DISTRICT OF HOPE

REGULAR MEETING OF COUNCIL AGENDA

Monday, November 9, 2026 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 November 9, 2026, 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 October 26, 2026, be adopted, as presented.

(b) Inaugural Council Meeting **(6)**

Recommended Resolution:

THAT the Minutes of the Inaugural Council Meeting held November 2, 2026, be adopted, as presented.

4. DELEGATIONS

(a) Hope and District Arts Council **(9)**

Representatives from the Hope and District Arts Council will be in attendance to present to Council regarding a request for financial assistance.

(b) Hope Communities in Bloom

Representatives from Hope Communities in Bloom will be in attendance to present to Council regarding accomplishments in the past year.

5. STAFF REPORTS

(a) Report dated October 26, 2026 from the Deputy Director of Corporate Services (11)
Re: 2026 General Local Election

Recommended Resolution:

THAT the report dated October 26, 2026, from the Chief Election Officer regarding the 2026 General Local Election Results be received for information.

(b) Report dated October 28, 2026 from the Deputy Director of Finance (20)
Re: 2027 Grant in Aid

Staff seeking Council's direction.

(c) Report dated September 22, 2026 from the Director of Finance (144)
Re: Purchasing Policy

Recommended Resolution:

THAT the Purchasing Policy dated November 9, 2026 be adopted.

(d) Report dated September 23, 2026 from the Financial Analyst (177)
Re: Purchasing Card Policy

Recommended Resolution:

THAT the Purchasing Card Policy dated November 9, 2026 be adopted.

6. COMMITTEE REPORTS

There are no Committee Reports.

7. MAYOR, COUNCIL AND CAO REPORTS

8. PERMITS AND BYLAWS

(a) Zoning Amendment Bylaw (185)
Re: 280 Hudson Bay Street

Recommended Resolution:

THAT *District of Hope Zoning Amendment Bylaw No. 1635, 2026,* to change the zoning for the property at 280 Hudson Bay Street from Downtown Commercial (CBD) to Commercial Transition (C-5), be adopted this 9th day of November, 2026.

(b) Report dated October 30, 2026 from the Deputy Director of Corporate Services (187)
Re: Bylaw Notice Enforcement and Municipal Ticket Information Amendment Bylaws – Development Permit Areas

Recommended Resolution #1:

THAT *Bylaw Notice Enforcement Amendment Bylaw No. 1639, 2026*, be read a first, second, and third time this 9th day of November, 2026.

Recommended Resolution #2:

THAT *Municipal Ticket Information Amendment Bylaw No. 1640, 2026*, be read a first, second, and third time this 9th day of November, 2026.

(c) Report dated November 2, 2026 from the Director of Finance (206)
Re: Fees and Charges Amendment Bylaw

Recommended Resolution:

THAT *Fees and Charges Amendment Bylaw No. 1641, 2026* be read a first, second and third time this 9th day of November 2026.

9. FOR INFORMATION CORRESPONDENCE

(a) For Information Correspondence (217)

Recommended Resolution:

THAT the For Information Correspondence list dated November 9, 2026, be received.

(b) Accounts Payable Cheque Listing – October 2026 (221)

Recommended Resolution:

THAT the Accounts Payable Cheque Listing for the period of October 1 - 31, 2026, be received.

10. OTHER PERTINENT BUSINESS

11. QUESTION PERIOD

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

12. NOTICE OF NEXT REGULAR MEETING

Monday, November 23, 2026 at 7:00 p.m.

13. ADJOURN REGULAR COUNCIL MEETING

MINUTES OF THE REGULAR COUNCIL MEETING

Monday, October 26, 2026
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

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

Staff Present: Kevin Dicken, Chief Administrative Officer
Donna Bellingham, Deputy CAO/Director of Corporate Services
Mike Olson, Director of Finance
Branden Morgan, Deputy Director of Corporate Services
Danielle Laporte, IT/Communications

Others Present: 7 members of the Public

1. CALL TO ORDER

Mayor Smith called the meeting to order at 7:02 p.m. and acknowledged that the meeting is being held on the traditional, ancestral and unceded territories of the Stó:lō people, particularly the Chawathil, Union Bar and Yale First Nations.

2. APPROVAL OF AGENDA

Moved / Seconded

THAT the October 26, 2026, Regular Council Meeting Agenda be adopted, as amended, to include item 5(c), a report from the Deputy CAO/Director of Corporate Services regarding the Remedial Order for 272 Wallace Street – Hope Hotel. **CARRIED.**

3. ADOPTION OF MINUTES

(a) Regular Council Meeting

Moved / Seconded

THAT the Minutes of the Regular Council Meeting held October 13, 2026, be adopted, as presented. **CARRIED.**

4. DELEGATIONS

(a) Presentation to Outgoing Councillor Skoglund

Mayor Smith presented outgoing Councillor Skoglund with a carving and thanked her for her time on Council, noting that she is very respected, professional and made a difference in the community.

DRAFT

5. STAFF REPORTS

(a) Report dated October 19, 2026 from the Director of Finance
Re: Auditor Approval

Moved / Seconded

THAT Council appoint BDO Canada LLP as the District of Hope's external auditor for the fiscal years ending December 31, 2026, 2027 and 2028, with the option to extend the appointment for the 2029 and 2030 fiscal year ends. **CARRIED.**

(b) Report dated October 19, 2026 from the Chief Administrative Officer
Re: Station House Archaeological – Site Alteration Phase

Council inquired as to where the archaeological process for the Station House currently stands. The CAO advised that the initial Archaeological Impact Assessment, which involved digging test pits to determine the likelihood of artifacts being impacted by construction, found artifacts. A Site Alteration Permit has now been received from the Province, as well as a Stó:lō Heritage Resource Permit from the Stó:lō Resource Management Centre, which allows work to proceed. He noted that all soil that is excavated for the Station House foundation will need to be stockpiled on site and sifted.

The CAO advised that Council originally passed a resolution to allocate $450,000 of the Station House Reserve for use by the Tashme Historical Society. These funds were used for moving the building and will be used to move the building from blocking to the foundation. Following discussions with Tashme, it has been determined that they no longer require or expect any additional District funds once the building has been placed on its foundation. The recommended resolution is to return the unspent funds, totaling $253,525, to the Station House Reserve to allow Council to use them for further archaeological work or other costs associated with the project.

Moved / Seconded

THAT the report dated October 19, 2026 from the Chief Administrative Officer regarding the Station House archaeological site alteration phase, be received;

AND THAT Council return the remaining $253,525 of the original $450,000 allocation to the Tashme Historical Society to the Station House Reserve. **CARRIED.**

(c) Report dated October 2, 2026 from the Director of Corporate Services/Deputy CAO
Re: Remedial Order for 272 Wallace Street – Hope Hotel

Moved / Seconded

WHEREAS Council imposed a Remedial Action Requirement on 1257111 BC Ltd. on August 10, 2026, in the form attached at Appendix "A";

AND WHEREAS 1257111 BC Ltd. sought reconsideration of the Remedial Action Requirement and Council provided 1257111 BC Ltd. an opportunity to make representations to Council;

AND WHEREAS pursuant to s. 78(4) of the Community Charter, after providing an opportunity to make representations on reconsideration, Council may confirm, amend or cancel the Remedial Action Requirement;

DRAFT

AND WHEREAS the Remedial Action Requirement obliged 1257111 BC Ltd. To complete and submit to the District, no later than September 10, 2026:

a. a complete application for an electrical permit to relocate the electrical service from the Breezeway to the building consisting of the liquor store on the ground floor with residential apartments located on the second storey;

b. a hazardous materials test of the Hope Hotel and the Breezeway; and

c. a complete application for a demolition permit for the Hope Hotel and the Breezeway.

AND WHEREAS 1257111 BC Ltd. did not provide the District with any of the documents or submissions required prior to September 10, 2026;

And WHEREAS on September 2, 2026, the District received a report that the Hope Hotel was unsecured and accessible to the public;

NOW THEREFORE the Council of the District of Hope resolves as follows:

1. The Remedial Action Requirement imposed on 1257111 BC Ltd. on August 10, 2026 is confirmed. **CARRIED.**

6. COMMITTEE REPORTS

There were no Committee Reports.

7. MAYOR AND COUNCIL REPORTS

Mayor Smith Reported:

- He attended the Hope Rotary Club Dinner where they celebrated 80 years in Hope.

Councillor Graham Reported:

- She congratulated those who were elected in the 2026 General Local Election and thanked everyone for their support.
- She attended the Ruby Creek Adventure Park Lighting Path Event, noting that it was well attended. She added that they were guided through the pathway and brightly lit trees, and presented traditional storytelling, drumming, a meal, and lessons.
- She noted that AdvantageHOPE is hiring an Economic Development Specialist, and that the job has been posted.

Councillor Skoglund Reported:

- She noted that the Fraser Canyon Hospital Auxiliary Silent Auction is taking place on November 7th.
- She noted that the Beta Sigma Phi Craft Fair is taking place on November 21st.
- She reminded the public that Halloween is on Saturday and reminded everyone to be safe, and added that the Little Monsters on Wallace event and the Halloween Passport Adventure will be taking place on October 31st.
- She thanked Council and Staff for their support during the last term and congratulated those who have been elected.

DRAFT

Councillor Medlock Reported:

- He thanked everyone for their support during the election.
- He noted that the Inaugural Council Meeting will take place on November 2nd.
- He noted that he would appreciate if Staff could post the AdvantageHOPE Economic Development Specialist advertisement on the District's website.
- He noted that AdvantageHOPE is seeking to fill three volunteer board positions, and that more information will be posted on their website.

Councillor Smith Reported:

- He thanked the community for voting and welcomed Councillor-Elect Michael Bowcott.
- He congratulated Fraser-Nicola MLA Tony Luck on his successful election.

Councillor Stewin Reported:

- She congratulated those who were elected in the 2026 General Local Election and welcomed Councillor-Elect Michael Bowcott. She also thanked Councillor Skoglund for her work on Council.
- She attended the Celebration of Life for Gary Lewis, noting that he was an administrator in the community, and that he loved math, his family, and teaching.

Councillor Newbigging Reported:

- She thanked the community for putting faith in their current Council and congratulated Councillor Skoglund for moving on after four years on Council.
- She attended the Hope Rotary Club 80th Anniversary.
- She visited the Fright Night event in Sunshine Valley, noting that it is well done and includes live actors and mechanical props. She added that the proceeds support the Sunshine Valley Volunteer Fire Department

8. PERMITS AND BYLAWS

(a) Permissive Tax Exemption Amendment Bylaw No. 1636, 2026

Moved / Seconded

THAT *District of Hope 2025-2034 Permissive Tax Exemption Amendment Bylaw No 1636, 2026* be adopted this 26th day of October, 2026. **CARRIED.**

9. FOR INFORMATION CORRESPONDENCE

There was no Information Correspondence.

10. OTHER PERTINENT BUSINESS

There was no other pertinent business.

11. QUESTION PERIOD

There were no questions raised.

12. NOTICE OF NEXT REGULAR MEETING

Monday, November 9, 2026 at 7:00 p.m.

DRAFT

13. RECESS TO IN-CAMERA MEETING AT 7:22 P.M.

Moved / Seconded

THAT the meeting be closed to the public to consider matters pursuant to Section 90(1)(c) [labour relations or other employee relations] and 90(1)(m) [a matter that, under the *Freedom of Information and Protection of Privacy Act*, is such that the public may be excluded from the meeting] of the *Community Charter* and for the adoption of In Camera Minutes. **CARRIED.**

14. RETURN TO REGULAR COUNCIL MEETING

The Mayor reconvened the Regular Council Meeting at 8:44 p.m.

15. ADJOURN REGULAR COUNCIL MEETING

Moved / Seconded

THAT the Regular Council Meeting adjourn at 8:45 p.m. **CARRIED.**

Certified a true and correct copy of the Minutes of the Regular Meeting of Council held October 26, 2026, in Council Chambers, District of Hope, British Columbia.

_____ _____

Mayor **Director of Corporate Services**

DRAFT

INAUGURAL MEETING OF COUNCIL

Monday, November 2, 2026
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

Council Members Present: Mayor Victor Smith
Councillor Michael Bowcott
Councillor Bonny Graham
Councillor Scott Medlock
Councillor Dusty Smith
Councillor Heather Stewin

Council Members Absent: Councillor Pauline Newbigging

Staff Present: Kevin Dicken, Chief Administrative Officer
Donna Bellingham, Deputy CAO/Director of Corporate Services
Mike Olson, Director of Finance
Robin Beukens, Director of Community Development
Aaron Van Eyk, Director of Engineering
Thomas Cameron, Fire Chief
Branden Morgan, Deputy Director of Corporate Services
Linda Goglin, Deputy Director of Finance
Joshua Westcott, Deputy Fire Chief
Danielle Laporte, IT/Communications

Others Present: 15 members of the Public

1. WELCOMING REMARKS

Kevin Dicken, Chief Administrative Officer, provided welcoming remarks and acknowledged that the meeting is being held on the traditional, ancestral and unceded territories of the Stó:lō people, particularly the Chawathil, Union Bar and Yale First Nations.

Cadence Brandt sang O Canada.

2. OATHS OF OFFICE

(a) The Deputy Director of Corporate Services performed the Mayor's Oath of Office

- Mayor Victor Smith

(b) The Deputy Director of Corporate Services performed the Councillor's Oaths of Office

- Councillor Michael Bowcott
- Councillor Bonny Graham
- Councillor Scott Medlock
- Councillor Dusty Smith
- Councillor Heather Stewin

The Chief Administrative Officer noted that Councillor-Elect Newbigging was unable to attend the Inaugural Council Meeting and will instead complete her Oath of Office at the November 23, 2026, Regular Council Meeting.

DRAFT

3. CALL TO ORDER

Mayor Smith called the meeting to order at 7:09 p.m. and began by thanking the candidates who put their names forward to run for Council and congratulating those who were elected. He noted that he is looking forward to continuing to build strong working relationships with other levels of government and neighbouring communities and exploring innovative ways to make a positive difference in the community. He added that by working together, Council and Staff can ensure that the District remains a great place to live, work, and raise a family.

4. APPROVAL OF AGENDA

Moved / Seconded

THAT the November 2, 2026, Inaugural Council Meeting Agenda be adopted, as presented. **CARRIED.**

5. OTHER PERTINENT BUSINESS

(a) Council and Committee Meeting and Acting Mayor's Schedule for 2026-2027

Moved / Seconded

THAT the Council Appointments, Committees, and Acting Mayor's Schedule for the period of November 2, 2026, to December 31, 2027, be adopted. **CARRIED.**

(b) Report dated October 27, 2026 from the Director of Finance Re: Signing Authority on Financial Accounts

Moved / Seconded

THAT Council delegate signing authority to the following seven individuals:

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

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

AND FURTHER THAT necessary financial institutions be advised accordingly. **CARRIED.**

6. NOTICE OF NEXT REGULAR MEETING

Monday, November 9, 2026 at 7:00 p.m.

DRAFT

7. ADJOURN INAUGURAL COUNCIL MEETING

Moved / Seconded

THAT the Regular Council Meeting adjourn at 7:14 p.m. **CARRIED.**

Certified a true and correct copy of the Minutes of the Inaugural Meeting of Council held November 2, 2026, in Council Chambers, District of Hope, British Columbia.

_____ _____

Mayor **Director of Corporate Services**

DRAFT

Hope & District Arts Council
Request for Funding from District of Hope Council
November 2026

Good evening, Mayor and Council Members:

We are here to provide an update on our fall fund raising campaign. This campaign was launched to make up for an accounting error that was discovered in June, as we reported at the Aug 10, 2026 Council meeting. Attached is a spreadsheet which lists the progress we have made so far.

It shows that we have almost recouped the deficit. What we are requesting is $3,000.00 from the District of Hope now. Most of you were on council last fall, when we requested an increase at that time. We were denied, but it was suggested that we apply for the D of H Grant in Aid. However our application was unsuccessful.

We have again applied for this year's D of H Grant in Aid, but have not received a decision yet.

We do not feel that this is a big ask, in light of the funding that has recently gone to other organizations. All activities that can be offered in our community are important to some and our Art Machine is very important to our participants, who are primarily seniors, youth and children.

Going into 2027, we ask Council to increase our annual funding from $5,000.00 to $8,000.00. BCAC matches the current $5,000.00, and the additional $3,000.00 would help us keep the Art Machine programs running

This concludes our request. Thank you for your time.

Questions???

2026 ART MACHINE FALL FUNDRAISING CAMPAIGN		
This fundraising campaign was launched to cover the deficit caused by an accounting error in the Resilience Support fund balance - Approx $20k.		
We have conducted an independent accountant review and the final total is still to be confirmed as the final report will be completed in the next few weeks.		
SOURCE	**Total Raised**	
GoFundMe Campaign	$3,989.99	actual
Art Machine Sept Closure - therefore no Instructor Wages	$1,622.40	actual
Held a 2nd Garage Sale in Sept	$1,450.00	actual
Concerts in the Park - Admin fees generated	$1,900.00	actual
Pottery Sales at CITP from 4 concerts	$946.00	actual
Nov Chili Cook Off Fundraiser projected to raise	$1,000.00	projected
Nov Workshops - instructor no charge with all funds donated for AM fundraiser	$400.00	projected
Beta Sigma Phi Craft Sale	$300.00	projected
Dec Arts Amazing Backroom Show in Gallery - all sales going to AM Fundraiser	$1,000.00	projected
Proposed Donation at end of year from a Group, not yet approved	$6,000.00	projected
ART MACHINE PRICES INCREASED AS OF OCT 1/26		
Increased AM fees by 33% as of Oct 1 - projected increase by end of Dec	$752.00	projected
Increased price of clay by 14% as of Oct 1	$70.00	projected
Workshop prices have increased – so far we have had one pottery class has raised an additional $490 due to the increase	$490.00	actual
TOTAL	**$19,920.39**	

DISTRICT OF HOPE

REPORT/RECOMMENDATION TO COUNCIL

DATE: October 26, 2026 **FILE:** 4200-20

SUBMITTED BY: Deputy Director of Corporate Services/Chief Election Officer

MEETING DATE: November 9, 2026

SUBJECT: 2026 General Local Election Results

PURPOSE:

In accordance with Section 158 of the *Local Government Act*, the Chief Election Officer must provide a report regarding the results of the election, ballot account, and any pertinent information concerning judicial recount applications.

RECOMMENDATION:

Recommended Resolution:

THAT the report dated October 26, 2026, from the Chief Election Officer regarding the 2026 General Local Election Results be received for information.

ANALYSIS:

The District of Hope holds elections for Mayor and Councillor every four years. Under a cost-sharing agreement with Fraser-Cascade School District No. 78, the District also administered voting for the Hope School Trustee Area within its boundaries.

Nomination packages for the offices of Mayor and Councillor were available to the public beginning on August 10, 2026, both online and at District Hall, and could be submitted between September 1, 2026, and September 11, 2026. The District received one nomination package for Mayor and eleven for Councillor.

On September 21, 2026, a Declaration of Election by Acclamation was made for the office of Mayor, and a Declaration of Election by Voting was made for the office of Councillor.

Four voting opportunities were held in the District of Hope for the 2026 General Local Election:

- The first Advance Voting Opportunity was held at the Hope Legion Hall from 8:00 a.m. to 8:00 p.m. on October 7, 2026, with 168 ballots cast.
- The second Advance Voting Opportunity was held at the Hope Legion Hall from 8:00 a.m. to 8:00 p.m. on October 14, 2026, with 461 ballots cast.
- General Voting Day was held at the Hope Legion Hall from 8:00 a.m. to 8:00 p.m. on October 17, 2026, with 680 ballots cast.
- A Special Voting Opportunity was held at the Park Street Manor from 10:00 a.m. to 11:30 a.m. on October 15, 2026, with 15 ballots cast.

As with previous elections, the Fraser Canyon Hospital, Fraser Hope Lodge, Park Street Manor, and Riverside Manor were offered the choice of receiving mail ballot packages in place of an in-person voting opportunity. Three facilities, the Fraser Canyon Hospital, Fraser Hope Lodge, and Riverside Manor, used mail ballot voting.

- A total of 52 mail ballots were requested, with 22 being returned and 17 being certified.

The tabulator machines used in the 2022 General Local Election have reached the end of their usable life, with further support and supplies no longer available. As such, two tabulator machines were rented from Elections Systems and Software. Due to the cost of purchasing and maintaining tabulator machines, and the use of hand-counting during By-Elections, Staff determined that rental machines are more cost-effective than purchasing.

2026 General Local Election Results

Candidates for the offices of six (6) Councillors:

BACON, Carol	347
BOWCOTT, Michael	**529**
DUBEAU, Magnus	438
DYCK, Darryl	253
GRAHAM, Bonny	**753**
MEDLOCK, Scott	**902**
NEWBIGGING, Pauline	**800**
SEDORE, Crystal	396
SMITH, Dusty	**830**
STEWIN, Heather	**630**
TOMLINSON, Christine	523

No applications for a judicial recount were submitted.

2022 General Local Election voter turnout statistics:	
Total Eligible Voters	5,523
Total Ballots Cast	1,623
Percentage of Voter Turnout	29.38%

2023 By-Election voter turnout statistics:	
Estimated Eligible Voters	5,523
Total Ballots Cast	708
Percentage of Voter Turnout	12.82%

2025 By-Election voter turnout statistics:	
Estimated Eligible Voters	5,523
Total Ballots Cast	805
Percentage of Voter Turnout	14.57%

2026 General Local Election voter turnout statistics:	
Estimated Eligible Voters	**5,422**
Total Ballots Cast	**1,341**
Percentage of Voter Turnout	**24.73%**

Municipal voter turnout across the Province averaged 32.8%. While the District fell below the average, voter turnout may have been affected by the acclamation of the office of Mayor. Staff conducted significant election advertising and notification exceeding legislated requirements including newspaper, website, social media, and physical notices posted at District Hall.

ATTACHMENTS

- 2026 General Local Election Determination of Official Results
- 2026 General Local Election Declaration of Official Results
- 2026 General Local Election Declaration of Election by Acclamation
- Union of BC Municipalities – Local Government Election Statistics

Prepared by:

Branden Morgan

Digitally signed by Branden Morgan
Date: 2026.10.28 11:16:33 -07'00'

Deputy Director of Corporate Services
Chief Election Officer

Approved for submission to Council:

Kevin Dicken

Digitally signed by Kevin Dicken
Date: 2026.10.28 13:50:07 -07'00'

Chief Administrative Officer

Form No. 14-1
LGA s.145(8), VC s.107(8)

DISTRICT OF HOPE

DETERMINATION OF OFFICIAL ELECTION RESULTS
GENERAL LOCAL ELECTION – 2026

	BACON, Carol	**BOWCOTT, Michael**	DUBEAU, Magnus	DYCK, Darryl	**GRAHAM, Bonny**	**MEDLOCK, Scott**	**NEWBIGGING, Pauline**	SEDORE, Crystal	**SMITH, Dusty**	**STEWIN, Heather**	TOMLINSON, Christine
Advance Voting Opportunity #1: October 7, 2026 Hope Legion Hall	41	80	36	39	86	122	108	46	125	83	43
Advance Voting Opportunity #2: October 14, 2026 Hope Legion Hall	98	193	156	76	288	326	297	127	278	227	206
General Voting Day: October 17, 2026 Hope Legion Hall	198	245	241	133	357	437	381	212	417	305	262
Special Voting and Mail Ballot Voting	10	11	5	5	22	17	14	11	10	15	12
TOTAL NUMBER OF VALID VOTES CAST	347	**529**	438	253	**753**	**902**	**800**	396	**830**	**630**	523

This determination of official election results was made by the Chief Election Officer on October 20, 2026, and is based on ballot accounts as amended or prepared by the Chief Election Officer.

Original Signed by Branden Morgan
Chief Election Officer

DISTRICT OF HOPE

DECLARATION OF OFFICIAL ELECTION RESULTS

GENERAL LOCAL ELECTION – 2026

COUNCILLOR

I, Branden Morgan, Chief Election Officer, do hereby declare elected the following candidates, who received the highest number of valid votes for the office of Councillor.

1. BOWCOTT, Michael
2. GRAHAM, Bonny
3. MEDLOCK, Scott
4. NEWBIGGING, Pauline
5. SMITH, Dusty
6. STEWIN, Heather

Dated at Hope, BC
this 20th day of October, 2026.

Original Signed by Branden Morgan
Chief Election Officer

Form No. 8-12

DISTRICT OF HOPE
DECLARATION OF ELECTION BY ACCLAMATION

I, Branden Morgan, Chief Election Officer for the District of Hope, do hereby declare, pursuant to section 98 of the *Local Government Act*, the following candidate elected by acclamation:

Office of Mayor

VICTOR SMITH

Given under my hand at Hope, British Columbia, this 21st day of September, 2026.

Original Signed by Branden Morgan
Branden Morgan
Chief Election Officer

Local Government election statistics

Publishing Date: October 22, 2026

British Columbia's 2026 local government elections saw a substantial turnover of elected officials, and a modest rebound in voter participation. Province-wide figures provided by CivicInfo show that turnout remained below one-third of eligible voters, incumbents were successful in well over 70% of local races, and roughly half of elected positions changed hands.

Voter Turnout

Over the past three general elections, there has been a steady downward trend in municipal elector participation with turnout of estimated eligible voters falling below 30% in 2022 following the easing of COVID pandemic restrictions.

- 2014: 33.3%
- 2018: 35.7%
- 2022: 29.2%
- 2026: 32.8%

Regional district turnout, which is typically lower than the municipal figure, saw turnout rates of 22.8% (2014) 26.4% (2018) 23.3% (2022) and 24.7% this election.

While these figures are not lower than the 2022 results, they continue to show that less than 1 in 3 eligible voters are exercising their voting right in local elections.

Attrition

Attrition rates show the cumulative turnover on councils, between elected officials who chose not to run again and those who were not re-elected. Over the past three elections, attrition rates consistently come in at around a 50% turnover.

- 2018: 49.2%
- 2022: 46.6 %
- 2026: 51.0%

Experience

With nearly 50% of local elected positions seeing change in each election, the percentage of newly elected leaders with no prior elected experience is considerable. This year there are 429 new elected officials with no prior local government experience – that is 37.8% on municipal councils and 25.2% of electoral area directors.

This makes onboarding and orientation critical to a successful transition. Local governments are already beginning their own orientation programs, and the Local Government Leadership Academy will host five regional seminars to supplement this work.

Elected Official Seminars are offered every four years after the general election, in each region of the province. Registration opens October 28.

- Lower Mainland: December 9-11

- Vancouver Island: January 13-15
- Southern Interior: January 20-22
- North Central: January 27-29
- Kootenay-Boundary: February 3-5

Incumbent Success

While there has been considerable attention given to defeated incumbents in the 2026 election, the success of incumbents across the province remains high. This year 70.6% of municipal candidates and 81.3% of regional district candidates were successful in their bid for re-election.

Election night results tend to skew perceptions of incumbent because they focus on communities where there are tight races, and limit consideration of communities where current office holders have been acclaimed. This year 22.5% of mayors and 47.2% of regional district directors were acclaimed, bolstering the overall figures for incumbent success.

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: October 28, 2026 **FILE:** 1850-30

SUBMITTED BY: Linda Goglin, Deputy Director of Finance

MEETING DATE: November 9, 2026

SUBJECT: 2027 Grant in Aid

PURPOSE:

To present the applications received for the 2027 annual Grant in Aid program and provide relevant information to support Council's decision on the funding allocation for each applicant.

RECOMMENDATION:

Staff seeking Council's direction.

BACKGROUND INFORMATION:

The District advertises annually for the Grant in Aid program. There were nine applications received as of the closing date of October 15, 2026.

The Grant in aid policy 203-06 was issued in 2006 and there have been five revisions in subsequent years. Upon review of the applications, Council has a budget of $10,000 to award annually, based on the following assessment criteria:

a. Adherence to current funding guidelines;
b. Quality and excellence of the product;
c. Demonstrated ability of the applicant to carry out the project;
d. Anticipated impact and benefits to the community.

Applicants must be aregistered non-profit societies in the District of Hope and area. Grant in Aid funding must support initiatives that strengthen and enhance community well-being and promote volunteerism.

In addition to the Grant in aid policy, the annual budgeting process grants $5,000 each to the following organizations:

a. Hope Crime Prevention Society
b. Hope Care Transit Society
c. Hope & District Arts Council

These are considered to be entities that provide services to the District of Hope and enhance the quality of life to residents and promote social economic growth.

ANALYSIS:

The following are the applications received for 2027. The combined allocations are to remain within the $10,000 annual Grant in Aid budget.

Application Summary:

1. **Auxiliary to Fraser Canyon Hospital and Fraser Hope Lodge**
   Request: $10,000
   Purpose: To help provide a hospital-grade bedside TV & Tablet system for patients at the Fraser Canyon Hospital and Fraser Hope Lodge. The proposed hospital-style bedside setup is designed for small rooms, with a long reach, theft resistance, and comfortable over-bed viewing.

   The grant request would utilize the entire overall annual grant in aid budget.

   ***That*, Council approves for the 2027 budget: $_____**

2. **Fraser Valley Climbing Society**
   Request: $3,000
   Purpose: To aid with the costs of preparing the site and all associated costs of organizing the 'Squatch on the Rocks 2027 – Rock Climbing Festival' at the Flood Falls location.

   ***That*, Council approves for the 2027 budget: $_____**

3. **Fraternal Order of Eagles – Aerie 2690**
   Request: $6,750
   Purpose: To repair and refurbish the handicap washroom in order to increase accessibility within the building.

   ***That*, Council approves for the 2027 budget: $_____**

4. **Hope & District Arts Council**
   Request: $5,000
   Purpose: To assist with covering the mounting costs for the Art Machine, where visual art and pottery classes are hosted.

   This $5,000 application is in addition to, not a replacement for, the Hope & District Arts Council's annual budgeted grant of $5,000.

   ***That*, Council approves for the 2027 budget: $_____**

5. **Hope Community Choir**
   Request: $600
   Purpose: To purchase sheet music for the Christmas (and possibly Spring) concert.

   ***That*, Council approves for the 2027 budget: $_____**

6. **Hope Community Services**
   Request: $25,000
   Purpose: To assist with funding toward the 'Christmas Dinner in a Box and Winter Food Security Initiative,' providing approx. 400 Christmas dinner boxes to families, seniors and individual adults experiencing food insecurity in Hope.

   The grant request exceeds the overall annual grant in aid budget.

   ***That*, Council approves for the 2027 budget: $_____**

7. **Hope Mountain Centre for Outdoor Learning**
   Request: $5,000
   Purpose: To assist with funding toward the purchase of a reliable pre-owned pickup truck to safely transport crew, tools and materials for building and maintaining Hope trails.

   ***That*, Council approves for the 2027 budget: $_____**

8. **Mount Hope Senior Citizens Housing Society**
   Request: $2,500
   Purpose: To assist with funding to improve the safety and enhance the curb appeal of the front entranceway of the Mount Hope Senior Citizens Housing Society, for the safety and comfort of the residents and guests.

   ***That*, Council approves for the 2027 budget: $_____**

9. **Northern Lights Wildlife Society**
   Request: $3,300
   Purpose: To assist with funding for:
      a. Digital brochures ($500). To create digital versions of 'Living with Bears' and 'Staying Safe in Wildlife Country,' with QR codes and translations into four languages, for non-English speaking new residents and tourists to Hope.
      b. Garbage bin decals ($900) and small equipment ($300). To replace damaged decals on garbage bins in downtown Hope and purchase bear spray, pocket size air horns, and carabiners.
      c. Mileage ($1,600). To support follow-up requested by Conservation Officers, garbage checks, event, and responses to resident concerns.

   Approval of the $1,600 mileage component is not recommended because it does not fall within any of the Grant in Aid categories: seed grants, special projects, or special capital expenditures.

   ***That*, Council approves for the 2027 budget: $_____**

The Grant in Aid applications have been applied for based on the following Grant in Aid categories:

- Seed grants – for agencies or societies in their formative stages of development
- Special projects – for agencies or societies staging a special event or activity; and
- Special capital expenditure – for agencies or societies to purchase necessary capital items.

New Grant funding for the year

		Seed grant	Special project	Special capital project	Applicable grant	
Auxiliary to Fraser Canyon Hospital and Fraser Lodge Society	10,000			✓	10,000	
Fraser Valley Climbing Society	3,000		✓		3,000	
Fraternal Order of Eagles	6,750			✓	6,750	
Hope Community Choir	600		✓		600	
Hope Community Services	25,000		✓		25,000	
Hope Mountain Centre for Outdoor Learning	5,000			✓	5,000	
Mount Hope Senior Citizens Housing Society	2,500		✓		2,500	
Northern Lights Wildlife Society	3,300	✓		✓	1,700	1
	56,150				54,550	

1 **Mileage was itemized as $1,600 (Not an eligible expense), brochures, decals & small equip $1,700 (applicable)**

Additional funds requested on top of initial Grant in Aid

		Seed grant	Special project	Special capital project	Applicable grant
Hope & District Arts Council	5,000		✓		5,000
	5,000				5,000
Total grant funding request	**61,150**				**59,550**

The total amount requested for 2027 Grant in Aid funding is $61,150. Excluding the $1,600 mileage component, identified as an ineligible expense, this leaves $59,550 in requests for consideration. These remaining requests are subject to review against the policy guidelines and assessment criteria and exceed the annual Grant in Aid budget of $10,000.

Relevant History:

Below is a summary of the current Grant in Aid applications and a five year history of Grant in aid funding provided in prior budget years.

District of Hope
Grants-in-Aid Five Year History

	2027 Requested	2026 Received	2025 Received	2024 Received	2023 Received	5 year Total	
AdvantageHope		2,000				2,000	
Auxiliary to Fraser Canyon Hospital and Fraser Lodge Society	10,000					10,000	
Canyon Golden Agers		2,650				2,650	
Fraser Canyon Hospice Society				5,000	5,000	10,000	
Fraser Inclusive & Supportive Housing						-	
Fraser Valley Climbing Society	3,000					3,000	
Fraternal Order of Eagles	6,750					6,750	
Hope Art Crawl				2,400		2,400	
Hope Assoc. Community Living		1,250				1,250	
Hope Community Choir	600	600	600	600	500	2,900	
Hope Community Services	25,000	2,000				27,000	
Hope Curling Club						-	
Hope Mountain Centre for Outdoor Learning	5,000					5,000	
Hope Running Club			800			800	
Kawkawa Camp and Retreat						-	
Mount Hope Senior Citizens Housing Society	2,500	1,500	2,000	2,000	2,000	10,000	
Northern Lights Wildlife Society	3,300					3,300	1
Total Application Based	56,150	10,000	3,400	10,000	7,500	87,050	
Hope Crime Prevention	5,000	5,000	5,000	5,000	5,000	25,000	
Hope Care Transit	5,000	5,000	5,000	5,000	5,000	25,000	
Hope & District Arts Council	10,000	5,000	5,000	5,000	5,000	30,000	2
Total reoccurring grants	20,000	15,000	15,000	15,000	15,000	80,000	
Total Grants-In-Aid	76,150	25,000	18,400	25,000	22,500	167,050	

1 Northern Lights Wildlife Society applied for assistance with mileage costs which would not qualify as a capital expenditure. This would reduce the applicable request from $3,300 to $1,700

2 Hope & District Arts Council automatically has a $5,000 grant approved. For the 2027 year end, the organization has applied for an additional grant of $5,000

ATTACHMENTS:

- Grant In Aid Applications

Reviewed by:

Mike Olson
Digitally signed by Mike Olson
Date: 2026.11.04 08:56:54 -07'00'

Mike Olson
Director of Finance

Approved for submission to Council:

Kevin Dicken
Digitally signed by Kevin Dicken
Date: 2026.11.03 15:26:00 -07'00'

Kevin Dicken
Chief Administrative Officer

DISTRICT OF HOPE
GRANT-IN-AID PROGRAM

RECEIVED
OCT 13 2026
DISTRICT OF HOPE

Instructions:

1. Please fill in all the blank spaces and give as much detail as possible. It will assist the District Council in making an accurate and responsible assessment of your needs.

2. If you are uncertain about any question or its intent, please contact the District of Hope for assistance at (604) 869-5671.

3. If there is relevant information about your organization or request not covered by questions in the application, please include an attachment page.

4. Please attach Financial Statement and Current Budget. Please retain in your own files all originals of these documents. Return completed application to District Hall on or before October 15th.

5. All applications will be reviewed by the Council. Please refer to the District Policy attached herein for Assessment Criteria and Conditions of Funding.

6. **LATE APPLICATIONS WILL NOT BE CONSIDERED.**

7. Applications that do not meet one or more criteria will be considered ineligible for funding.

DISTRICT OF HOPE

[redacted]

*Submit application **in person** to:*
DISTRICT OF HOPE
325 Wallace Street
Hope, BC V0X 1L0

*Submit application **via email** to:*
info@hope.ca

Submission deadline: **October 15**
Late applications will not be considered.

RECEIVED
OCT 13 2026
DISTRICT OF HOPE

GUIDELINES

All applications to the District of Hope Grant-In-Aid Program must adhere to the following guidelines:

1. Programs/Activities/Events of the Agency must:
   (a) strengthen and enhance the well being of our Community;
   (b) promote volunteerism;
   (c) be a District of Hope and area registered non-profit society;

2. Programs/Activities/Events of the Agency must not:
   (a) offer direct financial assistance to individuals or families;
   (b) duplicate services that fall within the mandate of either a senior government or a local service agency;
   (c) be part of a Provincial or National fund raising campaign

Non-profit agencies or societies may apply for a Grant-In-Aid in the following categories:

A. SEED GRANTS: For agencies or societies in their formative stages of development. Grants shall not exceed 50% of the establishment costs and is available to a society or agency only once.

B. SPECIAL PROJECTS: For agencies or societies staging a special event or activity. Funding is available for either three consecutive years or once in every three years.

C. SPECIAL CAPITAL EXPENDITURE: For agencies or societies to purchase necessary capital items. Grants in cash and/or in-kind shall not exceed 25% of the cost, with the balance funded by way of fund raising and/or grants external to municipal government.

026

Your application must be accompanied by budget and financial statements.

RECEIVED
OCT 13 2026
DISTRICT OF HOPE

Please complete all the blank spaces and give as much detail as possible (within the 150 word limit). This will assist District Council in making an accurate and responsible assessment of your needs. If there is relevant information about your organization or request not covered by the questions in the application please include an attachment page. If you have any questions, please contact the Director of Finance at (604) 869-5671.

Name of Organization & Society No.:

Auxiliary to Fraser Canyon Hospital & FHL -Society #S0036781

Purpose or Function of Organization:

To raise funds for the purchase of equipment and comfort items to the resident of the Lodge & Hospital

Also to provide gifts to the Lodge resident for Christmas. (minimum of $2400)

Brief Description of Proposed Use of Grant Being Applied For:

The Hospital and the Lodge give us a "Wish List" every year for equipment that is needed for very important and sometimes life saving needs. We try to fill all the wishes.

bedside TV initiative (attached)

Street Address, including Postal Code:

2175 7th Ave. PO Box 933, Hope BC V0X1L0

Mailing Address if different from above:

Chairperson's Name: JoDee Chisholm

Telephone (Office): [redacted] Telephone (Home):

Address, including Postal Code:

[redacted]

Treasurer or Financial Officer's Name: Dawn Thomas

Telephone: (Office) (Home) [redacted] (Other)

Address, including Postal Code:

[redacted]

[redacted]

1. Previous Year Grant from District of Hope: ☐

2. Current Year Joint Grant Requested From District of Hope: $ 10,000 and FVRD$ 0

List all other Agencies to whom a grant has been requested for this project:		
Name	Amount Requested	Status of Request
Not applicable	N/A	

Please answer the following questions, using additional paper if necessary.

