



REGULAR MEETING OF COUNCIL AGENDA

Monday, August 11, 2025
to follow the Public Hearing

Council Chambers
325 Wallace Street, Hope, British Columbia

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

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Recommended Resolution:

THAT the August 11, 2025, Regular Council Meeting Agenda be adopted, as presented.

3. ADOPTION OF MINUTES

(a) Regular Council Meeting

(1)

Recommended Resolution:

THAT the Minutes of the Regular Council Meeting held July 14, 2025, be adopted, as presented.

(b) Special Regular Council Meeting

(8)

Recommended Resolution:

THAT the Minutes of the Special Regular Council Meeting held July 24, 2025, be adopted, as presented.

4. DELEGATIONS

There are no Delegations.

5. STAFF REPORTS

- (a) **Report dated July 29, 2025 from the Deputy Chief Administrative Officer** (9)
Re: Republic of China (Taiwan) Flag

Recommended Resolution:

THAT Council recognizes the importance of fostering inclusivity, respect and cultural diversity within the community;

AND THAT Council acknowledges the presence and contributions of residents and visitors with heritage from both the People's Republic of China and the Republic of China (Taiwan);

AND FURTHER THAT in addition to the display of the People's Republic of China flag, Council direct staff to reinstate the Republic of China (Taiwan) flag on the Memorial Park flag post.

- (b) **Report dated August 5, 2025 from the Director of Finance** (21)
Re: Signing Authority on Financial Accounts

Recommended Resolution:

THAT Council delegate signing authority to the following seven individuals:

Mayor Victor Smith
Councillor Scott Medlock
Councillor Pauline Newbigging
John Fortoloczky, Chief Administrative Officer
Donna Bellingham, Director of Corporate Services
Michael Olson, Director of Finance
Linda Goglin, Deputy Director of Finance

AND FURTHER, that signing authority consist of one Council member and one management staff member;

AND FURTHER, that necessary financial institutions be advised accordingly.

6. COMMITTEE REPORTS

There are no Committee Reports.

7. MAYOR AND COUNCIL REPORTS

8. PERMITS AND BYLAWS

- (a) **Report dated July 31, 2025 from the Planner III** (22)
Re: Short-Term Rental Zoning Bylaw Text Amendment

Recommended Resolution:

THAT *District of Hope Zoning Bylaw Amendment No.1603, 2025* be given third reading

AND THAT Council direct staff to notify the Province that the District of Hope would like to opt in to the Provincial Short-Term Rental Registry requiring operators to have a business license as of January 1, 2026.

(b) Report dated July 29, 2025 from the Planner III
Re: Development Variance Permit for 733 7th Avenue

(33)

Recommended Resolution:

THAT Council direct staff to proceed with notification for a Development Variance Permit for the following Zoning Bylaw variances for 733 7th Avenue:

- Part 10.1.5.1 (Setbacks) to reduce the minimum south-east interior lot line setback from 1.2 m to 0.3 m for a garage addition to an existing one family residence.

(c) Fees and Charges Amendment Bylaw

(39)

Recommended Resolution:

THAT *Fees and Charges Amendment Bylaw No. 1607, 2025*, be read a first, second, and third time this 11th day of August, 2025.

(d) Report dated July 21, 2025 from the Deputy Director of Corporate Services
Re: Records Management Bylaw

(43)

Recommended Resolution:

THAT *Records Management Bylaw No. 1605, 2025*, be read a first, second, and third time this 11th day of August, 2025.

9. FOR INFORMATION CORRESPONDENCE

(a) For Information Correspondence

(49)

Recommended Resolution:

THAT the For Information Correspondence List dated August 11, 2025, be received.

10. OTHER PERTINENT BUSINESS

11. QUESTION PERIOD

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

12. NOTICE OF NEXT REGULAR MEETING

Monday, September 8, 2025 at 7:00 p.m.

13. RECESS TO IN-CAMERA MEETING

Recommended Resolution:

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

14. RETURN TO REGULAR MEETING

Mayor to reconvene the Regular Council Meeting.

15. ADJOURN REGULAR COUNCIL MEETING

**MINUTES OF THE REGULAR
COUNCIL MEETING**

Monday, July 14, 2025
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

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

Staff Present: Kevin Dicken, Director of Operations/Deputy CAO
Donna Bellingham, Director of Corporate Services
Robin Beukens, Director of Community Development
Branden Morgan, Deputy Director of Corporate Services
Joshua Wescott, Deputy Fire Chief
Danielle Laporte, Communications/IT

Others Present: 6 members of the Public and 1 Media

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Moved / Seconded

THAT the July 14, 2025, Regular Council Meeting Agenda be adopted, as presented.
CARRIED.

3. ADOPTION OF MINUTES

(a) Regular Council Meeting

Moved / Seconded

THAT the Minutes of the Regular Council Meeting held June 23, 2025, be adopted, as presented.
CARRIED.

4. DELEGATIONS

(a) Hope and District Arts Council

Representatives from the Hope and District Arts Council (HDAC) were in attendance to present to Council regarding a request for an increase in funding. The delegation presented an overview of the HDAC, highlighting its historical background, community contributions in tourism, events, and quality of life, as well as its commitment to long-term sustainability. Additionally, the following items were discussed:

- The HDAC is seeking a small increase in funding received from the District of Hope
 - Any unencumbered funds received are matched by the BC Arts Council
 - The \$5,000 received annually from the District has not changed in over 10 years

- The 2025 projected budget is \$185,000, up from \$111,000 in 2015
- The HDAC has recently hired an Art Machine Program Coordinator to enable increased course and program offerings
- The BC Arts Council has raised concerns regarding the amount of compensation that the HDAC is able to offer program instructors
- The HDAC paid \$10,200 in rent to the District in 2024
- The District paid \$9,986 for maintenance and utilities on the HDAC property in 2024

Council sought clarification regarding the amount of the requested increase. The delegation indicated that their initial request was for an additional \$3,000, while acknowledging rising costs and expressing appreciation for any increase the District may be able to provide. Council acknowledged that the HDAC currently receives a yearly pre-approved grant-in-aid for \$5,000. Council noted that the HDAC could apply for an additional grant-in-aid or to the Cascade Lower Canyon Community Forest Revenue Sharing opportunities as they become available.

Council inquired as to whether there is any data that shows the increased attendance at HDAC events such as Concerts in the Park. The delegation advised that while they do not currently have that data, they hope that the addition of a second employee will allow them to better track attendance numbers. Council inquired as to the deadline by which the HDAC must secure funding for it to be matched by the BC Arts Council. The delegation advised that the BC Arts Council deadline was in April, but the next grant opportunity through the BC Gaming Branch closes in September.

(b) BC Housing

Representatives from BC Housing were in attendance to present to Council regarding BC Housing's plans for the property at 650 Old Hope Princeton Way. In their presentation, the following items were discussed:

- Permanent Housing in Hope
 - 1275 7th Avenue
 - 56 supportive homes, 15 shelter beds, 15 EWR beds
 - Estimated completion 2026
 - Riverstone
 - 45 affordable rentals for Indigenous elders, singles, and families
 - 1270 Ryder Street
 - 40 affordable rental apartments
 - Jean Scott Transition House
 - 8-bed transition home
- New Housing Opportunity for 650 Old Hope Princeton Way
 - Owned by the Provincial Rental Housing Corporation
 - Currently operating as the House of Hope Emergency Shelter
 - Opportunity to develop up to 60 units of affordable rental housing and 20 units of Women's Transition Housing and Supports Program second stage and long-term housing
 - Project funding has already been secured and set aside

- Women's Transition Housing and Supports Program
 - For women and children at risk of violence or have experienced violence
 - Includes Safe Homes, transition houses, second-stage housing, and long-term rental housing
 - The District currently has an 8-bed transition home at the Jean Scott Transition House
- Affordable Rentals
 - The Province is leveraging provincially owned sites to deliver affordable rental housing in communities across B.C.
 - BC Housing will develop the site and engage in a long-term lease with the operating non-profit partner
 - Blended Rental Model
 - 30% low to moderate income (at or above CMHC average market rent)
 - 50% rent geared to income
 - 20% deep subsidy
 - Operating subsidy/60-year operating agreement with housing provider

Council engaged in discussion regarding funding for the Fraser Inclusive and Supportive Housing Society (FISH), noting that they would like to see BC Housing funding contributions to the project as it is important to the community. The delegation advised that while they are unable to directly award funding, that FISH should continue to apply to the Community Housing Fund opportunities.

Council noted that the property at 650 Old Hope Princeton Way is currently under temporary zoning and will need to go through a rezoning prior to any development. The delegation advised that BC Housing did not want to begin the procurement process prior to presenting to Council. The delegation added that BC Housing currently owns both properties spanning the area between the Petro Canada gas station and the RCMP detachment.

Council inquired as to who will be managing the project once it is built. The Delegation advised that BC Housing will maintain ownership of the transition housing portion of the development, with management through an operating agreement with a non-profit. The remainder of the units would be owned, potentially through a long-term lease, by a non-profit who would take over management. Council inquired as to whether BC Housing intends to request a permissive tax exemption for the project. The delegation advised that the transition housing portion of the project would be exempt from property taxes, and that BC Housing will work with Staff to determine the best solution for the remaining units.

5. STAFF REPORTS

**(a) Report dated June 30, 2025 from the Fire Chief
Re: Hope Fire Department Mission Statement and Core Values**

The Deputy Fire Chief provided a brief overview of the proposed Mission Statement and Core Values.

Moved / Seconded

THAT the report dated June 30, 2025 from the Fire Chief regarding the District of Hope Fire Departments Mission Statement and Core Values, be received for information;

AND THAT Council endorse the Hope Fire Department's Mission Statement and Core Values as presented. **CARRIED.**

6. COMMITTEE REPORTS

There were no Committee Reports.

