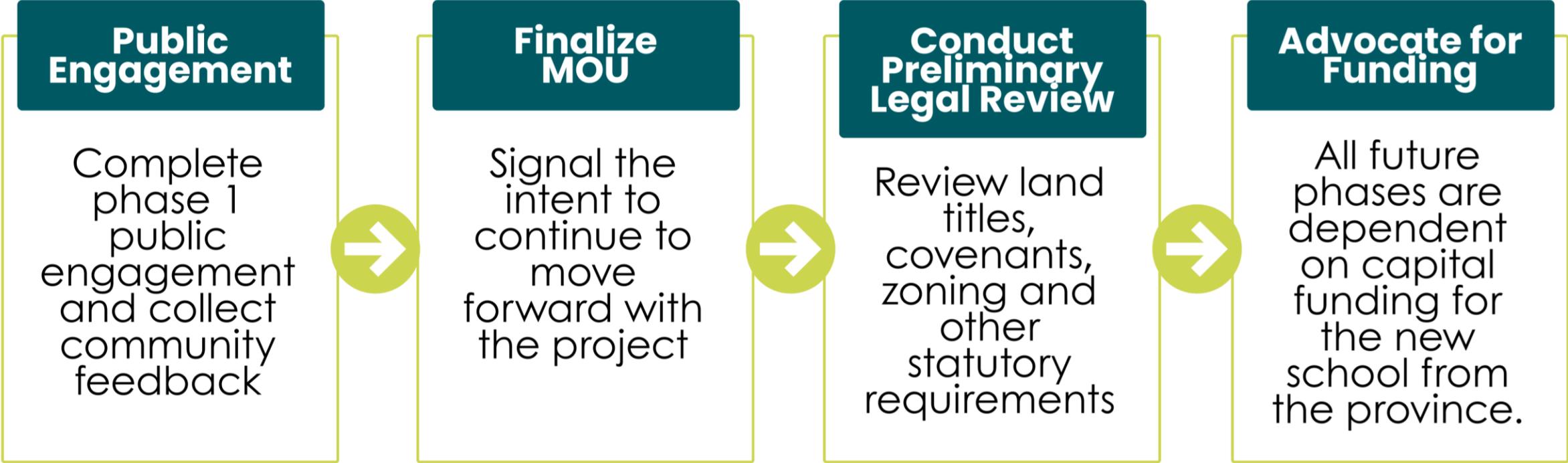
# Memorandum of Understanding

**A draft MOU has been approved in principle by both the Village and School District 78 but has not been executed.**

**The MOU is a non-binding document signaling our intent to work together to explore this opportunity.**

**The proposed timeline for MOU finalization is June 2026, after phase 1 of public engagement has concluded.**

# Next Steps - Phase 1



# Commitment to Community

**Provide timely updates as the project progresses**

**Meaningfully engage with the public at each phase**

**Provide clear information to support informed decision-making**

## **Recommendation**

**THAT Council receive this report for information and continue to support ongoing collaboration with School District 78 as the project advances through Phase 1 engagement and planning.**

File No:0890-20-03  
Date: February 2, 2026

To: Mayor and Council  
From: Tyson Koch, Chief Administrative Officer  
Subject: Civic Campus – SD78 & VHHS Partnership Project

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## RECOMMENDATIONS

THAT Council receive this report for information and continue to support ongoing collaboration with School District 78 as the project advances through Phase 1 engagement and planning.

## SUMMARY

The purpose of this report is to provide a detailed overview of the proposed partnership between School District No. 78 (Fraser-Cascade) and the Village of Harrison Hot Springs regarding the potential replacement of the existing Harrison Hot Springs Elementary School and the creation of a multi-use Civic Campus on the current school site. This initiative reflects a decade-long capital planning priority for the School District and a growing opportunity for the Village to align municipal infrastructure needs with community priorities.

## BACKGROUND

For the past ten plus years, School District 78 has identified the replacement of Harrison Hot Springs Elementary School as a priority within its long-range Capital Plan, acknowledging persistent challenges related to the age, capacity, and functionality of the current facility. The existing school, now more than 75 years old, has undergone a series of renovations over its lifespan and no longer adequately serves the needs of a growing student population or modern educational programming.

The initiative described in this report first took shape following early discussions between School District staff and Village administration, during which both parties recognized the potential to marry long-standing educational infrastructure needs with the Village's own evolving needs for civic facilities. This dialogue sparked the concept of a coordinated land exchange that would enable the School District to construct a new elementary school on a portion of what is currently Fire Hall Park while transferring ownership of the existing school site and building to the Village for redevelopment into a civic facility.

### Timeline to Date

- July 2025: Council received a letter from School District 78's Board of Education indicating their intent to proceed with a collaborative effort to secure funding for a new

school. Council requested that staff work with School District 78 to negotiate a draft Memorandum of Understanding (MOU).

- September 2025: A draft MOU was referred to legal counsel for review and Council resolved to discuss this matter with the Minister of Infrastructure at UBCM. Council also resolved to release the MOU (attached to this report) to the public at the earliest possible regular meeting in conjunction with School District 78.
- October 2025: Council approved a draft Project Plan (attached to this report) to be sent to School District 78 for their consideration, and authorized staff to work with them to prepare a public release.

From the earliest stage of these discussions, the concept received full and consistent endorsement from both the School District 78 Board and Village Council, allowing staff from both organizations to pursue joint exploration, concept development, and planning work. This shared commitment has enabled a structured project framework to take shape far earlier than is typical for projects of this scope and complexity.

## **DISCUSSION**

### Community Benefits of the Proposed Civic Campus

The Civic Campus concept carries substantial long-term benefits for residents, families, businesses, and community organizations in Harrison Hot Springs. By repurposing the existing elementary school building and consolidating key municipal and community functions in one strategically located site, the Village can significantly enhance the accessibility, efficiency, and inclusivity of local services.

One of the core advantages of the proposed Civic Campus is the creation of new and improved recreation spaces. As identified in the press release and the project planning documents, the existing school site offers an opportunity to accommodate expanded recreational programming and increase availability for community activities that are currently limited by space constraints in facilities such as Memorial Hall. Through careful redesign, the Civic Campus could support programming for youth, families, and adults, including indoor recreation, arts, wellness programs, and flexible multipurpose areas that respond to community interests.

The redevelopment of the school site also presents an opportunity to establish a dedicated seniors' centre—a need raised often in community conversations and reinforced by demographic trends in the Village. A purpose-designed space for seniors would support social connection, reduce isolation, and provide a venue for programming such as fitness classes, workshops, cultural activities, peer support, and intergenerational events. Integration within the Civic Campus would ensure seniors benefit from close proximity to municipal services, recreation amenities, and accessible transportation links.

Another key component of the Civic Campus vision is the potential to relocate and modernize municipal offices, the public works yard and support future expansion of the Fire Hall. Repurposing the school building would allow the Village to create a more accessible and visible municipal hall with improved meeting spaces, service counters, and facilities that reflect current standards for customer service, public transparency, and staff productivity. The consolidation of municipal operations including administrative functions, bylaw services, and public works would strengthen service coordination and reduce operating inefficiencies across multiple aging sites.

Beyond these specific amenities, the Civic Campus also offers broader community-wide benefits. The consolidation of services into one purpose-designed site improves walkability and accessibility, allowing residents to reach education, civic services, and recreation in a centralized location. The redevelopment could include safe pedestrian pathways, active transportation routes, outdoor gathering spaces, and improved connections between surrounding neighbourhoods. Additionally, transitioning the current Village Office to arts and culture purposes would amplify local cultural expression and support community-based organizations with dedicated space for exhibitions, performances, workshops, and heritage programming. This is also supported by the Village Lands Master Plan.

Environmental considerations are also interwoven into the concept. Reusing the existing school structure for Civic Campus purposes preserves embodied carbon and reduces the waste associated with demolition and new construction. Relocating the Public Works yard from its current location could enable better long-term land planning, reduce noise conflicts near residential areas, and create space for revitalized public or green infrastructure.

Taken together, the Civic Campus project represents not only an infrastructure initiative but a community-building opportunity. It supports education, strengthens intergenerational connections, enhances public safety through more integrated services, and ensures facilities are designed for equity, inclusivity, and resilience. Through ongoing public engagement and collaboration with School District 78, the final design will continue to reflect the values and priorities of the residents of Harrison Hot Springs.

### Provincial Engagement

Recognizing the Province's essential role in school capital funding, the Village and the School District have been proactive in ensuring the concept is clearly understood at the provincial level. Notably, in September 2025, members of Village Council met directly with the Deputy Minister of Infrastructure at the Union of BC Municipalities (UBCM) convention. During this meeting, the Village presented the project concept, emphasizing:

- The decade-long presence of the school replacement request in SD78's Capital Plan,
- The mutual endorsement of *both* governing bodies,
- The community benefits of a consolidated Civic Campus approach, and
- The importance of early provincial awareness and support for the project's forward momentum.

This engagement served as a critical early step in raising the project's profile within provincial infrastructure planning and aligns with the District's broader work to secure capital funding for school replacement.

Over the past several months, and guided by the structure established in the Project Plan and the Village's Phase 1 Public Engagement Strategy, the partners have advanced key components of early project development.

Work completed and underway includes:

### Strategic Planning

Staff from both organizations have refined a draft Memorandum of Understanding (MOU) that outlines each party's commitments, roles, and expectations. Very preliminary legal review

related to land titles, zoning considerations, statutory obligations, and parkland disposition requirements has been done to date.

### Conceptual Planning for Land Exchange and Civic Campus Reuse

Both the Project Plan and the Village's Public Engagement Strategy articulate a phased approach to planning and approvals—beginning with early conceptual design, preliminary site feasibility, environmental review, and municipal assessments for repurposing the existing school.

### Communication and Public Engagement Preparation

On January 29, 2026, the Village and SD78 issued a joint press release announcing the collaborative vision for a new school and Civic Campus concept. The Village and SD78 are excited about the launch planning of the comprehensive public engagement process scheduled for March and April 2026. The engagement approach emphasizes openness, dialogue-based participation, and transparency throughout.

As described in the Public Engagement Strategy, this phase will include community dialogue forums, digital engagement tools, pop-up conversations around the Village, and consultation with Sts'ailes and neighbouring First Nations. Engagement findings will be consolidated in a What We Heard Report, which will be brought back to Council before the MOU is considered for execution.

### Next Steps

Should the Province approve funding for the construction of a new elementary school, the project would progress into more advanced planning stages, including environmental assessments, land appraisals, detailed architectural design, parkland disposal processes, public approvals, and the development of long-term financial strategies. Subsequent phases would include the renovation of the existing school for municipal use and the eventual consolidation of municipal services into a shared Civic Campus.

Each future phase will continue to incorporate public engagement, maintaining transparency and accountability throughout the multi-year redevelopment process.

This initiative represents a significant opportunity for the Village of Harrison Hot Springs to align educational renewal with municipal infrastructure improvements in a way that strengthens community cohesion, improves service delivery, and enhances quality of life. The long-term inclusion of school replacement in SD78's capital planning, combined with early and sustained collaboration between the Village and the School District, positions this project as both timely and well-supported.

Administration will continue to update Council as key milestones are reached and will return with the results of the upcoming Phase 1 public engagement and the finalized draft MOU for Council's review and consideration.

## **FINANCIAL CONSIDERATIONS**

The Civic Campus and school replacement initiative represents a multi-phase project with several significant financial implications for both the Village and School District 78. As the

project is still in its exploratory and conceptual stage, no final costs have been determined; however, the financial framework will become clearer as planning and early analysis progress.

From the School District's perspective, the construction of a new elementary school is a major capital undertaking that must be approved and funded through the Ministry of Education and the Ministry of Infrastructure's capital funding processes. As identified in the Project Plan, securing provincial funding for the new school is a critical decision point and a prerequisite for advancing beyond Phase 1. Without this approval, additional design, land exchange, and construction steps cannot proceed.

Financial considerations for the Village relate to both the land exchange and the eventual repurposing of the existing school facility into a multi-use Civic Campus. As outlined in the Project Plan, the Village will need to undertake land appraisals, surveys, environmental assessments, and building condition reviews to fully understand the value and cost implications of the land exchange. These due-diligence elements form the basis for determining whether additional municipal borrowing, grants, or phased investment strategies will be required.

## **POLICY CONSIDERATIONS**

### 2025 Village Lands Master Plan

### 2015 Age Friendly Action Plan

### 2025-2026 Strategic Plan

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

Public Safety – To ensure and enhance public safety

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

Respectfully submitted by:



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Tyson Koch  
Chief Administrative Officer

- Attachments (4):
1. Draft VHHS-SD78 MOU
  2. Civic Campus Public Engagement Strategy (Phase 1)
  3. Press Release dated January 29, 2026 Civic Campus
  4. Project Plan

## MEMORANDUM OF UNDERSTANDING

### BETWEEN:

#### **The Village of Harrison Hot Springs**

A municipal corporation incorporated under the laws of the Province of British Columbia

Address: 495 Hot Springs Rd, Harrison Hot Springs, BC V0M1K0

(the “Village”)

### AND:

#### **School District No. 78 Fraser-Cascade**

A public school district constituted under the *School Act* of British Columbia

Address: 650 Kawkawa Lk Rd, Hope, BC V0X 1L0

(the “School District”)

Collectively referred to as the “Parties.”

