

NOTICE OF MEETING AND AGENDA REGULAR COUNCIL MEETING

Monday, July 13, 2026, 5:30 PM
Village Office, 495 Hot Springs Road,
Harrison Hot Springs, BC V0M 1K0

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

1. CALL TO ORDER	
Meeting called to order by Deputy Mayor Vidal.	
2. LAND ACKNOWLEDGEMENT	
Acknowledgement of Sts'ailes traditional territory.	
3. PUBLIC HEARING (if required)	
4. INTRODUCTION OF LATE ITEMS	
5. APPROVAL OF AGENDA	
6. DECLARATIONS OF CONFLICT OF INTEREST	
7. ADOPTION OF COUNCIL MINUTES	
(a) THAT the Regular Council Meeting Minutes of June 15, 2026 be adopted.	Page 1
8. BUSINESS ARISING FROM THE MINUTES	
9. DELEGATIONS AND PETITIONS	
10. CORRESPONDENCE	
(a) Letter dated April 27, 2026 from the Lets'emot Community 2 Community Forum to Premier Eby Re: Request to Develop a Standard Approach to Managing Construction Waste	Page 9
(b) Letter dated June 19, 2026 from the Ministry of Environment to the Lets'emot Community 2 Community Forum Re: Response to Request to Develop a Standard Approach to Managing Construction Waste	Page 11
(c) Letter dated June 30, 2026 from District of Oak Bay to the Minister of Energy and Climate Solutions Re: Local Government Action Program (LGCAP) Funding	Page 15
(d) Letter dated July 2, 2026 from the Fraser Valley Regional District Re: Support for Village of Harrison Hot Springs Resolution regarding FOIPPA Resourcing for Small Local Governments	Page 17

(e) Email dated July 3, 2026 from Agassiz Harrison Museum & Visitor Centre Re: Requesting Letter of Support – New Horizons for Seniors Program (NHSP)	Page 19
11. BUSINESS ARISING FROM CORRESPONDENCE	
12. REPORTS FROM COUNCILLORS	
13. REPORTS FROM MAYOR	
14. REPORTS AND MINUTES FROM COMMITTEES AND COMMISSIONS	
THAT the following adopted minutes be received for information: (a) Age-Friendly Committee Meeting Minutes of May 21, 2026 Page 21 (b) Environmental Advisory Committee Meeting Minutes of May 26, 2026 Page 25 (c) Communities in Bloom Committee Meeting Minutes of June 9, 2026 Page 31	
15. REPORTS FROM STAFF	
(a) Report of Chief Administrative Officer dated July 13, 2026 Page 35 Re: CAO 2026 Second Quarter Update Recommendation: THAT the Chief Administrative Officer's report dated July 13, 2026 regarding the 2026 Second Quarter Update be received for information.	
(b) Report of Corporate Officer dated July 13, 2026 Page 43 Re: Generative AI and Information and Technology Policy 1.44 Recommendation: THAT Generative AI and Information and Technology Policy 1.44 be approved.	
(c) Report of Corporate Officer dated July 13, 2026 Page 51 Re: Civic Recognition and Commemorative Naming Policy 1.45 Recommendations: THAT Civic Recognition and Commemorative Naming Policy 1.45 and the Civic Recognition Committee Terms of Reference be approved; and THAT staff be directed to bring the policy forward to the incoming Council after the 2026 General Local Election as part of the review of all Committees.	

(d) Report of Corporate Officer dated July 13, 2026 Re: Agenda Management Platform Recommendation: THAT staff be authorized to proceed with the implementation of the Diligent Community governance platform at a cost of up to \$8,000 to be funded through surplus in 2026 and through the budget process annually thereafter.	Page 61
(e) Report of Chief Financial Officer dated July 13, 2026 Re: Council Remuneration Review Update Recommendation: THAT the Chief Financial Officer's report dated July 13, 2026 regarding council remuneration review update be received for information.	Page 65
(f) Report of Chief Financial Officer dated July 13, 2026 Re: Grant Notification – Firehouse Subs Equipment Grant Recommendation: THAT Council approves the expenditure of up to \$45,000 in capital equipment for the Fire Department, to be funded by the approved Firehouse Subs Public Safety Foundation grant.	Page 69
(g) Report of Community Services Manager dated July 13, 2026 Re: Community Bulletin Board Policy Recommendation: THAT Council rename Policy No. 1.06 to "Community Bulletin Board" and approve the proposed amendments to Policy No. 1.06 as presented.	Page 71
(h) Report of Communications and Community Engagement Coordinator dated July 13, 2026 Re: IDEA Framework and Action Plan – Implementation Update Recommendation: THAT Council receive the IDEA Framework and Action Plan – Implementation Update for information.	Page 77

16. BYLAWS

- (a) Report of Corporate Officer dated July 13, 2026
Re: Pesticide Use Regulation Bylaw No. 1245, 2026

Page 81

Recommendations:

THAT Pesticide Use Regulation Bylaw No. 1245, 2026 be introduced and given first reading;

THAT Pesticide Use Regulation Bylaw No. 1245, 2026 be given second reading; and

THAT staff be directed to conduct public education and engagement regarding the draft bylaw and report back to Council with the results prior to consideration of third reading and adoption.

- (b) Report of Planning Consultant dated July 13, 2026
Re: Zoning Amendment Bylaw No. 1244, 2026 (889 Hot Springs Road)

Page 89

Recommendations:

1. THAT Zoning Amendment Bylaw No. 1244, 2026, be given third reading as amended; and

2. THAT Zoning Amendment Bylaw No. 1244, 2026 be adopted subject to:

- a. A landscaping agreement being accepted by the Village of Harrison Hot Springs as per the Site Plan submitted with the applicable Development Variance Permit and the Site Plan presented at the Public Hearing on June 1, 2026; and
- b. The applicant entering into a Works and Services Agreement with the Village.

17. NEW BUSINESS**18. NOTICES OF MOTION**

- (a) New Business from Mayor Talen
Re: Civic Campus Memorandum of Understanding

Page 97

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


Amanda Graham
Corporate Officer

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

DATE: Monday, June 15, 2026
TIME: 5:30 p.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

COUNCIL PRESENT: Mayor Fred Talen
Councillor Leo Facio
Councillor Allan Jackson
Councillor 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
Community Services Manager, Christy Ovens
Communications and Community Engagement
Coordinator, Kalie Wiechmann
Corporate Clerk, Tyler Kafi

1. CALL TO ORDER

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

2. LAND ACKNOWLEDGEMENT

Mayor Talen acknowledged the traditional territory of Sts'ailes.

3. PUBLIC HEARING (If required)

None.

4. INTRODUCTION OF LATE ITEMS

- Item 9(a) delegate Dave Eidet was unable to attend and will reschedule at a later date.

Moved by Councillor Schweinbenz
Seconded by Councillor Jackson

THAT item 9(a) be removed from the agenda.

CARRIED
RC-2026-06-14

5. APPROVAL OF THE AGENDA

Moved by Councillor Vidal
Seconded by Councillor Facio

THAT the agenda be approved as amended.

CARRIED
RC-2026-06-15

6. DECLARATIONS OF CONFLICT OF INTEREST

None.

7. ADOPTION OF MINUTES

- (a) Regular Council Meeting Minutes of June 1, 2026
- (b) Special Pre-Closed Council Meeting Minutes of June 8, 2026

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

THAT the minutes be adopted.

CARRIED
RC-2026-06-16

8. BUSINESS ARISING FROM THE MINUTES

None.

9. DELEGATIONS AND PETITIONS

None.

10. CORRESPONDENCE

None.

11. BUSINESS ARISING FROM CORRESPONDENCE

None.

12. REPORTS FROM COUNCILLORS

Councillor Facio

- Fraser Valley Regional District Board (Municipal Director) – Attended a Regional and Corporate Services Committee Meeting on June 11, 2026
- Fraser Valley Regional Library Board (Alternate Municipal Director) – No Report

- Attended Sasquatch Days on June 13-14, 2026
- Attended a Fire Department training session on June 2, 2026

Councillor Jackson

- Fraser Valley Regional Library Board – No Report
- Tourism Harrison – No Report
- Reported on the Communities in Bloom Committee meeting on June 4, 2026 and the Committee's recent activities

Councillor Schweinbenz

- Agassiz-Harrison Historical Society
 - Reported on the annual report and highlighted the work of 8 volunteers from the Village who donate their time to the Museum: Marc Ferrero, Hanne Gidora, Jean Hicks, Dennis Hill, Shirley Matkowski, Maureen Wendt, Bruce Turner, and Sharon Weeks
- Community Futures North Fraser Board of Directors – No Report
- Agassiz-Harrison Food Coalition – No Report
- Attended a Fire Department Training Session on June 2, 2026
- Attended Sasquatch Days on June 13-14, 2026

Councillor Vidal

- Corrections Canada Citizen's Advisory Committee
 - Attended a meeting on June 3, 2026
- Agassiz-Harrison Healthy Communities – No Report
- Kent Harrison Joint Emergency Program Committee – No Report
- Attended a Fire Department Training Session on June 2, 2026
- Attended a meeting with Enbridge on June 11, 2026
- Attended Sasquatch Days on June 13-14, 2026

13. REPORTS FROM MAYOR

- Attended Lower Mainland Mayor's meeting with RCMP on June 2, 2026
- Attended a virtual meeting with Fraser Health regarding Village Health Centre on June 3, 2026
- Attended a Fire Department Training Session on June 2, 2026
- Attended a Resort Community Collaborative Mayor's Meeting on June 4, 2026
- Reported on Communities in Bloom planting day on June 4, 2026
- Attended Agassiz Elementary Secondary School's graduation ceremony on June 5, 2026
- Reported on the "Look West" conference call with the Province on June 8, 2026
- Attended a Chamber of Commerce Meeting on June 9, 2026
- Attended a meeting with Enbridge on June 11, 2026
- Attended Sasquatch Days on June 13-14, 2026

14. REPORTS AND MINUTES FROM COMMITTEES AND COMMISSIONS

- (a) Communities in Bloom Meeting Minutes of March 4, 2026

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the adopted committee meeting minutes be received.

CARRIED
RC-2026-06-17

15. REPORTS FROM STAFF

- (a) Report of Chief Administrative Officer dated June 15, 2026
Re: Civic Campus Project Update

Moved by Councillor Vidal
Seconded by Councillor Jackson

THAT Council receive the Civic Campus Update report dated June 15, 2026 for information.

CARRIED
RC-2026-06-18

Moved by Councillor Vidal
Seconded by Councillor Schweinbenz

THAT Council direct staff to prepare a report to Council that includes costs/funding models to engage consultants to perform a danger tree assessment, to evaluate the health and safety of existing vegetation within the area, an ecological/environmental assessment to provide valuable baseline data regarding site conditions, habitat value, and potential constraints.

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT this motion be tabled until the Province confirms funding for the school.

The question was called and Mayor Talen, and Councillors Schweinbenz and Vidal voted in favour, while Councillors Facio and Jackson voted in opposition of the motion. Upon further discussion, it was noted that the first time the question was called, Council believed they were voting on the main motion. Mayor Talen re-called the question on the motion to table.

MOTION FAILED
OPPOSED BY MAYOR TALEN, COUNCILLORS SCHWEINBENZ AND VIDAL

Amendment moved by Councillor Schweinbenz
Seconded by Mayor Talen

THAT the scope of the assessment be expanded to include an assessment of potential social and recreational value and opportunities in Fire Hall Park.

MOTION FAILED
OPPOSED BY COUNCILLORS FACIO, JACKSON AND VIDAL

Council voted on the original motion.

CARRIED
OPPOSED BY COUNCILLORS FACIO AND JACKSON
RC-2026-06-19

Moved by Councillor Vidal
Seconded by Mayor Talen

THAT Council direct staff to forward the revised Memorandum of Understanding (MOU) to School District No. 78 (Fraser-Cascade) for consideration.

MOTION FAILED
OPPOSED BY COUNCILLORS FACIO, JACKSON AND SCHWEINBENZ

- (b) Report of Director of Operations dated June 15, 2026
Re: Ayelexw Qwo'ls: Reviving the Hot Springs

Moved by Councillor Facio
Seconded by Councillor Schweinbenz

THAT Council authorize the expenditure of up to \$250,000 toward a feasibility study of the Hot Springs Source to identify requirements for a future project supporting public access to hot springs mineral water, of which \$50,000 will be funded by the Community Works Fund, and the remaining \$200,000 will be funded by grants; and

THAT staff issue a Request for Proposals (RFP) to define scope, methodology, and costs to undertake a feasibility study of the hot springs source.

CARRIED
RC-2026-06-20

- (c) Report of Chief Financial Officer dated June 15, 2026
Re: 2025 Annual Report

Mayor Talen called for comments from the public regarding the 2025 Annual Report.

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the 2025 Annual Report be approved.

CARRIED
RC-2026-06-21

- (d) Report of Corporate Officer dated June 15, 2026
Re: Anti-Racial Discrimination and Anti-Racism Policy 1.42

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT Anti-Racial Discrimination and Anti-Racism Policy 1.42 be adopted.

CARRIED
RC-2026-06-22

- (e) Report of Communications and Community Engagement Coordinator dated June 15, 2026
Re: Temporary Off-Leash Dog Park – Spring Park

Moved by Councillor Vidal
Seconded by Councillor Schweinbenz

THAT Council approve the reinstallation of a temporary off-leash dog park within Spring Park during the 2026 peak tourism season, located between the two sports courts and operating from the end of June to the end of September 2026, from dawn to dusk; and

THAT staff implement a public feedback survey open to all users of Spring Park throughout the temporary trial period; and

THAT staff report back to Council with updated findings, additional public feedback, concept options, and associated costs for future consideration.

CARRIED
RC-2026-06-23

16. BYLAWS

None.

17. NEW BUSINESS

None.

18. NOTICES OF MOTION

None.

19. QUESTION PERIOD FOR ITEMS RELEVANT TO THE AGENDA

Questions from the public were entertained.

20. ADJOURNMENT

Moved by Councillor Facio
Seconded by Councillor Jackson

THAT the meeting be adjourned at 7:00 p.m.

CARRIED
RC-2026-06-24

Fred Talen
Mayor

Amanda Graham
Corporate Officer



27 April 2026

VIA EMAIL Premier@gov.bc.ca

The Honourable David Eby
Premier of British Columbia

Dear Premier Eby:

Re: Request to Develop a Standard Approach to Managing Construction Waste

Since May 2023, your government has set housing targets in several municipalities, based on greatest needs and highest projected population growth. While we recognize the Province's authority to mandate this increase in housing, it is evident that the construction waste byproduct was not part of the policy consideration. Unfortunately, our rural communities have been negatively impacted by contractors offering money to property owners (farmers/ranchers) for accepting construction waste as 'clean' fill.

Although the exact volume of illegal construction waste is difficult to quantify based on its concealed nature, we know there is an increasing amount of construction waste showing up in our rural communities, and these are just the ones that are reported. This is not clean fill, and leads to long-term environmental and health risks, from damaging fish habitat to contaminating aquifers. Many of these properties are in the Agricultural Land Reserve and essentially the soils are being ruined.

We are looking for the Province to provide leadership in the development of a standard approach to managing construction waste. Developers need to identify appropriate sites as part of the development approval process. Hauling companies need to be accountable to the Commercial Vehicle Safety and Enforcement Branch in ensuring they are hauling to an approved site. One suggestion is for all dump trucks to report to the scales to have their load of material checked and confirmed.

Our rural communities and First Nation reserves are not the construction waste landfill for Metro Vancouver. The current enforcement measures including penalties associated with accepting illegal disposal of construction waste do not deter the guilty parties. The consequences need to be more immediate, with an approach to dealing with all those involved with the development, from the originating property owner, developer, hauling company, and the accepting property owner.

Land is finite and we all need to take responsibility in managing this valuable resource.

