NOTICE OF MEETING AND AGENDA
COMMITTEE OF THE WHOLE

Monday, November 9, 2026 9:00 AM
Village Office, 495 Hot Springs Road,
Harrison Hot Springs, BC V0M 1K0

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

1. CALL TO ORDER

Meeting called to order by Mayor Talen.

2. LAND ACKNOWLEDGEMENT

Acknowledgement of Sts'ailes traditional territory.

3. INTRODUCTION OF LATE ITEMS

4. APPROVAL OF AGENDA

5. ITEMS FOR DISCUSSION

(a) Report of Corporate Officer dated November 9, 2026 **Page 1**
Re: Deputy Mayor Rotation

Recommendation:

THAT the following members of Council be appointed as Deputy Mayor for 2027 as follows:

January – March: _____
April – June: _____
July – September: _____
October – December: _____

(b) Report of Corporate Officer dated November 9, 2026 **Page 3**
Re: Council Representative Appointments

Recommendations:

1. THAT Council appoint _____ as the Council liaison for Agassiz Harrison Community Services.

2. THAT Council appoint _____ as the Council liaison for Agassiz Harrison Healthy Communities.

3. THAT Council appoint _____ as the Council liaison for the Agassiz Harrison Historical Society.

4. THAT Council appoint _____ as the Council liaison for Agassiz Harrison Food Coalition.

5. THAT Council appoint _____ as the Council liaison for Community Futures North Fraser.

6. THAT Council appoint _____ as the Council liaison for Mountain Institution Citizen's Advisory Committee.

7. THAT Council appoint _____ as the Council liaison for the Harrison Agassiz Chamber of Commerce.

8. THAT Council appoint _____ as the Council liaison for the Harrison Festival Society.

9. THAT Council appoint _____ to the Kent Harrison Joint Emergency Program Committee.

10. THAT Council appoint _____ as the alternate voting member of the Lets'emot Community to Community Forum.

11. THAT Council appoint _____ as the voting delegate for the Municipal Insurance Association of BC.

12. THAT Council appoint _____ as the alternate voting delegate for the Municipal Insurance Association of BC.

13. THAT Council appoint _____ as the Council liaison for Tourism Harrison River Valley.

(c) Report of Corporate Officer dated November 9, 2026 **Page 7**
Re: FVRD and FVRL Council Appointments

Recommendations:

1. THAT Council appoint Mayor Talen as the municipal director for the Fraser Valley Regional District board.

2. THAT Council appoint _____ as the municipal representative for the Fraser Valley Regional Library Board.

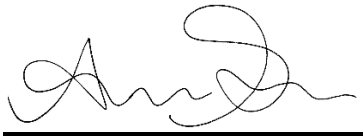
3. THAT Council appoint _____ as the alternate municipal representative for the Fraser Valley Regional Library Board.

(d) Report of Corporate Officer dated November 9, 2026 **Page 9**
Re: Standing and Select Council Committees

Recommendation:

THAT Council appoint _____ to the Accessibility Committee.

6. ADJOURNMENT



Amanda Graham
Corporate Officer

HARRISON HOT SPRINGS
Naturally Refreshed

COUNCIL REPORT

Committee of the Whole

File No: 0530-01
Date: November 9, 2026

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Deputy Mayor Rotation

RECOMMENDATION

THAT the following members of Council be appointed as Deputy Mayor for 2027 as follows:

January – March: _____
April – June: _____
July – September: _____
October – December: _____

SUMMARY

To appoint Councillors as Deputy Mayor on a rotational basis for 2027.

BACKGROUND

Pursuant to Section 130(1) of the *Community Charter*, Council must, in accordance with the Village's Council Procedure Bylaw No. 1216, 2025, designate a Councillor to act in the role of the Mayor when the Mayor is absent or otherwise unable to act, or when the office of Mayor is vacant. Historically, Council has split this appointment up so that the responsibility is shared amongst Councillors throughout the year.

