



## REGULAR MEETING OF COUNCIL AGENDA

**Monday, August 14, 2023 at 7:00 pm.**

**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 August 14, 2023, 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 July 10, 2023, be adopted, as presented.

### 4. DELEGATIONS

#### (a) RCMP Quarterly Update

(6)

Recommended Resolution:

Staff Sergeant Mike Sargant will be in attendance to provide Council with an update for the period of January 1 to June 30, 2023.

## 5. STAFF REPORTS

- (a) **Report dated August 2, 2023 from the Chief Administrative Officer** (13)  
**Re: Accessibility Advisory Committee and Plan**

Recommended Resolution:

THAT Council appoint Councillors Newbigging (initial Chair Person) and Skoglund to this new Accessibility Advisory Committee;

AND THAT Council direct Councillors Newbigging and Skoglund, with staff support, to draft the committee terms of reference, to be brought back to Council for review and endorsement; and

AND THAT this committee then move forward to functional establishment and operation leading to a community accessibility plan to inform future District policies, development, and actions.

## 6. COMMITTEE REPORTS

There are no Committee Reports.

## 7. MAYOR AND COUNCIL REPORTS

## 8. PERMITS AND BYLAWS

- (a) **District of Hope Official Community Plan Amendment Bylaw No. 1555, 2023**  
**Re: Redesignate the Property at 61934 Estell Road** (100)

Recommended Resolution:

THAT *District of Hope Official Community Plan Amendment Bylaw No. 1555, 2023*, to redesignate the property at 61934 Estell Road from Highway Commercial to Light/Service Industry, be read a third time this 14<sup>th</sup> day of August, 2023.

- (b) **District of Hope Zoning Amendment Bylaw No. 1556, 2023**  
**Re: Rezoning the Property at 61934 Estell Road** (102)

Recommended Resolution:

THAT *District of Hope Zoning Amendment Bylaw No. 1556, 2023*, to rezone the property at 61934 Estell Road from Rural (RU-1) to Light/Service Industrial (I-2), be read a third time this 14<sup>th</sup> day of August, 2023.

- (c) **District of Hope Zoning Amendment Bylaw No. 1557, 2023**  
**Re: Rezoning the Property at 342 Hudson Bay Street** (104)

Recommended Resolution:

THAT *District of Hope Zoning Amendment Bylaw No. 1557, 2023*, to rezone the property at 342 Hudson Bay Street from Single Family Residential (RS-1) to Multiple Family Residential (RM-1), be read a third time this 14<sup>th</sup> day of August, 2023.

**(d) Report dated July 26, 2023 from the Acting Director of Community Development  
Re: Redesignate and Rezone the Property at 455 Coquihalla Street (106)**

Recommended Resolution #1:

THAT *District of Hope Official Community Plan Amendment Bylaw, No. 1558, 2023* be given first and second readings in order to re-designate the property legally described Lot 26 Block 1 Sec 16 TWP 5 RGE 26 W6M Yale Division Yale District Townsite of Hope Suburban Except: (1) Parcel K Plan A128 (2) Plan B5277 (3) that Part Lying to the North and East of Parcel K (Plan A128); PID 012-871-362; 455 Coquihalla Street from Urban/Suburban Residential to Comprehensive Development; 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*; and

FURTHER THAT the Council of the District of Hope has considered the duty to consult regarding the *Official Community Plan Amendment Bylaw No. 1558, 2023* and concurs with the Acting Director of Community Development that consultation be undertaken with the District of Hope Director of Finance and the District of Hope Director of Operations.

Recommended Resolution #2:

THAT *District of Hope Zoning Amendment Bylaw No. 1559, 2023* be given first and second readings in order to and rezone the property legally described Lot 26 Block 1 Sec 16 TWP 5 RGE 26 W6M Yale Division Yale District Townsite of Hope Suburban Except: (1) Parcel K Plan A128 (2) Plan B5277 (3) that Part Lying to the North and East of Parcel K (Plan A128); PID 012-871-362; 455 Coquihalla Street from Multiple Family Residential (RM-1) to a site specific Comprehensive Development (CD-12) 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*.

**9. FOR INFORMATION CORRESPONDENCE**

**(a) For Information Correspondence (124)**

Recommended Resolution:

THAT the For Information Correspondence List dated August 14, 2023, be received.

**(b) Accounts Payable Cheque Listing – July 2023 (147)**

Recommended Resolution:

THAT the Accounts Payable Cheque Listing for the period of July 1 - 31, 2023, be received.

**10. OTHER PERTINENT BUSINESS****(a) Royal Canadian Legion Branch 228 Grant Letter of Support  
Re: New Horizons Seniors Program 2023-2024****(154)**Recommended Resolution:

THAT Council authorize the Mayor to issue a letter of support for the Royal Canadian Legion Branch 228's grant application to the New Horizons Seniors Program 2023-2024 to support their application for funding to re-finish the memorial hall floors.

**11. QUESTION PERIOD**

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

**12. NOTICE OF NEXT REGULAR MEETING**

Monday, September 11, 2023 at 7:00 p.m.

**13. RESOLUTION TO PROCEED TO CLOSED MEETING**Recommended Resolution:

THAT the meeting be closed to the public to consider matters pursuant to Section 90(1)(c) of the *Community Charter* [labour relations or other employee relations] re: Exempt Staff appointment, Section 90(1)(f) [law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an act] re: RCMP Update, and for the purpose of receiving and adopting closed meeting minutes.

**14. RETURN TO OPEN MEETING**

Mayor to reconvene the Regular Council Meeting.

**15. ADJOURN REGULAR COUNCIL MEETING**



## MINUTES OF THE REGULAR COUNCIL MEETING

Monday, July 10, 2023  
Council Chambers, District of Hope Municipal Office  
325 Wallace Street, Hope, British Columbia

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

**Council Members Present:** Councillor Crystal Sedore  
Councillor Zachary Wells

**Staff Present:** John Fortoloczky, Chief Administrative Officer (CAO)  
Donna Bellingham, Director of Corporate Services  
Richard Zerr, Acting Director of Community Development  
Branden Morgan, Deputy Corporate Officer/EA

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

### 1. CALL TO ORDER

Mayor Smith called the meeting to order at 7:00 p.m. and opened by acknowledging 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 July 10, 2023, Regular Council Meeting Agenda be adopted, as amended, to include item 10(a), a Letter of Support to FortisBC for their application regarding a proposed Renewable Natural Gas Program. **CARRIED.**

### 3. ADOPTION OF MINUTES

#### (a) Regular Council Meeting

**Moved / Seconded**

THAT the Minutes of the Regular Council Meeting held June 26, 2023 be adopted, as presented. **CARRIED.**

#### (b) Record of a Public Hearing

**Moved / Seconded**

THAT the Record of the Public Hearing held June 26, 2023, be received. **CARRIED.**

#### (c) Record of a Public Hearing (Liquor Licencing)

**Moved / Seconded**

THAT the Record of the Public Hearing (Liquor Licencing) held June 26, 2023, be received. **CARRIED.**

### 4. DELEGATIONS

There were no Delegations.

**5. STAFF REPORTS**

There were no Staff Reports.

**6. COMMITTEE REPORTS**

There were no Committee Reports.

**7. MAYOR AND COUNCIL REPORTS**

**(a) Mountain View Cemetery and Royal Canadian Legion Cemetery**

Council inquired as to why the garbage cans and hedges were removed. The Chief Administrative Officer advised that the hedgerow became a maintenance issue as it was infested with knotweed. He added that the garbage cans were found to be either underutilized or utilized by people that were not visiting the cemetery, but that one garbage can remains at the cemetery exit for those visiting.

Council inquired as to whether signage could be installed indicating the location of the garbage can on the property, the CAO advised that the Operations Department would continue to monitor the situation and take the appropriate action.

The Mayor noted that he had a discussion with the Director of Operations and that one option would be to have privacy slates woven into the chain link; a cost was estimated at about \$6,000.00.

**Moved / Seconded**

THAT Council direct Staff to install privacy slates in the new chain-link fence along Kettle Valley Road at the Mountain View Cemetery and Royal Canadian Legion Cemetery.

**CARRIED.**

**Mayor Smith Reported:**

- He attended the Ministry of Transportation and Infrastructure Integrated Planning Session in Chilliwack, noting that there was discussion around building with a better vision of the future regarding roadways, bridges, and other transportation needs.
- He attended the Hope & Area Healthy Communities Committee meeting, noting that there was discussion regarding food security, housing, and ways to improve general quality of life.
- He took part in a BC Hydro Power Information Session, noting that there was discussion regarding increased energy demand, wind and water energy, and upcoming inventive programs to reduce power usage in the District.
- He took part in a Sto:lo Cultural Bus Tour with Sonny McHalsie which took place in Seabird, Hope, and Yale. He added that he learned much about our local area.
- He announced that Communities in Bloom judges will be arriving on Thursday, July 13<sup>th</sup>. He thanked the Operations Department for their work preparing for the visit and the Blooming Volunteer Ladies for the donated heritage clothing from Clinton.
- He thanked Councillor Medlock and the Hope Motorsports Group, as well as Ron and Arnice from the Hope & Valley Cruisers for the Canada Day Car Show. As well, he thanked MP Mark Strahl and City of Chilliwack Mayor Ken Popove for coming to Hope to celebrate the day.

**Councillor Medlock Reported:**

- He announced that 189 cars signed up for the Canada Day Car Show that was hosted in joint partnership between the Hope and Valley Cruisers and the Hope Motorsports Group, noting that the park was filled and it was a good day.
- He announced that the Summer 4x4 Event at the Hope Sports Bowl, hosted by the Hope Motorsports Group, will be taking place on July 15<sup>th</sup> and 16<sup>th</sup>.

**Councillor Newbigging Reported:**

- She attended the Tillicum Open House, noting that it was well attended.

**Councillor Stewin Reported:**

- She attended the Committee of the Whole meeting on June 27<sup>th</sup> with RCMP Superintendent Davy Lee for the 2023-2025 Strategic Plan consultation.
- She attended the Tillicum Open House on June 29<sup>th</sup>, noting that there was a good turnout.
- She noted that she has been receiving concerns regarding the pedestrian crossing at 6<sup>th</sup> Avenue and Kawkawa Lake Road, and asked that Staff look at possible solutions.

**8. PERMITS AND BYLAWS**

**(a) District of Hope Zoning Amendment Bylaw No. 1554, 2023  
Re: Rezoning of 960 – 6th Avenue**

**Moved / Seconded**

THAT *District of Hope Zoning Amendment Bylaw No. 1554, 2023*, to rezone the property at 960-6<sup>th</sup> Avenue from Light/Service Industrial (I-2) to Comprehensive Development (CD-11), be adopted this 10<sup>th</sup> day of July, 2023. **CARRIED.**

**(b) Report dated July 5, 2023 from the Action Director of Community Development  
Re: Development Variance Permit for 63790 Yvonne Avenue**

The Mayor called for any questions or comments from Council and those in attendance; none were raised.

**Moved / Seconded**

THAT Council approve the issuance of a Development Variance Permit in order to increase the Secondary Dwelling unit floor area from 753 square feet to 1003 square feet on the property legally described as Lot 29 Section 5 TWP 5 RGE 26 W6M Yale Division Yale District Plan KAP8356, PID 009-856-692; 63790 Yvonne Avenue in order to construct a new principal dwelling on the property;

FURTHER THAT the Acting Director of Community Development be authorized to endorse the Development Variance Permit document; and

FURTHER THAT for the purposes of Section 504 of the *Local Government Act*, “substantially start” shall mean the completion of the foundation for the new single family dwelling. **CARRIED.**

- (c) **Report dated June 29, 2023 from the Acting Director of Community Development  
Re: Re-Designate and Rezone the Property at 61934 Estell Road**

**Moved / Seconded**

THAT *District of Hope Official Community Plan Amendment Bylaw No.1555, 2023* be given first and second readings in order to redesignate the land use designation in the Official Community Plan the property legally described as Lot 5 Except Part on Plan 73383 Section 1 Township 5 Range 27 West of the 6<sup>th</sup> Meridian New Westminster District Plan 17065; PID 010-311-599; 61934 Estell Road from Highway Commercial to Light/Service Industry; 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*; and

FURTHER THAT the Council of the District of Hope has considered the duty to consult regarding *Official Community Plan Amendment Bylaw No.1555, 2023* and concurs with the Acting Director of Community Development that consultation be undertaken with the Ministry of Transportation & Infrastructure, the District of Hope Director of Finance, and the District of Hope Director of Operations.

**CARRIED.**

**Moved / Seconded**

THAT *District of Hope Zoning Amendment Bylaw No. 1556, 2023* be given first and second readings in order to rezone the property legally described as Lot 5 Except Part on Plan 73383 Section 1 Township 5 Range 27 West of the 6<sup>th</sup> Meridian New Westminster District Plan 17065; PID 010-311-599; 61934 Estell Road from Rural (RU-1) to Light/Service Industrial (I-2); 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.**

- (d) **Report dated June 29, 2023 from the Acting Director of Community Development  
Re: Rezone the Property at 342 Hudson Bay Street**

**Moved / Seconded**

THAT *District of Zoning Amendment Bylaw No. 1557, 2023* be given first and second readings in order to rezone the property legally described as Lot A Section 9 Township 5 Range 26 West of the 6<sup>th</sup> Meridian Kamloops Division Yale District Plan 5900; PID 010-183-973; 342 Hudson Bay Street from Single Family Residential (RS-1) to Multiple Family Residential (RM-1); 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 July 10, 2023 be received.

**CARRIED.**

**(b) Accounts Payable Cheque Listing – June 2023**

**Moved / Seconded**

THAT the Accounts Payable Cheque Listing for the period of June 1-30, 2023, be received. **CARRIED.**

**10. OTHER PERTINENT BUSINESS**

**(a) FortisBC Letter of Support for Proposed Renewable Natural Gas Project Application**

**Moved / Seconded**

THAT Council issue a Letter of Support to FortisBC for their Proposed Renewable Natural Gas Project. **CARRIED.**

**11. QUESTION PERIOD**

There were no questions raised.

**12. NOTICE OF NEXT REGULAR MEETING**

Monday, August 14, 2023 at 7:00 p.m.

**13. ADJOURN**

**Moved / Seconded**

THAT the Regular Council Meeting adjourn at 7:22 p.m. **CARRIED.**

*Certified a true and correct copy of the Minutes of the Regular Meeting of Council held July 10, 2023 in Council Chambers, District of Hope, British Columbia.*

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**Mayor**

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**Director of Corporate Services**



2023-08-14

## HOPE RCMP Quarterly Report January 1 – June 30, 2023



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Canada

# Hope RCMP Quarterly Report

Hope				
Administrative	Jan 1 - June 30, 2020	Jan 1 - June 30, 2021	Jan 1 - June 30, 2022	Jan 1 - June 30, 2023
<b>WORKLOAD DISTRIBUTION</b>				
General Occurrences (GO's)	3112	3048	2883	2792
Priority 1 Calls	95	117	102	113
Files per Member	148	145	131	127
Online Reports	2	7	17	7
Curfew Checks*	15	3	15	0
<b>ADMINISTRATIVE</b>				
Prisoners Logged	58	67	62	53
Charged/Charges Recommended	169	146	83	52
Firearms Seized	24	17	40	81



# Hope RCMP Quarterly Report

Crime Type	Jan 1 - June 30, 2020	Jan 1 - June 30, 2021	Jan 1 - June 30, 2022	Jan 1 - June 30, 2023
<b>CRIMES AGAINST PERSONS TOTAL AND SELECT OFFENCE OVERVIEW</b>				
<b>ALL CRIMES AGAINST PERSONS</b>	<b>133</b>	<b>119</b>	<b>155</b>	<b>111</b>
Assault	61	49	63	55
Harassment	19	10	37	24
Robbery	1	1	1	0
Sex Offences	7	10	8	3
Utter Threats	37	43	38	25
Domestic Violence:	48	31	46	46



# Hope RCMP Quarterly Report

Crime Type	Jan 1 - June 30, 2020	Jan 1 - June 30, 2021	Jan 1 - June 30, 2022	Jan 1 - June 30, 2023
PROPERTY CRIME TOTAL AND SELECT OFFENCE OVERVIEW				
ALL PROPERTY CRIME	400	372	320	369
Auto Theft	27	41	26	34
Bike Theft	5	4	6	5
Break & Enter - Business	23	20	7	14
Break & Enter - Other	10	7	4	7
Break & Enter - Residence	10	15	14	10
Mischief to Property	96	115	120	121
Theft from Vehicle	50	57	50	56

# Hope RCMP Quarterly Report

- Initiatives
  - Targeting of Prolific Offenders
  - Repeat Violent Offender Initiative (ReVOII)
  - Fraser Canyon Hospital encampment
  - Increased Media Presence
  - Increased Visibility

# Hope RCMP Quarterly Report

- Community Engagement:
  - Pride Month Events
  - Indigenous Peoples Day
  - UFVRD Strategic Planning – surveys, town hall
  - Hope Career Fair
  - Basketball with Youth
- Upcoming: Chainsaw Carving Competition, Hope Brigade Days

# Questions?



# REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE:** 2 August 2023

**FILE:** 4810-01

**SUBMITTED BY:** Chief Administrative Officer

**MEETING DATE:** 14 August 2023

**SUBJECT:** ACCESSIBILITY ADVISORY COMMITTEE AND PLAN

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## **PURPOSE:**

The purpose of this report is to get in place an Accessibility Advisory Committee for the District in order to develop and implement an Accessibility Plan for our community.

## **RECOMMENDATION:**

### Recommended Resolution:

THAT Council appoint Councillors Newbigging (initial Chair Person) and Skoglund to this new Accessibility Advisory Committee;

AND THAT Council direct Councillors Newbigging and Skoglund, with staff support, to draft the committee terms of reference, to be brought back to Council for review and endorsement; and

AND THAT this committee then move forward to functional establishment and operation leading to a community accessibility plan to inform future District policies, development, and actions.

## **IOCP PUBLIC CONSULTATION:**

Integrated Official Community Plan (IOCP) consultation is not currently required. However, accessibility could become a more formal consultation topic when renewal of the current IOCP is undertaken. Nonetheless, the current IOCP does mention the desire and need for accessibility and examples of this are below:

Mobility – Goal 8: Hope's transportation system:

- Moves people and goods safely and efficiently;
- Enables a shift to healthier modes of transportation, including accessible and age-friendly options; and
- Is transitioning to more sustainable modes with reduced emissions.

Objective 2.4 To encourage accessible and visitable housing.

Policy 2.4.1 Encourage the development of special needs housing and adult living communities in Downtown Hope through the use of financial incentives.

Policy 2.4.2 Explore the possibility of creating a building checklist or design guidelines to encourage new residential development to accommodate persons with mobility limitations. Considerations include **visitability**, **adaptability**, and **universal access design**.

Objective 7.2 To provide civic and institutional spaces and buildings that are accessible.

Policy 12.2.1 Consider the development of age-friendly **accessibility** guidelines to accommodate the needs of children, youth, seniors, and people with disabilities in the design, construction, and improvement of public property, including facilities, streetscapes, parks, and trails.

### **ALTERNATIVES & IMPLICATIONS:**

This is now a mandatory requirement of the recent *Accessible British Columbia Act (2021)*.

### **ANALYSIS:**

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

As this is a mandatory requirement now, and there is significant flexibility in committee composition and terms of reference, it makes best sense that Council have the initial terms of reference drafted, reviewed and endorsed. Only in this way can a Council-approved accessibility plan later be put before the public and executed.

Initially, staff support would be significant in assisting with the drafting of the terms of reference, subsequent recruitment of committee members (be it individuals-at-large or representatives of relevant organisations). This high level of support would continue through to the committee drafting, and Council endorsing the accessibility plan.

Staff have already gathered all relevant references and many examples of committee terms of reference, and accessibility plans. It is anticipated that the initial start up of this committee will take up to a year to complete the first accessibility plan based upon the current IOCP and community desires.

Moving forward, the IOCP and accessibility plan will inform each other as they are updated over time. It is also anticipated that the terms of reference and committee make

up will also be adjusted to reflect changing legislated requirements, desired outcomes, or volunteer realities.

**B. Attachments:**

Developing Your First Accessibility Plan – A Guide for BC Prescribed Organizations  
City of Duncan Accessibility Advisory Committee Terms of Reference  
District of 100 Mile House Accessibility Advisory Terms of Reference

**C. IOCP Objectives:**

- i. Does the project/development/purchase/etc. move Hope toward our vision and goals for success and sustainability? Is it aligned with our IOCP objectives and policies? Yes.
- ii. Is it a flexible platform for future steps toward our vision, goals and objectives?  
Yes, via public-informed, Council-endorsed modifications to future IOCPs, District policies, and actions.
- iii. Will it provide a good return on investment?  
Likely yes, via the development of fully accessible community amenities, facilities and services.

**D. Resources:**

Staff time initially. Potential budgetary/resource implications to be determined by future Community Accessibility Plan.

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Prepared by:

*Original Signed by John Fortoloczky*  
Chief Administrative Officer



## **ACCESSIBILITY ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **ESTABLISHMENT AND AUTHORITY**

Select Committees of Council are established under the authority of Section 142 of the *Community Charter*. Membership must include at least one individual from Council. It is the general purpose of select committees to inquire into any matter and to report its findings and recommendations to the Council for determination. Select Committee terms are typically finite, and their purposes are focused and task-oriented.

An Accessibility Committee must be established under the *Accessible British Columbia Act*, Section 9(1), to assist the municipality to identify barriers to individuals in or interacting with the municipality and advise the municipality on how to remove and prevent barriers to individuals in or interacting with the municipality.

#### **MANDATE**

The Accessibility Advisory Committee will work collaboratively to assess and improve community accessibility and inclusion focusing on the experiences of people with disabilities, encompassing the whole community. The Committee will provide advice to Council on strategies to reduce social, physical, and sensory barriers that prevent people from fully participating in all aspects of community life. People with disabilities will be an active part of this work.

Advisory Committee members are expected to bring a wide range of nonpartisan views and experience with disability issues to ensure that Council hears the widest possible perspective.

The Advisory Committee will provide a cross-disability perspective on disability issues and not the perspective of the disability groups with which members may be involved.

#### **ROLE AND FUNCTIONS**

The Advisory Committee is an advisory body to the Mayor and Council on disability issues that does not duplicate the role of community advocates. The Advisory Committee is expected to engage in a broader reflection on issues and develop some consensus regarding public policy advice relating to people with disabilities. Committee members, therefore, need to be not only cognizant of issues and concerns of the disability community but also need to be able to apply this understanding within a public policy context.



The Advisory Committee will have three primary functions:

- To convey knowledge and understanding of disability issues to local and provincial government;
- to advise the local government as it establishes priorities, develops policies, and plans and implements programs; and
- to establish and maintain ongoing consultation with the disability community. This is to be accomplished through informal contact made by individual members and possibly through more formal consultations with the disability community.

## **DUTIES AND RESPONSIBILITIES OF THE CHAIR**

City Council shall appoint a member of Council to be the Chair of the Committee. An Alternate Chair will be selected by the members of the committee in the event of an absence.

The Chair shall preside at all meetings of the committee, preserve order, and decide all points of order.

## **TERM**

The term of the Committee shall commence upon approval of the Terms of Reference document and terminate upon the sooner of:

- December 31, 2026;
- A resolution of the City of Duncan.

## **MEMBERSHIP**

The Accessibility Advisory Committee shall consist of seven (7) voting members appointed by City Council, with the composition aligning with the requirements of the *Accessible British Columbia Act* as follows:

- One Council member
- One member from the Clements Centre Society
- One member from the Cowichan Independent Living Society
- One member from Literacy Now – Cowichan
- One member from the Valley Seniors Organization of Duncan
- One member from the Vancouver Islands Providence Community Association
- One member at-large

As per the *Accessible BC Act*, Committee membership should include half of the representatives be people with disabilities or individuals who support, or are from organizations that support people with disabilities, and at least one of the committee members should be an Indigenous person. The Committee should reflect the diversity of people in British Columbia. Particular attention will be paid to ensure a cross-disability perspective.

The Corporate Services Coordinator shall be appointed as the staff liaison and recording secretary to the Committee. Other City department staff will be referred to as needed.

Appointments to the Committee must be made by Council and shall be effective until its disbandment. Should a Committee member resign, replacement members must also be appointed by Council.

## **REMUNERATION**

Advisory Committee members serve as volunteers and shall serve without remuneration. Committee meeting expenses shall be undertaken by the City of Duncan, as deemed acceptable.

## **ACCOUNTABILITY**

Advisory Committee members are expected to attend meetings regularly. If a member is continuously absent from committee meetings for a period of three consecutive regularly scheduled meetings, unless the absence is because of illness, the member is deemed removed and Council may proceed to replace that member. If an Advisory Committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Chair of the Advisory Committee and copied to the Recording Secretary.

City Council shall have the power to remove any member of the Committee from office at any time.

## **CONFLICT OF INTEREST GUIDELINES**

Advisory Committee members shall absent themselves from discussions or decision-making at Committee meetings if there is a potential conflict of interest, and this shall be recorded in the Minutes of Committee meetings.

Advisory Committee members shall not knowingly take advantage of, or benefit from, information that is obtained through their Committee duties and responsibilities and which is not generally available to the public.

Any member whose personal or financial interest could conflict with the subject matter discussed should immediately disclose this information.

As soon as a potential conflict of interest arises, the member will declare it for discussion and recording, after which the member will vacate the meeting for the discussion and vote.

## **SUB-COMMITTEES**

Sub-committees may only be formed with Council approval and must have a terms of reference developed to define its purpose.

## **WORKING GROUPS**

There may be merit in establishing smaller working groups with a very specific mandate to work on special projects if the need arises. If this approach is adopted, then the Committee, via resolution, would identify select members of the Committee to work on the Committee's directive and report back its findings or work to the AAC Committee.

The difference between a Sub Committee vs. a Working Group is in the focused nature of the group's directive and its temporary status.

## **CONFIDENTIALITY**

Advisory Committee members may be privy to confidential material and as such are expected to sign a "Conflict of Interest/Confidentiality Form."

Should a closed meeting be held by the Committee, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required. Should the municipality suffer loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.

## **MEETING PROCEDURES:**

The Advisory Committee will meet a minimum once per year and additional meetings will be held at the call of the Chair.

The location of meetings will be at the City of Duncan Committee Room.

All Committee meetings will be conducted in an orderly and business-like manner abiding consistent with the City of Duncan Procedure Bylaw, as amended or replaced from time to time.

Meetings are open to the public unless otherwise posted as a closed meeting per S. 90 of the *Community Charter*.

Quorum shall consist of four (4) members.

All Committee meetings shall commence at the stated time.

The conduct of meetings shall enable members of the committee to consider information presented, weigh evidence related thereto, and make informed decisions in a democratic, consensually driven environment. Each member shall have one vote and will respect the following rules of meeting conduct:

- Group discussion is important; everyone participates;
- Provide honest, open opinions;
- Agree to disagree; consensus may not always be achieved;
- Promise to stay on track and on topic, and
- Promise of anonymity; names are not associated with comments.

Discussions/deliberations related to any matter requiring a decision by the committee must not be discussed via email. The information must be submitted to the Chair and staff liaison for inclusion on the agenda.

Informal information exchanges between Committee members via email is permitted.

## **AGENDAS**

The Chairperson in collaboration with the staff liaison shall prepare an Agenda for each meeting. Agenda items and supporting material must be submitted to the Chair with a copy to the staff liaison prior to the agenda cut-off in order to be placed on the Committee agenda, as per Council's Procedure Bylaw. Late items (after the agenda has been circulated) will only be considered if the item is emergent in nature and cannot wait until the next meeting. Acceptance of late items must be approved by the majority of the Committee members. Agendas will be circulated to each Committee member via email.

## **MINUTES**

Minutes for the Advisory Committee meetings will be prepared by a City of Duncan staff member in accordance with Council's Procedure Bylaw. Resolutions from the Committee will be forwarded to Council for consideration.

## **COMMUNICATIONS**

The Mayor is the official spokesperson on Council business or matters before Council. The Committee Chair may be asked by the Mayor to be the spokesperson on matters within the Committee's purview.

On technical matters, or where the status is still at the staff proposal level, the Chief Administrative Officer or senior staff may be the appropriate spokesperson.

# Accessibility Advisory Committee

The Accessibility Advisory Committee must be established under the *Accessible British Columbia*

Act, Section 9(1), to assist the municipality to identify barriers to individuals in or interacting with the municipality and advise the municipality on how to remove and prevent barriers to individuals in or interacting with the municipality. It is established by the Accessibility Advisory Committee Terms of Reference, with members bringing a wide range of nonpartisan views and experience to ensure that Council hears the widest possible perspective.

The Advisory Committee will meet a minimum once per year and additional meetings will be held at the call of the Chair.

- Agendas
- Minutes

## Membership

Organization	Name
City Council	Councillor Carol Newington (Chair)
Clements Centre Society	Dominic Rockall
Cowichan Independent Living	Ray Hedstrom
Literacy Now – Cowichan	Jan Thompson
Valley Seniors Organization of Duncan	Earle Dykes
Vancouver Island Providence Community Association	Leah Boisvert & Stephanie Kok (shared)
Member At-Large	Dave Clark





DISTRICT OF

**100 Mile House**

## **ACCESSIBILITY ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **ESTABLISHMENT AND AUTHORITY**

Select Committees of Council are established under the authority of Section 142 of the *Community Charter*. Membership must include at least one individual from Council. It is the general purpose of select committees to inquire into any matter and to report its findings and recommendations to the Council for determination. Select Committee terms are typically finite, and their purposes are focused and task-oriented.

An Accessibility Committee must be established under the *Accessible British Columbia Act*, Section 9(1), to assist the municipality to identify barriers to individuals in or interacting with the municipality and advise the municipality on how to remove and prevent barriers to individuals in or interacting with the municipality.

#### **MANDATE**

The Accessibility Advisory Committee will work collaboratively to assess community accessibility and inclusion focusing on the experiences of people with disabilities, encompassing the whole community. The Committee will provide advice to Council on strategies to reduce social, physical, and sensory barriers that prevent people from fully participating in all aspects of community life. People with disabilities will be an active part of this work.

Advisory Committee members are expected to bring a wide range of nonpartisan views and experience with disability issues to ensure that Council hears the widest possible perspective.

The Advisory Committee will provide a cross-disability perspective on disability issues and not the perspective of the disability groups with which members may be involved.

#### **ROLE AND FUNCTIONS**

The Advisory Committee is an advisory body to the Mayor and Council on disability issues that does not duplicate the role of community advocates. The Advisory Committee is expected to engage in a broader reflection on issues and develop some consensus regarding public policy advice relating to people with disabilities. Committee members, therefore, need to be not only cognizant of issues and concerns of the disability community but also need to be able to apply this understanding within a public policy context.

The Advisory Committee will have three primary functions:

- To convey knowledge and understanding of disability issues to local government;
- to advise the local government as it establishes the Accessibility Plan;
- to establish and maintain ongoing consultation with the disability community. This is to be accomplished through informal contact made by individual members and possibly through more formal consultations with the disability community.

## **DUTIES AND RESPONSIBILITIES OF THE CHAIR**

An appointed member of Council to be the Chair of the Committee. An Alternate Chair will be selected by the members of the committee in the event of an absence.

The Chair shall preside at all meetings of the committee, preserve order, and decide all points of order.

## **TERM**

The term of the Committee shall commence upon approval of the Terms of Reference document and terminate upon the sooner of:

- December 31, 2026;
- A resolution of the District of 100 Mile House.

## **MEMBERSHIP**

The Accessibility Advisory Committee shall consist of five (5) voting members appointed by District Council, with the composition aligning with the requirements of the *Accessible British Columbia Act* as follows:

- One Council member
- Three members that are persons with disabilities or represent disability-serving organizations.
- One member at-large

As per the *Accessible BC Act*, Committee membership should include half of the representatives be people with disabilities or individuals who support, or are from organizations that support people with disabilities, and at least one of the committee members should be an Indigenous person. The Committee should reflect the diversity of people in British Columbia. Particular attention will be paid to ensure a cross-disability perspective.

The committee shall appoint a recording secretary. District department staff will be referred to as needed.

Appointments to the Committee must be made by Council and shall be effective until its disbandment. Should a Committee member resign, replacement members must also be appointed by Council. District Council shall have the power to remove any member of the Committee from office at any time.

If an Advisory Committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Chair of the Advisory Committee and copied to the Recording Secretary.

## **REMUNERATION**

Advisory Committee members serve as volunteers and shall serve without remuneration.

