DISTRICT OF HOPE

REGULAR MEETING OF COUNCIL AGENDA

Monday, November 23, 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. OATH OF OFFICE

Deputy Director of Corporate Services to perform the Councillor Oath of Office

- Councillor Pauline Newbigging

3. APPROVAL OF AGENDA

Recommended Resolution:

THAT the November 23, 2026, Regular Council Meeting Agenda be adopted, as presented.

4. ADOPTION OF MINUTES

(a) Regular Council Meeting (1)

Recommended Resolution:

THAT the Minutes of the Regular Council Meeting held November 9, 2026, be adopted, as presented.

5. DELEGATIONS

(a) Hope Mountain Centre for Outdoor Learning (8)

Representatives from the Hope Mountain Centre for Outdoor Learning will be in attendance to provide Council with an update on annual trail work.

(b) Hope Community Services (35)

Representatives from Hope Community Services will be in attendance to present to Council regarding the Hope Community Food Access & Food Security Needs Assessment.

(c) University of the Fraser Valley **(53)**

Representatives from the University of the Fraser Valley will be in attendance to present to Council regarding community engagement, impact, and strategic priorities.

6. STAFF REPORTS

(a) Report dated November 16, 2026 from the Director of Corporate Services **(61)**
Re: Declassify Floodway Designation in the OCP

Recommended Resolution:

THAT Council declassify the July 13, 2026 In Camera resolution:

THAT Council receive this report dated July 13, 2026 for information;

AND FURTHER THAT Council pass a resolution to interpret the floodway designation in the *Official Community Plan Bylaw No. 1617, 2025*, for the Coquihalla River, including the lands identified as floodway at the confluence of the Fraser and Coquihalla River, as "the floodway is frequently inundated. Therefore, development of any kind within a floodway is not permitted except in accordance with the recommendations outlined in a Qualified Professional's site-specific report".

(b) Report dated November 12, 2026 from the Director of Community Development **(62)**
Re: Development Financial Feasibility Analysis

Recommended Resolution:

THAT Council receive for information the November 23, 2026, Council Report on Development Financial Feasibility Analysis in the District of Hope.

(c) Report dated November 13, 2026 from the Deputy Director of Corporate Services
Re: 2027 Regular Council Meeting Schedule **(99)**

Recommended Resolution:

THAT the 2027 Regular Council Meeting schedule be approved.

(d) Report dated November 13, 2026 from the Planner I **(101)**
Re: Downtown Façade Improvement Program

Recommended Resolution:

THAT Council approve the Downtown Façade Improvement Program as presented;

AND FURTHER THAT Council authorize that AdvantageHOPE be responsible for administration of the Downtown Façade Improvement Program.

AND THAT Council authorize that the Minor Development Permit fee be waived for development permit applications under the Downtown Façade Improvement Program.

(e) Report dated November 10, 2026 from the Fire Chief **(123)**
Re: 2027 UBCM Community Emergency Preparedness Fund

Recommended Resolution:

THAT Council supports the report dated November 10, 2026, from the Fire Chief regarding the District of Hope application to the 2027 UBCM Community Emergency Preparedness Fund for grant funding up to the amount of $30,000 to improve the efficiency of the District of Hope EOC through the provision of training, equipment; and

FURTHER THAT Council commit the District of Hope to provide overall grant management.

7. COMMITTEE REPORTS

There are no Committee Reports.

8. MAYOR, COUNCIL & CAO REPORTS

(a) Letter of Support **(141)**
Re: Fraser-Cascade School District – Mini Peaks Legacy Program

Recommended Resolution:

THAT Council issue a Letter of Support to the Fraser-Cascade School District for their application to the Mini Peaks Legacy Program.

(b) Email from Tessa Poole dated November 13, 2026 **(142)**
Re: Request for Heritage Designation of Mountainview Cemetery

9. PERMITS AND BYLAWS

(a) Bylaw Notice Enforcement Amendment Bylaw **(144)**

Recommended Resolution:

THAT *Bylaw Notice Enforcement Amendment Bylaw No. 1639, 2026*, be adopted this 23rd day of November, 2026.

(b) Municipal Ticket Information Amendment Bylaw **(147)**

Recommended Resolution:

THAT *Municipal Ticket Information Amendment Bylaw No. 1640, 2026*, be adopted this 23rd day of November, 2026.

(c) Fees and Charges Amendment Bylaw **(150)**

Recommended Resolution:

THAT *Fees and Charges Amendment Bylaw No. 1641, 2026*, be adopted this 23rd day of November, 2026.

(d) Report dated October 13, 2026 from the Fire Chief (159)
Re: Emergency Management Program Bylaw No. 1638, 2026

Recommended Resolution:

THAT the report dated October 13, 2026, from the Fire Chief regarding the Emergency Management Program Bylaw, be received for information;

AND THAT Council give first, second, and third readings to *District of Hope Emergency Management Program Bylaw No. 1638, 2026.*

(e) Fees and Charges Amendment Bylaw (167)

Recommended Resolution:

THAT *Fees and Charges Amendment Bylaw No. 1637, 2026*, be read a first, second, and third time this 23rd day of November, 2026.

10. FOR INFORMATION CORRESPONDENCE

(a) For Information Correspondence (169)

Recommended Resolution:

THAT the For Information Correspondence list dated November 23, 2026, be received.

11. OTHER PERTINENT BUSINESS

12. QUESTION PERIOD

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

13. NOTICE OF NEXT REGULAR MEETING

Monday, December 14, 2026 at 7:00 p.m.

14. RECESS TO IN CAMERA MEETING

Recommended Resolution:

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

15. RETURN TO REGULAR COUNCIL MEETING

Mayor to reconvene the Regular Council Meeting.

16. ADJOURN REGULAR COUNCIL MEETING

MINUTES OF THE REGULAR COUNCIL MEETING

Monday, November 9, 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 Heather Stewin

Council Members Absent: Councillor Pauline Newbigging
Councillor Dusty Smith

Staff Present: Kevin Dicken, Chief Administrative Officer
Donna Bellingham, Deputy CAO/Director of Corporate Services
Mike Olson, Director of Finance
Thomas Cameron, Fire Chief
Branden Morgan, Deputy Director of Corporate Services

Others Present: 12 members of the Public

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Moved / Seconded

THAT the October 26, 2026, Regular Council Meeting Agenda be adopted, as presented.

CARRIED.

3. ADOPTION OF MINUTES

(a) Regular Council Meeting

Moved / Seconded

THAT the Minutes of the Regular Council Meeting held October 26, 2026, be adopted, as presented.

CARRIED.

(b) Inaugural Council Meeting

Moved / Seconded

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

CARRIED.

4. DELEGATIONS

(a) Hope and District Arts Council

Representatives from the Hope and District Arts Council presented Council with information on their fundraising and remaining deficit. In their presentation, it was noted that District funding to the Arts Council has not increased in at least 11 years, and that they are requesting an additional $3,000 in annual funding.

DRAFT

(b) Hope Communities in Bloom

Representatives from Hope Communities in Bloom provided Council with an overview of their completed activities in the last year and announced that the District was awarded 5 Blooms by the Communities in Bloom judges following their recent tour of the community. A 20th Anniversary BC Communities in Bloom Gnome was also received and was presented to Mayor Smith.

5. STAFF REPORTS

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

Moved / Seconded

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

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

The Mayor advised that he has conducted an analysis of the applications and proposed dollar values for Council's consideration. It was noted that the District received a total of $61,150 in applications, with $59,550 being eligible under the Grant-in-Aid Policy, exceeding the $10,000 allocation.

Council inquired as to whether Council can adjust the total amount that is allocated for Grant-in-Aid. The CAO advised that Council could adjust the total amount during upcoming budget deliberations, and that it would take effect for the 2028 Grants-in-Aid disbursement as the disbursement currently being considered is for 2027. The Director of Finance noted that when the Grants-in-Aid policy was last evaluated in 2024, the annual applications received by the District typically did not exceed the total budget.

Council discussed each application individually in determining the allocation of the 2027 Grant-in-Aid.

Moved / Seconded

THAT Council authorizes a disbursement of $10,000 of the 2027 Grant-in-Aid as follows:

• Auxiliary to Fraser Canyon Hospital and Fraser Hope Lodge	$2,000
• Fraser Valley Climbing Society	$1,000
• Fraternal Order of Eagles	$1,400
• Hope Community Choir	$ 300
• Hope Community Services	$2,300
• Hope Mountain Centre for Outdoor Learning	$1,500
• Mount Hope Senior Citizens' Housing Society	$1,000
• Northern Lights Wildlife Society	$ 500

CARRIED.

DRAFT

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

Council requested examples of items that previously came before Council for approval that would now be approved by Staff under the new policy. The Director of Finance advised that the policy now has a $100,000 threshold as opposed to a $75,000 threshold for items that require Council approval. He added that language under the old policy required some items to be brought forward to Council despite being under the threshold, and that new language allows more discretion.

Council inquired as to whether an annual report to Council will be prepared that lists expenditures approved by Staff under the new policy requirements. The Director of Finance advised that while the policy does not require this reporting, it can be prepared if directed by Council. He added that most expenditures are approved by Council at the Financial Plan level.

Council requested an example of when sole-source procurement would be permitted. The Director of Finance noted that for items such as HVAC upgrades, where a company completed the initial installation, it is more cost and time effective to have further works on the system completed by the same company.

Council inquired as to whether there are any monetary limits or requirements for regarding gifts, meals, or vendor sponsored events under Conflicts of Interest. The Director of Finance advised that the policy does not include a dollar value limit but noted that if a conflict of interest is identified, the CAO or their designate would review the situation.

Council inquired as to whether there is any consideration for Indigenous procurement in the policy. The Director of Finance advised that while it is not mentioned specifically in the policy, the scope allows for local procurement inclusive of the Indigenous community.

Council inquired as to whether the policy provides a mechanism for vendor complaints or concerns to be addressed. The Director of Finance advised that the policy does not speak director to vendor complaints, but noted that if a vendor has a complaint, it could be directed to District Management, including the CAO and Directors, to ensure that the process is meeting the policy requirements.

Council inquired as to how local procurement is addressed in the policy. The Director of Finance advised that while the intent of the policy is to provide overall direction, it does include provisions that enable local sourcing such as sole sourcing and purchase order requirements. He added that there is also an organizational culture for local sourcing. Council noted that there is a value to using local suppliers and that they would like to see provisions included in the policy to encourage local procurement. Council also noted that they would like to see language in the policy encouraging the use of good-standing union labour on larger projects.

The CAO advised that Council could decide to table the resolution to adopt the Purchasing Policy until a later date to allow Staff to prepare a revised policy.

Moved / Seconded

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

DRAFT

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

Council inquired as to who can pre-approve gift card and gift certificate purchase, under what circumstances they would be approved, and whether there is a requirement to reconcile distributed gift cards. The Director of Finance advised that small gift cards may be distributed for holidays such as Christmas, and that distributions are reconciled with a staff list. He added that the individuals who pre-authorize these distributions are the Director of Finance, Chief Administrative Officer, and Deputy Chief Administrative Officer.

Moved / Seconded

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

6. COMMITTEE REPORTS

There were no Committee Reports.

7. MAYOR, COUNCIL & CAO REPORTS

Mayor Smith Reported:

- He met with Chilliwack Community Services, who recently opened an office in the Free Rein Building on 3rd Avenue. He added that the organization is working to support and address the needs of the community.
- He noted that Pastor Bailey Tonn and the Main Street Church group will be relocating to Hope after their purchase of the former United Church Hall.
- He met with members of the Geo Cache Cleanup Crew at the Flood Falls Trail, where they were provided with garbage bags and litter pick-up sticks. He noted that the members maintain geocache sites throughout the area and thanked those who reached out and participated in the clean-up.
- He attended the Fraser Canyon Hospital Auxiliary Annual Fundraiser at the Hope Legion, thanking those who attended and contributed to another successful event.
- He participated in a CBC Panel Discussion with the Mayors of Prince George and Nanaimo where they discussed Bill 44, Small-Scale Multi-Unit Housing, and the work required to update municipal bylaws. He noted that the experiences of municipalities differed greatly depending on size, and that he hopes they are consulted on any future changes to the legislation.
- He attended the No Stone Left Alone ceremony, an initiative dedicated to honouring and remembering Canada's veterans. He added that he had the privilege of reading a letter written by Sam Ryder of Hope to his father while serving overseas along with his brothers. He thanked Sergeant-at-Arms and Councillor Bowcott for attending and supporting this meaningful event.
- He noted that Wednesday, November 11th, the community will gather to commemorate Remembrance Day and encouraged everyone to bring their families and join in honouring the men and women who served our country.

Councillor Graham Reported:

- She attended an Indigenous Tourism of BC Conference in Vancouver, noting that it was well attended and that she learned about initiatives taking place around the Province and made valuable connections.

DRAFT

- She thanked her husband for cutting down the holly on their property for use by Communities in Bloom who are working to refresh the planters in the community. She added that she appreciates the work that they do.

Councillor Bowcott Reported:

- He is learning the ropes of his Council position and has nothing further to report.

Councillor Medlock Reported:

- He noted that AdvantageHOPE has promoted Shawna Dwyer to the position of Executive Director, adding that Ms. Dwyer previously worked as the Museum Manager.
- He noted that AdvantageHOPE has posted the Economic Development Specialist role, and that they have received good applicants.
- He noted that the Hope Motorsports Group Pumpkin Smash was held on November 7th.
- He noted that Barry Gannon, Search Manager for Hope Search and Rescue, was awarded the Emergency Management Exemplary Service Award for more than 40 years of service.
- He noted that the Lions Clubs of the Fraser Valley donated $105,000 to the Fraser Canyon Hospital for the purchase of equipment on their wish list, including two emergency department carts, four low air loss stretcher mattresses, a bladder scanner, an ECG machine, a large blanket warmer, and a freezer for blood components and tissue for transportation.

Councillor Stewin had nothing to report.

Chief Administrative Officer

- The District has received $19,000 in funding from ICBC for the Uninterrupted Power Supply Project at the 3rd Avenue and Wallace Street intersection ($5,000) and the speed reader boards on Kawkawa Lake Road ($14,000).
- The District has received its first shipment of 50 bear latches from a local vendor, and they are now being distributed to the 40 waitlisted residents.
- The District completed works in the downtown area to remove mobility issues, including having a sidewalk safety contractor ground down sidewalk panels to remove tripping hazards.
- The RCMP status report for the last half of October included 262 calls for service and six impaired driving incidents.
- District Staff recently completed emergency management training funded by a UBCM grant, including Incident Command System 100 and 200. Staff will also complete training in a live scenario on November 20th.
- The public survey for the proposed spray park is being finalized, and a dedicated informational project page will be developed alongside a survey that will be published on the District's website and social media to gather community input.
- Disaster Financial Assistance applications have been submitted for items related to the December 2025 Atmospheric River event, including works on the Rotary Trail and the erosion protection works at the Hope Golf & Country Club.

DRAFT

- A license for the proposed Thunderbird Trial, which will be located between the Flood Falls and Serpents Back trails, is nearing completion and a report will be brought forward to Council at an upcoming meeting.
- A tender for the 7th Avenue Booster Station, which is part of upgrade works related to the 753 Water Amalgamation Project, has been issued. This is a redundancy improvement project that was identified in the Water Master Plan.

8. PERMITS AND BYLAWS

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

Moved / Seconded

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. **CARRIED.**

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

Moved / Seconded

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

Moved / Seconded

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

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

Council inquired as to what the impacts on the District's reserves and maintenance would be if Council chose not to increase fees. The Director of Finance advised that with regards to solid waste, the increase correlates with contract costs and a decision not to increase fees would results in the District incurring losses. With regards to water and sewer, he advised that there could be a reduction in reserve funding and decreased maintenance or service levels.

Council inquired as to what the current water and sewer reserve levels are. The Director of Finance advised that the Water Reserve stands at $1,879,000 with a forecasted $1.8 million draw over the next five years and a recommended $250,000 annual allocation. The Sewer Reserve stands at $533,000 with a forecasted $1.8 million draw over the next five years and a recommended $300,000 annual allocation. He added that the Development Cost Charges related to water are at $1,889,000, and for sewer are at $691,000.

Council inquired as to what considerations have been made with regards to affordability for seniors on low income or fixed income individuals. The Director of Finance advised that affordability is always a consideration, and that Staff considered whether the increase was required and the impacts of not having the increase. He added that if reserves are not maintained future issues could result in exponential increases, and that gradual increases reduce the impact on residents. The CAO added that the District reviews rates used by other municipalities in the Fraser Valley Regional District.

DRAFT

Council inquired as to whether the increases are related to cost of living. The Director of Finance advised that the solid waste increases are related to contract costs, and that water and sewer increases are related to service level increases.

Moved / Seconded

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

9. FOR INFORMATION CORRESPONDENCE

(a) For Information Correspondence

Moved / Seconded

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

(b) Accounts Payable Cheque Listing – October 2026

Moved / Seconded

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

10. OTHER PERTINENT BUSINESS

There was no other pertinent business.

11. QUESTION PERIOD

There were no questions raised.

12. NOTICE OF NEXT REGULAR MEETING

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

13. ADJOURN REGULAR COUNCIL MEETING

Moved / Seconded

THAT the Regular Council Meeting adjourn at 8:13 p.m. **CARRIED.**

Certified a true and correct copy of the Minutes of the Regular Meeting of Council held November 9, 2026, in Council Chambers, District of Hope, British Columbia.

_____ _____

Mayor **Director of Corporate Services**

DRAFT


HOPEMOUNTAINCENTRE
for outdoor learning
Connecting People & Nature Since 2005

EDUCATION









CONSERVATION

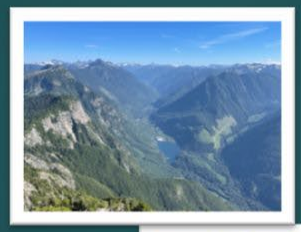




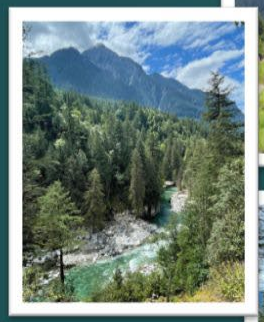


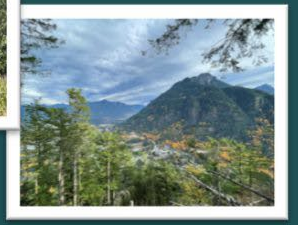


TRAILS









EDUCATION

Programs
- School Programs
- Public Programs & Events
- Indigenous Youth Outdoors
- Manning Park Interpretive Programs

Infused in everything we do
- Trail Signage
- Conservation Projects



CONSERVATION

Projects

- Gleaning
- Grizzly Bear Monitoring
- Water Quality Monitoring
- World Rivers Day
- Leave No Trace

Infused in everything we do

- Program content
- Trail signage




TRAILS

Summer Trail Crew, 2026



HOPE MOUNTAIN CENTRE
for outdoor learning

HOPE
BRITISH COLUMBIA



Bike Park Clean-Up

Clearing Winter Storm Damage on Thacker Mountain





Trans-Mountain Pipeline Staff
at Thacker Mountain



HBC Clearing at Olivine Camp

Summer Trail Crew, 2026

Volunteer Contributions

Total Volunteer Hours:
1,023.5

Cash Value:
$15,350



HOPE MOUNTAIN CENTRE for outdoor learning

HOPE BRITISH COLUMBIA

Summer Trail Crew, 2026

Trails Improved:

1 – HBC Trail
2 – Hope Bike Park
3 – Tikwalus Trail
4 – Serpent's Back Trail
5 – Hope Lookout
6 – Thacker Mountain
7 – Landstrom Ridge
8 – Spirit Caves
9 – Mount Lincoln
10 – Mount Hope Summit
11 – Wells Peak
12 – Flood Falls Trail
13 – Silverhope Creek Trail
14 – Starret's Pond
15 – Hope Pass/Skagit Bluffs

Range of Work:

- Clearing brush
- Clearing logs
- Staircase repair
- Foot bridge repair
- Benches
- Toilets
- Water bars
- Trail tread repair
- Directional signs
- Interpretive signs
- Painting, staining
- Raking
- Garbage removal

HOPEMOUNTAINCENTRE for outdoor learning

HOPE BRITISH COLUMBIA

FINANCIAL CONTRIBUTIONS, 2026:

District of Hope……$40,000
Canada Summer Jobs……$17,437
Recreation Sites & Trails BC Merritt……$2,500
Recreation Sites & Trails BC Chilliwack……$3,500
BC Parks/Friends of Manning Park……$31,000
Trans Mountain……$11,000
Hope Lions Club……$6,000
Western Canada Community Projects Society……$2,000
Public Donations……$2,250
Outdoor Recreation Council of BC……$10,000
Hope Mountain Centre
Cash, In-Kind, Volunteer……$19,500

TOTAL VALUE OF ALL CONTRIBUTIONS……$145,187



Hope Pass/Skagit Bluffs Trail

Spirit Caves Trail



Repairing Winter Storm Damage on Hope Lookout Trail







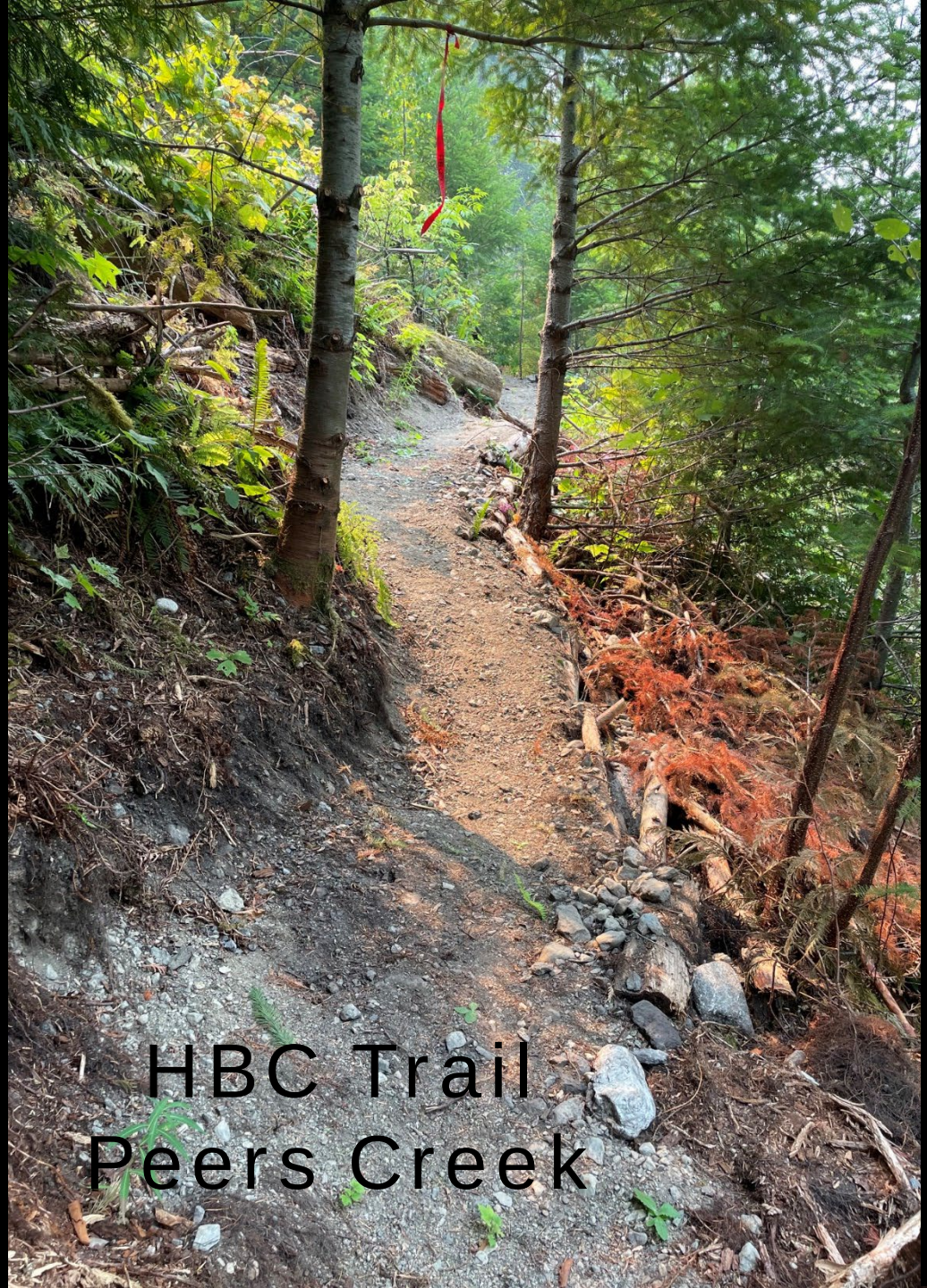
Volunteers at Hope Lookout Trail

024


KIDS!
Grab a prize for hiking the Hope Lookout Trail!



