



## REGULAR MEETING OF COUNCIL AGENDA

**Monday, September 11, 2023 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 September 11, 2023, Regular Council Meeting Agenda be adopted, as presented.

### 3. ADOPTION OF MINUTES

#### (a) Regular Council Meeting

(1)

Recommended Resolution:

THAT the Minutes of the Regular Council Meeting held August 14, 2023, be adopted, as presented.

#### (b) Public Hearing

(7)

Recommended Resolution:

THAT the Record of the Public Hearing held August 14, 2023, be received.

### 4. DELEGATIONS

#### (a) Mayor Smith to present Marianne Brueckert, Victim Assistance Program Coordinator, with a retirement gift.

#### (b) House of Hope

A representative from BC Housing will be in attendance to present to Council regarding an extension to operate the House of Hope.

**(c) Strengthening Hope Project (10)**

Representatives from the Strengthening Hope Project will be in attendance to present their final report to Council.

**5. STAFF REPORTS****(a) Report dated August 29, 2023 from the Director of Corporate Services (109)  
Re: Appointment of Election Officials for the 2023 By-Election**Recommended Resolution:

THAT pursuant to Section 58 (1) and (2) of the *Local Government Act*, Branden Morgan be appointed Chief Election Officer, effective immediately, for conducting the 2023 By-Election, with power to appoint other election officials as required for the administration and conduct of the 2023 By-Election;

AND FURTHER THAT Donna Bellingham be appointed Deputy Chief Election Officer for the 2023 By-Election.

**(b) Report dated September 1, 2023 from the Director of Corporate Services (110)  
Re: Approving Officer Appointment**Recommended Resolution:

THAT Council rescind the appointment of Richard Zerr as Approving Officer;

AND THAT Council appoint Nick Crosman as Approving Officer for the District of Hope pursuant to the terms of the *Land Title Act*.

**(c) Report dated August 31, 2023 from the Fire Chief (111)  
Re: Emergency Management Update**Recommended Resolution:

THAT the report dated August 31, 2023 from the Fire Chief regarding the emergency management update, be received for information.

**(d) Report dated September 5, 2023 from the Fire Chief (114)  
Re: FireSmart Program**Recommended Resolution:

THAT Council supports the grant application to UBCM's Community Resiliency Investment Program – 2023 Firesmart Community Funding & Supports to establish a FireSmart program for the District of Hope.

**(e) Report dated September 5, 2023 from the Director of Operations (213)  
Re: Richmond Hill Multi-Use Pathway Grant Application**Recommended Resolution:

THAT Council support the District of Hope application to the BC Active Transportation Infrastructure Grant Program for the Richmond Hill Multi-Use Pathway Project;

AND THAT the local share of funding is available and supported, the project is a municipal priority and is intended to be complete within the required timeline;

AND FURTHER THAT the proposed project is "shovel ready" according to the criteria in Section 3 of the Infrastructure Application.

- (f) **Verbal Report from the Acting Director of Community Development  
Re: On-site Operations at 61934 Estell Road**

## 6. COMMITTEE REPORTS

There are no Committee Reports.

## 7. MAYOR AND COUNCIL REPORTS

- (a) **Black Press Media – Hope Standard Letter Regarding Bill C18** (235)

## 8. PERMITS AND BYLAWS

- (a) **Report dated August 22, 2023 from the Director of Finance  
Re: Permissive Tax Exemptions for 2024** (238)

Recommended Resolution:

THAT *District of Hope 2024 Permissive Tax Exemption Amendment Bylaw No. 1561, 2023*, be read a first, second and third time, this 11<sup>th</sup> day of September, 2023.

- (b) **District of Hope Zoning Amendment Bylaw No. 1557, 2023  
Re: Rezoning the Property at 342 Hudson Bay Street** (324)

Recommended Resolution:

THAT *District of Hope Zoning Amendment Bylaw No. 1557, 2023*, to rezone the property at 342 Hudson Bay Street from Single Family Residential (RS-1) to Multiple Family Residential (RM-1), be adopted this 11<sup>th</sup> day of September, 2023.

- (c) **Report dated August 23, 2023 from the Director of Community Development  
Re: Development Variance Permit – 66532 Summer Road** (326)

Recommended Resolution:

THAT Council approve the preparation of a Development Variance Permit in order to relax the principal building or structure front lot line setback requirement of 7.5 metres (~25 feet) to 6.0 metres (~20 feet) on the property legally described as Lot 37 District Lot 56 Yale Division Yale District Plan KAP17267; PID 001-536-656; 66532 Summer Road; Hope, BC in order to construct a single family dwelling; 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* authorize staff to issue a notice of intent to consider the approval of the Development Variance Permit to the neighbouring property owners.

**(d) Report dated August 31, 2023 from the Director of Community Development  
Re: Temporary Use Permit for 19841 Silver Skagit Road (364)**

Recommended Resolution:

THAT Council approve the preparation of a Temporary Use Permit for the placement of one existing semi permanent portable residential structure and two storage containers for a caretaker on the property legally described as District Lot 1607 YDYD Lying to the North of The Northerly Limit of District Lot 1601 Except Plan A1119; 19841 Silver Skagit Road; and FURTHER THAT the public be notified in accordance with *Zoning Bylaw 1324, District of Hope Application Procedures and Public Hearing/Information Meeting Procedural Bylaw No. 13/93*, the *Local Government Act* and the *Community Charter* that Council will be considering the approval of a Temporary Use Permit for 19841 Silver Skagit Road.

**9. FOR INFORMATION CORRESPONDENCE**

**(a) For Information Correspondence (372)**

Recommended Resolution:

THAT the For Information Correspondence List dated September 11, 2023, be received.

**(b) Accounts Payable Cheque Listing – August 2023 (397)**

Recommended Resolution:

THAT the Accounts Payable Cheque Listing for the period of August 1-31, 2023, 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**

Tuesday, October 10, 2023 at 7:00 p.m.

**13. RESOLUTION TO PROCEED TO CLOSED MEETING**

Recommended Resolution:

THAT the meeting be closed to the public to consider matters pursuant to Section 90(1)(g) [litigation or potential litigation affecting the municipality] of the *Community Charter* re: litigation update, and for the purpose of receiving and adopting closed meeting minutes.

**14. RETURN TO OPEN MEETING**

Mayor to reconvene the Regular Council Meeting.

**15. ADJOURN REGULAR COUNCIL MEETING**

## MINUTES OF THE REGULAR COUNCIL MEETING

Monday, August 14, 2023  
Council Chambers, District of Hope Municipal Office  
325 Wallace Street, Hope, British Columbia

**Council Members Present:** Mayor Victor Smith  
Councillor Heather Stewin  
Councillor Scott Medlock  
Councillor Angela Skoglund  
Councillor Zachary Wells

**Council Members Absent:** Councillor Pauline Newbigging  
Councillor Crystal Sedore

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

**Others in attendance:** 8 members of the public and 1 media

### 1. CALL TO ORDER

Mayor Smith called the meeting to order at 7:44 p.m. and opened by acknowledging that the meeting is being held on the traditional, ancestral and unceded territories of the Stó:lō people, particularly the Chawathil, Union Bar and Yale First Nations.

### 2. APPROVAL OF AGENDA

**Moved / Seconded**

THAT the August 14, 2023, 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 July 10, 2023 be adopted, as amended, to replace "Present" with "Absent" in the Council members attendance list.  
**CARRIED.**

### 4. DELEGATIONS

#### (a) RCMP Quarterly Update

Staff Sergeant Mike Sargent was in attendance to provide Council with an update for the period of January 1 to June 30, 2023. In his presentation, the following points were discussed:

- Workload Distribution:
  - General occurrence calls, at 2,792, are trending down from 2020.
  - Priority calls, at 113, have remained stable since 2020.
  - Files per member are down due to lower call volume.
  - Online reporting continues to be utilized by the public.

- Administrative:
  - Charges, at 52, are down significantly from 2020 due to the need to gather more information and evidence before laying initial charges.
  - Firearms seizures, at 81, have more than doubled from 2022. This is due to seizures during domestic violence situations and homeless encampments.
- Crimes Against Persons:
  - All categories are trending down from the previous three years.
  - Many reports involve transient people as opposed to local residents of Hope.
- Property Crime:
  - Levels have remained consistent with the previous three years.
  - Auto theft statistics include vehicles that are stolen in other areas but located or abandoned in Hope.
- Initiatives:
  - Targeting of Prolific Offenders
  - Repeat Violent Offender Initiative (ReVOII)
  - Fraser Canyon Hospital encampment
  - Increased Media Presence
  - Increased Visibility
- Community Engagement:
  - Pride Month Events
  - Indigenous Peoples Day
  - UFVRD Strategic Planning
  - Hope Career Fair
  - Basketball with Youth
  - Upcoming events including the Chainsaw Carving Competition and Hope Brigade Days.

Council inquired as to whether the RCMP tracks where individuals who are removed from homeless encampments move on to. Staff Sgt. Sargent advised that they track them to some degree through members having further encounters and through discussions with the individuals. Council inquired as to whether further patrols will be conducted near the hospital where the homeless camp was removed, Staff Sgt. Sargent advised that members are conducting daily patrols of the area and that all materials were removed from the area to discourage rebuilding.

## 5. STAFF REPORTS

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

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

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

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

**CARRIED.**

## 6. COMMITTEE REPORTS

There were no Committee Reports.

## 7. MAYOR AND COUNCIL REPORTS

### Mayor Smith Reported:

- He congratulated the organizers of the Sunshine Valley Car Show for an excellent event.
- He announced that the Farmer's Market featured the Harrison Lavender who distributed free samples sponsored by Fraser Health and the Hope & District Chamber of Commerce. He added that two local farms were also selling at the market.
- He attended a Wildfire and Drought Situational Update with CAO John Fortoloczky, and reminded the public that a fire ban is in place.
- He toured project areas with Trans Mountain as the District continues to collaborate towards the end of the pipeline expansion. He added that the Kiewit camp on Richmond Hill is presently scheduled to be deconstructed by the end of the year.
- He announced that the Communities in Bloom judges were in town and thanked the volunteers and District of Hope staff for helping to make the community better. He added that scores and recommendations will be released this Fall.
- He announced that the library was open on August 13<sup>th</sup> and served as a cooling center, adding that the Recreation Center would be opened on August 14<sup>th</sup> as the District works with Fraser Health and the province on cooling center operation. He noted that water is being provided by Blue Triton.
- He announced that the Chawathil Band in partnership with the provincial government is working on a study on Thackers Marsh regarding wildlife.
- He announced that the World Class Chainsaw Event, which occurs every other year, will be taking place in Memorial Park beginning August 17<sup>th</sup>. He added that the Hope & District Chamber of Commerce market, Indigenous art, and music will take place on Friday and Saturday night.
- He met with the Healthy Community Committee to discuss changes being made to the care system and micro grant applications. He noted that one of the problems being faced is populations increasing faster than the system can support.

### Councillor Skoglund Reported:

- She attended the Fundraiser on the Fraser on July 28<sup>th</sup>, noting that they raised over \$14,000 for the Fraser Inclusive Supportive Housing.
- She attended the Tour de Cure Fundraiser on July 29<sup>th</sup>, noting that Kal Tire matched \$4,000 in funds that were raised.

### Councillor Stewin Reported:

- She attended a meeting with the New Hope group regarding how municipalities can partner to increase the number of childcare spaces in their community, advising that they will be at UBCM in the trade show this year.
- She attended a Purple Lights meeting on August 10<sup>th</sup> where they further prepared for the October 1<sup>st</sup> kickoff at 6:00 p.m. in Memorial Park.

- She announced that she has asked Staff to gather information regarding the reserve fund for the Hope Museum Golden Moments book, which was reserved for re-printing.

**Councillors Medlock and Wells had nothing to report.**

## **8. PERMITS AND BYLAWS**

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

The applicant advised Council that their property at 61934 Estell Road does not have the same operator as 61954 Estell Road. The Acting Director of Community Development inquired as to how the operator on 61954 Estell Road is accessing their property, the applicant advised that they are accessing through Estell Road and potentially through their property. Council expressed their concern regarding the good neighbor behavior that is taking place and inquired as to what steps could be taken. The Director of Corporate Services advised that within the Good Neighbor Bylaw, there is an exemption for industrial uses from all provisions of the bylaw.

Council asked that Staff investigate and provide further information regarding the current uses of the applicant property and the neighboring lot at 61954 Estell Road. Council also asked that Staff provide options to remedy concerns brought forward by neighbors regarding both properties.

**Moved / Seconded**

THAT *District of Hope Official Community Plan Amendment Bylaw No. 1555, 2023* third reading be tabled until Staff can provide further information to Council regarding the current and proposed use of the property. **CARRIED.**

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

**Moved / Seconded**

THAT *District of Hope Zoning Amendment Bylaw No. 1556, 2023* third reading be tabled until Staff can provide further information to Council regarding the current and proposed use of the property. **CARRIED.**

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

Council inquired as to whether they will have input on details such as the number of units and density during the Downtown Hope Revitalization Form and Character Development Permit process that would follow a successful rezoning. The Acting Director of Community Development confirmed that Council will have the opportunity to review the proposal and make suggestions before approval. He added that the proponent worked with the District to ensure the roads and visitor parking worked, and there were no obstructions to sight lines. Council inquired as to what parts of Odd Street would receive upgrades, the CAO advised that it would be for the areas immediately adjacent to the development.

**Moved / Seconded**

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

**CARRIED (Councillor Wells Opposed).**



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

Council inquired as to whether the timelines set during the initial sale of the property will be impacted by the applicant's changes to the design and increased density. A representative for the applicant, Chuck Stam, advised that he will inquire about the timeline issue and provide an answer to Council. He added that the developer is in talks with the Canadian Mortgage and Housing Corporation to maximize density and provide rental units.

**Moved / Seconded**

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

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

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

**Moved / Seconded**

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

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

**9. FOR INFORMATION CORRESPONDENCE**

**(a) For Information Correspondence**

**Moved / Seconded**

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

**CARRIED.**

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

**Moved / Seconded**

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

**10. OTHER PERTINENT BUSINESS**

**(a) Royal Canadian Legion Branch 228 Grant Letter of Support**

**Re: New Horizons Seniors Program 2023-2024**

**Moved / Seconded**

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

**11. QUESTION PERIOD**

There were no questions raised.

**12. NOTICE OF NEXT REGULAR MEETING**

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

**13. RESOLUTION TO PROCEED TO CLOSED MEETING AT 8:36 P.M.**

**Moved / Seconded**

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

**14. RETURN TO OPEN MEETING**

Mayor Smith reconvened the Regular Council Meeting at 9:46 p.m.

**15. ADJOURN REGULAR COUNCIL MEETING**

**Moved / Seconded**

THAT the Regular Council Meeting adjourn at 9:47 p.m.

**CARRIED.**

*Certified a true and correct copy of the Minutes of the Regular Meeting of Council held August 14, 2023 in Council Chambers, District of Hope, British Columbia.*

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Mayor

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Director of Corporate Services

## THE DISTRICT OF HOPE RECORD OF A PUBLIC HEARING

Monday, August 14, 2023  
Council Chambers, District of Hope Municipal Office  
325 Wallace Street, Hope, British Columbia

**Council Members Present:** Mayor Victor Smith  
Councillor Heather Stewin  
Councillor Scott Medlock  
Councillor Angela Skoglund  
Councillor Zachary Wells

**Council Members Absent:** Councillor Pauline Newbigging  
Councillor Crystal Sedore

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

**Others in attendance:** 17 members of the public

Mayor Smith called the Public Hearing to order at 6:30 p.m.

The purpose of the Public Hearing is to hear input on amendments to the ***District of Hope Official Community Plan Bylaw No. 1378, 2016 and District of Hope Zoning Bylaw No. 1324, 2012.***

The Director of Corporate Services read the Chairperson's Statement regarding the proceedings and conduct for the public hearing.

- **District of Hope Official Community Plan Amendment Bylaw No. 1555, 2023:**

To redesignate the land use designation in the Official Community Plan for the property legally described as Lot 5 Except Part on Plan 73383 Section 1 Township 5 Range 27 West of the 6th Meridian New Westminster District Plan 17065; PID 010-311-599; with a civic address of **61934 Estell Road** from Highway Commercial to Light/Service Industry.

- **District of Hope Zoning Amendment Bylaw No. 1556, 2023:**

To rezone the property legally described as Lot 5 Except Part on Plan 73383 Section 1 Township 5 Range 27 West of the 6<sup>th</sup> Meridian New Westminster District Plan 17065; PID 010-311-599; with a civic address of **61934 Estell Road** from Rural (RU-1) to Light/Service Industrial (I-2).

The Director of Corporate Services noted that no late submissions had been received.

The Mayor called for any questions or comments from the public or members of Council.

Andrew and Helen Friend, residents of Flood Hope Road, opposed the proposal. Mr. Friend cited concerns regarding dust, noise, and light pollution that have created a health hazard and lowered their quality of life. He added that mitigation efforts on the property are either non-existent or not effective, such as the current intermittent use of water spraying to suppress dust. The Friends displayed pictures and videos of the conditions at their property to support their statements.

Deborah Lydom, resident of Estell Road, opposed the proposal citing concerns regarding loss of local wildlife due to tree clearing, lack of a buffer between her and the subject property, and loss of quality of life.

Finn Lydom, resident of Estell Road, opposed the proposal citing concerns regarding the removal of trees and topsoil, impacts on health as a result of the operations on the neighboring property, noise and loss of wildlife.

Council inquired as to whether the concerns being raised are regarding the property at 61934 or 61954 Estell Road, as the properties neighbor each other with 61954 Estell Road being previously rezoned in March 2023. Council added that they would like to know whether notices were sent out, as no public feedback was received for the Public Hearing regarding 61954 Estell Road.

Kim Harwood, resident of the Flood Hope Road Mobile Home Park, noted that she received a notice for the 61954 Estell Road Public Hearing, but did not attend. She opposed the proposal, citing concerns regarding dirt and grit inside and out of their home, and trucks running on the neighboring property creating dust.

Council inquired as to whether any other people in attendance received a notice regarding the Public Hearing for 61954; those in attendance stated that they had not. Council advised that if nobody provides feedback at the Public Hearing, Council cannot utilize that information in their decision making.

John Sinclair, resident of the Flood Hope Road Mobile Home Park, noted concerns regarding large amounts of dust.

Council inquired as to the intent of the use of the property would be if the rezoning is successful. The Acting Director of Community Development advised that the property at 61934 Estell Road is already being used in the same fashion as 61954. He added that the proposal is to bring the property into compliance. Council inquired as to whether the application was due to complaints or if the applicant reached out. The Acting Director advised that the applicant approached the District to bring the property into compliance.

Josh Hall, the applicant, noted that one of the permitted uses under the current RU-1 zoning is the sorting and screening of gravel and crush.

Council inquired as to whether the applicant has any involvement with the property at 61954 Estell Road. Mr. Hall advised that he is not involved in any way and that the other property is under different ownership. The Acting Director of Community Development advised that the applicant is leasing his land to the same operator as 61954 Estell Road.

The residents noted that they are looking for the applicant(s) to establish a buffer to mitigate the impacts of the lights, noise and dust.

At 7:10 p.m. the Director of Corporate Services advised that this section of the Public Hearing is closed and no further input can be heard pertaining to *District of Hope Official Community Plan Amendment Bylaw No. 1555, 2023* and *District of Hope Zoning Amendment Bylaw No. 1556, 2023*.

- **District of Hope Zoning Amendment Bylaw No. 1557, 2023:**

To rezone the property legally described as Lot A Section 9 Township 5 Range 26 West of the 6<sup>th</sup> Meridian Kamloops Division Yale District Plan 5900; PID 010-183-973; with a civic address of **342 Hudson Bay Street** from Single Family Residential (RS-1) to Multiple Family Residential (RM-1).

The Director of Corporate Services noted that no late submissions had been received.

The Mayor called for any questions or comments from the public or members of Council.

Tamara Woods, resident of Odd Street, opposed the proposal citing concerns regarding loss of privacy, the narrow and poorly maintained street, the loss of greenery, traffic and parking, and the lack of space necessary to fit six homes on the applicant's property. She noted that the applicant had approached the neighbourhood to obtain signatures to support his application and she felt that this put people on the spot; she did not sign.

Georgina Ellis, resident of Odd Street, opposed the proposal citing concerns regarding removal of trees, the narrow and poorly maintained street, the number of additional units being added, snow plowing, and density. She added that the character and quality of the town would be effected by this change.

Wendy Uyede, resident of Hudson Bay Street, opposed the proposal citing concerns regarding the number of units, snow plowing, and road maintenance with increased residential traffic.

Chan Sandher, the applicant, provided members of the audience with rendered drawings of the proposed development. He advised that there is enough road dedication for gutter, two lanes, and parking, and that the development has been designed to keep traffic off of the road through the use of a lane on the property. He added that the units will have green space in the front with the laneway and garage access located at the rear.

Council inquired as to the traffic that would flow onto Odd Street through the one-way laneway on the property. The applicant confirmed that property would flow from Hudson Bay Street and exit on the other side at Odd Street. He added that each unit will have a single car garage, with four additional visitor parking stalls located on the property. Council inquired as to whether the 45% allowable site coverage in the current RS-1 zoning would remain the same in the proposed RM-1 zoning. The Acting Director of Community Development confirmed that the site coverage restrictions would remain the same.

The Director of Corporate Services read into the record a letter received on behalf of another nearby resident who could not attend the meeting:

Dorey and Jennifer Martin, residents of Hudson Bay Street, opposed the proposal citing concerns regarding the size of the parcel and proposed number of units, the narrow street and lack of parking space available, the units being rented out,

The Director of Corporate Services advised that no further submissions, either verbal or written, regarding any of the proposed bylaw this evening can be made to Council. The Mayor declared the Public Hearing closed at 7:37 p.m.

Certified Correct:

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**Donna Bellingham,**  
**Director of Corporate Services**

# **Strengthening Hope Project Report**

**Project Partners: District of Hope, Fraser Health, United Way of British Columbia and Hope & Area Transition Society**

**Presentation to Hope Mayor and Council  
September 11, 2023**

# Project Component - Homelessness Evening Outreach: HATS

The Evening Outreach team consisted of 2 people who worked from 2pm to 10pm, connecting with those who were living rough and unsheltered. Their work involved:

- Being proactive in their efforts to create relationships with people experiencing homelessness and general community members
- 797 connections were made
- 486 items of food and water distributed
- 223 harm reduction kits were distributed
- 159 clothing and hygiene kits distributed
- 122 hazards cleared
- 11 overdoses prevented (wellness checks)

# Project Component - Capacity Building & Training: Fraser Health

- In partnership with a local non-profit, Community Justice Initiatives Association, 4 train-the-trainer sessions were held. A total of 45 people attended
- Workshop sessions focused on:
  1. **Working Through Conflict - Restorative Communication & De-Escalation:** Participants learned ways to recognize when others are unable to emotionally regulate and methods of de-escalation and restorative practice techniques.
  2. **Supportive Communication and Embodying Curiosity:** This workshop explored communication techniques that support creating environments where disagreement has the potential to be turned into learning.



# Project Component - Capacity Building & Training Con't: Fraser Health

- 3. Cultivating Safe Spaces - Decolonizing Spaces, Vicarious Trauma & Resiliency:** This session addressed decolonizing spaces and understanding self and perspectives, vicarious trauma and resiliency, and bringing awareness and self care strategies for those in the helping field.
- 4. Recognizing & Transforming Shame, Fear, and Guilt:** This session covered emerging research on the detrimental role of shame and guilt in our lives and explored strategies of trauma stewardship, how to recognize and discharge shame and fear, with ourselves and others.

A free community screening of the **Wisdom of Trauma** piqued community interest and exceeded expectations with approximately 100 people in attendance. As a result of the screening, representatives from local First Nations and the school district expressed interest in hosting a screening for their respective communities

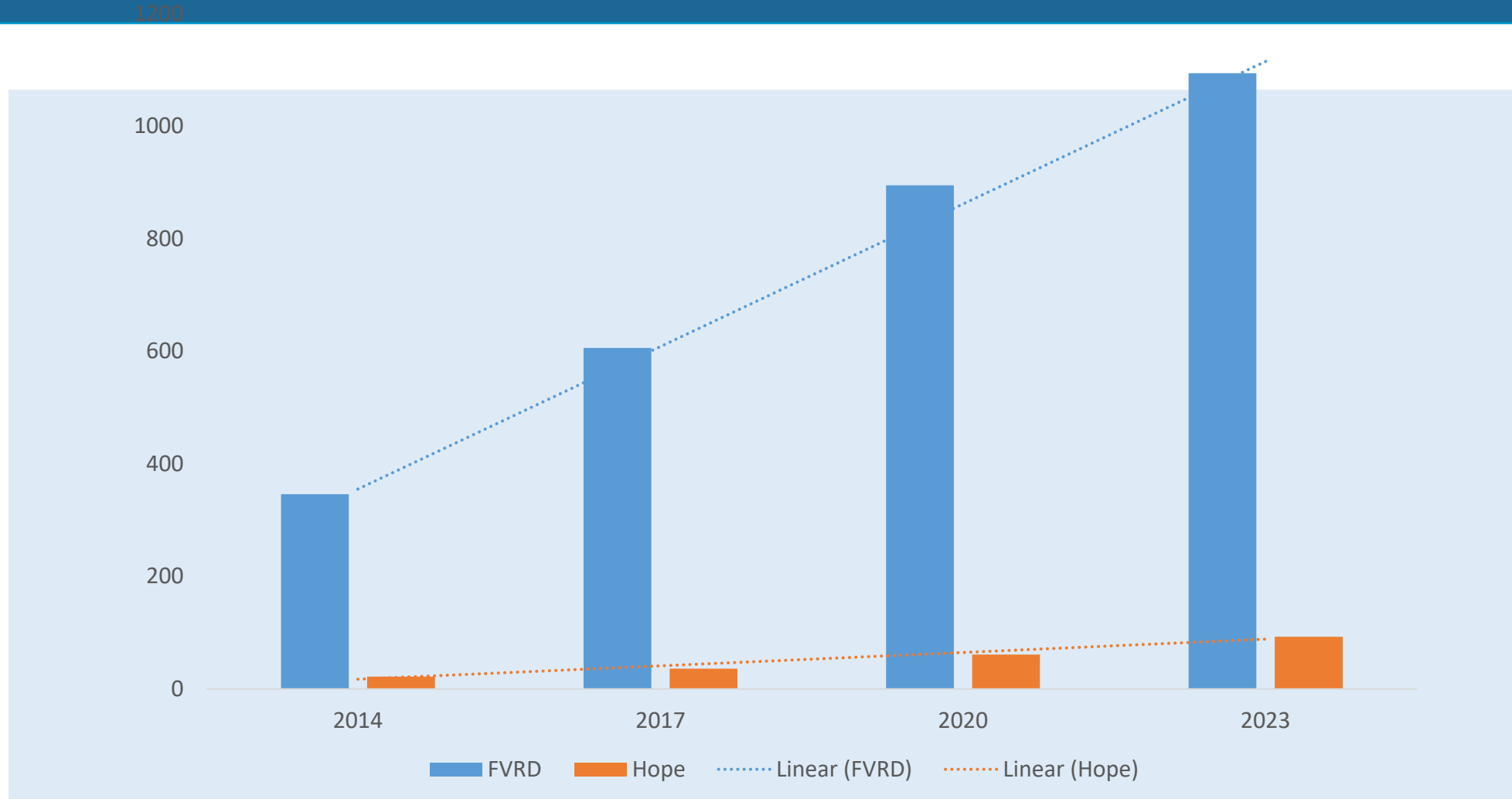
# Project Component - Assessment of services and Community Engagement: UWBC

## **Consulted:**

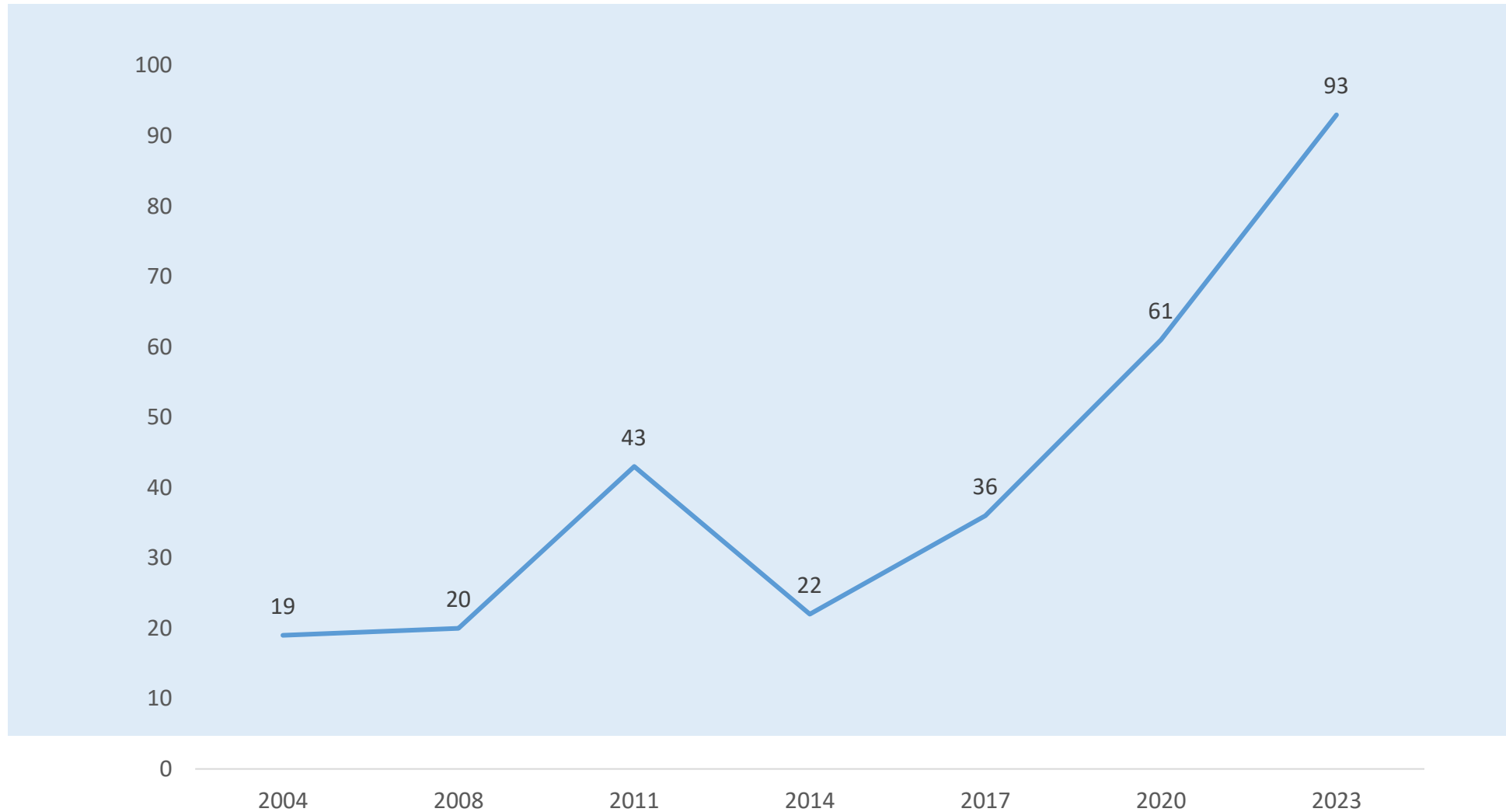
- **Published reports and articles**
- **Survey of Hope residents**
- **Input from persons with lived/living experience**
- **Interviews from representatives of 35 organizations / agencies**
- **Two community dialogue sessions**

# Trends in Homelessness – FVRD and Hope

Chart Title



# Homeless persons in Hope 2004-2023



# Work by HATS in response to homelessness

- **Since 2004 five research studies highlighting the need for housing**
- **2008 Funding for first outreach workers**
- **H.O.P.E Project 2013-2016**
- **Thunderbird Motel Project**
- **2019 funding for shelter bed increase**
- **Supportive housing proposal 2019/2020**
- **Situation Table**
- **Community Action Table**
- **Hope Transition House**
- **House of Hope Emergency Shelter**
- **Colonial 900**
- **Extreme weather shelter**

# Work by Fraser Health (Fraser East) in response to homelessness

- **Integrated Homelessness Action Response Team (IHART)**
- **Substance Use Services Access Team**
- **Rapid Access to Addiction Care**

# Recognizing housing provided in Hope

- **Coquihalla Inter-care Society**
- **Mount Hope Senior Citizens Housing Society**
- **Fraser Hope Lodge**
- **Riverside Manor**
- **Stalo Seniors Housing**
- **Anhart – The Ryder**
- **MQHS – Riverstone**
- **Fraser Inclusive and Supportive Housing Society** (Working on a housing proposal for adults with developmental disabilities)

# Recognizing support services in Hope

- **Hope and Area Transition Society**
- **Hope Community Services**
- **Hope Ministerial**
- **Care Transit**
- **First Responders**
- **Read Right Society**
- **RCMP**
- **Free Rein Associates**



# Context of unfolding homelessness

- **Cancellation of Canadian Social Housing Policy in early 1990s**
- **Drug epidemic from late 1980s**
- **Deinstitutionalization 1980s/1990s**
- **Government policy and funding lagging behind**

# Complex nature of contemporary homelessness

## Interplay of:

- **Poverty**
- **Unemployment**
- **Cognitive and social behavioural challenges**
- **Abuse**
- **Neglect**
- **Trauma**
- **Mental health**
- **Substance use (addiction)**

**Resulting in material, physical, emotional and spiritual poverty**

# Importance of Housing

- **Housing is the platform for service delivery and care**
- **Housing with support facilitate community integration**

# Integrated Models of Care

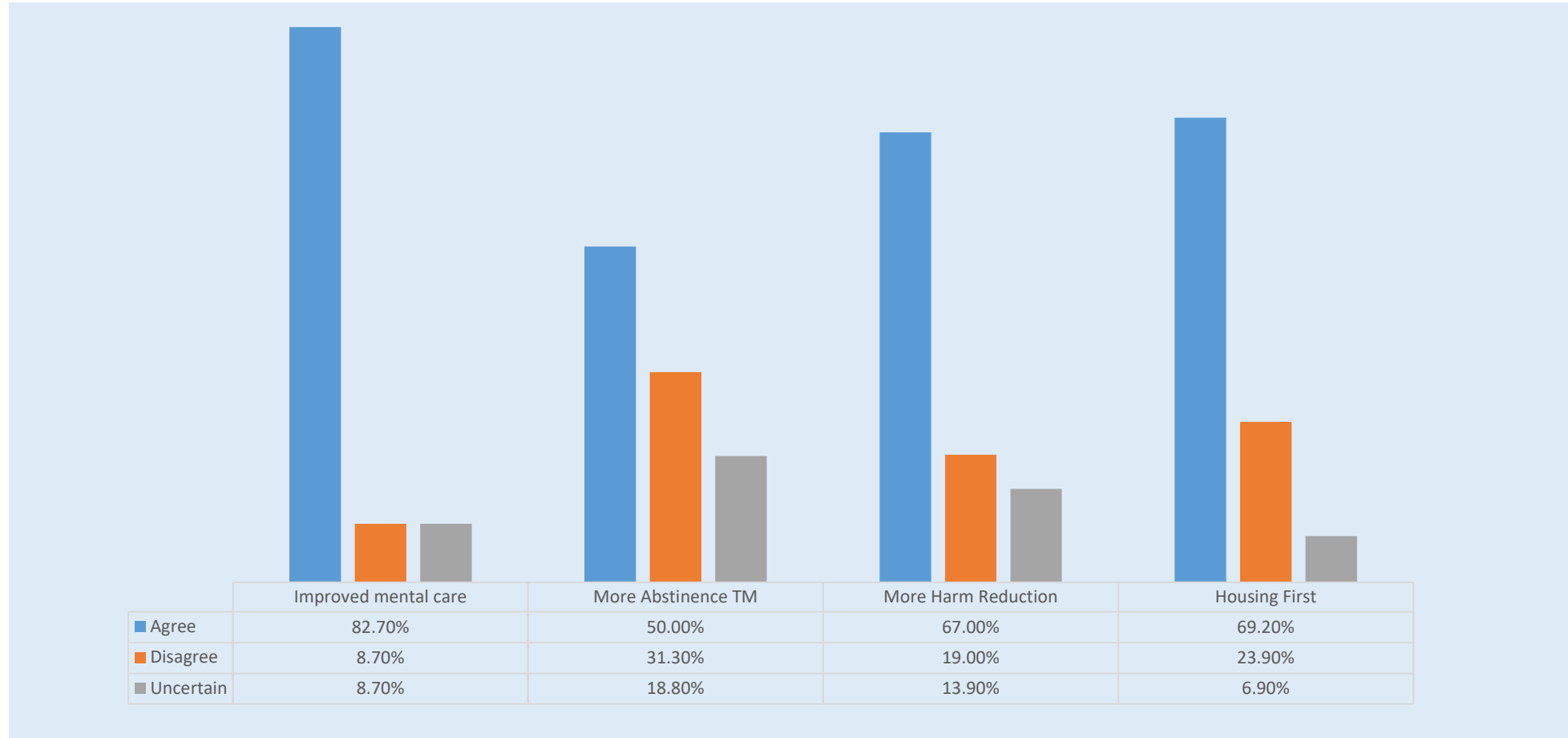
## Integrated models of care increase:

- **Communication**
- **Cooperation**
- **Trust**

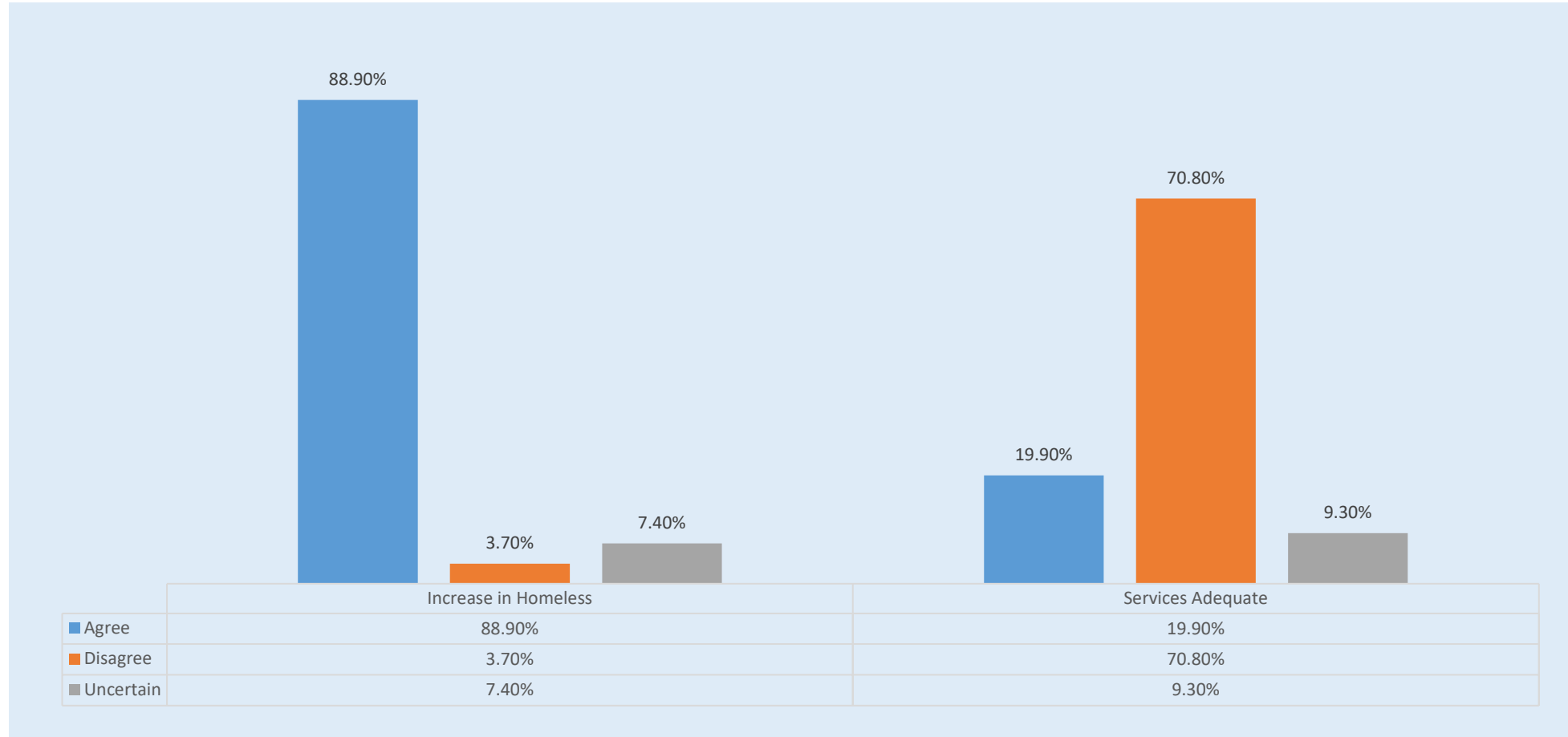
# Complementary practices in care

- **Intensive Case Management**
- **Integrated Homelessness Action Response Team (IHART)**
- **Assertive Community Treatment (ACT) Teams**
- **Supportive (Empathetic) therapeutic relationships**

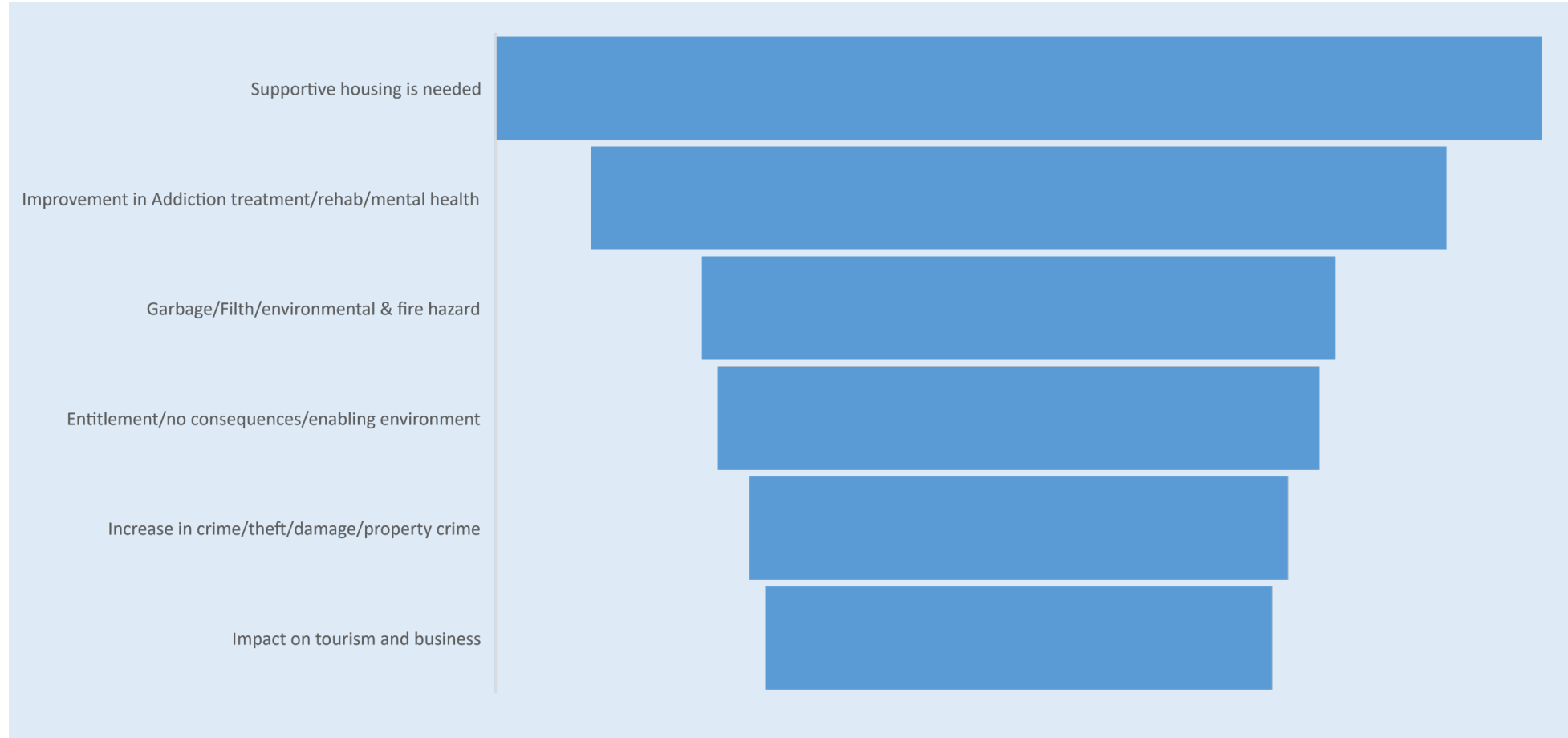
# Support from surveyed residents



# Increase in Homelessness and Inadequacy of Services

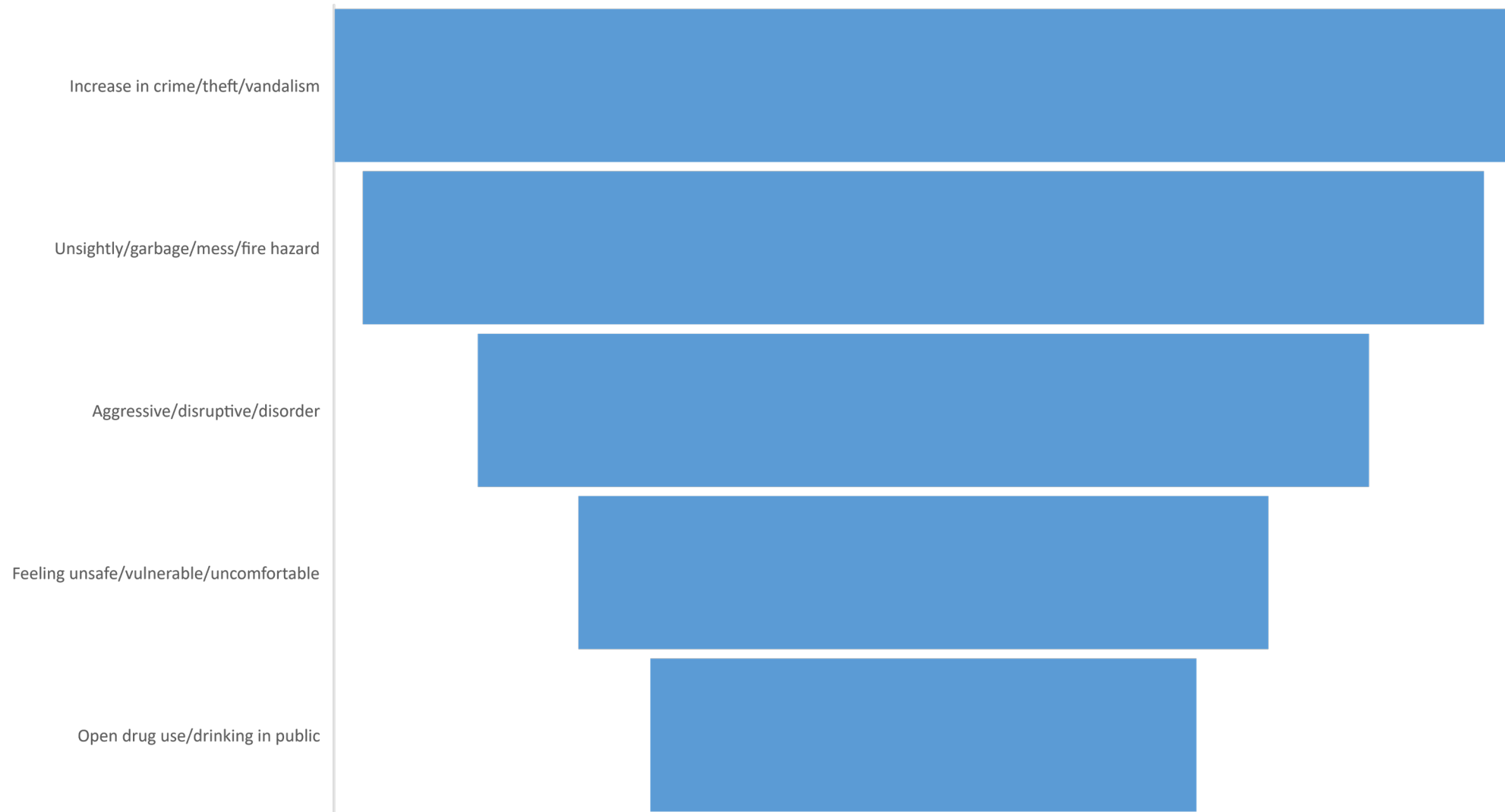


# Concerns about homelessness in Hope





# Views regarding impact of homelessness



# Solution Oriented

**In general stakeholders want to be part of solutions that:**

- **Facilitate community integration**
- **Address anti-social behaviour**
- **Counter alienation from community**
- **Reduce tension, stress and conflict**
- **Address public safety concerns**

# Suggested Solutions to Strengthen Hope (Summarized: See report for more detail)

- 1. Improved mental health care**
- 2. Addictions treatment**
- 3. Improved access to health care in general**
- 4. Drop-in Centre**
- 5. Housing (Housing Hub Model already started by HATS)**
- 6. Youth Homeless Prevention Centre**
- 7. Employment support**
- 8. Steps to mitigate impact**
- 9. Food support**
- 10. Improved communication/community dialogue**
- 11. Transportation**
- 12. Family Centre**

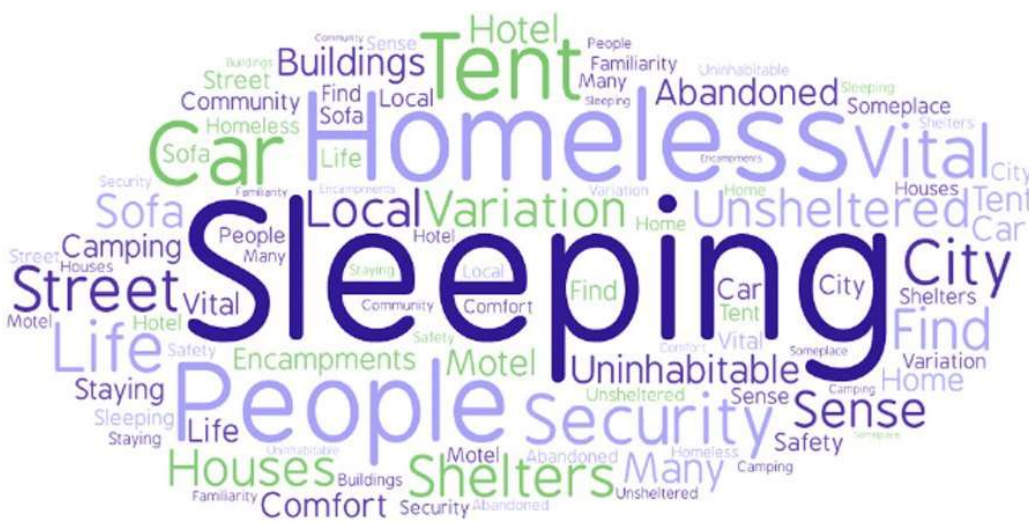
# Suggested Next Steps (Summarized: See report for more detail)

- 1. Mayor and Council and Project Partners to work through the report as a matter of priority.**
- 2. Mayor and Council and Project Partners to assign priority to address without much delay the concerns of residents highlighted in the report.**
- 3. Mayor and Council to create a community task force to develop a community action plan guided by collaboration, innovation, ongoing community engagement and community education.**
- 4. The community action plan must include plans and assign timelines relating to the needed service improvements contained in the report.**

**STRENGTHENING HOPE PROJECT REPORT**



**STRENGTHENING HOPE: TOWARDS A HEALTHY COMMUNITY - MUTUAL UNDERSTANDING, RESPECT, AND DIGNITY**



## **STRENGTHENING HOPE: TOWARDS A HEALTHY COMMUNITY - MUTUAL UNDERSTANDING, RESPECT, AND DIGNITY**

### **1. BRIEF PROJECT DESCRIPTION**

Strengthening Hope, a joint project by the District of Hope, Fraser Health, United Way of British Columbia and Hope & Area Transition Society, sought to identify issues and community concerns related to homelessness in Hope with a view to contribute to a common understanding of the issues surrounding homelessness, and to identify solutions and service improvements necessary. To this end the project embarked on community consultation that included:

- interviews with stakeholder and community organization representatives
- service provider representatives
- representatives of health care providing entities
- law enforcement
- first responders
- a survey among residents of Hope who do not experience homelessness
- community dialogue sessions with residents of Hope
- consultation with and surveys among people with lived and living experience i.e. persons who were experiencing homelessness in the past, or who were experiencing homelessness at the time of the consultation.

As part of the Strengthening Hope Project, Hope and Area Transition Society (HATS) offered homelessness evening outreach, in addition to its established day time homelessness outreach to unsheltered persons. The outreach services included meals, hygiene products, harm reduction supplies and referrals to and connection with relevant health and social services (see Appendix 7 for more detail). Fraser Health provided education and capacity building as part of the project (see Appendix 8). The United Way of British Columbia was primarily responsible for community engagement and service assessment. The District of Hope provided project oversight.

### HOMELESSNESS

homelessness creates circumstances beyond the individual's control....

it implies more than an absence of four walls and a roof. Homelessness produces profound social dislocation and is associated with the absence of a role in the community, privacy and security.

homeless people lack a base from which to work, go to school, receive training, sustain social contacts, receive social services, and provide and receive nurture.



The content presented in the subsequent pages is based on:

- reviews of published reports and articles on homelessness
- input obtained from people with lived and living experience regarding homelessness
- responses captured from residents of Hope by means of an on-line survey<sup>1</sup>
- interviews conducted with representatives from a range of service providers, health care providing entities, including representatives of First Nations Health Authority, and other community based social services and housing agencies (a total of 35 organizations or agencies)
- two community dialogue sessions involving residents of Hope, including a dialogue session specifically for seniors.
- Information supplied by Hope and Area Transition Society regarding their evening homelessness outreach work and Fraser Health regarding their work related to training and capacity building.

***NOTE TO READER: The content that follows represents an integrated summary of various sets of data and information. More comprehensive data and information are contained in Appendixes 1-9 which are attached to the report.***

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<sup>1</sup> To accommodate residents who do not have easy access to a computer or on-line internet service, hard copies of the on-line survey were made available at locations in the community and completed surveys could be dropped off at the same locations.

## **2. HOMELESSNESS AND THE NEED FOR HOUSING**

The need for housing options in Hope, in response to homelessness, has been identified as far back as 2004 when the very first homelessness survey was conducted in Hope and other Fraser Valley Regional District (FVRD) communities such as Agassiz-Harrison, Mission, Chilliwack and Abbotsford. From this early research a proven need for social housing and supportive housing was identified in the community of Hope. This was not dissimilar to social and supportive housing needs identified simultaneously in other FVRD communities, other BC communities and communities across Canada.

In addition to follow-up tri-annual homelessness counts and surveys conducted by the FVRD, Hope and Area Transition Society (HATS) has since 2004 commissioned five research studies to review the need and demand for housing options and the feasibility of implementing a continuum of housing options for individuals. Through this research by HATS and the subsequent surveys conducted by FVRD in 2008, 2011, 2014, 2017, 2020 and 2023 the growing need and demand for housing options has been confirmed study after study.

As a result of the research studies by HATS and supported by findings from the FVRD homelessness counts and survey reports, HATS obtained funding in 2008 from BC Housing to hire a Homeless Outreach Worker. In 2013, funding was secured by HATS through a grant, to implement a pilot project based on a “clubhouse” model for drop-in services for vulnerable people in the community to gain access to supports, services, and referrals in order to prevent homelessness. The H.O.P.E. Project operated successfully for 3 years, proved the need for this type of support in the community, but funding as per the funding envelope at that time came to an end. Despite attempts by HATS no further funding could be secured and the much needed, H.O.P.E. drop-in centre closed in 2016. As a result, vulnerable persons in the community that relied on the supports available and having a “safe place to be” during the day were let down through no fault of HATS but as a result of an inadequate public funding and social service investment regime.

Another initiative by HATS in response to a growing need for social housing and supportive housing was the Thunderbird Motel Project that provided a quasi-supportive housing model. The Thunderbird Motel Project provided a limited number of units with rent supplements to persons who need this type of housing and for whom the absence of supportive housing would mean homelessness. However, based on growing demand and research by HATS in 2015/2016 it was realized that the service delivery model that was offered through the Thunderbird Motel Project, which was designed along the lines of a Housing First Model, minus the 24/7 support and integrated case management services, was unsustainable. What was needed was an adequately funded housing model (supportive housing) and operational funding to deliver 24/7 support services. Obviously, the termination of the Thunderbird Motel Project left a gap in respect of housing units and support for people at risk of homelessness and the community felt the impact.

Based on observable and proven need in the community HATS, over the years following the end of the Thunderbird Motel Project, secured subsequent funding for homelessness outreach workers and in 2019 funding for additional emergency shelter beds and the commitment from BC Housing to build supportive housing. After a decade of research, ongoing advocacy, and many meetings a demonstrated need was



recognized and BC Housing acted on this need. Unfortunately, the first attempt to get a rezoning application to build supportive housing passed by the municipal council failed. However, the commitment to respond to the established need for supportive housing in Hope on the part of BC Housing remained. A second attempt, this time successful, was made to get a rezoning application approved by the municipal council. As a result of the approved rezoning application the start and completion of much needed supportive housing in Hope, is anticipated.

In addition to the process and work described above, HATS was instrumental in bringing the Situation Table model to the community that regularly brings together relevant service agencies to consider and implement a timely an integrated response to persons experiencing homelessness in Hope and other social issue concerns; to the extend that services are available and accessible. In addition to the Situation Table, HATS together with Fraser Health and other community agencies has also been involved in the formation and functioning of the Community Action Table (CAT) and the Homelessness Action Response Team (HART). All of this collaborative work in response to homelessness and realizing the growing health, including mental health, and addictions related issues presence among those who experience homelessness, Fraser Health, in 2022 implemented an Integrated Homelessness Action Response Team (IHART) that serves the communities of Chilliwack, Agassiz-Harrison and Hope. The IHART team will further augment the homelessness response work done by Fraser Health through Intensive Case Management (ICM) and Assertive Community Treatment (ACT). Both ICM and ACT currently are mostly concentrated further west in the Fraser Valley Regional District.

As evidenced above, the work to prevent and reduce absolute homelessness is mostly undertaken by Hope and Area Transition Society together with Fraser Health. Other community-based services agencies such as Hope Community Services, Hope Ministerial, Care Transit, First Responders, RCMP, Read Right Society, etc., bring important supports services to bear on the community's response to those living in poverty and on the margins of society, including those who experience homelessness. These support services include meal provisioning, clothing, emotional support, literacy, life support (literally in the case of first responders), counselling, transportation, etc. Furthermore, within this context, sight should also not be lost of much needed housing and support services provided by:

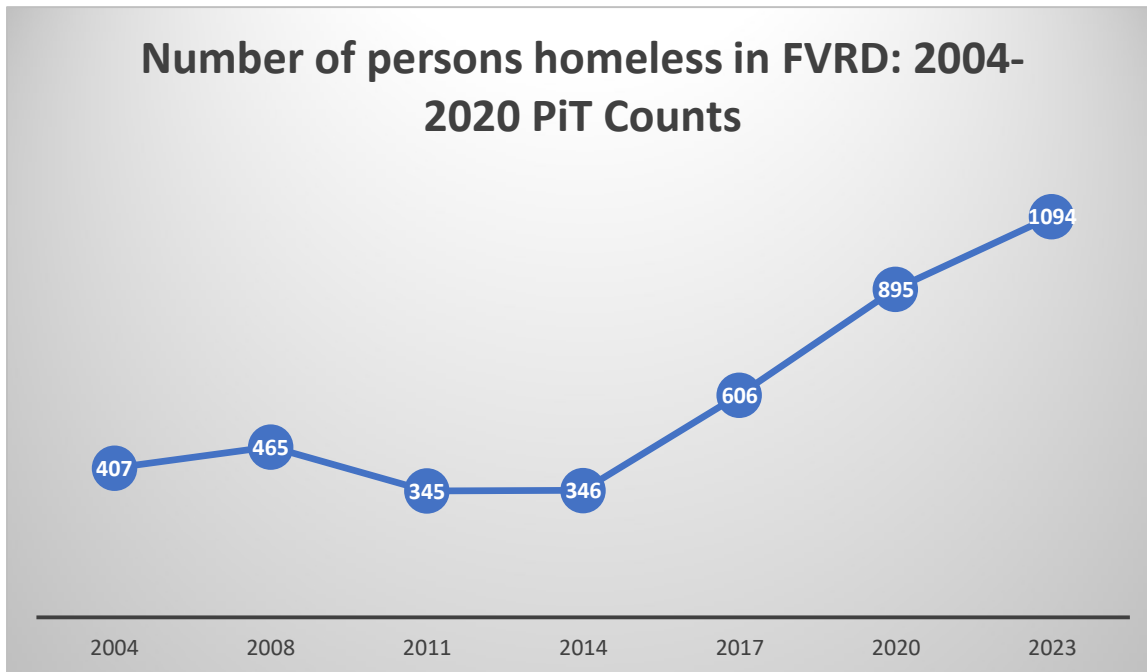
- Coquihalla Intercare Society (Joan Greenwood Place)
- Hope Association for Community Living
- Fraser Inclusive and Supportive Housing Society
- Mount Hope Senior Citizens Housing Society (Park Street Manor)
- Fraser Hope Lodge
- Riverside Manor
- Stalo Seniors Housing
- Anhart (The Ryder)
- MQHS (Riverstone)

All of these agencies confirm the need for more social housing with various levels of support, including much needed housing for seniors and persons with cognitive impairment or developmental disabilities, etc. Suffice to say that the problem of homelessness and housing exclusion is the outcome of our broken social contract; the failure of society to ensure that adequate systems, funding and supports are in place so that all people, even in crisis situations, have access to housing and the supports they need.

As can be gleaned from the paragraphs above, homelessness is present in Hope and increasing, and so is the need for social, supportive and other forms of affordable housing across the housing continuum or spectrum.

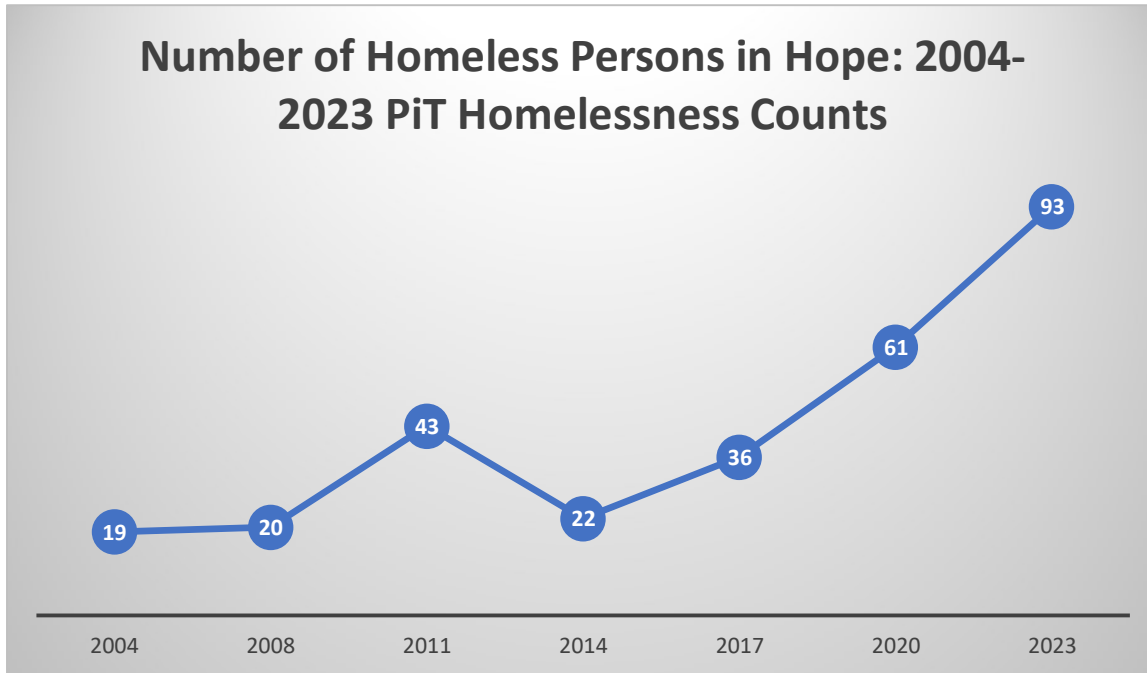
Based on the findings of the Fraser Valley Regional District's (FVRD) tri-annual homelessness counts and surveys, homelessness in the FVRD has been on the rise since 2014 when the number of homeless persons enumerated was 346 and in 2020 it reached 895 and in 2023 it was 1094 (see Graph 1).

**Graph 1: Number of persons homeless in FVRD: 2004-2023**

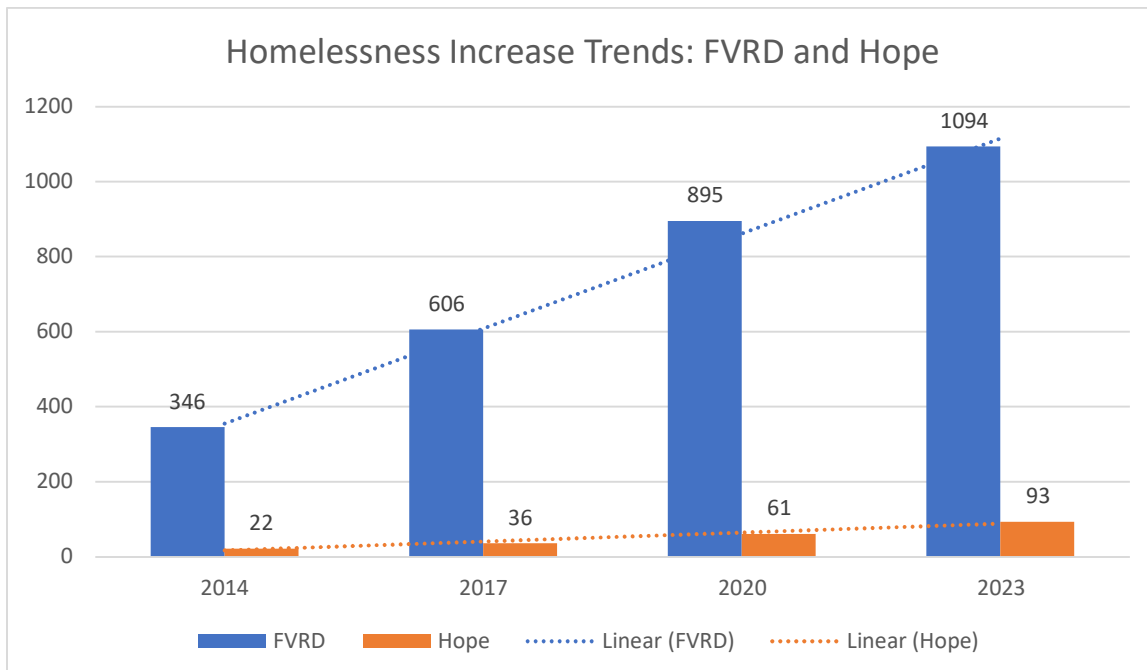


Over the same period (2014-2023) the number of homeless persons in Hope has also been rising. For example, in 2014 the number enumerated was 22 and in 2020 it was 61 and 2023 the number is 93 (see Graphs 2 & 3).

**Graph 2: Number of homeless persons in Hope: 2004-2023 PiT Counts**



**Graph 3: Trend in Homelessness (FVRD and Hope:2014-2023)**



It should also be noted that the FVRD homelessness survey numbers, including the numbers for Hope is based, as indicated above, on Point-in-Time counts that are conducted over a 24-hour period. Point-in-Time counts are known to undercount the number of homeless persons because allowing oneself to be identified as homeless and thus to be enumerated is based on voluntary participation; homeless counts are not mandated by law.

Also, there are people, especially women who are fleeing abuse or who are survivors of violence and for their own safety and for the safety of their children do not want to be identified. As such they are part of what is referred to as the “hidden homeless”. Thus, the number of homelessness persons in the FVRD in general, and Hope specifically, may be higher than the number based on the tri-annual Point-in-Time counts and surveys.

THE EXACT NUMBER OF HOMELESS PERSONS IN A COMMUNITY WILL ALWAYS BE A POINT OF CONTENTION. POINT-IN-TIME HOMELESS COUNTS AND SURVEYS, USED ACROSS CANADA, DO HOWEVER PROVIDE A USEFUL ESTIMATION OF HOMELESSNESS IN A COMMUNITY

A case in point is that the Hope & Area Transition Society (HATS) conducted a count over a longer period of time in January 2020 and enumerated 104 homeless persons. However, this enumeration included people who were precariously housed.<sup>2</sup> The FVRD tri-annual counts and surveys do not include precariously housed persons but only persons who are absolutely homeless.

Three additional sets of data and information are relevant to the number of homeless persons in Hope. This additional data and information provide further evidence of the reality of people being homeless and in need of housing. The first set of data deals with the number of bed-stays (a total of 1805) of 49 women and 21 children during the period April 1, 2022 to March 31, 2023 at Jean Scott Transition House. This translates into 26 night-stays on average per person. The latter represents a situation where women and their children become homeless due to violence and abuse and have to find sanctuary at a Transition House. The woman and children who found temporary shelter at Jean Scott Transition House are not necessarily all from Hope but they do find sanctuary in Hope.

The second set of data relates to at least 200 unique individuals (unsheltered persons) who were encountered and supported by the day and evening Homeless Outreach Teams of HATS during the 2022 calendar year.

The third set of data is in reference to the 20 emergency shelter beds at the House of Hope, plus 17 units (beds) at the Colonial 900 that are available year-round. During the cold and wet seasons (November to March) an additional 16 extreme weather (winter weather) beds are available. The Colonial 900 is at 100% capacity year-round and the House of Hope is at full or close to full capacity during the cold and wet months.

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<sup>2</sup> Persons or families who are precariously housed are part of the typology of homelessness as developed by the Canadian Observatory on Homelessness. However, Point-in-Time homelessness counts and survey methodology does not include precariously housed individuals or families, but mostly individuals and families who are absolutely homeless.

The capacity of the House of Hope emergency shelter (20 beds year-round), the capacity of the cold/wet weather shelter (16 beds during November to March) and the capacity of the Colonial 900<sup>3</sup> (17 beds)<sup>4</sup> should be seen in relation to the number of persons who are homeless in Hope (93) based on the 2023 FVRD Point-in-Time Homeless Count and Survey and the number of homeless persons encountered by the Homeless Outreach workers. Based on the aforesaid, it is reasonable to state that the emergency shelter capacity is not adequate. Especially, keeping in mind that the Colonial 900 facility came about as a result of Covid-19 and as such it is a temporary facility funded by BC Housing and managed by HATS. Furthermore, emergency shelters are not housing and therefore it does not address the need for supportive housing and other forms of much needed social housing in Hope.

Emergency shelters are meant to provide short term shelter (up to 30 days) in emergency situations with the assumption that the persons would be able to, on their own, and/or with support from shelter staff, find permanent housing after their stay at an emergency shelter. Assuming further that affordable and suitable housing is available in the community, or in neighbouring communities, and that people have the capacity to access this and retain their housing. Suffice to state that, although an important aspect of emergency care in response to homelessness, emergency shelters do not solve homelessness. What is needed is increased housing options, including supportive housing.

The exact number of homeless persons in a community will always be a point of contention and debate. Nevertheless, since 2004 the presence of homeless persons in FVRD communities, including Hope, has been empirically confirmed by means of tri-annual point-in-time homeless counts and surveys conducted ethically and with rigour. The findings from these counts and surveys do provide a valid and reliable indication, or estimate if you will, of persons experiencing homelessness in FVRD communities.

What is being observed and experienced in Hope regarding homelessness, and the manifestations of homelessness that service providers, health care providers, law enforcement agencies and the community have to deal with is not unique to Hope. Homelessness is present in other BC communities and communities in all Canadian provinces, and to a lesser degree Canadian territories. Homelessness in Canada has emerged over time as a result of factors not necessarily within the control of local communities, yet communities cannot escape the consequences. More about this in the following section.

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<sup>3</sup> The Colonial 900 is an extension of emergency housing in response to absolute homelessness in Hope which is funded by BC Housing and operated by HATS.

<sup>4</sup> A total of 37 beds year-round and a total of 53 during the cold/wet months November to March.

### **3. THE SOCIO-POLITICAL, SOCIO-ECONOMIC AND SOCIO-CULTURAL CONTEXTS WITHIN WHICH HOMELESSNESS TOOK ROOT**

Referencing the socio-political, socio-economic and socio-cultural contexts relevant to homelessness in Canada is helpful to better understand the challenges that the Canadian society, the Province of British Columbia and a small community such as Hope face, and have to attempt to overcome to prevent and reduce homelessness.

The general view among researchers and practitioners working in the field of housing provisioning and homelessness prevention, reduction and concomitant services is that there was not much homelessness in Canada before the mid-1990s. Up to that point, Canada had a social housing policy that was quite effective in providing affordable housing to low-income earners. When the national housing program was cancelled in the early 1990s, professionals and practitioners predicted that homelessness would result. In British Columbia, the provincial government did continue with the provisioning of social housing through BC Housing<sup>5</sup> but could not keep up with the demand in the absence of prior federal funding levels, resulting in a reduction in the number of units being built.

The effect of this reduction was compounded by a decrease in welfare support, introduced in British Columbia at the same time. The situation was further aggravated by the increase in the cost of housing, which was rising, and continues to rise more quickly than peoples' incomes and welfare rates, resulting in a widening gap between income and cost of housing, with more and more people falling through the cracks in housing provisioning.

A concomitant factor was the start, at roughly the same time, of the drug epidemic in the Lower Mainland of British Columbia, resulting in drugs being more widely available in Vancouver. People with drug induced behaviours had more difficulty staying housed. Furthermore, the patient capacity at Riverview Hospital<sup>6</sup> was reduced, resulting in patients being discharged. Those discharged at that time, had some community support attached to them and were placed in communities. However, other people who needed this type of care and support

The increasing presence of homelessness speaks to, not only the need for housing, but also to the need for prevention services, treatment options, proper health diagnosis, comprehensive, appropriate and adequate health care and a range of support services to keep people housed.

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<sup>5</sup> British Columbia Housing Management Commission (BC Housing) is a Crown agency. Its mandate is to fulfill the provincial government's commitment to the development, management, and administration of subsidized housing under the Housing Act. BC Housing was established in 1967.

<sup>6</sup> Riverview is a mental health facility located in Coquitlam, British Columbia, and it operates under the governance of British Columbia Mental Health and Addiction Services.

found it more challenging as there was not enough appropriate housing to accommodate people with severe mental health issues and/or substance addiction, and the concomitant needs.

In terms of British Columbia's housing policy prior to 2000, affordable<sup>7</sup> rental housing was primarily designed for families or seniors. In the early 2000s, government housing programs were expanded to include single persons as well as people who were considered homeless or at risk of homelessness. These units were allocated and rented out using the traditional landlord–tenant model. Based on this model, the understanding was that the landlord was not to interfere with tenants, and the precepts of the Residential Tenancy Act had to be followed. This type of housing provisioning was clearly designed for people who could function and live independently. It was not supportive housing.

For people with mental health issues, there were some group homes. Later on, the Province of British Columbia introduced the Supported Independent Living (SIL) Program for mental health clients. Clients have SIL workers, but case load limits present challenges. The result is that clients are expected to live fairly independently with very minimal support. Those who need more support are left wanting and face the risk of perhaps ending up homeless. In some instances, people have to move to another community to obtain housing and support resulting in loss of friends and less access to family and other forms of relational supports.

During this era (late 1990s into the 2000s), those living with substance addictions were accommodated as long as the usage or addiction was, relatively speaking, under control, allowing them to still manage independently in their housing. This latter scenario is quite different from the challenges associated with the more recent increase in the number of people who are chronically homeless. Chronically homeless persons are people who cannot function in housing that assumes independent living without support. They are unable to fit into independent housing, and thus get evicted.

The current reality resulted from these coalescing causes of homelessness is an increasing presence of homelessness that speaks to the need for housing, but also importantly speaks to the need for prevention service, treatment, proper health diagnosis, comprehensive, appropriate and adequate health care and a range of support services to keep people housed. The way in which homelessness currently manifests in Canadian communities is indeed very complex in nature and it appears to be difficult to arrest and reduce the number of persons who are unsheltered in local communities.

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<sup>7</sup> For the purposes of this report, the term “affordable housing” refers to housing that is provided to lower-income households in need of below-market-rate housing. It includes housing that has value-added services like social supports and supervision. It may be publicly owned and funded, or publicly supported, either through capital or operating funds, under management by not-for-profit or cooperative societies. Included in this definition is a range of facilities and programs, such as emergency shelters, supported independent living contracts, and subsidized independent rental apartment units. Policy tools to make housing affordable to low-income residents include: rent supplements for market rental housing; units that cap household spending on rent at 30% of gross income; rent controls; and regulations that protect the existing stock of rental housing or subsidize the development of new rental housing stock.

#### 4. THE COMPLEX NATURE OF CONTEMPORARY HOMELESSNESS

Within the discourse about homelessness, the argument is made that people do not choose to disengage from the social structure to the point where they become homeless. Based on feedback from interviewed homeless persons, there always seems to be something that compels people down the road toward homelessness. For example, the history of trauma is extensive and runs deep among those who experience chronic homelessness. Included are people who have been horribly abused, deprived of love and care who then become incrementally marginalized.

According to data from interviews, this seems to be the rule rather than the exception. For instance, some of them as children, have been used to gratify the sexual needs of adults. Other examples of abuse include what happened in residential schools,<sup>8</sup> ongoing sexual abuse, and other forms of emotional and physical abuse that are present in society—e.g., spousal abuse, assault, and violence. Linked to this is the impact of the early onset of addiction to health impacting substance use. The question then is, what is the addiction a function of? As one interviewee stated:

“If you were being abused, and no one was protecting you or advocating for you, and this was going on for years and years and years and a parent of yours was so depressed that they couldn’t even address any of it, then what would you do? You’d try to numb that, wouldn’t you?”

The results are dropping out of school early, getting into trouble with the law, diminished opportunities, poverty, and in many cases eventually homelessness.

Thus, it would appear that a combination of conditions, chances, and choices, including broader living conditions of poverty, isolation, the socio-economic and socio-cultural conditions the person was born into, play a role in determining this path of disengagement and alienation from normative society. They don’t feel they belong; they feel on the outside. The loss of family and friends is one of the worst things that can happen to an individual. Given these realities, chronically homeless persons have not had much role modeling about how to develop a support network and activate it when they need it. They also feel a lot of mistrust, and it is difficult for them to believe that there are actually people who genuinely want to support them. It can take many years for them to develop trust, as its absence is due to a lack of functional relationships and the resultant psychosocial dislocation.

It can thus be asserted that the factors contributing to people becoming chronically homeless are multiple and intertwined. At play is a combination of poverty, unemployment, cognitive and social

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<sup>8</sup> This reference is to the Indian residential schools in Canada that were established by the Government of Canada in the nineteenth century to serve its then policy of assimilating Aboriginal people into “European” Canadian society. Under this policy, approximately 150,000 Aboriginal children were removed from their parents and communities, and forced to attend these residential schools. The last residential school closed in 1996. Since the 1990s, many cases of child sexual abuse at these schools have come to light.

#### Complex issue

The factors contributing to people becoming chronically homeless are multiple and intertwined.

This complex interplay among factors causing homelessness, presents challenges to the way health and social care are currently provided.



behavioural challenges, abuse, trauma, mental health issues, substance use, etc. that merge to create poverty in all its dimensions—i.e., material, physical, emotional, and spiritual. Poverty in turn results in limited options. Add to this the absence of community care and the high cost of housing, and the end result is chronic homelessness. Clearly, this complex interplay among variables presents challenges to the way health and social care are currently provided.

## **5. ISSUES THAT COMPOUND HOMELESSNESS**

Homelessness leaves individuals without a secure and stable base from which to rebuild. As such homelessness could render a person, depending on one's inner constitution and resiliency, extremely vulnerable, exposed, alienated, dejected and with a low or rapidly plummeting self-esteem. Efforts to mitigate community and individual harms from homelessness and substance use must take into account certain compounding issues, such as health, age, indigenous heritage, personal difficulties, structural challenges, etc.

### **Health**

There are three key factors that contribute to compromised health among people who are homeless. These are health impacting substance use or misuse, physical health conditions, and mental health disorders. When combined these factors together form a significant cause for homelessness (Fraser Valley Regional District, 2020). Many of the persons who are homeless in Hope experience one (or more) of these factors, with almost 30% of homeless respondents in Hope reporting that they had an addiction issue, a medical condition, and/or a mental illness, and almost 20% stated they had a physical disability. The most prevalent of the three factors appeared to be substance use issues. These findings are in line with leading causes of homelessness on a national level. Research done in 61 communities across Canada in 2018 identified substance misuse or addiction as the leading cause for homelessness, with 25% of those surveyed identifying it as the reason they became homeless (Employment and Social Development Canada, 2021). It was also found that the longer a person was homeless the higher the likelihood they would begin misusing substances. The role played by substance use issues can be further aggravated because of the way that substance use can be intertwined with a person's physical and/or mental health issues.

Substance use has been found to be linked with a multitude of mental health disorders. For example, research has shown that it is not unusual for substance use to be comorbid with anxiety disorders (such as post-traumatic stress disorder), and can often occur simultaneously with mental health disorders like depression, borderline personality disorder, and attention-deficit hyperactivity personality disorder (National Institute on Drug Abuse, 2020). The presence of a mental health disorder may also lead to an increased likelihood for a person to develop substance misuse issues, as a review of the literature surrounding the substance misuse of those with schizophrenia found that somewhere between 40-60% of those with schizophrenia who were studied also had a substance misuse problem (Lubman, King, & Castle, 2010). It was also found that the chances of someone having a comorbid substance misuse issue with a mental health disorder increased if the individual was homeless. On top of this, substance misuse can also be directly connected to physical health issues.

Regarding the link between physical health issues and substance misuse issues, there are two common ways that these two conditions are linked: either the substance misuse can be a way to self-medicate a health condition (e.g. chronic pain), and/or the substance misuse increases the likelihood of experiencing physical health issues (e.g. cardiovascular disease) (National Institute on Drug Abuse, 2020). This research also found that substance misuse issues can increase the likelihood of catching infectious diseases (e.g. hepatitis C) through unsafe substance use practices or unsafe sexual activities.

### **Homelessness: Compounding issues**

Efforts to mitigate community and individual harms from homelessness must take into account certain compounding issues, such as health, age, indigenous heritage, personal difficulties, structural challenges, etc.

Each of these three factors (physical health conditions, mental health disorders, and substance use issues) can also combine to create complex health issues for homeless people. In a review of literature surrounding comorbid substance use and mental health disorders, it was found that those who experienced both conditions were more likely to fall back into addiction, develop physical health issues, and use up important medical resources (e.g. emergency rooms) (Ross & Peselow, 2012).

Research done by Lubman, King, and Castle (2010) also found that comorbid conditions can also be linked to an increased risk of physical health issues and an increased likelihood of requiring medical attention. All of this highlights the extent to which homeless people require health care in order to treat complex health issues including physical health conditions, mental health disorders, and substance use issues.

Studies have shown that many homeless people lack access to family doctors and often rely on hospital emergency departments to treat their medical conditions (Khandor et al, 2011). This is significant because homeless people and vulnerably housed persons without access to a primary care provider like a family doctor are more likely to have unmet health concerns (Argintaru et al, 2013). With a health care system that is overburdened, and even to a greater degree in smaller more rural communities like Hope, people who are homeless and requiring much needed health care adds to the demand on the health care system. A situation that could contribute to community stress and in some case resentment on the part of residents, including seniors, who are having to wait to receive much needed health care.

According to responses from a survey among people with lived and living experience (PWLLE), homelessness and health issues, including mental health issues, appear to be the dominant challenge to their wellbeing. It could also be posited that harms from substance use and its surrounding environment should not be ignored.

Also of note regarding health is the impact of acquired brain injury. An acquired brain Injury (ABI) is any damage to the brain that occurs after birth and is not related to a congenital or a degenerative disease. Causes may include traumatic injury, seizures, tumors, events where the brain has been deprived of oxygen, infectious diseases, and toxic exposure from substance use. The 2020 FVRD Point-in-Time Homeless Count and Survey data revealed that 13%<sup>9</sup> of those who experience homelessness in FVRD communities indicated that they live with an ABI. An ABI is one of the key causes of disability in individuals under the age of 45<sup>10</sup> and can seriously affect a person's ability to live independently.<sup>11</sup>

## **Age**

The number of homeless people over the age of 50 has been on the rise nationally and regionally over the last ten years (Dej et al, 2016; Fraser Valley Regional District, 2011; Fraser Valley Regional District, 2020). In the 2020 Homeless Count and Survey Report, Hope was grouped under the Eastern Fraser

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<sup>9</sup> More recent survey data indicates this to be around 20%-25%.

<sup>10</sup> Canadian Institute of Neurosciences, Mental Health and Addiction, 2020.

<sup>11</sup> Canada Brain Foundation, 2020

Valley Communities (EFVC) sub-area (Fraser Valley Regional District, 2020).<sup>12</sup> From 2017 to 2020, the percentage of those 50 and up rose from 28.9% to 43%, representing a significant increase over the span of those three years. Also, the age group which saw the highest increase overall was those 60 and over going from 6.7% in 2017 to 19% in 2020. The decrease in homelessness among the younger demographic and an increase of homelessness in the older demographic in Eastern Fraser Valley Communities, including Hope, is consistent with the findings of regional and national data (Dej et al, 2016; Fraser Valley Regional District, 2020). Attempts to remedy homelessness in Hope should take into account the aging population of homeless people.

### **Indigenous Identity**

Throughout Canada, there is a considerable overrepresentation of Indigenous people among those who experience homelessness. Indigenous peoples are estimated to make up between 28% and 34% of the homeless population of Canada, but only account for about 4% of the general population (Employment and Social Development Canada, 2016, as cited in Dej et al, 2016). The most recent census data showed that Indigenous peoples make up about 8% of the population in the FVRD (Statistics Canada, 2017). In 2020, about 33% of the homeless population in the FVRD was Indigenous, showing a significant overrepresentation similar to that on the national scene (Fraser Valley Regional District, 2020). The census data showed that about 11% of the population of Hope is Indigenous in 2017 (Statistics Canada, 2017). In the Eastern Fraser Valley Communities, that includes Hope, it is estimated that 14% of those who experience homelessness are Indigenous. Although this level of overrepresentation is less significant in Hope than it is regionally and nationally, it is still noteworthy. The need to properly address Indigenous homelessness in Hope has been raised in a previous report on homelessness in Hope and the implementation of a Housing First approach to the area (Hawkins, 2015). This report noted that although Hope is surrounded by Indigenous Communities, there was little to no involvement of these communities with Indigenous persons who experience homelessness in Hope, and many of them felt estranged from the surrounding Indigenous communities. In addition, approximately 30% of clients using homeless services in Hope within the last 6 years were Indigenous.

### **Personal difficulties**

Many persons have become homeless as a result of significant personal difficulties. At play are a variety of risk factors, some of which are individual and relational in nature and may include childhood abuse and or neglect, traumatic events, personal crises, mental health and or substance use challenges, family violence and abuse, or extreme poverty. Research has further shown that there are often precipitating factors including job loss, loss of permanent housing due to eviction, family breakdown, or illness that bring about eventual homelessness.

There is also evidence of traumatic and abusive childhoods aggravated by lack of generally accepted parental care, nurture, love and affirmation, resulting in a low self-esteem. They also described unexpected job losses, illnesses, or traumatic relational breakdowns. The FVRD 2020 Point-in-Time Homeless Count and Survey respondents reported family or relational breakdown, including conflict and abuse, as a significant reason for homelessness at 35% of responses.

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<sup>12</sup> The communities included in this sub-area are as follows: Hope, Kent, Harrison Hot Springs, and Boston Bar. These communities were grouped together due to their small population so that the anonymity of the survey respondents could be protected.

## Structural difficulties

In many instances, precipitating personal factors are compounded by structural and systemic factors, including shifting provincial or federal policies and the functioning of systems.

A major structural component impacting social issues involves policy and funding. For example, in 1992 the federal government terminated the funding of the federal cooperative housing programs, and in 1993 it froze funding for social housing programs, resulting in no federal money to build new social housing until 2001.

Another example involves federal policies around illicit substances. Increasingly, jurisdictions are recognizing that the “War on Drugs” has not solved harms from addiction and its related social issues. In July of 2020, the Canadian Association of Chiefs of Police published a report that advocated for decriminalization of simple possession of illicit drugs. Starting in 2023 possession of small amounts of certain formerly illicit substance is legal in British Columbia.

Considering that among those who are homeless are persons who admit that drugs interfere at some level in their daily lives, this kind of policy change would most certainly impact individuals who are attempting to mitigate harmful impact of drugs on their lives and who attempt to participate in healthier community life.

Interaction with systems such as the criminal justice system and/or the foster care system (particularly when transitioning out of the system) present compounding complications and barriers for people who use drugs or who are experiencing homelessness, particularly when they are seeking employment and increased community integration. For example, individuals released from prison who have few outside supports and who lacks a comprehensive and situationally relevant discharge plan have a high probability of being released to a situation of homelessness, which in turn increases their likelihood of re-incarceration.

Another example is the significant proportions of people experiencing homelessness who have had experiences with foster or institutional care. Studies have demonstrated the high prevalence of childhood experiences with foster care among homeless adults, with numbers ranging from 10% to 38%. According to data from the 2020 FVRD Pont-in-Time Homelessness Count, the proportion of those who experience homelessness who were in Ministry Care<sup>13</sup> is 26%.

Youth “aging out of care” is another contributing factor to homelessness. In many instances the province withdraws responsibility for a youth’s housing, funding, and support services when he, she, they turn 19

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<sup>13</sup> “Ministry Care” for the purpose of this report includes:

- Foster care
- Youth group home
- Youth agreement
- Independent living agreement
- Residential school

years old. In addition to the typical challenges facing adolescents, many youth aging out of care have had adverse and traumatic life experiences that can affect social, emotional, cognitive, and physical development. Without proper supports, youth leaving care are less likely to attend post-secondary schools, and more likely to experience difficulty finding work, become homeless, come into contact with the criminal justice system, and have mental health or substance use issues. This latter reality highlights the importance of the education system as well as the need for employment programs to consider not only lower levels of education but also the personal trauma or tragedies that most likely precluded high school graduation.

The lack of discharge planning in some instances for mental health patients leaves such individuals particularly vulnerable to homelessness. In cases where patients with a mental health issue are discharged without appropriate housing plans vulnerability to homelessness increase and could result in costly re-hospitalization.

Clients are sometimes “dropped” or their case files are closed because the clients weren’t “going anywhere” or failed to follow-up from their end and respond timely to health care advise, so their spot is filled by someone on the waiting list. In some instance it may be a case that the support that the particular client needs, does not exist. A big stumbling block, among others, for individuals who experience mental health issues and addiction, is that mental health issues and addictions could mask each other, presenting challenges to diagnosis and subsequent health care.