7. MAYOR AND COUNCIL REPORTS

Mayor Smith Reported:

- He noted that he met with a young lady named Isabelle to discuss options to help with a fundraiser for a future spray park in Memorial Park. He advised that they have decided to hold a bottle drive on Saturday, July 26th from 9:30 a.m. to 1:00 p.m., with volunteers stationed at the Hope Bottle Depot and picking up bottles throughout the community. He added that all funds raised will be held in the Hope and District Chamber of Commerce Spray Park Project Fund.
- He noted that the Communities in Bloom judges toured the community last week and expressed his gratitude for the work completed by the District Operations department, local businesses, and volunteers. He also thanked Teresa Williams and John Mason for their leadership of the largest volunteer group to date.
- He congratulated Councillor Medlock on his 25th Wedding Anniversary.
- He congratulated newly elected Chief Aaron Pete of Chawathil First Nation and thanked outgoing-Chief Norman Florance for his leadership and efforts to connect with the District.

Councillor Graham Reported:

- She attended the opening of the First Blood Mountain Bike Trail, noting that the trail was well anticipated by enthusiasts across the Province and even from other countries. She added that she transported the Chawathil drummers to the trail opening event, and that they gave opening remarks and an opening song. She thanked the AdvantageHOPE team and local volunteers for their work on the event.
- She attended the Canada Day Car Show in Memorial Park, noting that there were hundreds of cars, food trucks, live music, and a 50/50 draw with proceeds going to the Fraser Canyon Hospital.
- She attended two Concerts in the Park, noting that Friday, July 18th will feature local artists and food vendors.

Councillor Skoglund Reported:

- She attended the Canada Day Car Show in Memorial Park, noting that it was well attended and brought a lot of people to the downtown core.

Councillor Medlock Reported:

- He attended the opening of the First Blood Mountain Bike Trail, noting that it brought hundreds of bikers from all over. He added that he hopes more trails can be developed in the community to expand this resource.
- He attended the Canada Day Car Show in Memorial Park, noting that the FVRD also hosted an event at the 6th Avenue Ball Park in the evening.
- He attended the Hope Motor Sports 4x4 event this past weekend, noting that it was attended by a few hundred people.

Councillor Smith Reported:

- He noted that one of his vehicles was displayed at the Canada Day Car Show in Memorial Park, although he was unable to personally attend.
- He noted that he has heard from the public regarding the popularity of the new First Blood Mountain Bike Trail.
- He announced that his business, Silver Skagit Mechanical, will be shutting down. He added Surespan Bridges will be operating on the property in the future.
- He announced that the Classic Car Show will be taking place in Sunshine Valley on August 10th from 9:00 a.m. to 3:00 p.m. with entry by donation. He added that there will also be a small market hosted during the show.

Councillor Stewin Reported:

- She received an email from Megan te Boekhorst regarding 2026 Pride Events, noting that they are looking to host a larger event next year. She added that they are looking for Council support for a grant application and she would like to pass a motion of support at a future meeting.
- She attended the Park Street Manor 50th Anniversary on July 12th, noting that well over 100 people attended and note that the Lions Club offered support and helped with the barbeque.

Councillor Newbigging Reported:

- She attended the Park Street Manor 50th Anniversary on July 12th, thanking John Duff and his staff for their work.
- She reminded everyone that the Fundraiser on the Fraser will be taking place on July 19th at 6:00 p.m., with all proceeds going to the Mount Hope Senior Citizen Housing Society. She added that there will be a live band, food, prizes, and that those attending are reminded to bring chairs for a great evening on the Fraser.

8. PERMITS AND BYLAWS

(a) Fees and Charges Amendment Bylaw No. 1602, 2025

Moved / Seconded

THAT *Fees and Charges Amendment Bylaw No. 1602, 2025*, be adopted this 14th day of July, 2025. **CARRIED.**

**(b) Report dated July 2, 2025 from the Planner II
Re: Short-Term Rental Zoning Bylaw Text Amendment**

Moved / Seconded

THAT *District of Hope Zoning Bylaw Amendment No.1603, 2025* be given first and second reading to add short-term rental regulations to the Zoning Bylaw; and

FURTHER THAT the public be notified in accordance with the *District of Hope Application Procedures Bylaw No. 1595*, the *Local Government Act* and the *Community Charter*. **CARRIED.**

9. FOR INFORMATION CORRESPONDENCE

(a) For Information Correspondence

Moved / Seconded

THAT the For Information Correspondence List dated July 14, 2025, be received. **CARRIED.**

(b) Accounts Payable Cheque Listing – June 2025

Council requested clarification regarding cheques CA527R81I82I, CA527S81I82I, CA527T81I82I, and CA527W81I82I, which were for the purchase of four folding camping cots. The Deputy Fire Chief advised that the BC Wildfire Service has implemented new requirements that necessitate deployed firefighting crews to carry supplies for up to three days, which includes cots, tents, and other equipment.

Moved / Seconded

THAT the Accounts Payable Cheque Listing for the period of June 1-30, 2025, be received. **CARRIED.**

10. OTHER PERTINENT BUSINESS

There was no other pertinent business.

11. QUESTION PERIOD

There were no questions raised.

12. NOTICE OF NEXT REGULAR MEETING

Monday, August 11, 2025 at 7:00 p.m.

13. RECESS TO IN-CAMERA MEETING AT 8:03 P.M.

Moved / Seconded

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

14. RETURN TO REGULAR MEETING

The Mayor reconvened the Regular Council Meeting at 8:51 p.m.

15. ADJOURN REGULAR COUNCIL MEETING

Moved / Seconded

THAT the Regular Council Meeting adjourn at 8:52 p.m.

CARRIED.

Certified a true and correct copy of the Minutes of the Regular Meeting of Council held July 14, 2025, in Council Chambers, District of Hope, British Columbia.

Mayor

Director of Corporate Services

**MINUTES OF THE SPECIAL
REGULAR COUNCIL MEETING**

Thursday, July 24, 2025
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

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

Staff Present: Donna Bellingham, Director of Corporate Services

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Moved / Seconded

THAT the July 24, 2025, Special Regular Council Meeting Agenda be adopted, as presented. **CARRIED.**

3. RECESS TO GO IN CAMERA

Moved / Seconded

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

4. RETURN TO REGUAL MEETING

The Mayor reconvened the Special Regular Council Meeting at 7:22 a.m.

5. ADJOURN SPECIAL REGULAR COUNCIL MEETING

Moved / Seconded

THAT the Special Regular Council Meeting adjourn at 7:23 a.m. **CARRIED.**

Certified a true and correct copy of the Minutes of the Special Regular Meeting of Council held July 24, 2025, in Council Chambers, District of Hope, British Columbia.

Mayor

Director of Corporate Services

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: July 29, 2025

FILE: 300-01

SUBMITTED BY: Director of Operations/Deputy CAO

MEETING DATE: August 11, 2025

SUBJECT: Republic of China (Taiwan) Flag

PURPOSE:

The purpose of this report is to present Council with relevant background information and analysis pertaining to the display of the Republic of China (Taiwan) flag. This report aims to support Council's deliberations by outlining the historical context, and potential considerations involved in the public display of the flag.

RECOMMENDATION:

Recommended Resolution:

THAT Council recognizes the importance of fostering inclusivity, respect and cultural diversity within the community;

AND THAT Council acknowledges the presence and contributions of residents and visitors with heritage from both the People's Republic of China and the Republic of China (Taiwan);

AND FURTHER THAT in addition to the display of the People's Republic of China flag, Council direct staff to reinstate the Republic of China (Taiwan) flag on the Memorial Park flag post.

ALTERNATIVES & IMPLICATIONS:

Council could choose to continue to display only the People's Republic of China flag, in keeping with the request of the Consulate General to adhere to the One China policy. This decision would align with the diplomatic stance that recognizes the People's Republic of China as the sole legitimate government of China. The decision may however continue to impact public perception, both locally and internationally. Some individuals or groups may view the decision as controversial or politically motivated, leading to continued public debate and criticism.

Council could decide to display neither the People's Republic of China flag nor the Republic of China (Taiwan) flag as this could be seen as a neutral stance in the ongoing political tension between the two entities. This decision might be interpreted as an attempt to avoid taking sides in the sensitive issue of the One China policy. However, it could also lead to

diplomatic repercussions, as governments, residents and visitors may view the absence of their respective flags as a lack of recognition or support.

ANALYSIS:

A. Rationale:

Canada has long maintained a foreign policy framework known as the One China policy, formally recognizing the People's Republic of China (PRC) as the sole legal government representing all of China. Within this context, the display of the People's Republic of China flag in Canada—whether at diplomatic missions, public ceremonies, academic institutions, or cultural exchanges—is not merely a matter of protocol; it reflects Canada's ongoing commitment to the principles of international diplomacy, mutual respect, and constructive bilateral engagement.

The One China policy is an essential cornerstone of Canada-China relations. Established when Canada shifted diplomatic recognition from the Republic of China (Taiwan) to the People's Republic of China in 1970, this policy acknowledges the government in Beijing as the only legitimate representative of China.

Despite the One China policy, Canada continues to maintain unofficial economic and cultural relations with Taiwan. In the context of Canada's diverse and multicultural society, symbolic gestures such as the display of the Republic of China (Taiwan) flag may be considered for a variety of reasons, each grounded in the principles of respect, open dialogue, and international engagement.

Displaying the Republic of China (Taiwan) flag can honor the presence and contributions of the Taiwanese Canadian community, recognizing their unique heritage as part of Canada's broader cultural mosaic. Such recognition supports inclusivity and celebrates the diverse backgrounds that have enriched Canadian society.

The gesture can symbolize commitment to democratic values, the right to self-expression, and the fostering of people-to-people connections, without implying formal diplomatic recognition or contravening Canada's official policies.

In municipal or local community settings, displaying the Taiwan flag alongside others can serve as a sign of goodwill, friendship, and the desire to promote peaceful international relations, consistent with Canada's traditions of openness and respect for diverse cultures.

