



## REGULAR MEETING OF COUNCIL AGENDA

**Monday, January 24, 2022 at 6:30 p.m.**

**Council Chambers**

**325 Wallace Street, Hope, British Columbia**

**IMPORTANT: ALL ATTENDEES ARE REQUIRED TO WEAR MASKS**

For those in attendance at District of Hope open Council Meetings and Public Hearings, please be advised that the Hope Ratepayers Association is recording these meetings and hearings. The District, in no way, has custody or control of the recordings.

Therefore, all persons who do not want their presentation or themselves recorded, please approach the Clerk to declare same and the District will relay this to the Association so that you can freely speak.

### 1. CALL TO ORDER

### 2. RESOLUTION TO PROCEED TO CLOSED MEETING

Recommended Resolution:

THAT the meeting be closed to the public to consider matters pursuant to the *Community Charter* Section 90(1)(k) [negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that , in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public] re: RCMP services, Section 90(1)(c) [labour relations or other employee relations] re: organizational staff compliment, and for the purpose of receiving and adopting closed meeting minutes.

### 3. RETURN TO OPEN MEETING AGENDA

**Mayor to reconvene the Regular Council Meeting at 7:00 p.m.**

### 4. APPROVAL OF AGENDA

Recommended Resolution:

THAT the January 24, 2022 Regular Council Meeting Agenda be adopted, as presented.

## 5. ADOPTION OF MINUTES

### (a) Regular Council Meeting (1)

Recommended Resolution:

THAT the Minutes of the Regular Council Meeting held January 10, 2022 be adopted, as presented.

## 6. DELEGATIONS

(a) Brian LaCas, LCI Engineering Group will be in attendance to update Council on community flood works. (7)

(b) Kelly Pearce with Hope Mountain Centre will be in attendance to update Council on the trail work that was completed from 2019 to 2021 and to request continuation of funding for a summer trail crew for another three years. (21)

## 7. STAFF REPORTS

### (a) Report dated January 17, 2022 from the Chief Administrative Officer (59) Re: Trans Mountain Pipeline Amenity Contribution

Recommended Resolution:

THAT Council receives the report dated January 17, 2022 from the Chief Administrative Officer, regarding the \$500,000 to be received from the Trans Mountain Expansion Project.

### (b) Report dated January 6, 2022 from the Interim Director of Finance (71) Re: 2022 Property Assessment Report

Recommended Resolution:

THAT the report dated January 6, 2022 from the Interim Director of finance regarding the 2022 property assessments, be received.

### (c) Report dated January 17, 2022 from the Director of Operations (76) Re: Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure Water Utility Amalgamation Project

Recommended Resolution:

THAT Council support the District of Hope application to the Canada-British Columbia, Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Sub-Stream for the Water Utility Amalgamation Project;

AND THAT Council commit the District of Hope to contribute its share of the eligible and ineligible costs and overages of the project, estimated at \$1,477,517 to be funded from borrowing.

## 8. COMMITTEE REPORTS

There are no Committee reports.

## 9. MAYOR AND COUNCIL REPORTS

## 10. PERMITS AND BYLAWS

**(a) Report dated January 19, 2022 from the Director of Community Development (120)  
Re: Flood & Erosion Hazard Development Permit – 7<sup>th</sup> Avenue**

Recommended Resolution:

THAT a District of Hope Flood & Erosion Hazard Development Permit be approved for the property legally described as Lot 1 District Lot 1 Yale Division Yale (Formerly Hope) District Plan 19723; PID 007-981-732 for the construction of five new single family dwellings and permitted accessory structures subject to the District of Hope receiving a satisfactory certified report from a qualified professional confirming that the placement of each of the structures is safe for the use intended; and

FURTHER THAT the Director of Community Development be authorized to endorse the Flood & Erosion Hazard Development Permit and required covenant document; and

FURTHER THAT for purposes of the Development Permit validity period, the conditions of the Development Permit shall expire on January 24, 2024; and

FURTHER THAT for the purposes of Section 504 of the *Local Government Act*, “*substantially start any construction*” shall mean the successful registration of the five-lot subdivision of the property.

**(b) Report dated January 19, 2022 from the Director of Community Development (130)  
Re: Geotechnical Hazard Development Permit – 64121 Flood Hope Road**

Recommended Resolution:

THAT a District of Hope Geotechnical Hazard Development Permit be approved for the property legally described as Lot 1 District Lot 11 Yale Division Yale District Plan 3057; PID 001-923-421; 64121 Flood Hope Road; for the placement of temporary modular buildings for an office operation, vehicle parking and guard house facilities and the construction of an internal road leading to the neighbouring property at 20060 Hockin Road subject to the District of Hope receiving a satisfactory certified report from a qualified professional confirming the temporary buildings and construction of the internal road is safe for the use intended; and

FURTHER THAT the Director of Community Development be authorized to endorse the Geotechnical Hazard Development Permit and required covenant document; and

FURTHER THAT for purposes of the Geotechnical Hazard Development Permit validity period, the conditions of the Development Permit shall expire on January 24, 2024; and

FURTHER THAT for the purposes of Section 504 of the *Local Government Act*, “*substantially start any construction*” shall mean the approved placement of modular buildings by a qualified professional; and

FURTHER THAT a building permit be exempt for the temporary modular buildings and guard house facilities and the forementioned be in place on the site only for the term of the issued Temporary Use Permit.

**11. FOR INFORMATION CORRESPONDENCE**

**(a) For Information Correspondence**

**(136)**

Recommended Resolution:

THAT the For Information Correspondence List dated January 24, 2022 be received.

**12. OTHER PERTINENT BUSINESS**

**13. QUESTION PERIOD**

Call for questions from the public for items relevant to the agenda.

**14. NOTICE OF NEXT REGULAR MEETING**

Monday, February 14, 2022 at 7:00 p.m.

**15. ADJOURN REGULAR COUNCIL MEETING**

## MINUTES OF THE REGULAR COUNCIL MEETING

Monday, January 22, 2022  
Council Chambers, District of Hope Municipal Office  
325 Wallace Street, Hope, British Columbia

**Council Members Present:** Mayor Peter Robb  
Councillor Dusty Smith  
Councillor Victor Smith  
Councillor Heather Stewin  
Councillor Craig Traun

**Council Members Absent:** Councillor Scott Medlock

**Staff Present:** John Fortoloczky, Chief Administrative Officer (CAO)  
Donna Bellingham, Director of Corporate Services  
Cindy Skoro, Planner 2

**Others in attendance:** 2 members of the public

### 1. CALL TO ORDER

Mayor Robb called the meeting to order at 7:00 p.m. and opened by acknowledging that the meeting is being held on the traditional and unceded territory of the Stó:lō people.

### 2. APPROVAL OF AGENDA

**Moved / Seconded**

THAT the January 10, 2022 Regular Council Meeting Agenda be adopted as presented. **CARRIED.**

### 3. ADOPTION OF MINUTES

#### (a) Regular Council Meeting

**Moved / Seconded**

THAT the Minutes of the Regular Council Meeting held December 13, 2021 be adopted as presented. **CARRIED.**

#### (b) Record of Public Hearing

**Moved / Seconded**

THAT the District of Hope Record of Public Hearing held December 13, 2021 be received. **CARRIED.**

### 4. DELEGATIONS

There were no Delegations.

## 5. STAFF REPORTS

(a) **Report dated December 20, 2021 from the Director of Corporate Services  
Re: Hope & District Arts Council Grant Application**

**Moved / Seconded**

THAT Council ratify the telephone poll of December 20, 2021:

THAT Council of the District of Hope issue a letter of support to the Hope & District Arts Council for their application to the New Horizons for Seniors Program in the amount of \$25,000 for renovations to the Art Gallery bathroom and kitchen, along with the purchase of 24 new folding chairs. **CARRIED.**

(b) **Report dated January 5, 2022 from the Director of Corporate Services  
Re: Resignation of Councillor Bob Erickson**

**Moved / Seconded**

THAT the resignation of Councillor Bob Erickson, dated January 5, 2022, be received;

AND FURTHER THAT Council of the District of Hope resolve that a by-election is not required, as Council meets the requirements of section 54(3) of the *Local Government Act*:

- a) the vacancy occurs after January 1 in the year of a general local election that will fill the office;
- b) the vacancy is not in an office elected on the basis of a neighbourhood constituency;
- c) the number of remaining council members is at least one greater than the quorum for the Council. **CARRIED.**

The Mayor acknowledged the contributions of Councillor Erickson during his time on Council, with this his second term of office, noting that he had moved to another province and could not fulfill his commitment. The Mayor spoke of Councillor Erickson's generosity to the community and thoughtfully commented that "Dr. Bob", will be missed; not just on Council, but by the entire community. The Mayor extended best wishes to Councillor Erickson and his family.

## 6. COMMITTEE REPORTS

There were no Committee Reports.

## 7. MAYOR AND COUNCIL REPORTS

**Mayor Robb reported:**

- He thanked the students of Lynnmour Elementary School in North Vancouver for their cards and letters of well wishes for our community in light of the recent flood event.
- The Mayor read the following message regarding the recent snowfall:

"Our community has experienced significant snowfall this past month; amounts not seen in nearly 25 years. District of Hope staff have been working day in and day out with the assistance of several contractors, plowing and hauling snow from the commercial sector in an effort to maintain business continuity.

All available equipment and resources continue to plow streets in a priority sequence, per policy.

We have brought on additional resources to assist with moving through the priority system as quickly and efficiently as possible. We recognize that the past eight weeks have been challenging for our community, whether it be flooding or snowfall, residents have experienced enduring hardship and we could all benefit from a much-needed break.

Once again, another weather event brought out the best in our community. Neighbours helping neighbours and strangers to remove snow and check on their wellness.

With warmer temperatures and rain forecasted for the upcoming week, removal of windrows, clearing of sidewalks and plowing of snow will continue. Significant pooling of water is expected throughout the community as melt water finds its way to drainage infrastructure. Staff will be monitoring the melt and clearing catch basins to prevent flooding. In addition, staff have had two watermain breaks with a third still outstanding.

Council will have a debriefing in February, with staff, to identify improvements to service and costs related to plan for the budget process.”

**Councillor Traun reported:**

- The Chamber of Commerce is currently working on a list of events for the upcoming season. They would like to thank Shannon Jones of AdvantageHOPE for helping with the acquisition of a \$20,000 grant to help out the business community.
- He hoped everyone had a good holiday and wished everyone a Happy New Year.

**Councillor Stewin reported:**

- At the last Council meeting she mentioned there may be a shortfall for the Canyon Golden Agers Christmas Dinner. She wished to recognize the Hope Ratepayers Association for stepping in with a donation of \$500 to help offset those costs, and thanked the Ratepayers for their generosity.
- Councillor Stewin wished everyone a Happy New Year.

**Councillor V. Smith reported:**

- The Fraser Valley Regional Library is working hard to keep all library branches open despite weather changes and COVID. There may be times that they may be short-staffed or have to close for a day, or close early so please be patient.
- Hope Communities in Bloom is busy planning a number of events for 2022. They are making plans for another Earth Day event, along with the Chamber of Commerce, for Saturday, April 23<sup>rd</sup> in Memorial Park. All events planned will depend on COVID protocols and repairs to areas damaged by the storms over the last few months.
- He gave a shout-out to Hope, Cascades & Canyon for a second award within a month and congratulated Shannon Jones, Sarah Brown and Brian McKinney for LUXlife Magazine’s award for Best in Tourism & Economic Development Specialists in the Fraser Valley.

**Councillor D. Smith reported:**

- He wished everyone a Happy New Year and did not have anything to report at this time.

**8. PERMITS AND BYLAWS**

**(a) District of Hope Zoning Amendment Bylaw No. 1514, 2021  
Re: 21195 Mountview Crescent**

**Moved / Seconded**

THAT *District of Hope Zoning Amendment Bylaw No. 1514, 2021* to rezone the property at 21195 Mountview Crescent from Single Family Residential (RS-1) to Single Family Residential with a Secondary Dwelling (RS-1S) be adopted this 10<sup>th</sup> day of January, 2022.  
**CARRIED.**

**(b) Report of the Director of Community Development dated January 5, 2022  
Re: Zoning Amendment Bylaw No. 1519, 2022 & Development Variance Permit for  
425 7<sup>th</sup> Avenue**

In the absence of the Director of Community Development, the Planner, Mrs. Cindy Skoro, explained that the applicant would like to build a new single family dwelling and a separate workshop with living quarters which is classified as a second dwelling under the zoning bylaw.

Concurrently, and contingent upon successful rezoning, the applicant is also seeking two variances for the secondary dwelling; one to vary the height, and the other to vary the maximum enclosed floor area.

Resolution #1:

**Moved / Seconded**

THAT *District of Hope Zoning Amendment Bylaw No. 1519, 2022* be given first and second readings in order to rezone Lot A District Lots 1 and 14 Yale Division Yale (Formerly Hope) District Plan EPP101995; PID 031-145-850, 425 - 7<sup>th</sup> Avenue from Single Family Residential (RS-1) to Single Family Residential with a Secondary Dwelling (RS-1S); and  
FURTHER THAT the public be notified in accordance with the *District of Hope Application Procedures and Public Hearing/Information Meeting Procedural Bylaw No. 13/93, the Local Government Act* and the *Community Charter*.  
**CARRIED.**

Resolution #2:

**Moved / Seconded**

THAT Council approve the preparation of a Development Variance Permit in order to:

- vary the height of the secondary dwelling from 5 metres (~16.5 feet) to 5.25 metres (~17.4 feet); and
- vary the maximum enclosed floor area of 70 square metres (~753 square feet) to 129.32 square metres (~1,392 square feet)

in order to construct a secondary dwelling on the property legally described as Lot A District Lots 1 and 14 Yale Division Yale (Formerly Hope) District Plan EPP101995; PID 031-145-850; 425 – 7<sup>th</sup> Avenue; and,



FURTHER THAT in accordance with the District of Hope Development Procedures Bylaw, the *Local Government Act* and the *Community Charter* authorize staff to issue a notice of intent to consider the approval of the Development Variance Permit to the neighbouring property owners subject to the successful rezoning of the property to RS-1S. **CARRIED.**

**(c) Report dated January 4, 2022 from the Director of Community Development  
Re: Development Variance Permit – 477 Hemlock Avenue**

**Moved / Seconded**

THAT Council approve the issuance of a Development Variance Permit in order to relax the accessory building or structure interior side lot line setback requirement of 1.0 metres (3.5 feet) to 0.15 metres (6 inches) on the property legally described as Lot 20 Section 16 TWP 5 RGE 26 W6M YDYG Plan KAP3436, PID 010-854-789; 477 Hemlock Avenue in order to build a 22.02 square metre (237 square foot) garage; and

FURTHER THAT the Director of Community Development be authorized to endorse the Development Variance Permit. **CARRIED.**

**9. FOR INFORMATION CORRESPONDENCE**

**(a) For Information Correspondence**

**Moved / Seconded**

THAT the For Information Correspondence List dated January 10, 2022 be received.

**CARRIED.**

**(b) Accounts Payable Cheque Listing**

Council inquired about Cheque No. 26403 in the amount of \$88,488.95 with the description "Hope Rec. Centre contract service".

The CAO advised that this payment is part of the larger asset management maintenance project for the Recreation Centre currently being undertaken which includes: brick veneer mortar repairs, storefront window repairs, roof repairs, Library skylight replacement, and structural steel column treatment which is related to corrosion inside the pool area.

**Moved / Seconded**

THAT the Accounts Payable Cheque Listing for the month of December, 2021 be received.

**CARRIED.**

**10. OTHER PERTINENT BUSINESS**

There was no Other Pertinent Business.

**11. QUESTION PERIOD**

There were no questions raised.

**12. NOTICE OF NEXT REGULAR MEETING**

Monday, January 24, 2022 at 7:00 p.m.

**13. ADJOURN REGULAR COUNCIL MEETING**

**Moved / Seconded**

THAT the Regular Council Meeting adjourn at 7:16 p.m.

**CARRIED.**

*Certified a true and correct copy of the Minutes of the Regular Meeting of Council held January 10, 2022 in Council Chambers, District of Hope, British Columbia.*

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**Mayor**


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**Director of Corporate Services**

DRAFT

**HOPE**  
BRITISH COLUMBIA

November 2021 Flood



\* On November 14, and 15, 2021 (“November 2021 Flood”), an atmospheric river occurred in British Columbia. Atmospheric rivers are long, narrow bands of water vapour in the atmosphere that extend from the tropics to higher latitudes, acting like a pipe in the sky transporting extreme volumes of water.

**LCI** LCI Engineering Group

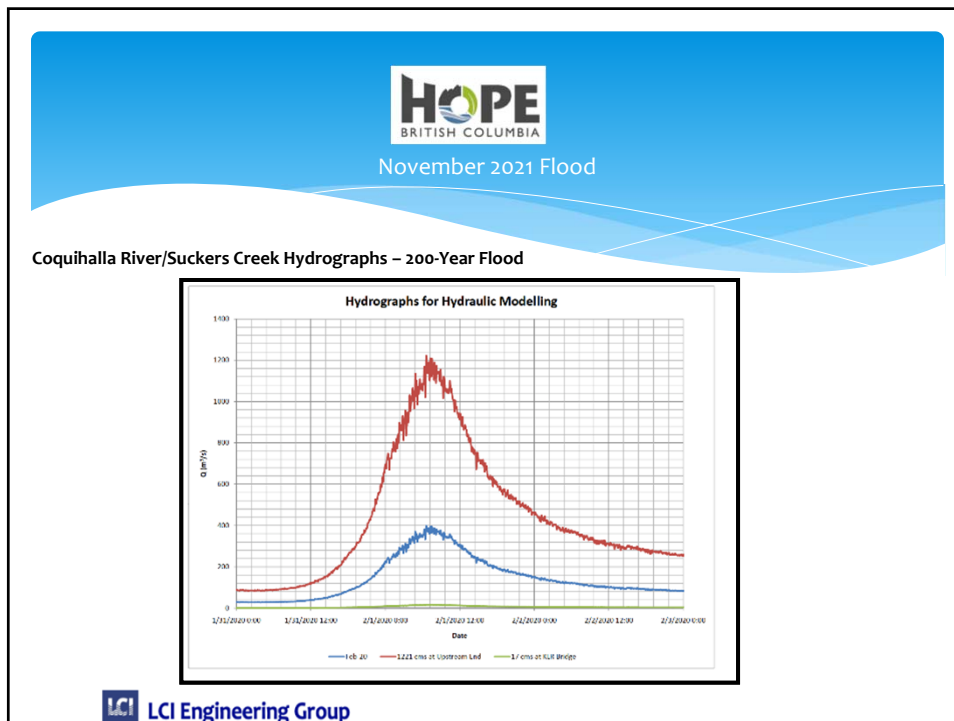
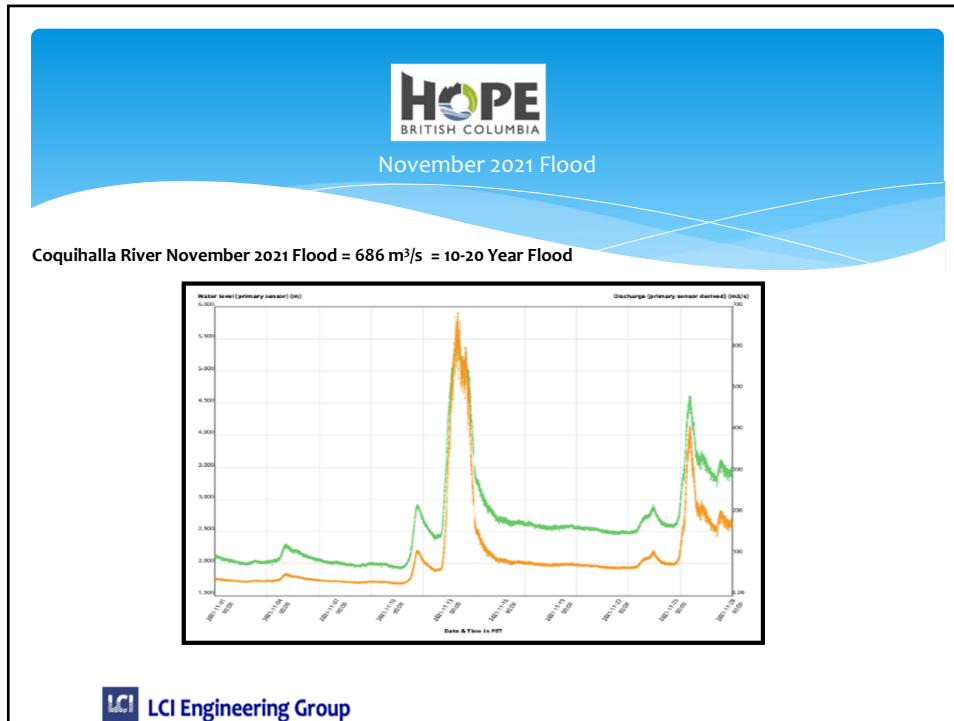
**HOPE**  
BRITISH COLUMBIA


November 2021 Flood

**Flood Update, January 24, 2022**

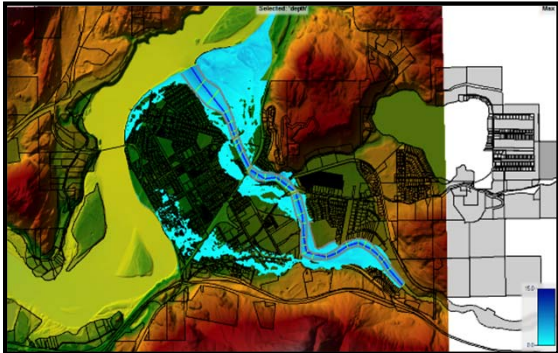
- \* The Coquihalla River watershed was impacted by this atmospheric river which caused 277.5 mm of combined rainfall in Hope, BC (Environment Canada Station No. 1113543) from November 14-15, 2021.
- \* It is understood that the extreme rainfall and other factors resulted in a peak flow of 686 m<sup>3</sup>/s in the Coquihalla River (Water Survey Hydrometric Station No. 08MF068) at 01:10 Hours PST on November 15, 2021.
- \* The estimated return period based on previous analysis by LCI for the November 15, 2021, peak flow is between 10 and 20 years. The design flow including climate change for the Coquihalla River at its mouth is 1,238 m<sup>3</sup>/s
- \* The November 2021 Flood was 55% of the 200-year design flood with climate change.
- \* The District of Hope is now more flood/erosion vulnerable than prior to the November 2021 Flood event.

**LCI** LCI Engineering Group







Flood Risk, Flood Mapping and Flood Mitigation Planning



Coquihalla River Flow Modelling – 200-Year Design Flood = 1,238 m<sup>3</sup>/s




**LCI Engineering Group**




Flood Risk, Flood Mapping and Flood Mitigation Planning


Project One: Gardner Drive Riverbank Protection Works



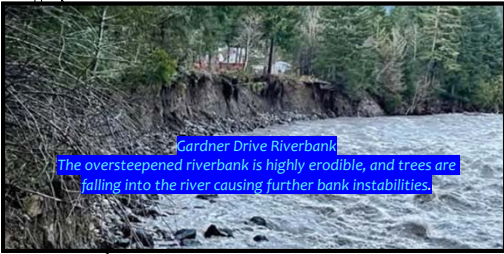
Before



After




COQUIHALLA RIVER



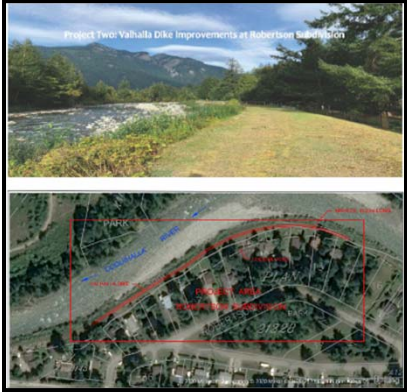
Gardner Drive Riverbank

The oversteepened riverbank is highly erodible, and trees are falling into the river causing further bank instabilities.

	REVISION:	DATE:	PROJECT:	DRAWN:
		1/20/2022	PROJECT ONE - GARDNER DRIVE RIVERBANK PROTECTION WORKS	FIGURE 2




November 2021 Flood

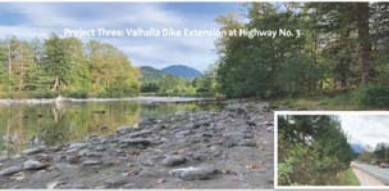












Project Three: Valhalla Dike Extension at Highway No. 3










	REVISION:	NAME:	DATE:	DRAWN BY:	CHECKED BY:	SCALE: 1:5000
						JOB NO: 2021-001
			DISTRICT OF HOPE			
			COQUIALLA RIVER			
			PROJECT THREE - VALHALLA DIKE EXTENSION ALONG HIGHWAY #3			
						DWG: FIGURE 4

**HOPE**  
BRITISH COLUMBIA

November 2021 Flood




*Fraser Canyon Hospital Riverbank*

*It is evident that the Fraser Canyon Hospital riverbank along the Coquihalla River has been severely eroded washing away rock riprap and soil. The riverbank is about 7 m high in some places with a vertical cut. The soil and rock exposed by the erosion/scour is highly erodible.*

**LCI** LCI Engineering Group

**HOPE**  
BRITISH COLUMBIA

November 2021 Flood



*Fraser Canyon Hospital Riverbank Emergency Works*

**LCI** LCI Engineering Group



November 2021 Flood



The Fraser Canyon Hospital riverbank was reconstructed with rock riprap bank protection works.



