NOTICE OF MEETING AND AGENDA
REGULAR COUNCIL MEETING

Monday, November 16, 2026, 5:30 PM
Memorial Hall, 290 Esplanade Avenue,
Harrison Hot Springs, BC V0M 1K0

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

1. CALL TO ORDER	
Meeting called to order by Mayor Talen.	
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 Inaugural Council Meeting Minutes of November 2, 2026 be adopted.	**Page 1**
(b) THAT the Committee of the Whole Meeting Minutes of November 9, 2026 be adopted.	**Page 5**
8. BUSINESS ARISING FROM THE MINUTES	
9. DELEGATIONS AND PETITIONS	
10. CORRESPONDENCE	
(a) Letter dated November 4, 2026 from the Village of Pouce Coupe Re: Request to Reinstate Rural Homeowner Benefit	**Page 9**
(b) Letter dated November 5, 2026 from the Ministry of Citizens' Services Re: Request to Reinstate Rural Homeowner Benefit	**Page 11**
11. BUSINESS ARISING FROM CORRESPONDENCE	
12. REPORTS FROM COUNCILLORS	
13. REPORTS FROM MAYOR	

14. REPORTS AND MINUTES FROM COMMITTEES AND COMMISSIONS

(a) Report of Committee of the Whole dated November 16, 2026 — **Page 13**
Re: Committee of the Whole Recommendations

Recommendation:

THAT Council adopt the report of the Committee of the Whole.

15. REPORTS FROM STAFF

(a) Report of Corporate Officer dated November 16, 2026 — **Page 19**
Re: 2027 Regular Council Meeting Schedule

Recommendation:

THAT the proposed Regular Council Meeting Schedule for 2027 be approved as submitted.

(b) Report of Chief Financial Officer dated November 16, 2026 — **Page 23**
Re: Q3 2026 Interim Financial Statements

Recommendation:

THAT the Chief Financial Officer's report dated November 16, 2026 regarding Q3 2026 Interim Financial Statements be received for information.

(c) Report of Chief Financial Officer dated November 16, 2026 — **Page 31**
Re: Council Remuneration and Expense Allowance Policy Update

Recommendations:

THAT Council approve the amended Council Remuneration and Expense Policy 1.16; and

THAT Council authorize staff to purchase five laptop computers at a total cost of up to $8,000, to be funded from accumulated surplus.

(d) Report of Director of Operations dated November 16, 2026 — **Page 39**
Re: Firehall Park Tree Risk Mitigation

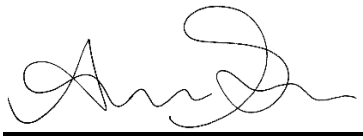
Recommendation:

THAT Council authorize an expenditure of up to $25,000 for the removal and mitigation of hazardous trees, stems and branches in Firehall Park, to be funded from surplus.

16. BYLAWS

17. NEW BUSINESS

18. NOTICES OF MOTION
19. QUESTION PERIOD FOR ITEMS RELEVANT TO THE AGENDA
20. ADJOURNMENT



Amanda Graham
Corporate Officer

VILLAGE OF HARRISON HOT SPRINGS
Inaugural Council Meeting Minutes

DATE: Monday, November 2, 2026
TIME: 5:30 p.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

COUNCIL PRESENT: Fred Talen, Incumbent Mayor
Susan Galvao, Councillor-elect
Steward Pritchard, Councillor-elect
Michael Warn, Councillor-elect
Landry Winkles, Councillor-elect

COUNCIL ABSENT:

STAFF PRESENT: Chief Administrative Officer, Tyson Koch
Chief Financial Officer, Scott Schultz
Corporate Officer, Amanda Graham
Community Services Manager, Christy Ovens
Director of Operations, Jace Hodgson
Communications and Community Engagement Coordinator, Kalie Wiechmann
Corporate Clerk, Tyler Kafi

The incoming Council members were led into Memorial Hall by a procession of Dan McDermid of the Harrison Highlanders Pipe Band, S/Sgt. Darryl Peppler, Officer in Charge of the Agassiz RCMP and Fire Chief Curtis Genest. The Cascadians performed "*O Canada*".

1. CALL TO ORDER

The meeting was called to order by the Corporate Officer at 5:33 p.m.

The Corporate Officer asked Mayor Fred Talen to present outgoing members of Council Leo Facio, Allan Jackson, Mark Schweinbenz, and Michie Vidal with plaques in recognition of their time served on Council.

The Corporate Officer thanked the outgoing Council members for their contributions to Council.

The Corporate Officer administered the Oaths of Office to:

- Fred Talen, Incumbent Mayor
- Susan Galvao, Councillor-elect
- Steward Pritchard, Councillor-elect
- Michael Warn, Councillor-elect
- Landry Winkles, Councillor-elect

The Corporate Officer invited the Mayor and Council to take their seats at the Council Table and welcomed the new Mayor and Council.

Mayor Talen delivered an inaugural address, thanking the community for their engagement during the election campaign. He thanked all candidates who put their names forward during the election and acknowledged the importance of public involvement in Village initiatives. The Mayor recognized the responsibility of holding elected office, thanked outgoing Council members for their service and expressed confidence in the incoming Council's ability to work collaboratively in the best interests of the Village over the course of the term.

2. LAND ACKNOWLEDGEMENT

Mayor Talen acknowledged the traditional territory of Sts'ailes.

3. PUBLIC HEARING (If required)

None.

4. INTRODUCTION OF LATE ITEMS

None.

5. APPROVAL OF THE AGENDA

Moved by Councillor Warn
Seconded by Councillor Winkles

THAT the agenda be approved.

CARRIED
RC-2026-11-01

6. DECLARATIONS OF CONFLICT OF INTEREST

None.

7. ADOPTION OF MINUTES

(a) Regular Council Meeting Minutes of October 19, 2026

Moved by Councillor Pritchard
Seconded by Councillor Galvao

THAT the Regular Council Meeting Minutes of October 19, 2026 be adopted.

CARRIED
RC-2026-11-02

8. BUSINESS ARISING FROM THE MINUTES

DRAFT

None.

9. DELEGATIONS AND PETITIONS

None.

10. CORRESPONDENCE

None.

11. BUSINESS ARISING FROM CORRESPONDENCE

None.

12. REPORTS FROM COUNCILLORS

None.

13. REPORTS FROM MAYOR

None.

14. REPORTS AND MINUTES FROM COMMITTEES AND COMMISSIONS

None.

15. REPORTS FROM STAFF

(a) Report of Chief Election Officer dated November 2, 2026
Re:2026 General Local Election Results

Moved by Councillor Warn
Seconded by Councillor Winkles

THAT the report of the Chief Election Officer dated November 2, 2026 regarding the results of the 2026 General Local Election be received.

CARRIED
RC-2026-11-03

16. BYLAWS

None.

17. NEW BUSINESS

None.

18. NOTICES OF MOTION

DRAFT

None.

19. QUESTION PERIOD FOR ITEMS RELEVANT TO THE AGENDA

Questions from the public were entertained.

20. ADJOURNMENT

Moved by Councillor Pritchard
Seconded by Councillor Galvao

THAT the meeting be adjourned at 5:52 p.m.

CARRIED
RC-2026-11-04

Fred Talen
Mayor

Amanda Graham
Corporate Officer

DRAFT

VILLAGE OF HARRISON HOT SPRINGS

Committee of the Whole Meeting Minutes

DATE: Monday, November 9, 2026
TIME: 9:00 a.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

COUNCIL PRESENT: Mayor Fred Talen
Councillor Susan Galvao
Councillor Stewart Pritchard
Councillor Michael Warn
Councillor Landry Winkles

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

1. CALL TO ORDER

Mayor Talen called the meeting to order at 9:01 a.m.

2. LAND ACKNOWLEDGEMENT

Mayor Talen acknowledged the traditional territory of Sts'ailes.

3. INTRODUCTION OF LATE ITEMS

4. APPROVAL OF AGENDA

Moved by Councillor Galvao

THAT the agenda be approved.

CARRIED
COW-2026-11-01

5. ITEMS FOR DISCUSSION

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

Moved by Councillor Winkles

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

January – March:	Councillor Galvao
April – June:	Councillor Winkles
July – September:	Councillor Warn

DRAFT

October – December: Councillor Pritchard

CARRIED
COW-2026-11-02

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

Moved by Councillor Pritchard

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

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

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

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

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

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

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

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

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

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

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

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

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

DRAFT

CARRIED
COW-2026-11-03

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

Moved by Mayor Talen

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

CARRIED
COW-2026-11-04

Moved by Mayor Talen

THAT Council appoint Councillor Pritchard as the municipal representative for the Fraser Valley Regional Library Board.

THAT Council appoint Mayor Talen as the alternate municipal representative for the Fraser Valley Regional Library Board.

CARRIED
COW-2026-11-05

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

Moved by Mayor Talen

THAT Council appoint Councillor Winkles to the Accessibility Committee.

CARRIED
COW-2026-11-06

Moved by Mayor Talen

THAT Council re-establish the Communities in Bloom Committee; and

THAT Councillor Galvao be appointed to the Communities in Bloom Committee; and

THAT staff be directed to advertise vacancies for the Communities in Bloom Committee.

CARRIED
COW-2026-11-07

Moved by Mayor Talen

THAT discussion on the Age Friendly and Environmental Advisory Committee be deferred until after Council has conducted strategic planning.