B. Attachments:

Email from the Consulate General, People's Republic of China in Vancouver
Letter to the Consulate General, People's Republic of China in Vancouver
Letter from Taipei Economic & Cultural Office, Vancouver

C. Policy (Existing/Relevance/None):

IOCP Goal 13: Hope is a safe, welcoming, respectful, and tolerant community where residents feel:

- A strong sense of belonging;

- Engaged in the community;
- Motivated to contribute; and
- A healthy standard of living and good quality of life.

IOCP Objective 13.3 To promote a friendly and welcoming community that is inclusive and respectful of all community members.

IOCP Policy 13.3.1 Support accessible, inclusive, and diverse community events, groups, and places.

D. Relevant History:

On August 21, 2024, the District of Hope received a letter from LIU Diyi, Vice Consul at the Consulate General of the People's Republic of China in Vancouver, expressing concern about the improper use of the Republic of China (Taiwan) flag at Memorial Park. The email highlights that the flag of the "Republic of China" (Taiwan) is not recognized as a country by the international community, including the Canadian government. The email emphasizes the One China principle and requests the District of Hope correct the mistake by removing the flag of Taiwan.

On August 22, 2024, the District of Hope sent a response to Mr. Liu Diyi, Vice Consul at the Consulate General of the People's Republic of China in Vancouver. The letter acknowledges the email from Mr. Liu dated August 21, 2024, which indicated a necessary correction regarding the flag at the central bus stop in Memorial Park. The District of Hope committed to displaying the People's Republic of China flag and removing the Republic of China (Taiwan) flag, thereby adhering to Canada's official One China policy.

The District of Hope recently received a letter dated July 16, 2025, addressed to Mayor Victor Smith from Lin, Li-Zeni, Director General at the Taipei Economic & Cultural Office in Vancouver. The letter raises concerns about the removal of Taiwan's national flag from the District's international signpost, which has upset Taiwanese Canadians. The letter emphasizes the importance of Taiwan in Canada's Indo-Pacific Strategy and the significance of multiculturalism. It urges the District of Hope to resolve the matter and preserve the friendship between the communities.

E. Resources:

Staff time to reinstate the flag.

Approved for submission to Council:

Original Signed by Kevin Dicken

Deputy CAO

From: china.vancouver <china.vancouver@gmail.com>

Sent: August 21, 2024 12:25 AM

To: Victor Smith <vsmith@hope.ca>

Cc: FOR.Minister@gov.bc.ca <FOR.Minister@gov.bc.ca>

Subject: Concern about the improper use of a flag at the District of Hope

Dear your worship mayor Victor Smith,

I hope this email finds you well.

I am writing to express the Chinese Consulate General's concern about the improper use of a so-called "national flag" at the Memorial Park of the District of Hope, attached is a photo of the flag. We noticed that there appears a national flag image of the so-called "Republic of China", which is not recognized as a country by the international world, including the Canadian government.

There is but one China in the world, the government of the People's Republic of China is the sole legal government representing the whole of China, and Taiwan is an inalienable part of China's territory. The one-China principle is a prevailing international consensus and a basic norm governing international relations. The Taiwan question is the very core of China's core interests.

In view of this, the flag of the so-called "Republic of China" or "Taiwan" can never be used in public places in Canada, especially when it appears together with national flags of other countries.

We hope your good office could pay attention to this serious issue, fully recognize the highly sensitive nature of the Taiwan question, and take effective measures to correct the mistake.

Best regards,

LIU Diyi

Vice Consul

Office of Consul General

Consulate General of the People's Republic of China in Vancouver



Office of the Mayor

August 22, 2024

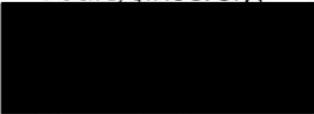
Mr. Liu Diyi
Vice Consul
Office of Consul General
Consulate General of the People's Republic of China in Vancouver

Reference your Email dated August 21, 2024

Dear Mr. Liu,

Thank you for your email indicating a necessary correction is required. The flag referred to at our central bus stop (Memorial Park) was obviously emplaced in error and the District of Hope will replace it with the correct People's Republic of China flag as soon as possible. We do this out of respect and to adhere to Canada's official one "China" policy. We are glad you pointed this out.

Yours sincerely,


Victor Smith
Mayor

cc: District of Hope Council

From: Lin Yoco

Sent: Wednesday, July 2, 2025 12:27 PM

To: Victor Smith <vsmith@hope.ca>; Information Desk <Info@hope.ca>

Subject: Request to Restore the Taiwan Flag in Hope, BC

Dear Mayor Victor Smith,

I am writing to respectfully bring to your attention that many years ago, the flag of Taiwan was once displayed in the town of Hope. Unfortunately, it was removed or destroyed, and has not been reinstated since.

As a visitor from Taiwan and someone who deeply appreciates the beauty and hospitality of Hope, I would like to kindly suggest restoring the Taiwan flag. Many Taiwanese tourists visit your town each year, and seeing our national flag represented would be a meaningful gesture of welcome and recognition.

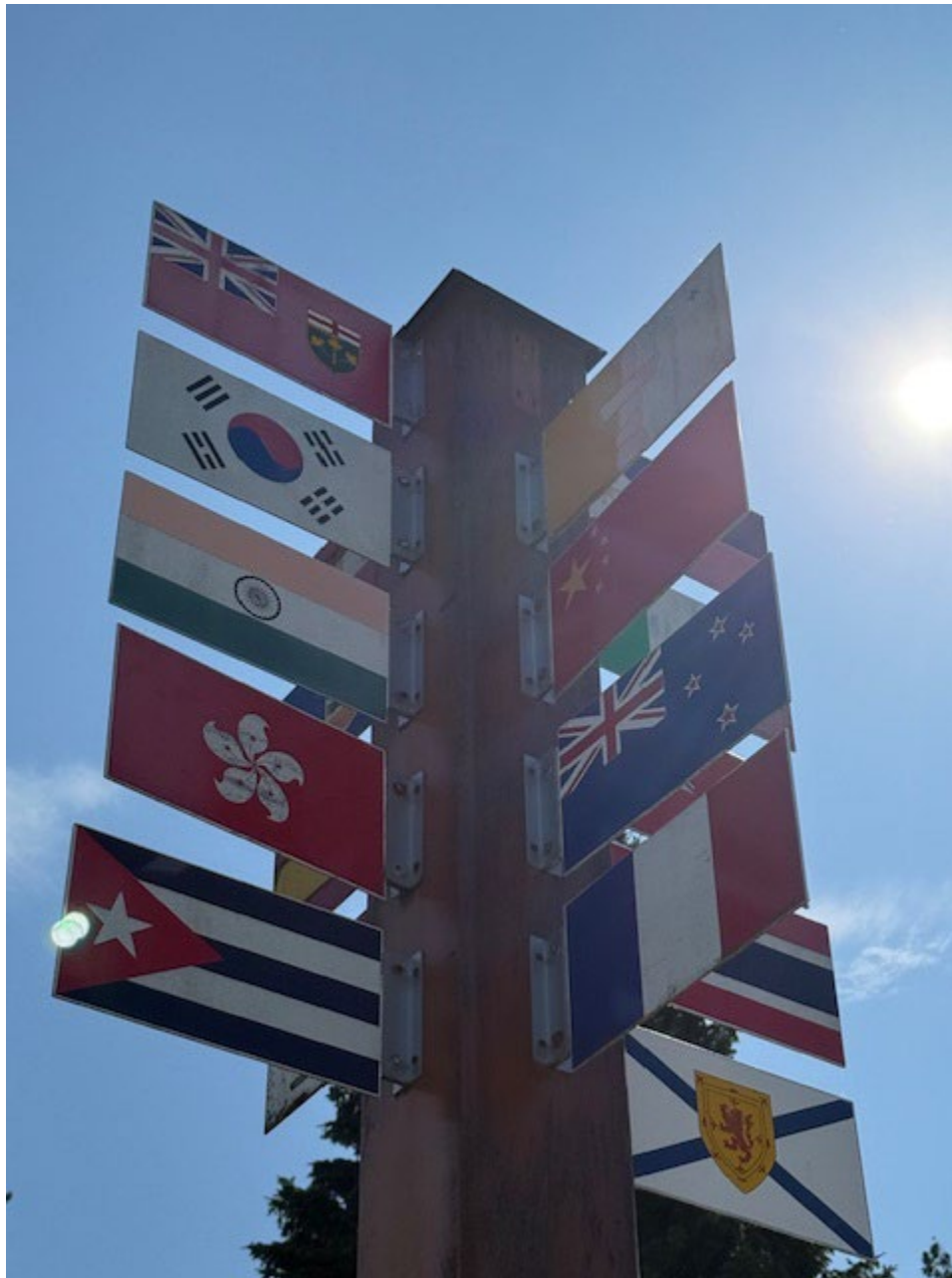
If necessary, I would be more than willing to donate funds to assist in creating a new Taiwan flag sign and securing it properly on a flagpole. It would be an honor to contribute in this small way to a town that has inspired so many of us to travel and connect with Canada.

Thank you very much for your time and consideration. I sincerely appreciate your attention to this matter and the opportunity to express how much Hope means to visitors from Taiwan.

Warm regards,

Chuyun (Yoco) Lin







駐溫哥華台北經濟文化辦事處
Taipei Economic & Cultural Office, Vancouver

SUITE 2200, 650 WEST GEORGIA STREET
VANCOUVER, B.C., CANADA V6B 4N7
TEL: (604) 689-4111 FAX: (604) 689-0101

July 16, 2025

His Worship Victor Smith
Mayor
District of Hope
325 Wallace Street
Hope, B.C. V0X 1L0

Dear Mayor Smith:

As Taiwan's de facto Consul General in Vancouver, I am writing to draw your attention to a problem that has unfolded in Hope recently. A number of Taiwanese Canadians across the province have reached out to our office, expressing serious concerns about the removal of Taiwan's national flag from the district's international signpost (please refer to the picture enclosed).