### **Economics**

One of the most common reasons for homelessness is probably one of the simplest to understand: Many people who are homeless cannot afford housing. In many Canadian cities, including FVRD communities, low-cost rental units have been lost to strata conversion, redevelopment and gentrification, all of which further decrease the inventory of safe, good-quality, affordable homes. In the case of Hope the Pipeline project has had a very significant impact of the cost of rent and housing, pushing rental rates much higher than what can be afforded based on general wage rates/income levels in Hope. Furthermore, as the cost of rent continues to rise and the incomes of people in lower to middle socio-economic brackets remain stagnate or grow slower than the increase in cost of rent, affordable housing gets out of reach for more and more residents. To put it conversely, as rents go up, the number of affordable rental units decline. It is also known that social assistance recipients make up a very high proportion of high-risk renter households and social assistance rates are falling far short of housing cost.

## **6. HOUSING, SERVICES, SUPPORTS AND CARE**

Contributing to chronic homelessness is the revolving-door nature of some mental health care facilities. In other words, organizations that cater only to treating mental health issues, but fail to address substance use disorders and/or homelessness, often aggravate the situation by releasing individuals who have no fixed address back onto the street. Furthermore, in the absence of housing providers equipped to house and care for this population, these individuals become the so-called chronically homeless because there are not enough community-based supportive housing facilities and services for them.

Housing that is available may not be equipped for people who present multiple issues and behaviours brought on by mental illness or drug addiction, or a combination thereof. The general sense among those interviewed is that there are too many barriers to access housing that does exist, and where housing is available, too little support is attached. As one interviewee stated:

“This population has been accumulating in the street for 20 years, aging in place. They are “barriered” by non-profit housing, they are “barriered” by government housing policy, and they are “barriered” by services. They remain in the street until they become so ill that they die in the hospital or until they die on the street by a variety of mechanisms.”

Traditionally, and most probably still in some instances today, persons presenting as “difficult to house”—which often included those with mental health and/or addiction problems—were (are?) perceived as needing to become “housing ready” before being provided with stable housing. In this scenario, clients then progressed through a series of congregated living arrangements, receiving residential addiction and mental health treatment. One major critique of the traditional intervention is that clients return to the street when they drop out before the end of the process (Mancini, Hardiman, & Eversman, 2008, p. 103).

It is not enough for the person with mental and/or substance use challenges to be housed without supportive services or to receive services without housing. As stated by two interviewees:

“To house a person without support poses too much risk to everybody else” and “supportive service is not just something that is done by an outreach van or by a supervised injection site. Housing needs to be inclusive of everything, from housing to medical care to psychiatric treatment to provision of food.”

It is imperative that clients are screened in terms of their background, trauma, and other experiences. In some instances there is a lack of adequate awareness of how addiction and mental illness interface, and thus there is a failure to properly understand that, for instance, if a person is psychotic, and using drugs, and HIV positive, this constellation of issues can only be addressed if the person receives adequate and seamless mental health care, addiction care, housing, and support services. As a result of the development of specialized medicine, and specialization in society in general, roles and information

### **Housing**

It is imperative to understand that housing becomes the platform from which services are delivered in order to facilitate social inclusion. The notion of “housing first” represents a significant value shift in how housing is provided to chronically homeless persons.

flows are so specific that sometimes basic factors and facts related to health behaviour are unknown. Furthermore, the health care system is not geared to adequately and routinely cover high-need clients. In many instances these clients are only seen in emergency rooms and acute care settings. High-need clients, such as those living with concurrent disorders, require a full integration of mental health and addiction services in addition to health care and housing. Although appreciated and that it is important to continue surface support such food, soup kitchens, clothing, emergency shelter, etc. cannot deal with and address deep underlying issues that are at the cause for why people are experiencing homelessness.

It is an unfortunate reality that society largely tends to ignore people with mental health issues. They do not have the support that is typically available to and taken for granted by others in society, yet there is an expectation for them to live independently, something which some of them cannot manage. This expectation of independent living is linked to a societal view that institutionalization is no longer an acceptable option. People who live with mental illness, drug addiction, or a concurrent disorder have different housing, treatment and care needs. Inclusion of homelessness has to be a main focus in mental health intake, mandating that an individual's basic needs must be met first. Long-term government funding is essential to run successful programs, and in the long run will prevent expensive psychiatric inpatient hospitalizations (National Coalition for the Homeless, 2009; Kessell, Bhatia, Bamberger, & Kushel, 2006). Physician care, community care, and social care are equally important determinants to prevent homelessness and lead to healthy living (National Coalition for the Homeless, 2009; Garcia-Nieto et al., 2008).

Professional medical attention, inclusive of mental health care, and community relationships are two key complementary elements of care. Patients are more willing to think about treatment and other solutions if they feel trusted and understood. An empathic relationship creates a sense of belonging and is critical for people's well-being. It makes them feel they are worthwhile and can play an active role in their own treatment. An important key therefore to any successful program, has to be communication, not just between staff and clients, but amongst agencies as well. Treatment works best with a limited number of staff and on a one-to-one basis (Abelló, Fisher, & Sitek, 2010). Muir (2010) has found that meeting with clients on an individual basis improves their social skills and overall quality of life.

For homeless individuals with concurrent disorders, integrated models of care that increase levels of communication, cooperation, and trust amongst providers positively affect their access to services (Rosenheck, Resnick, & Morrissey, 2003). People living with concurrent disorders often encountered, and in many cases still encounter, multiple barriers accessing services. Clients presenting at mental health services were (are?) often denied care until their addiction issues were (are) resolved. Conversely, some clients seeking addiction services were (are) often denied services until their mental health issues were resolved. When clients are not screened for concurrent disorders, treatment could fail because it was based upon a faulty understanding of a client's genuine problems.

Integrated models of care should become the norm for supporting persons with concurrent disorders. This conceptual and practical shift recognizes the multiple needs of those experiencing homelessness and concurrent disorders, and provides individuals access to an array of services such as mental health care, substance use treatment, housing services, benefits and income support application assistance, educational and vocational services, etc.



Complementary leading practices in housing and care provisioning include:<sup>14</sup>

- Critical Time Interventions
- Assertive Community Treatment Teams
- Supportive (Empathetic) therapeutic relationships

The above combined, should result in a Comprehensive, Continuous, Integrated, System of Care (CCISC). The literature is clear that effective treatment for homeless people with concurrent disorders requires comprehensive, highly integrated, client-centred services. Such a Comprehensive, Continuous, Integrated System of Care (CCISC) model emphasizes integration of care, empowerment of clients, disease diagnosis, and individualized recovery treatment. Evidence suggests that the CCISC model reduces substance use and mental health symptoms, and contributes towards improved residential stability (Foster et al., 2010; McGraw et al., 2009; Tsai et al., 2010; Young, Clark, Moore, & Barrett, 2009; Harrison, Moore, Young, Flink, & Ochshorn, 2008; Power & Attenborough, 2003).

According to Tsai et al. (2010) and Wright and Kloos (2007), hospitalization, homelessness, and incarceration rates fall and overall improvement is noticeable in the individual's psychosocial well-being. Also, a decline in psychiatric symptoms is observed after diagnosis and engagement in recovery treatment (Greenwood, Schaefer-McDaniel, Winkel, & Tsemberis, 2005, as cited by Wright & Kloos, 2007). Counseling and one-to-one contact are key characteristics of the recovery process (Kertesz, Crouch, Milby, Cusimano, & Schumacher, 2009).

In addition to the need for a paradigm shift in the delivery of mental health care and the case to be made for a Comprehensive, Continuous, Integrated, System of Care (CCISC) the importance of supportive housing needs to be recognized in dealing with contemporary homelessness. Somers et al. (2007, p. 2) state that the preponderance of evidence suggests that supportive housing is an essential component of an effective overall therapeutic and rehabilitation strategy for individuals with a mental health diagnosis and/or substance abuse issues. Supportive housing, inclusive of psychosocial rehabilitation, is seen as a leading practice in providing services and housing more effectively and efficiently to homeless persons (Dumas, 2007; Homeless Link, 2009; Mission Australia Community Services, 2008; Blankertz & Cnaan, 1994). To help rehabilitate individuals affected by both homelessness and either mental health disorders or addiction issues, the program they participate in must seek to improve quality of life as well as reduce the chance of relapse and recidivism (Muir, 2010; Garcia-Nieto et al., 2008). It is also important that participants not be constrained by exit deadlines.

The literature is clear that an effective response to homelessness must include stable housing and furthermore, that treatment for homeless people with concurrent disorders requires comprehensive, highly integrated, client-centred services. It is imperative to understand that in the context of providing housing to chronically homeless people, housing becomes the platform from which services are delivered in order to facilitate social inclusion. In this regard, the notion or concept of "housing first" represents a significant value shift in how housing is provided to people with concurrent disorders.

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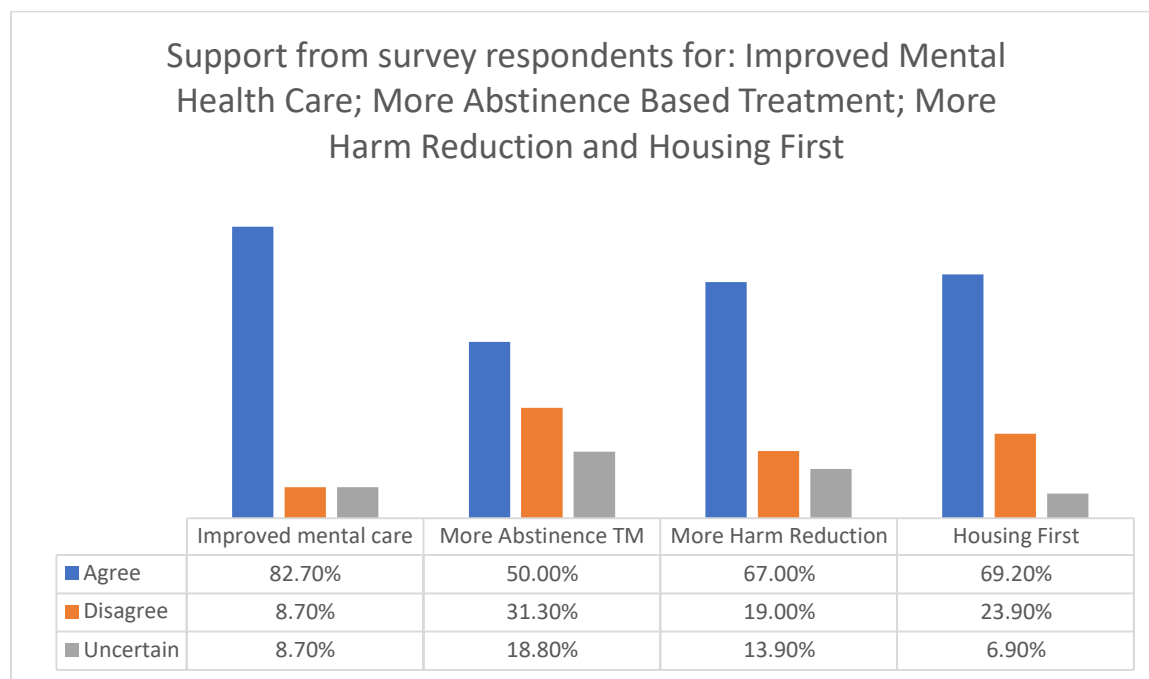
<sup>14</sup> See Appendix 6: Leading Care Practice, for more information.

Housing First is provided with flexible service based on need regardless of eligibility for income assistance, lifestyle, condition or number of times receiving the service, in a building that is accessible to everyone, regardless of physical condition, while acknowledging that acuteness of health needs, behavior or level of intoxication, may limit the ability of a provider to give service or a client to receive or accept service.

Housing-first models are predicated on the assumption that all individuals, regardless of substance use or misuse, are entitled to a safe place to live. These models are also predicated on the assumption that addiction recovery is more likely to be successful when secure housing is met. Housing-first models encourage clients to seek addiction treatment, but do not make it mandatory before housing is provided. A conscious effort is made to ensure that nothing will get in the way of successfully keeping a roof over someone’s head. That means that although the client may have an addiction issue that is not approved of, housing will not be refused and all support necessary will be provided to reduce the harm that may come from using drugs or alcohol. The reasoning is that support and care will remain in place, which is necessary for the relationship to remain intact, which in turn will contribute to the building of trust, in the belief that through continuing support and care, the person will come to a decision point in favour of choices toward a healthier lifestyle. Furthermore, the reasoning is that keeping people housed and providing ongoing support based on empathic therapeutic relationships will prevent people from going back to the street again or ending up in housing settings where they will be evicted and wind up on the street. If the goal is to end homelessness, evidence suggests that the housing-first approach could perhaps make it possible.

Based on professional evidence to date it can be posited that Hope will greatly benefit from a housing first approach. Housing first can be delivery through a scattered site approach and/or a congregate basis. See Graph 4 depicting the level of support for Improved Mental Health Care, More Abstinence Based Treatment, More Harm Reduction and Housing First among respondents to the community survey.

**Graph 4: Support among respondents to community survey for Improved Mental Health Care, More Abstinence Based Treatment, More Harm Reduction and Housing First**



## **7. THE COMMUNITY OF HOPE - IMPACT OF HOMELESSNESS AND CONCOMITANT CONCERNS**

The overview in this section is based on an analysis of the responses and input obtain from interviews, dialogue sessions and surveys.<sup>15</sup>

One of the primary issues impacting community wellness is the number of people without stable housing. At community level, homelessness presents challenges and causes tension, sometimes even conflict and violence, and brings about added cost of doing business or providing services, not to mention the hardship, compromised health and shortened life expectancy of people who end up homeless.

The increasing presence of homelessness causes strain, tension and conflict at community level and adds to the stress that social services and health care services are experiencing at community level. This is not meant to imply that homeless persons are to be blamed or should be blamed for overstretched services but rather, given the more pronounced health care needs resulting from people being unhoused, brings about added demand on services; health care services that are inadequate, as it is, to provide timely care to residents.

Additionally, there is the stress and challenges that ever-increasing cost of housing and energy sources present to seniors on fixed incomes, working families and those entering the labour market and a palpable sentiment comes to the fore, in some instances at community level, of resentment based on observations and perceptions that seniors and working families do not receive the support commensurate with their role and place in community.

Based on Graph 4 below, respondents to the community survey overwhelming share the view that homelessness is on the increase and that services to respond to this are inadequate. Almost 90% (88.9%) of respondents agree with the statement that homelessness is on the increase and 70% disagree with the statement that services are adequate. The view that homelessness is increasing and that services are not adequate is also confirmed through input obtained at community dialogue sessions and through interviews conducted with representatives from service agencies and stakeholders in the community.

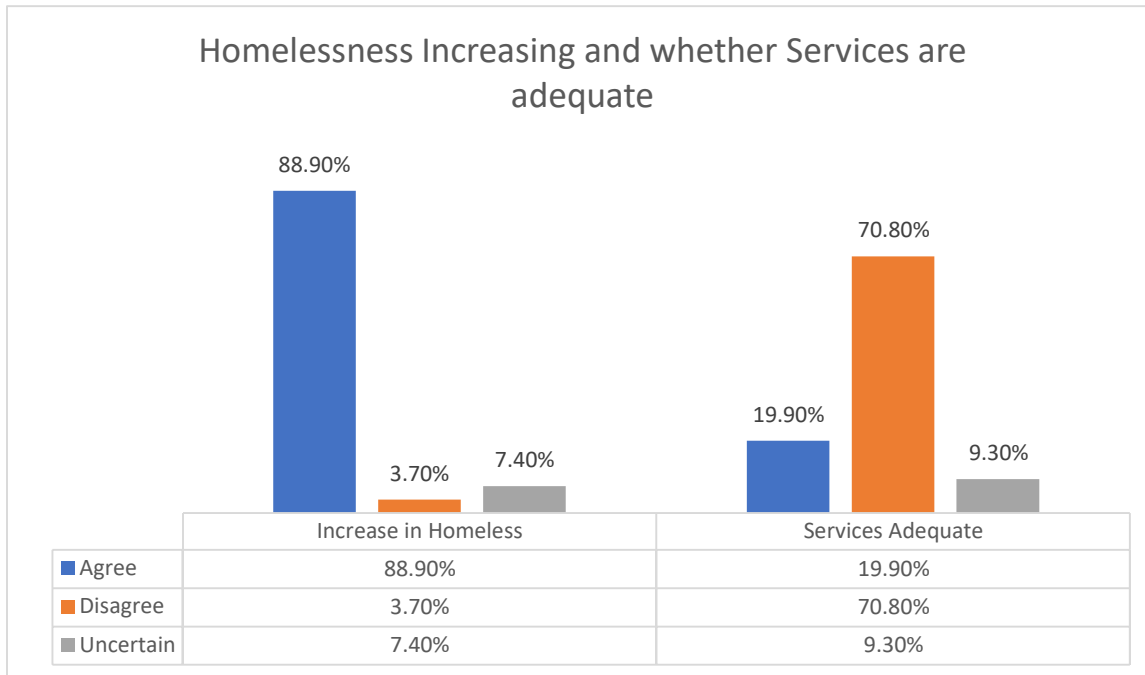
### Community wellness

One of the primary issues impacting community wellness is the number of people without stable housing.

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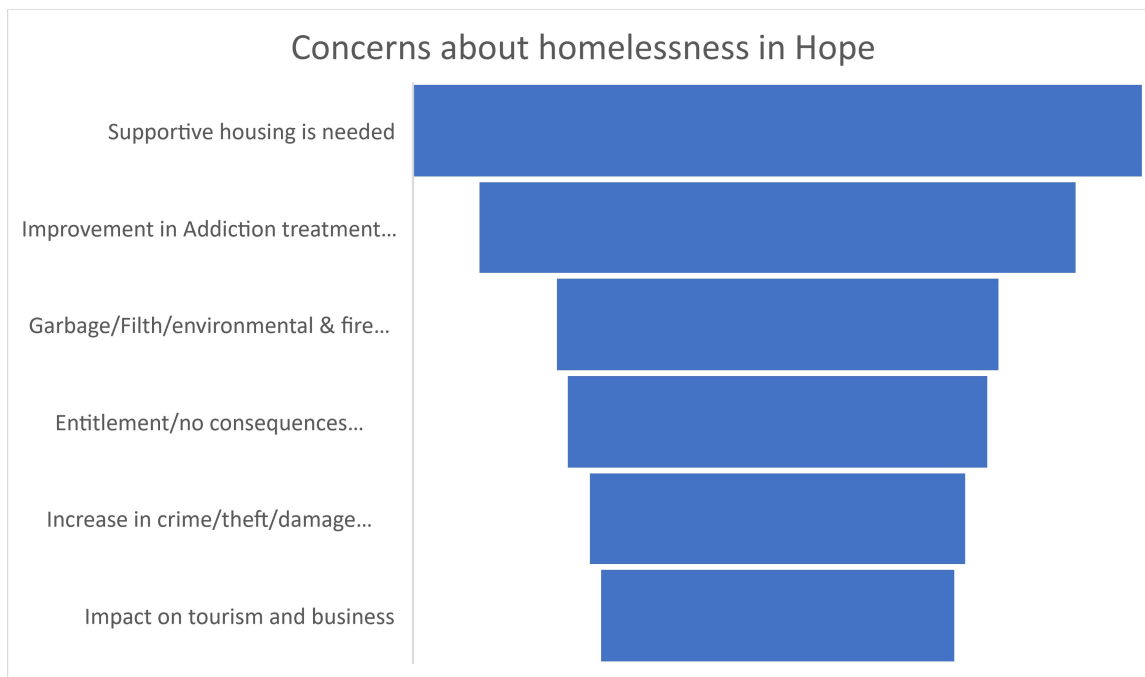
<sup>15</sup> Appendixes 1, 2, 3, 4 and 5 provides a fuller picture of input and responses received.

**Graph 4: Increase in Homelessness and whether services are adequate**



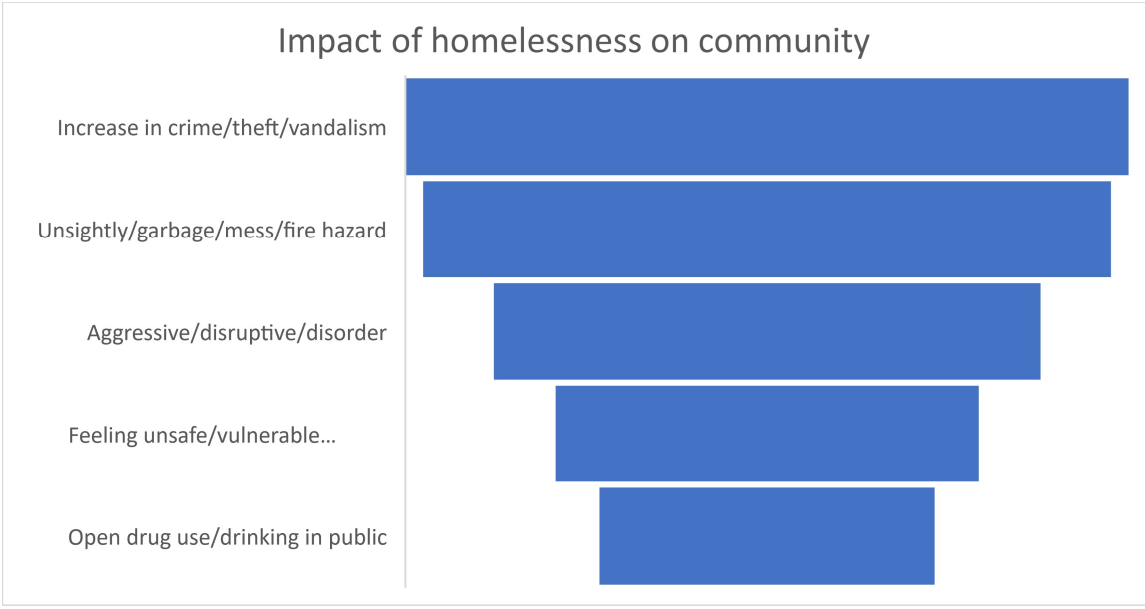
The lack of supportive housing and inadequate addiction treatment stand out as two major concerns, followed by concern about increase in unsightly garbage, concern about an attitude of entitlement and no consequence for behaviour and actions that are deemed inappropriate and socially unacceptable if not unruly. Two other concerns that stand out relate to increase in crime and theft and the negative impact on tourism and small businesses (see Graph 5).

**Graph 5: Concerns about homelessness in Hope**



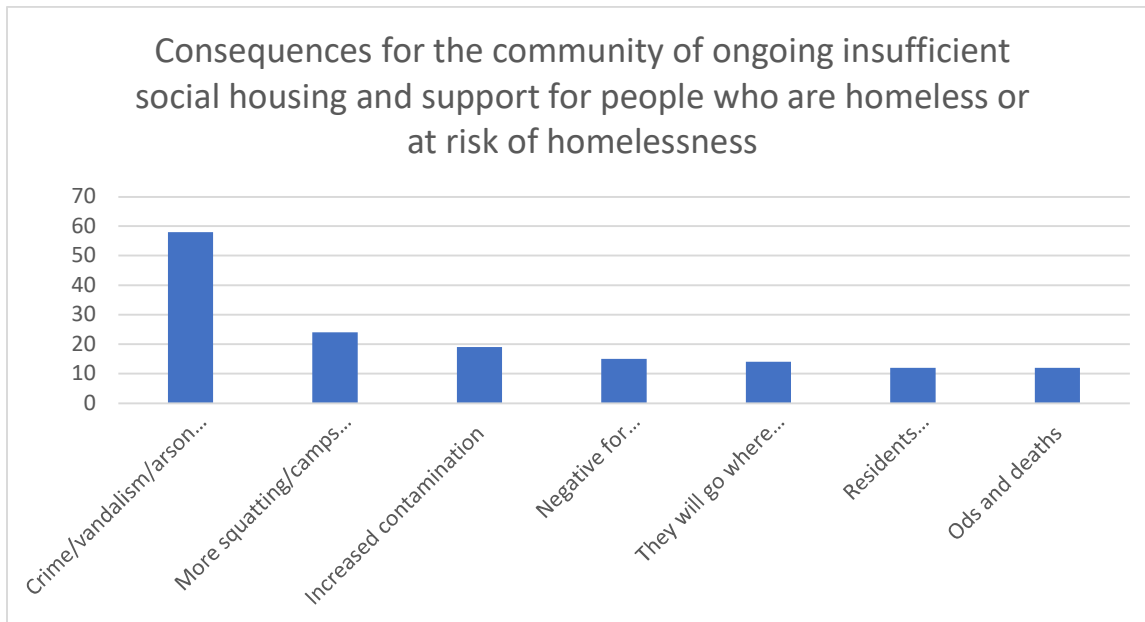
If expressed concerns are compared with the responses to a question about the impact of homelessness on the community, there appears to be some overlap in responses. Top of the list in terms of impact is increase in crime, theft and vandalism, followed by unsightly garbage and fire hazards, then aggressive, disruptive and at times disorderly behaviour, including open drug use and that public safety or community safety is being compromised (see Graph 6).

**Graph 6: Impact of homelessness on the community**



The picture about community concerns regarding increasing homelessness takes on an additional negative or worrying layer when the responses to the question regarding the consequences for the community of ongoing insufficient social housing and insufficient support for people who are homeless or at risk of homelessness, are brought into the picture (see Graph 7). Here again crime, violence, theft, etc. stand out followed by “more squatting, tents and camps, etc.”

**Graph 7: Consequences for the community of ongoing insufficient social housing and support for people who are homeless or at risk of becoming homeless**



It could be argued that this is indeed a serious and concerning picture coming from residents linked to a perception that, for instance, an increase in crime/theft can be attributed to homelessness and that unsightly garbage and vandalism are all caused by homeless persons. Ignoring perhaps, that non-homeless residents, are also involved in crime, littering, vandalism, etc.

It is important to note that although these might be perceptions and there could be a temptation to therefore dismiss these concerns and views expressed by residents, perceptions are always to a degree linked to what is being observed. Such observations then further cement opinions, understanding, prejudices, etc. However, it is an important sociological fact that for people, perceptions are real in their consequences. Therefore, instead of dismissing such views right out of hand, it will be better for community members and entities with opposing views on this to engage with one another and work toward a common understanding. Ignoring these concerns and not engaging with them could have further consequences, including hardening of prejudices and stereotypes and having views that are not back-up by facts, or based on inadequate information contributing to misunderstanding and frustration.

It is important to recognise the impact of homelessness on residents and businesses resulting from challenging human behavioural manifestations caused in part by addiction to alcohol, illicit substance use, mental health issues, and homelessness. Similarly, it is important to recognize that people with lived and living experience related to these issues experience hardship, poverty, stigma, rejection and marginalization that have a deleterious impact on their lives. It stands to reason that illicit substance use, mental health issues, and homelessness are complex issues that require well-considered, constructive, community-based collaborative responses.

Of great relevance to homelessness in Hope is the issue of substance use that have life impacting effects. This includes the ongoing overdose crisis, the toxicity present in substantial amounts of drugs peddled at street level and the prevalence of mental health issues. While addiction is widely considered a public

health issue, the current environment surrounding drug use involves increasingly associated risks and harms from illegal activity. All of the aforesaid impacts the community, including businesses, but it also impacts the health and wellness of people using drugs and or have a mental health issue which is further compounded by homelessness.

Business owners, customers and residents experience behavioural manifestations linked to homelessness and aggravated by substance use and mental health issues. It represents in some cases anti-normative behaviour that is unsettling or even frightening for some residents, especially seniors, and patrons who are concerned for their safety and well being. For business owners this means, to a smaller or larger degree, disruption of daily business operations and in some cases even higher costs of doing business or perhaps paying the monetary price of patrons staying away from shopping.

It is probably not an overstatement that the relationship between some business owners and residents on the one side and homeless persons on the other side is strained. However, at the same time there is also understanding and empathy present among business owners, residents and patrons for the complexity of the causes of homelessness and the toll on human well being and overall community wellness. Nevertheless, in the mean time businesses and residents continued to be impacted and homeless persons who are unsheltered and not receiving support and the necessary care or who are refusing support and care continue to suffer.

In general, stakeholders interviewed for this project want to be part of a solution that would contribute to a greater degree of community integration in order to address anti-social behaviour, decrease alienation from the community, reduce tension and stress and address public safety concerns.

Altogether, stakeholders have expressed a desire for a more balanced, multi-pronged approach in support of increased prevention, including law enforcement, juxtaposed by support for overdose prevention, detox when needed, treatment and community support. Such a multi-pronged approach should encompass employment options that will facilitate community integration and contribute to increased prevention, stigma reduction and improved opportunities for persons with lived and living experience (PWLLE).

To this end efforts need to continue toward finding solutions and devising strategies that will further mitigate these impacts and provide more sustainable, longer-term solutions for people who have become homeless, marginalized and alienated and at the same time will address concerns from residents regarding public safety, public decency, disorderly public behaviour, aggressive panhandling, vandalism, theft, unsightly garbage and littering.

## Solution oriented

In general, community stakeholders want to be part of a solution that would contribute to community integration of persons who are homeless in order to address anti-social behaviour, decrease alienation from the community, reduce tension, stress and conflict **and** address public safety concerns.

## **8. SERVICES NEEDED TO STRENGTHEN HOPE**

Hope is a relatively small community and as such social service providers, health care providers, volunteer-based community initiatives, including the provision of meals, food hampers, etc. among others by the faith community are well known to each other. The relationship among these entities is marked by a significant degree of mutual support and collaboration. As is the case in other communities in BC, if not across Canada, resources to support community services are always finite and marked by competition for the same. This type of competition can sometimes strain relationships and even perhaps contribute to resentment among some at community level.

The Hope Healthy Communities Coordinating Committee bring together a significant number of agencies who are by virtue of their involvement committed to a healthier community in Hope. The allocation of resources and the roles play by various agencies who are part of the committee need to always be based on principles of fairness, transparency and accountability. Although a great degree of collaboration does exist in Hope among service providers there is always room for self assessment in order to ensure that fairness, transparency and accountability are exemplified.

Regarding service coordination or coordination of responding to homelessness it should be noted that as discussed earlier in this report, HATS does convene a Situation Table of relevant agencies. The Situation Table functions to ensure timely, appropriate, and a coordinated response to avoid duplication of effort, further harm to the person(s) and to ensure clients are attended to in an integrated and seamless manner to the extent that the service continuum or spectrum is adequately available in Hope. In respect of an integrated continuum or spectrum of service and care there is room to develop a more seamless and a more continuous and integrated model of care and service in Hope and to mitigate the possibility of duplication of effort through too many different community tables and or committees. Specifically, a review should be done of the mandates or terms of reference of various committees where there is evidence of a significant number representatives from difference community agencies are present at different committees and where the possibility exist for overlap in terms of reference or mandates of different committees. Now that the Fraser Health Integrated Homelessness Response Team has been implemented provides a good point in time for a review of all homelessness and housing related committees in Hope and to what extend these could be trimmed down or streamlined.

The size of the community, the number of agencies, community-based empathy towards those experience homelessness, the existing degree of familiarity and cooperation with one another and the existing collaboration among service providers, government agencies, faith community, etc., form a good foundation from which to develop a unique Hope based integrated model of service and care. One that provides a continuum of care, based on housing first principles with accountability built in, dignity, mutual respect, proper diagnosis, empathic relations, options for harm reduction, timely detox, treatment, counseling, and therapy.

In order to achieve such a model of care significant additional commitments will be required from BC Housing, Fraser Health, Hope Mayor and Council, Ministry of Social Development and Poverty Reduction, Ministry of Children and Family Development, to name some of the major agencies whose involvement is a pre-requisite for the development of a unique made in Hope model of care and service.

Drawing on responses and input from the community survey, community dialogue sessions, survey among persons with lived and living experience, representatives from service providers, health care provider entities, and other community stakeholders the following list of services have boiled to the



surface as to what is needed in the community of Hope to strengthen the community in relation to homelessness prevention and reduction and to be the components of an integrated community based care and service model.<sup>16</sup>

**1. Improved Mental Health services**

- ✓ Mental health nurse
- ✓ In-patient psych unit
- ✓ Mental health club house
- ✓ Integrated models of care

**2. Addictions Treatment**

- ✓ Detox
- ✓ Drug addiction treatment centre
- ✓ Addiction support centre
- ✓ Medical withdrawal management
- ✓ Addictions counseling
- ✓ Outreach and support workers
- ✓ Trauma counseling
- ✓ Recovery houses
- ✓ More harm reduction supplies, safe supply and safe use site
- ✓ Alcoholics Anonymous and Narcotics Anonymous
- ✓ Rapid Access Clinic

**3. Improved and more accessible Health care in general**

- ✓ Home care
- ✓ More family doctors
- ✓ Campus of Care/Community HUB for seamless and integrated service delivery
- ✓ Primary health care centre

**4. Drop-in Centre**

- ✓ Welcoming Place
- ✓ Place to be” during the day
- ✓ Community wellness centre/friendship centre/community hub
- ✓ Building peer support

**5. Housing**

- ✓ Supportive First stage housing
- ✓ Supportive housing
- ✓ Dry supportive housing
- ✓ Housing Hub
- ✓ Affordable Housing for people with developmental challenges/cognitive challenges including housing for children/youth/adults with cognitive disabilities
- ✓ Affordable housing for seniors on fixed limited income including seniors with cognitive challenges
- ✓ Affordable housing for low-income families and those precariously housed

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<sup>16</sup> Appendixes 1, 2, 3, 4 and 5 provides a fuller picture of input and responses received.

- ✓ Dry housing geared to income

**6. Youth homeless prevention Centre**

- ✓ Additional services required for youth to be connected and to build resilience – store front perhaps for now with view of housing subsequently
- ✓ youth facility for early intervention and prevention
- ✓ Youth shelter

**7. Employment**

- ✓ life skills training/employment training/
- ✓ Temporary/part time employment
- ✓ Supportive / low-barrier employment
- ✓ Low barrier employment/supportive employment/community inclusion

**8. Impact mitigation**

- ✓ More policing
- ✓ Ambassador program involving PWLLE to mitigate impact on businesses specifically and community in general
- ✓ More garbage cans and washrooms

**9. Food support**

- ✓ Daily meal program
- ✓ Community food resource centre

**10. Improved communication/Community Dialogue**

- ✓ Cultivating a common understanding of issues
- ✓ Learn from one another
- ✓ Cultivate community support/community coalition
- ✓ Address concerns
- ✓ Facilitate open dialogue/Accountability
- ✓ Foster mutual respect and dignity
- ✓ Create circles of support and accountability
- ✓ Create opportunities for volunteers and to train volunteers

**11. Transportation within Hope and to surrounding communities**

**12. Family centre/family space**

## 8. CONCLUSIONS

Based on what has been presented in the preceding pages the following conclusions are being offered:

1. Empirical evidence confirms that homelessness in Hope is not only present, but increasing.
2. Homelessness has emerged over time in Hope from factors not within the control of the local community, yet the community of Hope, like other Canadian communities, cannot escape the consequences of increasing homelessness.
3. The current reality of homelessness in British Columbia, in general, and in Hope specifically, speaks to the need for affordable and social housing, but importantly it speaks also to the need for prevention services, treatment, proper health diagnosis, comprehensive, appropriate and adequate health care and a range of support services to keep people housed. To this end the focus should be on creating a coordinated and integrated care and service model.
4. The way in which contemporary homelessness manifests itself in Canadian communities is indeed complex and appears difficult to arrest, reduce and prevent it; Hope is no exception.
5. Within the discourse about homelessness, the argument is made that people do not choose to disengage from the social structure (society) to the point where they become homeless. There always seems to be something that compels or propels people on the road to homelessness.
6. The factors contributing to people becoming chronically homeless are multiple and intertwined. At play is a combination of poverty, unemployment, cognitive and social behavioural challenges, abuse, trauma, mental health issues, substance use, etc. that merge to create poverty in all its dimensions—i.e., material, physical, emotional, and spiritual. The result of poverty (in all its dimensions) is limited options.
7. Homelessness leaves individuals without a secure and stable base from which to rebuild. As such homelessness could render a person, depending on one's inner constitution and resiliency, extremely vulnerable, exposed, alienated, dejected and with a low or rapidly plummeting self-esteem.
8. The complex interplay of factors contributing to contemporary homelessness presents challenges to the way health and social care are currently provided.
9. Efforts to mitigate community and individual harms from homelessness and substance use must take into account certain compounding issues, such as health, age, indigenous heritage, personal difficulties, structural challenges, etc.
10. High-need clients, such as those living with concurrent disorders, require a full integration of mental health and addiction services in addition to health care and housing.
11. Physician care, community care, and social care are equally important determinants to prevent homelessness and lead to healthy living.
12. Based on literature reviewed, it is clear that an effective response to homelessness must include stable housing and furthermore that treatment for homeless people with concurrent disorders requires a comprehensive, continuous, integrated system of care (CCISC) that is client-centred.
13. Within the context of providing housing to chronically homeless people, housing becomes the platform from which services are delivered in order to facilitate social inclusion. In this regard, the notion or concept of "housing first" represents a significant value shift in how housing is provided to people with concurrent disorders.
14. Those consulted in Hope, through this project, overwhelming share the view that homelessness is on the increase and that services to respond to it are inadequate.
15. The increasing presence of homelessness causes strain, tension and conflict at community level and adds to the stress that social services and health care services are experiencing at community level.

16. The lack of supportive housing and inadequate addiction treatment stand out as two major concerns within the community.
17. Other concerns include the increase in unsightly garbage, an attitude of entitlement and no consequence for behaviour and actions that are deemed inappropriate and socially unacceptable, if not unruly, an increase in crime and theft and the negative impact on tourism and small businesses.
18. It is indeed a negative and concerning picture coming from residents and stakeholders, linked to a perception that for instance, an increase in crime/theft can be attributed to homelessness and that unsightly garbage and vandalism are all caused by homeless persons ignoring perhaps, that non-homeless residents, are also involved in crime, littering, vandalism, etc. Instead of dismissing such views right out of hand, it will be better for community members and entities with opposing views on this, to engage with one another and work toward an improved common understanding.
19. Ignoring these concerns and not engaging with them will have further negative consequences, including hardening of prejudices and stereotypes and having views that are not back-up by facts.
20. It is important to recognize the impact of homelessness on residents and businesses resulting from challenging human behavioural manifestations caused in part by addiction to alcohol, substance use, mental health issues, and homelessness. Such anti-normative behaviour is unsettling or even frightening for some residents, especially seniors, and patrons who are concerned for their safety and well-being.
21. It is similarly important to recognize that people with lived and living experience related to these issues experience hardship, poverty, stigma, rejection and marginalization that have a deleterious impact on their lives and that those consulted have expressed concern for the adverse conditions that people have to live in.
22. It stands to reason that illicit substance use, mental health issues, and homelessness are complex issues that require fact and evidence based, well-considered, constructive, community-based collaborative responses.
23. It is probably not an overstatement that the relationship between some business owners and residents on the one side and homeless persons on the other side is strained. However, at the same time there is also understanding and empathy present among business owners, residents and patrons for the complexity of the causes of homelessness and the toll on human well-being.
24. In general, stakeholders interviewed for this project, want to be part of a solution that would contribute to a greater degree of community integration in order to counter anti-social behaviour, decrease alienation from the community and reduce tension and stress.
25. Altogether, stakeholders have expressed a desire for a more balanced, multi-pronged approach in support of increased prevention, including law enforcement, juxtaposed by support for overdose prevention, detox when needed, treatment and community support.
26. Such a multi-pronged approach should encompass employment options that will facilitate community integration and contribute to increased prevention, stigma reduction and improved opportunities for PWLLE.
27. To this end efforts need to continue toward finding solutions and devising strategies that will further mitigate these impacts and provide more sustainable, longer-term solutions for people who have become homeless, marginalized and alienated and at the same time will address

concerns from residents regarding public safety, public decency, disorderly public behaviour, aggressive panhandling, vandalism, theft, unsightly garbage and littering.

28. The following categories of services need improvement or implementation:

- ✓ Improved Mental health services
- ✓ Improved Addictions treatment
- ✓ Improved and more accessible health care in general
- ✓ Improved spectrum of affordable/social housing including for seniors and persons with cognitive and/or developmental limitations
- ✓ Improved food support
- ✓ Improved community dialogue
- ✓ Improved intra-community and inter-community transportation
- ✓ Youth homeless prevention Centre
- ✓ Drop-in Centre
- ✓ Family Centre
- ✓ Supportive employment training and employment options
- ✓ Impact mitigation

## **9. RECOMMENDED NEXT STEPS FOR CONSIDERATION**

**Firstly**, in acting on the recommended next steps it must be realized that much work still need to be done at local level to address concerns raised by residents in order to balance their concerns with the need for housing and support services for those who are homeless.

**Secondly**, there is an opportunity to learn from comprehensive models for responding to homelessness that exist in other communities. However, the community of Hope requires an action plan that reflects the city's unique geography, history, culture, socio-demographics and housing needs as well as a funding deficit partially due to limited political acknowledgment and commitment to social problems in the past in this city.

**Thirdly**, local leadership, including Mayor and Council, the not-for-profit sector, Fraser Health, and the local Ministerial should take leadership in continuously educating the general public on the realities of homelessness and the implications of not addressing it relative to the local economy, community/public safety, social justice, community health, and quality of life for all.

**Fourthly**, responding constructively to homelessness and the need for affordable and social housing requires collaboration and innovation. This must continue to be part of the work done by community development leadership that informs the community development plans and programs. It should remain within the collective community conscience as something that needs ongoing attention and resourcing in the interest of a safe, healthy and vibrant community. **To this end Mayor and Council, Fraser Health, BC Housing, Hope Chamber of Commerce, Advantage Hope, social service agencies such as Hope and Area Transition Society, Free Rein Associates, Hope Community Services, the local Ministerial, Care Transit, Read Right Society, Annhart Housing, MQHS, Hope Association for Community Living, Fraser Inclusive and Supportive Housing Society (FISH), etc., should work collaboratively, effectively and efficiently regarding partnerships with other levels of government, to improve access to affordable housing, social housing and supportive housing, (with associated support services) inclusive of social housing and supportive housing for seniors and persons with cognitive/developmental disabilities.**

**STEP ONE** – The political leadership of the District of Hope, specifically Mayor and Council, United Way of BC (Fraser Valley Region), Fraser Health (Hope and Canyon) and Hope and Area Transition Society should jointly work through the report to familiarize them with the reality of homelessness in Hope, concerns regarding homelessness raised by residents and service improvements needed as identified by stakeholders.

**STEP TWO** – District of Hope (Mayor and Council) to create a community task group (force) or task the Hope Healthy Communities Coordinating Committee (HHCCC)<sup>17</sup> (but then with tangible support and involvement of Mayor and Council in HHCCC) to develop a prioritized community action plan around the following issues: (more information on these issues is captured in **Section 8 of the report “Services needed to strengthen Hope”**).

- ❖ Improvement to health care, mental health services and addiction treatment working towards coordinated and integrated care and service models.

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<sup>17</sup> It should be noted that the Hope Healthy Communities Committee has formed a Housing and Homelessness Working Group that can contribute to the rolling out of the housing component of step one.

- ❖ Revisit the terms of reference of current homelessness related committees and assess extend to which committees should be trimmed down to avoid duplication of effort and service delivery and more optimal use of resources.
- ❖ Improvement in addictions treatment.
- ❖ Determine the feasibility for a campus of care (seamless community care and service HUB), inclusive of a drop-in Centre. **Consider how such campus of care could facilitate coordinated and integrated care and service delivery.**
- ❖ Facilitate the development of more affordable housing – Inclusive of the principles of housing first and based on the generally accepted continuum or spectrum of housing from Stage 1 Supportive Housing to Independent Living and the stages in between, inclusive of affordable housing for seniors and for youth and adults with developmental deficits or cognitive impairment. **This should include the creation of a Hope Housing Hub Program (Building on the Project currently being implemented by HATS and informed by the Chilliwack Housing Hub program designed and implemented by Pacific Community Resources Society).**
- ❖ Revisit the feasibility of a youth homeless prevention Centre **(Building on the earlier proposal developed by HATS).**
- ❖ Give consideration to the design and implementation of supportive employment and life skills training (e.g. social enterprise/ volunteering/ part time work/ mentorship). This can address concerns about littering, thrashing of trails, maintenance of trails, community beautification and at the same time involve persons with Lived and Living Experience (PWLE) in training and employment. The involvement of Hope Mountain Centre, Hope Outdoors, Free Rein Associates, the Hope Chamber of Commerce and Advantage Hope is recommended to start the process and to devise ways to involve PWLE in concept and project development. **(See Appendix 1.A for more information on categories of people with lived and living experience and what could be expected. See Appendix 1.B for more information on potential employment training and work programs)**
- ❖ Take effective steps to mitigate the impact of homelessness related to safety and decency concerns raised by residents. To this end involve the local RCMP detachment, By-law officers, Chamber of Commerce, Advantage Hope and PWLE. Consider implementation of an “Ambassador” program by learning from a pilot program that was successfully implemented in Mission, BC. **(See Appendix 1.B section “Peer Informed Projects” for more information on the Engaged Community Guides (ECG) project as an example of an “Ambassador” type project that was piloted in Mission).**
- ❖ Take steps to further strengthen the Food Bank at Hope Community Services, build out the Food Security Centre concept developed by Hope Community Services and the Meal program offered by North West Harvest Church with support from the Hope Ministerial, among others.
- ❖ Consider the design and organizing of inclusive community events that can facilitate open dialogue/ discussion about homelessness in Hope with a view to develop a common understanding of issues, foster mutual respect and dignity, break down stereotypes, reduce stigma, create circles of support and accountability, facilitate community integration and create opportunities for involvement of trained volunteers. **In this context find ways to support the Ambassador Program being contemplated by HATS and give serious consideration to the New Matrix Meal Program that has been operating successfully in Chilliwack for a few years already.**
- ❖ Look into innovative ways to improve intra and inter community transportation.

- ❖ Give consideration to the possibility of creating a family place where families can find support and where healthy family life can be nurtured.



## APPENDIX 1: VIEWS OF PWLLE

Interviewed 32 persons who are either currently homeless in Hope or who were recently homeless in Hope. The age of those interviewed ranged from 20-69, 18 identified as male, 14 as females, 8 identified as First Nation and 20 reported that they are single. Only 6 persons indicated that they are living in Hope less than 3 years; the rest live in Hope longer than 3 years of which 18 are living in Hope 5 years or longer including 3 who were born in Hope. Of these interviewees, 15 were homeless for more than one year. Twenty-seven (27) indicated that they need supportive housing as that will provide stability, safety, security, structure, comfort, improved health and improved life.

Services that are difficult to access or of which there is a lack of access to are:

Transportation (25); Food (20); Health care (16); Laundry (16) Shower (13); Clothing (11) and Shelter (9)

Most respondents reported that they walk to access services with a few using a bi-cycle, sometimes the bus service or a taxi.

Services that are most frequented are the Food bank, the New to Yu store, the emergency shelter, (House of Hope) and the Ministry of Social Development and Poverty Reduction. The latter is not surprising as the majority of the respondents reported that their source of income is Income Assistance, including Income Assistance Disability support. Additionally, there are those who also reported part time or casual employment as a source of income, in addition to typical “binning” and forms of reimbursements such as GST/HST refund and Child and Family Benefits. Being homeless in and of itself presents an obvious barrier to employment and ability to work (having full time employment) is further impeded by physical disability or limitations, addiction and mental health. Education level achieved more or less evens out between those who have not completed Grade 12 and those who have achieved Grade 12 and some post secondary education.

Self disclosed health issues that stand out are physical disability (limitations) including acquired brain injury (ABI) and mental illness. Roughly half of the respondents indicated that they are on medication and of those almost all reported that they are able to obtain medication. Consuming drugs and alcohol are reported by just over two thirds (68%) of the respondents and of those 59% indicated that using drugs and alcohol do interfere with their daily life. Access to drugs and alcohol is reported to be readily available.

Services that stand out as being most helpful are the Food Bank (Hope Community Services) and Hope and Area Transition Society (HATS). Services reported to be least helpful include the Hospital and the City Bus service.

In addition to the obvious lack of appropriate affordable housing, respondents cited the following services that are currently absent from Hope:

- Drop-in Centre – a welcoming place to be
- A mental health clubhouse
- Recovery houses for men and women

- Mental health nurse
- Homeless prevention services or centre for youth
- Temporary or part time work
- Safe use site

A significant number of respondents indicated that “some of the time” they are engaged in illegal activities to feed themselves.

In response to the question what do you do with your human waste, the majority of those who responded to this question reported that they put it in public garbage bin or dumpsters.

**APPENDIX 1.A: General descriptive categories of PWLLE relevant to involvement in community projects and or employment training and work opportunities**

Characteristics of PWLLE relevant to involvement in community projects and or employment training and work options can be described in the following manner:

- ***Individuals in transition:*** This describes those coming out of incarceration or treatment who are not using illicit substances and require a stable place to land. Among them may be those who need support to find employment but also those who can operate relatively independently, provided they do not have difficulties finding housing. Some may be interested or may need additional training to find a new career and could access WorkBC services and supports.
- ***Individuals maintaining active addiction:*** This describes those still using substances, but they can function with schedules and are able to commit to regular work. They are most likely housed, perhaps precariously so, but they are housed nonetheless and are able to show up regularly and on time.
- ***Individuals with prohibitive substance use:*** This describes those actively in addiction who cannot make a commitment to show up consistently and on time. They may or may not have housing, but their relationship with substances is such that prohibits them from employment options requiring set schedules or consistency.
- ***Individuals needing mental health supports:*** This describes those with mental health issues who are on medication and potentially in supportive housing. They can commit to work if they have housing. Some will have housing only if they are connected to other community supports such as the ICM team. They may or may not use substances.
- ***Individuals in survival cycles:*** This describes those living outside, with mental health issues and/or addiction, who are not connected or only sporadically connected to services. They are often not aware of days/times, and although they may promise to commit, they often fail to follow through. This category most likely includes people that are homeless for long periods of time (1 year or more). Employment options with these individuals would most likely need to be peer-led and incorporate high levels of flexibility and understanding.

## **APPENDIX 1.B: Examples of employment training and work options involving PWLLE**

### **Peer-Led Projects**

#### **Description**

These projects employ and are led by people with lived or living experience of homelessness and/or substance use. While many of these projects involve street clean-up, some programs—often operated by drug user groups such as SOLID in Victoria—also include providing support services to Overdose Prevention or Supervised Consumption sites, as well as providing support to peers to navigate supports and services at community level. Although these projects are peer led, they do need an anchor agency to administer and account for funding and report to funders. The agency, however, gives equal planning and execution jurisdiction to the peers involved in the project.

#### **Examples**

An example of such a project is the Business Engagement Ambassador Program (BEAP) in Abbotsford. This project operates from a constellation style of governance and employs people with lived (or past) experience, as well as people currently experiencing homelessness and using illicit substances. Project activities include needle clean-up, street clean-up (garbage removal), harm reduction service delivery, and engaging with business owners in areas experiencing tension or conflict between business owners and PWLLE.

Another example of a project related to Covid-19 response is one in Chilliwack, called the Fraser East Accountable Autonomous Peer Initiative (APPI) program, which is a partnership between BC Housing, Fraser Health, Abbotsford Drug War Survivors, and Abbotsford-Matsqui Impact Society. As part of the COVID-19 response, the Impact Society hired peer workers to provide support services to people who needed to self-isolate. These peer workers included both people with lived experience as well as people who currently use substances. They have had great success facilitating addictions medicine appointments, obtaining supplies, offering psychological support, and connecting with other services providers to ensure continuity of care post-isolation. The APPI program, while new, has demonstrated that people who are currently using substances can bring vital work skills to support and advocate on behalf of their peers.

### **PEER INFORMED PROJECTS**

#### **Description**

Peer informed projects generally involve more variety than peer-led projects, and they usually operate with more support and direction from the anchor agency. These projects emerge primarily from service agencies with subsequent peer participation in the project design and implementation. Often, peers hired for these types of programs are living with a greater level of

stability, and often they are individuals who have already been in recovery. The role of a strong anchor agency is paramount in these types of projects.

### **Examples**

Examples of peer-informed projects include the former Engaged Community Guides (ECG) Project in Mission. This was a pilot project in Mission that involved peers walking the streets and providing guidance or assistance for PWLLE for where to go for services. In addition, the Community Guides also interacted with and provided support to businesses in terms of how to respond to PWLLE that present challenges. The Community Guides were trained to interact and de-escalate or defuse tense and challenging situations involving businesses and PWLLE. The outcomes of the project were very positive. A lack of funding caused the project to cease.

Another example is the Paid Employment Opportunities for People with Lived Experience (PEOPLE) project in Kelowna. In this case, the local municipality supports this project by providing city clean-up and beautification contracts to the project by contracting with Urban Matters, which is incorporated as a Triple C not-for-profit (social enterprise) in British Columbia. The PEOPLE project also includes employment opportunities in community ambassador roles and offers skills training in communications, conflict resolution, Indigenous histories, financial literacy and harm reduction practices.

## **SOCIAL ENTERPRISE**

### **Description**

Social enterprises operate as for-profit or not-for-profit endeavors with the aim towards a social good, most often including the employment of people with barriers to traditional work options. It is important to note that social enterprises, in order to be financially sustainable, require some degree of core funding to cover central administration costs. The role therefore of a strong and financially sound anchor agency cannot be overstated in ensuring sustainability of the social enterprise programs. Additionally, business expertise and experience are necessary requirements as part of the staff team.

### **Examples**

Examples of social enterprises that provide patient employment to people with barriers to employment include ShredMasters and ValleyRecycling of Communitas Supportive Care Society in Abbotsford. Other examples include the Potluck Café Society, including Potluck Catering and United We Can in Vancouver, East Side Works and EMBERS Employment Solutions in Abbotsford. The latter two social enterprises have been designed and are implemented by EMBERS (Eastside Movement for Business and Economic Renewal Society)<sup>18</sup> out of Vancouver.

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<sup>18</sup> EMBERS is a registered Community Economic Development Charity located in Vancouver's Downtown east side; one of the poorest neighbourhoods in Canada.

Supports to staff/participants are provided as needed based on a case-by-case basis and included provisioning of work gear, assistance with rent payments, further education and training, including completion of GED. Additionally, training opportunities were provided relevant to industry that the enterprise associate with.

Embers Employment Solutions in Abbotsford provides day labour staffing solutions with supports to people with lived and living experience as long as the person is able to commit to show up for work and can work safely on job sites and follow instructions; need to be work ready at least for one day. Embers is an employer solely based on self disclosure. In the first year of operation in Abbotsford, Embers' records show that 90% of the workers they have engaged, live with mental health and/or addictions issues. Embers further emphasizes that "structure" is an important variable relevant to people being able to remain committed to show up for work. Embers Employment Solutions provides more than just connecting people who want to work with companies who need labour. The "additional" provided by Embers include work gear, a relatively self-managed "worker" house, motivational support. Information obtained from Embers Employment Solutions in Abbotsford indicate that demand for labour is real and surpasses supply. With support and care PWLLE can be part of the labour supply in Fraser Valley Communities, including Hope.

## **TRADITIONAL EMPLOYMENT TRAINING, WORK EXPERIENCE, OR JOB PLACEMENT**

### **Description**

Traditional job assistance programs are a necessary part of the employment landscape; however, they are not often able to serve people facing significant barriers to regular employment. These types of programs often hire people with lived but not living experience of addiction or homelessness. Some of these programs have a strong faith and values-based approach and are either funded in part or in full by the Society, or the Society receives grants or contributions from various levels of government.

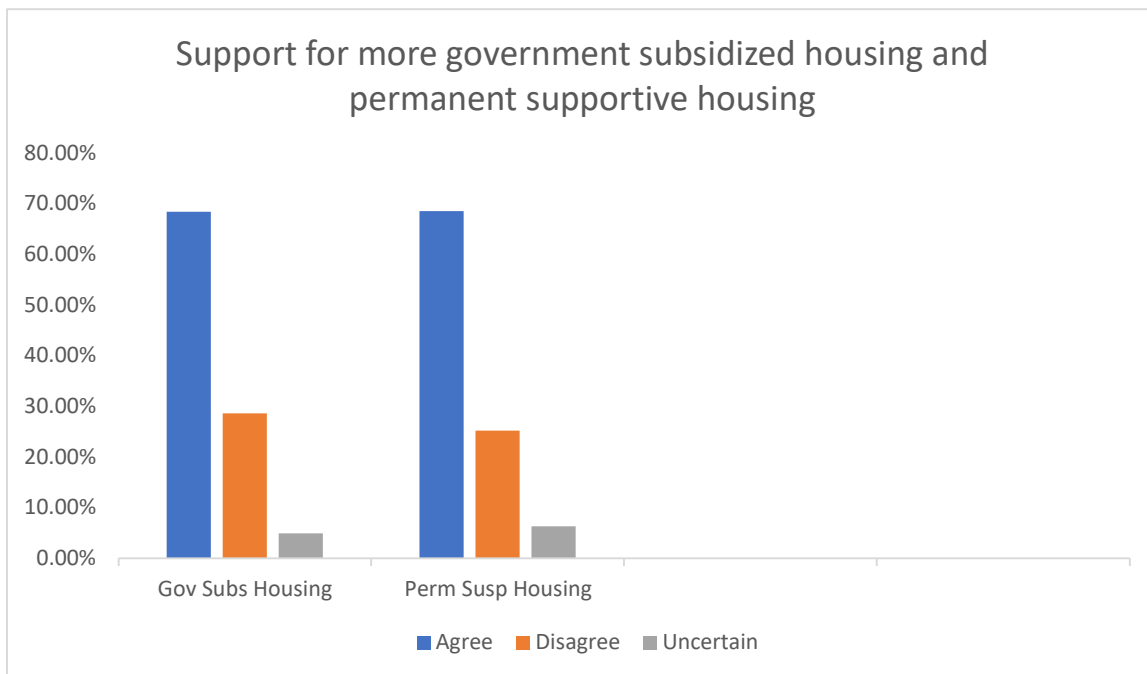
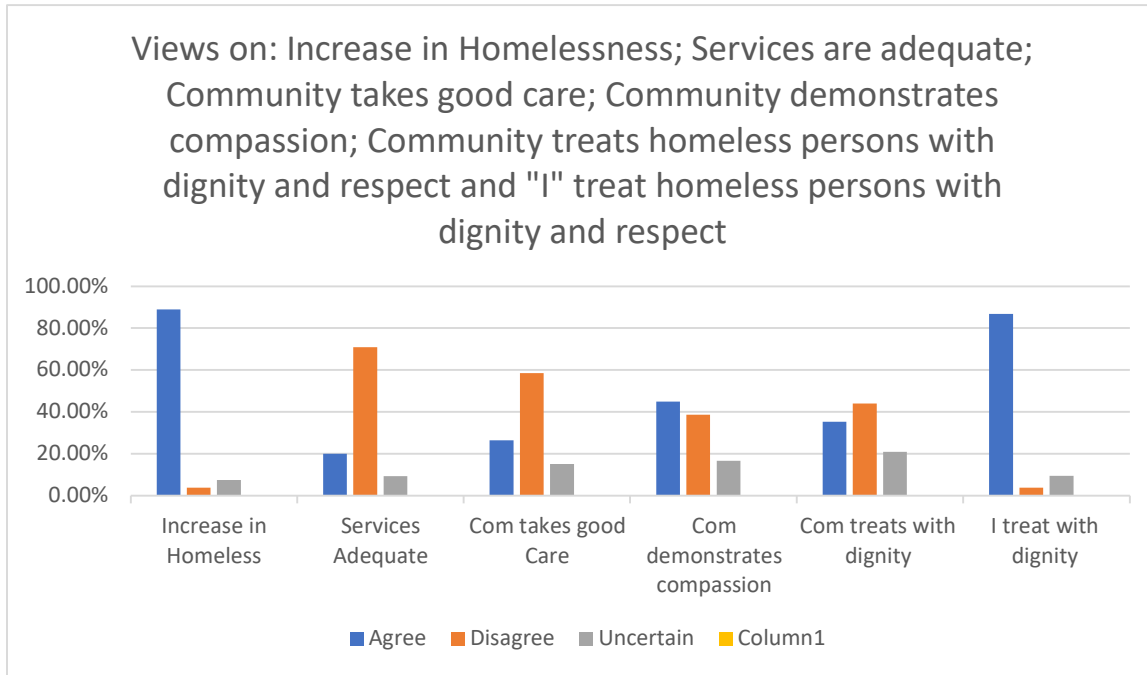
### **Examples**

Work experience programs offered by the Creative Centre Society to persons with mental health issues also fall within this category. The Creative Centre Society runs Creative Catering, which provides training and employment in the food industry to some of their clients.

Other notable examples of this type of employment option include the programs of Salvation Army Harbour Light in Vancouver, the Salvation Army programs in Fresno, California and the programs of the Mustard Seed Society in Edmonton & Calgary. These programs operate from a belief orientation that values people, support the notion that people are worth redemption (i.e. "second chances", balanced with the notion of people having a desire to be self-reliant. These programs are further based on the approach, philosophy or belief in abstaining from using substances that are seen as the cause of why people become marginalized and destitute. Daily living structure is also emphasized in this approach and so is goal setting and monitoring of

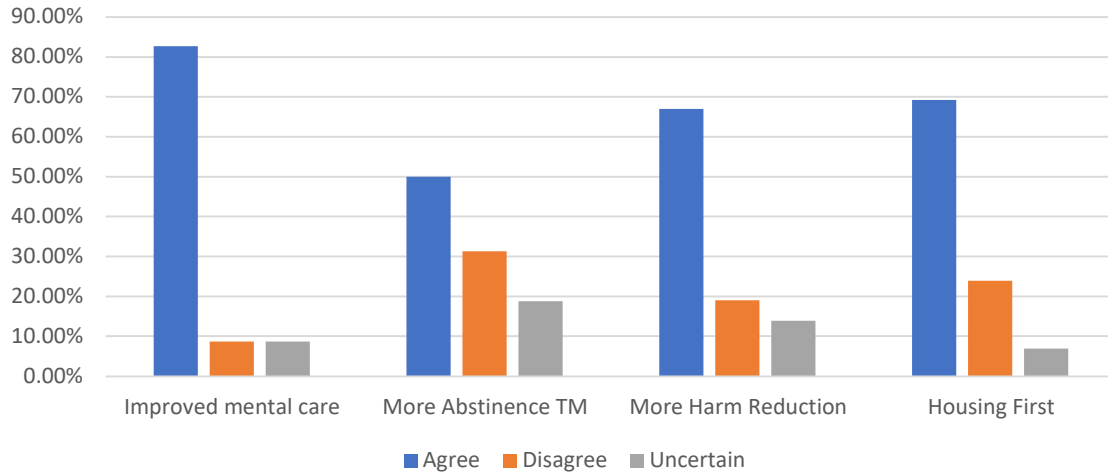
progress toward the set goals. Support of an abstinence-based approach is confirmed by testimonies of PWLLE who state that for them abstinence-based programming with supports made the difference. The discourse about abstinence-based approach versus low-barrier, no-barrier approach is alive and well and both are posited on a set of values and beliefs regarding human nature. Both approaches have evidence of success. The choice of PWLLE regarding what works best need to be recognized and validated as part of the discourse.

**APPENDIX 2: Responses from surveyed Residents of Hope**

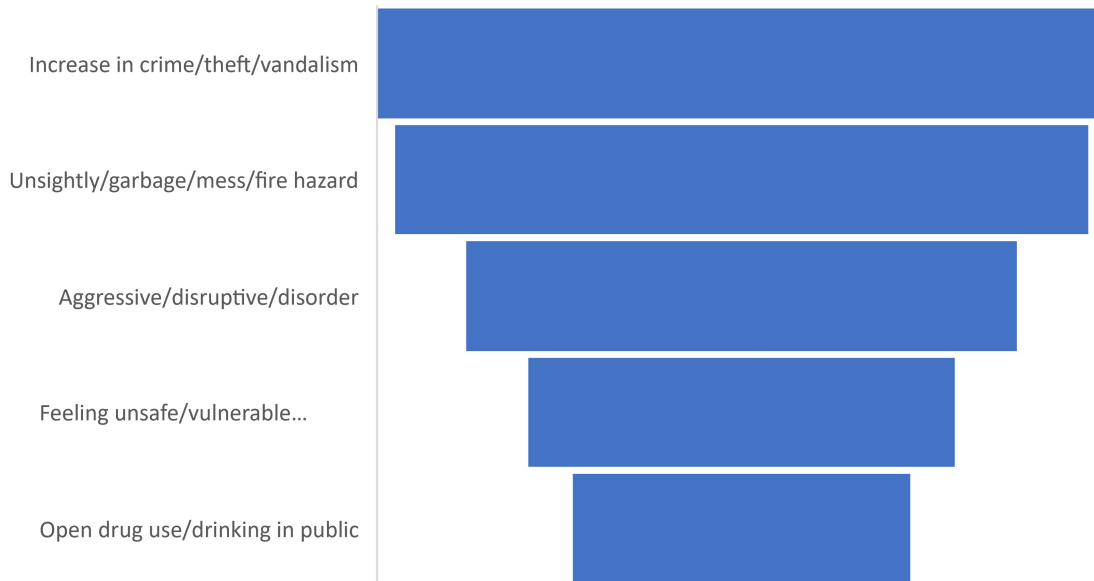




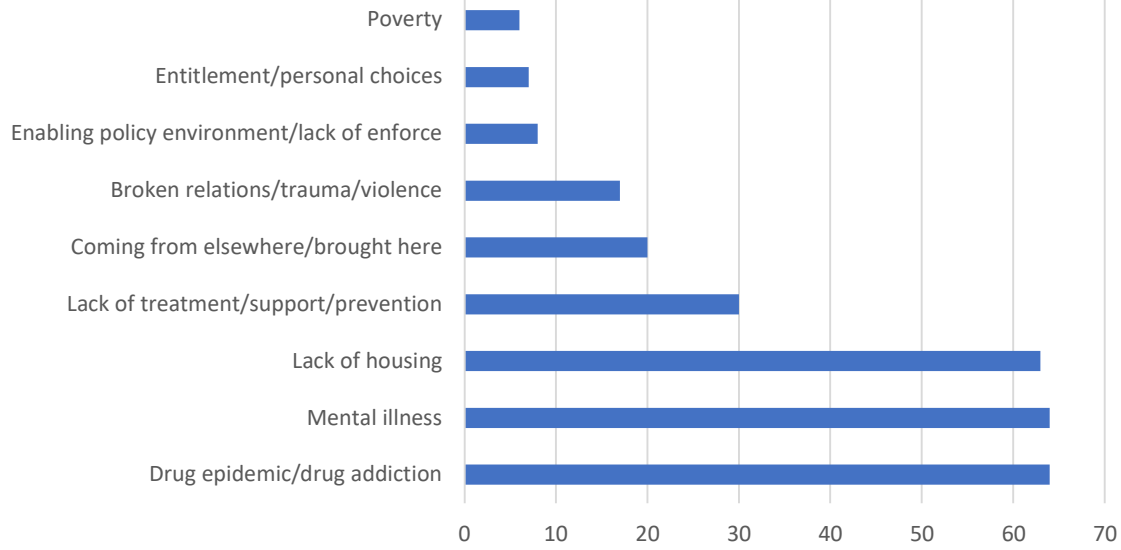
### Support for: Improved Mental Health Care; More Abstinence Based Treatment; More Harm Reduction and Housing First



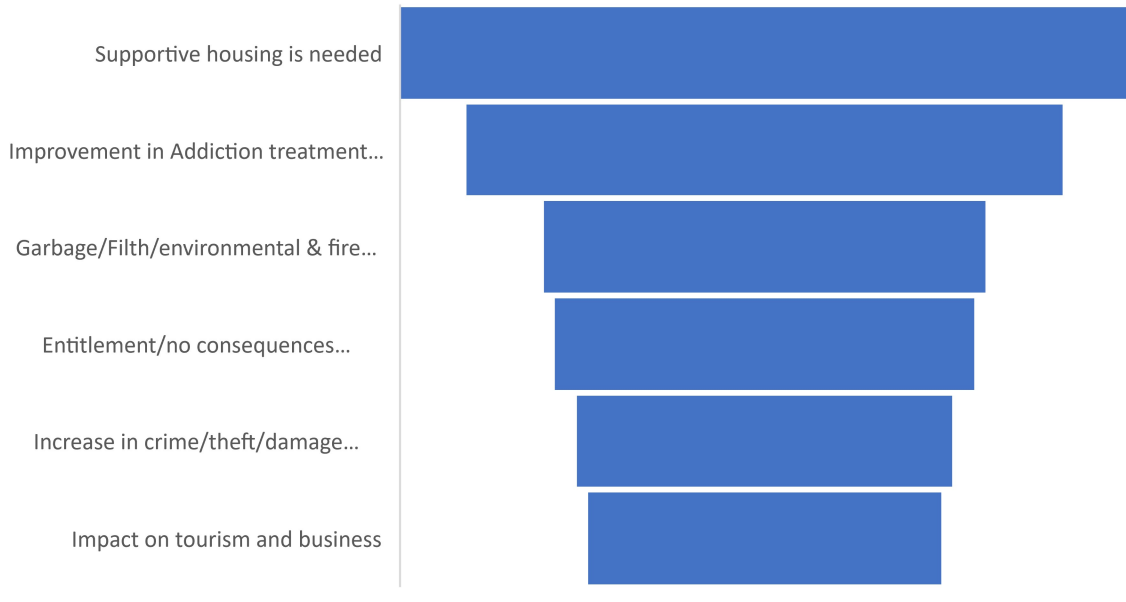
### Impact of homelessness on community



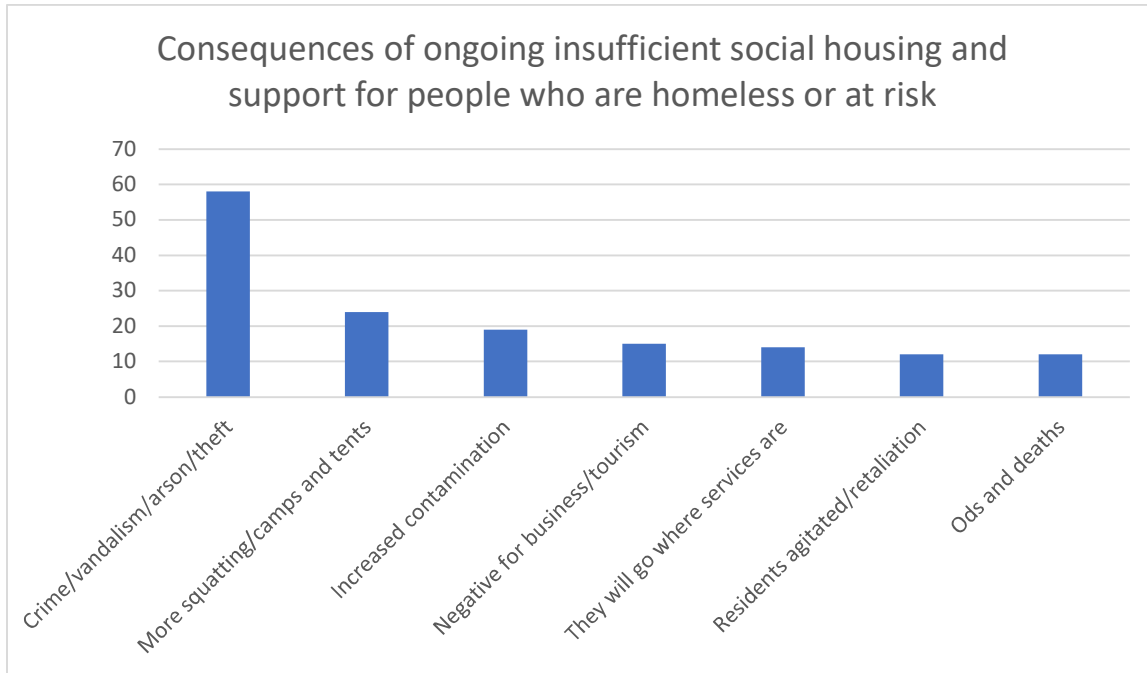
### Causes of homelessness according to residents



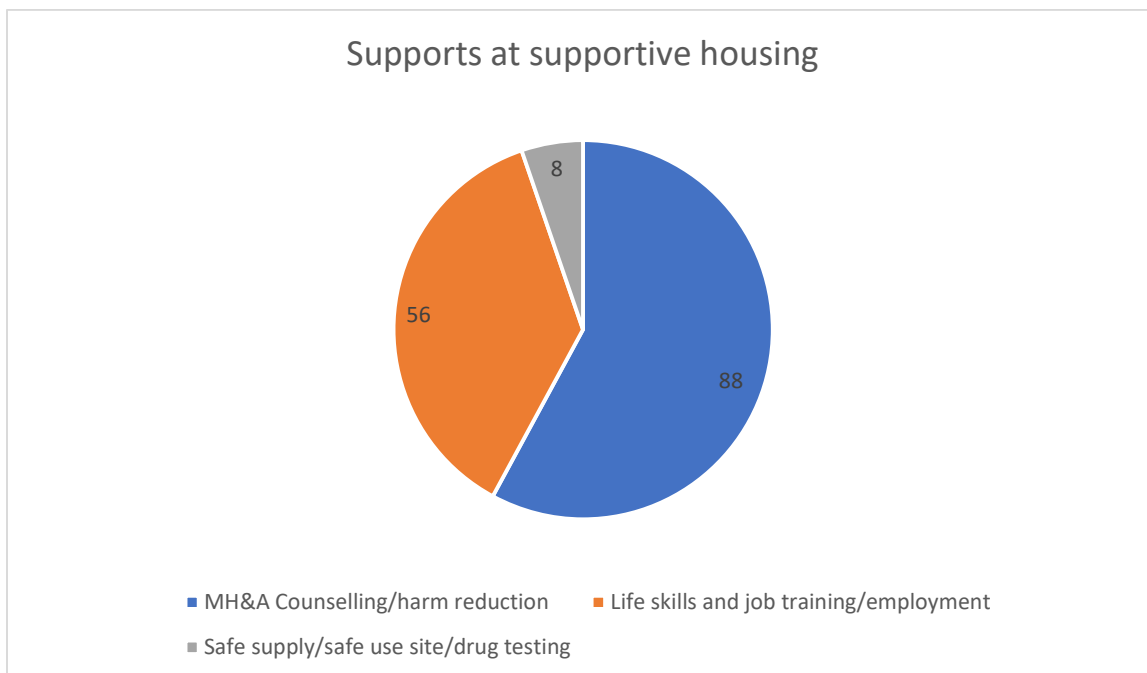
### Concerns about homelessness in Hope



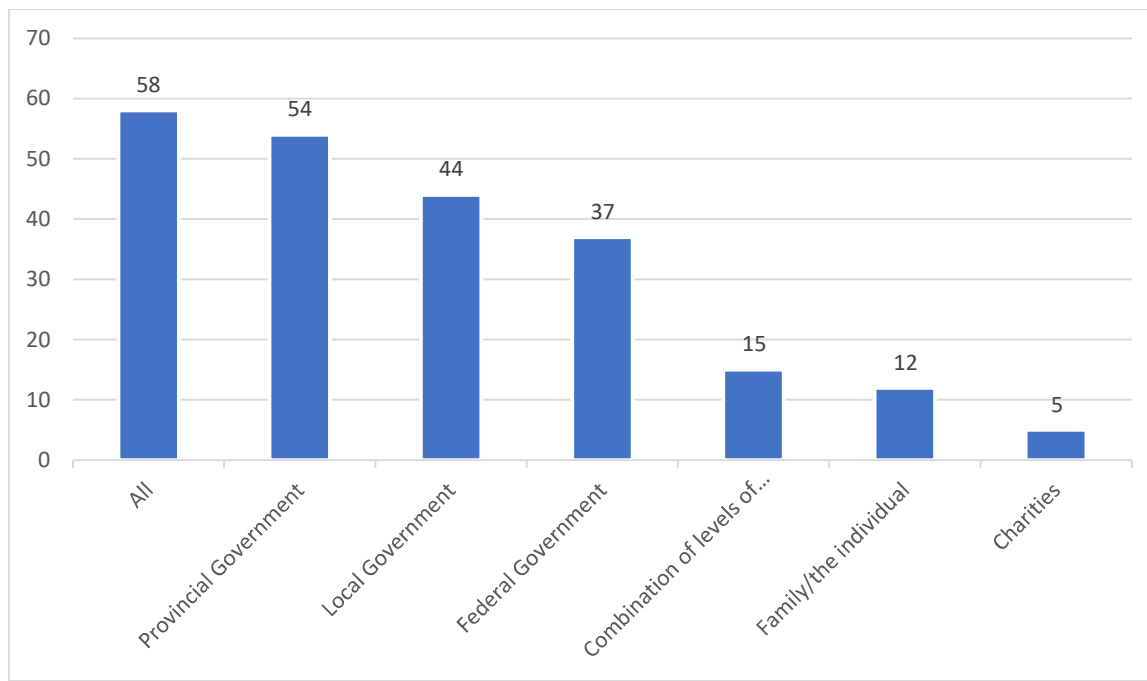
Consequences for the community of ongoing insufficient social housing and support for people who are homeless or at risk of becoming homeless



Supports to be provided as part of government funded supportive housing



### Whose responsibility is it to prevent and reduce homelessness in Hope?



### What services are lacking in Hope?

1. Drug addiction treatment centre/detox/addiction support centre/medical withdrawal management/addictions counselling
2. Improved mental health care including in-patient psych unit
3. Supportive housing
4. Affordable/subsidized housing for families
5. Affordable/subsidized housing for seniors
6. Outreach and support workers
7. Crime control/policing
8. Dry supportive housing
9. No additional services needed
10. Trauma counselling/home care/food support/life skills/employment training/more family doctors/youth facility for early intervention and prevention

## **APPENDIX 3: THEMES FROM COMMUNITY DIALOGUE SESSIONS**

### **Homeless increasing/becoming more challenging**

- Homelessness provokes sadness – sadness/complex problem/need for different approaches
- Person sleeping in own van
- Supportive housing to be connected with mental health and addiction services
- Anger, frustration, lack of support
- Fear of too much availability of housing will increase it
- Housing allowance has not increased (\$375)
- More complex needs – consequences for others in community
- Feeling of sadness – overwhelmed – what is the solution?
- See homelessness everyday – it is getting worse
- Move to Hope 14 years ago – Homeless are now everywhere
- Concern about increase – Hope is a vulnerable location
- Problem is getting worse
- Very sad
- We don't count couch surfing – sleeping in cars
- The numbers are increasing
- Homeless persons are vulnerable to being taken advantage of
- Youth choose to be homeless to support lifestyle rather than housing
- Personal experience – loved ones, family members
- Concurrent issues – multiple barriers
- Hidden homelessness – struggle to work your way through the system
- Senior who worked his whole life became homeless
- Housing Hub needed

### **Safety**

- Fears about safety
- Homeowner worries – property value?
- Attack on seniors/people - seniors have fear
- Crime is up

### **Services inadequate**

- Mental health supports (pro-active support) – Not enough mental health and addiction services
- Hospital needs additional funding
- Networking and resource navigation often done by citizens
- Not enough outreach workers (willing to go into the woods and reach out)
- Waitlists not helpful
- Barriers to accessing mental health
- Detox centre
- Drop-in centre
- No change in resources yet matter has become more complex

- Unsupported – lack of services
- Accessibility to health services for non-homeless residents
- Not enough support and care
- Lack of services – not enough health care as it is – health care overstretched
- How can health care system address homelessness
- More dedicated dollars – more mental health services
- People seeking help can't access mental health supports
- Difficult to link “own shelter” with formal services e.g. MCFD
- Gaps in services for youth
- If programs are effective for homeless, don't bring them in
- Need for triage centre including after hours
- Hostels
- More harm reduction supply and safety

#### **Service coordination/improvement/accountability**

- Need to network with other programs
- No accountability from services – doubting that it is being used correctly
- Money spent but not enough accountability
- Fighting over funding
- Safety concerns – staying in shelter
- Services that do exist are great – but overstretched
- Absence of District of Hope was noted
- Healthy communities project
- Reduce bureaucratic barriers
- Low barrier employment/ supportive employment/ community inclusion
- More resources from all levels
- Day drop-in, club house where there is empathy and understanding
- A place for youth/ youth shelter
- Cost effective service through innovation
- Frustration around funding model – accountability – results
- More coordination among organizations
- New and good services are coming – trauma therapy, counselling and family counselling
- Involve PWLLE to help explore more challenging issues
- More garbage cans and washrooms
- Daily meals in Hope

#### **Housing inadequate**

- Nobody is protecting seniors against high housing costs – need for affordable seniors housing
- Rent controls
- Housing first (everyone deserves a home)
- Housing first then trauma recovery
- Cost of living
- Widows who have to sell

- Rent high – low vacancy – no rent control – seniors moving out – pipeline pushed up rent
- Subsidized housing with barriers (Can't bring in adult child with mental health diagnosis)
- Housing availability and accessibility is difficult for all not just for homeless persons/addictions
- Shelters are not transition houses
- Low income housing for all – universally a challenge to find affordable housing
- Multiple avenues to housing – bought house for 17,000 in Vancouver in 1971
- Social assistance and disability do not cover housing costs
- Property taxes are forcing seniors to sell
- Living is sub-standard and dangerous housing because of no other choices
- Provincial regulation that encourages communities to provide less restrictive housing
- Supportive housing, next stage housing, long term supports/services
- More housing of all types – priority to local residents, when ready housing should be available with adequate support services

### **Service philosophy**

- Need empathy and honesty
- Many are from Hope – should have networks
- Care and compassion
- High barrier (expectation to be drug/alcohol free before housing)
- Walk beside them – build community around them
- Not enough is done to address underlying issues
- Felt like a bad person when sharing my story
- Some people you can't reach; what then?
- Facing addiction – turned away from services – felt they were bad person
- No one cares when trying to access services
- Foster care/abusive relationships don't have the capacity on their own
- Empower voices of those with lived experience
- Carrying trauma, shame and guilt – addiction
- Pyramid of needs – put roof over people first then work on the rest
- Toxic drug supply – deaths due to loneliness
- Social isolation and stigma – peer support important
- Systemic barriers and harm
- Easy to fall through the cracks in services and programs
- Shaming – not being treated with dignity and respect
- Respect gets respect – lack of law enforcement
- Agency is challenged to go out and meet people – so busy with sheltering and people coming to them
- Importance of people helping people
- Wet housing is problematic
- People make choices – sometimes bad choices but still have right to housing
- Who pays for housing and where is accountability?

- Raise self-esteem
- Build community compassion – acknowledge trauma
- Need sense of purpose – connection to land, nature i.e. farm
- Wholistic care, whole person care, comprehensive systems
- Being neighbours – collective healing – more community – less government

### **Community communication**

- Public has not been prepared for these changes
- People don't know where to refer to (Where is the hostel?)
- Hope has a can-do attitude – we can find a solution
- Address stigma and disinformation and misinformation
- How to be part of solution? How to know that services are enough? How are services tailored?
- Need more communication around this issue and to create understanding of what is already available
- HOPE - Honesty – Open-mindedness – Peace – Encouragement
- Hard to establish accurate PITCH
- More information shared to prevent homelessness and selling and moving
- Participant does not understand housing proposal – more communication/explaining
- Advocates / Community educators
- Willingness to listen, to learn and to change your opinion
- Open discussion with those who oppose, those that work in the sector and PWLLE
- More shared conversations e.g. New Matrix Meals
- Information sessions for seniors
- If there is community engagement on homelessness, BC Housing and District should be present

### **Volunteering**

- Person delivering food to foodbank – supporting homeless on own time and dollar
- Volunteers needed for Care Transit, Food Bank, personal offers of help – how to channel
- Mentorship program to build resiliency and social agency
- Create volunteer opportunities
- People helping people – mentors/sponsors

### **Reasons for homelessness**

- Are they from here? Where do they come from?
- Coming from other places, no roots in the community

### **Enough services**

- Sufficient services

### **Location of services**

- Don't put shelter near hospital – why not on farm outside?



## **APPENDIX 4: THEMES AND RELATED TOPICS FROM INTERVIEWS WITH INDIVIDUAL STAKEHOLDER**

### **REPRESENTATIVES**

#### **Improve health care**

- More health care workers
- Extend home health care (home care)
- Treatment of mental health and concurrent disorder
- Clinical PTSD/Trauma Counseling
- Mental Health team
- Harm reduction
- Trauma and resiliency informed practice
- Lack of easy access to mental health and addictions treatment
- Rapid access clinic
- Less institutionalized services
- Room for health care worker cultural safety training (less judgemental and prejudice)ER treatment to improve (attitude)
- ACT Team, ICM, Inter-agency care team (Abbotsford)
- No community para-medics as in other communities
- Excessive waitlists
- Primary Health Care Centre
- Healthy Community Strategic Plan

#### **More housing**

- Affordable housing
- More housing first (low barrier housing), supportive housing – operate properly – wholistic support
- First stage supportive housing
- Complete housing continuum/spectrum
- Affordable independent living housing for general population; rent linked to income (e.g. more Ryders; more MQHS housing)
- Second stage housing
- Tiny homes (Municipalities are lagging behind this concept)
- Housing Hub
- Provincial rent ceiling
- More housing and less shelter
- More tangible support for housing for developmental disable persons and those with cognitive challenges – housing for children/youth/adults with cognitive disabilities
- Tangible support for the deserving poor
- Appropriate affordable housing for seniors and those with cognitive challenges
- CLBC model removing people from community/families/friends
- Free housing should have rules
- Attention to be given to precariously house individuals and families (impoverished families)
- Bigger emergency shelter

- Rent support
- Dry building geared to income
- Colonial 900 is working quite well
- There is no free living

#### **A Place to be**

- Drop-in Centre
- Community wellness centre
- Safe harbour during the day when emergency shelter is not available
- Friendship Centre/Community HUB
- Shutting down of Thunderbird (connecting point) left a void

#### **Better access to services**

- Hub and Spoke approach
- Networks of care
- Adequate system support
- Services under one roof
- Mini-hubs for specific sub-populations
- Improved communication among RCMP, Security companies, and service providers
- Warming and cooling facilities be demographics/sub-populations
- Current approach is segmented
- Continuum of care
- Inter-program collaboration
- Need AA and NA
- Better connection with the Municipal Government – City to convene and support collaboration – Zoning by-law changes to facilitate service delivery
- Detox facility
- Rapid access Clinic
- Lack of transportation to access services (Silver Creek to Hospital)
- Role of competing for funds – competition for resources vis-à-vis collaboration; adjustment of funding models
- Lack of strategy to deal with homelessness, working class not on high income
- Outreach 24/7

#### **Employment and community integration**

- Low barrier employment
- Trail building and maintenance, clean-up; guided hikes involving seniors, women, Indigenous elders, children and homeless person – volunteer opportunity
- Hope Mountain Centre, Trails BC and ESDC Canada, Free Rein, HATS, HCS

#### **Business and tourism**

- Negative impact on small businesses and tourism
- Hope known for outdoor adventure – garbage on trails, homeless camps in vicinity, vehicle break-ins at trail heads

### **Prevention (Youth)**

- Control addiction and mental health
- Youth centre for early intervention and prevention; better health and safety choices
- Youth shelter – couch surfing only option now
- Youth Centre – family space
- Family counseling outside of MCFD
- Youth want to connect
- Some youth have to content with parents who are active in addiction
- Family mediation services – family-youth services team
- Some indigenous youth disconnected as a result of being Metis, having status but not from a local community; identify as Indigenous but do not have status due to Residential school system
- Importance of youth led projects toward better choice and healing

### **Public Safety**

- Vagrancy in park
- Drinking in park/public
- Hazzling on streets
- People do not feel safe – especially seniors
- Lack of law enforcement – no consequences
- Mix compassion with enforcement
- Cultural safety training for service providers, by-law officers and first responders
- More private security
- Beef up security – people are scared
- Need for judicial enforcement (BC Government no longer pushing prosecution) Courts not willing to enforce
- No consequences for petty crimes
- Shut down drug houses, illegal grow-ops and meth labs
- Access to some camps is perilous
- Squatting in empty homes
- Structural fires – risk to neighbouring properties
- Be more pro-active tracking encampments preventing to get entrenched (no support from Province re. crown land camps)
- Unruly, aggrerive, disorderly persons
- More RCMP (detachment below what it should be)
- Not solving crime; just reporting it
- Mental health care enforcement
- Drug dealing in public
- RCMP foot/bicycle patrol
- Aggressive pan handle/ people are accosted/crime reduces if less homelessness
- Link homelessness – addiction – crime
- Enabling policy and practice environment
- Community Safety Plan – Public safety Advisory Committee – Homeless Action Plan

### **Prevalence of use health impacting (adversely) substances including alcohol in relation to homelessness**

- Early intervention strategy re. drug use
- Safe use and OD and drug poisoning (death) prevention
- Drug testing
- Harm reduction distributors
- Safe supply/safe use site
- Role of addictions and mental health issues (concurrent disorder)
- Influence of the drug epidemic and drug culture
- Prevalence of addiction is a challenge but also an opportunity to treat and provide health care for other ailments and to improve overall health

### **Support for families/significant others**

- Family/significant others underserved
- Approach to include parents
- Parents of and developmental disability clients are vulnerable
- Family connections

### **Food security**

- Community food resource centre
- Improved access to food and clothing
- Church benevolent fund and grocery cards
- Food availability inconsistent

### **Relationships**

- Strengthening relationships with Indigenous communities
- Lost persons in need of relationships and support
- People need community
- Wrap around circle of support and accountability

### **Volunteers**

- Training for volunteers – trauma informed training and de-escalating training

### **Training**

- De-escalating training
- Mental health interaction training
- Personal defense/safety training
- Training for parks operating crew

### **Education/Awareness Building**

- Community perception – loud and large problem to be solved
- Events to reduce stigma, break down barriers and enhance understanding/humanize the situation
- Work on public opinion
- Vocal minority on social media

- Misunderstanding of situation e.g. drug addicts = thieves; homeless persons = lazy; homeless by
- Choice
- Story telling; town hall meetings; human to human connection
- Alley fears/ concerns/ address assumptions – most people want to be supportive and collaborative
- Create a more accepting culture – shared understanding why it is important to address homelessness

#### **Public sanitation**

- Washrooms, disposal of garbage
- Clean-up necessary

#### **Impact on public services**

- Calls to the fire department
- Nuisance calls
- Medical taxi
- Emergency health services over committed as it is – RCMP plate full then call security

## **APPENDIX 5: NOTES AND THEMES FROM SERVICE AND CARE IDEATION MEETING**

### **Welcome, opening remarks, and expectations of the meeting.**

Recognition of intersection between substance use, mental health, and homelessness. In 2002 Health Canada came up with Integrated Care as a best practice. Example: Peach Program in Ontario. The current BC system is not broken it is built this way i.e. not integrated system of care in the true sense of the word. Appreciation expressed for care provided by Fraser Health amidst a system and staff that are stretched given Covid-19, staffing shortages, unmet resource needs given always finite budgets. Appreciation also for service providers who respond to needs by designing programs, applying for funding, implementing and working with what is available. Recognition for a critical yet constructive analysis of current systems of care and service provision.

People have broad needs including physical and spiritual needs. There should be room for contrarian thinking regarding harm reduction, policies regarding illicit substance possession and use, and mental health care. A question was put forward regarding potential evidence-based benefits of the “European model” regarding substance use. It was further mentioned that the book entitled, *San Fransicko* by Michael Schellenberger, makes for compelling reading. So, the question is what can or should be done differently? Can we dream with dignity and respect but also warning about dangers? Can we dream about a model in Hope that surpassed the European model and models in other parts of Canada? Integrated care is and should be the common goal but currently at system level it may be more perceived than actual.

