



REGULAR MEETING OF COUNCIL AGENDA

Monday, May 12, 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

2. OATH OF OFFICE

Councillor-Elect Bonny Graham to take the Oath of Office.

3. RECESS TO PUBLIC HEARING

4. RETURN TO REGULAR MEETING

Mayor to reconvene the Regular Council Meeting.

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.

5. APPROVAL OF AGENDA

Recommended Resolution:

THAT the May 12, 2025, Regular Council Meeting Agenda be adopted, as presented.

6. ADOPTION OF MINUTES

(a) Regular Council Meeting

(1)

Recommended Resolution:

THAT the Minutes of the Regular Council Meeting held April 28, 2025, be adopted, as presented.

(b) Special Regular Council Meeting

(4)

Recommended Resolution:

THAT the Minutes of the Special Regular Council Meeting held May 1, 2025, be adopted, as presented.

7. DELEGATIONS

(a) KPMG

Sean Reid, representative from KPMG, will be in attendance to present the Audit Findings Report for the year ended December 31, 2024.

8. STAFF REPORTS

(a) Report dated May 6, 2025 from the Director of Finance Re: 2024 Audited Consolidated Financial Statements

(5)

Recommended Resolution:

THAT the 2024 Consolidated Financial Statements of the District of Hope be approved; and

FURTHER THAT the Independent Auditor's Report be received; and

FURTHER THAT the Independent Auditor's Report be attached to the Consolidated Financial Statements of the District of Hope.

(b) Report dated May 7, 2025 from the Director of Operations Re: Pollution Control Center (PCC) Upgrades

(6)

Recommended Resolution:

THAT Council authorize an additional \$75,000 from the Growing Communities Fund for the advancement of planning a permanent outfall at the Pollution Control Center;

AND THAT Council authorize \$185,000 from the Growing Communities Fund for the supply and installation of a standby generator at the Pollution Control Center and endorse acceptance of the Anser Power Systems proposal;

AND FURTHER THAT Council endorse submission of an Expression of Interest to the Disaster Resilience and Innovation Funding Program to support design of the Pollution Control Center Permanent Outfall Project.

9. COMMITTEE REPORTS

There are no Committee Reports.

10. MAYOR AND COUNCIL REPORTS

(a) Letter of Support for Westcoast Energy Inc. Re: Sunrise Expansion Program

(45)

Recommended Resolution:

THAT Council issue a Letter of Support to the Canada Energy Regulator regarding Westcoast Energy Inc. and their proposed Sunrise Expansion Program.

11. PERMITS AND BYLAWS

- (a) **Report dated May 7, 2025 from the Planner II** (47)
Re: Redesignate and Rezone 19623 Silver Skagit Road

Recommended Resolution #1:

THAT *District of Hope Official Community Plan Amendment Bylaw No. 1598, 2025* be given third reading to change the Official Community Plan land use designation from Country Residential to Light/Service Industry for the portion of the property west of Silver Skagit Road at 19623 Silver Skagit Road.

Recommended Resolution #2:

THAT *District of Hope Zoning Amendment Bylaw No. 1599, 2025* be given third reading to change the zoning from Country Residential (CR-1) to Light/Service Industrial (I-2) for the portion of the property west of Silver Skagit Road at 19623 Silver Skagit Road.

- (b) **Report dated April 30, 2025 from the Planner II** (58)
Re: Development Variance Permit Application at 19422 Silver Skagit Road

Recommended Resolution:

THAT Council direct staff to proceed with notification for a Development Variance Permit for the following *Zoning Bylaw* variances for 19422 Silver Skagit Road:

- Part 9.4.5 (setbacks) to reduce the minimum north interior lot line setback for an addition to a one family residence from 5 m to 2.1 m.

12. FOR INFORMATION CORRESPONDENCE

- (a) **For Information Correspondence** (62)

Recommended Resolution:

THAT the For Information Correspondence List dated May 12, 2025, be received.

13. OTHER PERTINENT BUSINESS

14. QUESTION PERIOD

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

15. NOTICE OF NEXT REGULAR MEETING

Monday, May 26, 2025 at 7:00 p.m.

16. RECESS TO COMMITTEE OF THE WHOLE MEETING

17. RETURN TO REGULAR MEETING

Mayor to reconvene the Regular Council Meeting.

18. RECESS TO IN-CAMERA MEETINGRecommended Resolution:

THAT the meeting be closed to the public to consider matters pursuant to Section 90(1)(j) [information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*] of the *Community Charter* and adopting closed meeting minutes.