This action runs counter to the current trajectory of our bilateral relations, which has been going from strength to strength. Taiwan is recognized as a key partner in Canada's Indo-Pacific Strategy, a policy that aims to build resilience and secure stability against the rising tide of authoritarianism. The fact that this removal is still currently in force, during British Columbia's very first Taiwanese Heritage Month, is deeply disturbing for Taiwanese Canadians who live here.

Canada has always served as a beacon of multiculturalism, where diversity is celebrated and cherished. Taiwan, like Canada, is a thriving democracy that believes in inclusivity and equality for all its citizens.

I look forward to working with you to resolve this matter and preserve the traditional friendship between our communities.

Thank you.

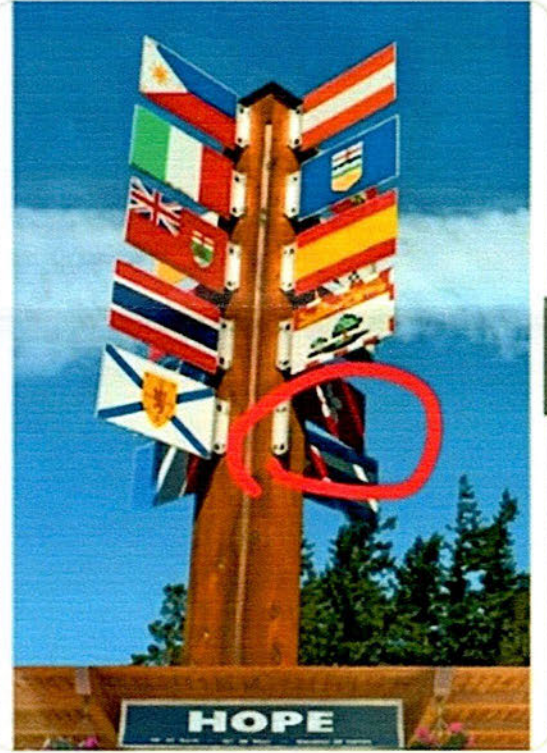
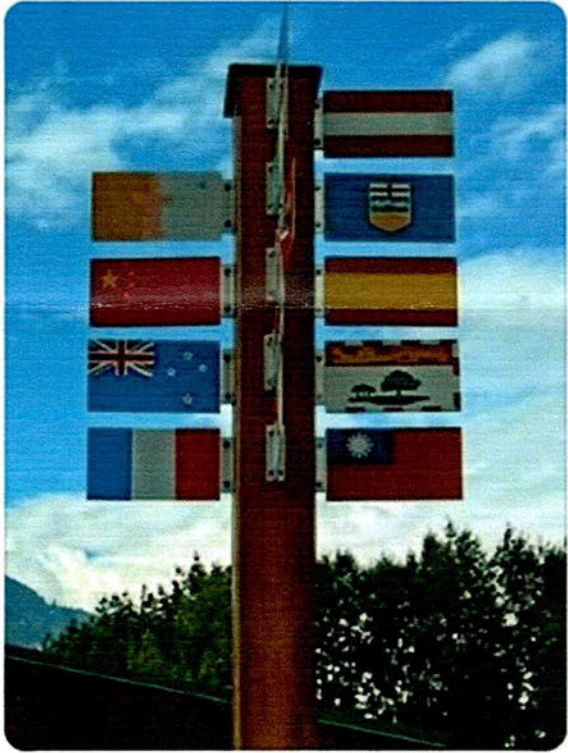
Sincerely,



Lihsin Angel Liu
Director General

駐溫哥華台北經濟文化辦事處
Taipei Economic & Cultural Office, Vancouver

SUITE 2200, 650 WEST GEORGIA STREET
VANCOUVER, B.C., CANADA V6B 4N7
TEL: (604) 689-4111 FAX: (604) 689-0101



CC: Mark Strahl, Member of Parliament for Chilliwack-Hope
Tony Luck, MLA for Fraser-Nicola
Pauline Newbigging, Councillor, District of Hope
Scott Medlock, Councillor, District of Hope
Heather Stewin, Councillor, District of Hope
Angela Skoglund, Councillor, District of Hope
Dusty Smith, Councillor, District of Hope
Bonny Graham, Councillor, District of Hope



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: August 5, 2025

FILE: 1690-01

SUBMITTED BY: Mike Olson, CPA, CA

MEETING DATE: August 11, 2025

SUBJECT: Signing authority on financial accounts

PURPOSE:

The purpose of this report is to authorize the appropriate signing authority for the District of Hope financial accounts.

RECOMMENDATION:

THAT Council delegate signing authority to the following seven individuals:

Mayor Victor Smith
Councillor Scott Medlock
Councillor Pauline Newbigging
John Fortoloczky, Chief Administrative Officer
Donna Bellingham, Director of Corporate Services
Michael Olson, Director of Finance
Linda Goglin, Deputy Director of Finance

AND FURTHER, that signing authority consist of one Council member and one management staff member;

AND FURTHER, that necessary financial institutions be advised accordingly.

Prepared by:

Approved for submission to Council:

Original Signed by Mike Olson

Mike Olson, CPA, CA
Director of Finance

Original Signed by Donna Bellingham

Donna Bellingham
Director of Corporate Services



DISTRICT OF HOPE

REPORT/RECOMMENDATION TO COUNCIL

DATE: July 31, 2025 **FILE:** 6440-04

SUBMITTED BY: Christian Parr, Planner III

MEETING DATE: August 11, 2025

SUBJECT: Short-Term Rental Zoning Bylaw Text Amendment

PURPOSE

To provide Council with recommendations for short-term rental regulations.

RECOMMENDATION:

THAT *District of Hope Zoning Bylaw Amendment No.1603, 2025* be given third reading;

AND THAT Council direct staff to notify the Province that the District of Hope would like to opt in to the Provincial Short-Term Rental Registry requiring operators to have a business license as of January 1, 2026.

BACKGROUND

Council Direction

At their May 12, 2025, meeting Council received information from the first round of *Official Community Plan* (OCP) public consultation which included community feedback on short-term rentals (STRs) in the District. In response to this feedback and the new provincial short term rental registry, Council directed staff to investigate possible STR regulations for Council's consideration.

For context, STRs are residential units rented out for short term use that are listed on online platforms. While STRs are typically residential buildings other options like yurts, tiny homes, and park models can also be listed on STR platforms.

This differs from the currently permitted bed and breakfast use as no meal is required to be served to the guest and that STRs are not typically limited to a sleeping unit. In addition, commercial units can be listed on Airbnb and other platforms but are typically included under different uses.

On May 26, 2025, Council endorsed sending a letter to the Province requesting a temporary exemption from the provincial registry. While staff have not yet received a response to that letter, staff did receive a response to an earlier email sent in May enquiring about this option.

The following response was received: “The registration requirement took effect May 1, 2025. As of June 2, 2025, if a short-term rental listing does not have a valid provincial registration number, platforms must stop advertising the listing and prevent new bookings from that host. As of June 23, 2025, platforms must cancel all future bookings from hosts without a valid provincial registration number. Some local governments require short-term rental hosts to have a business licence. If a business licence is required by the local government, a copy of the valid business licence must be uploaded as part of an application to register. Based on our records, Hope is currently noted as a community without a business licence requirement. As such, no applicant to the provincial STR Registry from the District of Hope will be denied a registration due to not having a business licence. “

This is not accurate, the District of Hope does not issue business licences for short term rentals as they are not a permitted use in the Zoning Bylaw. None the less, the outcome is what the District requested. The Province has indicated that the District can request to be added to the list of municipalities that require a business licence as part of a condition of provincial registration (or a business licence application for the first several months as the District processes business licences).

On June 9, 2025, Council received a report for information on current provincial and municipal regulations for STRs and existing STRs in Hope. At this meeting, Council noted concerns regarding housing affordability, collection of the Municipal and Regional District Tax (MRDT), implementation of a cap on business licences, controlling problematic STR operations and the requirement for owners to be on-site. There was also openness to not having the owner on-site.

On June 23, 2025, Council received a report for discussion with staff’s recommendations for short-term rental regulations. These regulations included use definitions, the number of permitted guests and rooms, length of stays, building types, parking regulations and whether property owners would need to be on-site during operations.

Following this meeting staff were directed to proceed with drafting zoning bylaw amendments for short-term rentals.

ZONING BYLAW 1603

The following is an overview of the proposed short-term rental Zoning Bylaw Amendments contained within Amendment Bylaw No. 1603.

Definitions

Short-Term Rental Use

Staff have proposed two definitions for Short-Term Rental uses one for guest units and one for dwellings units:

- Short-term rental (guest unit) means the use of a sleeping unit for the temporary lodging of paying guest in which food may or may not be served.

- Short-term rental (dwelling unit) means the use of a dwelling unit for the temporary lodging of paying guest in which food may or may not be served.

The Short-Term Rental (Guest Unit) use definition is intended to replace the existing bed and breakfast use while the Short-term Rental (Dwelling Unit) use is new and covers the short-term rental of full dwellings units instead of just bedrooms.

Having two definitions provides additional flexibility for future amendments to the use as staff can amend one type of short-term rental without impacting the other. The optional serving of food is intended to ensure that existing bed and breakfast operations are not affected by the new definition.

Deletion of the Bed and Breakfast Use

Since the new Short-Term Rental (Guest Unit) use will be replacing the bed and breakfast use, the bed and breakfast definition will be removed from the Zoning Bylaw.

Short-Term Rental Parking Regulations

Staff are proposing to require one parking space for a Short-Term Rental (Dwelling Unit) use and 0.5 parking spaces for a Short-Term Rental (Guest Unit).

This is intended to ensure that sufficient parking is available on site for guests, so street parking is not required to accommodate their vehicles.

Signage will be required to provide guidance to short-term rental guests as to where to park on-site.

