



# NOTICE OF MEETING AND AGENDA REGULAR COUNCIL MEETING

Tuesday, April 7, 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 Special Pre-Closed Council Meeting Minutes of March 16, 2026 be adopted.	Page 1
(b) THAT the Regular Council Meeting Minutes of March 16, 2026 be adopted.	Page 3
(c) THAT the Special Pre-Closed Council Meeting Minutes of March 31, 2026 be adopted.	Page 9
<b>8. BUSINESS ARISING FROM THE MINUTES</b>	
<b>9. DELEGATIONS AND PETITIONS</b>	
<b>10. CORRESPONDENCE</b>	
(a) Letter dated March 13, 2026 from Bramblebank Cottages Re: Public Access to Hot Springs During Closure of Public Pool	Page 11
(b) Letter dated March 18, 2026 from the Town of View Royal Re: Judicial Review Coalition Update – Provincial Housing Legislation	Page 13
(c) Letter dated March 18, 2026 from Tania Hart, Doug Hart, John Duffus and Judy Duffus Re: Concept Plan for Elementary School	Page 15

(d) Letter dated March 5, 2026 from Government Finance Officers Association Re: CAnFR Award for 2024	Page 17
(e) Letter dated March 30, 2026 from Marlene Reimer, Terry Fox Run Organizing Committee Re: Event Fee Waiver for 2026 Terry Fox Run	Page 21
<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 February 25, 2026 <span style="float: right;">Page 23</span></p> <p>(b) Age-Friendly Committee Meeting Minutes of February 26, 2026 <span style="float: right;">Page 27</span></p>	
<b>15. REPORTS FROM STAFF</b>	
<p>(a) Report of Chief Financial Officer dated April 7, 2026 <span style="float: right;">Page 31</span> Re: CAO 2026 First Quarter Update</p> <p>Recommendation:</p> <p>THAT the Chief Administrative Officer's report dated April 7, 2026 regarding the 2026 First Quarter Update be received for information.</p>	
<b>16. BYLAWS</b>	
<p>(a) Bylaw Notice Enforcement Amendment Bylaw No. 1242, 2026 <span style="float: right;">Page 37</span></p> <p>Recommendation:</p> <p>THAT Bylaw Notice Enforcement Amendment Bylaw No. 1242, 2026 be adopted.</p>	
<p>(b) Report of Planning Consultant dated April 7, 2026 <span style="float: right;">Page 51</span> Re: Amenity Cost Charges Program</p> <p>Recommendations:</p> <p>THAT Council accept the attached ACC Background Report; and</p> <p>THAT staff be authorized to set up a community meeting to discuss the ACC program and information generated to date.</p>	

- (c) Report of Planning Consultant dated April 7, 2026  
Re: Zoning Amendment Bylaw 1243, 2026 - 469 Naismith Ave

Page 81

Recommendations:

THAT Zoning Amendment Bylaw No. 1243, 2026 be introduced and be given first reading; and

THAT Zoning Amendment Bylaw No. 1243, 2026 be given second reading; and

THAT Zoning Amendment Bylaw No. 1243, 2026 be given third reading.

## 17. NEW BUSINESS

## 18. NOTICES OF MOTION

- (a) Notice of Motion from Mayor Talen  
Re: Civic Recognition

WHEREAS the Village does not currently have any established policies for recognizing and awarding members of the public for their contributions to the community; and

WHEREAS establishing such a policy would provide for a clear and consistent awarding process;

THEREFORE BE IT RESOLVED THAT staff be directed to draft a Civic Recognition Policy that outlines eligibility criteria, a nomination process, selection method, and process by which public spaces may be named after an individual, for Council's consideration.

- (b) Notice of Motion from Councillor Schweinbenz  
Re: Community Forest Engagement

WHEREAS the Village of Harrison Hot Springs is situated within a low-lying valley surrounded by steep terrain and predominantly second-growth forests, many of which were historically managed for timber production using practices such as monoculture species selection, suppression of deciduous vegetation through mechanical and chemical means, and subsequent clear-cut harvesting; and

WHEREAS the geographic setting of the Village makes it vulnerable to a range of natural hazards, including flooding from the Miami River, landslides and debris flows from surrounding slopes, wildfire risk within the wildland–urban interface, siltation of salmon-bearing streams, and reduced air quality due to limited atmospheric circulation within the valley; and

WHEREAS a growing body of British Columbia–based research highlights potential cumulative impacts associated with large-scale clear-cutting, including altered local microclimates, increased surface runoff and sediment transport, changes in slope

stability, impacts to ecosystems and wildlife habitat, potential effects on archaeological and cultural values, and reduced opportunities for low-impact recreational use in areas adjacent to communities; and

WHEREAS climate change is contributing to more frequent and intense precipitation and heat events, increasing pressures on infrastructure, emergency management capacity, public finances, and the overall safety and well-being of residents; and

WHEREAS the Village of Harrison Hot Springs recognizes the importance of the forestry sector to local and regional employment and to the provincial economy, and further recognizes that evolving ecosystem-based forest management approaches can support both long-term economic viability and broader social, cultural, and environmental values;

THEREFORE BE IT RESOLVED THAT Council direct staff to engage with relevant provincial agencies, departments, BC Timber Sales – Chilliwack Forest District, Indigenous governments, and neighbouring communities to share the following perspectives as a basis for dialogue and collaborative planning:

1. Council's significant concern regarding the continuation of large-scale clear-cut harvesting on slopes and forested areas surrounding the community, including Mount Woodside, Mount Agassiz, Green Mountain, Bear Mountain, and Mount Stollicum, given their proximity to residential areas and critical watersheds; and
2. Council's strong interest in exploring and supporting lower-impact, selective harvesting and other ecosystem-based forest management practices that recognize forest values beyond timber supply, while maintaining long-term economic returns from sustainably managed forests; and
3. Council's support for community-based forest stewardship principles, including meaningful opportunities for residents of Harrison Hot Springs and surrounding communities to provide input into forest management decisions and policies affecting the local landscape; and
4. Council's interest in working collaboratively with provincial partners to reconsider the routine mechanical and chemical suppression of native deciduous species within the Harrison Lake watershed and surrounding areas, in order to encourage forest conditions that may enhance wildfire resistance, slope stability, biodiversity, and climate resilience.

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

#### **20. ADJOURNMENT**



Amanda Graham  
Corporate Officer

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

**DATE:** Monday, March 16, 2026  
**TIME:** 10:00 a.m.  
**PLACE:** Council Chambers, Village Office  
495 Hot Springs Road, Harrison Hot Springs, BC

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

**STAFF PRESENT:** Chief Financial Officer/DCAO, Scott Schultz  
Corporate Officer, Amanda Graham  
Director of Operations, Jace Hodgson

**1. CALL TO ORDER**

Mayor Talen called the meeting to order at 10:00 a.m.

**2. LAND ACKNOWLEDGEMENT**

Mayor Talen acknowledged the traditional territory of Sts'ailes.

**3. RESOLUTION TO EXCLUDE THE PUBLIC**

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

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

- Section 90(1)(e) - the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90(1)(i) - the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- Section 90(1)(k) - negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality; and
- Section 90(2)(b)(ii) – the consideration of information received and held in confidence relating to negotiations between the municipality and another local government or between another local government and a third party.

**CARRIED**  
SC-2026-03-01

Adjourned to Special Closed Council Meeting at 10:04 a.m.

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

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

DRAFT

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

**DATE:** Monday, March 16, 2026  
**TIME:** 5:30 p.m.  
**PLACE:** Council Chambers, Village Office  
495 Hot Springs Road, Harrison Hot Springs, BC

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

**COUNCIL ABSENT:**

**STAFF PRESENT:** Chief Administrative Officer, Tyson Koch  
Chief Financial Officer/Deputy CAO, Scott Schultz  
Corporate Officer, Amanda Graham  
Corporate Clerk, Tyler Kafi

**1. CALL TO ORDER**

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

**2. LAND ACKNOWLEDGEMENT**

Mayor Talen acknowledged the traditional territory of Sts'ailes.

**3. PUBLIC HEARING (If required)**

None.

**4. INTRODUCTION OF LATE ITEMS**

None.

**5. APPROVAL OF THE AGENDA**

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

THAT the agenda be approved.

**CARRIED**  
RC-2026-03-18

**6. DECLARATIONS OF CONFLICT OF INTEREST**

None.

**7. ADOPTION OF MINUTES**

- (a) Regular Council Meeting Minutes of March 2, 2026

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

THAT all minutes be adopted.

**CARRIED**  
RC-2026-03-19

**8. BUSINESS ARISING FROM THE MINUTES**

None.

**9. DELEGATIONS AND PETITIONS**

None.

**10. CORRESPONDENCE**

- (a) Letter dated February 25, 2026 from the City of Prince George  
Re: Requesting Signatures – Petition to Minister of Justice and Attorney General of Canada
- (b) Letter dated February 26, 2026 from Forestry is a Solution  
Re: Request for Endorsement
- (c) Letter dated March 3, 2026 from Sts'ailes  
Re: 2026 Community Event Sponsorships
- (d) Letter dated March 3, 2026 from the City of Abbotsford  
Re: Request for Support – 2026 Proposed UBCM Resolutions

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

THAT all correspondence be received.

**CARRIED**  
RC-2026-03-20

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

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

THAT staff send an invitation to Forestry is a Solution to attend a future Council Meeting as a delegation.

**CARRIED**  
**OPPOSED BY COUNCILLOR SCHWEINBENZ**  
RC-2026-03-21

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

THAT staff contact Sts'ailes encouraging them to apply for funding through the Grants to Groups program.

**CARRIED**  
RC-2026-03-22

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

THAT the Village support the City of Prince George's petition to the Minister of Justice and Attorney General of Canada.

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

THAT staff send a letter to MP Brad Vis in support of the City of Prince George's petition to the Minister of Justice and Attorney General of Canada.

**CARRIED**  
RC-2026-03-23

Council voted on the main motion as amended

**CARRIED**  
RC-2026-03-24

## **12. REPORTS FROM COUNCILLORS**

**Councillor Facio**

- Fraser Valley Regional District Board (Municipal Director)
  - Attended a Regional and Corporate Services Committee meeting on March 12, 2026
- Fraser Valley Regional Library Board (Alternate Municipal Director) – No Report
- Attended the Follow Your Heart Benefit concert on March 14, 2026
- Reported on the Accessibility Committee on March 4, 2026

**Councillor Vidal**

- Corrections Canada Citizen's Advisory Committee
  - Attended a meeting on March 4, 2026
- Agassiz-Harrison Healthy Communities
- Kent Harrison Joint Emergency Program Committee – No Report
- Attended the Follow Your Heart Benefit concert March 14, 2026

**Councillor Schweinbenz**

- Agassiz-Harrison Historical Society
  - Attended a meeting last week
- Community Futures North Fraser Board of Directors – No Report
- Reported on the Environmental Advisory Committee meeting on March 11, 2026

**Councillor Jackson**

- Fraser Valley Regional Library Board
  - Attended a meeting
- Tourism Harrison
  - Attended a meeting
- Reported on the Communities in Bloom Committee activities

**Moved by Councillor Jackson**

**Seconded by Councillor Schweinbenz**

THAT Tourism Harrison River Valley be invited to a future Committee of the Whole as a delegation.

**CARRIED**  
RC-2026-03-25

**13. REPORTS FROM MAYOR**

- Attended a Resort Community Collaborative Mayors' Meeting March 4, 2026
- Attended the Environmental Advisory Committee Meeting on March 11, 2026

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

- (a) Accessibility Committee Meeting Minutes of October 30, 2025
- (b) Environmental Advisory Committee Meeting Minutes of February 11, 2026

**Moved by Councillor Vidal**

**Seconded by Councillor Schweinbenz**

THAT all Committee minutes be received for information.

**CARRIED**  
RC-2026-03-26

**15. REPORTS FROM STAFF**

None.

**16. BYLAWS**

- (a) 2026-2029 Financial Plan Bylaw No. 1237, 2026

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

THAT Financial Plan Bylaw No. 1237, 2026 be adopted.

**CARRIED**  
RC-2026-03-27

- (b) Highway and Traffic Amendment Bylaw No. 1241, 2026

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

THAT Highway and Traffic Amendment Bylaw No. 1241, 2026 be adopted.

