



## REGULAR MEETING OF COUNCIL AGENDA

**Monday, July 8, 2024 at 7:00 p.m.**

**Council Chambers**

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

For those in attendance at District of Hope Open Council Meetings and Public Hearings, please be advised that the Hope Ratepayers Association is recording these meetings and hearings. The District, in no way, has custody or control of the recordings. Therefore, all persons who do not want their presentation or themselves recorded, please approach the Clerk to declare same and the District will relay this to the Association so that you can freely speak.

### 1. CALL TO ORDER

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

### 2. APPROVAL OF AGENDA

Recommended Resolution:

THAT the July 8, 2024, 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 June 24, 2024, be adopted, as presented.

### 4. DELEGATIONS

#### (a) Hope & Area Transition Society

(8)

Gerry Dyble, Executive Director, will be in attendance to present to Council regarding the Hope & Area Transition Society Annual General Meeting Report.

## 5. STAFF REPORTS

- (a) **Report dated June 27, 2024 from the Director of Corporate Services** (36)  
**Re: 689 Hazel Street – Remedial Order for Demolition**

Recommended Resolution:

THAT Council, under the authority provided in Section 73 & 74 of the *Community Charter* and after viewing the photographs of the property, declares that the property located at 689 Hazel Street and legally described as Lot D, DL. 14, Plan KAP17238, PID: 008 419 167, is a hazardous condition and a nuisance to the community and neighbourhood, and as a result, is a “hazard” and “declared nuisance” that requires remedial action to demolition all structures that remain from the property fire, remove any accumulation of debris and discarded materials, level the lands and cut the vegetation that is overgrown on the property;

AND FURTHER THAT Council imposes the remedial action upon the registered property owners, [REDACTED] and [REDACTED], in respect of the property noted above, to demolition and remove all the burnt structures, remove any accumulation of debris and discarded materials, as well as level the lands and cut all overgrown vegetation;

*Municipal Action at Defaulter’s Expense:*

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

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

*Compliance & Notice Time Limit Recommendations:*

AND FURTHER THAT Council sets the time limit for compliance with all of the above remedial actions at 60 days commencing July 8, 2024;

AND FURTHER THAT Council sets the time limit for a notice of a request for Council to reconsider the remedial action requirement be set at 14 days, commencing July 8, 2024.

- (b) **Report dated July 3, 2024 from the Chief Administrative Officer** (56)  
**Re: 2024-2034 Canada Community-Building Fund Agreement Authorization**

Recommended Resolution:

THAT Council authorize the Mayor and Corporate Officer to sign the 2024-34 Canada Community-Building Fund Agreement (Community Works Fund), covering the period 15 July 2024 to 31 March 2025;

AND FURTHER THAT Council acknowledges the District is to receive a total of \$183,925 for the purpose of investment in local infrastructure and capacity-building priorities.

## 6. COMMITTEE REPORTS

There are no Committee Reports.

## 7. MAYOR AND COUNCIL REPORTS

### (a) Council and Committee Meeting and Acting Mayor's Schedule for 2024-2025 (82)

Recommended Resolution:

THAT the Council Appointments, Committees, and Acting Mayor's Schedule for January 1, 2024, to December 31, 2025, be adopted, as amended.

## 8. PERMITS AND BYLAWS

### (a) District of Hope Highway Closure and Removal of Highway along a portion of Fifth Avenue Bylaw No. 1578, 2024 (84)

Recommended Resolution:

THAT *District of Hope Highway Closure and Removal of Highway along a portion of Fifth Avenue Bylaw No. 1578, 2024*, in order to close the road and remove the road dedication for a portion of 5<sup>th</sup> Avenue legally shown on the reference plan to accompany *District of Hope Highway Closure and Removal of Highway along a portion of Fifth Avenue Bylaw No. 1578, 2024 Closing Part of Road Dedicated on the Townsite of Hope Plan Sections 9 and 10 Township 5 Range 26 West of the 6<sup>th</sup> Meridian Yale Division Yale District*, be adopted this 8<sup>th</sup> day of July, 2024.

### (b) District of Hope Cross Connection Control Bylaw No. 1574, 2024 (88)

THAT *District of Hope Cross Connection Control Bylaw No. 1574, 2024* be adopted this 8<sup>th</sup> day of July, 2024.

### (c) Bylaw Notice Enforcement Amendment Bylaw No. 1575, 2024 (97)

THAT *Bylaw Notice Enforcement Amendment Bylaw No. 1575, 2024* be adopted this 8<sup>th</sup> day of July, 2024.

### (d) Municipal Ticket Information Amendment Bylaw No. 1576, 2024 (101)

THAT *Municipal Ticket Information Amendment Bylaw No. 1576, 2024* be adopted this 8<sup>th</sup> day of July, 2024.

### (e) Report dated July 8, 2024 from the Planner III Re: Development Variance Permit for 62505 Airport Road (105)

Recommended Resolution:

THAT Council approve the preparation of a Development Variance Permit to reduce the side lot line setback for an animal shelter from 30m to 14m on the property at 62505 Airport Road legally described as Lot 1 Section 7 Township 5 Range 26 west of the 6<sup>th</sup> Meridian Kamloops Division Yale District Plan 9903; and

FURTHER THAT in accordance with the *District of Hope Application Procedures & Public Hearing/Information Meeting Procedural Bylaw*, the *Local Government Act* and the *Community Charter*, Council authorize staff to issue a notice of intent to consider the approval of the Development Variance Permit to the neighbouring property owners.

**9. FOR INFORMATION CORRESPONDENCE****(a) For Information Correspondence (111)**Recommended Resolution:

THAT the For Information Correspondence List dated July 8, 2024, be received.

**(b) Accounts Payable Cheque Listing – June 2024 (112)**Recommended Resolution:

THAT the Accounts Payable Cheque Listing for the period of June 1-30, 2024, be received.

**10. OTHER PERTINENT BUSINESS****11. QUESTION PERIOD**

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

**12. NOTICE OF NEXT REGULAR MEETING**

Monday, August 12, 2024 at 7:00 p.m.

**13. ADJOURN REGULAR COUNCIL MEETING**



## MINUTES OF THE REGULAR COUNCIL MEETING

Monday, June 24, 2024  
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 Dusty Smith  
Councillor Angela Skoglund  
Councillor Pauline Newbigging  
Councillor Zachary Wells

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

**Others Present:** 3 members of the Public and 1 Media

### 1. CALL TO ORDER

Mayor Smith called the meeting to order at 7:00 p.m.

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

### 2. APPROVAL OF AGENDA

**Moved / Seconded**

THAT the June 10, 2024 Regular Council Meeting Agenda be adopted, as- amended, to include items 8(f), *District of Hope Cross Connection Control Bylaw No. 1574, 2024, 8(g), Bylaw Notice Enforcement Amendment Bylaw No. 1575, 2024, 8(h), Municipal Ticket Information Amendment Bylaw No. 1576, 2024,* and 10(a), a letter of support for the Hope Golf & Country Club. **CARRIED.**

### 3. ADOPTION OF MINUTES

#### (a) Regular Council Meeting

**Moved / Seconded**

THAT the Minutes of the Regular Council Meeting held June 10, 2024, be adopted, as presented. **CARRIED.**

#### (b) Public Hearing

**Moved / Seconded**

THAT the Record of the Public Hearing held June 10, 2024, be received. **CARRIED.**

### 4. DELEGATIONS

There were no Delegations.

### 5. STAFF REPORTS

- (a) **Report dated June 20, 2024 from the Director of Finance**  
**Re: 2023 Statement of Financial Information**

**Moved / Seconded**

THAT Council approves the 2023 Statement of Financial Information.

**CARRIED.**

- (b) **Report dated June 19, 2024 from the Director of Finance**  
**Re: 2023 Annual Report**

**Moved / Seconded**

THAT Council approves the 2023 Annual Report.

**CARRIED.**

- (c) **Report dated June 18, 2024 from the Director of Community Development**  
**Re: 828 6<sup>th</sup> Avenue – Covenant for Parking Lot**

**Councillor Newbigging declared a conflict of interest in relation to item 5(c), by virtue of the applicant being her partner, and departed the meeting at 7:04 p.m.**

Cal Barnett, the applicant, noted that Section 6.4 of the Zoning Bylaw states that off-street parking is not required for businesses in the downtown area, which includes his business the Kingpin Lounge, and that the District's Official Community Plan encourages densification and flexibility. He added that his business primarily operates outside of the hours of neighbouring businesses, which results in many of the parking stalls in the area being available during the day.

Council noted that the existing parking lot is typically used by patrons of other businesses in the area during the day, and that there is other parking available in the area including the District lot on Fort Street beside the Art Gallery. Council also noted that this business allows for walkability for Hope residence. Council inquired as to the amount of property taxes paid on the existing parking lot, Mr. Barnett advised that the property taxes are approximately \$3,500 a year. Council noted that as the lot at 828 6<sup>th</sup> Avenue is outside of the downtown area, any future development would require on-site parking to be made available.

**Moved / Seconded**

THAT the covenant that only permits a parking lot at 828 6<sup>th</sup> Avenue legally known as Lot 15 Section 10 Township 5 Range 26 West of the 6<sup>th</sup> Meridian Yale Division Yale District Plan 740 remain on title and not be removed.

**DEFEATED.**

**Moved / Seconded**

THAT the covenant on title that only permits a parking lot at for 828 6<sup>th</sup> Avenue legally known as Lot 15 Section 10 Township 5 Range 26 West of the 6<sup>th</sup> Meridian Yale Division Yale District Plan 740 be removed; and

FURTHER THAT all legal expenses incurred to facilitate the removal of the covenant will be covered by the property owner of 828 6<sup>th</sup> Avenue legally known as Lot 15 Section 10 Township 5 Range 26 West of the 6<sup>th</sup> Meridian Yale Division Yale District Plan 740.

**CARRIED.**

**Councillor Newbigging returned to the meeting at 7:13 p.m.**



**(d) Report dated June 17, 2024 from the Director of Operations  
Re: Reclamation of 111 Old Hope Princeton Way**

Council inquired as to the amount of funds remaining in the Station House Reserve. The Director of Finance advised that there will be approximately \$418,000 remaining in the reserve following moving and remediation costs. Council inquired as to the amount of funds that were allocated to the Tashme Historical Society. The Director of Finance advised that Council allocated \$450,000, out of which the moving costs would be deducted, leaving approximately \$300,000 of the allocated amount to be transferred.

Council inquired as to the breakdown of the \$130,000 requested for the remediation of the property. The Director of Operations advised that the contractor cost has been budgeted at \$100,000 and hazardous material removal at \$15,000, with the remaining amount acting as a contingency. He added that cultural monitoring costs during the project will be covered by the Province.

**Moved / Seconded**

THAT Council approve funding for the reclamation works at 111 Old Hope Princeton Way, in the amount of \$130,000, and that the funds be allocated from the Station House Reserve. **CARRIED.**

**(e) Report dated June 19, 2024 from the Director of Corporate Services  
Re: Filming – Noise Exemption**

Council inquired as to the noise that nearby residents may experience during the exemption period. The applicant advised that it will primarily be light noise from the people filming and generators required to power equipment. He added that the neighbourhood has been supportive and all concerns have been addressed.

**Moved / Seconded**

THAT Council exempt the Ginkym Production Services Inc. from the noise regulation timelines in *District of Hope Good Neighbour Bylaw No. 1240, 2008* for the filming production of the movie “Untamed”, within the various areas of the District of Hope, as outlined in the report dated June 19, 2024;

AND FURTHER the noise exemption period be granted for July 4th and 5th, 2024, between the hours of 9pm and 7am;

AND FURTHER Ginkym Production Services, and their contractors, undertake a comprehensive notification process to inform the public in the affected areas of the timelines for filming;

AND FURTHER THAT this noise exemption applies only for the filming within the specific areas outlined in this report, all other activities and works for the film production follow the noise regulations as set out in the Good Neighbour Bylaw: filming not to commence, on any day, before 7a.m. or after 9p.m. **CARRIED.**

**6. COMMITTEE REPORTS**

There were no Committee Reports.

## 7. MAYOR AND COUNCIL REPORTS

### **Mayor Smith Reported:**

- He attended a meeting with senior RCMP staff and Fraser Valley Mayors to discuss new policing updates. He noted that the first body camera tests will take place in the City of Mission, noting that there are concerns regarding the estimates that municipalities have received for the cost of the program.
- He announced that the Communities in Bloom judges will be visiting the District on July 9<sup>th</sup> to 10<sup>th</sup>. He asked that people help out by cleaning up their area, and added that they completed the 6<sup>th</sup> Avenue cleanup last week and will be adding bark mulch to the berm at the bottom of Mount Hope this week.
- He thanked Panago Pizza for their donation to the pickleball court project being led by the Hope Lions. He noted that the project will see the installation of four pickleball courts as part of the downtown revitalization project.
- He attended the Fraser-Coquihalla Rivers Area Flood Management Meeting, noting that they are working towards a long-term solution to address flooding.
- He attended the Tillicum Open House, noting that there was a great turnout. He added that they are working hard to make the FISH project possible.
- He noted that the Hope Art Crawl was a success, expressing his appreciation for the talented artists in the community.
- He attended a Highway 3 Mayor's meeting where they had a presentation from Rogers regarding an emergency satellite communications system for areas with limited cell phone service. He added that they also discussed highway repaving and shoulder additions.
- He announced that the Fraser Canyon Hospital will be undergoing an elevator upgrade for the next 8-9 weeks. He noted that visitors with mobility issues should use the ambulance entrance to access the hospital.
- He announced that Communities in Bloom received a \$3,000.00 donation from Blue Triton for improvements to the Community Garden.

### **Councillor Medlock Reported:**

- He attended the AdvantageHOPE AGM on June 11<sup>th</sup>, noting that they have hired three new staff for the Visitor Center.
- He announced that the Canada Day Car Show will take place on July 1<sup>st</sup>, featuring vendors, cars, a live band, and a market. He noted that the Hope Motorsports Club is hosting the event with the help of the Hope and Valley Cruisers.
- He attended the Hope and Area Transition Society (HATS) AGM, noting that HATS has served Hope for 30 years. Executive Director, Gerry Dyble, will be in attendance at the July 8<sup>th</sup> Regular Council meeting to present an update to Council.

### **Councillor Skoglund Reported:**

- She attended the Accessibility Committee meeting on June 24<sup>th</sup>.
- She thanked BC Hydro for their work during the recent power outage, noting that she missed the Hope and District Arts Council meeting that evening due to the



outage.

**Councillor Smith Reported:**

- He noted his support for the pickleball court project, adding that compliance with noise bylaws is something that should be considered.
- He attended the Hope Arts Crawl, noting that the District has talented artists.

**Councillor Newbigging Reported:**

- She attended the Tillicum Open House, noting the support they get from the community and that it was well attended.
- She attended the Accessibility Committee meeting on June 24<sup>th</sup>, and reminded the public that there are two suggestion boxes, located at District Hall and the Recreation Centre for people to drop off their ideas. She added that emails with ideas can also be sent to both herself and Councillor Skoglund.
- She noted that there are not enough benches in town for people who are travelling to the downtown area from the far side of the District and advised that the Accessibility Committee will be looking into the issue. She added that they will also be reviewing the downtown parking area for the availability of handicap parking stalls.

**Councillor Stewin and Councillor Wells had nothing to report.**

**8. PERMITS AND BYLAWS**

**(a) District of Hope Official Community Plan Amendment Bylaw No. 1581, 2024**

**Moved / Seconded**

THAT *District of Hope Official Community Plan Amendment Bylaw No.1581, 2024*, in order to redesignate the land use designation in the Official Community Plan for the portion of the properties on the west side of Silver Skagit Road legally described as Lot 2 & 3 District Lot 1601 Yale Division Yale District Plan 5302; PID 008-814-015 and PID 008-780-684; 19652 and 19683 Silver Skagit Road from Country Residential to Light/Service Industry be adopted this 24<sup>th</sup> day of June, 2024. **CARRIED.**

**(b) District of Hope Zoning Amendment Bylaw No. 1582, 2024**

**Moved / Seconded**

THAT *District of Hope Zoning Amendment Bylaw No. 1582, 2024*, in order to rezone a portion of the properties on the west side of Silver Skagit Road legally described as Lot 2 & 3 District Lot 1601 Yale Division Yale District Plan 5302; PID 008-814-015 and PID 008-780-684; 19652 and 19683 Silver Skagit Road from Country Residential (CR-1) to Light/Service Industrial (I-2), in order to continue the active business from this location be adopted this 24<sup>th</sup> day of June, 2024. **CARRIED.**

**(c) District of Hope Subdivision and Development Servicing Amendment Bylaw No. 1583, 2024**

**Moved / Seconded**

THAT *District of Hope Subdivision and Development Servicing Amendment Bylaw No. 1583, 2024* be adopted this 24<sup>th</sup> day of June, 2024. **CARRIED.**



**(d) District of Hope Building Amendment Bylaw No. 1584, 2024**

**Moved / Seconded**

THAT *District of Hope Building Amendment Bylaw No. 1584, 2024* be adopted this 24<sup>th</sup> day of June, 2024. **CARRIED.**

**(e) Report dated June 18, 2024 from the Director of Community Development  
Re: Fifth Avenue Improvement Proposal - Road Closure**

**Moved / Seconded**

THAT *District of Hope Highway Closure and Removal of Highway along a portion of Fifth Avenue Bylaw No. 1578, 2024* be given third reading in order to close the road and remove the road dedication for a portion of 5<sup>th</sup> Avenue legally shown on the reference plan to accompany *District of Hope Highway Closure and Removal of Highway along a portion of Fifth Avenue Bylaw No. 1578, 2024* Closing Part of Road Dedicated on the Townsite of Hope Plan Sections 9 and 10 Township 5 Range 26 West of the 6<sup>th</sup> Meridian Yale Division Yale District. **CARRIED.**

**(f) District of Hope Cross Connection Control Bylaw No. 1574, 2024**

**Moved / Seconded**

THAT *District of Hope Cross Connection Control Bylaw No. 1574, 2024* be read a first, second and third time this 24<sup>th</sup> day of June, 2024. **CARRIED.**

**(g) Bylaw Notice Enforcement Amendment Bylaw No. 1575, 2024**

**Moved / Seconded**

THAT *Bylaw Notice Enforcement Amendment Bylaw No. 1575, 2024* be read a first, second and third time this 24<sup>th</sup> day of June, 2024. **CARRIED.**

**(h) Municipal Ticket Information Amendment Bylaw No. 1576, 2024**

**Moved / Seconded**

THAT *Municipal Ticket Information Amendment Bylaw No. 1576, 2024* be read a first, second and third time this 24<sup>th</sup> day of June, 2024. **CARRIED.**

**9. FOR INFORMATION CORRESPONDENCE**

**(a) For Information Correspondence**

**Moved / Seconded**

THAT the For Information Correspondence List dated June 24, 2024, be received. **CARRIED.**

**10. OTHER PERTINENT BUSINESS**

**(a) Letter of Support**

**Re: Hope Golf & Country Club – Accessible Canada**

**Moved / Seconded**

THAT Council of the District of Hope issue a letter of support to the Hope Golf & Country Club Society for their application to the Accessible Canada – National Accessibility Week Funding Program in order to install an accessibility lift. **CARRIED.**

**11. QUESTION PERIOD**

There were no questions.

**12. NOTICE OF NEXT REGULAR MEETING**

Monday, July 8, 2024 at 7:00 p.m.

**13. ADJOURN REGULAR COUNCIL MEETING**

**Moved / Seconded**

THAT the Regular Council Meeting adjourn at 7:38 p.m.

**CARRIED.**

*Certified a true and correct copy of the Minutes of the Regular Meeting of Council held June 24, 2024 in Council Chambers, District of Hope, British Columbia.*

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**Mayor**

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**Director of Corporate Services**

**DRAFT**





**Annual Report**  
2023-2024

# **Resiliency Empowerment Inclusion**



Fraser East Affordable  
Housing Society



## Message from our Board Chairperson

It has been my pleasure to represent the Hope and Area Transition Society as Chairperson of the Board. Through my years on the Board and as the Chairperson, I and the Board have witnessed how HATS is integral in the community, providing prevention and intervention services and programs to those who are marginalized and oppressed.

Through the guidance of the Board to the Executive Director, and through to the leadership team and then onto the front-line staff, good work is being done, lives are being changed and capacity is being modelled for our clients. Notably, this past year the Board created a sister agency to HATS, this is Fraser-East Affordable Housing Society. This Society purchased the Ryder Apartments, a 40-unit low to moderate income housing facility. As the Agency continues to grow, we are looking forward to the opening of Supportive Housing in 2025 and other initiatives that support the organization's Strategic Plan.

The Board recognizes all the programs and services under the HATS umbrella, from Domestic Violence, Substance Use, Youth and Family Services and Homelessness. The work that is done through these programs is invaluable to the community and to the people who access these programs. Prevention is instrumental in avoiding social ills and mitigates the need for intervention which can be intrusive and overwhelming in one's life.

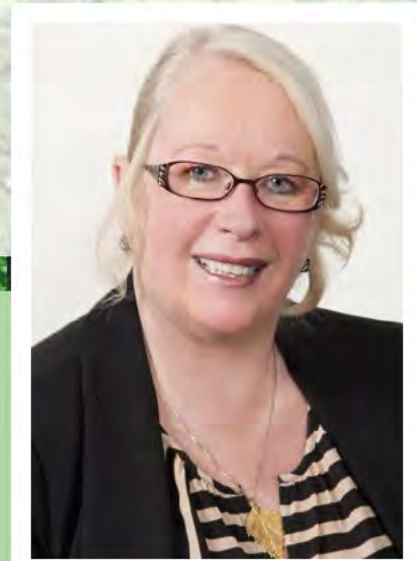
To the dedicated staff, who day-in and day-out work with those who are impacted by trauma, each of you must be commended and recognized. Equally committed to the work that is done in the agency is the dedicated Board of Director's who diligently review reports, financial data, and budgets to ensure oversight and due diligence is maintained.

We have a strong, diverse Board who is committed to working alongside the Executive Director and the leadership team in supporting initiatives that will address emerging issues, trends, and gaps in service delivery. I look forward to another year as the Chair of the Board and am looking forward to what the 2024/2025 year has in store for HATS and the community.

Respectfully,

Susan Johnston

*Susan Johnston*



## H.A.T.S. Board of Directors

\*Susan Johnston  
*Board Chair*

\*Mark Bentley  
*Treasurer*

\*Julie Blok  
*Director*

\*Jake Giles  
*Director*

\*Nancy Hutsul  
*Director*

\*Claire MacDonald  
*Director*

\*Lynn Marvell  
*Director*

\*Marg Millar  
*Director*

\*Balan Moorthy  
*Director*

\*Timothy Morgan  
*Director*

\*Marla Rosenberg  
*Director*

\*Anne Todd  
*Director*



## 2018-2028 Strategic Plan Progress

### Vision

Hope and Area Transition Society envisions a community that is free from trauma and systemic societal challenges. A community that has vibrant individuals and families who are resilient and have a sense of belonging, acceptance and connectedness to self, family, the community and society.

### Mission

The Hope and Area Transition Society is a non-profit society in Hope that provides client-centered programs/services to individuals and families. Through a trauma-informed approach HATS will offer to clients and the community; services, advocacy and education to build resiliency, empowerment and inclusion.