DRAFT

CARRIED
COW-2026-11-08

Moved by Mayor Talen

THAT discussion on the Civic Recognition Committee and Policy be deferred until after Council has conducted strategic planning.

CARRIED
COW-2026-11-09

6. ADJOURNMENT

Moved by Councillor Warn

THAT the meeting be adjourned at 10:18 a.m.

CARRIED
COW-2026-11-10

Fred Talen
Mayor

Amanda Graham
Corporate Officer

DRAFT

November 5, 2026 Ref: 127202

Tyson Koch
Chief Administrative Officer
Village of Harrison Hot Springs
495 Hot Springs Road
Harrison Hot Springs, BC, V0M 1K0

Via email: agraham@harrisonhotsprings.ca

Dear Tyson Koch:

I would like to extend my sincere appreciation to the Village of Harrison Hot Springs delegation for meeting with the Minister, myself, and Ministry staff during the 2026 Union of BC Municipalities (UBCM) Annual Convention in Vancouver. We value the opportunity to engage in meaningful face-to-face discussions as we work collaboratively with local governments on how recent amendments to the *Freedom of Information and Protection of Privacy Act (FOIPPA)* might support and reduce administrative burden when processing Freedom of Information (FOI) requests.

The UBCM Annual Convention provides an invaluable platform for us to learn about your region's achievements over the past year, as well as ongoing challenges and areas for growth. Some of the topics we discussed included:

- Concerns regarding FOI requests and local government capacity, including increasing challenges meeting legislative obligations as FOI requests grow in volume, scope, and complexity.
- Additional privacy-related requirements, including privacy impact assessments and breach notification obligations, that have increased administrative pressures on small local governments including Harrison Hot Springs Village.
- Requests that the province consider establishing a funding stream for communities with populations under 5,000 to help offset costs associated with significant increases in FOI requests.
- The recent legislative amendments to FOIPPA, some of which are intended to address broad, abusive, or vexatious requests.

As mentioned in our meeting, staff in the Policy Direction Division would be pleased to follow up with your specific questions regarding the use of recent legislative provisions available to manage broad or abusive FOI requests. If you have any further questions, please reach out to Colleen Rice, Executive Director, Legislation and Privacy, at Colleen.Rice@gov.bc.ca.

.../p2

Office of the Deputy Minister
Ministry of Citizens' Services

Mailing Address:
Box 9440 Stn Prov Govt
Victoria BC V8W 9V3

Telephone: 236 478-0245
Email: CITZDeputyMinister@gov.bc.ca

mailto:LCTZDeputyMinister@gov.bc.ca

The week at UBCM is always valuable for hearing directly from you and your delegation. These opportunities for discussion allow us to not only understand the connectivity challenges your community faces but also allow us to learn about how we can best support your needs.

We recognize the importance of continued dialogue with local governments regarding FOI-related capacity challenges and the effectiveness of recent legislative changes.

Thank you again for taking the time to meet with us. We look forward to hearing about the progress your community continues to make at the UBCM Convention next year.

Sincerely,



Hayden Lansdell
Deputy Minister

pc: Milan Singh, Assistant Deputy Minister, Policy Direction
Milan.Singh@gov.bc.ca

CORPORATION OF THE VILLAGE OF POUCE COUPE
PO Box 190, Pouce Coupe, B.C. V0C 2C0
Telephone: (250) 786-5794 Fax: (250) 786-5257
www.poucecoupe.ca

November 3, 2026

Minister responsible for Municipal Affairs
Province of British Columbia

RE: Request to Reinstate the Northern and Rural Homeowner Benefit

Dear Minister,

On behalf of the Council of the Village of Pouce Coupe, I write to reaffirm Pouce Coupe's call for reinstatement of the $200 Northern and Rural Homeowner Benefit and to request an update on the Province's plans and anticipated timeline for reinstatement. We also invite you to meet with Council to discuss how this priority can be advanced.

The Village's June 2, 2026, letter to the Union of BC Municipalities (UBCM) confirmed our support for and co-sponsorship of the City of Prince George's Northern-Rural Homeowners Grant resolution. The resolution received wide support at the North Central Local Government Association (NCLGA) convention and was subsequently endorsed at the 2026 UBCM Convention. This broad support demonstrates the importance of the benefit to northern and rural communities.

Our concerns remain unchanged. In recent years, residents of Pouce Coupe have faced higher transportation and heating costs, longer supply chains, and fewer nearby services. Loss of the benefit would mean $200 less in annual property tax relief for eligible homeowners, while the additional costs of living in a rural community remain.

Moreover, Council remains concerned that eliminating the benefit achieves provincial savings at the direct expense of northern and rural homeowners, who would pay an additional $200 annually without any corresponding increase in local services. Council asks that reinstatement remain a priority as provincial and local governments begin their new terms.

We are sharing this letter with British Columbia municipalities, our local MLA, UBCM and NCLGA to reaffirm the Village's position and encourage continued, coordinated advocacy. We appreciate the City of Prince George's leadership on this issue and the support expressed by local governments through NCLGA and UBCM.

We look forward to your response outlining the Province's intended next steps and would welcome an opportunity to meet and discuss this matter further at a mutually convenient time.

Sincerely,

Danielle Veach
Mayor, Village of Pouce Coupe

cc: UBCM Membership; MLA Larry Neufeld; UBCM President; NCLGA President; Office of the Premier.

HARRISON HOT SPRINGS
Naturally Refreshed

COUNCIL REPORT

Regular Council

File No: 0540-20-01
Date: November 16, 2026

To: Mayor and Council
From: Committee of the Whole
Subject: Committee of the Whole Recommendations

RECOMMENDATION

THAT Council adopt the report of the Committee of the Whole.

SUMMARY

To present resolutions to Council for ratification from the November 9, 2026 Committee of the Whole meeting.

BACKGROUND

At the November 9, 2026 Committee of the Whole meeting, the Committee passed the following resolutions:

> THAT the following members of Council be appointed as Deputy Mayor for 2027 as follows:
>
> | | |
> |---|---|
> | January – March: | Councillor Galvao |
> | April – June: | Councillor Winkles |
> | July – September: | Councillor Warn |
> | October – December: | Councillor Pritchard |
>
> COW-2026-11-02
>
> THAT Council appoint Mayor Talen as the Council liaison for Agassiz Harrison Community Services.
>
> THAT Council appoint Councillor Winkles as the Council liaison for Agassiz Harrison Healthy Communities.
>
> THAT Council appoint Councillor Galvao as the Council liaison for the Agassiz Harrison Historical Society.
>
> THAT Council appoint Councillor Pritchard as the Council liaison for Agassiz Harrison Food Coalition.

THAT Council appoint Councillor Pritchard as the Council liaison for Community Futures North Fraser.

THAT Council appoint Councillor Warn as the Council liaison for Mountain Institution Citizen's Advisory Committee.

THAT Council appoint Councillor Pritchard as the Council liaison for the Harrison Agassiz Chamber of Commerce.

THAT Council appoint Councillor Galvao as the Council liaison for the Harrison Festival Society.

THAT Council appoint Councillor Warn to the Kent Harrison Joint Emergency Program Committee.

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

THAT Council appoint Mayor Talen as the voting delegate for the Municipal Insurance Association of BC.

THAT Council appoint Councillor Galvao as the alternate voting delegate for the Municipal Insurance Association of BC.

THAT Council appoint Councillor Pritchard as the Council liaison for Tourism Harrison River Valley.

COW-2026-11-03

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

COW-2026-11-04

THAT Council appoint Councillor Pritchard as the municipal representative for the Fraser Valley Regional Library Board.

THAT Council appoint Mayor Talen as the alternate municipal representative for the Fraser Valley Regional Library Board.

COW-2026-11-05

THAT Council appoint Councillor Winkles to the Accessibility Committee.

COW-2026-11-06

THAT Council re-establish the Communities in Bloom Committee; and

THAT Councillor Galvao be appointed to the Communities in Bloom Committee; and

THAT staff be directed to advertise vacancies for the Communities in Bloom Committee.

COW-2026-11-07

THAT discussion on the Age Friendly and Environmental Advisory Committee be deferred until after Council has conducted strategic planning.

COW-2026-11-08

THAT discussion on the Civic Recognition Committee and Policy be deferred until after Council has conducted strategic planning.

COW-2026-11-09

Attached to this report is a draft updated list of Council appointments and the deputy mayor schedule.

DISCUSSION

Section 30(f) of the Village's Council Procedure Bylaw No. 1216, 2025 states that Council may take any of the following actions in relation to the Committee of the Whole's report:

- adopt the report;
- reject the report;
- adopt the report with amendments;
- refer the subject matter for further consideration, either in part or in whole;
- postpone action on the report; or
- approve the request of the Committee of the Whole to sit again, the Committee of the Whole having reported progress after partial consideration of the subject.

Pursuant to section 30(h) of the bylaw, a motion of Council to adopt the Committee of the Whole's report constitutes ratification of the motions contained in the report.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

POLICY CONSIDERATIONS

2025-2026 Strategic Plan

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

Public Safety – To ensure and enhance public safety.