## **CONFLICT OF INTEREST GUIDELINES**

Advisory Committee members shall absent themselves from discussions or decision-making at Committee meetings if there is a potential conflict of interest, and this shall be recorded in the Minutes of Committee meetings.

Advisory Committee members shall not knowingly take advantage of, or benefit from, information that is obtained through their Committee duties and responsibilities and which is not generally available to the public.

Any member whose personal or financial interest could conflict with the subject matter discussed should immediately disclose this information.

As soon as a potential conflict of interest arises, the member will declare it for discussion and recording, after which the member will vacate the meeting for the discussion and vote.

## **CONFIDENTIALITY**

Advisory Committee members may be privy to confidential material and as such are expected to sign a "Conflict of Interest/Confidentiality Form."

Should the municipality suffer loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.

## **MEETING PROCEDURES:**

The Advisory Committee will meet a minimum of once per year and additional meetings will be held at the call of the Chair.

The location of meetings will be at the District of 100 Mile House Council Chambers.

All Committee meetings will be conducted in an orderly and business-like manner abiding consistent with the District of 100 Mile House Procedure Bylaw, as amended or replaced from time to time.

Meetings are open to the public.

Quorum shall consist of three (3) members.

All Committee meetings shall commence at the stated time.



The conduct of meetings shall enable members of the committee to consider information presented, weigh evidence related thereto, and make informed decisions in a democratic, consensually driven environment. Each member shall have one vote and will respect the following rules of meeting conduct:

- Group discussion is important; everyone participates;
- Provide honest, open opinions;
- Agree to disagree; consensus may not always be achieved;
- Promise to stay on track and on topic, and
- Promise of anonymity; names are not associated with comments.

## **AGENDAS**

The Chairperson in collaboration with staff shall prepare an Agenda for each meeting. Agenda items and supporting material must be submitted to the Chair with a copy to staff prior to the agenda cut-off in order to be placed on the Committee agenda, as per Council's Procedure Bylaw. Agendas will be circulated to each Committee member via email.

## **MINUTES**

Minutes for the Advisory Committee meetings will be the appointed recording secretary.

## **COMMUNICATIONS**

The Mayor is the official spokesperson on Council business or matters before Council. The Committee Chair may be asked by the Mayor to be the spokesperson on matters within the Committee's purview.

On technical matters, or where the status is still at the staff proposal level, the Chief Administrative Officer or senior staff may be the appropriate spokesperson.

- (c) submit to the minister a report that sets out
  - (i) the findings of the review, and
  - (ii) the recommendations, if any, of the person appointed on how to improve the effectiveness of the Act and the regulations.
- (3) The minister must lay a report under subsection (2) (c) before the Legislative Assembly as soon as practicable and, promptly after doing so, must publish the report.

## **Part 3 — Accessible Organizations**

### **Application**

**8** This Part applies to the following organizations:

- (a) the government;
- (b) a prescribed organization and an organization in a prescribed class of organizations.

### **Accessibility committee**

**9** (1) An organization must establish a committee to

- (a) assist the organization to identify barriers to individuals in or interacting with the organization, and
- (b) advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization.

(2) An accessibility committee must, to the extent possible, have members who are selected in accordance with the following goals:

- (a) at least half of the members are
  - (i) persons with disabilities, or
  - (ii) individuals who support, or are from organizations that support, persons with disabilities;
- (b) the members described in paragraph (a) reflect the diversity of persons with disabilities in British Columbia;
- (c) at least one of the members is an Indigenous person;
- (d) the committee reflects the diversity of persons in British Columbia.

### **Provincial accessibility committee**

**10** (1) The provincial accessibility committee is to consist of up to 11 members appointed by the minister in accordance with section 9 (2) [*accessibility committee*] and this section.

(2) An individual may be appointed under subsection (1) for a term of up to 4 years and may not be appointed for more than 2 consecutive terms.

(3) The provincial accessibility committee is subject to the direction of the minister.

### **Accessibility plan**

- 11** (1) An organization must develop a plan to identify, remove and prevent barriers to individuals in or interacting with the organization.
- (2) An organization must review and update its accessibility plan at least once every 3 years.
- (3) In developing and updating its accessibility plan, an organization must consider the following principles:
- (a) inclusion;
  - (b) adaptability;
  - (c) diversity;
  - (d) collaboration;
  - (e) self-determination;
  - (f) universal design.
- (4) In developing its accessibility plan, an organization must consult with its accessibility committee.
- (5) In updating its accessibility plan, an organization must
- (a) consider any comments received under section 12 [public feedback], and
  - (b) consult with its accessibility committee.

### **Public feedback**

- 12** An organization must establish a process for receiving comments from the public on
- (a) the organization's accessibility plan, and
  - (b) barriers to individuals in or interacting with the organization.

## **Part 4 — Accessibility Standards**

### **Division 1 — Accessibility Standards**

#### **Accessibility standards**

- 13** (1) The Lieutenant Governor in Council may make regulations respecting the identification, removal or prevention of barriers.
- (2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations under that subsection in relation to any of the following:
- (a) employment;
  - (b) delivery of services;
  - (c) the built environment;

# Developing Your First Accessibility Plan

A Guide for BC Prescribed Organizations



# Acknowledgements

This guide is produced as part of the Accessible Organizations Project, a project funded by the Government of British Columbia and led by Disability Alliance BC. The purpose of the project is to support more than 750 public sector organizations named as “Prescribed Organizations” who must meet the requirements in Part 3 of the [Accessible BC Act](#).

This guide was developed by a team of writers including Helaine Boyd and Dr. Mike Prescott from DABC, and Trish Kelly from Untapped Accessibility.

Photos on pages 11, 21, and 26 from [Disabled and Here](#).

Design and layout: Scott Knowles Design

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## Legal Disclaimer

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This guide provides general information only as a reference to support Prescribed Organizations in meeting the requirements of *Accessible BC Act*. Each organization is responsible for understanding and complying with its legal obligations and developing its own accessibility plan, committee, and feedback mechanism based on its particular situation.

## Accessibility Statement

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This guide is accessible to PDF/UA standards. If you require an alternative format, you can contact Disability Alliance BC to request one: **[aop@disabilityalliancebc.org](mailto:aop@disabilityalliancebc.org)**.

To report errors or give feedback please send an email to Disability Alliance BC: **[aop@disabilityalliancebc.org](mailto:aop@disabilityalliancebc.org)**.

## Territorial Acknowledgement

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Disability Alliance BC's offices are located on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Nations. This work is intended to support organizations reaching across the traditional territories of more than 200 distinct First Nations within the province of British Columbia.

# Table of Contents

Acknowledgements.....	2
Table of Contents.....	4
Foreword.....	6
Purpose of this Guide .....	8
How to use this Guide.....	12
Project Planning.....	12
What Comes First – the Committee, the Plan or the Feedback Mechanism?.....	15
Advice from Disability Alliance BC on Inclusive Committee Development.....	16
Guidance for using the Accessibility Plan template .....	16
Section 1: Your Introduction .....	18
Section 2: Optional: Executive Summary.....	22
Section 3: The Guiding Framework .....	22
Section 4 : About Your Committee.....	28
Section 5: Consultation Conducted.....	30
Section 6: Your Feedback Mechanism.....	33
Section 7: Identifying Barriers .....	33

Section 8: Your Three Year Plan.....	35
Section 9: Monitoring and Evaluation.....	38
Section 10: Your Conclusion.....	41
Section 11: How to Give Feedback .....	42
Section 12: Appendices .....	44
What if You Need More Help? .....	45
Appendix 1: Accessibility Plan Suggested Headings .....	46
Appendix 2: Exercise – Exploring How the Organization Interacts with Members of the Disability Community .....	49
Appendix 3: Prioritizing Your Accessibility Actions Exercise .....	51
Appendix 4: <i>Spectrum of Public Participation</i> Model .....	53
Appendix 5: Engagement Approaches for Greater Involvement and Inclusion of People with Disabilities .....	55
Appendix 6: Guidance on Disability Terminology.....	58
Appendix 7: Accessibility Considerations for your Committee Meetings.....	61
Appendix 8: Accessibility Committee Terms of Reference Template .....	64
Appendix 9: Accessibility Committee Recruitment Poster and Application Form.....	67
Appendix 10: Accessibility Committee Membership Agreement.....	69
Appendix 11: Barriers and Solutions Initial Scan.....	71



# Foreword

Since 1977, Disability Alliance BC (DABC) has been a provincial, cross-disability voice in British Columbia. Our mission is to support people, with all disabilities, to live with dignity, independence and as equal and full participants in the community. We champion issues impacting the lives of people with disabilities through our direct services, community partnerships, advocacy, research and publications.

We are pleased to be partnering with the BC Government on the Accessible Organizations Project. In May 2022, the BC Government provided \$3 million over three years to DABC to connect with partners and collaborators in each sector to develop resources and support organizations prescribed under Part 3 of the *Accessible BC Act*. Part 3 sets out three key requirements of public sector organizations: to establish an accessibility committee, develop an accessibility plan, and a tool to receive feedback on accessibility. When fully implemented, these three requirements will foster a more accessible British Columbia, one in which the spirit of “nothing about us, without us” is enshrined within how the public sector plans and delivers their services.

Creation of this guidebook is a result of many rounds of dialogue across the public sector over the past several months since the Accessible Organizations Project began. Combined with templates, workshops, training and the [BC Accessibility Hub](#) website, this guidebook is part of a larger effort to develop resources to support Prescribed Organizations across the public sector in BC. We are grateful to our [partner organizations](#) who have stepped forward to help disseminate information to their sector members, and to help our Project Manager, Dr. Mike Prescott, to identify the best ways to support compliance.

While compliance of these three requirements under Part 3 of the *Accessible BC Act* could easily devolve into a box-ticking exercise, we have developed this guidebook to give you the knowledge and tools needed to go through this in a

meaningful and intentional way. For those organizations who are approaching accessibility work for the first time, I want to say, this is important and rewarding work. I want to thank you in advance for the work you will do and for the ways it will make our province a more inclusive and accessible place.

It is also important to recognize that meeting these three requirements will not be perfect in the first instance, or at anytime in the future. Rather, a continued review and feedback approach that involves people with disabilities as collaborators throughout the process will ensure that as access needs evolve over time, so does meaningful progress towards greater accessibility in our province.

We are all new to this work, and we view this guide as the first edition. We look forward to continuing our support of Prescribed Organizations, seeing your completed accessibility plans, and incorporating your learnings into future guides and resources. Please do reach out to DABC if you have any questions, comments or learnings to share.



**Helaine Boyd**

Executive Director of Disability Alliance BC

# Purpose of this Guide

## Who is this guide for?

Developing Your First Accessibility Plan: A Guide for BC Prescribed Organizations will help staff who have been assigned the task of coordinating or acting as project manager to prepare the organization's first accessibility plan.

This guide focuses on preparing and writing your plan. There will be some general guidance on how to set up a committee and a feedback mechanism, including several templates we have provided in the appendices.

Organizations who do not fall under the *Accessible BC Act (The Act)* may also wish to use this guide to develop their own accessibility plan and we encourage them to do so.

However, if your organization is regulated outside of BC, please check with your provincial or territorial government to learn of your local requirements. If your organization is a federally regulated entity and therefore governed by the Accessible Canada Act, you can visit the [Government of Canada website](#). What is the *Accessible BC Act*?

The [Accessible British Columbia Act](#) received royal assent on June 17, 2021. *The Act* is an important piece of enabling legislation that paves the way for future standards that will address barriers to access for people with disabilities in a range of areas.

Part 3 of *The Act* describes requirements for government and the other Prescribed Organizations to address accessibility. Part 3 of the *Accessible BC Act* requires organizations listed in the regulation to:

- Establish an accessibility committee
- Develop an accessibility plan
- Create a tool to receive public feedback on accessibility.

The BC Government has already delivered on the key requirements for its own operations, having created its [own accessibility plan](#), a [Provincial Accessibility Committee](#), and a [feedback mechanism](#).

### **What is the *Accessible BC Regulation*?**

The [Accessible BC Regulation](#) was approved on April 14, 2022. It is important because it lists the public sector organizations that must comply with Part 3 of *The Act*, as well as the deadline for each organization.

### **What is a Prescribed Organization?**

Prescribed Organizations are public sector organizations named in the [Accessible BC Regulation](#). For the rest of this guide, we will refer to Prescribed Organizations simply as Organizations.

## **Did You Know?**

The *Accessible BC Regulation* covers:

- 160+ Local Governments
- 70+ Public Libraries
- 11 Municipal Police Departments
- 60 Public School Boards including francophone
- 368 Independent Schools
- 25 Post-Secondary Institutions
- 30 Provincial Crown agencies and Tribunals

### **Deadlines for Compliance**

There are two groups of Organizations with staggered deadlines. Generally, most public sector organizations have until September 1, 2023. Some others have an additional 1 year, with a deadline of September 1, 2024.

### September 1, 2023

- Education sector (post-secondary, school boards, private schools)
- Municipal governments and regional districts
- Libraries
- Municipal police
- Some Crown Agencies

### September 1, 2024

- Health Authorities
- Some Crown Agencies and Tribunals

A full list of organizations and deadlines are detailed in the [Accessible BC Regulation](#).

### Key Attributes of *The Act*

While *The Act* gives specific details on some points, overall, the requirements are not overly prescriptive, and leave much room for flexibility and interpretation.

For example, the regulation requires that you use specific guiding principles in how you develop your plan, but it doesn't prescribe the plan headings you must include.

Similarly, while it is clear that the accessibility committee composition should include more than half of its members being either people with disabilities or those who work for disability-serving organizations, there is no minimum or maximum number of members.

Additionally, the regulation doesn't specify whether your accessibility plan and committee must have an internal or external focus. You could choose to focus internally on your employment policies and practices or look externally to accessibility barriers experienced by community members or customers. You have the flexibility to scope your organization's accessibility work to include one area or both.

The Government's own [Frequently Asked Questions](#) document encourages Organizations to find ways to collaborate with other Organizations. For example, a rural library could choose to partner with their local municipal



government on a single accessibility community-wide committee, or several small municipalities within a region may choose to partner with other municipalities within the same regional district to co-develop an accessibility plan. Sharing the workload and other resources including any budget requirements across Organizations would be beneficial for all involved.

Our hope is that committees and their plans will evolve over time and be more responsive to the accessibility needs of everyone. With this in mind, we understand mistakes will be made and lessons will be learned. If you are new to accessibility planning, we suggest you keep it simple to begin with and focus on the priorities of those you serve.



## Did You Know?

In developing your plan, an organization must consult with its accessibility committee and consider the following principles:

- Inclusion
- Adaptability
- Diversity
- Collaboration
- Self-determination
- Universal design

See Appendix 6 for a description of these principles.

# How to use this Guide

This guide accompanies a simple accessibility plan template (see Appendix 1). The accessibility plan template summarizes the heading sections you may wish to include. This guide explains more about what you must include and offers suggested areas to cover in your plan based on promising practices emerging from early adopters of the legislation, as well as examples from other jurisdictions.

The guide also includes a series of templates in the Appendix which you can use as your starting point.

## Project Planning

As with any project, careful planning and meaningful engagement are essential from the outset. In doing so, it is helpful to consider some basic questions as you figure out how your organization is going to comply, or hopefully exceed, the regulations.

### **Who will coordinate or project manage your accessibility requirements? Who else needs to be involved?**

Developing your accessibility plan, committee, and feedback mechanism may require cooperation across many functional areas in your organization. In some Organizations, there may be an existing staff position with the capacity to act as an internal coordinator, or you may decide that external help is required. In either scenario, having a strong sponsor from the senior leadership level of your organization will be important to ensure that the project is handled with the sense of urgency and gravity required. Who is involved may depend on your organizational structure and available capacity so the suggestions below may not be applicable.



## **Who should you choose to lead the work?**

Your internal lead for this project would ideally have the capacity to focus on delivering the requirements in time for the compliance deadline. The internal lead could be someone with an accessibility or policy background, or a strong generalist open to learning more about accessibility. As the project lead may be coordinating across departments (depending on the size of your Organization), often in areas that may fall outside their direct authority or influence, someone with an interest in building relationships across functional areas would be helpful.

In larger Organizations, the work of leading the accessibility plan may be delegated to HR or an Equity, Diversity and Inclusion lead. In other Organizations, a special projects coordinator or community engagement lead may be assigned. Ultimately, the lead for the project should try to get some background on previous accessibility activities and reach out to experts or champions in the community that can help shape the strategy.

## **Who will need to be involved**

Your accessibility plan will describe to the public your Organization's efforts to identify barriers to accessibility and how you plan to remove these challenges.

In addition to naming a project lead, you may wish to create a project team, and include members of departments that are likely to be required to address barriers you will identify. For example, if your Organization provides public services online or in-person, leaders from these teams will need to understand the regulations and be prepared to respond to barrier information and to participate in developing the plan to address their removal. If you have staff who have already responded to customer feedback or complaints, involving them in the development of your feedback mechanism and plan will be important. If your Human Resources team includes back-to-work programs or disability management specialists, they may be vital resources to include in the project team. Finally, if possible, including an executive sponsor or senior leader who can provide feedback and support in resourcing the plan, their visibility as part of the project team would be strategically wise. If possible, include staff with disabilities.

As you conduct your public engagement or internal exploration to identify barriers experienced by stakeholders, such as clients or customers or

employees, you will likely become aware of issues in areas that interact with these groups. Because your plan must be made available to the public, you will likely need to follow your internal processes for developing public-facing documents and your communications team will need to be involved in writing or reviewing your plan. They may also wish to be involved in announcing when the plan is published.

## **When to start**

A best practice from the principles of project management is to create a “workback schedule,” a project schedule that details all the milestones and interdependencies of a project. For most Organizations, including local and regional governments, post-secondary and school boards, and some Crowns, the deadline is September 1, 2023. Health Authorities and some Crown Agencies have an additional year. You can find specific details about your organization’s deadline in the [Accessible BC Regulation](#). It will be important to create a workback schedule ensuring that your plan is developed and finalized early enough to accommodate your usual internal processes for community engagement and for developing publicly available documents.

In the next section, we’ll go into more detail about the importance of maximizing the involvement of your accessibility committee early in the plan’s development. If you want to involve your accessibility committee in your plan’s design, you’ll need to prioritize recruitment of committee members. If you are planning to publish the accessibility plan as a new webpage, you may also need to build in time for your web development team to create a new page or section on your website. All these factors and more can impact your workback schedule.

## **Assess your starting point, what strengths can you work from?**

The guidance from the BC Government is that Organizations are welcome to adapt their existing processes or plans to help them deliver on the legislation. For example, if your Organization has an Equity Diversity and Inclusion Plan that could be expanded to explicitly include accessibility, this is acceptable. If you have an existing stakeholder advisory body or customer feedback mechanism, it is acceptable to adapt these as well. An Organization that can adapt an existing structure can reach compliance more quickly than one that must start from scratch.

## **Assess any alignments with your mission, other priorities or similar experience**

One of the most challenging truths of project management is that the greatest effort comes in helping people manage their response to change. By aligning this accessibility work as a positive and meaningful complement to current strategies or organizational values already well-accepted, you can support everyone's journey through the change curve.

## **What Comes First – the Committee, the Plan or the Feedback Mechanism?**

The legislation is flexible regarding the order of implementation of the accessibility plan, the committee, or the feedback mechanism. Here are other considerations that may influence your approach:

- Do you have an existing structure that you can adapt, or are you starting all three deliverables from scratch? Any items that are going to be developed from scratch are likely to take longer and have a higher risk of taking more time than expected, so it's best to start them first.
- What level of involvement do you want from your committee? If they are expected to play a co-authoring role on the plan, you will need to develop the committee first. If the committee will only review a draft of a plan produced by staff, then getting started on the accessibility plan makes more sense.
- How often do you update your website, and what kind of process is required to add a page or a new section? Not only will you need to decide where on your website you will house your accessibility plan, but you may need add or make changes to your feedback form. If your website is difficult to update or updates are tied to a budget cycle, you may need to start implementing this piece sooner than you think.

## **Advice from Disability Alliance BC on Inclusive Committee Development**

As a disability-serving organization with a long tenure advocating for the disability community, we recommend taking an approach that maximizes the involvement of people with disabilities in your plan development. We think that starting your committee as early as possible and collaborating with the committee on development of all stages of the planning process is a best practice.

In Appendix #5, you will find some recommended approaches to Accessibility Committee Development, which offer a spectrum of designs for accessibility committees' involvement from simply being consulted to co-authorship.

## **Guidance for using the Accessibility Plan template**

The Accessibility Plan Template, Appendix #1, includes suggested headings and subheadings for an accessibility plan. The content was co-developed by delegates from a range of sectors, and also reflects elements from existing accessibility plans found during our research. The remainder of this guide references the same numbering structure, providing more in depth guidance for each section.

As the legislation is flexible on the content in the accessibility plan, the template provided is intended to offer a general starting point. You are able to scale up and down depending on your organization's approach and level of ambition.



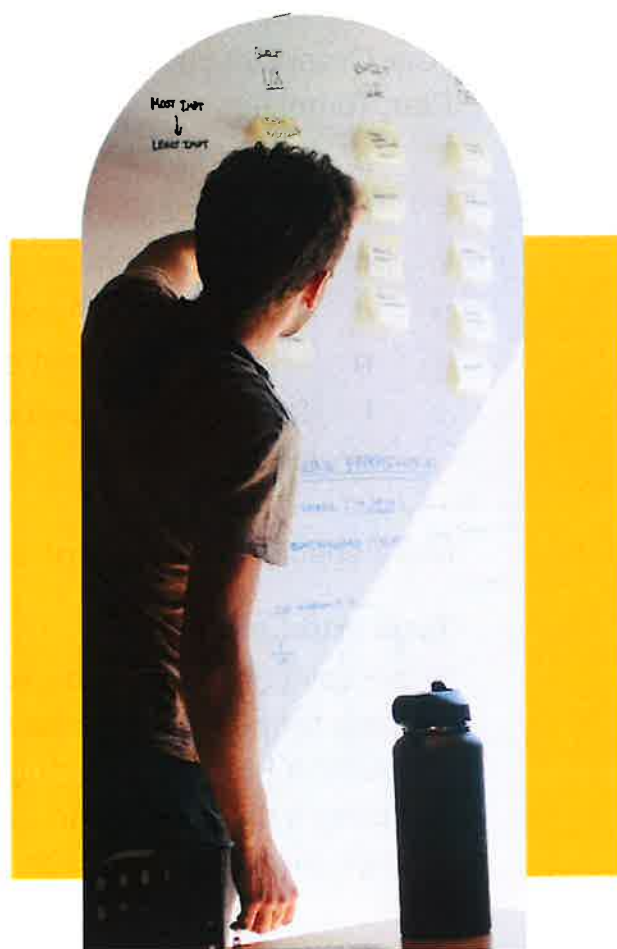
## Why you might wish to keep it small the first time

It's worth remembering that 750+ Organizations in BC are doing this work for the first time, and we expect that there will be much to learn for all. Setting your expectations to be realistic for your Organization's current capacity and knowledge level can help you feel more confident that the plan will be manageable. Starting small might allow you to have some early successes and build momentum for your next plan. Consider keeping an ongoing log of what you will expand or change in your next plan.

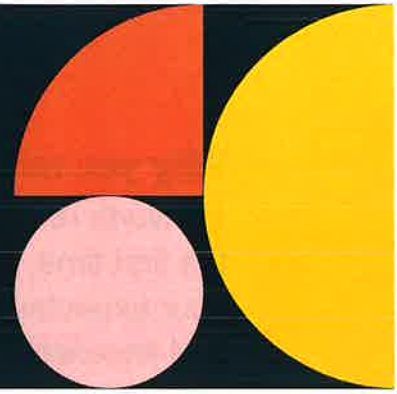
## Why you might want to aim high

If your Organization has a track record for successful community engagement work or if inclusion is a key marker of your brand, you may want to be more ambitious in your approach. As an example, if your Organization has a long-standing accessibility committee or a reputation for providing good service to the disability community, it could make sense to use the plan's development to further your work as a great partner to the disability community.

On the other hand, if your Organization has had challenges delivering effective programs or services to those with disabilities, you may feel that your plan's visibility will be high so a very thorough plan with more extensive community involvement may be required.



# Your Introduction



The regulation doesn't specify what content must go into your introduction. You may want to consider the format used in other public reports issued by your Organization or follow the suggested subheadings in the Accessibility Plan Template:

- a. About the Organization
- b. Our Accessibility Story
- c. Message from Leadership
- d. Message from Accessibility Committee
- e. Acknowledgement of Key Contributors
- f. Territorial Acknowledgement
- g. Definitions

More specific guidance for each section will follow.

## Tone and Language

In the spirit of accessibility, we recommend you consider using plain language, keeping the required Grade 8 reading level if possible. We also recommend you review this [Plain Language Checklist](#) published by the BC Government. Adopting a plain language approach will allow the widest group of readers to engage with the information.

## Section 1(a) About the Organization

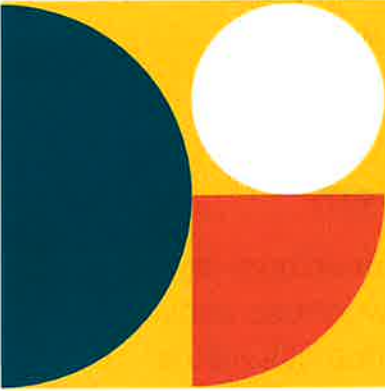
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### Relating your Organizational Mandate to Accessibility

Publishing an accessibility plan for the first time may draw interest from members of the public who are not familiar with what your Organization does for the community. To ensure that this new audience understands your Organization, consider including a short explanation of your Organization's mandate and a description of your services.

## Explaining your Organizational Accessibility Purpose

Including a statement about why your Organization is taking on accessibility can help your reader understand any reasons beyond compliance that are driving the work. For Organizations who have been addressing accessibility for some time this will be easy to explain. For Organizations who are new to accessibility, the exercise of developing your organizational accessibility purpose can become the basis for much of your internal communications. This accessibility purpose may be useful when it comes time to explain to your internal team the reason for changes to how the Organization delivers services or when asking employees to make changes to how they do their jobs.



If your Organization is new to interacting with the public, and you are uncertain how to relate what your Organization does to accessibility for members of the public, we suggest you use Appendix 2: Exercise – Exploring How the Organization Interacts with Members of the Disability Community to help you develop this section.

## Section 1(b) Your Accessibility Story

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If your Organization has an extensive background in working to make your services more accessible, you may wish to include an additional section that details this history. For example, if your Organization already has a public advisory body that provides feedback on the experience of clients or customers who have disabilities, you can describe the Organization's experience to date.

Even if your Organization doesn't have an extensive track record in addressing accessibility, working with your accessibility committee to describe the touchpoints between people with disabilities and your services or programs can be a useful exercise. Use Appendix #2: Touchpoints exercise to stimulate a conversation with your accessibility committee or planning team.



## **Section 1(c) Message from Leadership**

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Just like other public reports your Organization shares, it is worth including a message from your Chief Executive Officer or other senior leader. Including such a message will signal to readers from within your Organization as well as the public that accessibility is a priority supported at the highest level of Organization.

## **Section 1(d) Message from Your Accessibility Committee**

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Consider including a message from your accessibility committee authored by the committee as a whole or by the chairs. This is an excellent way to profile your accessibility committee's participation and demonstrate a good working relationship. The accessibility committee can be encouraged to validate the plan overall and share what they feel is most exciting about the work the Organization has committed to.

## **Section 1(e) Acknowledgement of Key Contributors**

---

Consider recognizing any key contributors who helped with the development of the plan. This is an opportunity to recognize internal leaders who rose above expectations to help with the development of the plan or committee. It's also a place where you can recognize community partners and/or peer Organizations that have shared materials or their own learning with you.

## **Section 1(f) Territorial Acknowledgement**

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Your Organization may already be in the practice of including a land acknowledgement in official public reports. The *Accessible BC Act* has requirements around Indigenous representation in accessibility committees, and it is now common practice to include a land acknowledgement in your materials, recognizing the Indigenous Nations on whose traditional territory your Organization operates.

While deciding on the language you will use in a land acknowledgement is no small matter, there are many resources to help you determine whose territory surrounds your offices or service area.

To determine the names and proper spelling of First Nations in BC, you can consult the [First People's Map of BC](#).

For more in depth guidance on how to do a land acknowledgement the First Nations Health Authority recently published a guide to [Territorial Acknowledgements](#).

## **Section 1(g) Definitions**

You may want to include key definitions in the Introduction or include them as part of an appendix. The advantage to front loading this information is that readers who may not be familiar with disabilities or accessibility may have better comprehension of the plan.

Part 1 of the *Accessible BC Act* includes definitions of key terms in the legislation including accessibility, disability and barrier. These have been included in Appendix #6: Guidance on Language. The appendix also includes some advice about what terminology has broadest acceptance within the disability community, and some resources if you wish to explore further.



## Section 2

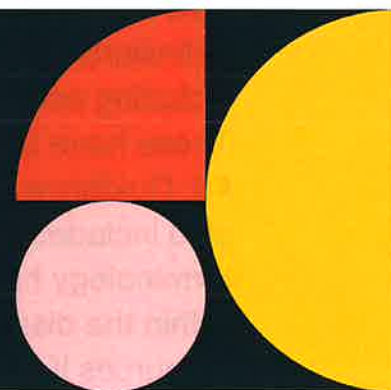
# Optional: Executive Summary



If your plan is lengthy, you may decide that an executive summary is helpful. If you choose to include this section, remember the principles of plain language, and consider using bullet lists of the most important items, or really challenging your writing team to aim for brevity. The [City of Victoria's Accessibility Framework](#) provides an example of what can be included in an Executive Summary.

## Section 3

# The Guiding Framework



As you develop your plan, you will need to decide on a framework that will help organize how you examine accessibility in your operations and how you explain this approach to stakeholders internally and externally.

A municipality may decide that their areas of focus will align with departments. For example, recreation facilities, public works, and licensing.

A university may choose a framework that follows the user experience for each of their key stakeholder groups like students, faculty, non-teaching staff and

community members. A Crown agency may choose a framework that divides accessibility considerations between online services and in-person services.

The legislation itself offers a natural framework option which is the list of potential accessibility standards areas named in the accessibility legislation. While not every standard area would be relevant to your Organization, looking at your employment and service delivery practices, built environment and information and communication processes would be a sound framework.



## **Eight Types of Standards**

The legislation names eight types of accessibility standards that will be developed to remove or prevent barriers:

- employment
- delivery of services
- the built environment
- information and communications
- transportation
- health
- education
- procurement

An accessibility plan could draw from these 8 areas as their framework for their plan.

## Section 3(a) Principles

---

The legislation requires that when developing or updating your plan, you must follow these principles:

- inclusion
- adaptability
- diversity
- collaboration
- self-determination
- universal design

The legislation doesn't provide definitions for these principles. See our Appendix 6 Guidance on Language for some starter definitions. Also, [Whistler's Accessibility Action Plan](#) includes their own definitions of the principles.

## Section 3(b) Other Legislation

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Though not required, your Organization may be familiar with other existing legislation that protects the access rights for people with disabilities. Mentioning them can help create more familiarity for stakeholders. The [City of Vancouver's Accessibility Strategy](#) refers to other legislation that they have considered in their plan development.

Here are a few other pieces of legislation you may want to reference:

- UN Declaration on the Rights of Persons with Disabilities
- Canadian Charter of Rights
- Accessible Canada Act
- BC Human Rights Code
- *Accessible BC Act*

## Section 3(c) Existing Policies

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If you have existing policies that inform your accessibility plan, you may want to describe them here. If your Organization has an existing Equity, Diversity, and Inclusion Statement, it would be relevant to include this. If you have an existing accommodations policy that is becoming the foundation of your



accessible employment actions, you may want to reference that here. If you have a collective agreement that references inclusion of people with disabilities or accessibility, you may want to include that as well.

### **Section 3(d) Internal Values, Service Commitment or Vision Statement**

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Relating your new goals around accessibility to your existing values, vision statement, or service commitment can help improve acceptance with internal stakeholders. Help them normalize your accessibility goals by relating them to existing concepts that guide their work.

If your operations or customer service teams have any type of service guarantee, this may also be helpful to mention.

### **Section 3(e) Your Approach**

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Once you have explained the legislation and policies, as well as the framework or lens you are using to examine accessibility challenges, you can summarize the approach that you are taking to delivering an accessibility plan.

The [City of Victoria's accessibility plan](#) is a strong example of an accessibility plan that threads together the Organization's approach to existing values and policies in use at the City in a way that takes a storytelling approach many readers would find approachable.