**CARRIED**  
RC-2026-03-28

- (c) Report of Corporate Officer dated March 16, 2026  
Re: Bylaw Notice Enforcement Amendment Bylaw No. 1242, 2026

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

THAT Bylaw Notice Enforcement Amendment Bylaw No. 1242, 2026 be introduced and given first reading.

**CARRIED**  
RC-2026-03-29

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

THAT Bylaw Notice Enforcement Amendment Bylaw No. 1242, 2026 be given second reading.

**CARRIED**  
RC-2026-03-30

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

THAT Bylaw Notice Enforcement Amendment Bylaw No. 1242, 2026 be given third reading.

**CARRIED**  
RC-2026-03-31

**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 6:33 p.m.

**CARRIED**  
RC-2026-03-32

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Fred Talen  
Mayor

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Amanda Graham  
Corporate Officer

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

**DATE:** Tuesday, March 31, 2026  
**TIME:** 10:00 a.m.  
**PLACE:** Council Chambers, Village Office  
495 Hot Springs Road, Harrison Hot Springs, BC

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

**STAFF PRESENT:** Chief Administrative Officer, Tyson Koch  
Chief Financial Officer/DCAO, Scott Schultz  
Corporate Officer, Amanda Graham (via Zoom)

**1. CALL TO ORDER**

Mayor Talen called the meeting to order at 10:00 a.m.

**2. LAND ACKNOWLEDGEMENT**

Mayor Talen acknowledged the traditional territory of Sts'ailes.

**3. RESOLUTION TO EXCLUDE THE PUBLIC**

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

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

- Section 90(1)(i) - the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- Section 90(2)(b)(ii) – the consideration of information received and held in confidence relating to negotiations between the municipality and another local government or between another local government and a third party.

**CARRIED**  
SC-2026-03-02

Adjourned to Special Closed Council Meeting at 10:01 a.m.

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

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

DRAFT



March 13, 2026

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

Subject: Public Access to Harrison Hot Springs During Closure of Public Pools

Dear Mayor and Council,

I am writing to raise a concern regarding the current closure of the public hot springs pool operated by Harrison Hot Springs Resort and Spa. As you are aware, the resort holds the rights to the natural hot springs and operates both the public pool as well as several private hot spring pools within the resort. While the public pool has already been closed for maintenance for several months, this closure has resulted in a lack of reasonable access to the hot springs for visitors to the village.

My understanding is that the resort operates under a contract with the Province of British Columbia that requires the provision of reasonable public access to the hot springs. At present, however, that access is effectively unavailable. While the resort does have functioning hot spring pools within the hotel, access is currently only being offered in conjunction with spa services at an additional cost of \$75 per person. This pricing structure is not a reasonable substitute for public access and places the experience financially out of reach for many visitors.

This situation is particularly concerning given that the identity and economic vitality of the Village of Harrison Hot Springs are closely tied to access to the hot springs. The current lack of access is already having a measurable impact: we are actively receiving cancellations from guests who no longer wish to stay due to the inability to access the hot springs. This is directly affecting occupancy, revenue, and the viability of local accommodation providers.

At present, Harrison Hot Springs Resort and Spa effectively holds a monopoly on access to the hot springs. During slower seasons, this situation disproportionately benefits their property, as guests seeking access are compelled to book directly with them, further impacting surrounding businesses.

Additionally, there appears to be no timeline for reopening the public pool. Given the importance of this amenity, there should be defined expectations or requirements regarding the maximum duration for such closures, particularly where public access obligations exist.

It is also important to note that, while local businesses are being asked to collect the Municipal and Regional District Tax (MRDT) from guests, the primary amenity that defines Harrison Hot Springs as a destination is currently unavailable. This creates a disconnect between the expectations placed on local operators and the actual visitor experience being delivered.

Residents of Harrison Hot Springs do currently have access to the resort's hot spring pools at a reasonable local rate. However, visitors staying in accommodations within the village do not have access to a comparable option. Given the seasonal nature of tourism in Harrison, this imbalance creates a significant challenge for local businesses.

A practical interim solution during the maintenance period would be to allow visitors staying in accommodations within the village to access the resort's hot springs at the same rate currently offered to residents. Access could reasonably be limited to individuals holding a valid reservation at a licensed accommodation within the village to ensure that the benefit supports the local tourism economy. If capacity is a concern, reasonable limits on the frequency of resident visits during this temporary period could also be considered.

I respectfully ask that the Village of Harrison Hot Springs review this matter and engage with Harrison Hot Springs Resort and Spa, and if necessary the Province, to determine whether the current arrangement aligns with the terms of the resort's agreement regarding public access, and whether additional measures are required during this extended closure.

Ensuring reasonable and practical access during the renovation period would help protect the reputation of Harrison Hot Springs and support the many local businesses that rely on visitors seeking the hot springs experience.

Thank you for your attention to this matter. I would welcome any opportunity for further discussion.

Sincerely,

Kairyn McGuire

Bramblebank Cottages  
604-796-9552



## TOWN OF VIEW ROYAL

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45 View Royal Avenue, Victoria, BC, Canada V9B 1A6  
Ph. 250-479-6800 · Fx. 250-727-9551 · E. [info@viewroyal.ca](mailto:info@viewroyal.ca) · [www.viewroyal.ca](http://www.viewroyal.ca)

March 18, 2026

Sent via Email

### LETTER TO ALL BC MUNICIPAL COUNCILS

Dear Mayor and Council,

#### **RE: Judicial Review Coalition Update — Provincial Housing Legislation (Bills 44, 47, 13, 15, and M216)**

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This letter provides an update further to the Town of View Royal's correspondence dated December 4, 2025 regarding a potential coordinated Judicial Review of recent provincial housing legislation .

Since issuing the initial invitation, the Town of View Royal, the District of West Vancouver, the District of Oak Bay, the Regional District of North Okanagan, and the Township of Spallumcheen have formally indicated their participation in the coalition. These early participants have recognized the shared concern regarding the cumulative impact of recent provincial housing legislation on local governance, planning authority, and accountability to residents. Dozens of other municipalities have attended information sessions, and others have reached out for further information and support. We continue to receive expressions of interest from councils across British Columbia.

This initiative is not occurring in isolation. Recent actions across the province reinforce the concerns raised in our initial letter. Metro Vancouver mayors sought meaningful engagement with the Province on housing legislation that materially affects municipal authority, planning responsibilities, and public accountability. While the Province acknowledged this request, its response confirmed an implementation-focused approach and did not address the broader governance and procedural concerns raised. This exchange underscores the absence of a forum to resolve these issues collaboratively and reinforces the need for legal clarity. Councils across British Columbia have similarly raised concerns regarding the pace and scale of legislative change, the removal of public hearings, the shift of land-use authority away from locally elected councils, and the implications for infrastructure planning, financial sustainability, and service delivery. Bill M216 and related legislation continue to raise questions regarding the balance between provincial objectives and municipal responsibilities, particularly where expectations are evolving without a clearly defined framework for delivery.

As noted previously, this process is not about opposing housing but about obtaining legal clarity. The coalition's first step will be to commission a shared legal opinion to assess the scope of provincial authority relative to municipalities, the implications of the legislative changes on

procedural fairness and democratic accountability, and the extent to which municipal powers have been altered or constrained. Municipalities that formally join the coalition will have full access to this legal opinion. The estimated budget for the legal opinion is \$150,000, to be shared among participating municipalities through a cost-sharing model to be confirmed.

Following completion of the legal opinion, a subsequent meeting will be convened with participating municipalities to review findings, discuss implications, and determine whether there is sufficient basis and collective support to proceed with a Judicial Review.

In the absence of clarity, municipalities are left managing uncertain planning frameworks, increasing infrastructure and financial pressures, and a growing disconnect between responsibility and authority. At present, a coordinated Judicial Review remains the only available mechanism to obtain a clear and authoritative interpretation of these issues.

Councils are asked to signal their intent to join the coalition no later than March 31, 2026. Municipalities indicating intent will receive a formal invitation and next-step materials in the first week of April, including a cost-sharing framework, a draft Memorandum of Understanding, and the scope for the legal opinion. A meeting of participating and interested municipalities will be held at 10:00 AM on Friday, April 10, 2026, to review the approach, confirm participation, and discuss next steps. Participation at this stage does not commit a municipality to a Judicial Review but ensures access to the legal analysis required to make an informed decision.

This effort is grounded in a shared interest in ensuring clarity in the roles, responsibilities, and relationships between orders of government. We encourage your Council to consider joining this collaborative process.

For further information or to confirm participation, please contact me at Mayor Sid Tobias at [mayortobias@viewroyal.ca](mailto:mayortobias@viewroyal.ca).

Sincerely,

A handwritten signature in black ink, appearing to be 'S. Tobias', written over a light grey rectangular background.

Mayor Sid Tobias  
Town of View Royal

█ and █ Balsam Avenue  
Harrison Hot Springs  
BC V0M 1K0

RECEIVED  
MAR 23 2026  
BY VILLAGE OF HARRISON HOT SPRINGS

18 March 2026

**The Mayor and Councillors**  
Village of Harrison Hot Springs

**Re: Concept Plan for Elementary School**

While we acknowledge the need for a new elementary school, given the future enrolment figures projected in your proposal, we have identified some concerns that we ask you to consider.

We have concerns about the number of trees that you envisage having to be removed. This plan appears to be contrary to the adopted Official Community Plan which shows advocacy for retaining the urban canopy in the village.

We are puzzled by the plan to provide lane ways on three sides of the school property. We presume these are for vehicular traffic, given the directional arrows on the plan. Parking spaces are shown on the southern border of the property, which leads us to suppose that parents and teachers will be using the lane way to access the school. This would appear to be an inadequate traffic flow plan for both the elementary school and the daycare.

This leads us to question whether enough forethought has been given to parents dropping off children for the daycare before going to work and collecting them at day end.

Having given some thought to this, we have two proposals for your consideration.

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Place the school on the north third of the property with the middle third to be used as a playing field, and the south third treed area available for a nature park. By doing this, access to the school would be from Walnut Avenue, eliminating the need for lane ways and the urban canopy will be preserved.

Or

Place the school on the middle third of the property with the playing field on the north third of the property along with access to Walnut Avenue for better traffic control. The treed area to the south could be utilized as a nature trail for the education of students and public.

As citizens of Harrison Hot Springs, we greatly value our parks and green spaces. We request that the Firehall Park remain as it is in its entirety until the moment that construction of the new elementary school is about to start. This includes that no trees be cut or removed in advance of the project and that the proposed relocation of the Public Works Yard not happen prior to the imminent construction of the school.

We respectfully request that this letter is made public at any future public meeting and that you consider the merits of these suggestions when moving forward with plans for the school.

From Tania and Doug Hart at [REDACTED] Balsam Avenue

John and Judy Duffus at [REDACTED] Balsam Avenue

P.O. Box [REDACTED]  
[REDACTED]



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

March 5, 2026

Mr. Scott Schultz  
Chief Financial Officer  
Village of Harrison Hot Springs  
495 Hot Springs Road  
Harrison Hot Springs, British Columbia V0M 1K0

Dear Mr. Schultz:

We are pleased to notify you that your annual financial report for the fiscal year ended December 31, 2024, qualifies for a Canadian Award for Financial Reporting (CAnFR). The CAnFR recognizes excellence in governmental accounting and financial reporting and represents a significant accomplishment by a local government and its management. Congratulations on having met the high standards of the CAnFR Program. We hope that your example will encourage others in their efforts to achieve and maintain excellence in financial reporting.

Your award package contains the following:

- **A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements.** We strongly encourage you to implement the recommended improvements in your next report. Canadian Award for Financial Reporting Program policy requires that written responses to these comments and suggestions for improvement be included with your next report. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with Jim Phillips.
- **Canadian Award for Financial Reporting.** A Canadian Award for Financial Reporting is valid for a period of one year. A current holder of a Canadian Award may reproduce the Award in its immediately subsequent CAnFR. Please refer to the instructions for reproducing your Award in your next report.
- **Sample press release.** Attaining this award is a significant accomplishment. Attached is a sample news release that you may use to give appropriate publicity to this notable achievement.

Scott Schultz

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In addition, award recipients will receive via mail either a plaque (if first-time recipients or if the government has received the Award ten times since it received its last plaque) or a brass medallion to affix to the plaque (if the government currently has a plaque with space to affix the medallion).

To continue your participation in the program, it will be necessary for you to submit your next annual financial report to GFOA within six months of the end of your entity's fiscal year. A Canadian Award for Financial Reporting Award Program Application and other information about the CANFR Program can be found [here](#).