### 1. PURPOSE

- a. This Memorandum of Understanding (“MOU”) sets forth the mutual understanding and intent of the Parties to collaborate on:
  - i. The construction of a new public school facility on existing School District land and parkland presently owned by the Village; and
  - ii. The transfer of ownership of the existing school site to the Village for the purposes of redeveloping the building into a multi-use Civic Campus for the benefit of the community.
- b. This MOU is non-binding and intended to guide future formal agreements and cooperative actions between the Parties, and is subject to all applicable statutory approvals and requirements.

### 2. BACKGROUND

- a. The School District owns lands located along Hot Springs Road.
- b. Fire Hall Park is located adjacent to the School District lands as a park vested in the municipality by a subdivision plan.
- c. By exploring an opportunity to exchange some of those lands<sup>1</sup>, the Village and the School District can explore opportunities to:

<sup>1</sup> See attached possible exchange concepts.

- i. Modernize educational infrastructure to support projected growth and meet the evolving needs of students and families in the Village of Harrison Hot Springs; and
- ii. Repurpose the existing school site to create a Civic Campus that would address civic infrastructure needs and enhance community services.

### **3. TERMS OF UNDERSTANDING**

#### **3.1 NEW SCHOOL DEVELOPMENT**

- a. The School District will undertake the planning, design and construction of a new school facility.
- b. The Parties will work together to identify land currently owned by the Village that is available for a new school facility.
- c. The new school will be designed to accommodate current and projected student populations and may include shared-use spaces accessible to the community, subject to future agreement between the Parties.

#### **3.2 REPURPOSING OF EXISTING SCHOOL SITE**

- a. The Parties will work together to identify existing School District lands that, after completion of the new school facility, will be transferred to the Village.
- b. Upon completion and occupation of the new school, the School District will vacate the existing school site and transfer ownership of the building(s) and lands to the Village.
- c. The Village intends to redevelop the site into a Civic Campus, which may include the following components:
  - i. Council Chambers
  - ii. Municipal Administrative Offices
  - iii. Seniors' Amenity Space
  - iv. Community Centre
  - v. Public Works Yard
  - vi. Expansion of the Fire Hall
  - vii. Recreational and/or Leisure Space
  - viii. Other Village or Community Uses

#### **3.3 COMMUNITY BENEFITS**

- a. The Parties acknowledge the following anticipated benefits:
  - i. Educational Advancement: Improved learning environments and facilities for students
  - ii. Civic Infrastructure: Centralized and modernized municipal services

- iii. Social Inclusion: Enhanced programming and facilities for seniors, youth and families
- iv. Emergency and Public Services: Expanded capacity for fire protection and public works
- v. Sustainable Land Use: Efficient use of public assets and long-term planning alignment, including environmental stewardship
- vi. Public Safety: Relocating the school away from Highway 9/Hot Springs Road

#### **4. IMPLEMENTATION AND GOVERNANCE**

- a. The Parties will establish a Joint Working Group to oversee the planning, coordination, and implementation of the initiatives outlined in this MOU.
- b. The Joint Working Group will meet regularly and report to the respective governing bodies of both Parties.
- c. The Parties will engage in public consultation and stakeholder engagement as appropriate.

#### **5. LEGAL STATUS**

- a. This MOU is not intended to, and does not, create legally binding obligations.
- b. This MOU serves as a statement of mutual intent and cooperation.
- c. Any binding commitments will be subject to applicable statutory approvals and requirements and will be set forth in subsequent agreements duly authorized and executed by both Parties.

#### **6. TERM AND TERMINATION**

This MOU will remain in effect for a period of two (2) years from the date of execution, unless extended by mutual written agreement or terminated by either Party upon thirty (30) days written notice.

#### **7. AMENDMENTS**

This MOU may be amended at any time by mutual written consent of both Parties.

#### **8. SIGNATURES**

IN WITNESS WHEREOF, the Parties have executed this MOU as of the dates written below:

**For the Village of Harrison Hot Springs**

**For School District No. 78 Fraser-Cascade**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

# EXISTING PROPERTIES



# PROPOSED RECONFIGURATION OF PROPERTIES







# **CIVIC CAMPUS:** *BUILDING TOMORROW TOGETHER*



# **Phase 1: Public Engagement Strategy**

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# Civic Campus Phase 1: Public Engagement Strategy

To engage the community in a transparent, inclusive, and meaningful process regarding the proposed land exchange between the Village and School District 78, facilitating the construction of a new school and the repurposing of the existing school site for civic use.

## Guiding Principles:

1. **Transparency:** Provide timely, clear, and accessible information at every stage.
2. **Inclusivity & Equity:** Create opportunities for all residents to participate, especially those often underrepresented in traditional engagement formats.
3. **Collaboration:** Encourage shared problem-solving and idea generation between the Village, SD78, and the community.
4. **Accountability:** Clearly show how public input informs decisions and next steps.
5. **Respect & Neutrality:** Provide a safe, non-partisan environment for discussion.

## Engagement Objectives:

- Inform the community about the purpose, process, and implications of the proposed land exchange.
- Gather input on community values, priorities, and concerns related to parkland use, school construction, and the civic reuse of the existing school building.
- Explore preferences and community benefits associated with the future civic building.
- Strengthen trust and understanding between residents, SD78, and the Village through open, iterative dialogue.

## Engagement Approach

To move beyond traditional formats like town halls or open houses, engagement will adopt a “Dialogue-Based and Open Space” approach, emphasizing conversation, co-creation, and shared learning.



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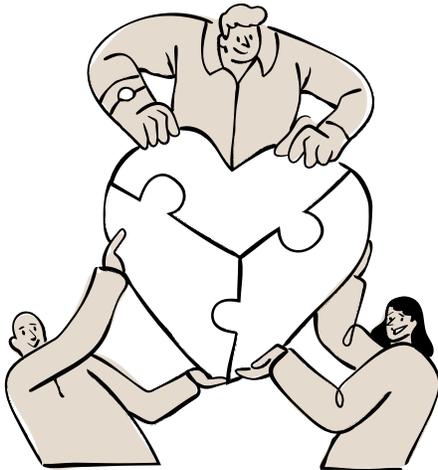
# Public Engagement Approach – Step 1

## Awareness and Education

**Goal: Build understanding before seeking input.**

**Tools:**

- Plain-language project webpage with timeline, FAQs, maps.
- Information boards/posters and handouts at Village Office and public facilities.
- E-newsletter (GetIntolt) and social media updates to share milestones and clarify processes.
- Infographic explaining “What is a land exchange?” and “What it means for the community.”



**Narrative Frameworks:**

- Together, we’re planning the spaces that will shape how our community learns, gathers, and grows. “Building Tomorrow Together” is about ensuring that every decision we make today reflects our shared hopes for tomorrow.

*“Join the conversation - your voice helps shape the future of our community spaces”*

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## Public Engagement Approach – Step 2

### Dialogue and Input

**Goal: Gather ideas, priorities, and concerns to shape Council and SD78 decisions.**

#### Engagement Activities:

- a) **Community Dialogue Forum** (Open Space Technology model):
- This model invites the public to explore the proposed land exchange between the Village and SD78 through an inclusive, participant-guided discussion.
    - Using a modified “Open Space” format, the event will blend the openness of participant-led dialogue with supportive facilitation.
    - Participants will identify key community values, opportunities, and concerns related to parkland, education, and civic use, helping shape Council’s understanding of what matters most to the community.
    - The session will emphasize listening, learning, and collaboration, with outcomes summarized in a public “What We Heard” report to inform future engagement and decision-making.



- b) **Pop-Up Conversations**, such as “Coffee and Conversation”:
- Brief, informal engagements/information sharing at key community locations (e.g., Memorial Hall, promenade, school events).
- c) **Digital Dialogue Tools**:
- Online story map or survey for residents to explore the proposal interactively through Get Into It Harrison.
  - “Ideas Board” (virtual suggestion wall - Get Into It Harrison) for community priorities, dialogue, and questions.
- d) **Stakeholder/Rightsholder Roundtables**
- Targeted discussions

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## Public Engagement Approach – Step 3

### Feedback and Reporting

**Goal:** Demonstrate transparency and show how input informs next steps.

**Actions:**

- Publish a “What We Heard Report” summarizing themes and key insights.
- Host a Community Feedback Session to review findings and outline next steps.
- Update Council in an open meeting before MOU execution.



## Future Public Engagement Phases

Future phases of the public engagement strategy will be dependent on project funding (see: *Civic Campus Phase 1: Planning and Legal Framework Timeline*)



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# Project Phasing

## Current Phase:

### Phase 1: Planning and Legal Framework

- Adopt a Project Plan approved by both parties
- Finalize draft Memorandum of Understanding with SD78, but do not execute
- Develop an engagement plan with SD78 and a community communications/public engagement plan that outlines a timeline, when there will be opportunities for public input, and potential outcomes based on each step in the process
- Meet with SD78 board to ensure understanding of project phasing and legal requirements for both parties
- Bring the MOU and community communications/public engagement plan to an open meeting for Council consideration
- Undertake public engagement and execute MOU
  - **Community Feedback Checkpoint:** The Village reviews public input to determine whether to proceed with signing the MOU



**All steps and future phases after MOU finalization depend on funding from the Province for a new school**

- Conduct legal review of land titles, covenants, zoning and statutory requirements

## Potential Future Phases:

Phases 1 to 5 of the Civic Campus project will each include community/public engagement opportunities. Future phases of the project and public engagement beyond Phase 1 are dependent on Provincial funding for a new school.

### Phase 2: Preliminary Project Cost Estimates

### Phase 3: Approval Process and Land Exchange

### Phase 4: Design and Permitting

### Phase 5: Construction and Transition

# Timeline – Phase 1: Planning and Legal Framework

TASK	RESPONSIBILITY	TIMELINE
<p><b>CONCEPT DEVELOPMENT</b></p> <p>PRELIMINARY DISCUSSIONS ON FEASIBILITY, CONCEPTUAL PROJECT PLAN, VISION AND GOALS</p>	VILLAGE & SD78	Q4 2025
<p><b>ENGAGEMENT STRATEGY DEVELOPMENT</b></p> <p>CREATE COMMUNITY ENGAGEMENT AND COMMUNICATIONS PLAN WITH TIMELINES, METHODS, AND OUTCOMES</p>	VILLAGE	JANUARY 2026
<p><b>PRESS RELEASE</b></p> <p>PUBLISH PRESS RELEASE, PROJECT INFORMATION PAGE AND BRING ENGAGEMENT PLAN AND DRAFT MOU TO PUBLIC MEETINGS</p>	VILLAGE & SD78	FEBRUARY 2026
<p><b>PUBLIC ENGAGEMENT PHASE 1</b></p> <p>UNDERTAKE PUBLIC CONSULTATION IN ACCORDANCE WITH COMMUNITY ENGAGEMENT PLAN</p>	VILLAGE & SD78	MARCH/APRIL 2026
<p><b>OPEN SPACE PUBLIC EVENT</b></p> <p>CONDUCT IN-PERSON PUBLIC ENGAGEMENT EVENT</p>	VILLAGE, SD78, STAKEHOLDERS & THE PUBLIC	LATE APRIL 2026
<p><b>MOU FINALIZATION</b></p> <p>FINALIZE AND EXECUTE MOU BASED ON COMMUNITY FEEDBACK</p>	VILLAGE & SD78	Q2 2026
<p> <b>ALL STEPS AND FUTURE PHASES AFTER MOU FINALIZATION ARE DEPENDENT ON FUNDING FROM THE PROVINCE FOR A NEW SCHOOL</b></p>		
<p><b>PRELIMINARY PLANNING</b></p> <p>CONDUCT LEGAL REVIEW, ZONING &amp; STATUTORY REQUIREMENTS</p>	VILLAGE & SD78	TBD



## **PRESS RELEASE – Building Tomorrow Together: A Community Vision for a New School**

Village of Harrison Hot Springs and School District No. 78 Explore Partnership

### ***for Immediate Release***

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**January 29, 2026**

The Village of Harrison Hot Springs and School District No. 78 (Fraser-Cascade) are exploring a shared vision for the future of education and community spaces in Harrison Hot Springs. This early-stage concept includes the potential construction of a new, modern elementary school and the repurposing of the existing school site into a multi-use civic area. The purpose of the project is to create a shared Civic Campus that will improve safety, strengthen community connections, and make efficient use of public land. The goal is to create spaces that could serve the entire community if funding and approvals are secured.

