



REGULAR MEETING OF COUNCIL AGENDA

Monday, October 27, 2025 at 7:00 p.m.

Council Chambers

325 Wallace Street, Hope, British Columbia

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

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Recommended Resolution:

THAT the October 27, 2025, Regular Council Meeting Agenda be adopted, as presented.

3. ADOPTION OF MINUTES

(a) Regular Council Meeting

(1)

Recommended Resolution:

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

4. DELEGATIONS

(a) Hope Mountain Centre for Outdoor Learning

(8)

Representatives from the Hope Mountain Centre for Outdoor Learning will be in attendance to present to Council regarding accomplishments during the 2025 trail building season.

5. STAFF REPORTS

- (a) **Report dated October 17, 2025 from the Director of Community Development (42)**
Re: *Heritage Conservation Act* Proposed Amendments

Recommended Resolution:

THAT Council receive the report as information; and

FURTHER THAT Council endorse the letter from the Mayor to be sent to the Province with the District's comments on the proposed changes to the *Heritage Conservation Act*.

- (b) **Report dated October 17, 2025 from the Fire Chief (66)**
Re: 2025 UBCM Community Emergency Preparedness Fund – Emergency Support Services

Recommended Resolution:

THAT Council supports the District of Hope application to the November 2025 UBCM Community Emergency Preparedness Fund for grant funding up to the amount of \$30,000 to improve the efficiency of the District of Hope Emergency Support Services through the provision of equipment required for training and implementation of the District of Hope Emergency Support Services Activation Plan; and

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

- (c) **Report dated October 20, 2025 from the Fire Chief (84)**
Re: 2025 UBCM Community Emergency Preparedness Fund - 2025 Volunteer and Composite Fire Department Equipment and Training

Recommended Resolution:

THAT Council supports the District of Hope's application to the Community Emergency Preparedness Fund 2025 Volunteer and Composite Fire Department Equipment and Training, indicating support for the current proposed activities and willingness to provide overall grant management.

- (d) **Report dated October 20, 2025 from the Fire Chief (113)**
Re: 2026 UBCM Community Emergency Preparedness Fund - Emergency Operations Centre (EOC) and Training Stream

Recommended Resolution:

THAT Council supports the District of Hope application to the 2026 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.

- (e) **Report dated October 21, 2025 from the Director of Finance** (130)
Re: Grants-in-Aid 2026

Recommended Resolution:

THAT Council provides staff direction with the level of funding to be allocated to each of the current applicants for Grants-In-Aid 2026.

- (f) **Report dated October 22, 2025 from the Director of Finance** (136)
Re: Upcoming Changes to Gathering and Transmission Pipeline Valuation for 2026

Recommended Resolution:

THAT the report dated October 22, 2025, from the Director of Finance regarding the BC Assessment upcoming changes to gathering and transmission pipeline valuation for 2026, be received for information.

6. COMMITTEE REPORTS

There are no Committee Reports.

7. MAYOR AND COUNCIL REPORTS

- (a) **Letter of Support** (140)
Re: AdvantageHOPE and Fraser Valley Mountain Bikers Association

Recommended Resolution:

THAT Council issue a Letter of Support to AdvantageHOPE and the Fraser Valley Mountain Bikers Association for their joint application to the Rural Economic Diversification and Infrastructure Program for Phase 2 of the Mountain Bike Trails Network.

- (b) **Letter of Support** (142)
Re: Hope RCMP

Recommended Resolution:

THAT Council issue a Letter of Support to the Hope RCMP for their application to the Community Safety and Targeted Enforcement Program for continued funding of Project CREVO.

8. PERMITS AND BYLAWS

- (a) **Report dated October 22, 2025 from the Director of Finance** (143)
Re: Fees and Charges Amendment Bylaw

Recommended Resolution:

THAT *Fees and Charges Amendment Bylaw No. 1612, 2025*, be read a first, second and third time this 27th day of October, 2025.

9. FOR INFORMATION CORRESPONDENCE

- (a) **For Information Correspondence** (152)

Recommended Resolution:

THAT the For Information Correspondence List dated October 27, 2025, be received.

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

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

12. NOTICE OF NEXT REGULAR MEETING

Monday, November 10, 2025 at 7:00 p.m.

13. RECESS TO IN-CAMERA MEETING

Recommended Resolution:

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

14. RETURN TO REGULAR MEETING

Mayor to reconvene the Regular Council Meeting.

15. ADJOURN REGULAR COUNCIL MEETING

**MINUTES OF THE REGULAR
COUNCIL MEETING**

Tuesday, October 14, 2025
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

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

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

Others Present: 11 members of the Public and 1 Media

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Moved / Seconded

THAT the October 14, 2025, Regular Council Meeting Agenda be adopted, as amended, to include item 5(d), a verbal report regarding a resolution for the District of Hope Long-Term Wastewater Infrastructure Plan grant application. **CARRIED.**

3. ADOPTION OF MINUTES

(a) Regular Council Meeting

Moved / Seconded

THAT the Minutes of the Regular Council Meeting held September 8, 2025, be adopted, as presented. **CARRIED.**

4. DELEGATIONS

There were no Delegations.

5. STAFF REPORTS

**(a) Report dated October 3, 2025 from the Chief Administrative Officer
Re: Proposed Thunderbird Trail**

Council noted that the proposed trail provides an opportunity to connect two popular trails and increase recreational opportunities and inquired as to whether staff have identified any concerns with regards to trail maintenance. The CAO advised that the District does not officially maintain the existing Flood Falls trail at this time, and that he does not see a need

for that to change with any license agreement aside from maintaining the safety of the trail. He added that as part of the investigative process the District can look at options for trail maintenance, which would include the Hope Mountain Centre.

Kelly Pearce, Trails Director for the Hope Mountain Centre, advised that if the trail is approved, the Hope Mountain Centre could continue to maintain the trails with the support it receives from the District. He added that there are ongoing conversations with local First Nations who are cautiously supportive of the project but have concerns which can be addressed during the design of the trail. He noted that the land under the proposed trail and the existing Flood Falls trail belong to the Ministry of Transportation and Transit and asked whether the District can explore opportunities to enter into a license agreement for both the proposed and existing trails.

Council inquired as to the proximity of the proposed trail to homeless encampments in the area. The CAO advised that while there are unhoused individuals all through the area, the encampment is approximately 600 feet away from the proposed trail. Council inquired as to whether the Hope Mountain Centre foresees any issues working on the trail with this encampment in the area; Mr. Pearce advised that he does not see any issues due to the distance from the proposed trail.

Moved / Seconded

THAT Council endorses staff to continue working with the Hope Mountain Centre for Outdoor Learning (HMC), the Province of British Columbia, the Cascade Lower Canyon Community Forest (CLCCF), and local First Nations to investigate the potential development of the proposed Thunderbird Trail;

AND THAT once this investigation is complete, bring back a report to Council for final decision as to authorizing and funding such a trail. **CARRIED.**

**(b) Report dated October 5, 2025 from the Chief Administrative Officer
Re: Station House Archaeological Update and Funding Decision**

Council engaged in discussion regarding Station House Archaeological Update and Funding Decision. In their discussion, the following topics were noted:

- The \$300,000-\$400,000 estimate provided by Stantec Consulting applies only to the removal and screening of site materials during the alteration phase and does not include basement construction costs
- Grants that the Tashme Historical Society has received total approximately \$2.6 million with 20% held back until the final report is provided; must be used within strict timelines, and cannot be used for archaeological purposes
- Tashme Historical Society can contact grant providers to secure extensions to grant timelines to accommodate the extended archaeological phase
- While there may be other options for private funding, it will be difficult to secure without the project moving forward in a meaningful way or first gaining certainty about archaeological requirements
- Due diligence was completed before moving the Station House to the current property, but archaeological issues were not identified at that time
- Other projects in the Fraser Valley have seen significant cost and time increases due to archaeological findings
- The project is not feasible if it does not include a full basement for museum storage,

AdvantageHOPE office space, and other District initiatives, as well as restarting the project planning process for a building without a basement

- The risk of costs continuing to increase and resulting in further taxpayer spending
- Reserve funds could be re-allocated to other projects in the District
- Should the project not continue, the District would have difficulty selling the land as archaeological issues would be identified as part of due-diligence and costs taken into account by buyers
- The possibility of utilizing the Station House Reserve to fund the \$73,413.96 in additional archaeological testing and pre-field work preparations to determine the extent of required material removal and screening
- The possibility of new heritage grants being made available following the ongoing Provincial Heritage Conservation Act Transformation Project

Council noted that by approving additional funding in the amount of \$73,413.96 from the Station House Reserve to complete additional archaeological testing and pre-field work preparations, they can make a more informed decision on the continuation of the project and the allotment of additional funding.

Moved / Seconded

THAT Council endorses the continuation of the Station House development project as presented by the Tashme Historical Society;

AND THAT Council endorses a further \$73,413.96 be allocated from the Station House Reserve to cover these newly identified additional archeological costs;

AND FURTHER THAT Council acknowledges that further archeological costs could be incurred dependent upon any further archeological materials that are found. **CARRIED.**

OPPOSED: Councillor Newbigging, Councillor Skoglund

- (c) **Report dated October 3, 2025 from the Deputy Director of Corporate Services**
Re: Records Management Policy and Procedures

Moved / Seconded

THAT the Records Management Policy and Procedures be adopted this 14th day of October, 2025. **CARRIED.**

- (d) **Verbal Report from the Director of Operations/Deputy CAO**
Re: District of Hope Long-Term Wastewater Infrastructure Plan

The Director of Corporate Services advised that UBCM requires an updated resolution for the District's application for grant funding to develop a Long-Term Wastewater Infrastructure Plan. It was noted that the original resolution, passed at the September 8, 2025, Regular Council meeting was missing a statement concerning cost overruns.

Council inquired as to whether staff have determined the exact value of any potential cost overruns. The Director of Operations advised that UBCM requires this verbiage to be added to the resolution as part of the application, and that no cost overruns have been identified at this time.

Moved / Seconded

THAT Council support the District of Hope application to UBCM's Canada Community Building Fund Strategic Priorities Fund, Capacity Building Stream to develop a Long-Term Wastewater Infrastructure Plan for the Pollution Control Center;

AND THAT Council commit the District of Hope to provide overall grant management and cover any cost overruns. **CARRIED.**

6. COMMITTEE REPORTS

There were no Committee Reports.

7. MAYOR AND COUNCIL REPORTS

Mayor Smith Reported:

- He attended the 2025 UBCM Convention along with Councillor Medlock, Councillor Graham, and CAO John Fortoloczky. He noted that the District met with the Minister of Forests and the Minister of Public Safety and Solicitor General to discuss areas of concern.
- He attended World Mental Health Day at the Hope and Area Recreation Centre.
- He noted that the Run for Hope at the Fraser Canyon Hospital had a good turnout to raise money for the hospital.
- He announced that the Auxiliary to the Fraser Canyon Hospital will be holding their annual Silent Auction at the Hope Legion Hall on November 1st at 7:00 p.m.
- He attended the Purple Lights Night kickoff event in Memorial Park on October 1st.
- He attended the opening of the Agassiz Fair on September 13th.
- He attended the Cascade Lower Canyon Community Forest Annual General Meeting on September 16th, noting that most of the cuts occurred while market prices were high, and that the impacts of tariffs and other conditions have now caused a market downturn. He added that the District is not expecting a disbursement this year.
- He attended a Hope Health & Well-Being Initiative Steering Committee meeting.
- He attended the Hope Spray Park fundraiser at the Silver Chalice Pub on October 11th, noting that \$17,000 was raised with help from AdvantageHOPE and Primo Water. He added that three carvings and other items were also auctioned off, and thanked Councillor Graham and CAO John Fortoloczky for attending.

Councillor Graham Reported:

- She attended an AdvantageHOPE meeting, noting that local businesses had a successful summer with rising sales and that Fog Fest will be taking place in November. She added that the new Marketing Manager, Amanda Figlarska, has been doing a great job.
- She attended the 2025 UBCM Convention, noting that it was a good education experience and an opportunity to meet with leaders from around the province. She added that she attended sessions on local Indigenous connections, prefabricated housing and their implementations to meet housing needs, and met with the Minister of Forests and the Minister of Public Safety and Solicitor General to discuss areas of concern.

- She attended the Hope Spray Park fundraiser at the Silver Chalice Pub on October 11th.

Councillor Medlock Reported:

- He attended the 2025 UBCM Convention, noting that he made connections with Mayors and Councillors for other municipalities. He added that he attended the agricultural tour to look for ideas on how to expand the District's limited agriculture, including the potential creation of a food hub with surrounding areas. He also attended a session on outdoor recreation and economic development, noting that people are investing in the District with good outdoor recreation.
- He noted that he will be attending an AdvantageHOPE meeting on October 15th.

Councillor Smith Reported:

- He announced that the Hope Icebreakers will have their first home game on October 18th, noting that a group of young individuals worked hard to bring competitive hockey back to Hope.
- He noted that the time change will happen on November 2nd.
- He noted that the Richmond Hill Multi-Use Pathway has been heavily used since it opened, adding that people should exercise safety during the darker months.

Councillor Stewin Reported:

- She attended the opening for Purple Lights on October 1st, reminding people that there is support and places to go for help for those impacted by domestic violence.
- She attended a Hope Inclusion Project meeting on October 14th, noting that the anti-depression and anti-oppression curriculum continues to be used, and that First West is supporting a grant for Hope Pride in 2026. She advised that the grant will be used for programming, film nights, workshops, support services, and other ways to help the queer community feel safe. She added that more information can be found at www.hopepride.ca.
- She noted that the Hope and Area Healthy Communities is directing subcommittees to look at what people are doing and how they can get involved, which will include a decal program, workshops, and encouraging businesses to become safe places for people to go.
- She thanked staff for their work during the recent boil water advisory in Silver Creek.

Councillor Newbigging Reported:

- She will be volunteering at the Hope Icebreakers home opener on October 18th.

Councillor Skoglund had nothing to report.

8. PERMITS AND BYLAWS

- (a) ***District of Hope 2025-2029 Permissive Tax Exemption Amendment Bylaw No. 1611, 2025***

Moved / Seconded

THAT *District of Hope 2025-2029 Permissive Tax Exemption Amendment Bylaw No. 1611, 2025* be adopted this 14th day of October, 2025. **CARRIED.**

(b) Report dated October 1, 2025 from the Planner III
Re: OCP and Zoning Amendment – 62870 Flood Hope Road

Council inquired as to whether the District will be distributing notices to all mobile home residents within the notification area. The Director of Community Development confirmed that all residents within the area will receive a notice. Council inquired as to how staff will enforce noise regulations for the subject property. The Director of Community Development advised that noise created by any business operations will be enforced under the *Good Neighbour Bylaw*.

Moved / Seconded

THAT *District of Hope Official Community Plan Amendment Bylaw No. 1609, 2025* be given first and second readings to change the Official Community Plan land use designation from Highway Commercial to Light Industrial for the property at 62870 Flood Hope Road; and

FURTHER THAT the public be notified in accordance with the *District of Hope Application Procedures Bylaw No. 1595, 2025*; and

FURTHER THAT Council approve and adopt the consultation strategy outlined in the Report to Council dated October 1, 2025 for *District of Hope Official Community Plan Amendment Bylaw No. 1609, 2025* which includes referral to the Ministry of Transportation & Infrastructure, the District of Hope Director of Finance, and the District of Hope Director of Operations.

CARRIED.

Moved / Seconded

THAT *District of Hope Zoning Amendment Bylaw No. 1610, 2025* be given first and second readings to change the zoning from Rural (RU-1) to Light/Service Industrial (I-2); and

FURTHER THAT the public be notified in accordance with the *District of Hope Application Procedures Bylaw No. 1595, 2025*.

CARRIED.

9. FOR INFORMATION CORRESPONDENCE

(a) For Information Correspondence

Moved / Seconded

THAT the For Information Correspondence List dated October 14, 2025, be received.

CARRIED.

(b) Accounts Payable Cheque Listing – August 2025

Moved / Seconded

THAT the Accounts Payable Cheque Listing for the period of August 1-31, 2025, be received.

CARRIED.

(c) Accounts Payable Cheque Listing – September 2025

Moved / Seconded

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

CARRIED.

10. OTHER PERTINENT BUSINESS

There was no other pertinent business.

11. QUESTION PERIOD

There were no questions raised.

12. NOTICE OF NEXT REGULAR MEETING

Monday, October 27, 2025 at 7:00 p.m.

13. RECESS TO IN-CAMERA MEETING AT 8:07 P.M.

Moved / Seconded

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

14. RETURN TO REGULAR MEETING

The Mayor reconvened the Regular Council Meeting at 8:40 p.m.