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to [canfr@gfoa.org](mailto:canfr@gfoa.org) and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

To help reduce the spread of COVID-19, GFOA staff have transitioned to a remote working environment, which requires temporary adjustments to our process. This means that for the foreseeable future, we will not be able to accept hard copy, CD or flash drive submissions for our award programs; only electronic submissions will be accepted. Once public health officials deem it safe to do so, we will resume our normal operations, but we will always encourage PDF submissions.

Your interest in and support of the Canadian Award for Financial Reporting Program is most appreciated. If we may be of any further assistance, please do not hesitate to contact the CANFR Program staff in the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine  
Director, Technical Services Center

Enclosures



Government Finance Officers Association

**Canadian Award  
for  
Financial Reporting**

Presented to

**Village of Harrison Hot Springs  
British Columbia**

For its Annual  
Financial Report  
for the Year Ended

**December 31, 2024**

*Christopher P. Morill*

Executive Director/CEO



March 30, 2026

Dear Mayor Talen and Council Members,

I am writing you to request a waiver of municipal fees for the annual Terry Fox run/walk, which this year is held on September 20, 2026,

As a charitable initiative supporting cancer research, every dollar we save goes directly to support this worthy cause and helps increase our impact in the fight against cancer.

The fees that will affect this event are as follows:

\$50.00 - application fee

\$150.00 - day fee

\$500.00 - damage deposit

The liability insurance is covered by the Terry Fox Foundation.

We would truly appreciate your support in this meaningful event.

Thank you for your consideration of this request.

Sincerely,

Marlene Reimer,

Chair of the Organizing Committee

604-831-8775





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

**DATE:** Wednesday, February 25, 2026  
**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 (at 9:05 a.m.)  
Janice Moffat  
Teresa Omelus  
Margaret Shier

**MEMBERS ABSENT:** Susan Galvao

**STAFF PRESENT:** Corporate Officer, Amanda Graham  
Jace Hodgson, Director of Operations (until 9:48 a.m.)

**1. CALL TO ORDER**

Councillor Jackson called the meeting to order at 9:02 a.m.

**2. LAND ACKNOWLEDGEMENT**

Councillor Jackson acknowledged the traditional territory of Sts'ailes.

**3. INTRODUCTION OF LATE ITEMS**

Teresa Omelus requested to add "CIB Anniversary Tree" as item for discussion 6(f).

**4. APPROVAL OF THE AGENDA**

**Moved by Teresa Omelus**  
**Seconded by Margaret Shier**

THAT the agenda be approved as amended with the addition of the late item.

**CARRIED**  
CIB-2026-02-01

**5. ADOPTION OF MINUTES**

**Moved by Margaret Shier**  
**Seconded by Janice Moffat**

THAT the Communities in Bloom Committee Meeting Minutes of January 22, 2026 be adopted.

## **6. ITEMS FOR DISCUSSION**

### (a) Fundraiser: West Coast Seeds, March 1-22, 2026

Staff advised that the Village recently started advertising the fundraiser on the website, social media and notice boards and sent it directly to the Harrison Community Gardens. The school also included it in their newsletter to parents earlier this week. The Committee was given pamphlets and papers to hand out to potential sponsors and people who might like to purchase seeds. Staff will create a list of businesses organized by location for the Committee to take as teams for door-to-door canvassing. After the seed fundraiser, the Village will also promote the sponsorship packages. The Committee noted that it would be nice to provide "Proud Supporter of Communities in Bloom" window stickers to sponsors and post their pictures on the website or social media pages.

### (b) Earth Day in May: May 2, 2026 9:00 a.m. to 12:00 p.m., Memorial Hall

The Committee plans to have a table at the event and discussed the following:

- Selling succulents and other plants that Margaret Shier is growing
- Ordering extra seeds to sell at the event
- Having a raffle draw and obtaining a Gaming License
- Checking with the Environmental Committee to see whether CIB can run a concession by donation
- Having a workshop on the therapeutic benefits of gardening and incorporating mental health
- Providing recipe cards on how to use edible flowers
- Having a water fountain at the table

### (c) Garden of the Week Update

Staff advised that they have applied for the Garden of the Week program with Scott's Miracle Gro and are awaiting a response. The Committee discussed varying the criteria to consider rock gardens, drought tolerant plants, or environmentally friendly plants, having the community submit photos to draw out people who might not otherwise participate, advertising it to target people who live in stratas and have patio gardens, and having special categories for kids or repurposed gardens.

### (d) 2026 Gardening Projects:

- Lagoon Garden Bed Planting: Staff presented an idea for a red and white soccer ball to incorporate the FIFA World Cup. The Committee expressed support for this and for organizing another community planting day.
- Weed and Feed Events: The Committee expressed support for this idea and discussed union considerations and the summer student role.

(e) 2026 To-Do List

Staff will continue to update the to-do list and incorporate it into future agenda packages to keep the Committee informed on both the status of tasks and which ones require further support from the Committee.

(f) CIB Anniversary Tree

The Committee discussed the CIB anniversary Rose of Sharon/Hibiscus tree and where to plant it. Peace Park was originally selected to beautify the southern area of the Village, as the beachfront is usually the main focus. The Committee agreed to plant it in Peace Park. This will take place early in the spring and will be promoted as a community event.

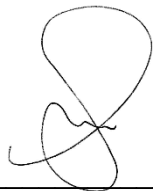
(g) Next Meeting Date: March 25, 2026 9:00 a.m.

**7. ADJOURNMENT**

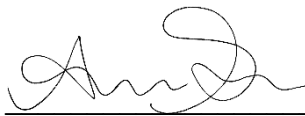
**Moved by Margaret Shier**  
**Seconded by Teresa Omelus**

THAT the meeting be adjourned at 9:59 a.m.

**CARRIED**  
CIB-2026-02-03



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



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





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

**DATE:** Thursday, February 26, 2026  
**TIME:** 2:00 p.m.  
**PLACE:** Council Chambers, Village Office  
495 Hot Springs Road, Harrison Hot Springs, BC

**MEMBERS PRESENT:** Mayor Fred Talen, Chair  
Alison Douglas (via Zoom)  
Hannelore Gidora  
Audrey Johnstone  
Marlene Reimer  
Liz Webber

**MEMBERS ABSENT:** Judith Barron  
Karen Seraphim

**STAFF PRESENT:** Corporate Officer, Amanda Graham  
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 Hannelore Gidora  
Seconded by Audrey Johnstone

THAT the agenda be approved.

**CARRIED**  
AFC-2026-02-01

### 5. ADOPTION OF MINUTES

Moved by Audrey Johnstone  
Seconded by Marlene Reimer

THAT the Age-Friendly Committee Meeting Minutes of January 15, 2026 be adopted.

**CARRIED**  
AFC-2026-02-02

It was noted that the Spring Park washrooms close early this time of year and that the Village is exploring automatic door locks on a timer. In the meantime, it was suggested that a sign with the washroom hours be placed outside the washroom.

## **6. ITEMS FOR DISCUSSION**

### (a) 2026 Age Friendly Grant Update

Staff advised that the Village will be submitting a grant application for Age Friendly funding up to \$15,000 to support implementing the Age Friendly Action Plan and the Committee work plan.

**Moved by Liz Webber**  
**Seconded by Audrey Johnstone**

THAT the Committee provide a letter of support for the Village's 2026 Age Friendly Grant application.

**CARRIED**  
AFC-2026-02-03

A copy of the letter will be circulated to the Committee.

### (b) Chair Yoga Update

Chair Yoga is currently taking place on Tuesdays from 10 a.m. to 11 a.m. This session will end on March 21 and the Village will be looking to start it up again once the instructor returns in May. There has been an increase in participation, with approximately 40 unique registrants and about 20 people participating in each session. There have also been participants from outside of Harrison Hot Springs.

### (c) Memorial Hall Usage

It was noted that Memorial Hall is well used by a variety of user groups.

### (d) Civic Campus / School District 78 Partnership

Mayor Talen spoke about the proposed Civic Campus project, noting the following:

- The Village has engaged with the School District and the Parent Advisory Council
- The proposed project would see the construction of a new school that meets capacity needs and increases safety with a dedicated drop-off area off the main roads
- The school is currently over capacity for student enrollment and the number of students is expected to grow

- There have been concerns noted regarding the loss of green space and trees in Fire Hall Park
- There have not been any updates regarding the provincial 2026/2027 budget
- If the new school proceeds, this would open the door for other opportunities such as recreational programming, a casual drop in space for user groups to meet, support for the arts and improvements to Council chambers and civic buildings

Staff provided information about the Open Space concept, which is a public engagement event for the Civic Campus slated for the end of April to be held tentatively at the school. This is a conversation-focused open house where various stakeholders, partners and interest groups would be present to answer questions and provide information about their thoughts on the project. The Committee expressed support for participating in this event to ensure that Age Friendly concepts are taken into consideration.

## 7. ADJOURNMENT

**Moved by Hannelore Gidora**  
**Seconded by Marlene Reimer**

THAT the meeting be adjourned at 2:49 p.m.

**CARRIED**  
AFC-2026-02-04



\_\_\_\_\_  
Mayor Fred Talen, Chair  
Age-Friendly Committee



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



File No: 0640  
Date: April 7, 2026

To: Mayor and Council  
From: Tyson Koch, Chief Administrative Officer  
Subject: CAO 2026 First Quarter Update

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## RECOMMENDATION

THAT the Chief Administrative Officer's report dated April 7, 2026 regarding the 2026 First Quarter Update be received for information.

## SUMMARY

To provide Council with a First Quarter operational update for 2026.

## BACKGROUND

Quarterly reports will be provided throughout the year as a means of keeping Council up to date with Village's operations.

## DISCUSSION

This report provides and summarizes operational activities, key deliverables, and ongoing initiatives across Village departments. It is intended to give Council a consolidated overview of work completed and in progress during the reporting period, highlight areas of significant activity, and support transparency and accountability in municipal operations. The accomplishments outlined in this report reflect the continued excellent work of Village staff, made possible through Council's direction and ongoing support. The sections below organize the update by functional area to clearly present departmental efforts and outcomes achieved in the first quarter.

### **Emergency Management**

- 2 Emergency Management training courses were completed through JIBC (Justice Institute of British Columbia) Online by 2 Village employees.
- 1 Emergency Management training course was completed in person at a training hosted by Seabird Island.
- 2 Emergency Support Services training courses were completed in person at a training hosted by Sts'ailes.
- Kent Harrison Joint Emergency Program (KHJEP) Committee meeting was held on January 21.

- Village staff met with KHJEP Coordinator and ESS team to discuss ESS in the Village.
- Village staff met with Emergency Management personnel from Sts'ailes to discuss future training and emergency management programs.
- Electrical upgrades at Village Office were completed, thanks to UBCM's EOC grant. These upgrades will support the future installation of a generator to ensure business continuity.
- Electrical upgrades at Memorial Hall were completed, thanks to UBCM's ESS grant. These upgrades will support the future installation of a generator to ensure the site can be utilized as an ESS reception site, in the event of a power loss.
- Public Notification and Evacuation Route Planning project work was completed by Red Dragon Consulting.
  - Included a Community Engagement event held at Memorial Hall on January 21
  - Final reporting has been submitted to UBCM, and staff are compiling an Evacuation Guide to be referenced by residents.

### **FireSmart**

Tasks completed in relation to the 2024 Community Wildfire Resiliency Plan (CWRP) will be highlighted with the recommendation number outlined in the plan.

- Released the 2025 Annual FireSmart Report (CWRP #6)
- Attended the FireSmart Coordinator Coastal Fire Centre call with FireSmart BC and BC Wildfire Services representatives.
- Updated Critical Infrastructure Assessment at Memorial Hall (ESS Reception Site) and began mitigation project (CWRP #14)
- Continued fuel mitigation work throughout the Village, focusing on critical infrastructure and risk areas.

### **Community Services**

- Facilitated the installation of an automatic door opener at the washroom building at Spring Park, funded by the Local Community Accessibility Grant.
- Attended the Agassiz Harrison Healthy Communities Committee meetings.
- Finalized Boat Launch Services Agreement for the 2026 season.

### **Communications & Community Engagement**

- Village's new monthly e-Newsletter, Village Connect: 682 residents updated monthly with Village projects, Council decisions, community events and engagement opportunities
- 2026 Budget Engagement: Enhanced opportunities for engagement during the budget process included an online survey, all-day budget open house, infographics (digital & in-person)

- Building Belonging (I.D.E.A.) public engagement events were held on February 19, in addition to an Early Input survey period from December – February 28. The What We Heard Report has been published and survey #2 was available until mid-March.