In the spirit of Lets'emot,
(Halqmeylem meaning "One Heart, One Mind")



Mayor Sylvia Pranger
District of Kent

c: Minister Christine Boyle, Minister of Housing and Public Affairs
Minister Brittny Anderson, Minister of State for Local Government and Rural Communities
Minister Lana Popham, Minister of Agriculture and Food
Minister Tamara Davidson, Minister of Environment and Parks
Minister Spencer Chandra Herbert, Minister of Indigenous Relations and Reconciliation
Chief Michael Victor, Cheam First Nation
Chief-elect Margaret Pettis, Seabird Island Band
Chief Joseph Chapman, Sq'ewlets First Nation
Tribal Chief Tyrone McNeil, Stó:lō Tribal Nation
Chief Chad Paul, Sts'ailes
Mayor Fred Talon, Village of Harrison Hot Springs
Chair Patricia Ross, Fraser Valley Regional District
Tony Luck, MLA Fraser-Nicola



10(b)

Reference: 420728

June 19, 2026

Their Worship Mayor Sylvia Pranger
and Lets'emot Community to Community Members
District of Kent
PO Box 70
Agassiz BC V0M 1A0

Sent via email: spranger@kentbc.ca

Dear Mayor Pranger and Lets'emot Community to Community Members:

Thank you for your letter of April 27, 2026, addressed to the Honourable David Eby, Premier, regarding your request to develop a standard approach to managing construction waste and soils. As your enquiry primarily falls under the responsibility of the Ministry of Environment and Parks (ENV), I am pleased to respond on behalf of Premier Eby.

As you note, housing targets have been set for 40 municipalities in B.C. through the *Housing Supply Act* (HSA). Housing targets, paired with the Province's [local government housing initiatives](#), aim to increase housing strategically and efficiently through diverse housing types, infill development, and high-density, mixed-use housing located near transit and services. Developing the right housing in the right places contributes to more affordable and sustainable communities but also generates waste through demolition and new construction.

The Province recognizes that illegal dumping of waste is a costly and frustrating issue and is committed to continued collaboration across ministries, as well as with First Nations and local governments, to improve the situation. Addressing these challenges requires coordination among multiple ministries and enforcement bodies, which are actively working together to advance enforcement and prevention efforts across several files.

We share your concern about the serious and ongoing threat that illegal dumping poses to B.C.'s limited and valuable agricultural land base. The Province is committed to using all legal tools and resources to stop and penalize anyone who engages in, and continues to engage in, dumping without lawful authority, including the enforcement and compliance powers under the *Agricultural Land Commission Act* (ALCA) and *Environmental Management Act* (EMA). Through the ALCA, the Agricultural Land Commission (ALC) has the authority to issue stop work orders, remediation orders and administrative penalties of up to \$100,000 for illegal dumping. Repeat violations may result in doubled penalties, and in cases of conviction, fines can reach up to \$1 million or six months of imprisonment, or both.

...2

In partnership with other agencies the ALC continues to actively investigate and enforce these provisions, particularly in high-risk areas such as the Fraser Valley Regional District (FVRD) and the Hatzic Lake area. The Ministry of Agriculture and Food (AF) and ENV, as well as other agencies, are working with the ALC and local governments to explore additional tools, such as soil deposit bylaws, to strengthen deterrence and to improve local enforcement. ENV, the ALC and the Ministry of Forests (Compliance and Enforcement Branch) regularly work closely together to share information and compel compliance with provincial legislation at sites across B.C.

Through EMA, ENV has a range of enforcement tools available to address non-compliance related to the illegal disposal of construction waste, and to ensure the protection of the environment and public from pollution. These enforcement tools are outlined in the EMA legislation, as well as in [ENV's policies and procedures](#). Their application is based on the level of risk to the environment and the ability or willingness of a party to comply. Enforcement actions can result in significant fines or court prosecutions. We encourage any reports of illegal dumping or pollution to be submitted through the Report All Poachers and Polluters (RAPP) line at 1-877-952-7277.

In addition to provincially led compliance and enforcement efforts, ENV supports regional districts' efforts to curtail illegal dumping in urban and rural areas. The EMA requires each regional district to prepare and submit a solid waste management plan to the Minister. Regional districts may develop a strategy to promote compliance with their plan through actions such as information campaigns and enforcement activities for bylaw offences.

Thank you again for taking the time to share your concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tamara Davidson', with a stylized flourish at the end.

Tamara Davidson
Minister of Environment and Parks

cc: Honourable David Eby, Premier
Honourable Christine Boyle, Minister of Housing and Municipal Affairs
Honourable Ravi Parmar, Minister of Forests
Honourable Lana Popham, Minister of Agriculture and Food
Jessica Bentrouti, Executive Assistant, District of Kent



27 April 2026

VIA EMAIL Premier@gov.bc.ca

The Honourable David Eby
Premier of British Columbia

Dear Premier Eby:

Re: Request to Develop a Standard Approach to Managing Construction Waste

Since May 2023, your government has set housing targets in several municipalities, based on greatest needs and highest projected population growth. While we recognize the Province's authority to mandate this increase in housing, it is evident that the construction waste byproduct was not part of the policy consideration. Unfortunately, our rural communities have been negatively impacted by contractors offering money to property owners (farmers/ranchers) for accepting construction waste as 'clean' fill.

Although the exact volume of illegal construction waste is difficult to quantify based on its concealed nature, we know there is an increasing amount of construction waste showing up in our rural communities, and these are just the ones that are reported. This is not clean fill, and leads to long-term environmental and health risks, from damaging fish habitat to contaminating aquifers. Many of these properties are in the Agricultural Land Reserve and essentially the soils are being ruined.

We are looking for the Province to provide leadership in the development of a standard approach to managing construction waste. Developers need to identify appropriate sites as part of the development approval process. Hauling companies need to be accountable to the Commercial Vehicle Safety and Enforcement Branch in ensuring they are hauling to an approved site. One suggestion is for all dump trucks to report to the scales to have their load of material checked and confirmed.

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Land is finite and we all need to take responsibility in managing this valuable resource.

In the spirit of Lets'emot,
(Halqmeylem meaning "One Heart, One Mind")



Mayor Sylvia Pranger
District of Kent

c: Minister Christine Boyle, Minister of Housing and Public Affairs
Minister Brittny Anderson, Minister of State for Local Government and Rural Communities
Minister Lana Popham, Minister of Agriculture and Food
Minister Tamara Davidson, Minister of Environment and Parks
Minister Spencer Chandra Herbert, Minister of Indigenous Relations and Reconciliation
Chief Michael Victor, Cheam First Nation
Chief-elect Margaret Pettis, Seabird Island Band
Chief Joseph Chapman, Sq'ewlets First Nation
Tribal Chief Tyrone McNeil, Stó:lō Tribal Nation
Chief Chad Paul, Sts'ailes
Mayor Fred Talon, Village of Harrison Hot Springs
Chair Patricia Ross, Fraser Valley Regional District
Tony Luck, MLA Fraser-Nicola



10(c)

THE CORPORATION OF THE DISTRICT OF OAK BAY
MUNICIPAL HALL – 2167 OAK BAY AVENUE – VICTORIA, BC V8R 1G2
PHONE 250-598-3311 FAX 250-598-9108 WEBSITE www.oakbay.ca

OFFICE OF THE MAYOR

Via email: ECS.Minister@gov.bc.ca

June 30, 2026

Honourable Adrian Dix, MLA
Ministry of Energy and Climate Solutions
PO Box 9060 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Dix:

Re: Local Government Climate Action Program (LGCAP) Funding

At the Oak Bay Council Meeting held June 8, 2026, Council resolved:

That Council direct the Mayor to send a letter to the Province and local MLAs outlining the need for continued Local Government Climate Action Program funding and share this letter with the Capital Regional District Board of Directors and other BC municipal elected officials.

For more than a decade, the Province has supported local climate initiatives through grant funding to communities across British Columbia. The Local Government Climate Action Program (LGCAP), the current form of this support, provides local governments and Modern Treaty Nations with funding, guidance, and direct support to implement effective climate actions across B.C.

This funding supports timely local climate action that reduces greenhouse gas (GHG) emissions, prepares communities for the impacts of a changing climate and creates new opportunities for people in the clean economy.

Eligible expenditures can include, but are not limited to:

- Investments to improve energy efficiency and investing in climate infrastructure
- Matching funds to leverage funding from the federal government or other parties
- Staffing and contracts
- Risk assessments, communications and engagement

These funds have been a critical and reliable funding source of support that the District and most other local governments have relied on to implement climate solutions, support staff expertise, deliver programs, and leverage additional grant funding from other organizations.

In February 2026, the Provincial Government released the 2026/27–2028/29 Service Plan for the Ministry of Energy and Climate Solutions. The plan does not include funding for the continuation of the Local Government Climate Action Program (LGCAP); however, to date, no final decision or direction has been communicated publicly by the Province.

Oak Bay Council would like to advocate for the continued funding of LGCAP and its inclusion in the 2026/27- 2028/29 Service Plan as the loss of Provincial LGCAP funding would be detrimental to the District's ability (and the ability of all local governments) to continue developing and implementing our climate action program.

Thank you for your time and consideration and we look forward to your response.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kevin Murdoch', with a stylized, cursive script.

Kevin Murdoch, Mayor
District of Oak Bay

- c. *Hon. Diana Gibson, MLA Oak Bay-Gordon Head*
Hon. Grace Lore, MLA Victoria-Beacon Hill
Hon. Lana Popham, MLA Saanich South
Hon. Nina Krieger, MLA Victoria-Swan Lake
Hon. Ravi Parmar, MLA Langford-Highlands
Darlene Rotchford, MLA Esquimalt-Colwood
Rob Botterell, MLA Saanich North and the Islands
Capital Regional Board of Directors
BC Municipalities – Elected Officials

July 2, 2026

Mayor Fred Talon and Harrison Hot Springs Council
Village of Harrison Hot Springs
495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

Dear Mayor and Council:

Re: Fraser Valley Regional District Board Support for Village of Harrison Hot Springs Resolution Regarding FOIPPA Resourcing for Small Local Governments

On behalf of the Fraser Valley Regional District Board of Directors, I am writing to express our support for the Village of Harrison Hot Springs' Lower Mainland Local Government Association (LMLGA) resolution calling on the Province of British Columbia to establish a funding stream for small local governments with populations under 5,000 to assist in meeting their obligations under the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

As your resolution identifies, small local governments often have limited staff capacity and financial resources to respond to these requests within legislated timelines. Processing access requests can require substantial staff time to search for and retrieve records, review documents line by line, apply appropriate severing, protect personal privacy, identify legally privileged or otherwise excepted information, and ensure full compliance with the requirements of FOIPPA. In many cases, smaller local governments must also obtain legal advice to reduce the risk of improper disclosure, privacy complaints, investigations, or other legal consequences.

The FVRD appreciates the Village's efforts to bring forward a resolution that does not seek to limit access rights, but rather seeks practical support to help small local governments meet their statutory obligations responsibly and effectively.

We encourage LMLGA and UBCM members to give this resolution serious consideration and support. Please accept this letter as confirmation that the Fraser Valley Regional District Board supports the resolution submitted by the Village of Harrison Hot Springs.

Thank you for your leadership on this important matter.

Sincerely,



Patricia Ross, Chair

From: Maria Martins <manager@agassizharrisonmuseum.org>
Sent: Friday, 03 July 2026 17:17:47
To: Mark Schweinbenz <mschweinbenz@harrisonhotsprings.ca>
Subject: Letter of Support

This sender is trusted.

Hello,

The Agassiz-Harrison Museum & Visitor Centre is applying to the New Horizons for Seniors Program (NHSP) administered through the Federal Government. I am emailing to request a letter of support to accompany our application.

The funding received would support a new project called "Our Special Moments". Through the NHSP funding, the Agassiz-Harrison Historical Society aims to engage seniors in the compilation of a community centered "activity" book with biographical elements called "Our Special Moments". Seniors will be involved, and develop new skills, through learning interviewing techniques, performing interviews of one another, photographing fellow seniors and their hobbies, editing text, designing composition, and sharing the finished published product with the wider community.

We want to showcase the everyday creations and successes of seniors in our community; highlighting to the participants and the book's consumers that every moment can be special.

I have attached to this email a template letter of support. This document can be used partly or in its entirety.

Thank you for considering our request,



Maria Martins (she/her)
Manager
Agassiz-Harrison Museum & Visitor Centre
7011 Pioneer Ave, Agassiz, B.C.
604-796-3545
<https://www.agassizharrisonmuseum.org>

The Agassiz-Harrison Historical Society would like to acknowledge that we are located on the traditional, unceded and ancestral lands of the Sto:lo First Nation. We are grateful for the opportunity to live, work and learn in this beautiful place in mutual respect.

[Date]

Employment and Social Development Canada (ESDC)
New Horizons for Seniors Program (NHSP)
270 – 220 4th Avenue South-East
Calgary AB T2G 4X3

Subject: Support Letter "Our Special Moments"

To whom it may concern,

I am writing to you on behalf of [name of supporting organization] in support of an application submitted by the Agassiz-Harrison Historical Society in Agassiz, B.C., for funding through the New Horizons for Seniors Program (NHSP) Community-based stream.

Our mandate is to [Brief description of the supporting organization].

The mandate of the Agassiz-Harrison Historical Society is to inspire conversation and dialogue, expand understanding and knowledge, and contributes to a better society by creating an inclusive and welcoming environment. This is done through the acquisition, preservation, and exhibit of artifacts, photographs, documents, and records of significant historical value pertinent to the Harrison-Agassiz Valley. We support this organization because of our shared goal of supporting our local communities within the Agassiz-Harrison region.

Through the NHSP funding, the Agassiz-Harrison Historical Society aims to engage seniors in the compilation of a community centered "Activity" book with biographical elements called "Our Special Moments". Seniors will be involved, and develop new skills, through learning interviewing techniques, performing interviews of one another, photographing fellow seniors and their hobbies, editing text, designing composition, and sharing the finished published product with the wider community.

I support this project because it will showcase the everyday creations and successes of seniors in our community; highlighting to the participants and the book's consumers that every moment can be special. The "Our Special Moments" project will have an impact on seniors in our community by providing them an opportunity to take on leadership roles, apply their skills, learn new skills, share their lived experiences, and engage with the community.

For the reasons noted above, I am excited to support your funding request.

Yours sincerely,

[Name]

[Title]

[Name of Organization]

[Address]

[Email Address]

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

DATE: Thursday, May 21, 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
Judith Barron
Alison Douglas
Hannelore Gidora
Audrey Johnstone

MEMBERS ABSENT: Karen Seraphim
Liz Webber

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

1. CALL TO ORDER

Mayor Talen called the meeting to order at 2:00 p.m.

2. LAND ACKNOWLEDGEMENT

Mayor Talen acknowledged the traditional territory of Sts'ailes.

3. INTRODUCTION OF LATE ITEMS

Hannelore Gidora requested to add Seniors Health and Wellness as Item for Discussion 6(d).

Alison Douglas requested to add Connections Café and Pay Parking as Items for Discussion 6(e) and 6(f) respectively.

4. APPROVAL OF THE AGENDA

Moved by Audrey Johnstone
Seconded by Hannelore Gidora

THAT the agenda be approved as amended.

CARRIED
AFC-2026-05-01

5. ADOPTION OF MINUTES

Moved by Judith Barron

Seconded by Alison Douglas

THAT the Age-Friendly Committee Meeting Minutes of April 16, 2026 be adopted.

CARRIED
AFC-2026-05-02

6. ITEMS FOR DISCUSSION

(a) Career Day

Staff advised that due to the short turnaround time and the school's schedule during the busy month of June, there is not enough time or staff resources to put on a Career Day next month. This item is on the Committee's 2026 Work Plan and will be planned for the fall instead.