***30 year history serving the Eastern Fraser Valley and beyond***

### Domestic Violence

- Enhancing In-House Services to women and children
- Sexual Assault Response and Prevention worker
- Sexualized Violence Response Team
- Continued work in developing Second Stage housing and supports
- Developing culturally appropriate services to Indigenous women and their families
- Pivoted services for women and children to virtual counselling sessions through COVID

### Substance Use

- Continued collaborative efforts with Fraser Health on the development and enhancement of substance use services
- Continued efforts on the promotion and awareness of the Overdose response
- Pivoted services to include virtual counselling sessions to support individuals through COVID
- Increased distribution of harm reduction and naloxone supplies

### Youth and Family Services

- Pivoted services to include virtual sessions to support individuals and families through COVID
- Enhancing programs through specialized groups targeting needs of individuals, youth, and families
- Continuum of services through early/middle/youth years
- Collaborative efforts with Ministry for Children and Families, Child and Youth Mental Health, and School District 78 in developing streamlined services

### Homelessness

- Ongoing commitment and work in the establishment of Supportive Housing
- Enhanced services during COVID - increase of Outreach Workers
- Collaborative efforts with BC Housing in developing COVID safe spaces for clients
- Pivoted services to respond to the unsheltered population during COVID

### Agency

- Ongoing work with BC Housing to establish housing for the vulnerable population
- Enhancing training for all staff
- Media campaign and enhancing social media platforms to promote agency services
- Ongoing development with community partners and Indigenous communities



## Message from our Executive Director

The beautiful lands in which Hope and Area Transition Society provides service is on the traditional ancestral and unceded shared territories of the n̓t̓e̓k̓e̓p̓m̓x̓ú̓y̓m̓'x̓w̓, X̓w̓-ç̓h̓i̓y̓ò̓:m̓, S̓t̓s̓'a̓i̓l̓e̓s̓, S̓q̓'è̓w̓l̓e̓t̓s̓, S̓h̓x̓w̓'ò̓w̓h̓á̓m̓é̓l̓, S̓q̓'è̓w̓á̓:l̓x̓w̓, S̓q̓'è̓w̓q̓e̓l̓, and Chawathil people. The Chawathil people are from the Tiyt Tribe of the upper Stó:lō Nation. The Tiyt Tribes of the Stó:lō extend down both sides of the Fraser River from Yale to Sq'ewqel and the Peters territory. We thank them for allowing us to carry out the work we are doing. We are embraced and protected by the mountains and are nourished by the flow of living waters from the Coquihalla River down to the Fraser River. The richness of this natural beauty sustains and breathes life into us.

Living in a post-pandemic world, we are learning what this statement means and the effect it has on societies, economies, and humans. What is the extent of this crisis and how will it permanently reshape our world? The fallout from the crisis has both amplified familiar risks and has created new ones, perhaps this change at this scale also creates new opportunities for managing systemic challenges and ways to build back better.

Reflecting on the past year is an opportunity to consider our accomplishments and our struggles, it is easy to highlight the "big achievements" that we as an agency have accomplished, like creating a new nonprofit (Fraser-East Affordable Housing Society) to purchase a low to moderate housing complex or securing new funding to offer sexual

assault services. I will take this opportunity to reflect on the achievements, which include the day-to-day work that is done through our programs and by the staff who support, guide, and stand beside our clients as they make significant changes in their life that will impact the trajectory of their life. It is our clients that I want to celebrate and honor, they do the hard work through healing their traumas, substance use, their intergenerational patterns of abuse, and acknowledging their shortcomings. Hope and Area Transition Society is here to celebrate these accomplishments, their success is our success.

Looking forward to another year I can only attend to what is happening in the here and now. When we project too far into the future, we assign outcomes and measurements of success and failures. It is my hope that we each show up every day and bring our very best to the world and to those who we encounter. Next year I want to highlight the success of showing up and doing our very best and being the very best in the world. Many years ago, Jackie White was on our Board, she was such a light, she held a presence that illuminated through her. I can still hear her words to me "one foot in front of the other". That is my commitment for the coming year, on foot in front of the other. Honoring the past and moving forward toward the future. In gratitude,

*Gerry Dyble*

## Leadership Team

**Gerry Dyble**

*Executive Director*

**Soraya Duncan**

*Finance Manager*

**Mandy Paisley**

*H. R. Manager*

**Roxanne Turcotte**

*Manager- Housing Programs*

**Allison Paterson**

*Manager- Outreach Services*

**Samantha Kelley**

*Manager- Family & Youth*

**Anna Gladue**

*Transition House Coordinator*

**Rachael Armstrong**

*Shelter Program Coordinator*

**Isabel Perez**

*Shelter Program Coordinator*





## Finance HATS

Revenues **\$5,535,555**

Provincial Government	\$4,602,519	83%
Fraser Health	\$598,912	11%
Federal Government	\$157,793	3%
Grants/donations	\$159,295	3%
Other/Surplus/Deferred	\$17,036	0%



Expenses **\$5,005,261**

Wages/Benefits	\$3,890,726	79%
Program Costs	\$467,075	9%
Rent/Utilities/Maint.	\$320,063	6%
Contractor	\$164,752	3%
Office/Admin Costs	\$162,645	3%



## Finance FEABS

Revenues **\$428,011**

Rental Income	\$223,894	52%
Grant	\$140,906	33%
Other/Surplus/Deferred	\$63,211	15%

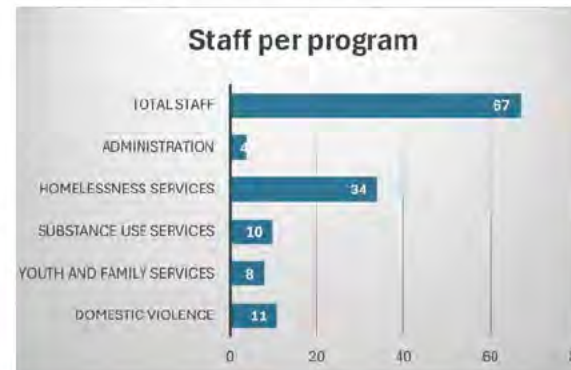


Expenses **\$276,683**

Wages/Benefits	\$20,445	7%
Rent/Utilities/Maint.	\$197,580	72%
Office/Admin Costs	\$58,658	21%



## Human Resources



## How Clients Connect With Us at the Main Office

**3,984**

+13%

Walk-Ins

**1,624**

+13%

Calls for Assistance

**130,432**

+71%

Social Media Reach

## From our staff...

*"Being a frontline worker for Hope and Area Transition Society brings purpose to my life. I appreciate everything we do here."*



## Domestic Violence Services



**671  
Clients  
Served**

# of groups/presentations = 181  
# of individual sessions = 987  
# of D.V. calls received = 642

### Jean Scott Transition House

Transition house services returned to normal operations in the 2023/2024 year. We had many nights at full occupancy and worked with women and their families to transition to a violence free life. Services include in-house support from MSDPR and STV. We continue to support women with or without children in our second stage program and have been working collaboratively with community partners to help provide wrap around service.

#### Programs

- Jean Scott Transition House
- Second Stage Housing
- Prevention, Education, Advocacy, Counselling, Empowerment (PEACE)
- Stopping the Violence (STV)
- Violence Prevention Program (VPP)
- I Can Group
- Sexual Assault Services Program
- Domestic Violence Outreach

## Substance Use Services



# of homeless outreach interactions = 781  
# of substance use sessions = 1475  
# of groups and presentations = 45  
# of Harm Reduction kits = 2722  
# Naloxone Kits handed out = 394  
# Hygiene Kits = 663

**313  
Clients  
Served**

### Harm Reduction Supports and Overdose Response

We continue to offer support for those who use or have used substances or are substance affected. Harm reduction supplies including take home naloxone kits and sharps disposal receptacles continue to be distributed from the HATS office and shelter locations. We value the use of peers to support those who are active in their substance use by including peer groups, virtual connections, and distribution of harm reduction supplies. The Community Action Table (CAT) continues to respond to the overdose crisis through a coordinated effort of increased education and awareness.



#### Programs

- Adult Substance Use
- Youth Substance Use
- Substance Use Prevention and Health Promotion
- Mental Health and Substance Use Community Connector
- Overdose Response



## Youth Services

### Building Resiliency

The Youth Services Team continues to provide inclusive support programs to youth and their families in the community. Their focus is the supporting the wellness in all areas of youth's lives with a trauma informed, strengths based and solution focused perspective. The team continues to collaborate and build relationships between youth and community partners and stakeholders to ensure holistic services. These programs include one to one sessions, school based supports, group, classroom presentations, events, referrals and more.



Promoting Youth Voices

Support & Referrals

Community Bridges

Creating Connections

Promoting Inclusion

Building Resiliency

990 Clients Served

# of groups/presentations = 345  
# of sessions = 375

### Programs

- Youth Coordinator
- Boston Bar Community Prevention
- Youth Inclusion
- Substance Use Prevention & Health Promotion
- Violence Is Preventable
- Youth Summer Adventures
- Building Transitions Group
- The Community- 2SLGBTQIA+
- Hope Child & Youth Triage Consultation
- Back Pack Buddies
- Hope Child/Youth Network
- Learn to Eat
- Youth Council
- Drug & Alcohol Survey (224 completed)

## Family Services

Conflict Resolution

Life & Social Skills

System Navigation

Trauma Response

Reconnecting Families

# of groups and presentations = 156  
# of sessions = 782

361 Clients Served



### Programs

- Key Worker
- Family Therapy
- Supported Access Program
- Stress Less
- Youth Connect
- Family Time Series
- CALM
- Boston Bar Community Connections

### Family Strengthening

The Family Services Team continues to focus on family preservation, building resiliency and attachment. Our team works closely with community partners to build community and accessibility for families. The team provides one to one sessions, groups, events, presentations and referrals to a variety of demographics to support the family as a whole. We are working with families to build capacity and skills to see our community thrive.



## Homelessness Services

Basic Human Needs

Advocacy /Referral

Case Planning

Community Awareness

**190 Clients Served**



### Enhanced and Continued Services for Vulnerable and Unsheltered People

The Emergency Shelters continued to operate 24/7, 365 days per year. During extreme weather events that occurred whether winter cold or summer heat, a Temporary Weather Response program was implemented. Shelter and Outreach Teams worked to ensure safety, supplies and refuge were available to those in need.

**House of Hope Shelter**  
# total stays = 5518  
# clients sheltered = 74

**The 900 Motel**  
# total stays = 6097  
# clients sheltered = 25

**Temporary Weather Shelter**  
# total stays = 1196  
# clients sheltered = 91

**Mental Health Nurse**  
# of client files reviewed = 168  
# of clients assessed = 104  
# of calls made/received regarding clients mental health needs = 303

### Programs

- Homeless Outreach
- Evening Community Outreach
- Temporary Weather Shelter
- The 900 Motel
- Mental Health Nurse
- Extreme Weather Response

## Fraser East Affordable Housing Society

Low Income

Moderate Income

Market Housing

# of low income housed = 8  
# of moderate income housed = 19  
# of market income housed = 12  
# of applicants = 107  
Vacancy = 0 %

**74 Clients Served**

### Fraser East Affordable Housing Society

Located in Hope BC Fraser-East Affordable Housing Society provides and preserves opportunities for people primarily of low and moderate income to acquire and occupy housing and accommodation which would otherwise be unattainable or unaffordable. The Ryder Apartments is a 40-unit building with studio, 2-bedroom and 3-bedroom apartments.



### Services

- Tenant Support
- Advocacy/Referrals
- Case Support



## Client Quotes

"This place has kept me and my dog alive!" - 900 Guest

"We enjoy the stability and opportunity that is provided to us at the 900." - 900 Guest

"I appreciated the follow through in helping me get my ID. The staff say they will help, and they are helping." - 900 Guest

"Thanks for helping with the daily routines." - 900 Guest

"The support, understanding and respect from staff for me (and my dog)" - HOH Guest

"I appreciate having resources and support onsite available" - HOH Guest

"I would like to thank the staff for helping me get back on my feet and the support emotionally and mentally, so thank you for everything." - HOH Guest

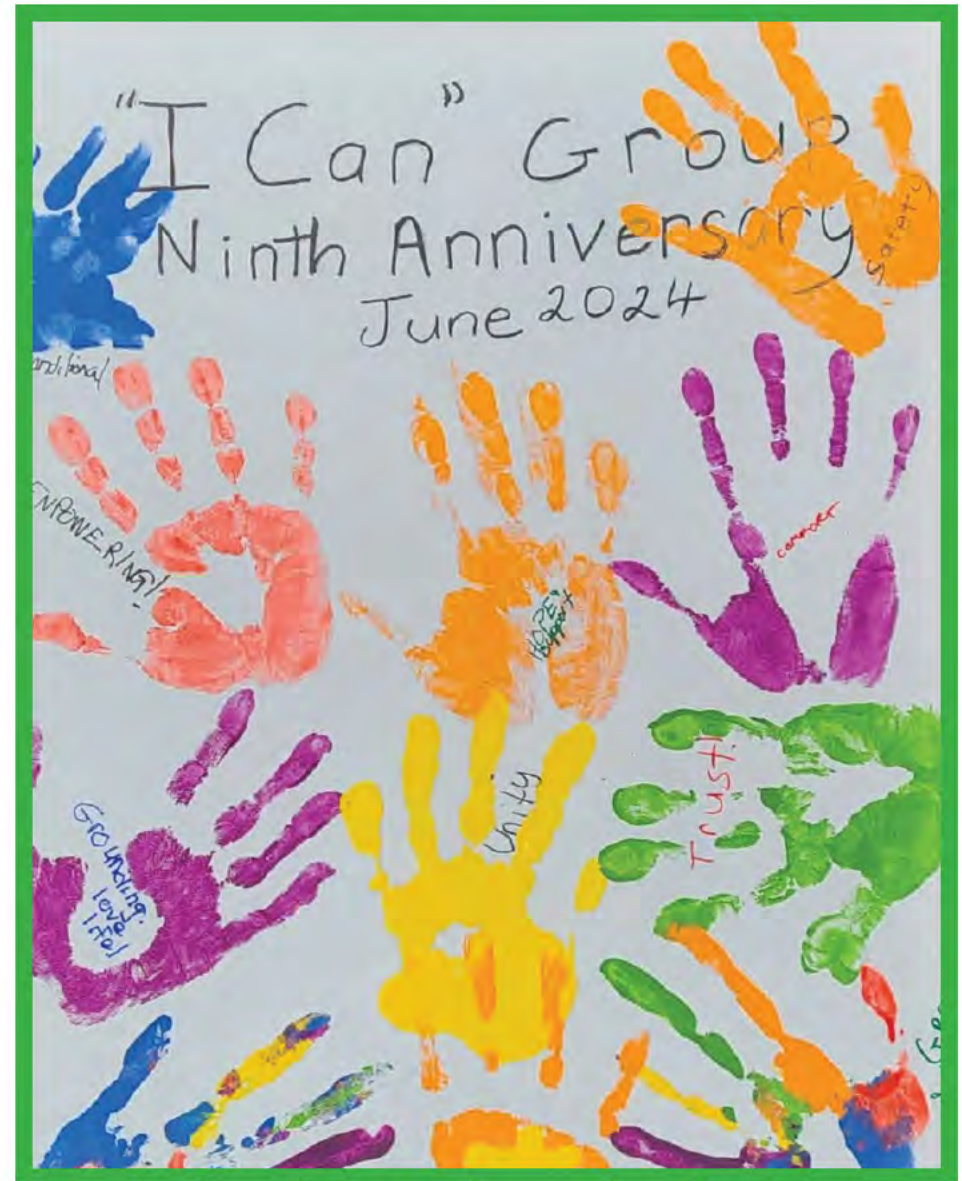
"You guys are so kind here, if this were any other shelter, the staff would be laughing at me." - HOH Guest

"Over the last 3 years I have utilized many different services through HATS. Every single one of these lady's I have gotten to meet and work with in that time have been incredibly kind, intelligent, supportive and caring. No matter what life throws at you there is people there that will be more than willing to stand beside you and help you navigate things, even if you just need support to hold the pieces together!" - Family & Youth Services Client

" Pretty sure I could go all day saying how great full I am to have and had all you HATS people in my life! " - Family & Youth Services Client

"I love the late afternoon programs between lunch and dinner. Here he comes to have fun. It's nice to connect with other people. A nice break up in the day. There aren't many programs for kids after school." - Family & Youth Services Client

"We love the gentle parenting program. So many people follow the cycle of how they were raised and there are better ways to parent. Especially in Hope where there's not many options." - Family & Youth Services Client



## Funders and Donors

Hope and Area Transition Society is a multi-funded, multiservice agency. We achieve our vision and mission through the support of numerous donors, foundations, and funders, including some of our major funders shown below:



- Reaching Home: Canada's Homelessness Strategy



- BC Housing
- Ministry of Public Safety Solicitor General
- Ministry for Children and Family Development
- Fraser Health



We acknowledge that we gather on the traditional ancestral and unceded shared territory of the Chawathil people of the Tiyt Tribe. The Tiyt Tribes of the Stó:lō territory extend along the boundaries down both sides of the Fraser River from Yale to Seabird. We acknowledge that our work extends into the traditional ancestral unceded shared territory of the Nlaka'pamux people from Spuzzum to Lytton.

We acknowledge the many community and regional partnerships that contribute to the work of the Hope and Area Transition Society. The many donors and supporters who contribute cash, clothing, food, furniture, household items and countless other items that help our clients regain their self-worth and dignity. This is not a hand-out; it is a hand-up. We acknowledge the District of Hope for their permissive tax exemption.

Finally, we acknowledge Jean Scott (April 12, 1912 - February 25, 2015), the namesake of the Transition House, born in an era where women were disenfranchised. Jean spent her life as a community activist and feminist, she firmly believed that what we do know gives strength, courage, and encouragement to those who are following us and that we ought to give credit to those who carried the very difficult campaign forward of being a trailblazer for women's equality.



# Hope and Area Transition Society

**Celebrating 30 years in  
Hope and Area**





# Vision and Mission

Hope and Area Transition Society envisions a community that is free from trauma and systemic societal challenges. A community that has vibrant individuals and families who are resilient and have a sense of belonging, acceptance and connectedness to self, family, the community and society.

The Hope and Area Transition Society is a non-profit society in Hope and surrounding area that provides programs and services to individuals and families affected by social issues.

Through a trauma-informed approach HATS will offer to clients and the community; services, advocacy and education to build resiliency, empowerment and inclusion.





# History

1993 - Society was incorporated and opened a Transition House in a leased home; 1996 a Transition House was purchased

1996 to 2005 Transition House, Children Who Witness Abuse, and Stopping the Violence services offered in the community

2007 - Addictions Services added

2008 - Homeless Services added

2015 - Youth and Family Services added

2016/2017 - Purchase and renovated 400 Park Street

2018 - 20-Bed Emergency Shelter opens

2020 - Emergency Response Centre opens at the Colonial Motel

2022 - Rezoning of 7<sup>th</sup> Avenue for 56-Unit Supportive Housing Project



# Streams of Service

Domestic Violence

Addiction Services


Homelessness

Youth/Family Services



# Funders



- 
- A large, light pink ceramic piggy bank with a coin slot on top and a pig face with a large snout.
- BC Housing
  - Ministry of Public Safety and Solicitor General
  - Ministry for Children and Family Development
  - Fraser Health Authority
  - Service Canada



# Programs and Services – Domestic Violence

Counselling

Parenting Support

In-School Presentations

Groups

Goal Setting

Shelter for Women & Children

671  
Clients  
Served

# of groups/presentations = 181  
# of individual sessions = 987  
# of D.V. calls received = 642



# Programs and Services – Youth & Family

Life &  
Social Skills

Advocacy &  
Referrals

System  
Navigations

Parent  
Support

Reconnecting  
Families

Creating &  
Promoting  
Connections  
& Inclusion

**1351  
Clients  
Served**

# of groups/presentations = 501  
# of individual sessions = 1157





# Programs and Services – Homelessness

Basic  
Human  
Needs

Advocacy

Referrals

Case  
Planning

Community  
Awareness

Shelter

## House of Hope Shelter

# total stays = 5518

# clients sheltered = 74

## Temporary Winter Shelter

# total stays = 1196

# clients sheltered = 91

## The 900 Motel

#total stays = 6097

# clients sheltered = 25

## Mental Health Liaison Nurse

# of client files reviewed = 168

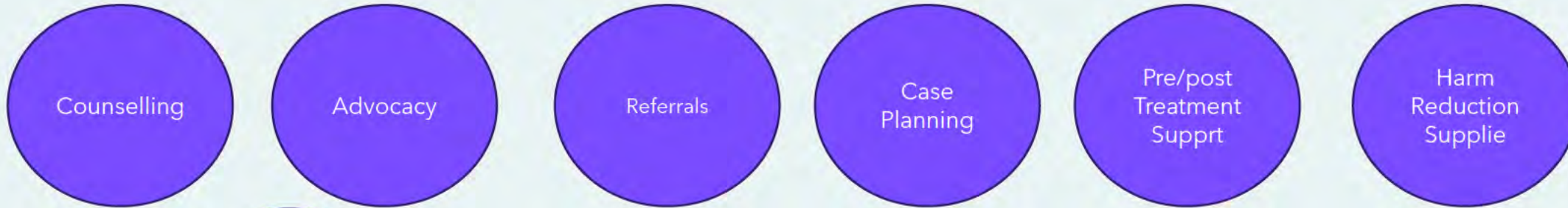
# of clients assessed = 104

#calls made for services = 303

190  
Clients  
Served



# Programs and Services – Substance Use



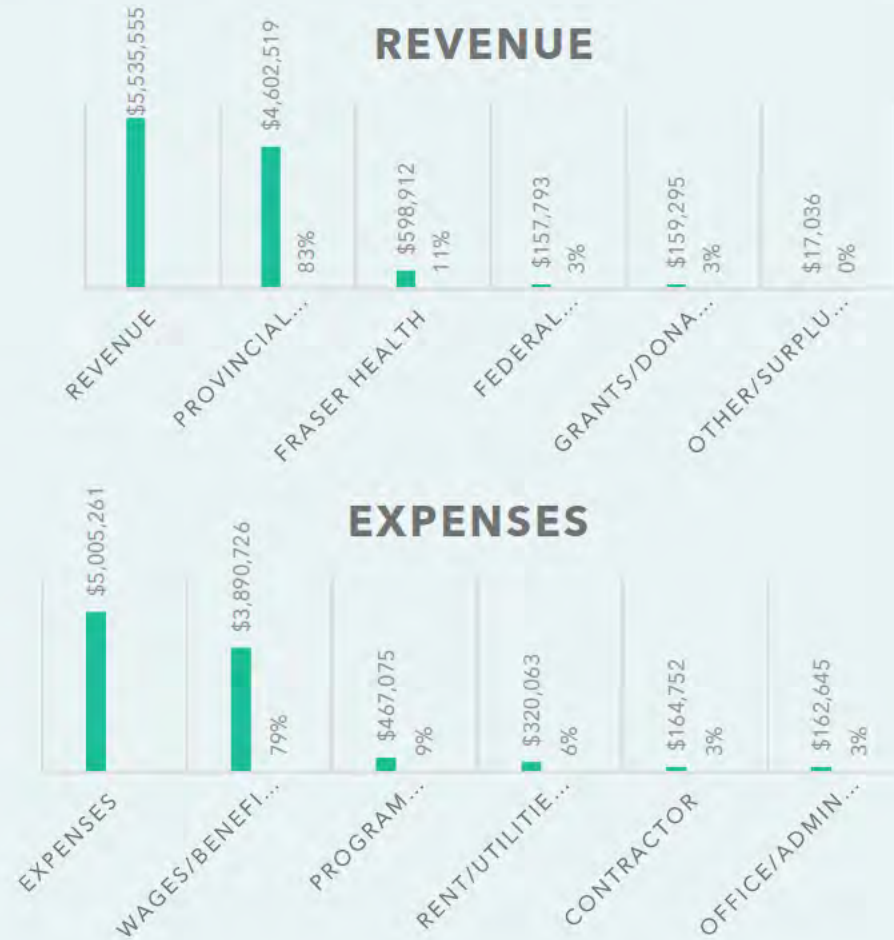
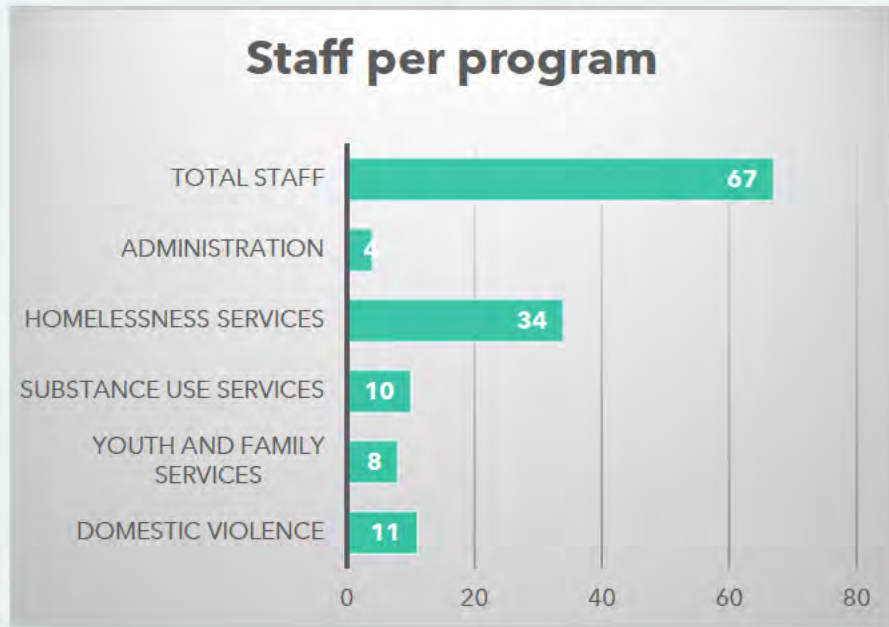
**313  
Clients  
Served**