#### Social Media Stats:

- January 1 – March 31:
  - 66 posts
  - Views across all posts: 88.9K

#### Get Into It Harrison:

- New project added: Civic Campus Project
- GetIntolt Harrison: 2677 visits, 20 new registrations
- What We Heard Reports shared:
  - Budget 2026
  - Evacuation Route Planning
  - Building Belonging (I.D.E.A.)

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### **Finance, Human Resources, IT and Risk Management**

- The 2026 budget was adopted through the following process:
  - January 9 – Public consultation period began and ran until March 2, 2026. The public was encouraged to share feedback on the proposed financial plan through various methods, including a survey.
  - February 3 – The draft budget was introduced to Council at a Committee of the Whole meeting.
  - February 17 – The draft budget received first and second readings.
  - February 24 – A budget open house was held at the Village office.
  - March 2 – The budget received third reading by Council.
  - March 16 – The budget was adopted by Council.
- 2025 year-end financial processes took place with the finalized financial information being sent to the external auditors in February.
- The annual external audit began and is being performed by the Village's external audit team at BDO Canada. Finalized financial statements will be presented to council in April.
- The Village's new Occupational Health and Safety (OH&S) program was launched. Training was held with supervisors and managers.
- The first labour management meeting of the year was held with the CUPE Union, the focus was the new OH&S program and the next steps in setting up a Joint Occupational Health and Safety committee.

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### **Corporate Services**

The following provides First Quarter Updates for Corporate Services:

- Provided meeting management and support services for 9 Committee/Commission meetings and began work on 2026 work plans including Earth Day in May and the Communities in Bloom West Coast Seeds Fundraiser.
- All FOI requests from 2025 concluded. 5 requests received in Q1, all concluded.
- 5 bylaws were adopted, supported bylaw development for Pay Parking and Boat Launch program and associated bylaws.

- Completed Public Works forms digitization project and are now working on digitizing Utilities forms. Completed internal audit on digital access and file permissions.
- Began work on hardcopy file digitization project. This project involves digitizing paper copies of records which will improve accessibility, operational efficiency, information security and long-term preservation.

## **Operations**

### Capital Projects:

#### Highway 9 to McCombs Drive Drainage Improvements

- DFO permit received to allow the work to begin in spring

#### Water/Wastewater Treatment Plant Master Plan

- Draft plans have been received
- Peer review in progress

#### Lillooet Avenue West Streetscape Plan

- Contract awarded to Element Excavating
- Construction in progress
- Demolition and site layout currently underway

#### SCADA System Upgrade

- Phase 1 is complete
- Phase 2 is complete
- Phase 3 in progress

#### Dike Upgrade

- Detailed design in progress
- 70 percent design underway with permit preparation
- Flood pump assessment draft complete

#### Village Office Exterior Renovations

- Project completed

#### Canoe / Kayak Launch

- RFP Issued January 13 with a closing date of February 3
- Contract awarded to New Waves Docks for an accessible Canoe / Kayak Launch
- Construction in progress, installation targeted for May

#### Lift Station #5 & #6

- Materials have been ordered for both lift stations
- Site investigations and design refinements currently underway

### Public Works:

#### Staffing

- Regular fulltime Labourer 1 position filled

#### Maintenance Activities

- Memorial Hall electrical upgrades

- Memorial Hall landscape upgrades in progress
- Pressure washing
- Removal of danger trees
- Trail maintenance work
- Removal of sand fencing
- Drainage upgrades along the beachfront

Utilities:

#### Maintenance Activities

- Water service repairs
- I&I investigations and repairs at multiple location
- Sewer line camera inspections
- WTP piping repair
- Manhole inspections

### **Fire Department**

The following provides First Quarter Updates for the Fire Department:

- 5 members completed the Emergency Vehicle Operations course
- 25 calls for service
- 1 new recruit
- 1 officer part way through his Officer Level I courses

### **Planning and Development**

- 2 building permit application referrals received
- 1 legislative notice for Public Hearing Prohibited issued
- Development of Amenity Cost Charges program

### **Bylaw Enforcement**

- 36 bylaw files initiated, 23 from external complaints and 16 noted by staff, mostly related to traffic and hazardous trees
- Issued 24 bylaw enforcement notices, mostly related to failing to renew business licences
- Letters sent to 153 different properties in the Village regarding improper drainage/connections to the sewer system, further investigative work to be conducted. Response has been positive with many property owners responding and actively working to remedy any drainage issues on their property.
- Continued enforcement and education regarding sandwich board and wind activated signs
- Several large ongoing zoning bylaw and property maintenance files
- Worked with several new businesses starting up regarding sign permits and business licencing

**Strategic Priorities**

Prioritizing, highlighting and meeting the list of Council's Strategic Priorities and Operational Priorities is staff's top priority when exploring and executing opportunities.

**FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with this report.

Respectfully submitted by:



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Tyson Koch  
Chief Administrative Officer



# VILLAGE OF HARRISON HOT SPRINGS

## BYLAW NO. 1242, 2026

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### A BYLAW TO AMEND BYLAW NOTICE ENFORCEMENT BYLAW NO.855

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

**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 “Bylaw Notice Enforcement Bylaw No. 1242, 2026”.

#### 2. AMENDMENT

Bylaw Notice Enforcement Bylaw No. 855, 2006 is hereby amended as follows:

(a) The following is inserted after section 10.3:

10.4 Where a compliance agreement is entered into, the penalty payable for the offence will be reduced to one half of the penalty for the offence as listed in Column A1 of Schedule A attached to this bylaw.

(b) Schedule “A” to Bylaw Notice Enforcement Bylaw No. 1223, 2025 is hereby removed in its entirety and replaced with Schedule “A” to Bylaw Notice Enforcement Bylaw No. 1242, 2026, attached hereto and forming part of this bylaw.

#### 3. READINGS AND ADOPTION

**READ A FIRST TIME** this 16<sup>th</sup> day of March, 2026

**READ A SECOND TIME** this 16<sup>th</sup> day of March, 2026

**READ A THIRD TIME** this 16<sup>th</sup> day of March, 2026

**ADOPTED** this \_\_\_ day of \_\_\_\_, 2026

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Fred Talen  
Mayor

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Amanda Graham  
Corporate Officer

**BYLAW NOTICE ENFORCEMENT AMENDMENT BYLAW NO. 1242, 2026  
SCHEDULE A**

BYLAW	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment	Compliance Agreement Available
<b>Boat Launch Regulation Bylaw No. 1240</b>	5(a)	Park in boat launch without a Boat Launch Pass	75.00	45.00	100.00	No
	5(b)	Launch or retrieve boat without a Boat Launch Pass	75.00	45.00	100.00	No
	5(c)	Leave Boat, Boat Trailer, Motor Vehicle or Tow Vehicle unattended at launch or wharf	50.00	40.00	60.00	No
	5(d)	Moor boat on wharf in excess of 15 minutes	50.00	40.00	60.00	No
	5(e)	Hinder, oppose or obstruct Bylaw Enforcement Officer	75.00	45.00	100.00	No
<b>Business Licence and Regulation Bylaw No. 1128</b>	2.1(a)	Carry on business without a licence	200.00	190.00	210.00	Yes
	2.1(b)	Fail to obtain separate licence for each business	200.00	190.00	210.00	Yes
	2.3(d)	Fail to renew business licence that continues to operate	200.00	190.00	210.00	Yes
	3.1(a)	Operate prohibited business	500.00	490.00	510.00	Yes
<b>Fire Services Bylaw No. 1236</b>	13(a)	Impede, hinder, obstruct Fire Department Member at Incident or fail to comply with orders or directions	500.00	490.00	510.00	No
	13(b)	Obstruct or interfere with access, fire hydrants, reservoirs or bodies of water required for fire suppression	500.00	490.00	510.00	No
	13(c)	Damage, destroy, obstruct Fire Apparatus or travel across fire hose or other Equipment	500.00	490.00	510.00	Yes
	13(d)	Falsely represent oneself as a Member of Fire Department	500.00	490.00	510.00	Yes
	139e)	Obstruct Fire Chief, Fire Inspector or Fire Investigator in course of their duties	500.00	490.00	510.00	No

BYLAW	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment	Compliance Agreement Available
Fireworks Regulation Bylaw No. 871	1.2.1	Possess fireworks without permit	100.00	90.00	110.00	Yes
	1.2.2	Ignite, explode, set off or detonate fireworks in such a manner as may endanger or create a nuisance	100.00	90.00	110.00	Yes
Highway and Traffic Bylaw No. 974	9(a)	Fail to remove snow and ice from sidewalk or footpath	100.00	90.00	110.00	Yes
	9(b)	Fail to keep sidewalk or footpath clear of litter, rubbish, debris or overgrown vegetation	100.00	90.00	110.00	Yes
	10(b)(i)	Construct any non-permitted access culvert, bridge, sidewalk or other access on or to any highway	100.00	90.00	110.00	Yes
	10(b)(ii)	Make repairs to motor vehicle upon highway other than temporary repairs to remove vehicle	100.00	90.00	110.00	Yes
	10(b)(iii)	Engage in any sport, amusement, exercise or occupation of highway which delays traffic or causes obstruction	100.00	90.00	110.00	Yes
	10(b)(iv)	Build, construct, maintain or occupy any structure or object which obstructs the free use of any highway	100.00	90.00	110.00	Yes
	10(b)(v)	Deposit noxious substance, debris, rocks or unlicensed or derelict motor vehicle on highway or walkway	100.00	90.00	110.00	Yes
	15	Damage, deface or alter highway, boulevard, fence or right of way	100.00	90.00	110.00	Yes
	16(d)	Interfere with any traffic control device	210.00	190.00	210.00	Yes
	16(e)	Fail to comply with any lawful direction, command or order of a Bylaw Enforcement Officer, Peace Officer or a member of the Fire Department	100.00	90.00	110.00	Yes
	16(f)	Commercial vehicles in excess of 5500 kg (tare weight) on residential street	300.00	290.00	310.00	Yes
	27(b)	Fail to park in designated parking stall	100.00	90.00	110.00	Yes
	27(c)	Park in loading zone and beyond maximum of 30 minutes	100.00	90.00	110.00	Yes
	27(d)	Park in bus zone	100.00	90.00	110.00	Yes
	27(e)	Park in Accessible Stall without visibly displaying an Accessible Parking Pass	100.00	90.00	110.00	Yes
	27(f)	Park on sidewalk or boulevard	100.00	90.00	110.00	Yes
	27(g)	Park in front of a public or private driveway	100.00	90.00	110.00	Yes
	27(h)	Park within 5 meters of a hydrant	100.00	90.00	110.00	Yes

Highway and Traffic Bylaw No. 974	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment	Compliance Agreement Available
	27(i)	Park on crosswalk or within 5 meters of the approach side of a crosswalk	100.00	90.00	110.00	Yes
27(j)	Park within 6 meters of either side of an entrance to or exit from public meeting place, fire hall or playground	100.00	90.00	110.00	Yes	
27(k)	Obstruct traffic alongside or opposite of highway excavation or obstruction	100.00	90.00	110.00	Yes	
27(l)	Park on highway side of a motor vehicle stopped or parked parallel to the curb side of a highway	100.00	90.00	110.00	Yes	
27(m)	Park on a bridge or other elevated structure on a highway	100.00	90.00	110.00	Yes	
27(n)	Park which obstructs the visibility of traffic or a traffic control device	100.00	90.00	110.00	Yes	
27(o)	Park on cycle path on any portion of a highway for a longer period of time than indicated on the traffic control device	100.00	90.00	110.00	Yes	
27(p)	Park on a highway for a continuous period exceeding 48 hours without movement	100.00	90.00	110.00	Yes	
27(q)	Commercial vehicle parked longer than 24 hours in a given area	100.00	90.00	110.00	Yes	
27(r)	Park adjacent to a yellow curb	100.00	90.00	110.00	Yes	
27(s)	Face wrong direction from the normal flow of traffic on the highway	100.00	90.00	110.00	Yes	
27(t)	Park where prohibited	100.00	90.00	110.00	Yes	
27(u)	Park in lane less than 3.5 meters of the travelled portion of the lane for other vehicle	100.00	90.00	110.00	Yes	
27(v)	Occupy more than one parking stall unnecessarily	100.00	90.00	110.00	Yes	
27(w)	Park in close proximity to other vehicle to obstruct or unduly restrict movement	100.00	90.00	110.00	Yes	
27(x)	Park in Village facility stall without attending at Village facility	100.00	90.00	110.00	Yes	
29(a)ii	Exceed total weight of the vehicle and/or trailer in excess of 5500 kg and is in a residential zone between the hours of 7:00 p.m. and 7:00 a.m.	100.00	90.00	110.00	Yes	
29(b)	Recreational vehicle parked on any street in excess of 8 hours regardless if it is moved or not to another location	100.00	90.00	110.00	Yes	
29(c)	Park unattached utility, boat or RV trailer on any street	100.00	90.00	110.00	Yes	
30(a)	Remove notice or ticket affixed to vehicle by Bylaw Enforcement Officer	100.00	90.00	110.00	Yes	