1. Attach your current financial statement prepared and signed by the appropriate person (i.e., CPA, comptroller, bookkeeper, financial officer, treasurer, etc.).

   Attached, signed by independent Accountant

2. What efforts has your organization made to become self-supporting? If your agency charges user fees or membership dues, attach your current fee structure.

   We have various fund raising ventures during the year. The biggest is the

   Silent Auction in November and this year is our 40th!! Each member has to pay a fee to the BCAHA for $8.00

3. What are your organization's goals and objectives for this year?

   To provide comfort and needed equipment to both patients and residents

   of Fraser Canyon Hospital and Fraser Hope Lodge.

4. How do the services of your agency overlap a similar agency, and what efforts have been taken to eliminate the duplication, if any?

   There is no duplications of our services in the town of Hope with any other

   agency A hospital auxiliary is an essential component of health care delivery in a small town

   providing vital support that enhances the quality, the accessibility & sustainability of local medical services

5. How is the function of your organization mainly for the benefit of the citizens of the District of Hope?

Because we raise funds expressly for the benefit of our patients & residents at the Hospital & Lodge. We all know that the Hospital here is used by most everyone in Hope at some time

6. How does your organization promote cultural understanding in the community?

Auxiliaries are the bridge between hospital patients, families & the public providing respect and inclusivity.

7. In the past year, how many persons has your organization served? all patients& residents

8. How long has your organization been in existence in Hope? 70 Years!!

9. How many years has your organization received Grant-In-Aid funding from the District of Hope?

None so far

10. How long do you anticipate that your agency will require funding from the District of Hope?

As often as it is offered. As long as there is a need for auxiliaries to support our medical requirements

11. Is your organization voluntary and non-profit? YES

12. Are all of the board members/directors voluntary? If no, state amounts paid. YES

13. Is any part of the income of your organization payable to, or otherwise available for, the personal benefit of any proprietor, member or shareholder?

NO

14. Report the number of volunteers. 27

15. Report the number of volunteer hours worked. 6,100 approx

16. Report the number of paid management and staff members and total salaries paid. Please indicate full vs. part-time staff.

None

17. Does your organization receive a rental subsidy from the District? If so, how much?

No- not required

18. Does your organization receive any benefit from permissive tax exemption? And if so, how much? (Information available from Tax Department.) NO

19. Does your organization use District-owned facilities? If so, which ones? NO
Our meetings are held in the conference room in the hospital

20. How are your services publicized? Social Media. printed posters, local newspaper
and by members

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

Brief description of proposed use of grant being applied for:
For the purchase of medical equipment and supplies, Our "Wish List" from the Hospital
and Lodge . this is our 70th Anniversary we would like to meet thRequests for equipment each year can be $45,000 or more and asat goal

What is the need for this project in our community?
C

Is your application for a:
A. a seed grant;
B. a special project; or
C. a special capital expenditure

If your agency is applying for a matching grant from government or other sources, is the grant contingent upon receipt of this District grant?
NO

Please indicate activities that will be carried out in this project and attach timelines to them.
Silent Auction - Nov - 40th YEAR , Hospital Gift Shop, on going & fashion shows twice a year
Hot Dog sales _ June - August, Fund raising meat draw @ the legion, twice a year

Please provide a brief financial budget for the project. See wish list attached.
The auxiliary tries to provide $45,000 in value in equipment. As this is the 70th year of the Auxiliary, we are hoping to do more!

Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

Feedback from the community and staff that the equipment & services provided are well received

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[redacted]

President/Chairperson

Office use only

Applicant:

Application received Date:

Application confirmed to be complete

Checklist:
Society No. (if application over $500)
Complete Application Form
Latest Financial Statement
Budget Summary for current year
Project Budget
Annual Report

Audited: Yes ☐ No ☐ N/A ☐

Category: Arts & Culture ☐ Sports & Recreation ☐

Museum/Heritage ☐ Social/Educational/Environmental/Other ☐

Amount of Grant-in-Aid Applied for: $ Approved: $

Denied ☐

Comments:

Letter sent to applicant informing of decision Date:

Cheque sent to applicant Date:

Grove Bookkeeping
366 Wallace Street, PO Box 250
Hope, BC V0X 1L0

This office has prepared the Financial Statements for the Auxiliary to the Fraser Canyon Hospital as at January 31, 2026. We have not attempted to fully audit, but have reviewed the debits and Credits as per the information supplied to us by the treasurer.

In our efforts to ensure the accuracy of all income and expenses, we found everything to be in good order.

Readers are cautioned that these statements may not be suitable for their puposes.



Ann Potter
Grove Bookkeeping

14-Mar-26

AUXILIARY TO FRASER CANYON HOSPITAL
Financial Statement

at January 31, 2026

General Bank	$111,880.47	
Term	$10,000.00	
Educ. Bank	$5,582.01	
Gaming Bank	$60.18	
Gift Shop bank	$20,374.23	
Shares	$166.65	
Petty cash	$150.00	
Gift Shop float	$129.95	
Gift Shop AR	$203.58	
Gift Shop Inventory	$1,256.66	**$149,803.73**
Accts Payable PST	$(1,231.26)	
Retained Earnings	$(148,908.58)	
Current Earnings	$336.11	**$149,803.73**

AUXILIARY TO FRASER CANYON HOSPITAL
Income Statement

February 1, 2025 - January 31, 2026

REVENUE		
Silent Auction	$19,948.52	
donations	$26,682.38	
Gift Shop sales	$22,334.51	
Memberships	$21.00	
bank interest	$748.79	
Memorial	$3,740.00	
Fund Raisers	$10,317.64	**$83,793.84**
EXPENSES		
fundraising	$2,267.08	
LEF	$2,400.00	
Gift Shop Purchases	$29,320.90	
Advertising	$1,200.76	
TV Cable	$1,328.82	
Hall Rental	$630.00	
accounting	$367.50	
Equipment Purchases	$34,769.71	
Office supplies	$510.37	
bank fees	$525.60	
First Data fees	$211.96	
Raffle Tickets	$357.28	
Table Rental	$100.00	
Dues (Permits/Licenses)	$288.00	
Silent Auction Float	$1,009.63	
Prizes - Raffle	$2,000.00	
Lodge Christmas	$2,400.00	
AGM/Social	$477.99	
Supplies	$1,773.46	
Boutique Expenses	$1,518.67	**$83,457.73**
		$336.11

Hospital-Grade Bedside TV + Tablet System (No-Theft Design)

Overview

Hospital-style bedside setup inspired by GCX / JACO EVO systems. Designed for long reach, theft resistance, and comfortable over-bed viewing in a small room setting.

Core System: Hospital-Grade Arm

Use a GCX / JACO EVO-style articulating wall arm with extended reach (up to ~57 inches). This allows the screen or tablet to swing fully over the bed and fold flat when not in use. It is designed for continuous movement, medical environments, and secure mounting into wall studs.

Screen Option A: Tablet (Recommended)

10–12 inch tablet placed inside a locking metal enclosure. This is the most secure option against theft. The tablet mounts to the arm using a VESA adapter and allows streaming, video calls, and apps.

Screen Option B: Small TV

19–24 inch lightweight smart TV mounted using VESA bracket and security Torx screws. Less secure than a tablet but offers a larger screen.

Anti-Theft Design

Multi-layer security: (1) locking enclosure or security bolts, (2) stud-mounted arm, (3) hidden or internal cable routing, (4) no quick-release exposed hardware.

Mounting Placement

Install arm on wall beside bed at approximately 48–54 inches floor height. Bed should be slightly offset from wall to allow full swing of arm over chest or pillow area.

Power Setup

Concealed USB-C or power cable routed behind wall or through conduit. Optional smart plug for remote control.

Why Hospital Systems Work Better

Hospital GCX arms extend 49–57 inches compared to consumer mounts at 18–30 inches. This extra reach enables true over-bed viewing and flexible positioning.

Recommended Build

Best configuration: GCX EVO long arm + 11–12 inch tablet + locking enclosure + stud mounting + hidden charging cable. This creates a secure, hospital-style bedside experience.

Hospital-Grade Long-Reach Bedside Tablet System Estimate

Estimated costs for a new hospital-grade GCX/JACO-style bedside tablet system with anti-theft protection and professional installation in Hope, British Columbia.

Component	Estimated Cost (CAD)
Medical-grade long-reach articulating arm	$930 – $1,200
Locking tablet enclosure	$150 – $500
11–12 inch iPad or Android tablet	$400 – $1,000
Wall reinforcement / backing plate	$150 – $500
Hidden cable routing & power	$100 – $350
Professional installation	$400 – $1,000

Build Level	Estimated Installed Total
Basic hospital-style setup	$2,200 – $2,800
Mid-range premium install	$2,800 – $4,000
Full commercial hospital-grade system	$4,000 – $6,000+

Recommended configuration: hospital-grade long-reach articulating arm, locking tablet enclosure, 11–12 inch tablet, hidden charging cable, and reinforced stud-mounted installation. This provides the closest experience to a Fraser Health bedside patient-room setup.

Bedside System Comparison Guide

Comparison of consumer, commercial, and hospital-grade bedside tablet and TV mounting systems, including estimated installed pricing and recommended use cases.

System Type	Reach	Theft Protection	Hospital Feel	Estimated Installed Cost (CAD
Consumer tablet arm	18–24 inches	Low	Low	$100–$300
Long-arm consumer mount	24–36 inches	Moderate	Moderate	$300–$800
Commercial monitor arm + enclosure	36–45 inches	Good	Good	$800–$1,800
Medical-grade Compulocks arm	48+ inches	Excellent	Very Good	$2,200–$3,500
GCX/JACO EVO hospital arm system	49–57 inches	Excellent	True Hospital Grade	$3,500–$6,000+
Integrated medical workstation	57+ inches	Excellent	ICU / Acute Care	$6,000–$12,000+

Recommended setup for a secure home bedside installation: a commercial or medical-grade long-reach articulating arm with locking tablet enclosure, hidden charging cable, and stud-mounted installation. This offers the best balance between hospital-style functionality, security, and cost.

RECEIVED
By Isabel Rutter at 9:21 am, Oct 13, 2026

DISTRICT OF HOPE
GRANT-IN-AID PROGRAM

Instructions:

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DISTRICT OF HOPE
GRANT-IN-AID PROGRAM GUIDELINES

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Hope, BC V0X 1L0

*Submit application **via email** to:*
info@hope.ca

Submission deadline: **October 15**
Late applications will not be considered.

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Your application must be accompanied by budget and financial statements.

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Name of Organization & Society No.:

Fraser Valley Climbing Society #S0072629

Purpose or Function of Organization:

The purpose of the society is to protect and assist in managing rock climbing areas in the Fraser Valley. We hope to bring awareness to climbers and others with regards to etiquette and ethics. It is our goal to maintain a high standard of route development and maintenance.

Brief Description of Proposed Use of Grant Being Applied For:

'Squatch on the Rocks 2027 - Rock Climbing Festival - preparation of site for the festival and all associated cost of organizing the festival at the Flood Falls location

Street Address, including Postal Code:

Flood Falls, Hope, BC V0X 1L2 - address of the event

Mailing Address if different from above:

[redacted]

Chairperson's Name: Denis Langlois

Telephone (Office): [redacted] Telephone (Home):

Address, including Postal Code:

[redacted]

Treasurer or Financial Officer's Name: Julie Gagnon

Telephone: (Office) [redacted] (Home) (Other)

Address, including Postal Code:

[redacted]

GRANT-IN-AID APPLICATION FORM

1.Previous Year Grant from District of Hope: ☐

2. Current Year Joint Grant Requested From District of Hope: $ 3000 and FVRD$ 0

List all other Agencies to whom a grant has been requested for this project:		
Name	Amount Requested	Status of Request
Cascade Lower Canyon Community Forest	1500$	pending

Please answer the following questions, using additional paper if necessary.

1. Attach your current financial statement prepared and signed by the appropriate person (i.e., CPA, comptroller, bookkeeper, financial officer, treasurer, etc.).

2. What efforts has your organization made to become self-supporting? If your agency charges user fees or membership dues, attach your current fee structure.

we do events throughout the year as fundraiser, membership fees,

and other grants and sponsor applications

3. What are your organization's goals and objectives for this year?

We'd like to increase our membership by 20% with 90% retention. We're also looking at

putting on our 2nd edition of the climbing festival and potentially make it into a 2 day event vs 1 day last year

4. How do the services of your agency overlap a similar agency, and what efforts have been taken to eliminate the duplication, if any?

There's no other agencies that we would overlap with. The only place there may be an overlap is with the

Hope Mountain center mostly on potential trails we both cover (less than 10%) but its more complimentary than overlapping

5. How is the function of your organization mainly for the benefit of the citizens of the District of Hope?

The vast majority of the rock climbing in the Fraser Valley is from Hunter Creek to Spuzzum. Published in March 2026 by the Squamish Access Society

Rock climbing in Squamish generated $25.4 million in direct local spending. We believe climbing in the FV can have a similar socio-economic impact

6. How does your organization promote cultural understanding in the community?

Gold Rush: The nuggets they left behind (YouTube) is a short film about climbing in the Fraser Canyon that showcases the cultural aspect

which was produced for the FVCS. We invited youth groups from the local bands to the climbing festival. The guidebooks include cultural aspects as wel

7. In the past year, how many persons has your organization served? 52

8. How long has your organization been in existence in Hope? 2020

9. How many years has your organization received Grant-In-Aid funding from the District of Hope?

0

10. How long do you anticipate that your agency will require funding from the District of Hope?

The next 3 years as we grow the festival and access to the local climbing areas.

11. Is your organization voluntary and non-profit? Both voluntary and non-profit

12. Are all of the board members/directors voluntary? If no, state amounts paid. yes

13. Is any part of the income of your organization payable to, or otherwise available for, the personal benefit of any proprietor, member or shareholder?

no

14. Report the number of volunteers. 9 board members that also rely on local volunteers

15. Report the number of volunteer hours worked. ~1500 hours in the past year

16. Report the number of paid management and staff members and total salaries paid. Please indicate full vs. part-time staff.

none

17. Does your organization receive a rental subsidy from the District? If so, how much?

no

18. Does your organization receive any benefit from permissive tax exemption? And if so, how much? (Information available from Tax Department.) No

19. Does your organization use District-owned facilities? If so, which ones? no

20. How are your services publicized? website, social media, local stores, and next year in the Hope tourism guide

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

Brief description of proposed use of grant being applied for:

The festival site needs some trail upgrade - a few ladders and stairs, buying the rights to climbing film showing, Professional climbing speaker fees, toilet rentals, advertising

What is the need for this project in our community?

The festival addresses a growing need for accessible outdoor recreation, tourism development, and community connection in Hope. Climbing has become one of the fastest-growing outdoor activities in British Columbia, and Hope is uniquely positioned as a destination with world-class climbing.

Is your application for a:

A. a seed grant;
B. a special project; or
C. a special capital expenditure

B. a special project

If your agency is applying for a matching grant from government or other sources, is the grant contingent upon receipt of this District grant?

It is not contingent. We've only submitted to the CLCCF as they supported us in our first edition of the festival. We had people from Washington, Squamish, and the Okanagan come through. Growing the festival will require more funds.

Please indicate activities that will be carried out in this project and attach timelines to them.

Trail upgrades by May 1st 2027; rentals, speaker fees, and film rights between December 1st and April 30th. Festival June 12th (TBC)

Please provide a brief financial budget for the project. Film fees and space rental 2000$, Speaker fees 1000$ Toilet rental 750$, trail upgrade 1000$, advertising 500$

Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

We record attendance and attendees provenance. We have last year's numbers so we will be able to track growth of the event and catchment areas.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Denis Langlois

President/Chairperson

RECEIVED
By Isabel Rutter at 9:24 am, Oct 13, 2026

FRASER VALLEY CLIMBING SOCIETY

Fraser Valley Climbing Society (FVCS)

Financial Statement

October 6th, 2026

Category	Details	Amount ($)
Deposits ($5842.19)	Mellow Film Tour (Ticket/Raffle Sales)	1561.51
	Individual memberships/donations	1280.68
	Cascade Lower Canyon Donation	1500.00
	Hope District Donation	1500.00
Withdrawals ($4827.73)	Insurance through FMCBC	1034.00
	Square	0.01
	Annual web services to Tom	99.00
	'Squatch on the Rocks FVCS Festival Expenses	2612.41
	Hangers/Mussy Hooks Climb On Equipment	1074.81
	Banking fees	7.50
Current Account Balance		3620.48

[redacted]

Julie Gagnon, FVCS

Office use only

Applicant:

Application received Date:

Application confirmed to be complete

Checklist:
Society No. (if application over $500)
Complete Application Form
Latest Financial Statement
Budget Summary for current year
Project Budget
Annual Report

Audited: Yes ☐ No ☐ N/A ☐

Category: Arts & Culture ☐ Sports & Recreation ☐

Museum/Heritage ☐ Social/Educational/Environmental/Other ☐

Amount of Grant-in-Aid Applied for: $ Approved: $
Denied ☐

Comments:

Letter sent to applicant informing of decision Date:

Cheque sent to applicant Date:

RECEIVED
OCT 15 2026
DISTRICT OF HOPE

DISTRICT OF HOPE
GRANT-IN-AID PROGRAM

Instructions:

1. Please fill in all the blank spaces and give as much detail as possible. It will assist the District Council in making an accurate and responsible assessment of your needs.

2. If you are uncertain about any question or its intent, please contact the District of Hope for assistance at (604) 869-5671.

3. If there is relevant information about your organization or request not covered by questions in the application, please include an attachment page.

4. Please attach Financial Statement and Current Budget. Please retain in your own files all originals of these documents. Return completed application to District Hall on or before October 15th.

5. All applications will be reviewed by the Council. Please refer to the District Policy attached herein for Assessment Criteria and Conditions of Funding.

6. **LATE APPLICATIONS WILL NOT BE CONSIDERED.**

7. Applications that do not meet one or more criteria will be considered ineligible for funding.

SCANNED
[redacted]

FRATERNAL ORDER OF EAGLES #2690
BOX1178 - 386 FORT ST.
HOPE, B.C. V0X 1L0
www.foe2690hopebc.com

Submitted.
Hand delivered 14 Oct 2026

DISTRICT OF HOPE

DISTRICT OF HOPE
GRANT-IN-AID PROGRAM GUIDELINES

*Submit application **in person** to:*
DISTRICT OF HOPE
325 Wallace Street
Hope, BC V0X 1L0

*Submit application **via email** to:*
info@hope.ca

Submission deadline: **October 15**
Late applications will not be considered.

GUIDELINES

All applications to the District of Hope Grant-In-Aid Program must adhere to the following guidelines:

1. Programs/Activities/Events of the Agency must:
   (a) strengthen and enhance the well being of our Community;
   (b) promote volunteerism;
   (c) be a District of Hope and area registered non-profit society;

2. Programs/Activities/Events of the Agency must not:
   (a) offer direct financial assistance to individuals or families;
   (b) duplicate services that fall within the mandate of either a senior government or a local service agency;
   (c) be part of a Provincial or National fund raising campaign

Non-profit agencies or societies may apply for a Grant-In-Aid in the following categories:

A. SEED GRANTS: For agencies or societies in their formative stages of development. Grants shall not exceed 50% of the establishment costs and is available to a society or agency only once.

B. SPECIAL PROJECTS: For agencies or societies staging a special event or activity. Funding is available for either three consecutive years or once in every three years.

C. SPECIAL CAPITAL EXPENDITURE: For agencies or societies to purchase necessary capital items. Grants in cash and/or in-kind shall not exceed 25% of the cost, with the balance funded by way of fund raising and/or grants external to municipal government.

Your application must be accompanied by budget and financial statements.

Please complete all the blank spaces and give as much detail as possible (within the 150 word limit). This will assist District Council in making an accurate and responsible assessment of your needs. If there is relevant information about your organization or request not covered by the questions in the application please include an attachment page. If you have any questions, please contact the Director of Finance at (604) 869-5671.

Name of Organization & Society No.:

Fraternal Order of Eagles Aerie 2690 S0005700

Purpose or Function of Organization:

Fundraising for local charities + non-profit organizations in Hope

Brief Description of Proposed Use of Grant Being Applied For:

Repair and refurbish Handicap washroom

Street Address, including Postal Code:

386 Fort Street Hope B.C. V0X 1L0

Mailing Address if different from above:

PO Box 1178 Hope B.C V0X 1L0

Chairperson's Name: Larry Kellem - Secretary
Kay Boutin - Treasurer -

Telephone (Office): [redacted] Telephone (Home): [redacted]

Address, including Postal Code:

[redacted]

Treasurer or Financial Officer's Name: Kay Boutin

Telephone: (Office) [redacted]

Address, including Postal Code:

[redacted]

GRANT-IN-AID APPLICATION FORM

1.Previous Year Grant from District of Hope: ☑ COVID GRANT 2021

2. Current Year Joint Grant Requested From District of Hope: $6,750 or and FVRD$ _____

List all other Agencies to whom a grant has been requested for this project:		
Name	Amount Requested	Status of Request
NONE		

Please answer the following questions, using additional paper if necessary.

1. Attach your current financial statement prepared and signed by the appropriate person (i.e., CPA, comptroller, bookkeeper, financial officer, treasurer, etc.).

   SEE ATTACHED

2. What efforts has your organization made to become self-supporting? If your agency charges user fees or membership dues, attach your current fee structure.

   membership Dues - $50 per year.
   Hall rental - $275 per day + GST
   Bar sales
   fundraisers,

3. What are your organization's goals and objectives for this year?

   TO INCREASE ACCESSIBILITY TO OUR BUILDING AND ENABLE TO INCREASE OUR COMMUNITY OUTREACH

4. How do the services of your agency overlap a similar agency, and what efforts have been taken to eliminate the duplication, if any?

   we feel there is no overlap of services

5. How is the function of your organization mainly for the benefit of the citizens of the District of Hope?

All of the fundraising proceeds are distributed to Hope community groups and local charities

6. How does your organization promote cultural understanding in the community?

We are an inclusive, non-denominational, no discrimination, with "People Helping People" mission. ALL ARE WELCOME

7. In the past year, how many persons has your organization served? several hundred including schools, community groups & other organizations

8. How long has your organization been in existence in Hope? 75 years

9. How many years has your organization received Grant-In-Aid funding from the District of Hope?

one.

10. How long do you anticipate that your agency will require funding from the District of Hope?

unknown.

11. Is your organization voluntary and non-profit? non-profit.

12. Are all of the board members/directors voluntary? If no, state amounts paid. voluntary

13. Is any part of the income of your organization payable to, or otherwise available for, the personal benefit of any proprietor, member or shareholder?

No

14. Report the number of volunteers. approximately 30

15. Report the number of volunteer hours worked. approximately 25000 per year

16. Report the number of paid management and staff members and total salaries paid. Please indicate full vs. part-time staff.

NONE

17. Does your organization receive a rental subsidy from the District? If so, how much?

NONE

18. Does your organization receive any benefit from permissive tax exemption? And if so, how much? (Information available from Tax Department.) YES

19. Does your organization use District-owned facilities? If so, which ones? NO

20. How are your services publicized? Website, social media, newspaper

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

Brief description of proposed use of grant being applied for:

Refurbish a handicap washroom

What is the need for this project in our community?

Patrons of our various fundraising events require a handicap washroom.

Is your application for a:

A. a seed grant;
B. a special project; or
(C.) a special capital expenditure

Handicap washroom

If your agency is applying for a matching grant from government or other sources, is the grant contingent upon receipt of this District grant?

NO

Please indicate activities that will be carried out in this project and attach timelines to them.

Remove toilet, sink, door + floor. Install new floor, toilet, sink + door. Timeline dependant on hiring local contractor as soon as possible.

Please provide a brief financial budget for the project. Material + labour are estimated to be $27,000.00

Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

The project will enhance accessability, increase the attendance of Bingo players and increase Hall rentals

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[redacted] (TRUSTEE)

President/Chairperson

Office use only

Applicant:

Application received Date:

Application confirmed to be complete

Checklist:
Society No. (if application over $500)
Complete Application Form
Latest Financial Statement
Budget Summary for current year
Project Budget
Annual Report

Audited: Yes ☐ No ☐ N/A ☐

Category: Arts & Culture ☐ Sports & Recreation ☐

Museum/Heritage ☐ Social/Educational/Environmental/Other ☐

Amount of Grant-in-Aid Applied for: $ Approved: $

Denied ☐

Comments:

Letter sent to applicant informing of decision Date:

Cheque sent to applicant Date:

Fraternal Order of Eagles-Hope Aerie #2690
Income Statement For The Year Ended 05/31/2026

REVENUE	
Gaming Income and Expenses	
Gaming Events Revenue	123,517.68
Gaming Events Expenses	-130,581.91
Net Gaming Revenue	-7,064.23
Social Club Income	
Lounge and Concession	59,498.01
Lotto: Keno	8,875.40
Bar Pull Tabs	5,198.50
Total Social Club Revenue	73,571.91
Rental Income	
Bingo Rent	12,925.00
Hall Rental	2,969.07
Flea Market Table Rent	1,266.67
Total Rental Income	17,160.74
Events and Other Income	
Catering	4,261.91
Event-Fund Raising	1,275.15
Other income	12,649.14
Total Events Income	18,186.20
TOTAL REVENUE	101,854.62
EXPENSE	
Social Club Expenses	
Cost of Goods Sold	41,734.89
Liquor & Health Licenses	85.00
Special Event Expenses	384.31
Touch Bistro Fee	1,046.03
Total Social Club Expenses	43,250.23
Non-Gaming Charitable Dispersal of Funds	
Charities Expense	500.00

Other charitable donations	1,768.50
Total Non-Gaming Charitable Dispersal of Funds	2,268.50
General & Administrative Expenses	
Accounting & Legal Expense	5,729.00
Advertising & Promotions Expense	1,027.68
Other Lic. and Permit Fees	410.10
Aerie Fees & Per Capita Expense	3,858.00
Cash Short / Over Expense	-656.26
Convention: Provincial Expense	600.00
Equipment and small tools < $1K	580.84
Insurance Expense	11,172.75
Interest & Bank Charges Expense	480.34
Miscellaneous Expense	525.76
Office Supplies & Misc. Expense	3,173.07
Property Tax Expense	3,235.60
Repair & Maintenance Expense	11,288.44
Security Expense	507.16
Secretary / Volunteer Honorarium	1,962.00
Supplies Other Expense	104.19
Utilities Expense	15,801.20
Total General & Admin. Expense	59,799.87
TOTAL EXPENSE	105,318.60
NET INCOME	-3,463.98

[redacted] BBA CPA CHA Ltd

Treasurer Signature

Fraternal Order of Eagles-Hope Aerie #2690
Balance Sheet For The Year Ended 05/31/2026

ASSET		
Current Assets		
Deposits Clearing		
Cash Floats and ATM	9,515.31	
Gaming - Restricted	8,199.13	
General Operations	28,340.61	
Roofing and Painting - Restricted	127,512.78	
Total Cash & Deposits		173,567.83
Inventory on Hand		3,644.71
Prepaid Insurance		917.63
Accounts Receivable		3,010.10
Total Current Assets		181,140.27
Other Assets		
Other Fixed Assets		2,650.00
Total Other Assets		2,650.00
Capital Assets		
Furniture and Equipment		120,172.87
Computer Equipment		1,079.61
Building & Land		213,401.41
Total Capital Assets		334,653.89
TOTAL ASSET		518,444.16
LIABILITY		
Current Liabilities		
Bldg Acct due to Social Acct		1,038.65
Accounts Payable		14,093.59
GST Collected On Sales		74.64
Total Current Liabilities		15,206.88
TOTAL LIABILITY		15,206.88
EQUITY		
Retained Earnings		
Retained Earnings-Previous Year		506,701.26
Current Earnings		-3,463.98
Total Retained Earnings		503,237.28
TOTAL EQUITY		503,237.28
LIABILITIES AND EQUITY		518,444.16

[redacted] BBA CGA CPA. Retd

Treasurer Signature

DISTRICT OF HOPE
GRANT-IN-AID PROGRAM

Instructions:

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4. Please attach Financial Statement and Current Budget. Please retain in your own files all originals of these documents. Return completed application to District Hall on or before October 15th.

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7. Applications that do not meet one or more criteria will be considered ineligible for funding.

RECEIVED
OCT 14 2026
DISTRICT OF HOPE

DISTRICT OF HOPE

DISTRICT OF HOPE
GRANT-IN-AID PROGRAM GUIDELINES

*Submit application **in person** to:*
DISTRICT OF HOPE
325 Wallace Street
Hope, BC V0X 1L0

*Submit application **via email** to:*
info@hope.ca

Submission deadline: **October 15**
Late applications will not be considered.

GUIDELINES

All applications to the District of Hope Grant-In-Aid Program must adhere to the following guidelines:

1. Programs/Activities/Events of the Agency must:
   (a) strengthen and enhance the well being of our Community;
   (b) promote volunteerism;
   (c) be a District of Hope and area registered non-profit society;

2. Programs/Activities/Events of the Agency must not:
   (a) offer direct financial assistance to individuals or families;
   (b) duplicate services that fall within the mandate of either a senior government or a local service agency;
   (c) be part of a Provincial or National fund raising campaign

Non-profit agencies or societies may apply for a Grant-In-Aid in the following categories:

A. SEED GRANTS: For agencies or societies in their formative stages of development. Grants shall not exceed 50% of the establishment costs and is available to a society or agency only once.

B. SPECIAL PROJECTS: For agencies or societies staging a special event or activity. Funding is available for either three consecutive years or once in every three years.

C. SPECIAL CAPITAL EXPENDITURE: For agencies or societies to purchase necessary capital items. Grants in cash and/or in-kind shall not exceed 25% of the cost, with the balance funded by way of fund raising and/or grants external to municipal government.

Your application must be accompanied by budget and financial statements.

Please complete all the blank spaces and give as much detail as possible (within the 150 word limit). This will assist District Council in making an accurate and responsible assessment of your needs. If there is relevant information about your organization or request not covered by the questions in the application please include an attachment page. If you have any questions, please contact the Director of Finance at (604) 869-5671.

Name of Organization & Society No.:

Hope & District Arts Council

Purpose or Function of Organization:

To enhance the quality of life in Hope, British Columbia and District by: - fostering and promoting Arts and Culture

increasing and broadening the opportunities for residents to participate in and enjoy cultural activities.

Brief Description of Proposed Use of Grant Being Applied For:

To cover the mounting costs for the Art Machine, where we host our visual art and pottery classes

Street Address, including Postal Code:

349 Fort St Hope, BC V0X 1L0

Mailing Address if different from above:

PO Box 546 Hope, BC V0X 1L0

Chairperson's Name: Janet Wort

Telephone (Office): n/a Telephone (Home): [redacted]

Address, including Postal Code:

[redacted]

Treasurer or Financial Officer's Name: Fanika Bharti

Telephone: (Office) n/a (Home) [redacted] (Other)

Address, including Postal Code:

[redacted]

GRANT-IN-AID APPLICATION FORM

1. Previous Year Grant from District of Hope: ☑

2. Current Year Joint Grant Requested From District of Hope: $ 5000 and FVRD$ 4000

List all other Agencies to whom a grant has been requested for this project:		
Name	Amount Requested	Status of Request
Community Gaming Grant	$30,000.00	25,200.00 received for 2026 ($5000.00 is for Concerts in the Park)

Please answer the following questions, using additional paper if necessary.

1. Attach your current financial statement prepared and signed by the appropriate person (i.e., CPA, comptroller, bookkeeper, financial officer, treasurer, etc.).

   Attached

2. What efforts has your organization made to become self-supporting? If your agency charges user fees or membership dues, attach your current fee structure.

   We raised our fees on October 1, 2026 , formed committees to find more grants and to organize volunteers and funding for the Art Machine, and held pottery sales to raise money for the program.

3. What are your organization's goals and objectives for this year?

   To move the Art Machine closer to be self-supporting without making our programs unaffordable for the general population which is primarily seniors and children

4. How do the services of your agency overlap a similar agency, and what efforts have been taken to eliminate the duplication, if any?

   We are not aware of any duplication.

5. How is the function of your organization mainly for the benefit of the citizens of the District of Hope?

The Art Machine does serve the region but being located centrally in Hope the majority of regular users are from Hope

6. How does your organization promote cultural understanding in the community?

Currently an HDAC Board member attends the Hope Inclusion Project meetings and we have collaborated on several mural projects with them.

7. In the past year, how many persons has your organization served? 13,022

8. How long has your organization been in existence in Hope? Since August 2005

9. How many years has your organization received Grant-In-Aid funding from the District of Hope?

We applied for Gran-in-Aid funds for 6 years and then Council made the $5k a line item in the District of Hope Budget.

10. How long do you anticipate that your agency will require funding from the District of Hope?

To keep participant costs down, we would anticipate at least another 3 yrs.

11. Is your organization voluntary and non-profit? Yes

12. Are all of the board members/directors voluntary? If no, state amounts paid. Yes

13. Is any part of the income of your organization payable to, or otherwise available for, the personal benefit of any proprietor, member or shareholder?

No

14. Report the number of volunteers. 267

15. Report the number of volunteer hours worked. 137,620

16. Report the number of paid management and staff members and total salaries paid. Please indicate full vs. part-time staff.

One part-time employees at $25 hrs/week - total salaries $26,000.00 plus MERCs

17. Does your organization receive a rental subsidy from the District? If so, how much?

No we have a licensing agreement

18. Does your organization receive any benefit from permissive tax exemption? And if so, how much? (Information available from Tax Department.) No

19. Does your organization use District-owned facilities? If so, which ones? Yes, the Hope Arts Gallery and The Art Machine

20. How are your services publicized? We do posters, mail chimp to over 200 contacts, some newspaper ads

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

Brief description of proposed use of grant being applied for:
The grant will be used to continue the classes and workshops provided by Studios A and B so they stay affordable and open to everyone in our community.

What is the need for this project in our community?
There is really no Parks & Rec Dept offering any classes and some scattered offerings but the Art Machine offers regularly scheduled arts programs and workshops

Is your application for a:
A. a seed grant;
B. a special project; or
C. a special capital expenditure

B

If your agency is applying for a matching grant from government or other sources, is the grant contingent upon receipt of this District grant?
We do receive matched funding through the BC Arts Council (BCAC) for the current funds we receive from the District of Hope. BCAC matches a maximum of $5k

Please indicate activities that will be carried out in this project and attach timelines to them.
Ongoing weekly classes will continue, See attached current class schedules for both Studios A&B

Please provide a brief financial budget for the project. See attached financials showing the Art Machine revenues and expenses.

Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

We will consider the project successful if classes continue without interruption, attendance stays the same or grows.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[redacted]

President/Chairperson

Hope & District Arts Council
Income Statement 01/01/2025 to 31/12/2025

Corrected June 9/26

REVENUE

HDAC Revenue		
Earned - Bank Interest	1.14	
Earned - Merchandise-Colourin...	32.00	
Earned - Merchandise-Bowls	0.00	
Earned - Merchandise-Mugs	0.00	
Earned - Admin Fee - HAG & CI...	0.00	
Earned - Donations	2,113.50	
Earned - Donations - CITP	21,694.00	
Earned - Garage Sales	1,574.25	
Earned - Hot Dog Sales	0.00	
Earned - Meat Draws	2,231.50	
Earned - Memberships	718.00	
Earned - Vendor Tables / CITP	300.00	
Total HDAC Earned Revenue		28,664.39
Available	0.00	
Private - Eagles	1,200.00	
Available	0.00	
Total HDAC Private Revenues		1,200.00
Public - BCAC Operating Assist...	17,300.00	
Public - Grant - BCAC Arts Impact	2,500.48	
Public - Grant- District of Hope	5,000.00	
Public - Grant - FVRD	4,000.00	
Public - Grant - Resilence Support	20,175.82	
Public - GST Refund	1,959.53	
Public - Community Forest Grant	950.00	
Total HDAC Public Revenues		51,885.83
Total HDAC Revenue		81,750.22

Art Machine Revenue		
Earned - AM Fees Studio A	7,827.90	
Earned - AM Fees Studio B	19,517.90	
Earned - AM Studio A Fundrais...	83.00	
Earned - AM Clay	2,009.38	
Earned - AM Firing/Glazing	2,530.25	
Earned - AM Donations	7.00	
Earned - AM Mugs & Munchies	1,165.00	
Earned - AM Workshops	2,877.68	
Total AM Earned Revenue		36,018.11
Private - AM Rental Revenue	160.00	
Total Private AM Revenue		160.00
Total AM Revenue		36,178.11

Gaming Revenue		
Earned - Gaming Bank Interest	1.14	
Earned - Gaming Licences 50/5...	5,375.55	
Total Earned Gaming revenue		5,376.69
Public - Gaming BC Gaming Grant		16,109.56
Total Gaming Revenue		21,486.25

HAG Revenue		
HAG - Artist Sales		51,627.40
HAG - Contingency Funds		5.73
HAG - Donations		564.75
HAG - Membership Fees		1,275.00
HAG - PST Commission		220.94
HAG - District of Hope Covid Gr...	882.53	
HAG - Meat Draw & 50/50 Tickets	3,330.50	
HAG - Backroom Fees	820.75	
HAG - Total Fundraising Revenue		5,033.78
Total HAG Revenue		58,727.60

Printed On: 09/06/2026

[redacted]

Hope & District Arts Council
Income Statement 01/01/2025 to 31/12/2025

TOTAL REVENUE		198,142.18
EXPENSE		
HDAC Expenses		
Covid 19 / Resilience Support	4,623.78	
New Horizons Senior Project	0.00	
CITP Expenses	21,378.02	
Admin - Bank/Merchant Service ...	1,013.24	
Admin - Furniture & Equipment	855.66	
Admin - Insurance	1,295.00	
Admin - Memberships eg. Arts BC	353.71	
Admin - Office expenses	860.13	
Admin - GST Paid out	984.96	
Admin - R&M Equipment	17.74	
Contingency Funds Expenses	0.00	
Admin - Telephone/Internet	593.27	
Admin - Software	2,294.58	
HDAC Total Administration Expe...		34,270.09
Advertising - Advertising costs	1,500.89	
Advertising - Webpage	127.12	
Total HDAC Advertising		1,628.01
BCAC Arts Impact		133.97
Community Forest Grant	692.60	
Total Facility Expenses		692.60
Fundraising - Merchandise	0.00	
Fundraising - Meat Draw	77.96	
Total Fundraising		77.96
Wages - Total Wages & Salarie...	23,161.52	
Wages - EI Expense	1,458.84	
Wages - CPP Expense	2,276.12	
Previous Year Deductions Adjus...	796.74	
Wages - WorksafeBC - Expense	255.85	
Wages - Professional Developm...	140.00	
Total Wages Expense		28,089.07
Total HDAC Expenses		64,891.70
Art Machine Expenses		
AM Admin - Furn./Equip & Reno	517.76	
AM Admin - Office expenses	942.29	
AM Admin - Telephone/Internet	236.37	
AM Admin - GST Paid Out	761.28	
Total AM Administration expenses		2,457.70
AM Advertising - 48% Domain a...	127.12	
Total AM Advertising		127.12
Am Facility - BC Hydro	1,344.14	
AM Facility - Bldg/Groundskeepi...	200.00	
AM Facility - Licensing fee (Rent)	5,100.00	
AM Facility - Repair & Maintena...	115.08	
AM Facility - Security	946.62	
Total AM Facility Costs		7,705.84
Am Fundraising - Mugs & Munc...	55.52	
AM Fundraising - Studio A	142.08	
AM Fundraising - Total		197.60
AM- CoVID Expenses	0.00	
AM Program- Bathroom/Coffee/...	521.44	
AM Program - Clay	1,739.66	
AM Program - Tillicum / Materials	0.00	
AM Program - Glazes & Firing	1,740.58	
AM Program-Studio A/Mat's &S...	842.62	
AM Program-Studio B/Mat's &S...	231.22	
AM Program - Repair & Mainten...	895.61	
AM Program - Tools & equipment	40.77	

Printed On: 09/06/2026

[redacted]

Total AM Program Expenses
AM Salary & Fees - Admin Wages
AM Salary - Instructors
AM Salary- Workshop Presenters
AM Salary - Total
Total

-61.32

376.80
277.42
0.00

TOTAL EXPENSE 175,119.52

23,022.66

[redacted]

Hope & District Arts Council
Income Statement 01/09/2026 to 30/09/2026

REVENUE		
HDAC Revenue		
Earned - Merchandise-Colourin...	0.00	
Earned - Merchandise-Bowls	0.00	
Earned - Merchandise-Mugs	0.00	
Earned - Admin Fee - HAG & Cl...	0.00	
Earned - Donations	500.00	
Earned - Donations - GO FUND...	76.77	
Earned - Hot Dog Sales	0.00	
Earned - Meat Draws	0.00	
Total HDAC Earned Revenue		576.77
Available	0.00	
Available	0.00	
Total HDAC Private Revenues		0.00
Public - GST Refund	1,526.40	
Total HDAC Public Revenues		1,526.40
Total HDAC Revenue		2,103.17
Art Machine Revenue		
Earned - AM Fees Studio B	3,403.90	
Earned - AM Clay	114.50	
Earned - AM Firing/Glazing	160.00	
Earned - AM Donations	805.00	
Earned - AM Mugs & Munchies	374.00	
Earned - AM Workshops	990.00	
Total AM Earned Revenue		5,847.40
Total AM Revenue		5,847.40
HAG Revenue		
HAG - Artist Sales		3,969.16
HAG - Contingency Funds		0.00
HAG - Donations		43.00
HAG - Meat Draw & 50/50 Tickets	1,218.00	
HAG - Total Fundraising Revenue		1,218.00
Total HAG Revenue		5,230.16
TOTAL REVENUE		13,180.73
EXPENSE		
HDAC Expenses		
Covid 19 / Resilience Support	0.00	
New Horizons Senior Project	0.00	
CITP Expenses	297.66	
Admin - Bank/Merchant Service ...	56.40	
Admin - Insurance	1,295.00	
Admin - GST Paid out	28.67	
Contingency Funds Expenses	0.00	
Admin - Telephone/Internet	49.44	
HDAC Total Administration Expe...		1,727.17
Advertising - Advertising costs	192.14	
Total HDAC Advertising		192.14
BCAC Arts Impact		0.00
Fundraising - Merchandise	0.00	
Fundraising - Meat Draw	0.00	
Total Fundraising		0.00
Wages - Total Wages & Salarie...	2,894.32	
Wages - EI Expense	66.05	
Wages - CPP Expense	137.51	
Wages - WorksafeBC - Expense	13.90	
Total Wages Expense		3,111.78

Hope & District Arts Council
Balance Sheet As at 30/09/2026

ASSET		
Assets		
Envision Operating HDAC - 3257706	27,154.72	
HDAC Operating Total		27,154.72
Envision HDAC Shares		8.04
Envision Gaming-3257763 RESTRICTED		7,518.45
Envision Gaming CITP- RESTRICTED		12,542.71
Envision Gaming Shares		8.04
HAG - Float	100.00	
HAG-Envision Chq - 3276177	17,015.99	
Envision HAG Shares	5.97	
HAG - Total Cash		17,121.96
Total Cash		64,353.92
Other Assets		
Accounts Receivable		320.00
Manual Acc't Receivable		-320.00
Total Current Assets		0.00
TOTAL ASSET		64,353.92
LIABILITY		
Current Liabilities		
EI Payable	380.92	
CPP Payable	810.22	
Income Tax Payable	775.44	
Total Receiver General		1,966.58
WCB Payable		498.01
PST charged on sales - AM		14.86
PST Charged on Sales - HAG		1,816.40
HAG - Gift Certificates Outstanding		352.30
Total Current Liabilities		4,648.15
TOTAL LIABILITY		4,648.15
EQUITY		
Owners Equity		
Retained Earnings - Previous Year		36,109.56
Current Earnings		23,596.21
Total Owners Equity		59,705.77
TOTAL EQUITY		59,705.77
LIABILITIES AND EQUITY		64,353.92

Printed On: 09/10/2026

[redacted]

Hope & District Arts Council
Income Statement 01/09/2026 to 30/09/2026

Total HDAC Expenses		5,031.09
Art Machine Expenses		
Bank/Merchant Service Charges	42.80	
AM Admin - Telephone/Internet	18.14	
AM Admin - GST Paid Out	71.72	
Total AM Administration expenses		132.66
Am Facility - BC Hydro	144.89	
AM Facility - Licensing fee (Rent)	850.00	
AM Facility - Security	121.96	
Total AM Facility Costs		1,116.85
AM- CoVID Expenses	0.00	
AM Program- Bathroom/Coffee/...	23.54	
AM Program - Clay	340.90	
AM Program - Tillicum / Materials	0.00	
AM Program - Repair & Mainten..	0.00	
Total AM Program Expenses		364.44
Total Art Machine Expenses		1,613.95
HAG Expenses		
HAG - Artist Payout		3,041.34
HAG - Merchant Serv Chg Expe...		77.24
HAG - Licensing fee (Rent)		425.00
HAG - Security Expenses		121.96
HAG - Telephone/Internet		20.00
HAG - GST Paid out		32.57
HAG - Penalties and Charges		0.00
HAG - Contingency Funds - Exp...		0.00
HAG - Meat Draw Expenses	97.93	
HAG - Backroom Show Expenses	61.36	
HAG - Monthly Administration Fee	0.00	
HAG - Total Fundraising Expenses		159.29
Total HAG Expenses		3,877.40
TOTAL EXPENSE		10,522.44
NET INCOME		2,658.29

HOPE & DISTRICT ARTS COUNCIL
PO BOX 546
349 FORT ST HOPE BC V0X 1L0
604-869-3400 hopedistrictartscouncil@gmail.com

Art Machine Fall 2026 Schedule

Pre-register at hopedistrictartscouncil.com/artmachine

Let instructor know if you are unable to attend a pre-registered class. Email: info@hopedistrictartscouncil.com

Cost: $20 per class or $175 per 10-class punch card. Punch cards not accepted for 6-8 week classes.

Accepted payment methods: Visa, Mastercard, debit, cash(exact), cheque or e-transfer to hopedistrictartscouncil@gmail.com

October - Studio A

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Watercolour Painting - Jackie 9:30-12:00 pm Open Studio- Christine 5:00-7:30 pm	2	3
4	5 Paper Creations - Pamela 9:30-12:00 pm Paper Creations - Pamela 1:30-4:00 pm	6 Watercolour Painting - Holly 9:30-12:00 pm	7 Acrylic Painting - Cathy 10:00-12:30 pm	8 Watercolour Painting - Jackie 9:30-12:00 pm	9	10

				Open Studio- Christine 5:00-7:30 pm		
11	12	13	14	15	16	17
	Thanksgiving	Watercolour Painting - Holly 9:30-12:00 pm	Acrylic Painting - Cathy 10:00-12:30 pm	Watercolour Painting - Jackie 9:30-12:00 pm		**HDAC Garage Sale**
		Gongbi Chinese Painting – Jane 3:00-5:30pm			**Garage Sale Donations** **12pm – 4pm**	**9:00am – 1pm**
				Garage Sale Donations **5:30pm – 7:30pm**		
18	19	20	21	22	23	24
	Paper Creations - Pamela 9:30-12:00 pm	Watercolour or Acrylic Painting - Holly 9:30-12:00 pm	Acrylic Painting - Cathy 10:00-12:30 pm	Watercolour Painting - Jackie 9:30-12:00 pm	Watercolour - Alice Bottrill 09:30-4:30 (FULL – waiting list)	Watercolour - Alice Bottrill 09:30-4:30 (FULL – waiting list)
	Paper Creations - Pamela 1:30-4:00 pm	Gongbi Chinese Painting – Jane 3:00-5:30pm				
			Dance Workshop - Kyla 4:30-7:00 pm	Open Studio- Christine 5:00-7:30 pm	Teen Art Drop-in - Kyla 5:00-7:30 pm	
25	26	27	28	29	30	31
	Paper Creations - Pamela 9:30-12:00 pm	Watercolour or Acrylic Painting - Holly 9:30-12:00 pm	Acrylic Painting - Cathy 10:00-12:30 pm	Watercolour Painting - Jackie 9:30-12:00 pm		
	Paper Creations - Pamela 1:30-4:00 pm	Gongbi Chinese Painting – Jane 3:00-5:30pm				
			Dance Workshop - Kyla 4:30-7:00 pm	Open Studio- Christine 5:00-7:30 pm	Teen Art Drop-in - Kyla 5:00-7:30 pm	

November - Studio A

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7

	Paper Creations - Pamela 9:30-12:00 pm	Watercolour or Acrylic Painting - Holly 9:30-12:00 pm	Acrylic Painting - Cathy 10:00-12:30 pm	Watercolour Painting - Jackie 9:30-12:00 pm		
	Paper Creations - Pamela 1:30-4:00 pm	Gongbi Chinese Painting – Jane 3:00-5:30pm				Christmas Crop - Tracey 10:00-4:00 pm
			Dance Workshop - Kyla 4:30-7:00 pm	Open Studio- Christine 5:00-7:30 pm	Teen Art Drop-in - Kyla 5:00-7:30 pm	
8	**9**	**10**	**11**	**12**	**13**	**14**
Christmas Crop - Tracey 10:00-4:00 pm	Paper Creations - Pamela 9:30-12:00 pm	Watercolour or Acrylic Painting - Holly 9:30-12:00 pm	**Remembrance Day**	Watercolour Painting - Jackie 9:30-12:00 pm		
	Paper Creations - Pamela 1:30-4:00 pm	Gongbi Chinese Painting – Jane 3:00-5:30pm				Kid's Clay Christmas - Tracey 1:00-2:30 pm
				Open Studio- Christine 5:00-7:30 pm	Teen Art Drop-in - Kyla 5:00-7:30 pm	
15	**16**	**17**	**18**	**19**	**20**	**21**
	Paper Creations - Pamela 9:30-12:00 pm	Watercolour or Acrylic Painting - Holly 9:30-12:00 pm	Acrylic Painting - Cathy 10:00-12:30 pm	Watercolour Painting - Jackie 9:30-12:00 pm		Beta Sigma Phi Fundraiser at Legion Hall
	Paper Creations - Pamela 1:30-4:00 pm	Sewing 101 - Kyla 4:00-6:30 pm				
			Dance Workshop - Kyla 4:30-7:00 pm	Open Studio- Christine 5:00-7:30 pm	Teen Art Drop-in - Kyla 5:00-7:30 pm	
22	**23**	**24**	**25**	**26**	**27**	**28**
	Paper Creations - Pamela 9:30-12:00 pm	Watercolour or Acrylic Painting - Holly 9:30-12:00 pm	Acrylic Painting - Cathy 10:00-12:30 pm	Watercolour Painting - Jackie 9:30-12:00 pm		HDAC Fog Fest Chili Cook-off (at Eagles)
	Paper Creations - Pamela 1:30-4:00 pm	Sewing 101 - Kyla 4:00-6:30 pm				
			Dance Workshop - Kyla 4:30-7:00 pm	Open Studio- Christine 5:00-7:30 pm	Teen Art Drop-in - Kyla 5:00-7:30 pm	

December - Studio A

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
	Paper Creations - Pamela 9:30-12:00 pm	Watercolour or Acrylic Painting - Holly 9:30-12:00 pm	Acrylic Painting - Cathy 10:00-12:30 pm	Watercolour Painting - Jackie 9:30-12:00 pm		
	Paper Creations - Pamela 1:30-4:00 pm	Sewing 101 - Kyla 4:00-6:30 pm				
			Dance Workshop - Kyla 4:30-7:00 pm	Open Studio- Christine 5:00-7:30 pm	Teen Art Drop-in - Kyla 5:00-7:30 pm	
6	7	8	9	10	11	12
	Paper Creations - Pamela 9:30-12:00 pm	Watercolour or Acrylic Painting - Holly 9:30-12:00 pm	Acrylic Painting - Cathy 10:00-12:30 pm	Watercolour Painting - Jackie 9:30-12:00 pm		Screen Printing Workshop - Kyla
	Paper Creations - Pamela 1:30-4:00 pm	Sewing 101 - Kyla 4:00-6:30 pm				
			Dance Workshop - Kyla 4:30-7:00 pm	Open Studio- Christine 5:00-7:30 pm	Teen Art Drop-in - Kyla 5:00-7:30 pm	
13	14	15	16	17	18	19
Screen Printing Workshop - Kyla	Paper Creations - Pamela 9:30-12:00 pm	Watercolour or Acrylic Painting - Holly 9:30-12:00 pm	Acrylic Painting - Cathy 10:00-12:30 pm	Watercolour Painting - Jackie 9:30-12:00 pm		
	Paper Creations - Pamela 1:30-4:00 pm					
			Dance Workshop - Kyla 4:30-7:00 pm	Open Studio- Christine 5:00-7:30 pm	Teen Art Drop-in - Kyla 5:00-7:30 pm	
20	21	22	23	24	25	26
	Paper Creations - Pamela 9:30-12:00 pm	Watercolour or Acrylic Painting - Holly 9:30-12:00 pm			**Christmas**	**Boxing Day**
	Paper Creations - Pamela 1:30-4:00 pm					
27	28	29	30	31	**New Years Day**	

Pre-registration is required. If website access not available, text or email instructor or host, or call the Hope & District Arts Council office at 604-869-3400 or info@hopedistrictartscouncil.com

HOPE & DISTRICT ARTS COUNCIL
PO BOX 546
349 FORT ST HOPE BC V0X 1L0
604-869-3400 hopedistrictartscouncil@gmail.com
www.hopedistrictartscouncil.com

Art Machine Fall 2026 Schedule

Pre-register at hopedistrictartscouncil.ca/artmachine

Let instructor know if you are unable to attend a pre-registered class. Email: info@hopedistrictartscouncil.com

Cost: $20 per class or $175 per 10-class punch card. Punch cards not accepted for 6-8 week classes.

Accepted payment methods: Visa, Mastercard, debit, cash(exact), cheque or e-transfer to hopedistrictartscouncil@gmail.com

October - Studio B

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
						Open Studio - Peter 0930-1200
				Handbulding Class - Barb 1230-300 pm		
				Open Studio - Tabby 630-900 pm	Handbulding Class - Jacy 630-900 pm	
4	5	6	7	8	9	10
Open Studio - Tracey 0930-1200		Open Studio - Gisela 1000-1230				Open Studio - Peter 0930-1200
	Open Studio - Barb 1-330 pm	Junior Handbuilding (10+)- Jacy 330-600 pm		Handbulding Class - Barb 1230-300 pm		

	Open Studio - Shannon 630-900 pm	Open Studio - Jacy 630-900 pm	Wheel Throwing Class - Ernestine 630-900 pm	Open Studio - Tabby 630-900 pm	Handbulding Class - Jacy 630-900 pm	
11	12	13	14	15	16	17
Open Studio - Tracey 0930-1200	Thanksgiving	Open Studio - Gisela 1000-1230				Open Studio - Peter 0930-1200
		Junior Handbuilding (10+)- Jacy 330-600 pm		Handbulding Class - Barb 1230-300 pm		
		Open Studio - Jacy 630-900 pm	Wheel Throwing Class - Ernestine 630-900 pm	Open Studio - Tabby 630-900 pm	Handbulding Class - Jacy 630-900 pm	
18	19	20	21	22	23	24
Open Studio - Tracey 0930-1200		Open Studio - Gisela 1000-1230				Open Studio - Peter 0930-1200
	Open Studio - Barb 1-330 pm	Junior Handbuilding (10+)- Jacy 330-600 pm		Handbulding Class - Barb 1230-300 pm		
	Open Studio - Shannon 630-900 pm	Open Studio - Jacy 630-900 pm	Wheel Throwing Class - Ernestine 630-900 pm	Open Studio - Tabby 630-900 pm	Handbulding Class - Jacy 630-900 pm	
25	26	27	28	29	30	31
Open Studio - Tracey 0930-1200		Open Studio - Gisela 1000-1230				Open Studio - Peter 0930-1200
	Open Studio - Barb 1-330 pm	Junior Handbuilding (10+)- Jacy 330-600 pm				
	Open Studio - Shannon 630-900 pm	Open Studio - Jacy 630-900 pm	Wheel Throwing Class - Ernestine 630-900 pm	Open Studio - Tabby 630-900 pm	Handbulding Class - Jacy 630-900 pm	

November - Studio B

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7

Open Studio - Tracey 0930-1200		Open Studio - Gisela 1000-1230				Open Studio - Peter 0930-1200
	Open Studio - Barb 1-330 pm	Junior Handbuilding (10+)- Jacy 330-600 pm		Handbulding Class - Barb 1230-300 pm		
	Open Studio - Shannon 630-900 pm	Open Studio - Jacy 630-900 pm	Wheel Throwing Class - Ernestine 630-900 pm	Open Studio - Tabby 630-900 pm	Handbulding Class - Jacy 630-900 pm	
8	**9**	**10**	**11**	**12**	**13**	**14**
Open Studio - Tracey 0930-1200		Open Studio - Gisela 1000-1230	**Remembrance Day**			Open Studio - Peter 0930-1200
	Open Studio - Barb 1-330 pm	Junior Handbuilding (10+)- Jacy 330-600 pm		Handbulding Class - Barb 1230-300 pm		
	Open Studio - Shannon 630-900 pm	Open Studio - Jacy 630-900 pm		Open Studio - Tabby 630-900 pm	Handbulding Class - Jacy 630-900 pm	
15	**16**	**17**	**18**	**19**	**20**	**21**
Open Studio - Tracey 0930-1200		Open Studio - Gisela 1000-1230				Open Studio - Peter 0930-1200
	Open Studio - Barb 1-330 pm	Junior Handbuilding (10+)- Jacy 330-600 pm		Handbulding Class - Barb 1230-300 pm		
	Open Studio - Shannon 630-900 pm	Open Studio - Jacy 630-900 pm	Wheel Throwing Class - Ernestine 630-900 pm	Open Studio - Tabby 630-900 pm	Handbulding Class - Jacy 630-900 pm	
22	**23**	**24**	**25**	**26**	**27**	**28**
		Open Studio - Gisela 1000-1230				Open Studio - Peter 0930-1200
	Open Studio - Barb 1-330 pm	Junior Handbuilding (10+)- Jacy 330-600 pm		Handbulding Class - Barb 1230-300 pm		
	Open Studio - Shannon 630-900 pm	Open Studio - Jacy 630-900 pm	Wheel Throwing Class - Ernestine 630-900 pm	Open Studio - Tabby 630-900 pm	Handbulding Class - Jacy 630-900 pm	
29	**30**					

Open Studio - Tracey 0930-1200						
	Open Studio - Barb 1-330 pm					
	Open Studio - Shannon 630-900 pm					

December - Studio B

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
		Open Studio - Gisela 1000-1230				Open Studio - Peter 0930-1200
		Junior Handbuilding (10+)- Jacy 330-600 pm		Handbulding Class - Barb 1230-300 pm		
		Open Studio - Jacy 630-900 pm	Wheel Throwing Class - Ernestine 630-900 pm	Open Studio - Tabby 630-900 pm	Handbulding Class - Jacy 630-900 pm	
6	7	8	9	10	11	12
Open Studio - Tracey 0930-1200		Open Studio - Gisela 1000-1230				Open Studio - Peter 0930-1200
	Open Studio - Barb 1-330 pm	Junior Handbuilding (10+)- Jacy 330-600 pm		Handbulding Class - Barb 1230-300 pm		
	Open Studio - Shannon 630-900 pm	Open Studio - Jacy 630-900 pm	Wheel Throwing Class - Ernestine 630-900 pm	Open Studio - Tabby 630-900 pm	Handbulding Class - Jacy 630-900 pm	
13	14	15	16	17	18	19
Open Studio - Tracey 0930-1200		Open Studio - Gisela 1000-1230				Open Studio - Peter 0930-1200
	Open Studio - Barb 1-330 pm	Junior Handbuilding (10+)- Jacy 330-600 pm		Handbulding Class - Barb 1230-300 pm		

	Open Studio - Shannon 630-900 pm	Open Studio - Jacy 630-900 pm	Wheel Throwing Class - Ernestine 630-900 pm	Open Studio - Tabby 630-900 pm	Handbulding Class - Jacy 630-900 pm	
20	21	22	23	24	25	26
Open Studio - Tracey 0930-1200		Open Studio - Gisela 1000-1230			Christmas	Boxing Day
	Open Studio - Barb 1-330 pm	Junior Handbuilding (10+)- Jacy 330-600 pm				
	Open Studio - Shannon 630-900 pm	Open Studio - Jacy 630-900 pm				
27	28	29	30	31	New Years Day	

Studio B Note: maximum of 8 wheel throwing participants per session, maximum of 8 handbuilding participants per sesson. Maximum of 16 person in Studio B per session. Host is not available to provide instruction or guided assistance to Open Studio participants.
Pre-register required. If website access not available, text or email instructor or host or call the Hope & District Arts Council office at 604-869-3400.

RECEIVED
By Kaelyn Trafton at 2:50 pm, Oct 02, 2026

DISTRICT OF HOPE

DISTRICT OF HOPE
GRANT-IN-AID PROGRAM GUIDELINES

RECEIVED
OCT 02 2026
DISTRICT OF HOPE

*Submit application **in person** to:*
DISTRICT OF HOPE
325 Wallace Street
Hope, BC V0X 1L0

*Submit application **via email** to:*
info@hope.ca

Submission deadline: **October 15**
Late applications will not be considered.

GUIDELINES

All applications to the District of Hope Grant-In-Aid Program must adhere to the following guidelines:

1. Programs/Activities/Events of the Agency must:
   (a) strengthen and enhance the well being of our Community;
   (b) promote volunteerism;
   (c) be a District of Hope and area registered non-profit society;

2. Programs/Activities/Events of the Agency must not:
   (a) offer direct financial assistance to individuals or families;
   (b) duplicate services that fall within the mandate of either a senior government or a local service agency;
   (c) be part of a Provincial or National fund raising campaign

Non-profit agencies or societies may apply for a Grant-In-Aid in the following categories:

A. SEED GRANTS: For agencies or societies in their formative stages of development. Grants shall not exceed 50% of the establishment costs and is available to a society or agency only once.

B. SPECIAL PROJECTS: For agencies or societies staging a special event or activity. Funding is available for either three consecutive years or once in every three years.

C. SPECIAL CAPITAL EXPENDITURE: For agencies or societies to purchase necessary capital items. Grants in cash and/or in-kind shall not exceed 25% of the cost, with the balance funded by way of fund raising and/or grants external to municipal government.

Your application must be accompanied by budget and financial statements.

Please complete all the blank spaces and give as much detail as possible (within the 150 word limit). This will assist District Council in making an accurate and responsible assessment of your needs. If there is relevant information about your organization or request not covered by the questions in the application please include an attachment page. If you have any questions, please contact the Director of Finance at (604) 869-5671.

Name of Organization & Society No.:
HOPE COMMUNITY CHOIR

Purpose or Function of Organization:
TO GIVE MUSICAL ENTERTAINMENT TO THE COMMUNITY

Brief Description of Proposed Use of Grant Being Applied For:
PURCHASE OF SHEET MUSIC FOR CHRISTMAS ADD POSSIBLY SPRING CONCERT

Street Address, including Postal Code:
[redacted]

Mailing Address if different from above:
SAME

Chairperson's Name: ~~CONDUCTOR~~ DIRECTOR LaVern KLASSEN

Telephone (Office): _____ Telephone (Home): [redacted]

Address, including Postal Code:

Treasurer or Financial Officer's Name: ADDIE MURPHY

Telephone: (Office) _____ (Home) [redacted] Other) _____

Address, including Postal Code:
[redacted]

GRANT-IN-AID APPLICATION FORM

1.Previous Year Grant from District of Hope: ☐ $600

2. Current Year Joint Grant Requested From District of Hope: $600 and FVRD$ _____

List all other Agencies to whom a grant has been requested for this project:		
Name	Amount Requested	Status of Request
NONE.		

Please answer the following questions, using additional paper if necessary.

1. Attach your current financial statement prepared and signed by the appropriate person (i.e., CPA, comptroller, bookkeeper, financial officer, treasurer, etc.).

2. What efforts has your organization made to become self-supporting? If your agency charges user fees or membership dues, attach your current fee structure.

CHARGE IS $2 PER PERSON PER PRACTICE IF ABLE TO

3. What are your organization's goals and objectives for this year?

TO GIVE THE DISTRICT AND AREA AN OPPORTUNITY TO ENJOY A VARIETY CONCERT OF MUSIC

4. How do the services of your agency overlap a similar agency, and what efforts have been taken to eliminate the duplication, if any?

ONLY CHOIR IN DISTRICT OF THIS TYPE.

5. How is the function of your organization mainly for the benefit of the citizens of the District of Hope?

TO COME AND ENJOY SINGING AND LEARNING MUSIC - AND FOR THE COMMUNITY MEMBERS TO TAKE PART IF ABLE

6. How does your organization promote cultural understanding in the community?

MUSIC HAS BEEN PROVEN TO BE ONE OF THE BEST WAYS TO FEEL BETTER AND ENJOY LEARNING ABOUT COMPOSERS PAST & PRESENT

7. In the past year, how many persons has your organization served?

LAST YEAR'S CHRISTMAS CONCERT FILLED GRACE BAPTIST CHURCH

8. How long has your organization been in existence in Hope?

THIS CHOIR FIRST BEGAN IN 1967 SOME MEMBERS STILL ACTIVE

9. How many years has your organization received Grant-In-Aid funding from the District of Hope?

13 YEARS

10. How long do you anticipate that your agency will require funding from the District of Hope?

AS LONG AS WE ARE FUNCTIONING

11. Is your organization voluntary and non-profit? YES

12. Are all of the board members/directors voluntary? If no, state amounts paid. ALL VOLUNTARY

13. Is any part of the income of your organization payable to, or otherwise available for, the personal benefit of any proprietor, member or shareholder?

NO

14. Report the number of volunteers. 32

15. Report the number of volunteer hours worked. ALL MEET ONCE A WEEK 7-8:30

16. Report the number of paid management and staff members and total salaries paid. Please indicate full vs. part-time staff.

NONE

17. Does your organization receive a rental subsidy from the District? If so, how much?

NO

18. Does your organization receive any benefit from permissive tax exemption? And if so, how much? (Information available from Tax Department.) NO

19. Does your organization use District-owned facilities? If so, which ones? NO

20. How are your services publicized? HOPE STANDARD + POSTERS

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

Brief description of proposed use of grant being applied for:
TO HELP WITH PURCHASE OF MUSIC AND ANY UNFORSEEN EXPENSE RELATED MUSICAL COSTS

What is the need for this project in our community?
WE HAVE HAD MANY COMMENTS MADE SAYING NOW OUR PERFORMANCES HAVE BEEN ENJOYED

Is your application for a:
A. a seed grant;
B. a special project; or
C. a special capital expenditure

If your agency is applying for a matching grant from government or other sources, is the grant contingent upon receipt of this District grant?
NO

Please indicate activities that will be carried out in this project and attach timelines to them.
CHRISTMAS CONCERT NOV 29 GRACE BAPTIST CHURCH 2PM.
AND ANY OTHER OPPORTUNITIES AT WHICH WE ARE ASKED TO PERFORM

Please provide a brief financial budget for the project.

THIS IS A COMMUNITY CHOIR NOT GRACE BAPTIST CHURCH CHOIR
GRACE BAPTIST CHURCH IS GRACIOUS ENOUGH TO LET US USE THEIR CHURCH

- Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[redacted] _____

President/Chairperson

CONDUCTOR, LaVern Klassen

TREASURER

[redacted]

Office use only
Applicant:
Application received Date:
Application confirmed to be complete Checklist: Society No. (if application over $500) Complete Application Form Latest Financial Statement Budget Summary for current year Project Budget Annual Report Audited: Yes ☐ No ☐ N/A ☐
Category: Arts & Culture ☐ Sports & Recreation ☐ Museum/Heritage ☐ Social/Educational/Environmental/Other ☐
Amount of Grant-in-Aid Applied for: $ Approved: $ Denied ☐
Comments:
Letter sent to applicant informing of decision Date:
Cheque sent to applicant Date:

RECEIVED
By Isabel Rutter at 3:40 pm, Oct 15, 2026

DISTRICT OF HOPE
GRANT-IN-AID PROGRAM

Instructions:

1. Please fill in all the blank spaces and give as much detail as possible. It will assist the District Council in making an accurate and responsible assessment of your needs.

2. If you are uncertain about any question or its intent, please contact the District of Hope for assistance at (604) 869-5671.

3. If there is relevant information about your organization or request not covered by questions in the application, please include an attachment page.

4. Please attach Financial Statement and Current Budget. Please retain in your own files all originals of these documents. Return completed application to District Hall on or before October 15th.

5. All applications will be reviewed by the Council. Please refer to the District Policy attached herein for Assessment Criteria and Conditions of Funding.

6. **LATE APPLICATIONS WILL NOT BE CONSIDERED.**

7. Applications that do not meet one or more criteria will be considered ineligible for funding.

DISTRICT OF HOPE

[redacted]

*Submit application **in person** to:*
DISTRICT OF HOPE
325 Wallace Street
Hope, BC V0X 1L0

*Submit application **via email** to:*
info@hope.ca

Submission deadline: **October 15**
Late applications will not be considered.

GUIDELINES

All applications to the District of Hope Grant-In-Aid Program must adhere to the following guidelines:

1. Programs/Activities/Events of the Agency must:
   (a) strengthen and enhance the well being of our Community;
   (b) promote volunteerism;
   (c) be a District of Hope and area registered non-profit society;

2. Programs/Activities/Events of the Agency must not:
   (a) offer direct financial assistance to individuals or families;
   (b) duplicate services that fall within the mandate of either a senior government or a local service agency;
   (c) be part of a Provincial or National fund raising campaign

Non-profit agencies or societies may apply for a Grant-In-Aid in the following categories:

A. SEED GRANTS: For agencies or societies in their formative stages of development. Grants shall not exceed 50% of the establishment costs and is available to a society or agency only once.

B. SPECIAL PROJECTS: For agencies or societies staging a special event or activity. Funding is available for either three consecutive years or once in every three years.

C. SPECIAL CAPITAL EXPENDITURE: For agencies or societies to purchase necessary capital items. Grants in cash and/or in-kind shall not exceed 25% of the cost, with the balance funded by way of fund raising and/or grants external to municipal government.

Your application must be accompanied by budget and financial statements.

Please complete all the blank spaces and give as much detail as possible (within the 150 word limit). This will assist District Council in making an accurate and responsible assessment of your needs. If there is relevant information about your organization or request not covered by the questions in the application please include an attachment page. If you have any questions, please contact the Director of Finance at (604) 869-5671.

Name of Organization & Society No.:

Hope Community Services S0014374

Purpose or Function of Organization:

Please see attached sheet

Brief Description of Proposed Use of Grant Being Applied For:

Please see attached sheet

Street Address, including Postal Code:

434 Wallace St Hope BC V0X 1L0

Mailing Address if different from above:

Box 74

Chairperson's Name: Robin Wells Executive Director

Telephone (Office): [redacted]

Address, including Postal Code:

[redacted]

Treasurer or Financial Officer's Name: Jeff Kohlman

Telephone: (Office) [redacted] (Home) (Other) 604-860-3428

Address, including Postal Code:

[redacted]

[redacted]

1.Previous Year Grant from District of Hope: ☑

2. Current Year Joint Grant Requested From District of Hope: $ 25 000.00 and FVRD$ 27 600.00

List all other Agencies to whom a grant has been requested for this project:		
Name	Amount Requested	Status of Request
no other agencies		

Please answer the following questions, using additional paper if necessary.

1. Attach your current financial statement prepared and signed by the appropriate person (i.e., CPA, comptroller, bookkeeper, financial officer, treasurer, etc.).

   financials attached

2. What efforts has your organization made to become self-supporting? If your agency charges user fees or membership dues, attach your current fee structure.

   please see attached sheet

3. What are your organization's goals and objectives for this year?

   please see attached sheet

4. How do the services of your agency overlap a similar agency, and what efforts have been taken to eliminate the duplication, if any?

   please see attached sheet

5. How is the function of your organization mainly for the benefit of the citizens of the District of Hope?

please see attached sheet

6. How does your organization promote cultural understanding in the community?

please see attached sheet

7. In the past year, how many persons has your organization served? 5400 served in 2025

8. How long has your organization been in existence in Hope? 1979

9. How many years has your organization received Grant-In-Aid funding from the District of Hope?

2

10. How long do you anticipate that your agency will require funding from the District of Hope?

please see attached sheet

11. Is your organization voluntary and non-profit? non profit

12. Are all of the board members/directors voluntary? If no, state amounts paid. yes

13. Is any part of the income of your organization payable to, or otherwise available for, the personal benefit of any proprietor, member or shareholder?

no

14. Report the number of volunteers. 33

15. Report the number of volunteer hours worked. 4088 volunteer hours worked in 2025

16. Report the number of paid management and staff members and total salaries paid. Please indicate full vs. part-time staff.

in 2025 we had 4 management staff, 4 staff members and 3 Summer Students Total Salaries $327 000.00

17. Does your organization receive a rental subsidy from the District? If so, how much?

NO

18. Does your organization receive any benefit from permissive tax exemption? And if so, how much? (Information available from Tax Department.) 2026-$3,313.88 (The full tax savings, including other gov't agency taxes rates: $7,514.04)

19. Does your organization use District-owned facilities? If so, which ones? No

20. How are your services publicized? please see attached sheet

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

Brief description of proposed use of grant being applied for:
Ppease see attached sheet

What is the need for this project in our community?
please see attached sheet

Is your application for a:

A. a seed grant;
B. a special project; or
C. a special capital expenditure

B. special project Christmas Dinner In A box and Winter Food Security Initiative

If your agency is applying for a matching grant from government or other sources, is the grant contingent upon receipt of this District grant?
please see attached sheet

Please indicate activities that will be carried out in this project and attach timelines to them.
please see attached sheet

Please provide a brief financial budget for the project. please see attached sheet

Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

please see attached sheet

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[redacted]

President/Chairperson

District of Hope Grant-in-Aid

Supplementary Answer Sheets | Hope Community Services Society | October 2026

Project: Christmas Dinner in a Box & Winter Food Security Initiative | District request: $25,000

Use "Please see attached sheet – [section/question]" on the official application for answers below. Short answers and contact information are entered directly on the application form.

Page 3 — Purpose or Function of Organization

Hope Community Services is a registered non-profit organization established in 1979, dedicated to improving the health and well-being of individuals and families in Hope, British Columbia. Through our Food Resource Centre, Family Resource Centre and community support programs, we provide essential services that address food insecurity, strengthen families, support seniors and assist vulnerable residents. Our organization works collaboratively with volunteers, community partners and local businesses to reduce barriers, encourage community participation and ensure residents have access to resources that improve their quality of life.

Page 3 — Brief Description of Proposed Use of Grant

Hope Community Services is requesting $25,000 toward our Christmas Dinner in a Box and Winter Food Security Initiative, running from December 2026 through February 2027. The project will provide approximately 400 Christmas dinner boxes to families, seniors and individual adults experiencing food insecurity in Hope. Boxes will contain traditional Christmas meal ingredients, with turkeys or hams provided according to household needs and cooking facilities. The District's contribution will be combined with community fundraising, business sponsorships and food donations to help cover the increasing cost of providing these meals. Funding will also support nutritious food purchases during January and February, when donations traditionally decline following the holiday season. This initiative will help reduce food insecurity, ease financial pressures and ensure vulnerable Hope residents have access to nutritious food during the winter months.

Page 4 — Question 2: Efforts to Become Self-Supporting

Hope Community Services actively pursues diverse funding sources to support our programs and reduce reliance on any single funder. Our fundraising efforts include community food drives, fundraising events, grant applications, individual donations and partnerships with local businesses and organizations. We also recover and redistribute donated food, reducing food waste and maximizing available resources. Our volunteers contribute thousands of hours annually, helping us deliver services while keeping costs manageable. Hope Community Services charges an annual society membership fee of $5.00. There are no fees for clients to access our Food Bank. For Christmas Dinner in a Box, we will undertake additional fundraising and invite local businesses, organizations and residents to contribute financially or donate food. Despite these efforts, increasing demand and rising food costs continue to exceed available resources.

Page 4 — Question 3: Goals and Objectives

Hope Community Services' primary goal is to improve the health and well-being of vulnerable residents in Hope by providing accessible food security, family support and community services. Our objectives for 2026–2027 include responding to increasing food insecurity; providing 400 Christmas Dinner in a Box packages; maintaining adequate Food Bank supplies during January and February; strengthening partnerships, fundraising and food recovery; supporting volunteers; and

continuing Early Years and family support programs. Through these objectives, we aim to reduce barriers, strengthen community connections and ensure Hope residents can access essential services during challenging times.

Page 4 — Question 4: Avoiding Duplication

Hope Community Services works collaboratively with local organizations, service providers and community partners to ensure resources are used effectively and unnecessary duplication of services is minimized. Through our Food Resource Centre, we coordinate with community agencies, local businesses, food donors and volunteers to address food insecurity and provide support to vulnerable residents. We maintain relationships with other service providers, share information about available community resources and make referrals when individuals or families require assistance beyond our programs. Our Christmas Dinner in a Box initiative complements existing community supports by providing households experiencing financial hardship with the ingredients needed to prepare a traditional Christmas dinner at home. By working together, sharing resources and identifying gaps in services, we help ensure community members receive appropriate assistance while maximizing the impact of available funding and donations.

Page 5 — Question 5: Benefit to Hope Residents

Hope Community Services has proudly served the residents of Hope since 1979, providing essential programs that strengthen families, support seniors, reduce food insecurity and improve community well-being. Our Food Resource Centre provides nutritious food and emergency assistance to individuals and families experiencing financial hardship. In 2025, we supported 516 households, compared to 285 in 2024, demonstrating the significant increase in community need. Our Family Resource Centre also provides Early Years programs, parenting support, literacy activities and connections to community resources. Through our Christmas Dinner in a Box initiative, we anticipate assisting 400 households during the holiday season, while additional food purchases in January and February will help ensure vulnerable residents continue to have access to nutritious food. Our programs directly benefit Hope residents by reducing financial stress, strengthening community connections and ensuring essential supports remain available locally.