Respectfully submitted:

Amanda Graham
Corporate Officer

Reviewed by:

Tyson Koch
Chief Administrative Officer

HARRISON HOT SPRINGS
Naturally Refreshed

COUNCIL REPORT

Committee of the Whole

File No: 0530-01
Date: November 9, 2026

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Council Representative Appointments

RECOMMENDATIONS

1. THAT Council appoint _____ as the Council liaison for Agassiz Harrison Community Services.

2. THAT Council appoint _____ as the Council liaison for Agassiz Harrison Healthy Communities.

3. THAT Council appoint _____ as the Council liaison for the Agassiz Harrison Historical Society.

4. THAT Council appoint _____ as the Council liaison for Agassiz Harrison Food Coalition.

5. THAT Council appoint _____ as the Council liaison for Community Futures North Fraser.

6. THAT Council appoint _____ as the Council liaison for Mountain Institution Citizen's Advisory Committee.

7. THAT Council appoint _____ as the Council liaison for the Harrison Agassiz Chamber of Commerce.

8. THAT Council appoint _____ as the Council liaison for the Harrison Festival Society.

9. THAT Council appoint _____ to the Kent Harrison Joint Emergency Program Committee.

10. THAT Council appoint _____ as the alternate voting member of the Lets'emot Community to Community Forum.

11. THAT Council appoint _____ as the voting delegate for the Municipal Insurance Association of BC.

12. THAT Council appoint _____ as the alternate voting delegate for the Municipal Insurance Association of BC.

13. THAT Council appoint _____ as the Council liaison for Tourism Harrison River Valley.

SUMMARY

To provide information regarding Council representative appointments to various Committees and organizations and seek Council direction about which member of Council shall be appointed to each.

BACKGROUND

There are several external organizations and joint committees to which a Council representative has been appointed in the past. Additionally, it was recently noted that it may be beneficial for a liaison to be appointed to the Harrison Festival Society. Attached to this report is a table outlining each organization, the Council role and details regarding meeting frequency, dates, times and locations. These organizations and Committees have different mandates and address various matters of interest to the Village. The organizations listed on the second page must have a Council representative appointed to them. The organizations listed on the first page are optional, although previous members of Council have reported that sitting in on these meetings in a liaison capacity has been very informative and productive.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated to this report.

POLICY CONSIDERATIONS

2025-2026 Strategic Plan

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

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

Public Safety – To ensure and enhance public safety.

Respectfully submitted:

Amanda Graham
Corporate Officer

Reviewed by:

Tyson Koch
Chief Administrative Officer

Attachment: Table of Council Representative Appointments

ORGANIZATION	COUNCIL ROLE	APPOINTEE	ALTERNATE	MEETING FREQUENCY	MEETING DATES & TIMES	MEETING LOCATION	VIRTUAL OPTION
Agassiz Harrison Community Services	Council liaison, non-voting	Mayor Talen	N/A	Monthly	5:30 p.m. Fourth Tuesday of the month	Agassiz	Yes
Agassiz Harrison Healthy Communities	Council liaison		N/A	Monthly	11:00 a.m. Third Thursday of the month	Virtual	Yes
Agassiz Harrison Historical Society	Council liaison, non-voting		N/A	Monthly	4 p.m. Thursdays	Agassiz	
Agassiz Harrison Food Coalition	Council liaison, non-voting			Monthly	11:00 a.m. Third Wednesday of every month	Agassiz and Virtual	Yes
Community Futures North Fraser	Council liaison, non-voting		N/A	Monthly	7:45 a.m. Fourth Tuesday of the month	Mission	Yes
Mountain Institution Citizen's Advisory Committee	Council liaison, non-voting		N/A	Monthly (except July and August)	10:00 a.m. First Wednesday of the month	Agassiz	Yes
Harrison Agassiz Chamber of Commerce	Council liaison, non-voting	Mayor Talen	N/A	Monthly	Times vary Second Tuesday of the month	Locations vary Often virtual	Yes
Harrison Festival Society	Council liaison, non-voting		N/A	Monthly		Harrison Hot Springs	