The current elementary school, over 75 years old, has undergone multiple renovations and now serves more students than it was designed for. Enrollment is projected to grow in the coming years. A new school would enhance safe and accessible learning environments to meet the needs of current and future students.

Beyond education, the existing school site could be repurposed into a multi-use civic space. By shifting municipal services over to the existing school building, the Village could integrate emergency services with day-to-day operations, reduce the footprint of the Public Works yard, enhance recreational programming, increase availability for other events in Memorial Hall and provide a more accessible municipal hall and meeting space. In turn, the existing Village Office could be used to support arts and culture initiatives. The hope is to work together to create a connected, vibrant community hub that serves residents of all ages as our Village continues to grow.

Under the concept being explored, the School District would lead the construction of a new school. The Village would take a lead role in planning the transformation of the existing school site into a multi-use civic space. The concept is currently at a planning and feasibility stage, including preliminary site analysis, community engagement planning, and exploration of potential land exchanges.

Throughout the process, we will engage in early and meaningful consultation with Sts'ailes and neighbouring First Nations. This includes ensuring that Indigenous rights, interests, cultural values, and community priorities are fully considered.

While still conceptual and dependent on funding and approvals, the Village and School District are taking proactive steps to ensure a coordinated plan is in place. Together with our residents, parents and guardians, we are exploring how Harrison Hot Springs can have safe, inclusive, and connected spaces that will support students, families, and the broader community.

“This is an ambitious project that is still very much in the conceptual phase, but it’s one I’m excited to pursue further.” says Village Mayor Fred Talen. “If we work together as a community, we may have an incredible opportunity to shape our future together and create spaces that reflect our community’s needs and values, and enhance the quality of life for years to come.”

Community engagement is central to this early planning stage. The public is invited to provide early input through an online survey open until late April 2026 and at a community engagement event later that month. This is an opportunity to share ideas, priorities, and community values. Should the project move forward, additional engagement opportunities will follow as plans evolve, helping ensure the Civic Campus concept reflects the needs and vision of Harrison Hot Springs residents and student families.

For more information, please visit the project page at [www.getintoitharrison.ca](http://www.getintoitharrison.ca)

## **1. OVERVIEW**

Objective: facilitate the construction of a new school and repurposing of the current school for a civic building via land exchange by:

- a. Disposing of some of Fire Hall Park, currently dedicated as park land, to the Fraser-Cascade School District 78 (SD78);
- b. Acquiring SD78 lands upon which the school is currently located; and
- c. Acquiring current school building to repurpose it for municipal use.

## **2. PROJECT PHASING**

### **2.1 PHASE 1: PLANNING AND LEGAL FRAMEWORK**

- a. Adopt a Project Plan approved by both parties
- b. Finalize draft Memorandum of Understanding with SD78, but do not execute
- c. Develop an engagement plan with SD78 and a community communications/public engagement plan that outlines a timeline, when there will be opportunities for public input, and potential outcomes based on each step in the process
- d. Meet with SD78 board to ensure understanding of project phasing and legal requirements for both parties
- e. Bring the MOU and community communications/public engagement plan to an open meeting for Council consideration
- f. Undertake public engagement and execute MOU
- g. Conduct legal review of land titles, covenants, zoning and statutory requirements

### **2.2 PHASE 2: PRELIMINARY PROJECT COST ESTIMATES**

- a. Begin preliminary site planning and feasibility studies
- b. Initiate land appraisals and surveyors, environmental and building assessments for possible remediation and/or asbestos abatement
- c. Engage consultants for conceptual design
- d. Obtain cost estimates for renovations of the school, relocating the public works yard, and any abatement and remedial work required
- e. Negotiate project costs and responsible parties

### **2.3 PHASE 3: APPROVAL PROCESS AND LAND EXCHANGE**

- a. Prepare draft land exchange agreements
- b. Prepare draft park land disposal bylaw and/or long-term borrowing bylaw and initiate Alternative Approval Process and/or assent (*critical decision point*)
- c. Secure final Council and Board approvals
- d. Secure funding and approval from Ministry of Infrastructure for capital costs of the new school (*critical decision point*)
- e. Execute agreements and file bylaw with Land Titles Office

### **2.4 PHASE 4: DESIGN AND PERMITTING**

- a. Engage architects and engineers for detailed design
- b. Community engagement on design priorities
- c. Apply for development and/or building permits
- d. Plan for phased construction and occupancy

### **2.5 PHASE 5: CONSTRUCTION AND TRANSITION**

- a. Construct new school on exchanged park land
- b. Renovate existing school for municipal use
- c. Transition Village departments and services to new facility
- d. Decommission and repurpose existing Village Office



**Village of Harrison Hot Springs**

# **2025 Bylaw Enforcement Services Annual Report**

February 2, 2026



# Overview – 2025

- Increased enforcement in May, September and October
- Better responsiveness to off-season complaints and issues
- More enforcement of waste collection bylaw
- Changes to the boat launch payment system
- Standard busy summer season
- Bylaw first point of contact for beachgoers



# Park Regulation Bylaw No. 1150

- Barbecue zone is unclear and not abided by
- Not enough pedestals to meet demand
- No barbecue zone near the playground
- ~12 charcoal/briquette verbal warnings issued
- A lot of time spent enforcing barbecue zone
- Issues locating Rendall Park



## Recommendations

1. Consider revisiting the barbecue zones with a view toward possible expansion. (Council)
2. Increase communications and signage delineating the barbecue zones. (Staff)
3. Improve entrance to Rendall Park. (Staff)

# Park Regulation Bylaw No. 1150

- Fewer instances of public alcohol consumption
- RVs parking and camping overnight on streets, in the overflow parking lot, etc.
- Dogs frequently seen off-leash, with many owners looking for a place for dogs to swim and play off leash



## Recommendation

4. Consider off-leash dog/swimming area near boat launch.  
(Council)

# Highway and Traffic Bylaw No. 974

- Free 15-minute stalls improperly used when busy → 30% of traffic tickets issued
- Having boat launch and regular pay parking on one system will be a huge improvement
- EV charging etiquette
- Less problems with use of emergency/Village parking stalls



## Recommendation

5. Continue to add EV chargers when and where possible.  
(Staff)

# Boat Launch Bylaw No. 1075

- Very busy with traffic backing up, sometimes to Lillooet Ave
- Sail boats still occasionally hit the power lines above the launch area
- Looking forward to having one system for all parking



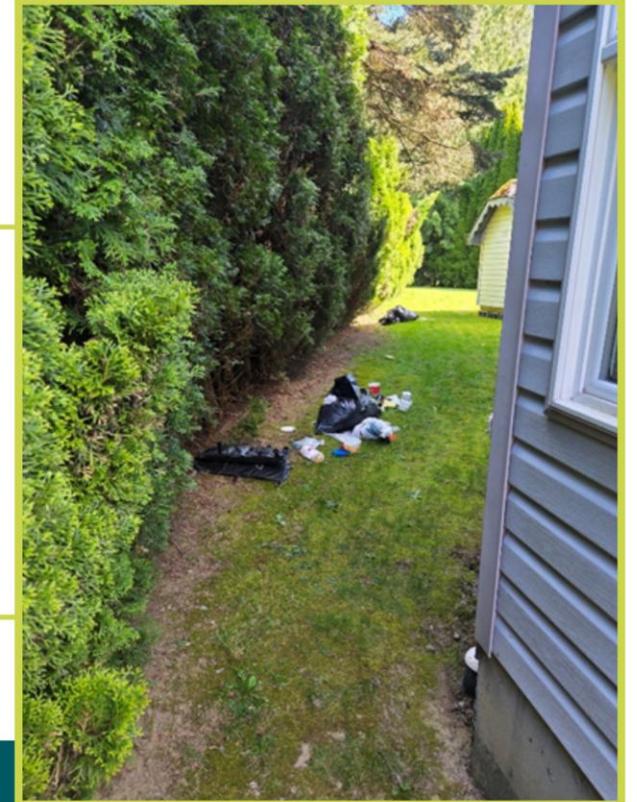
# Property Maintenance Bylaw No. 1072

- Two properties that were the source of multiple complaints were demolished
- Several overgrown properties working on getting cleaned up
- 38 letters sent out
- Some challenges with overflowing dumpster
- Previous Japanese Knotweed enforcement saw more proactive property maintenance and fewer cases



# Waste Collection No. 1172

- 3 rounds of bin tagging for early curbside placement
- Worked with WildSafe BC
- Very successful in achieving compliance, no tickets issued

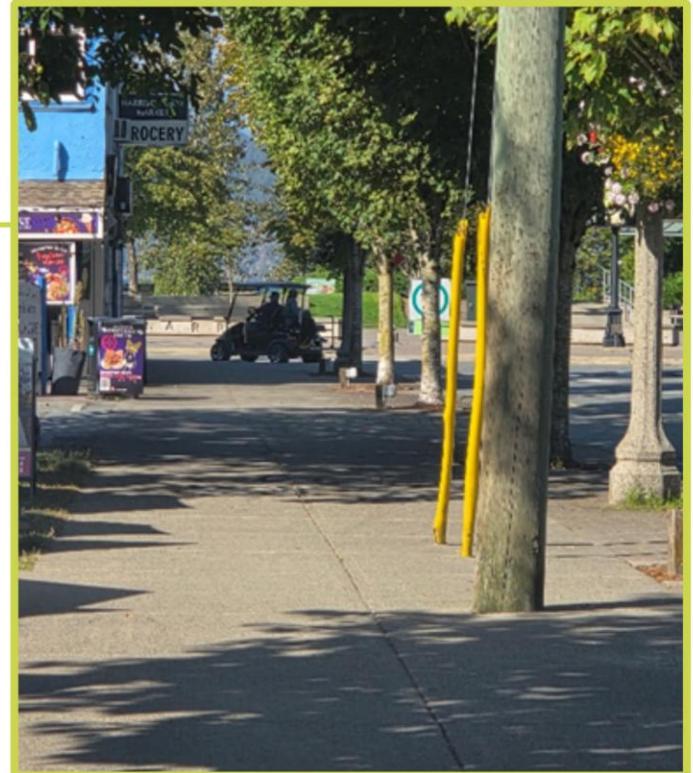


## Recommendation

6. Continue Waste Collection enforcement early in the spring to help prevent human-wildlife conflicts. (Staff)

# Miscellaneous

- 2 separate instances of lost children on the beach, both ending positively
- Several reports of people experiencing homelessness
- Electric devices growing in popularity
- Golf carts driving throughout the Village



# Statistics – Bylaw Offence Notices Issued

	2025	2024	2023
Highway and Traffic Bylaw No.974	226	177	131
Business Licence and Regulation bylaw No.1128	0	0	0
Zoning Bylaw No.1115	1	2	4
Parks and Regulations Bylaw No.1150	0	1	0
Property Maintenance Bylaw No.1072	8	50	2
Waste Collection and Disposal Bylaw No.1172	0	0	2
Abatement and Control of Noise Bylaw No.474	0	4	1
Tree Management and Preservation Bylaw No.1015	0	1	0
Boat Launch and Parking Lot Regulation Bylaw No.1075	0	1	0

# Statistics

235

Total Tickets Issed  
in 2025

vs. 236 in 2024

79

Total Letters  
Written in 2025

vs. 84 in 2024

# 2025 Adjudication Stats

35 Disputed

24

Paid at a reduced rate through Compliance Agreement

5

Cancelled by Screening Officer

3

Sent to collections

3

Awaiting hearings

# Closing Remarks – 2026 Objectives

- Continued education and communication
- Working to ensure pay parking is a positive experience
- Increasing proactive enforcement in residential areas, parks and trails
- Working with event organizers, RCMP and other community partners for increased public safety and enjoyment
- Focusing on larger bylaw projects, such as inflow and inundation, grease trap enforcement and longstanding property maintenance and zoning bylaw matters
- Shift to staffed position



File No: 1220-20-77  
Date: February 2, 2026

To: Mayor and Council  
From: Jace Hodgson, Director of Operations  
Subject: Lillooet West Streetscape Enhancements – Project Award

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## RECOMMENDATIONS

THAT The Lillooet West Streetscape Enhancements project be awarded to Element Excavating Ltd; and

THAT a budget of \$850,000 be included in the 2026 Financial Plan.

## SUMMARY

To provide Council with an update on the Lillooet West Streetscape Enhancement Project including a summary of project costs, funding sources and the proposed schedule.

## BACKGROUND

The Village issued a Request for Proposals (RFP) on December 17, 2025 for the Lillooet West Streetscape Enhancement Project, to improve pedestrian safety, upgrade infrastructure, and enhance the Lillooet Avenue corridor. The procurement process followed the Village's standard purchasing policy to ensure a competitive process and evaluation.