15. ADJOURN REGULAR COUNCIL MEETING

Moved / Seconded

THAT the Regular Council Meeting adjourn at 8:41 p.m. **CARRIED.**

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

Mayor

Director of Corporate Services



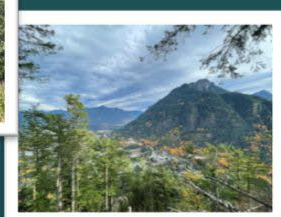
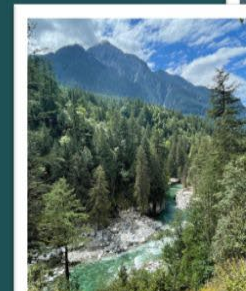
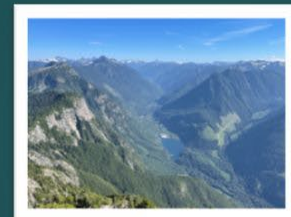
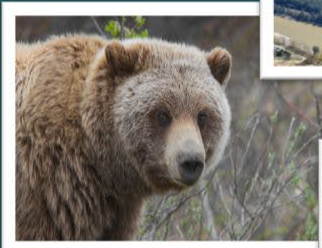
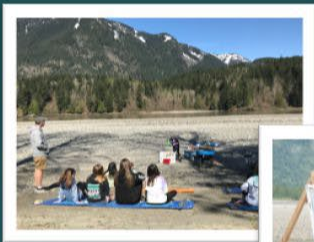
HOPE MOUNTAIN CENTRE
for outdoor learning

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

- Grizzly Bear Monitoring
- Black Bear Committee
- Water Quality Monitoring
- Leave No Trace
- World Rivers Day
- Friends of the Skagit

Infused in everything we do

- Program Content
- Trail Signage





TRAILS

Summer Trail Crew, 2025

Logan
Meijer

Walden
Darwin
(absent)

Jerome
Guay

Chris
Broswick

Elias
Neitzke



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Hope Bike Park





BC Trails Day, Peers Creek



7th Day Adventists, Starret's Pond 016

SUMMER TRAIL CREW, 2025

VOLUNTEER CONTRIBUTIONS

**TOTAL
VOLUNTEER HOURS - 624**

CASH VALUE - \$12,480

**OUR TOP VOLUNTEER
IS KERRY NOAKES
- 165 HRS!**



HOPE MOUNTAIN CENTRE
for outdoor learning

HOPE
BRITISH COLUMBIA
017

SUMMER TRAIL CREW, 2025

FINANCIAL CONTRIBUTIONS, 2025:

DISTRICT OF HOPE	\$40,000
CANADA SUMMER JOBS	\$16,600
RECREATION SITES & TRAILS BC (MERRITT)	\$2,200
RECREATION SITES & TRAILS BC (CHILLIWACK)	\$3,400
BACKCOUNTRY HORSEMEN OF BC	\$6,540
MAKEWAY FOUNDATION	\$500
PUBLIC DONATIONS	\$250
HOPE MOUNTAIN CENTRE	
CASH, IN-KIND & VOLUNTEERS	\$19,500
TOTAL VALUE OF ALL CONTRIBUTIONS	\$88,990



HOPE MOUNTAIN CENTRE
for outdoor learning



SUMMER TRAIL CREW, 2025

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 – ROTARY TRAIL
- 16 – DEWDNEY TRAIL

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



HOPE MOUNTAIN CENTRE
for outdoor learning

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019



Dewdney Trail

Dewdney Trail





Interpretive Signs on Serpent's Back Trail



First Blood Mt. Bike Trail



SILVERHOPE
CREEK TRAIL

Silverhope
Creek Trail



Silverhope
Creek Trail



Silverhope Creek Trail



Starret's
Pond







Hope Mountain Summit Trail

Tikwalus Trail Bridge Restoration



Tikwalus Trail Bridge Restoration





Hope
Lookout Trail

KIDS!

Grab a prize
for hiking
the Hope
Lookout
Trail!



A man wearing a tan long-sleeved shirt, light-colored cargo pants, and a dark baseball cap stands next to a wooden trail sign. He has his left hand on his hip and his right hand resting on the sign. The sign is made of a single piece of wood with two vertical posts. The background is a large, grey rock wall covered in patches of green moss. Some green plants and fallen leaves are visible at the base of the rock.

Mount Lincoln
(Lynky) Trail





Before

After



SUMMER TRAIL CREW, 2025

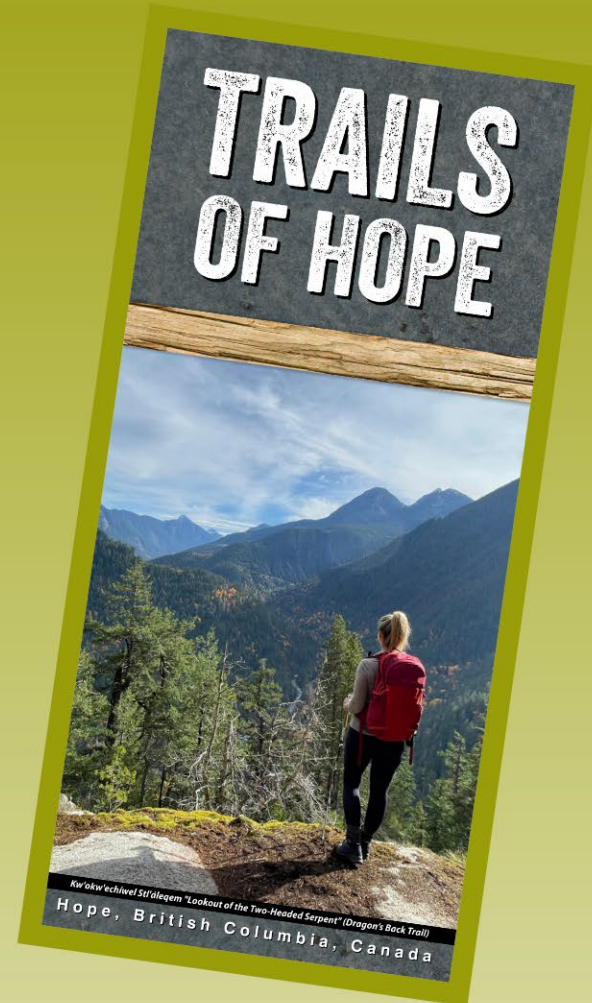
TRAILS OF HOPE BROCHURE

**20,000 COPIES PRINTED
SINCE 2023**

NEW UPDATE IN 2026

WIDELY DISTRIBUTED VIA:

- LOCAL BUSINESSES
- VISITOR CENTRES
- TRADE SHOWS
- OUTDOOR STORES
- SPECIAL EVENTS



HOPE MOUNTAIN CENTRE
for outdoor learning

HOPE
BRITISH COLUMBIA
039

SUMMER TRAIL CREW, 2026

GOALS FOR 2026:

- CONTINUE MAINTAINING LOCAL TRAILS
- WELCOME 3 RETURNING STAFF FROM HSS
- COMPLETE NEW “THUNDERBIRD TRAIL”
CONNECTING FLOOD FALLS TO SERPENT’S BACK
- UPDATE “TRAILS OF HOPE” BROCHURE
- PREPAIR SECTION 57 APPLICATIONS
 - GOAT BLUFFS TRAIL
 - NICOLUM BLUFFS TRAIL
 - HOPE MOUNTAIN WATERFALL TRAIL
- REQUESTING \$40,000 FROM DOH



HOPE MOUNTAIN CENTRE
for outdoor learning

HOPE
BRITISH COLUMBIA
040

THANK YOU!



Photo: Justin Brown



HOPE MOUNTAIN CENTRE
for outdoor learning

HOPE
BRITISH COLUMBIA
041

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: October 17, 2025

FILE: 6800-03

SUBMITTED BY: Robin Beukens, Director of Community Development

MEETING DATE: October 27, 2025

SUBJECT: *Heritage Conservation Act Proposed Amendments*

PURPOSE:

To share information on proposed changes to the *Heritage Conservation Act* (HCA) and receive Council endorsement on a letter sharing the District of Hope's comments on the proposed changes.

RECOMMENDATION:

THAT Council receive the report dated 17 October 2025 regarding the *Heritage Conservation Act* proposed amendments as information; and

FURTHER THAT Council endorse the letter from the Mayor to be sent to the Province with the District's comments on the proposed changes to the *Heritage Conservation Act*.

BACKGROUND:

There are many proposed changes to the HCA. An updated Primer for Engagement with Local Governments and Stakeholders is attached. This report does not summarize all of the changes but highlights those most relevant to the District of Hope and provides general comments based on experience with the Act. The Province is receiving feedback until November 14, 2025.

ANALYSIS:

The stated goals of the Province for the *Heritage Conservation Act* Changes are the following:

- Making permitting faster and easier, to avoid waiting for multiple permits and navigating unclear rules and processes.
- Helping people and communities rebuild quicker after disasters such as wildfires and floods.
- Protecting heritage more effectively, reducing the risk of accidental damage to sacred or other significant sites.

- Strengthening the role of First Nations in decision-making about their own heritage and ancestors, in alignment with the Declaration Act.
- Increasing transparency and access to information (including making it easier to find out if there is a protected site on your property) to support planning and development decisions.

The changes are described in the *Heritage Conservation Act* Transformation Project – Updated Phase 3 Session Primer for Engagement with Local Governments and Stakeholders.

One of the proposed changes is to require archaeological data checks before issuing building permits and property sales. The Province describes this as:

The proposed changes would require certain parties, such as realtors and local governments, to check for the presence or absence of recorded protected heritage sites prior to property transaction or the issuance of a building and/or development related permits. This would limit unintended contraventions of the HCA and associated penalties and reduce the risk of project delays due to a surprise discovery during development. While this requirement may add an extra step in the process, the information to complete these checks can be obtained for free from the Archaeology Branch.

This change represents the most significant direct operational impact to District planning and building functions. However, increased consultation, regulation of the archaeological profession, and other proposed changes may also affect the District.

District of Hope's Comments:

The District of Hope supports archaeological heritage preservation but wishes to share the following concerns. These comments will be shared in a letter from the Mayor. These are based on both the proposed changes and the District's experience with archaeological investigations to date:

- The proposed requirement to conduct checks before approving building, development, and subdivision applications places a new responsibility on municipal staff to implement provincial legislation. There should be clear guidance, education, and recognition that additional responsibilities are being placed on local governments.
- Archaeological investigations are currently the most time-consuming part of the development process at the District. Landowners and developers spend considerable time and money on these investigations. Efforts should be made to accelerate the process and increase efficiency to reduce costs where possible. These delays are affecting the ability of many developers to proceed with housing

and other projects in a timely manner, and sometimes cause developers to walk away from projects.

- The Province needs to ensure adequate staffing both provincially and within the private sector (professionals qualified to complete archaeological assessments) to prevent negative impacts on development timelines.
- Funding support for archaeological investigations for municipal and non-profit projects would be beneficial. Some projects are experiencing significant cost increases and delays as a result of archaeological requirements.

Budget Implications

Should the changes proceed, there will be increased demands on staff time to verify provincial requirements for archaeology when working with landowners and developers.

Attachments:

1. Letter from the Mayor
2. *Heritage Conservation Act* Transformation Project – Updated Phase 3 Session Primer for Engagement with Local Governments and Stakeholders

Reviewed by:

Approved for submission to Council:

Original Signed by Robin Beukens
Director of Community Development

Original Signed by John Fortoloczky
Chief Administrative Officer

Office of the Mayor

October 27, 2025

Government of British Columbia
Heritage Conservation Act Transformation Project

Via Email: engageHCA@gov.bc.ca

To Whom it May Concern:

Re: Comments on the Heritage Conservation Act Transformation Project

The District of Hope appreciates the opportunity to provide comments on the important work underway in protecting B.C.'s archaeological heritage. The District of Hope supports archaeological heritage preservation but wishes to share the following concerns. These are based on both the proposed changes and the District's experience with archaeological investigations to date:

- The proposed requirement to conduct checks before approving building, development, and subdivision applications places a new responsibility on municipal staff to implement provincial legislation. There should be clear guidance, education, and recognition that additional responsibilities are being placed on local governments.
- Archaeological investigations are currently the most time-consuming part of the development process at the District. Landowners and developers spend considerable time and money on these investigations. Efforts should be made to accelerate the process and increase efficiency to reduce costs where possible. These delays are affecting the ability of many developers to proceed with housing and other projects in a timely manner, and sometimes cause developers to walk away from projects.
- The Province needs to ensure adequate staffing both provincially and within the private sector (professionals qualified to complete archaeological assessments) to prevent negative impacts on development timelines.
- Funding support for archaeological investigations for municipal and non-profit projects would be beneficial. Some projects are experiencing significant cost increases and delays as a result of archaeological requirements.

Thank you for the opportunity for the District of Hope to provide comments on these proposed changes.

Sincerely,

Mayor Victor Smith

cc: District of Hope Council

HERITAGE CONSERVATION ACT TRANSFORMATION PROJECT

UPDATED PHASE 3 SESSION PRIMER FOR ENGAGEMENT WITH LOCAL GOVERNMENTS AND STAKEHOLDERS

This document has been updated as of October 10 to provide greater clarity and detail on certain policy proposals based on what we've heard through engagement to date. Updates are shown in blue italics.

This document provides details on the proposed changes to the Heritage Conservation Act. This session primer is designed to prepare registrants for engagement sessions. The consultation and cooperation process with First Nations and engagement with local governments and stakeholders in earlier phases of the HCATP identified priority areas for change (Phase 1) and defined the scope of reform (Phase 2). Feedback from these earlier phases has informed the proposed changes, categorized into four core outcomes, that are detailed below.

Phase 3 of engagement will focus on determining how these proposals can be implemented through legislation, regulations, or policy. Questions are posed throughout the document to guide feedback and discussion at the upcoming sessions and each session will cover the proposed changes under each of the four core outcomes identified below. Feedback will be used to translate proposals into a Request for Legislation.

Written feedback is also welcome via engageHCA@gov.bc.ca until November 14, 2025.



Photo: Kootenay Region, BC.
(Kevin Floyd 2023)

KEY ENGAGEMENT QUESTIONS

The following questions will be asked during this phase of engagement:

- How does the policy direction support or impact your local government's/organization's/sector's/interests?
- Are there possible unintended consequences of the proposals? How can these be addressed?
- What kinds of guidance, education, or outreach would be needed to support implementation?
- Are there any alternatives we should consider to achieve these outcomes? Is there anyone else we should talk to?

In addition to these broad questions, specific questions and considerations are posed in the right-hand column of the detailed policy proposal table.

MAKING PERMITTING FASTER AND EASIER

The current HCA permitting regime is administratively burdensome and complex—projects require up to three different permits, resulting in long wait-times. These issues have created difficulties for all British Columbians in navigating the permitting process. The objectives of the policy proposals under this core outcome are to make permitting more transparent and efficient for all parties, including enhancing and clarifying First Nations’ role in permitting decisions.

Detailed Policy Direction/Mechanisms	Specific questions and considerations
What is intended to be achieved: Reduce administrative burden and complexity of permit process	
How this can be achieved: • Replace the HCA’s current three permit structure with a single project-based permit model • New permitting processes will not compromise or reduce opportunities for meaningful consultation with First Nations at key project junctures • Create several fit-for-use permit types: ○ A conservation and research permit ○ A multi-assessment permit framework with enhanced notice of intent process ○ A disaster response and recovery permit (this proposed change also supports a core outcome “Helping people and communities rebuild quicker after disasters” described below)	What benefits and/or risks can you identify with a single project-based permit model? The conservation and research permit is primarily intended to advance First Nations’ interests to investigate and conserve their own sites. Are there other activities that this permit type could support? How should the permitting process for these types of permits be different? What steps can be taken to improve the use of multi-assessment permits (e.g., notice of intent process)?
How this can be achieved: Create a regulation-making authority to allow for modified permitting requirements for specific or specified circumstances (e.g., low impact activities such	What circumstances could you imagine needing modified permitting requirements?

as small footprint developments or rebuilding within the same footprint, where First Nations are seeking *reduced* permitting requirements, etc.)

* This proposed change also supports a core outcome “Helping people and communities rebuild quicker after disasters” described below

What is intended to be achieved: Enhance First Nations’ influence in permitting decisions and enhance transparency about how permit decisions are made

How this can be achieved:

Bolster HCA permit decision-making criteria:

- Include a process for *consulting and cooperating with First Nations* on statutory decisions
- Decision-making criteria could include consideration of *the following (in no particular order)*:
 - First Nations information, knowledge, policies and/or laws
 - Statements of site significance and heritage value
 - Whether principles of site avoidance/non-disturbance/minimizing disturbance of cultural heritage have been followed
 - Cumulative impacts to affected sites
 - Whether or not affected First Nations have provided their consent
 - Negotiated mitigations/accommodations
 - Any existing agreements and/or heritage management plans
 - Public interest
 - Proponent performance history

Decision-making criteria would be considered by decision-makers when deciding whether or not to issue a permit.

What items would you like to see included as criteria?

How this can be achieved:

Create a legislative requirement to submit a record of engagement conducted by proponents as part of a permit application

How have you seen early engagement with First Nations support timely permitting decisions?

<i>*This process will not replace existing consultation conducted by the Province but may serve to streamline consultation</i> <i>*This is not intended to duplicate other processes. If a proponent is submitting a record of engagement to the Province for another authorization (e.g., Mines Act), that includes discussions of heritage, they can submit this record to the Archaeology Branch</i> <i>*Pre-application engagement is NOT required. A record of engagement could state that no engagement has taken place</i>	Do you already create a record of engagement for some projects? Should a record of engagement be required for all projects or only certain types of projects? What items/considerations should be included in a record of engagement?
How this can be achieved: Where impacts to sites are unavoidable, bolster the provincial government's ability to issue permits that include terms and conditions surrounding <i>agreed-upon</i> compensatory conservation work (e.g., enhanced site recording, sampling and analyses, monitoring, other measures to address loss of heritage)	What compensatory conservation work is already being negotiated between your local government/organization/sector and First Nations? How would a legislative provision support those negotiations?
What is intended to be achieved: Ensure greater regulation of the archaeology profession	
How this can be achieved: - Clarify authorities in the HCA to regulate the archaeology sector - Enable the charging of fees for registered archaeologists	Further engagement on regulation of the archaeology profession will take place in early 2026. What should be considered regarding the regulation of the archaeology profession in B.C.?

HELPING PEOPLE AND COMMUNITIES REBUILD QUICKER AFTER DISASTERS

HCA requirements have created challenges during disaster response and recovery. In the current state, when a homeowner needs to rebuild their home (located on a known or potential heritage site) after a disaster, they often have to get multiple HCA permits and hire an archaeologist, even when rebuilding occurs within existing footprints and/or is considered to minimally impact a heritage site. The objective of the policy proposals under this core outcome is to support disaster-impacted communities by providing greater flexibility to respond and recover from disasters such as wildfires and floods and allow people impacted by disasters to return home faster.