Respectfully prepared by:

Amanda Graham
Corporate Officer

Reviewed by:

Tyson Koch
Chief Administrative Officer

Attachment: Draft List of Council Appointments and Deputy Mayor Schedule

HARRISON HOT SPRINGS
Naturally Refreshed

Council Liaison, Municipal Director, Board and Committee Appointments
November 9, 2026

Organization	Council Appointee
Accessibility Committee	Councillor Winkles
Agassiz Harrison Community Services *non-voting*	Mayor Talen
Agassiz-Harrison Food Coalition *non-voting*	Councillor Pritchard
Agassiz-Harrison Healthy Communities	Councillor Winkles
Agassiz-Harrison Historical Society *non-voting*	Councillor Galvao
Age-Friendly Committee	*Discussion deferred*
Civic Recognition Committee	*Discussion deferred*
Communities in Bloom Committee	Councillor Galvao
Community Futures North Fraser *non-voting*	Councillor Pritchard
Environmental Advisory Committee	*Discussion deferred*
Fraser Valley Regional District & Hospital Boards	Mayor Talen
Fraser Valley Regional Library Board	Councillor Pritchard *(Alternate: Mayor Talen)*
Harrison-Agassiz Chamber of Commerce *non-voting*	Councillor Pritchard
Harrison Festival Society *non-voting*	Councillor Galvao
Kent Harrison Joint Emergency Program Committee	Councillor Warn
Lets'emot Community to Community Forum	Mayor Talen *(Alternate: Councillor Pritchard)*
Mountain Institution Citizen's Advisory Committee *non-voting*	Councillor Warn
Municipal Insurance Association Voting Delegate	Mayor Talen *(Alternate: Councillor Galvao)*
Tourism Harrison River Valley Liaison *non-voting*	Councillor Pritchard

2027 Deputy Mayor Rotation:

January – March	Councillor Galvao
April – June	Councillor Winkles
July – September	Councillor Warn
October – December	Councillor Pritchard

DRAFT

HARRISON HOT SPRINGS
Naturally Refreshed

COUNCIL REPORT

Regular Council

File No: 0550-01
Date: November 16, 2026

To: Mayor and Council
From: Amanda Graham, Corporate Officer
Subject: 2027 Regular Council Meeting Schedule

RECOMMENDATION

THAT the proposed Regular Council Meeting Schedule for 2027 be approved as submitted.

SUMMARY

To present a 2027 meeting schedule for Council's consideration.

BACKGROUND

Section 127(1) of the *Community Charter* requires that Council prepare a schedule of dates, times and places of Regular Council Meetings for the next full calendar year.

DISCUSSION

Section 5(a) of the Village's Council Procedure Bylaw No. 1216, 2025 states that regular Council meetings will be held on the first and third Mondays of each month, except for July, August and September when the meetings are scheduled for the second Monday of the month. For January 2027, the regular Council meetings would fall on January 4 and 18. January 4 immediately follows an office closure between Christmas Day and New Year's Day in accordance with the Village's Municipal Facilities Hours of Operation and Closures Policy No. 1.34. Accordingly, staff is recommending that the practice from previous years be followed, and that Council approve one meeting that month to be held on January 18, 2027. All meetings will be held at Memorial Hall with the exception of the July meeting, which takes place at the Village Office due to other scheduled events in Memorial Hall. A proposed 2027 Regular Council Meeting schedule has been prepared and is attached to this report.

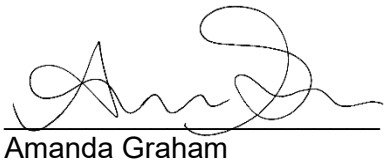
FINANCIAL CONSIDERATIONS

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

Attachment: Proposed 2027 Regular Council Meeting Schedule

VILLAGE OF HARRISON HOT SPRINGS - REGULAR COUNCIL MEETING

2027

January

S	M	T	W	T	F	S
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31						

February

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June

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July

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August

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September

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26	27	28	29	30		

October

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31						

November

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28	29	30				

December

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Regular Council Meetings	
Statutory Holidays Observed	

LMLGA Conference:	May 5, 2027 - May 7, 2027 (Harrison Hot Springs)
FCM Conference:	June 10, 2027 - June 13, 2027 (Halifax)
LGMA Conference:	June 15, 2027 - June 17, 2027 (Nanaimo)
UBCM Conference:	September 20, 2027 - September 24, 2027 (Whistler)

HARRISON HOT SPRINGS
Naturally Refreshed

COUNCIL REPORT

Regular Council

File No: 1830-20-04
Date: November 16, 2026

To: Mayor and Council
From: Scott Schultz,Chief Financial Officer
Subject: Q3 2026 Interim Financial Statements

RECOMMENDATION

THAT the Chief Financial Officer's report dated November 16, 2026 regarding Q3 2026 Interim Financial Statements be received for information.

SUMMARY

The purpose of this report is to present the Village's Q3 2026 Interim Financial Statements for the period ending September 30, 2026. The interim financial statements provide Council with an overview of the Village's financial performance for the first nine months of the fiscal year and compare year-to-date actual revenues and expenditures against the approved 2026 Financial Plan. Overall, the Village remains in a strong financial position, with operating revenues and expenditures generally tracking expectations and capital projects progressing in accordance with approved budgets.

BACKGROUND

Historically, interim financial statements were distributed directly to Council members by email. Following discussions during the last financial audit, the Village's auditor BDO Canada recommended that interim financial reporting be formally presented at an open Council meeting as a governance and transparency best practice.

In response to this recommendation, staff are bringing the quarterly financial statements forward through the regular Council reporting process.

The attached statements represent unaudited financial information as of September 30, 2026 and have been prepared using the same accounting practices applied in the Village's annual financial reporting process.

DISCUSSION

General Operating Fund, Waste Water (Sewer) Fund, and Water Fund:

The Village has three distinct funds - General Operating Fund, Sewer Fund, Water Fund. The General Operating Fund is property tax supported while the two utility funds are self-supporting - as of the end of Q3, all funds were in a surplus position. The majority of notable revenue and

expenditure variances are related to timing differences, grant recognition, and capital / reserve funding transfers that typically occur at year end.
Notable operating variances include:

- Investment income is higher than budget due to favourable returns earned on the Village's investments.
- Pay parking revenue is below budget at the end of the third quarter; however, staff expect annual revenues to align closely with the approved budget by year-end.
- Boat launch revenue is below budget and is projected to finish the year under budget.
- Several grant revenues and Resort Municipality Initiative revenues are recognized later in the fiscal year, resulting in temporary expenditure variances and lower reported revenues at quarter-end.
- Overall operating expenditures are generally in line with expectations for this stage of the year.

Capital Program:

The Capital Fund reflects ongoing work on several capital projects, including:

- Dike upgrades
- Lillooet West streetscape improvements
- Hot Springs Road drainage upgrades
- General road and street improvements
- Fire Department equipment enhancements
- Several sewer lift station upgrades

Capital projects have been progressing well with many completing in 2026. There will be some multi-year projects (such as the Dike upgrades) with budget that will be carried forward into 2027.

FINANCIAL CONSIDERATIONS

Staff do not anticipate any significant concerns arising from the third-quarter results and will continue to monitor revenues, expenditures and capital project activity throughout the remainder of the year.

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: Q3 2026 Interim Financial Statements

HARRISON HOT SPRINGS
Naturally Refreshed

Village of Harrison Hot Springs
Interim Financial Statements
To September 30, 2026

