



REGULAR MEETING OF COUNCIL AGENDA

Monday, January 27, 2025 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 January 27, 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 January 13, 2025, be adopted, as presented.

4. DELEGATIONS

(a) Cedar Strong Prevention & Intervention Society

(8)

Gerry Dyble will be in attendance to present to Council regarding the Cedar Strong Prevention & Intervention Society branding background and new identity.

5. STAFF REPORTS

- (a) **Report dated December 18, 2024 from the Fire Chief** (24)
Re: Fire Department Paid-On-Call Rates Policy Amendment

Recommended Resolution:

THAT the Fire Department Paid-on-Call Rates Policy be adopted, as amended, this 27th day of January 2025.

- (b) **Report dated January 2, 2025 from the Fire Chief** (27)
Re: 2025 UBCM Community Emergency Preparedness Fund

Recommended Resolution:

THAT Council supports the District of Hope application to the 2025 UBCM Community Emergency Preparedness Fund for grant funding up to the amount of \$40,000 to improve the efficiency of the District of Hope Emergency Support Services through the provision of equipment required for training and implementation of a new District of Hope Emergency Support Services Activation Plan; and

FURTHER THAT Council commit the District of Hope to provide overall grant management.

- (c) **Report dated January 22, 2025 from the Fire Smart Coordinator/Assistant Chief**(44)
Re: FireSmart Program Update

Recommended Resolution:

THAT Council supports the allocation-based grant application to UBCM's Community Resiliency Investment Program – 2025/2026 FireSmart Community Funding with a resolution indicating support for the current proposed activities, and willingness to provide overall grant management; and

FURTHER THAT Council receives this report for information regarding the current status of the Hope FireSmart program.

- (d) **Report dated January 22, 2025 from the Planner III** (48)
Re: Mines Act Permit Referral – Hope Ready Mix – Quarry Expansion

Recommended Resolution:

THAT Council endorse the staff comments on the proposed expansion of the Hope Ready Mix sand and gravel quarry and direct staff to respond to Front Counter BC referral 175692297 – 005.

6. COMMITTEE REPORTS

There are no Committee Reports.

7. MAYOR AND COUNCIL REPORTS

- (a) **Letter Regarding the Hope Ready Mix Sand and Gravel Quarry** (54)

Recommended Resolution:

THAT Council issue a letter to Hope Ready Mix and the Ministry of Energy, Mines, and Low Carbon Innovation including feedback and recommendations regarding the proposed sand and gravel quarry expansion.

8. PERMITS AND BYLAWS

- (a) **Report dated January 15, 2025 from the Planner II** (56)
Re: Geotechnical Hazard Development Permit Application at 21636 and 21696 Thacker Mountain Road

Recommended Resolution:

THAT a Geotechnical Hazard Development Permit be approved for the construction of one triplex building on each of 21636 and 21696 Thacker Mountain 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.

- (b) **Report dated January 6, 2025 from the Planner II** (59)
Re: Development Variance Permit Application at 477 Hudson Bay Street

Recommended Resolution:

THAT Council considers approving a Development Variance Permit for the following *Zoning Bylaw* variances for a long-term care facility at 477 Hudson Bay Street:

- **Part 6.12.1** to allow off-street parking spaces to be accessed directly from a highway or street.
- **Part 13.2.5.1 (Setbacks)** to reduce the minimum rear lot line setback from 6.0 m to 4.5 m.

9. FOR INFORMATION CORRESPONDENCE

- (a) **For Information Correspondence** (66)

Recommended Resolution:

THAT the For Information Correspondence List dated January 27, 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, February 10, 2025 at 7:00 p.m.

13. ADJOURN REGULAR COUNCIL MEETING

MINUTES OF THE REGULAR COUNCIL MEETING

Monday, January 13, 2025
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

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

Council Members Absent: Councillor Zachary Wells

Staff Present: John Fortoloczky, Chief Administrative Officer
Donna Bellingham, Director of Corporate Services
Mike Olson, Director of Finance
Robin Beukens, Director of Community Development
Branden Morgan, Deputy Corporate Officer

Others Present: 7 members of the public and 1 media

1. CALL TO ORDER

Mayor Smith called the meeting to order at 7:02 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 January 13, 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 December 9, 2024, be adopted, as presented. **CARRIED.**

(b) Public Hearing

Moved / Seconded

THAT the Record of the Public Hearing held December 9, 2024, be received. **CARRIED.**

4. DELEGATIONS

There were no Delegations.

5. STAFF REPORTS

- (a) **Report dated January 3, 2025 from the Planner III**
Re: Official Community Plan and Zoning Bylaw Update – Update

Moved / Seconded

THAT Council receive for information the staff report outlining the project scope and work plan for the District of Hope Official Community Plan and Zoning Bylaw update project. **CARRIED.**

- (b) **Report dated January 7, 2025 from the Director of Finance**
Re: Cascade Lower Canyon Community Forest (CLCCF) Grant

Council requested clarification regarding how it is determined which requests include remuneration, noting that this consideration was mentioned in the Fraser Valley Mountain Bikers Association (FVMBA) request but not in others that included payments to individuals. The Director of Finance advised that the other requests included an honorarium and a payment to a contractor, while the FVMBA request specified that the funds will be distributed to a member of the organization.

Moved / Seconded

THAT Council authorizes a disbursement of \$51,840 from the Cascade Lower Canyon Community Forest Grant, as follows:

• <u>Mount Hope Senior Citizens Housing Society</u>	\$15,000
• <u>Hope Community Services</u>	\$12,000
• <u>Canyon Golden Age Society</u>	\$10,570
• <u>Fraser Valley Mountain Bikers Association</u>	\$5,550
• <u>Hope Community Garden</u>	\$5,320
• <u>EmpowerED Support Services Society</u>	\$1,000
• <u>Hope Mountain Centre for Outdoor Learning</u>	\$950
• <u>Hope and District Arts Council</u>	\$950
• <u>District of Hope Ratepayers Association</u>	\$500
	CARRIED.

- (c) **Report dated January 8, 2025 from the Deputy Corporate Officer**
Re: Deaccession of Museum Artifacts – January 8, 2025

Council noted that they received an inquiry from a member of the public expressing interest in an item included in the deaccession list. The CAO advised that Council could approve the remainder of the deaccession list, excluding the item in question, and a process can be established through which future requests for items can be received.

Moved / Seconded

THAT Council authorize Hope Business and Development Society (A.K.A. AdvantageHOPE) to deaccession the items listed in the attached January 8, 2025 – Hope Museum Artifacts for Deaccession, as amended, to exclude item “005.15.1 a-b”, a First Blood Part II movie cutout. **CARRIED.**

6. COMMITTEE REPORTS

There were no Committee Reports.

7. MAYOR AND COUNCIL REPORTS

(a) Business License Discount Extension

Council noted that they have received inquiries from the public regarding the business license discount date of December 15th not being extended during the Canada Post strike, which resulted in many businesses not receiving their renewal notices. The Director of Corporate Services advised that in the future, should another incident occur that disrupts the renewal process, Council may pass a resolution to extend the deadline beyond what the bylaw states without needing a bylaw amendment.

Council inquired as to what the cost associated with retroactively implementing an extended discount deadline for the 2025 business licenses. The Director of Finance advised that most of the cost comes from the staff time required to process the refunds. He noted that this cost would total \$100-150 per transaction, and that an estimated 150 refunds would need to be processed.

Council suggested that should something like this occur again, that staff consider bringing this before Council for review.

(b) Bud Gardner 90th Birthday

Mayor Smith advised that he would like to place a carved wooden bench, at a cost of \$1,000, to celebrate Bud Gardner's 90th birthday. He added that the bench would commemorate his time as Councillor from 1969 to 1978 and Mayor from 1978 to 1996 and be placed in a location where it can be seen and enjoyed by everyone. Council inquired as to whether the \$1,000 for the bench can be allocated to the Council Contingency Fund. The Director of Finance advised that this allocation can be made by a resolution of Council.

Moved / Seconded

THAT Council allocate \$1,000 from the Council Contingency Fund for the placement of a bench to celebrate the 90th birthday of Bud Gardner. **CARRIED.**

(c) Kettle Valley Road Gravel Pit

Council noted that an application has been submitted to the Ministry of Mining and Critical Minerals by Hope Ready Mix to expand their operations at the gravel pit located on Kettle Valley Road. Discussion ensued, during which the following topics were noted:

- The application is in the public question period, with a 154-page information package available to be picked up from the Hope Library
- The proposed expansion will increase the size of the quarry to approximately 48 hectares
- The current permit allows for 3,300 trucks a year, or 12 to 13 trucks daily with work occurring Monday to Friday with work performed on Saturday as needed
- Significantly more activity occurred during the 2021 Atmospheric River Event and during pipeline construction that caused damage to District infrastructure
- Traffic studies performed as part of the application show that the intention is to have access occur off Othello Road beginning in November 2026

- Council would like to see First Nations Consultation performed, access through Kettle Valley Road gated and restricted to service and emergency vehicles, and the issue of enforcement handled by the province
- Until the new permit is approved, the operations must follow the current restrictions
- The need to support the residents of Hope and minimize the impact of the expanded operations
- Supporting Hope Ready Mix to allow them to operate but in a responsible way

Council inquired as to how the District can determine whether their concerns have been addressed. The CAO advised that follow-up can be done through FrontCounter BC by staff. Council inquired as to whether the new access route through Othello Road will exit at the highway or through Kawkawa Lake. The CAO noted that the intent is to exit through the highway similar to Blue Triton trucks.

The CAO advised that a letter could be drafted to be approved at the January 27th Council meeting so that it can be sent to the Province and Hope Ready Mix before the submission deadline.

Mayor Smith Reported:

- He attended the grand opening of the Hope Bottle Depot, noting that representatives from Return-It advised that they will provide more information on new return products coming in 2025. He added that the District will assist in getting these messages out to residents.
- He attended the Hope Housing Committee meeting where they discussed housing needs and how to connect with the community.
- He took part in a tour with Fraser-Nicola MLA Tony Luck and his assistant Coralee Delwo at the Park Street Manor and Fraser Canyon Hospital, noting that Council is proud of the hospital and the service it provides.
- He introduced a draft letter to the Attorney General of BC regarding Prolific Criminal Activity and the Justice System and asked that Council support its issuance.

Moved / Seconded

THAT Council issue a letter to the Attorney General of BC regarding Prolific Criminal Activity and the Justice System. **CARRIED.**

Councillor Skoglund Reported:

- She wished everyone a Happy New Year.
- She attended the Hope RCMP Open House on December 11th, noting that she had the opportunity to connect with RCMP staff and community members.

Councillor Medlock Reported:

- He wished everyone a Happy New Year.
- He thanked Councillor Smith for attending the Station House Committee meeting on December 19th in his place, and CAO John Fortoloczky for his efforts in moving the project forward. He noted that it will be some time before the building is moved into its final position, but the details are being worked out.

- He noted that he would like the topic of offering museum items that are being deaccessioned to be on the January 27, 2025, Council agenda.

Councillor Stewin Reported:

- She wished everyone a Happy New Year.
- She noted that she will be attending a Hope Inclusion Project meeting on January 14th and added that she will circulate the minutes once they are received.

Councillor Newbigging Reported:

- She wished everyone a Happy New Year.
- She attended the Polar Bear Swim on January 1st at Kawkawa Lake, noting that it was well attended and thanked Hope Search and Rescue for attending to monitor the event.
- She announced that the Kingpin Lounge will have a Robbie Burns night on January 25th beginning at 5:30 p.m. She added that tickets will cost \$35.00 with proceeds going to the Coquihalla Elementary School Library.