HBC Trail
Sowaqua Creek


HBC Trail
Peers Creek

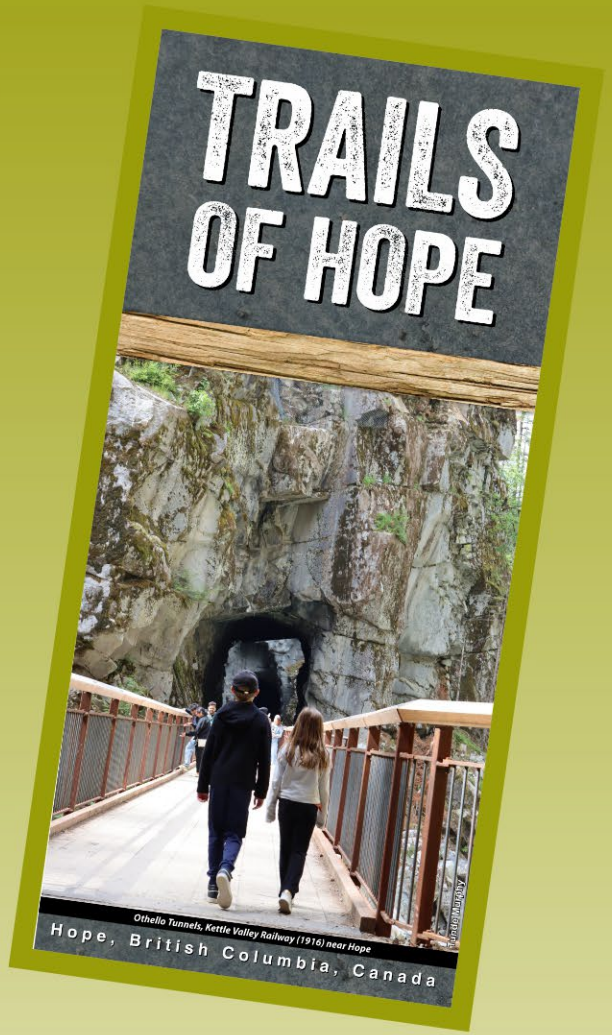
Summer Trail Crew, 2026

Trails of Hope Brochure

10,000 copies printed in July

Widely distributed via:

- Local businesses
- Visitor centres
- Trade shows
- Outdoor stores
- Special events



HOPE MOUNTAIN CENTRE for outdoor learning

HOPE BRITISH COLUMBIA

Trail Statistics, 2026

Hope Lookout

Total Hikers and Trail Runners

2025: 1,789

2026: 1,307

**stats from logbook entries, actual usage much higher*



HOPE MOUNTAIN CENTRE for outdoor learning

HOPE BRITISH COLUMBIA

Summer Trail Crew, 2027

Goals for 2027:

- Continue maintaining local trails
- Welcome 3 returning staff from HSS
- Complete new "Thunderbird Trail" connecting Flood Falls to Serpent's Back
- Prepair Section 57 applications
  - Goat Bluffs Trail
- Requesting $40,000 from DoH in 2027
  - and renewed funding of $50,000/year for 2028-2030 due to increased winter trail maintenance

HOPE MOUNTAIN CENTRE for outdoor learning

HOPE BRITISH COLUMBIA

New Truck Needed





A Cautionary Tale: Tikwalus Trail



A Cautionary Tale: Rotary Trail



Thank You!



HOPEMOUNTAINCENTRE
for outdoor learning

HOPE
BRITISH COLUMBIA



Food security cannot wait: moving towards sustainable solutions in Hope

Nathaly Aguilera Vasquez RD, MSC (consultant)

Robin Wells (Executive Director at Hope Community Services)

Kim Paolini (Social Prescribing Community Connector at Hope Community Services

Land acknowledgement

WE WOULD LIKE TO ACKNOWLEDGE THAT WE ARE GATHERED ON THE TRADITIONAL, ANCESTRAL, AND UNCEDED TERRITORY OF THE STÓ:LŌ PEOPLE, PARTICULARLY THE CHAWATHIL, UNION BAR, AND YALE FIRST NATIONS, WHO HAVE STEWARDED THESE LANDS AND WATERS SINCE TIME IMMEMORIAL.



Food security in Hope: systemic and widespread barriers to access and affordability of food

Population of

6,686

Median age of 54.8[1]

2755 (41%) individuals >60[1]

Median annual income

34 800$

2900$/month (before taxes, in 2020)[1]

Average monthly cost of a nutritious food basket

1109$

for a 4-person family in Fraser East Fraser Health [2]

Average monthly rent for 1-bed apartment in Hope[3]

1250-1400 $

Rise in the cost of food in BC

32%

Since 2019[4]

Increase in food bank visits in BC

79%

between 2019 and 2025[4]

The Hope Food Bank: Rising demand and growing needs

50%

INCREASE IN NEW CLIENTS

57% / 20%

SENIORS / CHILDREN

57,800 lbs

FOOD RECOVERED

3,000+

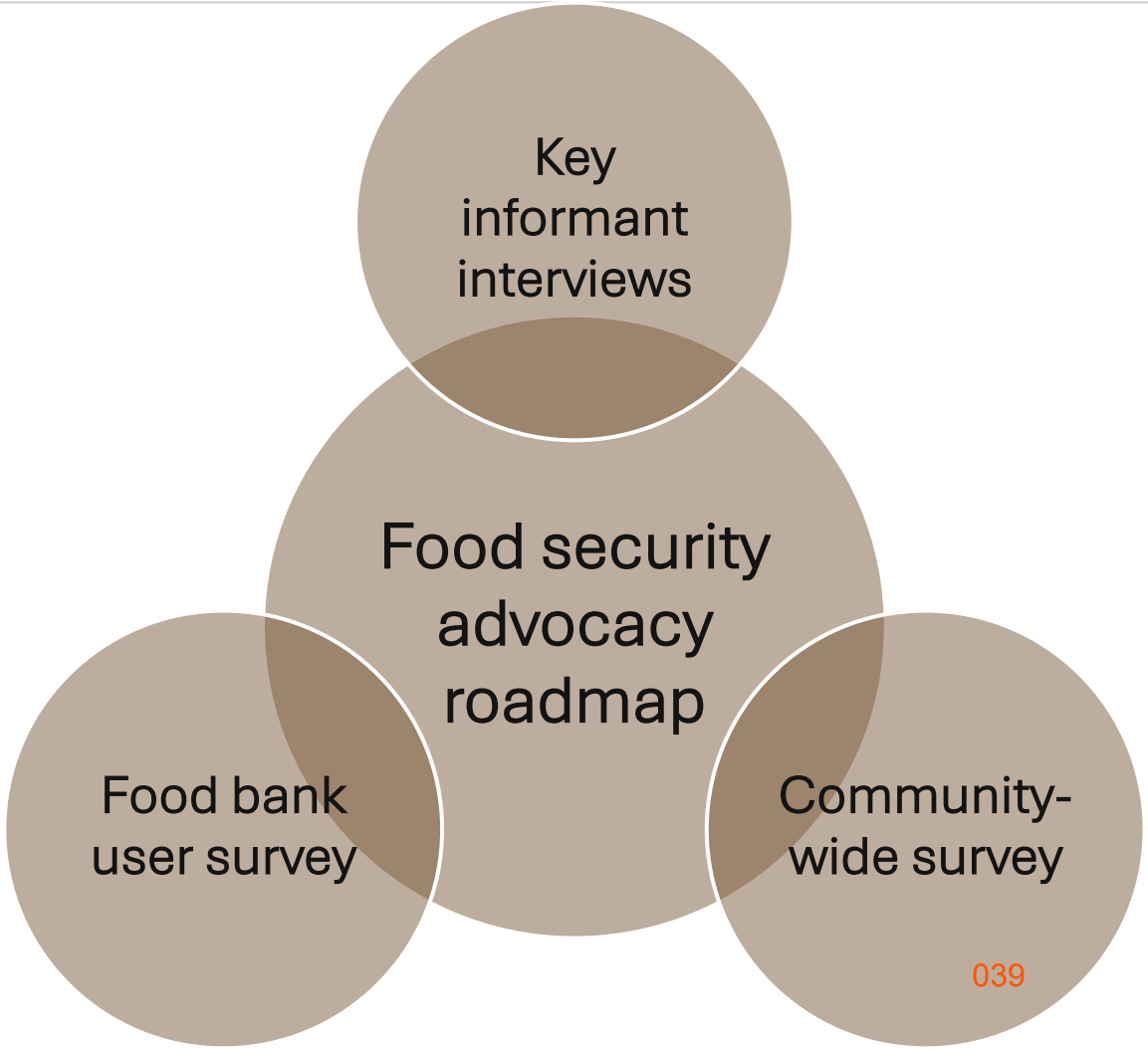
MEALS SERVED

ZERO government funding

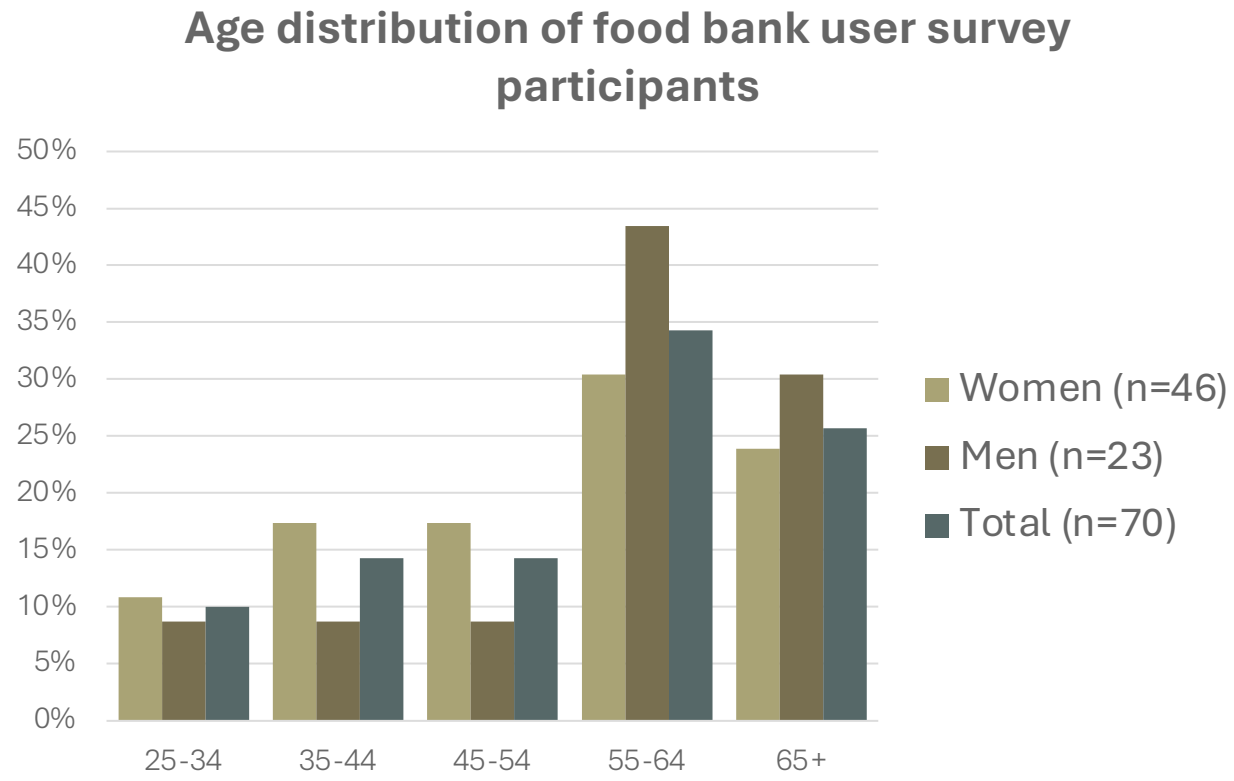
The Hope Food Advocacy plan project: What we did

Objective

- Develop a **community-informed** roadmap for food security **advocacy**
- Identify key priorities, needs, strengths, and challenges
- Guide coordinated action for a more equitable, accessible, and sustainable local food system

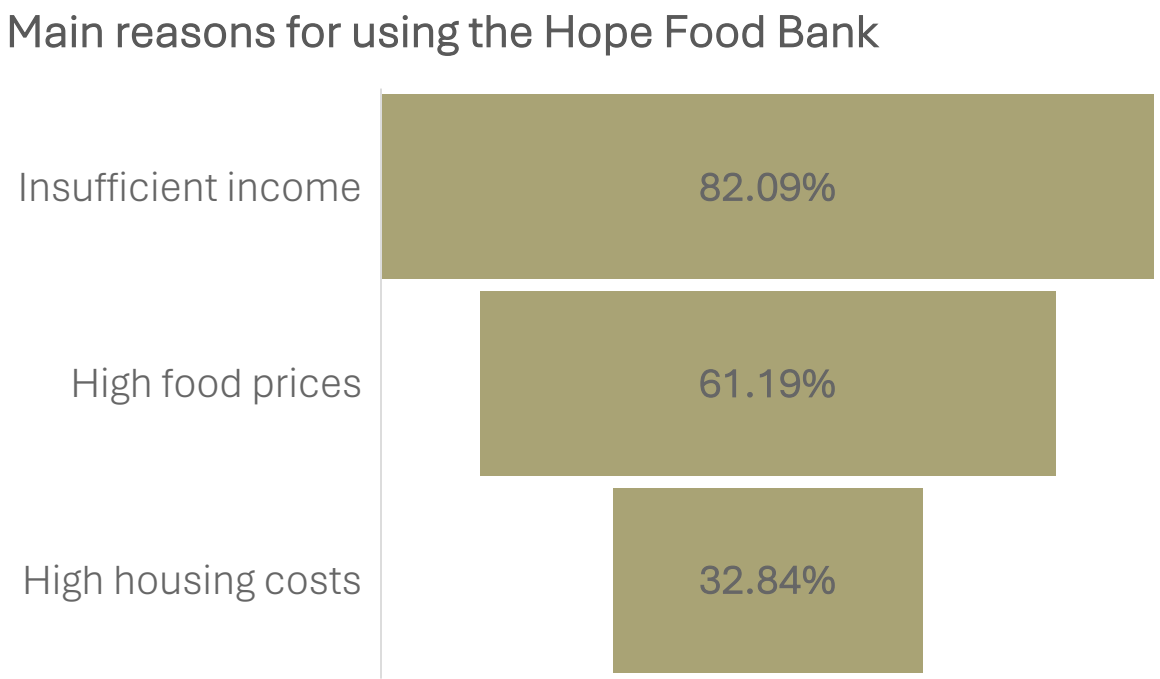


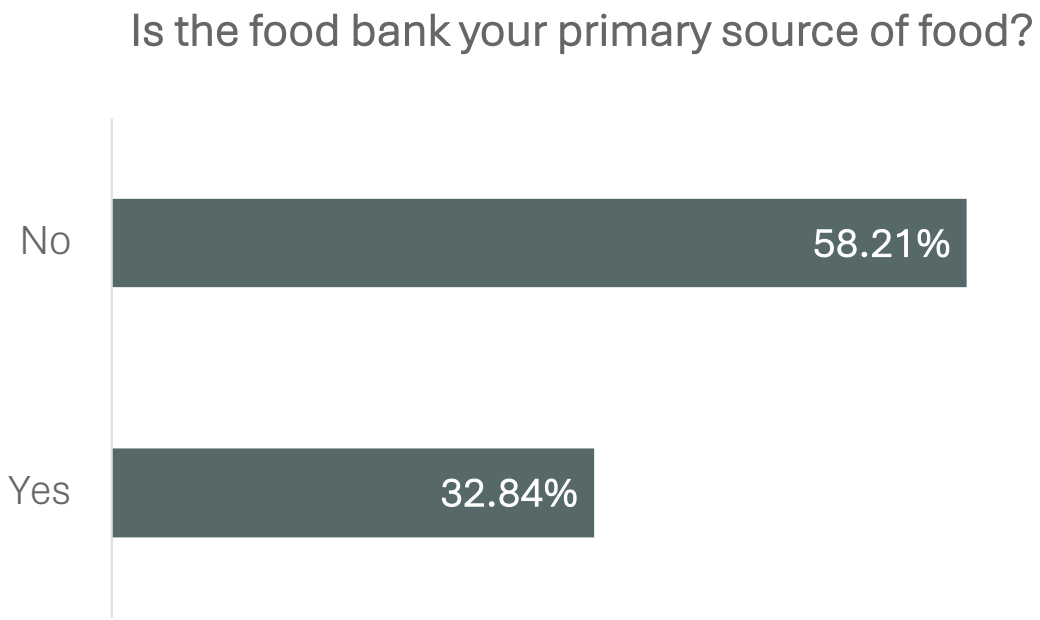
Characteristics of Hope food bank users n=70



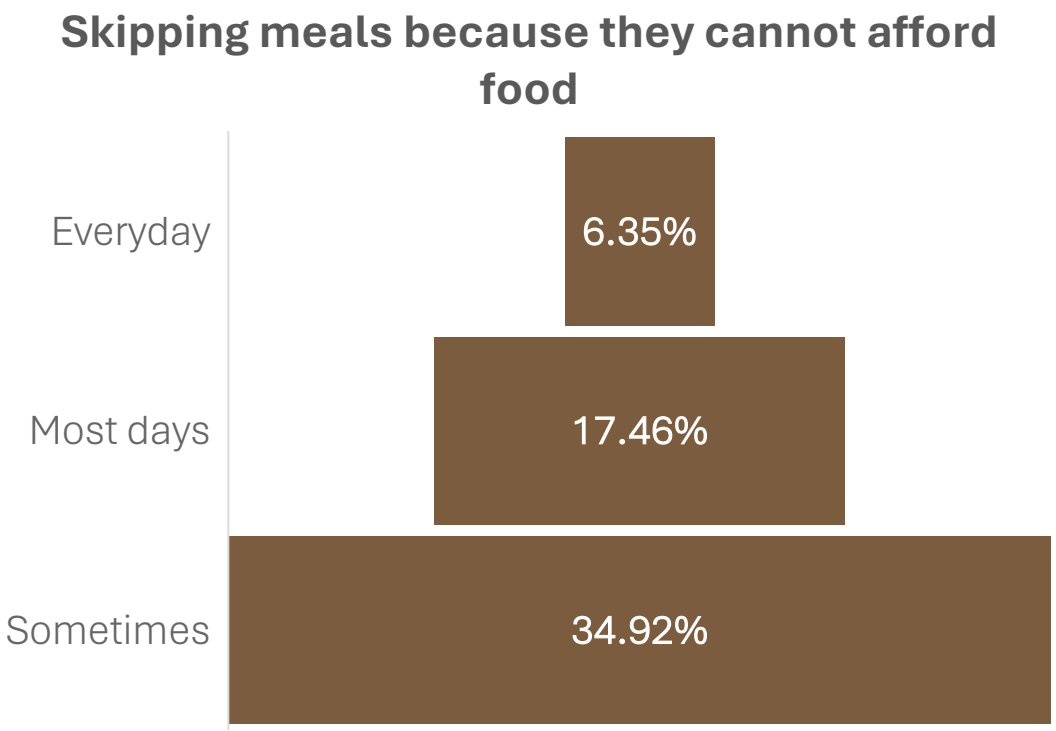
Identification with minority groups	
Immigrant	9%
2SLGBTQIA+	3%
Person with a disability	50%
Undisclosed	29%
Household income	
< $20,000	53%
$20,000–39,999	31%
>$40,000	3%
Undisclosed	13%
Housing situation	
Rent	66%
Homeowner	9%
Living with family or friends	3%
No fixed address/shelter or temporary housing	10%
Undisclosed	11%
Time living in Hope	
Under 1 year	20%
1-2 years	21%
3-5 years	14%
5-10 years	16%
Over 10 years	23%
Do not live in Hope	3%
Undisclosed	3%
Employment type	
Unable to work due to a disability	31%
Retired	26%
Unemployed/looking for work	17%
Part-time	7%
Casual/on-call	3%
Full-time	3%
Undisclosed	13%