Detailed Policy Direction/Mechanisms	Specific questions and considerations
What is intended to be achieved: Allow for flexibility in the permitting structure in disaster situations	
How this can be achieved: Create an authority allowing the minister to make exemptions to the permitting regime (e.g., where there is an imminent threat to life or public health) to support urgent emergency/disaster response and recovery activities, with circumstances to be prescribed	What types of situations do you think warrant an exception from permitting? What mechanisms should be put in place to ensure this authority is used appropriately?
How this can be achieved: Create a disaster response and recovery permit For more information see “Making Permitting Faster and Easier” above	
How this can be achieved: Create a regulation-making authority to allow for modified permitting requirements for specified or specified circumstances For more information see “Making Permitting Faster and Easier” above	

STRENGTHENING THE ROLE OF FIRST NATIONS IN MANAGEMENT OF THEIR CULTURAL HERITAGE

The current HCA does not expressly acknowledge or respect First Nations’ rights to maintain, control, protect, and develop their heritage, traditional knowledge, and traditional cultural expressions. Recognition and affirmation of First Nations’ values and rights in the transformed HCA is a key objective of the HCATP to support consistency with the UN Declaration.

Additionally, the current HCA has limited mechanisms to recognize First Nations’ authority and jurisdiction as decision-makers regarding the care and management of their heritage. The HCA currently includes the ability to enter into s. 4 agreements for the purposes of shared decision-making and the protection of sites not otherwise automatically protected. These agreement types have been underutilized and do not sufficiently address the broader interests of First Nations.

The objectives of the policy proposals under this core outcome are:

- To recognize and affirm First Nations’ rights regarding their heritage in the HCA, which will guide how the HCA should be interpreted and administered.
- To create a framework that acknowledges multiple legal orders and is grounded in respect for the authority of First Nations to self-determine and self-govern.
- Ensure First Nations values are embedded throughout the Act, including how heritage is defined and the various pathways to protect and conserve it.
- Affirm First Nations as decision-makers regarding the care and management of their heritage and to formalize and address First Nations’ unique and distinct interests under the HCA.

Detailed Policy Direction/Mechanisms	Specific questions and considerations
What is intended to be achieved: Affirm First Nations’ rights in relation to their cultural heritage. The interpretation and administration of the HCA is guided by statements affirming First Nations’ rights Embed additional principles related to First Nations data sovereignty, use of First Nations place names, repatriation/rematriation, and conservation of cultural heritage through avoidance and non-disturbance	
How this can be achieved: Amend the HCA to affirm First Nations’ inherent right to self-determination, including self-government,	

recognized and affirmed by Section 35 of the Constitution Act, 1982 and the UN Declaration, which include jurisdiction/law-making authority/responsibility in relation to the protection, management, and development of their heritage Include in the HCA principles related to First Nations' data sovereignty, place names, repatriation/rematriation, avoidance/non-disturbance/minimizing disturbance of cultural heritage	
What is intended to be achieved: Expand the definition of heritage to include a broader spectrum of First Nations values, including intangible heritage values	
Examples are included within the “Protecting Heritage More Effectively” core outcome	This item is discussed in more detail within the “Protecting Heritage More Effectively” core outcome.
What is intended to be achieved: Affirm First Nations as decision-makers regarding where ancestors and heritage belongings that are collected under permits are held and cared for	
How this can be achieved: Create an opt-in process for First Nations to be the decision-makers regarding where ancestors and belongings collected under permits are held and cared for	What should be considered to support successful implementation of this opt-in process?
What is intended to be achieved: Protect confidentiality of Indigenous knowledge and heritage data that is provided in confidence by ensuring that it is only used for the purposes for which it was shared and identifying a limited suite of circumstances in which it may be disclosed	
How this can be achieved: The suite of circumstances could include: • Information that is already publicly available • With written consent of the First Nation	What should be considered regarding the circumstances where the Province may need to disclose First Nations' heritage data?

• Exercise of a power or duty under the HCA if the information is required • To support investigation of a contravention • To legal counsel to support obtaining legal advice • If required by court order Circumstances to be prescribed in regulation	
What is intended to be achieved: Remove barriers for First Nations when maintaining and accessing heritage sites on Crown land in certain circumstances (e.g., clam garden use, trail maintenance) and to collect objects at imminent risk of loss or destruction	
How this can be achieved: In legislation, clarify that certain heritage-related activities conducted by First Nations on Crown land do not constitute an offence or require a permit: • Clam garden maintenance • Heritage trail maintenance • Collection of objects at imminent risk of loss or destruction	What should be considered in the implementation of this proposed change?
What is intended to be achieved: Enable a suite of agreement types in the HCA: • Joint or consent-based decision-making agreements for Crown land • Jurisdictional agreements for Crown land • Operational agreements that expand the scope of s. 4 agreements on Crown/private land *Joint or consent-based decision-making agreements and jurisdictional agreements are not being considered for private land	
How this can be achieved: Joint or consent-based decision-making (Declaration Act) Agreements: • Enable the implementation of Declaration Act agreements to ensure that First Nations are involved in a range of cultural heritage decisions made under the HCA ◦ Broadly enabled, could include delegation of certain compliance and enforcement powers*, <i>designations of heritage sites and objects</i>, permitting decisions, etc.	

- o Negotiating a Declaration Act agreement will require a mandate from Cabinet
- o *These agreements would include dispute resolution processes*

**NOTE*: Further policy work has indicated that delegation of compliance and enforcement powers would be undertaken through a different form of agreement or arrangement with the Province*

Jurisdictional Agreements:

- Enable agreements recognizing jurisdictional authority of First Nations, where a First Nation's cultural heritage law would vary application of the HCA in certain circumstances
 - o Negotiating a jurisdictional agreement will require a mandate from Cabinet
 - o Through regulation, the circumstances in which a jurisdictional agreement can be negotiated will be laid out
 - o *Agreements would be limited to certain provisions of the HCA*

Operational Agreements:

- Expand the scope of the existing HCA s.4 agreements to cover more operational matters related to a First Nations' heritage
- Apply to Crown and/or private lands
- Seeking to change provincial approval level from Cabinet to Minister (depending on scope)
- Items that could be included in operational agreements:
 - o Heritage sites and objects to receive protections (current s. 4(a) and (b))
 - o Additional/alternative permitting requirements for protected heritage sites and objects (current s. 4(d))
 - o Actions that would damage or take away from the value of those sites and objects (current s. 4(5))
 - o Decision-making criteria
 - o Information sharing protocols
 - o Cultural protocols
 - o Provisions around the collection, care, and management of heritage objects and ancestral remains
 - o Archaeological methods for identifying and recording sites
 - o *Delegation of certain compliance and enforcement powers*
 - o Continued use of sites
 - o Certain aspects of heritage management plans
 - o Public engagement agreements

What should be considered regarding implementation of this agreements framework?

What is intended to be achieved: Reduce procedural barriers to access and enter into agreements

How this can be achieved:

- Operational agreements will not require a Cabinet mandate and can be approved more easily.
- Simplify procedural requirements for agreement extensions (to be approved by the minister instead of Cabinet)
- Explore what potential pre-conditions, such as mutual readiness, could be for entering into s.6 and s.7 agreements

PROTECTING HERITAGE MORE EFFECTIVELY

There are three key themes under this core outcome: modernizing the protection framework, due diligence, and greater awareness of HCA requirements early in the process and enhancing the compliance and enforcement toolkit.

Modernizing the Protection Framework

The HCA currently contains several pathways toward recognition and protection of heritage values, including automatic protections, Order-in-Council designations, and agreements with First Nations. However, these pathways are not always clearly understood and have been underutilized. The objective is to provide greater *recognition* of First Nations’ values, rather than just scientific values, and enhance the clarity on the range of heritage values protected under the HCA and the pathways for seeking protections, including for intangible heritage.

Intangible cultural heritage, or heritage sites and heritage objects that are of particular spiritual, ceremonial or other cultural value to First Nations, is not a new addition to the HCA; it has been considered under the current Act for decades. However, as it is not defined in the current Act, this leads to a lack of certainty for all involved. We are working to bring clarity to this term.

Intangible cultural heritage can be protected under the current HCA (through an agreement with a First Nation (s.4) or a formal designation (s.9, 11.1)). This requires significant process (impact analysis, engagement with affected parties, consultation with First Nations) and the approval of Cabinet.

Detailed Policy Direction/Mechanisms	Specific questions and considerations
What is intended to be achieved: Ensure greater <i>recognition</i> of First Nations’ values, rather than just scientific values Create greater clarity on the range of heritage values under the HCA and the <i>current</i> pathways for seeking protections, including for intangible heritage	
How this can be achieved: Enhance the definition of heritage (and related definitions) to include a broader suite of First Nations values (tangible and intangible)	What should be considered regarding how heritage-related definitions are worded in the HCA? Which heritage-related definitions need refinement?

- *Expanding the definition of heritage (including defining intangible heritage) will not automatically protect more land or change the existing process/pathways to protect intangible cultural heritage. It will add clarity to the legislative interpretation*
- *Items to be considered in a definition include: cultural landscapes, mortuary landscapes, intangible cultural heritage (heritage sites and heritage objects that are of particular spiritual, ceremonial or other cultural value to First Nations), as well as oral histories, place names, language, knowledge, objects and places within Indigenous worldview. Include recognition of fossils*
- *Reorganize the Act to clearly identify the existing tools and processes under the HCA to recognize and/or protect heritage, clarify what is or can be protected, and what activities are prohibited without authorization*

What is intended to be achieved: Maintain automatic protection for ancestral remains, burial places, and rock art, regardless of age, and clarify automatic protection criteria for certain site types

How this can be achieved:

- Ancestral remains, burial places, and rock art are automatically protected, regardless of their age.
- Retain 1846 as a baseline for age-based automatic protections for other site types
- Clarify the automatic protection criteria for certain site types:
 - Culturally modified trees
 - Heritage wrecks that have identified heritage value or may contain human remains

Culturally modified trees are critically important, yet the current protection framework does not align well with their distinct characteristics. How should automatic protection apply to culturally modified trees?

Are there other heritage sites or objects for which the current protection framework doesn't align well?

Protections for heritage wrecks are currently overly broad. What

	criteria for protecting heritage wrecks is appropriate?
What is intended to be achieved: Recognizing that First Nations have called for extending the protection of heritage sites which post-date 1846, create clearer and easier pathways for protecting sites that do not receive automatic protection, including sites of intangible heritage	
How this can be achieved: • Clarify criteria, process, and procedures for designation of sites identified by First Nations or other groups with post-1846 heritage in the province, including procedural requirements • <i>This includes clarifying criteria, process, and procedures for designation of sites with intangible heritage value, such as heritage sites that are of particular spiritual, ceremonial or other cultural value to First Nations</i> • <i>The process for designations will continue to require significant process (impact analysis, engagement with affected parties, consultation with First Nations)</i> • Reduce administrative barriers to seeking protections via designations (reduce Provincial approval levels <i>from Cabinet to the minister responsible for the HCA to help streamline the process. It is not being proposed that this decision be available for delegation down from the minister</i>)	What kind of process could support seeking protection designations for post-1846, intangible, or other non-automatically protected sites?
What is intended to be achieved: Clarify and broaden processes for the recognition and promotion of diverse cultural heritage in B.C.	
How this can be achieved: Currently, s.18 of the HCA “Promotion of heritage value” is done through certificates and plaques. It is proposed to modernize this provision to create more opportunities for communities to celebrate, commemorate, or mark heritage in an impactful way	What should the Province consider regarding the recognition and promotion of the diversity of cultural heritage in B.C.?

- When signs related to heritage recognitions are erected, clarify that this must be done in consultation and cooperation with First Nations
- Clarify that heritage recognition and promotion goes beyond physical sites, but could include intangible cultural heritage practices (e.g., songs, ceremonies, food, traditions). *The heritage recognition tool would not protect lands or pose any obligations on any party, but is an educational tool to promote and celebrate diverse cultural heritage in B.C.*

What is intended to be achieved: Explore mechanisms for distinct protections based on heritage value

How this can be achieved:

Explore, via regulation, the ability to vary protection criteria and permitting requirements based on heritage value and conservation goals, in consultation and cooperation with First Nations

Protection criteria and permitting requirements could include:

- Site criteria (e.g., Indigenous cemeteries) which receive greater protection (enhanced avoidance and mitigation measures)
- Site criteria for sites to be preserved by record (e.g., culturally modified trees impacted by wildfire or pine beetle)

These variations to protections would take place through a regulation. Engagement on this regulation would take place at a future date.

What is intended to be achieved: Clarify how the presence of sites and site boundaries are determined, including how Indigenous knowledge and other reported information is considered

How this can be achieved:

In legislation, clarify administrative site boundary criteria for entry into the Provincial Heritage Register. These will continue to be based on recorded presence of heritage sites and objects

To reflect that the presence of heritage sites likely extend beyond areas of recorded evidence, establish “heritage management zones” within the Provincial Heritage Register. These could include areas that are reported to contain heritage value but are not verified

In regulation, prescribe any additional requirements associated with heritage management zones. This could include the ability to require archaeological data checks, or to compel additional archaeological work within a heritage management zone (*e.g., where there is imminent risk or threat to heritage values*)

**NOTE*: BC has received feedback that better clarity and limitations need to be placed on this authority in legislation and we are currently exploring options to do so*

How do you see heritage management zones supporting the conservation of heritage sites?

What else should be considered in the implementation of heritage management zones and potential associated requirements?

What is intended to be achieved: Clarify the scope of tools to support reporting and conservation of fossil finds

How this can be achieved:

Clarify that fossils are included in the definition of heritage object

Clarify that fossils and fossil sites can be designated as a protected site and can be included in the duty to report

Is there anything you would like to share about including fossils within the Heritage Conservation Act?

More engagement will take place when the Duty to Report Regulation is being drafted.

Due Diligence and Greater Awareness of HCA Requirements Early in the Process

There is a lack of awareness about the HCA and potential risks to heritage from development activities. Heritage considerations are often identified late in the project planning process, leading to: project delays; cost increases; contraventions of the HCA; and/or damage to, or desecration of, First Nations heritage.

The objective of these policy proposals is to ensure greater awareness of risks to heritage in advance of land use decisions.

Detailed Policy Direction/ Mechanisms	Specific questions and considerations
What is intended to be achieved: Ensure early awareness about heritage site potential and responsibilities under the HCA for people making land use decisions and project investments	
How this can be achieved: • In legislation, require local governments to see proof of an archaeological data check* prior to issuing development and building-related permits and authorizations • Require subdivision approval authorities to see proof of an archaeological data check prior to subdivision approvals • Create a regulation-making authority to require mandatory archaeological data checks for prescribed circumstances (e.g., sale of property) and/or entities (e.g., Crown corporations, critical infrastructure operators) <i>* archaeological data checks are a free service from the Archaeology Branch with an average turnaround of 6 days</i>	What challenges have you experienced regarding lack of awareness of risks to heritage sites prior to applying for development or building-related permits, or if a local government, issuing a development or building-related permit? What additional circumstances should require people to conduct an archaeological data check? What other ideas do you have to enhance due diligence about heritage sites?
What is intended to be achieved: Explore opportunities to enhance access to some archaeological data to a broader set of user groups, without compromising data confidentiality requirements	

How this can be achieved: Explore the creation of a specific data layer (that only shares limited details such as presence/absence of recorded sites) that can be checked on a plot-by-plot basis in advance of property sales and ground disturbance	How could increasing access to some archaeological information for property owners/realtors/developers reduce the risk of unintended damage to heritage sites?
What is intended to be achieved: Clarify tools that enable requiring additional archaeological work	
How this can be achieved: Clarify and prescribe circumstances in which existing authority to compel archaeological work may be exercised (e.g., heritage management plans <i>recognized through agreements</i>, agreements <i>with First Nations</i>, sites at risk from development activities)	
What is intended to be achieved: Enable in legislation a framework for “heritage management plans” to proactively manage heritage	
How this can be achieved: Heritage management plans could be developed with multiple parties (e.g., First Nations, local governments, the Province, proponents) Further details to be prescribed in regulation	How could heritage management plans support consideration of heritage in land use planning and decisions? How could heritage management plans support your community’s/sector’s interests and processes? What would you like to see incorporated into, or considered with respect to heritage management plans?

Enhancing the Compliance and Enforcement Toolkit

All parties have identified the need for a more comprehensive compliance and enforcement toolkit in the HCA. The existing toolkit is limited to stop work orders, civil remedies, voluntary restorative justice processes, and prosecuting major offences through the courts. This leaves gaps in enforcement options, resulting in less effective enforcement of contraventions.

Detailed Policy Direction/mechanisms	Specific questions and considerations
What is intended to be achieved: Enhance the role of First Nations in compliance and enforcement activities	
How this can be achieved: Enable First Nations to exercise <i>certain</i> HCA compliance and enforcement <i>duties</i> by entering into agreements <i>or other arrangements</i> with the Province <i>*These arrangements would be subject to certain criteria (training, experiential requirements, etc.) and subject to oversight from the Province</i>	
What is intended to be achieved: Expand the compliance and enforcement toolkit	
How this can be achieved: • Create the ability to issue violation tickets for minor contraventions of the HCA (by amending the Violation Tickets and Fine Administration Regulation under the Offence Act). Fines are proposed to be set at a range of up to \$1,000 but could be issued daily if a contravention continues • In the HCA, create the ability to issue administrative monetary penalties (AMPs) for more severe contraventions to the HCA, with specific amounts and additional details outlined in a future regulation. These fines could be substantial and are proposed to be up to a maximum of \$100,000 for an	Based on severity, are there HCA contraventions that should have higher or lower violation ticket and administrative monetary penalty fines than others?

individual and to a maximum of \$1,000,000 for a corporation	
What is intended to be achieved: Divert revenue from fines and penalties to a fund to support remediation of heritage sites	
How this can be achieved: Explore opportunities to direct fine and penalty revenue to support remediation of impacted heritage sites, including through First Nations	
What is intended to be achieved: Implement a duty to report heritage finds	
How this can be achieved: Through regulation, implement a legal “duty to report” for archaeological and significant heritage finds and clarify the circumstances and entities to whom it applies	Further engagement will follow when regulation is developed.
What is intended to be achieved: Deter commodification and unauthorized private ownership of heritage objects	
How this can be achieved: Prohibit possession, sale, and trade of heritage objects	What belongings should be prohibited from possession, sale, and trade? What unintended consequences can you foresee that should influence how this is drafted? Who should be exempt from these rules and under what circumstances?
What is intended to be achieved: Clarify and enhance the compliance and enforcement regime under the HCA	

How this can be achieved:

- Amend and enhance the HCA to address and guide the collection, treatment, care and disposition of collected, seized and forfeited heritage objects to a repository and/or descendent communities
- Enhance permit enforcement and auditing measures, including enabling the minister, in consultation and cooperation with First Nations, to order compensatory conservation work for loss of heritage value and harms to affected First Nations
- Clarify rules for issuance and extension of stop work orders
- Enhance civil remedy orders to include requirements to consult and cooperate with First Nations, without interfering with prosecutorial independence
- Clarify authority to publicly disclose specific information related to contraveners and offenders of the HCA

What should be considered with respect to the implementation of these proposed changes?

