



REGULAR MEETING OF COUNCIL AGENDA

Monday, June 8, 2026 at 7:00 p.m.

Council Chambers

325 Wallace Street, Hope, British Columbia

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

Mayor to acknowledge that the meeting is being held on the traditional, ancestral and unceded territories of the Stó:lō people, particularly the Chawathil, Union Bar and Yale First Nations.

2. APPROVAL OF AGENDA

Recommended Resolution:

THAT the June 8, 2026, Regular Council Meeting Agenda be adopted, as presented.

3. ADOPTION OF MINUTES

(a) Regular Council Meeting

(1)

Recommended Resolution:

THAT the Minutes of the Regular Council Meeting held May 25, 2026, be adopted, as presented.

4. DELEGATIONS

(a) Chilliwack Division of Family Practice

(5)

Representatives from the Chilliwack Division of Family Practice will be in attendance to present to Council regarding a proposal to preserve the Specialist Medical Clinic in Hope.

5. STAFF REPORTS

(a) Report dated May 26, 2026 from the Director of Corporate Services Re: Management Policy

(14)

Recommended Resolution:

THAT Management Policy Number 101-04 be repealed.

(b) Report dated May 29, 2026 from the Director of Corporate Services (23)
Re: 280 Hudson Bay Street – Remedial Order for Demolition

Recommended Resolution:

THAT Council, under the authority provided in Section 73 & 74 of the *Community Charter* and after viewing the photographs of the property, declares that the property located at 280 Hudson Bay Street with the following legal description:

- PID: 009-565-230, Lot 1 Section 9 Township 5 Range 26 West of the 6th Meridian Yale Division Yale District Plan 39133;

is a hazardous condition and a nuisance to the community and neighbourhood, and as a result, is a “hazard” and “declared nuisance” that requires remedial action to demolish the burnt house, remove any accumulation of debris and discarded materials, and level the lands on the property;

AND FURTHER THAT Council imposes the remedial action upon the registered property owners, Joseph Mark Louie Mercier and Diane Ellen Mericer, in respect of the property noted above, to demolish and remove the entire structure and any discarded materials, as well as level the lands;

AND FURTHER THAT Council, under the authority provided in Section 79 of the *Community Charter* and after viewing the photographs which displays the proximity of the neighbouring house declare that there is a significant risk to the health and safety of the neighbours to ensure the works are completed due to the possibility of summer temperatures causing the release of noxious odours to the neighbours;

Municipal Action at Defaulter’s Expense:

AND FURTHER THAT Council authorizes staff to take all appropriate actions in accordance with Section 17 (Municipal Action at Defaulter’s Expense) of the *Community Charter* to ensure the property is brought into compliance with the Remedial Action specified above provided that:

- a. The property owner has not fully complied with the remedial action order on or before the compliance date specified in the applicable Council resolution; and
- b. That all costs incurred by the District to bring the property into compliance shall be at the expense of the property owner and, as per Section 17 of the *Community Charter*, these costs shall be treated as a debt owed to the District of Hope.

Compliance & Notice Time Limit Recommendations:

AND FURTHER THAT Council sets the time limit for compliance with all of the above remedial actions at 30 days commencing June 8, 2026;

AND FURTHER THAT Council sets the time limit for a notice of a request for Council to reconsider the remedial action requirement be set at 14 days, commencing June 8, 2026.

- (c) **Report dated May 29, 2026 from the Director of Community Development (53)**
Re: BC Building Code and Building Bylaw Contraventions at 21015 Swallow Place, Hope, B.C.

Recommended Resolution:

THAT a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* be registered on title against the property legally known as: Lot 4 District Lot 4 Yale (Formerly Hope) Division Yale District Plan 35374; PID #001-499-602, civic address 21015 Swallow Place, Hope BC for a *BC Building Code* and Building Bylaw contravention.

- (d) **Report dated June 2, 2026 from the Director of Finance (57)**
Re: District of Hope 2025 Annual Report

Recommended Resolution:

THAT Council receive the District of Hope 2025 Annual Report for information.

- (e) **Report dated June 2, 2026 from the Deputy Chief Administrative Officer (147)**
Re: Funding Request – Purchase of Flail Mower Head

Recommended Resolution:

THAT Council authorize the purchase of one Shear Force FM1100 Flail Mower Head in the amount of \$11,724.27, including tax, with funding to come from the Public Works Vehicle and Equipment Reserve.

- (f) **Report dated June 2, 2026 from the Deputy Chief Administrative Officer (154)**
Re: Award Recommendation – Supply of One (1) New Rubber Tire Backhoe

Recommended Resolution:

THAT Council award RFP#PW2026-01 to Finning (Canada), for the supply of one (1) 2026 CAT 420 Backhoe, as their proposal represents the best overall value and most operationally suitable option for the District's needs.

6. COMMITTEE REPORTS

There are no Committee Reports.

7. MAYOR AND COUNCIL REPORTS

8. PERMITS AND BYLAWS

- (a) **Election Procedures Bylaw (192)**

Recommended Resolution:

THAT *Election Procedures Bylaw No. 1631, 2026*, be adopted this 8th day of June, 2026.

- (b) Report dated June 1, 2026 from the Deputy Director of Corporate Services (202)**
Re: Election Sign Bylaw
- Recommended Resolution #1:
- THAT *Election Sign Bylaw No. 1632, 2026*, be read a first, second and third time this 8th day of June, 2026.
- Recommended Resolution #2:
- THAT *District of Hope Sign Amendment Bylaw No. 1633, 2026*, be read a first, second and third time this 8th day of June, 2026.
- (c) Report dated June 1, 2026 from the Planner I (208)**
Re: Geotechnical Hazard Development Permit Application - 66422 Othello Road
- Recommended Resolution:
- THAT a Geotechnical Hazard Development Permit be approved for the construction of a single-family dwelling at 66422 Othello Road, subject to the District of Hope receiving a satisfactory report from a qualified professional that meets the Development Permit Area conditions; and
- FURTHER THAT the Director of Community Development be authorized to endorse the Geotechnical Hazard Development Permit and required covenant documents.
- (d) Report dated June 3, 2026 from the Planner I (211)**
Re: Flood & Erosion Hazard Development Permit Application – 19422 Silver Skagit Road
- Recommended Resolution:
- THAT a Flood & Erosion Hazard Development Permit be approved for an addition to the one family residence located at 19422 Silver Skagit Road, subject to the District of Hope receiving a satisfactory report from a qualified professional that meets the Development Permit Area conditions; and
- FURTHER THAT the Director of Community Development be authorized to endorse the Flood & Erosion Hazard Development Permit and required covenant documents.

9. FOR INFORMATION CORRESPONDENCE

- (a) For Information Correspondence (214)**
- Recommended Resolution:
- THAT the For Information Correspondence List dated June 8, 2026, be received.
- (b) Accounts Payable Cheque Listing – May 2026 (221)**
- Recommended Resolution:
- THAT the Accounts Payable Cheque Listing for the period of May 1-31, 2026, be received.

10. OTHER PERTINENT BUSINESS

11. QUESTION PERIOD

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

12. NOTICE OF NEXT REGULAR MEETING

Monday, June 22, 2026 at 7:00 p.m.

13. ADJOURN REGULAR COUNCIL MEETING

**MINUTES OF THE REGULAR
COUNCIL MEETING**

Monday, May 25, 2026
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

Council Members Present: Mayor Victor Smith
Councillor Bonny Graham
Councillor Scott Medlock
Councillor Pauline Newbigging
Councillor Dusty Smith
Councillor Heather Stewin

Council Members Absent: Councillor Angela Skoglund

Staff Present: Kevin Dicken, Director of Operations/Deputy CAO
Donna Bellingham, Director of Corporate Services
Branden Morgan, Deputy Director of Corporate Services

Others Present: 1 member of the Public

1. CALL TO ORDER

Mayor Smith called the meeting to order at 7:00 p.m. and acknowledged that the meeting is being held on the traditional, ancestral and unceded territories of the Stó:lō people, particularly the Chawathil, Union Bar and Yale First Nations.

2. APPROVAL OF AGENDA

Moved / Seconded

THAT the May 25, 2026, 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 May 11, 2026, be adopted, as presented.
CARRIED.

(b) Special Regular Council Meeting

Moved / Seconded

THAT the Minutes of the Special Regular Council Meeting held May 19, 2026, be adopted, as presented.
CARRIED.

4. DELEGATIONS

There were no Delegations.

5. STAFF REPORTS

**(a) Report dated May 19, 2026 from the Deputy Director of Corporate Services
Re: Hope Pride – June 2026 Flag Raising Request**

Moved / Seconded

THAT Council approve the Hope Pride request to fly the Pride Flag for the period of June 11, 2026, to June 30, 2026, in accordance with the *Flag Raisings and Flag Protocol Policy*.

CARRIED.

6. COMMITTEE REPORTS

There were no Committee Reports.

7. MAYOR AND COUNCIL REPORTS

Mayor Smith Reported:

- He attended the groundbreaking event for Chawathil First Nation's affordable housing project, noting that Chief Aaron Pete and the Chawathil First Nation Council is proud to be building new homes for the first time in 20 years.
- He noted that Communities in Bloom is working on the berm as they prepare for the new season and the judge's arrival in July.
- He noted that four carvings were installed last week, with two new carvings at the Visitor Center, the repaired raven carving reinstalled outside of the Envision Financial, and the repaired animal totem pole at District Hall.
- He met with the Canyon Golden Agers Society and returned a repaired Pete Ryan carving to enjoy inside their hall. He added that the Society is working to create more space by cleaning the hall basement.
- He attended the renaming ceremony for the Spirit of Hope Secondary School.
- He noted that the Hope Farmer's Market started on Friday and will continue until the first week in September. He added that there is also a Sunday Farmers Market taking place in Memorial Park.
- He attended a Tourism Business Gathering Lunch alongside AdvantageHOPE, the Hope and Area Chamber of Commerce, Hope Recreation Centre, Summer Saturday Yoga, Freeform Physio, and other businesses to discuss what is happening in the community this summer. He added that the gathering was held at the Nomad Eatery.
- He noted that over 3000lbs of paper was dropped off at the community Shred-It event held on Saturday.

Councillor Graham Reported:

- She noted that the Friday and Sunday Farmer's Markets are now running through the summer.
- She continued to work on the artwork for the Hope Inclusion Project murals that will be placed on the Telus building at the corner of Wallace and 4th Avenue.

Councillor Medlock Reported:

- He attended an AdvantageHOPE meeting on May 14th, noting that they reviewed plans for the summer.

Councillor Stewin Reported:

- She attended a Hope Inclusion Project on May 12th, noting that Pride Events will take place on June 12th and 13th at the Hope Legion Hall and the Art Machine, with more information available on the Hope Inclusion Project website.
- She attended a Comprehensive Economic and Trade Agreement (CETA) meeting, noting that topics included ways BC can diversify trade, guidelines for export and import with the European Union, healthy ways to improve trade and business, and Canadian and Provincial barriers.
- She noted that the Tillicum Centre is holding an Open House on June 18th.

Councillor Newbigging and Councillor Smith had nothing to report.

8. PERMITS AND BYLAWS

(a) Bylaw Notice Enforcement Bylaw

Moved / Seconded

THAT *Bylaw Notice Enforcement Bylaw No. 1627, 2026*, be adopted this 25th day of May, 2026. **CARRIED.**

(b) Municipal Ticket Information Bylaw

Moved / Seconded

THAT *Municipal Ticket Information Bylaw No. 1628, 2026*, be adopted this 25th day of May, 2026. **CARRIED.**

**(c) Report dated May 20, 2026, from the Deputy Director of Corporate Services
Re: Election Procedures Bylaw Consolidation and Updates**

Moved / Seconded

THAT *Election Procedures Bylaw No. 1631, 2026*, be read a first, second and third time this 25th day of May, 2026. **CARRIED.**

9. FOR INFORMATION CORRESPONDENCE

(a) For Information Correspondence

Council noted that the Fraser-Cascade School District has confirmed that the Welding Program, previously unfunded for the 2027-2028 school year, will continue for the next two years.

Moved / Seconded

THAT the For Information Correspondence List dated May 25, 2026, 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, June 8, 2026 at 7:00 p.m.

13. ADJOURN REGULAR COUNCIL MEETING

Moved / Seconded

THAT the Regular Council Meeting adjourn at 7:13 p.m.

CARRIED.

Certified a true and correct copy of the Minutes of the Regular Meeting of Council held May 25, 2026, in Council Chambers, District of Hope, British Columbia.

Mayor

Director of Corporate Services

DRAFT

PRESERVING LOCAL ACCESS TO SPECIALIST SERVICES IN HOPE & FRASER CANYON



**A STRONG RETURN ON
INVESTMENT**

6/08/2026

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AN OVERVIEW OF HOPE'S SPECIALIST SERVICES

- One-of-a-kind rural program in BC
- Specialists come to patients, rather than patients going to specialists
 - Avoids costly travel and/or opting out of specialist care
- Serves patients from Hope up the Fraser Canyon
- Improves health system integration
- Avoids downstream health system costs

SUSTAINING LOCAL SPECIALIST CARE IN HOPE

SOME OF THE CURRENT SERVICES PROVIDED



SERVICE AREA	PROVIDER	FREQUENCY
OB GYN	Dr. Deacon	Monthly
Pediatrics	Dr. Ebesh	Monthly
Orthopedics	Dr. Robles	Every 2–3 months
Internal Medicine	Seven rotating providers	Monthly
Geriatrics	Dr. Chan	Monthly



UTILIZATION AND TRAVEL SAVINGS OCT. – DEC 2025

High Clinic Use

- **2,819** patient visits in one quarter

Significant Travel Savings

- Patients avoided nearly **\$192,000** in travel costs during this period

Improved Patient Outcomes

- Local access reduces care fragmentation, delays, and emergency visits

Support for Vulnerable Populations

- Reducing travel burdens benefits vulnerable groups including those lacking transportation, Elders, and those facing mobility challenges



THE SPECIALIST CLINIC HAS VALUE ACROSS MULTIPLE DIMENSIONS

- Patients
- Families
- Healthcare providers
- The health system
- Local economy
- Municipal and community partners

A STRONG RETURN ON INVESTMENT



A MODEL BUILT ON SHARED COMMITMENT

This clinic exists today because of in-kind contributions:

- **Visiting specialists** provide care without compensation for travel time or mileage
- **Local family physicians** have historically absorbed clinic overhead costs, even though they do not practice in the space
- **Fraser Health** has contributed financially to fund the Medical Office Assistant position

CURRENT ANNUAL CLINIC EXPENSES

Items	Expenses
Rent	\$34,196
Medical Office Assistant salary (provided in-kind by FH)	\$61,000 (paid by FH)
Insurance	\$2,334
Business license	\$135
Office supplies	\$7,602
Medical supplies	\$13,186
Janitor / cleaning	\$11,000
Shaw (phone, internet)	\$4,284
Hydro	\$1,134
Security system	\$190
Laundry	\$334
Repairs / maintenance	\$1,170
Communications (phone plan, secure fax)	\$800
Total	\$137,365

PARTNERING TO COVER SPACE AND INFRASTRUCTURE SUPPORTS

- With the family doctors leaving the space, office and medical supplies will be reduced by 50% (\$10,394)
- Total annual funding required to maintain the Specialist Clinic is **\$126,971**

Partner Organizations	Amount Pledged	Notes
Fraser Health	\$61,000	Medical Office Assistant salary/benefits
First Nations Health Authority	\$15,000	Will use the space 1-2 days per week
Fraser Valley Regional District	\$10,000	
City of Hope	\$40,971 Requested	Covers the lease, insurance, phone & internet, and business license
Total	\$126, 971	



A SHARED, FLEXIBLE COMMITMENT

This partnership to preserve HOPE SPECIALIST SERVICES is designed to:

- Share responsibility through a collaborative solution
- Be a small, manageable investment
- Allow participation at different levels proportionate to community role
- Revisit commitments bi-annually
- Grow over time to include additional partners, sponsors, or capital funders



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: May 26, 2026

FILE: 340-20

SUBMITTED BY: Director of Corporate Services

MEETING DATE: June 8, 2026

SUBJECT: Management Policy

PURPOSE:

The District of Hope established a Management Policy back in 2004, however this policy is out dated to today's practices.

RECOMMENDATION:

Recommended Resolution:

THAT Management Policy Number 101-04 be repealed.

ANALYSIS:

A. Rationale:

Management Policy No. 101-04 was approved in November 2004 and since that date no updates to the policy have taken place. Furthermore, all Management Staff are hired under an Employment Agreement that outlines the terms of their employment.

Employment Agreements are negotiated at the time of hire, so there may be variations between Management Staff. Other terms of employment are governed by the *Employment Standards Act*, Labour Relations and any other necessary regulations or legislations. The District of Hope has also been consistent at applying the minimum standards set out in the Collective Agreement for the Union employees, so that Management meets that minimum as a basis.

B. Policy (Existing/Relevance/None):

Management Policy No. 101-04.

Prepared by:

Approved for submission to Council:

Original Signed by Donna Bellingham

Director of Corporate Services

Original Signed by Kevin Dicken

Deputy Chief Administrative Officer

DISTRICT OF HOPE

POLICY MANUAL

DEPARTMENT: All	POLICY NUMBER: 101-04
POLICY TITLE: MANAGEMENT POLICY	
Authority: Legislative: X (Council) Administrative: X	Effective Date: November 22, 2004 Date for Review:
Council Resolution Number: 514RC/04/11/22	Approval Date: November 22, 2004

A. Policy Statement

The District of Hope wishes to establish a policy whereby all management employees are aware of the privileges, benefits, responsibilities and duties of their particular area, and to maintain a harmonious and cooperative relationship between the Council and its employees. Notwithstanding any clauses contained herein, appropriate government legislation shall prevail (examples: Community Charter, Employment Standards Code, Human Rights Legislation, etc.)

B. Definitions

1. 'CHIEF ADMINISTRATIVE OFFICER' means the person appointed by Council to the position of Chief Administrative Officer of the District of Hope.
2. 'COUNCIL' means the duly elected municipal council of the District of Hope.
3. 'DISTRICT OF HOPE' means the municipal corporation of the District of Hope.
4. 'EMPLOYEE' means Management Personnel and the Chief Administrative Officer.
5. 'EMPLOYER' means the District of Hope and as context would indicate, the Council.
6. 'IMMEDIATE FAMILY MEMBER(S)' means any of the following: spouse; child; sibling; parent; grandparent; grandchild and; includes any step or common-law relation so identified.

7. **'MANAGEMENT PERSONNEL'** shall mean and include the persons appointed to the following positions: Director of Corporate Services; Director of Community Development; Director of Finance; Director of Operations; Director of Protective Services; and any other positions that may be created with the intent to be defined as management positions.
8. **'RELATIVE(S)'** means any of the following: mother in-law; father in-law; brother in-law; sister in-law; and includes any step or common-law relation so identified.

C. RECRUITMENT AND EMPLOYEE APPOINTMENT

1. No new Permanent Employee Position shall be created without the approval of the Employer.
2. Notices of vacancies and new positions which are required to be filled, shall be publicly advertised and conspicuously posted at the District Office, Public Works Shop and RCMP Building so that all employees may be made aware of the vacancy.
3. Advertising to fill vacancies of Management Personnel shall be done at the discretion of the Chief Administrative Officer. Advertising for a Chief Administrative Officer shall be done at the discretion of Council.
4. Management Personnel shall be appointed by a Committee comprised of the Chief Administrative Officer and one or two Management Personnel.
5. The Chief Administrative Officer shall be appointed by Council.
6. Non-management personnel shall be appointed by a Committee comprised of the Management Personnel to whom the non-management employee will report to, and the Chief Administrative Officer.
7. Relatives and immediate family members of any existing personnel may be hired, providing that the existing employee is not on the hiring Committee, and no two relatives or immediate family members are employed in a situation where one acts as supervisor to the other.
8. Individuals identified as immediate family members of a member of Council shall not be eligible for employment with the District of Hope. Notwithstanding the previous, an **employee's tenure of employment will not be affected if, while an employee, a member of the employee's immediate family is elected to Council.**
9. Minor changes to the job duties of management personnel shall be at the discretion of the Chief Administrative Officer.

10. Major changes to the job duties of management personnel that affect the organizational structure or service delivery shall be at the discretion of Council and in accordance with applicable provincial and federal legislation.

D. HOURS OF WORK AND OVERTIME

- 1. The Chief Administrative Officer and management personnel are expected to be available to the public during regular business hours, as scheduling permits.
- 2. The Chief Administrative Officer and management personnel are not eligible to receive monetary payment, or time off in lieu, for extra time worked. The individual has defined responsibilities and is expected to carry them out. The Chief Administrative Officer is however, authorized to grant limited time off from time to time in recognition of discretionary extra time, not to exceed three (3) days per year for each employee.
- 3. Notwithstanding paragraph D(2) above, all management personnel shall receive five (5) days extra pay each year in lieu of non-discretionary extra time. As the Chief Administrative Officer and the Director of Corporate Services are the only two employees required to attend every Council meeting, they shall receive an additional three (3) days extra pay each year in lieu of Council meeting extra time.

E. HOLIDAYS AND VACATION

- 1. The following shall be holidays for which regular daily pay shall be received:

New Year's Day	Canada Day	Remembrance Day
Good Friday	BC Day	Christmas Day
Easter Monday	Labour Day	Boxing Day
Victoria Day	Thanksgiving Day	

1:00 p.m. closing on the day prior to the day off for Christmas Day; and all additional holidays declared or proclaimed by the District of Hope, the Province of British Columbia, or the Dominion of Canada.
- 2. If any of the holidays listed in Paragraph E(1) fall on a regular day off, the employee shall be entitled to a day off with pay in lieu.
- 3. Employees shall make every effort to manage their time off and vacations so that at least two of them are on duty at all times. The Chief Administrative Officer has the final discretion in cases where this section conflicts with desired time off.

4. Annual vacation entitlements for management personnel and the Chief Administrative Officer shall be as follows:

In the first year of service, after six (6) months: 15 days
Commencing the sixth year of service: 20 days
Commencing the sixteenth year of service: 25 days
Commencing the seventeenth year of service: 25 days + 1 additional day each year

OR as per agreement or contract upon hiring.

5. The minimal interval between successive annual vacations, where more than ten (10) days of vacation time is taken consecutively, will be sixty (60) days.
6. Management personnel planning to use more than fifteen (15) vacation days consecutively must receive prior approval from the Chief Administrative Officer. The Chief Administrative Officer must receive approval from Council if he/she is planning on same.
7. Vacation days are not cumulative, however, upon the approval of the Chief Administrative Officer, management personnel may be granted up to one hundred and eighty (180) days past their anniversary date in which to use up their allotted annual vacation days. Vacation days accumulated prior to the enactment of this policy must be taken within twelve (12) months of the date this policy is enacted.

F. UNPAID LEAVES OF ABSENCE AND COMPASSIONATE LEAVE

1. Leaves of absence for management personnel shall be granted at the discretion of the Chief Administrative Officer.
2. Leaves of absence for the Chief Administrative Officer shall be granted at the discretion of Council.
3. Requests for leaves of absence must be made in writing to the appropriate person or body.
4. **Should management personnel's application to the Chief Administrative Officer for a leave of absence be denied, they shall have the right to appeal the decision to Council.**
5. When leaves of absence are granted to management personnel or the Chief Administrative Officer, vacation and sick benefit entitlements are not earned from the date the leave commenced to the date of full-time return to work.
6. Upon return from such a leave of absence, the Chief Administrative Officer and management personnel shall; be entitled to their former position, or a position similar in nature, without loss of seniority, pay or benefits.

7. Management personnel and the Chief Administrative Officer shall receive entitlement of up to three (3) days leave without loss of pay in the case of death or serious illness of a relative, and up to five (5) days leave without loss of pay in the case of death or serious illness of an immediate family member. The Chief Administrative Officer may, at his/her discretion, grant further bereavement leave, with or without pay, contingent on the circumstances.

G. PROBATIONARY PERIOD AND PERFORMANCE REVIEW

1. There shall be a probationary period for management personnel of six (6) months, and upon successful completion, followed by a written performance review recommending permanent status.
2. Performance reviews for management personnel shall be conducted annually by the Chief Administrative Officer.
3. Performance reviews of the Chief Administrative Officer shall be conducted annually by Council.
4. Performance reviews will be conducted in the form approved from time to time by Council for the Chief Administrative Officer and in the form approved from time to time by the Chief Administrative Officer for management personnel.

H. LAY-OFF, REHIRING, DISCIPLINE & DISMISSAL

1. Lay-off, discipline and/or dismissal of the Chief Administrative Officer shall be in accordance with the contract with the District of Hope and pursuant to applicable provincial and federal legislation.
2. Lay-off, discipline and/or dismissal of management personnel shall be at the discretion of the Chief Administrative Officer and in accordance with applicable provincial and federal legislation.

I. EMPLOYEE RELATIONS

1. If management personnel require issue resolution, they shall take the matter up with the **Chief Administrative Officer within seven (7) days of the issue's appearance in an attempt to resolve the issue.**

2. Failing satisfactory resolution within fourteen (14) days to an issue brought out in accordance with paragraph I(1), management personnel may take up the issue with Council, in writing. Council shall, after discussing the issue with the Chief Administrative Officer, render its decision in writing on the issue within thirty (30) days.
3. If the Chief Administrative Officer requires issue resolution, he/she may take up the matter with Council in an attempt to resolve the issue at the next Council meeting, or by Special Meeting of Council.
4. Legal representation shall be permitted at any meetings outlined in this section, with prior notification to all other parties of not less than forty-eight (48) hours.
5. Time limits outlined in paragraphs I(1,2 & 3) may be extended by mutual agreement of all parties concerned.

J. BENEFITS

1. Benefits for Sick Leave, Pension, Insurance, Health and Dental Plans, Parental Leave, or other benefits, afforded to District Staff but not listed in this Policy, shall be the same as specified in the agreement between the District of Hope and the Canadian Union of Public Employees, Local 458, or as otherwise specified by Council.
2. Where possible, waiting periods for benefits for management personnel and the Chief Administrative Officer shall be waived and commencement of benefits is to occur upon commencement of employment.
3. Association fees for management personnel and the Chief Administrative Officer will be paid for by the District where membership in an association is related to the position and the responsibilities of the employee.

K. WAGE RATES AND INCREASES

1. Starting base wage rates for management personnel shall be as per employment contract, or employment agreement, and within the approved salary grid amounts.
2. Base wage increases for management personnel shall be at the discretion of the Chief Administrative Officer upon completion of a performance review and within the approved salary grid amounts.

3. Base wage increases for the Chief Administrative Office shall be in accordance with the employment contract with the Employer, or at the discretion of Council, and within the approved salary grid amounts.
4. **Cost of living adjustments (COLA's)** for management personnel and the Chief Administrative Officer shall be determined annually by Council during budget deliberations. **COLA's shall be** calculated and recorded separately from base salary calculations.
5. The following base wage amounts are established for the management positions and will be reviewed by Council on an tri-annual basis, commencing October 2007:

TO BE DETERMINED BY COUNCIL DURING THE 2005 BUDGET DELIBERATIONS

6. Notwithstanding Section K(1), when employees are hired who do not meet the minimum requirements of their position, as listed in their job descriptions, the base salary wage amounts offered by the employer will not be subject to the minimum base wage amount established in the table in Section K(5).

L. TRAINING

1. All employees are encouraged to stay up to date in their areas of responsibilities and to suggest appropriate courses and workshops to their supervisors and Chief Administrative Officer to enable them to do so.
2. Management personnel attendance at courses and workshops shall be at the discretion of the Chief Administrative Officer and in accordance with amounts approved in the budget.
3. **The Chief Administrative Officer's attendance at courses** and workshops will be at the discretion of the Chief Administrative Officer where the annual cost of enrolment and relative expenses (excluding wages) does not exceed two-thousand-five-hundred dollars (\$2,500.00), or in accordance with courses approved in the budget.
4. When the annual cost (excluding wages) for the Chief Administrative Officer to enrol and attend courses and workshops exceeds two-thousand-five-hundred dollars (\$2,500.00), or is not within the budget training limits, Council shall determine whether or not enrolment is approved.
5. Tuition costs for approved courses will be pre-paid by the employer. If an employee voluntarily leaves the employment of the employer within twelve (12) months of the date on which tuition for a course was paid, the employee shall reimburse the employer on a prorated basis.

6. If an employee voluntarily does not complete a course or does not receive a passing grade in a course, the employee will repay the employer the cost of the course fees, either in a lump sum payment, or through reasonable payroll deductions.

M. END OF POLICY



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: May 29, 2026

FILE: Property Folio File

SUBMITTED BY: Director of Corporate Services

MEETING DATE: June 8, 2026

SUBJECT: 280 Hudson Bay Street – Remedial Order for Demolition

PURPOSE:

The purpose of this report is to seek Council’s authorization to proceed with a remedial action on the property located at 280 Hudson Bay Street, for a full demolition of the burnt structure(s) and land remediation.

RECOMMENDATION:

Recommended Resolution:

THAT Council, under the authority provided in Section 73 & 74 of the *Community Charter* and after viewing the photographs of the property, declares that the property located at 280 Hudson Bay Street with the following legal description:

- PID: 009-565-230, Lot 1 Section 9 Township 5 Range 26 West of the 6th Meridian Yale Division Yale District Plan 39133;

is a hazardous condition and a nuisance to the community and neighbourhood, and as a result, is a “hazard” and “declared nuisance” that requires remedial action to demolish the burnt house, remove any accumulation of debris and discarded materials, and level the lands on the property;

AND FURTHER THAT Council imposes the remedial action upon the registered property owners, Joseph Mark Louie Mercier and Diane Ellen Mericer, in respect of the property noted above, to demolish and remove the entire structure and any discarded materials, as well as level the lands;

AND FURTHER THAT Council, under the authority provided in Section 79 of the *Community Charter* and after viewing the photographs which displays the proximity of the neighbouring house declare that there is a significant risk to the health and safety of the neighbours to ensure the works are completed due to the possibility of summer temperatures causing the release of noxious odours to the neighbours;

Municipal Action at Defaulter’s Expense:

AND FURTHER THAT Council authorizes staff to take all appropriate actions in accordance with Section 17 (Municipal Action at Defaulter’s Expense) of the *Community Charter* to ensure the property is brought into compliance with the Remedial Action specified above provided that:

- a. The property owner has not fully complied with the remedial action order on or before the compliance date specified in the applicable Council resolution; and
- b. That all costs incurred by the District to bring the property into compliance shall be at the expense of the property owner and, as per Section 17 of the *Community Charter*, these costs shall be treated as a debt owed to the District of Hope.

Compliance & Notice Time Limit Recommendations:

AND FURTHER THAT Council sets the time limit for compliance with all of the above remedial actions at 30 days commencing June 8, 2026;

AND FURTHER THAT Council sets the time limit for a notice of a request for Council to reconsider the remedial action requirement be set at 14 days, commencing June 8, 2026.

HISTORY:

Chronological Order of Events:

- The fire occurred on December 15, 2025.
- April 13, 2026 – letter issued to the property owners seeking an update to the status for the remedy of the burnt structure and a timeline for completion of the works, as well requesting that they provide an update by the end of April 2026.
- April 2026 – Mrs. Mercier called the District upon receipt of the April 13, 2026 letter and discussions were held to confirm the property owner’s intent to demolish the house. District indicated willingness to work with the property owner to see demolition of the burnt structure in a timely manner.
- May 2026 – Mrs. Mercier had 3 different scheduled meetings with the Community Development Department to discuss the demolition and future options for the property; however she cancelled all the appointments and no further communications took place.
- May 13, 2026 – new letter issued to property owners outlining the District’s concerns regarding the burnt house, lack of communications and failure to take any actions.
- Last week of May 2026 – several calls placed to the property owner from phone number on file, those calls were disconnected after several rings.

ALTERNATIVES & IMPLICATIONS:

Under the *Community Charter*, sections 72 through 80, outline the process for remedial action requirements. Remedial actions requirements are imposed by resolution and do not require enacting a bylaw. The ability to impose remedial actions cannot be delegated to staff.

Community Charter Remedial Action Authority & Process:

Section 72 provides the authority to Council to impose remedial actions on property owners, lessee’s or occupiers of land in relation to hazardous conditions, declared nuisances, or circumstances that harm drainage or dikes. In the case of this property, staff has deemed the property presents hazardous conditions and a nuisance.

Section 72 (1)(b) A Council may impose remedial action requirements in relation to matters or things referred to in section 74 (declared nuisances).

Section 74 Declared Nuisances (1): A council may declare that any of the following is a nuisance and may impose a remedial action requirement in relation to the declared nuisance:

- (a) a building or other structure, an erection of any kind, or a similar matter or thing;
 - (b) a natural or artificial opening in the ground, or a similar matter or thing;
 - (c) a drain, ditch, watercourse, pond, surface water, or a similar matter or thing;
 - (d) a matter or thing that is in or about any matter or thing referred to in paragraphs (a) to (c)
- (2) subsection (1) also applies in relation to a thing that council considers is so dilapidated or unclean as to be offensive to the community.

Section 72(2)(b) of the *Community Charter* also states that Council may require the person to:

- i. remove or demolish the matter or thing;
- ii. fill it in, cover it over or alter it;
- iii. bring it up to a standard specified by bylaw, or
- iv. otherwise deal with it in accordance with the directions of Council or a person authorized by Council.

Section 76 of the *Community Charter* stipulates the minimum time period that Council can set for compliance; must not be less than 30 days from the date of the notice to the affected persons.

Section 77 outlines the process in which the District must use to notify property owners, occupiers of the land and any other affected person(s) of Council's decision to impose a remedial action requirement on the property. Section 77 also has a provision whereby the District may take action in accordance with section 17 (municipal action at defaulter's expense), whereby the District by its employees or contractors may enter upon the property to bring the property into compliance and collect all related costs as a debt owed to the District, which if unpaid would be transferred to taxes as arrears at the end of the year.

Section 78 outlines the process for which the affected person(s) may request reconsideration by Council. This section also stipulates the minimum time period that Council can set for an affected person to request reconsideration at not less than 14 days from the date of the notice to the affected person(s); it also defines the reconsideration process.

Section 79 permits Council the authority to reduce both of the timelines stated in sections 76 and 78, if Council considers there is a significant risk to health or safety if action is not taken earlier.

Section 80 provides a means for the District, under very specific circumstances, to recover municipal costs through the sale of the property.

Section 532 of the *Local Government Act* outlines the requirements for when a building or structure, the use of which does not conform to the provisions of a land use regulation bylaw, is damaged or destroyed to the extent of 75% or more of its value above its foundation, the structure must not be repaired or reconstructed except for a conforming use in accordance with the bylaw.

Longer Timeline:

The proposed resolution has a 30 day timeline, typically the District has issued remedial orders with a 60 day timeline. The difference between the 30 and 60 day timelines would be:

30 Day Time Limit – CC (s79) permits a 30 day time limit in urgent circumstances

June 8, 2026 – Council pass resolution ordering remedial action

Notice of Remedial – Staff send notice to all affected parties of the Council issued Remedial Order.

14 Days – Affected parties have 14 days to provide written notice that they request a reconsideration by Council. **June 22, 2026**

If no reconsideration is filed then the 30 days starts from June 8, 2026 which will take them to July 8, 2026 to meet requirements of remedial order.

If a reconsideration is filed, then reconsideration will take place at the July 13, 2026 Regular Council Meeting. Council can:

1. provide a change to the original resolution;
2. keep the 30 days and then they have 30 days from July 13, 2026 which will take them to August 12, 2026.

60 Day Time Limit

June 8, 2026 – Council pass resolution ordering remedial action

Notice of Remedial – Staff send notice to all affected parties of the Council issued Remedial Order.

14 Days – Affected parties have 14 days to provide written notice that they request a reconsideration by Council. **June 22, 2026**

If no reconsideration is filed then the 60 days starts from June 8, 2026 which will take them to August 7, 2026 to meet requirements of remedial order.

If a reconsideration is filed, then reconsideration will take place at the July 13, 2026 Regular Council Meeting. Council can:

1. provide a change to the original resolution;
2. keep the 60 days and then they have 60 days from July 13, 2026 which will take them to September 11, 2026.

Should Council prefer a longer timeline than what staff has proposed, the following resolution would be for a 60 day timeline:

2nd Resolution Option:

THAT Council, under the authority provided in Section 73 & 74 of the *Community Charter* and after viewing the photographs of the property, declares that the property located at 280 Hudson Bay Street with the following legal description:

- PID: 009-565-230, Lot 1 Section 9 Township 5 Range 26 West of the 6th Meridian Yale Division Yale District Plan 39133;

is a hazardous condition and a nuisance to the community and neighbourhood, and as a result, is a “hazard” and “declared nuisance” that requires remedial action to demolition the burnt house, remove any accumulation of debris and discarded materials, and level the lands on the property;

AND FURTHER THAT Council imposes the remedial action upon the registered property owners, Joseph Mark Louie Mercier and Diane Ellen Mericer, in respect of the property noted above, to demolition and remove the entire structure and any discarded materials, as well as level the lands;

Municipal Action at Defaulter’s Expense:

AND FURTHER THAT Council authorizes staff to take all appropriate actions in accordance with Section 17 (Municipal Action at Defaulter’s Expense) of the *Community Charter* to ensure the property is brought into compliance with the Remedial Action specified above provided that:

- a. The property owner has not fully complied with the remedial action order on or before the compliance date specified in the applicable Council resolution; and
- b. That all costs incurred by the District to bring the property into compliance shall be at the expense of the property owner and, as per Section 17 of the *Community Charter*, these costs shall be treated as a debt owed to the District of Hope.

Compliance & Notice Time Limit Recommendations:

AND FURTHER THAT Council sets the time limit for compliance with all of the above remedial actions at 60 days commencing June 8, 2026;

AND FURTHER THAT Council sets the time limit for a notice of a request for Council to reconsider the remedial action requirement be set at 14 days, commencing June 8, 2026.

ANALYSIS:

A. Rationale:

Given the degree of disrepair of the building and deterioration of awnings and siding becoming detached and blowing off the structure and the chronological history attached to this property, staff feels that the remedial action requirements and timelines set out are reasonable and necessary. Given the age of the building it is likely that an abatement process will also be required.

B. Attachments:

- Map to Identify location of property at 280 Hudson Bay Street.
- Letter dated April 13, 2026 from Director of Corporate Services regarding the District's concerns.
- Letter dated May 13, 2026 from the Director of Corporate Services requesting demolition permit application be submitted by end of the month.
- *Community Charter*: Division 12 (Remedial Action Requirements), Sections 72, 73, 74, 75, 76, 77,78, 79, 80
- *Community Charter*: Section 17 (Municipal Action at Defaulter's Expense) and Division 14 (Recovery of Special Fees), Sections 258 & 259
- *Local Government Act*: Division 14 (Non-Conforming Use and Other Continuations), Section 532.
- Pictures.

C. Strategic Plan Objectives:

The District of Hope's Vision Statement: *Creating an appealing and sustainable community that fosters diversity through economic, social and environmental inclusion.*

D. Resources:

Community Charter: Division 3 Section 17 – Municipal Action at Defaulter's Expense, Division 12 Sections 72 to 80 – Remedial Action Requirements.

E. Budget Implications:

December 2025 the Fire Department attended the property for the structure fire.

Staff time has been invested in trying to communicate and work with the property owners to seek voluntary compliance to have the burnt structure demolished and the property cleaned up. Specifically, staff have inspected the property and called the property owner on numerous occasions. There have been times when we have been successful in talking with the property owner, however no work has taken place.

Additional cost will be incurred to continue to monitor the property and follow through with the remedial action, if approved by Council.

If the District proceeds with remedial action, then any costs associated with that work will be charged back to the owner as a debt owed to the District as per Section 17 of the *Community Charter* and if unpaid would be added to the property taxes as arrears at the end of the calendar year.

Prepared by:

Original Signed by Donna Bellingham

Donna Bellingham
Director of Corporate Services

Approved for submission to Council:

Original Signed by Kevin Dicken

Kevin Dicken
Deputy Chief Administrative Officer

April 13, 2026

Joseph & Diane Mercier


Dear Joseph & Diane Mercier:

RE: 280 HUDSON BAY STREET, HOPE BC

On December 15, 2025 there was a fire at 280 Hudson Bay Street, Hope, BC, which did extensive damage to the house on the property. It has now been 4 months since the fire and the District of Hope has not received any updates as to your intentions with the burnt structure; as the registered owners of the property you are responsible for the condition and remediation of the structure and property.