Page 5 — Question 6: Cultural Understanding

Hope Community Services is committed to providing welcoming, inclusive and culturally respectful programs and services that recognize and value the diversity of individuals and families within our community. Our Food Resource Centre and Family Resource Centre welcome people of all cultural backgrounds, ages, abilities and family circumstances. We strive to create safe, respectful environments where everyone feels valued and supported. Through our programs, community partnerships and volunteer opportunities, we encourage individuals from different backgrounds to connect, share experiences and develop mutual understanding. We recognize that cultural traditions, dietary preferences and family circumstances vary, and we work to accommodate individual needs wherever possible. By treating everyone with dignity, compassion and respect, Hope Community Services promotes inclusion, reduces barriers to accessing essential services and strengthens understanding among the diverse residents of Hope.

Page 6 — Question 20: Publicizing Services

Hope Community Services promotes its programs and services through a variety of communication channels to ensure residents are aware of the supports available in our community. We regularly share information through our Facebook page, community announcements, posters, flyers, local businesses and partnerships with other service providers. Our staff and volunteers also provide information directly to individuals and families accessing our programs, while community agencies

help connect residents to our services through referrals and word of mouth. Special initiatives, including Christmas Dinner in a Box, are promoted through community outreach, social media and partnerships with local organizations to ensure residents experiencing financial hardship are aware of available assistance. These communication efforts help us reach vulnerable residents, encourage volunteer participation and engage the community in fundraising and donation opportunities. Project Summary Sheet — Supporting Answers

Project Summary — Question 1: Brief Description

Hope Community Services is requesting $25,000 toward our Christmas Dinner in a Box and Winter Food Security Initiative, running from December 2026 through February 2027. The project will provide approximately 400 Christmas dinner boxes to families, seniors and individual adults experiencing food insecurity in Hope. Boxes will contain traditional Christmas meal ingredients, with turkeys or hams provided according to household needs and cooking facilities. The District's contribution will be combined with community fundraising, business sponsorships and food donations to help cover the increasing cost of providing these meals. Funding will also support nutritious food purchases during January and February, when donations traditionally decline following the holiday season. This initiative will help reduce food insecurity, ease financial pressures and ensure vulnerable Hope residents have access to nutritious food during the winter months.

Project Summary — Question 2: Community Need

Food insecurity continues to grow in Hope as rising costs for groceries, housing and other necessities place increasing financial pressure on families, seniors and individuals living on limited incomes. In 2025, Hope Community Services' Food Resource Centre supported 516 households, compared to 285 in 2024, representing an increase of approximately 81%. Since January 2026, we have continued to see approximately 17 new households registering each month. Christmas creates additional financial challenges for those already struggling to meet basic needs. We anticipate providing 400 Christmas Dinner in a Box packages, with additional households often requesting assistance after registration closes. January and February are particularly difficult months, as food donations traditionally decline following the holiday season while demand remains high. This initiative will help ensure vulnerable Hope residents have access to nutritious food, reduce financial stress and strengthen community well-being during the winter months.

Project Summary — Question 7: Measuring Project Success

Hope Community Services will evaluate the success of our Christmas Dinner in a Box and Winter Food Security Initiative by tracking the number of households assisted, food distributed and community contributions received. Our goal is to provide Christmas dinner boxes to 400 households, including families, seniors and individual adults experiencing food insecurity. We will also monitor the number of additional households requesting assistance through our Christmas waitlist. During January and February, we will track food purchases, inventory levels and the number of households accessing our Food Bank. We will record fundraising contributions, donated food and volunteer participation to demonstrate community involvement and the value of partnerships. Success will be measured by our ability to provide Christmas dinners, maintain reliable food supplies during the winter months and reduce food insecurity for vulnerable Hope residents.

Project Summary — Question 4: Matching Grant Contingency

No. No other grant application has been submitted specifically for this project, and no matching grant is contingent upon District funding. Community fundraising and donation requests are planned. If fundraising falls short, project expenditures will be adjusted to available resources.

HOPE COMMUNITY SERVICES

UNAUDITED FINANCIAL STATEMENTS

AS AT MARCH 31, 2026

CM KELLEY INC
CHARTERED PROFESSIONAL ACCOUNTANT

CM KELLEY INC
CHARTERED PROFESSIONAL ACCOUNTANT
PO BOX 819
759 4TH AVENUE
HOPE, BC
V0X1L0

CPA@CMKELLEY.CA
TEL: 604 869 5634
FAX: 604 869 2382

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of:
HOPE COMMUNITY SERVICES

I have reviewed the accompanying financial statements of **HOPE COMMUNITY SERVICES** that comprise the statement of financial position as at **March 31, 2026**, and the statements of financial activities and change in net assets (debt), and cash flows for the year then ended, and a summary of significant policies and other explanatory information.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for non-profit entities, and for such 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.

Practitioner's Responsibility
My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion
Based on my review, nothing has come to my attention that causes me to believe that the financial statements do not present fairly, in all respects, the financial position of **HOPE COMMUNITY SERVICES** as at **March 31, 2026**, the results of its financial activities, change in net assets (debt), and cash flows for the year then ended in accordance with Canadian accounting standards for non-profit entities.

CM Kelley Inc
CHARTERED PROFESSIONAL ACCOUNTANT

June 18, 2026
Hope, BC
Canada

Member, Chartered Professional Accountants of British Columbia

HOPE COMMUNITY SERVICES
UNAUDITED STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2026

ASSETS		2026	2025
Current Assets			
Cash and short term investments		$ 137,806	$ 358,625
Restricted cash	(Note 5)	15,987	4,288
Accounts receivable		1,825	4,727
Prepaid expenses		5,683	2,884
Total Current Assets		$ 161,301	$ 370,524
Property, Plant & Equipment	(Note 2)	226,232	235,552
Total Assets		$ 387,533	$ 606,076
LIABILITIES AND NET ASSETS (DEBT)			
Current Liabilities			
Accounts payable and accrued liabilities		$ 12,553	$ 42,527
Due to government agencies		8,786	9,229
Employee benefits accruals		10,696	16,436
Deferred contributions	(Note 1d)	187,589	289,632
Current portion of callable debt		3,744	3,606
Total Current Liabilities		$ 223,368	$ 361,430
Callable Debt	(Note 7)	45,355	49,099
Total Liabilities		$ 268,723	$ 410,529
Total Members' Net Assets (Debt)	(Statement B, Note 3)	118,810	195,547
Total Liabilities and Net Assets (Debt)		$ 387,533	$ 606,076

Approved on behalf of the Board of the Society:

[redacted]

President

[redacted]

Treasurer

HOPE COMMUNITY SERVICES

UNAUDITED STATEMENT OF FINANCIAL ACTIVITIES AND CHANGES IN NET ASSETS

FOR THE YEAR ENDED MARCH 31, 2026

	2026	2025
REVENUES		
Contract funding	$ 208,181	$ 253,132
Donations, grants and fundraising	331,134	285,333
Service fees & sundry income	42,820	52,936
Total Revenues	582,135	591,401
EXPENSES		
Advertising	1,051	1,541
Amortization	41,243	36,841
Bank charges	1,647	1,588
Computer software and support	11,043	11,781
Contracted services	0	7,500
Food	65,612	87,690
Insurance, licenses and fees	21,996	21,689
Interest on callable debt	2,224	2,331
Professional fees	2,050	2,563
Program costs	26,376	23,143
Rental (Note 9)	16,010	13,200
Repairs and maintenance	14,213	9,644
Travel	1,877	3,709
Utilities	11,051	10,765
Wages and benefits	442,479	399,836
Total Expenses	658,872	633,821
Excess (Deficiency) of Revenues over Expenses	(76,737)	(42,420)
Members' Net Assets (Debt), beginning of year	195,547	237,967
MEMBERS' NET ASSETS, end of year (Statement A, Note 3)	$ 118,810	$ 195,547

HOPE COMMUNITY SERVICES
UNAUDITED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2026

	2026	2025
OPERATING ACTIVITIES		
Change in net assets for the year	$ (76,737)	$ (42,420)
Changes to operations not involving cash:		
Amortization	41,243	36,841
Net Change in non-cash working capital items	(138,097)	247,827
Cash (used in) provided by operating activities	$ (173,591)	$ 242,248
FINANCING ACTIVITIES		
Issuance of debt	$ 0	$ 0
Repayment of callable debt	(3,606)	(3,389)
Cash (used in) provided by investing activities	$ (3,606)	$ (3,389)
INVESTING ACTIVITIES		
Purchase of capital assets	$ (31,923)	$ (27,263)
Proceeds from disposal of capital assets	0	0
Cash (used in) provided by investing activities	$ (31,923)	$ (27,263)
INCREASE (DECREASE) IN CASH DURING THE YEAR	$ (209,120)	$ 211,596
CASH, beginning of year	362,913	151,317
CASH, end of year	$ 153,793	$ 362,913
CASH CONSISTS OF:		
Cash	$ 137,806	$ 358,625
Restricted cash	15,987	4,288
	$ 153,793	$ 362,913

HOPE COMMUNITY SERVICES
UNAUDITED NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2026

Note 1: **ACCOUNTING POLICIES AND SIGNIFICANT INFORMATION**

The society was incorporated under the Society Act of British Columbia and is a registered charity under the Income Tax Act. Hence it is exempt from income taxes. The society's principal purpose is to provide programs to meet Hope and surrounding areas social needs.

These financial statements have been prepared by management in accordance with Canadian Accounting standards for Not-For-Profit organizations in Part III of the Chartered Professional Accountants of Canada handook and include the following policies:

b) **Measurement uncertainty**

The preparation of financial statements in conformity with accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the period. Such estimates are reviewed periodically and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

c) **Financial instruments policy**

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

d) **Revenue Recognition**

Revenue is recognized using the deferral method. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection can be reasonably assured.

Contract funding is recognized as revenue when received in the period related to the contract When amounts have been received and related to a future period the revenue is reflected as deferred contributions until such future period.

e) **Property, Plant and Equipment**

Property, plant and equipment is stated at cost or deemed less accumulated amortization. Property, plant and equipment is amoritzed over its estimated usefull life on a straight-line basis at the following rate.

Buildings	50 years
Computer equipment	5 years
Equipment	10 years

Property, plant and equipment is regularly reviewed to eliminate obsolete items. Government grants are treated as a reducition of property, plant and equipment costs.

continued

Note 2: **PROPERTY PLANT & EQUIPMENT**

	Cost	Accumulated Amortization	2026 Net Asset Value	2025 Net Asset Value
Land	$ 24,724	n/a	24,724	24,724
Buildings	125,089	96,460	28,629	33,632
Computer equipment	19,559	17,595	1,964	3,927
Equipment	357,926	187,011	170,915	173,269
Total	$ 527,298	301,066	226,232	235,552

Note 3: **MEMBERS' NET ASSETS (DEBT) & INTERFUND TRANSFERS**

	FISCAL 2026		
	Capital	General	Total
Balance, beginning of year	$ 182,848	12,699	$ 195,547
Net Asset Change for the year	(41,243)	(35,494)	(76,737)
Reserve Transfers			
Capital assets purchased	31,923	(31,923)	0
Principal payments on callable debt	3,606	(3,606)	0
Balance, end of year	$ 177,134	$ (58,324)	$ 118,810

	FISCAL 2025		
	Capital	General	Total
Balance, beginning of year	189,037	48,930	$ 237,967
Net Asset Change for the year	(36,841)	(5,579)	(42,420)
Reserve Transfers			
Capital assets purchased	27,263	(27,263)	0
Principal payments on callable debt	3,389	(3,389)	0
Balance, end of year	$ 182,848	$ 12,699	$ 195,547

Note 4: **FINANCIAL INSTRUMENTS**

The society is exposed to various risks through its financial instruments. The following analysis provides information about the society's risk exposure and concentration as of March 31, 2026.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The society is exposed to credit risk from customers. In order to reduce its credit risk, the society reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surounding the credit risk of specific accounts, historical trends and other information. The society has a significant number of customers which minimizes concentration of credit risks.

continued

Note 4: **FINANCIAL INSTRUMENTS (continued)**

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. In seeking to minimize the risks from interest rate flucuations, the society manages exposure through its normal operating and financing activities. The society is exposed to interest rate risk primarily through its floating interest rate indebtedness and credit facilities.

Unless otherwise noted, it is management's opinion that the society is not exposed to significant other price risks arising from these financial instruments.

Note 5: **RESTRICTED CASH**

Restricted cash consists of cash held in separate bank account for Gaming grant revenues received. The funding received is deposited to the applicable account and can only be used for expenses relating to the operation of the specific programs.

Note 6: **BANK INDEBTEDNESS**

Under an operating loan arrangement with Envision Financial, the society may borrow up to $70,000. This arrangement bears interest at bank prime plus 1.75% (6.3% as of March 31 2026) and is secured by an assignment of specific land and buildings located in Hope, BC. This arrangement does not have a termination date and can be withdrawn at the bank's option. No portion of the operating loan was used in the current fiscal year.

Note 7: **CALLABLE DEBT**

	2026	2025
Mortgage - Envision Financial	$ 49,099	$ 52,705
Amounts scheduled for repayment within a year	(3,744)	(3,606)
	$ 45,355	$ 49,099

The callable debt provided by Envision Financial is secured by a collateral first mortgage over specific land and buildings owned by the society. Blended principal and interest payments of $110 are made weekly. The annual interest on the mortgage is 4.3%. The mortgage comes due in March of 2027 at which time it is expected to be renewed at similar terms.

The expected callable debt repayments over the next five years is as follows:

2027	$ 3,744
2028	3,800
2029	3,857
2030	3,915
2031	3,974
Balance	29,809
	$ 49,099

continued

Note 8: **ECONOMIC DEPENDENCE**

The society's primary source of funding is government funding from various agencies. This funding can be cancelled if the society does not adhere to certain established guidelines. The society's ability to continue viable operations is dependent on adherence to these guidelines. As at the date of these financial statements the society believes it is in compliance with the guidelines.

Note 9: **COMMITMENTS**

The society and its employees contribute to the Municipal Pension Plan (the plan), which is a jointly trusteed pension plan. The society paid $11,542 (2025 - $11,352) for employer contributions to the plan in fiscal 2025.

The society rents space to operate their food bank program from a local church. The church does not require a lease and the rent is on a month to month basis.

Project Summary — Question 5: Activities and Timeline

November–December 2026: Fundraise, seek donations and business support; register households and maintain a waitlist; coordinate food purchases, volunteers and distribution.

December 2026: Offer appointments for families to select donated new toys during the week before Christmas dinner box distribution. Assemble and distribute approximately 400 dinner boxes during the week before Christmas, with turkey or ham options based on household needs and cooking facilities.

January 2027: Purchase food to replenish shelves; distribute food and track household participation, purchases and inventory.

February 2027: Continue targeted winter food purchases, distribution and recordkeeping.

March 2027: Review outcomes, donations, fundraising, waitlist demand and volunteer involvement; prepare project summary.

Project Summary — Question 6: Project Budget

Expenses	Estimated amount
Christmas dinner boxes: 400 × $90 average	$36,000
January 2027 food purchases	$6,500
February 2027 food purchases	$6,500
Total expenses	$49,000
Funding sources	
District of Hope Grant-in-Aid — requested	$25,000
Community fundraising and cash donations — target, unconfirmed	$24,000
Total anticipated funding	$49,000

Budget notes: Single-person Christmas dinner boxes are estimated at approximately $60; larger families of five to seven may require $120 or more. The $90 average is a planning estimate. Food donated in-kind and all donated new toys will be tracked separately and are not included in the cash budget. Actual project spending will depend on confirmed fundraising and donations.

Office use only	
Applicant:	
Application received	Date:
Application confirmed to be complete Checklist: Society No. (if application over $500) Complete Application Form Latest Financial Statement Budget Summary for current year Project Budget Annual Report	Audited: Yes ☐ No ☐ N/A ☐
Category: Arts & Culture ☐	Sports & Recreation ☐
Museum/Heritage ☐	Social/Educational/Environmental/Other ☐
Amount of Grant-in-Aid Applied for: $	Approved: $ Denied ☐
Comments:	
Letter sent to applicant informing of decision	Date:
Cheque sent to applicant	Date:

RECEIVED
By Kaelyn Trafton at 9:09 am, Oct 02, 2026

DISTRICT OF HOPE
GRANT-IN-AID PROGRAM

Instructions:

1. Please fill in all the blank spaces and give as much detail as possible. It will assist the District Council in making an accurate and responsible assessment of your needs.

2. If you are uncertain about any question or its intent, please contact the District of Hope for assistance at (604) 869-5671.

3. If there is relevant information about your organization or request not covered by questions in the application, please include an attachment page.

4. Please attach Financial Statement and Current Budget. Please retain in your own files all originals of these documents. Return completed application to District Hall on or before October 15th.

5. All applications will be reviewed by the Council. Please refer to the District Policy attached herein for Assessment Criteria and Conditions of Funding.

6. **LATE APPLICATIONS WILL NOT BE CONSIDERED.**

7. Applications that do not meet one or more criteria will be considered ineligible for funding.

DISTRICT OF HOPE
GRANT-IN-AID PROGRAM GUIDELINES

*Submit application **in person** to:*
DISTRICT OF HOPE
325 Wallace Street
Hope, BC V0X 1L0

*Submit application **via email** to:*
info@hope.ca

Submission deadline: **October 15**
Late applications will not be considered.

GUIDELINES

All applications to the District of Hope Grant-In-Aid Program must adhere to the following guidelines:

1. Programs/Activities/Events of the Agency must:
   (a) strengthen and enhance the well being of our Community;
   (b) promote volunteerism;
   (c) be a District of Hope and area registered non-profit society;

2. Programs/Activities/Events of the Agency must not:
   (a) offer direct financial assistance to individuals or families;
   (b) duplicate services that fall within the mandate of either a senior government or a local service agency;
   (c) be part of a Provincial or National fund raising campaign

Non-profit agencies or societies may apply for a Grant-In-Aid in the following categories:

A. SEED GRANTS: For agencies or societies in their formative stages of development. Grants shall not exceed 50% of the establishment costs and is available to a society or agency only once.

B. SPECIAL PROJECTS: For agencies or societies staging a special event or activity. Funding is available for either three consecutive years or once in every three years.

C. SPECIAL CAPITAL EXPENDITURE: For agencies or societies to purchase necessary capital items. Grants in cash and/or in-kind shall not exceed 25% of the cost, with the balance funded by way of fund raising and/or grants external to municipal government.

Your application must be accompanied by budget and financial statements.

Please complete all the blank spaces and give as much detail as possible (within the 150 word limit). This will assist District Council in making an accurate and responsible assessment of your needs. If there is relevant information about your organization or request not covered by the questions in the application please include an attachment page. If you have any questions, please contact the Director of Finance at (604) 869-5671.

Name of Organization & Society No.:

Hope Mountain Centre for Outdoor Learning, S-49715

Purpose or Function of Organization:

Strengthen people's connection to nature to to improve the health and well-being

of residents and visitors to the District of Hope, and the environment that surrounds us.

Brief Description of Proposed Use of Grant Being Applied For:

Purchase of a pickup truck for trail building and maintenance

Street Address, including Postal Code:

PO Box 115, Hope, BC V0X 1L0

Mailing Address if different from above:

Chairperson's Name: Robyn Barker

Telephone (Office): [redacted] Telephone (Home): [redacted]

Address, including Postal Code:

[redacted]

Treasurer or Financial Officer's Name: Mike Millar

Telephone: (Office) [redacted] (Home) [redacted] (Other)

Address, including Postal Code:

[redacted]

GRANT-IN-AID APPLICATION FORM

1.Previous Year Grant from District of Hope: ☐

2. Current Year Joint Grant Requested From District of Hope: $ 5,000 and FVRD$ _____

List all other Agencies to whom a grant has been requested for this project:

Name	Amount Requested	Status of Request
Fraser Health	$10,000	declined
Western Financial Group	$5,000	pending
Recreation Foundation of BC	$10,000	pending

Please answer the following questions, using additional paper if necessary.

1. Attach your current financial statement prepared and signed by the appropriate person (i.e., CPA, comptroller, bookkeeper, financial officer, treasurer, etc.).

   attached to email

2. What efforts has your organization made to become self-supporting? If your agency charges user fees or membership dues, attach your current fee structure.

   We rely on a multi-stream model combining program fees, grants, donations, and sponsorships. Charging modest user fees helps cover program costs,

   while community support ensures our work remains accessible to everyone.

3. What are your organization's goals and objectives for this year?

   Our primary goal for trails is constructing the new Thunderbird Trail between Flood Falls and Serpent's Back while continuing to maintain the Hope

   trail network. This keeps our trails safe and accessible while engaging community volunteers in outdoor education and conservation.

4. How do the services of your agency overlap a similar agency, and what efforts have been taken to eliminate the duplication, if any?

   We are the only group building and maintaining hiking trails in the region.

5. How is the function of your organization mainly for the benefit of the citizens of the District of Hope?

We directly serve Hope residents by building and maintaining local trails which are free to use, and providing free or subsidized outdoor education to local schools and families. Our programs encourage healthy living, protect the region's natural environment, and foster strong community pride.

6. How does your organization promote cultural understanding in the community?

We promote cultural understanding by incorporating First Nations land-based learning, storytelling, and traditional artistry into all our programming. We also collaborate with local Indigenous partners via trail interpretive signs to share the deep history and ancestral significance of the land.

7. In the past year, how many persons has your organization served? Over 100,000

8. How long has your organization been in existence in Hope? Since 2005

9. How many years has your organization received Grant-In-Aid funding from the District of Hope?

A few times over the past decade.

10. How long do you anticipate that your agency will require funding from the District of Hope?

We don't require it, but your support allows us to do more great work here.

11. Is your organization voluntary and non-profit? Yes.

12. Are all of the board members/directors voluntary? If no, state amounts paid. Yes

13. Is any part of the income of your organization payable to, or otherwise available for, the personal benefit of any proprietor, member or shareholder?

No

14. Report the number of volunteers. 99

15. Report the number of volunteer hours worked. 1704

16. Report the number of paid management and staff members and total salaries paid. Please indicate full vs. part-time staff.

Total full-time: 2 people paid total of $115,440; total part-time: 11 people paid total of $187,826

17. Does your organization receive a rental subsidy from the District? If so, how much?

No

18. Does your organization receive any benefit from permissive tax exemption? And if so, how much? (Information available from Tax Department.) No

19. Does your organization use District-owned facilities? If so, which ones? No

20. How are your services publicized? Through our website, social media, posters, and word-of-mouth outreach, via partnerships.

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

Brief description of proposed use of grant being applied for:

Purchasing a reliable pre-owned truck by spring 2027 to safely transport crew, tools, and materials for building and maintaining Hope trails.

Our current very old truck with high mileage needs costly repairs so replacing it with a lower-mileage vehicle is the most cost-effective solution.

What is the need for this project in our community?

Safe, accessible trails are vital for public health, local tourism, and free community recreation.

A reliable truck is essential for our crews to haul heavy materials to build and maintain these routes.

Is your application for a:

A. a seed grant;
B. a special project; or
C. a special capital expenditure

C. a special capital expenditure

If your agency is applying for a matching grant from government or other sources, is the grant contingent upon receipt of this District grant?

It's not contingent but it is very helpful.

Please indicate activities that will be carried out in this project and attach timelines to them.

Winter/Spring 2027: Source and purchase a reliable pre-owned pickup truck.

Spring 2027 onward: Haul crews and heavy materials to begin Thunderbird Trail construction and maintain Hope's trail network.

Please provide a brief financial budget for the project. Expenses: Pre-owned pickup truck acquisition (purchase, inspection, taxes) — $20,000.

Revenue: District of Hope Grant in Aid ($5,000 requested), Western Financial Group ($5,000 pending), Recreation Foundation of BC ($10,000 pending).

Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

Success will be measured by maintaining zero operational downtime due to vehicle failure.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Robyn Barker

President/Chairperson

Office use only

Applicant:

Application received Date:

Application confirmed to be complete

Checklist:
Society No. (if application over $500)
Complete Application Form
Latest Financial Statement
Budget Summary for current year
Project Budget
Annual Report

Audited: Yes ☐ No ☐ N/A ☐

Category: Arts & Culture ☐ Sports & Recreation ☐

Museum/Heritage ☐ Social/Educational/Environmental/Other ☐

Amount of Grant-in-Aid Applied for: $ Approved: $
Denied ☐

Comments:

Letter sent to applicant informing of decision Date:

Cheque sent to applicant Date:

RECEIVED
By Kaelyn Trafton at 9:14 am, Oct 02, 2026

Hope Mountain Centre for Outdoor Learning
Balance Sheet As at Dec 31, 2025

ASSET		
Current Assets		
Cash - Envision Hope	9,635.00	
Cash - Gaming	0.00	
Term Deposit - Envision	177,426.32	
Total Cash		187,061.32
Accounts Receivable		45,862.19
Float		0.00
Office Equipment		4,919.88
Field Equipment		9,243.59
Crew Truck		8,822.15
Total Current Assets		255,909.13
TOTAL ASSET		255,909.13
LIABILITY		
Current Liabilities		
GST Charged on Sales	0.00	
GST Paid on Purchases	0.00	
GST Owing (Refund)		0.00
EI Payable	0.00	
CPP Payable	0.00	
IT Payable	0.00	
Receiver General Payable		0.00
WCB. Payable		0.06
Benefits Payable		(136.90)
Accounts Payable		0.00
Deferred Grant Revenue		174,000.00
Total Current Liabilities		173,863.16
TOTAL LIABILITY		173,863.16
EQUITY		
Equity		
Opening Balance		123,056.11
Surplus (Deficit)		(41,010.14)
Total Equity		82,045.97
TOTAL EQUITY		82,045.97
LIABILITIES AND EQUITY		255,909.13

Generated On: Jan 13, 2026

_____ Treasurer

_____ Director

Hope Mountain Centre for Outdoor Learning
Income Statement Jan 01, 2025 to Dec 31, 2025

REVENUE	
Grants - SEEC	129,949.00
Grants - Other	218,411.00
Donations	11,119.60
Bank Interest	4,910.05
Program Fees	19,216.97
Merchandise Sales	7,858.91
Miscellaneous Revenue	1,728.69
TOTAL REVENUE	393,194.22
EXPENSE	
Instructors and Naturalists	2,050.00
Educational Materials	385.49
Printing	12,194.85
Marketing/Advertizing	3,261.69
Facility Rental	2,342.30
Storage Locker Rental	5,259.11
Food and Catering	3,544.82
Accomodation	922.10
River Transport Contractor	4,350.00
Bus/Van Rental	650.00
Insurance	6,137.38
Interest & Bank Charges	136.00
Office Supplies	5,058.38
Fees / Legal	593.08
Unrebated GST	1,818.85
Payroll	303,266.40
EI Expense	6,961.96
CPP Expense	15,367.98
WCB Expense	2,790.06
HMC Benefit Exp	1,723.35
EHC	72.60
Dental	65.85
EAP	2.97
AD&D	14.06
Supplies/Equipment	9,740.50
Fraser Cascade Mtn School	4,408.09
Volunteer Support	177.46
Travel	13,427.02
Professional Development	1,235.70
Miscellaneous	3,201.88
Membership Fees	996.47
Trail Signs	1,741.92
Fundraising	30.10
Online Payment Exp	2,153.02
Telephone	2,518.05
Garmin InReach	494.37
Mapping Services	0.00
Contract Services	15,110.50
Equipment Rental	0.00
TOTAL EXPENSE	434,204.36
NET INCOME	(41,010.14)

RECEIVED
By Kaelyn Trafton at 9:15 am, Oct 02, 2026

	2026 Budget
REVENUE	
Grants - SEEC	$ 108,789.00
Grants - Other	$ 222,500.00
Ad Sales	$ 25,000.00
Sponsorships	$ 4,000.00
Donations	$ 12,000.00
Station House	$ -
Bank Interest	$ 2,000.00
Program Fees	$ 20,000.00
Merchandise Sales	$ 8,000.00
Miscellaneous Revenue	$ 3,000.00
TOTAL REVENUE	**$ 405,289.00**
EXPENSE	
Instructors and Naturalists	$ 2,500.00
Instructional Materials	$ 400.00
Printing	$ 15,000.00
Marketing/Advertising	$ 3,500.00
Facility Rental	$ 2,500.00
Storage Locker Rental	$ 5,500.00
Food and Catering	$ 3,700.00
Accomodation	$ 1,000.00
River transport contrator	$ 500.00
Boat Rental	$ 1,600.00
Bus/van rental	$ 700.00
Insurance	$ 7,500.00
Interest & Bank Charges	$ 140.00
Office Supplies	$ 5,500.00
Fees / Legal	$ 600.00
Unrebated GST	$ 2,000.00
Payroll	$ 290,000.00
EI Expense	$ -
CPP Expense	$ -
WCB Expense	$ -
Health & Dental Benefits	$ 2,112.00
Supplies/Equipment	$ 12,000.00
Fraser Cascade Mtn School	$ 3,526.47
Volunteer Support	$ 500.00
Travel	$ 13,000.00
Professional Development	$ 3,000.00
Miscellaneous	$ 3,000.00
Membership Fees	$ 1,000.00
Bursary	$ -
Trail signs	$ 2,000.00
Fundraising	$ -
Website	
Online Payment Exp	$ 2,745.60
Telephone	$ 2,600.00
Garmin InReach	$ 600.00
Mapping Services	$ 1,500.00
Contract Services	$ 15,000.00
Equipment Rental	$ -
Station House	
TOTAL EXPENSE	**$ 405,224.07**
NET INCOME	**$ 64.93**

DISTRICT OF HOPE
GRANT-IN-AID PROGRAM

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3. If there is relevant information about your organization or request not covered by questions in the application, please include an attachment page.

4. Please attach Financial Statement and Current Budget. Please retain in your own files all originals of these documents. Return completed application to District Hall on or before October 15th.

5. All applications will be reviewed by the Council. Please refer to the District Policy attached herein for Assessment Criteria and Conditions of Funding.

6. **LATE APPLICATIONS WILL NOT BE CONSIDERED.**

7. Applications that do not meet one or more criteria will be considered ineligible for funding.

RECEIVED
OCT 2 2025
DISTRICT OF HOPE
K+

DISTRICT OF HOPE

DISTRICT OF HOPE
GRANT-IN-AID PROGRAM GUIDELINES

*Submit application **in person** to:*
DISTRICT OF HOPE
325 Wallace Street
Hope, BC V0X 1L0

*Submit application **via email** to:*
info@hope.ca

Submission deadline: **October 15**
Late applications will not be considered.

GUIDELINES

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1. Programs/Activities/Events of the Agency must:
   (a) strengthen and enhance the well being of our Community;
   (b) promote volunteerism;
   (c) be a District of Hope and area registered non-profit society;

2. Programs/Activities/Events of the Agency must not:
   (a) offer direct financial assistance to individuals or families;
   (b) duplicate services that fall within the mandate of either a senior government or a local service agency;
   (c) be part of a Provincial or National fund raising campaign

Non-profit agencies or societies may apply for a Grant-In-Aid in the following categories:

A. SEED GRANTS: For agencies or societies in their formative stages of development. Grants shall not exceed 50% of the establishment costs and is available to a society or agency only once.

B. SPECIAL PROJECTS: For agencies or societies staging a special event or activity. Funding is available for either three consecutive years or once in every three years.

C. SPECIAL CAPITAL EXPENDITURE: For agencies or societies to purchase necessary capital items. Grants in cash and/or in-kind shall not exceed 25% of the cost, with the balance funded by way of fund raising and/or grants external to municipal government.

Your application must be accompanied by budget and financial statements.

Please complete all the blank spaces and give as much detail as possible (within the 150 word limit). This will assist District Council in making an accurate and responsible assessment of your needs. If there is relevant information about your organization or request not covered by the questions in the application please include an attachment page. If you have any questions, please contact the Director of Finance at (604) 869-5671.

Name of Organization & Society No.:

Mount Hope Senior Citizens Housing Society

Purpose or Function of Organization:

providing safe and affordable housing to seniors

Brief Description of Proposed Use of Grant Being Applied For:

to enhance the curb appeal and most importantly the safety of our entranceway

Street Address, including Postal Code:

555 Park Street, Hope, BC, V0X 1L0

Mailing Address if different from above:

[redacted]

Chairperson's Name: Shirley Corbeil

Telephone (Office): [redacted] Telephone (Home):

Address, including Postal Code:

[redacted]

Treasurer or Financial Officer's Name: Grove Bookkeeping

Telephone: (Office) [redacted] (Home) (Other)

Address, including Postal Code:

[redacted]

GRANT-IN-AID APPLICATION FORM

1.Previous Year Grant from District of Hope: ☑

2. Current Year Joint Grant Requested From District of Hope: $ 2500. and FVRD$ _____

List all other Agencies to whom a grant has been requested for this project:		
Name	Amount Requested	Status of Request
none		

Please answer the following questions, using additional paper if necessary.

1. Attach your current financial statement prepared and signed by the appropriate person (i.e., CPA, comptroller, bookkeeper, financial officer, treasurer, etc.).

   grove bookkeeping

2. What efforts has your organization made to become self-supporting? If your agency charges user fees or membership dues, attach your current fee structure.

   we will be raising our rents 2% this January for the first time in 2 years, we have also grown our own vegetables

   to help with food expenses, and we have installed brand new heat pumps to help with the cost of electricity

3. What are your organization's goals and objectives for this year?

   to continue improving our older building for the comfort and safety of our residents

   and visitors

4. How do the services of your agency overlap a similar agency, and what efforts have been taken to eliminate the duplication, if any?

   there is no other agency like ours

5. How is the function of your organization mainly for the benefit of the citizens of the District of Hope?

we house up to 23 seniors in our district, providing them with safe and affordable housing and keeping them well fed

6. How does your organization promote cultural understanding in the community?

we host informed seniors information sessions to help seniors that may not understand technology, taxes and other important issues related to aging

7. In the past year, how many persons has your organization served? 23

8. How long has your organization been in existence in Hope? since 1975

9. How many years has your organization received Grant-In-Aid funding from the District of Hope?

many years, not sure about before our time but at least 9

10. How long do you anticipate that your agency will require funding from the District of Hope?

forever, we are not subsidized by the government in any way

11. Is your organization voluntary and non-profit? yes

12. Are all of the board members/directors voluntary? If no, state amounts paid. yes

13. Is any part of the income of your organization payable to, or otherwise available for, the personal benefit of any proprietor, member or shareholder?

no

14. Report the number of volunteers. 20

15. Report the number of volunteer hours worked. 140

16. Report the number of paid management and staff members and total salaries paid. Please indicate full vs. part-time staff.

we have 7 staff members, 1 of which is full time. you can see our wages on our income statement

17. Does your organization receive a rental subsidy from the District? If so, how much?

no

18. Does your organization receive any benefit from permissive tax exemption? And if so, how much? (Information available from Tax Department.) yes we pay $200.88

19. Does your organization use District-owned facilities? If so, which ones? no

20. How are your services publicized? word of mouth, social media and the Hope Standard

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

Brief description of proposed use of grant being applied for:
We would like to clean up, repair and beautify out front entranceway. There is carpet on the stairs that needs to go and repairs that need to be done for the safety and comfort of our residents and guests

What is the need for this project in our community?
all buildings in the district should want to make sure they are being kept up and not fall into disrepair, the district should promote renovations to older buildings

Is your application for a:

A. a seed grant;
B. a special project; or
C. a special capital expenditure

B

If your agency is applying for a matching grant from government or other sources, is the grant contingent upon receipt of this District grant?
no

Please indicate activities that will be carried out in this project and attach timelines to them.
weather dependent, we will try to have this done by summer 2027

Please provide a brief financial budget for the project. see attached for plans and $$

Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

when our front entrance is beautiful, safe and says welcome to our residents and guests

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[redacted]

President/Chairperson

Office use only

Applicant:

Application received Date:

Application confirmed to be complete

Checklist:
Society No. (if application over $500)
Complete Application Form
Latest Financial Statement — Audited: Yes ☐ No ☐ N/A ☐
Budget Summary for current year
Project Budget
Annual Report

Category: Arts & Culture ☐ Sports & Recreation ☐

Museum/Heritage ☐ Social/Educational/Environmental/Other ☐

Amount of Grant-in-Aid Applied for: $ Approved: $

Denied ☐

Comments:

Letter sent to applicant informing of decision Date:

Cheque sent to applicant Date:

District of Hope Grant in Aid application – project summary sheet

Activities that will be carried out in this project

1. Rip out carpet on front stairs and prepare the surface to be painted
2. Clean other cement and posts to prepare for painting
3. Clean up hand rails to prepare for painting
4. Clean up ceiling area
5. Paint handrails
6. Paint posts
7. Cover posts with protective covering
8. Paint landing and stairs and reinstall stair nosing
9. Finish up any other items that may come up during the project that we don't know about yet 😊

Financial budget

1. Quote from Rona for supplies that are known to be needed is $1915.18
2. The rest is for incidentals because when you start repairing there is always items that you did not know that you needed until you need them. We have to rip up old carpet and are unsure of how easy the glue will be to remove. When we start repairing the posts that hold up the entrance, we will be able to see the shape they are in and if they need to be removed or just repaired. There may also be a need for more paint depending on how far it goes.

RONA FVBS Hope
451 Corbett Street
Hope BC V0X 1L4

PHONE: (604) 869-5692
GST# 131009391RT0001

CUST NO: 8065 | JOB NO: 000 | PURCHASE ORDER: | REFERENCE:

Order Taker KAYCIE

TERMS: NET 10 MF | CLERK: KAYCIE | DATE / TIME: 9/25/26 9:38

SOLD TO:
MOUNT HOPE SENIOR CITIZEN SOC.
BOX 881
555 PARK STREET
HOPE BC V0X 1L0
604-869-9805

SHIP TO:

TERMINAL: 402

DEL. DATE: 9/18/26

SALESPERSON: 01 HOUSE VALLEY
TAX: 4TX GST AND PST

ORDER:75883 /4

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1		1	EA	03305563	TREMCLAD RUST PAINT SG BLK 3.78L		1	91.19 /EA	91.19
2		1	EA	ECOPAINT3	ECO FEE PAINT 1.01 L - 5 L		1	1.75 /EA	1.75
3		1	EA	50316446	SICO STAIN LTX SOLID NEUT 1G		1	46.49 /EA	46.49
4		1	EA	ECOPAINT3	ECO FEE PAINT 1.01 L - 5 L		1	1.75 /EA	1.75
5		5	EA	63575465	OLYMPIC RESCUE IT TINT BASE 3.78		5	51.35 /EA	256.75
6		5	EA	ECOPAINT3	ECO FEE PAINT 1.01 L - 5 L		5	1.75 /EA	8.75
7		2	EA	QUOTEONLY	AZEK 4"X4" COLUMN WRAP 10'		2	263.25 /EA	526.50
8		2	EA	QUOTEONLY	AZEK 6"X6" COLUMN WRAP 10'		2	388.40 /EA	776.80
9					STILLCREEK				

REPRINT

TAXABLE 1709.98
NON-TAXABLE 0.00

SUBTOTAL 1709.98

(JOHN DUFF)

SUBTOTAL 1709.98

DEPOSIT AMT 0.00
BALANCE DUE 1915.18

GST 85.50
PST 119.70

TOTAL 1915.18

¶^bÂÂ8065000Â75883034001¿ د

TOT WT: 0.00

xPhone Transaction
Received By

Terms and Conditions:
No goods will be returned without a valid receipt.
Shortage claims must be made within 48 hours of delivery.