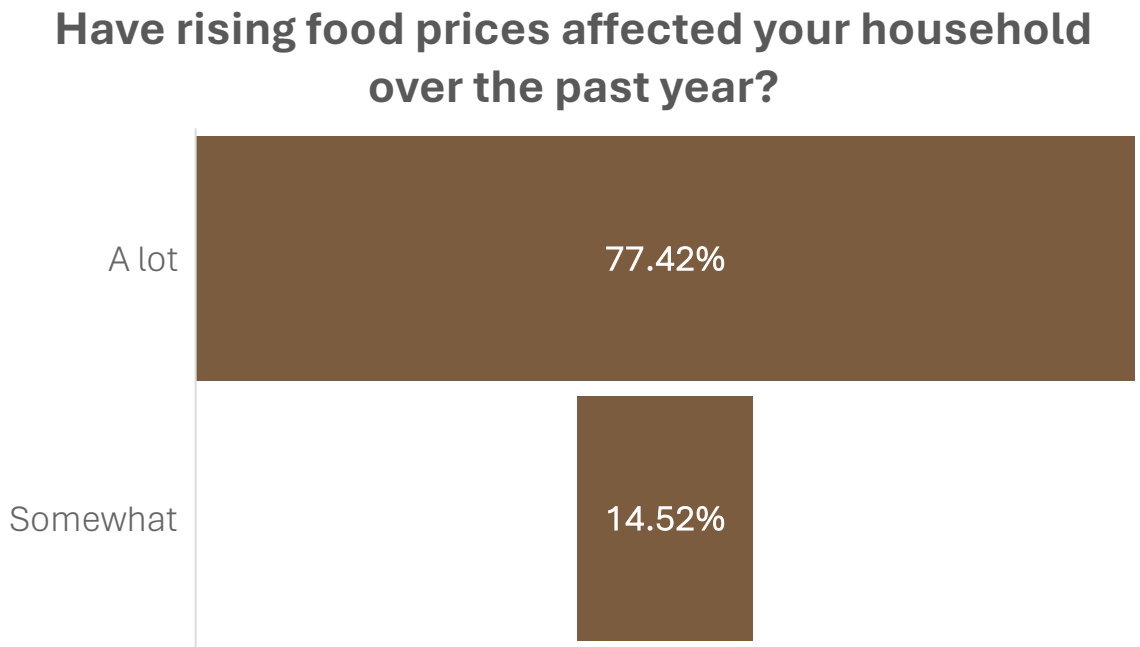
The role of the food bank in food access





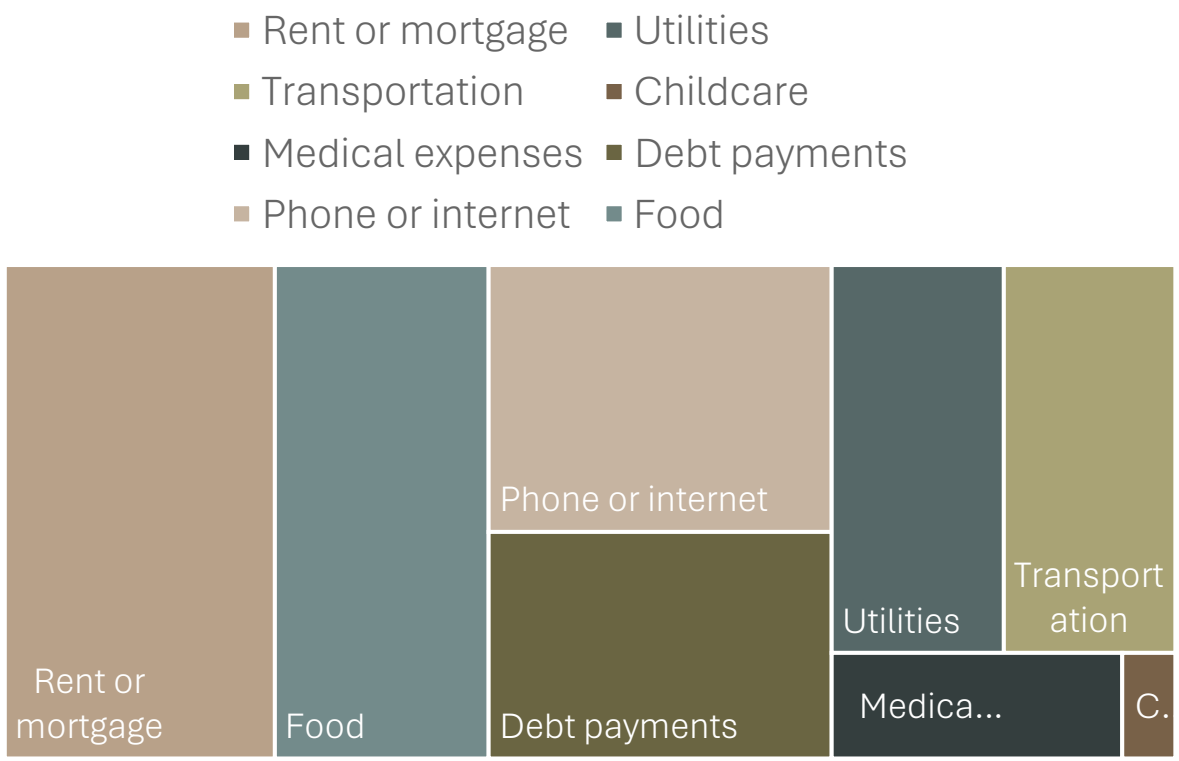
How are food bank users coping?



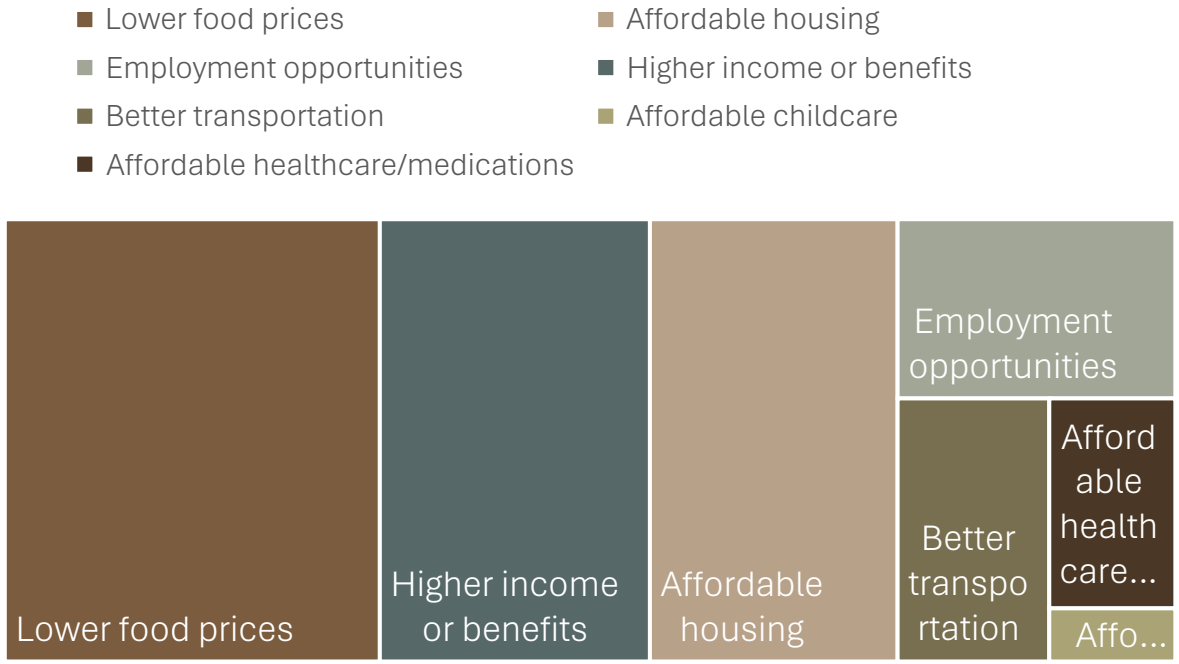


Factors affecting food access

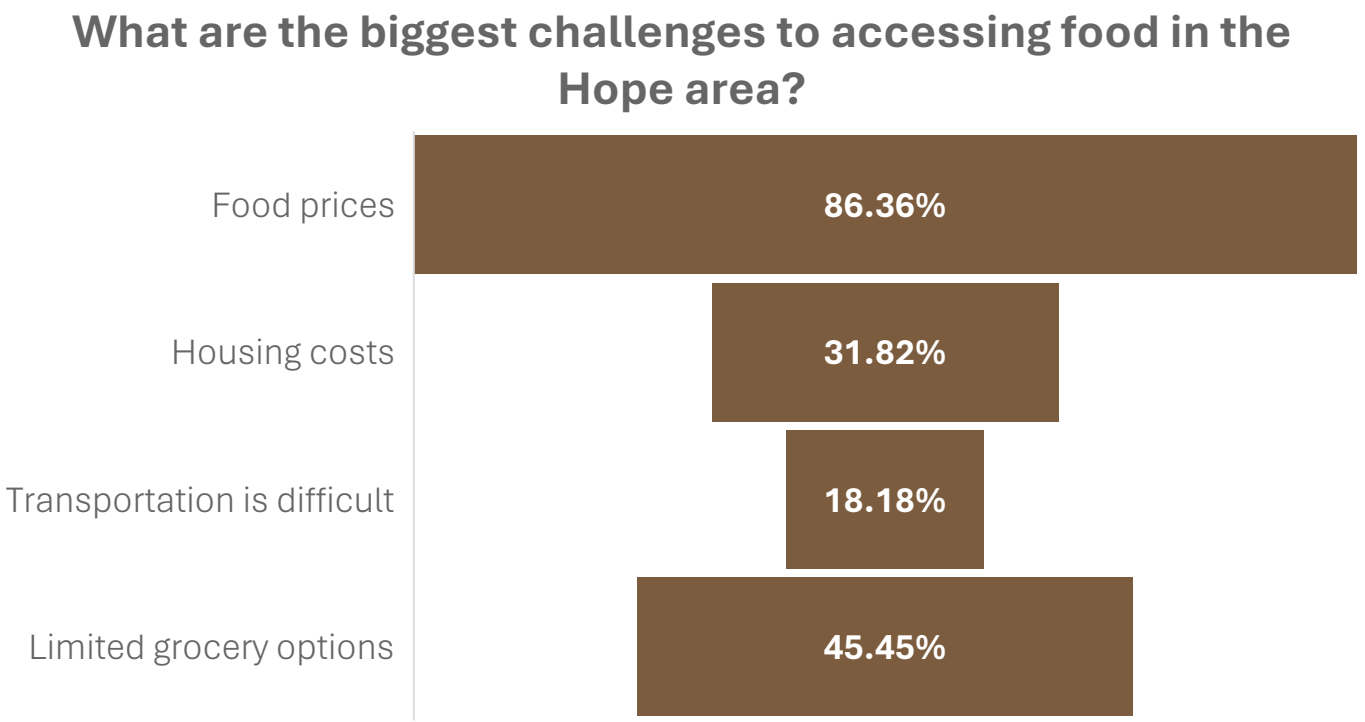
What are your biggest household expenses?



What's one change that would make the biggest difference in improving your household's access to food?

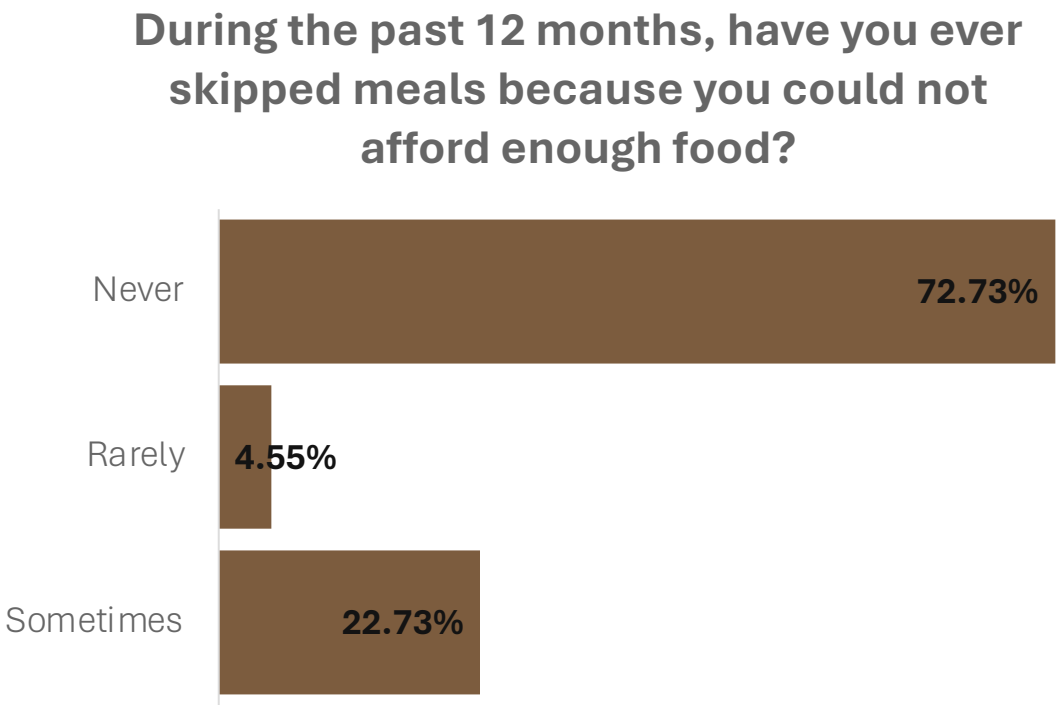


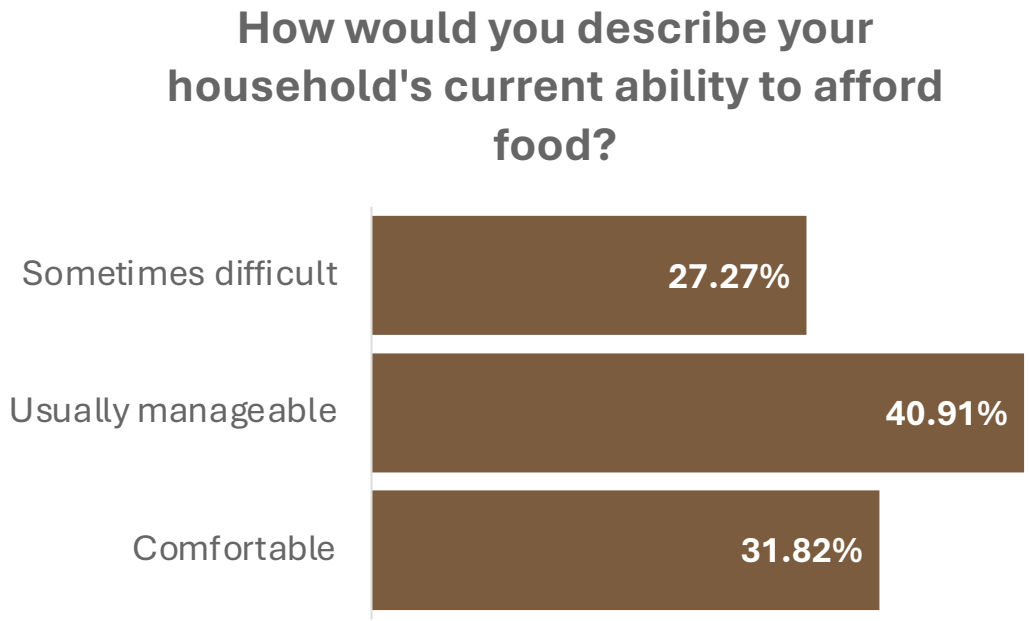
What does the larger community say?



**Results from the community-wide survey were limited (n=24)

What does the larger community say?





**Results from the community-wide survey were limited (n=24)

Community outreach worker perspectives: Food insecurity is about more than just food

CHALLENGES	EXISTING STRENGTHS	POTENTIAL OPPORTUNITIES
High food costs	Community sharing	**Stronger local food infrastructure**
Limited food access	Community and outreach worker support	**Expand access to transportation**
Service gaps and limited funding	Local partnerships	**Stronger local food systems**
Unequal access	Volunteers and donors	**Addressing root causes**
Extreme weather risks	Community networks	**Emergency food planning**

The Hope food bank: An essential service under pressure

WHAT IT PROVIDES

- Choice-based food distribution that promotes dignity and autonomy
- Free meals and opportunities for social connection
- Dedicated programs for seniors and families
- Food recovery and redistribution to reduce waste
- Essential supplies and additional community supports
- A welcoming space supported by volunteers and community partnerships

PRESSURES IT FACES

- Limited and unpredictable funding
- Heavy reliance on volunteer base
- Insufficient funding for dedicated staffing
- Limited facilities and operational capacity
- Few alternative food assistance services in Hope
- Growing demand and gaps in service accessibility

Moving Forward: Building a More Food-Secure Hope

SHORT-TERM PRIORITIES

- **Sustain essential services**

  Stable funding, staffing and facilities for the food bank and other vital programs
- **Grow existing initiatives**

  Expand community gardens and local food projects
- **Broaden collaboration**

  Bring more community voices into the Hope Food Collective
- **Improve transportation**

  Explore access within Hope and to more affordable food options nearby

MEDIUM–LONG TERM PRIORITIES

- **Explore cooperative models**

  Assess a community food co-op or social enterprise to strengthen affordability and food sovereignty
- **Support local growers**

  Explore incentives for emerging farmers, land-sharing and sharecropping
- **Advocate for income security**

  Support federal and provincial dialogue on guaranteed basic income and related measures

Hope is more than the name of our community.

It is what we can build together when compassion becomes action, and no one is left to face food insecurity alone.

Acknowledgement

We would like acknowledge all members of the Hope Food Collective, as well as all participants in the surveys and interviews.



Thank you!

References

1 Statistics Canada. (2022). *Census profile, 2021 Census of Population: Hope, District municipality (DM), British Columbia* [Data table]. https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&GENDERlist=1,2,3&STATISTIClist=1,4&HEADERlist=0&DGUIDlist=2021A00055909009&SearchText=Hope

2 BC Centre for Disease Control. (2022). *Food costing in BC 2022*. http://www.bccdc.ca/Documents/Food_Costing_in_BC_2022_Report_FINAL.pdf

3 Numbeo. (n.d.). *Cost of living in Hope, Canada*. Retrieved November 17, 2026, from https://www.numbeo.com/cost-of-living/in/Hope-Canada

4 Food Banks BC. (2025). *Hunger report 2025*. https://foodbanksbc.com/wp-content/uploads/2026/06/FBBC-Hunger-Report-2025-25.11.28-D4-WEB.pdf

Updates from the University of the Fraser Valley

Presentation to Hope Council

November 23, 2026

University of the Fraser Valley

UFV and Hope: Over 50 Years of Partnership

Deep roots: The Hope Centre was one of the very first dedicated campuses of what would someday become the University of the Fraser Valley — opening its doors on October 1, 1974, in the college's very first fall semester.



The classroom in the original Hope Centre at 895 Third Avenue, Hope, BC (c. 1980)

UFV BY THE NUMBERS (2025/26)

University of the Fraser Valley

15,953
STUDENTS
13,659 domestic
2,294 international – 74 countries
8% Indigenous
66% from FVRD

130
ACADEMIC PROGRAMS
12 different type of credential.
95% of Credentials can Ladder

$6M
Research Grants
3 Canada Research Chairs
691 undergrad research assistants
10 Research Centres & Institutes

3,090
WORK-INTEGRATED LEARNERS
Co-op, practicum and employer-hosted placements each year

$1.677B
ANNUAL ECONOMIC IMPACT
6% of regional GDP

$553M
ADDITIONAL TAX REVENUE
Invested back into regional, provincial, and federal priorities

56,000+
ALUMNI
54% of alumni stay in the Fraser Valley

11,571
JOBS SUPPORTED IN FRASER VALLEY
Supports 6% of all jobs in Fraser Valley

Preliminary Economic Impact Study Estimate Numbers

Employment outcomes for UFV graduates



Bachelor's degree graduates

85%
of all respondents employed

90%	$60,000	4.5%
In the labour force	Median salary	Unemployment rate

Among employed respondents

- **88%** Work full time
- **6%** Self-employed
- **75%** Job related to their program
- **87%** Knowledge and skills useful in their job



Apprenticeship graduates

94%
of all respondents employed

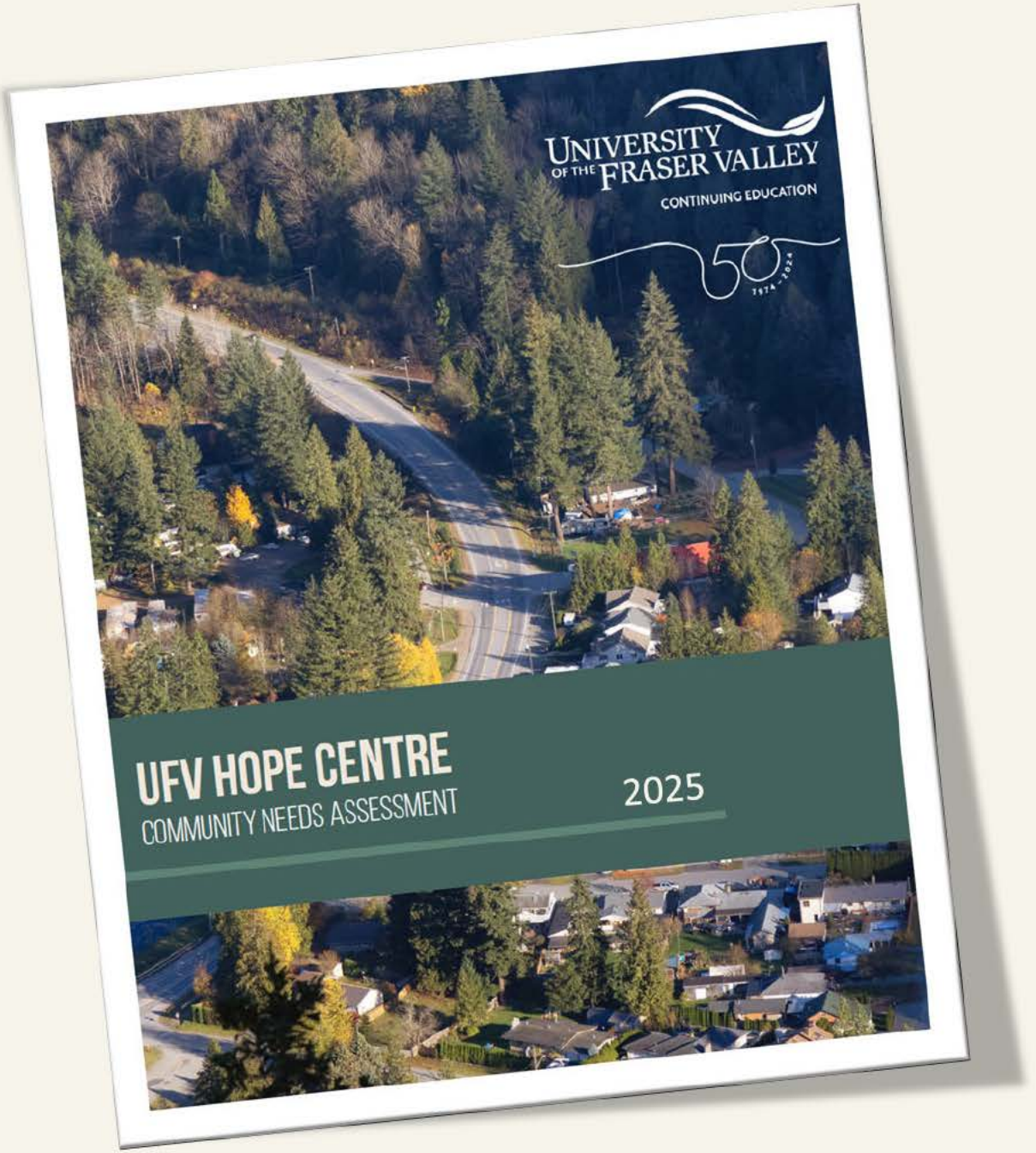
96%	$34	Less than 5%
In the labour force	Median hourly wage	Unemployment rate

Among employed respondents

- **95%** Work full time
- **4%** Self-employed
- **91%** Job related to their program
- **93%** Knowledge and skills useful in their job

Source: BC Student Outcomes Data

University of the Fraser Valley



University of the Fraser Valley

Update

Facility upgrades and safety

ACTIONS TAKEN

- Comprehensive technology upgrades, network, and software upgrades
- Upgrades to building security
- Naloxone kit installation

Operational availability

ACTIONS TAKEN

182

days open in 2025

Workforce readiness programming

ACTIONS TAKEN

- Bookkeeping course
- Business office essentials (e.g., computer skills)
- First aid and safety
- HCA and Nursing practicum opportunities
- Dual Credit with Local High-School

Language Pathways

ACTIONS TAKEN

- English for Academic Purposes

Community Partnerships

ACTIONS TAKEN

- Collaboration with organizations such as SD 78, Fraser Health, Hope Sedar Strong, WorkBC

Indigenous Engagement

ACTIONS TAKEN

- Participation in Chawathil First Nation education fair
- Regional engagement with Boston Bar First Nation, Yale First Nation, Spuzzum First Nation

Visibility, Communications, and Awareness

ACTIONS TAKEN

- Open House
- Social media and marketing
- Engagement in local events (e.g., Brigade Days)

University of the Fraser Valley

Students from Hope



2025–26

100 students from Hope

51
new Hope applicants

+18%
Growth in Hope student enrolment over five years

Demand for UFV among Hope residents continues to grow, with enrolment reaching its highest level in five years

Updates from the University of the Fraser Valley

Presentation to Hope Council

November 23, 2026

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: November 16, 2026 **FILE:** 6480-20

SUBMITTED BY: Director of Corporate Services

MEETING DATE: November 23, 2026

SUBJECT: Declassify Floodway Designation in the OCP

PURPOSE:

The purpose of this report is to declassify the July 13, 2026 In-Camera Council meeting resolution regarding the floodway designation in *Official Community Plan Bylaw No. 1617, 2025*.