(b) Canada Day Activity

The Canada Day Committee usually organizes kids' activities between 1 p.m. and 4 p.m. Last year, Canada Day was very hot so this year we will be opening up Memorial Hall during that time to provide a cooling off area for kids to do indoor activities such as colouring or reading. One proposed activity is to paint wooden shapes that would be affixed to sticks and placed in various garden beds throughout the Village. The hope is for some community volunteers to participate in facilitating this activity. The plan is to have the painting activity take place outdoors, either under a tent or in the covered area in front of Memorial Hall.

The Committee noted that some children may wish to take their shape home with them and also requested that the Village look at purchasing some flags or maple leaf shapes.

Discussion ensued regarding traffic control as large groups of motorists all leave the Village at once after the fireworks conclude.

(c) New Horizons Grant – Video Project

The Village was successful in its New Horizons Grant application in the amount of \$21,500 provided by the federal government to support a ten part seniors' video series filmed between now and next spring. The goal is to compile the videos into an approximately 50 minute film and screen it at a community event. The film would then be publicly available on the Village's YouTube page. Staff requested that the Committee consider connecting with community champions who may wish to participate based on the following topics:

1. Roots of Harrison – Seniors share their personal journeys about what brought them to Harrison Hot Springs and why they choose to live here
2. Herstory – Celebrating women who shaped Harrison Hot Springs. The Village is connecting with the Agassiz Harrison Museum on this.

3. Cultural Mosaic – Exploring the diverse cultures that make up Harrison Hot Springs
4. Mentorship in Action – Filming events such as the hands of children painting at community events and other community-based intergenerational activities
5. Staying Connected – Focusing on wellness, activity, and social connections such as the Social Club
6. Community Treasures – Seniors share their hidden gems around the Village or special places they visit
7. Why We Volunteer – Filming different volunteer led events
8. Looking Ahead – Seniors reflect on their hopes for the future of Harrison Hot Springs and what an age friendly community means to them
9. Arts and Connecting – Focusing on the role of arts and creativity in our community
10. Belonging – Seniors speak on what belonging means to them and when they feel the most connected to community

It was noted that the Committee may wish to share one of these clips during a regular Council meeting or share them with the Agassiz Harrison Museum to play on a loop.

(d) Seniors' Health and Wellness Institute

Hannelore circulated a document listing several workshops provided for free for groups of over ten people by the Seniors' Health and Wellness Institute/COSCO. It was requested that this item be brought forward at a future meeting for further discussion.

(e) Connections Café

Alison thanked Kalie for putting on the Connections Cafes at the Village Health Centre, stating that she met several people there and appreciated the initiative.

Discussion ensued regarding a new notice board on Lillooet Avenue, the need for an annual event calendar in hardcopy form and potential future electronic message boards.

(f) Pay Parking

Alison noted that some people are frustrated by the extend hours of pay parking this year going until 8 p.m. instead of 7 p.m. and that some people are choosing not to come for dinner here due to pay parking. It was clarified that from Monday to Thursday, pay parking ends at 7 p.m. It was also noted that meters have been ordered so people have another option to pay for parking other than a phone app, but the meters have been delayed and have not yet been installed. The Committee discussed the resident parking pass and free accessible stalls, which are new features of pay parking this year.

Alison provided an update regarding seniors activities taking place at Memorial Hall through the Community Response Network including Mah Jong, card games, soup and buns, and live music. A Family Parenting Place dinner will be held there in the future as well.

Mayor Talen thanked Hannelore Gidora for her time on the Committee and presented her with a card on behalf of the Village.

7. **ADJOURNMENT**

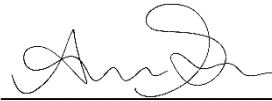
Moved by Alison Douglas
Seconded by Audrey Johnstone

THAT the meeting be adjourned at 2:55 p.m.

CARRIED
AFC-2026-05-03



Mayor Fred Talen, Chair
Age-Friendly Committee



Amanda Graham
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
Environmental Advisory Committee
Minutes**

DATE: Tuesday, May 26, 2026
TIME: 3:00 p.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

MEMBERS PRESENT: Councillor Mark Schweinbenz (Chair)
John DeMartin (at 3:07 p.m.)
Susan Galvao
Paul Kandt

MEMBERS ABSENT:

STAFF PRESENT: Chief Administrative Officer, Tyson Koch
Corporate Officer, Amanda Graham

1. CALL TO ORDER

Chair Schweinbenz called the meeting to order at 3:00 p.m.

2. LAND ACKNOWLEDGEMENT

Chair Schweinbenz acknowledged the traditional territory of Sts'ailes.

3. INTRODUCTION OF LATE ITEMS

Paul Kandt requested that "Community Forests" be added as Item for Discussion 6(i).

4. APPROVAL OF THE AGENDA

Moved by Susan Galvao
Seconded by Paul Kandt

THAT the agenda be approved as amended.

CARRIED
EAC-2026-05-01

5. ADOPTION OF MINUTES

Moved by Paul Kandt
Seconded by Susan Galvao

THAT the Environmental Advisory Committee Meeting Minutes of April 28, 2026 be adopted.

CARRIED
EAC-2026-05-02

6. ITEMS FOR DISCUSSION

(a) Presentation from Kelly Phipps

John DeMartin entered Council Chambers at 3:07 p.m.

Kelly Phipps presented on an Urban Bear Monitoring Program and the impact of development in the area. Current challenges include community garbage bins that are not bear proof, attractants being left out, and limited education and enforcement. Urban Bear Monitoring uses trained detection dogs to locate and analyze bear scat to determine food sources, diet, patterns of movement and habitat use. The idea of this project is to complement other work and education outreach that is already being done and provide data to support future grant applications. Deliverables include an estimation of the number of bears using the area, identification of repeat bears, diet analysis and maps of activity.

The Wildlife Society is having their annual conference in Harrison Hot Springs this September and Kelly will be presenting to them on the human wildlife conflict issues in the Village and taking them for a walk in the East Sector. This project might present an opportunity to connect with Sts'ailes and/or a PhD student.

The Committee inquired as to what sort of involvement the Village would have. Kelly advised that ideally the Village would support the project, seek funding and partner in this project and that the data would belong to the Village. An estimated cost is approximately \$35,000. The lab analysis portion could potentially be costly. It was noted that it may be beneficial for one or two Committee members to attend the Wildlife Society Conference to network and bring more information back to Council. Chair Schweinbenz requested that staff research Committee member attendance at the conference.

(b) Report of Corporate Officer dated May 26, 2026 Re: Earth Day in May Report

The Committee discussed the event, noting the following:

- It was busier than the year before and the weather was better
- There should be a way to address the issue of people not showing up to workshops, especially when there is a waiting list
- There was an interest in doing it again next year to build on the momentum of the past two years
- The vendors appeared to be happy with how it went
- Having someone walk up and down the area to draw people was helpful
- Next year, the Committee will have use of the grassy area outside Memorial Hall which will draw more people in as well
- The first hour was not very busy and it may be more beneficial to run the event longer as people arrived at noon and were surprised to see it wrapping up

- There weren't many children at the event and perhaps having the event on a Friday might present an opportunity for a field trip

(c) Feedback from Civic Campus Engagement Event

The Committee discussed the Civic Campus Engagement Event which was held on May 20, 2026 at the school and at which all the Committee members were in attendance. Feedback was provided, with the Committee indicating that there was a lot of public engagement regarding the environmental impact, many conversations, a good turnout and helpful discussions with the School District. It was recognized that there may be an opportunity to shift the location of the new school slightly to mitigate concerns regarding loss of trees in the area. It was noted that many residents spoke about how the trees are important to community, and represent an ecosystem and a place for students to learn and play.

Moved by Susan Galvao
Seconded by Paul Kandt

THAT staff be directed to draft a letter to Council and School District 78 outlining the Committee's opinion regarding the Fire Hall Park's environmental, educational and community values and requesting that these be taken into consideration as the project evolves.

CARRIED
EAC-2026-05-03

(d) Miami River Health

Paul advised that he had found a report regarding the Miami River with data that has laid the groundwork for work that the Miami River Streamkeepers have been doing since 1989. The Committee discussed the merits of Council requesting a meeting with the Minister of Environment at UBCM, and the amount of work that was done prior to Covid-19 in 2020 that has lost momentum.

Discussion ensued regarding a more regional approach given that the headwaters of the Miami River are located within the District of Kent. Chair Schweinbenz advised that he would contact the District of Kent to determine whether they will be meeting with the Minister of Environment and requested that Paul research information into studies that have been done on the Miami River.

(e) Public Area Tree Planting

Chair Schweinbenz noted that he has a map of areas that had been previously identified by the Committee as public spaces where more trees could be planted. It was noted that consideration needed to be given to the types of trees that should go in certain locations to ensure that they will survive. The Committee discussed the cedar hedges near the bus stop on Hot Springs Road at Miami River Drive and going on another walk to continue to identify areas.

(f) Wildlife Protection Research

Council recently directed staff to research a Wildlife Attractant Management bylaw which will be forthcoming to a future Council meeting.

(g) Adopt a Shoreline/Trail

The Committee discussed the issue of the waste containers along the beachfront becoming overfull, especially on Sunday evenings. This results in garbage piled up near the containers which is then accessed by wildlife and blown around the beachfront area, sometimes over the berm and into the lake. Staff advised that the seasonal Public Works positions are now filled and there are staff working later into the evenings throughout the summer to address waste containers. Staff will pass this along to Public Works to look into adding another waste container near the beach washrooms and the large chair on the west side of the lagoon.

(h) Cosmetic Herbicide Use

John reported that he recently saw a glyphosate sign outside of one of the condo buildings and researched cosmetic pesticide bylaws in other municipalities like Langley and North Vancouver. There are some herbicides that are very invasive especially near waterways and other local governments have a permitting process in place to apply for an exemption to the cosmetic use prohibitions. Discussion ensued on invasive species such as Japanese Knotweed which requires aggressive herbicide treatment.

Moved by John DeMartin
Seconded by Paul Kandt

THAT Council direct staff to research a bylaw prohibiting certain herbicides for cosmetic purposes.

CARRIED
EAC-2026-05-04

(i) Community Forest

Paul commended Chair Schweinbenz for his recent Council motion regarding a community forest and the Committee discussed the impact of nearby forestry operations on the Village. Council will be discussing forestry at a future Committee of the Whole meeting.

Moved by Paul Kandt
Seconded by John DeMartin

THAT the Committee indicate its support for Council's efforts towards the forestry discussion.

CARRIED
EAC-2026-05-05

- (j) Next Meeting Date: June 23, 2026, 3:00 p.m.

7. ADJOURNMENT

Moved by Susan Galvao

Seconded by Paul Kandt

THAT the meeting be adjourned at 4:42 p.m.

CARRIED
EAC-2026-05-06



Councillor Mark Schweinbenz, Chair
Environmental Advisory Committee



Amanda Graham
Corporate Officer

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

DATE: Tuesday, June 9, 2026
TIME: 9:00 a.m.
PLACE: Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

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

MEMBERS ABSENT:

STAFF PRESENT: Corporate Officer, Amanda Graham

1. CALL TO ORDER

Councillor Jackson called the meeting to order at 9:03 a.m.

2. LAND ACKNOWLEDGEMENT

Councillor Jackson acknowledged the traditional territory of Sts'ailes.

3. INTRODUCTION OF LATE ITEMS

4. APPROVAL OF THE AGENDA

Moved by Janice Moffat
Seconded by Marg Shier

THAT the agenda be approved.

CARRIED
CIB-2026-06-01

5. ADOPTION OF MINUTES

Moved by Janice Moffat
Seconded by Susan Galvao

THAT the Communities in Bloom Committee Meeting Minutes of May 21, 2026 be adopted.

CARRIED
CIB-2026-06-02

6. ITEMS FOR DISCUSSION

(a) Community Planting Day – Lagoon Garden Bed Debrief

The Committee commented that the garden bed was very well thought out and offered their thanks to Brant Corder for all his help. It was noted that maybe a sandwich board with a “Communities in Bloom Volunteers at Work” sign might be helpful to draw people in, as well as free coffee and baked goods as there weren’t any members of the public who participated this year.

(b) Garden of the Week Update

The Garden of the Week signs and prizes have shipped and are expected to be here shortly so that Garden of the Week can start up next week. The weeks have been laid out into themes. The Committee opted to offer a “Peoples’ Choice” award for the final week, which would allow people to self-nominate or nominate any other garden of their choice.

(c) Canada Day Float

Janice’s husband has offered to drive his truck and tow a utility trailer for the float. Susan G. picked up several decorations. The Committee discussed design ideas and asked that a call be put out for people to walk with the banner in front of the truck, hand out candy, donate artificial flowers and lend a battery powered speaker for music.

Staff advised of an opportunity to assist with a children’s activity involving painting wooden shapes outside Memorial Hall from 1 p.m. to 4 p.m. on Canada Day.

(d) Garden Tour

Advertising for the Garden Tour began last week. There is an easy to fill out form on the website. The Committee discussed branded gloves as a thank you gift. A hardcopy version of the form will be prepared for CIB members going door-to-door to recruit participants.

(e) Judges Visit: July 8-10

The Committee discussed details of the welcome event and tour stops. Susan G. will reach out to members of the Yacht Club to determine whether anyone would be willing to take the judges on a boat tour for an hour on the tour day. The spirit trail and Sasquatch Museum guides are on board to participate again this year. Staff will contact the Community Gardens organizers to see if they would like to be a tour stop as well.

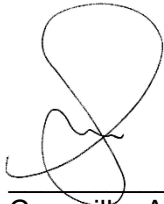
(f) Next Meeting Date: Thursday, June 25, 2026 9:00 a.m.

7. ADJOURNMENT

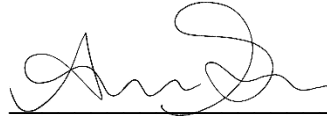
Moved by Susan Galvao
Seconded by Janice Moffat

THAT the meeting be adjourned at 10:21 a.m.

CARRIED
CIB-2026-04-03



Councillor Allan Jackson, Chair
Communities in Bloom Committee



Amanda Graham
Corporate Officer

Regular Council

File No: 0640
Date: July 13, 2026

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

RECOMMENDATION

THAT the Chief Administrative Officer's report dated July 13, 2026 regarding the 2026 Second Quarter Update be received for information.

SUMMARY

To provide Council with a Second 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

The second quarter has once again demonstrated the exceptional dedication, professionalism, and collaborative spirit of our entire Village team. Across Corporate Services, Finance, Community Services (Communications and Community Engagement), Operations (Utilities and Public Works), and our Fire Department personnel, both administrative and front-line staff, have continued to deliver high-quality services that meet and, in many cases, exceed expectations. Despite increasing operational demands, regulatory requirements, and growing community expectations, staff have remained focused on delivering responsive, efficient, and resident-centered services while advancing Council's Goals and Strategic Priorities. Their commitment to continuous improvement, sound financial stewardship, infrastructure reliability, public safety, community engagement, and organizational excellence is evident.

The accomplishments achieved during this reporting period are the result of a strong team culture and a shared commitment to service excellence. Corporate Services and Finance staff have maintained effective governance processes, supported transparent decision-making, and ensured responsible financial management. Community Services staff have successfully delivered community engagement opportunities, events, and initiatives that enhance quality of life and community well-being. Operations staff in Utilities and Public Works have continued to provide essential services, maintain critical infrastructure, and respond promptly to emerging operational needs, often under demanding conditions. Our Fire Department members, both

inside and outside the hall, have demonstrated unwavering dedication through emergency response, training, prevention activities, and community support efforts. Together, all departments have worked collaboratively to address both strategic and day-to-day priorities, ensuring that Council's objectives are being advanced while maintaining the high level of service our residents, businesses, and visitors have come to expect. I would like to recognize and thank every member of the organization for their hard work, professionalism, adaptability, and commitment to serving the community. Their collective efforts continue to be a significant contributor to the success of the municipality and the achievement of Council's vision for our community.