# of homeless outreach interactions = 781  
# of substance use sessions = 1475  
# of groups and presentations = 45  
# of Harm Reduction kits = 2722  
# of Naloxone Kits handout = 394  
# of Hygiene Kits handout = 663

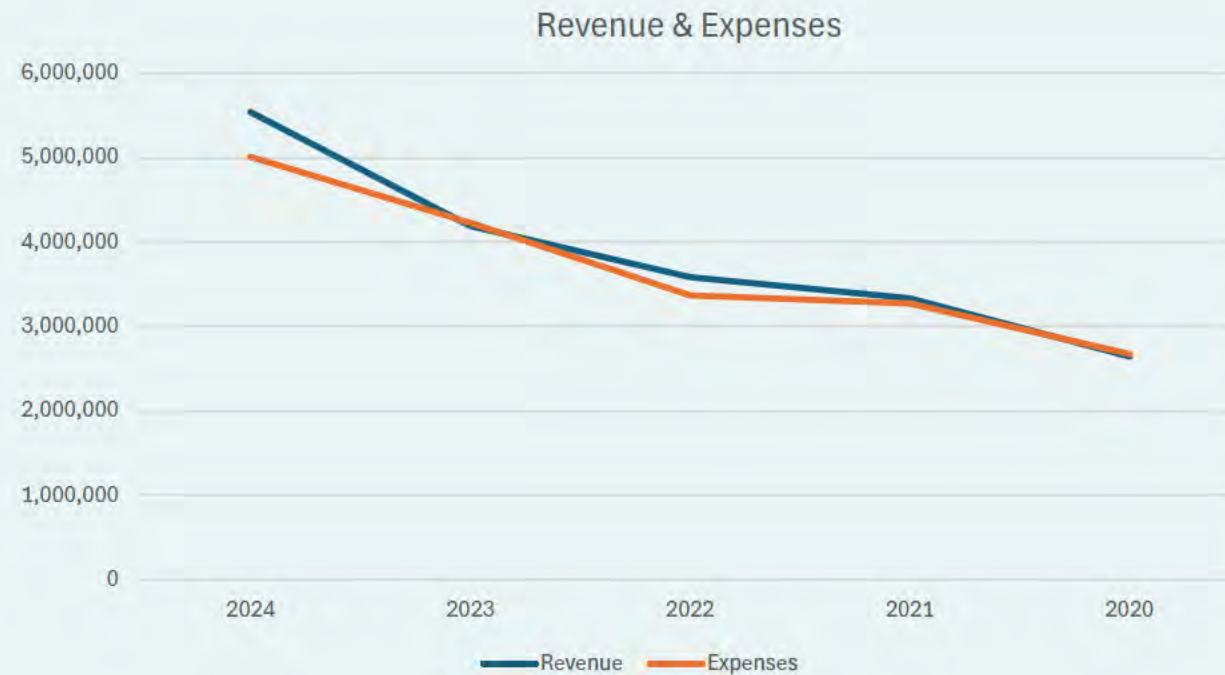




# Human Resources & Financial



# Growth



	Revenue	Expenses			
2024	5,536,000	5,006,000			
2023	4,185,000	4,223,000			
2022	3,579,000	3,366,000			
2021	3,331,000	3,268,000			
2020	2,642,000	2,672,000			
	47.72%	53.38%			
over 5 years from 2020 to 2024 47.72% increase of revenue					
53.38% increase of expenses					



- Sister agency of Hope and Area Transition Society
- Operates the Ryder Apartments
- Purchased September 2023
- Low to moderate income units

## Fraser-East Affordable Housing Society



# Fraser-East Affordable Housing Society

Low Income  
Housing

Moderate  
Income  
Housing

Marketing  
Housing

Tenant  
Support

Advocacy/  
Referral

Case  
Support

# of low income housed = 8  
# of moderate income housed = 19  
# of market income housed = 12  
# of applicants = 107  
0% Vacancy

74  
Clients  
Served



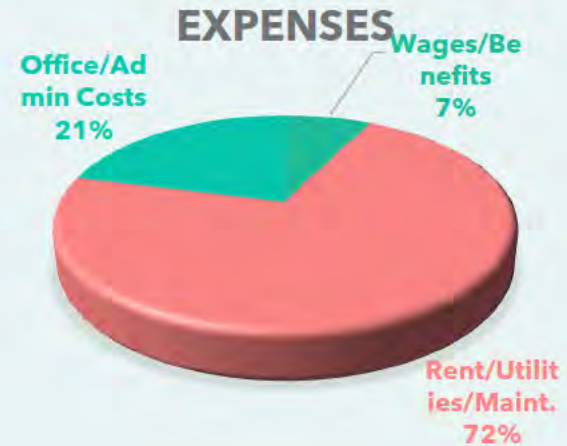


# Financial



Revenue	\$428,011	
Rental Income	\$223,894	52%
Grant	\$140,906	33%
Other/Surplus/Deffered	\$63,211	15%

Expenses	\$276,683	
Wages/Benefits	\$20,445	7%
Rent/Utilities/Maint.	\$197,580	72%
Office/Admin Costs	\$58,658	21%



# What Does the Next 30 Years Hold?

- Update Strategic Plan in 2028
- Enhance communication and visibility in the community
- Re-branding
- Various housing options
- Partnerships and community engagement
- Continued delivery of services





# Foundational Principles



- **Upstream & Downstream** - preventing the build up of harm, as well as addressing its consequences
- **Making the Connection** - behind visible challenges are invisible systems. Behind all flourishing is unseen support
- **Deep Roots** - what we need to grow strong, to build pride, purpose and identity. Roots make us resilient. When they run deep, we can weather storms, reach out, stand tall, and bear fruit
- **Radical Optimism** - Hope is inherently progressive, because it believes in better. It isn't all sunshine and rainbows: it acknowledges challenges but know that change is possible. To choose hope - to choose better - exhibits grit, tenacity and resourcefulness





“Each person, human or no, is bound to every other in a reciprocal relationship. Just as all beings have a duty to me, I have a duty to them.

**An integral part of a human’s education is to know those duties and how to perform them.”**

*- Robin Wall Kimmerer, Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge and the Teachings of Plants*





**Thank You  
Questions**



# REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE:** June 27, 2024 **FILE:** Property Folio File

**SUBMITTED BY:** Director of Corporate Services

**MEETING DATE:** July 8, 2024

**SUBJECT:** 689 Hazel Street – Remedial Order for Demolition

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## **PURPOSE:**

The purpose of this report is to seek Council’s authorization to proceed with remedial action on the property located at 689 Hazel Street, for a full demolition of all structures and lands.

## **RECOMMENDATION:**

### **Recommended Resolution:**

THAT Council, under the authority provided in Section 73 & 74 of the *Community Charter* and after viewing the photographs of the property, declares that the property located at 689 Hazel Street and legally described as Lot D, DL. 14, Plan KAP17238, PID: 008 419 167, is a hazardous condition and a nuisance to the community and neighbourhood, and as a result, is a “hazard” and “declared nuisance” that requires remedial action to demolition all structures that remain from the property fire, remove any accumulation of debris and discarded materials, level the lands and cut the vegetation that is overgrown on the property;

AND FURTHER THAT Council imposes the remedial action upon the registered property owners, [REDACTED] and [REDACTED], in respect of the property noted above, to demolition and remove all the burnt structures, remove any accumulation of debris and discarded materials, as well as level the lands and cut all overgrown vegetation;

### ***Municipal Action at Defaulter’s Expense:***

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

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



*Compliance & Notice Time Limit Recommendations:*

AND FURTHER THAT Council sets the time limit for compliance with all of the above remedial actions at 60 days commencing July 8, 2024;

AND FURTHER THAT Council sets the time limit for a notice of a request for Council to reconsider the remedial action requirement be set at 14 days, commencing July 8, 2024.

**HISTORY:**

Chronological Order of Events:

Fire on Property:

- April 3, 2023 – fully involved vehicle/trailer fire on the boulevard of this property
- April 5, 2023 – residential house structure fire
- April 5, 2023 – compressed gas leak or rupture related to the structure fire
- May 28, 2024 – trespassers squatting in old structure and igniting camp fires

Demolition Permit Issued: a Demolition Permit was issued on November 19, 2023 and the property owners has a six month window in which to commence the works. To date, the property owner has not commenced any works, they have been unreachable and the permit expired on May 19, 2023.

The property owner had alleged that the insurance company was running an investigation, however the District was never provided proof of this. Once the property owner applied for, and was granted, a demolition permit, it is assumed that any investigation would have been concluded. The District provided the property owner the opportunity to fulfill the demolition within the timelines permitted commence the demolition works, as they undertook the effort to get the permit.

**ALTERNATIVES & IMPLICATIONS:**

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

**Community Charter Remedial Action Authority & Process:**

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

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

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

- (a) a building or other structure, an erection of any kind, or a similar matter or thing;
- (b) a natural or artificial opening in the ground, or a similar matter or thing;
- (c) a drain, ditch, watercourse, pond, surface water, or a similar matter or thing;
- (d) a matter or thing that is in or about any matter or thing referred to in paragraphs (a) to (c )

(2) subsection (1) also applies in relation to a thing that council considers is so dilapidated or unclean as to be offensive to the community.

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

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

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

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

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

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

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

## **ANALYSIS:**

### **A. Rationale:**

Given the degree of debris and the chronological history attached to this property, staff feels that the remedial action requirements and timelines set out are reasonable and necessary. Squatters are frequenting the property, drug paraphernalia has been



found and the given the age of the home, it is likely an abatement process will be required.

**B. Attachments:**

*Community Charter:* Division 12 (Remedial Action Requirements), Sections 72, 73, 74, 75, 76, 77,78, 79, 80

*Community Charter:* Section 17 (Municipal Action At Defaulter’s Expense) and Division 14 (Recovery of Special Fees), Sections 258 & 259

*Good Neighbour Bylaw No. 1240, 2008:* Part VI (Property Maintenance)

Pictures from May 23, 2024

**C. Strategic Plan Objectives:**

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

**D. Resources:**

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

**E. Budget Implications:**

Up to June 2024 the District had only incurred staff (Bylaw Officer and Corporate Officer) costs with respect to seeking voluntary compliance from the property owner to have the property cleaned up. Specifically, staff has inspected the property and called the property owner on numerous occasions. There have been times where we have been successful in talking with the property owner and/or he hangs up on District staff.

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

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

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Prepared by:

Approved for submission to Council:

*Original Signed by Donna Bellingham*

Donna Bellingham  
Director of Corporate Services

*Original Signed by John Fortoloczky*

John Fortoloczky  
Chief Administrative Officer

**Division 12 – Remedial Action Requirements****Council may impose remedial action requirements**

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

2003-26-72.

**Hazardous conditions**

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

2003-26-73.

**Declared nuisances**

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

2003-26-74.



**Harm to drainage or dike**

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

2003-26-75.

**Time limit for compliance**

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

2003-26-76.

**Notice to affected persons**

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

2003-26-77.

**Person affected may request reconsideration by council**

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

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

2003-26-78.

#### Shorter time limits in urgent circumstances

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

2003-26-79.

#### Recovery of municipal costs through sale of property

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

2003-26-80.

## PART 4 - Public Participation and Council Accountability

### Division 1 – Elections, Petitions and Community Opinion

#### Election proceedings

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

(nm) Nov 25/21



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

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

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

#### **Municipal action at defaulter's expense**

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

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

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

2003-26-17.

#### **Authority to discontinue providing a service**

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

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

(2) A bylaw under subsection (1)

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

2003-26-18.

#### **Requirements for security to be paid to municipality**

19. (1) This section applies if

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

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

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



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

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

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

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

2003-26-256.

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

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

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

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

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

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

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

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

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

2003-26-257.

**Division 14 – Recovery of Special Fees**

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

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

- (a) fees imposed, under this Act or the *Local Government Act*, for work done or services provided to land or improvements;
  - (b) fees imposed under section 196 (1) (a) [*fire and security alarms systems*];
  - (c) amounts that a municipality is entitled to recover for work done or services provided to land or improvements under any other provision of this Act or the *Local Government Act* that authorizes the municipality to recover amounts in the event of default by a person.
- (2) An amount referred to in subsection (1)
- (a) may be collected in the same manner and with the same remedies as property taxes, and
  - (b) if it is due and payable by December 31 and unpaid on that date, is deemed to be taxes in arrear.



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

2003-26-258.

**Special fees that are liens against property**

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

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

2003-26-259.

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

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

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

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

- (c) Subject to subsection 5.2 (e), no person shall own, keep or harbour any animal or bird which by its cries or sounds unduly disturbs the peace, quiet, rest or tranquility of the surrounding neighbourhood or of persons in the vicinity;
- (d) No person may operate, or cause, suffer or permit the operation of, any motorized lawn-grooming or garden equipment in the District between the hours of 9:00 p.m. and 7:00 a.m.;
- (e) Subject to subsection 5.3(a), no person in the District shall, on any day before 7:00 a.m. or after 9:00 p.m., construct, erect, reconstruct, alter, repair or demolish any building, structure or thing, or excavate or fill in land in any manner which causes noise or sounds in or on a highway or elsewhere in the District which disturbs or tends to disturb, the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the neighbourhood or vicinity;
- (f) Subject to subsection 5.3(a), no owner of real property shall, on any day before 7:00 a.m. or after 9:00 p.m., cause, permit or allow a person to construct, erect, reconstruct, alter, repair or demolish any building, structure or thing, or excavate or fill in land in any manner which causes noise or sounds in or on any real property, a highway or elsewhere in the District which disturbs the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the neighbourhood or vicinity;
- (g) No person shall create a nuisance or disturbance upon any portion of a highway or other public place by participating in a fight or other similar physical confrontation between consenting or non-consenting persons.

## **PART VI - PROPERTY MAINTENANCE**

6.1 Schedule "E" contains definitions of terms used in Part VI of this Bylaw

### **Exemptions**

- 6.2 (a) Part VI of this Bylaw does not apply to farm operations conducted in accordance with normal farm practices under the *Farm Practices Protection (Right to Farm) Act*.
- (b) Part VI of this Bylaw does not apply to the orderly outdoor storage of goods and chattels when permitted by the District of Hope's current Zoning Bylaw, and amendments thereto.

### **Regulations**

6.3 Except as permitted under section 6.2 of this Bylaw, no owner or occupier of real property shall cause, suffer or permit:



- (a) water, rubbish, noxious, offensive, or unwholesome matter to collect or accumulate on the real property;
- (b) rubbish to overflow from or accumulate around any container situate on the real property;
- (c) allow the real property to become or remain unsightly;
- (d) the accumulation of dead landscaping, vegetation, noxious weeds or other growths to occur or to remain on the real property;
- (e) the infestation of caterpillars or other insects, mice, rats, or other pests, or destructive animals to occur on the real property;
- (f) in respect to real property for which a Building Permit has been issued by the District, demolition waste, construction waste or trade waste to accumulate on the real property
- (g) an accumulation of motor vehicle parts or all or part of any vehicle which is not:
  - (i) registered and licenced in accordance with the *Motor Vehicle Act*; or
  - (ii) capable of movement under its own power.

#### 6.4 **Rental Property**

Every owner of real property subject to a tenancy agreement shall:

- (a) maintain the physical condition and structural repair of the real property to the health, life, safety, and fire protection standards of the British Columbia Building Code, District of Hope Fire Department Establishment and Fire Safety Regulation Bylaw No. 1006, 1998, and the District of Hope Building Maintenance and Occupancy Standards Bylaw No. 1184, 2005; and
- (b) maintain the general appearance and repair of the real property to the standards of other similar properties in the neighbourhood.

#### 6.5 **Vacant Premises**

No owner of real property shall cause or create a nuisance, or permit a nuisance to be caused or created by allowing a vacant building on real property to fall into such a state of disrepair that it becomes unsightly or creates a hazard, danger, nuisance or inconvenience to the general public.

## **Graffiti**

- 6.6 No person shall place graffiti, or cause graffiti to be placed, on any wall, fence or other structure, improvement or thing located on any highway or other public place.
- 6.7 No person shall place graffiti, or cause graffiti to be placed, on any wall, fence, building or structure that is located on real property and adjacent to a highway or other public place.

## **Boulevard and Laneway Maintenance**

### **Regulations**

- 6.8 Every owner or occupier of real property adjacent to a boulevard or lane shall:
- (a) ensure that the portion of the boulevard or lane adjacent to the real property, up to the centerline of the lane, is kept free and clear, at all times, of weeds, accumulations of filth, rubbish, discarded materials, and hazardous objects.
  - (b) ensure that the real property is kept free and clear, at all times, of weeds that are within one meter from the boundary between the real property and the adjacent boulevard or lane, so as to prevent and control the spreading of weeds to adjacent boulevards or lanes.
  - (c) ensure that the real property is kept free and clear, at all times accumulations of filth, rubbish, discarded materials, and hazardous objects that are within one meter from the boundary between the real property and the adjacent boulevard or lane.
  - (d) keep landscaping trimmed so that driveway and intersection sight distances are unobstructed and to prevent landscaping from encroaching over paved roadways, graveled shoulders, or sidewalks.
- 6.9 No owner or occupier of real property adjacent to a boulevard or lane, or any other person, shall deposit or cause, suffer or permit the deposit of any garden or vegetation waste materials containing weeds on or upon a boulevard or lane adjacent to the real property.
- 6.10 Every owner or occupier of real property adjacent to a boulevard or lane shall remove, or cause the removal of, any materials which obstruct, or may obstruct, a drainage facility.

### **Compliance Orders**

- 6.11 If, in the opinion of the Director, the owner of real property or other responsible person fails to comply with a requirement of this Bylaw, the Director may issue an order requiring that the owner or other responsible person bring the real property into



# 689 Hazel Street

## Remedial Order

July 8, 2024 Regular Council Meeting

# 689 Hazel Street

These were the last set of pictures taken of the property at 689 Hazel Street as of May 23, 2024.





# 689 Hazel Street





# 689 Hazel Street





# 689 Hazel Street





# 689 Hazel Street





# 689 Hazel Street





# REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE:** 3 July 2024

**FILE:** 2240-20

**SUBMITTED BY:** Chief Administrative Officer

**MEETING DATE:** 8 July 2024

**SUBJECT:** 2024-2034 CANADA COMMUNITY-BUILDING FUND AGREEMENT  
AUTHORIZATION

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## **PURPOSE:**

The purpose of this report is to seek Council's authorization for the Mayor and Corporate Officer to sign the Agreement necessary to receive funding from the Canada Community-Building Fund in 2024 and 2025.

## **RECOMMENDATION:**

### **Recommended Resolution:**

THAT Council authorize the Mayor and Corporate Officer to sign the 2024-34 Canada Community-Building Fund Agreement (Community Works Fund), covering the period 15 July 2024 to 31 March 2025.

AND FURTHER THAT Council acknowledges the District is to receive a total of \$183,925 for the purpose of investment in local infrastructure and capacity-building priorities.

## **IOCP PUBLIC CONSULTATION:**

Not applicable.

## **ALTERNATIVES & IMPLICATIONS:**

Council has traditionally authorized the agreeing to, and reception of these funds annually. Previously these grants were referred to as the Gas Tax Fund and the District has been in receipt of these funds for years.

Council can choose to either accept for reject these funds. Rejecting this agreement would result in less money to apply to District infrastructure and capacity-building projects. Rejecting these funds is not recommended.



**ANALYSIS:**

**A. Rationale:**

These funds are granted to all municipalities annually, based on a formula currently pegged at \$45.50 per person residing in the District and are granted annually through the Union of British Columbia Municipalities (UBCM).

**B. Attachments:**

Unsigned copy of the Agreement.

**C. Strategic Plan Objectives:**

Asset management, capacity-building (e.g. housing) are key facets of Council's Strategic Plan.

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Prepared by:

*Original Signed by John Fortoloczky*

Chief Administrative Officer

**2024-2034 COMMUNITY WORKS FUND AGREEMENT**  
under the  
**ADMINISTRATIVE AGREEMENT**  
**ON THE CANADA COMMUNITY-BUILDING FUND**

This Agreement made as of \_\_\_\_\_, 202\_\_,

BETWEEN:

District of Hope (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES** (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act RSBC 2006, c.1*, as represented by the President (the "UBCM")

**1. PURPOSE**

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM.

**2. SCHEDULES**

The following annexes and schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

Schedule A:	Ultimate Recipient Requirements
Schedule B:	Eligible Project Categories
Schedule C:	Eligible and Ineligible Expenditures
Schedule D:	Program Reporting
Schedule E:	Communications Protocol
Schedule F:	Asset Management
Schedule G:	Housing Report

**3. ROLE OF UBCM**

3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

- a) receive CCBF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;
- b) report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and



- c) fulfill other roles and responsibilities as set out in the Agreement.

#### **4. CONTRIBUTION PROVISIONS**

- 4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.
- 4.2 Payments under section 4.1 are subject to UBCM receiving sufficient CCBF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the Prior Agreement.
- 4.3 Annual allocation is based on a formula set out in section 1.1 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$183,925, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and between November 15, 2024 and March 31, 2025.
- 4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 1.1 of Annex B of the Agreement due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.
- 4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

#### **5. USE OF FUNDS BY LOCAL GOVERNMENT**

- 5.1 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).
- 5.2 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

#### **6. COMMITMENTS OF THE LOCAL GOVERNMENT**

- 6.1 The Local Government shall:
  - a) Be responsible for the completion of each Eligible Project in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
  - b) Comply with all requirements outlined in Schedule D (Program Reporting), Schedule E (Communications Protocol) and Schedule G (Housing Report).

- c) Continue to strengthen the development and implementation of asset management best practices over the course of the Agreement, in accordance with Schedule F.
- d) Invest, in a distinct account, Community Works Fund funding it receives from UBCM in advance of it paying Eligible Expenditures.
- e) With respect to Contracts, award and manage all Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Agreement on International Trade and applicable international trade agreements, and all other applicable laws.
- f) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within (5) years of the date of completion of the Eligible Project.
- g) Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of CWF funding and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by Canada or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Administrative Agreement.
- h) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada and UBCM. Keep proper and accurate accounts and records relevant to the CWF program for a period of at least six (6) years after the termination of this Administrative Agreement.
- i) Ensure your actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Local Government, or between Canada and a Third-Party.
- j) Ensure that the Local Government do not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada.
- k) Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from CCBF funding, Unspent Funds, and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.
- l) Ensure that the Local Government will not, at any time, hold the Government of Canada, British Columbia, or UBCM, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Local Government, Third Parties or any other person or entity may suffer in relation to any matter related to CCBF funding or an Eligible Project and that the Local Government will, at all times, compensate the Government of Canada, British Columbia, or UBCM, its officers, servants, employees, and agents for any claims or losses of any kind that any of the Local Government may suffer in relation to any matter related to CCBF funding or an Eligible Project.
- m) Agree that any CCBF funding received will be treated as federal funds for the purpose of other federal infrastructure programs.
- n) Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Administrative Agreement, will extend beyond such



expiration or termination.

## **7. TERM**

This Community Works Fund Agreement will be effective as of April 1, 2024 and will be in effect until March 31, 2034 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any CCBF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2034 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

## **8. SURVIVAL**

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

## **9. AMENDMENT**

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall from part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

## **10. WAIVER**

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

## **11. NO ASSIGNMENT**

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

**12. NOTICE**

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

**Any notice to UBCM will be addressed to:**

Executive Director

525 Government Street

Victoria, British Columbia

V8V 0A8

Email: [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca)

**Any notice to the Local Government will be addressed to:**

The Corporate Officer at the place designated as the Local Government office.