ORGANIZATION	COUNCIL ROLE	APPOINTEE	ALTERNATE	MEETING FREQUENCY	MEETING DATES & TIMES	MEETING LOCATION	VIRTUAL OPTION
Kent Harrison Joint Emergency Program	Council, voting		N/A	Quarterly	10:00 a.m. Dates vary	Agassiz or Harrison Hot Springs	Yes
Lets'emot Community to Community (C2C) Forum	Mayor or designate, alternate, one voting member	Mayor Talen	Required	Bi-monthly	10:00 a.m. Second Wednesday of the month	Alternates between member communities	No
Municipal Insurance Association	Council liaison, alternate, voting		Required	Annually	During UBCM Convention	UBCM	No
Tourism Harrison River Valley	Council liaison, non-voting		N/A	Quarterly	4:00 p.m. Second or third Wednesday of the month	Harrison Hot Springs	Yes

HARRISON HOT SPRINGS
Naturally Refreshed

COUNCIL REPORT

Committee of the Whole

File No: 0530-01
Date: November 9, 2026

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: FVRD and FVRL Council Appointments

RECOMMENDATIONS

1. THAT Council appoint Mayor Talen as the municipal director for the Fraser Valley Regional District board.

2. THAT Council appoint _____ as the municipal representative for the Fraser Valley Regional Library Board.

3. THAT Council appoint _____ as the alternate municipal representative for the Fraser Valley Regional Library Board.

SUMMARY

To appoint members of Council to municipal director/representative roles as required by provincial legislation.

BACKGROUND

Section 198 of the *Local Government Act* requires that one member of Council be appointed to sit as a municipal director on the Fraser Valley Regional District Board for the current term. By virtue of their appointment as a municipal director, that member of Council will also serve on the Fraser Valley Regional Hospital District Board. The FVRD Board meets on the fourth Thursday of each month at 1:30 p.m. Council may appoint an alternate municipal director. It is common practice for the Mayor to be appointed as the municipal director.

Section 17 of the *Library Act* requires municipal councils to appoint a representative and an alternate representative to the Fraser Valley Regional Library Board. The first FVRL Board meeting is January 20, 2027. The FVRL has also advised the Village that an orientation for new FVRL Board members has been scheduled for February 17 and 18, 2027. Meetings are typically held at 10:00 a.m. on the third Wednesday of every month, except for March, July and August. Most of the meetings are conducted virtually via Zoom.

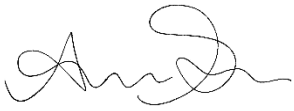
FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

There are no policy considerations associated with this report.

Respectfully submitted:



Amanda Graham
Corporate Officer

Reviewed by:



Tyson Koch
Chief Administrative Officer

HARRISON HOT SPRINGS
Naturally Refreshed

COUNCIL REPORT

Committee of the Whole

File No: 0360-01
Date: November 9, 2026

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: Standing and Select Council Committees

RECOMMENDATION

THAT Council appoint _____ to the Accessibility Committee.

SUMMARY

To provide a summary of existing Council Committees, to seek direction from Council regarding 2026-2030 Council Committees and appoint members of Council to them as applicable.

BACKGROUND

The *Community Charter* provides for two types of Council committees, Standing and Select. Standing Committees are established by the Mayor for matters "better dealt with by committee" (section 141). The Village does not currently have any Standing Committees established. Select Committees may be established by Council to "consider or inquire into any matter and to report its findings and opinion to the Council" (section 142). Section 9 of the *Accessible British Columbia Act* requires Council to establish an Accessibility Committee with the specific mandate of identifying and providing advice as to how to remove barriers to access. Standing and Select Committees vary in membership composition, but both are intended to support Council's decision-making by examining issues in greater detail and providing recommendations to Council.