Description	YTD Actual	Annual Budget	YTD Variance	% of Full year Budget	Notes
GENERAL OPERATING FUND					
REVENUE					
PROPERTY TAXES					
GENERAL MUNICIPAL TAXES	(3,246,730)	(3,249,850)	(3,120)	100%	
COLLECTIONS FOR OTHER GOVERNMENTS & AGENCIES	(3,110,996)	(3,110,996)	0	100%	
PENALTIES & INTEREST - TAXES	(63,623)	0	63,623	N/A	
UTILITY CO. 1% REVENUE TAXES	(40,954)	(40,952)	2	100%	
PAYMENTS IN LIEU OF TAXES	(8,162)	(8,415)	(253)	97%	
Total taxes collected	**(6,470,465)**	**(6,410,213)**	**60,252**	101%	
REMITTANCES TO OTHER GOVERNMENTS & AGENCIES	3,110,996	3,110,996	0		
Net Taxes for Municipal Purposes	**(3,359,469)**	**(3,299,217)**	**60,252**		
REVENUE FROM OWN SOURCES					
GOODS & SERVICES	(13,242)	(11,386)	1,856	116%	
CURBSIDE COLLECTION	(183,039)	(169,320)	13,719	108%	
LICENSES & PERMITS	(40,220)	(44,009)	(3,789)	91%	
FINES	(4,035)	(5,260)	(1,225)	77%	
INTEREST EARNED	(137,465)	(66,542)	70,923	207%	1
RENTAL & LEASE INCOME	(32,507)	(25,000)	7,507	130%	
BOAT LAUNCH	(63,075)	(100,000)	(36,925)	63%	2
PAY PARKING	(271,016)	(370,000)	(98,984)	73%	3
OTHER REVENUE FROM OWN SOURCES	(61,823)	(207,965)	(146,142)	30%	4
Total Revenue from Own Sources	**(806,422)**	**(999,482)**	**(193,060)**		
GRANTS AND DONATIONS					
UNCONDITIONAL GRANTS	(342,000)	(325,000)	17,000	105%	5
CONDITIONAL GRANTS	(214,154)	(476,249)	(262,095)	45%	
Total Grants and Donations	**(556,154)**	**(801,249)**	**(245,095)**		
TRANSFERS FROM RESERVES & SURPLUS					
TRANSFERS FROM RESERVES	0	(25,000)	(25,000)		
TRANSFER FROM SURPLUS	0	(71,000)	(71,000)		
TRANSFER FROM DCC'S	0	0	0		
Total transfers from Reserves & Surplus	**0**	**(96,000)**	**(96,000)**		
TRANSFER FROM EQUITY IN TCA - GENERAL	(929,847)	(929,847)	0		
TOTAL REVENUE	**(5,651,892)**	**(6,125,795)**	**(473,903)**	92%	
EXPENDITURES					
COUNCIL (Incl. Remuneration and Expenses)					
MAYOR TALEN	45,494	65,540	20,046	69%	
COUNCILLOR FACIO	26,690	37,277	10,587	72%	
COUNCILLOR JACKSON	27,930	40,010	12,080	70%	
COUNCILLOR SCHWEINBENZ	25,742	40,010	14,268	64%	
COUNCILLOR VIDAL	24,818	35,770	10,952	69%	
OTHER LEGISLATIVE EXPENSES	3,040	24,255	21,215	13%	
Total Legislative Services	**153,714**	**242,862**	**89,148**	63%	
ADMINISTRATION					
EXPENSES - STAFF	218,874	322,946	104,072	68%	
MANAGEMENT EXPENSES	417,913	577,364	159,451	72%	
TRANSPORTATION & COMMUNICATION	19,214	24,180	4,966	79%	
INFORMATION SERVICES	14,586	26,805	12,219	54%	
PROFESSIONAL & SPECIAL SERVICES	78,896	165,013	86,117	48%	
LEGAL FEES	38,250	31,212	(7,038)	123%	
MISCELLANEOUS SERVICES (Insurance & Storage)	33,251	31,967	(1,284)	104%	6
GENERAL GOODS & SUPPLIES (I.T. Services & Other)	75,087	79,012	3,925	95%	
BANK CHARGES & FEES	7,730	6,971	(759)	111%	
MUNICIPAL OFFICE	25,039	41,506	16,467	60%	
AMORTIZATION	315,376	315,376	0	100%	
Total Administration	**1,244,216**	**1,622,352**	**378,136**	77%	

Description	YTD Actual	Annual Budget	YTD Variance	% of Full year Budget	Notes
PROTECTIVE SERVICES					
BYLAW ENFORCEMENT	34,264	62,971	28,707	54%	
FIRE INSPECTOR	12,229	11,220	(1,009)	109%	
ANIMAL WASTE CONTROL	4,775	6,463	1,688	74%	
EMERGENCY MEASURES	68,153	74,636	6,483	91%	
BC WILDFIRE DEPLOYMENT (Costs are recaptured)	41,911	0	(41,911)	N/A	7
FIRE DEPARTMENT					
FIRE DEPARTMENT ADMINISTRATION	18,248	53,448	35,200	34%	
FIREHALL	15,893	26,108	10,215	61%	
FIRE REMUNERATION & BENEFITS	84,010	129,552	45,542	65%	
FIRE DEPARTMENT VEHICLES	19,893	18,290	(1,603)	109%	
FIRE DEPARTMENT EQUIPMENT	27,795	34,202	6,407	81%	
FIRE DEPARTMENT AMORTIZATION	23,386	23,386	0	100%	
Total Fire Department	**189,225**	**284,986**	**95,761**	66%	
Total Protective Services	**350,557**	**440,276**	**89,719**	80%	
COMMUNITY SERVICES					
DEVELOPMENT PLANNING	82,443	163,425	80,982	50%	
MEDICAL FACILITY	31,399	38,600	7,201	81%	
TOURISM & COMMUNITY IMPROVEMENT					
TOURIST INFORMATION CENTRE	10,950	25,053	14,103	44%	
COMMUNITY DEVELOPMENT & EVENTS	365,162	547,161	181,999	67%	
Total Development Planning	**489,954**	**774,239**	**284,285**	63%	
ENGINEERING & TRANSPORTATION SERVICES					
PUBLIC WORKS - COMMON SERVICES	174,255	214,293	40,038	81%	
PUBLIC WORKS OFFICE	10,212	15,508	5,296	66%	
PUBLIC WORKS SHOP	5,265	6,637	1,372	79%	
PUBLIC WORKS YARD	1,593	2,208	615	72%	
PUBLIC WORKS EQUIPMENT	25,640	24,616	(1,024)	104%	
TRAINING	8,741	30,118	21,377	29%	
FLEET	47,451	61,767	14,316	77%	
ROADS & STREETS					
ROAD RESURFACING	4,442	16,825	12,383	26%	
ROAD MARKING	23,805	49,606	25,801	48%	
BRIDGES	6,115	4,876	(1,239)	125%	
DRAINAGE & DITCHING	4,973	28,352	23,379	18%	
STREET LIGHTING	21,767	37,938	16,171	57%	
STREET CLEANING	2,783	7,140	4,357	39%	
SNOW REMOVAL	702	21,224	20,522	3%	
VILLAGE ENTRANCE	1,051	5,445	4,394	19%	
SIDEWALKS	14,637	22,460	7,823	65%	
PAY PARKING EXPENSES	70,973	100,526	29,553	71%	
TRANSIT SHELTERS	284	757	473	38%	
PUBLIC WORKS AMORTIZATION	26,588	26,588	0	100%	
TRANSPORTATION AMORTIZATION	257,421	257,421	0	100%	
Total Engineering & Transportation Services	**708,698**	**934,305**	**225,607**	76%	
FLOOD PROTECTION					
FLOOD PROTECTION	24,707	21,347	(3,360)	116%	
STORM SEWERS AMORTIZATION	24,710	24,710	0	100%	
Total Flood Protection	**49,417**	**46,057**	**(3,360)**	107%	
WASTE MANAGEMENT					
WASTE MANAGEMENT - MUNICIPAL OPERATIONS	49,113	70,832	21,719	69%	
WASTE MANAGEMENT - CONTRACTED SERVICES	136,596	201,970	65,374	68%	
Total Waste Management	**185,709**	**272,802**	**87,093**	68%	

Description	YTD Actual	Annual Budget	YTD Variance	% of Full year Budget	Notes
PARKS, RECREATION & CULTURAL SERVICES					
BEACH	70,014	106,177	36,163	66%	
MEMORIAL BENCHES	14,821	8,544	(6,277)	173%	8
LAGOON BREAKWATER	2,762	11,108	8,346	25%	
BEACH WASHROOMS	43,260	80,263	37,003	54%	
BOAT LAUNCH & WASHROOMS	82,899	104,808	21,909	79%	
HARRISON LAKE PLAZA	8,470	36,391	27,921	23%	
FEDERAL WHARF	840	1,356	516	62%	
FLOAT PLANE DOCK	1,382	1,846	464	75%	
MEMORIAL HALL	36,475	47,483	11,008	77%	
ARTS CENTRE	2,028	5,221	3,193	39%	
YACHT CLUB	8,092	8,823	731	92%	
RENDALL PARK	12,062	18,659	6,597	65%	
SPRING PARK	22,429	28,133	5,704	80%	
QWOLTS PARK	0	2,164	2,164	0%	
BEACH PLAYGROUND	3,853	5,972	2,119	65%	
OTHER GREEN SPACES	134,207	115,456	(18,751)	116%	
LIBRARY BOARD	64,929	86,572	21,643	75%	
PARKS AMORTIZATION	64,007	64,007	0	100%	
OTHER INFRASTRUCTURE AMORTIZATION	218,359	218,359	0	100%	
Total Parks, Recreation, & Cultural Services	**790,889**	**951,342**	**160,453**	83%	
TRANSFERS TO RESERVES AND ALLOWANCES					
CONTRIBUTION TO RESERVES	518,000	534,542	16,542	97%	
CONTRIBUTIONS TO STATUTORY RESERVES	101,318	251,318	150,000	40%	
Total Transfers to Reserves	**619,318**	**785,860**	**166,542**		
TRANSFER TO CAPITAL FUND	0	55,700	55,700	0%	
Total Transfers	619,318	841,560	222,242	74%	
TOTAL EXPENDITURES	4,592,472	6,125,795	1,533,323	75%	9
SURPLUS (DEFICIT)	1,059,420	0	(1,059,420)		

General Operating Fund Notes:

1 Higher investment return due to favorable interest rates
2 Total boat launch revenues expected to be under budget for the year
3 Pay parking revenues expected to be on budget for the year
4 RMI Operating Revenue gets recognised at end of year (~135K)
5 Most grant revenue gets recognised at end of year
6 The full year of insurance is charged here, no additional expenses to this account expected for the remainder of the year
7 This is the costs for deployment of Harrison FD members to assist BC Wildfire. These costs are recaputured from BC Wildfire
8 Costs are higher but offset by higher revenues
9 Overall expenditures are as expected for this portion of the year.