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: Oct 17, 2025

FILE: 7130-01

SUBMITTED BY: Fire Chief

MEETING DATE: Oct 27, 2025

SUBJECT: 2025 UBCM Community Emergency Preparedness Fund - Emergency Support Services

PURPOSE:

The purpose of this report is to seek Council support for an application to the current intake of the November 2025 UBCM Community Emergency Preparedness Fund (CEPF), Emergency Support Services (ESS) through the provision of equipment required for training and implementation of the District of Hope Emergency Support Services Activation Plan.

RECOMMENDATION:

Recommended Resolution:

THAT Council supports the District of Hope application to the November 2025 UBCM Community Emergency Preparedness Fund for grant funding up to the amount of \$30,000 to improve the efficiency of the District of Hope Emergency Support Services through the provision of equipment required for training and implementation of the District of Hope Emergency Support Services Activation Plan; 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 the ESS provision and to enhance ESS operations through training and equipment. This will provide designated equipment to ESS Volunteers and support evacuees within the District of Hope.

B. History:

The District of Hope established an Emergency Support Services Activation Plan in 2024 and applied to the UBCM Community Emergency Preparedness Fund. The 2024 grant application was approved, and work began to acquire equipment and train an ESS team. Further support for additional staff was granted by Mayor and Council in the 2024 annual budget, and Assistant Chief Caleigh Flynn was assigned the role of Emergency Support Services Director. This addition has increased the capacity of the District of Hope's Emergency Program. Currently, the ESS team consists of nine members who are actively training once a month.

C. Attachments:

November 2025 CEPF ESS Program and Application [Guide](#).

D. Strategic Plan Objectives:

Emergency Management:

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

E. Resources:

The project will be managed internally.

Prepared by:

Original Signed by Thomas Cameron
Fire Chief

Approved for submission to Council:

Original Signed by John Fortoloczky
Chief Administrative Officer

Community Emergency Preparedness Fund

Emergency Support Services Equipment and Training

November 2025 Program and Application Guide (updated October 2025)

Applications will be accepted September 1, 2025 to November 14, 2025 using the [LGPS Online Application Tool](#)

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

1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs 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 Union of BC Municipalities (UBCM).

As of August 2025, the funding streams include:

- Emergency operations centres equipment and training
- Emergency support services equipment and training
- Foundations of disaster risk reduction
- Indigenous cultural safety and cultural humility training
- Public notification and evacuation route planning
- Volunteer and composite fire departments equipment and training

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

Background

Emergency Support Services (ESS) is a First Nations Government and Local Authority based provincial emergency response program designed to meet the basic needs of British Columbians impacted by disasters by providing short-term support in a compassionate manner. ESS is designed to provide support for disasters ranging from a single house fire to provincial level events involving large evacuations. These supports enable people to re-establish themselves as quickly as possible after an emergency or disaster.

Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their areas, including providing **emergency support services**. Under the 10-year agreement between Indigenous Services Canada and the Province, First Nations in BC may elect to provide **emergency support services** to their residents.

In November 2023, the *Emergency and Disaster Management Act* came into force, replacing the *Emergency Program Act*. The new Act and regulations govern how to manage an emergency or disaster in British Columbia. Until they are repealed, regulations made under the former *Emergency Program Act* remain in force.

Emergency Support Services Equipment and Training Funding Stream

The intent of this funding stream is to support eligible applicants to build local capacity to provide **emergency support services** through ESS volunteer/responder recruitment, retention and training, and the purchase of essential ESS equipment.

This includes the modernization of local ESS programs in order to move toward digital registration and reporting through the [Evacuee Registration and Assistance \(ERA\) Tool](#), promoting knowledge sharing, enhancing mutual aid, and building the capacity of host communities.

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 Support Services 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 **ESS** service delivery 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.

The Indigenous Engagement Requirements Funding Program provides funding for the implementation of the Indigenous Engagement Requirements within the *Emergency and Disaster Management Act*. For more information visit the Province of BC's [website](#) or contact: EMCR.IERFunding@gov.bc.ca.

4. Eligible Projects

To qualify for funding, proposed activities must support eligible applicants to build local capacity to provide **emergency support services** through ESS volunteer/responder recruitment, retention and training, the purchase of essential ESS equipment, and be:

- A new or a subsequent phase of a project (retroactive funding is not available), and clearly distinct from any activities funded under the January 2025 ESS intake.
- 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 [Emergency Support Services](#) policies and 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 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 essential equipment specific to the function of ESS

*For the purpose of CEPF funding, if minor renovations of **group lodging** facilities or **reception centres** 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 and the provision of personal protective clothing and equipment for employees.

- Purchase of essential **ESS** supplies and equipment for local **ESS** programs and, where a community has demonstrated capacity, to support as an **ESS** host community:
 - o **Reception centres**; including vests, name tags, signage, office supplies, flashlights, megaphones, extension cords, radios, minor tools, etc.
 - o **Group lodging**; including comfort kits, hygiene kits, cots and bedding, pet supplies, supplies for infants and children, mobility aids, culturally appropriate supplies for evacuees, minor tools, etc.
 - o **ESS** responders:
 - Basic/Level 1 and/or Intermediate/Level 2 first aid kits
 - Personal protective equipment limited to masks, respirators, eye protection, gloves, and high visibility apparel
 - Personal protective clothing limited to weather-proof clothing
 - Identification and branded clothing to identify **ESS** volunteers
 - Vehicle emergency supply kit
 - Flashlights, minor tools, and go-bags
 - o **ESS** modernization; including computers, printers, power supply, connectivity devices, and mobile devices (e.g., tablets, satellite phones, mobile phones).
- Purchase of storage containers for eligible supplies and equipment.
- Purchase and installation of portable generators, portable air purifiers, and portable air conditioners.
- Trailers for the purpose of transportation, storage, and mobile **ESS** operations, including identification decals.
- Minor renovations (wiring, cabling, installation of shelving, etc.), including in mobile trailers for **ESS** purposes.
- Training in order to support installation and use of eligible supplies and equipment (note that first aid training is limited to Basic/Level 1 and/or Intermediate/Level 2).

2. Training for ESS Responders and Exercises specific to ESS

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

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.

• ESS Courses - o Intro to ESS (e.g., EMRG-1600) - o Level 1 ESS (e.g., EMRG-1607) - o Intro to Reception Centres (e.g., EMRG-1610) - o Reception Centre Applied Training (e.g., EMRG-1611) - o Intro to Group Lodging (e.g., EMRG-1612) - o Group Lodging Applied Training (e.g., EMRG-1613) - o Registration and Referrals (e.g., EMRG-1615) - o ERA for Responders (e.g., EMRG-1620) - o ERA for Management (e.g., EMRG-1622) - o ESS Director (e.g., EMRG-1681) - o Public Safety Lifeline Volunteer Leadership (e.g., EMRG-1660)	
• Emergency Management Courses - o Intro to Emergency Management in Canada (e.g., EMRG-1100) - o ICS Level 100 (e.g., EMRG-1200)	
• Other training specific to the function of ESS - o Indigenous Cultural Safety and Cultural Humility Training, in alignment with the current CEPF funding stream - o OCAP® training - o First aid training (limited to Basic/Level 1 and Intermediate/Level 2 only) - o C-DART pet training as related to ESS - o Meet and Greet training - o Mental Health Courses (e.g., psychological First Aid, psychological First Aid Train the Trainer) - o Network of Emergency Support Services Teams conference (NESST) - o Diversity, equity, and inclusion training - o Radio and communications training to ensure effective communication - o Training to handle difficult conversations/people - o Workplace violence prevention and de-escalation training - o Stress and trauma management for volunteers - o CISM training: CISM-1005 (Diversity & Trauma), CISM-1025 (Managing Responses to Community Disasters) - o Fire extinguisher training - o Mutual aid training (travel costs to participate in/observe training activities in other jurisdictions)	
• Exercises designed to increase the capacity of ESS (i.e., mock reception centre and/or group lodging activations, table-top exercises, mock registration of evacuees using the Evacuee Registration and Assistance Tool, exercises with mutual aid partners).	
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 ESS responders • 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 costs (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 **ESS** 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.
- 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, etc.) and the community (e.g., equity-denied populations, Indigenous organizations such as Friendship Centres and Métis Chartered Communities, Indigenous Nations, local governments, pet-care organizations, organizations involved in a web of support network), etc.
- 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 and/or training, evacuation supplies).
- Training of general public.

- 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).
- Delivery of **emergency support services** during an emergency.
- Activities intended to increase the capacity of third-party organizations to deliver **emergency support services** on behalf of the approved applicant.
- 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.
- Training and exercises not specific to the function of the **ESS**.
- Training provided and paid by the [Provincial Emergency Management Training Program](#) (excluding travel costs).
- Purchase of defibrillators.
- First Aid Transportation endorsement.
- Purchase of vehicles.
- Emergency preparedness marketing campaigns.
- Development or update of Emergency Management Plans and/or emergency response plans.
- Conferences, excluding NESST.

7. Application Requirements and Process

The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 2](#) for full information.

Application Deadline and Process

The application deadline is November 14, 2025. Applicants will be advised of the status of their application within 120 days of the application deadline.

In past years, the ESS intake has closed in January. However, in order to provide more time for approved applicants to register for the annual NESST Conference, the ESS deadline has been moved to November.

Applicants with an approved January 2025 ESS application that wish to apply to the November 2025 intake are advised to submit application materials that clearly distinguish activities and costs that were approved under the January 2025 intake from activities and costs that are being proposed under the November 2025 intake.

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:

- o Indicating the proposed expenditures from CEPF and in alignment with the proposed activities outlined in the Application Worksheet (including a clear separation of the proposed expenditures under the November 2025 ESS intake and actual/proposed expenditures from the January 2025 ESS intake).
- o Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified.
- o Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- For regional projects only:
 - o 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,
 - o 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 Worksheet 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 more information 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 Support Services Equipment and Training funding stream or have received minimal funding from the funding stream.
- Align with the intent of the Emergency Support Services Equipment and Training funding stream:
 - o Support the modernization of local **ESS** programs in order to move toward electronic registration and reporting through the Evacuee Registration and Assistance (ERA) Tool.
 - o Clearly demonstrate how the capacity of the eligible applicant to deliver **emergency support services** in their community and act as a host community will be increased.

- Demonstrate that the **primary applicant** or **sub-applicant(s)** have the capacity to act as a host community.
- 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 (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) 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.
- Are cost-effective. In cases where costs are higher than expected, the project 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.

8. 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.

Updated October 2025 - 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 [LGPS Budget and Financial Summary Tool](#)).
- 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 [LGPS Budget and Financial Summary Tool](#)), required attachments, and an updated resolution/letter of support.
- For regional projects only: evidence of support from **sub-applicants** 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.

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

When recognizing funding, please state that the Emergency Support Services Equipment and Training 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 on social media posts that are related to projects that are funded by programs that UBCM administers. Guidelines on using the BC logo, including downloadable files, are available [here](#).

9. 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 completed 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 [LGPS Budget and Financial Summary Tool](#).
- Examples of any materials that were produced with grant funding.
- Photos of funded activities and/or completed projects.
- Links to media 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 Final Reports to ensure the required report contents have been submitted.

UBCM will share all report materials with the Province of BC.

10. Additional Information

Union of BC Municipalities

Email: cepf@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions

Please refer to [CEPF Definitions](#) for defined terms used throughout the CEPF program and application materials.

The following definitions apply to the Emergency Support Services 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 Support Services (ESS): Services provided on a short-term basis to evacuees in emergency situations ([Emergency Support Services Program Guide](#)).

In-kind contribution: The use of resources of the 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.

First Nations land: First Nation reserve land, land owned by a Treaty First Nation, land under the authority of an Indigenous National Government, or other land owned or governed by a First Nation or Treaty First Nation.

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

Group lodging: Congregate care facility for the lodging and feeding of evacuees ([Emergency Support Services Program Guide](#)). For the purpose of CEPF funding, if minor renovations of group lodging facilities are proposed, the group lodging 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.

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](#)).

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).

Publicly owned land: Provincial Crown land, land owned by a local government, or land owned by a public institution (such as a health authority or school district).

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

- Identified in a Local Authority Emergency Plan;
- Essential to the health, safety, security, or economic wellbeing of the community and the effective functioning of society.

Reception centre: A safe gathering place where evacuees can register, are interviewed to determine their immediate emergency needs, and are referred to suppliers for assistance ([Emergency Support Services Program Guide](#)). For the purpose of CEPF funding, if minor renovations of reception centre facilities are proposed, the reception centre 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.

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 the 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 (local government or First Nation).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).
3. Location of Proposed Activities. For the purpose of CEPF funding, if minor renovations of group lodging facilities or reception centres 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.

- Facility is located in a First Nation owned building (buildings owned by a Treaty First Nation or a First Nation band).
- Facility 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 ESS) is owned by the primary applicant or sub-applicant.

4. Proposed Activities. Description of the proposed specific activities that will be undertaken. Refer to Section 6 of the *Program and Application Guide* for eligibility.

Where applicable, please describe proposed activities that are required for the local ESS program and proposed activities to increase the capacity to act as a host community.

- a) Purchase of essential equipment and supplies, including installation of and training for eligible equipment.
- b) Training (where possible, please list specific courses).
- c) Exercises, including tabletop exercises and mock ESS activations.
- d) Volunteer recognition and retention activities.

5. Alignment with funding stream. Description of how activities will align with the intent of the funding stream.

- a) Description of how proposed activities align with the intent of the funding stream (build local capacity to provide emergency support services through ESS volunteer/responder recruitment, retention and training, and the purchase of essential ESS equipment).
- b) Description of how proposed activities will support the modernization of the local ESS program. Will the Evacuee Registration and Assistance (ERA) Tool be implemented?
- c) Description of how the proposed activities will increase emergency response capacity as a host community.

6. 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.

7. Engagement with neighbouring jurisdictions and affected parties. Description of any neighbouring jurisdictions and/or affected parties (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) 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 neighbouring jurisdictions or other parties has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

8. Comprehensive, cooperative, regional approach and benefits. Description of how the proposed activities will contribute to a comprehensive, cooperative, and regional approach to ESS and any regional benefits.
9. Additional Information: Any other information you think may help support your submission.

Required Attachments

The following attachments will be 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:
 - o Indicating the proposed expenditures from CEPF and in alignment with the proposed activities outlined in the Application Worksheet (including a clear separation of the proposed expenditures under the November 2025 ESS intake and actual/proposed expenditures from the January 2025 ESS intake).
 - o Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified.
 - o Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- For regional projects only:
 - o 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,
 - o 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.

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: Oct 20, 2025

FILE: 7380-06

SUBMITTED BY: Fire Chief

MEETING DATE: Oct 27, 2025

SUBJECT: 2025 UBCM Community Emergency Preparedness Fund - 2025
Volunteer and Composite Fire Department Equipment and Training

PURPOSE:

The purpose of this report is to seek Council's support for the application to UBCM's Community Emergency Preparedness Fund – 2025 Volunteer and Composite Fire Department Equipment and Training.

RECOMMENDATION:

THAT Council supports the District of Hope's application to the Community Emergency Preparedness Fund 2025 Volunteer and Composite Fire Department Equipment and Training, indicating support for the current proposed activities and willingness to provide overall grant management.

A. Relevant History:

In 2023 and 2024 the District of Hope Fire Department applied for funding through UBCM for equipment and training. These past funding has provided an opportunity to acquire replacement equipment that improved the resilience and effectiveness of the Hope Fire Department and meeting the BC Structure Firefighter Minimum Training Standards.

This 2025 funding application will target a new industrial washer and dryer for structural fire gear and improve our ability to better take care of our personal protective equipment (PPE) and aid in decontamination of PPE after incidents which supports our health and safety of fire fighters.

B. Attachments:

2025 Volunteer Fire Department - Program and Application [Guide](#).

C. Resources:

The District of Hope is responsible to provide overall grant management.

D. Budget Implications

Staff time to manage grant.

Prepared by:

Original Signed by Thomas Cameron
Fire Chief

Approved for submission to Council:

Original Signed by John Fortoloczky
Chief Administrative Officer

Community Emergency Preparedness Fund

Volunteer and Composite Fire Departments Equipment and Training

2025 Program and Application Guide (Updated October 2025)

Applications will be accepted September 1, 2025 to October 31, 2025 using the
[LGPS Online Application Tool](#)

This intake will have limited funds available. Due to the expected high volume of applications, it is likely that 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 2025, the funding streams include:

- Emergency operations centres equipment and training
- Emergency support services equipment and training
- Foundations of disaster risk reduction
- Indigenous cultural safety and cultural humility training
- Public notification and evacuation route planning
- Volunteer and composite fire departments equipment and training

Please refer to [Appendix 1](#) for definitions of terms used in this Program Guide. All defined terms are in **bold** in the program guide.