Councillor Smith Reported:

- He noted that he has been in contact with an individual who is performing radon testing in the District at no cost. He added that the testing will provide a report including mitigation options if required, and that he will provide the link to staff to post on social media.

8. PERMITS AND BYLAWS

(a) District of Hope 2025-2029 Financial Plan Bylaw No. 1594, 2024

Moved / Seconded

THAT *District of Hope 2025-2029 Financial Plan Bylaw No. 1594, 2024*, be adopted this 13th day of January, 2025. **CARRIED.**

(b) Report dated January 3, 2025 from the Planner II

Re: Development Variance Permit Application at 477 Hudson Bay Street

Moved / Seconded

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

- Part 6.12.1 to allow off-street parking spaces to be accessed directly from a highway or street.
- Part 13.2.5.1 (Setbacks) to reduce the minimum rear lot line setback from 6.0 m to 4.5 m. **CARRIED.**

- (c) **Report dated January 6, 2025 from the Planner III**
Re: Flood & Erosion Hazard Development Permit – 62180 Delair Road

Moved / Seconded

THAT a Flood and Erosion Hazards Development Permit be approved for the construction of an addition to an existing house at 62180 Delair 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 and Erosion and Geotechnical Hazard Development Permit and required covenant documents. **CARRIED.**

- (d) **Report dated January 6, 2025 from the Planner II**
Re: Application for Zoning Bylaw Text Amendment – Light Industrial (I-2) Zone

Moved / Seconded

THAT *District of Hope Zoning Amendment Bylaw No.1596, 2024* be given first and second reading to allow a dwelling unit as an accessory use within the principal building in the Light / Service Industrial (I-2) zone; and

FURTHER THAT the public be notified in accordance with the *District of Hope Application Procedures and Public Hearing/Information Meeting Procedural Bylaw No. 13/93*, the *Local Government Act* and the *Community Charter*. **CARRIED.**

9. FOR INFORMATION CORRESPONDENCE

- (a) **For Information Correspondence**

Moved / Seconded

THAT the For Information Correspondence List dated January 13, 2025, be received. **CARRIED.**

10. OTHER PERTINENT BUSINESS

There was no other pertinent business.

11. QUESTION PERIOD

Karina Thomas, resident of Othello Road, raised concerns regarding the proximity of their home to the Hope Ready Mix access road off Othello Road, a lack of District road frontage due to development plan changes, failure by Trans Mountain to return the access road to the original grade after the pipeline expansion project, gravel pit blasting and road safety.

The CAO advised that Ms. Thomas' information has been noted, and that staff will reach out to address the concerns, particularly regarding road access and property isolation. Council inquired as to whether the District can facilitate having the roadway returned to its original state by Trans Mountain. The CAO advised that staff would look into the issue and reach out to Ms. Thomas.

Another member of the public, resident of Othello Road, raised concerns related to the Hope Ready Mix access road off Othello Road including road safety, implementation of traffic control measures, and changes to nearby intersections to mitigate dangers.

12. NOTICE OF NEXT REGULAR MEETING

Monday, January 27, 2024 at 7:00 p.m.

13. RESOLUTION TO PROCEED TO CLOSED MEETING at 7:56 p.m.

Moved / Seconded

THAT the meeting be closed to the public to consider matters pursuant to Section 90(1)(c) [labour relations or other employee relations] of the Community Charter and adopting closed meeting minutes. **CARRIED.**

14. RETURN TO OPEN MEETING

The Mayor reconvened the Regular Meeting at 8:31 p.m.

15. ADJOURN REGULAR COUNCIL MEETING

Moved / Seconded

THAT the Regular Council Meeting adjourn at 8:32 p.m. **CARRIED.**

Certified a true and correct copy of the Minutes of the Regular Meeting of Council held January 13, 2025, in Council Chambers, District of Hope, British Columbia.

Mayor

Director of Corporate Services

Brand ID & Narrative



JANUARY 2025



Land Acknowledgement



Cedar Strong Prevention and Intervention Society provides services on the unceded, ancestral and shared territory of the Stó:lo̓ people. Serving several communities up the Fraser River, from Hope and Boston Bar, straddling two territories of the Stó:lo̓ and Nlaka'pamux people.

Overview

Cedar Strong is a nonprofit society providing a broad suite of community, family and individual support services, advocacy and education. Through their work, they seek to build resiliency, empowerment, belonging and inclusion, with a bold vision for communities that are free from trauma and systemic societal challenges.



Overview

Cedar Strong has a history of evolving to meet the needs of the communities it serves. Its work covers both prevention and treatment, with specific initiatives for youth, families and individuals. Starting as a transition house for survivors of domestic abuse, Cedar Strong has become so much more than that. Their existing name and brand no longer reflects the totality of what the organization does, or the difference it makes.



BRAND MODEL

Core idea

Radical Optimism: A Call To Action

What it is

A practice of love and hope committed to building systems that lift everyone up over accepting the structures that hold people down.

How it works

Take action upstream and downstream: we work not only with the effects but the causes of trauma, seeking to prevent the build up of harm as well as addressing its consequences.

Nurture deep roots: we go deep, working on the structures beneath the symptoms, tackling the roots of trauma while laying fertile ground for strong and healthy systems to grow in their place.

Make the connection: drawing inspiration from the land, we seek to understand the web of connections, influences and experiences that shape individuals and communities. Elevating the role of relationship in resilience and transformation, our programs are diverse and designed to help individuals and communities flourish through multiple points of connection.

Honor the human behind the problem: when you know a person's full story, it's so much easier to love them.

Grow from the ground up: we take our cues from the communities we serve - shaping and developing services to meet the need.

Act with integrity: we commit to doing the right thing even when it goes unseen, unappreciated or is misunderstood.

The why behind it all

Every person should have the opportunity to a life of fulfillment, security and love, free from abuse, addictions, and poverty.

Character

Warm, compassionate, and down to earth and courageous.

Foundational Beliefs

Behind visible challenges are invisible systems.

Behind all flourishing is unseen support.

Whatever affects one of us affects us all.

Every one of us is worthy and capable of love.

**Cedar Strong
Prevention & Intervention Society**

TAGLINE: Eyémstexw (to make it strong, him, her or them strong in Halq'emeylem)

WHY WE LIKE IT

The tree of life. Medicine, wisdom, strength and endurance. Respected in ceremony, healing and wellness. Stands tall through life's storms with grace and resilience, while remaining grounded and steadfast. Demonstrates the commitment of the organization, of the people it helps, the communities that support it.

Standing Tall



Looking Up

(RATHER THAN LOOKING DOWN ON OTHERS)

Empowering People

(GIANTS)

Resilient Energy

1994

From small beginnings, we've grown,
Branching out and evolving to meet the needs of our communities.
Since 1994, we've served generations of families, and we'll
continue for as long as it takes. Until every person has the
opportunity to a life of fulfillment, security and love,

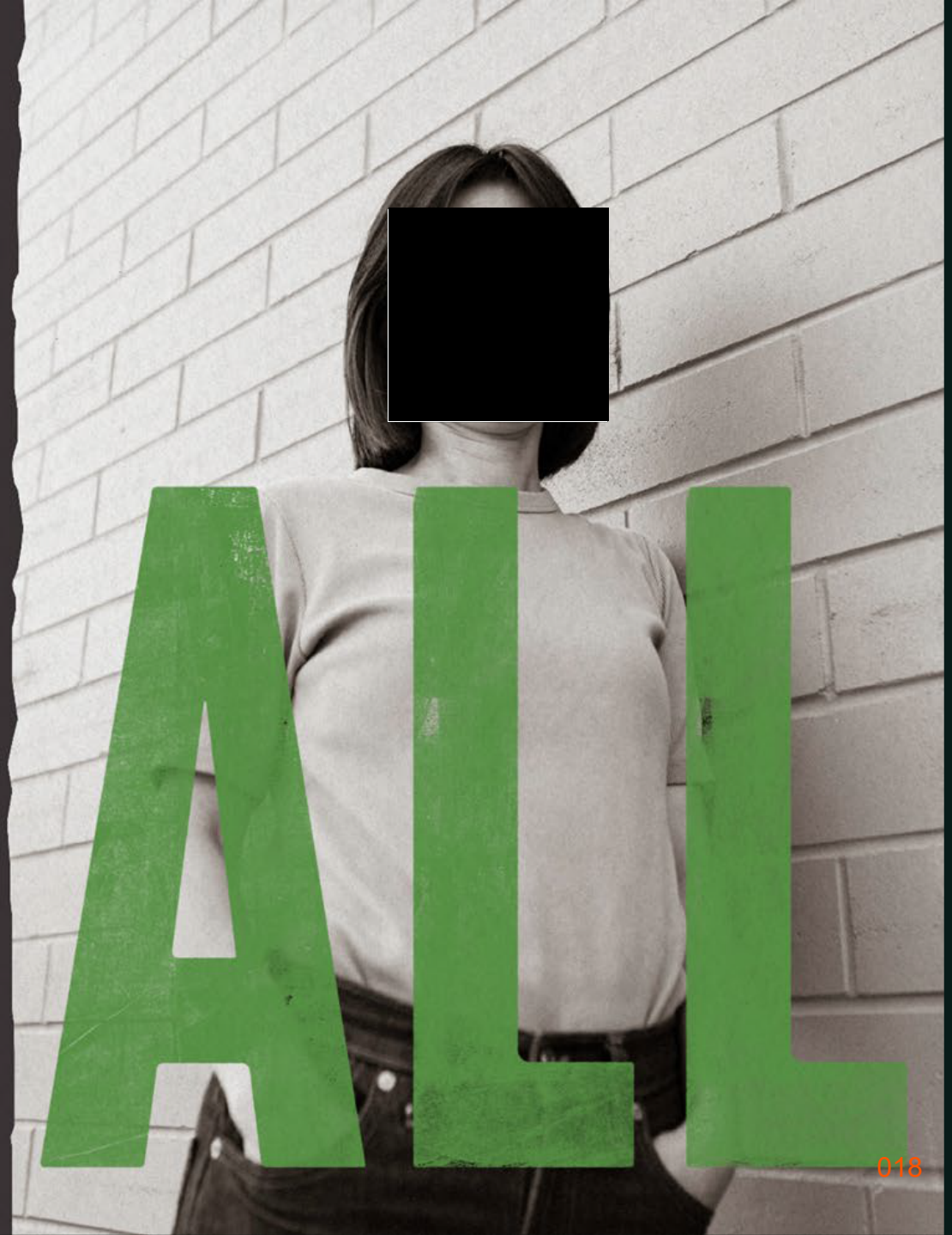


FREE FROM ABUSE, ADDICTIONS & POVERTY

But we'll only get there with the support of each other.
That's why we're starting the next chapter of our work with
a new name and a new look. One that elevates our philosophy,
our breadth, and, most importantly, the people we serve.

It is said the true measure of society is found
in how it treats its most vulnerable members.
That is why we do what we do.

From youngsters to elders,
singles to families
Whether they're on the right path,
looking for a path,
or feel they've lost their way,
We're here to be of service to all,
For what affects one affects us all,
and there is nothing more healing
than knowing you belong,
That someone sees you,
Believes in you,
And has your back.



IT'S WHY WE GO DEEP

Behind visible challenges are invisible systems. Behind all flourishing is unseen support. That's why we address the upstream triggers of downstream effects, seeking to prevent the build up of harm as well as addressing its consequences.

It's why we go deep, tackling the roots of trauma, laying fertile ground for strong and healthy growth in its place. This work is so much more than quick fixes and band aid solutions. It's a commitment to building transformative systems,

Preparing the way,
Tending the environment,
Nurturing the connections,
And doing all of this even when it goes unseen, unappreciated or misunderstood.



It starts with Hope:
a radical mindset,
The belief that things can –
and will – be better,
That we can stand tall
No matter what life
throws our way.