Short-Term Rental Use Regulations

The following regulations are to apply to both Short-Term Rental (Guest Unit) and Short-term Rental (Dwelling unit) uses:

- comply with the licencing requirements of the *Business Licence Bylaw* and amendments hereto.
- contained within a one family residence.
- limited to one such use per parcel.
- limited to a maximum of 28 days per stay.
- feature signage indicating where guests are to park vehicles and comply with Section 6.0 Off-Street Parking and Loading requirements of this bylaw.
- comply with all applicable regulations and requirements of the BC Building Code, Fire Code, Fraser Health Authority, and all other pertinent health and safety regulations, and all subsequent amendments and revisions.

Both Short-Term Rental (Guest Unit) and Short-Term Rental (Dwelling Unit) are required to ensure guests do not create a nuisance for neighbouring residents and are permitted to have a maximum of eight guests at a time.

Short-Term Rental (Guest Unit) are required to have an operator on-site and are limited to renting out a number of bedrooms equal to the total number of bedrooms in the dwelling unit, minus 1 (i.e. if there are 4 bedrooms in the dwelling unit they can rent a maximum of 3 bedrooms). This is slightly different than the previous recommendation by staff to not regulate the number of bedrooms but still provides a level of flexibility that will not impact the viability of the use as the operator must be on site during operations.

The proposed 28 day maximum is common in other municipalities and may generally encourage lengths of stay that the Municipal and Regional District Tax (MRDT) is collected for, but this is not possible for stays exceeding 27 days. The MRDT applies to stays of 27 days or less. If someone initially books for less than 27 days and then extends their stay beyond 27 days, they can apply to be reimbursed for previously paid MRDT.

These proposed use regulations are in line with the recommendations previously presented to Council and include references to other regulations such as the business licence bylaw, BC Building Code and Fraser Health Authority that may have requirements that could impact short-term rental operations.

Permitted Zones

Short-Term Rental (Guest Unit) and Short-Term Rental (Dwelling Unit) will be permitted in the following zones:

- 1) Limited (L-1)
- 2) Agricultural (AG-1)
- 3) Rural (RU-1)
- 4) Country Residential (CR-1)
- 5) Small-Scale Multi-Unit Housing (RS-1)
- 6) Commercial Transition (C-5)
- 7) Comprehensive Development 3, and 7 (CD-3, and CD-7).

These zones all currently permit a bed and breakfast use, and it is anticipated that the additional Short-Term Rental (Dwelling Unit) will have minimal impact on the overall use of these properties. Allowing short-term rental uses in all one family residential zones also reflects the feedback received during the first OCP engagement survey that indicated respondents would accept short-term rentals throughout the District.

The Short-Term Rental (guest unit) use will be permitted in the Comprehensive Development 4 (CD-4) and Comprehensive Development 8 (CD-8) zones.

The CD-4 zone currently permits a bed and breakfast use, however, as the property features hazards, and servicing and access issues that restrict its development potential, staff opted to not expand the range of permitted uses at this time.

The CD-8 zone also permits a bed and breakfast use in the cabins located on the subject property, but the operators of the property expressed no interest in short term rentals of the full dwelling units at this time. Staff have proposed to allow each one family residence on site to have a short-term rental (guest unit) as that is what is currently permitted under the bed and breakfast use.

Bylaw 1603 would also add a condition of use to each of these zones noting that Short-Term Rental (Guest Unit) and Short-Term Rental (Dwelling Unit) uses are subject to the Use Regulations found in Section 8.0 of the Zoning Bylaw. This is intended to assist short-term rental operators in finding the zoning regulations for the use in the bylaw and clarifies what conditions are applied to the uses.

Notification

As per the District of Hope Application Procedure Bylaw No. 1595, 2025, and the *Local Government Act* and the *Community Charter*, advertisements for the August 11, 2025, public hearing were posted on the District's social media accounts on July 28, August 1, and August 8, 2025, and a public notice ad was published in the August 1, 2025, edition of the Hope Standard.

Provincial Registry

Staff are recommending opting into the provincial registry as of January 1, 2026, to set a clear date for implementation and allow sufficient time for eligible operators to obtain a business license.

Reviewed by:

Approved for submission to Council:

Original Signed by Robin Beukens
Director of Community Development

Original Signed by Donna Bellingham
A/Deputy Chief Administrative Officer

Attachments: Bylaw No. 1603, 2025



DISTRICT OF HOPE

BYLAW NO. 1603

A Bylaw to amend the District of Hope Zoning Bylaw No. 1324, 2012

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

AND WHEREAS the Council of the District of Hope deems it appropriate to amend Zoning Bylaw 1324, 2012 for a text amendment;

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

CITATION

1. This Bylaw may be cited for all purposes as the "***District of Hope Zoning Amendment Bylaw No. 1603, 2025***".

ENACTMENT

2. That the following be added under Section 2.0 Definitions:

SHORT-TERM RENTAL (GUEST UNIT) means the use of a sleeping unit for the temporary lodging of paying guest in which food may or may not be served.

SHORT-TERM RENTAL (DWELLING UNIT) means the use of a dwelling unit for the temporary lodging of paying guest in which food may or may not be served.

3. That the definition for BED AND BREAKFAST and all references to it be removed from the Zoning Bylaw.
4. That the following be added to Section 6.19.1 Off-Street Parking Requirements.

Use	Minimum Number of Off-Street Parking Spaces
<i>Short-Term Rental (Guest Unit)</i>	0.5 per sleeping unit
<i>Short-Term Rental (Dwelling Unit)</i>	1.0 per dwelling unit

5. That the following be added under Section 8.0 Use Regulations:

8.13 Short-Term Rentals

8.13.1 Short-Term Rental (Guest Units) are to:

- a) comply with the licencing requirements of the *Business Licence Bylaw* and amendments hereto.
- b) be limited to 8 guest and one bedroom less than the total number of bedrooms in the dwelling unit.
- c) be contained within a one family residence.
- d) be limited to one such use per parcel.
- e) be limited to a maximum of 28 days per stay.
- f) feature signage indicating where guests are to park vehicles and comply with Section 6.0 Off-Street Parking and Loading requirements of this bylaw.
- g) to have operators on-site at all times and ensure guests do not create any form of nuisance for surrounding residents.
- h) comply with all applicable regulations and requirements of the BC Building Code, Fire Code, Fraser Health Authority, and all other pertinent health and safety regulations, and all subsequent amendments and revisions.

8.13.2 Short-Term Rental (Dwelling Units) are to:

- a) comply with the licencing requirements of the *Business Licence Bylaw* and amendments hereto.
- b) be limited to 8 guests.
- c) be contained within a one family residence.
- d) be limited to one such use per parcel.
- e) be limited to a maximum of 28 days per stay.
- f) feature signage indicating where guests are to park vehicles and comply with Section 6.0 Off-Street Parking and Loading requirements of this bylaw.
- g) have operators ensure guests do not create any form of nuisance for surrounding residents.
- h) comply with all applicable regulations and requirements of the BC Building Code, Fire Code, Fraser Health Authority, and all other pertinent health and safety regulations, and all subsequent amendments and revisions.

6. That the following be added to the Limited (L-1) Zone Part 9.1.2.2 accessory uses and renumbered accordingly:

h) *short-term rental (guest unit)*

i) *short-term rental (dwelling unit)*

7. That the following be added to the Limited (L-1) Zone Part 9.1.3 conditions of use and re-numbered accordingly:

.17 A *short-term rental (guest unit)* and *short-term rental (dwelling unit)* shall be subject to the *Short-Term Rental* use regulations of this bylaw.

8. That the following be added to the Agricultural (AG-1) Zone Part 9.2.2.2 accessory uses and re-ordered accordingly:

i) a *short-term rental (guest unit)*

j) a *short-term rental (dwelling unit)*

9. That the following be added to the Agricultural (AG-1) Zone Part 9.2.3 conditions of use and re-numbered accordingly:

.18 A *short-term rental (guest unit)* and *short-term rental (dwelling unit)* shall be subject to the *Short-Term Rental* use regulations of this bylaw.

10. That the following be added to the Rural (RU-1) Zone Part 9.3.2.2 accessory uses and re-numbered accordingly:

i) a *short-term rental (guest unit)*

j) a *short-term rental (dwelling unit)*

11. That the following be added to the Rural (RU-1) Zone Part 9.3.3 conditions of use and re-numbered accordingly:

.18 A *short-term rental (guest unit)* and *short-term rental (dwelling unit)* shall be subject to the *Short-Term Rental* use regulations of this bylaw.

12. That the following be added to the Country Residential (CR-1) Zone Part 9.4.2.2 accessory uses and re-ordered accordingly:

f) a *short-term rental (guest unit)*

g) a *short-term rental (dwelling unit)*

13. That the following be added to the Country Residential (CR-1) Zone Part 9.4.3 conditions of use and re-numbered accordingly:

.14 A *short-term rental (guest unit)* and *short-term rental (dwelling unit)* shall be subject to the *Short-Term Rental* use regulations of this bylaw.

14. That the following be added to the Small-Scale Multi-Unit Housing (RS-1) Zone Part 10.1.2.2 accessory uses to a one family residence and re-ordered accordingly:

i) a *short-term rental (guest unit)*

j) a *short-term rental (dwelling unit)*

15. That the following be added to the Small-Scale Multi-Unit Housing (RS-1) Zone Part 10.1.3 conditions of use and re-numbered accordingly:

.12 A *short-term rental (guest unit)* and *short-term rental (dwelling unit)* shall be subject to the *Short-Term Rental* use regulations of this bylaw.

16. That the following be added to the Commercial Transition (C-5) Zone Part 11.6.2.2 accessory uses to a one family residence and re-ordered accordingly:

g) a *short-term rental (guest unit)*

h) a *short-term rental (dwelling unit)*

17. That the following be added to the Commercial Transition (C-5) Zone Part 11.6.3 conditions of use and re-numbered accordingly:

.13 A *short-term rental (guest unit)* and *short-term rental (dwelling unit)* shall be subject to the *Short-Term Rental* use regulations of this bylaw.