The Village's most recent Select Committees are as follows:

1. Accessibility
2. Age Friendly
3. Communities in Bloom
4. Environmental Advisory

Attached to this report are copies of the Terms of Reference for each of the above-named Committees and a list of their most recent membership. All Select Committees must have at least one member of Council appointed to them. In the recent past, that member of Council has also been appointed as the Chair by the respective Committee, although this is not a requirement and any member of the Committee may be appointed as the Chair by Committee resolution. The Mayor is an ex-officio member of all Committees and is entitled to vote at all meetings.

Additionally, earlier in 2026 Council requested a report from staff to develop a process for civic recognition and the naming of Village assets after an individual. Attached is a copy of the staff report from the July 13, 2026 regular meeting where Council passed the following resolutions:

> *THAT Civic Recognition and Commemorative Naming Policy 1.45 and the Civic Recognition Committee Terms of Reference be approved.*
>
> ***CARRIED***
> *RC-2026-07-13*

> *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.*
>
> ***CARRIED***
> *RC-2026-07-14*

Lastly, the Village is one of fourteen resort municipalities in the province. The Resort Municipality Initiative (RMI) program funds specific projects with the goal of diversifying tourism, increasing visitation, and enhancing the visitor experience. Every three years, all RMI communities must develop a Resort Development Strategy (RDS). To assist in creating this document and achieving community consultation, Council may strike a RDS Committee. The Village's current strategy runs until the end of 2027. Depending on program continuation and funding by the provincial government, Council may wish to strike the RDS Committee again in late 2027/early 2028. At this time, there is no need for a RDS Committee and a more thorough report on the composition and mandate of that Committee would be brought forward to Council when required.

DISCUSSION

The Accessibility Committee is required by legislation. Accordingly, Council must appoint a member to serve on that Committee. All other Standing and Select Committees exist at the pleasure of the Mayor or Council respectively. Council may take any of the following actions at this time:

1. Re-establish all, some, or none of the existing non-mandatory, Council Committees.
2. Consolidate existing Committees where mandates overlap.
3. Establish new Committees to consider specific matters.
4. Direct staff to undertake a review of all Committees and report back to Council.
5. Postpone consideration of non-mandatory Council Committees until a 2026-2030 Strategic Plan has been adopted.

All Committees must have at least one member of Council appointed to them by Council resolution. Other Committee members are appointed by Council after an application process. All current Committee terms concluded with the 2022-2026 Council. Accordingly, the Village would advertise and seek applications for any newly or re-established Committees. A list of recent members who have expressed an interest in continuing to serve on their Committee has also been maintained. This list and all new applications would be brought forward at a future closed meeting for Council's consideration. Additional recommended motions of Council would depend on the actions Council wishes to take as outlined above.

FINANCIAL CONSIDERATIONS

Committees are encouraged to develop annual work plans, identify grant funding or fundraising opportunities and submit an annual request for municipal funds. This ensures that their proposed activities are supported by Council both in principle and financially. In order to incorporate any financial considerations into the 2027 budget, Council may wish to take action on establishing Committees as soon as reasonably possible to allow time for advertising vacancies, appointing members, and having each Committee develop a work plan and budget request. Alternatively, if Council wishes to postpone the establishment of Committees, a general amount for Committee funding could be incorporated into the 2027 budget.