STAND TALL


It continues with a shift in thinking
from symptom to prevention,
Enablement to empowerment,
Judgment to healing,
Fear to understanding.



This is a calling to our community
To work together, serve together,
To see oneself in the story of another:
The mother, the father, the veteran, the hard worker
The neighbour who can't catch a break.
In this way, we will see – truly see – the human being
behind the “problem”,
The story behind the behaviour,
The trauma at the heart of “bad choices.”

Hope is an expression of resilience.
It's proof the human spirit inclines towards the light.
Given nurturing ground, we reach deep.
Given opportunity, we reach high.
Given security, we reach out.
Given support, we stand tall.
Given each other, we grow strong.



 **EYEMSTEXW**





REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: Dec 18, 2024

FILE: 340-20

SUBMITTED BY: Fire Chief

MEETING DATE: Jan 27, 2025

SUBJECT: Fire Department Paid-On-Call Rates Policy Amendment

PURPOSE:

The purpose of this report is to update the Fire Department Paid-on-Call Rates Policy.

RECOMMENDATION:

THAT the Fire Department Paid-on-Call Rates Policy be adopted, as amended, this 27th day of January 2025.

A. BACKGROUND:

The Fire Department trialed an evening duty crew initiative in January 2023 to promote the physical and mental health of Paid-on-Call Firefighters. The initiative involved a 3-member evening duty crew for the initial response to minor calls, supporting improved staff management. Before this initiative, management observed increasing burnout levels among Paid-on-Call Firefighters due to higher call volumes. This strategy was deployed to support the work-life balance of the Paid-on-Call members. Other departments using similar models, such as Lake Country FD and Cowichan Bay Volunteer FD, have reported great success.

In late 2022, Hope Fire developed an evening duty crew staffing model that allows members to schedule themselves for six evening shifts per month. The trial period has proven successful, with 85% buy-in from Paid-on-Call Firefighters. This policy is to be reviewed annually. For 2025, an update is required due to staffing changes. Our last Paid-on-Call Deputy Chief has officially retired, and our full-time staff now have full responsibility for the Training Officer role. The policy reflects this change by removing hours from these two positions.

The following additions have been made:

- Increased standby hours for Battalion Chiefs from 100 hours/year to 200 hours/year.
- Added 100 standby hours to the Lieutenant position.
- Added two additional hours per member to the Paid-on-Call Evening Duty Crew shift.

These changes reflect the additional responsibilities and leadership required for these roles and serve as a small incentive to maintain or pursue these positions. With the acceptance of this policy amendment, members will receive an additional two hours of pay for every evening duty shift they sign up for. Exception: If a duty crew member receives a call while on shift and does not show up for the response, their duty crew hours will be adjusted to zero.

The amendment also maintains flexibility for one additional evening duty crew member to ensure coverage during long weekends.

B. BUDGET IMPLICATIONS

No change to the District of Hope 2025-2029 Financial Plan

C. ATTACHEMENTS:

Fire Department Paid-On-Call Rates Policy.

Prepared by:

Original Signed by Thomas Cameron

Thomas Cameron
Fire Chief

Approved for submission to Council:

Original Signed by John Fortoloczky

John Fortoloczky
Chief Administrative Officer

DEPARTMENT: Fire Department	
POLICY TITLE: Fire Department Paid-on-Call Rates	
Authority: Legislative: <input checked="" type="checkbox"/> (Council) Administrative: <input type="checkbox"/>	Effective Date: April 27, 2015 Date for Review: Annually
	Issue Date: December 14, 2015 Amendment Dates: August 26, 2019 September 9, 2019 November 22, 2021 April 24, 2023

GUIDELINES

1. POLICY

District of Hope Volunteer Fire Department is staffed by five full time Fire Officers and Paid-on-Call Fire Fighters. Paid on Call Fire Fighters are compensated for their attendance at incident responses, training, duty crew (events/ standby) fire prevention activities (inspections) and fire investigations.

2. GENERAL STATEMENT

Pay Rate:

Fire FightersCurrent Provincial minimum wage
 Battalion ChiefRate + ~~400~~ 200 standby hrs/yr
 Lieutenant.....Rate + ~~00~~ 100 standby hrs/yr
 Evening Duty Crew Member(s).....Rate + ~~02~~ 04 standby hrs/day
 (Evening Duty Crew is 6pm to 6am)

Incident responses are paid one hour minimum.

This policy will be reviewed on an annual basis, in conjunction with the Financial Plan.



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: Jan 2, 2025

FILE: 7130-01

SUBMITTED BY: Fire Chief

MEETING DATE: January 27, 2025

SUBJECT: 2025 UBCM Community Emergency Preparedness Fund

PURPOSE:

The purpose of this report is to seek Council support for an application to the current intake of the 2025 UBCM Community Emergency Preparedness Fund (CEPF), Emergency Support Services (ESS) through the provision of equipment required for training and implementation of the District of Hope Emergency Support Services Activation Plan.

RECOMMENDATION:

Recommended Resolution:

THAT Council supports the District of Hope application to the 2025 UBCM Community Emergency Preparedness Fund for grant funding up to the amount of \$40,000 to improve the efficiency of the District of Hope Emergency Support Services through the provision of equipment required for training and implementation of the District of Hope Emergency Support Services Activation Plan; and

FURTHER THAT Council commit the District of Hope to provide overall grant management.

ANALYSIS:

A. Rationale:

The intent of this funding stream is to support eligible applicants to build local capacity through the purchase of equipment and supplies required to maintain or improve the ESS provision and to enhance ESS operations through training and equipment. This will provide designated equipment to ESS Volunteers and support evacuees within the District of Hope.

B. History:

The District of Hope established an Emergency Support Services Activation Plan in 2024 and applied to the UBCM Community Emergency Preparedness Fund. The 2024 grant

application was approved, and work began to acquire equipment and train an ESS team. Further support for additional staff was granted by Mayor and Council in the 2024 annual budget, and Assistant Chief Caleigh Flynn was assigned the role of Emergency Support Services Director. This addition has increased the capacity of the District of Hope's Emergency Program. Currently, the ESS team consists of nine members who are actively training once a month.

C. Attachments:

2025 CEPF ESS Program and Application [Guide](#).

D. Strategic Plan Objectives:

Emergency Management:

1.5 Pursue appropriate funding programs (UBCM/DMAF) to support emergency planning activities

E. Resources:

The project will be managed internally.

Prepared by:

Original Signed by Thomas Cameron
Fire Chief

Approved for submission to Council:

Original Signed by John Fortoloczky
Chief Administrative Officer

Community Emergency Preparedness Fund

Emergency Support Services Equipment and Training

2025 Program and Application Guide (Updated October 2024)

Applications will be accepted July 1, 2024 to January 31, 2025 using the [LGPS Online Application Tool](#)

1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to support First Nations and local governments to better prepare for disasters and reduce risks from natural hazards in a changing climate. Funding is provided by the Province of BC, and is administered by Union of BC Municipalities (UBCM).

As of July 2024, the funding streams include:

- Disaster risk reduction-climate adaptation
- Emergency operations centres equipment and training
- Emergency support services equipment and training
- Indigenous cultural safety and cultural humility training
- Public notification and evacuation route planning
- Volunteer and composite fire departments equipment and training

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the Program Guide.

Background

Emergency Support Services (ESS) is a First Nations Government and Local Authority based provincial emergency response program designed to meet the basic needs of British Columbians impacted by disasters by providing short-term support in a compassionate manner. ESS is designed to provide support for disasters ranging from a single house fire to provincial level events involving large evacuations. These supports enable people to re-establish themselves as quickly as possible after an emergency or disaster.

Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their areas, including providing **emergency support services**. Under the 10-year agreement between Indigenous Services Canada and the Province, First Nations in BC may elect to provide **emergency support services** to their residents.

In November 2023, the *Emergency and Disaster Management Act* came into force, replacing the *Emergency Program Act*. The new Act and regulations govern how to manage an emergency or disaster in British Columbia. Until they are repealed, regulations made under the former *Emergency Program Act* remain in force.

Emergency Support Services Equipment and Training Funding Stream

The intent of this funding stream is to support eligible applicants to build local capacity to provide **emergency support services** through ESS volunteer/responder recruitment, retention and training, and the purchase of ESS equipment.

This includes the modernization of local ESS programs in order to move toward digital registration and reporting through the [Evacuee Registration and Assistance \(ERA\) Tool](#), promoting knowledge sharing, enhancing mutual aid, and building the capacity of host communities.

2. Eligible Applicants

Updated October 2024. All First Nations (bands, Treaty First Nations, and Indigenous National Governments with authority for lands and resources) and local governments (municipalities and regional districts) in BC are eligible to apply.

Eligible applicants can submit one application per funding stream intake. This includes applying as a **sub-applicant** in a regional application. For the purpose of CEPF funding, the following agencies are able to act as a **primary applicant**:

- An emergency management organization that is created by a regional district service establishing bylaw and approved by the Province of BC may act as the **primary applicant** on behalf of eligible applicants that participate in the established emergency management service. When acting as a **primary applicant** on behalf of eligible applicants, the regional emergency management organization may submit more than one application per funding stream intake provided that each eligible First Nation or local government that is included as a **sub-applicant** is only funded once per intake.
- An Indigenous governing body with authority for emergency management may act as the **primary applicant** on behalf of eligible First Nations. The Indigenous governing body may submit more than one application per funding stream intake provided that each eligible First Nation that is included as a **sub-applicant** is only funded once per intake.

Emergency management organizations created by a regional district and Indigenous governing bodies that are interested in submitting an application to act as the **primary applicant** must contact UBCM in advance of submitting an application and will be required to provide appropriate documentation related to membership, authority, and area of service.

3. Grant Maximum

The Emergency Support Services Equipment and Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$40,000.00.

Eligible applicants that can demonstrate geographical constraints (e.g., significant distance and/or barriers, such as mountain ranges, between reserves or communities) and a clear case for **ESS** service delivery in each reserve or community may be eligible to exceed the funding maximum. For more information, please contact UBCM in advance of submitting an application.

The Evaluation Committee may recommend that an application be approved in part, based on available funding and the merit of the proposed project.

To ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the CEPF.

The Indigenous Engagement Requirements Funding Program provides funding for the implementation of the Indigenous Engagement Requirements within the *Emergency and Disaster Management Act*. For more information visit the Province of BC's [website](#) or contact: EMCR.IERFunding@gov.bc.ca.

4. Eligible Projects

To qualify for funding, proposed activities must support eligible applicants to build local capacity to provide **emergency support services** through ESS volunteer/responder recruitment, retention and training, the purchase of ESS equipment, and be:

- A new or a subsequent phase of a project (retroactive funding is not available);
- Capable of completion by the applicant within one year from the date of grant approval;
- Where applicable, eligible for required approvals, authorizations, and permits; and,
- In alignment with [Emergency Support Services](#) policies and operational guidelines.

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The **primary applicant** submitting the application for a regional project is required to submit a resolution as outlined in [Section 7](#) of this guide. Each **sub-applicant** is required to submit a resolution that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf.

5. Requirements for Funding

As part of both the development of the application package and the delivery of the **approved project**, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations, such as Friendship Centres and Métis Chartered Communities. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities, and enhance reconciliation. More information on engagement best practices is available [here](#).

As part of the Approval Agreement, approved applicants must agree to the following requirements for funding:

- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference; and,
- Where applicable, the Qualified Professionals that manage the proposed project must be subject matter experts and any professional activities must be developed and signed by a qualified professional as per the *Professional Governance Act*.

6. Eligible and Ineligible Costs and Activities

Eligible Costs and Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Table 1 identifies activities that are eligible for funding. Other activities that support the intent of the program may be considered for funding. Eligible activities must be cost-effective.

Table 1: Activities Eligible for Funding

1. Purchase of supplies and purchase and installation of equipment

*For the purpose of CEPF funding, if minor renovations of **group lodging** facilities or **reception centres** are proposed, the facilities must be located in a **First Nation owned building** or **publicly owned building** or an asset owned by the **primary applicant** or a **sub-applicant**.*

- Purchase of supplies and equipment for:
 - **Reception centres**; including vests, name tags, signage, office supplies, flashlights, extension cords, minor tools, etc.
 - **Group lodging**; including comfort kits, hygiene kits, cots and bedding, pet supplies, supplies for infants and children, minor tools, etc.
 - ESS responders; including personal protective equipment, weather-proof clothing, flashlights, go-bags, first aid kits (level 1 and 2 only), minor tools, etc.
 - ESS modernization; including computers, printers, and mobile devices.
- Purchase of storage containers for eligible supplies and equipment.
- Purchase and installation of portable generators, portable air purifiers, and portable air conditioners.
- Trailers for the purpose of transportation, storage, and mobile ESS operations.
- Minor renovations (wiring, cabling, installation of shelving, etc.) in order to support installation of eligible equipment, including in mobile trailers for ESS purposes.

2. Training and Exercises for ESS Responders

For all virtual courses, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology. For all in-person courses, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems).

If approved applicants attend training through the Provincial Emergency Management Training Program only travel costs (including accommodations and per diems) will be eligible for funding.

Qualified trainers are required to be used and approved applicants are encouraged to identify local providers for training. The following list includes examples of commonly used course names.

- ESS Courses
 - Intro to ESS (e.g., EMRG-1600)
 - Level 1 ESS (e.g., EMRG-1607)
 - Intro to Reception Centres (e.g., EMRG-1610)
 - Reception Centre Applied Training (e.g., EMRG-1611)
 - Intro to Group Lodging (e.g., EMRG-1612)
 - Group Lodging Applied Training (e.g., EMRG-1613)
 - Registration and Referrals (e.g., EMRG-1615)
 - ERA for Responders (e.g., EMRG-1620)
 - ERA for Management (e.g., EMRG-1622)
 - ESS Director (e.g., EMRG-1681)
- Emergency Management Courses
 - Intro to Emergency Management in Canada (e.g., EMRG-1100)
 - ICS Level 100 (e.g., EMRG-1200)

- Indigenous Cultural Safety and Cultural Humility Training, in alignment with the [CEPF funding stream](#)
- OCAP® training
- Public Safety Lifeline Leadership training

- First Aid training (Level 1 and 2 only)
- C-DART pet training as related to ESS
- Meet and Greet training
- Mental Health Courses (e.g., psychological First Aid, psychological First Aid Train the Trainer)
- Network of Emergency Support Services Teams conference (NESST)
- Diversity and inclusion training
- Radio and communications training to ensure effective communication
- Training to handle difficult conversations/people
- Workplace violence prevention and de-escalation training
- Stress and trauma management for volunteers

- Exercises designed to increase the capacity of ESS (i.e., mock **reception centre** and/or **group lodging** activations, table-top exercises, mock registration of evacuees using the Evacuee Registration and Assistance Tool)

3. Volunteer Recruitment and Retention Activities

- Purchasing awards and small gifts for ESS responders
- Hosting volunteer recognition events including venue rentals, food, and non-alcoholic beverages

Additional Eligible Costs and Activities

The following expenditures are also eligible provided they relate directly to the eligible activities identified in Table 1:

- Incremental applicant staff and administration costs (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- Consultant/contractor costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., planning events) consultant rates are expected to be commensurate with the type of activity being undertaken.
- Identification/incorporation of community and cultural values. This includes seeking advice from Indigenous Knowledge Holders and other experts (e.g., health authorities, First Nations Health Authority, etc.) and the community (e.g., equity-denied populations, Indigenous organizations such as Friendship Centres and Métis Chartered Communities, Indigenous Nations, local governments, pet-care organizations, organizations involved in a web of support network), etc.
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- Costs related to local cultural protocols (e.g., gifts, cultural ceremonies).
- Honoraria for equity-denied populations or service organizations that support equity-denied populations.
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials.
- Presentations to Band Council, Treaty First Nation government, local government Council or Board, or community organizations, etc.
- Where applicable, costs related to required approvals, authorizations and permits.
- Public information costs (e.g., workshops, printed materials) that align with the intent of the funding stream and provide benefit to the community at large.

Ineligible Costs and Activities

Any activity that is not outlined in [Table 1](#) or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Routine or ongoing operating costs or activities (e.g., heating, cooling, and lighting; security; software or service subscriptions; or membership fees).
- Routine or ongoing planning costs or planning activities that are not incremental to the project.
- Regular salaries and/or benefits of **primary applicant** or **sub-applicant(s)** staff or partners.
- Duplication of recently developed information, maps, or imagery (e.g., LiDAR that is currently available through the [Open LiDAR Data Portal](#)) provided the information remains accurate.
- Project-related fees payable to the **primary applicant** or **sub-applicant(s)** (e.g., permit fees).
- Costs related to individual or household preparedness, including the purchase of emergency supplies (e.g., first aid kits, evacuation supplies).
- Development of curriculum for Kindergarten to Grade 12 education.
- Major capital improvements or major renovations to existing facilities, and/or construction of new, permanent facilities.
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members (except costs related to local cultural protocols).
- Delivery of **emergency support services** during an emergency.
- Activities intended to increase the capacity of third-party organizations to deliver **emergency support services** on behalf of the approved applicant.
- Training provided and paid by the [Provincial Emergency Management Training Program](#) (excluding travel costs).
- Purchase of defibrillators and/or training on their use.
- Purchase of first kits and/or training related to occupational first aid, disaster first aid, and/or wilderness first aid.
- Purchase of vehicles.
- Emergency preparedness marketing campaigns.
- Development or update of Emergency Management Plans and/or emergency response plans.
- Conferences, excluding NESST.

7. Application Requirements and Process

The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 2](#) for full information.

Application Deadline and Process

The application deadline is January 31, 2025. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

As of July 1, 2024 applicants will have the option to submit a Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO or CFO for applications that are from a single applicant **and** request less than \$50,000 in funding.

All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

EMCR and GeoBC respect the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge may be submitted at the discretion of the applicant.

All applicants are required to complete the Online Application Form and submit an electronic copy of the following:

- Completed Application Worksheet with all required attachments.
- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- For regional projects only:
 - Band Council, Treaty First Nation, or local government resolution from the **primary applicant**, indicating support for the current proposed activities and willingness to provide overall grant management; and,
 - Band Council, Treaty First Nation, or local government resolution from each **sub-applicant** that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf. Resolutions from **sub-applicants** must include this language.

Submission of Applications

Applications are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Worksheet is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 2](#) for more information the information that will be required to be submitted during each step, including all application questions.

Worksheets and required attachments should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB. All materials should be submitted to Local Government Program Services, Union of BC Municipalities by email: cepf@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application contents have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

As required, the Evaluation Committee will assess and score all eligible applications. Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Higher application review scores will be given to projects that:

- Align with the intent of the Emergency Support Services Equipment and Training funding stream:
 - Support the modernization of local ESS programs in order to move toward electronic registration and reporting through the Evacuee Registration and Assistance (ERA) Tool.
 - Clearly demonstrate how the capacity of the eligible applicant to deliver **emergency support services** in their community and act as a host community will be increased.

- Demonstrate evidence of engagement with First Nations and/or Indigenous organizations in advance of submitting the application and as part of the proposed project (e.g., collaborative planning tables; incorporating First Nation values and perspectives in proposed activities; existing outreach, plans, engagement reports or processes; including First Nation engagement costs in the budget; completion of Indigenous Cultural Safety and Cultural Humility Training).
- Effectively engage with neighbouring jurisdictions, and other impacted or affected parties (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) as appropriate to the project. Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.
- Contribute to a comprehensive, cooperative, and regional approach.
- Are cost-effective.

As required, the Evaluation Committee may consider the provincial, regional, and urban/rural distribution of proposed projects, and previous CEPF funding. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

UBCM may share all applications with the Province of BC and the First Nations' Emergency Services Society.

8. Grant Management and Applicant Responsibilities

Grants are awarded to approved applicants only. The approved applicant is responsible for completion of the project as approved, and for meeting reporting requirements.

Approved applicants are responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision and Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded. The Approval Agreement is required to be signed and returned to UBCM within 30 days.

Grants are paid at the completion of the project and only when the Final Report requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

To request a progress payment, approved applicants are required to submit the [Interim Report Form](#). The form will require the following information:

- Description of activities completed to date.
- Description of funds expended to date (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)).
- Written rationale for receiving a progress payment.

Changes to Approved Projects (Amendment Requests)

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the **approved project**. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

To propose changes to an **approved project**, applicants are required to submit the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- Amended application package, including updated Application Worksheet, detailed budget (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)), required attachments, and an updated resolution/letter of support.
- For regional projects only: evidence of support from **sub-applicants** for proposed amendments will be required.
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The [Interim Report Form](#) will be required to be submitted for all extension requests over six months. Extensions will not exceed one year from the date of the original Final Report deadline.

Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact lgps@ubcm.ca or (604) 270-8226 ext. 220. Guidelines on using the BC logo, including downloadable files, are available [here](#).

9. Final Report Requirements and Process

All funded activities must be completed within one year of notification of funding approval and the Final Report is due within 30 days of project completion.

EMCR and GeoBC respect the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge may be submitted at the discretion of the applicant.

Final Reports

Applicants are required to submit an electronic copy of the completed Final Report, including the following:

- Completed Final Report form with all required attachments.
- Detailed financial summary that indicates the actual expenditures from CEPF and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- Examples of any materials that were produced with grant funding.
- Photos of funded activities and/or completed projects.
- Links to media related to the funded project.

Submission of Reports

Reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: cepf@ubcm.ca.

Review of Final Reports

UBCM will review Final Reports to ensure the required report contents have been submitted.

UBCM may share all report materials with the Province of BC and the First Nations' Emergency Services Society

10. Additional Information

Union of BC Municipalities

E-mail: cepf@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions

Please refer to [CEPF Definitions](#) for defined terms used throughout the CEPF program and application materials.

The following definitions apply to the Emergency Support Services Equipment and Training funding stream.

Approved project: Activities included in the approved application and costs included in the approved budget.

Cultural safety: Indigenous cultural safety is the process of making spaces, services, and organizations safer and more equitable for Indigenous people by considering current and historical colonial impact and seeking to eliminate structural racism and discrimination ([BC Centre for Disease Control](#)).

Emergency Support Services (ESS): Services provided on a short-term basis to evacuees in emergency situations ([Emergency Support Services Program Guide](#)).

In-kind contribution: The use of resources of the approved primary applicant or sub-applicant(s) for the development or implementation of the approved project. For example, the use of meeting rooms owned by the approved primary applicant or sub-applicant(s) can be an in-kind contribution.

First Nations land: First Nation reserve land, land owned by a Treaty First Nation (as defined by the *Interpretation Act*), land under the authority of an Indigenous National Government, or other land owned or governed by a First Nation or Treaty First Nation.

First Nations owned buildings: Buildings owned by a Treaty First Nation (as defined by the *Interpretation Act*) or buildings owned by a First Nation band.

Group lodging: Congregate care facility for the lodging and feeding of evacuees ([Emergency Support Services Program Guide](#)).

For the purpose of CEPF funding, if minor renovations of group lodging facilities are proposed, the group lodging must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant.

Hazard: A process, phenomenon, or human activity that may cause loss of life, injury, or other health impacts, property damage, social and economic disruption, or environmental degradation ([Sendai Framework for Disaster Risk Reduction](#)).

Primary applicant: Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management, and all reporting requirements.

Publicly owned buildings: Buildings owned by a local government or public institution (such as health authority or school district).

Publicly owned land: Provincial Crown land, land owned by a local government, or land owned by a public institution (such as a health authority or school district).

Publicly, provincially, and First Nations owned critical infrastructure: Assets owned by the Provincial government, local government, public institution (such as health authority or school district), First Nation, or Treaty First Nation that are either:

- Identified in a Local Authority Emergency Plan;
- Essential to the health, safety, security, or economic wellbeing of the community and the effective functioning of society.

Reception centre: A safe gathering place where evacuees can register, are interviewed to determine their immediate emergency needs, and are referred to suppliers for assistance ([Emergency Support Services Program Guide](#)).

For the purpose of CEPF funding, if minor renovations of reception centre facilities are proposed, the reception centre must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant.

Sub-applicant(s): In the case of regional projects, the sub-applicants are eligible applicants that are included in an approved application.

Appendix 2: LGPS Online Application Tool

As outlined in [Section 7](#), applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).
2. Name of the Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact information: full name, position, email, phone.
4. Primary applicant mailing address.
5. For regional projects only: name of sub-applicant(s) and rationale for regional project.
6. Project title.
7. Proposed start and end date.
8. Estimated total project budget.
9. Estimated total grant request.
10. Other funding amount and source.
11. Project summary (provide a brief summary, no more than 500 characters).
12. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.
13. Certification that the information is complete and accurate.
14. Name and email of person submitting application.

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

STEP TWO: Application Worksheet and Required Attachments

Application Worksheet

The following questions will be required to be answered on the Application Worksheet:

1. Primary Applicant full name (local government or First Nation).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).
3. Location of Proposed Activities. For the purpose of CEPF funding, if minor renovations of group lodging facilities or reception centres are proposed, the facilities must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant.

- Facility is located in a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).
 - Facility is located in a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).
 - Asset (e.g. trailer for mobile ESS) is owned by the primary applicant or sub-applicant.
4. Proposed Activities. Description of the proposed specific activities that will be undertaken. Refer to Section 6 of the *Program and Application Guide* for eligibility.
 - a) Purchase of equipment and supplies, including installation of and training for eligible equipment.
 - b) Training (where possible, please list specific courses) and exercises.
 - c) Volunteer recognition and retention.
 5. Alignment with funding stream. Description of how activities will align with the intent of the funding stream.
 - a) Description of how your activities align with the intent of the funding stream (build local capacity to provide emergency support services through ESS volunteer/responder recruitment, retention and training, and the purchase of ESS equipment).
 - b) Description of how proposed activities will support the modernization of the local ESS program? Will the Evacuee Registration and Assistance (ERA) Tool be implemented?
 - c) Description of how the proposed project will increase emergency response capacity as a host community.
 6. Engagement with First Nations and/or Indigenous Organizations. Please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nations' land that may be impacted by the proposed project.
 - a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?
 - b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?
 - c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

7. Engagement with Neighbouring Jurisdictions and Affected Parties. Description of any neighbours and/or partners (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) you will engage with as appropriate to the project.

Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

If applicable, evidence of support for the proposed activities from neighbouring jurisdictions or other parties has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

8. Comprehensive, cooperative, regional approach and benefits. Description of how your project will contribute to a comprehensive, cooperative, and regional approach to ESS and any regional benefits.
9. Additional Information: Any other information you think may help support your submission.

Required Attachments

The following attachments will be required to be submitted with the completed Application Worksheet:

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- For regional projects only:
 - Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,
 - Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language.

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: January 22, 2025 **FILE:** 7380-01
SUBMITTED BY: David Hick, Fire Smart Coordinator / Assistant Chief
MEETING DATE: January 27, 2025
SUBJECT: FireSmart Program Update

PURPOSE:

The purpose of this report is to update the Council on the progress made by the District of Hope FireSmart program against the strategic objectives outlined in the report presented on 2024-05-07 and to request Council's support for application to the 2025/2026 funding.

RECOMMENDATION:

THAT Council supports the allocation-based grant application to UBCM's Community Resiliency Investment Program – 2025/2026 FireSmart Community Funding with a resolution indicating support for the current proposed activities, and willingness to provide overall grant management; and

FURTHER THAT Council receives this report for information regarding the current status of the Hope FireSmart program.

A. RELEVANT HISTORY:

The report dated September 5th, 2024, resulted in a council resolution which approved FireSmart Hope to seek funding to continue the programs delivery but did not include any wording which indicated the district's willingness to provide overall grant fiscal management as noted in the recommendation above. It also approved an application for funding for the 2024 and 2025 periods while the requirement is to approve an application for the 2025 Allocation Based funding stream managed by UBCM for FireSmart program.

B. PROGRAM UPDATES:

Community Wildfire Resilience Plan

- The Community Wildfire Resiliency Plan (CWRP) was completed in collaboration with Frontera Forest Solutions.
- The plan is currently under review by the BC Wildfire Service and the Union of British Columbia Municipalities (UBCM).
- This review is a prerequisite for pursuing additional FireSmart funding under the BC Community Resiliency Initiative (CRI) funding stream.

- Recommendations from the CWRP will be presented and discussed at the Council of the Whole meeting scheduled for February 3, 2025.

Education and Community Engagement

- FireSmart Hope attended twelve (12) public meetings and community events, including a Hope Garden Club meeting, the Farmers Market, and the Chawathil FireSmart Day.
- The team also participated in Brigade Days for all three days of the event.

Home Assessments

- A total of 95 free home assessments were completed in 2024, with reports delivered to residents.
- Two homes achieved FireSmart certification, a challenging distinction achieved by only about 40 properties province wide.

Rebate Program

- FireSmart Hope delivered \$5,568 in rebates to 14 residents in 2024.
- Residents can qualify for rebates of up to \$500 to cover 50% of costs associated with documented mitigation recommendations.

Neighborhood Recognition

- Eight (8) Neighborhood Wildfire Threat Assessments were completed in high-risk areas, including East Kawkawa Lake and Thacker Mountain.
- One neighborhood, (Crystal River Court), is actively pursuing national FireSmart community recognition.

Critical Infrastructure Assessments

Twenty (20) Critical Infrastructure Assessments were completed to support mitigation plans required for the next FireSmart funding intake in 2025.

C. STRATEGIC PLAN OBJECTIVES:

Goals and Priority Actions:

1. Complete and submit the UBCM interim program report to continue funding while the 2025 application is under review. February 1, 2025
2. Complete the CWRP review and associated community engagement. March 31, 2025
3. Complete the 2025/2026 CRI funding application. February 1, 2025
4. Complete 2024 FireSmart plan activities and final reporting March 31, 2025.

D. BUDGET IMPLICATIONS:

This program and the outlined activities are funded through April 30, 2025. Securing 2025/2026 CRI funding will be essential for continuation beyond this date. No additional funding will be required to continue the program while the 2025 application is under review as there is sufficient funds in our current stream and we can continue to utilize those based on completing an interim report for UBCM as advised by their team. Minor additional staff costs may be incurred for administrative support and cross-departmental meetings.

E. SUPPORTING DOCUMENTS:

1. CRI-2025-calculations
-

Prepared by:

Original Signed by Thomas Cameron

David Hick, Assistant Chief
FireSmart Coordinator

Approved for submission to Council:

Original Signed by John Fortoloczky

John Fortoloczky
Chief Administrative Officer

Category	Program Component Description	Budget	FireSmart Coordinator Hours	Hourly Rate-Year 1	Hourly Rate- Year 2	Justification Notes
1.FireSmart Positions	FireSmart Coordinator x2 years	\$ 254,592	4160	60	62.4	\$124,800 salary in year 1 and \$129,792 in year 2 (4% increase per year)
	FireSmart Crew Member-Part time-Seasonal x2 (20 hrs a week)	\$ 30,000	368	31.25	31.25	12 weeks a year June-August x 2 years
2.Education	Education Video x1	\$ 11,500	20			\$10250 direct costs plus 20 hours
	Events-Community FireSmart Day x2	\$ 12,000	48			\$9000 direct costs plus 48 hours
	Support the FireSmart BC Education Program	\$ 3,600	48			\$600 direct costs plus 48 hours
	Support the FireSmart BC Plant Program	\$ 2,700	20			\$1450 direct costs plus 20 hours
	Posters	\$ 540	2			\$420 direct costs plus 2 hours
	Banners	\$ 3,500	8			\$3000 direct costs plus 8 hours
	T-shirts	\$ 2,400	8			\$1900 direct costs plus 8 hours
	Website and Social media channel management	\$ 59,904	960			960 hours (10 hours/week)
	Provide FireSmart resources at key community information points.	\$ 5,990	96			96 hours
	Join community events with FireSmart booths and resources x 8	\$ 2,496	40			40 hours
	Install educational signage with FireSmart or wildfire resiliency activities, such as fuel management areas or critical infrastructure that has been mitigated.	\$ 15,436	8			\$14936 direct costs plus 8 hours
	Plan community clean-up days to assist in landscaping and FireSmart maintenance for homes in the community.x2	\$ 1,498	24			24 hours
	Print materials	\$ 1,625	10			\$1000 direct costs and 10 hours
	Targeted education to support implementation of fuel management activities, including cultural burning and prescribed fire.	\$ 1,498	24			24 hours
3.Community Planning	FireSmart Home Partners Program Assessment x 100	\$ 18,720	300			300 hours
	Update tree management bylaw with guidelines for removing vegetation to reduce wildfire risk.	\$ 2,496	40			40 hours
4.Development Considerations	Complete mitigation actions identified in the FireSmart Assessments for all Critical Infrastructure.	\$ 12,500	40			\$10,000 direct costs and 40 hours
	Investigate developing a wildfire development permit area to address wildfire risk on private land.	\$ 2,496	40			40 hours
	Develop guidelines for new construction to ensure compliance with FireSmart principles.	\$ 2,496	40			40 hours
5.Interagency Cooperation	Establish a District of Hope CFRC.	\$ 24,000	300			\$5250 meeting costs and 300 hours
	Send key District FireSmart staff to the annual BC Wildfire Resiliency and Training Summit x2	\$ 4,400	40			\$1900 direct costs plus 40 hours
6. Cross Training	Host annual table-top wildfire exercise and wildfire readiness exercise with regional wildfire response partners x 2	\$ 4,900	40			\$2400 + 40 hours to manage
7. Emergency Planning	Acquire a complete structure protection unit for the District of Hope Fire Department. X 2 years	\$ 100,000	80			\$90000 + 80 hours to manage (Phase 1 and 2)
	Conduct a community water delivery analysis for wildfire suppression for the District's water supply network.	\$ 8,000	80			\$3000 direct costs plus 80 hours
8.Vegetation Management	Support neighbourhoods in pursuing FireSmart Canada Neighbourhood Recognition. X1	\$ 1,248	20			20 hours
	Rebate program for residents within Hope to support FireSmart mitigation activities on private land.	\$ 22,500	40			\$20000 direct costs plus 40 hours to manage
	Program for providing labour to residents that are unable to perform FireSmart activities.	\$ 3,120	50			50 hours
	Program for facilitating green waste disposal for debris produced through FireSmart activities on private land.	\$ 15,710	90			90 hours and 10,085 direct costs
	Annual chipping days to facilitate disposal of waste from FireSmart activities on private land. X2	\$ 2,500	20			\$1250 direct costs plus 20 hours
	Manage developent of fuel management prescriptions for areas identified in the CWRP.	\$ 6,989	112			112 hours
	Manage implementation of fuel management prescription for areas identified in this CWRP	\$ 6,989	112			112 hours
	Complete fuel management prescriptions and mitigation for 2 demonstartion forests identified in CWRP	\$ 161,700	160			*Additional funding stream (Application) DG and SC treatments. 9.8 Hectares at \$16,500 per hectare plus 160 hours over 2 years.
9. Tools and equipment	Tools and technolgy capital purchases	\$ 6,250	40			\$5000 direct costs plus 40 hours
10. Totals		Total Grant Request	FireSmart Coordinator Hours			
		\$ 561,700	3328			80% of full time hours for 2 years
			Additional Duties Hours Hours			
			832			20% of full time hours for 2 years
		Allocation Based	Total Hours			
		\$ 400,000	4160			100% of full time hours for 2 years
		*Additional funding- Fuel management				
		\$ 161,700				Worksheet 2 from Application Based program will be submitted at a later date

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: January 22, 2025

FILE: 0400-02 Land Referrals

SUBMITTED BY: Julie Mundy, Planner III

MEETING DATE: January 27, 2025

SUBJECT: Mines Act Permit Referral – Hope Ready Mix – Quarry expansion

PURPOSE:

To provide Council with information on a provincial referral for the proposed expansion of the Hope Ready Mix gravel quarry.

RECOMMENDATION 1:

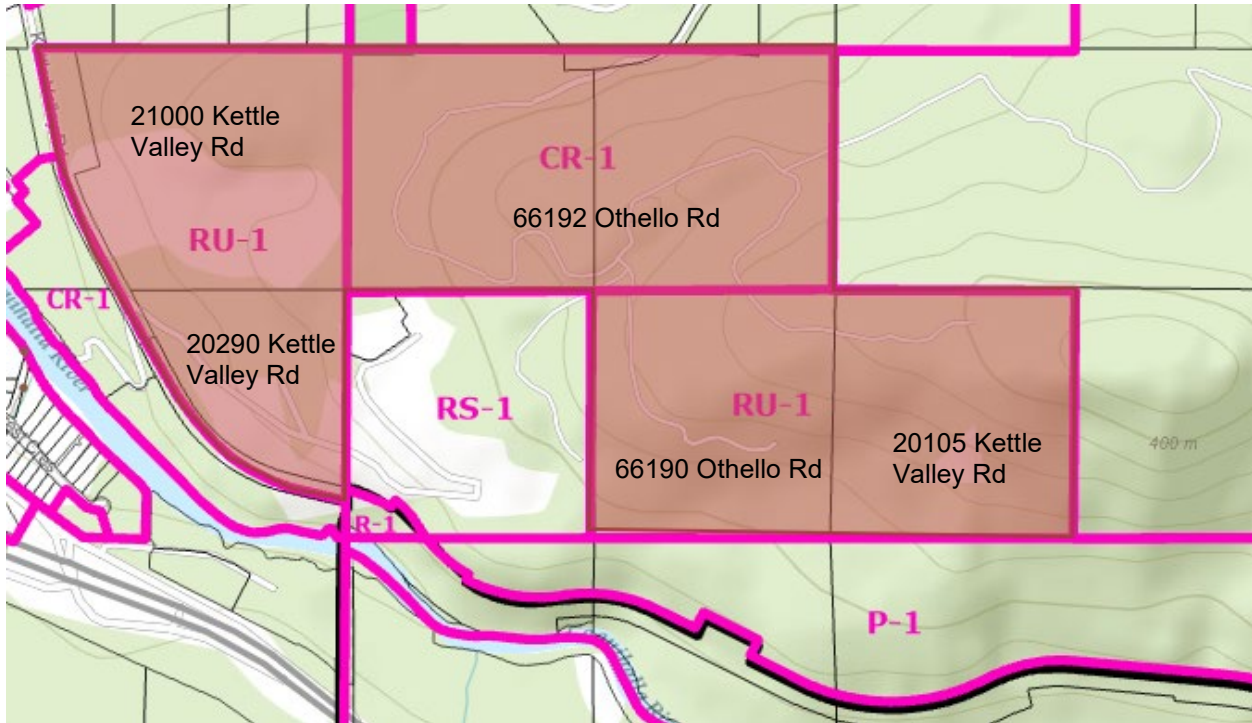
THAT Council endorse the staff comments on the proposed expansion of the Hope Ready Mix sand and gravel quarry and direct staff to respond to Front Counter BC referral 175692297 – 005.

BACKGROUND:

Hope Ready Mix Ltd. sand and gravel mine, known as ‘Cemetery Pit’, spans 6 properties with addresses on Kettle Valley Road and Othello Road. Current operations occupy about 10.2 ha. The applicant is proposing to expand the mine to include another 32.7 ha of land.

Address	PID	Zone
21000 Kettle Valley Rd	014-060-418	RU-1
20290 Kettle Valley Rd	014-667-193	RU-1
66192 Othello Rd	014-069-466	CR-1
	031-085-300	CR-1
66190 Othello Rd	014-667-304	RU-1
20105 Kettle Valley Rd	014-667-428	RU-1

Property Owner / Agent	Hope Ready Mix / Jakes Construction
Current OCP Designation	Country Residential (CR)
Current Zoning	Rural (RU-1) and Country Residential (CR-1)
Development Permit Areas	Geotechnical Hazards Streamside Protection



ANALYSIS:

Zoning

Four of the six subject properties are zoned RU-1, which includes the permitted use of 'gravel and rock sorting, screening, and crushing'.

Two properties (both addressed 66192 Othello Road) are zoned CR-1. This zone does not permit gravel extraction and 'gravel and rock sorting, screening, and crushing'. In 2011, 66192 Othello Road was successfully rezoned from RU-1 to CR-1 to facilitate the potential development of Country Residential (large lot) residences. Since 2011, the property ownership and proposed development plans have changed.

The CR-1 zoned properties must successfully be rezoned to RU-1 for the quarry expansion proposal to be supported by *District of Hope Zoning Bylaw No. 1324, 2012*.

Official Community Plan

The subject properties are designed as Country Residential under *District of Hope Official Community Plan Bylaw No. 1378, 2016*. While this designation is broadly intended for low density (large lot) residential areas outside of the downtown core, the designation supports zones that allow for gravel extraction and processing. The proposed mine expansion is generally compliant with the Official Community Plan.

Access

The site is currently accessed from Kettle Valley Road. Staff are aware that the resulting truck traffic along Kettle Valley Road and Kawkawa Lake Road has generated concerns from residents.

With the proposed expansion, the applicant intends to construct a new access from the site to Othello Road. This access would be through a portion of 66192 Othello Road which also provides access via easement to 4 properties (66412, 66418, 66422, and 66426 Othello Road). See the attached maps. Truck traffic on Kettle Valley Road would then be restricted.

Moving the primary site access to Othello Road will reduce the number of residents impacted by truck traffic. However, it is important to acknowledge that the four properties between the proposed mine area and Othello Road will be affected by the mine traffic.

Informal conversations suggest the applicant may have plans to construct an alternative road that will have a lesser impact on the 4 Othello Road properties. This alternative is not depicted in the received proposal.

Comments to the Province

Staff have considered early input from Council and intend to respond to the province with the following comments:

Zoning

Two of the subject properties must be rezoned from CR-1 to RU-1 to comply with the District of Hope Zoning Bylaw.

Alternative Access

The future access should be developed directly to Othello Road that does not directly impact residents. The current proposed access to Othello Road should only be utilized as an interim measure.

Erosion and Sediment Control

There have been past occurrences of silt laden water leaving the lower pit access and entering the municipal ditch on Kettle Valley Road. This water is then conveyed to a nearby residential neighborhood and has been the source of resident complaints. The excessive silt has also created an ongoing maintenance burden for the District of Hope, requiring frequent ditch-cleaning activity. The District of Hope would like confirmation that the ESC Plan provided fully addresses this issue.

Next Steps

The role of District of Hope is to provide comments to Front Counter BC on the provincial Mine Act Approval.

BUDGET IMPLICATIONS

None. There are no fees associated with a provincial referral.

ATTACHMENTS

- Orthophoto Overview Plan
- Mining Development Overview Plan

Reviewed by:

Approved for submission to Council:

Original Signed by Robin Beukens
Director of Community Development

Original Signed by John Fortoloczky
Chief Administrative Officer

121° 24' 36" W

121° 24' 0" W

49° 22' 48" N

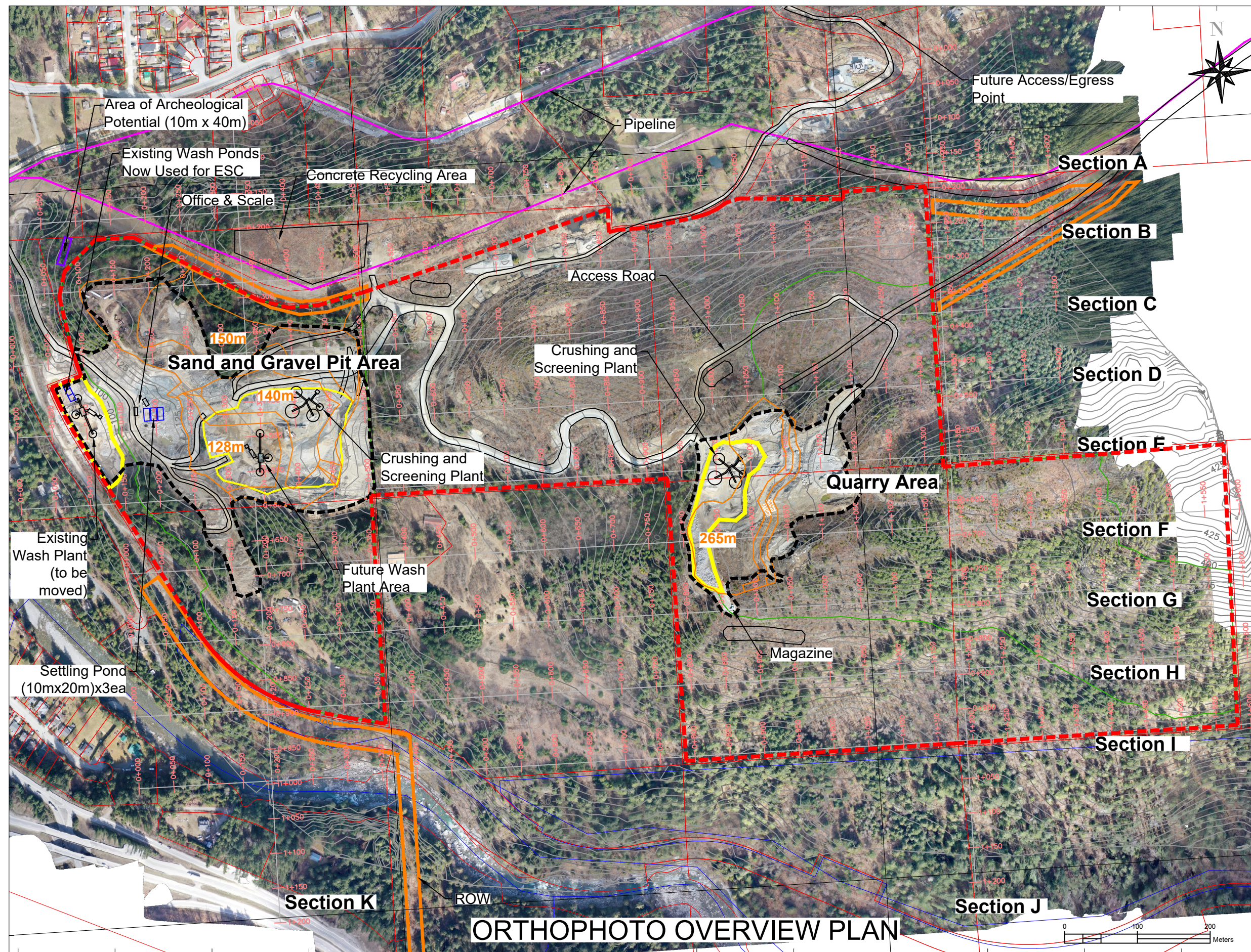
49° 22' 12" N

121° 24' 36" W

121° 24' 0" W

49° 22' 48" N

49° 22' 12" N



ORTHOPHOTO OVERVIEW PLAN

General Notes

LEGEND

- Mine Area Boundary - 84.03ha
- Existing Disturbed Area - 15.27ha
- Property Line
- Processing and Stockpile Area - 4.23ha
- ROW
- Access Road - 2.48ha
- Current Mining Phase Area - 10.72ha
- Future Phases of Mining Area - 32.68ha
- Stockpiled Overburden-0.43ha
- 2023 Contours (5m)
- Current Mining Phase Contours
- Creek
- Pipe Lines

Road
 Inside Disturbance Area 7,700m²
 Outside Disturbance Area 17,100m²

Sand and Gravel Pit Area
 First Phase of Mining: 441,000m³
 Final Reclamation Volume: 1,166,000m³

Quarry Area
 First Phase of Mining: 180,000m³
 Final Reclamation Volume: 2,939,000m³

Height NAD 83 (CSRS)
 Orthometric
 CGVD28 HTv2.0
 from NRCan PPP



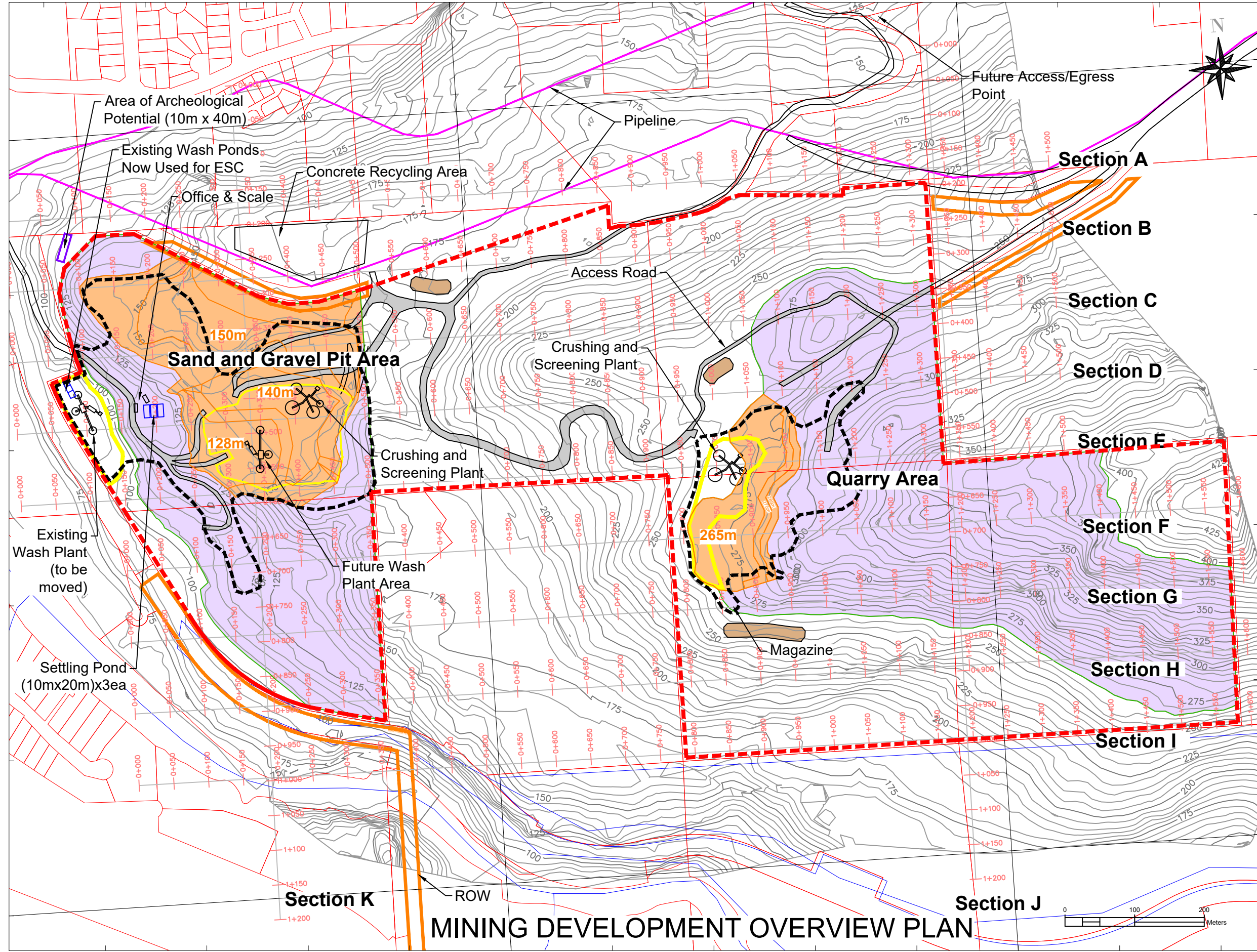
HOLMES MINING CONSULTANTS

No.	Revision/Issue	Date

Firm Name and Address
 Hope Ready Mix Ltd.
 999 5 Avenue
 Hope, B.C.
 V0X 1L0

Project Name and Address
 Cemetery Pit
 Mine # 0700094
 Permit G-7-170

Project	Sheet
Date May 28, 2024	
Scale 1:5500	



MINING DEVELOPMENT OVERVIEW PLAN

General Notes

LEGEND

- Mine Area Boundary - 84.03ha
- Existing Disturbed Area - 15.27ha
- Property Line
- Processing and Stockpile Area - 4.23ha
- ROW
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 Permit G-7-170

Project	Sheet
Date May 28, 2024	
Scale 1:5500	

Office of the Mayor

Hope Ready Mix
c/o Dallas Hildebrand
375 Unit 8 – 6014 Vedder Road
Chilliwack, BC V2R 5P5
customercare@hopereadymix.ca

27 January 2025

Reference Mine # 0700094, Permit G-7-170, Notice of Work 100419462 – Written Representation – District of Hope

Dear Mr. Hildebrand,

The District of Hope Council has reviewed the public material presented as required by the posting of the Notice of Work. Council discussion and deliberation occurred including feedback from members of the public. Though your current operations and proposed mine expansion are compliant with our Official Community Plan, we recommend the following conditions be met:

1. All required and helpful First Nations consultations be undertaken and completed.
2. Ongoing monitoring of loads and traffic safety continue along Kettle Valley Road until the completion of a new access along Othello Road is completed.
3. The new access is completed as soon as possible and hopefully well before November 2026.
4. Once complete, the Kettle Valley Road access would be gated and only used for service/emergency vehicle access. All gravel trucks, routing heavy equipment would access your properties via the new Othello Road entrance – the new primary entrance.
5. Regardless of entrance, you maintain vigilance to avoid material spillage onto any District roads.
6. Current driveway access for residents residing on properties requiring use of your private road is maintained with the necessary Easements or Usage Agreements in place.
7. Rezoning of two of the properties referred to in order to be compliant with the District of Hope Zoning Bylaw.

8. There have been past occurrences of silt laden water leaving the lower pit access and entering the municipal ditch on Kettle Valley Road. This water is then conveyed to a nearby residential neighborhood and has been the source of resident complaints. The excessive silt has also created an ongoing maintenance burden for the District of Hope, requiring frequent additional ditch-cleaning activity. The District of Hope would like confirmation that this expansion plan will fully address this issue on all properties currently in operation, and those proposed to be so in future.

The District wishes to convey our hopes at continued good relations and, should these and other required conditions be met, you are successful in this application. Should you have any concerns or questions please contact our Chief Administrative Officer to discuss.

Yours truly,

Victor Smith
Mayor

cc. Internal – Council
CAO
Dir of Ops
Dir of Com Dev
File

External – Chief Permitting Officer
c/o Southwest Region
Ministry of Energy, Mines and Low Carbon Innovation
PO Box 9395 Stn Prov Govt
Victoria, BC V8W 9M9
SouthwestMinesDivision@gov.bc.ca

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: January 15, 2025 **FILE:** LDP 02/25 - DVP

SUBMITTED BY: Christian Parr, Planner II

MEETING DATE: January 27, 2025

SUBJECT: Geotechnical Hazard Development Permit Application
21636 and 21696 Thacker Mountain Road

PURPOSE

To obtain Council approval to issue a Development Permit for triplex buildings on 21636 and 21696 Thacker Mountain Road.

RECOMMENDATION

THAT a Geotechnical Hazard Development Permit be approved for the construction of one triplex building on each of 21639 and 21696 Thacker Mountain 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

Addresses	21636 and 21696 Thacker Mountain Road
PIDs	002-494-311 and 003-195-384
Legal Descriptions	Lot 10 Section 15 Township 5 Range 26 West of the 6 th Meridian Yale Division Yale District Plan 33448 Lot 9 Section 15 Township 5 Range 26 West of the 6 th Meridian Yale Division Yale District Plan 33448
Property Owner / Agent	Ozee Homes Ltd.
Lot Sizes	683.9 m ² and 671.8 m ²
Current Zoning	Small-Scale Multi-Unit Housing (RS-1)
Current OCP Designation	Urban / Suburban Residential
Development Permit Area	Geotechnical Hazard

Proposal

The owner has proposed to construct a triplex building on each of 21636 and 21696 Thacker Mountain Road as permitted by the RS-1 zone. There will be three units on each lot.

ANALYSIS

The subject properties are within Geotechnical Hazard Development Permit Area (DPA) in an area identified in the Official Community Plan as having an uncertain hazard level. As required by the DPA, the applicants provided a site-specific geotechnical report prepared by Tetris Geotechnical Engineering (“Tetris”) which outlined requirements for ensuring the proposed triplex developments will be safe for use as intended.

The Tetris report expanded on assessments completed by Petra Engineering and Fraser Valley Engineering by providing hazard thresholds in line with the requirements of the Cave Report as required by the DPA along with safety requirements for mitigating the identified hazards. In addition, a covenant should be registered on the subject properties 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