RECOMMENDATION:

Recommended Resolution:

THAT Council declassify the July 13, 2026 In Camera resolution:

THAT Council receive this report dated July 13, 2026 for information;

AND FURTHER THAT Council pass a resolution to interpret the floodway designation in the *Official Community Plan Bylaw No. 1617, 2025*, for the Coquihalla River, including the lands identified as floodway at the confluence of the Fraser and Coquihalla River, as "the floodway is frequently inundated. Therefore, development of any kind within a floodway is not permitted except in accordance with the recommendations outlined in a Qualified Professional's site-specific report".

ANALYSIS:

A. Rationale:

To enable development of pre-existing lots located within the floodway as designated in the Official Community Plan subject to a site-specific report from qualified professional.

Prepared by:

Donna Bellingham 56HMR7

Digitally signed by Donna Bellingham 56HMR7
Date: 2026.11.16 14:05:27 -07'00'

Donna Bellingham
Director of Corporate Services

Approved for submission to Council:

Kevin Dicken

Digitally signed by Kevin Dicken
Date: 2026.11.16 14:12:37 -07'00'

Kevin Dicken
Chief Administrative Officer

DISTRICT OF HOPE

REPORT/RECOMMENDATION TO COUNCIL

DATE: November 12, 2026 **FILE:** 6440-14

SUBMITTED BY: Robin Beukens, Director of Community Development

MEETING DATE: November 23, 2026

SUBJECT: Development Financial Feasibility Analysis

PURPOSE

This report provides Council with an analysis of development financial feasibility to better understand developer costs before updating the Development Cost Charge Bylaw and considering the development of an Amenity Cost Charge Bylaw.

RECOMMENDATION

THAT Council receive for information the November 23, 2026, Council Report on Development Financial Feasibility Analysis in the District of Hope.

BACKGROUND

Mullholland Parker Land Economists Ltd. completed a financial feasibility analysis for development in the District of Hope. Many municipalities conduct a feasibility analysis to provide an understanding of the costs for developers, to ensure Development Cost Charge (DCC) rate increases will not make the costs of development prohibitive, and to increase the defensibility of the rates set during bylaw updates. The report from Mulholland Parker is included as an attachment.

The District has a DCC Bylaw that is due for an update. DCCs are collected from developers by local governments to help offset a portion of the capital costs of installing certain local government infrastructure, the installation of which is directly or indirectly affected by the development of land or the alteration or extension of buildings. This can include water, sewer, drainage, roads, protection services, parks and waste management. DCC rates from several regional and comparator municipalities from BC are included as an attachment for information. The rates are as of early November 2026,

some municipalities included have recently or are considering updated rates. A DCC Bylaw update is proposed in the 2027 budget.

The District also has an Official Community Plan policy to consider the development of an Amenity Cost Charge (ACC) Bylaw, which is a development finance tool that was recently established through updates to the *Local Government Act*. The District does not have an Amenity Cost Charge Bylaw and has not budgeted for development of an ACC Bylaw in 2027. This may be brought forward in 2028.

Amenity cost charges are a development financing tool that allows local governments to collect fees for amenities such as community centres, recreation facilities, libraries, daycares, and public spaces. These amenities support liveable and complete communities in areas of growth. Legislation requires that it be demonstrated that ACCs would not create a significant burden on development. ACC rates from several regional and comparator municipalities from BC are included as an attachment for information. The rates are as of early November 2026. As ACCs are a new tool initiated introduced several years ago, all the ACCs rates are fairly new, some having replaced Community Amenity Contributions collected by some municipalities.

Reviewed by:

Robin Beukens

Digitally signed by Robin Beukens
Date: 2026.11.16 12:17:20 -07'00'

Director of Community Development

Approved for submission to Council:

Kevin Dicken

Digitally signed by Kevin Dicken
Date: 2026.11.16 12:57:31 -07'00'

Chief Administrative Officer

Attachments:

Mulholland Parker Land Economists Financial Feasibility Analysis

DCC Rates from Comparator Municipalities

ACC Rates from Comparator Municipalities

Re: Financial Feasibility Analysis for DCCs and ACCs market testing

Mulholland Parker Land Economists (MPLE) were retained to perform market research and proforma financial analysis of the current development feasibility of residential, commercial, and industrial uses in the District of Hope (the District). The intent was to determine the capacity for the District to increase Development Cost Charges (DCCs) and for the introduction of Amenity Cost Charges (ACCs) without adversely impacting the feasibility of development.

Our work plan was to:

- Provide a broad analysis of the District's residential, commercial, and industrial development market today, including national, provincial, and regional context and discussion of the forces and trends driving Hope's market
- Comment on the economic viability of residential, commercial, and industrial development of different forms and tenures, including consideration of costs, revenues, financing constraints, and timing
- Provide analysis to determine whether there is financial feasibility to increase DCCs and introduce ACCs and satisfy the provincially mandated economic deterrence test
- Provide recommendations about appropriate rates, and next steps regarding ACCs

Background:

The COVID-19 Pandemic was expected to cool Canada's housing market. Instead, after an initial brief hiccup in the second quarter of 2020, the market set sales records across the country in 2020 and topped these records in 2021. Over the first 10 months of 2021 alone, more than 580,000 homes were bought and sold, surpassing the amount from the entire previous year, when a record 552,423 homes changed hands. Overall, the national MLS Home Price Index finished 2021 up a record 25% from 2020.

However, the COVID housing boom was geographically lopsided, with housing prices in urban centres stagnating while demand for housing in more peripheral areas soared.

When the Bank of Canada increased interest rates by a factor of 20 (from 0.25% to 5%) in 2022, residential price growth across Canada slowed, ceased, or even reversed depending on geography. Other factors contributing to the collapse in demand for homeownership include the removal of COVID-related financial supports, and increased mortgage lending requirements. Housing prices in BC peaked in early 2022 and have since decreased. Since 2022, the pace of sale has also been much slower than during the COVID housing boom. Many households are now unable to remortgage, which drives demand for more affordable units and rental, and drives supply of larger and more expensive housing that households can no longer afford.

Despite the Bank of Canada lowering its Policy Interest Rate from 5% to 2.25% between June 2024 and October 2025, today's residential housing market is extremely depressed. While construction costs have continued to increase since 2022, demand for homes has fallen due to households' reduced willingness to make major investments and lifestyle commitments under today's uncertain economic conditions. MPLE has observed that apartment buildings are no longer economically viable anywhere in BC except in the most desirable neighbourhoods of the Lower Mainland and the Capital Region. Realtors and developers observe that today's market is reminiscent of major downturns such as 2009 and the mid-1980s.

As market conditions are uncertain across BC and much of Canada, Hope is no is exception. As conditions improve, the District can expect to see returns to normalized development patterns and improvements to overall viability on market development projects.

Reviewing the City's building permits from 2022 to July 2026 certainly reinforces the overall narrative outlined above:

- Single Family: 19 homes in 2022, five in 2023, six in 2024, five in 2025, and three in the first half of 2026.
- Manufactured Homes: six in 2022 and two in 2023.
- Multifamily: one Duplex in 2022, eighth townhomes along with a 32 unit apartment building in 2023, and a triplex in 2024, and a mixed use building with commercial at grade and apartments on the 2nd and 3rd storeys in 2025. There was also a BC Supportive Housing building with non-market residential units in 2024.

- Commercial: it appears there have been mainly improvements or additions over much of the last 5 years (with improvement vales less than $1 million), and 5 new buildings in the last 5 years (with estimated value of the improvements exceeding $1 million), one of which was mixed use and is also noted in the multifamily above.
- Industrial: there appear to have been 7 significant industrial projects (value at or exceeding $400,000) in the last 5 years.
- There was a school addition in 2025 for daycare use.

Market research:

MPLE began by interviewing local experts and stakeholders including developers, builders, and realtors identified by District staff in order to gain an understanding of the current state of Hope's development industry. Of eight contacts provided by the City we were able to connect with six. A summary of the information gathered follows:

- Being situated where it is, the Hope housing market tends to be the last community to see increases in demand and pricing and the first to see decreases in both as well.
- While Hope did see gains in residential pricing by as much as 20% during the upswing in the market, all those increases have since disappeared.
- Demand for housing is quite small, with sales of new single family homes often being in the single digits.
- Residential listing in most markets take roughly 6 weeks to 3 months to sell, whereas in Hope some listings take 6 to 9 months or more to be absorbed.
- Demand for multi-family strata is quite shallow as well, with lack of consumer confidence and concerns about insecurity over interest rates and broader socio-economic issues being cited as those most frequently heard from potential buyers.
- Some commentary that there could be an underserved market for small condos at a price point under $400,000.
- The cost of providing anything other than surface parking limits the interest in developing buildings 4 storeys and above.
- In a declining market speculative developers are forced to reduce their margins which acts as a disincentive to initiating new development.

- A barrier to development exists in the deficit of municipal infrastructure needed to accommodate future growth and concerns that new development could not shoulder the entire cost through DCC increases.
- Uncertainty over archaeological issues also dampen developer interest in Hope, as costs are unknown up front and could potentially run in the hundreds of thousands of dollars and cause significant delays in development.
- Commercial and industrial demand is also limited, but the market may be somewhat underserved.
    - However, uncertainty over the economy and employment in Hope makes speculative commercial or industrial development less attractive.
- Rents for commercial and industrial properties in Hope is quite low compared to other markets, which also hinders speculative development.
- In general the feedback regarding working with staff and City policies is quite favourable.

Again, it must be noted that current conditions are unrepresentative of normal market conditions and the as those conditions improve in BC, Hope should also return to form.

MPLE reviewed online property listings and commercial rental listings to gain a detailed sense of revenue potential throughout Hope as a function of product type, unit size, and tenure. We also relied upon construction cost information available from online sources, such as the annual Altus Construction Cost Guide. Some information was also garnered through the interviews with local stakeholders. The information gathered from this research was used to form the underlying assumptions for our financial analysis.

Financial analysis:

Methodology:

MPLE was provided 15 hypothetical development sites by staff, as well as a general location in the City. Of these, seven were residential or mixed use, five were commercial, and three were industrial. Two of the industrial uses were too specific for MPLE to develop assumptions given the scope of this project, but inferences can be drawn from the one we did model.

The analyses are created using a standard developer proforma wherein estimates of revenues and costs are inputs and the remaining variable is the desired output. In typical proformas this output is usually profit, following a revenues minus costs equals profit formula.

For a residual land valuation, however, an assumption on developer's return needs to be included in order to leave the land value as the variable to solve for. For these analyses MPLE has determined the residual value based on the developer achieving an acceptable profit of 15% on total project costs (calculated as a representative portion of overall project costs for the proposed development) for the strata component of the project.

For a commercial or industrial development the land value supported is instead derived from achieving an Internal Rate of Return (IRR) that exceeds the observed capitalization rate (cap rate) of properties with similar uses in a given market – cap rate being the relationship between the value a similar developed income generating property sold for and the net operating income (NOI) of the building sold (i.e. a building sold for $1 million that had a NOI of $100,000 would have a cap rate of 10%). Knowing two pieces of information (one of NOI, cap rate, or value on the market) about a commercial or industrial property allows one to solve for the third. Supported land value is derived when the IRR achieves an acceptable spread over the cap rate in the market, in this case 1.5 points above a cap rate of 5.5% for commercial and 6.0% for industrial.

The residual values are the maximum supported land value a developer could pay for a site (under the density and conditions tested) while achieving an acceptable return for their project. If the proforma supported value exceeds average assessed value on BC Assessment's website for similar properties there is some potential viability and potential to capture monies or in-kind contributions for amenities or infrastructure.

Findings:

Given current market conditions the analysis indicates that none of the developments tested support a land value that exceeds the assessed value. In fact only three support any land value at all. As noted in the background and market research sections, development in BC is generally unviable at this point in time, so it should not be terribly surprising that modelling of development in Hope shares the same fate.

Table 1: Results from Financial Analysis

		Site Square Feet	Base Land$	Strata Supported$
Residential & Mixed Uses	1	14,400	$748,000	-$1,920,749
	2	22,443	$1,261,000	-$1,978,440
	3	25,200	$1,440,000	-$2,243,627
	4	21,635	$1,125,000	-$2,366,324
	5	983,585	$3,158,000	$1,193,981
	6	1,545,291	$4,501,000	$1,970,995
	7	4,985	$239,000	$35,776
Commercial Uses	8	97,836	$4,069,000	-$7,760,000
	9	28,750	$1,119,000	-$4,330,000
	10	32,408	$1,685,000	-$116,669
	11	21,867	$1,137,000	-$727,644
	12	6,000	$312,000	-$1,065,000
Industrial Use	13	218,671	$661,000	-$553,238

The results indicate that there is no additional money to be sought at this time based on current market conditions. We also modelled different densities of development and found that increases to built area actually reduced the land residual due to the imbalance between revenues expected from the sale of units and the cost to construct them. Additional analyses were prepared for the multifamily and mixed use with the residential tenure switched from strata ownership to monthly rentals, but the land values supported were even lower.

The commercial market is more difficult to estimate recovery or viability. The revenues we found from listings and from interviews were quite low for retail and office uses, generally less than $20 per square foot, triple net. With the cost of construction being what it is today rents would need to be almost double that to begin to make speculative commercial development attractive.

Industrial development is also difficult to make predictions on. The industrial market has such a wide range of uses, built forms, and development costs that makes modelling of speculative development very difficult. For example, uses

could range from simple storage that requires very little investment in the property for the use, to multi-tenant production, warehousing, and office uses that can carry development costs similar to one or two storey commercial buildings.

However, this does not mean there is no future for development nor is there no potential to increase monies collected from development for DCCs or ACCs at some point in the future. The residential market is beginning to show some signs of improvement after a long period of declining prices while costs continued to escalate. As this market improves, the revenue potential and demand for non-residential uses should grow too. Hope should see a return to typical development viability as market forces, local, national, and international, recover.

The question of how much can the District reasonably increase DCCs or introduce an ACC would appear to be zero based on the analysis. It is, however, worth drilling down into the drag that DCCs actually place on development. We looked at the 13 hypothetical sites we examined and pulled out the hard costs and soft costs for each, including DCCs estimated. We then calculated the percentage of the hard and soft costs that DCCs represent for each:

Table 2: DCCs as a Percentage of Development Costs

		Hard Costs	Soft Costs	Total	DCCs	DCC %
Residential & Mixed Uses	1	$13,936,770	$2,814,831	$16,751,601	$168,824	1.01%
	2	$14,452,686	$2,862,369	$17,315,055	$166,291	0.96%
	3	$16,161,390	$3,179,787	$19,341,177	$186,719	0.97%
	4	$17,332,605	$3,625,527	$20,958,132	$233,356	1.11%
	5	$9,403,052	$1,102,909	$10,505,961	$113,148	1.08%
	6	$14,598,575	$1,719,383	$16,317,957	$177,804	1.09%
	7	$615,570	$78,572	$694,142	$8,082	1.16%
Commercial Uses	8	$20,086,218	$2,769,082	$22,855,300	$91,756	0.40%
	9	$11,638,967	$1,565,261	$13,204,228	$53,926	0.41%
	10	$3,732,437	$666,278	$4,398,715	$21,276	0.48%
	11	$2,609,676	$480,044	$3,089,719	$14,356	0.46%
	12	$1,922,156	$211,067	$2,133,223	$10,692	0.50%
Industrial Use	13	$4,142,506	$488,318	$4,630,824	$25,963	0.56%

We can see that in general DCCs amount to roughly 1% of the costs on residential and mixed use projects, and less than 0.5% for commercial, and a

little over 0.5% for the industrial project. Note that these costs do not include land or borrowing costs to finance the project, which would make the percentage the City's current DCC rates amount to as part of project costs even lower.

While not insignificant in real dollars, the impact of the costs of DCCs on development is negligible. By that definition, the City could double the DCC rates and it would still amount to roughly 2% of the costs of residential development and somewhere around 1% of the costs for commercial and industrial development.

Next Steps:

The analysis has indicated that development in general appears financially unfeasible at this time. That being said, this is true of most markets in BC which are suffering from a lack of consumer confidence, uncertainty about the economic climate and international relations. As conditions improve and consumer confidence gets stronger again, Hope should see recovery along with the rest of BC.

As we have indicated, although the analysis indicates there would not be revenue to support increasing DCCs or introducing an ACC the marginal cost of increasing what the District asks from development would not be onerous if they even doubled the current DCC rates.

As with DCCs, the introduction of ACCs would likely represent a very small cost item in an overall project proforma. Should the District wish to consider introducing an ACC our analysis would indicate that a small new fee, similar to that currently charged for DCCs, would not create a significant burden on development and would thus meet the preliminary legislative requirements.

Please let me know your thoughts and when you wish to discuss the conclusions.

Yours truly,

[redacted]

Gerry Mulholland | President
Mulholland Parker Land Economists Ltd.
T 604 275 4848 | M 778 772 8872 | F 1 866 366 3507

Municipality	Low Density Residential	Medium Density / Townhouse	High Density / Apartment	Commercial	Institutional ($/m²)	Industrial ($/m²)
	Per Lot/Unit	Per Dwelling Unit	Per Dwelling Unit	Per m² of GFA	Per m² of GFA	Per m² of GFA
Hope	$ 7,010.80	$ 46.44/m²		$ 20.19	$ -	$ 12.78
Kent	$ 15,709.88	$ 9,225.58		$ 134.24	$ 134.24	$ 41.72
Harrison Hot Springs	$ 18,594.00	$ 14,733.00		$ 95.00	$ 95.00	$ -
Chilliwack	$ 33,968.29	$ 26,768.06	$ 22,800.45	$ 69.48	$ 84.53	$ 35.84
Abbotsford	$ 57,032.00	$ 27,903.00	$ 17,912.00	$ 187.16	$ 297.59	$ 104.65
Mission	$ 58,704.89	$ 35,470.43	$ 22,112.07	$ 478.33	$ -	$ 154.11
City of Langley	$ 45,563.00	$ 32,683.00	$ 21,246.00	$ 155.65	$ 155.65	$ 62.54
Maple Ridge	$ 41,011.00	$ 241.37/m²	$235.96/m²	$ 90.00	$ 26.75	$ 48.66
Osoyoos	$ 9,270.00	$ 6,557.00	$ 5,089.00	$ 28.92	$ 29.79	$ 13.54
Cumberland	$ 20,282.33	$ 12,843.22	$ 10,757.19	$ 128.26	$ 133.94	$173,829.97/ha
Merritt	$ 8,085.00	$ 6,611.00	$ 4,564.00	$ 42.17	$ 38.58	$ 30,570.00/ha
Ladysmith	$ 17,569.45	$ 11,143.82	$ 10,604.70	$ 79.04	$ 91.25	$ 37.56
Pemberton	$ 5,356.93	$ 3,487.54	$ 2,317.24	$ 24.64	$ 33.48	$ 7.15/m² lot
Quesnel	$ 2,388.43	$ 1,849.11	$ 1,244.38	$ 11.31	$ 11.05	$ 10.61
Squamish	$ 37,067.00	$ 23,378.00	$ 19,179.00	$ 214.34	$ 122.45	$ 88.74
Comox	$ 22,650.00	$ 10,656.00	$117.14/m²	$ 34.91	$ 49.54	$ 21.85
Princeton	$ 9,713.00	$ 8,807.00	$ 6,783.00	$ 59.39	$ 54.63	$ 22.15
Fernie	$ 9,192.00	$ 5,351.00	$ 4,124.00	$ 61.80	$ -	$ 37.43
AVERAGE*	**$ 24,244.54**	**$ 14,841.67**	**$ 11,441.00**	**$ 111.45**	**$ 90.56**	**$ 52.62**

* Average rates exclude Hope and any non-comparable rates (e.g., per m², per hectare, parcel-area based etc). Excluded values are shown for reference only and were not included in the average calculations.