18. That the following be added to the Comprehensive Development 3 (CD-3) Zone Part 15.3.2.2 accessory uses to a one family residence and re-ordered accordingly:

f) a *short-term rental (guest unit)*

g) a *short-term rental (dwelling unit)*

19. That the following be added to the Comprehensive Development 3 (CD-3) Zone Part 15.3.3 conditions of use and re-numbered accordingly:

.13 A *short-term rental (guest unit)* and *short-term rental (dwelling unit)* shall be subject to the *Short-Term Rental* use regulations of this bylaw.

20. That the following be added to the Comprehensive Development (CD-4) Zone Part 15.4.2.2 accessory uses to a one family residence and re-ordered accordingly:

f) a *short-term rental (guest unit)*

21. That the following be added to the Comprehensive Development 4 (CD-4) Zone Part 15.3.3 conditions of use and re-numbered accordingly:

.26 A *short-term rental (guest unit)* shall be subject to the *Short-Term Rental* use regulations of this bylaw.

22. That the following be added to the Comprehensive Development (CD-7) Zone Part 15.7.2.2 accessory uses to a one family residence and re-ordered accordingly:

f) a *short-term rental (guest unit)*

g) a *short-term rental (dwelling unit)*

23. That the following be added to the Comprehensive Development 7 (CD-7) Zone Part 15.3.3 conditions of use and re-numbered accordingly:

h) A *short-term rental (guest unit)* and *short-term rental (dwelling unit)* shall be subject to the *Short-Term Rental* use regulations of this bylaw.

24. That the following be added to the Comprehensive Development (CD-8) Zone Part 15.8.2.1 accessory uses to a one family residence and re-ordered accordingly:

e) a *short-term rental (guest unit)*

25. That the following be added to the Comprehensive Development 8 (CD-8) Zone Part 15.8.3 conditions of use and re-numbered accordingly:

.6 A *short-term rental (guest unit)* shall be subject to the *Short-Term Rental* use regulations of this bylaw.

.7 a *short-term rental (guest unit)* is permitted in each one family residence.

Read a first and second time this 14th day of July, 2025

Public Hearing was held this XX day of XXXX, 2025

Read a third time this XX day of XXXX, 2025

Ministry of Transportation and Transit approval this XX day of XXXX, 2025

Adopted this XX day of XXXX, 2025

Mayor

Director of Corporate Services

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: July 29, 2025

FILE: LDP 15/25- DVP

SUBMITTED BY: Christian Parr, Planner III

MEETING DATE: August 11, 2025

SUBJECT: Development Variance Permit Application at 733 7th Avenue

PURPOSE:

To obtain Council authorization to proceed with public notification for a Development Variance Permit for 733 7th Avenue to reduce the minimum interior lot line setback for a garage addition to an existing one family residence.

RECOMMENDATION:

THAT Council direct staff to proceed with notification for a Development Variance Permit for the following Zoning Bylaw variances for 733 7th Avenue:

- **Part 10.1.5.1 (Setbacks)** to reduce the minimum south-east interior lot line setback from 1.2 m to 0.3 m for a garage addition to an existing one family residence.

BACKGROUND:

Applicant:	Darien Roger and Julia Rugheimer
Civic Address:	733 7 th Avenue
PID Number:	002-253-771
OCF Designation:	Urban/Suburban Residential
DPA:	N/A
Zoning:	Small-Scale Multi-Unit Housing (RS-1)
Lot Area:	580.6 m ² (6,250 ft ²)
Site Description:	The subject property is a typical single-family lot with an accessory building in the rear yard.
Neighbourhood Character:	The surrounding area is all one family residence of varying design and age.
Surrounding Uses:	North: One family residence (Zoned RS-1)
	South: One family residence (Zoned RS-1)
	East: One family residence (Zoned RS-1)
	West: One family residence (Zoned RS-1)

ANALYSIS:

Proposal

The applicant is proposing to construct a 55.7 m² (600 ft²) garage addition to their existing one family residence at 733 7th Avenue. The proposed garage will completely replace an existing 34.8 m² (374.6 ft²) car port on the property while adding an additional 20.9 m² (225 ft²) to the front of the building.

To accommodate the proposed addition, the applicant has requested a variance to reduce the minimum interior lot line setback from 1.2 m to 0.3 m. This proposed setback is the same as the existing carport which has been in place for several decades.

The applicant has provided the following rationale for the reduction:

- If the 1.2 m setback were applied, the internal width of the garage would only be 10 ft wide, which would not accommodate the applicant's vehicle with the doors open.
- Stairs leading from the carport to the house further limit the interior space of the garage.
- The addition to the front of the carport will remain in line with part of the front face of the house and provide a visual improvement to the building.
- The applicant has consulted with the property owner at 741 7th Avenue and has received written support from them for the variance request.

Staff Recommendation

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

Notification

District of Hope Application Procedures Bylaw No. 1595, 2025 requires all property owners within 50 meters of the property to be notified of the variance request.

Budget Implications:

None. The applicant has paid the required fees.

Attachments:

- Location Map
- Site Plan
- Site Survey

Reviewed by:

Approved for submission to Council:

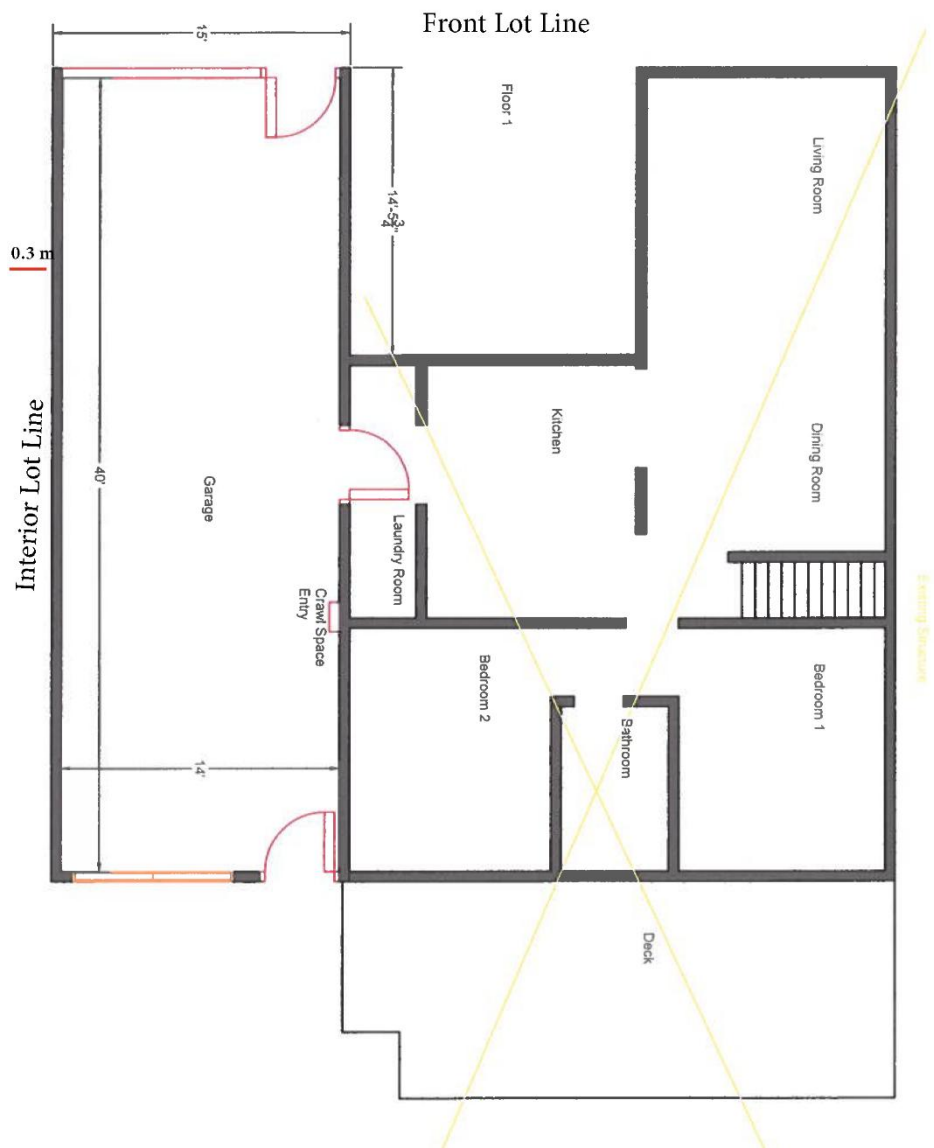
Original Signed by Robin Beukens
Director of Community Development