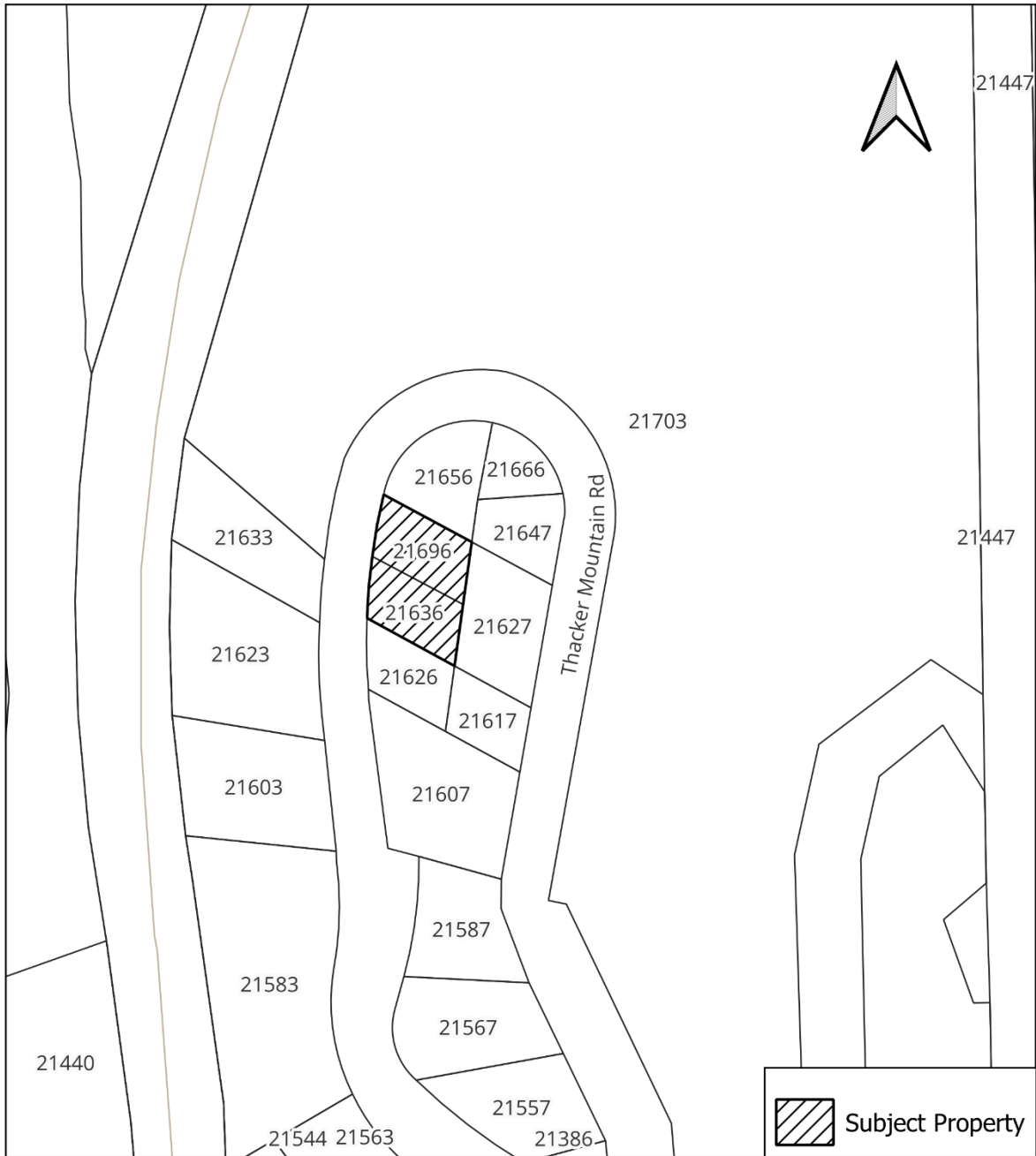
Reviewed by:

Approved for submission to Council:

Original Signed by Robin Beukens
Director of Community Development

Original Signed by John Fortoloczky
Chief Administrative Officer

Location Map



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: January 17, 2025

FILE: LDP 21/24- DVP

SUBMITTED BY: Christian Parr, Planner II

MEETING DATE: January 27, 2025

SUBJECT: Development Variance Permit Application at 477 Hudson Bay Street

PURPOSE:

To obtain Council approval for a Development Variance Permit (DVP) for 477 Hudson Bay Street for parking access and rear lot line setback variances.

RECOMMENDATION:

THAT Council considers approving a Development Variance Permit for the following *Zoning Bylaw* variances for a long-term care facility at 477 Hudson Bay Street:

- **Part 6.12.1** to allow off-street parking spaces to be accessed directly from a highway or street.
- **Part 13.2.5.1 (Setbacks)** to reduce the minimum rear lot line setback from 6.0 m to 4.5 m.

BACKGROUND

Owner:	Fraser Inclusive and Supportive Housing Society (FISH)
Agent:	Jordan Hart
Civic Address:	477 Hudson Bay Street
PID Number:	031-944-604
OCP Designation:	Downtown
DPA:	Intensive Residential (Exempt – Adaptable Housing)
Zoning:	Institutional (P-2)
Lot Area:	971.2 m ² (0.24 acres)

ANALYSIS:

Proposal

The applicant is proposing to establish a 3-storey 14-unit long term residential care facility on 477 Hudson Bay Street (the “subject property”). The proposal includes a minimum of 7 adaptable dwelling units which are designed and constructed with accessibility features and can accommodate future modifications to further enhance accessibility.

To facilitate the proposed development, the applicants have requested the following Zoning Bylaw variances to:

- 1) Allow direct access and egress for the 6-provided parking spaces directly onto Hudson Bay Street. This is a variance to the below *Zoning Bylaw* excerpt:
 - a. *6.12.1 Except in the Rural Zones and the Small-Scale Multi-Unit Housing (RS-1) Zone, every off-street parking space shall be designed so that all vehicular maneuvers immediately into or out of the parking space are carried out on-site and not onto a highway or street.*
- 2) Reduce the minimum rear lot line setback from 6.0 m to 4.5 m.

Rationale

Staff support the variance request based on the following rationale:

- The proposed building backs onto a 3.7 m wide alley which when combined with the reduced rear lot line setback of 4.5 m still provides an 8.2 m buffer between the proposed building and the neighbouring property’s rear lot line minimizing visual intrusion.
- According to the Integrated Transportation Network Plan, Hudson Bay Street is a low traffic volume local road. As such allowing vehicles to turn directly into and out of parking spaces onto Hudson Bay Street is unlikely to result in any traffic disruption or hazards.
- The surrounding area is designated as Downtown in the District IOCP but currently features single-family dwellings. The proposed setback and access variances are anticipated to have minimal impact on the viability future commercial or mixed-use redevelopment on this block of Hudson Bay Street.

Official Community Plan

The variance request aligns with the following Official Community Plan objectives and policies:

- *Objective 2.3 – to encourage proposals that integrate affordable housing throughout the community, rather than segregate or concentrate it in specific areas.*
 - *Policy 2.3.1 – Support the provision of affordable housing, including rental and special needs housing, in Downtown Hope and Urban/Suburban Residential designations through the use of housing agreements, density bonusing, inclusionary zoning, and financial incentives.*

While variance permits are not specifically mentioned in this policy, zoning flexibility to support the provision of accessible long-term residential care facilities is within the spirit of the policy.

- *Objective 2.4 – to encourage accessible and visitable housing.*

The proposed development is going to contain no less than 7 accessible dwelling units.

- *Objective 2.5 – to promote and facilitate the development of market and non-market affordable housing.*
 - *Policy 2.5.1 Continue to work with partners such as not-for-profit organizations, housing and community service agencies, businesses, faith organizations, the health care sector and others to develop creative solutions to provide affordable and emergency housing in Hope.*

By approving the proposed variances, the District will be assisting FISH in providing a much needed long term residential care facility in the community.

Notification

Notices were sent to Property owners within 30 metres of the property on January 14, 2025 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 apply for and receive a building permit before beginning construction.

Budget Implications

None. The applicant has paid the required fees.

Attachments:

- Location Map
- Site plan
- 3-D Renderings

Reviewed by:

Approved for submission to Council:

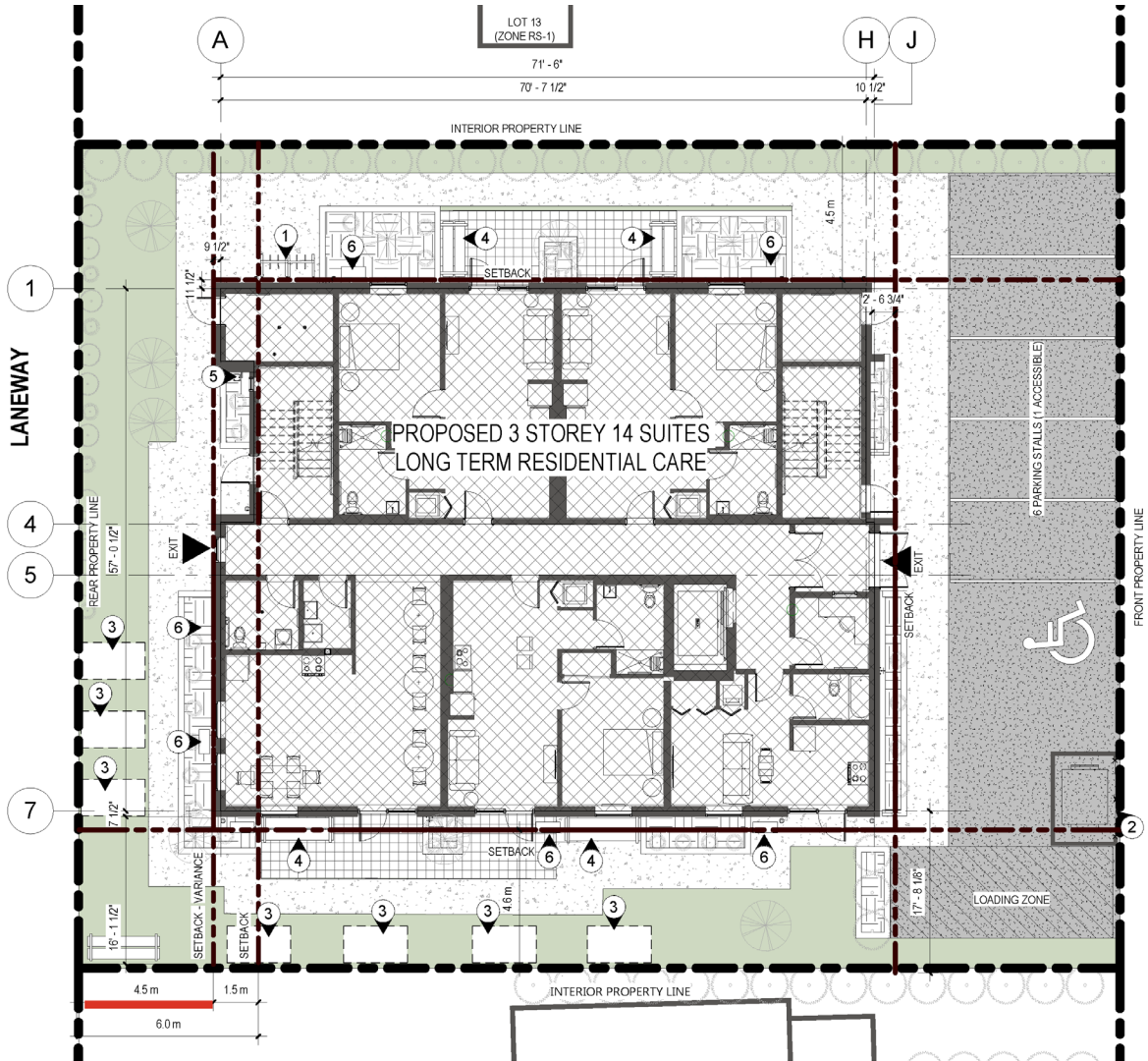
Original Signed by Robin Beukens
Director of Community Development

Original Signed by John Fortoloczky
Chief Administrative Officer

Location Map



Site Plan



1. News Release dated January 14, 2025 from the Office of the Premier and the Ministry of Energy and Climate Solutions re: Province will streamline permitting of major electrical infrastructure.
2. News Release dated January 15, 2025 from the Ministry of Forests re: Province launches BC Timber Sales review.
3. News Release dated January 15, 2025 from the Ministry of Jobs, Economic Development and Innovation and the Ministry of Forests re: B.C. supports forest-sector manufacturing.
4. Information Bulletin dated January 16, 2025 from the Office of the Premier and the Ministry of Finance re: B.C. provides economic assessment of Trump's tariff threat.
5. News Release dated January 16, 2025 from the Office of the Premier re: Economic growth, protecting public services key focus of cabinet mandate.
6. News Release dated January 20, 2025 from the Ministry of Housing and Municipal Affairs re: Short-term rental registry will deliver more homes, ensure hosts follow rules.
7. News Release dated January 20, 2025 from the Ministry of Health re: More substance-use treatment coming to B.C.
8. News Release dated January 21, 2025 from the Office of the Premier, the First Nations Leadership Council, and the Ministry of Indigenous Relations and Reconciliation.