**SIGNATURES**

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

District of Hope

UNION OF BC MUNICIPALITIES

Original signed by:

Original signed by:

\_\_\_\_\_

\_\_\_\_\_

Mayor

Corporate Officer

\_\_\_\_\_

\_\_\_\_\_

Corporate Officer

General Manager, Victoria Operations

Signed by District of Hope on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

The Community Works Fund Agreement have been executed by UBCM on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

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**Schedule A – Definitions**

**“Affordable Housing”** means a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30% of before-tax household income. The household income is defined as 80% or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the Ultimate Recipient.

**“Administrative Agreement or Agreement”** means the 2024-2034 Administrative Agreement on the Canada Community-Building Fund in British Columbia and UBCM.

**“Asset Management”** means an integrated process, bringing together skills, expertise, and activities of people; with information about a community’s physical and natural assets; and finances; so that informed decisions can be made, supporting Sustainable Service Delivery.

**“Canada Community-Building Fund” (CCBF)** means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

**“Chief Financial Officer”** means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

**“Community Works Fund”** means the fund provided from the Canada Community-Building Fund to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

**“Community Works Fund Agreement”** means this Agreement made between UBCM and Local Government.

**“Contract”** means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

**“Core Housing Need”** means a household living in an unsuitable, inadequate or unaffordable dwelling and cannot afford alternative housing in their community.

**“Eligible Expenditures”** means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

**“Eligible Projects”** means projects as described in Schedule B (Eligible Project Categories).

**“Funding Agreement”** means an agreement between British Columbia and UBCM and an Ultimate Recipient setting out the terms and conditions of the CCBF funding to be provided to the Ultimate Recipient, containing, at a minimum, the elements in Schedule A (Ultimate Recipient Requirements).



**“Gender Based Analysis Plus” (GBA Plus or GBA+)** is an analytical process that provides a rigorous method for the assessment of systemic inequalities, as well as a means to assess how diverse groups of women, men, and gender diverse people may experience policies, programs and initiatives. The “plus” in GBA Plus acknowledges that GBA Plus is not just about differences between biological (sexes) and socio-cultural (genders). GBA Plus considers many other identity factors such as race, ethnicity, religion, age, and mental or physical disability, and how the interaction between these factors influences the way we might experience government policies and initiatives. Conducting a GBA Plus analysis involves considering all intersecting identity factors as part of GBA Plus, not only sex and gender. GBA+ is a priority for the Government of Canada.

**“Housing Needs Assessment”** means a report informed by data and research describing the current and future housing needs of a municipality or community according to guidance provided by Canada.

**“Housing Report”** means the duly completed housing report to be prepared and delivered by British Columbia and UBCM to Canada annually by September 30, as described in Schedule G (Housing Report).

**“Ineligible Expenditures”** means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

**“Infrastructure”** means municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia primarily for public use or benefit.

**“Local Government”** means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

**“Oversight Committee”** means the committee established to monitor the overall implementation of this Administrative Agreement as outlined in section 7 (Oversight Committee) of this Administrative Agreement.

**“Party”** means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

**“Previous Agreements”** means any agreements between Canada, British Columbia and UBCM for the purposes of administering the Gas Tax Fund or Canada Community-Building Fund (CCBF).

**“Prior Community Works Fund Agreement”** means the 2014-2024 Community Works Fund Agreement between this Local Government and the UBCM.

**Third Party”** means any person or legal entity, other than Canada, British Columbia and UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

**“Sustainable Service Delivery”** means ensuring that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible

manner), do not compromise the ability of future generations to meet their own needs. Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.

**“Ultimate Recipient”** means this Local Government

- (i) a Local Government or its agent (including its wholly owned corporation);
- (ii) a non-local government entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that the Local Government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s) and that the entity receiving funds delivers a service typical of local government.
- (iii) TransLink, BC Transit, and Islands Trust

**“Unspent Funds”** means funds that have not been spent towards an Eligible Project or eligible costs in accordance with this Agreement or the Previous Agreements prior to the effective date of this Agreement.

## **SCHEDULE B - Eligible Project Categories**

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories (as defined in the current program terms and conditions):

1. Local roads and bridges – roads, bridges and active transportation infrastructure
2. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean
3. Short-line rail – railway related infrastructure for carriage of passengers or freight
4. Regional and local airports – airport-related infrastructure (excludes the National Airport System)
5. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities
6. Public transit – infrastructure which supports a shared passenger transport system which is



available for public use

7. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems
8. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems
9. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage
10. Community energy systems – infrastructure that generates or increases the efficient usage of energy
11. Brownfield Redevelopment - remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
  - the construction of public infrastructure as identified in the context of any other category under the Canada Community-Building Fund, and/or;
  - the construction of local government public parks and publicly-owned social housing.
12. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League))
13. Recreational Infrastructure – recreational facilities or networks
14. Cultural Infrastructure – infrastructure that supports arts, humanities, and heritage
15. Tourism Infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes
16. Resilience – Infrastructure and systems that protect and strengthen the resilience of communities and withstand and sustain service in the face of climate change, natural disasters and extreme weather events.
17. Fire halls – fire halls and fire station infrastructure – including fire trucks
18. Capacity building - includes investments related to strengthening the ability of municipalities to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments and housing planning, and/or asset management plans, related to strengthening the ability of recipients to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

## **SCHEDULE C - Eligible and Ineligible Expenditures**

### **1. Eligible Expenditures**

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

- a) the expenditures associated with acquiring, planning, designing, constructing or renewal and rehabilitation of infrastructure and any related debt financing charges specifically identified with that asset;
- b) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:
  - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
  - ii. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
  - iii. training directly related to asset management planning; and
  - iv. long-term infrastructure plans.
- c) the expenditures directly associated with joint federal communication activities and with federal project signage.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and,
- c) the arrangement is approved in advance and in writing by UBCM.

### **2. Ineligible Expenditures**

The following are deemed Ineligible Expenditures:

- a) project expenditures incurred before April 1, 2005;
- b) project expenditures incurred before April 1, 2014 for the following investment categories:
  - i. highways;
  - ii. regional and local airports;
  - iii. short-line rail;



- iv. short-sea shipping;
  - v. disaster mitigation;
  - vi. broadband connectivity;
  - vii. brownfield redevelopment;
  - viii. cultural infrastructure;
  - ix. tourism infrastructure;
  - x. sport infrastructure; and
  - xi. recreational infrastructure.
- c) Fire Hall project expenditures incurred before April 1, 2021;
  - d) Fire Truck purchases as stand-alone expenditures and expenditures under the Resilience Infrastructure category before April 1, 2024;
  - e) the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
  - f) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
  - g) purchase of land or any interest therein, and related costs;
  - h) legal fees;
  - i) routine repair or maintenance costs; and
  - j) costs associated with healthcare infrastructure or assets.

## **SCHEDULE D - Program Reporting**

### **Ultimate Recipient Reporting**

Ultimate Recipient requirements for program reporting under the CWF consist of the submission of an Annual Expenditure Report, and an outcomes report, which will be submitted to UBCM for review and acceptance. The reporting year is from January 1 to December 31. In addition to overall program reporting, specific asset management reporting and housing reporting obligations are described in Schedule F and G.

#### **1. Ultimate Recipient Annual Expenditure Report**

The Ultimate Recipient will provide UBCM an Annual Expenditure Report by June 1 of each year for the prior calendar year reporting which will include the following elements: unique project identifier, project title, project description, investment category, project start date, project end date, geo-location, total project cost, CCBF funding spent, closing balance, output indicator, and where applicable, a housing indicator and an outcomes indicator. A reporting template will be provided by UBCM.

The Annual Expenditure Report may also include a communications and signage report, and confirmation by the Ultimate Recipient's CFO that expenditures are eligible use of funds in accordance with the terms and conditions of this Agreement.

#### **2. Audited Financial Report**

The Ultimate Recipient must submit an Audited Financial Statement to British Columbia in order to receive funds in each reporting year.

##### **2.1 Independent Audit or Audit Based Attestation:**

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by UBCM, as to:

- a) the accuracy of the information submitted in the Financial Report Table; and
- b) that CCBF funding and Unspent Funds, and any interest earned thereon, were expended for the purposes intended.

##### **2.2 Ultimate Recipient audit:**

UBCM and Canada may perform an audit or of an Ultimate Recipient annually.

#### **3. Housing Report**



By September of 30 each year British Columbia and UBCM will provide to Canada a report on housing as outlined in Schedule G (Housing Report).

#### **4. Outcomes Report**

By March 31 of each year, British Columbia and UBCM will provide to Canada an outcomes report that will outline the following program benefits:

- a) beneficial impacts on communities of completed Eligible Projects, supported by specific outcomes examples in communities;
- b) the impact of CCBF as a predictable source of funding;
- c) progress made on improving Local Government planning and asset management, including development or update of Housing Needs Assessments; and
- d) a description of how CCBF funding has alleviated housing pressures tied to infrastructure gaps and contributed to housing supply and affordability outcomes (further details on this requirement may be found in Schedule G – Housing Report).

The outcomes report will present a narrative on how each program benefit is being met. A template and guidance document will be provided by Canada.

## **SCHEDULE E – Communications Protocol**

In support of transparency and accountability of the CCBF, the following communications protocol will apply to all communications activities undertaken regarding any CCBF funding and will apply to the Parties and Ultimate Recipients. Communicating to Canadians on the use of CCBF funding is clearly linked with our joint accountability to Canadians. Compliance with this protocol will inform the timing and flow of any CCBF funding and is critical to meeting our joint commitment to transparency.

### **1. Purpose**

- 1.1 The Communications Protocol applies to all communications activities related to any CCBF funding, including annual allocations and the identification and communication of projects under this Administrative Agreement. Communications activities may include, but are not limited to: public or media events, news releases, reports, digital and social media products, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.
- 1.2 Through collaboration, Canada, British Columbia and UBCM agree to work to ensure consistency in the communications activities meant for the public. This will include the importance of managing the delivery of communications activities based on the principle of transparent and open discussion.
- 1.3 Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this communication protocol may affect the timing and flow of any CCBF funding that may be transferred by Canada.

### **2. Joint communications approach**

- a. British Columbia and UBCM agree to work in collaboration with Canada to develop a joint communications approach to ensure visibility for the program, the provision of upfront project information and planned communications activities throughout the year.

Canada will provide a “Communications Approach” template to be completed by British Columbia and UBCM. This approach will then be reviewed and approved by Canada as well as British Columbia and UBCM.

This joint communications approach will have the objective of ensuring that proactive communications activities are undertaken each year to communicate the annual allocations and key projects, as identified in the communications approach, located in both large and small communities by using a wide range of communications tools to ensure local visibility.

To accomplish this, Canada, British Columbia and UBCM agree to establish a communications subcommittee that will meet biannually. This committee will review and approve a communications plan at the beginning of each year.

- b. Canada, British Columbia and UBCM will work together on the initial annual joint communications approach, which will be finalized and approved by Canada's Co-Chair and British Columbia and UBCM agree that achievements under the joint communications approaches will be reported to the



Oversight Committee once a year.

- c. Through the communications subcommittee, British Columbia and UBCM agree to assess, with Canada, the effectiveness of communications approaches on an annual basis and, as required, update and modify the joint communications approach, as required. Any modifications will be brought to Canada's Co-Chair, British Columbia's Co-Chair and UBCM's Co-Chair, as appropriate for approval.
- d. If informed of a communications opportunity (ex. milestone event, news release) by an Ultimate Recipient, Canada, British Columbia and UBCM agree to share information promptly and coordinate participation in alignment with section 4.3, 4.5 and 5.2 of this communications protocol.
- e. Canada, British Columbia and UBCM agree to ensure the timely sharing of information, products (ex. news releases, media advisories), and approvals in support of communications delivery.

### **3. Inform Canada on allocation and intended use of CCBF funding for communications planning purposes**

- 3.1 British Columbia and UBCM to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. Canada, British Columbia and UBCM will each agree, in this joint communications approach, on the date this information will be provided. Through the creation of a sub-committee, Canada, British Columbia and UBCM will be required to enact a communications approach that will be assessed bi-annually through the sub-committee mechanism.

In this agreement the information will include, at a minimum:

- Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; expected project outcomes including housing (if applicable); federal contribution; anticipated start date; anticipated end date; and a status indicator: not started, underway, completed.

Canada will link to the UBCM's CCBF website where this information will be accessible to the general public.

- 3.2 British Columbia and UBCM agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada.
- 3.3 Canada, British Columbia and UBCM each agree that their joint communications approach will ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements (see 4.2 for full definition) for Eligible Projects.

### **4. Announcements and media events for Eligible Projects**

- 4.1 At Canada's request, Canada, British Columbia and UBCM agree to coordinate an announcement regarding annual allocations of CCBF funding.

- 4.2 Media events and announcements include, but are not limited to: news conferences, public announcements, and the issuing of news releases to communicate funding of projects or key milestones (e.g. ground breaking ceremonies, completions).
- 4.3 Key milestones events and announcements (such as ground breaking ceremonies and grand openings) may also be marked by media events and announcements, news releases, or through other communications activities. Ultimate recipients, Canada, British Columbia and UBCM will have equal visibility through quotes and will follow the [Table of Precedence for Canada](#).
- 4.4 Media events and announcements related to Eligible Projects will not occur without the prior knowledge and agreement of British Columbia and UBCM, as appropriate, Canada and the Ultimate Recipient.
- 4.5 The requester of a media event or an announcement will provide at least 15 working days' notice to other parties of their intention to undertake such an event or announcement. An event will take place at a mutually agreed date and location. British Columbia and UBCM, and, as appropriate, Canada and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. If communications is proposed through the issuing of a news release (with no supporting event), Canada requires at least 15 working days' notice and 5 working days with the draft news release to secure approvals and confirm the federal representative's quote.
- 4.6 For media events, each participant will choose its own designated representative. UBCM and Ultimate Recipients are responsible for coordinating all onsite logistics.
- 4.7 British Columbia and UBCM shall not unreasonably delay the announcement of opportunities identified in annual communications plans that have been pre-approved in advance.
- 4.8 The conduct of all joint media events, announcements for project funding, and supporting communications materials (ex. News releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 4.9 All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of the parties.
- 4.10 All joint communications material for funding announcements must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 4.11 Canada, British Columbia and UBCM and Ultimate Recipients agree to ensure equal visibility in all communications activities.

## **5. Program communications**

- 4.1 Canada, British Columbia, UBCM and Ultimate Recipients may include messaging in their own communications products and activities with regard to the CCBF.



- 4.2 The party undertaking these activities will recognize the funding of all contributors.
- 4.3 The conduct of all joint events and delivery of supporting communications materials (ex. News releases) that support program communications (ex. Such as intake launches) will follow the Table of Precedence for Canada.
- 4.4 Canada, British Columbia and UBCM agree that they will not unreasonably restrict the other parties from using, for their own purposes, public communications products related to the CCBF prepared by Canada, British Columbia and UBCM or Ultimate Recipients, or, if web-based, from linking to it.
- 4.5 Notwithstanding Section 4 of Schedule E (Communications Protocol), Canada retains the right to meet its obligations to communicate to Canadians about the CCBF and the use of funding.

## **6. Operational communications**

- 6.1 British Columbia, UBCM or the Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.
- 6.2 Canada does not need to be informed on operational communications. However, such products should include, where appropriate, the following statement, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable.
- 6.3 British Columbia, UBCM and the Ultimate Recipient will share information as available with Canada should significant emerging media or stakeholder issues relating to an Eligible Project arise. Canada, British Columbia and UBCM will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

## **7. Communicating success stories**

- 7.1 British Columbia and UBCM to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including, but not limited to Eligible Project success stories, including the positive impacts on housing, Eligible Project vignettes, and Eligible Project start-to-finish features.

## **8. Advertising campaigns**

- 8.1 Canada, British Columbia, UBCM or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the CCBF or Eligible Projects. However, such a campaign must respect the provisions of this Administrative Agreement. In the event of such a campaign, the sponsoring party or Ultimate Recipient agrees to inform the other parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

## **9. Digital Communications, Websites and webpages**

- 9.1 Where British Columbia and UBCM produce social media content to provide visibility to CCBF programs or projects, they shall @mention the relevant Infrastructure Canada official social media account.
- 9.2 Where a website or webpage is created to promote or communicate progress on an Eligible Project or Projects, it must recognize federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable. The Canada wordmark or digital sign must link to Canada's website, at [www.infrastructure.gc.ca](http://www.infrastructure.gc.ca). The guidelines for how this recognition is to appear and language requirements are published on Canada's website, at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

## **10. Project signage**

- 10.1 Unless otherwise approved by Canada, British Columbia, UBCM or Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.
- 10.2 Where British Columbia, UBCM or an Ultimate Recipient decides to install a sign, a permanent plaque or other suitable marker recognizing their contribution with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.
- 10.3 British Columbia, UBCM or the Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.
- 10.4 British Columbia and UBCM to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approaches.

## **11. Communication Costs**

- 11.1 The eligibility of costs related to communication activities that provide public information on this Administrative Agreement will be subject to Schedule C (Eligible and Ineligible Expenditures).



## SCHEDULE F – Asset Management

Canada, British Columbia and UBCM agree that the measures contained in the Previous Agreements to create and foster a culture of asset management planning were effective in increasing the capacity of the diverse range of Ultimate Recipients in British Columbia and UBCM to enhance their community's sustainability.

Under the previous Agreement (2014-2024), local governments in BC demonstrated a commitment to improving asset management practices within their respective communities. As awareness and knowledge has grown, asset management practices and culture has matured. However, as noted in the *2022 Status of Asset Management in BC Report*, while moving in the right direction, there remains significant gaps and priority areas where local governments need to improve if they are to realize the full benefits of asset management.

Using the results from the *2022 Status of Asset Management in BC Report* as a guide, the Oversight Committee will develop and approve Asset Management Commitments, over the duration of this Agreement for ultimate recipients, consistent with the Asset Management for Sustainable Service Delivery: A BC Framework. Asset Management BC will be asked to provide expertise and input where appropriate.

All Ultimate Recipients will be required to meet the Asset Management Commitments. Asset Management Commitments may vary depending on whether the Ultimate Recipient is; a Local Government, a non-local government entity, Translink, and/or BC Transit. Asset Management Commitments will focus on strengthening asset management capacity over the term of the Agreement while continuing to recognize the varying capacities of Ultimate Recipients and the range of ongoing asset management activities.

The Oversight Committee will consider Asset Management Commitments under the following areas;

- Reporting on continuous improvement of Asset Management practices over the duration of the Agreement, including reporting through the Ministry of Municipal Affairs Local Government Data Entry (LGDE) System,
- Development and implementation of Long-term Financial Plans
- Ongoing Asset Management education and training, and
- Implementing asset management performance measurement.

## **SCHEDULE G – Housing Report**

### **1. Housing Needs Assessments**

- 1.1 By March 31, 2025, or as otherwise agreed upon by Canada and British Columbia, municipalities with a 2021 Census population of 30,000 or more are required to complete and make available to Canada a Housing Needs Assessment (HNA) prepared in accordance with provincial legislation and additional details provided, as agreed to by Canada and British Columbia, which together align with the information requirements, spirit and intent of the federal Housing Needs Assessment template and the guidance document.
- 1.2 HNAs should be used by British Columbia and UBCM in preparing the Project-Level Housing Report and the Housing Narrative in the CCBF Outcomes Report in order to identify housing pressures related to infrastructure. HNAs should also be used by municipalities to prioritize infrastructure projects that support increased housing supply where it makes sense to do so.
- 1.3 HNAs must be made publicly available on the municipal website and municipalities are to provide links to the page where the HNAs are posted to Canada for all Ultimate Recipients in their jurisdiction that have a 2021 Census population of 30,000 or more.
- 1.4 A separate HNA Guidance Document has been provided by Canada.

### **2. Project-Level Housing Report**

By September 30 of each year, starting in 2025, British Columbia and UBCM will provide Canada a Housing Report in an electronic format deemed acceptable by Canada consisting of the following:

#### **2.1 Methodology**

British Columbia and UBCM will provide a description of the process used to collect data and information presented in the Housing Report. The methodology section should include the following information:

- Scope of the report and related rationale.
- Reporting process used to collect data from Ultimate Recipients.
- Identification of baseline data and other data sets used for the purposes of the report and which data has been excluded.
- How performance indicators were assessed in British Columbia.



## 2.2 Municipalities Identified for Project-Level Reporting

### Criteria for Project-Level Reporting

Municipalities with a population of 30,000 or more, outside of the Metro Vancouver Region, that have housing pressures that can be addressed through closing infrastructure gaps or building capacity where it makes sense to do so, must:

- be included in Table 1 (below); and,
- provide project-level data on housing requirements to British Columbia and UBCM, for inclusion in the Housing Report that will be submitted by British Columbia and UBCM to Canada.

HNA and project-level reporting requirements can also be applied to other municipalities as agreed to by Canada, British Columbia and UBCM. Municipalities that do not meet these criteria may additionally be included at the discretion of British Columbia and UBCM, but are not required by Canada to include project-level data in the annual Housing Report.

British Columbia and UBCM will be expected to summarize project-level information from the municipalities identified by the above criteria to report to Canada annually.

The following table (**Table 1**) is to be used as a template to identify municipalities required to provide project-level reporting and to identify housing pressures related to infrastructure needs. Housing pressures should be consistent with needs and pressures identified by Ultimate Recipients in their HNAs. British Columbia and UBCM will provide an aggregate of this table to Canada in their annual Housing Report.

<b>Ultimate Recipient</b>	<b>Project Level Reporting Criteria</b>	<b>Key Infrastructure-Related Housing Pressures</b>
<i>Name of the municipality</i>	<i>Identify which criteria as noted above applies</i>	<i>Identify key housing gaps and needs that are related to infrastructure</i>

**Table 1: Ultimate Recipients Identified for Project Level Reporting**

## 2.3 Project-Level Housing Outcomes

For municipalities required to provide project-level reporting, British Columbia and UBCM are required to collect project-level data on housing outcomes and to complete the table below (Table 2) on an annual basis.

Table 2 is intended to link the housing pressures identified in Table 1 and in HNAs with outcomes supported by CCBF projects that can help Ultimate Recipients to address their specific housing pressures. More specifically, Table 2 is to be completed by Ultimate Recipients outlined in Section 1.2. It will include a subset of the projects from the above project list and this subset represents projects with housing outcomes.

Project ID	Ultimate Recipient	Project Title	Project Description	Investment Category	Housing Outcomes and Indicators
<i>As provided in program reporting (Schedule D)</i>	<i>As provided in Table 1</i>	<i>As provided in program reporting (Schedule D)</i>	<i>Provide a brief description of the project</i>	<i>Indicate which CCBF category the project falls under</i>	<i>Identify key housing outcomes and indicators (section 2.3) that will be used to measure success.</i>

**Table 2: Project-Level Reporting on Housing Outcomes**

### 2.3.1 Housing Outcome Indicators

For each of the projects listed in Table 2, British Columbia and UBCM shall report on the following core indicators, as relevant to each investment category.

- # of housing units supported or preserved; and
- # of affordable housing units supported or preserved.

Units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development (e.g., building social housing as part of brownfield remediation category, may include new units directly supported by CCBF funding).

### 3. Housing Narrative in the CCBF Outcomes Report

By March 31st each year, starting in 2026, British Columbia and UBCM shall provide Canada with a narrative report on program-level housing outcomes. This narrative report will be aligned with and incorporated into the annual CCBF Outcomes Report.

The housing narrative should outline how CCBF has supported housing supply and affordability pressures within British Columbia and UBCM's jurisdiction, over the reporting period, and measures taken between British Columbia, UBCM and Ultimate Recipients to improve housing supply and improve housing affordability for Canadians. It should also align with identified needs within Ultimate Recipients Housing Needs Assessments once they have been developed.