### **What are we currently doing well in terms of mental health care and substance use care and practices?**

- Hope is doing a lot already. There is cross-program integration amidst a lot of programs. Examples of programs include employment program for people with disabilities, support for women fleeing abuse (HATS Transition House), program to prevent and reduce sexualized violence, IHART latest and timely addition to the continuum of care in Hope – the implementation of IHART filled a huge void that have been identified in Hope, the management of an acute care hospital and provision of additional services, including harm reduction and OD prevention and treatment. All of the aforesaid need recognition in this discussion.
- Services and programs are marked by quality of care, cross program integration, harm reduction, social justice, peer involvement, ability to connect someone in need with services supported by a good community-based service provider network, ethos of being supportive and open (transparent) among service providers.
- The important role of Hope Healthy Communities Committee cannot be overstated. Since inception this committee has had a big positive impact. Potent leadership of this committee is playing a big role in the continued importance of HHCC.
- Relationship building with other service providers. Examples given included: people with disabilities, women fleeing domestic abuse, anti-oppression work.
- Increased capacity for folks with job search (Free Rein). Good relationships with others currently working with people with disabilities, cross referrals are happening, safety planning, mental health representation from Fraser Health. Have always been able to connect requests for services with services in the community.
- The Situation Table which addresses instances of immediate risk, networks in community and fan out resources to other staff in agency.

- Genuine and supportive approach throughout the community which is unique to Hope.
- Number of passionate people “pushing a rock up a hill” – physical and spiritual needs.
- Challenges to standard harm reduction response; police with care providers working together; dealing with a poisonous drug supply.
- Kudos to HATS and all the work they do in community.
- Dream model: dignity, respect, compassion; recognize risk and keep community safe. Can we create this model in Hope? Employment, resilience, social connectedness, spiritual needs, countering loneliness and disconnection.
- Sense that “we know the people we all work with (they connect with all agencies). Often born and raised in Hope. Need to go back and work with youth and kids in this town; prevention. We likely know them. Shame identity leads people to leave small towns. Also, some people decide to leave small communities as monotony drives need for substance (mis)use.

### **Matters for consideration as part of ongoing “Strengthening Hope”**

- Important to focus on youth to be connected and supported. “My House”, a youth supporting facility in Mission mentioned as an example of a place for youth to connect, receive counseling, etc. This facility provides counselling, information, clothing, supports, etc. “My House” came about through support of Faith community, City of Mission and social service agencies.
- Among others, youth aging out of care are in need of a supportive place to be connected, mentored, and build healthy relationships, etc. HATS have developed architectural drawings for a youth facility including housing. The plan requires capital funding. The importance of a “place to be” cannot be overstated. Short term option might be a store front set-up with couches and pool table. Need paid staff to resource – solid, consistent, and skilled. Cyrus Centre is interested to join forces to work on something like this.
- Committed relationships are important to build resiliency. High school programs can play a role. Need to create opportunities for youth to channel creative energy. A community of care or a campus of care idea should be considered. Youth 18-24 years requires transitional intervention/support based on multipronged approach. Volunteers would be needed.
- Resiliency: provide opportunities to provide committed relations with an adult (outside as well as families). Extra curricula and youth sports: opportunity for youth to be involved in something. Connected through the school or not.
- Transitional supports for 18-24 year-olds. Could often times be the most complicated.
- Youth one piece of the puzzle but what about families? Families are important. Need to strengthen families and those who are raising children in some case grand parents have to step in. The opposite of addition is connection. What are the causes of the disconnect? Early identification is key and so is prevention through connection. The importance of moral and spiritual support to be recognized. Necessary to work toward intentionally supporting each other and finding ways to let people experience compassionate care. Young families don’t always ask for help.
- Similar case can be made for adults. A number of years ago HATS operated the H.O.P.E. Centre which was a place to be during the day with a welcoming and supportive environment and staff. This remains a gap in Hope as the H.O.P.E. project which was successful, ceased operations due to lack of funding. The void left by the absence of the H.O.P.E project was partially covered by subsequent HATS and BC Housing program funding at the Thunderbird. However, the latter also ceased operations. Here too, committed relationships with volunteer support are key to develop and maintain resiliency.

- Vision of Community of Care from 4th on the Park: Dr. Offices, HATS, public health unit, house could be drop in centre. Campus of care.
- What is homelessness? Face of homelessness is changing, e.g.: 50-70 year old women. Health Canada has a progressive definition – inclusive of couch surfers, people living in cars, shelter hoppers, and Transition House hoppers.
- What worked in other communities: some stepped forward and took it on. In Abbotsford when Fraser Health and BC Housing came to the table things changed.
- Blue sky thinking: moral, emotional, spiritual support: inter-communities of care to instill more rituals where we come together and intentionally support each other; learn from First Nation communities. Bringing in people to see what bounded compassionate care looks like and remind people what it is to be compassionate. We are providing care for people who need it (care and opportunities for people to connect again); we are not solving homelessness.
- In terms of steps to be taken to ameliorate the challenges resulting from homelessness and or those who present at businesses with disruptive or challenging behaviour, mention was made of the Ambassador Program that was successfully implemented in Mission. In this regard peers or PWLLE were hired and trained to respond to calls from businesses in order to de-escalate behaviour with compassion and to make connections to care and services. Involving peers get the program around the “ritual of those who do this work”. Those involved in the design and successful implementation of the Ambassador Program in Mission are willing to share program design and lessons learned.
- In terms of building understanding within the community about the complex nature of pathways in an out of homelessness, further compounded by the complex web of homelessness, substance use/addiction and mental health, the example of the Matrix Meals Program in Chilliwack was mentioned. Building understanding of the complex nature of homelessness, addiction and mental illness require consistent messaging; FAQs will be needed and data to show program results. Event (build off Brigade Days) to bring people together and talk about issues in community. Viable idea that does not require consistent funding.
- Approach marked by caring, trust, compassion, social justice
- International Overdose Awareness Day Aug 31<sup>st</sup> and Brigade Days weekend after that.
- Great programs have come to the community and ceased due to lack of funding; funding regime not set up to provide sustainable, consistent funding – problematic. Req. provincial change.
- Macro Health Option: Coordinator for ambassador program; train volunteer (people of influence); and hear from their peers, to talk about social issues in the community.
- As a business owner, couldn't see beyond immediate problem at your doorstep. Do not understand how human service work and vice versa. Huge disconnect.
- Building or rebuilding partnership between social service agencies and business community can contribute to creating change in community. Previous iteration was helpful with crystal meth and working with social services. Chamber going through a transition post Covid and is rebuilding. How do we come along side to enhance profile of Chamber and collaborate for good of community?
- Are there other communities as examples for partnering with Chamber and social services?
- Some of this discussion should occur at Hope Healthy Communities Committee; the Strengthening Hope Project should become part of Hope Healthy Communities Committee. Strengthening Hope should not be a project; should be ongoing approach/attitude in the community. The collective wisdom present in HHCC can contribute to creating an integrated model of compassionate care for Hope.



- Offer training to summer employees, hospitality community on how to handle de-escalation, crisis intervention, street card, overdose, etc. Present as value add to Chamber.
- Could we attach funding for businesses for that? Stipend for staff to attend.
- District of Hope Parks Staff should also be trained with Chamber folks. Council needs to be engaged.
- In the past Hope Heart Hero received award from District of Hope this built a cadre to draw in Chamber and District.
- Need more opportunities for youth. School District and Balan a good ear to have.
- Griffin Security staff some do good work and have connections to mental health in Chilliwack. IHART found them invaluable. They are contracted by City of Chilliwack.
- Need regular transportation to Chilliwack – consistent, regular and timely, so people can go to court, get jobs, raise families and go to university. Wouldn't it be lovely if Care Transit (volunteer non-profit) could do more than medical appointments?
- Access to the Clubhouse in Chilliwack
- RCMP deal with a lot people that are not from Hope – this is unique to Hope. It's hard to be transient here. Hope is the last stop for folks. Drug houses have been and are being “busted”; these could be dangerous operations. Police is supportive of community collaboration and community efforts to build further on compassionate care and response.
- 2 staff (RCMP) could be on Coquihalla and there could also be issues in town.
- Late night calls for transient people are the hardest without support from community. Might need to stay another day; they can't leave if they want to and that's the hardest part.
- Challenges to navigate medical response for overdose when transient persons are involved as life saving medication has to be billed somewhere. In some cases the doctor has to pay for it.
- Used to have Greyhound. EBus and Mountain Man Mike's currently exist.
- Getting out of Hope is one thing, but getting around Hope is another issue e.g.: Thunderbird, Kawakawa Lake with mobility issues. Shuttle similar to at large university. Bike sharing, scooter sharing program. Relationships; social supports can solve this issue.
- Healthy families and healthy relationships. Importance of relationships cannot be overstated. In many instances “needing a friend” is what is needed; a true friend. Connections with elderly people need not be forgotten.
- Better at Home: connection; something of this nature for the community at large. Shift paradigm to ask people to join-in.

#### **Themes emerging from the discussion:**

- Additional services required for youth to be connected and to build resilience – store front perhaps for now with view of housing subsequently
- Ambassador program involving PWLLE to mitigate impact on businesses specifically and community in general
- Creating a “Place to be” during the day
- Building peer support (all of us have peer groups)
- Find ways to create opportunities to learn from Indigenous knowledge keepers
- Create opportunities around “breaking bread” together to learn about complexity of intersection of homelessness, mental health and substance use and to reduce stigma, build relationships and circles of support
- Ritual for those that are doing this work

- Transportation within Hope and to surrounding communities
- Partnership with business with something to offer; value add for them
- Greater degree of engagement of Mayor and Council
- HHCC to be champion, led by Fraser Health, for design of Integrated Model of Care and Service Provision in Hope, with goal of continuously “strengthening Hope”, including the possibility of a Campus of Care.

## **APPENDIX 6: LEADING CARE PRACTICE**

### **Critical Time Interventions (CTI)**

Critical Time Intervention (CTI) can be defined as “an empirically supported, time-limited case management model designed to prevent homelessness and other adverse outcomes in people with mental illness following discharge from hospitals, shelters, prisons, other institutions and from the street” (Herman et al., 2007; Jones et al., 2003). Coinciding with the participant’s willingness and timing is the importance of the individual’s personal relationships with the service providers (Susser et al., 1997, as cited by Thompson et al., 2004). The ability of the individual to convey needs and opinions and become part of an encouraging community setting without being socially isolated is imperative for a positive outcome. The premise of CTI is to “facilitate affiliation with social supports and community resources for people who have moved from a shelter, the streets, a psychiatric hospital, or the criminal justice system to the community” (Herman et al., 2007).

CTI treatment programs include access to stable housing, psychiatric care, medications, counseling, outreach, case management, family, work, and rehabilitation groups on an ongoing basis for up to 10 years (Jones et al., 2003). The three main phases of CTI are “transition, try out and transfer of care” (Herman et al., 2007; Jones et al., 2003). *Transition* focuses on providing dedicated support, including the formalization and implementation of a transitional plan, *try out* focuses on the development of problem-solving skills, and *transfer of care* focuses on the process of creating ongoing support networks.

CTI appears to be one of the most effective approaches that contribute towards successful interaction of individuals with mental health and/or substance abuse issues within the homeless population. Timing is critical, as the person must be “ready and willing”. Other important CTI factors are patience, perseverance, and tolerance. These are equally important for both the client and the interventionist. According to one interviewee, “It’s not like you can say: We’re dating and if you screw up we’ll never talk again.” The client often moves “two steps forward, one step back, or three steps sideways.” The focus should be to build on the “forward steps”. One of the most important challenges in creating supportive housing is absence of the “willingness” stage. Dishonesty, lack of commitment, mistrust, failure to follow through on promises, drug use, and unwillingness to follow protocols and to live within clear, consistent, and reasonable boundaries are major challenges and often signs of “unwillingness”. In addition, protocols with health authorities are important for the individual to receive appropriate medical treatment and medication.

### **Assertive Community Treatment (ACT)**

The Critical Time Intervention concept of supported housing contributed towards the growth and development of supported housing schemes (Rudkin, 2003, in Wright & Kloos, 2007). Complementing housing programs of this nature are services like physical health care, mental health treatment, peer support, life skills (money management, daily living), and education or employment opportunities (National Coalition for the Homeless, 2009). Long-term support is combined with the efforts of housing providers and health authorities. This model seeks to ease self-sufficient living through mental health services, financial aid, and Assertive Community Treatment (ACT) teams (Wright & Kloos, 2007).

An ACT team is essentially a “multidisciplinary team” that utilizes a low client-to-staff ratio (10:1) through shared caseloads. Other elements of an ACT team are firm outreach (including regular home visits), daily team meetings, individualized treatment plans, staff availability 24 hours a day, and medication management (McGraw et al., 2010). For homeless individuals experiencing concurrent disorders, integrated ACT care increases levels of communication, cooperation, and trust (Rosenheck et al., 2003). According to Rickards et al. (2010), the shift towards ACT models enhances access to mental health care and housing services.

In the United States, the Centre for Mental Health Services (2003, p. 36) developed a blueprint for creating and managing services necessary for homeless persons with concurrent disorders. The blueprint emphasizes the importance of a fully integrated system that makes “any door the right door”—meaning that people with concurrent disorders experiencing homelessness can enter the service system through any service door, be assessed, and have access to the full range of comprehensive services and support.

Although integrated models such as ACT have been shown to be effective for supporting individuals with concurrent disorders, numerous practical challenges have been identified. Drake et al. (2001, p. 469) argue that implementation of dual diagnosis programs requires changes at the policy level that include regulations on training and supervision for clinicians. The success of ACT teams depends on training and on regulated operational principles (Centre for Addiction and Mental Health, 2006). McGraw et al. (2010) and Foster, LeFauve, Kresky-Wolff, and Rickards (2010) argue that recruiting and retraining designated concurrent disorder specialists is challenging and leads to staff shortages.

### **Supportive Therapeutic Relationships**

Nobody does well without relationships. People do better when they feel safe, when they have food, and when they have meaningful and supportive personal connections. For people who live marginalized and socially isolated, relationships have typically broken down. If one has a certain level of integration into a community, it is easier to avoid risks, stabilize, engage in community interactions, build social networks, and perhaps even find employment. Relationships lead to stability and mitigate social exclusion. People are more willing to think and talk about treatment and other solutions if they feel trusted and understood. This is what empathic relationships are about.

Relationships are absolutely imperative when working with, for instance, people who live with fetal alcohol syndrome disorder (FASD). In this regard, the role of a supportive case manager cannot be overemphasized. As people settle in housing, they feel safer, they start to look out for one another, they start to give back and to take ownership in their place and each other. This then provides a good foundation on which to build training about healthy relationships and sexual behaviour. As one interviewee states: “It varies, anywhere from learning to be more respectful [to] learning to be more community-focused on what the needs of their little community are.”

It is imperative to remember that building supportive relationships requires patience and the modeling of resilience, as the circle of connection and support widens. Forging these supportive relationships takes time, hard work, patience, and perseverance. Tolerance is also needed toward the ambiguity, “craziness”, and “chaos” of people’s lives. Under this prevailing reality, stability is difficult to achieve. For example, when a person with multiple and persistent barriers or with a concurrent disorder moves inside, think of the tasks that this person needs to complete in a context where life skills have been lost

through living outside—or where such skills were never fully gained because the person went through so many different homes and/or experienced deep trauma growing up, with the result that they simply did not develop those basic skills.

For many, entering into relationships is difficult, and the unfortunate reality is that a person suffering from severe mental illness will be rejected by almost everyone. Mental illness creates a worldview that is so unique to the person bearing it that he or she is not going to find anybody who shares very much of that personal experience. According to those we interviewed, many of the relationships they have learned in the street relate to the rituals of substance abuse. Based on interviews with service staff, when people move from the street into housing, their addictive substance use drops. Moving inside does not in and of itself cure the addiction or end it, but there is likely to be much less use of addictive substances than on the street. One reason is that the person can hide from predatory dealers; another is that they do not need the substance to substitute for a feeling of safety, as they did on the street. So based on data obtained from facility operators, it is apparently not unusual for people to move inside and immediately begin weaning themselves from the majority of the drugs that they were taking. However, by leaving the drug culture, or spending less time in the drug culture, they also lose the existing friends that they had outside, and because they are still using to some extent, they do not find a normal social group. They cannot be adopted into a church. They cannot be taken to sing in the choir. They are not particularly welcome in community centres, restaurants, coffee shops, recreation facilities, etc. where they may still have street-involved behaviours or anti-social behaviours. So the loneliness that can arise when a person leaves the street and comes inside has to be dealt with through the skills of the support worker, who first forms a bond with that person, and then helps him or her transfer the bond to other people in a housing environment. Thus, the importance of a therapeutic relationship cannot be overstated.

Additionally, to achieve positive outcomes in housing and caring for chronically homeless persons, two variables must be present, namely willingness and timing (Goering, Tolomiczenko, Sheldon, Boydell, & Wasylenki, 2002). According to Thompson, Pollio, Eyrich, Bradbury, and North (2004), positive outcomes are not possible without the “willingness” of the community to address social problems such as homelessness, mental illness, and substance abuse. Positive outcomes are also dependent on the “willingness” of the person at the centre of the social problem to take part in supportive programs. Positive outcomes are not possible if the “timing” is not right. No matter how “willing” and how positive the participant feels about supportive living arrangements, the time is not right if the participant has strong ties and relationships with a past destructive environment—for example, drug dealers. Timing is also crucial when a person is discharged from a treatment centre. Transition and separation are traumatic. Timing, therefore, is important to create a “gradual, empathic separation” and also plays an important role in preventing recidivism of homelessness (Herman, Conover, Felix, & Nakagawa, 2007).

The past 20 years have seen an increasing awareness and practice of integrated treatment for psychiatric and substance use issues in individuals experiencing concurrent disorders. For homeless individuals with concurrent disorders, integrated models of care that increase levels of communication, cooperation, and trust amongst providers positively affect their access to services (Rosenheck, Resnick, & Morrissey, 2003).

People living with concurrent disorders often encountered, and in many cases still encounter, multiple barriers accessing services. Clients presenting at mental health services were often denied care until their addiction issues were resolved. Conversely, clients seeking addiction services were often denied services until their mental health issues were resolved. Most often, however, clients were not screened for concurrent disorders, and treatment failed because it was based upon a faulty understanding of a client's genuine problems.

Integrated models of care are now becoming the norm for supporting persons with concurrent disorders. This conceptual and practical shift recognizes the multiple needs of those experiencing homelessness and concurrent disorders, and provides individuals access to an array of services (mental health care, substance abuse treatment, housing services, benefits and income support application assistance, educational and vocational services, etc. (Rickards et al., 2010). Service providers interviewed emphasized the importance of client-centred service delivery based first and foremost on client needs. To this end services need to be in line with client needs rather than organized around efficiencies or expertise in service delivery.

**APPENDIX 7: SUMMARY OVERVIEW OF EVENING HOMELESSNESS OUREACH WORK BY HOPE AND AREA TRANSITION SOCIETY**

The Evening Outreach team consisted of 2 people who worked from 2pm to 10pm, connecting with those who were living rough and unsheltered. Their work involved:

- Being proactive in their efforts to create relationships with people experiencing homelessness and general community members
- 797 connections were made
- 486 items of food and water distributed
- 223 harm reduction kits were distributed
- 159 clothing and hygiene kits distributed
- 122 hazards cleared
- 11 overdoses prevented (wellness checks)

## **APPENDIX 8: SUMMARY OVERVIEW OF TRAINING FACILITATED BY FRASER HEALTH**

In an effort to address cultural safety, violence prevention and de-escalation along with various topics on being trauma informed we hosted a series of training and education opportunities in the community of Hope. The Strengthening Hope Project worked collaboratively with a local non profit called Community Justice Initiatives Association (CJIA). The goal of the trainings were to develop a fuller understanding of trauma and resiliency and to build capacity in the community through a train the trainer model. In an effort to address the red tape of many training organizations, we made the trainings completely free to attend, without annual maintenance fees and copyright over the educational materials. CJIA allowed for the local organizations in Hope to be able to pass on the information and train community members colleagues and future staff members being on boarded into their organization. Most organizations in Hope have a small number of staff members thus creating barriers in accessing adequate education and training opportunities. These opportunities are often times very expensive and larger organizations require an annual contribution to maintain a log of all the trained trainers. CJIA was a phenomenal organization to work with as they only charged one time fees to train members of our community. CJIA tailored the training sessions to the needs of our community which were highlighted in our grant application.

The first training seminar we held was “Working through Conflict: Restorative Communication & De-Escalation” where 21 people attended. Participants learned ways to recognize when others are unable to emotionally regulate and methods of de-escalation and restorative practice techniques. The second training we hosted was “Supportive Communication and Embodying Curiosity” where 8 people attended. This workshop explored communication techniques that support creating environments where disagreement has the potential to be turned into learning. Third training we held was “Cultivating Safe Spaces: Decolonizing Spaces, Vicarious Trauma & Resiliency” and 6 people attended. This session addressed decolonizing spaces and understanding self and perspectives, the four protocols and four conditions of this practice, vicarious trauma and resiliency, and bringing awareness and self care strategies for those in the helping field. Our last training session “A Deeper View: Recognizing & Transforming Shame, Fear, and Guilt” had a total of 10 people in attendance. This session covered emerging research on the detrimental role of shame and guilt in our lives and explored strategies of trauma stewardship, how to recognize and discharge shame and fear, with ourselves and others. A free community screening of the “Wisdom of Trauma: can our deepest pain be a doorway to healing?” featuring Dr. Gabor Mate was held at the Hope Cinema. This screening was received extremely well in the community as there were 100 community members in attendance. As a result of the screening, representatives from local First Nations and the school district expressed interest in hosting a screening for their respective communities.

All of these engagements worked towards developing a fuller understanding on trauma and working towards a path of healing. It is critical to be able to host these educational sessions, especially within rural spaces and small towns, where the access to resources are already limited. As a result of these education and training sessions, many conversations are happening in the community around trauma and positive actions will result from the ripple effect of these shared learnings.



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# REPORT/RECOMMENDATION TO COUNCIL

**DATE:** August 29, 2023

**FILE:** 4200-20

**SUBMITTED BY:** Director of Corporate Services

**MEETING DATE:** September 11, 2023

**SUBJECT:** Appointment of Election Officials for the 2023 By-Election

---

## **PURPOSE:**

The District has received the resignation of Crystal Sedore for her Councillor position, thereby creating a vacant seat at the Council table, therefore there is now the requirement of a By-Election and the appointment of the Chief Election Officer (CEO) and Deputy Chief Election Officer (DCEO) are required.

## **RECOMMENDATION:**

### Recommended Resolution:

THAT pursuant to Section 58 (1) and (2) of the *Local Government Act*, Branden Morgan be appointed Chief Election Officer, effective immediately, for conducting the 2023 By-Election, with power to appoint other election officials as required for the administration and conduct of the 2023 By-Election;

AND FURTHER THAT Donna Bellingham be appointed Deputy Chief Election Officer for the 2023 By-Election.

## **ANALYSIS:**

### **A. Rationale:**

When a vacancy occurs during the four (4) year term of Council a by-election is required to fill the vacancy. Section 54 of the *Local Government Act* specifies that the Chief Election Officer must set a general voting date for the by-election, which must be on a Saturday no later than 80 days after the date the Chief Election Officer is appointed, which will be no later than November 25, 2023.

I am recommending Mr. Branden Morgan as the Chief Election Officer (CEO), as he just fulfilled the position of Deputy Chief Election Officer (DCEO) for the 2022 General Local Government Election; he has a vast understanding and knowledge of the election requirements.

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  
CAO



# REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE:** September 1, 2023

**FILE:** 2590-01

**SUBMITTED BY:** Director of Corporate Services

**MEETING DATE:** September 11, 2023

**SUBJECT:** Approving Officer Appointment

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**PURPOSE:**

The purpose of this report is to appoint a new Approving Officer.

**RECOMMENDATION:**

Recommended Resolution:

THAT Council rescind the appointment of Richard Zerr as Approving Officer;

AND THAT Council appoint Nick Crosman as Approving Officer for the District of Hope pursuant to the terms of the *Land Title Act*.

**BACKGROUND:**

On April 11, 2023 our Consultant, Mr. Richard Zerr, was appointed the District of Hope Approving Officer. Now that Mr. Nick Crosman is the District's full-time Director of Community Development, this requires Council to appoint him as the District's Approving Officer.

---

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

# REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE:** August 31, 2023

**FILE:** 7380-01

**SUBMITTED BY:** Thomas Cameron, Fire Chief

**MEETING DATE:** September 11, 2023

**SUBJECT:** Emergency Management Update

---

## **PURPOSE:**

The Purpose of this report is to provide Council with an update on emergency preparedness and response efforts in the District of Hope.

## **RECOMMENDATION:**

THAT the report dated August 31, 2023 from the Fire Chief regarding the emergency management update, be received for information.

## **BACKGROUND:**

The District of Hope Emergency Response and Recovery Plan provides the framework and guidelines for establishing and operating an Emergency Operations Centre (EOC) and the policy and procedures to effectively respond to emergencies or disasters that may occur within the District of Hope's boundaries.

As part of this year's budget, funds were requested of up to \$50,000 be set aside to update our Emergency Response and Recovery Plans. As of December, 2022 the Ministry of Emergency Management BC (EMBC) has become a standalone Ministry: Emergency Management and Climate Readiness (EMCR). EMBC/EMCR have both been working through the Modernization of Emergency Management Legislation in BC since the adoption of the UN Sendai Framework for Disaster Risk Reduction in 2018. This work is getting closer to completion, however Minister Ma stated "there is still considerable work ahead".

In July, 2023 the EMCR released a technical paper regarding B.C.'s Modernized Emergency Management Legislation: A New Framework for Disaster Risk Reduction, Response, and Recovery. This framework will be introduced this, Autumn. The work to complete the new regulations will be ongoing into 2024. The legislation will require the support of the legislature and then receive royal assent before it becomes law.

As part of this process, EMCR has provided a webinar series through July/August, but due to Wildfire activity in the province, they have postponed their last two sessions in August. One of the impacts of these regulations will be that Local Governments will be required to complete risk assessments for all foreseeable hazards. Once the risk assessments are completed the Emergency Management Plans will be informed by the assessments. The Province is developing technical papers to inform local governments and support risk management.

Consultation and cooperation with Indigenous Governing Bodies will also be a requirement of the new legislation moving forward and emergency plans will include indigenous knowledge.

Time will be given to Local Governments to bring their communities in line with this new legislation.

The District of Hope is actively updating emergency management training for EOC staff and maintaining their records.

The Community Emergency Preparedness Fund for Emergency Operations Centres and Training 2023 application for \$11,199 was approved and the work undertaken is approximately 80% complete. A refresh of equipment was due and extra supplies have been acquired to support the overall operation of the EOC.

The District activated a Cooling Centre during August 14 – 16<sup>th</sup> in response to the heat criteria being reached. Please note that the District of Hope is not mandated by any provincial regulation to operate Cooling Centre's. That being said, the Province does offer cost recovery if heat criteria are met and a task number is active.

The summer of 2023 is still ongoing but has broken records in terms of total area burned. To date, the Province reports there have been over 2020 wildland fires this year. 2023 is notable for the total area burned. The previous record was set in 95' with 7.1 million hectares burned; so far in 23', over 13.9 million hectares have burned.

This year we have received multiple calls from the Structure Protection Coordination Officers. As part of the BC Interagency Agreement that each year sets out available apparatus and remuneration in support of the Province. The dates and locations of those deployments are as follows:

- Aug 1-9 – Gun Lake, Gold Bridge
- Aug 17-21 – Kelowna/Lake Country
- Aug 22 – Willowbrook
- Aug 23-25 Gold Bridge
- Aug 30 Gold Bridge/ Lillooet

As mentioned, the district is remunerated for our response and the total has yet to be determined.

With changes to the Alertable APP, FVRD had advised it would be the best value for Hope to now go out on our own Alertable subscription. We've opted for the starter package for the sum of \$1680.00. This new subscription will become active on October 1, 2023. In the next budget year, a funding request to upgrade to the economy package (+ \$2000) will be included to extend our alerts to email, text, and phone call notifications for more versatility in community access.

We continue to monitor our local situation as always, and be ready to respond.

---

Prepared by:

Approved for submission to Council:

*Original Signed by Thomas Cameron*

Thomas Cameron  
Fire Chief

*Original Signed by John Fortoloczky*

John Fortoloczky  
Chief Administrative Officer

# REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE:** September 5, 2023

**FILE:** 7380-01

**SUBMITTED BY:** Thomas Cameron, Fire Chief

**MEETING DATE:** September 11, 2023

**SUBJECT:** FireSmart Program

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## **PURPOSE:**

The purpose of this report is to seek Council's endorsement and appoint a Fire Smart Coordinator for the District of Hope with the condition of funding approval of UBCM'S Community Resiliency Investment Program – 2023 FireSmart Community Funding & Supports.

## **RECOMMENDATION:**

THAT Council supports the grant application to UBCM's Community Resiliency Investment Program – 2023 FireSmart Community Funding & Supports to establish a FireSmart program for the District of Hope.

## **ALTERNATIVES & IMPLICATIONS:**

The 2023 FireSmart Community Funding & Supports is the last support that will be considered for communities without a Community Wildfire Resiliency Plan (CWRP). All future funding will require the following for consideration of continual funding:

- Community Wildfire Resiliency Plan
- FireSmart Coordinator
- Develop, coordinate and/or participate in a Community FireSmart and Resiliency Committee

Therefore, we should take advantage of it now.

A FireSmart coordinator would be required to spend 80% of their time on FireSmart initiatives leaving 20% of their time available to assist the Hope Fire Department in day-to-day operations. This position will build further capacity in the fire department (Daytime availability of first responders) and offer significant opportunities to enhance community preparedness from wildfire threats through education and assessments.

## **ANALYSIS:**

### **A. Rationale:**

Wildfires are becoming more common not only in the South-West Region but throughout British Columbia and Canada. In 2021 the Community experienced the Flood Falls Trail Wildfire which started just outside of Hope's jurisdiction and later threatened homes East of Hunter Creek.

In 2023 the Silver Creek community had a close call with a structure fire that extended into 5 other structures within the span of an hour and further extended into a community greenspace and several tree's in the property of origin.

Drought conditions were present and causing an extreme fire danger rating for much of this year.

The summer of 2023 has broken records in terms of total area burned. To date, the Province reports there have been over 2020 wildland fires this year. 2023 is notable for the total area burned. The previous record was set in 95' with 7.1 million hectares burned; so far in 23', over 13.9 million hectares have burned.

### **B. Attachments:**

-FireSmart BC Community Presentation  
- Community Resiliency Investment Program. 2023 FireSmart™ Community Funding & Supports. Program & Application Guide (July 2023)

### **C. Strategic Plan Objectives:**

#### **Strategic Focus Area: 1- Emergency Management**

Goal: To ensure we have the necessary plans, tools and resources to adequately respond to, and recover from emergency events and natural disasters.

Why: The region is experiencing increased frequency and intensity of natural events such as wildfire and flooding. In order to prepare for, and respond to these and other emergencies, the District must fully understand the risks, further develop comprehensive plans and provide increased public awareness and education

#### **Goals and Priority Actions:**

**3.** Develop and deliver an emergency preparedness education and awareness program.

**4.** Liaise and coordinate emergency planning activities with neighboring First Nations communities.

**5.** Pursue appropriate funding programs (UBCM/DMAF) to support emergency planning activities.

**D. Budget Implications**

Grant funding will support the cost of the coordinator position. Some costs could be incurred by the District from other staff, such as management. (i.e. oversight and staff management, annual grant management. Etc.)

---

Prepared by:

Approved for submission to Council:

*Original Signed by Thomas Cameron*

Thomas Cameron, Fire Chief

*Original Signed by John Fortoloczky*

Chief Administrative Officer





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# FireSmart BC

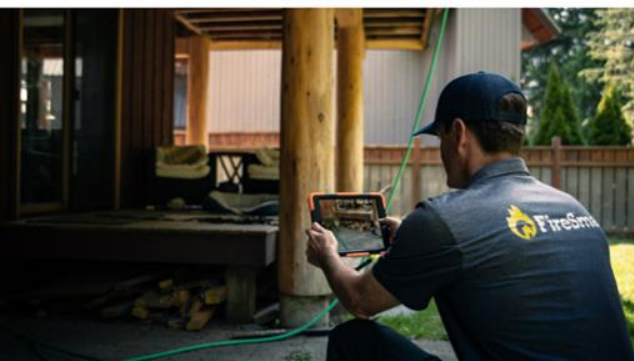
## Community Presentation

Thomas Cameron - District of Hope



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Canadian Interagency Forest Fire Centre.*





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# What is FireSmart?



## FireSmart is about living with wildfire and managing for it on our landscapes

- FireSmart is the Canadian standard recognized by all provinces and territories.
- It's based on National Fire Protection Association (NFPA) standards and has evolved over 40 years.
- It's backed by a vast amount of field, laboratory and modelling research.
- FireSmart guidelines have proven their legitimacy as measures of hazard.
- FireSmart methods have been demonstrated time and time again to reduce the risk of losses, under even the most extreme fire conditions.



# What is FireSmart?

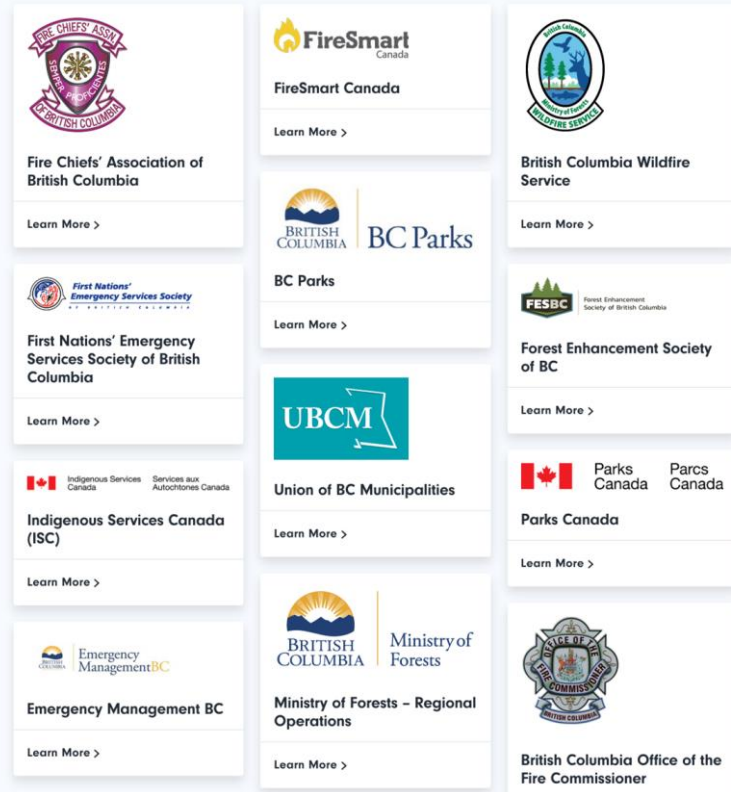


## FireSmart BC

The FireSmart program in BC is directed by the BC FireSmart Committee (BCFSC), a group composed of many agencies.

The BCFSC's goal is to collaboratively maintain and improve the delivery of the FireSmart BC program to better support wildfire preparedness, prevention and mitigation in BC.

[Who We are Webpage](#)



# What is FireSmart?



## FireSmart BC



### Our Mission

Build wildfire resiliency and reduce the negative impacts of fire for everyone in the province through FireSmart.



### Our Vision

A wildfire resilient province where everyone works, plays and lives FireSmart.



### Strategic Goal:

Everyone in the province is aware of FireSmart, understands their role, accepts responsibility and takes action to increase wildfire resiliency.

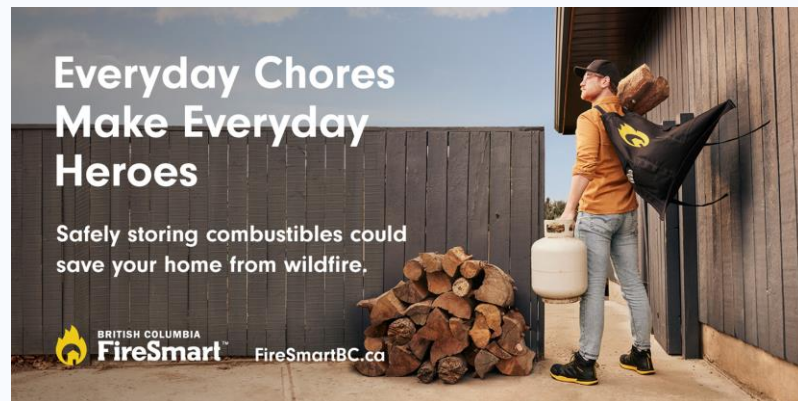
# What is FireSmart?



## So What Is FireSmart?

FireSmart is your go-to source when preparing for wildfire season.

From simple tips for homeowners looking to protect their property to tried-and-tested community programs led by local experts, everything you need to protect and prepare your home, neighbourhood, or municipality during wildfire season can be found in this program.





# Who We Are - Provincial Team



## Introductions:



**Rachel Woodhurst**

A/Program Lead



**Helena Marken**

FireSmart Research Analyst



**Janet Ford**

FireSmart Coordinator



**Joel Hamilton**

FireSmart Home Partners Program Provincial Coordinator



**Lynn Eileen**

BC FireSmart Committee Coordinator



**Amanda Reynolds**

FNESS Provincial FireSmart Coordinator



**Karla Hoffman**

FireSmart Landscaping Expert



**Brennan Balkovec**

FireSmart Training Analyst



**Ryan Moreside**

Home Partners Program Administrative Coordinator



**Zach LaRue**

FireSmart Administrator



**Deanne Suddaby**

FireSmart Program Advisor



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# Why FireSmart?

# Why FireSmart?



B.C. is experiencing a serious and sustained increase in extreme wildfire behaviour in the Wildland Urban Interface (WUI).

In 2021, there were over 1,610 Wildfires and 181 evacuation orders to communities across British Columbia.



# Why FireSmart?



“We've broken every record, and we've broken them several times. Largest, most destructive, deadliest—all of these have now been set and, I think, set again.”

**Daniel Swain**, Institute of the Environment and Sustainability, UCLA

# Why FireSmart?



+90%

of British Columbians believe the issue of wildfires is either an important issue or the most important issue facing BC

Over 8 in 10 British Columbians believe the provincial government holds the greatest responsibility to **prevent** and **fight** wildfires

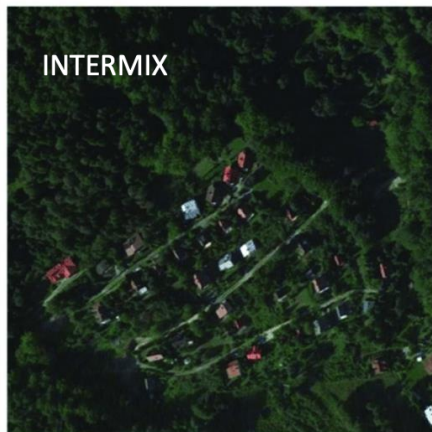


Once aware of FireSmart BC, more than 8 in 10 say it is **valuable** to the province

## Wildland Urban Interface (WUI)

Where the forest meets the community:

The zone of transition between wildland forest and human development. Lands and communities next to and surrounded by wildlands are at risk of wildfires.



## Wildland Urban Interface (WUI)

What is a WUI Fire?

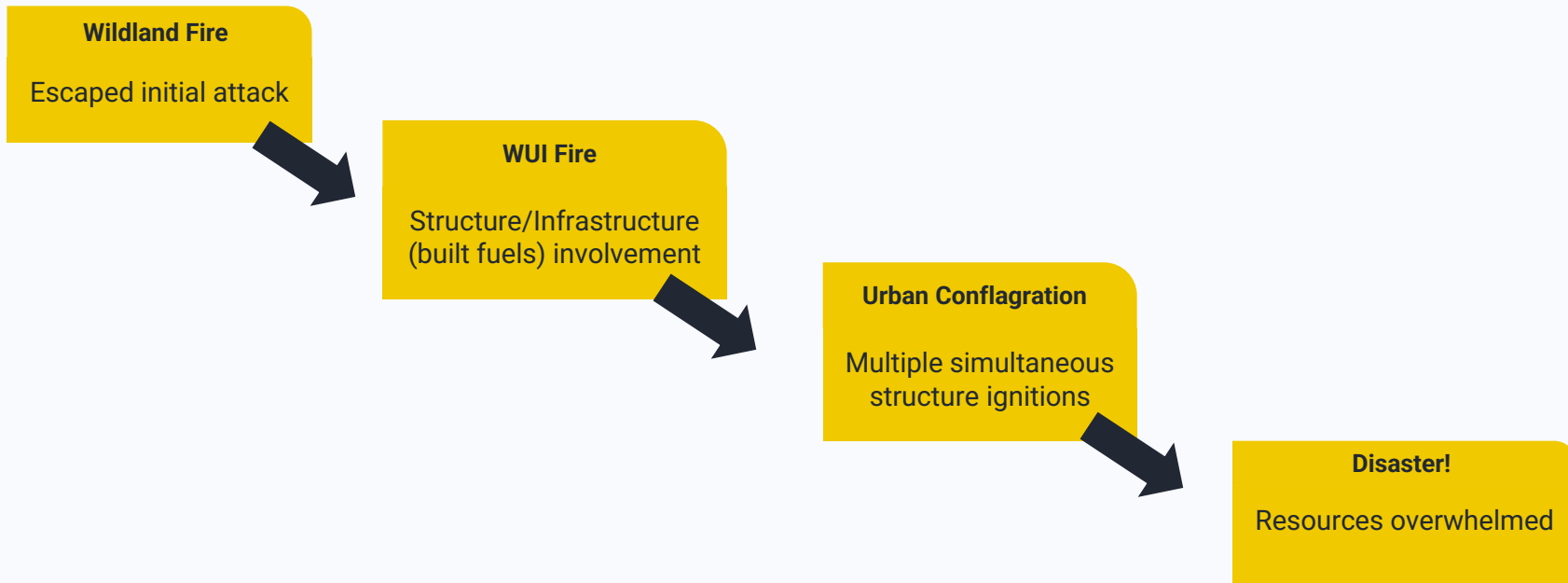
Where the fuel being consumed by a wildfire changes from wildland fuel to urban fuel.

Structural ignition occurs when wildfire embers or flames kindle vulnerable parts of a structure.





## Wildland Urban Interface (WUI) Disaster Sequence





# Ember Transfer Video





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# Local Programs

# FireSmart BC in Action



## The FireSmart Roadmap

No two journeys are the same, this road map is provided to help local governments and First Nations understand where to start and what steps to take on the way to community wildfire resiliency.

Three foundational elements should be completed before the road map:

1. Establish a FireSmart Coordinator position
2. Make, assess, complete a Community Wildfire Resiliency Plan
3. Implement a Community FireSmart Resiliency Committee

### INTEGRATION PHASE

Long term and permanent changes to support community wildfire resiliency. The focus is on development considerations and collaboration with partners. Examples:

- FireSmart BC Library program
- Annual Critical Community Plans
- Comprehensive Community Plans
- Development Permit Areas
- FireSmart BC Plant Program

### INITIATIVE PHASE

Taking action and implementing local FireSmart activities. The focus is on building capacity both in people and your community's capacity to withstand wildfire events. Examples:

- FireSmart Canada Neighbourhood Recognition Program
- FireSmart assessments for critical infrastructure and community assets
- Assess community water delivery ability
- FireSmart Structure Protection Trailer
- Home Partners program
- Local vehicle programs

### EXPANSION PHASE

FireSmart activities within the at-risk WIL. The focus is on broader community planning. Examples:

- Farm and Ranch Wildfire Preparedness
- FireSmart policies and practices
- Prescriptions and/or best plans
- Undertake treatments, including cultural and prescribed fire

### ENGAGEMENT PHASE

Building awareness. Focus on building an understanding of the risk of wildfire and the benefits of developing and growing a local FireSmart program. Examples:

- FireSmart Training
- Distribute FireSmart resources
- Wildfire Community Preparedness Day
- Attend FireSmart BC Conference/Wildfire Urban Interface Symposium
- Home ignition zone assessments



## Easily find FireSmart plants at a store near you

FireSmart Plant Program



## The Get FireSmart™ Podcast

### Tips to FireSmart Your Home

Taking action to FireSmart your property will dramatically decrease the risk of wildfire damaging your home. The best part is, it's surprisingly easy to do.

- Hold sheds and other structures to the same standards as your home.**
- Clear under your deck to remove any combustible material.** Establish a 2-foot perimeter zone around the perimeter of the house and deck.
- Clear and maintain gutters and roofs.** Keep decks and balconies clear of leaves and debris.
- Keep grass and weeds cut below 10 centimeters.**
- Have a wildfire evacuation plan and make sure everyone in your household knows what to do.**
- Download the FireSmart home assessment and do a self-assessment of your home and property.**
- Hold sheds and other structures to the same standards as your home.**
- Balance propane tanks 10-30 meters from your house, and keep combustible vegetation a minimum of 10 meters from propane tanks.**
- Move firewood and lumber 50-60 meters away from house.**
- Prune trees to create a horizontal clearance from the ground to the lowest branches.**
- Add non-combustible 3-millimetre screens to eaveled eaves (except dryer vents).**
- Reduce the flammability of your landscaping and plant wildfire-resistant vegetation. Learn landscaping.**

FireSmart, Wildfire and other associated marks are trademarks of the Canadian International Forest Fire Centre.

[Learn more at FireSmart.ca](https://www.fire-smart.ca)





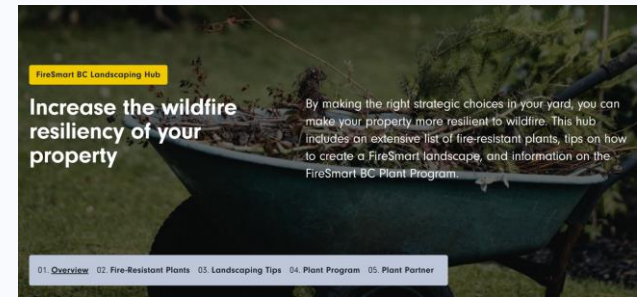
## Community Programs Include

- Plant Program
- Home Partners Program
- FireSmart Canada Neighborhood Recognition Program
- Education Program & BC Curriculum
- Library Program
- Partnerships (Farm & Ranch, Insurance, etc.)



## Plant Program

- Implemented in over 55 Garden Centres & Nurseries across B.C.
- Virtual Landscaping Hub
  - Landscaping Tips
  - List of Fire Resistant Plants
  - Landscaping Guide PDF



# FireSmart Landscaping





## Home Partners Program

The FireSmart Home Partners Program was designed to engage homeowners in voluntary wildfire mitigation activities by offering a professional home assessment with property-specific recommendations.



# Home Partners Program







## Education Program

- FREE educational program for Teachers & Students
  - Resources are interactive, inclusive, and purposefully aligned with the B.C. school curriculum
  - Grades K-6 materials are now available. Grades 7-12 materials coming in Fall 2023
- Library Program launched across BC
- Ember, the FireSmart Fox
  - Official Mascot
  - Online Ember's Den



### New FireSmart™ BC Education Program

One of the best ways to be FireSmart is to start young. The new FireSmart BC Education Program is an all-in-one teaching resource to introduce students to FireSmart concepts, including how to make homes and communities more resilient to wildfire.





## Partnerships

FireSmart BC is proud to partner with a variety of organizations including:





## FireSmart Coordinators

Supporting FireSmart across B.C. at the community level

- Ensure that FireSmart activities are supported, developed, and implemented in accordance with Provincial guidelines as well as with the direction and policy provided by the local government, First Nation or Regional District.
- Find your local FireSmart Coordinator by visiting:

<https://firesmartbc.ca/firesmart-coordinators/>





## Local FireSmart Representatives (LFRs)

Consider them your local wildfire mitigation experts

- They have an understanding of current wildland urban interface concepts and wildfire hazard assessments, with tools and skills to recruit and motivate volunteer community leaders.
- Also have mentoring abilities to work with self-organized groups of citizens as they plan and implement wildfire mitigations in their own neighbourhoods.
- Find your LFR by visiting: <https://firesmartbc.ca/local-firesmart-representatives/>



## Community Resiliency Investment Program

The Community Resiliency Investment (CRI) program was introduced by the provincial government and offers funding for FireSmart programs and initiatives.

Additional CRI resources can be found on the FireSmart BC website at <https://firesmartbc.ca/resource-types/cri/>



## Funding Program Requirements

All applicants are required to have a FireSmart Coordinator Position.

Participate in a Community FireSmart & Resiliency Committee.

Have an acceptable Community Wildfire Resiliency Plan (CWRP).



## Funding Program Requirements

Funding amounts maybe limited to a community that has yet to develop a CWRP.

Initial funding would cover the creation on the CWRP.

Eligible applicants with a risk of Class 1-5 of wildfire, can apply for 100% of the cost for eligible activities.

Lower risk of wildfire (may apply for a base grant of up to \$100,000)

Higher risk of wildfire (may apply for a base grant of up to \$200,000)



## Funding Program Requirements







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# Home Ignition Zone

# Home Ignition Zone



## Immediate Zone 0m to 1.5m

Because this space is the most vulnerable, it is essential to take the following proactive steps to reduce the potential for wind-blown embers to ignite your house:

- Choose non-combustible building materials when constructing or renovating.
- Clear vegetation and combustible material down to mineral soil and cover with non-combustible materials like gravel, brick or concrete.
- Avoid planting woody shrubs or trees. If any are present, prune or maintain them regularly.



## Intermediate Zone 1.5m to 10m

Elements in the Intermediate Zone are managed so they don't allow fire to your home. Here are a few actions you can take to reduce your home's vulnerability:

- Plant fire-resistant vegetation and select non-combustible landscaping materials.
- Avoid incorporating any woody debris, including mulch.
- Keep combustible items like firewood piles, construction materials, patio furniture, tools, and decorative pieces out of this zone.
- Move trailers, recreational vehicles, storage sheds, and other combustible structures into the Extended Zone. If that is not possible, store firewood inside your mitigated garage, shed, or other ember-resistant structures.
- Create a non-combustible ground cover, like a gravel pad, underneath and 1.5 metres around trailers, recreational vehicles, and sheds.



## Extended Zone 10m to 30m

The goal in the Extended Zone is not to eliminate fire, but to reduce its intensity. If your property extends into this zone, a few important steps you can take include:

- Selectively remove evergreen trees to create at least 3 metres of horizontal space between the single or grouped tree crowns.
- Remove all branches to a height of 2 metres from the ground.
- Regularly clean up accumulations of fallen branches, dry grass, and needles to eliminate potential surface fuels.
- Continue to apply these principles if your property extends beyond 30m. Work with your neighbours in overlapping zones and seek guidance of a forest professional if affected by other conditions, like steep slopes.





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# Resources



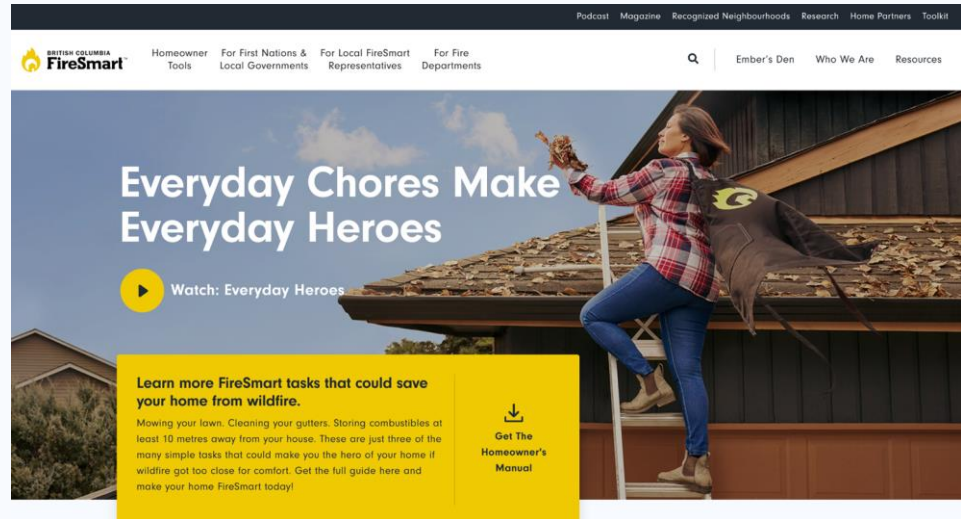
## FireSmart BC Website

Access to:

- [Manuals & Guides](#)
- Assessment Forms
- Research Materials
- Posters
- Graphics
- And More!

<https://firesmartbc.ca/>

[info@firesmartbc.ca](mailto:info@firesmartbc.ca)







## Get Involved!

- Get your neighbourhood recognized
- Book a Home Partners Program Assessment
- Listen to The Get FireSmart Podcast
- Sign up for our e-newsletter
- Share Ember with your kids
- Follow us on social media



[firesmartbc.ca](http://firesmartbc.ca)

# Community Resiliency Investment Program

## 2023 FireSmart™ Community Funding & Supports

### Program & Application Guide (July 2023)

#### 1. Introduction

The [Community Resiliency Investment](#) (CRI) program was announced by the provincial government in 2018 and is intended to reduce the risk of wildfires and mitigate their impacts on BC communities. As of January 2022, CRI includes three streams:

- Stream 1: FireSmart Community Funding & Supports, administered by the Union of BC Municipalities (UBCM).
- Stream 2: Crown Land Wildfire Risk Reduction, administered by the Ministry of Forests.

Please refer to Appendix 1 for definitions of terms used in this guide.

#### FireSmart Community Funding & Supports

The FireSmart Community Funding & Supports program provides funding to local governments and First Nations in BC to increase community resiliency by undertaking community-based FireSmart™<sup>1</sup> planning and activities that reduce the community's risk from wildfire. To date, 219 eligible applicants have received funding, including 100 First Nations and 119 local governments.

The First Nations' Emergency Services Society (FNESS), the Forest Enhancement Society of BC (FESBC) and the Union of BC Municipalities (UBCM) are working with the Ministry of Forests (Ministry) to deliver the FireSmart Community Funding & Supports program.

**New in 2023** - The program is structured to fund FireSmart activities in eligible communities throughout BC. Base funding is scaled to offer eligible applicants with lower risk of wildfire, generally demonstrated by Wildland Urban Interface (WUI) Risk Class 4 and 5, to apply for up to \$100,000 per application, and applicants with a higher risk of wildfire, generally demonstrated by WUI Risk Class 1 to 3, to apply for up to \$200,000 per application. Information on determining risk is provided in Appendix 2.

Fuel management located exclusively on Provincial Crown land, outside of municipal boundaries, regional district parks or First Nations land, must be coordinated through the Crown Land Wildfire Risk Reduction Integrated Fuel Management Planning processes led by the Ministry of Forests or BC Parks.

#### FireSmart in BC

FireSmart BC provides the tools and education necessary to enable citizens, communities, local governments and First Nations to increase their wildfire resiliency. Following the seven disciplines, the BC FireSmart Committee aims to build wildfire resiliency and reduce the negative impacts of fire for everyone in the province through FireSmart. FireSmart BC and the Community Resiliency Investment program both follow the seven disciplines of FireSmart as a holistic approach to reducing wildfire risk to communities.



<sup>1</sup> FireSmart, Intelli-feu and other associated Marks are trademarks of the Canadian Interagency Forest Fire Centre.

The [FireSmart BC Information Sheet](#) has been developed to provide applicants with an overview of available resources, training and materials that are eligible for funding.

For more information on resources available for eligible applicants, please refer to Section 10.

## 2. Eligible Applicants

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

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

## 3. Grant Maximum

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### ***New in 2023 - Base Funding***

Eligible applicants with a lower risk of wildfire, generally demonstrated by WUI Risk Class 4 and 5, can apply for 100% of the cost of eligible activities to a maximum of \$100,000 per application.

Eligible applicants with a higher risk of wildfire, generally demonstrated by WUI Risk Class 1, 2 and 3, can apply for 100% of the cost of eligible activities to a maximum of \$200,000 per application. Information on determining risk is provided in Appendix 2.

### **Additional Funding**

There are two opportunities to apply for additional funding:

1. Applications from regional districts may exceed the base funding maximum in order to fund FireSmart activities only in one or more electoral areas. Refer to Section 4 for more information.
2. Applications that include fuel management on Provincial Crown land within municipal boundaries, regional district parks or First Nations land and that include contiguous, logical treatment units that extend onto the Crown land base may exceed the base funding maximum for fuel management activities on Provincial Crown Land only provided that:
  - a. Fuel management activities are adjacent to community structures, and
  - b. Fuel management activities extend no further than one-kilometre from the structure density class greater than 6

In order to ensure transparency and accountability in the expenditure of public funds, all other financial contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant. This includes any other grant funding and any revenue (e.g. sale of forest products) that is generated from activities that are funded by the FireSmart Community Funding & Supports program.

## 4. Eligible Projects

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To be eligible for funding, applications must demonstrate that proposed activities will increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

***Updated January 2023*** – Municipalities and First Nation applicants must choose to apply as a single applicant (i.e. no partnering communities) or as part of a regional project for multiple eligible applicants.

Regional Districts must choose to apply as a single applicant (i.e. no partnering communities) or as part of a regional project for multiple eligible applicants and/or multiple electoral areas.

## Regional Projects for Multiple Eligible Applicants

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum base funding would be calculated by the number of eligible applicants included in the application and the associated risk class of each. Applications for regional projects for multiple eligible applicants must include FireSmart (Worksheet 1) and can include fuel management (Worksheet 2) and CWRPs/CWPP updates (Worksheet 3).

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 7 of this guide. Each partnering community is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

## Regional Projects for Regional District Applications Including Multiple Electoral Areas

In addition to the allowance for regional projects for multiple eligible applicants, Regional Districts may submit a single application for eligible projects that also include multiple electoral areas.

In this case the maximum base funding would be the eligible base grant amount for the regional district, the eligible base grant of any partnering communities (municipalities or First Nations), and up to \$50,000 for FireSmart activities and/or CWRPs for each electoral area that is included in the application. The regional district would be required to submit a complete application package as well as a separate Worksheet 1 and/or Worksheet 3 for each electoral area. Please note that multiple electoral areas can be included in a single Worksheet 1 only if the proposed activities are identical for each electoral area.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application. In all cases, it is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

## 5. Requirements for Funding

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### Eligibility Review/Engagement with BCWS and/or FNESS

To qualify for funding, applicants must demonstrate their level of engagement with a BCWS Wildfire Prevention Officer/Prevention Specialist, FNESS Mitigation Specialist/Liaison, and, if applicable, the Ministry district, region, or relevant Land Manager, to ensure project alignment with Land Manager priorities when activities are occurring on Provincial Crown land (including during Community Wildfire Resiliency Plan development). For more information on the planning process and identified projects please see the [Crown Land Wildfire Risk Reduction webpage](#).

It is also recommended that applicants contact their local fire department to discuss proposed activities.

Applications with FireSmart activities only (i.e. only Worksheet 1) - Applicants are required to document engagement in the application. Planning and discussion must occur at a minimum of 30 days prior to submission of an application to allow for meaningful dialogue regarding the proposed FireSmart activities and opportunities for integration of planning on provincial Crown lands.

**New in 2023 - Applications with fuel management** - Applicants are required to review Worksheet 2 with the BCWS Wildfire Prevention Officer/Prevention Specialist and/or FNESS Mitigation Specialist/Liaison and Section 6 of the worksheet must be completed by the BCWS Wildfire Prevention Officer/Prevention Specialist and/or FNESS Mitigation Specialist/Liaison **before** the application is submitted.

**New in 2023 - Applications with CWRP development or CWPP Update** - Applicants are required to review Worksheet 3 with the BCWS Wildfire Prevention Officer/Prevention Specialist and/or FNESS Mitigation Specialist/Liaison and Section 5 of the worksheet must be completed by the BCWS Wildfire Prevention Officer/Prevention Specialist and/or FNESS Mitigation Specialist/Liaison **before** the application is submitted.

Please note that during active fire seasons or other deployments, BCWS and FNESS capacity will be limited.

## Reporting for Prior Projects

To qualify for funding:

- All activities funded under the 2019 FireSmart Community Funding & Supports program must be complete and the final report must be submitted in full
- All activities funded under the 2020 FireSmart Community Funding & Supports program must be complete and the final report must be submitted in full (unless a project extension has been approved)
- All activities funded under the 2021 FireSmart Economic Recovery Fund must be complete and the final report must be submitted in full (unless a project extension has been approved)

It is recommended that all activities funded under the 2021 FireSmart Community Funding & Supports program be completed and the final report submitted in full (unless a project extension has been approved).

## Additional Funding Requirements

To qualify for funding, all eligible activities must:

- Be located within the applicant's administrative boundary (see exception for fuel management activities below)
- Include new activities or represent a new phase of an existing project (retroactive funding is not available unless specifically identified in this guide)
- **New in 2023** - Be capable of completion by the applicant within two years of the date of grant approval. Applicants will be eligible to apply for future funding after two years from the date of the approval agreement or after the complete final report is submitted.
- Be supported by a current plan, acceptable to the BCWS Wildfire Prevention Officer/Prevention Specialist or the FNESS Mitigation Specialist/Liaison, that includes assessment and identification of FireSmart and fuel management priorities (limited to Community Wildfire Resiliency Plan or Community Wildfire Protection Plan). **Note: Starting in 2024, applicants will be required to have a current and acceptable plan. Applicants that do not have a current and acceptable plan are strongly encouraged to develop a plan as part of the 2023 intake.**
- Where applicable, be completed by a qualified professional that is accredited by their professional association
- Ensure compliance with applicable legislation and regulations: Federal (e.g. Fisheries Act, Species at Risk Act); Provincial (i.e. Forest and Range Practices Act, Open Burning Smoke Control Regulation, and Wildfire Act); and local authority (e.g. burning bylaws or other bylaws or plans)
- Where applicable, be eligible for required approvals from the Land Manager (e.g. Indigenous Services Canada, BC Parks Area Manager, Natural Resource District Manager) for authorizations and/or permits

## Funding Requirements for Fuel Management

To qualify for funding, fuel management activities must:

- Be located within municipal boundaries, regional district parks or First Nations land and, if applicable, approved to extend onto the Crown Land base
- For activities that fall under the practice of forestry, be developed and, where applicable, signed by a forest professional that is accredited by the Association of BC Forest Professionals and operating within their [scope of practice](#)

- Where applicable, for any professional assessments required to obtain authorizations for treatments, be developed and signed by a qualified professional as per the [Professional Governance Act](#) *“The Professional Governance Act (PGA) provides a consistent governance framework for self-regulating professions that incorporates best practices of professional governance. The PGA currently governs the five regulatory bodies overseeing agrologists, applied biologists, applied science technologists and technicians, engineers and geoscientists, and forest professionals.”*

Please refer to Appendix 7 for complete funding requirements for fuel management activities.

## 6. Eligible & Ineligible Costs & Activities

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

Table 1 identifies the activities that are eligible for funding and provides cost maximums for those activities. Applicants are required to propose costs within the cost maximums that reflect local, reasonable estimates. However, with mitigating circumstances (e.g. remote community), applicants can propose costs higher than the maximums if a rationale is provided and accepted. In all cases, eligible activities must be cost-effective.

### Looking Ahead: Requirements for 2024 Funding

Starting in 2024, it will be required for all applicants to have the following FireSmart components developed/active in their community:

- FireSmart Position
- Community FireSmart & Resiliency Committee
- Current Community Wildfire Resiliency Plan or Community Wildfire Protection Plan that is acceptable to the BCWS Wildfire Prevention Officer/Prevention Specialist or the FNESS Mitigation Specialist/Liaison, and that includes assessment and identification of FireSmart and fuel management priorities

Applicants that do not currently have a position, plan and committee are strongly encouraged to apply for these activities in the 2023 intake (in order to be eligible for future funding).

**Table 1: Activities Eligible for Funding**

**1. New in 2023 - FIRESMART POSITIONS**

*In order to increase local capacity applicants are encouraged to create a FireSmart position to oversee eligible activities applied for in Worksheet 1, 2 and/or 3 and to establish a sustainable FireSmart program. FireSmart positions work with the local Community FireSmart Resiliency Committee and the provincial FireSmart program to guide wildfire resiliency work in their community.*

Eligible Activities	Cost Maximums & Guidance
<p>A. Hire incremental FireSmart positions (e.g. creating a new position or adding new responsibilities to an existing position), limited to the following positions and based on the recommended <a href="#">job descriptions</a>:</p> <ul style="list-style-type: none"> <li>• FireSmart Coordinator</li> <li>• Local FireSmart Representative</li> <li>• Wildfire Mitigation Specialist</li> <li>• Wildfire Forest Professional</li> <li>• FireSmart Crew Member</li> </ul>	<p>Required certification in WS1 and cost calculations in WS1, WS2 and/or WS3</p> <p><i>Starting in 2024, applicants will be required to have a FireSmart position in their community. <b>Applicants that do not have a FireSmart position are strongly encouraged to apply for this activity in the 2023 intake.</b></i></p>

**2. EDUCATION**

*Public education and outreach play a critical role in helping communities prepare for wildfire by promoting a sense of empowerment and shared responsibility. This is done through encouraging participation in wildfire risk reduction, including the reduction of local human-caused fires, and resiliency activities.*

*All applications are required to include an education component in this section. This may include general FireSmart education, or be related to a proposed activity in categories 2 through 9 below.*

*For costs associated with the purchase of FireSmart resources please visit Resources on [FireSmartBC.ca](https://www.fire-smartbc.ca).*

Eligible Activities	Cost Maximums & Guidance
<p>A. Update signage, social media, applicant websites and/or newsletters, and community education materials or displays related to a proposed activity in categories 2 through 9 below</p> <p><i>Please note: Ember mascots will be available on a limited basis and regional allocation will be considered before approval.</i></p>	<p>Banners: up to \$1,600 (total order)                      Posters: \$215 (total order)                      Videos specific to community wildfire resiliency: up to \$10,700 each                      Tents, including walls: up to \$2,140 each                      Vehicle decals: up to \$750 (total order)                      T-shirts: up to \$1,070 (total order)                      Ember mascot: up to \$6,000</p>
<p>B. Organize and host public information meetings related to a proposed activity in categories 3 through 10 below</p>	<p>Up to \$5,350 per event with required cost breakdown in WS1</p>
<p>C. Promote and distribute FireSmart educational materials and resources, such as <a href="#">FireSmart 101</a>, Wildfire Risk Reduction Basics, FireSmart Begins at Home app, social media and/or FireSmart BC materials</p>	<p>FireSmart Magnetic Board for use in schools and public events: up to \$1,710 each</p>
<p>D. Support the organization of <a href="#">Wildfire Community Preparedness Day</a></p>	<p>Up to \$5,350 per event with required cost breakdown in WS1</p>

E. Support the organization of a Farm and Ranch Wildfire Preparedness workshop, Neighbourhood Champion workshop, community FireSmart day, FireSmart events and workshops, and/or wildfire season open houses	Up to \$5,350 per event with required cost breakdown in WS1
F. Support the <a href="#">FireSmart BC Library Program</a> at local/regional libraries. This program includes Wildfire Resiliency Literacy Kits, Ember Activity Packages, Colouring Contest materials, and access to Storytime Videos with Ember.	Up to \$550 per library
G. Support neighbourhoods to apply for <a href="#">FireSmart Canada Neighbourhood Recognition Program</a>	Required cost breakdown in WS1
H. Targeted education to support implementation of fuel management activities, including cultural and prescribed fire.	Refer to cost maximums above. Required cost breakdown in WS1

### 3. COMMUNITY PLANNING

*Community planning is a very effective tool for reducing wildfire risk for lands and buildings within the administrative boundaries of a local government or First Nation communities.*

*Please note that Home Ignition Zone Assessments for individual residential properties or homes, neighbourhood hazard assessments and FireSmart Neighbourhood Plans should be included in Category 8.*

*Refer to the [Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping](#) or [FireSmart BC Landscaping Guide](#)*

Eligible Activities	Cost Maximums
<p>A. Develop a Community Wildfire Resiliency Plan (CWRP) in accordance with the <a href="#">2022 template</a> and <a href="#">guidance document</a>.</p> <p><i>CWRPs that include multiple communities are acceptable. In these cases, funding in excess of the cost maximum may be considered with rationale.</i></p> <p><i>Structural data updates may be collected and/or assembled as part of a CWRP, although it is not required.</i></p>	<p>Up to \$32,000 (depending on AOI and eligible WUI) and with required cost breakdown and eligibility review in WS3</p> <p><i>Starting in 2024, applicants will be required to have a current and acceptable CWRP/CWPP for their community. <b>Applicants that do not have a current, acceptable plan are strongly encouraged to apply for this activity in the 2023 intake.</b></i></p>
<p>B. Amend existing plans that are less than 5 years old to include:</p> <ul style="list-style-type: none"> <li>• FireSmart Road Map (CWRP only)</li> <li>• Recently acquired land or areas of new development, etc.</li> <li>• Ground-truthing for new treatment units</li> <li>• Significant changes to forest stand composition and/or forest health changes or impacts</li> <li>• Integrating other plans or information into existing CWPP/CWRP</li> </ul>	<p>Up to \$16,000 (depending on AOI and eligible WUI) and with required cost breakdown and eligibility review in WS3</p>



C. Develop FireSmart policies and practices for the design and maintenance of First Nations land and publicly owned land, such as parks and open spaces	Required estimated incremental staff hours and wages and/or contract cost estimate in WS1
D. Develop FireSmart policies and practices for the design and maintenance of First Nations owned buildings and publicly owned buildings	Required estimated incremental staff hours and wages and/or contract cost estimate in WS1
E. Complete <a href="#">FireSmart Home Ignition Zone Assessment Score Card</a> , <a href="#">FireSmart Critical Infrastructure Assessment</a> or <a href="#">FireSmart Home Partners Program Assessment</a> for First Nation and/or publicly owned buildings.	Up to \$850 per structure (generally 4 to 8 hours) with required identification of buildings, ownership and cost breakdown in WS1.

#### 4. DEVELOPMENT CONSIDERATIONS

*Community land use and development in wildfire-prone areas affects the susceptibility of the community at different scales and in terms of where and how a community is, or will be, developed.*

Refer to the [Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping](#) or [FireSmart BC Landscaping Guide](#)

Eligible Activities	Cost Maximums & Guidance
A. Amend Official Community Plans, Comprehensive Community Plans and/or land use, engineering and public works bylaws to incorporate FireSmart principles	Up to \$10,700 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1
B. Revise landscaping requirements in zoning and development permit documents to require fire resistant landscaping or include other FireSmart considerations	Up to \$10,700 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1
C. Establish Development Permit Areas for Wildfire Hazard in order to establish requirements for the exterior design and finish of buildings	Up to \$10,700 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1
D. Include wildfire prevention and suppression considerations in the design of subdivisions (e.g. road widths, turning radius for emergency vehicles, and access and egress points)	Up to \$10,700 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1
E. Amend referral processes for new developments to ensure multiple departments, including the fire department and/or emergency management personnel, are included	Up to \$10,700 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1

## 5. INTERAGENCY CO-OPERATION

*It takes the collaborative efforts of multiple stakeholders working together to achieve a wildfire resilient community. This may include local fire departments, First Nation and/or local government staff and elected officials, provincial government such as EMBC and BCWS, industry representatives and other stakeholders.*

Eligible Activities	Cost Maximums & Guidance
<p>A. Develop, coordinate and/or participate in a <a href="#">Community FireSmart and Resiliency Committee (CFRC)</a></p> <p><i>Costs for the development and overall coordination of a CFRC may also be included in Worksheet 1.</i></p>	<p>Up to \$2,140 per meeting with required cost breakdown in WS1</p> <p><i>Starting in 2024, applicants will be required to participate in a CFRC. <b>Applicants that are not participating in a CFRC are strongly encouraged to apply for this activity in the 2023 intake.</b></i></p>
<p>B. Participate in an integrated fuel management planning or cultural and prescribed fire planning table (generally led by Ministry staff in collaboration with communities) to support the integration of fuel management planning across jurisdictional boundaries.</p>	<p>Up to \$2,140 per meeting with required cost breakdown in WS1</p>
<p>C. Provide Indigenous cultural safety and humility training to emergency management personnel in order to more effectively partner with, and provide assistance to, Indigenous communities for both wildfire prevention and suppression</p>	<p>Required cost breakdown in WS1</p>
<p>D. Attend the 2023 FireSmart BC Conference and Wildfire Urban Interface Symposium.</p> <p>Note: eligible costs include conference fee and travel (including accommodations and per diems)</p>	<p>No more than four staff per eligible applicant, up to \$2,000 per attendee and with required cost breakdown in WS1</p>
<p>E. Support the <a href="#">FireSmart BC Plant Program</a> at local garden centres or nurseries. This program shows customers at the point of sale, which plants are fire-resistant. Includes plant tags, banners, staff buttons and in store advertising.</p>	<p>Up to \$2,500 per location</p>

## 6. EMERGENCY PLANNING

*Community preparations for a wildfire emergency require a multi-pronged approach in order for a community to respond effectively to the threat of wildfires as a whole.*

Eligible Activities	Cost Maximums & Guidance
<p>A. Develop and/or participate in cross-jurisdictional meetings and <b>tabletop exercises</b> specifically focused on wildfire preparedness and suppression, including seasonal wildfire readiness meetings</p>	<p>Up to \$2,140 per meeting with required cost breakdown in WS1</p>
<p>B. Assess community water delivery ability as required for suppression activities, limited to current water system evaluation and available flow analysis</p>	<p>Up to \$10,700 with required estimated incremental staff hours and wages and/or contract cost estimate in WS1</p>

<p>C. <b>New in 2023</b> - Assess, <a href="#">inventory</a> and purchase FireSmart structure protection equipment.</p> <p><i>Refer to Appendix 3 for more information on the eligible FireSmart Structure Protection Trailer expenditures.</i></p>	<p>Up to \$45,000 with required cost breakdown in WS1</p>
<p>D. Use and/or promote <a href="#">EMBC Wildfire Preparedness Guide</a> for community emergency preparedness events focused on wildfire</p>	<p>Up to \$5,350 per event with required cost breakdown in WS1</p>
<p>E. Use and/or promote <a href="#">Wildfire Evacuation Checklist</a></p>	<p>Up to \$5,350 per event with required cost breakdown in WS1</p>
<p><b>7. FIRESMART TRAINING &amp; CROSS TRAINING</b></p> <p><i>FireSmart requires many different professionals who may not typically work in a wildfire environment to understand other disciplines and wildfire management planning objectives. Cross-training firefighters, public works staff, utility workers, local government and First Nation administration staff, planning and logistics staff, and other key positions, supports local FireSmart activities, including a safe and effective wildfire response.</i></p> <p><i>For all virtual courses, eligible costs include: course fee (if any), required course materials, and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology. For all in-person courses, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems).</i></p>	
<p><b>Eligible Activities</b></p>	<p><b>Cost Maximums &amp; Guidance</b></p>
<p>A. <b>New in 2023</b> - Training for FireSmart Positions</p> <p><i>Refer to the recommended <a href="#">job descriptions</a> for the training required for each position. Only qualifications identified in the job descriptions are eligible for funding.</i></p>	<p>Required training breakdown for each proposed position (as an attachment to WS1)</p>
<p>B. <a href="#">Local FireSmart Representative</a> training (free, virtual)</p> <p><i>Refer to Appendix 4 for more information on the FireSmart Canada Neighbourhood Recognition program.</i></p>	<p>Required cost breakdown in WS1</p>
<p>C. <a href="#">Home Partners Program</a> – Wildfire Mitigation Specialist training <b>for new applicants to the HPP program</b></p> <p><i>To become a WMS, the HPP workshop (max. 10 attendees) must be completed. The workshop facilitation fee is \$6,000. After that, an annual enrollment fee is required for each trained WMS to access the required HPP tools and resources.</i></p> <p><i>Refer to Appendix 4 for more information on the HPP program.</i></p>	<p>Up to \$8,500 per workshop with required cost breakdown in WS1 and must include \$350 annual HPP enrolment fee per trained WMS</p>

<p>D. <a href="#">Home Partners Program</a> – Wildfire Mitigation Specialist annual enrollment fee <b>for applicants with an existing HPP program</b></p> <p><i>This fee is for those WMS that have completed their training and are renewing their registration with FireSmart Canada. Note this yearly fee is mandatory for all WMS to remain active in British Columbia</i></p>	<p>Up to \$350 per trained WMS for the HPP enrollment fees.</p>
<p>E. Support local government or First Nation staff that have completed Wildfire Mitigation Specialist training to qualify as facilitators</p>	<p>Required cost breakdown in WS1</p>
<p>F. Cross-train <u>fire department members</u> only to include structural fire and interface wildfire training. The following are the only courses eligible for funding:</p>	
<ul style="list-style-type: none"> <li>• <a href="#">Wildfire Risk Reduction Basics Course</a> (free, online course for non-forest professionals that provides an introduction to the key concepts to minimize the negative impacts of wildfires in BC.)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• <a href="#">Fire Life &amp; Safety Educator</a> (public education course for fire safety education)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• <a href="#">ICS-100</a> (Incident Command System - introduction to an effective system for command, control, and coordination of response at an emergency site; available online)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• <a href="#">SPP-WFF1</a> Wildland Firefighter Level 1 (includes S-100, S-185, ICS-100)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• <a href="#">S-100</a> Basic fire suppression and safety (basic fire suppression training for contract crews) and S-100A (annual refresher)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• <a href="#">S-185</a> Fire entrapment avoidance and safety (general knowledge course on wildfire safety and entrapment avoidance for local governments, contract crews, and First Nations)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• <a href="#">S-231</a> Engine Boss (training for structure protection program in a WUI event)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• <a href="#">WSPP-115</a> (training for structure protection unit crews) and WSPP-FF1(train the trainer)</li> </ul>	<p>Required cost breakdown in WS1</p>
<ul style="list-style-type: none"> <li>• Task force leader (for structure protection only; course for wildfire personnel to monitor and assess specialty resources that work together to accomplish a common wildfire task)</li> </ul>	<p>Required cost breakdown in WS1</p>

<ul style="list-style-type: none"> <li>Structure Protection Group Supervisor (GrpS) (for structure protection only; course for wildfire personnel to implement assigned portion of the Incident Action Plan and be responsible for all operations conducted in the division/group)</li> </ul>	Required cost breakdown in WS1
<p>G. Cross-train emergency management personnel:</p> <ul style="list-style-type: none"> <li>Introduction to Emergency Management in Canada (basic concepts and structure of emergency management)</li> <li><a href="#">ICS-100</a> (introduction to an effective system for incident command, control, and coordination of response at an emergency site; available online)</li> </ul>	Required cost breakdown in WS1

## 8. FIRESMART PROJECTS FOR CRITICAL INFRASTRUCTURE

*Implementing recommended FireSmart improvements to local critical infrastructure demonstrates wildfire prevention principles and best practices to community members and other stakeholders.*

*To be eligible for funding, all critical infrastructure projects must have a completed [FireSmart Home Ignition Zone Assessment Score Card](#), [FireSmart Critical Infrastructure Assessment](#) or [FireSmart Home Partners Assessment](#) at the time of application submission.*

*Eligible projects must be First Nations owned buildings or publicly owned buildings that are currently designated as critical to support effective emergency response to a wildfire event. This includes structures designated as Emergency Operations Centres or Emergency Support Services facilities (e.g. reception centres, group lodging locations for evacuees), water pump stations, communications towers, and electrical generating stations, but does not include all critical infrastructure identified through the Local Authority Emergency Plan.*

**New in 2023** - Retrofitting existing structures and new construction are eligible. For the purpose of FSCFS funding, the following are not eligible as FireSmart Projects for Critical Infrastructure: roads and bridges, gas stations, hotels and transfer stations.

Eligible Activities	Cost Maximum & Guidance
A. Completion of recommended mitigation activities identified in the assessment, limited to labour and material costs required to complete activities outlined in Table 5 (Appendix 5)	Up to \$53,500 per eligible structure, including building materials and labour.
B. Completion of <a href="#">FireSmart Home Ignition Zone Assessment Score Card</a> , <a href="#">FireSmart Critical Infrastructure Assessment</a> or <a href="#">FireSmart Home Partners Assessment</a> after mitigation work is complete (required)	Up to \$850 per structure (generally 4 to 8 hours to complete) with required cost breakdown in WS1

## 9. New in 2023 - FIRESMART PROJECTS FOR COMMUNITY ASSETS

*Implementing recommended FireSmart improvements to local community assets demonstrates wildfire prevention principles and best practices to community members and other stakeholders.*

*To be eligible for funding, all community asset projects must have a completed [FireSmart Home Ignition Zone Assessment Score Card](#), [FireSmart Critical Infrastructure Assessment](#) or [FireSmart Home Partners Assessment](#) at the time of application submission.*

*Eligible projects must be buildings or properties owned by local non-profit groups or community associations that are currently designated as critical to support effective emergency response to a wildfire event. This*

includes structures designated as Emergency Operations Centres or Emergency Support Services facilities (i.e. reception centres, group lodging locations for evacuees).

Retrofitting existing structures and new construction are eligible.

Eligible Activities	Cost Maximum & Guidance
A. Completion of recommended mitigation activities identified in the assessment, limited to labour and material costs required to complete activities outlined in Table 5 (Appendix 5)	Up to \$53,500 per eligible structure, including building materials and labour.
B. Completion of <a href="#">FireSmart Home Ignition Zone Assessment Score Card</a> , <a href="#">FireSmart Critical Infrastructure Assessment</a> or <a href="#">FireSmart Home Partners Assessment</a> after mitigation work is complete (required)	Up to \$850 per structure (generally 4 to 8 hours to complete) with required cost breakdown in WS1

## 10. FIRESMART ACTIVITIES FOR RESIDENTIAL AREAS

Residential areas are a critical component of every community. First Nations and local governments have a key role to play in supporting residents and property owners to undertake FireSmart activities that demonstrate wildfire prevention principles and best practices.

To be eligible for funding, all FireSmart activities for residential areas must be located in the FireSmart Home Ignition Zone which includes the home and surrounding yard area – FireSmart Non-Combustible Zone and Priority Zones 1 and 2 (only with residential property and/or home owners' consent).

Eligible Activities	Cost Maximum & Guidance
A. Residential Assessments & Rebate Program. Refer to Appendix 6 for requirements for funding this activity	
<ul style="list-style-type: none"> <li>• Conduct Home Ignition Zone Assessments or FireSmart Home Partners Assessments for individual residential properties or homes, limited to:               <ul style="list-style-type: none"> <li>○ Data collection activities using HIZ/HPP assessment</li> <li>○ Digitizing HIZ assessment information</li> <li>○ Simple reporting (for community members, Council, etc.)</li> <li>○ Basic mapping for PDF product</li> </ul> </li> </ul>	Up to \$265 per structure (generally 2 to 3 hours to complete) with required cost breakdown in WS1
<ul style="list-style-type: none"> <li>• Offer local rebate programs to residential property or home owners that complete eligible FireSmart activities.</li> </ul> <p><b>New in 2023</b>, rebates are eligible for retrofitting existing structures and new construction; refer to Appendix 6 for more information.</p>	<p><b>New in 2023</b> - Rebates are limited to 50% of the total cost of the eligible activities identified in Table 6 (Appendix 6) and up to \$1,000 per property</p>

<p>B. FireSmart Canada Neighbourhood Recognition. Refer to Appendix 4 for requirements for funding this activity and note that the assessment and plan are required to be completed in the same intake.</p>	
<ul style="list-style-type: none"> <li>• Undertake <a href="#">Neighbourhood Wildfire Hazard Assessments</a></li> </ul>	Up to \$430 per neighbourhood (generally 3 – 4 hours to complete)
<ul style="list-style-type: none"> <li>• Support the development of <a href="#">FireSmart Neighbourhood Plans</a> for specific areas</li> </ul>	Up to \$1,070 per neighbourhood
<p>C. Conduct FireSmart Home Partners Assessment for individual residential properties or homes, limited to:</p> <ul style="list-style-type: none"> <li>• Upon completion of certification, receipt of a Home Partners driveway sign</li> <li>• Data collection and management using HPP data base</li> <li>• Simple reporting (for community members, Council, etc.)</li> <li>• Basic mapping for PDF product</li> </ul> <p>Refer to Appendix 4 for requirements for funding this activity</p>	<p>Initial assessment – Up to \$265 per structure (generally 2 to 3 hours to complete) with required cost breakdown in WS1</p> <p>Follow-up inspection – Up to \$265 per structure (generally 1 to 2 hours to complete) with required cost breakdown in WS1</p>
<p>D. Provide off-site vegetative debris disposal for residential property or home owners who have undertaken their own vegetation management, including:</p> <ul style="list-style-type: none"> <li>• Provide a dumpster, chipper or other collection method</li> <li>• Waive tipping fees</li> <li>• Provide curbside debris pick-up</li> </ul> <p><a href="#">Refer to Additional Information on the Use and Disposal of Wood Chips Generated by FCFS-Funded Projects</a></p>	Required cost breakdown in WS1
<p><b>11. FUEL MANAGEMENT</b></p> <p><i>Under the FireSmart Community Funding &amp; Supports program, fuel management activities include the development of fuel management prescriptions and burn plans, as well as operational fuel treatments, including the application of cultural and prescribed fire. Applicants are advised to only propose fuel management activities that can be completed within two years.</i></p> <p><i>In all cases, a completed, signed prescription is required for all fuel treatments, including cultural and prescribed fire. The completed prescription must be submitted with the application, or the applicant is required to apply for a phased project in order to complete the prescription and treatment under the same application.</i></p> <p><b>Draft prescriptions will not be accepted.</b></p>	

To be eligible for funding, all fuel management activities must be in alignment with the requirements for funding fuel management activities identified in Appendix 7 and should generally be outside of FireSmart Non-combustible Zone and Priority Zones 1 and 2.

Eligible Activities	Cost Maximum & Guidance
A. Undertake planning and development for fuel management on publicly owned land or First Nations land, <u>limited to</u> :	
<ul style="list-style-type: none"> <li>Develop fuel management prescriptions consistent with the BC 2022 <i>Fuel Management Prescription Guidance</i> document at <a href="#">BC Wildfire Service Fuel Management Prescription Guidelines Document</a></li> </ul>	<p>Up to \$425 per hectare with required cost breakdown in WS2</p> <p><i>Based on an average size of greater than 20 hectares and assuming smaller hectares may be higher and larger hectares may be lower.</i></p>
<ul style="list-style-type: none"> <li>Develop burn plans (must be based on eligible fuel management prescription) <i>Must utilize the BCWS Prescribed Fire Burn Plan Template. (Note: per Appendix 1a of the template – Burn Plan Signature Sheet, the BCWS Fire Centre Manager or designate is required to approve the burn plan.)</i></li> </ul>	<p>Required cost breakdown in WS2</p>
<ul style="list-style-type: none"> <li>Professional assessments required to obtain authorizations for treatments (e.g. geotechnical, archaeological, fire ecologist, range agrologist, etc.). <i>Due to variations in assessment costs, these will be evaluated on a case by case basis.</i></li> </ul>	<p>Required cost breakdown in WS2</p>
<ul style="list-style-type: none"> <li><b>New in 2023</b> - Engagement with Indigenous knowledge keepers to gather and incorporate cultural knowledge into prescription and burn planning.</li> </ul>	<p>Required cost breakdown in WS2</p>
<p>B. Undertake new fuel management treatment on publicly owned land or First Nations land.</p> <p>Based on baseline fuel management (e.g. pile burn) costs.</p>	<p>Coastal Fire Centre: up to \$13,365 per hectare with required cost breakdown in WS2</p> <p>Prince George Fire Centre: up to \$11,225 per hectare with required cost breakdown in WS2</p> <p>Cariboo, Kamloops, North West and South East Fire Centres: up to \$7,485 per hectare with required cost breakdown in WS2</p>
<p>C. Undertake fuel management maintenance activities on publicly owned land or First Nations land.</p>	<p>Up to \$3,740 per hectare with required cost breakdown in WS2</p>
<p>D. Off-site debris disposal (trucking, tipping fees, etc.) from new fuel management or maintenance activities.</p>	<p>Up to an additional \$1,600 per hectare with required rationale in WS2</p>



<p>E. Undertake cultural and prescribed fire activities, on publicly owned land or First Nations land when the primary objective is fuel management for community wildfire risk reduction.</p>	<p>Up to \$3,740 per hectare with required cost breakdown in WS2</p>
<p>F. Undertake fuel management demonstration projects (<u>one per eligible applicant</u>) including:</p> <ul style="list-style-type: none"> <li>• Develop fuel management prescriptions consistent with the BC 2022 <i>Fuel Management Prescription Guidance</i> document at <a href="#">BC Wildfire Service Fuel Management Prescription Guidelines Document</a></li> <li>• Completion of fuel management activities, including cultural and prescribed fire, limited to: <ul style="list-style-type: none"> <li>○ Local government land, First Nations land or Provincial Crown land</li> <li>○ Locations that are visible and accessible to community members</li> <li>○ Projects with rationale for project location (e.g. number of visitors)</li> <li>○ Parcel of no more than 5.0 ha.</li> <li>○ Educational component</li> </ul> </li> </ul>	<p>Up to 25% more than costs for new fuel management activities (by Fire Centre) identified in row B above with required cost breakdown in WS2:</p> <p>Coastal Fire Centre: up to \$16,700 per hectare</p> <p>Prince George Fire Centre: up to \$14,040 per hectare</p> <p>Cariboo, Kamloops, North West and South East Fire Centres: up to \$9,350 per hectare</p>

### Additional Eligible Costs & Activities

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

- Incremental applicant staff and administration costs (e.g. creating a new position or adding new responsibilities to an existing position).
- Consultant/contractor costs. Please note: if you intend to hire a professional (planner, forester) to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g. social media, planning events or administering rebate programs) consultant rates are expected to be commensurate with the type of activity being undertaken.
- Public information costs
- Purchase of [FireSmart BC](#) branded items for community events and/or recruitment/retention of volunteers (up to \$3,200 per eligible applicant per application)
- **New in 2023** – Purchase of tools (e.g. hand saws, loppers) and IT equipment (limited to tablet computers, compatible Satellite Emergency Notification Devices, Global Positioning System trackers and required accessories) required for eligible activities (up to \$5,000 per eligible applicant per application)
- **New in 2023** - Lease of equipment and/or vehicles
- **New in 2023** - Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- **New in 2023** - Expenses related to local cultural protocols (e.g. gifts, cultural ceremonies).

## Ineligible Costs & Activities

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

- Routine or ongoing operating and/or planning costs or activities that are not incremental to the project
- Development of funding application package
- Development or amendment of plans or maps primarily intended for emergency response
- Development of databases
- Purchase of software, software licences, service subscriptions, or membership fees
- Development of FireSmart plans, other than CWRPs, amendments to existing CWPPs/CWRPs and [FireSmart Neighbourhood Plans](#)
- Development or update of feasibility studies (including water tank location analysis)
- Purchase, construction or siting of Fire Danger rating signs
- Purchase of non-[FireSmart BC](#) branded items for community events and/or recruitment/retention of volunteers
- Purchase of emergency supplies (e.g. first aid kits, evacuation supplies) for community members or households
- Wildfire threat assessments and fuel treatment unit identification on private land (outside of GIS and/or FireSmart assessments, with the land owners' consent) or outside of the eligible WUI. Private Managed Forest Land (PMFL) wildfire threat assessments may be eligible if located within the eligible one kilometre WUI and the PMFL owner has consented.
- For fuel management activities only:
  - Purchase of machinery, heavy equipment and/or livestock for grazing
  - Work undertaken by the Ministry, including prescribed fire staff support
  - Any third-party requirements to address hazard abatement under the *Wildfire Act*
  - Hazard abatement activities related to existing or decommissioned saw mills (e.g. removal of slabs and/or sawdust)

## 7. Application Requirements & Process

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### Application Deadline – Updated July, 2023

**New in 2023** – The 2023 FireSmart Community Funding & Supports program will have an open intake. Funding permitting, eligible applicants can submit one application between **October 1, 2022 and September 30, 2023** (or until such time that funds are no longer available). Applicants will be advised of the status of their application within 90 days of submitting a complete, eligible application.