By the closing date of January 19, 2026, seven (7) proposals were received. Each submission was evaluated by staff and the project's civil and landscape consultant on the following criteria:

- Proposal cost
- Value added
- Use of Canadian products and services
- Performance providing services of similar scope and size
- Project team and experience
- References
- Proposal methodology
- Work plan
- Schedule
- Ability / capacity

## DISCUSSION

Following a detailed evaluation process, supported by the project consultants, staff recommend awarding the project to Element Excavating Ltd. Proposed funding sources for the project are allocated to specific components as shown below:

<b>Funding Source</b>	<b>Amount</b>	<b>Purpose</b>
Resort Municipality Initiative	\$400,000	Concrete pavers, mural painting and site furnishings
Local Government Climate Action Plan	\$50,000	Trees and plantings, rain gardens
Community Works Fund	\$300,000	Roadworks, Storm, Waterworks
Parking Reserve	\$100,000	Formalized asphalt parking stalls

Staff have also submitted applications to the Tremendous Communities Grant, BC Hydro Community Regreening Grant, Vision Zero Grant and ICBC Road Safety Grant which if successful, would allow reallocation of the listed funding sources to other initiatives.

Element Excavating Ltd's proposal includes a 15-week construction schedule with an anticipated February start date to ensure substantial completion prior to summer 2026. Early coordination with local businesses will be required to minimize impacts during construction and to create a detailed project schedule.

## FINANCIAL CONSIDERATIONS

The RFP submitted by Element Excavating quotes the Lillooet West Streetscape Enhancements project at \$784,792. Staff recommend allocating \$850,000 in the 2026 Financial Plan to accommodate construction, contract administration and contingency. Value engineering will be conducted after the project is awarded to explore options to reduce overall costs.

Funding will be provided through the Resort Municipality Initiative, Local Government Climate Action Plan, Community Works Fund and Parking Reserve.

## POLICY CONSIDERATIONS

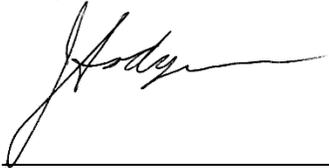
### 2025-2026 Strategic Plan Priorities

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

Public Safety – To ensure and enhance public safety.

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

Respectfully submitted:



\_\_\_\_\_  
Jace Hodgson  
Director of Operations

Reviewed by:



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

Financial Considerations Reviewed by:



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



File No: 5360-01  
Date: February 2, 2026

To: Mayor and Council  
From: Christy Ovens, Community Services Manager  
Subject: Wildlife Resistant Waste Bins

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## **RECOMMENDATION**

THAT staff include the purchase of five wildlife resistant waste bins to replace wire mesh waste bins in the 2026 financial plan.

## **SUMMARY**

To provide an update to Council on an approach to upgrading to wildlife resistant trash containers in public Village locations, with the overall goal of reducing human-wildlife interactions.

## **BACKGROUND**

At the December 8, 2025 Committee of the Whole Meeting, the following resolution was passed:

THAT staff be directed to report back to Council regarding a multi-year phased in plan for replacing current waste receptacles with wildlife-resistant options, including budget estimates.

## **DISCUSSION**

In attempts to reduce human-wildlife interactions with garbage, staff are recommending replacing mesh garbage bins with wildlife resistant containers through a phased in approach. Priority areas highlighted by Council and staff include McCombs Drive, Woods Park, and Spring Park.

Staff are recommending that five bins be replaced in 2026, with the commitment to wildlife resistant waste bins for all new purchases moving forward. Along with these replacements, staff will be conducting a complete inventory and monitoring the usage of public waste containers. There have been observed misuse of public waste bins in the past, with household waste and camping garbage being dropped off. Aside from adding attractants to these bins, this misuse increases the volume of waste that our public works team is managing, and the corresponding costs with collection and tipping fees. Staff will look at ways to streamline the locations and monitor throughout the year, with the ongoing goal of reducing human-wildlife interactions. Staff will plan to include additional replacements in future year financial plans, as deemed necessary by the operations department.

**FINANCIAL CONSIDERATIONS**

Staff previously reported to Council that a wildlife-resistant garbage bin would cost approximately \$3,300. This bin was the consistent style of the site furnishings that are currently utilized in the Village. Staff have found an alternative option (pictured below) that could be implemented at a lower cost of approximately \$1,600 per bin. Replacing five in 2026 would be an investment of approximately \$8,000.



**POLICY CONSIDERATIONS**

2025-2026 Strategic Plan Priorities

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

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

Respectfully submitted:



Christy Owens  
Community Services Manager

Reviewed by:



Tyson Koch  
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz  
Chief Financial Officer, Deputy CAO

File No: 3090-20-DVP01/25 & 3060-20-DP01/25  
Date: February 2, 2026

To: Mayor and Council  
From: Ken Cossey, Planning Consultant  
Subject: Consideration of the Issuance of a DVP and a DP (889 Hot Springs Road)

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## RECOMMENDATIONS

1. THAT Development Variance Permit 01/25 be issued to Woodside Smart Storage Ltd Inc BC1114734 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, and
2. THAT the Development Permit 01/25 be issued to Woodside Smart Storage Ltd Inc BC1114734 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, (PID: 013-167-006)

With both being subject to:

- a. The placement of a save harmless flooding covenant on title.
- b. Entering into a Works and Services agreement that is acceptable to the Village of Harrison Hot Springs.
- c. Entering into a Landscaping Plan agreement that is acceptable to the Village of Harrison Hot Springs.

## SUMMARY

The applicant wishes to subdivide the parent parcel into two Lots. In order for the application to proceed, the applicant needs to apply for four (4) variance permits. If the applicant were to follow the requirements of the Zoning Bylaw for the interior side and the rear setback, the request for a variance would not be needed.

## BACKGROUND

### Zoning Information, Parcel Size, and Adjacent Uses

The parcel is zoned C-2 and is located adjacent to Hot Springs Road. Along all boundaries of this site, the parcels of adjacent land are zoned for R-2 residential activities.

The parent parcel is 0.40447 Ha (43,680 ft<sup>2</sup>, 1.002 Ac, 4,057 M<sup>2</sup>) in size. The applicant is seeking to create two lots which if approved will both exceed the minimum lot size requirement of 464 M<sup>2</sup>.

If approved by the Village’s Approving Officer (AO), proposed Lot 1 would be 1173.1 M<sup>2</sup> and proposed Lot 2 would be 2871.6 M<sup>2</sup>

OCP Designation

The site is designated as Low Density Residential. The continued use of the site for commercial purposes is governed by the following objective as outlined in s 7.2 (f) of the current OCP.

- “f. Consider carefully designed neighbourhood commercial development in the southern portion of the municipality, which provides for daily and occasional shopping needs for the adjacent area.”

(Official Community Plan Bylaw #1184, 2022)

This site is not designated as a commercial development permit site, but the site is within the designated Greenhouse Gas Emission Development Permit area.



(view from Hot Springs Road)



Site



DVP Application Request

The applicant wishes to vary the following C-2 Land Use Regulations as outlined in Zoning Bylaw 1115, 2017:

Proposed Lot 1

Rear setback requirements	reduce it from 6.0 m down to 0.92 m
Interior side setback requirements	reduce it from 3.6 m down to 0.92 m

Proposed Lot 2

Rear setback requirements	reduce it from 6.0 m down to 1.0 m
Interior side setback requirements	reduce it from 3.6 m down to 0.15 m

To review the proposed Lot layouts and variances please see the attached proposed site plan A4, dated June 26, 2025.

**DVP DISCUSSION**

Setback requirements are sometimes designed to ensure adequate access for emergency vehicles and personnel. Reducing setbacks may:

- Limit Fire Separation: Closer buildings may increase the risk of fire spread between structures.
- Restrict Access: Narrower gaps between buildings may make it more challenging for emergency responders to access rear or side yards.

On November 3, 2025 Council requested that the Village’s Fire Department review the application. The Village’s Fire Department reviewed the application and responded on December 19, 2025, with no concerns or issues.

**DP DISCUSSION**

The Village’s Green House Gas (GHG) Development Permit area, the entire municipality, is where specific regulations and guidelines are implemented to reduce greenhouse gas emissions. These areas are established as part of broader climate action strategies, aiming to encourage sustainable development practices such as energy-efficient designs, renewable energy integration, and low-carbon transportation options.

In this permit area, new developments or significant renovations may be required to meet enhanced standards for energy performance, waste management, and water conservation. The intent is to support local and national targets for GHG reduction, while fostering innovation and resilience in community planning.

The attached draft Development Permit meets the requirements of the GHG Development Permit section of the OCP.

**FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with this report.

**POLICY CONSIDERATIONS**

Zoning Bylaw – C2 requirements, Bylaw 1115, 2017  
 OCP Bylaw 1184, 2022 – section 7.2 (f) and the GHG DP requirements

Respectfully submitted:

Reviewed by:




Ken Cossey, MCIP, RPP  
 Planning Consultant

Tyson Koch  
 Chief Administrative Officer

- Attachments (3):
1. Draft DVP 01/25
  2. Draft DP 01/25
  3. Proposed Site Plan Sheet A4 dated June 26, 2025



VILLAGE OF HARRISON HOT SPRINGS

**DEVELOPMENT VARIANCE PERMIT  
NO. 02/23**

**Registered Landowner**

Woodside Smart Storage Ltd.  
Inc. No. BC1114734  
51696 Yale Road  
Rosedale, BC V0X 1X1

**File No:** 3090-20-DVP02/23  
**Folio/Roll No:** 5240-15440  
**Civic Address:** 889 Hot Springs Road  
**Permit Issued:**

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

Legal Description	PID	Civic Address
Blk A (Reference Plan 6466) South East Quarter of Sec 12, Twp 4, Rge 29, W6M, New Westminster District	013-167-006	889 Hot Springs Road, Harrison Hot Springs, BC

3. Authorization is hereby given for the use of the subject property for the development of the land for commercial purposes in accordance with the conditions listed in Section 4, below
4. The use must be carried out subject to the following condition:
  - a) Proposed Lot 1  
Rear setback requirements – reduce it from 6.0 M down to 0.92 M  
Interior side setback requirements – reduce it from 3.6 M down to 0.92 M
  - b) Proposed Lot 2  
Rear setback requirements – reduce it from 6.0 M down to 1.00 M  
Interior side setback requirements – reduce it from 3.6 M down to 0.15 M
5. The land described herein must be developed in substantial compliance with the terms, conditions and provisions of this Permit and any plans and specifications attached to this Permit must form a part thereof.
6. **This Development Variance Permit is not a Building Permit, a subdivision approval nor a soil removal or deposit permit.** No final inspection must be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Village.

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

\_\_\_\_\_  
(Authorized Signatory)  
Tim Wierks

**RESOLUTION PASSED BY COUNCIL AND PERMIT ISSUED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2026**

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

DRAFT



VILLAGE OF HARRISON HOT SPRINGS

**DEVELOPMENT PERMIT  
NO. 01/25**

**Registered Landowner**

Woodside Smart Storage Ltd  
Inc BC1114734  
51696 Yale Road  
Rosedale, BC V0X 1X1

**File No:** 3060-20-DP01/25

**Folio/Roll No:** 5240-15440

**Civic Address:** 889 Hot Springs Road

**Permit Issued:**

1. The Development Permit is issued subject to compliance with all of the bylaws of the Village of Harrison Hot Springs applicable thereto. This Development Permit must not be used to supplement any bylaw or vary the requirements of the Village of Harrison Hot Springs Zoning requirements.
2. This Development Variance Permit applies to and only to those lands within the Village described below:

Legal Description	PID	Civic Address
Blk A (Reference Plan 6466) South East Quarter of Sec 12, Twp 4, Rge 29, W6M, New Westminster District	013-167-006	889 Hot Springs Road, Harrison Hot Springs, BC

and any buildings, structures, and other development thereon.