## **Advice on Accessibility Committees**

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While the purpose of this guide is to support developing your first accessibility plan, complying with the legislation requires that you consult your accessibility committee in the development of your plan and that you consult them on the drafting of your next plan. In that spirit, we are offering some guidance on what the regulation requires, as well as some information about promising practices we are following at Organizations who have well-established accessibility advisory committees.

We've included a template in Appendix 7 of this guide to provide you a starting place for recruitment and management of an accessibility committee.

## What the regulation requires

As mentioned earlier, the *Accessible BC Regulation* requires Organizations to develop an accessibility committee. The accessibility committee can be a repurposed consultative body you already have, such as a customer advisory body, an Equity, Diversity and Inclusion Committee, or other body that could expand its mandate to include accessibility. If you are repurposing an existing committee, pay special attention to the membership composition requirements in the regulation, as you may still need to do significant recruitment. At least half of your committee members must, to the extent possible, be people with disabilities or representatives of disability-serving organizations. The committee should aim to have at least one member who identifies as Indigenous, and overall, the committee must strive to represent the diversity of British Columbia.



The committee can be internally focused or externally focused, with members such as residents and disability-serving organizational representatives from your community. While the language in the regulation suggests the accessibility committee should play a key role in developing your plan, there is no specific instruction about the decision-making power or structure of the committee. This is important for municipalities and other Organizations that firmly differentiate between advisory bodies and committees with stronger decision-making authority.

The number of members in the committee is not specified and therefore is up to each organization to determine. You also have flexibility in meeting frequency to align with your plan development process.





## Did You Know?

You can satisfy the requirement for an accessibility committee by expanding the mandate of an existing EDI committee, a Health and Safety committee. However, you may be challenged to attain the membership composition requirements for lived experience of disability and Indigeneity if your Organization has not prioritized safe disclosure for equity denied groups in the past. Prioritizing safe disclosure for equity groups will support you in meeting the goals set in the *Accessible BC Act* for membership composition.

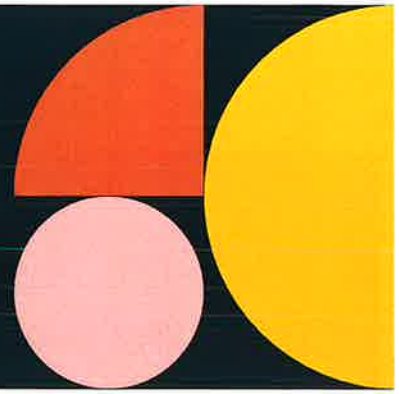
### Accessibility considerations for your committee

As your committee will have several members with disabilities, you will want to prepare to offer accessibility supports throughout the recruitment process and at committee meetings. Please see Appendix #7 for guidance on how to make your meetings as accessible as possible by default.

### Whether to pay committee members

The legislation doesn't require that you pay committee members for their time. However, to attract committee members, you may wish to set up an honorarium or provide gift cards to community members not attending on behalf of an organization. For more guidance on partnering with people with lived experience, consider reviewing these guidelines from the [Canadian Centre on Substance Use and Addiction](#).

## About Your Committee



In your accessibility plan, you may want to include some details of your accessibility committee's focus as well as details about how you recruited members and information about who is on the committee.

### Section 4(a) Initial Focus of the Committee

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If you have not explained in your introduction how the accessibility committee was engaged or what kind of leadership they provided in developing the plan, this would be a good time to describe their scope. You could recognize that the best committees start small and build over time in scope and impact, and that this is an area that will likely shift over time and look different in your next plan.

### Section 4(b) Recruitment

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If your committee has an external focus or includes members of the community, it may help build confidence in your accessibility plan and commitments to explain how recruitment occurred. Consider describing the outreach methods and process you used to select members or to decide overall composition. You could also invite readers to suggest other outreach that could be done in the next recruitment round.

If you chose to focus the committee internally with staff members only, and no seats for stakeholders like customers or clients are included, some transparency about why and any plans to engage these groups in the future may be appreciated.



## **Need Help with your Committee Member Recruitment Strategy?**

See the appendices for templates you can use for reaching out to the community, a sample application form, and template for the committee terms of reference.

### **Section 4(c) Committee Members and Background**

Your committee members may appreciate the acknowledgement of having their names and bios profiled in the accessibility plan. However, if your committee is comprised of staff, or if you have members of the public who have privately shared at the committee level that they identify as having a disability or being Indigenous, it is important to ensure you are asking their consent to share such sensitive information in a public document. It's a key practice to get committee members approval on text that mentions them by name.

### **Advice on Describing your Engagement Strategy**

The legislation does not require any public consultation beyond engaging your accessibility committee and comments received via your public feedback mechanism. However, your organization may have extensive experience with public consultation, or may have a strong culture of consultation, which may drive you to go beyond compliance to gathering feedback from the public, your employees and service partners.

If you do complete additional consultation, consider including some details in your plan.

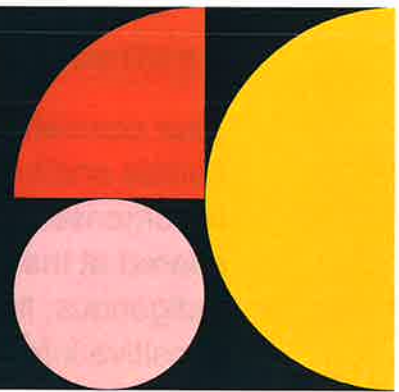
If your organization doesn't have a lot of experience with public consultation but you have identified this as a good opportunity to start here are many great resources to help. [International Association of Public Participation \(IAP2\)'s Spectrum of Public Participation](#) was designed to assist with the

selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world. Please see Appendix 4 for a copy of their very helpful grid that suggests ways to engage the public more deeply in decision making.

Finally, you will also need to think about the accessibility of any virtual public consultation that you conduct. Simon Fraser University has created a helpful resource [Beyond Inclusion: Equity in Public Engagement](#) which addresses barriers for community members from many equity-deserving groups.

## Section 5

# Consultation Conducted



### Section 5(a) Consultations to Date

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While extensive public consultation is not required in the *Accessible BC Regulation*, there are many strong examples on the federal level where organizations have shared their approach and activities that have engaged disability-serving organizations and the disability community. The Business Development Bank of Canada (BDC) shares a good level of detail about the kind of consultation they conducted internally and externally to inform [their 2023–2025 Accessibility Plan](#).

### Section 5(b) Who was Consulted

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Any consultation or community engagement you conduct beyond your own accessibility committee can be included for further flavour and context. On the national level, federally regulated [VIA Rail's Multi-Year Accessibility Plan](#) includes a list of eight disability-serving organizations who have provided feedback.

## Section 5(c) How consultation was conducted

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[Whistler's Accessibility Action Plan](#) includes extensive details about how engagement was conducted.



**Don't let your community consultation get boring for you or your community.**

Keep it fresh by reviewing Involve UK's [Not Another Consultation! Making community engagement informal and fun](#).

## Section 5(d) Key Discussion Themes

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Consider including a summary of the themes that emerged in your community consultation to demonstrate how you received the feedback and note any key themes that are carried over to the accessibility plan priority actions.

## Advice on your Feedback Mechanism

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The *Accessible BC Act* requires that an Organization establish a process for receiving comments from the public on the Organization's accessibility plan and the barriers individuals experience within or when interacting with the Organization. The Organization must consider this feedback in future versions of their accessibility plan.

How you set up your feedback mechanism is otherwise up to your Organization. As mentioned previously, you may be adapting an existing feedback mechanism like a customer complaint process to also track accessibility feedback.

Though not explicitly stated in the legislation, it stands to reason that you will need to consider the accessibility of your public feedback mechanism. If your Organization has not addressed accessibility when you built your website, you



will likely have to consider offering alternative ways to report barriers for people with some disabilities. For example, if your existing feedback form on your website was not designed to be accessible to screen readers used by Blind users and some people with print disabilities, you may need to set up an email address and phone line linked to a voicemail box where those who cannot access your web form can leave their feedback.

The [BC Government's landing](#) page offers a selection of methods for sharing feedback and a 'Frequently Asked Questions' section that could be mirrored in your own process. [The feedback form](#) also clarifies the privacy expectations reporters can expect.

If your plan addresses internal stakeholders like employees, you will need to decide if you will invite internal reports to use the same mechanism as members of the public, or if you want to use an existing internal complaint process. This may be worth considering if you expect that some reports of accessibility issues may actually trigger your duty to inquire or [duty to accommodate](#) as an employer.

Like other forms of feedback, you will also need to design a process for ensuring someone reviews any incoming feedback and channels this information to your accessibility committee or accessibility lead for consideration in your next accessibility plan.



### **How do I know if our website is accessible?**

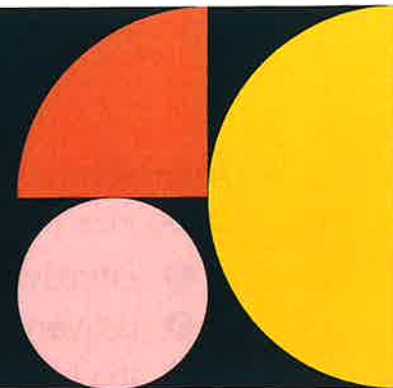
Statistically, it probably isn't.

[WebAIM](#) reviews the top 1 million websites each year and finds 96.8% of home pages have accessibility issues.

To learn more about web accessibility invite your team to research the [Web Content Accessibility Guidelines](#).

## Section 6

# Your Feedback Mechanism



You may want to include some details about how you have developed your feedback mechanism. This could be especially helpful if you have determined that you will take an incremental approach to the tool's development. For instance, if your website is not accessible now, but you plan to include accessibility criteria in your next website overhaul in year two or three of your plan, you could be transparent about this evolution and then provide an email address and phone number for the interim.

## Section 7

# Identifying Barriers



The legislation recognizes that barriers can be caused by environments, attitudes, practices, policies, information, communications, or technologies. This framing might be helpful to keep in mind as you take on your public consultation or work with your accessibility plan.



Alternatively, you may want to use the forthcoming standards areas to categorize the reports of barriers:

- employment
- delivery of services
- the built environment
- information and communications
- transportation
- health
- education
- procurement

A strength of BC's accessibility legislation is that it centres the meaningful input from people with experience of disability. It's safe to expect that your accessibility committee will share their experiences of barriers from interacting with your Organization or similar organizations. They also will no doubt have very helpful information about how to solve these barriers.

While the most valuable feedback will come from asking people with disabilities themselves, you can research what a barrier identification process can look like by reviewing this [Barriers and Possible Solutions](#) activity developed by the Ontario government. It covers some very common barriers and ways to address them.

You may also want to conduct an internal review of possible barriers, informed by your discussion with employees. This could include a policy or process review, or an information and communication technology audit.



### **Have you completed internal audits related to accessibility?**

Some organizations have completed facilities audits via [Rick Hansen Foundation](#), or completed a [Disability Inclusive Employer Self-Assessment](#)? You've likely already identified barrier and perhaps taken action you can note in this section of your plan.

## **Sections 7(a) What We Found and 7(b) What We Heard**

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A simple frame for describing the results of your barrier identification process would be to include a section for the results of your internal engagement and a separate section for feedback gathered from external sources like your committee and engagement events. However, you may find similar themes from both groups. If this is the case, consider describing key themes in feedback instead.

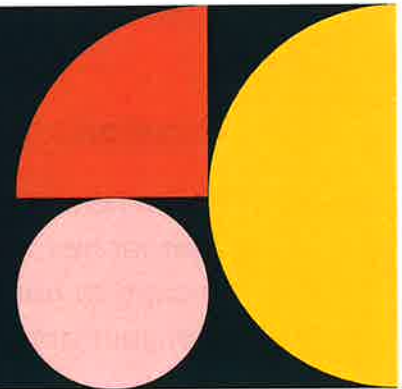
## **Section 7(c) Actions Taken**

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If there are quick wins that you are able to solve before your plan is to be published, you may wish to highlight these in a separate section. This can help demonstrate momentum to your internal team who will be called on to help you address the items that will take more time or effort to solve.

### Section 8

## **Your Three Year Plan**



### **Remember your Audience**

There are no specifics in the *Accessible BC Regulation* about what needs to go into your accessibility plan. You must make it publicly available, for example on your website. While the regulation does specify that the plan must be updated every three years, you can plan for a longer time scale, for example five or ten years. While this leaves much flexibility, it's worth remembering that the plan will be viewed by an external audience, and likely many who have a deep interest in accessibility based on their own experience with disability or accessibility barriers.

We can argue that this is the section of your overall plan that readers will likely search for first. Some readers may seek it out first so that they can see if you are addressing the accessibility issues they have experienced with your Organization and on what timeline.

While some of the earlier sections of your plan describe the process you have used to get here, this section should clearly describe your commitment to improve accessibility.

As your key audience includes the public, ensure that your plan is free of internal jargon, and that any abbreviations or acronyms are spelled out.

### **Formatting your Action Items**

You may want to lay out your key priorities or themes for the actions you will take followed by more details. Ensuring that the actions come with a timeline for completion would also build confidence in your reader. Some Organizations may feel comfortable noting which department or member of the senior leadership of the Organization is responsible for delivering on the item.

## **Sections 8(a) Priorities and (b) Details**

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As we have consulted with Organizations, we have heard a wide variety of approaches to laying out the priorities and details of the action plan, too many to capture here! We encourage you to do in this section whatever works best with your approach and actions you select.

### **Advice on Prioritizing Barriers**

Whatever method you choose for describing the barriers you have identified; you can expect that you will likely have more potential action items than you can address during the three year lifespan of your first plan. You will need to consider how you set your priorities.

In Appendix #3, we have included a brainstorming exercise you can use with your accessibility committee to identify barriers. It also suggests how you can begin to prioritize the actions to take, based on expected cost and impact.

Other factors that may influence which barriers become your priorities include:

### **Operational control/ authority**

If many barriers have been identified that relate to your facilities or physical spaces, your ability to act on them and the time scale that will be required depends on how much operational control you have of your building. For example, if you own your facilities, you may be able to address the barriers with autonomy. If you lease your space, you may have to negotiate with your landlord to make any changes to the physical space.

If your Organization outsources facilities and management of those facilities is part of your lease agreement with your landlord, you may consider the added time required to bring those teams up to speed and get the work done within their own timeline.

### **Internal momentum**

It's possible that the Organization has upcoming projects or process changes that will present good opportunities to embed your accessibility improvements as small additions to a larger process. For example, if your Organization has planned a website upgrade in the next 3 years, you may be able to have an accessible feedback mechanism added to the specifications. If your Human Resources department has a scheduled policy review, you may be able to include the following:

### **Cost**

The cost of addressing the accessibility barriers will have to be considered. While some barriers, for example policy adjustments or staff training may not take much staff time or expense, some accessibility issues will require a capital expenditure or other financial investments. You may need to consider these as part of your annual budget process, which may push them down the priority list. You may also want to research grants to fund projects. While funding may be available for your accessibility project, the lag time between when you apply and when you receive a response can delay your action.

### **Impact**

Consider the number of people who will be impacted by a given accessibility action. You may consider overall the number of people who will be

impacted by an initiative, for example, if all of your service centres lack proper signage to help Blind customers to find their way to the counter, you may have to prioritize the locations with the highest traffic or aim to improve regional access by choosing one service centre in each geographic area to improve first.

### **Timeline**

As with any publicly available commitment, you may want to ensure you have prioritized some actions that can be completed quickly to demonstrate some movement, while also noting what you will tackle in year two and three of your plan's life.

### **Guidance on Involving your Accessibility Committee**

Your accessibility committee will provide great insight into which items will have the most impact or should be treated with urgency.

## Section 9

# **Monitoring and Evaluation**



While not required by the regulation itself, describing how your Organization will monitor the progress and effectiveness of your plan is a strong practice.

## **Section 9(a) Monitoring**

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### **Frequency**

It would be helpful for readers, including those internal staff who will be involved in the process, to understand how often you plan to monitor. Frequency of monitoring will likely depend on many factors including how often your accessibility committee meets. For example, if your committee meets quarterly, you may plan to review progress at the meeting closest to the anniversary of your plan's publication.



Alternatively, you may want to align your monitoring plans with your fiscal year, so that you can adjust any budget-related requests.

Organizations that publish annual stakeholder reports may also think about lining up their monitoring of their accessibility plan with adequate time to provide content on accessibility progress.



### **The City of Vancouver's Accountability Framework**

The City of Vancouver's Transforming Attitudes, Embedding Change: A City of Vancouver Accessibility Strategy shares a full accountability framework that will help keep their plan on track. It includes guiding principles and timelines for annual monitoring and reporting.

### **Work Completed**

Your monitoring will likely describe what work has been delivered as per the plan and what progress has been made on items not yet completed. Sharing the monitoring cycle with the internal team may support their continued momentum.

### **Recommendations to Improve the Plan**

You are likely to receive feedback about your plan and how it could be adjusted to offer more clarity. You may want to acknowledge that you'll be gathering this feedback as part of your monitoring process.

### **Publication schedule**

If your monitoring reports will be made available to the public, you may want to commit to a specific date that the report will be made available. For example, you may commit to publishing an annual report on the anniversary of the initial plan's publication date.



## Section 9 (b) Evaluating

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In addition to committing to a schedule for regular monitoring, a clear commitment to evaluating your plan's impact on accessibility is important. You may want to work with your accessibility committee to determine how you will know that the priorities you set forth in your plan were completed and whether the intended impact on the accessibility happened.

Ensure this section includes a clear timeline for evaluation. Highlight how you plan to ensure your evaluation includes measurable performance indicators as well as the lived experience of your accessibility committee and other stakeholders.

### Progress over Perfection

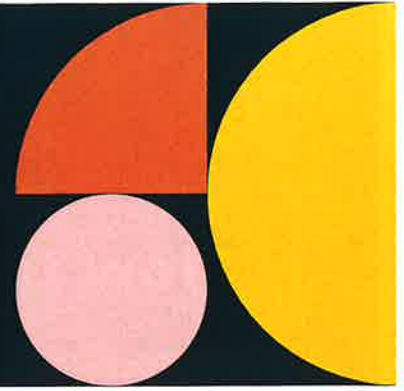
Our understanding of how to remove barriers to accessibility is evolving; new technology, better relationships with disability communities and understanding of the dynamics of disability.

For those who are new to accessibility, the wide range of actions that an Organization can take may feel overwhelming. It can be tempting to stall in the face of so much opportunity to improve.

Meryl Evans, a Deaf activist and LinkedIn Top Voice for Accessibility Advocacy thought leader provides her advice on pushing ahead so that perfectionism doesn't derail your accessibility work in her [blog piece](#).

## Section 10

# Your Conclusion



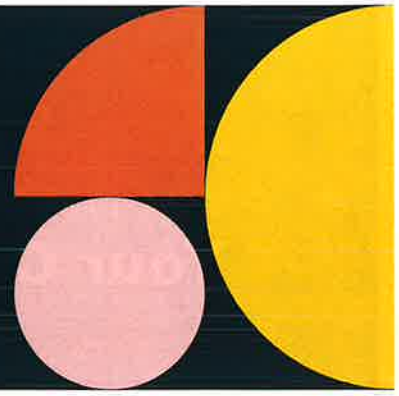
Some Organizations will want to conclude their overall plan with a conclusion that restates their commitment to accessibility or include a summary of the key actions that were taken.

A conclusion could be a good spot to invite feedback on the plan or emphasize the next steps for the Organization.

The [BC Government's accessibility plan](#) includes a brief conclusion that restates key messages of their plan.

If your plan will include extensive appendices, keep in mind that the conclusion may get lost in the overall length of your document.

## How to Give Feedback



You may want to highlight the feedback mechanism in its own section so that users can scan the Table of Contents to find it quickly.

### **Advice on Publishing Your Plan**

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You are not required to submit your plan to the government or Disability Alliance BC. However, your plan must be made available to the public. And we hope that you will produce a plan that feels worthy of celebrating and sharing widely!

#### **Where to publish your accessibility plan**

Your public website is the natural location to share the plan.

#### **What formats to offer**

There is no guidance in the regulation itself, but the BC Government's own accessibility plan is offered in a variety of alternative formats including as an accessible webpage, an accessible PDF, as an American Sign Language video, and in seven languages other than English.

#### **Ensuring your plan is accessible**

Whether you choose to publish your plan as a web page or as a downloadable document on your website will in part depend on the existing accessibility of your website. If the website has not been assessed for accessibility or you know that the website is inaccessible, you may decide that an accessible PDF version on a simple page will be the best approach. This would allow you to also send the plan via email to users who are finding your website difficult to use.

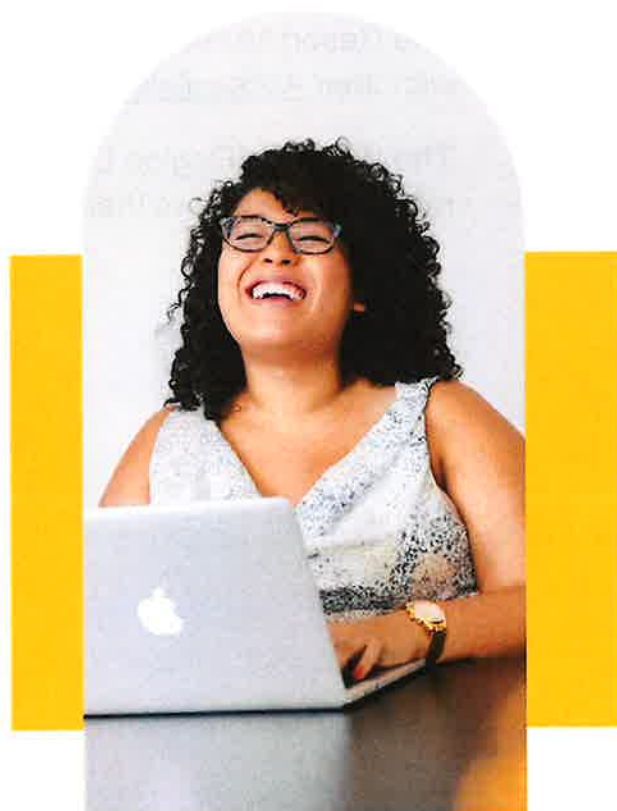
If your internal communications team will be involved in the design and delivery of the plan, they will likely need to connect with an accessibility consultant who can ensure that the final plan is remediated and will work for screen reader users and readers with other print disabilities.

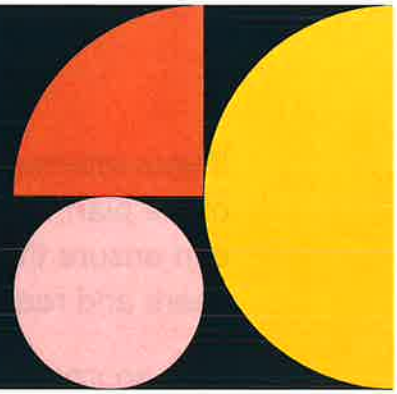
This approach is likely more manageable and cost effective than remediating the accessibility of the webpage itself. For example, if you wanted to publish your plan as a blog post and needed to ensure that the page was accessible, you would need your web developer or webmaster to be involved in assessing the page and website architecture. If you are curious about the degree of accessibility issues a user may experience with your existing site, you can use online tools like [Web AIM's free WAVE tool](#) or hire an [accessibility testing service](#) to provide a report for you.

### **Ensure any announcement is accessible**

If you plan to announce your published plan on your social media channels, you can take steps to ensure that your announcements are accessible. [Accessible Social](#) is a free resource hub for digital marketers, communication professionals, content creators, and everyday internet users who want to begin learning how to make their social media accessible for people with disabilities. Small steps like including alternative text on images and capitalizing the first letter of each word in a hashtag are easy requests of your social media team that will engage them in the work too.

If you plan to launch your plan with an in-person or online event, you can also ensure that your event will be accessible. The City of Vancouver has shared much of their learning on this topic in a great resource titled [Accessible events checklist and resources](#).





You may want to include appendices with your accessibility plan. Topics can include:

- Glossary
- Committee members/ organizations consulted
- Research
- Resources

The Resort Municipality of Whistler included very detailed reference material with their [Accessibility Action Plan](#), including their research notes.

The Waterloo Region District School Board includes the full list of committee members as one of their appendices in their [Accessibility Plan 2012–2026](#).



# What if You Need More Help?

The [BC Accessibility Hub](#) website is an ongoing resource where you can find information that will help Organization in developing their first accessibility plan and beyond. It includes samples of policies and accessibility plans from [other jurisdictions](#), an [accessibility consultant directory](#), and a [list of resources](#).

If this general guide to accessibility plans is not tailored enough to suit your organizational context, you can reach out to [the partner or collaborator organization for your subsector](#) or email [aop@disabilityalliancebc.org](mailto:aop@disabilityalliancebc.org) to make your request.

## Funding Opportunities

For a list of accessibility grants that may be available to support your accessibility actions, please see the [BC Accessibility Hub website](#).

## How to give feedback on this guidebook

You can send your feedback about this guide to [aop@disabilityalliancebc.org](mailto:aop@disabilityalliancebc.org). We'd love to hear from you.



## **Accessibility Plan Suggested Headings**

### **1. Introduction**

- a. About the Organization
- b. Our Accessibility Story
- c. Message from Leadership
- d. Message from Accessibility Committee
- e. Acknowledgement of Key Contributors
- f. Territorial Acknowledgement
- g. Definitions

### **2. Optional: Executive Summary**

### **3. Framework Guiding our Work**

- a. *Accessible BC Act*-Principles
- b. Other Legislation
- c. Existing Policies
- d. Internal Values, Service Commitment or Vision Statement
- e. Our Approach

### **4. About our Committee**

- a. Initial Focus of Committee
- b. Recruitment
- c. Committee Members and Background

**5. Consultation Conducted**

- a. Consultations to Date
- b. Who was consulted
- c. How consultation was conducted
- d. Key discussion themes

**6. Feedback Mechanism**

- a. Feedback Mechanism Development

**7. Barriers Identified**

- a. What We Found (internal review)
- b. What We Heard (community/committee feedback)
- c. Actions Taken

**8. Our 3 Year Plan**

Summary

- Priority #1
- Priority #2
- Priority #3

Detailed Plan (if needed)

Action	Details	Timeline

## **9. Monitoring and Evaluation**

### **a. Monitoring**

A monitoring report will be produced on an [annual] basis and be delivered at the [first accessibility committee meeting of the fiscal year].

### **b. Evaluating**

The organization will conduct a review and evaluation of the accessibility plan every three years from adoption [2025]. This plan will be made public on our website within [timeline].

## **10. Conclusion**

## **11. How to give us feedback**

## **12. Appendices**

- Appendix A: Glossary
- Appendix B: Committee members/organizations consulted
- Appendix C: Research
- Appendix D: Resources

## **Exercise – Exploring How the Organization Interacts with Members of the Disability Community**

The following prompts can be used for your internal team to begin thinking about how your Organization impacts the disability community.

### **Step One: Identify our stakeholders**

---

In what ways does our Organization interact with the public?

Consider:

- Our programs or services
- Our buildings and other facilities
- Our online presence
- Our policies
- Our areas of influence – who we regulate or engage with regularly

### **Step Two: Group research**

---

Assign each group one of the following sources to review. Give groups time to read through the following resources or search for other sources before coming back together to discuss.

**Possible sources:**

- Experiences of web users with disabilities from [W3.org](http://W3.org)
- Article: [The biggest barrier for people with disability is how society disables them](#)
- StatsCan [Canadian Survey on Disability, 2017: Data Visualization Tool](#)
- Ontario Government's article: [Disability and Physical Barriers](#)
- Humber Fact Sheet: [Understanding Barriers to Accessibility](#)

### **Step Three: group report back**

---

Back in full group, ask each group member to summarize the source they reviewed including 1–3 key points they took from the piece.

### **Step Four: group discussion**

---

As a large group or by splitting the large group into two smaller groups, discuss the following questions:

- a. In what ways might disabled people have different needs or expectations when they interact with us?
- b. What barriers to access might people with disabilities experience in their interactions with us?
- c. How will we test our assumptions or anecdotal information?

### **Step Five: Archive your discussion**

---

Make sure to capture your group discussion so that you can refer back to this exercise as you begin working with your accessibility committee or designing your public consultations.

## **Prioritizing Your Accessibility Actions Exercise**

### **Step One: Start with A Guiding Question**

---

Your guiding question could be “What barriers to accessibility and inclusion are present in our Organization?” Consider this question from the point of view of your clients/customers, your employees, and other stakeholders you may interact with.

### **Step Two: Brainstorm Issues Related to Each Type of Barrier**

---

Break into groups and set up stations with each type of barrier at a station. At each station, provide post-it notes where brainstorming ideas can be recorded. This could also be done in an online meeting using the sticky note function found on the Zoom or Teams whiteboards. Some examples of considerations for each station (but not limited to) could include:

- Attitudinal Barriers (staff training, mentorship, hiring preferences)
- Information and Communication Barriers (signage, documents, captions, ASL)
- Barriers in Policies and Practices (emergency procedures, recruitment and hiring practices, flexible working conditions)
- Environmental Barriers (entrance access, shelf/counter height, plexiglass, bathrooms, lighting, parking, doorways, sensory barriers)
- Technological Barriers (assistive technology and software, accessibility checkers, ALT text, video transcripts)



### Step Three: Consider the Importance and Cost

Organize the ideas using the following matrix. Consider what suggestions are most important to people with disabilities and what the associated cost of each suggestion would be. If meeting online, this matrix could be created on the Zoom or Teams whiteboards beside the sticky notes that have already been created so that they can be organized within the matrix. You may also need to read the suggestions out so that everyone can access the information.

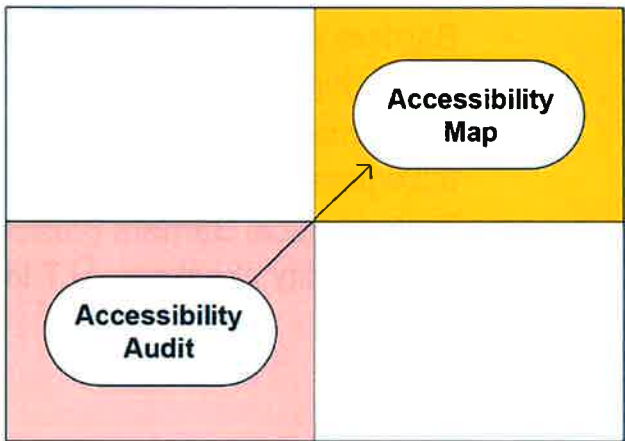
Low Cost, Low Importance	Low Cost, High Importance
High Cost, Low Importance	High Cost, High Importance

### Step Four: Consider Relationships Between Suggestions

Look for relationships between suggestions. Items of low importance may need to be considered even though they are not considered a high priority. For example, in the completed matrix below the implementation of an accessibility map will require an accessibility audit that was considered of low importance and high cost.

### Step Five: Choose Actions to Include in the Plan

Decide on which suggestions are practical to use as action items in your Plan. Don't forget to consider the timelines, costs, and personnel that will be required to implement each suggestion.



## Appendix 4

# ***Spectrum of Public Participation Model***

IAP2's [Spectrum of Public Participation](#) was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. Shared with permission.



### **Inform**

#### **Public Participation Goal**

To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

#### **Promise to the Public**

We will keep you informed.

### **Consult**

#### **Public Participation Goal**

To obtain public feedback on analysis, alternatives and/or decisions.

#### **Promise to the Public**

We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.

## Involve

### Public Participation Goal

To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

### Promise to the Public

We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

## Collaborate

### Public Participation Goal

To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

### Promise to the Public

We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.

## Empower

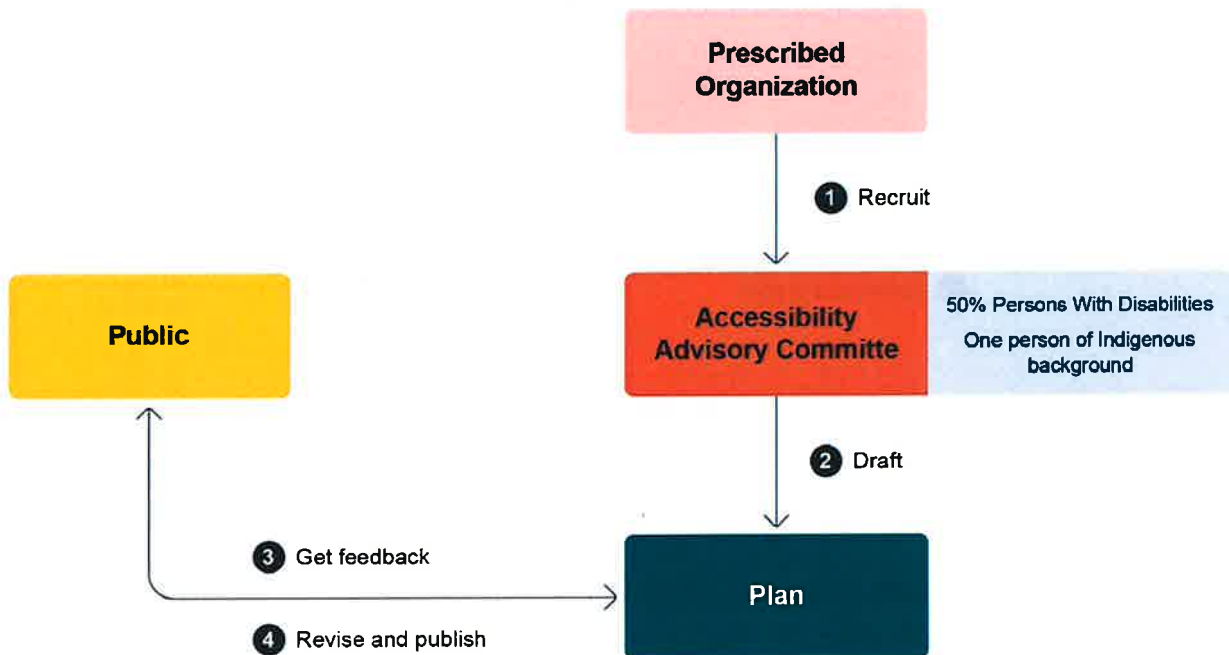
### Public Participation Goal

To place final decision making in the hands of the public.

### Promise to the Public

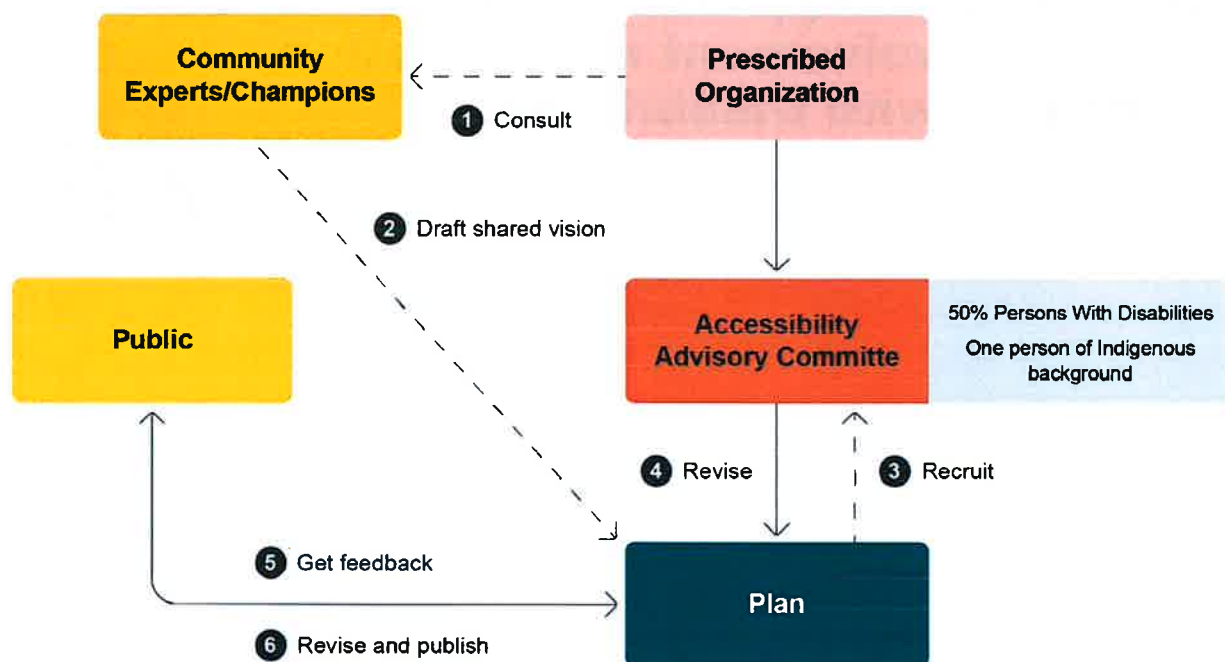
We will implement what you decide.

## Engagement Approaches for Greater Involvement and Inclusion of People with Disabilities



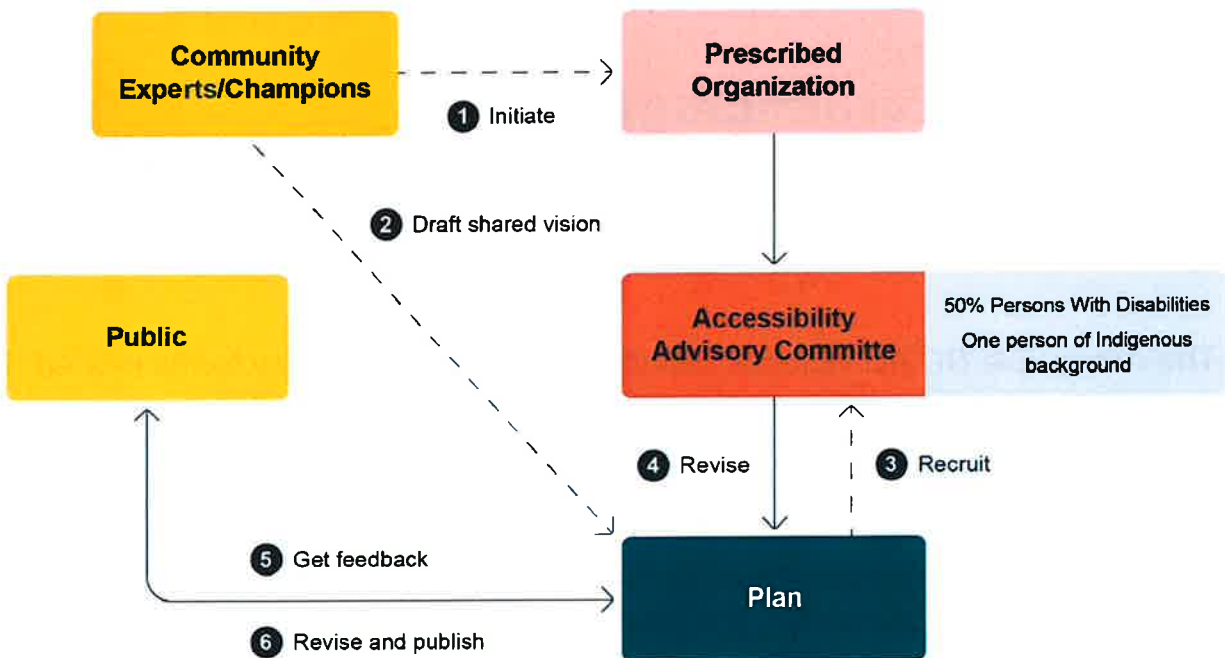
### Traditional Approach – Plan Partnership

1. The Organization recruits committee members
2. In collaboration, they draft a plan
3. A draft of the plan is published, and feedback is sought
4. The final plan is revised and posted



## Guided Approach – Process Partnership

1. The Organization reaches out to champions/experts in the community
2. Champions/experts work together to create a preliminary shared vision of the goals and purpose of the committee
3. The PO uses this information as part of the official committee recruitment strategy
4. The committee reviews and revises the preliminary vision to create a draft plan
5. The draft plan is posted for public feedback
6. Feedback is incorporated into a final plan that is posted



## Persons with Disabilities Leadership Approach

1. Community members with disabilities reach out to 1 or more Organizations in their community/region to initiate the establishment of a committee
2. Together, they develop a shared vision for the committee
3. Together, they use this for the recruitment strategy
4. The committee reviews and revises the preliminary vision to create a draft plan
5. The draft plan is posted for public feedback
6. Feedback is incorporated into a final plan that is posted



## Guidance on Disability Terminology

The *Accessible BC Act* includes definitions for some of the key terms related to speaking about disability. To consult the full list, see the Definitions section in the [Accessible BC Act](#).

However, these are technical definitions that are related to complying with the legislation. There is no guidance in *The Act* on what terms are considered acceptable or disrespectful by the disability community.

Language preferences are ever evolving and can be highly charged. On an individual level it makes sense to ask anyone how they prefer to describe their identity and disability, as you write your plan, you will also need to make decisions about what approach to take when speaking about the disability community in general. For example, the BC Government and other government bodies in Canada default to using person-first language, for example, “person with a disability” or “people with Autism”. However, many in the disability community prefer identity-first language. For example, “disabled person” or “autistic person”.

You have options:

- a. Ask your accessibility committee for guidance and follow their lead. Because your community will likely not reflect all the diverse perspectives in your community, it is also advisable to address your choice and rationale somewhere in your plan.
- b. Follow the government’s lead and use person-first language. Again, referencing the rationale for this may be wise.
- c. Alternate between person-first and identity-first language in your plan and note the decision to do so. This is an approach taken by [DABC](#) and some disability-serving organizations.

## Principles in *The Act*

*The Act* includes a list of principles that you must consider as you develop an accessibility plan. These same principles were used to develop the legislation itself. We have developed some starter definitions for you to consider. They are adapted from the foundational document [BC Framework for Accessibility Legislation](#).

- **Inclusion:** All British Columbians, including persons with disabilities, should be able to participate fully and equally in their communities.
- **Adaptability:** Accessibility plans should reflect that disability and accessibility are evolving concepts that change as services, technology, and attitudes change.
- **Diversity:** Every person is unique. People with disabilities are individuals with varied backgrounds. Individual characteristics including race, gender, sexual orientation, religion, and lived experience greatly inform the experiences of individuals. Accessibility plans should acknowledge the principle of intersectionality and the diversity within the disability community.
- **Collaboration:** Promoting accessible communities is a shared responsibility and everyone has a role to play. Accessibility plans should create opportunities for Organizations and communities to work together to promote access and inclusion.
- **Self-determination:** Accessibility plans should seek to empower people with disabilities to make their own choices and pursue the lives they wish to live.
- **Universal Design:** The Centre for Excellence in Universal Design defines Universal Design as “the design and composition of an environment so that it can be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, ability or disability.” An accessibility plan should be designed to meet the needs of all people who wish to interact with the Organization.

### **Further accessibility terms**

You can find a list of accessibility related terms in the BC Accessibility Hub's [Glossary of Terms and Acronyms](#). This list is a living document and will continue to grow over time. If you have suggestions for additions to the glossary, please let us know.

### **Further guidance on language from the BC Government**

In addition to the Plan Language Checklist mentioned in the Tone and Language section, you also may wish to visit the BC Government's [Words Matter Guide](#) for more information about inclusive language.

## **Accessibility Considerations for your Committee Meetings**

When you bring together your accessibility committee or engage with the community, it's vital to make sure each person's needs are met throughout the process.

In addition, keeping an open mind and being willing to offer flexibility and a sense of humour will go a long way in establishing and maintaining trust.

### **Recommendations for preparing meeting materials**

- Ensure all written materials are in Sans Serif font, such as Arial and at least 14-point size.
- All documents must have light with dark text or dark with light text.
- Whether the meeting is taking place virtually or in person, ensure ASL interpreters and live caption services are set up beforehand. For such services, you will need to book services several weeks in advance. For meetings longer than 30 minutes, plan for two interpreters to ensure they can switch out periodically.
- For ad hoc or last-minute hybrid and online meetings, turn Zoom auto captions on.
- If providing honorariums, ensure you have the accurate information for each member beforehand so they can receive compensation in a timely fashion.
- Check in with members regarding food sensitivities and offer refreshments that keep the diversity of cultural perspectives in mind.
- Circulate an accessible agenda and other meeting materials several days prior to the meeting to give everyone a chance to prepare.
- Ask committee members what specific accommodations they need and provide a simple way for them to make requests.

## During the meeting

- Start each meeting by revisiting an established set of conduct principles. Ask attendees to respect each other's privacy including each person's disclosure about their disability or other lived experience.
- Aim to use plain language in the discussion as well as in meeting materials.
- Ensure the meeting room has space for mobility aids, that there are ramps at the building exterior and wide enough entry points.
- Consider sensory sensitivities. As much as possible, create a scent-free environment. Choose a room that has minimal outside noise and options to dim or reduce bright lights.
- Ensure ample space between seats for service dogs and bowls of water.
- Minimize crosstalk before and after the meeting for people with auditory processing challenges. While getting to know folks is delightful, too many competing voices can be stressful for hard of hearing people as it may impede their focus.
- If the meeting is being held hybrid or virtually, make video use optional for attendees. Some people may feel more comfortable contributing without their cameras on.
- Some people may not be able to contribute verbally. Be prepared to support attendees who use chat instead of their voice or communicate through an interpreter or support person. When a variety of communication styles are in use, having a set speaking order may be helpful so that attendees are better prepared when it is their turn.
- When presenting images or graphs, describe the content in simple terms.
- Stick to the scheduled time and take scheduled breaks. Communicate the timing of breaks at the beginning of the meeting.
- Move unfinished business to a future meeting or via email rather than assuming committee members are comfortable with going over time. For neurodivergent people this can become a painful experience and for those that have booked transportation, staying on time is vital.

## Follow-up

- Share minutes or recording in a timely fashion, with edited transcripts in 14-point font.
- Add descriptive text to any photos or graphics in presentations.
- Send honorariums or stipends the following day and make the process simple if using digital methods.
- Finally, and crucially: thank members for their time, insight, and expertise!

## Further resources

- The City of Vancouver's [Accessible Event Checklist](#)
- The Government of BC's [growing list of accessibility guidelines](#)
- The Autistic Self Advocacy networks' [Autistic Advocacy's Checklist](#)
- Disability:IN: Blogpost about [benefits of keeping the camera off as accessibility feature](#)
- UBC Equity and Inclusion Office's [guidelines for hosting inclusive events](#)



## **Accessibility Committee Terms of Reference Template**

### **Name of Committee**

Consider choosing a name that reflects your purpose and goals.

### **Vision/Goal Statement**

This statement could identify your overall goal and refer to the [Accessible BC Act](#).

### **Statement of Commitment**

This statement should identify your commitment to inclusion, diversity, equity, and accessibility. As well, acknowledging the importance of the disability community's lived experience could be highlighted.

### **Background**

Include an overview of any background information that may relate to the creation or involvement of the committee including:

- Overview of Organization – include a brief statement about the Organization's purpose and/or history
- Accountability – if the committee is structured to be accountable to an outside entity, it could be stated here
- Areas of Focus – you may want to refer to the accessibility barriers that will be of greatest priority to the committee. Some topics for consideration include employment, delivery of services, built environment, information and communication, transportation, health education, and procurement
- Definitions – include words that may require defining, such as 'barriers' or 'disability'

## **Purpose of the Committee**

In this section, the main goals and the benefits of the accessibility committee could be outlined. These goals could include Identifying barriers and implementing strategies to remove them.

## **Scope and Composition**

Member names, qualifications, and roles could be included here. As well, if there will be voting and non-voting members this may be indicated. Any outside consultations or sub-committees/working groups could also be outlined here.

## **Roles and Responsibilities**

This section would outline the expectations of the Chair and of the committee members. Considerations that could be included are:

- Code of Conduct – some suggestions include acting with integrity and honesty, being prepared and informed of relevant issues, using active listening and being tolerant of others' opinions, interacting with others in a respectful and inclusive manner
- Confidentiality
- Conflict of Interest
- Attendance Requirements
- Terms of Service, Renewal, and Termination

## **Procedures**

Meeting expectations and processes would be outlined here. Some suggestions include:

- Meetings – considerations include length, frequency, location
- Meeting Quorum and Voting Rules
- Staff Resources – any resources that will be used to support the committee could be indicated here. Considerations include technical support, clerical support, website access
- Remuneration – it is recommended that any members who are not compensated elsewhere receive remuneration for their involvement on the committee

- Budget – funding could be allocated to support removal of barriers, public feedback events, interpreters, assistive technology, and technical services/software
- Communication and Reporting Procedures – this would outline how the work of the committee, such as agendas and minutes, will be reported and where. Many Organizations allocate a page on their website for the accessibility committee to share information and resources.
- Policy Review Schedule – try to incorporate a regular review schedule. This schedule could be aligned with the accessibility plan review, that must occur every three years.

## **Accessibility Committee Recruitment Poster and Application Form**

### **Do you want to help make BC more accessible?**

We are recruiting people with lived and learned accessibility experience to join our <Committee Name> that has been created in support of the [Accessible BC Act](#). We are also looking for members who represent the diversity of British Columbia, including those who are Indigenous.

Committee members will work together to:

- Identify, prevent, and eliminate barriers to accessibility and inclusion for people with disabilities
- Contribute to development of an Accessibility Plan for our organization
- <other specific goals could be added here>.

The Committee will meet <virtually/in-person> <meeting frequency> over a <# of-years> term. Members who are not compensated elsewhere, will be compensated <amount/frequency> in recognition of sharing their experiences and knowledge.

Accommodations are available if needed. See below.

### **To apply, please fill out the following form.**

For more information or to request an alternate format of the form, please contact <contact name, phone, email>.

## **(Committee Name) Application Form**

Full Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

### **What target group(s) do you represent?**

- ☐ A person with a visible or invisible disability; including physical, cognitive, perceptual, and/or mental health disabilities.
- ☐ A member of a disability-serving organization  
Organization Name: \_\_\_\_\_
- ☐ A parent or guardian supporting someone with a disability
- ☐ A person with Indigenous background
- ☐ A person from another equity-deserving group

### **Why do you want to be part of this committee?**

**What related skills, knowledge, or experiences do you have that may benefit this committee?**

### **What accommodations do you require, if any?**

Date: \_\_\_\_\_

Thank you for applying! You will be contacted shortly.

This information is collected for administrative purposes under section 26 of the Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used and maintained for the purpose it was collected and in accordance with FIPPA.

## **Accessibility Committee Membership Agreement**

This agreement is made effective upon signature of both parties and is made between <Organization name and address> and <Committee member's full name>.

### **Committee Member Duties**

The member agrees to:

- Work collaboratively to identify and prevent barriers to accessibility and inclusion, while creating and implementing the Accessibility Plan
- Show respect and empathy for diverse opinions and needs
- Attend all meetings and participate fully, sharing their skills and experiences as they relate to the topics at hand
- Review meeting materials and resources beforehand
- <other specific duties as they relate to the person or Organization>

### **Location of Activities**

All meetings will take place <virtually or in-person> <frequency>.

### **Term of Agreement**

The services of the member under the terms of this Agreement will commence on <date> and will continue until <date>.

### **Termination**

Either party may terminate this Agreement at any time for any reason by giving written notice of at least one week.



## **Compensation**

Compensation of (amount) will be provided if the member is not being compensated elsewhere.

## **Confidential Information**

The member agrees to keep confidential and refrain from using, directly or indirectly, all information that is not publicly known and revealed during the committee meetings.

## **Conflict of Interest**

The member will always pursue and act in the best interests of the committee and shall immediately disclose any conflict or potential conflict between their interests and the interests of the committee.

## **Accommodations**

If necessary, every effort will be made to provide reasonable accommodations to the member at no cost to the member. The member will disclose known accommodation needs upon selection to the committee.

## **Signatures**

Staff Lead Name:

---

Date signed:

---

Member Name:

---

Date signed:

---

## Barriers and Solutions Initial Scan

The best source of information about barriers to accessibility is people with disabilities.

While your work with your accessibility committee and future public feedback generated through your new public feedback mechanism will give you important information, you may have other sources on hand that can help with a preliminary scan for the Organization.

Here are some potential sources of information you may be able to access:

- Customer complaints that relate to accessibility
- Anonymized accommodation requests received by your Human Resources team
- Results of your Rick Hansen Foundation Accessibility Audit
- Results of your Disability Inclusive Employer Self-Assessment
- Audit reports from any website accessibility testing conducted by your web development or IT Team
- Anecdotal information shared by colleagues
- Feedback from community partners
- Feedback offered in exit interviews
- Results of any Human Rights Tribunal cases involving your Organization or organizations with a similar mandate.



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Developing Your First Accessibility  
Plan: A Guide for BC Prescribed  
Organizations • For full details, view  
a copy of [this licence](#).

[bcaccessibilityhub.ca](https://bcaccessibilityhub.ca)

## DISTRICT OF HOPE

### BYLAW NO. 1555

*A Bylaw to amend the District of Hope Official Community Plan Bylaw No. 1378*

---

Whereas the Council of the District of Hope deems it appropriate to amend Official Community Plan Bylaw No. 1378, 2016 by re-designating certain lands;

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

#### CITATION

1. This Bylaw may be cited for all purposes as the “***District of Hope Official Community Plan Amendment Bylaw No. 1555, 2023***”.

#### ENACTMENT

2. That a certain parcel of land situated in the District of Hope, British Columbia, and described as:

Lot 5, Except Part on Plan 73383 Section 1 Township 5 Range 27 West of the 6<sup>th</sup> Meridian New Westminster District Plan 17065; PID 010-311-599; 61934 Estell Road

as shown on Schedule “A” attached to and forming part of this bylaw is hereby re-designated from Highway Commercial to Light/Service Industry and Map 1 of the District of Hope Official Community Plan Bylaw 1378, 2016 is hereby amended to reflect this re-designation.

Read a first time this 10<sup>th</sup> day of July, 2023.

Read a second time this 10<sup>th</sup> day of July, 2023.

Advertised in the Hope Standard Newspaper August 4<sup>th</sup>, 2023 and August 11<sup>th</sup>, 2023.

Public Hearing was held this 14<sup>th</sup> day of August, 2023.

Read a third time this XXXXX XX, 2023

Received Ministry of Transportation & Infrastructure approval this XX day of XXXXX, 2023.

Adopted this XX day of XXXXX, 2023.

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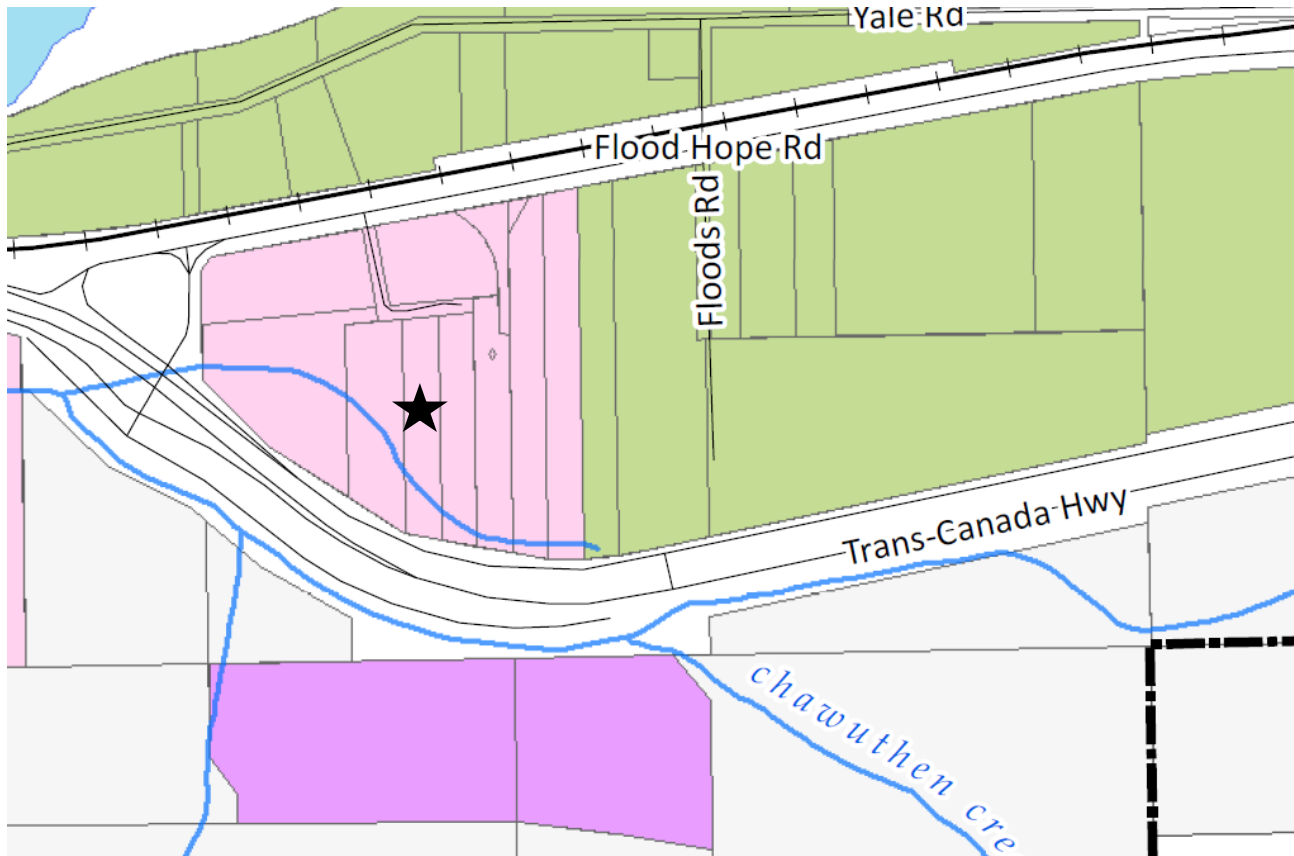
**Mayor**

---

**Director of Corporate Services**

**DISTRICT OF HOPE  
BYLAW NO. 1555  
SCHEDULE "A"**

**OFFICIAL COMMUNITY PLAN AMENDMENT MAP**



SUBJECT PROPERTY TO BE RE-DESIGNATED: ★

FROM: HIGHWAY COMMERCIAL

TO: LIGHT/SERVICE INDUSTRY

This is Schedule "A" attached to and forming part of the "District of Hope Official Community Plan Amendment Bylaw No. 1555, 2023"

---

**Mayor**

---

**Director of Corporate Services**

## DISTRICT OF HOPE

### BYLAW NO. 1556

*A Bylaw to amend the District of Hope Zoning Bylaw No. 1324*

---

WHEREAS pursuant to Section 479 of the *Local Government Act*, a local government may adopt a Zoning Bylaw;

AND WHEREAS the Council of the District of Hope deems it appropriate to amend Zoning Bylaw 1324, 2012 by rezoning a specific parcel of land;

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

#### CITATION

1. This Bylaw may be cited for all purposes as the “***District of Hope Zoning Amendment Bylaw No. 1556, 2023***”.

#### ENACTMENT

2. That a certain parcel of land situated in the District of Hope, British Columbia, and described as:

Lot 5, Except Part on Plan 73383 Section 1 Township 5 Range 27 West of the 6<sup>th</sup> Meridian New Westminster District Plan 17065; PID 010-311-599; 61934 Estell Road

as shown on Schedule “A” attached to and forming part of this bylaw is hereby rezoned from Rural (RU-1) to Light/Service Industrial (I-2) and the Zoning Map Schedule “B” of the District of Hope, Zoning Bylaw 1324, 2012 is hereby amended to reflect this rezoning.

Read a first time this 10<sup>th</sup> day of July, 2023.

Read a second time this 10<sup>th</sup> day of July, 2023.

Advertised in the Hope Standard Newspaper August 4<sup>th</sup>, 2023 and August 11<sup>th</sup>, 2023.

Public Hearing was held this 14<sup>th</sup> day of August, 2023.

Read a third time this XX day of XXXXX, 2023.

Received Ministry of Transportation & Infrastructure approval this XX day of XXXXX, 2023.

Adopted this XX day of XXXXX, 2023.

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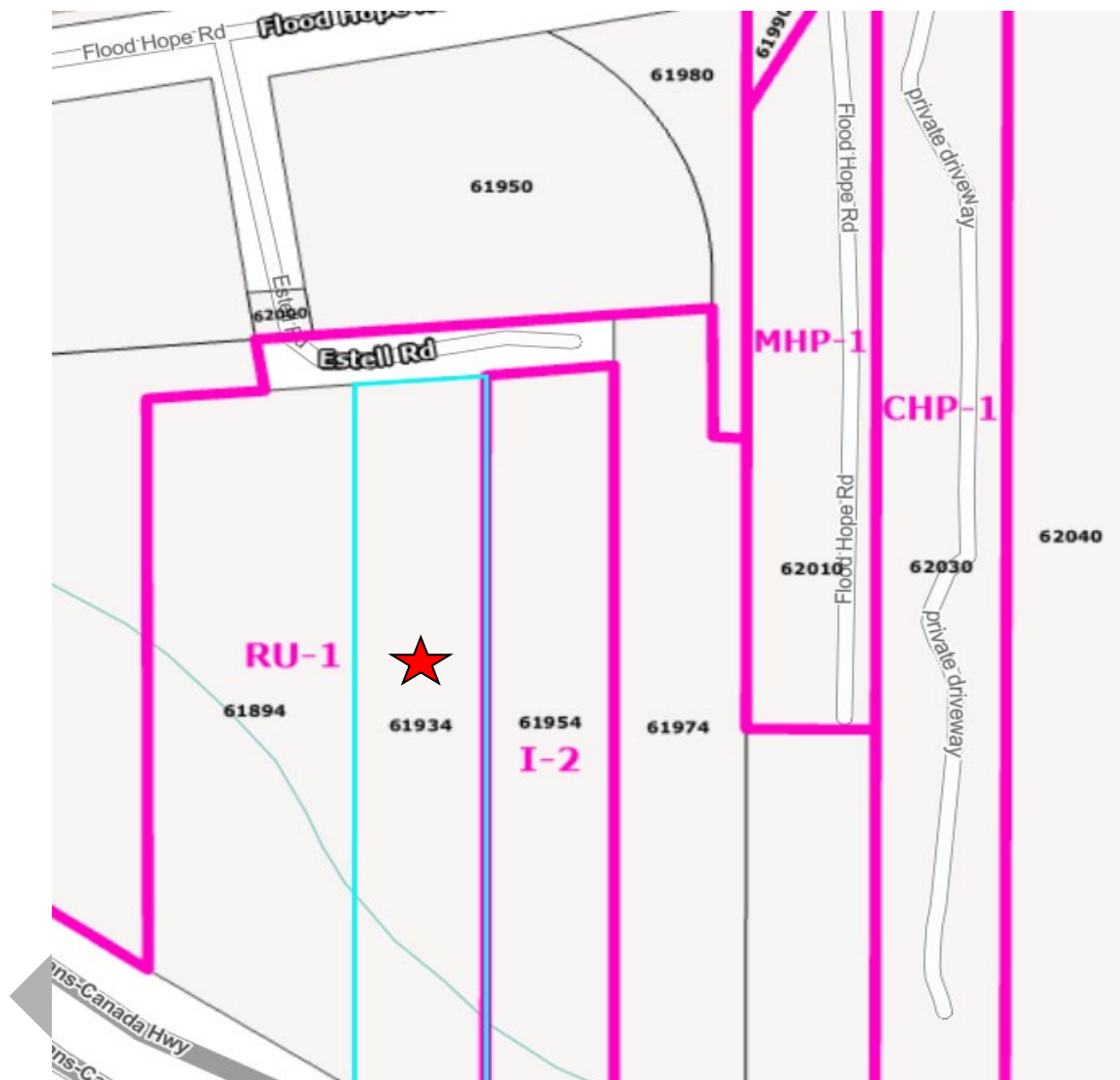
**Mayor**

---

**Director of Corporate Services**



**DISTRICT OF HOPE  
BYLAW NO. 1556  
SCHEDULE "A"  
ZONING AMENDMENT MAP**



SUBJECT PROPERTY:



REZONED FROM:

RURAL (RU-1)

TO:

LIGHT/SERVICE INDUSTRIAL (I-2)

This is Schedule "A" attached to and forming part of the "District of Hope Zoning Amendment Bylaw No. 1556, 2023"

**Mayor**

**Director of Corporate Services**

Zoning Amendment Bylaw 1556, 2023  
Page 2 of 2

## DISTRICT OF HOPE

### BYLAW NO. 1557

*A Bylaw to amend the District of Hope Zoning Bylaw No. 1324*

---

WHEREAS pursuant to Section 479 of the *Local Government Act*, a local government may adopt a Zoning Bylaw;

AND WHEREAS the Council of the District of Hope deems it appropriate to amend Zoning Bylaw 1324, 2012 by rezoning a specific parcel of land;

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

#### CITATION

1. This Bylaw may be cited for all purposes as the “***District of Hope Zoning Amendment Bylaw No. 1557, 2023***”.

#### ENACTMENT

2. That a certain parcel of land situated in the District of Hope, British Columbia, and described as:

Lot A Section 9 Township 5 Range 26 West of the 6<sup>th</sup> Meridian Kamloops  
Division Yale District Plan 5900; PID 010-183-973; 342 Hudson Bay Street

as shown on Schedule “A” attached to and forming part of this bylaw is hereby rezoned from Single Family Residential (RS-1) to Multiple Family Residential (RM-1) and the Zoning Map Schedule “B” of the District of Hope, Zoning Bylaw 1324, 2012 is hereby amended to reflect this rezoning.

Read a first time this 10<sup>th</sup> day of July, 2023.

Read a second time this 10<sup>th</sup> day of July, 2023.

Advertised in the Hope Standard Newspaper August 4<sup>th</sup>, 2023 and August 11<sup>th</sup>, 2023.

Public Hearing was held this 14<sup>th</sup> day of August, 2023.

Read a third time this XX day of XXXXX, 2023.

Received Ministry of Transportation & Infrastructure approval this XX day of XXXXX, 2023.

Adopted this XX day of XXXXX, 2023.

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**Mayor**

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**Director of Corporate Services**

**DISTRICT OF HOPE  
BYLAW NO. 1557  
SCHEDULE "A"  
ZONING AMENDMENT MAP**



SUBJECT PROPERTY:



REZONED FROM:

SINGLE FAMILY RESIDENTIAL (RS-1)

TO:

MULTIPLE FAMILY RESIDENTIAL (RM-1)

This is Schedule "A" attached to and forming part of the "District of Hope Zoning Amendment Bylaw No. 1557, 2023"

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Corporate Services



## DISTRICT OF HOPE

### REPORT/RECOMMENDATION TO COUNCIL

**DATE:** July 26, 2023

**FILE:** LDP 22/23  
Bylaws 1558 & 1559

**SUBMITTED BY:** Richard Zerr, Acting Director of Community Development

**MEETING DATE:** August 14, 2023

**SUBJECT:** **APPLICATION TO AMEND THE OFFICIAL COMMUNITY PLAN  
LAND USE DESIGNATION AND REZONE THE PROPERTY AT 455  
COQUIHALLA STREET  
CENTRUM GROUP ENTERPRISES LTD.**

#### **PURPOSE:**

To obtain authorization for staff to proceed with the process to re-designate and rezone the property at 455 Coquihalla Street from Multiple Family Residential (RM-1) to a site specific Comprehensive Development zone.

#### **RECOMMENDATION #1:**

THAT District of Hope Official Community Plan Amendment Bylaw, No. 1558, 2023 be given first and second readings in order to re-designate the property legally described Lot 26 Block 1 Sec 16 TWP 5 RGE 26 W6M Yale Division Yale District Townsite of Hope Suburban Except: (1) Parcel K Plan A128 (2) Plan B5277 (3) that Part Lying to the North and East of Parcel K (Plan A128); PID 012-871-362; 455 Coquihalla Street from Urban/Suburban Residential to Comprehensive Development; 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*; and

FURTHER THAT the Council of the District of Hope has considered the duty to consult regarding the Official Community Plan Amendment Bylaw No. 1558, 2023 and concurs with the Acting Director of Community Development that consultation be undertaken with the District of Hope Director of Finance and the District of Hope Director of Operations.

#### **RECOMMENDATION #2:**

That District of Hope Zoning Amendment Bylaw No. 1559, 2023 be given first and second readings in order to and rezone the property legally described Lot 26 Block 1 Sec 16 TWP 5 RGE 26 W6M Yale Division Yale District Townsite of Hope Suburban Except: (1) Parcel K Plan A128 (2) Plan B5277 (3) that Part Lying to the North and East of Parcel K (Plan A128); PID 012-871-362; 455 Coquihalla Street from Multiple Family Residential (RM-1) to a site specific Comprehensive Development (CD-12) 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*.

## **ANALYSIS:**

### **A. Rationale:**

**Proposal** – The applicant's intent is to rezone the property from RM-1 Multiple Family Residential zone to Comprehensive Development (CD-12) zone in order to erect a fifty-four (54) unit multi-family affordable housing complex consisting of forty-two (42) apartment units and eight (8) townhouse units with suites in four of the townhomes.

In accordance with the attached cover letter from Centrum Group, the proposal includes:  
(1) a 42-unit apartment building complete with underground parking, indoor and outdoor amenity space, and easy access to the building for residents, visitors and service providers. and/

(2) 12 townhouse suites with adequate parking and access to the onsite indoor and outdoor amenity spaces “

The orientation and aesthetics of the project are intended to complement the neighbourhood with the highest quality design features and affordable rental housing opportunities for seniors, singles, and families.

**Background** – In 2021, this 0.5-hectare (1.25 acre) parcel of land was rezoned from Single Family Residential (RS-1) to Multiple Family Residential (RM-1). The property once was a former bulk petroleum product site that was decommissioned. As part of the provincial contamination monitoring process, the majority of the property sat vacant and the western portion fronting Fourth Ave was utilized as a Community Garden. The District of Hope acquired the lands in 2017 from Imperial Oil for future community purposes. In 2022, the property was sold to the applicant to develop the lands.

**Official Community Plan (OCP) Amendment Bylaw** – The subject property has a current OCP Land Use Designation of Urban/Suburban Residential which does not support the rezoning to a Comprehensive Development zone. However, it does support a rezoning to a Commercial Transition C-5 zone which permits apartment use but not townhomes. Before the District of Hope can consider rezoning the property, the OCP must be first amended.

As per Policy 2.2 of the Official Community Plan, the objective is to “*support a variety of housing types, lot sizes and densities to meet the changing needs of current and future residents. In areas designated Urban/Suburban Residential, encourage the rezoning of lands to provide greater housing diversity and affordability by supporting and prioritizing:*

- a) *Secondary Dwellings;*
- b) *Coach Housing, Laneway Houses, or Carriage Houses;*
- c) *Compact Lots;*
- d) *Duplexes;*
- e) *Rowhouses;*
- f) *Townhouses; and*
- g) *Apartments.*

The Local Government Act states that the local government must provide one or more opportunities for consultation with persons, organizations and authorities it considers will be affected by this OCP Amendment. In this instance, staff recommends consultation be undertaken with the District of Hope Director of Finance and the District of Hope Director of Operations.



**Comprehensive Development (CD-12) Rezoning** – The property is currently zoned Multiple Family Residential (RM-1) and requires a rezoning to Comprehensive Development (CD-12) zone to enable the proposed project to proceed.

The applicant prepared their proposal based on the RM-1 zone and applicable sections of the Zoning Bylaw. In order to accommodate the density proposed, for the site for the apartment and townhome uses, a comprehensive development zone is required. The maximum density permitted in an RM-1 zone for Apartment use is 90 units per hectare. A density of 92 units per hectare is proposed in the CD-12 zone for the apartment/townhome uses. The only permitted uses in the CD-12 zone will be 42 apartment units and 8 townhome units (4 with secondary suites) specific to the proposed plans. Note that the Anhart Housing Society's CD zone application had a density calculation of 127units/ hectare in order for them to achieve 40 units.

Building height is 16 metres to accommodate 4 stories for the apartment building and 10 metres to accommodate 3 stories for the townhomes. A comparable example of 4 a story Apartment complex in the District of Hope is the Riverstone located at 755 Old Hope Princeton Way.

For the complex, common exterior amenity areas total 400 square metres and the common interior amenity space located in the apartment complex is 100 square metres. Private amenity areas (balconies) for each apartment are 7.5 square metres and (patios) for each townhouse unit is 15 square metres.

The 86 parking stalls and 1 loading zones meet parking requirement provisions in the zoning bylaw.

The exterior of the proposed apartment and townhouses use natural finishing material with post and beam accents.

**Form & Character Development Permit (DP)** – If the rezoning is successful the developer will be required to go through a Hope Intensive Residential DP for form and character.

## **B. Official Community Plan Bylaw 1378**

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

1. Does the development move Hope toward our vision and goals for success and sustainability?

*This development on a micro-level moves Hope towards our vision and goals for success and sustainability.*

Is it aligned with our OCP objectives and policies?

*Yes, it touches on the following:*

- *To concentrate and mix compatible land uses to enable cost-effective and economically sustainable maintenance of public infrastructure.*
- *To support a variety of housing types, lot sizes, and densities to meet the changing needs of current and future residents.*
- *To ensure that Hope has a suitable land base to meet its future residential, commercial, industrial, and open space needs.*



- *To promote and facilitate the development of market and non-market affordable housing.*
- *To prioritize development in the District's urban areas.*
- *To encourage proposals that integrates affordable housing throughout the community, rather than segregates or concentrates it in specific areas.*

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

*This platform is rigid but a must do as it requires following the Local Government Act.*

3. Will it provide a good return on investment?

*From a residential tax base perspective, it will provide a return on investment once the contemplated development has been rezoned and constructed. Furthermore, it will provide the community with remove much needed rental units.*

**C. Attachments:**

1. Location & Zoning Map Excerpt
2. Centrum Group Enterprises Cover letter
3. Concept Drawing of Proposed Development
4. Multiple Family Residential (RM-1) Zone Excerpt
5. OCP and Zoning Amendment Bylaw No. 1558 and 1559

**D. Property Information:**

- 1) Civic Address: 455 Coquihalla Street
- 2) Legal Description: Lot 26 Block 1 Sec 16 TWP 5 RGE 26 W6M Yale Division Yale District Townsite of Hope Suburban Except: (1) Parcel K Plan A128 (2) Plan B5277 (3) that Part Lying to the North and East of Parcel K (Plan A128)
- 3) PID Number: 012-871-362
- 4) Current Zoning: Multiple Family Residential (RM-1)
- 5) Current OCP Designation: Urban Suburban Residential

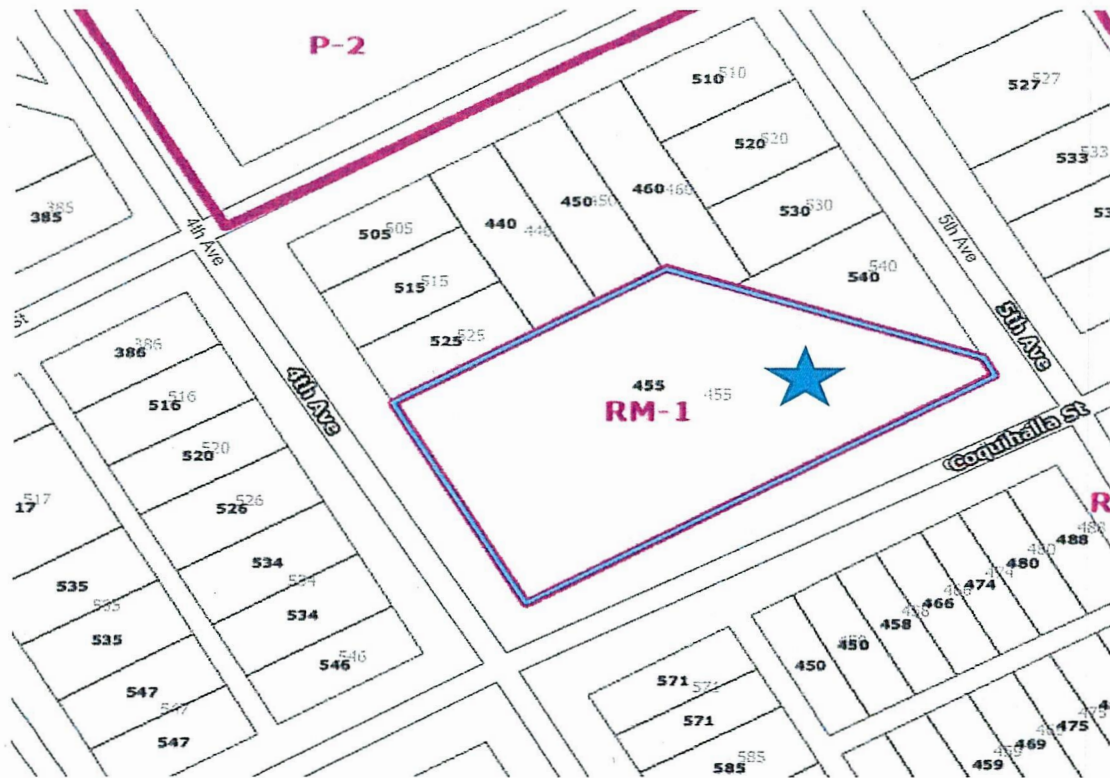
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Prepared by:

Approved for Submission to Council:

Original Signed by Richard Zerr  
Acting Dir of Community Development

Original Signed by John Fortoloczky  
Chief Administrative Officer



THE SUBJECT PROPERTY: ★

FROM: Multiple Family Residential (RM-1)

TO: Comprehensive Development (CD-12)



## CENTRUM GROUP

August 3, 2023

District of Hope

### **Re: 455 Coquihalla Street, Hope BC ("Property")**

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It is our organization's intention to construct much needed affordable housing option for the community of Hope. The proposal will consist of 42 condos and 8 townhouses (4 with legal suites) for the subject site, as per the provided plans.

We've conducted careful analysis of the District of Hope's Housing Needs Assessment completed in 2021. The housing being proposed is warranted as part of the Hope housing continuum.

Secondly, we want to highlight Council's Strategic Priorities enacted in April of this year. This proposal is aligned and/or will aid in Council to achieve Strategic Focus Area 2, Affordable Housing priorities.

Our proposal slightly varies from the existing regulatory regime found in the Zoning Bylaw but are aligned with developments happening in neighbouring communities. We had to adjust the proposal in order to meet financial commitments and market conditions.

There is Provincial wide housing shortage and we believe this development would be leading edge for the Fraser Valley on a per-capita basis for units starts.

The development has vast potential to serve the population of Hope. The close proximity to nearby schools provides appeal and convenience to families with children, while providing walkable accessibility to seniors for essential services.

Mutually, we look forward to the development of this site and providing community living at its best.

Sincerely,

Centrum Group





**SITE PLAN**  
1 : 250



## 10.5 MULTIPLE FAMILY RESIDENTIAL (RM-1) ZONE

### 10.5.1 PURPOSE

- .1 The purpose of this *zone* is to accommodate multiple family *residential use* in areas located near downtown Hope on *parcels* which are fully serviced by community water and sanitary sewer systems.

### 10.5.2 PERMITTED USES

- .1 The following *principal uses* and no others shall be permitted:
  - a) *Apartment*;
  - b) *Multiple family dwelling*;
  - c) *Senior citizen housing*; and
  - d) *Townhouse*.
- .2 The following shall be permitted as *accessory uses*:
  - a) *Accessory buildings or structures*;
  - b) *Common or private amenity areas*;
  - c) *Day care*;
  - d) *Home based business*;
  - e) *Off-street parking area*;
  - f) *Preschool*.

### 10.5.3 CONDITIONS OF USE

- .1 A common amenity area of not less than 100 square meters (~1,076 square feet) and minimum dimension of not less than 6 meters (~20 feet) shall be provided for all *buildings* containing 10 or more *dwelling units* on a *parcel*. Such a common amenity area may include, without limiting the generality of the foregoing, a swimming pool, sauna, exercise room, tennis courts, *playground*, courtyard, craft and games room, meeting room and similar recreational/social oriented facilities.
- .2 An outdoor amenity area of not less than 15 square meters (~161 square feet) and having minimum dimension of not less than 3 meters (~10 feet) shall be provided for and contiguous to each *townhouse*.
- .3 An amenity area of not less than 5 square meters (~54 square feet) and minimum dimension of not less than 1.5 meters (~5 feet) shall be provided for and contiguous to each *dwelling unit* in an *apartment*.
- .4 Amenity areas within a *multiple family dwelling* may include, without limiting the generality of the foregoing, a patio, sun deck, balcony or terrace.
- .5 All *accessory buildings or structures* shall be subject to the Accessory Buildings and Structures General Regulations of this Bylaw.
- .6 A *day care* shall not be located in any *dwelling unit* of an *apartment* or *multiple family dwelling*.
- .7 All *home based businesses* shall be subject to the Home Based Business Use Regulations of this

Bylaw.

- .8 The use of off-street parking areas for the storage of contractor's equipment or commercial vehicles exceeding 3,000 kg GVW is prohibited in this zone.

#### 10.5.4 REQUIREMENTS FOR SUBDIVISION

- .1 The minimum lot area for a parcel created by subdivision for a building or buildings consisting of 4 or less dwelling units shall be 900 square meters (~9,684 square feet).
- .2 The minimum lot area for a parcel created by subdivision for a building or buildings consisting of 5 or more dwelling units shall be 1,000 square meters (~10,760 square feet).
- .3 The minimum frontage of a parcel shall be 10% of the perimeter of that parcel or 30 meters (~98 feet) whichever is greater.
- .4 The minimum depth of a parcel shall be 30 meters (~98 feet).

#### 10.5.5 SITE COVERAGE, BUILDING HEIGHT AND SETBACKS

- .1 Site coverage, building height and setbacks shall be provided in accordance with following Table 19 - Site Coverage, Building Height and Setbacks for RM-1 Zone:

Table 19 - Site Coverage, Building Height and Setbacks for RM-1 zone

	Apartment or Senior Citizen Housing	Other Multiple Family Building or Structure	Multiple Principal Uses*	Accessory Building or Structure
Maximum Site Coverage	Total 60%	Total 45%	Total 45%	Included in Total
Maximum Density	70 units/hectare	35 units/hectare	80 units/hectare	Included in Total
Maximum Building Height	12 metres (~39 feet)	10 metres (~32 feet)	Same as principal use**	5 metres (~16 feet)
Setback Required from:				
Front Lot Line	7.5 metres (~25 feet)	7.5 metres (~25 feet)	7.5 metres (~25 feet)	7.5 metres (~25 feet)
Rear Lot Line	6 metres (~20 feet)	6 metres (~20 feet)	6 metres (~20 feet)	1.5 metres (~5 feet)
Interior Side Lot Line	3.5 metres (~12 feet)	3.5 metres (~12 feet)	3.5 metres (~12 feet)	1 metre (~3 feet)
Exterior Side Lot Line	4.5 metres (~15 feet)	4.5 metres (~15 feet)	4.5 metres (~15 feet)	4.5 metres (~15 feet)

\* The site coverage and maximum density under the multiple principle uses column shall apply where a parcel has more than one permitted principal use.



**\*\* The maximum height for an *apartment or senior citizen housing* is 12 metres (~39 feet) and the maximum height for other multiple family buildings or structures is 10 metres (~32 feet).**

- .2 Where a *parcel* has both a *front lot line* and a *rear lot line* abutting a *street*, the required *setback* for all *buildings* and *structures* from the *front lot line* shall be applied to the *rear lot line*.

#### 10.5.6 OTHER REQUIREMENTS

- .1 All *off-street parking areas* and *off-street loading spaces* shall be provided in accordance with the Off-Street Parking and Loading Regulations of this Bylaw.
- .2 All *landscaping*, *screening* and *fences* shall be provided in accordance with the Landscaping, Screening and Fencing Regulations of this Bylaw.

#### 10.5.7 SPECIAL REGULATIONS

- .1 *Senior citizen housings* shall be designed for and used exclusively for elderly persons under the provisions of the National Housing Act or any similar provincial or federal housing legislation.

This summary of the subject zone is provided as a quick reference for those seeking general, non-technical information about land use and development in Hope. Major applicable elements from the bylaw have been omitted. While every effort has been made to ensure its accuracy, it is not complete. You are therefore advised to consult the full text of the current Zoning Bylaw and other relevant documents, before optioning, buying or selling land, or making financial commitments related to these matters.

*A Bylaw to amend the District of Hope Official Community Plan Bylaw No. 1378*

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Whereas the Council of the District of Hope deems it appropriate to amend Official Community Plan Bylaw No. 1378 by re-designating certain lands;

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

**CITATION**

1. This Bylaw may be cited for all purposes as the “***District of Hope Official Community Plan Amendment Bylaw No. 1558, 2023***”.

**ENACTMENT**

2. That a certain parcel of land situated in the District of Hope, British Columbia, and described as:

Lot 26 Block 1 Section 16 Township 5 Range 26 West of the 6<sup>th</sup> Meridian Yale Division Yale District Townsite of Hope Suburban Except: (1) Parcel K Plan A128 (2) Plan B5277 (3) That Part Lying to the North and East of Parcel K (Plan A128); PID 012-871-362 with the civic address of 455 Coquihalla Street

as shown on Schedule “A” attached to and forming part of this bylaw is hereby re-designated from Urban/Suburban Residential to Comprehensive Development (CD-12) and Map 3 of the District of Hope Official Community Plan Bylaw 1378 is hereby amended to reflect this re-designation.

Read a first time this XX day of XXXXX, 2023.

Read a second time this XX day of XXXXX, 2023.

Advertised in the Hope Standard Newspaper on the XX and XX day of XXXXX, 2023.

Public Hearing was held this XX day of XXXXX, 2023.

Read a third time this XX day of XXXXX, 2023.

Received Ministry of Transportation & Infrastructure approval this XX day of XXXXX, 2023.

Adopted this XX day of XXXXX, 2023.

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**Mayor**

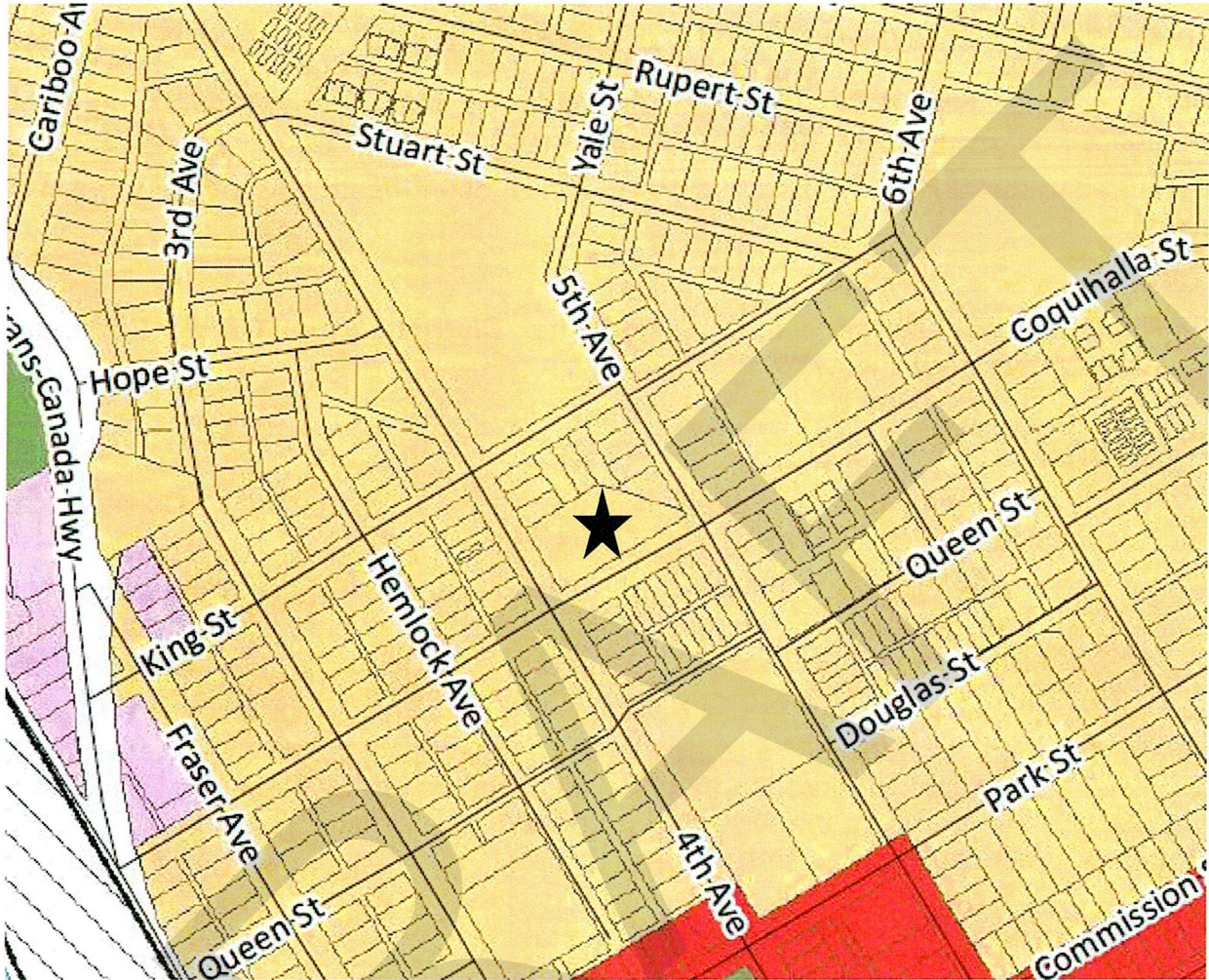
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**Director of Corporate Services**



DISTRICT OF HOPE  
BYLAW NO. 1558  
SCHEDULE "A"

OFFICIAL COMMUNITY PLAN AMENDMENT MAP



SUBJECT PROPERTY TO BE RE-DESIGNATED: ★

FROM: URBAN/SUBURBAN RESIDENTIAL

TO: COMPREHENSIVE DEVELOPMENT (CD-12)

This is Schedule "A" attached to and forming part of the "District of Hope Official Community Plan Amendment Bylaw No. 1558, 2023"

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Corporate Services



*A bylaw to amend the District of Hope Zoning Bylaw No. 1324*

Whereas the Council of the District of Hope deems it appropriate to amend *Zoning Bylaw No. 1324* by rezoning a specific parcel of land to a site-specific comprehensive use;

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

### **CITATION**

1. This bylaw may be cited for all purposes as the ***“District of Hope Zoning Amendment Bylaw No. 1559, 2023”***.

### **ENACTMENT**

1. That a certain parcel of land situated in the District of Hope, British Columbia, and described as:

Lot 26 Block 1 Section 16 Township 5 Range 26 West of the 6<sup>th</sup> Meridian Yale Division Yale District Except (1) Parcel K Plan A128; (2) Plan B5277; (3) That Part Lying to the North and East of Parcel K (Plan A128); PID 012-871-362 with the civic address of 455 Coquihalla Street as shown on Schedule “A” attached to and forming part of this bylaw is hereby re-zoned from Multiple Family Residential (RM-1) to a Comprehensive Development (CD-12) zone and the Zoning Map Schedule “B” of the *District of Hope Zoning Bylaw 1324* is hereby amended to reflect this rezoning.

2. That the following new section to be added to the *District of Hope Zoning Bylaw 1324*:

#### **15.12 COMPREHENSIVE DEVELOPMENT (CD-12) ZONE (455 COQUIHALLA STREET)**

##### **15.12.1 PURPOSE**

- .1 This Comprehensive Development (CD-12) zone is site specific and applies only to Lot 26 Block 1 Section 16 Township 5 Range 26 West of the 6<sup>th</sup> Meridian Yale Division Yale District Townsite of Hope Suburban Except: (1) Parcel K Plan A128 (2) Plan B5277 (3) That Part Lying to the North and East of Parcel K (Plan A128); PID 012-871-362.
- .2 The purpose of the CD-12 zone is to accommodate specified residential uses (apartments and townhomes) on the property legally described above and is designed to minimize conflicts with the surrounding areas.
- .3 The proposal is to create a four (4) story forty-two (42) unit apartment building and eight (8) townhomes with suites in four (4) units as per the plans attached as Schedule “B”.
- .4 To minimize the impact on the community, the developer is proposing a 36 stall underground parking garage.

### 15.12.2 PERMITTED USES

- .1 The following *principal uses* and no others shall be permitted:
  - a) *Apartment*; and
  - b) *Townhouse*.
- .2 The following *accessory uses* and no other use shall be permitted:
  - a) *Accessory buildings or structures*;
  - b) *Common or private amenity areas*;
  - c) *Day care*;
  - d) *Home based business*;
  - e) *Off-street parking area*;
  - f) *Preschool*.

### 15.12.3 CONDITIONS OF USE

- .1 A common amenity area of not less than 100 square metres (~1,076 square feet) and minimum dimension of not less than 6 metres (~20 feet) shall be provided for all *buildings* containing 10 or more *dwelling units* on a *parcel*. Such a common amenity area may include, without limiting the generality of the foregoing, a swimming pool, sauna, exercise room, tennis courts, *playground*, courtyard, craft and games room, meeting room and similar recreational/social oriented facilities.
- .2 An outdoor amenity area of not less than 15 square metres (~161 square feet) and having minimum dimension of not less than 3 metres (~10 feet) shall be provided for and contiguous to each *townhouse*.
- .3 An amenity area of not less than 5 square metres (~54 square feet) and minimum dimension of not less than 1.5 metres (~5 feet) shall be provided for and contiguous to each *dwelling unit* in an *apartment*.
- .4 Amenity areas within a *apartment* may include, without limiting the generality of the foregoing, a patio, sun deck, balcony or terrace.
- .5 All *accessory buildings or structures* shall be subject to Accessory Buildings and Structures General Regulations of this Bylaw.
- .6 A *day care* shall not be located in any *dwelling unit* of an *apartment*.
- .7 All *home based businesses* shall be subject to the Home Based Business Use Regulations of this Bylaw.
- .8 *The use of off-street parking areas* for the storage of contractor's equipment or commercial *vehicles* exceeding 3,000 kg GVW is prohibited in this *zone*.



#### 15.12.4 REQUIREMENTS FOR SUBDIVISION

- .1 This parcel cannot be subdivided.

#### 15.12.5 SITE COVERAGE, BUILDING HEIGHT AND SETBACKS

- .1 *Site coverage, building height and setbacks* shall be provided in accordance with the following table:

**Site Coverage, Building Height and Setbacks for CD-12 Zone**

	<b>Multiple Principal Uses (Apartments and Townhomes)</b>	<b>Accessory Building or Structure</b>
<b>Maximum Site Coverage</b>	Total 50%	
<b>Maximum Density</b>	54 Units (as proposed)	
<b>Maximum Building Height (Apartments)</b>	16 metres (~52.5 feet)	5 metres (~16.5 feet)
<b>Maximum Building Height (Townhomes)</b>	10 metres (~32.8 feet)	
<b>Setback Required from:</b>		
<b>Front Lot Line</b>	7.5 metres (~25 feet)	7.5 metres (~25 feet)
<b>Rear Lot Line</b>	6 metres (~20 feet)	1.5 metres (~5 feet)
<b>Interior Side Lot Line</b>	3.5 metres (~11.5 feet)	1 metre (~3.5 feet)
<b>Exterior Side Lot Line</b>	4.5 metres (~15 feet)	4.5 metres (~15 feet)

#### 15.12.6 OTHER REQUIREMENTS

- .1 All *off-street parking requirements* shall be provided in accordance with the proposed plans attached as Schedule "B". All other requirements shall be provided in accordance with the Off-Street Parking and Loading Regulations of this Bylaw.
- .2 All *landscaping, screening and fences* shall be provided in accordance with the Landscaping, Screening and Fencing Regulations of this bylaw.

Read a first time this XX day of XXXXX, 2023

Read a second time this XX day of XXXXX, 2023

Advertised in the Hope Standard Newspaper the XX and XX day of XXXXX, 2023

Public Hearing was held on the XX day of XXXXX, 2023



Read a third time this XX day of XXXXX, 2023

Received Ministry of Transportation & Infrastructure approval this XX day of XXXXX, 2023

Adopted this XX day of XXXXX, 2023

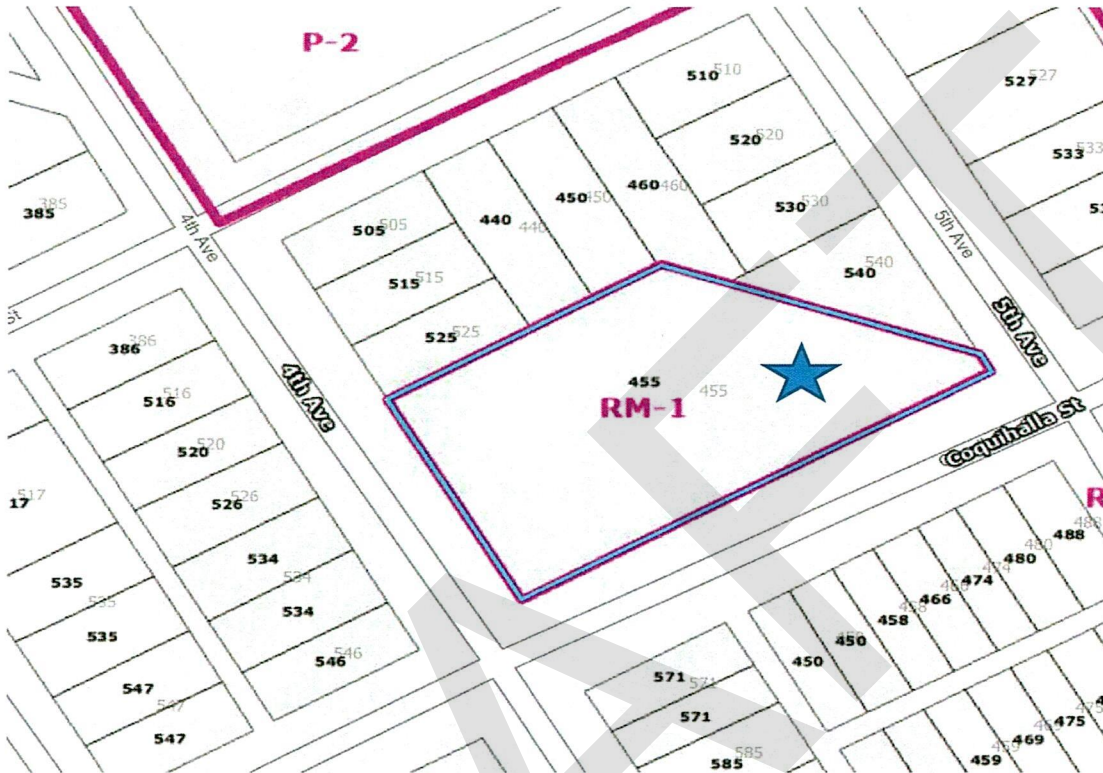
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**Mayor**

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**Director of Corporate Services**

**DISTRICT OF HOPE BYLAW NO. 1559  
ZONING AMENDMENT MAP  
SCHEDULE "A"**



THE SUBJECT PROPERTY:



FROM: Multiple Family Residential (RM-1)

TO: Comprehensive Development (CD-12)

This is Schedule "A" attached to and forming part of the "*District of Hope Zoning Amendment Bylaw No. 1559, 2023*"

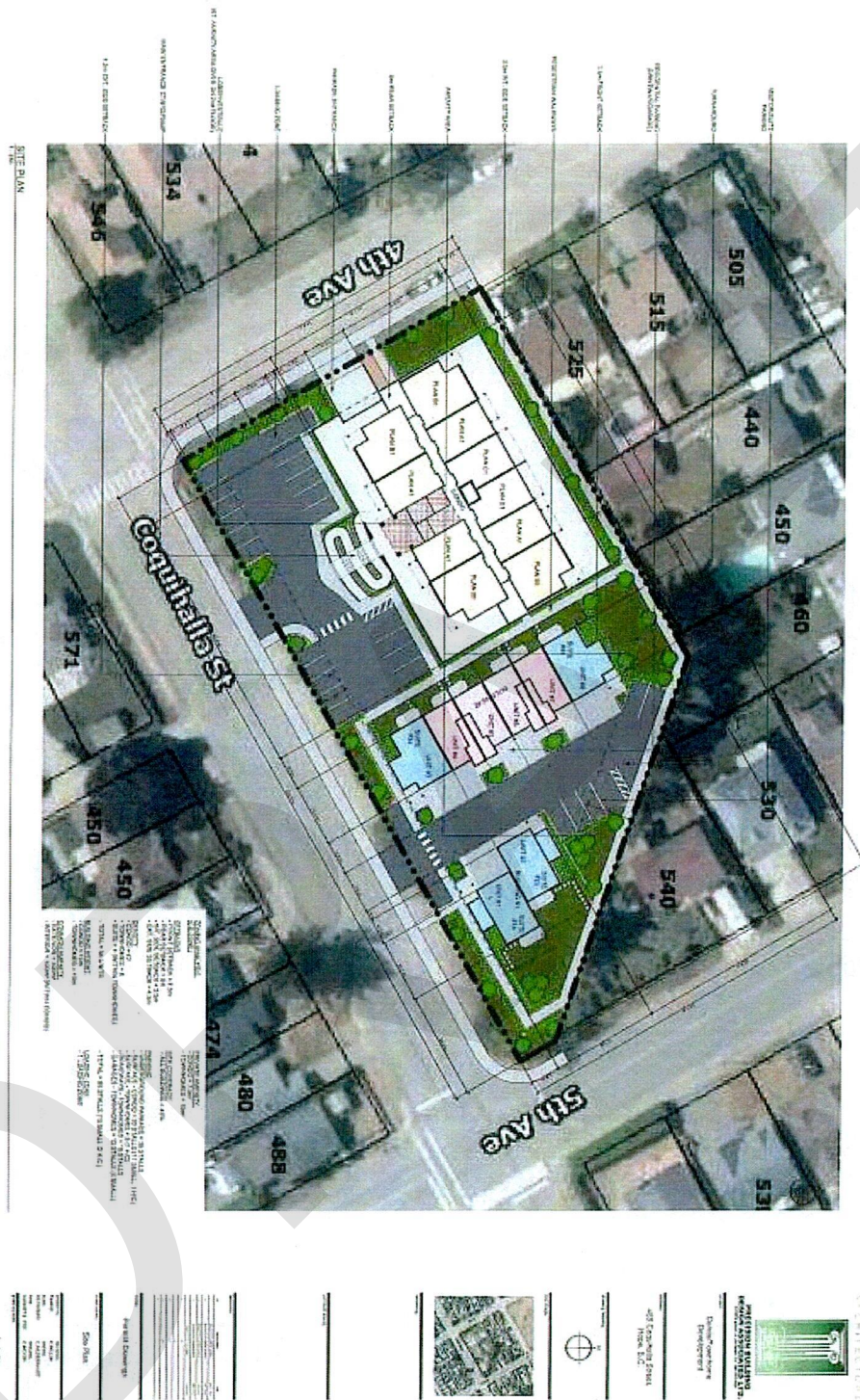
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Mayor

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Director of Corporate Services

DISTRICT OF HOPE BYLAW NO. 1559  
DEVELOPMENT PLANS  
SCHEDULE "B"





1. Information Bulletin dated July 6, 2023 from the Ministry of Emergency Management and Climate Readiness re: prepare for elevated temperatures, heat warnings.
2. News Release dated July 7, 2023 from the Ministry of Mental Health and Addictions re: new team will help people in mental-health, substance-use crisis in Kamloops.
3. News Release dated July 7, 2023 from the Ministry of Environment and Climate Change Strategy re: Province keeps more hazardous waste out of landfills.
4. News Release dated July 8, 2023 from the Ministry of Transportation and Infrastructure re: Coquihalla repair work marks milestone with another new bridge.
5. Information Bulletin dated July 10, 2023 from the Ministry of Attorney General re: updated court rules will improve access to justice.
6. News Release dated July 10, 2023 from the Ministry of Housing re: Province preserves affordable housing for vulnerable people in Kamloops.
7. News Release dated July 11, 2023 from the Ministry of Emergency Management and Climate Readiness re: backcountry kept safer by supporting ground search-and-rescue groups.
8. News Release dated July 11, 2023 from the Ministry of Emergency Management and Climate Readiness re: B.C. strengthens community preparedness for climate-related disasters.
9. News Release dated July 12, 2023 from the Ministry of Jobs, Economic Development and Innovation re: B.C. makes mass-timber investments for new demonstration projects.
10. Information Bulletin dated July 12, 2023 from the Ministry of Forests re: B.C. looking for input on grizzly stewardship, bear viewing.
11. News Release dated July 13, 2023 from the Ministry of Citizens' Services re: grants help community organizations promote BC Demographic Survey.
12. Information Bulletin dated July 13, 2023 from the Ministry of Emergency Management and Climate Readiness and the Ministry of Forests re: Province assisting communities; people, businesses urged to conserve water.
13. News Release dated July 13, 2023 from the Ministry of Education and Future Skills regarding Asia missions builds on StrongerBC: Future Ready Action Plan.
14. Information Bulletin dated July 14, 2023 from the Ministry of Attorney General re: B.C. appoints two judges, two judicial justices.
15. News Release dated July 14, 2023 from the Ministry of Environment and Climate Change Strategy re: Province sets single-use plastic requirements.
16. Publication dated July 4, 2023 from Enbridge re: Natural Gas Pipeline Safety and Emergency Information.

17. News Release dated July 14, 2023 from the Ministry of Agriculture & Food re: BC working with partners to support agriculture producers.
18. Information Bulletin dated July 17, 2023 from the Ministry of Public Safety & Solicitor General and BC Coroners Services re: public safety bulletin about wildfire smoke.
19. News Release dated July 17, 2023 from the Ministry of Jobs, Economic Development & Innovation re: new strategy to support BC businesses, protect ideas.
20. News Release dated July 17, 2023 from the Ministry of Mental Health & Addictions and Ministry of Public Safety & Solicitor General re: supports expanding for people in mental-health, substance-use crisis.
21. News Release dated July 18, 2023 from the Ministry of Finance re: increased BC Family Benefit here to stay.
22. News Release dated July 18, 2023 from the Ministry of Environment & Climate Change Strategy re: Province strengthens protection of BC's ecological reserves.
23. News Release dated July 18, 2023 from the Ministry of Housing re: new safe homes with supports opening in Vancouver's DTES.
24. Statement from the Ministry of Emergency Management & Climate Readiness regarding Minister's statement on federal assistance for wildfires.
25. Information Bulletin dated July 19, 2023 from the Ministry of Citizens' Services regarding northern BC high-speed internet benefits economy.
26. News Release dated July 19, 2023 from the Ministry of Public Safety & Solicitor General re: decision on Surrey Police Service ensures public safety in Surrey.
27. News Release dated July 19, 2023 from the Ministry of Municipal Affairs re: infrastructure upgrades protect marine habitat, building clean-energy solutions.
28. News Release dated July 19, 2023 from the Ministry of Public Safety & Solicitor General & BC Coroners Service re: unregulated drug supply claims 184 British Columbians in June 2023.
29. Statement dated July 19, 2023 from the Ministry of Mental Health & Addictions regarding Minister's statement on lives lost to poisoned drugs in June.
30. Information Bulletin dated July 20, 2023 from the Ministry of Health re: new ALS therapy covered by BC PharmaCare.
31. News Release dated July 20, 2023 from the Office of the Premier and Ministry of Children & Family Development re: Vancouver Island camp expansion will service more children with disabilities.
32. News Release dated July 20, 2023 from the Office of the Premier and Pacific NorthWest Economic Region re: Rick Glumac elected president of Pacific NorthWest Economic Region.
33. News Release dated July 20, 2023 from the Ministry of Environment and Climate Change Strategy re: Province launches Indigenous climate-resilience capacity-building pilot program.

34. News Release dated July 20, 2023 from the Office of the Premier and Ministry of Post-Secondary Education and Future Skills re: new centre will prepare people for high-demand jobs in clean economy.
35. News Release dated July 24, 2023 from the Ministry of Public Safety and Solicitor General re: new programs, police standards support sexual assault survivors.
36. News Release dated July 24, 2023 from the Ministry of Post-Secondary Education and Future Skills re: BC releases results of credential-recognition engagement.
37. Letter dated July 20, 2023 from Care Transit thanking the District of Hope for the Grant in Aid.
38. Memorandum dated July 24, 2023 from the DoHope Chief Administrative Officer regarding voluntary conservation of water use. File No. 5600-01
39. Information Bulletin dated July 24, 2023 from the Ministry of Emergency Management & Climate Readiness re: people urged to stay vigilant as wildfire, drought risk remains severe.
40. Information Bulletin dated July 25, 2023 from the Ministry of Tourism, Arts, Culture & Sport and the Honours and Awards Secretariat re: submit a nomination for the Medal of Good Citizenship.
41. News Release dated July 25, 2023 from the Ministry of Jobs, Economic Development & Innovation re: BC expanding mass-timber skills training.
42. News Release dated July 25, 2023 from the Ministry of Agriculture & Food re: BC partners work to get hay to farmers.
43. News Release dated July 25, 2023 from the Ministry of Post-Secondary Education and Future Skills re: Province invests in First Nations institutes, language fluency.
44. News Release dated July 26, 2023 from the Ministry of Agriculture and Food regarding program helps new farmers find their land match.
45. News Release dated July 25, 2023 from the Ministry of Environment and Climate Change Strategy re: Nuxalk, KITASOO Xai'xais guardians appointed with park ranger authority.
46. News Release dated July 26, 2023 from the Ministry of Jobs, Economic Development and Innovation re: new funding will help businesses with vandalism costs.
47. News Release dated July 26, 2023 from the Ministry of Social Development and Poverty Reduction re: funding helps people new to BC find in-demand jobs.
48. Letter dated July 26, 2023 from UBCM regarding the Canada Community-Building Fund: First Community Works Fund Payment for 2023/2024.
49. News Release dated July 26, 2023 from the Ministry of Jobs, Economic Development & Innovation re: new funding will help businesses with vandalism costs.
50. News Release dated July 27, 2023 from the Ministry of Attorney General re: sixty-eight organizations receive grants to help shape anti-racism legislation.
51. News Release dated July 27, 2023 from the Ministry of Social Development & Poverty Reduction re: BC helps remove barriers for people with disabilities.



52. News Release dated July 27, 2023 from the Ministry of Forests re: co-management builds resilience in the Great Bear Rainforest.
53. News Release dated July 27, 2023 from the Ministry of Agriculture & Food re: new funding expands support for Indigenous food sovereignty.
54. Statement dated July 27, 2023 from the Ministry of Forests & Ministry of Jobs, Economic Development & Innovation re: Minister's statement on softwood lumber final ruling.
55. Information Bulletin dated July 28, 2023 from the Ministry of Public Safety and Solicitor General & BC Coroners Services re: dates confirmed for inquest into death of Heather Louise Cote.
56. News Release dated July 28, 2023 from the Ministry of Environment & Climate Change Strategy re: new members appointed to BC Climate Solutions Council.
57. Statement dated July 29, 2023 from the Office of the Premier re: Premier's statement on the death of a wildfire fighter near Forst St. John.
58. News Release dated July 30, 2023 from the Ministry of Health re: Province takes action to eliminate hepatitis C.
59. Letter dated July 31, 2023 from the Peace River Regional District re: BC Wildfire Service fire fighting equipment.
60. Statement dated July 31, 2023 from the Ministry of Environment & Climate Change Strategy re: Minister's statement on child's death in provincial park.
61. Update dated July 31, 2023 from the Ministry of Transportation and Infrastructure regarding electronic logging devices will make roads safer.
62. Information Bulletin dated August 1, 2023 from the Ministry of Health re: PharmaCare covers new medical device for people with diabetes.
63. News Release dated August 1, 2023 from the Ministry of Post-Secondary Education & Future Skills & Metis Nation BC re: BC expands post-secondary education for Metis students.
64. Traffic Advisory dated August 2, 2023 from the Ministry of Transportation and Infrastructure re: drivers encouraged to plan ahead for BC Day long weekend travel.
65. Information Bulletin dated August 2, 2023 from the Ministry of Forests re: plan ahead, be ready for wildfire risks this long weekend.
66. News Release dated August 2, 2023 from the Ministry of Agriculture Food and Agriculture & Agri-Food Canada re: BC, Canada help farmers with climate adaptation, drought.
67. News Release dated August 2, 2023 from the Ministry of Energy, Mines & Low Carbon Innovation re: electric planes, motorcycles, boats showcase BC clean-transportation innovation.
68. News Release dated August 2, 2023 from the Ministry of Transportation and Infrastructure re: public invited to review, comment on proposed Highway 1 upgrades.
69. News Release dated August 3, 2023 from the Ministry of Housing re: new homes open for vulnerable women, children in Kamloops.

70. Update dated August 3, 2023 from the Ministry of Jobs, Economic Development and Innovation re: BC makes progress on clean, inclusive growth: report.
71. Update dated August 3, 2023 from the Ministry of Labour re: work continues around improved protections for app-based workers.
72. News Release dated August 4, 2023 from the Ministry of Health re: Province protecting seniors through education, awareness.
73. Statement dated August 4, 2023 from the Ministry of Jobs, Economic Development & Innovation re: Minister's statement on July Labour Force Survey results.
74. News Release dated August 7, 2023 from the Intergovernmental Relations Secretariat and the Honours and Awards Secretariat re: B.C.'s highest honour recognizes 14 British Columbians.
75. News Release dated August 8, 2023 from the Ministry of Housing re: New affordable rental homes opening soon in Prince George.
76. News Release dated August 9, 2023 from the Ministry of Emergency Management and Climate Readiness re: Strengthening local emergency-evacuation, public-notification planning.
77. News Release dated August 9, 2023 from the Ministry of Social Development and Poverty Reduction re: New funding helps more people access critical services.

## An important message regarding land use notifications



Enbridge maintains a Damage Prevention Program in accordance with the Canadian Energy Regulator Act and Regulations. The purpose of this program is to prevent damage to our pipeline facilities from excavation activities such as digging, trenching, blasting, boring, tunnelling, backfilling or other activities such as construction or heavy equipment crossing.

As a municipal official, you play an integral part and we value your input to help us maintain the safe operation of Enbridge pipelines and facilities. The Canada Energy Regulator, through adoption of CSA Z663-18, requires pipeline operators communicate with municipalities regarding land use changes. Awareness of changes in land use allows Enbridge to plan for new development (as appropriate) as well as take necessary mitigations to maintain safe operation of the pipeline and relevant facilities. Protecting people, property and the environment is a key driver for this advisory.

To assist with this effort, we ask that any changes in land use be shared with our Gas Transmission Damage Prevention team via email at **[notifications@enbridge.com](mailto:notifications@enbridge.com)**. Any questions that you may have may also be directed to this email.

We appreciate your cooperation in this effort.

**Please share this important information with those who make land use and planning decisions.**



## Additional safe digging information

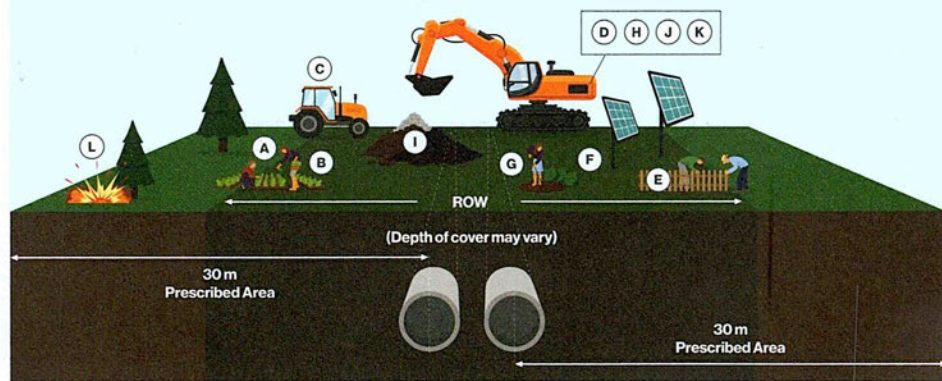
The illustration below provides some guidance on where written consent is required before any ground disturbance. If you are unsure if your planned activity requires a locate request or written consent, please contact Enbridge.

### Activities that DO NOT require consent

- (A) Ground disturbance less than 30 cm below the surface (e.g. planting flowers)
- (B) Agricultural cultivation less than 45 cm deep (unless notified by the pipeline company that it's unsafe to do so in certain areas)
- (C) Operating vehicles or mobile equipment across a pipeline which are used for normal farming operations, provided:
  - The loaded axle weight and tire pressures of the vehicle or mobile equipment are within the manufacturer's approved limits and operating guideline;
  - The point of crossing has not been the subject of a notification from the pipeline company that crossing at that location could impair the pipeline's safety or security

### Activities that DO require consent

- (D) Ground disturbance depths of 30 cm or more (excavating, digging, trenching, land leveling, topsoil stripping, deep tilling, subsoiling and grading)
- (E) Installing/constructing a fence, retaining wall or structure
- (F) Installing facilities on, along, under or across the pipeline prescribed area
- (G) Landscaping, tree/shrub planting, clearing and removing stumps
- (H) Constructing roads, paving, parking areas, driveways and ditches
- (I) Stockpiling materials
- (J) Drainage or irrigation systems (including dykes, ditches and culverts)
- (K) Crossing a pipeline while not on an upgraded and traveled portion of an established highway or public road with vehicles or mobile equipment
- (L) Using explosives to blast within the 30 m prescribed area. A detailed blasting plan must be filed with Enbridge. Mining activities within 40 m of a pipeline ROW require consent from the CER.



➤ Enbridge's cross-border and interprovincial pipelines are regulated by the CER and must comply with specific pipeline standards and regulations. In addition to the ROW, where the pipeline is located, the CER has established a 30 m prescribed area on either side of the pipeline—measured perpendicularly on each side from the centreline of the pipe—to protect the public, the environment and the pipeline. More information about CER requirements can be found at [cer-rec.gc.ca](http://cer-rec.gc.ca). If planning to conduct any ground disturbance in this area, written consent from Enbridge is first required. Modified from CER image in "Pipeline Damage Prevention Regulations" information product.

## Safety checklist

If you are planning to conduct work in the prescribed area, please follow these steps:

- ☐ **1. Plan your activity.** Identify the location of your work, making sure to look for pipeline warning signs or pipeline marker posts.
- ☐ **2. Contact Enbridge to obtain written consent.** Contact us to obtain our guidelines for constructing a facility, conducting a ground disturbance activity or vehicle crossing near pipelines.
- ☐ **3. Make a locate request.** At least three working days before the planned activity is to start, contact [clickbeforeyoudig.com](http://clickbeforeyoudig.com) or call your local one-call centre.
- ☐ **4. Be on site** when underground facilities are being located to be sure you understand the meaning of the markings.
- ☐ **5. Review CER requirements.** Confirm that any persons or companies hired to do work on your behalf, such as contractors, are aware of the necessary obligations.
- ☐ **6. Follow all instructions** provided in the authorization, including hand-exposing and vacuum-excavating the pipe before mechanical excavations within 5 m and notify Enbridge prior to backfilling. An Enbridge representative must be on site during backfill.
- ☐ **7. Immediately notify Enbridge** if you come into contact with the pipe or its coating.

## Always remember to dig with CARE

### **C** all or Click Before You Dig.

**A** llow required time for markings.  
Provide adequate notice prior to starting your excavation. This provides time for companies to accurately locate and mark their facilities in your dig area.


**R** espect the marks.  
Before you begin your excavation, walk through the site to familiarize yourself with the markings and the location of buried facilities. Confirm that all companies have responded to you indicating they have marked your dig area.

**E** xcavate carefully.  
It is important that you take a proactive approach to safety not only for yourself, but also for your community by initiating the one-call process and excavating with CARE.

### Know the code

Colour codes are extremely important. While not all facility owners have adopted the same coding system, it remains very important that you confirm colour markings when you see them.

### APWA (American Public Works Association) Uniform Color Code

-  White – Proposed Excavation
-  Pink – Temporary Survey Markings
-  Red – Electric Power Lines, Cables, Conduit and Lighting Cables
-  Yellow – Gas, Oil, Petroleum or Gaseous Materials
-  Orange – Communication, Alarm or Signal Lines
-  Blue – Potable Water
-  Purple – Reclaimed Water, Irrigation and Slurry Lines
-  Green – Sewer and Drain Lines



Know what's near you: Compressor stations



Natural gas is highly pressurized as it travels through a pipeline.

Compressor stations

To ensure the natural gas remains pressurized, it must be compressed periodically along the pipeline. This is accomplished by using compressor stations where gas is compressed either by a turbine, a motor or an engine. Over extended distances, friction and elevation differences reduce the pressure within the pipeline, which slows the flow of gas. That's where compressor stations play a significant role.

These stations, placed along a transmission pipeline system, give the gas a needed boost, helping it get from one station to the next. Compressor stations operate 24 hours a day, 365 days a year and are monitored 24/7 by highly-trained personnel at a centralized gas control centre. We have strict procedures in place at each of our stations and employ a variety of safety systems and practices to protect the public, employees and our facilities. In the unlikely event of an incident, every station has an emergency shutdown system that stops the compressor units, isolates and vents the compressor station gas piping, and diverts gas in the pipeline around the station.

Know what's there: Product information

It is important to remember that the natural gas carried on Enbridge's system is flammable, hazardous and explosive under certain conditions.

A naturally occurring product, the sweet gas transported through Enbridge's BC system is composed primarily of methane and is non-toxic. However, when mixed with the appropriate ratio of oxygen, it can easily ignite. Sweet gas is lighter than air and will readily disperse with the wind.

Safety Data Sheets (SDS) contain information about regulatory classification, health hazards, toxicity, first aid and fire information for the products in the pipeline. SDS information regarding hazardous products is available at various locations across our system. In the event of an Enbridge pipeline incident, Enbridge representatives will provide emergency responders with the SDS for the product in the pipeline.

Characteristics of natural gas








Appearance	Colourless.
Odour	Sweet gas has a slight petroleum or hydrocarbon smell. <i>Unlike the gas that is distributed in homes, the sweet gas in Enbridge's pipelines does not have an odourant added to enhance its smell. While you may notice a slight similarity to diesel fuel, oil or propane, you will not smell the common rotten egg odour associated with natural gas.</i>
Special behaviour	Lighter than air, it rises and dissipates into the atmosphere in open areas. In enclosed areas, it collects first overhead.
Hazards	Extremely flammable and explosive under certain conditions. Asphyxiation can occur if vapours displace the oxygen in an enclosed area.



## Damage prevention

### Our safety measures

Safety is, and always will be, our number one priority. Our team devotes hundreds of thousands of hours every year to keeping our systems running smoothly and without incident. We invest heavily in safety measures, including:

-  Inspection and preventative maintenance programs
-  Around-the-clock monitoring of pipelines and facilities
-  Emergency response training and drills for employees and local emergency responders
-  Pressure tests on new and existing pipelines
-  Aerial and ground patrols along the pipeline ROW
-  Automatic shut-off and remote-control valves
-  High-quality pipeline material and protective coating

Enbridge has enhanced safety measures for pipelines that cross bodies of water and highly populated or environmentally sensitive areas.

To read more about our pipeline safety efforts, visit [enbridge.com/safety](https://enbridge.com/safety).

### Canada Energy Regulator requirements and penalties

Enbridge's pipelines are regulated by the CER, which sets specific standards and regulations for compliance. These regulations help maintain the safety of our pipelines while allowing certain activities to occur (subject to review and conditions).

Activities on the ROW and prescribed area including ground disturbance, excavation, vehicle/mobile equipment crossing, as well as construction, are subject to the Canadian Energy Regulator Act (CER Act), the CER Pipeline Damage Prevention Regulations – Authorization, and CER Pipeline Damage Prevention Regulations – Obligations of Pipeline Companies (together, the DPRs).

Violations of the CER Act and associated regulations such as the DPRs must be reported by the pipeline company to the CER. The CER Act sets the maximum daily fines (known as Administrative Monetary Penalties, or AMPs) of up to \$25,000 for individuals and \$100,000 for companies (per violation).

More information about the DPRs and AMPs can be found on the CER website at [cer-rec.gc.ca](https://cer-rec.gc.ca).

### Municipal operations and maintenance activities

The CER permits certain maintenance activities without requiring the consent of the pipeline owner. Refer to the CER guidance document titled Damage Prevention Guidance for Municipal Operations and Maintenance Activities for more details. Municipal public works departments should make themselves aware of the activities that would require the pipeline company's written consent to ensure that the appropriate applications are made with sufficient time. Please contact Enbridge with any questions. We can be reached at [crossingscanada@enbridge.com](mailto:crossingscanada@enbridge.com).

## Crossing or traversing the ROW



ROWs are not designed as roads or storage locations. The weight of vehicles, equipment or materials can damage pipelines below.

### Do NOT do the following without obtaining Enbridge consent:

- Cross or travel along ROW with a vehicle, machinery or mobile equipment
- Park vehicles or equipment on the ROW
- Stockpile materials or construct any structures on the ROW
- Disturb the ground within the ROW

### Vehicle and mobile equipment crossings

The Canada Energy Regulator (CER) requires that anyone wanting to cross the pipeline with vehicles including recreational vehicles like 4X4s, all-terrain vehicles, utility vehicles, motorcycles or mobile equipment (outside of a traveled portion of a highway or public road) submit a request to obtain the pipeline company's written consent before doing so.

By submitting your request, you provide Enbridge the opportunity to assess:

- If the vehicle, machinery or mobile equipment being used can safely cross or traverse our pipeline within the ROW at that location
- If the proposed use is safe by confirming the location and depth of cover of pipelines at the location of the crossing
- If any mitigation measures are required due to there being a potential risk or no alternative crossing locations

### Crossing during an emergency:

If a crossing is required while responding to an emergency, please call Enbridge's emergency number before crossing the ROW.

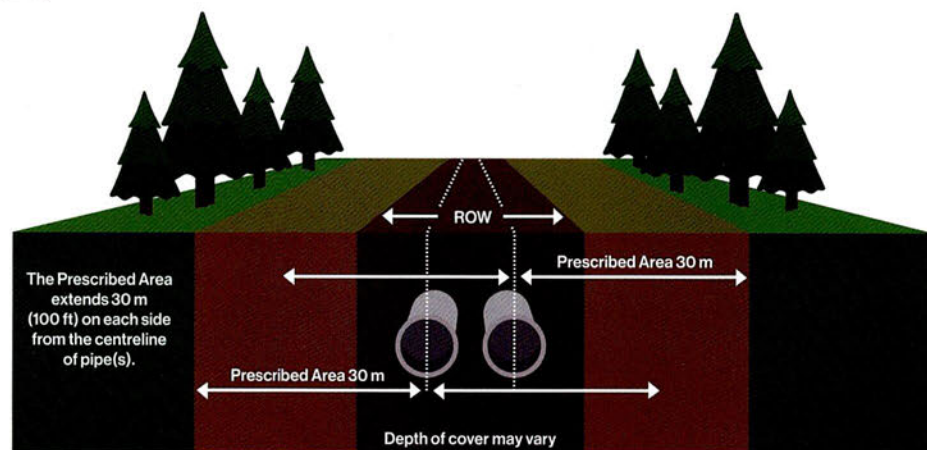
➤ **1-800-663-9931**

### Non-emergency crossings:

For requests and questions about vehicle and agricultural crossings, email [crossingscanada@enbridge.com](mailto:crossingscanada@enbridge.com).



## Know what's below



### Pipeline ROW and pipeline location

A pipeline follows a narrow, clear stretch of land, called a ROW, that allows our employees and contractors to access the pipeline for inspections, maintenance, testing and emergencies.

Approximate location of the pipeline can be determined by the pipeline marker.

A few important notes when it comes to ROWs and pipeline markers:

- Markers should never be removed or relocated.
- The pipeline marker displays the operator's name, the contents and an emergency phone number.
- If an emergency is suspected or discovered, call the number on the marker.
- Pipeline ROW must be kept free from structures and other obstructions to allow access to the pipeline. Pipelines are patrolled from the air and the ground and obstructions prevent proper inspections.
- Markers should not be used to give exact locations and are not an alternative to contacting [clickbeforeyoudig.com](http://clickbeforeyoudig.com).

### Consent within the prescribed area and ROW

The prescribed area is a 30 m strip of land, measured perpendicularly on each side from the centreline of pipe(s). Regulations require that within this area activities causing, or that might cause, a ground disturbance cannot occur without written consent from the pipeline company. If written consent for the activity is granted, you must then make a locate request to confirm the location of the pipeline and any other underground utilities. All planned construction activities on, along, under or across the pipeline must also receive approval from Enbridge and a locate request, before going ahead. Written consent from Enbridge is also required for vehicle or mobile equipment crossings within the ROW.

## Emergency information

### Information for 911 dispatchers

After identifying a potential pipeline emergency and dispatching local responders, take the following actions as the situation dictates to facilitate a safe, effective response:



#### Do

- Reassure the caller emergency response crews and Enbridge will be contacted and will arrive soon.
- Advise the caller of an evacuation center if it has been designated.
- Call Enbridge's toll-free, 24-hour emergency number.
- Instruct caller to move as far away from the leak as possible (upwind if possible), avoiding contact with escaping liquids and gases.



#### Do NOT

- Drive into the area or start your car.
- Light a match.
- Turn on or off anything that may create a spark (cell phone, telephone, light switch, vehicle alarm, vehicle keyless entry system, flashlight) – until you are in a safe location.
- Operate pipeline valves.
- Remain in a building if the smell is stronger inside than outside.

## Resources

### Free training opportunity for emergency responders and 911 dispatchers

Emergency responders and others responsible for public safety in our counties of operation – including 911 dispatchers – can access the National Association of State Fire Marshals' Pipeline Emergencies online training program at [mypipelinetraining.com](http://mypipelinetraining.com). Certification is provided upon completion of the program.

### Emergency Response Plans

Enbridge also has Emergency Response Plans available to first responders. The plans describe our Emergency Management Program, including how we manage mitigation, preparedness, response and recovery.

Plans are available online at [emergencyresponderinfo.com](http://emergencyresponderinfo.com). If you have any questions, would like to request a map of your area, or would like to provide feedback on our emergency response plans, please email [erinfo@enbridge.com](mailto:erinfo@enbridge.com).

### Security

Enbridge views the security of our facilities as an integral part of our Emergency and Security Management Program. If you notice suspicious activity near or on our above ground facilities, call 911, then call Enbridge's 24-hour emergency number.



Vent marker



Line marker



Aerial marker

Marker appearance may vary in your area.



Incident Command System



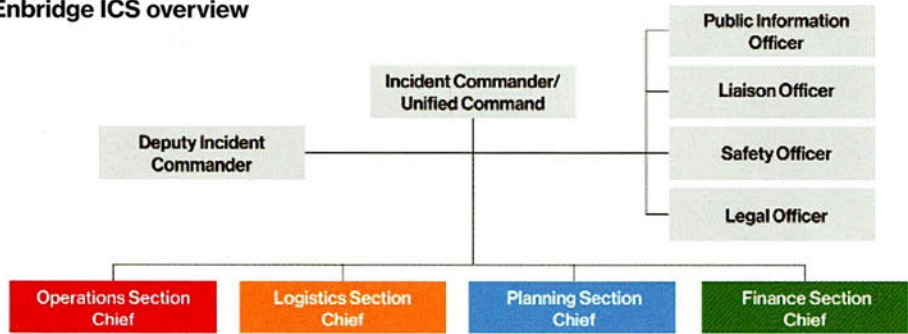
Enbridge utilizes the Incident Command System (ICS) for managing a response to an emergency.

The ICS organizational structure is designed to coordinate with other responding agencies and to include those agencies inside a Unified Command Post for a coordinated response.


The ICS is a flexible, scalable tool that provides a common framework, uses common terminology and has standardized functional roles.

By using the ICS, trained personnel from throughout the organization can be deployed to support any incident.

Enbridge ICS overview



Know what's below

 **Risk:** Failure to dig safely can endanger yourself, emergency responders and your community. Safe digging practices can save your life.

Please make community members, permit applicants, public works departments, excavators, contractors and developers aware that they need to make a locate request by following the steps listed below.

Enbridge maintains a Damage Prevention Program in accordance with federal guidelines. The purpose of this program is to prevent damage to our pipeline facilities from excavation activities such as digging, trenching, blasting, boring, tunneling, backfilling or other activities such as heavy equipment crossing, storage on the ROW, etc. The Damage Prevention Program also monitors the depth of cover over our pipelines and conducts regular patrols of our ROWs to monitor for unauthorized activities.

If you see someone digging or disturbing the soil and there are no flags or marks on the ground, please stop the activity and ask the person to [clickbeforeyoudig.com](https://www.clickbeforeyoudig.com) or contact their local one-call centre before continuing. One should not rely on word-of-mouth, maps, memory or pipeline markers when planning a digging project.

One-call requirements



At least two to three business days before your project—any time you are disturbing the soil—visit [clickbeforeyoudig.com](https://www.clickbeforeyoudig.com) or call your local one-call centre.



When you call or click, you'll be connected to a representative, where you'll be asked to provide important details about your project, such as the type of work you'll be doing, where you'll be doing it and when your project is expected to begin.



Your local one-call centre will provide this information to pipeline operators, such as Enbridge and other companies with buried utilities near the work site, saving you the time and trouble of contacting them individually.

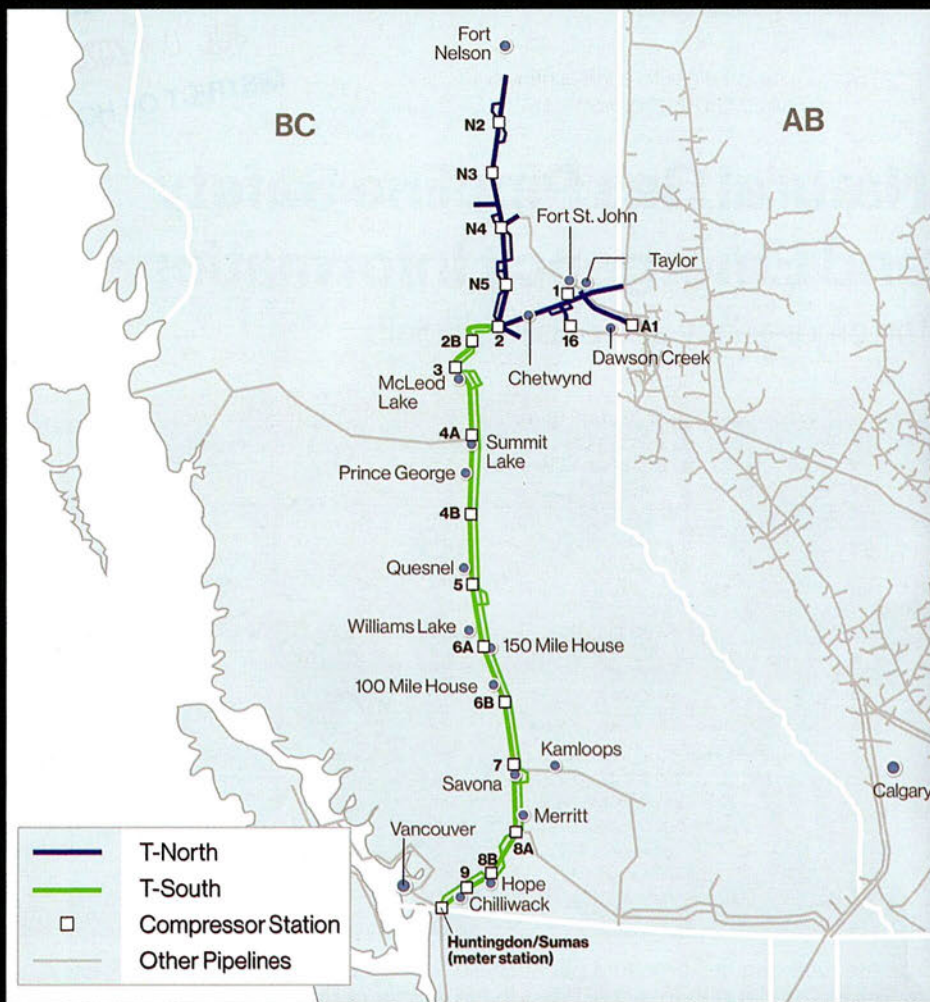


Within a few days, pipeline operators and utilities will respond to the one-call ticket. If line locating is required, professional locators will come to your location to mark their facilities—so you can work around them, saving yourself from possible injury or property damage.





## About the BC Pipeline (Westcoast system)



Life takes energy: to heat our homes, to feed our families, to fuel our vehicles. Enbridge connects people to the energy they need to help fuel their quality of life.

Enbridge's BC Pipeline system stretches from Fort Nelson in northeast B.C. and from Gordondale near the B.C./Alberta border, south to the Canada/U.S. border at Huntingdon/Sumas.

This system, which serves markets throughout B.C. and the Lower Mainland, the U.S. Pacific Northwest and beyond, transports approximately 55 percent of the gas produced in the province.

Our BC system also supplies about 50 percent of natural gas demand in the American states of Washington, Oregon and Idaho.

## Contact Enbridge



24-hour emergency number  
1-800-663-9931



Phone:  
(non-emergencies only)  
1-877-640-8665



Email:  
cdnpblicawareness@enbridge.com



Mail:  
Public Awareness Program  
200, 425 1st St. S.W.  
Calgary, AB T2P 3L8



Website:  
enbridge.com/publicawareness

### Call or Click Before You Dig

**Click  
Before  
YouDig.com**

Please visit [clickbeforeyoudig.com](http://clickbeforeyoudig.com) or contact your local one-call centre:

- Utility Safety Partners  
(formerly Alberta One-Call)  
**1-800-242-3447**
- BC1 Call: **1-800-474-6886**

### Links for more information

To reach an Enbridge land representative, call **1-800-668-2951** (toll-free) or email [landcontactcan@enbridge.com](mailto:landcontactcan@enbridge.com).

If you are planning work on the right-of-way, such as building a fence, deep tilling, digging a ditch, operating equipment or other activities, please email [crossingscanada@enbridge.com](mailto:crossingscanada@enbridge.com).

More information can also be found online at [enbridge.com/damageprevention](http://enbridge.com/damageprevention).

More information about our emergency management program can be found at [enbridge.com/emergencymanagement](http://enbridge.com/emergencymanagement).

Natural gas product characteristics (under key public safety information in the emergency management section) – [enbridge.com](http://enbridge.com).

CER  
[cer-rec.gc.ca](http://cer-rec.gc.ca)

- CER Pipeline Damage Prevention Regulations – Authorizations sets out the requirements under which ground disturbance in the prescribed area and excavation and construction activities near the pipeline (including the ROW) can be conducted safely. It also provides requirements for authorization to cross the pipeline.
- CER Pipeline Damage Prevention Regulations – Obligations of Pipeline Companies establishes the responsibilities of the pipeline company to the person proposing or conducting the activity and to the Canada Energy Regulator.

Enbridge Inc.  
[enbridge.com](http://enbridge.com)

Westcoast Energy Inc., an Enbridge Company



## Emergency response information

**Risk:** Ignoring the critical safety information below could create additional hazards for the public, responders and the environment.

### Recognizing a pipeline leak

In an emergency, protecting the public is your top priority – and it's our top priority as well. We value your expertise as public safety officials, and we're committed to providing you with the information and training you need to respond in the unlikely event of an emergency involving our pipelines or facilities. Although we immediately dispatch our emergency response teams upon notification, local 911 dispatch centres or other public safety officials typically receive the initial report. The following items listed below could indicate a potential pipeline emergency and may be reported by callers or emergency responders.



#### You might see:

- Dirt being blown or appearing to be thrown into the air
- Flames, if gas is ignited
- A white vapour stream or mist-like cloud
- Unexpected frost buildup on the ground
- Dead or dying vegetation in an otherwise green area
- Continuous bubbling in wet areas or at a pond, creek or river



#### You might hear:

- An unusual roaring, blowing, hissing or loud whistling sound



#### You might smell:

- Odourized pipelines: An unusual sulphur or rotten egg odour
- Unodourized pipelines: A slight smell similar to diesel fuel or oil

*Most natural gas has a naturally occurring slight petroleum smell similar to diesel, oil or propane. However, typically when natural gas is distributed into homes and businesses, the distributor adds an odourant to enhance the smell of the gas to make it easier to detect a potential leak.*

### Steps for a safe response

- 1 Abandon any mechanized equipment and ignition sources in the suspected leak's vicinity.
- 2 Secure the site and determine a plan to evacuate or shelter in place.
- 3 Monitor for hazardous atmospheres.
- 4 Control and redirect traffic.
- 5 Provide immediate access to Enbridge pipeline representatives.
- 6 Implement your local emergency plan.

### What NOT to do during an emergency response



**Do not operate pipeline valves or extinguish any pipeline fires.** Doing so may prolong or worsen an incident, or even cause another leak in the pipeline. Our control centre personnel can close some valves automatically, while trained employees must manually close others.



**Do not create a spark.** Possible ignition sources include smoking materials, open flames, light switches, telephones, cell phones, pagers, flashlights, keyless entry remotes, motor vehicles and other electronic devices.



**Do not enter an Enbridge facility without permission.** If a fire occurs at one of our facilities, unless lives are at risk, we ask that fire crews stay outside of the property.

## Natural Gas Pipeline Safety and Emergency Information

for emergency and public officials



You are receiving this brochure because we have identified you as an **Emergency or Public Official** with responsibilities in the vicinity of Enbridge's pipelines and/or related facilities. Please keep this brochure and share this important information with other emergency and public officials.

**Emergency number: 1-800-663-9931**

#### Contents:

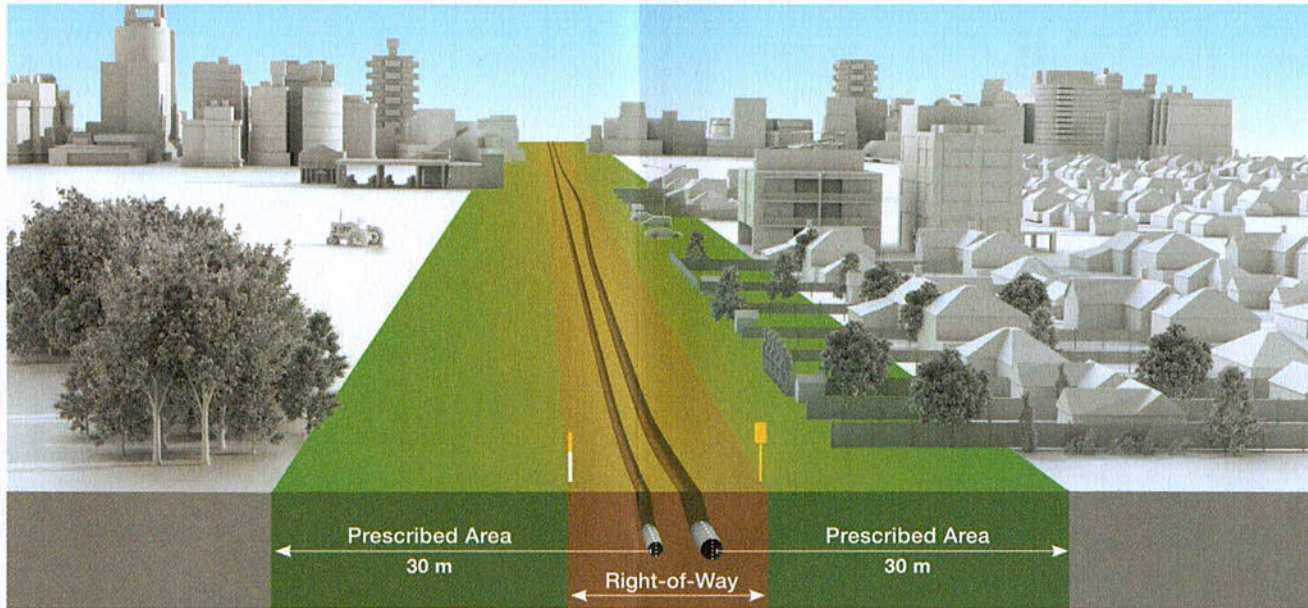
Safe digging information	3
How to determine where our pipelines are located	4
Crossing or traversing right-of-way (ROW)	5
Emergency information and response procedures	7
How to contact Enbridge	11
Pipeline safety information including how to recognize a leak and how to respond in the event of a pipeline emergency	12

Read this brochure,  
then scan for a chance  
to win an \$800 grant.





# Pipelines Where You Live and Work



The CER takes action to protect Canadians and the environment. We regulate natural gas, oil, and commodity pipelines that extend beyond provincial, territorial or national boundaries. Unauthorized activities on or around these pipelines are unsafe and illegal. If pipelines are damaged, the result could be very serious.

## Facts about pipelines

Pipeline marker signs only show a pipeline is in the area. You must get a locate from the company to know the exact location of a pipeline.

You need a new locate when:

- your project goes outside the limits of your first locate
- the One Call ticket has expired
- the locate marks and flags are gone

The amount of ground cover over the pipeline can be shallower in some places than others due to erosion, terrain, human activity, and other factors.

Provincially regulated buried pipes and cables may be

closer to the surface than federally regulated pipelines.

Even if there is no sign, a pipeline (or other buried pipes and cables) could be present in your intended work area.

## Why would you need to click or call before you dig

If you don't click before you dig and locate the buried pipes and cables in your work area, you could cause:

- damage to buried pipes and cables
- utility service disruptions and expensive repair costs
- potential rupture, fire, release of product from the pipeline
- environmental damage
- injury or death
- regulatory penalties

## How to resolve disputes with the pipeline company

If you and the pipeline company cannot reach an agreement:

- you or the pipeline company can contact the CER for assistance
- the CER offers an Alternative Dispute Resolution service, a voluntary way to resolve disputes

## Working Near Federally Regulated Pipelines

1. Don't just dig. Plan ahead. Look for pipeline marker signs at the site. It takes time to locate the pipes and cables and to get written consent, if needed.
2. Get written consent from the pipeline company before any ground disturbance 30 cm (12 in) or deeper in the prescribed area.
3. Contact **[www.clickbeforeyoudig.com](http://www.clickbeforeyoudig.com)** or a one-call centre to have the underground pipes and cables located. In the Territories, contact the pipeline company or utility owner directly. You may need to be on site when the technician comes.
4. Know the meaning of the pipeline markings. Be on site when the pipe is located to get the safety information in person if you can.
5. You must give everyone doing work on your behalf the safety information they need: contractors, subcontractors, family members, volunteer helpers, and employees.
6. Federally regulated pipeline companies must respond to a locate request in 3 working days.

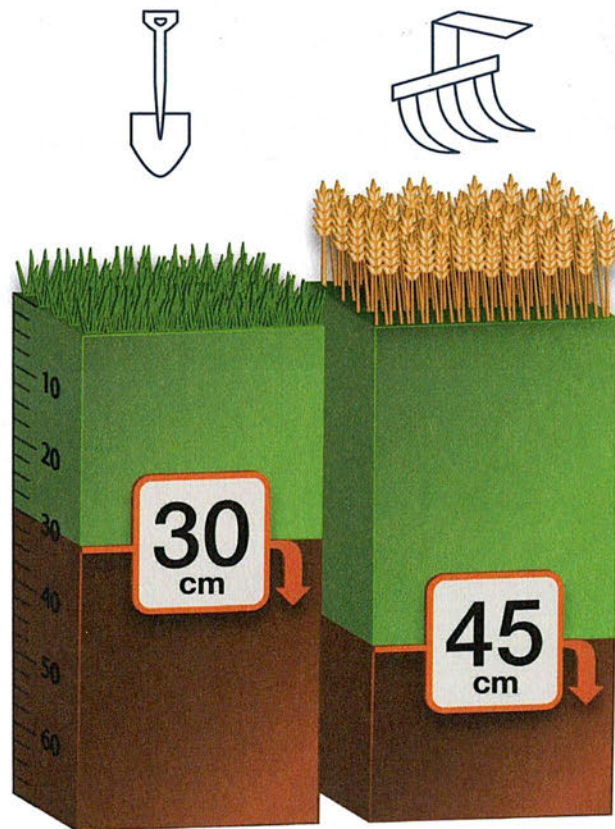
**KNOW WHAT'S  
BELOW.**  
**ClickBeforeYouDig.com**





# Ground Disturbances in the Prescribed Area

You can only dig to certain depths in the prescribed area without consent from the pipeline company. Contact the pipeline company if the depth meets or exceeds what's shown on the graph below.



## Conventional activities

**Less than 30 cm deep:**  
do not need pipeline  
company's consent

**30 cm or deeper:**  
must get the pipeline  
company's consent

## Agricultural activities

**Less than 45 cm deep:**  
do not need pipeline  
company's consent

**45 cm or deeper:**  
must get the pipeline  
company's consent



Canada Energy  
Regulator

Régie de l'énergie  
du Canada

## Find out more

Find out more about the Canada Energy Regulator  
by visiting us online at [www.cer-rec.gc.ca](http://www.cer-rec.gc.ca).

Be sure to follow us on social media  
for the latest updates.



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ONLINE: [www.cer-rec.gc.ca](http://www.cer-rec.gc.ca)  
EMAIL: [info@cer-rec.gc.ca](mailto:info@cer-rec.gc.ca)  
TOLL FREE: 1-800-899-1265

Write us or visit our library at:

**Canada Energy Regulator**  
Suite 210, 517 Tenth Avenue SW  
Calgary, Alberta T2R 0A8

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as represented by the Canada Energy Regulator

## Living and Working Near Pipelines

**Cat. No.** NE23-55/2020E-1 (PDF)  
**ISBN** 978-0-660-35068-4

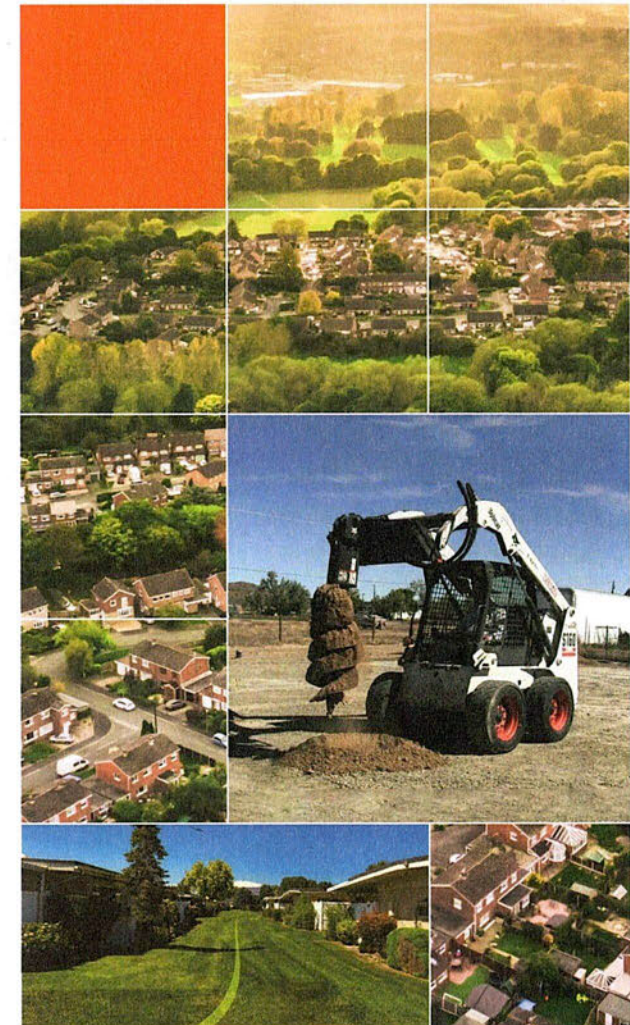
**Cat. No.** NE23-55/2020E-1 (Paper)  
**ISBN** 978-0-660-35069-1



Canada Energy  
Regulator

Régie de l'énergie  
du Canada

## Living and Working Near Pipelines





## MEMORANDUM

---

**DATE:** 24 July 2023

**FILE NO:** 5600-01

**TO:** Council

**FROM:** Chief Administrative Officer

**MEETING DATE:** NA

**SUBJECT:** VOLUNTARY CONSERVATION OF WATER USE

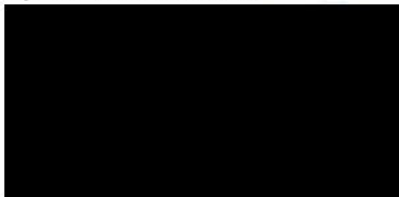
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Please refer to the attached letter from the Province dated 12 July 2023 requesting water users voluntarily conserve water during the current drought conditions. This memo is to let you know that Operations is/has been investigating and putting measures in place to conserve water.

We have also requested Trans Mountain Expansion Project to provide us with a plan by which they would reduce their water consumption. It was explained that they are not to sacrifice safety but could look at reducing other routine usages (such as dust control) during these challenging times. We will evaluate the plan once received and advise Trans Mountain accordingly.

We are also monitoring well levels and should conditions require, we are prepared to approach Council for endorsement of stricter measures but the actions above are intended to avoid such a need.

For your information.





RECEIVED  
JUL 17 2023  
DISTRICT OF HOPE

July 12, 2023

File: D2023

District of Hope (20739)  
BOX 609  
HOPE BC  
V0X1L0

Dear Water Licence Holder,

**Re: Request for Voluntary Conservation of Water Use**

The South Coast Region is currently experiencing drought conditions. We are **requesting all water users to voluntarily conserve water and reduce withdrawals from surface water and groundwater sources** for the remainder of the season to protect socio-economic and ecosystem values.

Responding to the current and forecasted conditions, the South Coast Natural Resource Region has elevated to **Drought Level 4** (where the maximum provincial drought level is 5), subject to change in the near future depending on conditions.

Level	Impacts	General Response Measures
0	There is sufficient water to meet socio-economic and ecosystem needs	Preparedness
1	Adverse impacts to socio-economic or ecosystem values are <b>rare</b>	Conservation
2	Adverse impacts to socio-economic or ecosystem values are <b>unlikely</b>	Conservation Local water restrictions where appropriate
3	Adverse impacts to socio-economic or ecosystem values are <b>possible</b>	Conservation Local water restrictions likely
4	Adverse impacts to socio-economic or ecosystem values are <b>likely</b>	Conservation and local water restrictions Regulatory action possible
5	Adverse impacts to socio-economic or ecosystem values are <b>almost certain</b>	Conservation and local water restrictions Regulatory action likely Possible emergency response

Sustained low flows and above average stream temperatures can result in significant harm to fish habitat and subsequently fish populations. The current drought conditions and continued high water withdrawals significantly increase the risk of stress on fish populations. Minimizing water use now will help reduce the likelihood of further declines in stream flows, which will ultimately benefit all users, fish populations and aquatic habitats.

Voluntary reduction in water use will reduce the likelihood of the Province taking regulatory action under the *Water Sustainability Act* to address critically low flows, such as Orders that require stopping water diversion.

.../2

### **Licence Terms and Conditions**

We request that Water Licence holders review the terms and conditions of their licence and in particular, the period when water may be used. Most irrigators may notice this period ends on September 30<sup>th</sup>. If you anticipate using water outside of the dates indicated on your licence, please consider one of the following:

1. A use approval application for temporary water use,
2. An amendment to current licence to extend the date, or
3. A new use licence for additional water.

However, please be advised that approvals, licence amendments, and new licence applications will not necessarily result in an authorization being issued this season and may depend on water availability.

For more information please visit the Water Licence and Approvals website (<https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-licensing-rights/water-licences-approvals/apply-for-a-water-licence>).

### **Flow Monitoring and Drought Levels**

Provincial water staff are closely monitoring river levels, ecosystems, and weather forecasts and are frequently updating the Provincial Drought Information Portal. For more information on drought and recommended water conservation measures, please visit the drought information website (<http://bit.ly/BCDroughtPortal>). This website provides drought updates, a link to the drought portal, effects of drought, suggestions on how to deal with drought, an overview map of the drought levels for the province, and any angling closures.

I would like to thank you in advance for your efforts to conserve water and help protect water resources for future use and ensure the continued health of important aquatic habitats.

Yours truly,



Scott Barrett  
Water Manager





*"Giving the  
Community  
a Lift"*

July 20, 2023

John Fortoloczky  
Chief Administrative Officer  
District of Hope  
PO Box 609  
Hope, BC  
V0X 1L0

RECEIVED  
JUL 21 2023  
DISTRICT OF HOPE

Dear Mr. Fortoloczky

RE: Grant in Aid

Hope Care Transit would like to thank the District of Hope for the \$5,000 Grant in Aid our society recently received.

In 2023 our volunteer drivers provided transportation for 1,435 rides, drove 160,232 kilometers and volunteered 3,952 hours. The medical rides range from local rides to rides to St. Paul's Hospital, Vancouver General and Lion's Gate Hospital in North Vancouver. Some drivers have been gone up to 12 hours in one day. We are extremely grateful to our volunteer drivers but without the funding support from local contributors, such as the District of Hope, this program could not serve as many residents of Hope as we do.

We truly appreciate the support from the District of Hope to continue this valuable transportation program to the residents of Hope and surrounding area.

Sincerely,

Wanda Prest  
Program Coordinator, Hope Care Transit Society



PEACE RIVER REGIONAL DISTRICT

July 31, 2023

UBCM Member local Governments

VIA Email

Re: BC Wildfire Service Fire Fighting Equipment

Dear Mayor and Council / Board of Directors

At its June 29, 2023, Regular Meeting, the Peace River Regional District Chair and Directors endorsed the following resolution and resolved that it be forwarded to the UBCM members for consideration of support:

WHEREAS, the province of British Columbia is prone to wildfires, which pose significant threats to public safety, communities, property, and the environment, and where climate change has contributed to an increase in the frequency, intensity, and severity of wildfires, thereby placing an unprecedented strain on available firefighting equipment;

AND WHEREAS, the Provincial Government has the responsibility to ensure that the BC Wildfire Service has adequate resources, including equipment, to effectively respond to and manage wildfires to safeguard lives, protect infrastructure, and preserve the natural environment, and where the effectiveness and efficiency of the BC Wildfire Service's operations in the containment of wildfires heavily depend on the availability of adequate equipment and resources:

THEREFORE BE IT RESOLVED that the Provincial Government take immediate action to ensure that BC Wildfire is provided with all available firefighting equipment, including Coulson Aviation's Next Gen fire suppression equipment, and any other available Canadian company with aviation firefighting equipment, to combat wildfires during increased demand during peak wildfire seasons;

AND BE IT FURTHER RESOLVED that the Provincial Government explore partnerships with federal agencies, neighboring provinces, and available contractors to enhance equipment sharing and mutual aid agreements, ensuring a more robust response to wildfires and promoting regional collaboration in firefighting efforts.

Yours truly,



Leonard Hiebert  
Chair

Background information on this resolution is enclosed for reference.

diverse. vast. abundant.



PEACE RIVER REGIONAL DISTRICT

**BACKGROUND INFORMATION:**

Wildfires pose a significant threat to public safety, communities, infrastructure, and wildlife. In British Columbia, wildfires have increased in frequency and severity in recent years. The efficient and effective management of wildfires requires access to a well-equipped and adequately resourced firefighting force, allowing BC Wildfire to respond rapidly to suppress and contain wildfires and sustain firefighting efforts during prolonged operations, minimizing their destructive impact. Inadequate access to firefighting equipment can lead to delayed response times, compromising firefighting efforts, and increased risk to human life and property. Therefore, the Province must ensure that BC Wildfire can access all available firefighting equipment.

REPLY TO: Peace River Regional District at [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)

July 26, 2023

Mayor Victor Smith and Council  
District of Hope  
Box 609  
Hope, BC V0X 1L0

RECEIVED  
JUL 31 2023  
DISTRICT OF HOPE

Dear Mayor Victor Smith and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: FIRST COMMUNITY WORKS FUND  
PAYMENT FOR 2023/2024**

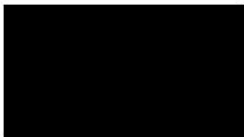
I am pleased to advise that UBCM is in the process of distributing the first Community Works Fund (CWF) payment for fiscal 2023/2024. An electronic transfer of \$172,286.03 is expected to occur in August 2023. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](https://www.ubcm.ca).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or by phone at 250-356-5134.