**LCI Engineering Group**











REVISIONS:

No.	Description	Date

Name:

Client:

Project:

Scale:

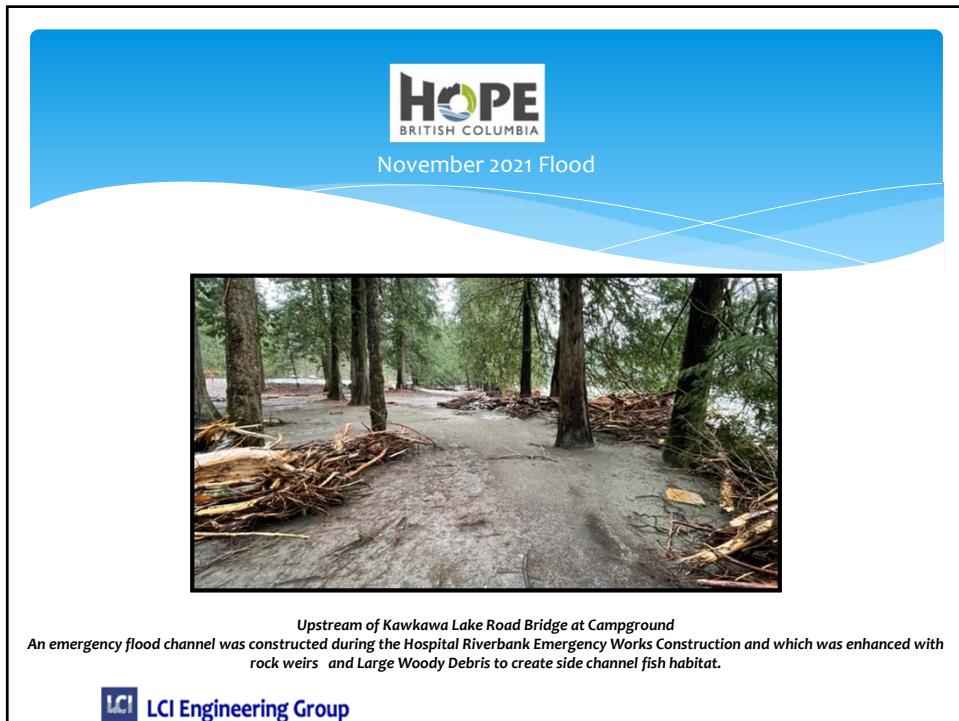
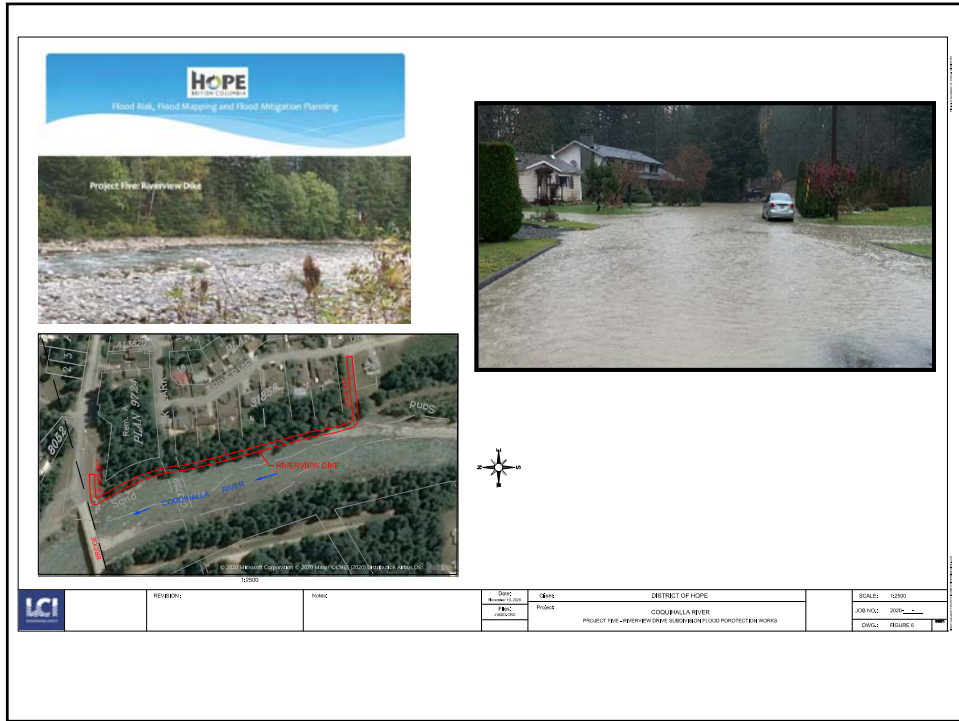
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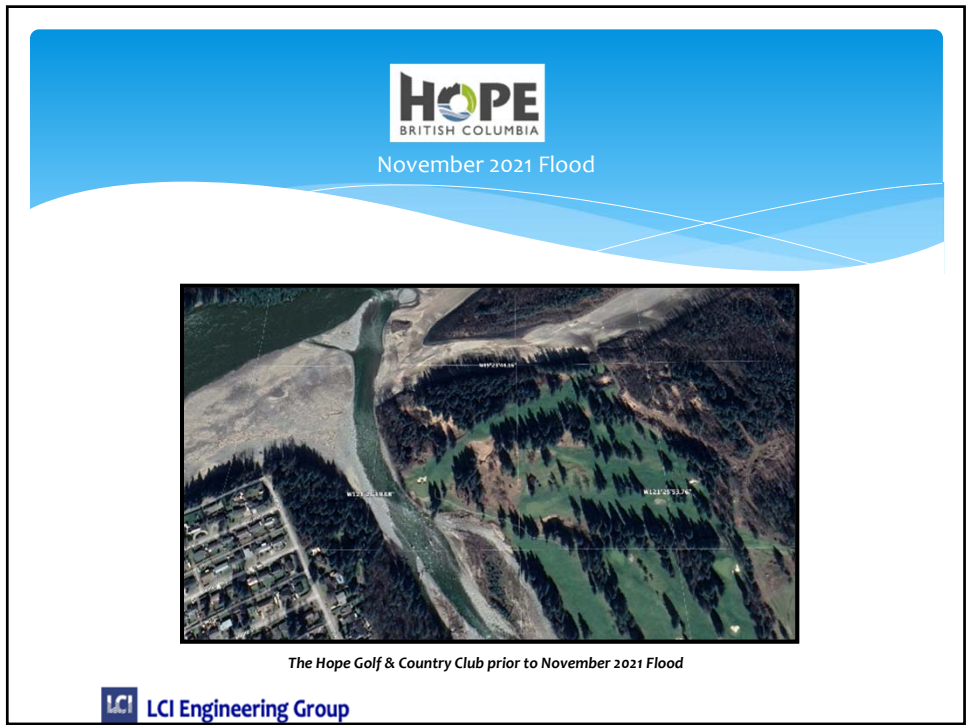
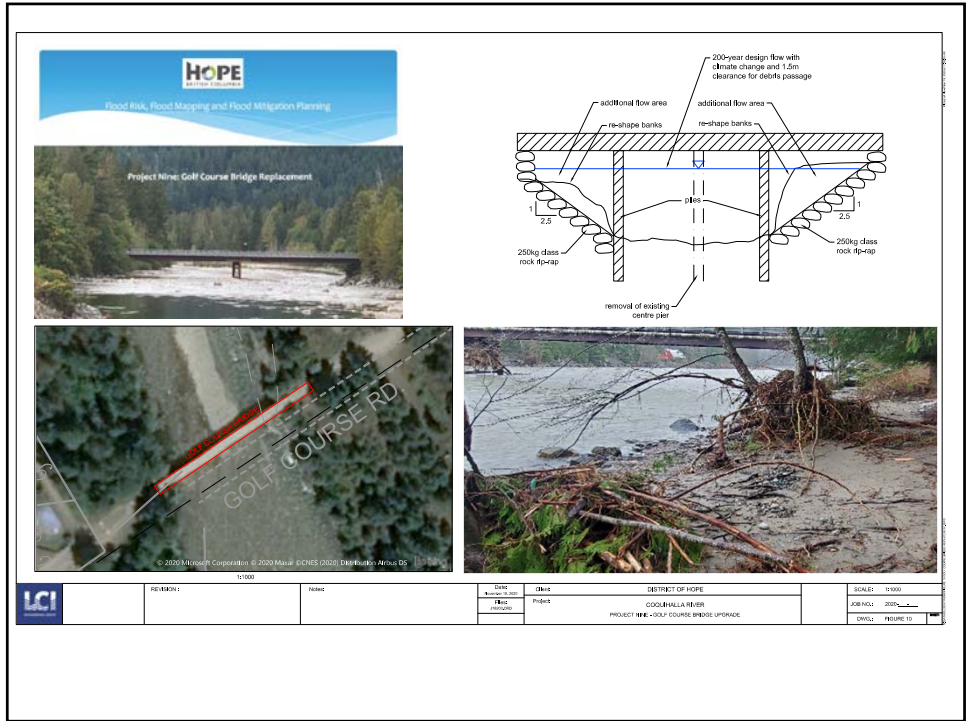
PROJECT: DISTRICT OF HOPE

LOCATION: COOIKHALLA RIVER

PROJECT TITLE: HOSPITAL RIVERBANK FLOOD CHANNEL








**HOPE**  
BRITISH COLUMBIA

November 2021 Flood




The Hope Golf & Country Club Riverbank after the November 2021 Flood

**LCI** LCI Engineering Group

**HOPE**  
BRITISH COLUMBIA

November 2021 Flood




Hope Golf & Country Club flooding and erosion. The flood waters flowed through the golf course and deposited a varying layer of sand about 0.5 m depth in some places. The floodwaters also avulsed through the golf course cutting a flood channel through to the Fraser River

**LCI** LCI Engineering Group

**HOPE**  
BRITISH COLUMBIA

November 2021 Flood




The recent flooding on the Lower Coquihalla River (i.e., November 2021 Flood), caused severe erosion along the golf course property where there was no rock riprap installed.

**LCI** LCI Engineering Group

**HOPE**  
BRITISH COLUMBIA

November 2021 Flood




Project Ten: Rotary Park Blvd.

**LCI** LCI Engineering Group

**HOPE**  
BRITISH COLUMBIA

November 2021 Flood




Rotary Park Riverbank Erosion

**LCI** LCI Engineering Group


**HOPE**  
BRITISH COLUMBIA

November 2021 Flood



Significant wood debris creating debris jams was evident at the mouth of the Coquihalla River at the Fraser River


**LCI** LCI Engineering Group

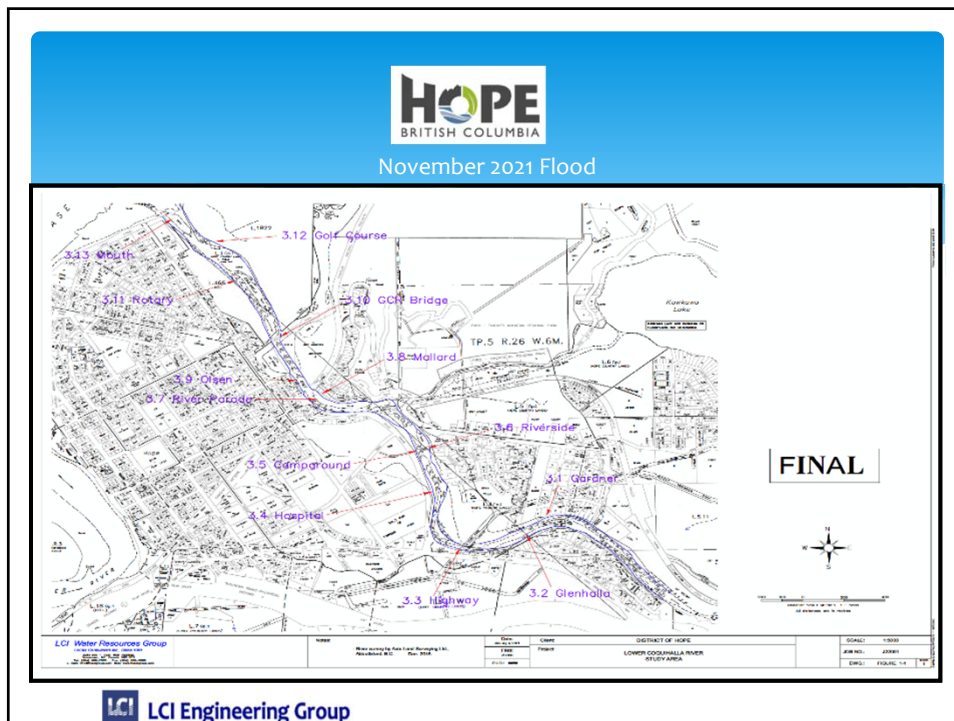


November 2021 Flood

**Flood Update, January 24, 2022**  
**Emergency Flood Projects**  
**Totaling Minimum \$11M in Funding Needed:**

- \* Gardner Drive Riverbank Protection Works
- \* Old Hope Princeton Way Flood Barrier
- \* Upstream of Kawkawa Lake Road Bridge - Campground Flood Channel
- \* Rotary Park Dike, Hope Golf & Country Club & Coquihalla Mouth on the Fraser River


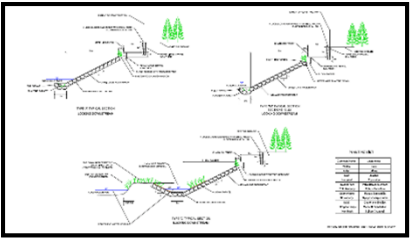
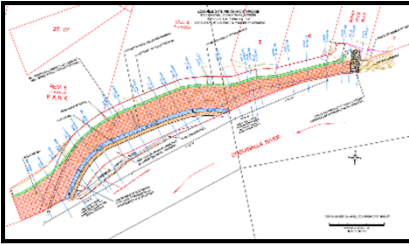




**HOPE**  
BRITISH COLUMBIA

November 2021 Flood

**Emergency Project No. 3.1**  
**Gardner Drive Riverbank Protection Works**  
Construction \$2.3M  
Engineering/Environmental \$0.14M  
**Minimum Total Funding Needed = \$2.44M**


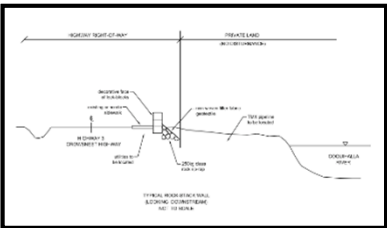




**LCI Engineering Group**

**HOPE**  
BRITISH COLUMBIA

November 2021 Flood

**Emergency Project No. 3.3**  
**Old Hope Princeton Way – Flood Barrier**  
Construction \$0.3M  
Engineering/Environmental \$0.03M  
**Minimum Total Funding Needed = \$0.33M**


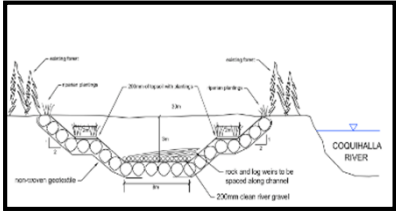
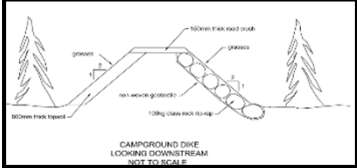



**LCI Engineering Group**

**HOPE**  
BRITISH COLUMBIA

November 2021 Flood

**Emergency Project No. 3.5:**  
**U/S Kawkawa Lk Rd Br - Campground**  
Construction \$2.2M,  
Engineering/Environmental \$0.15M  
**Minimum Total Funding Needed = \$2.35M**


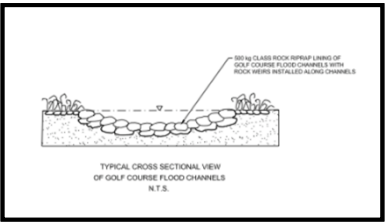
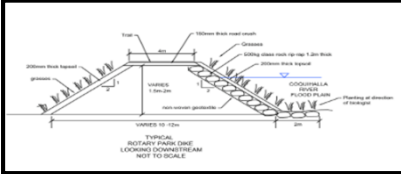




**LCI Engineering Group**

**HOPE**  
BRITISH COLUMBIA

November 2021 Flood

**Emergency Project Nos. 3.11,3.12,3.13:**  
**D/S Golf Course Road Br**  
Construction \$5.3M,  
Engineering/Environmental \$0.22M  
**Minimum Total Funding Needed = \$5.52M**

**LCI Engineering Group**





**HOPE MOUNTAIN CENTRE**  
*for outdoor learning*

PO Box 115  
Hope  
British Columbia  
Canada  
V0X 1L0  
604-869-0166  
[kpearce@hopemountain.org](mailto:kpearce@hopemountain.org)  
[www.hopemountain.org](http://www.hopemountain.org)

December 8, 2021

District of Hope  
325 Wallace Street  
Box 609, Hope, BC  
V0X 1L0

Dear Budget Committee;

### **Re: Funding Support For Summer Trail Crew, 2022**

On behalf of Hope Mountain Centre for Outdoor Learning (HMCOL), I would like to say “thank you” to the District of Hope for financial support provided to our Summer Trail Crew over the last three years. From 2019-2021, DoH provided \$29,166 per year toward maintenance of existing trails and construction of new trails in the Hope area.

During that three-year period, the trail crew worked alongside community volunteers to deliver annual maintenance to 18 different local trails. During the last two years, two new trails were also built -- the Dragon’s Back Trail (5.5 km) and the new HBC Trail at Peers Creek (8 km).

Using DoH funds as leverage, HMCOL was able to raise another \$193,441 from various sources over the last three years, greatly magnifying the amount of work that could get done.

Looking ahead to 2022, Hope Mountain Centre is requesting another three-year funding cycle. In addition, we are hoping for a significant increase in annual funding (\$47,277 per year) to accommodate growing labour and material costs, and to repair the recent storm damage that has impacted several local trails. Please see page 2 of this document for a summary of anticipated annual costs.

With District support, Hope Mountain Centre will continue to bring significant in-kind values to the project (\$25,000 per year) and also continue to apply for additional provincial and federal funds to increase the impact of our work.

At your convenience, we would be glad to meet with District staff to answer questions and discuss any aspect of the attached budget.

Yours Sincerely,

Kelly Pearce, Program Director  
Hope Mountain Centre

# Cost Summary

## Hope Summer Trail Crew, 2022

### LABOUR:

2 crew members X 360 hrs each (40 hrs/week, 9 weeks)	
\$18/hr + 13% mercs X 360 hrs .....	\$14,644
1 crew leader X 360 hrs (40 hrs/week, 9 weeks)	
\$27/hr + 13% mercs X 360 hrs .....	\$10,983
Project oversight .....	\$7,000
WCB (\$1.78 per \$100 wages) .....	\$450
Danger tree removal.....	\$1,800
Total Labour .....	\$34,877

### MATERIAL COSTS:

Truck insurance, maintenance and mileage .....	\$3,000
Tools and building materials.....	\$3,000

### TRAINING:

Level 1 first aid (2 crew) .....	\$400
----------------------------------	-------

### ADMINISTRATION:

HMC administration.....	\$4,500
Overheads .....	\$1,500

**TOTAL PROJECT COSTS (1 year)..... \$47,277**

### Hope Mountain Centre IN-KIND values:

Volunteer hours (200 hrs @ \$15/hr) .....	\$3,000
Tools, vehicles, equipment .....	\$6,000
Trail promotion (Trails Brochure, trailhead kiosk signs, social media, use data, public events) .....	\$15,000
Cash .....	\$1,000
<b>TOTAL IN-KIND VALUES .....</b>	<b>\$25,000</b>



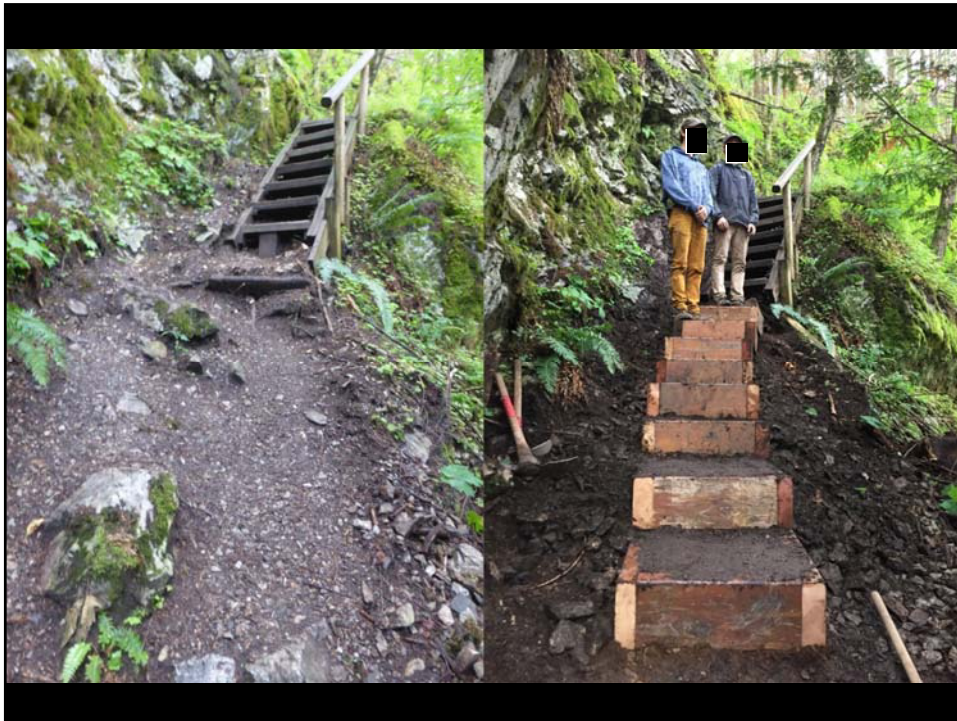
## SUMMER TRAIL CREW, 2019

### FINANCIAL CONTRIBUTIONS, 2019:

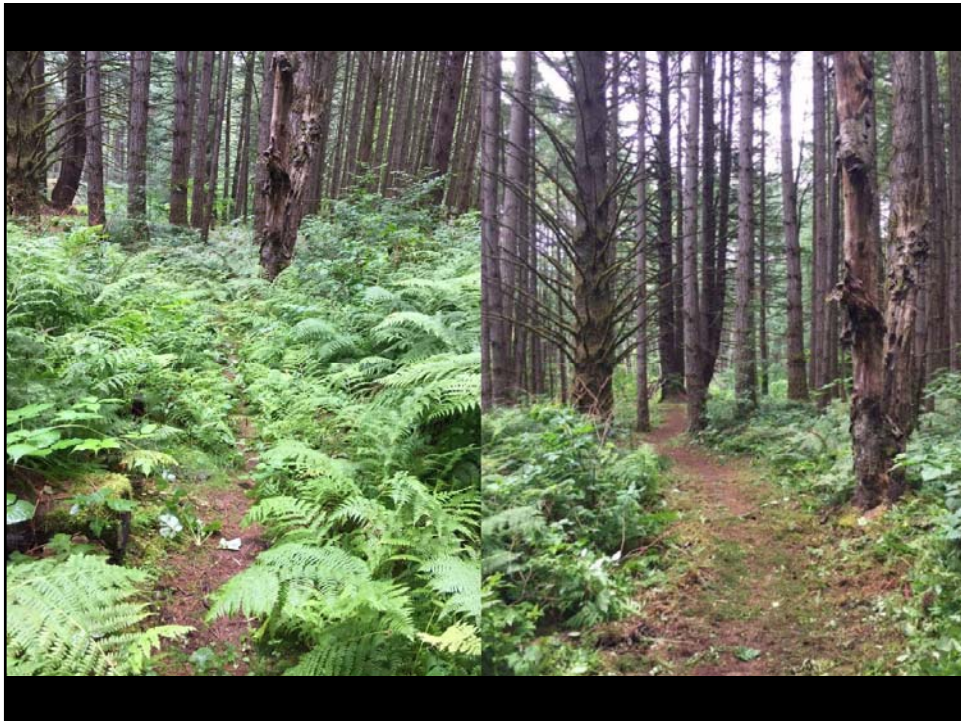
DISTRICT OF HOPE (WAGES, MATERIALS, VEHICLE, TRAINING, OVERSIGHT).....	\$29,166
HOPE MOUNTAIN CENTRE (TOOLS, EQUIPMENT, STORAGE VOLUNTEERS, MILEAGE, PROMOTION).....	\$25,000
CANADA SUMMER JOBS WAGE SUBSIDY .....	\$3,800
RECREATION SITES & TRAILS BC .....	\$5,000
<b>TOTAL VALUE OF ALL CONTRIBUTIONS .....</b>	<b>\$62,966</b>



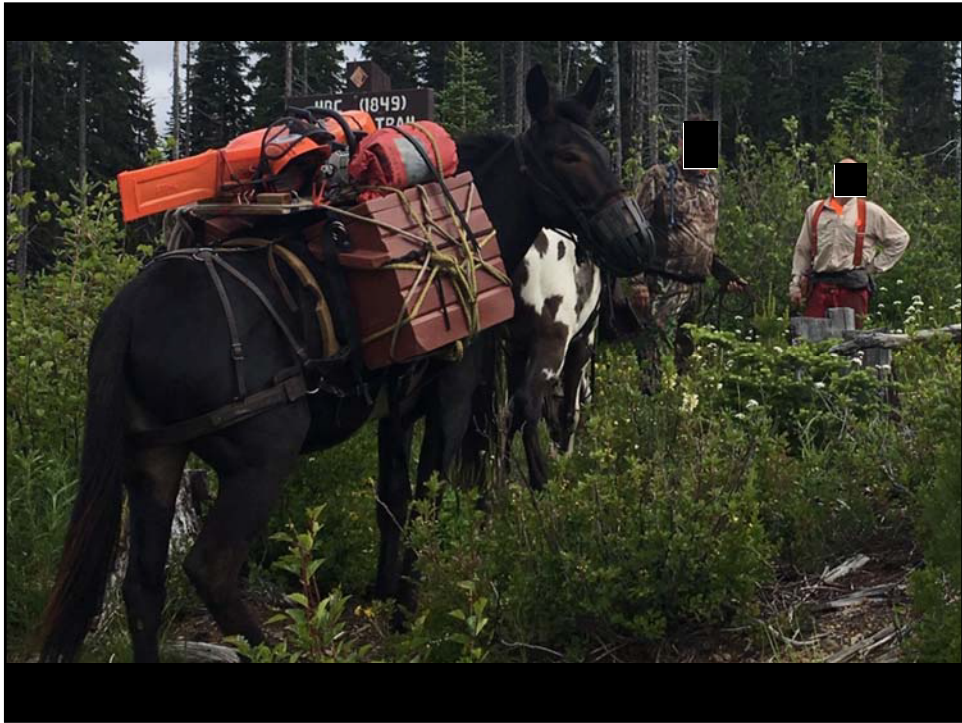
**HOPE MOUNTAIN CENTRE**  
*for outdoor learning*













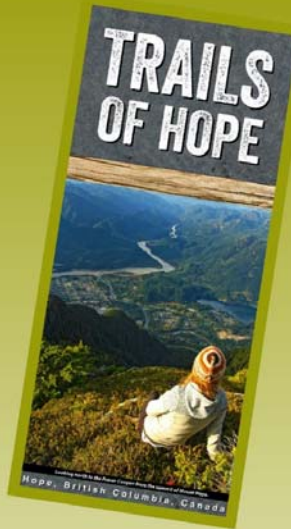




## TRAIL PROMOTIONS

### TRAILS OF HOPE BROCHURE

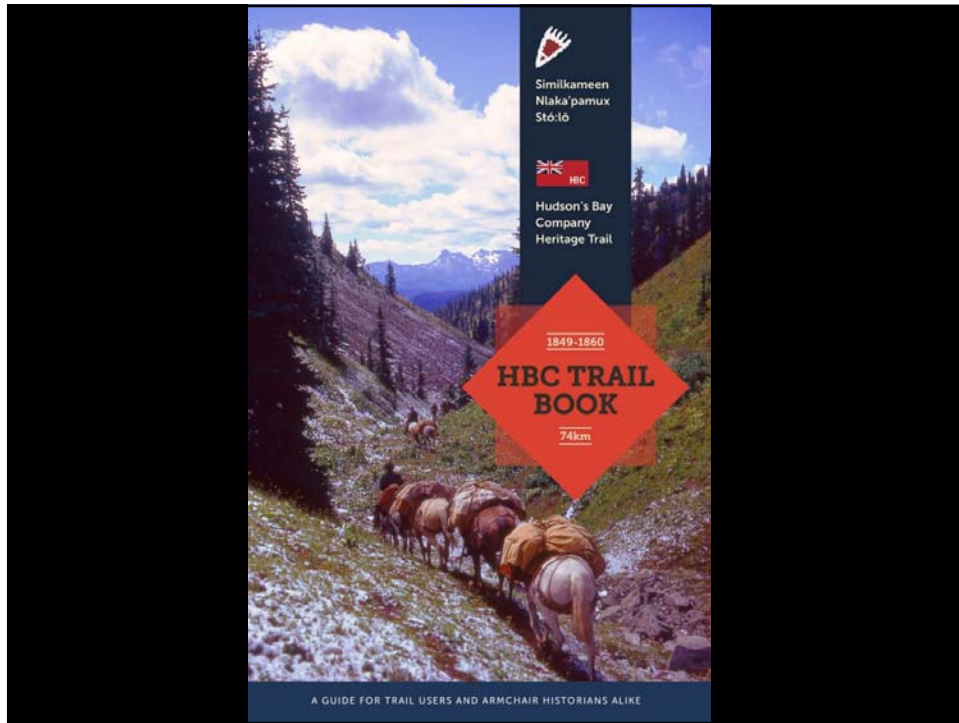
- TRAILS & CAMPSITES
- BEAUTIFUL PHOTOS
- 10,000 COPIES PRINTED IN 2019
- FUNDING FROM AD REVENUE, ADVANTAGE HOPE, DOH/CLCCF GRANT



HOPE MOUNTAIN CENTRE  
for outdoor learning

HOPE  
BRITISH COLUMBIA





## SUMMER TRAIL CREW, 2020

### FINANCIAL CONTRIBUTIONS, 2020:

DISTRICT OF HOPE .....	\$29,166
CASCADE LOWER CANYON COMMUNITY FOREST .....	\$44,860
CANADA SUMMER JOBS WAGE SUBSIDY .....	\$8,176
HOPE MOUNTAIN CENTRE	
CASH .....	\$3,500
IN-KIND (TOOLS, VEHICLES) .....	\$2,000
VOLUNTEERS (848 HOURS) .....	\$12,720
 TOTAL VALUE OF ALL CONTRIBUTIONS .....	 \$100,422



HOPE MOUNTAIN CENTRE  
for outdoor learning



## SUMMER TRAIL CREW, 2020

### TRAILS IMPROVED:

- 1 – HOPE BIKE PARK
- 2 – COQUIHALLA DIKE
- 3 – THACKER MOUNTAIN
- 4 – DISC GOLF PARK
- 5 – HOPE LOOKOUT
- 6 – TIKWALUS TRAIL
- 7 – HBC TRAIL
- 8 – HOPE MOUNTAIN SUMMIT
- 9 – DRAGON'S BACK TRAIL  
(NEW TRAIL!)