Original Signed by Donna Bellingham
A/Chief Administrative Officer

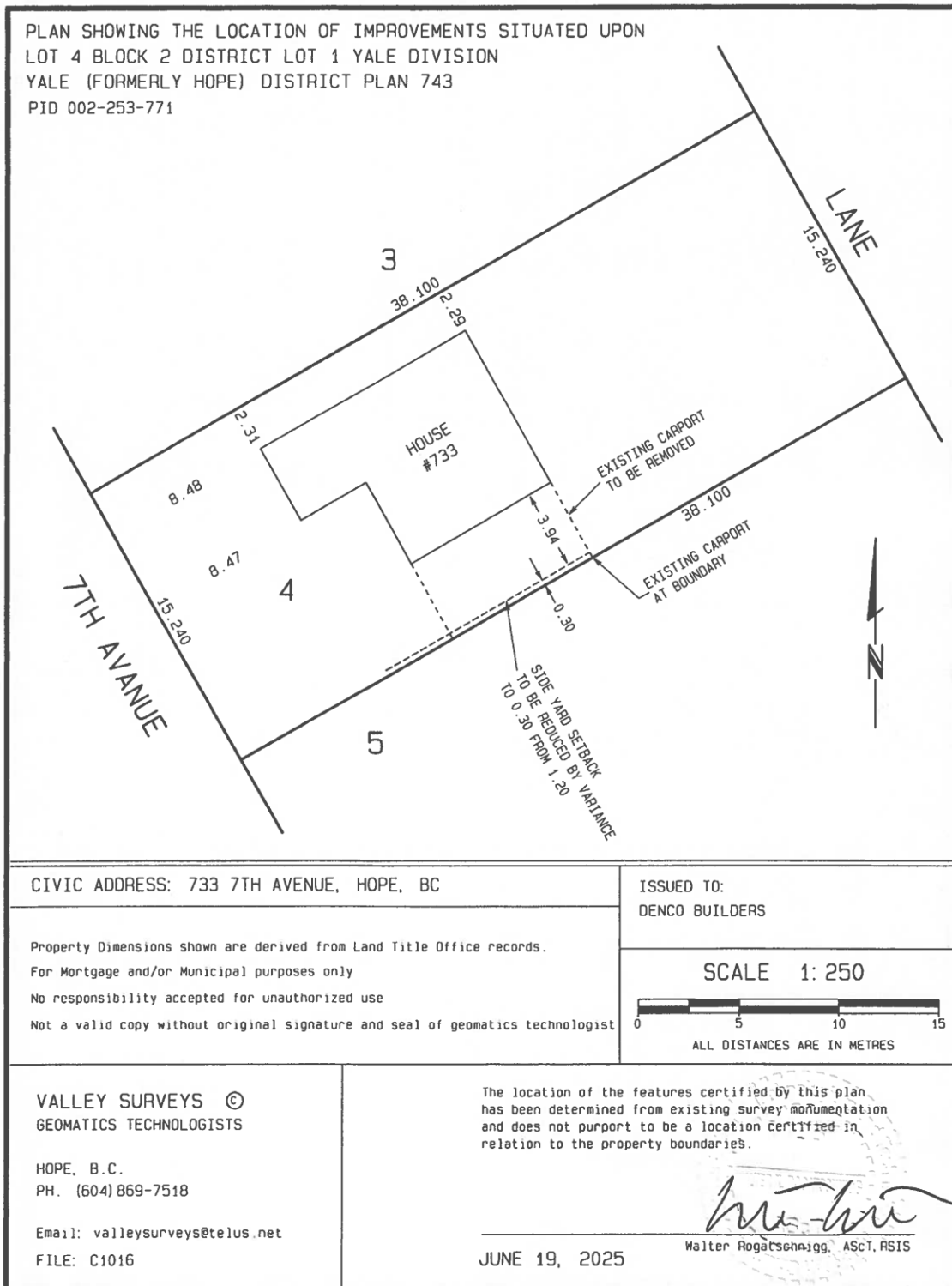
Location Map



Site Plan



Site Survey



BYLAW NO. 1607

A bylaw to amend Fees and Charges Bylaw 1363

WHEREAS the Council of the District of Hope has determined to amend “Fees and Charges Bylaw No. 1363, 2015”; amend fees and charges for Business Licence Fees and Deposits;

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

CITATION

1. This bylaw may be cited for all purposes as **“Fees and Charges Amendment Bylaw No. 1607, 2025”**.

ENACTMENT

2. That Schedule “B” – Business Licence Fees and Deposits, attached to and forming part of “Fees and Charges Bylaw No. 1363, 2015”, be **deleted** and **replaced** with Schedule “B” attached to and forming part of “Fees and Charges Amendment Bylaw No. 1607, 2025”.

READ A FIRST, SECOND & THIRD TIME this XX day of XXXXX, 2025.

ADOPTED this XX day of XXXXX, 2025.

Mayor

Director of Corporate Services

Fees and Charges Amendment Bylaw No. 1607, 2025

SCHEDULE “B” – Business Licence Fees and Deposits (A/M #1432, 1449, 1503)

The following business licence fees are for a one year period, January 1 to December 31 each year, unless otherwise provided for in this schedule or in the District of Hope Business Licence Bylaw and/or amendments.

1. Trade Category ‘A’ - \$75.00

Advertising Agent
Appliance Repair Service
Beauty Salon
Barber
Bookkeeping/Tax Service
Campground
Carpet/Rug/Upholstery Cleaner
Catering
Chimney Sweeper
Coffee Shops (*no liquor*)
Cold Storage Plant
Commercial Meeting/Dining Hall
Commercial Parking Lot
Consultant
Co-Operative
Day Care (*three or more unrelated children*)
Dog Grooming
Driving School

Dry Cleaning
Household Fuel Dealers
Janitorial Service
Landscape/Garden Service
Laundry/Laundromat
Moving/Storage/Warehousing
Nursery
Photographer
Private Teacher/Tutor
Radio/T.V. Repair Service
Restaurant (*no liquor*)
Second Hand Store
Shoe Repair Service
Short-Term Rental (Guest Unit)
Sign Painter/Maker
Tattoo Studio
Theatre
Travel Agent
Video Rentals

Professions and Occupations not listed

2. Trade Category ‘B’ - \$100.00

Auto Body Repairs
Automotive Repairs
Auto Wreckers/Tow Service
Bakery
Building Materials Sales
Bus Service/Depot
Carpets/Flooring
Car Wash
Cash Advance/Cheque Cashing Service
Concrete Plant
Contractor/Subcontractor
Drugstore/Pharmacy
Fitness/Recreational
Funeral Parlor
Gravel/Soil Extraction and Delivery

Heating/Cooling Services
Machine Shop
Manufacturing/Packing Plant
Mobile Vendor
New/Used Automotive Sales
Office Machine Sale/Service
Printing/Publishing Service
Retail Merchant
Saw Mill/Lumber Yard
Service Station
Taxi/Delivery and Courier Service
Transportation/Trucking Service
Upholstery
Web Design
Welding/Blacksmith
Wholesale Merchant

Fees and Charges Amendment Bylaw No. 160X, 2025

SCHEDULE “B” – Business Licence Fees and Deposits - continued

3. Trade Category ‘C’ - \$150.00

Accountant *	Legal Counsel*
Appraiser *	Massage Therapist *
Architect *	Notary Public *
Cablevision	Optician/Optometrist *
Chiropractor *	Orthodontist *
Dentist/Dental Surgeon *	Osteopath *
Drafting Service	Pharmacist *
Engineer *	Physician/Surgeon *
Financial Institution	Physiotherapist *
Film Company	Radio Station
Insurance Agent	Real Estate Agent *
Investment Dealer/Stock Broker *	Therapist *
Land Surveyor *	Veterinarian *

**each additional professional person engaged in the business and doing business as a separate entity (not including the principal owner and professionals engaged as employees)*

4. Trade Category ‘D’ – Other

Automatic Teller Machines (in locations other than financial institutions)	\$25.00 per unit
Cabaret/Bar/Pub/Liquor Lounge	\$500.00
Carnival/Circus	\$150.00 per day, plus \$500 security deposit for site clean-up
Property Management/Rentals Hotel/Motel/Apartments/Rooms (room rental for three or more rooms only)	\$50.00 plus \$5.00 for each unit
Mobile Home Parks	\$50.00 plus \$5.00 for each pad
Peddler/Door to Door Sales	\$100.00 plus \$500 security deposit (refundable 6 months after deposit date)
Private Hospital/Health Care Facilities	\$150.00 plus \$10.00 per bed
Restaurants/Coffee Shop with liquor licence	\$200.00
Vending Machines	\$10.00 per unit
Seasonal Outdoor Markets - rental of District of Hope lands (May 1 st to September 30 th) Note: Special Event Application required	\$260.00 per year
Short-Term Rental (Dwelling Unit)	\$150.00

Fees and Charges Amendment Bylaw No. 160X, 2025

SCHEDULE “B” – Business Licence Fees and Deposits - continued

Indoor or Outdoor Market (held on private property) \$240.00 per year

Pro-rated Fee:

The licence fee for a varied period, as per the District of Hope Business Licence Bylaw, shall be subject to a minimum fee of 50% the annual applicable fee, with a minimum fee of \$25.00 (excluding “Markets”).

- 5. Licence Transfer Fee** \$25.00 per transfer from premises to premises or person to person

NOTE: If a business licence falls within more than one category as listed above, the higher rate will apply.

DRAFT

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: July 21, 2025

FILE: 3900-01

SUBMITTED BY: Deputy Director of Corporate Services

MEETING DATE: August 11, 2025

SUBJECT: Records Management Bylaw No. 1605, 2025

PURPOSE:

To update the District's *Records Management Bylaw* to reflect legislative and organizational changes.

RECOMMENDATION:

Recommended Resolution:

THAT *Records Management Bylaw No. 1605, 2025*, be read a first, second, and third time this 11th day of August, 2025.

ANALYSIS:

A. Rationale:

The District currently manages records under *Records Retention Bylaw No. 1164, 2005*. Due to legislative and organizational changes that have occurred since its adoption in 2005, a more comprehensive records management bylaw is now needed to ensure the District is meeting its legislative and legal requirements.

The proposed *Records Management Bylaw No. 1605, 2025*, provides clear direction on the creation of a Records Management Program and authorizes the Corporate Officer to establish related schedules, policies, and procedures. Additionally, it sets requirements for maintaining the integrity and authenticity of records, and the Records Management Program's compliance with applicable laws, standards, and procedures.

The updated *Records Management Bylaw* will serve as the basis for the formation of new and updated supporting policies and procedures as part of a broader records management update. These policies and procedures will provide for the ongoing systematic control of the creation, use, maintenance, storage, security, retrieval, digitization and disposition of records created or received by the District in the conduct of its operations.

B. Relevant History:

Records Retention Bylaw No. 1164 was adopted in 2005 and currently provides the District with a basic but outdated framework for managing its records.

C. Attachments:

- Draft *Records Management Bylaw No. 1605, 2025*
- *Records Retention Bylaw No. 1164, 2005*

Prepared by:

Approved for submission to Council:

Original Signed by Branden Morgan

Deputy Director of Corporate Services

Original Signed by Kevin Dicken

Deputy Chief Administrative Officer



BYLAW NO. 1605

A bylaw to establish records management procedures for the District of Hope.