Below are the achievements for the second quarter of 2026:

Emergency Management

- 2 Village Staff members attended an Emergency Support Services (ESS) training session at Sts'ailes (April 30th)
- JIBC Information Officer training completed by 1 Village staff member
- The Village hosted a series of 4 Lunch & Learn Sessions on the topic of Emergency Management.
 - FireSmart Landscaping (12 attendees)
 - Alertable & Emergency Support Services (12 registered, 9 attendees)
 - Emergency Plan (12 attendees)
 - Grab & Go Bag & KHJEP Coordinator Presentation (12 registered, 11 attendees)

FireSmart

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

- FireSmart mitigation work completed at Memorial Hall (CWRP #14)
- 2 FireSmart Team members attended the Wildfire Resiliency and Training Summit (CWRP #24)
- Local FireSmart Representative (LFR) completed 10 Home Ignition Zone Assessments for residents (CWRP #13)
- LFR attended Earth Day in May, and the CRN Seniors Info Day to represent FireSmart and promote Home Ignition Zone Assessments and FireSmart landscaping (CWRP #1 & #4)
- Year 1 of the Village's FireSmart grant reporting was completed and submitted to the funder.

Community Services

- Attended the Agassiz Harrison Healthy Communities Committee meetings and Diversity and Inclusion subcommittee meetings.
- Met with representatives from the BC Human Rights Commissioners Office, facilitated and hosted through the AHHCC Diversity and Inclusion subcommittee.
- Met with representatives from Fraser Health and coordinated the addition of another day of service for the Primary Care Network to utilize the Village Health Centre.

- Coordinated the addition of Agassiz Harrison Community Services to utilize the Village Health Centre for programming on Mondays starting July 2026.
- Coordinated installation of new wildlife resistant garbage bins and the removal of some wire mesh bins to support Bear Smart practices and decrease the risk of human wildlife conflicts associated with Village garbage bins.
- Attended Sasquatch Days and Canada Day planning meetings and supported event delivery.
- Coordinated installation of new street banners, with welcoming and wayfinding features included in the new designs.
- Finalized Boat Launch Services Agreement for the 2026 season.
- Prepared for Village management of Pay Parking for 2026 season.
- Organized the BC Mobile Services Van pop-up event held on April 21st
- Successful in receiving a BC Hydro Re-Greening Grant to support the Lillooet Avenue Streetscape project.
- Coordinated the installation of the temporary off-leash dog park at Spring Park.
- Presented and began implementing the IDEA Framework + Action Plan

Communications & Community Engagement

- Launched Community Connections Café series held every second Friday at the Village Health Centre
- Supported communications and event execution of Earth Day in May.
- Planned and supported facilitation of Civic Campus engagement event held at Harrison Hot Springs Elementary School (May 20)
- Successful in receiving a GoByBike BC grant and hosted a community wide GoByBike Week event on May 31st.
- Attended the Community Response Network's Event at Memorial Hall

Social Media Stats

- April 1 – June 29:
 - 89 Facebook Posts
 - Views across all posts: 148.8K

Get Into It Harrison

- New projects added: Lift Station #6, Canoe & Kayak Launch
- GetIntolt Harrison: 38 new registrations
- What We Heard Reports shared:
 - Civic Campus Engagement Event

Finance, Human Resources, IT and Risk Management

- The Village's 2025 Annual Report was created approved by council.
- The 2026 Tax Rate Bylaw was adopted

- Following the approval of the audited financial statements in Q1, the annual Local Government Financial Reporting process was completed with the province.
- Property tax notices were prepared and sent out.
- The Statement of Financial Information report was approved by council and submitted to the province.
- LGMA grant-funded Operations Intern started.

Corporate Services

- Provided meeting management and support services for 12 Committee/Commission meetings
- Supported Earth Day in May and Community Planting Day on June 4 and prepared for Communities in Bloom Judges' visit
- 1 FOI request received and concluded
- 2 bylaws adopted
- Conducted a review of Bylaw Notice Enforcement Bylaw offence table to ensure offences across all regulatory bylaws were captured and incorporated new pay parking and boat launch regulations
- Hired 2 Parking Enforcement and Patrol Officers to enforce pay parking and support community safety and voluntary compliance throughout the summer
- Digitization project work continued with the implementation of a quality assurance process for reviewing scanned files
- Compiled content and data for the 2025 Annual Report across all departments
- Began 2026 general local election preparations including updating the website, preparing mail ballot packages and information, hiring election staff, creating materials for a candidate information session, and preparing required legislative notices

Operations

Capital Projects

Design / Build Splash Pad (RMI Project)

- RFP issued in April.
- Habitat Systems awarded the contract as the successful proponent.
- Design concepts and potential locations are under review.

Hot Springs Source Feasibility Study

- Request for Proposals (RFP) issued on June 17 and closed on July 2.
- Proposals have been received and are currently under evaluation.

Cedar Ave Sanitary Project

- Survey work completed.
- Wedler Engineering is undertaking preliminary design.

Highway 9 to McCombs Drive Drainage Improvements

- Project scheduled to resume in early August

Water/Wastewater Treatment Plant Master Plan

- Final revisions are being incorporated based on technical feedback received through the review process.
- Will be brought forward to Council at a future Committee of the Whole meeting.

Lillooet Avenue West Streetscape Plan

- Project substantially completed
- Remaining tourism enhancements, including the wave bench and rubber surfacing, are scheduled for late summer.

SCADA System Upgrade

- Phase 1 and 2 are complete
- Phase 3 in progress

Dike Upgrade

- 70% design in progress.
- Permit application submissions are being prepared.

Canoe / Kayak Launch

- Project complete.

Lift Stations #5 & #6

- Lift Station #5 upgrades completed
- Lift station #6 upgrades completed
- Fence installation at #6 and then boulevard and landscape remediation scheduled.

Walnut Ave Sidewalk Extension/3-Way Stop Intersection

- Eastvale Contracting awarded the construction contract.
- Construction scheduled to begin at the end of July.
- Sidewalk extension and new 3-way stop intersection to be completed before the start of the school year.

GIS/Asset Management

- GIS and asset management updates in progress with FVRD.

Miami River South Bridge

- Design work for bridge repairs is in progress.
- Sheet pile abutment repair has been identified as the preferred design, consistent with work completed on the North Bridge.

Public Works & Utilities

Staffing

- Utilities staff received EOCP level 2 for wastewater treatment.
- Confined space training course
- Staff attended BCWWA conference

Maintenance Activities

- Garden bed improvements
- FireSmart projects and maintenance
- Hazard tree removals

- Paid parking signage
- Pressure washing
- Painting and staining
- Concrete ramp replacement for beach access

Utility Operations

Maintenance Activities

- Annual Generator servicing
- Lift Station #5 online
- Lift Station #6 online
- Waste water treatment plant headworks repairs
- Waster water treatment plant blower servicing
- Flood pump generator auto transfer switch
- Fraser Health annual inspection

Fire Department

- Total calls for service: 43
- SenseNet responses: 17
- 1 officer has completed their initial officer training courses
- 5 Members completed their Live Fire 1 Course
- 2 Members completed their Air Brakes Endorsement Course
- FD members completed the FireSmart grant training:
 - ICS-200
 - WFF1 Wildland Fire Operations and Safety
- FD took part in the following events:
 - Gobybike BBQ [Society]
 - Civic Campus
 - Agassiz Grad Parade
 - Hosted a tour of FD for a kindergarten class from Harrison Elementary School

Planning and Development

- 5 building permit application referrals received
- 1 rezoning application received and approved
- 1 Public Hearing held

Bylaw Enforcement

- 35 bylaw complaint files initiated, 22 from external complaints and 13 noted by staff, mostly related to property management and reports of people camping in vehicles
- 263 bylaw enforcement notices issued, majority pay parking or boat launch parking infractions
- Pay parking began May 15, since that time bylaw officers have been heavily focusing on assisting users, enforcing pay parking zones, and providing feedback regarding the signage and technology as this is a new process
- Supported Sasquatch Days and Canada Day
- Two ongoing zoning and property maintenance files closed successfully

- Continued public education regarding proper waste management practices to mitigate human-wildlife conflicts

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:



Tyson Koch
Chief Administrative Officer

Regular Council

File No: 0340-50
Date: July 13, 2026

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Generative AI and Information and Technology Policy 1.44

RECOMMENDATION

THAT Generative AI and Information and Technology Policy 1.44 be approved.

SUMMARY

To present a draft Generative AI and Information and Technology Policy 1.44 for Council's consideration.

BACKGROUND

Staff and elected officials rely on networked computer systems, cloud-based applications, email communications, remote access technologies and digital records management systems to deliver services and carry out daily responsibilities. As part of the 2025 audit process, it was recommended that the Village develop an information and technology policy to formalize practices already in place that help the Village safeguard its information and reduce the risk of unauthorized access. Information and technology policies typically address data security, password protocols and acceptable system use.

On a related note, generative artificial intelligence (GenAI) tools such as Microsoft Copilot, ChatGPT and Google Gemini have become widely available and are increasingly being used in workplaces to assist with research, drafting documents, summarizing information and improving productivity. GenAI refers to software applications that use advanced machine learning models to create content in response to user prompts. Depending on the platform, they can produce draft documents, summaries, spreadsheets, presentations, images and other forms of digital content.

While GenAI can be a valuable productivity tool, its use introduces new risks related to privacy, information security, records management, intellectual property and the accuracy of information generated. The Village is responsible under the *Freedom of Information and Protection of Privacy Act* to handle personal information appropriately and securely. Currently, neither the federal nor provincial government regulate the use of GenAI. This rapidly evolving field is likely to be the subject of future legislation and programs. However, in the interim, the Village's obligations remain unchanged. Without a policy and training on its use, staff may unknowingly enter sensitive or personal information into publicly available GenAI systems.

There is a distinction between Microsoft Copilot and publicly available GenAI tools. Copilot is included in the Village's licensing agreement for Microsoft 360 and integrated into the Village's computer system. Data entered into or produced by Copilot is stored within the Village network only and is not used to train or inform future GenAI models. This allows the Village to meet its obligations for data security, records management and privacy protection. If data is entered into publicly available GenAI platforms, the Village has no control over that information, and it can be used to train future models.

DISCUSSION

Attached to this report is a draft Generative AI and Information and Technology Policy 1.44 that applies to any person accessing the Village network. The policy includes provisions to address:

- Acceptable use of Village technology
- Records management requirements
- Password and authentication standards
- Data security and access controls
- Network and device security
- Remote access requirements
- Phishing and cybersecurity practices
- Security incident reporting
- Monitoring

Additionally, the policy addresses acceptable GenAI use, requiring any authorized users to only use Copilot for confidential or personal information. GenAI is an emerging technology that requires users to carefully consider both the inputs and outputs. Users are required under the policy to review any outputs for accuracy, inclusive language and compliance with legislation. The use of GenAI is intended to support employee productivity, not replace decision making and should not be used for legal advice, human resource decisions, procurement evaluations or to make a decision that directly impacts someone such as candidate selection for hiring.

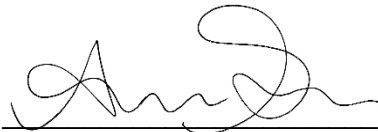
FINANCIAL CONSIDERATIONS

There are no immediate financial considerations associated with this report. If adopted, the policy would be provided to existing users and included as part of the onboarding process in the future. Cybersecurity, data security, and user training and awareness are an ongoing matter of importance to the Village, requiring consistent follow-up and improvement as technologies evolve. Any future software licensing, cybersecurity enhancements or technology investments would be brought forward through the annual budgeting process as required.

POLICY CONSIDERATIONS

There are no policy considerations associated with this report.

Respectfully submitted:



Amanda Graham
Corporate Officer

Reviewed by:



Tyson Koch
Chief Administrative Officer

Financial considerations reviewed by:



Scott Schultz
Chief Financial Officer, Deputy CAO

Attachment: 1. Draft Generative AI and Information and Technology Policy 1.44

Village Of Harrison Hot Springs Policy

POLICY NAME:	Generative AI and Information and Technology		
POLICY NUMBER:	1.44		
APPROVING AUTHORITY:	☒ Legislative (Council Approved)	☐ Administrative (CAO Approved)	
DATE ADOPTED:	Click or tap to enter a date.		
LAST AMENDED:			

PURPOSE

To establish guidelines for the secure and efficient use of generative artificial intelligence and technology resources within the Village of Harrison Hot Springs. This policy is intended to protect the integrity, confidentiality and availability of Village data while ensuring that any person accessing the network uses technology responsibly and in accordance with applicable laws and regulations.

DEFINITIONS

Authorized User means all employees, consultants, elected officials and any other person who uses municipal technology resources including hardware, software, networks and data systems

Copilot means the Generative AI service included with the Village's Microsoft licence agreement, the data from which is not used by Microsoft to train future Generative AI models

Device means an IT Resource used to connect to the Village Network, including but not limited to, desktop computers, laptops, tablets, cellphones or smartphones

Generative AI means software or services that use machine learning models to generate content based on user-supplied prompts, instructions or data

IT Resources means information and communication technologies including but not limited to information systems, Devices, software and networks owned or operated by the Village

Management means exempt employees of the Village who are excluded from the provisions of a collective bargaining agreement.

VPN means a secure, encrypted Virtual Private Network connection between an Authorized User's Device and the Village Network, allowing Authorized Users to access the network remotely

Village means the Village of Harrison Hot Springs

Village Network means all communications and connectivity infrastructure owned and managed by the Village, including but not limited to, wired and wireless networks, internet connections, local area networks, wide area networks, VPNs, servers, cloud services, and any other technology used to transmit, store or provide access to Village information

POLICY

1. Acceptable Use

- a. IT Resources are to be accessed primarily for official Village business purposes.
- b. Personal use of IT Resources should be limited, must not interfere with operations and must not violate any provincial or federal laws or regulations.
- c. Authorized Users must not:
 - i. Access, download or share inappropriate, illegal, discriminatory, explicit or offensive content;
 - ii. Use IT Resources for personal financial gain, political campaigning or any activity that may conflict with the user's official duties;
 - iii. Deliberately or carelessly propagate any virus or malware;
 - iv. Engage in unauthorized access or attempts to breach the Village Network; or
 - v. Install any unlicensed or unauthorized software.

2. Records Management

- a. Authorized Users must use their Village-assigned email and Village Network accounts when conducting Village business.
- b. Records produced using IT Resources belong to the Village and are subject to the *Freedom of Information and Protection of Privacy Act* [RSBC 1996] Chapter 165 as amended from time to time.
- c. Records produced using IT Resources must be retained on the Village Network and stored and disposed of in accordance with the Village's Records Management Bylaw No. 1030, 2013 as amended from time to time.
- d. Transitory records of temporary usefulness that are needed only to complete a routine action or prepare a subsequent record must be disposed of once no longer of value.
- e. Records produced using IT Resources must be stored on approved storage systems to ensure data security and reliability.
- f. Records produced using IT Resources must not be stored on personal devices, personal email accounts or unauthorized cloud storage services.
- g. Portable data storage devices, such as USB drives, should only be used if no suitable alternative exists and measures to encrypt or password protect the data should be taken.

3. Passwords/Authentication Credentials

- a. Authorized Users must be provided with unique and individually identifiable authentication credentials, such as a username and password, in order to access IT Resources and the Village Network.
- b. Authorized Users must not divulge, display, share or compromise their own or another Authorized User's authentication credentials except for the purpose of obtaining IT support from the Villages IT consultant or an otherwise authorized individual.
- c. Passwords must meet minimum complexity requirements and must be changed regularly.
- d. Two factor authentication will be required on an as-needed basis as determined by Management.

4. Data Security

- a. Sensitive and confidential data must be stored and transmitted securely.
- b. Access to sensitive and confidential data must be restricted to Authorized Users based on job roles, responsibilities and access requirements.
- c. Authorized User access and permissions will be regularly reviewed by Management.