Background

Fire departments provide fire protection services in designated areas. **Fire departments** may be organized differently but all structure firefighters in BC are required to meet the published minimum training standards.

The [BC Structure Firefighter Minimum Training Standards](#) include the requirement for **fire departments** to declare their **level of service**. This applies to all local governments, Treaty First Nations, and any independent society-run **fire departments**. The training standards are not automatically adopted or applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications submitted by non-Treaty First Nations.

Volunteer and Composite Fire Departments Equipment and Training Funding Stream

The intent of this funding stream is to enable **volunteer fire departments** and **composite fire departments** to prepare for and respond to emergencies through training and the purchase of essential equipment.

Please note that activities related to the following are not within the scope of the Volunteer and Composite Fire Departments Equipment and Training funding stream and will not be considered for funding:

- Training or equipment intended for:
 - o Road rescue, including electric vehicle response training, vehicle extrication training and purchase of jaws of life, rescue struts, fire blankets, car blankets, or electric vehicle car plug
 - o Search and rescue, including high angle rescue, high bank training, and low/steep slope training
 - o Medical assist, including Advanced/Level 3 First Aid, CPR and First Responder training, and purchase of stretcher mule or basket stretcher
 - o Aircraft rescue, including airside vehicle operator permit and AVOP-D training
 - o Live burn training with Class A fuels
- Development or update of local emergency response plans, and/or maps or other materials intended for local emergency response
- Major capital items (including major fire apparatus and vehicles) or improvements, major renovations to existing facilities and/or construction of new, permanent facilities (excluding live burn training structures).

2. Eligible Applicants

Eligible applicants in BC are limited to:

- First Nations (bands, modern Treaty First Nations with treaties that are in effect, and Indigenous National Governments with authority for lands and resources).
- Local governments (municipalities or regional districts).
- Legally incorporated society-run fire departments that are in good standing.
- Improvement Districts that are established to provide fire protection services.

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

Please note that eligible applicants must be a **fire department** as per the definitions in order to apply. Wildfire crews are not considered to be fire departments and are not eligible.

3. Grant Maximum

The Volunteer and Composite Fire Departments Equipment and Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$30,000.00.

However, due to the number of **fire departments** that may be under their jurisdiction, regional districts can apply for a maximum of \$30,000.00 for each fire department that they have established a service area for in a single application.

Eligible applicants (other than regional districts) 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 **fire department** equipment and training 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.

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 enable **volunteer fire departments** and **composite fire departments** to prepare for and respond to emergencies through training and the purchase of essential equipment.

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.
- Implementing full adoption of the current BC Structure Firefighter Minimum Training Standards.

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 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 or motion as outlined in [Section 7](#) of this guide. Each **sub-applicant** is required to submit a resolution or motion 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

First Nation and local government applicants are encouraged to review the [2026 FireSmart Community Funding and Supports](#) program guide before completing this application. Depending on wildfire risk, FireSmart funding can provide up to \$200,000 for eligible activities.

Local Government applicants are encouraged to review the [Community Works Fund](#) (Canada Community-Building Fund) program materials. Under the new agreement, new and retrofit/modernization of fire halls and fire stations are eligible under CWF, as well as the acquisition of a fire truck (as a stand-alone project).

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 and in accordance with declared level of service.

Table 1: Activities Eligible for Funding

1. **Purchase of new or replacement essential equipment** to enable eligible **fire departments** to meet the needs of the community and the current [British Columbia Structure Firefighter Minimum Training Standards](#) in accordance with declared level of service.

*For the purpose of CEPF funding, if minor renovations of a firehall are proposed, the firehall must be 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 and the provision of personal protective clothing and equipment for employees.

- Equipment required to support response to structure fire (other than major fire apparatus) limited to personal protective clothing and equipment identified in [Appendix 2](#).
- Fire-related training props to assist with in-house training, including live burn training structures (limited to live burning using Class B fuels only).
- Equipment required to support response to interface fires, limited to wildland firefighting personal protective equipment and equipment identified in [Appendix 3](#).
- Minor renovations (wiring, plumbing, cabling, installation of shelving, etc.) to support installation of eligible equipment.

2. Training

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

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

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

Approved applicants are required to use qualified trainers and are encouraged to identify local providers for training.

- All courses and functions defined in the current [British Columbia Structure Firefighter Minimum Training Standards](#) in accordance with declared level of service.
- Mental Wellness (e.g., Resilient Minds™, Critical Incident Stress Management)
- Incident Command System (relevant levels in accordance with declared level of service)
- Basic/Level 1 and Intermediate/Level 2 First Aid training
- Indigenous Cultural Safety and Cultural Humility Training, in alignment with the current [CEPF funding stream](#)
- Cross training required to support response to interface fires limited to:
 - o [Wildfire Risk Reduction Basics Course](#) (free, online course for non-forest professionals that provides an introduction to the key concepts to minimize the negative impacts of wildfires in BC).
 - o [FireSmart BC Wildfire Resiliency and Training Summit](#) (only eligible conference).
 - o [Fire Life & Safety Educator](#) (public education course for fire safety education).
 - o [ICS-100](#) (Incident Command System - introduction to an effective system for command, control, and coordination of response at an emergency site; available online).
 - o [S-100](#) Basic fire suppression and safety and S-100A (annual refresher).
 - o [S-185](#) Fire entrapment avoidance and safety (general knowledge course on wildfire safety and entrapment avoidance for local governments, contract crews, and First Nations).
 - o [SPP-WFF1 Wildland Firefighter Level 1](#) (includes S-100, S-185).
 - o [S-231 Engine Boss](#) (training for structure defense program in a WUI event).
 - o [SPP-115](#) (training for structure protection unit crews) and WSPP-FF1(train the trainer).

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 costs (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 equipment).
- 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., planning events) consultant rates are expected to be commensurate with the type of activity being undertaken.
- 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, etc.) and the community (e.g., equity-denied populations, Indigenous organizations, such as Friendship Centres and Métis Chartered Communities, Indigenous Nations, local governments, agricultural sector, critical infrastructure owners, etc.).
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- 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.
- Presentation 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.
- Examination fees for eligible training courses.

Ineligible Costs and Activities

Please note that activities related to the following are not within the scope of the Volunteer and Composite Fire Departments Equipment and Training funding stream and will not be considered for funding:

- Training or equipment intended for:
 - o Road rescue, including electric vehicle response training, vehicle extrication training, and purchase of jaws of life, rescue struts, fire blankets, car blankets, or electric vehicle car plug
 - o Search and rescue, including high angle rescue, high bank training, and low/steep slope training
 - o Medical assist, including Advanced/Level 3 First Aid, CPR and First Responder training, and purchase of stretcher mule or basket stretcher
 - o Aircraft rescue, including airside vehicle operator permit and AVOP-D training
 - o Live burn training with Class A fuels
- Development or update of local emergency response plans, and/or maps or other materials intended for local emergency response
- Major capital items (including major fire apparatus and vehicles) or improvements, major renovations to existing facilities and/or construction of new, permanent facilities (excluding live burn training structures).

Further, 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:

- Any training not identified in current [BC Structure Firefighter Minimum Training Standards](#) and/or in [Table 1](#).
- Any equipment that is not identified in [Table 2](#) or [Table 3](#).
- Routine or ongoing operating costs or activities (e.g., heating, cooling, and lighting; security; software or service subscriptions; 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.
- 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 a fire department during an emergency.
- Training provided and paid for by the Office of the Fire Commissioner or the [Provincial Emergency Management Training Program](#) (if travel costs are incurred, they are eligible).

- 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.
- Conferences (except the [FireSmart BC Wildfire Resiliency and Training Summit](#)).
- Trailers and/or canopies for utility vehicles.

7. Application Requirements and Process

The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 4](#) for full information.

Application Deadline

The application deadline is October 31, 2025. Applicants will be advised of the status of their application within 120 days of the application deadline.

Required Application Contents

The OFC 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 and all required attachments
- Evidence of declared service level (e.g., bylaw, resolution)
- Detailed budget:
 - o Indicating the proposed expenditures from CEPF in alignment with the proposed activities outlined in the Application Worksheet (including a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire).
 - o Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified.
 - o Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).

If the applicant is a local government, First Nation, or improvement district, they must also submit:

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from 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.

If the applicant is a legally incorporated society-run fire department, they must also submit:

- Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management; and
- Current Certificate of Good Standing.

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 4](#) 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 Volunteer and Composite Fire Departments Equipment and Training funding stream or have received minimal funding from the funding stream.
- Align with the intent of the Volunteer and Composite Fire Departments Equipment and Training funding stream:
 - Clearly demonstrate how the proposed project is essential to the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies, based on the declared level of service.
 - Support eligible fire departments with limited resources that impede the ability to purchase essential equipment and/or obtain training.
- Provide training to specifically address the mental and physical health and wellbeing of eligible fire department staff and volunteers.
- Demonstrate partnerships, transferability, or mutual aid with neighbouring jurisdictions.
- Contribute to a comprehensive, cooperative, and regional approach and benefits.
- Are cost-effective. In cases where costs are higher than expected, the Evaluation Committee may recommend that a project 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
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8. 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 awarded in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and the final reporting 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.

Updated October 2025 - 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 [LGPS Budget and Financial Summary Tool](#)).
- 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:

- An amended application package, including updated Application Worksheet, detailed budget (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)), required attachments, and an updated resolution/letter of support/motion.
- 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.

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

When recognizing funding, please state that the Volunteer and Composite Fire Departments Equipment and Training 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 on social media posts that are related to projects that are funded by programs that UBCM administers.

Guidelines on using the BC logo, including downloadable files, are available [here](#).

9. Final Report Requirements and Process

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

The OFC 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 [LGPS Budget and Financial Summary Tool](#).
- Examples of any 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 applications with the Province of BC.

10. Additional Information

Union of BC Municipalities

Email: cepf@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions

Please refer to the [CEPF Definitions](#) for defined terms used throughout the CEPF program and application materials.

The following definitions apply to the Volunteer and Composite Fire Departments Equipment and Training funding stream.

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

Career fire department: A fire department that has a complete roster of fulltime members that ensure that the fire services required by the local government can be provided to the residents of a defined fire protection area. Any roster of volunteers within the department is not essential to the ability of the fire department to function in their service provision. The volunteer roster is strictly for succession or an introductory path of community members to assist in fire services and only there for surge capacity if ever needed.

Composite fire department: A fire department that has a mixture of fulltime paid members and volunteers (unpaid, honorarium, or paid on call). The capability of the department is fully dependent on the volunteer roster for the department to provide the required fire services to residents of a defined fire protection area.

Fire department: A department established and operated as a local authority service responsible for the prevention or suppression of fires in a defined fire protection area by a local authority or a board, or commission of a registered society having the responsibility for the management or conduct of work or services through a service agreement, or equivalent of any of the above.

In-kind contributions: The use of resources of the 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.

Level of service: The determination and declaration of a service level (*exterior, interior, and full-service*) for a local government fire department is intended to assist in the development of a training program for their structure firefighters. The training program is expected to enable the department personnel that attends a fire scene will have the skills and abilities to safely and effectively deliver fire services of the declared service level.

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.

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

Volunteer fire department: A fire department that has a complete roster of volunteers (unpaid, honorarium, or paid on call) members that are available either on a scheduled rotation or on-call to provide the fire services of the department for the residents of a defined fire protection area.

Appendix 2: Funding Requirements for Equipment Required to Support Response to Structure Fire

Eligible costs and activities required to support response to structure fire are limited to Table 2 and must be cost-effective and in accordance with declared level of service.

For additional information regarding apparatus, the Underwriters' Laboratories of Canada Standard, ULC S515 should be referenced. This Standard may be purchased from the Underwriters' Laboratories of Canada.

Table 2: Eligible Costs and Activities for Equipment Required to Support Response to Structure Fire	
Category	Item
Minimum Equipment Carried by Water Tenders (Mobile Water Supply)	2.7 kg axe, either pick-head or flathead
	2 m or longer pike pole or plaster hook
	Portable hand lights
	Approved dry chemical portable fire extinguisher with a minimum 80-B:C rating
	9.5 L or larger water extinguisher
	SCBA complying with CSA Z94.4 "Selection, Use and Care of Respirators", but not less than two, mounted or stored in containers supplied by the SCBA manufacturer
	Spare SCBA cylinder for each SCBA carried, each mounted or stored in a specially designed storage space
	First aid kit (only if required in addition to requirements of the Occupational Health and Safety Regulation)
	Combination spanner wrenches
	Hydrant wrench
	Minimum of 60 m of 65 mm or larger fire hose
	Double female adapter for 65 mm or larger fire hose
	Double male adapter for 65 mm or larger fire hose
	Wheel chocks each designed to hold the firefighting apparatus when loaded to its maximum in-service weight, when on a 10% grade with the transmission in neutral and the parking brake released, shall be mounted in readily accessible locations
	If none of the pump intakes are valved, a hose appliance that is equipped with one or more gated intakes with female swivel connection(s) compatible with the supply hose used on one side and a swivel connection with pump intake threads on the other side shall be carried. Any intake connection 90 mm or larger shall include a pressure relief device
	Rubber mallet for use on suction hose connections shall be carried in a bracket fastened to the apparatus
	If the mobile water supply firefighting apparatus is equipped with a fire pump: Portable collapsible water tank of at least 5600 L capacity Portable pump with gasoline-driven engine

Category	Item
Mobile Water Supply Fire Fighting Apparatus equipped with Fire Pump <i>Along with the minimum equipment noted above, the following shall be added</i>	6.1 m of smooth-bore hard suction hose of size appropriate to the pump or 4.6 m of soft suction
	120 m of 38 mm, 45 mm, or 50 mm fire hose
	Combination spray nozzles, 360 L/min minimum
Additional Equipment Recommended for Mobile Water Supply	One traffic vest for each seating position, each vest to comply with ANSI/ISEA 207, Standard for High-Visibility Public Safety Vests, and have a five-point breakaway feature that includes two at the shoulders, two at the sides, and one at the front
	Five fluorescent orange traffic cones not less than 28 in. (711 mm) in height, each equipped with a 6 in. (152 mm) retroreflective white band no more than 4 in. (102 mm) from the top of the cone, and an additional 4 in. (102 mm) retroreflective white band 2 in. (51 mm) below the 6 in. (152 mm) band
	Five illuminated warning devices such as highway flares, unless the five fluorescent orange traffic cones have illuminating capabilities
	2 ½ in (65 mm) Hydrant gate valve
	Shovel pointed, long handle
	Hose straps
	38 m length of utility rope with a minimum breaking strength of 2268 kg
	Portable pump
	Low level strainer for use with portable tanks
	Toolbox with hammers, wrenches, screwdrivers, and other assorted tools
	Water transfer device to be used between portable tanks
Required Equipment for an Engine	2.7 kg pick-head axe, with unpainted wooden handle
	2.7 kg flathead axe, with unpainted wooden handle
	1.8 m pike pole or plaster hook
	2.4 m or longer pike pole
	Portable hand lights
	Approved dry chemical portable fire extinguisher with a minimum 80-B:C rating
	9.5 L or larger water extinguisher
	Self-contained breathing apparatus (SCBA) complying with CSA Z94.4 "Selection, Use and Care of Respirators", for each assigned seating position, but not less than four, mounted or stored in containers supplied by the SCBA manufacturer
	Spare SCBA cylinder for each SCBA carried, each mounted or stored in a specially designed storage space

	First aid kit (only if required in addition to requirements of the Occupational Health and Safety Regulation)
	Combination spanner wrenches
Category	Item
Required Equipment for an Engine - <i>continued</i>	Hydrant wrenches
	65 mm double female adapter
	65 mm double male adapter
	Rubber mallet, suitable for use on suction hose connections
	Salvage covers, 3.7 m X 4.3 m
	Wheel chocks each designed to hold the firefighting apparatus when loaded to its maximum in-service weight, when on a 10% grade with the transmission in neutral and the parking brake released, shall be mounted in readily accessible locations
	For supply hose not using sexless couplings: additional double female adapter and double male adapter required. Adapters sized to fit fire hoses 65 mm or larger and mounted in brackets fastened to the firefighting apparatus
	If none of the pump intakes are valved, a hose appliance that is equipped with one or more gated intakes with female swivel connection(s) compatible with the supply hose used on one side and a swivel connection with pump intake threads on the other side shall be carried. Any intake connection 90 mm or larger shall include a pressure relief device
	Straight ladder with roof hooks
	Extension ladder
	Attic ladder NOTE: Purchaser should specify a greater length such as 9 or 10 m as being more useful in most cases
	120 m of 38 mm, 45 mm, or 50 mm fire hose
	360 m of 65 mm or larger fire hose
	Combination spray nozzle, 750 L/min minimum
	Combination spray nozzle, 360 L/min
	Playpipe with shut off and 25 mm, 29 mm, and 32 mm tips
	Additional of either a combination spray nozzle, 750 L/min minimum or playpipe with shut off and 25 mm, 29 mm, and 32 mm tips
	Quick Connect deluge gun
Additional Equipment Recommended for Engines (According to level of service)	Crowbar, 1 m minimum
	Pair insulated bolt cutters with 11 mm minimum cut
	Halligan-type tool with brackets
	2 ½ in (65 mm) hydrant gate valve
	Reducing gated wye, to fit hose used
	Hose straps

	38 m length of utility rope with a minimum breaking strength of 2268 kg
	3000 W (minimum) portable generator
	500 W portable lights
Category	Item
Additional Equipment Recommended for Engines (According to level of service) - <i>continued</i>	Cord reels with a minimum 61 m cord on each, compatible with lights, and generator
	Toolbox with hammers, wrenches, screwdrivers, and other assorted tools
	Fire brooms
	Hose clamp
	Metal rakes
	Long handle, pointed shovel
	Scoop shovel
	Additional 38 mm hose and nozzles for rural service
	Additional self-contained breathing apparatus (SCBA) sufficient that each fire fighter fighting interior fires shall be equipped, along with one spare bottle per SCBA
	Saws (chain, electric, cordless, circular, reciprocating, etc.) in support of RIT
	Drills (power or cordless)
Incident Command Equipment	Radios
	ICS Command Boards
	Pocket multi-tool (i.e., Leatherman tool)
	Binoculars or similar
	Map books (primarily backroads or trails knowledge)
Training items <i>All live fire devices must be limited to Class B fuels to limit exposures to firefighters</i>	Digital Fire simulator
	Smoke generator
	Palmer dollhouse
	Manuals and workbooks (e.g., International Fire Service Training Association)
Additional items <i>The following expenditures are also eligible provided they relate directly to eligible activities</i>	Personal alert safety systems (Now included in SCBA)
	Decontamination washing machine and dryer
	Auto-inflating PFD (limited to use near a body of water where fire suppression on water is provided)
	Hydrant appliances
	Piercing nozzle kit
	Standpipe connections for interior operations
	PPV fan with strap
	Jet syphon for hard suction (for mobile water tender operations)

	Thermal Imaging camera
	Portable 4 gas monitor

Appendix 3: Funding Requirements for FireSmart Structure Protection Units

Eligible costs and activities for FireSmart Structure Protection Units are limited to Table 3 and must be cost-effective.