Applicants will be eligible to apply for future funding after two years from the date of the approval agreement or after the complete final report is submitted.

Please note that during active fire seasons or other deployments, BCWS and FNESS capacity will be limited.
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### Required Application Contents

Applicants are required to submit an electronic copy of the complete application, as outlined in Table 2.

<b>Table 2: Required Application Contents &amp; Related Attachments</b>	
Required Submissions	Related Attachments
Application Form	<ul style="list-style-type: none"> <li>Completed CWPP or CWRP, and/or assessments, or excerpts from higher-level plans, as required in Q. 9</li> <li>Other rationale, as required in Q. 10 and 11</li> </ul>
Worksheet 1: Proposed Activities & Cost Estimate	<ul style="list-style-type: none"> <li>Approval from SPCO (if applying for Phase 2, 3 or 4) for FireSmart structure protection equipment, as required in Q.6</li> <li>List of proposed training with cost calculation and estimate for each FireSmart position, as required in Q.7</li> <li>Completed FireSmart Assessment(s) for structures proposed for FireSmart Projects for Critical Infrastructure, as required in Q. 8</li> <li>Completed FireSmart Assessment(s) for structures proposed for FireSmart Projects for Community Assets, as required in Q. 9</li> </ul>
<u>For fuel management activities only: Worksheet 2: Proposed Fuel Management Activities</u>	<ul style="list-style-type: none"> <li>Additional information that supports treatment as a priority, as required in Q. 6 and/or Q. 11</li> <li><u>For fuel management treatment on Provincial Crown land only</u>, an email from the Land Manager indicating information sharing with First Nations has been completed, as required in Q. 14</li> <li>Overview map of the community, previously completed treatments, proposed treatments for this application, and planned future treatments</li> <li>PDF map <u>and</u> Google Earth compatible KML file, at appropriate scale, outlining the area of interest, proposed treatment units, land status and tenure overlaps</li> <li>If available, current wildfire threat assessment plots and/or fuel loading data and rationale for the proposed treatment unit(s)</li> <li><u>For fuel management treatment only</u>, a copy of the completed, signed prescription and project spatial layer</li> <li><u>For cultural and prescribed fire only</u>, a copy of the completed burn plan (in addition to the prescription) and project spatial layer</li> </ul>
<u>For CWRPs and CWPP Updates only: Worksheet 3: Proposed New CWRP or Update to CWRP/CWPP</u>	<ul style="list-style-type: none"> <li>PDF map <u>and</u> Google Earth compatible KML file, at appropriate scale, outlining the area of interest and eligible WUI</li> </ul>
Council, Board or Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management	
<u>For regional projects with multiple applicants only: Council, Board or Band Council resolution from each partnering community that clearly states approval for the applicant to apply for, receive and manage the grant funding on their behalf</u>	

### Submission of Applications

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

All applications should be submitted to Local Government Program Services, Union of BC Municipalities by email: [cri@ubcm.ca](mailto:cri@ubcm.ca).

## Review of Applications

**New in 2023** - Applications with CWRPs, CWPP updates and/or fuel management activities are required to be reviewed with the BCWS Wildfire Prevention Officer/Prevention Specialist and/or FNESS Mitigation Specialist/Liaison **before** the application is submitted. The Eligibility Review section of the worksheet(s) must be completed by the BCWS Wildfire Prevention Officer/Prevention Specialist and/or FNESS Mitigation Specialist/Liaison.

Complete, eligible applications will then be reviewed and scored by the local BCWS Wildfire Prevention Officer/Prevention Specialist or FNESS Mitigation Specialist/Liaison. Higher application review scores will be given to projects that:

- Clearly increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire
- Demonstrate evidence of local wildfire risk (within the past five years) and rationale for proposed activities. This can include:
  - Wildfire risk class of 1, 2 or 3 for the general area of interest. Refer to Appendix 2 for information on determining risk class.
  - Current local threat based assessments that show wildfire threat in proximity to values at risk within and around the community that have been supported by the BCWS Wildfire Prevention Officer/Prevention Specialist and/or FNESS Mitigation Specialist/Liaison
  - Demonstrated history of recent repeated and/or significant interface wildfires and evacuations
- Demonstrate evidence of capacity challenges. This could include rural/remote locations and/or lack of local fire department, FireSmart position or Community FireSmart and Resiliency Committee or other local capacity or resource challenges.
- Are outcome-based and include performance measures
- Include collaboration with one or more partners (e.g. community or resident organization, First Nation or Indigenous organization, other local governments, industry, or other levels of government)
- Are within cost maximums established in Table 1, demonstrate cost-effectiveness and reflect local, reasonable estimates
- In cases where the total project cost exceeds the grant request, include in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Following this, the Evaluation Committee will assess all eligible applications. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC, First Nations' Emergency Services Society and BC FireSmart Committee.
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## 8. Grant Management & Applicant Responsibilities

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

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

## **Notice of Funding Decision & Payments**

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

**New in 2023** - Grants are awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM, and the eligible remainder when the project is complete and UBCM has received and approved the required final reporting.

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

## **Post-Grant Approval Meetings**

As a condition of grant funding, all approved applicants are required to meet with the BCWS Wildfire Prevention Officer/Prevention Specialist or FNESS Mitigation Specialist/Liaison, or designate, to discuss the approved project prior to commencing work.

## **Progress Payments**

Grants under the FireSmart Community Funding & Supports program are paid at the completion of the project and only when the final report requirements have been met. To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment

## **Changes to Approved Projects**

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

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

To propose changes to an approved project, applicants are required to submit:

- Amended application package, including updated, signed application form, relevant worksheets and an updated Council, Board or Band Council resolution
- Written rationale for proposed changes to activities and/or expenditures

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

## **Extensions to Project End Date**

All approved activities are required to be completed within the time frame identified in the approval letter and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.

## 9. Interim & Final Report Requirements & Process

### Interim Reports for Phased Fuel Management

Applicants with phased fuel management projects are required to submit an interim report before fuel management treatments commence, including the following:

- Copy of the fuel management prescription that is signed by a Registered Forest Professional including all ancillary assessments
- Copy of the Burn Plan that is signed by the qualified professional (for prescribed fire only)
- Confirmation that First Nations information sharing has been completed (for Crown land only)
- Maps and spatial data as required in Appendix 8

### Final Reports

Applicants are required to submit an electronic copy of the complete final report, as outlined in Table 3.

<b>Table 3: Required Final Report Contents &amp; Related Attachments</b>	
Required Submissions	Related Attachments
Final Report Form	Copies, excerpts and/or links to all materials produced with grant funding
Final Report Worksheet 1	<ul style="list-style-type: none"> <li>• Evidence of community education component, as required in Q. 2</li> <li>• Copies of completed FireSmart assessments for land or buildings, as required in Q. 3</li> <li>• Copies of completed FireSmart Community Plans, FireSmart assessments, list of addresses receiving rebates and rebate amounts, as required in Q. 8</li> </ul>
Final Report Worksheet 2: Fuel Management Activities	<b>Prescriptions, Burn Plans and Phased Projects</b> <ul style="list-style-type: none"> <li>• Copy of the fuel management prescription that is signed by a Registered Forest Professional including all ancillary assessments</li> <li>• Copy of the Burn Plan that is signed by the qualified professional</li> <li>• Maps and spatial data as outlined in Appendix 8</li> </ul>
	<b>Treatments and Phased Projects</b> <ul style="list-style-type: none"> <li>• Post-treatment wildfire threat assessments or data collection as outlined in Prescription Guidance document</li> <li>• Post-treatment report with updated survey data collection as per direction in the prescription, summary of post treatments conditions and fire behaviour outcomes and relationship to prescription treatment objectives</li> <li>• Fire effects monitoring pre burn, and fire effects monitoring post burn reports</li> <li>• Pre and post-treatment pictures</li> <li>• Maps as and spatial data as outlined in Appendix 8</li> </ul>
Final Report Worksheet 3: CWRPs and CWPP Updates	<ul style="list-style-type: none"> <li>• Copy of the completed CWRP or amended CWPP/CWRP</li> <li>• Maps and spatial data as outlined in Appendix 8</li> </ul>

Copies, excerpts and/or links to all materials produced with grant funding

Optional: Photos or media related to the project

### Submission of Interim & Final Reports

Interim and final reports should be submitted as Word or PDF files. Total file size for email attachments cannot exceed 20 MB.

All interim and final reports should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: [cri@ubcm.ca](mailto:cri@ubcm.ca).

### Review of Interim & Final Reports

UBCM will perform a preliminary review of all reports to ensure the required report elements have been submitted. Following this, all complete final reports and deliverables will be reviewed by FNESS and/or FLNRORD before fuel treatments activities can proceed and/or grant payment is released.

All final report materials will be shared with the Province of BC, First Nations' Emergency Services Society, and BC FireSmart Committee.

## 10. Additional Information

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### Program Enquiries

For enquiries about the application process or general enquiries about the program, please contact UBCM at [cri@ubcm.ca](mailto:cri@ubcm.ca) or (250) 356-2947.

### Resources Available for Eligible Applicants

The following resources are available to support applicants develop and submit applications:

- UBCM – Provides administration of the program and guidance on eligibility and the requirements of funding to all eligible applicants. UBCM can also provide information on other funding sources and access to GIS support.
- FNESS – Provides: technical support and advice for all First Nation applications; pre-application site visits as needed; CRI project history; Community Awareness Reporting; a FNESS-led plan that provides Nations with a sense of their wildfire risk based on a number of data inputs; Decision Support Tools (Lightship); GIS & Mapping Support; Historical Emergency Management Data for Nations.
- BCWS/Fire Centres – Provides technical support and advice for all local government applications; suggestions on CWRP development, decision support for prescribed fire and fuel treatments as well as burn plan materials. Will also provide community FireSmart recommendations. Fire Centres are the key contact for accessing the CLWRR planning tables and local land managers for fuel management projects.
- FireSmart BC Team
  - Education – [education@firesmartbc.ca](mailto:education@firesmartbc.ca)
  - Home Partners Program – [homepartners@firesmartbc.ca](mailto:homepartners@firesmartbc.ca)
  - Landscaping – [landscaping@firesmartbc.ca](mailto:landscaping@firesmartbc.ca)
  - Research – [research@firesmartbc.ca](mailto:research@firesmartbc.ca)
  - FireSmart Canada Neighbourhood Recognition Program – [FCNRP@firesmartbc.ca](mailto:FCNRP@firesmartbc.ca)
  - General – [info@firesmartbc.ca](mailto:info@firesmartbc.ca)
  - BC FireSmart Committee Chair – [chair@firesmartbc.ca](mailto:chair@firesmartbc.ca)

## Appendix 1: Definitions

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**Area of Interest (AOI):** All the area that lies within the municipal boundary, regional district boundary, or boundary of First Nations land. For regional districts this could be the boundary of an electoral area that encompasses multiple communities. The AOI is not the eligible WUI. Refer to the CWRP template and guidance document for more information.

**Cultural Prescribed Fire:** Indigenous peoples have described a long history and cultural importance of using fire as a stewardship practice on the land. Many Indigenous communities continue to express the importance of fire as a sacred and powerful element, which is why cultural burning remains a time-honoured tradition and critical skill handed down from generation to generation. It is just as much an important ceremonial practice for Indigenous cultures as it is a tool for protecting their communities and shaping the land to their specific needs.

**Eligible Wildland Urban Interface (WUI):** For the purpose of the FireSmart Community Funding & Supports program the eligible WUI is defined as a maximum of one kilometer from the structure density class greater than 6. Risk assessment activities are limited to the eligible WUI; local government land and First Nations land within the WUI must be assessed, but risk assessments on Crown land within the WUI is voluntary (but eligible for funding). In addition, risk assessment activities for Private Managed Forest Land (PMFL) are eligible for funding if located within the eligible WUI and **only with the consent of the PMFL owner**.

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

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

**Neighbourhood:** For the purpose of the FireSmart Community Funding & Supports program, a neighbourhood is considered to be an area of approximately 50 homes.

**Prescribed fire:** The planned and controlled application of fire to a specific land area is one of the most ecologically appropriate and relatively efficient means for achieving planned public safety and resource management objectives, for example to enhance a habitat, prepare an area for tree planting or, for disease eradication.

**Private land:** Fee-simple land that is not owned by a level of government.

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

**Publicly owned land:** Provincial Crown land, land owned by a local government or land owned by a public institution (such as a health authority or school district). For the purpose of the FireSmart Community Funding & Supports program, land owned by colleges and universities is not considered publicly owned land.

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

- Identified in a Local Authority Emergency Plan [Hazard, Risk & Vulnerability Analysis](#) and/or [Critical Infrastructure assessment](#) and/or
- Essential to the health, safety, security or economic wellbeing of the community and the effective functioning of government (such as fire halls, emergency operations centres, radio repeaters, etc.)

**Vegetation management:** The general goal of vegetation management is to reduce the potential wildfire intensity and ember exposure to people, infrastructure, structures and other values through manipulation of both the natural and cultivated vegetation that is within or adjacent to a community.



Vegetation management can be accomplished through two different activities:

1. **Residential scale FireSmart landscaping:** The removal, reduction, or conversion of flammable plants (such as landscaping for residential properties, parks and open spaces) in order to create more fire-resistant areas in FireSmart Non-combustible Zone and Priority Zones 1 and 2. Refer to the [FireSmart Guide to Landscaping](#).
2. **Fuel management treatments:** The manipulation or reduction of living or dead forest and grassland fuels to reduce the rate of spread and head fire intensity, and enhance the likelihood of successful suppression, generally outside of FireSmart Non-combustible Zone and Priority Zones 1 and 2. See Appendix 7 for more information.

## Appendix 2: WUI Risk Class & Risk Class Maps

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Under the FireSmart Community Funding & Supports program, applicants are required to identify the WUI Risk Class to provide evidence of wildfire risk in their community. In the fall of 2021 new WUI, WUI Risk Class and PSTA products were released. Please check the updated information at the links below.

### WUI Risk Class

The level of risk (“risk class”) reflects the analysis of weighted PSTA threat components within the individual WUI Risk Class polygons. Five risk class ratings were applied to the WUI polygons, with “1” being a higher relative risk and “5” being the lowest relative risk. The application of relative risk does not imply “no risk”, since the goal is to identify areas where there is higher risk.

### WUI Risk Class Assessment & Maps

Once defined, the WUI layer is combined with the PSTA wildfire threat layer (Crown land) to highlight a coarse scale spatial pattern of risk area using certain criteria, such as density and threat ratings. The WUI risk class assessment is driven by structure location (not by administrative boundaries) to reflect the actual location of structures that exist on the land base in relation to wildfire threat. This creates WUI polygons that may include multiple jurisdictions (e.g. regional district, municipal or First Nations land) that are linked by the continuity of structure density.

Currently the province only has data available to support fire threat analysis on Provincial Crown land. There are large tracts of private land that exist within the WUI where no data is available. The amount of private land is an important component in the risk analysis due to the lack of data to inform fire risk identification across jurisdictional boundaries. Therefore the buffer was expanded to 2.75-kilometres around structure classes with a density of >25 for the analysis in order to create separate WUI polygons. A subsequent analysis of the PSTA data was performed to allocate polygons to one of five Risk Classes.

The eligible WUI one-kilometre buffer has been added to the WUI RC maps to aid applicants in designing fuel breaks and CWRPs. Spatial data for WUI Risk Class maps, including the one-kilometre buffer, is available at any time for local authorities by sending a request to [BCWILDFIREGEO@gov.bc.ca](mailto:BCWILDFIREGEO@gov.bc.ca)

### Identifying your WUI Risk Class (1-5) and Associated Polygon Name

Under the FireSmart Community Funding & Supports program, applicants are required to identify the WUI Risk Class to provide evidence of wildfire risk in their community by locating their general area of interest on the [Wildland Urban Interface Risk Class Maps](#) or Google Earth compatible KML files. In cases where local assessments provide additional evidence of higher wildfire risk (than the WUI Risk Class), applicants can provide this information in their application in support of their proposed activities.

Google Earth compatible KML files have been created for each Fire Centre with the WUI Risk Class Maps information. An additional layer has been provided for the WUI Risk Class Maps and the Google Earth KML files with completed fuel treatments including treatments funded through the Strategic Wildfire Prevention Initiative, Forest Enhancement Society of BC, FireSmart Community Funding & Supports and Crown Land Wildfire Risk Reduction programs to date.

### Provincial Strategic Threat Analysis

At a provincial scale, the wildfire risk framework starts with an analysis of the WUI. Quantification of wildfire threat components, including likelihood (fire occurrence) and severity (head fire intensity, which is calculated using the 90th percentile weather conditions and fuel type) and wildfire propagation potential (spotting) at the provincial scale, is represented by the [Provincial Strategic Threat Analysis](#) (PSTA).

The PSTA assesses and maps potential threats to values on the landscape, including communities, infrastructure and natural resources.

This identifies areas for wildfire risk reduction in order to minimize negative impacts to human life and safety including first responders, public health and the infrastructure required to maintain business continuity and support recovery efforts.

The resulting WUI Risk Class Map highlights patterns and trends in the WUI in a simplistic and easy to understand way. This is available as a high-level analysis to support the initial identification of areas for FireSmart Community Funding & Supports applications.

Subsequent activities or inputs are required to determine the most effective risk control options, including developing a Community Wildfire Resiliency Plan (or update) or other plan that includes assessment of local threat on the ground, and identification of FireSmart priorities, ground truthing the area to determine local threat, and developing a site level plan for treatments.

### **Private Land**

In some areas of the province the private land percentage is still too high for the analyses to provide a meaningful risk class rating. For the northeast area of the province around Fort St. John and Dawson Creek, extensive tracts of private land surround the smaller WUI polygons. A manual process was used to assign the risk class to these areas. Additional PSTA map extents are provided for the map sheets around the Vanderhoof, Kettle Valley and Prince George areas as well, for information only, as the risk classes that were assigned for these additional WUI polygons. Please contact your local Fire Centre for further information regarding these specific areas.

## **Appendix 3: Funding Requirements for FireSmart Structure Protection**

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**New in 2023** - Applicants are eligible to purchase up to \$45,000 (per year) of structure protection equipment from the designated FireSmart Structure Protection Trailer list. This initial purchase should be in support of the completion of a FireSmart Structural Protection Trailer, a Structure Protection Community Assessment and training of structural protection personnel as outlined below.

For more information on the trailer requirements and Structure Protection Community Assessments please contact the Structure Protection Coordination Office at [SPCO@gov.bc.ca](mailto:SPCO@gov.bc.ca)

The FireSmart Structure Protection Trailer has been separated into four purchase phases to ensure that in each phase the applicant has structure protection capabilities. In order to have a fully stocked and capable FireSmart Structure Protection Trailer all equipment in Phases 1-4 must be purchased. It is recommended that applicants purchase equipment and complete activities in order of the phases (1-4).

### **Requirements for Funding**

- Unless a community has a structure protection program and plan in place (see below), it is expected that they will apply under Phase 1
- Only equipment purchases are eligible for funding. Structure Protection Community Assessments are not eligible for funding and applicants should refer to Category 7 in Table 1 for eligible training.
- All equipment **MUST** be labeled with applicant name and contact information to prevent loss during deployment at wildland-urban interface fires
- The FireSmart Structure Protection Trailer will remain a local resource and will not be considered part of the provincial pool of structure protection resources

### **Communities with Existing Structure Protection Program**

Applicants that already have a structure protection program and plan in place can use this funding to apply under subsequent phases providing they:

- Provide a list of current equipment as part of the application
- Submit their current Structure Protection Community Assessments to the Structure Protection Coordination Office ([SPCO@gov.bc.ca](mailto:SPCO@gov.bc.ca)) and receive permission to proceed. Confirmation from the SPCO must be included in the application package if the applicant is applying for equipment beyond Phase 1.

### **Phase 1 Start up - Updated July, 2023**

It is recommended that in this phase applicants commit to completion of a FireSmart Structure Protection Trailer and purchase initial equipment (limited to Table 5), start the process of requesting Structure Protection Community Assessments (contact the Structure Protection Coordination Office at [SPCO@gov.bc.ca](mailto:SPCO@gov.bc.ca)) and train staff to support a structure protection program (see training section below and refer to Table 1 for training that is eligible for funding). Phase 1 was designed to ensure that a community would have a functional set of structure protection equipment while they build their overall structure protection program.

For the purpose of funding, the following are not eligible as Phase 1: Start Up expenditures: mixed oil 2 cycle, chain oil, tape (duct, Teflon or electrical), and rags.

<b>Table 5: Eligible Activities for FireSmart Structure Protection Phase 1: Start Up</b>		
<b>Category</b>	<b>Item</b>	<b>Quantity</b>
Pump	Mark 3/Wick 375/Watson	2
	Pump Tool Kit	3
	Suction Hose with Foot Valve	3
	Fuel Can	4
	Single Fuel Line	4
	Dual Fuel Line	4
Berm	Portable Berm	2
Hose	1.5" x 100ft	15
	1.5" X 50ft	20
	Econo x 50ft	50
	Econo x 25ft	40
Nozzle	Econo	5
Valves	3-way	10
Sprinklers	Butterfly	15
	Large Sprinkler	15
	Small Sprinkler	15
	Gutter Mount	10
	Gutter Mount Bracket	10
Water thieves	1.5"	30
Portable Tank	2500 Gal	1
	Drain Kit	1
Ladder	Extension	1
Impact Tool	Impact Driver	1
Poly	Rolls	2
Tape	SPU Flagging	5 x 5 colours
Saw	Hand	1
Safety	Fire Extinguisher	1
	First Aid	1
	Cones	1
Trailer	20'	1

*Updated January 2023 – Purchase of a trailer is now supported under Phase 1*

## Phase 2 Planning

It is recommended that in this phase applicants complete Structure Protection Community Assessments (with the Structure Protection Coordination Office) and continue to purchase equipment (limited to Table 6).

<b>Table 6: Eligible Activities for FireSmart Structure Protection Phase 2: Planning</b>		
<b>Category</b>	<b>Item</b>	<b>Quantity</b>
Pump	Mark 3/Wick 375/Watson	3
	Pump Tool Kit	3
	Suction Hose with Foot Valve	3
	Fuel Can	4
	Single Fuel Line	4
	Dual Fuel Line	3
Hose	2.5 x 50ft	5
	1.5" X 50ft	10
	Econo x 50ft	40
	Econo x 25ft	35
Valves	3-way	10
Sprinklers	Butterfly	15
	Large Sprinkler	15
	Small Sprinkler	15
	Gutter Mount	10
	Gutter Mount Bracket	10
Water thieves	1.5"	30
Impact Tool	Impact Driver	1
Lighting Kit	Generator	1
	Halogen/LED Yard Light	2
	Ext. Cord	2
	Power Bar	1
Rope	Roll	1

### Phase 3 Trailer purchase/construction

It is recommended that in this phase applicants purchase/construct the trailer itself and continue to purchase equipment (limited to Table 7).

<b>Table 7: Eligible Activities for FireSmart Structure Protection Phase 3: Trailer Purchase/ Construction</b>		
<b>Category</b>	<b>Item</b>	<b>Quantity</b>
Hose	1.5" X 100ft	5
	1.5" X 50ft	10
	Econo x 50ft	30
	Econo x 25ft	25
Valves	3-way	5
Sprinklers	Large Sprinkler	10
	Small Sprinkler	10
	Painters Pole	1
Water thieves	1.5"	20
Portable Tank	2500 Gal	1
FF Tools	Shovels	1
	Pulaski	1
	McLeod Tool	1
	Axe	1
	Backpack Tank	1
Carpenter Tool Kit	Items in each kit: Belt, Hammer, Pry bar, Staple gun, Pliers, Screwdriver, Wrench (various), Conduit clamps, Pipe Strapping, Tin snips, Screws (various), Nails	2 kits
Safety	PFDs	2
Miscellaneous Tools	Rake	1
	Broom	1
	Cutters	1
	Circular Saw	1
	Wheel Barrow	1

## Phase 4 Completion

It is recommended that in this phase applicants complete the equipment list for a FireSmart Structure Protection Trailer (limited to Table 8), have completed Structure Protection Community Assessments and have trained staff to support a structure protection program (see training section below and refer to Table 1 for training that is eligible for funding).

<b>Table 8: Eligible Activities for FireSmart Structure Protection Phase 4: Completion</b>		
<b>Category</b>	<b>Item</b>	<b>Quantity</b>
Pump	Mark 3/Wick 375/Watson	1
	Suction Hose with Foot Valve	1
	Fuel Can	4
Hose	2.5 x 50ft	15
	1.5" X 100ft	5
	1.5" X 50ft	10
	Econo x 50ft	30
	Econo x 25ft	25
Valves	3-way	5
	Large Sprinkler	10
	Small Sprinkler	10
	Gutter Mount	5
	Gutter Mount Bracket	5
Water thieves	2.5"	15
	1.5"	20
Adapters	2.5" Hydrant Gate	2
	2.5" double female	1
	2.5" double male	1
	2.5" gated wye	1
	2.5" to 1.5" QC	5
	Hydrant wrench	2
	3-way individual gat	20
	Double female adapters	25
	1.5" male reducer	5
	1.5" female increaser	5
	Ball valve shutoff	10
Chainsaw Kit	Chainsaw	1
	Chainsaw gas can	1
	PPE	1



	Tool Kit	1
	Files	1
Trailer Accessory	Shelving, totes, etc.	1

### Structure Protection Training

In order to support a FireSmart Structure Protection Trailer, five individuals need to meet the following list of qualifications. Refer to Table 1 for training that is eligible for funding.

- S-175 Air Tanker Safety
- S-211 Fire Environment for FF
- S-212 Fireline Communications
- S-213 Heavy Equipment
- S-230 Intro to Supervision
- S-270 Helicopter Use & Safety
- S-275 Air Tanker Use & Safety
- S-283 H2SS Sour Gas Safety
- S-211 Intro to Basic Weather
- M-213 Public & Media Relations
- I-100, 200, 300, 400
- Bear Awareness
- Intro to Chainsaws
- TDG
- WHIMS
- BC Hydro Electrical
- FF Near Sensitive Sites
- Danger Tree Awareness
- Task Force Leader
- Engine Boss
- Group Sup
- Division Supervisor
- NFPA 1001
- NFPA 1002
- NFPA 1051
- Full Service
- Interior / Exterior
- Fire Officer 1-4
- Staging Officer

### Structure Protection Community Assessment

The purpose of a Structure Protection Community Assessment is to create a pre-plan management template for use by BCWS Structure Protection Specialist (SPS) that enhances response assessment to WUI events affecting small communities, including First Nations, by:

1. Soliciting local information through a timely and simple process in a widely accessible medium.
2. Explicitly including the priorities of local communities.
3. Providing a means to pre-plan and share situational awareness in response planning with convergent first responders who arrive at WUI events with limited understanding of local geographic, economic, environmental, and social/cultural issues.
4. Leveraging available technologies to achieve objectives 1-3 above.

The goal of this plan is to provide response agencies with a strategic framework to use for the protection of improved properties or other values at risk in the event of a significant wildfire. This plan is separated into two parts; the first includes general information intended for use prior to an incident. Information intended for review and implementation during non-emergency periods by local communities. The second is more specific information about each of the identified critical infrastructures, intended to provide an incoming Incident Management Team or SPS with accurate predetermined structural and cultural priorities requiring protection as well as to identify tactical and operational information, as necessary. This plan recognizes the capability of the local fire department and the contributions that can be made by local, regional and provincial fire service resources.

## **DISCLAIMER**

The recommendations made in the Structure Protection Community Assessment are based on fire probabilities for the conditions observed at the time of the survey. It must be understood that all fire scenarios cannot be addressed and that the plan is not an absolute. The plan should be used as a guide and implemented in part or in whole as circumstances dictate. The key to continued credibility of a Structure Protection Community Assessment is the time and accuracy employed to maintain the information provided. The document should be reviewed by community officials or their designate and updated on an annual basis prior to wildfire season.

Communities looking for Community Structure Protection Assessments can contact [SPCO@gov.bc.ca](mailto:SPCO@gov.bc.ca) for further information.

## **Appendix 4: FireSmart Canada Neighbourhood Recognition Program and Home Partners Program**

The FireSmart Canada Neighbourhood Recognition Program (FCNRP) and the Home Partners Program (HPP) are both excellent resources for communities and homeowners. However, it is important to understand the intent of each in order to apply for funding through the FireSmart Community Funding & Supports program.

Both the FireSmart Canada Neighbourhood Recognition Program and the Home Partners Program can and should exist within a community. The FCNRP focuses on neighbourhood involvement, engagement and education and the HPP provides mitigation recommendations for the action of individual homeowners. Together the two programs can assist communities in becoming wildfire resilient.

A Local FireSmart Representative, within the FCNRP, is qualified to conduct assessments at the neighbourhood scale and to provide general FireSmart information and guidance. A Wildfire Mitigation Specialist, with the Home Partners Program, is qualified to provide specific mitigation recommendations upon assessment of an individual property. It is highly recommended that if the applicant is pursuing a FireSmart program with assessments on individual properties that the Home Partners Program be included in their application.

### **FireSmart Canada Neighbourhood Recognition Program**

Citizen involvement is the cornerstone of the FCNRP. In any region in BC that is susceptible to wildfires, neighbourhoods can learn how to decrease the risk of losing homes, and how to best protect themselves in the event of a wildfire.

The FCNRP focuses on engaging neighbourhoods and encouraging them to create a FireSmart plan for their neighbourhood (~50 homes). Local FireSmart Representatives are contacted to complete neighbourhood assessments and assist in the formation of a local FireSmart Neighbourhood Committee and plan. After hosting a FireSmart event and taking steps to FireSmart their neighbourhood, the community can apply for national recognition.

The FireSmart Community Funding & Supports program can fund many of these steps, including Local FireSmart Representative (LFR) training, employment, supporting FireSmart Committees, and developing Neighbourhood Wildfire Hazard Assessments and [FireSmart Neighbourhood Plans](#). Refer to Table 1 for more information.

### **Home Partners Program**

The FireSmart Home Partners Program is a collaboration between FireSmart Canada, provincial governments, local governments, Indigenous communities, the private sector and homeowners in Canada. The program's primary purpose is to engage homeowners in voluntary wildfire mitigation activities by offering a professional home assessment with property-specific recommendations.

A Wildfire Mitigation Specialist (WMS) completes an assessment that provides residents with:

- An in-depth, on-site assessment conducted by experienced fire professionals;
- An opportunity for property owners to identify mitigation actions unique to their property;
- A detailed follow up report with customized mitigation actions designed to measurably reduce the wildfire risk to their property;
- An opportunity to earn FireSmart Home Partners certificate acknowledging their mitigation achievements. The certificate is given upon successful completion of required mitigation actions and an on-site follow up inspection;
- This type of recognition can be used to enhance real estate transactions by reassuring prospective buyers that the appropriate level of wildfire risk reduction has been achieved on the property;
- The mitigation certificate can also be shared with local insurance providers to showcase mitigation activities and potentially increase a homeowner's ability to maintain insurance coverage. FireSmart

Canada does not share the assessment or any details of the assessment with the insurance industry or any other third party, including Freedom of Information requests.

The FireSmart Community Funding & Supports program can fund WMS training, employment and enrollment fees, assessments and follow-up inspections.

**Appendix 5: Funding Requirements for FireSmart Projects for Critical Infrastructure and Community Assets**

FireSmart Projects for Critical Infrastructure and Community Assets can include:

- Retrofitting existing structures/properties
- **New in 2023** - New construction, provided that:
  - Construction was completed within past 12 months from date of application;
  - Construction follows the [Wildfire-Resilience best-practice checklist for home construction, renovation and landscaping](#)
  - Only incremental FireSmart expenditures, limited to activities identified in Table 9, are eligible
  - An eligible assessment is completed when construction is complete

All assessments for critical infrastructure or community assets are required to be completed on the FireSmart Home Ignition Zone Assessment Score Card, FireSmart Critical Infrastructure Assessment or FireSmart Home Partners Assessment at the time of application submission.

A secondary assessment is required to be completed for all critical infrastructure or community assets for which mitigation activities are undertaken.

Please note that all FireSmart Home Ignition Zone Assessments must be conducted by a qualified Local FireSmart Representative (LFR) and all Home Partners Program Assessments must be conducted by a qualified Wildfire Mitigation Specialist (WMS). LFRs and WMSs must have current training qualifications from FireSmart Canada.

For the purpose of funding, the following are not eligible as FireSmart Projects for Critical Infrastructure: roads and bridges, gas stations, hotels and transfer stations.

<b>Table 9: Eligible Activities FireSmart Projects for Critical Infrastructure and Community Assets</b>		
<b>Buildings</b>		
<b>1</b>	Roof material and construction	<ul style="list-style-type: none"> <li>• Install class A UL/ASTM fire rated roof covering (e.g. Metal, rated hot lay, clay tile or asphalt shingles)</li> <li>• Remove unrated roof covering (including wood shakes and wood shingle roofs)</li> </ul>
<b>2</b>	Roof covering	<ul style="list-style-type: none"> <li>• Ensure there are no gaps, openings that expose combustible building components, or enclosed spaces where embers could accumulate, lodge, or penetrate</li> </ul>
<b>3</b>	Gutters (combustible or non- combustible)	<ul style="list-style-type: none"> <li>• Ensure there are non-combustible gutters, no exposed combustible fascia/roof covering above gutters (metal or aluminum), or no gutters</li> <li>• Remove combustible (plastic, vinyl, wood) and/or exposed combustible fascia/roof covering above gutter</li> </ul>
<b>4</b>	Cleanliness of roof and gutters	<ul style="list-style-type: none"> <li>• Remove all needles, leaves, or other combustible materials</li> </ul>
<b>5</b>	Eaves	<ul style="list-style-type: none"> <li>• Ensure all eaves are closed or no eaves/no gaps or holes/no unprotected areas to attic /interior of building, vents with 3 mm (1/8”) non- combustible screening, operational louvres and flaps/ASTM ember resistant rated vents.</li> </ul>

6	HVAC/active ventilation systems	<ul style="list-style-type: none"> <li>Ensure all HVAC/active ventilation systems have 24 hour onsite operator, or remote shut-down capability</li> </ul>
7	Exterior siding	<ul style="list-style-type: none"> <li>Install ignition resistant (cement fibre board, log) or non-combustible siding (stucco, metals, concrete, brick/stone)</li> </ul>
		<ul style="list-style-type: none"> <li>Ensure there are no gaps or cracks, missing siding, or holes</li> </ul>
8	Walls	<ul style="list-style-type: none"> <li>Ensure there is no less than 15 centimetres non-combustible vertical ground-to-siding surface</li> </ul>
9	Fire resistant windows or doors (including large doors/garage doors)	<ul style="list-style-type: none"> <li>Install tempered glass in all doors and windows and treated Non-combustible Zone and Priority Zone 1; no gaps in ANY doors, OR no windows</li> </ul>
10	Underside of the balcony, deck, porch, other building extensions or open foundation	<ul style="list-style-type: none"> <li>Ensure balcony, deck, porch, or other building extensions/open foundations are sheathed in with fire resistant/non-combustible materials, or non-combustible siding, no gaps or cracks, OR open heavy timber, non-combustible or fire-rated construction OR non-combustible surface and no combustible debris under deck/extension AND treated Non-combustible Zone, Priority Zone 1 and Priority Zone 2 and slope set-back (if applicable)</li> </ul>
11	Building set back from the edge of a slope	<ul style="list-style-type: none"> <li>Ensure the building is located on flat ground that extends to the full distance of Priority Zone 2</li> </ul>
<b>Critical Structures – Utility Poles, Communications Towers, Pipeline Valve Stations</b>		
1	Valve station/substation/propane tanks	<ul style="list-style-type: none"> <li>Ensure a non-combustible surface is continuous under all combustible infrastructure</li> </ul>
2	Utility line poles or critical component (weather stations, antennae masts, cellular towers)	<ul style="list-style-type: none"> <li>Ensure poles/ support structures are constructed of non-combustible material (metal or concrete)</li> </ul>
		<ul style="list-style-type: none"> <li>Ensure non-combustible or combustible poles or support structures are free of petroleum/ accelerant-based coatings, cracks and gaps where embers may accumulate, lodge, or penetrate and non-combustible surface is continuous under all combustible infrastructure</li> </ul>
3	Critical component	<ul style="list-style-type: none"> <li>Ensure critical components are not constructed of materials that are susceptible to damage from significant radiant or convective heat fluxes OR Critical components are constructed of materials that are susceptible to damage from significant radiant or convective heat fluxes and Non-combustible Zone and/or Priority Zone 1 and/or Priority Zone 2 are treated.</li> </ul>
		<ul style="list-style-type: none"> <li>Ensure critical components are not constructed of materials that are susceptible to damage from embers OR Critical components are constructed of materials that are susceptible to damage from embers but are free of any gaps, holes or areas where embers could accumulate, lodge, or penetrate.</li> </ul>

<b>Non-Combustible Zone (0 to 1.5 metres)</b>		
<b>1</b>	1.5 metres from furthest extent of building or critical structure (includes overhangs, extensions and decks)	<ul style="list-style-type: none"> <li>• Create non-combustible surface, no combustible debris, materials, fences or plants present</li> </ul>
<b>Zone 1 (1.5 to 10 metres)</b>		
<b>1</b>	Where flammable substances, or other combustible materials are stored (Vehicles, flammable liquids/ gases, construction materials, debris etc.)	<ul style="list-style-type: none"> <li>• Make sure there are more than 10 metres from the structure, or in an approved and ember resistant storage container</li> </ul>
<b>2</b>	Where unmitigated non-critical outbuildings are located (buildings that are not-mitigated to the same standards as the primary building or critical structure)	<ul style="list-style-type: none"> <li>• Make sure they are more than 15 metres from primary structure</li> </ul>
<b>3</b>	Type of forest that grows within 10 metres of the building, outbuilding or critical structures	<ul style="list-style-type: none"> <li>• Ensure no trees or healthy deciduous (i.e. poplar, aspen, birch)</li> </ul>
<b>4</b>	Surface vegetation and combustible materials that are within 10 metres of the building, outbuildings or critical structures	<ul style="list-style-type: none"> <li>• Ensure no vegetation; Well-maintained lawn (15 centimetres; 6 inches or shorter); low flammability; low growing discontinuous plants with treated Non-combustible Zone (0-1.5 metres)</li> </ul>
<b>Zone 2 (10 to 30 metres)</b>		
<b>1</b>	Type of forest that grows within 10-30 metres of the building, outbuilding or critical structures	<ul style="list-style-type: none"> <li>• Ensure no trees or healthy deciduous (i.e. poplar, aspen, birch)</li> </ul>
<b>2</b>	Surface vegetation and combustible materials that are within 10-30 metres of the building, outbuildings or critical structures	<ul style="list-style-type: none"> <li>• Ensure none within 10 - 30 metres</li> </ul>
<b>3</b>	Low tree branches within 2 metres of the ground	<ul style="list-style-type: none"> <li>• Remove all within 10 – 30 metres</li> </ul>

## **Appendix 6 – Funding Requirements for FireSmart Rebate Program**

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Under the FireSmart Community Funding & Supports program, approved applicants can use grant funding to offer local rebate programs to residential property or home owners that complete eligible FireSmart activities on their properties in the FireSmart Home Ignition Zone which includes the home and surrounding yard area - Non-Combustible Zone and Priority Zones 1 and 2.

Rebates can be used for:

- Retrofitting existing residential structures/properties
- **New in 2023** - New residential construction, provided that:
  - Construction was completed within past 12 months from date of application;
  - Construction follows the [Wildfire-Resilience best-practice checklist for home construction, renovation and landscaping](#);
  - Only incremental FireSmart expenditures, limited to activities identified in Table 10, are eligible;
  - An eligible assessment is completed when construction is complete

To be eligible for funding, a rebate program must address the goals of FireSmart and follow the requirements outlined below.

### **Goals of FireSmart**

The general goal of [FireSmart](#) is to encourage communities and citizens to adopt and conduct FireSmart practices to mitigate the negative impacts of wildfire to assets on public and private property.

### **Rebate Program Requirements**

Approved applicants are required to adhere to the following requirements:

- Rebates are limited to 50% of the total cost of the eligible activities identified in Table 10 and no more than \$1,000 per property<sup>2</sup>
- Areas of higher wildfire risk, such as neighbourhoods adjacent to the forested edge and/or areas that fall in an overall high to extreme category, should be prioritized for rebates. Current plans should be used to decide where to offer a FireSmart rebate program.
- The approved applicant must assess the FireSmart activities that are conducted by the residential property or home owner and review costs (e.g. receipts and/or proof of labour) before approving rebates

To qualify for a rebate:

- The residential property or home owner must have a [FireSmart Home Ignition Zone Assessment Score Card](#) of their property conducted by a qualified Local FireSmart Representative or have their home assessed through the [Home Partners Program](#) by a qualified Wildfire Mitigation Specialist. The assessment must identify the property in a moderate, high or extreme category (refer to Table 1 – Community Planning for funding eligibility).
- The qualified Local FireSmart Representatives or Wildfire Mitigation Specialist must use the [FireSmart Assessment Work Hours Estimate Form](#) to outline mitigation recommendations to the residential property or home owner
- Residential property or home owners can complete the recommended mitigation activities themselves, or hire others to complete the work
- Only activities that are recommended in the completed assessment and that are identified in Table 10, are eligible for the rebate

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<sup>2</sup> For strata properties, rebates are available for the common property and properties owned by individual owners.



**Table 10: Eligible Activities for FireSmart Rebate Programs**

<b>Home or Structure</b>		
<b>1</b>	Roof Material Gutters Vents and Openings	<ul style="list-style-type: none"> <li>• Install UL/ASTM fire-rated roofing (metal, clay, asphalt shingles)</li> <li>• Install non-combustible gutters and/or gutter covers</li> <li>• Remove roof surface tree needles, debris or overhanging branches</li> <li>• Install closed eaves and/or non-combustible fire-rated vents or vents with 3 mm screening</li> </ul>
<b>2</b>	Building Exterior or Siding	<ul style="list-style-type: none"> <li>• Install ignition resistant (fibre cement board or log) or non-combustible (stucco, metal, brick/stone) exterior siding material</li> <li>• Repair gaps, cracks or holes where embers could lodge or penetrate</li> <li>• Provide 15 cm non-combustible vertical ground-to-siding clearance</li> </ul>
<b>3</b>	Windows & Doors	<ul style="list-style-type: none"> <li>• Install tempered glass in all doors and windows</li> <li>• Replace single pane window glass with multi pane / thermal window glass</li> <li>• Repair gaps in doors / garage doors where embers could accumulate or penetrate</li> </ul>
<b>4</b>	Balcony, deck, porch	<ul style="list-style-type: none"> <li>• Install non-combustible or fire-rated, solid (no gaps or cracks) deck surface and support construction</li> <li>• Close up open deck structures or remove all combustibles below deck</li> </ul>
<b>Yard / Non-Combustible Zone (0 to 1.5 metres from Home)</b>		
<b>5</b>	1.5 metres from furthest extent of home	<ul style="list-style-type: none"> <li>• Replace combustible surfaces with non-combustible surfaces</li> <li>• Remove combustible debris, materials, fences or plants</li> </ul>
<b>Yard / Zone 1 (1.5 to 10 metres from Home)</b>		
<b>6</b>	Adjacent Combustibles	<ul style="list-style-type: none"> <li>• Move woodpiles, building materials and all other combustibles into Zone 2 or enclose in an outbuilding that meets FireSmart guidelines</li> </ul>
<b>7</b>	Outbuildings not meeting FireSmart guidelines	<ul style="list-style-type: none"> <li>• Relocate outbuildings not meeting FireSmart guidelines more than 10 metres from home or upgrade outbuildings to meet FireSmart guidelines</li> </ul>
<b>8</b>	Trees	<ul style="list-style-type: none"> <li>• Replace (with deciduous) or remove coniferous (evergreen) species</li> </ul>
<b>9</b>	Surface vegetation and combustible materials	<ul style="list-style-type: none"> <li>• Cut and maintain grass to less than 10 cm or shorter</li> <li>• Replace flammable - continuous or tall growing plants with low flammability, low growing, discontinuous plants</li> <li>• Remove branches, logs and needles, leaves and debris accumulations</li> </ul>
<b>Yard / Zone 2 (10 to 30 metres from Home) and Zone 3 (30 to 100 metres from Home)</b>		
<p><i>Note: Zone 3 should not be addressed until the building, Non-Combustible Zone, Zone 1 and Zone 2 have <b>first</b> been addressed. Consider seeking the guidance of a forest professional with wildland fire knowledge on appropriate management options for Zone 3.</i></p>		
<b>10</b>	Trees	<ul style="list-style-type: none"> <li>• Thin coniferous trees or replace with deciduous tree species</li> <li>• Remove conifer tree branches within 2 metres of the ground</li> </ul>
<b>11</b>	Surface Vegetation	<ul style="list-style-type: none"> <li>• Reduce surface vegetation – long grass and flammable shrubs</li> <li>• Reduce accumulations of branches, logs and debris</li> </ul>

## **Appendix 7 – Funding Requirements for Fuel Management Activities**

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Fuel management treatments are the manipulation or reduction of living or dead forest and grassland fuels to reduce the rate of spread and head fire intensity and enhance the likelihood of successful suppression, generally outside of FireSmart Non-combustible Zone and Priority Zones 1, 2 and 3.

When developing a tactical plan for managing forest fuel to reduce wildfire risk to communities, the best approach is to plan for fuel breaks. Fuel breaks are linear features on the landscape that provide continuity of treatments that allow for the best wildfire management option for an approaching wildfire. The placement of these fuel breaks needs to consider prevailing wind direction, wildfire spread potential and historical wildfire spread in the WUI. BCWS have developed [Initial Spread Index/ Wind roses](#) that show that potential for all BCWS weather stations.

Prescribed fire is the planned and controlled application of fire to a specific land area and is one of the most ecologically appropriate means for achieving a variety of land management objectives; examples of which include cultural burning for First Nation’s values, wildfire risk reduction for protection of communities and critical infrastructure, ecosystem restoration, silviculture objectives such as site preparation and habitat objectives.

Indigenous peoples have described a long history and cultural importance of using fire as a stewardship practice on the land. Many Indigenous communities continue to express the importance of fire as a sacred and powerful element, which is why cultural burning remains a time-honoured tradition and critical skill handed down from generation to generation. It is just as much an important ceremonial practice for Indigenous cultures as it is a tool for protecting their communities and shaping the land to their specific needs.

For the purpose of funding, fuel management activities are required to be within municipal boundaries, regional district parks or First Nations land, however contiguous, logical treatment units that extend onto the Crown land base may be considered provided that:

- a. Fuel management activities are adjacent to community structures, and
- b. Extend no further than one-kilometre from the structure density class greater than 6

Fuel management located exclusively on Provincial Crown land, outside of municipal boundaries, regional district parks or First Nations land, must be coordinated through the Crown Land Wildfire Risk Reduction Integrated Fuel Management Planning processes led by the Ministry of Forests or BC Parks

### **Prescriptions**

A [Fuel Management Prescription](#) is a document that identifies the objectives and strategies to lower the wildfire hazard in an identified area. Prescriptions ensure that proposed treatments include clearly defined objectives for fuel management that will result in a measurable reduction in the wildfire risk to a value while meeting all legislated and non-statutory requirements. Updating prescriptions for maintenance treatments is also eligible for funding. Applicants should ensure that separate treatment units are created for projects that cross jurisdictional boundaries.

Fire effects monitoring pre burn should occur prior to a prescription being developed as the data informs the prescription and the burn plan development.

Prescriptions that are part of phased projects or that have been funded outside of CRI are required to undergo a technical review by the BCWS Wildfire Prevention Officer/Prevention Specialist or FNESS Mitigation Specialist/Liaison. Adequate time (at least 30 days) is required for technical review to be completed prior to submitting an application or planning for the initiation of the fuel treatment component of a phased project.

When an approved project includes multiple prescriptions, it is preferred that all completed prescriptions are submitted at the same time. Prescriptions that include Crown land and other tenure types (e.g. local

government land) should ensure distinct treatment units are used to separate Crown land components in order to meet the requirements for mapping and spatial data.

## **Burn Plans**

A burn plan is a documented plan prepared in advance of a prescribed fire that describes the objectives, burn operations, mitigation plan and post-fire monitoring of the open fire. Approved applicants must utilize the [BCWS Prescribed Fire Burn Plan Template](#). (Note: per Appendix 1a of the template – Burn Plan Signature Sheet, the BCWS Fire Centre Manager or designate is required to approve the burn plan). A completed prescription endorsed by the Land Manager is required prior to initiating a Burn Plan.

Where development of a burn plan is a proposed activity, applicants must contact the appropriate fire centre and fire zone to determine how burn plan development will proceed. During this discussion, it may be determined that there will be a collaborative approach to burn plan development with BCWS as an active participant or BCWS may only review and approve the plan. Engaging early will help BCWS assess available capacity towards burn plan development.

Eligible Prescription/Burn Plan Development Costs & Activities:

- Activities related to prescription development (e.g. approved Canadian wildfire modelling, pre-burn fire effects monitoring or stakeholder engagement)
- Activities related to burn plan development including identification of values in containment areas, additional data collection requirements and engaging with burn specialists
- Pre-burn fire effects monitoring
- Required professional assessments (e.g. geotechnical, archaeological, fire ecologist, range agrologist, etc.)
- [Information sharing with First Nations](#), as required by the Land Manager
- Site evaluation, including field reconnaissance, wildfire threat assessment plots, data collection as outlined in prescription guidance document and the evaluation of site access
- Lay out and traversing of proposed areas for treatments
- Preparation of all final report requirements, including maps, spatial data and metadata

## **Treatments**

Activities may include treatments such as thinning, spacing and pruning trees, and removal of woody debris and needles (i.e. surface fuel) from the forest floor. As outlined in the 2022 BCWS Fuel Management Prescription Guidance, treatments focus on reducing the potential for sustained ignition and crown fire initiation by reducing surface fuel loading to achieve potential surface fire intensity levels below 2,000 kilowatts per metre and/or below the critical surface intensity. As onsite dispersal of wood chips generally does not meet the 2,000 kilowatts per metre requirement, this activity is not eligible for funding. Instead, applicants should consider alternative activities such as pile and burn or off-site debris disposal.

Maintenance treatments (generally for areas that have had fuel management treatments in the last 5 to 15 years) are eligible for funding. Applicants should discuss any proposed maintenance activities with the BCWS Wildfire Prevention Officer/Prevention Specialist or FNESS Mitigation Specialist/Liaison to ensure that the requirements for a new or updated fuel management prescription are addressed and to identify where the Crown Land Wildfire Risk Reduction stream will fund projects that are located outside of municipal and First Nations boundaries.

## Cultural and Prescribed Fire

Cultural and prescribed fire activities primarily for community wildfire risk reduction objectives are eligible for funding under the fuel management activity. Due to relatively narrow burn windows associated with weather and site conditions, as well as timelines associated with fire hazard abatement requirements, it is anticipated prescribed fire will be more appropriate and common as a maintenance treatment than as part of the initial suite of treatments.

Where operational implementation of a burn plan is a proposed activity, approved applicants must contact the appropriate fire centre and fire zone to determine how implementation will proceed. BCWS should be looked to first to carry out the prescribed burn project, either in a leading or assisting role. By accessing BCWS personnel, approved applicants will be utilizing the agency with certified practitioners and crew for implementation. Proponents may consider utilizing BCWS personnel in partnership with First Nations, local fire departments, contract crews, etc. Upon confirmation of BCWS involvement, BCWS personnel costs should not be included in the funding application as those costs will be covered by the province.

### Eligible Fuel Treatment Costs & Activities:

- Pre-treatment activities: activities required to obtain authorizations, danger tree assessments, notification to First Nations and stakeholders and public engagement activities
- Treatments:
  - Pruning, thinning, tree falling, brushing, grazing, debris management (e.g. chipping and off-site debris disposal, pile and burning) and/or reforestation
- Post-treatment activities: completion of post treatment data collection, signage and post treatment report including fire effects monitoring
- Preparation of all final report requirements, including maps, spatial data and metadata, including a post treatment report

In addition, when prescribed fire is undertaken as a fuel management activity for community wildfire risk reduction, the following costs and activities are eligible:

- Burn preparation activities including fire weather index monitoring activities, public notification and preparing black lines. Note: pre-burn costs are eligible costs if no burn window is achieved.
- Burn day activities including spot forecasts, equipment set up and transport (may include aerial ignition) and traffic control
- Post-burn activities including post-burn fire effects monitoring, surveys, mop up and final reporting. A budget estimate based on mop-up requirements within the approved burn plan should be included. Where an increased level of mop-up (e.g. 100%) is required as indicated by the Burn Boss, in consultation with BCWS, include a contingency cost estimate as a separate budget line item in preparation of potentially dynamic mop-up conditions.

## Phased Projects

Applicants can apply for fuel management projects that include prescription and/or burn plan development and fuel management treatment, including prescribed burns, for the same treatment unit(s) provided that sufficient detail on estimated treatment size and post-treatment outcomes are included. Under the FireSmart Community Funding & Supports program, this is considered a phased project and specific funding conditions will apply.

## Application Requirements

In addition to the required application materials for the FireSmart Community Funding & Supports program, projects that include fuel management activities are required to submit:

- Worksheet 2: Proposed Fuel Management Activities and all required attachments

- Overview/cumulative map of the community, previously completed treatments, proposed treatments for this application, and planned future treatments
- PDF map and Google Earth compatible KML file, at appropriate scale, outlining the area of interest, proposed treatments units, land status and tenure overlaps
- If available, current, wildfire threat assessment plots and/or fuel loading data and rationale for the proposed treatment unit(s) (see [Fuel Management Prescription Guidance](#) document for more information)
- For fuel management treatments only:
  - Completed, signed prescription. **Unless the proposed treatment is a phased project, the completed, signed prescription must be submitted with the application in order to have the treatment considered for funding.**
  - For prescribed fire, completed, signed burn plan in addition to Fuel Management Prescription
  - Project spatial layers as defined in Section I of Appendix 8

### Interim Report Requirements for Phased Projects Only

Applicants with phased fuel management projects are required to submit an interim report before fuel management treatments commence.

The interim report includes the following:

- Copy of the fuel management prescription that is signed by a Registered Forest Professional including all ancillary assessments
- Copy of the Burn Plan that is signed by the qualified professional (for prescribed fire only)
- Confirmation that First Nations information sharing has been completed (for Crown land only)
- Maps and spatial data as required in Appendix 8

The prescription and/or burn plan will be reviewed by the BCWS Wildfire Prevention Officer/Prevention Specialist or FNESS Mitigation Specialist/Liaison and must be supported prior to initiation of the fuel management treatment. Treatments that have been initiated prior to an approved technical review may not be eligible for further funding.

In addition, in order to receive authorizations for the treatment, the land manager will require the completed prescription/burn plan, as well as additional information.

### Final Report Requirements

In addition to the required final report materials for the FireSmart Community Funding & Supports program, projects that include fuel management activities are required to submit the following:

<b>Table 11: Fuel Management Final Report Requirements</b>	
<b>Fuel Management Prescriptions and Burn Plans (for prescribed fire)</b>	<b>Fuel Management Treatments, including prescribed fire</b>
Copy of the fuel management prescription that is signed by a Registered Forest Professional including all ancillary assessments (e.g. terrain stability). Copy of the Burn Plan that is signed by the qualified professional (e.g. fire behaviour speciality, burn boss or otherwise).	Post-treatment wildfire threat assessments or data collection as outlined in <a href="#">Fuel Management Data Collection Standard</a> and the <a href="#">Fuel Management Prescription Guidance</a> document. Post- treatment report with updated survey data collection as per direction above, summary of post treatments conditions and fire behaviour outcomes and relationship to prescription treatment objectives.

	<p>Fire effects monitoring pre burn, and fire effects monitoring post burn reports</p> <p>Pre and post treatment pictures</p>
<p>PDF maps, at appropriate scale, as identified in Appendix 8</p>	<p>PDF maps, at appropriate scale, as identified in Appendix 8</p>
<p>Spatial data for Provincial Crown land completed prescriptions and treatments is required to be entered into RESULTS and the Activity Treatment ID is required as evidence of a successful RESULTS entry. Please refer to the <a href="#">“RESULTS Information Submission Specifications: Government Funded Activities”</a> document found in the “Submission Specifications Data Requirements” section.</p> <p>For local government or First Nations land (i.e. non-Provincial Crown land), spatial data is required, as identified in Appendix 8.</p>	<p>Spatial data for Provincial Crown land completed prescriptions and treatments is required to be entered into RESULTS and the Activity Treatment ID is required as evidence of a successful RESULTS entry. Please refer to the <a href="#">“RESULTS Information Submission Specifications: Government Funded Activities”</a> document found in the “Submission Specifications Data Requirements” section.</p> <p>For local government or First Nations land (i.e. non-Provincial Crown land), spatial data is required, as identified in Appendix 8.</p>

## Appendix 8: Requirements for Maps & Spatial Data

Large format georeferenced PDF maps that clearly represent (at a suitable scale) the following required content and spatial data submissions, including metadata, are required as part of the final report requirements for CWRPs/CWPP updates and fuel management activities.

Provincial Crown land: treatments are required to be entered into RESULTS and the ACTIVITY\_TREATMENT\_UNIT\_ID (ATU ID) will be required as evidence of a successful RESULTS entry. Please refer to the [RESULTS Information Submission Specifications: Government Funded Activities](#).

### A. Summary of Map & Spatial Data Requirements

	Maps	Spatial Data Layers & KMZ	Notes
<b>CWRPs</b>	<ul style="list-style-type: none"> <li>Area of Interest (AOI) and VAR</li> <li>Local Fire Risk</li> <li>Proposed Fuel Treatment Units</li> </ul>	<ul style="list-style-type: none"> <li>AOI</li> <li>PROPOSED_TREATMENT</li> <li>FCFS_WUI</li> </ul>	<p>Refer to Part B and C for maps</p> <p>Refer to Part F, G, and I for spatial data</p>
<b>Fuel Management Prescriptions including prescribed fire</b>	<ul style="list-style-type: none"> <li>Fuel management Prescription</li> </ul>	<ul style="list-style-type: none"> <li>PRESC_PROJECT_BOUNDARY</li> <li>PRESC_TREATMENT_UNIT</li> </ul>	<p>Refer to Part B and D for maps</p> <p>Refer to Part F, H and I for spatial data</p>
<b>Fuel Management Treatments, including demonstration projects</b>	<ul style="list-style-type: none"> <li>Fuel Management Treatment</li> </ul>	<ul style="list-style-type: none"> <li>OP_PROJECT_BOUNDARY</li> <li>OP_TREATMENT_UNIT</li> <li>OP_STAND_TREATMENT</li> <li>OP_DEBRIS_MGMT</li> </ul>	<p>Refer to Part B and E for maps</p> <p>Refer to Part F, H and I for spatial data</p>

### B. Mandatory Requirements for All Maps

- Descriptive title
- Scale (as text or scale bar)
- North arrow
- Legend
- CRI Project number and proponent name, consultant and GIS company name
- Date
- Reference data such as roads, railways, transmission lines, pipelines, water bodies and rivers/creeks
- Compress map files to reduce unnecessary large file sizes

### C. Required Maps for CWRPs

#### MAP 1: Area of Interest (AOI) and VAR

- CWRP AOI
- Land ownership and administrative boundaries (Municipal, Federal, Private, Parks, Crown, etc.)
- Relevant tenures such as range, woodlots, community forest areas
- Fire Department Boundaries
- Proposed and completed fuel treatments
- FireSmart areas, Wildfire Hazard Development Permit Areas

- Values at risk (critical infrastructure)
- High environmental and cultural values
- Hazardous values at risk

#### **MAP 2: Local Fire Risk**

- CWRP FCFS WUI one-kilometre buffer
- PSTA Threat or Modified Local Level Polygons
- Hectares of each PSTA Threat Class or Modified Local Level Threat Class must be stated on the map in a table

#### **MAP 3: Proposed Fuel Treatment Units**

- CWRP AOI
- Land Status and tenure overlaps e.g. range, woodlots etc.
- Proposed fuel treatment units, labelled by PROPOSED\_TREATMENT\_ID
- Previously completed treatments, labelled by year
- Hectares of Proposed Fuel Treatments in a table on map (PROPOSED\_TREATMENT\_ID, AREAHA)

#### **D. Required Map for Fuel Management Prescriptions**

- PRESC Project Boundary with land status and tenure overlaps (e.g. range, woodlots, area-based tenures)
- Access including proposed roads, and stream crossings
- Values including any reserves, wildlife habitat areas, or critical infrastructure
- Streams, wetlands, lakes including the class and identification number/name
- Areas of safety concern (steep slopes).
- PRESCRIBED\_TREATMENT\_UNIT (labelled by TREATMENT\_UNIT\_ID)
- Access including existing/proposed roads, trails and stream crossings
- Previously completed treatments if applicable (labelled by year)
- Table with all areas identified in Treatment Unit Summary, including treatment regime and hectares (from the signed Fuel Management Prescription doc)
- Wildfire Threat Assessment plots / labelled by PLOT\_NUMBER

#### **E. Required Map for Fuel Management Treatment**

- OP project boundary with land status and tenure overlaps (e.g. range, area-based tenures woodlots)
- OP\_TREATMENT\_UNIT (labelled by TREATMENT\_UNIT\_ID)
- Stand treatment and debris management activity
- A table of total net project boundary hectares, and Stand and Debris activity summarized by individual treatment unit hectares
- Previously completed treatments if applicable (labelled by year)
- Wildfire Threat Assessment plots / labelled by PLOT\_NUMBER

#### **F. Spatial Data Requirements**

The Province of BC uses ArcGIS 10.6 and all spatial data submissions must be compatible with ArcGIS 10.6. In addition, some feature layers as identified in the table below, are also required in a KMZ format.



**Spatial data must conform to the following general formats, naming conventions and standards.**

- 1. Data Format and Naming Conventions:** Data must be submitted in a File Geodatabase (FGDB) and KMZ format and must conform to the conventions for feature dataset names, feature class names, attribute names, and attribute values as identified in the Specific Submission Requirements by Project Type section below. It is strongly recommended that you use the template FGDB in order to facilitate meeting this requirement.

FGDB and KMZ names must adhere to the following naming standard:

< Local Government/First Nation Band Number>\_<ProjectTypeAndDescription>

For example: PrinceGeorge\_CWRPNorthPG.gdb

PrinceGeorge\_CWRPNorthPG.KMZ

FN699\_CWRPNorthPG.gdb

FN699\_CWRPNorthPG.KMZ

- 2. FGDB Projection:** The projection standard is NAD\_1983\_BC\_Environment\_Albers (EPSG:3005), with parameters of:

Central meridian: -126.0° (126°00'00" West longitude)

Latitude of projection origin: 45.0 (45°00'00 North latitude)

First standard parallel: 50.0° (50°00'00" North latitude)

Second standard parallel: 58.5° (58°30'00" North latitude)

False easting: 1000000.0 (one million metres)

False northing: 0.0

Datum: NAD83, based on the GRS80 ellipsoid.

- 3. Data Quality:** Submitted data must meet general data quality guidelines to ensure corporate data quality standards are met. Data with slivers, gaps between adjacent polygons, and geometry or topology errors shown as overlaps will not be accepted.
- 4. Metadata:** Metadata must be provided for all spatial layers. The metadata standard is FGDC and is required to be submitted in .xml format. Metadata must document the following:
  - a. A description of what each dataset represents for all datasets provided in addition to what is outlined in the individual project sections.
  - b. A description of each attribute and the codes/values used to populate it for all attributes provided in addition to what is outlined in the individual project sections.
  - c. Data Source information including where the data came from, the currency of the information and source contact details for potential follow-up.
  - d. For resultant datasets, metadata must also include the methodology and source data used in the creation of the resultant, the date of creation, and contact details for the person who created it.
- 5. Submission:** The method for spatial data submission is a file geodatabase (FGDB) compressed into a zip file and KMZ file(s). KMZ files are to be saved with symbology (i.e. similar to what is displayed on the required maps).

**Additional notes about CWRP submissions:**

- All spatial layers in addition to those identified in this guide, that are a key component of the CWRP maps or plan, must be included as part of the spatial submission and must include metadata.
- If more than one data collection method was used, please choose the value that best represents how the information was captured.
- CWRP hectares on maps and documents must match those submitted spatially.

**Additional notes about Fuel Management and Prescription submissions:**

- The prescription\_ operational project boundary represents the net operational area.
- One single or multi part polygon must be submitted for each treatment unit and/or activity.
- Project boundary, treatment unit and spatial hectares must match the net hectares stated on the maps and in the final report, or worksheet 2 for fuel treatments.
- Provincial Crown land: treatments will be required to be entered into RESULTS.

Please note: Spatial data submissions will be evaluated against these criteria. The final report and payment of grant funding will not be approved until all of these criteria are met.

## Specific Submission Requirements by Project Type

### G. Community Wildfire Resiliency Plan

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
AOI	YES	CWRP area of interest	DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
FCFS_WUI	YES	Fire Smart Community Funding & Supports program 1km WUI	DATA_SOURCE	Origin of FCFS_WUI source. e.g. "WUI 2017" or for updated buffers suffixed with applicants name e.g. CWRP - Cariboo RD	Text, 75
			DATA_COLLECTION_DATE	Date the spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
PROPOSED_TREATMENT	YES	Proposed gross treatment area	PROPOSED_TREATMENT_ID	Unique proposed treatment identifier	Text, 7
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

## H. Specific Submission Requirements for Fuel Management and/or Prescription

### Fuel Management Prescription

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
PRESC_PROJECT_BOUNDARY	YES	Single or multi-part dissolved polygon layer defining the <u>net</u> area under prescription	DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
PRESC_TREATMENT_UNIT	YES	Prescription treatment units	TREATMENT_UNIT_ID	Treatment Unit ID	Text, 10
			CURRENT_FUEL_TYPE	Current treatment unit fuel type. See Table 2	Text, 15
			CURRENT_STEMS_PER_HA	Current treatment unit density stems per hectare	Long integer
			LOCATION_NAME	Geographic description of treatment unit	Text, 50
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

### Fuel Management Treatment

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
OP_PROJECT_BOUNDARY	YES	Single or multi-part dissolved polygon layer defining the <u>net</u> operational area	DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
OP_TREATMENT_UNIT	YES	Operational treatment units	TREATMENT_UNIT_ID	Treatment Unit ID	Text, 10
			POST_STEMS_PER_HA	Current treatment unit density stems per hectare	Long integer
			LOCATION_NAME	Geographic description of treatment unit	Text, 50
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
OP_STAND_TREATMENT	YES	Operational stand treatment area	STAND_TREATMENT_TECHNIQUE	Broad category of technique used for stand treatment activity. See Table 3	Text, 20
			STAND_TREATMENT_METHOD	Method used to perform treatment activity. See Table 3	Text, 20
			STAND_TREATMENT_END_DATE	Date stand treatment activity completed.	Date (DD/MM/YYYY)
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
OP_DEBRIS_MGMT	YES	Operational debris management area	DEBRIS_MGMT_TECHNIQUE	Broad category of technique used for debris management activity. See Table 4	Text, 20
			DEBRIS_MGMT_METHOD	Method used to perform debris management activity. See Table 4	Text, 20
			DEBRIS_MGMT_END_DATE	Date debris management activity completed	Date (DD/MM/YYYY)
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

## I. Attribute Value Reference Tables

**Table 1: Data Collection Method**

DATA_COLLECTION_METHOD	DESCRIPTION
differentialGPS	The data was captured with a differential GPS unit, or was post-processed with information received from known reference stations, to improve data accuracy.
Digitizing	The data was converted from an analog map into a digital format using a digitizing tablet connected to a computer.
GISAnalysis	The data was created as a result of a GIS Analysis.
nondifferentialGPS	The data was captured with a GPS unit but was not post-processed or was captured with a GPS unit incapable of doing differential GPS.
orthoPhotography	The data was delineated from an orthophoto (aerial photography).
Photogrammetric	The data was delineated using photographs or images in stereo pairs
satelliteImagery	The data was delineated from a satellite image.
sketchMap	The data was hand sketched, either on an analog map or on-screen.
tightChainTraverse	The data was surveyed with a hand compass and chain to create a closed traverse.

**Table 2: Fuel Type**

FUEL_TYPE	DESCRIPTION
C-1	C-1 Spruce Lichen Woodland
C-2	C-2 Boreal Spruce
C-3	C-3 Mature Jack or Lodgepole Pine
C-4	C-4 Immature Jack, Lodgepole Pine, densely stocked Ponderosa Pine, or Douglas Fir
C-5	C-5 Red and White Pine
C-6	C-6 Conifer Plantation
C-7	C-7 Ponderosa Pine or Douglas Fir
D-1/2	D-1/2 Green or Leafless Aspen or Deciduous shrub
S-1	S-1 Jack or Lodgepole Pine slash
S-2	S-2 White Spruce, Balsam slash
S-3	S-3 Coastal Cedar, Hemlock, Douglas-Fir slash
O-1a/b	O-1a/b Matted or Standing Grass
M-1/2	M-1/2 Green or Leafless Mixedwood
M-3	M-3 Dead Balsam Fir Mixedwood – leafless
M-4	M-4 Dead Balsam Fir Mixedwood – green
Non-fuel	Non-fuel
Unclassified	Unclassified
Water	Water

**Table 3: Stand Treatment Technique:**

<b>STAND_TREATMENT_TECHNIQUE</b>	<b>STAND_TREATMENT_METHOD</b>
Prescribed Fire	Broadcast Burn
Pruning	Hand
Tree Felling	Hand
Tree Felling	Mechanical
Thinning	Hand
Thinning	Mechanical
Planting	NA

**Table 4: Debris Management Technique:**

<b>DEBRIS_MGMT_TECHNIQUE</b>	<b>DEBRIS_MGMT_METHOD</b>
Prescribed Fire	Pile Burning
Prescribed Fire	Broadcast Burn
Debris Management	NA
Debris Removal	Removal



BRITISH COLUMBIA  
**FireSmart**<sup>™</sup>

**Questions?**



# REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE: September 5, 2023**

**FILE:5330-20**

**SUBMITTED BY: Director of Operations**

**MEETING DATE: September 11, 2023**

**SUBJECT: BC Active Transportation Infrastructure Grant Program  
Richmond Hill Multi-Use Pathway**

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## **PURPOSE:**

The purpose of this report is to seek Council support for application to the current intake of the BC Active Transportation Infrastructure Grant Program, to assist with the construction of a Multi-Use Pathway (MUP) over Richmond Hill.

## **RECOMMENDATION:**

### **Recommended Resolution:**

THAT Council support the District of Hope application to the BC Active Transportation Infrastructure Grant Program for the Richmond Hill Multi-Use Pathway Project;

AND THAT the local share of funding is available and supported, the project is a municipal priority and is intended to be complete within the required timeline;

AND FURTHER THAT the proposed project is “shovel ready” according to the criteria in Section 3 of the Infrastructure Application.

## **ALTERNATIVES & IMPLICATIONS:**

The District could continue the current course and fund the project as budgeted.

## **ANALYSIS:**

### **A. Rationale:**

The Richmond Hill MUP is a strong candidate for funding under the BC Active Transportation Infrastructure Grant Program (ATIG) and is identified as a priority project in the Hope Integrated Official Community Plan. The ATIG program cost shares to a maximum of \$500,000 determined by size and type of community applying. The District of Hope is eligible for the maximum available grant funding, which if approved would reduce the contribution required from reserves. As this project has been delayed for

various reasons, most recently due to conflicting pipeline construction activity, it was important for staff to understand when funding announcements would be made, to avoid any additional delays in starting the project. Funding announcements under this program are expected in March 2024, a timeline that aligns with our schedule.

**B. Attachments:**

British Columbia Active Transportation Infrastructure Grants Program Guidelines

**C. Strategic Plan Objectives:**

**Financial Sensitivity** – considering and respecting the financial impacts on our citizens and businesses when making decisions.

**D. Policy (Existing/Relevance/None):**

IOCP Policy 8.2.2 Support the development of a safe and accessible pedestrian and bicycle route from Downtown Hope to the Silver Creek neighbourhood.

IOCP Policy 9.2.2 Support infrastructure improvements that benefit the municipality as a whole. Where possible, seek provincial cost sharing to reduce the impact on ratepayers.

**E. Relevant History:**

In early 2017, as directed by Council, the District of Hope engaged our contract Engineering Consultant to complete pre-design stage works associated with the pathway to be "shelf-ready" for possible applications for grant funding that may become available. As such, the initial objective was to prepare Class 'B' level cost estimates and pre-design drawings to support prospective applications for funding assistance.

Staff met on-site with TRUE Consulting in April 2017, to discuss options as to how and where a multi-use pathway could be constructed to provide a safe linkage between the former Hope townsite and the Silver Creek community. The eventual design to accommodate the proposed pathway is accomplished by removing one of the existing travel lanes. Flood Hope Road is the former highway alignment and, as such, is comprised of more travel lanes than is necessary to accommodate local traffic in this area. This situation provides a very unique opportunity for the District in terms of creating a possible multi-use pathway.

It was recognized that there is an active rockfall concern along the proposed pathway alignment. As such, the designed alignment has considered this hazard with the objective of constructing the safest corridor possible.

**F. Resources:**

TRUE Consulting has been engaged to prepare the grant application on behalf of the District.

**G. Budget Implications**

The project is funded in the 2023 budget as follows:

Covid Restart Grant    \$150,000  
TMEP Community Amenity    \$500,000  
Future Expenditures Reserve    \$622,900

If successful in receiving this grant, up to \$500,000 of the eligible project costs could be funded by the program, reducing the amount needed to fund the project from reserves.

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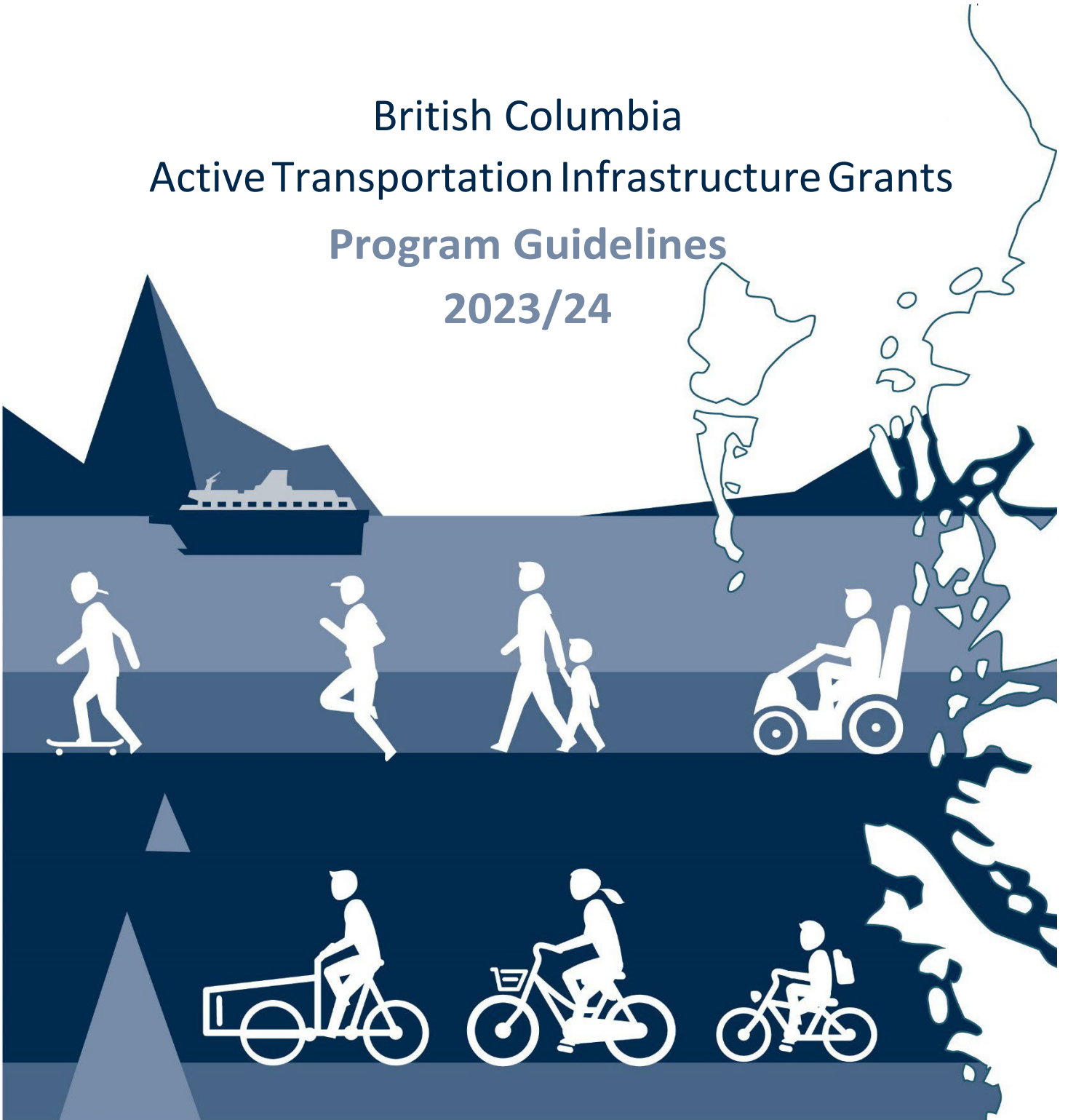
Prepared by:

Approved for submission to Council:

*Original Signed by Kevin Dicken*  
Director of Operations

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British Columbia  
Active Transportation Infrastructure Grants  
Program Guidelines  
2023/24



## Contents

1.0	PROGRAM OVERVIEW .....	3
1.1	What is Active Transportation? .....	3
1.2	Purpose .....	3
2.0	ELIGIBILITY.....	3
2.1	Eligible Expenditures – Infrastructure .....	5
2.2	Eligible Expenditures – End-of-Trip Facilities and Amenities .....	7
2.3	Eligible Expenditures – Active Transportation Network Plan .....	8
3.0	INELIGIBLE PROJECTS .....	9
3.1	Ineligible Costs .....	9
4.0	GRANT AMOUNT .....	10
4.1	Third-party Contributions.....	10
5.0	APPLICATION SUBMISSION .....	11
6.0	APPLICATION EVALUATION .....	13
6.1	Preferred Project Criteria .....	13
7.0	GRANT PROCEDURE .....	18
8.0	COMMUNICATIONS PROTOCOL AND SIGNAGE GUIDELINES .....	19

**DISCLAIMER:** In the event of a conflict between the B.C. Infrastructure Grants Program Guidelines 2023/24 and the Conditional Grant Agreement signed by the grant recipient and MoTI, the Conditional Grant Agreement prevails.

## 1.0 PROGRAM OVERVIEW

### 1.1 What is Active Transportation?

Active transportation is human-powered forms of transporting people and goods to work, school and community activities. It can take many forms and is continually evolving as new technologies emerge. It includes walking, cycling, using a wheelchair or other mobility device, rolling (e.g., skateboarding, in-line skating), and other modes that are winter focused (e.g., cross-country skiing, snowshoeing) or water based (e.g., kayaking, canoeing, stand-up paddleboard). The focus of the Grants Program is primarily on infrastructure that supports safer walking, cycling, rolling, and use of mobility devices (that are legal to use on roads in British Columbia)

### 1.2 Purpose

The Province of British Columbia's Active Transportation Infrastructure Grant and Network Plan Grant supports the [CleanBC Strategy](#) through community-specific active transportation networks that are safe, accessible, and convenient for all ages and abilities.

## 2.0 ELIGIBILITY

British Columbia's Active Transportation Infrastructure Grants are available for Indigenous, municipal, regional governments and Islands Trust. Indigenous Economic Development Corporations where the Nation is the shareholder are eligible as well. There is a limit of two infrastructure applications per community per intake cycle. Joint applications between partner governments are welcome if both applicants are individually eligible. The Province provides financial assistance for community projects where the focus is on infrastructure that support safe, human-powered modes of active transportation for daily commuting to school, recreation, work, socializing, culturally relevant activities, and errands.

### Infrastructure Grant Eligibility

Active transportation infrastructure projects must satisfy the following in order to be eligible for provincial funding:

- 1) All previously funded active transportation projects awarded before 2022/2023, or before 2021/22 for projects with a budget over \$1 million, must be completed by the time of this application submission.
- 2) A proposed project must be part of an Active Transportation Network Plan (ATNP), Cycling Network Plan, Active Transportation policy, Transportation Plan, Greenways Plan, Sustainability Plan or referenced in an Official Community Plan, a Regional Growth Strategy, or equivalent. If a proponent does not satisfy any of the above, a local, regional, or Indigenous government with a population of up to 25,000 may apply for ATNP funding (see Section 2.3).
- 3) To be eligible for funding, projects must be "shovel ready."  
This includes:

- All project design work is complete.
  - The Cost Estimate submitted with the Grant Application must be Class A-C (see Cost Estimate form for more details) and current or forecasted to proposed construction date.
  - Land or property purchases, or land exchanges are complete, or will be before project construction starts.
  - Access to right of ways within the project area are approved (e.g., BC Hydro, BC Rail, Ministry of Transportation and Infrastructure) are complete (if applicable).
  - Environmental approvals (e.g., Department of Fisheries and Oceans, Ministry of Environment, Agricultural Land Commission) are complete (if applicable).
  - Community consultation is complete (if applicable as it may have been part of earlier consultation from the development of a network plan, or similar).
  - Consultation with large vehicle operators on the proposed route is complete (e.g., B.C. Ferries, Public Transit, Emergency Services).
  - The project meets best practices for safe infrastructure design. The Ministry of Transportation and Infrastructure (MoTI) suggests the following resources:
    - i. [British Columbia Active Transportation Design Guide](#) This is a free resource, published by the B.C. Government
    - ii. [Bikeway Traffic Control Guidelines for Canada](#) (2<sup>nd</sup> Edition), Transportation Association of Canada (TAC)
    - iii. [Guidelines for the Development of Bicycle Facilities](#) (4<sup>th</sup> Edition), American Association of State Highway and Transportation Officials
    - iv. [Urban Bikeway Design Guide](#), National Association of City Transportation Officials
  - Council or Board resolution authorizing the project with funding share secured If the resolution will not be available by application deadline due to Council/Board meeting schedules, a draft resolution with anticipated date of submission for authorized resolution may be submitted instead. The fully authorized resolution must be submitted by December 1, 2023.
  - Band Council or Tribal Council resolution authorizing the project with applicable funding share secured
    - If resolution will not be available by application deadline due to Band Council/Tribal Council meeting schedules, a draft resolution with anticipated date of submission for authorized resolution may be submitted instead. The fully authorized resolution must be submitted by December 1, 2023.
- 4) Projects with total eligible costs of under \$1 million must be completed by March 31, 2025. Projects with total eligible costs of \$1 million and over must be completed by March 31, 2026.
- 5) The completed infrastructure must be open for public use.

- 6) For projects that are not solely amenities or end-of-trip facilities, a usage count at the proposed project site must be completed and submitted with the application. Successful applicants must agree to also conduct a follow-up count one year of project completion. See note on usage counts under section 2.1.

### Active Transportation Network Planning Grant Eligibility

Active transportation network plan applicants must satisfy the following to be eligible for provincial funding:

- 1) All previously funded active transportation projects awarded before 2022/2023, or before 2021/22 for projects with total budget over \$1 million, must be completed by the time of this application submission.
- 2) The community has a population under 25,000.
- 3) The community's Active Transportation Network Plan is over 5 years old or non-existent.
- 4) Project must be completed by March 31, 2025.

## 2.1 Eligible Expenditures – Infrastructure

Eligible expenditures are those costs incurred starting on the date the Minister of Transportation of Infrastructure approves the project and ends on the project completion date established in the Conditional Grant Agreement. The Conditional Grant Agreement is prepared and signed by both parties' weeks after the Minister approves the project. The list below is not exhaustive but suggests typical cost-shareable items and associated labour and materials:

- Active transportation automatic counters (see note below)
- Actuated crosswalk
- Audible warnings and message systems for pedestrians and cyclists (e.g., sensors, signals, lights and push buttons)
- Bicycle lanes: protected, buffered, painted, advisory, accessible shoulders
- Bridges or overpasses specifically for active transportation purposes
- Concrete barriers
- Construction
- Curb extensions
- Curb ramps
- Engineering and design work (only for revisions of design drawings for unanticipated circumstances)
- Fencing (only where required for safety)
- Installing catch basins and utility access basins
- Intersections/crossings
- Overhead pedestrian flashers



- Pavement markings (excluding decorative markings)
- Project management (up to 15% of total eligible approved costs)
- Railings or lean bars
- Rapid flashing beacon or other side mounted flashing beacon
- Raised crossings
- Raised barriers
- Restoration landscaping
- Retaining walls
- Separated multi-use paths/trails
- Sidewalk
- Signage, including speed limit signage to reduce motor vehicle speeds
- Stairs
- Street markings
- Tactile attention indicators and tactile direction indicators for the visually impaired
- Traffic calming devices including road treatments to reduce speeds, e.g., speed humps
- Trees
- Utility relocation

#### Note on Usage Counts and Automatic Counters:

The B.C. Active Transportation Infrastructure Grants Program requires a usage count (pedestrians, bicycles, and other forms of active transportation) on proposed infrastructure project sites and requires successful recipients to conduct a follow-up count within one year of project completion. Projects that are solely amenities or end-of-trip facilities (e.g., benches, bicycle parking) do not require a usage count. Conducting counts during a minimum of two discrete time periods is required, but four or more are recommended. Usage counts should be conducted during peak commuting periods. Please see the [Usage Count Form](#) for more information. Use the Usage Count Form for collecting data in the field during the pre-count and be prepared to enter any pre-count data directly into the grant application.

The Grants Program strongly encourages applicants to create a permanent count program for quantifying active transportation infrastructure usage. Count data is useful for monitoring travel patterns, measuring the usage of facilities, evaluating the impact of projects, directing future infrastructure investment, and more. A count program can take many forms, from travel surveys, trip diaries, video, or in-person (manual) counts, or automatic counters. Automatic counters are an eligible expense through the Infrastructure Grant, and data collection costs (e.g., for planning rollout of a longer-term counts program) are an eligible expense through the Network Planning Grant. Suggested steps for building a count program are:

1. Define need: Count programs with defined needs and outcomes are easier to plan, fund, and implement. Clear objectives facilitate discussion on the optimal strategy, method, and equipment for the count program.

2. Assess resources: What data exists already? Has there been a counting program in the past? What other stakeholders or agencies could help support a count program? Is there capacity for ongoing operations and maintenance related to a count program?
3. Develop a plan: Site selection is essential to ensure quality data. Determine methods, equipment, and duration. If automatic counters are desired, determine type, budget, and procurement. How will data be used and shared?
4. Implement and adapt: Acquire and install automatic counters or run manual count program. Consider a pilot project or staged rollout to allow time for training, managing obstacles, and assessing progress.
5. Manage data and counters: Document site and equipment specifications, develop a schedule for short-duration counts, verify data, formulate correction and adjustment factors (such as weather or season which may contextualize ridership).
6. Share and analyze: Document how bike counts are collected and used. Sharing count data online furthers transparency and community engagement and allows it to be used by researchers and advocates.

For more information on count programs, please see chapter 1.2 of the [B.C. Active Transportation Design Guide](#) as well as the [NCHRP 747 Guidebook on Pedestrian and Volume Data Collection](#) and the [PBIC Infobrief on Count Programs](#).

## 2.2 Eligible Expenditures – End-of-Trip Facilities and Amenities

Active transportation end-of-trip facilities or amenities are eligible for provincial cost-sharing but must complement the current active transportation infrastructure, and the public use and benefits must be clearly demonstrated. Typical cost-shareable items may include labour and materials for the following:

- Benches
- Bicycle and pedestrian counters
- Bicycle ramps
- Bicycle storage/cages
- Bicycle lock security systems for bicycle storage
- Bicycle racks
- Bicycle repair stands
- Bicycle shelters and shelter lighting
- Charging outlets for electric bikes
- Lighting
- Personal mobility share infrastructure (e.g., docking stations for e-bikes, e-scooters)
- Skateboard rack
- Washrooms
- Water fountains
- Wayfinding signs
- Weather protected benches

## 2.3 Eligible Expenditures – Active Transportation Network Plan

An Active Transportation Network Plan (ATNP) establishes a long-term vision for active transportation, with the aim of increasing the percentage of residents using human powered transportation year-round. For example, an ATNP may identify future cycling routes with a focus on providing facilities that are comfortable for people of all ages and abilities and strive to meet the recommendations of the B.C. Active Transportation Design Guide. The ATNP application questions prompt important considerations, such as connectivity to key trip generators, community engagement, environmental benefits, and economic benefits.

Eligible costs for ATNPs typically include but are not limited to:

- Consultant fees (including travel costs, engineer assessments, etc.)
- Community engagement and consultation costs
- Printing costs

Within the Conditional Grant Agreement (Schedule A), the Province prescribes **minimum components that must be included in an ATNP** such as:

- a. Acknowledgement of funding from the B.C. Active Transportation Infrastructure Grants Program
- b. Community Profile:
  - i. Population, economic drivers, geography, and weather
  - ii. Main destination points and land use
- c. Strategic Context:
  - i. How ATNP supports community goals (e.g., OCP)
  - ii. How ATNP aligns with the [CleanBC Strategy](#)
- d. Data Collection:
  - i. Current state (baseline) of walking and cycling in community (e.g., counters, manual counts, Stats Canada data, origin-destination studies)
  - ii. Highlight known crash sites and current safety issues (e.g., police reports, ICBC, anecdotal)
  - iii. Current cumulative km's of AT infrastructure
- e. Consideration of the GHG emissions reductions that can be achieved with building AT infrastructure that encourages mode-shift from vehicles
- f. Community consultation summary
  - i. Community consultation process, results, and any future commitments
- g. Plan & Implementation:
  - i. Map
  - ii. Include existing active transportation infrastructure and where residents currently walk or ride
  - iii. Include proposed AT infrastructure
  - iv. Include maintenance of infrastructure post construction
  - v. Implementation Plan
  - vi. Prioritization of phases
  - vii. Funding
  - viii. Construction schedules
  - ix. Maintenance Plan
  - x. Year over year active transportation uptake
    - please consider a plan to use the active transportation usage count form to monitor the annual change of people choosing to

walk or cycle, before and after active transportation infrastructure is built to help quantify mode-shift from vehicle use.

Optional appendix:

- i. Infrastructure design or cross section (option to prepare project specific design for first-priority project using principles in the B.C. Active Transportation Design Guide (e.g., Universal Design))

### 3.0 INELIGIBLE PROJECTS

Proposed active transportation infrastructure projects are ineligible for grant funding if:

- Project creates an unsafe or illegal active transportation environment that contravenes the *Motor Vehicle Act*
- Project began construction prior to project approval date
- Project is considered maintenance (not enhancement) of existing infrastructure
- Project is purely beautification
- Project is for recreation sites (e.g., skateboard parks, mountain bike trails or velodromes)
- The completed infrastructure is not for public use
- The project will be completed after March 31, 2025, for projects with total eligible costs under \$1 million total eligible project cost, or after March 31, 2026, for projects with total eligible costs over \$1 million.

#### 3.1 Ineligible Costs

The recipient cannot claim any of the following towards the provincial cost-share of the active transportation project:

- Artificial plastic turf
- Costs incurred prior to the project approval date or after the project completion date set out in the Conditional Grant Agreement
- Any goods and services costs which are received through donations or in-kind
- Interlocking pavers
- Landscaping, beyond restorative measures
- Legal costs
- Property acquisition and related costs (e.g., surveys)
- Taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates
- Vehicle parking facilities
- Administrative overhead expenditures (e.g., office supplies, phone bills, etc.)
- Maintenance costs
- Catering costs

- Project management costs exceeding 15% of total approved eligible costs
- Educational or promotional signage (excluding wayfinding signage and project signage)

The incremental costs of the eligible applicant’s employees related to construction of the project may be included as eligible costs under the following conditions:

- The recipient can demonstrate that it is not economically feasible to tender a contract,
- The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- The arrangement is approved in advance and in writing by the Province.