POLICY CONSIDERATIONS

2025-2026 Strategic Plan

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

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

Respectfully submitted:

Amanda Graham
Corporate Officer

Reviewed by:

Tyson Koch
Chief Administrative Officer

Financial considerations reviewed by:

Scott Schultz
Chief Financial Officer, Deputy CAO

Attachments (6):

1. 2025 Accessibility Committee Terms of Reference
2. 2025 Age Friendly Committee Terms of Reference
3. 2025 Communities in Bloom Committee Terms of Reference
4. 2025 Environmental Advisory Committee Terms of Reference
5. July 13, 2026 Report to Council re: Civic Recognition Policy 1.45 and attachments
6. List of Committee Membership

HARRISON HOT SPRINGS
Naturally Refreshed

Accessibility Committee
Terms of Reference

Committee Approval Date: April 28, 2025
Council Approval Date: May 5, 2025

1. PURPOSE

The Accessibility Committee is a Select Committee of Council established pursuant to section 9(1) of the *Accessible British Columbia Act S.B.C. 2021, Chapter 19* to assist the Village in identifying barriers to individuals in or interacting with the Village, to advise the Village on how to remove and prevent such barriers and to provide recommendations and advice to Council on matters relating to the Village's Accessibility Plan.

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.

3. MEMBERSHIP

(a) In accordance with section 9(2) of the *Accessible British Columbia Act,* the Committee's membership will, to the extent possible, have members who are selected in accordance with the following goals:

(i) At least half of the members are persons with disabilities or individuals who support, or are from organizations that support, persons with disabilities
(ii) Members reflect the diversity of persons with disabilities in BC
(iii) At least one member is an Indigenous person
(iv) Members reflect the diversity of persons in BC

(b) The Committee will consist of up to five (5) voting members, as appointed by Council. One (1) member will be a member of Council.

4. MEETINGS

(a) Meetings will be scheduled at the call of the Chair and the Committee will structure its activities so as to meet at least three (3) times per year.

(b) Notwithstanding section 4(a), the Chair may call a meeting at any time.

(c) 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.

(d) 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.

(e) Provided that the Village is able to facilitate electronic participation, meetings will be live-streamed via Zoom video conference but will not be uploaded to the Village's Youtube page.

5. RESPONSIBILITIES

(b) The Committee will consider the following or other matters as directed by Council:

(i) Provide advice on the Village's Accessibility Plan and how to identify, remove and prevent barriers
(ii) Bring forward items of interest in improving accessibility within the Village
(iii) Monitor changes to the *Accessible British Columbia Act*
(iv) Make recommendations to the Village on a regular basis to continue accessibility initiatives
(v) Respond to and consider accessibility feedback received by the Village

(c) 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.

(c) All recommendations requiring Council's consideration will be forwarded to Council via a written report from the Chair at the next Regular Council Meeting.

HARRISON HOT SPRINGS
Naturally Refreshed

Age-Friendly Committee
Terms of Reference

Committee Approval Date: May 15, 2025
Council Approval Date: June 2, 2025

1. PURPOSE

The Age-Friendly Committee is a Select Committee of Council established to provide recommendations and advice to Council on matters relating to age-friendliness in the Village of Harrison Hot Springs. An age-friendly community benefits people of all ages and abilities.

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.

3. MEMBERSHIP

(a) To the extent possible, the Committee's membership will reflect the diversity of persons in British Columbia.

(b) The Committee will consist of up to eight (8) voting members, and should always have a minimum of five (5) voting members, as appointed by Council. One (1) member will be a member of Council.

4. MEETINGS

(a) The Committee will reserve the third Thursday of each month for its meetings, to be held at 2:00 p.m.

(b) Meetings will be scheduled at the call of the Chair and the Committee will structure its activities so as to meet at least three (3) times per year.

(c) Notwithstanding section 4(a), the Chair may call a meeting at any time.

(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) The meetings will not be live-streamed via Zoom video conference and will not be posted on the Village's Youtube page.

5. RESPONSIBILITIES

(a) The Committee will consider the following or other matters as directed by Council:

(i) Provide recommendations on the implementation of the Age-Friendly Action Plan
(ii) Promote awareness of age-friendly principles to residents, local agencies and businesses
(iii) Encourage the community to view policies, projects and programs with an age-friendly lens
(iv) Make recommendations to the Village to continue age-friendly initiatives

(b) 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.