The purchase of equipment for FireSmart Structure Protection should be in support of the completion of a FireSmart Structural Protection Unit (SPU), a Structure Protection Community Assessment, and training of structural protection personnel.

Renovation and/or repair of SPUs and leasing of SPUs or equipment is not eligible for funding.

For more information on the trailer requirements and Structure Protection Community Assessments, please contact the Structure Protection Coordination Office at spco@gov.bc.ca

Table 3 provides specifications for eligible equipment and recommended quantities. Approved applicants can determine the amount and type of equipment to be purchased annually based on what is needed locally or regionally to enhance capacity.

Table 3: Eligible Costs and Activities for FireSmart Structure Protection Units			
Category	Item	Description	Recommended Quantity
Pump Tool Kit boxes	Each box contains all the items in the SPU Pump Toolbox Content list below.		6
Pumps	High Pressure Mark 3 / Watson and Wick 375	Either: 6 Mark 3's / Watson or Wicks or 5 Mark 3's / Watsons or Wicks and 1 BB 4	6
Suction Hoses	2" / 51mm Suction hose x 10' / 3.2m	With aluminum foot valve and strainer	7
Fuel Cans	Fuel Cans	25 Litre Jerry Cans	12
Fuel Lines	Fuel Lines	Single Can	8 single lines total; 1 in each pump box and 2 spares
Fuel Lines, extra	Extra Fuel lines	Dual fuel line for pumps	7
Berms	Portable Berms	4' x 4' for pump site containment	2
Hose, BCT = BC Thread (see hose specifications below)	2.5" / 64mm diameter Non-percolating	50' / 15.2m BCT couplings 300 psi, 2100 kPa to BCWS specifications	20
Hose, QC = Quick Couple (see hose specifications below)	1.5" / 38mm diameter percolating	100' / 30.5m QC 300 psi to BCWS specifications 2100 kPa	25
	1.5" / 38mm diameter percolating	50' / 15.2m QC 300 psi to BCWS specifications 2100 kPa	50

Category	Item	Description	Recommended Quantity
Hose, GHT = Garden Hose Thread (see hose specifications below)	Econo 5/8" / 16mm or 3/4" / 19mm diameter hose	50' / 15.2m with 3/4"/19mm GHT couplings 300 psi 2100 kPa	150
	Econo 5/8"/16mm or 3/4" diameter hose	25' / 7.62m or 30' / 9.1m with 3/4" 19mm GHT couplings 300 psi 2100 kPa	100
Nozzles	3/4" / 19mm GHT thread	Brass	5
Valves	1.5" / 38mm	3 way QC with shutoff	30
Sprinklers	Roof butterfly 1/2" / 13mm head	39.5' / 1m overall length aluminum pole with 3/4" / 19mm M x FGHT threads (4.3 USGPM / 19.5 LPM @ 50 psi / 345 kPa = 26' / 7.9m wetted radius)	30
	Washing Machine Hoses	5' or 6'	15
	End Caps	3/4" FGHT	15
	Impact Sprinkler	Large 1" / 25mm or 3/4" / 19mm, 1/2" / 13mm steel dual step spike, brass head, full circle impact 7/32" / 5.6mm nozzle, 7.8 USGPM / 35.5 LPM @ 50 psi / 345 kPa = 55' / 16.8m wetted radius), or 3/16" / 4.8mm nozzle, 5.8 USGPM / 26.4 LPM @ 50 psi / 345 kPa = 51' / 15.5m wetted radius	50 (up to 25 can be offset sprinklers if have 50% as step spike, also can substitute medium for large)
	Impact Sprinkler	Small 1/2" / 13mm, steel dual step spike, brass head, full circle impact 5/32" / 4mm nozzle, 4.3 USGPM / 9.5 LPM 50 psi / 345 kPa = 41' / 12.5 m wetted radius) or	50 up to 25 can be offset sprinklers if have 50% as step spike; can substitute medium sprinklers for small but smaller nozzles are required
	Impact Sprinkler (Cont'd)	7/64" / 2.8mm nozzle, 2.0 USGPM / 9.1 LPM @ 50 psi / 345 kPa = 36' / 11 m wetted radius	(see above)
	WASP Gutter Mount Sprinkler	Large, 5.0 USGPM @ 50 PSI Gutter Mount	25
	WASP Gutter Mount Bracket	Fascia/Fence Brackets	25
	Painter's Pole	Adjustable 12'	1

Category	Item	Description	Recommended Quantity
Water thieves	2.5" / 64mm M x F BAT thread x 1.5" / 38mm QC	Pyrolite	15
	1.5" / 38mm QC x 3/4" / 19mm male GHT with shutoff	Pyrolite or plastic	100
Adapters	Valves, couplers, wyes	2.5" / 64mm hydrant gate valve F x M BCT	2
		2.5" / 64mm BCT double female coupling	1
		2.5" / 64mm BCT double male coupling	1
		2.5" / 64mm BCT gated wye	1
		2.5" / 64mm BCT to 1.5" 38 mm QC	5
		Hydrant wrench	2
	Miscellaneous 3/4" / 19mm GHT (Econo)	3-way 3/4" / 19mm GHT individually gated	20
		3/4" / 19mm GHT double female adaptor	25
		1.5" / 38mm QC x 3/4" / 19mm GHT male reducers	5
		1.5" / 38mm QC x 3/4" / 19mm GHT female increasers	5
		3/4" / 19mm GHT Ball valve shutoffs	10
Portable Tank (Relay Tank)	Portable tank	2500 imperial gallon / 11,365 Litre	2
	Drain valve kit	3" / 76mm M to 2" / 64mm M drain valve assembly with shutoff	2
Ladders	Extension	24' / 7.3m Grade A	1
Lighting Kit	Generator	2,500 watts minimum	1
	Halogen or LED yard light	Double head with stand or similar	2
	Extension cord	50' / 15.2m 12 gauge	2
	Power bar	Exterior Rated	1

Category	Item	Description	Recommended Quantity
Fire Fighting tools	Shovel	Spade	1
	Pulaski		1
	McLeod Tool		1
	Axe	2.5 lb / 1.1kg 28" / 71cm handle	1
	Backpack pump	5 gal / 22L collapsible	1
Impact Tool Kit	Impact driver only	With case, charger, 2 batteries, bit set	2
Two Carpenters Tool Kits boxes: Each Tool Kit must contain these items in each box	Tool belt	4 pockets	1
	Claw hammer		1
	Pry bar	18" / 46cm	1
	Staple gun	(or hammer) with staples	1
	Pliers	Channel lock 10" / 25cm	1
	Screwdriver	Multi	1
	Wrench	Crescent 6" / 15cm	1
	Wrench	Crescent 10" / 25cm	1
	Wrench	Pipe 14" / 36cm	1
	Conduit clamps	50 – 3/8" / 9.5mm in bag 2 hole	4
	Pipe strapping	100 feet	1
	Tin snips	+/- 10" / 25cm	1
	Screws	100 – 1 3/4" / 44mm	4
	Screws	100 – 2 1/2" / 64mm	4
	Nails	50 – 2 1/2" / 64mm duplex	4
Poly	Rolls	2000 square foot 61m x 6 ml Heavy (roll is 20' x 100')	2
Sign boards	Chloroplast / Felt marking pens	2' / 61cm x 2' / 61cm blank	20
Tape	Flagging Tape Rolls	Red, orange, yellow, blue, green (2" including corresponding identification wording clearly legible "SPU" in black)	5 of each colour
	Teflon		2 rolls
	Duct		2 rolls
	Electrical		2 rolls
Rags	Rags	Box (1 kg)	2 boxes

Category	Item	Description	Recommended Quantity
Miscellaneous Tools	Rake	Leaf	1
	Broom	24" Push	1
	Cutters	Bolt 24" / 61cm or 36" / 91cm	1
	Saw	Carpenter hand	1
	Circular saw, wood	Electric - cordless	1
Trailer Misc.	Tie down straps	15" / 38cm bungee cords	5
		20" / 51cm bungee cords	5
		30" / 76cm bungee cords	5
		Cargo shelf strap 6' / 1.8m	5
		Ratchet (Pair)	1
Rope	Poly rope -3/8"/9.5mm	500' Roll	1
Safety items	Fire extinguisher	5 lb / 2.2 kg ABC	1
	First Aid Kit	First aid kit (only if required in addition to requirements of the Occupational Health and Safety Regulation)	1
	Cones	Safety marker 18" / 46cm	2
	PFDs	Personal Floatation Devices	2
Chainsaw Kit	Chainsaw	Min. 57 cc with 20" / 51cm bar	1
	Chainsaw gas can	5 L	1
	PPE	Chaps, regular with minimum 3600tcs	1
	Tool kit	Bar wrench, grease gun, spare spark plug, chain filing gauge	1
	Files	Chain & Raker	2
		Aluminum ball back check valve for discharge side of pump QC	1
SPU Tool Box		Spark plug, spare for pump	1
		Rewind rope, spare for pump	1
		Mesh wire screen to wrap	1

		foot valve	
		Water thief 1.5" / 38mm QC to 3/4" / 19mm GHT with shutoff	1
		3/4" / 19 brass nozzle	1
Category	Item	Description	Recommended Quantity
SPU Tool Box (Cont'd)		1.5" / 38mm QC 10' 3.2m high pressure (450 psi 3150 kPa) "pony" hose for tandem hookup or first length before back check valve	1
		1.5"/38mm QC nozzle, 4 in 1 multi-orifice (i.e., Hansen)	1
		Priming bucket, collapsible	1
		3-way valve with shutoff 1.5"/ 38mm QC	1
		Mini grease gun for pump	1
		Tool kit appropriate for pump	1
		Hose wrench for suction hose	1
		Tandem adaptor 2" / 51mm F NPSH x 1.5" QC to run 2 pumps in series	1
		1.5" / 38mm male adaptor NPSH x QC	1
		1.5" / 38mm female adaptor NPSH x QC	1
		Single fuel line for pump	1
		Gasket kit (spares for GHT fittings, pump, suction hose, discharge hoses)	1
Miscellaneous	Machete	24" / 60cm	1
	Wheelbarrow or cart	Contractor Grade	1

As of March 2023, the following hose specification requirements must be met:

- 15 ft econo hose will no longer be accepted and hose length must be 25 foot or 30 foot.

Hose description specifications – 1 ½"

Hose must meet the following specifications:

- FIREBREAK II, percolating hose, manufactured by Mercedes Textiles Limited, is the current BCWS hose standard.

- Hose must be 38mm in diameter, 100% synthetic, percolating forestry hose and must meet ULC – S519.1-14 “Standard for Synthetic Percolating Forestry Hose”.
- Hose must be in 30.5m lengths or 15.25m and coupled with two (2) forged, external-lug quarter turn couplings, complete with face washers and must meet ULC-S551-13 “Standard for Forged External-Lug, Quick Connect Couplings and Adapters for Forestry Fire Hose”. Couplings must have ULC Stamp.
- Hose must have a 27mm long expansion ring with back up and face washers for the couplings.
- Hose will have ULC stamp, hose type identification, the year of manufacture and batch number. The identifiers are to be placed immediately after the specification marking, approximately one meter from each end of the hose in addition to being placed at the center of the hose.

Hose description specifications – 2 ½”

Hose must meet the following specifications, and other manufactured hose will not be considered.

- Each hose end must have: aluminum coupling 2 ½” X 2 ¾” BAT, (Right/Left set) one end is the Female threaded coupling, and the other end is Male Threaded.
- FORESTGUARD II hose, manufactured by Mercedes Textiles Limited, is the current BCWS hose standard.

Specifications of this hose are:

- Hose must be 64mm in diameter, 100% synthetic, non-percolating forestry hose and must meet ULC – S518.1.
- Coupled with Two (2) extruded aluminum and hard coat anodized male & Female threaded couplings - 2 ½” X 2 ¾” BAT, (Right/Left set).

Appendix 4: 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 the 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 are required to be answered on the Application Worksheet:

1. Primary Applicant Name (First Nation, Local Government, or Fire Department).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).

3. Location of Proposed Activities. For the purpose of CEPF funding, fire halls must be a First Nation owned building or publicly owned building or owned by the primary applicant or a sub-applicant. Identify the ownership of the fire hall:
 - Fire hall is a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).
 - Fire hall is a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).
 - Fire hall is owned by the primary applicant or sub-applicant.
4. Requirement to be Volunteer or Composite Fire Department. For each eligible fire department that is included in this application:
 - a) Name of each fire department.
 - b) Membership (volunteer or composite) of each department, provide details as appropriate.
 - c) Declared level of service of each department (Exterior, Interior or Full Service).

Copies or extracts of the available evidence of declared level of service are required to be submitted with the application.

The BC Structure Firefighter Minimum Training Standards include the requirement for fire departments to declare their level of service. This applies to all local government, Treaty First Nation, and society-run fire departments. The training standards are not automatically applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications.
5. Operating Budget(s).
 - a) Please indicate the annual operating budgets of each fire department included in this application.
 - b) Describe the extent to which the annual operating budget enables each fire department to purchase essential equipment and/or obtain training.
6. Proposed Activities to Support Response to Structure Fire. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4, 5, and 6 of the *Program and Application Guide* for eligibility.
 - a) Purchase of essential equipment to support response to Structure Fire, including installation of and training for eligible equipment.
 - b) Training to support response to structure fires. Where possible, please list specific courses.

Note: training is for fire department members only and not community members.

Where applicable, the detailed budget is required to include a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire.
7. Proposed Activities to Support Response to Interface Fire. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4, 5, and 6 of the *Program and Application Guide* for eligibility.
 - a) Purchase of essential Interface Fire equipment, including installation of and training for eligible equipment.
 - b) Cross-training to support response to interface fires. Where possible, please list specific courses.

Note: training is for fire department members only and not community members.

Where applicable, the detailed budget is required to include a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire.

8. Resiliency. Describe how the proposed project will enable volunteer fire departments and composite fire departments to prepare for and respond to emergencies through training and the purchase of essential equipment.
9. Physical and Mental Well-Being. Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers.
10. Partnerships and Transferability. Describe the extent to which the proposed project will provide partnerships, transferability, or mutual aid to neighbouring jurisdictions.
11. Additional Information. Please share any other information you think may help support your submission.

Required Attachments

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

All applicants are required to submit:

- Evidence of declared service level will be required (e.g. bylaw, resolution).
- Detailed budget:
 - Indicating the proposed expenditures from CEPF in alignment with the proposed activities outlined in the Application Worksheet (including a clear separation of proposed activities and costs related to structure fire and activities and costs related to interface fire).
 - 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 [LGPS Budget and Financial Summary Tool](#).

First Nation, local government, or improvement district applicants must submit:

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from Band Manager, CAO, or CFO for applications that 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, and applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

Legally incorporated society-run fire department applicants must submit:

- Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management; and
- Current Certificate of Good Standing.

Regional project applicants are required to submit:

- 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.

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: Oct 20, 2025

FILE: 7380-06

SUBMITTED BY: Fire Chief

MEETING DATE: Oct 27, 2025

SUBJECT: 2026 UBCM Community Emergency Preparedness Fund - Emergency Operations Centre (EOC) & Training Stream

PURPOSE:

The purpose of this report is to seek Council support for an application to the current intake of the 2026 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:

Recommended Resolution:

THAT Council supports the District of Hope application to the 2026 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 communication equipment. The equipment will provide designated equipment to the EOC and support business continuity within the District of Hope.

B. Attachments:

2024 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:

Original Signed by Thomas Cameron
Fire Chief

Approved for submission to Council:

Original Signed by John Fortoloczky
Chief Administrative Officer

Community Emergency Preparedness Fund

Emergency Operations Centres Equipment and Training

2026 Program and Application Guide (updated October 2026)

Applications will be accepted September 1, 2025 to February 27, 2026 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 2025, the funding streams include:

- Emergency operations centres equipment and training
- Emergency support services equipment and training
- Foundations of disaster risk reduction
- Indigenous cultural safety and cultural humility training
- Public notification and evacuation route planning
- Volunteer and composite fire departments equipment and training

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.

In November 2023, the *Emergency and Disaster Management Act* came into force, replacing the *Emergency Program Act*. The new Act and regulations govern how to manage an emergency or disaster in British Columbia. Until they are repealed, regulations made under the former *Emergency Program Act* remain in force.

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 **EOCs** 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.

The Indigenous Engagement Requirements Funding Program provides funding for the implementation of the Indigenous Engagement Requirements within the *Emergency and Disaster Management Act*. For more information visit the Province of BC's [website](#) or contact: EMCR.IERFunding@gov.bc.ca.