HARRISON HOT SPRINGS
Naturally Refreshed

Village of Harrison Hot Springs
Interim Financial Statements
To September 30, 2026

Description	YTD Actual	Annual Budget	YTD Variance	% of Full year Budget	Notes
GENERAL CAPITAL FUND					
REVENUES					
GRANTS	(1,023,393)	(6,497,596)	(5,474,203)		
COMMUNITY WORKS FUNDING (GASTAX)	(17,443)	(451,739)	(434,296)		
TRANSFER FROM RESERVES	(84,325)	(327,000)	(242,675)		
DCC REVENUE RECOGNISED	(5,618)	(266,399)	(260,781)		
PROCEEDS ON DISPOSAL OF ASSETS	0	0	0		
TRANSFER FROM GENERAL FUND	(55,700)	(55,700)	0		
RMI FUNDING	(127,010)	(922,479)	(795,469)		
TRANSFER FROM SURPLUS	0	0	0		
RECOGNISE DEFERRED REVENUE	0	0	0		
TOTAL REVENUES	**(1,313,489)**	**(8,520,913)**	**(7,207,424)**		
EXPENDITURES					
DEBT					
DEBT FINANCING	24,600	24,600	0		
DEBT REPAYMENTS	31,100	31,100	0		
Total Debt Repayments	**55,700**	**55,700**	**0**		
CAPITAL EXPENDITURES					
OFFICE EQUIPMENT	6,986	9,000	2,014	78%	
FIRE DEPARTMENT EQUIPMENT	113,324	95,000	(18,324)	119%	1
ROAD AND STREET IMPROVEMENTS	12,853	150,000	137,147	9%	2
MCCOMBS DRIVE BRIDGE UPGRADES	26,255	50,000	23,745	53%	3
LILLOOET WEST STREETSCAPE IMPROVEMENTS	662,383	850,000	187,617	78%	
VILLAGE OFFICE RENOVATIONS	35,504	35,000	(504)	101%	
CEDAR AVE IMPROVEMENTS (ENGINEERING)	5,618	40,000	34,382	14%	
PARKING LOT	28,703	40,000	11,297	72%	4
DRAINAGE	85,545	1,060,620	975,075	8%	5
BUS SHELTER	17,443	15,000	(2,443)	116%	6
RMI PROJECTS	1,628	36,000	34,372	5%	7
BEACH REDEVELOPMENT	125,382	456,479	331,097	27%	
DIKE UPGRADES	107,183	5,565,114	5,457,931	2%	8
MEMORIAL HALL EQUIPMENT	20,480	30,000	9,520	68%	
PUBLIC WORKS EQUIPMENT	8,502	33,000	24,498	26%	
Total Capital Projects	1,257,789	8,465,213	7,207,424	15%	
TOTAL CAPITAL EXPENDITURES	**1,313,489**	**8,520,913**	**7,207,424**	15%	
TRANSFER TO CAPITAL RESERVES					
General Captal Fund SURPLUS (DEFICIT)	**0**	**0**	**0**		
Total General Fund SURPLUS (DEFICIT)	**1,059,420**	**0**	**0**		

General Capital Fund Notes:

1 Over budget due to add'l grant funding received to purcahse equipment in 2026. Council approved add'l expenditures
2 Walnut crosswalk project and Naismith paving to occur in Q4
3 Engineering work for McCombs south bridge - Abutment upgrades to occur in a future year
4 One-time capital costs for parking program (Meters, equipment, etc)
5 Hot Springs Road drainage - underway
6 Bus shelter costs carried forward from 2025 - covered by BC Transit grant
7 Boat launch washrooms
8 Partial budget for Dike, total grants awarded to date is ~$11M

HARRISON HOT SPRINGS
Naturally Refreshed

Village of Harrison Hot Springs
Interim Financial Statements
To September 30, 2026

Description	YTD Actual	Annual Budget	YTD Variance	% of Full year Budget	Notes
SEWER OPERATING FUND					
REVENUES					
REVENUES	(1,022,507)	(1,163,692)	(141,185)	88%	1
SEWER DCC REVENUE	0	(37,006)	(37,006)	0%	
TRANSFER FROM RESERVES AND SURPLUS	0	(210,000)	(210,000)	0%	
TRANSFER FROM EQUITY IN TCA - SEWER	(213,000)	(213,000)	0	100%	
TOTAL REVENUES	**(1,235,507)**	**(1,623,698)**	**(388,191)**	76%	
EXPENDITURES					
SEWER ADMINISTRATION	154,789	202,515	47,726	76%	
WASTEWATER COLLECTION	74,111	237,466	163,355	31%	
WASTEWATER TREATMENT PLANT	339,923	520,819	180,896	65%	
LIFT STATIONS	120,921	131,798	10,877	92%	
TRAINING	6,309	7,122	813	89%	
SEWER AMORTIZATION	213,000	213,000	0	100%	
Total Operating Costs	**909,053**	**1,312,720**	**403,667**	69%	
TRANSFER TO CAPITAL FUND	310,978	310,978	0	100%	
Total Transfers	**310,978**	**310,978**	**0**	100%	
TOTAL EXPENDITURES	**1,220,031**	**1,623,698**	**403,667**	75%	
Sewer Operating Fund SURPLUS (DEFICIT)	**15,476**	**0**	**(15,476)**		2
SEWER CAPITAL FUND					
REVENUES					
SEWER DCC REVENUES	0	(22,500)	(22,500)		
TFR FROM RESERVE	(472,320)	(547,500)	(75,180)		
TFR IN FROM SEWER OPERATIONS	(310,978)	(310,978)	0		
TOTAL REVENUES	**(783,298)**	**(880,978)**	**(97,680)**		
SEWER EQUIPMENT	22,606	50,000	27,394	45%	3
SEWER CAPITAL PROJECTS	449,714	520,000	70,286	86%	4
TRANSFER TO RESERVES	310,978	310,978	0	100%	
TOTAL EXPENDITURES	**783,298**	**880,978**	**97,680**	89%	
Capital Fund SURPLUS (DEFICIT)	**0**	**0**	**0**		
Total Sewer Capital Fund SURPLUS (DEFICIT)	**15,476**	**0**	**(15,476)**		

Sewer Fund Notes

1 Total revenues for the year projected to be slightly under budget because public pool was closed for renovations for first half of yr
2 Operating revenue and expenses are as expected for this time of year
3 SCADA system
4 Lift Station 1, 5 and 6 replacements

Description	YTD Actual	Annual Budget	YTD Variance	% of Full year Budget	Notes
WATER OPERATING FUND					
REVENUES					
REVENUES	(771,824)	(780,349)	(8,525)	99%	
WATER DCC REVENUES		(85,000)			
TRANSFER FROM WATER RESERVE		(25,000)			
TRANSFER FROM EQUITY IN TCA - WATER	(193,000)	(193,000)	0	100%	
TOTAL REVENUES	**(964,824)**	**(1,083,349)**	**(8,525)**	89%	
EXPENDITURES					
WATER ADMINISTRATION	171,534	259,153	87,619	66%	
TRAINING	3,041	5,054	2,013	60%	
OPERATIONS					
WATER SUPPLY & DISTRIBUTION	59,332	114,793	55,461	52%	
WATER RESERVOIR	12,261	19,699	7,438	62%	
WATER TREATMENT PLANT	99,074	141,296	42,222	70%	
HYDRANTS	17,538	19,500	1,962	90%	
WATER AMORTIZATION	193,000	193,000	0	100%	
Total Operating Costs	**555,780**	**752,495**	**196,715**	74%	
TRANSFERS TO RESERVES AND ALLOWANCES	0	0	0	0%	
TRANSFER TO CAPITAL FUND	330,854	330,854	0	100%	
Total Transfers	**330,854**	**330,854**	**0**	100%	
TOTAL EXPENDITURES	**886,634**	**1,083,349**	**196,715**	82%	
Water Operating fund SURPLUS (DEFICIT)	**78,190**	**0**	**(188,190)**		1
WATER CAPITAL FUND					
REVENUES					
TFR IN FROM WATER OPERATIONS	(330,854)	(330,854)	0		
TFR IN FROM RESERVE	(6,846)	(30,000)	(23,154)		
TOTAL REVENUES	**(337,700)**	**(360,854)**	**(23,154)**		
EXPENDITURES					
WATER EQUIPMENT	6,846	30,000	23,154	23%	2
TOTAL EXPENDITURES	6,846	30,000	23,154	23%	
TRANSFERS TO RESERVES AND ALLOWANCES	330,854	330,854	0	100%	
Total Transfers	**330,854**	**330,854**	**0**	100%	
TOTAL EXPENDITURES	**337,700**	**360,854**	**23,154**	94%	
Water Capital Fund SURPLUS (DEFICIT)	**0**	**0**	**0**		
Total Water Fund SURPLUS (DEFICIT)	**78,190**	**0**	**(188,190)**		

Water Fund Notes

1 Operating revenue and expenses are as expected for this time of year
2 SCADA system

HARRISON HOT SPRINGS
Naturally Refreshed

COUNCIL REPORT

Regular Council

File No: 0340-50
Date: November 16, 2026

To: Mayor and Council
From: Scott Schultz,Chief Financial Officer
Subject: Council Remuneration and Expense Allowance Policy Update

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RECOMMENDATIONS

THAT Council approve the amended Council Remuneration and Expense Policy 1.16; and

THAT Council authorize staff to purchase five laptop computers at a total cost of up to $8,000, to be funded from accumulated surplus.