Price discrepancies must be reported within 7 business days of current statement.
Interest charges of 2% per month will be applied on overdue balances.
No returns on special orders. Returns on stock items are subject to 15% restocking fee.

Mt. Hope Senior Citizens

Balance Sheet As at 11/30/2025

ASSET		
CURRENT ASSETS		
Petty cash (Judy)	205.95	
Subtotal - Cash_		205.95
enVision - Chequing	35,011.97	
High Interest Business Savings	26,044.38	
enVision - Shares	191.08	
enVision Cash Balance		61,247.43
GST Refund (50%)		4,872.41
TOTAL CURRENT ASSETS		66,325.79
CAPITAL ASSETS		
Land		445,200.00
Building_		335,219.19
Building Upgrades Done	95,172.92	
Accum. Amort - Upgrades	-23,485.24	
Net: Building Upgrades_		71,687.68
Furniture & Fixtures_	81,863.45	
Accum. Deprec. - Furniture	-57,331.85	
Net - Furniture & Fixtures_		24,531.60
Carved Sign_	2,000.00	
Accum. Amort. - Carving	-1,043.39	
Net: Carved Sign_		956.61
Kitchen Equipment	12,192.24	
Accum Amortization	-1,199.22	
Net: Kitchen Equipment		10,993.02
Heat Pump System		0.00
TOTAL CAPITAL ASSETS_		888,588.10
TOTAL ASSET		954,913.89
LIABILITY		
CURRENT LIABILITIES		
Accounts Payable		6,203.33
Damage Deposit Payable_		9,153.41
souce deductions payable	3,036.84	
Receiver General Payable		3,036.84
TOTAL CURRENT LIABILITIES		18,393.58
TOTAL LIABILITY		18,393.58
EQUITY		
EARNINGS		
Contributions_		492,660.45
Accumulated Gain on Land/Build...		570,754.99
Retained Earnings		-161,952.15
Current Earnings		35,057.02
TOTAL EARNINGS		936,520.31
TOTAL EQUITY		936,520.31
LIABILITIES AND EQUITY		954,913.89

GROVE BOOKKEEPING

[redacted]

Printed On: 09/24/2026

REVENUE		
REVENUE		
Rental Income		289,474.00
Insurance Claim		18,469.01
Interest Income		57.28
Donations_		26,530.30
FVRD Grant		5,000.00
Grant Dist of Hope		17,000.00
Province of BC Grant		6,770.00
Fraser Health - HHWBI Contingency		3,300.00
TOTAL REVENUE		366,600.59
TOTAL REVENUE		366,600.59
EXPENSE		
OPERATING EXPENSES		
Advertising		112.93
Bank Int. & Charges_		70.00
Legal & Accounting		2,388.23
Office & Administration		779.99
Adminstrative Mileage		20.14
Dietary Costs - Food_		40,441.41
Insurance, License & Dues_		10,098.99
Supplies_		2,982.48
Repair/Maintenance - General_		
Repair/Maintenance - Building	14,365.56	
Repair & Maintance_	12,371.50	
Telephone		26,737.06
Property Tax	1,432.12	
Heating & Electricity_	165.50	
Water/Sewer/Garbage	15,096.39	
Cable TV	1,663.58	
Total - Utilities_	26,695.53	
Residential Gifts_		45,053.12
Employee Wages		11.98
Receiver General - Source Deduction		155,224.79
Worker's Compensation		40,103.09
Miscellaneous		6,634.36
TOTAL EXPENSES_		885.00
		331,543.57
TOTAL EXPENSE		331,543.57
NET INCOME		35,057.02

[redacted]

Your application must be accompanied by budget and financial statements.

Please complete all the blank spaces and give as much detail as possible (within the 150 word limit). This will assist District Council in making an accurate and responsible assessment of your needs. If there is relevant information about your organization or request not covered by the questions in the application please include an attachment page. If you have any questions, please contact the Director of Finance at (604) 869-5671.

RECEIVED
OCT 14 2026
DISTRICT OF HOPE

Name of Organization & Society No.:

Northern Lights Wildlife Society BN 879681518RR0001

Purpose or Function of Organization:

Brief Description of Proposed Use of Grant Being Applied For:

see appendage

Street Address, including Postal Code:

17366 Telkwa High Road, Smithers, B.C., V0J 2N7

Mailing Address if different from above:

Chairperson's Name: HMBBC Lydia Koot

Telephone (Office): [redacted] Telephone (Home):

Address, including Postal Code:

[redacted]

Treasurer or Financial Officer's Name: HMBBC Treasure Jan Kinna

Telephone: (Office) [redacted] (Home) (Other)

Address, including Postal Code:

[redacted]

SCANNED

GRANT-IN-AID APPLICATION FORM

1.Previous Year Grant from District of Hope: ☐

2. Current Year Joint Grant Requested From District of Hope: $ 3300.00 and FVRD$ _____

List all other Agencies to whom a grant has been requested for this project:		
Name	Amount Requested	Status of Request
NIL		

Please answer the following questions, using additional paper if necessary.

1. Attach your current financial statement prepared and signed by the appropriate person (i.e., CPA, comptroller, bookkeeper, financial officer, treasurer, etc.).

   attached

2. What efforts has your organization made to become self-supporting? If your agency charges user fees or membership dues, attach your current fee structure.

   see appendage

3. What are your organization's goals and objectives for this year?

   see appendage

4. How do the services of your agency overlap a similar agency, and what efforts have been taken to eliminate the duplication, if any?

   There are no similar services

5. How is the function of your organization mainly for the benefit of the citizens of the District of Hope?

see appendage

6. How does your organization promote cultural understanding in the community?

see appendage

7. In the past year, how many persons has your organization served? see appendage

8. How long has your organization been in existence in Hope? 16 years

9. How many years has your organization received Grant-In-Aid funding from the District of Hope?

3-4 times

10. How long do you anticipate that your agency will require funding from the District of Hope?

unknown

11. Is your organization voluntary and non-profit? yes

12. Are all of the board members/directors voluntary? If no, state amounts paid. yes

13. Is any part of the income of your organization payable to, or otherwise available for, the personal benefit of any proprietor, member or shareholder?

no

14. Report the number of volunteers. 14

15. Report the number of volunteer hours worked. 2025 1864 hours

16. Report the number of paid management and staff members and total salaries paid. Please indicate full vs. part-time staff.

none

17. Does your organization receive a rental subsidy from the District? If so, how much?

no

18. Does your organization receive any benefit from permissive tax exemption? And if so, how much? (Information available from Tax Department.) No

19. Does your organization use District-owned facilities? If so, which ones? no

20. How are your services publicized? Social Media, brochures,other educational material, newspaper, Public/Private events, decals on garbage bins, website, word of mouth, Tv

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

Brief description of proposed use of grant being applied for:
as per page 3 "proposed use of grant being applied for"

What is the need for this project in our community?
Public and wildlife safety, many newcomers and locals and tourists are unaware of ways to conduct themself around wildlife.

Is your application for a:

A. a seed grant;
B. a special project; or
C. a special capital expenditure

seed grant for special project/decals; capital expenditure for small equipment and mileage

If your agency is applying for a matching grant from government or other sources, is the grant contingent upon receipt of this District grant?
no matching grant is being applied for

Please indicate activities that will be carried out in this project and attach timelines to them.
see appendage

Please provide a brief financial budget for the project. see appendage

Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

the community will experience fewer, human- bear encounters that are harmful to either/both.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[redacted]

President/Chairperson

Appendages to the District of Hope Grant-in Aid Application 2026

Page 3

The Hope Mountain Black Bear Committee operates under the umbrella of the Northern Lights Wildlife Society.

NLW Society #: BN:829681518RR0001.
NLWS address: 17366 Telkwa High Rd., Smithers, B.C. V0J2N7
Contact: info@wildlifeshelter.com
Phone #: 1-250-877-1181

The purpose of the HMBBC: Reduce human-bear encounters through education, co-operation and community support.

Proposed use of the grant:
1. Start up 4 different language translations for digital brochures with QR code for non-English speaking new residents and tourists to Hope; editing and creating digital ongoing access to these brochures for the Hope Visitor Centre and Empowered Support Services Society (former Read Right).
2. Replace damaged decals for garbage bins in downtown Hope.
3. Mileage for Hope to finance followups requested by Conservation Officers, garbage checks, events and resident concerns.

HMBBC Chairperson: Lydia Koot
[redacted]

HMBBC Treasurer: Jan Kinna
[redacted]

Page 4
1. a. FVRD grant- applied for and received $2000.00 in 2025
2025 financial statement attached.

2. *Efforts to become self sufficient:*
   a. Fundraising: sale of artworks
   b. Honorariums; monetary donations; in-kind donations- eg. meetings held in homes and community facilities, events tables provided for free, volunteers doing translation editing.

3. *Goals for the year*:

a. Development of "Living with Bears" and "Staying Safe in Wildlife Country" brochures in 4 languages identified by the Visitor Centre and Empowered to increase awareness and safety for these populations (Chinese, Spanish, French, German).

b. To replace damaged decals on some garbage bins in the centre of town and apply to several bins that are without decals.

c. Maintain current annual operations in Hope and neighbouring areas (Laidlaw, Ruby Creek, Chawathil, Sunshine Valley) and continue contact with new organizations- eg., Flying Sisters camp at Camp Hope, (some cancelled due to wildfires).

Page 5

5. *Benefits to Hope:*

a. Businesses utilized- Erica Press, Signcrafters, Hope Computers, Hope Outdoor Store, Dollar Store

b. Services at no cost to the community:

i. Responds to Conservation Officers- investigates issues, canvasses, needed cub rescue if allowed by provincial biologists.

ii. Responds to individuals- social media monitoring/replies, instructions on use of bear spray, etc.

iii. Consultant for the gleaning program of Hope Mountain Centre

iv. Works with District by-law officers/garbage checks weekly

v. Conducts educational sessions at schools and events

vi. Education of business community to have bins supplied with metal lids and locks- or erect effective enclosures (as evidenced at the housing at 755 Old Hope Princeton Way).

6. *Promotes Cultural Understanding:*

a. Participates in Indigenous events- Truth and Reconciliation and Memorial Park events, educational sessions for staff and children, and local reserves' issues if participation is requested.

b. Empowered International Gathering, Welcome package

c. Health Fair, 1-in-5 Mental Health, Aging Well Expo, Hope Chainsaw Carving

d. any local events in any given year.

7. *Numbers served:*

- social media - thousands
- events- hundreds
- 2 local schools~ 350

2025 Year-end Statement — Hope Mtn. Black Bear Committee

Revenue:				
	Margolis	Grant - sent directly to NLWS	$10,000.00	
	FVRD - A&B	Grant - sent directly to NLWS	$2,000.00	
September 2/26	Women's Fish Camp	E-transferred by Lydia	$186.54	
		Total Revenue		$12,186.54
Expenses:				
		Women's Fish Camp	$186.54	
December 2025	FVRD - A&B	see attached expense sheet	$2,000.00	
December 2025	Margolis	see attached expense sheet	$1,715.76	
		Total Expenses		$3,902.30
		Balance carried forward to 2026		$8,284.24

Lydia's Expenses

Revenue:			
	Lillooet		$419.02
	Lower Nicola School		$800.00
	Moon L.		$50.00
	Janet R. painting		$100.00
	Donations at Chain Saw event		$90.00
	Jan K. donation		$100.00
	Donation at Ricky's Dinner		$20.00

$1,579.02

Expenses:

October 9/25	Lillooet Friendship Centre - Bear Aware training	346	$249.12
October 9	Bear spray - 3 x 23.30		$69.90
October 16	Lower Nicola School - Bear Aware training	256	$184.32
October 17	Lower Nicola First Nation Hunt Camp	256	$184.32
November 20/25	Minter Gardens - Memorial flowers		$134.39
Dec 2/25	Ricky's - Annual Committee dinner-383.70-370.72		$12.98

$835.03

Balance of cash available from Hope Funds $743.99

Page 6.

Activities /Timelines (upon receiving funding)

1. Brochures- 6 months - $500.00
2. Nine Decals- 6 months- $900.00
3. Small equipment- bear spray, pocket size air horns, carabiners- $300.00
4. Mileage for Hope and District- $1600.00

Total= $3300.00

Expense Claim for Lydia Koot - Hope Mtn Black Bear Committee

Date	Item	Mileage	Amount	Funded by
	FVRD Activities			
June 29/25	Peter Adamo mtg at Holiday Trail Reseort	42	$30.24	FVRD
July 22/25	CO re dead bear at Peters Road	44	$31.68	FVRD
July 30/25	Child Development Fair at Agassiz	68	$48.96	FVRD
August 2/25	Bear Aware Booth at Laidlaw Community Fair	32	$23.04	FVRD
August 10/25	Booth at Sunshine Valley Car Show	42	$30.24	FVRD
September 4/25	Travel to pick up from Eddie's Hang-Up	302	$217.44	FVRD
September 4/25	Eddie's Hang-Up - Display Holders		$1,247.68	FVRD
December 2/25	Ricky's - Bear Committee meeting and dinner		$370.72	FVRD
	Sub-total			$2,000.00
	Worshops and Events			
September 12/25	Women's Fish Camp	162	$116.64	Fish Camp
September 12/25	Reimburse for Bear Spray - 3 x 23.30		$69.90	Fish Camp
	Sub-total			$186.54
August 5/25	Lytton Fish Camp - Presentation	220	$158.40	Margolis
October 22/25	Lytton - 3 schools hunt camp - Bear Aware training	254	$182.88	Margolis
	Cub Rescues			
June 3,4/25	Hope to Fauquier 425 kms/ Fauquier to Bandstra Dallas 242 kms/ Dallas to Hope 215	882	$635.04	Margolis
June 5/25	Hope to/from Newport Beach Resort - 309 kms/ to Bandstra 96 kms/ to Hope 215 kms	620	$446.40	Margolis
October 6/25	Cub Rescue - Check dead bear in Clinton	407	$293.04	Margolis
	Sub-total			$1,715.76
	Total			$3,902.30

Signed: [redacted]

Date: Dec. 23. 25

TREASURER - JAN KINNA / [redacted]

(J. Kinna approved by phone - out of internet reach in the Yukon

DISTRICT OF HOPE

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: September 22, 2026 **FILE:** 0340-03

SUBMITTED BY: Mike Olson, CPA, CA, Director of Finance

MEETING DATE: October 26, 2026

SUBJECT: Purchasing Policy

PURPOSE:

The purpose of this report is to seek Council approval of the Purchasing Policy

RECOMMENDATION:

THAT the Purchasing Policy dated November 9, 2026 be adopted.

ANALYSIS:

One of the major considerations was that the current purchasing policy references old, outdated trade agreements which are no longer utilized. The previous trade agreements referenced in our policy were the Agreement on Internal Trade (AIT) and the British Columbia Alberta Trade, Investment, and Labour Mobility Agreement (TILMA). These trade policies have been replaced with the Canadian Free Trade Agreement (CFTA), New West Partnership Trade Agreement (NWTPA) and Canada-European Union Comprehensive Economic and Trade Agreement (CETA) which have increase the thresholds for procurement compared to the prior policy. Additionally, there is a provision that if trade agreements update or change, the policy will be able to adapt to these changes.

The thresholds that impact local government are as follows:

Procurement type	NWPTA	CFTA	CETA
General goods and services	75,000	121,200	340,600
Construction	200,000	302,900	8,500,000

The prior thresholds for the trade agreements were:

- The Agreement on Internal Trade (A.I.T) for purchases in excess of $100,000 and construction projects in excess of $250,000 or as amended by legislation from time to time.
- British Columbia Alberta Trade, Investment, and Labour Mobility Agreement (TILMA) for purchases in excess of $10,000 for goods, $75,000 for services, and $100,000 for construction projects, or as amended by legislation from time to time.

The objective of the new policy was to change the policy from being a detailed procedure manual style document to a principles based purchasing policy. By making this change, the policy can be utilized as a guiding document for procurement. Process documents can be designed off of the policy where required.

The new policy provides a clear breakdown of governance and responsibility. In the previous policy there were references to Council in day to day procurement decisions, which was not the intention of the policy, nor the practice of the District. The new policy provides a clear breakdown of responsibilities by position within the organization. Additionally, the current practice of the District is to bring non-compliance of the policy to the attention of the Chief Administrative Officer (CAO) or Director of Finance. This was not clearly articulated in the current policy. The proposed amendment explicitly states this as a policy.

The policy amendment provides a breakdown of purchasing methods for various levels of transactions. The policy further provides a synopsis of the specific types of procurement methods.

Another key component for the District was to provide a link to our Asset Management Policy and other plans. The goal was to ensure that the new purchasing policy ensured that sustainability and asset management was a key consideration within purchasing decision. Climate considerations are now explicitly noted within our objectives.

Although the purchasing policy does not specifically mention local businesses, the updated thresholds are intended to reduce the burden of soliciting quotes for procurement below the trade-agreement thresholds. The extent of this reduction depends on the quote requirements in the proposed policy, not solely on the trade agreement thresholds. The intended benefit is less need to obtain quotes from outside the local market for these purchases, without favouring local businesses.

The amended policy accounts for conflict of interest, to ensure that there are no issues within the purchasing policy. If a conflict is perceived, there is a seven day notice period to conflicts to be disclosed. This conflict of interest component provides clear steps if this occurs. The purpose of this section is to ensure that the District operates with integrity.

Purchase orders are not required for purchases under $1,000. Previously, the requirement for a contract as a condition of supply was waived when a purchase order was required. However, a purchase order was implied for all of these purchases.

Overall, the policy amendment modernizes our purchasing policy and provides a level of flexibility but still maintains proper roles, responsibilities and levels of control.

ATTACHMENTS:

Purchasing Policy – DRAFT
Purchasing Policy (amendment for 2025)

Prepared by:

Mike Olson
Digitally signed by Mike Olson
Date: 2026.11.03 08:55:46 -07'00'

Mike Olson, CPA, CA

Approved for submission to Council:

Kevin Dicken
Digitally signed by Kevin Dicken
Date: 2026.11.03 09:49:55 -07'00'

Chief Administrative Officer

DEPARTMENT: **ALL**	
POLICY TITLE: **PURCHASING POLICY**	
Authority: Legislative: (Council) ☒ Administrative: ☐	**Effective Date:** November 9, 2026 **Date for Review:** As Required

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1. POLICY STATEMENT

1.1 The purpose of this policy is to maintain fiscal responsibility and accountability with the District of Hope (District) procuring the goods, services and construction through an unbiased, open and competitive process that provides the best value to the District considering purchase price, quality, delivery, installation and eventual disposition.

1.2 This policy will support the District's strategic objectives while ensuring that the requirements under the Community Charter, Local Government Act, various trade agreements, the Freedom of Information and Protection of Privacy Act, and District bylaws are met.

2. RESPONSIBILITIES

2.1 It is the role of the council of the District (Council) to establish policy and approve expenditures through the District's budget approval process. Through this policy, Council assigns to the District's officers and employees the authority to incur expenditures in accordance with approved budgets through the procurement of deliverables in accordance with the rules and processes set out in this policy and applicable protocols and procedures. Council may provide strategic direction and guidance on major projects prior to the commencement of the procurement process; however, Council will not be involved in the day to day procurement operations or individual procurement processes, except to the extent that the approval of Council is required under this policy or in the event that an exception to this policy is required.

2.2 The Chief Administrative Officer (CAO) is responsible for establishing and maintaining procedures for the District's procurement process that are consistent with this policy.

2.3 The Director of Finance is responsible for the administration of this policy.

2.4 Department directors and managers are responsible for:

a) adherence to this policy and to procedures established pursuant to this policy;

b) managing and administering contracts once approved under the procurement process;

c) monitoring departmental and capital budgets under their authority and ensuring that purchases are in accordance with the District's Financial Plan; and

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d) monitoring compliance with this policy. Any instances of non-compliance shall be documented and reported to the Director of Finance and/or CAO in a timely manner.

2.5 All employees are responsible for compliance with this policy and procedures established pursuant to this policy.

3. AUTHORITY FOR PROCUREMENT TRANSACTIONS

3.1 The following requirements must be met before any procurement transaction is initiated:

a) the procurement has been identified, budgeted for and approved by Council in the Financial Plan;

b) the expenditure necessary for the procurement has been allocated and approved as part of the annual budget;

c) a procurement procedure consistent with this policy has been determined; and

d) the initiation of the procurement has been approved by the appropriate officer or employee as provided below.

3.2 Minor or insignificant overages may be funded through relevant reserves as approved by the Director of Finance.

3.3 The authorization to initiate and approve any procurement is specified below:

Threshold	Position
> $100,000	CAO/Deputy CAO
up to $100,000	Director of Finance
up to $75,000	Directors, Deputy Directors
up to $25,000	Managers, Assistant Fire Chiefs
up to $10,000	Supervisors
up to $5,000	Other staff with approval of Supervisor

4. GENERAL PURCHASING STANDARDS

4.1 **Best value**. The District will buy in the open market and will seek the best value procurement. Best value does not always mean the lowest pricing. Best value includes many characteristics including, but not limited to: acquisition cost, availability, suitability, serviceability, transportation, required training, warranty, design, environmental impact, quality required, overall lifecycle cost implications and other significant applicable characteristics.

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4.2 **Asset management**.

a) Each procurement should align with the District's Asset Management Policy and Plan where applicable and shall incorporate asset management best practices where practical. Considerations should include the sustainable level of services to provide to residents, the long-term climate resiliency of assets, and total life-cycle cost of acquisitions (both financial and embodied carbon). Total life-cycle costs will consider costs including, but not limited to, operating and maintenance costs, energy consumption, acquisition costs, training, and disposal costs or resale value.

b) Where possible, a natural asset-informed approach should be considered and incorporated in decision making. Where natural assets can provide a service that constructed assets are being evaluated for, the expected lifecycle cost of upgrading natural assets to provide and maintain the service should be compared to the total lifecycle costs of constructed assets.

4.3 **Environmental and social sustainability**. The District's purchasing decisions should be taken with consideration of economic, environmental, and social objectives, Council's strategic plan and other plans, as may be amended from time to time. Wherever possible opportunities to achieve positive environmental and social outcomes and/or community benefits should be embedded into procurement processes.

5. PROCUREMENT METHODS AND APPLICABLE THRESHOLDS

5.1 Any procurement should be carried out using one of the methods described below, as appropriate to the prescribed monetary thresholds:

a) **Direct Procurement**. Procuring goods, services or construction from a pre-determined supplier without providing an opportunity for other suppliers to participate. Staff are responsible for ensuring reasonable market price and good value. Direct procurement is not suitable where a number of small contracts for the same or similar service will be contracted throughout the year and are reasonably expected to exceed $7,500 of goods, services or construction acquired within the year.

b) **Informal Quotation**. Quotes are solicited through an informal communication process including email or phone. Documentation of such solicitation should be maintained including particulars about time, date and nature of supply or goods solicited, additional criteria being considered where applicable, whether a quote was received from each supplier and details of each quote including total

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contract price. Written quotes are preferred. Verbal quotes are acceptable where necessary.

c) **Formal Quotation**. Quotes are solicited through a formal request for quotation that is not posted on BC Bid. Invitations to submit quotes shall be directed to a minimum of three suppliers (where possible). Quotations must be received in writing.

d) **Formal Competitive Bid**. Formal competitive bids are solicitations that are posted on BC Bid and could be in any of the following forms:

   (i) **Request for Proposals (RFP)**. A process to acquire services (primarily) where price is not the only consideration in selecting the supplier. The selection is value-based and is based on the highest score and highest overall value.

   (ii) **Invitation to Tender (ITT**). To acquire construction and other services where price is typically the only deciding factor. Used when the work to be undertaken can be specified in detail and must be adhered to by the contractor. The contract is generally entered into with the lowest compliant bidder.

   (iii) **Request for Standing Offers (RSO)**. To acquire offers for goods, services or construction that are required on an ongoing basis as needed. Selection may be either price-based or value-based.

   (iv) **Request for Qualifications (RFQu)**. To create a pre-qualified list of suppliers who are eligible to participate in subsequent procurement processes (primarily utilized for professional service providers). Selection typically based on qualitative factors only and price would not normally be considered.

   (v) **Request for Quotations (RFQ)**. To acquire goods, services or construction for low value purchases. Selection may be either price-based or value-based.

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5.2 The following thresholds will guide the method of procurement:

Goods and General Services

Estimated Purchase value (excluding taxes)	Purchasing Method
< $10,000	Direct procurement
$10,001 - $50,000	Informal quotation request
$50,001 - $75,000	Formal quotation request
> $75,000	Formal competitive bid

Professional services

Estimated Purchase value (excluding taxes)	Purchasing Method
< $10,000	Direct procurement
$10,001 - $50,000	Informal quotation request
$50,001 - $75,000	Formal quotation request
> $75,000	Formal competitive bid

Construction

Estimated Purchase value (excluding taxes)	Purchasing Method
< $50,000	Direct procurement
$50,001 - $200,000	Formal quotation request
> $200,000	Formal competitive bid

5.3 **Fairness considerations**. The following considerations apply to any procurement method used:

a) All suppliers must be provided equal access to all information and reasonable and equal time to submit bids.

b) Selection criteria must be established.

c) All records associated with a competitive bid process are subject to the Freedom of Information and Protection of Privacy Act provisions and staff should maintain those records in a manner consistent with the procedures established by the District.

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6. COOPERATIVE PROCUREMENT

6.1 Cooperative procurement arrangements may be entered into with other agencies provided the procurement is carried out using methods that are equivalent to those set out in this policy.

7. REQUIREMENT OF CONTRACT

7.1 Personnel responsible for the procurement should ensure that a suitable contract is executed prior to authorizing, accepting or making payment for a supply of goods, services or construction. Contracts may require legal review for complex or high-value contracts.

7.2 Change orders or contract amendments should be used to update, alter, extend or otherwise modify a contract. Changes to contract value must be within the approved Financial Plan or, if exceeding the Financial Plan, have received Council approval to amend the Financial Plan.

7.3 The requirement for a contract as a condition of supply can be waived in the following circumstances:

a) **Purchasing Card**. Used for low value purchases, foreign exchange purchases within spending thresholds.

b) **Purchase Order**. Generally used to purchase goods, services or construction of low to high value or a service of low value with minimal risk and a defined scope of work. Purchase orders are not required for purchases under $1,000.

8. EMERGENCY PROCUREMENT

8.1 In an unforeseen circumstance that requires immediate action, such that inaction would result in harm to a person or harm or damage to real or personal property of any type, the methods and procedures set out within this policy may be waived as approved expressly by the CAO/Deputy CAO or, in the event of a state of emergency, by the District's Emergency Operations Centre Director or designate.

8.2 In such situations, the authorized person in charge of the situation will approve any commitments made on behalf of the District and will process the appropriate documents during the first business day following the event. Where the expenditure can be accommodated in the Financial Plan, whether out of contingency funds or reallocations, the CAO, or Deputy CAO (in the absence of the CAO) or Director of Finance is authorized to approve the expenditure. Emergency purchases that cannot be accommodated with in the Financial Plan

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will be authorized by the CAO, or Deputy CAO (in the absence of the CAO) or Director of Finance and reported to Council following the event. Whenever the District Emergency Response Plan is invoked, the procedures in the plan override this policy.

9. CONFLICT OF INTEREST

9.1 It shall be a conflict of interest when an employee knowingly participates directly or indirectly in the procurement of goods, services or construction by the District when:

a) an employee or member of the employee's immediate family, business associate, or close friend has a financial interest in the transaction; or

b) an employee uses the influence of position or demands favours or services from any individual, organization or corporation that would result in a financial benefit to the employee or member of the employee's immediate family, business associate, or close friend.

9.2 Employees must make full disclosure to the CAO or their designate promptly upon (but in no event later than seven days after) becoming aware of any situations that may place them in a position in which the possibility of a conflict of interest may exist between their duties to the District and their personal interests. Individuals with a conflict of interest shall be recused from their involvement in the procurement process, and the next authority level without conflict shall be responsible for the procurement.

9.3 Where products or services have no other source except from an employee's business interest, approval of the CAO or their designate must be received prior to their purchase.

10. EXEMPTIONS

10.1 Any exemptions that exist in the New West Partnership Trade Agreement, the Canadian Free Trade Agreement or the Canada-European Union Comprehensive Economic and Trade Agreement or their successors may be applied to a requirement under this policy with the approval of the CAO or their designate.

10.2 In general, these exemptions include:

a) land and real property acquisitions and fees;

b) facility and land rentals or leases;

c) utilities including hydro, gas, and telecommunications;

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d) admissions, registrations, and accommodations for conferences, conventions, training courses, workshops, and seminars;
e) professional memberships;
f) legal fees;
g) licensing and permits;
h) District payroll and refundable employee expenses;
i) payment to any local, provincial or federal government under an agreement, permit, license, penalties, fines, and remittances under any act or regulation; and
j) upon approval of Council on items solicited under $100,000, when it is warranted that a single or sole source supplier should be utilized.

11. REPEALS

11.1 Purchasing Policy dated March 23, 2009, and all amendments thereto, are hereby repealed.

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DISTRICT OF HOPE POLICY MANUAL

DEPARTMENT: **ALL**	
POLICY TITLE: PURCHASING POLICY	
Authority: Legislative: (Council) ☒ Administrative: ☐	**Effective Date:** March 23, 2009 **Date for Review:** As Required
	Amendment Dates: October 24, 2016 June 25, 2018, December 13, 2021, April 14, 2025

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1. POLICY STATEMENT

The purpose of this policy is to maintain fiscal responsibility/accountability with the District procuring the goods and services through an unbiased, open and competitive process that provides the best value to the District considering purchase price, quality, delivery, installation and eventual disposition.

2. AUTHORITY & RESPONSIBILITY

It is the responsibility of individuals with purchasing authority to ensure purchasing practices serve the best interest of the District and are in conformance with this policy. Individuals with purchasing authority are to ensure funds have been provided for in the budget for the proposed expenditures and that the expenditures will not result in a budgetary overage. All purchasing is authorized through the adoption of the Financial Plan except in circumstances authorized under the Emergency Purchasing section of this policy.

3. GLOSSARY

Credit Card: A corporate credit card issued to the Mayor, Chief Administrative Office (CAO), Directors /or their designate and Operations Manager for District purchases.

Invitation to Tender: This is a formal request for sealed bids for the supply of specific goods or services in response to an advertised invitation. The purpose of a tender is to eliminate the need for negotiations with tenderers and replace this with competition between the tenderers.

Purchase Order: A document for the purchase of goods or services issued by the District of Hope and approved in accordance with this policy.

Quote or Request for Information:	This is a less formal process. The request for quotes or information may not necessarily develop into a supply contract.
Request for Proposal (RFP):	This is a formal request for submissions. AN RFP IS NOT A TENDER. It is not as specific as an Invitation to Tender. An RFP describes an opportunity or problem and asks for solutions and costs for addressing those specific opportunities or problems.

4. GENERAL INFORMATION

- **Principles:**

  Staff shall not use their authority or office for personal gain and shall seek to uphold and enhance the position and reputation of the District by maintaining a standard of integrity in all their business relationships both inside and outside the District that is above reproach; and by optimizing the use of resources for which they are responsible so as to provide the maximum benefit to the District.

- **Cost of Ownership:**

  The District recognizes that the lowest price is not always the best value. Employees of the District of Hope who are required to use corporate funds for goods or services are encouraged to look at the total cost of ownership, which may include but not be limited to the following:

  - Acquisition cost
  - Maintenance cost
  - Quality of product/service
  - Warranties
  - Training cost
  - Services availability for District
  - Performance, including previous performance

- **Freedom to Choose:**

  All documentation is to be written in such a manner as to give the District the greatest freedom possible in choosing a supplier, contractor or consultant.

5. GENERAL PURCHASING STANDARDS

- The following agreements will be consulted and tender notices in these cases will be posted on the BC Bid's web site.
- The Agreement on Internal Trade (A.I.T) for purchases in excess of $100,000 and construction projects in excess of $250,000 or as amended by legislation from time to time.
- British Columbia Alberta Trade, Investment, and Labour Mobility Agreement (TILMA) for purchases in excess of $10,000 for goods, $75,000 for services, and $100,000 for construction projects, or as amended by legislation from time to time.
- Supplier lists will include all interested and qualified suppliers.
- The process for selection of suppliers involving standing purchase orders (several similar purchases from a single vendor over time) must be based on the total value of the standing purchase order, not on the individual component purchases.
- Contract documents shall form part of the tender package. The signing authority for the contract will be in accordance with this policy.
- All contracts must include the District's current liability requirements.
- ALL requests for bids must specifically include or exclude GST and PST.
- Contractors, sub-contractors or suppliers who, either directly or indirectly through another corporation or entity, who are in litigation, or have served notice with intent to proceed with court action against the District of Hope that is in connection with the project in question or any analogous contract for works or service, are ineligible bidders and will be disqualified from the tender evaluation.

6. PURCHASE ORDERS

Purchase orders shall be issued for all purchases (except exempt purchases – see Appendix E) and signed by an approved signatory.

The Purchase Order (PO) will be completed with the supplier name, date, quantity ordered, product or service description, price and product or service extension. Where amounts are known freight and taxes may also be listed.

A three (3) part Purchase Order is to be used:

I. Top copy (white) is the supplier copy.
II. Second copy (yellow) is to be forwarded to the Finance Department with any additional documentation relevant to the purchase and is to be attached to the applicable invoice.
III. Third copy (pink) is to remain in the PO book intact.

The Finance Department will manage the distribution of PO books. All PO books must be signed out and no new books will be issued until the previous one assigned is returned complete.

7. CREDIT CARD PURCHASES

Corporate District credit cards shall be issued to the following:

a) Mayor
b) Chief Administrative Officer
c) Directors / or their designate
d) Operations Manager

Credit card limits may be amended from time to time as required.

8. EMERGENCY PURCHASES

Emergency situations may occur which require immediate commitment of materials, equipment and or services. An emergency expenditure is any expenditure that is the result of an event caused by accident, fire, explosion or technical failure or by forces of nature that results in the need to expend District resources:

a) To protect human life, safety and health
b) To protect property
c) To protect the environment
d) To protect the economic interest of the community

In such situations, the authorized person in charge of the situation will approve any commitments made on behalf of the District and will process the appropriate documents during the first business day following the event. Where the expenditure can be accommodated in the Financial Plan, whether out of contingency funds or reallocations, the CAO, or Deputy CAO (in the absence of the CAO) or Director of Finance is authorized to approve the expenditure. Emergency purchases that cannot be accommodated with in the Financial Plan will be authorized by the CAO, or Deputy CAO (in the absence of the CAO) or Director of Finance and reported to Council following the event. Whenever the District Emergency Response Plan is invoked, the procedures in the plan override this policy.

9. PURCHASING AUTHORITY LEVELS – Standard Purchases

This schedule refers to the approvals required for the various dollar values of procurement. Other than in emergencies, **budget approval is required before the purchase is made.**

DOLLAR AMOUNT APPROVAL THRESHOLDS

Once District Council, through the budget process, has approved funds for the purchase, the following thresholds apply:

Estimated Value of	Procedure to Use	Approval Required
Greater than $75,000	Use the tender process. Request for Proposal may be used with approval of CAO, or Deputy CAO (in the absence of the CAO).	CAO, or Deputy CAO (in the absence of the CAO) approves and signs contract upon recommendation of Directors.

Estimated Value of	Procedure to Use	Approval Required
	Letter awarding contract is to be issued. Contract to be signed before work begins.	**Approval of Council required for selection of other than low tender.**
$50,001 to $75,000	Use a Tender call or Request for Proposal. Letter awarding contract is to be issued. Contract to be signed before work begins.	Directors
$10,001 to $50,000	Obtain three (3) written quotes or issue a Request for Proposal. Issue a Purchase Order upon Selection.	Directors
$5,001 to $10,000	Obtain three (3) written quotes. Issue a Purchase Order upon selection.	Directors / or their designate, Operations Manager
$1 to $5,000	Purchase Order	Operations Manager Mechanic Authorized Fire Department Personnel

For purchases from $50,001 to $150,000, the decision between the use of a Tender or a Request for Proposal will be made by the CAO, or Deputy CAO (in the absence of the CAO).

Contracts up to $150,000 may be renewed with the approval of both the CAO, or Deputy CAO (in the absence of the CAO) and Directors. Only one renewal, for a term no longer than the original term, may be approved. The maximum length of approval for the combined original contract plus one renewal term cannot exceed five (5) years.

Select tenders may be used in specific circumstances. The CAO or Deputy CAO (in the absence of the CAO) is to be involved in the decision to use select tenders.

10. ADMINISTRATIVE PROCEDURE

The responsibility for the processing, documentation, and retention of tenders and requests for proposal rests with the issuing Department. No tender is to be issued until the required land and/or rights-of-way have been acquired, without prior approval of Council.

A. DETERMINE THE PROCESS OR TOOL TO BE USED (using Purchasing Authority Levels as guide)

1. INVITATION TO TENDER

Description: Sealed tenders will be submitted by a specific date and time, and will be opened in a public process at a specified date and time. The Tender Form and Specifications are drafted by the Department requiring the goods or services. Sealed bids must conform to the instructions in the tender request. Following the public opening, the Directors will evaluate the bids and make a recommendation to the CAO or Deputy CAO (in the absence of the CAO).

Preparation and Issuing:

- Each set of tender documents is to be prepared by the issuing Department and approved by the CAO or Deputy CAO (in the absence of the CAO) before being released to the suppliers.
- Each tender is to be numbered sequentially by Department, tender and year number. For instance, ADMIN #03.25 is the number of the third tender issued by the Administration Department in 2025.
- Tenders are to be addressed to the **originating Department** and they are to be opened at District Hall. The Clerks must be advised of all tenders coming due in order to properly receive them and **forward them to the originating Department.**
- Each tender is to outline what documents must be enclosed with the tender. Remember that failure of the tenderer to supply any of the required documents at time of tender opening may result in the tender process being rejected.
- Tender is to specify if prices are to be **inclusive of all taxes.**
- Each tender must include a waiver to be signed by the tenderer allowing the District to abandon the tender process if there is only one tender submitted.
- Each tender must include all relevant property and liability insurance requirements.

Process:

- Once Directors approval of the tender documents is obtained, the tender documents are released to suppliers.
- Tender is advertised specifying a final submission deadline that coincides with the Tender opening time.
- Tenders will be publicly opened by the Directors or his designate.
- A log will be kept of all tenders submitted.
- Tenders will be evaluated and a recommendation made to the Directors and/or CAO or Deputy CAO (in the absence of the CAO).

- Once a decision has been made and the required approvals obtained, a written response will be made to all bidders.
- The successful bidder will receive confirmation of the award by way of letter.
- Written documentation/contract will be prepared, signed and distributed.

Tender opening: Tenders will be opened publicly in the presence of at least one Director or their designate, and one staff member.

- Complete the form attached as Appendix "D"
- Record the attendance
- Commence opening at the advertised time.
- Open each bid
  - Record the name of the bidder
  - Record the documentation attached (i.e. bid bond, performance bond)
  - Record the tender amount
  - Stamp the tender with date stamp and initial the tender document.
  - The opening is public. The name of the bidder and the tender amount is read and is available to the public.
  - Once the tenders are all opened, the public process is complete.