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 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 first aid and to 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 **EOCs**, limited to:
 - o Section materials (Management, Operations, Planning, Logistics, Finance, and Administration)
 - o 72-hour supply of food and water
 - o Basic/Level 1 and/or Intermediate/Level 2 first aid kits
 - o Personal protective equipment limited to masks, respirators, eye protection, and gloves
 - o Basic furniture and appliances
 - o Storage containers for eligible supplies and equipment
- Purchase of essential supplies required to maintain or improve mobile **EOCs**, limited to:
 - o Basic/Level 1 and/or Intermediate/Level 2 first aid kits
 - o Personal protective equipment for mobile **EOC** personnel limited to masks, respirators, eye protection, gloves, and high visibility apparel
 - o Personal protective clothing for mobile **EOC** personnel limited to weather-proof clothing
 - o Vehicle emergency supply kit
 - o Mobile storage containers for eligible supplies and equipment
- Purchase and installation of essential on-site equipment required to maintain or improve **EOCs** 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, radios, and rapid damage assessment kits.
- 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 **EOCs**.

- Minor renovations in **EOCs** and/or mobile **EOCs** (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.

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

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

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
 - o Introduction to EOCs (e.g., EMRG-1300)
 - o EOC Essentials (e.g., EMRG-1320)
 - o EOC Operations (e.g., EMRG-1330)
 - o EOC Planning (e.g., EMRG-1331)
 - o EOC Logistics (e.g., EMRG-1332)
 - o EOC Finances (e.g., EMRG-1333)
 - o Information Officer (e.g., EMRG-1334)
 - o EOC Applied Training (e.g., EMRG-1350)
- Emergency Management Courses
 - o Intro to Emergency Management in Canada (e.g., EMRG-1100)
 - o HRVA (e.g., EMRG-1121)
 - o Planning for Community Disaster Recovery (e.g., EMRG-1132)
 - o Radio Communications Station Management (e.g., EMRG-1133)
 - o Psychosocial Resilience in Disasters (e.g., EMRG-1143)
 - o Community Evacuations (e.g., EMRG-1136)
 - o Introduction to Exercise Design (e.g., EMRG-1150)
 - o Introduction to Business Continuity Management (e.g., EMRG-1170)
 - o Incident Command Systems Levels 100-400
- Critical Incident Stress Management Courses
 - o Introduction to CISM (e.g., CISM 1000)
 - o CISM Stress Debriefing (e.g., CISM 1015)
 - o Building and Participating on a CISM Team (e.g., CISM 1040)
- Other training specific to the function of the **EOC**, including:
 - o Indigenous **Cultural Safety** and Cultural Humility Training, in alignment with the current [CEPF funding stream](#)
 - o First Nations principles of OCAP®
 - o Conflict Resolution
 - o Mental Health Resiliency
 - o Workplace Hazardous Materials Information System (WHMIS)
 - o Communications
- 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).

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.
- 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.
- Emergency preparedness marketing campaigns.
- Development or update of Emergency Management Plans and/or emergency response plans.
- Conferences.

3. Application Requirements and Process

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

The application deadline is February 27, 2026. 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:
 - o Indicating the proposed expenditures from CEPF and in alignment with the proposed activities outlined in the Application Worksheet.
 - o Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified.
 - o Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- For regional projects only:
 - o 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,
 - o 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.
- 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.

Updated October 2025 - 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 [LGPS Budget and Financial Summary Tool](#)).
- 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 [LGPS Budget and Financial Summary Tool](#)), 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.

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

When recognizing funding, please state that the Emergency Operations Centres Equipment and Training 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 on social media posts that are related to projects that are funded by programs that UBCM administers. Guidelines on using the BC logo, including downloadable files, are available [here](#).

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 [LGPS Budget and Financial Summary Tool](#).
- 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
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6. Additional Information

Union of BC Municipalities

Email: cepf@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions

Please refer to [CEPF Definitions](#) for defined terms used throughout the CEPF program and application materials.

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. 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.
4. 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) Purchase of essential equipment and supplies, including installation of and training for eligible equipment.
 - b) Training (where possible, list specific courses).
 - c) Exercises, including tabletop exercise and mock EOC activations.
 - d) Volunteer recruitment and retention activities.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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:
 - o Indicating the proposed expenditures from CEPF and in alignment with the proposed activities outlined in the Application Worksheet.
 - o Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
 - o Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- For regional projects only:
 - o 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,
 - o 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.



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: October 21, 2025

FILE: 1850-30

SUBMITTED BY: Mike Olson, Director of Finance

MEETING DATE: October 27, 2025

SUBJECT: Grants-In-Aid 2026

PURPOSE:

To provide Council with information on the annual Grants-in-Aid program and applications received for 2026. The District advertises annually for Grants-in-Aid applications. There were 12 applications received for 2026 as of the closing on October 15, 2025. The current Grant-in-Aid policy states that the maximum budget is \$10,000 each year through to 2029 for non-recurring Grants-In-Aid.

RECOMMENDATION:

THAT Council provides staff direction with the level of funding to be allocated to each of the current applicants for Grants-In-Aid 2026.

BACKGROUND INFORMATION:

The current policy was issued in 2006 and there have been four reviews in subsequent years. The annual allocation of \$10,000 is application based and awarded by Council upon their review on the merits of the proposals received.

In addition to policy 203-06, the annual budgeting process grants to Hope Crime Prevention, Hope Care Transit and Hope Arts in the amount of \$5,000 each. These are considered to be entities that provide services to the District which enhance the quality of life to residents and promote social and economic growth.

ANALYSIS:

The following are the applications received for 2026.

1. AdvantageHope

Request for: \$4,000

Purpose: To provide aid with a program that utilizes 12 pieces of artwork, representing significant locations with the region which will provide viewers of the artwork with the true names of their locations with the correct pronunciation of the Halq'eméylem language.

That, Council approves for the 2026 budget: \$_____

2. Auxiliary to Fraser Canyon Hospital and Fraser Lodge Society

Request for: \$10,000

Purpose: To assist with the purchase of additional equipment for the Fraser Canyon Hospital

That, Council approves for the 2026 budget: \$_____

3. Canyon Golden Agers Society

Request for: \$13,500

Purpose: To install new flooring in the basement of the Canyon Golden Agers building.

The grant request exceeds the overall amount available.

That, Council approves for the 2026 budget: \$_____

4. Hope Association for Community Living (Tillicum Centre)

Request for: \$5,000

Purpose: To assist with the purchase of six tablets (\$1,500), security upgrades (\$2,500) and clean up landscaping. (\$1,000)

That, Council approves for the 2026 budget: \$_____

5. Hope Community Choir

Request for: \$700

Purpose: For purchase of sheet music for the upcoming concert season.

That, Council approves for the 2026 budget: \$_____

6. Hope Community Services

Request for: \$30,000

Purpose: To aid with costs for the Holly Days Campaign which helps provide food support for those in need.

The project ask is more than the total expenses for the entire program.

That, Council approves for the 2026 budget: \$_____

7. Hope Mountain Centre for Outdoor Living

Request for: \$15,000

Purpose: The purpose is to pay for staff time to plan and deliver programs, other operating expenditures and guest speaker fees. The budget for the project on page six of the application is broken out over a five year period.

The grant request does not fit the criteria of seed grant, special project, or special capital project. As a result, grant approval for the total request is not recommended. However, there is \$5,000 of equipment of the budget that is applicable for this project as a capital project.

That, Council approves for the 2026 budget: \$_____

8. Kawkawa Camp and Retreat

Request for: \$10,000

Purpose: To aid with costs for the Youth Adventure Days camp which provides vulnerable youth with access to health promoting, community building activities at Camp Kawkawa. This program is in its second year and is in partnership with Hope RCMP, Cedar Strong Society and School District #78.

That, Council approves for the 2026 budget: \$_____

9. Mount Hope Senior Citizens Housing Society

Request for: \$2,500

Purpose: To aid with renovations of some rooms within the facility.

That, Council approves for the 2026 budget: \$_____

10. Northern Lights Wildlife Society

Request for: \$1,800

Purpose: The creation of seven different language brochures for non-English speaking new residents and tourists to Hope promoting awareness of bears.

That, Council approves for the 2026 budget: \$_____

11. Hope & District Arts Council

Request for: \$5,000

Purpose: To provide aid with a visual art and pottery classes.

For the Grant-in-Aid policy automatically grants \$5,000 to the organization automatically.

That, Council approves for the 2026 budget: \$_____

12. Hope Crime Prevention Society

Request for: \$13,000

Purpose: To aid with operating expenditures such as office expenses, vehicle insurance and maintenance, member insurance and security vests.

The grant request exceeds the overall amount available. Another consideration is that the grant request does not fit the criteria of seed grant, special project, or special capital project. As a result, grant approval for this request is not recommended.

That, Council approves for the 2026 budget: \$_____

Based on the criteria that:

- Seed grants can be funded up to a 50%
- Special projects can be funded up to a 100% of the project
- Special capital projects can be funded up to 25% of the project

The District of Hope has allocated the potential grant funding eligible for each project.

New Grant funding for the year

		Seed grant	Special project	Special capital project	Applicable grant
AdvantageHope	4,000		✓		4,000
Auxiliary to Fraser Canyon Hospital and Fraser Lodge Society	10,000			✓	2,500
Canyon Golden Agers	13,500			✓	3,375
Hope Association for Community Living	5,000			✓	1,250
Hope Community Choir	700		✓		700
Hope Community Services	30,000		✓		30,000
Hope Mountain Centre for Outdoor Learning	15,000			✓	1,250
Kawkawa Camp and Retreat	10,000		✓		10,000
Mount Hope Senior Citizens Housing Society	2,500		✓		2,500
Northern Lights Wildlife Society	1,800		✓		1,800
	92,500				57,375

Additional funds requested on top of initial Grant in Aid

		Seed grant	Special project	Special capital project	Applicable grant
Hope Crime Prevention	13,000				-
Hope & District Arts Council	5,000		✓		5,000
	18,000				5,000
Total grant funding request	110,500				62,375

Based on the allocation of applicable grant funding, the new Grant-in-Aid request is \$110,500. Based on our criteria for approving Grant-in-Aid funding requests, \$62,375 is eligible which exceeds our policy allocation of \$10,000 of new applications.

Relevant History, Summary, and Recommendation

Attached is summary of the current applications and a history of applications granted in prior budget years.

The total value of the 2026 applications exceeds the value of the overall grant allocation for the budget.

Prepared by:

Approved for submission to Council:

Original Signed by Mike Olson

Mike Olson, CPA, CA
Director of Finance

Original Signed by John Fortoloczky

Chief Administrative Officer

District of Hope
Grants-in-Aid Five Year History

	2026	2025	2024	2023	2022	5 year Total
AdvatageHope	4,000					4,000
Auxiliary to Fraser Canyon Hospital and Fraser Lodge Society	10,000					
Canyon Golden Agers	13,500					13,500
Fraser Canyon Hospice Society			5,000	5,000		10,000
Fraser Inclusive & Supportive Housing						-
Fraternal Order of Eagles					2,000	2,000
Hope Art Crawl			2,400			2,400
Hope Assoc. Community Living	5,000					5,000
Hope Community Choir	700	600	600	500	500	2,900
Hope Community Services	30,000					30,000
Hope Curling Club					3,250	3,250
Hope Mountain Centre for Outdoor Learning	15,000				2,250	17,250
Hope Running Club		2,000				2,000
Kawkawa Camp and Retreat	10,000					10,000
Mount Hope Senior Citizens Housing Society	2,500	2,000	2,000	2,000	2,000	10,500
Northern Lights Wildlife Society	1,800					1,800
Total Application Based	92,500	4,600	10,000	7,500	10,000	114,600
						-
Hope Crime Prevention	18,000	5,000	5,000	5,000	5,000	38,000 ¹
Hope Care Transit	5,000	5,000	5,000	5,000	5,000	25,000
Hope & District Arts Council	10,000	5,000	5,000	5,000	5,000	30,000 ²
Total reoccurring grants	33,000	15,000	15,000	15,000	15,000	93,000
Total Grants-In-Aid	125,500	19,600	25,000	22,500	25,000	207,600

¹ Hope Crime Prevention Society automatically has a \$5,000 grant approved. For the 2026 year end, the organization has applied for a further grant of \$13,000

² Hope & District Arts Council automatically has a \$5,000 grant approved. For the 2026 year end, the organization has applied for a further grant of \$5,000

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: October 22, 2025

FILE: 1950-20

SUBMITTED BY: Mike Olson, Director of Finance

MEETING DATE: October 27, 2025

SUBJECT: Upcoming changes to gathering and transmission pipeline valuation for 2026

PURPOSE:

To receive for information the upcoming changes to the gathering and transmission pipeline valuation for 2026.

RECOMMENDATION:

THAT the report dated October 22, 2025, from the Director of Finance regarding the BC Assessment upcoming changes to gathering and transmission pipeline valuation for 2026 be received for information.

ANALYSIS:

In September 2025, the District of Hope received notification that there would be a substantial reduction of the assessed property value of the transmission pipeline property values for the upcoming 2026 year. The pipeline properties within the District have had an overall projected reduction of 28% compared to their 2025 assessed value. The reduction of the pipeline properties will have an impact of a reduction of approximately \$640,000 in property tax revenue for these properties due to the valuation reduction.

An increase in property tax to capture this impact would be approximately 5.9% for the lost revenue. For the Class 2 Utilities properties, the District of Hope taxes this at the maximum rate allowed for the Class 2.

Within the Government Finance Officers Association (GFOABC) community, there was a breakdown of the impact. Several communities property valuation for pipeline properties have had large reductions wings, save for one are all reductions.

- District of Kent – 26% reduction
- District of Houston – 25% reduction
- RD of Fraser Fort George – 20% reduction
- District of Chetwynd – 23% reduction
- City of Rossland – 7% reduction
- City of Kamloops – 21% reduction (\$600,000)
- Thompson Nicola RD – 25% reduction (\$340,000)
- Village of Burns Lake – 25% increase

The concern for the District is that this large adjustment occurred with only three and a half months to recapture lost revenue from this valuation. Coupled with this, is the fact that BC Assessment has recently disclosed that there will be further valuation adjustments amongst the utility class. However, their expectation is that there will not be as significant an impact in future years.

Current BC Assessment strategy

The Regulated Rates and Regulation are reviewed and updated by legislative counsel in November. In late November the Regulated Rates get approved by Cabinet. Finally, in late November or early December BC Assessments Board of Directors will sign off final approval.

All concerns are relayed to the Ministry of Finance. At present, BC Assessment is working towards implementation of the new model unless directed to otherwise by the Ministry or our Board.

Approach

We have reached out to BC Assessment for clarification of any further steps. The Ministry of Finance is noting all concerns regarding this. Municipalities within the region are coordinating and contacting the Ministry of Finance directly amongst Finance officers. The District of Kent and the District of Hope have addressed these issues with our local MLA, Tony Luck.

The current 10 year financial plan has addressed this issue by incorporating the potential changes to the valuation of the utilities class.

ATTACHMENTS:

- Email dated September 17, 2025 from BC Assessment re: District of Hope - Upcoming Changes to Gathering and Transmission Pipeline Valuation – 2026 Assessment Roll

Prepared by:

Approved for submission to Council:

Original Signed by Mike Olson
Director of Finance

Original Signed by John Fortoloczky
Chief Administrative Officer

District of Hope - Upcoming Changes to Gathering and Transmission Pipeline Valuation – 2026 Assessment Roll

From Customer Connections <connect@bcassessment.ca>

Date Wed 2025-09-17 1:33 PM

To Mike Olson <molson@hope.ca>

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)

To Whom It May Concern,

Re: Upcoming Changes to Gathering and Transmission Pipeline Valuation – 2026 Assessment Roll

This email is to inform you of upcoming changes to the valuation of gathering and transmission pipelines for the 2026 Assessment Roll. Although annual updates to the Regulated Rates and Legislated Manuals are prepared and presented to the BC Assessment Board of Directors in September each year a comprehensive review has not been completed since the last Railway and Pipeline Corporations Valuation Regulation (B.C.Reg 203/86) in 1986.

Since 2016 BC Assessment has been actively working with the pipeline industry to undertake a comprehensive review and redevelopment of the cost model used for these valuations. This review involved a complete re-evaluation of all components of the cost model, including:

- Collection and analysis of actual pipeline construction costs,
- Development of "average current costs,"
- Review of depreciation methods in accordance with Section 21 of the Assessment Act (including both physical and functional depreciation).

Due to the age and limitations of the existing model, this project involved developing an entirely new cost model from the ground up.

Construction cost data from recent projects and hypothetical builds were provided by industry and compared with the Marshall & Swift (M&S) cost manual. The results were aligned, and both BC Assessment and industry partners agreed to the use of M&S. As an internationally recognized valuation service, M&S provides comprehensive cost data that is updated annually, using this costing improves roll stability over time.

BC Assessment is committed to providing advanced notice to our Municipal and Regional District partners of changes that may impact assessed values prior to the upcoming assessment roll.

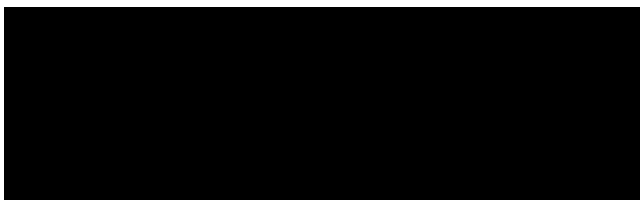
The following table outlines the proposed 2026 valuation changes for pipeline values in Property Class 02 – Utilities within District of Hope:

JUR	PROPERTY CLASS	2025 ASSESSED VALUE	2026 PROPOSED ASSESSED VALUE	% Change
432	2 - Utilities	\$56,557,415	\$40,620,045	-28%

Note: These proposed 2026 assessed values are subject to change as BC Assessment finalizes the 2026 Assessment Roll.