Be aware that under section 532 of the *Local Government Act*:

"if a building or structure, the use of which does not conform to the provisions of a land use regulation bylaw, is damaged or destroyed to the extent of 75% or more of its value above its foundation, as determined by the Building Inspector, the structure must not be repaired or reconstructed except for a conforming use in accordance with the bylaw".

The District of Hope is seeking an update to the status for the remedy of the burnt structure and a timeline for completion of the works. You are strongly encouraged to contact the District's Community Development Department to determine what is required and they will also advise as to what the zoning will permit for the property. If the District initiates the works, all costs, plus administration costs, will be billed back to the property owner; the most cost effective is for you to use your own contractor(s).

Failure to contact the District by end of April 2026 will result in the District taking action, which would then allow the staff to seek a remedial order for demolition and remediation of the property. If remediation of the property is detained up by insurance or any other matter, proof of this must be presented to the District by the end of April 2026.

The District would like to work with you and anyone you engage with to remedy the property.

Sincerely,

Donna Bellingham
Director of Corporate Services

cc: District of Hope Community Development Department
Fire Chief

Enclosure: pictures and section 532 of the *Local Government Act*

May 13, 2026

Joseph & Diane Mercier


Dear Joseph & Diane Mercier:

RE: 280 HUDSON BAY STREET, HOPE BC

On April 13, 2026 you received a letter from the District of Hope outlining our concerns regarding the burnt house on your property located at 280 Hudson Bay Street, Hope, BC. While you did acknowledge receipt of the letter before the end of April, you have also failed to take action to address our concerns.

You have had three scheduled meetings with the Community Development Department, and all have been cancelled, by yourselves, prior to taking place. The fire took place on December 15, 2025 and to date no action has taken place to address the issue. It has been verbalized to you on numerous occasions that the District requires demolish of the burnt structures and remediation of the lands.

If a demolition permit has not been applied for before May 29, 2026, the District will commence daily fining, pertaining to one or more of our bylaws, and then move forward with a remedial order to undertake the works. All costs associated with a remedial order, in addition to administration costs, are billed back to the property owner. The District requests that the demolition works are commenced and/or completed by the end of July 2026.

This is a serious matter that needs to be addressed as soon as possible.

Sincerely,

Donna Bellingham
Director of Corporate Services

cc: District of Hope Community Development Department
Fire Chief

Enclosure: Letter dated April 13, 2026

Division 12 – Remedial Action Requirements

Council may impose remedial action requirements

72. (1) A council may impose remedial action requirements in relation to
- (a) matters or things referred to in section 73 [*hazardous conditions*],
 - (b) matters or things referred to in section 74 [*declared nuisances*], or
 - (c) circumstances referred to in section 75 [*harm to drainage or dike*].
- (2) In the case of matters or things referred to in section 73 or 74, a remedial action requirement
- (a) may be imposed on one or more of
 - (i) the owner or lessee of the matter or thing, and
 - (ii) the owner or occupier of the land on which it is located, and
 - (b) may require the person to
 - (i) remove or demolish the matter or thing,
 - (ii) fill it in, cover it over or alter it,
 - (iii) bring it up to a standard specified by bylaw, or
 - (iv) otherwise deal with it in accordance with the directions of council or a person authorized by council.
- (3) In the case of circumstances referred to in section 75, a remedial action requirement
- (a) may be imposed on the person referred to in that section, and
 - (b) may require the person to undertake restoration work in accordance with the directions of council or a person authorized by council.

2003-26-72.

Hazardous conditions

73. (1) Subject to subsection (2), a council may impose a remedial action requirement in relation to any of the following:
- (a) a building or other structure, an erection of any kind, or a similar matter or thing;
 - (b) a natural or artificial opening in the ground, or a similar matter or thing;
 - (c) a tree;
 - (d) wires, cables, or similar matters or things, that are on, in, over, under or along a highway;
 - (e) matters or things that are attached to a structure, erection or other matter or thing referred to in paragraph (a) that is on, in, over, under or along a highway.
- (2) A council may only impose the remedial action requirement if
- (a) the council considers that the matter or thing is in or creates an unsafe condition, or
 - (b) the matter or thing contravenes the Provincial building regulations or a bylaw under section 8
- (3) (1) [*spheres of authority – buildings and other structures*] or Division 8 [*Building Regulation*] of this Part.

2003-26-73.

Declared nuisances

74. (1) A council may declare that any of the following is a nuisance and may impose a remedial action requirement in relation to the declared nuisance:
- (a) a building or other structure, an erection of any kind, or a similar matter or thing;
 - (b) a natural or artificial opening in the ground, or a similar matter or thing;
 - (c) a drain, ditch, watercourse, pond, surface water, or a similar matter or thing;
 - (d) a matter or thing that is in or about any matter or thing referred to in paragraphs (a) to (c).
- (2) Subsection (1) also applies in relation to a thing that council considers is so dilapidated or unclean as to be offensive to the community.

2003-26-74.

Harm to drainage or dike

75. A council may impose a remedial action requirement if a person has
- (a) obstructed, filled up or damaged a ditch, drain, creek or watercourse that was constructed or improved under this Act or the *Local Government Act*, or
 - (b) damaged or destroyed a dike or other drainage or reclamation work connected with it.

2003-26-75.

Time limit for compliance

76. (1) The resolution imposing a remedial action requirement must specify the time by which the required action must be completed.
- (2) Subject to section 79 [*shorter time limits in urgent circumstances*], the time specified under subsection (1) must not be earlier than 30 days after notice under section 77 (1) [*notice to affected persons*] is sent to the person subject to the remedial action requirement.
- (3) The council may extend the time for completing the required action even though the time limit previously established has expired.

2003-26-76.

Notice to affected persons

77. (1) Notice of a remedial action requirement must be given by personal service or by registered mail to
- (a) the person subject to the requirement, and
 - (b) the owner of the land where the required action is to be carried out.
- (2) In addition, notice of the remedial action requirement must be mailed to
- (a) each holder of a registered charge in relation to the property whose name is included on the assessment roll, at the address set out in that assessment roll and to any later address known to the corporate officer, and
 - (b) any other person who is an occupier of that land.
- (3) A notice under this section must advise
- (a) that the person subject to the requirement, or the owner of the land where the required action is to be carried out, may request a reconsideration by council in accordance with section 78 [*person affected may request reconsideration*], and
 - (b) that, if the action required by the remedial action requirement is not completed by the date specified for compliance, the municipality may take action in accordance with section 17 [*municipal action at defaulter's expense*] at the expense of the person subject to the requirement.

2003-26-77.

Person affected may request reconsideration by council

78. (1) A person who is required to be given notice under section 77 (1) [*notice to affected persons*] may request that the council reconsider the remedial action requirement.
- (2) Subject to section 79 [*shorter time limits in urgent circumstances*], a request under subsection (1) must be made by written notice provided within 14 days of the date on which the notice under section 77 (1) was sent or a longer period permitted by council.
- (3) If the council receives a notice that complies with subsection (2), it must provide the person with an opportunity to make representations to the council.
- (4) After providing the opportunity referred to in subsection (3), the council may confirm, amend or cancel the remedial action requirement.

(5) Notice of a decision under subsection (4) must be provided in accordance with section 77 (1) and (2) [*notice to affected persons*].

2003-26-78.

**Shorter time limits in
urgent circumstances**

79. If the council considers that there is a significant risk to health or safety if action is not taken earlier, the resolution imposing the remedial action requirement may
- (a) set a time limit under section 76 [*time limit for compliance*] that is shorter than the minimum otherwise applicable under subsection (2) of that section, and
 - (b) set a time limit for giving notice under section 78 [*persons affected may request reconsideration*] that is shorter than the limit otherwise applicable under subsection (2) of that section.

2003-26-79.

**Recovery of municipal costs
through sale of property**

80. (1) This section applies to remedial action requirements in relation to the following:
- (a) matters or things referred to in section 73 (1) (a) [*unsafe and non-complying structures*];
 - (b) matters or things referred to in section 74 (1) (a) [*nuisances in relation to structures*];
 - (c) matters or things referred to in section 74 (1) (d) [*nuisances in relation to things in or near structures*] that are in or about a matter or thing referred to in section 74 (1) (a).
- (2) Subject to this section, if a remedial action requirement has not been satisfied by the date specified for compliance, the municipality may sell the matter or thing in relation to which the requirement was imposed or any part or material of it.
- (3) The earliest date on which the municipality may sell property referred to in subsection (2) is the later of
- (a) the date specified for compliance, and
 - (b) 60 days after the notice under section 77 (1) [*notice to affected persons*] is given.
- (4) If a municipality sells property under this section, it
- (a) may retain from the proceeds
 - (i) the costs incurred by the municipality in carrying out the sale, and
 - (ii) if applicable, the costs incurred by the municipality in exercising its power under section 17 [*municipal actions at defaulter's expense*] that have not yet been paid by the person subject to the requirement, and
 - (b) must pay the remainder of the proceeds to the owner or other person lawfully entitled.
- (5) For certainty, the authority under this section is in addition to that provided by section 17 [*municipal action at defaulter's expense*].

2003-26-80.

**PART 4 - Public Participation and
Council Accountability**

Division 1 – Elections, Petitions and Community Opinion

Election proceedings

(Am) Nov 25/21

81. (1) A general local election for the mayor and all councillors of each municipality must be held in the year 2014 and in every fourth year after that.

(6) Without limiting the matters to which this section applies, a municipality may enter on property for any of the following purposes:

- (a) to inspect and determine whether all regulations, prohibitions and requirements are being met in relation to any matter for which the council, a municipal officer or employee or a person authorized by the council has exercised authority under this or another Act to regulate, prohibit and impose requirements;
- (b) to take action authorized under section 17 (1) [*municipal action at defaulter's expense*];
- (c) in relation to section 18 [*authority to discontinue providing a service*], to disconnect or remove the system or works of the service;
- (d) to assess or inspect in relation to the exercise of authority under section 8 (3) (c) [*spheres of authority - trees*].

2003-26-16; 2003-52-531.

Municipal action at defaulter's expense

17. (1) The authority of a council under this or another Act to require that something be done includes the authority to direct that, if a person subject to the requirement fails to take the required action, the municipality may

- (a) fulfill the requirement at the expense of the person, and
- (b) recover the costs incurred from that person as a debt.

(2) Division 14 [*Recovery of Special Fees*] of Part 7 [*Municipal Revenue*] applies to an amount recoverable under subsection (1) that is incurred for work done or services provided in relation to land or improvements.

2003-26-17.

Authority to discontinue providing a service

18. (1) A municipality may, by bylaw, establish circumstances in which it may discontinue providing a municipal utility or other service to a specific property or person

- (a) because of unpaid fees or taxes in relation to the service, or
- (b) because of non-compliance with the rules established by bylaw or contract respecting the use of the service.

(2) A bylaw under subsection (1)

- (a) must include provision for reasonable notice, and
- (b) in relation to a discontinuation under subsection (1) (b), must include provision for the persons affected to have an opportunity to make representations to council.

2003-26-18.

Requirements for security to be paid to municipality

19. (1) This section applies if

- (a) a bylaw requires a person to provide the municipality with security, or
- (b) the council or a person authorized by the council requires a person to provide security to the municipality as a condition of a licence, permit or approval.

(2) The person who is subject to the requirement may, at that person's option, provide the security by

- (a) a cash deposit,
- (b) an irrevocable letter of credit, or
- (c) another form of security satisfactory to the council or the person who imposed the requirement for the security.

**Recovery of taxes on Crown land
subject to an agreement for sale**

256. (1) This section applies if the Provincial government has agreed to sell land in a municipality on terms of deferred payment and the holder of the agreement for sale

- (a) has defaulted in payment for the land, or has abandoned the land with the title remaining in the Provincial government, and
- (b) has defaulted in payment of municipal taxes against the land.

(2) The municipal taxes referred to in subsection (1) (b) are a first charge against the land and, following the sale of the land, the Provincial government must pay the municipal taxes out of the proceeds of the sale, subject to the limit that the amount paid must not exceed the amount received by the Provincial government for the sale.

2003-26-256.

**Recovery of taxes on Crown land
held under lease or licence**

257. (1) The collector must not sell land the fee simple of which is vested in the Provincial government and which is held under lease, licence, permit or location.

(2) Within 5 months from the date when taxes on land referred to in subsection (1) become delinquent, the collector must give written notice to the person liable for them, either by serving the notice or by sending it by registered mail, that the lease, licence, permit or location will be cancelled if the person does not pay the delinquent taxes, together with interest and all subsequent taxes, within 6 months from the date when the taxes became delinquent.

(3) The collector must send a copy of the notice under subsection (2) to the minister responsible for the administration of the *Land Act*.

(4) If payment of the delinquent taxes, with interest, and all subsequent taxes is not made within the 6 months,

- (a) the collector must forward to the minister referred to in subsection (3) a list of defaulting lessees, licensees, permittees or locators, and
- (b) that minister must at once cancel the leases, licences, permits or locations.

(5) Until the minister referred to in subsection (3) notifies the collector of cancellation under subsection (4), the collector must not cancel an amount due.

(6) On cancellation of a lease, licence, permit or location, the minister referred to in subsection (3) must notify the collector, who must then cancel the amount due.

(7) If good reasons are shown to the satisfaction of the minister referred to in subsection (3) that the defaulting person, from poverty, sickness or other cause, has been unable to pay the amount due within the time limit, the minister may extend the time within which payment must be made before cancellation takes effect.

2003-26-257.

Division 14 – Recovery of Special Fees

**Special fees may be collected
as property taxes**

258. (1) This section applies to the following:

- (a) fees imposed, under this Act or the *Local Government Act*, for work done or services provided to land or improvements;
- (b) fees imposed under section 196 (1) (a) [*fire and security alarms systems*];
- (c) amounts that a municipality is entitled to recover for work done or services provided to land or improvements under any other provision of this Act or the *Local Government Act* that authorizes the municipality to recover amounts in the event of default by a person.

(2) An amount referred to in subsection (1)

- (a) may be collected in the same manner and with the same remedies as property taxes, and
- (b) if it is due and payable by December 31 and unpaid on that date, is deemed to be taxes in arrear.

- (3) If an amount referred to in subsection (2) (b) is a fee referred to in section 194 (2) (a) [municipal fees for services outside the municipality],
- (a) the collector must promptly, after December 31, forward a statement showing the amount of the fee
 - (i) to the Surveyor of Taxes in the case of real property that is not in a municipality, or
 - (ii) to the applicable municipal collector in other cases, and
 - (b) the Surveyor of Taxes or collector must add the amount of the fee to the taxes payable on the property.
- (4) If an amount is added under subsection (3) (b),
- (a) the amount is deemed to be a municipal tax or Provincial tax, as applicable, and must be dealt with in the same manner as taxes against the property would be under this Act, the *Local Government Act* or the *Taxation (Rural Area) Act*, and
 - (b) when it is collected, the collecting municipality or Minister of Finance must pay the amount to the municipality to which it is owed.
- (5) If an amount is added under subsection (3) (b) and is not paid at the time the property is sold by tax sale,
- (a) if the upset price is obtained at the time of the tax sale, the minister or municipality referred to in subsection (4) must pay out of the proceeds of the sale the amount due under this section to the municipality to which it is owed, or
 - (b) if the upset price is not obtained and subsequently the property is sold, the proceeds of sale must be applied according to the respective interests in the upset price.

2003-26-258.

Special fees that are liens against property

259. (1) This section applies to amounts that are referred to in section 258 (1) [special fees that may be collected as property taxes].

- (2) An amount referred to in subsection (1)
 - (a) is a charge or lien on the land and its improvements in respect of which the charge is imposed, the work done or services provided,
 - (b) has priority over any claim, lien, privilege or encumbrance of any person except the Crown, and
 - (c) does not require registration to preserve it.
- (3) An owner of land or real property aggrieved by the creation of a charge or lien under this section may, on 10 days' written notice to the municipality, apply to the Supreme Court for an order that the charge be removed or that the amount for which it was imposed be varied.
- (4) On an application under subsection (3), if the court is satisfied that any of the amount for which the charge or lien was created was imposed improperly, it may order that the charge or lien be removed or that the amount be varied, or make another order it considers appropriate.

2003-26-259.

PART 8 – Bylaw Enforcement and Related Matters**Division 1 – Bylaw Enforcement****Enforcement powers**

260. (1) A council may make bylaws for the purposes of enforcing the bylaws of the municipality.

(2) Subject to subsection (5), without limiting the available remedies, the authority of a municipality to deal with a contravention of a bylaw includes the following:

- (a) prosecution of the offence in accordance with the *Offence Act*;
- (b) proceeding under Division 3 [Ticketing for Bylaw Offences] of this Part;
- (b.1) subject to the regulations under the *Local Government Bylaw Notice Enforcement Act*, proceeding by bylaw notice under that Act;
- (c) court action under Division 4 [Enforcement by Civil Proceedings] of this Part.

Aug. 3/04

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Quickscribe Services Ltd.

(3) Subsection (1) does not apply to alterations or additions in or to a protected heritage property if the alteration or addition is authorized by a heritage alteration permit under section 617.

RS2015-1-531 (B.C. Reg. 257/2015).

**Restrictions on repair or reconstruction
of non-conforming structures**

532. (1) If a building or other structure, the use of which does not conform to the provisions of a land use regulation bylaw, is damaged or destroyed to the extent of 75% or more of its value above its foundations, as determined by the building inspector, the structure must not be repaired or reconstructed except for a conforming use in accordance with the bylaw.

(2) If the use of a building or other structure that is on land identified in a phased development agreement under Division 12 [*Phased Development Agreements*] complies with a zoning bylaw provision specified under section 516 (2) [*zoning rules for land subject to the agreement*] for the phased development agreement, subsection (1) of this section does not apply to the building or other structure while the phased development agreement is in effect, unless

- (a) the provision has been repealed or amended, and
- (b) either
 - (i) the developer has agreed in writing under section 516 (5) that the changes to the zoning bylaw apply, or
 - (ii) the changes to the zoning bylaw apply under section 516 (6) without the written agreement of the developer.

(3) Subsection (1) does not apply to repair or reconstruction of a protected heritage property if the repair or reconstruction is authorized by a heritage alteration permit under section 617.

RS2015-1-532 (B.C. Reg. 257/2015).

**Non-conforming uses in relation to
terminated land use contracts**

533. (1) In this section:

"**contract termination date**" means, in relation to a land use contract, the date of termination under section 547 [*termination of all remaining land use contracts*] or 548 [*early termination of land use contract*], as applicable;

"**end of land use contract authority**" means, in relation to a land use contract, the later of the following:

- (a) the contract termination date;
 - (b) if an order under section 543 [*board of variance exemption to relieve hardship from early termination*] is made in respect of the land, the expiry of the period of time specified in the order.
- (2) Subject to this section, if, at the end of land use contract authority,
- (a) land, or a building or other structure, is lawfully used, and
 - (b) the use does not conform to a land use regulation bylaw that
 - (i) is in force at the end of land use contract authority, and
 - (ii) would not apply to the land, building or other structure but for the end of the land use contract authority,

the use may be continued as a non-conforming use.

(3) If the non-conforming use authorized under subsection (2) is discontinued for a continuous period of 6 months, any subsequent use of the land, building or other structure becomes subject to the land use regulation bylaw.

(4) The following provisions apply in relation to a use described in subsection (2):

- (a) section 528 (3) to (5) [*non-conforming uses in relation to new land use regulation rules*];
- (b) section 529 [*non-conforming structures*];
- (c) section 530 [*restrictions on increasing non-conforming use of land*];
- (d) section 531 [*restrictions on alteration or addition*];

280 Hudson Bay Street – Pictures as of March 16, 2026





Mar 16, 2026 at 2:42:11 PM
+49.377758,-121.440791
325 Wallace St
Hope BC V0X 1L0
Canada
Hope Memorial Park



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+49.377673,-121.440871
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Hope Memorial Park





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325 Wallace St
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Hope Memorial Park



Mar 16, 2026 at 2:43:10 PM
+49.377818,-121.440642
325 Wallace St
Hope BC V0X 1L0
Canada
Hope Memorial Park



Mar 16, 2026 at 2:42:14 PM
+49.377758,-121.440791
325 Wallace St
Hope BC V0X 1L0
Canada
Hope Memorial Park



May 29, 2026 – proximity to neighbouring property







REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: May 29, 2026 **FILE:** Property Folio File

SUBMITTED BY: Robin Beukens, Director of Community Development

MEETING DATE: June 8, 2026

SUBJECT: *BC Building Code* and Building Bylaw Contraventions at 21015 Swallow Place, Hope, B.C.

PURPOSE:

To address a *BC Building Code* and District of Hope Building Bylaw contravention at 21015 Swallow Place.

RECOMMENDATION:

Recommended Resolution:

THAT a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* be registered on title against the property legally known as: Lot 4 District Lot 4 Yale (Formerly Hope) Division Yale District Plan 35374; PID #001-499-602, civic address 21015 Swallow Place, Hope BC for a *BC Building Code* and Building Bylaw contravention.

ANALYSIS:

A. Rationale:

The District of Hope Building Inspector is recommending that District of Hope Council place a notice on title for a *BC Building Code* and Building Bylaw contravention.

The owner was sent a letter inviting them to appear before Council on June 8, 2026, to make presentation relative to the filing of the Notice on Title.

Section 57 Notice:

Section 57 of the *Community Charter* was provided to local governments by the Province of B.C. as a tool to administer and enforce the *BC Building Code* and local building bylaws. It enables local governments to register a notice, via the Land Title Office, on the title of the property where there is or has been a building code or bylaw infraction,

including where the permit is not held in good standing. For example, notices may be registered where:

- A building permit is lapsed but work has not been completed and/or inspections are outstanding
- Work proceeded without a permit; or
- There is a dangerous condition.

The filing of a notice of contravention is not intended to be a punitive action; rather, it is an efficient way to secure compliance to the *BC Building Code* and serves as a disclosure mechanism protecting future owners and other parties with an interest in the property.

It is important that owners involved in the building process understand the potential impacts of a Section 57 notice and the effects it may have matters related to their property. While properties with building bylaw contraventions may be sold at any time, the presence of a notice registered on title may negatively affect a property's potential sale, perceived property value, access to a mortgage, and refinancing.

District of Hope Building Bylaw:

The District of Hope Building Bylaw No. 972 states:

Duties and Responsibilities of Owner:

12.01 Every owner of real property or his agent shall obtain from the building inspector a building permit before commencing any construction, works, or change in occupancy.

Chronology of events at 21015 Swallow Place:

There was a complaint about work being done without a permit in 2025. The owner was contacted by the District, stopped the work, and no further action was taken. In Spring 2026 it came to the attention of District staff that the property was for sale and being marketed as having two unauthorized secondary suites (realtor.ca screenshot attached). A stop work order was issued on May 2, 2026, and the owner was advised to apply for a permit. Only one secondary suite is permitted as per the District of Hope Zoning Bylaw No. 1324, 2012.

The secondary suites were built without a permit, the owner was instructed to stop a year ago but proceeded with work after that time, and the property was being marketed. Due to this, the Building Inspector recommends that a Section 57 contravention be registered as a notice on title.

I. **Budget Implications**

Land Titles Office filing fee.

Prepared by:

Approved for submission to Council:

Original Signed by Robin Beukens
Director of Community Development

Original Signed by Donna Bellingham
For the Deputy Chief Administrative Officer

Attachments:

Realtor.ca Screenshot of Property Ad

21015 SWALLOW PLACE Hope

[Directions](#)[Print](#)[Share](#)[+ 35](#)

Next Open House
May 2

\$889,900

21015 SWALLOW PLACE
Hope
Hope, British Columbia V0X1L1

MLS® Number: R3109788

[Get started with a mortgage](#)



Hide



Favourite

Are you interested in touring this listing?

Request a showing

OR

Send email

Save for later

6 Bedrooms 5 Bathrooms 2580 Square Feet



Highlights



Neighbourhood



Statistics



Calculators



Helena Babic

604-398-8871

Email

[View Photos](#)

Pathway Executives Realty Inc.

102 43869 Progress Way
Chilliwack, British Columbia V2R0E6

604-398-8871

604-398-8871

[Office Website](#)

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Listing Description

Move in tomorrow! Enjoy a rare opportunity to own this beautifully updated home, perfectly situated on a 0.34 acre lot just steps from the Coquihalla River. Offering 6 bedrooms and 5 bathrooms, it delivers exceptional space, flexibility, and strong income potential. Located in a quiet family friendly neighbourhood, you are minutes to Kawkawa Lake, schools, trails, and everyday amenities. Upstairs features a spacious layout with a large entertainment area, primary bedroom with ensuite, and 2 additional bedrooms. Bright open concept living with solarium and balcony with gas BBQ hookup. Downstairs offers 2 separate unauthorized suites, 1 and 2 bedrooms, ideal for extended family or rental income. Private fenced yard completes this rare turnkey opportunity. Book your showing today! (32723844)



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: June 2, 2026

FILE: 640-20

SUBMITTED BY: Mike Olson, CPA, CA

MEETING DATE: June 8, 2026

SUBJECT: District of Hope 2025 Annual Report

PURPOSE:

For Council to receive the District of Hope 2025 Annual Report for information.

RECOMMENDATION:

THAT Council receive the District of Hope 2025 Annual Report for information.

ANALYSIS:

In prior years, the District has publicized the annual report without presenting it to Council. For the current year, the District is providing Council an advanced copy prior to the report being released to the public.

The *Community Charter* requirements for the annual report is that the annual report is to be available for public inspection for 14 days. To facilitate this, the District will publicize the annual report on our website and advertise the availability through our social media channels. Additionally, physical copies will be available at the District Townhall. Public comment is welcomed during this timeframe.

After the public inspection period has been completed, the annual report will be brought back to Council for approval.

Prepared by:

Approved for submission to Council:

Original Signed by Mike Olson

Mike Olson, CPA, CA

Original Signed by Donna Bellingham

For the Deputy Chief Administrative Officer

2025 ANNUAL REPORT

District of Hope,
British Columbia

For the Fiscal Year Ended December 31, 2025

Éy kwesé emi
WELCOME

HOPE

BRITISH COLUMBIA





2025 ANNUAL REPORT

**For the 2025 Fiscal Year
(Ended Dec. 31, 2025)**

**Prepared by the District of Hope
Financial Services, Community
Development, Operations, Corporate
Services & Fire Department.**

**325 Wallace Street,
Hope, B.C.**

**604 - 869 - 5671
info@hope.ca**

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INTRODUCTORY SECTION



COMMUNITY PROFILE

Situated at the eastern gateway to the Fraser Valley, Hope offers a unique blend of small-town charm and natural beauty. Surrounded by mountains, rivers, and forests, the community provides a peaceful lifestyle while remaining accessible to the Lower Mainland. With relatively affordable housing and endless outdoor recreation—from hiking and cycling to fishing and camping—Hope continues to be an attractive place to call home.

Equally defining is Hope's strong sense of community. Residents come together year-round to celebrate beloved local events such as Hope Brigade Days, the Hope Classic Car Show, and Mini Stock Derbies, reflecting the town's welcoming spirit and deep community pride.

GUIDING PRINCIPALS

At the District of Hope, our work is guided by a shared commitment to excellence, accountability, and inclusivity. These principles shape our decisions, strengthen our community, and support a vibrant future for everyone who calls Hope home.

Communication – We keep residents informed about what we do and why, continue to build transparency, trust, and meaningful connection with our community.

Inclusion – We are committed to listening to diverse perspectives and ensuring our programs, services, and spaces are welcoming and accessible to all.

Environmental Responsibility – We recognize the importance of protecting the natural environment that surrounds us and consider sustainability in our decisions and actions.

Forward Thinking – We embrace innovation and thoughtful planning, making bold decisions today that support the long-term wellbeing of our community.

Financial Sensitivity – We respect the financial realities faced by residents and businesses and strive to make responsible, balanced decisions with public resources.

Together, these principles guide our vision of Hope as a progressive, connected, and resilient mountain community... where people, nature, and opportunity continue to thrive.



INITIATIVE SUMMARY



Each project listed below aligns with the District's strategic priorities and is supported through targeted funding, partnerships, and careful planning. The table highlights progress made throughout the year, along with anticipated timelines, key milestones, and any adjustments to scope or scheduling.

2025 Community Services Objectives and Progress Measures

Objectives	Strategies	Measures
Othello Road Stabilization Project	Phased approach. \$1.67 M grant received.	To be completed 2025.
Station House Project	Relocate or demolish Station House.	Building moved Feb 2024. Development in progress (2026).
Paving Program	Follow Paving Management Plan.	Planning for 2025; spot repairs & maintenance underway.
Transportation Master Plan	\$50 K grant received; project started.	Delayed to 2025.
Richmond Hill Pathway Project	\$1 M grant secured; design underway.	Completion late 2025.
Water Utility Borrowing Bylaw	\$1.56 M grant applied to 753 Water System.	Public assent completed 2023.
Homelessness Response	BC Housing advancing transition proposal.	New site confirmed; build underway for 2025/26.
Facilities Master Plan	Consultant to draft long-term plan.	RFP in progress. Delayed to 2025.
Flood Recovery	\$2.5 M provincial grant for design.	Ongoing. Glenhala Dyke repairs complete 2024.
Flood Recovery Planning	\$500 K grant for regional plan.	Delayed to 2026 (data updates required).

COUNCIL MEMBERS





A MESSAGE FROM THE MAYOR

Victor Smith

The District of Hope has made steady progress in advancing its strategic priorities while maintaining a strong commitment to responsible growth, infrastructure investment, and sound financial management. Over the past year, Council has remained focused on balancing the needs of our community with the long-term sustainability of our services, ensuring that we continue to deliver value while preparing for future demands.

Progress continued on key infrastructure and asset management initiatives, with ongoing investment in roads, utilities, and critical capital projects. These investments are essential to addressing long-standing infrastructure deficits and maintaining reliable service delivery. At the same time, the District has continued to strengthen its approach to long-term planning, recognizing that proactive asset management and sustainable funding strategies are critical to supporting growth and maintaining service levels over time. You will also have seen further improvements in how we communicate and engage with the community, as we continue to prioritize transparency and accessibility in local government.

Emergency management remains a central focus for Council. As provincial expectations evolve and climate-related risks increase, the District has taken further steps to strengthen our preparedness, response, and recovery capabilities. This includes advancing flood hazard and mitigation planning, expanding FireSmart initiatives, and improving coordination with regional and provincial partners. These efforts are not short-term in nature; they represent an ongoing commitment to ensuring the safety and resilience of our community in the face of changing conditions.

Council also continues to prioritize First Nations relations and partnerships. Building on the Protocol Agreement with Chawathil First Nation, we have worked to strengthen relationships through respectful dialogue, collaboration, and shared understanding. These partnerships are foundational to the future of our community, and we remain committed to advancing reconciliation in a meaningful and practical way through continued engagement and cooperation with First Nations in our region.

Financial management has remained a guiding principle in all of Council's decisions. We continue to take a disciplined and measured approach, carefully considering the financial impacts on residents and businesses while ensuring that necessary investments in infrastructure and services are made. Maintaining this balance requires focus and prioritization, and Council remains committed to delivering on its strategic objectives while safeguarding the District's long-term financial health.

The past year has also been marked by continued community pride and engagement. Local events, volunteer initiatives, and community-led projects continue to play an important role in shaping the character and vibrancy of Hope. These contributions strengthen our sense of connection and make Hope a welcoming place to live, work, and visit.

I would like to take this opportunity to recognize and thank the many volunteers, community organizations, and District staff whose dedication and hard work make a meaningful difference every day. Their continued commitment supports the delivery of services, enhances community well-being, and contributes directly to the quality of life we all enjoy.

As we look ahead, Council remains focused on delivering on its strategic priorities, strengthening our infrastructure, enhancing emergency preparedness, and continuing to build strong and respectful relationships throughout our region. We will continue to approach decision-making with care, transparency, and accountability as we work toward a resilient and sustainable future for the District of Hope.

On behalf of Council, thank you to our residents and businesses for your continued support and engagement. Together, we will continue to build a strong, connected, and forward-looking community.

Mayor, Victor Smith 

ELECTED OFFICIALS



Pauline Newbigging

Elected: 2022 - present

Committees: Hope Chamber of Commerce, Fraser Valley Regional Library, Tillicum Board (Secretary), Cariboo Place Strata Board & Rotary Club.

Notable: Pro Shop Manager at the Hope Golf & Country Club and organizer of the annual *Fundraiser on the Fraser* community fundraiser.

Scott Medlock



Elected: 2008 - present

Committees: Director on AdvantageHOPE, alternate to the Mayor for the FVRD board & the Hospital board, Hope Lion's Club, Vice Chair of Community Futures Sun Country.

Notable: Served 16 years as a volunteer firefighter and remains active with the Hope Motorsports Group. The longest-serving member of Council, serving the community since 2008.



Angela Skoglund

Elected: 2022 - present

Committees: Hope & District Ratepayers Association, Accessibility Committee, District Representative to the Hope & District Arts Council.

Notable: A long-time Hope resident of over 40 years who remains actively involved in local community groups while working as Assistant Manager at the Hope Kal Tire.

ELECTED OFFICIALS



Heather Stewin

Elected: 2014 - present

Committees: The Hope Inclusion Project, The Municipal Insurance Association as a delegate, Liaison to Purple Light Nights.

Notable: Previously served as Council Liaison to the Golden Agees Society from 2014 to 2023.

Dusty Smith



Elected: 2014 - 2022 + 2024 - present

Committees: Former President of Hope Brigade Days (2014 - 2017), Communities in Bloom.

Notable: Former owner of Silver Skagit Mechanical and Hope Minor Hockey coach. Recently retired and enjoying time restoring and working on hot rods.



Bonny Graham

Elected: 2025 - present

Committees: Accessibility Committee, Hope & District Arts Council Board, AdvantageHOPE Board.

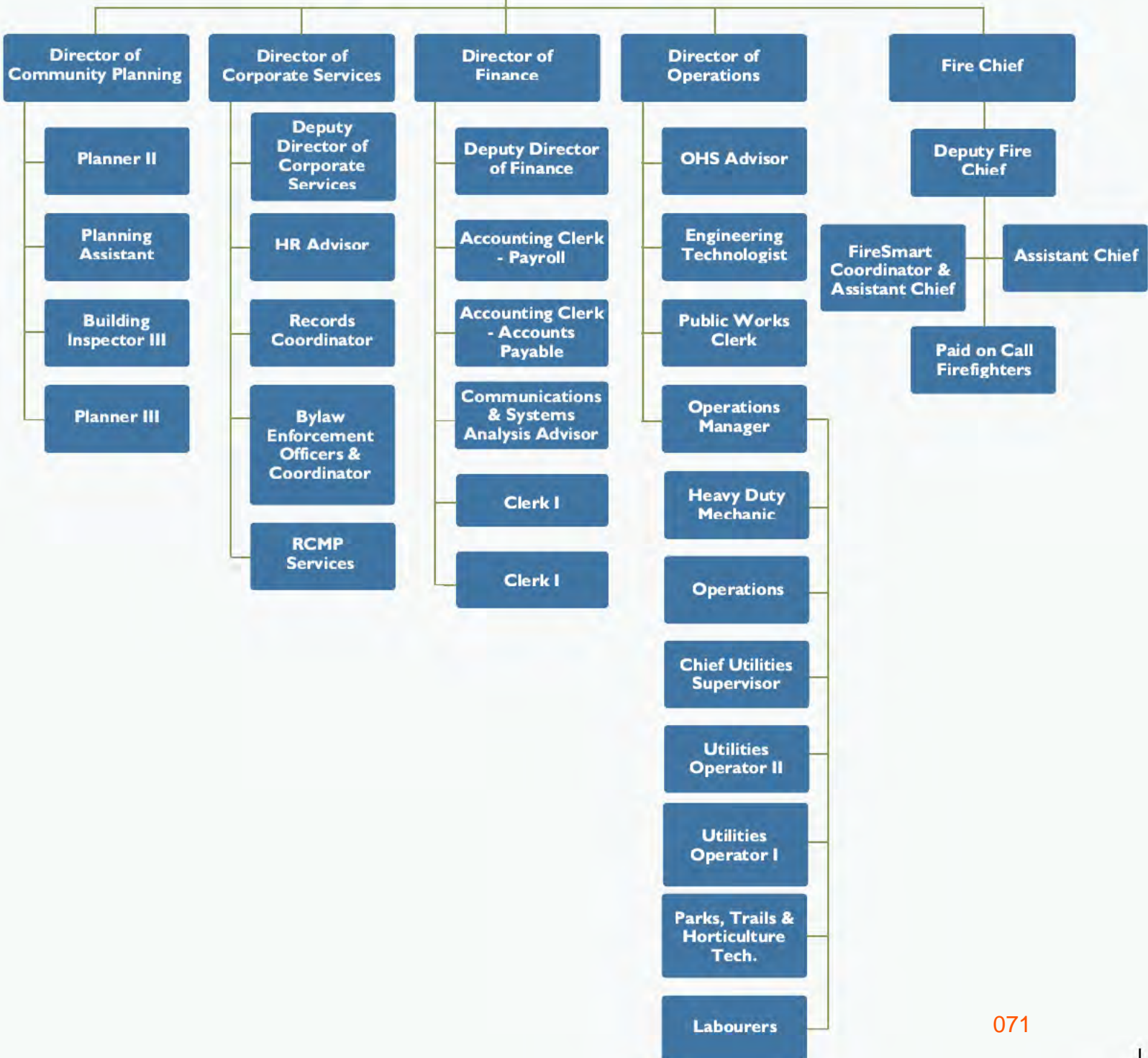
Notable: Stó:lō Tourism Coordinator and professional graphic designer and artist who creates Indigenous public art, logos, custom fonts, and design work featuring the Halq'eméylem language.

CORPORATE STRUCTURE

Mayor & Council

Council Committees

Chief Administrative Officer



DEPARTMENT HIGHLIGHTS



COMMUNITY DEVELOPMENT



Community Development continued to play a key role in shaping thoughtful growth across the District of Hope in 2025, balancing long-term planning priorities with day-to-day development activity, regulatory updates, and evolving community needs. The department supports responsible land use, development review, policy implementation, and strategic planning initiatives that help guide Hope's future.

A major milestone this year was the advancement of the District's updated **Official Community Plan** (OCP), a foundational document that will help guide land use, housing, infrastructure, environmental stewardship, and community development decisions for years to come. Shaped through months of engagement with residents, stakeholders, and local First Nations, the updated OCP reflects evolving community priorities, legislative requirements, and future growth opportunities. Hope's Official Community Plan (OCP) Bylaw 1617, 2025 was formally adopted in early 2026.

Several additional regulatory improvements were also completed to support clearer, more efficient development processes. New short-term rental regulations were established, updated development application fees were introduced to simplify payment processes and better reflect administrative costs, and the Application Procedures Bylaw was updated to improve clarity and consistency for applicants.

By balancing growth with sustainability and community values, Community Development supports Council and senior leadership in making informed decisions that shape the future of the District of Hope.



In 2025, the District of Hope's Planning Department processed a total of **34 land development applications**, reflecting ongoing development interest and continued community investment.