### RANGE OF WORK:

- CLEARING BRUSH
- CLEARING LOGS
- STAIRCASE REPAIR
- FOOT BRIDGE REPAIR
- BENCHES
- TOILETS
- WATER BARS
- TRAIL TREAD REPAIR
- DIRECTIONAL SIGNS
- INTERPRETIVE SIGNS
- PAINTING, STAINING
- RAKING
- GARBAGE REMOVAL



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for outdoor learning



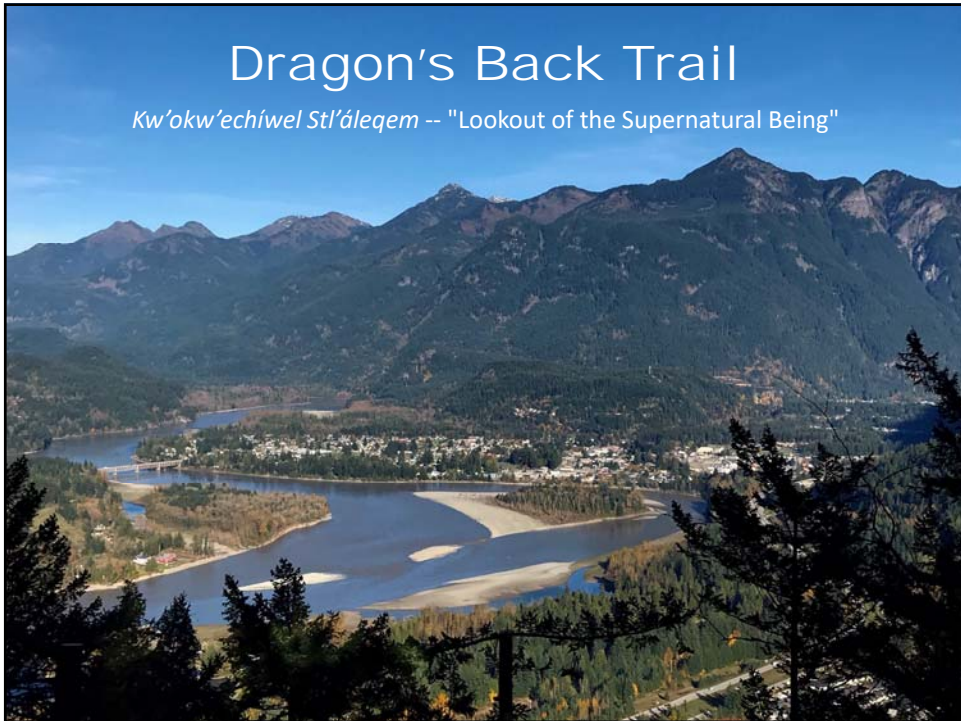


Angus  
Stromquist

Nick  
Kamp

Rebecca  
Arrowsmith

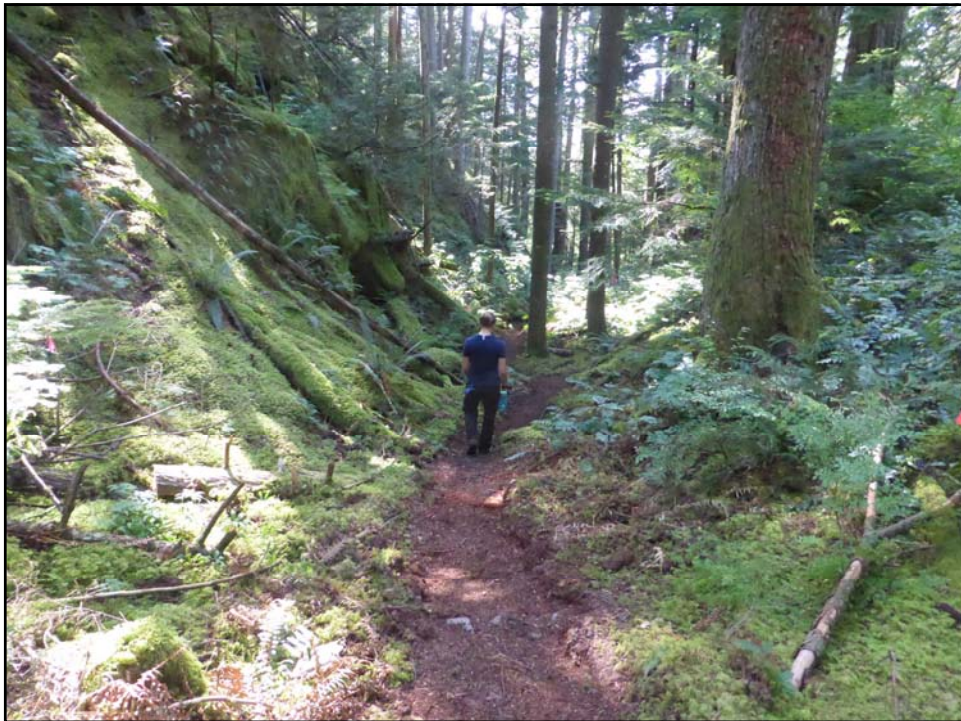
# Hope Bike Park



# Dragon's Back Trail

*Kw'okw'echiwel St'áleqem* -- "Lookout of the Supernatural Being"

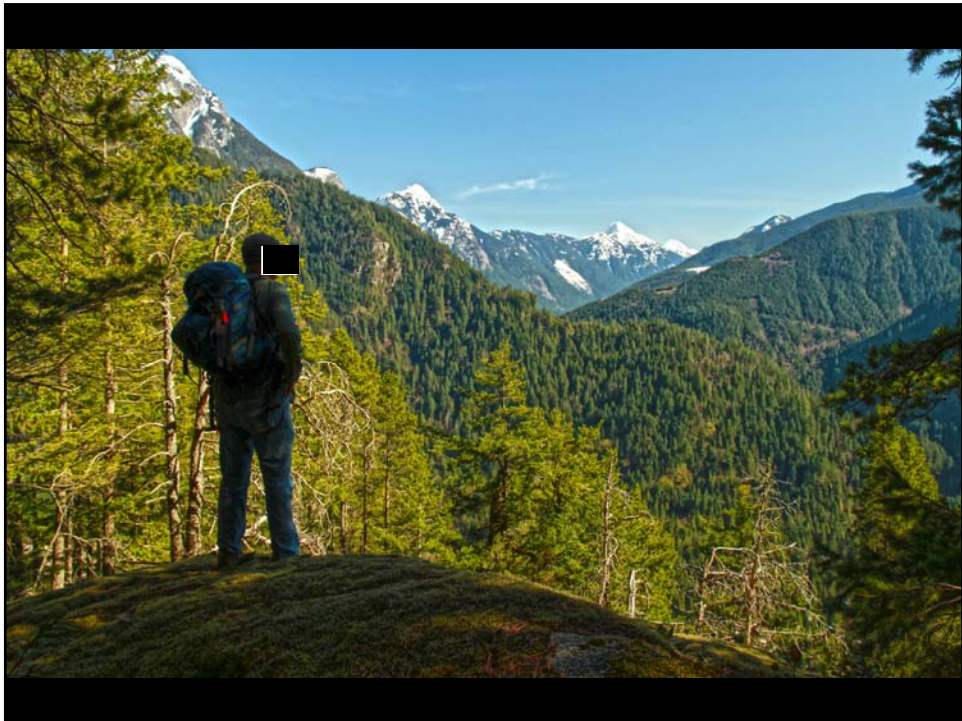


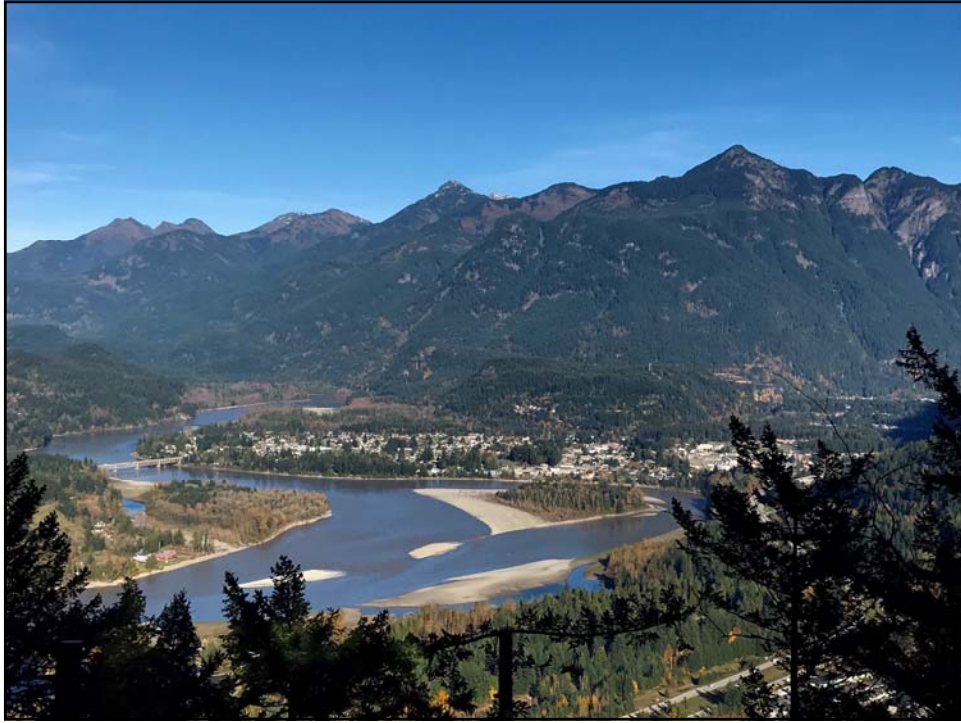














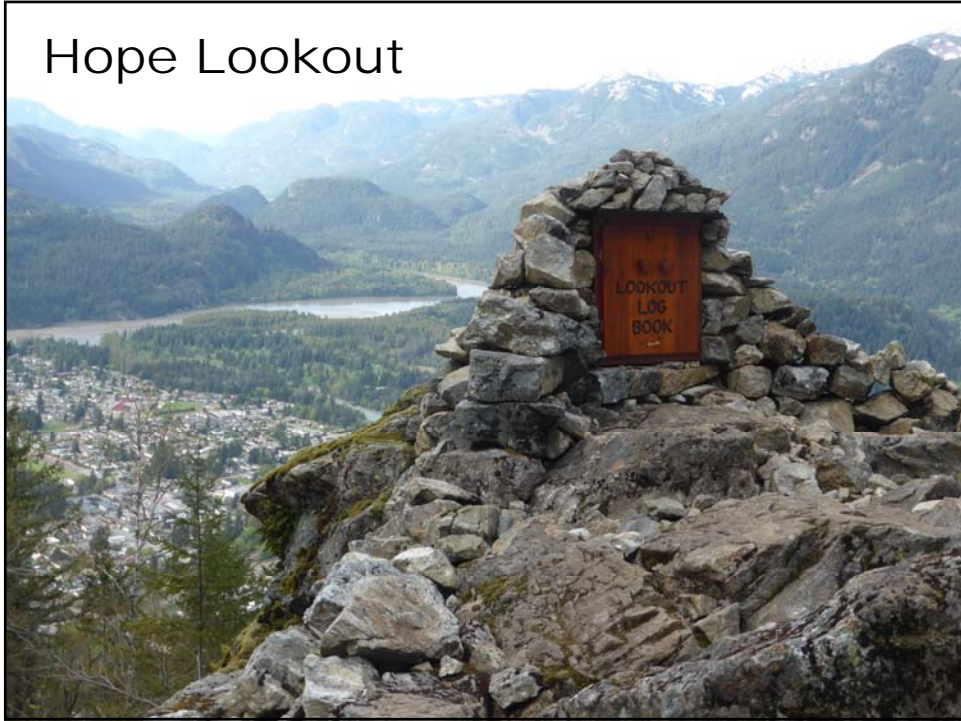


Thacker Mountain



Hope Lookout

Hope Lookout



Tikwalus Trail







## SUMMER TRAIL CREW, 2021

### FINANCIAL CONTRIBUTIONS, 2021:

DISTRICT OF HOPE .....	\$29,166
COMMUNITY ECONOMIC RECOVERY INFRASTRUCTURE PROGRAM (CERIP) .....	\$87,605
CANADA SUMMER JOBS WAGE SUBSIDY .....	\$17,024
TRI-WEST CONTRACTING, EMIL ANDERSON, CASCADE LOWER CANYON COMMUNITY FOREST, ADVANTAGEHOPE, HOPE ROTARY CLUB, FVRD AREA B, HOPE LIONS CLUB .....	\$20,500
RECREATION SITES & TRAILS BC .....	\$5,000
FRASER HEALTH MICRO GRANT .....	\$9,750
DONATIONS FROM HMC MEMBERS .....	\$5,114
HOPE MOUNTAIN CENTRE CASH, IN-KIND & VOLUNTEERS .....	\$15,875
<b>TOTAL VALUE OF ALL CONTRIBUTIONS .....</b>	<b>\$190,034</b>





Dragon's Back Parking Lot

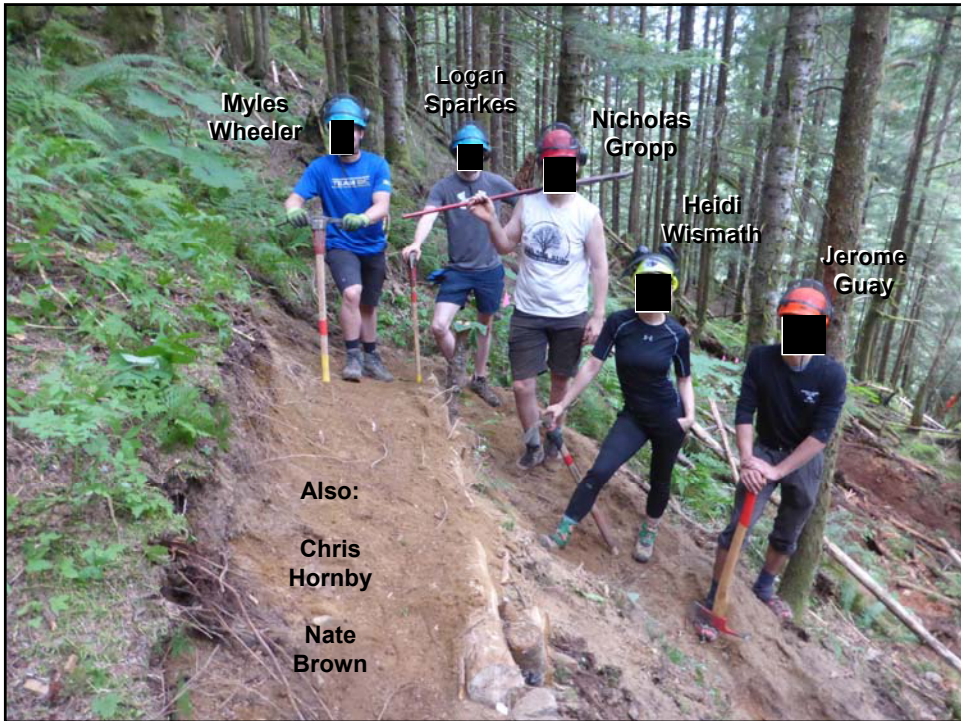


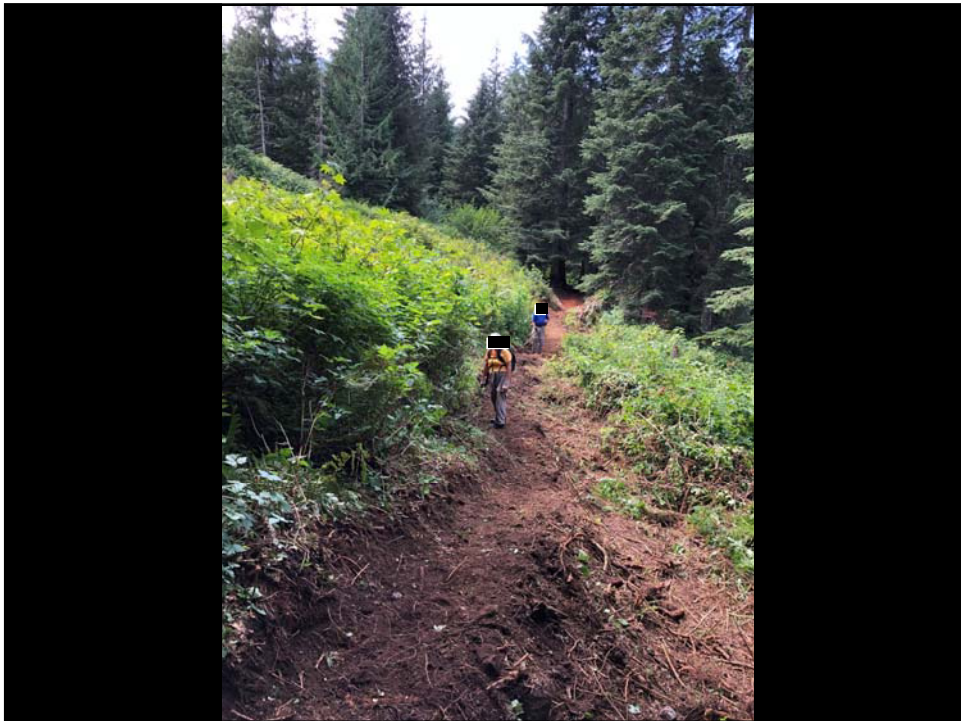
Dragon's Back Parking Lot



Dragon's Back Parking Lot





















# SUMMING UP THE LAST THREE YEARS

## FINANCIAL CONTRIBUTIONS, 2019-2021

DISTRICT OF HOPE ..... \$87,498

MATCHING FUNDS SOURCED  
BY HOPE MOUNTAIN CENTRE ..... \$265,924

TOTAL VALUE OF  
ALL CONTRIBUTIONS ..... \$353,422



HOPE MOUNTAIN CENTRE  
*for outdoor learning*

HOPE  
BRITISH COLUMBIA

# LOOKING AHEAD TO 2022

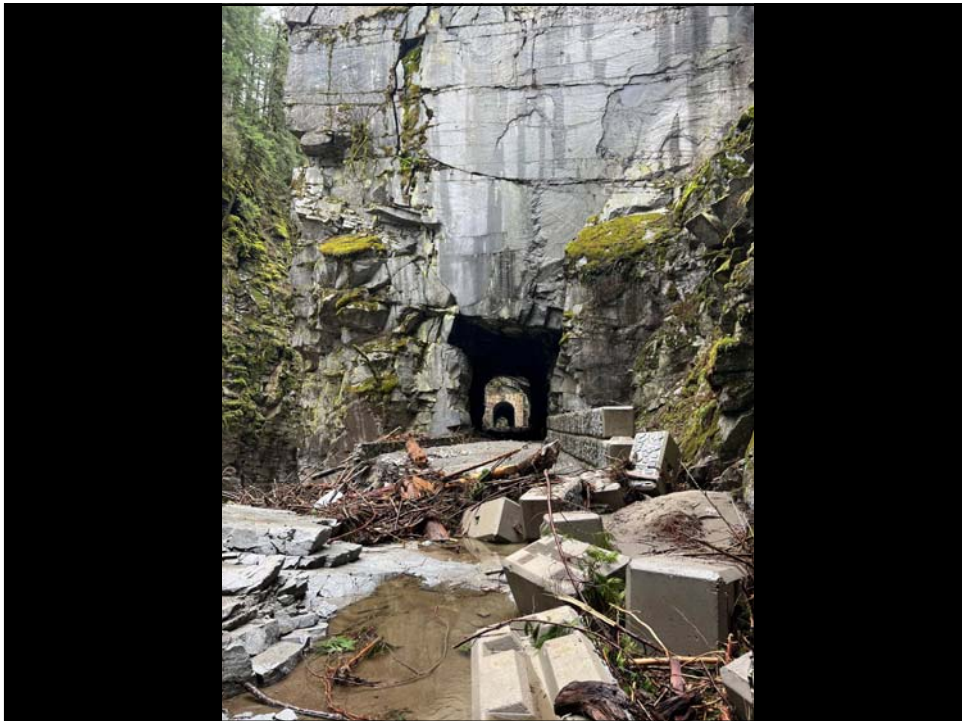
## GOALS:

- CONTINUE MAINTAINING LOCAL TRAILS
- RE-PRINT TRAILS OF HOPE BROCHURE
- COMPLETE PARKING LOT AND INTERPRETIVE SIGNS FOR DRAGON'S BACK
- REPAIR DAMAGE FROM NOVEMBER STORMS
  - ▶ OTHELLO TUNNELS
  - ▶ PEERS CREEK, HBC TRAIL
  - ▶ FLOOD FALLS



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HOPE  
BRITISH COLUMBIA





THANK YOU!



HOPE MOUNTAIN CENTRE  
*for outdoor learning*

HOPE  
BRITISH COLUMBIA

# REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE:** 17 January 2022

**FILE:** 5500-01

**SUBMITTED BY:** Chief Administrative Officer

**MEETING DATE:** 24 January 2022

**SUBJECT:** TRANS MOUNTAIN PIPELINE AMENITY CONTRIBUTION

---

## **PURPOSE:**

The purpose of this report is to remind Council of previous work regarding this agreement and the to confirm the potential usage of all or some of these funds for the Richmond Hill Connector Project: should Council so decide.

## **RECOMMENDATION:**

THAT Council receives the report dated 17 January 2022 from the Chief Administrative Officer, regarding the \$500,000 to be received from the Trans Mountain Expansion Project.

## **OCP PUBLIC CONSULTATION:**

Previous consultation was in 2014 (see attachments).

## **RELEVANT HISTORY**

On 14 October 2014, the District and Trans Mountain Pipeline signed an amenity agreement in the form of a Memorandum of Understanding - MOU (attached). This was a widely publicized community benefit when agreed and subsequent public consultation results with reports are attached. This consultation did occur with a report and results being presented to Council (attached) and a subsequent decision to establish a legacy fund option was decided on 9 June 2014.

The MOU itself was conditional on the Expansion Project being formally approved and underway. These conditions have been met and Trans Mountain Pipelines still retains these funds and is waiting for Council to officially indicate where to positively assign the usage of these funds. Time has since passed and with the project underway, Council has indicated a desire to finalize where/how to spend these funds.

## **ALTERNATIVES & IMPLICATIONS:**

Council could now move forward to communicate to Trans Mountain that it does not wish to spend the promised funds yet, and thereby effect a legacy fund for the future. Or, Council could, knowing the many demands for improvements to public spaces and demands for new public goods, nominate projects soon. In particular, this could now include directing funds toward the Richmond Hill Connector Project as recent confirmation was received from Trans Mountain that this project is acceptable to them.

## **ANALYSIS:**

Council should seek the widest discretion in where/how it spends these funds with the approval of Trans Mountain Pipeline. Therefore, Council has the option to know trigger use of these funds as part of the budgetary process, in order to help pay for project(s) should it desire at this time.

## **Attachments:**

Memorandum of Understanding dated 14 October 2014  
Report to Council dated 31 March 2014  
Report to Council dated 2 June 2014

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Prepared by:

*Original Signed by John Fortoloczky*  
Chief Administrative Officer



**MEMORANDUM OF UNDERSTANDING**

**THIS MEMORANDUM OF UNDERSTANDING (“MOU”)** is made this 14 day of October, 2014 by and between:

**TRANS MOUNTAIN PIPELINE L.P.,**

a partnership organized under the laws of Alberta

and having an office at Calgary, Alberta (“Trans Mountain”)

and

**the District of Hope**, having an office at 325 Wallace Street, Hope BC V0X 1L0

Whereas Trans Mountain operates the Trans Mountain Pipeline in and around the District (the “Pipeline”); and

Whereas Trans Mountain is seeking to expand the Pipeline and in doing so expects to construct the expanded line and to operate the expanded line in and around the District (the “Expansion Project”); and

Whereas the District has identified certain projects that Trans Mountain could participate in (where such participation may include funding or partial funding, construction services and/or provisions of labour services) and which projects could offset impacts associated with the Expansion Project and provide a legacy for the District, including community programs/infrastructure improvements, environmental stewardship/ecological offsets and education (the “Project(s)”); and

Whereas Trans Mountain seeks to align the Project(s) with the Expansion Project schedule;

Now therefore this MOU sets forth the mutual understanding and intention of Trans Mountain and the District (each a “Party” and collectively the “Parties”) with respect to the Project in accordance with the terms hereof and as is more particularly described in Schedule “A” *Scope of Project* attached hereto:

**A. PROJECT DESIGN, SCOPE AND CONSTRUCTION**

1. Trans Mountain is responsible for the funding, design and construction of the Project and will carry out the design and construction of the Project in accordance with Schedule “A” attached hereto.

**B. MISCELLANEOUS**

1. The laws applicable in the province of British Columbia and of Canada will be the governing law.
2. This MOU, when executed and delivered by the Parties, will set forth only the Parties mutual non-binding understanding and intention with respect to the Project.

3. This execution of the Project is at Trans Mountain's sole discretion and will not occur before all regulatory, government and corporate approvals are obtained and/or until Trans Mountain has completed all due diligence it deems necessary.
4. Any formal agreements regarding the completion of the Project will include provisions which provide Trans Mountain with an indemnity for liabilities arising in relation to the Project that can be reasonably determined to have resulted from the actions of the District.
5. The District agrees that prior to making any public announcements regarding this MOU, other than a public announcement solely regarding the existence of this MOU, that it will provide a copy of said public announcement to Trans Mountain for approval.

**IN WITNESS WHEREOF** the Parties have executed this MOU as on the day and year first written above.

**TRANS MOUNTAIN PIPELINE L.P. by its General Partner Trans Mountain Pipeline ULC**

Per: 

Name: Ian D. Anderson

Title: President

**District of Hope**

Per: 

Name: Susan Johnston

Title: Mayor

**District of Hope**  
**Schedule "A"**  
**Scope of Project**

**Contribution to Hope Community Park**

**Estimated Value:           \$500,000**



*"Experience Hope"*

## DISTRICT OF HOPE REPORT/RECOMMENDATION TO COUNCIL

**DATE:** March 31, 2014 **FILE:** 5500-01  
**SUBMITTED BY:** Chief Administrative Officer  
**SUBJECT:** Trans Mountain Community Benefits

---

### **PURPOSE:**

The purpose of this report is to seek Council endorsement of conducting a public poll to confirm District/Community projects that could benefit from Trans Mountain donating resources if the proposed twinning project is approved.

### **RECOMMENDATION:**

THAT Council direct staff to undertake a public poll, via electronic means, to confirm District/Community projects that should be the priority for any Trans Mountain donations if the twinning request is approved by the National Energy Board (NEB).

AND THAT administration brings the results back to Council to receive and further endorse before being transmitted to Trans Mountain.

### **RELEVANT HISTORY:**

On December 16, 2013 Trans Mountain filed an application with the National Energy Board to expand their current pipeline capacity from Strathcona County, Alberta through to Burnaby, British Columbia. Over the past 18 months, various public and council consultations have occurred as Trans Mountain prepared the information necessary to prepare their application.

Public consultations will continue throughout the NEB evaluation process to allow for the maximum concurrent activity possible so that if approved, construction can begin quickly to achieve projected timelines. This includes the delivery of their community benefits program in many communities affected by the proposed expansion project.

As part of this concurrent activity and prior consultation, Trans Mountain wishes to continue supporting the community of Hope through contribution of funds and/or gifts in kind (including labour). To date Trans Mountain (Kinder Morgan) has undertaken community projects including;

---



*"Experience Hope"*

## DISTRICT OF HOPE REPORT/RECOMMENDATION TO COUNCIL

- Chamber of Commerce Fundraising Dinner – Bronze Sponsor;
- Local First Nations sponsorship of youth, elder, and community events;
- Hope Secondary School Annual Bursary and support for Wood Manufacturing Program; and
- Hope and District Arts Council – Art Machine Program.

### **OCP PUBLIC CONSULTATION:**

None are required however the Administration recommends a survey via electronic means and paper means (by District Hall) be conducted. From prior consultation last year and a recent meeting between the Mayor, staff, and Trans Mountain; the suggested priorities would be listed as follows;

1. Hope Community Park Project
2. Othello Road Improvements
3. Establishment of a "Legacy Fund."
4. Other

### **ALTERNATIVES & IMPLICATIONS:**

There is no real alternative to working pro-actively with Trans Mountain in identifying these community priorities early in the NEB process. The implications of not doing so could be significant and likely negative. These implications include Hope losing out on Trans Mountain Community Benefit Funding as it will not be in a position to compete on a timely basis with other communities seeking funding/assistance. In addition, one priority proposed (the Hope Community Park Project), could use a timely infusion of funds and/or resources to continue moving this project forward after the initial improvement phase in 2014.

### **ANALYSIS:**

#### **A. Attachments:**

Trans Mountain Community Benefits Presentation dated 26 March 2014.



# DISTRICT OF HOPE

## REPORT/RECOMMENDATION TO COUNCIL

*"Experience Hope"*

### B. Strategic Plan Objectives:

If the Trans Mountain Expansion is approved, and we are successful in obtaining some form of community benefit, this will aid Council's Strategic Objective of improving the quality of life for the resident's of Hope via direct investment in community projects and/or freeing up District funds for community projects in the case of Trans Mountain investment in infrastructure (e.g. Othello Road improvements).

### C. Budget Implications

Any future community benefit (gift) from Trans Mountain will reduce the tax burden required to attain desired improvements to our local quality of life.