Please feel free to contact me should you have any questions on the above information.

Sincerely,



Christopher Whyte BA AACI P.App

Manager Specialized Cost Properties

christopher.whyte@bcassessment.ca

1-866-valueBC (825-8322) extension 06242



bcassessment.ca

Located on the traditional territories of the K'omoks Nation of Coast Salish People

Office of the Mayor

October 27, 2025

Shawna Dwyer
Visitor Centre Manager, AdvantageHOPE
PO Box 370
Hope, BC V0X 1L0

Michael Woods
Past President, Fraser Valley Mountain Bikers Association
PO Box 603, Abbotsford Station A
Abbotsford, BC V2T 6Z8

Dear Shawna and Mike:

Re: Letter of Support for REDIP Funding Application for Phase II of Hope Mountain Trail Master Plan

On behalf of the District of Hope, I would like to express our support for AdvantageHOPE and Fraser Valley Mountain Bikers Association (FVMBA) in their application to the Rural Economic Diversification and Infrastructure Program (REDIP) for Phase II construction of mountain biking and hiking trails proposed for Hope Mountain.

The FVMBA continues to consistently demonstrate their excellence in trail building, maintenance and management since its establishment in 2004. In partnering with AdvantageHOPE, these two organizations worked successfully with First Journey Trails to develop a comprehensive trail master plan and build Phase I, which included the signature black diamond shuttle trail, First Blood.

To celebrate this incredible achievement, AdvantageHOPE planned and executed a special First Blood Grand Opening weekend celebration that introduced Hope as the newest, world-class mountain biking destination. Hundreds of riders from as far away as Europe, as well as the USA, across Canada and other parts of BC came to the celebration and rode this incredible trail. The economic boon to the town was wide-spread, with local service-based businesses seeing record sales and accommodations so booked up that a temporary campsite was arranged. The trail has seen so much activity since the grand opening weekend, that a new business has launched, shuttling riders to the trail entrance. The feedback and support from the mountain biking community has been phenomenal, and the common theme is "we want more trails!"

As Hope continues its transition from a resource-based economy to a service-based economy, AdvantageHOPE is laser-focused on growing the region's tourism and economy, and further development of this trail network will play a crucial role in this growth. Trails offer a sustainable and economical means for rural areas to diversify

economies and provide numerous and lasting health benefits to users through physical activity, time spent outdoors and socialization.

The District of Hope wholeheartedly supports AdvantageHOPE and FVMBA's REDIP application for Phase II of the Hope Mountain Trail Master Plan.

Sincerely,

Victor Smith
Mayor

cc: District of Hope Council

DRAFT

Office of the Mayor

October 27, 2025

Hope RCMP
690 Old Hope Princeton Way
Hope, BC V0X 1L4

To Whom it May Concern:

RE: Application to the Community Safety and Targeted Enforcement Program

On behalf of the Council of the District of Hope, please accept this letter of support for the Hope RCMP's application to the Community Safety and Targeted Enforcement Program. Our understanding is that this funding will enable the detachment to continue Project CREVO, an RCMP initiative to improve public safety by increasing police visibility, targeted enforcement, and proactive community outreach.

Since its launch, Project CREVO has brought together Hope RCMP and community partners, including District of Hope Bylaw Enforcement, to increase visibility and engagement through regular patrols in the downtown core. This has helped to deter disruptive behaviours, foster inviting areas for residents and visitors, and build relationships with local businesses and members of the community. The District has noted the positive impacts of proactive outreach efforts that help to address the concerns of residents and connect people in need with community supports.

Therefore, on behalf of the District of Hope, I ask that you support the Hope RCMP's application to the Community Safety and Targeted Enforcement Program. Continued funding will allow the Hope RCMP to build on the early success of Project CREVO, ensuring our community remains a safe and welcoming place for all.

Sincerely,

Victor Smith
Mayor

cc: District of Hope Council

REPORT DATE: October 22, 2025

FILE: 1820-01

SUBMITTED BY: Mike Olson, Director of Finance

MEETING DATE: October 27, 2025

SUBJECT: Fees and Charges Amendment Bylaw

PURPOSE:

The purpose of this report is to provide a review of the utility fees and administration fees for 2026 and amend the fees in the attached schedules Schedule I – Water User Fees, Schedule K – Sewer User Fees, and Schedule L – Solid Waste Collection and Disposal Fees as recommended.

RECOMMENDATION:

Recommended Resolution:

THAT *Fees and Charges Amendment Bylaw No. 1612, 2025* be read a first, second and third time this 27th day of October 2025.

ANALYSIS:

The intention of this bylaw is to provide updates to the fees and charges bylaw. The District of Hope has created the process where the utility fees and charges will be updated on an annual basis. The purpose of these fees and charges is for these utilities to be self-sustaining.

For comparative purposes, the cost for these three utilities for residents for the coming period is projected to be:

Residential impact

	2026	2025	Difference	% Change
Water	357.48	332.52	24.96	7.5%
Sewer	414.96	403.68	11.28	2.8%
Solid Waste	408.00	396.00	12.00	3.0%
	1,180.44	1,132.20	48.24	4.3%

The overall increase per month is \$4.02 per residential unit.

On an overall basis, the annual increase on a percentage basis is 4.3%. When comparing the increase over a five-year period, the annual percentage increase is:

Residential impact annual percentage change

	2022	2023	2024	2025	2026	Total	Inflationary increase
Water	0.0%	8.0%	0.0%	17.0%	7.5%	35.8%	20.0%
Sewer	0.0%	41.4%	40.5%	17.0%	2.8%	139.1%	20.0%
Solid Waste	0.0%	15.5%	0.0%	6.5%	3.0%	26.7%	20.0%

The increase of user fees for utilities has outstripped inflationary increases. However, water and sewer fees had a substantial increase in 2023 because there was no change in user fees since 2013, and this required a catch up to the overall increased costs in providing these services. Over the past four years, the sewer fees have been impacted substantially by the Pollution Control Center maintenance and capital requirements. Inflation during this five year period was 20.0%, but as in prior years fees and charges amendments have noted, costs for these utilities have outstripped inflationary increases for the same period.

Water Fees

The overall budget for the coming year for operating expenditures is consistent in comparison to the previous year with inflationary increases as the main adjustment to expenses. There is a budget of \$145,000 of capital expenditures which are related to equipment for the water system which will utilize user fees for the upcoming year.

Sewer User Fees

The increase in sewer fees is mainly due to the increasing costs for maintenance that relate mainly to the Pollution Control Center continuing to be higher than previous years. The costs for the Pollution Control Center are broken down between capital improvements and providing maintenance to the existing infrastructure. In the current year, the expenses are mitigated by grant funding which has kept the increases lower than prior years.

Solid Waste Collection and Disposal Fees

Solid waste fees are consistent with the costs provided by our contractor and are projected to the budgeted costs. For the upcoming year, the solid waste fees for residents are projected to increase by \$1 per month.

ATTACHMENTS:

Fees and Charges Amendment Bylaw No. 1612, 2025

Schedule I – Water User Fees

Schedule K – Sewer User Fees

Schedule L – Solid Waste Collection and Disposal Fees

Prepared by:

Approved for submission to Council:

Original Signed by Mike Olson

Director of Finance

Original Signed by John Fortoloczky

Chief Administrative Officer

BYLAW NO. 1612

A bylaw to amend Fees and Charges Bylaw No. 1363, 2015

WHEREAS the Council of the District of Hope has determined to amend "*Fees and Charges Bylaw No. 1363, 2015*"; by amending the fees and charges for Water User Fees, Sewer User Fees and Solid Waste Collection and Disposal 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. 1612, 2025***".

ENACTMENT

2. 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. 1612, 2025*".
3. 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. 1612, 2025*".
4. 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. 1612, 2025*".

Read a first, second, and third time this XX day of XXXXX, XXXX.

Adopted this XX day of XXXXX, XXXX.

Mayor

Director of Corporate Services

Fees and Charges Amendment Bylaw No. 1612, 2025
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	Effective January 1, 2026
a) Residential dwelling units	\$27.71	29.79
b) General retail stores and offices	\$27.71	29.79
c) Fraternal halls, churches, church halls	\$27.71	29.79
d) Licenced premises, cinema, cafes and restaurants	\$35.10	37.74
e) Schools, per classroom	\$35.10	37.74
f) Beauty shop, barber, nursery, bakery	\$35.10	37.74
g) Stores and businesses with living quarters	\$55.42	59.59
h) Community art & recreation facilities and halls	\$46.18	49.65
i) Curling rink	\$46.18	49.65
j) Arena	\$156.94	168.75
k) Campgrounds, per site	\$0.92	0.99
l) Other uses where metering is required	\$27.71	29.79
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)	\$83.13	89.38
b) In excess of 1,101 cubic meters (m ³)	\$0.35/m³	\$0.36/m³

Fees and Charges Amendment Bylaw No. 1612, 2025
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	Effective January 1, 2026
(a) Residential dwelling unit	33.64	34.58
(b) General retail stores and offices	35.72	36.72
(c) Fraternal halls, churches, church halls	33.64	34.58
(d) Licenced premises, cinema, cafes and restaurants	35.72	36.72
(e) Schools, per classroom	35.72	36.72
(f) Beauty shop, barber, nursery, bakery	48.28	49.63
(g) Stores and businesses with living quarters	69.35	71.29
(h) Community art & recreation facilities and halls	35.72	36.72
(i) Curling rink	59.81	61.48
(j) Arena	119.62	122.96
(k) Campgrounds, per site	3.21	3.30
(l) Church camp, including principle residence (private water system)	144.73	148.77
(m) Other uses where metering is required	35.72	36.72
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)	87.99	90.45
(b) In excess of 1,101 cubic meters (m ³)	0.65	0.67

Fees and Charges Amendment Bylaw No. 1612, 2025
SCHEDULE 'L' – Solid Waste Collection and Disposal Fees

Residential Solid Waste										Effective January 1, 2026		
Collection of each container of garbage, recycling, organics/green waste, and glass – per dwelling unit					\$396.00 per dwelling unit/year					\$408.00 per dwelling unit/year		
Additional Collection Cart – any stream (includes collection)					\$16.50/cart/month					\$16.80/cart/month		
Additional Glass Receptacle (includes collection)					\$3.25/month							
Service level change					\$36.00/per occurrence					\$38.00/per occurrence		
Bear Latch Replacement					\$60.00/latch							
Commercial Solid Waste												
Collection of each cart of garbage, recycling, organics/green waste					\$28/cart/month					\$29.00/cart/month		
Commercial Bag Service • Extra bag charge • Recycling - 5 standard blue bags or clear bags.					\$56.00 per month					\$58.00 per month		
					\$3.50 per bag					\$3.55 per bag		
					No Charge							
Garbage: Garbage Bins: Commercial, Industrial, Multi-Tenant Customers												
			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	
Effective January 1, 2026												
\$56	\$57	2	\$79	\$81	\$95	\$97	\$142	\$146	\$290	\$297	\$433	\$444
\$68	\$70	3	\$90	\$92	\$121	\$124	\$200	\$205	\$401	\$411	\$601	\$616
\$79	\$81	4	\$100	\$103	\$142	\$146	\$248	\$254	\$496	\$508	\$744	\$763
\$100	\$103	6	\$116	\$119	\$200	\$205	\$359	\$368	\$723	\$741	\$1,076	\$1,103
\$127	\$130	8	\$158	\$162	\$237	\$243	\$443	\$454	\$886	\$908	\$1,329	\$1,362

Fees and Charges Amendment Bylaw No. 1612, 2025
SCHEDULE 'L' – Solid Waste Collection and Disposal Fees (continued)

			FEES			Effective January 1, 2026						
6 Yd Garbage Compact Bin			\$264.00 per tip			\$268.00 per tip						
Note: Short Term 4 Yard Delivery \$79 Dump \$111 Removal \$79						Delivery \$81 Dump \$113 Removal \$81						
Short Term 6 Yard Delivery \$79 Dump \$137 Removal \$79						Delivery \$81 Dump \$140 Removal \$81						
27 yard self contained roll off compactor Haul \$211 Disposal \$153						Haul \$214 Disposal \$156						
* for all yard bins - maximum weight per bin is 75 kg per yard, per lift. Excess weight shall be charged at a rate of \$153 per MT (or 0.153 per KG) The service provider may meet with the commercial customer to increase service level or change container size, to mitigate future charges.						\$157 per MR (or .157 per kg).						
Recycle Bins: Commercial, Industrial, Multi-Tenant Customers												
			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					
Effective January 1, 2026												
\$56	\$57	2	\$68	\$70	\$90	\$92	\$132	\$135	\$269	\$276	\$401	\$411
\$68	\$70	3	\$79	\$81	\$106	\$109	\$158	\$162	\$317	\$325	\$475	\$487
\$79	\$81	4	\$90	\$92	\$121	\$124	\$179	\$183	\$359	\$368	\$538	\$551
\$90	\$92	6	\$106	\$109	\$158	\$162	\$248	\$254	\$496	\$508	\$744	\$763
\$100	\$103	8	\$132	\$135	\$200	\$205	\$317	\$325	\$622	\$638	\$939	\$962
Note: Any container contaminated will be dumped as garbage and charged as a garbage extra as per list												

Fees and Charges Amendment Bylaw No. 1612, 2025
SCHEDULE 'L' – Solid Waste Collection and Disposal Fees (continued)

Additional Charges (Garbage & Recycle)	FEES	Effective January 1, 2026
Initial delivery of each front load	\$39.00	\$40.00
1 time delivery of each front load	\$39.00	\$40.00
Removal of each front load	\$39.00	\$40.00
Supply of lock	\$27.00	\$29.00
** for specialty bins (e.g. lock bars, etc.) additional one time charges will apply - lockbars including exchange of bins is \$260 + the cost of the lock. Lockbars only available for 3 and 4 yard bins.		
Roll Off's (includes delivery/removal/return/disposal)	FEES	Effective January 1, 2026
Flat Roll Off – 12 Yd	\$506.00	\$514.00
Flat Roll Off – 20 Yd	\$617.00	\$626.00
Flat Roll Off – 30 Yd	\$728.00	\$741.00
Flat Roll Off – 40 Yd	\$844.00	\$859.00
Rental monthly per container	\$280.00	\$285.00
* Maximum weight per container is as follows: 12 yard - max tonnage is 1 MT; 20 yard is 3MT; 30 yard is 3MT; 40 yard is 4MT. Any tonnage in excess of the noted maximums would be charged at \$153 per MT. This does not include compactor rates.		\$157 per MT (or .157 per kg).
Transfer Station – Self Haul:	FEES	
Minimum Fee for all Waste Categories	\$10.00	
Sorted Refuse	\$115.00/1,000 Kg	
Unsorted Refuse	\$175.00/1,000 Kg	
Green Waste (trees, stumps, branches & brush only) Not Bagged	\$75.00/1,000 Kg	
Clean Construction Wood Waste	\$100.00/1,000 Kg	
Drywall (with paperwork)	\$145.00/1,000 Kg	
Tires (No Rims) maximum 20 inch	\$20.00/tire	
Mattresses, Box Springs	\$20.00 each	
Commercial Refuse Roll-off Containers	\$175.00/1,000kg	

1. News Release dated October 9, 2025 from Ministry of Attorney General re: Stronger tools coming to protect people from credit fraud.
2. News Release dated October 9, 2025 from Ministry of Housing and Municipal Affairs re: New meeting rules will strengthen Indigenous, local government relations.
3. Information Bulletin dated October 9, 2025 from Ministry of Housing and Municipal Affairs re: Introduction of housing and municipal affairs statutes amendment act, 2025.
4. Information Bulletin dated October 9, 2025 from Ministry of Transportation and Transit re: Introduction of miscellaneous statutes amendment act (No. 2), 2025.
5. Information Bulletin dated October 9, 2025 from Ministry of Children and Family Development re: Safety planning updated to better support children, families.
6. Information Bulletin dated October 9, 2025 from Ministry of Public Safety and Solicitor General BC Coroners Service re: BC Coroners Service shares unregulated drug-toxicity data for July, August.
7. News Release dated October 10, 2025 from Ministry of Attorney General re: New sheriffs ready to serve B.C. communities.
8. News Release dated October 10, 2025 from Ministry of Public Safety and Solicitor General re: New spaces created to train more police officers, enhancing public safety.
9. News Release dated October 14, 2025 from Ministry of Agriculture and Food re: New plant, animal health centre will safeguard people, farms.
10. News Release dated October 15, 2025 from Ministry of Social Development and Poverty Reduction re: Helping B.C. youth build skills for good jobs.
11. News Release dated October 15, 2025 from Ministry of Public Safety and Solicitor General BC Coroners Service re: Report identifies ways to prevent suicide deaths of youth, young adults.
12. Information Bulletin dated October 16, 2025 from Ministry of Social Development and Poverty Reduction re: People in B.C. can count on getting income assistance during strike action.
13. Information Bulletin dated October 17, 2025 from Ministry of Social Development and Poverty Reduction re: New team members work on accessibility for people in B.C.
14. News Release dated October 17, 2025 from Ministry of Education and Child Care Employment and Social Development Canada re: Families throughout B.C. will benefit from more than 900 new child care spaces.
15. News Release dated October 20, 2025 from Ministry of Energy and Climate Solutions BC Hydro re: New legislation powers economy with clean energy, North Coast Transmission Line.
16. News Release dated October 20, 2025 from Ministry of Labour re: Job-protected medical leave lets workers return to work after serious illness.
17. News Release dated October 21, 2025 from Ministry of Agriculture and Food re: Funding will help growers adapt to climate change with orchard, vineyard renewal.
18. News Release dated October 22, 2025 from Ministry of Housing and Municipal Affairs re: Stronger services will support growing northern communities.

19. Public Service Announcement dated October 17, 2025 from Fraser Health Public Health re:
Reminder to purchase food exclusively from approved food service establishments.