## 4.0 GRANT AMOUNT

### Infrastructure Grants

The Province provides cost-share funding of up to \$500,000 per infrastructure project to help build safe, active transportation networks.

Funding is offered on a sliding scale which emphasizes opportunities for Indigenous communities and smaller communities. Indigenous governments may apply for up to 80% of total eligible project costs. If a project is a partnership that spans Indigenous and municipal properties, the applicants may apply for up to 80% of total eligible project costs.

Community profile is determined from the most recent Census. Regional Governments may apply the population size of the subject community. Applicant assumes responsibility for any associated increase in operating or maintenance costs resulting from the project.

Percent of Eligible Funding	Applicant’s Community Profile
80%	Indigenous government or partnership between local government and an Indigenous government
70%	Population less than 15,000
60%	Population between 15,000 to 25,000
50%	Population over 25,000

### Network Planning Grants

Active Transportation Network Plan (ATNP) funding is available for communities with a population of up to 25,000, to a maximum 50% cost-share, or \$50,000 whichever is less.

### 4.1 Third-party Contributions

Third-party means any person or legal entity, other than the Province, who

participates in the implementation of an eligible project by means of contract. The Province's share is calculated once all third-party contributions (provincial, federal, and private funds) have been deducted from the total eligible costs of the project. If third-party funding is available, it may be applied to the project outside the provincial cost-share portion.

The Federal Gas Tax - Community Works Fund is not considered a third-party contribution for this program because it is part of local government's general revenue. The Community Works Fund can be counted as the applicants share toward the total project costs.

## 4.2. In-kind Contributions

In-kind or donated contributions are not an eligible cost. In-kind contributions may include volunteer hours and/or donated professional labour, services, space, and materials, which are provided at no cost or below fair market value to the Recipient.

## 5.0 APPLICATION SUBMISSION

**Please note that there is a limit of two infrastructure applications per community per intake cycle.**

Submit the [online application form](#) along with other supporting/mandatory documentation (see full list in table below) through the on-line portal. A cost estimate sheet in a form established by the Ministry must be submitted with the Active Transportation Infrastructure or Network Plan Grant Application form. Review Section 2.1, 2.2 and 2.3 and ensure that only eligible expenditures are included in the cost estimate sheet. The program allows up to 20% contingency to be added to the detailed cost estimate to cover unanticipated project expenses to ensure the project is implemented to meet or exceed the project outcomes. The proponent is responsible for any cost overruns in excess of the total approved eligible costs. The Cost Estimate must be either current or forecasted to proposed construction or network plan start dates. The Cost Estimate must be Class A-C for infrastructure, as Class D Cost Estimates will be ineligible.

If you cannot submit your application by electronic means, please call (778) 974-5469 and provide a mailing address where the application can be sent in accordance with the intake window. Mail or courier completed application and supporting documents to the address below, allowing enough time to ensure it arrives by October 27, 2023:

Ministry of Transportation and Infrastructure  
Attn: B.C. Active Transportation Infrastructure Grants Program PO Box 9850 Stn.  
Prov. Govt., Victoria, BC V8W 9T5  
(Physical Location: 5C – 940 Blanshard Street, Victoria, BC V8V 3E6)

All applications and supporting documentation submitted are subject to the Provincial Freedom of Information and Protection of Privacy Act ([FOIPPA](#)). For more information regarding this Act, please reference FOIPPA. Questions regarding FOIPPA and applications can be sent to the following email address: [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca).

**Applicants are encouraged to reach out to program staff at [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) with any questions that arise while preparing their applications. Please allow as much time as possible before the submission deadline.**

Document Details		
<input type="checkbox"/>	Online application (or paper application form) <ul style="list-style-type: none"> <li>Specific to either the Infrastructure Application or Network Plan Application</li> </ul>	Mandatory for both Infrastructure and Network Plan Applications
<input type="checkbox"/>	Cost Estimate <ul style="list-style-type: none"> <li>Specific to either the Infrastructure Application or Network Plan Application</li> </ul>	
<input type="checkbox"/>	Council/Board/Band Resolution/Indigenous Government Approval <ul style="list-style-type: none"> <li>For Network Plan and Infrastructure Applications: Resolution/Approval must confirm that the local share of funding is available and supported, and that project is a municipal priority and is intended to be complete within the required timeline.</li> <li>For Infrastructure Applications only: Resolution/Approval must also confirm that the proposed project is “shovel ready” according to the criteria in Section 3 of the Infrastructure Application or equivalent wording.</li> <li>If a resolution will not be available by application deadline due to Council/Board meeting schedules, a draft resolution with anticipated date of submission for authorized resolution may be submitted instead. The fully authorized resolution must be submitted by December 1, 2023.</li> </ul>	
<input type="checkbox"/>	Project specific map(s) <ul style="list-style-type: none"> <li>Detailing: project location, municipal boundaries, associated cycling/pedestrian networks, linkages to other modes of transportation and destination choices (e.g., schools, shopping areas, large employers).</li> </ul>	Mandatory for Infrastructure Application only.
<input type="checkbox"/>	Detailed design drawings made by a qualified engineer or technologist	
<input type="checkbox"/>	Before photos of the proposed project. <ul style="list-style-type: none"> <li>After photos will be required upon project completion.</li> </ul>	
<input type="checkbox"/>	Community and/or Indigenous government consultation summary	
<input type="checkbox"/>	Letters of support to reflect community consultation	Mandatory if <u>applicable</u> for Infrastructure Application only.
<input type="checkbox"/>	Permits/Approvals/Authorization Letters <ul style="list-style-type: none"> <li>E.g., Right of way approvals from Ministry of Transportation and Infrastructure, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, BC Hydro, etc.</li> </ul>	
<input type="checkbox"/>	Environmental approvals <ul style="list-style-type: none"> <li>E.g., from Department of Fisheries and Oceans, Ministry of Environment and Climate Change, Agriculture Land Commission, etc.</li> </ul>	
<input type="checkbox"/>	Endorsement from large vehicle operators who operate on the proposed route <ul style="list-style-type: none"> <li>E.g., Public Transit, Emergency Services</li> </ul>	
<input type="checkbox"/>	Usage count at proposed project site if infrastructure project does not solely consist of amenities or end-of-trip facilities	

## 5.1 APPLICATION INTAKE

Local governments (e.g., non-Indigenous applicants) must submit applications during the intake window only. The 2023/24 intake will open September 1, 2023, and close October 27, 2023. Late applications will not be accepted. Application **will not be reviewed** unless all necessary information has been submitted, including mandatory/supporting documents.

**New for 2023/24:** Indigenous applicants (Indigenous governments and Indigenous Economic Development Corporation where the Nation is the shareholder) may apply at any point in the year for a rolling intake. Partnerships between local government applicants and Indigenous applicants are also eligible for the rolling intake. Please contact [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) for details on how to apply to the rolling intake.

## 6.0 APPLICATION EVALUATION

All applications will go through an evaluation process that involves multi-disciplinary staff. An initial review of all applications is done to ensure completeness of documentation and program eligibility. Applications that are complete and deemed eligible will then be evaluated against preferred program criteria. Applications are recommended using a priority ranking system to identify projects that best meet the program goals.

### 6.1 Preferred Project Criteria

Proposals that satisfy the eligibility criteria will be evaluated based on the following criteria:

- 1) Improves community connectivity through:
  - Continuity between existing or planned transportation corridors
  - Connections to destinations (e.g., education, employment, hospitals, schools, recreation, parks)
  - Linkages/multi-modal integration (e.g., public transit, ferry, airports)
  - Partnerships between jurisdictions (e.g., Indigenous government and local governments)
  - Data gathering through bicycle or pedestrian automatic counters
- 2) Improves safety through:
  - Project aligns with the [B.C. Active Transportation Design Guide](#) and other best practices. Project responds to any safety concerns raised in the community and is supported by documentation and data. Where quantitative data is unavailable, qualitative, or anecdotal safety concerns are permitted.
    - i. [ICBC Statistics](#) and crash maps for the Province and [Transport Canada's National Collision Database](#) provides data on bicycle and pedestrian collisions with vehicles.
    - ii. Physical separation from motor vehicles (where possible and/or appropriate)



- iii. Cyclist/pedestrian bridges and overpasses (where possible)
- iv. Lighting and intersection improvements
- v. Appropriate type, protection and width of bicycle lane, as suggested in the [B.C. Active Transportation Design Guide](#). See quick reference tables for recommended width below, please consult the appropriate section of the Design Guide for full context.

Design Guide Reference Table	Facility Type	Subtype	Desirable Width (m)	Constrained Width (m)
D-10	Neighbourhood bikeway	Clear Width	5.5	4.0
D-11	Protected bicycle lane	Bicycle Through Zone (Uni-Directional)	2.5	1.8
		Bicycle Through Zone (Bi-Directional)	4.0	3.0
		Street Buffer Zone	0.9	0.6
		Furnishing Zone	2.0	0.25
D-16	Curbside Bicycle Lane	Bicycle Lane	1.8	1.5
		Buffer between motor vehicle lane and bicycle lane	0.6	0.3
D-17	Contraflow Bicycle Lane	Bicycle Lane	1.8	1.5
		Buffer between motor vehicle lane and bicycle lane	0.6	0.3
D-18	Advisory Bicycle Lane	Road with advisory bicycle lanes on both sides	9.2	6.6
		Advisory Bicycle Lane Component	2.1	1.8
		Bi-directional Centre Travel Lane Component	5.0	3.0
D-19	Bicycle Accessible Shoulder	Rural $\leq$ 50 km/h	1.8	1.5
		Rural < 70 km/h	2.5	1.5
		Rural > 70 km/h	3.0	2.0
		Buffer (for higher speeds or motor vehicle volumes)	1.2	0.9
E-20	Multi-Use Path	Arterial and Collector Roads	4.0	3.0
		Arterial and Collector Roads Buffer Zone	2.0	0.6
		Local Roads (wider for higher user volumes)	3.0 - 4.0	3.0
		Local Roads Buffer Zone	1.5	0.6
		All Other Contexts	0.6	0.6

E-24	Pedestrian Pathway	Adjacent to Separated Bicycle Pathway	<b>2.4 - 3.0</b>	1.8
E-23	Bicycle Pathway	Uni-Directional (wider if greater than 150 users per peak hour)	<b>2.0 – 3.0</b>	1.8
		Bi-Directional	<b>4.0</b>	3.0
C-5	Sidewalk - Pedestrian Through Zone	Single Family Residential – Separation recommended for collector/arterial roads	<b>1.8</b>	1.8
		Multi-Family Residential -- Separation and wider widths recommended for collector/arterial roads	<b>2.1 – 2.4</b>	1.8
		Industrial	<b>2.1</b>	1.8
		Commercial	<b>2.4 – 3.0</b>	2.1
		Area of high pedestrian activity (400 peds/peak 15-minute period), including temporary or seasonal	<b>3.0 – 4.0</b>	2.4

For quick reference regarding facility type, see the following figures from the [B.C. Active Transportation Design Guide](#). Please consult the appropriate section of the Design Guide for full context or for other facility types.

### Cycling Facilities

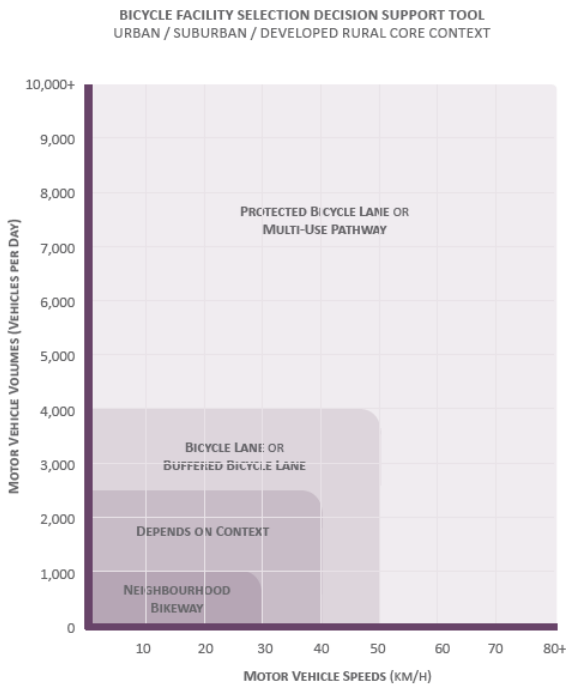


FIGURE D-29 // BICYCLE FACILITY SELECTION DECISION SUPPORT TOOL - URBAN / SUBURBAN / DEVELOPED URBAN CORE CONTEXT

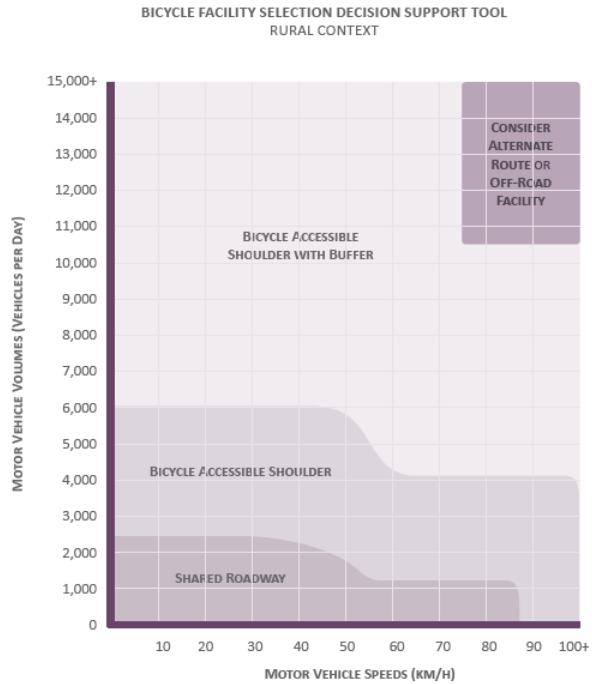


FIGURE D-30 // BICYCLE FACILITY SELECTION DECISION SUPPORT TOOL - RURAL CONTEXT

TABLE D-9 // NEIGHBOURHOOD BIKEWAY TREATMENTS BY MOTOR VEHICLE SPEED AND VOLUME

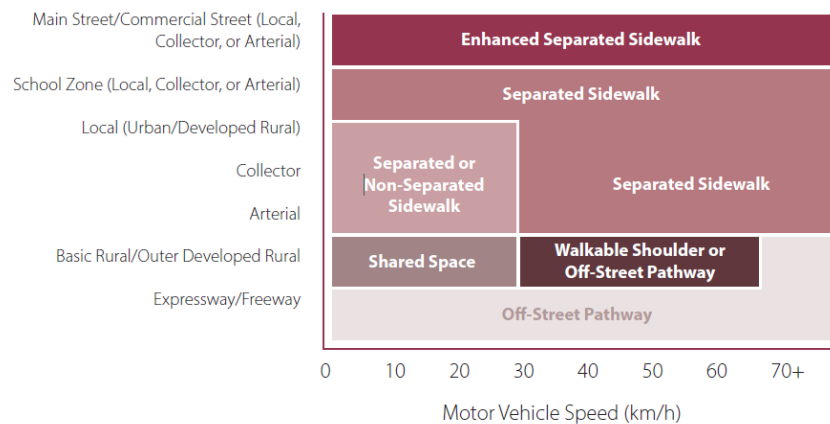
Existing Motor Vehicle Volumes (VPD)	Existing Posted Motor Vehicle Speeds	Level of Treatments		
		Level 1: Required Treatments (Intersection Treatments, Signage, and Pavement Markings)	Level 2: Traffic Calming (Speed Management)	Level 3: Traffic Diversion (Volume Management)
<1,000	30 km/h or less	✓		
<1,000	30 to 50 km/h	✓	✓	
1,000 – 2,500	30 km/h or less	✓		✓
1,000 – 2,500	30 to 50 km/h	✓	✓	✓
>2,500	> 50 km/h	Consider alternate facility type		

TABLE D-12 // PREFERRED SEPARATION ELEMENT BASED ON MOTOR VEHICLE SPEED

POSTED SPEED LIMIT	PREFERRED SPACING TYPE
50 km/h or greater	Continuous barriers offering physical protection such as a raised median
50 km/h	Intermittent vertical elements, such as flexible posts and planters are acceptable. Continuous barriers may also be considered.
Less than 50 km/h	Ability to include less physical protection due to lower adjacent motor vehicle speeds.

## Pedestrian Facilities

FIGURE C-20 // PEDESTRIAN FACILITY SELECTION DECISION SUPPORT TOOL



## Multi-Use Facilities

TABLE E-21 // CALCULATION GUIDANCE FOR SEPARATING PATHWAY USERS

USER RATIO FOR SEPARATION	DAILY ANTICIPATED USER VOLUME FOR VARIOUS PATHWAY WIDTHS (USERS)		
	3m	3.5m	4m
More than 20% of users are pedestrians and total user volumes are greater than 33 persons per peak hour	1,000	1,200	1,400
Less than 20% of users are pedestrians and total user volume is greater than 50 persons per peak hour	1,500	1,750	2,000

- Project is designed for all ages and abilities ([Universal Design](#)). Please also apply [Gender-based Analysis Plus \(GBA+\) principles](#) in response. GBA+ helps us recognize and move beyond our assumptions, uncover the realities of people’s lives, and find ways to address their needs. The [federal GBA+ training](#) is recommended.

Some examples of how GBA+ might be incorporated into your project:

- Indigenous land acknowledgements/ names on wayfinding signage
- Providing lighting along a path so that women and families will feel safer at night
- Providing gender-neutral and family washrooms
- Placing infrastructure in an economically disadvantaged area that has less access to safe active transportation infrastructure
- Ensuring that project team has received GBA+ training
- Age-friendly design
- Rainbow crosswalks
- Signage in languages other than English

You can begin to challenge your assumptions and apply GBA+ to your work by asking these key questions:

- Do I believe that the issues I work on are gender neutral? Or culturally neutral? Ability neutral? Is this based solely on my own experience?
  - Is it possible that my assumptions prevent me from asking questions and hearing or understanding answers that are outside my own experience?
  - How might attitudes and norms – my own, those of my organization, and those of the institutions and society that surround me – limit the range of options I consider and propose?
- Improves economic opportunities through:
    - Infrastructure that is constructed by local resources
    - Tourism enhancements (linkages to recreation facilities, viewpoints, shopping, dining, museums, art galleries, farmers markets, Indigenous places of cultural interest)
  - Improves physical and mental health, improves air quality, and reduces greenhouse gases through:

- Infrastructure that encourages people to, as much as possible, use human powered forms of transportation
- Retaining existing trees or includes planting of additional trees
- Incorporating environmental innovation
- Incorporating environmental best practices into the design and construction
- Accompaniment of promotional and educational activities

## 7.0 GRANT PROCEDURE

The British Columbia's Active Transportation Infrastructure Grant process is as follows:

- 1) Intake opens on September 1, 2023.
- 2) Applications are accepted at [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) until October 27, 2023.
- 3) Applications are reviewed and scored by a committee.
- 4) MoTI approves selected projects.
- 5) A Conditional Grant Agreement (CGA) is prepared by MoTI and signed by recipient and MoTI.
- 6) Initial payment (50% of the total grant amount) is disbursed to recipient upon signing of the CGA.
- 7) Recipient completes and submits quarterly [Progress Reports](#) to MoTI. Recipient must, to the best of their ability, estimate the percentage (%) complete by the following March 31<sup>st</sup>, as accurately as possible for provincial accounting purposes. The progress reports must be sent to [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) by the following due dates:
  - March 1
  - June 1
  - September 1
  - December 1

For infrastructure grants only, a milestone payment of 25% of the total grant amount will be awarded upon 50% completion as submitted in a Progress Report. There is no milestone payment for network planning grants.
- 8) If a project requires an extension to the agreed upon completion date or amendment due to change in project scope, recipient must contact program staff at [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) and complete Section 4 of the Progress Report. Before any changes are implemented, they must be approved by MoTI. Recipients will be held accountable for not abiding by the terms of the contract, and late claim submissions will be tracked and may influence future grant opportunities.
- 9) Upon project completion, if the recipient is planning on hosting an opening ceremony, please see the [Communications Protocol and Signage Guidelines](#).
- 10) Upon project completion, the Final Report form, signed Summary of Expenditure form, supporting invoices, and

project completion photos must be submitted to MoTI. For Active Transportation Network Plan Grants, a final copy of the ATNP must be submitted to MoTI.

- 11) Recipient receives the remainder of grant funding from MoTI.
- 12) CGA is closed upon final completion of project payments.
- 13) For infrastructure projects that required a usage count with application, a follow up usage count within one year of project completion is also required.

## 8.0 COMMUNICATIONS PROTOCOL AND SIGNAGE GUIDELINES

An important aspect of the program is to communicate its impact in helping improve the quality of life in British Columbia communities.

The purpose of joint communications activities is to provide information on the Program to the public in a well-planned, appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

Communications protocol and signage guidelines are posted on the [program website](#). Signage recognizing funding contributions may also be required and will be considered as shareable eligible costs. Network plans must include acknowledgement of B.C. Active Transportation Infrastructure Grants Program funding.

Prior to any public events, please send an invitation at least 21 days in advance to [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) with the contact information of the grant recipient's communications manager and state the approximate timing of the event.

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Thank you for your interest in B.C.'s Active Transportation Infrastructure & Network Planning Grants Program.

For any assistance, please contact us at:

**[BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca)**  
***(778) 974-5469***

DISTRICT OF



325 Wallace Street, P.O. Box 609 Hope, B.C. V0X 1L0

Phone: 604-869-5671 Facsimile: 604-869-2275

Website: [www.hope.ca](http://www.hope.ca)

Email: [info@hope.ca](mailto:info@hope.ca)

## *Office of the Mayor*

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Carly Ferguson  
Group Publisher, Easter Fraser Valley  
The Hope Standard  
[carly.ferguson@blackpress.ca](mailto:carly.ferguson@blackpress.ca)  
via email

September 11, 2023

Reference: your letter dated July 24, 2023 – Bill C18, the *Online News Act*

Dear Carly Ferguson,

In response to your letter, please be advised and assured that the District does not undertake any paid advertise to either Facebook or Instagram. The only interaction with those platforms is the issuance of public information by way of posts or notices. In addition, we do not have any plans to change this situation.

Like many in Canada, Hope's District Council is concerned by the unilateral actions of Meta regarding utilizing locally produced news materials without compensation. The support of local and regional news outlets continues to be a worthwhile goal considering the services they continue to provide our communities.

①

## Black Press Media

July 24, 2023

Mayor Victor Smith and Council  
District of Hope  
325 Wallace Street  
Hope, BC  
V0X 1L0

② Direct response  
for 14th meeting.

Dear Mayor Smith and Council,

We are writing to ask the District of Hope to show its support for local news media by following the example of the Province of British Columbia and the Federal and Quebec governments and stop all advertising with Meta platforms Facebook and Instagram. We are also asking that you direct staff to divert the portion of your advertising budget spent on Meta to invest in local news media.

The Hope Standard needs your assistance to safeguard the ongoing ability of our journalists to continue to report freely on matters of public interest. Canadian media is facing unprecedented challenges that are affecting our ability to continue to publish journalism that readers can trust. Our huge audience growth over the past ten years isn't reflected in the advertising investment by governments and private corporations. As audience numbers continued to grow at an unprecedented pace, media investment supporting Canadian news organizations has dropped from 23.1 per cent in 2014 to a mere 5.7 per cent in a five-year span.

With the passage of Bill C-18, the Online News Act, Meta has announced it will remove all accredited news content from its pages rather than negotiate a fair deal with Canadian news media. Google has also indicated that unless its demands are met, it will deindex news organizations, making it impossible for Canadians to find local news sources using Google search.

More than ever, democratic principles are under attack from bad actors that spread information at a rate only made possible by algorithm-driven mega-companies like Meta that control almost every facet of our information networks.

Trusted news sources like The Hope Standard are an important indicator of a thriving democracy. We've gained huge audiences by adding balance in an increasingly unbalanced world and by helping to communicate the work being done by many non-profit organizations, service clubs, business associations and individuals to build a better community for all. Black Press Media averages more than 4.1 million unique



views a month on our news sites including on abbynews.com and we employ more BC-based journalists than any other BC news organization.

We ask that the District of Hope use its economic clout and join its provincial and Canadian counterparts and governments around the world that are taking a stand at this crucial time in history to proclaim that the power to decide how and what information is shared isn't the purview of an elite group of foreign-based players, but should be in the hands of democratic governments and the people who elect them.

We thank you for your time and we trust the District of Hope will side with Canadian news media and the democratic principles that have shaped our country.

Sincerely,

*Carly Ferguson*

Carly Ferguson  
Group Publisher, Eastern Fraser Valley  
The Hope Standard  
[carly.ferguson@blackpress.ca](mailto:carly.ferguson@blackpress.ca)  
604-851-4538



# REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE:** August 22, 2023

**FILE:** 1970-04

**SUBMITTED BY:** Mike Olson, Director of Finance

**MEETING DATE:** September 11, 2023

**SUBJECT:** Permissive Tax Exemptions for 2024

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## **PURPOSE:**

For Council to review and provide recommendations to the permissive tax exemption application.

## **RECOMMENDATION:**

THAT *District of Hope 2024 Permissive Tax Exemption Amendment Bylaw No. 1561, 2023* be given first, second and third reading, this 11<sup>th</sup> day of September, 2023.

## **BACKGROUND INFORMATION:**

The District of Hope currently has two active permissive tax exemption bylaws with some amendments. Bylaw No. 1356 which is for properties for places of worship which runs from 2015 – 2024 and Bylaw No. 1462 for other non-profit properties which is for 2020 – 2024.

The District received one new application before the July 31, 2023 deadline in accordance with the District's Permissive Tax Exemption Policy #202-05 and are attached to this report for your reference.

*Coquihalla Intercare Society* is a Housing Society that provides housing with Rent Geared to Income (RGI). The Society owns the property in question, and is a non-profit organization.

This application may qualify under the Community Charter Section 224 (2) (i) and (ii).

(2) *Tax exemptions may be provided under this section for the following:*

(a) *land or improvements that*

(i) *are owned or held by a charitable, philanthropic or other not for profit corporation, and*

(ii) *the council considers are used for a purpose that is directly related to the purposes of the corporation;*

The applicant’s usage of the property fits within the other category for the benefit of the community for non-profit organizations. A comparable organization that currently has a permissive tax exemption to 2024 is the Anhart Community Housing Society and Mamele’awt Qweesome Housing Society. In these instances, the allowed tax permissive tax exemption was 25%.

***Applications Received:***

Coquihalla Intercare Society has made one application for exemption from property tax for the following property:

Property is located on Park Steet – Residential Class (1)

PID	Address	2023 Assess Land	2023 Assess Improve	2023 taxes	2024 estimated taxes
002-648-121	541	415,000	251,000	3,229	3,390

It is at the discretion of Council to exempt all, a portion of the property in question, or no exemption at all.

Prepared by:

Approved for submission to Council:

*Original Signed by Mike Olson*

Mike Olson, CPA, CA  
Director of Finance

*Original Signed by John Fortoloczky*

John Fortoloczky  
Chief Administrative Officer

**Attachments:**

- Coquihalla Intercare Society – Permissive Tax Exemption applications
- Permissive Tax Exemption Bylaw No. 1561, 2023 – For consideration
- Permissive Tax Exemption Bylaw No. 1538, 2022 – Adopted
- Permissive Tax Exemption Bylaw No. 1515, 2021 – Adopted
- Permissive Tax Exemption Bylaw No. 1493, 2020 – Adopted
- Permissive Tax Exemption Bylaw No. 1489, 2020 – Adopted
- Permissive Tax Exemption Bylaw No. 1462, 2019 – Adopted



PERMISSIVE TAX EXEMPTION APPLICATION

RECEIVED JUL 28 2023 DISTRICT OF HOPE

CANADA )
PROVINCE OF )
BRITISH COLUMBIA )

IN THE MATTER OF THE TAXATION EXEMPTION
BYLAW PURSUANT TO SECTION 224 OF THE
COMMUNITY CHARTER ACT IN THE DISTRICT OF HOPE
(exemption from taxation under Annual Rates Bylaw)

Pursuant to Section 224 of the Community Charter (see attached for your convenience)

I, TERRY WALLACE of [redacted]
Name Street Address
HOPE, BC V0X [redacted] Telephone No. [redacted]
City/Town

In the Province of British Columbia, do solemnly declare THAT:

1. I am the SECRETARY of the
Position Currently Held Within Organization
COQUHALLA INTERCARE SOCIETY
Name of Corporation, Association, Society or Organization

Have knowledge of the facts hereinafter deposed with respect to the following
property for which a tax exemption is being applied for:

541 PARK ST Property Address 207964713 Property Zoning Roll/Folio No.

LOT 7, BLOCK 27, SEC 10, TWP 5, RG 26
Legal Description of Property

WEST OF THE 6TH MERIDIAN, 4D4D, DISTRICT PLAN 679

2. Full name or title of organization:
COQUHALLA INTERCARE SOCIETY (STALO SENIOR HOUSING)

3. Mailing address of the organization (including Postal Code):
23-1325 7th AVE, HOPE, BC V0X 1L4

4. Name and phone number of two other officials in organization (i.e. Pastor, President, Manager, etc.)

1. Name: JOHN BEHAENS

2. Name: MICHELLE LABOSSIÈRE

Title: CHAIR

Title: TREASURER

Day Phone No.: [REDACTED]

Day Phone No.: [REDACTED]

Night Phone No.: \_\_\_\_\_

Night Phone No.: \_\_\_\_\_

5. The lands are registered in the name of: COQUIHALLA INTERCARE SOCIETY

*(in the case of a Society, Corporation, Association, please include a copy of the Certificate of Title)*

6. The exemption is claimed under the Community Charter, Section 224, pursuant to Subsection 2. Please supply the relevant designation for eligibility.

7. The gross floor area of the building: 12,500

8. Number of parking spaces: Gravel: \_\_\_\_\_

Blacktop: 11

Undeveloped: \_\_\_\_\_

9. **We require a current site plan of the property** indicating the grounds and buildings and their uses. This would include buildings, storage buildings, walkways, parking lot, playgrounds, bush areas, etc.  
Show all dimensions.

10. What is the principal use of the property?

Low income seniors housing

11. Is any part of the building or of the property used or rented by commercial or private operators or by any group other than your organization?

No

12. Please provide details of other activities on your property; such as daycare centers, catering and hall rental, thrift shop.

The following information is required for each activity:

- Hourly per day and/or days per week of operation
- Fee or charge
- Approximate number of participants
- Is the activity operated by the church or by an outside organization?

NONE

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13. (a) How is your organization consistent with District policies, plans, bylaws, codes and regulations?

Our organization is consistent with District policies obtaining required bylaws, permits etc for any improvements

(b) How is your organization non-profit?

We are registered under the societies act as a non-profit  
See attached copy of our constitution.  
Society # 15 50036440

---

---

(c) How is your organization a complementary extension to District services and programs?

We provide housing for low income seniors.

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(d) How is your organization accessible to the public?

Any individual who feels they qualify can apply.  
BC Housing forwards inquiries from this area.  
Existing tenants share their positive experiences

(e) How is your organization used primarily by District of Hope residents?

Available units are offered to Hope applicants first but do receive applications from outside the area.

14. Other activities which may be pertinent to your application:

On occasion social events are organized for the residents

15. Does anyone live in the buildings? If yes, how many people?

Yes - 16 - 1 person per suite at this time.  
We do have 1 handicapped suite.

16. Square footage of living area: 12 units @ 486 sq ft + 4 @ 560 sq ft

17. Has there been any change in the status or use of the buildings or property in the last 12 months? If yes, please explain briefly.

No

AND I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the CANADA EVIDENCE ACT.

DECLARED before me at the District of Hope )  
In the Province of British Columbia this )  
28<sup>th</sup> day of July A.D. 2023 )  
)  
)  
)  
)  
)  
)  
)  
)  
)  
)  
)

[Redacted Name]

A Commissioner for taking Affidavits within  
British Columbia or a Notary Public in and for  
the Province of British Columbia

[Redacted Signature]

Signature



FORM 3

SOCIETY ACT

**CONSTITUTION**

1. The name of the Society is: Coquihalla Intercare Society.
2. The purposes of the Society are to operate exclusively as a charitable institution (without profits to its members)
  - (a) for the purpose of construction providing, maintaining, leasing, owning and managing one or more housing projects for low-to-moderate-income renters.
  - (b) and where funds are available and in support of health and social services of an identified vulnerable population, partnering so that the quality of life of the identified group may be improved.

added  
11/04/09

**BYLAWS**

re set forth, in numbered clauses, the bylaws providing for the matters referred in section 6 (1) of the Societies Act and any other bylaws.



1. Application

**Justin Park  
 Boughton Law Corporation  
 700 - 595 Burrard Street  
 Vancouver BC V7X 1S8  
 604-687-6733**

File No. 71524.992  
 BCH No. 34301-402  
 CMHC No. 15199839

2. Description of Land

PID/Plan Number	Legal Description
002-648-121	LOT 7 BLOCK 27 SECTION 9 TOWNSHIP 5 RANGE 26 WEST OF THE 6TH MERIDIAN YALE DIVISION YALE DISTRICT PLAN 679 LOT 7 BLOCK 27 SECTION 9 TOWNSHIP 5 RANGE 26 WEST OF THE 6TH MERIDIAN YALE DIVISION YALE DISTRICT PLAN 679

3. Nature of Interest Being Released

Number	Type	Additional Information
X103515	MORTGAGE	Modified by KL42772 Modified and Extended by CA5425534
X103516	ASSIGNMENT OF RENTS	Modified and Extended by CA5425535

4. Terms

The charge described in item 3 is released or discharged as a charge on the land described in item 2.

5. Transferor(s)

**CANADA MORTGAGE AND HOUSING CORPORATION**

6. Transferee(s)

**REGISTERED OWNER**

7. Additional or Modified Terms

8. Execution(s)

This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.



**A Notary Public in and for the  
 Province of Ontario**  
 700 Montreal Road  
 Ottawa Ont, K1A 0P7  
**Dimitrios Langis  
 Counsel**

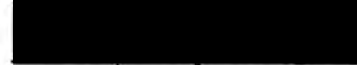
Execution Date

YYYY-MM-DD  
 2021-11-10

Transferor Signature(s)

**CANADA MORTGAGE AND HOUSING CORPORATION**

By their Authorized Signatory



Print Name: Margarita Esguerra  
 Specialist, Lending Programs



Print Name:

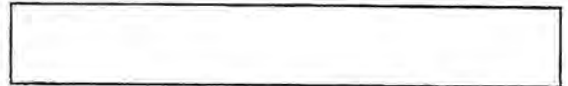
**Stefan Cyr, Counsel**

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the Land Title Act, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.





This information is collected by the Land Title and Survey Authority of British Columbia under s. 26(a) and s. 26(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for general administration of the *Land Owner Transparency Act* and its regulations. Should you have any questions about the collection of this personal information please contact:

Administrator, Land Owner Transparency Act  
Land Title and Survey Authority of British Columbia  
Suite 500 - 11 Eighth Street, New Westminster, BC V3M 3N7  
T: 1-877-577-5872 or 604-630-9630  
E: lotr@ltsa.ca

1. Property Information

File reference

**PJT-001 - Coquihalla Intercare**

Title Number or Charge Number

PID(s) or Legal Description of Land

**CA5425533**

**002-648-121**

**CA5425524**

**023-838-531**

2. Reporting Body - Primary Identification

Type:

**Relevant Corporation**

Name of corporation

**COQUIHALLA INTERCARE SOCIETY**

Registered office address

**1225 7th Avenue  
23  
Hope British Columbia V0X 1L4  
Canada**

Does the corporation have a head office?

**Yes**

Is the head office address different from the registered office address above?

**No**

Jurisdiction of incorporation

**British Columbia**

3. Reporting Body - Additional Information

Business number, if any, within the meaning of the *Income Tax Act* (Canada)

**884121443**

Incorporation number (or continuation, amalgamation, or other identifying number or designation)

**S0036440**



4. Interest holders

Are there any individuals who are interest holders of the relevant corporation, partnership or trust?

No

Provide a statement required under s.21 of LOTA.

**No individuals that are associated with the reporting body meet the definition of "interest holder" within the meaning of the Land Owner Transparency Act.**

5. Certifier Information

**IMPORTANT - This section of Transparency Report must be signed by all certifiers**

I, having knowledge of the matters included in this transparency report and having the actual authority to certify this report as the reporting body or on behalf of the reporting body, I certify that this transparency report is correct and complete to the extent required under s. 15(7) and s. 25 of the *Land Owner Transparency Act* (LOTA). I understand and acknowledge that LOTA provides for administrative penalties under Division 4 of Part 4 and for fines and other monetary payments under Part 6 for the provision of false or misleading information in a transparency report.

**Certifier 1 - on Behalf of Reporting Body**

Certification date (YYYY-MM-DD)

, Director *TERRY WALLACE*

Signature

Phone number

E-mail

**Electronic Signature**

Your electronic signature is a representation that you are a designate authorized to certify this document under s. 26(1) of the *Land Owner Transparency Act*, that you certify this document under s. 26(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.



4. Interest holders

Are there any individuals who are interest holders of the relevant corporation, partnership or trust?

No

Provide a statement required under s.21 of LOTA.

**No individuals that are associated with the reporting body meet the definition of "interest holder" within the meaning of the Land Owner Transparency Act.**

5. Certifier Information

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I, having knowledge of the matters included in this transparency report and having the actual authority to certify this report as the reporting body or on behalf of the reporting body, I certify that this transparency report is correct and complete to the extent required under s. 15(7) and s. 25 of the *Land Owner Transparency Act* (LOTA). I understand and acknowledge that LOTA provides for administrative penalties under Division 4 of Part 4 and for fines and other monetary payments under Part 6 for the provision of false or misleading information in a transparency report.

**Certifier 1 - on Behalf of Reporting Body**

Certification date (YYYY-MM-DD)

**Terry Wallace, Director**

**2022-11-09**

Signature

Phone number

E-mail



**Electronic Signature**

Your electronic signature is a representation that you are a designate authorized to certify this document under s. 26(1) of the *Land Owner Transparency Act*, that you certify this document under s. 26(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

**Peter John**

Digitally signed by

Peter John Chetwynd

**Chetwynd Talbot**

Talbot Thornton 8X1PC6

**Thornton 8X1PC6**

Date: 2022.11.09

16:15:15 -08:00

ROLL NO. 207964713	MORTGAGE CODES & NOS. Jurisdiction: 432 Roll No.: 207964713 Online access code: 520117 Mortgage No.:	LEGAL DESCRIPTION Lot 7 Block 27 Section 16 Plan KAP679 Title: CA5425533
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NAME AND ADDRESS OF REGISTERED OWNERS  
Coquihalla Intercare Society  
S-0036440  
23-1225 7th Avenue  
Hope BC V0X 1L4

**Due Date: JULY 4, 2023**  
Post Marks not accepted as payment date  
TO AVOID A PENALTY, PAYMENT MUST BE MARKED 'PAID' BY THIS MUNICIPALITY NO LATER THAN JULY 4, 2023. AN ADDITIONAL 5% PENALTY WILL BE ADDED TO CURRENT TAXES REMAINING UNPAID AFTER JULY 4, 2023 AND FURTHER 5% TO CURRENT TAXES REMAINING UNPAID AFTER JULY 31, 2023. YOU ARE ELIGIBLE FOR THE PROVINCIAL HOME OWNER GRANT PLEASE CLAIM THIS GRANT BY JULY 4, 2023 TO AVOID PENALTY ON THAT PORTION OF THE TAXE THE CLAIMING OF THIS GRANT IS NOT DEPENDENT UPON PAYMENT OF TAXE

CIVIC ADDRESS: 541 Park Street

CLASS	DESCRIPTION	TAXING JURISDICTION	ASSESSMENT	RATE	CURRENT TAXES	AMOUNT PAYABLE IF ELIGIBLE FOR PROVINCIAL HOME OWNER'S GRANT	
						IF UNDER AGE 65	IF 65 AND OVER
1	Residential	Local School	666,000	1.35880	904.96	904.96	904.96
		Total School			904.96	904.96	904.96
		PHOG Basic			0.00	(570.00)	(845.00)
		Net School			904.96	334.96	59.96
1	Residential	Gen.Municipal	666,000	1.95743	1,303.65	1,303.65	1,303.65
1	Residential	Mun.Fin.Auth.	666,000	0.00020	0.13	0.13	0.13
1	Residential	Reg.District	666,000	0.61618	410.38	410.38	410.38
1	Residential	Reg.Hospital	666,000	0.08715	58.04	58.04	58.04
1	Residential	Assessment Auth	666,000	0.03360	22.38	22.38	22.38
1	Residential	Policing	666,000	0.66723	444.38	444.38	444.38
		Wtr Parcel Tax			50.00	50.00	50.00
		Swr Parcel Tax			35.00	35.00	35.00
		Gross Gen/Other			2,323.96	2,323.96	2,323.96
		Net General			2,323.96	2,323.96	2,323.96

DISTRICT OF  
**HOPE**  
CASH RECEIPT  
325 Wallace St. - PO Box 609  
Hope, BC V0X 1L0  
Telephone 604.869.5671  
Fax 604.869.2275

Receipt #: 01-98262 Jun 29, 2023 15:23

Received From:  
Coquihalla Intercare chq#6875  
PROPERTY TAXES  
207964713  
PAY Property Taxes - Payment  
Coquihalla Intercare Society  
Balance of Taxes As Of 29/06/2023: \$ 0.00

Receipt Total \$3,228.92  
Amount Paid by Cheque (006875) \$3,228.92  
AMOUNT TENDERED: \$3,228.92  
CHANGE DUE \$0.00

THANK YOU FOR YOUR PAYMENT

GST #: R108127150

RECEIVED  
JUN 29 2023  
DISTRICT OF HOPE

IF TAXES ARE DELINQUENT: THIS PROPERTY WILL BE SOLD FOR TAXES ON THE LAST MONDAY OF SEPTEMBER IN THIS YEAR, UNLESS THE DELINQUENT TAXES WITH INTEREST ARE PAID BEFORE THAT DATE.  
\* INTEREST ON ARREARS AND DELINQUENT TAXES IS CALCULATED FROM THE 1ST DAY OF JANUARY, 2023 AT A RATE SET BY THE PROVINCIAL GOV'T.  
\* MINIMUM CURRENT TAX PAYABLE UNDER 65: \$350.00  
\* MINIMUM CURRENT TAX PAYABLE 65 & OVER: \$100.00

CURRENT TAX PAYABLE 2023	3,228.92	2,658.92	2,383.92
ARREARS (2022)	0.00	0.00	0.00
DELINQUENT (2021)	0.00	0.00	0.00
EST. INTEREST ON ARREARS AND DELINQUENT TO JULY 4, 2023	0.00	0.00	0.00
PREPAYMENT/ADJUSTMENT	0.00	0.00	0.00
<b>TOTAL PAYABLE</b>	<b>3,228.92</b>	<b>2,658.92</b>	<b>2,383.92</b>

PLEASE MAKE CHEQUES PAYABLE TO: THE DISTRICT OF HOPE

# Description of the Site

Description	
Site Area	68 x 260 = 17,680 square feet
Shape and Topography	Rectangular shaped lot with frontage on Park Street and backing onto Douglas Street
Access and Exposure	One point of vehicular access at the rear of the subject property, off Douglas Street
Services	The site is fully serviced with sanitary and storm sewers, city water, above ground wiring.
Comments	The subject property is situated on a quiet residential street within walking distance to the shops and services on Wallace Street.



# Description of the Improvements

Property Type	Apartment
Number of Buildings	1
Number of Stories	2
Actual Age	Circa 1990 ±25 years
Remaining Economic Life	±50 years
Number of Units	16 units
Design and Functionality	The design and layout of the complex is considered to be functional, with a two-storey walk-up apartment building.
Construction Quality	Average workmanship and materials
Exterior Construction Detail	
Foundation	Reinforced concrete slab foundation
Superstructure	Wood frame construction
Roof Construction	Asphalt shingle
Windows	Aluminum frame, double glazed.
Exterior Finish	Vinyl exterior siding
Mechanical Description	
Heating System	In floor radiant heating. Heat and hot water included in rent.

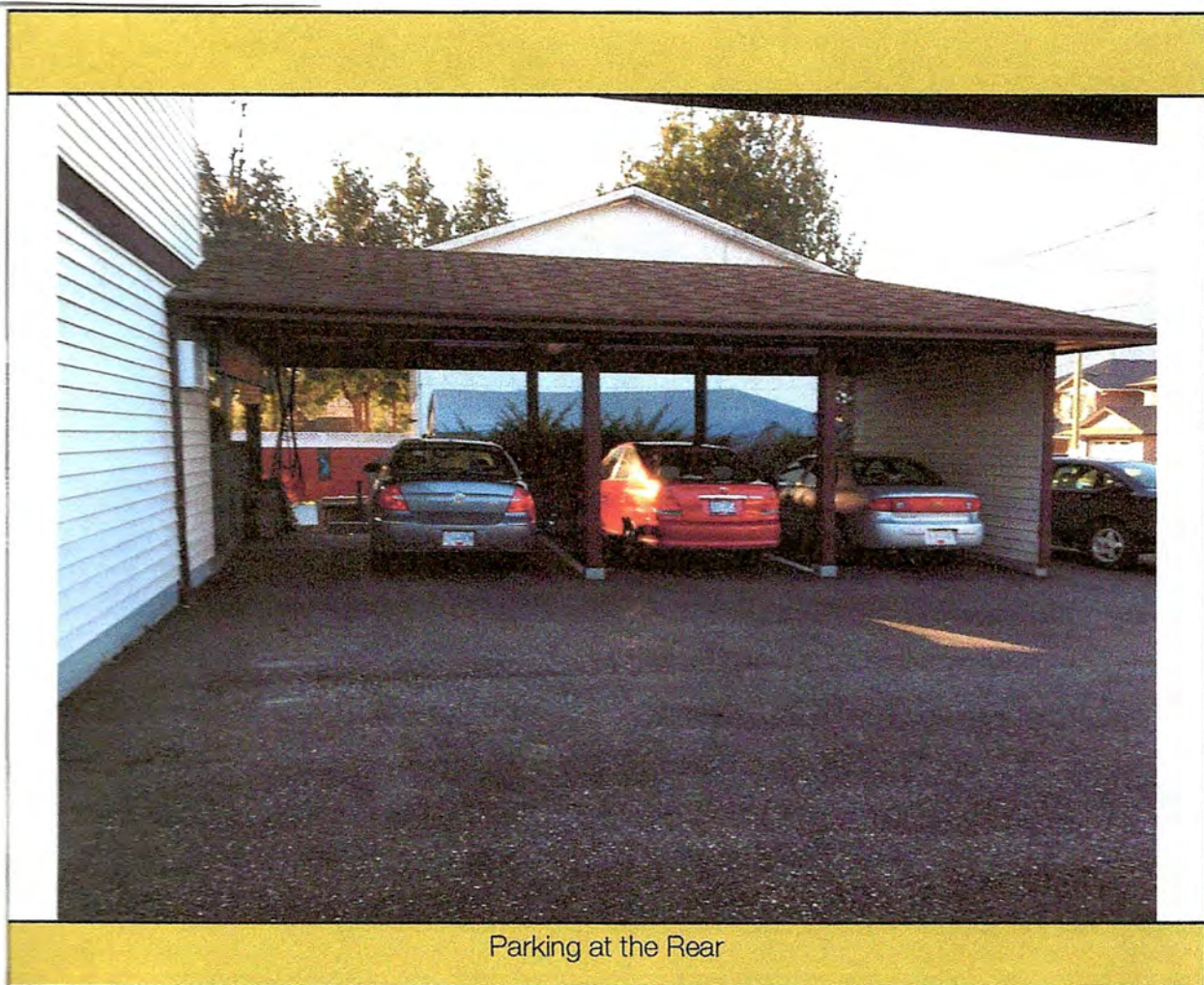




Front Exterior



Rear Exterior



**Coquihalla Intercare Society**  
**Financial Statements**  
*March 31, 2023*

**Coquihalla Intercare Society**  
**Contents**

*For the year ended March 31, 2023*

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*Page*

**Independent Auditor's Report**

**Financial Statements**

Statement of Financial Position .....	1
Statement of Operations.....	2
Statement of Changes in Net Assets.....	3
Statement of Cash Flows.....	4

<b>Notes to the Financial Statements</b> .....	5
--	---

**Schedules**

Schedule 1 - Schedule of Joan Greenwood Housing Fund Revenues and Expenses.....	11
Schedule 2 - Schedule of Stalo Housing Fund Revenues and Expenses.....	12
Schedule 3 - Schedule of Joan Greenwood Replacement Reserve Revenues and Expenses.....	13
Schedule 4 - Schedule of Stalo Replacement Reserve Revenues and Expenses.....	14
Schedule 5 - Schedule of Joan Greenwood Capital Fund Revenues and Expenses.....	15
Schedule 6 - Schedule of Stalo Capital Fund Revenues and Expenses.....	16

To the Board of Directors of the Coquihalla Intercare Society:

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the financial statements of the Coquihalla Intercare Society (the "Society"), which comprise the statement of financial position as at March 31, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

#### Report on Other Legal and Regulatory Requirements

As required by the Societies Act (British Columbia) we report that in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Chilliwack, British Columbia

July 5, 2023

**MNP LLP**

Chartered Professional Accountants

**Coquihalla Intercare Society**  
**Statement of Financial Position**

*As at March 31, 2023*

	<i>Housing Fund</i>	<i>Capital Asset Fund</i>	<i>Replacement Reserve Fund</i>	<b>2023</b>	<b>2022</b>
<b>Assets</b>					
<b>Current</b>					
Cash and cash equivalents <i>(Note 3) (Note 6)</i>	2,388	-	189,360	191,748	235,349
Accounts receivable	68	-	-	68	67
GST receivable	5,646	-	-	5,646	3,488
Prepaid expenses and deposits	3,198	-	-	3,198	3,198
Interfund receivable (payable)	(6,773)	-	6,773	-	-
	4,527	-	196,133	200,660	242,102
<b>Capital assets <i>(Note 4)</i></b>	-	1,810,421	-	1,810,421	1,866,585
<b>Restricted cash <i>(Note 5)</i></b>	11,069	-	-	11,069	11,843
	15,596	1,810,421	196,133	2,022,150	2,120,530
<b>Liabilities</b>					
<b>Current</b>					
Accounts payable and accruals <i>(Note 7)</i>	47,034	-	-	47,034	41,207
Prepaid rent	5,580	-	-	5,580	6,942
Accrued interest payable	2,756	-	-	2,756	2,756
Prepaid rental subsidy	-	-	-	-	9,814
Current portion of long-term debt <i>(Note 8)</i>	-	87,105	-	87,105	84,791
	55,370	87,105	-	142,475	145,510
<b>Long-term debt <i>(Note 8)</i></b>	-	1,083,478	-	1,083,478	1,170,421
<b>Deferred contributions <i>(Note 9)</i></b>	-	280,593	-	280,593	287,974
	55,370	1,451,176	-	1,506,546	1,603,905
<b>Contingencies <i>(Note 17)</i></b>					
<b>Net Assets</b>					
Invested in capital assets	-	359,245	-	359,245	323,398
Unrestricted	(39,774)	-	-	(39,774)	(37,598)
Externally restricted <i>(Note 10)</i>	-	-	196,133	196,133	230,825
	(39,774)	359,245	196,133	515,604	516,625
	15,596	1,810,421	196,133	2,022,150	2,120,530

Approved on behalf of the Board of Directors

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

*The accompanying notes are an integral part of these financial statements*

**Coquihalla Intercare Society**  
**Statement of Operations**  
For the year ended March 31, 2023

	Housing Fund	Capital Asset Fund	Replacement Reserve Fund	2023	2022
<b>Revenue</b>					
Rental income	198,438	-	-	198,438	207,704
Rental subsidy (Note 11)	128,394	-	-	128,394	121,168
Contributions (Note 12)	36,880	-	-	36,880	-
Amortization of deferred contributions	-	7,381	-	7,381	7,381
Interest	244	-	1,144	1,388	1,298
Laundry and miscellaneous	790	-	-	790	915
	<b>364,746</b>	<b>7,381</b>	<b>1,144</b>	<b>373,271</b>	<b>338,466</b>
<b>Expenses</b>					
Administration salaries	47,329	-	-	47,329	44,614
Amortization	-	67,193	-	67,193	66,902
Audit and legal	21,703	-	-	21,703	11,419
Electricity	6,606	-	-	6,606	6,455
General administration	8,281	-	-	8,281	6,407
Heating fuel	11,061	-	-	11,061	10,078
Insurance premiums	34,802	-	-	34,802	33,100
Interest on long-term debt	32,187	-	-	32,187	34,157
Maintenance - grounds	20,557	-	-	20,557	26,701
Maintenance - interior buildings	27,940	-	-	27,940	23,629
Memberships and dues	400	-	-	400	390
Property taxes	3,447	-	-	3,447	3,311
Repairs and maintenance (Note 12)	36,880	-	55,125	92,005	14,845
Water and sewer	664	-	-	664	451
	<b>251,857</b>	<b>67,193</b>	<b>55,125</b>	<b>374,175</b>	<b>282,459</b>
<b>Excess (deficiency) of revenue over expenses before other items</b>	<b>112,889</b>	<b>(59,812)</b>	<b>(53,981)</b>	<b>(904)</b>	<b>56,007</b>
<b>Other items</b>					
Loss on disposal of capital assets	-	(117)	-	(117)	-
Rental subsidy adjustment (Note 13)	-	-	-	-	1,008
	<b>-</b>	<b>(117)</b>	<b>-</b>	<b>(117)</b>	<b>1,008</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>112,889</b>	<b>(59,929)</b>	<b>(53,981)</b>	<b>(1,021)</b>	<b>57,015</b>

The accompanying notes are an integral part of these financial statements



**Coquihalla Intercare Society**  
**Statement of Changes in Net Assets**

*For the year ended March 31, 2023*

	<i>Housing Fund</i>	<i>Capital Asset Fund</i>	<i>Replacement Reserve Fund</i>	<b>2023</b>	<b>2022</b>
Net assets, beginning of year	(37,598)	323,398	230,825	516,625	459,610
Excess (deficiency) of revenue over expenses	112,889	(59,929)	(53,981)	(1,021)	57,015
Capital assets acquired	-	11,146	(11,146)	-	-
Mortgage principal repayments	(84,630)	84,630	-	-	-
Replacement reserve provision <i>(Note 10)</i>	(11,520)	-	11,520	-	-
Replacement reserve provision in lieu of property tax expense for modernization and improvement expenses <i>(Note 10)</i>	(18,915)	-	18,915	-	-
Net assets, end of year	(39,774)	359,245	196,133	515,604	516,625

*The accompanying notes are an integral part of these financial statements*

**Coquihalla Intercare Society**  
**Statement of Cash Flows**  
*For the year ended March 31, 2023*

	2023	2022
<b>Cash provided by (used for) the following activities</b>		
<b>Operating</b>		
Excess of revenue over expenses	(1,021)	57,015
Amortization	67,193	66,902
Amortization on deferred contributions	(7,381)	(7,381)
Loss on disposal of capital assets	117	-
	58,908	116,536
Changes in working capital accounts		
GST receivable	(2,158)	(2,027)
Accounts payable and accruals	5,824	284
Prepaid rent	(1,362)	1,208
	61,212	116,001
<b>Financing</b>		
Repayment of long-term debt	(84,628)	(96,531)
Decrease in accrued interest payable	-	(214)
Decrease in prepaid rental subsidy	(9,813)	-
	(94,441)	(96,745)
<b>Investing</b>		
Purchase of capital assets	(11,146)	(1,600)
Restricted cash	774	42
	(10,372)	(1,558)
<b>Increase (decrease) in cash resources</b>	<b>(43,601)</b>	<b>17,698</b>
<b>Cash resources, beginning of year</b>	<b>235,349</b>	<b>217,651</b>
<b>Cash resources, end of year</b>	<b>191,748</b>	<b>235,349</b>
<b>Supplementary cash flow information</b>		
Cash paid for interest	32,187	34,157

*The accompanying notes are an integral part of these financial statements*

**1. Purpose of the Society**

Coquihalla Intercare Society (the "Society") is an organization the purpose of which is to provide appropriate, affordable and safe accommodation for difficult to house populations in the Hope community. The Society also operates a housing facility for safe and affordable housing for seniors in the community. Coquihalla Intercare Society is incorporated under the *Societies Act* of the Province of British Columbia.

*Impact on operations of COVID-19 (coronavirus)*

In early March 2020 the impact of the global outbreak of COVID-19 (coronavirus) began to have a significant impact on organizations through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders.

The Society's operations were impacted by COVID-19 due to vacancies resulting from delays in the referral agency's ability to place tenants in a timely manner and delays due to challenges with subcontractors finalizing units after move outs.

At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Society as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus. While the extent of the impact is unknown, we anticipate this outbreak may cause supply chain disruptions, staff shortages, and increased government regulations, all of which may negatively impact the Society's operations and financial condition.

**2. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as issued by the Accounting Standards Board in Canada and include the following significant accounting policies:

***Fund accounting***

The Housing Fund reports operating grants, revenue and expenses related to the Society's housing activities.

The Capital Asset Fund reports the ownership and equity related to the Society's capital assets.

The Replacement Reserve Fund reports the assets, liabilities, revenue and expenses related to capital asset replacement activities.

***Cash and cash equivalents***

Cash and cash equivalents include balances with banks, cash and term deposits.

Cash subject to restrictions that prevent its use for current purposes is included in restricted cash. These restricted funds consist of monies held in trust for tenant security deposits. These funds are restricted to be used only to repay a tenant upon vacating the housing project, less any amounts required to return the unit to a rentable state.

***Revenue recognition***

Contributions received from BC Housing for the Replacement Reserve Fund are reported as interfund transfers from the Housing Fund to the Replacement Reserve Fund. Rental income and rental subsidies are reported as revenue in the month to which the amounts received relate. Interest income earned on replacement reserve funds is recognized in the Replacement Reserve Fund in the period the investment income is earned. Grant income is reported as revenue in the period to which it relates as determined by the grant information or the project to which it relates.

Contributions received from BC Housing for the acquisition of capital assets are recognized as revenue in the Capital Asset Fund, and amortized into revenue on the same basis as the related assets.

Government assistance is recognized when there is reasonable assurance that the Society has complied and will continue to comply with all conditions of the assistance.

***Contributed materials***

Contributions of materials and services are recognized both as contributions and expenses in the statement of operations when a fair value can be reasonably estimated and when the materials and services are used in the normal course of the Society's operations and would otherwise have been purchased.

***Capital assets***

Purchased capital assets are recorded at cost.

Amortization is provided using the straight-line method at rates intended to amortize the cost of assets over their estimated useful lives.

The amortization expense is reported in the Capital Asset Fund.

The buildings are amortized using a 40% residual value.

Whenever events or changes in circumstances indicate that an asset, or group of assets no longer has any long term service potential to the Society the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations for the year.

	<i>Years</i>
Buildings	10, 40 years
Computer equipment	5 years
Furniture and fixtures	15 years
Paved surfaces	15 years
Fencing	15 years

***Measurement uncertainty***

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable consisting of BC Housing rental subsidy payments are stated after evaluation as to their collectibility.

Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

***Financial instruments***

The Society recognizes its financial instruments when the Society becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management.

At initial recognition, the Society may irrevocably elect to subsequently measure any financial instrument at fair value. The Society has not made such an election during the year.

The Society subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those designated in a qualifying hedging relationship or that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost less impairment. With the exception of financial liabilities indexed to a measure of the Society's performance or value of its equity and those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the excess (deficiency) of revenues over expenses for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

**2. Significant accounting policies** *(Continued from previous page)*

**Financial asset impairment**

The Society assesses impairment of all of its financial assets measured at cost or amortized cost. The Society groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. When there is an indication of impairment, the Society determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, the Society reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year excess (deficiency) of revenues over expenses.

The Society reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in the excess of excess in the year the reversal occurs.

**3. Cash and cash equivalents**

*Housing Fund*

Consists of cash received from tenant rent and rental subsidies. These funds are unrestricted to be used to discharge the expenses of daily operations.

*Replacement Reserve Fund*

Under the terms of the agreement with BC Housing, the Replacement Reserve accounts are to be credited in the amount determined by the budget provision per annum plus interest earned. These funds, along with accumulated interest, must be held in a separate bank account and/or invested only in instruments insured by the Canada Deposit Insurance Corporation or the Credit Union Deposit Insurance Corporation, in investments guaranteed by a Canadian government, or in other investment instruments as agreed upon with BC Housing. As such, the funds are on deposit at Envision Credit Union in Hope, BC, in a separate account as both cash on deposit and as term deposits.

The reserve funds may only be used for repairs and replacements in accordance with the operating agreement.

**4. Capital assets**

	<b>Cost</b>	<b>Accumulated amortization</b>	<b>2023 Net book value</b>	<b>2022 Net book value</b>
Land	383,003	-	383,003	383,003
Buildings	2,607,515	1,228,870	1,378,645	1,437,680
Computer equipment	5,524	4,581	943	-
Furniture and fixtures	169,682	122,875	46,807	43,847
Paved surfaces	42,016	42,016	-	-
Fencing	15,460	14,437	1,023	2,055
	<b>3,223,200</b>	<b>1,412,779</b>	<b>1,810,421</b>	<b>1,866,585</b>

**5. Restricted cash**

Restricted cash is made up of tenant damage deposits held by the Society. The cash is paid by the tenant upon first occupancy in the amount of half of one month's rent. This amount is returned to the tenant with interest, less any required maintenance costs, upon final vacancy of the rental unit.

**Coquihalla Intercare Society**  
**Notes to the Financial Statements**  
*For the year ended March 31, 2023*

**6. Bank indebtedness**

Under a line of credit arrangement with the Envision Credit Union, the Society may borrow up to \$5,000 on such terms as the Society and the credit union may mutually agree upon. The line of credit arrangement bears interest at prime plus 2.0% and is unsecured.

At March 31, 2023, the Society has not drawn on the line of credit (2022 - nil).

**7. Accounts payable and accruals**

Included in accounts payable and accruals is \$977 (2022 - \$776) of remittances payable to the Canada Revenue Agency for payroll.

**8. Long-term debt**

	2023	2022
Mortgage, 2.76% with blended monthly payments of \$8,672. The mortgage has a ten year term expiring June 1, 2025. The mortgage is secured by the Society's building.	928,838	1,006,257
Mortgage, 2.20% with blended monthly payments of \$708. The mortgage has a ten year term expiring October 1, 2026. The mortgage is secured by the Society's land.	151,398	156,377
Mortgage, 2.20% with blended monthly payments of \$355. The mortgage has a ten year term expiring October 1, 2026. The mortgage is secured by the Society's land.	90,347	92,578
	1,170,583	1,255,212
Less: Current portion	87,105	84,791
	1,083,478	1,170,421

Principal repayments on long-term debt in each of the next five years, are estimated as follows:

2024	87,105
2025	89,483
2026	775,350
2027	218,645
	1,170,583

**9. Deferred contributions**

Deferred contributions related to capital assets represents grants received from BC Housing utilized to acquire specific capital assets of the Society. The deferred contributions are being amortized to revenue on the same basis as the related assets. As at March 31, 2023, the amount of grants remaining to be amortized is \$29,833 (2022 - \$30,493).

Additionally, there are contributed assets that transferred to the Society from the Stalo Senior Housing Society when Coquihalla Intercare Society took over the daily operations on July 1, 2008. The deferred contribution relating to these transferred assets are being amortized to revenue on the same basis as the related assets. As at March 31, 2023, the deferred contribution relating to transferred assets is \$242,400 (2022 - \$247,304).

In March 2012, Coquihalla Intercare Society received \$11,440 in grant funding from the Federal Government as part of the EcoEnergy Retrofit program. This funding is being amortized to revenue on the same basis as the related furnace assets. As at March 31, 2023, the deferred contribution relating to the assets is \$2,665 (2022 - \$3,428).

In 2013, Coquihalla Intercare Society received \$8,600 in additional grant funding from the Provincial Government as the provincial portion of the EcoEnergy Retrofit program. This funding is being amortized to revenue on the same basis as the related furnace assets. As at March 31, 2023, the deferred contribution relating to the assets is \$2,577 (2022 - \$3,151).

In 2015, Coquihalla Intercare Society received \$7,200 in grant funding from Fortis BC as part of its Furnace Replacement Program. This funding is being amortized to revenue on the same basis as the related furnace assets. As at March 31, 2023, the deferred contribution relating to the assets is \$3,118 (2022 - 3,598).

**10. Externally restricted net assets**

Externally restricted net assets is comprised of the replacement reserves as at March 31, 2023.

During the year, the Society transferred \$nil (2022 - \$nil) to its replacement reserve fund for the Joan Greenwood project and \$11,520 (2022 - \$11,520) to its replacement reserve fund for the Stalo project in accordance with its agreement with BC Housing.

The balance held in the replacement reserve fund as at March 31, 2023 is as follows:

	<i>Joan Greenwood</i>	<i>Stalo</i>	<i>Total</i>
Balance, beginning of year	163,511	67,314	230,825
Add: Allocation from housing fund	-	11,520	11,520
Add: Provision in lieu of property tax expense	18,915	-	18,915
Add: Interest income	481	662	1,143
	<u>182,907</u>	<u>79,496</u>	<u>262,403</u>
Deduct: Replacement reserve expenses	(47,223)	(7,901)	(55,124)
Deduct: Transfer to Capital Fund	(4,640)	(6,506)	(11,146)
Add/Deduct: Transfer from/to Housing	-	-	-
	<u>131,044</u>	<u>65,089</u>	<u>196,133</u>
Balance, end of year	<u>131,044</u>	<u>65,089</u>	<u>196,133</u>

**11. Subsidy assistance**

The Society received subsidy assistance from BC Housing on behalf of the Provincial government to provide appropriate affordable and safe housing for difficult to house populations. The amount of assistance recorded for the year ended March 31, 2023 was \$128,394 (2022 - \$121,168) with respect to the eligible residential component.

**12. Contributed materials and services**

Included in contributions and repairs and maintenance in the statement of operations is \$36,880 (2022 – \$nil) representing the estimated fair value of contributions of fridges and light fixture replacements from BC Hydro.

**13. Subsidy adjustments**

BC Housing conducts an annual review of the financial statements and may adjust for any operating surplus or deficit. Prior year funding adjustments are recognized in the fiscal year they are determined.

As of July 5, 2023, the March 31, 2022 financial statement review was not yet completed by BC Housing. No adjustment has been recorded in the March 31, 2023 year end.

**14. Tenant rent**

The Society has on file, verification of the income and assets of all tenants as required by the operating agreement with BC Housing. The tenant rent contributions, as approved by BC Housing, are being charged correctly to the rent-geared-to-income tenants.

**15. Financial instruments**

The Society, as part of its operations, carries a number of financial instruments. It is management's opinion that the Society is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

***Interest rate risk***

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk.

The Society is exposed to interest rate price risk with respect to its term deposits with fixed interest rates between 0.60% and 1.00% that are maturing in 2023. The Society is exposed to interest rate price risk on its long-term debt as they are at fixed rates.

**16. Economic dependence**

BC Housing is a significant source of funding for the Society by providing subsidy assistance payments. The grant funding can be cancelled if the Society does not observe certain established guidelines in its operating agreement. The Society's ability to continue viable operations is dependent upon maintaining its funding. As at the date of these financial statements the Society believes that it is in compliance with the guidelines of the operating agreement.

**17. Contingencies**

In 2019, Coquihalla Intercare Society entered into two forgivable loan agreements with the British Columbia Housing Management Commission for capital improvements to be completed at Stalo house and Joan Greenwood Place. The loan may be forgiven in accordance with specified terms and conditions as agreed upon by both parties. The potential maximum liability of this agreement under both properties totals \$295,374 if the specified terms and conditions aren't met. Total expenditures to March 31, 2023 amounted to \$295,374. The forgiveness period for the loan is ten years starting July 30, 2018 (Joan Greenwood Place) and September 10, 2018 (Stalo Building).

**18. Comparative figures**

Certain comparative figures have been reclassified to conform with current year presentation.



**Coquihalla Intercare Society**  
**Schedule 1 - Schedule of Joan Greenwood Housing Fund Revenues and Expenses**  
*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Rental subsidy (Note 11)	119,899	112,673
Rental income	104,216	113,716
Contributions	19,030	-
Laundry and miscellaneous	790	915
Interest	138	12
	<b>244,073</b>	<b>227,316</b>
<b>Expenses</b>		
Administration salaries	40,904	40,144
Audit and legal	13,103	7,519
Electricity	2,372	2,186
General administration	4,759	3,517
Heating fuel	2,258	1,823
Insurance premiums	22,084	20,382
Interest on long-term debt	28,670	30,602
Maintenance - grounds	13,968	17,575
Maintenance - interior buildings	12,866	7,601
Memberships and dues	200	195
Property taxes	85	85
Repairs and maintenance	19,030	-
Water and sewer	440	451
	<b>160,739</b>	<b>132,080</b>
<b>Excess of revenue over expenses</b>	<b>83,334</b>	<b>95,236</b>

**Coquihalla Intercare Society**  
**Schedule 2 - Schedule of Stalo Housing Fund Revenues and Expenses**  
*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Rental income	94,222	93,988
Contributions	17,850	-
Rental subsidy (Note 11)	8,496	8,496
Interest	107	12
	<b>120,675</b>	<b>102,496</b>
<b>Expenses</b>		
Administration salaries	6,425	4,471
Audit and legal	8,600	3,900
Electricity	4,234	4,269
General administration	3,522	2,891
Heating fuel	8,802	8,255
Insurance premiums	12,718	12,718
Interest on long-term debt	3,517	3,555
Maintenance - grounds	6,589	9,125
Maintenance - interior buildings	15,075	16,027
Memberships and dues	200	195
Property taxes	3,362	3,226
Repairs and maintenance	17,850	-
Water and sewer	224	-
	<b>91,118</b>	<b>68,632</b>
<b>Earnings from Operations</b>	<b>29,557</b>	<b>33,864</b>
<b>Other items</b>		
Rental subsidy adjustment (Note 13)	-	1,008
<b>Excess of revenue over expenses</b>	<b>29,557</b>	<b>34,872</b>

**Coquihalla Intercare Society**  
**Schedule 3 - Schedule of Joan Greenwood Replacement Reserve Revenues and Expenses**

*For the year ended March 31, 2023*

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	2023	2022
<b>Revenue</b>		
Interest	481	377
<b>Expenses</b>		
Repairs and maintenance	47,223	9,045
<b>Deficiency of revenue over expenses</b>	<b>(46,742)</b>	<b>(8,668)</b>

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**Coquihalla Intercare Society**  
**Schedule 4 - Schedule of Stalo Replacement Reserve Revenues and Expenses**  
*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Interest	662	896
<b>Expenses</b>		
Repairs and maintenance	7,901	5,800
<b>Deficiency of revenue over expenses</b>	<b>(7,239)</b>	<b>(4,904)</b>

**Coquihalla Intercare Society**  
**Schedule 5 - Schedule of Joan Greenwood Capital Fund Revenues and Expenses**  
*For the year ended March 31, 2023*

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	2023	2022
<b>Revenue</b>		
Amortization of deferred contributions <i>(Note 9)</i>	2,031	2,031
<b>Expenses</b>		
Amortization	56,012	55,904
<b>Deficiency of revenue over expenses</b>	<b>(53,981)</b>	<b>(53,873)</b>

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**Coquihalla Intercare Society**  
**Schedule 6 - Schedule of Stalo Capital Fund Revenues and Expenses**  
*For the year ended March 31, 2023*

	2023	2022
<b>Revenue</b>		
Amortization of deferred contributions <i>(Note 9)</i>	5,350	5,350
<b>Expenses</b>		
Amortization	11,181	10,998
<b>Deficiency of revenue over expenses</b>	<b>(5,831)</b>	<b>(5,648)</b>

**Coquihalla Intercare Society**  
**Financial Statements**  
*March 31, 2022*

**Coquihalla Intercare Society**  
**Contents**  
*For the year ended March 31, 2022*

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	<i>Page</i>
<b>Independent Auditor's Report</b>	
<b>Financial Statements</b>	
Statement of Financial Position.....	1
Statement of Operations.....	2
Statement of Changes in Net Assets.....	3
Statement of Cash Flows.....	4
<b>Notes to the Financial Statements.....</b>	<b>5</b>
<b>Schedules</b>	
Schedule 1 - Schedule of Joan Greenwood Housing Fund Revenues and Expenses.....	11
Schedule 2 - Schedule of Stalo Housing Fund Revenues and Expenses.....	12
Schedule 3 - Schedule of Joan Greenwood Replacement Reserve Revenues and Expenses.....	13
Schedule 4 - Schedule of Stalo Replacement Reserve Revenues and Expenses.....	14
Schedule 5 - Schedule of Joan Greenwood Capital Fund Revenues and Expenses.....	15
Schedule 6 - Schedule of Stalo Capital Fund Revenues and Expenses.....	16

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To the Board of Directors of the Coquihalla Intercare Society:

### **Report on the Audit of the Financial Statements**

#### **Opinion**

We have audited the financial statements of the Coquihalla Intercare Society (the "Society"), which comprise the statement of financial position as at March 31, 2022, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

#### Report on Other Legal and Regulatory Requirements

As required by the Societies Act (British Columbia) we report that in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Hope, British Columbia

June 22, 2022

**MNP** LLP

Chartered Professional Accountants

**Coquihalla Intercare Society**  
**Statement of Financial Position**

*As at March 31, 2022*

	<i>Housing Fund</i>	<i>Capital Asset Fund</i>	<i>Replacement Reserve Fund</i>	<b>2022</b>	<b>2021</b>
<b>Assets</b>					
<b>Current</b>					
Cash and cash equivalents (Note 3) (Note 6)	4,525	-	230,825	235,349	217,651
Accounts receivable	67	-	-	67	67
GST receivable	3,488	-	-	3,488	1,461
Prepaid expenses and deposits	3,198	-	-	3,198	3,198
	<b>11,278</b>	<b>-</b>	<b>230,825</b>	<b>242,102</b>	<b>222,377</b>
Capital assets (Note 4)	-	1,866,585	-	1,866,585	1,931,884
Restricted cash (Note 5)	11,843	-	-	11,843	11,884
	<b>23,121</b>	<b>1,866,585</b>	<b>230,825</b>	<b>2,120,530</b>	<b>2,166,145</b>
<b>Liabilities</b>					
<b>Current</b>					
Accounts payable and accruals (Note 7)	41,207	-	-	41,207	40,921
Prepaid rent	6,942	-	-	6,942	5,734
Accrued interest payable	2,756	-	-	2,756	2,968
Prepaid rental subsidy	9,814	-	-	9,814	9,814
Current portion of long-term debt (Note 8)	-	84,791	-	84,791	96,518
	<b>60,719</b>	<b>84,791</b>	<b>-</b>	<b>145,510</b>	<b>155,955</b>
Long-term debt (Note 8)	-	1,170,422	-	1,170,421	1,255,225
Deferred contributions (Note 9)	-	287,974	-	287,974	295,355
	<b>60,719</b>	<b>1,543,187</b>	<b>-</b>	<b>1,603,905</b>	<b>1,706,535</b>
<b>Contingencies (Note 16)</b>					
<b>Net Assets</b>					
Invested in capital assets	-	323,398	-	323,398	284,786
Unrestricted	(37,598)	-	-	(37,598)	(40,738)
Externally restricted (Note 10)	-	-	230,825	230,825	215,562
	<b>(37,598)</b>	<b>323,398</b>	<b>230,825</b>	<b>516,625</b>	<b>459,610</b>
	<b>23,121</b>	<b>1,866,585</b>	<b>230,825</b>	<b>2,120,530</b>	<b>2,166,145</b>

Approved on behalf of the Board of Directors

Director

Director

The accompanying notes are an integral part of these financial statements

**Coquihalla Intercare Society**  
**Statement of Operations**  
For the year ended March 31, 2022

	Housing Fund	Capital Asset Fund	Replacement Reserve Fund	2022	2021
<b>Revenue</b>					
Rental subsidy (Note 11)	121,168	-	-	121,168	117,762
Rental income	207,704	-	-	207,704	193,080
Amortization of deferred contributions	-	7,381	-	7,381	7,381
Interest	25	-	1,273	1,298	3,370
Laundry and miscellaneous	915	-	-	915	806
	<b>329,812</b>	<b>7,381</b>	<b>1,273</b>	<b>338,466</b>	<b>322,399</b>
<b>Expenses</b>					
Administration salaries	44,614	-	-	44,614	43,397
Amortization	-	66,902	-	66,902	66,737
Audit and legal	11,419	-	-	11,419	11,183
Electricity	6,455	-	-	6,455	6,973
General administration	6,407	-	-	6,407	6,229
Heating fuel	10,078	-	-	10,078	8,455
Insurance premiums	33,100	-	-	33,100	21,121
Interest on long-term debt	34,157	-	-	34,157	36,411
Maintenance - grounds	5,084	-	-	5,084	4,835
Maintenance - interior buildings	35,433	-	-	35,433	30,953
Memberships and dues	390	-	-	390	381
Property taxes	3,311	-	-	3,311	3,314
Repairs and maintenance	-	-	14,845	14,845	15,569
Waste removal	9,813	-	-	9,813	9,366
Water and sewer	451	-	-	451	440
	<b>200,712</b>	<b>66,902</b>	<b>14,845</b>	<b>282,459</b>	<b>265,364</b>
<b>Excess (deficiency) of revenue over expenses before other items</b>	<b>129,100</b>	<b>(59,521)</b>	<b>(13,572)</b>	<b>56,007</b>	<b>57,035</b>
<b>Other items</b>					
Loss on disposal of capital assets	-	-	-	-	(551)
Rental subsidy adjustment (Note 12)	1,008	-	-	1,008	(5,577)
	<b>1,008</b>	<b>-</b>	<b>-</b>	<b>1,008</b>	<b>(6,128)</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>130,108</b>	<b>(59,521)</b>	<b>(13,572)</b>	<b>57,015</b>	<b>50,907</b>

The accompanying notes are an integral part of these financial statements

**Coquihalla Intercare Society**  
**Statement of Changes in Net Assets**  
*For the year ended March 31, 2022*

	<i>Housing Fund</i>	<i>Capital Asset Fund</i>	<i>Replacement Reserve Fund</i>	<b>2022</b>	<b>2021</b>
Net assets, beginning of year	(40,738)	284,786	215,562	459,610	408,703
Excess (deficiency) of revenue over expenses	130,108	(59,521)	(13,572)	57,015	50,907
Capital assets acquired	-	1,600	(1,600)	-	-
Mortgage principal repayments	(96,533)	96,533	-	-	-
Replacement reserve provision <i>(Note 10)</i>	(11,520)	-	11,520	-	-
Replacement reserve provision in lieu of property tax expense for modernization and improvement expenses <i>(Note 10)</i>	(18,915)	-	18,915	-	-
<b>Net assets, end of year</b>	<b>(37,598)</b>	<b>323,398</b>	<b>230,825</b>	<b>516,625</b>	<b>459,610</b>

*The accompanying notes are an integral part of these financial statements*

**Coquihalla Intercare Society**  
**Statement of Cash Flows**  
*For the year ended March 31, 2022*

	2022	2021
<b>Cash provided by (used for) the following activities</b>		
<b>Operating</b>		
Excess of revenue over expenses	57,015	50,907
Amortization	66,902	66,737
Amortization on deferred contributions	(7,381)	(7,381)
Loss on disposal of capital assets	-	550
	116,536	110,813
Changes in working capital accounts		
Accounts receivable	-	4,056
GST receivable	(2,027)	7,784
Accounts payable and accruals	285	(2,142)
Prepaid rent	1,208	1,253
	116,002	121,764
<b>Financing</b>		
Repayment of long-term debt	(96,531)	(103,892)
Decrease in accrued interest payable	(214)	(658)
	(96,745)	(104,550)
<b>Investing</b>		
Purchase of capital assets	(1,600)	(13,581)
Restricted cash	41	(1,118)
	(1,559)	(14,699)
<b>Increase in cash resources</b>	17,698	2,515
<b>Cash resources, beginning of year</b>	217,651	215,136
<b>Cash resources, end of year</b>	235,349	217,651
<b>Supplementary cash flow information</b>		
Cash paid for interest	34,157	36,411

*The accompanying notes are an integral part of these financial statements*

**1. Purpose of the Society**

Coquihalla Intercare Society (the "Society") is an organization the purpose of which is to provide appropriate, affordable and safe accommodation for difficult to house populations in the Hope community. The Society also operates a housing facility for safe and affordable housing for seniors in the community. Coquihalla Intercare Society is incorporated under the *Societies Act* of the Province of British Columbia.

***Impact on operations of COVID-19 (coronavirus)***

In early March 2020 the impact of the global outbreak of COVID-19 (coronavirus) began to have a significant impact on organizations through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders.

The Society's operations were impacted by COVID-19 due to continued vacancies due to government relief policies for renters and the additional financial strain on its tenants.

At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Society as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus. While the extent of the impact is unknown, we anticipate this outbreak may cause supply chain disruptions, staff shortages, and increased government regulations, all of which may negatively impact the Society's operations and financial condition.

**2. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as issued by the Accounting Standards Board in Canada and include the following significant accounting policies:

***Fund accounting***

The Housing Fund reports operating grants, revenue and expenses related to the Society's housing activities.

The Capital Asset Fund reports the ownership and equity related to the Society's capital assets.

The Replacement Reserve Fund reports the assets, liabilities, revenue and expenses related to capital asset replacement activities.

***Cash and cash equivalents***

Cash and cash equivalents include balances with banks, cash and term deposits.

Cash subject to restrictions that prevent its use for current purposes is included in restricted cash. These restricted funds consist of monies held in trust for tenant security deposits. These funds are restricted to be used only to repay a tenant upon vacating the housing project, less any amounts required to return the unit to a rentable state.

***Revenue recognition***

Contributions received from BC Housing for the Replacement Reserve Fund are reported as interfund transfers from the Housing Fund to the Replacement Reserve Fund. Rental income and rental subsidies are reported as revenue in the month to which the amounts received relate. Interest income earned on replacement reserve funds is recognized in the Replacement Reserve Fund in the period the investment income is earned. Grant income is reported as revenue in the period to which it relates as determined by the grant information or the project to which it relates.

Contributions received from BC Housing for the acquisition of capital assets are recognized as revenue in the Capital Asset Fund, and amortized into revenue on the same basis as the related assets.

Government assistance is recognized when there is reasonable assurance that the Society has complied and will continue to comply with all conditions of the assistance.

**2. Significant accounting policies** *(Continued from previous page)*

**Capital assets**

Purchased capital assets are recorded at cost.

Amortization is provided using the straight-line method at rates intended to amortize the cost of assets over their estimated useful lives.

The amortization expense is reported in the Capital Asset Fund.

The buildings are amortized using a 40% residual value.

Whenever events or changes in circumstances indicate that an asset, or group of assets no longer has any long term service potential to the Society the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations for the year.

	Years
Buildings	10, 40 years
Computer equipment	5 years
Furniture and fixtures	15 years
Paved surfaces	15 years
Fencing	15 years

**Measurement uncertainty**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable consisting of BC Housing rental subsidy payments are stated after evaluation as to their collectibility.

Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

**Financial instruments**

The Society recognizes its financial instruments when the Society becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management.

At initial recognition, the Society may irrevocably elect to subsequently measure any financial instrument at fair value. The Society has not made such an election during the year.

The Society subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those designated in a qualifying hedging relationship or that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost less impairment. With the exception of financial liabilities indexed to a measure of the Society's performance or value of its equity and those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the excess (deficiency) of revenues over expenses for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.



2. **Significant accounting policies** *(Continued from previous page)*

**Financial asset impairment**

The Society assesses impairment of all of its financial assets measured at cost or amortized cost. The Society groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. When there is an indication of impairment, the Society determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, the Society reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year excess (deficiency) of revenues over expenses.

The Society reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in the excess of excess in the year the reversal occurs.

3. **Cash and cash equivalents**

*Housing Fund*

Consists of cash received from tenant rent and rental subsidies. These funds are unrestricted to be used to discharge the expenses of daily operations.

*Replacement Reserve Fund*

Under the terms of the agreement with BC Housing, the Replacement Reserve accounts are to be credited in the amount determined by the budget provision per annum plus interest earned. These funds, along with accumulated interest, must be held in a separate bank account and/or invested only in instruments insured by the Canada Deposit Insurance Corporation or the Credit Union Deposit Insurance Corporation, in investments guaranteed by a Canadian government, or in other investment instruments as agreed upon with BC Housing. As such, the funds are on deposit at Envision Credit Union in Hope, BC, in a separate account as both cash on deposit and as term deposits.

The reserve funds may only be used for repairs and replacements in accordance with the operating agreement.

4. **Capital assets**

	<i>Cost</i>	<i>Accumulated amortization</i>	<i>2022 Net book value</i>	<i>2021 Net book value</i>
Land	383,003	-	383,003	383,003
Buildings	2,607,515	1,169,835	1,437,680	1,496,715
Computer equipment	4,346	4,346	-	-
Furniture and fixtures	160,216	116,369	43,847	49,080
Paved surfaces	42,016	42,016	-	-
Fencing	15,460	13,405	2,055	3,086
	<b>3,212,556</b>	<b>1,345,971</b>	<b>1,866,585</b>	<b>1,931,884</b>

5. **Restricted cash**

Restricted cash is made up of tenant damage deposits held by the Society. The cash is paid by the tenant upon first occupancy in the amount of half of one month's rent. This amount is returned to the tenant with interest, less any required maintenance costs, upon final vacancy of the rental unit.

**Coquihalla Intercare Society**  
**Notes to the Financial Statements**  
*For the year ended March 31, 2022*

**6. Bank indebtedness**

Under a line of credit arrangement with the Envision Credit Union, the Society may borrow up to \$5,000 on such terms as the Society and the credit union may mutually agree upon. The line of credit arrangement bears interest at prime plus 2.0% and is unsecured.

At March 31, 2022, the Society has not drawn on the line of credit (2021 - nil).

**7. Accounts payable and accruals**

Included in accounts payable and accruals is \$776 (2021 - \$755) of remittances payable to the Canada Revenue Agency for payroll.

**8. Long-term debt**

	2022	2021
Mortgage, 2.76% with blended monthly payments of \$8,672. The mortgage has a ten year term expiring June 1, 2025. The mortgage is secured by the Society's building.	1,006,257	1,081,598
Mortgage, 2.20% with blended monthly payments of \$708. The mortgage has a ten year term expiring October 1, 2026. The mortgage is secured by the Society's land.	156,377	161,389
Mortgage, 2.20% with blended monthly payments of \$355. The mortgage has a ten year term expiring October 1, 2026. The mortgage is secured by the Society's land.	92,578	94,779
Mortgage, repaid during the year.	-	13,980
	1,255,212	1,351,746
Less: Current portion	84,791	96,521
	1,170,421	1,255,225

Principal repayments on long-term debt in each of the next five years, are estimated as follows:

2023	84,791
2024	87,105
2025	89,483
2026	91,926
2027	86,390
	439,695

**9. Deferred contributions**

Deferred contributions related to capital assets represents grants received from BC Housing utilized to acquire specific capital assets of the Society. The deferred contributions are being amortized to revenue on the same basis as the related assets. As at March 31, 2022, the amount of grants remaining to be amortized is \$30,493 (2021 - \$31,154).

Additionally, there are contributed assets that transferred to the Society from the Stalo Senior Housing Society when Coquihalla Intercare Society took over the daily operations on July 1, 2008. The deferred contribution relating to these transferred assets are being amortized to revenue on the same basis as the related assets. As at March 31, 2022, the deferred contribution relating to transferred assets is \$247,304 (2021 - \$252,207).

In March 2012, Coquihalla Intercare Society received \$11,440 in grant funding from the Federal Government as part of the EcoEnergy Retrofit program. This funding is being amortized to revenue on the same basis as the related furnace assets. As at March 31, 2022, the deferred contribution relating to the assets is \$3,428 (2021 - \$4,191).

In 2013, Coquihalla Intercare Society received \$8,600 in additional grant funding from the Provincial Government as the provincial portion of the EcoEnergy Retrofit program. This funding is being amortized to revenue on the same basis as the related furnace assets. As at March 31, 2022, the deferred contribution relating to the assets is \$3,151 (2021 - \$3,724).

In 2015, Coquihalla Intercare Society received \$7,200 in grant funding from Fortis BC as part of its Furnace Replacement Program. This funding is being amortized to revenue on the same basis as the related furnace assets. As at March 31, 2022, the deferred contribution relating to the assets is \$3,598 (2021 - \$4,078).

**10. Externally restricted net assets**

Externally restricted net assets is comprised of the replacement reserves as at March 31, 2022.

During the year, the Society transferred \$nil (2020 - \$nil) to its replacement reserve fund for the Joan Greenwood project and \$11,520 (2021 - \$11,520) to its replacement reserve fund for the Stalo project in accordance with its agreement with BC Housing.

The balance held in the replacement reserve fund as at March 31, 2022 is as follows:

	<i>Joan Greenwood</i>	<i>Stalo</i>	<i>Total</i>
Balance, beginning of year	154,864	60,698	215,562
Add: Allocation from housing fund	-	11,520	11,520
Add: Provision in lieu of property tax expense	18,915	-	18,915
Add: Interest income	377	896	1,273
	<u>174,156</u>	<u>73,114</u>	<u>247,270</u>
Deduct: Replacement reserve expenses	(9,045)	(5,800)	(14,845)
Deduct: Transfer to Capital Fund	(1,600)	-	(1,600)
Add/Deduct: Transfer from/to Housing	-	-	-
	<u>163,511</u>	<u>67,314</u>	<u>230,825</u>
Balance, end of year	<u>163,511</u>	<u>67,314</u>	<u>230,825</u>

**11. Subsidy assistance**

The Society received subsidy assistance from BC Housing on behalf of the Provincial government to provide appropriate affordable and safe housing for difficult to house populations. The amount of assistance recorded for the year ended March 31, 2022 was \$121,168 (2021 - \$117,762) with respect to the eligible residential component.

**12. Subsidy adjustments**

BC Housing conducts an annual review of the financial statements and may adjust for any operating surplus or deficit. Prior year funding adjustments are recognized in the fiscal year they are determined.

**13. Tenant rent**

The Society has on file, verification of the income and assets of all tenants as required by the operating agreement with BC Housing. The tenant rent contributions, as approved by BC Housing, are being charged correctly to the rent-geared-to-income tenants.

**14. Financial instruments**

The Society, as part of its operations, carries a number of financial instruments. It is management's opinion that the Society is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

***Interest rate risk***

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk.

The Society is exposed to interest rate price risk with respect to its term deposits with fixed interest rates between 0.05% and 0.95% that are maturing in 2022 and 2023. The Society is exposed to interest rate price risk on its long-term debt as they are at fixed rates.

**15. Economic dependence**

BC Housing is a significant source of funding for the Society by providing subsidy assistance payments. The grant funding can be cancelled if the Society does not observe certain established guidelines in its operating agreement. The Society's ability to continue viable operations is dependent upon maintaining its funding. As at the date of these financial statements the Society believes that it is in compliance with the guidelines of the operating agreement.

**16. Contingencies**

In 2019, Coquihalla Intercare Society entered into two forgivable loan agreements with the British Columbia Housing Management Commission for capital improvements to be completed at Stalo house and Joan Greenwood Place. The loan may be forgiven in accordance with specified terms and conditions as agreed upon by both parties. The potential maximum liability of this agreement under both properties totals \$295,374 if the specified terms and conditions aren't met. Total expenditures to March 31, 2022 amounted to \$295,374. The forgiveness period for the loan is ten years starting July 30, 2018 (Joan Greenwood Place) and September 10, 2018 (Stalo Building).