19. RETURN TO REGULAR MEETING

Mayor to reconvene the Regular Council Meeting.

20. ADJOURN REGULAR COUNCIL MEETING

**MINUTES OF THE REGULAR
COUNCIL MEETING**

Monday, April 28, 2025
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

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

Council Members Absent: Mayor Victor Smith

Staff Present: Kevin Dicken, Deputy CAO/Director of Operations
Donna Bellingham, Director of Corporate Services
Mike Olson, Director of Finance

Others Present: 1 member of the Public

1. CALL TO ORDER

Acting Mayor Skoglund 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 April 28, 2025, Regular Council Meeting Agenda be adopted, as presented.
CARRIED.

3. ADOPTION OF MINUTES

(a) Regular Council Meeting

Moved / Seconded

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

4. DELEGATIONS

There were no Delegations.

5. STAFF REPORTS

There were no Staff Reports.

6. COMMITTEE REPORTS

There were no Committee Reports.

7. MAYOR AND COUNCIL REPORTS

Acting Mayor Skoglund Reported:

- She congratulated Councillor-Elect Bonny Graham and thanked the other candidates who ran in the District's 2025 By-Election.
- She noted that 20 participants took part in the Kal Tire Women's Night, where they went over basic vehicle maintenance. She added that there was good feedback, and that they are looking at hosting another night in September.
- She noted that the Hope and District Arts Council posed questions regarding funding and will be looking to delegate to Council to make a request.
- She noted that Kal Tire collected 213 tires during Earth Day.

Councillor Smith Reported:

- He noted that his business collected 1.5 tons of scrap and 12 pails of batteries during Earth Day.
- He congratulated Councillor-Elect Bonny Graham and thanked the other candidates who ran in the District's 2025 By-Election.

Councillor Stewin Reported:

- She presented during a workshop regarding Bridging the Diversity Disconnect alongside Peter Bailey and Faith Dempster, noting that the presentation was made to over 200 people across Canada. The workshop focused on barriers of diversity, inclusion and equity in the workplace.
- She announced that she has been working with an Inclusive and Accessibility Working Group, and that they have finished their inclusive education document. She noted that the document includes many tools that could be put in place in the District.
- She congratulated Councillor-Elect Graham and thanked the other candidates who ran in the District's 2025 By-Election.
- She expressed her condolences to the individuals tragically affected on Saturday evening by the events that took place in Vancouver.

Councillor Newbigging Reported:

- She attended the Fraser Valley Regional Library meeting on April 23rd, noting that their new playground collection is out for the summer and portable Blu-Ray players are available for loan.
- She noted that the Fraser Valley Regional Library has a new website which is now online, noting that it is very user-friendly.
- She congratulated Councillor-Elect Graham.
- She announced that she will be taking part in the Little Shop of Hope event for the Fraser Canyon Hospital Auxiliary on May 1st from 6:00 p.m. to 8:00 p.m. alongside Councillor-Elect Graham. The event is being held at Mountainview Brewery.

Councillor Medlock Reported:

- He noted that although he was unable to attend, the Vancouver International Mountain Film Festival looked well attended.

- He congratulated Councillor-Elect Graham and thanked the other candidates who ran in the District's 2025 By-Election.
- He noted that he would like to have a discussion regarding Air BnB zoning and licensing in the community at the next Committee of the Whole meeting.
- He attended an AdvantageHOPE meeting, noting that Shawna Dwyer is now the Interim Manager acting as liaison between the Board and Visitor Centre staff while the Board determines their next steps.

8. PERMITS AND BYLAWS

**(a) Report dated April 24, 2025 from the Director of Finance
Re: 2025 Annual Tax Rate Bylaw No. 1601, 2025**

The Director of Finance provided a brief overview of the proposed bylaw, the contents of the report, and any changes that have been made since the adoption of the 2025-2029 financial plan.

Moved / Seconded

THAT 2025 Annual Tax Rate Bylaw No. 1601, 2025, be read a first, second, and third time this 28th day of April, 2025.

9. FOR INFORMATION CORRESPONDENCE

(a) For Information Correspondence

Moved / Seconded

THAT the For Information Correspondence List dated April 28, 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, May 12, 2025 at 7:00 p.m.