Prepared by:

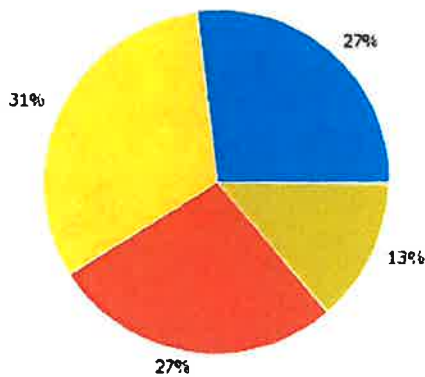


*John Fortoloczky*

APPROVALS		COUNCIL AGENDA INFORMATION:			
Supervisor	_____	Regular / COW	Date: _____	Item # _____	
Dept Manager	_____	In Camera	Date: _____	Item # _____	
		Information Item	Date: _____	Item # _____	
		Agenda Addenda	Date: _____	Item # _____	
REVIEWED WITH					COMMITTEES
Bylaw & Licences	<input type="checkbox"/>	Environment	<input type="checkbox"/>	Engineering	<input type="checkbox"/>
Clerk	<input type="checkbox"/>	R.C.M.P.	<input type="checkbox"/>	Public Works	<input type="checkbox"/>
Fire	<input type="checkbox"/>	Finance	<input type="checkbox"/>	Planning	<input type="checkbox"/>
Other:					

**NOTE:** Administrator's comments will be provided if required as an addendum to the report.

In your opinion which project should be the priority for any Trans Mountain donations if the pipeline twinning request is approved by the National Energy Board?



#### Comments:

- Curling Club Exterior
- Road Maintenance
- I'm opposed to the Twinning Project
- Hope Curling Club
- The early years,0-6. We need to focus on families, and supporting the most vulnerable. Hope has the highest percentage of vulnerable children entering kindergarten in the province. This not only puts the future success of these children at risk, but the future of the community as well. Investing in these children today will enable us to develop future leaders for tomorrow.
- I don't think we should let it go in
- Paving of 5th ave and Yale St.
- this would mean that good ideas that arise could be supported in the future



## DISTRICT OF HOPE REPORT/RECOMMENDATION TO COUNCIL

*"Experience Hope"*

**DATE:** June 2, 2014 **FILE:** 5500-01  
**SUBMITTED BY:** Chief Administrative Officer  
**SUBJECT:** Trans Mountain Community Benefits – Poll Results

---

### **PURPOSE:**

The purpose of this report is to inform Council of the public consultation results regarding District/community projects that could benefit from Trans Mountain donating resources if the proposed twinning project is approved. Council should then consider these results and endorse one of the four options, to be suggested to Trans Mountain.

### **RECOMMENDATION:**

THAT Council endorse the option of the establishment of a "Legacy Fund" as the preferred District/Community benefit should the proposed twinning project be approved by the National Energy Board (NEB).

AND THAT administration communicate this preferred option to Trans Mountain.

### **RELEVANT HISTORY:**

On December 16, 2013 Trans Mountain filed an application with the National Energy Board to expand their current pipeline capacity from Strathcona County, Alberta through to Burnaby, British Columbia. Over the past 18 months, various public and council consultations have occurred as Trans Mountain prepared the information necessary to prepare their application.

Public consultations will continue throughout the NEB evaluation process to allow for the maximum concurrent activity possible so that if approved, construction can begin quickly to achieve projected timelines. This includes the delivery of their community benefits program in many communities affected by the proposed expansion project.

As part of this concurrent activity and prior consultation, Trans Mountain wished to continue supporting the community of Hope through contribution of funds and/or gifts in kind (including labour). To date Trans Mountain (Kinder Morgan) has undertaken community projects including;





*"Experience Hope"*

## DISTRICT OF HOPE

### REPORT/RECOMMENDATION TO COUNCIL

- Chamber of Commerce Fundraising Dinner – Bronze Sponsor;
- Local First Nations sponsorship of youth, elder, and community events;
- Hope Secondary School Annual Bursary and support for Wood Manufacturing Program; and
- Hope and District Arts Council – Art Machine Program.

On April 14 Council passed a resolution directing staff to conduct public polling and report back to Council in order to endorse the preferred option.

#### **OCP PUBLIC CONSULTATION:**

None were required however the Administration recommended a survey via electronic means and paper means (by District Hall) be conducted. From prior consultation last year and a recent meeting between the Mayor, staff, and Trans Mountain; the suggested priorities were as follows;

1. Hope Community Park Project
2. Othello Road Improvements
3. Establishment of a "Legacy Fund."
4. Other

#### **ALTERNATIVES & IMPLICATIONS:**

There is no suggested alternative to working pro-actively with Trans Mountain in identifying any community priorities early in the NEB process. The implications of not doing so could be significant and likely negative. These implications include Hope losing out on Trans Mountain Community Benefit Funding as it will not be in a position to compete on a timely basis with other communities seeking funding/assistance. In addition, one priority proposed (the Hope Community Park Project), could use a timely infusion of funds and/or resources to continue moving this project forward after the initial improvement phase in 2014.

#### **ANALYSIS:**

This was one of the first polls taken via the Internet by the District. The ability to participate in the poll was publicized via our page in the Hope Standard, and repeatedly via various social media (Facebook, Twitter, etc) throughout April and May.



## DISTRICT OF HOPE

### REPORT/RECOMMENDATION TO COUNCIL

*"Experience Hope"*

The results were close between the options of the establishment of a Legacy Fund, Othello Road Improvements, and other. The "other" comments are included in the attachment.

The majority of the public and staff agree that the establishment of a Legacy Fund would provide the greatest long-term benefit to the community. The exact amount and structuring of the fund would be determined and confirmed but the overall intent would be to generate future funding for various project priorities throughout the District. In fact, a Legacy Fund could possibly be used to contribute to the other three options as presented in any case.

#### **A. Attachments:**

Report to Council dated March 31, 2014  
Graphic representing the poll results.

#### **B. Strategic Plan Objectives:**

If the Trans Mountain Expansion is approved, and we are successful in obtaining some form of community benefit, this will aid Council's Strategic Objective of improving the quality of life for the resident's of Hope via direct investment in community projects and/or freeing up District funds for community projects in the case of Trans Mountain investment in infrastructure (e.g. Othello Road improvements).

#### **C. Budget Implications**

Any future community benefit (gift) from Trans Mountain will reduce the tax burden required to attain desired improvements to our local quality of life.

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Prepared by:

[REDACTED]

John Fortoluzzy

# REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE:** January 6, 2022

**FILE:** 1700-05-2022

**SUBMITTED BY:** Interim Director of Finance

**MEETING DATE:** January 24, 2022

**SUBJECT:** 2022 Property Assessment Report

---

**PURPOSE:**

The purpose of this report is to provide Council with analysis of the District of Hope 2022 Property Assessment.

**RECOMMENDATION:**

**Recommended Resolution:**

THAT the report dated January 6, 2022 from the Interim Director of Finance regarding the 2022 property assessments, be received.

**BACKGROUND INFORMATION:**

Every year BC Assessment provides each municipality with property assessment values as determined and prepared by the Authority. Each BC property owner also receives just after January 1<sup>st</sup> a property assessment notice in the mail. Property owners are also given an opportunity to appeal their assessment values if they have sufficient reason to do so.

The attached spreadsheets and charts show comparative assessment values since 2018. There was noted increase in property values in 2022. As shown on the BC Assessment NMC Roll Comparison the overall change due to market conditions was 39.44% and 2.27% due to non- market conditions. Non-market conditions are changes in assessment due to new construction, and property improvements, as well as changes in property use or condition change.

The attached chart showing the property assessment changes since 2018 show that property assessments have been increasing steadily until 2021, and then in 2022 there was a significant spike in the residential class. What this indicates is that property values in Hope have increased significantly as a result of regional market forces.

The second chart assessment comparison show that there has not been significant shift in values between the classes of property. For example, residential class in 2018 was 86.57% of total assessments, and, 2022 the same class is 86.44%. What this tells us is

property classes have had increases. For example, business class assessments increased 34.42% over 2021.

Increases in property assessments does not mean that tax levies from the municipality will increase in huge amounts. However, those properties that have had assessment increases above the local average, in their class, may experience larger tax burden. It is forgone conclusion that the municipality will need to increase revenue from property taxation because all aspects, such as, hydro, gas, materials, supplies and wages for operating the local government continue to increase. The decision of property taxation and tax rates for the District of Hope will be made by Council after deliberating and finalizing the 2022 budget.

This has been provided for information purposes, further discussion and review will take place during 2022 financial plan deliberations.

**ALTERNATIVES & IMPLICATIONS:**

**ANALYSIS:**

**A. Attachments:**

- Chart and spreadsheet Property Assessments
- Chart and spreadsheet Property Assessments Percentage
- BC Assessment Roll Comparison

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Prepared by:

Approved for submission to Council:

*Original Signed by Harry Osachoff*

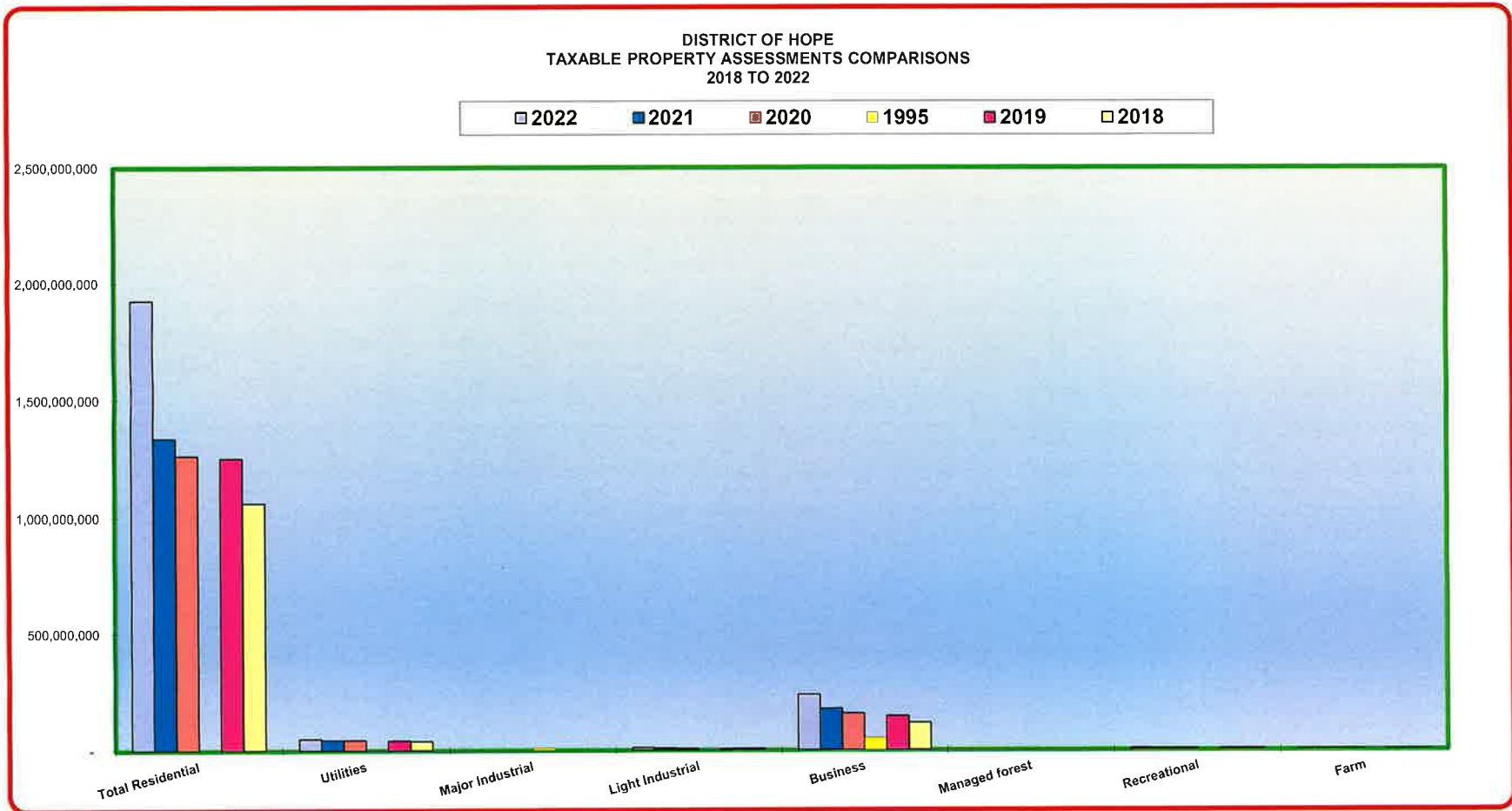
Harry Osachoff  
Interim Director of Finance

*Original Signed by John Fortoloczky*

John Fortoloczky  
Chief Administrative Officer

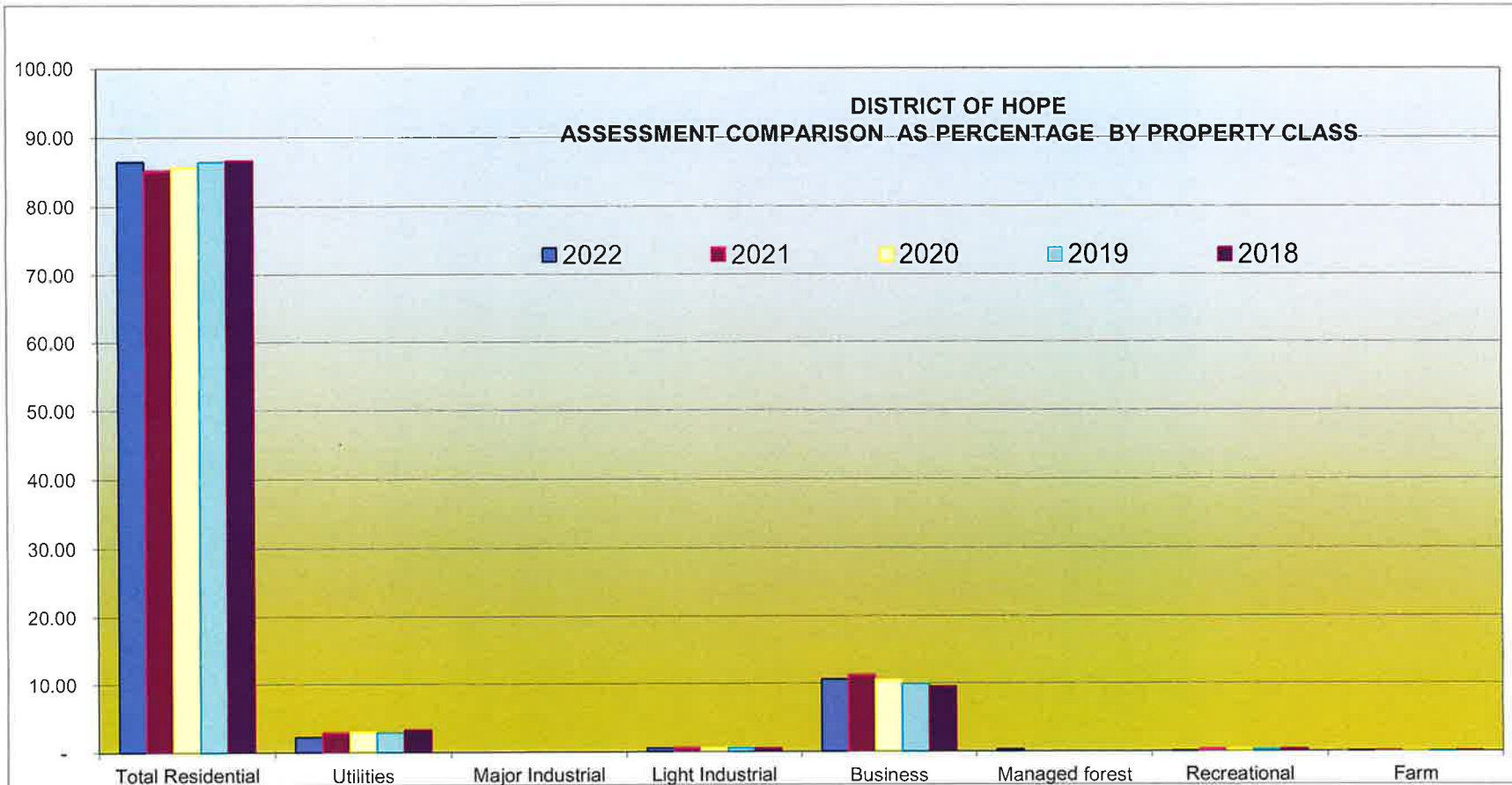
**DISTRICT OF HOPE  
PROPERTY ASSESSMENTS**

ASSESSMENTS	completed		Cycle 10		Cycle 9		Cycle 18		Cycle 10	
	2022	% change	2021	% change	2020	% change	2019	% change	2018	
Total Residential	1,923,376,801	43.93	1,336,304,389	5.85	1,262,429,051	0.80	1,252,348,502	18.07	1,060,655,102	
Utilities	48,899,978	10.66	44,190,963	0.16	44,121,200	6.38	41,474,800	4.87	39,550,339	
Major Industrial	2		-		-		-		-	
Light Industrial	10,881,400	24.13	8,765,800	18.50	7,397,400	8.54	6,815,400	20.61	5,651,000	
Business	235,984,744	34.42	175,562,938	13.26	155,002,917	7.84	143,732,934	23.89	116,012,929	
Managed forest	-		-		-		-		-	
Recreational	5,714,100	43.17	3,991,100	3.33	3,862,500	-	3,862,500	30.08	2,969,300	
Farm	295,581	(4.02)	307,956	2.16	301,433	(9.46)	332,935	(0.91)	336,001	
TOTAL	2,225,152,606	41.81	1,569,123,146	6.52	1,473,114,501	1.69	1,448,567,071	18.23	1,225,174,671	



DISTRICT OF HOPE  
PROPERTY ASSESSMENTS

PROPERTY CLASS ASSESSMENTS PERCENTAGE OF TOTAL ASSESSMENTS			2022	2021	2020	2019	2018
Total Residential			86.44	85.16	85.70	86.45	86.57
Utilities			2.20	2.82	3.00	2.86	3.23
Major Industrial			0.00	-	-	-	-
Light Industrial			0.49	0.56	0.50	0.47	0.46
Business			10.61	11.19	10.52	9.92	9.47
Managed forest			0.26				
Recreational			0.01	0.25	0.26	0.27	0.24
Farm			0.01	0.02	0.02	0.02	0.03



**NMC Roll Comparison by Property Class**  
 2022 Net General Taxable Values  
 Completed Roll run on 03/Dec/2021

Area 15 - Fraser Valley		NMC by Neigh							
Jurisdiction 432 - District of Hope		NMC Detail							
Property Class	2021 Cycle 1	2022 Completed	NMC Land	NMC Intal	NMC Total	% Chg Due to NMC	% Chg Due to Market	% Chg	
T Res Vacant	\$50,061,601	\$85,319,801	\$7,625,000	\$0	\$7,625,000	15.23%	55.20%	70.43%	
T Res Single Family	\$1,157,468,601	\$1,672,097,101	\$7,594,000	\$12,304,900	\$19,898,900	1.72%	42.74%	44.46%	
T Res ALR	\$12,015,000	\$17,130,400	\$37,100	\$0	\$37,100	0.31%	42.27%	42.58%	
T Res Farm	\$28,087	\$25,099	\$0	\$0	\$0	0.00%	-10.64%	-10.64%	
F Res Strata	\$41,682,400	\$52,820,600	\$0	\$0	\$0	0.00%	26.72%	26.72%	
T Res Other	\$75,048,700	\$95,983,800	\$269,600	\$449,300	\$718,900	0.96%	26.94%	27.90%	
<b>01 - Residential Total</b>	<b>\$1,336,304,389</b>	<b>\$1,923,376,801</b>	<b>\$15,525,700</b>	<b>\$12,754,200</b>	<b>\$28,279,900</b>	<b>2.12%</b>	<b>41.82%</b>	<b>43.93%</b>	
F 02 - Utilities	\$44,190,963	\$48,899,978	\$1,400	\$1,551,000	\$1,552,400	3.51%	7.14%	10.66%	
F 03 - Supportive Housing	\$2	\$2	\$0	\$0	\$0	0.00%	0.00%	0.00%	
F 04 - Major Industry	\$0	\$0	\$0	\$0	\$0				
F 05 - Light Industry	\$8,765,800	\$10,881,400	\$61,000	\$0	\$61,000	0.70%	23.44%	24.13%	
F 06 - Business And Other	\$175,562,938	\$235,984,744	\$1,484,700	\$4,337,000	\$5,821,700	3.32%	31.10%	34.42%	
F 07 - Managed Forest Land	\$0	\$0	\$0	\$0	\$0				
F 08 - Rec/Non Profit	\$3,991,100	\$5,714,100	\$0	\$0	\$0	0.00%	43.17%	43.17%	
F 09 - Farm	\$307,956	\$295,581	-\$12,374	\$0	-\$12,374	-4.02%	0.00%	-4.02%	
F S.644LGA/398VC	\$3,749,600	\$3,725,800	\$0	-\$60,000	-\$60,000	-1.60%	0.97%	-0.63%	
<b>Total All Classes</b>	<b>\$1,572,872,748</b>	<b>\$2,228,878,406</b>	<b>\$17,060,426</b>	<b>\$18,582,200</b>	<b>\$35,642,626</b>	<b>2.27%</b>	<b>39.44%</b>	<b>41.71%</b>	

# REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE:** January 17, 2022

**FILE:** 5600-20

**SUBMITTED BY:** Director of Operations

**MEETING DATE:** January 24, 2022

**SUBJECT: Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure – Water Utility Amalgamation Project**

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**PURPOSE:**

The purpose of this report is to seek Council support for application to the current intake of the ICIP Green Infrastructure – Environmental Quality Sub-Stream, to assist with water system upgrades associated with the amalgamation of the 753 Water System with the District of Hope Water Utility.

**RECOMMENDATION:**

**Recommended Resolution:**

THAT Council support the District of Hope application to the Canada-British Columbia, Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Sub-Stream for the Water Utility Amalgamation Project;

AND THAT Council commit the District of Hope to contribute its share of the eligible and ineligible costs and overages of the project, estimated at \$1,477,517 to be funded from borrowing.

**ANALYSIS:**

**A. Rationale:**

The Green Infrastructure – Environmental Quality Sub-Stream will fund infrastructure projects that will support quality and management improvements for drinking water, wastewater and stormwater, as well as reductions to soil and air pollutants through solid waste diversion and remediation.

The program is a component of the wider ICIP Program which will provide funding through an Integrated Bilateral Agreement between Canada and British Columbia for Green Infrastructure; Community, Culture and Recreation Infrastructure; Rural and Northern Communities Infrastructure; and Public Transit Infrastructure.

The application deadline for this program is February 23, 2022.



## **B. Policy (Existing/Relevance/None):**

### **OCP Policies:**

#### **9.2.2**

Support infrastructure improvements that benefit the municipality as a whole. Where possible, seek provincial cost sharing to reduce the impact on ratepayers.

## **C. Relevant History:**

Problems with the well supplying the 753 Water System led to the construction of a temporary emergency connection to the 753 System from the District of Hope's water system in June 2015. Responsibility for the system passed to the provincial Comptroller of Water Rights in 2017, as a result of issues related to ownership. A review of the impact of amalgamating the 753 Water System into the District's existing water network was undertaken around that time (753 Water System Study, Opus International Consultants, April 2017).

TRUE Consulting prepared a water model for the connected network as part of the Water Master Plan. The general conclusions were that the 753 Water System has a significant impact on the District's 138m pressure zone's fire flow capability due to the elevation of the Thacker Mountain service area. The condition of the existing 753 System infrastructure was also broadly assessed as part of the Master Plan. The condition of the Thacker Mountain Reservoir was raised as a particular concern.

Although there were infrastructure improvements needed to permanently take over the 753 Water System, Council believed that it was the public interest to assume responsibility for its operation and on July 22, 2019, Council adopted a resolution to permanently take over the operation of the 753 Water System.

In November 2019, the 753 Water System Upgrade Costing Report, from TRUE Consulting, outlined the necessary works and cost summary. The purpose of this study was to increase the level of detail associated with the cost estimates provided in the recent Water Master Plan, such that the District could make decisions on expenditure and cost allocation, as well as to provide a basis for grant applications.

In December 2019 Council finalized a decision to acquire the 753 Water Utility into the District of Hope's current water utility, borrow up to 1.8 million for the necessary upgrades and spread the cost of borrowing over the entire District of Hope water utility customer base.

## **D. Resources:**

TRUE Consulting has been engaged to prepare the grant application on behalf of the District.

**E. Budget Implications**

Total estimated project cost is as follows:

<b>Project</b>	<b>Est. Cost (2019)</b>	<b>Est. Cost (2022)</b>
Booster pump station on Seventh Avenue	\$850,000	\$875,500
Upgrades to 753 Reservoir	\$680,000	\$811,380
General distribution network upgrades	\$240,000	\$240,578
Well closures on 753 system (2 locations)	\$30,000	\$28,000
<b>Construction/Materials Subtotal</b>	<b>\$1,800,000</b>	<b>\$1,955,458</b>
Design/Engineering		293,319
Contingency		787,072
<b>Total</b>		<b>\$3,035,849</b>

The funding provided by the federal and provincial government towards infrastructure projects is cost shared. The levels of federal and provincial contribution are detailed below. There are two application scenarios identified:

1. Application for the maximum grant funding available (73.33% of total project cost).
2. Application for 70% of the maximum grant funding available (51.33% of total project cost).

Funding Level Requested	Government of Canada Contribution (up to 40%)	Province of British Columbia Contribution (up to 33.33%)	Local Government	Total
Maximum Grant	1,214,340 (40%)	1,011,848 (33.33%)	809,661 (26.67%)	3,035,849
70% of Maximum	850,038 (28%)	708,294 (23.33%)	1,477,517 (48.67%)	3,035,849

The local government project costs, plus all ineligible project costs, and cost overruns are the responsibility of the District of Hope, estimated at \$1,477,517.

**Attachments:**

Canada-British Columbia, Investing in Canada Infrastructure Program Guide

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Prepared by:

Approved for submission to Council:

*Original Signed by Kevin Dicken*  
 Director of Operations

*Original Signed by John Fortoloczky*  
 Chief Administrative Officer



***Canada-British Columbia  
Investing in Canada Infrastructure Program***

***Green Infrastructure – Environmental Quality Sub-Stream  
Program Guide***

## Foreword

This Program Guide provides an overview of the Investing in Canada Infrastructure Program (ICIP) Green Infrastructure – Environmental Quality (EQ) Sub-Stream requirements (ICIP-EQ). This Guide will illustrate how to fill out an application, what the Ministry is looking for in a project, provide a walk-through of the application process and additional helpful information to assist in preparing and submitting an application under ICIP-EQ.

The ICIP's main goal is to create long-term economic growth, build inclusive, sustainable communities and support a low carbon, green economy. The EQ Sub-Stream is focused on infrastructure that will support quality and management improvements for drinking water, wastewater, and stormwater, as well as reductions to soil and/or air pollutants through solid waste diversion and remediation. Projects must meet related outcomes to be eligible. Eligible projects will support public infrastructure, defined as tangible capital assets primarily for public use and benefit.

The Program Guide contains references to the Canada – British Columbia ICIP Integrated Bilateral Agreement which can be found at <http://www.infrastructure.gc.ca/prog/agreements-ententes/2018/2018-bc-eng.html>.

In the event of a conflict between the Program Guide and the ICIP Integrated Bilateral Agreement, the Agreement prevails.

It is important for applicants to familiarize themselves with the requirements described in this guide prior to preparing their application.

**The Program Guide has been revised for the Third Intake and published on October 08, 2021.**

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## 1. INTRODUCTION

### 1.1 PROGRAM GOAL AND OBJECTIVES

Canada and British Columbia governments are investing up to \$270 million in the third intake of the ICIP Environmental Quality Program (ICIP-EQ) to support infrastructure projects in communities across the province. Funding under the first and second intake, which represents a commitment of \$399 million by the Canadian and British Columbian governments, is fully allocated.

The ICIP-EQ program will assist communities in developing well planned community infrastructure that will protect public health and environment, promote climate change resilience, and support broad public benefits and service sustainability.

A project must meet at least one of the following outcomes to be eligible:

- increase the capacity to treat and/or manage wastewater;
- increase the capacity to treat and/or manage stormwater;
- increase access to potable water;
- increase the capacity to divert or manage solid waste (including landfill gases);
- increase capacity to reduce and/or remediate soil and/or air pollutants through remediation.

[Guidance on Aligning Projects with Outcomes](#) is available on the [Environmental Quality Program Website](#).

The Program encourages applicants to consider infrastructure to capture added value as described in Section 5.3. Projects that support more than one of the following program goals have a better chance of success:

- improve services to existing residents;
- provide clean drinking water;
- reduce air, soil and water pollution;
- reduce resource consumption;
- increase adaptation and mitigation to climate change;
- enhance natural systems and ecological services; and
- support resource recovery and reuse.