SUMMARY

To present amendments to Council Remuneration and Expense Policy 1.16 based on Council's direction regarding Village-provided electronic devices for elected officials.

BACKGROUND

On July 13, 2026, Council received a report regarding Council remuneration and related benefits. Following discussion, Council resolved:

THAT staff be directed to draft updates to policy to reflect that the Village will provide electronic devices to Council beginning at the start of next council term.

Council did not direct staff to pursue any changes to Council remuneration levels and no remuneration changes are proposed through these amendments. The remuneration numbers in the proposed policy have been updated to 2026 values from the approved annual BC Consumer Price Index adjustments since the last policy amendment in 2023.

DISCUSSION

The attached policy amendments implement Council's direction by providing for a Village-supplied laptop computer, or other Village-approved electronic device, to each member of Council at the commencement of a new term. Additionally, the suggested amendments state that the Village retains ownership of the device until the end of the term, at which time the device can be kept by the elected official if wished.

These amendments are intended to ensure elected officials have consistent access to the technology required to effectively perform their duties. It will support onboarding for the Village's new agenda and meeting management software, Diligent Community. Additionally, this will align

with the Village's efforts to safeguard data and information, comply with freedom of information requests and meet its privacy protection obligations.

Being that a laptop computer would now be provided to each elected official under the amended policy, it is recommended that the previous annual electronic allowance of $1,000 be reduced to $200 per year to assist with purchasing small computer peripherals such as printers, or to be put towards other eligible items such as tablets and smartphones.

FINANCIAL CONSIDERATIONS

The policy amendments are not expected to result in a significant financial impact. The cost of providing a laptop computer to each elected official once per term is expected to be offset by the reduction in the annual technology allowance from $1,000 to $200 per year. This change will be reflected in future annual budgets.

As the upfront cost of purchasing the laptops was not included in the 2026 Financial Plan, staff request that Council authorize the purchase of the devices at a cost of up to $8,000, to be funded from accumulated surplus.

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: Amended Council Remuneration and Expense Policy 1.16

HARRISON HOT SPRINGS
Naturally Refreshed

Village Of Harrison Hot Springs Policy

POLICY NAME:	**Council Remuneration and Expense Allowance**	
POLICY NUMBER:	**1.16**	
APPROVING AUTHORITY:	☒ Legislative (Council Approved)	☐ Administrative (CAO Approved)
DATE ADOPTED:	February 20, 2012	
LAST AMENDED:	May 1, 2023	

PURPOSE

The purpose of this policy is to establish the terms and conditions for Council remuneration and travel expenses pursuant to the Community Charter.

DEFINITIONS

"~~Councillor~~Elected Official" means ~~Mayor and Council~~ a member of Council~~unless otherwise stated in this policy~~.

POLICY

1. **Remuneration**

   a. The remuneration for the Mayor shall be ~~$41,691 (2023)~~ $45,376 (2026) per year; plus an annual cost of living adjustment be tied to the Annual BC Consumer Price Index. The cost of living adjustment shall be applied on January 1st on an annual basis commencing January 1, 202~~3~~7.

   b. The remuneration for Councillors shall be ~~$20,846 (2023)~~ $22,688 (2026) per year; plus an annual Cost of Living Adjustment be tied to the Annual BC Consumer Price Index. The cost of living adjustment shall be applied on January 1st on an annual basis commencing January 1, 202~~3~~7.

2. **Expense Allowance**

   a. Elected Officials~~Councillors~~' expenses shall not exceed the budget allocation contained in the annual budget without the approval of Council.

   b. Elected Officials~~Councillors~~ are entitled to the reimbursement of expenses, as outlined in the policy, which are incurred while they are travelling on approved Village business or attending authorized events, conferences or seminars. Approved Village business and expenses shall be limited to events described under Section 9 of this policy as well as the attendance of meetings or events where they have been assigned or invited by the Mayor to represent the Village or authorized by resolution of Council.

3. Travel and Transportation

a. The use of personal vehicles will be reimbursed at the rate of set out by the Province of BC Ministry of Finance Travel Policy.

b. Elected Officials~~Councillors~~ will be reimbursed for automobile insurance costs for the difference between the cost of "pleasure use" and the cost of "business use" if the use of their personal automobile for municipal purposes is beyond "pleasure use."

c. A~~a~~ir travel will be based on economy air fare (receipt required).

d. ~~p~~Public transportation will be reimbursed at actual cost (receipt required).

e. C~~c~~ar rental will be reimbursed at actual cost (receipt required). If the Elected Official~~Councillor~~ wishes to use a car rental in lieu of his/her personal vehicle, reimbursement will not exceed the amount as if the personal vehicle was used for the trip.

f. Parking will be based on standard public parking rates (receipts are required). Fees for enhanced parking services such as valet parking will be the responsibility of the Elected Official~~Councillor~~.

4. Accommodations

a. Council members are entitled to the cost of overnight accommodation when travelling ~~–~~on approved Village business and when they are unable to return home on the same day.

b. Where possible, rooms will be booked in advance and will be based on a basic standard room available to the general travelling public, except, in the case where three or more Council members attend, one (1) suite will be booked to accommodate a meeting room for Council if required.

c. If an Elected Official~~a Councillor~~ wishes to upgrade their accommodations they will be responsible for any costs incurred for the upgrade.

d. If an Elected Official ~~Councillor~~ books their own accommodation, a receipt will be required and the reimbursement will be based on the rate for a standard room.

e. Where an Elected Official~~a Councillor~~ provides ~~his/her~~their own accommodation by RV, friends or relatives they will be reimbursed at the rate of $25.00 per night.

5. Meals

Where Elected Officials~~Councillors~~ are outside of the community during regular meal times on approved Village business, and meals are not otherwise provided, Elected Officials~~Councillors~~ will be reimbursed for meals at the following rates:

Breakfast	$30.00
Lunch	$40.00
Dinner	$50.00

6. Entertainment Expenses

a. Where the Mayor, or a Councillor authorized by Council, is required to entertain "official visitors" to the Village, the Mayor and/or Councillor will be entitled to reimbursement of actual costs.

b. Where the mayor or a Councillor attends a function or event in an official capacity any expenses associated with their attendance will be paid by the Village.

7. Conferences and Professional Development

a. Elected Officials~~Councillors~~ are authorized to attend the Lower Mainland Local Government Association events, including CivX, and the Union of British Columbia Municipalities Annual Convention or the Federation of Canadian Municipalities Conference, subject to funds approved in the annual budget.

b. Elected Officials~~Councillors~~ are authorized to attend professional development opportunities presented by the Local Government Leadership Academy.

~~c. The Mayor or his designate is also authorized to attend the Federation of Canadian Municipalities Conference.~~

~~d.~~c. Elected Officials~~Councillors~~ may be eligible for reimbursement for other training or professional development opportunities which are related to their responsibilities as an elected representative of the Village, subject to the approval of Council.

~~e.~~d. All expenses which are eligible for reimbursement under this policy shall be subject to the funds approved in the annual budget ~~allocation~~ and not to exceed the annual budgeted allocation. ~~of $5,200 (2023).~~

8. Per Diem Allowance

a. The per diem allowance is recognized as a "nuisance cost" to the Elected Official~~Councillor~~ who is required to be away from their residence for a prolonged period of time.

b. Per diem allowances are paid without deduction and subject to the following conditions:

i. for any event scheduled longer than 6 hours outside of the Village boundaries	$50 per day
ii. for any event scheduled outside the province	$100 per day

c. Travel time is included in the calculation for entitlement.

9. Cell Phones

~~Council~~ Elected Officials will be given a monthly allowance for cell phone usage in the amount of $50.00.

10. Electronic Devices and Technology Allowance

a. The Village shall provide each ~~member of Council~~Elected Official with one laptop computer, or other Village-approved electronic device, at the commencement of each elected term to support the performance of their duties as an elected official.

b. The type, specifications and value of the device shall be determined by the Chief Administrative Officer or designate in accordance with the annual budget and the Village's purchasing policies.

c. Ownership of the device shall remain with the Village during the elected term.

d. Upon completion of the elected term, the ~~member~~ Elected Official may retain ownership of the device, provided all Village information, records, accounts and software have been removed or transferred in accordance with Village policies and procedures.

e. In addition to the Village-provided device, each ~~member of Council~~Elected Official shall be entitled to an annual technology allowance of up to $200 upon submission of receipts for eligible technology-related expenses incurred in support of their duties as an elected official. Eligible devices may include:

i. Computer monitors and other peripherals
ii. Printers and scanners
iii. Tablet
iv. Computer software
v. Smartphones and accessories
~~i.~~vi. Other technology-related equipment approved by the Chief Administrative Officer.

11. General

a. Elected Officials~~Councillors~~ will be required to submit expense claims with receipts as appropriate, and certify that their claim is submitted in accordance with this policy.

b. Alcohol is not an eligible expense.

c. The Village will reimburse such expenses as are described in this policy. Additional costs will be the responsibility of the Elected Official~~Councillor~~.

d. Council members are eligible to receive extended health and dental coverage through the municipality.

e. Council members who sit on outside agencies/government boards/councils/committees as a representative of the Village of Harrison Hot Springs may receive a stipend/honorarium from that organization.