3. **This Development Permit is issued only to allow:**

For the development of a grocery store and storage unit

4. The development must be carried out according to the following time schedule, if applicable:
  - a) N/A
5. As a condition of the issuance of this Development Permit, the Council holds security in the form of an irrevocable Letter of Credit in the amount of \$200,408.00 to ensure that development is carried out in accordance with the terms and conditions of this Development Permit. Should any interest be earned upon the security, it must accrue to the Permittee and be paid to the Permittee, if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the work hereby authorized according to the terms and conditions of the Development Permit within the time provided, the Village may use the security to carry out the work by its servants, agents or contractors, and any surplus must be paid over to the Permittee; or should the Permittee carry out the work permitted by this Development Permit within the set time set out below, the security must be returned to the Permittee.
6. The following conditions apply to the development of the lands or apply to the use of the lands:

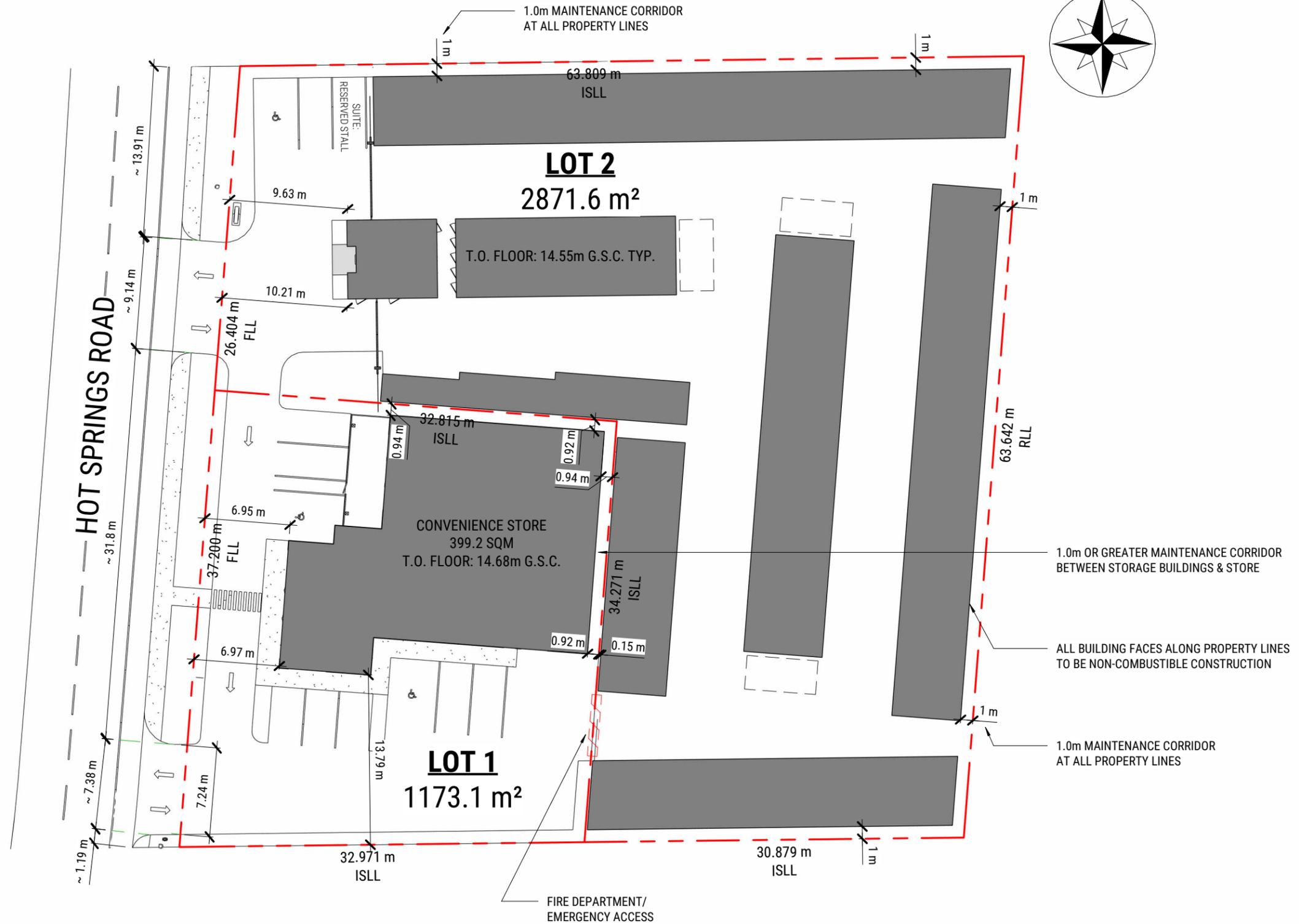
- a) All areas not covered by buildings, parkways or driveways must be landscaped green space. The total lot coverage for each proposed lot must not exceed 60% coverage.
  - b) The caretaker's residence and the store must have a heat pump system installed.
  - c) The new storage buildings must have flat green roofs.
  - d) Three EV charging stations must be installed in the respective proposed lots.
  - e) The new development must install Building Automated Systems, to optimize the reduction of energy consumption.
  - f) A Works and Services Agreement must be entered into with the Village of Harrison Hot Springs to address any works and services that will take place off site, as a result of this Development Permit. This includes but is not limited to: sewer upgrades, water upgrades, road construction, sidewalks and storm water issues.
7. The Permittee agrees that the Lands must be developed and used strictly in accordance with this Development Permit, including any attached plans, maps, and specifications.
  8. The following plans, maps or specifications are attached to and form a part of this Development Permit:
    - a) N/A
  9. **This Development Permit is not a Building Permit, a subdivision approval nor a soil removal or deposit permit.**
  10. This Development Permit must lapse on the \_\_\_\_\_ day of \_\_\_\_\_, 2026 unless the development is substantially started.

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

\_\_\_\_\_  
 (Authorized Signatory)  
 Tim Wierks

**RESOLUTION PASSED BY COUNCIL AND PERMIT ISSUED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2026**

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



Agassiz, British Columbia, Canada  
 P: 604.997.2722  
 E: devan.cheam.bd@gmail.com

## Subdivision/Development

0919449 B.C. Ltd.  
 889 Hot Springs Road, Harrison Hot Springs

Rev.	Description	Date
A	Village Review	August 30, 2023
B	Village Review	October 10, 2023
D	Village Review	June 26, 2025

## PROPOSED SITE PLAN

Date: June 26, 2025  
 Designed by: RV  
 Drawn by: DV  
 Checked by: RV

**A4**  
103

Scale: 1" = 30'-0"



File No: 3360-20-Z01/26  
Date: February 2, 2026

To: Mayor and Council  
From: Ken Cossey, Planning Consultant  
Subject: Zoning Amendment Bylaw No.1237, 2026 – 469 Naismith Avenue

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## RECOMMENDATIONS

THAT Zoning Amendment Bylaw No. 1237, 2026 be introduced and given first reading; and

THAT Zoning Amendment Bylaw No. 1237, 2026 be given second reading; and

THAT staff be directed to proceed with publishing a Notice of Public Hearing Prohibited pursuant to section 464(3) of the *Local Government Act*.

## SUMMARY

The applicant wishes to rezone their property from R1 to R2. The R2 zone is the only zone that allows for the use of a coach house.

## BACKGROUND

Coach houses, sometimes referred to as laneway homes or carriage houses, are small, self-contained dwellings typically located on the same property as a principal residence. In British Columbia, coach houses have become increasingly popular as municipalities seek creative solutions to address housing shortages and provide diverse living options. They are often built in the backyard or above a garage, offering a unique blend of privacy and proximity to the main home.

Local governments across British Columbia have introduced or have in place zoning regulations to allow coach houses in residential neighbourhoods. With the Village's Zoning Bylaw, the R2 Residential 2 Duplex Zone allows for the placement of either an Accessory Residential Suite or a Coach House but not both. In either situation the additional units can serve as rental accommodation, space for an extended family, or even downsizing options for homeowners. Coach houses contribute to urban densification while maintaining the character of our established neighbourhoods.

**DISCUSSION**

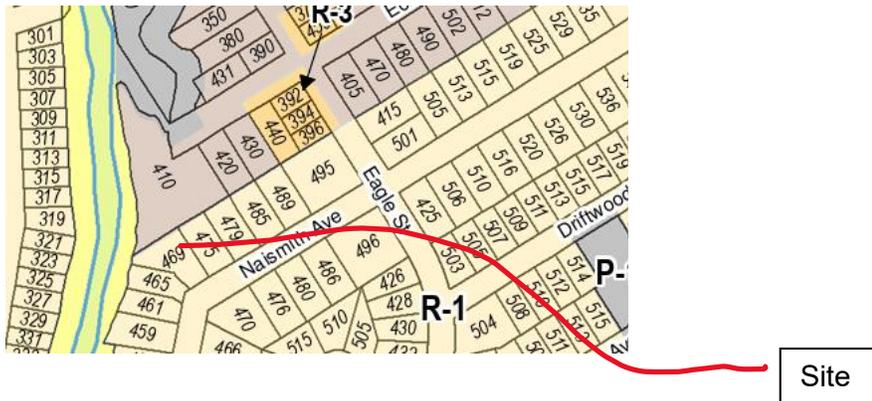
Site Location and Zoning Information

The site is located at 469 Naismith Avenue. The site is currently serviced and has one single family dwelling and a two-car garage on site. This site is located adjacent to a collector road that moves traffic in a west to east direction.



Looking in from Naismith

Zoning Information



The site is surrounded by R1 uses, and backs onto an R2 site. The site is predominantly surrounded by single family dwellings.

OCP Designation and Development Permit Review

The site is currently designated as a Low-Density Residential area. If this application is to proceed, the site will not need an OCP redesignation as the proposed use is compatible with this designation. In addition to this, the site is located within the Riparian Area Protection Area DPA, as a portion of the back portion of the lot borders along the Miami Creek. This rezoning process can still proceed, but we can hold off adopting the amendment bylaw until the required Development Permit has been considered by Council.

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

As we cannot hold a public hearing, we must adhere to the following provincial requirements.

**“Notice if public hearing not held**

- 467** (1) If a local government decides not to hold, or is prohibited from holding, a public hearing referred to in section 464 (2), (3) or (4) *[public hearing not required, or prohibited, for certain zoning bylaws]* on a proposed zoning bylaw, it must give notice in accordance with this section.
- (2) The notice must state the following:
- (a) in general terms, the purpose of the zoning bylaw;
  - (b) the land or lands that are the subject of the bylaw;
  - (c) the date of the first reading of the bylaw;
  - (d) the place where and the times and dates when copies of the bylaw may be inspected.”

Source: *Local Government Act*, S 467

**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:



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Tyson Koch  
Chief Administrative Officer

Attachment: Draft Zoning Amendment Bylaw No. 1237, 2026



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1237

A bylaw to amend the Village of Harrison Hot Springs
Zoning Bylaw No. 1115, 2017

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs 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:

CITATION

1. This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Zoning Amendment Bylaw No. 1237, 2026".

2. MAP AMENDMENT

That:

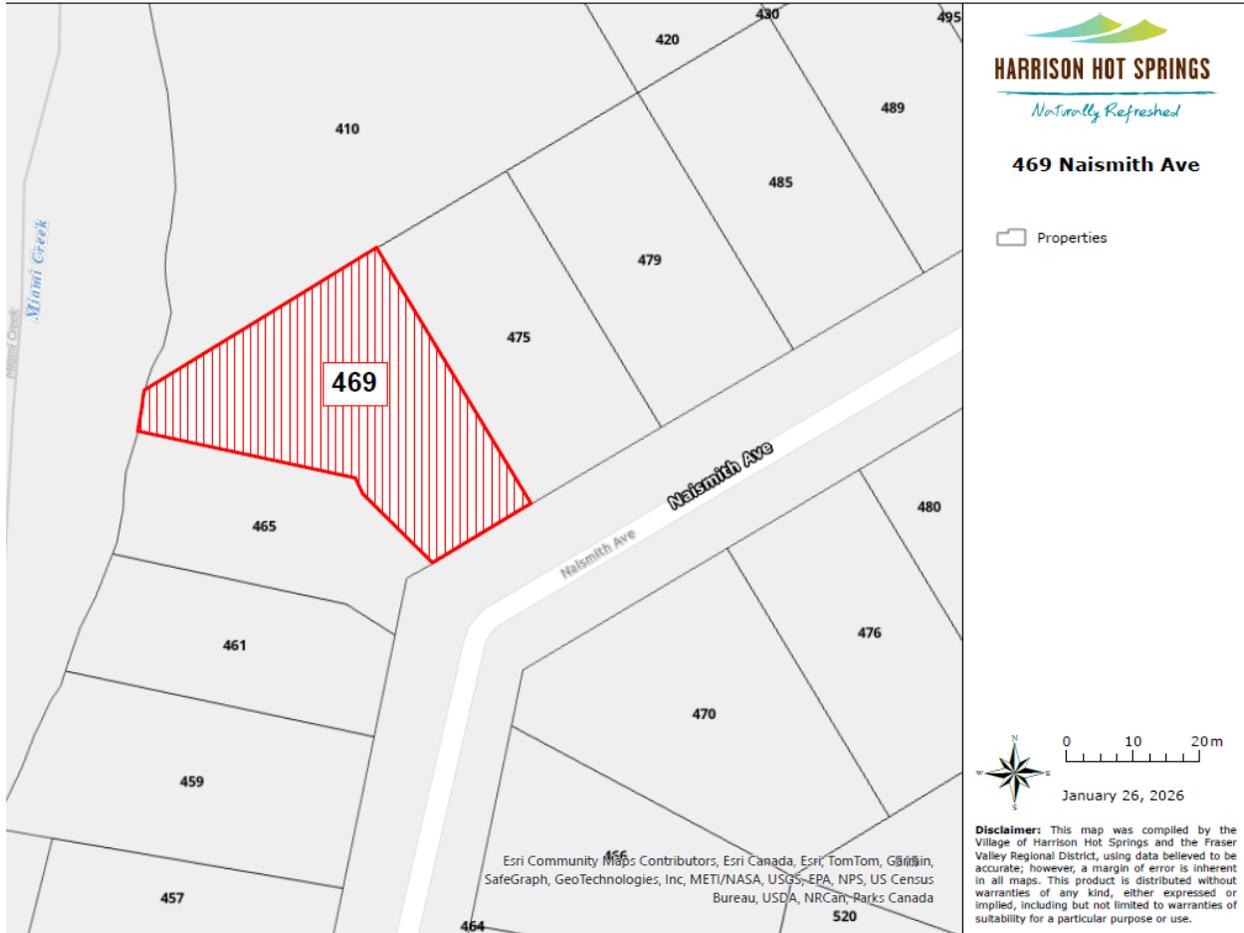
- (a) Schedule A, the Zoning Map of the Village of Harrison Hot Springs Zoning Bylaw No. 1115, 2017 be amended by rezoning the lands, legally described as Lot 1, Section 13 Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan LMP51100 (PID 025-116-053), outlined and striped in red on Schedule 1 of this Bylaw from Residential 1 (Conventional Lot) R-1 zone to Residential 2 (Duplex) R2; and
(b) The map appended hereto designated as Schedule 1 showing such amendment is an integral part of this Bylaw.