Sincerely,



Councillor Jen Ford  
UBCM President

PC: Mike Olson, Director of Finance

**DISTRICT OF HOPE**  
**A/P Cheque Listing**  
**July 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
Fortis-new acnt	03/07/2023	FORTIS BC-NATURAL GAS	Sep/22-May/23	Fortis BC services Sep 3/22-May 25/23	\$6,801.34	\$6,801.34
Jun/23Telus	03/07/2023	TELUS	June 2023	Jun/23 Telus land line & internet servic	\$1,743.38	\$1,743.38
PP#12/23RP0001	03/07/2023	RECEIVER GENERAL FOR CANADA	PP#12-2023	PP#12 May 29-June 11, 2023	\$6,010.84	\$6,010.84
PP#12/23RP0002	03/07/2023	RECEIVER GENERAL FOR CANADA	PP#12-2023	PP#12 May 29-June 11, 2023	\$38,715.20	\$38,715.20
Jul/23Shaw2710	06/07/2023	SHAW CABLESYSTEMS GP	Jul/23-2710	Jul/23 Shaw-2710 Internet & cable servic	\$204.40	\$204.40
PP#13/23RP0001	06/07/2023	RECEIVER GENERAL FOR CANADA	PP#13-2023	PP#13 Jun 12-25, 2023	\$5,716.04	\$5,716.04
PP#13/23RP0002	06/07/2023	RECEIVER GENERAL FOR CANADA	PP#13-2023	PP#13 Jun 12-25, 2023	\$37,839.61	\$37,839.61
029085	07/07/2023	604 TRAFFIC CONTROL LTD	3263	Jun 19/23 LCT TCP	\$519.75	\$519.75
029086	07/07/2023	ALBERTA FIRE CHIEFS ASSOCIATION	IN23-559	incident response pocket guide	\$360.63	\$360.63
029087	07/07/2023	ALS CANADA LTD	3311334347	Jun 16/23 monthly effluent monitoring	\$137.76	\$137.76
029088	07/07/2023	AMYOTT, Margaret	Rfnd open/close	Refund opening/closing-COL 1-129	\$196.88	\$196.88
029089	07/07/2023	AMAZON.COM.CA INC.	CA32DNS38I	Baby changing station strap	\$62.01	\$91.91
			CA38OASE9BQI	oil change reminder stickers	\$29.90	
029090	07/07/2023	ATCO STRUCTURES & LOGISTICS LTD	VAN-SR 46706546	Jul/23 12x60 office rent	\$876.02	\$876.02
029091	07/07/2023	AVEEZ ENTERPRISES LTD	754/23	BP#754/23 Municipal Deposit Refund	\$500.00	\$500.00
029092	07/07/2023	BALLINA CONTRACTING LTD.	CEF201-04	supply/install 50m2 hot mix asphalt	\$4,961.88	\$4,961.88
029093	07/07/2023	CANYON CABLE 1988 LTD.	H5037734	spool insert/ .105 line	\$41.73	\$497.39
			H5037972	threaded rod	\$17.65	
			H5037909	Jun 27/23 freight from Igor to Hope	\$73.50	
			H5036435	nut	\$4.47	
			H5037593	bar wrench	\$5.56	
			H5037907	Jun 27/23 freight from EMCO to Hope	\$99.75	
			H5038078	shift cable	\$150.59	
			H5038116	choke knob	\$7.83	
			H5038250	30" EZ grabber x 2	\$73.21	
			H5038093	Jun 28/23 freight from Prairie Coast	\$23.10	
029094	07/07/2023	FRASER CANYON GLASS LTD.	31256	replace store front window	\$1,240.68	\$1,240.68
029095	07/07/2023	CHILLIWACK CARPET ONE	11789	carpet/underlay/labour install	\$6,789.78	\$6,789.78
029096	07/07/2023	CANADIAN NATIONAL RAILWAY	91693473	Jul-Sep/23 Signal w&w/o gate-mainten	\$3,828.00	\$3,828.00
029097	07/07/2023	COMTEL INTEGRATED TECHNOLOGIES INC.	22967	supply/install 6920 ip sets/labour	\$3,270.40	\$3,813.83
			444239	Jul/23 Comtel phone services	\$543.43	
029098	07/07/2023	COLUMBIA BUSINESS SYSTEMS	IN273816	Jun/23 copier C3835i B&W & Color Copies	\$192.72	\$192.72
029099	07/07/2023	CUPE LOCAL #458	PP#13-2023	PP#13 Jun 12-25, 2023	\$1,795.93	\$1,795.93
029100	07/07/2023	EMCO CORPORATION	805233002329	37 Brooks CI CVR-SWR	\$1,516.48	\$1,516.48
029101	07/07/2023	ENVIRONMENTAL OPERATORS CERTIFICATION	142351	2023 E/KLake water dist.sys ann.dues	\$105.00	\$840.00
			142352	2023 Water Distribution-facility dues	\$315.00	
			142173	2023 PCC facility annual dues	\$210.00	
			142274	2023 Wastewater collect sys.ann.dues	\$105.00	
			142634	2023 Silver Cr. water dist.ann.dues	\$105.00	
029102	07/07/2023	FDR YOUNG HOLDINGS LTD.	Mar/23 Statmnt	10lb cylinder fill-propane	\$13.50	\$13.50
029103	07/07/2023	FIESSEL, Jarred and/or VAN PARIDON, Joan	Pymt VOID	Cheque 29103 VOID	\$570.00	\$570.00



**DISTRICT OF HOPE**  
**A/P Cheque Listing**  
**July 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
029104	07/07/2023	FLEET OPERATORS MANAGEMENT GROUP OF BC	2023-38	Fleet Operators 2023/2024 Dues-DELDEGAN	\$160.00	\$160.00
029105	07/07/2023	FRASER INCLUSIVE AND SUPPORTIVE	PP#13-2023	PP#13 Jun 12-25, 2023	\$68.00	\$68.00
029106	07/07/2023	FINNING CANADA	962421155	engine troubleshoot-running rough	\$994.56	\$994.56
029107	07/07/2023	FVBS HOPE RONA	43690	mouse trap x 2	\$6.84	\$250.65
			43526	PVC elbows & bushing	\$14.76	
			43566	treee bags/cable ties/pliers 8"	\$59.63	
			43592	hose shut-ff valve/brass ball valve	\$46.04	
			43605	waltec cart./snap off knife	\$27.18	
			43621	lag bolts/flat washers x 30	\$48.84	
			43761	fast patch concrete repair 2kg	\$15.10	
			43771	fast patch concrete repair 10kg	\$32.26	
029108	07/07/2023	FRASER VALLEY REGIONAL LIBRARY	PSINV-001243	Jul-Sept 2023 FVRL Member Assessmnt	\$100,331.00	\$100,331.00
029109	07/07/2023	GARDNER CHEVROLET PONTIAC BUICK GMC LTD	302729	Cont Asm (part#26092432)	\$502.11	\$502.11
029110	07/07/2023	HIGH VOLTAGE WELDING INC.	10512	fabricate 2 alum.dock ladders	\$2,497.01	\$2,497.01
029111	07/07/2023	HOPE READY MIX LIMITED	706958	4 yrds bark mulck	\$213.47	\$413.50
			706851	4yrds pro soil planter blend	\$200.03	
029112	07/07/2023	KROPPSHOP LTD	22148	12"x72" sign (Pipeline)	\$334.71	\$334.71
029113	07/07/2023	JACK'S CUSTOM SPACES	215 repairs	modify book cart wheels/supplies/labour	\$840.00	\$840.00
029114	07/07/2023	KHRONOS SECURITY SERVICES	2334	Jun 17,18,24 & 25/23 vagrant check	\$907.20	\$4,144.32
			2333	Jul/23 commercial patrol/washroom lock	\$3,237.12	
029115	07/07/2023	KMS TOOLS & EQUIPMENT	11928773	bearing splitter set 12pc/bearing splitt	\$231.82	\$231.82
029116	07/07/2023	L. B. J. SERVICES LTD	2315	Jun/23 Janitorial contract services	\$4,977.00	\$4,977.00
029117	07/07/2023	LORDCO AUTO PARTS	7I00012551	compound gear	\$36.45	\$275.00
			7I00012819	brake pad SE	\$238.55	
029118	07/07/2023	MAGNUSON FORD	134149	bearing asy-ball	\$100.04	\$696.67
			133692	pretensioner-seat	\$596.63	
029119	07/07/2023	ON SIDE RESTORATION SERVICES	745/23	BP#745/23 Municipal Deposit Refund	\$500.00	\$500.00
029120	07/07/2023	COASTAL MOUNTAIN FUELS	156399	Jun 30/23 673.6L Regular Gasoline	\$1,227.20	\$4,696.22
			149180	Jun/23 Fuel for Gen Set-Dist. Hall	\$2,073.42	
			156398	Jun 30/23 871.9L Diesel Clear	\$1,395.60	
029121	07/07/2023	PERSONAL TOUCH ANSWERING SERVICE	230600122101	Jul/23 Personal Touch Answer Service	\$136.25	\$136.25
029122	07/07/2023	UNIFIRST CANADA LTD	4469433	Jun 29/23 Unifirst uniform & mat cleanin	\$234.53	\$307.31
			4469429	natural hand towels-refills	\$72.78	
029123	07/07/2023	SAFESIDEWALKS CANADA INC.	DB23125	Survey Fee-sidewalk condition assessmnt	\$3,050.25	\$3,050.25
029124	07/07/2023	SOUTHERN IRRIGATION LP	S-INV526836	insert coupling	\$42.01	\$42.01
029125	07/07/2023	SPERLING HANSEN ASSOCIATES	23369	May/23 Landfill Monitoring	\$1,250.43	\$1,250.43
029126	07/07/2023	SILVER SKAGIT MECHANICAL	13807	repair broken lamp post (park by DQ)	\$305.76	\$305.76
029127	07/07/2023	TRUE CONSULTING LTD	1239-0523-232	May/23 2023 Capital planning	\$11,625.14	\$39,648.84
			1239-0523-233	May/23 Transportation Master Plan	\$13,720.90	
			1239-0523-234	May/23 Silver Creek Pedestrian Overpass	\$4,256.18	
			1239-0523-235	May/23 2023 Pavement Rehabilitation	\$10,046.62	

**DISTRICT OF HOPE**  
**A/P Cheque Listing**  
**July 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
029128	07/07/2023	ULINE CANADA CORPORATION	12430528	wall mount cabinet/Stdnd manual close	\$2,968.22	\$3,478.40
			12501468	lockout/tagout kit/gate valve lockout	\$510.18	
029129	07/07/2023	VALLEY WASTE & RECYCLING INC	0000393265	May 31-Jun 26/23 919 Water-restroom	\$459.90	\$1,146.18
			0000393570	Jun 8-29/23 K/Lake Rd -Restroom Serv.	\$212.71	
			0000001156	Jun/23 Transfer Station services	\$473.57	
029130	07/07/2023	WESTVAC INDUSTRIAL INC	W10438	lift, mobile colum-annual inspection	\$504.00	\$504.00
029131	07/07/2023	WRIGHT, Aydan	2023 Tax Refund	2023 Refund ovrrpy-19420 Silver Skagit	\$43.43	\$43.43
029132	07/07/2023	XEROX CANADA LTD.	L01250064	Jun/12 copier C7130 lease payment	\$556.19	\$556.19
029133	07/07/2023	ZERR, Richard	0000103	Jun 5-30, 2023 160hrs/expenses	\$22,605.86	\$22,605.86
Jul/23Shaw0584	07/07/2023	SHAW CABLESYSTEMS GP	Jul/23-0584	Jul/23 Shaw-0584 internet service	\$89.60	\$89.60
Jun/23 FortisBC	07/07/2023	FORTIS BC-NATURAL GAS	June 2023	Jun/23 Fortis BC Services	\$294.78	\$294.78
Jun/23 BCHydro	08/07/2023	BC HYDRO	400003789298	Jun/23 BC Hydro services	\$39,638.87	\$39,638.87
Jun/23FortisBC	11/07/2023	FORTIS BC-NATURAL GAS	May/Jun/2023	May 26-Jun 22/23 1205 Nelson Ave-Serv	\$28.27	\$28.27
029134	14/07/2023	604 TRAFFIC CONTROL LTD	3224	traffic control-21333 Thacker Mtn Rd	\$1,921.50	\$1,921.50
029135	14/07/2023	ACME VISIBLE FILING SYSTEMS LTD.	641972	year bar-green/mini alpha lables	\$50.49	\$50.49
029136	14/07/2023	AMAZON.COM.CA INC.	CA31ESAYEACII	suede double palm work gloves	\$37.49	\$169.11
			CA31L2PN5ACII	3 x ethernet patch cables	\$86.94	
			CA3GHP81JV8I	1 x ethernet cable	\$11.09	
			CA3EI07RYPEI	HD cow split leather work gloves	\$33.59	
029137	14/07/2023	BLACK PRESS GROUP LTD.	34436669	Jun/23 Black Press Advertising	\$1,116.38	\$1,116.38
029138	14/07/2023	EMPYRION TECHNOLOGIES INC.	189625	2023/2023 Godaddy SSL Standard Cert.	\$189.00	\$3,809.73
			189720	slow computer/SSL cert.expire	\$404.25	
			189895	Jul/23 backup/anti-virus/spam filter/MS	\$3,216.48	
029139	14/07/2023	FRASER CANYON HOSPICE SOCIETY	2023 Grant Aid	2023 Grant in Aid-Fraser Canyon Hospice	\$5,000.00	\$5,000.00
029140	14/07/2023	FORTOLOCZKY, John	2023 Util.Rfnd	Refund overpayment of utilities-24400	\$901.56	\$1,022.52
			Jul/23 Phone	Jul/23 CAO Cell phone charges	\$120.96	
029141	14/07/2023	FVBS HOPE RONA	43601	tremclad paint/paint brush/pry bar	\$210.34	\$623.14
			43638	nails	\$10.45	
			43772	spray nozzle/hose 25'	\$60.46	
			43807	lumber-2btr KD Spruce	\$36.32	
			43833	tremclad rust paint	\$79.06	
			43855	caution tape/wire brush	\$38.85	
			43860	angle broom	\$23.27	
			43869	snap-in drain cover x 6	\$113.03	
			43874	twist mop bucket 10L	\$12.09	
			43877	grinder backer/sand disc 50gr & 80gr	\$39.27	
029142	14/07/2023	HOPE CRIME PREVENTION SOCIETY	2023 Grant Aid	2023 Grant in Aid-Crime Prevent.Society	\$5,000.00	\$5,000.00
029143	14/07/2023	HOPE CARE TRANSIT SOCIETY	2023 Grant Aid	2023 Grant in Aid-Care Transit Society	\$5,000.00	\$5,000.00
029144	14/07/2023	HOPE & DISTRICT ARTS COUNCIL	2023 Grant Aid	2023 Grant in Aid-Hope Arts Council	\$5,000.00	\$5,000.00
029145	14/07/2023	HOPE COMMUNITY CHOIR	2023 Grant Aid	2023 Grant in aid-Community Choir	\$500.00	\$500.00
PP#14/23RP0002	14/07/2023	RECEIVER GENERAL FOR CANADA	PP#14-2023	PP#14 June 26-July 9, 2023	\$38,511.15	\$38,511.15

**DISTRICT OF HOPE**  
**A/P Cheque Listing**  
**July 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
029157	14/07/2023	VALLEY WASTE & RECYCLING INC	0000395763	Jun/23 Valley Waste Contract Services	\$169,082.25	\$169,396.10
			0000393337	Jun 27/23 1225 Nelson-comm.roll off	\$313.85	
029156	14/07/2023	SMITH, Victor	Jun/23 Expenses	Jun 27/23 MOTI FV planning - SMITH, V	\$122.08	\$342.16
			Jul/23 Expense	Jul 5/23 RCMP BCHP meeting-SMITH, V	\$220.08	
029155	14/07/2023	PETE & SON PLUMBING LTD	26146	drain cleaning-clogged kitchen sink	\$388.50	\$388.50
029154	14/07/2023	PRAIRIECOAST EQUIPMENT	P61204	gaskets x 3	\$16.83	\$16.83
029153	14/07/2023	COASTAL MOUNTAIN FUELS	156788	billed in error-credit on inv#156847	\$1,080.91	\$4,268.19
			157402	Jul 6/23 1451.4L Regular Gasoline	\$2,613.77	
			157403	Jul 6/23 990.1L Diesel Clear	\$1,654.42	
			156847	credit re:inv#156788-billed in error	-\$1,080.91	
029152	14/07/2023	ON SIDE RESTORATION SERVICES	727/22	BP#727/22 Municipal Deposit Refund	\$500.00	\$500.00
029151	14/07/2023	LIDSTONE & COMPANY	48934	Jun/23 serv.re:file#10111-109	\$422.24	\$7,904.46
			48935	Jun/23 serv. re: File#10111-112	\$112.57	
			48937	Jun/23 Serv. re: File#10111-114	\$1,777.44	
			48938	Jun/23 Serv. re: File#10111-116	\$588.57	
			48939-1	Jun/23 Serv. re: File#4273	\$3,131.94	
			48936	Jun/23 Serv. re: File#10111-113	\$1,871.70	
029150	14/07/2023	MINISTRY OF TRANSPORTATION	7500	Apr-Jun/23 Hudson-Coq-maintenance	\$546.63	\$546.63
029149	14/07/2023	MOUNT HOPE SENIOR CITIZENS' HOUSING SC	2023 Grant Aid	2023 Grant in Aid-Senior Cit.Hous.Soc.	\$2,000.00	\$2,000.00
029148	14/07/2023	MINISTER OF FINANCE	95262123	pink liquid hand soap 12 4L jugs	\$158.45	\$158.45
029147	14/07/2023	METEOR SIGN	758/23	BP#758/23 Municipal Deposit Refund	\$500.00	\$500.00
029146	14/07/2023	HOPE READY MIX LIMITED	707034	6yrds barkmulch	\$320.21	\$320.21
Jul/23SchTxRem	18/07/2023	MINISTRY OF FINANCE-PROPERTY TAX BRANCH	2023 Sch.Tx.Rem	2023 School tax remittance	\$3,163,710.80	\$3,163,710.80
Jul/23Shaw0613	18/07/2023	SHAW CABLESYSTEMS GP	Jul/23-0613	Jul/23 Shaw-0613 cable & internet servic	\$160.72	\$160.72
Jul/23Shaw0663	18/07/2023	SHAW CABLESYSTEMS GP	Jul/23-0663	Jul/23 Shaw-0663 cable & internet servic	\$233.52	\$233.52
Jun/23 M/C0863	18/07/2023	MASTERCARD - COLLABRIA	June 2023	Jun/23 Master Card Payment	\$14,821.45	\$14,821.45
029158	20/07/2023	AMAZON.COM.CA INC.	CA339CP41EI	Water pump	\$155.17	\$1,987.74
			CA35NXI3IWGI	LED pen light with holster	\$87.24	
			CA35H9HVDLEI	antenna ext.kit for garage door opener	\$113.12	
			CA3T1W2YOI	Nexiq USB link 3 wired repair info/diagn	\$1,069.99	
			CA31NTMXCACII	HP ink cartridge	\$58.22	
			CA32UA45AZ5WI	nitrile gloves-24 boxes-X-Large	\$504.00	
029159	20/07/2023	AUTOMATION ONE BUSINESS SYSTEMS INC	AR415069	Jun/23 Copier L012-B&W & Color copies	\$97.03	\$351.75
			AR415068	Jul/23 Copier L119-B&W & Color Copies	\$254.72	
029160	20/07/2023	BAKER, Michael	439/20	BP#439/20 Municipal Deposit Refund	\$500.00	\$500.00
029161	20/07/2023	BC Transportation Financing Authority	Birch/ForestLDP	Application for permission to disc.close	\$1,500.00	\$1,500.00
029162	20/07/2023	CHILL-AIR CONDITIONING (2014) LTD.	47589	install thermostat lock box as per quote	\$300.24	\$300.24
029163	20/07/2023	CANYON CABLE 1988 LTD.	H5038981	Spool autocut	\$13.61	\$969.68
			H5038930	spool autocut	\$13.61	
			H5039039	ten minute rad flush	\$7.83	
			H5040213	Jul 14/23 freight from Hope to ALS	\$23.10	

**DISTRICT OF HOPE**  
**A/P Cheque Listing**  
**July 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			H5040432	2pk rub hndl R	\$19.20	
			H5040561	ear plugs	\$66.62	
			H5040618	aspen fuel 4 cycle/octane booster	\$27.68	
			H5039784	anti weld	\$20.39	
			H5039468	Jul 10/23 freight from EMCO to Hope	\$105.00	
			H5039755	Survey FL. blue & orange	\$194.73	
			H5039801	adapt./fittings/hoses	\$470.07	
			H5039786	anchor shackle	\$7.84	
029164	20/07/2023	COBRA ELECTRIC REGIONAL SERVICES LTD	14115	Apr-Jun/23 contract maintenance	\$525.00	\$525.00
029165	20/07/2023	CHB SERVICES LTD	July 14/2023	install Cell 1 aerator	\$8,202.60	\$8,202.60
029166	20/07/2023	CUPE LOCAL #458	PP#14-2023	PP#14 Jun 26-Jul 9, 2023	\$1,789.19	\$1,789.19
029167	20/07/2023	EMPYRION TECHNOLOGIES INC.	190211	issues with receipt printer-uninstall/fix	\$404.25	\$404.25
029168	20/07/2023	F & S PACIFIC DEVELOPMENT LTD	753/23	BP#753/23 Municipal Deposit Refund	\$500.00	\$500.00
029169	20/07/2023	FRASER INCLUSIVE AND SUPPORTIVE	PP#14-2023	PP#14 Jun 26-Jul 9, 2023	\$68.00	\$68.00
029170	20/07/2023	FRASER INCLUSIVE AND SUPPORTIVE	Rfund Utilities	Refund Utilities Jul-Dec/23-disconnect	\$450.78	\$450.78
029171	20/07/2023	FVBS HOPE RONA	43348	nut driver kit 5pc	\$28.82	\$638.92
			43561	rope/anch & scr/eye lag	\$18.52	
			43786	rust paint/pro roller/caution tape	\$185.88	
			43859	aerator swivel/faucet/	\$79.02	
			43861	faucet connector	\$9.02	
			43935	2x4 2btr KD spruce	\$8.51	
			43979	stakes 1x2-48 spr 25pcs	\$42.56	
			44032	braided rope	\$30.84	
			44058	teflon tape/craftsman level/dust pan	\$168.28	
			44065	tremclad rust paint	\$67.47	
029172	20/07/2023	FRASER VALLEY REGIONAL DISTRICT	Rfnd Tax Overpy	Refund tx overpay-62660 Airport Rd	\$1,039.25	\$3,861.75
			9413	Apr/22-Apr/23 Premium adjust-all sport	\$1,017.50	
			9416	2023/2024 FVRD park ins./cost share	\$1,050.00	
			9449	Jan-Mar/23 Hope Transit passes	\$755.00	
029173	20/07/2023	HARD PACKED INVESTMENT LTD	Rfnd Util disco	Refund Jul-Dec/23 disconnect x 2	\$901.56	\$901.56
029174	20/07/2023	HOPE MOTORSPORT GROUP	Rfnd 2023 Depos	Refund Security Deposit	\$500.00	\$500.00
029175	20/07/2023	HOPE TOWING LTD.	2911784	Jul/23 Museum storage	\$577.50	\$577.50
029176	20/07/2023	KHRONOS SECURITY SERVICES	2365	Jul 1-2/23 restroom vagrancy check	\$453.60	\$453.60
029177	20/07/2023	LED ROADWAY LIGHTING LTD.	036327	1 lot of LED Roadway lighting	\$9,112.53	\$9,112.53
029178	20/07/2023	LORDCO AUTO PARTS	20CR000549	Milwaukee rebate	-\$100.00	\$280.56
			7I00012951	9 x dot log books	\$118.10	
			7I00012979	20 x dot log books	\$262.46	
029179	20/07/2023	MT. HOPE ELECTRIC	2860	Jun/23 electrical contract services	\$1,887.00	\$1,887.00
029180	20/07/2023	NUTECH FACILITY SERVICES LTD	9925	2022 Janitorial services-final	\$426.89	\$695.83
			10467	Dec/22 Janitorial contract serv.final	\$268.94	
029181	20/07/2023	OGILVIE MT. HOLDINGS LIMITED PARTNERSHIP	Rfnd re:10506	refund overpayment of inv#10506	\$20.00	\$20.00

**DISTRICT OF HOPE**  
**A/P Cheque Listing**  
**July 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
029182	20/07/2023	PRAIRIECOAST EQUIPMENT	P62116	bearing/pressed FL/bolt/chain sprocket	\$1,078.32	\$1,078.32
029183	20/07/2023	PRAETORIAN SECURITY INC.	0000022638	2023/20203 LOTW Pump#1 basic alarm	\$252.00	\$252.00
029184	20/07/2023	PRECISION SERVICE & PUMPS INC	17387	sewage lift stn.maint.check	\$5,428.50	\$5,428.50
029185	20/07/2023	UNIFIRST CANADA LTD	4471661	Jul 6/23 Unifirst uniform & mat cleaning	\$387.51	\$627.68
			4473855	Jul 13/23 Unifirst uniform & mat cleanin	\$240.17	
029186	20/07/2023	SKORO, CINDY	Jun 8-Jul 13/23	Jun 8-Jul 13/2023 Contract services	\$3,456.07	\$3,456.07
029187	20/07/2023	SOUTHERN IRRIGATION LP	S-INV532640	combination nipple/coupling/tape/bolt	\$173.47	\$377.88
			S-INV537054	septic riser 24"x12"	\$204.41	
029188	20/07/2023	VALLEY WASTE & RECYCLING INC	0000395647	Jul 5/23 1225 Nelson-comm.roll off	\$662.60	\$1,720.37
			0000395795	Jun 14-Jul 7/23 restroom service	\$229.95	
			0000396041	Jul 12/23 PCC Tom Berry-comm.septic	\$827.82	
029189	20/07/2023	VALLEY WATER	12162693	Jul/23 monthly hot/cold cooler rental	\$13.44	\$13.44
029190	20/07/2023	WOOD, Christopher Andrew	Rfnd Util.ovrpy	Refund Utility overpayment a/c10925	\$186.00	\$186.00
029191	20/07/2023	FRASER VALLEY REGIONAL DISTRICT	2023 Tax Levy	2023 Tax Levy-Fraser Valley Region.Dist	\$1,919,823.00	\$1,919,823.00
029192	20/07/2023	FRASER VALLEY REGIONAL HOSPITAL DISTRICT	2023 Tax Req.	2023 Tax Requisition Pmt.FVR Hosp.Dist	\$271,503.00	\$271,503.00
2023 tax Levy	20/07/2023	BC ASSESSMENT, FINANCIAL SERVICES	2023 Tax Levy	2023 Tax Levy	\$129,773.02	\$129,773.02
Jul/23WCB 2nd	20/07/2023	WORKSAFE BC	2023 2nd Quartr	2023 WCB 2nd Quarter remittance	\$33,673.89	\$33,673.89
PP#14/23MPP251	20/07/2023	MUNICIPAL PENSION PLAN	PP#14-2023-251	PP#14 Jun 26-Jul 9, 2023	\$20,209.76	\$20,209.76
PP#14/23MPP5025	20/07/2023	MUNICIPAL PENSION PLAN	PP#14-2023-5025	PP#14 Jun 26-Jul 9, 2023	\$1,934.39	\$1,934.39
PP#14/23RP0001	20/07/2023	RECEIVER GENERAL FOR CANADA	PP#14-2023	PP#14 June 26-July 9, 2023	\$8,162.26	\$8,162.26
029193	27/07/2023	DECKER, Diana	153566	Aug/23 Contract Kennel Services	\$1,818.49	\$1,818.49
029194	27/07/2023	AARDVARK PAVEMENT MARKING SERVICES	9931	2023 pavement marking-Longline & hand	\$45,920.95	\$45,920.95
029195	27/07/2023	ALS CANADA LTD	3311345853	Jul 14/23 Monthly effluent monitoring	\$275.52	\$275.52
029196	27/07/2023	BELL MOBILITY INC.	July 2023	Jul/23 Bell Mobility services	\$1,777.78	\$1,777.78
029197	27/07/2023	BRABER EQUIPMENT LTD.	3037817	hammer/bolt/NYT nyloc din	\$175.39	\$175.39
029198	27/07/2023	CANYON AUTOMOTIVE LTD.	49830	re&re: cabinet door handle/adjust/new	\$403.38	\$818.88
			49883	full inspection/repair air line/adj brak	\$415.50	
029199	27/07/2023	CANYON CABLE 1988 LTD.	H5039878	fittings/funnel w.filter	\$28.77	\$432.33
			H5040386	nylon screen in-line	\$6.88	
			H5040749	double harness	\$84.66	
			H5040852	belt	\$35.89	
			H5040880	battery/core	\$221.13	
			H5040929	belt/core return	-\$24.44	
			H5041061	honda carb-soak/clean/reassemble	\$42.84	
			H5041095	EZ grabber	\$36.60	
029200	27/07/2023	COMTEL INTEGRATED TECHNOLOGIES INC.	22877	program 3 IP sets/call out	\$548.80	\$548.80
029201	27/07/2023	ECOWISE TREE CARE	0005523	stump removal-280 Cariboo/Fraser/Roberts	\$1,974.00	\$1,974.00
029202	27/07/2023	FELKER, Joel	2023 Rain Gear	2023 Rain Gear Allowance-FELKER, J	\$100.79	\$100.79
029203	27/07/2023	FORTOLOCZKY, John	Jul 20/23Mileag	Jul 20/23 FVRD CAO's Meeting-FORTOLOCZK	\$72.08	\$72.08
029204	27/07/2023	FRED SURRIDGE LTD.	000668006	R900i M3 RW x 2 (register only)	\$1,422.40	\$1,422.40
029205	27/07/2023	FINNING CANADA	910149574	2023 Backhoe Loader-SN#H8T03437	\$239,680.00	\$239,680.00



**DISTRICT OF HOPE**  
**A/P Cheque Listing**  
**July 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
029206	27/07/2023	HOPE MOUNTAIN CENTRE FOR OUTDOOR	0115	2023 trail crew	\$37,500.00	\$37,500.00
029207	27/07/2023	HOPE COMMUNITIES IN BLOOM	2023-01	Judges tour-supplies & meal	\$1,739.28	\$11,739.28
			2023-02	Funding for chainsaw event-3 carvings	\$10,000.00	
029208	27/07/2023	LOEWEN PAVING	10188	remove ac and haul out waste/pave 75mm	\$10,815.00	\$10,815.00
029209	27/07/2023	LORDCO AUTO PARTS	7I00013751	complete radiator	\$461.37	\$565.95
			7I00013988	exhaust wrap	\$104.58	
029210	27/07/2023	OFFER, Sylvia	2023 Tax Refund	Refund tax overpayment roll#205862325	\$845.00	\$845.00
029211	27/07/2023	ROCKY MOUNTAIN PHOENIX	IN0141420	pike pole 8' FG/ Axe-pick head fire	\$219.52	\$20,009.92
			IN0141479	E3 S789 Cutter Pkg 9AH 2 Batteries/charg	\$19,790.40	
029212	27/07/2023	SKORO, CINDY	Jul 19-26/23	July 2023 Planning Contract Services	\$2,580.00	\$2,580.00
029213	27/07/2023	SHAW, Brian and/or Duncan	750/23	BP#750/23 Municipal Deposit Refund	\$500.00	\$500.00
029214	27/07/2023	TERRALINK CANADA	CATL-018742	Sun & shade lawn seed for park	\$478.15	\$478.15
029215	27/07/2023	TRUE CONSULTING LTD	1239-0623-239	Jun/23 Dev.Review-677 Old Hope Princeton	\$291.90	\$19,910.47
			1239-0623-236	Jun/23 Othello Rd improvements-site 1	\$2,274.31	
			1239-0623-237	Jun/23 Yale St rehabilitation	\$9,214.87	
			1239-0623-238	Jun/23 Rupert St. sewer re-service	\$8,129.39	
029216	27/07/2023	VALLEY WASTE & RECYCLING INC	0000396601	Jul 4/23 1225 Nelson-comm.roll off	\$340.25	\$1,452.30
			0000396603	Jul 11/23 1225 Nelson Ave-comm.roll off	\$315.05	
			0000396604	Jul 18/23 1225 Nelson Ave-comm.roll off	\$337.10	
			0000397050	Jun 28-Jul 24/23 Restroom Service	\$459.90	
029217	27/07/2023	ALUMICHEM CANADA INC	23653	Wes-Floc 2x204kg & Isopac 2x1364kg	\$12,862.98	\$12,862.98
029218	27/07/2023	WURTH CANADA LIMITED	25455229	disposable nitrile gloves	\$67.38	\$67.38
029219	27/07/2023	XEROX CANADA LTD.	F60885159	Jun 20-Jul 6/23 Copier c7130 B&W/Color	\$26.41	\$26.41
029220	28/07/2023	FIESSEL, Jarred and/or VAN PARIDON, Joan	Repices chq 29103	Refund tax overpay-12-450 Thacker Ave	\$570.00	\$570.00
<b>Total July 2023 Payments</b>					<b>\$6,643,443.30</b>	<b>\$6,643,443.30</b>

## *Office of the Mayor*

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August 14, 2023

To Whom It May Concern:

**Re: Letter of Support – Royal Canadian Legion Branch 228**

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It is my pleasure to write a letter in support for the grant funding application being submitted by Royal Canadian Legion, Branch 228 to the *New Horizon for Seniors Funding Program*.

The Royal Canadian Legion is an integral part of our community and their dedication to providing essential supports within the District of Hope is greatly appreciated. Council and residents alike recognize the Legion through the many programs they offer and their efforts improve quality of life not only for our seniors, but all residents of the community.

Should you have any questions or need further information, please do not hesitate to contact me at 604-869-5671.

Sincerely,

Mayor Victor Smith

cc District of Hope Council



344 Fort Street PO Box 618  
Hope, B.C. VOX ILO

PH: (604) 869-5465 FAX: (604) 869-5405  
Email: rclb228@telus.net

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**HOPE BRANCH #228**

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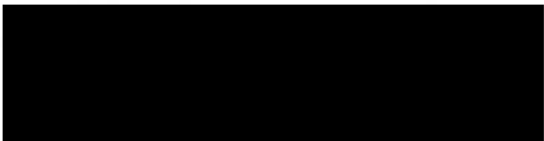
District Of Hope  
Office Of the Mayor

July 26, 2023

To Whom It May Concern:

The Royal Canadian Legion Branch 228 will be applying for a grant from The New Horizons Seniors Program for 2023-2024. We are looking for your support in achieving this grant as it will help us re-finish our memorial hall floors as they were damaged by the leaking roof over the winter. The roof has now been repaired and with the help of this grant we would be able to address the floors. Thank you once again for your support.

Yours Truly,

  
Heather Bergström,  
Treasurer, Branch 228  
Hope, B.C.

RECEIVED  
JUL 26 2023  
DISTRICT OF HOPE