RECORD OF AMENDMENTS	
DATE AMENDED	SUMMARY OF AMENDMENTS
November 5, 2012	
March 4, 2013	
February 18, 2020	
October 5, 2020	
May 1, 2023	

HARRISON HOT SPRINGS
Naturally Refreshed

COUNCIL REPORT

Regular Council

File No: 6130-20-06
Date: November 16, 2026

To: Mayor and Council
From: Jace Hodgson, Director of Operations
Subject: Firehall Park Tree Risk Mitigation

RECOMMENDATION

THAT Council authorize an expenditure of up to $25,000 for the removal and mitigation of hazardous trees, stems and branches in Firehall Park, to be funded from surplus.

SUMMARY

To provide Council with an update on the tree risk assessment completed at Firehall Park and to seek authorization to undertake the recommended risk mitigation measures.

BACKGROUND

At the June 15, 2026 regular meeting, Council passed the following resolution:

> *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.*

Following this direction, staff engaged consultants to conduct a danger tree assessment and an ecological/environmental assessment. Given the potential public safety risks associated with tree failure, the danger tree assessment was prioritized and completed using existing available budget. The ecological/environmental assessment is proposed to be included in the 2027 budget request.

DISCUSSION

Firehall Park was assessed by a certified arborist using the International Society of Arboriculture (ISA) Tree Risk Assessment Qualification (TRAQ) methodology. The assessment identified four trees that are recommended for removal and six trees that are recommended for retention with risk mitigation recommendations, including the removal of hazardous stems and branches.

Attached to this report is a copy of the arborist report. These trees all received a probable likelihood of failure rating along with a significant to severe consequence of failure rating. Due to the risk identified, staff recommend proceeding with the arborist's recommendations and

completing the necessary tree removal and mitigation work as soon as possible. In the meantime, Firehall Park has been closed to the public due to the risk and weather conditions.

An additional arborist assessment was completed at the Village Office to evaluate four trees that had been identified as potential hazards. The assessment determined that all four trees have an unacceptable level of risk and recommended for removal. Following the Village's Purchasing and Procurement Policy No. 1.08, multiple quotes were obtained for the work and a budget of $25,000 has been identified to complete the necessary removals.

Hazardous trees have been assessed and removed where necessary to reduce risks to public safety and prevent potential property damage. Staff have been reviewing locations throughout the Village for replacement tree plantings to offset recent removals and further enhance the urban tree canopy. A tree planting plan identifying suitable locations is currently being developed and is proposed for consideration as part of the 2027 budget process.

FINANCIAL CONSIDERATIONS

Being that these costs were not included in the 2026 financial plan, staff is requesting that Council authorize an expenditure of up to $25,000 to be funded from surplus to complete the recommended tree removals and associated mitigation work.

POLICY CONSIDERATIONS

2025-2026 Strategic Plan Priorities

Public Safety – To ensure and enhance public safety.

Respectfully submitted:

Jace Hodgson
Director of Operations

Reviewed by:

Tyson Koch
Chief Administrative Officer

Financial Considerations Reviewed by:

Scott Schultz
Chief Financial Officer, Deputy CAO

Attachment: Firehall Park Arborist Report dated September 29, 2026

urban environment.



ARBORIST REPORT

SITE ADDRESS: NWP66847
Firehall Park

PREPARED FOR: The Village of Harrison Hot Springs
495 Hot Springs Road
Harrison Hot Springs, BC
V0M 1K0

PROJECT ARBORIST: Kyle MacGregor

ISA PN 9111A, TRAQ

Wildlife Tree Risk Assessor P2769



Draft 1 20260929

ASSIGNMENT

Urban Environment Ltd. was retained by The Village of Harrison Hot Springs to assess trees within the area designated “firehall Park” (fig.1), the assessment considered the risk trees may have to targets within striking distance. Such targets include; public trail users, adjacent homes, a school yard to the north, roadways and high voltage distribution lines. The park is boarded on two sides by the local fire hall at 555 Hot Springs Road.

This report provides a certified arborist’s opinion on the current health of the trees and their risk to targets using standardized methods. Tree part or whole tree failure is viewed within the context of presumable moving target locations as well static targets like built infrastructure and utility ROW.

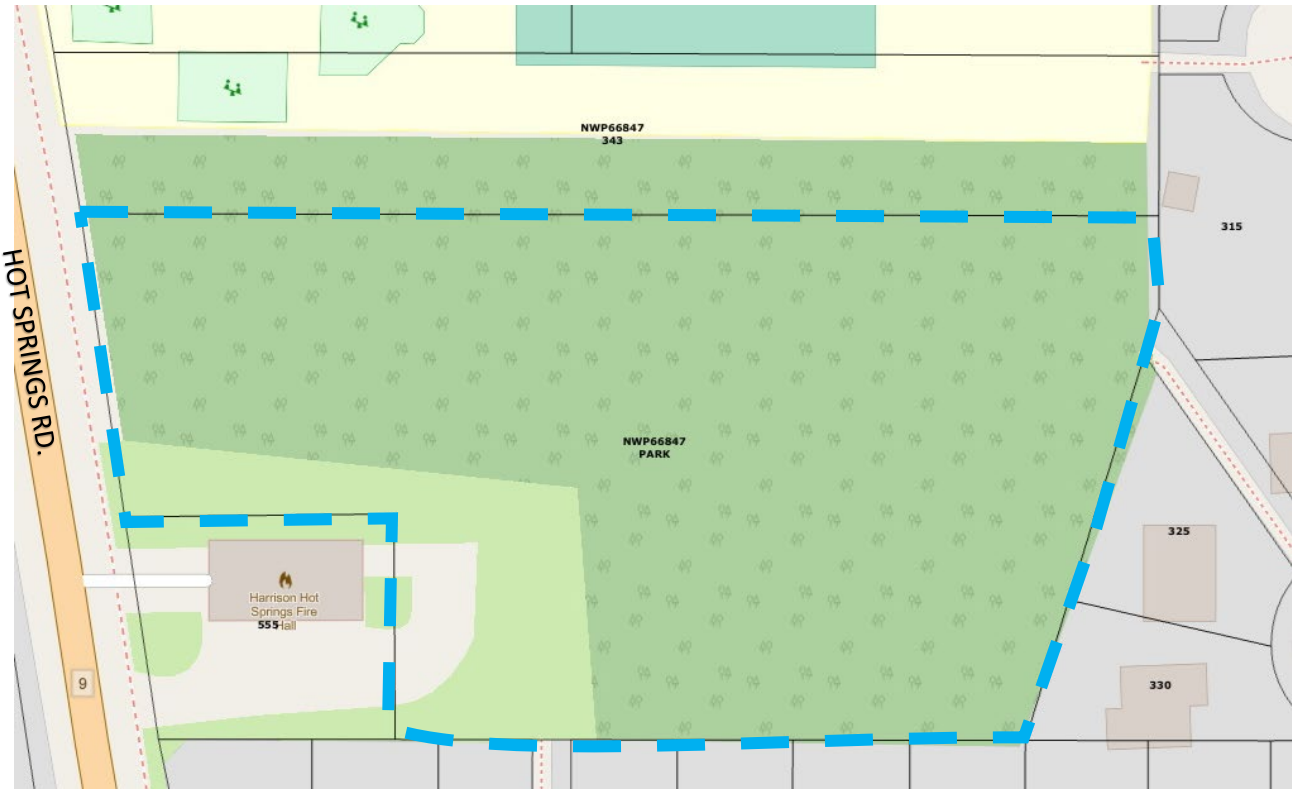


Fig. 1 – firehall park, assessment boundary outlined in blue dash.

LIMITS OF THE ASSIGNMENT

Kyle MacGregor’s observations were limited to a site visit on September 21st, 2026. The weather was overcast with little wind at the time of assessment. Trees should always be reassessed after significant weather events. Tree locations are approximate and not formally located by a land surveyor.

All trees within the assessment area were inspected at a limited visual level (TRAQ level 2), however only those with significant defects and recommended corrective action were tagged and included in this report.

Recommendations are provided to mitigate risk from those trees. Completing the recommendations will leave a low residual risk rating to those trees.

For full limitations, see the last page of this report.

METHODOLOGY

The trees were inspected using visual assessment techniques from the ground only and those with prescriptions given are identified onsite using numbered 1¼" diameter tags which face East.

The rating system follows the TRAQ method (Level 2 Assessment). The method considers the likelihood of failure, impact to targets and consequence of a failure based on; tree species, load, defects, lean, environment, presence of fungal fruiting bodies, past failures, historical weather patterns and other factors to provide a risk categorization.

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Fig. 2 – Risk categorization matrix

When drafting the attached map, tree locations were hand plotted on top of a FVRL GIS map; the tree drip rings are scaled to onsite measurements.

OBSERVATIONS

Firehall park exists as a community park, flanked by an elementary school, main roadway, residential subdivision and Fire Hall. It spans 2.75 acres and is densely treed with semi mature and mature trees reaching heights >40m with a variety of understory vegetation. A strip of trees to the north, within the school yard site, has been thinned. This strip was not assessed as part of this assignment and exists as separate titled lot.