5. Village Network Security

- a. The Village Network must be protected by firewalls, security measures, and intrusion detection and prevention systems to prevent unauthorized access.
- b. When accessing the Village Network remotely, all Authorized Users must only connect to the Village Network using a secure, authorized method such as VPN and two-factor authentication.

6. Device Security

- a. Any laptop or desktop computer connected to the Village Network will be protected by antivirus software and firewalls, as determined on a case-by-case basis by Management.
- b. Devices must be secured with passwords or biometric authentication before access to the Village Network may be granted.
- c. Authorized Users must not leave Devices unattended without taking appropriate security precautions when remotely logged into the Village Network, including locking the Device or disconnecting from the remote access when not in use.

- d. Where possible, Authorized Users accessing the Village Network remotely should connect to a secure, private or trusted internet network.
- e. Lost, stolen or compromised Devices must be reported to Management as soon as possible.

7. Generative AI

- a. Authorized Users may put confidential and personal information into Generative AI tools available to them as part of the Village's agreement with Microsoft and stored within the Village Network, such as Copilot.
- b. Authorized Users must not put any confidential information, including personal information, into publicly available Generative AI tools including but not limited to, ChatGPT or Google Gemini.
- c. Authorized Users who use Generative AI must review the outputs to ensure they are factually accurate, complete, compliant with intellectual property rights and use language that is inclusive, respectful and non-discriminatory.
- d. The use of Generative AI is intended to supplement and support employee productivity, not replace the employee decision making process. Authorized Users should not use Generative AI as a tool to obtain legal advice, make human resource decisions, complete procurement evaluations or make decisions affecting an individual directly.

8. Phishing or Suspicious Emails

- a. Authorized Users must exercise caution when accessing emails from unknown or unexpected sources.
- b. If an Authorized User receives an email that appears suspicious or may be a phishing attempt, they must:
 - i. Not click any links or open any attachments;
 - ii. Not provide any personal, financial or organizational information; and
 - iii. Delete the email.
- c. If an Authorized User clicks a link, opens an attachment or provides any personal, financial or organizational information and it is later determined to have been a suspicious email, the Authorized User must immediately report this to Management.

9. Monitoring, Incident Reporting and Investigations

- a. Use of IT Resources and the Village Network may be monitored, inspected or investigated by Management to ensure compliance with this policy or for any lawful Village business-related reason.

- b. While the Village respects the personal privacy of Authorized Users, it reserves the right to review the use of its IT Resources.
- c. Authorized Users should be aware that they have no right of ownership or expectation of privacy with respect to their use of IT Resources and use may be monitored to assist in protecting and maintaining the integrity and security of IT Resources.
- d. Authorized Users must immediately report any suspected or confirmed IT security incidents including but not limited to, data breaches, unauthorized access, malware attacks or inappropriate access, collections, use, disclosure or disposal of information to Management, who may investigate the matter at the discretion of the CAO or their designate.
- e. Authorized Users who fail to comply with this policy may be subject to:
 - i. Disciplinary action, including but not limited to dismissal or contract termination; or
 - ii. Suspension or revocation of access to IT Resources, the Village Network or Devices.

RECORD OF AMENDMENTS	
DATE AMENDED	SUMMARY OF AMENDMENTS

Regular Council

File No: 0340-50
Date: July 13, 2026

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Civic Recognition and Commemorative Naming Policy 1.45

RECOMMENDATIONS

THAT Civic Recognition and Commemorative Naming Policy 1.45 and the Civic Recognition Committee Terms of Reference be approved; and

THAT staff be directed to bring the policy forward to the incoming Council after the 2026 General Local Election as part of the review of all Committees.

SUMMARY

To present a draft Civic Recognition and Commemorative Naming Policy 1.45 for Council's consideration.

BACKGROUND

At the April 20, 2026 regular Council meeting, Council passed the following resolution:

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.

RC-2026-04-25

Staff have reviewed civic recognition and commemorative naming programs from other local governments including Abbotsford, Coquitlam, Port Coquitlam, Delta, Highlands, and Prince Rupert. Some are quite complex with several different types of awards across different categories, while others allow for only one or two awards. Attached to this report is a draft Civic Recognition and Commemorative Naming Policy 1.45 and corresponding Civic Recognition Committee Terms of Reference for Council's consideration.

DISCUSSION

The attached draft policy seeks to provide a clear and consistent process to formally honour individuals who have made meaningful contributions to the community. The policy proposes an annual Civic Achievement Award, to be awarded in March based on a nomination and selection process that takes place starting in January of each year. The award is intended to recognize an individual for significant achievements across a variety of areas that contribute positively to the community in different ways. The policy requires that Council appoint up to six (6) community members to a select Civic Recognition Committee. One (1) member of Council must also be appointed to the Committee as per section 142 of the *Community Charter*. The Committee's purpose is to review the nominations confidentially and make a recommendation to Council as to a recipient. The final determination is made by Council. The policy allows for Council to award more than one individual at the same time in exceptional circumstances.

The policy also incorporates provisions for addressing commemorative naming or renaming of Village Assets. The term Village Assets is broadly defined to encompass any asset the Village is authorized to name. This would typically mean assets owned and operated by the Village and could include anything from a garden to a civic building. If Council would like to name a new Village Asset or rename an existing one, they may either do so by resolution or initiate a nomination process. This would allow Council to name or rename assets by resolution in cases where there is a clear connection between the individual and the asset itself. In other cases, Council may wish to open naming or renaming to the community for nominations. Eligibility requirements are set out in section 4, with restrictions for the eligibility of current or former members of Council, staff or the Civic Recognition Committee.

The draft Terms of Reference are intended to provide Council and prospective Committee members with a sense of the Committee's purpose, responsibilities and time commitment. The Committee would be required to meet at least once in February or March annually to review and evaluate the nominations. Otherwise, the Committee would only be struck as needed at the request of Council. In addition to the Terms of Reference, Committees are governed by Council Procedure Bylaw No. 1216, 2025, particularly section 31, which sets out provisions for the length of the term, quorum, selection of a Chair and reporting to Council. Committee members are also subject to Council Code of Conduct No. 1205, 2024 and Anti-Racial Discrimination and Anti-Racism Policy 1.42. The nature of this Committee will require all Committee members to maintain confidentiality and act impartially to protect the integrity of the process.

Additional Options

Section 158 of the *Community Charter* allows Council to confer, by unanimous vote, freedom of the municipality on a distinguished person or unit of the armed forces of Canada or another nation. Anyone given freedom of the municipality is deemed to be an elector for the purposes of voting for Council and, if they are a Canadian citizen, is deemed qualified to hold office on Council. Otherwise, there is no legislative framework for civic awards or commemorative naming, which provides Council with significant flexibility in developing a policy of this nature. Although not required, it is common for a Committee to review the nominations and make a recommendation to Council. This provides a greater opportunity for diverse perspective and increased community representation throughout the process.

Currently, Committee terms run the same length as the Council term. After a general local election, the incoming Council will be asked to review the existing Committees and a call for expressions of interest will be issued accordingly. Council may choose to postpone a decision

on this policy and the proposed Committee until after the next general local election in October given the timing. If Council approves the policy at this time, this does not preclude an incoming Council from amending or rescinding it. Select Committees exist at the pleasure of the Council of the day.

FINANCIAL CONSIDERATIONS

There are no immediate financial considerations associated with this report. If the policy is adopted, there will be administrative and communications staff time associated with implementing the program and providing support for Committee meetings. A budget for signage is typically incorporated into the Village's annual financial plan. Alternatively, for larger capital projects, the cost of a commemorative sign could be worked into the budget specific to that project.

POLICY CONSIDERATIONS

2025-2026 Strategic Plan

Values – Respect, Communication, Integrity, Accountability, Positivity and Collaboration

2026 Building Belonging I.D.E.A. Framework and Action Plan Objectives – Shared Trust

Respectfully submitted:



Amanda Graham
Corporate Officer

Reviewed by:



Tyson Koch
Chief Administrative Officer

Financial considerations reviewed by:



Scott Schultz
Chief Financial Officer, Deputy CAO

Attachments (2):

1. Draft Civic Recognition and Commemorative Naming Policy 1.45
2. Draft Civic Recognition Committee Terms of Reference

Village Of Harrison Hot Springs Policy

POLICY NAME:	Civic Recognition and Commemorative Naming		
POLICY NUMBER:	1.45		
APPROVING AUTHORITY:	☒ Legislative (Council Approved)	☐ Administrative (CAO Approved)	
DATE ADOPTED:	Click or tap to enter a date.		
LAST AMENDED:			

PURPOSE

To establish guidelines for individuals to receive formal recognition from Council for outstanding service and contribution to the Village of Harrison Hot Springs, and to ensure a fair and consistent practice for selecting a recipient. This policy also sets out a process for the naming or renaming of Village Assets in honour of an individual.

DEFINITIONS

Village means the Village of Harrison Hot Springs

Village Asset means a public asset that the Village has the authority to name, including but not limited to roads, streets, bridges, parks, trails, beaches, plazas, public squares, buildings, facilities, statues, monuments, pathways, docks, trees, gardens, fountains, forests, recreation facilities or sports fields

POLICY

1. Civic Achievement Award

- a. Annually, Council will consider awarding a Civic Achievement Award through a nomination process as outlined in section 6 of this policy to one (1) individual who has demonstrated exemplary and outstanding service to the Village of Harrison Hot Springs in any of the following areas:
 - i. Volunteer or community service;
 - ii. Business or entrepreneurial;
 - iii. Arts or entertainment;
 - iv. Public health;
 - v. Education;
 - vi. Environmental stewardship;
 - vii. Heritage conservation;
 - viii. Sports or youth leadership;
 - ix. Public safety;
 - x. Accessibility, diversity or belonging; or
 - xi. Any other contribution Council considers appropriate to recognize.

- b. Council may, in exceptional circumstances, award more than one Civic Achievement Award for the same nomination period.
- c. Council reserves the right not to award a Civic Achievement Award.

2. Commemorative Naming or Renaming of Village Assets

- a. Village Assets should generally be named after geographic features or nearby roads and in a manner that is consistent with the use and purpose of the Village Asset.
- b. Council may:
 - i. Name or rename a Village Asset after an individual at any time by resolution in cases where there is a clear connection between the individual and the Village Asset; or
 - ii. May initiate a nomination process for a commemorative naming or renaming as outlined in section 7 of this policy.
- c. Commemorative naming or renaming is intended to honour an individual's significant community contribution, service, achievement, or historical significance.
- d. Renaming a Village Asset that is already named after an individual is discouraged and should only be considered in the event of historical inaccuracies, evidence of negative conduct or behaviour by the individual or in support of reconciliation, diversity or inclusion.
- e. Council reserves the right not to name or rename a Village Asset after an individual.

3. Commemorative Naming or Renaming Requests

- a. Any member of the public may submit a commemorative naming or renaming request at any time.
- b. Requestors seeking a commemorative naming or renaming cannot request that a Village Asset be named after themselves.
- c. Requestors must complete a request form endorsed by at least two (2) other people who support the request.
- d. Commemorative naming or renaming requests submitted without a call for nominations will not be referred to the Civic Recognition Committee but will instead be considered directly by Council on a case-by-case basis.
- e. Council reserves the right not to grant a commemorative naming or renaming request.

- f. Any commemorative naming or renaming request not granted by Council may be resubmitted for any Village Asset for a period of one (1) year after Council considered the original request.

4. Eligibility for Nomination for a Civic Achievement Award or Commemorative Naming or Renaming

- a. Nominees must be either a resident of Harrison Hot Springs or have a demonstrated connection to Harrison Hot Springs to be eligible for nomination.
- b. A demonstrated connection includes, but is not limited to, a former resident, property owner, business owner, community volunteer or employee working within the Village of Harrison Hot Springs.
- c. An individual may not nominate themselves.
- d. Current members of Village Council or staff are not eligible to be nominated.
- e. Current members of the Civic Recognition Committee as outlined in section 5 of this policy are not eligible to be nominated.
- f. Former members of Village Council, staff or the Civic Recognition Committee are not eligible to be nominated until one (1) year after leaving office or retiring from their position.

5. Civic Recognition Committee

- a. A Civic Recognition Committee is hereby established as a select committee for the purposes of reviewing nominations and making recommendations to Council.
- b. The Civic Recognition Committee will operate in accordance with the committee's Terms of Reference.

6. Civic Achievement Award Nomination Procedure

- a. In January of each year, the Village will accept nominations from the public for achievements that took place during the year prior.
- b. Nominators must complete a nomination form endorsed by at least two (2) other nominators.
- c. Applications must be received by January 31 to be eligible for consideration.
- d. The Civic Recognition Committee must make a recommendation to Council regarding a recipient by no later than March 31 each year.

7. Commemorative Naming or Renaming of Village Asset Nomination Procedure

- a. Should Council initiate a nomination process pursuant to section 2(b) of this policy, the Village will accept nominations from the public for a period of one (1) month.
- b. Nominators must complete a nomination form endorsed by at least two (2) other nominators.
- c. The Civic Recognition Committee must make a recommendation to Council by no later than two (2) months after the close of nominations.

8. Consideration of Nominations and Commemorative Naming or Renaming Requests

- a. All nominations and commemorative naming or renaming requests will be subject to a background review to ensure the accuracy of the information contained in the nomination package.
- b. Both the Civic Recognition Committee and Council must consider the following when reviewing nominations:
 - i. The nominee's length of service;
 - ii. The nominee's positive impact on the Village; and
 - iii. If applicable, any negative conduct or behaviour that could reasonably bring the Village or award into disrepute.

9. Selection

- a. The Civic Recognition Committee will consider nominations confidentially and make a report and recommendation to Council at a closed meeting.
- b. The final determination as to whether a Civic Achievement Award or Commemorative Naming or Renaming is to be granted will be at the sole discretion of Council.
- c. Prior to announcing the recipient of a Civic Achievement Award or a Commemorative Naming or Renaming, the Village must consult the individual to be honoured, or in the case of a posthumous award, that individual's family, and obtain their consent.

10. Civic Achievement Award Procedure

Recipients of a Civic Achievement Award will be honoured with a plaque and recognized during a regular meeting of Council.

11. Commemorative Naming or Renaming Procedure

- a. Council may recognize a Commemorative Naming or Renaming by:
 - i. Holding a naming or renaming ceremony at the location of the Village Asset;
or
 - ii. Holding a grand opening at the location of a new Village Asset.
- b. A commemorative plaque or sign will be installed at the location of the Village Asset.

12. Revocation of Recognition

Council reserves the right to revoke any Civic Achievement Award or Commemorative Naming or Renaming if information becomes known that would have disqualified the recipient or would reasonably bring the Village into disrepute.

RECORD OF AMENDMENTS	
DATE AMENDED	SUMMARY OF AMENDMENTS

Council Approval Date: _____

1. PURPOSE

The Civic Recognition Committee is a Select Committee of Council established to review and evaluate nominations and make recommendations to Council as to the recipient of the annual Civic Achievement Award and any Commemorative Naming or Renaming nominations in accordance with Civic Recognition Policy 1.45.

2. PROCEDURES

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

3. MEMBERSHIP

- (a) To the extent possible, the Committee's membership will reflect the diversity of persons in British Columbia and collectively reflect the following interests of the Village:
- i. Volunteer or community service;
 - ii. Business or entrepreneurial;
 - iii. Arts or entertainment;
 - iv. Public health;
 - v. Education;
 - vi. Environmental stewardship;
 - vii. Heritage conservation;
 - viii. Sports or youth leadership;
 - ix. Public safety;
 - x. Accessibility, diversity or belonging; or
 - xi. Any other contribution Council considers appropriate to recognize.
- (b) The Committee will consist of up to seven (7) voting members appointed by Council as follows. One (1) member will be a member of Council.
- (c) The Chief Administrative Officer and Corporate Officer will attend Committee meetings as non-voting staff liaisons.
- (d) From time to time, other Village staff members may attend Committee meetings to provide technical advice and assistance.