Completion of tender process:

- After the opening of the tenders, the originating Department does the analysis and makes a recommendation to the approving authority in accordance with the purchasing authority thresholds. If the recommendation is for other than the low tender, a report must be prepared for Council as their approval will be required.
- No communication regarding the result of the tender process is to be made to any tenderer until the appropriate approvals have been received.
- Once approval is received by the originating Department, all bidders will be advised in writing of the result.
- Any follow-up documentation (contracts, bonds, securities, etc) is the responsibility of the originating Department.
- The tender documents and all related materials are to be retained on file by the originating Department.
- Tenders from both the successful and unsuccessful tenderers shall be open for public inspections.
- **No work is to be commenced or product provided until a contract and required documentation is in place**.

- A Purchase Order is required for the commencement of the work. Any purchase orders of $25,000 or higher require the signature of the CAO or Deputy CAO (in the absence of the CAO) or Director of Finance.

Execution of public tender requiring a contract: The Directors or CAO or Deputy CAO (in the absence of the CAO) will have the contract prepared, and the successful tenderer will be notified that the contract is ready for execution. The Directors will ensure that the company is in good standing and has a current business license.

Where bid bonds are required, the issuing Department shall return the bid bonds to the unsuccessful bidders.

Once the contract has been executed by both parties, copies will be distributed as follows:

- Original signed copy of contract to be retained by the District.
- One copy to the tenderer.
- One copy to the issuing Department and all tendered contract documents will be retained by the issuing Department.

Responsibility for Administration of Tender Contract: The responsibility for the ongoing administration of a publicly tendered contract shall reside with the originating Department in consultation with the project consultant (if any). Such administration shall include: ensuring the contract is signed before work begins; monitoring the performance of the contractors; managing payment to the contractors; tracking revenues and expenditures on the project; managing any changes and/or change orders to the contract documents; and managing the completion of the project.

Security: All tenders must include the provision of a security. For construction work, the security will be in the form of a performance material/labour bond. For service contracts (such as garbage collection) performance should be secured by way of a letter of credit or cash. The amount of such security should represent the additional costs to the District to ensure the service is provided or the work is performed if the contractor is unable to perform such work.

Performance bonds and insurance coverage documentation shall be attached to the original signed contract and kept in the secure cabinet.

Letters of Credit or cash shall be controlled by the Finance Department. Copies and receipts are to be retained on file by the originating Department.

2. REQUEST FOR PROPOSAL (RFP)

Description: There may be more than one solution presented in the submissions. An RFP is an invitation to proponents to negotiate with the District for the procurement contract and it is an indication of the District's intention to consider the proponents submissions and thereafter negotiate with one or more of the proponents.

Preparation and Issuing:

- Request for Proposal is drafted by the Directors and approved by the CAO or Deputy CAO (in the absence of the CAO).
- Evaluation criteria is preset and approved, and the criteria form part of the RFP package (see sample in Appendix "A").
- Each RFP is to be numbered sequentially in a similar manner as tenders, followed by RFP. Example: ADMIN.RFP #03.25.
- The RFP is either advertised, or the request is sent to specific, pre-qualified suppliers. A formal pre-qualification process is to be determined and pre-approved by the Directors.
- RFP submissions are to be addressed to the **originating Department**.

Each RFP must contain the following:

1. A statement that it is a request for proposals only and will not give rise to a Contract "A" (bid contract).
2. No mention of subsequent contracts to be entered into should be contained within the procurement documents.
3. No proposed contract document is to be attached to the RFP documents.
4. A statement advising the proponents that the District is free to negotiate with any of the proponents and that as a result of the negotiation process the owner is not required to treat all proponents equally.
5. A statement that the process is NOT a tendering process.
6. A statement that no legal relations are intended to arise from the RFP process.
7. A statement that the District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.
8. A statement limiting the District's exposure for costs on claims relating to the RFP process including the costs of preparation of the RFP document.
9. Specify the date and time the proposal is to be submitted.

All RFP's shall include a clause encouraging bidders to include innovative creative ideas in their proposal. The evaluation criteria for the submissions must be clearly defined to allow the bidders to have assurance that the evaluation process will be consistent (see Appendix A). The RFP process forms complex legal obligations. Any uncertainty regarding the process shall be referred to the CAO or Deputy CAO (in the absence of the CAO).

Process and completion.

- No public opening is required.
- Log kept of all RFP's submitted.

- Evaluation of RFP's and recommendation to be done by the originating Department.
- Review and approval of recommendation in accordance with required approval per Appendix "A".
- Letter awarding proposal to successful proponent, commencing negotiations for a contract.
- Written response to all unsuccessful proponents.

3. QUOTE OR REQUEST FOR INFORMATION

Description: Before a quote is accepted, a minimum of three quotes must be obtained. Additional information or clarification from suppliers may be obtained by the Directors prior to or during the evaluation process. Quotations should be submitted directly to the Department requesting the quotation. The process steps are:

- Request for quotations will be sent to known suppliers of the goods or services.
- Request for quotations will indicate a deadline for the return of the quotations. Quotations received prior to the deadline will be kept confidential.
- All bidders will be advised of any changes to the deadline or the request for quotations.
- A record will be kept by the issuing Department of the persons or firms who are invited to submit quotations and will keep all quotations received.
- Quotations received will be evaluated by the Director for all quotations between $10,001 and $50,000.
- Purchase order will be issued to the successful supplier.
- Written or telephone response to all bidders.

B. ADVERTISING

Contracts over $150,000 will be advertised at a minimum throughout the Province of British Columbia in an appropriate venue

- Contracts less than $150,000 but over $25,000 will be advertised in the Fraser Valley Region.
- Contracts less than $25,000 may be advertised locally only, via newspaper, District website, and/or social media.

C. DISCLOSURE

The District shall not knowingly disclose the contents of a Tender, RFP or Quotation submission and shall take reasonable measures to safeguard the confidentiality of the contents of same, subject to the provisions of the *Freedom of Information and Privacy Act.*

D. SPECIFIC PURCHASE ITEMS:

1. **Hired equipment – construction and maintenance**
   Quotation calls will be made for standing offers. Equipment will be hired based upon price, availability, and condition of equipment.

2. **Annual supply contracts**
   For major annual supply contracts expected to be in excess of $50,000 (i.e. gasoline, gravel, etc.) tenders are to be issued unless there are unusual circumstances warranting another procedure. The approval of the CAO or Deputy CAO (in the absence of the CAO) must be obtained if a tender process is not used.

3. ***Professional Services***
   Where professional services other than consultants are to be retained on an ongoing basis, a review will be undertaken every five years. These services include but are not limited to:

   - Banking services
   - Insurance services
   - Auditing services
   - Employee Benefit Plan brokerage services

These services will be requested by way of an RFP. The evaluation criteria will be set out in the RFP and evaluation of the proposals will be undertaken by the relevant Directors. The recommendation will be approved by the CAO or Deputy CAO (in the absence of the CAO) and a report prepared for Council, who will appoint the successful bidder. In addition to the professionals appointed by Council, other professionals may be engaged for specialized services upon the approval of the CAO or Deputy CAO (in the absence of the CAO).

(Real Estate and Legal Services are covered by a separate Policy.)

4. **Professional Consulting Services**

(a) In order to achieve a balance between continuity and competitiveness, professional consulting services shall be retained for municipal projects as required.

Consultants will be retained on the basis of expertise, experience, professional reputation, ability to complete the work and to provide cost-effective advice and solutions. The Departments will not rely on one consultant to provide the majority of consulting services. The use of local consultants is encouraged when the capability of the firm matches the scope of work. A consultant will be recommended by the Directors and approved by the CAO or Deputy CAO (in the absence of the CAO).

(b) On-Going Professional Services: A consultant will normally be nominated to provide ongoing consulting services, including but not limited to the following areas:

- Land Use Planning
- Environmental Assessment
- Social Planning
- Landscape Architecture
- Wastewater Collection, Treatment & Reclamation
- Water Supply, Treatment & Distribution
- Storm Water Management
- Transportation & Traffic
- Pavement Management
- Geotechnical
- Survey (not including legal survey)
- Water Conservation
- Civil & Structural
- Computer Consulting Services

E. PREFERENCE TO LOCAL SUPPLIERS

The District supports local businesses by encouraging local purchasing where all things are equal.

After considering the total cost of ownership and level of service provided and subject to trade agreement requirements, geographical priorities will be considered in the following order:

- Within the District of Hope
- Within the upper Fraser Valley (Agassiz, Harrison Hot Springs and Chilliwack)
- With the Fraser Valley Regional District
- Within the Province of British Columbia
- Within Canada

F. INVOICE APPROVALS

Invoices require the signature of the relevant approving authority in accordance with this policy. Invoices will not be paid until approval has been obtained.

- APPENDIX A -

A. RFP - EVALUATION CRITERIA

Request for Proposals are used to obtain submissions for solutions to specific problems. Request for Proposals will be evaluated based on a variety of factors which are detailed in the RFP.

A minimum of two staff members will typically do the evaluation of the Request for Proposals. These employees will collaborate to complete a consensus rating. Occasionally, more than two evaluators may be used.

The evaluation will consider several key items, weigh them according to our interpretations of relevance, and then develop a total point structure for each. **It is not the intent of this evaluation to remove subjectiveness from the evaluation process, but the intent is to guide those individuals reviewing the submissions so they do not miss important criteria or give excessive weight to items of less importance.**

Each Request for Proposal call may have different categories for evaluation and each may be weighted differently. Typically, the evaluation criteria used will be provided as part of any Request for Proposal call. The District of Hope also recognizes that evaluations that score within 5% of others may be essentially equivalent and therefore selections will be made with emphasis on key personnel, work plan, schedule and availability.

B. DESCRIPTION OF EVALUATION CRITERIA

1. Key Personnel

The details and expertise of the Key Personnel will be evaluated as related to the scope of work. Emphasis will be placed on personnel demonstrating similar experience, including type, size and magnitude of work. This is to also include the following:

- Sub-consultants
- Assigned staff
- Principal field Inspector

2. Experience

Corporate experience should demonstrate the degree of involvement with similar projects. Local experience should indicate involvement with projects in the Fraser Valley Area. The bidding firms' experience must demonstrate involvement with projects of similar scope, size and complexity.

3. Work Plan

The details required in the work plan have been identified in the Request for proposal. The evaluation will determine if the firm/individual has met the requirements. Innovative procedures and better project understanding will also be evaluated here. Identification of the level of effort for each team member, in each phase of the project, is required.

4. Schedule

The details required in the schedule plan have been identified in the Request for Proposal. The evaluation will determine if the firm/individual has met the minimum schedule requirements.

5. Fee and Level of Effort

This section is to be submitted in a separate, sealed envelope, marked "Fee Proposal".

Upset fees have been requested for detailed design, tendering and post construction services. An estimated fee for the contract administration has been requested. Fees for key personnel, support staff and disbursements must be identified. The corporate fee schedule must also be included should additional work beyond the terms of reference be requested. The evaluation will be based on a comparison to the other consultants. Obvious imbalances in the fee breakdowns may result in rejection of the consultant's submission.

The Level of Effort and will be evaluated with the Work Plan and will be based on the methodology, innovation and recommendations of the proposal.

C. EVALUATION CRITERIA WEIGHING

Each category will be rated at one of five levels – Poor, Fair, Acceptable, Good and Excellent. The evaluator may assign mid-point marks to properly assess the proposal's ranking.

- **KEY PERSONNEL**

Poor	Lacks experience in comparable projects and objectives. Does not have adequate resources and expertise to make qualified recommendations based on the terms of reference.
Fair	Minimal experience in comparable projects and objectives.
Acceptable	Adequate experience in comparable projects and objectives. May make recommendations based on assumptions and results of similar projects without direct involvement in them.
Good	Demonstrates a solid understanding and considerable level of expertise in terms of accomplishing objectives. May make recommendations based on a similar project experience.
Excellent	Excellent understanding of objectives and terms of reference. Experience and expertise demonstrated in numerous past projects. Recommendations would be based on experience gained from direct involvement in a wide variety of projects similar in criteria.

- **EXPERIENCE**

Poor	No experience related to proposed project.
Fair	Minimal experience related to proposed project.
Acceptable	Some experience related to proposed project.

Good	Experienced related to proposed project.
Excellent	Significant experience related to proposed project.

- **WORK PLAN**

Poor	Lacks information to determine if the consultant understands the assignment and/or written statements indicates the consultant clearly does not understand the project.
Fair	Minimal information – consultant uses generic terminology that could be used to describe the project or any project of similar nature.
Acceptable	Adequate information to show the consultant understands the basic project.
Good	Details indicate a full and complete understanding of the project.
Excellent	Details indicate a full and complete understanding of the project. Information shows the consultant has included some innovative ideas that demonstrate the depth of understanding.

- **SCHEDULE**

Poor	Schedule provided is not in requested format and/or is of an unacceptable duration.
Fair	Minimal detail, no indication of actual resources dedicated to the project, duration is at or over expected completion date.
Acceptable	Detail sufficient to show adequate resources, duration is at expected completion date.
Good	Detail sufficient to show adequate resources, duration is shorter than the expected completion date.
Excellent	Extensive amount of detail – suitable for terms of reference level, duration is significantly shorter than the expected completion date. Depending on the project, availability to start the project immediately may be a significant criteria.

- **FEE**

Fee rating will be assessed from lowest to highest with a provision for inspection personnel and possible reduced onsite hours of inspection.

Poor	Greater than 10 % higher than middle fee submission.
Fair	Up to 10 % higher than middle fee submission.
Acceptable	Middle fee submitted.
Good	Up to 10 % lower than middle fee submission.
Excellent	Greater than 10 % lower than middle fee submission.

- APPENDIX B -

EXAMPLE ONLY

VALUATION MATRIX FOR REQUEST FOR COMPLEX PROPOSAL

Project Title: Date:

Consultant:

Directors:

Category	*Point Value*	*Poor 0*	*Fair 0.3*	*Acceptable 0.5*	*Good 0.75*	*Excellent 1.0*	*Total*
Key Personnel and Support Staff:							
Project Manager	20						
Design Staff	15						
Site Inspector	10						
Sub-Consultants	5						
Experience:							
Corporate	10						
Local	5						
Project Manager	10						
Detailed Work Plan	30						
Detailed Schedule	20						
Proposed Fee:							
Design Upset Fee	10						
Tendering Upset Fee	5						
Site Inspection-Hourly & call out	5						
	4						
Contract Administration-Hourly	1						
Post Construction Upset Fee							
Total Points Available	150	**Total Points:**					

- APPENDIX C -

EXAMPLE ONLY

EVALUATION MATRIX FOR STANDARD PROPOSALS

CATEGORY	Point Value	Total
1. Key Personnel and Support Staff	15	
2. Experience, (Considered from EOI submittal)	30	
3. Detailed Work Plan	30	
4.Detailed Schedule Plan	10	
5. Fee Proposal	15	
Total Points Available	100	

The principles and procedures outlined in this policy should always be used in conjunction with the buyer's discretion and good judgment.

- APPENDIX D -

TENDER OPENING FORM

TENDER #	
TITLE:	
CLOSING DATE:	**TIME:**

IN ATTENDANCE:	

BIDDER	**CITY**	**DOCUMENTATION** YES √		NO X	**TENDER AMOUNT**
		Bid Bond	Performance/ Labour/ Material Bond	Form of Tender	

SIGNATURES: _____

DIRECTOR

_____

REPRESENTATIVE

-APPENDIX E-

PURCHASES EXEMPT FROM PURCHASE ORDERS
(b*ut not exempt from appropriate approval)*
(this is not an exhaustive list)

1) Petty Cash
2) Training and Education
    - Conference fees
    - Convention fees
    - Course fees
    - Meeting expenses
    - Memberships or dues
    - Periodicals, magazines, subscriptions
    - Seminars
    - Staff training and development
    - Staff workshops
3) Refundable Council and employee expense
    - Mileage allowance – vehicles
    - Travel expenses: meals, accommodation, parking etc.
4) Other Payments
    - Debt payments
    - Licenses (vehicles, radios, etc.)
    - Medical and dental
    - Payments to agencies
    - Payment of damages
    - Payroll deduction remittances
5) Utilities
    - Internet
    - Cell phones
    - Fuel and oil
    - Gas
    - Hydro
    - Telephone
    - Water

6) General

- Inspection and permit fees to other governments
- Land registry fees
- Municipal and inter-municipal grants and cost sharing
- Operating grants and Council approved grants
- Postage
- Salaries, wages, casual help and related disbursements
- Office recycling

7) Professional Services

- Accounting and audit
- Banking
- Engineering
- Insurance
- Legal

8) Other

- Externally managed projects – (require Council approval to delegate the purchasing authority to a constriction management firm for construction process).
- Property purchases

DISTRICT OF HOPE

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: September 23, 2026 **FILE:** 0340-03

SUBMITTED BY: Kristy Hodson, CMA, CPA, Financial Analyst

MEETING DATE: November 9, 2026

SUBJECT: Purchasing Card Policy

PURPOSE:

The purpose of this report is to seek Council approval of the Purchasing Card Policy for Council's review and adoption.

RECOMMENDATION:

THAT the Purchasing Card Policy dated November 9, 2026 be adopted.

ANALYSIS:

The Purchasing Card Policy to formalize the terms under which District issued credit cards may be used for operational purchases. The Policy is a companion to the District's Purchasing Policy and is intended to be read in conjunction with it.

The Policy positions the use of purchasing cards as a convenience tool rather than a routine or default payment method. Cards are intended for purchases that are impractical or inefficient to process through a standard purchase order, such as time sensitive, in person or one off acquisitions. Cardholders are expected to continue using established vendor accounts wherever those methods are practical, regardless of the dollar amount involved. The card does not replace or expand the purchasing authority levels set out in the Purchasing Policy.

ATTACHMENTS:

Purchasing Card Policy – DRAFT

Reviewed by:

Mike Olson Digitally signed by Mike Olson Date: 2026.10.30 10:50:19 -07'00'

Mike Olson, CPA, CA
Director of Finance

Approved for submission to Council:

Kevin Dicken Digitally signed by Kevin Dicken Date: 2026.10.30 14:13:42 -07'00'

Kevin Dicken
Chief Administrative Officer

DEPARTMENT: **ALL**	
POLICY TITLE: **PURCHASING CARD POLICY**	
Authority: Legislative: ☒ (Council) Administrative: ☐	**Effective Date:** November 9, 2026 **Date for Review:** As Required

*This policy is a companion to, and forms part of, the District's **Purchasing Policy** and should be read in conjunction with it. Where a conflict arises between this policy and the Purchasing Policy, the more restrictive provision shall apply.*

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1. POLICY STATEMENT

1.1 The purpose of this policy is to establish a Purchasing Card Policy that gives cardholders a convenient method of payment for operational purchases that are impractical or inefficient to process through a standard purchase order including time sensitive, in person or one-off acquisitions – while maintaining the same standard of fiscal responsibility, accountability and internal control required of all District purchasing.

1.2 The purchasing card exists to meet a genuine need for convenience; it is not intended as a default or routine payment method, and cardholders should continue to use purchase orders or established vendor accounts wherever those methods are practical, regardless of the dollar amount involved. The purchasing card is a tool intended to reduce the administrative burden associated with petty cash and low value purchase orders.

1.3 The purpose of the purchasing card is not to replace or expand the purchasing authority levels established under the District's Purchasing Policy.

2. RESPONSIBILITIES

2.1 It is the responsibility of every cardholder to use their purchasing card solely for authorized District business, within the limits and categories of purchase permitted under this policy, and in a manner that reflects the best interests of the District. The Program Administrator is responsible for the issuance, monitoring, limit setting and cancellation of all purchasing cards. Cardholders are responsible for the timely review and approval of receipts and reconciliations submitted by cardholders reporting to them.

3. GLOSSARY

Purchasing Card: A District issued credit card assigned to an individual employee for the purpose of making authorized, low dollar operational purchases on behalf of the District, in place of a purchase order or petty cash.

Cardholder: An employee who has been issued a purchasing card under this policy and who has signed a cardholder Agreement.

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Card Limit:	The maximum dollar value of transactions a cardholder may charge to a purchasing card within a single transaction and within a monthly billing cycle, as set out in Section 6.
Program Administrator:	The Director of Finance, or their designate, responsible for the overall administration of the Purchasing Card Policy, including issuance, cancellation, limit changes and reconciliation oversight.
Reconciliation:	The process by which a cardholder matches transaction receipts and supporting documentation to the monthly card statement and submits it for approval.
Split Purchase:	The practice of dividing a single purchase into two or more smaller transactions for the purpose of circumventing a card limit or an approval threshold. Split purchasing is prohibited under this policy.

4. GENERAL INFORMATION

4.1 **Principles.** Cardholders shall not use the Purchasing Card, or their position as a cardholder, for personal gain, and shall maintain a standard of integrity in all card-related transactions that is above reproach. The Purchasing Card is issued in the name of the District and remains the property of the District at all times.

4.2 **Relationship to the Purchasing Policy**. All purchases made using a purchasing card remain subject to the purchasing authority levels, general purchasing standards and budget requirements set out in the District's Purchasing Policy. The purchasing card is a payment method, not a separate source of purchasing authority. A purchase that would ordinarily require a quotation, tender or Request for Proposal under the Purchasing Policy continues to require that process regardless of the payment method used.

4.3 **Cost of Ownership.** Cardholders are encouraged to consider the total cost of ownership of a purchase, including quality, warranty, service availability and past performance, rather than price alone, consistent with the principles of the Purchasing Policy.

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5. CARDHOLDER ELIGIBILITY & ISSUANCE

5.1 Purchasing Cards may be issued to the Mayor, the Chief Administrative Officer (CAO), Directors or their designate, the Operations Manager, and other employees whose duties require the frequent purchase of low dollar goods or services, upon the recommendation of a Director and approval of the Program Administrator.

5.2 Before a purchasing card is issued, the prospective cardholder must:

a) Read and sign the cardholder agreement;

b) Complete any orientation or training required by the Program Administrator; and

c) Acknowledge in writing that the card remains the property of the District and is subject to recall at any time.

5.3 A register of all active purchasing cards, including cardholder name, position, card limit and issue date, shall be maintained by the Program Administrator and reviewed no less than annually.

6. CARD LIMITS

6.1 The following default limits apply to Purchasing Cards issued under this policy:

Monthly Limit	Position
$7,500	Mayor
$7,500	Assistant Fire Chiefs
$10,000	CAO / Deputy CAO / Directors / Deputy Directors
$15,000	Fire Chief / Deputy Fire Chief

6.2 Card limits may be amended from time to time by the Program Administrator, in consultation with the Director of Finance, to reflect the operational needs of a position. All limit changes shall be documented in writing and retained in the cardholder's file. Requests for a temporary limit increase must be submitted in advance and approved by the Program Administrator.

6.3 Splitting a single purchase into multiple transactions to stay within a Card Limit or to avoid the approval thresholds of the Purchasing Policy is strictly prohibited and constitutes a breach of this policy.

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7. PERMITTED PURCHASES

7.1 Subject to the Card Limits in Section 6 and the Purchasing Authority Levels in the Purchasing Policy, a Purchasing Card may be used for:

a) Office supplies and small equipment;
b) Books, subscriptions, memberships and training materials;
c) Conference, course and seminar registration fees;
d) Travel bookings and related incidental expenses, in accordance with the District's Travel and Expense Policy;
e) Minor repairs, parts and maintenance supplies; and
f) Other routine operational purchases of similar low dollar nature, at the discretion of the Program Administrator.

8. PROHIBITED PURCHASES

8.1 A Purchasing Card shall not be used for:

a) Purchases with vendors the District has an account with;
b) Cash advances or convenience cheques of any kind;
c) Personal purchases of any nature, even where the cardholder intends to reimburse the District;
d) Alcohol, unless expressly pre-approved in writing by the CAO or Deputy CAO for an authorized District function;
e) Gift cards or gift certificates, except where pre-approved for an authorized program or event;
f) Purchases that split a larger requirement to circumvent a card limit or Purchasing Policy threshold;
g) Capital assets or contracts that would otherwise require a purchase order, tender or Request for Proposal under the Purchasing Policy; and
h) Any good or service prohibited by, or inconsistent with another District policy.

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9. CARDHOLDER RESPONSIBILITIES

9.1 Each cardholder is responsible for:

a) Safeguarding the purchasing card and the associated account information at all times;

b) Ensuring the card is not used by, or shared with, any other individual unless previously agreed upon;

c) Obtaining an itemized receipt for every transaction and retaining it for reconciliation;

d) Ensuring sufficient budget is available prior to making a purchase; and

e) Reporting a lost, stolen or compromised card immediately in accordance with Section 11.

10. RECONCILIATION & DOCUMENTATION

10.1 Each cardholder shall, within five (5) business days of making a purchase:

a) Provide their receipt(s) to the Finance Department.

10.2 Each cardholder shall, within five (5) business days of being provided with their statement:

a) Provide coding and an approved signature to the Finance Department; and

b) If purchasing food for a meeting, provide a detailed listing of who attended the meeting and how much is to be allocated to each attendee.

10.3 A missing receipt must be accompanied by a signed Missing Receipt Declaration describing the purchase, vendor, amount (including detailed taxes) and business purpose; repeated missing receipts may result in suspension of card privileges under Section 13.

11. LOST, STOLEN OR COMPROMISED CARDS

11.1 A cardholder who becomes aware that their Purchasing Card is lost, stolen, or that the account may have been compromised, shall immediately:

a) Notify the card issuer to suspend the account;

b) Notify the Program Administrator; and

c) Provide a written summary of the circumstance within one (1) business day.

11.2 The Program Administrator will arrange for the issuance of a replacement card where appropriate.

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12. DISPUTED & FRAUDUENT TRANSACTIONS

12.1 A cardholder who identifies a transaction on their statement that they did not authorize, or that does not match their records, shall notify the Program Administrator and the card issuer's dispute line without delay, and shall note the disputed item on their statement pending resolution. Cardholders are not responsible for confirmed fraudulent transactions that are reported promptly in accordance with this section.

13. CANCELLATION, SUSPENSION & CARD RETURN

13.1 A Purchasing Card, and the purchasing privileges associated with it, may be suspended or cancelled by the Program Administrator at any time, including where a cardholder:

a) Changes position or ceases to require a card for their duties;

b) Fails to submit supporting documentation in accordance with Section 10;

c) Uses the card for a prohibited or unauthorized purchase; or

d) Leaves the employ of the District, effective their last day of work.

13.2 A Purchasing Card must be surrendered to the Program Administrator upon request, upon termination of employment, or upon a change in role that no longer requires card privileges.

14. NON-COMPLIANCE

Non-compliance with this policy, including unauthorized or prohibited purchases, repeated late or incomplete documentation, or misuse of a Purchasing Card, may result in suspension or cancellation of the card, recovery of the disputed amount from the cardholder, and disciplinary action up to and including termination of employment, in accordance with the District's Human Resources policies. Suspected fraudulent use of a Purchasing Card will be referred to the CAO or Deputy CAO for further action.

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DISTRICT OF HOPE

BYLAW NO. 1635

A Bylaw to amend the District of Hope Zoning Bylaw 1324, 2012

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

AND WHEREAS the Council of the District of Hope deems it appropriate to amend *Zoning Bylaw No. 1324, 2012* by rezoning a certain 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. 1635, 2026".***

ENACTMENT

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

   Lot 1, Plan KAP39133, Section 9, Township 5, Range 26, Meridian W6, Yale Division of Yale Land District
   PID: 009-565-230

   with the civic address of 280 Hudson Bay Street as shown on Schedule "A" attached to and forming part of this bylaw are hereby rezoned from Downtown Commercial (CBD) to Commercial Transition (C-5) and Schedule B "Zoning Map" of District of Hope Zoning Bylaw No. 1324, 2012 is hereby amended to reflect this change.

Read a first and second time this 28th day of September, 2026

Read a third time this 13th day of October, 2026

Received Ministry of Transportation and Transit approval this 26th day of October, 2026

Adopted this XX day of XXXX, 202X

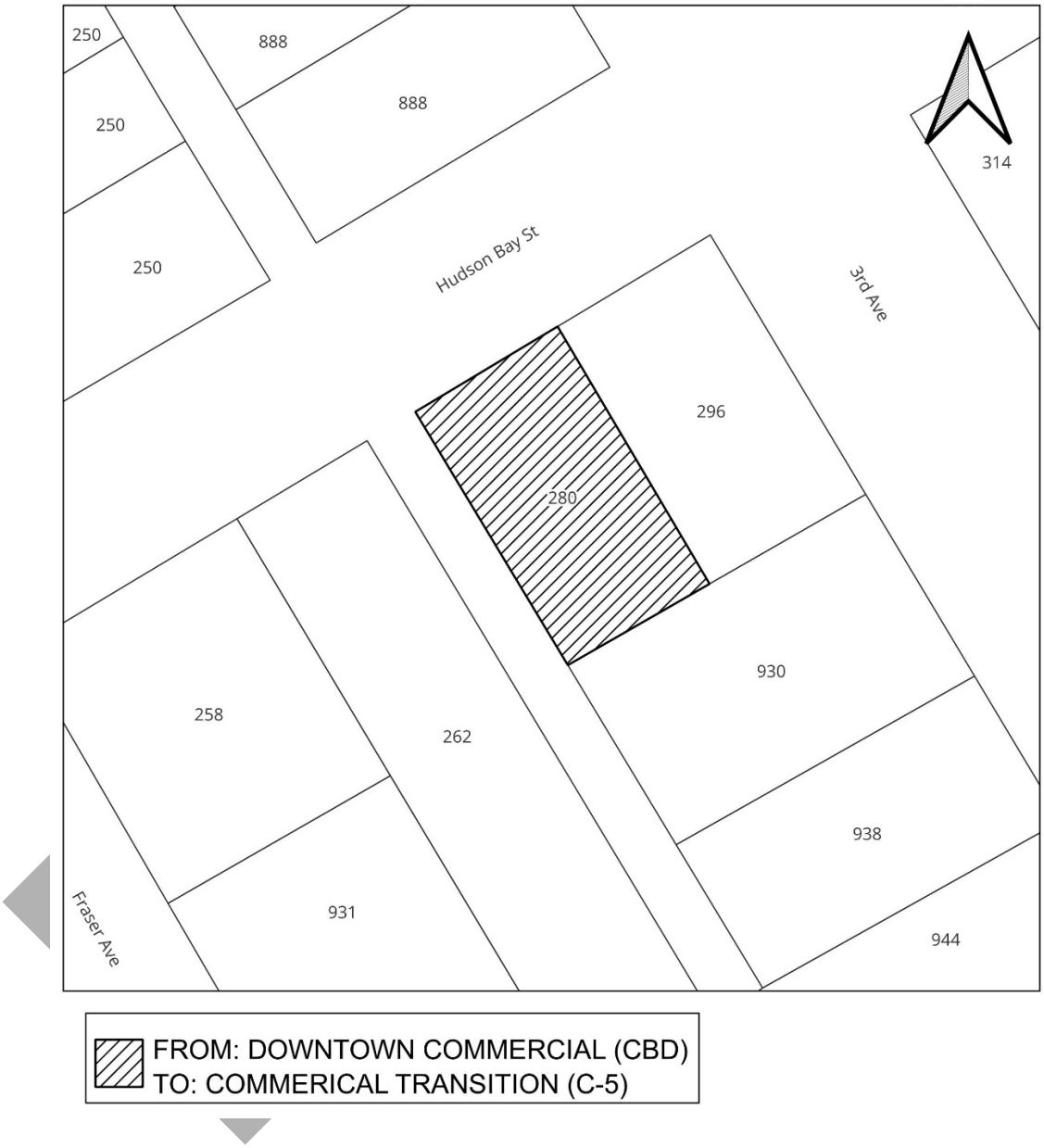
Mayor **Director of Corporate Services**

DRAFT

DISTRICT OF HOPE

BYLAW NO. 1635
SCHEDULE "A"

Zoning Amendment Map



This is Schedule "A" attached to and forming part of the ***"District of Hope Zoning Amendment Bylaw No. 1635, 2026***

Mayor **Director of Corporate Services**

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE:	October 30, 2026	**FILE:**	3900-01
SUBMITTED BY:	Deputy Director of Corporate Services		
MEETING DATE:	November 9, 2026		
SUBJECT:	Bylaw Notice Enforcement and Municipal Ticket Information Amendment Bylaws – Development Permit Areas		

PURPOSE:

To amend the District's *Bylaw Notice Enforcement* and *Municipal Ticket Information* Bylaws by updating Schedule "A" to include contraventions related to "Part D – Development Permit Areas" of the *Official Community Plan Bylaw*.

RECOMMENDATION:

Recommended Resolution #1:

THAT *Bylaw Notice Enforcement Amendment Bylaw No. 1639, 2026*, be read a first, second, and third time this 9th day of November, 2026.

Recommended Resolution #2:

THAT *Municipal Ticket Information Amendment Bylaw No. 1640, 2026*, be read a first, second, and third time this 9th day of November, 2026.

ANALYSIS:

A. Rationale:

While the Official Community Plan is primarily a strategic and general guiding document, Development Permit Areas are a regulatory issue. The Community Development Department has identified a need to be able to enforce contraventions related to Development Permit Areas. The updated schedule applies only to "Part D – Development Permit Areas" to preserve the intent of the remainder of the Official Community Plan.

A minor edit to Schedule "A" of the *Municipal Ticket Information Bylaw* also removes reference to the *Pool Hall Bylaw*, as it was repealed by Council at the February 9, 2026, Regular Council Meeting.

B. Attachments:

- Proposed *Bylaw Notice Enforcement Amendment Bylaw No. 1639, 2026*
- Proposed *Municipal Ticket Information Amendment Bylaw No. 1640, 2026*
- Existing *Bylaw Notice Enforcement Bylaw No. 1627, 2026*
- Existing *Municipal Ticket Information Bylaw No. 1628, 2026*

Prepared by:

Branden Morgan

Digitally signed by Branden Morgan
Date: 2026.10.30 16:35:10 -07'00'

Deputy Director of Corporate Services

Approved for submission to Council:

Kevin Dicken

Digitally signed by Kevin Dicken
Date: 2026.11.02 08:50:07 -08'00'

Chief Administrative Officer

DISTRICT OF HOPE

BYLAW NO. 1639

A bylaw to amend the Bylaw Notice Enforcement Bylaw No. 1627, 2026.

CITATION

1. This bylaw may be cited for all purposes as ***"Bylaw Notice Enforcement Amendment Bylaw No. 1639, 2026.***
2. That *Bylaw Notice Enforcement Bylaw No. 1627, 2026,* be amended by deleting Schedule "A" and replacing it with Schedule "A" attached to and forming part of "*Bylaw Notice Enforcement Amendment Bylaw No. 1639, 2026*".

Read a first, second and third time this XX day of XXXX, 202X.

Adopted this XX day of XXXX, 202X.

Mayor **Director of Corporate Services**

DRAFT

SCHEDULE "A"
Bylaw Notice Enforcement Amendment Bylaw No. 1639, 2026

Bylaw	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Surcharge	A4 Compliance Agreement Available
Building Bylaw No. 972	$500.00	$400.00	$100.00	Yes
Building Maintenance & Occupancy Standards Bylaw No. 1184, 2005	$500.00	$400.00	$100.00	Yes
Business Licence Bylaw, 2003, No. 1124	$200.00	$150.00	$50.00	Yes
Controlled Substance Property Bylaw, 2004, No. 1151	$500.00	$400.00	$100.00	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	$500.00	$400.00	$100.00	Yes
District of Hope Volunteer Fire Department Establishment, and Fire and Safety Regulations Bylaw No. 1006, 1998	$500.00	$400.00	$100.00	Yes
Dog Responsibility Bylaw No. 1245, 2008	$200.00	$150.00	$50.00	Yes
Firearms and Fireworks Bylaw No. 49/93	$500.00	$400.00	$100.00	Yes
Good Neighbour Bylaw 1240, 2008	$200.00	$150.00	$50.00	Yes
Mobile Home Park Bylaw No. 63/93	$250.00	$200.00	$50.00	Yes
District of Hope Official Community Plan Bylaw No. 1617, 2025 – **Applies only to Part D – Development Permit Areas**	$500.00	$400.00	$100.00	Yes

DRAFT

SCHEDULE "A" - continued
Bylaw Notice Enforcement Amendment Bylaw No. 1639, 2026

Bylaw	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Surcharge	A4 Compliance Agreement Available
District of Hope Sanitary Sewer Regulation Bylaw No 1563, 2023	$500.00	$400.00	$100.00	Yes
Sign Bylaw No. 35/96	$100.00	$75.00	$25.00	Yes
Smoking Control Bylaw No. 1406, 2018	$100.00	$75.00	$25.00	Yes
Hope Solid Waste Management Bylaw No. 1472, 2020	$200.00	$150.00	$50.00	Yes
Traffic Bylaw No. 17/95	$100.00	$75.00	$25.00	Yes
Tree Protection Bylaw No. 20/95	$500.00	$400.00	$100.00	Yes
Water Regulation Bylaw No. 1271, 2009	$500.00	$400.00	$100.00	Yes
Zoning Bylaw No. 1324, 2012	$500.00	$400.00	$100.00	Yes

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DISTRICT OF HOPE

BYLAW NO. 1640

A bylaw to amend the Municipal Ticket Information Bylaw No. 1628, 2026.

CITATION

1. This bylaw may be cited for all purposes as ***"Municipal Ticket Information Amendment Bylaw No. 1640, 2026.***
2. That *Municipal Ticket Information Bylaw No. 1628, 2026,* be amended by deleting Schedule "A" and replacing it with Schedule "A" attached to and forming part of "*Municipal Ticket Information Amendment Bylaw No. 1640, 2026*".

Read a first, second and third time this XX day of XXXX, 202X.

Adopted this XX day of XXXX, 202X.

Mayor **Director of Corporate Services**

DRAFT

SCHEDULE "A"
Municipal Ticket Information Amendment Bylaw No. 1640, 2026

Bylaw	Penalty	Designated Enforcement Officer
Building Bylaw No. 972	$1,000.00	B.E.O./B.I./RCMP
Building Maintenance & Occupancy Standards Bylaw No. 1184, 2005	$1,000.00	B.I./B.E.O.
Business Licence Bylaw, 2003, No. 1124	$1,000.00	B.E.O./RCMP/ B.I./L.I./D.C.S.
Controlled Substance Property Bylaw, 2004, No. 1151	$1,000.00	B.E.O./RCMP/ B.I./L.I.
District of Hope Cross Connection Control Bylaw No 1574, 2024	$1,000.00	D.O./B.E.O./RCMP
District of Hope Volunteer Fire Department Establishment, and Fire and Safety Regulations Bylaw No. 1006, 1998	$1,000.00	F.C./B.E.O./RCMP/ F.C./D.F.C./A.C.
Dog Responsibility Bylaw No. 1245, 2008	$1,000.00	B.E.O./RCMP/ B.I./D.C.S.
Firearms and Fireworks Bylaw No. 49/93	$1,000.00	F.C./B.E.O./RCMP/ F.C./D.F.C./A.C.
Good Neighbour Bylaw 1240, 2008	$1,000.00	B.E.O./B.I./RCMP/ D.O./AFC/F.C./ D.C.S./L.I./D.C.D.
Mobile Home Park Bylaw No. 63/93	$1,000.00	B.E.O./RCMP/ D.C.D./B.I.
District of Hope Official Community Plan Bylaw No. 1617, 2025 – **Applies only to Part D – Development Permit Areas**	$1,000.00	B.E.O./D.C.D.
~~Pool Hall Bylaw No. 1068, 2000~~	~~$1,000.00~~	~~B.E.O./RCMP~~
District of Hope Sanitary Sewer Regulation Bylaw No 1563, 2023	$1,000.00	D.O./B.E.O./RCMP
Sign Bylaw No. 35/96	$1,000.00	B.E.O./RCMP/ D.C.D./B.I.