READ A FIRST TIME THIS DAY OF 2026.
READ A SECOND TIME THIS DAY OF 2026.
A PUBLIC HEARING WAS NOT HELD, as per section 464(3) of the Local Government Act.
READ A THIRD TIME THIS DAY OF , 2026.
ADOPTED THIS DAY OF , 2026.

Fred Talen
Mayor

Amanda Graham
Corporate Officer

# Schedule 1 Bylaw No. 1237, 2026



File No: 3900-02  
Date: February 2, 2026

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

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## RECOMMENDATION

THAT Council accepts the following as a part of the Village's new Amenity Cost Charges Bylaw framework.

### A. Safety and Emergency Services

- New or expanded Fire Hall and/or apparatus equipment
- Street lighting
- Cross walks

### B. Parks, Recreation, and Trails

- Parks
- Land acquisition for parks
- Off leash dog park (permanent)
- Playing field
- Trail building

### C. Community Facilities and Public Spaces

- Library
- Public spaces
- Community space
- Civic center on overflow parking lot
- Village office and chambers
- Existing village office renovation and lease

### D. Housing

- Rental building

### E. Health and Social Wellbeing

- Incentive for healthcare
- Daycare building and facility

### F. Environment and Urban Forest

- Tree canopy

### G. Infrastructure and Utilities

- Hot spring source improvement

**H. Land and Property**

- Purchasing land

**SUMMARY**

Amenity Cost Charges (ACCs) are designed to cover a portion of the capital costs associated with the need for additional local services arising from the approval of various development applications.

**BACKGROUND**

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

The Council was first introduced to the concept with a report reviewed by Council on May 5, 2025. During a December 8, 2025, Committee of the Whole meeting, Council members were invited to share initial ideas on how an ACC program could be used locally in Harrison Hot Springs. The comments received are outlined in the recommendation of this report.

The comments reflect Council’s input and have been organized into theme areas to and help inform the next steps in exploring an ACC framework for the Village.

**DISCUSSION**

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

	<b>Amenity Cost Charges</b>	<b>Development Cost Charges</b>
Can be collected for:	Amenity issues – defined as anything social, cultural, heritage, recreational or environmental benefits (capital funds only)	Infrastructure issues – water, sewer, drainage, highway facilities, parks, fire protection, police, solid waste, and recycling (capital funds only)
Inspector of Municipalities approval required	No – the Inspector may request information though	Required for Bylaw approval
Consultation	With the public and the affected person or agency – one or more times	Not required by legislation
Annual Report	Required	Not required

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

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

**Next Steps**

Staff will need to start determining the capital costs associated with the recommended list. After that is completed, a draft bylaw will be developed for Council's consideration.

**FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with this report.

**POLICY CONSIDERATIONS**

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

Respectfully submitted:



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Ken Cossey, MCIP, RPP  
Planning Consultant

Reviewed by:



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Tyson Koch  
Chief Administrative Officer



File No: 3900-02  
Date: February 2, 2026

To: Mayor and Council  
From: Amanda Graham, Corporate Officer  
Subject: Fire Services Bylaw No. 1236, 2026

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## RECOMMENDATIONS

THAT Fire Services Bylaw No. 1236, 2026 be introduced and given first reading; and

THAT Fire Services Bylaw No. 1236, 2026 be given second and third readings.

## SUMMARY

To provide Council with information on the *Fire Safety Act* and present a new bylaw for Council's consideration.

## BACKGROUND

At the January 12, 2026 regular Council meeting, the following resolution was passed:

*THAT staff be directed to draft updates to Fire Department Regulation Bylaw No. 1031, 2013 to designate the Harrison Hot Springs Fire Department for interior operations.*

During that meeting, it was noted that bylaw updates are also required to bring the bylaw into alignment with the new *Fire Safety Act [SBC 2016] Chapter 19*, which replaced the previous *Fire Services Act* on August 1, 2024. The updated legislation "reflects significant advancements in fire protection and a deeper understanding of fire behaviour since the last substantial update of the Fire Services Act in 1979."<sup>1</sup>

Below is a table that outlines the key differences between the new *Fire Safety Act* and the former *Fire Services Act* that are of most interest to Council as both a "local authority" and "monitoring entity" (in relation to inspections) as defined by the new legislation.

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<sup>1</sup> [https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/public-safety/fire-safety/2024-12-11\\_fsa\\_virtual\\_sessions\\_fire\\_services.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/public-safety/fire-safety/2024-12-11_fsa_virtual_sessions_fire_services.pdf)

<b>Provision</b>	<b><i>Fire Services Act</i></b>	<b><i>Fire Safety Act</i></b>
<b>Property Owner Responsibility</b>	Not explicitly addressed	Owners must ensure that no fire hazards exist on their property
<b>Designation of Inspectors and Investigators</b>	Inspectors and investigators were delegates of the OFC, local governments had the option to authorize a person as a municipal Fire Inspector	Local governments must designate persons in writing and ensure those persons meets OFC standards
<b>Evacuations</b>	Only the Fire Commissioner could evacuate	Fire Chief authorized to conduct tactical evacuations, local government or the Fire Commissioner can conduct preventative evacuations
<b>Securing Evacuated Premises</b>	Not addressed	Local government can secure an evacuated premise and seek cost recovery
<b>Compliance Monitoring</b>	Local governments were only to provide for a “regular” system of inspection	Local governments are designated as a “monitoring entity” who must implement a risk-based compliance monitoring system for public buildings and may charge fees for such service
<b>Administrative Penalties and Enforcement Tools</b>	Offences were pursued under the <i>Offence Act</i>	Expanded powers of the OFC to impose administrative penalties in addition to conviction of offences

## DISCUSSION

The Harrison Hot Springs Fire Department (HHSFD) is currently established and regulated by the Fire Department Regulation Bylaw No. 1031, 2013. After reviewing the existing bylaw and the amendments required to designate the HHSFD for interior operations and bring the bylaw into alignment with the new legislation, it was determined that a new bylaw should be considered.

Attached to this report is Fire Services Bylaw No. 1236, 2026, which was prepared with input from both the Fire Chief and Fire Inspector. The updates are summarized as follows:

- Updated definitions, removing outdated terms such as “Auxiliary” and “Volunteer” and adding in terms that reflect the new bylaw such as “Complex Structure”, “Fire Code”, “Fire Inspector”, “Fire Investigator”, “Fire Safety Assessment”, “Incident Commander”, “Minimum Training Standards”, “NFPA”, “Pre-Incident Plan” and “Public Building”
- Removing all outdated references to the *Fire Services Act* and Playbook
- Changing the level of service to Interior Operations and specifying competency requirements
- Requiring Pre-Incident Plans for Complex Structures
- Simplifying the language surrounding the duties and authority of the Fire Chief

- Clarifying that expenses are to be incurred in accordance with existing bylaws and policies
- Adding a new section for “Risk-Based System of Compliance” to ensure the Village complies with its obligations for fire inspections
- Allowing the Fire Inspector to request Fire Safety Assessments and require Fire Safety Plans in accordance with the Fire Code
- Incorporating prohibitions for impeding any Fire Department members, inspectors or investigators in the course of their duties
- Designating the bylaw as one that may be subject to bylaw fines

Several aspects remain unchanged compared to the existing bylaw and are summarized as follows:

- The adoption of the Fire Code, NFPA and Fire Underwriters Survey
- The size of the Fire Department and ranking of positions
- The Fire Chief is appointed by Council and reports to the CAO
- The overall powers of the Fire Chief
- Membership requirements and probationary provisions
- The area of jurisdiction and the provisions for aid agreements
- The offence of falsely representing yourself as a member of the Fire Department

Attached to this report for ease of reference and comparison is a copy of the existing Fire Department Regulation Bylaw No. 1031 (Consolidated).

In 2018, the Village adopted an associated Policy 1.27 “Fire Inspections – Frequency”, also attached. Under the new risk-based compliance monitoring model, the frequency of fire inspections is not solely based on business type and length of time since the last inspection. Rather, the Fire Inspector is to conduct a risk assessment to determine the need for an inspection based on several factors including:

- Specific hazards
- Previous complaints
- History, including previous fire incidents or history of non-compliance
- Business type and primary use of the building
- Age of the building

Under the updated bylaw, the Fire Inspector is to establish a risk-based system of compliance monitoring and determine which buildings will require an inspection and how frequently that inspection is to take place. Accordingly, should the new bylaw proceed to adoption, it will be recommended that the policy be rescinded.

Lastly, there are currently no fines associated with the existing Fire Department Regulation bylaw under the Village’s Bylaw Notice Enforcement Bylaw No. 855, 2006. Should the new bylaw be adopted, staff will incorporate fines into other required updates in the offence table. While it is not anticipated that many fines will be issued in relation to the new bylaw, it can be a helpful enforcement tool for achieving compliance should the need arise.

**FINANCIAL CONSIDERATIONS**

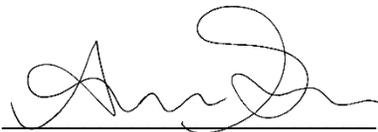
There are no immediate financial considerations associated with the updates to the bylaw required by the *Fire Safety Act*. However, the new legislation provides the Village with additional avenues to recover costs associated with securing evacuated premises and permits the Village to take several factors into account when establishing a fee for fire inspection services.

**POLICY CONSIDERATIONS**

2025-2026 Strategic Plan Priorities

Public Safety – To ensure and enhance public safety.

Respectfully submitted:



Amanda Graham  
Corporate Officer

Reviewed by:



Tyson Koch  
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz  
Chief Financial Officer, Deputy CAO

Attachments (3):

1. Draft Fire Services Bylaw No. 1236, 2026
2. Fire Department Regulation Bylaw No. 1031, 2013 (Consolidated)
3. Policy 1.27 Fire Inspections - Frequency

**A bylaw to provide for the establishment and operation of the Harrison Hot Springs Fire Department and to provide for fire prevention and suppression**

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WHEREAS pursuant to section 8 of the *Community Charter*, Council may by bylaw, regulate, prohibit and impose requirements in relation to section 63 [*protection of persons and property*];

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 “Fire Services Bylaw No. 1236, 2026”.

**2. DEFINITIONS**

For the purposes of this bylaw:

“Apparatus” means any vehicle provided with machinery, devices, equipment or materials for Fire Protection and assistance response as well as vehicles use to transport firefighters and/or supplies.

“Captain” means the rank between Lieutenant and the Deputy Fire Chief.

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

“Complex Structure” means a structure that exceeds three stories or 600m<sup>2</sup> in area.

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

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

“Deputy Chief” means the rank directly below the Fire Chief.

“Equipment” means any tools, contrivances, devices or materials used by the Fire Department to combat an Incident or other emergency.

“Executive” means the Fire Chief, Deputy Fire Chief and up to two Captains.

“Fire Chief” means the person appointed by Council, from time to time, as the Fire Chief of the Village of Harrison Hot Springs.

“Fire Code” means the British Columbia Fire Code, as established from time to time, under the *Fire Safety Act*.

“Fire Department” means the Harrison Hot Springs Fire Department.

“Firefighter” is the rank directly below Lieutenant.

“Fire Inspector” means a person appointed by Council and trained to perform fire inspections in accordance with the requirements of the *Fire Safety Act* and any regulations made thereunder.

“Fire Investigator” means a person appointed by Council and trained to perform fire investigations in accordance with the requirements of the *Fire Safety Act* and any regulations made thereunder.

“Fire Protection” means all aspects of fire safety including but not limited to, fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training and other staff development and advising.