13. ADJOURN REGULAR COUNCIL MEETING

Moved / Seconded

THAT the Regular Council Meeting adjourn at 7:18 p.m. **CARRIED.**

Certified a true and correct copy of the Minutes of the Regular Meeting of Council held April 28, 2025, in Council Chambers, District of Hope, British Columbia.

Acting Mayor

Director of Corporate Services

**MINUTES OF THE SPECIAL
REGULAR COUNCIL MEETING**

Thursday, May 1, 2025
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

Council Members Present: Mayor Victor Smith
Councillor Scott Medlock
Councillor Angel Skoglund
Councillor Heather Stewin
Councillor Dusty Smith

Council Members Absent: Councillor Pauline Newbigging

Staff Present: John Fortoloczky, CAO
Donna Bellingham, Director of Corporate Services
Mike Olson, Director of Finance

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Moved / Seconded

THAT the May 1, 2025, Special Regular Council Meeting Agenda be adopted, as presented. **CARRIED.**

3. PERMITS AND BYLAWS

(a) 2025 Annual Tax Rate Bylaw No. 1601, 2025

Moved / Seconded

THAT 2025 Annual Tax Rate Bylaw No. 1601, 2025 be adopted this 1st day of May 2025. **CARRIED.**

4. OTHER PERTINENT BUSINESS

There was no other pertinent business.

5. ADJOURN SPECIAL REGULAR COUNCIL MEETING

Moved / Seconded

THAT the Special Regular Council Meeting adjourn at 7:02 p.m. **CARRIED.**

Certified a true and correct copy of the Minutes of the Special Regular Meeting of Council held May 1, 2025, in Council Chambers, District of Hope, British Columbia.

Mayor

Director of Corporate Services



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: May 6, 2025

FILE: 1680-20

SUBMITTED BY: Michael Olson, Director of Finance

MEETING DATE: May 12, 2025

SUBJECT: 2024 Audited Consolidated Financial Statements

PURPOSE:

To approve the 2024 Audited Consolidated Financial Statements.

RECOMMENDATION:

Recommended Resolution:

THAT the 2024 Consolidated Financial Statements of the District of Hope be approved; and

FURTHER THAT the Independent Auditor's Report be received; and

FURTHER THAT the Independent Auditor's Report be attached to the Consolidated Financial Statements of the District of Hope.

Prepared by: Michael Olson, CPA, CA

Approved for submission to Council:

Original Signed by Mike Olson

Director of Finance

Original Signed by John Fortoloczky

Chief Administrative Officer

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: May 7, 2025

FILE: 5700-20

SUBMITTED BY: Director of Operations

MEETING DATE: May 12, 2025

SUBJECT: Pollution Control Center (PCC) Upgrades

PURPOSE:

The purpose of this report is to provide Council with information regarding upgrades required at the Pollution Control Center and to seek additional funding to advance planning and design of a permanent outfall and the addition of a standby generator.

RECOMMENDATION:

Recommended Resolution:

THAT Council authorize an additional \$75,000 from the Growing Communities Fund for the advancement of planning a permanent outfall at the Pollution Control Center;

AND THAT Council authorize \$185,000 from the Growing Communities Fund for the supply and installation of a standby generator at the Pollution Control Center and endorse acceptance of the Anser Power Systems proposal;

AND FURTHER THAT Council endorse submission of an Expression of Interest to the Disaster Resilience and Innovation Funding Program to support design of the Pollution Control Center Permanent Outfall Project.

ALTERNATIVES & IMPLICATIONS:

Both the permanent outfall and the standby generator have been mandated by the Province to remain compliant with existing and future discharge permits. The District has been working with BC Hydro to leverage available incentives to upgrade components of the facility to reduce consumption during peak grid loading. BC Hydro however does not incentivize generators for this purpose.

ANALYSIS:

A. Rationale:

District staff and hired consultants have spent some time talking through the options that are available to the District regarding the outfall. There are risks associated with

constructing a new outfall in the Fraser River given that the environment is quite unpredictable and is influenced by the deposition of material from Silverhope Creek. Furthermore, construction of a new outfall will require transition from our current Waste Discharge Permit to registration under the new permitting system known as the Municipal Wastewater Regulation (MWR).