Some [example projects](#) are provided for your reference on the [Program Website](#).

Eligible projects will be subject to technical evaluation and ranked according to the extent to which they meet the program's eligibility criteria and program goals. Funding programs are highly competitive, and it is anticipated that there will be more projects that qualify for funding than the allocated program funds. The amount of funding requests should be reasonable in comparison to the allocated funding. Wherever feasible, applicants are encouraged to phase

their project to reduce funding ask, while ensuring the phased project independently meets the program outcome.

Projects with total estimated eligible expenditures of \$10 million or more will be subject to [climate lens assessments](#) (including a greenhouse gas emissions assessment that includes a cost-per-ton calculation and a climate change resilience assessment) to be completed to British Columbia and Canada's satisfaction prior to Canada's approval of a project for funding.

The approved projects will be subject to [reporting requirements](#) as the projects progress. Details are provided in Section 8.6. The program targets projects that can be completed within three years following approval. An Oversight Committee consisting of representatives from the federal and provincial governments will be responsible for administration of the Agreement.

Local Governments\* and Indigenous applicants are eligible ultimate recipients for this merit-based funding.

*\*Local government refers to Regional Districts and Municipalities throughout this Guide. See Section 2.1 on Eligible Applicants for details.*

### 1.3 APPLICATION DEADLINE

The deadline for the application intake is **February 23, 2022 (4:00 pm PST)**.

Applicants must follow a two-step process to obtain access to Local Government Information System (LGIS) to submit online application.

- A Business BCeID credential and password are required to access the online application. The deadline to submit your BCeID credentials is **three weeks** prior to the submission deadline (**February 02, 2022**).
- After obtaining a BCeID you are required to request access to the Local Government Information System (LGIS). It is essential to have access to LGIS to be able to submit your [online application](#). We strongly encourage you to apply for BCeID access as soon as you can so that access to LGIS can be received in a timely manner.

See [Accessing the Online Application](#) for more details.



## 1.4 LIMIT ON NUMBER OF APPLICATIONS

Municipalities may submit **one** application per intake.

Regional Districts may submit **one** application for each community\* in their area. A community is defined as a settlement area within a regional district electoral area or an established or proposed service area.

Indigenous Ultimate Recipients may submit **one** application per intake.

Applications not approved from an earlier intake may be revised and submitted as a new application. This will count towards the limit on the number of applications submitted. Prior to revising the previous application, applicants are encouraged to contact program staff for feedback on unsuccessful application and advice on how to improve their application.

*\*A community is considered as a settlement area within a regional district electoral area which may coincide with a service area boundary*

## 1.5 COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD

The funding provided by the federal government towards infrastructure projects is cost-shared by other partners, such as provinces, municipalities, regional districts, and Indigenous groups. The levels of federal and provincial contribution are:

<i>Ultimate Recipient</i>	<i>Government of Canada Contribution (up to)</i>	<i>Province of British Columbia Contribution (up to)</i>	<i>Total Senior Government Contribution (up to)</i>
Local government	40%	33.33%	73.33%
Indigenous (off-reserve projects)	75%	15%	90%
Indigenous (on-reserve* projects)	75%	-	75%

*\*Application must demonstrate benefits and services extended beyond the reserve community for projects partially or fully located on reserve lands.*

The remaining eligible project costs, ineligible projects costs and cost overruns are the responsibility of the applicant.

Where applicants plan to use or have applied for funds from other federal or provincial programs, the source of these funds must be indicated on the application form. The disclosure of other funding sources must be provided by the successful recipient up to the completion of the project. The same project will not be considered for funding under more than one ICIP sub-stream.

Applicants who have other senior government funding or grants in place for their project should note that the program is subject to stacking rules\*. Total senior government funding will be reduced to the maximum commitments under this program or may affect funding under other senior government funding programs. Note that Canada Community-Building Funds are a federal contribution for these purposes and cannot be utilized for the ultimate recipient's funding contribution to the project.

Indigenous ultimate recipients may be eligible to access additional funding from federal sources subject to approval from Canada.

*\* Federal stacking rules are subject to Canada's interpretation.*

## 2. APPLICANTS

### 2.1 ELIGIBLE APPLICANTS

A local or regional government established by or under British Columbia statute (*municipality or regional district for the purposes of this funding*).

- Applications from improvement districts, water utilities, societies or private water systems must be made by the sponsoring regional district or municipality. Such an application will count towards the limit on number of applications described in section 1.4. If the application is successful in obtaining program funding, the ownership of the infrastructure and associated assets must be transferred to the sponsoring regional district or municipality.

Supporting documents about intent to transfer ownership should be provided with the application. An Improvement District Conversion Guide can be found here:

[http://www.cscd.gov.bc.ca/lgd/gov\\_structure/library/improvement\\_district\\_conversion\\_guide.pdf](http://www.cscd.gov.bc.ca/lgd/gov_structure/library/improvement_district_conversion_guide.pdf)

Indigenous Ultimate Recipients:

- A band council within the meaning of Section 2 of the *Indian Act*.
- A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between Her Majesty the Queen in Right of Canada and an Indigenous people of Canada, that has been approved, given effect, and declared valid by federal legislation;
- A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure; and
- An Indigenous development corporation.

### 2.2 INELIGIBLE APPLICANTS

- Federal entities, including federal Crown Corporations.
- Applicants not defined in Section 2.1.
- Applicants not established within the Province of British Columbia.

## 3. PROJECTS

### 3.1 PROGRAM OUTCOMES

The Program supports an outcome-based rather than a project category-based approach. In addition to meeting regulatory requirements and demonstrating public benefit an eligible project must meet following **outcomes** set out by Infrastructure Canada:

- Increased capacity to treat and/or manage wastewater.
- Increased capacity to treat and/or manage stormwater.
- Increased access to potable water.
- Increased capacity to reduce and/or remediate solid waste pollutants (including landfill gases).
- Increased capacity to reduce and/or remediate soil and/or air pollutants.

### 3.2 ELIGIBLE PROJECTS

The Program supports primarily public infrastructure, which is defined as “tangible capital assets in British Columbia primarily for public use and/or benefit”.

To be eligible for funding, a Project must:

- a) be put forward by an eligible applicant who demonstrates that they will own and be able to operate and maintain the resulting infrastructure over the long term;
- b) meet one or more of the Program outcomes (see Section 3.1);
- c) be for the construction, renewal, rehabilitation, or material enhancement of infrastructure, excluding normal maintenance or operation;
- d) be supported by all requirements set out in Section 5;
- e) stipulate project completion date of no later than December 31, 2026;
- f) be duly authorized or endorsed by, as applicable:
  - in the case of a local government applicant, a resolution from its council/board; or in the case of an Indigenous applicant, a resolution from its band council; or council/board;
- g) be for broad public use or benefit and clearly demonstrate this within the application;
- h) meet or exceed any applicable energy efficiency standards for buildings outlined as below:

- exceed by 25% the energy efficiency requirements of the National Energy Code of Canada for Buildings; or
  - the building will rank in the equivalent of top 25% of its building type under ENERGY STAR;
- i) for publicly accessible buildings, meet or exceed the requirement of the highest published accessibility standard in a jurisdiction;
- j) for First Nations applicants, a project must demonstrate that direct benefits extend beyond the reserve community and result in services being delivered to land off-reserve; and,
- k) be located in the Province of British Columbia.

In addition, projects must meet these requirements:

- a) Wastewater Projects must result in wastewater effluent that meets the Wastewater Systems Effluent Regulations, or provincial regulations where there is a federal equivalency agreement in place.
- b) Drinking water projects must meet or exceed provincial requirements and standards.
- c) Solid waste diversion Projects must result in an increase in the quantity of material diverted from disposal as measured against a baseline using the *Generally Accepted Principles for Calculating Municipal Solid Waste System Flow*.
- d) Projects that reduce or remediate soil pollutants must be undertaken on properties that are contaminated, as confirmed by a Phase II Environmental Site Assessment.

### **3.3 INELIGIBLE PROJECTS**

A project will be deemed ineligible if:

- a) the construction began or a tender has been awarded prior to the final project approval;
- b) the estimated project start date is more than 2 years after the date of application;
- c) the project will be completed after December 31, 2026;
- d) the project deals with assets owned by the Government of Canada including federal Crown Corporations;
- e) it is eligible under the federal Low Carbon Economy Fund;

- f) it is an energy retrofit project, unless the energy retrofit project is on an asset that would be considered eligible for funding under the ICIP IBA or under the National Housing Strategy;
- g) it includes investment in emergency services infrastructure;
- h) it involves relocation of whole communities; or
- i) it relates to seismic risks.

Projects may not be funded if they present risks to program funders, for example if any of the following are deemed likely:

- a high probability of the project not being able to be completed within the program timeline;
- potential for the project to not proceed due to applicant funding difficulties;
- a high probability that the project will require a significant change in scope to proceed due to limited planning being undertaken prior to application;
- the project may not provide the level of service identified;
- the project does not have public support;
- First Nations within 5 km\* of the project site haven't been identified;
- the project has the potential to cause environmental or social issues;
- the applicant does not demonstrate they are able to manage, maintain and finance the project over the long term;
- Projects that has not considered climate change and its consequences such as flood, fire, drought, etc.;
- Project has a class C or D cost estimate and does not include sufficient contingency costs; and
- The application does not demonstrate that risks related to the project have been considered and mitigation measures are identified. Risk associated with implementation of value-added components in the project will not be viewed negatively.

*\*Applicants should use Aboriginal and Treaty Rights Information System (ATRIS) website to locate indigenous communities within 5 km of the project site.*

### **3.5 PROJECT SIZE AND PHASING PROJECTS**

Applicants should be aware that there are [reporting requirements](#) for this Program that must be met (see Section 9.6 for requirements).

There is no cap on the maximum allowable funding amount per project; however, consideration will be given to a fair distribution of funding. Applicants should consider whether phasing is an option where project funding would represent more than 10% of

the total funding available for the intake. Applicants should submit the project that will give them the best value for the given cost.

Where a phase is submitted for funding consideration, the phase should independently meet program outcomes.

If applying for a phase of a larger project, identify how the project will be phased. This should be demonstrated in the accompanying [Detailed Cost Estimate Template](#), and the project descriptions must be organized to easily describe each of the distinct phases of the project, highlighting which phase is the subject of the funding request.

It is important to note that the approval of one phase of a project does not guarantee that other phases will receive funding.

## 4. COSTS

See Appendix B for examples of eligible and ineligible costs.

### 4.1 ELIGIBLE COSTS

Eligible costs will include the following:

- a) all costs considered to be direct and necessary for the successful implementation of an eligible project, in the opinion of Canada and British Columbia, excluding those identified under Section 4.2 (Ineligible Costs).
- b) the capital costs of constructing or renovating a tangible asset, as defined, and determined according to generally accepted accounting principles in Canada.
- c) all planning (including plans and specifications), assessment and design costs specified in the agreement such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services, to a maximum of 15% of total funding award.
- d) costs related to meeting specific Program requirements, including completing climate lens assessments (as outlined in Section 6) and creating community employment benefit plans (costs for climate lens assessments can be incurred prior to project approval, but can only be paid if and when a project is approved by both the Province and Canada for contribution funding).
- e) the costs of engineering and environmental reviews, including environmental assessments and follow-up programs and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment.
- f) the costs of Indigenous consultation, and where appropriate, accommodation.
- g) the costs directly associated with joint federal and provincial communication activities (press releases, press conferences, translation, etc.) and with federal and provincial project signage.
- h) the incremental costs of the eligible recipient's employees related to construction of the project may be included as eligible costs under the following conditions:
  - i. The recipient is able to demonstrate that it is not economically feasible to tender a contract;
  - ii. The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
  - iii. The arrangement is approved in advance and in writing by the Province and by Canada.

Eligible costs are limited to the following:

- a) costs incurred between the project approval date and the project completion date set out in the Shared Cost Agreement, except for costs associated with completing climate lens assessments and creating community employment benefit plans, which are eligible before project approval, but can only be paid if and when a project is



approved by the Province and Canada and a signed Shared Cost Agreement is in place.

## 4.2 INELIGIBLE COSTS

The following are deemed ineligible costs:

- a) costs incurred prior to the approval of the project, except for expenditures associated with completing climate lens assessments and creating community employment benefit plans as required (but can only be paid if and when a project is approved by the Province and Canada and a signed Shared Cost Agreement is in place);
- b) costs incurred after the project completion date set out in the Shared Cost Agreement with the exception of expenditures related to audit and evaluation requirements pursuant to the agreement;
- c) costs related to developing a funding application and application supporting documentation;
- d) costs incurred for cancelled projects;
- e) costs of relocating entire communities;
- f) land acquisition;
- g) real estate and other fees related to purchasing land and buildings;
- h) financing charges, legal fees, and interest payments on loans, including those related to easements (e.g., associated surveys);
- i) costs associated with operating expenses and regularly scheduled maintenance work;
- j) leasing land, buildings and other facilities;
- k) leasing of equipment other than equipment directly related to the construction of the project;
- l) overhead costs, including salaries and other employment benefits, direct or indirect costs associated with operating expenses, administration and regularly scheduled maintenance work, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff, except those indicated in Eligible Expenditures;
- m) costs related to furnishing and non-fixed assets which are not essential for the operation of the asset/project;
- n) any goods and services costs which are received through donations or in kind;
- o) taxes for which the ultimate recipient is eligible for a tax rebate and all other costs eligible for rebates;
- p) all capital costs, including site preparation, vegetation removal and construction costs, until Canada has been satisfied that the federal requirements under the *Impact Assessment Act, 2019* (IAA, 2019), other applicable federal environmental assessment legislation that is or may come into force during the term of the Agreement, and other applicable agreements between Canada and Indigenous groups have been met to the extent possible and continue to be met; and

- q) all capital costs, including site preparation, vegetation removal and construction costs, until Canada is satisfied that any legal duty to consult, and where appropriate, to accommodate Indigenous groups or other federal consultation requirement, has been met and continues to be met.

## 5. GENERAL REQUIREMENTS

### 5.1 FUNDING

The applicant must demonstrate that their share of funding has been, or is being secured, and that a plan is in place to recover any cost overruns beyond budgeted contingencies. Further, the application must demonstrate that funds have been committed to operate, maintain, and plan for replacement. Also see the “Evidence of Secured Funds”, “Confirmation of Funds” and “Council/Board Resolution” sub-sections under Section 6.

#### Local Government Recipients

- If a local government has accumulated funds in a statutory reserve to finance a share of project costs, please submit evidence of these funds as at application date and supporting information directing the use of reserve funds.
- If a local government intends to borrow a share of costs, a bylaw to authorize the borrowing of funds should receive third reading by a local government prior to submitting an application to the program. A copy of that bylaw should accompany the application.
- Municipalities that intend to borrow should also submit a Liability Servicing Limit Certificate for the amount authorized in the bylaw. Please also submit information about any sources of applicant share of project costs other than reserves or borrowing. Please note that submission of a loan authorization bylaw and supporting information as evidence under the program is separate from submission for approval by the Inspector of Municipalities. That is a separate process that must be completed when approval by the Inspector is desired. **A preference may be given to projects that demonstrate secured funding.**
- A financial analysis will be completed as part of the application review. Local government applicants should recognize that the success of applications may reflect the extent to which applicants have met financial criteria such as having:
  - met the deadlines for legislated financial reporting, including the financial plan, audited financial statements, Local Government Data Entry (LGDE) forms and Statement of Financial Information (SOFI);
  - submitted the financial plan to the Ministry to meet requirements of s 165 of the Community Charter for municipalities and Section 374 of the *Local Government Act* for regional districts; and
  - measures of financial stability and sustainability which may include property tax structures and development costs charge structure.

### **Indigenous Ultimate Recipients**

- On-reserve applicants must demonstrate that their share of the funding is secured, and there is a plan in place to cover any cost overruns, ineligible costs and also for operation and maintenance.
- The applicant must provide source and amount of funding if funding from senior government is going to be used for the project.
- Off-reserve Indigenous ultimate recipients must show the “Evidence of Secured Funds”, “Confirmation of Funds” and “Council/Band Resolution” and demonstrate that their share of funding has been secured and there is a plan in place to cover any cost overruns, ineligible costs and also for operation and maintenance.

## **5.2 APPLICATION PROCESS**

All proponents must complete and submit an [online application](#) via the Local Government Information System (LGIS). [Sample application questions](#) are available on the [program website](#).

A Business BCeID is required to set up access in LGIS. This can take up to 15 business days. New users are encouraged to start the process of requesting a BCeID as early as possible. See [Accessing the Online Application](#) for more details.

## **5.3 SELECTION PROCESS AND CRITERIA**

The Program is merit based and projects are subject to a comprehensive technical ranking assessment and internal provincial review, with a list provided to the Oversight Committee and recommendations submitted to Canada for final approval.

Applicants must ensure that their application demonstrates:

- how the project will be eligible for funding (Section 3.2);
- how the project benefits align with one or more of the outcomes (Section 3.1);
- how the project is supported by community’s long-term planning and management;
- how the project provides value for money during lifecycle of the infrastructure; and
- how the project is supported by sustainable management and planning.

Projects that support more than one program goals have a better chance of success; program goals are:

- Improve services to existing residents;
- provide clean drinking water;
- reduce air, soil, and water pollution;
- reduce resource consumption;

- increase adaptation and mitigation to climate change;
- enhance natural systems and ecological services; and
- support resource recovery and reuse.

The following will be considered for added value:

- **Environmental Protection:**  
Protecting the environment is reducing the impact or damage caused by human activity.
- **Enhancing the environment - support for natural systems and ecological services:**  
Natural assets, such as wetlands, forests and streams can provide ecological benefits that serve the community and support the environment, by storing rainwater and reducing flooding. Supporting, enhancing, and accounting for natural systems will support sustainable infrastructure delivery. It is important to undertake urban and industrial development in a way that does not negatively impact the environment, such as freshwater ecosystems and air and soil quality.

Natural assets can also provide opportunities to increase community resilience to the impacts of climate change and carbon storage to mitigate the changing climate. The BC Framework Primer on Climate Change and Asset Management ([AMBC Primer](#)) introduces an approach for integrating climate change considerations throughout the asset management process.

- **Resource Recovery and Reuse:**  
Rather than losing valuable resources to the landfill or flushing them towards the ocean, resources should be recovered and reused. For example, solid and liquid waste can be reused to conserve water, recover nutrients, capture, and reuse heat (please see [Closing the Loop](#) document for further information).
- **Energy Generation and Reuse:**  
Renewable energy supports a sustainable community and includes energy generated from waste as well as other sources such as hydropower, sunlight, wind, rain, tides, waves, etc.
- **Climate Change Adaptation:**  
Adaptation solutions can be incorporated into a project to lessen the impacts and potential damages of expected climate effects, or to benefit from opportunities associated with such effects, making a community or ecosystem more resilient to climate change. For example, an adaptation solution could be to use stormwater to restore and protect a wetland area, incorporate flood defense into a wastewater facility, or modify a drinking water intake for drought conditions.

- **Climate Change Mitigation - Reduce greenhouse gases:**  
To reduce causal sources and the rate and depth of climate change effects, the amount and concentration of greenhouse gases released to the atmosphere must be decreased. Efforts to reduce emissions and enhance sinks are referred to as “mitigation”.

Internal provincial review may include consideration of factors such as regional distribution of funding, previous funding, communities in need, and unmitigated project risks.

## 5.4 APPROVAL IN PRINCIPLE - REQUIREMENTS

Shortlisted projects will be given initial ‘approval in principle’ by the Province, which provides some assurance to applicants that funding will be received prior to having to complete these additional requirements

The following will be required to be completed to BC and Canada’s satisfaction prior to Canada’s approval of a project into the program:

- For all projects with total estimated eligible expenditures of \$10 million or more, a [climate lens](#) - greenhouse gas emissions assessment that includes a cost-per-tonne calculation as required by Canada.\*
- For all projects with total estimated eligible expenditures of \$10 million or more, a [climate lens](#) - climate change resilience assessment.\*\*
- A federal form to determine if there are any federal environmental assessment requirements that could apply to the project and if there is a requirement to consult with Indigenous Groups.
- For all projects with total estimated eligible expenditures of \$25 million or more, the expected results for community employment benefits as required by Canada, unless waived at the discretion of British Columbia (see Section 8.6 for additional information).\*\*\*

The following may be required on a case-by-case basis at the discretion of British Columbia:

- For projects with total estimated eligible expenditures of \$15 million or more and a sufficiently complex nature, a Value Engineering assessment

Projects that request a contribution of more than \$50 million from federal sources, involve federal assets, or involve sole source contracting (construction contracts over \$40,000 or, for the acquisition of architectural and/or engineering services, over

\$100,000), if shortlisted, will be subject to a request for further information to support a federal Treasury Board submission.

*\*Note that costs associated with greenhouse gas emissions and climate change resilience climate lens assessments will be considered as eligible as part of the funding.*

*\*\*Information on the requirements for climate lens assessments can be found at:*

*<https://www.infrastructure.gc.ca/pub/other-autre/cl-occ-eng.html>.*

*\*\*\*Information on the requirements for community employment benefits reporting can be found at: <http://www.infrastructure.gc.ca/pub/other-autre/ceb-ace-eng.html>.*

## 5.5 FINAL APPROVAL REQUIREMENTS

- Projects with total estimated eligible expenditures of \$10 million or more will be subject to climate lens assessments (including a greenhouse gas emissions assessment that includes a cost-per-ton calculation and a climate change resilience assessment) to be completed to British Columbia and Canada's satisfaction prior to Canada's approval of a project for funding.
- Canada will determine requirements for Environmental/Impact Assessment and Indigenous Consultation. After Approval in Principle, proponent will be required to fill out a form to provide necessary information.
- Projects with total eligible costs of \$25 million or more are expected to provide community employment benefit as required by Canada. Rationale will be required for consideration of waiver at the discretion of the Province.

## 6. MANDATORY DOCUMENTS

The following **mandatory documents** (15 MB limit per document) must be clearly labeled and uploaded to LGIS as part of your [online application](#) by the application deadline:

- a) [Council/Board/Band Council Resolution](#)
- b) Project Location [.KML file](#)
- c) [Detailed Cost Estimate](#)
- d) Site Plan / Map
- e) Feasibility Study/Preliminary Design Report
- f) List and status of required licenses, permits and approvals (or indicate if not applicable); All applicable legislative or regulatory requirements will or have been met:
  - a. This includes requirements for:
    1. Federal Environmental Assessment (FEA) process, provincial Environmental Assessment process; and
    2. Requirements for Indigenous Consultation.
- g) Evidence of [Secured Funds](#)
- h) For all projects related to drinking water or wastewater: Water Conservation Plan and a copy of Council/Board/Band Council endorsement for the plan

Where attachments are longer in length, specific reference should be made to the sections of documents you wish to be included in the review.

Applicants are responsible for ensuring full and accurate information is submitted.

**Applications will not be reviewed** unless all necessary information has been submitted, including mandatory documents.

The following documents may be used to support the application; however, the relevant information should be referenced within the application:

- Partnership agreement/Letter of Support/MOU between project partners if applicable
- Options Assessment
- Business Plan
- Cost Benefit Analysis or Other Study
- Design Drawings or Details
- Letters of Support
- Record of consultation with indigenous communities if applicable

Letters of support, partnership agreements, or memorandums of understanding from the other partners are recommended for projects done in partnership with others or that will have joint ownership. Letters from health officers are useful for projects that support public health objectives.



Applicants should use [Aboriginal and Treaty Rights Information System](#) (ATRIS) website to locate indigenous communities within 5 km of the project site and determine the consultation needs.

Where a project is excluded from a review under the *Impact Assessment Act*, it may require permits or approvals from local, regional, or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are identified and/or obtained.

- The energy efficiency requirements of the [National Energy Code of Canada for Buildings 2017](#) will be met for newly constructed or materially rehabilitated infrastructure intended for use by the public, where applicable (describe the variances and plans to achieve compliance).
- For newly constructed or materially rehabilitated infrastructure intended for use by the public, the project will provide appropriate access for persons with disabilities.

Projects that are selected for funding will be required to provide additional information as outlined in Section 5.4 to British Columbia and Canada's satisfaction prior to Canada's approval of a project.

## 6.1 COUNCIL/BOARD/BAND COUNCIL RESOLUTION

A [council/board/band council resolution](#) or by-law, committing the proponent to contribute its share of the eligible project costs and all the ineligible costs, is required.

The resolution/bylaw must identify the source of the proponent's share of the project's costs. The resolution should show support for the project from a municipality's Council, a regional district Board, or an Indigenous applicant's band council (or other appropriate authorized body).

Where possible, the resolution should be submitted as part of the application package. Where the applicant is unable to submit the resolution with the application (e.g., due to timing considerations with when the Council/Board meets), it must be submitted within one month after the submission deadline. Please indicate on the application form when submission of the resolution will be expected to occur.

**Projects not supported by an appropriate resolution will not be considered.**

## 6.2 EVIDENCE OF SECURED FUNDS

Evidence that the applicant's full share of funding has been or will be secured is required. This evidence may be in the form of:

- recent bank statements showing that the amount is on hand;
- a line of credit letter of approval (for non-local government entities);
- staff reports and/or resolutions of board/council directing the use of reserve funds.

Local governments who are recovering their share of funding through borrowing, this evidence may be in the form of:

- a Liability Servicing Limit Certificate indicating that borrowing is within a local government's assent free borrowing limit;
- a loan authorization bylaw that has received third reading; and/or
- a date that borrowing has been approved through a formal public approval process and a copy of the related bylaw.

Other evidence may be accepted at the discretion of the Director or Program Lead.

A [confirmation of secured funds](#) template is available on the [Program Website](#).

## 6.3 DETAILED COST ESTIMATE

A [detailed cost estimate template](#) has been provided on the [Environmental Quality Program](#) website and submission of a completed cost estimate is a **mandatory document**. Detailed costs estimates must include but are not limited to: an itemized description, cost per unit of measure, number of units, as well as design, engineering, contingency costs, and tax rebate breakdowns. Applicants are to identify which costs are eligible and which are ineligible and to state what class or confidence level the estimates are (e.g., class B or the level of confidence of the proposed cost). Cost estimates must be dated.

The preference is that submitted projects are planned to the degree that required works are identified, generally represented by a cost estimate of Class C (representing +/- 25-40% variability in costs) or better (Class A or B). A Class A or B cost estimate creates more certainty of the estimated costs involved.

Applicants are advised to ensure that plans are in place to cover potential cost overruns and that adequate contingencies are included within the cost estimate. Otherwise, there may be additional risk linked to the proposed project given the potential cost uncertainties

If the project is part of a larger project, the detailed cost estimate should only include the costs for the project being applied for. If a project can be broken into phases, while still meeting a program outcome, each distinct phase should be clearly broken out in the detailed cost estimate that is submitted.

It is important to note that projects will be reviewed in the context of the *Impact Assessment Act* (IAA) 2019 and regulations as discussed in Section 7. Where applicable, project cost estimates should include costs to conduct an IAA study.

Projects requiring climate lens assessments as outlined in Section 5.4 should include costs to complete these and have them attested to by a qualified assessor.

**IMPORTANT:** It is necessary to provide **up-to-date, detailed, and complete cost estimates** and identify and account for inflation, increasing construction costs and possible delays in start and completion dates. Factors that may delay construction include: the timing of the grant announcement date, fisheries window, public consent, weather and construction seasons, delays in the IAA process, right of way negotiations, regulatory applications, Indigenous consultation, etc. It is important to plan your project to start following final project approvals which are anticipated in Spring 2023.

## 6.4 SITE PLAN/MAP

A site plan/map should include the location and the general layout of the works to be included in the proposed project.

## 6.5 PRELIMINARY DESIGN REPORT

This report should be completed by a professional with expertise relevant to the subject area (i.e., an engineer, architect, etc.) and should identify what the solution is, why it is being recommended and should address capital and lifecycle expenditures, annual operating costs, emerging technologies, environmental considerations, and societal impacts.

## 6.6 LIST OF REQUIRED LICENSES, PERMITS AND APPROVALS

All applicants are required to investigate and submit a list of licenses, permits and approvals which are required for the project to proceed and they must advise on the status of any that have been applied for. This demonstrates that a project is on track and/or that the proponent has considered and commenced applications for these required items.

Note that there is now a requirement under the *Water Sustainability Act* for a water license for all users who divert and use **groundwater** from a well or dugout for non-domestic purposes. The Ministry of Environment & Climate Change's brochure provides information: [https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/laws-rules/gw\\_licensing\\_brochure.pdf](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/laws-rules/gw_licensing_brochure.pdf).