**Coquihalla Intercare Society**  
**Schedule 1 - Schedule of Joan Greenwood Housing Fund Revenues and Expenses**  
*For the year ended March 31, 2022*

	2022	2021
<b>Revenue</b>		
Rental subsidy (Note 11)	112,673	109,267
Rental income	113,716	102,989
Laundry and miscellaneous	915	806
Interest	12	6
	<b>227,316</b>	<b>213,068</b>
<b>Expenses</b>		
Administration salaries	40,144	39,037
Audit and legal	7,519	7,282
Electricity	2,186	2,264
General administration	3,517	3,531
Heating fuel	1,823	1,363
Insurance premiums	20,382	13,623
Interest on long-term debt	30,602	32,383
Maintenance - grounds	2,205	3,175
Maintenance - interior buildings	16,211	13,453
Memberships and dues	195	190
Property taxes	85	85
Waste removal	6,762	6,762
Water and sewer	451	440
	<b>132,082</b>	<b>123,588</b>
<b>Earnings from Operations</b>	<b>95,234</b>	<b>89,480</b>
<b>Other items</b>		
Rental subsidy adjustment	-	(4,935)
<b>Excess of revenue over expenses</b>	<b>95,234</b>	<b>84,545</b>

**Coquihalla Intercare Society**  
**Schedule 2 - Schedule of Stalo Housing Fund Revenues and Expenses**  
*For the year ended March 31, 2022*

	2022	2021
<b>Revenue</b>		
Rental income	93,988	90,091
Rental subsidy (Note 11)	8,496	8,496
Interest	12	13
	<b>102,496</b>	<b>98,600</b>
<b>Expenses</b>		
Administration salaries	4,471	4,360
Audit and legal	3,900	3,900
Electricity	4,269	4,710
General administration	2,891	2,699
Heating fuel	8,255	7,092
Insurance premiums	12,718	7,499
Interest on long-term debt	3,555	4,028
Maintenance - grounds	2,879	1,660
Maintenance - interior buildings	19,223	17,500
Memberships and dues	195	190
Property taxes	3,226	3,229
Waste removal	3,051	2,604
	<b>68,633</b>	<b>59,471</b>
<b>Earnings from Operations</b>	<b>33,863</b>	<b>39,129</b>
<b>Other items</b>		
Rental subsidy adjustment (Note 12)	1,008	(642)
<b>Excess of revenue over expenses</b>	<b>34,871</b>	<b>38,487</b>

**Coquihalla Intercare Society**  
**Schedule 3 - Schedule of Joan Greenwood Replacement Reserve Revenues and Expenses**  
*For the year ended March 31, 2022*

	2022	2021
<b>Revenue</b>		
Interest	377	2,791
<b>Expenses</b>		
Repairs and maintenance	9,045	14,969
<b>Deficiency of revenue over expenses</b>	<b>(8,668)</b>	<b>(12,178)</b>

**Coquihalla Intercare Society**  
**Schedule 4 - Schedule of Stalo Replacement Reserve Revenues and Expenses**  
*For the year ended March 31, 2022*

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	2022	2021
<b>Revenue</b>		
Interest	896	560
<b>Expenses</b>		
Repairs and maintenance	5,800	600
<b>Deficiency of revenue over expenses</b>	<b>(4,904)</b>	<b>(40)</b>

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**Coquihalla Intercare Society**  
**Schedule 5 - Schedule of Joan Greenwood Capital Fund Revenues and Expenses**  
*For the year ended March 31, 2022*

	2022	2021
<b>Revenue</b>		
Amortization of deferred contributions <i>(Note 9)</i>	2,031	2,031
<b>Expenses</b>		
Amortization	55,904	56,023
	(53,873)	(53,992)
<b>Loss on disposal of capital assets</b>	-	(551)
<b>Deficiency of revenue over expenses</b>	(53,873)	(54,543)

**Coquihalla Intercare Society**  
**Schedule 6 - Schedule of Stalo Capital Fund Revenues and Expenses**  
*For the year ended March 31, 2022*

	2022	2021
<b>Revenue</b>		
Amortization of deferred contributions <i>(Note 9)</i>	5,350	5,350
<b>Expenses</b>		
Amortization	10,998	10,714
<b>Deficiency of revenue over expenses</b>	<b>(5,648)</b>	<b>(5,364)</b>

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**Coquihalla Intercare Society**  
**Financial Statements**  
*March 31, 2021*

**Coquihalla Intercare Society**  
**Contents**  
*For the year ended March 31, 2021*

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	<i>Page</i>
<b>Independent Auditor's Report</b>	
<b>Financial Statements</b>	
Statement of Financial Position.....	1
Statement of Operations.....	2
Statement of Changes in Net Assets.....	3
Statement of Cash Flows.....	4
<b>Notes to the Financial Statements.....</b>	<b>5</b>
<b>Schedules</b>	
Schedule 1 - Schedule of Joan Greenwood Housing Fund Revenues and Expenses.....	11
Schedule 2 - Schedule of Stalo Housing Fund Revenues and Expenses.....	12
Schedule 3 - Schedule of Joan Greenwood Replacement Reserve Revenues and Expenses.....	13
Schedule 4 - Schedule of Stalo Replacement Reserve Revenues and Expenses.....	14
Schedule 5 - Schedule of Joan Greenwood Capital Fund Revenues and Expenses.....	15
Schedule 6 - Schedule of Stalo Capital Fund Revenues and Expenses.....	16

To the of Coquihalla Intercare Society:

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the financial statements of Coquihalla Intercare Society (the "Society"), which comprise the statement of financial position as at March 31, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of *accounting policies used and the reasonableness* of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, *to modify our opinion*. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

#### **Report on Other Legal and Regulatory Requirements**

As required by the Societies Act (British Columbia) we report that in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Hope, British Columbia

July 21, 2021

**MNP LLP**  
Chartered Professional Accountants

**Coquihalla Intercare Society**  
**Statement of Financial Position**

*As at March 31, 2021*

	<i>Housing Fund</i>	<i>Capital Asset Fund</i>	<i>Replacement Reserve Fund</i>	<b>2021</b>	<b>2020</b>
<b>Assets</b>					
<b>Current</b>					
Cash and cash equivalents <i>(Note 3) (Note 6)</i>	2,089	-	215,562	217,651	215,136
Accounts receivable	67	-	-	67	4,123
GST receivable	1,461	-	-	1,461	9,245
Prepaid expenses and deposits	3,198	-	-	3,198	3,198
	6,815	-	215,562	222,377	231,702
Capital assets <i>(Note 4)</i>	-	1,931,884	-	1,931,884	1,985,590
Restricted cash <i>(Note 5)</i>	11,884	-	-	11,884	10,767
	18,699	1,931,884	215,562	2,166,145	2,228,059
<b>Liabilities</b>					
<b>Current</b>					
Accounts payable and accruals <i>(Note 7)</i>	40,921	-	-	40,921	43,063
Prepaid rent	5,734	-	-	5,734	4,481
Accrued interest payable	2,968	-	-	2,968	3,626
Prepaid rental subsidy	9,814	-	-	9,814	9,814
Current portion of long-term debt <i>(Note 8)</i>	-	96,518	-	96,518	103,895
	59,437	96,518	-	155,955	164,879
Long-term debt <i>(Note 8)</i>	-	1,255,225	-	1,255,225	1,351,742
Deferred contributions <i>(Note 9)</i>	-	295,355	-	295,355	302,735
	59,437	1,647,098	-	1,706,535	1,819,356
<b>Contingencies <i>(Note 17)</i></b>					
<b>Net Assets</b>					
Invested in capital assets	-	284,786	-	284,786	227,218
Unrestricted	(40,738)	-	-	(40,738)	(29,441)
Externally restricted <i>(Note 10)</i>	-	-	215,562	215,562	210,926
	(40,738)	284,786	215,562	459,610	408,703
	18,699	1,931,884	215,562	2,166,145	2,228,059

Approved on behalf of the Board of Directors

Director

Director

*The accompanying notes are an integral part of these financial statements*

**Coquihalla Intercare Society**  
**Statement of Operations**  
For the year ended March 31, 2021

	Housing Fund	Capital Asset Fund	Replacement Reserve Fund	2021	2020
<b>Revenue</b>					
Rental subsidy (Note 11)	117,762	-	-	117,762	117,289
Rental income	193,080	-	-	193,080	191,337
Amortization of deferred contributions	-	7,381	-	7,381	7,381
Interest	19	-	3,351	3,370	4,628
Laundry and miscellaneous	806	-	-	806	725
BC Housing	-	-	-	-	151,604
	<b>311,667</b>	<b>7,381</b>	<b>3,351</b>	<b>322,399</b>	<b>472,964</b>
<b>Expenses</b>					
Administration salaries (Note 12)	43,397	-	-	43,397	41,550
Amortization	-	66,737	-	66,737	66,289
Audit and legal	11,183	-	-	11,183	11,929
Electricity	6,973	-	-	6,973	7,176
General administration	6,229	-	-	6,229	5,344
Heating fuel	8,455	-	-	8,455	8,509
Insurance premiums	21,121	-	-	21,121	19,369
Interest on long-term debt	36,411	-	-	36,411	39,728
Maintenance - grounds	4,835	-	-	4,835	4,000
Maintenance - interior buildings	30,953	-	-	30,953	22,482
Memberships and dues	381	-	-	381	413
Property taxes	3,314	-	-	3,314	3,442
Repairs and maintenance	-	-	15,569	15,569	217,880
Waste removal	9,366	-	-	9,366	7,759
Water and sewer	440	-	-	440	440
	<b>183,058</b>	<b>66,737</b>	<b>15,569</b>	<b>265,364</b>	<b>456,310</b>
<b>Excess (deficiency) of revenue over expenses before other items</b>	<b>128,609</b>	<b>(59,356)</b>	<b>(12,218)</b>	<b>57,035</b>	<b>16,654</b>
<b>Other items</b>					
Loss on disposal of capital assets	-	(551)	-	(551)	-
Rental subsidy adjustment (Note 13)	(5,577)	-	-	(5,577)	(3,563)
	<b>(5,577)</b>	<b>(551)</b>	<b>-</b>	<b>(6,128)</b>	<b>(3,563)</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>123,032</b>	<b>(59,907)</b>	<b>(12,218)</b>	<b>50,907</b>	<b>13,091</b>

The accompanying notes are an integral part of these financial statements



**Coquihalla Intercare Society**  
**Statement of Changes in Net Assets**  
*For the year ended March 31, 2021*

	<i>Housing Fund</i>	<i>Capital Asset Fund</i>	<i>Replacement Reserve Fund</i>	<b>2021</b>	<b>2020</b>
Net assets, beginning of year	(29,441)	227,218	210,926	408,703	395,612
Excess (deficiency) of revenue over expenses	123,032	(59,907)	(12,218)	50,907	13,091
Capital assets acquired	-	13,581	(13,581)	-	-
Mortgage principal repayments	(103,894)	103,894	-	-	-
Replacement reserve provision <i>(Note 10)</i>	(11,520)	-	11,520	-	-
Replacement reserve provision in lieu of property tax expense for modernization and improvement expenses <i>(Note 10)</i>	(18,915)	-	18,915	-	-
Net assets, end of year	(40,738)	284,786	215,562	459,610	408,703

*The accompanying notes are an integral part of these financial statements*

**Coquihalla Intercare Society**  
**Statement of Cash Flows**  
*For the year ended March 31, 2021*

	2021	2020
<b>Cash provided by (used for) the following activities</b>		
<b>Operating</b>		
Excess of revenue over expenses	50,907	13,091
Amortization	66,737	66,289
Amortization on deferred contributions	(7,381)	(7,381)
Loss on disposal of capital assets	550	-
	110,813	71,999
Changes in working capital accounts		
Accounts receivable	4,056	59,155
GST receivable	7,784	(961)
Accounts payable and accruals	(2,142)	(66,585)
Prepaid rent	1,253	(661)
Prepaid rent subsidy	-	39
	121,764	62,986
<b>Financing</b>		
Repayment of long-term debt	(103,892)	(101,236)
Decrease in accrued interest payable	(658)	-
	(104,550)	(101,236)
<b>Investing</b>		
Purchase of capital assets	(13,581)	(3,369)
Restricted cash	(1,118)	(102)
	(14,699)	(3,471)
Increase (decrease) in cash resources	2,515	(41,721)
Cash resources, beginning of year	215,136	256,857
Cash resources, end of year	217,651	215,136
<b>Supplementary cash flow information</b>		
Cash paid for interest	36,411	39,728

*The accompanying notes are an integral part of these financial statements*

**1. Purpose of the Society**

Coquihalla Intercare Society (the "Society") is an organization the purpose of which is to provide appropriate, affordable and safe accommodation for difficult to house populations in the Hope community. The Society also operates a housing facility for safe and affordable housing for seniors in the community. Coquihalla Intercare Society is incorporated under the *Societies Act of the Province of British Columbia*.

*Impact on operations of COVID-19 (coronavirus)*

In early March 2020 the impact of the global outbreak of COVID-19 (coronavirus) began to have a significant impact on organizations through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders.

The Society's operations were impacted by COVID-19 due to remote staff working out of office, increased vacancies due to government relief policies for renters, and the additional financial strain on its tenants.

At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Society as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus. While the extent of the impact is unknown, we anticipate this outbreak may cause supply chain disruptions, staff shortages, and increased government regulations, all of which may negatively impact the Society's operations and financial condition.

**2. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as issued by the Accounting Standards Board in Canada and include the following significant accounting policies:

***Fund accounting***

The Housing Fund reports operating grants, revenue and expenses related to the Society's housing activities.

The Capital Asset Fund reports the ownership and equity related to the Society's capital assets.

The Replacement Reserve Fund reports the assets, liabilities, revenue and expenses related to capital asset replacement activities.

***Cash and cash equivalents***

Cash and cash equivalents include balances with banks, cash and term deposits.

Cash subject to restrictions that prevent its use for current purposes is included in restricted cash. These restricted funds consist of monies held in trust for tenant security deposits. These funds are restricted to be used only to repay a tenant upon vacating the housing project, less any amounts required to return the unit to a rentable state.

***Revenue recognition***

Contributions received from BC Housing for the Replacement Reserve Fund are reported as interfund transfers from the Housing Fund to the Replacement Reserve Fund. Rental income and rental subsidies are reported as revenue in the month to which the amounts received relate. Interest income earned on replacement reserve funds is recognized in the Replacement Reserve Fund in the period the investment income is earned. Grant income is reported as revenue in the period to which it relates as determined by the grant information or the project to which it relates.

Contributions received from BC Housing for the acquisition of capital assets are recognized as revenue in the Capital Asset Fund, and amortized into revenue on the same basis as the related assets.

Government assistance is recognized when there is reasonable assurance that the Society has complied and will continue to comply with all conditions of the assistance.

2. **Significant accounting policies** *(Continued from previous page)*

**Capital assets**

Purchased capital assets are recorded at cost.

Amortization is provided using the straight-line method at rates intended to amortize the cost of assets over their estimated useful lives.

The amortization expense is reported in the Capital Asset Fund.

The buildings are amortized using a 40% residual value.

Whenever events or changes in circumstances indicate that an asset, or group of assets no longer has any long term service potential to the Society the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations for the year.

	Years
Buildings	10, 40 years
Computer equipment	5 years
Furniture and fixtures	15 years
Paved surfaces	15 years
Fencing	15 years

**Measurement uncertainty**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable consisting of BC Housing rental subsidy payments are stated after evaluation as to their collectibility.

Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

**Financial instruments**

The Society recognizes its financial instruments when the Society becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management.

At initial recognition, the Society may irrevocably elect to subsequently measure any financial instrument at fair value. The Society has not made such an election during the year.

The Society subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those designated in a qualifying *hedging relationship or that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value.* Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost less impairment. With the exception of financial liabilities indexed to a measure of the Society's performance or value of its equity and those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the excess (deficiency) of revenues over expenses for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

**Coquihalla Intercare Society**  
**Notes to the Financial Statements**  
*For the year ended March 31, 2021*

2. **Significant accounting policies** *(Continued from previous page)*

**Financial asset impairment**

The Society assesses impairment of all of its financial assets measured at cost or amortized cost. The Society groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. When there is an indication of impairment, the Society determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, the Society reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year excess (deficiency) of revenues over expenses.

The Society reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in the excess of excess in the year the reversal occurs.

3. **Cash and cash equivalents**

*Housing Fund*

Consists of cash received from tenant rent and rental subsidies. These funds are unrestricted to be used to discharge the expenses of daily operations.

*Replacement Reserve Fund*

Under the terms of the agreement with BC Housing, the Replacement Reserve accounts are to be credited in the amount determined by the budget provision per annum plus interest earned. These funds, along with accumulated interest, must be held in a separate bank account and/or invested only in instruments insured by the Canada Deposit Insurance Corporation or the Credit Union Deposit Insurance Corporation, in investments guaranteed by a Canadian government, or in other investment instruments as agreed upon with BC Housing. As such, the funds are on deposit at Envision Credit Union in Hope, BC, in a separate account as both cash on deposit and as term deposits.

The reserve funds may only be used for repairs and replacements in accordance with the operating agreement.

4. **Capital assets**

	<i>Cost</i>	<i>Accumulated amortization</i>	<i>2021 Net book value</i>	<i>2020 Net book value</i>
Land	383,003	-	383,003	383,003
Buildings	2,607,515	1,110,800	1,496,715	1,555,750
Computer equipment	4,346	4,346	-	-
Furniture and fixtures	158,613	109,533	49,080	42,720
Paved surfaces	42,016	42,016	-	-
Fencing	15,460	12,374	3,086	4,117
	<b>3,210,953</b>	<b>1,279,069</b>	<b>1,931,884</b>	<b>1,985,590</b>

5. **Restricted cash**

Restricted cash is made up of tenant damage deposits held by the Society. The cash is paid by the tenant upon first occupancy in the amount of half of one month's rent. This amount is returned to the tenant with interest, less any required maintenance costs, upon final vacancy of the rental unit.

**Coquihalla Intercare Society**  
**Notes to the Financial Statements**  
*For the year ended March 31, 2021*

**6. Bank indebtedness**

Under a line of credit arrangement with the Envision Credit Union, the Society may borrow up to \$5,000 on such terms as the Society and the credit union may mutually agree upon. The line of credit arrangement bears interest at prime plus 2.0% and is unsecured.

At March 31, 2021, the Society has not drawn on the line of credit (2020 - nil).

**7. Accounts payable and accruals**

Included in accounts payable and accruals is \$755 (2020 - \$745) of remittances payable to the Canada Revenue Agency for payroll.

**8. Long-term debt**

	2021	2020
Mortgage, 2.76% with blended monthly payments of \$8,672. The mortgage has a ten year term expiring June 1, 2025. The mortgage is secured by the Society's building.	1,081,598	1,154,884
Mortgage, 2.20% with blended monthly payments of \$708. The mortgage has a ten year term expiring October 1, 2026. The mortgage is secured by the Society's land.	161,389	166,292
Mortgage, 2.20% with blended monthly payments of \$355. The mortgage has a ten year term expiring October 1, 2026. The mortgage is secured by the Society's land.	94,779	96,932
Mortgage, 2.25% with blended monthly payments of \$2,012. The mortgage has a nine year and ten month term expiring October 1, 2021. The mortgage is secured by the Society's land.	13,980	37,529
	1,351,746	1,455,637
Less: Current portion	96,521	103,895
	1,255,225	1,351,742

Principal repayments on long-term debt in each of the next five years, are estimated as follows:

2022	96,521
2023	84,791
2024	87,105
2025	89,483
2026	91,926
	449,826

**Coquihalla Intercare Society**  
**Notes to the Financial Statements**

*For the year ended March 31, 2021*

**9. Deferred contributions**

Deferred contributions related to capital assets represents grants received from BC Housing utilized to acquire specific capital assets of the Society. The deferred contributions are being amortized to revenue on the same basis as the related assets. As at March 31, 2021, the amount of grants remaining to be amortized is \$31,154 (2020 - \$31,814).

Additionally, there are contributed assets that transferred to the Society from the Stalo Senior Housing Society when Coquihalla Intercare Society took over the daily operations on July 1, 2008. The deferred contribution relating to these transferred assets are being amortized to revenue on the same basis as the related assets. As at March 31, 2021, the deferred contribution relating to transferred assets is \$252,207 (2020 - \$257,110).

In March 2012, Coquihalla Intercare Society received \$11,440 in grant funding from the Federal Government as part of the EcoEnergy Retrofit program. This funding is being amortized to revenue on the same basis as the related furnace assets. As at March 31, 2021, the deferred contribution relating to the assets is \$4,191 (2020 - \$4,954).

In 2013, Coquihalla Intercare Society received \$8,600 in additional grant funding from the Provincial Government as the provincial portion of the EcoEnergy Retrofit program. This funding is being amortized to revenue on the same basis as the related furnace assets. As at March 31, 2021, the deferred contribution relating to the assets is \$3,724 (2020 - \$4,298).

In 2015, Coquihalla Intercare Society received \$7,200 in grant funding from Fortis BC as part of its Furnace Replacement Program. This funding is being amortized to revenue on the same basis as the related furnace assets. As at March 31, 2021, the deferred contribution relating to the assets is \$4,078 (2020 - \$4,559).

**10. Externally restricted net assets**

Externally restricted net assets is comprised of the replacement reserves as at March 31, 2021.

During the year, the Society transferred \$nil (2020 - \$nil) to its replacement reserve fund for the Joan Greenwood project and \$11,520 (2020 - \$11,520) to its replacement reserve fund for the Stalo project in accordance with its agreement with BC Housing.

The balance held in the replacement reserve fund as at March 31, 2021 is as follows:

	<i>Joan Greenwood</i>	<i>Stalo</i>	<i>Total</i>
Balance, beginning of year	153,205	57,721	210,926
Add: Allocation from housing fund	-	11,520	11,520
Add: Provision in lieu of property tax expense	18,915	-	18,915
Add: Interest income	2,792	560	3,352
	<u>174,912</u>	<u>69,801</u>	<u>244,713</u>
Deduct: Replacement reserve expenses	(14,969)	(600)	(15,569)
Deduct: Transfer to Capital Fund	(5,079)	(8,503)	(13,582)
Add/Deduct: Transfer from/to Housing	-	-	-
	<u>154,864</u>	<u>60,698</u>	<u>215,562</u>
Balance, end of year	<u>154,864</u>	<u>60,698</u>	<u>215,562</u>

**11. Subsidy assistance**

The Society received subsidy assistance from BC Housing on behalf of the Provincial government to provide appropriate affordable and safe housing for difficult to house populations. The amount of assistance recorded for the year ended March 31, 2021 was \$117,762 (2020 - \$117,289) with respect to the eligible residential component.

## Coquihalla Intercare Society Notes to the Financial Statements

For the year ended March 31, 2021

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### 12. Government assistance

During the year, the Society received \$2,913 in government assistance for B.C. Pandemic Pay. The government assistance is included as a reduction of administration salaries.

### 13. Subsidy adjustments

BC Housing conducts an annual review of the financial statements and may adjust for any operating surplus or deficit. Prior year funding adjustments are recognized in the fiscal year they are determined.

### 14. Tenant rent

The Society has on file, verification of the income and assets of all tenants as required by the operating agreement with BC Housing. The tenant rent contributions, as approved by BC Housing, are being charged correctly to the rent-geared-to-income tenants.

### 15. Financial instruments

The Society, as part of its operations, carries a number of financial instruments. It is management's opinion that the Society is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

#### *Interest rate risk*

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk.

The Society is exposed to interest rate price risk with respect to its term deposits with fixed interest rates between 0.05% and 3.05% that are maturing in 2021 and 2022. The Society is exposed to interest rate price risk on its long-term debt as they are at fixed rates.

### 16. Economic dependence

BC Housing is a significant source of funding for the Society by providing subsidy assistance payments. The grant funding can be cancelled if the Society does not observe certain established guidelines in its operating agreement. The Society's ability to continue viable operations is dependent upon maintaining its funding. As at the date of these financial statements the Society believes that it is in compliance with the guidelines of the operating agreement.

### 17. Contingencies

In 2019, Coquihalla Intercare Society entered into two forgivable loan agreements with the British Columbia Housing Management Commission for capital improvements to be completed at Stalo house and Joan Greenwood Place. The loan may be forgiven in accordance with specified terms and conditions as agreed upon by both parties. The potential maximum liability of this agreement under both properties totals \$295,374 if the specified terms and conditions aren't met. Total expenditures to March 31, 2021 amounted to \$295,374. The forgiveness period for the loan is ten years starting July 30, 2018 (Joan Greenwood Place) and September 10, 2018 (Stalo Building).



**Coquihalla Intercare Society**  
**Schedule 1 - Schedule of Joan Greenwood Housing Fund Revenues and Expenses**  
*For the year ended March 31, 2021*

	2021	2020
<b>Revenue</b>		
Rental subsidy (Note 11)	109,267	108,793
Rental income	102,989	104,550
Laundry and miscellaneous	806	725
Interest	6	17
BC Housing	-	21,488
	<b>213,068</b>	<b>235,573</b>
<b>Expenses</b>		
Administration salaries	39,037	37,485
Audit and legal	7,282	7,451
Electricity	2,264	2,189
General administration	3,531	3,266
Heating fuel	1,363	1,136
Insurance premiums	13,623	12,426
Interest on long-term debt	32,383	34,905
Maintenance - grounds	3,175	2,330
Maintenance - interior buildings	13,453	9,283
Memberships and dues	190	207
Property taxes	85	85
Repairs and maintenance	-	21,488
Waste removal	6,762	5,623
Water and sewer	440	440
	<b>123,588</b>	<b>138,314</b>
<b>Earnings from Operations</b>	<b>89,480</b>	<b>97,259</b>
<b>Other items</b>		
Rental subsidy adjustment (Note 13)	(4,935)	-
<b>Excess of revenue over expenses</b>	<b>84,545</b>	<b>97,259</b>

**Coquihalla Intercare Society**  
**Schedule 2 - Schedule of Stalo Housing Fund Revenues and Expenses**  
*For the year ended March 31, 2021*

	2021	2020
<b>Revenue</b>		
Rental income	90,091	86,787
Rental subsidy (Note 11)	8,496	8,496
Interest	13	19
BC Housing	-	130,116
	<b>98,600</b>	<b>225,418</b>
<b>Expenses</b>		
Administration salaries	4,360	4,066
Audit and legal	3,900	4,478
Electricity	4,710	4,988
General administration	2,699	2,078
Heating fuel	7,092	7,373
Insurance premiums	7,499	6,943
Interest on long-term debt	4,028	4,823
Maintenance - grounds	1,660	1,670
Maintenance - interior buildings	17,500	13,199
Memberships and dues	190	207
Property taxes	3,229	3,357
Repairs and maintenance	-	130,116
Waste removal	2,604	2,136
	<b>59,471</b>	<b>185,434</b>
<b>Earnings from Operations</b>	<b>39,129</b>	<b>39,984</b>
<b>Other items</b>		
Rental subsidy adjustment (Note 13)	(642)	(3,563)
<b>Excess of revenue over expenses</b>	<b>38,487</b>	<b>36,421</b>

**Coquihalla Intercare Society**  
**Schedule 3 - Schedule of Joan Greenwood Replacement Reserve Revenues and Expenses**

*For the year ended March 31, 2021*

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	2021	2020
<b>Revenue</b>		
Interest	2,791	1,985
<b>Expenses</b>		
Repairs and maintenance	14,969	41,316
<b>Deficiency of revenue over expenses</b>	<b>(12,178)</b>	<b>(39,331)</b>

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**Coquihalla Intercare Society**  
**Schedule 4 - Schedule of Stalo Replacement Reserve Revenues and Expenses**  
*For the year ended March 31, 2021*

	2021	2020
<b>Revenue</b>		
Interest	560	2,606
<b>Expenses</b>		
Repairs and maintenance	600	24,959
<b>Deficiency of revenue over expenses</b>	<b>(40)</b>	<b>(22,353)</b>

**Coquihalla Intercare Society**  
**Schedule 5 - Schedule of Joan Greenwood Capital Fund Revenues and Expenses**  
*For the year ended March 31, 2021*

	2021	2020
<b>Revenue</b>		
Amortization of deferred contributions <i>(Note 9)</i>	2,031	1,817
<b>Expenses</b>		
Amortization	56,023	55,913
	(53,992)	(54,096)
<b>Loss on disposal of capital assets</b>	(551)	-
<b>Deficiency of revenue over expenses</b>	(54,543)	(54,096)

**Coquihalla Intercare Society**  
**Schedule 6 - Schedule of Stalo Capital Fund Revenues and Expenses**  
*For the year ended March 31, 2021*

	2021	2020
<b>Revenue</b>		
Amortization of deferred contributions <i>(Note 9)</i>	5,350	5,564
<b>Expenses</b>		
Amortization	10,714	10,376
<b>Deficiency of revenue over expenses</b>	<b>(5,364)</b>	<b>(4,812)</b>



## BYLAW NO. 1561

*A bylaw to amend District of Hope 2020-2024 Permissive Tax Exemption Bylaw 1462*

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WHEREAS the Council of the District of Hope has determined to amend “District of Hope 2020-2024 Permissive Tax Exemption Bylaw No. 1462, 2019”;

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 “***District of Hope 2024 Permissive Tax Exemption Amendment Bylaw No. 1561, 2023***”.

### ENACTMENT

1. That section 2 be amended to add (z):

Roll No. 2079-64713 Lot 7, Plan KAP679, Block 27, Section 16, TWP 5, RG 26, YDYD, PID#002-648-121, 541 Park Street, owned by Coquihalla Intercare Society. for the purpose of providing affordable housing, 25% exempt all property classes;

Read a first, second and third time this xx<sup>th</sup> day of xxxxxx, 2023.

Advertised the xx<sup>th</sup> day of xxxxxx, 2023 and the xx<sup>th</sup> day of xxxxx, 2023.

Adopted this xx<sup>h</sup> day of xxxxx, 2023.

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Mayor

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Director of Corporate Services

*A bylaw to exempt from taxation certain lands and/or improvements*

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WHEREAS the *Community Charter* provides for the exemption from taxation certain land, improvements or both;

AND WHEREAS it is deemed expedient to exempt from said taxation certain properties within the District of Hope.

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

1. This bylaw may be cited for all purposes as the “***District of Hope 2020- 2024 Permissive Tax Exemption Bylaw No. 1462, 2019.***”
2. The following described properties are hereby exempted from taxation for a period of five years, as per section 224 of the *Community Charter*:
  - (a) Roll No 6430-20476 Part of Lot 48, Blk. 2, Sec. 9, Twp. 5, Rg. 26, W6M, YDYG, PID # 012-872-512, 940 Fraser Avenue, owned by the District of Hope and held by the Hope Search and Rescue Group, for the purpose of a search and rescue facility, 100% exempt all property classes;
  - (b) Roll No. 2067-64680 Lot 2, Plan 2269, Sec. 9, Twp. 5, Rg. 26, W6M, YDYG, PID # 011-078-642, 386 Fort Street, used by the Fraternal Order of Eagles for the purpose of charitable and philanthropic purposes, 100% exempt all property classes;
  - (c) Roll No. 6460-20650 Lot B, Sec. 9, Twp. 5, Rg. 26, W6M, Plan 4585, YDYG, PID # 010-519-173, 841 4<sup>th</sup> Avenue, owned by the Mount Hope Temple Society for the purpose of charitable and philanthropic purposes, 100% exempt Class 8 (Rec-Nonprofit) assessment portion only;
  - (d) Roll Nos. 6051-21100 and 6051-21101 DL 1822, YDYG, PID # 002-305-577, 900 Golf Course Road, owned by the District of Hope and held by the Hope Golf and Country Club for the purpose of a public golf course, 100% exempt Class 8 (Rec-Nonprofit) assessment portion only;
  - (e) Roll No. 6486-20610 That part of Parcel A, Sec. 10, Twp. 5, Rg. 26, W6M, Plan 6938, YDYG, 1055 6<sup>th</sup> Avenue, leased to the Hope Curling Club for the purpose of a public curling facility, 100% exempt all property classes;
  - (f) Roll No. 2058-62740 Lot A, Plan 66023, YDYG, PID # 017-410-321, 62740 Airport Road, owned by the Fraser Valley Regional District and leased to the Vancouver Soaring Association for the purpose of operating a soaring and gliding club, 100% exempt all property classes.



- (g) Roll No. 6450-20571 Lot 6 to 10, Sec. 9, Twp. 5, Rg. 26, W6M, Plan 3368, YDYG, PID # 010-858-636, #010-858-644, #010-858-652, #010-858-661 & #010-858-679, 888 3<sup>rd</sup> Ave., leased by the Northwest Harvest Church for the purpose of religious, charitable and philanthropic purposes, 100% exempt all property classes;
- (h) Roll No. 2081-64725 Lots 8 & 9, Blk. 27, Sec. 16, Twp. 5, Rg. 26, W6M, Plan 679, YDYG, PID # 012-128-058 & #012-128-074, 555 Park Street, owned by the Mount Hope Senior Citizens Housing Society for the purpose of providing homes for elderly citizens, 100% exempt all property classes;
- (i) Roll No. 2067-64652 Lot A, Block 2, Sec. 9, Twp. 5, Rg. 26, W6M, Plan 4250, YDYG, PID # 010-564-039, #012-872-342, #012-872-415, #012-872-474, 344 Fort Street used by the Hope Branch 228 Royal Canadian Legion for the purpose of charitable and philanthropic purposes, 100% exempt all property classes;
- (j) Roll No. 2120-66706 LS 8, Sec. 14, Twp. 5, Rg. 26, W6M, YDYG, Portion that part of E 1/2 lying North of Northern limit of DL 56, PID # 014-667-541, 66706 Kawkawa Lake Road, used by Kawkawa Camp Society; 100% exempt Class 8 (Rec-Non profit) assessment portion only;
- (k) Roll No. 2120-66727 LS 5, Sec. 13, Twp. 5, Rg. 26, W6M, YDYG, PID # 014-667-550, 66727 Kawkawa Lake Road, used by Kawkawa Camp Society, 100% exempt Class 8 (Rec-Non profit) assessment portion only;
- (l) The Hope & Area Transition Society for the purpose of an emergency shelter for abused women and children. Property identification withheld due to the sensitive nature of use. 100% exempt all property classes.
- (m) Roll No. 2079-64632 Lot 3, Sec 9, Twp. 5, Rg .26, W6M, Plan 3771, YDYG, PID # 005-723-496, 400 Park Street, owned by Hope & Area Transition Society for the purpose of providing counselling and outreach offices for the community and surrounding area, 100% exempt all property classes.
- (n) Roll No. 2040-65094 Lot 7, Block 4, Twp. 5, Rg. 26, W6M, Plan 6071, YDYG, PID 010-228-152 650 Old Hope Princeton Way, owned by Provincial Rental Housing Corp. for the purpose of an emergency shelter, 100% exempt all property classes.
- (o) Roll No. 2072-64686 Lot 3, Sec 9, Twp.5. Rg. 26, W6M, Plan 1383, YDYG, PID # 007-489-803, 434 – 436 Wallace Street, owned by Hope Community Services for the purpose of facilitating a free drop-in program for families and expectant mothers, 100% exempt all property classes.

Read a first, second and third time this 9<sup>th</sup> day of September, 2019.

Advertised this 19<sup>th</sup> day of September, 2019 and this 26<sup>th</sup> day of September, 2019.

Adopted this 15<sup>th</sup> day of October, 2019.

Original Signed by Scott Medlock  
Acting Mayor

Original Signed by Donna Bellingham  
Corporate Officer



## BYLAW NO. 1489

*A bylaw to amend District of Hope 2020-2024 Permissive Tax Exemption Bylaw 1462*

---

WHEREAS the Council of the District of Hope has determined to amend "District of Hope 2020-2024 Permissive Tax Exemption Bylaw No. 1462, 2019";

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 "***District of Hope 2020 – 2024 Permissive Tax Exemption Amendment Bylaw No. 1489, 2020***".

### ENACTMENT

1. That section 2 (p) be added to read:

Roll No. 6450-20949, Lot A, Plan EPP80026, Sec. 9, Tp. 5, Rge. 26, W6M, YDYG, PID#030-496-110, 949 and 949 - 2 3<sup>rd</sup> Ave., owned by the Grace (Fellowship) Baptist Church, leased to the non-profit READ RIGHT SOCIETY, for the purpose of providing a Daycare, 100% exempt all property classes.

Read a first, second and third time this 14<sup>th</sup> day of September, 2020.

Advertised this 24<sup>th</sup> day of September, 2020 and this 1<sup>st</sup> day of October, 2020.

Adopted this 13<sup>th</sup> day of October, 2020.

*Original Signed by Peter Robb*  
Mayor

*Original Signed by Donna Bellingham*  
Director of Corporate Services



## BYLAW NO. 1493

*A bylaw to amend District of Hope 2020-2024 Permissive Tax Exemption Bylaw 1462*

---

WHEREAS the Council of the District of Hope has determined to amend "District of Hope 2020-2024 Permissive Tax Exemption Bylaw No. 1462, 2019";

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 "***District of Hope 2020 – 2024 Permissive Tax Exemption Amendment Bylaw No. 1493, 2020***".

### ENACTMENT

1. That section 2 (q) be added to read:

Roll No. 2039-64930, Lot 2, District Lot 2, Plan EPP98803, YDYD, PID#031-062-377, 1270 Ryder Street, owned by Anhart Homes CCC Ltd. for the purpose of providing affordable housing, 25% exempt all property classes.

Read a first, second and third time this 19<sup>th</sup> day of October, 2020.

Advertised this 22<sup>nd</sup> day of October, 2020 and this 29<sup>th</sup> day of October, 2020.

Adopted this 30<sup>th</sup> day of October, 2020.

*Original Signed by Peter Robb*  
Mayor

*Original Signed by Donna Bellingham*  
Director of Corporate Services



## BYLAW NO. 1515

*A bylaw to amend District of Hope 2020-2024 Permissive Tax Exemption Bylaw 1462*

---

WHEREAS the Council of the District of Hope has determined to amend "District of Hope 2020-2024 Permissive Tax Exemption Bylaw No. 1462, 2019";

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 "***District of Hope 2022 – 2024 Permissive Tax Exemption Amendment Bylaw No. 1515, 2021***".

### ENACTMENT

1. That section 2 (r) be added to read:

Roll No. 2040-63903 Lot 2, District Lot 11, Plan 2469, YDYG, PID#011-023-597, 63903 Tom Berry Road, owned by The Nature Trust of British Columbia Inc. No. XS0009934 for the purpose of conservation of fish and wildlife habitat, 100% exempt all property classes;

2. That section 2 (s) be added to read:

Roll No. 2040-64193 That Part of Lot 4 shown outlined red on Plan B5234 District Lot 11, YDYG PID#011-014-504, 64193 Tom Berry Road, owned by The Nature Trust of British Columbia Inc. No. XS0009934 for the purpose of conservation of fish and wildlife habitat, 100% exempt all property classes;

3. That section 2 (t) be added to read:

Roll No. 2040-63923 Lot 1, District Lot 11, Plan 2469, YDYG, PID#011-023-538, 63923 Tom Berry Road, owned by The Nature Trust of British Columbia Inc. No. XS0009934 for the purpose of conservation of fish and wildlife habitat, 100% exempt all property classes;

4. That section 2 (u) be added to read:

Roll No. 2040-64033 Lot 2, District Lot 11, Plan 2399 Except Plan KAP75493, YDYG, PID#011-014-431, 64033 Tom Berry Road, owned by The Nature Trust of British Columbia Inc. No. XS0009934 for the purpose of conservation of fish and wildlife habitat, 100% exempt all property classes;

5. That section 2 (v) be added to read:

Roll No. 2057-64747 Lot 15, Section 9, Twp. 5 Range 26 West of the 6<sup>th</sup> Meridian, YDYG, Plan 879 PID#011-998-369, 477 Hudson Bay Street, owned by Fraser Inclusive and Supportive Housing Society for the purpose of site of proposed affordable social housing, 100% exempt all property classes;

6. That section 2 (w) be added to read:

Roll No. 2057-64747 Lot 16, Section 9, Twp. 5 Range 26 West of the 6<sup>th</sup> Meridian, YDYG, Plan 879, PID#011-998-385, 477 Hudson Bay Street, owned by Fraser Inclusive and Supportive Housing Society for the purpose of site of proposed affordable social housing, 100% exempt all property classes;

7. That section 2 (x) be added to read:

Roll No. 2057-64743 Lot 17, Section 9, Twp. 5 Range 26 West of the 6<sup>th</sup> Meridian, YDYG, Plan 879 PID#011-998-393, Hudson Bay Street, owned by Fraser Inclusive and Supportive Housing Society for the purpose of site of proposed affordable social housing, 100% exempt all property classes;

Read a first, second and third time this 13<sup>th</sup> day of September, 2021.

Advertised the 24<sup>th</sup> day of September, 2021 and the 1<sup>st</sup> day of October, 2021.

Adopted this 12<sup>th</sup> day of October, 2021.

Original Signed by Peter Robb  
Mayor

Original Signed by Donna Bellingham  
Director of Corporate Services



## BYLAW NO. 1538

*A bylaw to amend District of Hope 2020-2024 Permissive Tax Exemption Bylaw 1462*

---

WHEREAS the Council of the District of Hope has determined to amend "District of Hope 2020-2024 Permissive Tax Exemption Bylaw No. 1462, 2019";

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 "***District of Hope 2023 – 2024 Permissive Tax Exemption Amendment Bylaw No. 1538, 2022***".

### ENACTMENT

1. That section 2 be amended to add (r):

Roll No. 2040-64995 Lot 2, Plan KAP71312, YDYD, PID#025-423-797, 755 Old Hope Princeton Way, owned by Mamele'awt Qweesome Housing Society of British Columbia Inc. for the purpose of providing affordable housing, 25% exempt all property classes;

Read a first, second and third time this 26<sup>th</sup> day of September, 2022.

Advertised the 7<sup>th</sup> day of October, 2022 and the 14<sup>th</sup> day of October, 2022.

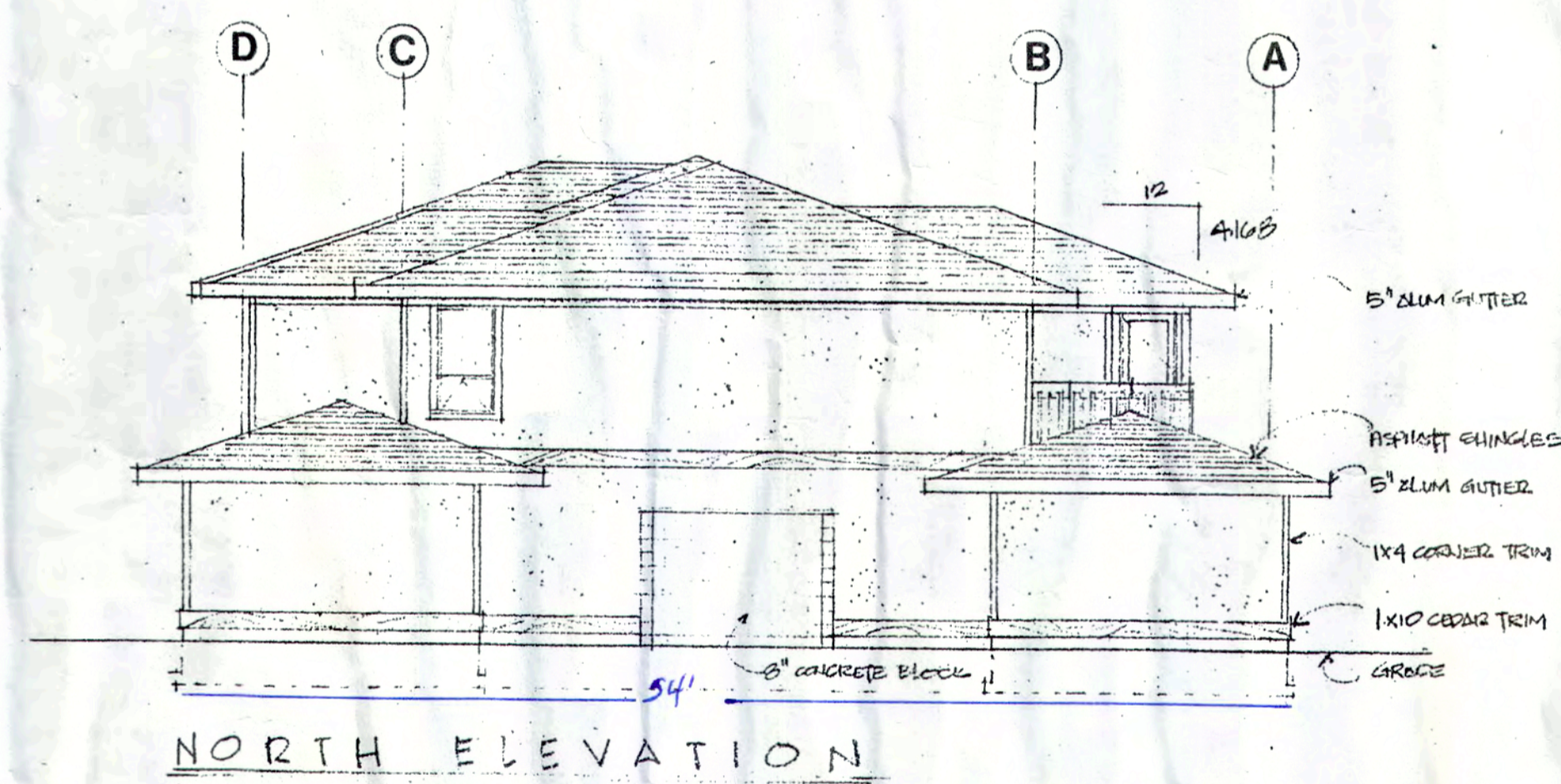
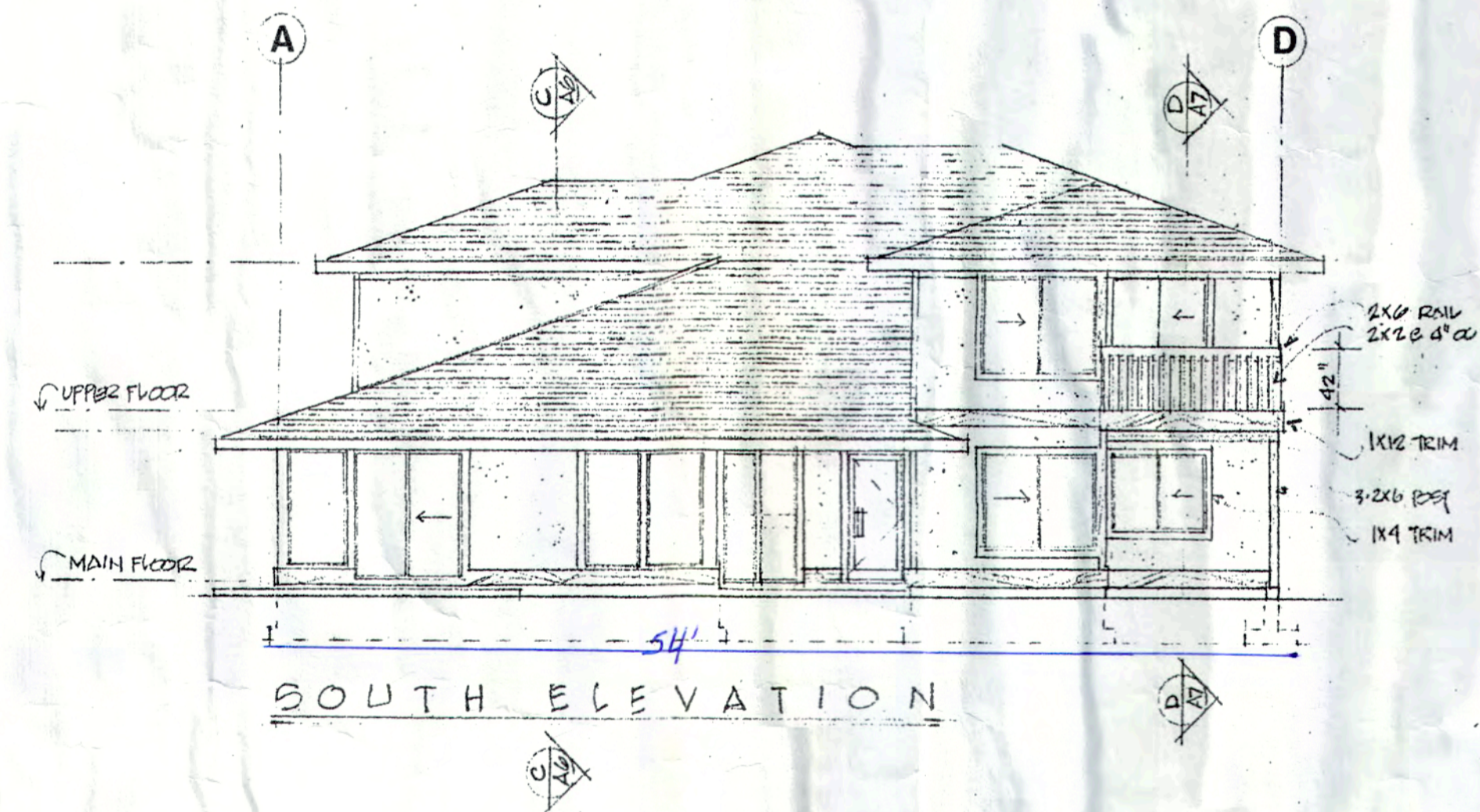
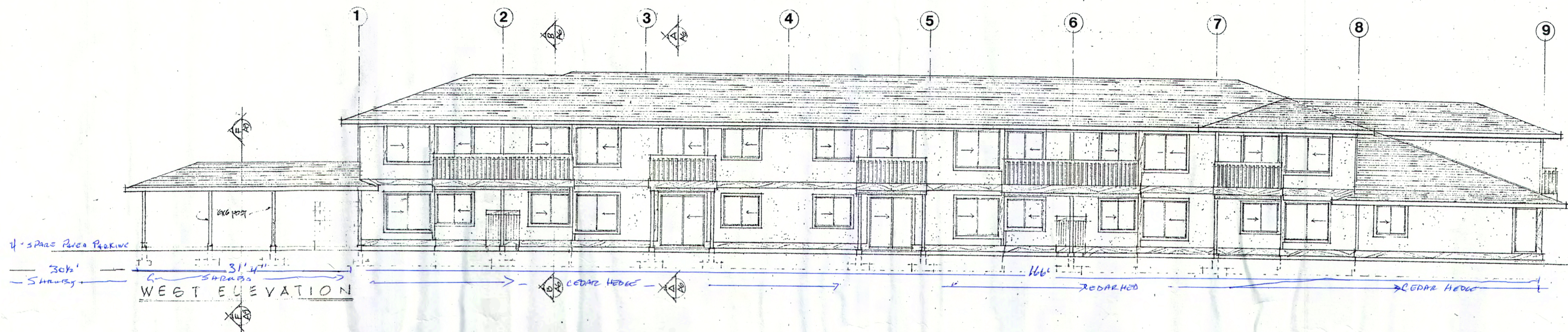
Adopted this 24<sup>th</sup> day of October, 2022.

---

Mayor

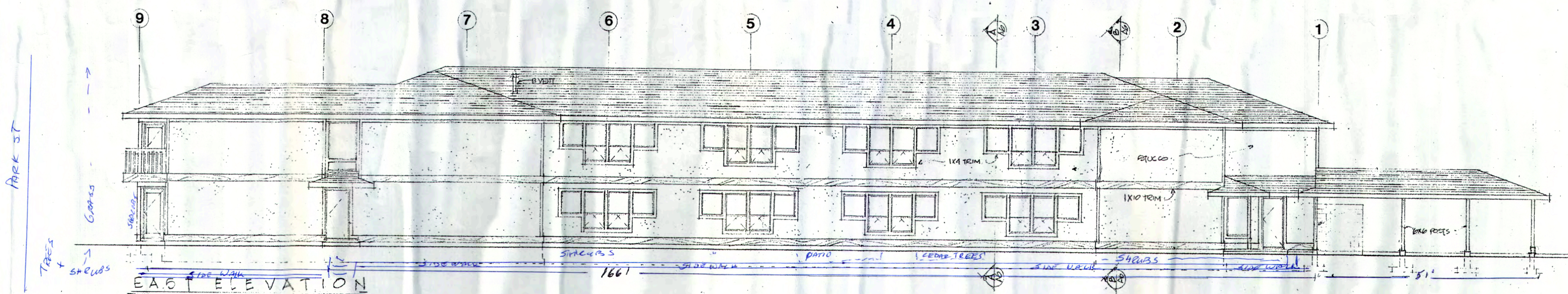
---

Director of Corporate Services



**EXTERIOR COLOUR SCHEDULE**

- PUCCO : BEIGE
- ASPHALT SHINGLES : DOMTAR "CEDAR TONE" OR EQUAL
- 1x4 CEDAR TRIM : OLYMPIC SOLID GLAZ "OAKWOOD BROWN"
- 1x12 CEDAR TRIM : " " " "
- 1x10 CEDAR TRIM : " " " "
- CEDAR SCREENS : TRIM : OAKWOOD BROWN, VERTICAL BEARDS : OLYMPIC SOLID "PARCHMENT"
- POSTS : "OAKWOOD BROWN"
- WINDOW FRAMES : "OAKWOOD BROWN"
- MAIN DOOR'S : FRAMES : "OAKWOOD BROWN BAKED ENAMEL"
- OUTDOOR : DOOR-SPRINGS : " " " "
- CONCRETE BLOCK : OLYMPIC "PARCHMENT"
- ROOF & WALL FLASHINGS : "OAKWOOD BROWN"
- RAILING : 2x4 & 1x12 : OLYMPIC "OAKWOOD BROWN"
- 2x2 VERTICALS : OLYMPIC "PARCHMENT"



**Roper & Associates Inc.**

Ste. 105 Heron Centre, 566 Lougheed Hwy.  
Coquitlam, B.C. V3K 3S3

NEW ADDRESS  
938 A Brunette Avenue  
Coquitlam, B.C. V3K 1C9  
Phone No. (604) 525-8877



REVISIONS	DESCRIPTION
NO. DATE	

SEAL

CONSULTANTS
<b>HARVEY R. HATCH</b> MAIBC MRAIC architecture

PROJECT
10 EUNITE APARTMENT BUILDING INC. ETALO HOUSING SOCIETY HERE, BC 5411 PARKS

DRAWING TITLE
ELEVATIONS

SCALE 1/8" = 1'-0"	REFERENCE NO.
DRAWN BY	85-475
CHECKED	
DESIGNED	JOB NO.
DATE NOVEMBER 1985	SHEET NO. <b>A10</b>
DATE ISSUED NOV 15 1985	OF 10

**DISTRICT OF HOPE**  
**BYLAW NO. 1557**

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

---

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

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

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

**CITATION**

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

**ENACTMENT**

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

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

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

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

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

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

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

Read a third time this 14<sup>th</sup> day of August, 2023.

Received Ministry of Transportation & Infrastructure approval this 23<sup>rd</sup> day of August, 2023.

Adopted this XX day of XXXXX, 2023.

---

**Mayor**

---

**Director of Corporate Services**



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



SUBJECT PROPERTY:

REZONED FROM:

 SINGLE FAMILY RESIDENTIAL (RS-1)

TO:

MULTIPLE FAMILY RESIDENTIAL (RM-1)

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

\_\_\_\_\_  
Mayor

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



# DISTRICT OF HOPE

## REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: August 23, 2023 FILE: LDP 25/23

SUBMITTED BY: Richard Zerr, Acting Director of Community Development

MEETING DATE: September 11, 2023

SUBJECT:

**DEVELOPMENT VARIANCE PERMIT (DVP)  
66532 SUMMER ROAD; HOPE, BC  
KELLTON CONTRACTING (AGENT)**

### PURPOSE:

To obtain Council's authorization to proceed with the public notification for a Development Variance Permit (DVP) in order for the property owner to reduce the front lot line setback, from 7.5 meters to 6 meters in order to construct a dwelling.

### RECOMMENDATION:

THAT Council approve the preparation of a Development Variance Permit in order to relax the principal building or structure front lot line setback requirement of 7.5 metres (~25 feet) to 6.0 metres (~20 feet) on the property legally described as Lot 37 District Lot 56 Yale Division Yale District Plan KAP17267; PID 001-536-656; 66532 Summer Road; Hope, BC in order to construct a single family dwelling; 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* 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** – Kellton Contracting Ltd. is proposing to site the new residential dwelling in compliance with the provincial Riparian Areas Protection Regulations (RAPR). A Riparian Area Protection Assessment Report conducted by Qualified Environmental Professional (QEP) was submitted on June 6, 2023 to the District of Hope. The report was reviewed by the Provincial Environment Department and they approved a recommendation to move the new building 1.5 metres closer to the front property line to establish a safe distance from the affected riparian area at the rear.

The builder is replacing an existing dwelling with a new dwelling of the same size and needs a set back of 6 metres from the front lot line to be in compliance with (RAPR).

**Background** – This 56 foot X 135 foot lot located along Summer Road is zoned Single Family Residential (RS-1). A building permit is to be issued once the DVP 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 on a micro-level moves Hope towards our vision and goals for success and sustainability by protecting key community assets, including ecosystem integrity, biodiversity, and air and water quality; and by protecting people and property from natural hazards.*
2. Is it a flexible platform for future steps towards our vision, goals and objectives?  
*This platform is rigid but a must do as it requires following the Local Government Act and the District of Hope Procedural Bylaw.*
3. Will it provide a good return on investment?  
*From a tax base perspective, it may provide a return on investment once the residential dwelling is constructed on the property.*

**C. Attachments:**

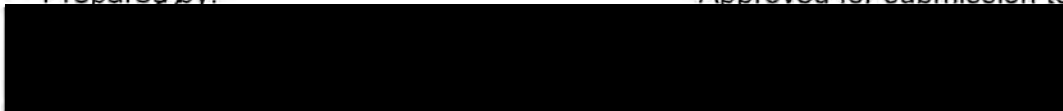
- Location and Zoning Map Excerpt
- Official Community Plan Land Use Map Excerpt
- Owner's Site Plan Proposal for Lot 37
- Riparian Areas Protection Regulation: Assessment Report

**D. Property Information:**

- |                             |  |
|-----------------------------|--|
| 1) Civic Address:           | 66532 Summer Road  |
| 2) Legal Description:       | Lot 37 District Lot 56 Yale (Formerly Hope) District Yale Division Plan KAP17267 |
| 3) PID Number:              | 001-536-656  |
| 4) Current Zoning:          | Single Family Residential (RS-1)   |
| 5) Current OCP Designation: | Urban Suburban Residential   |

Prepared by:

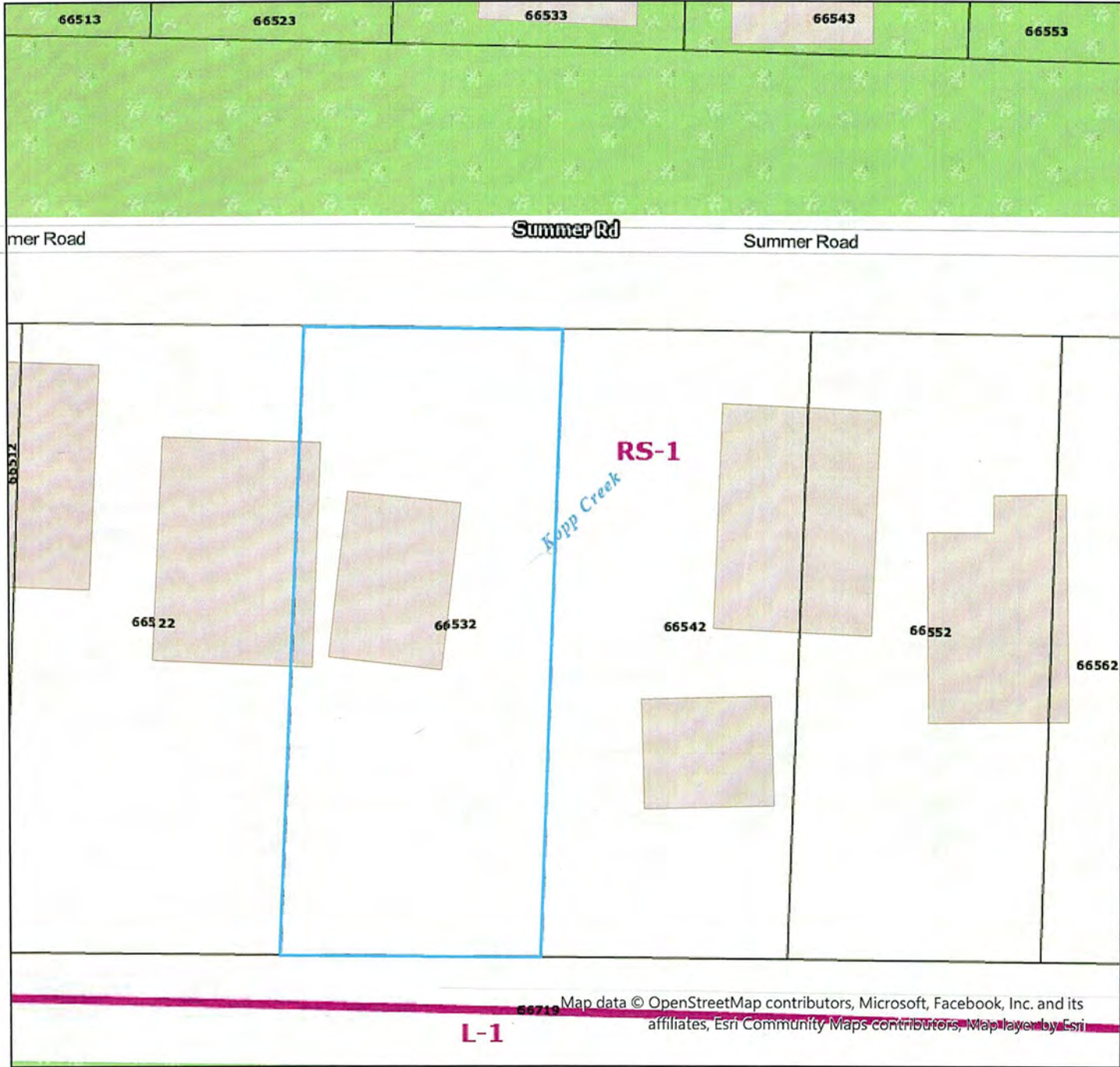
Approved for submission to Council:



Director of Community Development

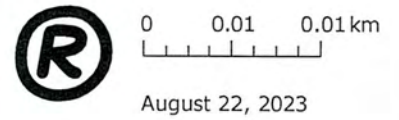
Chief Administrative Officer

**66532 Summer Road  
Location and Zoning Map Excerpt**



**FVRD Map**

-  Zoning
-  Jurisdictions
-  Properties

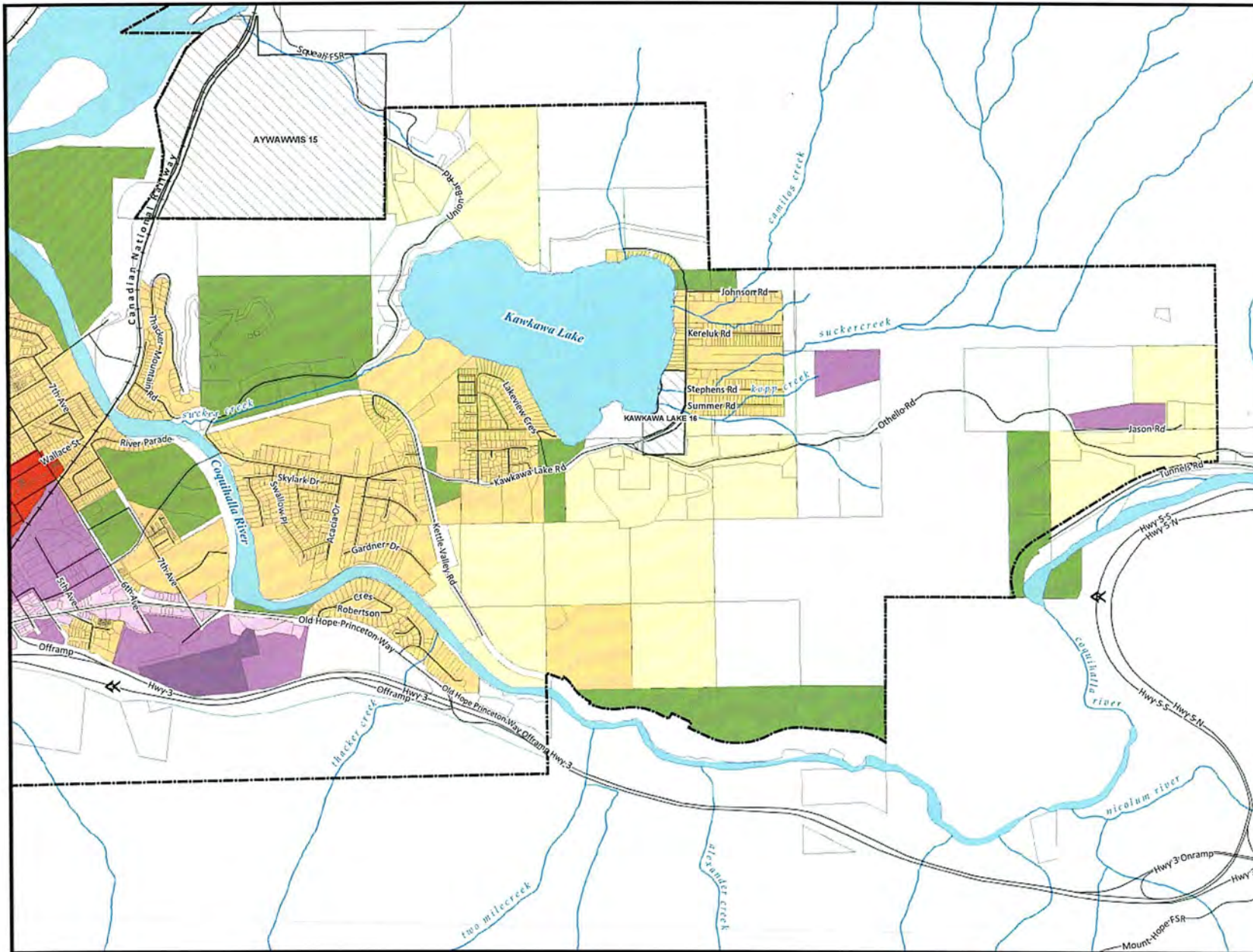
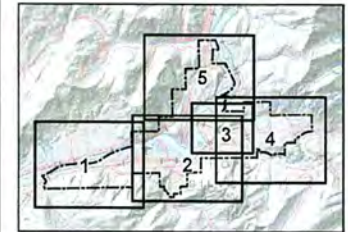


**Disclaimer:** This map was compiled by the Fraser Valley Regional District, using data believed to be accurate; however, a margin of error is inherent in all maps. This product is distributed without warranties of any kind, either expressed or implied, including but not limited to warranties of suitability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

Map data © OpenStreetMap contributors, Microsoft, Facebook, Inc. and its affiliates, Esri Community Maps contributors, Map Layer by Esri  
**L-1**

# District of Hope Official Community Plan Bylaw 1378, 2016

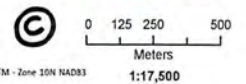
Map 4



- 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

DISTRICT OF  
**HOPE**



UTM - Zone 10N NAD83

**GENERAL NOTES**

- THIS DRAWING CONFORMS TO THE REQUIREMENTS OF PART 9 OF THE 2018 BRITISH COLUMBIA BUILDING CODE.
- ALL CONSTRUCTION MATERIALS & WORKMANSHIP TO BE IN ACCORDANCE WITH CURRENT EDITIONS OF THE B.C. BUILDING CODE, PLUMBING CODE, ELECTRICAL CODE, & ALL OTHER CODES AND BYLAWS OF THE DISTRICT OF F.R.C.
- ALL SPACING CONFORM TO 2018 B.C.D.C. & THE 2020 EDITION OF THE SPAN BOOK (CANADIAN WOOD COUNCIL)
- THE CONTRACTOR, SUB-TRACERS AND CONSULTANTS ARE RESPONSIBLE FOR VERIFYING THEY ARE WORKING FROM THE MOST CURRENT EDITION OF PLANS.
- THE CONTRACTOR AND ALL SUBMITTERS ARE RESPONSIBLE FOR THE REVIEW OF ALL DRAWINGS AND SITE CONDITIONS PRIOR TO START OF ANY WORK OR ORDERING OF MATERIALS, AND SHALL REMOVE ANY PROPOSED REVISIONS, OR ANY ERRORS OR DISCREPANCIES, TO JOE DESIGN IMMEDIATELY.
- ALL CONCRETE TO BE PLACED ON FIRM, UNDISTURBED SOIL, FREE OF ANY LOGS, ORGANIC OR FERTILE MATERIAL.
- COMPLETE FOOTINGS AND WALL STRENGTH 25MPa @ 28 DAYS @ 23 DAYS FLOOR SLABS & CONCRETE 32MPa 2 CORDS ADHESIVE EMULSION DAMPPROOFING CEILING GRADE
- ALL LOAD BEARING STUDS, FLOOR JOISTS, AND BUILT-UP BEAMS TO BE MIN. S.P.F. No 2 OR BETTER.
- SETTING OF BUILDINGS MUST BE VERIFIED BY A LEGAL LAND SURVEYOR PRIOR TO PLACING ANY CONCRETE, AND MUST BE IN ACCORDANCE WITH ALL LOCAL BY-LAWS AND REGULATIONS.
- ALL TREES TO BE PRE-ORDERED, AND SPACING AND DETAILS VERIFIED BY THE TRUSS SUPPLIER ON-SITE PRIOR TO ANY FABRICATION. JOE DESIGN TO BE SUPPLIED ONE COPY OF THE TRUSS DESIGN.
- DRAWINGS ARE NOT INTENDED TO BE SCALED, AND LARGE SCALE DRAWINGS TAKE PRECEDENCE OVER SMALLER SCALE DRAWINGS.
- JOE DESIGN MUST BE GIVEN FULL ACCESS TO ALL THE WORK IN PROGRESS.
- THE CONTRACTOR SHALL SUPPLY THREE COPIES OF ALL SHOP DRAWINGS TO THE ARCHITECTURAL CONSULTANT FOR REVIEW.
- ALL ROOF SPACES SHALL BE VENTILATED WITH SOFFIT AND ROOF VENTS. SEE THE ROOF PLAN AND THE 2018 BRITISH COLUMBIA BUILDING CODE SECTION 9.19.1.
- DOOR FRAMES TO OPENINGS FOR ENTRANCE AND EXTERIOR DOORS TO DWELLING UNITS AND DOORS BETWEEN DWELLING UNITS AND ATTACHED GARAGES SHALL BE SOLIDLY BOLGEOED BETWEEN THE DOOR FRAME AND THE FRAMING AT THE HEIGHT OF THE SILL/HEAD AS TO RESIST SPREADING BY THE WEIGHT OF FORCE. ALL GAPS IN DOORS, OR SILL/HEADS TO BE SAFETY GLAZED.
- ALL EXTERIOR HINGED DOORS SHALL HAVE SPRINGS AND PINS SUCH THAT THE DOORS CANNOT BE OPENED FROM THE OUTSIDE IN THE CLOSED POSITION.
- EXTERIOR WALL OPENINGS IN PLAN ARE TO THE OUTSIDE FACE OF PLYWOOD SHEATHING OR TO THE OUTSIDE FACE OF FOUNDATION WALLS.
- PROVIDE A MINIMUM OF TWO HOSE END PRESSURE LIMITS. LOCATIONS TO BE DETERMINED BY THE DEVELOPER. DOWNWATER LEAKERS ARE NOT SHOWN ON THE ELEVATIONS OR THE PLANS. LOCATION TO BE DETERMINED BY THE DEVELOPER.
- THE DEVELOPER FOR U.L.D. CALCULATIONS ARE 2" SMALLER IN EACH DIRECTION FROM THE SIZES GIVEN ON PLAN.
- APPROVED SMOKE ALARMS TO BE INSTALLED @ 1.0 @ 1.0
- APPROVED CARBON MONOXIDE ALARMS TO BE INSTALLED
- BEDROOM DOORS MUST BE UNDERCUT 12mm FOR CROSS VENTILATION
- HVAC EQUIPMENT TO BE LOCATED WITHIN THERMAL ENCLOSURE OR DESIGNATED TO BE INSTALLED OUTSIDE
- HVAC & SHM EQUIPMENT TO MEET MIN. PERFORMANCE REQ. DETERMINED IN TABLES 9.3.3.3, 10 & 9.3.3.4.2 TO BE INSTALLED OUTSIDE
- MECHANICAL, PLUMBING, AND ELECTRICAL COMPONENTS PARALLEL TO AN INSULATED WALL MUST NOT LOWER THE REQUIRED INSULATION OF THE WALL. KEEP PANELS ON INSIDE WALL OR FUR OUT FRAMING OR PANG ON WALL.
- INSULATED CONDENSED SPACE MUST BE INSULATED TO U.V. OF MOISTURE GRADE WALLS.
- CONTROLS MUST BE ACCURATE TO ± 0.5% - MOOD HEATED & COOLED DEBIT.
- HEAT RECOVERY OR RECYCLED AIR FRESHENERS AND HOT TUBS > 10m³ WITH NO COVERS, BUT AUTO CONTROLS ARE REQUIRED WHERE HUMIDIFICATION IS USED.
- HVAC SEEDS TO BE INSTALLED TO GOOD PRACTICES - DUCT SEAMS SEALED - DUCTS OUTSIDE CONDITIONED SPACE SEALED
- INSULATED TO VALUE OF WALLS. - HRR NOT REQUIRED BUT MUST CONFORM WITH 9.3.6 WHERE PROVIDED.
- SPACE HEAT & SERVICE HOT WATER SYSTEMS DETAILED IN 9.3.3.3
- CONTROLS FOR SPACE HEAT & SERVICE HOT WATER ARE REQUIRED.

**LEGAL DESCRIPTION**

LOT 37 PLAN R417267 DISTRICT LOT 56 LAND DIVISION 14

**CIVIC ADDRESS**

66532 SUMMER RD, FORT, B.C.

**SITE RECONCILIATION**

SITE AREA: 7,500.42 sqm OR 677.56 acp.

ZONING: RS-1

LOT COVERAGE: MAXIMUM: 43.00% - 3,153.00 sqm OR 3,375.79 sqp. PROPOSED: 20.70% - 1,443.38 sqm OR 1,554.00 sqp. INCLUDING DRIVEWAY: 27.12% - 1,620.10 sqm OR 2,026.41 sqp. N/A

F50:

BUILDING HEIGHT: MAXIMUM: 10.00m OR 32.81' PROPOSED: 6.30m OR 20.67'

setbacks:

NORTH: MINIMUM: 7.50m OR 24.61' PROPOSED: 7.50m OR 24.61'

SOUTH: MINIMUM: 4.50m OR 14.76' PROPOSED: 22.74m OR 74.61'

WEST: MINIMUM: 1.50m OR 4.92' PROPOSED: 2.40m OR 7.87'

EAST: MINIMUM: 1.50m OR 4.92' PROPOSED: 5.30m OR 17.42'

FLOODING: PROTECTED

NOTES:

FLOOD CONSTRUCTION LEVEL TO BE DETERMINED BY GEOTECHNICAL ENGINEER.

10 MINUTE FIRE RESPONSE: NO



*was 7.5m now 19-8-1/2*

*79-8-7/6*  
*24.20m*

**DRAWING INDEX**

SHEET	DRAWING TITLE
A1-1	EXISTING SITE PLAN & NOTES
A1-2	SITE PLAN & NOTES
A2-1	FOUNDATION & CRANKSPACE PLAN
A2-2	FLOOR PLAN
A2-3	ROOF VENTING PLAN
A3-1	FRESH & RISE ELEVATIONS
A3-2	FRANK & LEFT ELEVATIONS
A4-1	CROSS SECTIONS & DETAILS
A5-1	CONSTRUCTION DETAILS
A5-2	ENERGY EFFICIENCY REQUIREMENTS
A5-3	ENERGY EFFICIENCY REQUIREMENTS

NOTE: ALL STRUCTURE TO BE SPECIFIED BY STRUCTURAL ENGINEER.

NOTE: ALL RETAINING TO BE SPECIFIED BY GEOTECHNICAL ENGINEER.

NOTE: TRUSS DESIGN TO BE REVIEWED BY JOE DESIGN.

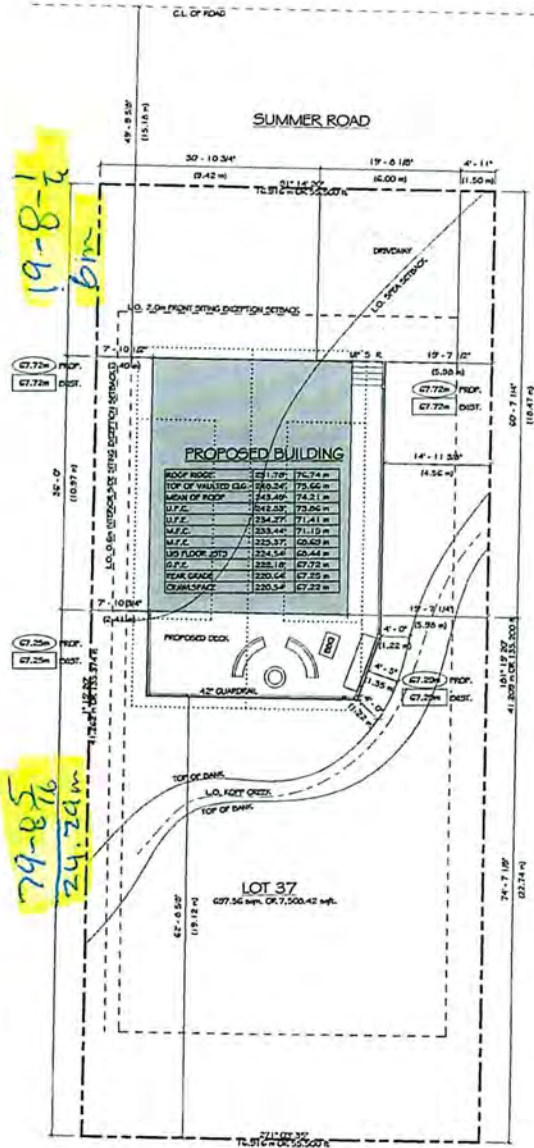
NOTE: JOE DESIGN ASSUMES NO RESPONSIBILITY FOR ANY OMISSIONS OR ERRORS.

NOTE: ALL CONSULTANT DRAWINGS TO BE REVIEWED BY JOE DESIGN PRIOR TO START OF CONSTRUCTION.

NOTE: ALL CHANGES & REVISIONS TO ARCHITECTURAL & STRUCTURAL COMPONENTS MUST BE REVIEWED BY JOE DESIGN.



**FRONT PERSPECTIVE**



**ARIAL IMAGE**

**JCR DESIGN Ltd. EST. 2003**

NO. REVISIONS/DATE

3	ISSUED FOR REVIEW	05-07-2022
4	ISSUED FOR REVIEW	16-07-2022
5	ISSUED FOR REVIEW	10-08-2022
6	ISSUED FOR PERMIT	11-08-2022

201-45203 KEITH WELSON RD  
ORILLIAX, B.C. V0R 5S1  
PHONE: 604-858-8001  
EMAIL: INFO@JCRDESIGN.COM

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PROJECT NAME AND ADDRESS:  
**SUMMER ROAD CABIN**  
66532 SUMMER RD, FORT, B.C.

DRAWN BY:  
**SITE PLAN & NOTES**

DATE: 11 AUG 2022  
SCALE: 1/8" = 1'-0"

Project No: 22167  
Client: JCR  
Date: 11 AUG 2022  
Scale: 1/8" = 1'-0"

**A1.2**

**Riparian Areas Protection Regulation: Assessment Report**

Please refer to submission instructions and assessment report guidelines when completing this report.

Date September 22, 2022

**I. Primary QEP Information**

First Name	Remi	Middle Name	
Last Name	Masson		
Designation	R.P.Bio./Danger Tree Assessor	Company: Redcedar Environmental Consulting Inc.	
Registration #	2693	Email: remi@redcedarenvironmental.com	
Address	201-45269 Keith Wilson Road		
City	Chilliwack	Postal/Zip	V2R 5S1 Phone # 604.621.9811
Prov/state	BC	Country	Canada

**II. Secondary QEP Information (use Form 2 for other QEPs)**

First Name		Middle Name	
Last Name			
Designation		Company:	
Registration #		Email:	
Address			
City		Postal/Zip	Phone #
Prov/state		Country	

**III. Developer Information**

First Name	Trevor	Middle Name	
Last Name	Boudreau		
Company			
Phone #	[REDACTED]	Email	[REDACTED]
Address	66532 Summer Road		
City	Hope	Postal/Zip	V0X 1L1
Prov/state	BC	Country	Canada

**IV. Development Information**

Development Type	Construction: Single family home		
Area of Development (ha)	0.07	Riparian Length (m)	~50
Lot Area (ha)	0.07	Nature of Development	New
Proposed Start Date	November 2022	Proposed End Date	December 2023

**V. Location of Proposed Development**

Street Address (or nearest town)	6532 Summer Road		
Local Government	District of Hope	City	Hope
Stream Name	Kopp Creek		
Legal Description (PID)	001-536-656	Region	Lower Mainland
Stream/River Type	Stream	DFO Area	South Coast
Watershed Code	100-115400-03100-97723		
Latitude	49°	23'	00" Longitude 121° 23' 21"

Completion of Database Information includes the Form 2 for the Additional QEPs, if needed. Insert that form immediately after this page.

**Table of Contents for Assessment Report**

	<b>Page Number</b>
1. Description of Fisheries Resources Values .....	3
2. Results of Riparian Assessment (SPEA width) .....	7
3. Site Plan .....	13
4. Measures to Protect and Maintain the SPEA (detailed methodology only).	
1. Danger Trees .....	15
2. Windthrow .....	15
3. Slope Stability .....	16
4. Protection of Trees .....	16
5. Encroachment .....	17
6. Sediment and Erosion Control .....	17
7. Stormwater Management .....	18
8. Floodplain .....	18
5. Environmental Monitoring .....	19
6. Photos .....	20
7. Assessment Report Professional Opinion .....	22



## **Section 1. Description of Fisheries Resources Values and a Description of the Development proposal**

(Provide as a minimum: Species present, type of fish habitat present, description of current riparian vegetation condition, connectivity to downstream habitats, nature of development, specific activities proposed, timelines)

### **Background**

Redcedar Environmental Consulting Inc. was retained by the developer to complete a Riparian Areas Protection Regulation (RAPR) detailed assessment on the subject property located at 66532 Summer Road, Hope, BC.

The proposed development will consist of the removal of an existing home, and construction of a new single-family home. Development will include construction of a driveway and home. Sanitary and storm will be connected to municipal services.

The subject property is subject to the undue hardship clauses of the RAPR. The subject property has an area of 697.56 m<sup>2</sup>, and the developer is proposing to develop 29.21% of the lot. The balance will be preserved as a Streamside Protection and Enhancement Area (SPEA). This assessment did not attempt to obtain variances for lot line setbacks as there is a stream along the roadside with a SPEA that exceeded the front lot line setback, and the proposed building will be 2.4 m from the neighbouring lot to the west. Varying the side lot setback would have resulted in conflicts on that side of the property.

This report describes the appropriate SPEA setback widths for streams on and adjacent to the subject property.

### **Aquatic habitat assessment methods**

This assessment is intended to describe current site conditions only. The assessment did not include review of existing development for conformance or non-conformance with the environmental legislation and/or local development requirements.

The following fisheries resources were assessed on and adjacent to the subject watercourses as per Section 1.2.1 of the RAPR Technical Assessment Manual:

- a. fish species presence;
- b. description of instream fish habitat; and,
- c. description of riparian condition.

Prior to the field assessment, a literature search was conducted to review the local watershed context, existing stream mapping, and general site characteristics. Redcedar Environmental Consulting Inc. referred to the Community Mapping Network's Sensitive Habitat Inventory Mapping (SHIM), the provincial Fisheries Inventory Data Queries (FIDQ), the provincial Habitat Wizard program and the local government GIS software to identify existing information relating to known streams and fish presence/absence on or near the subject property.

The field study area included the subject property, and portions of neighbouring parcels within 30 m of the subject property to identify any streams that would require a SPEA. Where access to neighbouring properties is not granted and where streams are expected to occur (i.e. based on observation and review of available mapping), these are described in the report.

Streams included any of the following:

- a. a watercourse or body of water, whether or not usually containing water, and
- b. any of the following that is connected by surface flow to a watercourse or body of water referred to in paragraph (a):
  - a ditch, whether or not usually containing water;

## FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

- a spring, whether or not usually containing water;
- a wetland.

Per the RAPR, "fish" was considered to include "means all life stages of salmonids, game fish, and fish that are listed in Schedule 1, 2 or 3 of the *Species at Risk Act* (Canada)". All references to fish in this report, unless specified otherwise, use only the definition above. To be considered fish habitat, watercourses were assessed to determine 1) if they contained fish or 2) had a surface connection to fish bearing habitat and provided a significant contribution of base flow, food, and nutrients to fish habitat.

Watercourses were identified by physical features that could be delineated in the field. To be classified as streams as defined above, watercourses had to show evidence of regular flows sufficient to mark on the soil of the bed of the stream a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself; and have a surface connection to fish habitat.

Physically identifiable features of streams (i.e., creeks and brooks) were defined per the Fish-stream Identification Guidebook, Version 2.1 (1998). Per the Fish-stream Identification Guidebook, watercourses were assessed for the presence of a continuous channel bed, whether or not portions were obscured by bridging vegetation, with evidence of scour, rafted debris, and deposits of mineral alluvium. Scour had to be sufficient to erode at least some portion of the channel bed down to the mineral substrate. In lower energy systems where flows might not be sufficient to consistently erode surface soils, streams were identified by the presence of a continuous channel bed with evidence of regular inundation (e.g. absence of upland vegetation; presence of obligate hydrophytes).

Physical stream characteristics were made using the:

- Fish-stream Identification Guidebook; and
- Reconnaissance (1:20 000) Fish and Fish Habitat Inventory: Standards and Procedures, Version 2.0.

Streams were assessed in their current condition in accordance with the Technical Assessment Manual.

Field measurements (i.e. stream widths and gradient) were made using a Leica E7400x range finder. Property boundaries were identified using available aerial photographs, field evidence (e.g. fencing, survey pins, cleared boundaries), and/or a handheld GPS unit.

Danger trees were identified following a methodology that was generally consistent with the Limited Visual Assessment method described in the Tree Risk Assessment Manual (2<sup>nd</sup> Edition), with observance to the Wildlife/Danger Tree Assessment methods. The approach used in this assessment was only intended to identify trees with obvious defects and imminent or probable likelihood of failure and that had a potential to strike the proposed development.

This assessment only considered potentially hazardous trees in the SPEA that had the potential to strike the proposed development area. A detailed assessment of every tree on and near the subject property was not completed.

The risk assessment was not intended to identify all risks associated with trees and represented only conditions observed at the time of the assessment. It is also noted that not all defects are detectable and not all failures are predictable. The danger tree assessment completed for this project is only considered valid for a period of up to one year from the date of the assessment under normal weather conditions and would be voided by storms with wind speeds exceeding 65 km/hr, extreme weather events, and/or the first interceding winter, whichever comes first.

The time period noted above should not be considered a guarantee period for the risk assessment. Detailed follow up tree risk assessment are recommended immediately in advance of development activities.

The potential effects of climate change to onsite watercourses was considered as part of this assessment. It is also noteworthy that future local land-use conversions (e.g. logging, residential

development) will likely alter watershed characteristics in a shorter timeframe than climate change. As site specific effects of climate change and land use conversion are not known at this time, recommendations have not been made to mitigate potential future changes to the hydrology and riparian habitat type on the subject property.

The field assessment was completed on September 9, 2021 by Remi Masson, R.P.Bio.

#### Site Context

The subject property was located at an elevation of approximately 90 m in a predominantly residential portion of Hope. The property was generally flat. The southern portion of the subject property consisted of a non-RAPR wetland. That is, it included evidence of hydric soils and abundant hydrophytes, but no evidence of surface flow. That wetland area was included in the SPEA as it is not developable.

Per the Freshwater Atlas the subject property is located in a second order watershed (1:20 000 scale) with an area of approximately 62 hectares. Land uses in this watershed were predominantly residential and forest.

#### Riparian Vegetation

The development area had previously been used for residential purposes and included a single3 family house. Vegetation above the top of bank in the development area consisted predominantly of lawn, and ornamental trees and shrubs. Vegetation within the southern portion of the property included a forested swamp.

#### Aquatic Habitat Assessment Results

There were two watercourses observed on and near the subject property: Ditch 1 and WC1. The wetland noted above is not described in detail in this report.

#### Ditch 1

WC1 is not mapped. At the time of the assessment it was observed as a channelized watercourse that drained west in a constructed ditch on the south side of the road. Substrates includes fines and organics, and emergent vegetation was present in the channel. This watercourse was conveying water at the time of the assessment and eventually flowed into WC1 (described below).

This feature was fed from WC1 (described below) and very likely from groundwater inputs from the east<sup>1</sup>. There was no evidence this feature was a constructed ditch as defined in the RAPR.

This assessment did not include a review of fish presence or absence; however, fish absence is probable given the minor volume of flows present.

Ditch 1 was classified as a non fish-bearing channelized stream. As such, it will require a SPEA.

#### WC1 (Kopp Creek)

Kopp Creek is one of several watercourses draining from east to west on the east side of Kawkawa Lake. The reach on the subject property is mapped as originating at the Nestle water plant, approximately 600 m to the east. From professional experience in this location, mapping is likely reasonably accurate.

On the subject property this watercourse drained through a lightly modified channel. Minor armouring had been installed along portions of the bank. Based on growth of vegetation, the armouring observed was not recent and was assumed to have been completed many years ago. In its current condition, the channel appeared to be functioning naturally.

This watercourse is known to contain a number of salmonids, and has been reported as particularly important spawning habitat for kokanee (*O. nerka*).

This watercourse was classified as a fish bearing stream that will require a SPEA.

<sup>1</sup> This area conveys a lot of surface and subsurface flow from east to west (pers.obs.).

**Conclusions**

Riparian habitat on this and adjacent properties had been impacted by past development activities, and there are limited opportunities for remediation given the very small size of the lots.

In the case of the subject property, an existing wetland will be preserved. It is anticipated that this wetland will provide appreciable benefit to WC1.

The proposed development has been sited as far as practicable from the streams, and with as much overlap with the existing building as possible.

**Limitations**

Redcedar Environmental Consulting Inc has relied on the developer to provide a relevant and complete description of the development, including any site plans or designs as applicable. This assessment did not include a review of the development except as required per the RAPR. Redcedar has also relied on the watercourse survey as provided by the developer.

This assessment report has been prepared specifically for the development described in this report, and in general accordance with the professional practice guidelines for legislated riparian assessments in BC. This assessment report was based on the best available information and on work undertaken per standard industry practice.

While riparian assessments completed under the professional practice guidelines may identify floodplain areas and potentially unstable slopes next to entrenched streams, and may make recommendations for those areas pertinent to stream protection, riparian assessments are not landslide hazard assessments or flood hazard assessments for residential development. There are specific statutory requirements and professional guidelines for landslide and flood hazard assessments; these do not fall under the RAPR. Nor does a riparian assessment address other possible natural hazards that may affect development.