Four options for discharge were identified and reviewed (Silverhope Creek, adjacent lake (Starret Pond), Fraser River and Infiltration Basin. Two of the options were eliminated due to feasibility concerns, leaving the following options for consideration:

- 1) Addition of advanced treatment at the PCC with new discharge to Silverhope Creek
- 2) New Fraser River Outfall

The next steps are:

- Complete a brief desktop assessment associated with addition of advanced treatment.
- Engage a geomorphologist to review the Fraser River and provide recommendations on most appropriate location for a new outfall.
- Make application for authorization to Discharge Waste under the Environmental Management Act - Municipal Wastewater Regulation (MWR)

TRUE Consulting has advised that the District can make application to the Disaster Resilience and Innovation Funding (DRIF) program for the design stage of this project. The DRIF program is accepting Expressions of Interest until June 27, 2025. Once the design is completed, this program may also be an option for funding the construction of the works. The goal is to have clarity on the preferred option prior to June 27th so that an Expression of Interest can be submitted by the deadline.

The additional funding for the Outfall Project is to cover the costs of the following sub-consultants needed to advance the project:

- Profession Biologist - Water and Wastewater Specialist
- Environmental Consultant
- Geomorphologist

In April of 2025, the District issued a Request for Proposals (RFP) to obtain competitive pricing for a generator. The RFP has now closed, and five proposals were received:

Strohmaier Electric Ltd.	165,699.00
Anser Power Systems	167,506.00
Cullen Diesel Power (supply only)	187,118.00
Olsen Electric Ltd.	189,578.36
CRSC Data Center Experts	360,658.28

The District's purchasing policy requires approval of Council for acceptance of other than the lowest bid. Strohmaier Electric Ltd. is the lowest bidder however the lead time for delivery of the generator is 42 weeks, nearly double the lead time of Anser Power Systems who are proposing 20-24 weeks. As the absence of standby power at the PCC is a compliance concern, necessitating ongoing notifications to the Province, staff are recommending acceptance of the Anser Power Systems proposal. A higher amount of funding is being requested due to uncertainty with markets and the potential of cost escalation from unexpected tariffs.

B. Attachments:

DRIF Program Guide
Growing Communities Fund Factsheet

C. Strategic Plan Objectives:

Strategic Focus Area 4: Infrastructure Management

Goal: To ensure a coordinated approach to maintaining and developing municipal infrastructure.

Why: Planning and managing infrastructure in a coordinated manner will reduce costs, ensure service levels are maintained, accommodate future growth, and effectively adapt to the impacts of climate change.

D. Policy (Existing/Relevance/None):

IOCP Policy 9.2.2 Support infrastructure improvements that benefit the municipality as a whole. Where possible, seek provincial cost sharing to reduce the financial impact on ratepayers.

E. Relevant History:

A recent inspection of the Pollution Control Center by the Ministry of Environment and Parks has led to an administrative penalty referral. The penalty referral is due to a temporary outfall constructed in 2017 to replace a plugged permanent outfall. This temporary outfall is not authorized under the District's Wastewater Discharge Permit, leading to non-compliance. In June 2022, the District of Hope applied for Phase 2 improvements for the addition of headworks screening and a new permanent outfall to the Fraser River, through the UBCM Canada Community Building Fund (CCBF) Strategic Priorities Fund and was unsuccessful.

Council has allocated \$25,000 in the 2025 budget for the outfall project, and our engineering firm, TRUE Consulting, is currently engaged. Staff will progress this

project with the goal of construction as soon as possible. Through consultation with the consulting team, it is estimated that the process of planning, designing, and constructing a new outfall could take up to five years to complete.

Headworks screening remains a much-needed upgrade to the facility and the lack of this infrastructure has led to reduced efficacy of the plant resulting from challenges with supplying an adequate volume of aeration to facilitate optimal treatment. Staff will be bringing a report to Council in the near future to fund this project.

Since the addition of the Dissolved Air Flotation (DAF) filters in 2018, whenever power is lost at the facility, we are in unauthorized bypass, necessitating out of compliance notifications to the Province. These notifications are numerous and aside from being a burden to staff, are a compliance concern. For this reason, the Ministry of Environment and Parks have requested a timeline for the installation of standby power to the facility to reduce bypasses due to power outages.

F. Budget Implications

Staff are recommending that upgrades for the PCC be funded by monies received under the Growing Communities Fund.

The Growing Communities Fund provides a one-time total of \$1 billion in grants distributed among all of B.C.'s local governments. Growing Communities Fund grants support the delivery of infrastructure projects necessary to enable community growth. Grant funding is incremental to currently planned infrastructure and amenity projects and may include related project costs such as early-stage development work.

The District has a current balance of 3.2 million in Growing Communities funding.