4. MEETINGS

- (a) The Committee will meet as many times as necessary after the Civic Achievement Award nomination deadline of January 31 in order to provide a recommendation to Council by no later than March 31 of that same year.
- (b) The Committee will meet as many times as necessary if Council initiates a Commemorative Naming or Renaming nomination process in order to provide a recommendation to Council by no later than two (2) months after the close of nominations.
- (c) Meetings will be scheduled at the call of the Chair as needed.
- (d) The Committee will ordinarily meet in Council Chambers at the Village Office, 495 Hot Springs Road, Harrison Hot Springs, however, it may also meet at Memorial Hall, 290 Esplanade Avenue, Harrison Hot Springs if required as determined by the Chair.
- (e) If a Committee member is absent for two (2) consecutive meetings without leave of the Chair, that Committee member may be disqualified from holding office as a Committee member. This section is not applicable in the case of illness or injury which impedes the Committee member's ability to attend and participate in meetings.
- (f) Given the confidential nature of consideration for a municipal award or honour, the Committee may be required to hold meetings that are closed to the public.
- (g) Provided that the Village is able to facilitate electronic participation, open meetings may be live-streamed via Zoom video conference and uploaded to the Village's YouTube page at the discretion of the Committee.

5. RESPONSIBILITIES

In the provision of their services to the Village, the Committee and its members have a responsibility to act in the best interests of the Village and in accordance with bylaws, procedures, policies and guidelines established by the Village.

6. REPORTING AND AUTHORITY

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

Regular Council

File No: 0340-50
Date: July 13, 2026

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Agenda Management Platform

RECOMMENDATION

THAT staff be authorized to proceed with the implementation of the Diligent Community governance platform at a cost of up to \$8,000 to be funded through surplus in 2026 and through the budget process annually thereafter.

SUMMARY

To seek direction from Council regarding an agenda management and document platform.

BACKGROUND

At the April 20, 2026 regular Council meeting, Council adopted the Building Belonging I.D.E.A. Framework and Action Plan and requested that staff review the implementation of the action plan and report back to Council within 90 days. The first path of the action plan is "Clear Information" with strategic objectives to "strengthen access to information so that residents, business, and partners can understand Village processes, services, and decisions more easily." One example action listed in this path is to improve the accessibility of agendas, minutes notices and reports.

Staff currently prepare and publish Council agendas, minutes and supporting documentation manually using existing software tools. While these processes have been effective, they require significant staff time to review and approve reports, compile agenda packages, manage revisions, organize supporting documents and publish materials to the website. In recent years, many local governments have adopted specialized governance platforms to manage meetings, streamline administrative processes and increase public accessibility to documents.

The Village has experienced a sizable increase in Council and Committee activity in recent years. In 2021, Council held 22 meetings. By 2025, that number had increased by 145% to 54 meetings. During that same period, Committee meetings increased from 1 to 37. Additionally, the number of Council resolutions passed in 2025 was 106% higher than in 2021. These increases are positive indicators of a highly engaged Council, active Committees and a community that is increasingly participating in local government matters. The number of meetings and resolutions directly impacts the volume of reports, correspondence, agenda items, recommendations, resolutions, follow-up actions and administrative tasks required. Members of the public increasingly expect municipal information to be available online in an organized, searchable and user-friendly format. Staff are recommending that the Village invest in a

governance management platform to both modernize agenda and meeting processes and improve public access to information.

DISCUSSION

Staff have reviewed available agenda and governance management platforms commonly used by other local governments in BC and are recommending that Council consider moving to Diligent Community software. Diligent Community is widely used as a centralized system for agenda preparation, report submission, approval workflows, minute-taking, records retention and public publishing. The external web-based platform can be accessed by the public from the existing Village website and has several features including:

- A document library where agendas, minutes, reports, policies, bylaws, plans, strategies, committee terms of reference and other documents are categorized and easily searchable
- A subscription service allowing people to sign up for automatic notifications via email depending on the meetings that interest them
- HTML versions of the agenda with embedded hyperlinks that open the associated staff report and attachments, with split screen functionality
- Enhanced text recognition and search functionality

Staff will provide an on-screen demonstration of a public-facing website example using Diligent Community.

Internally, Diligent Community is specifically designed for local government environments and includes secure document management, role-based user permissions, workflows and approval processes. It automates the agenda creation and minute-taking process, increasing efficiency and reducing the likelihood of administrative errors.

The implementation of the software and the shift from manual practices is expected to take approximately 8-10 weeks. Onboarding, training and ongoing technical support are provided.

FINANCIAL CONSIDERATIONS

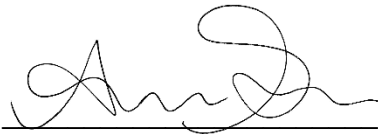
The annual fee for Diligent Community is anticipated to be between \$6,000 and \$8,000 for the first year plus an annual increase of 5%. As this was not included in the 2026 financial plan, the funds for 2026/2027 would require the use of existing surplus funds. Going forward, the software would be included in the annual budget. Currently, staff spend several hours creating each regular agenda. If there are any errors, incorrect attachments, corrupt files or last-minute changes, the process starts again and can take an additional several hours to re-compile the agenda. It is anticipated that the efficiencies gained in staff time will offset the cost of the software and allow staff to spend time on other operational priorities.

As set out in the Village's Purchasing and Procurement Policy 1.08, the Village may direct award up to \$10,000. There are comparable products available with additional features and functions, however, they are more costly. Diligent Community and its predecessor iCompass are frequently used by smaller communities, regional districts and school districts as they are scalable and cost-effective.

POLICY CONSIDERATIONS

2026 Building Belonging I.D.E.A. Framework and Action Plan Objectives – Clear Information

Respectfully submitted:



Amanda Graham
Corporate Officer

Reviewed by:



Tyson Koch
Chief Administrative Officer

Financial considerations reviewed by:



Scott Schultz
Chief Financial Officer, Deputy CAO

Regular Council

File No: 2510
Date: July 13, 2026

To: Mayor and Council
From: Scott Schultz, Chief Financial Officer
Subject: Council Remuneration Review Update

RECOMMENDATION

THAT the Chief Financial Officer's report dated July 13, 2026 regarding council remuneration review update be received for information.

SUMMARY

To provide updates on Council remuneration research and request Council's direction on next steps.

BACKGROUND

In 2025, staff were instructed to conduct research comparing Council remuneration with similar sized municipalities, including associated costs. Because 2026 is the final year of the current Council term, it was determined that conducting the research in 2026 would provide the most accurate basis for comparison prior to the general election. Any resulting remuneration adjustments would then take effect for the subsequent council term, which is a common practice among municipalities.

Staff was also directed to research and report back to Council regarding an honorarium for the Deputy Mayor.

DISCUSSION

A full scope of up-to-date remuneration information proved challenging to gain, but staff were able to obtain information from 15 municipalities, with both resort and non-resort statuses. The populations in the sample municipalities ranged from 1,052 to 6,911, with the Mayor's base remuneration ranging from \$22,364 to \$55,700, and Councillor's remuneration ranging from \$12,288 to \$25,413. As a note, this data ranges from years 2024-2026 so some 2024 and 2025 remunerations may have seen increases since then. As a comparison, the 2026 base remuneration for Village of Harrison Hot Springs Mayor is \$45,377, and Council remuneration is \$22,689. Many local governments including the Village allow for a Consumer Price Index (CPI) increase each year for Elected Officials. While conference allowance practices varied among municipalities, many allow elected officials the flexibility to attend conferences they consider most valuable to their role, provided their attendance remains within their approved annual budget. This approach is generally consistent with the Village's current model.

A full comparison remuneration table is attached to this report.

Regarding the Deputy Mayor honorarium, through researching other municipalities staff found that local governments handle Deputy Mayor honorariums in many different ways. In summary, staff found the following most common practices:

- No Additional Pay: Many municipalities do not provide a Deputy Mayor honorarium.
- Annual Stipend: Where an annual flat-rate stipend is provided for Deputy Mayor duties as needed throughout the year. This was found most common with larger municipalities, so it is difficult to compare with the Village, however this stipend would proportionately be nominal in nature.
- Deputy Mayor Allowance: Some municipalities provide a Deputy Mayor allowance for the period of time that a Councillor is performing Deputy Mayor duties. This typically ranges from an additional 5%-20% of the Mayor's remuneration while the Deputy Mayor duties are performed.

It was common however to see that if a Councillor must act as Mayor for an extended period of time due to illness or vacancy (usually longer than 30 days), then they would receive the full pro-rated base remuneration of the Mayor during that period.

Technology allowances vary across municipalities. It is becoming increasingly common for local governments to issue municipal devices to elected officials at the start of the term instead of providing a technology allowance. This would align with the Village's efforts to safeguard data and information, comply with freedom of information requests and meet its privacy protection obligations. As technology continues to evolve rapidly, these devices are often given to the elected official to keep after the end of the term.

At this time, staff is seeking Council's direction on potential changes to Council remuneration, technology allowances and the Deputy Mayor honorarium. Following Council's direction, staff will amend Council Remuneration and Expense Policy 1.16 and return the updated policy to an open meeting for further consideration.

FINANCIAL CONSIDERATIONS

Any financial impacts related to this report will be included in the 2027 and beyond financial plan.

POLICY CONSIDERATIONS

There are no policy considerations related to this report.

Respectfully submitted:



Scott Schultz
Chief Financial Officer, Deputy CAO

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachment: Elected Official Remuneration Analysis - 2026

Elected Official Remuneration Analysis - 2026

Municipality	Population	Resort Community?	Year	Mayor	Councillor	Meals - Breakfast	Meals - Lunch	Meals - Dinner	Per Diem while away	Technology Allowance
Anmore	2,485	No	2026	\$55,700	\$24,800	\$11.67	\$17.41	\$34.82	\$15.36	No data
Bowen Island	4,256	No	2025	\$40,447	\$20,224	\$23.00	\$23.00	\$23.00	\$69.00	A tablet or laptop is given upon start of term
Creston	5,583	No	2024	\$43,557	\$23,134	No data	No data	No data	No data	No data
District of Kent	6,300	No	2025	\$52,103	\$25,413	\$ -	\$ -	\$ -	6hr=\$80/6+hr=\$130	No data
Fernie	6,320	Yes	2024	\$45,377	\$22,689	No data	No data	No data	No data	No data
Hope	6,911	No	2026	\$38,253	\$21,677	\$25.00	\$35.00	\$45.00	6hr=\$50 / 6+hr=100	A tablet or laptop is given upon start of term
Invermere	3,917	Yes	2025	\$30,000	\$18,000	\$10 to \$25	\$15 to \$35	\$25 to \$55	\$70 to \$115	A tablet or laptop is given upon start of term
Osoyoos	5,556	Yes	2025	\$39,300	\$22,287	\$27.95	\$27.00	\$56.74	\$17.50	N/A
Pemberton	3,700	No	2026	\$44,274	\$22,137	\$ -	\$ -	\$ -	\$70.00	N/A
Radium Hot Springs	1,339	Yes	2025	\$22,364	\$12,288	\$27.95	\$27.00	\$56.85	\$111.80	A tablet or laptop is given upon start of term
Rossland	4,140	Yes	2026	\$37,575	\$20,850	\$27.95	\$27.00	\$56.85	\$118.80	A tablet or laptop is given upon start of term
Sicamous	3,000	No	2026	\$35,884	\$15,419	No data	No data	No data	No data	No data
Tofino	2,516	Yes	2024	\$51,004	\$23,312	No data	No data	No data	No data	No data
Ucluelet	2,066	Yes	2025	\$30,733	\$17,565	\$12.00	\$23.00	\$30.00	\$65.00	A tablet or laptop is given upon start of term
Valemount	1,052	Yes	2025	\$26,057	\$13,386	\$19.00	\$22.00	\$36.00	1/2 Day=\$75 / Full = \$150	A tablet or laptop is given upon start of term
Harrison Hot Springs	1,905	Yes	2026	\$45,377	\$22,689	\$30.00	\$40.00	\$50.00	6+ Hr=\$50/Out Prov.=	\$1,000 per year technology allowance

Regular Council

File No: 1855-05-10

Date: July 13, 2026

To: Mayor and Council
From: Scott Schultz, Chief Financial Officer
Subject: Grant Notification - Firehouse Subs Equipment Grant

RECOMMENDATION

THAT Council approves the expenditure of up to \$45,000 in capital equipment for the Fire Department, to be funded by the approved Firehouse Subs Public Safety Foundation grant.

SUMMARY

To provide an update to Council on the successful award of the Firehouse Subs Public Safety Foundation grant.

DISCUSSION

The Fire Department applied for a Firehouse Subs Public Safety Foundation of Canada grant to purchase a Holmatro battery powered vehicle extraction kit, which was successfully received. This device is a spreader and cutter apparatus that is used in motor vehicle rescue operations. The Fire Department currently has no hydraulic extraction tools, so it is a valuable addition to the Fire Department rescue equipment.

FINANCIAL CONSIDERATIONS

These expenditures were not included in the 2026 financial plan as it was uncertain during the budget planning process if this grant would be approved. Due to this, staff require Council's authorization to spend these funds.

POLICY CONSIDERATIONS

2025-2026 Strategic Plan Priorities

Public Safety – To ensure and enhance public safety.

Respectfully submitted:



Scott Schultz
Chief Financial Officer, Deputy CAO

Reviewed by:



Tyson Koch
Chief Administrative Officer

Regular Council

File No: 1850-20
Date: July 13, 2026

To: Mayor and Council
From: Christy Ovens, Community Services Manager
Subject: Community Bulletin Board Policy

RECOMMENDATION

THAT Council rename Policy No. 1.06 to “Community Bulletin Board” and approve the proposed amendments to Policy No. 1.06 as presented.

SUMMARY

To present an updated Community Bulletin Board Policy for Council’s approval, amending the previous Bulletin Board Policy, last updated in August 2010.

BACKGROUND

An additional community bulletin board will be installed as part of the Lillooet Avenue West streetscape enhancements. Staff have drafted an updated policy to better reflect usage and requirements.

DISCUSSION

Over the past few years, there have been more requests by the community for open access bulletin boards that can be used to advertise and promote community events and notices without the need for Village approval and access. The Village installed one board on the reverse side of a wayfinding sign at the beach and will have a portion of the new community bulletin board on Lillooet Avenue West also available for this purpose.

Attached to this report is a draft Community Bulletin Board Policy 1.06. This draft would rename the existing “Bulletin Board” Policy 1.06 and includes the addition of definitions for clarification on use and the difference between a community board and the Village’s official public notice posting places. Also attached is a copy of the existing policy for reference.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report. The new community bulletin board was purchased with RMI grant funding through the interpretive signage project category.

POLICY CONSIDERATIONS

2025-2026 Strategic Plan Priorities

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

2015 Age Friendly Action Plan

Transportation and Built Environment – Community Hub

Respectfully submitted:



Christy Owens
Community Services Manager

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachments (2):

1. Bulletin Board Policy No. 1.06
2. DRAFT Community Bulletin Board Policy No. 1.06



**VILLAGE OF
HARRISON HOT SPRINGS
POLICY**

COUNCIL	POLICY NO. 1.06
BULLETIN BOARD	DATE ADOPTED: May 15, 2006 AMENDMENT: August 16, 2010

PURPOSE

The purpose of this policy is to manage the use of the Bulletin Boards.

POLICY

- i. The bulletin boards are used to announce community events only.
- ii. The following are approved uses:
 - a. Posting of notices of council, committee and commission meetings and agendas and public hearings;
 - b. Council approved community events and functions; and
 - c. Community group event notices, if space allows.
- iii. The maximum space allowable for community notices is 8 ½" x 14".
- iv. Community notices must be submitted a minimum of two weeks prior to event.
- v. The Bulletin Board will not be used to advertise controversial events.
- vi. Approval of notices will be at the discretion of the Office Manager.
- vii. Village staff will be responsible for the Bulletin Board and placement and removal of notices.