ACC Rates - Summary						
Municipality	**Low Density**	**Medium Density**	**High Density**	**Commercial**	**Institutional**	**Industrial**
	Per Unit/Lot	Per Dwelling Unit	Per Dwelling Unit	Per m^2 of GFA	Per m^2 of GFA	Per m^2 of GFA
Abbotsford	$ 7,828.00	$ 3,840.00	$ 2,511.00	$ 13.29	$ 19.20	$ 19.20
Burnaby	$ 26,963.00	$ 18,874.00	$ 13,481.00	$ 60.67	$ 60.67	$ 40.44
Comox	$ 7,963.00	$ 3,723.00	$ 44.30/m^2 *	$ -	$ -	$ -
Coquitlam	$ 21,205.00	$ 21.31/ft^2 *	$ 38.53/ft^2 *	$ -	$ -	$ -
Cumberland	$ 9,035.02	$ 6,076.37	$ 4,453.88	$ -	$ -	$ -
Maple Ridge	$ 11,603.00	$ 9,969.00	$ 6,019.00	$ 25.82	$ 13.90	$ 8.14
Mission	$ 9,378.05	$ 5,275.15	$ 3,321.39	$ -	$ -	$ -
Nanaimo	$ 5,278.43	$ 3,591.83	$ 2,186.33	$ 3.44	$ 3.44	$ 1.41
New Westminster	$125.52/$m^2$*	$ 240.56/m^2*	$ 330.32/m^2 *	$ 159.63	$ 135.08	$ 55.26
North Vancouver	$ 41,358.00	$ 37,221.00	$ 26,193.00	$ 18.62	$ 6.90	$ 18.62
Oak Bay	$ 9,465.00	$ 6,441.00	$ 3,921.00	$ 6.16	$ 6.16	$ 2.52
Pitt Meadows	$ 8,310.00	$ 7,180.00	$ 5,130.00	$ -	$ -	$ -
Sidney	$ 608.49	$ 414.06	$ 252.04	$ 0.40	$ 0.40	$ 0.16
Squamish	$ 18,828.00	$ 12,170.00	$ 10,190.00	$ -	$ -	$ -
Township of Langley	$ 19,571.00	$ 13,584.00	$ 8,634.00	$ 65.62	$ 65.62	$ 25.90
Ucluelet	$ 4,643.22	$ 2,738.31	$ 1,666.80	$ 11.91	$ 5.36	$ 11.91
Victoria	$ 3,366.47	$ 2,290.80	$ 1,394.40	$ 2.19	$ 2.19	$ 0.90
AVERAGE	**$12,837.73**	**$ 8,892.57**	**$ 6,089.53**	**$ 33.43**	**$ 28.99**	**$ 16.77**

* Indicates rates that were excluded from the average calculations due to differing unit methodologies (per ft^2/m^2 gross floor area)

Financial Feasibility Analysis for DCCs & ACCs

District of Hope

Mulholland Parker Land Economists

Previously G.P. Rollo & Associates

- Founded in 1978
- Experience Throughout B.C., Alberta and other Provinces

2) Policy framework

Development Cost Charges (DCCs) and **Amenity Cost Contributions** (ACCs) are mechanisms that allow municipalities to fund or acquire neighbourhood infrastructure and amenities through growth.

3) Determination of Feasibility

Consider the following equation:

Revenue – project costs – profit = land price

The money for a DCC or ACC has to come from some combination of these four items.

3) Determination of Feasibility

Consider the following equation:

Revenue – project costs – profit = land price

Revenue is set by the market. If the developer could charge more, they already would have.

3) Determination of Feasibility

Consider the following equation:

Revenue – project costs – profit = land price

Costs are set by the market. If the developer could lower them, they already would have.

3) Determination of Feasibility

Consider the following equation:

Revenue – project costs – profit = land price

Developers are not very willing to reduce this item.

3) Determination of Feasibility

Consider the following equation:

Revenue – project costs – profit = land price

By process of elimination, DCCS & ACCs come mostly out of land cost.

3) Determination of Feasibility

It should noted that there is the expectation that there will be an “assist factor”: property taxes from existing development to pay a share as well.

3) Determination of Feasibility

The Local Government Act requires that some sort of financial testing be undertaken to determine whether an increase in municipal development costs would adversely affect development. The answer really is that it always will, but the level of impact is the key factor to be considered.

4) Background

Some understanding of larger market forces is needed for context.

- The hot housing market seen during COVID and through to 2023 has vanished
- Rising interest rates, economic uncertainty, and international trade issues have contributed to this downward trend

4) Background

Market conditions appear to be reaching equilibrium and should return to normal in the next few years.

5) Local Market

MPLE interviewed local realtors, developers, and other stakeholders to get a sense of the market.

- Housing demand is slow, but steady
- Costs for anything other than surface parking limits interest in developing at higher densities
- Developers note there is an infrastructure deficit that dampens opportunity in Hope

5) Local Market

- Uncertainty over archaeological issues are also a barrier to developer interest
- Speculative development of commercial and industrial is risky
- Positive feedback on working with staff and policies

5) Financial Analysis

Looked at 15 hypothetical development sites:

- 7 residential/mixed-use
- 5 commercial
- 3 industrial (2 of which were too specific for use)

5) Financial Analysis

Used Standard developer proformas:

- Estimates of revenues, costs, and return
- Variable solved for was supported land value
- Compared these values to BCAA values to determine feasibility of development

5) Financial Analysis

None of the developments were viable under current market conditions:

- Revenues simply not high enough given current costs
- This is true in most markets in BC right now

5) Financial Analysis

Table 1: Results from Financial Analysis

		Site Square Feet	Base Land$	Strata Supported$
Residential & Mixed Uses	1	14,400	$748,000	-$1,920,749
	2	22,443	$1,261,000	-$1,978,440
	3	25,200	$1,440,000	-$2,243,627
	4	21,635	$1,125,000	-$2,366,324
	5	983,585	$3,158,000	$1,193,981
	6	1,545,291	$4,501,000	$1,970,995
	7	4,985	$239,000	$35,776
Commercial Uses	8	97,836	$4,069,000	-$7,760,000
	9	28,750	$1,119,000	-$4,330,000
	10	32,408	$1,685,000	-$116,669
	11	21,867	$1,137,000	-$727,644
	12	6,000	$312,000	-$1,065,000
Industrial Use	13	218,671	$661,000	-$553,238

5) Financial Analysis

This result suggest there is no capacity to add charges under current market conditions:

- Sensitivity analyses show that increased density actually made projects worse
- Residential modeled as both owned and rental with rental performing more poorly

5) Financial Analysis

Commercial rents in Hope are quite low and would need to be doubled to make speculative development viable.

Industrial uses and forms vary widely and are difficult to model in a way that allows for general conclusions.

5) Financial Analysis

However, conditions are showing some early signs of returning to normalcy. There should be potential to add to municipal costs like DCCs and ACCs in the future.

5) Financial Analysis

In spite of the results of the financial analysis it should be noted that existing DCCs in Hope represent an extremely small cost in projects.

5) Financial Analysis

Table 2: DCCs as a Percentage of Development Costs

		Hard Costs	Soft Costs	Total	DCCs	DCC %
Residential & Mixed Uses	1	$13,936,770	$2,814,831	$16,751,601	$168,824	1.01%
	2	$14,452,686	$2,862,369	$17,315,055	$166,291	0.96%
	3	$16,161,390	$3,179,787	$19,341,177	$186,719	0.97%
	4	$17,332,605	$3,625,527	$20,958,132	$233,356	1.11%
	5	$9,403,052	$1,102,909	$10,505,961	$113,148	1.08%
	6	$14,598,575	$1,719,383	$16,317,957	$177,804	1.09%
	7	$615,570	$78,572	$694,142	$8,082	1.16%
Commercial Uses	8	$20,086,218	$2,769,082	$22,855,300	$91,756	0.40%
	9	$11,638,967	$1,565,261	$13,204,228	$53,926	0.41%
	10	$3,732,437	$666,278	$4,398,715	$21,276	0.48%
	11	$2,609,676	$480,044	$3,089,719	$14,356	0.46%
	12	$1,922,156	$211,067	$2,133,223	$10,692	0.50%
Industrial Use	13	$4,142,506	$488,318	$4,630,824	$25,963	0.56%

5) Financial Analysis

The impact of DCCs on projects' bottom line is negligible, generally 0.5% to 1% of project costs, *excluding land*.

If the District increased fees to double the current DCCs it would still be less than 2% of the project cost.

Questions?

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: November 13, 2026 **FILE:** 550-01

SUBMITTED BY: Deputy Director of Corporate Services

MEETING DATE: November 23, 2026

SUBJECT: 2027 Regular Council Meeting Schedule

PURPOSE:

The purpose of this report is to approve the 2027 Regular Council Meeting Schedule.

RECOMMENDATION:

Recommended Resolution:

THAT the 2027 Regular Council Meeting schedule be approved.

ANALYSIS:

A. Rationale:

In accordance with Section 127 of the *Community Charter* and Section 6.1 of the *District of Hope Council Procedure Bylaw No. 1447, 2019*, Council must make available to the public a schedule of the dates, times and places of Regular Council Meetings and give notice at least one time per year. Once approved, staff will give notice in accordance with *Public Notice Bylaw No. 1590, 2025*.

B. Attachments:

- Draft 2027 Regular Council Meeting Schedule

Prepared by:

Branden Morgan
Digitally signed by Branden Morgan
Date: 2026.11.16 12:13:59 -07'00'

Branden Morgan
Deputy Director of Corporate Services

Approved for submission to Council:

Kevin Dicken
Digitally signed by Kevin Dicken
Date: 2026.11.16 13:01:13 -07'00'

Kevin Dicken
Chief Administrative Officer

DISTRICT OF HOPE

2027 REGULAR COUNCIL MEETINGS

325 Wallace Street, PO Box 609
Hope BC, V0X 1L0
Phone: 604-869-5671
Fax: 604-869-2275
Email: corporate@hope.ca

JANUARY						
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Regular Council Meetings

Statutory Holidays
If a Stat falls on the weekend, District Hall will close on Monday

UBCM Convention

Regular Council Meetings start at 7:00 p.m., unless otherwise posted.

Meetings are held in Council Chambers at the District of Hope Municipal Office, located at 325 Wallace Street, Hope, BC.

Please Note: If a statutory holiday falls on the weekend, District Hall will be closed on the Monday and a scheduled Council meeting will be held on the Tuesday. Any and all amendments to the above schedule will be posted on the District of Hope Council Bulletin board at the Municipal Office, 325 Wallace Street, Hope, BC and on the District of Hope website at www.hope.ca.

DRAFT

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: November 13, 2026 **FILE:** 6950-30

SUBMITTED BY: Benjamin Carr, Planner I

MEETING DATE: November 23, 2026

SUBJECT: Downtown Façade Improvement Program

PURPOSE:

The purpose of this report is to seek Council approval of the Downtown Façade Improvement Program.

RECOMMENDATION:

THAT Council approve the Downtown Façade Improvement Program as presented;

AND FURTHER THAT Council authorize that AdvantageHOPE be responsible for administration of the Downtown Façade Improvement Program.

AND THAT Council authorize that the Minor Development Permit fee be waived for development permit applications under the Downtown Façade Improvement Program.

BACKGROUND:

The purpose of a Downtown Façade Improvement Program is to encourage revitalization of Downtown Hope by providing financial incentives for building façade and storefront improvements. Similar programs have been successfully implemented in communities throughout British Columbia to support economic development, community beautification, and tourism.

Façade improvement programs help improve the appearance and functionality of commercial buildings through upgrades such as exterior painting, storefront renovations, architectural detailing, awnings, signage, lighting, accessibility improvements, and other façade enhancements. These improvements can have an immediate impact on the attractiveness of the downtown area, supporting both local businesses and the overall resident and visitor experience.

The proposed Downtown Façade Improvement Program would provide a matching grant of up to 50% of eligible project costs to a maximum of $5,000 per building for approved projects. The program would be administered by AdvantageHOPE, with referrals to the District to ensure compliance with planning and building requirements.

ANALYSIS:

Downtown Action Plan

The Downtown Action Plan identified the creation of a Façade Facelift Program as a key action to strengthen the appearance and character of downtown Hope. The Downtown Action Plan notes that improvements are needed to establish a more consistent downtown character through enhanced building design, materials, colours, and architectural treatments, particularly along Wallace Street.

Prior to implementing a façade improvement program, staff identified the need for clear and consistent design guidance to ensure work supports desired community outcomes. This was completed through the adoption of the updated Downtown Hope Form and Character Development Permit Area Guidelines contained within the *District of Hope Official Community Plan Bylaw No. 1617, 2025* (OCP). These guidelines establish standards related to building design, materials, colours, window transparency, signage, pedestrian-oriented storefronts, and overall downtown character.

The proposed Downtown Façade Improvement Program directly implements the recommendation of the Downtown Action Plan, providing financial incentives for property and business owners to undertake façade improvements that contribute to a more cohesive and attractive downtown environment.

Policy Alignment

The Downtown Façade Improvement Program supports implementation of the OCP including the specific direction to establish a façade improvement program for Downtown Hope. The program also advances objectives related to downtown revitalization, economic development, heritage preservation, community character, and implementation of the Downtown Hope Form and Character Development Permit Area Guidelines. The program directly encourages private investment in commercial properties that improve the appearance and function of downtown buildings, support local businesses, and reinforce the identity and character of Downtown Hope.

This program is supported by the following policies of the District of Hope OCP:

4.3.1.2: Encourage new developments to incorporate design elements that contribute to a cohesive community aesthetic and Hope's mountain atmosphere

6.2.1.3: Support initiatives, activities, partnerships, and incentives that promote small business development and local employment.

6.2.1.4: Ensure new development aligns with the Downtown Hope Form and Character Development Permit Guidelines, including subarea-specific guidelines, to reinforce Downtown Hope's local identity, heritage, and character.

6.5.1.10: Promote Downtown Hope as an expression of the community's dramatic geography and identity. Support the use of public art, wood carvings, architectural design, building materials, street banners, and landscaping that reflect the area's natural beauty, First Nations' history, and cultural heritage, enhancing the visual appeal and sense of place in the Downtown.

6.5.1.11: Develop a façade improvement program for Downtown Hope to incentivize store owners and businesses to improve their facades, especially on Wallace Street.

10.6.1.1: Support the preservation of the District's historic buildings, facades, and signage.

10.9.1.3: Preserve the heritage character through development guidelines, focusing on architecture, streets, and open spaces, specifically within the Downtown area.

Administration

The program was developed by the District of Hope in collaboration with Advantage Hope. It is proposed that AdvantageHOPE administer the program, including application intake, review of eligibility requirements, execution of funding agreements, and reimbursement of approved projects. Municipalities are not permitted to directly distribute funds to private businesses.

District Community Development staff will provide technical and regulatory review support throughout the application process and will ensure compliance with applicable zoning, development permit, building permit, and any other applicable regulations or bylaws.

Communication

Upon Council approval, AdvantageHOPE will lead a marketing campaign to promote the program to eligible property owners and businesses. Based on discussions with other municipalities that have implemented similar programs, staff have found that promoting and communicating these opportunities to business and property owners is vital to generating program uptake.

Budget Implications

Staff have included a budget allocation of $25,000 for the program in the 2027 Budget. The overall financial impact of the program will depend on participation levels and the value of eligible projects undertaken by businesses.

The program provides reimbursement grants covering up to 50% of eligible project costs, to a maximum of $5,000 per building for approved projects. Funding would be provided by AdvantageHOPE for reimbursement following project completion and verification of eligible expenses.

Reviewed by:	Approved for submission to Council:
Robin Beukens Digitally signed by Robin Beukens Date: 2026.11.18 08:33:26 -07'00'	Kevin Dicken Digitally signed by Kevin Dicken Date: 2026.11.18 08:37:27 -07'00'
Director of Community Development	Chief Administrative Officer

Attachments:
Downtown Façade Improvement Program Guide
Downtown Façade Improvement Program Info Sheet
Downtown Façade Improvement Program Application Form

Downtown Façade Improvement Program

2026 Guidelines

Program Purpose and Goals

The **Downtown Façade Improvement Program** is intended to support Downtown Hope through strengthening the community's economic and cultural heart by enhancing the visual quality and character of the downtown core. The program encourages commercial property owners and businesses to upgrade their building façades in a way that reflects Hope's mountain town identity, supports walkability, and creates a welcoming, vibrant environment for residents and visitors.

The program helps implement the policies of the Downtown Hope section of the District of Hope's Official Community Plan and Downtown Action Plan, which call for improving streetscapes, supporting local businesses, encouraging tourism, and using design elements such as natural materials and cohesive colour palettes to reinforce Hope's unique sense of place.

The Program

Advantage Hope will provide a **50% reimbursement grant up to a maximum of $5,000** per project to improve the facades of commercial and mixed-use buildings.

Each building is eligible for a grant to a maximum of $5,000. Every 2 years a building may access the **Downtown Façade Improvement Program** for new/incremental façade improvements.

Projects must have a minimum total cost of $1,000.

Approved projects must be completed within one year from the date the application is approved. Applications must be approved before any work begins. Work undertaken prior to approval is not eligible for funding.

AdvantageHOPE administers the **Downtown Façade Improvement Program**, including application intake, funding approvals, and grant reimbursements. The District of Hope reviews applications for compliance with applicable bylaws, regulations, development permit area requirements, and program guidelines, and may provide recommendations to AdvantageHOPE. Final funding decisions and agreements are made by AdvantageHOPE.

Eligibility

Eligible Areas

Eligible properties must be used for commercial purposes, be zoned **Downtown Commercial (CBD)**, and be located in Downtown Hope, as shown on the map below.

This area extends from the CN Railway to the south, Park Street to the north, Water Avenue to the west, and 6th Avenue to the east.



Eligible Applicants

The following businesses, buildings, or applicants are eligible:

- The applicant must be either the property owner or the business owner;
    - If the applicant is the business owner, the property owner must provide written approval of the application and confirm that all improvements will be paid for by the applicant;
- The property must have a current, valid business license (unless otherwise exempt);
- Non-profit organizations and enterprising non-profit organizations (tenants) are eligible to apply;

- Property taxes, utility taxes, and any other amounts owing to the District must be fully paid and current;
- There must be no outstanding building permits, stop-work orders, or unmet development permit conditions associated with the property; and
- The subject building must not have previously received a grant under this program for the proposed improvements.

Ineligible Applicants

The following businesses, buildings, or applicants are ineligible:

- Residential homes or home-based businesses located in the designated area;
- Apartment buildings;
- Government owned buildings (municipal, provincial or federal);
- Properties outside the specified area (as defined in Eligible Areas); and
- Empty buildings or businesses that are not operating (exception if the business is renovating or making improvements to the building in anticipation of re-opening)

Eligible Façade Improvements

Eligible improvements include, but are not limited to:

- Exterior architectural features;
- Exterior surfaces and details (e.g., decorative details, moldings, trims etc.);
- New siding;
- Façade painting;
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/doorway replacement);
- Windows using clear, un-tinted glass (only if part of larger enhancements, no stand-alone window replacement);
- Exterior lighting (new but not replacement);
- Awnings;
- Signage (permanent on applicant property);
    - Signs are eligible for 50% to a maximum of $500 and must adhere to all signage bylaws and regulations;
- Accessibility improvements to the outside of the building only (only if part of larger enhancements); and
- Permanent patios.

Ineligible Façade Improvements

The following improvements are ineligible:

- Routine maintenance;

- Structural repairs;
- Roofs;
- Non-permanent fixtures (e.g. furniture, benches, planters, patio heaters etc.);
- Landscaping;
- Paving;
- Fencing;
- Interior or internal improvements;
- Improvements not visible from the public right of way;
- Construction of additions, accessory buildings or new buildings;
- Improvements that have been started prior to application approval; and
- Improvements deemed inconsistent with redevelopment purposes and design guidelines.

Eligible Costs/Expenses

The following project costs or expenses are eligible:

- Direct project labour costs;
- Design, architectural or engineering fees (related to the facade only);
- Contractor fees;
- Rental of tools and equipment;
- Project related materials and supplies;
- Shipping or freight; and
- PST.

Ineligible Costs/Expenses

The following project costs or expenses are ineligible:

- Staff wages and/or benefits;
- Purchase of construction tools or equipment;
- Operational costs including utilities;
- Duties;
- GST;
- Permit fees;
- Expenses related to improvement to the building façade not visible from the public right of way; and
- Façade improvement expenses started prior to application approval.

Application Guidelines

Applications are submitted to AdvantageHOPE at *economicdevelopment@hopebc.ca*

Funding is available on a first-come, first-served basis and will be allocated according to the date a complete and eligible application package is received by AdvantageHOPE, subject to available program funding.

To be eligible for funding under the **Downtown Façade Improvement Program**, applicants must submit a complete application package. Applicants must provide sufficient information to clearly illustrate the proposed improvements and enable staff to assess the project's scope, design quality, and intended outcomes.

Submission of an application does not guarantee funding approval or a specific grant amount. All applications will be evaluated based on program eligibility, design quality, and alignment with the purpose and objectives of the **Downtown Façade Improvement Program**.

To be considered eligible, applications must:

1. Comply with the requirements and objectives of the Downtown Façade Improvement Program;
2. Propose eligible façade improvements, or improvements otherwise deemed eligible by Advantage Hope and District of Hope Community Development Staff through the application review process;
3. Be consistent with the Downtown Façade Improvement Program guidelines and applicable Form and Character Development Permit Area guidelines;
4. Be located within Downtown Hope and the Downtown Improvement Area (as identified in the Eligible Areas Map); and
5. Include all required information, supporting documentation, and application materials. An application will not be considered complete until the following information and documentation has been received:
    a. Complete Application Form
    b. Property Owner Authorization Form (if applicable)
    c. Before (current) photos of the building façade(s);
    d. Cost estimate of proposed improvements;
    e. List of materials & colors (with sample images); and
    f. Improvement plans and designs
    g. Permit applications (if applicable)

Application Process

1. The applicant must submit a complete application package, including all required supporting materials and documentation.
2. AdvantageHOPE staff reviews the application for completeness and adherence with requirements.

3. Completed applications are referred to District of Hope Community Development staff for review of applicable bylaws, development permit area requirements, and regulatory compliance.
4. Based on the application review, AdvantageHOPE will make the decision to approve or deny funding.
5. Applicant is advised of the decision by AdvantageHOPE by email.
6. For successful applications, a Letter of Understanding is sent to the applicant which must be signed by the owner and tenant (if applicable) and a representative of AdvantageHOPE.
7. Applicant acquires any required permits from the District of Hope or any other relevant body and completes the renovations.
8. Upon completion of the project the applicant must submit the following documentation to AdvantageHOPE to verify project completion and eligible expenditures:
    a. A completed expense tracking sheet;
    b. Copies of all invoices and receipts related to the approved improvements;
    c. Copies of cleared cheques, bank statements, credit card statements, or other proof of payment;
    d. Photographs of the complete façade improvements;
    e. Proof that all required inspections have been completed and passed (if applicable); and
    f. A Certificate of Completion signed by the applicant or contractor, confirming that all approved work has been completed and paid in full.
9. AdvantageHOPE staff verify that the renovations meet the Letter of Understanding requirements and approves reimbursement and reimbursement is issued to the applicant. District of Hope Staff may be consulted to ensure that upgrades are compliant with all relevant District regulations.