The Firehall Park site is established with species native to the area; western hemlock, red cedar, alder, birch and Big Leaf Maple. There are several groves of the invasive Tree of Heaven – generally occurring where canopy coverage is more open. Himalayan blackberry is established in zones bordering residential lots, to the south and east. Many instances of windthrow failure were observed as fallen trees across the site. Mainly hemlock species which have developed on top of gradually eroding veteran nurse stumps. There is an abundance of fuel built up in and around the perimeter of the park, failed limbs, trees and other coarse woody

debris, litter the site. It appears there are formal and informal trails and spaces throughout the park. There does not appear to be restrictive fencing to prevent pedestrian cross traffic.

Grading has been altered along the western edge, near the firehall lot line. Fills have been graded around a large cedar and maple tree, burying their root systems and creating an environment for fungal pathogens to thrive. Tree defects observed were mainly decay of stems, particularly deciduous species as well as decay cavities at the lower trunk of red cedar. A large red cedar had recently failed at the lower stem, remaining onsite wood shows vast decay pockets of this stem. Similar in form as that around a large leaning red cedar stem which was tagged as part of this report. Many hemlocks have dead lower branching, with no observed dead hanging branches which require corrective action. The park should be scanned after significant wind events, for precarious hanging branches.

Two of the largest conifers, a Hemlock and Red Cedar – stand at the edge of road to the West. Both trees were very aggressively topped decades ago and have subsequent codominant stems with steep “v” shaped attachments. Both trees have substantial parts that if they were to fail, are striking distance to roadways and high voltage electrical lines. There was observed resinosis near this union on the hemlock. Other defects are less substantial in size but more probable to fail. Such trees are at risk of failure if shaken or climbed on by park users which likely includes young children.

RECCOMMENDATIONS

I recommend completing the 4 prescribed removals and 6 modifications, within the next 6 months. The area should be reviewed after significant wind events or every 2 years.

PHOTOS

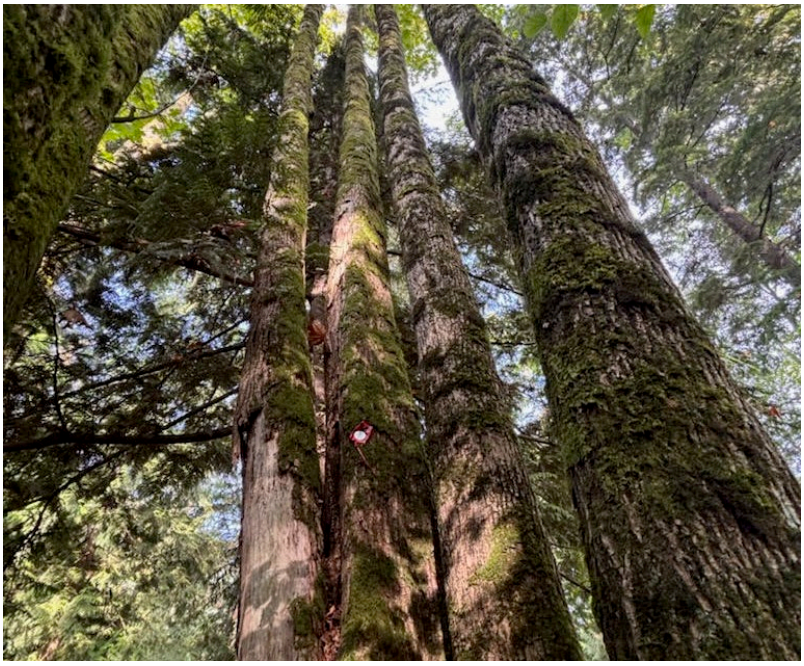


Fig. 3 – Decayed stems on maple, tree #2404



Fig.4 – Decayed hemlock, tree #2406



Fig.5 – Stem to be removed on Tree #2410



Fig.6 – Tree #2407, big leaf maple in terminal decline

TREE MANAGEMENT PLAN

LOCATIONS ARE APPROXIMATE - BASE IMAGE SOURCE: FVRL WEBMAPS. TREE DRIPLINES SCALED @ CROWN RADIUS IN M



LEGEND	
Symbol	**ITEM**
	TREE RECOMMENDED FOR REMOVAL
	TREE RECOMMENDED FOR RETENTION WITH MODIFICATION (SEE REPORT FOR EXACT PRESCRIPTION)

TAG	SPECIES	DBH	COMMENTS	LIKELIHOOD OF FAILURE	LIKELIHOOD OF IMPACT	CONSEQUENCES OF FAILURE	OVERALL RATING	RECCOMENDATION
2472	Cascara *Frangula purshiana*	38	Rotten scaffold branch near park signage	Probable (branch failure)	Medium	Significant	Moderate	**RETAIN + REMOVE ROTTEN BRANCH**
2404	Big Leaf Maple *Acer macrophyllum*	60+ 45+ 65+ 35	Multiple stems Stems >30m tall, leaning toward school yard lower sloughing bark and various other indicators of decay.	Probable (stem failure)	Medium	Significant	Moderate	**RETAIN + REMOVE TAGGED STEM AND ADJACENT ROTTEN STEM**
2405	Western Hemlock *Tsuga heterophylla*	60	Thinning crown, >25% of structural roots with deep decay	Probable (root plate failure)	Medium	Significant	Moderate	**REMOVE**

2406	Western Hemlock *Tsuga heterophylla*	30	Remnant lower trunk skeleton almost entirely decayed.	Probable (root plate failure)	Medium	Significant	Moderate	**REMOVE**
2407	Big Leaf Maple *Acer macrophyllum*	150	Previous stem removed, in terminal decline, small patches of sloughing bark at lower trunk. Located at edge of firehall back parking. Probable root rot, grading changes in area.	Probable (large structural limb or entire stem failure)	High	Severe	High	**REMOVE**
2408	Western Hemlock *Tsuga heterophylla*	41 + 34	Rotten stem on nurse stump. Decay pocket up stem.	Probable (lower stem failure)	Medium	Significant	Moderate	**RETAIN + REMOVE TAGGED STEMN**

2409	Red Alder *Alnus rubra*	25	Dead standing snag, last stages of decay before failure	Imminent (stem failure)	Low	Significant	Moderate	**REMOVE**
2410	Western Red Cedar *Thuja plicata*	130 + 115	Codominant stems, similar defect on adjacent recent failure, stem has significant lower trunk decay and leans heavily.	Probable (stem failure)	Medium	Significant	Moderate	**RETAIN** **+** **REMOVE TAGGED STEM**
98	Western Red Cedar *Thuja plicata*	120 +	Twin stem, One of two trees which were aggressively topped decades ago. In striking distance to main hydro electric power lines.	Possible (codominant stem union failure)	High	Severe	Moderate	**RETAIN** **+** **Reduce both stems by 40% of total height**

99	Western Hemlock *Tsuga heterophylla*	120 +	Twin stem, One of two trees which were aggressively topped decades ago. In striking distance to main hydroelectric power lines. Resinosis pitch at stem union.	Possible (codominant stem union failure)	High	Severe	Moderate	**RETAIN + Reduce both stems by 40% of total height**

LIMITATIONS

This report is valid for 2 years or when otherwise updated. This version supersedes -all those previously dated.

Sketches, diagrams and photographs contained in this report being intended as visual aids, should not be construed as engineering reports or legal surveys. No tissue or soil samples were sent to a lab for analysis. Urban Environment Ltd. accepts no liability or responsibility whatsoever for any losses, expenses, damages, fines, penalties or other harm that may be suffered or incurred by any person because of the use of or reliance on this report.

It is the responsibility of the civil construction team and other project stakeholders to evaluate trench sequencing to determine when and if an arborist should evaluate trees in the vicinity of exaction and to communicate this need with advance notice to the project arborist who will attend to review site works.

The information included in this report only reflects the condition of the trees that were examined, as of the time and date of inspection. This report is valid for the day of inspection only as this is natural entity and weather conditions, and the surrounding site can change.

This report and the opinions expressed herein are not intended nor should they be construed as any type of warranty or guarantee regarding the condition of the subject trees in the future. The tendency of trees or parts of trees to fall due to environmental conditions and internal problems are difficult to predict. Most trees have the potential for failure, and this risk can only be eliminated if the risk is removed.

APPENDIX: LIMITATIONS

The project arborist has endeavored to use his skill, education, and judgment to assess the potential for failure, with reasonable methods and detail. It is the owner's responsibility to maintain the trees and inspect the trees to reasonable standards and to carry out recommendations for mitigation suggested in this report.

The findings, conclusions and recommendations made in this report reflect our service's professional judgment based on current scientific procedures and facts. This report has been prepared according to accepted arboriculture standards and practices for British Columbia. Loss or alteration of any part of this report invalidates the entire report. Nothing in this report is intended to constitute or provide a legal opinion.

It is the sole responsibility of the landowner, client or client representative to file for any necessary permits and to pay any associated fees to ensure their own due diligence in following permitting procedures as required by all governing bodies including municipal, provincial and federal governing bodies and their bylaws and laws. Urban Environment Ltd. shall not be required to give testimony or to attend court because of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in the fee schedule and contract of engagement.

In preparing this report, Urban Environment Ltd. relied in good faith on information provided by certain people, Governmental Bodies, government registries and agents and representatives of each of the foregoing, and assumes that such information is true, correct and accurate in all material respects.

Urban Environment Ltd. accepts no responsibility for any deficiency, misstatement or inaccuracy contained in this report because of omissions, misinterpretations or fraudulent acts of or information provided by such people, bodies, registries, agents and representatives.