## 6.7 WATER CONSERVATION PLAN

A current, Council, Board, or Band Council endorsed Water Conservation Plan will be required for any project application related to Drinking Water or Wastewater. To meet the requirement, the plan will need to have been updated within the last five years. Please attach or provide a link to the plan and provide a copy of the Council or Board endorsement of the plan. The plan should be relevant to the area which will be served by the project.

Where a water or wastewater system is being transferred to a local government, a commitment should be included to extend the water conservation activities to the transferred system.

Drinking Water or Wastewater projects which create new infrastructure should consider how water can be used efficiently or reduced as part of the project design. Advice on creating a water conservation plan can be found here: <http://www.obwb.ca/water-conservation-guide-for-bc-now-available/>. An additional tool for exploring water conservation options is: <http://waterconservationcalculator.ca>.

BC landscape water calculator tool is: <https://bcwatercalculator.ca/landscape/irrigation>

## 6.8 CONTACT INFORMATION

Applications and mandatory documents will be submitted through the online LGIS application. Questions can be directed to:

**Ministry of Municipal Affairs**

**Phone: 250-387-4060**

**Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)**

## 6.9 IMPACT ASSESSMENT ACT, 2019 REQUIREMENTS

The *Impact Assessment Act 2019* (the Act) and its regulations are the legislative basis for the federal practice of environmental assessment. A Federal Environmental Assessment (FEA) is a process to evaluate the environmental effects and identify measures to mitigate potential adverse effects of a proposed project. The Act ensures that the environmental effects of a project are carefully reviewed before a federal department/agency decides to allow the proposed project to proceed.

Detailed information on the *Impact Assessment Act* and regulations can be found at the Impact Assessment Agency of Canada's website: [www.canada.ca/en/impact-assessment-agency.html](http://www.canada.ca/en/impact-assessment-agency.html)

All projects that receive funding through the Agreement must comply with the Act. However, since not all projects are on federal lands or affect the environment in a significant way, many projects may not require an environmental assessment under the Act. It is the responsibility of the Proponent to determine the FEA requirements and contact the relevant Federal departments, as indicated below.

## **6.10. HOW TO DETERMINE IF A FEDERAL ENVIRONMENTAL ASSESSMENT (FEA) IS REQUIRED**

An FEA will be required under *Impact Assessment Act* 2019 if the project meets the definition of a designated project and or it is located on federal lands.

### ***Is it a designated project?***

The Project List (Also known as the *Physical Activities Regulation*) identifies types of projects that may require an assessment under the Act: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-147/page-1.html#docCont>.

Only projects on the designated project list require FEA or projects designated by the Minister due to potential for environmental effects or public concerns. Should the Project meet the definition of a designated project, proponents must provide to the Impact Assessment Agency of Canada a description of their proposed project to initiate the process.

### ***Is the project on federal lands?***

Projects on federal lands are subject to an assessment of environmental effects. Information must be provided to program staff on whether the project will be located on federal lands. Proponents must engage with the federal lands' owner to establish the process and requirements to meet the *Impact Assessment Act*, 2019.

For more information refer to the Impact Assessment Process Overview:

<https://www.canada.ca/en/impact-assessment-agency/services/policy-guidance/impact-assessment-process-overview.html>

## **6.11 TIME AND COST CONSIDERATIONS**

Time and Costs involved in completing the FEA and associated studies will depend on site accessibility and the availability of local expertise, the nature and complexity of the project, potential environmental implications, and the level of public/First Nations interest. When developing the project cost estimates, please consider the potential expenses involved in preparing a FEA.

## **6.12 DIALOGUE WITH ENVIRONMENTAL AGENCIES**

For projects that require a FEA, proponents are encouraged to contact relevant federal departments or provincial ministries (e.g., Fisheries & Oceans Canada, Environment Canada - Canadian Wildlife Service or BC Ministry of Environment). A proactive discussion with such agencies during the project-planning phase will assist in identifying potential environmental impacts and necessary mitigation measures.

**IMPORTANT NOTE:**

- Where necessary, ICIP funding is conditional upon completion of an environmental assessment review of the project under the Act with a satisfactory outcome.
- Starting BC and Canada environmental assessments early in the planning of a project will assist British Columbia and the Government of Canada in discharging the legal duty to consult and, if appropriate, accommodate Indigenous peoples when the Crown contemplates conduct that might adversely impact established or potential Indigenous or Treaty rights.
- Successful applicants must agree to adhere to mitigation requirements as may be specified in the FEA and/or recommended by federal departments and agencies participating in the review process.
- Any changes to the scope of the project while it is underway could re-open the FEA review and cause the project to have construction delays. In addition, project scope changes need to be brought to the ICIP program staff immediately as they need the Province's approval prior to going forward with any changes to the original approved scope.

## **6.13 OTHER REGULATORY CONSIDERATIONS**

Projects must meet all applicable federal and provincial environmental legislation and standards. Even though a project is excluded from a review under the *Impact Assessment Act*, it may require permits or approvals from local, regional, or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

## **6.14 B.C. ENVIRONMENTAL ASSESSMENT PROCESS**

Proposed projects or modifications to existing projects that are subject to the *British Columbia Environmental Assessment Act* (BCEAA) are specified in the Environmental Assessment Reviewable Project Regulations by project type, design capacity, and diversion or extraction rate. All applicants should review a copy of the regulations for information on projects that may be subject to the BCEAA. Information must be provided to EQ program staff on whether the project will be subject to BC Environmental Assessment.

Refer to BC Environmental Assessment Office's website at [www.eao.gov.bc.ca](http://www.eao.gov.bc.ca) or contact their office at:

**2nd Floor 836 Yates Street  
PO Box 9426 Stn Prov Govt  
Victoria, BC V8W 9V1  
Email: [eaoinfo@gov.bc.ca](mailto:eaoinfo@gov.bc.ca)**

## 7. INDIGENOUS CONSULTATION

Proponents may be required to consult with Indigenous groups if the project is located in an area where Indigenous communities have potential or established Indigenous or Treaty rights. It is the responsibility of the Proponent to determine whether or not the project requires consultation with Indigenous groups. Applicants should check the [Aboriginal and Treaty Rights Information System](#) (ATRIS) to determine the presence of Indigenous communities within 5 km of the project site.

Information must be provided to program staff on whether or not the project will be subject to Indigenous Consultation. If required, Canada must be satisfied that for each Project:

- a) Indigenous groups have been notified and, if applicable, consulted;
- b) If applicable, a summary of consultation or engagement activities has been provided, including a list of Indigenous groups consulted, concerns raised, and how each of the concerns have been addressed, or if not addressed, an explanation as to why not;
- c) Accommodation measures, where appropriate, are being carried out by British Columbia or Ultimate Recipient at their own cost; and
- d) Any other information such as consultation records has been provided that Canada may deem appropriate.

No site preparation, vegetation removal or construction will occur for a Project and Canada has no obligation to pay any Eligible Expenditures that are capital costs, as determined by Canada, until Canada is satisfied that any legal duty to consult, or other federal consultation requirement, and where appropriate, to accommodate Indigenous groups has been met and continues to be met.

For more information on British Columbia's consultation resources and consultation policy:

<https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations>

[https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations/legal\\_obligations\\_when\\_consulting\\_with\\_first\\_nations.pdf](https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations/legal_obligations_when_consulting_with_first_nations.pdf)



## 8. APPROVED APPLICATIONS

Successful recipients will be notified in writing if their application is approved.

The Province of British Columbia will provide a Shared Cost Agreement\* to those proponents approved for funding. The Shared Cost Agreement will outline the terms and conditions associated with the funding. Funding is conditional upon the recipient signing a Shared Cost Agreement with the Province.

Shared Cost Agreements will be prepared only after the requirements described in Section 5.4 have been deemed as met by Canada.

All projects will be expected to be substantially complete within the dates set out in their Shared Cost Agreement. The third intake of the Program will support projects that can be completed within three years of the approval. Where extenuating circumstances outside the proponent's control cause project delays, an approval for extension may be considered (with projects ultimately having to be completed before December 31, 2026).

*\*Shared Cost Agreement or "Ultimate Recipient Agreement" means an agreement between British Columbia and the Ultimate Recipient under the ICIP.*

*\*\*\*"Ultimate Recipient" means an entity identified under sections A.1 a) of Schedule A in Canada – British Columbia ICIP Integrated Bilateral Agreement and identified within this guide as an eligible applicant.*

### 8.1 ASSETS

Within the Shared Cost Agreement, ultimate recipients will need to maintain ongoing operations and retain title to and ownership of an asset for at least five years after substantial completion, except to Canada, British Columbia or a municipal or regional government, or with Canada and the Province's consent.

### 8.2 SHARED COST AGREEMENT

**"Shared Cost Agreement"** means an agreement between the Province of British Columbia and a Recipient whereby the Province agrees to contribute financially to an approved project.

### 8.3 CONTRACT PROCEDURES AND PROVISIONS

**"Contract"** means a Contract between a Recipient and a Third Party whereby the latter agrees to contribute a product or service to a project in return for financial consideration which may be claimed as an Eligible Cost.

**All contracts will be awarded in a way that is fair, transparent, competitive, and consistent with value for money principles.**

The following objectives for procurement activity for goods, services and construction are based on the principles of fair and open public sector procurement competition, demand aggregation, value for money, transparency, and accountability:

- proponents receive the best value for money spent on contracts;
- vendors have fair access to information on procurement opportunities, processes and results;
- acquisition opportunities are competed, wherever practical;
- proponents only engage in a competitive process with the full intent to award a contract at the end of that process;
- proponents are accountable for the results of their procurement decisions and the appropriateness of the processes followed;
- the cost of the procurement process, to both vendors and proponents, is appropriate in relation to the value and complexity of each procurement;
- contracts are awarded in accordance with the Canadian Free Trade Agreement and international trade agreements if applicable; and
- acquisitions are managed consistent with the policy of the Province of British Columbia (The Province of British Columbia Policies can be accessed at: <https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/procurement>).

**Proponents are responsible for:**

- planning, managing and fully documenting the process to acquire goods, services and construction;
- managing solicitation and contract award processes in a prudent and unbiased manner that fairly treats all potential vendors and bidders;
- ensuring that contracts for goods, services and construction are designed to provide the best value; and
- ensuring that all acquisitions are consistent with policy and applicable legislation.

**It is expected that all contracts for works associated with projects that are approved for funding will be publicly tendered. Where this is not feasible or practicable, recipients must inform, in writing, the Ministry for approval before proceeding with the project.**

**The Province reserves the right to review a Recipient's procurement and tendering policies relating to contracts for works associated with projects funded through this program at any time from project approval to a date three years after project completion.**

Two resources are available to help applicants to achieve excellence in the awarding of contracts in a way that is transparent, competitive, and consistent with value for money principles:

- The Master Municipal Construction Documents Association (MMCD) provides its members with standardized contract documents and training programs to maximize the benefits of the documents. The Province of British Columbia encourages British Columbia Municipalities to use the Master Municipal Construction Documents for the construction of municipal services. Many B.C. local governments have been, and continue to, subscribe to the MMCD documents, certification, training, and procedures. For further information about MMCD access its website at: [www.mmcd.net/](http://www.mmcd.net/).
- BC Bid, the e-Procurement site of the Province of British Columbia can be accessed at: [www.bcbid.gov.bc.ca/open.dll/welcome](http://www.bcbid.gov.bc.ca/open.dll/welcome).

## 8.4 CHANGES OR VARIATIONS TO AN APPROVED PROJECT

Applicants need to advise the Ministry, **in writing**, of any variation from the approved project. **Before** any changes are implemented, they must be approved by the Ministry. Changes that require written approval are those that deviate from the Shared Cost Agreement, general project description/scope or project completion date. Costs that are outside of the current terms of the contract may not be able to be reimbursed.

Program staff will adjust future claims and/or require the provincial government to be reimbursed if any costs that have been reimbursed are subsequently found to be ineligible.

## 8.5 COST OVERRUNS

The Program will be fully allocated and oversubscribed. Recipients of grant funding will be responsible for managing project risks, including cost increases, as the Program is not designed to deal with cost overruns. Any project cost increases will be the responsibility of the Ultimate Recipient.

## 8.6 REPORTING

Successful applicants will be required to submit the following reporting documents:

- Periodic Progress Report
- Budget Forecast Report
- Claim
- Final report

A Periodic Progress Report will be required quarterly, and a Budget Forecast Report will be required monthly or upon request by the Province. These reports update the federal and provincial agencies regarding timelines, percentage completion, milestones, forecasting and other information regarding the project.

These reports must be completed and submitted online using the Local Government Information System (LGIS). To access the online reporting users must have a Business BCeID credential and password.

For more information on BCeID access requirements, see [Accessing the Online Application](#).

Conditions will be included in the Shared Cost Agreement which will require the Ultimate Recipient of the grant to conduct activities or prepare documentation related to best practice and sustainable infrastructure management. Claim payments will be conditional on meeting these requirements.

Examples of condition requirements that have been included in past programs include\*:

- Confirmation that required permits have been received and/or that the design and construction meets associated regulatory requirements;
- A list of energy efficient features and equipment used in the project;
- For projects that develop a new groundwater source, use of best practices as detailed in the Province's Well Head Protection Toolkit, including a Wellhead Protection Plan;
- A summary of the state of asset management practice within the organization in reference to the Asset Management BC Roadmap and/or AssetSMART 2.0
- Confirmation that the system and operators are or will be certified under the BCEOCP;
- Completion of a council or board endorsed Water Conservation Plan;
- A plan demonstrating how the community is working towards and planning for sustainable wastewater management;
- Confirmation that a new building exceeds the energy requirements under the National Energy Code for Buildings by at least 25%;
- Confirmation that bylaws are in place regarding the decommissioning of on-site sewage on properties connected to the community sewage collection system and requiring community sewer for smaller properties or a Liquid Waste Management Plan that identifies decentralized wastewater management;
- A plan or strategy to manage stormwater/rainwater;
- An asset renewal profile for the asset group related to the project.

*\* This is not a comprehensive list of all potential condition requirements and others may be added or substituted at the discretion of the Province.*

Applicants will be required to report on the following federal targets which are applicable to the project:

- Reduce by forty percent (40%) the number of long-term drinking water advisories in non-reserve communities
- Increase the number of wastewater systems achieving compliance with federal effluent regulations: from ninety-eight percent (98%) to one hundred percent (100%) for high-risk wastewater systems, and from ninety percent (90%) to one hundred percent (100%) for medium-risk wastewater systems
- Contribute to a national ten mega-tonne (10 mT) reduction of greenhouse gas emissions

Projects with total estimated eligible expenditures of \$25 million or more will need to report on community employment benefits provided to at least three (3) federal target groups (apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, new Canadians, or small- medium-sized enterprises and social enterprises). This requirement may be waived at the discretion of British Columbia for applicants with lower capacity to capture this information with specific rationale.

Applicants must ensure that they collect and are able to provide data on the applicable performance indicators related to Outcomes and associated Targets (listed in Appendix A).

A Final Report detailing project performance must be completed and submitted with the final claim upon project completion.

## 8.7 CLAIMS

To receive both the federal and provincial governments' contributions for approved projects, claims must be submitted for eligible costs to the Ministry. Only costs incurred, paid and consistent with and comparable to those identified in the signed shared cost agreement are eligible for reimbursement. Where multiple projects are ongoing (e.g., through different grant funding programs or through a phased approach), please ensure that claims are specific to the approved project only.

Claims must be completed and submitted online using the Local Government Information System (LGIS). The online claim form requires summary of expenditures information, including name of payee, date paid, work rendered start/end dates, invoice number, invoice date, etc. Current progress reports must be submitted online to the Ministry via LGIS for claim reimbursement. All projects are subject to site visits and audit at any time during the project and up to the later of the end date of the Integrated Bilateral Agreement for ICIP between Canada and British Columbia or up to three years after the final settlement of accounts.

To access LGIS, users must have a Business BCeID credential and password. For more information on BCeID access requirements, see [Accessing the Online Application](#).

## 8.8 ACCOUNTING RECORDS

Applicants must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the project. These records should include both the records of original entry and supporting documents of the applicant, divisions, or related parties, and any third party, named in the application or contract, as appropriate to the project. Applicants must retain accounting records for a minimum of six years after the end date of the Integrated Bilateral Agreement for ICIP between Canada and British Columbia.

Failure to keep acceptable accounting records and tender documents may result in a cessation or interruption in funding and impact future funding.

The Province can require applicants to provide details of the types and amounts of all fees for consultants and contractors.

## 8.9 COMMUNICATIONS

### Procedures for Communications

An important aspect of the program is to communicate its impact in helping improve the quality of life in British Columbia communities. The purpose of joint communications activities is to provide information on the Program to the public in a well-planned, appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

A [communications protocol](#) will be set out within the Shared Cost Agreement. Signage recognizing funding contributions should be prepared according to [ICIP signage guidelines](#).

### Timeline for Public Events

Please contact the provincial Ministry for your project at least **20 working days** prior to any scheduled public events. The federal and provincial Ministers, or their designated representatives, regularly participate in the events, thus need time to schedule for such an occasion.

## APPENDIX A – Federal Program Outcomes & Targets

Ultimate recipients are required to report on outcomes and associated targets through the Province to Canada for the ICIP – Green Infrastructure – Environmental Quality Sub-Stream projects completed in BC. Below are the federal outcomes and targets that are associated with this program for ease of reference.

<b>Environmental Quality <u>Outcomes</u>:</b>
Increased capacity to treat and/or manage wastewater
Increased capacity to treat and/or manage stormwater
Increased access to potable water
Increased capacity to divert or manage solid waste (including landfill gases)
Increased capacity to reduce and/or remediate soil and/or air pollutants

<b><u>Targets</u> Relevant to the Environmental Quality Sub-Stream*:</b>
Reduce by forty percent (40%) the number of long-term drinking water advisories in non-reserve communities.
Increase the number of wastewater systems achieving compliance with federal effluent regulations: from ninety-eight percent (98%) to one hundred percent (100%) for high-risk wastewater systems, and from ninety percent (90%) to one hundred percent (100%) for medium-risk wastewater systems.
Contribute to a national ten mega-tonne (10 mT) reduction of greenhouse gas emissions.
Ensure one hundred percent (100%) of federally funded public-facing infrastructure meets the highest published applicable accessibility standard in a respective jurisdiction.

*\*Not all targets will be applicable to every project. Some projects that are eligible under the program outcomes may not have a corresponding target (i.e., soil remediation).*

## APPENDIX B – Examples of Eligible Costs and Ineligible Costs

**Please note:** The following are examples only and are based on staff knowledge of past federal-provincial programs and program criteria. The determination of whether costs are eligible will ultimately rest with program staff. If a cost is not listed below, contact program staff prior to undertaking associated work. (See Section 6.8 for contact information)

### General

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Costs paid under contract for goods or services considered to be direct and necessary to implement the project</li> </ul>	<ul style="list-style-type: none"> <li>Any unpaid costs including invoices or holdbacks</li> <li>Accrued costs</li> <li>Any goods or services costs which are received through donations or in kind</li> </ul>
<ul style="list-style-type: none"> <li>Costs incurred after approval and on or before the project completion date stipulated in the Shared Cost Agreement and deemed properly and reasonably incurred</li> </ul>	<ul style="list-style-type: none"> <li>Costs incurred prior to approval date and after project completion date as stipulated in the Shared Cost Agreement (with the exception of costs to complete climate lens assessments which are eligible prior to grant award if the project is successful in obtaining funding through the program)</li> </ul>
<ul style="list-style-type: none"> <li>Capital costs as defined by Generally Accepted Accounting Principles (except capital costs included in <b>INELIGIBLE COSTS</b>)</li> </ul>	<ul style="list-style-type: none"> <li>Services or works normally provided by the Recipient, including:                             <ul style="list-style-type: none"> <li>overhead costs</li> <li>salaries and other employment benefits of any employees of the Recipient <u>unless pre-approved by the Ministry and specifically related to the project</u></li> <li>leasing of equipment except that directly related to the construction of the project</li> <li>purchasing equipment</li> <li>accounting fees incurred in the normal course of operation</li> <li>auditing fees incurred in the normal course of operation</li> <li>operating expenses and regularly scheduled maintenance</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Land acquisition and real estate fees:                             <ul style="list-style-type: none"> <li>leasing land, buildings and other facilities and related costs</li> </ul> </li> </ul>



ELIGIBLE	INELIGIBLE
	<ul style="list-style-type: none"> <li>Financing charges, loan interest payments legal fees (including those related to easements)</li> </ul>
	<ul style="list-style-type: none"> <li>Taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates</li> </ul>

### Environmental Assessment/Indigenous Consultation Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Environmental reviews</li> <li>Environmental costs</li> <li>Remedial activities</li> <li>Mitigation measures</li> <li>Indigenous consultation</li> </ul>	

### Climate Change Lens Assessment Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Greenhouse Gas Emissions Assessment when indicated required in Section 5 of the Guide</li> <li>Climate Resilience Assessment when indicated required in Section 5 of the Guide</li> </ul>	

### Design / Engineering Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Fees paid to professionals, technical personnel, consultants, and contractors specifically engaged to undertake the surveying, design, and engineering of a project</li> </ul>	
<ul style="list-style-type: none"> <li>Accommodation costs included in consulting fees or disbursement for out of town/province professionals</li> </ul>	<ul style="list-style-type: none"> <li>Any legal fees including those for land transfers (easements, Right of Way)</li> </ul>

## Construction/Materials Costs

ELIGIBLE	INELIGIBLE
	<ul style="list-style-type: none"> <li>• Cost of purchasing land and associated real estate and other fees</li> <li>• Value of donated land</li> <li>• Interim financing and interest costs</li> <li>• Appraisal fees</li> <li>• Land title fees</li> <li>• Leasing of land or facilities</li> </ul>
	<ul style="list-style-type: none"> <li>• Building permit charged by proponent to itself</li> <li>• Development cost charges</li> </ul>
<ul style="list-style-type: none"> <li>• Insurance related to construction</li> </ul>	<ul style="list-style-type: none"> <li>• Liability insurance for directors</li> </ul>
<ul style="list-style-type: none"> <li>• Project management fees</li> </ul>	
<ul style="list-style-type: none"> <li>• Material testing necessary to prove suitability of soils and specified structural elements</li> </ul>	
<ul style="list-style-type: none"> <li>• Fencing for the construction site</li> <li>• Permanent fencing</li> </ul>	
<ul style="list-style-type: none"> <li>• Towing heavy equipment to and from the construction site</li> </ul>	<ul style="list-style-type: none"> <li>• Towing vehicles</li> </ul>
<ul style="list-style-type: none"> <li>• Security guard &amp; First Aid attendant (contracted for construction project)</li> </ul>	<ul style="list-style-type: none"> <li>• Ambulance for workplace accidents</li> <li>• First aid courses</li> </ul>
<ul style="list-style-type: none"> <li>• Furniture and/or equipment essential for operation of the project</li> </ul>	<ul style="list-style-type: none"> <li>• Tools (e.g. hammer, saw, shovel, rakes, gloves)</li> <li>• Furnishing and non-fixed assets which are not essential for the operation of the asset/project</li> </ul>
<ul style="list-style-type: none"> <li>• Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to the site property line</li> </ul>	<ul style="list-style-type: none"> <li>• General repairs and maintenance of a project and related structures</li> </ul>
<ul style="list-style-type: none"> <li>• Safety equipment to be kept at the project site (e.g., safety goggles, beakers, eye wash bottles, latex gloves, UV lamp, vacuum hand pump, forceps, etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>• Fire protection equipment as required by the fire department</li> </ul>	
<ul style="list-style-type: none"> <li>• Third party (contractor) rental of a trailer/site office</li> </ul>	
<ul style="list-style-type: none"> <li>• Permanently installed 2-way radios, phone system for facility</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly bills for utilities and phone/internet</li> </ul>
	<ul style="list-style-type: none"> <li>• Contributions in kind</li> </ul>
<ul style="list-style-type: none"> <li>• Fuel costs for rental equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle maintenance and fuel costs</li> </ul>

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Temporary construction or permanent signage, specific to the project</li> </ul>	<ul style="list-style-type: none"> <li>General construction signs (e.g., detour, street closed)</li> </ul>
<ul style="list-style-type: none"> <li>Relocation/renovation kiosk signs for public information</li> </ul>	<ul style="list-style-type: none"> <li>Temporary “Hours of Business” signs</li> </ul>
<ul style="list-style-type: none"> <li>Surveys necessary to determine the site’s suitability for the intended purpose</li> </ul>	<ul style="list-style-type: none"> <li>Any other surveys except to determine the site’s suitability</li> </ul>
<ul style="list-style-type: none"> <li>Demolition of unwanted structures from the site</li> </ul>	
<ul style="list-style-type: none"> <li>Landscaping to restore construction site to original state following construction</li> <li>Installation of landscaping</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining landscaping</li> </ul>
<ul style="list-style-type: none"> <li>Newspaper/radio ads related to contract tenders and contract award notifications; or public safety, road closure or service interruption notices related to the project</li> </ul>	
<ul style="list-style-type: none"> <li>Printing and distribution costs for public information materials regarding the project</li> </ul>	
<ul style="list-style-type: none"> <li>Printing costs for preparing contract documents or tenders, blueprints, plans/drawings</li> </ul>	
<ul style="list-style-type: none"> <li>Courier services, specific to project e.g., delivering drawings/designs</li> </ul>	
<ul style="list-style-type: none"> <li>Paving of access and curb cuts</li> </ul>	

### Communication Activities Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>Any costs reasonably incurred to undertake joint federal and provincial communication activities, such as, but not limited to:                             <ul style="list-style-type: none"> <li>- federal or provincial funding recognition signage</li> <li>- permanent commemorative plaques</li> <li>- A/V rental and set up costs</li> <li>- event equipment rental and set up costs, such as stage and podium for joint events</li> <li>- event photography</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Media consultant</li> <li>Event planners</li> <li>Gifts</li> <li>Hospitality costs, such as, but not limited to:                             <ul style="list-style-type: none"> <li>- food/beverages</li> <li>- liquor</li> <li>- entertainment</li> </ul> </li> </ul>



# DISTRICT OF HOPE

## REPORT/RECOMMENDATION TO COUNCIL

**DATE:** January 19, 2022 **FILE:** LDP 40/19

**SUBMITTED BY:** Jas Gill Director of Community Development

**MEETING DATE:** January 24, 2022

**SUBJECT:** **FLOOD & EROSION HAZARD DEVELOPMENT PERMIT  
7<sup>TH</sup> AVENUE – MICHAEL ENNS**

### PURPOSE:

To obtain Council's approval to issue a Development Permit in order to construct new dwellings and permitted accessory buildings on the 7<sup>th</sup> Avenue property.

### RECOMMENDATION:

THAT a District of Hope Flood & Erosion Hazard Development Permit be approved for the property legally described as Lot 1 District Lot 1 Yale Division Yale (Formerly Hope) District Plan 19723; PID 007-981-732 for the construction of five new single family dwellings and permitted accessory structures subject to the District of Hope receiving a satisfactory certified report from a qualified professional confirming that the placement of each of the structures is safe for the use intended ; and

FURTHER THAT the Director of Community Development be authorized to endorse the Flood & Erosion Hazard Development Permit and required covenant document; and

FURTHER THAT for purposes of the Development Permit validity period, the conditions of the Development Permit shall expire on January 24, 2024; and

FURTHER THAT for the purposes of Section 504 of the *Local Government Act*, "substantially start any construction" shall mean the successful registration of the five lot subdivision of the property.

### ANALYSIS:

#### **A. Rationale:**

**Proposal** – The property owner is proposing to subdivide the 2.47 acre parcel into five Single Family Residential (RS-1) lots. As part of the Preliminary Letter of Assessment process, a Tree Protection Permit must be obtained by the applicant. The property owner wants to maintain as many trees as possible, but the removal of some trees is imminent because safe building envelope locations. In preliminary, a combination of fill and building design are a part of the flood mitigation. A draft concept for two of the lots is attached to this report.

**Flood & Erosion Hazard Development Permit (DP)** – As identified in the District of Hope Official Community Plan Bylaw 1378, the subject property falls within the floodway of the Coquihalla and Fraser Rivers. Before a Development Permit can be issued by the District, the applicant shall provide, at the applicant's expense, a site specific flood report certified by a qualified professional engineer with experience in

river engineering, hazard assessment and risk management. The applicant has retained the LCI Group, LaCas Consultants Inc. to prepared the Flood & Erosion Hazard report for the proposed subdivision and safe development of the site.

If Council recalls, back in June 21, 2018, Senior Hydrotechnical Engineer Brian LaCas, Professional Engineer from LCI Group, LaCas Consultants prepared the Lower Coquihalla River, Fraser River Impact on Flood Levels report for the District of Hope.

**B. Official Community Plan (OCP) Bylaw 1378**

As per the Official Community Plan, the three questions to be consistently asked in all levels and types of decision are:

1. Does the development move Hope toward our vision and goals for success and sustainability? Is it aligned with our OCP objectives and policies?