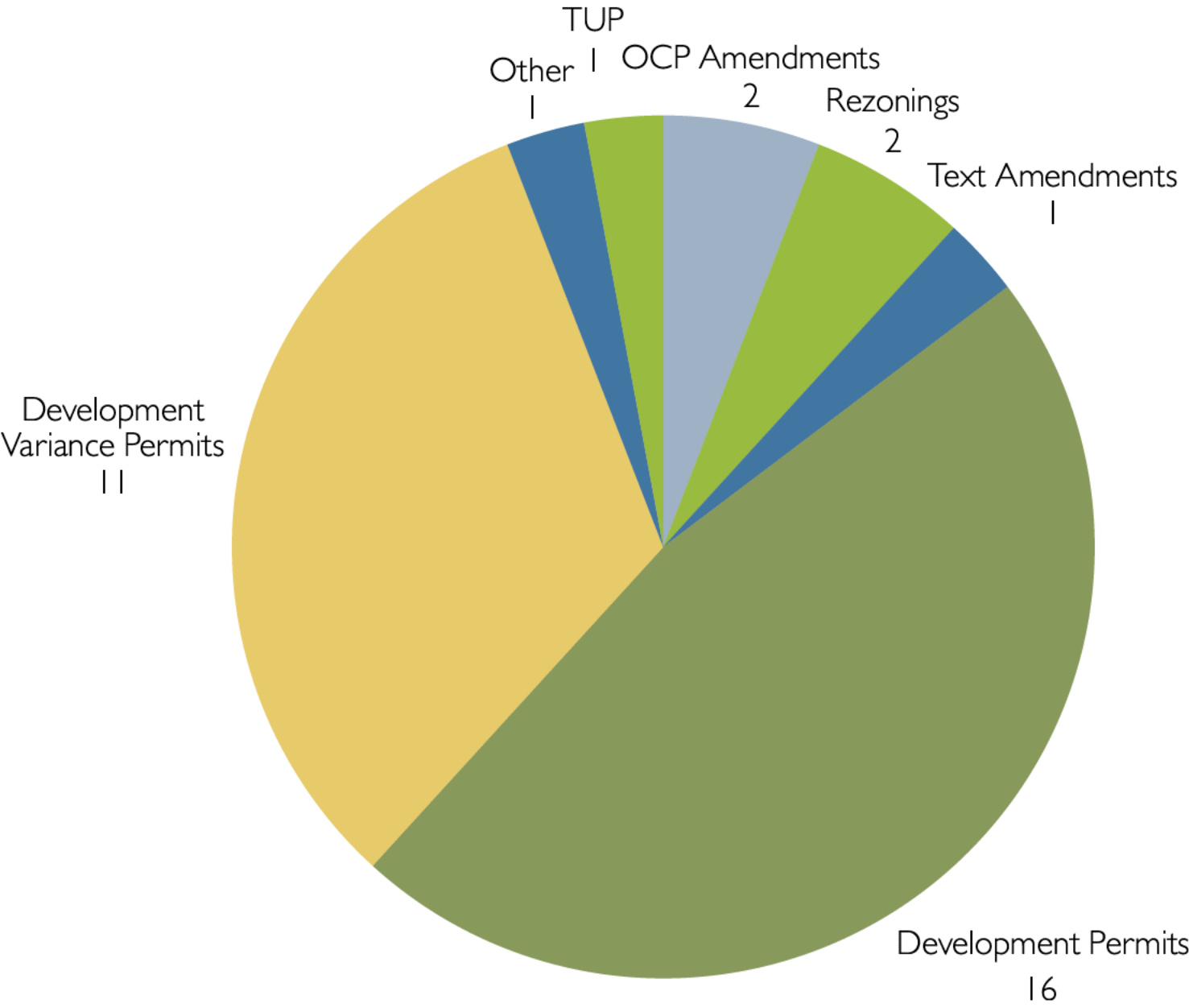
Key highlights include:

- **16 Development Permits:** The largest application category, reflecting consistent construction and development activity aligned with the Official Community Plan.
- **11 Development Variance Permits (DVPs):** Demonstrating a steady need for flexibility in addressing unique site conditions and project requirements.
- **2 Official Community Plan Amendments and 2 Rezoning:** Reflecting an active planning environment where land use adjustments continue to support growth and evolving community needs.
- **1 Zoning Text Amendment:** Supporting refinement of regulatory language to improve clarity and responsiveness.
- **1 Temporary Use Permit (TUP):** Highlighting the department's responsiveness to specialized or case-specific development needs.
- **2 Phased Strata Development Applications:** Indicating continued interest in diverse housing and ownership opportunities.

In 2025, the District of Hope issued **52 building permits** with a combined construction value of approximately **\$38.6 million**, compared to \$15.4 million in 2024. For a visual breakdown of the 2025 land development applications by type, please see the chart on the following page.



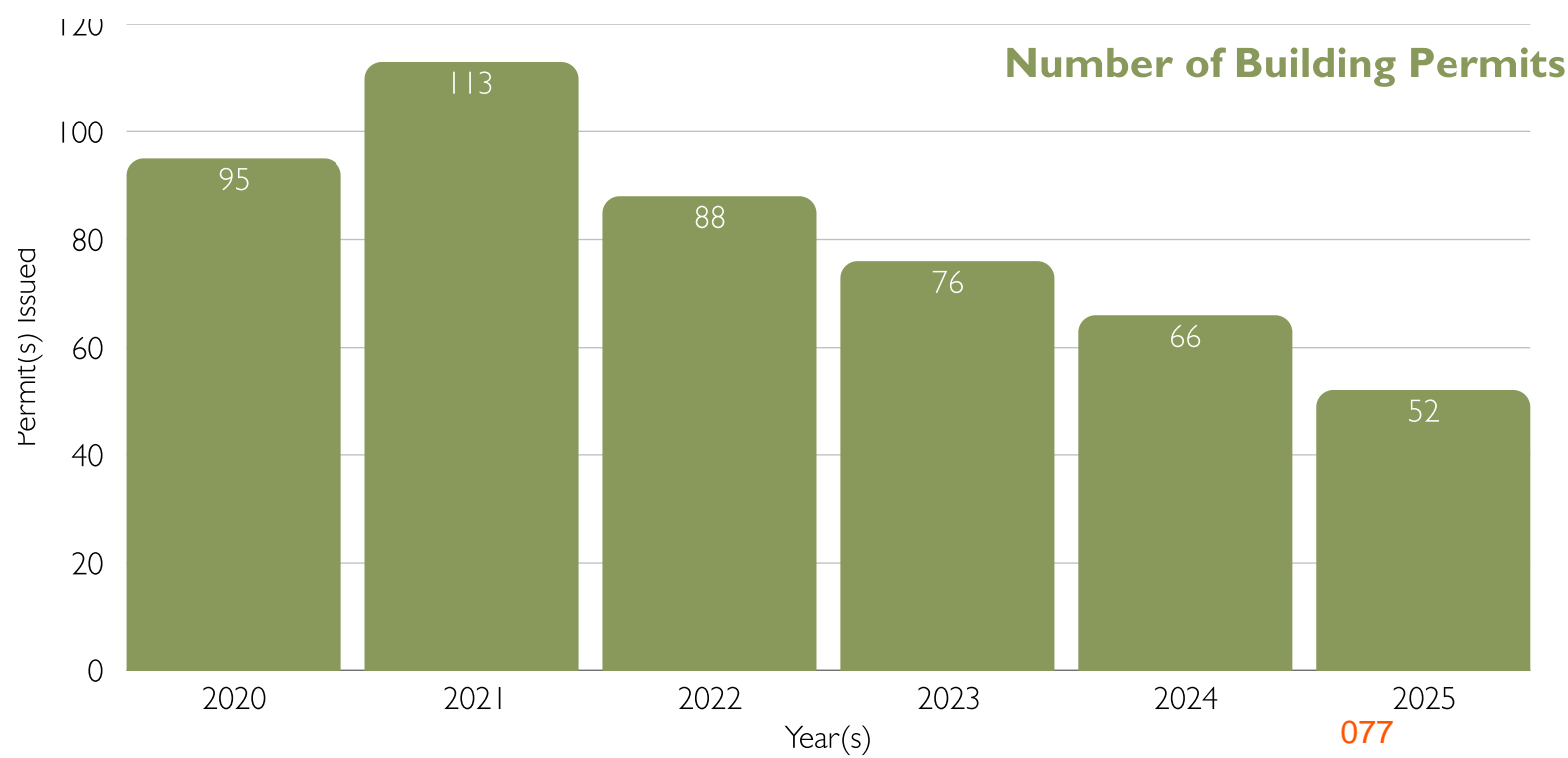
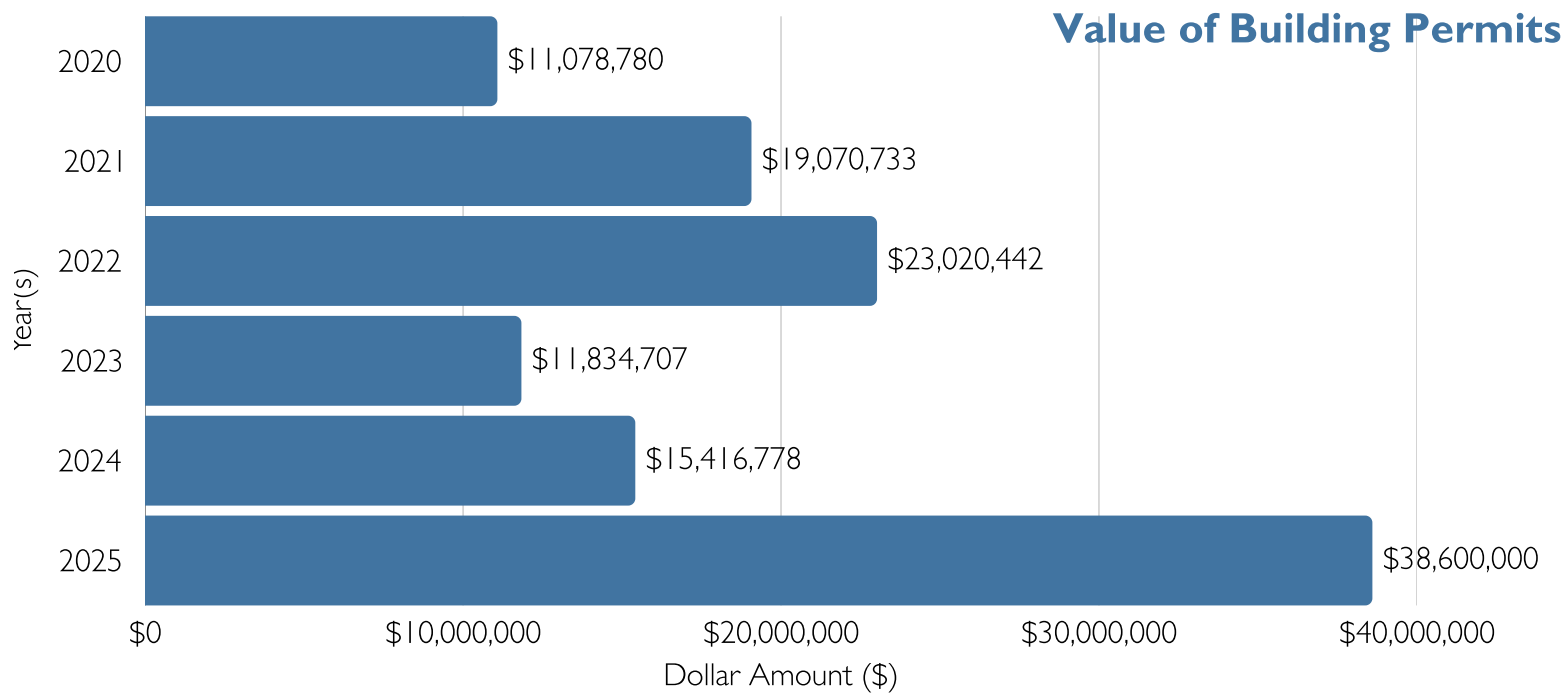
2025 Land Development Permit Applications



While the total number of permits issued decreased, the overall construction value increased by more than 100%, suggesting a shift toward larger-scale or higher-value developments.

Over the past two decades, permit activity and construction values have naturally fluctuated in response to economic conditions, market demand, and community growth patterns. The continued presence of residential, commercial, and industrial development signals sustained confidence in Hope's future.

This year's data tells a clear story: while fewer projects may have broken ground, those that did represent significant investment and lasting community impact.



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In Progress & Completed Projects

Development activity in 2025 included several notable residential, light industrial, institutional, and mixed-use projects that continue to shape Hope's built environment. From new housing developments to significant community-serving infrastructure, these projects reflect ongoing investment in the District's growth and livability.

- 558 Park Street
- 455 Coquihalla Street
- 711 Water Avenue
- 1115 5th Avenue
- 1275 7th Avenue (BC Housing)



Short-Term Rental Regulations

In 2025, the District updated its Zoning Bylaw to formally permit and regulate short-term rentals, providing greater clarity for property owners while helping balance tourism accommodation with neighbourhood livability.

Under the updated regulations, both guest unit rentals (such as a room within a principal residence) and full dwelling unit short-term rentals are now permitted in select zones, subject to zoning requirements and applicable licensing regulations. These changes create a clearer framework for operators while supporting responsible tourism and housing management within the community.

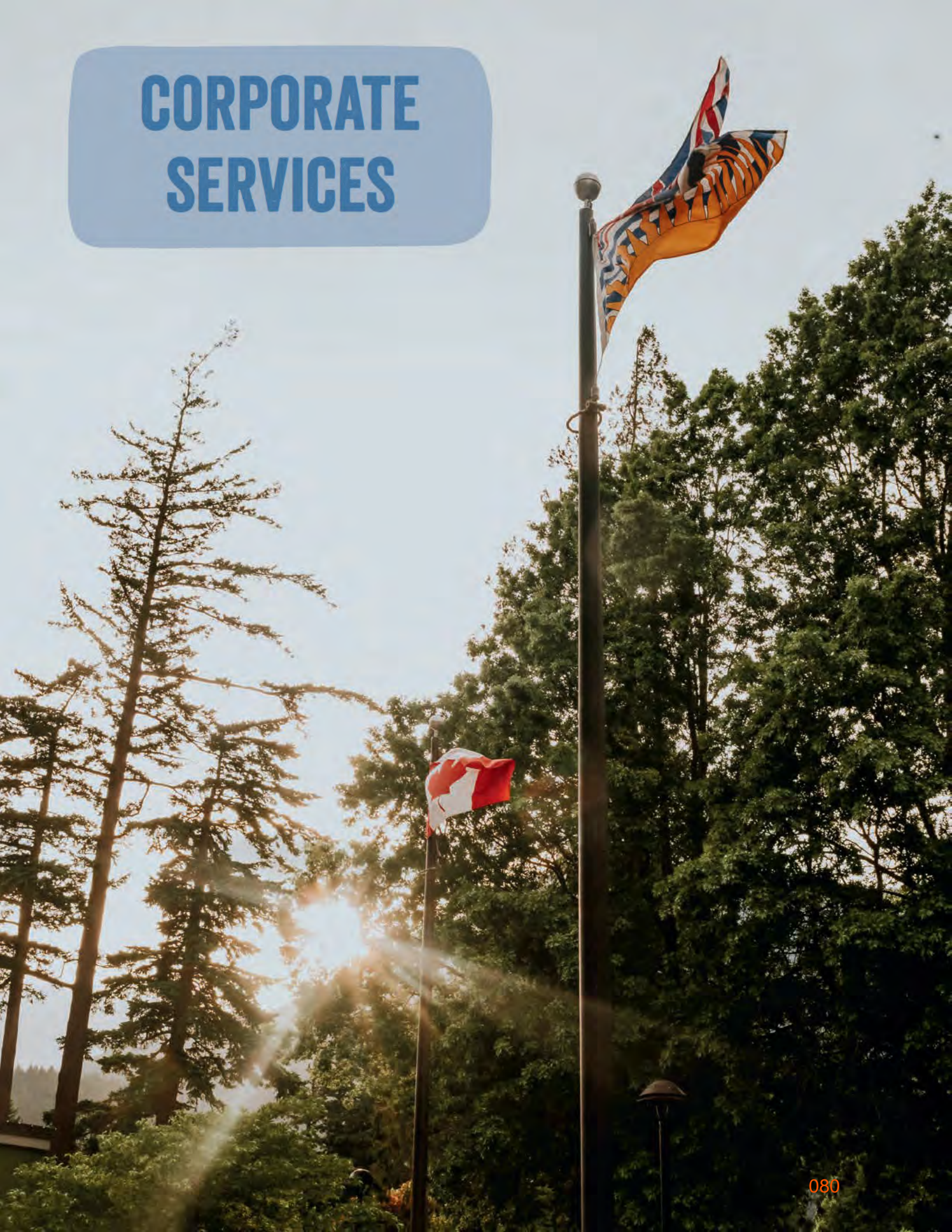


Future Work

Looking ahead, Community Development will continue advancing key policy and regulatory initiatives that support responsible growth and effective land management. Priority work includes the development of a new Soil Deposit Bylaw, as well as broader Zoning Bylaw updates to ensure regulations remain clear, current, and aligned with the District's evolving needs and long-term planning objectives.



CORPORATE SERVICES



Corporate Services plays a central role in supporting the governance, legislative, and administrative functions of the District of Hope. The department ensures compliance with legislative requirements under the *Community Charter*, *Local Government Act*, *Freedom of Information and Protection of Privacy Act* (FOIPPA), and other applicable legislation.

Core responsibilities include providing administrative support to Mayor and Council, coordinating Council meeting agendas, preparing and maintaining official minutes, and overseeing the certification and execution of legal documents such as bylaws, agreements, and contracts. Corporate Services also manages the District's corporate records management program and supports transparency and accountability through the administration of freedom of information requests.

The department also oversees Human Resources and Bylaw Services, supporting organizational operations while promoting education, compliance, and community well-being through municipal bylaw enforcement.



District of Hope Town Hall

Additional responsibilities and highlights in 2025 included:

- **Freedom of Information (FOI):** The District **processed 61 Freedom of Information requests** in accordance with provincial legislation, supporting transparency and public access to information.
- **Records Management:** Ongoing oversight of the District's digital and physical records management systems ensured effective documentation, retention, and retrieval practices across the organization.
- **Bylaw Enforcement & Animal Control:** Corporate Services continued to oversee enforcement related to animal control, parking, unsightly premises, noise complaints, and other community concerns. Public education remained a key focus, particularly around responsible pet ownership and compliance with solid waste regulations.
- **Policy, Legal Documents & Governance Support:** The department supported the drafting, review, and administration of bylaws, policies, agreements, and other corporate documents to ensure legislative compliance and operational effectiveness.
- **Human Resources:** Corporate Services supported recruitment, job postings, personnel administration, labour relations, and ongoing Labour/Management meetings in accordance with the Collective Agreement.
- **Elections & Democratic Processes:** In 2025, the District of Hope conducted a local government by-election following the resignation of Councillor Zachary Wells. Bonny Graham was elected, receiving 382 of 805 votes cast (47.4%).

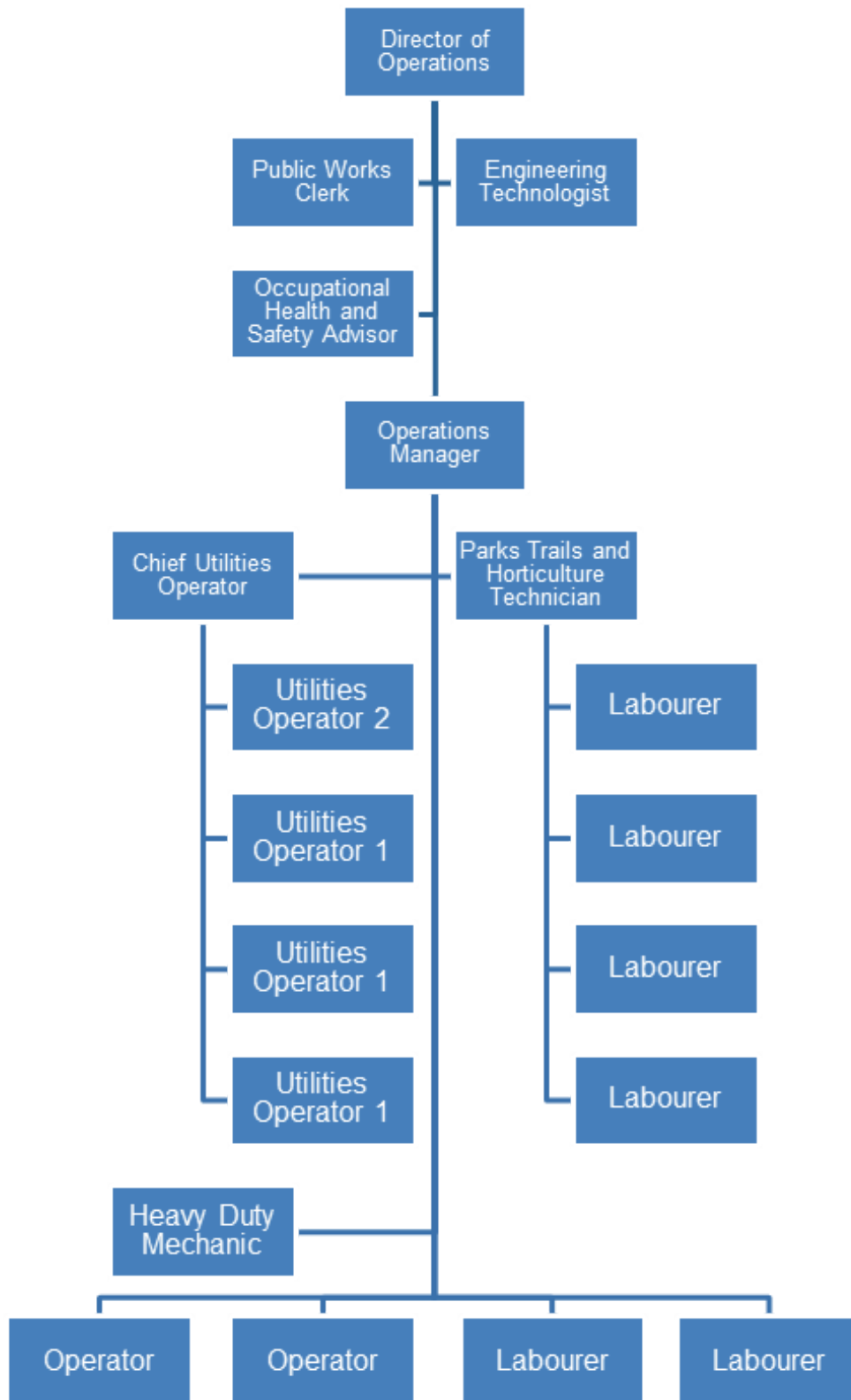


OPERATIONS



The **Operations Department** is responsible for the essential infrastructure and services that support daily life in the District of Hope. Whether maintaining roads and bridges, caring for parks and public facilities, managing utilities and solid waste, or responding to emergencies such as flooding and winter weather, our team helps keep the community safe, connected, and running efficiently.

The department is organized into nine core service areas: Administration, Fleet Maintenance, Transportation, Utilities, Parks, Solid Waste, Facilities and Infrastructure Planning & Replacement.



Administration Located at 1225 Nelson Avenue and led by the Director of Operations, this team oversees the planning, inspection, and delivery of essential services like roads, wastewater, parks, and buildings, ensuring cost-effective, high-quality public works.

Fleet Renewal We continued our Fleet Replacement Program to maintain a reliable and versatile equipment inventory. Notable 2025 purchases included:

- John Deere Mower - \$71,000
- 2025 Chevrolet I 500 Pickup Truck - \$57,000



John Deere Mower



2025 Chevrolet I 500 Pickup Truck

085

Richmond Hill Multi-Use Pathway (Completed)

Construction of the Richmond Hill Multi-Use Pathway was completed in 2025, transforming a former highway corridor into a safer, more accessible active transportation route for pedestrians and cyclists. The project repurposed excess roadway width along Flood-Hope Road to create a separated 3.6-metre multi-use pathway, improving east-west connectivity while supporting traffic calming and long-term transportation planning.



Rockfall Hazard Mitigation Planning

The District also advanced critical transportation safety planning through a comprehensive rock cut assessment of three priority locations: Flood-Hope Road, Union Bar Road, and Kawkawa Lake Road. Engineering analysis identified Flood-Hope Road as the highest priority for mitigation, with recommendations including scaling, selective vegetation removal, rock bolting, and pedestrian safety measures to reduce rockfall risk along key transportation corridors.



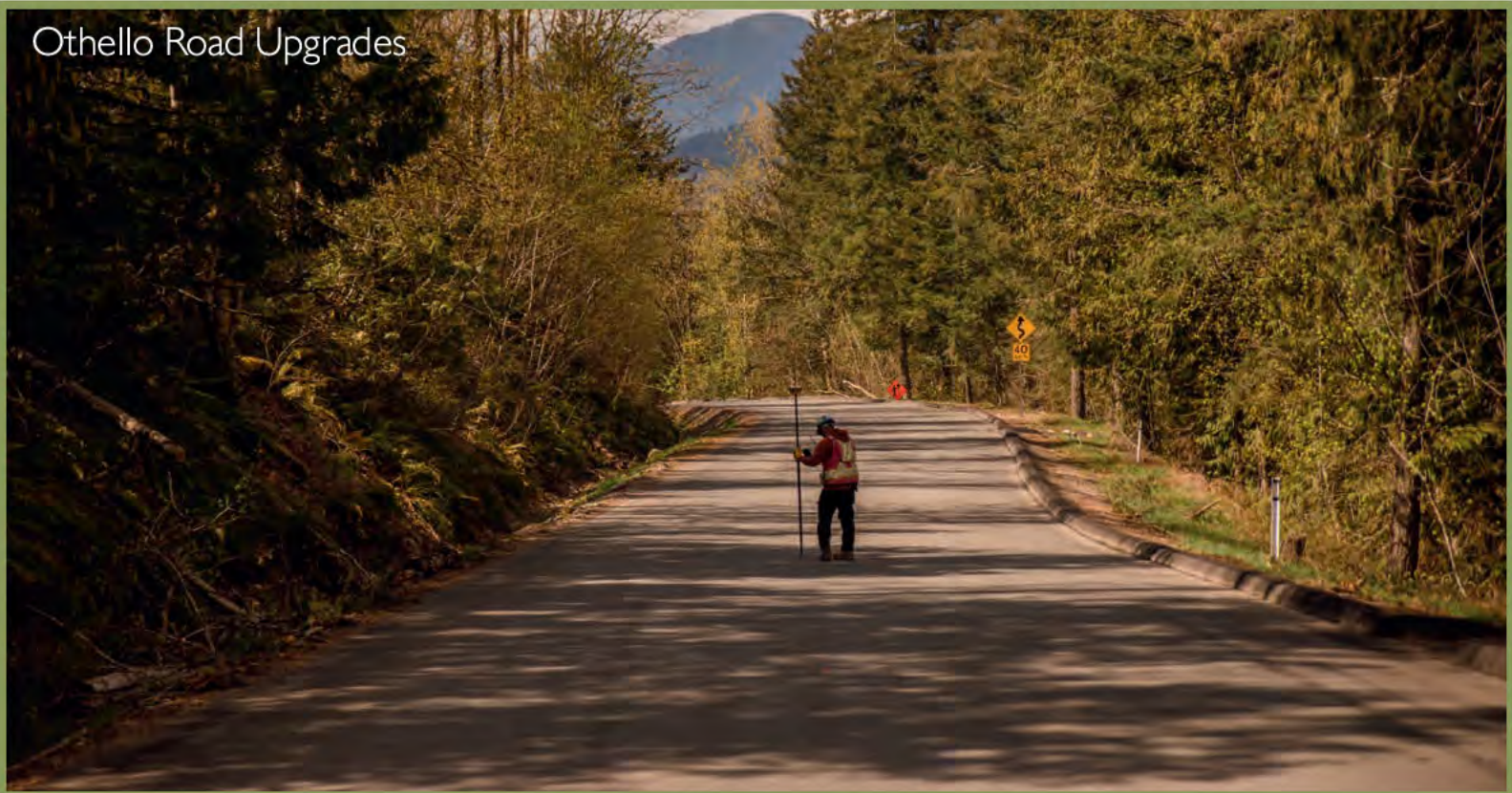
Othello Road Upgrades

Construction began on the Othello Road improvement project, building on earlier corridor work associated with the Trans Mountain expansion. The project will enhance road infrastructure, safety, and long-term accessibility in this key area of the community.

Othello Road Upgrades



Othello Road Upgrades



Utilities

Water: We maintain four water systems, including 60 km of pipes and assets valued at \$55 million.

- 87 m and 138 m pressure zones in the central area;
- Silver Creek;
- East Kawkawa Lake;
- Lake of the Woods

Groundwater is the primary water source used by the District. One exception to this is the Lake of the Woods area, which is a small system using surface water.

For more information on the District of Hope water systems; please refer to the [Water Master Plan](#), available on our website.

Sanitary Sewer: A \$57 million system with 49 km of gravity pipes and 7 km of force mains, with upgrades spanning decades. The existing wastewater collection and treatment system has been constructed in the period since the early 1960's. Some key dates in the development of the system include:

- 1960's First sewers constructed in the Town of Hope.
- 1970's Trunk sewer constructed to a new treatment plant in Silver Creek. Sewers constructed in the Kawkawa Lake area.
- 1980's Sewers constructed in Silver Creek.
- 1980's Construction of original Pollution Control Centre and outfall.
- 1993 District takes responsibility for the Pollution Control Centre.
- 1999 Third treatment cell added at the Pollution Control Centre.
- 2017 Pollution Control Centre lagoons re-configured and aeration replaced.
- 2018 Dissolved air flotation system constructed at Pollution Control Centre.



For more information on the District of Hope Sanitary Sewer System; please refer to the [Sanitary Sewer Master Plan](#), available on our website.

Stormwater

The District of Hope is responsible for managing a complex and aging stormwater system valued at approximately \$28 million. It includes nearly 37 km of storm pipe, hundreds of manholes and catch basins, and around 50 discharge points such as outfalls, rock pits, and infiltration areas. This infrastructure is essential for protecting the community from flooding, erosion, and environmental damage.

Forrest Crescent Culvert Replacement (Completed)

Following damage caused by the 2021 atmospheric river event, the District completed the Forrest Crescent culvert replacement at Thacker Creek in 2025. This important infrastructure upgrade was 100% funded through a provincial grant and improves stormwater capacity during extreme weather events, strengthening the community's long-term climate resilience in alignment with the District's Stormwater Master Plan.



Replacement Culvert

Planning for the Future

The Stormwater Master Plan (2022) recommends a combination of capital upgrades and policy changes to address aging infrastructure and increasing climate pressures. With a current infrastructure deficit estimated at \$6.5 million, continued investment and innovation are essential to ensure long-term system resilience.

For more information, please visit our website to view the [Stormwater Master Plan](#)

Parks The Parks Department maintained a wide range of assets: trails, sports fields, trees, benches, hanging baskets, and more. They also supported key events like Brigade Days, the Farmer's Market, and Concerts in the Park.



Memorial Park



Kawkawa Lake

Facilities Operations staff are responsible for the maintenance, repair, and upkeep of the District's municipal buildings and public assets, including District Hall, libraries, fire halls, the Visitor Centre, and other community facilities. In 2025, key work included the installation of a new fence at the Operations Yard, replacement of problematic maple trees, and ongoing maintenance improvements that support safe, reliable, and efficient public spaces.

Infrastructure Planning

We continued advancing the District's Asset Management Investment Plan through strategic infrastructure planning projects that support long-term service reliability, resilience, and community growth, including:

- **Richmond Hill Reservoir & Pressure Zone Connection:** Improving water storage capacity and fire flow performance.
- **138 m Zone to East Kawkawa Lake Connection:** Enhancing firefighting capacity, water system redundancy, and service reliability.
- **Integrated Transportation Master Plan (Completed):** In 2025, the District completed its Integrated Transportation Master Plan, establishing a long-term roadmap for safer, more accessible, and more connected mobility throughout the community. The plan outlines strategies to support active transportation, improve pedestrian and cycling infrastructure, enhance road safety, and guide future transportation investments as the community grows. (Link to plan on website.)

Service Requests and After-Hours Operational Activity

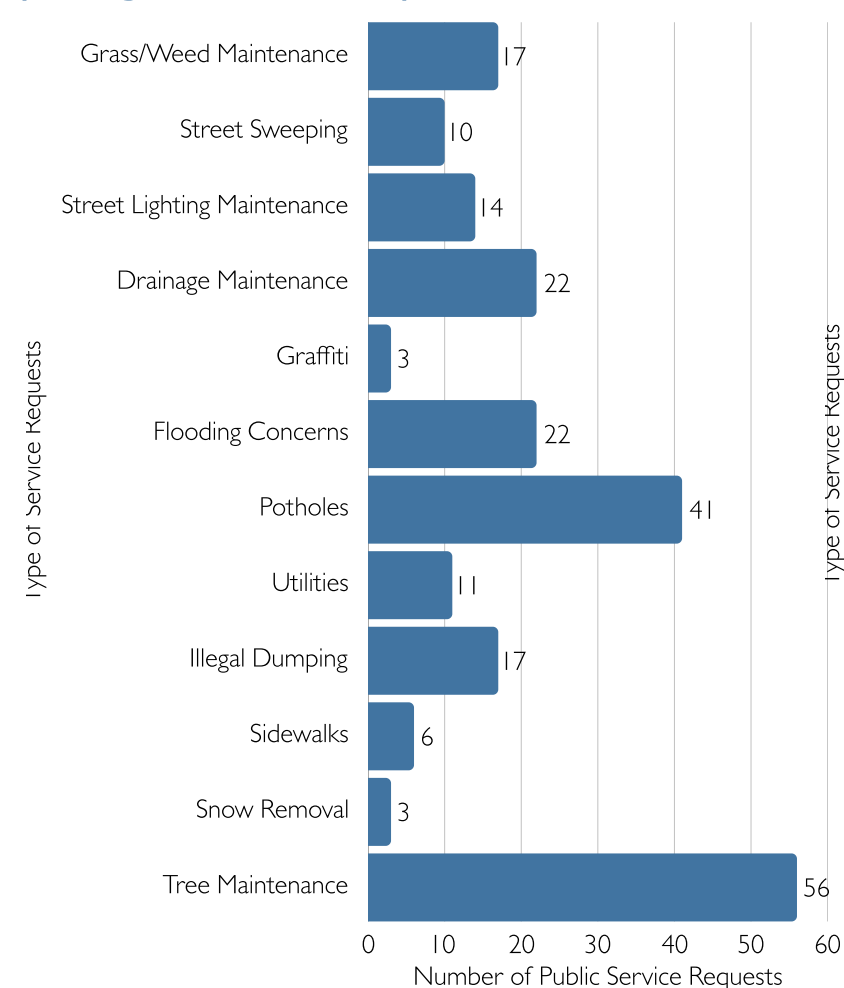
In 2025, the Operations Department continued to provide essential municipal services through both daytime public requests and after-hours operational responses. Public Concern Form submissions and service calls reflected the wide range of infrastructure and maintenance issues managed by staff throughout the year.

The first chart highlights Public Service Requests received during business hours. Tree maintenance generated the highest number of requests (56), followed by potholes (41), with drainage maintenance and flooding concerns also representing significant service demands. Grass and weed maintenance, illegal dumping, and street lighting maintenance remained ongoing operational priorities.

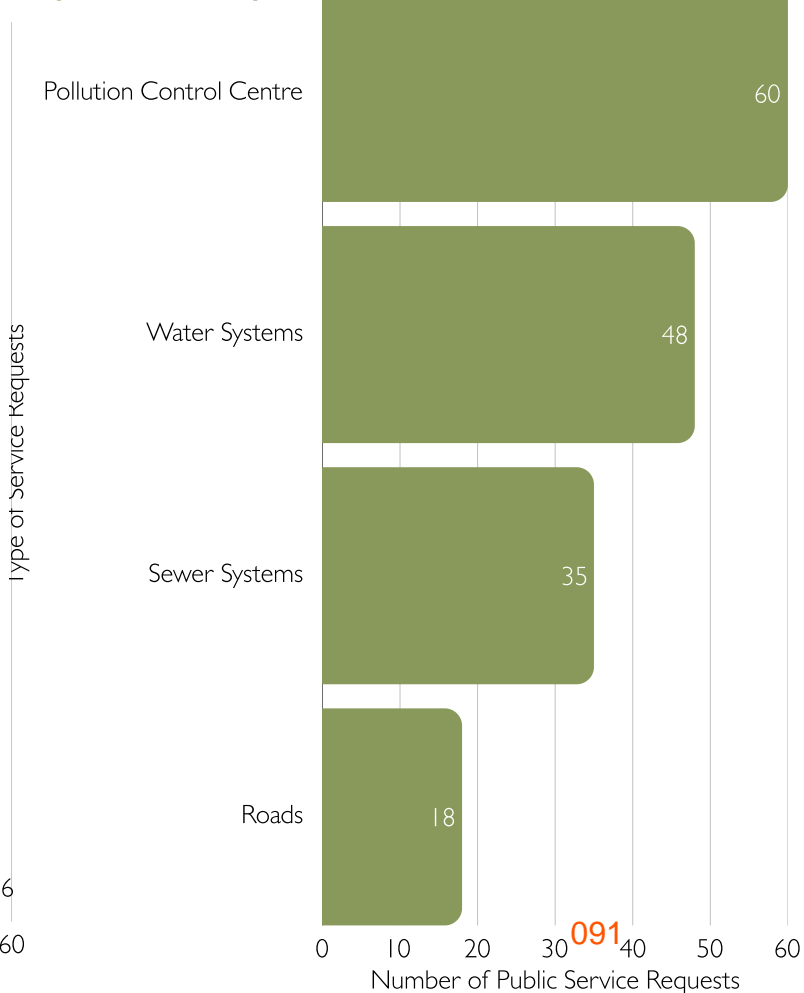
The second chart outlines after-hours service calls responded to by Operations staff. Pollution Control Centre-related calls accounted for the highest volume of activity (60), followed by Water Systems (48) and Sewer Systems (35). Road-related calls also represented a notable portion of after-hours responses.

Together, these statistics demonstrate the breadth of services delivered by the Operations Department and the team's continued commitment to maintaining safe, reliable, and responsive municipal operations for the community.

Public Service Requests (during business hours)



Service Calls (after-hours)



FIRE DEPARTMENT



Acknowledgements

The District of Hope extends sincere thanks to our Paid-on-Call firefighters, career chief officers, and department staff for their dedication, and continued service to the community throughout 2025.

2025 was a milestone year for the **District of Hope Fire Department**, marking the **25th anniversary** of the amalgamation of the Kawkawa Lake, Hope, and Flood/Laidlaw/Silver Creek fire departments. It was also the busiest year in department history, with **841 emergency responses**, a 36% increase over 2024.

Through continued investment in responder safety, emergency preparedness, wildfire resilience, and community risk reduction, the department strengthened its capacity to meet the evolving demands of emergency service delivery in Hope.



Operational Growth & Responder Safety

Several key initiatives helped strengthen operational readiness and firefighter safety in 2025. In May, the department deployed **HAAS Alert Safety Cloud®**, a real-time responder safety system that warns nearby motorists through navigation platforms such as Apple Maps and Waze when emergency crews are operating roadside. More than **3,870 motorists** received advance warnings during emergency responses, helping improve awareness and reduce risk to responders.

In July, Council formally endorsed the Hope Fire Department's new **Mission Statement and Core Values**, further defining the principles that guide the department's service to the community. The mission — "To protect life, property, and the environment through excellence in emergency response, fire prevention, and community engagement, guided by integrity, professionalism, and commitment to public service" — is supported by the department's core values of Safety, Integrity, Teamwork, Service Before Self, Accountability, and Respect and Inclusion.

Hope Fire also continued to strengthen its internal safety culture through its dedicated **Joint Occupational Health and Safety Committee**, officially established in November 2024. The committee supports regular safety meetings, facility inspections, and ongoing assessments, marking another important step in the department's growth and continued commitment to regulatory compliance and responder safety.



Fleet capacity was also enhanced in December with the delivery of a **new water tender**, strengthening the department's emergency response capability, particularly in areas requiring reliable high-capacity water supply. The new apparatus includes a 2,000-imperial-gallon water tank and a PTO-driven 1,050 IGPM pump with pump-and-roll capability, expanding both the versatility and operational capacity of the fleet.



Emergency Management & Community Preparedness

Emergency preparedness remained a major focus throughout the year.

Department members participated in **Emergency Operations Centre (EOC)** training and flood-response exercises, strengthening readiness for emergency activation and interagency coordination.

The District also launched its update to the **Emergency Management Plan and Hazard Plans**, including Hazard, Risk and Vulnerability Assessment (HRVA) engagement with stakeholders. This work will help guide emergency preparedness and response priorities into the future.

In October, the District of Hope participated in a full-day **landslide response exercise** and Emergency Operations Centre (EOC) training in partnership with the Fraser Valley Regional District. The exercise brought together emergency management professionals, municipal leadership, and technical specialists to strengthen coordinated response to landslide and debris flow incidents, with training focused on hazard awareness, emergency coordination, decision-making during geotechnical events, and field-based situational awareness.

The department also participated in an interagency task force focused on fire and life safety within vulnerable and unhoused community members. Working alongside partners including RCMP, Hope Bylaw Services, Fraser Health, Cedar Strong, Integrated Homelessness Action Response Teams, BC Emergency Health Services, BC Wildfire Service, and Chawathil First Nation, the committee supported fire safety education, emergency planning, and encampment mapping to improve response coordination and support services.

The addition of a new **Emergency Support Services (ESS) trailer** further strengthened the District's ability to support residents during evacuations and emergencies.



Incident Response Overview

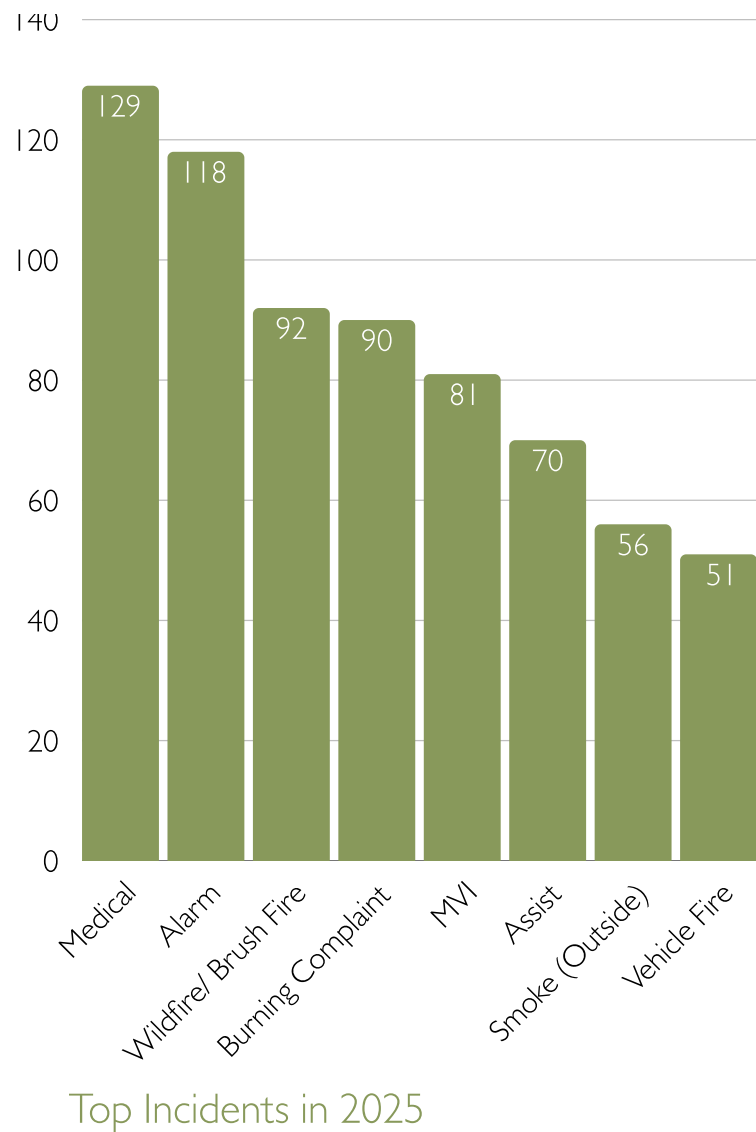
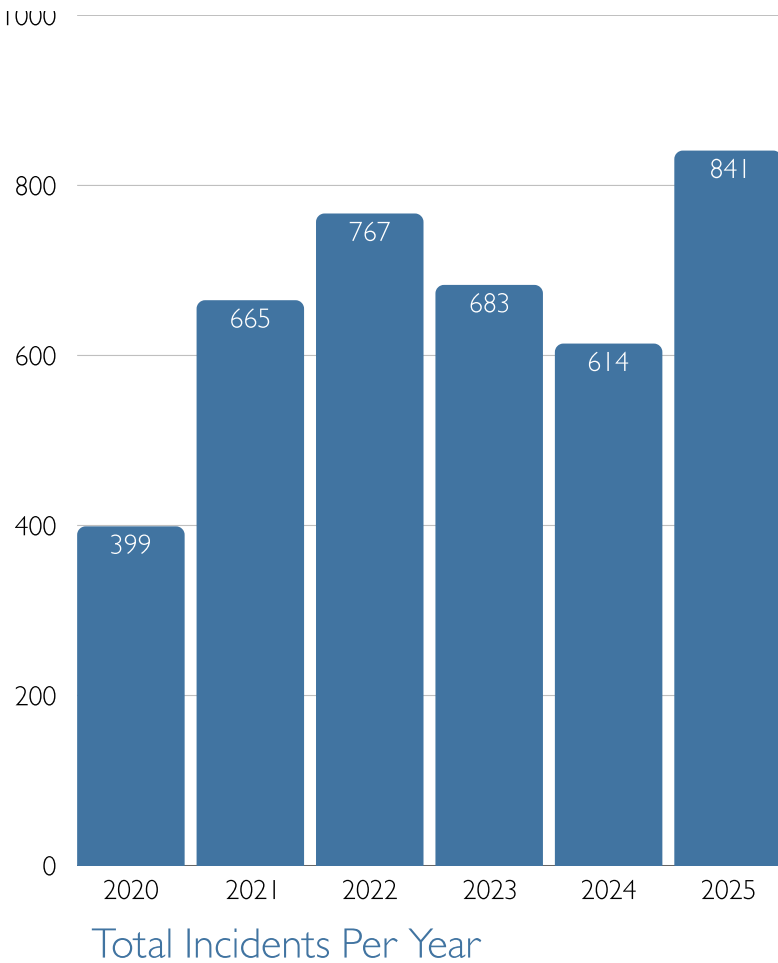
The department responded to **841 incidents** in 2025, making it the busiest operational year on record.

Key response highlights included:

- 42% increase in medical calls
- 268% increase in wildfire/brush fire responses
- 8% decrease in burning complaints
- 6% decrease in fire alarms

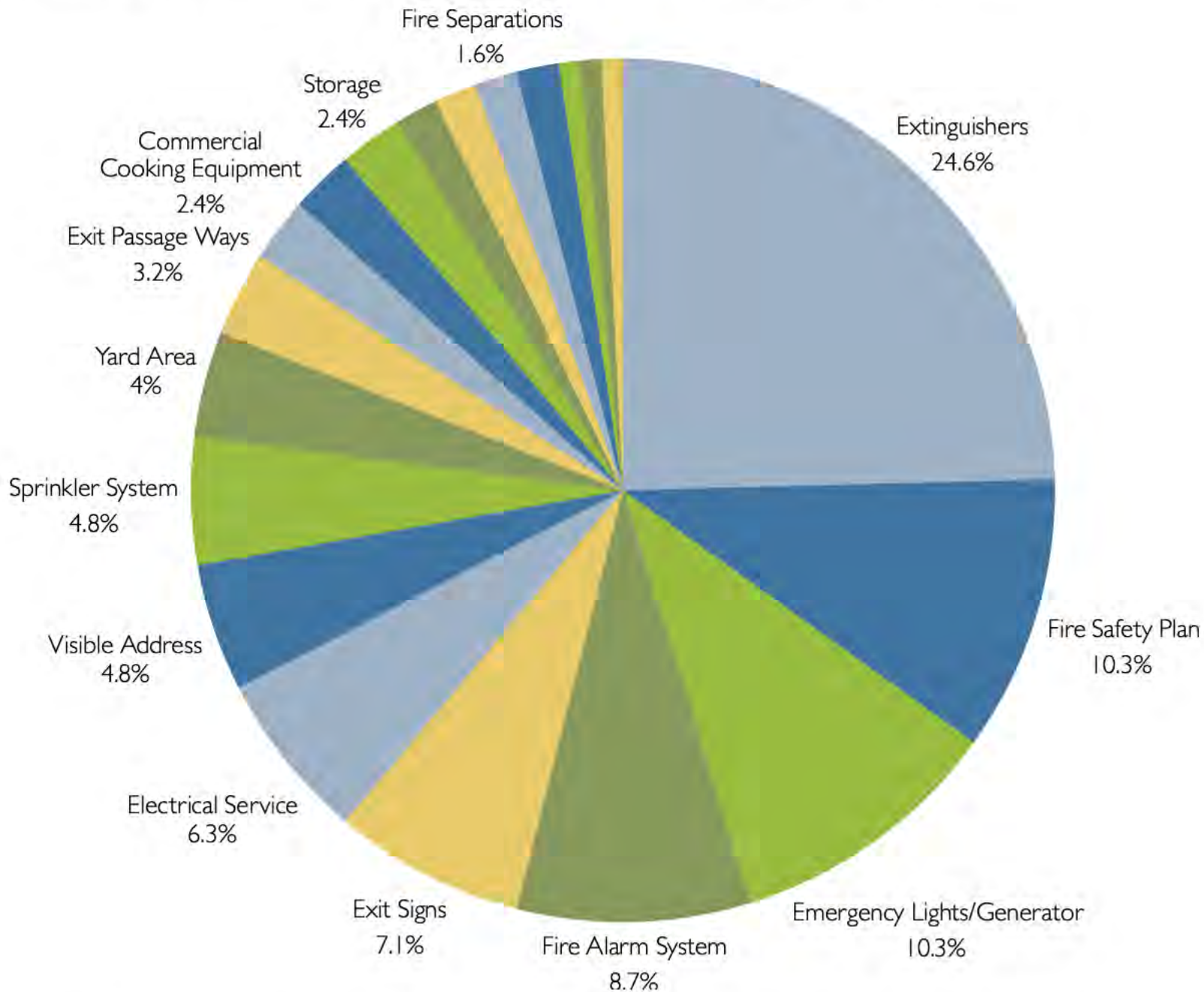
July was the busiest month, with **97 calls for service**.

The department reported **43 fires** to the Office of the Fire Commissioner, with an estimated **\$1.1 million in property loss**. No fire-related fatalities occurred in 2025.



Fire Inspection Program

The department conducted **126 occupancy inspections** in 2025, up from 75 the previous year. The most frequent issues are illustrated in the pie chart below.



Regular fire inspections remain an important part of community fire prevention and occupant safety in commercial, industrial, and multi-family buildings.

In 2025, the most common issues identified included fire extinguisher compliance (24.6%), fire safety plans (10.3%), emergency lighting and generator systems (10.3%), fire alarm systems (8.7%), and exit signage (7.1%).

The department continues to work with property owners and managers to improve compliance through education, early intervention, and proactive fire prevention. 097

Wildfire Resilience & FireSmart

Wildfire preparedness continued to be a major priority in 2025.

The District made significant progress on its **Structure Protection Unit (SPU)** program, completing Phase I of development through the purchase of a dedicated trailer and supporting equipment to strengthen future wildfire response capacity.

A seasonal **two-person FireSmart crew** delivered meaningful mitigation work throughout the community, including:

- 10 residential wildfire mitigation projects
- 2 critical infrastructure mitigation projects
- 160 free wildfire assessments
- 16 homeowner rebates totaling \$5,482

Public education also remained a focus, with six FireSmart education events and two neighbourhood engagement initiatives delivered throughout the year.

Hope Fire also participated in a multi-agency wildfire exercise with **Agassiz Fire Department** and **BC Wildfire Service**, strengthening regional interoperability and structure protection readiness for large-scale wildfire events. This initiative was supported by recommendations outlined in the **District's Community Wildfire Resiliency Plan (CWRP)**, reflecting the District's ongoing commitment to maintaining preparedness plans and supporting strong interagency collaboration.



CORPORATE SAFETY



Safety

Creating and maintaining a safe workplace remains a core organizational priority for the District of Hope. Through continued investment in employee wellness, training, risk reduction, and return-to-work practices, the District has strengthened its organizational safety culture while also achieving measurable financial savings.

In 2025, the District of Hope received the British Columbia Municipal Safety Association (BCMSA) **Organizational Safety Excellence Award**, the highest level of organizational safety recognition awarded by the association in the province. The District was one of only 12 municipalities in British Columbia to receive this distinction, recognizing significant reductions in WorkSafeBC premiums through demonstrated excellence in workplace health and safety performance.

The District also celebrated **Mark Howard**, recipient of the BCMSA 2025 **Occupational Health & Safety Employee of the Year Award**, recognizing his leadership and dedication to fostering a strong culture of safety across the organization. Mark was also invited to participate on a BCMSA education and technical advisory committee.



Mark Howard



The JOHSC team pictured with BCMSA Organizational Safety Excellence Award

Safety performance improvements have resulted in substantial financial savings for the District. WorkSafeBC total claim costs for the District of Hope are falling from a high in 2021 of \$82,224, to be reduced by more than half, to \$35,102 in 2025, a **57% cost reduction due to targeted efforts**. The District's WorkSafeBC experience rating also improved significantly, moving from a 69.3% surcharge in 2021 to a **9.9% discount in 2025**, contributing to reduced workplace insurance premiums despite organizational growth and continuing to trend downward for next year.

The District maintained strong return-to-work outcomes throughout 2025, with all applicable claims successfully returning to work within 26 weeks. Ongoing collaboration between staff, leadership, supervisors, and the Joint Occupational Health and Safety Committee (JOHSC) continues to ensure that safety remains embedded in daily operations.

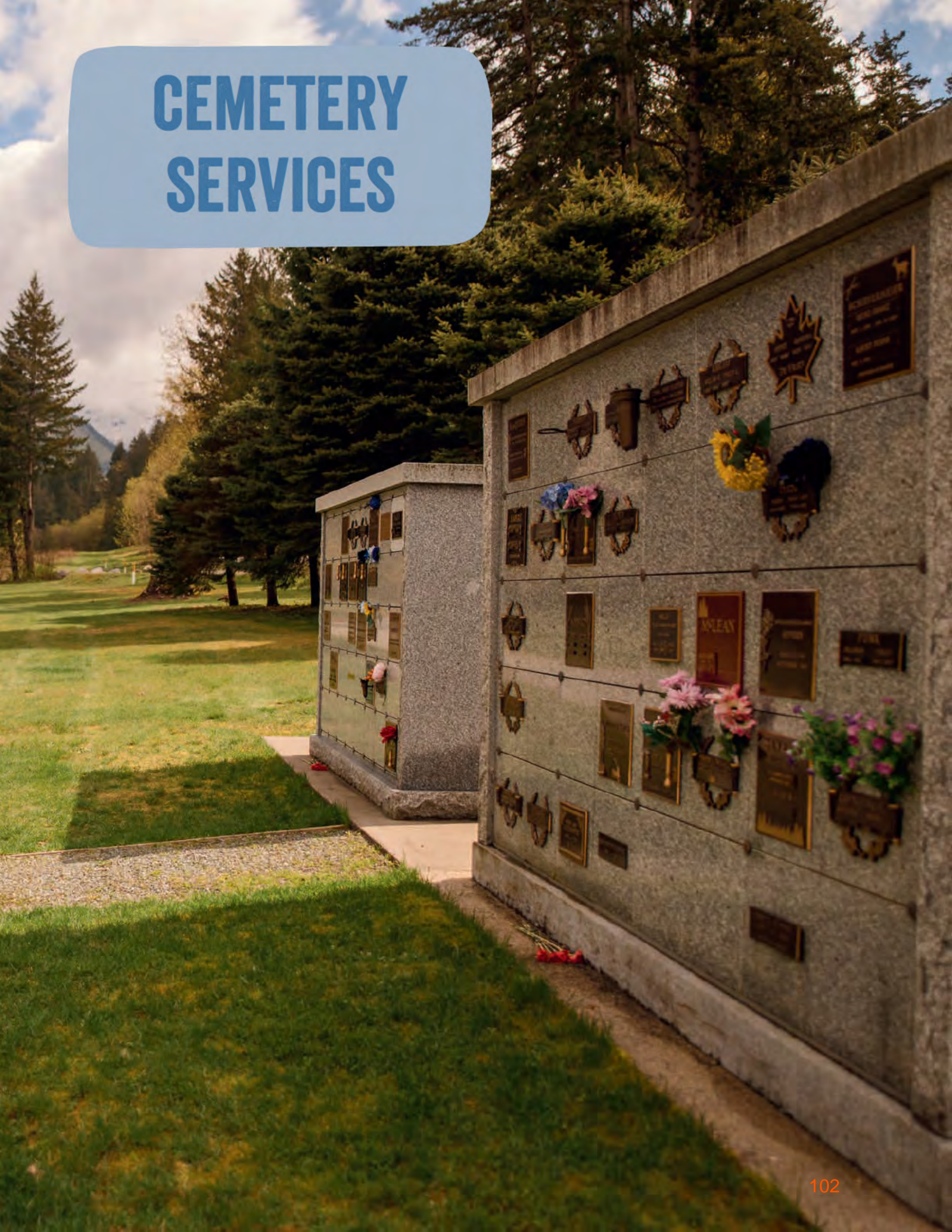
Throughout 2025, the Safety Department coordinated numerous training sessions and information initiatives across the organization. Town Hall and Operations Yard Fire Wardens participated in fire extinguisher training to support emergency preparedness and reinforce fire safety awareness across municipal facilities.

The Safety Department also led the development of a new Confined Space Rescue Agreement between the Utilities Department and the District of Hope Volunteer Fire Department. Under this agreement, the Fire Department expanded its services to provide confined space rescue and standby support for municipal utility operations.



Town Hall and Operations Yard Fire Wardens receiving fire extinguisher training

CEMETERY SERVICES



Cemeteries

The District of Hope remains committed to providing respectful, compassionate cemetery services that support residents and families during times of loss. The District operates two municipal cemeteries: Mountainview Cemetery and Pioneer Cemetery, with Mountainview Cemetery currently serving as the active site for new interments.

Located at 65823 Kawkawa Lake Road, **Mountainview Cemetery** offers a peaceful and dignified setting for remembrance, with a range of interment options including traditional burial plots, cremation plots, and columbarium niches. These options help ensure families can choose arrangements that reflect their personal, cultural, and spiritual preferences.

Pioneer Cemetery, located at 555 Coquihalla Street, remains an important historical site within the community but is no longer accepting new burials.

To support families during the planning process, the District offers private appointments to discuss interment options, answer questions, and provide personalized assistance. Both in-person and virtual meetings are available to accommodate individual needs and circumstances.

In addition to cemetery services, the District's **Legacy Program** offers residents the opportunity to commemorate loved ones through memorial bench installations in parks and green spaces throughout the community. These personalized tributes provide lasting spaces for remembrance and reflection.

Through thoughtful cemetery planning and compassionate support services, the District continues to provide meaningful ways to honour loved ones while serving the needs of the community with care and dignity.



FINANCIAL SECTION



FINANCIAL SERVICES

The **Finance Department** is responsible for managing the District's financial services as well as the IT infrastructure. Core functions include revenue collection, property tax administration, treasury and asset management, grant processing, budgeting, financial planning, and ensuring compliance with the *Local Government Act* and the *Community Charter*. The department also supports the District's technology needs to maintain reliable and secure digital services.

In 2025, the District managed an operating budget of over \$19 million, while maintaining a strong financial position with over **\$30 million in net financial assets**. Strategic portfolio management helped generate **\$1.5 million in investment income**, exceeding expectations. The District also continued to benefit from government funding through the **Interim Flood Support** and **Capital Project Funding**.

Staff also prepared and updated our five year capital and operating plans to support informed decision making by Council, senior leadership, and external stakeholders. Staff prepared the financial plan in advance of the year commencing which provided the District with additional flexibility in tendering projects.

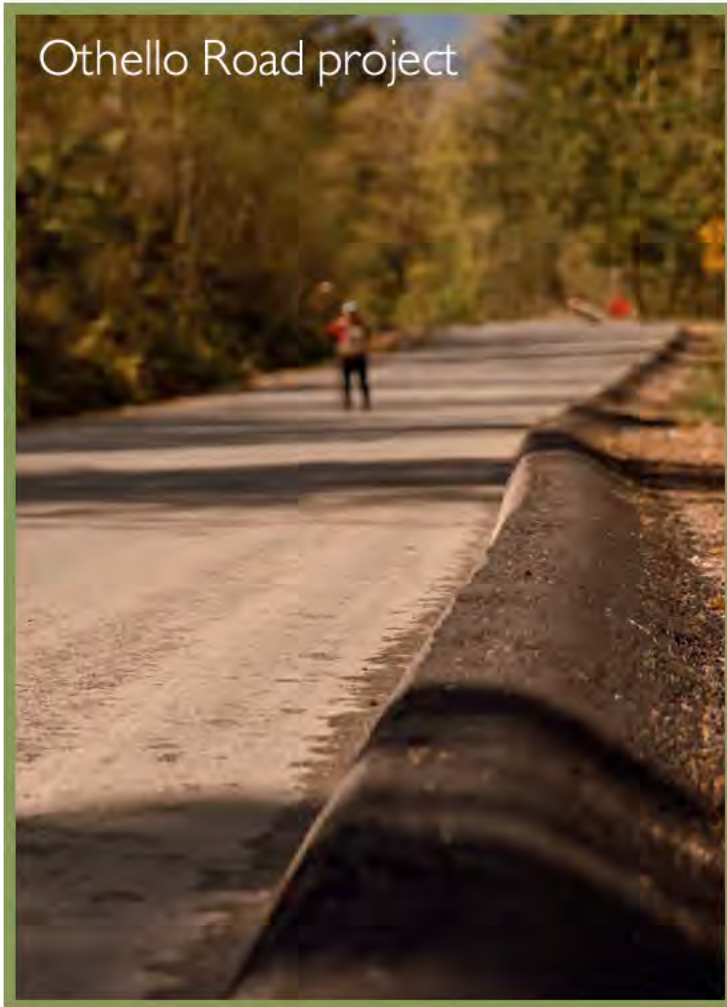
The department remains focused on **long term sustainability**, transparent reporting, and providing timely, accurate information to support responsible governance and effective service delivery for the community.



REPORT FROM DIRECTOR OF FINANCE



In 2025, the District of Hope ended the year with an **annual surplus of \$3.8 million**, compared to a \$0.6 million deficit in 2024. A key factor influencing this year's results was the government transfers received in previous years were recognized into income as the capital projects were worked on and completed this year. Flood mitigation work, and the Othello Road project were major projects that had substantial grant funding.



District revenues exceeded budget expectations, driven primarily by:

- **Higher than anticipated government funding** (\$2.3 million above budget), and
- **Strong investment income** (\$0.3 million above budget), thanks to favourable interest rates and strong reserve balances.

Total **expenses for 2025 were \$19.7 million**, down from **\$20.3 million in 2024**, and these expenses were **budgeted for in 2025**. The District service levels have increased to match public demand. Additional cost pressures included **increased policing costs**, as policing costs have increased at a greater rate than other costs.

The District's **tangible capital assets grew by \$7.2 million** in 2025 (2024 – \$2.1 million). Notable capital projects and equipment purchases **in progress but not completed** by year-end include:

- Othello Road upgrade – \$2,028,000
- Gardner Drive road work – \$140,000
- 753 Water Amalgamation – \$214,000

Major capital projects **completed in 2025** include:

- Richmond Hill Mutli-use pathway – \$2,663,000
- Forest Crescent stormwater upgrades – \$1,261,000
- New fire tender - \$669,000



New fire tender

These investments reflect the District's ongoing commitment to improving core infrastructure and delivering essential services to the community.

The District currently holds **\$42.1 million in financial assets** (2024 – \$45.7 million), strategically placed in a mix of short- and long-term holdings. Interest earned from these investments is reinvested into the appropriate reserve funds, helping support future capital needs and operational stability.

Under the leadership of Council, the District of Hope continues to follow a disciplined and forward thinking financial strategy. A sincere thank you is extended to the Finance team for their dedication and hard work in ensuring responsible stewardship of public funds and quality service to the residents of Hope.

FINANCIAL STATEMENTS



Consolidated Financial Statements of

DISTRICT OF HOPE

Year ended December 31, 2025

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The accompanying financial statements of the District of Hope (the "District") have been prepared by management in accordance with Canadian Public Sector Accounting Standards ("PSAS"). Preparation and fair presentation of the financial statements is the responsibility of the District. Council ensures management fulfills its responsibility for financial reporting, budgeting, and internal controls by approving bylaws and policies, reviewing variance reports and financial statements, and having discussions with the District's auditors.

The audit firm of KPMG LLP, appointed by Council has expressed its opinion that the financial statements prepared by management fairly present, in all material respects, the financial position of the District as at December 31, 2025, and the results of the 2025 operations in accordance with PSAS. The District maintains a system of internal and administrative controls designed to provide reliable and accurate financial information and to ensure assets of the District are appropriately accounted for and adequately safeguarded. Expenditures and revenues are analyzed regularly by management and updates are provided to council on a monthly basis, and as required.



Original Signed by Mike Olson
Director of Finance



KPMG LLP
45890 Hocking Ave Suite 302
Chilliwack, BC V2P 1B4
Canada
Tel 604 793 4700
Fax 604 793 4747

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of the District of Hope

Opinion

We have audited the consolidated financial statements of the District of Hope (the District), which comprise:

- the consolidated statement of financial position as at December 31, 2025
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2025, and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditor's Responsibilities for the Audit of the Financial Statements**" section of our auditor's report.

We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.



- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Chilliwack, Canada

May 11, 2026

DISTRICT OF HOPE

Consolidated Financial Statements

Year ended December 31, 2025

Financial Statements

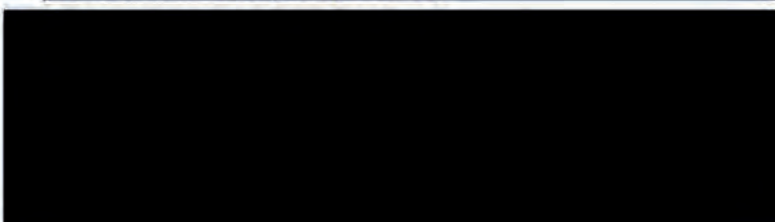
Management's Responsibility Statement	
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DISTRICT OF HOPE

Consolidated Statement of Financial Position

December 31, 2025, with comparative information for 2024

	2025	2024
Financial assets:		
Cash and short term deposits (note 2)	\$ 27,335,323	\$ 14,232,905
Accounts receivable (note 3)	2,170,020	1,603,045
Portfolio investments (note 2)	11,138,894	28,448,793
Investment in government business partnership (note 4)	1,485,840	1,441,476
	42,130,077	45,726,219
Financial liabilities:		
Accounts payable and accrued liabilities (note 6)	4,598,333	4,084,735
Development cost charges (note 7)	2,925,150	2,904,392
Deferred revenue	2,449,951	5,068,981
Long-term debt (note 8)	2,565,281	2,838,550
Equipment financing	3,025	5,247
Asset retirement obligation (note 10)	745,941	822,276
	13,287,681	15,724,181
Net financial assets	28,842,396	30,002,038
Non-financial assets:		
Tangible capital assets (note 11)	46,247,126	41,231,133
Prepaid expenses and deposits	189,949	202,984
Inventories	173,603	176,298
Contingencies (note 14)		
Accumulated surplus (note 12)	\$ 75,453,074	\$ 71,612,453



Original Signed by Mike Olson
Director of Finance

Original Signed by Victor Smith
Mayor

The accompanying notes are an integral part of these consolidated financial statements.

DISTRICT OF HOPE

Consolidated Statement of Operations and Accumulated Surplus

Year Ended December 31, 2025, with comparative information for 2024

	2025 Budget (note 17)	2025	2024
Revenues:			
Municipal taxation	\$ 11,287,400	\$ 11,277,363	\$ 10,729,910
Parcel taxes	229,300	229,520	228,790
Payments in lieu of taxes	295,000	418,775	327,100
Sales of services	4,957,600	5,401,749	4,505,867
Investment income	1,175,000	1,466,986	2,141,771
Government business partnership income	90,000	44,360	222,335
Rents and leases	36,000	34,189	32,933
Transfers from other governments	2,159,500	4,266,993	1,479,175
Contributions from developers	200,000	300,000	49,950
Actuarial adjustment on debenture debt	85,000	70,384	61,091
	20,514,800	23,510,319	19,778,922
Expenses:			
General government	2,487,750	2,450,168	2,326,566
Recreation	1,341,450	1,559,304	3,694,694
Protective services	5,075,500	5,549,603	4,480,907
Environment and public health	2,490,050	2,118,960	2,026,714
Transportation	3,131,650	2,624,479	2,534,787
Community development	1,204,400	1,138,217	937,153
Utilities	1,571,200	1,874,964	1,658,631
Loss on disposal of tangible capital assets	-	-	246,072
Interest	147,700	142,704	127,914
Accretion expense	-	21,021	85,226
Amortization	2,200,000	2,190,278	2,212,916
	19,649,700	19,669,698	20,331,580
Annual surplus (deficit)	865,100	3,840,621	(552,658)
Accumulated surplus, beginning of year	-	71,612,453	72,165,111
Accumulated surplus, end of year	\$ 865,100	\$ 75,453,074	\$ 71,612,453

The accompanying notes are an integral part of these consolidated financial statements.

DISTRICT OF HOPE

Consolidated Statement of Changes in Net Financial Assets

For the Year Ended December 31, 2025, with comparative information for 2024

	2025	2024
Annual surplus (deficit)	\$ 3,840,621	\$ (552,658)
Acquisition of tangible capital assets	(7,206,271)	(2,088,656)
Amortization of tangible capital assets	2,190,278	2,212,916
Loss on disposal of tangible capital assets	-	246,072
Capital assets transferred to other governments	-	1,228,272
	(5,015,993)	1,598,604
Change in inventories	2,695	327,672
Change in prepaid expenses	13,035	(10,324)
	15,730	317,348
Change in net financial assets	(1,159,642)	1,363,294
Net financial assets, beginning of year	30,002,038	28,638,744
Net financial assets, end of year	\$ 28,842,396	\$ 30,002,038

The accompanying notes are an integral part of these consolidated financial statements.

DISTRICT OF HOPE

Consolidated Statement of Cash Flows

For the Year Ended December 31, 2025, with comparative information for 2024

	2025	2024
Cash provided by (used in):		
Operating activities:		
Annual surplus (deficit)	\$ 3,840,621	\$ (552,658)
Items not involving cash:		
Government business partnership income	(44,364)	(222,335)
Amortization on tangible capital assets	2,190,278	2,212,916
Loss on disposal of tangible capital assets	-	246,072
Capital assets transferred to other governments	-	1,228,272
Actuarial adjustment on debt	(70,384)	(61,091)
Accretion of asset retirement obligation	21,021	85,226
Change in non-cash operating assets and liabilities:		
Accounts receivable	(566,975)	(117,289)
Prepays	13,035	(10,324)
Inventories	2,695	327,672
Accounts payable and accrued liabilities	513,598	611,424
Asset retirement obligation	(97,356)	(42,009)
Deferred revenue	(2,619,030)	1,839,004
Development cost charges	20,758	355,687
	3,203,897	5,900,567
Capital activities:		
Acquisition of tangible capital assets	(7,206,271)	(2,088,656)
Investing activities:		
Change in portfolio investments	17,309,899	(5,420,860)
Financing activities:		
Repayment of equipment financing debt	(2,222)	(2,028)
Repayment of long-term debt	(202,885)	(202,884)
	(205,107)	(204,912)
Increase (decrease) in cash	13,102,418	(1,813,861)
Cash and equivalents, beginning of year	14,232,905	16,046,766
Cash and cash equivalents, end of year	\$ 27,335,323	\$ 14,232,905

The accompanying notes are an integral part of these consolidated financial statements.

DISTRICT OF HOPE

Consolidated Statement of Cash Flows

For the Year Ended December 31, 2025, with comparative information for 2024

	2025	2024
Supplemental cash flow information:		
Interest paid	\$ 142,704	\$ 127,914
Interest received	\$ 1,466,986	\$ 2,141,771

The accompanying notes are an integral part of these consolidated financial statements.

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

General

The District of Hope (the "District") was incorporated in 1992 under Letters Patent and operates under the authority of British Columbia Community Charter. The District's principal activities include the provision of local government services to residents of the incorporated area including administrative, protective, transportation, recreational, water, sewer, environmental health and fiscal services.

1. Significant accounting policies:

These financial statements are prepared using standards issued by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon the receipt of goods and services or the creation of an obligation to pay.

(a) Basis of presentation:

These consolidated financial statements include the operations of the operating, water, sewer, and reserve funds.

All material interfund accounts and transactions have been eliminated.

The consolidated financial statements do not include assets, liabilities or surplus of trust funds administered by the District.

(b) Cash and short-term deposits:

Cash and short-term deposits include term deposits whose maturities upon acquisition were 90 days or less.

(c) Portfolio investments:

Portfolio investments are recorded at amortized cost plus accrued interest. Discounts or premiums arising on the purchase of portfolio investments are amortized on a straight line basis over the term to maturity. If it is determined that there is a permanent impairment in the value of an investment, it is written down to net realizable value.

(d) Inventories:

Inventories consist of land held for resale and supplies and are valued at the lower of cost and net realizable value.

(e) Revenue recognition:

Revenue from municipal taxation payments, grants in lieu of taxes and utility charges are recognized when the levies are billed or billable to the property owner. Revenue from sales of services are recognized when the services are provided and collection is reasonably assured. Government grants are recognized when they are

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

1. Significant accounting policies: (continued)

(e) Revenue recognition: (continued)

approved by senior governments and the conditions required to earn the grants have been completed. Development cost charges are recognized as revenue in the period the funds are expended on a development project. Development cost charges not expended are recorded as unearned revenue.

(f) Contaminated sites:

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard.

A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- a) an environmental standard exists
- b) contamination exceeds the environmental standard
- c) the organization is directly responsible or accepts responsibility for the liability
- d) future economic benefits will be given up, and
- e) a reasonable estimate of the liability can be made.

(g) Use of estimates:

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported amounts of revenues and expenses at the date of the financial statements. Areas that contain estimates include assumptions used in determining the landfill post-closure liability, contingent liabilities, and estimated useful lives of tangible capital assets.

(h) Government Business Partnership

The investment in government business partnership is accounted for using the modified equity basis.

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

1. Significant accounting policies: (continued)

(i) Non-financial capital assets:

Non financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development, or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land and landfill sites, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Land	Indefinite
Engineering structures	10-100
Buildings	10-75
Machinery and equipment	5-20
Water systems	10-100
Sewer systems	10-100

Annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Natural resources:

Natural resources that have not been purchased are not recognized as assets in the financial statements.

(iv) Works of art and cultural and historic assets:

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

1. Significant accounting policies: (continued)

(i) Non-financial capital assets: (continued)

(v) Interest capitalization:

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(vi) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(j) Asset retirement obligation

An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset that the District will be required to settle. The District recognizes asset retirement obligations when there is a legal obligation to incur retirements costs in relation to a tangible capital asset, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

Asset retirement obligations are initially measured at the best estimate of the amount required to retire a tangible capital asset at the financial statement date. The estimate of a liability includes costs directly attributable to asset retirement activities.

Asset retirement obligations are recorded as liabilities with a corresponding increase to the carrying amount of the related tangible capital asset. Subsequently, the asset retirement costs are allocated to expenses over the estimated remediation of the tangible capital asset. The obligation is adjusted to reflect period to period changes in the liability resulting from the passage of time and for revisions to either the timing or the amount of the original estimate of the undiscounted cash flows or the discount rate.

(k) Financial instruments

The Districts financial instruments consist of cash, short-term investments, accounts and grants receivable, accounts payable, and long-term debt. It is management's opinion that the District is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values.

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

2. Restricted assets:

Included in cash and short-term deposits and portfolio investments are the following restricted amounts:

	2025	2024
Cash and short term deposits	\$ 27,335,323	\$ 14,232,905
Portfolio investments	11,138,894	28,448,793
	38,474,217	42,681,698
Less restricted for:		
Statutory reserves	4,916,241	5,109,360
Deferred revenue	2,449,951	5,068,981
Development cost charges	2,925,150	2,904,392
	10,291,342	13,082,733
Funds available for operations	\$ 28,182,875	\$ 29,598,965

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

3. Accounts receivable:

	2025	2024
Taxes	\$ 1,071,718	\$ 755,145
Utilities	527,313	483,830
Trade accounts	304,853	233,490
Federal government	266,136	130,580
	<hr/>	<hr/>
	\$ 2,170,020	\$ 1,603,045

4. Investment in Government Business Partnership

(a) Partnership

The District owns a 1/3 partnership share in the Cascade Lower Canyon Community Forest LP "CLCCF" or the "Partnership".

(b) Establishment

In 2006, the District along with Yale First Nation and the Fraser Valley Regional District established the CLCCF for the purpose of operating a community forest. The District initially invested \$10,000 for 10,000 units in the Partnership. In 2013, the Partnership acquired a license to forest up to 34,300 cubic meters of timber annually. At this time net revenues are anticipated to remain within the Partnership until such time that the CLCCF Board determines that sufficient reserves exist to fund capital needs related to forestry operations. Should the Partnership cease to exist, the District would be entitled to 1/3 of the accumulated equity.

The Partnership has a March 31 year-end. The condensed results for the year end March 31, 2025 are summarized below.

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

4. Investment in Government Business Partnership (continued)

CLCCF Condensed Financial Statements:

Assets	2025	2024
Cash	\$ 4,451,392	\$ 3,606,470
Other Current Assets	537,004	1,186,342
Tangible Capital Assets	192,801	211,404
	\$ 5,181,197	\$ 5,004,216
Liabilities	2025	2024
Accounts Payable	\$ 733,923	\$ 690,112
Partnership Equity	4,460,579	4,327,487
	\$ 5,194,502	\$ 5,017,599
	2025	2024
Total Revenue	\$ 3,446,902	\$ 4,577,873
Total Expenses	3,313,810	3,910,802
Net Income	\$ 133,092	\$ 667,071

5. Municipal finance authority reserve deposits and demand notes:

The District issues its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the Municipal Finance Authority as a debt reserve fund. The District also executes demand notes in connection with each debenture whereby the District may be required to loan certain amounts to the Municipal Finance Authority.

The details of the cash deposits and demand notes at the year-end are as follows:

	2025	2024
General fund	\$ 122,031	\$ 120,702
Sewer fund	92,375	91,812
	\$ 214,406	\$ 212,514

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

6. Accounts payable:

	2025	2024
Security deposits and other items	\$ 1,142,737	\$ 884,442
Trade accounts	1,877,887	1,654,215
Accrued liabilities	1,221,465	1,263,697
Accrued payroll and benefits	312,745	253,726
Accrued interest	43,499	28,655
	<hr/>	<hr/>
	\$ 4,598,333	\$ 4,084,735

7. Development cost charges:

Development cost charges represent funds received from developers for capital infrastructure expenditures required as a result of their development projects. As these funds are expended, the liability will be reduced and the amount expended will be recorded as revenue.

Assets are not always physically segregated to meet the requirements of the restricted revenues. The liability will be settled with cash and portfolio investments.

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

8. Long-term debt:

The balance of the long-term debt reported on the consolidated statement of financial position is made up the following:

Purpose	By-Law	Term (Years)	Year Due	Rate	Balance Outstanding	
					2025	2024
General Fund						
Other	1288	20	2030	4.00	\$ 955,299	\$ 1,131,879
Water fund						
Water	1477	15	2038	4.97	1,609,982	1,706,671
					\$ 2,565,281	\$ 2,838,550

Future principal payments required over the next five years on issued debt are as follows:

2026	\$ 280,650
2027	290,752
2028	300,845
2029	311,481
2030	322,494
Thereafter	\$ 1,059,059

Interest on long-term debt totaled \$38,400 (2024 - \$38,400) in the General Fund, and \$89,460 (2024 - \$89,460) in the Water Fund.

9. Liability for Contaminated Sites

The District has determined that as of December 31, 2025, no contamination in excess of an environmental standard exists related to land not in productive use for which the District is responsible.

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

10. Asset retirement obligation

(a) Landfill

The District closed the Hope Landfill in September 2013. Costs related to post closure activities at the site include, gas monitoring and recovery, leachate management and treatment, closure assessment and planning and regulatory approvals.

The Hope landfill site is still expected to require care up to, and including the year 2038. A liability of \$324,257 at December 31, 2025 (2024 - \$348,836) is calculated based on the discounted estimated future cash flows associated with closure and post-closure activities. The discount rate used in 2025 was 4.16% (2024 - 4.20%). Landfill restoration costs incurred by the District in 2025 were \$24,579 (2024 - \$42,009). The District had an agreement with a private contractor to contribute in-kind the remaining closure costs in exchange for the right to fill the remaining airspace in the landfill. This contribution and related operating expenditure was recognized in 2013 when the closure activities were significantly completed.

(b) Building and wells

The District owns and operates several assets that are known to have asbestos and lead paint, which represent a health hazard upon demolition or renovation of the assets. There is a legal obligation to remove and dispose of the hazardous materials. Following the adoption of Public Accounting Standard PS 3280 Asset Retirement Obligations, the District recognized an obligation relating to the removal of the hazardous materials in these assets as estimated at January 1, 2023. The transition and recognition of asset retirement obligations involved an accompanying increase to the Buildings and Water system capital assets. The increase in capital assets is amortized on a straight-line basis over the remaining expected useful life of the related assets.

The District has adopted this standard prospectively. Under the prospective method, the discount rate and assumptions used on initial recognition are those as of the date of adoption of the standard. Estimated costs totaling \$370,497 have been discounted using a present value calculation with a discount rate of 4.94% (2024 - 4.44%) for buildings and 4.94% (2024 - 4.44%) for well infrastructure. The timing of these expenditures is estimated to occur between 2026 and 2079 with the regular replacement, renovation, or disposal of assets. No recoveries are expected at this time.