Projects must be completed within one year after the application is approved.

Additional Applications:

Successful applicants may be required to obtain building, development, sign and/or other permits may be required based on the extent of the improvements to be completed. These requirements are not waived by approval for the **Downtown Façade Improvement Program** and should be applied for concurrently or after an application for this program.

A District of Hope Form and Character Development Permit is required for façade improvements to properties fronting Wallace Street, however no application fee is required. It may also be required for major building renovations or new construction on other eligible properties within the program area.

A District of Hope Building Permit may be required for larger renovations, new construction, or structural alterations, including changes to window openings or doorways that may affect access or egress.

A District of Hope Sign Permit will be required for any sign upgrade done as part of this program. Signage must comply with the *District of Hope Sign Bylaw 35/96.*

Additional approvals may be required for improvements involving patios or other uses located on District-owned property.

Contact

Owners/Tenants are encouraged to contact District of Hope Community Development staff for clarification regarding applicable design guidelines, permit requirements, and other approvals that may apply to the proposed project.

Email: planning@hope.ca **Phone: (604) 869-5671**

Completed applications and all supporting documentation should be submitted to AdvantageHOPE:

economicdevelopment@hopebc.ca

Design Guidelines

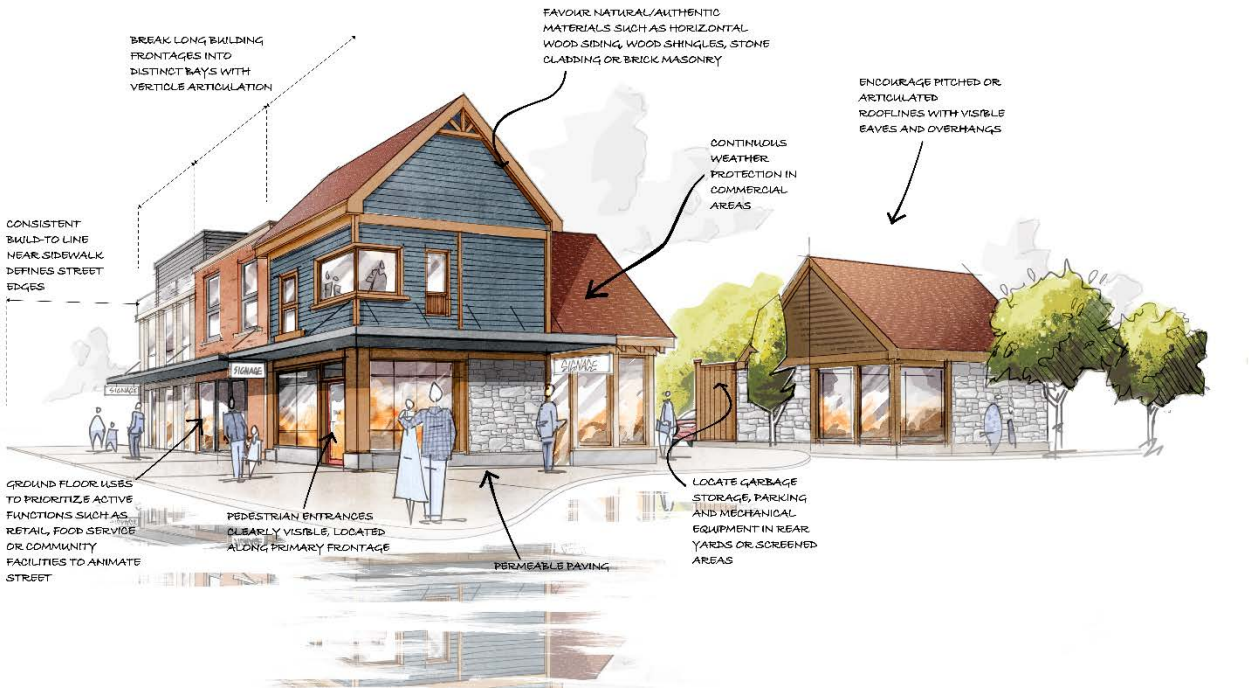
The following Design Guide has been created to assist in preparing façade, improvements that help create a welcoming, and visually cohesive downtown.

Projects should align with the Downtown Form and Character Development Permit Area guidelines contained in Section 20.2 of the District of Hope Official Community Plan Bylaw 1617, 2025 as summarized below.

The guidelines describe preferred design approaches rather than strict requirements. They are intended to communicate the overall intent and desired qualities the Advantage Hope and the District of Hope aim to encourage through the Downtown Façade Improvement Program. Not all guidelines will be applicable to every project, and appropriate flexibility will be applied based on building type, site characteristics, and project scope.

Applicants are encouraged to use the written guidance and illustrative graphics as reference tools when developing their project concepts and completing an application.

Early consultation with Advantage Hope and District of Hope staff is recommended to confirm eligibility, identify necessary permits, and ensure proposed improvements align with the program's objectives.



1: Storefronts and Entries

- Prioritize traditional narrow storefronts with recessed entries, display windows, and small-scale heritage signs
- Recessed entries should be well-lit and welcoming
- Pedestrian entrances must be clearly visible, located along the primary frontage, and highlighted through architectural detailing, signage, or lighting
- Continuous weather protection should be provided in commercial areas via canopies or awnings that extend over the sidewalk
- Break building frontages longer than 10 metres in length, into distinct bays with vertical articulation, material changes, and varied fenestration
- Use trim, recesses, and balconies to reinforce human scale

2: Materials and Colors

- Favour natural, authentic materials such as horizontal wood siding, wood shingles, stone cladding, or brick masonry
- Colour schemes should be drawn from natural and historical palettes, emphasizing earth tones, warm neutrals, and complementary accent colours
- Façade colours should align with the colour palette seen below

1. Primary Colour (Main Façade)

- **Role:** This is the dominant colour used across the building's largest surfaces—such as wood siding, stucco, or panel cladding
- **Effect:** It sets the overall tone of the building's character
- **Application:** Painted wood or fiber-cement siding, stucco walls, or lap panel systems



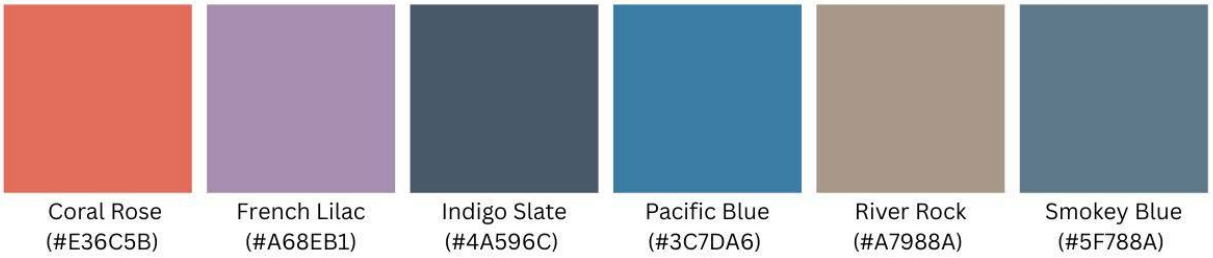
2. Secondary Colour (Complement Façade or Upper Levels)

- **Role:** Used as a subtle complement to the primary colour, often in recesses, upper stories, or minor wall sections
- **Effect:** Provides depth and balance, softens the primary hue, and adds visual layering
- **Application:** Rear wings, bay projections, balcony soffits, or upper floor cladding



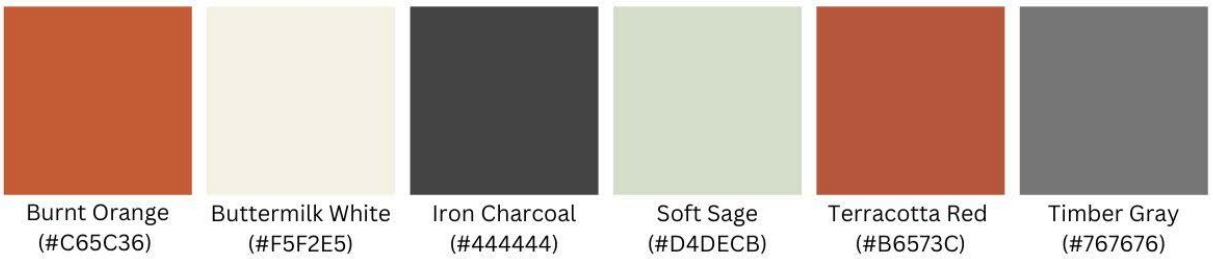
3. Accent Colour (Doors, Window Sashes, Highlights)

- **Role:** Creates a pop of contrast that draws the eye to key architectural elements
- **Effect:** Reinforces identity, adds vibrancy, and enhances pedestrian experience
- **Application:** Entry doors, shutters, signage borders, window sashes, and planter boxes



4. Trim/Detail Colours (Architectural Framing)

- **Role:** Defines edges and frames elements such as windows, doors, parapets, and cornices
- **Effect:** Enhances structure and rhythm, and unifies the composition with crisp detail
- **Application:** Fascia boards, mullions, corner trims, cornices, and pilaster outlines



5. Metal/Hardware, Wood and Roofline Finishes (Structural and Utility)

- **Role:** Applied to functional and structural elements like railings, gutters, lights, and hardware

- **Effect:** Provides grounding and texture while reinforcing the building's tactile quality
- **Application:** Railings, window grilles, outdoor fixtures, roof trim, canopies



Metal/Hardware or Roofline Finish:
Copper Patina (#7C6A53)
Forest Bark (#5E4B3C)



Balcony/Woodwork: Espresso Brown (#4C3A2E)
Sinage Base: Timber Brown (#6E4B33)
Wood Elements: Driftwood Taupe (#A78C71)

Usage

- Pair bold primary façades with neutral trims (Contrasting trims adding definition and visual interest)
- Use accent colours on doors, brackets, planters, signage, or awnings
- Maintain wood or fiber cement materials to ground the palette in heritage character

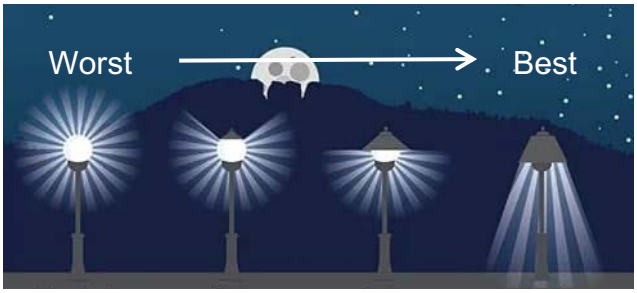
3: Windows and Transparency



- Glazing is encouraged to be maximized (60% or more of façade) using clear, un-tinted glass to maintain visibility between storefronts and the street. Blank walls are discouraged
- Visual obstructions such as metal bars, signage, coolers, closed curtains, and shelving units should be minimized or avoided along the inside face of storefront glazing to support transparency

4: Lighting

- Architectural lighting should be pedestrian-scaled, fully shielded, and designed to prevent glare, light spill, and skyglow in accordance with dark sky standards
- Over-lighting should be avoided, and illumination levels should be limited to the minimum necessary for safety and functionality



5: Signage

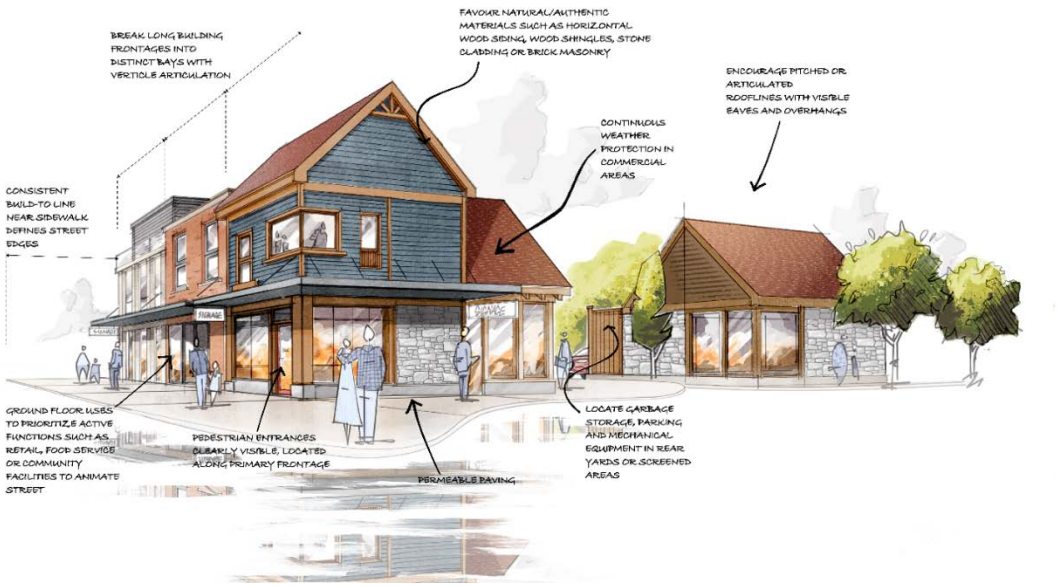
- Signage should be well integrated into the overall building composition
- Neon and spotlight signage are encouraged as character-defining elements.
- Backlit box signage is not permitted

6: Patios

- Fixed railings, screens, or guards constructed of durable, transparent, or visually permeable materials
- Patio improvements on District property must be approved by the District of Hope prior to application for funding



Downtown Façade Improvement Program



Refresh your storefront and help brighten Downtown Hope!

Advantage Hope and the District of Hope are offering grants to help businesses and property owners improve commercial building façades in Downtown Hope.

The grant can cover 50% of eligible project costs, **up to $5,000.**

Funding is awarded on a first-come, first-served basis, and all projects must be completed within one year of approval.

Who Can Apply?

- Your property is in Downtown Hope and is zoned CBD
- Property has a commercial use
- You own the property, or you are a business owner with the property owner's approval
- You have a valid business license
- Your property and business are in good standing with the District

What Can Funding Pay For?

- Paint and New Siding
- Building Trim or Details
- Clear Windows or Glazing
- Awnings and Canopies
- Permanent Signage
- Accessibility improvements
- Permanent patios

It can also help cover eligible design, contractor, labour, materials, and related project costs.

Before You Start

Submit the following:

- A complete application form
- Drawings or a detailed description of the proposed improvements
- List of materials and colours
- Cost estimate (min. project cost: $1,000)
- “Before” Photos of the building.
- Any permits needed for the project (Development Permit fees for façade-only improvements may be waived**.** Other permits and fees may still apply **You must apply and receive approval before starting any work.**

Downtown Façade Improvement Program

Design Guidelines

Improvements should help create an attractive, welcoming, mountain-inspired Downtown.

Colours & Materials:

- Materials such as wood, brick, and stone
- Natural bright colours, earth tones, and warm neutrals

Colour Palettes (Surface Coverage):

Primary Colours (~60–70%):



Secondary Colour (~15–20%):



Accent Colour (~5–10%):



Trim/Detail Colour (~5-10%):



Other Colours (fixtures/features):



Use neutral trims with bolder façade colours and apply accent colours to doors, signage, or awnings.

Design Elements:

- Well-lit and easy-to-find entrances
- Clear windows that make storefronts open and welcoming



- Awnings or canopies for continuous weather protection
- Signage that is integrated into the design
- Lighting that is warm, focused, and does not cause glare



How to Get Your Grant

Once the work is complete, you will need to provide:

- Paid invoices and receipts
- Proof of payment
- Photos of the completed work
- Required inspection approvals, if applicable
- A Certification of Completion

Looking for More Information?

More information can be found in the full Program Guide at hopebc.ca

Not sure where to start? Talk to District staff at: planning@hope.ca



Applications should be submitted to economicdevelopment@hopebc.ca

Downtown Façade Improvement Program Application Form

SECTION 1: CONTACT INFORMATION (ADD ADDITIONAL PAGE IF NECESSARY)

Applicant Information:	Name:	
	Mailing Address:	
	Postal Code:	Phone Number:
	Email Address:	
Property Owner Information: (leave blank if same as above):	Name:	
	Mailing Address:	
	Postal Code:	Phone Number:
	Email Address:	
Business Details:	Business Name:	
	Civic Address:	
	Business Licence Number:	

SECTION 2: Property Information

Civic Address: _____

Legal Description: _____

Folio Number (000 000.000): _____ (From Property Tax Assessment/Tax Notice)

Zoning Designation: _____ PID: _____

SECTION 3: Project Description

Description of the project. (Please give a detailed description of proposed changes. Include separate pages as needed and supporting documents including photos, designs or other documents):

_____

_____

_____

_____

_____

_____

_____

_____

Total Project Cost (Estimate): $_____ Funding Requested: $_____

Planned Start Date: _____ Planned Completion Date: _____

Downtown Façade Improvement Program
Application Form

SECTION 5: Requirements:

Permits that may be required:

- Form and Character Development Permit (no fee) - if located on Wallace Street.
- Building Permit – if part of a larger building upgrade
- Sign Permit – if proposal includes signage upgrade (maximum $500 funding).
- Patio Permit – if proposal includes a new patio on District property.

If you are unsure which apply to your project, please contact the District of Hope Planning Department at planning@hope.ca

Applicant Checklist:

Valid Business Licence (with all fees paid)	☐
Property Taxes & Utility Taxes Paid	☐

Attach to Application

Project Application Form (Signed and Complete)	☐
Owner's Authorization Form (if applicant is not the property owner)	☐
Project drawings and/or designs	☐
Material List (material types, colours, finishes)	☐
Cost Estimate	☐
'Before' Photos – (Recent photos of building)	☐
Required Permit Applications	☐
Signed Terms & Conditions Form	☐

SECTION 4: Signature

Applicant Signature: _____Date: _____

Property Owner Signature: _____Date: _____

Downtown Façade Improvement Program Terms and Conditions

I have read the complete program guide and concur with and consent to the work proposed in this application. I assume all responsibility for obtaining appropriate architectural drawings, permits, and inspections, and for hiring contractors as necessary. This application does not waive my responsibility to comply with all applicable municipal bylaws, building codes, permit requirements, and other relevant regulations.

I agree to allow Advantage Hope and/or the District of Hope to use photographs of the project, both before and after completion, for the purpose of promoting the program.

I agree to hold Advantage Hope and/or the District of Hope harmless from any legal action arising from or related to the Downtown Façade Improvement Program, including, but not limited to, any issues involving contractors, estimators, employees, workers, or agents.

I consent to Advantage Hope and/or the District of Hope conducting all inspections necessary to confirm that the approved plans are implemented in accordance with the expected standards. I acknowledge that payment of an approved grant will be made upon submission to Advantage Hope of proof of completion of the proposed improvements, verification of expenditures, testimonials, and proof of final inspection, when required.

_____ _____

(Applicant Name) (Business/Building Address)

_____ _____

(Signature) (Date)

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: Nov 10, 2026 FILE: 7380-06

SUBMITTED BY: Fire Chief

MEETING DATE: Nov 23, 2026

SUBJECT: 2027 UBCM Community Emergency Preparedness Fund

PURPOSE:

The purpose of this report is to seek Council support for an application to the current intake of the 2027 UBCM Community Emergency Preparedness Fund (CEPF), Emergency Operations Centre (EOC) & Training Stream for the supply of training and equipment for the District's EOC.

RECOMMENDATION:

THAT Council supports the report dated November 10, 2026, from the Fire Chief regarding the District of Hope application to the 2027 UBCM Community Emergency Preparedness Fund for grant funding up to the amount of $30,000 to improve the efficiency of the District of Hope EOC through the provision of training, equipment; and

FURTHER THAT Council commit the District of Hope to provide overall grant management.

ANALYSIS:

A. Rationale:

The intent of this funding stream is to support eligible applicants to build local capacity through the purchase of equipment and supplies required to maintain or improve an EOC and to enhance EOC operations through training and equipment. The equipment will provide designated equipment to the EOC and support business continuity within the District of Hope. Targeted training may include ICS 300, ICS 400 and Psychosocial Resilience in Disasters (EMRG-1143). Targeted equipment may include drones, EOC lighting upgrade and basic office supplies.

B. Attachments:

2027 CEPF EOC & Training Program and Application Guide.

C. Strategic Plan Objectives:

Emergency Management:

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

D. Resources:

The project will be managed internally.

Prepared by:	Approved for submission to Council:
Original Signed by Thomas Cameron	*Original Signed by Kevin Dicken*
Fire Chief	Chief Administrative Officer

Community Emergency Preparedness Fund

Emergency Operations Centres Equipment and Training

2027 Program and Application Guide

Updated September 2026

Applications will be accepted September 1, 2026 to February 26, 2027 using the LGPS Online Application Tool

This intake will have limited funds available. Due to the expected high volume of applications, it is likely this intake will be substantially oversubscribed.

1. Introduction

The Community Emergency Preparedness Fund (CEPF) is a suite of funding streams intended to support First Nations and local governments to better prepare for disasters and reduce risks from natural **hazards** in a changing climate. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM).

As of August 2026, the funding streams include:

- Emergency operations centres equipment and training
- Emergency support services equipment and training
- Foundations of disaster risk reduction
- Public notification and evacuation route planning

Please refer to Appendix 1 for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

Background

An **Emergency Operations Centre** (**EOC**) is a function established by an organization or jurisdiction to coordinate the overall organizational or jurisdictional response and support to an emergency response. EOCs can be fixed locations, temporary facilities, mobile operations, or virtual structures with staff participating remotely.

Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their area. In April 2017, the Ministry of Emergency Management and Climate Readiness (EMCR) entered into a 10-year service agreement with Indigenous Services Canada in order to be able to provide equivalent emergency management services to First Nations.

Emergency Operations Centres Equipment and Training Funding Stream

The intent of this funding stream is to support eligible applicants to build local capacity through the purchase of essential equipment and supplies required to maintain or improve an **EOC** and to enhance **EOC** capacity through training and exercises.

For the purpose of CEPF funding, if minor renovations of **EOCs** are proposed, the facilities must be located in a **First Nation owned building** or **publicly owned building** or an asset owned by the **primary applicant** or a **sub-applicant**.

2. Eligible Applicants

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

Eligible applicants can submit one application per funding stream intake. This includes applying as a sub-applicant in a regional application.

For the purpose of CEPF funding, the following agencies are able to act as a **primary applicant**:

- An emergency management organization that is created by a regional district service establishing bylaw and approved by the Province of BC may act as the **primary applicant** on behalf of eligible applicants that participate in the established emergency management service. When acting as a **primary applicant** on behalf of eligible applicants, the regional emergency management organization may submit more than one application per funding stream intake provided that each eligible First Nation or local government that is included as a **sub-applicant** is only funded once per intake.
- An Indigenous governing body with authority for emergency management may act as the **primary applicant** on behalf of eligible First Nations. The Indigenous governing body may submit more than one application per funding stream intake provided that each eligible First Nation that is included as a **sub-applicant** is only funded once per intake.