*This development moves Hope towards our vision and goals for success and sustainability as it is a goal to manage to protect people and property from natural hazard. The objective is to regulate development in areas with natural hazards in order to mitigate risk and this is achieved through the prescribed Geotechnical Development Permit Guidelines.*

2. Is it a flexible platform for future steps towards our vision, goals and objectives?

*This platform is rigid but a must do as it mitigates risk and liability.*

3. Will it provide a good return on investment?

*From a residential tax base perspective, it will provide a return on investment once the new dwellings have been constructed.*

**C. Attachments:**

- Location and Zoning Map
- OCP Floodplain Map Excerpts
- Flood & Erosion Hazard Map Excerpt
- Proposed Subdivision Drawings
- Draft Concept Drawings Excerpts

**D. Property Information:**

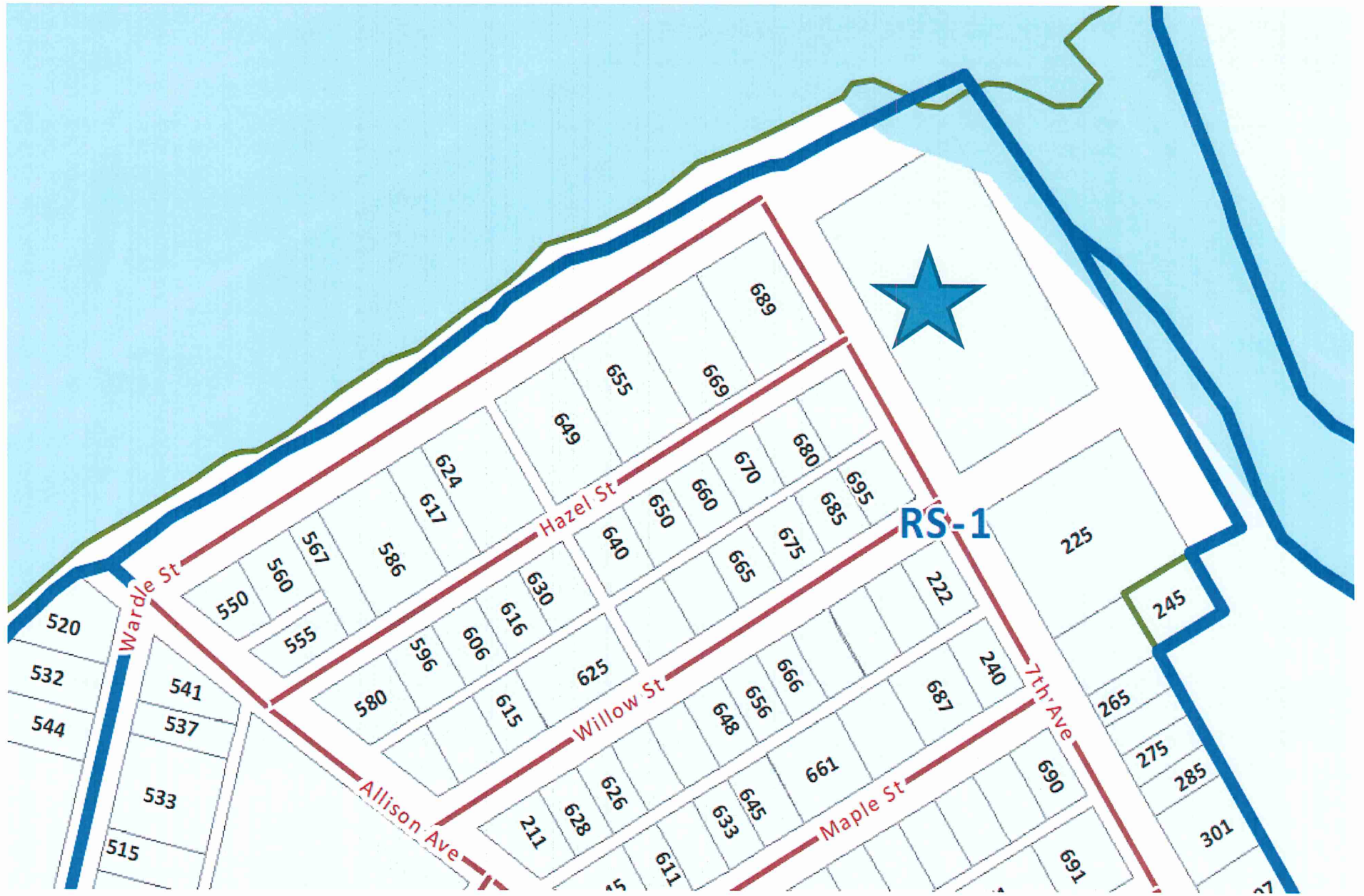
- 1) Civic Address: 7<sup>th</sup> Avenue
- 2) Legal Description: Lot 1 DL 1 Yale Division Yale (Formerly Hope District Plan 19723)
- 3) PID Number: 007-981-732
- 4) Current Zoning: Single Family Residential (RS-1)
- 5) Current OCP Designation: Urban/Suburban Residential

Prepared by:

Approved for submission to Council:

*Original Signed by Jas Gill*  
Director of Community Development

*Original Signed by John Fortoloczky*  
Chief Administrative Officer



*Lot 1 DL 1 Yale Division Yale (Formerly Hope) District Plan 19723, PID 007-981-732, 7th Avenue  
 Applicant: Enns*

**Location & Zoning Map Excerpt**

-  Creek/Stream
-  Major Waterbody
-  Road
-  Railway
-  Land Parcel
-  First Nation Reserves
-  Limited Use
-  Country Residential
-  Urban/Suburban Residential
-  Downtown Hope
-  Comprehensive Development
-  Highway Commercial
-  Light Service Industry
-  Heavy Industry
-  Parks, Recreation and Open Space
-  Rural/Agricultural
-  Airport



**Lot 1 DL 1 Yale Division Yale (Formerly Hope) District Plan 19723, PID 007-981-732, 7th Avenue  
Applicant: Enns**

**OCP Land Use Map Excerpt**



Lot 1 DL 1 Yale Division Yale (Formerly Hope) District Plan 19723, PID 007-981-732, 7th Avenue  
 Applicant: Enns

Flood & Erosion Map Excerpt



# PROJECT DATA

ZONING ANALYSIS - RS-1

**CURRENT LOT SIZE : 107 809 SF  
(2.47 ACRES)**

**RESULTANT SUB-DIVISION LOT SIZE : 21 562 SF  
(.49 ACRES)**

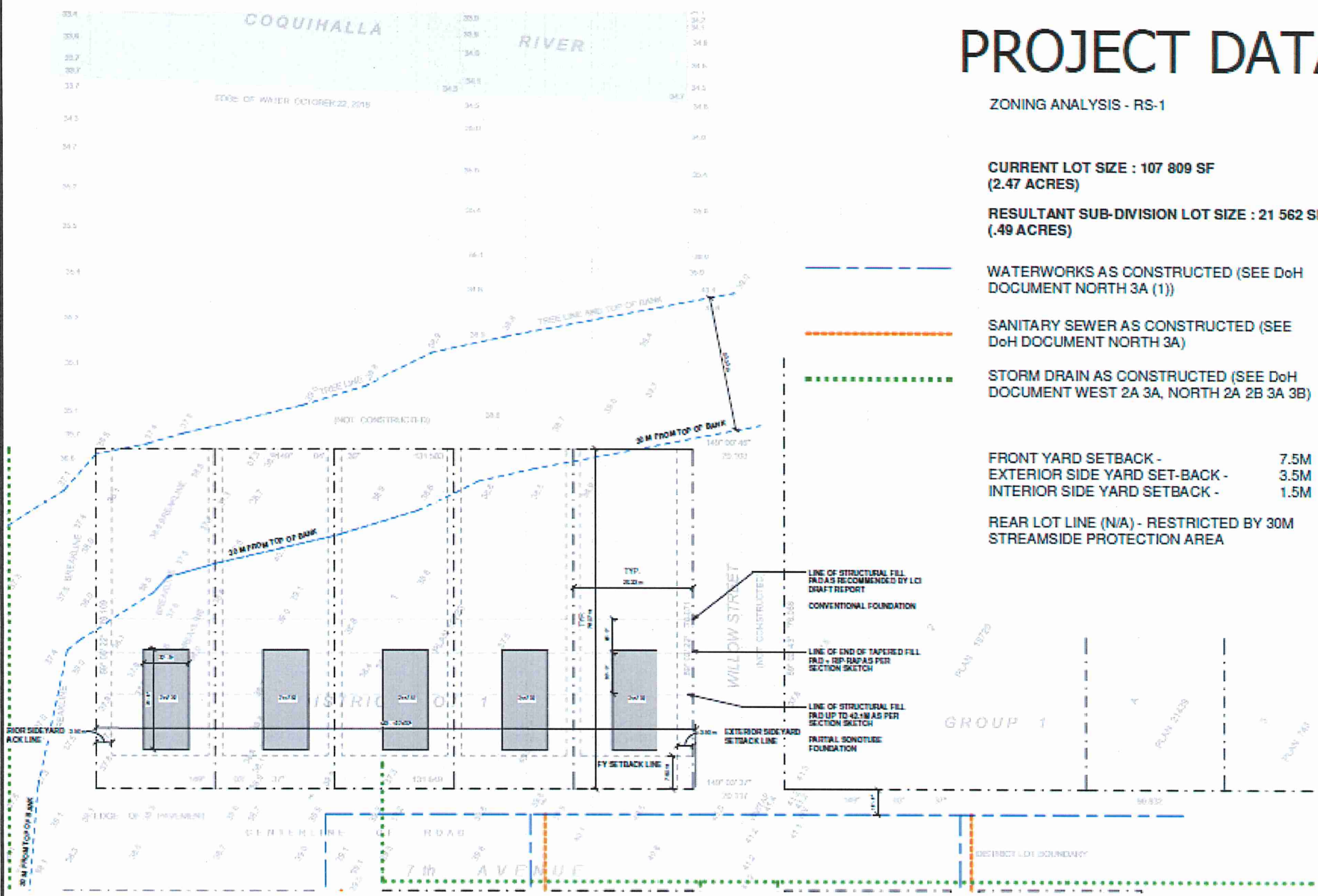
WATERWORKS AS CONSTRUCTED (SEE DoH DOCUMENT NORTH 3A (1))

SANITARY SEWER AS CONSTRUCTED (SEE DoH DOCUMENT NORTH 3A)

STORM DRAIN AS CONSTRUCTED (SEE DoH DOCUMENT WEST 2A 3A, NORTH 2A 2B 3A 3B)

FRONT YARD SETBACK - 7.5M  
EXTERIOR SIDE YARD SET-BACK - 3.5M  
INTERIOR SIDE YARD SETBACK - 1.5M

REAR LOT LINE (N/A) - RESTRICTED BY 30M STREAMSIDE PROTECTION AREA



**Lot 1 DL 1 Yale Division Yale (Formerly Hope) District Plan 19723, PID 007-981-732, 7th Avenue  
Applicant: Enns**

**Proposed Subdivision Plan Excerpt**

DRAFT

4 3D View 3



www.uvictorarchitecture.com  
uva@uvictorarchitecture.com  
604-614-0245

Project North :

Issued :

Project Name:  
7th Ave, Hope, BC

Project Number :  
20211

Client Address :  
7th Ave, Hope BC

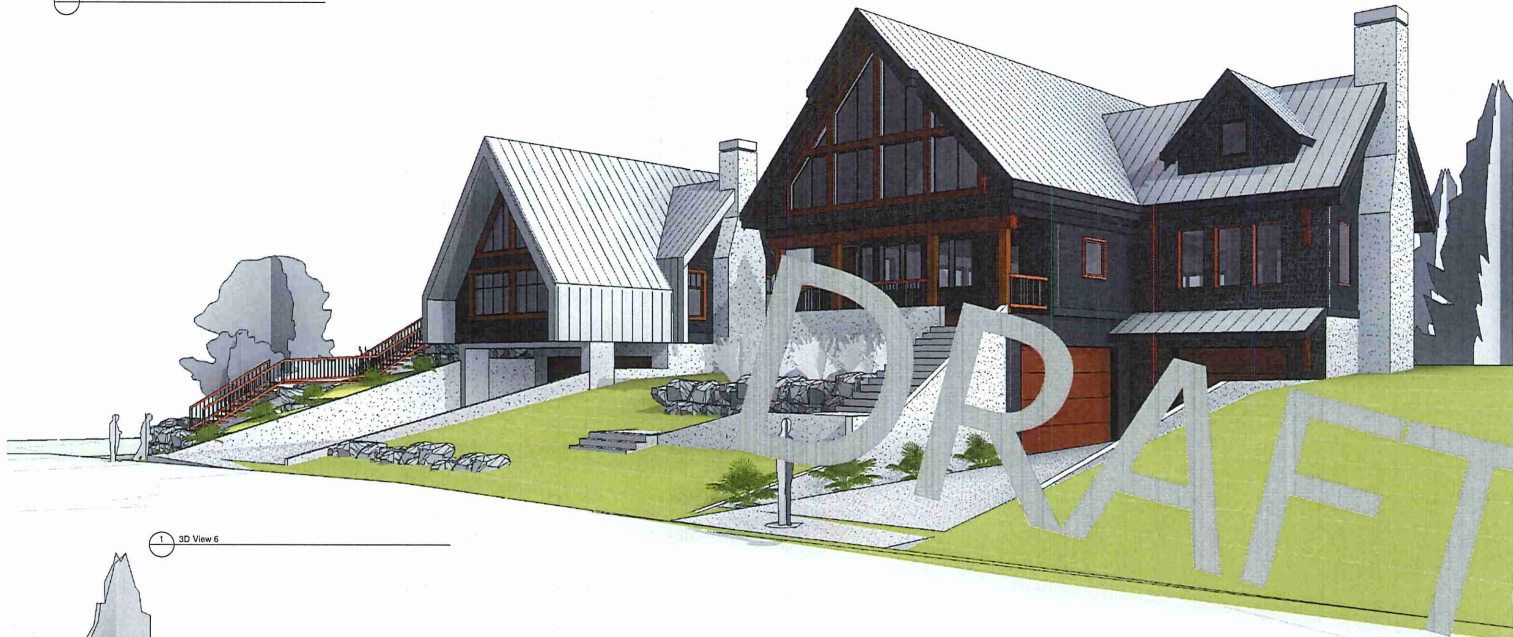
Title :  
CONCEPT - NOT FOR  
SUBMITTAL

Sheet :  
001

Notes :

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All measurements for materials shall be taken from the finished conditions.  
Drawings to be used for construction shall show all work to be done and shall be subject to the approval of the contractor. The contractor shall be responsible for the construction of all work.  
Dimensions and elevations to be verified by contractor.

2 3D View 7



1 3D View 6



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 uva@uvicktorarchitecture.com  
 604 - 614 - 0245

Project North :

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Project Name:  
 7th Ave, Hope, BC

Project Number :  
 20211

Client Address :  
 7th Ave, Hope BC

Title :  
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 002

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 Questions and dimensions to be verified by contractor.

# DRAFT



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 usa@uvictorarchitecture.com  
 604-614-0245

Project North :

Issued :

Project Name:  
 7th Ave, Hope, BC

Project Number :  
 20211

Client Address :  
 7th Ave, Hope BC

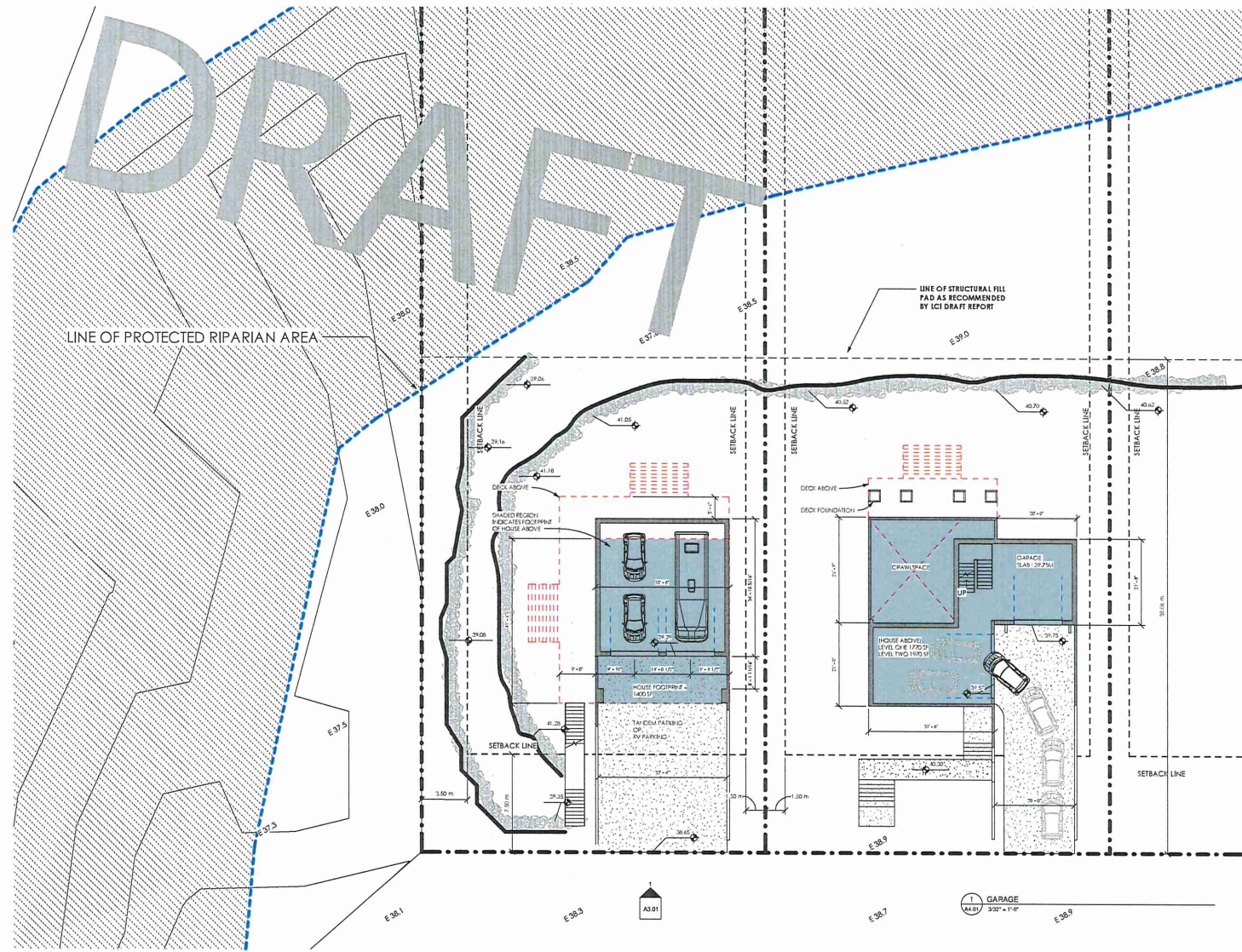
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 SUBMITTAL

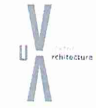
Sheet :  
 003

Notes :  
 1. Existing and proposed elevations and coordinates to be updated or measured on site at the discretion of the architect.  
 2. All quantities are approximate and subject to change.  
 3. All quantities are subject to change and subject to the discretion of the architect.  
 4. All quantities are subject to change and subject to the discretion of the architect.  
 5. All quantities are subject to change and subject to the discretion of the architect.

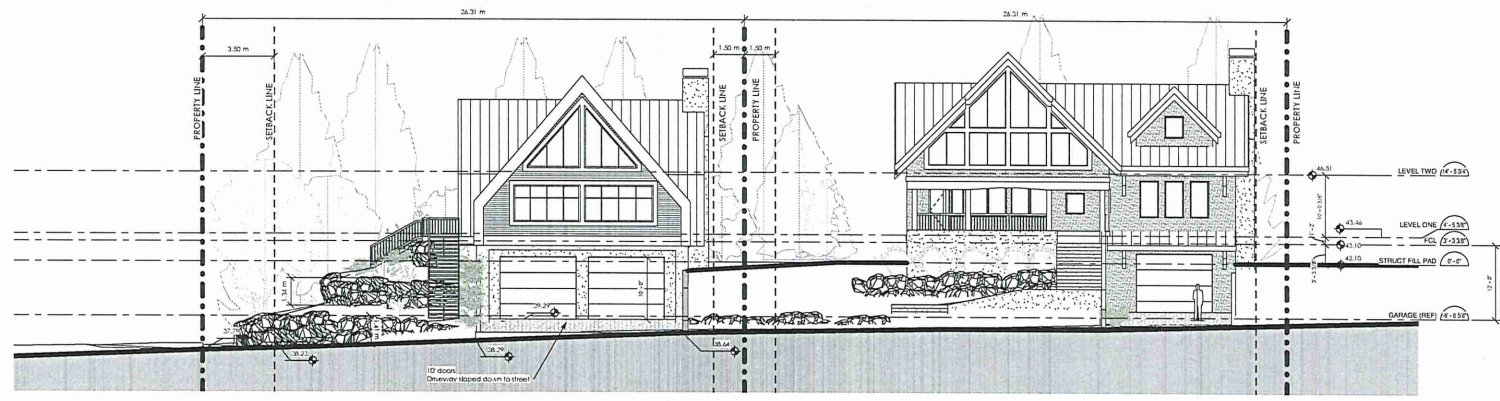
LINE OF PROTECTED RIPARIAN AREA

LINE OF STRUCTURAL FILL PAD AS RECOMMENDED BY ICI DRAFT REPORT

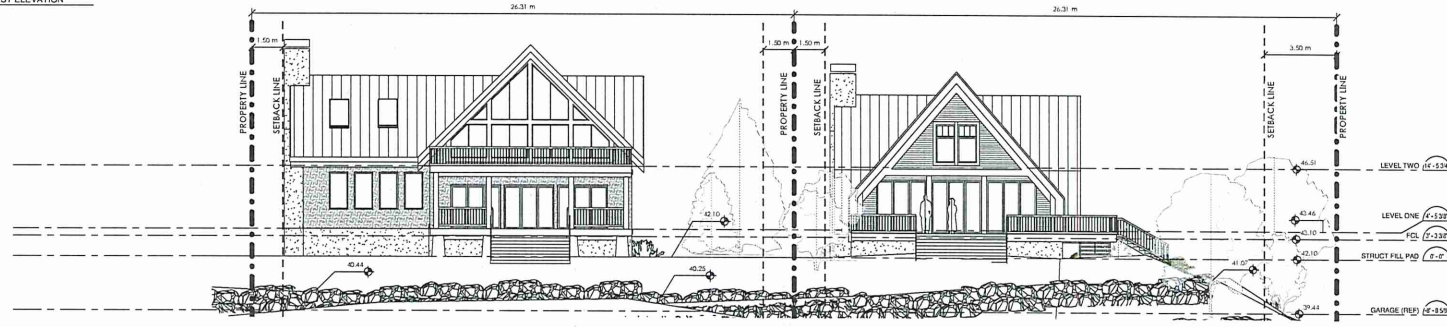




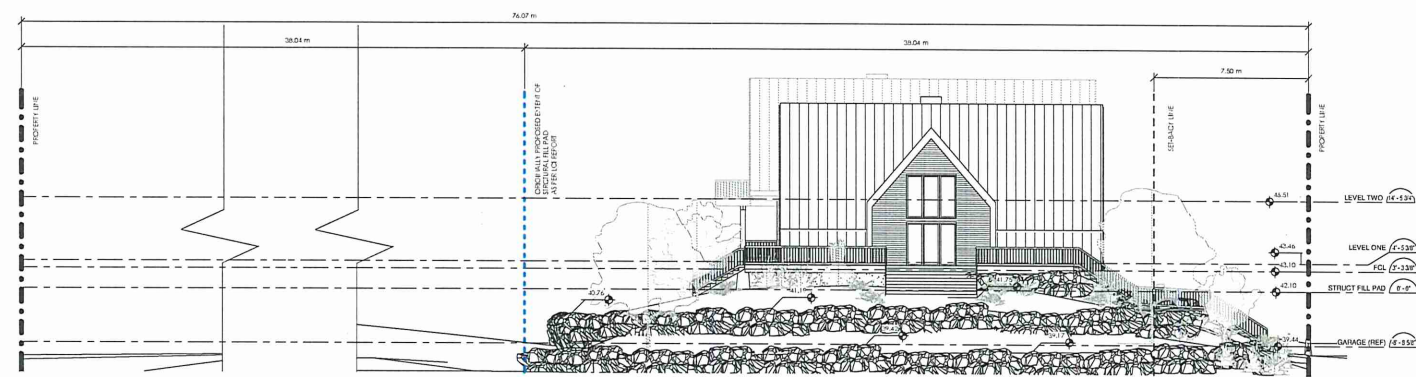
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604-614-0245



1. SOUTHWEST ELEVATION  
1/8" = 1'-0"



2. NORTHEAST ELEVATION  
1/8" = 1'-0"



3. NORTHWEST ELEVATION  
1/8" = 1'-0"

Project North :

Issued :

Project Name:  
7th Ave, Hope, BC

Project Number:  
20211

Civic Address:  
7th Ave, Hope BC

Title:  
ELEVATIONS

Sheet:  
A3.01

Notes:

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the architect.  
The contractor is responsible for all construction details.  
The contractor shall verify all dimensions and levels with the  
architect before construction begins.  
The contractor shall verify all dimensions and levels with the  
architect before construction begins.



**DISTRICT OF HOPE**  
**REPORT/RECOMMENDATION TO COUNCIL**

**REPORT DATE:** January 19, 2022 **FILE:** LDP 18/21

**SUBMITTED BY:** Jas Gill, Director of Community Development

**MEETING DATE:** January 24, 2022

**SUBJECT:** **GEOTECHNICAL HAZARD DEVELOPMENT PERMIT  
64121 FLOOD HOPE ROAD  
EMIL ANDERSON CONSTRUCTION CO. LTD.**

**PURPOSE:**

To obtain Council's authorization to issue the required Development Permit (DP) for the placement of temporary modular buildings for an office operation, vehicle parking and guard house facilities, and the construction of an internal road leading to the neighbouring property at 20060 Hockin Road for the pipeline expansion project.

**RECOMMENDATION:**

THAT a District of Hope Geotechnical Hazard Development Permit be approved for the property legally described Lot 1 District Lot 11 Yale Division Yale District Plan 3057; PID 001-923-421; 64121 Flood Hope Road; for the placement of temporary modular buildings for an office operation, vehicle parking and guard house facilities and the construction of an internal road leading to the neighbouring property at 20060 Hockin Road subject to the District of Hope receiving a satisfactory certified report from a qualified professional confirming the temporary buildings and construction of the internal road is safe for the use intended; and

FURTHER THAT the Director of Community Development be authorized to endorse the Geotechnical Hazard Development Permit and required covenant document; and

FURTHER THAT for purposes of the Geotechnical Hazard Development Permit validity period, the conditions of the Development Permit shall expire on January 24, 2024;

FURTHER THAT for the purposes of Section 504 of the *Local Government Act*, "substantially start any construction" shall mean the approved placement of modular buildings by a qualified professional; and

FURTHER THAT a building permit be exempt for the temporary modular buildings and guard house facilities and the forementioned be in place on the site only for the term of the issued Temporary Use Permit.

**ANALYSIS:**

**A. Rationale:**

**Proposal** – During the December 13<sup>th</sup>, 2021 Council meeting, the property owner’s intended lease holders clarified and confirmed their intentions with the site. Further, Council confirmed that the attached site plan met the expectation of the originally approved Temporary Use Permit.

**Background** – On May 10, 2021 Council ratified the following motion:

*“FURTHER THAT subject to the property lot line adjustment increasing the size of Lot 1 District Lot 11 Yale Division Yale District Plan 3057; PID 001-923-421; 64121 Flood Hope Road from 1.04 acres to 2.0 acres, approve the issuance of a three-year Temporary Use Permit for the site to allow for the placement of a construction office and the possibility of vehicle parking.”*

**Geotechnical Development Permit** – As identified in the District of Hope Official Community Plan (OCP) Bylaw 1378, the property at 64121 Flood Hope Road is in the Uncertain Geotechnical Hazard Development Permit area. In order to place temporary modular buildings on the site, and construct an interior road down to the neighbouring property at 20060 Hockin Road, the owners at their expense are required to obtain a site-specific geotechnical report certified by a professional engineer with experience in geotechnical engineering, hazard assessment and risk management to determine the requirements in order safely proceed with this endeavor. Once a report satisfactory to the District of Hope has been obtained, the property owner will be required to place a covenant on the property title saving the District of Hope harmless.