Village Of Harrison Hot Springs Policy

POLICY NAME:	Community Bulletin Board		
POLICY NUMBER:	1.06		
APPROVING AUTHORITY:	☒ Legislative (Council Approved)	☐ Administrative (CAO Approved)	
DATE ADOPTED:	May 15, 2006		
LAST AMENDED:	August 16, 2010		

PURPOSE

To establish guidelines and manage the use of the Village's Community Bulletin Boards.

DEFINITIONS

Community Bulletin Board means a Village owned bulletin board for the purpose of posting Community Notices or Village Notices and includes a Locked Community Bulletin Board, an Open Access Bulletin Board, a Public Notice Posting Place or any combination thereof

Community Event means an event that is hosted within the Village or nearby communities, with opportunities for participation (with or without a cost associated with the event)

Community Notice means a notice produced by a club, resident, business or organization other than the Village for the purpose of sharing information about an event, volunteer opportunity, fundraiser, class, workshop or other announcement of interest to the public

Locked Community Bulletin Board means a Community Bulletin Board that is locked and requires Village approval and access for the posting of a Community Notice

Open Access Bulletin Board means a Community Bulletin Board that anyone may post a Community Notice on without approval from the Village or the need for a key to access it

Public Notice Posting Places has the same meaning as in Council Procedure Bylaw No. 1216, 2025, and as amended from time to time

Village means the Village of Harrison Hot Springs

Village Notice means any notice produced and published by the Village, including but not limited to legislative notices, project updates, public notices, Village events information, job postings, calls for expressions of interest or other informational materials

POLICY

1. The maximum size allowable for a Community Notice to be placed on any Community Bulletin Board is 8.5" x 14".

2. Community Bulletin Boards may also be used to post Village Notices, however, they are not intended to replace the Public Notice Posting Places.
3. Open Access Bulletin Boards will not be formally moderated by the Village; however, the Village maintains the right to remove any Community Notice that is outdated, damaged, or does not comply with the Community Bulletin Board Policy.
4. Community Notices requested to be posted in Locked Community Bulletin Boards will be posted by Village staff when time allows and are subject to availability of space, with priority given to Village sanctioned programming and events.
5. Any person requesting that a Community Notice be posted in a Locked Community Bulletin Board must provide the Village with printed copies of the notice.
6. All Community Notices must be respectful and suitable for a public community environment. Content that is vulgar, discriminatory, harassing, offensive, inaccurate, slanderous or otherwise inappropriate is prohibited.

RECORD OF AMENDMENTS	
DATE AMENDED	SUMMARY OF AMENDMENTS

Regular Council

File No: 5080
Date: July 13, 2026

To: Mayor and Council
From: Kalie Wiechmann, Communications and Community Engagement Coordinator
Subject: IDEA Framework and Action Plan – Implementation Update

RECOMMENDATION

THAT Council receive the IDEA Framework and Action Plan – Implementation Update for information.

SUMMARY

At the April 20, 2026 Regular Council Meeting, Council adopted the Inclusion, Diversity, Equity and Accessibility (IDEA) Framework and Action Plan and directed staff to provide a review of implementation within 90 days.

This report has been prepared in response to that direction and outlines progress made during the first 90 days of implementation. Since adoption, staff have incorporated IDEA principles into existing projects, operational practices, policy development, communications, accessibility improvements, and community engagement initiatives.

BACKGROUND

The IDEA Framework and Action Plan provides a strategic roadmap for strengthening inclusion, diversity, equity, and accessibility throughout Village operations and services. The Framework is organized around five implementation pillars:

- Clear Information
- Shared Trust
- Open Doors
- Belonging in Practice
- Real Relationships

The Framework was designed as an organizational guide. Many recommendations focus on continuous improvement and are intended to become part of the Village's regular business practices.

DISCUSSION

Implementation highlights are summarized below.

Clear Information

Work under this pillar has focused on improving the clarity, accessibility, and consistency of Village communications.

Progress to date includes:

- Initiating a review of high-traffic website content, forms, and public information using plain-language principles.
- Drafting a Communications and Community Engagement Framework and Policy that incorporates IDEA principles into future communications and engagement activities.
- Enhancing Council meeting communications and public notices through clearer, plain-language summaries (e.g. Council Catch-Up)
- Exploring opportunities to improve the accessibility of agendas, minutes, notices, and public-facing reports.

Shared Trust

This work supports transparent decision-making and strengthens public confidence in Village processes.

Progress to date includes:

- Preparing and publishing "What We Heard" reports following public engagement activities to demonstrate how community feedback has informed decisions.
- The adoption of an Anti-Racism and Anti-Discrimination Policy.
- Establishing an internal process for monitoring implementation of the IDEA Framework and supporting accountability across departments.

Open Doors

Accessibility considerations continue to be incorporated into Village facilities, programs, services, and public spaces.

Progress to date includes:

- Completing accessibility improvements, including the accessible washroom at Spring Park and push-button door access at municipal facilities.
- Supporting the work of the Village Accessibility Committee and implementing recommendations where appropriate.
- Exploring accessibility enhancements for Council meetings, including assistive listening devices and participation supports.
- Expanding wayfinding and public information through new pathway banners, public notice boards, and future interpretive signage projects.
- Enhancing accessible recreation opportunities through the Canoe & Kayak Launch, and Live 5-2-1-0 Playboxes.
- Continuing Community Connections Café programming at the Village Health Centre, Age-Friendly initiatives, and the development of a New Horizons for Seniors-funded storytelling and video project.

Belonging in Practice

Implementation under this pillar focuses on embedding IDEA principles into organizational practices and workplace culture.

Progress to date includes:

- Updating onboarding materials for elected officials to reflect IDEA responsibilities and expectations.

- Identifying staff training opportunities related to accessibility, respectful customer service, anti-racism, and equity-informed practice.
- Reviewing policies and service delivery practices to identify opportunities to reduce barriers and improve inclusion.

Real Relationships

Relationship-building remains an ongoing priority and is intended to support respectful collaboration and meaningful engagement.

Progress to date includes:

- Continuing relationship-building and dialogue with Sts'ailes.
- Reviewing public language, acknowledgements, representation practices and engagement to promote respectful, accurate, and consistent communications.

The first 90 days of implementation have focused on embedding the Framework into existing Village operations rather than creating separate initiatives. As new projects, policies, communications, and community programs are developed, staff will continue to apply the IDEA Framework as a guiding lens to improve service delivery, accessibility, community engagement, and organizational practices.

FINANCIAL CONSIDERATIONS

Implementation activities are being undertaken within existing departmental work plans and approved operating budgets. Where appropriate, staff continue to pursue external funding opportunities to support initiatives aligned with the IDEA Framework.

POLICY CONSIDERATIONS

2025-2026 Strategic Plan Priorities

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

Respectfully submitted:



Kalie Wiechmann
Communications and Community
Engagement Coordinator

Reviewed by:



Tyson Koch
Chief Administrative Officer

Financial Considerations Reviewed by:



Scott Schultz
Chief Financial Officer, Deputy CAO

Regular Council

File No: 3900-02
Date: July 13, 2026

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Pesticide Use Regulation Bylaw No. 1245, 2026

RECOMMENDATIONS

THAT Pesticide Use Regulation Bylaw No. 1245, 2026 be introduced and given first reading;

THAT Pesticide Use Regulation Bylaw No. 1245, 2026 be given second reading; and

THAT staff be directed to conduct public education and engagement regarding the draft bylaw and report back to Council with the results prior to consideration of third reading and adoption.

SUMMARY

To present a draft Pesticide Use Regulation Bylaw No. 1245, 2026 for Council's consideration.

BACKGROUND

At the June 1, 2026 regular Council meeting, Council approved the following recommendation of the Environmental Advisory Committee:

THAT Council direct staff to research a bylaw prohibiting certain herbicides for cosmetic purposes.

RC-2026-06-09

Herbicides are a type of pesticide. The term pesticide is used in provincial legislation and defined as a material intended to destroy, repel or mitigate a pest. For consistency, staff have used the term pesticide which captures a wide range of products including herbicides, insecticides, and fungicides.

Section 8(3)(j) of the *Community Charter* grants Council the authority to regulate, by bylaw, the protection of the natural environment. Section 9(1)(b) of the *Community Charter* further specifies that bylaws of this nature are also a matter of Provincial interest. Accordingly, a bylaw adopted under this section must be either in accordance with any applicable regulations, in accordance with an agreement between the Village and the Province, or approved by the appropriate minister. In this case, there is an applicable regulation that addresses pesticide use bylaws.

Section 2(b)(ii) of the *Sphere of Concurrent Jurisdiction – Environment and Wildlife Regulation* allows a municipality to regulate “the application of pesticides, except excluded pesticides, for

the purpose of maintaining outdoor trees, shrubs, flowers, other ornamental plants and turf on a parcel or a part of a parcel if the parcel or part is used for residential purposes, or on land vested in the municipality.”

Excluded pesticides are defined in Schedule 2 the *Integrated Pest Management Regulation* which contains a list of 51 pesticides that Council may not regulate. These range from vinegar-based herbicides for weeds and insecticidal soaps for aphids, to swimming pool algicides and zinc strips to control moss growth on roofs. Council may regulate any pesticide that is not included in Schedule 2. Further, Council may only regulate pesticide use for the specific purpose of what is commonly referred to as “cosmetic” or “non-essential” use on residential or public land.

Section 2(2) of the *Sphere of Concurrent Jurisdiction – Environment and Wildlife Regulation* further restricts Council’s ability to regulate pesticides by explicitly stating that a Council may not regulate the use of pesticides “for the management of pests that transmit human disease or impact agriculture or forestry, on the residential area of farms, to buildings or inside buildings, or on land used for agriculture, forestry, transportation, public utilities or pipelines unless the public utility or pipeline is vested in the municipality”.

Several local governments throughout the Province have enacted bylaws to regulate cosmetic pesticide use within the framework allowed by the provincial legislation. As pesticides are regulated both federally and provincially, and the Province has very narrowly defined local government authority on this matter, local government bylaws tend to be similar in content in structure.

DISCUSSION

Attached to this report is a draft Pesticide Use Regulation Bylaw No. 1245, 2026 for Council’s consideration. The bylaw restricts the use of pesticides, other than excluded pesticides. It provides for exceptions that align with provincial legislation and allows for the use of pesticides by the Village to protect infrastructure or for public safety purposes. The bylaw permits pesticide use to control noxious weeds or alien invasive species, such as Japanese Knotweed, Himalayan blackberry, Yellow flag, English ivy and Scotch broom. This also aligns with the Village’s Property Maintenance Bylaw No. 1072, 2015 which requires property owners not to allow the accumulation of noxious weeds or invasive plants on their property.

A final exception is the use of pesticides by a certified person or company for the purposes of addressing an infestation. For example, the Japanese Beetle was the subject of a recent pest alert by the Province¹ and an infestation might require the application of a larvicide (which is a type of pesticide) by a certified applicator. An infestation is defined in the bylaw as a condition that poses the risk of significant loss to plants, property, health or safety. By defining infestation and restricting the use of pesticides to only a certified person or company, the intent of the bylaw is to prevent a property owner from using a product such as glyphosate to treat common lawn weeds such as dandelion or clover.

If adopted, this bylaw would impact all residential properties and public lands in the Village. The bylaw is technical and refers to several different pieces of legislation and regulations. While the proposed bylaw established clear restrictions, enforcement may be challenging in practice.

¹ <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/animals-and-crops/plant-health/insects-and-plant-diseases/nursery-and-ornamentals/japanese-beetle>

Determining whether a pesticide has been applied, identifying the specific product used, and confirming the purpose of its use can be difficult unless it was directly observed or admitted to by the property owner. Even if bylaw enforcement officers were to receive a complaint, confirming that an offence took place could be difficult. For these reasons, the success of the bylaw will largely depend on community awareness and education rather than enforcement alone. Community support and understanding of the purpose of the bylaw, the potential environmental and health impacts associated with cosmetic pesticide use and the alternative methods available for managing pests will be the key factor for ensuring that this bylaw achieves its intended purpose.

Staff are recommending that the Village conduct public education and engagement prior to considering third reading and adoption, with the goal of:

- Informing the public of the purpose and proposed regulations in the draft bylaw
- Providing clear examples of what would and would not be permitted
- Assessing current community understanding and awareness of pesticide use
- Gathering public feedback on the proposed bylaw to determine whether there are any unintended consequences or limitations
- Evaluating the current level of community support
- Identifying information gaps to inform future educational and voluntary compliance efforts

FINANCIAL CONSIDERATIONS

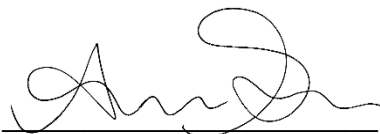
Adopting the proposed bylaw is not expected to have a significant financial impact. Any costs associated with public education or bylaw enforcement would be provided for by existing budget. If the bylaw is adopted, staff would bring forward an amendment to the Schedule of Designated Bylaw Contraventions and Penalties outlined in Bylaw Notice Enforcement Bylaw No. 855, 2009. Council would consider the penalty amounts at that time. Preliminary research indicates that a typical range is between \$100-\$300 per offence.

POLICY CONSIDERATIONS

2025-2026 Strategic Plan

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

Respectfully submitted:



Amanda Graham
Corporate Officer

Reviewed by:



Tyson Koch
Chief Administrative Officer

Financial considerations reviewed by:

A handwritten signature in black ink, appearing to read 'Scott Schultz', is positioned above a horizontal line.

Scott Schultz
Chief Financial Officer, Deputy CAO

Attachment: Draft Pesticide Use Regulation Bylaw No. 1245, 2026

A BYLAW TO REGULATE THE USE OF PESTICIDES

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to establish a bylaw to regulate the use of pesticides for non-essential purposes in Harrison Hot Springs,

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 “Pesticide Use Regulation Bylaw No. 1245, 2026”.

2. DEFINITIONS

For the purposes of this bylaw:

“Alien Invasive Species” has the same meaning as in the *Spheres of Concurrent Jurisdiction – Environment and Wildlife Regulation B.C. Reg. 144/2004* as amended from time to time

“Certified Applicator” means an individual who holds a valid Pesticide use certificate issued under the *Integrated Pest Management Act [SBC 2003] Chapter 58* and *Integrated Pest Management Regulation, B.C. Reg. 604/2004* as amended from time to time

“Cosmetic Purpose” means for the purpose of maintaining outdoor trees, shrubs, flowers, ornamental plants and turf

“Excluded Pesticide” has the same meaning as in the *Integrated Pest Management Regulation, B.C. Reg. 604/2004* as amended from time to time

“Infestation” means the presence of Pests in numbers or under conditions that pose a risk of significant loss or damage to outdoor trees, shrubs, flowers, ornamental plants, property, public health or safety

“Invasive Plant” has the same meaning as in the *Invasive Plants Regulation B.C. Reg 18/2004* as amended from time to time

“Licensed Pest Management Company” means a business holding a valid Pesticide use licence issued under the *Integrated Pest Management Act [SBC 2003] Chapter 58* and *Integrated Pest Management Regulation, B.C. Reg. 604/2004* as amended from time to time

“Municipal Land” means land vested in or owned by the Village

“Noxious Weed” has the same meaning as defined in the *Weed Control Act [RSBC 1996] Chapter 487* as amended from time to time

“Pest” has the same meaning as defined in the *Integrated Pest Management Act [SBC 2003] Chapter 58* as amended from time to time

“Pesticide” means a micro-organism or material that is represented, sold, used or intended to be used to prevent, destroy, repel or mitigate a Pest, and includes:

- (a) a plant growth regulator, plant defoliator or plant desiccant;
- (b) a pest control product as defined in the *Pest Control Products Act (Canada, S.C. 2002, c.28)* as amended from time to time; and
- (c) a Pesticide regulated under the *Integrated Pest Management Act [SBC 2003] Chapter 58* as amended from time to time

“Residential Property” means a parcel or part of a parcel used for residential purposes

“Village” means the Village of Harrison Hot Springs

3. PROHIBITION

Except as otherwise permitted by this bylaw, no person may apply, cause to be applied or permit the application of a Pesticide for Cosmetic Purposes on Municipal Land or a Residential Property.