	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment	Compliance Agreement Available
Highway and Traffic Bylaw No. 974	30(b)	Remove or interfere with marking placed on vehicle by Bylaw Enforcement Officer	100.00	90.00	110.00	Yes
	31(a)	Park a vehicle in a stall for a period of time greater than the time indicated by the traffic control device	100.00	90.00	110.00	Yes
Municipal Docks Bylaw No. 991  Municipal Docks Bylaw Amendment No. 1008	11	Possess an open container of liquor on a dock	100.00	90.00	110.00	Yes
	15	Deposit or leave garbage, refuse, bottles, cans, paper, animal excrement or other waste material on a dock or in the water surrounding a dock	100.00	90.00	110.00	Yes
	18	Cause a vessel, watercraft or seaplane to remain moored in a posted loading zone for a period in excess of 60 minutes unless otherwise authorized by the Village	100.00	90.00	110.00	Yes
	21(1)(a)(b)	Moore a vessel, watercraft or seaplane at a dock for a period in excess of 12 hours and moored overnight unless approved by special permit issued by the Village	500.00	490.00	510.00	Yes
Noise Bylaw No. 1218	3	Make noise which disturbs the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity	200.00	190.00	210.00	Yes
	4(a)	Disturb the peace with radio, television, receiving set, musical instrument, megaphone, microphone, sound amplification device, shouting, clamouring or banging	200.00	190.00	210.00	Yes
	4(b)	Disturb the peace with birds or animal noise	100.00	90.00	110.00	Yes
	4(c)	Operate power lawn mower or power equipment between 10:00 p.m. and 8:00 a.m. the following day	200.00	190.00	210.00	Yes
	4(d)	Discharge engine exhaust without device to prevent excessive noise	100.00	90.00	110.00	Yes
	4(e)	Sound horn on automobile, motorcycle or bus other than in warning	100.00	90.00	110.00	Yes
	4(f)	Excessive noise on street, highway or land adjacent to school or church	200.00	190.00	210.00	Yes
	4(g)	Load or unload vehicle that disturbs	200.00	190.00	210.00	Yes

Noise Bylaw No. 1218	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment	Compliance Agreement Available
	4(h)	Continuous running of stationary vehicle in residential zone that disturbs	100.00	90.00	110.00	Yes
	4(i)	Construction noise at any time on Sunday or on any other day between 10:00 p.m. and 8:00 a.m. the following day	500.00	490.00	510.00	Yes
<b>Nuisance, Noxious or Offensive Trades, Health and Safety Bylaw No. 829</b>	3	Disconnect meter	500.00	490.00	510.00	Yes
	5	Divert or install exhaust fans	500.00	490.00	510.00	Yes
	6	Store or use dangerous goods	500.00	490.00	510.00	Yes
	7	Construct or install trap	500.00	490.00	510.00	Yes
	8	Construct or install obstruction to an exit	500.00	490.00	510.00	Yes
	10(1)	Interfere or obstruct inspector	500.00	490.00	510.00	Yes
	10(2)	Remove, alter, mutilate posted notice	500.00	490.00	510.00	Yes
	11	Allow growth of mold or fungus	500.00	490.00	510.00	Yes
	12(1)	Cause or permit a nuisance	500.00	490.00	510.00	Yes
	12(2)	Cause or permit water, rubbish or unsightly matter to accumulate	500.00	490.00	510.00	Yes
	13	Cause or permit a noxious or offensive trade	500.00	490.00	510.00	Yes
	16(1)	Fail to inspect residential premises subject to Tenancy Agreement	500.00	490.00	510.00	Yes
	16(2)(a)	Failure to give written notice of contravention	500.00	490.00	510.00	Yes
	16(2)(b)	Failure to comply with notice	500.00	490.00	510.00	Yes
<b>Open Burning and Outdoor Fire Regulation Bylaw No. 1110</b>	3.1	Set, start or kindle fire or permit open burning of wood, wood pellets, rubbish, refuse, tires, oil, plastics, synthetics, asphalt shingles, battery boxes, or construction material or waste of any kind	500.00	490.00	510.00	Yes
	3.1.2	Light or burn a tiki torch	100.00	90.00	110.00	Yes
	3.1.3	Use or fly a sky lantern	100.00	90.00	110.00	Yes
	3.1.4	Use fireworks without display permit	100.00	90.00	110.00	Yes
	3.1.5	Use BBQ, hibachi using wood or charcoal briquettes on public property	100.00	90.00	110.00	Yes
	5.7	Communal Campfire exceeding allowable size	100.00	90.00	110.00	Yes
	5.8	Communal Campfire within 10 meters of building or property line	100.00	90.00	110.00	Yes
	5.10	Communal Campfire within 20 meters of municipal road	100.00	90.00	110.00	Yes
	5.11	Communal Campfire during high winds	200.00	190.00	210.00	Yes

Open Burning and Outdoor Fire Regulation Bylaw No. 1110	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment	Compliance Agreement Available
	5.12	Communal Campfire to spread	200.00	190.00	210.00	Yes
	5.13	Leave Communal Campfire unattended	200.00	190.00	210.00	Yes
	5.14	Fail to extinguish Communal Campfire	100.00	90.00	110.00	Yes
Park Regulation Bylaw No. 1150	3	Enter public beach or park between 11:00 p.m. and 5:00 a.m.	100.00	90.00	110.00	Yes
	4	Set up or occupy structure in park, on street or public property	100.00	90.00	110.00	Yes
	4 (a)	Sunshade/sun canopy exceeds maximum size requirements	100.00	90.00	110.00	Yes
	5	Park, store, place or abandon any unlicensed or licensed boat, golf cart, motor vehicle, motorcycle, off-road vehicle, trailer or other matter on any public land, unless expressly permitted	100.00	90.00	110.00	Yes
	6	Remove gravel, sand or earth from beach or shore	100.00	90.00	110.00	Yes
	7	Litter on beach or in water	100.00	90.00	110.00	Yes
	8	Move or remove buoys, rafts, signs from any beach or from water	100.00	90.00	110.00	Yes
	9(a),(b)	Allow or permit dog in prohibited area	100.00	90.00	110.00	Yes
	10	Kindle, build, light, maintain any fire, barbeque, hibachi or any other form of cooking apparatus that uses wood, charcoal, briquettes or any other form of natural burning product on any beach or park	100.00	90.00	110.00	Yes
	10(a)	Barbeque cylinder exceeds capacity size	100.00	90.00	110.00	Yes
	10(b)	Barbeque exceeds barbeque pedestal	100.00	90.00	110.00	Yes
	10(c)	Barbeque in prohibited area	100.00	90.00	110.00	Yes
	11	Operate water vehicle inside designated swim areas	100.00	90.00	110.00	Yes
	12	Occupy roof of building, public structure, tree or pole in beach or park	50.00	40.00	60.00	Yes
	13	Occupy building, tennis court or other structure in park outside posted hours	100.00	90.00	110.00	Yes
	14	Break, injure or damage locks, gates, bolts, fences, seats, benches, buildings, structures or other property in public areas on beaches, boulevards or in parks or grounds	100.00	90.00	110.00	Yes
15	Willfully destroy, mutilate, efface, deface or remove posted sign	100.00	90.00	110.00	Yes	
16	Bark, break, peel, cut, deface, remove, injure, root up or otherwise damage trees, shrubs, flowers, roots or grass planted or growing in public areas, beaches, boulevards or in parks or grounds	100.00	90.00	110.00	Yes	

	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment	Compliance Agreement Available
<b>Park Regulation Bylaw No. 1150</b>	17	Smoke any tobacco, cannabis, electronic cigarette, cigar, cigarillo, pipe or any substance that replicates smoking in buildings, structure, park or public space	100.00	90.00	110.00	Yes
	18	Consume or possess open liquor in park or public space	100.00	90.00	110.00	Yes
	19	Play or practice golf in public park	50.00	40.00	60.00	Yes
	20	Ride or drive any horse in, upon or through public areas, parks, boulevards or beaches	100.00	90.00	110.00	Yes
	21	Ride or drive any micromobility device, motor assisted cycle, motorcycle, scooter, rollerblade, skateboard, automobile, sleigh, snowmobile, all-terrain vehicle or other vehicle in public areas, parks or grounds	100.00	90.00	110.00	Yes
	22	Park unhitched trailers, boats, RV's or any other equipment at any boat launch ramp or designated parking area within the Village	100.00	90.00	110.00	Yes
	23	Intentionally feed or attempt to feed, or otherwise use any attractant to encourage the feeding of any wild animal or bird, including a Canada Goose	100.00	90.00	110.00	Yes
	<b>Pay Parking Regulation Bylaw No. 1239</b>					
<b>Pay Parking Regulation Bylaw No. 1239</b>	6(a)	Park Motor Vehicle in Pay Parking Zone without a valid Parking Pass	75.00	45.00	100.00	No
	6(b)	Park Motor Vehicle in Pay Parking Zone for longer than maximum number of hours permitted in that Pay Parking Zone	75.00	45.00	100.00	No
	6(c)	Park an Electric Vehicle in an Electric Vehicle Stall without charging battery	75.00	45.00	100.00	No
	6(d)	Hinder, oppose or obstruct Bylaw Enforcement Officer	75.00	45.00	100.00	No
<b>Property Maintenance Bylaw No. 1072</b>						
<b>Property Maintenance Bylaw No. 1072</b>	3(a)	Place graffiti on building, wall, fence sign or other structure	500.00	490.00	510.00	Yes
	3(b)i	Throw, deposit, leave or place rubbish in or upon any public space or private property	500.00	490.00	510.00	Yes
	3(b)ii	Allow accumulation of noxious weed or invasive plant or other material on public or private property that could cause infestation	200.00	190.00	210.00	Yes

<b>Property Maintenance Bylaw No. 1072</b>	<b>SECTION</b>	<b>DESCRIPTION</b>	<b>A1 Penalty</b>	<b>A2 Early Payment</b>	<b>A3 Late Payment</b>	<b>Compliance Agreement Available</b>
	3(b)iii	Abandon vehicle, household appliance or furniture on any highway, sidewalk, ditch, parking lot, waterway, park or other public place or private property	500.00	490.00	510.00	Yes
	3(c)i	Cause or allow property or premises to become unsightly	500.00	490.00	510.00	Yes
	3(c)ii – a,b,c,d,e&f	Cause or permit accumulation of rubbish, broken or dilapidated furniture or bedding or appliances, vehicle parts or equipment, unused wood or wood products, construction materials or equipment, standing water where unsanitary conditions could develop or remain	500.00	490.00	510.00	Yes
	4(a)	Fail to brush vegetation and weed, remove invasive species	200.00	190.00	210.00	Yes
<b>Sewer Regulation Bylaw No. 980</b>	5(e)	Release prohibited substance into Sewer System	500.00	490.00	510.00	Yes
	5(f)	Release restricted substance exceeding permitted concentration	500.00	490.00	510.00	Yes
	7(a)	Connect Building Sewer without a permit	500.00	490.00	510.00	Yes
	31(a)	Fail to connect food service establishment kitchen sink or dishwasher waste pipe to grease interceptor	500.00	490.00	510.00	Yes
	32(a)	Connect surface water to Community Sewer	500.00	490.00	510.00	Yes
	32(d)	Interfere with, break, damage, destroy or tamper with Sewer System	500.00	490.00		Yes
	32(e)	Discharge sewage, other wastes, industrial wastes, petroleum products, coal, tar, or manufacturing pr processing material refuse into ditch, drain, creek, stream or water course	500.00	490.00	510.00	Yes
	32(f)	Discharge into Sanitary Sewer System any water or waste containing higher than ordinary concentrations of compatible pollutants	500.00	490.00	510.00	Yes
	32(g)	Discharge storm water, surface water, ground water, roof runoff, surface drainage or any water from air conditioning system into Sewage System	500.00	490.00	510.00	Yes
	32(h)	Discharge construction water or waste into Sewer System	500.00	490.00	510.00	Yes
	32(i)	Discharge detergents, surface-active agents, or foaming substance into Sanitary Sewer System	500.00	490.00	510.00	Yes
	32(j)	Discharge grease or oil into Sanitary Sewer System	500.00	490.00	510.00	Yes