Further, British Columbia and UBCM must include in their Outcomes Report a narrative assessment of measures they have taken to improve housing outcomes through CCBF funded infrastructure projects. This should include:



- How Ultimate Recipients have prioritized specific infrastructure investments, where it made sense to do so, that support an increased supply of housing (e.g., upgrading pipes to support densification rather than sprawl, or remediating a brownfield site that could then be used for affordable housing);
- How Ultimate Recipients are utilizing CCBF funding to build local capacity for sound land use and development planning (e.g., through the capacity building category).
- Any measures taken to preserve and/or increase supply and mix of affordable housing (e.g., minimizing displacement, making land available for non-market housing, minimum affordability requirements for private developers); and

This housing narrative must also include responses to the following questions:

- How many or what percentage of projects from the total CCBF project list contribute to an increase in housing supply and how many housing units were supported or preserved (as outlined in 2.3.1)?
- What percentage of total housing units supported or preserved are affordable?
- How many communities have published a new Housing Needs Assessment or an updated one within the last 5 years?

For further information and details on the housing narrative portion of the Outcomes Report please refer to the Housing Report Template and Guidance document.

#### **4. Assessment of the Housing Reports and Compliance**

##### **4.1 Assessment of Housing Reports**

Both the project-level housing report and the housing narrative on program-level housing outcomes will be assessed against the Government of Canada's Evaluation Framework as well as HNAs.

##### **4.2 Compliance**

Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this Schedule may affect the timing and flow of any CCBF funding that may be transferred by Canada. Repeated or sustained failures to comply with the terms of this Schedule could result in downward adjustment of allocations for British Columbia, UBCM or Ultimate Recipient for future Infrastructure Canada programs.

**MAYOR'S APPOINTMENTS TO STANDING COMMITTEES**

**HOPE EMERGENCY OPERATIONS COMMITTEE**

- ☞ Mayor Smith
- ☞ Councillor Newbigging
- ☞ Councillor Stewin (Alternate)

**HOPE ACCESSIBILITY COMMITTEE**

- ☞ Councillor Newbigging
- ☞ Councillor Skoglund

**COUNCIL APPOINTMENTS TO VARIOUS BOARDS, COMMITTEES, COMMISSIONS**

**FRASER VALLEY REGIONAL DISTRICT BOARD**

- ☞ Mayor Smith
- ☞ Councillor Medlock (Alternate)

**FRASER VALLEY REGIONAL HOSPITAL DISTRICT BOARD**

- ☞ Mayor Smith
- ☞ Councillor Medlock (Alternate)

**FRASER HEALTH ADVISORY COUNCIL**

- ☞ Mayor Smith
- ☞ Councillor Medlock (alternate)

**FRASER VALLEY REGIONAL LIBRARY BOARD**

- ☞ Councillor Newbigging
- ☞ Mayor Smith (Alternate)

**MUNICIPAL INSURANCE ASSOCIATION OF BC**

- ☞ Councillor Stewin
- ☞ Chief Administrative Officer (Alternate)

**COUNCIL LIAISONS**

**DISTRICT OF HOPE RATEPAYERS ASSOC.**

- ☞ Councillor Skoglund

**CANYON GOLDEN AGE SOCIETY**

- ☞ Councillor Smith
- ☞ Mayor Smith

**HOPE ACTION RESPONSE TABLE (HART)**

- ☞ Mayor Smith
- ☞ Chief Administrative Officer

**HOPE & DISTRICT CHAMBER OF COMMERCE**

- ☞ Councillor Newbigging
- ☞ Councillor Wells (Alternate)

**AdvantageHOPE**

- ☞ Councillor Medlock
- ☞ Councillor Smith

**HOPE & AREA HEALTHY COMMUNITIES**

- ☞ Mayor Smith
- ☞ Chief Administrative Officer

**HOPE & DISTRICT ARTS COUNCIL**

- ☞ Councillor Skoglund

**COMMUNITY ADVISORY COMMITTEE (HOUSING)**

- ☞ Councillor Skoglund
- ☞ Councillor Wells (Alternate)

**STATION HOUSE ADVISORY COUNCIL**

- ☞ Councillor Medlock
- ☞ Councillor Smith

**HOPE AREA & TRANSITION SOCIETY**

- ☞ Councillor Medlock
- ☞ Mayor Smith (Alternate)



**DISTRICT OF HOPE COUNCIL APPOINTMENTS & COMMITTEES FOR JANUARY 1, 2024 TO DECEMBER 31, 2025**

<b>MEETING SCHEDULE</b>	<b>ACTING MAYOR'S SCHEDULE</b>
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**Regular Council:** Second and Fourth Mondays of each month at 7:00 p.m.  
 (except July, August, September & December - Second Monday only)

*If Monday is a holiday, meetings are re-scheduled to the following evening (Tuesday) in accordance with the District of Hope "Council Procedures Bylaw".*

JANUARY .....Councillor Newbigging  
 FEBRUARY .....Councillor Stewin  
 MARCH.....Councillor Wells  
 APRIL.....Councillor Skoglund  
 MAY .....Councillor Wells  
 JUNE.....Councillor Smith  
 JULY .....Councillor Newbigging  
 AUGUST .....Councillor Stewin  
 SEPTEMBER .....Councillor Medlock  
 OCTOBER .....Councillor Skoglund  
 NOVEMBER.....Councillor Medlock  
 DECEMBER.....Councillor Smith

# THE DISTRICT OF HOPE

## BYLAW NO. 1578

*A bylaw to authorize closure and removal of the dedication of highway*

WHEREAS, pursuant to Section 40 of the *Community Charter*, the Council of the District of Hope may close all or part of a highway to traffic and remove the dedication of a highway; and

AND WHEREAS, "Highway" is defined under the *Community Charter* to include a street, road, lane, bridge, viaduct and any other way open to public use, other than a private right of way on private property; and

AND WHEREAS, the District of Hope wishes to close and stop up a portion of Fifth Avenue;

AND WHEREAS, as required by the *Community Charter*, Council posted and published notice of its intention to close the portion of highway referred to in this bylaw and to remove its dedication as a highway and Council provided an opportunity for persons who consider they are affected to make presentations to Council.

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

### 1. CITATION

- 1.1 This bylaw may be cited as ***Highway Closure and Removal of Highway along a portion of Fifth Avenue Bylaw No. 1578, 2024.***

### 2. ROAD CLOSURE AND REMOVAL OF DEDICATION

- 2.1 Those portions of Fifth Avenue in the District of Hope outlined in the attached Reference Plan to Accompany Highway Cancellation Bylaw Schedule "A" and identified as Hope Plan Section 9 and 10 Township 5 Range 26 West of the 6<sup>th</sup> Meridian Yale Division of Yale District, a reduced copy of which is attached as Schedule "A" and forms part of this bylaw, (the "Plan") are hereby closed to all types of traffic and their dedication as a highway is removed and cancelled, effective upon filing of this bylaw in the appropriate Land Title Office.
- 2.2 The Corporate Officer for the District of Hope is authorized to execute and deliver such agreements, advertisement, plans and other documents as are required to give effect to the foregoing.



Read a first and second time this 10<sup>th</sup> day of June, 2024.

Advertised in the Hope Standard Newspaper on the 14<sup>th</sup> and 21<sup>st</sup> days of June, 2024.

Read a third time this 24<sup>th</sup> day of June, 2024.

Received Ministry of Transportation & Infrastructure approval, in accordance with Section 41(3) of the *Community Charter* this 3<sup>rd</sup> day of July, 2024.

Adopted this                      day of                      , 2024.

\_\_\_\_\_  
**Mayor**

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

DRAFT

***"Highway Closure and Removal of Highway along a portion of Fifth Avenue  
Bylaw No. 1578, 2024"  
Schedule "A"***

DRAFT



REFERENCE PLAN TO ACCOMPANY DISTRICT OF HOPE HIGHWAY CANCELLATION BYLAW No \_\_\_\_\_  
CLOSING PART OF ROAD DEDICATED ON THE TOWNSITE OF HOPE PLAN  
SECTIONS 9 AND 10 TOWNSHIP 5 RANGE 26 WEST OF THE 6TH MERIDIAN  
YALE DIVISION YALE DISTRICT

PURSUANT TO SECTION 120 OF THE LAND TITLE ACT  
AND SECTION 40 OF THE COMMUNITY CHARTER  
BCGS 92H.033  
SCALE 1:600

ALL DISTANCES ARE IN METRES AND ARE HORIZONTAL GROUND  
THE INTENDED PLOT SIZE OF THIS PLAN IS 864mm IN WIDTH BY  
560mm IN HEIGHT (D SIZE) WHEN PLOTTED AT A SCALE OF 1:600.

LEGEND  
FOUND PLACED  
● ○ DENOTES STANDARD IRON POST  
● □ DENOTES LEAD PLUG  
● ○ DENOTES ROUND NON-STANDARD POST  
+ DENOTES UNMONUMENTED POINT  
EX DENOTES EXPLANATORY

THIS PLAN SHOWS ONE OR MORE WITNESS POSTS  
WHICH ARE NOT SET ON THE TRUE CORNER(S).

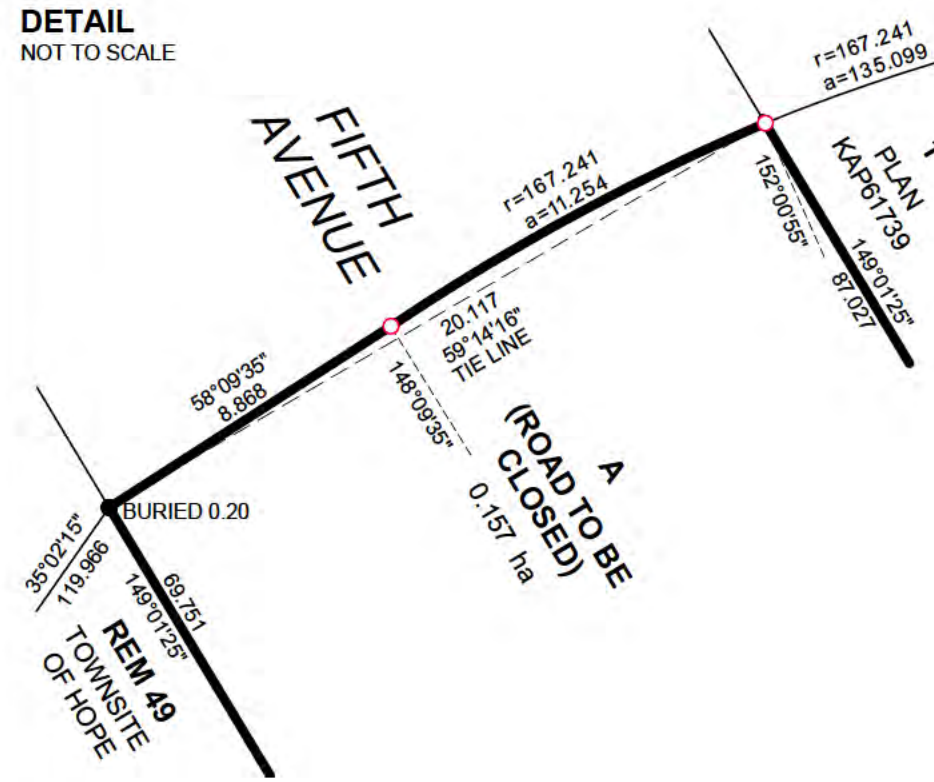
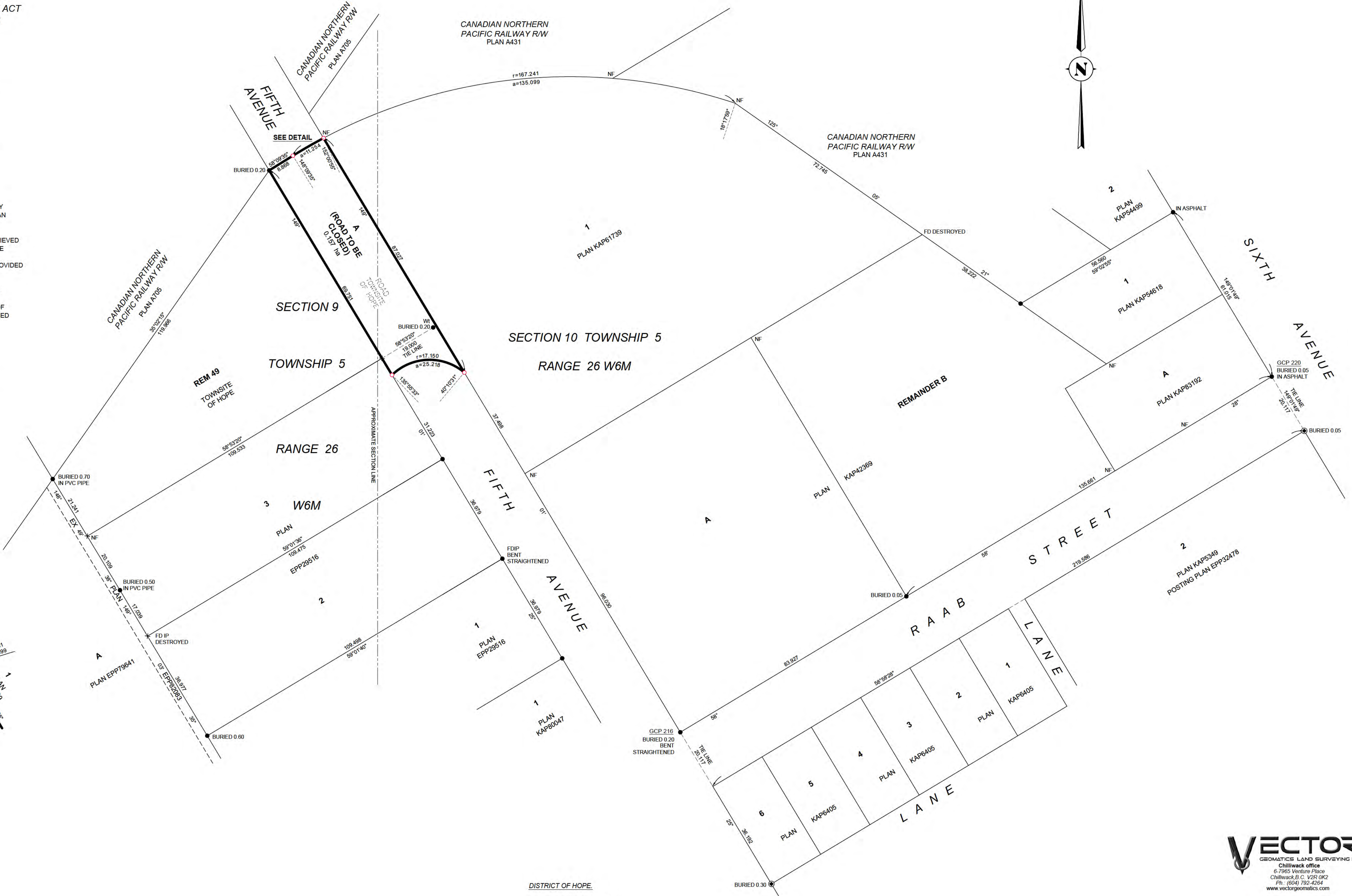
GRID BEARINGS ARE DERIVED FROM DIFFERENTIAL DUAL FREQUENCY  
GNSS OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN  
OF UTM ZONE 10 NORTH (123° WEST LONGITUDE).

THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ACHIEVED  
ARE DERIVED FROM GNSS OBSERVATIONS TO SMARTNET REFERENCE  
STATION HOPE (BCHO). THIS STATION HAS BEEN POSITIONED AND  
CONFIRMED USING THE CSRS-PPP ONLINE PROCESSING SERVICE PROVIDED  
BY NATURAL RESOURCES CANADA.

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS  
OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES, MULTIPLY  
GROUND-LEVEL DISTANCES BY THE AVERAGED COMBINED FACTOR OF  
0.999753463. THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED  
BASED ON THE AVERAGE ELLIPSOIDAL ELEVATION OF 31.48 m.

COORDINATE TABLE  
DATUM: NAD83 (CSRS) 2002.0 UTM ZONE 10 NORTH

POINT	UTM NORTHING	UTM EASTING	ABSOLUTE ACCURACY
216	5470558.25	613642.28	0.04
220	5470671.40	613630.40	0.04



THIS PLAN LIES WITHIN THE JURISDICTION OF THE  
APPROVING OFFICER FOR THE DISTRICT OF HOPE.

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS  
COMPLETED ON THE XXth DAY OF XXXXX, 2024  
CHRIS BEAUGRAND, BCLS 1022

DISTRICT OF HOPE  
THIS PLAN LIES WITHIN THE  
FRASER VALLEY REGIONAL DISTRICT.



DRAWING No.: CW2402065P1  
FB: CXXXYYY-YYY Date: 2024-03-08



THE DISTRICT OF HOPE

BYLAW NO. 1574, 2024

*A bylaw to provide for the management of Cross Connections in the District of Hope*

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WHEREAS under the *Community Charter S.B.C. c26* authorizes Council to regulate, prohibit and impose requirements in relation to municipal services;

AND WHEREAS, provincial legislation requires water suppliers to ensure that provisions are in place for the elimination and prevention of contamination between their potable water and any non-potable sources;

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

**CITATION**

1. This bylaw may be cited as *District of Hope Cross Connection Control Bylaw No. 1574, 2024*.

**DEFINITIONS**

2. In this bylaw

**“Approved Backflow Prevention Assembly”** means a Backflow Preventer that is designed to be tested and repaired in-line and to meet the design, installation and testing criteria requirements of the CSA B64 series and CSA B64.10 “Selection and Installation of Backflow Preventers” (most current editions);

**“Authorized Agent”** includes any Person representing the Municipality by written consent for the furtherance of the purpose of this this Bylaw;

**“Backflow”** means the flow of water or other liquids, gases, or solids from any source, opposite to the normal direction of flow, as a result of back-siphonage or backpressure, back into the potable Private Water System or the Water Supply System;

**“Backflow Assembly Test Report”** means a form, physical or electronic, provided by or approved for use by the Municipality or Authorized Agent to be used when testing an Approved Backflow Prevention Assembly to record all pertinent information and test data;

**“Backflow Assembly Tester”** means a person holding a current backflow assembly tester certificate from the BC Water and Waste Association and approved by the Municipality or Authorized Agent;



**“Backflow Preventer”** means a mechanical apparatus installed in a water system that prevents Backflow of contaminants in the potable Private Water System or the Water Supply System;

**“Bylaw Notice”** has the meaning ascribed in the *Local Government Bylaw Notice Enforcement Act*, as amended from time to time;

**“Consumer”** means any Person who is the Owner, or agent of the Owner, of any Premises or Facility to which water is supplied or made available from any of the Water Supply System and includes any person who is the occupier of such Premises or Facility and any person who is a user of water supplied to any Premises or Facility or by any Service from the Water Supply System;

**“Contaminant”** means any physical, chemical, biological, radiological, or other substance or matter in water which may render the water non-potable;

**“Cross Connection”** means any temporary, permanent, or potential water connection, whether it be direct or indirect, between the Potable Water Supply System and a source of non-potable water, contamination or pollution;

**“CSA”** means the Canadian Standards Association;

**“Curb Stop”** means a Turn Off valve on the Water Supply System at or near a property line and is used to control flow to the Consumer’s Premises or Facility;

**“Discontinue”** means to terminate the arrangement between the Municipality and the Consumer for the supply of water and to Turn Off the service pipe, disconnect, or remove it;

**“Facility” or “Facilities”** means something that is built, installed, or provided to serve a particular purpose, as may exist when there are different business types located within one Premise;

**“Hydrant or Temporary Use Permit”** means a permit issued by the Municipality for any Person requesting water from a fire hydrant, standpipe, or temporary water connection for purposes other than emergency fire protection;

**“Municipal” or “Municipality”** means the District of Hope (District);

**“Owner”** means has the same meaning as ascribed in the *Community Charter*, as amended from time to time, and in relation to common property under the *Strata Property Act*, as amended from time to time, means the strata corporation;

**“Person”** means and shall include not only a natural person but also a corporation, firm, or partnership, and the personal or other legal representative of a Person;

**“Potable Water”** means water that is fit for human consumption without further treatment as defined in the *Drinking Water Protection Act* and regulations, as amended from time to time;

**“Premise Isolation”** means the prevention of Backflow into the Water Supply System by the installation of one or more Approved Backflow Prevention Assemblies where a water Service enters a Premises, Facility or building;

**“Premises”** means a parcel, lot, or other distinguishable unit of real property, including all the Facilities thereon;

**“Private Water System”** means any privately owned pipe and fittings intended for the delivery or distribution of potable water within a Premises or Facility;

**“Proper Operating Condition”** means where a Backflow Preventer functions as designed and, in the case of an Approved Backflow Prevention Assembly, also meets the test criteria set forth by CAN/CSA Standard B64.10.1 “Maintenance and Field Testing of Backflow Preventers” (most current edition);

**“Service”** means the supply of water from the Water Supply System to any Person and includes all pipes, taps, valves, connections, and other things necessary to supply water;

**“Turn Off”** or **“Turned Off”** means to stop the flow of water by closing a Municipal owned valve or Curb Stop or by any other means approved by the Municipality;

**“Turn On”** or **“Turned On”** means to start the flow of water by opening a Municipal owned valve or Curb Stop or by any other means approved by the Municipality;

**“Water Supply System”** means the potable water distribution system and includes all connections, pipes, pumps, reservoirs, connections, and other things necessary to or used to supply water.

### **3. PURPOSE**

**3.1** The purpose of this Bylaw is to protect the Municipal Potable Water supply from the possibility of Contamination by removing or isolating real or potential sources of Contamination that may Backflow into the Water Supply System.

### **4. CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION**

**4.1** No person shall create a Cross Connection by connecting, causing to be connected, or allowing to remain connected to the Water Supply System any device, piping, fixture, fitting, container, appliance or any other chattel or thing which, under any circumstances that may allow a Contaminant to enter the Water Supply System.

**4.2** If the Municipality or Authorized Agent determines that the configuration of any water connection creates a risk of Contamination to the Potable Water supply, he or she may require the Consumer, at their sole expense, to install or cause to be installed an Approved Backflow Prevention Assembly on the Private Water



System where the Service enters the Premises or Facility, as the case may be, or in another location approved by the Municipality.

- 4.3** Person who creates an illegal Cross Connection shall be liable for all costs associated with the work undertaken by the Municipality or its agent to restore the Water Supply System
- 4.4** Any and all costs, damages or losses sustained by the Municipality as a result of a Backflow event involving a Contaminant originating from a Premises or Facility shall be borne by the Consumer.

## **5. WATER SUPPLY AND PRESSURE**

- 5.1** The Municipality may, without notice, Turn Off the water supply for the purposes of making repairs, extensions, alterations, or improvements, or for any other reason.
- 5.2** The Municipality may, without notice, change the operating water pressure for the purposes of making repairs, extensions, alterations, or improvements, or for any other reason.
- 5.3** The Municipality does not:
  - (a) warrant or guarantee water pressure or the continuous supply of water; or
  - (b) accept responsibility at any time for the maintenance of pressure in its Water Supply System or for increases or decreases in pressure.
- 5.4** Service supplied by the Municipality to a Consumer shall only be provided where the Water Supply System has been effectively protected from any actual or potential Cross Connections existing at or within the Consumer's Private Water System in compliance with this Bylaw.
- 5.5** Any Consumer whose Service has been Turned Off pursuant to this Bylaw shall not have the Service from the Water Supply System Turned On until all requirements of the Municipality have been met and the Consumer has paid to the Municipality all costs associated with the Turn Off/Turn On of Service.

## **6. CONSUMER RESPONSIBILITIES**

- 6.1** The Consumer shall control every Cross Connection on a Premises or Facility, as the case may be, in accordance with the CAN/CSA Standard B64 series (most current edition) and shall maintain every Backflow Preventer on such Premises or Facility in Proper Operating Condition.
- 6.2** Where there is a visible or other indication that an Approved Backflow Prevention Assembly is malfunctioning or not in Proper Operating Condition, it is the responsibility of the Consumer to immediately notify the Municipality, and further, to stop using the Private Water System until the Approved Backflow Prevention Assembly is repaired or replaced and confirmed to be in Proper Operating

Condition. This includes but is not limited to damage by freezing, hot water, snow, fire or otherwise due to neglect.

