

**DRAFT**



**MEMORANDUM OF UNDERSTANDING**  
**AQUATIC ADVISORY COMMITTEE**  
**BETWEEN**  
**THE DISTRICT OF KENT**  
**and**  
**THE VILLAGE OF HARRISON HOT SPRINGS**



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**PURPOSE**

This Memorandum of Understanding (MOU) establishes an Aquatic Advisory Committee (the Committee) to provide advisory input regarding swimming pool programs and services delivered at the Lets'emot Regional Recreation & Aquatic Centre (LRRAC).

This MOU recognizes the Village's ongoing financial contribution toward the operation of the aquatic facility and creates effective representation for feedback, collaboration, transparency, and service planning, that aligns with the values of having an effective and efficient operation for our pool.

This MOU further recognized that the parties have a shared interest in cooperative working relationships to promote the health and fitness of our communities. This MOU confirms our commitment that the parties will work together to promote the wellbeing of our communities for years to come.

**SCOPE**

This MOU applies to aquatic (swimming pool) programs and services at LRRAC, including but not limited to:

- Public swim programs
- Aquatic Lessons
- Lifeguarding and safety services
- Aquatic fitness and specialty programs
- Hours of operation
- Customer experience
- Program fees and access recommendations

## **NATURE OF THE COMMITTEE**

The Committee provides suggestions and recommendations. Nothing in this MOU confers decision-making authority, financial authority, or fiduciary responsibility on the Committee or its members. All minutes are recorded and requires the resolution of the District of Kent.

## **COMMITTEE MANDATE**

The Committee may:

- a) Provide input on aquatic programming, schedules, service levels, and community need
- b) Review participation data, financial summaries, and service trends related to aquatic services
- c) Provide input on proposed fee structures and program changes
- d) Offer feedback into the District's annual aquatic service planning and budgeting process; and,
- e) Identify opportunities to enhance access, inclusion, and community engagement related to aquatic services

## **COMMITTEE COMPOSITION**

Voting Members (7 total):

- District of Kent: Three (3) appointees
  - 1 Council Representative, 1 Staff Lead, 1 Citizen-at-Large
- Village of Harrison Hot Springs: Three (3) appointees
  - 1 Council Representative, 1 Staff Lead, 1 Citizen-at-Large
- Chair
  - District Director of Recreation, Culture, & Projects (or designate)

## **TERMS**

- Members will serve two-year terms
- Members may be reappointed

- Members must declare any real or perceived conflicts of interest and refrain from participating in related discussions

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## **MEETINGS AND ADMINISTRATION**

- a) The Committee will meet quarterly
- b) Quorum is a simple majority of voting members.
- c) Agendas and minutes shall be prepared and distributed by District of Kent staff
- d) Minutes will be provided for the subsequent meeting and shared with both Councils.

## **FEES AND ACCESS**

The Committee may provide advisory input on aquatic fees, schedules, and access programs. Final authority for any fee changes or service adjustments remains with the District of Kent.

## **INFORMATION SHARING AND CONFIDENTIALITY**

The District will share relevant information reasonably required to support the Committee's advisory role.

All members must comply with applicable privacy legislation, including the Freedom of Information and Protection of Privacy Act (FOIPPA).

Confidential information shared for advisory purposes must not be disclosed publicly.

## **DISPUTE RESOLUTION**

In the event of a disagreement relating to a public concern or MOU:

- a) The matter will first be addressed through discussions between staff representatives of both Parties;
- b) If unresolved, the matter will be escalated to the Chief Administrative Officers of both Parties;
- c) If still unresolved, the Parties may jointly agree to engage the Aquatic Advisory Committee for a solution or defer the matter to both Councils for a resolution.

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## **TERM, RENEWAL, AND TERMINATION**

- a) Term This MOU will be in effect for a five (5) year term beginning on the Effective Date.
- b) Amendments This MOU may be amended at any time by written agreement of both Parties.
- c) Early Termination Either Party may terminate this MOU with 180 days' written notice, subject to fulfillment of financial obligations incurred to the termination date.

## **NO PARTNERSHIP OR AGENCY**

Nothing in this MOU creates a partnership, joint venture, or agency relationship between the Parties.

## **NOTICES**

All notices shall be in writing and delivered to the addresses designated by each Party.

## **ENTIRE AGREEMENT**

This MOU constitutes the entire agreement between the Parties with respect to the Recreation Advisory Committee for aquatic services.

SIGNED on behalf of the District of Kent on    day of    ,2026 by:

\_\_\_\_\_  
Mayor Sylvia Pranger

\_\_\_\_\_  
(Witnessed by)  
Print Name:

SIGNED on behalf of the Village of Harrison Hot Springs on    day of    ,2026 by:

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

\_\_\_\_\_  
(Witnessed by)  
Print Name: