



REGULAR MEETING OF COUNCIL AGENDA

Monday, March 24, 2025
to follow the 7:00 p.m. Committee of the Whole Meeting
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 March 24, 2025, 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 March 10, 2025, be adopted, as presented.

4. DELEGATIONS

(a) Honour House

Allan De Genova, President of Honour House Society, will be in attendance to share information regarding a Honour House subscription.

5. STAFF REPORTS

(a) Report dated March 19, 2025 from the Director of Finance Re: Travel & Expense Policy Amendment

(9)

Recommended Resolution:

THAT Council approves the increase to the meal allowances in the Travel Expense Policy, this 24th day of March 2025.

6. COMMITTEE REPORTS

There are no Committee Reports.

7. MAYOR AND COUNCIL REPORTS

8. PERMITS AND BYLAWS

(a) Public Notice Bylaw (14)

Recommended Resolution:

THAT *District of Hope Public Notice Bylaw No. 1590, 2025*, be adopted this 24th day of March, 2025.

(b) Application Procedures Bylaw (16)

Recommended Resolution:

THAT *District of Hope Application Procedures Bylaw No. 1595, 2025*, be adopted this 24th day of March, 2025.

(c) Fees and Charges Amendment Bylaw (21)

Recommended Resolution:

THAT *Fees and Charges Amendment Bylaw No. 1600, 2025*, be adopted this 24th day of March, 2025.

(d) Report dated March 13, 2025 from the Planner II (26) Re: Flood & Erosion Hazard Development Permit - 61705 Yale Road

Recommended Resolution:

THAT a Flood and Erosion Hazards Development Permit be approved for the property at 61705 Yale Road, for the construction of an accessory building 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 and Erosion Hazard Development Permit and required covenant documents.

(e) Report dated March 17, 2025 from the Planner II (29) Re: Development Variance Permit - 661 Maple Street

Recommended Resolution:

THAT Council direct staff to proceed with notification for a Development Variance Permit for the following *Zoning Bylaw* variances for 661 Maple Street:

- **Part 10.1.5.1 (height)** to increase the maximum height for an accessory building from 5.0 m to 6.5 m.

(f) Report dated March 17, 2025 from the Planner II (34)
Re: Temporary Use Permit - 62870 Flood Hope Road

Recommended Resolution:

THAT Council approve the preparation of an 8-month Temporary Use Permit to allow for the third-party storage of up to 48 modular building modules and the preparation of those modules at 62870 Flood Hope Road; and

FURTHER THAT Council authorize staff to proceed with public notification that a Temporary Use Permit for 62870 Flood Hope Road will be considered at a future Council meeting in accordance with District of Hope Bylaws and provincial legislation.

9. FOR INFORMATION CORRESPONDENCE

(a) For Information Correspondence (38)

Recommended Resolution:

THAT the For Information Correspondence List dated March 24, 2025, 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, April 14, 2025 at 7:00 p.m.

13. ADJOURN REGULAR COUNCIL MEETING

**MINUTES OF THE REGULAR
COUNCIL MEETING**

Monday, March 10, 2025
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

Council Members Present: Mayor Victor Smith
Councillor Scott Medlock
Councillor Pauline Newbigging
Councillor Angela Skoglund
Councillor Dusty Smith
Councillor Heather Stewin

Staff Present: John Fortoloczky, Chief Administrative Officer
Kevin Dicken, Director of Operations/Deputy CAO
Donna Bellingham, Director of Corporate Services
Mike Olson, Director of Finance
Branden Morgan, Deputy Corporate Officer
Julie Mundy, Planner III

Others Present: 7 members of the Public and 1 Media

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 March 10, 2025, 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 February 24, 2025, be adopted, as presented.
CARRIED.

4. DELEGATIONS

(a) Leq'á:mel Development Corporation

Ron Smith and Sean Wilton were in attendance to present to Council regarding the Leq'á:mel Development Corporation trucked liquid waste project. In their presentation, the following items were discussed:

- Background
 - Due to ongoing growth in the FVRD and surrounding areas, existing septage receiving and treating facilities will reach capacity and be unable to handle septage volumes
 - Historically, existing municipal facilities accepted septage from their own taxpayers as well as FVRD Areas A through H

- In 2023, municipalities began restricting access to trucked liquid waste originating from outside of their jurisdiction to conserve capacity
- Scale of the Problem
 - FVRD Areas A through H collect over 17 million gallons of liquid waste annually, not including significant contributions from construction sites, large scale infrastructure work camps, and remote locations
 - When dewatered, this translates to more than 2.5 million gallons of solid waste that must be transported outside of the region
 - Users are incurring up to triple the typical tipping fee along with added transport costs
- Solutions
 - A complete, holistic liquid waste handling system
 - Combines dewatering and drying
 - Solids recovery beneficial for other uses, including as cement kiln fuel
 - Produces very clean water
 - Creating a permanent solution capable
- Proposed Locations
 - Industrial zoned reserve land located south of the Fraser River at Lackaway IR #2
 - Strategic location that includes reducing trucking time and distances, consequently reducing greenhouse gas emissions and carbon footprint while keeping traffic away from urban areas
 - Already located in an industrial area
 - Heavy truck access and industrial traffic currently accepted
 - No residential neighbors
 - Proximity to river for treated liquid phase discharge
 - Future expansion potential as a permanent industrial site
 - Composed of a 66,000 square foot building, truck scales, septage receiving and screen, and several above-ground storage tanks
 - Papekwatchin reserve land located on the north side of the Fraser River on the inland side of the dyke
 - Proximity to solid waste transfer station
 - Minimal residential neighbours
 - Proximity to river for treated liquid phase discharge
 - Large scale agriculture in the area may reduce sensitivity to potential odor issues
 - Large area for development may be available and some discharge of liquid phase to land may be possible

Mr. Wilton advised that there is enough waste in the area for the project to be economically viable without support from taxpayers. He added that Indigenous Services Canada has provided some funding, and that other options will be looked at to ensure the project is self-funded. Council inquired as to how many jobs will be created by the project. Mr. Smith advised that up to 20 permanent full-time jobs will be created.

Council inquired as to the timeline for completion of the project. Mr. Wilton advised that they are in the process of negotiating an arrangement to receive clean water, and that if received they can bypass a relatively long permitting process. He added that the current timeline is approximately 18 months. Council inquired as to whether discussions have taken place with regards to providing the dry solids to cement kiln facilities. Mr. Wilton advised that some discussions have taken place regarding facilities accepting the dry solids.

(b) TRUE Consulting

Liam Baker, representative from TRUE Consulting, was in attendance to present to Council regarding the Integrated Transportation Master Plan (ITMP). In their presentation, the following items were discussed:

- ITMP Scope
 - Plan to support existing and future Official Community Plans
 - High level review of all District transportation infrastructure
 - Road network capacity, growth, and operations
 - Active transportation gap analysis
 - Cost estimates and infrastructure prioritization
 - Progress tracking
- ITMP Development Process
 - Data Review
 - Public Engagement and Feedback
 - Network Evaluation
 - Options and Development Analysis
 - District Review
 - Council Adoption and Implementation
- ITMP Vision
 - Empowered through sustainable and efficient transportation solutions, the ITMP envisions a future where equitable mobility enhances quality of life.
 - Hope prioritizes accessibility, safety, and environmental stewardship, creating a connected and thriving community for all. Our vision is to be a catalyst for a vibrant, accessible, and environmentally friendly urban landscape through innovative transportation planning.
- ITMP Goals
 - Enhance travel choices and diversity
 - Enhance community connectivity
 - Embrace changing technologies
 - Develop key network priorities for investment
 - Improve travel affordability
 - Improved accessibility and equity
 - Improved safety for users
 - Improved health and sustainability for the environment and users
- ITMP Targets
 - Increase the proportion of trips made by sustainable transportation by 50% by 2040
 - Provide a fully connected community through a sustainable transportation

network of walkable and bikeable infrastructure by 2040

- Existing Road Network and Capacity
 - Modeled for growth to 2038
 - Level C service capacity is considered acceptable by most municipalities
 - In general, the District's transportation network works well
 - Wallace Street, 6th Avenue, and highways see the highest levels of traffic
 - Incremental increases in traffic volume are expected
- Active Transportation and Transit
 - Primary focus given to road network resiliency
 - General lack of connectivity and infrastructure between downtown and other areas of the District
 - Focus on walkability, cycling, and trail connectivity
- Recommended Studies
 - Pedestrian Crossing Control Program
 - Intersection Safety Study
 - Wallace Street Corridor Safety Study
 - 6th Avenue Corridor Safety Study
 - Ministry of Transportation Hope Interface Needs Study
- Funding Mechanisms
 - Capital Funding
 - Development Cost Charges
 - Developer Contributions and Offsite Improvements
 - Grant Funding
 - Ministry of Transportation Cost Sharing
- Progress Tracking
 - Annual with capital plan updates for projects, developments, study updates, grants, engagement and BC Transit ridership
 - Every 6 years for traffic counts and volumes, traffic model updates, pedestrian and cyclist counts, public surveys and BC Transit Future Action Plan

Council noted the Hope Accessibility Advisory Committee will be reviewing sidewalks in the District and reporting back with recommendations for improvements that may overlap with suggested works in the ITMP. Council inquired as to whether the projects included in the report are listed in order of priority. Mr. Baker advised that there is a prioritization chart located in the appendices of the report.

Council inquired as to whether the report speaks to specific areas of the community in its recommendations. Mr. Baker advised that the recommendations in the report are high-level, and that further studies can be undertaken in areas of concern to determine a suitable solution. Council inquired as to the method used for the creation of traffic models and counting. Mr. Baker advised that the model is created using a mix of manual counting and traffic studies and reports created by the Ministry of Transportation.

5. STAFF REPORTS

**(a) Report dated March 4, 2025 from the Deputy Corporate Officer
Re: Hope Pride Committee – June 2025 Flag Raising Request**

Moved / Seconded

THAT Council approves the Hope Pride Committee request to fly the Pride Flag for the period of June 1, 2025 to June 30, 2025, 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 Hope Fire Department 25th Anniversary celebration at the Hope Legion Hall, recognizing those who have stepped up in the community to volunteer on the Fire Department.
- He attended the Flood Table Restart meeting on February 25th, noting that Ebwater Consulting is working on a budget and timeline for completion of new flood hazard mapping.
- He noted that the FVRD Intergovernmental Relations Committee is working on items to bring forward to UBCM in September.
- He attended an FVRD Hospital Board meeting, noting that Agassiz now has four doctors which has relieved pressure on other hospitals in the area.
- He attended the groundbreaking ceremony for the BC Housing supportive housing site on Seventh Avenue alongside representatives from Chawathil First Nation, BC Housing, Cedar Strong Prevention & Intervention Society, and Fraser Health.
- He attended the University of the Fraser Valley International Women's Day event in Abbotsford, noting that there were excellent speakers and that the event was well attended.
- He attended a Housing Committee meeting where they prepared an application for funding to complete a housing needs report.

Councillor Skoglund Reported:

- She wished everyone a happy belated International Women's Day.
- She attended the 2025 Grad Auction Night on March 1st, noting that it was a good event that was well attended.

Councillor Medlock Reported:

- He attended a tour of a proposed alternate access route for the Hope Ready Mix gravel pit expansion that would be located closer to the Enbridge compressor station at the top of Othello Road. He noted that it was a good opportunity to see the challenges of the route, and that Hope Ready Mix is viewing it as a viable option that they will survey and investigate.

- He attended the groundbreaking ceremony for the BC Housing supportive housing site on Seventh Avenue alongside representatives from Chawathil First Nation, BC Housing, Cedar Strong Prevention & Intervention Society, and Fraser Health. He added that he is happy to see the project reach this stage, and that the completion date is currently set for Fall 2025 with occupancy in Spring 2026.
- He attended the Hope Fire Department 25th Anniversary celebration at the Hope Legion Hall, noting that there were fourteen tables of attendees and over 704 years of combined service between them. He added that there were many donations made to the Fire Department for raffle prizes.
- He noted that Valley Waste and Recycling has released a mobile application for residents of Hope to track their collection schedules, and that residents can get more information on the District's social media and website.

Councillor Smith Reported:

- He attended the Hope Figure Skating Club Annual Skating Carnival, noting that it was well attended and decorated, and that membership is slowly climbing with 45 skaters in the club. He added that the carnival also featured skaters from the Cheam Skating Club.
- He noted that the contractor currently performing rock scaling on Richmond Hill is doing a very good job with traffic control.
- He thanked Danielle Laporte, Communication System Analysis Advisor, for her work on the District's communications, noting that members of the public have expressed appreciation for the increased messaging.

Councillor Stewin Reported:

- She attended the Hope Fire Department 25th Anniversary celebration at the Hope Legion Hall, noting that she was impressed by the generosity of the community and that it was a wonderful night of celebration and awards.
- She noted that the Hope Inclusion Project will be meeting on March 11th, and that she will distribute the minutes when they are completed.

Councillor Newbigging Reported:

- She attended the 2025 Grad Auction Night on March 1st.
- She attended the Hope Fire Department 25th Anniversary celebration at the Hope Legion Hall., noting that she received a challenge coin designed by Bonnie Graham for the Fire Department when entering.
- She attended the Hope Figure Skating Club Annual Skating Carnival, noting that the music and talent were great and that the kids had fun.
- She attended a Hope and District Chamber of Commerce meeting, noting upcoming events:
 - March 17th – St. Patrick's Day – Locals can enter into a draw to win a one-night stay in Manning Park at local businesses
 - April 26th - Earth Day – 9:30 a.m. to 2:00 p.m. in Memorial Park
 - May 10th – Shredding Day – 10:00 a.m. to 2:00 p.m. downtown free or by donation to the Spray Park fund

- August 14th to 17th – Chainsaw Carving Contest
- 100th Year of the Chamber of Commerce – Gala to be planned for the Fall

8. PERMITS AND BYLAWS

**(a) Report dated February 13, 2025 from the Planner II
Re: Development Variance Permit Application at 509 Corbett Street**

Moved / Seconded

THAT Council approves a Development Variance Permit for the following *Zoning Bylaw* variances for 509 Corbett Street:

- Part 6.12.1 to allow off-street parking spaces to be accessed directly from a highway or street.
- Part 6.16.1 allow off-street parking space along the front and rear lot lines to be within 1 m of the lot line.
- Part 12.2.5 (Setbacks) to reduce the minimum exterior lot line setback from 4.5 m to 3.0 m.
- Part 12.2.5 (Setbacks) to reduce the minimum rear lot line setback for a portion of the proposed light industrial building from 3.0 m to 1.8 m. **CARRIED.**

**(b) Report dated February 26, 2025 from the Deputy Corporate Officer
Re: *Public Notice Bylaw No. 1590, 2025***

Council inquired as to whether the public can be informed of the changes to public notice through a mailout. The Director of Corporate Services advised that staff will look into the possibility of including information in an upcoming mailout for taxes or utilities. She added that staff will endeavor to include public notices in at least one issue of the newspaper whenever possible.

Moved / Seconded

THAT *District of Hope Public Notice Bylaw No. 1590, 2025*, be read a first, second, and third time this 10th day of March, 2025. **CARRIED.**

**(c) Report dated March 3, 2025 from the Planner III
Re: *Application Procedures Bylaw No. 1595, 2025***

Moved / Seconded

THAT *District of Hope Application Procedures Bylaw No. 1595, 2025*, be read a first, second, and third time this 10th day of March, 2025. **CARRIED.**

**(d) Report dated March 5, 2025 from the Director of Finance
Re: *Fees and Charges Amendment Bylaw No. 1600, 2025***

Moved / Seconded

THAT *Fees and Charges Amendment Bylaw No. 1600, 2025*, be read a first, second, and third time this 10th day of March, 2025. **CARRIED.**

9. FOR INFORMATION CORRESPONDENCE

(a) For Information Correspondence

Moved / Seconded

THAT the For Information Correspondence List dated March 10, 2025, be received. **CARRIED.**

(b) Accounts Payable Cheque Listing – February 2025

Moved / Seconded

THAT the Accounts Payable Cheque Listing for the period of February 1-28, 2025, 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, March 24, 2025 at 7:00 p.m.

13. ADJOURN REGULAR COUNCIL MEETING

Moved / Seconded

THAT the Regular Council Meeting adjourn at 8:16 p.m. **CARRIED.**

Certified a true and correct copy of the Minutes of the Regular Meeting of Council held March 10, 2025, in Council Chambers, District of Hope, British Columbia.

Mayor

Director of Corporate Services



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: March 19, 2025

FILE: 340-20

SUBMITTED BY: Mike Olson, Director of Finance

MEETING DATE: March 24, 2025

SUBJECT: Travel Expense Policy Amendment

PURPOSE:

The purpose of this report is to review the meal expenses in the Travel Expense Policy.

RECOMMENDATION:

Recommended Resolution:

THAT Council approves the increase to the meal allowances in the Travel Expense Policy, this 24th day of March 2025.

ANALYSIS:

The Travel Expense Policy has been effective since October 24, 2016, with no revisions to the policy.

The District of Hope has maintained consistency with the Fraser Valley Regional District (FVRD) travel and expense policy on specific allowances. The rationale to maintain this symmetry in allowance was to maintain parity within the region.

The FVRD Travel and Expense Policy for 2024 had an increase in meal allowances which is different than the current travel meal allowances of the District of Hope's current policy.

The proposed increase is \$5.00 per meal. The proposed meal allowance increase would be: Breakfast \$20 to \$25, Lunch \$30 to \$35 and Dinner \$40 to \$45.

ATTACHMENTS:

Amended Travel Expense Policy

Prepared by:

Approved for submission to Council:

Original Signed by Mike Olson

Mike Olson
Director of Finance

Original Signed by Kevin Dicken

Kevin Dicken
Deputy Chief Administrative Officer

DEPARTMENT: ALL		
POLICY TITLE: Travel Expense		
Authority: Legislative: <input checked="" type="checkbox"/>	(Council)	Effective Date: October 24, 2016
Administrative: <input type="checkbox"/>		Date for Review: As Required
		Revision Date:

1.0 POLICY

The District of Hope will reimburse Council and employees for reasonable expenses incurred as a result of District business.

2.0 PURPOSE

To ensure business travel is managed in a cost effective manner by defining fair and equitable procedures and regulations for authorized business travel and expense reimbursement. Reimbursement will be paid to District of Hope Council and staff in accordance with this policy *only* where expenses are properly claimed and are deemed to be an eligible expense.

3.0 AUTHORITY

All funding for travel and related attendance at conferences, courses, seminars meetings etc. shall be identified for inclusion in the annual financial plan.

Staff travel must be authorized by the appropriate supervisor and expense claims must be approved by the appropriate supervisor prior to submission for reimbursement

Chief Administrative Officer (CAO) or Acting CAO travel must be authorized by the Mayor or Acting Mayor and expense claims must be approved by the Mayor or Acting Mayor and all Directors’ travel must be authorized by the CAO or Acting CAO and expense claims must be approved by the CAO or Acting CAO.

All expense claims must be approved by the Director of Finance.

4.0 TRAVEL, TRANSPORTATION AND MILEAGE

When making travel plans, Council, Directors and Staff are expected to utilize the most cost effective method of travel considering time, convenience and safety.

- 4.1 The use of personal vehicles will be reimbursed at the current Canada Revenue Agency rate per kilometer.
- 4.2 The maximum mileage claim for long distance automobile travel shall be equivalent to the cost of fully refundable economy airfare available at the time of booking other travel arrangements.

- 4.3 All other travel costs related to transportation and mileage, including but not limited to parking, transit passes, taxi fares and bridge tolls shall be reimbursed at actual cost and must be supported by original receipts in order to be eligible for reimbursement.
- 4.4 Any mileage claimed under this Policy must include the following information:
 - Date of travel
 - Each location travelled to
 - Distance travelled
 - Purpose of travel
- 4.5 When travelling outside of Hope by District owned or leased vehicles any out of pocket expenses incurred, including gas, oil, repairs and towing costs may be claimed supported by original receipts.
- 4.6 Vehicle rentals will be reimbursed for compact, economical cars unless three (3) or more persons are travelling together, in which case a larger non-luxury vehicle will be permitted. When renting a vehicle it is up to the traveler to ensure insurance coverage is adequate.
- 4.7 All air travel should be booked far enough in advance to receive the lowest excursion or economy fare available.
- 4.8 Employees who travel on scheduled days off or beyond normal working hours will not be paid overtime or receive equivalent time off.

5.0 ACCOMMODATION

- 5.1 Accommodation is reimbursed at cost and requires that original receipts be submitted.
- 5.2 Reimbursement for overnight stay will be at the conference rate if staying at a hotel where the conference rates have been obtained by the organization hosting the event, or at the government rate if lodging has been obtained elsewhere.
- 5.3 If a Council member or employee upgrades their accommodation, the difference between the original room rate and the upgraded room rate will be borne by the Council member or employee.
- 5.4 Any fees for enhanced parking services such as valet parking will be the responsibility of the traveler.
- 5.5 Council members or employees making private arrangements for accommodation with friends or relatives may claim up to \$50.00 per night without the submission of receipts.

6.0 MEALS AND INCIDENTAL EXPENSES

- 6.1 For each travel day or portion thereof while on District of Hope business, requiring an overnight stay, a meal allowance and incidentals expense may be claimed in lieu of providing receipts as follows:

Breakfast	\$20.00 \$25.00
Lunch	\$30.00 \$35.00
Dinner	\$40.00 \$45.00

- 6.2 Where meals are included in a workshop, conference or similar event, no amount may be claimed for meals, gratuities or other personal supplies or services.
- 6.3 If paying for meals using a corporate credit card, the original, detailed receipt is required for all meal expenditures as well as the credit card stub showing the gratuity paid. Gratuities are not to exceed 15% of the cost of the meal.
- 6.4 Even where supported by receipts, meals must not exceed allowances outlined in 6.1.

7.0 OTHER EXPENSES

- 7.1 Council and employees may incur expenses other than provided for under this policy for hospitality purposes.
- 7.2 All claims for expenses incurred under section 7.1 must be submitted with written explanation on the receipts, including names of guest and purpose of the meeting.
- 7.3 Spousal or partner travel will not be compensated for by the District unless the traveler is visually impaired or physically handicapped and requires personal assistance to travel on District business. Prior approval is required. The spouse or partner will be entitled to claim for the same expenses and allowances as the Council member or employee.
- 7.4 The District may prepay a registration fee or some other expense on behalf of a spouse or travel partner, provided that the District will be reimbursed for this expense within 14 calendar days of return from travel. The spouse or travel partner must also reimburse the District for any non-attendance by the spouse or travel partner.
- 7.5 Other unavoidable or extraordinary expenses incurred that are not covered in this policy may be considered for reimbursement on an individual basis (receipt may be required). Payment for these types of expenses will be considered individually and will not create a precedent for future activities.

8.0 INELIGIBLE EXPENSES FOR REIMBURSEMENT (Not an Exhaustive List)

- Motor vehicle infractions
- In-room movies, mini-bar charges or personal services
- Alcoholic beverages
- Parking tickets, fines or towing charges
- Vehicle damages
- Cost for participation in optional recreation and social activities if not included in the conference registration fee
- Costs for spouse/partner programs

9.0 REIMBURSEMENT PROCEDURE

- 9.1 All submissions for expense reimbursement must be accompanied by original receipts with the exception of those outlined in section 6.1 and for mileage.

Travel Expense Policy

- 9.2 All expense claim form submissions must be signed by the appropriate supervisor and must also be signed by the Director of Finance before reimbursement.
- 9.3 Where a receipt was lost, or could not be obtained, the Director of Finance may reimburse that person if the person submitting the claim accompanies the request for reimbursement with a signed declaration that the expense under this policy and that the amount claimed is the actual cost of the expense
- 9.4 Travel expense claims must be submitted monthly at a minimum.
- 9.5 No claim will be processed and reimbursed if it submitted more than six (6) months from the date of travel terminated.

10.0 ADVANCE PAYMENT

- 10.1 A person who anticipates incurring expenditures or expenses payable under this policy may apply to the Director of Finance for an advance expense allowance for anticipated expenses if approved by the appropriate supervisor. Advances for expenses other than airfare and conference registration charges will not be paid more than one (1) week prior to the travel commencement date.
- 10.2 Any part of the advance payment that is not covered by a travel expense form and by receipts submitted to the Director of Finance must be repaid to the Director of Finance within two (2) weeks of completion of travel.
- 10.3 No advance payment will be made to any person who has an outstanding advance payment that has not been repaid as required by section 10.2.



DISTRICT OF HOPE

BYLAW NO. 1590

A Bylaw to provide alternative means for public notice.

WHEREAS the *Community Charter and Local Government Act* require local governments to provide advance public notice on certain matters of public interest to facilitate opportunity for public participation in local government decision-maker;

AND WHEREAS Section 94(2) of the *Community Charter* authorizes that Council may, by bylaw, provide for alternative means of publishing a public notice for such matters;

AND WHEREAS Council has considered the principles for effective public notice that include reliability, suitability, and accessibility as prescribed in the *Public Notice Regulation 52/2022*;

NOW THEREFORE the Council of the District of Hope, in open meeting assembled, enacts as follows:

1. CITATION

- a. This bylaw may be cited for all purposes as the ***“District of Hope Public Notice Bylaw No. 1590, 2025”***.

2. METHODS OF PUBLIC NOTICE

- a. The means of publication for public notice requirements under the *Community Charter and Local Government Act* must be given by the following methods:
 - i. by publishing the complete notice in a local weekly newspaper for a minimum of one week;
 - ii. by posting the complete notice on the District’s website;
 - iii. by posting the complete notice on the District’s official social media sites; and
 - iv. by posting the complete notice on the notice board in the front foyer of District Hall.

3. ADDITIONAL NOTES

- a. If publication in a local weekly newspaper is not practicable to meet the requirements of section 2(a)(i), the notice may be given by fulfilling all other requirements under section 2(a).
- b. A public notice that is published in accordance with section 2 must be published at least seven days before the matter for which notice is required unless otherwise specified in the *Community Charter, Local Government Act*, or another Act.

- c. The public notice requirements in this bylaw are minimum requirements and do not prevent the District of Hope from providing additional published notice as may be deemed appropriate.

Read a first, second, and third time this 10th day of March, 2025

Adopted this XX day of XXXX, 2025

Mayor

Director of Corporate Services



DISTRICT OF HOPE

BYLAW NO. 1595

A bylaw to set out the application and public hearing/information meeting procedures.

The Council of the District of Hope, in open meeting assembled, enacts as follows:

1. **CITATION**

- a. This bylaw may be cited for all purposes as the ***“District of Hope Application Procedures Bylaw No. 1595, 2025”***.

2. **APPLICATION**

This bylaw shall apply to:

- a) Amendments to a/an:
 - i.) Official Community Plan;
 - ii.) Zoning Bylaw.
- b) The issuance of and amendments to a:
 - i.) Development Permit;
 - ii.) Development Variance Permit;
 - iii.) Temporary Use Permit.
- c) Highway Closures

3. **DEFINITIONS**

“District” means the District of Hope.

“Owner” means the registered owner(s) of property or the representative(s) authorized by the owner in writing.

“Public Notice Place” means the bulletin board in the foyer of the District of Hope Municipal Office, located at 325 Wallace Street, Hope, BC.

4. **ZONING/OFFICIAL COMMUNITY PLAN BYLAW AMENDMENT APPLICATIONS**

- a) All applications for an amendment shall:
 - i.) be submitted on the prescribed form;
 - ii.) include the application fee in the amount set out in the District’s current *Fees and Charges Bylaw*, as amended from time to time;
 - iii.) be referred to Council with a staff report and recommendation.
- b) If the staff recommendation is to refuse the application, the Owner shall be notified, and advised of:

- i.) the reason(s) for the recommendation; and
 - ii.) the procedure if the applicant wishes to address Council as a delegation.
- c) The Council may, upon receipt of an application, proceed with an amendment bylaw or reject the application.

5. PUBLIC INFORMATION MEETINGS

The District, at its discretion, may require the applicant to hold a public information meeting and notification requirements will be at the discretion of District staff. The applicant will be responsible for costs arising from the required notification and/or venue.

6. PUBLIC HEARINGS

Where a Public Hearing is held for a Zoning Bylaw amendment, Official Community Plan Bylaw amendment, or Highway Closure Bylaw, the following procedures shall apply:

- a) A Public Hearing will be held after first reading of the bylaw and before third reading;
- b) A notice of Public Hearing will be issued pursuant to the requirements of the *Community Charter and Local Government Act*;
- c) Where the bylaw alters a permitted use or density, the notice shall:
 - i.) be mailed or otherwise delivered, at least 10 days prior to the Public Hearing, to the owner(s) and tenant(s) in occupation of parcels directly affected by the bylaw and of all parcels, any part of which is within 50 metres of the area subject to the amendment;
 - ii.) be subject to an increased mailout radius at the discretion of District staff;
 - iii.) include, where applicable, a sketch showing the area that is the subject of the bylaw, including the name(s) of adjoining roads;
 - iv.) subsection (c) does not apply if 10 or more parcels owned by 10 or more owners are the subject of the bylaw amendment.
- d) At a Public Hearing all persons who believe that their interests are affected by the proposed bylaw(s), shall be afforded a reasonable opportunity to be heard or to present written submissions respecting matters contained in the subject bylaw(s).
- e) A record of each Public Hearing containing a summary of the nature of the representations made at the hearing, respecting the bylaw(s), shall be prepared and maintained as a public record and, following receipt by Council, be certified as being fair and accurate by the Corporate Officer.
- f) A Public Hearing may be adjourned and no further notice of the hearing is necessary if the time and place for the resumption of the hearing is stated to those present at the time the hearing is adjourned.

- g) After the Public Hearing, Council may, without further notice of hearing:
 - i.) adopt or defeat the bylaw; or
 - ii.) alter and then adopt the bylaw, provided that the amendment does not alter the permitted use, increase the density, or without the owner's consent, decrease the density of any area from that originally specified in the bylaw.
- h) Should a Zoning Amendment Bylaw, Official Community Plan Amendment Bylaw, or Highway Closure Bylaw not proceed through adoption within one year of the date of Public Hearing for that bylaw, the application may either be cancelled or resubmitted to Public Hearing.

7. NOTIFICATION SIGN

- a) A notification sign shall be required for every Public Hearing unless this requirement is waived by Council resolution. A notification sign shall not be required when a Public Hearing is waived or prohibited.

The following shall apply to notification signs:

- i.) a sign advising of the proposed amendment shall be posted no less than 7 days prior to the Public Hearing date on the subject lands. Signs must be fully visible from the highway on which the lands front;
- ii.) signs shall be to the standard set out in the Sign Notification Guidelines;
- iii.) if the subject lands are more than 1 hectare in area, additional signs may be required, at the District's discretion, to provide adequate exposure to travelled public highways;
- iv.) the owner must provide the District with written notification, including a photo that the sign has been posted in accordance with the provisions of this bylaw;
- v.) if, after posting on the subject lands, the sign(s) is destroyed, vandalized, damaged or stolen, the Public Hearing process will not be affected;
- vi.) the sign(s) shall be removed within 5 days after conclusion of the Public Hearing; and
- vii.) signs required under this bylaw shall not require a sign permit, however, all costs associated with the manufacture, installation and removal, and third-party liability insurance, shall be the responsibility of the Owner.

8. **PERMITS**

- a) All applications for a permit shall:
 - i.) be submitted on the prescribed form;
 - ii.) include the application fee in the amount set out in the District's current *Fees and Charges Bylaw*, as amended from time to time; and
 - iii.) unless delegated to staff, be referred to Council with a staff report and recommendation.
- b) Council may, upon receipt of the report and recommendation:
 - i.) authorize the issuance of the proposed permit;
 - ii.) authorize the issuance of the proposed permit as amended by the Council; or
 - iii.) refuse to authorize the issuance of the proposed permit.
- c) Where a Development Permit or Development Variance Permit is issued, it shall be filed at the Land Titles Office.

9. **NOTICE REQUIREMENTS – PERMIT APPLICATIONS**

- a) Prior to passing a resolution to issue a Development Variance Permit, a Development Permit that involves a variance, or a Temporary Use Permit, Council shall give notice pursuant to the requirements of the *Community Charter and Local Government Act*.

The notice shall:

- i.) be mailed or otherwise delivered, at least 10 days prior to adoption of the resolution to issue the permit, to the owner(s) and tenant(s) in occupation of parcels directly affect by the permit and of all parcels, any part of which is within 50 metres of the area subject to the permit;
 - ii.) be subject to an increased mailout radius at the discretion of District staff;
 - iii.) include, where applicable, a sketch showing the area that is the subject of the permit, including the name(s) of adjoining roads.
- b) In the case of a Temporary Industrial or Commercial Use Permit, be published at least 3 days and not more than 14 days before the adoption of the resolution to issue the permit.

10. **RE-APPLICATION**

Subject to the provisions of the *Council Procedure Bylaw*, where a bylaw amendment or a permit application has been considered by Council and denied, reapplication for the same amendment or permit shall not be considered within 12 months immediately following the date of such denial, unless by an affirmative vote of at least 2/3 of the Council members the time period is varied or waived.

11. REPEAL

THAT *Application Procedures and Public Hearing/Information Meeting Procedural Bylaw No. 13/93* and all amendments thereto, are hereby repealed in their entirety.

12. SEVERABILITY

If any section, subsection, sentence, clause or phrase in this bylaw is for any reason held to be invalid by a decision of any court or competent jurisdiction, the decision shall not affect the validity of the remaining portion of this bylaw.

Read a first, second, and third time this 10th day of March, 2025.

Adopted this XX day of XXXX, 2025.

Mayor

Director of Corporate Services



BYLAW NO. 1600

A bylaw to amend Fees and Charges Bylaw 1363

WHEREAS the Council of the District of Hope has determined to amend “Fees and Charges Bylaw No. 1363, 2015”; amend fees and charges for Administrative Service Fees and Charges, Water User Fees, Water, Sewer, and Service Connection Fees and Other Charges, Sewer Fees and Solid Waste Management Fees;

NOW THEREFORE the Council of the District of Hope, in open meeting assembled, enacts as follows:

CITATION

1. This bylaw may be cited for all purposes as “***Fees and Charges Amendment Bylaw No. 1600, 2025***”.

ENACTMENT

2. That Schedule “A” – Administrative Service Fees and Charges, attached to and forming part of “*Fees and Charges Bylaw No. 1363, 2015*”, be **deleted** and **replaced** with Schedule “A” attached to and forming part of “*Fees and Charges Amendment Bylaw No. 1600, 2025*”.
3. That Schedule “L” – Solid Waste Collection and Disposal Fees, attached to and forming part of “*Fees and Charges Bylaw No. 1363, 2015*”, be **deleted** and **replaced** with Schedule “L” attached to and forming part of “*Fees and Charges Amendment Bylaw No. 1600, 2025*”.

READ A FIRST, SECOND & THIRD TIME this 10th day of March, 2025.

ADOPTED this XX day of XXXXX, 2025.

Mayor

Director of Corporate Services

SCHEDULE “A” – Administrative Service Fees and Charges

Applicable taxes will be added to all the following fees and charges		
1.	Business Licence Report	\$110.00
2.	Cheques Rejected by Financial Institution	\$25.00
3.	Hard Copies of Bylaws listed below	
	a) Current Official Community Plan Bylaw and Map	\$75.00 including maps
	b) Current Zoning Bylaw and Blueprint Maps	\$75.00 including maps
	c) Wall size and blue print maps/plans (greater than 2' x 3')	\$30.00 (B & W) \$50.00 (colour)
	d) Small maps/plans (2' x 3' or less but greater than 11" x 17")	\$20.00 (B & W) \$35.00 (colour)
	e) Current Subdivision Bylaw	\$125.00
4.	List of Electors: As provided under Section 62 of the <i>Local Government Act</i> , except where a candidate at an election is entitled to one free copy	\$35.00 or per selected pages
5.	Minutes of Council Proceedings	\$0.30 per page
6.	Pre-Authorized Payments Rejected by Financial Institution	\$25.00
7.	Real Estate Board Property Tax Information	\$35.00
8.	Reproduction of Tax Demand or Utility Account Notice	\$10.00
9.	Tax Certificate (ordered through the municipal office)	\$125.00
	Tax Certificate (ordered through BC Online. Additional BC Online service fees may apply)	\$25.00
10.	Property Tax Listing (for mortgage company)	\$10.00 per folio
11.	Misc. Fees	
	a) Photocopies: single or double sided (8.5" x 11" and 8.5" x 14")	\$0.30 per page (B & W) \$0.35 per page (colour)
	b) Photocopies: single or double sided (11" x 17")	\$0.50 per page (B & W) \$0.55 per page (colour)
	c) Faxes Sent within B.C.	\$3.00 first page, \$0.50 per additional pages
	d) Faxes Sent Outside B.C.	\$5.00 first page, \$1.00 per additional pages
	e) Receipt of Faxes	\$1.00 per page
12.	Administering Oaths, taking an affidavit	\$20.00
13.	Signing papers for Pension purposes. Exemption: No charge for residents of Hope and residents of Electoral Areas A, B, C & D.	\$20.00

SCHEDULE “A” – Administrative Service Fees and Charges - continued

14.	Community Use of District-owned Facilities Fees:	
	a) District owned facility bookings for organizations receiving funding from the District	No Charge
	b) District owned facility bookings for organizations not receiving funding from the District (profit and not-for-profit)	\$26.00 per hour. Each sequential hour is an additional \$3.00.
	c) District owned facility equipment bookings	\$7.00 - no charge for organizations receiving funding from the District or other government agencies
15.	Administration Charge	20% up to a maximum of \$2,500.00
16.	Release of Judgment on Title	\$35.00, plus Administration Charge and current LTSA fee(s)
17.	Lapel Pin	\$2.00
18.	District of Hope Municipal Flag	\$325.00 each

SCHEDULE “L” – Hope Solid Waste Management Fees

Residential Solid Waste							
Collection of each container of garbage, recycling, organics/green waste, and glass – per dwelling unit		\$396.00 per dwelling unit/year					
Additional Collection Cart – any stream (includes collection)		\$16.50/cart/month					
Additional Glass Receptacle (includes collection)		\$3.25/month					
Service level change		\$36.00/per occurrence					
Bear Latch Replacement		\$60.00/latch					
Commercial Solid Waste							
Collection of each cart of garbage, recycling, organics/green waste		\$28/cart/month					
Commercial Bag Service		\$56.00 per month					
•Garbage - 5 standard bags or cans, maximum 80 litre or 20 kg each		\$ 13.00 per week					
•Extra bag charge		\$3.50 per bag					
•Recycling - 5 standard blue bags or clear bags.		No Charge					
Garbage: Garbage Bins: Commercial, Industrial, Multi-Tenant Customers							
		Per Monthly Rate					
Extra Tip	Bin Size (Yard)	Monthly Pick Up	Every Other Week	Weekly Pick Up	Twice Weekly Pick Up	Three Times Weekly Pick Ups	
\$56	2	\$79	\$95	\$142	\$290	\$433	
\$68	3	\$90	\$121	\$200	\$401	\$601	
\$79	4	\$100	\$142	\$248	\$496	\$744	
\$100	6	\$116	\$200	\$359	\$723	\$1,076	
\$127	8	\$158	\$237	\$443	\$886	\$1,329	
				FEES			
6 Yd Garbage Compact Bin				\$264.00 per tip			
Note: Short Term 4 Yard Delivery \$79 Dump \$111 Removal \$79 Short Term 6 Yard Delivery \$79 Dump \$137 Removal \$79							
27 yard self contained roll off compactor Haul \$211 Disposal \$153							

* for all yard bins - maximum weight per bin is 75 kg per yard, per lift. Excess weight shall be charged at a rate of \$153 per MT (or 0.153 per KG). The service provider may meet with the commercial customer to increase service level or change container size, to mitigate future charges.

** for specialty bins (e.g. lock bars, etc..) additional one-time charges will apply

SCHEDULE “L” – Hope Solid Waste Management Fees - continued

Recycle Bins: Commercial, Industrial, Multi-Tenant Customers							Note: Any container contaminated will be dumped as garbage and charged as a garbage extra as per list
		Per Monthly Rate					
Extra Tip	Bin Size (Yard)	Monthly Monthly Pick Up	Every Other Week	Weekly Pick Up	Twice Weekly Pick Up	Thrice Weekly Pick Ups	
\$56	2	\$68	\$90	\$132	\$269	\$401	
\$68	3	\$79	\$106	\$158	\$317	\$475	
\$79	4	\$90	\$121	\$179	\$359	\$538	
\$90	6	\$106	\$158	\$248	\$496	\$744	
\$100	8	\$132	\$200	\$317	\$622	\$939	

Additional Charges (Garbage & Recycle)	FEES
Initial delivery of each front load	\$39.00
1 time delivery of each front load	\$39.00
Removal of each front load	\$39.00
Supply of lock	\$27.00

**** for specialty bins (e.g. lock bars, etc..) additional one time charges will apply - lockbars including exchange of bins is \$260 + the cost of the lock. Lockbars only available for 3 and 4 yard bins.**

Roll Off's (includes delivery/removal/return/disposal)	FEES
Flat Roll Off – 12 Yd	\$506.00
Flat Roll Off – 20 Yd	\$617.00
Flat Roll Off – 30 Yd	\$728.00
Flat Roll Off – 40 Yd	\$844.00
Rental monthly per container	\$280.00

*** Maximum weight per container is as follows: 12 yard - max tonnage is 1 MT; 20 yard is 3MT; 30 yard is 3MT; 40 yard is 4MT. Any tonnage in excess of the noted maximums would be charged at \$153 per MT. This does not include compactor rates.**

Transfer Station – Self Haul:	FEES
Minimum Fee for all Waste Categories	\$10.00
Sorted Refuse	\$115.00/1,000 Kg
Unsorted Refuse	\$175.00/1,000 Kg
Green Waste (trees, stumps, branches & brush only) Not Bagged	\$75.00/1,000 Kg
Clean Construction Wood Waste	\$100.00/1,000 Kg
Drywall (with paperwork)	\$145.00/1,000 Kg
Tires (No Rims) maximum 20 inch	\$20.00/tire
Mattresses, Box Springs	\$20.00 each
Commercial Refuse Roll-off Containers	\$175.00/1,000kg



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: March 13, 2025

FILE: LDP 10/25 – DP

SUBMITTED BY: Christian Parr, Planner II

MEETING DATE: March 24, 2025

SUBJECT: Flood & Erosion Hazard Development Permit – 61705 Yale Road

PURPOSE:

To obtain Council approval to issue a Development Permit for a 118.9 m² accessory building at 61705 Yale Road.

RECOMMENDATION:

THAT a Flood and Erosion Hazards Development Permit be approved for the property at 61705 Yale Road, for the construction of an accessory building 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 and Erosion Hazard Development Permit and required covenant documents.

BACKGROUND:

Owner:	Sergei and Olga Huber
Agent:	Tony Rahnborn, Kellton Construction
Civic Address:	61705 Yale Road
PID Number:	012-382-582
OCP Designation:	Rural and Agricultural
DPA:	Flood and Erosion Hazard
Zoning:	Agricultural (AG-1)
Lot Area:	1.6 ha (3.9 acres)

ANALYSIS:

Proposal

The applicant is proposing to establish a 118.9 m² accessory building on the subject property. The accessory building will be one storey and features three garage doors.

The property is subject to the Flood and Erosion Hazards Development Permit Area as set out in *District of Hope Official Community Plan Bylaw No. 1378, 2016*.

Flood and Erosion Development Permit Area (DPA)

The property is mapped as being within the Fraser River floodplain (Moderate to High Risk) as well as within the Fraser River flood setback line. The DPA states no new development shall be permitted unless determined safe of the intended use in a site-specific report prepared by a Qualified Professional and that a save harmless covenant is required.

Once a report satisfactory to the District of Hope has been obtained, the property owner will be required to place a save harmless covenant on the property title that acknowledges potential flood risk and any identified mitigation. The Development Permit will expire two years after issuance.

Official Community Plan

The OCP designation for the property is Rural and Agricultural. This designation allows for the proposed accessory building provided it can be constructed in a way that adheres to the development permit area requirements.

Budget Implications

None. The applicant has paid the required application fees.

Attachments:

- Location Map

Prepared by:

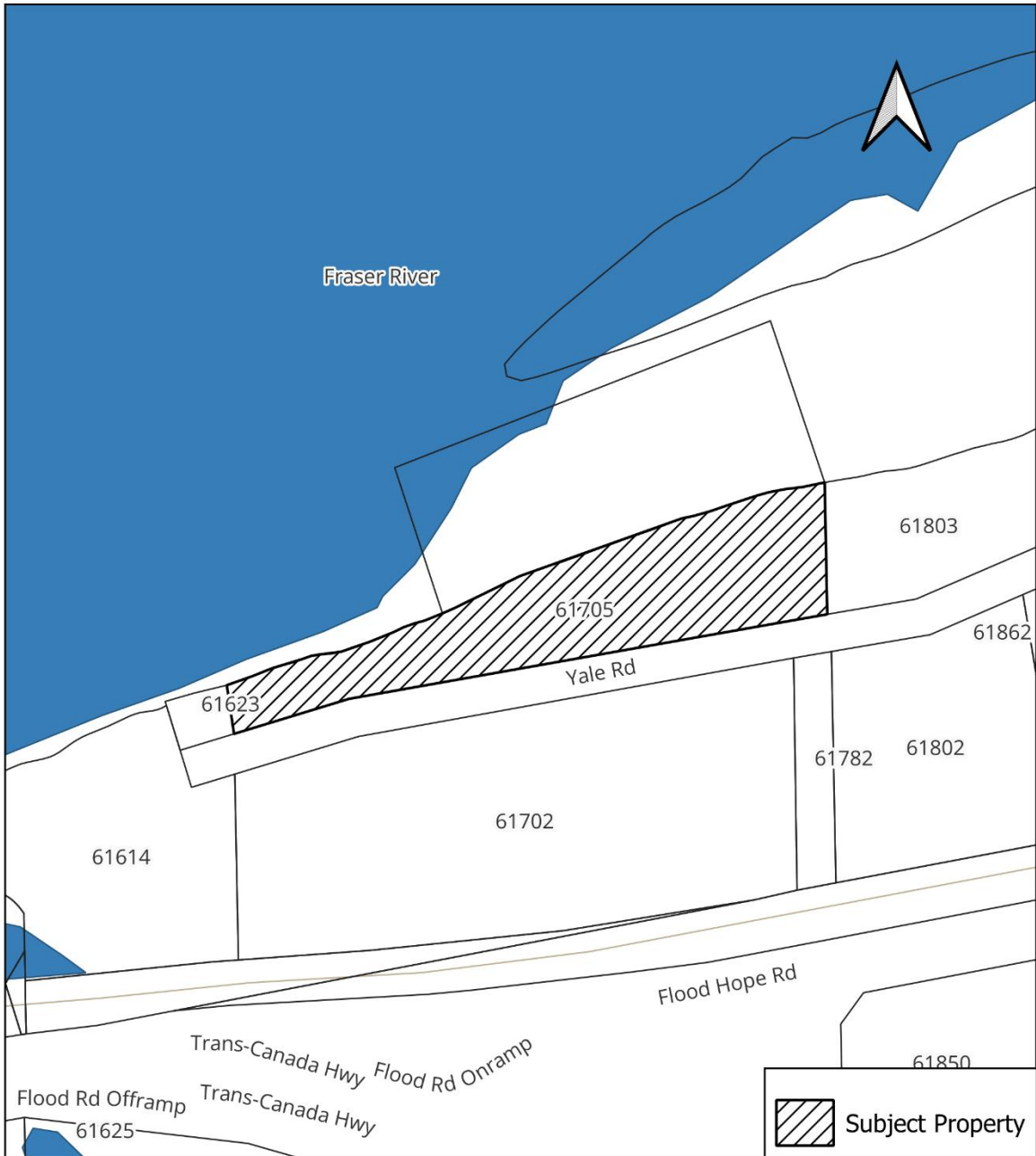
Approved for submission to Council:

Original Signed by Christian Parr
Planner II

Original Signed by Kevin Dicken
Deputy Chief Administrative Officer

Location Map – 61705 Yale Road

Location Map



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: March 17, 2025

FILE: LDP 09/25- DVP

SUBMITTED BY: Christian Parr, Planner II

MEETING DATE: March 24, 2025

SUBJECT: Development Variance Permit Application at 661 Maple Street

PURPOSE:

To obtain Council authorization to proceed with public notification for a Development Variance Permit (DVP) for 661 Maple Street to increase the maximum height of an accessory building.

RECOMMENDATION:

THAT Council direct staff to proceed with notification for a Development Variance Permit for the following *Zoning Bylaw* variances for 661 Maple Street:

- **Part 10.1.5.1 (height)** to increase the maximum height for an accessory building from 5.0 m to 6.5 m.

BACKGROUND

Owner/Agent:	Warren and Paula Gardner
Civic Address:	661 Maple Street
PID Number:	024-829-111
OCP Designation:	Urban/Suburban Residential
DPA:	None.
Zoning:	Small-Scale Multi-Unit Housing (RS-1)
Lot Area:	1,420 m ² (15,2856 ft ²)

ANALYSIS:

Proposal

The applicant is proposing to establish a 219.4 m² accessory building at 661 Maple Street in the rear corner of the subject property. The building is proposed to be used for RV and classic car storage and will replace three existing shop buildings on the subject property. An additional driveway onto Maple Street is proposed as part of this development.

To facilitate the proposed development, the applicant has requested a Zoning Bylaw variance to increase the maximum RS-1 zone accessory building height from 5.0 m to 6.5 m.

The applicant has noted the additional height is necessary to accommodate an RV, vehicle hoist, and tall racking for car parts and that the proposed building is only for personal not commercial use.

Rationale

Staff recommend Council direct staff to proceed with notification for the requested variances.

Notification

All property owners within 30 metres of the property will be notified of the requested variance in accordance with District of Hope *Application Procedures & Public Hearing/Information Meeting Procedural Bylaw No. 13/93*.

Other Requirements

If Council approves the variance, the applicant must receive a Development Permit for form and character and a building permit before beginning construction.

Budget Implications

None. The applicant has paid the required fees.

Attachments:

- Location Map
- Site plan
- Elevation

Prepared by:

Approved for submission to Council:

Original Signed by Christian Parr
Planner II

Original Signed by Kevin Dicken
Deputy Chief Administrative Officer

Location Map



Site Plan

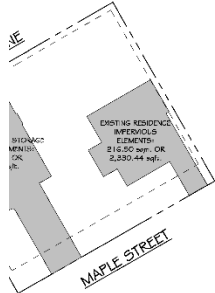
15,823.50 sqft.

7%
4%

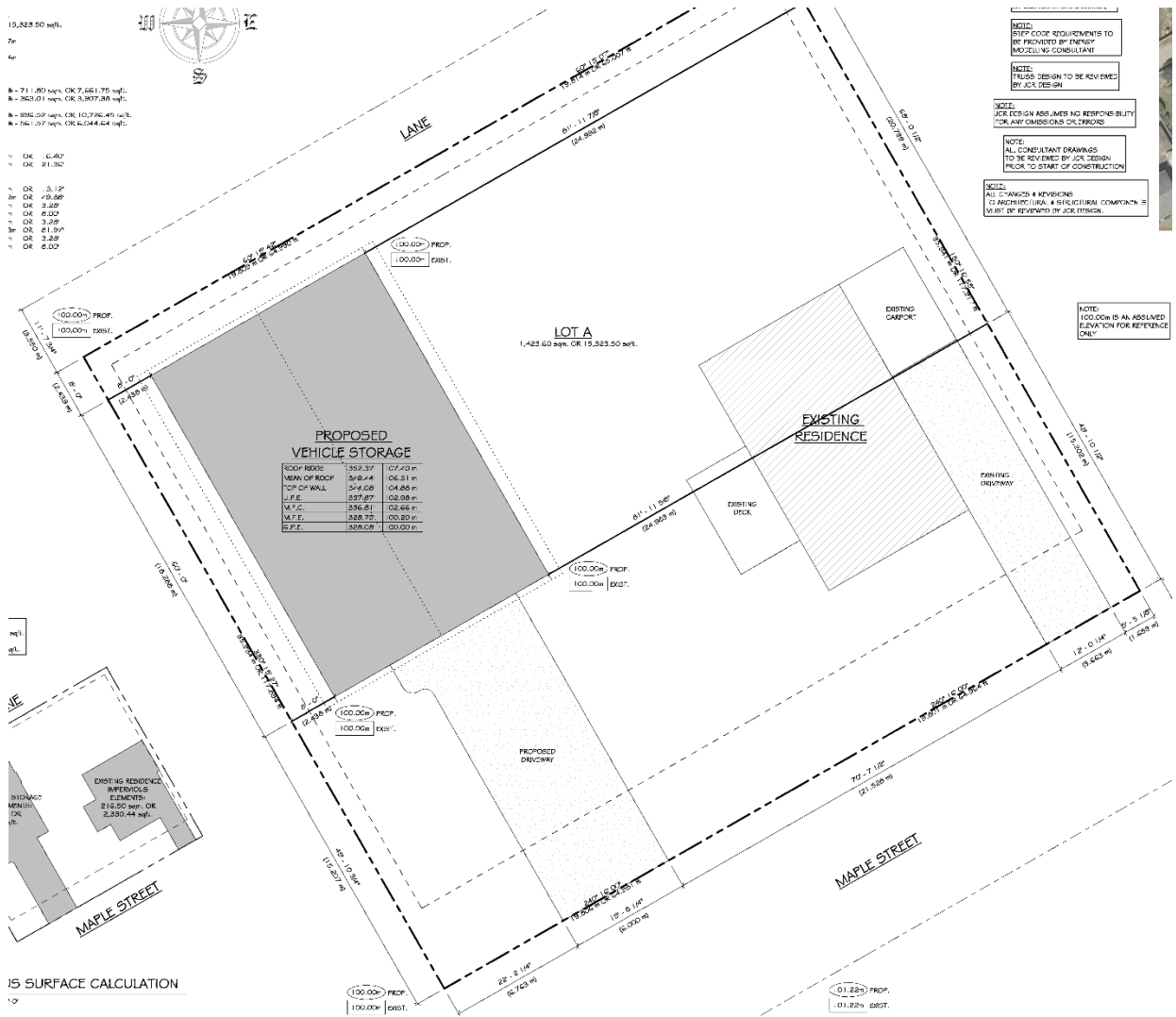
8 - 711.00 sqm, OK 7,661.75 sqft.
 A - 2623.01 sqm, OK 2,807.86 sqft.
 B - 1826.59 sqm, OK 19,786.45 sqft.
 C - 1611.27 sqm, OK 1,744.64 sqft.

- 1. DR 6.302
- 2. DR 21.192
- 3. DR 5.122
- 4. DR 19.082
- 5. DR 3.222
- 6. DR 6.222
- 7. DR 3.222
- 8. DR 21.192
- 9. DR 3.222
- 10. DR 6.002

15%
10%



15% SURFACE CALCULATION

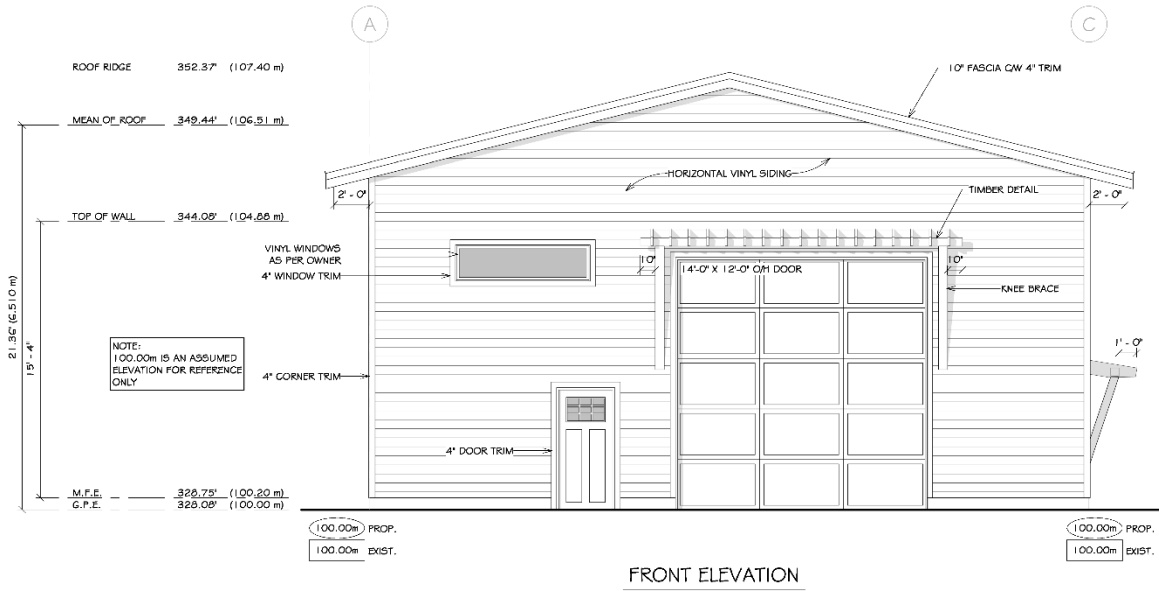


PROPOSED VEHICLE STORAGE	
ROOF EDGE	332.37 07.42 m
MEAN OF ROOF	340.44 08.51 m
TOP OF WALL	349.08 09.80 m
L.F.F.E.	357.97 09.80 m
M.T.C.	356.61 08.66 m
M.U.F.E.	328.75 08.80 m
R.F.C.	300.00 07.93 m

- NOTE:**
 STAFF COOP REQUIREMENTS TO BE PROVIDED BY ENERGY MODELLING CONSULTANT.
- NOTE:**
 FINISH DESIGN TO BE REVIEWED BY JCR DESIGN.
- NOTE:**
 JCR DESIGN ASSUMES NO RESPONSIBILITY FOR ANY OVERSIGHT OR ERROR.
- NOTE:**
 ALL CONSULTANT DRAWINGS TO BE REVIEWED BY JCR DESIGN PRIOR TO START OF CONSTRUCTION.
- NOTE:**
 ALL CHANGES & REVISIONS TO BE REVIEWED BY JCR DESIGN ARCHITECTURAL & STRUCTURAL COMPONENTS MUST BE REVIEWED BY JCR DESIGN.

NOTE:
 100.00m IS AN ASSUMED ELEVATION FOR REFERENCE ONLY.

Elevation Plan





DISTRICT OF HOPE

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: March 17, 2025

FILE: LDP 13/24

SUBMITTED BY: Christian Parr, Planner II

MEETING DATE: March 24, 2025

SUBJECT: Temporary Use Permit – 62870 Flood Hope Road

PURPOSE:

To obtain Council authorization to proceed with public notification for the renewal of a Temporary Use Permit (TUP) at 62780 Flood Hope Road. The TUP is to allow the storage of up to 48 modular building modules and preparation of those modules for installation for up to eight months.

RECOMMENDATION:

THAT Council approve the preparation of an 8-month Temporary Use Permit to allow for the third-party storage of up to 48 modular building modules and the preparation of those modules at 62870 Flood Hope Road; and

FURTHER THAT Council authorize staff to proceed with public notification that a Temporary Use Permit for 62870 Flood Hope Road will be considered at a future Council meeting in accordance with District of Hope Bylaws and provincial legislation.

BACKGROUND:

Owner/Agent:	Gord Liske, G+M Liske Developments Ltd.
Civic Address:	62870 Flood Hope Road
PID Number:	014-249-663
OCP Designation:	Highway Commercial
Zoning:	Rural (RU-1)
Lot Area:	4.4 ha (10.9 acres)

ANALYSIS:

Application History

A three-year Temporary Use Permit was issued to the property owner in December 2021 to allow pipeline related uses of:

- Storage of equipment and construction material,
- Stowing of four Modular Storage Units, and
- Placement of two construction offices.

This permit was amended in February 2023 to add additional temporary uses of:

- Placement of a 5000 square foot temporary shelter, and
- Placement of a recreational vehicle for security purposes.

While the property owner had applied for an extension of the TUP in 2024, the use of the site by Trans-Mountain was discontinued so there was no need for the TUP to be renewed and the application was put on hold.

Proposal

The property owner has applied for a new TUP to allow the temporary storage of up to 48 modular building modules as well as the preparation of these modules on the portion of the subject property previously graded for Trans-Mountain. These modules are to be installed at the new BC Housing supportive housing and shelter project at 1275 7th Avenue.

This temporary use has been requested until August 2025; however, staff recommend extending the expiry until the end of 2025 to provide additional flexibility.

The applicant has noted that the site will have 24/7 security camera monitoring as well as on-site garbage and porta washrooms.

Rationale

The current Rural (RU-1) Zone of the property allows for gravel and rock sorting, screening and crushing and the primary processing of forestry products, it does not allow for third party storage of modular buildings. The TUP allows for a broader range of uses on the property.

Zoning Bylaw – Section 5.3.1 of Zoning Bylaw 1324, 2012 states:

A Temporary Use Permit may be issued by resolution by the Council of the District in any Rural, Commercial, Industrial, Residential or Public Use and Institutional Zone subject to the following provisions:

- a) Written documentation from the applicant including the rationale for the temporary use permit, a site plan, and illustrative material about the proposed temporary use.
- b) Documentation that the proposed land use cannot be accommodated on a parcel suitably zoned or could only be undertaken with considerable hardship.
- c) Notification by the applicant to all residents and property owners within 200 metres of the location of the proposed temporary use permit.

- d) Removal of the temporary use no later than 3 years from the date the permit is issued.
- e) Restoration of the parcel to a condition similar to surrounding parcels following the termination of the temporary use.
- f) Residential zone lands must be .809 hectares (2 acres) or greater.

Staff support the TUP application for 62870 Floor Hope Road as the proposed use is extremely short-term in nature and utilizes existing graded lands on the subject property.

Notification

Notification will be placed in the Hope Standard newspaper and mailed to residents within 200 metres of the subject property. This notification will meet requirements set out in the District of Hope Zoning Bylaw, Application Procedures & Public Hearing Information Meeting Procedural Bylaw, and the *Local Government Act*.

Attachments

- 1. Location Map

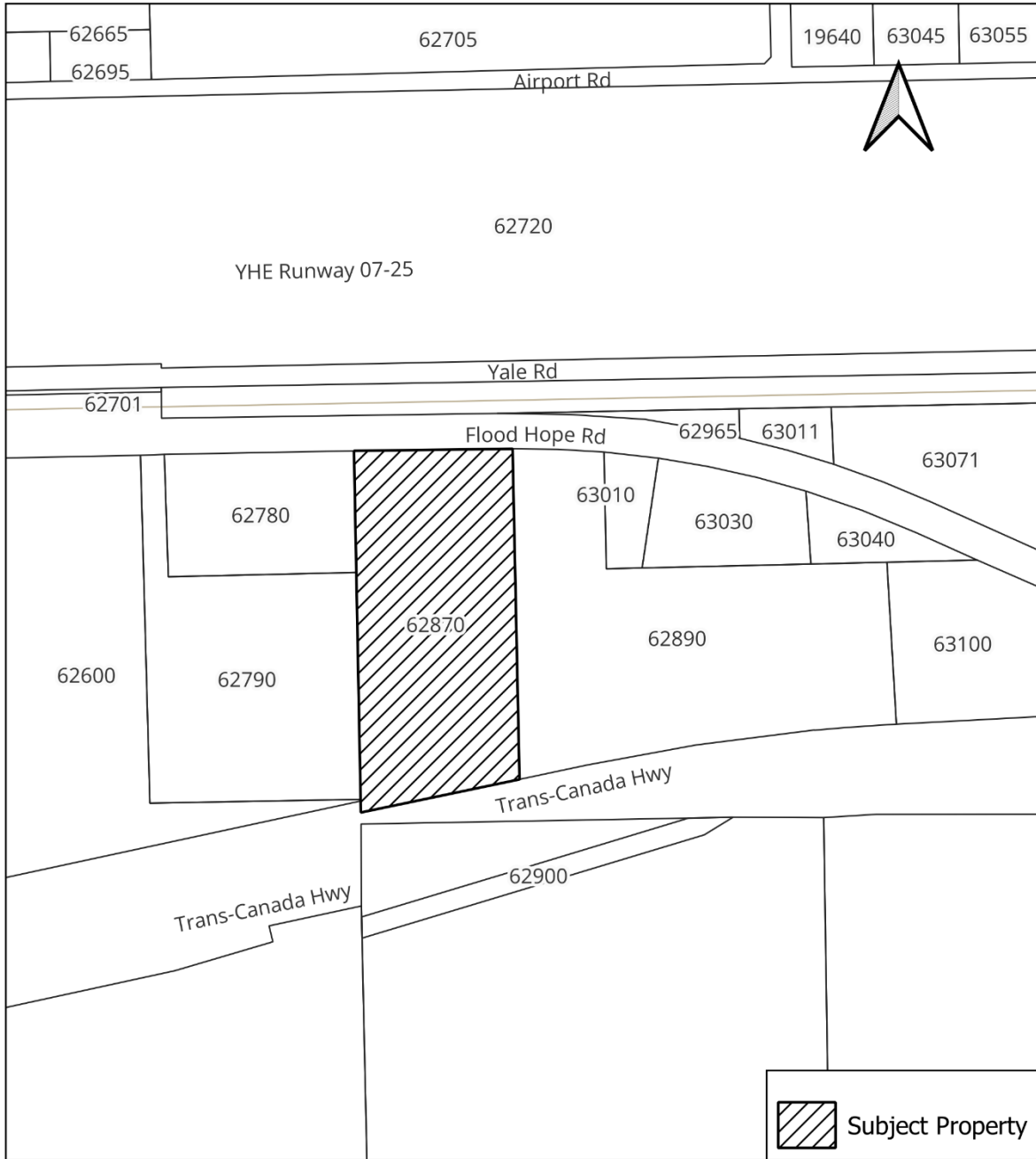
Prepared by:

Approved for submission to Council:

Original Signed by Christian Parr
Planner II

Original Signed by Kevin Dicken
Deputy Chief Administrative Officer

Location Map



1. Letter dated March 3, 2025 from the Hope Community Garden re: 2025 Community Forest Revenue Sharing Grant.
2. Letter dated March 6, 2025 from MLA Tony Luck re: urgent Concerns Regarding Illegal Fill Dumping at 21209 Landstrom Road, Hope, BC.
3. Letter dated March 7, 2025 from the Union of BC Municipalities re: 2024 CEPF: Emergency Operations Centres and Training – *EOC Communication and Operations Equipment*.
4. News Release dated March 6, 2025 from the Office of the Premier re: Premier announces new measures to defend B.C. from Trump tariffs.
5. News Release dated March 7, 2025 from the Ministry of Public Safety and Solicitor General and the BC Coroners Service re: deaths of unhoused British Columbians rose sharply in 2023.
6. Information Bulletin dated March 10, 2025 from the Ministry of Housing and Municipal Affairs re: adaptable-dwelling, seismic provisions take effect March 10.
7. News Release dated March 11, 2025 from the Ministry of Health re: British Columbia is taking action to attract doctors, nurses from U.S.
8. Information Bulletin dated March 12, 2025 from the Ministry of Transportation and Transit re: river debris removal completed in Red Bridge fire cleanup.
9. News Release dated March 12, 2025 from the Ministry of Housing, Infrastructure and Communities and the B.C. Ministry of Housing and Municipal Affairs re: tent support for survivors of gender-based violence in British Columbia.
10. News Release dated March 12, 2025 from the Ministry of Health re: B.C. improving care for people with mental-health, substance-use challenges.
11. News Release dated March 13, 2025 from the Office of the Premier and the Ministry of Attorney General re: new tools allow B.C. to rapidly respond to U.S. tariffs.
12. News Release dated March 13, 2025 from the Intergovernmental Relations Secretariat and Francophone Affairs re: Journée de la francophonie highlights access to justice in French.
13. News Release dated March 14, 2025 from the Ministry of Emergency Management and Climate Readiness re: new supports will strengthen community firefighting capacity.
14. Information Bulletin dated March 14, 2025 from the Ministry of Public Safety and Solicitor General and the BC Coroners Service re: BC Coroners Service shares January 2025 unregulated drug toxicity data.
15. News Release dated March 17, 2025 from Fraser Health re: warning about the health risks associated with unauthorized Ayurvedic medicine.
16. Statement dated March 14, 2025 from the Office of the Premier re: Premier's statement on carbon tax increase.

17. News Release dated March 17, 2025 from the Ministry of Housing and Municipal Affairs re: nearly 230 transition housing spaces open for women, children leaving violence.
18. Information Bulletin dated March 17, 2025 from the Ministry of Indigenous Relations & Reconciliation and Ministry of Water, Land and Resource Stewardship re: information sessions provide overview of Shishalh Nation – BC Foundation Agreement Renewal, Shishalh swiya Dock Management Plan updates.
19. New Release dated March 17, 2025 from the Ministry of Energy & Climate Solutions re: new direction ensures affordable, stable electricity rates.
20. Traffic Advisory dated March 18, 2025 from the Ministry of Transportation & Transit re: Highway 1 will close in Fraser Canyon for construction at Tank Hill.
21. News Release dated March 19, 2025 from the Ministry of Housing & Municipal Affairs re: Provincial secondary-suite pilot program update.