- 6.3** The Consumer shall provide Premise Isolation where required by CAN/CSA Standard B64.10 “Selection and Installation of Backflow Preventers” (most current edition).
- 6.4** The purchase, installation, operation, maintenance, field testing, field inspection, repair, removal, or replacement of a Backflow Preventer used to protect the Water Supply System from a Premises or Facility shall be at the sole expense of the Consumer. The Consumer shall be responsible for ensuring that a tester/installer/inspector is certified by the BC Water and Waste Association and that the certification is not expired.
- 6.5** The Consumer shall notify the Municipality of any change of use of the Premises or Facility, or alteration, addition, or removal of any part of the Private Water System including its appurtenance and fixtures. The Consumer shall install, upgrade, replace or remove Backflow Preventers to control the changed Cross Connections in compliance with this Bylaw and the CAN/CSA Standard B64 series (most current edition).
- 6.6** Failure of the Municipality or Authorized Agent to send notice(s), or failure of the Consumer or other responsible party to receive notice(s), shall not excuse the mandatory duty of the Consumer or other responsible party to comply with this Bylaw and all other applicable Bylaws.

## **7.0 TESTING MAINTENANCE AND REMOVAL OF BACKFLOW PREVENTERS**

- 7.1** A Cross Connection inspection shall be completed subsequent to any change of use of the Premises or Facility, rezoning of the property, alteration, addition, or removal of any part of the Private Water System including its appurtenance and fixtures that may change the degree of hazard as established by CAN/CSA Standard B64.10 “Selection and Installation of Backflow Preventers” (most current edition), or as required by the Municipality.
- 7.2** Where a Cross Connection inspection is required for a Premises or Facility, the inspection and report shall only be completed by a person with a valid cross connection control inspector certificate from the BC Water and Waste Association.
- 7.3** Approved Backflow Prevention Assemblies are required to be inspected and tested by a Backflow Assembly Tester upon installation, repair, replacement, or relocation and at least once in every twelve (12) month period or more often if required by the Municipality.
- 7.4** A Backflow Assembly Test Report must be completed by the Backflow Assembly Tester and submitted to the Municipality or Authorized Agent within thirty (30) days of testing for each Approved Backflow Prevention Assembly. All Backflow Assembly Test Reports shall confirm the following:



- 7.4.1 The installation/repair/replacement/relocation and test date of the Approved Backflow Prevention Assembly;
- 7.4.2 The specific location of the Approved Backflow Prevention Assembly and what Cross Connection or hazard it is intended to isolate;
- 7.4.3 The manufacturer, model, size, and serial number of the Approved Backflow Prevention Assembly installed;
- 7.4.4 The contact information for the Consumer or other party responsible for testing and maintenance of the Approved Backflow Prevention Assembly;
- 7.4.5 That it is an Approved Backflow Prevention Assembly, selected and installed correctly in compliance with CAN/CSA Standard B64.10 "Selection and Installation of Backflow Preventers" (most current edition) and is in Proper Operating Condition.
- 7.5 No Person shall remove an Approved Backflow Prevention Assembly unless prior written consent is obtained from the Municipality. Prior written consent is not required when an Approved Backflow Prevention Assembly is removed and immediately replaced with an equivalent Approved Backflow Prevention Assembly and details are submitted to the Municipality or Authorized Agent on a Backflow Assembly Test Report.

## **8. TEMPORARY WATER USE CONNECTION**

- 8.1 Except for emergency fire use, no Person shall temporarily connect, cause to be connected, or allow to remain connected any appliance hosing, piping, fixture, fitting, container to a fire hydrant:
  - 8.1.1 Without first obtaining a Hydrant or Temporary Use Permit.
  - 8.1.2 Without using an Approved Backflow Prevention Assembly that is in Proper Operating Condition; and
  - 8.1.3 In a manner which, under any circumstances, may allow a Contaminant to enter the Water Supply System.

## **9. ENFORCEMENT**

- 9.1 Pursuant to Section 16 of the *Community Charter*, as a condition of Service to the Premises, the officers, employees, or Authorized Agents of the Municipality are authorized to enter on property subject to this Bylaw to:
  - 9.1.1 Access the Private Water System located on private property at all reasonable hours in order to carry out inspections and surveys of the Premises to determine the existence of cross connections that contravene this Bylaw;
  - 9.1.2 Inspect the type of Backflow Preventer, the installation and state of maintenance and repair of same.



- 9.2** Where a Consumer fails to have an Approved Backflow Prevention Assembly installed, repaired or replaced when it is known or suspected that an Approved Backflow Prevention Assembly is required or is not in Proper Operating Condition, whether from inspection or field test results or other indications, the Municipality or Authorized Agent may notify the Consumer that an Approved Backflow Prevention Assembly must be installed, repaired or replaced within thirty (30) days of notification or other specified time agreed to by the Municipality. If, at the end of the thirty (30) days following notification or other specified time agreed to by the Municipality, an Approved Backflow Prevention Assembly has not been installed, repaired, or replaced, tested, and confirmed to be in Proper Operating Condition, the Municipality shall, at their discretion, take one or more of the following actions:
- 9.2.1** Issue a Bylaw Notice to the Consumer, each day until an Approved Backflow Prevention Assembly has been installed, repaired, or replaced and confirmed to be in Proper Operating Condition;
  - 9.2.2** Turn Off or Discontinue service until an Approved Backflow Prevention Assembly has been installed, repaired, or replaced and confirmed to be in Proper Operating Condition.
- 9.3** Where a Consumer fails to have an Approved Backflow Prevention Assembly tested, the Municipality or Authorized Agent may notify the Consumer that the Approved Backflow Prevention Assembly must be tested within thirty (30) days of notification or other specified time agreed to by the Municipality. If, at the end of the thirty (30) days following notification or other specified time agreed to by the Municipality, the Approved Backflow Prevention Assembly has not been tested, the Municipality shall, at their discretion, take one or more of the following actions:
- 9.3.1** Issue a Bylaw Notice to the Consumer, each day until the Approved Backflow Prevention Assembly has been tested and confirmed to be in Proper Operating Condition;
  - 9.3.2** Turn Off or Discontinue service until the Approved Backflow Prevention Assembly has been tested and confirmed to be in Proper Operating Condition.
- 9.4** The Municipality or Authorized Agent may reject any Backflow Assembly Test Report that contains false information, is completed and signed by a person other than a Backflow Assembly Tester, is incomplete, has not been submitted to the Municipality within the time specified by this Bylaw, or is not conducted in accordance with this Bylaw or CAN/CSA Standard B64.10.1 “Maintenance and Field Testing of Backflow Preventers” (most current edition). In the event that a Backflow Assembly Test Report is rejected by the Municipality or Authorized Agent, the Approved Backflow Prevention Assembly will be deemed to have not been tested.



## **10. ENFORCEMENT**

**10.1** The Bylaw Enforcement Officer(s) or RCMP may give notice to any person ordering or directing that person to:

- (a) discontinue or refrain from proceeding with any work or using or occupying any land or building or doing anything that contravenes this bylaw; or
- (b) carry out any work or do anything to bring any land or building into conformity with this bylaw; within the time specified in such notice.

**10.2** The Bylaw Enforcement Officer or RCMP may serve a notice under this bylaw:

- (a) by mailing it, by registered post, to an owner who is the addressee of the notice at the address of the owner shown on the real-property assessment roll prepared pursuant to the *Assessment Act*;
- (b) by handing it to the person who is the addressee of the notice; or
- (c) if the notice refers to real property, by posting it on the real property.

## **11. OFFENCE AND PENALTIES**

**11.1** Notwithstanding the offence and penalties as provided under the *Community Charter* or *Local Government Act*, the following will apply:

- (a) a violation of any of the provisions identified in this bylaw will result in liability for penalties and late payment amounts established in the *District's Bylaw Notice Enforcement Bylaw* and *Municipal Ticket Information Bylaw*.
- (b) a violation of any of the provisions identified in this bylaw will be subject to the procedures, restrictions, limits, obligations, and rights established in the *Bylaw Notice Enforcement Bylaw*, in accordance with the *Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60*.
- (c) a person who:
  - i. contravenes, violates, or fails to comply with any provision of this bylaw.
  - ii. suffers or allows any act or thing to be done in contravention or violation of this bylaw; or
  - iii. fails or neglects to do anything required to be done under this bylaw, is deemed to have committed an infraction of, or an offence against, this bylaw; and is liable on summary conviction to a fine of not more than Five Thousand Dollars (\$5,000.00); and
- (d) each day such infraction is caused, or allowed to continue, constitutes a separate offence.

**12. SEVERABILITY**

**12.1** If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause, or phrase.

Read a first, Read a first, second, and third time this 24<sup>th</sup> day of June, 2024.

Adopted this    day of    , 2024.

\_\_\_\_\_  
**Mayor**

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

**DRAFT**





**BYLAW NO. 1575**

***A bylaw to amend the Bylaw Notice Enforcement Bylaw No. 1454, 2019***

---

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

1. This bylaw may be cited as “***Bylaw Notice Enforcement Amendment Bylaw No. 1575, 2024***”.
2. That Bylaw Notice Enforcement Bylaw No. 1454, 2019 be amended as follows:
  - (a) Sections 4 and 5 be amended to replace any reference of Schedules A (1) to A (18) with Schedules A (1) to A (19);
  - (b) Add Schedule A (19) attached to and forming part of this bylaw.
3. This bylaw comes into force and takes effect on the date of its adoption.

Read a first, second, and third time this 24<sup>th</sup> day of June, 2024.

Adopted this    day of           , 2024.

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**Mayor**

---

**Director of Corporate Services**

**SCHEDULE A (19)**

**Bylaw Notice Enforcement Amendment Bylaw No. 1575, 2024**

<b>Bylaw</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Late Payment Penalty</b>	<b>A3 Compliance Agreement Available</b>
District of Hope Cross Connection Control Bylaw No 1574, 2024	4.1	Creation of a Cross Connection that may allow a Contaminant to enter the Water System	\$500	\$510	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	4.3	Creation of an illegal Cross Connection	\$500	\$510	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	4.4	Failure to pay all costs, damages and losses to the Municipality	\$500	\$510	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	6.1	Failure to maintain every Backflow Preventer on such Premises or Facility in Proper Operation Condition	\$500	\$510	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	6.2	Failure to immediately notify the Municipality of an Approved Backflow Prevention Assembly that is malfunctioning or not in Proper Operating Condition	\$500	\$510	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	6.3	Failure to provide Premise Isolation where required by CAN/CSA Standard B64.10	\$500	\$510	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	6.4	Failure to ensure that a tester/installer/inspector is certified by the BC Water and Waste Association and the certification is not expired.	\$500	\$510	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	6.5	Failure to notify the Municipality of any change of use of the Premises or Facility, or alteration, addition or removal of any part of the Private Water System including its appurtenance and fixtures	\$500	\$510	Yes



**SCHEDULE A (19) - continued**

**Bylaw Notice Enforcement Amendment Bylaw No. 1575, 2024**

<b>Bylaw</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Late Payment Penalty</b>	<b>A3 Compliance Agreement Available</b>
District of Hope Cross Connection Control Bylaw No 1574, 2024	7.1	Failure to complete a Cross Connection inspection subsequent to any change of use of the Premises or Facility, rezoning of the property, alteration, addition or removal of any part of the Private Water System including its appurtenance and fixtures that may change the degree of hazard as established by CAN/CSA Standard B64.10	\$500	\$510	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	7.2	Submission of a report not completed by a person with a valid cross connection control inspector certificate from the BC Water and Waste Association	\$500	\$510	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	7.3	Failure to inspect and test a Backflow Prevention Assembly upon installation, repair, replacement or relocation and at least once in every 12 month period.	\$500	\$510	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	7.5	Removal of an Approved Backflow Prevention Assembly without prior written consent from the Municipality	\$500	\$510	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	8.1.1	Connecting to a hydrant without a Hydrant or Temporary Use Permit	\$500	\$510	Yes

**SCHEDULE A (19) - continued**

**Bylaw Notice Enforcement Amendment Bylaw No. 1575, 2024**

<b>Bylaw</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Late Payment Penalty</b>	<b>A3 Compliance Agreement Available</b>
District of Hope Cross Connection Control Bylaw No 1574, 2024	8.1.2	Connecting to a Hydrant without using an Approved Backflow Prevention Assembly	\$500	\$510	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	8.1.3	Connecting to a hydrant in a manner which, under any circumstances, may allow a Contaminant to enter the Water	\$500	\$510	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	9.1.1	Failure to provide access to a Private Water System located on private property.	\$500	\$510	Yes





**BYLAW NO. 1576**

***A bylaw to amend the Municipal Ticket Information Bylaw No. 1453, 2019***

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

1. This bylaw may be cited as “***Municipal Ticket Information Amendment Bylaw No. 1576, 2024***”.
2. That Municipal Ticket Information Bylaw No. 1453, 2019 be amended as follows:
  - (a) Sections 4, 5, 6, and 7 be amended to replace any reference of Schedules “A” to “R” with Schedules “A” to “S”;
  - (b) Add “Schedule “S” attached to and forming part of this bylaw.
3. This bylaw comes into force and takes effect on the date of its adoption.

Read a first, second, and third time this 24<sup>th</sup> day of June, 2024.

Adopted this     day of     , 2024.

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**Mayor**

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**Director of Corporate Services**

**SCHEDULE “S”**

**Municipal Ticket Information Amendment Bylaw No. 1576, 2024**

<b>Bylaw</b>	<b>Section</b>	<b>Description of Offence</b>	<b>A1 Penalty</b>	<b>Designated Enforcement Officer</b>
District of Hope Cross Connection Control Bylaw No 1574, 2024	4.1	Creation of a Cross Connection that may allow a Contaminant to enter the Water System	\$500	D.O./B.E.O./RCMP
District of Hope Cross Connection Control Bylaw No 1574, 2024	4.3	Creation of an illegal Cross Connection	\$500	D.O./B.E.O./RCMP
District of Hope Cross Connection Control Bylaw No 1574, 2024	4.4	Failure to pay all costs, damages and losses to the Municipality	\$500	D.O./B.E.O./RCMP
District of Hope Cross Connection Control Bylaw No 1574, 2024	6.1	Failure to maintain every Backflow Preventer on such Premises or Facility in Proper Operation Condition	\$500	D.O./B.E.O./RCMP
District of Hope Cross Connection Control Bylaw No 1574, 2024	6.2	Failure to immediately notify the Municipality of an Approved Backflow Prevention Assembly that is malfunctioning or not in Proper Operating Condition	\$500	D.O./B.E.O./RCMP
District of Hope Cross Connection Control Bylaw No 1574, 2024	6.3	Failure to provide Premise Isolation where required by CAN/CSA Standard B64.10	\$500	D.O./B.E.O./RCMP
District of Hope Cross Connection Control Bylaw No 1574, 2024	6.4	Failure to ensure that a tester/installer/inspector is certified by the BC Water and Waste Association and the certification is not expired.	\$500	D.O./B.E.O./RCMP
District of Hope Cross Connection Control Bylaw No 1574, 2024	6.5	Failure to notify the Municipality of any change of use of the Premises or Facility, or alteration, addition or removal of any part of the Private Water System including its appurtenance and fixtures	\$500	D.O./B.E.O./RCMP



**SCHEDULE "S" - continued**

**Municipal Ticket Information Amendment Bylaw No. 1576, 2024**

<b>Bylaw</b>	<b>Section</b>	<b>Description of Offence</b>	<b>A1 Penalty</b>	<b>Designated Enforcement Officer</b>
District of Hope Cross Connection Control Bylaw Bylaw No 1574, 2024	7.1	Failure to complete a Cross Connection inspection subsequent to any change of use of the Premises or Facility, rezoning of the property, alteration, addition or removal of any part of the Private Water System including its appurtenance and fixtures that may change the degree of hazard as established by CAN/CSA Standard B64.10	\$500	D.O./B.E.O./RCMP
District of Hope Cross Connection Control Bylaw Bylaw No 1574, 2024	7.2	Submission of a report not completed by a person with a valid cross connection control inspector certificate from the BC Water and Waste Association	\$500	D.O./B.E.O./RCMP
District of Hope Cross Connection Control Bylaw Bylaw No 1574, 2024	7.3	Failure to inspect and test a Backflow Prevention Assembly upon installation, repair, replacement or relocation and at least once in every 12 month period.	\$500	D.O./B.E.O./RCMP
District of Hope Cross Connection Control Bylaw Bylaw No 1574, 2024	7.5	Removal of an Approved Backflow Prevention Assembly without prior written consent from the Municipality	\$500	D.O./B.E.O./RCMP
District of Hope Cross Connection Control Bylaw Bylaw No 1574, 2024	8.1.1	Connecting to a hydrant without a Hydrant or Temporary Use Permit	\$500	D.O./B.E.O./RCMP
District of Hope Cross Connection Control Bylaw Bylaw No 1574, 2024	8.1.2	Connecting to a Hydrant without using an Approved Backflow Prevention Assembly	\$500	D.O./B.E.O./RCMP

## SCHEDULE "S"

### Municipal Ticket Information Amendment Bylaw No. 1576, 2024

District of Hope Cross Connection Control Bylaw Bylaw No 1574, 2024	8.1.3	Connecting to a hydrant in a manner which, under any circumstances, may allow a Contaminant to enter the Water Supply System	\$500	D.O./B.E.O./RCMP
District of Hope Cross Connection Control Bylaw Bylaw No 1574, 2024	9.1.1	Failure to provide access to a Private Water System located on private property.	\$500	D.O./B.E.O./RCMP





# DISTRICT OF HOPE

## REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE:** July 8, 2024

**FILE:** LDP 11/24

**SUBMITTED BY:** Julie Mundy, Planner III

**MEETING DATE:** July 8, 2024

**SUBJECT:**

**DEVELOPMENT VARIANCE PERMIT (DVP)  
62505 AIRPORT ROAD  
LIISA & TOM LESSARD**

**PURPOSE:**

To obtain Council's authorization to proceed with public notification for a Development Variance Permit (DVP) at 62505 Airport Road to reduce the side lot line setback from 30 metres to 14 metres for an animal shelter.

**RECOMMENDATION:**

THAT Council approve the preparation of a Development Variance Permit to reduce the side lot line setback for an animal shelter from 30m to 14m on the property at 62505 Airport Road legally described as Lot 1 Section 7 Township 5 Range 26 west of the 6<sup>th</sup> Meridian Kamloops Division Yale District Plan 9903; and

FURTHER THAT in accordance with the District of Hope Application Procedures & Public Hearing/Information Meeting Procedural Bylaw, the *Local Government Act* and the *Community Charter*, Council authorize staff to issue a notice of intent to consider the approval of the Development Variance Permit to the neighbouring property owners.

**ANALYSIS:**

**A. Rationale:**

**Proposal** – The property owner wishes to construct a horse barn of approximately 95 sq m (1024 sq ft) with dimensions of 32 feet by 32 feet (9.75m). The barn is intended to house two horses and will be about 3.6m (12 feet) in height. The width of the property is about 65.8m (216 feet).

Zoning Bylaw Section 8.2.1 b) requires an animal shelter to be setback 30m from a side lot line. Once the lot line setbacks are accounted for, the property has a width of about 5.8m (19 feet) to site the barn. The owner has requested the variance to site the barn 14m from the western property line. All other setback requirements will be met.

The property owner closest to the proposed barn has provided a letter indicating they have no concern with the variance. Staff anticipate this application will have minimal impact on the neighbourhood and have no opposition to it proceeding.

**Background** – The property is 216 ft x 1351 ft, is within the Agricultural Land Reserve, and is zoned Agricultural 1 (AG-1). An animal shelter is permitted in the

zone. A minor development permit for flood and erosion hazards and a building permit will be required after the variance is approved.

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

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

1. Does the development move Hope toward our vision and goals for success and sustainability? Is it aligned with our OCP objectives and policies?  
*This development will facilitate the keeping of horses on an agricultural property. OCP policy supports agricultural uses within the Agricultural Land Reserve and within designated areas. Horses are recognized in provincial legislation as a type of farm use.*
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 is a legislated process.*
3. Will it provide a good return on investment?  
*Provides flexibility for the property owner.*

**C. Attachments:**

- Location and Zoning Map Excerpt
- Official Community Plan Land Use Map Excerpt
- Owner’s Site Plan Proposal
- Letter of Support

**D. Property Information:**

- |                             |  |
|-----------------------------|--|
| 1) Civic Address:           | 62505 Airport Road   |
| 2) Legal Description:       | Lot 1 Section 7 Township 5 Range 26 west of the 6 <sup>th</sup> Meridian Kamloops Division Yale District Plan 9903 |
| 3) PID Number:              | 008-526-508  |
| 4) Current Zoning:          | Agricultural (AG-1)  |
| 5) Current OCP Designation: | Rural / Agricultural   |

Approved by:

Approved for submission to Council:

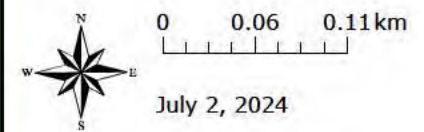
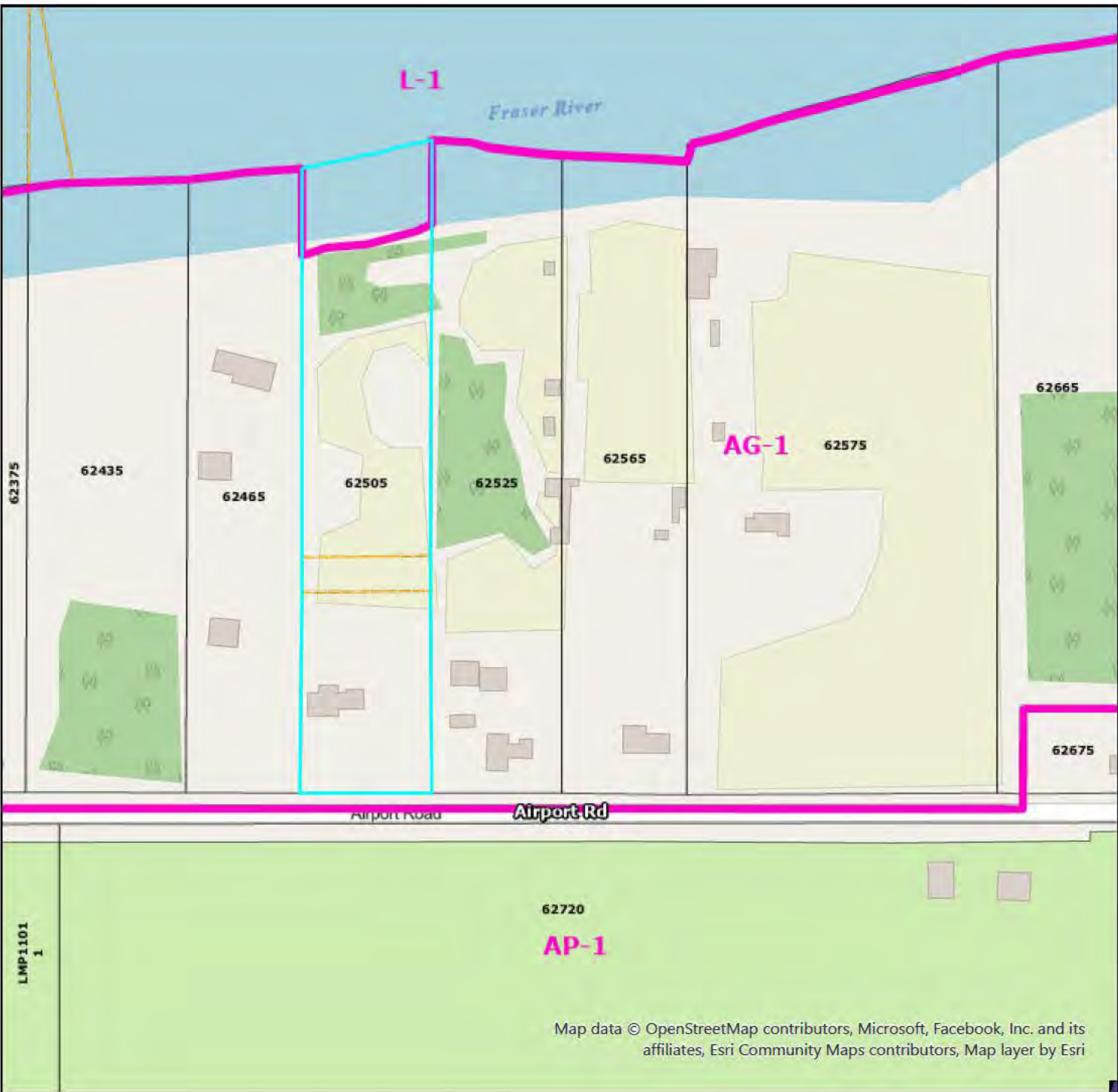
*Original Signed by Robin Beukens*  
Director of Community Development