<b>Sewer Regulation Bylaw No. 980</b>	<b>SECTION</b>	<b>DESCRIPTION</b>	<b>A1 Penalty</b>	<b>A2 Early Payment</b>	<b>A3 Late Payment</b>	<b>Compliance Agreement Available</b>
	32(k)	Discharge trucked waste or waste water into the Sewer System or Waste Water Treatment Plant	500.00	490.00	510.00	Yes
<b>Sign Bylaw No. 1126</b>						
	2.1a)	Erect, place, construct or alter a sign without permit	500.00	490.00	510.00	Yes
	2.1b)	Maintain or allow sign to remain, be affixed to lands or building without a permit	500.00	490.00	510.00	Yes
	2.1e)	Sign located, erected or lighted that interferes with visibility of traffic control device or access/egress to highway	300.00	290.00	310.00	Yes
	2.1f)	Sign affixed to fence where not permitted	100.00	90.00	110.00	Yes
	2.1h)	Sign which obstructs doorway, window or sidewalk where prohibited	300.00	290.00	310.00	Yes
	2.1j)	Sign within 100 metres of prohibited area	500.00	490.00	510.00	Yes
	2.1k)	Sign left abandoned more than 30 days	50.00	60.00	40.00	Yes
	2.1l)	Sign attached to tree, light pole, provincial highway or utility pole	100.00	90.00	110.00	Yes
	2.1m)	Sign which contains holographic image or projection of image	100.00	90.00	110.00	Yes
	3a)	Erect, construct, place, alter or maintain sign where prohibited	500.00	490.00	510.00	Yes
	5.12a)i)	Fail to remove sign within specified time period of 7 days	200.00	190.00	210.00	Yes
	5.12a)ii)	Sign which interferes pedestrian movement or visibility of any Traffic Control Device	200.00	190.00	210.00	Yes
<b>Single-Use Plastic Items Bylaw No. 1178</b>						
	3.1	Provide polystyrene foam container, plastic utensils or checkout bags other than recycled paper or used bags	200.00	190.00	210.00	Yes
<b>Tree Management and Preservation Bylaw No. 1015</b>						
	6(a)	Remove tree without permit	200.00	190.00	210.00	Yes
<b>Waste Collection and Disposal Bylaw No. 1172</b>						
	3(a)	Dump or dispose of any waste	100.00	90.00	110.00	Yes
	3(b)	Deposit or use waste for lot filling or levelling purposes.	100.00	90.00	110.00	Yes
	3(c)	Allow waste of any kind whatsoever to leak, spill, blow, drop from any vehicle or container onto any street within the Village	100.00	90.00	110.00	Yes

<b>Waste Collection and Disposal Bylaw No. 1172</b>	<b>SECTION</b>	<b>DESCRIPTION</b>	<b>A1 Penalty</b>	<b>A2 Early Payment</b>	<b>A3 Late Payment</b>	<b>Compliance Agreement Available</b>
	3(d)	Place or cause to be placed any waste upon any street or public land other than in accordance with the Residential Waste Collection Service conditions	100.00	90.00	110.00	Yes
	3(e)	Dispose of waste into a container belonging to another person unless given the authority to do so by the owner or occupier of the premises	100.00	90.00	110.00	Yes
	3(f)	Open Container, add, disturb, tamper, handle, interfere with Container placed for collection	100.00	90.00	110.00	Yes
	3(g)	Fail to sort recyclables into appropriate container	100.00	90.00	110.00	Yes
	4(e)(v)	Place any other Waste other than Domestic Waste, recyclable or organics/green waste into Container	100.00	90.00	110.00	Yes
	4(e)(vi)	Place Prohibited Waste or Contaminated Waste in any Container	100.00	90.00	110.00	Yes
<b>Water Regulation and Fee Bylaw No. 967</b>						
	11.2	Fail to abide by water restrictions	100.00	90.00	110.00	Yes
	13(a)	Damage, interfere or tamper with any valve, stopcock, pipe or water system appurtenance.	500.00	490.00	510.00	Yes
	13(b)	Connect, disconnect or reconnect without permit	500.00	490.00	510.00	Yes
	13(c)	Permit the sale or use of water except for the purpose it was provided to the parcel	500.00	490.00	510.00	Yes
	13(d)	Avoid or alter the measurement or reading of a water meter	500.00	490.00	510.00	Yes
	13(e)	Unauthorized removal of water from water distribution network	500.00	490.00	510.00	Yes
	13(f)	Open or use water from any hydrant, stem pipe or valve	500.00	490.00	510.00	Yes
<b>Zoning Bylaw No. 1115</b>						
	2.14a)	Use tent, travel trailer, recreational vehicle, Tourist Accommodation, bus or Motor Vehicle as Residential Dwelling or Accessory Residential Dwelling	500.00	490.00	510.00	Yes
	3.1a)	Prohibited use of Land, Building or Structure	500.00	490.00	510.00	Yes
	3.1c)	Use of Land, Building or Structure contrary to regulations	500.00	490.00	510.00	Yes
	3.1f)	Construct, move or alter Building or Structure contrary to regulations	500.00	490.00	510.00	Yes
	3.2a)	Use prohibited in Zone	500.00	490.00	510.00	Yes
	3.3a)	Keep or permit on any lot in any zone, object or chattel which is unsafe, unsightly, or adversely affects zone	500.00	490.00	510.00	Yes

Zoning Bylaw No. 1115	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment	Compliance Agreement Available
	3.3b)	Specific use prohibited in Zone	500.00	490.00	510.00	Yes
3.3c)	Permit barb wire fencing or shipping/cargo container in Residential or Commercial Zone	200.00	190.00	210.00	Yes	
3.3d)	Land use that produces malodorous, toxic or noxious matter or generates vibrations, heat, glare or radiation discernible beyond boundaries of lot	200.00	190.00	210.00	Yes	
3.3e)	Tourist accommodation in residential zone	500.00	490.00	510.00	Yes	
3.3f)	Operation of gaming and gambling establishments in any zone	500.00	490.00	510.00	Yes	
3.5b)	Use prohibited unless approved by Agricultural Land Commission or subject to Agricultural Land Commission Act	500.00	490.00	510.00	Yes	
3.6b)	Non-compliance of required setback and siting requirements	500.00	490.00	510.00	Yes	
3.7a)	Building or structure placed, constructed, sunk into, erected, moved, sited, altered or enlarged that exceeds height	200.00	190.00	210.00	Yes	
3.8a)	Sight line requirements at intersection exceeds height	100.00	90.00	110.00	Yes	
4.1a)	Use of Marihuana Facility and Marihuana Operation in any zone where prohibited	500.00	490.00	510.00	Yes	
4.1b)	Use of Medical Marihuana Production Facility in any zone where prohibited, except where authorized	500.00	490.00	510.00	Yes	
4.2a)iv)	Prohibited use of Accessory Building or Structure for Residential Use or Tourist Accommodation	500.00	490.00	510.00	Yes	
4.3a)	Prohibited Accessory Residential Suite	500.00	490.00	510.00	Yes	
4.3b)	Number of Accessory Residential Suites on Lot exceeds permitted amount for Zone	500.00	490.00	510.00	Yes	
4.3d)	Residential Accessory Suite exceeds permitted size	200.00	190.00	210.00	Yes	
4.4a)ii)	Fence exceeds maximum height in Residential Zone	200.00	190.00	210.00	Yes	
4.4b)ii)	Fence exceeds maximum height in non-Residential Zone	200.00	190.00	210.00	Yes	
4.4c)	Use of barbed wire, razor wire, electric current or hazardous material where prohibited	200.00	190.00	210.00	Yes	
4.4d)	Retaining wall exceeds height	50.00	40.00	60.00	Yes	
4.5a)	Fail to comply with Home Occupation regulations	500.00	490.00	510.00	Yes	
4.5b)	Home Occupation that discharges or emits	100.00	90.00	110.00	Yes	
4.6	Temporary Building or structure that exceeds duration	50.00	40.00	60.00	Yes	
4.7a)	Fail to comply with Intermodal Storage Container regulations	200.00	190.00	210.00	Yes	

Zoning Bylaw No. 1115	SECTION	DESCRIPTION	A1 Penalty	A2 Early Payment	A3 Late Payment	Compliance Agreement Available
	4.7b)i)	Intermodal storage container exceeds permitted number	50.00	40.00	60.00	Yes
	4.7b)ii)	Intermodal storage container in prohibited area	100.00	90.00	110.00	Yes
	4.7c)	Accessory storage building or structure not permitted	500.00	490.00	510.00	Yes
	4.11a)	Residential Accessory Suite and Coach House in Zone where only one is permitted	500.00	490.00	510.00	Yes
	6.7a)	Exceed number and type of motor vehicles permitted in residential zone	500.00	490.00	510.00	Yes



File No: 3900  
Date: April 7, 2026

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

## RECOMMENDATIONS

THAT Council accept the attached ACC Background Report; and

THAT staff be authorized to set up a community meeting to discuss the ACC program and information generated to date.

## SUMMARY

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. The attached background report provides a preliminary framework for the introduction of an Amenity Cost Charge (ACC) program for the Village of Harrison Hot Springs. ACCs are a development financing tool established under the Local Government Act that allows local governments to collect charges to help fund growth-related amenity capital costs. Unlike Development Cost Charges, which focus on infrastructure, ACCs are intended to support community amenities such as daycares, community spaces, and other facilities needed to serve growth over time.

## 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 diverse types of amenities that results with the corresponding increase in the Village’s population, due to the approval of development applications.

## DISCUSSION

The authority to create the ACC Bylaw is found in s 570.2(1) of the *Local Government Act*. The concept of the ACCs is based upon the similarly used DCCs concept. The former is used to collect amenity fees while the latter is used to collect infrastructure needs. 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	Infrastructure issues – water, sewer, drainage, highway facilities, parks, fire protection,

	environmental benefits (capital funds only)	police, solid waste, and recycling (capital funds only)
Inspector of Municipalities approval required	No – the Inspector may request information though	Required for Bylaw approval
	<b>Amenity Cost Charges</b>	<b>Development Cost Charges</b>
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.

**ACC Progress to date – creation of a Background Report**

During a workshop session held on December 8, 2025, Council was invited to develop a community amenity list, as outlined below and on page three of the attached report.

**Safety and Emergency Services**

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

**Parks, Recreation, and Trails**

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

**Community Facilities and Public Spaces**

- Library
- Public spaces
- Community space
- Civic center and Hub
- Village office and chambers

- Existing village office renovation and lease

### **Housing**

- Rental building

### **Health and Social Wellbeing**

- Incentive for healthcare
- Daycare

### **Environment and Urban Forest**

- Tree canopy

### **Infrastructure and Utilities**

- Hot spring source improvement

### **Land and Property**

- To purchase land

The preliminary screening framework provided us with a high-level assessment of potential ACC project ideas identified through Council's discussion. The assessment is based upon the following factors of

- Likely eligibility, (Conditional, High, or Low)
- Its relationship to growth, (Is there a clear relationship to growth or is it a wish list) and
- Key implementation considerations. (Can it be funded by some other mechanism – DCC)

The results of the assessment are outlined on page four of the attached report.

### **Next Steps**

Based on various inputs, the draft residential ACC rates are calculated on a per-dwelling-unit basis, and the draft commercial ACC rate is expressed as a per square metre of gross floor area. The resulting draft rates are as follows:

- Low-Density Residential: \$5,374.80 per dwelling unit
- Medium-Density Residential: \$5,130.49 per dwelling unit
- High-Density Residential: \$4,641.87 per dwelling unit
- Commercial: \$50.16 per m<sup>2</sup> GFA

If Council is comfortable with the civic building/hub, health care equipment and daycare amenities, then staff can start to create the ACC Bylaw.