“*Fire Safety Act*” means the *Fire Safety Act*, SBC 2016, c. 19 as amended or replaced from time to time.

“Fire Safety Assessment” means a fire safety assessment completed by property owners or their authorized agent when requested by the Village pursuant to the *Fire Safety Act*.

“Incident” means a fire or a situation where a fire or explosion is imminent and includes assistance response circumstances described in section 10 of this bylaw.

“Incident Commander” means the Member in charge of an Incident.

“Inspection” means a fire safety inspection as defined in the *Fire Safety Act*.

“Interior” refers to operations inside a burning building or enclosed structure, involving direct engagement with the fire for suppression, rescue, and search.

“*Local Government Act*” means the *Local Government Act*, R.S.B.C. 2015, c. 1 as amended or replaced from time to time.

“Lieutenant” means the rank between POC and Captain.

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

“Member” means a person who having been recruited and having received appropriate training, becomes a paid on call (POC) Firefighter of the Fire Department. A “member” is deemed to be a Municipal Officer as defined in the *Local Government Act*.

“Minimum Training Standards” means the British Columbia Structure Firefighter Minimum Training Standards 2022, as amended or replaced from time to time.

“NFPA” means the National Fire Protection Association.

“Officer” means a member who is specifically authorized to assist the Fire Chief in their duties, specifically the Deputy Fire Chief, Captains and Lieutenants.

“POC” means a Member who is a paid-on-call Firefighter.

“Pre-Incident Plan” has the same meaning as in the NFPA glossary of terms, as amended or replaced from time to time.

“Public Building” has the same meaning as in the *Fire Safety Act*, as amended or replaced from time to time.

“Village” means the Village of Harrison Hot Springs.

### **3. INTERPRETATION**

- (a) A reference to a statute refers to a statute of the Province of British Columbia unless otherwise indicated, and a reference to any statute, regulation, bylaw or code refers to that enactment as it may be amended or replaced from time to time.
- (b) Words in the singular include the plural and gender specific terms include both genders. Headings are for convenience only and must not be construed as defining or limiting the scope or intent of this Bylaw.

### **4. ADOPTION OF FIRE CODE AND OTHER STANDARDS**

- (a) The substantive regulations (but not the procedural or remedial provisions) of the Fire Code are hereby adopted and made part of this Bylaw such that every provision of the Fire Code shall be considered a provision of this Bylaw.
- (b) Standards of the NFPA as issued from time to time are hereby adopted as applying to the Fire Department.
- (c) Water supply requirements for public Fire Protection as issued by the Fire Underwriters Survey and updated from time to time are made part of this

bylaw such that every requirement shall be considered a provision of this bylaw.

## **5. ESTABLISHMENT**

- (a) The Fire Department as previously established is hereby continued and authorized to provide Fire Protection and other related services within the Village and, for any area outside the boundaries of the Village, only in accordance with section 10 of this bylaw.
- (b) The Fire Department shall consist of the following positions, ranked in descending order:
  - (i) The Fire Chief;
  - (ii) The Deputy Fire Chief;
  - (iii) Up to two (2) Captains;
  - (iv) Up to four (4) Lieutenants; and
  - (v) Up to eighteen (18) Firefighters

with the total number of Members not to exceed twenty-six (26) persons.

## **6. LEVEL OF SERVICE**

- (a) The authorized level of service for the Fire Department shall be that of Interior Operations for firefighting as identified in the Minimum Training Standards. If, in the opinion of the Fire Chief, there are sufficient resources and trained personnel to undertake Interior Operations as described by the Minimum Training Standards, then the Department may undertake Interior Operations at any incident where sufficient personnel and equipment are available.
- (b) Members are authorized to enter structures and objects for the purposes of fire suppression and rescue operations, provided that:
  - (i) The Member is trained to the competency requirements of the NFPA 1001 Level 1; and
  - (ii) The Incident Commander determines that conditions are safe for entry.
- (c) Operations within Complex Structures are authorized provided that Pre-Incident Plans are established and training on building-specific systems is conducted annually.

## **7. APPOINTMENT AND POWERS OF THE FIRE CHIEF**

- (a) The Fire Chief shall be appointed by resolution of Council.

- (b) The Fire Chief is the head of the Fire Department and reports to the Chief Administrative Officer in respect of the management of the Fire Department, the Fire Department budget, and the condition of buildings, Apparatus and Equipment under the control of the Fire Department.
- (c) The Fire Chief, in consultation with the Chief Administrative Officer, shall recommend to Council the appointment of the Deputy Fire Chief.
- (d) The Fire Chief may:
  - (i) Exercise all powers, duties and functions under the *Fire Safety Act*;
  - (ii) Make reasonable rules and regulations for the proper and efficient administration and operation of the Fire Department and may change, replace or withdraw the rules as he or she considers necessary;
  - (iii) Make reasonable rules and regulations or take measures respecting the discipline of members of the Fire Department;
  - (iv) Enter on property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire;
  - (v) Take measures to prevent and suppress fires, including, in relation to an Incident, cause of direct the demolition of buildings and other structures, which the Fire Chief believes should be demolished in order to prevent the spread of fire or to prevent damage to property, injury to persons or loss of life;
  - (vi) Enforce this bylaw and other municipal bylaws, rules, orders and regulations respecting fire prevention and suppression and the protection of life and property;
  - (vii) Provide advice and make recommendations to the Chief Administrative Officer and the public in relation to the establishment and administration of the Fire Department, the provision for adequate water supply and pressure, the installation or maintenance of automatic or other fire alarm systems and fire extinguishment equipment, the enforcement of measure for the prevention and suppression of fire and the protection of life and property and fire prevention generally;
  - (viii) Take any action that a Fire Inspector or Fire Investigator is authorized to take pursuant to the *Fire Safety Act*.

- (e) The Fire Chief shall appoint Captains and Lieutenants. Each duly appointed Captain and Lieutenant shall continue in office until a new Captain or Lieutenant is appointed.
- (f) All members appointed to the rank of Lieutenant or Captain must meet the job performance requirements of NFPA 1021: Standard for Fire Officer Professional Qualifications (Level 1) within 12 months of appointment.
- (g) The Fire Chief shall appoint a Member to fill any vacancy on the Executive and may determine the responsibilities and functions of the Executive as they relate to the operation of the Fire Department.

## **8. MEMBERSHIP**

- (a) A person is qualified to be appointed as a Member of the Fire Department for firefighting duties who:
  - (i) Is at least 18 years of age;
  - (ii) Is of good character; and
  - (iii) Passes such, training aptitude and other tests as may be required by the Fire Chief.
- (b) A person appointed as a Member shall be on probation for a period of one (1) year during which period said Member shall take such training and examinations as may be required by the Fire Chief.
- (c) If a probationary Member appointed for firefighting duties fails any such examination:
  - (i) They may be dismissed; or
  - (ii) Their probationary period may be extended for a further six months by the Fire Chief.

## **9. REMUNERATION AND EXPENSES**

- (a) The remuneration of all Members will be set by resolution of Council from time to time.
- (b) Fire Department expenses and expenditures shall be incurred in accordance with all applicable Village bylaws and policies, including any approved budgets, financial plans and purchasing and procurement policies.

## 10. AREA OF JURISDICTION

- (a) The services provided by the Fire Department are limited to the geographic boundaries of the Village, and Members have no responsibility to respond to any emergency outside of these boundaries except:
- (i) By written agreement to provide Fire Protection services with a jurisdiction outside of the Village's boundary;
  - (ii) Under mutual aid agreement with another local government, municipality or regional district;
  - (iii) Under a provincially mandated deployment related to a provincial emergency; or
  - (iv) Under any request from another agency with the permission of the Chief Administrative Officer.
- (b) The Mayor and Corporate Officer, after consultation with the Fire Chief and on the recommendation of the Chief Administrative Officer, are hereby authorized to enter and execute any agreements made under this section or other instruments as may be required to give full force and effect to this section.

## 11. FIRE PROTECTION AID AGREEMENTS

Council may enter into Fire Protection and aid agreements for the provision of Fire Protection by, for, or on behalf of the owners or occupiers of property situated within or outside of the municipality, with any person, firm, corporation, municipality, Crown Provincial or Crown Federal or other properly constituted authority and for the paying or collecting, as the case may be, of such charges therefore as may be agreed upon.

## 12. RISK-BASED SYSTEM OF COMPLIANCE

- (a) The Fire Inspector shall establish a risk-based system of compliance monitoring of Public Buildings within the Village in accordance with the requirements of the *Fire Safety Act* and regulations made thereunder.
- (b) The Fire Inspector may determine which Public Buildings are to be subject to an Inspection and in accordance with the *Fire Safety Act*. The frequency of Inspection for any Public Building shall be set by the Fire Inspector, based on the risk assigned to the particular Public Building under the risk-based system of compliance monitoring established in accordance with section 12(a).

- (c) The Fire Inspector shall ensure that the risk assessments are reviewed periodically at such intervals as the Fire Inspector considers advisable or as otherwise may be required by the *Fire Safety Act*.
- (d) An owner of a Public Building who is required to produce a Fire Safety Assessment shall do so within 30 calendar days of the request using the format prescribed under the *Fire Safety Act*.
- (e) Where a Fire Safety Assessment has not been produced as required under section 12(d), the Fire Inspector may conduct an Inspection for a fee as set out in the Village of Harrison Hot Springs Miscellaneous Fee Bylaw No. 1049, 2014, as amended or replaced from time to time.
- (f) Where a property owner is required by the Fire Code to develop and maintain a Fire Safety Plan in accordance with the Fire Code, a copy of such Fire Safety Plan shall be submitted to the Fire Department for review in accordance with the Fire Code. The Fire Department may prescribe the form in which any Fire Safety Plan is to be submitted.
- (g) The Fire Safety Plan shall be reviewed not less than annually by the owner of the property. The Fire Safety Plan shall be updated and a new Fire Safety Plan submitted to the Fire Department for review if at any time there has been any change to a building, property or premises, or any change to the use thereof, that makes the existing Fire Safety Plan inaccurate or obsolete.
- (h) Notwithstanding any review of a Fire Safety Assessment or Fire Safety Plan by the Fire Department or Fire Inspector as the case may be, the owner of the Public Building or other property in respect of which a Fire Safety Assessment or Fire Safety Plan is submitted remains solely responsible for the content and sufficiency of that assessment or plan, and neither Fire Department nor the Fire Inspector shall be liable for any deficiency in any Fire Safety Assessment or Fire Safety Plan or for any loss, damage, costs or injuries arising from that deficiency.

### 13. **PROHIBITIONS**

No person shall:

- (a) Impede, hinder or obstruct any Member at an Incident or when carrying out their duties under this bylaw, and every person in the proximity of an Incident shall comply with orders or directions of a Member responding to the Incident;
- (b) Obstruct or otherwise interfere with access roads or other approaches to an Incident, or with fire hydrants, reservoirs or bodies of water required for fire suppression purposes;

- (c) Damage, destroy, obstruct, impede or hinder the operation of any Apparatus, or, unless authorized by the Fire Chief, Incident Commander or other Officer, travel across a fire hose or other Equipment;
- (d) Falsely represent themselves as a Member of the Fire Department; or
- (e) Obstruct or interfere with the Fire Chief, Fire Inspector or Fire Investigator while they are carrying out any inspection or investigation pursuant to this bylaw, the Fire Code or the *Fire Safety Act*.

#### 14. **PENALTIES**

- (a) This bylaw is designated under the provisions of section 260 of the *Community Charter* as a bylaw that may be enforced by means of a ticket issued under the provisions of the Bylaw Notice Enforcement Bylaw.
- (b) Every person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw shall be deemed to be guilty of an offence under the Bylaw Notice Enforcement Bylaw.

#### 15. **IRREGULARITY**

In the event of a conflict, discrepancy, variation or inconsistency between this bylaw and the *Fire Safety Act* or the Fire Code, the provisions of the *Fire Safety Act* or Fire Code shall prevail over the provisions of this bylaw to the extent of that conflict, discrepancy, variation or inconsistency.

#### 16. **SEVERABILITY**

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

#### 17. **REPEAL**

Village of Harrison Hot Springs Fire Department Regulation Bylaw No. 1031 and all amendments thereto are hereby repealed.

**18. READINGS AND ADOPTION**

READ A FIRST TIME THIS \_\_ DAY OF \_\_\_\_\_ 2026

READ A SECOND TIME THIS \_\_ DAY OF \_\_\_\_\_ 2026

READ A THIRD TIME THIS THIS \_\_ DAY OF \_\_\_\_\_ 2026

ADOPTED THIS \_\_ DAY OF \_\_\_\_\_ 2026

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

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

DRAFT

**VILLAGE OF HARRISON HOT SPRINGS**  
**FIRE DEPARTMENT REGULATION**  
**BYLAW NO. 1031**  
**(CONSOLIDATED)**



**THIS CONSOLIDATION IS FOR CONVENIENCE AND REFERENCE PURPOSES ONLY.** If there is any discrepancy between this consolidation and the original Bylaw and any amending Bylaws, the original Fire Department Regulation Bylaw No. 1031 and any amending Bylaws are correct. For confirmation of the exact terms of the Bylaw, you must consult the original Bylaw and the amending Bylaws.