*Original Signed by John Fortoloczky*  
Chief Administrative Officer



**FVRD Map**

-  Zoning
-  Jurisdictions
-  Encumbrances
-  Properties



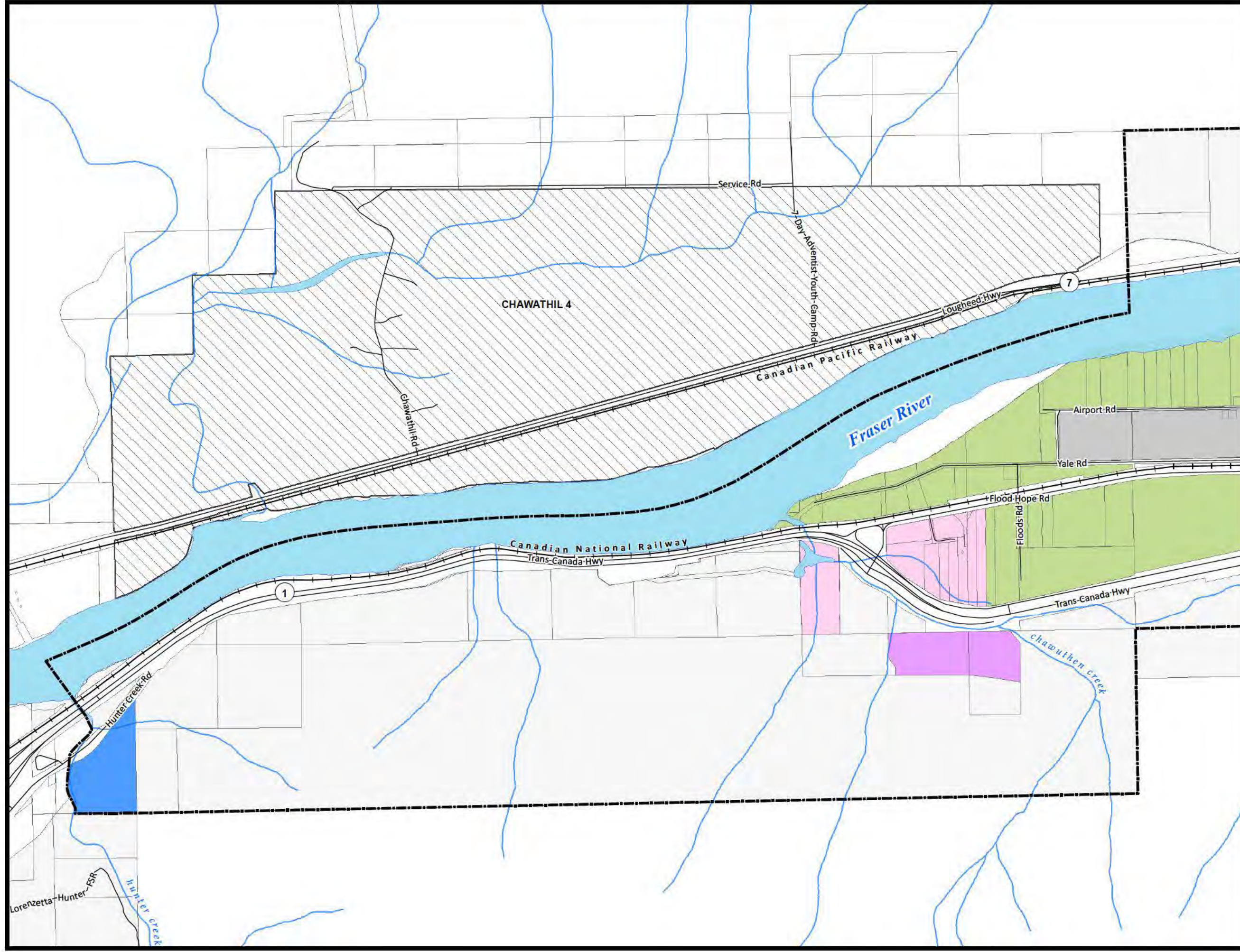
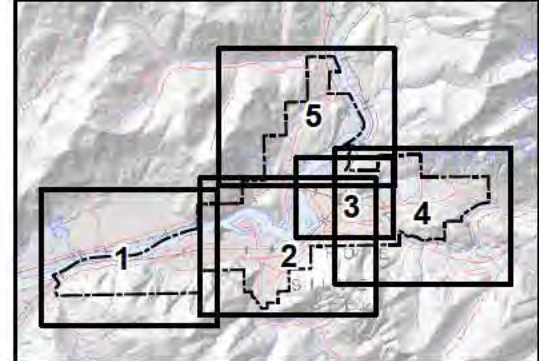
**Disclaimer:** This map was compiled by the Fraser Valley Regional District, using data believed to be accurate; however, a margin of error is inherent in all maps. This product is distributed without warranties of any kind, either expressed or implied, including but not limited to warranties of suitability of particular purpose or use.

Map data © OpenStreetMap contributors, Microsoft, Facebook, Inc. and its affiliates, Esri Community Maps contributors, Map layer by Esri



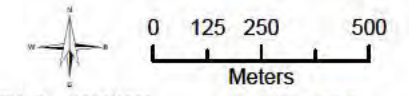
# District of Hope Official Community Plan Bylaw 1378, 2016

Map 1



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

Disclaimer: This map was compiled from various data sources and may not be complete or accurate. The District of Hope is not responsible for any errors, omissions or deficiencies in the data.  
Map not intended for navigation.  
Map produced: November 2018





River

15'

Ring

160'

100'

15'

pipeline

20'

fence

32'

barn

32'

45ft

100'



20

shed

24

20

house

garage

24

8'



RECEIVED

JUN 28 2024


DISTRICT OF HOPE

June 28/24

To Whom It may concern

I don't have an issue with a variance being granted for Lisa/Tom Lessard to build a 32x32' shelter/barn at 62505 Airport Rd, 45' from the shared lot line

Diana Lecker

 AIRPORT Road.

RECEIVED  
JUN 28 2024  
DISTRICT OF HOPE



1. News Release dated June 24, 2024 from the Office of the Premier and the Ministry of Finance re: Boosted BC Family Benefit cheques on the way to thousands more families.
2. News Release dated June 24, 2024 from the Ministry of Housing re: More than 500 homes, shelter spaces coming to Kamloops.
3. News Release dated June 25, 2024 from the Ministry of Public Safety and Solicitor General and the BC Coroners Service re: Coroner, Lifesaving Society remind British Columbians to be water safe.
4. Information Bulletin dated June 26, 2024 from the Ministry of Public Safety and Solicitor General and the BC Coroners Service re: Warmer temperatures prompts safety reminder from BC Coroners Service.
5. News Release dated June 26, 2024 from the Ministry of Housing re: More than 4,000 homes built for people, thousands more on the way through housing targets.
6. Information Bulletin dated June 27, 2024 from the Ministry of Citizens' Services re: Rural connectivity benefits people, economy.
7. News Release dated June 27, 2024 from the Ministry of Energy, Mines and Low Carbon Innovation re: B.C.'s future powered by clean energy.
8. News Release dated June 27, 2024 from the Ministry of Health re: Province strengthens cancer care and expands access.
9. Information Bulletin dated June 27, 2024 from the Ministry of Indigenous Relations and Reconciliation re: Annual report updates collective efforts to achieve objectives of UN Declaration.
10. Information Bulletin dated June 27, 2024 from the Ministry of Water, Land and Resource Stewardship re: Hunting regulations for 2024-2026 released.
11. News Release dated June 28, 2024 from the Ministry of Health re: Patient safety enhanced as more B.C. health colleges amalgamate.
12. Information Bulletin dated June 28, 2024 from the Ministry of Post-Secondary Education and Future Skills re: Funding supports community adult literacy programs in B.C.
13. News Release dated June 28, 2024 from the Ministry of Water, Land and Resource Stewardship re: More than 300 hectares of land secured to conserve old growth.
14. Information Bulletin dated June 30, 2024 from the Ministry of Post-Secondary Education and Future Skills re: International Credentials Recognition Act streamlines career opportunities.
15. News Release dated July 3, 2024 from the Ministry of Housing re: Website launched to protect renters from bad-faith evictions.
16. News Release dated July 3, 2024 from the Ministry of Energy, Mines and Low Carbon Innovation re: More households saving money with expanded heat-pump program.

**DISTRICT OF HOPE**  
**A/P Cheque Listing**  
**June 1-30, 2024**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
May/24 Telus	01/06/2024	TELUS	May 2024	May/24 Telus land line services	\$1,737.40	\$1,737.40
May/24Pitney	01/06/2024	PITNEY WORKS	May 2024	May 6/24 Postage meter fill	\$997.50	\$997.50
400003932280	05/06/2024	BC HYDRO	400003932280	May/24 BC Hydro services	\$22,092.73	\$22,092.73
May/24FortisBC	05/06/2024	FORTIS BC-NATURAL GAS	May 2024	May/24 Fortis BC services	\$1,558.32	\$1,558.32
PP#10/24RP0001	05/06/2024	RECEIVER GENERAL FOR CANADA	PP#10-2024	PP#10 April 29-May 12 2024	\$4,423.58	\$4,423.58
PP#10/24RP0002	05/06/2024	RECEIVER GENERAL FOR CANADA	PP#10-2024	PP#10 April 29-May 12 2024	\$50,033.77	\$50,033.77
Jun/24Shaw2710	06/06/2024	SHAW CABLESYSTEMS GP	Jun/24-2710	Jun/24 Shaw-2710 internet/cable service	\$204.40	\$204.40
PP#11/24RP0001	06/06/2024	RECEIVER GENERAL FOR CANADA	PP#11-2024	PP#11 May 13-26 2024	\$5,036.67	\$5,036.67
PP#11/24RP0002	06/06/2024	RECEIVER GENERAL FOR CANADA	PP#11-2024	PP#11 May 13-26 2024	\$48,757.01	\$48,757.01
Jun/24Shaw0584	10/06/2024	SHAW CABLESYSTEMS GP	Jun/24-0584	Jun/24 Shaw-0584 PW internet services	\$89.60	\$89.60
Jun/24Shaw0613	10/06/2024	SHAW CABLESYSTEMS GP	Jun/24-0613	Jun/24 Shaw-0613 internet & cable serv.	\$160.72	\$160.72
Jun/24Shaw0663	10/06/2024	SHAW CABLESYSTEMS GP	Jun/24-0663	Jun/24 Shaw-0663 internet & cable serv.	\$233.52	\$233.52
030663	12/06/2024	604 TRAFFIC CONTROL LTD	3993	Mar 27/24 LCT/OT/TCP/OT-Roads/Bridges	\$1,010.63	\$1,010.63
030664	12/06/2024	ACL GROUP ENTERPRISES LTD	10772	assess trees-Coq.camp ground	\$3,150.00	\$3,150.00
030665	12/06/2024	A & G FENCING	SI-7799	supply/install 5' commercial chainlink	\$5,285.96	\$5,285.96
030666	12/06/2024	ALS CANADA LTD	3311472183	May 17/24 Metals testing	\$278.36	\$278.36
030667	12/06/2024	AMAZON.COM.CA INC.	CA44N4TFEII	Samsung Galaxy Tab Pro 10.1" 64GB	\$1,364.82	\$1,512.34
			CA46F5UJHL6I	dry erase magnetic straight edge	\$31.37	
			CA47FSB6FVGI	DVD player for TV w/HDMI	\$67.99	
			CA438VV663FCI	pressure guage on hose bibs	\$48.16	
030668	12/06/2024	ANSER POWER SYSTEMS	17651	Engine speed low shutdown-unit 777	\$1,672.07	\$2,403.40
			18252	low engine speed-crank pause-unit 777	\$731.33	
030669	12/06/2024	ATCO STRUCTURES & LOGISTICS LTD	VAN-SR 47991996	Jun/24 12x60 office rent	\$876.02	\$876.02
030670	12/06/2024	BC TRANSIT	348807	May/24 UMO sales-transit passes	\$149.00	\$149.00
030671	12/06/2024	BLACK PRESS GROUP LTD.	BPI153277	May/24 Black Press advertising	\$3,492.05	\$3,492.05
030672	12/06/2024	CAMERON THOMAS	Jun/24 expense	Jun 1-6/24 meals-CAMERON T	\$150.00	\$150.00
030673	12/06/2024	CANYON CABLE 1988 LTD.	H5071665	M18 BL 7-1" CIRC	\$221.76	\$997.82
			H5072096	Hose 100FT 3/8"	\$237.50	
			H5068857	.75in nut	\$13.11	
			H5069252	linch pin (10pk)	\$0.95	
			H5069857	def 9.46L	\$22.15	
			PST ADJ	adj.invoices that had PST in error	-\$2.43	
			H5071454	May 28/24 freight from Langley Precast	\$118.13	
			H5072520	1 1/2" master lock x 12	\$271.75	
			H5072674	rotary nozzle NO.4.0	\$153.62	
			H5072691	return rotary nozzle NO.4.0 (H5072674)	-\$153.62	
			H5072481	Jun 6/24 freight from EMCO to Hope	\$118.13	
			H5072840	return & purchase fuel cap	-\$3.23	
030674	12/06/2024	CANYON CABLE 1988 LTD.	H5070715	mesh safety vest	\$15.74	\$391.33



**DISTRICT OF HOPE**  
**A/P Cheque Listing**  
**June 1-30, 2024**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			H5071330	motor treatment 16oz	\$14.13	
			H5071505	flextime L	\$13.36	
			H5071511	eyelet	\$14.84	
			H5071766	flag tape pink 200ft	\$5.46	
			H5072039	flat mop refill	\$34.50	
			H5070529	May 17/24 freight exchnng partition doors	\$94.50	
			H5071021	May 23/24 freight from SCG to Hope	\$39.38	
			H5071453	May 28/24 freight from Metal Supermarket	\$39.38	
			H5071828	filter/spark plg/supplies/labour	\$68.44	
			H5071517	base autocut	\$40.44	
			H5072199	electrical tape	\$11.16	
030675	12/06/2024	CANYON CABLE 1988 LTD.	H5072331	battery cables	\$112.63	\$579.49
			H5072379	battery stud nut 3/8	\$75.38	
			H5072402	SPF 50 sun screen	\$33.88	
			H5072274	autocut 46-2	\$73.01	
			H5072275	power saw chain	\$70.54	
			H5072284	AA batteries (24)	\$23.93	
			H5072551	hearing proctect/breakdown	\$98.94	
			H5072553	bolt/nut	\$24.01	
			H5072557	GR8 yellow-screws	\$10.56	
			H5072723	fog nozzle	\$41.91	
			H5072835	fuel cap	\$14.70	
030676	12/06/2024	COBRA ELECTRIC REGIONAL SERVICES LTD	14810	test welcome to Hope sign	\$363.56	\$363.56
030677	12/06/2024	COMTEL INTEGRATED TECHNOLOGIES INC.	446848	Jun/24 Comtel phone line services	\$536.25	\$536.25
030678	12/06/2024	COLUMBIA BUSINESS SYSTEMS	IN298678	May/24 Copier C3835i-B&W & Color copies	\$145.44	\$145.44
030679	12/06/2024	COQUIHALLA VETERINARY CLINIC	316917	"Cleo" trazodone/gabapentin/acepromazine	\$46.79	\$623.24
			317219	"Cleo" euthanasia/cremation	\$576.45	
030680	12/06/2024	CRYSTAL RIVER COURT LTD.	800/23	BP#800/23 Municipal Deposit Refund	\$500.00	\$500.00
030681	12/06/2024	CUPE LOCAL #458	PP#11-2024	PP#11 May 13-26 2024	\$1,966.94	\$1,966.94
030682	12/06/2024	DOMINION GOVLAW LLP	2008351	re: Dangerous Dog"Cleo"-MITCHELL J	\$4,173.40	\$4,173.40
030683	12/06/2024	DRISCOLL PLUMBING & HEATING	2251	install water sampling station/B-Vent	\$682.50	\$682.50
030684	12/06/2024	ECOWISE TREE CARE	0005589	Arseneau Rd-willow-remove canopy	\$6,273.75	\$6,273.75
030685	12/06/2024	EMCO CORPORATION	805243002074	meter re-setter/meter re-setter w/by	\$5,656.22	\$9,025.84
			805243002077	hydrant gate valve replace	\$65.00	
			805243002079	meter re-setter w/byp	\$2,860.67	
			805243002097	C18 MH GRT	\$443.95	
030686	12/06/2024	ERICA PUBLISHING INC.	27787	4000 window envelopes w/return address	\$725.76	\$725.76
030687	12/06/2024	EMPYRION TECHNOLOGIES INC.	196449	credit rack mount for firewall-Fire Dept	-\$162.19	\$5,231.91
			196447	rack mount for firewall-Fire Dept	\$235.07	

**DISTRICT OF HOPE  
A/P Cheque Listing  
June 1-30, 2024**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			196522	Firehall network runs (Fire Dept)	\$1,148.44	
			196569	Jun/24 backup/MS Office/anti-virus	\$3,340.82	
			196702	2 LCD monitors/Lenovo AC adapter	\$669.77	
030688	12/06/2024	EXCEED ELECTRICAL ENGINEERING LTD	10900-0018	controls troubleshooting-fix remote HMI	\$610.32	\$610.32
030689	12/06/2024	FRANSON Ernestine	2024 Tax Refund	Refund Property Tax overpay-615 7th Ave	\$443.35	\$443.35
030690	12/06/2024	FERRER Carolyn	Jun/24 Reimburs	charger/cord/screen protect-for phone	\$95.17	\$400.37
			Apr/May/24 expn	Apr-May/24 mileage-FERRER C	\$305.20	
030691	12/06/2024	FINDLAY Linda Christine	2024 Tax Refund	2024 Tax Overpayment-22080 Lake Country	\$129.65	\$129.65
030692	12/06/2024	FLEET OPERATORS MANAGEMENT GROUP C	2024-37	2024/2025 Fleet Operators-dues DELDEGAN	\$165.00	\$165.00
030693	12/06/2024	FLYNN Caleigh	Jun/24 Expense	May 31-Jun 2/24 mileage/meal/room-FLYNN	\$1,155.71	\$1,155.71
030694	12/06/2024	FORTOLOCZKY John	Jun/24 expense	Jun5-9/24 mileage/meal(FCM)FORTOLOCZKY	\$328.10	\$328.10
030695	12/06/2024	FRASER INCLUSIVE AND SUPPORTIVE	PP#11-2024	PP#11 May 13-26 2024	\$82.00	\$82.00
030696	12/06/2024	FRED SURRIDGE LTD.	000672287	T-10 R900i M3/register (1" 1 1/2" & 2")	\$10,755.93	\$10,755.93
030697	12/06/2024	FINNING CANADA	949969111	CAT TDTO 10W pail 5USG	\$316.58	\$316.58
030698	12/06/2024	FVBS HOPE RONA	51859	tape measure	\$28.21	\$648.89
			51864	hose end combo	\$11.07	
			51866	wire brush	\$12.09	
			51870	screws/washers/ 3/4 STD Ply Fir	\$130.98	
			50282	return tremclad rust paint	-\$88.92	
			50519	paste solder/acid flux brush/silvr solde	\$34.93	
			50768	bullseye primer x 2	\$109.74	
			51819	dowel/LED bulbs/boring bit	\$41.06	
			51850	cleanout adapter/coupling/cement/pipe	\$102.61	
			52079	annual 8" for planters	\$111.89	
			52104	assorted annuals 8" for planters	\$77.63	
			52124	2 step-step stool	\$77.60	
030699	12/06/2024	FVBS HOPE RONA	51881	spray nozzle	\$25.18	\$245.45
			51942	2x6 -10 2BTR Spruce	\$9.58	
			52015	blank key	\$3.11	
			52028	krazy glue/craftsman hacksaw	\$21.66	
			52041	sea soil/washer/hex nut	\$58.73	
			52074	Craftsman 16oz hammer	\$15.10	
			52076	tremclad rust paint	\$26.74	
			52172	watch battery/miracle grow	\$29.31	
			52055	2x6 spruce	\$9.58	
			52127	hose adapter/raindrip adapter	\$20.53	
			52169	tapping screw/washers/nut/hook	\$21.91	
			52174	stove bolt	\$4.02	
030700	12/06/2024	FVBS HOPE RONA	52177	craftsman tape measure	\$14.10	\$30.30



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Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			52180	hex nuts	\$1.10	
			52253	EAB bit clip	\$15.10	
030701	12/06/2024	GENESIS SYSTEMS CORPORATION	24996862	call log statistic/tracking	\$367.50	\$367.50
030702	12/06/2024	HAW Cheryl Gay	2024 Tax Refund	2024 Property tax refund-645 7th Ave	\$1,058.15	\$1,058.15
030703	12/06/2024	HOPE READY MIX LIMITED	710046	12yd pro soil turf blend	\$597.41	\$2,005.38
			710049	25MT 3/4" road mulch	\$362.60	
			710050	trucking 3.25hrs	\$562.21	
			710047	1yd barkmulch	\$53.14	
			710177	1yd barkmulch	\$53.14	
			710178	6yds pro soil turf blend	\$298.70	
			710179	2 MT crusher dust	\$39.09	
			710180	2 MT crusher dust	\$39.09	
030704	12/06/2024	KROPPSHOP LTD	24181	vinyl lettering (Gate Hours)	\$88.48	\$88.48
030705	12/06/2024	KAYE Angelica	2024 Tax Refund	2024 Property tax refund-210 4th Ave	\$718.05	\$718.05
030706	12/06/2024	KHRONOS SECURITY SERVICES	2813	Jun/24 commercial patrol/alarm response	\$1,479.74	\$3,800.24
			2844	Jun/24 111 OHP patrol/Repair breach	\$619.50	
			2862	Jun/24 washroom lockup-3 locations	\$1,701.00	
030707	12/06/2024	KNAPP Patricia Anne	2024 Tax Refund	2024 Tax Overpayment-28-62790 Flood Hope	\$241.45	\$241.45
030708	12/06/2024	KAL TIRE	067186399	tire changeover/o-ring	\$744.21	\$1,161.26
			067186856	265/70R17 outpost/install/balance	\$417.05	
030709	12/06/2024	LACAS CONSULTANTS INC.	3057	Lower Coq.river-glenhalla dike(Hospital)	\$9,843.12	\$9,843.12
030710	12/06/2024	L. B. J. SERVICES LTD	2349	Apr/24 Janitorial Contract Services	\$4,977.00	\$9,954.00
			2352	May/24 Janitorial Contract Services	\$4,977.00	
030711	12/06/2024	LANGLEY CONCRETE & TILE LTD.	459468	base ss/frame/grate/spacer ring-round	\$976.64	\$976.64
030712	12/06/2024	LOWER MAINLAND LOCAL GOVERNMENT	1458	2024 LMLGA annual dues	\$841.05	\$841.05
030713	12/06/2024	LOTHIAN Nolan	Jun/24 expense	May 31-Jun 6/24 meals/room-LOTHIAN N	\$1,310.99	\$1,310.99
030714	12/06/2024	LORDCO AUTO PARTS	7100029470	H/L pack-nightguide platinum	\$66.18	\$1,988.61
			7100029860	sensor knock/shoe kit/brake drum/hardwre	\$484.60	
			7100029873	sensor knock	\$29.57	
			7100029907	drum brake wheel cylinder x 2	\$72.12	
			7100029986	5mm number stamp set	\$38.38	
			7100029947	drum brake self adjuster repair kit	\$31.65	
			7100029999	drum brake wheel cylinder/Poly tube	\$58.13	
			7100030111	Reman Start D & core	\$328.15	
			7100030115	red oxide pr/new equipment	\$100.09	
			7100030030	part jack top wind handle	\$7.70	
			7100030268	plated tubular lug	\$10.50	
			7100030319	brake rotar/pad set/hub assy/bearing	\$761.54	
030715	12/06/2024	LORDCO AUTO PARTS	7100030344	30 dot log books	\$393.70	\$954.41