Emergency management organizations created by a regional district and Indigenous governing bodies that are interested in submitting an application to act as the **primary applicant** must contact UBCM in advance of submitting an application and will be required to provide appropriate documentation related to membership, authority, and area of service.

3. Grant Maximum

The Emergency Operations Centres Equipment and Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of $30,000.00.

Eligible applicants that can demonstrate geographical constraints (e.g., significant distance and/or barriers, such as mountain ranges, between reserves or communities) and a clear case for **EOC**s in each reserve or community may be eligible to exceed the funding maximum. For more information, please contact UBCM in advance of submitting an application.

As required, the Evaluation Committee may recommend that an application be approved in part, based on available funding and the merit of the proposed project.

To ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the CEPF.

4. Eligible Projects

To qualify for funding, proposed activities must support eligible applicants to build local capacity through the purchase of essential equipment and supplies required to maintain or improve an **EOC** and to enhance **EOC** capacity through training and exercises.

In addition, to qualify for funding, projects must be:

- A new or subsequent phase of a project (retroactive funding is not available).
- Capable of completion by the applicant within one year from the date of grant approval.

- Where applicable, eligible for required approvals, authorizations, and permits.
- In alignment with the Emergency Operations Centre Operational Guidelines.

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding per applicant ($30,000) would still apply and the total maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

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

5. Requirements for Funding

As part of both the development of the application package and the delivery of the **approved project**, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations, such as Friendship Centres and Métis Chartered Communities. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities, and enhance reconciliation. More information on engagement best practices is available here.

As part of the Approval Agreement, approved applicants must agree to the following requirements for funding:

- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.
- Where applicable, the Qualified Professionals that manage the proposed project must be subject matter experts and any professional activities must be developed and signed by a qualified professional as per the *Professional Governance Act*.

6. Eligible and Ineligible Costs and Activities

Eligible Costs and Activities

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

Eligible costs and activities are limited to Table 1 and must be cost-effective.

Table 1: Activities Eligible for Funding

1. Purchase of essential supplies and purchase and installation of equipment specific to the function of the EOC

*For the purpose of CEPF funding, if minor renovations of **EOCs** are proposed, the facilities must be located in a **First Nation owned building** or **publicly owned building** or an asset owned by the **primary applicant** or a **sub-applicant**.*

Applicants are advised to review the Occupational Health & Safety Regulation in relation to first aid training and equipment and the provision of personal protective clothing and equipment for employees.

- Purchase of essential supplies for use in the **EOC,** by **EOC** personnel, that are required to maintain or improve **EOC**s, limited to:
  - Section materials (Management, Operations, Planning, Logistics, Finance, and Administration)
  - Basic supplies (i.e., flashlights, office supplies)
  - 72-hour supply of food and water
  - Basic/Level 1 and/or Intermediate/Level 2 first aid kits
  - Personal protective equipment limited to masks, respirators, eye protection, and gloves
  - Basic furniture and appliances to support extended activations (i.e., cots and basic accommodation supplies, coffee maker, water dispenser)
  - Storage containers for eligible supplies and equipment
- Purchase of essential supplies required to maintain or improve mobile **EOC**s, limited to:
  - Basic supplies (i.e., flashlights, office supplies)
  - Basic/Level 1 and/or Intermediate/Level 2 first aid kits
  - Personal protective equipment for mobile **EOC** personnel limited to masks, respirators, eye protection, gloves, and high visibility apparel
  - Personal protective clothing for mobile **EOC** personnel limited to weather-proof clothing
  - Vehicle emergency supply kit
  - Lighting
  - Mobile storage containers for eligible supplies and equipment
- Purchase and installation of essential on-site equipment required to maintain or improve **EOC**s such as information technology, communication systems, satellite internet routers and related equipment, radio towers, antennas, radios, generators, wall monitors, portable air conditioners, and portable air scrubbers.
- Purchase and installation of essential off-site equipment required for communications and external data collection specific to the function of the **EOC** such as satellite internet routers and related equipment, drones that do not require pilot certificate or registration (i.e., microdrones that are less than 250 grams), radio towers, antennas, satellite phones, and radios.
- Rapid damage assessment kits (limited to equipment identified in BC Housing Rapid Damage Assessment Kit for 2 Persons)
- Purchase and installation of tsunami sirens that will be owned and operated by the **primary applicant** and/or **sub-applicants**.
- Purchase of trailers for the purpose of transportation, storage, and mobile **EOC**s.
- Minor renovations in **EOC**s and/or mobile **EOC**s (e.g., wiring, cabling, installation of shelving).
- Training in order to support installation and use of eligible supplies and equipment limited to

equipment listed in Section 1 of Table 1.

Table 1: Activities Eligible for Funding (cont'd)

2. Training for EOC personnel and exercises specific to the function of the EOC

Updated September 2026 - For all virtual courses, eligible costs include: course fee, required course materials, and cost-effective, reasonable travel costs (including accommodations and per diems) only if required for internet connection or access to necessary technology. For all in-person courses, eligible costs include: course fee, required course materials, and cost-effective, reasonable travel costs (including accommodations and per diems).

Staff wages and costs related to back-filling positions are not eligible for funding.

If approved applicants attend training through the Provincial Emergency Management Training Program only travel costs (including accommodations and per diems) will be eligible for funding.

Qualified trainers are required to be used and approved applicants are encouraged to identify local providers for training. The following list includes examples of commonly used course names.

- EOC Courses
  - Introduction to EOCs (e.g., EMRG-1300)
  - EOC Essentials (e.g., EMRG-1320)
  - EOC Operations (e.g., EMRG-1330)
  - EOC Planning (e.g., EMRG-1331)
  - EOC Logistics (e.g., EMRG-1332)
  - EOC Finances (e.g., EMRG-1333)
  - Information Officer (e.g., EMRG-1334)
  - EOC Applied Training (e.g., EMRG-1350)
- Emergency Management Courses
  - Intro to Emergency Management in Canada (e.g., EMRG-1100)
  - HRVA (e.g., EMRG-1121)
  - Planning for Community Disaster Recovery (e.g., EMRG-1132)
  - Radio Communications Station Management (e.g., EMRG-1133)
  - Psychosocial Resilience in Disasters (e.g., EMRG-1143)
  - Community Evacuations (e.g., EMRG-1136)
  - Introduction to Exercise Design (e.g., EMRG-1150)
  - Introduction to Business Continuity Management (e.g., EMRG-1170)
  - Incident Command Systems Levels 100-400
- Critical Incident Stress Management Courses
  - Introduction to CISM (e.g., CISM 1000)
  - CISM Stress Debriefing (e.g., CISM 1015)
  - Building and Participating on a CISM Team (e.g., CISM 1040)
- Other training specific to the function of the **EOC,** including:
  - Indigenous **Cultural Safety** and Cultural Humility Training, in alignment with the current CEPF funding stream
  - First Nations principles of OCAP®
  - Conflict resolution and crisis management
  - Mental Health Resiliency and Mental Health First Aid
  - Workplace Hazardous Materials Information System (WHMIS)
  - Communications
  - Scribe training
- Exercises that support increasing **EOC** capacity (e.g., tabletop walkthroughs of **EOC** roles and responsibilities, mock earthquake/fire/flood emergencies to practice activating an **EOC**

and directing emergency response).

Table 1: Activities Eligible for Funding (cont'd)

- The Building Resilient Communities Conference offers a number of eligible EOC courses and EOC training. Approved applicants can use up to $500 of CEPF EOC funding per EOC personnel that attends the conference for the purposes of attending EOC courses and training. Please note that the $500 is limited to offsetting the cost of registration and cannot be used for travel, accommodations and/or per diems.

3. Volunteer recruitment and retention activities

- Recruitment activities (e.g., advertisements, purchase of branded pop-up tent for recruitment events)
- Purchasing awards and small gifts for EOC personnel
- Hosting volunteer recognition events including venue rentals, food, and non-alcoholic beverages

Additional Eligible Costs and Activities

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

- Incremental applicant staff (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- Incremental administrative and/or operating costs that are directly related to eligible activities (e.g., lease and insurance costs for storage of **EOC** materials).
- Consultant/contractor costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., event planning) consultant rates are expected to be commensurate with the type of activity being undertaken and where relevant, consultant rates are expected not to exceed respective professional fee guidelines, for example the ACEC BC fee guideline for Consulting Engineers.
- Identification/incorporation of community and cultural values. This includes seeking advice from Indigenous Knowledge Holders and other experts (e.g., health authorities, First Nations Health Authority), and the community (e.g., equity-denied populations, Indigenous organizations such as Friendship Centres and Métis Chartered Communities, Indigenous Nations, local governments, and emergency response organizations).
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- Costs related to local cultural protocols (e.g., gifts, cultural ceremonies).
- Honoraria for equity-denied populations or service organizations that support equity-denied populations.
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials.
- Expenses related to first aid training and kits that are incremental to the Occupational Health and Safety Regulation requirements for a workplace/employer and that are required specifically for eligible activities.

- Presentations to Band Council, Treaty First Nation government, local government Council or Board, or community organizations, etc.
- Where applicable, costs related to required approvals, authorizations, and permits.
- Public information costs (e.g., workshops, printed materials) that align with the intent of the funding stream and provide benefit to the community at large.

Ineligible Costs and Activities

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

- Routine or ongoing operating costs or activities (e.g., heating, cooling, and lighting; security; software or service subscriptions; or membership fees) that are not incremental to the project or not directly related to eligible activities.
- Routine or ongoing planning costs or planning activities that are not incremental to the project.
- Regular salaries and/or benefits of **primary applicant** or **sub-applicant(s**) staff or partners.
- Duplication of recently developed information, maps, or imagery (e.g., LiDAR that is currently available through the Open LiDAR Data Portal) provided the information remains accurate.
- Project-related fees payable to the **primary applicant** or **sub-applicant(s)** (e.g., permit fees).
- Costs related to individual or household preparedness, including the purchase of emergency supplies (e.g., first aid kits, evacuation supplies).
- Development of curriculum for Kindergarten to Grade 12 education.
- Major capital improvements or major renovations to existing facilities and/or construction of new, permanent facilities.
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members (except costs related to local cultural protocols).
- Use of an **EOC** during an emergency.
- Purchase of supplies required for any work outside of an **EOC** or mobile EOC (e.g., personal protective equipment and clothing, bug spray, sunscreen, traffic safety equipment).
- Purchase of first aid kits and/or first aid training that are required to meet Occupational Health and Safety Regulation requirements for a workplace/employer and/or intended for occupational first aid, disaster first aid, and/or wilderness first aid.
- Purchase or testing of public notification systems and/or subscription/service fees for public notification systems.
- Training and exercises not specific to the function of the **EOC**.
- Training for the general public.
- Training provided and paid by the Provincial Emergency Management Training Program (excluding travel costs).
- Purchase of vehicles or vehicle canopies.
- Emergency preparedness marketing campaigns.
- Development or update of Emergency Management Plans and/or emergency response plans.
- Conferences (except the Building Resilient Communities Conference provided costs are limited to $500 per EOC personnel as noted in Table 1).

3. Application Requirements and Process

The LGPS Online Application Tool is required to be used. Refer to Appendix 2 for full information.

Application Deadline

The application deadline is February 26, 2027. Applicants will be advised of the status of their applications within 120 days of the application deadline.

Required Application Contents

EMCR and GeoBC respect and are committed to the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge as identified by the applicant may be submitted at the discretion of the applicant.

All applicants are required to complete the LGPS Online Application Form and submit an electronic copy of the following:

- Completed Application Worksheet with all required attachments.
- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO, or CFO for applications that are from a single applicant and request less than $50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than $50,000 in funding, will require resolutions to be submitted.
- Detailed budget:
    - Indicating the proposed expenditures from CEPF and in alignment with the proposed activities outlined in the Application Worksheet.
    - Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified.
    - Applicants are encouraged to use the EOC Budget, Amendment Request, Financial Summary Form.
    - Where possible, additional information to support proposed costs, such as vendor quotes or workplans, should be submitted
- For regional projects only:
    - Band Council, Treaty First Nation, or local government resolution from the **primary applicant**, indicating support for the current proposed activities and willingness to provide overall grant management; and,
    - Band Council, Treaty First Nation, or local government resolution from each **sub-applicant** that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf. Resolutions from **sub-applicants** must include this language.

Submission of Applications

Applications are required to be submitted in two steps prior to the application deadline:

1. LGPS Online Application Form: This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to Appendix 2 for the information that will be required to be submitted during each step, including all application questions.

Worksheets and required attachments should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB. All materials should be submitted to Local Government Program Services, Union of BC Municipalities by email: cepf@ubcm.ca.

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application contents have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

As required, the Evaluation Committee will assess and score all eligible applications. Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Higher application review scores will be given to projects that:

- Are from applicants that have not received funding under the Emergency Operations Centres Equipment and Training funding stream or have received minimal funding from the funding stream.
- Are from applicants that can demonstrate recent, recurring and/or extended **EOC** activations, recent history of local emergencies (e.g., evacuation order, disaster financial assistance) and/or evidence of local risk
- Align with the intent of the Emergency Operations Centres Equipment and Training funding stream to increase **EOC** capacity.
- Demonstrate evidence of engagement with First Nations and/or Indigenous organizations in advance of submitting the application and as part of the proposed project (e.g., collaborative planning tables; incorporating First Nation values and perspectives in proposed activities; existing outreach, plans, engagement reports or processes; including First Nation engagement costs in the budget; completion of Indigenous **Cultural Safety** and Cultural Humility Training).
- Effectively engage with neighbouring jurisdictions, and other impacted or affected parties (equity-denied populations, organizations that participate in the **EOC** program) as appropriate to the project. Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.
- Contribute to a comprehensive, cooperative, and regional approach to **EOCs**.
- Are cost-effective. In cases where costs are higher than expected, project(s) may be approved at a lower grant amount.

As required, the Evaluation Committee may consider the provincial, regional, and urban/rural distribution of proposed projects, and previous CEPF funding. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

UBCM will share all applications with the Province of BC.

4. Grant Management and Applicant Responsibilities

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

Approved applicants are responsible for proper fiscal management, including maintaining acceptable

accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision and Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded. The Approval Agreement is required to be signed and returned to UBCM within 30 days.

Grants are paid at the completion of the project and only when the final report requirements have been met.

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

Payment by Direct Deposit

Approved applicants may request to have all grant payments made by direct deposit. Please note that all payments to local governments are already made by direct deposit.

In order to receive payments by direct deposit, approved applicants are required to submit:

- UBCM Direct Deposit Authorization Form for a bank account registered in the name of the approved applicant. Direct deposit payments will not be made to accounts registered to an individual or to an entity that is not the same as the approved applicant.
- Resolution or motion from the approved applicant (e.g., Band Council, Treaty First Nation, local government Council or Board, society Board of Directors) authorizing UBCM to make all future grant payments by direct deposit.

Progress Payments

To request a progress payment, approved applicants are required to submit the Interim Report Form. The form will require the following information:

- Description of activities completed to date.
- Description of funds expended to date (applicants are encouraged to use the EOC Budget, Amendment Request, Financial Summary Form).
- Written rationale for receiving a progress payment.

Changes to Approved Projects (Amendment Requests)

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

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the **approved project**. Depending on the complexity of the proposed amendment, requests may take up to 120 days to review.

To propose changes to an **approved project**, applicants are required to submit the Interim Report Form. If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- Amended application package, including updated Application Worksheet, detailed budget (applicants are encouraged to use the EOC Budget, Amendment Request, Financial Summary Form) required attachments, and an updated resolution/letter of support.
- For regional projects only, evidence of support from **sub-applicant(s)** for proposed amendments will be required.

- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken. Amendment requests to increase the approved budget of a project will not be considered.

Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The Interim Report Form will be required to be submitted for all extension requests over six months. Extensions will not exceed one year from the date of the original final report deadline.

Recognition of Funding and Funders

Updated September 2026 - Approved applicants must acknowledge the financial contribution of the Province of British Columbia in all public communications and promotional materials related to the project. The Province of British Columbia wordmark and/or approved program logo may only be used with prior written approval and in accordance with the Province's visual identity standards.

Requests to use provincial branding should be submitted through EMCR.DisasterMitigation@gov.bc.ca Approved applicants must not use the Province's logo, wordmark, or other official marks without authorization.

When recognizing funding, please state that the Emergency Operations Centres funding stream is administered by the Union of BC Municipalities and funded by the Province of BC. UBCM is active on X, Bluesky, LinkedIn and Facebook. When possible, please mention or tag UBCM and the Province on social media posts that are related to projects that are funded through the Community Emergency Preparedness Fund.

5. Final Report Requirements and Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

EMCR and GeoBC respect and are committed to the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge as identified by the applicant may be submitted at the discretion of the applicant.

Final Reports

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments.
- Detailed financial summary that indicates the actual expenditures from CEPF and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. Applicants are encouraged to use the EOC Budget, Amendment Request, Financial Summary Form.
- Examples of materials that were produced with grant funding.
- Photos of funded activities and/or completed projects.
- Links to media directly related to the funded project.

Submission of Reports

Reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot

exceed 20 MB.

All reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: cepf@ubcm.ca.

Review of Final Reports

UBCM will review all final reports to ensure the required report contents have been submitted.

UBCM will share all report materials with the Province of BC

6. Additional Information

Union of BC Municipalities

Email: cepf@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions

The following definitions apply to the Emergency Operations Centres Equipment and Training funding stream:

Approved project: Activities included in the approved application and costs included in the approved budget.

Cultural safety: Indigenous cultural safety is the process of making spaces, services, and organizations safer and more equitable for Indigenous people by considering current and historical colonial impact and seeking to eliminate structural racism and discrimination (BC Centre for Disease Control).

Emergency Operations Centres (EOC): Function established by an organization or jurisdiction to coordinate the overall organizational or jurisdictional response and support to an emergency response (Emergency Operations Centre Operational Guidelines). For the purpose of CEPF funding, EOCs can be fixed locations, temporary facilities, mobile operations, or virtual structures with staff participating remotely.

First Nations owned buildings: Buildings owned by a modern Treaty First Nation or buildings owned by a First Nation band.

Hazard: A process, phenomenon, or human activity that may cause loss of life, injury, or other health impacts, property damage, social and economic disruption, or environmental degradation (Sendai Framework for Disaster Risk Reduction).

In-kind contributions: The use of resources of approved primary applicant or sub-applicant(s) for the development or implementation of the approved project. For example, the use of meeting rooms owned by the approved primary applicant or sub-applicant(s) can be an in-kind contribution.

Primary applicant: Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management and all reporting requirements.

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

Sub-applicant(s): in the case of regional projects, the sub-applicants are eligible applicants that are included in an approved application.

Appendix 2: LGPS Online Application Tool

As outlined in Section 7, applications are required to be submitted in two steps **prior to the application deadline**:

1. LGPS Online Application Form: This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).
2. Name of Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact information: full name, position, email, phone.
4. Primary applicant mailing address.
5. For regional projects only: name of sub-applicant(s) and rationale for regional project.
6. Project title. Project titles should be brief but include key project activities, the area where the work will be undertaken, and the intended outcome/deliverable.
7. Proposed start and end date.
8. Estimated total project budget.
9. Estimated total grant request.
10. Other funding amount and source.
11. Project summary (provide a brief summary, no more than 500 characters).
12. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.
13. Certification that the information is complete and accurate.
14. Name and email of person submitting application.

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

STEP TWO: Application Worksheet and Required Attachments

Application Worksheet

The following questions will be required to be answered on the Application Worksheet:

1. Primary Applicant full name (First Nation or local government).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).

3. Current EOC Functionality. Please identify any significant gaps that have been identified in terms of equipment, training or volunteers required for the function of the EOC.
4. Activation of EOC. Please provide a summary of recent, recurring and/or extended EOC activations, recent history of local emergencies (e.g., evacuation order, disaster financial assistance) and/or evidence of local risk.
5. Location of Proposed Activities. For the purpose of CEPF funding, if minor renovations of EOCs are proposed, the facilities must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant.
    - EOC is located in a First Nation owned building (buildings owned by a Treaty First Nation or a First Nation band).
    - EOC is located in a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).
    - Asset (e.g., trailer for mobile EOCs) is owned by the primary applicant or sub-applicant.
6. Proposed Activities. Description of the proposed specific activities that will be undertaken. Refer to Section 6 of the *Program and Application Guide* for eligibility:
    a) Based on your response in Question 3 above, please describe how the proposed activities will address any gaps in the current ability to purchase equipment, deliver training and recruit and retain volunteers.
    b) Proposed purchase of essential equipment and supplies, including installation of and training for eligible equipment.
    c) Proposed training. Where possible, please list specific courses. If training has been funded in past EOC intakes, please include a rationale for additional training. *Where possible, please submit training recurrency plans, information on current levels of training, or any other information related to completed or proposed EOC training in your community.*
    d) Proposed exercises, including tabletop exercises and mock EOC activations.
    e) Proposed volunteer recruitment and retention activities.
7. Alignment with Funding Stream. Description of how the proposed activities will align with the intent of the funding stream to build local capacity through the purchase of essential equipment and supplies required to maintain or improve an EOC and to enhance EOC capacity through training and exercises.
8. Engagement with First Nations and/or Indigenous organizations. Please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nations' land that may be impacted by the proposed project:
    a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?
    b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?
    c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

    If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

9. Engagement with Neighbouring Jurisdictions and Affected Parties. Description of any neighbouring jurisdictions and/or affected parties (e.g., equity-denied populations, organizations that participate in the EOC program, etc.) you will engage with as appropriate to the project.

   Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

   If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

10. Comprehensive, Cooperative, Regional Approach and Benefits. Description of how your project will contribute to a comprehensive, cooperative, and regional approach to EOC and any resulting regional benefits.
11. Additional Information. Any other information you think may help support your submission.

Required Attachments

The following attachments are required to be submitted with the completed Application Worksheet:

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO, or CFO for applications that are from a single applicant and request less than $50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than $50,000 in funding, will require resolutions to be submitted.
- Detailed budget:
  - Indicating the proposed expenditures from CEPF and in alignment with the proposed activities outlined in the Application Worksheet.
  - Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
  - Applicants are encouraged to use the EOC Budget, Amendment Request, Financial Summary Form.
  - Where possible, additional information to support proposed costs, such as vendor quotes or workplans, should be submitted
- For regional projects only:
  - Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,
  - Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language.

DISTRICT OF HOPE

325 Wallace Street, P.O. Box 609 Hope, B.C. V0X IL0
Phone: 604-869-5671 Facsimile: 604-869-2275
Website: www.hope.ca
Email: info@hope.ca

Office of the Mayor

November 23, 2026

Selection Committee
Mini Peaks Legacy Project

Dear Selection Committee:

Re: Fraser-Cascade School District Application to the Mini Peaks Legacy Project

On behalf of the District of Hope, I am pleased to express our support for the Fraser-Cascade School District and its application to the Mini Peaks Legacy Project for a mini-pitch at Shxwelis te Ts'qó:ls - Spirit of Hope Secondary School.