December 20, 2020



**VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 1031**

**A bylaw to establish Fire Department Regulations**

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**WHEREAS** the Mayor and Council has deemed it advisable to establish a bylaw to regulate and establish provision of firefighting services;

**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 Fire Department Regulation Bylaw No. 1031, 2013.

**2. INTERPRETATION**

**2.1** In this Bylaw:

**“ADMINISTRATOR”** means the Chief Administrative Officer of the Village of Harrison Hot Springs;

**“APPARATUS”** means any vehicle provided with machinery, devices, equipment or materials for fire protection and assistance response as well as vehicles used to transport fire fighters or supplies;

**“AUXILIARY”** means a firefighter who receives some form of remuneration for training, firefighting or related activities common to Fire Department operations;

**“COUNCIL”** means the Council of the Village of Harrison Hot Springs;

**“EQUIPMENT”** means any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency;

**“EXECUTIVE”** means the Fire Chief, Deputy Fire Chief and up to two Captains.

**“FIRE CHIEF”** means the person appointed by Council, from time to time, as the Fire Chief of the Village of Harrison Hot Springs;

**“FIRE DEPARTMENT”** means the Harrison Hot Springs Fire Department;

**“FIRE PROTECTION”** means all aspects of fire safety including but not limited to, fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training and other staff development and advising;

“**INCIDENT**” means a fire or a situation where a fire or explosion is imminent and includes assistance response circumstances described in section 10 of this bylaw;

“**MEMBER**” means a person who recruited and trained by the Fire Chief and having received appropriate training, becomes either a paid on call (POC) firefighter or a volunteer firefighter of the Village of Harrison Hot Springs Fire Department. A “member” is deemed to be a Municipal Officer as defined in the *Local Government Act*.

“**OFFICER**” means a member who is specifically authorized to assist the Fire Chief in his duties, specifically Deputy Fire Chief, Captains and Lieutenant;

“**POC**” means a member who is a paid-on-call firefighter.

“**VILLAGE**” means the Village of Harrison Hot Springs.

“**VOLUNTEER**” means a firefighter who has elected to serve on a purely volunteer basis, without receiving any remuneration.

- 2.2 Except as otherwise defined herein, words and phrases in this Bylaw are to be construed in accordance with their meanings under the *Community Charter*, *Local Government Act*, *Fire Code*, *Fire Services Act* or the *Interpretation Act*, as the context and circumstances may require. A reference to a statute refers to a statute of the Province of British Columbia unless otherwise indicated, and a reference to any statute, regulation, bylaw or code refers to that enactment as it may be amended or replaced from time to time. Words in the singular include the plural and gender specific terms include both genders. Headings are for convenience only and must not be construed as defining or limiting the scope or intent of this Bylaw. If any part of this Bylaw is held to be invalid by a court of competent jurisdiction, then that invalid part is severed and the remainder of this Bylaw continues to be valid and applicable.

### 3. **ADOPTION OF FIRE CODE AND OTHER STANDARDS**

- (a) The substantive regulations (but not the procedural or remedial provisions) of the British Columbia Fire Code are hereby adopted and made part of this Bylaw such that every provision of the British Columbia Fire Code shall be considered a provision of this Bylaw.
- (b) Standards of the National Fire Protection Association as issued from time to time are hereby adopted as applying to the Fire Department.
- (c) Water supply requirements for public fire protection as issued by the Fire Underwriters Survey and updated from time to time, are made part of this Bylaw such that every requirement shall be considered a provision of this Bylaw.
- (d) *The authorized level of service for the Fire Department shall be that of Exterior Operations for firefighting as identified in the Structure Firefighters Competency and Training Playbook 2015 (SFCTP). If, in the opinion of the Fire Chief, there are sufficient resources and trained personnel to undertake Interior Operations as described by the SFCTP, then the Department may undertake Interior Operations at any incident where the sufficient personnel and equipment is available.” (AB#1093)*

#### **4. ESTABLISHMENT**

4.1 The Village of Harrison Hot Springs Fire Department as previously established is hereby continued to provide fire suppression and prevention services and other related services within the Village and, for any area outside the boundaries of the Village, only in accordance with section 10 of this bylaw.

4.2 *The Fire Department consists of the following positions, ranked in descending order:*

- (a) *The Fire Chief;*
- (b) *The Deputy Fire Chief;*
- (c) *Up to 2 (two) Captains;*
- (d) *Up to 4 (four) Lieutenants; and*
- (e) *Up to 18 (eighteen) Firefighters,*

*With the total number of Officers and members not to exceed 26 (twenty six). (AB#1159)*

4.3 The Fire Chief:

- (a) shall be appointed by resolution of Council and the appointment is subject to annual review by the Administrator.
- (b) reports to the Administrator in respect of the management of the Fire Department and the condition of buildings, apparatus and equipment under the control of the Fire Department and Fire Department budget.
- (c) *in consultation with the Administrator, recommend to Council the appointment of the Deputy Fire Chief. Members who have been appointed as Captains shall serve in that capacity as part of the Executive. (AB#1159)*

#### **5. APPOINTMENT OF OFFICERS (AB#1159)**

5.1 *Captains and Lieutenants of the Fire Department shall be appointed by the Fire Chief.*

5.2 *Each duly appointed Captain and Lieutenant shall continue in office until new officers are appointed.*

5.3 *A vacancy occurring on the Executive during any term of office may be filled by an appointment by the Fire Chief. (AB#1159)*

#### **6. MEMBERSHIP**

6.1 A person is qualified to be appointed a member of the Department for firefighting duties who:

- (a) Is at least 18 years of age;
- (b) Is of good character;
- (c) Passes such, training aptitude and other tests as may be required by the Fire Chief.

- 6.2 A person appointed as a member of the Department for fire fighting duties shall be on probation for a period of one year during which period he shall take such training and examinations as may be required by the Fire Chief.
- 6.3 If a probationary member appointed for fire fighting duties fails any such examination:
- (a) He may be dismissed; or
  - (b) His probationary period may be extended for a further six months by the Fire Chief or, in his absence, by the Deputy Fire Chief.

## **7. REMUNERATION**

- 7.1 The remuneration and expenses of all members others than volunteers may be approved by resolution of Council from time to time.

## **8. POWERS OF FIRE CHIEF**

- 8.1 A Fire Chief may
- (a) Make reasonable rules and regulations for the proper and efficient administration and operation of the Fire Department and may change, replace or withdraw the rules as he or she considers necessary;
  - (b) Make reasonable rules and regulations or take measures respecting the discipline of members of the Fire Department;
  - (c) Enter on property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire;
  - (d) Take measures to prevent and suppress fires, including, in relation to an incident, cause or direct the demolition of buildings and other structures, which the Fire Chief believes should be demolished in order to prevent the spread of fire or to prevent damage to property, injury to persons, or loss of life;
  - (e) Order an owner or Occupier of real property to undertake any actions directed by the Fire Chief or other authorized person authorized by the Administrator for the purpose of removing or reducing any thing or condition that person considers is a fire hazard or increases the danger of fire;
  - (f) Provide assistance in response to an incident;
  - (g) exercise the following powers under section 25 of the *Fire Services Act*:
    - i. if an emergency arising from a fire hazard or from a risk of explosion causes the Fire Chief to be apprehensive of an imminent and serious danger to life or property, or of a panic, may immediately take steps the Fire Chief considers advisable to remove the hazard or risk;
    - ii. if the Fire Chief believes that conditions exist in or near a hotel or public building that, in the event of a fire, might seriously endanger life or

property, may immediately take action the Fire Chief considers advisable to remedy the conditions to eliminate the danger and may evacuate and close the hotel or public building; and

without limiting the foregoing, for these purposes the Fire Chief may evacuate a building or area, and may call of police and other fire prevention authorities who have jurisdiction to provide assistance;

- (h) enforce this Bylaw and other municipal bylaws, rules, orders and regulations respecting fire prevention and suppression and the protection of life and property;
- (i) inquire into, investigate and record the causes of fires in the Village or have a member designated to do so;
- (j) collect and disseminate information in regard to fires in the Village;
- (k) investigate and hold inquiries into such fires;
- (l) study methods of fire prevention; and
- (m) provide advice and make recommendations to the Chief Administrative Officer, other officers and employees of the Village and the public in relation to:
  - (i) the establishment and administration of fire brigades and departments;
  - (ii) the provision for adequate water supply and pressure;
  - (iii) the installation or maintenance of automatic or other fire alarms systems and fire extinguishment equipment;
  - (iv) the enforcement of measures for the prevention or suppression of fire and the protection of life and property; and
  - (v) fire prevention generally.

## **9. FALSE REPRESENTATION**

- 9.1 A person must not falsely represent himself as the Fire Chief or a member, or wear or display any Fire Department badge, cap, button, insignia or other part of a uniform or piece of equipment that would tend to mislead as to his identity, role or position.

## **10. TERRITORIAL JURISDICTION**

- 10.1 The services provided by the Fire Department are limited to the boundaries of the Village, and no part of its equipment may be used or members employed or retained outside the Village except as follows:

- (a) as expressly authorized by written agreement with the municipality, regional district or government agency having jurisdiction over the area to be served;

(b) in response to a specific incident, by resolution of Council and with the consent of the municipality or regional district of the area to be served; or

(c) in response to a request for assistance in accordance with the *Emergency Program Act*.

10.2 The Mayor and Corporate Officer, after consultation with the Fire Chief and on the recommendation of the Administrator, are hereby authorized to enter and execute such agreements or other instruments as may be required to give full force and effect to this section.

## **11. FIRE PROTECTION AND AID AGREEMENTS**

11.1 The Council of the Village of Harrison Hot Springs may enter into fire protection and aid agreements for the provision of fire protection by, for, or on behalf of the owners or occupiers of property situated within or outside of the municipality, with any person, firm, corporation, municipality, Crown Provincial or Crown Federal or other properly constituted authority and for the paying or collecting, as the case may be, of such charges therefore as may be agreed upon.

## **12. OFFENCE AND PENALTY**

12.1 Every person who violates section 9 of this Bylaw, or who suffers or permits any act or thing to be done in violation of section 9 of this Bylaw, or who neglects to or refrains from doing anything required to be done by section 9 of this Bylaw, commits an offence against this Bylaw and each day that a violation continues to exist is deemed to be a separate offence.

12.2 On being convicted of an offence under this Bylaw, a person is liable to pay a fine of up to ten thousand (\$10,000) dollars.

## **14. REPEAL**

“The Fire Department Regulation Bylaw No. 923” is hereby repealed in its entirety.

## **READINGS AND ADOPTION**

“Fire Department Regulation Bylaw No. 1031” adopted on the 12<sup>th</sup> day of August, 2013

Amendment Bylaw No. 1093 adopted on the 21<sup>st</sup> day of November, 2016

Amendment Bylaw No. 1101 adopted on the 20<sup>th</sup> day of March, 2017

Amendment Bylaw No. 1112 adopted on the 2<sup>nd</sup> day of October, 2017

Amendment Bylaw No. 1159 adopted on the 20<sup>th</sup> day of December, 2020

“Leo Facio”  
\_\_\_\_\_  
Mayor

“Debra Key”  
\_\_\_\_\_  
Corporate Officer





**VILLAGE OF  
HARRISON HOT SPRINGS  
POLICY**

COUNCIL	POLICY NO. 1.27
<b>FIRE INSPECTIONS - FREQUENCY</b>	DATE ADOPTED: February 5, 2018

**1. PURPOSE**

As per the *Fire Services Act* of the Province of British Columbia, the Village of Harrison Hot Springs must provide for a regular system of inspections of hotels and public buildings in the municipality. The purpose of this policy is to set the frequency schedule of these inspections and keep and maintain records of such inspections.

**2. POLICY**

This policy will apply to Business Licences.

The Village will ensure that proper records of inspections are completed for inclusion in the Village’s records management system. A check sheet for use during inspections will be maintained for each building inspected. The Village will be responsible for follow up action on any deficiencies and ensure buildings are re-inspected when due.

**FREQUENCY OF INSPECTIONS**

<b>Occupancy</b>	<b>Frequency</b>
<b>Campgrounds</b>	24 months
<b>Churches</b>	24 months
<b>Day Care Centres</b>	6 months
<b>Tourist Accommodation</b>	12 months
<b>Offices</b>	24 months
<b>Public Assembly</b>	12 months
<b>Restaurants/Food Sales</b>	12 months
<b>Schools</b>	12 months
<b>Service Station</b>	12 months
<b>Stores/Retail/Home business retail</b>	24 months