This assessment report has been prepared for the sole use of the developer named on this report, the local government, the Ministry of Forests, Lands Natural Resource Operations and Rural Development, and Fisheries and Oceans Canada. The recommendations made in this assessment are considered valid for a period of five years from the date of publication, or until additional development is proposed on the subject property; whichever is shorter.

This report should be reviewed and/or updated in the event the development is not complete within a period of five years; in the event there is a substantial change in the condition of the subject property (e.g. paving, removal of additional vegetation, change of land use) not described in this report; or in the event that the subject property is sold to another party for the purpose of development.

The proposed start and end date of the development listed in this report have been provided to provide a fair window of opportunity for the completion of the development activities. However, it should be noted that the dates provided are approximate and may be subject to change.

If the QEP(s) listed in this report is (are) not retained to undertake field reviews and environmental monitoring, it may not be possible to provide an assurance statement that the measures to protect the SPEA provided in this report were appropriately followed, or to sign and submit a conformance statement.

Use of this report by a third party, or any reliance on or decisions made based on it, are the responsibility of such third parties. Redcedar Environmental Consulting Inc. does not accept responsibility for any damages suffered by a third party as a result of their use of or reliance on this report.

**Section 2. Results of Riparian Assessment (SPEA width)**

Attach or insert the Form 3 or Form 4 assessment form(s). Use enough duplicates of the form to produce a complete riparian area assessment for the proposed development

**Results of Detailed Riparian Assessment**

Refer to Section 3 of Technical Manual

Date: September 22, 2022

Description of Water bodies involved (number, type)

Ditch 1

Stream	X
Wetland	
Lake	
Ditch	
Number of reaches	1
Reach #	1

**Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)**

Channel Width(m)		Gradient (%)	I, <u>Remi Masson</u> , hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Trevor Boudreau</u> ; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.
starting point	0.6	1	
upstream	0.4		
	0.8		
	0.9		
downstream	0.6		
	0.7		
	0.8		
	0.9		
	0.6		
	0.6		
	0.7	1	
Total: minus high /low	6.3		
mean	0.7	1	
	R/P	C/P	S/P
Channel Type	X		

**Site Potential Vegetation Type (SPVT)**

	Yes	No	
SPVT Polygons	<input type="checkbox"/>	X	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

**Zone of Sensitivity (ZOS) and resultant SPEA**

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10.0						
Litter fall and insect drop ZOS (m)	10.0						
Shade ZOS (m) max	2.1	South bank	Yes	X	No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes		No		If non-fish bearing insert no fish bearing status report		
<b>SPEA maximum</b>	<b>10.0</b>	(For ditch use table3-7)					

I, Remi Masson, hereby certify that:

- a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
- b) I am qualified to carry out this part of the assessment of the development proposal made by the developer Trevor Boudreau;
- c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.

**Comments**

Existing areas of human disturbance (e.g. residential areas/blackberry thickets) are considered to be grand-parented. Those land uses can be preserved as part of future development activities, provided the nature of the disturbance does not change.

**Results of Detailed Riparian Assessment**

Refer to Section 3 of Technical Manual

Date: September 22, 2022

Description of Water bodies involved (number, type)

WC1

Stream	X
Wetland	
Lake	
Ditch	
Number of reaches	1
Reach #	1

**Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)**

	Channel Width(m)	Gradient (%)		
starting point	1.1	3	I, <u>Remi Masson</u> , hereby certify that: e) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ; f) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Trevor Boudreau</u> ; g) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and h) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.	
upstream	0.8			
	0.8			
	0.8			
	1.1			
downstream	0.7			
	0.9			
	1.8			
	0.9			
Total: minus high /low mean	1.0	3		
	8.1			
	0.9	3		
	R/P	C/P		S/P
Channel Type	X			

**Site Potential Vegetation Type (SPVT)**

	Yes	No	
SPVT Polygons		X	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

**Zone of Sensitivity (ZOS) and resultant SPEA**

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10.0						
Litter fall and insect drop ZOS (m)	10.0						
Shade ZOS (m) max	2.7	South bank	Yes	X	No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes		No		If non-fish bearing insert no fish bearing status report		
<b>SPEA maximum</b>	<b>10.0</b>	(For ditch use table3-7)					

I, Remi Masson, hereby certify that:

- e) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
- f) I am qualified to carry out this part of the assessment of the development proposal made by the developer Trevor Boudreau;
- g) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- h) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.

**Comments**

A wetland south of this watercourse will be protected within the SPEA.



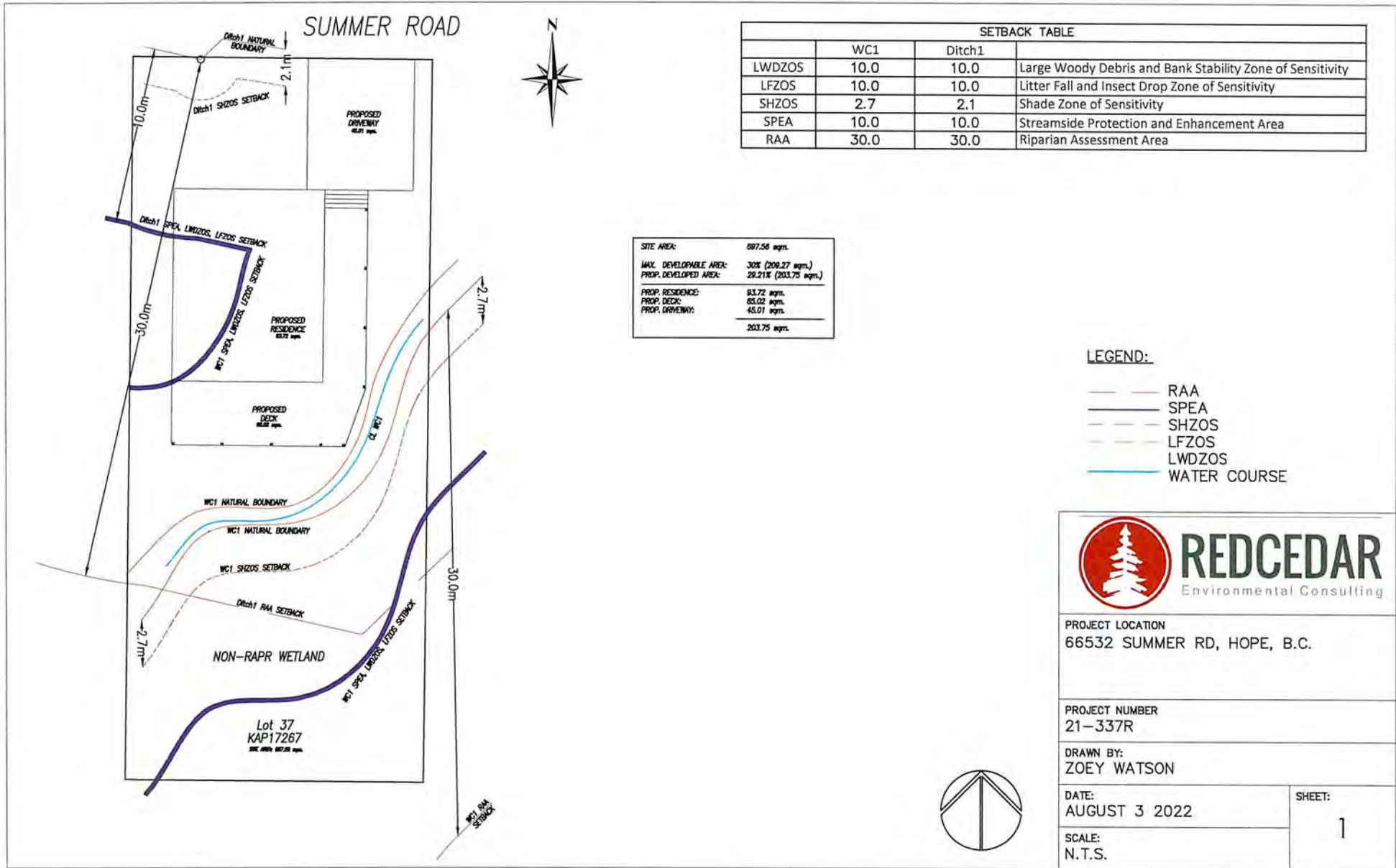
### Section 3. Site Plan



Figure 1. Annotated map of the subject property (red highlight).



Figure 2. Annotated aerial image of the subject property (red outline). The images available were not of a resolution to be useful in this assessment.



SUMMER ROAD



SETBACK TABLE			
	WC1	Ditch1	
LWDZOS	10.0	10.0	Large Woody Debris and Bank Stability Zone of Sensitivity
LFZOS	10.0	10.0	Litter Fall and Insect Drop Zone of Sensitivity
SHZOS	2.7	2.1	Shade Zone of Sensitivity
SPEA	10.0	10.0	Streamside Protection and Enhancement Area
RAA	30.0	30.0	Riparian Assessment Area

SITE AREA:	697.58 sqm.
MAX. DEVELOPABLE AREA:	30% (209.27 sqm.)
PROP. DEVELOPED AREA:	29.21% (203.75 sqm.)
PROP. RESIDENCE:	93.72 sqm.
PROP. DECK:	85.02 sqm.
PROP. DRIVEWAY:	45.01 sqm.
	203.75 sqm.

LEGEND:

- RAA
- SPEA
- SHZOS
- LFZOS
- LWDZOS
- WATER COURSE



PROJECT LOCATION  
66532 SUMMER RD, HOPE, B.C.

PROJECT NUMBER  
21-337R

DRAWN BY:  
ZOEY WATSON

DATE:  
AUGUST 3 2022

SCALE:  
N.T.S.

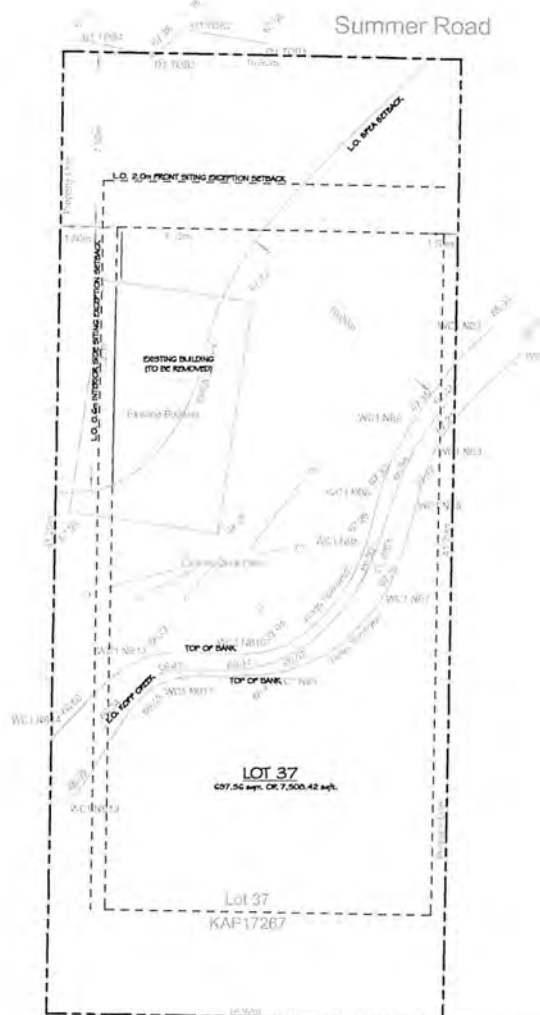
SHEET:  
1

**LEGAL DESCRIPTION**  
 LOT 37 PLAN KAF17267 DISTRICT LOT 56 LAND  
 DISTRICT 59  
**CIVIC ADDRESS**  
 66332 SUMMER RD, HOPE, S.C.

**SITE RECONCILIATION**

**SITE AREA:** 7,506.42 sqft. OR 627.56 sqft.  
**ZONING:** RS-1  
**LOT COVERAGE:** MAXIMUM: 45.00% - 313.00 sqft. OR 3,370.70 sqft.  
 PROPOSED: 20.70% - 144.30 sqft. OR 1,254.00 sqft.  
 INCLUDING DRIVEWAY: 27.12% - 160.10 sqft. OR 2,024.41 sqft.  
 N/A  
**FSR:**  
**BUILDING HEIGHT:** MAXIMUM: 10.00ft OR 32.01'  
 PROPOSED: 6.26ft OR 22.02'  
**SETBACKS:**  
 NORTH: MINIMUM: 7.50ft OR 24.61'  
 PROPOSED: 7.50ft OR 24.61'  
 SOUTH: MINIMUM: 4.50ft OR 14.76'  
 PROPOSED: 22.74ft OR 74.61'  
 WEST: MINIMUM: 1.50ft OR 4.92'  
 PROPOSED: 2.40ft OR 7.87'  
 EAST: MINIMUM: 1.50ft OR 4.92'  
 PROPOSED: 5.90ft OR 18.62'

**FLOODPLAIN:** PROTECTED  
**NOTE:**  
 FLOOD CONSTRUCTION LEVELS TO BE DETERMINED BY GEOTECHNICAL ENGINEER.  
 10 MINUTE PFD RESPONSE: NO



**EXISTING SITE PLAN**  
 SCALE: 1/8" = 1'-0"



**AIRIAL IMAGE**



**NOTE:**  
 ALL STRUCTURE TO BE SPECIFIED  
 BY STRUCTURAL ENGINEER.

**NOTE:**  
 ALL RETAINING TO BE SPECIFIED  
 BY GEOTECHNICAL ENGINEER.

**NOTE:**  
 TRUSS DESIGN TO BE REVIEWED  
 BY JCR DESIGN.

**NOTE:**  
 JCR DESIGN ASSUMES NO RESPONSIBILITY  
 FOR ANY CHANGES OR ERRORS.

**NOTE:**  
 ALL CONSULTANT DRAWINGS  
 TO BE REVIEWED BY JCR DESIGN  
 PRIOR TO START OF CONSTRUCTION.

**NOTE:**  
 ALL CHANGES & REVISIONS  
 TO ARCHITECTURAL & STRUCTURAL COMPONENTS  
 MUST BE REVIEWED BY JCR DESIGN.

**DRAWING INDEX**

SHEET	DRAWING TITLE
A1.1	EXISTING SITE PLAN & NOTES
A1.2	SITE PLAN & NOTES
A2.1	FOUNDATION & GRADUATION PLAN
A2.2	FLOOR PLANS
A2.3	ROOF EXISTING PLAN
AS.1	FRONT & RIGHT ELEVATIONS
AS.2	REAR & LEFT ELEVATIONS
AD.1	CROSS SECTIONS & DETAILS
AS.1	CONSTRUCTION DETAILS
AS.2	ENERGY EFFICIENCY REQUIREMENTS
AS.3	ENERGY EFFICIENCY REQUIREMENTS



**JCR DESIGN Ltd.** EST. 2003  
 NO. REVISION/DATE  
 3 ISSUED FOR REVIEW 05-07-2022  
 4 ISSUED FOR REVIEW 18-07-2022  
 5 ISSUED FOR REVIEW 10-08-2022  
 6 ISSUED FOR PERMIT 11-08-2022

301-45325 80TH WILSON RD  
 CHARNOCK, S.C. 29531  
 PHONE: 604-850-0031  
 EMAIL: INFO@JCRDESIGN.COM

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**PROJECT NAME AND ADDRESS:**  
**SUMMER ROAD CABIN**  
 66332 SUMMER RD, HOPE, S.C.

**DRAWING TITLE:**  
**EXISTING SITE PLAN & NOTES**

**DATE:** 11 AUG 2022  
**SCALE:** 1/8" = 1'-0"

**GENERAL NOTES**

- THIS DRAWING CONFORMS TO THE REQUIREMENTS OF PART 9 OF THE 2018 BRITISH COLUMBIA BUILDING CODE.
- ALL CONSTRUCTION MATERIALS & WORKMANSHIP TO BE IN ACCORDANCE WITH CURRENT EDITIONS OF THE B.C. BUILDING CODE, PLUMBING CODE, ELECTRICAL CODE, & ALL OTHER CODES AND BYLAWS OF THE DISTRICT OF HOPE.
- ALL SPANS CONFORM TO 2010 C.B.C.C. & THE 2020 EDITION OF THE SPAN BOOK (HARDWOOD WOOD COULD).
- THE CONTRACTOR, SUB-TRADES AND CONSULTANTS ARE RESPONSIBLE FOR VERIFYING THEY ARE WORKING FROM THE MOST CURRENT EDITION OF PLANS.
- THE CONTRACTOR AND ALL SUB-TRADES ARE RESPONSIBLE FOR THE REVIEW OF ALL DRAWINGS AND SITE CONDITIONS PRIOR TO START OF ANY WORK OR ORDERING OF MATERIALS, AND SHALL REPORT ANY PROPOSED REVISIONS, OR ANY ERRORS OR OMISSIONS, IMMEDIATELY TO JCR DESIGN IMMEDIATELY.
- ALL CONCRETE TO BE PLACED ON FIRM, UNDISTURBED SOIL, FREE OF ANY LOGS, ORGANIC OR FROSTY MATERIAL.
- CONCRETE FLOORING AND WALL STRENGTH 25MPa @ 28 DAYS @ 20 DAYS FLOOR SLABS & REINFORCED CONCRETE CONCRETE SHALL BE PROTECTED BELOW GRADE.
- ALL LOAD BEARING STUDS, FLOOR JOISTS, AND BUILT-UP BEAMS TO BE MIN. 9.5" x 7" x 2 OR BETTER.
- SETTING OF BUILDINGS MUST BE VERIFIED BY A LEGAL LAND SURVEYOR PRIOR TO PLACING ANY CONCRETE, AND MUST BE IN ACCORDANCE WITH ALL LOCAL BYLAWS AND REGULATIONS.
- ALL TRUSSES TO BE PRE-ENGINEERED, AND SPANS AND DETAILS VERIFIED BY THE TRUSS SUPPLIER ON-SITE PRIOR TO ANY FABRICATION. JOCK DESIGN TO BE SUPPLIED ONE COPY OF THE TRUSS DESIGN.
- DRAWINGS ARE NOT INTENDED TO BE SCALED, AND LARGE SCALE DRAWINGS TAKE PRECEDENCE OVER SMALLER SCALE DRAWINGS.
- JOCK DESIGN MUST BE GIVEN FULL ACCESS TO ALL THE WORK IN PROGRESS.
- THE CONTRACTOR SHALL SUPPLY THREE COPIES OF ALL SHOP DRAWINGS TO THE ARCHITECTURAL CONSULTANT FOR REVIEW.
- ALL ROOF SPACES SHALL BE VENTILATED WITH SOFFIT AND ROOF VENTS. SEE THE ROOF PLAN AND THE 2018 BRITISH COLUMBIA BUILDING CODE SECTION 9.18.1.

- JOCK FRAMES TO OPENINGS FOR ENTRANCE AND EXTERIOR DOORS TO DAMAGING UNITS AND DOORS BETWEEN DAMAGING UNITS AND ATTACHED GARAGES SHALL BE SECURELY BLOCKED BETWEEN THE DOOR FRAME AND THE FRAMING AT THE HEIGHT OF THE DEADEND AS TO RESIST SPREADING BY THE WAY OF FORCE. ALL GLASS IN DOORS, OR SLOUGHTS TO BE SAFETY GLASS.
- ALL EXTERIOR HINGED DOORS SHALL HAVE HINGES AND PINS SUCH THAT THE DOORS CANNOT BE REMOVED FROM THE OUTSIDE IN THE CLOSED POSITION.
- EXTERIOR WALL DIMENSIONS IN PLAN ARE TO THE OUTSIDE FACE OF FLYMOULD SHEATHING OR TO THE OUTSIDE FACE OF FOUNDATION WALLS.
- PROVIDE A MINIMUM OF TWO HORE 2800 PER LITRE, LOCATION TO BE DETERMINED BY THE DEVELOPER. SEAWATER LEADERS ARE NOT SHOWN ON THE ELEVATIONS OR PLANS, LOCATION TO BE DETERMINED BY THE DEVELOPER.
- THE DIMENSIONS FOR U.F.O. CALCULATIONS ARE SMALLER IN EACH DIRECTION FROM THE SIZES GIVEN ON PLAN.
- APPROVED SMOKE ALARMS TO BE INSTALLED @ 10.1.9
- APPROVED CARBON MONOXIDE ALARMS TO BE INSTALLED
- BEDROOM DOORS MUST BE LARGEST 21" SWAY OPENING VENTILATION
- HVAC EQUIPMENT TO BE LOCATED WITHIN THERMAL ENCLOSURE OR DESIGNATED TO BE INSTALLED OUTSIDE
- HVAC & SWH EQUIPMENT TO MEET MIN. PERFORMANCE REQ. DETERMINED IN TABLES 9.3.6.3.1.0 & 9.3.6.4.2. TO BE INSTALLED OUTSIDE
- MECHANICAL, PLUMBING, AND ELECTRICAL COMPONENTS PARALLEL TO AN INSULATED WALL MUST NOT LOWER THE REQUIRED INSULATION OF THE WALL. SOFFIT PANELS ON EXTERIOR WALL OR PLUMBING OR FRAMING ON WALL.
- FLOORING OUTSIDE CONDITIONED SPACE MUST BE INSULATED TO LEVEL OF ABOVE GRADE WALLS.
- CONTROLS MUST BE ADJUSTABLE TO 40-50% MOISTURE HEATERS & SHIVED DUCTS.
- PLUMBING IS NOT REQUIRED EXCEPT BROOM HOLES AND POT TUBS - 10" DIA. WITH NO COVER, BUT AUTO CONTROLS ARE REQUIRED WHERE AMBROGATION IS USED.
- HVAC SYSTEMS ARE INSTALLED TO GOOD PRACTICES. JUST SPACES SEALED. DUCTS OUTSIDE CONDITIONED SPACE SEALED & INSULATED TO VALUE OF WALLS. -HRV NOT REQUIRED BUT MUST CONFORM WITH 9.3.6 WHERE PRESENT.
- SPACE HEAT & SERVICE HOT WATER SYSTEMS DETAILED IN 3.3.6
- CONTROLS FOR SPACE HEAT & SERVICE HOT WATER ARE REQUIRED.

- 9.3.2. VENTILATION
- ORALIST ONLY VENTILATION NO LONGER ACCEPTABLE
- NEW PRINCIPAL FAN SIZING TABLE
- VENTILATION AIR MUST BE DISTRIBUTED TO EACH BEDROOM AND A COMMON AREA
- PRINCIPAL SYSTEM - MUST RUN CONTINUOUSLY
- ORALIST VENTILATION REQUIRED
- ORALIST FOR VERY SHORT BATH FAN EXHAUST DUCTS

- 9.3.2.4. PROTECTION AGAINST CONVECTIONIZATION
- MAKE-UP AIR IS REQUIRED FOR LARGE CAPACITY EXHAUST EQUIPMENT (0.5 AIR CHANGES/ HOUR) WHERE HOUSE HAS APPLIANCES EXHAUST TO BATH, DRYING OR HOUSE IS LOCATED IN AREA CLASSIFIED AS RADON AREA 1

- 9.3.2.3.6. DUCTS
- EXHAUST DUCTS MUST DISCHARGE TO OUTDOORS
- CORNER AND SHUTTER DUCTS MUST BE SIZED AS REQUIRED BY MANUFACTURER & EQUIVALENT DIAMETER AS FOR TABLE 9.3.2.3.6.3
- NEED TO BE AIR-SEALED, INSULATED AND PROTECTED WITH VAPOR BARRIER

- SEPARATION OF BUILDINGS AND UNPROTECTED OPENING CALCULATIONS 9.10.1.5.
- LIMITING DISTANCE & FIRE DEPARTMENT RESPONSE.
- A LIMITING DISTANCE EQUAL TO HALF THE ACTUAL LIMITING DISTANCE SHALL BE USED AS INPUT TO THE REQUIREMENTS OF THIS SECTION, WHERE

- THE TIME FROM RECEIPT OF NOTIFICATION OF A FIRE BY THE FIRE DEPARTMENT UNTIL THE FIRST FIRE DEPARTMENT VEHICLE ARRIVES AT THE BUILDING EXCEEDS 10 MIN IN LENGTH OR MORE OF THE CALLS TO THE BUILDING.

- THE BUILDING IS NOT SPRAWLED
- EFFECTIVE INSULATION OF CEILINGS, WALLS, AND FLOORS MEET THE REQUIREMENTS OF TABLE 9.3.6.2.6.A AND TABLE 9.3.6.2.6.B FOR THE CORRECT CLIMATE ZONE.
- THE THERMAL CHARACTERISTICS OF WINDOWS, DOOR AND SLOUGHTS MEET THE REQUIREMENTS OF TABLE 9.3.6.2.7.A, B, AND C FOR THE CORRECT CLIMATE ZONE.
- EFFECTIVE INSULATION OF FOUNDATIONS MEET THE REQUIREMENTS OF TABLE 9.3.6.2.2.A OR B FOR THE CORRECT CLIMATE ZONE.
- DUCTS LOCATED OUTSIDE THE THERMAL ENCLOSURE ARE SEALED AND INSULATED TO THE EXTERIOR WALL INSULATION REQUIREMENTS.
- DAMPERS ARE INSTALLED AT AIR INLETS AND EXHAUSTS WHERE REQUIRED.
- PIPING FOR HEATING OR COOLING SYSTEMS IS LOCATED WITHIN THE THERMAL ENCLOSURE OR ARE FULLY INSULATED.
- HVAC EQUIPMENT IS LOCATED WITHIN THERMAL ENCLOSURE OR DESIGNATED TO BE INSTALLED OUTSIDE OF THERMAL ENCLOSURE.
- TEMPERATURE CONTROLS ARE INSTALLED ON HEATING AND COOLING EQUIPMENT.
- HVAC AND SWH EQUIPMENT MEET MINIMUM PERFORMANCE REQUIREMENTS DETERMINED IN TABLES 9.3.6.3.1.0, AND 9.3.6.4.2.
- SERVICE WATER HEATING PIPES ARE INSULATED AT THE INLET AND OUTLET OF STORAGE TANKS.
- TEMPERATURE CONTROLS HAVE TEMPERATURE CONTROLS.
- THE AIR BARRIER DETAILS, AND LOCATIONS HAVE BEEN IDENTIFIED.

**LEGAL DESCRIPTION**

LOT 37 PLAN F4717267 DISTRICT LOT 56 LAND DISTRICT 59 CIVIC ADDRESS 66532 SUMNER RD. HOPE, B.C.

**SITE RECONCILIATION**

SITE AREA	7,500.42 sqft. OR 697.56 sqm.
ZONING	RS-1
LOT COVERAGE	MAXIMUM 45.00% - 3,375.19 sqft. OR 312.70 sqm. PROPOSED 20.70% - 1,544.30 sqft. OR 1,354.06 sqm. INCLUDING DRIVEWAY: 27.12% - 2,032.14 sqft.
FSR	NA
BUILDING HEIGHT	MAXIMUM 10.00m OR 32.81' PROPOSED 6.26m OR 20.55'
DETRAILS	MAXIMUM 7.50m OR 24.61' PROPOSED 7.50m OR 24.61'
NORTH	MAXIMUM 4.50m OR 14.78' PROPOSED 25.74m OR 84.45'
SOUTH	MAXIMUM 1.50m OR 4.92' PROPOSED 2.40m OR 7.87'
WEST	MAXIMUM 1.50m OR 4.92' PROPOSED 3.56m OR 11.62'
EAST	PROTECTED
FLOODPLAIN	PROTECTED

NOTE: FLOOD CONSTRUCTION LEVEL TO BE DETERMINED BY GEOTECHNICAL ENGINEER.  
10 MINUTE AVE RESPONSE: NO

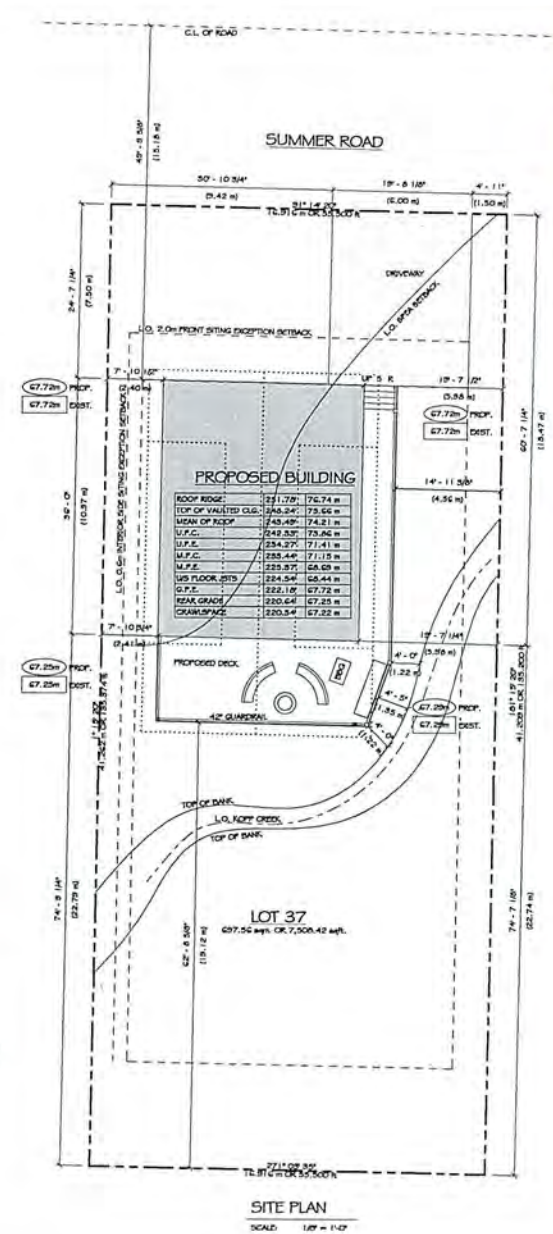
- NOTE: ALL STRUCTURE TO BE SPECIFIED BY STRUCTURAL ENGINEER.
- NOTE: ALL RETAINING TO BE SPECIFIED BY GEOTECHNICAL ENGINEER.
- NOTE: TRUSS DESIGN TO BE REVIEWED BY JOCK DESIGN.
- NOTE: JOCK DESIGN ASSUMES NO RESPONSIBILITY FOR ANY DIMENSIONS OR ORDERS.
- NOTE: ALL CONSULTANT DRAWINGS TO BE REVIEWED BY JOCK DESIGN PRIOR TO START OF CONSTRUCTION.
- NOTE: ALL CHANGES & REVISIONS TO ARCHITECTURAL & STRUCTURAL COMPONENTS MUST BE REVIEWED BY JOCK DESIGN.

**DRAWING INDEX**

SHEET	DRAWING TITLE
A1-1	EXISTING SITE PLAN & NOTES
A1-2	SITE PLAN & NOTES
A2-1	FOUNDATION & GRAMSPACE PLAN
A2-2	FLOOR PLANS
A2-3	ROOF VENTING PLAN
A3-1	FRONT & RIGHT ELEVATIONS
A3-2	REAR & LEFT ELEVATIONS
A4-1	CROSS SECTIONS & DETAILS
A5-1	CONSTRUCTION DETAILS
A5-2	ENERGY EFFICIENCY REQUIREMENTS
A5-3	ENERGY EFFICIENCY REQUIREMENTS



FRONT PERSPECTIVE



ARIAL IMAGE

**JCR DESIGN Ltd. EST. 2003**

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1	ISSUED FOR REVIEW	05-07-2022
2	ISSUED FOR REVIEW	18-07-2022
3	ISSUED FOR REVIEW	10-08-2022
4	ISSUED FOR PERMIT	11-08-2022

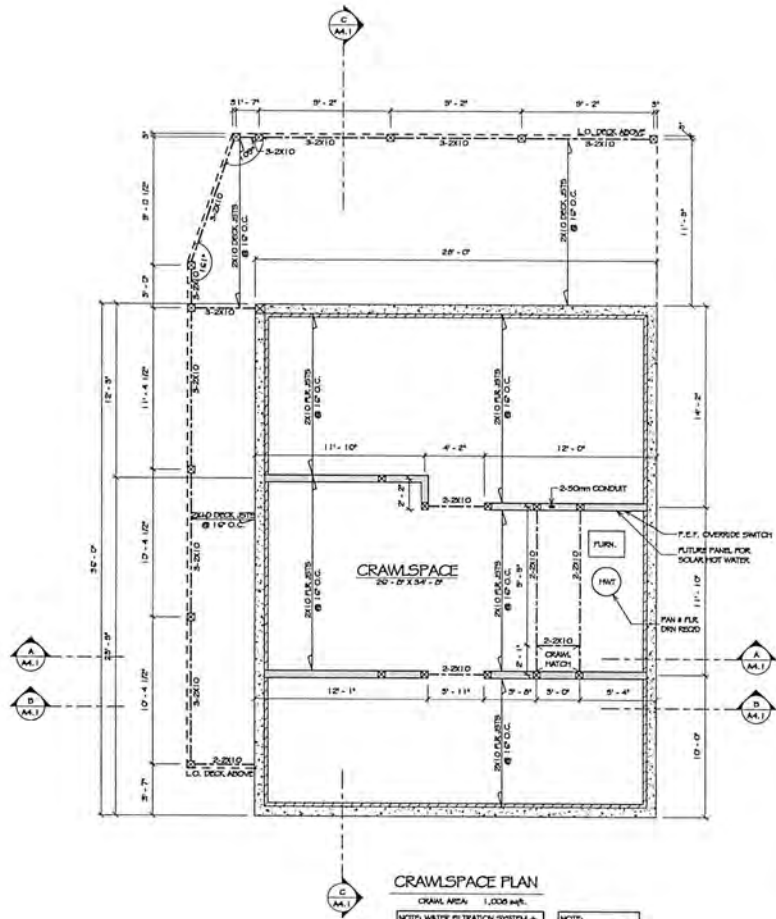
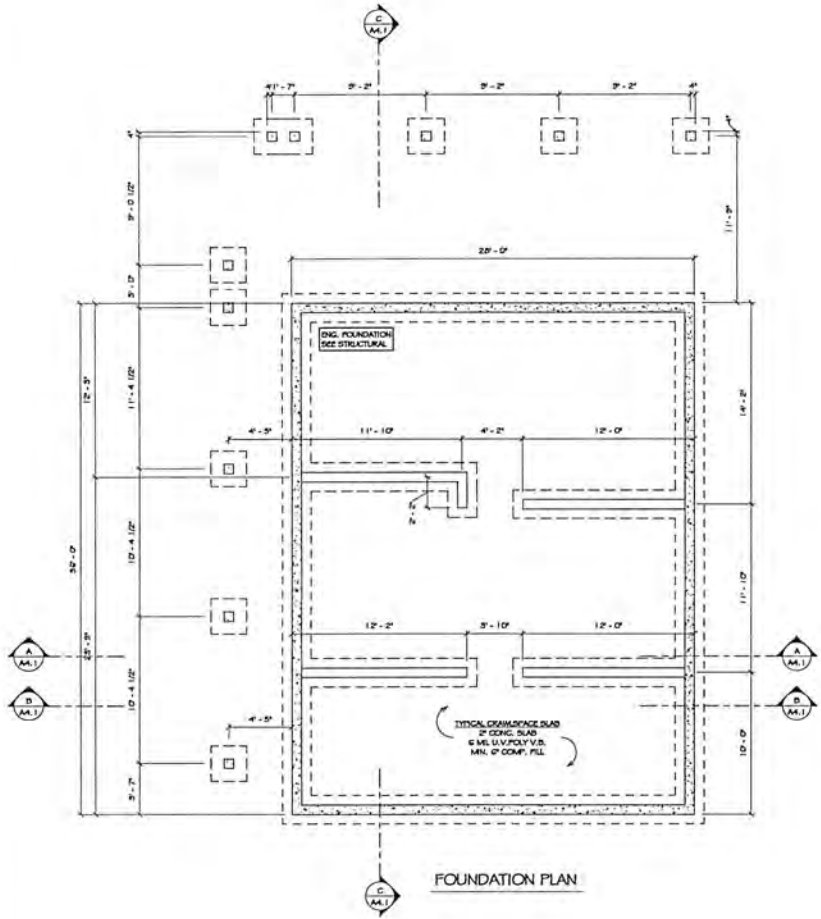
301-45329 30TH WILSON RD  
CHILWICK, B.C. V2R 5S1  
PHONE: 604-858-0381  
EMAIL: INFO@JCRDESIGN.CA

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**SUMMER ROAD CABIN**  
66532 SUMNER RD. HOPE, B.C.

**SITE PLAN & NOTES**

DATE	BY	SHEET
2018/07	JCR	A1.2
11 AUG 2022	JCR	
18/07	JCR	



**TYPICAL WINDOW NOTES:**

- GLASS IN EXTERIOR DOORS AND ALL GLASS WITHIN 8'0" OF EXTERIOR DOOR OPENERS TO BE SAFETY GLASS
- INSTALL FLASHINGS OVER ALL UNPROTECTED OPENINGS AND ALL DISSIMILAR MATERIALS
- DOORS, WINDOWS & SLOUGHTS TO MEET N.A.F.S. REQUIREMENTS.

**TYPICAL NOTES:**

- ALL LAMBER TO BE K.D.-S.P.F. #2 OR BETTER
- ALL DEAMS AND UNITS TO BE 2-2x10 S.D.O.
- ALL BEDROOM WINDOWS AS PER AUTHORITY HAVING JURISDICTION
- ALL HALLWAYS AS PER AUTHORITY HAVING JURISDICTION
- ALL GUARDRAILS AS PER AUTHORITY HAVING JURISDICTION
- ALL SMOKE ALARMS TO BE INTERCONNECTED AC
- ATTIC HATCHES TO BE WEATHERSTRIPPED



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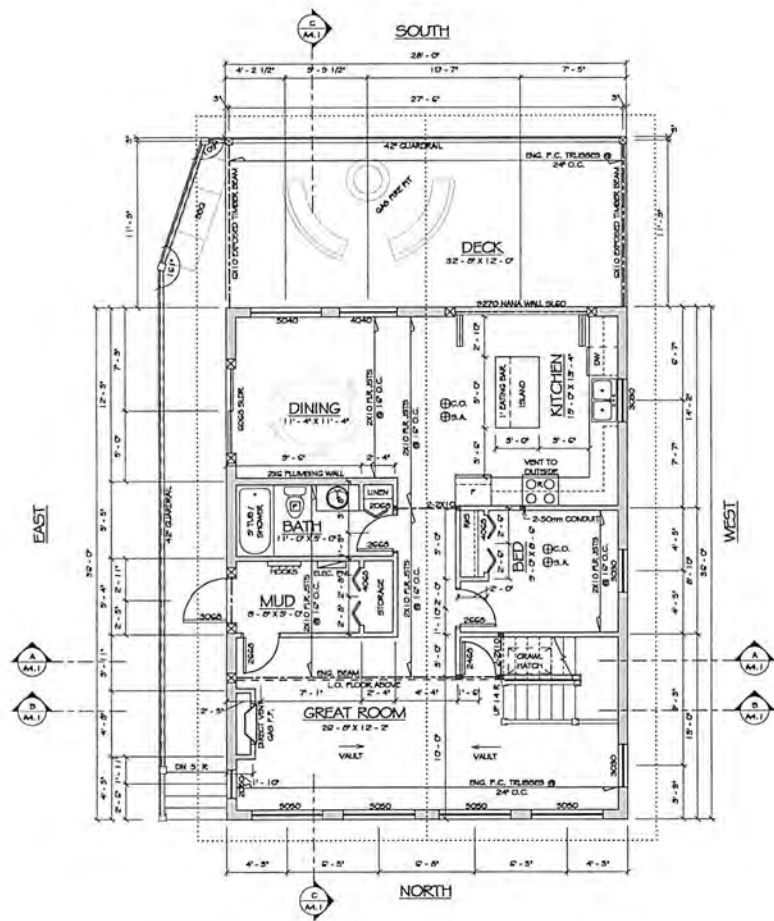
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PROJECT NAME AND ADDRESS:  
**SUMMER ROAD CABIN**  
6052 SUMMER RD, HOPE, B.C.

FOUNDATION & CRAWLSPACE PLAN

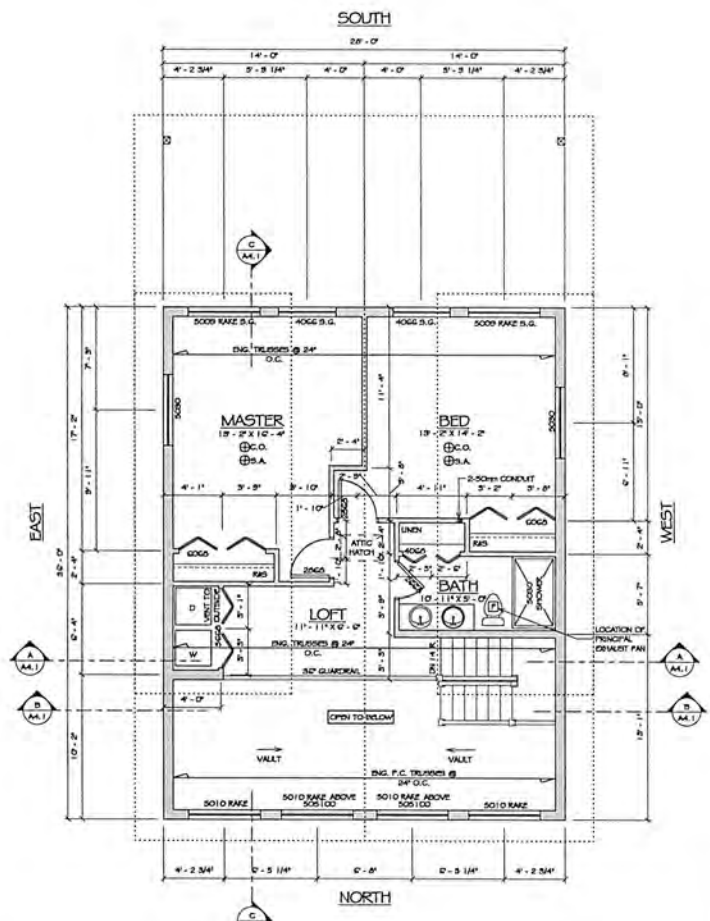
DATE	BY	SHEET
22/07	JCR	A2.1
11 AUG 2022	JCR	
1/1 = 1/1		



MAIN FLOOR PLAN - MAIN OPTION

- NOTE: SMOKE MONITOR DETECTORS TO BE INSTALLED IN ALL BEDROOMS
- NOTE: ELECTRICAL PANEL LOCATION AS PER CONTRACTOR, SEE DETAIL ON AS.3
- NOTE: SMOKE ALARMS TO BE INSTALLED IN ALL BEDROOMS
- NOTE: FLOOR JOISTS ARE CONCEALED

FLOOR AREA 1000 sqft.  
DECK AREA 330 sqft.



UPPER FLOOR PLAN - MAIN OPTION

- NOTE: SMOKE MONITOR DETECTORS TO BE INSTALLED IN ALL BEDROOMS
- NOTE: SMOKE ALARMS TO BE INSTALLED IN ALL BEDROOMS

FLOOR AREA 627 sqft.

- TYPICAL WINDOW NOTES:**
- GLASS IN EXTERIOR DOORS AND ALL GLASS WITHIN 30' OF EXTERIOR DOOR OPENINGS TO BE SAFETY GLASS.
  - INSTALL FLASHING OVER ALL UNPROTECTED OPENINGS AND ALL DRESS/SLAB MATERIALS.
  - DOORS, WINDOWS & SLOTTINGS TO MEET N.A.P.S. REQUIREMENTS.
- TYPICAL NOTES:**
- ALL LUMBER TO BE K.D.-S.P.F. #2 OR BETTER.
  - ALL BEAMS AND UNITS TO BE 2x10 UN.L.O.
  - ALL BEDROOM WINDOWS AS PER AUTHORITY HAVING JURISDICTION.
  - ALL HAND RAILS AS PER AUTHORITY HAVING JURISDICTION.
  - ALL GUARDRAILS AS PER AUTHORITY HAVING JURISDICTION.
  - ALL SMOKE ALARMS TO BE INTERCONNECTED AC.
  - ATTIC HATCHES TO BE WEATHERSTRIPPED.



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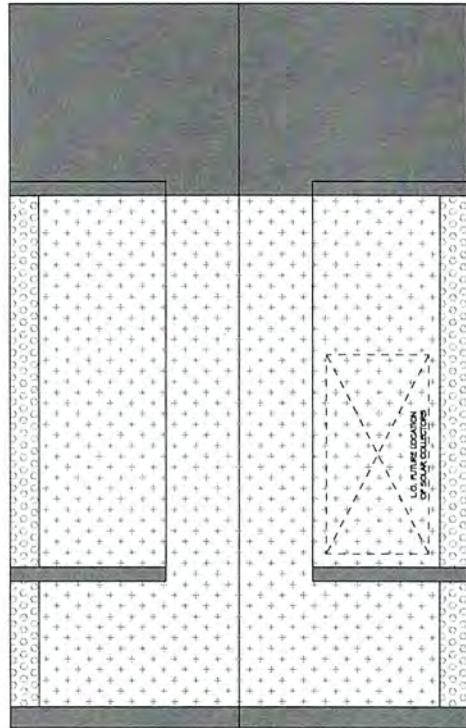
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PROJECT NAME AND ADDRESS  
**SUMMER ROAD CABIN**  
66532 SUMMER RD, HOPE, S.C.

DRAWING TITLE  
**FLOOR PLANS**

Drawn	DK	Sheet
Project #	22127	<b>A2.2</b>
Created	JCR	
Date	11 AUG 2022	
Scale	1/8" = 1'-0"	



ROOF VENTING PLAN

**SOLAR DOMESTIC HOT WATER SYSTEM R.S.I.**  
 NOTE:  
 AN AREA OF NOT LESS THAN 8.9 SQ.M. IS REQUIRED FOR THE FUTURE INSTALLATION OF SOLAR COLLECTION FOR DOMESTIC HOT WATER SYSTEM.  
 ROOF STRUCTURE TO CONSIDER ADDITIONAL LOADING.  
 2.50MM INSIDE DIA. STRAIGHT, CONTINUOUS CONDUIT RUNS TO THE ATTIC SPACE ADJACENT TO THE DESIGNATED ROOF AREA MUST BE PROVIDED.  
 CONDUIT TO BE CAPED TO PREVENT WATER INGRESS AND AIR LEAKAGE.  
 CONDUIT TO BE CLEARLY MARKED

ROOF VENTING CALCULATIONS	
TOTAL ROOF SPACE TO BE VENTED	890.22 sq/L
ROOF VENTILATION REQUIRED	1 / 150
890.22 sq/L X 1 / 150	= 5.93 sq/L
25% @ SOFFIT	= 1.48 sq/L
VENT @ SOFFIT	= 140.00 sq/L X 5% PERFORATION
PROPOSED VENTING	= 7.00 sq/L

**LEGEND**

-  VENTED ROOF SPACE
-  PERFORATED SOFFIT AS PER ORDER
-  NON VENTILATED SOFFIT



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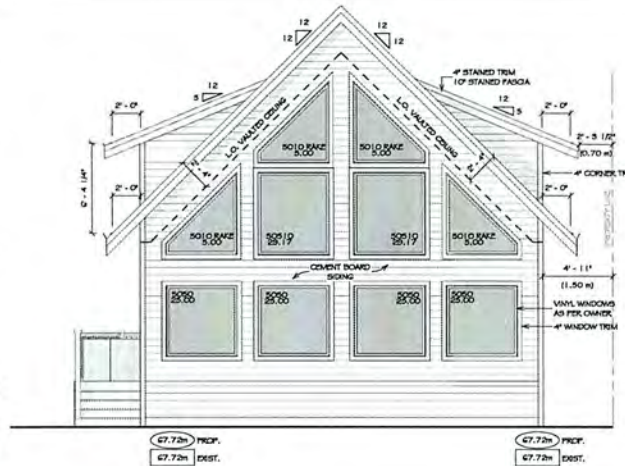
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PROJECT NAME AND ADDRESS:  
**SUMMER ROAD CABIN**  
 60532 SUMMER RD, HOPE, B.C.

DRAWING TITLE:  
**ROOF VENTING PLAN**

NAME	DR.	SHEET:
PROJECT A	221.07	A2.3
DESIGN	JCR	
DATE:	11 AUG 2022	
SCALE:	1/4" = 1'-0"	

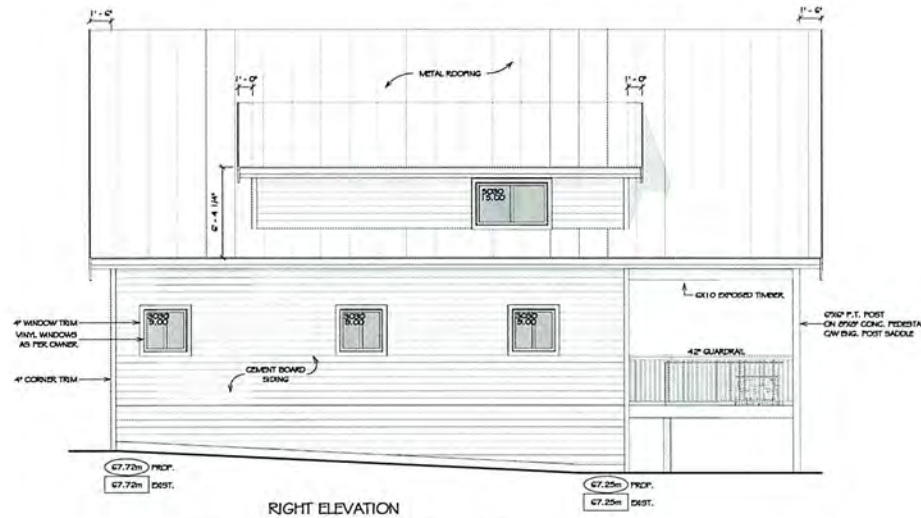
ROOF RIDGE	241.72	(74.74 m)
TOP OF VAULTED CEILING	242.46	(73.95 m)
MEAN OF ROOF	243.47	(74.21 m)
U.F.C.	242.57	(73.82 m)
U.F.C.	244.27	(74.41 m)
M.F.C.	243.44	(74.13 m)
M.F.C.	245.87	(74.93 m)
UPPER LOOK 3015	244.54	(74.44 m)
G.F.C.	242.19	(73.72 m)
FINISH GRADE	240.54	(73.22 m)
GRAV SPACE	240.54	(73.22 m)



FRONT (NORTH) ELEVATION

SPATIAL CALCULATION - FRONT			
WALL AREA	648.62 sqft	OK	60.26 sqft
LIMITING DIST.	15.16 m / 2	=	7.59 m
MAX U.P.O.	51.49 %	OK	333.97 sqft
PROP U.P.O.	27.50 %	OK	176.54 sqft

USING NBC 2016 TABLE 9.10.15.4



RIGHT ELEVATION

SPATIAL CALCULATION - RIGHT			
WALL AREA	662.72 sqft	OK	61.57 sqft
LIMITING DIST.	2.40 m / 2	=	1.20 m
MAX U.P.O.	7.00 %	OK	46.39 sqft
PROP U.P.O.	6.34 %	OK	42.00 sqft

USING NBC 2016 TABLE 9.10.15.4

- TYPICAL WINDOW NOTES:**
- GLASS IN EXTERIOR DOORS AND ALL GLASS WITHIN 30" OF EXTERIOR DOOR OPENERS TO BE SAFETY GLASS
  - INSTALL PLUGGING OVER ALL UNPROTECTED OPENINGS AND ALL DISJUNCTIVE MATERIALS
  - DOORS, WINDOWS & SILLIGENTS TO MEET N.A.F.S. REQUIREMENTS.

- TYPICAL NOTES:**
- ALL LUMBER TO BE K.D. - D.P.F. #2 OR BETTER
  - ALL DIMS AND LINTLS TO BE 2-IN / 10 U.N.D.
  - ALL BEDROOM WINDOWS AS PER AUTHORITY HAVING JURISDICTION
  - ALL HAND RAILS AS PER AUTHORITY HAVING JURISDICTION
  - ALL GUARDRAILS AS PER AUTHORITY HAVING JURISDICTION
  - ALL SMOKE ALARMS TO BE INTERCONNECTED AC
  - ATTIC HATCHES TO BE WEATHERSTRIPPED



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CHILLIWACK, B.C. V0R 2S1  
PHONE: (248-856-0001)  
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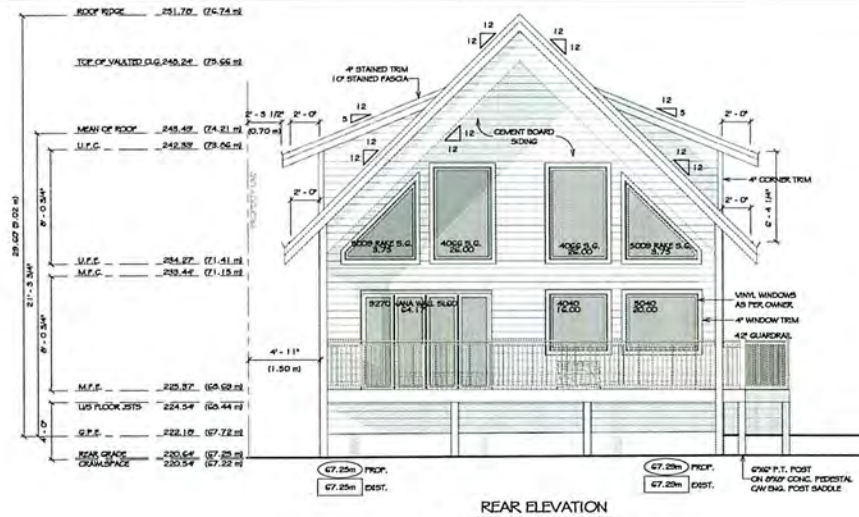
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PROJECT NAME AND ADDRESS:  
**SUMMER ROAD CABIN**  
6632 SUMMER RD, HOPE, B.C.

DRAWING TITLE:  
**FRONT & RIGHT ELEVATIONS**

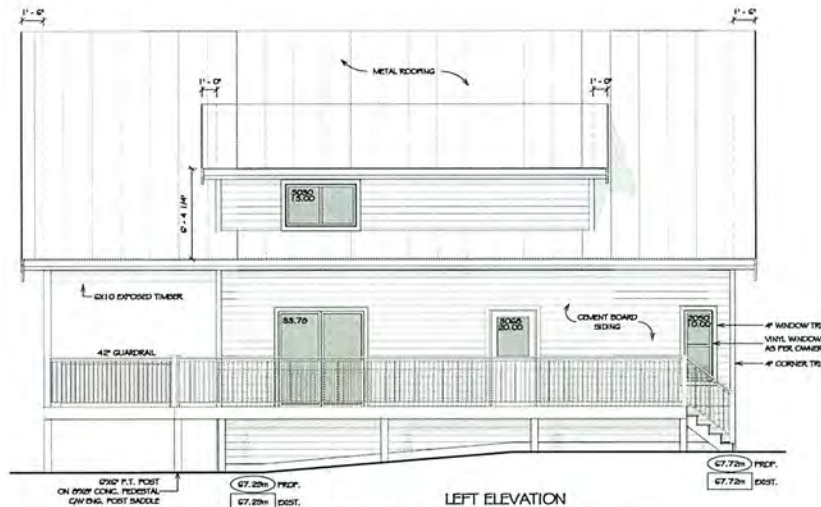
NO.	DATE	BY	CHK	SHEET
PROJECT #	22107	JCR		A3.1
DESIGNER	JCR			
DATE	11 AUG 2022			
SCALE	1/4" = 1'-0"			





REAR ELEVATION

SPATIAL CALCULATION - REAR			
WALL AREA	691.32 sqft.	OK	64.23 sqm.
LIMITING DIST.	22.74 m / 2	=	11.37 m
MAX U.P.O.	94.96 %	OK	656.40 sqft.
PROP U.P.O.	29.10 %	OK	159.67 sqft.
USING BCRC 2016 TABLE 9.10.15.4			



LEFT ELEVATION

SPATIAL CALCULATION - LEFT			
WALL AREA	621.72 sqft.	OK	57.76 sqm.
LIMITING DIST.	6.55 m / 2	=	3.28 m
MAX U.P.O.	15.46 %	OK	96.24 sqft.
PROP U.P.O.	12.67 %	OK	78.78 sqft.
USING BCRC 2016 TABLE 9.10.15.4			

- GLASS WINDOW NOTES:**
- GLASS IN EXTERIOR DOORS AND ALL GLASS WITHIN 3'0" OF EXTERIOR DOOR OPENERS TO BE SAFETY GLASS
  - INSTALL FLASHINGS OVER ALL UNPROTECTED OPENINGS AND ALL CORNER TRIMS
  - DOORS, WINDOWS & SILLINGS TO MEET N.A.T.S. REQUIREMENTS.

- GENERAL NOTES:**
- ALL LUMBER TO BE K.D.-S.P.F. #2 OR BETTER
  - ALL STAIRS AND LIFTS TO BE 2-3/4" U.N.O.
  - ALL BEDROOM WINDOWS AS PER AUTHORITY HAVING JURISDICTION
  - ALL HAND RAILS AS PER AUTHORITY HAVING JURISDICTION
  - ALL GUARDRAILS AS PER AUTHORITY HAVING JURISDICTION
  - ALL SMOKE ALARMS TO BE INTERCONNECTED AS
  - ATTIC HATCHES TO BE WEATHERSTRIPPED



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6	ISSUED FOR PERMIT	11-08-2022

201-45269 KEITH WILSON RD  
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**SUMMER ROAD CABIN**  
66582 SUMMER RD, HOPE, B.C.

**REAR & LEFT ELEVATIONS**

Drawn	OK	SHEET
PROJECT A	221/07	A3.2
DESIGN	JCR	
DATE	11 AUG 2022	
SCALE	1/4" = 1'-0"	

ROOF RIDGE ..... 251.70 (75.74 ft)

TOP OF VALUED C.G. 245.24 (74.65 ft)

MEAN OF ROOF ..... 243.42 (74.21 ft)

U.F.C. .... 242.32 (73.65 ft)

U.F.C. .... 234.27 (71.41 ft)

M.F.C. .... 233.44 (71.13 ft)

M.F.C. .... 229.87 (69.82 ft)

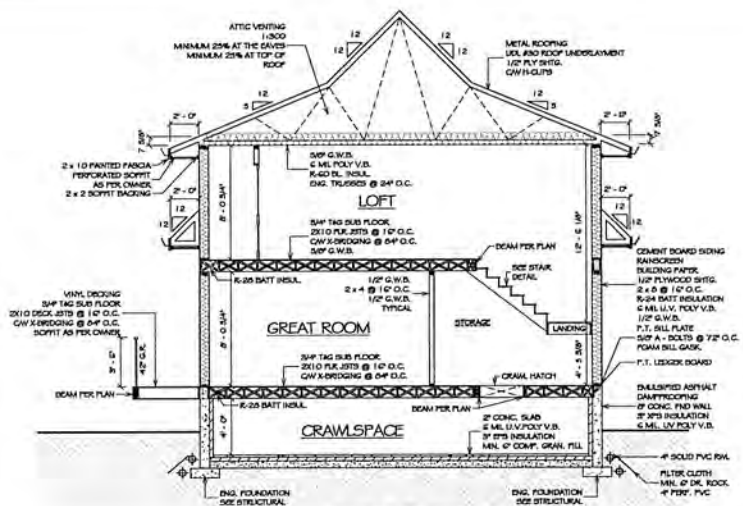
U.F.FLOOR 235 (70.44 ft)

S.F.C. .... 222.10 (67.72 ft)

BASE GRADE ..... 220.64 (67.25 ft)

CRAWLSPACE ..... 220.54 (67.22 ft)

NOTE: FROST PROTECTION DEPTH AS PER AUTHORITY HAVING JURISDICTION



CROSS SECTION "A"  
SCALE: 1/4" = 1'-0"

ROOF RIDGE ..... 251.70 (75.74 ft)

TOP OF VALUED C.G. 245.24 (74.65 ft)

MEAN OF ROOF ..... 243.42 (74.21 ft)

U.F.C. .... 242.32 (73.65 ft)

U.F.C. .... 234.27 (71.41 ft)

M.F.C. .... 233.44 (71.13 ft)

M.F.C. .... 229.87 (69.82 ft)

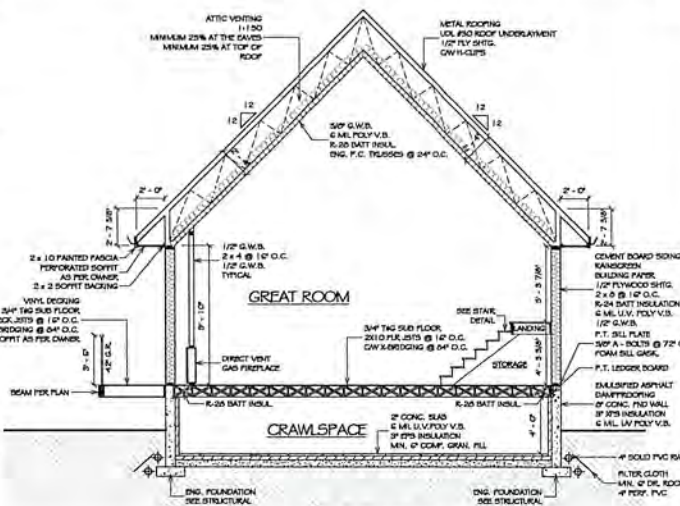
U.F.FLOOR 235 (70.44 ft)

S.F.C. .... 222.10 (67.72 ft)

BASE GRADE ..... 220.64 (67.25 ft)

CRAWLSPACE ..... 220.54 (67.22 ft)

NOTE: FROST PROTECTION DEPTH AS PER AUTHORITY HAVING JURISDICTION



CROSS SECTION "B"  
SCALE: 1/4" = 1'-0"

ROOF RIDGE ..... 251.70 (75.74 ft)

TOP OF VALUED C.G. 245.24 (74.65 ft)

MEAN OF ROOF ..... 243.42 (74.21 ft)

U.F.C. .... 242.32 (73.65 ft)

U.F.C. .... 234.27 (71.41 ft)

M.F.C. .... 233.44 (71.13 ft)

M.F.C. .... 229.87 (69.82 ft)

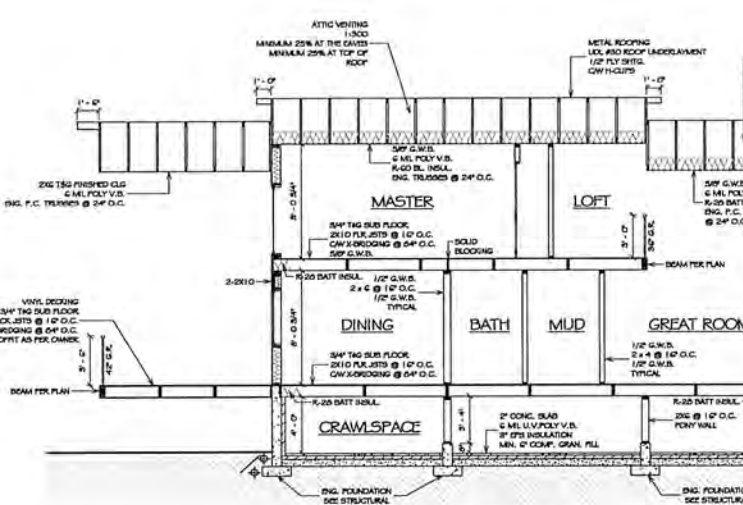
U.F.FLOOR 235 (70.44 ft)

S.F.C. .... 222.10 (67.72 ft)

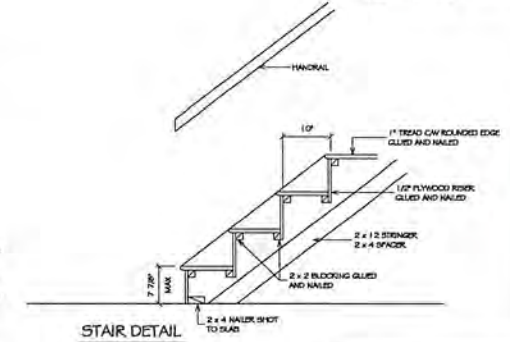
BASE GRADE ..... 220.64 (67.25 ft)

CRAWLSPACE ..... 220.54 (67.22 ft)

NOTE: FROST PROTECTION DEPTH AS PER AUTHORITY HAVING JURISDICTION



CROSS SECTION "C"  
SCALE: 1/4" = 1'-0"



STAIR DETAIL  
SCALE: 1" = 1'-0"

- TYPICAL WINDOW NOTES:**
- GLASS IN EXTERIOR DOORS AND ALL GLASS WITHIN 30' OF EXTERIOR DOOR OPENERS TO BE SAFETY GLASS
  - INSTALL FLASHING OVER ALL UNPROTECTED OPENINGS AND ALL EXTERIOR MATERIALS
  - DOORS, WINDOWS & SLOUGHTS TO MEET N.A.F.S. REQUIREMENTS
- TYPICAL NOTES:**
- ALL LUMBER TO BE K.D.-S.P.F., #2 OR BETTER
  - ALL BEAMS AND LINTELS TO BE 2x10 U.G.O.
  - ALL BEDROOM WINDOWS AS PER AUTHORITY HAVING JURISDICTION
  - ALL FIBER WALLS AS PER AUTHORITY HAVING JURISDICTION
  - ALL GUARDRAILS AS PER AUTHORITY HAVING JURISDICTION
  - ALL SMOKE ALARMS TO BE INTERCONNECTED A.C.
  - ATTIC HATCHES TO BE WEATHERSTRIPPED



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COLLINGSWOOD, N.J. 08027  
PHONE: 609-666-0031  
EMAIL: INFO@JCRDESIGN.COM

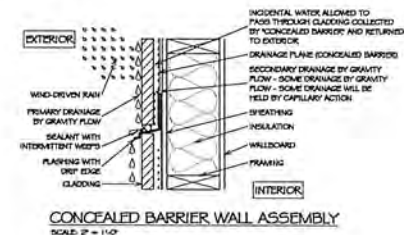
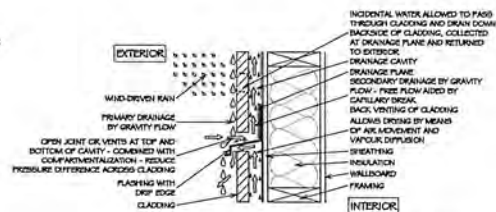
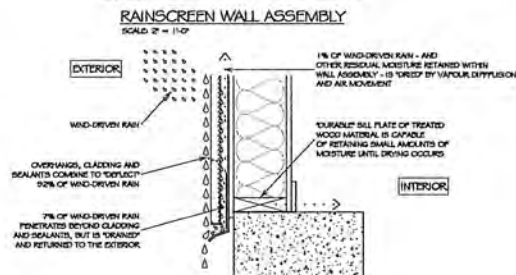
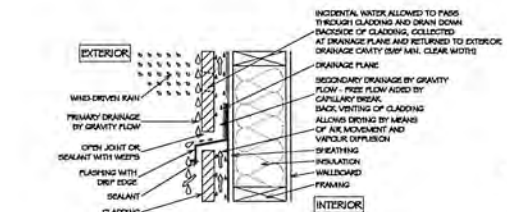
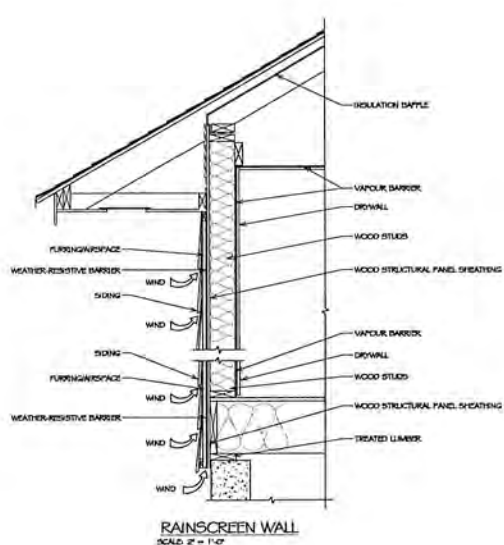
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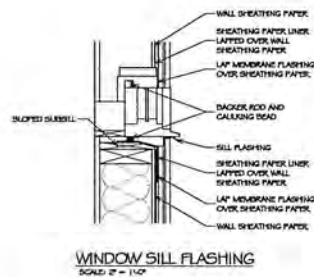
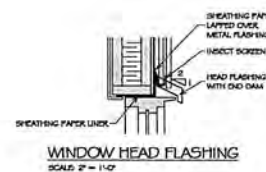
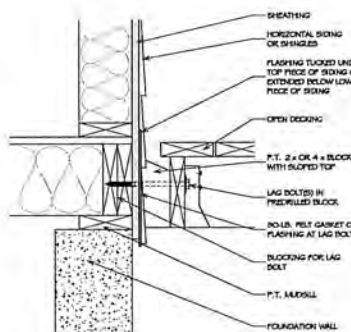
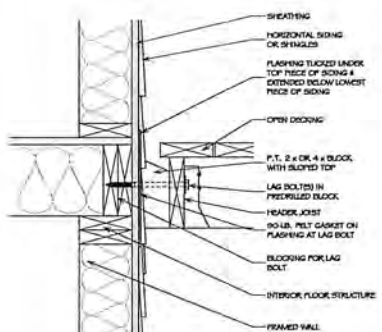
DRAWING TITLE:  
**CROSS SECTIONS & DETAILS**

DESIGNER	DATE	SHEET
PROJECT #	22107	
DRAWN BY	JCR	
DATE	11 AUG 2022	
SCALE	1/4" = 1'-0"	

**A4.1**



RELIABILITY IS DESIGNED INTO EXTERIOR WALL SYSTEMS BY PROVIDING MULTIPLE LINES OF DEFENSE



JCR DESIGN Ltd. EST. 2003  
NO. REVISION/ISSUE DATE  
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4 ISSUED FOR REVIEW 18-07-2022  
5 ISSUED FOR REVIEW 10-08-2022  
6 ISSUED FOR PERMIT 11-08-2022

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PROJECT NAME AND ADDRESS  
**SUMMER ROAD CABIN**  
66532 SUMMER RD, HOPE, B.C.

DRAWING TITLE  
**CONSTRUCTION DETAILS**

Drawn	DK	SHEET:
Checked	JCK	22/107
Drawn	JCK	
Scale	1:1	11 AUG 2022
Notes	AS NOTED	A5.1

9.32.3.5. PRINCIPAL VENTILATION SYSTEM EXHAUST FAN

FLOOR AREA (sqft)	MINIMUM AIR FLOW RATE (L/s)				
	NUMBER OF BEDROOMS				
	0-1	2-3	4-5	6-7	> 7
< 140	14	21	25	35	42
140 - 300	21	25	35	42	49
301 - 420	26	35	42	49	56
421 - 560	35	42	49	56	64
561 - 700	42	49	56	64	71
> 700	49	56	64	71	79

- PRINCIPAL EXHAUST FAN CAPACITY @ 90 PASGALS
- DESIGNED TO RUN CONTINUOUSLY
- TWO SETTINGS: ON AND OFF
- ACCESSIBLE FOR SERVICING
- IF CAPABLE OF RUNNING AT MULTIPLE FLOW RATES, MUST HAVE A SEPARATE SWITCH SO LOW RATE IS NOT LESS THAN REQUIRED
- SOUND RATING NOT TO EXCEED 1.0 SCORE

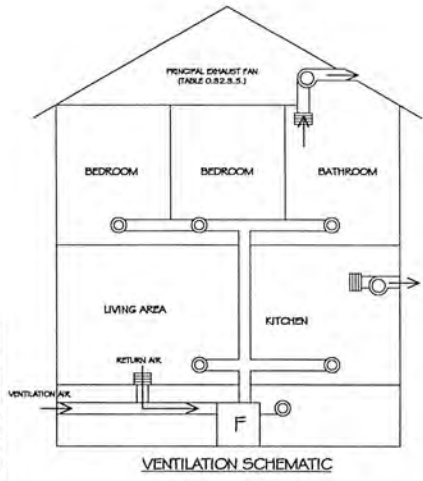
NOTE: HATCHED AREA REPRESENTS CALCULATION SPECIFIC TO THIS PROJECT

TABLE 9.32.3.3.A  
PRINCIPAL EXHAUST FAN VENTILATION RATE  
FORMING PART OF CLAUSE 9.32.3.3. (1)(a)

NUMBER OF BEDROOMS	MINIMUM VENTILATION RATE (L/s)
1	15
2	22
3	30
4 OR MORE	35

TABLE 9.32.3.3.B  
BATHROOM/KITCHEN EXHAUST VENTILATION RATE  
FORMING PART OF CLAUSE 9.32.3.3. (1)(b)

ROOM	MINIMUM EXHAUST RATE (L/s)	
	INTERMITTENT	CONTINUOUS
KITCHEN	40	N/A
BATHROOM	25	10



RSI # R-VALUE REQUIREMENTS

WINDOWS, DOORS & SKYLIGHTS

COMPONENTS	THERMAL CHARACTERISTIC	ZONE 5 - U
WINDOWS & DOORS	MAX U VALUE	1.00
SKYLIGHTS	MAX U VALUE	2.00

ABOVE GRADE - NO HRV

COMPONENTS	ZONE 5 - RSI	ZONE 5 - R
CEILING BELOW ATTIC	0.67	49.24
CATHEDRAL CEILING & FLAT ROOFS	4.67	26.52
WALLS	5.06	17.49
FLOORS OVER UNHEATED SPACE	4.67	26.52

BELOW GRADE - NO HRV

COMPONENTS	ZONE 5 - RSI	ZONE 5 - R
FOUNDATION WALLS	2.80	16.92

BELOW FROST LINE: UNINSULATED FLOORS UNINSULATED

COMPONENTS	UNINSULATED	UNINSULATED
BELOW FROST LINE	UNINSULATED	UNINSULATED
ABOVE FROST LINE	1.86	11.18
ALL FLOORS PERMANENT	N/A	N/A
HEATED FLOORS	2.82	18.16
SLAB ON GRADE W/ INTEGRAL FOOTING	1.86	11.18

CEILING ASSEMBLY-BELOW ATTIC (NO HRV)

FRAMING FACTOR - 7%	MATERIAL	RSI	R
	OUTSIDE AIR FILM		0.17
	SHEATHING	1/2" PLYWOOD SHEATHING	0.62
	INSULATION ABOVE TRUSSES	14" LOOSE FILL R-60	35.00
	TRUSS SPACING	24" BOTTOM CHORD @ 24" O.C.	-
	VAPOUR BARRIER	6 MIL POLY V.B.	0.00
	GYP/SLAB (H/H)	5/8" G.W.B.	0.57
	INTERIOR AIR FILM		0.60
	TOTAL EFFECTIVE RSI/R VALUE OF ENTIRE ASSEMBLY		57.64

CEILING ASSEMBLY-BELOW CATHEDRAL & FLAT ROOFS (NO HRV)

FRAMING FACTOR - 7%	MATERIAL	RSI	R
	OUTSIDE AIR FILM		0.17
	SHEATHING	1/2" PLYWOOD SHEATHING	0.62
	INSULATION IN FRAMING	R-50 BATT	26.04
	FRAMING SPACING	@ 24" O.C.	-
	VAPOUR BARRIER	6 MIL POLY V.B.	0.00
	GYP/SLAB (H/H)	5/8" G.W.B.	0.57
	INTERIOR AIR FILM		0.60
	TOTAL EFFECTIVE RSI/R VALUE OF ENTIRE ASSEMBLY		28.00

WALL ASSEMBLY (NO HRV)

FRAMING FACTOR - 23%	MATERIAL	RSI	R
	OUTSIDE AIR FILM		0.17
	CLADDING	CEMENT BOARD SIDING & RAINDOZEN	1.04
	SHEATHING MEMBRANE	BUILDING PAPER	0.00
	SHEATHING	1/2" PLYWOOD	0.68
	STUD WALL INSULATION	2X6 @ 16" O.C. W/R-24	18.48
	VAPOUR BARRIER	6 MIL POLY V.B.	0.00
	GYP/SLAB (H/H)	1/2" G.W.B.	0.45
	INTERIOR AIR FILM		0.65
	TOTAL EFFECTIVE RSI/R VALUE OF ENTIRE ASSEMBLY		21.45

FOUNDATION WALL ASSEMBLY (NO HRV)

MATERIAL	RSI	R
OUTSIDE AIR FILM		18.00
INSULATION	3" EPS	1.35
CONCRETE	6" CONC. FND. WALL	1.80
INTERIOR AIR FILM & DAMPROOFING		18.25

SLAB ON GRADE ASSEMBLY (NO HRV)

MATERIAL	RSI	R
CONCRETE	4" CONC. SLAB	1.25
INSULATION	3" EPS	11.25
TOTAL EFFECTIVE RSI/R VALUE OF ENTIRE ASSEMBLY		12.50

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NO.	REVISION/ISSUE	DATE
3	ISSUED FOR REVIEW	05-07-2022
4	ISSUED FOR REVIEW	18-07-2022
5	ISSUED FOR REVIEW	10-08-2022
6	ISSUED FOR PERMIT	11-08-2022

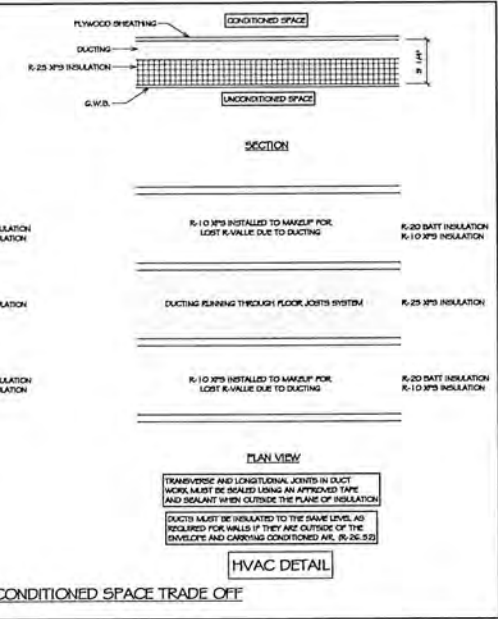
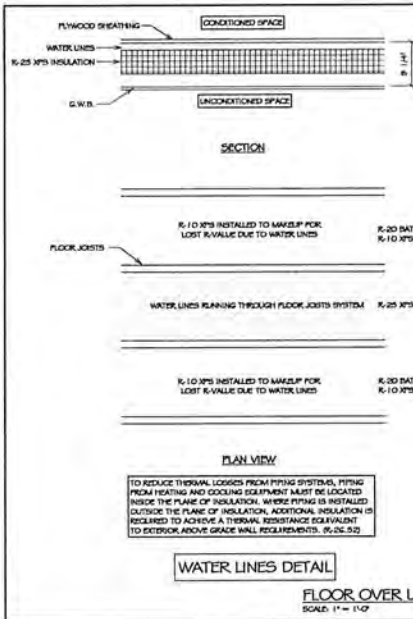
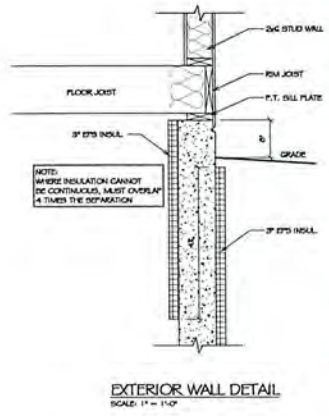
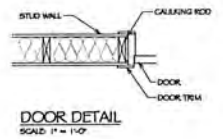
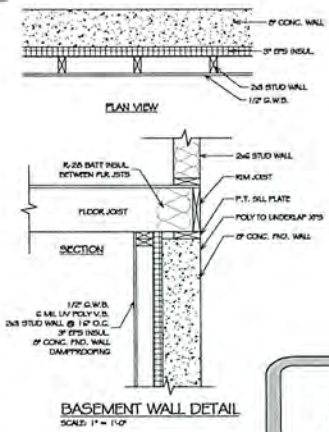
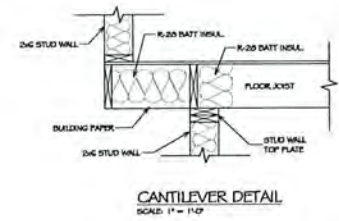
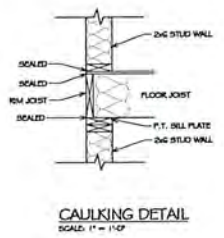
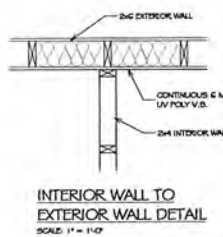
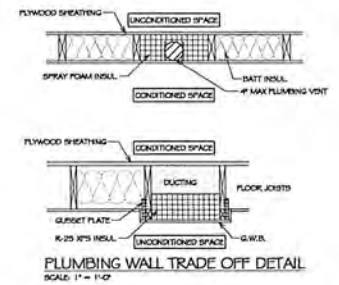
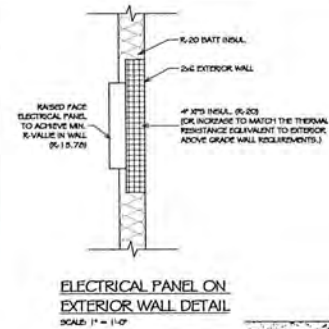
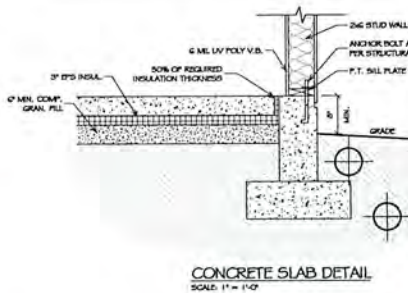
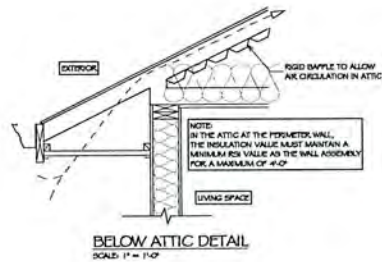
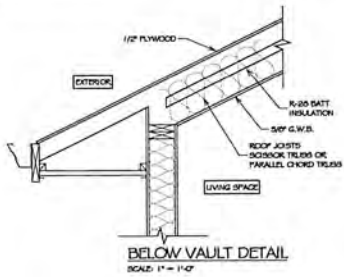
201-452-0288 KEITH WILSON RD  
CHILLIWACK, B.C. V0R 5S1  
PHONE: 604-650-0031  
EMAIL: INFO@JCRDESIGN.CA

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PROJECT NAME AND ADDRESS:  
**SUMMER ROAD CABIN**  
66532 SUMMER RD, HOPE, B.C.

DRAWING TITLE:  
**ENERGY EFFICIENCY REQUIREMENTS**

NAME	DR.	DATE
PROJECT A	22107	JCR
DATE:	11 AUG 2022	
NO.:	A5.2	



**JCR DESIGN Ltd. EST. 2003**

NO.	REVISION/NOTE	DATE
1	ISSUED FOR REVIEW	09-07-2022
4	ISSUED FOR REVIEW	10-07-2022
5	ISSUED FOR REVIEW	10-08-2022
6	ISSUED FOR PERMIT	11-08-2022

201-452-0938 8078 WILSON RD  
DUNELAND, B.C. V3C 2S1  
PHONE: 604-556-0031  
EMAIL: INFO@JCRDESIGN.CA

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PROJECT NAME AND ADDRESS:  
**SUMMER ROAD CABIN**  
64532 SUMMER RD. HOPE, B.C.

GENERAL TITLE:  
**ENERGY EFFICIENCY REQUIREMENTS**

DATE	BY	SHEET
PROJECT #	22107	<b>A5.3</b>
CREATED BY	JCR	
DATE	11 AUG 2022	
SCALE	1/4" = 1'-0"	

**Section 4. Measures to Protect and Maintain the SPEA**

This section is required for detailed assessments. Attach text or document files, as need, for each element discussed in Part 4 of the RAPR. It is suggested that documents be converted to PDF *before* inserting into the assessment report. Use your "return" button on your keyboard after each line. You must address and sign off each measure. If a specific measure is not being recommended a justification must be provided.

<p>1. Danger Trees</p>	<p>There were no danger trees in the SPEA within striking distance of the proposed development; however, it is noted that a windstorm with windspeeds exceeding 65 km/h has occurred since the site assessment. A follow up tree risk assessment is recommended prior to construction.</p> <p>Dead trees within the SPEA function as a source of large woody debris (LWD) and are to be retained during and following the development phase unless a QEP (Certified Danger Tree Assessor) determines that the trees pose a risk to persons or property (as described in Appendix 2 of the RAPR Assessment Methods). Trees felled in the SPEA should be left as LWD in the SPEA, if advised to do so by a QEP.</p> <p>Recommendations for the retention of LWD within the channel must be made in consideration of the local habitat type.</p> <p>If danger trees are felled in the SPEA, the QEP's report is to be submitted as an addendum to this report prior to the issuance of a development permit.</p>
<p>I, <u>Remi Masson</u>, hereby certify that:</p> <p>i) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>j) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Trevor Boudreau</u>;</p> <p>k) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
<p>2. Windthrow</p>	<p>This project does not require removal of trees outside of the SPEA. This development will therefore not result in new wind stresses on trees in the SPEA.</p>
<p>I, <u>Remi Masson</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Trevor Boudreau</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	

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<p>3. Slope Stability</p>	<p>This report does not constitute a landslide risk assessment or a risk assessment for the proposed development.</p> <p>Field indicators of slope instability were not observed within the RAA and the property was virtually flat. Specific measures are not required at this time.</p>
<p>I, <u>Remi Masson</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Trevor Boudreau</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
<p>4. Protection of Trees</p>	<p>There are no trees in the SPEA near the proposed development.</p> <p>Trees in the SPEA boundary are to be protected from the development. Impacts to trees within the SPEA can occur through 1) compaction or disturbance to soils; 2) disposal of concrete leachate or other pollutants; or 3) parking of vehicles beneath the drip line.</p> <p>Any excavation or soil disturbance within 6 m of a tree in the SPEA must be completed under the supervision of a QEP to ensure that the activities in the developable area do not affect trees in the SPEA.</p> <p>At no time during construction should there be any temporary or permanent storage of construction materials or substrate within the non-encroachment areas described above.</p> <p>It should be noted that tree felling may be subject to additional legislation, bylaws, and/or best practices not covered within this report.</p>
<p>I, <u>Remi Masson</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Trevor Boudreau</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	

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<p>5. Encroachment</p>	<p>The proposed development area must be delineated by a qualified professional (e.g., surveyor) based on the location of the stream boundaries as defined in the RAPR (and as identified by a QEP) prior to commencement of works.</p> <p>The SPEA cannot be used as a staging location or for storage of construction materials.</p> <p>Permanent fencing is not recommended for this site as the land use (residential) will not change.</p> <p>Current and future landowners must be made aware that onsite aquatic features are environmentally valuable and protected by provincial and federal legislation.</p>
<p>I, <u>Remi Masson</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Trevor Boudreau</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
<p>6. Sediment and Erosion Control</p>	<p>Sediment or sediment-laden water must not be allowed to enter the SPEA.</p> <p>As the subject property is flat and largely grassed, the risk of sedimentation resulting from this project is considered to be low.</p> <p>A silt-fence must be adequately installed at the SPEA boundary or edge of development as required to prevent entrainment of sediment into the SPEA or into the onsite or near site aquatic features.</p> <p>Exposed soils at the periphery of the development area must be seeded at a rate of 50kg/ha during the growing season if soils are to remain undisturbed for more than 14 days. Use of a hydroseed or similar may be required if exposed soils cannot be adequately stabilized. All exposed soils must be seeded in April and September.</p> <p>Soil stockpiles must not be stored in such a way that they cannot release sediment to a stream or to the SPEA. These must be covered with poly if not being actively used.</p> <p>Additional erosion and sediment control measures may be required at the recommendations of a QEP.</p>
<p>I, <u>Remi Masson</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Trevor Boudreau</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	



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<p>7. Stormwater Management</p>	<p>Stormwater will be directed towards perimeter drains. Although not anticipated to be required for this project, any new stormwater outfall would require authorization from the senior regulatory agencies.</p>
<p>I, <u>Remi Masson</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Trevor Boudreau</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
<p>8. Floodplain Concerns (highly mobile channel)</p>	<p>This assessment is not intended to be a flood hazard assessment. There are specific statutory requirements and professional guidelines for flood hazard assessments; these do not fall under the RAPR.</p> <p>Following is only intended to address flooding within the one in five year return period and/or to identify the need for further assessment by a qualified professional.</p> <p>Onsite watercourses were confined within clearly defined banks, and there was no evidence of recent or historic flooding. As such, there are no floodplain concerns for the subject property.</p>
<p>I, <u>Remi Masson</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Trevor Boudreau</u>;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	

**Section 5. Environmental Monitoring**

Attach text or document files explaining the monitoring regimen. Use your "return" button on your keyboard after each line. It is suggested that all documents be converted to PDF *before* inserting into the PDF version of the assessment report. Include actions required, monitoring schedule, communications plan, and requirement for a post development report.

The proponent has been informed that in the event of ground disturbing activities, a QEP who is familiar with the project, subject property, the local ecology, erosion and sediment control, and best construction management practices must be retained to provide environmental monitoring for this project. The QEP retained to provide environmental monitoring services must be provided the authority to modify and/or halt any works as necessary for the protection of fish and fish habitat, and to comply with the RAPR.

The measures to protect the SPEA described above should be communicated to the site workers as required to prevent impacts to the SPEA, the onsite watercourses, or the harmful alteration, disturbance, or destruction of fish habitat.

The QEP should provide monitoring as required to ensure that the SPEA and the fish habitat it contains is protected from the development, that the measures to protect the SPEA are respected and have been appropriately implemented and/or observed, and that works are compliant with any applicable legislation or local bylaws.

At a minimum, inspections should occur:

- Immediately prior to soil disturbing activities to ensure that the appropriate mitigation measures have been communicated to the construction team, and to ensure that they have been appropriately installed;
- At the mid-point of construction to determine if the installed mitigation measures are functioning as intended, and to determine if additional measures are required to protect the integrity of the SPEA;
- At the substantial completion of construction activities to confirm that the measures implemented were appropriate for the protection of the SPEA, and to make recommendations as required for the long-term protection of the SPEA.

Monitoring frequency can be modified at the QEP's discretion and with consultation with the local government based on observed site conditions, contractor compliance, and weather conditions.

Per Section 5 (a) of the *Riparian Areas Protection Regulation*, a project completion report is required to be completed by a QEP, and submitted to the RAPR Notification System to confirm that the conditions described in this report have been properly implemented.

**Section 6. Photos**

Provide a description of what the photo is depicting, and where it is in relation to the site plan.



*Photograph 1. Typical view of WC1 on the subject property.*



*Photograph 2. Typical view of Ditch 1.*



*Photograph 3. Typical view of the wetland at the south of the property.*

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*Photograph 4. Typical view of the property outside of the SPEA.*

**Section 7. Professional Opinion**

Qualified Environmental Professional opinion on the development proposal's riparian assessment.

Date September 22,  
2022

1. I/We: Remi Masson

*Please list name(s) of qualified environmental professional(s) and their professional designation that are involved in assessment.)*

hereby certify that:

- a) I am/We are qualified environmental professional(s), as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
- b) I am/We are qualified to carry out the assessment of the proposal made by the developer Trevor Boudreau, which proposal is described in section 3 of this Assessment Report (the "development proposal"),
- c) I have/We have carried out an assessment of the development proposal and my/our assessment is set out in this Assessment Report; and
- d) In carrying out my/our assessment of the development proposal, I have/We have followed the specifications of the Riparian Areas Protection Regulation and assessment methodology set out in the minister's manual; AND

2. As qualified environmental professional(s), I/we hereby provide my/our professional opinion that:

- a)  n/a the site of the proposed development is subject to undue hardship, (if **applicable, indicate N/A otherwise**) and
- b)  the proposed development will meet the **riparian protection standard** if the development proceeds as proposed in the report and complies with the measures, if any, recommended in the report.