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			7100030337	raised panel combo.wrench x 2	\$76.62	
			7100030341	welding cable/plated tubular lug	\$484.09	
030716	12/06/2024	MINTER COUNTRY GARDEN	1630705	2x24" 27x20" & 4x14" flower baskets	\$5,776.96	\$5,776.96
030717	12/06/2024	METAL SUPERMARKETS LANGLEY	1379757	cold rolled round tube	\$94.12	\$94.12
030718	12/06/2024	TECHNICAL SAFETY BC	02270543	2024/2025 stair lift operating permit	\$183.00	\$183.00
030719	12/06/2024	MINISTER OF FINANCE	95456545	BCAT C035u1 Richmond Hill Sign	\$503.14	\$645.05
			95468984	Apr-May/24 purolator shipments	\$141.91	
030720	12/06/2024	MT. HOPE ELECTRIC	3002	May/24 Electrical contract services	\$3,008.55	\$3,008.55
030721	12/06/2024	MORGAN James	Jun/24 expense	Firearms course/meals-MORGAN J	\$296.25	\$296.25
030722	12/06/2024	MTS MAINTENANCE TRACKING SYSTEMS INC	10218	cross connect control prog.dev. & supprt	\$1,022.70	\$1,022.70
030723	12/06/2024	MYERS Danny William Jacob	2024 Tax Refund	2024 Tax overpayment-21142 Lakeview Cr	\$200.00	\$200.00
030724	12/06/2024	PITNEY BOWES LEASING	3202378641	Jul-Sept/24 Postage meter lease	\$197.28	\$197.28
030747	12/06/2024	XEROX CANADA LTD.	L05402756	Jun/24 Copier c7130 lease-pymt 5 of 20	\$531.55	\$795.72
			F62345568	May/24 Copier c8155-B&W & Color copies	\$180.01	
			962427449	May/24 Copier c7130-B&W & Color copies	\$52.94	
			962506192	May/24 Copier c7130 B&W & Color copies	\$31.22	
030746	12/06/2024	XCEED MACHINE WORKS INC.	7185	OMEGA E20 coupling	\$4,548.60	\$4,548.60
030745	12/06/2024	WILLIAMS Thayer	Mar/24 Reimburs	Mar 21/24 Admin staff Breakfast meeting	\$152.09	\$483.53
			Apr/24 Reimburs	Apr 26/24 Admin appreciation breakfast	\$331.44	
030744	12/06/2024	WESTERN EQUIPMENT LTD.	CWK-03166076	u bolt/tandard thimbles/ 3/8 AG7X19W	\$60.69	\$60.69
030743	12/06/2024	WESTERN SYSTEM CONTROLS LTD	V28-21576	outflow transmitter calibration	\$1,454.78	\$1,454.78
030742	12/06/2024	WESTCOTT Joshua	Jun/24 Expense	Jun 1-6/24 mileage/meals-WESTCOTT J	\$438.40	\$438.40
030741	12/06/2024	VERTEC TRANSPORT LTD	0000008952	May 27/24 Hy-Vac - various locations	\$3,413.42	\$10,637.95
			0000008953	May 28/24 Hy-Vac -various locations	\$3,344.12	
			0000008954	May 29/24 Hy-Vac-various locations	\$1,580.91	
			0000008955	May 30/24 Hy-vac-various locations	\$2,299.50	
030740	12/06/2024	VALLEY WATER	12172063	18.9L purifies water	\$9.00	\$9.00
030739	12/06/2024	VALLEY WASTE & RECYCLING INC	0000435245	May 28/24 1225 Nelson-comm.roll off	\$290.43	\$168,152.31
			0000435445	May 7-30/24 restroom service-K/Lake	\$194.25	
			0000001423	May/24 transfer station services	\$620.06	
			0000437353	Jun 3/24 removal-portable toilet-K/Lake	\$42.00	
			0000437633	May/24 Valley Waste services	\$167,005.57	
030738	12/06/2024	ULINE CANADA CORPORATION	14281262	mobile desk/adj.hight desk/monitor mount	\$5,517.99	\$5,517.99
030737	12/06/2024	TRUSTY OX SYSTEMS LTD	11371070624	Jun/24 20 worker subscription-work alone	\$112.00	\$112.00
030736	12/06/2024	TRUE CONSULTING LTD	1239-0424-318	Apr/24 General consulting	\$2,696.95	\$6,182.95
			1239-0424-323	Apr/24 Gardner drive completion	\$3,486.00	
030735	12/06/2024	STAPLES PROFESSIONAL	66629944	paper-vellum cream	\$18.24	\$135.73
			66655526	file folders/file pocket	\$62.74	
			66138053	12pk polyfoam clipboards	\$54.75	



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030734	12/06/2024	SILVER SKAGIT MECHANICAL	16224	2 axle truck inspct-CVIP repairs-brake	\$525.51	\$1,352.92
			16247	2 axle inspct/tie rod end/CVIP repairs	\$827.41	
030733	12/06/2024	SIMPSON NOTARIES	Stat.Right Way	24-741JA-H Regn of SRW-244828 & 244829	\$1,603.44	\$1,603.44
030732	12/06/2024	SHAW'S ENTERPRISES LTD	3335822	2" gauge bevel on 4" side	\$432.49	\$432.49
030731	12/06/2024	SCG PROCESS	4000107	Kit-flange/safety diaph.s	\$227.36	\$4,326.56
			4000455	GAMMA/X seals/valve no spring/relay	\$4,099.20	
030730	12/06/2024	UNIFIRST CANADA LTD	4572191	May 23/24 Unifirst mat cleaning	\$25.77	\$1,242.38
			4572194	May 23/24 Unifirst uniform & mat cleanin	\$345.72	
			4574341	May 30/24 Unifirst uniform & mat cleanin	\$323.09	
			4574337	May 30/24 paper supplies	\$154.30	
			4576501	Jun 6/24 Unifirst mat cleaning	\$25.77	
			4576504	Jun 6/24 Unifirst uniform & mat cleaning	\$367.73	
030729	12/06/2024	ROPER GREYELL LLP	1810846	Apr/24 service re: file#2009-1	\$379.68	\$379.68
030728	12/06/2024	DECKER Diana	153573	May/24 Kennel overages	\$4,137.00	\$4,137.00
030727	12/06/2024	PRAETORIAN SECURITY INC.	0000023557	2024/2025 LOTW-pump#2 basic monitoring	\$273.00	\$546.00
			0000023596	2024/2025 Alarm-Hope Sewage Plant	\$273.00	
030726	12/06/2024	PRAIRIECOAST EQUIPMENT	P77393	Grip & freight	\$246.36	\$246.36
030725	12/06/2024	COASTAL MOUNTAIN FUELS	254411	this invoice will be credited on 254452	\$1,973.28	\$7,068.00
			254452	credits invoice 254411 re:double bill	-\$1,973.28	
			254454	May 23/24 584.8L Diesel Clear	\$969.14	
			254456	May 23/24 554.6L Regular Gasoline	\$998.18	
			259521	Jun 6/24 1198.0L Regular Gasoline	\$1,967.48	
			259522	Jun 6/24 1943.6L Diesel Clear	\$3,133.20	
030748	14/06/2024	UNIVERSITY OF VICTORIA	Tuition Deposit	Uvic.tuition deposit-MORGAN B	\$250.00	\$250.00
PP#12/24MPP251	14/06/2024	MUNICIPAL PENSION PLAN	PP#12-2024-251	PP#12 May 27-Jun 9 2024	\$23,767.64	\$23,767.64
PP#12/24MPP502	14/06/2024	MUNICIPAL PENSION PLAN	PP#12-2024-5025	PP#12 May 27-Jun 9 2024	\$4,833.88	\$4,833.88
PP#12/24RP0001	19/06/2024	RECEIVER GENERAL FOR CANADA	PP#12-2024	PP#12 May 27-Jun 9 2024	\$4,934.59	\$4,934.59
PP#12/24RP0002	19/06/2024	RECEIVER GENERAL FOR CANADA	PP#12-2024	PP#12 May 27-Jun 9 2024	\$48,598.17	\$48,598.17
May/24 MC0863	20/06/2024	MASTERCARD - COLLABRIA	May 2024	May/24 Mastercard payment	\$13,576.93	\$13,576.93
PP1-12/24EHT	20/06/2024	EMPLOYER HEALTH TAX	PP#1-12/24	PP#1-12/24 EHT instalment payment	\$39,256.10	\$39,256.10
030749	21/06/2024	AMAZON.COM.CA INC.	CA410IZ9TACCU	Media speakers-A/P computer speakers	\$47.59	\$825.16
			CA4MW5FOAIEI	clorox bleach (2)	\$80.19	
			CA42XEEXKS34I	prime cables under desk PC mount	\$41.32	
			CA42CU9QI7II	long range high power flashlight	\$27.19	
			CA41A9VB5ACCU	all purpose plant food 2 x 3kg	\$167.70	
			CA41A9VTYACCU	all purpose plant food 2 x 3kg	\$167.70	
			CA41A9SG5ACCL	all purpose plant food 3 x 3kg	\$125.77	
			CA41A9WP0ACCL	all purpose plant food 4 x 3kg	\$167.70	
030750	21/06/2024	BA BLACKTOP	68001643	May 31/24 35.09 TO cold mix	\$6,484.63	\$6,484.63

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030751	21/06/2024	BELLINGHAM Donna	Jun/24 Expense	Jun 18/24 EOC training-BELLINGHAM D	\$125.02	\$125.02
030752	21/06/2024	CANYON CABLE 1988 LTD.	H5072768	2 EZ reach & 8" file	\$82.14	\$1,368.07
			H5072934	deflector kit/spool autocut	\$82.36	
			H5072958	ratch hooks/grease monkey 8ml 2 of each	\$94.99	
			H5073108	fuel cap	\$8.58	
			PST ADJ - 1	pst adj.on inv H5073187-should not have	-\$2.20	
			H5071581	rancher chainsaw/combo Can.	\$677.41	
			H5071685	hydrostatic test x 6	\$267.80	
			H5073114	chain sharpen/power saw chain	\$38.02	
			H5073055	moovit	\$15.13	
			H5073335	normex IIIA light-KN	\$29.11	
			H5073344	nozzle - rotary 3200	\$74.73	
030753	21/06/2024	CHILLIWACK ROOFING LTD	2022509-3	Hope Rec. Centre-metal flashing-wind	\$2,171.39	\$2,171.39
030754	21/06/2024	CUPE LOCAL #458	PP#12-2024	PP#12 May 27-June 9 2024	\$1,986.63	\$1,986.63
030755	21/06/2024	EMPYRION TECHNOLOGIES INC.	196709	credit re: 8GB DDR3/Axiom 8GB DDR4	-\$154.70	\$1,715.61
			196726	setup new user/remote access/mais down	\$1,870.31	
030756	21/06/2024	EVJEN Kelly and/or Mark	2024 Tax Refund	Refund 2024 Tax overpayment-Lakeview Cre	\$614.17	\$614.17
030757	21/06/2024	EXCEED ELECTRICAL ENGINEERING LTD	10906-0004	Jun/24 SCADA upgrades	\$1,627.50	\$1,627.50
030758	21/06/2024	FLYNN Caleigh	Jun/24 Expnse	EOC training-mileage-FLYNN C	\$249.20	\$249.20
030759	21/06/2024	FRASER INCLUSIVE AND SUPPORTIVE	PP#12-2024	PP#12 May 27-June 9 2024	\$82.00	\$82.00
030760	21/06/2024	FVBS HOPE RONA	52232	telescopic lopper 28"	\$53.22	\$163.90
			51057	mouse bait station (2pk)	\$9.46	
			51397	water heater hose	\$60.46	
			51791	elbow/pex rings/pex pipe	\$28.28	
			52366	tremclad rust spray	\$12.48	
030761	21/06/2024	KHRONOS SECURITY SERVICES	2883	security fencing	\$546.14	\$659.54
			2884	Jun 8/24 alarm response	\$113.40	
030762	21/06/2024	MCDONALD Maxine F	2024 Tax Refund	Refund 2024 Tax overpay-65712 Birch Tree	\$70.22	\$70.22
030763	21/06/2024	LIDSTONE & COMPANY	54810	May/24 service re: file#10111-050	\$193.21	\$2,064.75
			54811	May/24 service re: file#10111-060	\$1,459.93	
			54812	May/24 service re: file#10111-113	\$147.84	
			54813	May/24 service re: file#10111-114	\$263.77	
030764	21/06/2024	MICHELIN NORTH AMERICA (CANADA) INC.	DA0010041170	2 x 225/70R19.5 - mount & balance	\$1,347.81	\$1,347.81
030765	21/06/2024	MURRAY Kenneth	425/19	BP#425/19 Municipal Deposit Refund	\$500.00	\$500.00
030766	21/06/2024	NATIONAL PAYROLL INSTITUTE	105192-2024	2024/2024 National Payroll-fee's-VOICU	\$325.50	\$325.50
030767	21/06/2024	NOVA PACIFIC ENVIRONMENTAL LTD	24-068	Summer St. ditch maintenance	\$2,994.02	\$2,994.02
030768	21/06/2024	NORTHWEST CONSTRUCTION CHILLIWACK I	708/22	BP#708/22 Municipal Deposit Refund	\$500.00	\$500.00
030769	21/06/2024	PETE & SON PLUMBING LTD	28373	ballpark washrooms-flange/trap adapt	\$2,320.88	\$2,320.88
030770	21/06/2024	PHARMASAVE #198	041-00015864	isopropyl alcohol/helix oxford geo set	\$18.45	\$18.45



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030771	21/06/2024	RESCOM CONSTRUCTION LTD.	835/24	BP#835/24 Municipal Deposit Refund	\$500.00	\$500.00
030772	21/06/2024	SKORO CINDY	Jun 4-12/24	Jun 4-12/24 contract hrs 26.5 hrs-SKORO	\$2,120.00	\$2,120.00
030773	21/06/2024	SOUTHERN IRRIGATION LP	S-INV0632633	pond pump/coupling/tubing/freight	\$651.17	\$651.17
030774	21/06/2024	SILVER SKAGIT MECHANICAL	16378	fabricate & make 10 toilet paper holders	\$1,529.28	\$1,529.28
030775	21/06/2024	STAPLES PROFESSIONAL	66769988	40 x file pockets	\$42.56	\$247.36
			66769987	23 x file pocket end tab 5 1/4 expand	\$24.47	
			66814748	paper/tissue/file pocket/correct tape	\$217.07	
			66820773	credit for return file pocket	-\$36.74	
030776	21/06/2024	SMITH Victor	Jun/24 Expense	Jun 5-9/24 FMC - Per diem & meals-SMITH	\$580.00	\$580.00
030777	21/06/2024	TERRALINK CANADA	CATL-058240	all purpose lawn seed	\$903.00	\$903.00
030778	21/06/2024	ULINE CANADA CORPORATION	14308573	60x60 adj. hight L-Desk	\$1,826.40	\$1,826.40
030779	21/06/2024	VERTEC TRANSPORT LTD	0000008970	Jun 4/24 Hy-Vac - 1225 Nelson	\$1,580.91	\$7,329.66
			0000008961	Jun 3/24 Hy-Vac 1225 Nelson Ave	\$2,299.50	
			0000008981	Jun 6/24 Hy-Vac various locations	\$1,149.75	
			0000008988	Jun 7/24 Hy-Vac 1225 Nelson	\$2,299.50	
030780	21/06/2024	WESTERN WATER ASSOCIATES LTD.	24-063-01VR-01	attend/tour District wells-Hydrogeologis	\$5,177.98	\$5,177.98
103015450913	26/06/2024	BC HYDRO	103015450913	Jun/24 Hydro for new sign on Fraser Ave	\$17.20	\$17.20
030781	27/06/2024	ARMSTRONG Kathleen Constance	2024 Tax Refund	2024 Refund Property tax overpayment	\$300.88	\$300.88
030782	27/06/2024	ALS CANADA LTD	3311479191	Jun 11/24 potable water-sampling	\$371.70	\$371.70
030783	27/06/2024	AMAZON.COM.CA INC.	CA4ZZKKGKACCUI	Fire investigator-principals & practice	\$125.85	\$382.16
			CA4114HINACCUI	Fire investigator-principals & practice	\$125.85	
			CA44VL7S1ZGI	quick dry thermal printer paper	\$33.60	
			CA483SNRUM0I	mouse pad with wrist support	\$18.10	
			CA4GDMNNSKKI	usb trackpad touchpad	\$78.76	
030784	27/06/2024	BASELINE INDUSTRIAL HEARING TESTING	1609	audiometric testing (19 tests)	\$475.00	\$475.00
030785	27/06/2024	BC Transportation Financing Authority	2022-2024 Lic	2022/2023 & 2023/2024 Licence of Occ.	\$1,050.00	\$1,050.00
030786	27/06/2024	BC MUNICIPAL SAFETY ASSOCIATION	JAC2024DGS731L	2024 joint conference & trade-CLARKE B	\$834.75	\$834.75
030787	27/06/2024	BELL MOBILITY INC.	June 2024	Jun/24 Bell mobility services	\$2,651.92	\$2,651.92
030788	27/06/2024	BOWCOTT Mike	Refund overpymt	refund overpayment for dog violations	\$25.00	\$25.00
030789	27/06/2024	CANYON CABLE 1988 LTD.	H5073426	sparkplug/supplies/labour-weed eater fix	\$61.31	\$918.76
			H5073427	grass blade attachmnt	\$167.20	
			H5073533	sharp containers x 20 units	\$251.79	
			H5073569	sweatband terrycloth x 21 (for crew)	\$107.08	
			H5073637	nitr xl gloves	\$31.49	
			H5073677	quick pin (round 5 pk)	\$3.30	
			H5073791	standard capsule	\$11.19	
			H5073862	battery 2 x XX12V 7.2A/H	\$88.52	
			H5073914	Jun 20/24 freight from EMCO to Hope	\$196.88	
030790	27/06/2024	CEL-COM SYSTEMS LTD.	53296	3 x motorola R7 FKP VHF portables	\$5,829.60	\$5,829.60

**DISTRICT OF HOPE**  
**A/P Cheque Listing**  
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Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
030791	27/06/2024	FRASER CANYON GLASS LTD.	32925	Mirror replacement unit 128	\$56.00	\$56.00
030792	27/06/2024	COMMERCIAL TRUCK EQUIPMENT CORP-SU	SU-0004728292	dumping deck on 2022 Ford F350	\$102,978.40	\$102,978.40
030793	27/06/2024	EMCO CORPORATION	805243002158	wide CPLG	\$274.12	\$6,304.91
			805243002257	DW pipe Bsewer	\$392.02	
			805243002251	Mtr box sect/lid w/lift holes/gate vlv	\$1,877.94	
			805243002252	hydrant ext. compl/alpha DI CPLG	\$3,760.83	
030794	27/06/2024	FLYNN Caleigh	Jun 18/24 expen	Jun 18/24 mileage EOC-FLYNN C	\$124.60	\$124.60
030795	27/06/2024	FRED SURRIDGE LTD.	000672555	2" T-10 R900i M3 RW register only	\$1,512.00	\$1,512.00
030796	27/06/2024	FVBS HOPE RONA	50725	2x6's/bolts/washers	\$29.29	\$347.04
			51122	tape measure/measuring wheel	\$82.63	
			51844	hose adapter/ball valve full port	\$22.36	
			52280	hanging basket 11" x 6 baskets	\$67.20	
			52415	PVC cement/coupling 2"	\$17.83	
			52450	concrete mix x 2	\$17.92	
			52521	4 x duracell duralock 9V batteries	\$42.60	
			52557	garant tamper indust./corn broom	\$67.21	
030797	27/06/2024	GARDNER CHEVROLET PONTIAC BUICK GMC	609486	a/c not working-hose lines	\$1,403.00	\$1,403.00
030798	27/06/2024	HIGH VOLTAGE WELDING INC.	10572	Sewer sump safety lid-Tom Berry Rd	\$3,543.75	\$3,543.75
030799	27/06/2024	HOWARD Mark	Jun/24 Reimburs	reimburse purch. sunscreen for operation	\$40.29	\$40.29
030800	27/06/2024	HOPE READY MIX LIMITED	710318	1 yd pro soil planter blend	\$49.78	\$787.53
			710319	12yd pro soil turf blend	\$687.97	
			710321	1yd pro soil turf blend	\$49.78	
030801	27/06/2024	KROPPSHOP LTD	24301	vinyl decals "truck#138"	\$218.40	\$218.40
030802	27/06/2024	KPMG LLP T4348	8005502423	2023 YE audit/financial statements	\$15,717.77	\$15,717.77
030803	27/06/2024	LEPITRE Don	2024 Boot Allow	2024 Safety allowance-LEPITRE D	\$271.95	\$271.95
030804	27/06/2024	LORDCO AUTO PARTS	7100030576	pin punch/drift punch	\$31.94	\$162.08
			7CR002778	hex nut/hex HD cap screw	-\$17.91	
			7100030263	hex nut/hex HD cap/blu strap	\$32.65	
			7100030941	2 x panel combination wrenches	\$115.40	
030805	27/06/2024	MUNICIPAL INSURANCE ASSOCIATION OF BC	37563	2024 ancillary AD&D (Council)	\$1,000.00	\$10,850.00
			37590	2024/2025 Cyber Liability insurance	\$9,850.00	
030806	27/06/2024	COASTAL MOUNTAIN FUELS	264244	Jun 21/24 2131.0L Diesel Clear	\$3,676.96	\$6,164.17
			264245	Jun 21/24 1428.6L Regular Gasoline	\$2,487.21	
030807	27/06/2024	PRAIRIECOAST EQUIPMENT	P78070	bowl/drain valve	\$135.57	\$135.57
030808	27/06/2024	DECKER Diana	072024	Jul/24 Contract Kennel services	\$1,890.00	\$1,890.00
030809	27/06/2024	UNIFIRST CANADA LTD	4578666	Jun 13/24 Unifirst uniform & mat cleanin	\$489.95	\$831.28
			4580830	Jun 20/24 Unifirst mat cleaning	\$25.77	
			4580833	Jun 20/24 Unifirst uniform & mat cleanin	\$315.56	
030810	27/06/2024	TRUE CONSULTING LTD	1239-0424-321	Apr/24 serv. Culvert replcmnt-K/Lake Rd	\$5,240.29	\$49,185.74



**DISTRICT OF HOPE**  
**A/P Cheque Listing**  
**June 1-30, 2024**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			1239-0424-322	Apr/24 Culvert Rplcmnt-66597 K/Lake	\$3,173.89	
			1239-0524-330	May/24 753 water system/7th-emerg.boost	\$3,375.12	
			1239-0524-331	May/24 culvert rplcmnt-K/Lake Rd/Johnson	\$6,362.52	
			1239-0524-332	May/24 Culvert rplcmnt-66597 K/Lake Rd	\$5,198.59	
			1239-0524-333	May/24 Gardner Drive Completion	\$8,982.27	
			1239-0524-336	May/24 Capital Planning	\$825.30	
			1239-0524-337	May/24 Othello Rd improve.Site 1	\$12,202.60	
			1239-0524-338	May/24 Richmond Hill multi-use pathway	\$3,825.16	
030811	27/06/2024	TRI-WEST GROUP ENTERPRISES LTD	5733	May 10-21/24 1225 4th Ave-del/dump bin	\$2,625.00	\$2,625.00
030812	27/06/2024	VALLEY WASTE & RECYCLING INC	0000437876	May 14-Jun 7/24 919 Water-restroom serv.	\$210.00	\$2,545.83
			0000437999	May 21-Jun 11/24 919 restroom serv.	\$420.00	
			0000437959	Jun 11/24 1225 Nelson Ave-comm.roll off	\$391.23	
			0000438061	Jun 12/24 1225 Nelson Ave-comm.roll off	\$667.80	
			0000438294	Jun 14/24 1225 Nelson Ave-comm.roll off	\$856.80	
030813	27/06/2024	VERTEC TRANSPORT LTD	0000008989	Jun 10/24 Commercial Hy-vac	\$2,299.50	\$2,299.50
030814	27/06/2024	WESTCOTT Joshua	Jun/24 Mileage	Jun 14-16/24 workshop mileage-WESTCOTT	\$168.00	\$168.00
<b>Total June 2024 Payments</b>					<b>\$875,075.97</b>	<b>\$875,075.97</b>