(c) All recommendations requiring Council's consideration will be forwarded to Council via a written report from the Chair at the next Regular Council Meeting.

HARRISON HOT SPRINGS
Naturally Refreshed

Communities in Bloom Committee
Terms of Reference

Committee Approval Date: April 3, 2025
Council Approval Date: April 22, 2025

1. PURPOSE

The Communities in Bloom Committee is a Select Committee of Council established to provide recommendations and advice to Council on enhancing the natural beauty of the community through participating in the Communities in Bloom program, with a focus on fostering community involvement in the enhancement of green spaces, tree management and landscape, plant and floral displays.

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.

3. MEMBERSHIP

(a) To the extent possible, the Committee's membership will reflect the diversity of persons in British Columbia.

(b) The Committee will consist of up to seven (7) voting members, as appointed by Council. One (1) member will be a member of Council.

4. MEETINGS

(a) The Committee will reserve the first Thursday of each month for its meetings, to be held at 10:00 a.m.

(b) Meetings will be scheduled at the call of the Chair and the Committee will structure its activities so as to meet at least three (3) times per year.

(c) Notwithstanding section 4(a), the Chair may call a meeting at any time.

(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) The meetings will be conducted in-person only and will not be live streamed via Zoom video conference or posted on Youtube.

5. RESPONSIBILITIES

(a) The Committee will consider the following or other matters as directed by Council:

(i) Gather ideas that will enhance the natural beauty and historical resources of the Village
(ii) Explore concepts that promote a safe and pedestrian friendly environment as it relates to land scaping, plantings, ground cover, viewscapes and tourist amenities
(iii) Consider the concerns and suggestions of residents and tourists alike for improving public and other open space areas
(iv) Explore funding sources for community improvement projects
(v) Promote improvements that will enhance the attractive visual appeal for the Village
(vi) Embrace and support community events and projects that benefit the residents and business of the Village

(b) 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.

(c) All recommendations requiring Council's consideration will be forwarded to Council via a written report from the Chair at the next Regular Council Meeting.

HARRISON HOT SPRINGS
Naturally Refreshed

Environmental Advisory Committee
Terms of Reference

Committee Approval Date: April 2, 2025
Council Approval Date: April 7, 2025

1. PURPOSE

The Environmental Advisory Committee is a Select Committee of Council established to provide recommendations and advice to Council on matters relating to sustainability and environmental impacts.

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.

3. MEMBERSHIP

(a) To the extent possible, the Committee's membership will reflect the diversity of persons in British Columbia.

(b) The Committee will consist of up to seven (7) voting members, as appointed by Council. One (1) member will be a member of Council.

4. MEETINGS

(a) The Committee will reserve the first Wednesday of each month for its meetings, to be held at either 9:00 a.m. or 4:00 p.m.

(b) Meetings will be scheduled at the call of the Chair and the Committee will structure its activities so as to meet at least three (3) times per year.

(c) Notwithstanding section 4(a), the Chair may call a meeting at any time.

(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) Provided that the Village is able to facilitate electronic participation, meetings will be live-streamed via Zoom video conference and uploaded to the Village's Youtube page.

5. RESPONSIBILITIES

(a) The Committee will consider the following or other matters as directed by Council:

(i) Community climate planning
(ii) Active transportation
(iii) Local Government Climate Action Program
(iv) Environmental impacts including but not limited to land, water and air

(b) 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.

(c) All recommendations requiring Council's consideration will be forwarded to Council via a written report from the Chair at the next Regular Council Meeting.

HARRISON HOT SPRINGS
Naturally Refreshed

COUNCIL REPORT

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

HARRISON HOT SPRINGS
Naturally Refreshed

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.

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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.

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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.

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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.

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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

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HARRISON HOT SPRINGS
Naturally Refreshed

Civic Recognition Committee
Terms of Reference

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.

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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.

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