## 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

Attachment: Amenity Cost Charge Background Report



**HARRISON HOT SPRINGS**

*Naturally Refreshed*

**AMENITY COST  
CHARGE (ACC)  
BACKGROUND  
STUDY**

**VILLAGE OF  
HARRISON HOT  
SPRINGS**

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# EXECUTIVE SUMMARY

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This background report provides a preliminary framework for the introduction of an Amenity Cost Charge (ACC) program for the Village of Harrison Hot Springs. ACCs are a development financing tool established under the Local Government Act that allow local governments to collect charges to help fund growth-related amenity capital costs. Unlike Development Cost Charges, which focus on infrastructure, ACCs are intended to support community amenities such as daycares, community spaces, and other facilities needed to serve growth over time.

The draft ACC program has been developed using a planning horizon aligned with the Village's Housing Needs Report to 2041. Residential growth has been based on the identified housing need of 637 new units over the planning period, with associated population growth estimated using persons-per-unit assumptions by housing type. The benefit to growth factor was determined using a population-based approach, resulting in a growth-related share of 41.7%. A 1% municipal assist factor was then applied to determine net ACC recoverable costs.

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These recoverable costs were then allocated between residential and commercial development based on the anticipated growth relationship of each amenity. The daycare facility was allocated fully to the residential sector, while the civic centre / hub and healthcare capital contribution were allocated between residential and commercial development using an 80% / 20% split. This results in a draft residential ACC recoverable cost of \$3,332,379 and a draft commercial ACC recoverable cost of \$684,132.

# EXECUTIVE SUMMARY

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Based on these inputs, the draft residential ACC rates are calculated on a per-dwelling-unit basis and the draft commercial ACC rate is expressed per square metre of gross floor area. The resulting draft rates are as follows:

- Low-Density Residential: \$5,374.80 per dwelling unit
- Medium-Density Residential: \$5,130.49 per dwelling unit
- High-Density Residential: \$4,641.87 per dwelling unit
- Commercial: \$50.16 per m<sup>2</sup> GFA

This report is intended as a background and discussion document to support further consideration of an ACC program in Harrison Hot Springs. Any future ACC bylaw would require refinement of the program details, completion of any additional supporting analysis, public consultation, and formal bylaw adoption in accordance with legislative requirements.



## **CHAPTER 1**

---

# **INTRODUCTION**



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## 1.1 INTRODUCTION TO AMENITY COST CHARGES

Amenity cost charges (ACCs) are a development financing tool that allows local governments to collect fees for amenities such as community centres, recreation facilities, libraries, daycares, and public spaces. These amenities support liveable and complete communities in areas of growth.

ACCs are designed to cover a portion of the capital costs associated with the increased need for local government services arising from development (development-related capital costs).

## 1.2 PURPOSE OF ACC

Amenity Cost Charges (ACCs) are a new development financing tool in British Columbia that helps local governments fund the amenities needed to support growth. Introduced through Bill 46, the Housing Statutes (Development Financing) Amendment Act, 2023, ACCs were added to the Local Government Act and the Vancouver Charter, with the amendments taking effect on November 30, 2023. ACCs enable municipalities and regional districts to collect contributions from new development that increases the population of residents or workers to help pay for capital amenities such as community and recreation centres, libraries, and daycares. Alongside introducing ACCs, Bill 46 also expanded the types of infrastructure that can be funded through Development Cost Charges and Development Cost Levies and clarified additional uses of these tools, strengthening local governments' ability to deliver complete, connected communities as housing supply increases.

## 1.3 COORDINATION OF ACCS WITH DCCS

DCCs are collected from developers by local governments to help offset a portion of the capital costs of installing certain local government infrastructure, the installation of which is directly or indirectly affected by the development of land or the alteration or extension of buildings.

Similar to ACCs, DCCs must be implemented by bylaw in accordance with LGA requirements, unlike ACCs, DCC bylaws require approval from the Inspector of Municipalities.

There is a clear distinction between the services and amenities that can be funded by DCCs and those eligible for ACC funding:

- DCCs fund engineering services (water, sewage, roads, and drainage), protection services (fire and police), parks (parkland), and waste management (solid waste and recycling).
- ACCs fund a broader set of amenities, such as community centres, recreation facilities, libraries, daycares, and public spaces, as defined in the LGA.

## 1.4 ACC KEY ELEMENTS

Key Element	ACC Program	Rationale	Aligns with ACC Best Practices Guide?
Time Horizon	2041	Aligns with the Housing Needs Report cycle to support regular review of development patterns and related amenity demand.	Yes
City-wide or area-specific charge	Applied across the entire Village	ACC projects support amenities and services that provide benefit across the Village.	Yes
Grant Assistance	None	No identified ACC projects include grant assistance.	Yes
Developer Contribution	None	No identified ACC projects include a developer contribution.	Yes
Financing	None	No identified ACC projects include financing.	Yes
Benefit Factor	41.7%	Determined using a population-based approach that relates forecast population growth to the total future service population.	Yes
Municipal Assist Factor (MAF)	1%	A 1% municipal assist factor is proposed.	Yes
Units of Charge	Per dwelling unit for residential; per m <sup>2</sup> GFA for commercial	Residential rates are derived on a per-person basis and translated into per-unit charges using persons-per-unit factors. Commercial rates are expressed per square metre of gross floor area.	Yes

Table 1: ACC Key Elements



## **CHAPTER 2**

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# **ACC PROJECTS**



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## 2.1 COUNCIL INPUT ON ACC PRIORITIES

Amenity Cost Charges (ACCs) were introduced to Council on December 8, 2025. During the discussion, Council members were invited to share initial ideas on how an ACC program could be used in Harrison Hot Springs.

The following notes summarize Council's input by theme area to help inform next steps in exploring an ACC framework for the Village.

### **Safety and Emergency Services**

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

### **Parks, Recreation, and Trails**

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

### **Community Facilities and Public Spaces**

- Library
- Public spaces
- Community space
- Civic center and Hub
- Village office and chambers
- Existing village office renovation and lease

### **Housing**

- Rental building

### **Health and Social Wellbeing**

- Incentive for healthcare
- Daycare

### **Environment and Urban Forest**

- Tree canopy

### **Infrastructure and Utilities**

- Hot spring source improvement

### **Land and Property**

- To purchase land

## 2.2 PRELIMINARY ACC PROJECT EVALUATION

The preliminary screening framework below provides a high-level assessment of potential ACC project ideas identified through Council discussion, based on likely eligibility, relationship to growth, and key implementation considerations.

Project Theme	Amenity / Project Idea	ACC Suitability	Growth Relationship	Key Considerations
Safety / Protective Services	New / Expanded Fire Hall	Conditional	Strong	Typically DCC funded
	Fire Apparatus / Equipment	Low	Moderate	Vehicles/equipment normally not ACC eligible
	Street Lighting	Low	Weak	Typically funded through DCC / municipal works
	Crosswalks	Low	Weak	Minor works, not capital amenities
Parks / Recreation	Parks	Low	Strong	Can be funded through DCC park acquisition/improvements, so not preferred as an ACC item
	Land Acquisition for Park (North End)	Low	Strong	Can be funded through DCC park acquisition
	Off-Leash Dog Park	Low	Moderate	More appropriately treated as a park improvement under DCC
	Playing Field	Low	Strong	Better funded through DCCs as a park improvement.
	Trail Building	Low	Strong	Likely overlaps with park/trail improvements better funded through DCC

Project Theme	Amenity / Project Idea	ACC Suitability	Growth Relationship	Key Considerations
Community Facilities	Library	High	Moderate	Standard ACC category
	Public Spaces	Conditional	Conditional	Requires a more specific definition
	Community Space	Conditional	Conditional	Requires a more specific definition
	Civic Centre / Hub	High	Strong	Highly defensible ACC project
	Village Office & Chambers	Conditional	Moderate	Eligibility depends on capital justification
	Existing Office Renovation / Lease	Low	Weak	Lease/operational costs not ACC eligible
Housing	Rental Building	Low	Strong	Not a standard ACC category
Health / Social Wellbeing	Daycare Facility	High	Strong	One of the strongest ACC categories
	Healthcare Capital Contribution	Conditional	Strong	Must be capital cost
Environment	Tree Canopy	Conditional	Moderate	Must demonstrate capital nature
Utilities / Infrastructure	Hot Spring Source Improvement	Low	Moderate	Likely DCC / utility infrastructure
Land / Property	Purchase of Land (General)	Conditional	Moderate	Only eligible if tied to ACC amenity purpose

**Table 2: Preliminary ACC evaluation**

## 2.3 DRAFT ACC CAPITAL PROGRAM – CANDIDATE AMENITIES

Based on the preliminary ACC project evaluation, the following items have been identified as the most suitable candidate amenities for inclusion in the draft ACC capital program. These projects were selected because they show the strongest overall alignment with the purpose of an ACC program, including their relationship to growth, their fit with eligible amenity types, and their potential to address longer-term community facility and service needs within the Village.

Amenity / Project	Rationale	Status
Daycare Facility	Responds to growth-related childcare demand	High confidence
Civic Centre / Hub	Provides community facility capacity to support growth	High confidence
Healthcare Capital Contribution	Addresses growth-related health service pressures	High confidence

**Table 3: Candidate Amenities for the Draft ACC Capital Program**



## **CHAPTER 3**

---

# **ACC CALCULATION**



### 3.1 GROWTH PROJECTIONS

The ACC growth forecast will align with the Housing Needs Report planning horizon and will project residential growth to 2041. The Housing Needs Report identifies a total housing need of 637 new units over this period, and this total will be used as the baseline residential growth projection for ACC planning.

#### Residential Growth Forecast:

Type	Growth Unity (2041)	Person Per Unit (Assumption)	Forecasted Population
Low Density (Conventional Lot & Duplex)	466	2.2	1025
Medium Density (Townhouse)	73	2.1	153
High Density (Small Lot)	98	1.9	187
Total	637		1364

**Table 4: Residential Growth Forecast**

As summarized in the table above, the Village is anticipated to add approximately 637 units and 1364 additional people by 2041.

#### Non-Residential Growth Forecast:

Employment Type	Employment No	Employment Ratio 2024	Projected New Workers	Floor Space per Worker (FSW) m <sup>2</sup>	Projected Floor Space Demand (m <sup>2</sup> )
Commercial	335	0.25	341	40	13,64

**Table 5: Non-Residential Growth Forecast**

Employment data is informed by Statistics Canada’s 2021 Census of Population. Projected residential and non-residential growth increases demand for community amenities, childcare services, healthcare services and civic spaces. ACCs function as a growth financing tool that aligns capital cost recovery with the development activity generating additional resident and worker capacity. The Village’s growth projections provide the quantitative basis for estimating future amenity needs and distributing eligible capital costs proportionally across development.

## 3.2 DEFINITION OF CAPITAL COSTS

For ACC purposes, capital costs are one-time expenditures associated with providing, constructing, altering, or expanding eligible amenities. These costs are generally set out in the capital portion of a local government financial plan and relate to amenities that benefit, directly or indirectly, development and the increased population of residents or workers that it brings. Capital costs may also include land acquisition and payments made under a partnering agreement to cover capital costs incurred by another person or public authority. ACCs are limited to capital costs and do not apply to ongoing operating expenses.

## 3.3 COST ESTIMATES

Capital cost estimates for the candidate ACC amenities were developed using a combination of reference sources and high-level benchmarking. Estimated facility area requirements were informed by comparable projects and the BC Recreation & Parks Association Community Recreation Facilities Assessment Study, while indicative construction costs were informed by the Canadian Cost Guide and other comparable project information. Where detailed cost breakdowns were available, soft costs and contingency were applied separately. In other cases, a lump-sum or benchmark capital estimate was used for preliminary screening and costing purposes.

Amenity / Project	Unit Cost Basis	Hard Construction Cost (\$)	Soft Costs (%)	Soft Costs (\$)	Contingency (%)	Contingency (\$)	Total Capital Cost (\$)
Daycare Facility	Per Facility	-	-	-	-	-	1,443,333
Civic Centre / Hub	Per Facility	6,277,600	20%	1,255,520	10%	627,760	8,160,880
Healthcare Capital Contribution	Lump Sum / Share	-	-	-	-	-	125,000

**Table 6: Draft Capital Cost Estimates**

### References:

- BC Recreation & Parks Association Community Recreation Facilities Assessment Study (The British Columbia Recreation and Parks Association) 2016
- Canadian Cost Guide (Altus Group) 2025

### 3.4 BENEFIT ALLOCATIONS

The benefit to growth factor was determined using a population-based approach that relates projected population growth to the total future service population.