The proposed mini-pitch would create opportunities for students and residents to participate in soccer and other physical activities both during and beyond the school day. Its location at Spirit of Hope Secondary School would help strengthen connections between the school and the broader community while providing a space for recreation, community-based programming, and active living.

The District of Hope recognizes the important role that sports and recreation can play in supporting physical and mental well-being, fostering inclusion and belonging, and creating connections among children, youth, families, and the broader community. The project's emphasis on accessible, affordable, and welcoming opportunities for grassroots participation aligns with the needs of Hope and the surrounding area.

The District is pleased to support the Fraser-Cascade School District in pursuing this opportunity and would welcome the lasting benefits that a mini-pitch could bring to the area. The District wishes the School District every success with its application to the Mini Peaks Legacy Project.

Sincerely,

Victor Smith
Mayor

cc: District of Hope Council

DRAFT

From: TP
Sent: Friday, November 13, 2026 9:29 AM
To: Victor Smith <vsmith@hope.ca>; Scott Medlock <smedlock@hope.ca>; Bonny Graham <bgraham@hope.ca>; Dusty Smith <DSmith@hope.ca>; Heather Stewin <HStewin@hope.ca>; Michael Bowcott <mbowcott@hope.ca>; Pauline Newbigging <pnewbigging@hope.ca>; Information Desk <Info@hope.ca>; operations@hopebc.ca <operations@hopebc.ca>; Jenette Wallace <records@hope.ca>; vcadmin@hopebc.ca <vcadmin@hopebc.ca>
Subject: Request for Heritage Designation Of Mountain View Cemetery

Caution! This message was sent from outside your organization. Allow sender | Block sender | Report

Tessa Poole
Hope, BC

2026-11-13

Mayor Victor Smith and all Members of Council
District of Hope
325 Wallace Street
P.O. Box 609
Hope, BC V0X 1L0

Re: Request for Heritage Designation of Mountainview Cemetery (65823 Kawkawa Lake Road)

Dear Mayor Smith and all Members of Council,

I am writing to respectfully request that the District of Hope initiate the process to formally designate Mountainview Cemetery as a municipal heritage site.

This matter is deeply personal to me, as my grandfather, **Bert Carlson** (c. 1924–1995), a Second World War veteran, is buried in the Legion section of the cemetery. Like so many families in Hope, my connection to this community is rooted in the generations who came before us—individuals who served our country abroad and helped build our town at home.

Mountainview Cemetery is far more than a resting place; it is a vital repository of Hope's social, cultural, and military history. Across both the Legion and Mountainview sections, its grounds tell the story of the pioneers, families, Indigenous leaders, and service members who shaped the Fraser Canyon and our town.

Granting heritage status to Mountainview Cemetery is important for several reasons:

- **Honouring Our Veterans and the Legion Section:** My grandfather rests in the Legion section alongside over 60 Canadian military veterans buried within the cemetery. Formal heritage recognition would protect the integrity and solemnity of the Legion grounds, ensure their sacrifices are permanently respected, and reinforce the District's commitment to supporting annual commemorative events such as *No Stone Left Alone*.

- **Cultural and Indigenous Significance on the Mountainview Side:** The Mountainview side of the cemetery is the final resting place of the revered Nlaka'pamux elder, healer, and historian **Annie Zex'tco York** (1904–1991). A renowned cultural authority from Spuzzum, Annie dedicated her life to preserving

Nlaka'pamuctsin language, traditional medicine, and Fraser Canyon history through her teachings and published works, including *Spuzzum: Fraser Canyon Histories, 1808–1939* and *They Write Their Dreams on the Rock Forever*. Protecting her resting place honours her monumental contributions and ensures our region's Indigenous heritage remains visible and respected for future generations.

- **Long-Term Preservation and Protection:** A formal heritage designation would help protect historic grave markers across both sections, the Legion memorials, mature landscaping, and the overall character of the grounds from deterioration or incompatible alterations. It can also open access to provincial and federal heritage grants to support ongoing maintenance, historical signage, and archival mapping.
- **Community Education and Heritage Tourism:** Designating the site creates an opportunity to install interpretive plaques or develop self-guided walking tours, allowing both residents and visitors to connect more deeply with Hope's past.

Under the British Columbia *Local Government Act*, Council has the authority to recognize and protect places of historical and cultural value through a heritage designation bylaw or inclusion on a Community Heritage Register. For families like mine, knowing that both the Legion side and the Mountainview side—and the final resting places of our loved ones—are formally protected and honoured by the community means a great deal.

I urge Council to direct staff to explore the steps required to assess Mountainview Cemetery for formal heritage status and to consult with the Royal Canadian Legion Branch 228, local historians, Indigenous partners, and community stakeholders in doing so.

Thank you for your time, your dedication to our community, and your consideration of this important piece of Hope's history. I look forward to your responses.

Sincerely,

Tessa Poole

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 9th day of November, 2026.

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

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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 9th day of November, 2026.

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.
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.

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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. 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 9th day of November, 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 $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. <u>Unmetered Rates:</u> The following scale of monthly charges shall apply to all unmetered water users:	Monthly
a) Residential dwelling units	31.25
b) General retail stores and offices	31.25
c) Fraternal halls, churches, church halls	31.25
d) Licenced premises, cinema, cafes and restaurants	39.59
e) Schools, per classroom	39.59
f) Beauty shop, barber, nursery, bakery	39.59
g) Stores and businesses with living quarters	62.51
h) Community art & recreation facilities and halls	52.08
i) Curling rink	52.08
j) Arena	177.02
k) Campgrounds, per site	1.04
l) Other uses where metering is required	31.25
2. <u>Metered Rates:</u> 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)	93.76
b) In excess of 1,101 cubic meters (m^3)	$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**
(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	$0.53

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
(a) Residential dwelling unit	43.32
(b) General retail stores and offices	46.00
(c) Fraternal halls, churches, church halls	43.32
(d) Licenced premises, cinema, cafes and restaurants	46.00
(e) Schools, per classroom	46.00
(f) Beauty shop, barber, nursery, bakery	62.17
(g) Stores and businesses with living quarters	89.30
(h) Community art & recreation facilities and halls	46.00
(i) Curling rink	77.01
(j) Arena	154.03
(k) Campgrounds, per site	4.13
(l) Church camp, including principal residence (private water system)	186.36
(m) Other uses where metering is required	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)	132.62
(b) In excess of 1,101 cubic meters (m^3)	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

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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
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

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REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: October 13, 2026 **FILE:** 7380-06

SUBMITTED BY: Thomas Cameron, Fire Chief

MEETING DATE: November 23, 2026

SUBJECT: Emergency Management Program Bylaw No. 1638, 2026

PURPOSE:

To present an updated Emergency Management Program Bylaw for Council's consideration and to replace the *District of Hope Emergency Management Program Bylaw No. 1365, 2015*.

RECOMMENDATION:

THAT the report dated October 13, 2026, from the Fire Chief regarding the Emergency Management Program Bylaw, be received for information;

AND THAT Council give first, second, and third readings to *District of Hope Emergency Management Program Bylaw No. 1638, 2026*

A. RELEVANT HISTORY:

The Province of British Columbia enacted the *Emergency and Disaster Management Act* in 2023, replacing the Emergency Program Act and modernizing emergency management requirements for local authorities. The legislation emphasizes a comprehensive approach to emergency management that includes prevention and mitigation, preparedness, response, recovery, public engagement, Indigenous collaboration, resilience, and continuous improvement.

The District's current Emergency Management Program Bylaw No. 1365, 2015 was developed under previous provincial legislation and requires updating to reflect the new statutory requirements and current best practices.

The proposed Emergency Management Bylaw No. 1638, 2026 establishes the framework for the District's Emergency Management Program and confirms the District's commitment to maintaining an Emergency Management Plan, Emergency Operations Centre capability, staff training, exercises, and ongoing program administration.
Key updates include:

- Alignment with the *Emergency and Disaster Management Act* (*EDMA*);
- Formal recognition of all four pillars of emergency management: prevention/mitigation, preparedness, response, and recovery;
- Establishment of responsibilities for the Emergency Program Coordinator and Chief Administrative Officer;
- Requirements for maintaining and updating the Emergency Management Plan and Hazard Risk and Vulnerability Assessments (HRVA);
- Inclusion of training, exercises, corrective actions, and continuous improvement processes;
- Recognition of Indigenous engagement, regional partnerships, and mutual aid agreements;
- Expanded recovery and resilience provisions;
- Authority for Emergency Operations Centre activation and emergency coordination;
- Repeal of the existing 2015 bylaw.

The proposed Emergency Management Bylaw No. 1638, 2026 modernizes the District's emergency management governance framework, aligns municipal requirements with current provincial legislation, and supports the protection of life, property, infrastructure, the environment, and community well-being. Adoption of the bylaw will position the District to meet current legislative requirements and support ongoing emergency preparedness and resilience initiatives.

B. Attachments:

1638 – Emergency Management Program Bylaw

C. Budget Implications:

The adoption of the bylaw does not create any immediate financial impacts. Emergency management program requirements, training, exercises, plan maintenance, and emergency preparedness activities will continue to be managed through approved departmental operating budgets and future budget processes.

Reviewed by:	Approved for submission to Council:
Original Signed by Thomas Cameron	*Original Signed by Kevin Dicken*
Thomas Cameron	Kevin Dicken
Fire Chief	Chief Administrative Officer

EMERGENCY MANAGEMENT PROGRAM BYLAW NO. 1638, 2026
A bylaw to establish and maintain an Emergency Management Plan

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A bylaw to establish and maintain an Emergency Management Program in accordance with the *Emergency and Disaster Management Act;*

WHEREAS the Council of the District of Hope is required under the *Emergency and Disaster Management Act, SBC 2023, c.37* to establish and maintain a local authority emergency management program;

AND WHEREAS Council recognizes the need to prepare for, mitigate, respond to, and recover from emergencies that may affect the community;

AND WHEREAS Council wishes to provide a comprehensive emergency management program founded upon the principles of prevention and mitigation, preparedness, response, and recovery, for the protection of life, property, critical infrastructure, the local economy, the environment, and community well-being;

AND WHEREAS Council recognizes the importance of Indigenous engagement, regional cooperation, public education, continuity planning, emergency support services, and resilience-building as key components of emergency management;

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

1.0 CITATION

1.1 This bylaw may be cited as ***District of Hope Emergency Management Program Bylaw No. 1638, 2026.***

2.0 DEFINITIONS

2.1 In this bylaw:

"**Act**" means the *Emergency and Disaster Management Act, SBC 2023, c.37*, as amended from time to time.

"**Chief Administrative Officer**" (CAO) means the person appointed by Council as Chief Administrative Officer for the Municipality.

"**Council**" means the Council of the District of Hope.

"**Emergency**" has the same meaning as defined in the Act.

"**Emergency Management Plan**" (EMP) means the District of Hope Emergency Management Plan and all related annexes, procedures, operational guidelines, and supporting documents approved by the Municipality.

"**Emergency Operations Centre**" (EOC) means the facility, personnel, and systems established to support and coordinate emergency response and recovery activities.

"**Emergency Program Coordinator**" (EPC) means the person appointed to administer and coordinate the Emergency Management Program.

"**Hazard Risk and Vulnerability Assessment**" (HRVA) means the process used to identify, analyze, and evaluate hazards and risks that may affect the Municipality.

"**Indigenous Governing Body**" has the same meaning as defined in the Emergency and Disaster Management Act.

"**Minister**" means the Provincial Minister responsible for emergency management.

"**Municipality**" means the District of Hope.

"**Recovery**" means coordinated actions intended to restore, rebuild, and improve community conditions following an emergency or disaster.

"**State of Local Emergency**" means a declaration made under the Emergency and Disaster Management Act.

2.2 This bylaw shall be interpreted in accordance with the Act and all regulations made thereunder.

3.0 ADMINISTRATION

3.1 The District of Hope Emergency Management Program is hereby established and shall operate in accordance with:

a) the *Emergency and Disaster Management Act* and regulations;
b) the District of Hope Emergency Management Plan;
c) the British Columbia Emergency Management System (BCEMS), or successor provincial framework;
d) the Incident Command System (ICS); and
e) policies and procedures approved by Council.

3.2 Council shall appoint, or authorize the appointment of an Emergency Program Coordinator to administer and coordinate the Emergency Management Program.

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3.3 The Emergency Program Coordinator shall:

a) coordinate implementation and maintenance of the Emergency Management Plan;
b) coordinate emergency preparedness, mitigation, response, and recovery activities;
c) coordinate training, exercises, and continuous improvement activities;
d) maintain emergency management records, plans, procedures, and supporting documentation;
e) coordinate Hazard Risk and Vulnerability Assessments;
f) facilitate public education and preparedness initiatives;
g) liaise with Indigenous Governing Bodies, neighbouring jurisdictions, Provincial agencies, emergency management partners, and stakeholders; and
h) provide recommendations and reports to Council through the CAO.

3.4 The CAO shall provide overall administrative oversight of the Emergency Management Program and may delegate responsibilities as necessary.

4.0 EMERGENCY MANAGEMENT PLAN

4.1 The Municipality shall maintain an Emergency Management Plan.

4.2 The Emergency Management Plan shall establish:

a) emergency management roles and responsibilities;
b) Emergency Operations Centre organization and functions;
c) preparedness, response, and recovery procedures;
d) evacuation planning procedures;
e) Emergency Support Services functions;
f) emergency public information and warning procedures;
g) resource management processes;
h) continuity of municipal operations;
i) critical infrastructure coordination;
j) support for vulnerable populations;
k) recovery planning arrangements; and
l) any other procedures required by legislation or Council.

4.3 The Emergency Management Plan and supporting documents shall be reviewed periodically and amended as necessary to address:

a) legislative changes;
b) organizational changes;
c) changes in identified risks and hazards;
d) training and exercise outcomes; and
e) evolving best practices in emergency management.

5.0 EMERGENCY OPERATIONS CENTRE

5.1 The Municipality may establish and maintain an Emergency Operations Centre to coordinate emergency response and recovery activities.

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5.2 The EOC shall operate in accordance with the Emergency Management Plan and applicable provincial standards and guidance.

5.3 The following officials may activate the Emergency Operations Centre and implement provisions of the Emergency Management Plan:

a) the CAO or designate;
b) the Fire Chief or designate.

5.4 Upon activation of the EOC, authority for operational coordination shall be exercised through the EOC organizational structure established within the Emergency Management Plan.

6.0 HAZARD RISK AND VULNERABILITY ASSESSMENT

6.1 The Municipality shall maintain one or more Hazard Risk and Vulnerability Assessments.

6.2 The HRVA process shall:

a) identify hazards that may affect the Municipality;
b) assess risks to people, property, infrastructure, environment, and municipal operations;
c) identify vulnerable populations and critical dependencies;
d) support emergency management priorities; and
e) support risk reduction, preparedness, response, and recovery planning.

6.3 HRVAs shall be reviewed and updated periodically as determined by the Emergency Program Coordinator or as directed by the CAO.

7.0 TRAINING, EXERCISES, AND CONTINUOUS IMPROVEMENT

7.1 The Municipality shall maintain a training and exercise program to support emergency management readiness.

7.2 The program shall include:

a) orientation training;
b) role-specific emergency management training;
c) Emergency Operations Centre training;
d) discussion-based and operations-based exercises;
e) after-action reviews; and
f) corrective action planning.

7.3 Lessons learned and corrective actions identified through emergencies, exercises, training events, audits, or reviews shall be incorporated into emergency management planning and procedures where appropriate.

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8.0 PARTNERSHIPS AND AGREEMENTS

8.1 Subject to applicable legislation and Council authorization where required, the Municipality may enter into agreements with:

a) Indigenous Governing Bodies;
b) municipalities and regional districts;
c) Provincial and Federal agencies;
d) non-government organizations;
e) utility providers;
f) emergency support organizations;
g) contractors; and
h) other organizations that support emergency management objectives.

8.2 Such agreements may support preparedness, mitigation, response, recovery, mutual aid, resource sharing, training, or other emergency management functions.

9.0 EMERGENCY POWERS

9.1 Council or the Mayor, or Acting Mayor, should the Mayor not be available, may declare a State of Local Emergency in accordance with the Emergency and Disaster Management Act.

9.2 Where a State of Local Emergency is declared, Council or the Mayor may exercise any authority provided under the Act.

9.3 The Minister shall be notified of any declaration, extension, or cancellation of a State of Local Emergency as required by the Act.

9.4 The Mayor or Council may implement all or part of the Emergency Management Plan whether or not a State of Local Emergency has been declared.

10.0 RECOVERY AND RESILIENCE

10.1 The Municipality shall support coordinated recovery activities following emergencies and disasters.

10.2 Recovery activities may include:

a) restoration of municipal services;
b) restoration of critical infrastructure;
c) support for displaced persons and affected populations;
d) economic recovery initiatives;
e) environmental restoration activities;
f) community recovery and well-being initiatives;
g) disaster financial assistance coordination; and
h) identification and implementation of resilience and mitigation improvements.

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11.0 PROTECTION OF SENSITIVE INFORMATION

11.1 Council recognizes that certain emergency management information could reasonably be expected to compromise public safety, emergency preparedness, critical infrastructure security, or emergency response effectiveness if publicly disclosed.

11.2 The Municipality may maintain operational annexes, contact lists, infrastructure inventories, security assessments, evacuation planning documents, communications plans, continuity plans, and other emergency management records containing sensitive information separate from publicly available documents.

11.3 Emergency management information shall be managed in accordance with applicable legislation, including the *Freedom of Information and Protection of Privacy Act*, the *Emergency and Disaster Management Act*, and all successor legislation.

11.4 The Municipality may publish a public version of the Emergency Management Plan with sensitive operational information removed.

12.0 LIABILITY

12.1 No person acting under the authority of this bylaw, including members of Council, municipal employees, volunteers, contractors, emergency management personnel, or persons assisting in emergency management activities, shall be liable for damages, loss, costs, expenses, or injury resulting from actions taken in good faith under this bylaw, except where such actions constitute gross negligence or willful misconduct.

13.0 REPEAL

13.1 The *District of Hope Emergency Management Program Bylaw No. 1365, 2015*, and all amendments thereto, are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME this ___ day of _____, 2026.

ADOPTED this ___ day of _____, 2026.

_____ _____

Mayor Director of Corporate Services

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DISTRICT OF HOPE

BYLAW NO. 1637

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 Planning and Development Application 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. 1637, 2026"***.

ENACTMENT

2. That Schedule "M" – Planning and Development Application Fees, attached to and forming part of *"Fees and Charges Bylaw No. 1363, 2015",* be **deleted** and **replaced** with Schedule "M" attached to and forming part of *"Fees and Charges Amendment Bylaw No. 1637, 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**

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Fees and Charges Amendment Bylaw No. 1637, 2026

SCHEDULE "M" – Planning & Development Application Fees

	FEES
1. Refunds for Withdrawn Applications	At the discretion of the Approving Officer
2. Development Permits (DP)*	$1,200.00
3. Minor Development Permit (DP) *	$300.00 **Note: Fee is waived if the DP is part of the Downtown Façade Improvement Program**
4. Geotechnical and Flood Protection Development Permit*	$500.00
5. Development Variance Permit (DVP)*	$800.00
6. Development Variance Permit (DVP) without a building permit*	$1,200.00
7. Board of Variance	$450.00 plus current LTSA fee(s)
8. Map Amendment (Rezoning)*	$3,000.00
9. Text Amendment (Zoning Bylaw)*	$3,000.00
10. Map Amendment (Rezoning) and Text Amendment*	$3,500.00
11. Comprehensive Development Zone*	$4,500.00
12. Official Community Plan (OCP) Amendment (without rezoning)*	$3,000.00
13. Official Community Plan (OCP)Amendment (with Rezoning)*	$3,500.00
14. Temporary Use Permit*	$2,500.00
15. Temporary Use Permit Renewal Fee*	$1,500.00
16. Phased Strata Plan	$1,000.00 plus $100.00 per phase
17. Subdivision and Bare-Land Strata Subdivision consisting of one (1) to four (4) lots	$2,000.00 (base fee) plus $100.00 per lot
18. Subdivision and Bare-Land Strata Subdivision consisting of five (5) or more lots	$3,000.00 (base fee) plus $100.00 per lot
19. Preliminary Layout Approval: six (6) month extension	$175.00
20. Approval of Subdivision Plans	Legislative Fee
21. Engineering Review	Based on actual cost plus a 10% Administration Fee
22. Internal Lot Line Adjustment	$500.00 (includes the approval of Subdivision Plans)
23. Applicant Change on Land Development Fees	$100.00
24. Strata Conversion	$2,000.00, plus $100.00 per unit created

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DISTRICT OF HOPE

FOR INFORMATION CORRESPONDENCE

November 23, 2026 Regular Council Meeting

1. Information Bulletin dated November 10, 2026 from the Ministry of Public Safety and Solicitor General and the BC Coroners Service re: BC Coroners Service investigating 133 deaths from drug toxicity in September.
2. Information Bulletin dated November 10, 2026 from the Ministry of Housing and Municipal Affairs re: Shelter spaces opening for people in need during winter weather.
3. Traffic Advisory dated November 10, 2026 from the Ministry of Transportation and Transit re: People advised to plan for storm, possible flooding conditions on South Coast highways.
4. Information Bulletin dated November 16, 2026 from the Ministry of Emergency Management and Climate Readiness re: B.C. testing emergency alerts to cellphones, TV, radio.
5. Letter dated November 5, 2026 from BC Hydro re: Congratulations to Elected Officials.

BC Hydro
Power smart

Susie Rieder
Community Relations Lead
Lower Mainland East
[redacted]
Susie.Rieder@bchydro.com

November 5, 2026

Mayor and Council
District of Hope
Email Address

Dear Mayor and Council:

I would like to extend my congratulations to Mayor Smith and all members of the District of Hope Council.

BC Hydro looks forward to continuing to work with those who have previously served on council and to building relationships with newly elected officials.

With this letter, I would like to offer the continued support of the Lower Mainland Community Relations team. The team consists of Sabrina Locicero, Lower Mainland Community Relations Manager; Dayna Isber, Community Relations lead for the Sea-to-Sky and Bridge River area and Susie Rieder, Community Relations lead for the Lower Mainland East.

In the past, we've provided assistance on BC Hydro related matters in your community such as construction projects, vegetation management, service reliability, outages, and community donations.

Again, congratulations on your recent election. If you require information or assistance, please reach out through my contact information noted above.

Sincerely,

[redacted]

Community Relations Lead, Lower Mainland East