**Building Permit Exemption** – According to the British Columbia Building Code (BCBC), the building code does not apply with permission of the authority having jurisdiction to temporary buildings including construction offices, emergency facilities and temporary storage structures. However, basic life safety requirements will still need to be met including any fire code requirements.

**B. Official Community Plan (OCP) Bylaw 1378:**

As per the Official Community Plan, the three questions to be consistently asked in all levels and types of decision are:

1. Does the development move Hope toward our vision and goals for success and sustainability? Is it aligned with our OCP objectives and policies?

*This development on a very micro-level moves Hope towards our vision and goals for success and sustainability as it is a goal to manage to protect people and property from natural hazard. The objective is to regulate development in areas with natural hazards in order to mitigate risk and this is achieved through the prescribed Geotechnical Development Permit Guidelines.*

2. Is it a flexible platform for future steps towards our vision, goals and objectives?

*This platform is rigid but a must do as it mitigates risk and liability.*

3. Will it provide a good return on investment?

*From a residential tax base perspective, it will provide a return on investment once the future residential subdivision is complete.*

**C. Attachments:**

- Location and Zoning Map Excerpt
- Geotechnical Hazard Map Excerpt
- Site Plan Excerpt

**D. Property Information:**

- |                       |   |
|-----------------------|---|
| 1) Civic Address:     | 64121 Flood Hope Road                                       |
| 2) Legal Description: | Lot 1 District Lot 11 Yale Division Yale District Plan 3057 |
| 3) PID Number:        | 001-923-421   |
| 4) Current Zoning:    | Single Family Residential (RS-1)                            |
| 5) OCP Designation:   | Urban/Suburban Residential                                  |

Prepared by:

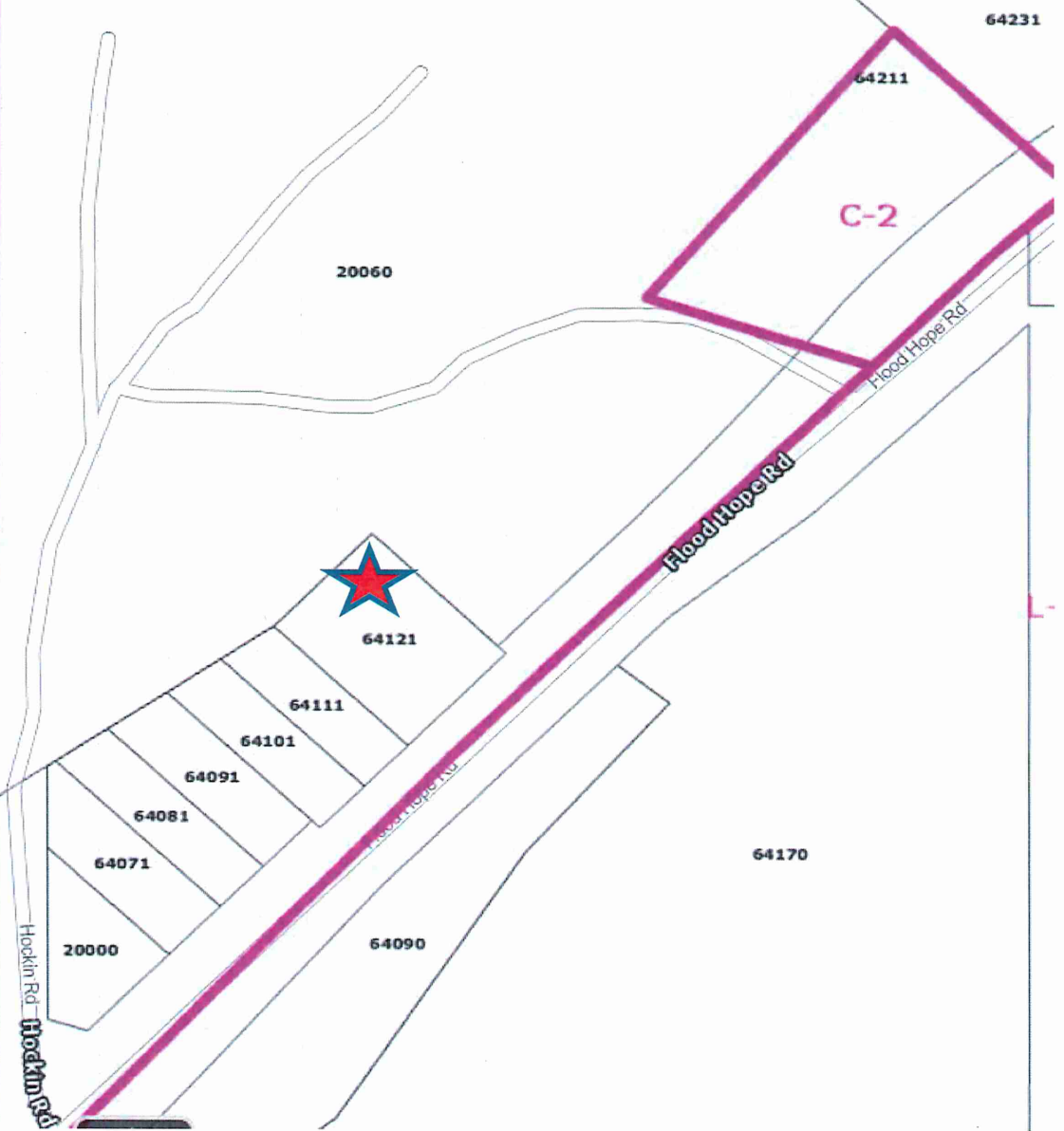
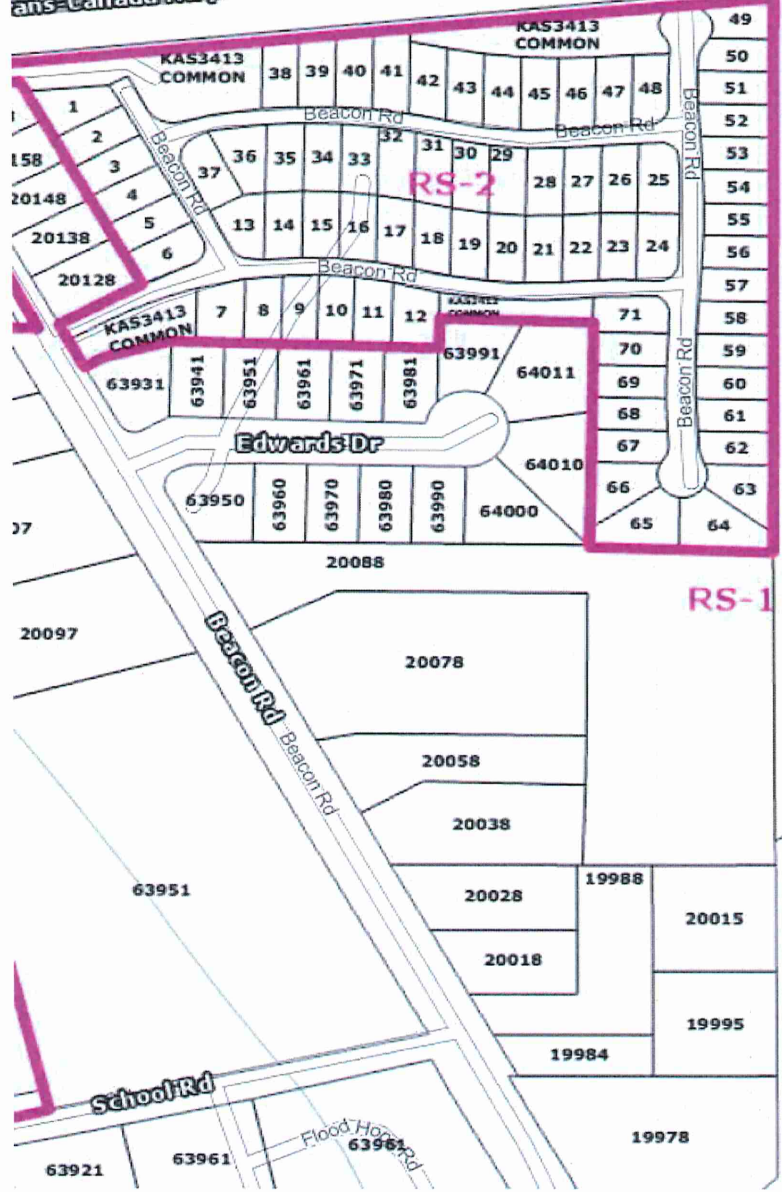
Approved for submission to Council:

*Original Signed by Jax Gill*  
Director of Community Development

*Original Signed by John Fortoloczky*  
Chief Administrative Officer










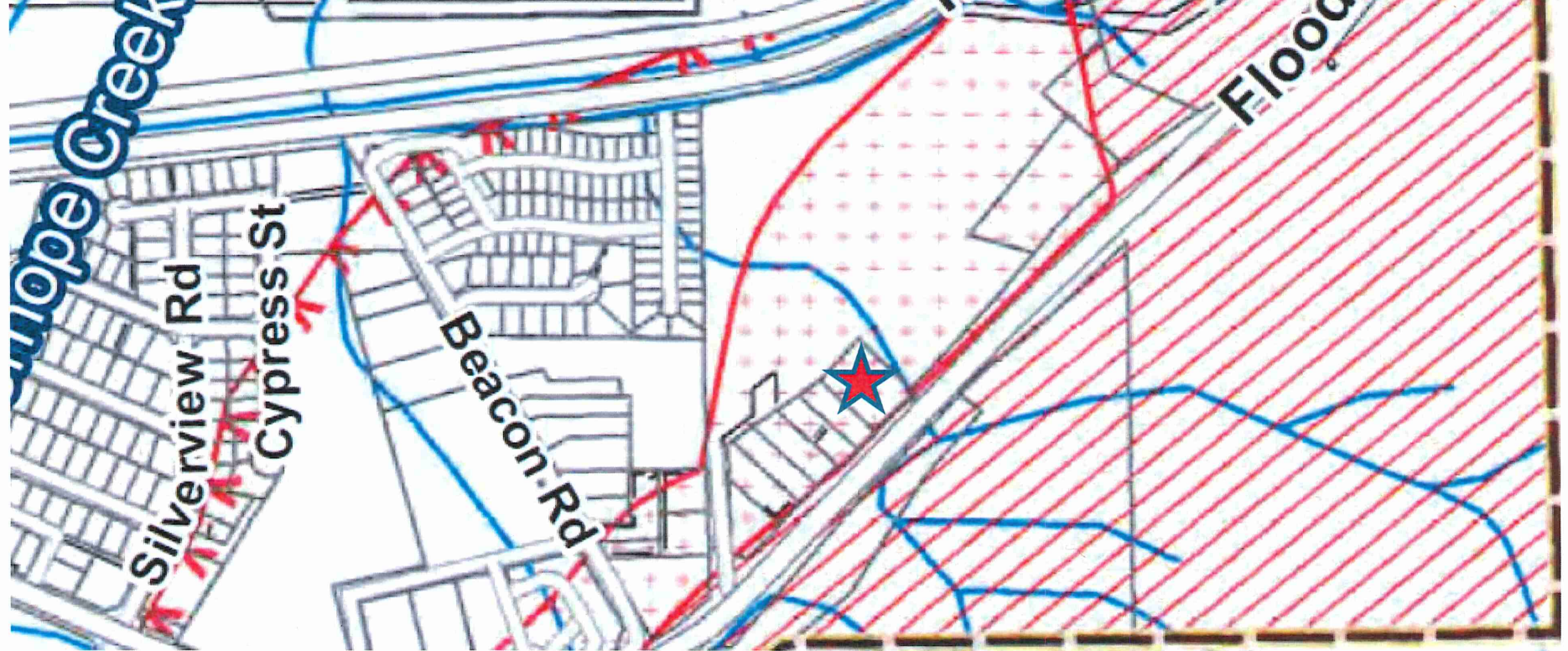
ans-Canada Hwy



**64121 Flood Hope Road**  
**Applicant: Emil Anderson Construction Co. Ltd.**

**Location & Zoning Map Excerpt**

-  Streams
-  Lakes/Rivers
-  District of Hope
- Geotechnical Hazard Areas**
-  No Apparent Geotechnical Hazard
-  Uncertain Geotechnical Hazard
-  High Geotechnical Hazard
-  Rock Slide Limit Line



**64121 Flood Hope Road**  
**Applicant: Emil Anderson Construction Co. Ltd.**

**Geotechnical Hazard Map Excerpt**

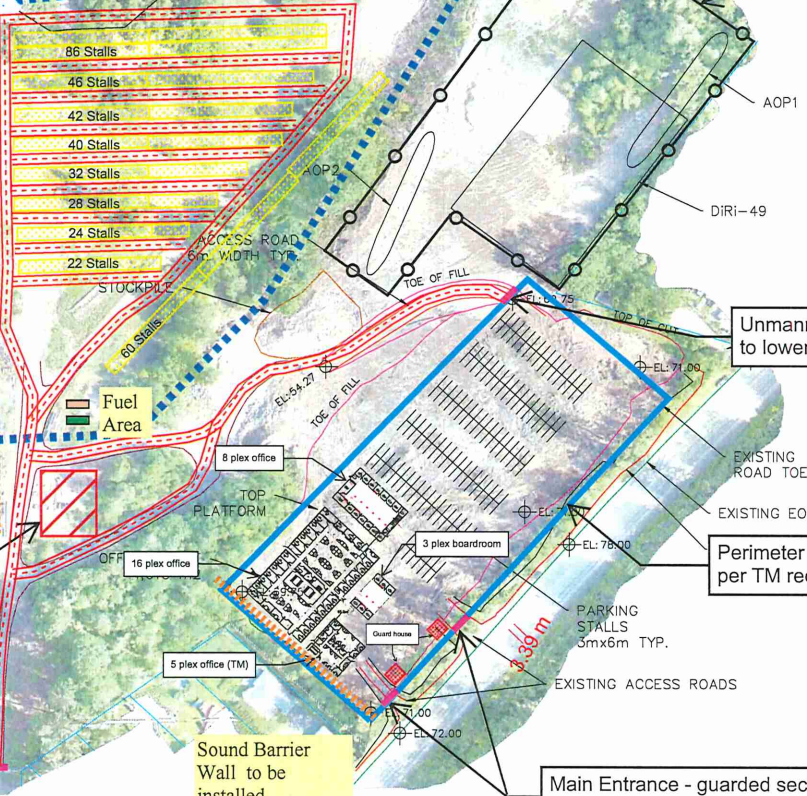
**Yard Details**  
 offices - 200 person capacity  
 Office parking - 184 vehicles  
 Marshalling - 380 vehicles  
 Security - perimeter fencing, lighting, guards  
 Warehouse - 50' x 50' temp structure  
 Laydown - equipment and materials  
 Access - entrance/exit to existing roadway

Marshalling Area: Total 380 Stalls

Sound wall

Protective perimeter buffer fencing for AOP and DiRi sites

Sound Wall to be offset from Property Line to maintain natural tree buffer



Shipping container warehouse (50' x 50') with steel roof structure

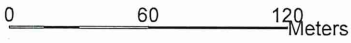
Unmanned Gate - access to lower laydown area

Unmanned gate (locked at all times), will be used for large loads only, once Flood Hope Rd access is operational. This will route traffic past the office and through their security checkpoint.

Sound Barrier Wall to be installed

Perimeter fencing per TM requirements

Main Entrance - guarded security gates with perimeter fencing



General Notes

DC CONTOURS CREATED FROM OCTOBER 2018 AND MARCH 2021 SITE TOPO

EMIL ANDERSON CONSTRUCTION INC.  
 807 KING ST. ARLINGTON, VA  
 VY 2011  
 P: (703) 766-9999

COORDINATE SYSTEM: NAD 83 UTM 18N  
 ORIENTATION:

0	Issued For use	2021/05/21
1	Revised/Issue	Date

Project Name and Number  
 HODKIN PIT  
 OVERVIEW PLAN

Project	Location	Revised By	Issued By
Date	Scale	Checked By	Approved By
Author	Drawn By	Reviewed By	
PLAN			

1. Statement dated January 5, 2022 from the Ministry of Health, Office of the Provincial Health Officer, and Ministry of Public Safety and Solicitor General re: Ministers', PHO statement on support for health-care workers, COVID-19 testing.
2. News Release dated January 6, 2022 from the Ministry of Attorney General and Responsible for Housing re: Construction begins on new homes for Indigenous Peoples in Vernon.
3. News Release dated January 6, 2022 from the Ministry of Environment and Climate Change Strategy re: Four-season recreation comes to E.C. Manning Provincial Park.
4. Traffic Advisory dated January 6, 2022 from the Ministry of Transportation and Infrastructure re: Alex Fraser Bridge closed; possible Port Mann Bridge closure.
5. News Release dated January 7, 2022 from the Ministry of Energy, Mines and Low Carbon Innovation re: Funding helps promote electric vehicle uptake in B.C.
6. Information Bulletin dated January 7, 2022 from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development re: Grants approved for 14 caribou habitat restoration projects.
7. Information Bulletin dated January 7, 2022 from the Ministry of Health: BC COVID-19 Pandemic update.
8. Statement dated January 8, 2022 from the Ministry of Jobs, Economic Recovery and Innovation re: Minister's statement on December Labour Force Survey results.
9. Correspondence dated January 8, 2022 from Mr. Jacob Cowan re: Snow Plow Request. 5210-02
10. Information Bulletin dated January 11, 2022 from the Ministry of Labour re: Province seeks input on proposed asbestos licensing rules.
11. News Release dated January 11, 2022 from the Ministry of Public Safety and Solicitor General, Emergency Management BC re: Provincial state of emergency extended.
12. Information Bulletin dated January 11, 2022 from the Ministry of Health: BC COVID-19 Pandemic update.
13. Information Bulletin dated January 12, 2022 from the Ministry of Energy, Mines and Low Carbon Innovation re: Canada, U.S. continue Columbia River Treaty talks.
14. News Release dated January 12, 2022 from the Ministry of Jobs, Economic Recovery and Innovation re: Applications open for COVID-19 Closure Relief Grants.

15. News Release dated January 13, 2022 from the Ministry of Indigenous Relations and Reconciliation re: Indigenous clean-energy projects funded on South Coast.
16. News Release dated January 13, 2022 from the Ministry of Mental Health and Addictions Re: More drug-poisoning prevention services for construction workers.
17. News Release dated January 13, 2022 from the Ministry of Attorney General and Responsible for Housing re: Record number of new homes registered in B.C.
18. Information Bulletin dated January 13, 2022 from the Ministry of Health re: Boosters available for pregnant people.
19. News Release dated January 14, 2022 from the Ministry of Public Safety and Solicitor General re: Forfeiture changes target deadly crimes, related tools.
20. News Release dated January 14, 2022 from the Ministry of Mental Health and Addictions, Provincial Health Services Authority re: Province strengthens mental health crisis lines.
21. News Release dated January 14, 2022 from the Ministry of Tourism, Arts, Culture and Sport re: B.C. hotels, commercial recreation businesses will receive pandemic supports.
22. News Release dated January 14, 2022 from the Ministry of Finance – Gender Equity Office, Ministry of Health and Ministry of Citizens’ Services re: Improving gender designation process for people in B.C.
23. Information Bulletin dated January 14, 2022 from the Ministry of Health: BC COVID-19 Pandemic update.
24. Information Bulletin dated January 15, 2022 from the Ministry of Education re: Province increases funding for students as enrolment grows.
25. News Release dated January 17, 2022 from the Ministry of Advanced Education and Skills Training re: Early childhood education expansion helps kids get the best start.
26. News Release dated January 17, 2022 from the Ministry of Municipal Affairs Re: Community-led projects awarded gaming grants funding.
27. Letter to Mayor and Council from the Hope Citizens’ Emergency and Disaster Planning Committee. 0230-01
28. Information Bulletin dated January 17, 2022 from the Ministry of Health: BC COVID-19 Pandemic update.
29. News Release dated January 18, 2022 from the Ministry of Environment and Climate Change Strategy re: Record funding available for cleaner, stronger communities.

30. News Release dated January 18, 2022 from the Ministry of Public Safety and Solicitor General, BC Liquor Distribution Branch re: new program promotes Indigenous cannabis products.
31. News Release dated January 18, 2022 from the Ministry of Advanced Education and Skills Training re: Strong response to skilled trades certification consultation.
32. Information Bulletin dated January 18, 2022 from the Ministry of Transportation and Infrastructure re: Coquihalla Highway set to reopen to regular traffic.
33. Traffic Advisory dated January 18, 2022 from the Ministry of Transportation and Infrastructure re: Potential disruptions to inland ferry service.
34. Copy of District of North Saanich letter dated December 15, 2021 to Minister of Municipal Affairs re: Council parental leave. 0400-50
35. Fraser Health Media Release dated January 18, 2022 re: Vancouver Coastal Health and Fraser Health staffing challenges.
36. News Release dated January 19, 2022 from the Ministry of Jobs, Economic Recovery and Innovation re: COVID-19 Closure Relief Grant funds doubled for eligible businesses.
37. News Release dated January 19, 2022 from the Office of the Premier, and Ministry of Energy, Mines and Low Carbon Innovation re: Mineral tenures surrendered in ecologically sensitive Skagit River Donut Hole.
38. News Release dated January 19, 2022 from the Ministry of Tourism, Arts, Culture and Sport re: Funding supports Indigenous tourism recovery.
39. News Release dated January 19, 2022 from the Ministry of Forests, Lands, Natural resource Operations and Rural Development, N̓anw̓aḱolas Council re: N̓anw̓aḱolas, Western agree to joint planning, old-growth deferral.

January 8, 2022

Dear Hope Town Council,

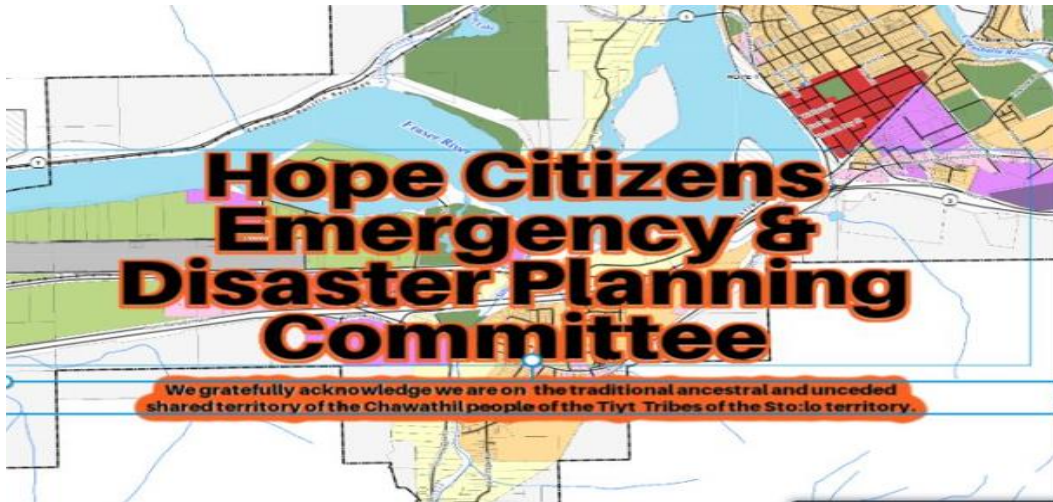
I respectfully request that during future snow events the town plows 5th Avenue so that the plowed snow is piled up in the middle of the street, not on the sides. This was done in past years but not this year, and it has caused several issues that could have been easily avoided:

1. Every time the road is plowed I and all of my neighbours have to dig out the ends of our driveways. When the snow is piled in the middle, this does not happen.
2. The snowplows did not plow the entire street, so we have to manually dig out to the plowed section, which is at least another 10 feet from the end of our driveways. We are shovelling the street as well as our driveways. This is a lot of extra physical labour for each person on our street which could be avoided by plowing to the middle.
3. The storm drains are under the plowed snow on the edges of the road, so when the snow melts in and around our driveways it will likely run out onto the road and form large puddles, as our driveways and the road both slope toward the edges of the road. When the snow is plowed to the middle this water will flow more easily into the storm drains.
4. The road is essentially single-lane, causing traffic issues. People have to pull into driveways to drive past each other. When it is plowed to the middle, traffic can flow in both directions.

I request that in future snow events the town direct the snowplow operators to plow the snow on 5th avenue into the middle of the street, and not to the sides.

Yours,

Jacob Cowan  
█ 5th Ave,  
Hope, BC



Dear Hope Mayor and Council

Please accept this letter of correspondence for your next Council meeting. The following letter contains the notes and concerns heard from the Hope community during the virtual Community Health and Wellness gathering hosted on December 2/2021. 35 people from the Hope community attended this session.

Sincerely,

The Members Hope Citizens Emergency and Disaster Planning Committee

Learn more about the HCEDPC at <https://www.facebook.com/groups/168353782091465>



## Facilitator's Notes from Community Members Mental Health and Wellness Virtual Gathering

35 People in Attendance - December 02,2021

### **What we heard people say:**

- Thank you for bringing us together.
- Where is our local leadership?
- Where is the support from local government?
- What is the regional districts emergency management plan?
- Who is the emergency planning coordinator?
- Who is responsible for helping us?
- Why has it taken 15 days to hear back from ESS or Red Cross?
- Who is ESS and what can they do for us?
- Where is the help?
- Nobody came to save us.
- We must take care of each other.

### **What people remember and what people are saying**

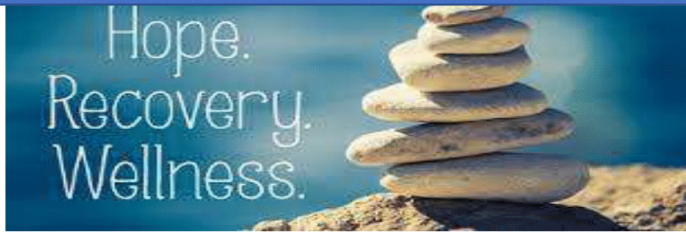
- Our community stepped up! We took in over 1200 stranded strangers.
- No trust in local leaders.
- Very disappointed in government.
- Thank you Hope for giving us Hope!

### **Health & Wellness**

- Several people remain impacted, evacuated and/or displaced.
- Several people have flooded homes they are trying to take care of on their own or with family and neighbours.
- Many people have been checking in on each other in absence of any other deployed resources.
- Several communities within the regional district remain cut off and without proper road access in or out.
- Evacuations by air were coordinated by community members for other community members.
- Concerns for confirmation of clean water.
- Availability and access to fuel and food.
- Concerns for ongoing power sources.

### **Concerns for Mental and Physical Health & Safety**

- People understandably focused on clean up recovery and stability vs personal health and wellness
- Ongoing exposure to flooded areas and homes (mold & air quality).



**Invitation: All community members Welcome!**  
**Community Health & Wellness Virtual Gathering**

**Date:** Thursday December 2, 2021

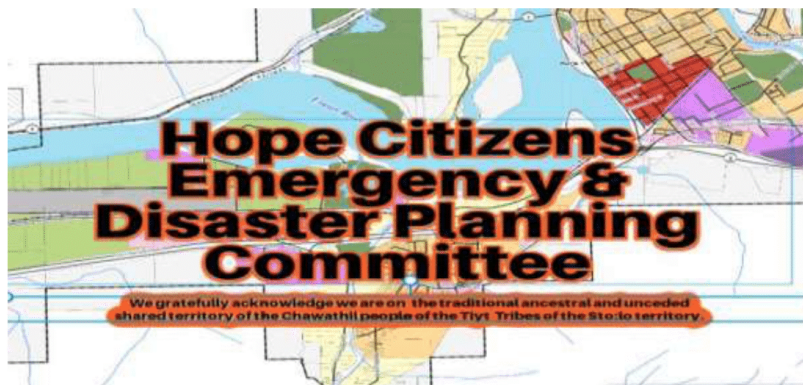
**Time:** 7:00pm to 8:00pm

**Zoom Link:**

<https://us02web.zoom.us/j/89641934329?pwd=VUFIOVpvZ0VRdk0zNGpRVnZUS1I3Zz09>

Acknowledging the recent harm, pain, and loss our community has experienced we, the Hope Citizens Emergency and Disaster Planning Committee are inviting the community members to come together to offer practical tools and resources to help support personal & family wellness and recovery. This guided dialogue will provide a safe space to bring neighbours together as well receive practical tools and resources to cope during difficult and challenging times.

The session will be led by Carolyn Sinclair, President of Strategic Business Risks International (SBRI) Carolyn is an instructor at the Justice Institute of BC, instructing in the Emergency Management Division and the Centre for Counselling and Community Safety | School of Health, Community and Social Justice. She has more than 25 years of professional and operational experience in the areas of emergency management, critical incident stress management, disaster response, and recovery.



No need to preregister, just show up

To be emailed the Zoom meeting link directly contact us at  
[hopecitizensdisastercommittee@gmail.com](mailto:hopecitizensdisastercommittee@gmail.com)