Benefit to Growth Calculation	Value
Existing Population	1,905
Forecast Growth Population	1,364
Total Future Service Population	3,269
Benefit to Growth (%)	41.7%

Table 7: Benefit to Growth Calculation

### 3.5 ACC RATE

The table below summarizes the draft ACC recoverable cost for the selected candidate amenities. For each project, the total capital cost is adjusted using the benefit to growth factor to determine the growth-related share attributable to future development, and a 1% municipal assist factor is then deducted to establish the net ACC recoverable cost.

Amenity / Project	Total Capital Cost	Benefit to Growth (%)	Growth-Related Cost	Municipal Assist Factor (1%)	ACC Recoverable Cost
Daycare Facility	1,443,333	41.7	601,870	6,019	595,851
Civic Centre / Hub	8,160,880	41.7	3,403,087	34,031	3,369,056
Healthcare Capital Contribution	125,000	41.7	52,125	521	51,604
Total			4,057,082		4,016,511

Table 8: ACC Recoverable Cost Calculation

The draft ACC recoverable cost for the selected candidate amenities is based on each project's total capital cost, with the benefit to growth factor and municipal assist factor applied to determine the portion recoverable through the ACC program.

Amenity / Project	Growth Driver	ACC Recoverable Cost (\$)	Residential Share	Residential ACC Recoverable Cost (\$)	Commercial Share	Commercial ACC Recoverable Cost (\$)
Daycare Facility	Residents	595,851	100%	595,851	0%	0
Civic Centre / Hub	Both	3,369,056	80%	2,695,245	20%	673,811
Healthcare Capital Contribution	Both	51,604	80%	41,283	20%	10,321
<b>Total</b>		<b>4,016,511</b>		<b>3,332,379</b>		<b>684,132</b>

**Table 9: Residential and Commercial Allocation of ACC Recoverable Costs**

Draft ACC rates were developed by allocating recoverable ACC costs across projected growth. Residential rates were translated into per-unit charges using assumed persons-per-unit factors, while the commercial rate was expressed per square metre of gross floor area.

Development Type	Residential ACC Recoverable Cost (\$)	Projected Population Growth	ACC per Person (\$)	Persons per Unit	Draft ACC Amount (Per Unit)
Low-Density Residential	3,332,379	1,364	2,443.09	2.2	5,374.80
Medium-Density Residential	3,332,379	1,364	2,443.09	2.1	5,130.50
High-Density Residential	3,332,379	1,364	2,443.09	1.9	4,641.88
Commercial	684,132	13,640 m <sup>2</sup> GFA	-	-	50.16 per m <sup>2</sup>

**Table 10: Draft ACC Rates Calculation**



## **CHAPTER 4**

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# **ACC IMPLEMENTATION**



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## 4.1 DETERMINING AREAS TO IMPOSE ACCS

ACCs can be structured on either a jurisdiction-wide basis, with one rate for each land use type applied across the entire jurisdiction, or on an area-specific basis, with different rates established for different areas to reflect varying servicing conditions and capital needs. For the Village of Harrison Hot Springs, a jurisdiction-wide ACC structure is proposed.

## 4.2 TIMING OF COLLECTION

For the Village of Harrison Hot Springs, ACCs are proposed to be collected at subdivision approval for low-density residential development or at building permit issuance for other residential and commercial development. This approach reflects the ACC Best Practices Guide, which notes that single-detached units are often charged at subdivision because building area is typically unknown at that stage, while building permit issuance is more appropriate where final unit counts or floor area are known.

## 4.3 COLLECTION OF ACCS ON REDEVELOPMENT

For redevelopment, including demolition and replacement, renovation, expansion, or conversion, ACCs are not payable where the development does not result in an increase in the population of residents or workers.

## 4.4 BYLAW EXEMPTIONS

### Statutory Exemptions:

For redevelopment, including demolition and replacement, renovation, expansion, or conversion, ACCs are not payable where the development does not result in an increase in the population of residents or workers.

- **Places of public worship:** Buildings or parts of buildings used solely for public worship are exempt.
- **No increase in resident or worker population:** If a development does not increase the population of residents or workers, no ACC applies.
- **Previously charged development:** If an ACC has already been paid for a particular amenity, it is not payable again unless further development creates additional resident or worker growth.

- **Affordable and special needs housing units required under an inclusionary zoning bylaw:** Units secured through an inclusionary zoning bylaw are exempt from ACCs.
- **Prescribed classes of affordable housing.** Certain affordable housing classes set by regulation are exempt, including:
  - Rental units owned or leased and operated by eligible government entities or qualifying non-profit housing providers: Rental housing provided by specified public or non-profit organizations.
  - Supportive housing : Housing that includes support services for residents.
  - Cooperative housing: Housing owned and managed by a cooperative for its members.
  - Transitional housing: Temporary housing intended to support residents moving to more permanent housing.
  - Emergency shelters: Temporary accommodation for people in immediate housing need.

## 4.5 PAYMENTS IN INSTALMENTS

ACC payments in instalments are proposed to be administered in accordance with the Development Cost Charge and Amenity Cost Charge (Instalments) Regulation. The main requirements are as follows:

### **Charges under \$50,000**

- Instalment payments do not apply unless Council allows them by bylaw.

### **Timing of full payment**

- The full ACC must be paid within two years of subdivision approval or building permit issuance.

### **Initial payment**

- At least one-third of the charge must be paid at the time of subdivision approval or issuance of the building permit.

### **Second payment**

- At least one-half of the remaining balance must be paid within one year of the approval or permit date.

### **Missed payments**

- If an instalment is missed, the entire unpaid balance becomes due immediately.

### **Interest**

- No interest applies to the unpaid balance unless a payment is missed. If that occurs, interest is charged from the date the balance becomes due at the rate prescribed under the Taxation (Rural Area) Act.

### **Security**

- The developer must provide security for the unpaid balance at the time of the first instalment, such as a letter of credit, surety bond, or other acceptable form of security.

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## 4.6 IN-STREAM PROTECTION

In-stream protection applies to development applications already in progress before the adoption or amendment of an ACC bylaw. Under the Local Government Act, this protection applies in the following cases:

### **New ACC bylaw adoption**

- New ACC charges do not apply where the local government has already received a complete application for a building permit, development permit, or zoning bylaw amendment before the bylaw is adopted.

### **ACC bylaw amendment**

- Where an ACC bylaw is amended and the charge amounts are changed, applicants with complete in-stream applications are protected from the new rates for a period of 12 months, provided the building permit is obtained within that time.

## 4.7 BYLAW ADOPTION

An ACC bylaw does not require approval by the Inspector of Municipalities before adoption. Prior to adoption, the local government must provide at least one opportunity for consultation with the public and with any persons, public authorities, or organizations it considers would be affected by the bylaw. When setting the bylaw, the local government must consider the capital costs of the amenities to be funded, the phasing of those amenities, whether the charges are excessive in relation to prevailing service standards, and whether the charges may deter development or discourage the construction of reasonably priced housing or serviced land.

## 4.8 ANNUAL REPORTING

Local governments are required to prepare an annual report on ACCs and include that report in the annual municipal report or annual report submitted under the legislation. The annual report must show the amount of ACCs received, the amount spent from ACC reserve funds, the balance held in the reserve funds, and any waivers, reductions, exemptions, credits, or rebates applied during the reporting period. Annual reporting is intended to support transparency and accountability in the administration of ACC revenues and expenditures.

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## **4.9 BYLAW AMENDMENTS**

ACC bylaws may be amended over time to respond to changes in cost estimates, project scope, funding assumptions, or local conditions. The ACC Best Practices Guide notes that local governments can update ACC programs as needed and that any changes to charge rates or related bylaw provisions must be made through a bylaw amendment. The Guide also notes that amendments may be used to adjust matters such as the assist factor, phase-in provisions, effective date, project list, and other bylaw rules where required.

## **4.10 ACC RESERVE FUNDS**

ACC revenues must be deposited into reserve funds established by bylaw and may only be used for eligible ACC purposes. These reserve funds support transparency and accountability by ensuring that ACC revenues are set aside and used only for development-related amenity costs permitted under the legislation.

The ACC Best Practices Guide notes that reserve funds do not need to be separated by amenity type, such as libraries, daycares, or community centres. Instead, ACC revenues may be pooled within the applicable service area and used to support eligible amenities identified in the ACC bylaw. This allows ACC funds to be managed as a consolidated pool for the service area while remaining dedicated to growth-related amenity purposes over time.



## **CHAPTER 5**

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# **NEXT STEPS: ACC BYLAW DEVELOPMENT**

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## 5.1 WAY FORWARD

This background report provides the basis for the next phase of work, which is the preparation of an Amenity Cost Charge (ACC) bylaw for the Village of Harrison Hot Springs. Based on the draft ACC rate calculation set out in Table 10, the next step is to translate the proposed charge structure, candidate amenity program, and supporting administrative provisions into a formal bylaw framework.

The ACC Best Practices Guide indicates that the supporting ACC report should be made publicly available, including through the local government's website, before the bylaw is adopted. The report should also be presented to Council together with the draft ACC bylaw so that the basis for the proposed rates, project list, and policy directions can be reviewed in a transparent manner.

This background report provides the basis for the next phase of work, which is the preparation of an Amenity Cost Charge (ACC) bylaw for the Village of Harrison Hot Springs. Based on the draft ACC rate calculation set out in Table 10, the next step is to translate the proposed charge structure, candidate amenity program, and supporting administrative provisions into a formal bylaw framework.

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**HARRISON HOT SPRINGS**

*Naturally Refreshed*

File No: 3360-20-Z01/26  
Date: April 7, 2026

To: Mayor and Council  
From: Ken Cossey, Planning Consultant  
Subject: Zoning Amendment Bylaw No.1243, 2026 – 469 Naismith Ave

---

## RECOMMENDATIONS

THAT Zoning Amendment Bylaw No. 1243, 2026 be introduced and be given first reading; and  
THAT Zoning Amendment Bylaw No. 1243, 2026 be given second reading; and  
THAT Zoning Amendment Bylaw No. 1243, 2026 be given third reading.

## 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

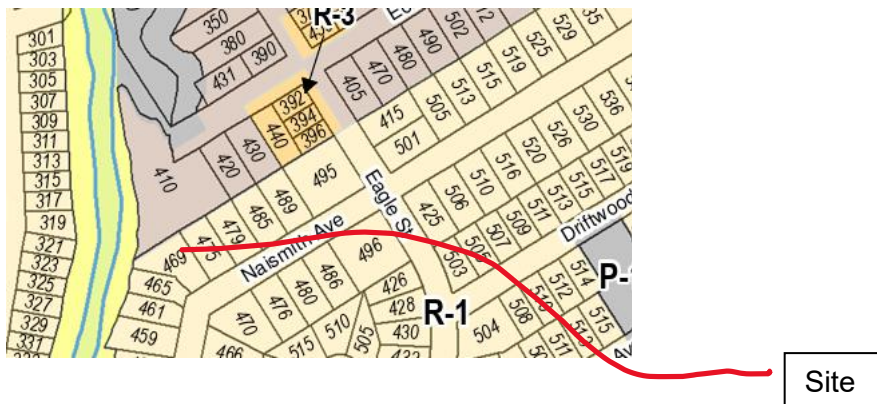
### Site Location and Zoning Information

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 predominant use of the surrounding areas is 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, and the lot is located within the Green House Gas Development Permit area. We can still proceed with the review process, but we can hold off adopting the amendment bylaw until the required Development Permits have 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

The required notice was published March 30, 2026 on the Village’s website, notice boards and by direct mail out to all registered PO boxes in the Village. The applicant has also had a sign erected on their property as required by the Village’s Development Procedures Bylaw No. 1214, 2025. Council approved the placement of the required notice during their February 2, 2026, meeting. At the February 2, 2026 meeting, the bylaw was initially given bylaw number 1237 which was later inadvertently assigned to the Financial Plan Bylaw. The notice of public hearing prohibited must be given prior to first reading of the zoning amendment bylaw, therefore, a new bylaw number was assigned.

**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:

Reviewed by:



Ken Cossey, MCIP, RPP  
Planning Consultant



Tyson Koch  
Chief Administrative Officer

Attachment: Draft Zoning Amendment Bylaw No. 1243, 2026



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1243

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. 1243, 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. 1243, 2026