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

CITATION

1. This bylaw may be cited for all purposes as ***“Records Management Bylaw No. 1605, 2025”***.

DEFINITIONS

2. In this Bylaw:

“Corporate Officer” means the municipal employee appointed as Corporate Officer under the *Community Charter*; or their appointed Deputy;

“District” means the District of Hope;

“Record” includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise;

“Records Classification and Retention Schedule” means the formal document, as amended from time to time, that establishes the classification system and retention schedule for the records of the District

“Records Management Program” includes a system used by the District of Hope to manage its records from record creation through to records disposal.

RECORDS MANAGEMENT PROGRAM ESTABLISHMENT AND COMPLIANCE

3. The Records Management Program is established under the direction of the Corporate Officer to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval, digitization and disposition of records created or received by the District in the conduct of its operations.
4. All records in the custody and control of the District, created by employees, management, service providers, and volunteers, are the property of the District and must comply with the Records Management Program and this bylaw.
5. Any contract between an outside agency or contractor and the District, for the provision of goods or services, must specify the conditions for custody and control of records resulting from such a contract.

AUTHORITY

6. The Corporate Officer is authorized to:
 - a. create, maintain, and modify the Records Management Program;
 - b. establish a Records Classification and Retention Schedule, policies, and procedures that provide for the management of the records of the District;
 - c. appoint one or more delegates to perform some or all of the duties of the Corporate Officer authorized by this Bylaw.

INTEGRITY AND AUTHENTICITY

7. The Records Management Program must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

COMPLIANCE WITH LAW

8. The Records Management Program must comply with applicable laws and any provincial, national, or international standards adopted for use and contained or referenced in the Records Classification and Retention Schedule, policies, and procedures.

EXCLUSIONS

9. This bylaw does not apply to records:
- a. created or received by a member of Council, other than those records created, received or used in their capacity as a member of Council;
 - b. of employees that are personal in nature and do not relate to the operations of the District and are not required for such operations;
 - c. of community associations or other organizations or entities which have an operating agreement with the District, where such records are not in the custody or control of the District.

REPEAL

10. *"Records Retention Bylaw No. 1164, 2005"* and amendments thereto are hereby repealed.

SEVERABILITY

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

READ A FIRST, SECOND & THIRD TIME this XX day of XXXX, 2025.

ADOPTED this XX day of XXXXX, 2025.

Mayor

Director of Corporate Services



THE DISTRICT OF HOPE

BYLAW NO. 1164

A Bylaw to provide for the retention and disposition of records of the District of Hope

WHEREAS

- A. Section 148 & 149 of the Community Charter, R.S.B.C. 2003, C.26, and amendments thereto, vest the responsibility for the care of all municipal records in the Directors of Corporate Services and of Finance; and
- B. A Records Management and Retention schedule has established the life cycle of records maintained by the District which specifies the time periods by which records should be maintained in offices, which records should be stored and at what stage of their life this should occur, which records should be retained permanently by it, and which records should be selected for retention in the Archives; and
- C. It is the desire of Council to establish the necessary authority to destroy certain redundant records;

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

The Preamble is and forms a part of this Bylaw.

PART I - TITLE

- 1. This Bylaw may be cited as "Records Retention Bylaw, 2005, No. 1164".

PART II – GENERAL PROVISIONS

- 3. All Departments of the District of Hope in collaboration with the Director of Corporate Services, shall schedule retention periods for all their records.
- 4. All departments of the District of Hope shall ensure that the records of their respective departments are scheduled in accordance with Schedule "A" attached hereto and forming part of this Bylaw.
- 5. The Director of Corporate Services shall ensure the retention and disposal of records is in compliance with the terms and conditions of the said Schedule "A".

A handwritten signature or mark in the bottom right corner of the page.

PART IV – BYLAWS REPEALED

6. The Town of Hope Records Retention and Scheduling Bylaw, No. 15/91 and all amendments thereto are hereby repealed.

Read a first time by the Municipal Council of the District of Hope the 28th day of February, 2005.

Read a second time by the Municipal Council of the District of Hope the 28th day of February, 2005.

Read a third time by the Municipal Council of the District of Hope the 28th day of February, 2005

Reconsidered, finally passed and adopted by the Municipal Council of the District of Hope the 14th day of March, 2005.

Mayor

Director of Corporate Services

Certified a true copy of the District of Hope “Records Retention and Scheduling Bylaw, 2005, No. 1164” as adopted.

Director of Corporate Services

FOR INFORMATION CORRESPONDENCE

August 11, 2025 Regular Council Meeting

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1. News Release dated July 9, 2025 from the Ministry of Forests re: next stage of engagement begins on Heritage Conservation Act improvements.
 2. News Release dated July 10, 2025 from the Ministry of Emergency Management and Climate readiness re: Province supports community efforts to protect against climate hazards.
 3. Information Bulletin dated July 10, 2025 from the Ministry of Health re: update on measles cases in B.C., ensuring people remain protected.
 4. Information Bulletin dated July 10, 2025 from the Ministry of Infrastructure re: engagement begins to support implementation of Infrastructure Projects Act.
 5. Information Bulletin dated July 11, 2025 from the Ministry of Transportation and Transit re: B.C. improves HOV-lane access for EV drivers.
 6. News Release dated July 14, 2025 from the Ministry of Water, Land and Resource Stewardship re: people, businesses urged to conserve water as drought risks increase.
 7. News Release dated July 14, 2025 from the Ministry of Finance re: better safeguards, transparency for homebuyers.
 8. News Release dated July 15, 2025 from the Ministry of Energy and Climate Solutions re: more heat pump rebates on the way; now open for renters, condo owners.
 9. News Release dated July 15, 2025 from the Ministry of Children and Family Development re: Province advances systemic changes to integrate social services, prevent crises.
 10. News Release dated July 16, 2025 from the Ministry of Tourism, Arts, Culture and Sport re: funding helps B.C. artists inspire, connect, create.
 11. Update dated July 16, 2025 from the Ministry of Health re: B.C. fast-tracks recruitment of international doctors as U.S. campaign delivers results.
 12. News Release dated July 17, 2025 from the Office of the Premier re: updated cabinet sworn in to meet the needs of British Columbians in a changing world.
 13. News Release dated July 17, 2025 from the Ministry of Health re: Province moves to protect supply of two more diabetes drugs.
 14. News Release dated July 21, 2025 from the Ministry of Public Safety and Solicitor General re: people in B.C. urged to practise water safety.
 15. News Release dated July 22, 2025 from the Ministry of Health re: mental-health supports strengthen community, reduce stigma.
 16. News Release dated July 22, 2025 from the Office of the Premier re: Premier signs trade agreements with Ontario, Manitoba, Yukon.
 17. Information Bulletin dated July 23, 2025 from the Ministry of Water, Land and Resource Stewardship re: freshwater fishing licence sales streamlined to B.C.'s WILD system.

18. News Release dated July 24, 2025 from the Ministry of Emergency Management and Climate Readiness re: Province strengthens local evacuation routes, public notification planning.
19. Information Bulletin dated July 24, 2025 from the Ministry of Jobs and Economic Growth re: more support on the way to strengthen rural communities.
20. News Release dated July 24, 2025 from the Ministry of Forests re: strong forestry partnership delivers for people.
21. Information Bulletin dated July 25, 2025 from the Ministry of Forests re: statement on US antidumping duties.
22. News Release dated July 25, 2025 from the Ministry of Agriculture & Food and Agriculture and Agri-Food Canada re: BC, Canada strengthen support for farmers dealing with unexpected losses.
23. News Release dated July 25, 2025 from the Ministry of Tourism, Arts, Culture & Sport re: Filipino community calls for cultural centre.
24. Statement dated July 25, 2025 from the Ministry of Mining & Critical Minerals re: statement on the rescue of three workers at Red Chris Mine.
25. News Release dated July 28, 2025 from the Officer of the Premier, Minister of Energy & Climate Solutions and BC Hydro re: BC boosts clean-energy supply, drives economic growth.
26. Information bulletin dated July 29, 2025 from the Ministry of Emergency Management & Climate Readiness & Ministry of Forests re: be prepared, stay safe this BC Day long weekend.
27. News Release dated July 30, 2025 from the Ministry of Housing & Municipal Affairs re: Province, Powell River work together to address homelessness.
28. News Release dated July 30, 2025 from the Office of the Premier and Ministry of Energy & Climate Solutions re: Premier celebrates first LNG Canada shipments to Asia.
29. News Release July 31, 2025 from the Ministry of Health re: expanded, streamlined HPV vaccine program protects more people against cancers.
30. News Release dated July 31, 2025 from the Ministry of Infrastructure re: classrooms under construction will add nearly 1500 student spaces.
31. Information Bulletin dated July 31, 2025 from the Ministry of Public Safety & Solicitor General and BC Coroners Service re: BC Coroners Service shares unregulated drug toxicity data for May, June 2025.
32. News Release dated August 1, 2025 from the Ministry of Post-Secondary Education & Future Skills re: post-secondary education more affordable as access grant hits five-year mark.
33. News Release dated August 1, 2025 from the Ministry of Public Safety & Solicitor General re: new police unity bolsters BC's response to human trafficking.
34. News Release dated August 4, 2025 from the Honours & Awards Secretariat & Ministry of Tourism, Arts, Culture & Sport re: medals of Good Citizenship mark a decade of honouring selfless service.

- 35. News Release dated August 4, 2025 from the Honours & Award Secretariat re: fifteen individual appointed to the Order of British Columbia.
- 36. News Release dated August 6, 2025 from the Ministry of Tourism, Arts, Culture & Sport re: Canadians of South Asian heritage contribute to vision for Provincial museum.
- 37. Information Bulletin dated August 5, 2025 from the Ministry of Post-Secondary Education & Future Skills re: adult literacy programs strengthen BC's workforce, communities.