4. EXCEPTIONS

Section 3 of this bylaw does not apply in respect of:

- (a) The use or application of an Excluded Pesticide; or
- (b) The use or application of a Pesticide:
 - i. For the management of Pests that transmit human diseases or impact agriculture or forestry;
 - ii. On the residential areas of farms;
 - iii. On or inside a building;
 - iv. On land used for agriculture, forestry, transportation, public utilities or pipelines;
 - v. By the Village for the purposes of infrastructure protection or public safety;
 - vi. The control or eradication of an Alien Invasive Species, Invasive Plant or Noxious Weed; or
 - vii. By a Certified Applicator or Licensed Pest Management Company for the sole purpose of controlling or eradicating an Infestation.

5. OFFENCE AND PENALTIES

- (a) This bylaw is designated as a bylaw that may be enforced by means of a bylaw notice.

- (b) Every person who violates any provision of this bylaw or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw shall be deemed to be guilty of an offence and is subject to a fine by bylaw notice.
- (c) Each day that a violation is permitted to exist constitutes a separate offence.

6. SEVERABILITY

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

7. READINGS AND ADOPTION

READ A FIRST TIME this ____ day of ____, 2026

READ A SECOND TIME this ____ day of ____, 2026

READ A THIRD TIME this ____ day of ____, 2026

ADOPTED this ____ day of ____, 2026

Fred Talen
Mayor

Amanda Graham
Corporate Officer

Regular Council

File No: 3360-20-Z02/26

Date: July 13, 2026

To: Mayor and Council
From: Ken Cossey, Planning Consultant
Subject: Zoning Amendment Bylaw No. 1244, 2026 (889 Hot Springs Road)

RECOMMENDATIONS

1. THAT Zoning Amendment Bylaw No. 1244, 2026, be given third reading as amended; and
2. THAT Zoning Amendment Bylaw No. 1244, 2026 be adopted subject to:
 - a. A landscaping agreement being accepted by the Village of Harrison Hot Springs as per the Site Plan submitted with the applicable Development Variance Permit and the Site Plan presented at the Public Hearing on June 1, 2026; and
 - b. The applicant entering into a Works and Services Agreement with the Village.

SUMMARY

To present an amended Zoning Amendment Bylaw No. 1244, 2026 for Council's consideration.

BACKGROUND

Zoning Information, Parcel Size, and Adjacent Uses

The parcel located at 889 Hot Springs Road is zoned C-2 (Neighbourhood Commercial) and is located adjacent to Hot Springs Road. Along all boundaries of this site, the parcels of adjacent land are zoned for R-2 residential activities.

The parent parcel is 0.40447 Ha (43,680 ft², 1.002 Ac, 4,057 M²) in size. The applicant is seeking to create two lots which if approved will both exceed the minimum lot size requirement of 464 M². If approved by the Village's Approving Officer (AO), proposed Lot 1 would be 1173.1 M² and proposed Lot 2 would be 2871.6 M².

OCP Designation

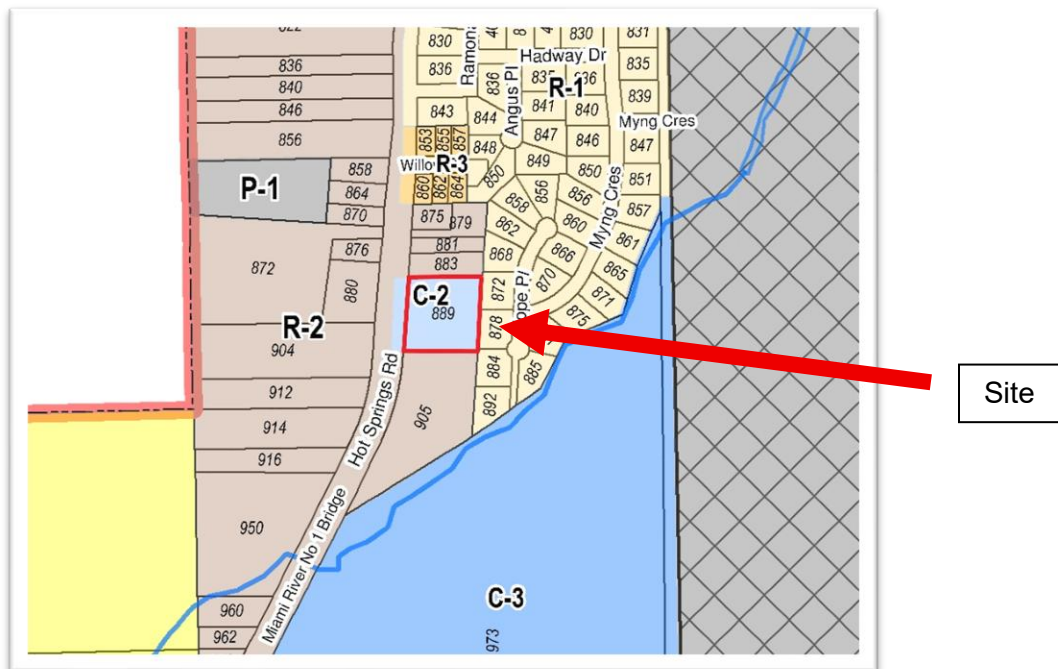
The site is designated as Low Density Residential. The continued use of the site for commercial purposes is governed by the following objective as outlined in s 7.2 (f) of the current OCP.

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

(Official Community Plan Bylaw #1184, 2022)



(View from Hot Springs Road)



PUBLIC HEARING DISCUSSION

A Public Hearing was held on June 1, 2026. Listed below are the comments received during the hearing, broken out into two categories; the verbal submissions given at the Public Hearing and the written submissions.

VERBAL SUBMISSIONS

Listed below are the summary points of the public hearing notes.

1. This is an industrial use and not a commercial use

Staff comments on this issue: Commercial self-storage units and industrial storage units differ mainly in use, size, zoning, access, and business requirements, as illustrated below.

Category	Commercial self-storage units	Industrial storage units
Typical users	Small businesses, retailers, contractors, e-commerce sellers, offices	Manufacturers, logistics companies, wholesalers, construction firms
Primary purpose	Storing inventory, documents, tools, seasonal goods, equipment	Warehousing, distribution, production support, bulk materials, heavy equipment
Unit size	Usually smaller to mid-sized individual units	Often larger warehouse-style spaces or yard/storage bays
Access	Shared facility access; individual lockable units	May include loading docks, truck access, forklifts, drive-in bays
Zoning	Often permitted in commercial zones	Usually requires industrial zoning
Operations allowed	Mostly storage only; limited business activity	May allow heavier business operations depending on zoning and lease
Utilities	Basic lighting/security; sometimes climate control	May include higher power, ventilation, water, drainage, or specialized infrastructure
Lease type	Flexible, short-term/month-to-month common	Longer leases are more common
Security	Facility-wide cameras, gates, unit locks	Can include controlled yard access, secured compounds, warehouse security
Cost basis	Priced by unit size and amenities	Priced by square footage, land/yard use, access, and industrial features

In simple terms: commercial self-storage is mainly for secure, flexible storage, while industrial storage is designed for larger-scale business, warehousing, equipment, and operational needs.

The key question, from a zoning perspective, which needs to be addressed is not just what is being stored, but how the site is being used. In this case the use is definitely commercial.

Recommended follow up task: No follow up is required.

2. This is not a true definition of personal use

Staff comments on this issue: “Personal use service” means a service ordinarily provided by the owner or owners, where the owner or owners is generally the sole individual or individuals delivering the service. The focus is upon the owner or owners and the proposed economic activity. Where the service is delivered by an individual other than the owner or owners, then it is no longer a personal use service.

Recommended follow up task: In this case, none of the owners will be living in the manager’s dwelling unit, so a new definition needs to be created as outlined below.

“Commercial Storage Unit” or “Commercial Self-Storage Facility”

Means a building, structure, or portion of land used for the rental or provision of individual enclosed storage spaces, lockers, units, or similar areas for the storage of goods, materials, or personal property. This use is a distinct land use and must not be interpreted as, classified as, or regulated under “personal services” or any similar service-commercial use category.

3. Beautification of the corridor into Harrison Hot Springs

Staff comments on this issue: The developer will be required to enter into a landscaping agreement with the Village.

Recommended follow up task: Staff would create the landscaping agreement, in negotiations with the applicant.

WRITTEN SUBMISSIONS

A total of eight (8) submissions were received. Of these, three (3) submissions did not mention any land use concerns but indicated that they were not in support of the rezoning. Listed below is a summary of the land use issues from the other five (5) submissions.

1. Misapplication of the term personal service uses – please see staff’s comments above
2. Degradation of the town’s entrance way – please see staff’s comments above
3. Traffic concerns

Staff comments on this issue: The applicant has provided a Traffic Impact Assessment Report, dated September 3, 2025, that has indicated that no queuing or operational issues are anticipated on Hot Springs Road.

Recommended follow up task: No follow up is required.

4. Emergency and fire concerns

Staff comments on this issue: The application was referred to the Fire Department previously. The Fire Department comments dated December 19, 2025, indicate that the Fire Department has no concerns.

5. Business Model Approach – not a land use issue, therefore no staff comments are being provided.
6. This application is a contradiction of a walkable community.

Staff comments on this issue: A commercial self-storage facility can support a walkable community when it is designed and located as a useful neighbourhood service rather than as an isolated, car-oriented warehouse.

Listed below are ways that commercial self-storage facilities can help with the walkability issue:

- Supports smaller homes and apartments: Nearby storage gives residents space for seasonal items, tools, bikes, sports equipment, or business inventory without needing larger homes or garages.
- Reduces longer car trips: If the self-storage facility is close to where people live or work, residents can access it by walking, cycling, or making a short local trip instead of driving to an industrial area outside town.
- Serves local businesses: Small retailers, home-based businesses, contractors, markets, and community organizations may need flexible storage nearby. This helps keep local businesses operating in the neighbourhood.
- Can activate mixed-use areas: If designed with an attractive frontage—such as small commercial units, office space, windows, landscaping, or active ground-floor uses—it can contribute to the street rather than creating a blank wall.
- Provides practical infrastructure: Walkable communities still need “back-of-house” services. Storage, deliveries, maintenance, and logistics are part of everyday urban life; the key is integrating them carefully.
- Encourages sustainable transportation: A well-designed facility can include secure bike parking, cargo-bike access, pedestrian connections, and limited vehicle access that does not dominate the street.

The important caveat is that the facility must be appropriately scaled and designed. A large, blank, fenced, vehicle-heavy storage complex can undermine walkability. But a compact, well-landscaped, mixed-use, or street-friendly storage facility can be a practical neighbourhood amenity that supports dense, walkable living.

Recommended follow up task: No follow up is required.

Other Zoning Amendment Bylaw considerations

The amendment bylaw will limit the use of a commercial self-storage facility to only the C2 Zone located at 889 Hot Springs Road.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

Zoning Bylaw – C2 requirements, Bylaw 1115, 2017

OCP Bylaw 1184, 2022 – section 7.2 (f)

Respectfully submitted:



Ken Cossey, MCIP, RPP
Planning Consultant

Reviewed by:



Tyson Koch
Chief Administrative Officer

Attachment: Amended Zoning Amendment Bylaw No. 1244, 2026

A BYLAW TO AMEND ZONING BYLAW NO.1115, 2017

WHEREAS the Mayor and Council have 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, Council of the Village of Harrison Hot Springs enacts as follows:

1. CITATION

This bylaw may be cited as “Village of Harrison Hot Springs Zoning Amendment Bylaw No. 1244, 2026”.

2. TEXT AMENDMENT

- (a) Zoning Amendment Bylaw No. 1115, 2017 is hereby amended by inserting in full after the word “time” and before the definition of “Community Uses” the following:

“Commercial Storage Unit” or “Commercial Self-Storage Facility”

means a building, structure, or portion of land used for the rental or provision of individual enclosed storage spaces, lockers, units, or similar areas for the storage of goods, materials, or personal property, but does not include any industrial equipment storage or other pieces of heavy equipment.

- (b) This use is applicable to the following parcel of land located in Harrison Hot Springs and legally described as Blk A (Reference Plan 6466) Southeast Quarter of Sec 12, Twp 4, Rge 29, W6M, New Westminster Land District, PID: 013-167-006

3. READINGS AND ADOPTION

READ A FIRST TIME this 4th day of May, 2026

READ A SECOND TIME this 4th day of May, 2026

PUBLIC HEARING HELD this 1st day of June, 2026

READ A THIRD TIME AS AMENDED this ____ day of ____, 2026

ADOPTED this ____ day of ____, 2026

Fred Talen
Mayor

Amanda Graham
Corporate Officer

Regular Council

File No: 0890-20-03

Date: July 13, 2026

To: Council
From: Mayor Fred Talen
Subject: Civic Campus Memorandum of Understanding

RECOMMENDATION

THAT staff be directed to engage staff from School District No. 78 (Fraser-Cascade) and jointly prepare a new Memorandum of Understanding (MOU), for Council and the School Board's consideration, regarding a Civic Campus proposal that:

- Clearly outlines the purpose of the MOU as an exploratory, without prejudice document, the intent of which is to formally discuss a potential land exchange of land between the School Board and the Village;
- Incorporates clear language stating the Village's requirement to preserve the values and features of the forested areas and mature trees to the greatest extent possible;
- Incorporates a provision that both parties will explore options to enhance the use of forested areas;
- Confirms that any exchange of land contained in Fire Hall Park will require the approval of the electors either through an Alternative Approval Process or Assent Voting; and
- Allows for consideration of other possible configurations of the school and other buildings on the land being considered in this process.

BACKGROUND

At the June 15, 2026 regular Council meeting, the following motion failed:

THAT Council direct staff to forward the revised Memorandum of Understanding (MOU) to School District No. 78 (Fraser-Cascade) for consideration.

Following that meeting, there was ambiguity and uncertainty amongst Council and staff regarding the implications and effect of not passing that motion. By defeating the above motion, the Civic Campus proposal was effectively stopped and Council indicated that it is not prepared to consider or contemplate a land exchange between the two parties in order to facilitate the construction of a new school and the repurposing of the existing school site for civic purposes.

There are several benefits to the proposed land exchange including:

- Reduced costs for the construction of a new school

- A potentially advancing the timeline for funding for a new school due to the School District's partnership with the Village
- Enhanced student safety by relocating the school away from Highway 9 / Hot Springs Road
- The opportunity to install a soccer field and baseball diamond
- Reduced costs for the Village to repurpose the existing school for Council Chambers, offices, recreation and community use rooms as opposed to the cost of new construction
- Having land to expand the footprint of the Fire Hall and have a secure dedicated fire department training area;
- The opportunity to develop a properly sized and well-organized public works yard
- The opportunity to improve and enhance the forested areas, making them more usable and accessible

I note and appreciate the significant amount of community feedback highlighting the value and benefits of the forested areas on both Village and School District property. The preservation of the forested areas and the proposed land exchange are not mutually exclusive. These two interests can co-exist and a balance can be struck so that the community can benefit from the Civic Campus proposal while also making efforts to preserve the values of the forested areas.

If the Village is not prepared to contemplate or explore the possibility of a land exchange with the School District, the School District will pursue a new school without direct involvement from the Village on their existing property. The Village would then pursue, as circumstances warrant, new municipal buildings and facilities on its own existing property. If this is the intent of Council, no further action is required. However, if Council still wishes to continue exploring opportunities with the School District to realize the benefits listed above, further action is required.

Respectfully submitted:



Fred Talen
Mayor