DRAFT

SCHEDULE "A" - continued
Municipal Ticket Information Amendment Bylaw No. 1640, 2026

Bylaw	Penalty	Designated Enforcement Officer
Smoking Control Bylaw No. 1406, 2018	$1,000.00	B.E.O./RCMP
Hope Solid Waste Management Bylaw No. 1472, 2020	$1,000.00	B.E.O./ RCMP
Traffic Bylaw No. 17/95	$1,000.00	D.O./B.E.O./RCMP
Tree Protection Bylaw No. 20/95	$1,000.00	D.C.D./D.O./ B.E.O./RCMP
Water Regulation Bylaw No. 1271, 2009	$1,000.00	B.E.O./D.O./ D.C.S./B.I
Zoning Bylaw No. 1324, 2012	$1,000.00	B.E.O./RCMP/ D.C.D./B.I.

DRAFT

DISTRICT OF HOPE

BYLAW NO. 1627

A bylaw respecting the enforcement of bylaw notices

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 ***"Bylaw Notice Enforcement Bylaw No. 1627, 2026"***.

DEFINITIONS

2. In this bylaw:

"Act" means the *Local Government Bylaw Notice Enforcement Act*;

"District" means the District of Hope;

"Registry" means the Upper Fraser Valley Bylaw Notice Adjudication Registry established pursuant to Part 10 of this bylaw.

TERMS

3. The terms in this bylaw have the same meaning as the terms defined in the Act.

BYLAW CONTRAVENTIONS

4. Contraventions of the bylaws designated in Schedule "A", attached hereto and forming part of this bylaw, may be dealt with by bylaw notice.

OFFENCE AND PENALTY

5. The penalty for a contravention referred to in Section 4 is:

(a) The penalty amount set out in column A1 of Schedule "A" subject to Section 5(b) and 5(c);

(b) The early payment penalty set out in column A2 of Schedule "A", if payment is received within 14 days after a person has received or is presumed to have received the bylaw notice; or

(c) Subject to the late payment surcharge set out in column A3 in addition to the penalty set out in column A1 of Schedule "A", if payment is received more than 28 days after a person has received or is presumed to have received the bylaw notice.

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

(a) a violation of any of the provisions identified in this bylaw will result in liability for penalties, early payment penalties and late payment surcharges established in the *District's Bylaw Notice Enforcement Bylaw* and *Municipal Ticket Information Bylaw;*

(b) a violation of any of the provisions identified in this bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the *Bylaw Notice Enforcement Bylaw*, in accordance with the *Local Government Bylaw Notice Enforcement Act*;

(c) a person who:

(i) contravenes, violates or fails to comply with any provision of this bylaw;

(ii) suffers or allows any act or thing to be done in contravention or violation of this bylaw; or

(iii) fails or neglects to do anything required to be done under this bylaw,

is deemed to have committed an infraction of, or an offence against, this bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

(d) each day such an infraction is caused, or allowed to continue, constitutes a separate offence."

PERIOD FOR PAYING A DISPUTED NOTICE

7. A person who receives a bylaw notice must, within 14 days of the date on which the person received or is presumed to have received the bylaw notice:

(a) pay the penalty, or

(b) request dispute adjudication by filling in the appropriate portion of the bylaw notice and delivering the notice (front and back) by mail or email to the Upper Fraser Valley Adjudication System Registry Office as indicated on the back of the notice.

8. A person may pay the indicated penalty after 14 days of receiving the notice, but no person may dispute the notice after 14 days of receiving the bylaw notice.

9. Where a person was not served personally with a bylaw notice and advises the District, in accordance with the requirements of Section 25 of the Act, that they did not receive a copy of the original notice, the time limits for responding to a bylaw notice do not begin to run until a copy of the bylaw notice is re-delivered to them in accordance with the Act.

BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY

10. The Registry is established as a bylaw notice dispute adjudication system in accordance with the Act to resolve disputes in relation to bylaw notices.

11. The civic address of the Registry is 8550 Young Road, Chilliwack, B.C. V2P 8A4.

12. The District is authorized to enter into, and the Mayor and Director of Corporate Services are authorized to execute, the dispute adjudication system agreement in the form and with the content of the agreement in Schedule "B" attached hereto and forming part of this bylaw.

13. Every person who is unsuccessful in a dispute adjudication in relation to a bylaw notice or a compliance agreement under the dispute adjudication system established under this section must pay the District an additional fee of twenty-five dollars ($25.00) for the purpose of the District recovering the costs of the adjudication system.

SCREENING OFFICERS

14. The position of screening officer is established.

15. The following are designated classes of persons that are appointed as screening officers:

    (a) Director of Corporate Services or designate;

    (b) Any person appointed to the position of Screening Officer by the Administrative Committee established under the Upper Fraser Valley Bylaw Notice Dispute Adjudication Registry Agreement attached hereto and forming part of this bylaw as Schedule “B”.

POWERS, DUTIES AND FUNCTIONS OF SCREENING OFFICERS

16. The powers, duties and functions of screening officers are as set out in the Act, and include the following powers:

    (a) Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention, the opportunity to enter into a compliance agreement if offered, the opportunity to proceed to the bylaw notice dispute adjudication system and the fee or fees payable in relation to the bylaw notice enforcement process;

    (b) To communicate with any or all of the following for the purposes of performing their functions under this bylaw or the Act:

        (i) the person against whom a contravention is alleged or their representative;

        (ii) the officer issuing the notice;

        (iii) the complainant or their representative;

        (iv) the District’s staff and records regarding the disputant’s history of bylaw compliance.

    (c) To prepare and enter into compliance agreements under the Act with persons who dispute bylaw notices, including to establish terms and conditions for compliance that the Screening Officer considers necessary or advisable, including time periods for payment of penalties and compliance with the bylaw;

    (d) To provide for payment of a reduced penalty if a compliance agreement is entered into, as provided in column A4 of Schedule “A”; and

    (e) To cancel bylaw notices in accordance with the Act or District policies and guidelines.

17. The bylaw contraventions in relation to which a Screening Officer may enter into a compliance agreement are indicated in column A4 of Schedule “A”.

18. The maximum duration of a compliance agreement is one year.

19. Where a compliance agreement is entered into, the penalty payable for the offence shall be reduced to one half of the penalty for the offence as listed in Column A1 of Schedule "A" attached to this Bylaw.

BYLAW ENFORCEMENT OFFICERS

20. Persons acting as any of the following are designated as Bylaw Enforcement Officers for the purposes of this bylaw and the Act:

    (a) Special constables, officers, members or constables of:

        (i) The provincial police force as defined in section 1 of the *Police Act*, or

        (ii) A municipal police force;

    (b) Bylaw Enforcement Officers appointed pursuant to the *Police Act* and *Community Charter;*

    (c) Fire Inspectors and/or Fire Investigators;

    (d) Bylaw Enforcement Officers, Licensing Inspectors, Building Inspectors, Animal Control Officers or other persons acting in another capacity on behalf of a municipality, regional City or local trust committee for the purpose of enforcement of one or more of its bylaws.

FORM OF BYLAW NOTICE

21. The District may from time to time provide for the form or forms of the bylaw notice, provided the bylaw notice complies with section 4 of the Act.

SEVERABILITY

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

REPEAL

23. That the "*District of Hope Bylaw Notice Enforcement Bylaw No. 1454, 2019*" and all amendments thereto are hereby repealed.

Read a first, second, and third time this 11th day of May, 2026

Adopted this 25th day of May, 2026

Original Signed by Victor Smith
Mayor

Original Signed by Donna Bellingham
Director of Corporate Services

SCHEDULE "A"
Bylaw Notice Enforcement Bylaw No. 1627, 2026

Bylaw	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Surcharge	A4 Compliance Agreement Available
Building Bylaw No. 972	$500.00	$400.00	$100.00	Yes
Building Maintenance & Occupancy Standards Bylaw No. 1184, 2005	$500.00	$400.00	$100.00	Yes
Business Licence Bylaw, 2003, No. 1124	$200.00	$150.00	$50.00	Yes
Controlled Substance Property Bylaw, 2004, No. 1151	$500.00	$400.00	$100.00	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	$500.00	$400.00	$100.00	Yes
District of Hope Volunteer Fire Department Establishment, and Fire and Safety Regulations Bylaw No. 1006, 1998	$500.00	$400.00	$100.00	Yes
Dog Responsibility Bylaw No. 1245, 2008	$200.00	$150.00	$50.00	Yes
Firearms and Fireworks Bylaw No. 49/93	$500.00	$400.00	$100.00	Yes
Good Neighbour Bylaw 1240, 2008	$200.00	$150.00	$50.00	Yes
Mobile Home Park Bylaw No. 63/93	$250.00	$200.00	$50.00	Yes

SCHEDULE "A" - continued
Bylaw Notice Enforcement Bylaw No. 1627, 2026

Bylaw	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Surcharge	A4 Compliance Agreement Available
District of Hope Sanitary Sewer Regulation Bylaw No 1563, 2023	$500.00	$400.00	$100.00	Yes
Sign Bylaw No. 35/96	$100.00	$75.00	$25.00	Yes
Smoking Control Bylaw No. 1406, 2018	$100.00	$75.00	$25.00	Yes
Hope Solid Waste Management Bylaw No. 1472, 2020	$200.00	$150.00	$50.00	Yes
Traffic Bylaw No. 17/95	$100.00	$75.00	$25.00	Yes
Tree Protection Bylaw No. 20/95	$500.00	$400.00	$100.00	Yes
Water Regulation Bylaw No. 1271, 2009	$500.00	$400.00	$100.00	Yes
Zoning Bylaw No. 1324, 2012	$500.00	$400.00	$100.00	Yes

Schedule “B”
Bylaw Notice Enforcement Bylaw No. 1627, 2026

UPPER FRASER VALLEY BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY AGREEMENT

(Agreement is attached)

DISTRICT OF HOPE

BYLAW NO. 1628

A bylaw respecting the enforcement of bylaw notices

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

CITATION

1. This bylaw shall be cited for all purposes as the **"*Municipal Ticket Information Bylaw, No. 1628, 2026.*"**

DEFINITIONS

2. In this Bylaw:

"B.E.O." means a Bylaw Enforcement Officer appointed by Council;

"B.I." means a Building Inspector;

"F.C." means a Fire Chief appointed by Council;

"D.F.C." means a Deputy Fire Chief appointed by Council;

"A.C." means Assistant Chief;

"RCMP" means the Royal Canadian Mounted Police and its Officers;

"D.O." means the Director of Operations for the District of Hope;

"D.P.S." means the Director of Protective Services for the District of Hope;

"L.I." means the Licence Inspector for the District of Hope;

"D.C.D" means the Director of Community Development for the District of Hope.

ENFORCEMENT

3. The bylaws, which shall include any amendments thereto, as listed in Column 1 of Schedule "A" of this bylaw may be enforced by means of a ticket in the form prescribed for the purpose of Section 264 of the *Community Charter*.

4. The amounts appearing in Column 2 of Schedule "A" of this bylaw are the fines set pursuant to Section 265(1) (a) & (b) of the *Community Charter* for contraventions of the bylaws designated in Column 1.

5. The persons appointed to the job positions or titles listed in Column 3 of Schedule "A" of this bylaw are designated as Bylaw Enforcement Officers pursuant to Section 264(1)(b) of the *Community Charter* for the purpose of enforcing the bylaws listed in Column 1 of Schedule "A".

6. This bylaw comes into force and takes effect upon the date of its adoption.

SEVERABILITY

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

REPEAL

8. That the "*Municipal Ticket Information Bylaw No. 1453, 2019*" and all amendments thereto are hereby repealed.

Read a first, second, and third time this 11th day of May, 2026

Adopted this 25th day of May, 2026

Original Signed by Victor Smith
Mayor

Original Signed by Donna Bellingham
Director of Corporate Services

SCHEDULE "A"
Municipal Ticket Information Amendment Bylaw No. 1628, 2026

Bylaw	Penalty	Designated Enforcement Officer
Building Bylaw No. 972	$1,000.00	B.E.O./B.I./RCMP
Building Maintenance & Occupancy Standards Bylaw No. 1184, 2005	$1,000.00	B.I./B.E.O.
Business Licence Bylaw, 2003, No. 1124	$1,000.00	B.E.O./RCMP/ B.I./L.I./D.C.S.
Controlled Substance Property Bylaw, 2004, No. 1151	$1,000.00	B.E.O./RCMP/ B.I./L.I.
District of Hope Cross Connection Control Bylaw No 1574, 2024	$1,000.00	D.O./B.E.O./RCMP
District of Hope Volunteer Fire Department Establishment, and Fire and Safety Regulations Bylaw No. 1006, 1998	$1,000.00	F.C./B.E.O./RCMP/ F.C./D.F.C./A.C.
Dog Responsibility Bylaw No. 1245, 2008	$1,000.00	B.E.O./RCMP/ B.I./D.C.S.
Firearms and Fireworks Bylaw No. 49/93	$1,000.00	F.C./B.E.O./RCMP/ F.C./D.F.C./A.C.
Good Neighbour Bylaw 1240, 2008	$1,000.00	B.E.O./B.I./RCMP/ D.O./AFC/F.C./ D.C.S./L.I./D.C.D.
Mobile Home Park Bylaw No. 63/93	$1,000.00	B.E.O./RCMP/ D.C.D./B.I.
Pool Hall Bylaw No. 1068, 2000	$1,000.00	B.E.O./RCMP
District of Hope Sanitary Sewer Regulation Bylaw No 1563, 2023	$1,000.00	D.O./B.E.O./RCMP
Sign Bylaw No. 35/96	$1,000.00	B.E.O./RCMP/ D.C.D./B.I.

SCHEDULE "A" - continued
Municipal Ticket Information Amendment Bylaw No. 1628, 2026

Bylaw	Penalty	Designated Enforcement Officer
Smoking Control Bylaw No. 1406, 2018	$1,000.00	B.E.O./RCMP
Hope Solid Waste Management Bylaw No. 1472, 2020	$1,000.00	B.E.O./ RCMP
Traffic Bylaw No. 17/95	$1,000.00	D.O./B.E.O./RCMP
Tree Protection Bylaw No. 20/95	$1,000.00	D.C.D./D.O./ B.E.O./RCMP
Water Regulation Bylaw No. 1271, 2009	$1,000.00	B.E.O./D.O./ D.C.S./B.I
Zoning Bylaw No. 1324, 2012	$1,000.00	B.E.O./RCMP/ D.C.D./B.I.

DISTRICT OF HOPE

REPORT DATE: November 2, 2026 **FILE:** 1820-01

SUBMITTED BY: Mike Olson, Director of Finance

MEETING DATE: November 9, 2026

SUBJECT: Fees and Charges Amendment Bylaw

PURPOSE:

The purpose of this report is to provide a review of the utility fees and administration fees for 2026 and amend the fees in the attached schedules Schedule A – Administrative Service Fees and Charges, Schedule I – Water User Fees, Schedule K – Sewer User Fees, SCHEDULE "J" – Water, Sewer, and Service Connection Fees and Other Charges and Schedule L – Solid Waste Collection and Disposal Fees as recommended.

RECOMMENDATION:

Recommended Resolution:

THAT *Fees and Charges Amendment Bylaw No. 1641, 2026* be read a first, second and third time this 9th day of November 2026.

ANALYSIS:

The District of Hope updates utility fees and charges annually so that the utilities remain self-sustaining. This bylaw provides the proposed updates through that annual review process.

For comparative purposes, the cost for these three utilities for residents for the coming period is projected to be:

Residential impact

	2027	2026	Difference	% Change
Water	375.00	357.48	17.52	4.9%
Sewer	519.79	414.96	104.83	25.3%
Solid Waste	420.00	408.00	12.00	2.9%
	1,314.79	1,180.44	134.35	11.4%

The projected combined increase per month is $11.20 per residential unit. On an overall basis, the annual increase on a percentage basis is 11.4%.

Water Fees
In 2023 the District had noted that the Water Capital Reserve was small and that future water fees would also be needed to fund necessary increases in the reserve. The District continues to provide contributions to the reserve for future capital expenditures. Costs related to the water fees continue to increase at a rate in excess of inflation.

Water Connection Fees
The proposed rate moves to $0.53/m^3 which is an increase of 5%, which is consistent with the Water Fees increase.

Sewer Fees
The increase in sewer fees is driven mainly by rising maintenance and testing costs for the existing infrastructure at the Pollution Control Center. These increased costs are necessary to continue to meet provincial regulations and standards. For the current year with the larger expense the Sewer Capital Reserve has a lower contribution, but the projection for 2028 is that these levels will increase to compensate for the larger coming capital projects.

Solid Waste Collection and Disposal Fees
Solid waste fees are consistent with the costs provided by our contractor and are projected to the budgeted costs. For the upcoming year, the solid waste fees for residents are projected to increase by $1 per month. This increase is reflective of the projected contract costs.

Administration Service Fees and Charges
The proposed increase in offering tax certificates is directly related to the increased costs of providing these tax certificates.

ATTACHMENTS:

Fees and Charges Amendment Bylaw No. 1641, 2026
Schedule A – Administrative Service Fees and Charges
Schedule I – Water User Fees
Schedule J – Water, Sewer, and Service Connection Fees and Other Charges
Schedule K – Sewer User Fees
Schedule L – Solid Waste Collection and Disposal Fees

Prepared by:

Mike Olson Digitally signed by Mike Olson Date: 2026.11.03 09:11:29 -07'00'

Mike Olson, CPA, CA
Director of Finance

Approved for submission to Council:

Kevin Dicken Digitally signed by Kevin Dicken Date: 2026.11.03 09:42:52 -07'00'

Kevin Dicken
Chief Administrative Officer

DISTRICT OF HOPE

BYLAW NO. 1641

A bylaw to amend Fees and Charges Bylaw 1363

WHEREAS the Council of the District of Hope has determined to amend "Fees and Charges Bylaw No. 1363, 2015"; amend fees and charges for Administrative Service Fees and Charges, Water User Fees, Water, Sewer, and Service Connection Fees and Other Charges, Sewer Fees and Solid Waste Management Fees;

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

CITATION

1. This bylaw may be cited for all purposes as ***"Fees and Charges Amendment Bylaw No. 1641, 2026"***.

ENACTMENT

2. That Schedule "A" – Administrative Service Fees and Charges, attached to and forming part of *"Fees and Charges Bylaw No. 1363, 2015",* be **deleted** and **replaced** with Schedule "A" attached to and forming part of *"Fees and Charges Amendment Bylaw No. 1641, 2026"*.

3. That Schedule "I" – Water User Fees, attached to and forming part of *"Fees and Charges Bylaw No. 1363, 2015",* be **deleted** and **replaced** with Schedule "I" attached to and forming part of *"Fees and Charges Amendment Bylaw No. 1641, 2026"*.

4. That Schedule "J" – Water, Sewer, and Service Connection Fees and Other Charges, attached to and forming part of *"Fees and Charges Bylaw No. 1363, 2015",* be **deleted** and **replaced** with Schedule "J" attached to and forming part of *"Fees and Charges Amendment Bylaw No. 1641, 2026"*.

5. That Schedule "K" – Sewer User Fees, attached to and forming part of *"Fees and Charges Bylaw No. 1363, 2015",* be **deleted** and **replaced** with Schedule "K" attached to and forming part of *"Fees and Charges Amendment Bylaw No. 1641, 2026"*.

6. That Schedule "L" – Solid Waste Collection and Disposal Fees, attached to and forming part of *"Fees and Charges Bylaw No. 1363, 2015",* be **deleted** and **replaced** with Schedule "L" attached to and forming part of *"Fees and Charges Amendment Bylaw No. 1641, 2026".*

READ A FIRST, SECOND & THIRD TIME this XX day of XXXX, 2026.

ADOPTED this XX day of XXXX, 2026.

Mayor **Director of Corporate Services**

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Fees and Charges Amendment Bylaw No. 1641, 2026
SCHEDULE "A" – Administrative Service Fees and Charges

	Applicable taxes will be added to all the following fees and charges		
1.	**Business Licence Report**		$110.00
2.	**Cheques Rejected by Financial Institution**		$25.00
3.	**Hard Copies of Bylaws listed below**		
	a)	Current Official Community Plan Bylaw and Map	$75.00 including maps
	b)	Current Zoning Bylaw and Blueprint Maps	$75.00 including maps
	c)	Wall size and blueprint maps/plans (greater than 2' x 3')	$30.00 (B & W) $50.00 (colour)
	d)	Small maps/plans (2' x 3'or less but greater than 11" x 17")	$20.00 (B & W) $35.00 (colour)
	e)	Current Subdivision Bylaw	$125.00
4.	**List of Electors:** As provided under Section 62 of the *Local Government Act*, except where a candidate at an election is entitled to one free copy		$35.00 or per selected pages
5.	**Minutes of Council Proceedings**		$0.30 per page
6.	**Pre-Authorized Payments Rejected by Financial Institution**		$25.00
7.	**Real Estate Board Property Tax Information**		$35.00
8.	**Reproduction of Tax Demand or Utility Account Notice**		$10.00
9.	**Tax Certificate (ordered through the municipal office)** **Tax Certificate (ordered through BC Online. Additional BC Online service fees may apply)**		$125.00 ~~$25.00~~ **$51.50**
10.	**Property Tax Listing (for mortgage company)**		$10.00 per folio
11.	**Misc. Fees**		
	a)	Photocopies: single or double sided (8.5" x 11" and 8.5" x 14")	$0.30 per page (B & W) $0.35 per page (colour)
	b)	Photocopies: single or double sided (11" x 17")	$0.50 per page (B & W) $0.55 per page (colour)
	c)	Faxes Sent within B.C.	$3.00 first page, $0.50 per additional pages
	d)	Faxes Sent Outside B.C.	$5.00 first page, $1.00 per additional pages
	e)	Receipt of Faxes	$1.00 per page
12.	**Administering Oaths, taking an affidavit**		$20.00
13.	**Signing papers for Pension purposes.** **Exemption:** No charge for residents of Hope and residents of Electoral Areas A, B, C & D.		$20.00

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14.	**Community Use of District-owned Facilities Fees:**		
	a)	District owned facility bookings for organizations receiving funding from the District	No Charge
	b)	District owned facility bookings for organizations **not** receiving funding from the District **(profit and not-for-profit)**	$26.00 per hour. Each sequential hour is an additional $3.00.
	c)	District owned facility equipment bookings	$7.00 - no charge for organizations receiving funding from the District or other government agencies
15.		**Administration Charge**	20% up to a maximum of $2,500.00
16.		**Release of Judgment on Title**	$35.00, plus Administration Charge and current LTSA fee(s)
17.		**Lapel Pin**	$2.00
18.		**District of Hope Municipal Flag**	$325.00 each

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Fees and Charges Amendment Bylaw No. 1641, 2026
SCHEDULE 'I' – Water User Fees

Water Rates		
1. Unmetered Rates: The following scale of monthly charges shall apply to all unmetered water users:	**Monthly**	**Revised rate**
a) Residential dwelling units	~~$29.79~~	**31.25**
b) General retail stores and offices	~~$29.79~~	**31.25**
c) Fraternal halls, churches, church halls	~~$29.79~~	**31.25**
d) Licenced premises, cinema, cafes and restaurants	~~$37.74~~	**39.59**
e) Schools, per classroom	~~$37.74~~	**39.59**
f) Beauty shop, barber, nursery, bakery	~~$37.74~~	**39.59**
g) Stores and businesses with living quarters	~~$59.59~~	**62.51**
h) Community art & recreation facilities and halls	~~$49.65~~	**52.08**
i) Curling rink	~~$49.65~~	**52.08**
j) Arena	~~$168.75~~	**177.02**
k) Campgrounds, per site	~~$0.99~~	**1.04**
l) Other uses where metering is required	~~$29.79~~	**31.25**
2. Metered Rates: The following scale of quarterly rates shall apply to all metered users (consumption prorated where necessary):	**Quarterly**	
a) Minimum quarterly charge for up to 1101 cubic meters (m^3)	~~$89.38~~	**93.76**
b) In excess of 1,101 cubic meters (m^3)	~~$0.36/m3~~	**$0.38/m3**

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F **Fees and Charges Amendment Bylaw No. 1641, 2026**

SCHEDULE "J" – Water, Sewer, and Service Connection Fees and Other Charges

1. Connection Fees and Other Charges:	**FEES**	**Revised rate**
(a) Serviced, vacant lots: Water service connection and meter for single family and duplex residential connections having an existing 19 mm diameter connection size.	Actual cost (minimum charge $1,250.00)	
(b) Installation of services, vacant lots: Water service connection and meter for single family and duplex residential connections requesting a new 19 mm diameter connection size	Actual cost (minimum charge $1,500.00)	
(c) Serviced, vacant lots: Sewer service connection having 100mm diameter connection size	Actual cost (minimum charge $1,250.00)	
(d) Installation of services, vacant lots: Sewer service connection having 100mm diameter connection size.	Actual cost (minimum charge $1,500.00)	
(e) Disconnection fee of any service	Actual cost (minimum charge $200.00)	
(f) Per turn on or off outside normal District business hours	$200.00	
2. Water Meters (includes meter couplings and values)		
Meter Size	**Meter Charge**	
· ¾ inch (19 mm)	Actual cost, plus administration fee	
· 1 inch (25 mm)		
· 1 ½ inch (38 mm)		
· 2 inch (50 mm)		
· Greater or other size		
3. Bulk Water Connection:	**Fee**	
(a) Daily connection fee for bulk water used from a bulk water filling station operated by the District and where a water meter and backflow preventer are permanently in place.	$200 per day	
(b) Volume charge per cubic metre of water used	~~$0.50~~	**$0.53**
4. Driveway Access Permit $100.00		
5. Liquid Waste Disposal at Pollution Control Centre: $47.50 per cubic metre plus Administration Fee.		
***Please Note*: The above costs may be subject to administration and handling fees as set by the District from time to time.**		

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Fees and Charges Amendment Bylaw No. 1641, 2026
SCHEDULE 'K' – Sewer User Fees

Sewer Rates		
1. <u>Unmetered Rates</u>: The following scale of monthly charges shall apply to all unmetered sewer users:	**Monthly**	**Revised rate**
(a) Residential dwelling unit	~~34.58~~	**43.32**
(b) General retail stores and offices	~~36.72~~	**46.00**
(c) Fraternal halls, churches, church halls	~~34.58~~	**43.32**
(d) Licenced premises, cinema, cafes and restaurants	~~36.72~~	**46.00**
(e) Schools, per classroom	~~36.72~~	**46.00**
(f) Beauty shop, barber, nursery, bakery	~~49.63~~	**62.17**
(g) Stores and businesses with living quarters	~~71.29~~	**89.30**
(h) Community art & recreation facilities and halls	~~36.72~~	**46.00**
(i) Curling rink	~~61.48~~	**77.01**
(j) Arena	~~122.96~~	**154.03**
(k) Campgrounds, per site	~~3.30~~	**4.13**
(l) Church camp, including principal residence (private water system)	~~148.77~~	**186.36**
(m) Other uses where metering is required	~~36.72~~	**46.00**
2. <u>Metered Rates</u>: The following scale of quarterly rates shall apply to all metered users (consumption prorated where necessary)		
(a) Minimum quarterly charge for up to 1101 cubic meters (m^3)	~~105.87~~	**132.62**
(b) In excess of 1,101 cubic meters (m^3)	~~0.78~~	**0.98**

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Fees and Charges Amendment Bylaw No. 1641, 2026
SCHEDULE 'L' – Solid Waste Collection and Disposal Fees

Residential Solid Waste	**Effective Until December 31, 2026**	**Effective January 1, 2027**
Collection of each container of garbage, recycling, organics/green waste, and glass – per dwelling unit	$408.00 per dwelling unit/year	**$420.00 per dwelling unit/year**
Additional Collection Cart – any stream (includes collection)	$16.80/cart/month	**$17.30/cart/month**
Additional Glass Receptacle (includes collection)	$3.25/month	$3.25/month
Service level change	$40.00/per occurrence	**$41.00/per occurrence**
Bear Latch Replacement	$60.00/latch	$60.00/latch
Commercial Solid Waste		
Collection of each cart of garbage, recycling, organics/green waste	$29/cart/month	**$30.00/cart/month**
Commercial Bag Service	$58.00 per month	**$59.00 per month**
• Extra bag charge	$3.55 per bag	**$3.70 per bag**
• Recycling - 5 standard blue bags or clear bags.	No Charge	No Charge
Glass Receptacle		**$3.25/month**

Garbage: Garbage Bins: Commercial, Industrial, Multi-Tenant Customers
All Rates in Red are Effective January 1, 2027

Per Monthly Rate

Extra Tip		**Bin Size (Yard)**	**Monthly Pick Up**		**Every Other Week**		**Weekly Pick Up**		**Twice Weekly Pick Up**		**Thrice Weekly Pick Ups**	
$57	**$59**	2	$81	**$83**	$97	**$100**	$146	**$150**	$297	**$300**	$444	**$451**
$70	**$71**	3	$92	**$94**	$124	**$127**	$205	**$211**	$411	**$421**	$616	**$632**
$81	**$84**	4	$103	**$106**	$146	**$150**	$254	**$261**	$508	**$523**	$763	**$784**
$103	**$106**	6	$119	**$123**	$205	**$212**	$368	**$378**	$741	**$756**	$1,103	**$1,134**
$130	**$134**	8	$162	**$167**	$243	**$251**	$454	**$467**	$908	**$933**	$1,362	**$1,400**

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Fees and Charges Amendment Bylaw No. 1641, 2026
SCHEDULE 'L' – Solid Waste Collection and Disposal Fees (continued)

Effective Until December 31, 2026			Effective January 1, 2027		
		FEES			**FEES**
6 Yd Garbage Compact Bin		$268.00 per tip	6 Yd Garbage Compact Bin		**$278.00 per tip**
Note: Short Term 4 Yard Delivery $81 Dump $113 Removal $81 Short Term 6 Yard Delivery $81 Dump $140 Removal $81			**Note:** Short Term 4 Yard **Delivery $83 Dump $117 Removal $83** Short Term 6 Yard **Delivery $83 Dump $145 Removal $83**		
27 yard self contained roll off compactor Haul $214 Disposal $156			27 yard self contained roll off compactor **Haul $223 Disposal $162**		
*** for all yard bins - maximum weight per bin is 75 kg per yard, per lift. Excess weight shall be charged at a rate of $157 per MT (or 0.157 per KG) The service provider may meet with the commercial customer to increase service level or change container size, to mitigate future charges.**			*** for all yard bins - maximum weight per bin is 75 kg per yard, per lift. Excess weight shall be charged at a rate of $162 per MT (or .162 per kg) The service provider may meet with the commercial customer to increase service level or change container size, to mitigate future charges.**		

Recycle Bins: Commercial, Industrial, Multi-Tenant Customers
All Rates in Red are Effective January 1, 2027

Per Monthly Rate

Extra Tip		Bin Size (Yard)	Monthly Pick Up		Every Other Week		Weekly Pick Up		Twice Weekly Pick Up		Thrice Weekly Pick Ups	
$57	**$59**	2	$70	**$71**	$92	**$94**	$135	**$138**	$276	**$280**	$411	**$415**
$70	**$71**	3	$81	**$83**	$109	**$111**	$162	**$166**	$325	**$333**	$487	**$499**
$81	**$83**	4	$92	**$94**	$124	**$127**	$183	**$189**	$368	**$378**	$551	**$567**
$92	**$94**	6	$109	**$111**	$162	**$166**	$254	**$260**	$508	**$521**	$763	**$781**
$103	**$106**	8	$135	**$139**	$205	**$211**	$325	**$333**	$638	**$655**	$962	**$989**

Note: Any container contaminated will be dumped as garbage and charged as a garbage extra as per list

DRAFT

Fees and Charges Amendment Bylaw No. 1641, 2026
SCHEDULE 'L' – Solid Waste Collection and Disposal Fees (continued)

	Effective Until December 31, 2026	Effective January 1, 2027
Additional Charges (Garbage & Recycle)	**FEES**	**FEES**
Initial delivery of each front load	$40.00	**$41.00**
1 time delivery of each front load	$40.00	**$41.00**
Removal of each front load	$40.00	**$41.00**
Supply of lock	$29.00	**$29.00**
**** for specialty bins (e.g. lock bars, etc.,) additional one time charges will apply - lockbars including exchange of bins is** $260 **(Until December 31, 2026) or $270 (Effective January 1, 2027) + the cost of the lock. Lockbars only available for 3 and 4 yard bins.**		
Roll Off's (includes delivery/removal/return/disposal)	**FEES**	**FEES**
Flat Roll Off – 12 Yd	$514.00	**$533.00**
Flat Roll Off – 20 Yd	$626.00	**$648.00**
Flat Roll Off – 30 Yd	$741.00	**$767.00**
Flat Roll Off – 40 Yd	$859.00	**$889.00**
Rental monthly per container	$285.00	**$295.00**
	*** Maximum weight per container is as follows: 12 yard - max tonneage is 1 MT; 20 yard is 3MT; 30 yard is 3MT; 40 yard is 4MT. Any tonneage in excess of the noted maximums would be charged at $157 per MT. This does not include compactor rates.**	*** Maximum weight per container is as follows: 12 yard - max tonneage is 1 MT; 20 yard is 3MT; 30 yard is 3MT; 40 yard is 4MT. Any tonneage in excess of the noted maximums would be charged at $162 per MT (or .162 per kg). This does not include compactor rates.**
Transfer Station – Self Haul:	**FEES**	**FEES**
Minimum Fee for all Waste Categories	$12.50	$12.50
Sorted Refuse	$130.00/1,000 Kg	$130.00/1,000 Kg
Unsorted Refuse	$200.00/1,000 Kg	$200.00/1,000 Kg
Green Waste (trees, stumps, branches & brush only) Not Bagged	$85.00/1,000 Kg	$85.00/1,000 Kg
Clean Construction Wood Waste	$115.00/1,000 Kg	$115.00/1,000 Kg
Drywall (with paperwork)	$165.00/1,000 Kg	$165.00/1,000 Kg
Tires (No Rims) maximum 20 inch	$25.00/tire	$25.00/tire
Mattresses, Box Springs	$25.00 each	$25.00 each
Commercial Refuse Roll-off Containers	$200.00/1,000kg	$200.00/1,000kg

DRAFT

DISTRICT OF HOPE

FOR INFORMATION CORRESPONDENCE

November 9, 2026 Regular Council Meeting

1. Letter dated October 21, 2026 from the Deputy Solicitor General re: 2026 UBCM Convention Meeting Follow-Up – BC Highway Patrol Review.
2. Letter dated November 2, 2026 from MP Mark Strahl – Chilliwack-Hope re: Congratulations on Election to Municipal Council.

FOR INFORMATION CORRESPONDENCE

VIA EMAIL

Ref: 692852

October 21, 2026

His Worship Victor Smith
and Members of Council
Mayor of the District of Hope
325 Wallace Street
Hope BC V0X 1L0
Email: vsmith@hope.ca

Dear Mayor Victor Smith and Council:

On behalf of the Ministry of Public Safety and Solicitor General, I would like to thank your delegation from the District of Hope for a constructive meeting during this year's Union of BC Municipalities Convention in Vancouver.

As government is currently in a transition period due to the provincial general election, I am writing to follow up on your discussion with Minister Nina Krieger regarding the proposed changes to the South Coast Highway Patrol. The ministry is committed to ensuring that the District of Hope is included in future discussions related to the BC Highway Patrol review and next steps.

I encourage you to build upon these discussions by reaching out to the relevant contacts below.

Policing and Security Branch
Vedrana Covic, Executive Director, Indigenous, Core Policing, and Contract Management Division, Policing and Security Branch
Email: Vedrana.Covic@gov.bc.ca

RoadSafetyBC
Toby Louie, Assistant Deputy Minister, RoadSafetyBC
Email: Toby.Louie@gov.bc.ca.

…/2

Ministry of Public Safety and Solicitor General

Office of the
Deputy Solicitor General

Mailing Address:
PO Box 9290 Stn Prov Govt
Victoria BC V8W 9J7

Location:
11th Floor, 1001 Douglas Street
Victoria BC V8V 1X4
Telephone: 250 356-0149
Facsimile: 250 387-6224

I appreciate these important opportunities to exchange ideas and share information. All topics discussed in your meeting will be shared with the incoming Minister.

Sincerely,

[redacted]

Tara Richards
Deputy Solicitor General

pc: Glen Lewis, Assistant Deputy Minister and Director of Policing and Law Enforcement Services, Policing and Security Branch
Toby Louie, Assistant Deputy Minister, RoadSafetyBC
Kevin Dicken, Chief Administrative Officer

Constituency
102-7388 Vedder Rd
Chilliwack BC V2R 4E4
Tel.: 604-847-9711
1-800-667-2808
Fax: 604-847-9744

Mark Strahl, MP
CHILLIWACK—HOPE

Ottawa
900 Valour Bldg
Ottawa ON K1A 0A6
Tel.: 613-992-2940
Fax: 613-944-9376
www.markstrahl.com
mark.strahl@parl.gc.ca



November 2, 2026

Mayor and Council
325 Wallace Street
P.O. Box 609
Hope BC V0X 1L0

Dear Mayor and Council,

Congratulations and thank you for putting your names forward to serve our community on municipal council.

I would like to congratulate everyone on their successful campaigns to represent the citizens of Hope at city hall. Public service is no small undertaking. There are numerous challenging issues you will be called upon to address over the next four years, but our community is resilient and strong and have chosen a great team to be their champions.

I look forward to working with you as your Member of Parliament to make our wonderful community even better. Please do not hesitate to reach out if I can be of any assistance.

Once again, congratulations on your election.