	2025	2024
Liability, beginning of year	\$ 822,276	\$ 779,059
Remeasurement adjustment	(47,777)	-
Remediation costs	(25,000)	-
Increase due to accretion	21,021	85,226
Reduction to landfill liability for costs incurred	(24,579)	(42,009)
Total	\$ 745,941	\$ 822,276

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

11. Tangible capital assets:

Cost	Balance December 31, 2024	Transfers/ Additions	Transfers/ Disposals	Balance December 31, 2025
Engineering structures	\$ 41,050,700	\$ 2,634,479	\$ -	\$ 43,685,179
Buildings	3,689,347	18,998	-	3,708,345
Machinery and equipment	10,009,705	1,578,287	-	11,587,992
Land	3,416,273	-	-	3,416,273
Sewer systems	16,714,387	1,375,046	-	18,089,433
Water systems	13,478,816	101,156	-	13,579,972
Work in progress	1,474,844	2,417,190	(918,885)	2,973,149
	\$ 89,834,072	\$ 8,125,156	\$ (918,885)	\$ 97,040,343

Accumulated amortization	Balance December 31, 2024	Amortization	Disposals	Balance December 31, 2025
Engineering structures	\$ 24,059,359	\$ 896,874	\$ -	\$ 24,956,233
Buildings	2,010,976	201,838	-	2,212,814
Machinery and equipment	6,284,209	474,112	-	6,758,321
Sewer systems	8,986,822	375,584	-	9,362,406
Water systems	7,261,573	241,870	-	7,503,443
	\$ 48,602,939	\$ 2,190,278	\$ -	\$ 50,793,217

	Net book value December 31, 2024	Net book value December 31, 2025
Engineering structures	\$ 16,991,340	\$ 18,728,946
Buildings	1,678,372	1,495,531
Machinery and equipment	3,725,496	4,829,671
Land	3,416,273	3,416,273
Sewer systems	7,727,565	8,727,027
Water systems	6,217,243	6,076,529
Work in progress	1,474,844	2,973,149
	\$ 41,231,133	\$ 46,247,126

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

12. Financial equity - current fund:

	2025	2024
Unappropriated:		
Operating	\$ 8,296,179	\$ 12,219,143
Non-Statutory reserves:		
Accessibility initiatives reserve	8,218	7,960
Community events reserve	14,914	14,445
Community development regulatory reserve	47,707	46,206
Coquihalla Campground Reserve	150,970	131,413
Fire department reserve	969,763	870,101
Future capital expenditures reserve	5,623,414	6,520,654
Infrastructure replacement reserve	6,342,317	6,903,523
Water reserve	1,770,516	1,685,480
Sewer reserve	458,769	497,845
Assessment appeals reserve	42,604	41,263
	15,429,192	16,718,890
Statutory reserves and restricted funds:		
Parkland acquisition reserve	530,999	514,280
Landfill reserve	875,121	847,568
Land for development reserve	213,550	206,827
Growing Communities reserve	2,866,838	3,124,482
Bridge unexpended funds reserve	429,733	416,203
	4,916,241	5,109,360
Total financial equity	28,641,612	34,047,393
Equity in tangible capital assets	46,811,462	37,565,060
Accumulated surplus	\$ 75,453,074	\$ 71,612,453

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

13. Collections for other governments:

The District collects and remits taxes on behalf of other government jurisdictions as follows:

	2025	2024
Tax Collected - School Tax	\$ 5,618,892	\$ 5,321,044
Tax Collected - FVRD	2,487,240	2,358,063
Tax Collected - Regional Hospital	336,930	285,663
Tax Collected - BC Assessment	149,094	139,689
Tax Collected - MFA	670	642
	<u>\$ 8,592,826</u>	<u>\$ 8,105,101</u>

14. Contingencies:

- (a) Debt held by the Fraser Valley Regional District is, pursuant to the Local Government Act, a direct joint and several liability of each member municipality within the regional district, including the District.
- (b) Monitoring of leachates in the landfill is required for 25 years subsequent to the closure. Any potential costs arising from future issues will be the responsibility of the District.
- (c) The District is currently engaged in certain legal actions. The District has accrued for claims for which the amounts are known or can be reasonably estimated. The outcome of other claims is indeterminable at this time. Accordingly, no provision has been made in the accounts for these actions.
- (d) The District and its employees contribute to the Municipal Pension Plan (Plan) a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2024, the Plan has about 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as of December 31, 2024, indicated a \$2.675 million funding surplus for basic pension benefits on a going concern basis.

The District paid \$414,986 (2024 - \$380,841) for employer contributions to the Plan in fiscal 2025.

The next valuation will be as at December 31, 2027.

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

14. Contingencies: (continued)

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

15. Fair value of financial assets and financial liabilities:

The fair value of the District's cash and short term deposits, accounts receivable and accounts payable approximate their carrying amounts due to the immediate or short term maturity of these financial instruments.

The fair value of portfolio investments at December 31, 2025 was \$23,271,355 (2024 - \$28,448,793).

The fair value of the long-term debt and obligations under capital lease approximate their book value as the interest rates represent borrowing rates for loans under similar terms and maturities.

16. Contractual Rights

The District has entered into contracts for various property rentals and service agreements, and is scheduled to receive the following amounts under those contracts.

2026	\$	239,467
2027		245,709
2028		251,968
2029		258,428
2030		243,902

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

17. Budget figures:

The financial statements have included the Annual budget as approved by Council. The following is a reconciliation of the budget presentation required for the financial statements and the annual financial plan bylaw:

	2025
Annual surplus from statement of operations	\$ 865,100
Amortization of capital assets	2,200,000
Capital expenditures	(10,521,000)
Transfers from surplus	1,070,000
Proceeds from grant financing	5,844,200
Reserves used for capital financing	2,511,000
Contributions to reserves	(1,767,000)
Principal repayment of debt	(202,300)
Net annual budget	\$ -

18. Perpetual Cemetery Care Trust:

The District operates a cemetery in accordance with the Cemetery and Funeral Services Act. The District is required to maintain a trust fund which is not included in these financial statements.

The asset and equity of the Perpetual Cemetery Care Trust are as follows:

	2025	2024
Cash and Deposits	\$ 172,690	\$ 158,665

	2025	2024
Equity balance, beginning of the year	\$ 158,665	\$ 146,185
Transfer from operating	8,805	5,065
Interest	5,164	7,415
Equity, end of year	\$ 172,634	\$ 158,665

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

19. Financial risks

Market risk is the risk that changes in market prices, such as interest rates, will affect the District's income. The District's cash and portfolio investments include amounts on deposit with financial institutions that earn interest at market rates. The District manages its cash by maximizing the interest income earned on excess funds while maintaining the liquidity necessary to conduct operations on a day-to-day basis. Fluctuations in market rates of interest would not have a significant effect on the District's income.

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. Management does not believe that the District is exposed to significant credit risk.

There has been no change to the risk exposures outlined above from 2024.

20. Segmented information:

The District is a diversified municipal government institution that provides a wide range of services to its citizens. For management reporting purposes, the local government's operations and activities are organized and reported by service areas. Service areas were created for the purpose of recording specific activities to attain certain objectives in accordance with Council policies and District's bylaws. The service areas are as follows:

General Government Services

General government services include activities associated with Mayor and Council administration, bylaw review and adoption, financial management, and information systems, economic development and corporate services, including human resources.

Protective Services

Protective services include activities associated with community safety. These services include local policing, fire protection, bylaw enforcement and emergency services.

Transportation Services

A component of Public Works department is transportation services. Transportation services include activities associated with roads and drainage networks. Services include traffic services, street lighting, public works administration, fleet operations, winter maintenance, and maintenance and improvements to roads, shoulders, sidewalks, drainage, storm sewers and dykes.

Environmental Health Services

Environmental development services include all activities associated with waste management, landfill operations, transfer stations and cemetery operations.

Community Development Services

Community Development services include development activities associated with planning and zoning and building inspections.

DISTRICT OF HOPE

Notes to the Financial Statements

For the Year Ended December 31, 2025

20. Segmented information: (continued)

Recreation and Culture Services

Recreation and Cultural services include activities associated with operations of parks, recreation and cultural services. Activities also include grants-in-aid, library operations, tourism and minor building maintenance services.

Utilities: Water and Sewer Services

Water and sewer services include all activities associated with water and sanitary sewer operations. Items include maintenance and enhancements of the water supply system, water pump stations, water distribution systems, hydrants, sanitary sewer collection system, sewer lift stations and sewer treatment and disposal.

Segmented information has been identified based upon lines of service provided by the District. District services are provided by departments and their activities are reported by functional area in the body of the financial statements.

DISTRICT OF HOPE

Segmented Reporting Note

For the Year Ended December 31, 2025

	Recreation and Culture	Protective Services	Transportation	Environmental Health	Community Development	Utilities - Water & Sewer	General Government	Total 2025	Total 2024
Revenues									
Municipal taxation	\$ -	\$ 3,142,115	\$ -	\$ -	\$ -	\$ -	\$ 8,135,248	\$11,277,363	\$ 10,729,910
Parcel taxes	-	-	-	-	-	229,520	-	229,520	228,790
Payments in lieu of taxes	-	-	-	-	-	-	418,775	418,775	327,100
Sales of services	152,521	153,101	2,876	2,262,824	362,956	1,944,692	522,779	5,401,749	4,505,867
Investment income	-	-	-	-	-	-	1,466,986	1,466,986	2,141,771
Government business partnership income	-	-	-	-	-	-	44,360	44,360	222,335
Rents and leases	-	-	-	-	-	-	34,189	34,189	32,933
Transfers from other governments	25,000	147,050	2,740	-	-	-	4,092,203	4,266,993	1,479,175
Actuarial adjustment on debenture debt	-	-	-	-	-	-	70,384	70,384	61,091
Contributions from developers	-	-	-	-	-	300,000	-	300,000	49,950
Total Revenues	177,521	3,442,266	5,616	2,262,824	362,956	2,474,212	14,784,924	23,510,319	19,778,922
Expenditures									
Salaries and benefits	397,838	1,576,151	1,227,695	85,115	663,913	594,357	1,713,580	6,258,649	5,639,044
Insurance and claims	9,712	13,840	91,226	337	-	44,911	103,011	263,037	279,763
Office and administration	531,483	3,599,850	162,333	1,970,227	474,304	42,994	567,493	7,348,684	6,499,423
Repair and maintenance	599,961	338,351	1,104,964	52,604	-	971,002	43,411	3,110,293	2,507,724
Government transfer	-	-	-	-	-	-	-	-	2,278,272
Utilities	20,310	21,411	38,261	10,677	-	221,700	22,673	335,032	455,228
Total Expense, before interest and amortization	1,559,304	5,549,603	2,624,479	2,118,960	1,138,217	1,874,964	2,450,168	17,315,695	17,659,452
Loss on disposal of tangible capital assets	-	-	-	-	-	-	-	-	246,072
Interest	-	-	-	-	-	89,460	53,244	142,704	127,914
Accretion expense	-	-	-	15,686	-	5,335	-	21,021	85,226
Amortization	-	-	-	1,572,824	-	617,454	-	2,190,278	2,212,916
Net operating revenues(expenses)	\$ (1,381,783)	\$ (2,107,337)	\$ (2,618,863)	\$ (1,444,646)	\$ (775,261)	\$ (113,001)	\$ 12,281,512	\$ 3,840,621	\$ (552,658)

The accompanying notes are an integral part of these consolidated financial statements.

DISTRICT OF HOPE

Schedule 1 - COVID-19 Safe Restart Grants for Local Governments

For the Year Ended December 31, 2025

In November 2020 the District of Hope was the recipient of a \$1,833,000 grant under the COVID-19 Safe Restart for Local Governments program from the Province of BC.

	2025	2024
COVID Reserve, beginning of year	853,643	\$ 906,612
Information technology	-	34,713
Public works infrastructure	707,725	-
Fire department	15,495	18,256
Interest income	(34,082)	-
Net expenditures through the year	689,138	52,969
COVID reserve, end of year	164,505	\$ 853,643

The accompanying notes are an integral part of these consolidated financial statements.

DISTRICT OF HOPE

Schedule 2 - Growing Communities Fund

For the Year Ended December 31, 2025

In 2023, the District of Hope was the recipient of a \$2,874,000 grant under the Growing Community Fund for Local Governments program from the Province of BC.

	2025	2024
Opening balance	\$ 3,124,482	\$ 2,950,846
Interest received	137,910	173,636
Sewer infrastructure	(166,797)	-
Public works infrastructure	(228,758)	-
	\$ 2,866,837	\$ 3,124,482

The accompanying notes are an integral part of these consolidated financial statements.

DEVELOPMENT COST CHARGES



Development Cost Charges (DCCs) – 2025 Snapshot

In 2025, the District of Hope maintained a healthy Development Cost Charge (DCC) reserve, with a year-end total of \$2.9 million. Contributions from developers added over \$226 000, while interest revenue generated an additional \$94 000. These funds support future infrastructure projects in water, drainage, and sanitary systems - ensuring growth pays for growth.

Development Cost Charges — 2025				
	Water	Drainage	Sanitary	DCC Total
Opening balance	\$ 1,681,842	\$ 357,182	\$ 865,369	\$ 2,904,393
Deductions	-	-	300,000	300,000
Contributions	109,580	34,099	82,744	226,423
Sub-Total	\$ 1,791,422	\$ 391,281	\$ 648,113	\$ 2,830,816
Interest Revenue	54,626	11,601	28,107	94,334
TOTAL	\$ 1,846,048	\$ 402,882	\$ 676,220	\$ 2,925,150



Aerated lagoon supporting wastewater treatment operations.



PERMISSIVE TAX EXEMPTIONS



Permissive Tax Exemptions – 2025

Each year, the District of Hope provides permissive tax exemptions to qualifying non-profit organizations, faith-based groups, and community service providers. These exemptions support groups that offer vital services and programs aligned with Council's social, cultural, and recreational priorities.

In 2025, **23 organizations received exemptions totaling approximately \$126,754** in foregone municipal taxes. The largest exemption was granted to **Kawkawa Camp & Retreat Society**, which continues to operate extensive community recreation and youth programming. Other recipients include local churches, housing societies, seniors' services, and cultural and service organizations.

These exemptions represent the District's continued commitment to supporting community wellbeing and ensuring that valuable services remain accessible to all residents.

Permissive Tax Exemptions		
Organization Name	Community Charter	2025 Municipal Taxes
Anglican Lord Bishop of New Westminster	Section 224(2)(f)	\$ 4,571.18
Fraser-East Affordable Housing Society	Section 224 (2)(a)(i)	\$ 5,902.23
BC Corporation of Seventh-Day Adventist	Section 224(2)(f)	\$ 6,488.53
Coquihalla Intercare Society	Section 224 (2)(a)(i)	\$ 525.52
Fraser Inclusive and Supportive Housing Society	Section 224(2)(a)(i)	\$ 1,238.74
Fraternal Order of Eagles	Section 224(2)(a)(i)	\$ 2,228.38
Grace Fellowship Baptist Church	Section 224(2)(f);224(2)(a)(i)	\$ 6,042.61
Hope Branch 228 Canadian Legion	Section 224(2)(a)(i)	\$ 7,507.82
Hope Christian Fellowship/Northwest Harvest Church	Section 224(2)(g)	\$ 7,281.04
Hope Community Services	Section 224(2)(a)(i)	\$ 3,242.49
Hope Congregation of Jehovah's Witness	Section 224(2)(f)	\$ 2,242.49
Hope Curling Club	Section 224(2)(i)	\$ 7,083.21
Hope Golf & Country Club	Section 224(2)(b)	\$ 8,087.91
Hope Search & Rescue Group	Section 224(2)(b)	\$ 4,685.28
Hope United Church	Section 224(2)(f)	\$ 6,969.78
Kawkawa Camp & Retreat Society	Section 224(2)(a)(i)	\$ 17,468.74
Mamele'awt Qweesome Housing Society	Section 224 (2)(a)(i)	\$ 4,864.60
Mount Hope Senior Citizens Housing Society	Section 224(2)(h)	\$ 3,788.74
Pentecostal Assemblies of Canada	Section 224(2)(f)	\$ 2,397.64
Roman Catholic Archbishop of Vancouver	Section 224(2)(f)	\$ 4,324.09
The Hope & Area Transition Society	Section 224(2)(a)(i)	\$ 10,579.27
The Nature Trust of BC	Section 224(2)(a)(i)	\$ 5,211.45
Vancouver Soaring Association	Section 224(2)(i)	\$ 4,022.76
		145
		\$ 126,754.48



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District of Hope

Report Coordination, Editing and Design

Danielle Laporte, *Communications Systems Analyst Advisor*,
District of Hope

Photography

The District of Hope gratefully acknowledges Kat Harvey for providing many of the photographs featured throughout this report.

DISTRICT OF

HOPE

325 Wallace Street,
Hope, B.C.

604-869-5671
info@hope.ca
www.hope.ca



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: June 2, 2026

FILE: 1220-25

SUBMITTED BY: Deputy CAO

MEETING DATE: June 8, 2026

SUBJECT: Funding Request – Purchase of Flail Mower Head

PURPOSE:

To seek Council's approval to fund the purchase of a flail mower head as a critical spare for the Operations Department.

RECOMMENDATION:

Recommended Resolution:

THAT Council authorize the purchase of one Shear Force FM1100 Flail Mower Head in the amount of \$11,724.27, including tax, with funding to come from the Public Works Vehicle and Equipment Reserve.

ALTERNATIVES & IMPLICATIONS:

Council could choose not to approve the purchase at this time. This would leave Operations reliant on a single larger flail mower head that has recently experienced recurring bearing failures and extended repair lead times, which may continue to impact service delivery during the limited seasonal mowing window.

ANALYSIS:

A. Rationale:

Operations currently uses two flail mowers: a larger unit dedicated to Roads operations and a smaller unit shared between Parks and Roads. The larger unit is essential for roadside grass cutting and brush maintenance along rights-of-way, shoulders, dikes and ditches because of its reach and capacity. The larger flail mower has recently experienced recurring bearing failures. Repair work completed in February cost approximately \$2,000, but the same issue occurred within weeks of returning to service. Each repair cycle involves a lead time of approximately 5–6 weeks, which significantly affects operational readiness. Flail mowing is constrained to a narrow operating window, typically two months in the spring and fall, due to fire restrictions. The downtime associated with repeated repairs and parts availability has disrupted scheduled maintenance and is affecting the department's ability to maintain expected service

levels. Staff reviewed available options and identified units compatible with the existing fleet. Pricing received was as follows:

- Shear Force FM1100 Flail Mower Head - \$10,469 excluding tax
- McConnel 1.2m Multi-cut Flail Head - \$10,995 excluding tax
- Bomford 1200 Procut Flail Head - \$20,800 excluding tax
- Bomford 1500 Procut Flail Head - \$22,000 excluding tax

An attempt was also made to source a rental unit; however, no rental options were available. The Shear Force unit is the lowest-cost option reviewed and offers the added benefit of locally available replacement parts, which would reduce future repair times. For these reasons, staff recommend purchase of the Shear Force FM1100 as a cost-effective and operationally reliable solution.

B. Attachments:

Shear Force Quote

C. Strategic Plan Objectives:

This recommendation supports reliable delivery of core municipal operations and maintenance services by ensuring essential equipment is available to maintain roadside rights-of-way and related infrastructure.

D. Policy (Existing/Relevance/None):

The purchase aligns with the District's procurement requirements, as staff obtained multiple quotes to support the recommendation.

E. Relevant History:

The existing flail mower head is designed for cutting saplings and heavy brush and has proven ineffective at mowing roadside grass due to the coarse nature of the cutting head, requiring operators to make multiple passes to achieve an acceptable cut. The proposed new unit is more suited to roadside mowing, will improve efficiency and save operator time, while allowing the older unit to remain available for the less frequent heavy brush cutting work.

F. Budget Implications:

The flail mower head was not included in the 2026 equipment replacement budget; therefore, this funding request is being brought forward for Council's consideration. The 2026 Financial Plan includes a Public Works Vehicles and Equipment Reserve with a current balance of approximately \$1,687,161 and a 2026 contribution of \$589,000. The proposed purchase cost of \$11,724.27 can be accommodated within that reserve.

Prepared by:

Original Signed by Kevin Dicken

Deputy Chief Administrative Officer



QUOTE NUMBER
2028175

DATE
May 11, 2026

EXPIRY DATE
June 10, 2026 at 1:00 PM

[Download PDF](#)

FOR
District of Hope

TO
Duncan Cline

EMAIL
dcline@hope.ca

ADDRESS
Hope
BC

PHONE
604-712-9327

FROM
Glen DeVries
ShearForce Equipment
Langley, BC | Airdrie, AB | Leduc, AB | Strathroy,
ON
www.shearforce.ca

PHONE
604-855-5101 | 403-930-2464

Shearforce Flail Mower | FM1100

Thank you for the opportunity to quote you on Shearforce Flail Mowers!

Hi Duncan,

Updated to add an extra set of J-blades to go with the FM1100 so you have spares on hand from the start.

Thanks for your time on the phone this morning and the opportunity to quote you on mowers to fit a Tractor boom mount system.

As mentioned, we have paired our FM1100 on similar systems in the past, so I think that it will work well for you. We'll just need to do a bit of figuring with the mount bracket and the hydraulic settings to ensure everything is compatible.

These mowers work ideally in a 1.5" diameter and under green material such as brambles, saplings, sage etc. it can handle slightly larger, but if you aim for the above sizes as average you'll be happy with the unit.

We have new units in stock and can provide quickly if need be.

For now, I have quoted the mower with a blank flat top (including the mechanical float link), but no mount, and no hydraulic hoses.

The Flails run on a simple hammer/hopac (one way) circuit, so it should be an easy install on your machine in general, you'll just need to make sure you're in the right mode. If we find that back pressure is high for some reason, there may be a few ways around that, but we can cross that bridge when we get there I think. I suspect the existing system is a one way flow as that's standard for mowers and mulchers.

If you have any questions as you go through the quote please give me a call or email.

Thanks,
Glen DeVries
604-308-3929

ShearForce Flail Mowers



Watch on

ShearForce Flail Mowers offer a cost-effective solution for cutting grass, weeds, brambles, and other light brush. They are available in four different sizes, suitable for machines ranging from 1.7 to 15-ton class.

The mowers can be equipped with either hammers or knives, allowing you to adapt for optimal performance in various applications. Hookup is simple, with hoses connecting directly to the hydraulic motor. The units feature a lightweight yet durable frame structure. The compact flail knives are highly wear-resistant and optimized for cutting grass, weeds, and small twigs. A hammer version is also available for tougher material.

The built-in protection bypass safeguards the hydraulic motor by diverting sudden pressure spikes. A mechanical float adapter ensures a smooth mowing operation by allowing the mower to follow the contours of the ground.



SF Flail Mowers V2

New ShearForce FM1100 Flail Mower

8,650.00

x 1

8,650.00

Specifications:

- Weight: 441 lbs
- Cutting Width: 43.3"
- Max Working Pressure: 3485 PSI
- Oil Flow: 13-19 GPM
- Number of Knives / Hammer: 26
- Carrier Weight: 5-10 tons

Includes:

- 1-Year Standard Warranty
- Mechanical float link with pre-drilled top.
- Blank pre-drilled plate to match (mount and hydraulic lines not included)
- FOB ShearForce Equipment - Langley, BC



SF Flail Mowers V2

Extra Knives for FM1100

21.85

Set of Extra Knives for the FM1100 (26 holders).
J-blade assembly (2 J's and 1 Straight blade) + hardware.

x

26

Choose quantity

568.10

Setup and Verification of carrier flows and pressures

1,250.00

x 1

Shearforce technician to verify and setup flows and pressures on the tractor boom system to ensure optimal performance and longevity.

1,250.00

Includes travel to/from Hope, BC.

Machine must be adequately plumbed prior to setup/training as plumbing is not included.

Options selected

3 of 3

Subtotal

10,468.10

Tax 12%

1,256.17

Total CAD

\$11,724.27

Terms and Conditions

- > FOB Langley, BC
- > Price in CAD (taxes not included)
- > Does not include any machine plumbing or installation setup costs unless selected
- > Quote valid based on availability of existing stock.

Questions & Answers

Shearforce Flail Mower | FM1100

Total CAD **\$11,724.27** (3 of 3 options selected)

Additional comments

Optional

Your order/reference number

Optional

Yes, I Duncan Cline agree to and accept this quote, on May 22, 2026 at 1:28 PM.

Accept Quote

Decline this quote



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: June 2, 2026

FILE: 1220-25

SUBMITTED BY: Deputy CAO

MEETING DATE: June 8, 2026

SUBJECT: Award Recommendation – Supply of One (1) New Rubber Tire Backhoe

PURPOSE:

The purpose of this report is to present the outcome of the Request for Proposal (RFP#PW2026-01) process and to obtain Council approval to procure one (1) new rubber tire backhoe for the Operations Department.

RECOMMENDATION:

Recommended Resolution:

THAT Council award RFP#PW2026-01 to Finning (Canada), for the supply of one (1) 2026 CAT 420 Backhoe, as their proposal represents the best overall value and most operationally suitable option for the District's needs.

ALTERNATIVES & IMPLICATIONS:

Council could direct staff to revisit the vendor submissions and proceed with the purchase of a lower base-cost option, notwithstanding staff's recommendation. While this may reduce the initial capital cost, it may also result in reduced compatibility with existing equipment, additional implementation or maintenance considerations, and a different overall value assessment than the option recommended by staff.

ANALYSIS:

A. Rationale:

Staff issued RFP#PW2026-01 for the supply of one (1) new rubber tire backhoe for the Operations Department and three proposals were received:

- Williams Machinery (JCB), Base price - 179,860
- Brandt Tractor (John Deere), Base price - 211,600
- Finning Canada (CAT), Base price - 217,000

All three proponents submitted compliant proposals that met or exceeded most of the required specifications; however, there were notable differences in operational suitability, maintenance requirements, lifecycle costs, and compatibility with the District's existing fleet.

The John Deere proposal met most of the technical requirements; however, several operational limitations were identified during evaluation. Operators noted reduced forward visibility due to the height of the hood, which impacts precision during loading and excavation tasks. Additional concerns included fixed rear windows that reduce ventilation, non-traditional dashboard instrumentation that limits visibility of key operating metrics, and ergonomic limitations in the rear control area. While the base unit is reasonably priced, the preventive maintenance package is not included and represents an additional cost. Furthermore, the lack of operator familiarity would require additional training and adaptation.

The JCB submission presented the lowest initial purchase price; however, this advantage is offset by several significant concerns. Staff identified issues related to perceived build quality, including thinner metal components and vulnerability of exposed systems such as the driveshaft. The design of the windows, which extend beyond the machine frame, increases the likelihood of damage during operation in vegetated or confined areas. In addition, the JCB unit is not compatible with the District's existing CAT attachments, requiring additional capital expenditure for a new coupler. The proposal also includes added costs for operator training, preventive maintenance packages, and long-term maintenance software subscriptions. When these factors are considered, the lifecycle cost increases substantially, reducing the initial pricing advantage.

In contrast, the CAT 420 Backhoe received the highest overall evaluation from both operators and maintenance staff. The District currently operates CAT equipment within its fleet, and this familiarity was a significant advantage. Operators reported confidence in the controls, visibility, and overall performance of the equipment, allowing for immediate deployment with minimal training requirements. From a maintenance perspective, the CAT unit integrates seamlessly with the District's existing systems, including diagnostic software and parts inventory, which reduces complexity and increases efficiency. The availability of local parts support and parts drop-off services in Hope, reducing delays and eliminating many shipping requirements further strengthens the operational reliability of the unit.

A detailed cost comparison was conducted to evaluate the total cost of ownership, including additional required items such as maintenance packages, training, software, and equipment compatibility.

Comparative Cost Summary (Excluding Taxes)

Cost Component	John Deere	JCB	CAT
Base Price	\$211,600	\$179,860	\$217,000
Maintenance Package (2 yrs)	\$17,079 \$14,851 (If prepaid)	\$14,075 (Preventive Maintenance package) \$18,298 (Full Maintenance Package)	Full Service CVA/PM maintenance package included
Operator Training Costs	Included basic orientation	\$2,000 (approximately for 4 person)	In-field training included
Existing CAT Attachment Compatibility	Cost of coupler included	Estimated coupler cost is \$7,000 plus tax	Compatible
Software (15-year lifecycle)	Including standard JD Link Subscription	Liveline Software is free for 5 years. \$350 per year after.	Compatible with existing software CAT SIS
Total Estimated Cost	\$226,451	\$210,658	\$217,000

Cost Analysis

A key factor in the evaluation is the consideration of lifecycle cost rather than initial purchase price alone. While the CAT unit has a base price of \$217,000, it includes a complimentary two-year / 1,000-hour full-service preventive maintenance package, eliminating a significant additional expense.

In comparison, the John Deere and JCB proposals require additional expenditures for similar maintenance coverage, as well as training and equipment compatibility upgrades. When all costs are considered, the estimated total procurement cost is approximately \$226,451 for John Deere, \$206,435 for JCB, and \$217,000 for CAT.

Although the JCB option remains slightly lower in total cost, this does not account for increased lifecycle risks, reduced durability, and potential operational inefficiencies.

Operational Implications & Risk Management

From an operational standpoint, the CAT unit provides the greatest benefit to the Operations Department. Its compatibility with the existing fleet ensures continuity in operations, minimizes disruption, and simplifies maintenance practices.

Operator familiarity will allow for immediate deployment with minimal training, improving productivity and safety. Additionally, the strong dealer presence and local parts availability in Hope will significantly reduce downtime and service delays.

From a risk management perspective, the CAT unit presents the lowest overall risk. Its proven reliability, compatibility with existing fleet assets, and strong local support reduce the likelihood of downtime and service interruptions. In contrast, both John Deere and JCB introduce higher levels of operational and maintenance risk due to unfamiliar systems, additional training requirements, and less integration with existing infrastructure. Downtime in operations can have significant impacts on service delivery; therefore, reliability and support are critical considerations.

Conclusion

In summary, while the CAT 420 Backhoe is not the lowest-priced option, it provides the most advantageous solution when considering total cost of ownership, operational efficiency, reliability, and risk mitigation. The inclusion of a maintenance package, compatibility with existing equipment, minimal training requirements, and strong local support collectively result in superior long-term value.

Based on the comprehensive evaluation and analysis, it is justified and recommended that the District award RFP#PW2026-01 to Finning (Canada), Facility D70, for the supply of one (1) 2026 CAT 420 Backhoe, as it represents the best overall value and most operationally suitable option for the District's needs.

B. Attachments:

Request for Proposal (RFP#PW2026-01)
District of Hope Purchasing Policy

C. Policy (Existing/Relevance/None):

The District of Hope Purchasing Policy sets out the District's procurement requirements, including purchasing authority levels, request for proposal procedures, evaluation criteria, and disclosure obligations. For the purposes of

this report, the policy requires Council approval when a contract is awarded to a bidder other than the lowest tender.

D. Relevant History:

The Operations Department issued RFP#PW2026-01 to procure a backhoe consistent with the technical requirements outlined in Schedule 1 of the RFP. Proposals were received from John Deere, JCB, and Caterpillar (CAT).

The evaluation process incorporated both technical and operational criteria, including compliance with specifications, site visits, operator feedback, maintenance considerations, warranty coverage, training requirements, compatibility with existing fleet assets, vendor support, delivery timelines, and pricing. Staff conducted field visits of equipment submitted by John Deere, JCB, and CAT, and gathered input from operators and maintenance personnel regarding ergonomics, visibility, build quality, and serviceability. This approach ensured that the selection reflects real-world operational needs and not solely theoretical specifications.

E. Budget Implications:

The 2026 financial plan includes a budget of \$275,000 for a new rubber tire backhoe.

Prepared by:

Original Signed by Kevin Dicken

Deputy Chief Administrative Officer



REQUEST FOR PROPOSAL (RFP #PW2026-01)

(SUPPLY OF ONE (1) NEW RUBBER TIRE BACKHOE)

Responses are to be submitted on or before **1:00 P.M., April 24, 2026**, to the attention of:

Jobin Kunjumon, Operations Manager
District of Hope
325 Wallace Street
PO Box 609
Hope, BC, V0X 1L0
jkunjumon@hope.ca

1. Submission Details

- a. Responses are to be emailed to jkunjumon@hope.ca, with a delivery receipt request and titled **"Supply of One (1) New RUBBER TIRE BACKHOE RFP #PW2026-01"**.
- b. The District reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.
- c. The District reserves the right to reject any or all proposals and to accept the proposal deemed most favorable to the interests of the District.
- d. The District will not entertain any claims for costs related to the preparation and/or presentation of the proposals.
- e. The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

*** PROPOSALS WILL NOT BE OPENED IN PUBLIC ***

Queries should be submitted in writing to:
District of Hope
Attention: Mr. Jobin Kunjumon, Operations Manager
E-Mail: jkunjumon@hope.ca

2. Introduction

The District of Hope is looking for One (1) New Rubber Tire Backhoe.

3. Resources

Please refer to Schedule 1, attached.

4. Scope of Work

The District of Hope seeks the services of a qualified firm to supply one (1) New Rubber Tire Backhoe. Please see attached minimum specification in Schedule 1.

5. Proposal Requirements

Only complete submissions will be accepted. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered to the location set out for delivery of submissions, before the Closing Date.

Should the proponent consider additional services and materials appropriate, it should be recommended in their proposal. The Proponent is to cost these additional items separately.

The proposal may include one or more quotations, must include estimated hours and timeframe involved and a letter of introduction, including name and address of Respondent and details of potential partnerships and business agreements contemplated for the project.

6. Fees

Please complete Schedule 2, attached.

7. Payment

Payment will be made upon delivery of the unit, satisfactory to the District.

8. Evaluation and Selection Criteria

The Request for Proposal is used to select a Proponent, who will have demonstrated a capability to commence and complete the work described within the time frame specified and according to the following criteria, provided that this list is not exhaustive, or set out in any particular order of priority.

Proposals shall be evaluated to determine the best value offered to the District using the following criteria:

- The Respondent's business and technical reputation and capabilities and the experience of its personnel.
- The Respondent's strategy to deliver the project on or ahead of schedule, and experience and reputation in delivering similar projects on or ahead of schedule.
- The Respondent's ability and past experience meeting a tight time frame.
- Methodology and approach (understanding of service objectives and outcomes).
- Resources and pricing structure (staff, equipment).
- The Respondent's financial capability to undertake the Project.

- Proposal is clear and logical and shows value for money to the District and demonstrates capabilities that make his/her services uniquely qualified to provide the requested services including any innovative approaches successfully used with other clients.

9. Clarification of this Request for Proposal

This is a request for proposals only and will not give rise to a Contract “A” (bid contract). The District is free to negotiate with any of the proponents and that as a result of the negotiation process, the District is not required to treat all proponents equally. This request for proposal process is NOT a tendering process. No legal relations are intended to arise from the RFP process. The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

If a Proponent has any questions about the contents of the RFP, or about any matters relating to it the question must be directed in writing, and not orally, to the District’s representative at the contact address set out below, before **3:30 pm April 22, 2026**. The District’s representative will answer all questions in writing, and may issue a copy of all questions and answers as addenda to this RFP, found on the District’s website at www.hope.ca.

The RFP process forms complex legal obligations. Any information obtained from any source other than the District Representative is not official and should not be relied upon. Any uncertainty regarding the process, therefore, must be referred to the District Representative.

10. District Representative

The District’s representative on this project is Mr. Jobin Kunjumon, and all inquires related to this ‘Request for Proposal’ are to be directed to:

Jobin Kunjumon, Operations Manager
 District of Hope
 325 Wallace Street
 PO Box 609
 Hope, BC, V0X 1L0
 Email: jkunjumon@hope.ca

11. Notice to Proponents

a. Liability

The proponents shall ensure that the District, its officers, employees and committee members, are saved harmless from any liability whatsoever arising out of proponent’s performance or non-performance of the term of this Proposal.

b. Proponent Responsibilities in Submitting Proposals

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the District nor its officials, employees, committee members, or Proponents (including the District’s representative) are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the District, each Proponent represents and warrants to the District that the information in its proposal is accurate and complete. This RFP does not impose on the District any duty of fairness or natural justice to any or all respondents with

respect to this RFP or the process it creates. Unless the District is expressly permitted or required by this RFP to “act reasonably”, the District is entitled to act in its sole, absolute and unfettered discretion.

c. Confidentiality and Freedom of Information of Proposals

All submissions submitted to the District become the property of the District, and the information in Submissions will be disclosed as necessary to carry out the RFP process or as required by law, including the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the District, subject to the specific exceptions in that right set out in the Act. The District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of s.21 of that Act. In light of the right of access to information created by that Act, the District does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act. Any information the proponent considers ‘personal information’ because of its proprietary nature should be marked as “confidential” and will be subject to appropriate consideration as defined by the act.

Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the District.

d. Waiver and Allocations of Risk

The District accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the District (including through the District’s representative or any other individual) and no representation or warranty, either express or implied, is made or given by the District with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any Proponent or any other person on this RFP or any such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal to the District is deemed to have released the District from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its proposal.

e. Closing Date for Proposals

The closing date for proposals will be **1:00 p.m. on April 24, 2026**. All proposals must be clearly marked with the name and address of the proponent and the ‘Request for Proposal’ title. Proponents are responsible for ensuring that electronic (email) delivery occurs within the deadline. Late proposals may not be accepted.

Schedule 1

Specifications

Specification of One (1) NEW (not previously used, owned, or leased) 2026/2027 Rubber Tire Backhoe:

<i>The Quoted Vehicle must comply with government regulation and requirements - Federal government Motor Vehicle Safety Act, BC Motor Vehicle Act, and BC Work Safe Regulations.</i>	Check (<input checked="" type="checkbox"/>) if equipment complies to specification	If equipment does not comply, indicate Manufacturer's specifications of equipment offered
Make:		
State the make of the vehicle.		
Model:		
State the model of the vehicle.		
Year: - New 2026, or 2027		
State the year of the vehicle.		
GVW:		
Machine Operating Weight should be approximately 24,000 lb		
Engine:		
Engine Should Be Tier 4 Final Emission Compliant with Selective Catalytic Reduction & Diesel Oxidation Catalyst, please state		
Engine Should be approx. 100 hp Gross Power Direct Injection Turbo Charged, please state		
Engine Torque Rise at 1,400 rpm should be at least 320 lb-ft, please state		
Automatic Engine Speed Control		

RFP #PW2026-01 Supply of One (1) New Rubber Tire Backhoe

Transmission		
Transmission should be a power-shift transmission with 6 Forward Gears & 3 Reverse Gears & Four-Wheel Drive please state		
Max Forward Speed should be approx. 40 km/h, please state		
Axles:		
Front Axle Should be AWD		
Front Axle Static Rating should be at least 25,000 lb., please state		
Rear Axle Static Rating should be at least 28,000 lb, please state		
Steering:		
Hydrostatic Power Steering with Tilting & Telescopic Column, please state		
Brakes:		
Should be Hydraulically Boosted Oil Disc with dual interlocking pedals		
Parking Brake should be spring applied hydraulically released		
Tires and wheels:		
Front Tires Should be Michelin 340/80R18 Bibload Radial Multi-Directional or equivalent		
Rear Tires Should be Michelin 500/70R24 Bibload Radial Multi-Directional or equivalent		
Body:		
Cab with Heat & Air Conditioning		
Window Defroster		

Front & Rear Windshield Wiper / Washer System		
Left and Right Doors with Locks		
External Side Mirrors		
Front Fenders		
LED Work Lights, front & back		
Roof Top Beacon,		
Interior:		
Touch Screen LCD Display with engine speed, hour meter, gear/direction, battery voltage, hydraulic oil temperature, torque converter temperature, coolant temperature, trip totals (fuel an hours), lifetime totals (fuel and hours), operator settings (units, brightness, programmable hoe auxiliary flow), service mode diagnostics, maintenance intervals, ECM/system info & Security System in Display		
Air Suspension Seat		
Interior Rear View Mirror		
Tilt & Telescopic Steering Column		
Radio with Bluetooth		
Two Internal and Two External 12v Power Sockets		
Auto – Up Rear Stabilizers & Street Shoes/pads,		
Flooring must be rubber.		
Hand & Foot Electronic Throttles		
Counterweight:		
Front Counterweight of at least 1,015 lb.		

RFP #PW2026-01 Supply of One (1) New Rubber Tire Backhoe

Hydraulic System:		
Closed Center System with Variable Flow Axial Variable Displacement		
Auxiliary Hydraulics Rear Adjustable Flow		
Joystick Controls, pilot operated Excavator Style with pattern changer		
Loader Functions must have Self-Leveling, Return-to-dig & Transmission disconnect switch,		
Operating Manuals / Service Manuals:		
Must come with Operators Manual, Service manual and Parts manual		
Maintenance/ Operating Software required, please specify		
Stick:		
14' Extendible Stick, greaseless system, thumb ready, serrated edges, please state		
Misc:		
Deliver with a full tank of fuel.		
Icom IC-F5023H 2-Way Radio installed in cab		
Back Up Alarm		
Boom & Swing Transport Lock,		
Bucket Level Indicator		
Flashing Hazards & Signal Lights,		
Cold Weather Package Including Dual Batteries, Engine Block Heater, Radiator Antifreeze & Ether Bottle		

Rear Maximum Digging Depth of approx. 17' 7", please state		
Front Loader Maximum Hinge Pin Height of approx. 11' 5", please state		
Attachments:		
Front 1.3 Cubic Yard Multi-Purpose Bucket (4 in 1 Bucket) with Bolt on Edge & Bolt on Rear Inside Edge, please state size		
Rear Manual Wedge Style Quick Coupler (to work with existing work tools in fleet), please state		
Rear 24" Grading Bucket		
Rear Hydraulic Thumb with 2 Tines and work with wedge style buckets		
Stucchi Style threaded hydraulic coupling on Front Bucket and Rear auxiliary		

Schedule 2

Form of Proposal

DESCRIPTION	QUANTITY & UNIT OF ISSUE	UNIT PRICE	EXTENDED PRICE, EXCL. PST & GST
1	Rubber Tire Backhoe as per the specifications in Schedule 1	1 Each	\$
2	Environmental Levy for Air Conditioning	1 Each	\$
3	Environmental Levy for Tires	1 Each	\$
4	Environmental Levy for Batteries	1 Each	\$
5	Other Levies, Fees, Software Fees or Taxes (Please Identify: _____)	1 Each	\$
Total Price, excluding PST and GST			\$

Optional:

DESCRIPTION	UNIT PRICE EXCLUDING PST & GST
Please state any other options available	\$
	\$
	\$

WARRANTY
<p>Please provide details respecting the warranty provided with the vehicles including term and extension options. Identify the location from which warranty service is provided.</p>

Please confirm that if you are identified as the preferred bidder, you are committed to holding the goods / service unsold for 60 days	
Is the vehicle coming from the factory or is it on your lot?	
Guaranteed delivery time from receipt of purchase order	days

The undersigned agrees to be bound by the terms and conditions of this Request for Proposal and to supply the items listed at the prices quoted. If a Purchase Order is issued by the District of Hope to the undersigned, the undersigned will be bound by and will comply with the terms and conditions contained in the Request for Proposal, and the Purchase Order which will constitute the full and complete agreement between the parties.

RFP #PW2026-01 Supply of One (1) New Rubber Tire Backhoe

BIDDER INFORMATION		
Name & title of individual	[]	
Legal name of company	[]	
Company address	[]	
	[]	
Phone and fax numbers	ph []	f []
Email address	[]	
Addenda acknowledged	[]	
WCB No.	[]	GST No. []

[]

 Signature

[]

 Date

DISTRICT OF HOPE

POLICY MANUAL

DEPARTMENT: ALL		
POLICY TITLE: PURCHASING POLICY		
Authority:	Legislative: <input checked="" type="checkbox"/> (Council)	Effective Date: March 23, 2009
	Administrative: <input type="checkbox"/>	Date for Review: As Required
		Amendment Dates: October 24, 2016 June 25, 2018, December 13, 2021, April 14, 2025

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1. POLICY STATEMENT

The purpose of this policy is to maintain fiscal responsibility/accountability with the District procuring the goods and services through an unbiased, open and competitive process that provides the best value to the District considering purchase price, quality, delivery, installation and eventual disposition.

2. AUTHORITY & RESPONSIBILITY

It is the responsibility of individuals with purchasing authority to ensure purchasing practices serve the best interest of the District and are in conformance with this policy. Individuals with purchasing authority are to ensure funds have been provided for in the budget for the proposed expenditures and that the expenditures will not result in a budgetary overage. All purchasing is authorized through the adoption of the Financial Plan except in circumstances authorized under the Emergency Purchasing section of this policy.

3. GLOSSARY

Credit Card:	A corporate credit card issued to the Mayor, Chief Administrative Office (CAO), Directors /or their designate and Operations Manager for District purchases.
Invitation to Tender:	This is a formal request for <u>sealed bids</u> for the supply of specific goods or services in response to an advertised invitation. The purpose of a tender is to eliminate the need for negotiations with tenderers and replace this with competition between the tenderers.
Purchase Order:	A document for the purchase of goods or services issued by the District of Hope and approved in accordance with this policy.

Quote or Request for Information:

This is a less formal process. The request for quotes or information may not necessarily develop into a supply contract.

Request for Proposal (RFP):

This is a formal request for submissions. AN RFP IS NOT A TENDER. It is not as specific as an Invitation to Tender. An RFP describes an opportunity or problem and asks for solutions and costs for addressing those specific opportunities or problems.

4. GENERAL INFORMATION

- **Principles:**

Staff shall not use their authority or office for personal gain and shall seek to uphold and enhance the position and reputation of the District by maintaining a standard of integrity in all their business relationships both inside and outside the District that is above reproach; and by optimizing the use of resources for which they are responsible so as to provide the maximum benefit to the District.

- **Cost of Ownership:**

The District recognizes that the lowest price is not always the best value. Employees of the District of Hope who are required to use corporate funds for goods or services are encouraged to look at the total cost of ownership, which may include but not be limited to the following:

- Acquisition cost
- Maintenance cost
- Quality of product/service
- Warranties
- Training cost
- Services availability for District
- Performance, including previous performance

- **Freedom to Choose:**

All documentation is to be written in such a manner as to give the District the greatest freedom possible in choosing a supplier, contractor or consultant.

5. GENERAL PURCHASING STANDARDS

- The following agreements will be consulted and tender notices in these cases will be posted on the BC Bid's web site.
- The Agreement on Internal Trade (A.I.T) for purchases in excess of \$100,000 and construction projects in excess of \$250,000 or as amended by legislation from time to time.
- British Columbia Alberta Trade, Investment, and Labour Mobility Agreement (TILMA) for purchases in excess of \$10,000 for goods, \$75,000 for services, and \$100,000 for construction projects, or as amended by legislation from time to time.
- Supplier lists will include all interested and qualified suppliers.
- The process for selection of suppliers involving standing purchase orders (several similar purchases from a single vendor over time) must be based on the total value of the standing purchase order, not on the individual component purchases.
- Contract documents shall form part of the tender package. The signing authority for the contract will be in accordance with this policy.
- All contracts must include the District's current liability requirements.
- ALL requests for bids must specifically include or exclude GST and PST.
- Contractors, sub-contractors or suppliers who, either directly or indirectly through another corporation or entity, who are in litigation, or have served notice with intent to proceed with court action against the District of Hope that is in connection with the project in question or any analogous contract for works or service, are ineligible bidders and will be disqualified from the tender evaluation.

6. PURCHASE ORDERS

Purchase orders shall be issued for all purchases (except exempt purchases – see Appendix E) and signed by an approved signatory.

The Purchase Order (PO) will be completed with the supplier name, date, quantity ordered, product or service description, price and product or service extension. Where amounts are known freight and taxes may also be listed.

A three (3) part Purchase Order is to be used:

- I. Top copy (white) is the supplier copy.
- II. Second copy (yellow) is to be forwarded to the Finance Department with any additional documentation relevant to the purchase and is to be attached to the applicable invoice.
- III. Third copy (pink) is to remain in the PO book intact.

The Finance Department will manage the distribution of PO books. All PO books must be signed out and no new books will be issued until the previous one assigned is returned complete.

7. CREDIT CARD PURCHASES

Corporate District credit cards shall be issued to the following:

- a) Mayor
- b) Chief Administrative Officer
- c) Directors / or their designate
- d) Operations Manager

Credit card limits may be amended from time to time as required.

8. EMERGENCY PURCHASES

Emergency situations may occur which require immediate commitment of materials, equipment and or services. An emergency expenditure is any expenditure that is the result of an event caused by accident, fire, explosion or technical failure or by forces of nature that results in the need to expend District resources:

- a) To protect human life, safety and health
- b) To protect property
- c) To protect the environment
- d) To protect the economic interest of the community

In such situations, the authorized person in charge of the situation will approve any commitments made on behalf of the District and will process the appropriate documents during the first business day following the event. Where the expenditure can be accommodated in the Financial Plan, whether out of contingency funds or reallocations, the CAO, or Deputy CAO (in the absence of the CAO) or Director of Finance is authorized to approve the expenditure. Emergency purchases that cannot be accommodated with in the Financial Plan will be authorized by the CAO, or Deputy CAO (in the absence of the CAO) or Director of Finance and reported to Council following the event. Whenever the District Emergency Response Plan is invoked, the procedures in the plan override this policy.

9. PURCHASING AUTHORITY LEVELS – Standard Purchases

This schedule refers to the approvals required for the various dollar values of procurement. Other than in emergencies, **budget approval is required before the purchase is made.**

DOLLAR AMOUNT APPROVAL THRESHOLDS

Once District Council, through the budget process, has approved funds for the purchase, the following thresholds apply:

Estimated Value of	Procedure to Use	Approval Required
Greater than \$75,000	Use the tender process. Request for Proposal may be used with approval of CAO, or Deputy CAO (in the absence of the CAO).	CAO, or Deputy CAO (in the absence of the CAO) approves and signs contract upon recommendation of Directors.

Purchasing Policy

Estimated Value of	Procedure to Use	Approval Required
	Letter awarding contract is to be issued. Contract to be signed before work begins.	Approval of Council required for selection of other than low tender.
\$50,001 to \$75,000	Use a Tender call or Request for Proposal. Letter awarding contract is to be issued. Contract to be signed before work begins.	Directors
\$10,001 to \$50,000	Obtain three (3) written quotes or issue a Request for Proposal. Issue a Purchase Order upon Selection.	Directors
\$5,001 to \$10,000	Obtain three (3) written quotes. Issue a Purchase Order upon selection.	Directors / or their designate, Operations Manager
\$1 to \$5,000	Purchase Order	Operations Manager Mechanic Authorized Fire Department Personnel

For purchases from \$50,001 to \$150,000, the decision between the use of a Tender or a Request for Proposal will be made by the CAO, or Deputy CAO (in the absence of the CAO).

Contracts up to \$150,000 may be renewed with the approval of both the CAO, or Deputy CAO (in the absence of the CAO) and Directors. Only one renewal, for a term no longer than the original term, may be approved. The maximum length of approval for the combined original contract plus one renewal term cannot exceed five (5) years.

Select tenders may be used in specific circumstances. The CAO or Deputy CAO (in the absence of the CAO) is to be involved in the decision to use select tenders.

10. ADMINISTRATIVE PROCEDURE

The responsibility for the processing, documentation, and retention of tenders and requests for proposal rests with the issuing Department. No tender is to be issued until the required land and/or rights-of-way have been acquired, without prior approval of Council.

A. DETERMINE THE PROCESS OR TOOL TO BE USED (using Purchasing Authority Levels as guide)

1. INVITATION TO TENDER

Description: Sealed tenders will be submitted by a specific date and time, and will be opened in a public process at a specified date and time. The Tender Form and Specifications are drafted by the Department requiring the goods or services. Sealed bids must conform to the instructions in the tender request. Following the public opening, the Directors will evaluate the bids and make a recommendation to the CAO or Deputy CAO (in the absence of the CAO).

Preparation and Issuing:

- Each set of tender documents is to be prepared by the issuing Department and approved by the CAO or Deputy CAO (in the absence of the CAO) before being released to the suppliers.
- Each tender is to be numbered sequentially by Department, tender and year number. For instance, ADMIN #03.25 is the number of the third tender issued by the Administration Department in 2025.
- Tenders are to be addressed to the **originating Department** and they are to be opened at District Hall. The Clerks must be advised of all tenders coming due in order to properly receive them and **forward them to the originating Department**.
- Each tender is to outline what documents must be enclosed with the tender. Remember that failure of the tenderer to supply any of the required documents at time of tender opening may result in the tender process being rejected.
- Tender is to specify if prices are to be **inclusive of all taxes**.
- Each tender must include a waiver to be signed by the tenderer allowing the District to abandon the tender process if there is only one tender submitted.
- Each tender must include all relevant property and liability insurance requirements.

Process:

- Once Directors approval of the tender documents is obtained, the tender documents are released to suppliers.
- Tender is advertised specifying a final submission deadline that coincides with the Tender opening time.
- Tenders will be publicly opened by the Directors or his designate.
- A log will be kept of all tenders submitted.
- Tenders will be evaluated and a recommendation made to the Directors and/or CAO or Deputy CAO (in the absence of the CAO).

-
- Once a decision has been made and the required approvals obtained, a written response will be made to all bidders.
 - The successful bidder will receive confirmation of the award by way of letter.
 - Written documentation/contract will be prepared, signed and distributed.

Tender opening: Tenders will be opened publicly in the presence of at least one Director or their designate, and one staff member.

- Complete the form attached as Appendix “D”
- Record the attendance
- Commence opening at the advertised time.
- Open each bid
 - Record the name of the bidder
 - Record the documentation attached (i.e. bid bond, performance bond)
 - Record the tender amount
 - Stamp the tender with date stamp and initial the tender document.
 - The opening is public. The name of the bidder and the tender amount is read and is available to the public.
 - Once the tenders are all opened, the public process is complete.

Completion of tender process:

- After the opening of the tenders, the originating Department does the analysis and makes a recommendation to the approving authority in accordance with the purchasing authority thresholds. If the recommendation is for other than the low tender, a report must be prepared for Council as their approval will be required.
- No communication regarding the result of the tender process is to be made to any tenderer until the appropriate approvals have been received.
- Once approval is received by the originating Department, all bidders will be advised in writing of the result.
- Any follow-up documentation (contracts, bonds, securities, etc) is the responsibility of the originating Department.
- The tender documents and all related materials are to be retained on file by the originating Department.
- Tenders from both the successful and unsuccessful tenderers shall be open for public inspections.
- **No work is to be commenced or product provided until a contract and required documentation is in place.**

- A Purchase Order is required for the commencement of the work. Any purchase orders of \$25,000 or higher require the signature of the CAO or Deputy CAO (in the absence of the CAO) or Director of Finance.

Execution of public tender requiring a contract: The Directors or CAO or Deputy CAO (in the absence of the CAO) will have the contract prepared, and the successful tenderer will be notified that the contract is ready for execution. The Directors will ensure that the company is in good standing and has a current business license.

Where bid bonds are required, the issuing Department shall return the bid bonds to the unsuccessful bidders.

Once the contract has been executed by both parties, copies will be distributed as follows:

- Original signed copy of contract to be retained by the District.
- One copy to the tenderer.
- One copy to the issuing Department and all tendered contract documents will be retained by the issuing Department.

Responsibility for Administration of Tender Contract: The responsibility for the ongoing administration of a publicly tendered contract shall reside with the originating Department in consultation with the project consultant (if any). Such administration shall include: ensuring the contract is signed before work begins; monitoring the performance of the contractors; managing payment to the contractors; tracking revenues and expenditures on the project; managing any changes and/or change orders to the contract documents; and managing the completion of the project.

Security: All tenders must include the provision of a security. For construction work, the security will be in the form of a performance material/labour bond. For service contracts (such as garbage collection) performance should be secured by way of a letter of credit or cash. The amount of such security should represent the additional costs to the District to ensure the service is provided or the work is performed if the contractor is unable to perform such work.

Performance bonds and insurance coverage documentation shall be attached to the original signed contract and kept in the secure cabinet.

Letters of Credit or cash shall be controlled by the Finance Department. Copies and receipts are to be retained on file by the originating Department.

2. REQUEST FOR PROPOSAL (RFP)

Description: There may be more than one solution presented in the submissions. An RFP is an invitation to proponents to negotiate with the District for the procurement contract and it is an indication of the District's intention to consider the proponents submissions and thereafter negotiate with one or more of the proponents.

Preparation and Issuing:

- Request for Proposal is drafted by the Directors and approved by the CAO or Deputy CAO (in the absence of the CAO).
- Evaluation criteria is preset and approved, and the criteria form part of the RFP package (see sample in Appendix “A”).
- Each RFP is to be numbered sequentially in a similar manner as tenders, followed by RFP. Example: ADMIN.RFP #03.25.
- The RFP is either advertised, or the request is sent to specific, pre-qualified suppliers. A formal pre-qualification process is to be determined and pre-approved by the Directors.
- RFP submissions are to be addressed to the **originating Department**.

Each RFP must contain the following:

1. A statement that it is a request for proposals only and will not give rise to a Contract “A” (bid contract).
2. No mention of subsequent contracts to be entered into should be contained within the procurement documents.
3. No proposed contract document is to be attached to the RFP documents.
4. A statement advising the proponents that the District is free to negotiate with any of the proponents and that as a result of the negotiation process the owner is not required to treat all proponents equally.
5. A statement that the process is NOT a tendering process.
6. A statement that no legal relations are intended to arise from the RFP process.
7. A statement that the District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.
8. A statement limiting the District’s exposure for costs on claims relating to the RFP process including the costs of preparation of the RFP document.
9. Specify the date and time the proposal is to be submitted.

All RFP’s shall include a clause encouraging bidders to include innovative creative ideas in their proposal. The evaluation criteria for the submissions must be clearly defined to allow the bidders to have assurance that the evaluation process will be consistent (see Appendix A). The RFP process forms complex legal obligations. Any uncertainty regarding the process shall be referred to the CAO or Deputy CAO (in the absence of the CAO).

Process and completion.

- No public opening is required.
- Log kept of all RFP’s submitted.

- Evaluation of RFP's and recommendation to be done by the originating Department.
- Review and approval of recommendation in accordance with required approval per Appendix "A".
- Letter awarding proposal to successful proponent, commencing negotiations for a contract.
- Written response to all unsuccessful proponents.

3. QUOTE OR REQUEST FOR INFORMATION

Description: Before a quote is accepted, a minimum of three quotes must be obtained. Additional information or clarification from suppliers may be obtained by the Directors prior to or during the evaluation process. Quotations should be submitted directly to the Department requesting the quotation. The process steps are:

- Request for quotations will be sent to known suppliers of the goods or services.
- Request for quotations will indicate a deadline for the return of the quotations. Quotations received prior to the deadline will be kept confidential.
- All bidders will be advised of any changes to the deadline or the request for quotations.
- A record will be kept by the issuing Department of the persons or firms who are invited to submit quotations and will keep all quotations received.
- Quotations received will be evaluated by the Director for all quotations between \$10,001 and \$50,000.
- Purchase order will be issued to the successful supplier.
- Written or telephone response to all bidders.

B. ADVERTISING

Contracts over \$150,000 will be advertised at a minimum throughout the Province of British Columbia in an appropriate venue

- Contracts less than \$150,000 but over \$25,000 will be advertised in the Fraser Valley Region.
- Contracts less than \$25,000 may be advertised locally only, via newspaper, District website, and/or social media.

C. DISCLOSURE

The District shall not knowingly disclose the contents of a Tender, RFP or Quotation submission and shall take reasonable measures to safeguard the confidentiality of the contents of same, subject to the provisions of the *Freedom of Information and Privacy Act*.

D. SPECIFIC PURCHASE ITEMS:**1. Hired equipment – construction and maintenance**

Quotation calls will be made for standing offers. Equipment will be hired based upon price, availability, and condition of equipment.

2. Annual supply contracts

For major annual supply contracts expected to be in excess of \$50,000 (i.e. gasoline, gravel, etc.) tenders are to be issued unless there are unusual circumstances warranting another procedure. The approval of the CAO or Deputy CAO (in the absence of the CAO) must be obtained if a tender process is not used.

3. Professional Services

Where professional services other than consultants are to be retained on an ongoing basis, a review will be undertaken every five years. These services include but are not limited to:

- Banking services
- Insurance services
- Auditing services
- Employee Benefit Plan brokerage services

These services will be requested by way of an RFP. The evaluation criteria will be set out in the RFP and evaluation of the proposals will be undertaken by the relevant Directors. The recommendation will be approved by the CAO or Deputy CAO (in the absence of the CAO) and a report prepared for Council, who will appoint the successful bidder. In addition to the professionals appointed by Council, other professionals may be engaged for specialized services upon the approval of the CAO or Deputy CAO (in the absence of the CAO).

(Real Estate and Legal Services are covered by a separate Policy.)

4. Professional Consulting Services

- (a) In order to achieve a balance between continuity and competitiveness, professional consulting services shall be retained for municipal projects as required.

Consultants will be retained on the basis of expertise, experience, professional reputation, ability to complete the work and to provide cost-effective advice and solutions. The Departments will not rely on one consultant to provide the majority of consulting services. The use of local consultants is encouraged when the capability of the firm matches the scope of work. A consultant will be recommended by the Directors and approved by the CAO or Deputy CAO (in the absence of the CAO).

(b) On-Going Professional Services: A consultant will normally be nominated to provide ongoing consulting services, including but not limited to the following areas:

- Land Use Planning
- Environmental Assessment
- Social Planning
- Landscape Architecture
- Wastewater Collection, Treatment & Reclamation
- Water Supply, Treatment & Distribution
- Storm Water Management
- Transportation & Traffic
- Pavement Management
- Geotechnical
- Survey (not including legal survey)
- Water Conservation
- Civil & Structural
- Computer Consulting Services

E. PREFERENCE TO LOCAL SUPPLIERS

The District supports local businesses by encouraging local purchasing where all things are equal.

After considering the total cost of ownership and level of service provided and subject to trade agreement requirements, geographical priorities will be considered in the following order:

- Within the District of Hope
- Within the upper Fraser Valley (Agassiz, Harrison Hot Springs and Chilliwack)
- With the Fraser Valley Regional District
- Within the Province of British Columbia
- Within Canada

F. INVOICE APPROVALS

Invoices require the signature of the relevant approving authority in accordance with this policy. Invoices will not be paid until approval has been obtained.

- APPENDIX A -

A. RFP - EVALUATION CRITERIA

Request for Proposals are used to obtain submissions for solutions to specific problems. Request for Proposals will be evaluated based on a variety of factors which are detailed in the RFP.

A minimum of two staff members will typically do the evaluation of the Request for Proposals. These employees will collaborate to complete a consensus rating. Occasionally, more than two evaluators may be used.

The evaluation will consider several key items, weigh them according to our interpretations of relevance, and then develop a total point structure for each. **It is not the intent of this evaluation to remove subjectiveness from the evaluation process, but the intent is to guide those individuals reviewing the submissions so they do not miss important criteria or give excessive weight to items of less importance.**

Each Request for Proposal call may have different categories for evaluation and each may be weighted differently. Typically, the evaluation criteria used will be provided as part of any Request for Proposal call. The District of Hope also recognizes that evaluations that score within 5% of others may be essentially equivalent and therefore selections will be made with emphasis on key personnel, work plan, schedule and availability.

B. DESCRIPTION OF EVALUATION CRITERIA

1. Key Personnel

The details and expertise of the Key Personnel will be evaluated as related to the scope of work. Emphasis will be placed on personnel demonstrating similar experience, including type, size and magnitude of work. This is to also include the following:

- Sub-consultants
- Assigned staff
- Principal field Inspector

2. Experience

Corporate experience should demonstrate the degree of involvement with similar projects. Local experience should indicate involvement with projects in the Fraser Valley Area. The bidding firms' experience must demonstrate involvement with projects of similar scope, size and complexity.

3. Work Plan

The details required in the work plan have been identified in the Request for proposal. The evaluation will determine if the firm/individual has met the requirements. Innovative procedures and better project understanding will also be evaluated here. Identification of the level of effort for each team member, in each phase of the project, is required.

4. Schedule

The details required in the schedule plan have been identified in the Request for Proposal. The evaluation will determine if the firm/individual has met the minimum schedule requirements.

5. Fee and Level of Effort

This section is to be submitted in a separate, sealed envelope, marked "Fee Proposal".

Upset fees have been requested for detailed design, tendering and post construction services. An estimated fee for the contract administration has been requested. Fees for key personnel, support staff and disbursements must be identified. The corporate fee schedule must also be included should additional work beyond the terms of reference be requested. The evaluation will be based on a comparison to the other consultants. Obvious imbalances in the fee breakdowns may result in rejection of the consultant's submission.

The Level of Effort and will be evaluated with the Work Plan and will be based on the methodology, innovation and recommendations of the proposal.

C. EVALUATION CRITERIA WEIGHING

Each category will be rated at one of five levels – Poor, Fair, Acceptable, Good and Excellent. The evaluator may assign mid-point marks to properly assess the proposal's ranking.

➤ KEY PERSONNEL

Poor	Lacks experience in comparable projects and objectives. Does not have adequate resources and expertise to make qualified recommendations based on the terms of reference.
Fair	Minimal experience in comparable projects and objectives.
Acceptable	Adequate experience in comparable projects and objectives. May make recommendations based on assumptions and results of similar projects without direct involvement in them.
Good	Demonstrates a solid understanding and considerable level of expertise in terms of accomplishing objectives. May make recommendations based on a similar project experience.
Excellent	Excellent understanding of objectives and terms of reference. Experience and expertise demonstrated in numerous past projects. Recommendations would be based on experience gained from direct involvement in a wide variety of projects similar in criteria.

➤ EXPERIENCE

Poor	No experience related to proposed project.
Fair	Minimal experience related to proposed project.
Acceptable	Some experience related to proposed project.

- Good Experienced related to proposed project.
 Excellent Significant experience related to proposed project.

➤ **WORK PLAN**

- Poor Lacks information to determine if the consultant understands the assignment and/or written statements indicates the consultant clearly does not understand the project.
 Fair Minimal information – consultant uses generic terminology that could be used to describe the project or any project of similar nature.
 Acceptable Adequate information to show the consultant understands the basic project.
 Good Details indicate a full and complete understanding of the project.
 Excellent Details indicate a full and complete understanding of the project. Information shows the consultant has included some innovative ideas that demonstrate the depth of understanding.

➤ **SCHEDULE**

- Poor Schedule provided is not in requested format and/or is of an unacceptable duration.
 Fair Minimal detail, no indication of actual resources dedicated to the project, duration is at or over expected completion date.
 Acceptable Detail sufficient to show adequate resources, duration is at expected completion date.
 Good Detail sufficient to show adequate resources, duration is shorter than the expected completion date.
 Excellent Extensive amount of detail – suitable for terms of reference level, duration is significantly shorter than the expected completion date. Depending on the project, availability to start the project immediately may be a significant criteria.

➤ **FEE**

Fee rating will be assessed from lowest to highest with a provision for inspection personnel and possible reduced onsite hours of inspection.

- Poor Greater than 10 % higher than middle fee submission.
 Fair Up to 10 % higher than middle fee submission.
 Acceptable Middle fee submitted.
 Good Up to 10 % lower than middle fee submission.
 Excellent Greater than 10 % lower than middle fee submission.

- APPENDIX B -

EXAMPLE ONLY

VALUATION MATRIX FOR REQUEST FOR COMPLEX PROPOSAL

Project Title: _____ Date: _____

Consultant: _____

Directors: _____

Category	Point Value						Total
		Poor 0	Fair 0.3	Acceptable 0.5	Good 0.75	Excellent 1.0	
Key Personnel and Support Staff:							
Project Manager	20						
Design Staff	15						
Site Inspector	10						
Sub-Consultants	5						
Experience:							
Corporate	10						
Local	5						
Project Manager	10						
Detailed Work Plan	30						
Detailed Schedule	20						
Proposed Fee:							
Design Upset Fee	10						
Tendering Upset Fee	5						
Site Inspection-Hourly & call out	5						
Contract Administration-Hourly	4						
Post Construction Upset Fee	1						
Total Points Available	150	Total Points:					

- APPENDIX C -

EXAMPLE ONLY

EVALUATION MATRIX FOR STANDARD PROPOSALS

CATEGORY	Point Value	Total
1. Key Personnel and Support Staff	15	
2. Experience, (Considered from EOI submittal)	30	
3. Detailed Work Plan	30	
4. Detailed Schedule Plan	10	
5. Fee Proposal	15	
Total Points Available	100	

The principles and procedures outlined in this policy should always be used in conjunction with the buyer's discretion and good judgment.

- APPENDIX D -

TENDER OPENING FORM

TENDER #	
TITLE:	
CLOSING DATE:	TIME:

IN ATTENDANCE:	

BIDDER	CITY	DOCUMENTATION			TENDER AMOUNT
		YES ✓		NO X	
		Bid Bond	Performance/ Labour/ Material Bond	Form of Tender	

SIGNATURES:

_____ DIRECTOR

_____ REPRESENTATIVE

-APPENDIX E-

PURCHASES EXEMPT FROM PURCHASE ORDERS
(but not exempt from appropriate approval)
(this is not an exhaustive list)

- 1) Petty Cash
- 2) Training and Education
 - Conference fees
 - Convention fees
 - Course fees
 - Meeting expenses
 - Memberships or dues
 - Periodicals, magazines, subscriptions
 - Seminars
 - Staff training and development
 - Staff workshops
- 3) Refundable Council and employee expense
 - Mileage allowance – vehicles
 - Travel expenses: meals, accommodation, parking etc.
- 4) Other Payments
 - Debt payments
 - Licenses (vehicles, radios, etc.)
 - Medical and dental
 - Payments to agencies
 - Payment of damages
 - Payroll deduction remittances
- 5) Utilities
 - Internet
 - Cell phones
 - Fuel and oil
 - Gas
 - Hydro
 - Telephone
 - Water

6) General

- Inspection and permit fees to other governments
- Land registry fees
- Municipal and inter-municipal grants and cost sharing
- Operating grants and Council approved grants
- Postage
- Salaries, wages, casual help and related disbursements
- Office recycling

7) Professional Services

- Accounting and audit
- Banking
- Engineering
- Insurance
- Legal

8) Other

- Externally managed projects – (require Council approval to delegate the purchasing authority to a construction management firm for construction process).
- Property purchases



BYLAW NO. 1631

A bylaw to establish Election Procedures

CITATION

1. This bylaw may be cited for all purposes as ***“Election Procedures Bylaw No. 1631, 2026.”***

INTERPRETATION AND DEFINITIONS

2. In this Bylaw:

“Acceptable Mark” means a mark made by an Elector on a Ballot that is capable of being read and accepted by the Automated Voting Machine, in accordance with the *Local Government Act* and applicable regulations;

“Advance Voting Opportunity” means a process by which voters in a General Local Election can vote before the scheduled General Voting Day;

“Applicant” means an elector who applies to vote by mail;

“Authorized Drop-Off Location” means a location designated by the Chief Election Officer or their Designate for the return of Mail Ballots;

“Authorized Person” means a person authorized by an Elector to pick up or deliver a mail ballot package on the Elector’s behalf;

“Automated Voting Machine” means a system approved by the Chief Election Officer or Designate for the counting and recording of votes and includes vote tabulators, ballot scanners, and related equipment and software;

“Ballot” means a single ballot card that includes all offices, bylaw questions, or other matters on which Electors are entitled to vote;

“Ballot Box” means a sealed container, used to secure and collect Ballots during voting;

“Ballot Return Override Procedure” means the use, by an Election Official, of a device on an Automated Voting Machine, which causes the unit to accept a Returned Ballot;

“Candidate” means a person who is nominated for election under applicable provincial or federal legislation;

“Chief Election Officer” means the person appointed by Council under the *Local Government Act* to conduct Elections and any other voting;

“District” means the District of Hope;

“Designate” means a Deputy Chief Election Officer or other person authorized by the Chief Election Officer;

“Election Headquarters” means Hope District Hall, 325 Wallace Street, Hope, BC V0X 1L0;

“Election Official” means a person appointed to assist in the administration of the election;

“Elector” means a resident Elector or a non-resident property Elector as defined under the *Local Government Act*;

“Emergency Ballot Compartment” means one of two separate compartments in the Ballot Box under each Automated Voting Machine into which voted Ballots are temporarily deposited if the unit ceases to function;

“General Local Election” means the election held for the Mayor and Councillors held every four years in accordance with the *Local Government Act*, and includes school trustee elections, by-elections and any other Voting unless specified;

“General Voting Day” means the day fixed under applicable legislation for voting in a General Local Election or other voting event;

“Memory Pack” means the programmed electronic component of a Automated Voting Machine that records and tabulates votes cast;

“Other Voting” means assent voting or other authorized voting under the *Local Government Act*;

“Portable Ballot Box” means a Ballot Box which is used at a voting place in the election, where an Automated Voting Machine is not being used or is not functioning at the time of voting;

“Presiding Election Official” means the person responsible for overseeing and supervising staff for an assigned voting place and is responsible for ensuring voting procedures are followed correctly;

“Results Tape” means the printed record generated from an Automated Voting Machine at the close of voting on General Voting Day, which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each bylaw or other matters on which the opinion or assent of the Electors is sought;

“Returned Ballot” means a voted Ballot that was inserted into the Automated Voting Machine but was not accepted due to marking errors or other issues;

“Register of Mail Ballots” means the records that the Chief Election Officer or their Designate must keep addressing any challenges to an Elector’s right to vote;

“Secrecy Enclosure” means an open-ended folder, sleeve, envelope or item which is used to cover Ballots to conceal the choices made by each Elector;

“Special Voting Opportunity” means a voting opportunity that may be established for Electors who cannot reasonably attend other voting opportunities;

“Storage Ballot Compartment” means a Ballot Box under each Automated Voting Machine into which voted Ballots are temporarily deposited if the unit ceases to function.

“Zero Report Tape” means a printed record confirming zero vote totals before voting begins.

APPOINTMENT OF CHIEF ELECTION OFFICER OR THEIR DESIGNATE AND DEPUTY

3. Council must appoint a Chief Election Officer or their Designate and Deputy Chief Election Officer or their Designate for the purposes of conducting local elections and other voting under the *Local Government Act*.

ACCESS TO NOMINATION AND ENDORSEMENT DOCUMENTS

4. The Chief Election Officer or their Designate shall give public access to nomination documents at the District of Hope Office during regular office hours from the time of delivery until 30 days after the declaration of the election results in accordance with the *Local Government Act*.

NOMINATION DOCUMENTS

5. A candidate nomination package must include all documents required under the *Local Government Act* and the *Local Elections Campaign Financing Act*, including any endorsement information where applicable.
6. Nomination documents may be delivered to the Chief Election Officer:
 - (a) By hand;
 - (b) By mail or other delivery service;
 - (c) By fax; or
 - (d) By email.
7. Nomination documents may be delivered in electronic or physical form, and electronic submission shall be deemed to satisfy delivery requirements.
8. It is the responsibility of the Candidate being nominated to ensure that the nomination package is received by the Chief Election Officer before the end of the nomination period.

ELECTOR REGISTRATION

9. A person may register as an elector only at the time of voting for all elections and assent voting.

ADVANCE VOTING OPPORTUNITIES

10. In addition to the required advance voting opportunity on the 10th day before General Voting Day, the Chief Election Officer or their Designate shall establish a second date for the additional voting opportunity in advance of General Voting Day.
11. The Chief Election Officer or their Designate may establish dates for additional voting opportunities to be held in advance of General Voting Day, including the designation of voting places and voting hours for these voting opportunities.

SPECIAL VOTING OPPORTUNITIES

12. The Chief Election Officer or their Designate may, at their discretion, establish Special Voting Opportunities and determine the dates, times, locations and voting procedures for Special Voting Opportunities.
13. The only electors who may vote at a Special Voting Opportunity are residents, patients, visitors or employees of the location where the Special Voting Opportunity will be conducted.

14. The number of candidate representatives who may be present at a special voting opportunity is limited to:

- (a) one representative from candidates running for the office of Mayor.
- (b) one representative from candidates running for the office of Councillor.

ADDITIONAL GENERAL VOTING OPPORTUNITIES

15. The Chief Election Officer or their Designate may, at their discretion, establish additional General Voting Opportunities, and determine the dates, times and locations for those opportunities.

RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

16. In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with the *Local Government Act*.

MAIL BALLOT VOTING AUTHORIZATION AND PROCEDURES

MAIL BALLOT VOTING AUTHORIZATION

17. Voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized in accordance with the *Local Government Act*.

18. The Chief Election Officer or their Designate is authorized to establish time limits in relation to voting by mail ballot.

MAIL BALLOT APPLICATION PROCEDURE

19. An applicant shall apply to vote by mail by giving their name and address to the Chief Election Officer or their Designate in the form prescribed by the Chief Election Officer or their Designate.

20. The issuance, tracking, and processing of mail ballots shall be established by the Chief Election Officer or their Designate provided that such procedures comply with the *Local Government Act* and applicable legislation.

21. Upon the applicant requesting a mail ballot, the Chief Election Officer or their Designate shall record in the Register of Mail Ballots the required information and make available a mail ballot package that contains the content set out in the *Local Government Act*;

22. As per the Applicant's direction, the Chief Election Officer or their Designate may distribute the mail ballot package in any of the following ways:

- (a) sending the mail ballot package by Canada Post;
- (b) sending the mail ballot package by courier at the expense of the applicant;
- (c) having the mail ballot package picked up by the Applicant at a designated time and location; or
- (d) having the mail ballot package picked up by an Authorized Person at a designated time and location.

23. The Chief Election Officer or their Designate may request that the Authorized Person show identification and sign a form before providing the Authorized Person with the mail ballot package.

MAIL BALLOT VOTING PROCEDURE

24. To vote by a mail ballot, the elector shall mark the ballot to clearly indicate the candidate or candidates for whom the elector wishes to vote in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer or their Designate.
25. Electors voting by Mail Ballot must complete the required certification and attestation in accordance with applicable provincial legislation, including any witness requirements prescribed under that legislation.
26. After marking their ballot, the elector shall:
 - (a) place the ballot in the secrecy enclosure provided (seal if using an envelope);
 - (b) place the secrecy enclosure in the certification envelope, then complete and sign the certification printed on said enclosure and seal the certification envelope;
 - (c) have a witness verify the identity, residence and voter eligibility of the elector and record their name, address, and signature on the certification enclosure;
 - (d) place the certification envelope in the return envelope, together with a completed elector registration application, if required, and then seal the return envelope; and,
 - (e) mail, or deliver, the return envelope and its contents to the Chief Election Officer or their Designate, before the close of voting on General Voting Day at either:
 - i. the address printed on the return envelope included in the mail ballot package; or
 - ii. an authorized drop-off location as authorized by the Chief Election Officer or their Designate.
27. It is the elector's responsibility to ensure that the mail ballot is received before the close of voting on General Voting Day.

MAIL BALLOT ACCEPTANCE OR REJECTION

28. Until 4:00 p.m. two days before General Voting Day, the Chief Election Officer or their Designate shall, upon receipt of the return envelope and its contents:
 - (a) immediately record the date of receipt in the Register of Mail Ballots; and
 - (b) open the return envelope.
29. When the Chief Election Officer or their Designate examines the certification envelope, the Chief Election Officer or their Designate shall:
 - (a) confirm the identity of the elector as an Applicant on the Register of Mail Ballots;
 - (b) determine the fulfilment of the requirements the *Local Government Act* and the completeness of any application to register, if required; and
 - (c) determine the completeness of the certification envelope.
30. If the Chief Election Officer or their Designate is satisfied that the elector has met the requirements of Section 29 , the Chief Election Officer or their Designate shall:
 - (a) mark the certification envelope as "accepted"; and
 - (b) place the accepted certification envelope with the other certification envelopes.

31. If the Chief Election Officer or their Designate determines that:

- (a) the applicant has not satisfied the Chief Election Officer or their Designate as to their identity; or
- (b) the elector has not completed the application to register properly;

The Chief Election Officer or their Designate shall mark the certification envelope as “rejected” and set aside the rejected certification envelope unopened.

32. The Chief Election Officer or their Designate shall retain in their custody all opened and unopened certification envelopes duly secured until they are to be destroyed, as per the *Local Government Act*.

PROCESSING OF MAIL BALLOTS

33. After 4:00 p.m. two days before General Voting Day, the Chief Election Officer or their Designate, in the presence of at least one other person, including any candidate representatives, shall:

- (a) review and process any challenges to the electors by mail involving the accepted certification envelopes;
- (b) open the certification envelopes;
- (c) remove the secrecy enclosures containing the ballots; and
- (d) place the secrecy enclosure containing the ballot in the ballot box.

34. If the Chief Election Officer or their Designate receives a return envelope with its contents after 4:00 p.m. two days before General Voting Day but before the close of general voting, the Chief Election Officer or their Designate shall:

- (a) handle those return envelopes in accordance with the previous sections;
- (b) retain all accepted certification envelopes until the close of general voting day;
- (c) process the accepted certification envelopes after the close of general voting day.

35. As soon as possible after all the secrecy enclosures have been placed in the ballot box, in the presence of at least one other person and any candidate representatives, the Chief Election Officer or their Designate shall supervise:

- (a) the opening of the ballot box;
- (b) the opening of the secrecy envelopes; and
- (c) the counting of the ballots in accordance with the *Local Government Act*.

36. If the Chief Election Officer or their Designate receives a return envelope with its contents after the close of General Voting Day, the Chief Election Officer or their Designate shall:

- (a) mark the return envelope as “rejected”;
- (b) indicate the reason why the return envelope was rejected on the return envelope; and
- (c) place the unopened return envelope with the other rejected return envelopes.

CHALLENGE OF ELECTOR

37. A person who qualifies under the *Local Government Act* may challenge the right of a person to vote by mail ballot on the grounds set out in the *Local Government Act* up until the close of General Voting Day.

ELECTOR'S NAME ALREADY USED

38. If, upon receiving a request for a mail ballot, the Chief Election Officer or their Designate determines that another person has voted or has already been issued a mail ballot in the elector's name, the Chief Election Officer or their Designate shall comply with the *Local Government Act*.

REPLACEMENT OF SPOILED BALLOT

39. If an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer or their Designate, the elector may request a replacement ballot by:

- (a) advising the Chief Election Officer or their Designate of the ballot spoilage; and
- (b) mailing or otherwise delivering by any appropriate means the spoiled ballot package in its entirety to the Chief Election Officer or their Designate.

40. Upon receipt of the spoiled ballot package, the Chief Election Officer or their Designate shall record such fact and proceed in accordance with Section 21.

AUTOMATED VOTING MACHINE AUTHORIZATION AND PROCEDURES

AUTOMATED VOTING MACHINE AUTHORIZATION

41. Automated Voting Machines may be used for the purposes of conducting general local elections and other voting.

AUTOMATED VOTING MACHINE PROCEDURES

42. The Chief Election Officer or their Designate must, before voting begins:

- (a) generate and sign two Zero Report Tapes;
- (b) witness and verify that all totals are zero; and,
- (c) post one copy on the Automated Voting Machine and leave one copy attached to the blank paper roll located in the Automated Voting Machine.

43. Upon completion of the voting demonstration, if any, the elector shall proceed as instructed to the election official responsible for issuing ballots, who, upon fulfilment of the requirements of the *Local Government Act*, shall then provide a Ballot to the Elector, a Secrecy Enclosure, if requested by the elector, and any further instructions the Elector requests.

44. Upon receiving a Ballot, the elector shall immediately proceed to a voting booth to vote.

45. The elector may vote only by making an Acceptable Mark on the Ballot:

- (a) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices to be filled; and,
- (b) beside either 'yes' or 'no' in the case of each bylaw or matter on which the assent or opinion of the electors is sought.

46. Once the Elector has finished marking the Ballot, the Elector shall either place the Ballot into the Secrecy Enclosure, if provided, or proceed directly to the Automated Voting Machine and insert the Ballot in a manner that does not expose the Elector's choices.

47. If, before inserting the Ballot into the Automated Voting Machine, an Elector determines that a mistake has been made when marking the Ballot, or if the Automated Voting Machine returns the Ballot, the Elector may return to the Voting Booth to correct the Ballot or request a replacement Ballot by informing the Election Official in attendance.
48. Upon being informed of the replacement Ballot request, the Presiding Election Official shall:
- (a) issue a replacement Ballot to the Elector and mark the Returned Ballot "Spoiled";
 - (b) retain all such spoiled Ballots separately from all other Ballots; and,
 - (c) not count the spoiled Ballots.
49. If the Elector declines the opportunity to obtain a replacement Ballot, the Election Official shall, using the Ballot Return Override Procedure, reinsert the Returned Ballot in the Automated Voting Machine to count any Acceptable Marks which have been made correctly.
50. A Ballot accepted and counted by the Automated Voting Machine is valid unless otherwise determined in a judicial recount or under applicable law. Once the Ballot has been inserted into the Automated Voting Machine and the Automated Voting Machine indicates that the ballot has been accepted, the Elector shall immediately leave the voting place.
51. During any period that an Automated Voting Machine is not functioning, the Election Official supervising the unit shall insert all Ballots delivered by the Electors during this time into the Storage Ballot Compartment, on the understanding that if the Automated Voting Machine:
- (a) becomes operational; or,
 - (b) is replaced with another Automated Voting Machine.

The Ballots in the Storage Ballot Compartment shall, as soon as reasonably possible, be removed by an Election Official and, under the supervision of the Presiding Election Official, shall be inserted into the Automated Voting Machine to be counted.

ADVANCE VOTING OPPORTUNITY PROCEDURES

52. Automated Voting Machines shall be used at all advance voting opportunities, and voting procedures at the advance voting opportunities shall follow, as closely as possible, those described in Section "Automated Voting Machine Procedures" of this Bylaw.
53. At the close of voting at each Advance Voting Opportunity, the Presiding Election Official in each case shall ensure that:
- (a) no additional ballots are inserted in the Automated Voting Machine;
 - (b) the storage ballot compartment is being secured to prevent the insertion of any ballots;
 - (c) the results tapes in the Automated Voting Machine are not generated; and
 - (d) The memory pack of the Automated Voting Machine is secured.
 - (e) the Automated Voting Machine together with the Memory Pack and all other materials used in the Election are returned to the Chief Election Officer or their Designate at Election Headquarters.
54. At the close of voting at the final Advance Voting Opportunity, the Presiding Election Official shall ensure that:

- (a) any remaining ballots in the Storage Ballot Compartment are inserted into the Automated Voting Machine;
- (b) secure the Automated Voting Machine so that no more Ballots can be inserted; and,
- (c) the Automated Voting Machine together with the Memory Pack and all other materials used in the Election are returned to the Chief Election Officer or their Designate at Election Headquarters.

SPECIAL VOTING OPPORTUNITY PROCEDURES

55. Unless the Chief Election Officer or their Designate determines it is practical to use an Automated Voting Machine, a Portable Ballot Box shall be used for all Special Voting Opportunities. The Presiding Election official appointed to attend at each Special Voting Opportunity shall proceed in accordance with Section “Automated Voting Machine Procedures” of this Bylaw as far as applicable, except that the voted Ballots shall be deposited into the Portable Ballot Box supplied by the Presiding Election Official.
56. The Presiding Election Official at a Special Voting Opportunity shall ensure that the Portable Ballot Box is secured when not in use, and at the close of voting at the final Special Voting Opportunity, the Presiding Election Official shall seal the Portable Ballot Box and return it together with all other election materials to the custody of the Chief Election Officer or their Designate.
57. If an Automated Voting Machine is in use at a Special Voting Opportunity, the Presiding Election Official appointed to attend the Special Voting Opportunity shall follow the procedures outlined in “Advance Voting Opportunities” of this Bylaw as if it were an Advance Voting Opportunity.

PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY

58. After the close of voting on General Voting Day, each Presiding Election Official, except those responsible for Advance and Special Voting Opportunities, shall undertake all the following, generally in the order stipulated:
- (a) ensure that any remaining Ballots in the Storage Ballot Compartment are inserted into the Automated Voting Machine;
 - (b) secure the Automated Voting Machine so that no more Ballots can be inserted;
 - (c) generate two copies of the Results Tape from the Automated Voting Machine;
 - (d) account for the unused, spoiled and voted Ballots and place them, packaged and sealed separately, together with the Memory Pack from the Automated Voting Machine and one copy of the Results Tape, into the ballots and results box;
 - (e) complete the ballot account and place the duplicate copy in the ballots and results box;
 - (f) seal the ballots and results box;
 - (g) place the voting books, list of electors, the original copy of the ballot account, one copy of the results tape, completed registration cards, keys and all completed forms into the election materials box.

59. All Portable Ballot Boxes used in the Election will be opened, under the direction of the Chief Election Officer or their Designate, at the close of voting on General Voting Day. All Ballots shall be removed and inserted into an Automated Voting Machine to be counted, after which the provisions of Section 58 (a) to (g), as far as applicable, shall apply.

GENERAL

60. Any enactment referred to herein is a reference to the enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

61. If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

REPEAL

62. That “*Automated Voting Machines Authorization Bylaw No. 1235*” and all amendments thereto are hereby repealed.

63. That “*Election and Assent Voting Bylaw No. 1425, 2018*” and all amendments thereto are hereby repealed.

64. That “*Mail Ballot Authorization and Procedure Bylaw No. 1426, 2018*” and all amendments thereto are hereby repealed.

READ A FIRST, SECOND & THIRD TIME this XX day of XXXX, 2026.

ADOPTED this XX day of XXXX, 2026.

Mayor

Director of Corporate Services



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: June 1, 2026

FILE: 3900-01

SUBMITTED BY: Deputy Director of Corporate Services

MEETING DATE: June 8, 2026

SUBJECT: Election Sign Bylaw

PURPOSE:

To create a comprehensive bylaw regulating the use of election signs during elections and other voting opportunities and subsequently amend the *District of Hope Sign Bylaw* to delete Section 6.13 regarding political signs.

RECOMMENDATION:

Recommended Resolution #1:

THAT *Election Sign Bylaw No. 1632, 2026*, be read a first, second and third time this 8th day of June, 2026.

Recommended Resolution #2:

THAT *District of Hope Sign Amendment Bylaw No. 1633, 2026*, be read a first, second and third time this 8th day of June, 2026.

ANALYSIS:

A. Rationale:

The District currently regulates the placement of election signs through Section 6.13 of the *District of Hope Sign Bylaw No. 35/96*. The proposed Bylaw creates a comprehensive standalone set of regulations that cover all forms of elections and other voting opportunities. Changes include clarification of candidate responsibilities, restrictions for placement on both public and private property, and enforcement of election sign violations.

B. Attachments:

- Draft *Election Sign Bylaw No. 1632, 2026*
 - Draft *District of Hope Sign Amendment Bylaw No. 1633, 2026*
 - Section 6.13 of the *District of Hope Sign Bylaw No. 35/96*
-

Prepared by:

Approved for submission to Council:

Original Signed by Branden Morgan

Original Signed by Kevin Dicken

Deputy Director of Corporate Services

Deputy Chief Administrative Officer



BYLAW NO. 1632

A bylaw to regulate the use of election signs

CITATION

1. This bylaw may be cited for all purposes as ***“Election Sign Bylaw No. 1632, 2026.”***

INTERPRETATION

2. Unless otherwise specified in this Bylaw, the definitions in the *District of Hope Sign Bylaw* and *Traffic Bylaw*, as amended from time to time, shall apply to this Bylaw.

DEFINITIONS

"Candidate" means a person who is nominated for election.

"District" means the District of Hope.

"Election Sign" means a sign, sign board, advertisement, advertising device or structure that is used to promote a candidate, elector organization or other voting or election matter.

"Election Sign Period" means

- (a) in relation to municipal elections, the period between when the nomination period begins and the close of voting;
- (b) in relation to federal and provincial elections, the period between the issue of the writ and the close of voting;
- (c) in the case of an election or other voting matter where neither of the above apply, the period begins no more than 30 days before the voting opportunity and ends at the close of voting.

"General Voting Day" means the day fixed under applicable legislation for voting in a General Local Election or other voting matter;

"Official Mark" includes any District slogan, wordmark, phrase, tartan, coat of arms, or flag;

"Place" means place, erect, affix or attach;

"Political Organization" means any incorporated or unincorporated organization, or any elector organization, campaign organizer, or political party as defined under provincial or federal legislation, that engages in promoting, opposing, or taking a position on an election or voting matter.

GENERAL

3. Election Signs placed in accordance with this Bylaw are exempt from the District's *Sign Bylaw*, except as provided elsewhere in this Bylaw.
4. Election Signs shall only be placed or displayed during an Election Sign Period and removed within 10 days of the close of voting.

CANDIDATE AND POLITICAL ORGANIZATION RESPONSIBILITY

5. It is the responsibility of each Candidate or Political Organization that places Election Signs in the District to ensure compliance with this Bylaw.
6. Election Signs must be maintained, clean and in a good state of repair.
7. If an Election Sign is vandalized, the Candidate or Political Organization is responsible for repairing and restoring the sign as soon as they are made aware of the damage.
8. It is the responsibility of each Candidate or Political Organization to ensure there is no damage to property or infrastructure resulting from Election Sign installation. If there is damage, the Candidate or Political Organization will be responsible for the repairs.

GENERAL SIGN RESTRICTIONS

9. Except as provided elsewhere in this Bylaw, an Election Sign must not:
 - (a) be located on a balcony or the roof of a building;
 - (b) be lit, electrified, animated, moving, or flashing;
 - (c) be located within 3 metres of a fire hydrant;
 - (d) be located anywhere that obstructs sight lines or traffic;
 - (e) have District logos, trademarks, official marks, or branding; or
 - (f) have attachments such as balloons, kites, an electronic message centre or inflatable devices.

SIZE AND HEIGHT LIMITATIONS

10. Election Signs shall not exceed 1.5 square meters in total.
11. Election Signs shall not exceed a height of 2 meters above grade.

PLACEMENT ON PUBLIC PROPERTY

12. A person must not place, or permit to be placed, an election sign on
 - (a) a District highway or right of way;
 - (b) a centre median, island or sidewalk;
 - (c) any roadway structure, signpost, bridge, overpass structure or traffic control device;
 - (d) a tree, bush or in a park;
 - (e) any other District-owned property, including land, buildings, structures, and equipment.

PLACEMENT ON PRIVATE PROPERTY

13. Election Signs may not be placed on private property without the approval of the property owner or occupant, or the strata corporation in the case of a parcel containing strata lots.
14. There shall be no more than one election sign on any private lot.

RESTRICTIONS ON ELECTION CAMPAIGNING NEAR VOTING PLACES

15. No person shall place or display an Election Sign at or within 100 metres of a building, structure or other place where voting proceedings are being conducted at the time.

ENFORCEMENT

- 16. If this bylaw is being contravened by the placing or display of an Election Sign, the Chief Election Officer, another election official authorized by the Chief Election Officer, or a Bylaw Enforcement Officer may enter on the property where the materials are located and remove or otherwise obscure them from view.
- 17. If an Election Sign is removed under Section 16, the Candidate or Political Organization will be notified of the compliance issue and the location to collect the Election Sign. The Election Sign must be collected within 7 days of removal.
- 18. An Election Sign may be disposed of or destroyed without compensation and without notice if unclaimed in accordance with Section 17.

READ A FIRST, SECOND & THIRD TIME this XX day of XXXX, 2026.

ADOPTED this XX day of XXXX, 2026.

Mayor

Director of Corporate Services

DRAFT



BYLAW NO. 1633

A bylaw to amend the District of Hope Sign Bylaw

CITATION

1. This bylaw may be cited for all purposes as ***“District of Hope Sign Amendment Bylaw No. 1633, 2026.”***
2. That *District of Hope Sign Bylaw No. 35/96* be amended by deleting Section 6.13, Political Signs, in its entirety and subsequently renumbering the remaining sections accordingly.

Read a first, second and third time this XX day of XXXX, XXXX

Adopted this XX day of XXXX, XXXX.

Mayor

Director of Corporate Services

DRAFT

- (b) 0.6 square meters in total in all other zones.

Number of Signs

3. There shall be no more than 2 identification signs on any lot.

Height

4. Freestanding identification signs shall not exceed a height of 1.5 meters above grade.

Special Conditions

5. N/A

6.13 POLITICAL SIGNS

Permitted Zones

1. Political signs shall be permitted in all zones in the District of Hope Zoning Bylaw.

Sign Area

2. The sign area of a political sign shall not exceed 1.5 square meters in total.

Number of Signs

3. There shall be no more than 1 political sign on any private lot.

Height

4. Political signs shall not exceed a height of 2.5 meters above grade.

Special Conditions

5. No political sign shall be erected more than 30 days before an election or referendum and must be removed within 7 days after the election or referendum.
6. Political signs shall not be placed on either private or public property without the approval of the owner.

6.14 PROHIBITION SIGNS

Permitted Zones



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: June 1, 2026

FILE: LDP 09/26 - DP

SUBMITTED BY: Benjamin Carr, Planner I

MEETING DATE: June 8, 2026

SUBJECT: Geotechnical Hazard Development Permit Application
66422 Othello Road

PURPOSE

To obtain Council approval to issue a Development Permit for the construction of a single-family dwelling on the property located at 66422 Othello Road.

RECOMMENDATION

THAT a Geotechnical Hazard Development Permit be approved for the construction of a single-family dwelling at 66422 Othello Road, subject to the District of Hope receiving a satisfactory report from a qualified professional that meets the Development Permit Area conditions; and

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

BACKGROUND

Address	66422 Othello Road
PID	029-675-961
Legal Description	Lot 3, Section 11, Township 5, Range 26, West of the 6 th Meridian, Yale Division of Yale District Plan EPP42543
Property Owner	Honey Rhea Powell
Agent	Chris Klassen (1092912 BC Ltd.)
Lot Size	1.60 Hectares (3.95 Acres)
Current OCP Designation	Country Residential
Current Zoning	Country Residential (CR-1)
Development Permit Area	High & Uncertain Geotechnical Hazard
Surrounding Uses	North: Single Family Residence (Zoned CR-1) South: Gravel pit (Zoned CR-1)

	East: Single-Family Residence (Zoned CR-1)
	West: Single Family Residence (Zoned CR-1)

Proposal

The owner is proposing to construct a single-family dwelling on the subject property as permitted in the CR-1 zone.

ANALYSIS

The subject property is within the Geotechnical Hazard Development Permit Area (DPA) in an area identified in the Official Community Plan as having high and uncertain hazard levels. As required by the DPA, the applicant must provide a site-specific geotechnical hazard report.

A covenant will be registered on the subject property’s title.

The development permit will expire two years after the date of approval.

Budget Implications

None. The applicant has paid the required applications fees.

Attachments:

- Location Map

Reviewed by:

Approved for submission to Council:

Original Signed by Robin Beukens
 Director of Community Development

Original Signed by Donna Bellingham
 For the Deputy Chief Administrative Officer

Location Map





REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: June 3, 2026

FILE: LDP 13/25 - DP

SUBMITTED BY: Benjamin Carr, Planner I

MEETING DATE: June 8, 2026

SUBJECT: Flood & Erosion Hazard Development Permit Application
19422 Silver Skagit Road

PURPOSE

To obtain Council approval to issue a Development Permit for an addition to the one family residence located at 19422 Silver Skagit Road.

RECOMMENDATION

THAT a Flood & Erosion Hazard Development Permit be approved an addition to the one family residence located at 19422 Silver Skagit Road, subject to the District of Hope receiving a satisfactory report from a qualified professional that meets the Development Permit Area conditions; and

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

BACKGROUND

Address	19422 Silver Skagit Road
PID	009-437-380
Legal Description	Lot 1, District Lot 1607, Yale Division of Yale District Plan 12393 Except Plan KAP55958
Property Owner	Steven and Michelle Van Dolder
Agent	Crystal Wiebe
Lot Size	809.4 m ² (BC Assessment)
Current OCP Designation	Country Residential
Current Zoning	Country Residential (CR-1)
Development Permit Area	Flood & Erosion Hazard – Avulsion Hazard
Surrounding Uses	North: Lot with shop building (Zoned CR-1)
	South: One Family Residence (Zoned CR-1)
	East: Silver Skagit Road and Silverhope Creek

	West: One Family Residence (Zoned L-1)
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Proposal

The applicant proposes to construct a 64.52 m², two-storey addition to the front of the existing one family residence located at 19422 Silver Skagit Road.

The applicant was issued a Development Variance Permit (DVP) on May 26, 2025, to decrease the minimum interior lot line setback from 5 m to 2.1 m for this addition to the one family residence on the subject property.

ANALYSIS

The subject property is within the Flood & Erosion Hazard Development Permit Area (DPA) in an area identified in the Official Community Plan as being with Avulsion Hazard area. As required by the DPA, the applicant must provide a site-specific Flood and Erosion Hazard report.

A covenant will be registered on the subject property’s title.

The development permit will expire two years after the date of approval.

Budget Implications

None. The applicant has paid the required applications fees.

Attachments:

- Location Map

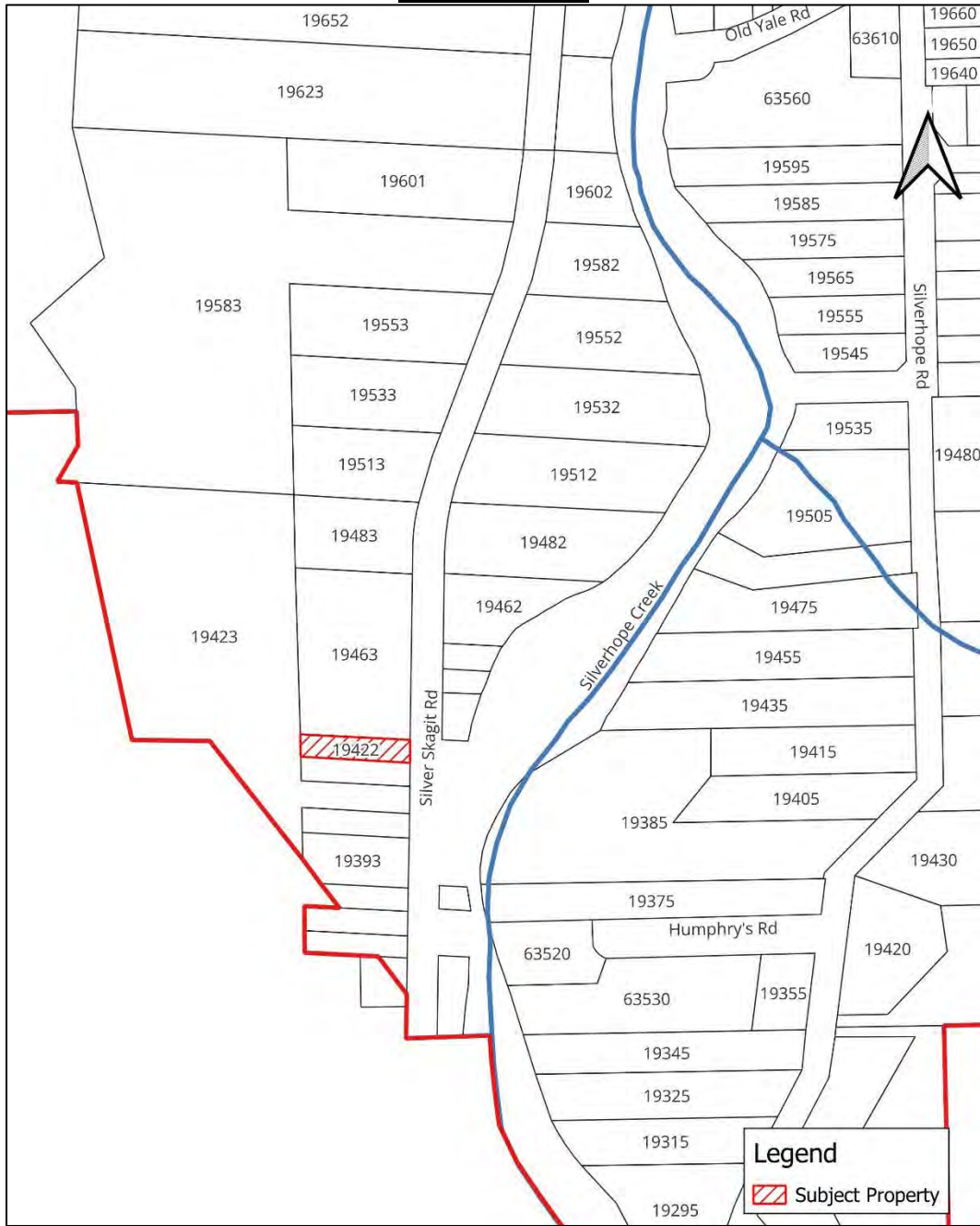
Reviewed by:

Approved for submission to Council:

Original Signed by Robin Beukens
Director of Community Development

Original Signed by Donna Bellingham
For the Deputy Chief Administrative Officer

Location Map



1. Information Bulletin dated May 26, 2026 from Ministry of Labour re: B.C.'s minimum wage increases to \$18.25, June 1.
2. Information Bulletin dated May 26, 2026 from Ministry of Infrastructure re: Ensuring construction workers are paid on time.
3. News Release dated May 26, 2026 from Ministry of Environment and Parks re: Supporting projects in B.C. through Off-Road Vehicle Trail Fund.
4. News Release dated May 27, 2026 from Ministry of Energy and Climate Solutions re: B.C. builds on major project momentum through first European LNG deal.
5. News Release dated May 27, 2026 from Office of the Provincial Health Officer and Ministry of Health re: Releasing report about alcohol consumption in B.C.
6. News Release dated May 28, 2026 from Ministry of Public Safety and Solicitor General re: Supporting community safety through crime-prevention grants.
7. News Release dated May 28, 2026 from Office of the Premier re: Focusing on securing B.C.'s future in spring session.
8. News Release dated May 28, 2026 from Ministry of Citizens' Services re: Analyzing equity in public service in new report.
9. Information Bulletin dated May 29, 2026 from Ministry of Education and Child Care re: Public engagement now open to gather input about future of child care in B.C.
10. News Release dated May 29, 2026 from Ministry of Agriculture and Food re: Supporting bars, pubs, restaurants to meet surges in demand.
11. News Release dated May 29, 2026 from Ministry of Energy and Climate Solutions and BC Hydro re: Helping large customers lower costs, energy use with Power Smart 2.0.
12. News Release dated June 1, 2026 from Ministry of Attorney General re: Making government services more equitable for all.
13. Information Bulletin dated June 1, 2026 from Ministry of Finance re: B.C. releases third-annual Pay Transparency Report.
14. News Release dated June 1, 2026 from Ministry of Public Safety and Solicitor General re: Addressing hate, racism in B.C. communities.
15. News Release dated June 2, 2026 from Office of the Premier and Ministry of Housing and Municipal Affairs re: Rental prices down, rental housing construction up in B.C.
16. News Release dated June 2, 2026 from Ministry of Forests and Ministry of Water, Land and Resource Stewardship re: Planting 125 million more trees in B.C.
17. News Release dated June 3, 2026 from Ministry of Attorney General and City of Penticton re: Penticton joins B.C.'s class action against "forever chemicals" manufacturers.
18. News Release dated June 3, 2026 from Ministry of Health re: Supporting seniors, Elders through age-friendly communities grants.

19. News Release dated June 3, 2026 from Ministry of Tourism, Arts, Culture and Sport re: Investments in amateur sports benefit athletes, communities.
20. News Release dated June 3, 2026 from Ministry of Jobs and Economic Growth re: Strengthening manufacturing jobs in Vancouver.
21. Information Bulletin dated June 3, 2026 from Ministry of Mining and Critical Minerals re: Continuing tenure pause until Jan. 31, 2027.
22. News Release dated June 3, 2026 from Ministry of Public Safety and Solicitor General re: Improving safety for Indigenous communities.
23. News Release dated June 4, 2026 from Ministry of Tourism, Arts, Culture and Sport re: Enhancing essential community supports through grants.
24. Letter dated May 21, 2026 from District of Central Saanich re: Request for dedicated provincial funding to support municipalities that achieve provincially mandated housing targets.
25. Letter dated May 19, 2026 from District of Saanich re: BC Local Government Climate Action Program (LGCAP) – Funding continuation.
26. Bulletin dated May 21, 2026 from Liquor and Cannabis Regulation Branch re: Risk-based screening for cannabis applicants.
27. News Release dated June 3, 2026 from Fraser Health re: Chief Medical Health Officer's report on toxic drug public health emergency.



The Corporation of the
District of Central Saanich

May 21, 2026

Honourable Christine Boyle, Minister of Housing and Municipal Affairs
Parliament Buildings Victoria, BC V8V 1X4
Via email: HMA.minister@gov.bc.ca

The Honourable Brenda Bailey, Minister of Finance
PO Box 9048 Stn Prov Govt, Victoria, BC V8W 9E2
Via email: FIN.Minister@gov.bc.ca

Dear Ministers Boyle and Bailey,

RE: Request for Dedicated Provincial Funding to Support Municipalities That Achieve Provincially Mandated Housing Targets

On behalf of the Council of the District of Central Saanich, I am writing to acknowledge the Province of British Columbia's leadership in addressing the housing crisis through the establishment of mandatory housing targets for local governments. We share the Province's commitment to increasing housing supply and supporting complete, livable communities across British Columbia.

The District of Central Saanich has proactively responded to provincial housing initiatives and requirements. Council and staff have undertaken significant planning, policy, and regulatory work to facilitate increased housing supply, including substantive housing-related land use policy changes, zoning bylaw amendments, and updates to our Official Community Plan. These actions required considerable municipal resources and reflect Council's strong commitment to meeting, and in several cases exceeding, our provincially mandated housing targets.

While Central Saanich is proud of its progress, the rapid pace and scale of housing delivery required to meet provincial targets generates corresponding growth-related pressures on municipal operations, neighbourhood livability, and community infrastructure. Increased development activity places added demands on staff capacity, traffic and transportation systems, water, sewer, stormwater, and utility infrastructure, as well as parks, recreation facilities, and other public amenities that support a high quality of life.

Local governments that demonstrate leadership and compliance with provincial housing mandates play a critical role in achieving shared provincial objectives. To that end, Council respectfully requests that the Province establish a dedicated funding stream for municipalities that have successfully implemented housing-enabling policy and regulatory changes and achieved or exceeded their housing targets. Such a program would recognize municipal leadership, incentivize continued housing creation, and ensure communities have the tools necessary to manage growth responsibly.

Specifically, the District of Central Saanich urges the Province to consider funding that may be allocated to:

- Municipal operational capacity, including staffing and systems required to manage increased development activity and service demands;
- Neighbourhood infrastructure improvements, such as traffic calming initiatives, pedestrian safety enhancements, and active transportation infrastructure;
- Civil infrastructure upgrades, including water, sewer, stormwater, and utility capacity expansions required to support additional housing; and
- Public amenities, including parks, recreation facilities, community spaces, and other infrastructure that contributes to complete, livable, and resilient neighbourhoods.

Central Saanich has demonstrated strong alignment with provincial housing objectives through timely policy implementation and regulatory reform. However, without dedicated growth-related funding, municipalities risk falling behind in delivering the infrastructure and services needed to support the very housing supply the Province seeks to accelerate.

We would welcome the opportunity to work collaboratively with the Province to further refine this approach and to share Central Saanich's experience as a community that has embraced housing reform. Council also intends to share this correspondence with the Union of British Columbia Municipalities and neighbouring local governments to support broader regional and provincial advocacy on this matter.

Thank you for your continued partnership and leadership in addressing British Columbia's housing challenges. We look forward to your consideration of this request and to ongoing collaboration to support sustainable growth and livable communities. Should you have any further questions please do not hesitate to contact our Director of Planning and Building Services, at Jarret.Matanowitsch@csaanich.ca.

Sincerely,

Mayor Ryan Windsor

cc: Union of British Columbia Municipalities (UBCM)



VIA EMAIL
May 19, 2026

The Honourable David Eby, Premier
The Honourable Adrian Dix, Minister of Energy and Climate
The Honourable Kelly Greene, Minister of Emergency Management and Climate Readiness
The Honourable Christine Boyle, Minister of Housing and Municipal Affairs
The Honourable Brenda Bailey, Minister of Finance

Email: Premier@gov.bc.ca, ECS.Minister@gov.bc.ca, EMCR.Minister@gov.bc.ca,
HMA.Minister@gov.bc.ca, FIN.Minister@gov.bc.ca

Dear Premier Eby, Minister Dix, Minister Greene, Minister Boyle, and Minister Bailey:

RE: BC Local Government Climate Action Program (LGCAP) – Funding Continuation

On May 11, 2026, Saanich Council passed the following motion:

That Council direct the Mayor to send a letter to the Province and Local MLA's, as per the draft provided, outlining the need for continued Local Government Climate Action Program (LGCAP) funding and share this letter with the Capital Regional District Board of Directors, other BC municipal elected officials and Chief Administrative Officers.

On behalf of Saanich Council, I'm respectfully requesting your consideration for the need for the Province to continue to fund the Local Government Climate Action Program (LGCAP). In February 2026, the Provincial Government released the 2026/27–2028/29 Service Plan for the Ministry of Energy and Climate Solutions. The plan does not appear to include funding for the renewal of the LGCAP. As long-standing local government partners of the Province, we are concerned that the implications of allowing this funding to lapse may not be fully understood.

For more than 15 years, the Province has provided consistent annual climate action funding to local governments, recognizing our essential role in meeting provincial greenhouse gas (GHG) reduction targets and climate adaptation goals. LGCAP and its predecessor, the Climate Action Revenue Incentive Program (CARIP), have provided a critical and reliable source of dedicated funding that enables municipalities to resource staff capacity, support community climate initiatives, deliver key GHG reduction and adaptation programs, and leverage other utility funding and provincial and federal grants. Many of these initiatives directly support the goals of the CleanBC Roadmap and the Climate Preparedness & Adaptation Strategy.

This funding arrangement and the projects and programs enabled have led to a nearly 50% reduction in Saanich's corporate GHG emissions and a nearly 20% reduction in Saanich's community-wide GHG emissions from our 2007 baseline. We have realized significant transportation mode shifts, from 17% of trips taken by transit and active transportation in 2011, to 26% today; we have seen over 2,300 Saanich households replace their fossil fuel heating systems with heat pumps to deliver efficient heating and protective cooling; we have completed

comprehensive climate risk assessments of Saanich infrastructure to ensure we are planning and investing effectively for the climate changes ahead. Provincial investments in local government action have been working, but there is more to do. Local government partners have valuable insights that should inform the next iteration of this successful program.

Municipal budgets are under significant pressure to fund core services and respond to the increasingly costly impacts of accelerating climate changes, including devastating floods, wildfires, and extreme heat. Removing dedicated Provincial climate action funding will create a shortfall that cannot be replaced without significant impacts to local taxpayers. While we appreciate the various climate-related grants currently available through the Province, these programs are competitive, time-limited, and often difficult to access due to requirements for matching funds and the staff capacity needed to prepare and manage applications and implement projects. They have also been reduced in recent years. LGCAP has been the stable foundation that allows local governments to pursue these opportunities. Without it, many municipalities will be unable to apply for competitive grants or deliver community-focused climate programming that supports provincial objectives.

Over the last three years Saanich received approximately \$1.1 million from LGCAP, which staff successfully leveraged to secure approximately **\$1.0 million in additional external grant funding** (this excludes other major grants for capital projects such as corporate building retrofits and EV charging infrastructure which are in the \$multiple millions). This has contributed to a wide range of climate programs and projects that benefit Saanich residents and community including:

- Corporate and Community Climate Risk Assessments
- Community emissions inventories
- Strata Energy Advisor Program
- Top-up incentives for EV Ready Plans and retrofits in MURBs
- Climate Plan Update
- Fleet E Bike Program
- Tillicum Green Infrastructure Project
- Energy & Carbon Emissions reporting
- Gorge Coastal Flood Adaptation Strategy
- One Planet Saanich
- School climate education programs
- Rental Apartment Retrofit Accelerator
- Zero Waste initiatives
- Oil removal policy review

Local governments are on the front lines of planning for and responding to climate impacts and have direct or indirect influence over more than half of B.C.'s GHG emissions. The Province cannot meet its CleanBC targets, achieve its climate adaptation goals and protect BC residents from the increasing impacts of climate change without strong, resourced municipal partners.

LGCAP funding is essential to ensuring that local governments can continue to deliver climate action and prepare for climate impacts at the scale required.

Despite our long-standing partnership, local governments, including Saanich, were not consulted on the decision to cease funding for LGCAP. To staff's knowledge, no local government was engaged prior to the release of the Service Plan. While several months of LGCAP funding remains from the pre-payment for the 2026/27 year, many climate actions are multi-year projects, most external grants take months or years to determine, and many local governments fund staff using LGCAP, so work is already underway to prepare for the 2027-28 year and beyond based upon continued LGCAP funding. Certainty related to consistent, continuous funding is paramount.

As we collectively work to build a stronger, more sustainable Province, Council requests that the Province confirm their commitment to consistent, continuous LGCAP funding and we look forward to further collaboration on climate action and preparedness.

Sincerely,



Dean Murdock
Mayor

cc:

Hon. Nina Krieger, MLA Victoria Swan Lake <Nina.Krieger.MLA@leg.bc.ca>
Hon. Diana Gibson, MLA Oak Bay Gordon Head <Diana.Gibson.MLA@leg.bc.ca>
Hon. Lana Popham, MLA Saanich South <Lana.Popham.MLA@leg.bc.ca>
Saanich Council <council@saanich.ca>
CRD Board of Directors <crdboard@crd.bc.ca>
All BC Municipalities

DISTRICT OF HOPE
AP Payment Listing
May 1-31, 2026

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
000235	1/5/2026	ALS CANADA LTD	3311VA735927	Apr 10/26 monthly sample-wastewater	\$321.83	\$1,710.35
			3311VA737510	Apr 15/26 water testing/sample	\$1,388.52	
000236	1/5/2026	AMAZON.COM.CA INC.	CA6ABEY7K7X	laptop cases/privacy screen/pens	\$354.79	\$689.74
			CA6ABEY9YUJ	Garage door remote	\$17.00	
			CA6ABEYA52L	HD webcam	\$41.01	
			CA6ABEYAMLA	blue tooth LED strip lights	\$54.39	
			CA6ABEY9TVB	desktop whiteboard	\$42.55	
			CA6ABEYAUN9	6 x garage door remote	\$180.00	
000237	1/5/2026	ANSER POWER SYSTEMS	25223	oil pressure sender	\$269.00	\$160,578.17
			25214	Odor control facility-Tom Berry Rd	\$160,309.17	
000238	1/5/2026	BA BLACKTOP	68000864	3.50 TO cold mix	\$517.44	\$1,193.37
			68001107	3.55 TO cold mix	\$675.93	
000239	1/5/2026	B.F.G. MANUFACTURING LTD	1241	repair flail mower	\$280.00	\$280.00
000240	1/5/2026	BROGAN FIRE AND SAFETY	30327138	8 x Fire helmets	\$4,200.00	\$4,383.00
			30327163	bag - valve mask/resuscitator-child	\$183.00	
000241	1/5/2026	FORTIN'S SUPPLY LTD.	H5120445	barchain/motor treatment	\$37.49	\$4,531.13
			H5123070	hard hat	\$40.86	
			H5123181	batteries (12 x 9V)	\$46.90	
			H5125821	spring	\$24.63	
			H5125822	return re: spring	-\$24.63	
			H5127221	hex HD cap/1/2" drive/GR8 Yellow	\$267.75	
			H5127587	Mar 9/26 freight from Hope to ALS	\$39.38	
			H5127808	PG-0200 PSI LI	\$86.33	
			H5128026	return: chain	-\$27.98	
			H5128369	fuel spin on/fuel/water separator	\$185.59	
			H5128514	Mar 19/26 freight from EMCO to Hope	\$105.00	
			H5128522	Mar 19/26 freight from Richform to Hope	\$118.13	
			H5129931	6 x soap dispenser	\$470.07	
			H5130314	clear RTV silicone	\$18.81	
			H5130410	Disp. mask 20pk	\$34.64	
			H5130417	best type 1 4-1/2	\$162.40	
			H5130522	lube-spin on	\$6.78	
			H5130703	chuck key	\$3.74	
			H5120557	refund re: repair error	-\$162.30	
			H5120567	repair edger	\$162.30	
			H5130729	chuck keys	\$10.25	
			H5130763	hydraulic spin on	\$102.95	
			H5130777	adptr 1/2F-3/4M	\$16.22	
			H5130859	batt silv. oxide	\$2.91	

DISTRICT OF HOPE
AP Payment Listing
May 1-31, 2026

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			H5130858	spacer - Honda	\$14.55	
			H5130874	peltor hardhat/mash fce.shield/hiviz ves	\$325.49	
			H5130883	nylon tie/cable ties/tape/gloves	\$388.43	
			H5131005	blue mirror len/the breakdown	\$54.31	
			H5131265	leaf blower	\$923.99	
			H5131422	hose 25'x1/4P / 50ft hose 3/8	\$239.16	
			H5131564	fittings	\$97.44	
			H5131648	shop towels/red hots-winter large	\$57.09	
			H5131664	armorall/shop towels	\$27.41	
			H5131794	aspenfuel 2cyc 5L	\$97.85	
			H5131799	tarp/22" adj. tarp	\$32.01	
			H5131939	Apr 21/26 freight fr:Anser & EMCO to Hop	\$89.25	
			H5131943	Apr 21/26 freight from EMCO to Hope	\$166.37	
			H5131947	composite digital CA	\$22.58	
			H5131963	safety vest	\$26.99	
			H5132181	hose - 50ft 3/8"	\$192.84	
			H5132218	safety/white	\$47.15	
000242	1/5/2026	CANADIAN NATIONAL RAILWAY	91836917	Apr-Jun/26 signal w & w/o gate-maintenan	\$4,728.00	\$4,728.00
000243	1/5/2026	COLUMBIA BUSINESS SYSTEMS	IN350496	Mar/26 Copier C3835i-B&W & Color copies	\$386.43	\$386.43
000244	1/5/2026	CUPE LOCAL #458	PP#8-2026	PP#8 March 30- April 12 2026	\$2,097.58	\$2,097.58
000245	1/5/2026	ECOWISE TREE CARE	0005703	remove trees/chip/remove all wood	\$3,071.25	\$16,059.75
			0005704	remove trees/chip all debris/remove wood	\$3,465.00	
			0005705	remove trees/chip all debris/remove wood	\$3,071.25	
			0005706	remove tree/chip all debris/remove wood	\$1,989.75	
			0005707	remove trees/chip debris/remove all wood	\$2,493.75	
			0005708	K/Lake Rd-chip debris from storm damage	\$1,968.75	
000246	1/5/2026	EMCO CORPORATION	805263001360	snugger rep clamp x 20	\$315.51	\$582.91
			805263001546	YHBR-04 3/4x4' FP Yard HYD	\$194.88	
			805263001575	OD tape measure	\$72.52	
000247	1/5/2026	ENVIRONMENTAL OPERATORS CERTIFICATION	161188	2026 EOCP annual dues-GLASSON S	\$203.01	\$203.01
000248	1/5/2026	EMPYRION TECHNOLOGIES INC.	208491	new device set up/laserfiche/signature	\$1,935.94	\$8,005.91
			208493	set up new user	\$131.25	
			208737	Apr/26 backup/spam filter/signature	\$4,459.30	
			208887	Apr-Dec/26 Adobe Pro-(Kristy & Aaron)	\$626.30	
			208919	PW email issue	\$32.81	
			209847	remove account/adobe issue/computrol	\$820.31	
000249	1/5/2026	F.H. BLACK & COMPANY INC.	58575	support & consult-caseware - 1.45hrs	\$525.26	\$525.26
000250	1/5/2026	FRASER VALLEY DOOR DOCTOR	20251207.1	door repair-M/Park-deposit pd in Feb/26	\$2,108.65	\$2,108.65
000251	1/5/2026	FVBS HOPE RONA	66316	halogen bulb/extension cord/silicone	\$84.71	\$1,852.23

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			67094	paint	\$42.66	
			67230	bolt/washer	\$2.15	
			67381	hex bolt return/hex bolts	\$3.52	
			67445	roller/angle brush/slf DR TEK SCR HHZ	\$66.72	
			67902	blue bucket/trowel	\$16.03	
			68050	wire brush	\$13.61	
			68056	pine sol/bleach	\$89.82	
			68076	bleach	\$2.82	
			68087	paint roller/washer/hex nut	\$15.10	
			68092	WD 40/faucet spout o-rings	\$22.44	
			68097	letter stencil set	\$11.68	
			68099	storage box/bungee cords	\$24.36	
			68144	sprinkler/hose with shut off	\$26.19	
			68204	paint/angle brush set	\$88.85	
			68229	cord polar/elec.start cord/ext cord	\$201.65	
			68251	fiskars pruner/craftsman storage tote	\$97.89	
			68279	teflon tape/electric tape/EXTN LTDY	\$27.45	
			68321	tape measure/shovel	\$68.32	
			68309	blue pail	\$2.51	
			68333	rake	\$38.09	
			68341	bolts	\$19.35	
			68342	bolts	\$21.24	
			68357	bolts	\$21.24	
			68397	PVC elbow/reducing coupling/adapter	\$73.95	
			68399	cleanout adapter/teflon tape	\$14.08	
			68413	coupling w/stop/cleanout plug/elbow	\$44.80	
			A19305	PVC reducing coupling/cleanout adapter	-\$20.84	
			68461	braided rope	\$31.23	
			68478	washer/hex nuts/adj wrench/screwdriver	\$71.45	
			68487	flapper bead chain & hook/knee pads	\$27.49	
			68491	cleanout adapter w/plug	\$23.17	
			A20258	cleanout adapter w/plug	-\$2.33	
			68518	tremclad rust paint	\$87.07	
			68522	nylon twine twisted	\$9.26	
			68534	2x12 treated lumber	\$32.26	
			68535	2x8 premium SPF	\$37.45	
			68548	tremclad rust spray paint	\$28.22	
			68599	pine sol x 18/bleach x 12	\$374.04	
			68607	mounting tape	\$12.53	

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000252	1/5/2026	FRASER VALLEY REGIONAL DISTRICT	10605	2026/2027 insurance-all sport-cost share	\$1,050.00	\$1,050.00
000253	1/5/2026	FRASER VALLEY REGIONAL LIBRARY	PSINV-001521	FVRL MEM. ASSESS. Q2 APR-JUN/26	\$113,676.50	\$113,676.50
000254	1/5/2026	GREEN SHIELD HEALTH INC.	17548	Mar-May/26 EFAP clinical services	\$872.93	\$872.93
000255	1/5/2026	HOPE BUSINESS AND DEVELOPMENT SOCIETY	2026-19	Mar/26 museum storage rental fees	\$1,365.00	\$2,730.00
			2026-20	Apr/26 museum storage rental fees	\$1,365.00	
000256	1/5/2026	LINTERRA AGGREGATES LTD	808528	3" clear crush 1MT/3/4" Road mulch 4MT	\$101.36	\$672.56
			808529	3/4" road mulch 13.2MT	\$221.76	
			808637	3/4" road mulch 5.8MT	\$97.44	
			808638	3/4" road mulch 15MT	\$252.00	
000257	1/5/2026	IDRS	143758	2026 tax notice-postage	\$4,881.87	\$4,881.87
000258	1/5/2026	JOINT FORCE TACTICAL	INV-21211	womens Apex pant-LUNDGREN A	\$126.00	\$126.00
000259	1/5/2026	KEYPLAN CONSULTING	H-2	65366 k/Lake tree removal	\$2,173.50	\$2,173.50
000260	1/5/2026	KPMG LLP T4348	8006629452	2025 YE audit-2nd progress billing	\$17,325.00	\$17,325.00
000261	1/5/2026	LORDCO AUTO PARTS	7100058379	incandescent	\$2.22	\$864.89
			7100059756	100pc socket bit set	\$92.73	
			7100059842	V belt	\$16.26	
			7100059950	raised panel combination wrench	\$76.59	
			7100059992	deep impact socket-6 point	\$55.42	
			7100060155	AW32 Hydraulic fluid/205L	\$550.58	
			7100060647	combination wrench/raised panel wrench	\$71.09	
000262	1/5/2026	MTS MAINTENANCE TRACKING SYSTEMS INC.	11946	water dist. level 1 & 2-BLAKE S	\$1,233.75	\$1,233.75
000263	1/5/2026	COASTAL MOUNTAIN FUELS	471859	Apr 16/26 1525.7L Diesel Clear	\$3,439.46	\$5,214.74
			471860	Apr 16/26 923.9L Regular Gasoline	\$1,775.28	
000264	1/5/2026	PRAETORIAN SECURITY INC.	0000025467	2026/2027 Alarm-Waterworks storage	\$273.00	\$588.00
			0000025430	2026/2027 Alarm-1205 Nelson Storage	\$315.00	
000265	1/5/2026	ROBERT HALF CANADA INC	66101428	Apr 10/26 18.25hrs-SMITH L Fin.Assist	\$1,072.14	\$1,072.14
000266	1/5/2026	UNIFIRST CANADA LTD	2605090439	Apr 9/26 Unifirst uniform & mat cleaning	\$564.37	\$1,848.58
			2605090490	Apr 9/26 Unifirst mat cleaning	\$36.50	
			2605093259	Apr 16/26 Unifirst uniform & mat cleanin	\$649.35	
			2605096256	Apr 23/26 Unifirst uniform & mat cleanin	\$561.86	
			2605096306	Apr 23/26 Unifirst mat cleaning	\$36.50	
000267	1/5/2026	SECCAN INC	PSINV3569166	Pin & stamp	\$199.08	\$199.08
000268	1/5/2026	STAPLES PROFESSIONAL	72910757	2 chairs-Corp.Services-Kristi & Jenette	\$861.26	\$1,059.42
			72980914	paper/pens/tape	\$180.79	
			73034263	monitor stand	\$17.37	
000269	1/5/2026	STANTEC CONSULTING LTD.	2101492	Apr/26 Archaeological assess-940 Water	\$7,478.25	\$7,478.25
000270	1/5/2026	TRUE CONSULTING LTD	1239-0326-511	Mar/26 -Othello Rd Improve-Site 1	\$3,008.25	\$63,883.83
			1239-0326-512	Mar/26 PCC Outfall Permanent Works	\$24,368.10	
			1239-0326-513	Mar/26 753 Water Sys./7th Ave Booster	\$14,555.63	

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			1239-0326-514	Mar/26 753 Water System Upgrade-improv	\$17,190.61	
			1239-0326-515	Mar/26 Richmond Hill Reservoir Extension	\$2,404.51	
			1239-0326-516	Mar/26 K/Lake Rd-Swallow-sanitary repair	\$2,356.73	
000271	1/5/2026	VALLEY WASTE & RECYCLING INC	0000002087	Apr/26 Transfer station services	\$479.33	\$184,661.24
			0000522637	Mar 31/26 1225 Nelson-comm.roll off	\$346.50	
			0000524709	Mar6-Apr 2/26 805 K/Lake restroom serv.	\$226.89	
			0000525062	Mar12-Apr 8/26 919 Water-restroom serv.	\$245.28	
			0000525181	Apr 9/26 1225 Nelson-comm.roll off	\$667.80	
			0000525321	Mar/26 Valley Waste services	\$179,851.15	
			0000525414	Apr 14/26 1225 Nelson-comm. roll off	\$667.80	
			0000525455	Mar 24-Apr 14/26 919 Water-restroom	\$245.28	
			0000525570	Apr 14/26 1225 Nelson-comm.roll off	\$388.76	
			0000525588	Apr 15/26 1225 Nelson-comm.roll off	\$874.65	
			0000525986	Apr 21/26 1225 Nelson-comm.roll off	\$667.80	
000272	1/5/2026	VALLEY WATER	12192377	Apr/26 Monthly hot/cold cooler rent	\$13.44	\$13.44
000273	1/5/2026	VERTEC TRANSPORT LTD	0000011127	Mar 30/26 21500 Richmond Dr-Hy-Vac	\$2,299.50	\$2,299.50
000274	1/5/2026	UNIVERSAL TRAFFIC (258) LTD	373791	4 x "School Bus Stop Ahead"	\$383.46	\$383.46
000275	1/5/2026	ALUMICHEM CANADA INC	INV27068	Wes-Floc 204kg/Alupac 1340kg tote	\$21,348.10	\$21,348.10
000276	1/5/2026	WESTERN EQUIPMENT LTD.	CWK-03273444	single chain sling	\$318.53	\$318.53
000277	1/5/2026	WFR WHOLESALE FIRE & RESCUE LTD.	INV/2026/1895	adj. spray nozzle/threaded adapt/cap/wye	\$761.78	\$761.78
418000005490	4/5/2026	BC HYDRO	418000005490	Apr/26 BC Hydro Services	\$37,974.37	\$37,974.37
Apr/26 Internet	4/5/2026	TELUS	Apr/26 Internet	Apr/26 additional internet-Wallace/Nelso	\$291.20	\$291.20
Apr/26FortisBC	4/5/2026	FORTIS BC-NATURAL GAS	April 2026	Apr/26 Fortis BC services	\$2,659.41	\$2,659.41
Apr/26Pitney	4/5/2026	PITNEY WORKS	April 2026	Mar 26/26 Postage meter fill & overage	\$2,155.25	\$2,155.25
Apr/26Shaw0584	4/5/2026	SHAW CABLESYSTEMS GP	May/26-0584	May/26 Shaw-0584 internet	\$95.20	\$95.20
Apr/26Shaw0613	4/5/2026	SHAW CABLESYSTEMS GP	Apr/26-0613	Apr/26 Shaw-0613 internet & cable	\$166.32	\$166.32
Apr/26Telus Gov	4/5/2026	TELUS	Apr/26 Gov.List	Apr/26 Tel.Gov List-office/bylaw/fire	\$22.68	\$22.68
Apr/26TelusLand	4/5/2026	TELUS	April 2026	Apr/26 Telus land line services	\$2,093.72	\$2,093.72
May/26Shaw2710	4/5/2026	SHAW CABLESYSTEMS GP	May/26-2710	May/26 Shaw-2710 internet & cable serv	\$166.32	\$166.32
May/26Shaw7681	4/5/2026	SHAW CABLESYSTEMS GP	May/26-7681	May/26 Shaw-7681 Tom Berry internet 2G	\$257.60	\$257.60
PP#9/26MPP251	4/5/2026	MUNICIPAL PENSION PLAN	PP#9-2026-251	PP#9 April 13-26 2026	\$28,454.70	\$28,454.70
PP#9/26MPP50251	4/5/2026	MUNICIPAL PENSION PLAN	PP#9-2026-50251	PP#9 April 13-26 2026	\$5,215.73	\$5,215.73
PP#9/26RP0001	4/5/2026	RECEIVER GENERAL FOR CANADA	PP#9-2026	PP#9 April 13-26 2026	\$6,857.90	\$6,857.90
PP#9/26RP0002	4/5/2026	RECEIVER GENERAL FOR CANADA	PP#9-2026	PP#9 April 13-26 2026	\$59,985.39	\$59,985.39
033365	8/5/2026	604 TRAFFIC CONTROL LTD	6263	Apr 20/26 traffic control	\$1,097.25	\$1,097.25
033366	8/5/2026	APEX COMMUNICATIONS INC.	LA001IN31442	Apex managed services-complete	\$262.50	\$525.00
			LA001IN31236	Apr 15/26 Apex Mgmnt serv.-complete	\$262.50	
033367	8/5/2026	ASCENT EMPLOYMENT LAW CORPORATION	18099	Apr 13/26 Call: employee accommodation	\$224.00	\$224.00
033368	8/5/2026	BC HYDRO CAD - 130160	51447215	2026/2027 1100 7th Ave public seat.lic.	\$525.00	\$525.00

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033369	8/5/2026	BELLINGHAM Donna	May/26 Expense	Apr 30/26 mileage-FV Corp.Officer traini	\$77.04	\$77.04
033370	8/5/2026	BREN-COR HOLDINGS LTD	900/25	BP#900/25 Municipal Deposit Refund	\$500.00	\$500.00
033371	8/5/2026	CANYON 2-WAY RADIO	INV11535	program RR channels in 9 port. radios	\$336.00	\$336.00
033372	8/5/2026	ERICA PUBLISHING INC.	29947	business cards-Finance/Bylaw/PW	\$268.80	\$1,850.24
			29949	6 x trodat custom stamps	\$806.40	
			29852	2 x cemetery maps	\$448.00	
			29966	250 business cards-VAN EYK Aaron	\$53.76	
			29984	500 building inspect. report forms	\$273.28	
033373	8/5/2026	FELLENZ Hanns	751/23	BP#751/23 Municipal Deposit Refund	\$500.00	\$500.00
033374	8/5/2026	FRASER INCLUSIVE AND SUPPORTIVE	PP#9-2026	PP#9 April 13-26 2026	\$89.00	\$89.00
033375	8/5/2026	KROPPSHOP LTD	26980	vinyl decal "779"	\$18.49	\$18.49
033376	8/5/2026	IRIDIA MEDICAL INC	26-0464	adult defib.pads/pediatric defib.pads	\$291.90	\$291.90
033377	8/5/2026	LENGAI PROPERTIES LTD	20260503	HR/CAO	\$1,575.00	\$1,575.00
033378	8/5/2026	LINDE Diane	Apr/26 Meals	Apr 16-19/26 meals - LINDE Diana	\$190.00	\$190.00
033379	8/5/2026	LOTHIAN Nolan	Apr/26 Reimburs	supplies-one touch glucose test strips	\$96.99	\$96.99
033380	8/5/2026	METAL SUPERMARKETS LANGLEY	1478940	stainless round bar 316	\$1,484.87	\$1,484.87
033381	8/5/2026	MISUMI Steven	938/26	BP#938/26 Municipal Deposit Refund	\$500.00	\$500.00
033382	8/5/2026	NIGHT VISION SECURITY LTD	1045	Apr/26 repair/restroom lockup service	\$1,177.50	\$2,479.25
			1054	Apr-May/26 alarm response/restroom lock	\$1,301.75	
033383	8/5/2026	PADGETT Ineke	May/26 Expense	May 4-6/26 CPHR conf.meals/room/parking	\$1,148.76	\$1,148.76
033384	8/5/2026	QUEST COMMUNITY CONSULTING LTD	2025-81	consulting services - team meeting	\$1,995.00	\$1,995.00
033385	8/5/2026	DECKER Diana	457432	Apr/26 Kennel Contract-overages	\$3,150.00	\$3,150.00
033386	8/5/2026	SASHA CLINICAL SERVICES	April 2026	Housing meeting/survey/organization	\$2,700.00	\$2,700.00
033387	8/5/2026	SPERLING HANSEN ASSOCIATES	26202	2026 landfill monitoring	\$6,665.42	\$6,665.42
033388	8/5/2026	SKORKA Amanda	2026 Safe.Allow	2026 safe.allow.partial-SKORKA Amanda	\$198.45	\$400.00
			Bal.2026 Safe	Bal.of 2026 safe.allow - SKORKA Amanda	\$201.55	
033389	8/5/2026	TRI-WEST GROUP ENTERPRISES LTD	6800	Mar/26 K/Lake flood repair	\$1,805.75	\$10,938.13
			6806	Apr/26 Othello Rd brush clean up	\$8,709.75	
			6836	Apr/26 Landstrom Rd-haul away stump	\$422.63	
033390	8/5/2026	XEROX CANADA LTD.	F65633742	Apr/26 Copier c8155-B&W & Color copies	\$187.94	\$254.32
			F65603101	Apr/26 Copier c7130-B&W & Colour copies	\$66.38	
23129	8/5/2026	PARKLAND CORPORATION (108)	23129	Apr 2/26 Fire Dept fuel-unit 008	\$159.10	\$159.10
May/26Shaw0613	8/5/2026	SHAW CABLESYSTEMS GP	May/26-0613	May/26 Shaw-0613 internet & cable	\$166.32	\$166.32
May/26Shaw0663	8/5/2026	SHAW CABLESYSTEMS GP	May/26-0663	May/26 Shaw-0663 internet & cable	\$239.12	\$239.12
000286	11/5/2026	COLUMBIA BUSINESS SYSTEMS	IN352855	Apr/26 Copier C3851i-B&W & Color copies	\$162.96	\$162.96
000285	11/5/2026	COMTEL INTEGRATED TECHNOLOGIES INC.	452169	May/26 Comtel phone lines services	\$512.91	\$512.91
000284	11/5/2026	COBRA ELECTRIC REGIONAL SERVICES LTD	16200	investigate intermittent hydro failures	\$1,257.38	\$1,257.38
000283	11/5/2026	CITY OF CHILLIWACK	48044531	File# 2025-51256-Digital field tech serv	\$2,875.00	\$4,312.50
			48044932	File# 2026-11748-Digital field tech serv	\$1,437.50	

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000282	11/5/2026	FORTIN'S SUPPLY LTD.	H5132129	rear leaf spring/shackle/bracket/ubolt	\$2,071.33	\$3,947.11
			H5132130	floor mat	\$129.11	
			H5132358	4-bolt flange bearing	\$73.05	
			H5132443	wedge	\$12.32	
			H5132682	Apr 27/26 freight from Hope to ALS	\$39.38	
			H5132687	pull cord/labour & supplies	\$135.04	
			H5132822	crimp hose end/fittings	\$15.61	
			H5132830	versacut chain	\$47.31	
			H5132835	bar & chassis/pipe clean brush/fuel line	\$57.01	
			H5132843	M18 combo kit DRL/IM	\$333.76	
			H5132971	carb	\$55.98	
			H5132974	air filter/spark plug/labour & supplies	\$147.36	
			H5133018	economy cutter-red	\$7.25	
			H5133019	pull cord/10W30 syn blend	\$19.95	
			H5133090	particulate cabin	\$20.11	
			H5133145	5A battery charger	\$134.08	
			H5133325	1/2x60ft double side	\$76.36	
			H5133393	hi-viz vests	\$50.07	
			H5133599	hitch pin	\$5.88	
			H5133615	choke	\$11.18	
			H5133616	trimmer line	\$5.55	
			H5133628	shop towels	\$47.18	
			H5133823	flag tape-lime/bar wrench/trim blade cln	\$141.46	
			H5133598	sprayway foam glass	\$7.66	
			H5133857	string trimmer ATTAC	\$189.82	
			H5133895	100ml 2 stroke oil	\$17.81	
			H5134023	trimmer line	\$56.19	
			H5134031	HD gear lube	\$12.13	
			H5134036	blade/31" tarp strap	\$27.17	
			000281	11/5/2026	BROGAN FIRE AND SAFETY	
000280	11/5/2026	BLACK PRESS GROUP LTD.	BPI401154	Apr 17/26 District Monthly New Page	\$1,134.47	\$1,456.66
			BPI401155	Apr 24/26 Volunteer appreciation	\$322.19	
000279	11/5/2026	ATCO STRUCTURES & LOGISTICS LTD	1160957	May/26 Office rent	\$1,011.20	\$1,011.20
000278	11/5/2026	ALS CANADA LTD	3311VA740822	Apr 24/26 Metals testing (MWR Reg.samp)	\$3,236.94	\$3,795.12
			3311VA741940	Apr 24/26 sampling	\$558.18	
000287	11/5/2026	CUPE LOCAL #458	PP#9-2026	PP#9 April 13-26 2026	\$2,308.96	\$2,308.96
000288	11/5/2026	EMCO CORPORATION	805263001737	service box brass pent. plug	\$39.79	\$39.79
000289	11/5/2026	EMPYRION TECHNOLOGIES INC.	208619	Sophos XGS equipment & 3yr licence	\$3,856.78	\$3,856.78
000290	11/5/2026	FINNING CANADA	962964673	preventative maint. & supplies	\$3,661.29	\$3,661.29

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000291	11/5/2026	FVBS HOPE RONA	68660	hose coupler/ML plug	\$19.03	\$440.76
			68549	caulk gun	\$13.61	
			68574	zinc screws/deck screws/drywall	\$65.39	
			68680	flex tape adhesive	\$16.12	
			68590	bullseye spray primer	\$35.03	
			68710	tremclad paint	\$92.38	
			68742	spray nozzle x 2	\$50.38	
			68811	door & trim paint/brush set/color tester	\$75.49	
			68826	faucet aerator-male /faucet aerator-fema	\$16.31	
			68831	storage tote/gas can	\$22.76	
			68835	mower blade	\$34.26	
000292	11/5/2026	LINTERRA AGGREGATES LTD	808838	Apr/26 15MT washed sand	\$504.00	\$749.28
			808839	Apr/26 5MT 3/4" road mulch	\$84.00	
			808840	Apr/26 9 MT 3/4" road mulch	\$161.28	
000293	11/5/2026	KPMG LLP T4348	8006662690	2025 YE Audit - 3rd progress billing	\$14,437.50	\$14,437.50
000294	11/5/2026	LACAS CONSULTANTS INC.	3206	Mar-Apr/26 Lower Coq./Glenhalla Dike	\$21,755.79	\$21,755.79
000295	11/5/2026	L. B. J. SERVICES LTD	INV/2026-0078	Apr/26 Janitorial contract services	\$5,520.07	\$5,520.07
000296	11/5/2026	LOCKSTAR LOCKSMITHS	097364	depost re: replace bottom/top pivots	\$450.00	\$670.00
			097360	service call-adjusted door hinges	\$220.00	
000297	11/5/2026	LORDCO AUTO PARTS	7100060791	chev. new logo black/grey stool	\$186.62	\$186.62
000298	11/5/2026	MTS MAINTENANCE TRACKING SYSTEMS INC.	12008	cross connection prog.admin.services	\$224.18	\$224.18
000299	11/5/2026	COASTAL MOUNTAIN FUELS	470446	new generator-first fill	\$5,594.34	\$12,503.60
			476232	Apr 30/26 1484.5L Reglular Gasoline	\$2,997.42	
			476233	Apr 30/26 1687.3L Diesel Clear	\$3,911.84	
000300	11/5/2026	ROPER GREYELL LLP	1833674	Mar/26 service re: file#2009-1	\$694.40	\$694.40
000301	11/5/2026	STAPLES PROFESSIONAL	73140830	storex wall file ltr. x 6	\$106.11	\$106.11
000302	11/5/2026	TEDCO ELECTRIC (1988) INC	0000050442	WEG W22 NEMA Prem. EFF 10HP	\$1,314.14	\$1,314.14
000303	11/5/2026	ULINE CANADA CORPORATION	18050078	adj.desk/file cabinet/room divider	\$5,338.63	\$5,338.63
000304	11/5/2026	VALLEY WASTE & RECYCLING INC	0000526397	Apr 28/26 1225 Nelson-comm.roll off	\$478.80	\$1,373.49
			0000526580	Apr 3-30/26 805 K/Lake restroom service	\$226.89	
			0000526656	Apr 30/26 1225 Nelson Ave-comm.roll off	\$667.80	
000305	11/5/2026	VALLEY WATER	12193266	May/26 monthly hot/cold cooler rent	\$13.44	\$13.44
000306	11/5/2026	ALUMICHEM CANADA INC	INV27181	AluPAC 8000 1340kg tote	\$11,376.06	\$11,376.06
000307	11/5/2026	WFR WHOLESALE FIRE & RESCUE LTD.	INV/2026/2194	Forestry hose strangler x 2	\$217.17	\$217.17
Apr/26MC0863	13/05/26	MASTERCARD - COLLABRIA	April 2026	Apr/26 Mastercard payment	\$15,313.43	\$15,313.43
033391	14/05/26	A & G FENCING	SI-10680	supply/install 6' chainlink gate w/barbw	\$1,027.46	\$1,027.46
033392	14/05/26	BETTER IMPACT INC.	001554	growth pkg/setup fees	\$2,972.55	\$2,972.55
033393	14/05/26	BODNARI Cristian	2026 Safe.Allow	2026 Safety allowance-BODNARDI Cristian	\$356.99	\$356.99
033394	14/05/26	CANYON AUTOMOTIVE LTD.	56873	commercial vehicle inspection/decal/supp	\$243.04	\$486.08

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			56919	commercial vehicle inspection/decal/supp	\$243.04	
033395	14/05/26	FRASER CANYON GLASS LTD.	35736	6mm bronze temp.x 3/6mm clear temp x 2	\$2,693.60	\$2,693.60
033396	14/05/26	EBBWATER CONSULTING INC	1005	Apr/26 Fraser-Coq Flood Management	\$14,914.99	\$14,914.99
033397	14/05/26	ERICA PUBLISHING INC.	29850	14 desk tent cards w/crew names	\$31.36	\$31.36
033398	14/05/26	FLYNN Caleigh	May/26 Expense	May 3-9/26 room/km/meals/ferry-FLYNN C	\$2,091.94	\$2,091.94
033399	14/05/26	FRASER INCLUSIVE AND SUPPORTIVE	PP#10-2026	PP#10 April 27-May 10 2026	\$87.00	\$87.00
033400	14/05/26	HICK David	May/26 Reimburs	FireSmart event supplies	\$35.32	\$35.32
033401	14/05/26	HOPE COMMUNITIES IN BLOOM	2026-01	carving repairs/supplies/paint	\$5,512.54	\$5,512.54
033402	14/05/26	KUNJUMON Jobin	May/26 Expens	lunch re: travel to Surrey-Backhoe	\$88.77	\$88.77
033403	14/05/26	LITTLE MOUNTAIN GREENHOUSES INC.	1-1854390	1 gallon Dahlia/canna lily/petunias	\$262.15	\$262.15
033404	14/05/26	MT. HOPE ELECTRIC	3213	Apr/26 Electrical contract services	\$15,147.86	\$15,147.86
033405	14/05/26	MSA FORD	219520	srtda key x 2	\$423.34	\$423.34
033406	14/05/26	NOVA PACIFIC ENVIRONMENTAL LTD	26-049	Nest survey at Coquihalla Campground	\$1,441.55	\$1,441.55
033407	14/05/26	PACIFIC RIM LABORATORIES INC.	2605011	PBDE & PAH analysis-water	\$1,475.25	\$1,475.25
033408	14/05/26	PEREZ DE LEON Salvador	May/26 Expense	May 1-3/26 mileage/meals-PEREZ DE LEON	\$743.88	\$743.88
033409	14/05/26	PCS PRE-CONSTRUCTION SERVICES	4516	May/26 mould inspection	\$367.50	\$367.50
033410	14/05/26	RECEIVER GENERAL	PP#10/26 Remit	PP#10/26 Accnt#716121654RI-LEPITRE D	\$884.78	\$884.78
033411	14/05/26	UNITED RENTALS OF CANADA INC	261540928-001	sewer camera w/200' cable	\$1,399.44	\$1,399.44
033412	14/05/26	WESTCOTT Joshua	May/26 Expense	May 3-6/26 mileage/meals-WESTCOTT J	\$507.96	\$507.96
033413	14/05/26	XEROX CANADA LTD.	F65615392	Apr/26 Copier c7130-B&W & Color copies	\$99.04	\$99.04
000308	15/05/26	AMAZON.COM.CA INC.	CA6ABEYBH34	6 x 50' LED soft light strips	\$84.61	\$237.33
			CA6ABEYBY5Q	Day planner	\$53.19	
			CA6ABEYBXZN	2 x black ink cartridge	\$135.74	
			CA678BT8Z8C	cr.-return of 3 x LED blue tooth lights	-\$54.39	
			CA6ABEYBHXF	desk organizer/pen holder	\$18.18	
000309	15/05/26	BC TRANSIT	418347	Apr/26 UMO sales	\$43.00	\$43.00
000310	15/05/26	FORTIN'S SUPPLY LTD.	H5133603	May 4/26 freight from Metal Supermarkt	\$39.38	\$1,005.78
			H5133662	6 keys - John Deere	\$21.06	
			H5134046	10lb wht/gr	\$40.03	
			H5134105	advanced harness	\$195.27	
			H5134193	May 6/26 freight from Falcon to Hope	\$39.38	
			H5134205	mowing head	\$48.33	
			H5134206	autocut 46-2	\$73.01	
			H5134210	starter handle	\$9.11	
			H5134249	311G rust release	\$34.84	
			H5134254	PG-0200 PSI LI	\$21.58	
			H5134281	Brush cutter	\$369.59	
			H5134282	sunscreen	\$30.04	
			H5134377	1/2" drive 24MM deep	\$17.91	

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			H5134490	return hitch pin	-\$15.64	
			H5134491	1/2" pull pin	\$16.77	
			H5128024	chain	\$27.98	
			H5129134	credit re: shop labour/supplies	-\$66.36	
			H5129135	correct inv 5129134	\$66.36	
			H5134042	return re: inv 5134036	-\$21.69	
			H5134755	file 6" flat/saw file	\$8.75	
			H5134952	file	\$20.25	
			H5134962	power saw file	\$29.83	
000311	15/05/26	CUPE LOCAL #458	PP#10-2026	PP#10 April 27-May 10 2026	\$2,346.79	\$2,346.79
000312	15/05/26	ECOWISE TREE CARE	0005709	campsite#27 - fallen trees	\$1,365.00	\$32,077.50
			0005710	Tree ID 158 & 159-remove/chip/clean	\$2,625.00	
			0005711	K/Lake Rd-chp debris fro storm damage	\$1,968.75	
			0005712	Tree ID 156 & 157-remove to height/chp	\$1,785.00	
			0005713	Tree ID 153-chip debris from storm damag	\$1,863.75	
			0005714	Tree ID 154-chip all debris-storm damage	\$1,653.75	
			0005715	K/Lake Rd chip all debris-storm damage	\$1,968.75	
			0005716	Site 29-fallen trees/Tree ID 559 & 557	\$2,835.00	
			0005717	Site 113/114-fallen trees/Tree ID 573	\$2,362.50	
			0005718	Tree ID 572-remove hung up hazard trees	\$1,837.50	
			0005719	clean fallen trees/chip-various sites	\$2,441.25	
			0005720	trees/sites-remove hung up hazards	\$2,730.00	
			0005721	Tree ID 144-remove to height/chip	\$2,310.00	
			0005722	Tree ID 147 remove buck up/haul	\$2,493.75	
			0005723	Tree ID 145-remove to height/chip debris	\$1,837.50	
000313	15/05/26	EMPYRION TECHNOLOGIES INC.	208455	MAR/26 THINPAD-COVID RESTART	\$4,975.49	\$11,671.91
			209294	May/15 backup/Sophos/duo/signature	\$4,399.53	
			209081	computer crash/DUO setup/email	\$1,378.13	
			209077	remove 2 people from BC One Call	\$65.63	
			209083	configure/installation/configure VPN	\$853.13	
000314	15/05/26	FVBS HOPE RONA	68941	sea soil x 10 x 32L	\$88.60	\$728.66
			68844	wasp BGON x 5	\$60.43	
			68902	mower blade	\$40.81	
			68947	sea soil 6 x 32L	\$53.15	
			68852	broom spring clip 2pk	\$7.04	
			68949	sea soil 4 x 32L	\$35.43	
			68960	carriage bolt/flat washer/hex nut	\$8.82	
			68970	16 x petunia/ 10 x GT annual	\$177.92	
			68971	cable ties/bamboo stake/sea soil	\$102.18	

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Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			68977	sunpatiens/hosta assorted	\$80.55	
			68890	drill anchor	\$4.32	
			68892	nylon anchor and screw	\$8.76	
			68994	roller cage/tray liner/painters tape/bru	\$36.51	
			69010	GT annual 1qt	\$12.07	
			69011	GT annual 1qt	\$12.07	
000315	15/05/26	HOPE BUSINESS AND DEVELOPMENT SOCIETY	2026-21	Apr-Jun/26 Adv.Hope & Bus.Dev/Storage	\$85,365.00	\$85,365.00
000316	15/05/26	LINTERRA AGGREGATES LTD	808837	turf mix 0.04 kg	\$2.24	\$273.14
			808841	turf mix 2.0 yds	\$102.90	
			808916	3/4" Road Mulch 10 MT	\$168.00	
000317	15/05/26	LACAS CONSULTANTS INC.	3208	Hope Golf Course flood restoration	\$33,913.65	\$33,913.65
000318	15/05/26	UNIFIRST CANADA LTD	260509923	Apr 30/26 Unifirst uniform & mat cleanin	\$649.35	\$1,247.71
			2605101497	May 7/26 Unifirst mat cleaning	\$36.50	
			2605101464	May 7/26 Unifirst uniform & mat cleaning	\$561.86	
000319	15/05/26	STAPLES PROFESSIONAL	73184157	5 x task chairs-finance/engineering	\$1,365.23	\$1,365.23
000320	15/05/26	STANTEC CONSULTING LTD.	2103663	Apr/26 Community Plan & Zoning Bylaw upd	\$13,624.59	\$13,624.59
000321	15/05/26	PEOPLESAFE PERSONAL SAFETY LTD	11371070526	May/26 25 worker subscription	\$150.65	\$150.65
000322	15/05/26	ULINE CANADA CORPORATION	18048567	nitrile gloves/trash liners/toilet tissu	\$4,207.35	\$4,207.35
000323	15/05/26	VALLEY WASTE & RECYCLING INC	0000002111	Apr/26 transfer station services	\$655.35	\$2,962.22
			0000526296	Apr 24/26 1225 Nelson Ave-comm.roll off	\$667.80	
			0000002069	Mar/26 Transfer station services	\$725.99	
			0000528992	May 6/26 1225 Neslon Ave-comm.roll off	\$667.80	
			0000529193	Apr 14-May 6/26 919 Water-restroom serv	\$245.28	
000324	15/05/26	VERTEC TRANSPORT LTD	0000011194	Apr 24/26 1225 Nelson-Hy-Vac service	\$1,149.75	\$1,149.75
000325	15/05/26	UNIVERSAL TRAFFIC (258) LTD	374335	barrier markers-flexible	\$528.16	\$528.16
PP#10/26MPP251	15/05/26	MUNICIPAL PENSION PLAN	PP#10-2026-251	PP#10 April 27-May 10 2026	\$28,131.39	\$28,131.39
PP#10/26MPP502	15/05/26	MUNICIPAL PENSION PLAN	PP#10-2026-5025	PP#10 April 27-May 10 2026	\$5,215.73	\$5,215.73
PP#10/26RP0001	15/05/26	RECEIVER GENERAL FOR CANADA	PP#10-2026	PP#10 April 27-May 10 2026	\$8,526.86	\$8,526.86
PP#10/26RP0002	15/05/26	RECEIVER GENERAL FOR CANADA	PP#10-2026	PP#10 April 27-May 10 2026	\$59,277.55	\$59,277.55
000326	29/05/26	DESORCY Tom	Reimburse Ferry	reimburse ferry re: FCABC Conference	\$262.00	\$262.00
000327	29/05/26	INTO THE WILD PORTRAITURE	1017	on location marketing photos	\$2,200.00	\$2,200.00
000328	29/05/26	MUNICIPAL INSURANCE ASSOCIATION OF BC	38185	Equipment breakdown-Ancillary/AD&D	\$6,633.00	\$134,464.00
			PR2025-0052	2026 MIABC Property Insurance agrmnt	\$127,831.00	
000329	29/05/26	SGS AXYS ANALYTICAL SERVICES LTD	1556865	hormones(LC-ANeg) samples	\$807.45	\$807.45
033414	29/05/26	BELL MOBILITY INC.	May 2026	May/26 Bell mobility services	\$18,334.09	\$18,334.09
033415	29/05/26	BRANDT Kevin	May/26 Reimburs	reimburse-stairclimb participation	\$220.00	\$230.00
			Medical Note	medical note-BRANDT Kevin	\$10.00	
033416	29/05/26	DESIGN-CRETE	656994	form/rebar/400 sq ft-remove gravel	\$5,565.00	\$8,715.00
			656995	pour 2 bench pads w/retaining walls	\$3,150.00	

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Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
033417	29/05/26	DENCO BUILDERS INC	315	completion of Fire Hall upgrade	\$6,532.37	\$6,532.37
033418	29/05/26	MARIO'S TOWING LTD	137950	tow from Flood Hope Rd/disposal charges	\$1,848.47	\$1,848.47
033419	29/05/26	MINISTER OF FINANCE	BNE 71407-71463	Register Judgement-62790 Flood Hope Rd	\$60.00	\$60.00
033420	29/05/26	MINISTER OF FINANCE	BNE 71725-78609	Register Judgement-272 Wallace St	\$60.00	\$60.00
033421	29/05/26	PETTY CASH	2026 4th Till	2026 4th till for tax time	\$300.00	\$300.00
033422	29/05/26	QUARMBY ENVIRONMENTAL LTD	2025-180	compliance report-toxicity test data	\$656.25	\$656.25
033423	29/05/26	DECKER Diana	0062026	Jun/26 Contract Kennel services	\$2,005.10	\$2,005.10
033424	29/05/26	SARGENT Mike	May/26 Reimburs	refreshment for staff appreciation	\$123.96	\$123.96
033425	29/05/26	SERVICEMASTER OF FRASER VALLEY	91399	roof leak	\$100.73	\$100.73
033426	29/05/26	WESTCOTT Joshua	May/26 Expnse	May 10-14/26 Train officers-meals/room/	\$2,283.24	\$2,283.24
PP#11/26MPP502	29/05/26	MUNICIPAL PENSION PLAN	PP#11-2026-5025	PP#11 May 11-24 2026	\$5,215.73	\$5,215.73
PP#11MPP251	29/05/26	MUNICIPAL PENSION PLAN	PP#11-2026-251	PP#11 May 11-24 2026	\$28,172.94	\$28,172.94
Total May 2026 Payments					\$1,511,433.73	\$1,511,433.73