[NOTE: "Qualified Environmental Professional" means an individual as described in section 21 of the Riparian Areas Protection Regulation.]



# DISTRICT OF HOPE

## REPORT/RECOMMENDATION TO COUNCIL

**DATE:** August 31, 2023 **FILE:** LDP 27/23

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

**MEETING DATE:** September 11, 2023

**SUBJECT:** **APPLICATION FOR A TEMPORARY USE PERMIT TO ALLOW THE SEMI PERMANENT TRAILER STRUCTURE AND TWO STORAGE CONTAINERS TO REMAIN ON SITE 19841 SILVER SKAGIT ROAD JAMES LASSER**

### **PURPOSE:**

To obtain authorization for staff to proceed with the statutory process to allow the District of Hope to issue a Temporary Use Permit for the property at 19841 Silver Skagit Road Permit to allow the semi permanent portable residential structure and the two storage containers to remain on site for the duration of the TUP.

### **RECOMMENDATION:**

THAT Council approve the preparation of a Temporary Use Permit for the placement of one existing semi permanent portable residential structure and two storage containers for a caretaker on the property legally described as District Lot 1607 YDYD Lying to The North of The Northerly Limit of District Lot 1601 Except Plan A1119;19841 Silver Skagit Road; and

FURTHER THAT the public be notified in accordance with Zoning Bylaw 1324, District of Hope Application Procedures and Public Hearing/Information Meeting Procedural Bylaw No. 13/93, the *Local Government Act* and the *Community Charter* that Council will be considering the approval of a Temporary Use Permit for 19841 Silver Skagit Road.

### **PUBLIC CONSULTATION:**

An ad in the local newspaper and a notice mailed out to area residents will be conducted in accordance with the *Local Government Act*, the District of Hope Application Procedures and Public Hearing/Information Meeting Procedural Bylaw, and the District of Hope Zoning Bylaw.



## **ANALYSIS:**

### **A. Rationale:**

**Proposal** -The applicant is applying for a TUP to retain a semi permanent portable structure and two storage containers on the subject property. His 86 year old father lives in this unit. The applicant has access to 400 seedlings, which would be a good start for a small nursery location. His father is willing to help with watering the trees on the site. His father has currently been watering the rhodos and other trees that they have planted at that location. He has been suffering with heart issues for many years and had a stroke when he was living on the Sunshine Coast. There was an eight month waiting list to get him into a home care program. The applicant could not leave him unattended for eight months so the applicant brought him to Hope. He is very independent and tries to take care of himself to the best of his ability. Staff also discussed moving him to the applicant's residential property. However, the applicant's father has difficulty with that as he feels it removes his independence and dignity. He knows he only has a few more years until he will require more care. At this point the applicant could not bring him to the property where he lives as he does not have proper infrastructure set up to accommodate the semi permanent portable structure. His father states "I don't think I can survive a move in my current health condition". After seeing his father, staff believe this to be true.

Should the applicant's father cease to reside at the property for whatever reason the semi permanent structure and the two storage containers must be removed.

A portion of the subject property is within a Geotechnical Hazard Development Permit area, but the proposed residence is located outside of the hazard risk area.

**Access** – Directly from Silver Skagit Road.

**Zoning Bylaw** – The property is currently zoned Country Residential (CR-1). Section 5.3.1 of Zoning Bylaw 1324 states:

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

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

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

**Temporary Use Permits** – Section 493(2) of the *Local Government Act* states:

A Temporary Use Permit may do one or more of the following:

- (a) allow a use not permitted by a zoning bylaw;
- (b) specify conditions under which the temporary use may be carried on;
- (c) allow and regulate the construction of buildings or structures in respect of the use for the which the permit is issued.

Temporary Use Permits are valid for a 3 year time period and before expiration, a permit holder may apply for another 3 year term. According to the applicant's proposal, his father who is 86 years old and is unable to move again due to health related issues will remain on this site to take care of the tree farm being initiated.

**Conclusion** – Staff maintains support on the overall intent of the Temporary Use Permit application.

**Conditions of approval** –

1. Should the applicant's father cease to reside at the property for whatever reason the semi permanent structure and the two storage containers must be removed.
2. If the property becomes non-compliant in any other manner the TUP will be rescinded. This would require the removal of the semi permanent structure and two storage containers as well as all other non-compliant uses, immediately.

**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?

*On a micro level, this development moves Hope towards our vision and goals for success and sustainability.*

2. Is it a flexible platform for future steps towards our vision, goals and objectives?  
*This platform is a legislative requirement and therefore rigid.*

3. Will it provide a good return on investment?

*From a housing perspective, it accommodates a resident engaged in caring for a commercial tree farm enterprise.*

**C. Attachments:**

1. Location & Zoning Map Excerpt
2. OCP Land Use Map Excerpt
3. Site Survey
4. Photographs of existing buildings

**D. Property Information:**

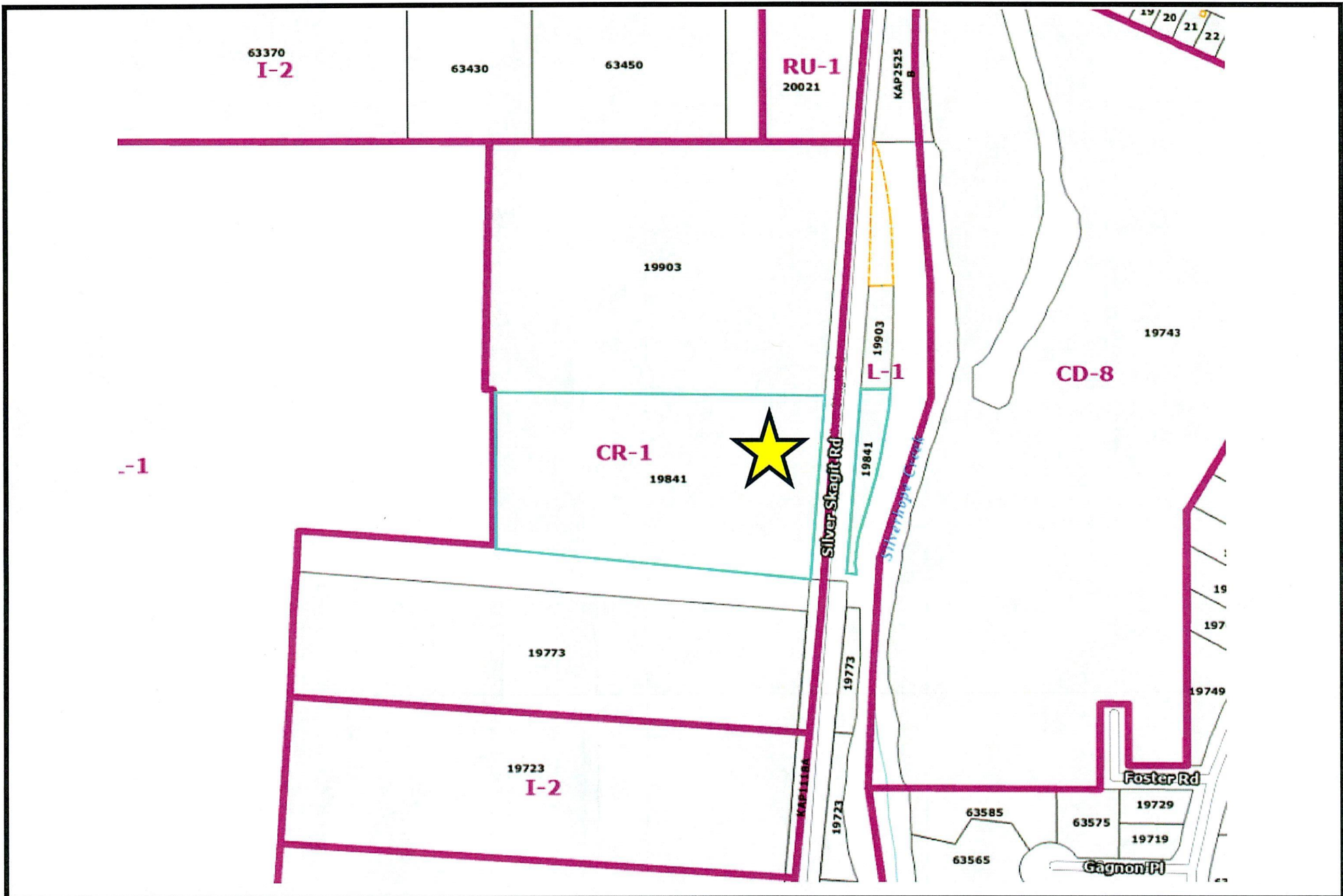
1. Civic Address: 19841 Silver Skagit Road
2. Legal Description: District Lot 1607 YDYG Lying to the North of the Northerly Limit of District Lot 1601 Except Plan A1119
3. PID Number: 001-993-283
4. Current Zoning: Country Residential (CR-1)
5. OCP Designation: Country Residential

Prepared by:

Approved for submission to Council:

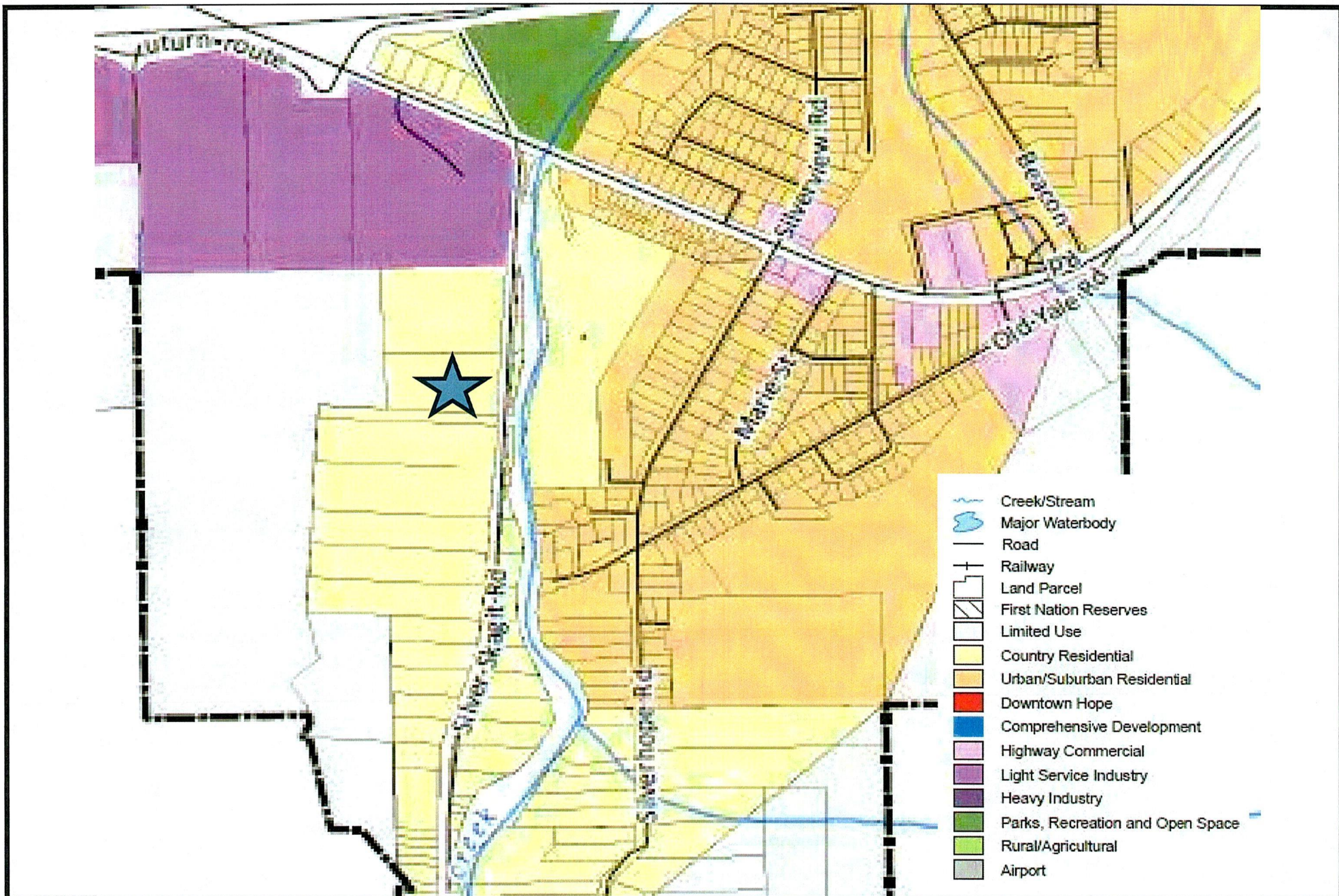
*Original Signed by Richard Zerr*  
Acting Director of Community Development

*Original Signed by John Fortoloczky*  
Chief Administrative Officer



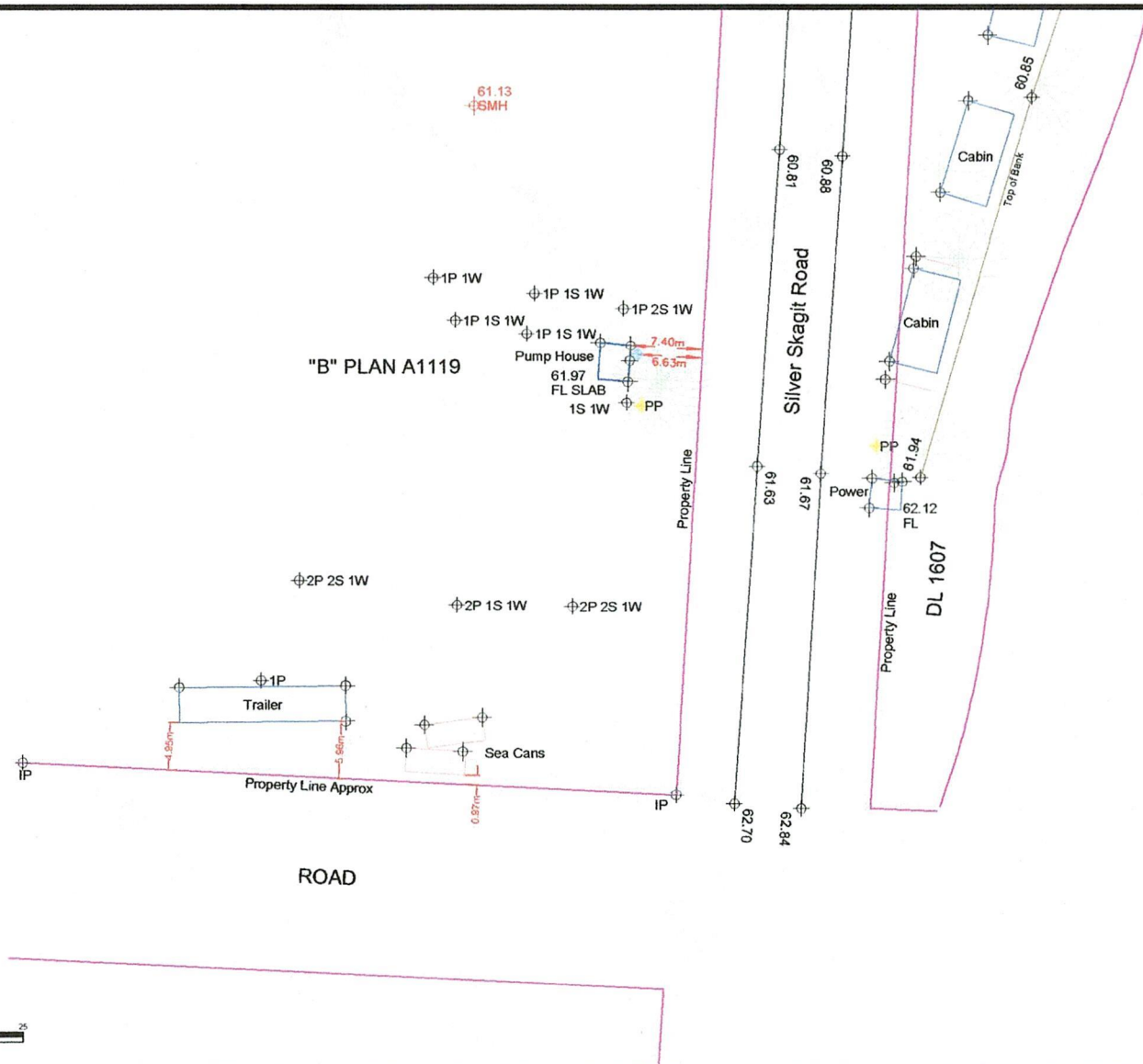
19841 Silver Skagit Road  
James Lasser

Location & Zoning Map Excerpt

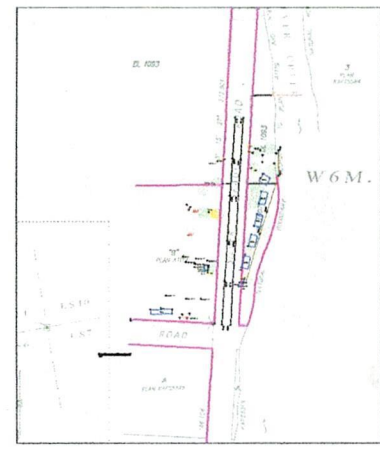


1981 Silver Skagit  
James Lasser

OCP Land Use Map Excerpt



Project Location



 Landform Geomatics Ltd  
 604.819.9271  
 info@landformgeomatics.com

DATE : Aug 29th 2023  
 SCALE : See Scale Bar  
 CHECKED BY:  
 DRAFTED BY: MD

REVISIONS	DATE	BY

PREPARED FOR:  
**Jim Lasser**

**"B" PLAN A1119 DL 1607 Silver Skagit Road**  
**Location Sketch For Trailer and Seacans**



18/08/2023 09:31

1. News Release dated August 10, 2023 from the Ministry of Housing and the Office of the Minister of Housing, Infrastructure and Communities re: Landmark Indigenous housing project breaks ground in Vancouver.
2. News Release dated August 10, 2023 from the Ministry of Emergency Management and Climate Readiness and the Tk'emlups te Secwepemc re: New evacuee accommodations will provide culturally safe support.
3. Information Bulletin dated August 12, 2023 from the Ministry of Emergency Management and Climate Readiness and the Ministry of Health re: People encouraged to prepare for heat warnings.
4. News Release dated August 15, 2023 from the Ministry of Water, Land and Resource Stewardship re: Public input will enhance B.C.'s first-ever coastal marine strategy.
5. Information Bulletin dated August 15, 2023 from the Ministry of Energy, Mines and Low Carbon Innovation re: Columbia River Treaty talks move forward after constructive Seattle session.
6. News Release dated August 16, 2023 from the Ministry of Emergency Management and Climate Readiness re: Enhancing local extreme temperature preparedness will keep people safer.
7. News Release dated August 16, 2023 from the Ministry of Jobs, Economic Development and Innovation re: B.C. supports research to protect coastal ecosystem.
8. News Release dated August 16, 2023 from the Ministry of Housing re: New affordable seniors' housing breaks ground in Delta.
9. Information Bulletin dated August 16, 2023 from the Ministry of Forests re: Targeted actions protect chinook runs in Thompson Okanagan.
10. News Release dated August 16, 2023 from the Ministry of Housing and BC Housing re: BC Housing acts on recommendations from Maple Ridge supportive housing sites review.
11. Information Bulletin dated August 17, 2023 from the Ministry of Emergency Management and Climate Readiness and the Ministry of Forests re: Preparing for extreme fire conditions.
12. News Release dated August 18, 2023 from the Ministry of Municipal Affairs re: Stronger services will support healthy communities in northern B.C.
13. Information Bulletin dated August 18, 2023 from the Ministry of Health re: BC PharmaCare now covers new drugs for rare diseases.
14. News Release dated August 19, 2023 from the Office of the Premier and the Ministry of Emergency Management and Climate Readiness re: Emergency order frees up accommodation for evacuees, emergency personnel.
15. Information Bulletin dated August 20, 2023 from the Ministry of Health re: Poor air quality from wildfires increases health risks to vulnerable people.



16. Information Bulletin dated August 20, 2023 from the Ministry of Emergency Management and Climate Readiness re: Emergency Support Services available for wildfire evacuees.
17. News Release dated August 22, 2023 from the Ministry of Post-Secondary Education and Future Skills re: Expanded graduate scholarship funding will support students.
18. Letter dated August 22, 2023 from the Fraser Valley Regional District re: Imminent change in BC Highway Patrol services.
19. Memorandum dated August 16, 2023 from the CAO re: 2022 Lower Mainland District Integrated Teams Annual Report.
20. Roundtable release dated August 2023 from the Ministry of Transportation and Infrastructure re: Fraser Valley Regional Roundtable.
21. News Release dated August 23, 2023 from the Ministry of Education and Child Care and the Ministry of Families, Children and Social Development re: Grants will help international, francophone educators join child care sector.
22. Information Bulletin dated August 24, 2023 from the Ministry of Attorney General re: New chair appointed to Building Code Appeal Board.
23. News Release dated August 24, 2023 from the Ministry of Social Development and Poverty Reduction re: More people will get nutritious food with new funding.
24. News Release dated August 25, 2023 from the Ministry of Social Development and Poverty Reduction re: More Surrey-Delta seniors get better access to service.
25. Update dated August 25, 2023 from the Ministry of Citizens' Services re: More grant recipients promoting BC Demographic Survey.
26. Information Bulletin dated August 26, 2023 from the Ministry of Emergency Management and Climate Readiness re: Mental health supports available for people impacted by wildfire.
27. News Release dated August 28, 2023 from the Ministry of Post-Secondary Education and Future Skills re: Expanding adult literacy programs throughout B.C.
28. News Release dated August 28, 2023 from the Ministry of Housing re: Thousands of new affordable homes coming for renters.
29. Traffic Advisory dated August 29, 2023 from the Ministry of Transportation and Infrastructure re: Highway access through Fraser Canyon restored following wildfire.
30. News Release dated August 29, 2023 from the Ministry of Public Safety and Solicitor General and the BC Coroners Service re: At least 198 lost to toxic drugs in July as public health emergency continues.
31. News Release dated August 30, 2023 from the Ministry of Finance re: Public Accounts confirms investing in people builds stronger B.C.
32. News Release dated August 30, 2023 from the Ministry of Housing and BC Housing re: BC Housing, partners act on recommendations of Tri-Cities supportive housing, shelter.
33. Letter dated August 31, 2023 from the BC Highway Patrol re: Temporary delay in implementation of transfer of responsibility.
34. Article dated August 31, 2023 from Fraser Health re: Cheam First Nation, First Nations Health Authority and Fraser Health open new overdose prevention site in Rosedale.

35. Card dated September 5, 2023 from Hope Communities in Bloom re: Appreciation for support of the 2023 Hope Chainsaw Carving Event.
36. News Release dated August 31, 2023 from the Ministry of Emergency Management and Climate Readiness re: Province extends state of emergency due to wildfire risk.
37. News Release dated August 31, 2023 from the Office of the Premier and the Ministry of Education and Child Care re: Child care savings make returning to school more affordable for more B.C. families.
38. News Release dated September 1, 2023 from the Ministry of Transportation and Infrastructure re: More communities can access active transportation grants.
39. News Release dated September 4, 2023 from the Office of the Premier and the Ministry of Education and Child Care re: New school with child care opens in Coquitlam, another breaks ground.
40. News Release dated September 5, 2023 from the Ministry of Education and Child Care re: Safer, expanded schools for Abbotsford students.
41. News Release dated September 5, 2023 from the Ministry of Education and Child Care re: New elementary schools coming in Chilliwack.
42. News Release dated September 5, 2023 from the Ministry of Mental Health and Addictions re: Young people with mental-health challenges get more support.
43. Letter dated September 5, 2023 from the Mount Hope Senior Citizens Housing Society re: Letter of Appreciation.



August 22, 2023

Sent by Email: [PSSG.Minister@gov.bc.ca](mailto:PSSG.Minister@gov.bc.ca)

Hon. Mike Farnworth  
Minister of Public Safety/Solicitor General  
Room 128 Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Farnworth,

RE: Imminent change in BC Highway Patrol services

Recognizing that it has been an extremely busy summer for both you and your Ministry, I am writing to ask for an update on a matter that remains a pressing concern for almost every municipality in the southwest region of the Province.

As you know, Chief Superintendent Holly Turton of BC Highway Patrol hosted a forum for local mayors on July 5<sup>th</sup> for the purpose of describing upcoming changes in Highway Patrol service levels. This forum was hosted after many municipalities had expressed concerns about the upcoming changes, but her remarks did not address our issues or expectations.

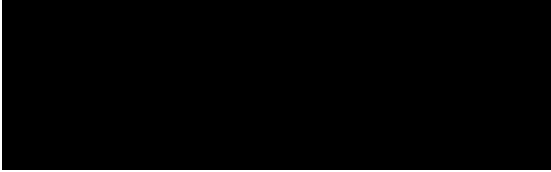
Specifically, we asked that:

1. The date of implementation (September 1<sup>st</sup>, 2023) be extended to allow for better planning and preparation.
2. BC Highway Patrol collaborates with FVRD and Metro municipalities to arrive at a clear explanation for the sharing of policing work on our numbered highways. Our communities are eager to define the degree of assistance we can expect in circumstances such as major accidents and fatalities; reports of erratic driving; and highway management during extreme weather, major events, and extraordinary traffic.
3. A specified period for review be implemented, so that communities can work with the BC Highway Patrol to determine the impact of these changes and to adjust as needed.

We feel that these are entirely reasonable expectations and that they represent our mutual expectation that changes in policing service are only to occur as part of a collaborative process.

At our most recent meeting of the Fraser Valley Regional District, Chair Lum, Chilliwack Mayor Popove and Councillor Mercer reported that they had met with you to discuss our shared concerns. They described that meeting as productive and were optimistic that we would collectively hear back from the Ministry of Public Safety and Solicitor-General with some positive news before September. The FVRD board resolved to write to you through the Chair and Mayors Committee if we had not received any news by August 15<sup>th</sup>.

Accordingly, I am writing to ask for an update on this matter and to, once again, urge that the significant concerns raised by local mayors be heard as part of the Highway Patrol's planning process.



Paul Horn  
Chair  
FVRD Chair and Mayors' Committee

- cc. MLA Michael de Jong, Abbotsford West
- Honourable Pam Alexis, MLA Abbotsford-Mission
- MLA Bruce Banman, Abbotsford South
- MLA Dan Coulter, Chilliwack
- MLA Kelli Paddon, Chilliwack-Kent
- MLA Jackie Tegart, Fraser-Nicola
- Chair Jason Lum, FVRD
- Mayor Ross Siemens, Abbotsford
- Mayor Ken Popove, Chilliwack
- Mayor Ed Wood, Harrison Hot Springs
- Mayor Victor Smith, Hope
- Mayor Sylvia Pranger, Kent
- Chair George Harvie, Metro Vancouver RD

FOR INFORMATION CORRESPONDENCE



# Fraser Valley Regional Roundtable What We Heard

August 2023



Ministry of  
Transportation  
and Infrastructure  
377

## TABLE OF CONTENTS

<b>Introduction .....</b>	<b>3</b>
<b>Engagement Opportunities .....</b>	<b>3</b>
<b>Who We Heard From.....</b>	<b>4</b>
<b>What We Heard.....</b>	<b>4</b>
Introductory Roundtable .....	5
Current Initiatives .....	10
Barriers + Opportunities .....	10

## INTRODUCTION

The Ministry of Transportation and Infrastructure (MOTI) and cross-ministry partners have developed an integrated planning approach to better align transportation and land use planning in British Columbia. Named Planning Together BC (PTBC), this initiative will support the development of more complete communities by looking at the built environment as a complementary system that proactively directs growth, improves access and generates economic prosperity through focused investments.

Senior level staff from local governments in the Fraser Valley were invited to a regional roundtable hosted by MOTI. The purpose of this session was to provide information about Planning Together BC and related ministry projects in the area, and provide an opportunity for regional and local government staff to discuss challenges, opportunities, parallel initiatives, and explore how integrated planning can best be achieved in the region.

This report presents the key findings from what we heard during the regional roundtable.

## ENGAGEMENT OPPORTUNITIES

22

total participants

### FRASER VALLEY INTEGRATED PLANNING ROUNDTABLE

June 19<sup>th</sup>, 2023 (10:00 a.m. to 2:00 p.m.)

University of the Fraser Valley, Abbotsford

MOTI staff, a Ministry of Housing representative, and local governments gathered for a half-day session to discuss transportation and land use planning in the Fraser Valley. The session began with presentations from several MOTI staff on PTBC and other ministry initiatives, followed by an introductory roundtable by local governments and group breakout discussions.

Attendees had the opportunity to briefly present their community or region's current and future transportation and land use initiatives before diving into deeper discussions in four dedicated breakout groups. These groups focused on PTBC's four goals: Complete Connected Communities, Safe and Integrated Transportation Systems, Resilience and Climate Action, and Economic Competitiveness and Prosperity. At each group, participants were asked a series of pre-determined questions related to each of the PTBC goals. MOTI staff and notetakers were present at each group to facilitate discussion and capture feedback.

## WHO WE HEARD FROM

Senior level local and regional government staff members were invited to attend the roundtable, including engineering or planning directors, and other senior-level positions.

A total of 22 representatives from the following organizations attended the session:

- **11 MOTI staff**
- **1 Ministry of Housing Staff (virtual)**
- **11 delegates from the following communities:**
  - City of Abbotsford
  - City of Chilliwack
  - City of Mission
  - District of Kent
  - District of Hope
  - Fraser Valley Regional District



Figure 1. Regional roundtable session



## WHAT WE HEARD

The following section presents a summary of the feedback received at the regional roundtable session.

### Overview

Communities in the Fraser Valley face several common challenges and opportunities when it comes to land use and transportation.

Lack of housing and housing affordability was a common theme across the region, which can be attributed to population growth throughout the Lower Mainland, challenging hillsides to develop on due to geotechnical constraints, agricultural land constraints, and lack of infrastructure and services to support growth. The presence of significant Agricultural Land Reserve (ALR) and floodplain areas in multiple communities restricts the availability of usable land, posing challenges for expanding industrial and new development areas.

Transit funding and service barriers, including the provincial freeze on transit expansion funding, lack of regional transit services, and gaps in service for rural and remote areas, were highlighted. Funding and partnerships were identified as areas where the province could support, including navigating relationships with BC Transit and TransLink and changing the structure of transit funding agreements.

Strengthening climate resiliency was highlighted as an opportunity, with suggestions to improve highway infrastructure resilience and explore agricultural solutions for enhanced resilience. Improved financial pre-planning for emergencies and flexible

### Introductory Roundtable

Participants were asked to provide a brief presentation to share information related to transportation and land use planning in their community. Below is a summary of the key themes from these presentations.

## FRASER VALLEY REGIONAL DISTRICT

### Key themes:

- Rapid **population growth**
- Housing **affordability**
- **Transportation** and **mobility**

With a 9.5% increase in population since 2016, the Fraser Valley is experiencing rapid population growth, especially in urban centres. This has contributed to challenges related to housing affordability, including homelessness, and transportation and mobility, specifically goods and passenger movement.

Other challenges identified by the Fraser Valley Regional District (FVRD) include climate resiliency (i.e., heat domes, wildfire), recreation/tourism pressure, and rural/urban connections.

Many residents in the FVRD don't travel outside the region for work, with 76% of the FVRD labour force working within the region and 57% of residents living in the same city they work in. Single occupancy vehicles remain the core mode of transportation, but investments are being made to increase transit mode share in the region's urban centres.

Public transit remains a minor proportion of regional mode share, but that since 2006, transit ridership has nearly doubled, and the demand is expected to increase. Though there has been significant investment in public transit over the past decade, the FVRD notes that provincial investments must keep up with the growing demand.

The FVRD highlighted the Fraser Valley's Regional Growth Strategy, which identifies Regional Growth Boundaries for various municipalities across the region, as well as Transportation and Mobility Priorities, including regional transit.



**68%** of housing developments in the last 10 years have been multi-family



Public transit ridership has nearly **doubled** since 2006

## CITY OF MISSION

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### *Key themes:*

- Rapid **population growth**
- Desire to develop **local employment** and **industry**
- Demand for **multi-family housing**

With a 2% annual growth rate, the City of Mission has experienced rapid population growth driven by affordability and lifestyle. This has caused the demographics of Mission to shift, as people from other areas of the Lower Mainland are moving to Mission and desire increased environmental stewardship and active transportation options. Heightened population growth has also caused the type of housing development to shift. Historically, Mission's housing supply has been predominantly single-family homes, with a 5:1 single-family to multi-family housing ratio. This ratio has now begun to flip due to a higher demand for multi-family housing.

The City has completed a number of planning initiatives (i.e., transportation, waterfront), and has an Official Community Plan review underway. The City identified four key areas with major development (Cedar Valley, Stave Heights, Mission Waterfront, Southwest Mission) and noted that they need to ensure that they can accommodate for employment needs beyond housing.

Approximately two-thirds of the workforce in Mission commute to surrounding communities every day, which has led to a desire to further develop and expand local employment and industries in Mission.

## DISTRICT OF KENT

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### *Key themes:*

- Lack of **housing**
- **ALR** and **floodplain** constraints
- Lack of active transportation and transit connections between Kent and surrounding communities

The greatest challenge facing the District of Kent is limited housing supply. With all the flat land in the area being in the ALR or in a floodplain, it is challenging to meet housing targets. In an effort to increase housing supply, the District has been working on infill and has made changes to their bylaw to allow for secondary suites. The District noted that

higher density developments pose a challenge to fire protection, as the District is limited to paid-on-call firefighters.

While there has been industry moving into the area over the past few years, the lack of housing makes it difficult for employees to reside in the community. The Kent Maximum Security Prison employs many people, however, less than five percent of its employees live in the community.

## CITY OF ABBOTSFORD

### *Key themes:*

- **ALR** constraints
- Focus on **goods movement**
- Desire to improve **regional transit**

Similar to other communities in the Fraser Valley, the City of Abbotsford is faced with challenges due to the ALR. While the City has a desire to do more planning to meet housing targets and expand industrial lands, they are constrained by limited land availability because of the ALR. The City is advocating to UBCM to consider releasing some ALR land for agri-tech purposes, which would free up existing industrial land space for other uses.

In efforts to increase housing supply, the City has applied for half funding through Canada Mortgage and Housing Corporation (CMHC) and is exploring the possibility of implementing bylaws for a Community Amenity Contribution program. Though they had anticipated applying for the Complete Communities grant as well, limited staff capacity prevented them from doing so. This capacity issue was identified as a barrier to taking advantage of the available programs and funding from the provincial government.

The City highlighted that they are home to the second busiest land-border crossing in Canada and would like to focus on goods movement, including establishing a goods movement corridor near the Fraser Highway. Another area of importance for the City is improving regional transit. The City is supportive of regional transit investments and is looking into allowing higher densities along transit corridors. Additionally, Abbotsford is working on a commercial truck parking project to enforce truck parking as the RCMP is no longer patrolling within municipal jurisdictions.

## CITY OF CHILLIWACK

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### *Key themes:*

- **Diversifying** housing stock
- Growth in the **urban core**
- **ALR** and **geotechnical** constraints
- **Transit service** parity

Focusing on growth in the urban core, diversifying the City's housing mix, and improving transit equity were highlighted as key areas of focus for the City of Chilliwack. The City has been working on new neighbourhood plans allowing for mixed development, taking into account increasing density next to the highway and supporting small units along transit routes that accommodate a range of housing needs. Much like other areas of the Fraser Valley, ALR constraints in Chilliwack have led to increased population growth in the urban core. This has caused a greater demand for higher-density and multi-unit development in this area. Additionally, complexities related to floodplain land and hillside development make it challenging to meet housing demands.

The City highlighted the need for increased equity for transit services, noting that they would like to see better alignment of custom transit service (HandyDART) with conventional transit. In addition to a transit action future plan, the City noted that they have developed an active transportation plan and corporation and community climate action plans.

## DISTRICT OF HOPE

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### *Key themes:*

- Lack of **affordable housing**
- **Infrastructure** constraints to support new development

Challenges related to affordable housing and increasing density were highlighted by the District of Hope. An influx of employee population growth due to the pipeline expansion project has caused increased pressure on the rental housing market, resulting in higher rental prices. While new row housing developments downtown have created more affordable housing stock, aligning with the Official Community Plan's objectives for densification of the downtown core, infrastructure constraints make it difficult to support new development areas.

Recent planning initiatives include an Official Community Plan update and an Asset Management Investment Plan, both completed in 2016. A Transportation Master Plan is currently underway and is focusing on capturing goals highlighted in the OCP such as active transportation and safe streets.

## Current Initiatives

Participants were asked what current initiatives they have underway to support new development in proximity to transportation hubs. A high-level summary of the feedback received is provided below.

### Initiatives to support new development in proximity to transportation hubs

<i>Chilliwack</i>	<ul style="list-style-type: none"> <li>• Parking rate reductions within proximity to transit routes</li> <li>• Future transit expansions built into municipal funding</li> <li>• Commitment to continue investing in transit</li> </ul>
<i>Abbotsford</i>	<ul style="list-style-type: none"> <li>• Building transit exchanges and amenities</li> </ul>
<i>Hope</i>	<ul style="list-style-type: none"> <li>• Supporting density in the downtown core</li> </ul>
<i>Mission</i>	<ul style="list-style-type: none"> <li>• Mission Waterfront Plan</li> </ul>

## Barriers + Opportunities

Through the breakout group discussions, several barriers and opportunities were identified. The following section outlines each PTBC goal and its objectives, followed by a summary of the key barriers and opportunities that emerged from the breakout group discussion.



## Economic Competitiveness and Prosperity

### Objectives

- *Connect people to jobs and services*
- *Facilitate moving goods to markets with infrastructure and services*
- *Plan land use to maximize economic development potential*

### • LIMITED INDUSTRIAL LAND AND GEOGRAPHICAL CONSTRAINTS

Many expressed that the limited availability of industrial land poses challenges to the economic prosperity of communities in the Fraser Valley. Chilliwack stood out as a region facing a scarcity of industrial land, emphasizing the need to prioritize the intensification of its existing industrial areas. It was noted that there is opportunity to move existing food processing facilities on industrial land to the ALR in order to free up industrial land space. While the availability of industrial land is a challenge in communities throughout the FVRD, the District of Hope identified that there is underutilized or vacant light industrial land in their community.

Scarcity of suitable land for housing was also identified as a challenge for some communities, such as the District of Kent. While more housing is needed, it is challenging to convert low lying areas of land on a flood plain into housing.

### • ATTRACTING BIG BUSINESSES

The challenges associated with limited industrial land availability also impacts the region's ability to attract major sectors. With greater land availability in other regions such as Calgary, participants commented that major sectors are not coming to the Fraser Valley. It was also expressed that uncertainty surrounding First Nations relations, including the requirement of archaeological assessments, contributed to the complexity of major sectors wanting to locate their business in the Fraser Valley.

### • REGIONAL REDUNDANCY

The importance of having redundancy in the regional transportation network was emphasized. Redundancy is critical for the continuous movement of goods to ensure products and resources can reach regional, national, and international destinations. In the Fraser Valley, participants expressed interest in exploring alternative transportation options to enhance redundancy, including the use of waterways. Participants noted that

feedback on this topic was provided to TransLink to inform the development of TransLink2050. Feedback included a rapid bus on 16<sup>th</sup> Ave, Fraser Highway and Highway 7, and better utilizing the Fraser River for goods movement (i.e., utilizing waterways to get goods to market).

- **CONGESTION AND REGIONAL TRAVEL**

Traffic congestion was flagged as a challenge within the region as there is a substantial amount of inter-regional travel between Chilliwack and Abbotsford. Participants commented that during busy periods, such as on Fridays, it can take up to an hour to travel from Abbotsford to Chilliwack.

Traffic congestion impacts how people access services and reach workplace destinations. It can also disrupt the movement of goods and lead to unreliable networks, which impacts B.C.'s and Canada's overall trading competitiveness.



## Climate Action and Resiliency

### Objectives

- *Support transportation initiatives that result in lower GHG emissions*
- *Develop infrastructure solutions that emphasize future resiliency of transportation systems*
- *Support resilient communities and infrastructure that can better adapt to climate change*

- **STRENGTHENING CLIMATE RESILIENCY**

Overall, better planning and preparing for potential future weather events was highlighted as a key opportunity for improving climate resiliency in the region. Ensuring the highway is built to withstand seismic activity was particularly noted, along with exploring options such as diking and highway raising to increase flood resiliency.

Participants acknowledged the challenges of achieving resiliency between Abbotsford and Chilliwack, namely in ensuring redundancy in the face of major climate events. Existing gaps in roadway fire extinguishment and the risk of urban fires in hillside neighbourhoods was noted. Some also emphasized the importance of improved financial pre-planning for



emergency preparedness, suggesting that there should be a financial arrangement that enables smaller towns to allocate funds in advance for emergencies.

Additionally, participants recommended thinking creatively about agricultural solutions and allowing greater flexibility in agricultural use to enhance resiliency.

- **FUNDING AND PARTNERSHIPS**

Several opportunities for the province to support with funding and partnerships were identified by local government participants. The City of Chilliwack highlighted the need for increased partnerships for interregional transit and suggested that the province could play a role in facilitating this.

Navigating relationships and funding with BC Transit and TransLink was another area identified. Chilliwack and Mission have experienced a high demand for transit and would like to see more funding opportunities to invest in and promote transit. Participants called for changes to the structure of transit funding agreements, emphasizing that the current lack of funding for BC Transit contributes to excessive auto-dependency and hinders the expansion of the frequent transit network.

The complexity regarding the Sumas Watershed was another area where participants would like to see support from the province.

- **ACTIVE TRANSPORTATION**

The highway interchanges were identified as barriers to active transportation, as well as Highway 1 for cycling north/south, with Rosedale Bridge as a major challenge to connection Chilliwack and Kent / Harrison Hot Springs.



## Complete Connected Communities

### Objectives

- *Locate development close to sustainable travel options, jobs and services*
- *Support affordability and choice by creating a mix of housing types that align with housing needs*
- *Support the priorities of BC's diverse communities to achieve shared benefits*

- **LIMITED INTERNAL RESOURCES**

Overall, limited internal resources were identified as a major barrier among all participants as it makes it challenging to take advantage of the funding programs and opportunities that are available.

- **LAND SCARCITY**

Obtaining land, such as for new housing, was identified as a challenge throughout the Fraser Valley, and was particularly noted in Chilliwack. With a high proportion of land in the ALR, there is steep competition for flat, usable land that is not in the ALR.

- **DENSITY**

For smaller and rural communities such as the Districts of Kent and Hope, there are challenges associated with increased density and population growth due to not having the amenities, infrastructure, and services to support it. The District of Hope noted that it can be challenging to balance the demand for higher density and the infrastructure upgrades required to build these developments. Additionally, it was expressed that community members often voice concern about the lack of parking available for residents in higher-density developments.

- **TRANSIT FUNDING AND PLANNING**

There is a willingness amongst local governments in the region to expand transit services to meet the rising demand, however, the provincial freeze on transit expansion funding was identified as a key barrier to this aim. Separately, the City of Chilliwack and the FVRD expressed that transit funding in Cultus Lake is difficult as the transit service does not align with the population's needs (i.e., business operating hours, seasonality). As a result, the tax base is funding a transit service that is not benefitting them.

Regarding transit-oriented development (TOD), participants flagged the infrastructure requirements and the operational funding required to support it as barriers. Additionally, the City of Chilliwack noted that the TOD corridor in Chilliwack is in ALR land.

Discussion surrounding future rapid transit facilities revealed that it would be beneficial to develop a list of potential options and involve regional stakeholders in the process of determining which option is favourable.



## Safe and Integrated Transportation Systems

### Objectives

- *Provide a safe, seamless and reliable system across modes and jurisdictions*
- *Enable alternative mode choices for people and goods to reduce total vehicle travel activity within networks*
- *Invest in public transportation and active transportation infrastructure that creates choices for all users*

### • ENHANCED ACTIVE TRANSPORTATION

Many expressed support for enhancing active transportation, including increasing active transportation connectivity throughout communities and exploring opportunities to develop more cycling and pedestrian facilities. There is also a growing need for active transportation options to rural and outdoor recreation destinations.

In addition to developing more facilities, participants would also like to see improvements to existing facilities, such as expanding roadway shoulders and implementing barriers between vehicles and vulnerable road users.

### • REGIONAL CUSTOM TRANSIT SERVICE

The absence of regional custom transit service (HandyDART) was identified as a major barrier to accessing health care services for those living outside of Abbotsford. With most critical health appointments located in Abbotsford (i.e., dialysis and cancer care treatments), many must travel to receive care. Participants identified a need to increase equitable access to health care services, possibly through a regional custom transit service.

### • RURAL AND REMOTE TRANSPORTATION

There is a desire for increased transportation options to agricultural lands, as well as rural and remote First Nations communities. It was noted that agricultural workers who do not drive typically ride their bikes as there is no transit service to agricultural lands. Travelling out of remote First Nations communities was also identified as a challenge for those who do not drive as there is no transit service available.

Not only is there a desire for increased transportation options to rural and remote communities, but maintaining existing resource roads that service remote Indigenous

communities should be prioritized. This is important from an emergency preparedness and public health perspective. The Atmospheric River event of 2021 highlighted the need for proper ongoing maintenance of resource roads that support rural communities; high school students, for example, were unable to attend school for months due to no road access.

- **DENSITY AND GROWTH**

Participants acknowledged a few different challenges related to growth and increased density. For communities like Mission and Chilliwack, high-density housing with limited parking can be challenging as they have limited options for alternate transportation modes.

Others expressed concerns surrounding taxpayers being burdened with paying for growth and questioned whether the province would allow for Development Cost Charges to be permitted for Community Amenity Contributions.

Furthermore, some commented that it can be challenging to balance the competing priorities between active transportation and housing.

- **COLLABORATION**

Overall, participants voiced a desire for improved communication and collaboration between the province and local governments, noting that they find a lot of work is reactionary to legislation and would like to see greater collaboration with the Province from the beginning. Many would also like to see MOTI become more involved with planning and suggested that MOTI establish a government relations position to assist with this.



**BC Highway  
Patrol**

Upper Fraser Valley Detachment  
Superintendent Davy LEE  
OIC UFVRD RCMP  
45926 Airport Road  
Chilliwack, BC  
V2P 2C8

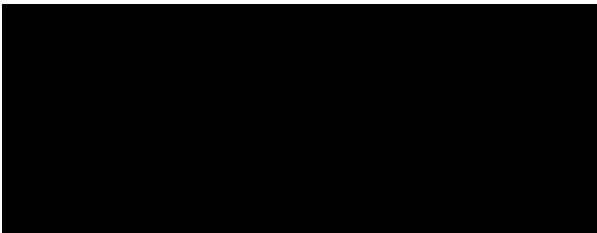
August 31, 2023

I am writing to advise that the planned implementation of the transfer of responsibility for traffic-related calls for service on provincial highways from BHP to municipalities has been temporarily delayed. We are currently working with the Province to address some outstanding points of communication with a small number of municipalities in relation to this matter – something which needs to occur before the service delivery change can be implemented. Further updates will be shared once they are available.

Therefore, BHP-Burnaby and BHP-Chilliwack will maintain responsibility for traffic-related calls for service on provincial highways, including all fatal collisions, until further notice.

Should you have any specific questions or concerns, please do not hesitate to contact Inspector Brian DONALDSON. Inspector DONALDSON can be contacted via email at [brian.donaldson@rcmp-grc.gc.ca](mailto:brian.donaldson@rcmp-grc.gc.ca) or via phone at 604-702-4080.

Sincerely,



Chief Superintendent Holly TURTON  
OIC BC Highway Patrol



FOR INFORMATION CORRESPONDENCE

# Thank You



# District of Hope Mayor and Council

FOR INFORMATION CORRESPONDENCE

We truly appreciate your support of the 2023 Hope Chainsaw Carving Event.

Your sponsorship helps bring a free quality event, showcasing incredible carving talent to Hope. We are so proud of this community - the volunteers, businesses and organizations. A beloved Hope event!

Jerese Williams Hope Communities in Bloom  
Co-Chair 395

**RECEIVED** *Mount Hope Senior Citizens Housing Society*

SEP 06 2023

# Park Street Manor

DISTRICT OF HOPE

*555 Park Street, Hope BC V0X 1L0*

*Telephone: (604)869-9805*

September 05, 2023

District Of Hope  
325 Wallace Street  
Hope, B.C. V0X 1L0

ATTENTION: Mike Olson

Dear Mike

We would like to take this opportunity to say thank you for the donation to Mount Hope Senior Citizens Housing Society in the amount of \$20,000.00.

This money was used to complete our new roof. This will help provide safe and secure housing for our independent senior citizens.

Yours Truly



Herb Smith  
President  
Park Street Manor  
cc: Wendy Vick  
Secretary



**DISTRICT OF HOPE  
A/P Cheque Listing  
August 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
Jul/23 TelusLnd	02/08/2023	TELUS	July 2023	Jul/23 Telus Land Line Services	\$1,737.25	\$1,737.25
Jul/23PitneyWrk	02/08/2023	PITNEY WORKS	July 2023	Jun 30/23 Postage meter refill	\$997.50	\$997.50
029221	03/08/2023	AMAZING GATES & FENCING LTD	459024	service call re: gate not operate proper	\$787.50	\$787.50
029222	03/08/2023	AMAZON.COM.CA INC.	CA320MG5SOQI	deodorant urinal pucks	\$115.82	\$2,794.28
			CA38IEVNMI	TRAK 102 Mag.Locator/GA-52Cx Mag.Loc	\$2,404.53	
			CA31QOLGPACII	focusing pen light x 2	\$232.70	
			CA3HIVM156I	journal notebook hardcover	\$41.23	
029223	03/08/2023	ATCO STRUCTURES & LOGISTICS LTD	VAN-SR 46778326	Aug/23 12x60 Office rent	\$876.02	\$876.02
029224	03/08/2023	BC ONE CALL LTD.	20230314	Apr-Jun/23 140 tickets-BC One Call	\$382.20	\$682.50
			20230122	Jan-Mar/23 110 tickets-BC One Call	\$300.30	
029225	03/08/2023	BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY	R0173773	OHS Fundamentals-course-HOWARD M	\$425.58	\$425.58
029226	03/08/2023	BROWN Brenda Victoria	2023 Tax Refund	Refund tax overpay-63795 Old Yale Rd	\$3,545.20	\$3,545.20
029227	03/08/2023	CANYON AUTOMOTIVE LTD.	50081	replace batteries/repair battery termina	\$1,046.79	\$1,046.79
029228	03/08/2023	CANYON CABLE 1988 LTD.	H5034863	magnum line .095	\$67.18	\$617.86
			H5034975	2" 45DDEG Street E	\$17.91	
			H5041609	Flag tape	\$2.01	
			H5041756	5 Hi-Viz zip front vests	\$99.49	
			H5041762	.105 line	\$20.39	
			H5041776	6 inch raker file	\$4.53	
			H5041835	power saw chain	\$17.25	
			H5034812	15W 4in rnd work/belt/uv light	\$156.06	
			H5037073	e-clip	\$39.19	
			H5038135	tools	\$7.48	
			H5040576	pocket pad/emerg.burn kit/earplugs	\$143.53	
			H5040761	clean carb/shop labour	\$42.84	
029229	03/08/2023	CLINE Duncan	2023 Boot Allow	2023 Boot Allowance-CLINE Duncan	\$175.00	\$175.00
029230	03/08/2023	CEJNEK Cenek and/or CEJNEK Vla	2023 Tax Refund	Refund tax overpay-20994 Riverview Dr	\$231.47	\$231.47
029231	03/08/2023	COMTEL INTEGRATED TECHNOLOGIES INC.	444485	Aug/23 Comtel phone line services	\$543.29	\$543.29
029232	03/08/2023	EXCEED ELECTRICAL ENGINEERING LTD	10999-0003	Jul-Sept/23 Cloud SCADA hosting	\$1,260.00	\$1,260.00
029233	03/08/2023	FRED SURRIDGE LTD.	000668171	1: T-10 R900i M3 RW register only	\$739.20	\$739.20
029234	03/08/2023	FVBS HOPE RONA	44153	miller 20Qt FV bucket berryblue	\$25.75	\$323.91
			44157	return bucket - purch. bowl	-\$20.16	
			44165	gator grinder sand disc/paint tray/clean	\$35.80	
			43372	anchor dropin/schure drive 100pc	\$33.78	
			43541	primed brick mould 2"	\$16.60	
			43579	painters touch/round head plug/screw	\$31.33	
			43937	lumber/deck screws	\$61.79	
			43949	treated brown lumber	\$11.26	
			44511	krud kutter cleaner/de-solv-it-solvent	\$32.89	
			44527	STD 3/4 ply - fir	\$63.49	
			43107	eye bolts	\$9.25	

**DISTRICT OF HOPE  
A/P Cheque Listing  
August 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			43952	clorox bleach 4 x 2.4L	\$22.13	
029235	03/08/2023	FVBS HOPE RONA	44208	twist mop bucket/plastic pail	\$19.53	\$204.10
			44245	RAID wasp & hornet spray x 2	\$27.53	
			44195	hole saw extension	\$30.43	
			44273	krud kutter cleaner	\$17.12	
			44375	mouse traps	\$10.85	
			44378	scott shop towels/snap off knife	\$25.76	
			44440	clorox liquid bleach 4 x 2.4L	\$22.13	
			44445	4 blank keys	\$12.46	
			44460	outdoor trash can	\$22.17	
			44472	steel wool pads	\$6.35	
			44559	bee's garbage can	\$9.77	
029236	03/08/2023	FRASER VALLEY REGIONAL DISTRICT	9509	Group ins.4Q prem.adj-Apr/22-Apr/23	\$367.50	\$367.50
029237	03/08/2023	GLASSON Steve	Jul/23 Expense	Jul 19/23 mileage/parking-GLASSON S	\$104.05	\$104.05
029238	03/08/2023	HOPE READY MIX LIMITED	707259	3yrs pro soil/ 1.06MT 2"drain rock	\$167.70	\$2,477.50
			707260	birds eye 3/8" / 3"clear/2" drain rock	\$61.60	
			707210	84.80 MT winter sand	\$2,248.20	
029239	03/08/2023	KROPPSHOP LTD	22351	Signs-pipelinx4/no smoking x 10	\$1,043.62	\$1,043.62
029240	03/08/2023	KERR Linda Louise	Surrender Plot	Surrender plot MTV-A-3-743	\$78.75	\$78.75
029241	03/08/2023	LACAS CONSULTANTS INC.	2867	May/22 service-Coq.river flood mapping	\$22,081.82	\$22,081.82
029242	03/08/2023	L. B. J. SERVICES LTD	2318	Jul/23 Janitorial contract services	\$4,977.00	\$4,977.00
029243	03/08/2023	LORDCO AUTO PARTS	7100014042	coolant connector-inlet/outlet	\$27.54	\$506.39
			7100014078	GM heater line disconnect tool	\$31.00	
			7100014117	ratchet lock utility knife	\$20.17	
			7100014221	FightBK 14oz (vandalism remover)	\$116.71	
			7100014276	gear and pulley puller	\$105.02	
			7100013584	down latch kit-universal	\$18.13	
			7100014355	gear and pully puller	\$184.82	
			7100014406	M10-1.50x70	\$3.00	
029244	03/08/2023	NUCOR ENVIRONMENTAL SOLUTIONS LTD	20418	Jul 18/23 re:fuel spill-7th Ave-emergenc	\$3,938.76	\$3,938.76
029245	03/08/2023	COASTAL MOUNTAIN FUELS	163800	Jul 27/23 Diesel & Regular Gasoline	\$9,512.40	\$9,512.40
029246	03/08/2023	PERSONAL TOUCH ANSWERING SERVICE	230700122101	Aug/23 Personal Touch Answer Service	\$142.13	\$142.13
029247	03/08/2023	UNIFIRST CANADA LTD	4476050	Jul 20/23 Unifirst Mat Cleaning	\$20.16	\$596.33
			4476053	Jul 20/23 Unifirst uniform & mat cleanin	\$240.17	
			4478239	Jul 27/23 Unifirst uniform & mat cleanin	\$336.00	
029248	03/08/2023	SAFESIDEWALKS CANADA INC.	DB23163	Concrete cutting-various areas	\$5,114.81	\$5,482.97
			DB23164	Concrete cutting-65927 Pine Cr.	\$368.16	
029249	03/08/2023	SCHMIRLER Wade	Utility Refund	Aug-Dec/23 Refund Utility-demolished	\$273.40	\$273.40
029250	03/08/2023	TRUE CONSULTING LTD	1239-0623-240	Jun/23 Hope Transport.master plan	\$9,991.54	\$25,465.42
			1239-0623-241	Jun/23 Silver Creek Pedestrian Overpass	\$11,837.19	
			1239-0623-242	Jun/23 2023 pavement rehabilitation	\$3,636.69	

**DISTRICT OF HOPE  
A/P Cheque Listing  
August 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
029251	03/08/2023	UNIVERSAL CONTRACTING	80090	Claim#1-Rupert sanitary sewer improvmts	\$103,432.77	\$103,432.77
029252	03/08/2023	VALLEY WASTE & RECYCLING INC	0000397209	Jul 25/23 1225 Nelson-Comm.roll off	\$291.43	\$2,184.51
			0000397396	Jul 6-27/23 K/Lake restroom services	\$212.71	
			0000001186	Jul/23 Transfer Station Services	\$642.87	
			0000397327	Jul 26/23 1225 Nelson-comm.roll off	\$662.60	
			0000397608	Jul 31/23 1225 Nelson-comm.roll off	\$374.90	
029253	03/08/2023	WISHBONE INDUSTRIES LIMITED	13478	Rutherford 6' bench/install kit/plaque	\$2,716.00	\$2,716.00
Aug/23Shaw0584	03/08/2023	SHAW CABLESYSTEMS GP	Aug/23-0584	Aug/23 Shaw-0584 internet services	\$89.60	\$89.60
Aug/23Shaw2710	03/08/2023	SHAW CABLESYSTEMS GP	Aug/23-2710	Aug/23 Shaw-2710 internet & cable serv.	\$204.40	\$204.40
Aug/23TxLvyMFA	03/08/2023	MUNICIPAL FINANCE AUTHORITY OF BC	2023 Tx Lvy-MFA	2023 Tax Levy-MFA	\$627.32	\$627.32
Jul/23FortisBC	03/08/2023	FORTIS BC-NATURAL GAS	July 2023	Jul/23 Fortis BC services	\$558.27	\$558.27
PP#15/23RP0001	08/08/2023	RECEIVER GENERAL FOR CANADA	PP#15-2023	PP#15 July 10-23 2023	\$6,510.08	\$6,510.08
PP#15/23RP0002	08/08/2023	RECEIVER GENERAL FOR CANADA	PP#15-2023	PP#15 July 10-23 2023	\$34,705.28	\$34,705.28
Jul/23BC Hydro	09/08/2023	BC HYDRO	400003802284	Jul/23 BC Hydro services	\$24,437.54	\$24,437.54
Aug/23Shaw0663	10/08/2023	SHAW CABLESYSTEMS GP	Aug/23-0663	Aug/23 Shaw0663 internet & cable servi	\$233.52	\$233.52
Jul/23FortisBC4	10/08/2023	FORTIS BC-NATURAL GAS	Jul/23 4498895	Jul/23 Fortis BC service:1205 Nelson Ave	\$34.32	\$34.32
029254	11/08/2023	ACL GROUP ENTERPRISES LTD	10080	tree risk asses-bike park & M/park	\$5,460.00	\$12,180.00
			10161	bike park risk trees/consult/arborist	\$1,470.00	
			10363	Level 3 assess-364 385 945&947 Coq.	\$5,250.00	
029255	11/08/2023	AMAZON.COM.CA INC.	CA31TGLKLACII	disolving oxygen meter	\$638.79	\$650.23
			CA31GY9SVACII	Ethernet patch cable	\$11.44	
029256	11/08/2023	CANYON CABLE 1988 LTD.	H5041927	EZ grabber 30"	\$36.60	\$680.17
			H5041904	Jul 27/23 freight from Engineer Pump	\$23.10	
			H5040919	WR Ing pat comb/pall pein hammer/pin	\$89.02	
			H5041931	soft safety pk/5lb ABC w/wall bracket	\$181.63	
			H5042194	grafitti remover	\$94.49	
			H5042494	flat mop refill	\$13.98	
			H5042573	10.9 10x80	\$7.25	
			H5042800	blue inver/batteries	\$19.98	
			H5042958	batteries 9V//AA/AAA	\$62.26	
			H5043147	100% cotton long-sle	\$48.15	
			H5043161	XPS530 sealed safety x 4	\$103.71	
029257	11/08/2023	CUPE LOCAL #458	PP#15-2023	PP#15 July 10-23 2023	\$1,823.48	\$1,823.48
029258	11/08/2023	DRISCOLL PLUMBING & HEATING	2065.1	replace sink & faucet/hot water tank	\$3,255.00	\$3,255.00
029259	11/08/2023	ECOWISE TREE CARE	0005526	Treee removal/prune/clean/chip	\$2,572.50	\$2,572.50
029260	11/08/2023	FORTOLOCZKY John	Aug/2023 Phone	Aug/23 Business use of prsnl cell phone	\$169.57	\$169.57
029261	11/08/2023	FRASER INCLUSIVE AND SUPPORTIVE	PP#15-2023	PP#15 July 10-23 2023	\$64.00	\$64.00
029262	11/08/2023	FINNING CANADA	949313019	socket	\$36.76	\$1,425.26
			949324152	cable as (item#4576114)	\$464.50	
			962445883	Charge NEXG5007 ET LIC 2023	\$924.00	
029263	11/08/2023	FVBS HOPE RONA	43538	brick mould/door sweep/drill screws	\$56.46	\$423.81

**DISTRICT OF HOPE  
A/P Cheque Listing  
August 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			43783	common lumber 1x6 4pcs	\$8.51	
			44458	wasp & hornet foam x 2	\$23.16	
			44474	washers/hex nuts/lock washers	\$3.22	
			44586	utility knife & blades/trim roller kit	\$21.09	
			44633	sharkbite ball valve 1/2"	\$23.17	
			44700	screwdriver mulit bits	\$10.57	
			44705	sika anchor fix 1 300ml	\$26.70	
			44577	rust paint/gloves/brushes/pail liners	\$173.58	
			44729	ext. flat paint/paint brushes	\$77.35	
029264	11/08/2023	HOPE READY MIX LIMITED	707349	trucking x 8 hrs	\$936.18	\$6,231.23
			707350	trucking 8 hrs	\$936.18	
			707351	81.89 MT road mulch/24yd soil/43.8 sand	\$4,259.30	
			707352	2yrds pro soil planter blend	\$99.57	
029265	11/08/2023	KHRONOS SECURITY SERVICES	2366	Aug/23 Commercial patrol serv/washroom	\$3,226.62	\$3,226.62
029266	11/08/2023	LOUPRET Mary	2023 Tax Refund	Refund Tax overpayment-640 Wallace St	\$845.00	\$845.00
029267	11/08/2023	LORDCO AUTO PARTS	7100013792	acdelco dexcool 3.78L x 3	\$73.57	\$307.34
			7100014587	Floor dry	\$110.57	
			7100014436	18 inch LED tail light	\$123.20	
029268	11/08/2023	LUNDGREN Geoffrey and/or Andrea	2023 Tax Refund	Refund Tax overpayment-360 Robertson	\$2,842.77	\$2,842.77
029269	11/08/2023	BLACKETT Melanie	2023 Boot Allow	2023 Boot Allowance-BLACKETT Melanie	\$175.00	\$175.00
029270	11/08/2023	MT. HOPE ELECTRIC	2871	Jul/23 Electrical contract service	\$2,290.78	\$2,290.78
029271	11/08/2023	LIDSTONE & COMPANY	49497	Jul/23 service re: file#10111-113	\$12.89	\$8,780.12
			49498	Jul/23 service re: file#10111-114	\$309.12	
			49499-1	Jul/23 service re: file#4273	\$8,458.11	
029272	11/08/2023	OLSON Michael	Jul/23 Expense	Jul 26/23 mileage 190km-OLSON M	\$129.20	\$129.20
029273	11/08/2023	PITNEY BOWES CANADA	1023606282	2 red ink/1 double tape sheet	\$380.76	\$380.76
029274	11/08/2023	RENWICK Ruth Agnes	2023 Util.Rfnd	Refund utility overpayment 20990	\$646.64	\$646.64
029275	11/08/2023	RIDGEWAY Krystal	Ovrpy CREM-1-79	Reimbursement for overpay RCL-CREM-1-79	\$241.50	\$241.50
029276	11/08/2023	ROBYN M CROSS	106411	2023 yearly service on fleet	\$8,770.27	\$8,770.27
029277	11/08/2023	STAPLES PROFESSIONAL	63788200	paper/paper clips/fasteners	\$132.87	\$318.77
			63804973	2 x cannon PG-240XL/C241XL	\$185.90	
029278	11/08/2023	ULINE CANADA CORPORATION	12657388	nitrile gloves/urinal screen/toilet ppr	\$1,663.38	\$1,663.38
029279	11/08/2023	VIMALAN Sheeja	Jul/Aug/23 Expe	Jul 31-Aug 1/23 room & meals	\$589.40	\$589.40
029280	11/08/2023	WESTERN EQUIPMENT LTD.	CWK-03119396	web sling/round slings/anchor shackles	\$254.42	\$254.42
029281	11/08/2023	XEROX CANADA LTD.	F60991523	Jul/23 copier c7130 B&W & Color copies	\$57.25	\$57.25
Aug/23Shaw0613	16/08/2023	SHAW CABLESYSTEMS GP	Aug/23-0613	Aug/23 Shaw-0613 internet & cable	\$160.72	\$160.72
PP#16/23MPP251	16/08/2023	MUNICIPAL PENSION PLAN	PP#16/23-251	PP#16 July 24-August 6 2023	\$19,132.21	\$19,132.21
PP#16/23MPP5025	16/08/2023	MUNICIPAL PENSION PLAN	PP#16-2023-5025	PP#16 July 24-August 6 2023	\$1,990.12	\$1,990.12
PP#16/23RP0001	16/08/2023	RECEIVER GENERAL FOR CANADA	PP#16-2023	PP#16 July 24-August 6 2023	\$5,850.04	\$5,850.04
PP#16/23RP0002	16/08/2023	RECEIVER GENERAL FOR CANADA	PP#16-2023	PP#16 July 24-August 6 2023	\$33,117.15	\$33,117.15
029317	17/08/2023	THE GEO. H. HEWITT CO. LIMITED	2303553	500 2024 Pet tags	\$309.64	\$309.64

**DISTRICT OF HOPE  
A/P Cheque Listing  
August 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
029316	17/08/2023	SPERLING HANSEN ASSOCIATES	23444	Jun/23 Hope monitoring 2023	\$9,333.69	\$9,333.69
029315	17/08/2023	UNIFIRST CANADA LTD	4480447	Aug 3/23 Unifirst mat cleaning	\$20.16	\$682.26
			4480450	Aug 3/23 Unifirst uniform & mat cleaning	\$240.17	
			4482644	12 x Toilet rolls/4 x foam soap	\$146.32	
			4482648	Aug 10/23 Unifirst uniform & mat cleanin	\$275.61	
029314	17/08/2023	RAMTECH ENVIRONMENTAL PRODUCTS	4654-F181	diffuser sleeve/oetiker clamp	\$4,120.10	\$4,120.10
029313	17/08/2023	PRECISION SERVICE & PUMPS INC	17458	Coq.lift str-clear blockage/pull pump	\$2,667.00	\$2,667.00
029312	17/08/2023	PROSPER HOMES LTD	624/21	BP#624/21 Municipal Deposit Refund	\$500.00	\$500.00
029311	17/08/2023	PHOENIX BENEFITS SOLUTIONS INC.	1092023	VFIS Accident insurance/off duty coverag	\$4,745.00	\$4,745.00
029310	17/08/2023	PRAIRIECOAST EQUIPMENT	P63208	snap ring/shaft key/bearings/seal/plug	\$450.25	\$450.25
029309	17/08/2023	COASTAL MOUNTAIN FUELS	169049	Aug 3/23 682.7L Diesel Clear	\$1,251.17	\$2,567.09
			169051	Aug 3/23 693.9L Regular Gasoline	\$1,315.92	
029308	17/08/2023	MINISTER OF FINANCE	95282643	Jul/23 Purolator shipments	\$60.59	\$60.59
029307	17/08/2023	MINISTER OF FINANCE	2024-Q1-8	Apr-Jun/23 IHIT costs	\$34,339.66	\$34,339.66
029306	17/08/2023	MIKE EDWARD CONSTRUCTION	693/22	BP#693/22 Municipal Deposit Refund	\$500.00	\$500.00
029305	17/08/2023	LORDCO AUTO PARTS	7100014782	Oil filter	\$19.66	\$516.14
			7100014787	Reman Alt (ACD334-2747A) & core	\$636.89	
			7CR001976	Return Alt ACD334-2747A & 2 cores	-\$392.48	
			7100014865	spin on oil	\$22.76	
			7100014956	6pc bit socket set/ratchet	\$81.33	
			7100014963	hex/allan keys	\$4.33	
			7CR001982	return 6pc bit socket set	-\$56.71	
			7100014958	oil filters/spin on oil/oil	\$170.67	
			7100015015	oil with dye and eboost	\$29.69	
029304	17/08/2023	LOTHIAN Nolan	Payroll Advance	Aug/23 payroll advance-LOTHIAN Nolan	\$4,508.00	\$4,508.00
029303	17/08/2023	LEENDERTSE Johanna	2023 Tax Refund	Refund Tax overpay/pay utility 22545	\$1,453.59	\$1,453.59
029302	17/08/2023	LEPITRE Don	Bal.2023 Boot	bal of 2023 Boot allow-LEPITRE Don	\$91.03	\$91.03
029301	17/08/2023	LEECH Troy	Reimb/advance	reimburse fuel/payroll advance	\$5,198.97	\$5,198.97
029300	17/08/2023	KAL TIRE	067177834	radial casing issue	-\$302.40	\$766.52
			067178641	light truck tire rotate/brake out keys	\$40.32	
			067950873	Field service/tire & tire change over	\$1,028.60	
029299	17/08/2023	KROPPSHOP LTD	22460	set of 2 decals-truck 555	\$162.40	\$452.48
			22477	24 vinyl decals various sizes	\$290.08	
029298	17/08/2023	FVBS HOPE RONA	44753	craftsman pliers/snap-in drain cover	\$61.86	\$228.42
			44768	flat paint-white	\$71.89	
			44715	club hammer/KD spruce/nails	\$125.41	
			44719	return KD spruce and purchase replcmnts	-\$43.08	
			44855	trim roller/paint tray	\$12.34	
029297	17/08/2023	KELLTON CONTRACTING LTD.	716/22	BP#716/22 Municipal Deposit Refund	\$500.00	\$500.00
029296	17/08/2023	FRASER INCLUSIVE AND SUPPORTIVE	PP#16-2023	PP#16 July 24-August 6 2023	\$64.00	\$64.00
029295	17/08/2023	FOSTER Tina	Jan-Jul/23 km's	Jan-Jul/23 mileage-personal use vehicle	\$190.40	\$190.40

**DISTRICT OF HOPE  
A/P Cheque Listing  
August 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
029294	17/08/2023	FIRE POWER EMERGENCY APPARATUS &	566	BearsPaw Drafting Separator/swivel th	\$3,609.01	\$4,430.87
			567	PAC Mounts model K5035FL	\$821.86	
029293	17/08/2023	EMPYRION TECHNOLOGIES INC.	190343	email issues/office 365/reset passwrds	\$548.63	\$3,329.55
			190657	Active displayport/usb cable/braided cab	\$107.93	
			190524	Aug/23 backup/anti-virus/MS365/Azure	\$2,672.99	
029292	17/08/2023	ERICA PUBLISHING INC.	27005	scanning of manual/1 card laminated	\$25.21	\$119.29
			27034	business cards-DESORCY/VIMALAN	\$94.08	
029291	17/08/2023	DESORCY Tom	Flight Reimburs	Reim.flight to Halifax re: present CAFc	\$768.15	\$768.15
029290	17/08/2023	CUPE LOCAL #458	PP#16-2023	PP#16 July 24-August 6 2023	\$1,799.33	\$1,799.33
029289	17/08/2023	COLUMBIA BUSINESS SYSTEMS	IN275895	Jul/23 Copier C3835i B&W & Color copies	\$130.09	\$130.09
029288	17/08/2023	CANYON CABLE 1988 LTD.	H5043103	Aug 9/23 freight from Wishbone to Hope	\$157.50	\$299.98
			H5043357	safety shirt	\$38.07	
			H5043755	cabin air element	\$33.60	
			H5042936	Non Chlo Brakelcl 390G/wasp/hornet	\$14.07	
			H5043765	refund hi-viz front	-\$19.90	
			H5043790	soft safety pack	\$76.64	
029287	17/08/2023	CAMERON THOMAS	Aug/23 Reimburs	reimbursement for uniform cleaning	\$39.80	\$39.80
029286	17/08/2023	BELL MOBILITY INC.	August 2023	Aug/23 Bell mobility services	\$1,673.42	\$1,673.42
029285	17/08/2023	AMAZON.COM.CA INC.	CA351FPVA6AI	Streamlight switch module	\$27.74	\$288.27
			CA31E3FS2ACII	3M Peltor Hygiene kit for earmuffs x 7	\$148.54	
			CA31KO5OMUUI	commercial door closer	\$111.99	
029284	17/08/2023	A & G FENCING	SI-6248	6' chainlink c/w barbwire and gate	\$2,643.34	\$2,643.34
029283	17/08/2023	604 TRAFFIC CONTROL LTD	3390	Aug 11/23 traffice control-Kawkawa/Lakev	\$924.00	\$924.00
029282	17/08/2023	1326261 BC LTD.	2023 Tax Refund	Refund Tax overpay-212265963-1326261BC	\$3,502.70	\$3,502.70
029318	17/08/2023	ULINE CANADA CORPORATION	12678548	dry erase board/markers for all stations	\$2,480.48	\$4,044.97
			12693571	12 case trash liners	\$1,564.49	
029319	17/08/2023	UNIVERSAL CONTRACTING	80154	Progress claim#2-Rupert St.Sewer Improve	\$4,430.48	\$4,430.48
029320	17/08/2023	VALLEY WASTE & RECYCLING INC	0000399644	Jul 11-Aug 4/23 Restroom Service	\$229.95	\$171,483.72
			0000399390	Jul/23 Valley Waste Contract Services	\$170,919.82	
			0000399983	Aug 8/23 1225 Nelson-comm.roll off	\$333.95	
029321	17/08/2023	ALUMICHEM CANADA INC	23685	Wes-Floc 3x204kg & Isopac 80 1x1364kg	\$9,059.01	\$9,059.01
029322	17/08/2023	WAHL Brian	573/21	BP#573/21 Municipal Deposit Refund	\$500.00	\$500.00
029323	17/08/2023	WESTERN EQUIPMENT LTD.	CWK-03120117	hex tag 12" wire/wire rope/chain slings	\$213.74	\$466.33
			CWK-03120427	inspct for fall arrest comps./web sling	\$252.59	
029324	17/08/2023	ZERR Richard	0000104	July 3-31 2023 Planning contract pymt	\$23,860.96	\$23,860.96
Jul/23 MC0863	17/08/2023	MASTERCARD - COLLABRIA	July 2023	Jul/23 credit card payment	\$9,968.39	\$9,968.39
Aug/23Transfer	21/08/2023	COAST CAPITAL SAVINGS FEDERAL CU	Aug3/23 Trnsfer	Aug 3/23 wire trsfr 1yr term deposits	\$3,736,440.18	\$3,736,440.18
029325	23/08/2023	A & G FENCING	SI-6570	52 bags 4' high black privacy slats	\$6,157.79	\$6,157.79
029326	23/08/2023	AUTOMATION ONE BUSINESS SYSTEMS INC	AR416828	Aug/23 Copier L119-B&W & Color copies	\$268.99	\$315.62
			AR416829	Aug/23 Copier L012 B&W & Color copies	\$46.63	
029327	23/08/2023	BLACK PRESS GROUP LTD.	BPI10840	Jul/23 Blackpress advertising services	\$1,009.94	\$1,009.94

**DISTRICT OF HOPE  
A/P Cheque Listing  
August 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
029328	23/08/2023	CHAWATHIL FIRST NATION	2023-0018	portion for Ross Road	\$17,500.00	\$17,500.00
029329	23/08/2023	CUSTOM TANK SERVICES LTD.	2345	Aug 11/23-dust control-Ross Rd	\$2,293.89	\$2,293.89
029330	23/08/2023	EDMONDSON Frances	734/23	BP#734/23 Municipal Deposit Refund	\$500.00	\$500.00
029331	23/08/2023	EMPYRION TECHNOLOGIES INC.	190080	class4 switch-8ports	\$336.71	\$18,669.28
			190698	P-touch issues/update issues/slow comp.	\$1,241.63	
			190749	PW M365 issue/PDF issue	\$115.50	
			190019	3 laptops w/docks/2 desktop/notebook	\$12,124.44	
			190658	prepare 6 computers on site/wiped old	\$4,851.00	
029332	23/08/2023	FINNING CANADA	962442214	install Config file & mount ECM	\$8,061.39	\$8,061.39
029333	23/08/2023	FVBS HOPE RONA	44909	corner brace/screws	\$7.40	\$261.22
			44939	tremclad paint/brush/pail & tray liners	\$117.51	
			44993	2 step type 1 alum	\$78.61	
			45000	2x6-10 & 2x6-12 2Btr KD Spruce	\$49.15	
			45015	Recip. blade - wood	\$8.55	
029334	23/08/2023	D. GARTNER CONTRACTING LTD.	737/23	BP#737/23 Municipal Deposit Refund	\$500.00	\$500.00
029335	23/08/2023	GENESIS SYSTEMS CORPORATION	7855	CDR Software System 50 ext.(GENCDR 50)	\$882.00	\$882.00
029336	23/08/2023	GFL ENVIRONMENTAL SERVICES INC.	LQ01885609	bulk waste oil collection	\$100.79	\$268.62
			LQ01885699	collect anitfreeze/supp.drum rplcmnt	\$167.83	
029337	23/08/2023	KROPPSHOP LTD	22503	Sheet ACP 20.5"x20.5" round corners	\$39.20	\$39.20
029338	23/08/2023	HOPE TOWING LTD.	291200	Aug/23 Museum storage	\$577.50	\$577.50
029339	23/08/2023	KHRONOS SECURITY SERVICES	2393	Aug 14 15 16/23 2 guards-cooling centre	\$2,772.00	\$2,772.00
029340	23/08/2023	MAGNUSON FORD	135618	Mat-Front Floor	\$168.15	\$1,592.04
			134167	locking nut/seal assy oil/cone&roller	\$549.42	
			135678	Unit-Display & core (part#BL8Z 10D885B)	\$874.47	
029341	23/08/2023	MINISTER OF FINANCE	WSI588091	2023 Water System-0216 LOTW	\$200.00	\$200.00
029342	23/08/2023	ORNAMENTAL BRONZE LTD.	105563	2.5x9 Bronze/extra line	\$593.60	\$593.60
029343	23/08/2023	STAPLES PROFESSIONAL	63934343	2cs of paper/correction tape	\$129.43	\$894.98
			63875403	HP 89Y toner/paper/stamp/magaz file	\$765.55	
029344	23/08/2023	TOTAL PREPARE INC.	19128	MRE case of 12/legacy 60 serv.bucket	\$1,124.67	\$1,124.67
029345	23/08/2023	TRUE CONSULTING LTD	1239-0723-246	Jul/23 Dev.review-21692/21732 Union Bar	\$572.79	\$8,047.80
			1239-0723-247	Jul/23 Dev.reveiw 677 Old Hope Princeton	\$1,586.05	
			1239-0723-243	Jul/23 Othello Rd improve-site 1	\$2,014.44	
			1239-0723-244	Jul/23 Yale Street Rehabilitation	\$1,886.86	
			1239-0723-245	Jul/23 Rupert St. sewer re-servicing	\$1,987.66	
029346	23/08/2023	WESTERN WEED CONTROL (1980) LTD	2309	Weed Control-63701 Tom Berry Rd	\$1,890.00	\$1,890.00
029347	23/08/2023	WATERHOUSE EXECUTIVE SEARCH	ESG-5659	Executive Search-Dir. of Comm. Develop	\$19,346.25	\$19,346.25
Jul/Aug/23GovL	30/08/2023	TELUS	Jul/Aug/23Gov.L	Jul & Aug/23 Gov.List-Bylaw/Fire/Mun.	\$45.36	\$45.36
PP#17/23MPP251	30/08/2023	MUNICIPAL PENSION PLAN	PP#17-2023-251	PP#17 August 7-20 2023	\$18,939.69	\$18,939.69
PP#17/23MPP5025	30/08/2023	MUNICIPAL PENSION PLAN	PP#17-2023-5025	PP#17 August 7-20 2023	\$1,983.90	\$1,983.90
029348	31/08/2023	604 TRAFFIC CONTROL LTD	3408	Aug 14/23 LCT/TCP	\$924.00	\$924.00
029349	31/08/2023	A & G FENCING	SI-6661	supply chainlink for fence repair/labour	\$170.68	\$170.68

**DISTRICT OF HOPE  
A/P Cheque Listing  
August 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
029350	31/08/2023	ALS CANADA LTD	3311360163	Aug 11/23 monthly effluent monitoring	\$275.52	\$275.52
029351	31/08/2023	AMAZON.COM.CA INC.	Credit Notes	cr.re:inv#CA33RQJKUI & CA3KR9OACII	-\$26.91	\$1,609.09
			CA31VXK0CLWI	2pc grinder bench eyeshield	\$47.62	
			CA39GRQJKUI	30" print clamps	\$149.13	
			CA31653U2ACII	slide latch	\$20.89	
			CA36EFDOWZQI	3pk water filter for refrigerator	\$165.30	
			CA3HYO5VEAI	16pk 20 Gallon tree watering bags-reuse	\$276.22	
			CA31YYRZEACII	2 x D-Ring customizable binders	\$71.70	
			CA320B95NACII	Torin replcmnt swivel casters	\$55.29	
			CA320B99HACII	Safety vest-21 pocket-snap closure	\$84.17	
			CA320ICURACII	6 boxes premium adhesive fasteners 2"	\$147.78	
			CA3AV35UX4I	Boat throw rings x/reflective tape	\$164.58	
			CA37LDN6VV2I	Cyberpower CP 1500PFCRM2U UPS sys.	\$453.32	
029352	31/08/2023	AMAZON.COM.CA INC.	CA321KCS9R90I	desk mount 2 monitor stand	\$84.50	\$191.95
			CA3CL2AVEMYI	webcam w/microphone	\$43.67	
			CA322XVMODOI	10" wall clock	\$41.68	
			CA37QKNRUM0I	mousepad w/support	\$22.10	
029353	31/08/2023	ANDREW SHERET LIMITED	12-030219	meter nut x 4	\$83.37	\$83.37
029354	31/08/2023	ATCO STRUCTURES & LOGISTICS LTD	VAN-SR 46904377	Sept/23 12x60 office rental	\$876.02	\$876.02
029355	31/08/2023	BA BLACKTOP	68002313	35.35 TO cold mix	\$5,740.84	\$5,740.84
029356	31/08/2023	CANYON 2-WAY RADIO	INV10644	VHF antenna kit/power cord/fuse	\$319.20	\$1,663.20
			INV10682	16 channel portable radios x 3	\$1,344.00	
029357	31/08/2023	CANYON CABLE 1988 LTD.	H5044181	penetrating lube 400G	\$8.99	\$708.62
			H5044241	Aug 18/23 freight from EMCO to Hope	\$47.25	
			H5044048	1 1/2" master lock x 20	\$444.42	
			H5044678	super chop c/o wheel	\$16.78	
			H5044508	autocut 46-2	\$73.01	
			H5044630	air/water hose/crimp hose end-2 wire	\$118.17	
029358	31/08/2023	CUPE LOCAL #458	PP#17-2023	PP#17 August 7-20 2023	\$1,826.28	\$1,826.28
029359	31/08/2023	EPP Barbara Lee	2023 Tax Rfnd.2	2023 Tax Refund-64101 Flood Hope Rd	\$570.00	\$570.00
029360	31/08/2023	EXP SERVICES INC	732/22	BP#732/22 Municipal Deposit Refund	\$500.00	\$500.00
029361	31/08/2023	FAST TRACK TIRE	2560	19.5 tire repair	\$58.81	\$58.81
029362	31/08/2023	FOSTER Tina	2023 Boot Allow	2023 Boot Allowance-FORSTER Tina	\$136.49	\$136.49
029363	31/08/2023	FRASER INCLUSIVE AND SUPPORTIVE	PP#17-2023	PP#17 August 7-20 2023	\$62.00	\$62.00
029364	31/08/2023	KELLTON CONTRACTING LTD.	2023-100	memorial park washroom	\$3,306.87	\$3,306.87
029365	31/08/2023	FVBS HOPE RONA	44934	sharkbite straight stop	\$13.09	\$406.65
			45004	insecticide x 2	\$16.11	
			45069	plain patch 10kg/trowel/brush	\$118.47	
			45082	bulbs	\$26.03	
			45096	downpipe elbow/outlet/nut driver/pipe	\$58.38	
			45098	craftsman adj.wrench 10"/glue	\$38.37	



**DISTRICT OF HOPE  
A/P Cheque Listing  
August 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			45114	craftsman aviation snips	\$22.17	
			45076	common lumber 2 pcs	\$10.22	
			45113	poly med clr 102"x59' 500sf	\$26.20	
			45138	drill bit/screws	\$25.69	
			45103	bar clamp/spring clamp	\$50.58	
			45105	carriage bolt/washer/nex nut	\$1.34	
029366	31/08/2023	HOPE BUSINESS AND DEVELOPMENT SOCIETY	2023-007	Apr-Jun/23 2nd Quarterly installment	\$84,000.00	\$84,000.00
029367	31/08/2023	HOPE BUSINESS AND DEVELOPMENT SOCIETY	2023-008	Jul-Sep/23 3rd Quarterly installment	\$84,000.00	\$84,000.00
029368	31/08/2023	HOPE & DISTRICT CHAMBER OF COMMERCE	2023 Member.due	2023 Chamber of Commerce member.dues	\$75.00	\$75.00
029369	31/08/2023	HOPE READY MIX LIMITED	707433	1yrd barkmulch	\$53.14	\$721.29
			707503	3.30 MT 3/4" clear crush	\$68.20	
			707504	3.50 hrs trucking	\$599.95	
029370	31/08/2023	JAKES CONSTRUCTION LTD.	114045H	HOLDBACK INVOICE 114045	\$14,944.13	\$615,160.41
			114098H	HOLDBACK INVOICE 114098	\$15,537.17	
			114155H	HOLDBACK INVOICE 114155	\$16,370.75	
			114217H	HOLDBACK INVOICE 114217	\$3,190.43	
			114287H	HOLDBACK INVOICE 114287	\$26,178.10	
			114334H	HOLDBACK INVOICE 114334	\$16,600.58	
			114726H	HOLDBACK INVOICE 114726	\$32,068.63	
			114793H	HOLDBACK INVOICE 114793	\$82,796.07	
			114919	Jul/23 Yale Street Rehabilitation	\$366,727.09	
			114919H	HOLDBACK INVOICE 114919	\$40,747.46	
029371	31/08/2023	JOINT FORCE TACTICAL	INV-12638	friction loc baton/scabbard snap loc	\$315.50	\$315.50
029372	31/08/2023	KEARNS Gordon Kevin	2023 Tax Refund	2023 Tax Refund-23735 American Cr.Rd	\$570.00	\$570.00
029373	31/08/2023	LOTHIAN Nolan	Aug/23 Reimburs	Aug 3/23 fuel for unit 008-Wildfire	\$247.06	\$247.06
029374	31/08/2023	LORDCO AUTO PARTS	7100015471	1/4 G Ubolt	\$3.19	\$631.25
			7100015738	parking brake & hardware kit	\$124.05	
			7100015590	spin on oil	\$4.99	
			7100015712	311G Big Bla	\$9.89	
			7100015725	brake pad/rotor/seal/gasket	\$489.13	
029375	31/08/2023	MAGNUSON FORD	135806	tube-fuel vapor	\$346.75	\$346.75
029376	31/08/2023	MORFCO SUPPLIES LTD.	271943	120 x gutterbroom segment-Elgin	\$4,972.80	\$4,972.80
029377	31/08/2023	NEW-LINE PRODUCTS LTD	IN2221942	threaded flushface (NVEP1-4 & 5-4)	\$974.60	\$974.60
029378	31/08/2023	COASTAL MOUNTAIN FUELS	173665	Aug 17/23 1367.2L Regular Gasoline	\$2,569.79	\$5,747.88
			173666	Aug 17/23 1689.6L Diesel Clear	\$3,178.09	
029379	31/08/2023	DECKER Diana	153567	Sep/23 Contract Kennel Services	\$1,818.49	\$1,818.49
029380	31/08/2023	ROCKY MOUNTAIN PHOENIX	IN0141972	altair multigas detector/altair x 3	\$1,637.44	\$1,637.44
029381	31/08/2023	SCHMIRLER Wade	775/23	BP#775/23 Municipal Deposit Refund	\$500.00	\$500.00
029382	31/08/2023	TRUE CONSULTING LTD	1239-0723-250	Jul/23 Hope Transportation Master Plan	\$7,970.24	\$25,764.69
			1239-0723-251	Jul/23 Silver Creek Pedestrian Overpass	\$4,816.89	
			1239-0723-252	Jul/23 Pavement Rehabilitation	\$5,265.77	

**DISTRICT OF HOPE  
A/P Cheque Listing  
August 1-31, 2023**

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			1239-0723-254	Jul/23 7th Ave K/Lake Storm connections	\$7,711.79	
029383	31/08/2023	ULINE CANADA CORPORATION	12722071	shop towels/safety glasses/railing socke	\$701.55	\$2,098.19
			12731898	urinal screen/hand soap/gloves	\$844.67	
			12748571	bottle sprayer/safety railing	\$551.97	
029384	31/08/2023	VALLEY WASTE & RECYCLING INC	0000400540	Aug 15/23 1225 Nelson Ave-comm.roll off	\$305.60	\$1,941.55
			0000400627	Aug 16/23 1225 Nelson Ave-comm.roll off	\$662.60	
			0000400916	Jul 25-Aug 21/23 washroom services	\$459.90	
			0000401101	Aug 22/23 1225 Nelson Ave-comm.roll off	\$319.20	
			0000401248	Aug 1-24/23 K/Lake washroom service	\$194.25	
029385	31/08/2023	VERTEC TRANSPORT LTD	0000008067	Aug 11/23 Hy-vac serv. East K/Lake	\$2,299.50	\$2,299.50
029386	31/08/2023	ALUMICHEM CANADA INC	23722	wes-floc 3x204kg/isopac 1x1364kg	\$9,059.01	\$9,059.01
029387	31/08/2023	WESTERN EQUIPMENT LTD.	CWK-03122729	weld-on bucket hook	\$764.25	\$764.25
029388	31/08/2023	XEROX CANADA LTD.	L02276062	C7130 copier 2nd Of 20 lease payment	\$531.55	\$531.55
029389	31/08/2023	NELSON Phillip and/or Bonnie	2023 Tax Refund	2023 Refund tax overpay-penalty adj	\$219.98	\$219.98
<b>Total August 2023 Payments</b>					<b>\$5,423,435.79</b>	<b>\$5,423,435.79</b>