Sincerely,

[redacted]

Mark Strahl, MP
Chilliwack—Hope

DISTRICT OF HOPE
AP Payment Listing
October 1-31, 2026

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
Sep/26 Pitney	2/10/2026	PITNEY WORKS	September 2026	Sep/26 postage overlimit fee	$29.00	$29.00
Sep/26BC Hydro	2/10/2026	BC HYDRO	434000008289	Sep/26 BC Hydro Services	$29,476.89	$29,476.89
033757	7/10/2026	KANG SUKHWINDER	TXSale Redempt	[redacted] Refund -Tax Sale Prop redeemed	$105,171.45	$105,171.45
000654	8/10/2026	AMAZON.COM.CA INC.	CA6ABEYOY6I	envelopes/pens	$121.79	$121.79
000655	8/10/2026	ANSER POWER SYSTEMS	26858	maintenance on unit 764 100kw Kohler	$1,295.82	$5,467.86
			26867	maintenance/clean-unit 770 generator	$1,782.99	
			26909	maint./clean unit 779 PCC 400kw Teksan	$2,389.05	
000656	8/10/2026	BA BLACKTOP	68002699	Sep 2/26 3.71 TO Cold mix	$706.39	$706.39
000657	8/10/2026	B.F.G. MANUFACTURING LTD	1357	Fabricate new ski's to replace worn ones	$1,727.00	$1,867.00
			1370	built 1 garbage can latch as per sample	$140.00	
000658	8/10/2026	BLACK PRESS GROUP LTD.	BPI442610	Sep 18/26 District News Page	$1,142.72	$5,554.38
			BPI442612	Sep 25/26 Truth & Reconciliation	$322.19	
			BPI442613	Sep 11 & 18/26 Tax Sale	$2,285.44	
			BPI442614	Sep 18/26 Grant in Aid	$305.85	
			BPI442615	Sep 18/26 Temporary use permit 835 6th	$355.46	
			BPI442611	Sep 25/26 Notice of Election	$1,142.72	
000659	8/10/2026	BROGAN FIRE AND SAFETY	30373213	2 x Boots-waterproof and TACTIK	$439.72	$439.72
000660	8/10/2026	CANYON AUTOMOTIVE LTD.	57945	Eng.2 comm. vehicle inspct/repair	$1,494.99	$2,353.13
			57959	Unit 011-comm.vehicle inspct/repair	$858.14	
000661	8/10/2026	CUPE LOCAL #458	PP#20-2026	PP#20 September 14-27 2026	$2,263.34	$2,263.34
000662	8/10/2026	ECOWISE TREE CARE	0005747	remove dead cedar/chip/buck/clean	$1,050.00	$6,903.75
			0005750	remove 2 cherry trees/chip/clean debris	$1,050.00	
			0005751	remove 3 acacia trees/grand Fir hazard	$3,228.75	
			0005752	Siberian Elm-prune/remove dead wood	$1,575.00	
000663	8/10/2026	EMPYRION TECHNOLOGIES INC.	211526	extended access/signatures/adobe issues	$2,789.06	$12,646.23
			211528	set up MAIS server and install of RDS	$2,100.00	
			211529	Windows server 2025 remote desk serv.	$4,683.84	
			211730	Lenovo ThinkPad Gen7	$2,351.45	
			211836	new user/email creation/DUO/VPN	$721.88	
000664	8/10/2026	EXCEED ELECTRICAL ENGINEERING LTD	10900-0035	through Sep 2/26 General assistance	$504.00	$504.00
000665	8/10/2026	FRASER VALLEY REGIONAL DISTRICT	10702	MFA issue 160/bylaw 1477 princ/interest	$137,328.66	$137,328.66
000666	8/10/2026	FRASER VALLEY REGIONAL LIBRARY	PSINV-001560	Oct-Dec/26 FVRL Member Assessment	$113,676.50	$113,676.50
000667	8/10/2026	HOPE BUSINESS AND DEVELOPMENT SOCIETY	2026-24	Oct-Dec/26 Adv.Hope/Visitor Centre	$85,365.00	$85,365.00
000668	8/10/2026	LACAS CONSULTANTS INC.	3257	Aug-Oct/26 Golf Club flood restoration	$33,946.29	$33,946.29
000669	8/10/2026	MUNICIPAL INSURANCE ASSOCIATION OF BC	DED2400330	Sep/26 MIABC file#2023-LI0430	$1,435.20	$1,435.20
000670	8/10/2026	MTS MAINTENANCE TRACKING SYSTEMS INC.	12294	cross connect.program admin services	$224.18	$224.18
000671	8/10/2026	NIGHT VISION SECURITY LTD	1153	Oct 1-15/26 restroom lockup service	$1,219.06	$1,546.66
			1160	Sep/26 restroom lockup serv. Skate prk	$327.60	
000672	8/10/2026	ROPER GREYELL LLP	1838739	Aug/26 services re: file#2009-1	$4,201.69	$4,484.50

DISTRICT OF HOPE
AP Payment Listing
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Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			1838960	Aug/26 service re: file#2009-20	$282.81	
000673	8/10/2026	ALUMICHEM CANADA INC	INV27280	connections sets/Rebuild kit/diaphragm	$3,368.96	$20,900.77
			INV27518	greasezilla 2 x 5 gal case	$1,310.40	
			INV27957	Wes-Floc 204kg drum/ AluPac 1340kg tote	$16,221.41	
000674	8/10/2026	WESTCOTT Joshua	Sep/26 Expense	Sep 20 & 23/26 mileage/meal-WESTCOTT J	$263.88	$263.88
033758	8/10/2026	BELLINGHAM Donna	Sep/26 expense	Sep/26 Chwk meeting-Elections-BELLINGHAM	$75.46	$75.46
033759	8/10/2026	CAN-TECH ROOFING LTD.	542786	install new gutters & downpipes	$6,825.00	$6,825.00
033760	8/10/2026	CANYON 2-WAY RADIO	INV11691	IER Funding-program radio/program OFC2	$392.00	$392.00
033761	8/10/2026	DHILLON HARI	2026 Tax Redemp	2026 tax redemption-19552 Silver Skagit	$14,534.09	$14,534.09
033762	8/10/2026	DOUGNESS HOLDINGS LTD.	10776	Hydro vac 3 valves/clean 5 catch basins	$2,712.15	$2,712.15
033763	8/10/2026	DICKEN Kevin	Sep/26 Expense	Sep 18/26 mileage/meals/parkiing-DICKEN	$229.44	$229.44
033764	8/10/2026	DR. ALIAA ABDULHAKEEM	565249	Firefighter assessment-[redacted]	$50.00	$50.00
033765	8/10/2026	EBBWATER CONSULTING INC	1037	Aug/26 Fraser-Coq Rivers flood mgmnt pln	$16,095.98	$16,095.98
033766	8/10/2026	FASTENAL CANADA LTD.	BCCHA148007	T-Rod/XTRA/A194 2 H 5/8-11	$51.95	$51.95
033767	8/10/2026	FELKER Joel	Sep/26 Reimburs	transportation/fuel/windshield wiper	$266.79	$266.79
033768	8/10/2026	FLYNN Caleigh	Sep/26 Expense	Sep 20-23/26 CAFC conf-km/meal/room	$1,803.44	$1,803.44
033769	8/10/2026	FOX Edward	Sep/26 Expense	Sep 18-21/26 JIBC/train/km/meals-FOX E	$547.24	$547.24
033770	8/10/2026	FRASER INCLUSIVE AND SUPPORTIVE	PP#20-2026	PP#20 September 14-27 2026	$75.00	$75.00
033771	8/10/2026	KROPPSHOP LTD	27578	vinyl decal 6.5" x 3.25" reflective	$142.81	$142.81
033772	8/10/2026	LINDE Diana	Aug/26 mileage	Jul 9 & Aug 8/26 ESS RC-LINDE D	$172.80	$172.80
033773	8/10/2026	MARIO'S TOWING LTD	154320	tow unit 121 to Kelowna Ford dealership	$175.85	$175.85
033774	8/10/2026	MINISTER OF FINANCE	95956878	Aug/26 Purolator shipments	$75.29	$75.29
033775	8/10/2026	MEDLOCK Scott	Sep/26 Expense	Sep/26 UBCM-mileage/per diem-MEDLOCK	$677.12	$677.12
033776	8/10/2026	MULHOLLAND PARKER LAND ECONOMISTS LTD	HFFA093026002	Sep/26 Financial Analysis (Task 3)	$10,237.50	$10,237.50
033777	8/10/2026	QUARMBY ENVIRONMENTAL LTD	2026-167	Sep/26 MWR registration/dev./scope 7Gen	$656.25	$656.25
033778	8/10/2026	QUEST COMMUNITY CONSULTING LTD	2026-116	Sep/24 review/discuss 7 Gen proposal	$420.00	$420.00
033779	8/10/2026	DECKER Diana	457444	Sep/26 Contract kennel-overages	$1,890.00	$1,890.00
033780	8/10/2026	ROYCE Roz	Jul/Aug/26 Expn	Jul & Aug/26 mileage ESS RC-ROYCE R	$875.52	$875.52
033781	8/10/2026	STEWIN Heather	Sep/26 Expense	Sep/26 UBCM per diem/meals/taxi-STEWIN	$1,304.65	$1,304.65
033782	8/10/2026	UNITED RENTALS OF CANADA INC	264451048-002	scissor lift 4 week rental	$1,124.12	$1,124.12
Oct/26Shaw0584	8/10/2026	SHAW CABLESYSTEMS GP	Oct/26-0584	Oct/26 increase from Bus.75 to 2G	$465.63	$465.63
Oct/26Shaw0613	8/10/2026	SHAW CABLESYSTEMS GP	Oct/26-0613	Oct/26 Shaw-0613 cable & internet	$197.63	$197.63
Oct/26Shaw0663	8/10/2026	SHAW CABLESYSTEMS GP	Oct/26-0663	Oct/26 Shaw-0663 internet & cable	$373.52	$373.52
Oct/26Shaw2710	8/10/2026	SHAW CABLESYSTEMS GP	Oct/26-2710	Oct/26 Shaw-2710 internet & cable	$550.01	$550.01
Oct/26Shaw7681	8/10/2026	SHAW CABLESYSTEMS GP	Oct/26-7681	Oct/26 Shaw-7681 internet-Tom Berry	$257.60	$257.60
PP#20/26MPP251	8/10/2026	MUNICIPAL PENSION PLAN	PP#20-2026-251	PP#20 September 14-27 2026	$27,489.56	$27,489.56
PP#20/26MPP5025	8/10/2026	MUNICIPAL PENSION PLAN	PP#20-2026-5025	PP#20 September 14-27 2026	$5,607.76	$5,607.76
PP#20/26RP0001	8/10/2026	RECEIVER GENERAL FOR CANADA	PP#20-2026	PP#20 September 14-27 2026	$7,103.50	$7,103.50
PP#20/26RP0002	8/10/2026	RECEIVER GENERAL FOR CANADA	PP#20-2026	PP#20 September 14-27 2026	$48,267.55	$48,267.55

DISTRICT OF HOPE
AP Payment Listing
October 1-31, 2026

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
Sep/26 FortisBC	8/10/2026	FORTIS BC-NATURAL GAS	September 2026	Sep/26 Fortis BC services	$897.13	$897.13
Sep/26 Telus	8/10/2026	TELUS	September 2026	Sep/26 Telus land line services	$2,069.77	$2,069.77
PP#3/26RP0001VF	13/10/26	RECEIVER GENERAL FOR CANADA	PP#3-2026-VFF	PP#3-2026 Volunteer FF source deduction	$8,825.56	$8,825.56
000675	16/10/26	ANSER POWER SYSTEMS	26912	20118 Beacon-Scheduled maint-777	$2,321.60	$5,682.91
			26918	22533 Ross Rd-Sched.maint. 776	$1,755.43	
			26994	Rupert Lift-sched.maint. unit 771	$1,605.88	
000676	16/10/26	ATCO STRUCTURES & LOGISTICS LTD	1837793	Oct/26 Office rent	$1,011.20	$1,011.20
000677	16/10/26	BC TRANSIT	429625	Sep/26 UMO sales activity	$50.00	$50.00
000678	16/10/26	B.F.G. MANUFACTURING LTD	1360	press plates for use w/porta power 3pcs	$225.99	$4,071.42
			1346	flail mower body rebuild	$3,845.43	
000679	16/10/26	FORTIN'S SUPPLY LTD.	H5148673	spark plug	$4.39	$2,678.05
			H5146759	stake flag-pink	$14.13	
			H5147867	Sep 21/26 freight from EMCO to Hope	$43.55	
			H5148005	shop towels/G65A-200 part A Alum	$54.44	
			H5148122	3/8 newline NIP	$12.23	
			H5146585	Sep 3/26 freight from Sanderson to Hope	$217.75	
			H5148136	15" HD Tie Black 100	$23.83	
			H5148150	zip fro-Pioneer 6895	$25.03	
			H5148194	easy out extractor	$379.68	
			H5148220	Strong arm QC201M QC2/GA001/HPG1010	$678.10	
			H5148310	6 x hard hats/ 2 x Hi-Vis vests	$162.91	
			H5148481	corn whisk	$10.55	
			H5148525	chain/lock	$45.70	
			H5148531	mean mother work glo	$6.36	
			H5148541	switch body-up limit	$81.59	
			H5148572	zip-pro Pioneer 6895	$25.03	
			H5148698	3/4" x 100 ft diamond/ 3/8 snap link	$19.36	
			H5148709	AA batteries x 48	$36.55	
			H5148740	21"ball w/pintle 5/8" hitch pin	$213.17	
			H5148749	16 x AA batteries	$12.18	
			H5148971	10 pc wheel stud x 2	$364.20	
			H5149031	man handlers L	$14.25	
			H5149076	steel pipe bushing	$3.08	
			H5149091	shop towels	$4.47	
			H5149111	48 x AA batteries	$36.55	
			H5149155	scrubbing wipes/shop towels/foam glass	$51.30	
			H5149161	heavy tie-white x 2	$48.61	
			H5149376	25lb flanel rags/sledge hammer	$89.06	
000680	16/10/26	COBRA ELECTRIC REGIONAL SERVICES LTD	00016485	Jul-Sep/26 contract maint. work	$525.00	$525.00

DISTRICT OF HOPE
AP Payment Listing
October 1-31, 2026

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
000681	16/10/26	CANADIAN NATIONAL RAILWAY	91864374	Oct-Dec/26 Signal w&w/o gate-maint.	$5,067.00	$5,067.00
000682	16/10/26	COMTEL INTEGRATED TECHNOLOGIES INC.	453265	Oct/26 Comtel phone line services	$512.91	$512.91
000683	16/10/26	COLUMBIA BUSINESS SYSTEMS	IN365331	Sep/26 Copier C3835i-B&W & Color copies	$109.54	$109.54
000684	16/10/26	E-COMM 9-1-1	26-0977	Oct-Dec/26 Fire RMS Levy	$3,750.00	$3,750.00
000685	16/10/26	EMCO CORPORATION	805263003728	5 x storz cap o-rings	$98.01	$1,217.76
			805263003730	outlet lock ring	$270.09	
			805263003731	shell cutter/coupling nut/FP yard Hyd	$687.97	
			805263003732	galv. rdy cut pipe tbe x 3	$161.69	
000686	16/10/26	EMPYRION TECHNOLOGIES INC.	212116	Oct/26 backup/MS office/anti-virus/spam	$4,473.98	$4,473.98
000687	16/10/26	EXCEED ELECTRICAL ENGINEERING LTD	10900-0036	Flowmeter data check/DAF offline	$532.88	$532.88
000688	16/10/26	FINNING CANADA	910171613	Unit# 569 Backhoe Loader-H8T08318	$243,040.00	$243,040.00
Sep/26MC0863	16/10/26	MASTERCARD - COLLABRIA	September 2026	Sep/26 Mastercard payment	$21,377.75	$21,377.75
033800	16/10/26	DE LAGE LANDEN FINANCIAL SERVICES	F66197843	Sep/26 Copier c8155-B&W & Color copies	$193.57	$294.99
			F66208495	Sep/26 Copier c7130-B&W & Color copies	$3.97	
			F66227257	Sep/26 Copier c7130-B&W & Color Copies	$97.45	
033799	16/10/26	VIMAR EQUIPMENT LTD.	P30578	Elgin-switch	$168.52	$721.11
			P31002	front curtain/side rubber deflector	$552.59	
033798	16/10/26	STEWART MONUMENTAL WORKS LTD	SMITH-15509-26	12X20 flat grass marker-SMITH J & J	$1,709.40	$1,709.40
033797	16/10/26	SPECTRE UTILITIES INC	2493	Sep 16/26 pipe inspection	$777.00	$3,123.75
			2511	Sep 22/26 Pipe inspct/report processing	$1,464.75	
			2519	Sep 29/26 pipe inspct/report processing	$882.00	
033796	16/10/26	SIMPSON NOTARIES	12588204	Sep 22/26 Notorization	$44.80	$44.80
033795	16/10/26	SPERLING HANSEN ASSOCIATES	26578	Aug/26 Landfill monitoring	$2,836.72	$2,836.72
033794	16/10/26	SAWERS Kristi	Oct/26 Expense	Oct 5-7/26 meals & fuel-SAWERS K	$250.00	$250.00
033793	16/10/26	REC SAFETY SOLUTIONS INC.	1080	Aug 24-Sep 18/26 safety audit services	$7,372.26	$7,372.26
033792	16/10/26	PRAIRIECOAST EQUIPMENT	P17944	quick lock pin/shoe/shoe	$843.87	$843.87
033791	16/10/26	PETTY CASH	Apr-Sep/26 expn	Apr-Sep/26 expense petty cash usage	$105.45	$105.45
033790	16/10/26	MINISTRY OF TRANSPORTATION	7799	Jul-Sep/26 Hudson-Coq. cost share	$546.63	$546.63
033789	16/10/26	KROPPSHOP LTD	27627	replacement decal (DOH unit 133)	$84.00	$84.00
033788	16/10/26	HOWARD Mark	Oct/26 expense	Oct 5 & 6/26 meals-HOWARD M	$160.00	$160.00
033787	16/10/26	H2FLOW EQUIPMENT INC.	24205	consumable parts set/shaft assembly	$8,113.51	$8,113.51
033786	16/10/26	KELLTON CONTRACTING LTD.	2026-061	May-Jun/26 repairs to the District Hall	$5,820.89	$5,820.89
033785	16/10/26	ERICA PUBLISHING INC.	30417	250 business cards-CHIBA Brad	$53.76	$53.76
033784	16/10/26	BC ONE CALL LTD.	20260866	Sep/26 59 tickets	$164.17	$164.17
033783	16/10/26	ARBOR PRO TREE SERVICES LTD	2205	prune/inspct row of Douglas Fir trees	$7,560.00	$11,235.00
			2206	tree removal-chip/stack firewood	$3,675.00	
000709	16/10/26	WESTERN EQUIPMENT LTD.	VER-03299900	63 x Hex tag/Web sling	$499.72	$499.72
000708	16/10/26	UNIVERSAL TRAFFIC (258) LTD	377295	barricade board sheeting & frame	$5,827.42	$8,590.35
			377262	6 x stop signs/12 x parking symbol/FT-18	$859.03	

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Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			377046	delineator post w/base x 15	$1,144.73	
			377059	custom alum. signs x 3	$759.17	
000707	16/10/26	VALLEY WATER	12197851	Oct/26 monthly hot/cold cooler rental	$13.44	$13.44
000706	16/10/26	VALLEY WASTE & RECYCLING INC	0000002336	Sep 16-30/26 Transfer station services	$484.21	$189,560.46
			0000546999	Sep 15/26 1225 Nelson-comm.roll off	$337.31	
			0000547218	Aug 27-Sep 17/26 805 K/Lake-restroom	$226.89	
			0000547504	Sep 22/26 1225 Nelson-comm roll off	$667.80	
			0000547603	Sep 1-23/26 919 Water-restroom serv.	$245.28	
			0000548057	Sep 9-29/26 919 Water-restroom serv.	$245.28	
			0000548104	Sep 29/26 1225 Nelson-comm.roll off	$543.11	
			0000550849	Sep/26 Valley waste contract services	$186,810.58	
000705	16/10/26	ULINE CANADA CORPORATION	18858186	nitrile gloves/toilet tissue/trash liner	$3,593.80	$3,723.16
			18871050	dog waste bags	$129.36	
000704	16/10/26	PEOPLESAFE PERSONAL SAFETY LTD	11371071026	Oct/26 25 worker subscription	$150.65	$150.65
000703	16/10/26	TRUE CONSULTING LTD	1239-0826-552	Aug/26 services-PCC outfall design	$11,894.95	$11,894.95
000702	16/10/26	SKEANS PNEUMATIC & AUTOMATION INC	184798	call out re: diagnose issue-bearing issu	$1,309.06	$1,309.06
000701	16/10/26	SECCAN INC	PSINV3587895	pin & stamp 3 x cores	$199.08	$199.08
000700	16/10/26	SANDERSON CONCRETE INC.	45740	wheelchair table slatted	$2,955.68	$2,955.68
000699	16/10/26	UNIFIRST CANADA LTD	2605150509	Sep 17/26 Unifirst uniform & mat cleanin	$742.52	$2,645.48
			2605152763	Sep 24/26 Unifirst uniform & mat clean	$742.52	
			2605152783	Sep 24/26 Unifirst coverall clean-RCMP	$46.26	
			2605152796	Sep 24/26 Unifirst mat cleaning-Office	$45.95	
			2605155429	Oct 1/26 Unifirst uniform & mat clean	$726.75	
			2605155432	Oct 1/26 Unifirst-covls clean-RCMP	$46.26	
			2605157846	Oct 8/26 Unifirst-covls clean-RCMP	$46.26	
			2605158138	Oct 8/26 Unifirst mat clean/supplies	$248.96	
000698	16/10/26	PEASI	105-3065	2026/2027 Alertable subscript-software	$4,424.00	$4,424.00
000697	16/10/26	COASTAL MOUNTAIN FUELS	527031	Oct 1/26 1379.5L Seasonal dyed diesel	$3,350.33	$8,936.94
			527026	Oct 1/26 1369.6L Regular Gasoline	$2,523.83	
			527027	Oct 1/26 1198.9L Diesel Clear	$2,834.80	
			527068	refund 1198.9L Diesel clear-wrong price	-$2,834.80	
			527069	Oct 1/26 1198.9L Diesel Clear	$3,062.78	
000696	16/10/26	MTS MAINTENANCE TRACKING SYSTEMS INC.	12350	cross connect program admin.services	$226.01	$226.01
000695	16/10/26	MASLIN Ian	19-26	Oct 23-24/26 Cert.& Reg. ICISF-ESS Grant	$3,990.00	$3,990.00
000694	16/10/26	LORDCO AUTO PARTS	7I00066530	M18 & M12 Gangbox rapid charger	$333.76	$1,929.60
			7I00068303	windshield wash fluid 3 x 3.78L	$21.13	
			7I00068428	4 x 10000 PSI nipple	$50.20	
			7I00068431	Prentice drill	$36.28	
			7I00068462	magnum steering stabilizer	$78.39	

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			7I00068492	10000 PSI coupler	$20.74	
			7I00068647	2 x suspension shock absorber	$324.78	
			7I00068735	25 x dot log books	$328.09	
			7I00068799	trailer ball/forged ball mount	$79.21	
			7I00068842	PSI liquid filled stainless steel bottom	$81.53	
			7I00068845	3 x dump body up indicator	$299.34	
			7I00069073	2 x ball joints	$104.81	
			7I00069083	2 x 36" marker	$171.34	
000693	16/10/26	L. B. J. SERVICES LTD	INV/2026-0105	Sep/26 Janitorial contract services	$5,520.07	$5,520.07
000692	16/10/26	LACAS CONSULTANTS INC.	3259	Sep 3-Oct 8/26 Lower Coq.Glenhalla Dike	$12,204.68	$12,204.68
000691	16/10/26	LINTERRA AGGREGATES LTD	811080	137.4 MT winter sand (10 loads)	$3,720.49	$4,652.82
			811081	4 units crusher dust	$22.40	
			811082	3 MT crusher dust/8 yds turf mix	$606.48	
			811083	10 MT 3/4" Road mulch	$168.00	
			811224	1yd turf mix	$51.45	
			811225	5 MT 3/4" Road mulch	$84.00	
000690	16/10/26	GARDNER CHEVROLET PONTIAC BUICK GMC LTI	617198	4 x LT275/70R18 tires-mount & balance	$1,439.79	$2,991.93
			307396	package-part#85561532	$266.17	
			307397	package part#86389883 & step	$1,285.97	
000689	16/10/26	FVBS HOPE RONA	72273	shims/garbage can/deck screws	$74.88	$1,693.47
			72337	2 shovels/ rake	$105.91	
			72351	treated lumber 2x10/KD spruce	$189.76	
			72356	hose clamps	$6.03	
			A77643	return wood glue/counter sink bit	-$30.10	
			72456	course push broom	$54.83	
			72484	12x12 grey utility patio slab	$6.17	
			72485	2 x 5L paint	$115.45	
			72532	various sizes of lumber-FireSmart	$292.50	
			72541	great stuff window/door-FireSmart Grant	$82.94	
			72637	pliers/screw driver/extn ltdy	$61.65	
			72639	9pcs 2x4 treated lumber brown	$107.05	
			72648	120G & 80G sanding belt	$24.11	
			72650	garden hose/rake	$39.09	
			72661	flour tubes x 5	$72.18	
			72703	window fan/dehumidifier w/water pump	$472.45	
			72709	4 x galv. lag bolts	$4.26	
			72735	flat brush - wood nat.3"	$14.31	
PP#21/26MPP251	19/10/26	MUNICIPAL PENSION PLAN	PP#21-2026-251	PP#21 September 29-October 11 2026	$27,804.35	$27,804.35
PP#21/26MPP502	19/10/26	MUNICIPAL PENSION PLAN	PP#21-2026-5025	PP#21 September 29-October 11 2026	$5,607.76	$5,607.76

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PP#21/26RP0001	19/10/26	RECEIVER GENERAL FOR CANADA	PP#21-2026	PP#21 September 29-October 11 2026	$6,958.83	$6,958.83
PP#21/26RP0002	19/10/26	RECEIVER GENERAL FOR CANADA	PP#21-2026	PP#21 September 29-October 11 2026	$46,978.82	$46,978.82
WorkSafeQ3/26	19/10/26	WORKSAFE BC	2026-3rdQ Remit	2026 WorkSafe BC 3rd Q Remittance	$34,551.66	$34,551.66
033801	28/10/26	24 HOUR SHUTTLE LTD	#26-1019-35346	tow unit 564	$402.85	$402.85
033802	28/10/26	BC WATER & WASTE ASSOCIATION	61205	BCWWA membership-BLACKWELL R	$135.45	$135.45
033803	28/10/26	BC WATER & WASTE ASSOCIATION	61206	Reservoir maint & clean-virtual-BLACKWEL	$345.45	$345.45
033804	28/10/26	BLACK Matthew	Oct/26 Reimburs	4" metal hole saw/mandrel-spring loaded	$86.22	$86.22
033805	28/10/26	BRANDT Kevin	2026 Safe.Bal.	Oct/26 bal of safety allowance-BRANDT K	$138.59	$138.59
033806	28/10/26	BREWSTER Ian	985/26	BP#985/26 Municipal Deposit Refund	$500.00	$500.00
033807	28/10/26	FRASER CANYON GLASS LTD.	36360	glass deductible & GST	$340.23	$340.23
033808	28/10/26	CJB RESTORATION SERVICES LTD.	982/26	BP#982/26 Municipal Deposit Refund	$500.00	$500.00
033809	28/10/26	CLAEYS Jo-Ann	2026 Election	Gross pay $1 225.00-2026 Mun.Election	$1,187.90	$1,187.90
033810	28/10/26	EBBWATER CONSULTING INC	1055	Sep/26 serv.re: Flood Plans	$60,824.32	$60,824.32
033811	28/10/26	FERRER Carolyn	Oct/26 Expense	Oct/26 mileage/meals	$247.41	$247.41
033812	28/10/26	FLYNN Caleigh	Oct/26 Reimburs	Sep-Oct/26 grocery for ESS meeting	$101.19	$101.19
033813	28/10/26	FOX Edward	Aug/26 meals	Aug 4-10/26 meals-FOX E-Wildfires	$270.00	$305.00
			Aug 21/26 meals	Jul 30/26 meal-FOX E - Wildfire	$35.00	
033814	28/10/26	FRASER INCLUSIVE AND SUPPORTIVE	PP#21-2026	PP#21 September 29-October 11 2026	$75.00	$75.00
033815	28/10/26	FREIMARK Violette	2026 Election	Election-gross pay $1 225.00	$1,113.51	$1,113.51
033816	28/10/26	GRAHAM Bonny	2026 UBCM expns	Sep 14-18/26 UBCM-mileage/meal-GRAHAM	$1,209.40	$1,209.40
033817	28/10/26	HICK David	Oct/26 expense	Oct 2-4/26 room/meals-HICK D	$672.00	$672.00
033818	28/10/26	HOPE COMMUNITIES IN BLOOM	2026-16	carving repairs-various workers	$7,200.00	$7,200.00
033819	28/10/26	KROPPSHOP LTD	27678	decals for unit 140 & 269	$380.80	$380.80
033820	28/10/26	INTERCONTINENTAL TRUCK BODY (BC) INC.	96393	custom Fire Rescue Pickup Truck	$155,932.00	$155,932.00
033821	28/10/26	KELLEY Donna	2026 Election	Election gross pay $825.00	$825.00	$825.00
033822	28/10/26	KEIM Shawn	2026 Election	Election gross pay $1 225.00	$1,136.09	$1,136.09
033823	28/10/26	KAL TIRE	067205299	4 x 265/70R17/mount/bal/alignment	$1,860.81	$1,860.81
033824	28/10/26	LEECH Troy	Aug/26 meals	Aug 4-10/26 meals-LEECH T Wildfire	$475.00	$522.18
			Jul 30/26 meals	Jul 30/26 meal/supplies-LEECH T wildfir	$47.18	
033825	28/10/26	MCMILLAN Dan	2026 Safe.Allow	2026 Safe.allow-MCMILLAN D	$184.79	$184.79
033826	28/10/26	MINISTER OF FINANCE	BNE 78619-78717	Reg.Judg.-272 Wallace St BNE 78619-78717	$60.00	$60.00
033827	28/10/26	MT. HOPE ELECTRIC	3275	Sep/26 Electrical contract services	$7,395.32	$7,395.32
033828	28/10/26	LIDSTONE & COMPANY	70511	Sep/26 serv. re:file#10111-121	$1,548.41	$2,922.50
			70405	Sep/26 serv. re:file#10111-118	$176.96	
			70406	Sep/26 serv. re:file#10111-035	$856.08	
			70407	Sep/26 serv. re:file#10111-090	$341.05	
033829	28/10/26	MCINNES Patrick	2026 FireSmart	HFS092626 FireSmart Rebate-MCINNES P	$128.00	$128.00
033830	28/10/26	NOCK Christopher	978/26	BP#978/26 Municipal Deposit Refund	$500.00	$500.00
033831	28/10/26	PETERS Larissa	24241	2027 UNBC virtual course-PETERS Larissa	$525.00	$525.00

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033832	28/10/26	PRIORITY PERMITS LTD	975/26	BP#975/26 Municipal Deposit Refund	$500.00	$500.00
033833	28/10/26	QUEST COMMUNITY CONSULTING LTD	2026-121	meeting w/ 7 Gen re: site visit	$525.00	$525.00
033834	28/10/26	ROYAL CANADIAN LEGION	1001	Oct 7 14 & 17/26 Hall Rental-Election	$1,260.00	$1,260.00
033835	28/10/26	ROYAL CANADIAN LEGION	2026 Lg. Wreath	2026 Lg wreath - Mayor to present	$60.00	$60.00
033836	28/10/26	ROYAL CANADIAN LEGION	2026 Lg.Wreath	Fire - Large wreath-Remembrance Day	$60.00	$60.00
033837	28/10/26	DECKER Diana	457439	Nov/26 Kennel contract services	$2,005.10	$2,005.10
033838	28/10/26	SARGENT Mike	Oct/26 Reimburs	Aug 11 & Oct 8/26 snacks for staff	$148.81	$148.81
033839	28/10/26	SINGH Anil	729/22	BP#729/22 Municipal Deposit Refund	$500.00	$500.00
033840	28/10/26	STEWART Sheila	2026 Election	Election gross pay $1 225.00	$1,136.09	$1,136.09
033841	28/10/26	SMITH Victor	Oct 9/26 Expnse	Sep/26 mileage/per diem/meals-SMITH V	$810.32	$1,260.24
			Oct 13/26 Expns	Aug & Sep/26 mileage & per diem-SMITH V	$449.92	
033842	28/10/26	VIMAR EQUIPMENT LTD.	P31084	clamp T-bolt/wand hose/front rubber defl	$1,698.29	$16,613.63
			W05406	sweeper repair-labour/parts/supplies	$14,915.34	
033843	28/10/26	WUST Shera	2026 FireSmart	Oct/26 HFS#HFS5092625-WUST Shera	$249.38	$249.38
033844	28/10/26	DE LAGE LANDEN FINANCIAL SERVICES	11021317	Copier lease payment 13 of 22	$2,342.89	$2,342.89
Oct/26Telus.Gov	28/10/26	TELUS	Oct/26 Gov.List	Sep & Oct/26 Gov.List-Fire/Office/Bylaw	$45.36	$45.36
000710	29/10/26	AMAZON.COM.CA INC.	CA6ABEYQTDA	engine control cable	$15.95	$229.83
			CA6ABEYRGYA	4 rolls thermal paper	$20.15	
			CA6ABEYRA9N	marine carpet-indoor/outdoor carpet	$87.25	
			CA6ABEYSHIH	1080p webcam	$40.26	
			CA6ABEYRJ9C	batteries/hooks/febreeze	$66.22	
000711	29/10/26	ANSER POWER SYSTEMS	27043	Scheduled maint. 150kW Blue Star-775	$2,164.31	$7,349.70
			27053	Scheduled maint-80kW MTU unit 773	$1,746.06	
			27060	Scheduled maint-100kW Kohler-616	$1,937.97	
			26913	Generator maint-19590 Silverhope Rd	$959.98	
			26919	scheduled maint-generator 12kW Kohler	$541.38	
000712	29/10/26	ASSOCIATED FIRE SAFETY GROUP INC	IN31148	power hawk tech. 14" & 17" tall	$5,304.59	$5,304.59
000713	29/10/26	FORTIN'S SUPPLY LTD.	H5150363	man handler gloves	$14.25	$2,151.19
			H5150603	antifreeze -50 x 4/tungsten/cylinder	$93.00	
			H5150661	hiviz vest	$31.71	
			H5150031	14" segmented diamond	$529.09	
			H5150240	blue mirror len	$7.37	
			H5150274	85G dielecric grease	$17.27	
			H5150087	2 x antifreeze RV -50 P	$11.85	
			H5150254	8" HD black x 100	$19.63	
			H5150340	2 x boxes of GMonkey (1 Lg & 1 XL)	$49.43	
			H5150218	MI400 aerosol white paint	$11.29	
			H5147165	tool box/pliers/screwdriver set/wrench	$199.56	
			H5149334	6" vise cover	$179.15	

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			H5149897	14" segmented diamond/blue chip XL	$123.82	
			H5149628	chain/fl. green	$21.54	
			H5149818	8 x antifreeze RV -50 P	$47.40	
			H5149629	scapegoat	$15.04	
			H5149686	blade 14T 12L Torch & 9L	$101.90	
			H5149748	1 1/2" padlock x 12	$362.21	
			H5149501	vent visor	$110.38	
			H5149993	visor	$79.82	
			H5146528	saw chain/labour/supplies	$125.48	
000714	29/10/26	COMTEL INTEGRATED TECHNOLOGIES INC.	23714	system wide name changes-ext 326 issue	$283.36	$283.36
000715	29/10/26	CUPE LOCAL #458	PP#21-2026	PP#21 September 29-October 11 2026	$2,323.23	$2,323.23
000716	29/10/26	EMCO CORPORATION	805263004043	2 x alloy blts (CPLG 1530-1550 OD)	$2,193.57	$2,193.57
000717	29/10/26	ENVIRONMENTAL OPERATORS CERTIFICATION	166682	Wastewater collect facility dues	$111.21	$556.06
			166760	East K/Lake water dist. facility dues	$111.21	
			166761	Water Distribut.sys. facility dues	$333.64	
000718	29/10/26	EMPYRION TECHNOLOGIES INC.	211745	VPN connection issues for CAO	$32.81	$2,230.23
			211865	2026 prorated adobe pro	$130.23	
			211922	IT support - various issues	$2,067.19	
000719	29/10/26	FVBS HOPE RONA	72875	flashlight 9 LED 3pk	$13.60	$484.02
			72878	2 x 6's/zinc screws	$42.92	
			72886	tool hooks/tool holder	$20.02	
			72892	2x10 treated lumber 7pcs	$169.34	
			72912	door hinge	$5.63	
			72784	batteries 2 x 2pk CR2032	$18.82	
			72816	dynaflex brwn 300ml/plastic bonder	$22.71	
			72865	ext. cord 50'	$78.61	
			73049	tape measure/2x4 spruce	$24.76	
			72605	2x6-16 primed fascia	$76.03	
			72725	shop towels	$11.58	
000720	29/10/26	GARDNER CHEVROLET PONTIAC BUICK GMC LTI	307403	mat	$170.81	$170.81
000721	29/10/26	LINTERRA AGGREGATES LTD	811226	8 MT 3/4" clear crush	$165.76	$210.56
			811227	8 x 3/4" clear crush	$44.80	
000722	29/10/26	LOCKSTAR LOCKSMITHS	0005451	repair break in back door-District Hall	$913.00	$913.00
000723	29/10/26	LORDCO AUTO PARTS	7I00069824	Cont. arm w/b x 2	$210.65	$264.64
			7I00069751	AA 2pc truck FL MTS	$37.89	
			7I00069084	ball valve/brass hose	$16.10	
000724	29/10/26	CATALIS TECHNOLOGIES CANADA LTD	INV308380961	2026/2027 Content mgmnt sys.renewal	$7,366.58	$7,366.58
000725	29/10/26	ROPER GREYELL LLP	1840041	Sep/26 service re: file#2009-1	$1,111.04	$1,789.76
			1839863	Sep/26 service re: file# 2009-26	$678.72	

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000726	29/10/26	STAPLES PROFESSIONAL	74673520	case of paper/jumbo paper clips	$80.93	$80.93
000727	29/10/26	SUTTON SPECIAL RISK INC	223820	Premium adj from Nov 1/25-Nov 1/26	$126.00	$2,552.00
			223821	2026-2027 Renew AD&D Sutton policy	$2,426.00	
000728	29/10/26	TRUE CONSULTING LTD	1239-0826-553	Aug/26 Wastewater inflow and infiltrat'n	$4,775.40	$67,627.66
			1239-0926-554	Sep/26 Asset management services	$2,603.90	
			1239-0926-555	Sep/26 re: PCC outfall design	$8,097.09	
			1239-0926-556	Sep/26 7th Ave Emerg.Boost Stn/watermain	$7,917.00	
			1239-0926-557	Sep/26 serv. re: 753 Water sys. upgrade	$9,235.03	
			1239-0926-558	Sep/26 Water quality assess-87 & 138	$21,080.43	
			1239-0926-559	Sep/26 serv. PCC Master Plan	$13,918.81	
000729	29/10/26	UNITED RENTALS OF CANADA INC	264451048-003	rental - scissor lift	$966.47	$966.47
000730	29/10/26	WFR WHOLESALE FIRE & RESCUE LTD.	INV/2026/5457	Low profile ball intake valve	$4,377.40	$4,377.40
PP#22/26MPP251	30/10/26	MUNICIPAL PENSION PLAN	PP#22-2026-251	PP#22 October 12-25 2026	$27,628.65	$27,628.65
PP#22/26MPP5025	30/10/26	MUNICIPAL PENSION PLAN	PP#22-2026-5025	PP#22 October 12-25 2026	$5,607.76	$5,607.76
PP#22/26RP0001	30/10/26	RECEIVER GENERAL FOR CANADA	PP#22-2026	PP#22 October 12-25 2026	$6,466.78	$6,466.78
PP#22/26RP0002	30/10/26	RECEIVER GENERAL FOR CANADA	PP#22-2026	PP#22 October 12-25 2026	$47,679.57	$47,679.57
				Total October 2026 Payments	**$1,935,057.78**	**$1,935,057.78**