Prepared by:

Approved for submission to Council:

Original Signed by Kevin Dicken
Director of Operations

Original Signed by John Fortoloczky
Chief Administrative Officer

Program Guide

Disaster Resilience and Innovation Funding (DRIF) program



Image: Completed flood resilience project in Qualicum Beach

Credit: Claire Errico

Last updated March 2025

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Forward

This Program Guide provides an overview of the Disaster Resilience and Innovation Funding (DRIF) program. The guide will walk proponents through the project selection process and provide information to assist in preparing and applying for the program.

It is important for proponents to familiarize themselves with the requirements described in this guide before preparing their Expression of Interest (EOI). **EOIs are accepted on an ongoing basis and will be reviewed annually. For the purposes of making funding decisions in a timely manner, only EOIs submitted by a cut-off date will be considered for investments that fiscal year. Any submitted after the cut-off date will be assessed for the next fiscal year. Please see the [DRIF program webpage](#) for the EOI review cut-off for the current fiscal year¹.**

Questions about this program can be directed to the Province of British Columbia (the “Province”) by:

Email: EMCR.DRIFprogram@gov.bc.ca

¹ Fiscal year means the Province’s fiscal year, commencing April 1st of a calendar year and ending March 31st of the following calendar year.

March 2025 updates to the Program Guide:

- Clarifications regarding evidence of ownership, phases of projects, eligible and ineligible project types, design definitions, full proposal development funding, mandatory documents, resolutions, Cost Estimate Classes, etc.

1. Program Goals

First Nations and local governments improve their resilience to natural and climate-driven disasters through:

- Improved understanding of risks, vulnerabilities, and risk reduction options
- The development and implementation of structural and non-structural risk reduction projects

2. Proponent Eligibility

Eligible proponents for the DRIF program include First Nations and local governments (municipalities and regional districts) in British Columbia.

In the case of risk assessments and options analyses, eligible proponents must have responsibility for addressing the risk and implementing the solutions. An Indigenous governing body with authority for emergency management may act as the primary applicant on behalf of eligible First Nations.

In the case of infrastructure projects, eligible proponents must own, operate, and maintain the proposed infrastructure. Where the proponent is not the owner of the infrastructure and associated assets, the project may be eligible if ownership of the infrastructure and associated assets is transferred to the proponent before the project is complete. For example, an eligible proponent may apply for infrastructure owned by an improvement or diking district, water utility, or private water systems at the time of EOI submission, if the ownership of the infrastructure and associated assets is transferred to the sponsoring local government as a part of the project. Evidence of ownership transfer must be provided at the full proposal stage, and the ownership transfer must be complete before construction begins.

Engagement with local First Nations communities and organizations before full proposal development and throughout the project is mandatory to ensure that concerns related to

downstream project impacts, vulnerability, equity denied populations, and reconciliation are appropriately raised and addressed. The [Indigenous Engagement Requirements Interim Guidance \(PDF\)](#) document may be used as a resource for proponents.

Eligible proponents may partner together to develop a regional proposal. Regional proposals may be eligible for additional funding based on the number of proponents.

As appropriate, proponents are encouraged to develop partnerships with Crown corporations, for-profit and non-profit organizations, Friendship Centres, or other organizations. These organizations do not count as partnering proponents for regional proposals.

3. Project Eligibility

The DRIF program provides funding for: activities that support community resilience by providing data, building partnerships, and supporting long-term disaster risk reduction and climate adaptation planning; and structural and non-structural disaster risk reduction projects.

3.1. Eligible Project Types

The DRIF program funding is for new projects/new phases² of projects only. Funding opportunities are divided into two streams.

Stream 1: Foundational and Non-Structural Projects:

- Foundational projects include activities that support community resilience by providing data, building partnerships, and supporting long-term disaster risk reduction and climate adaptation planning, such as:
 - Risk mapping³
 - Flood-plain mapping⁴
 - A disaster risk reduction/climate adaptation plan or a multi-hazard/climate risk resilience plan
 - Assessment of the community's adaptive capacity

² Phase: a distinct period or stage of a project. Retroactive funding (i.e., funding for activities that have already begun) is not available. A phase of a project must have its own disaster risk reduction outcome.

³ Must be specific and not a replication of products such as the Disaster and Climate Risk and Resilience Assessments (DRRCA)

⁴ Must include creation of Flood Construction Levels and Setbacks (see Provincial Guidelines coming April 2025)

- Planning and design activities related to the development of proposed structural projects (see Appendix A: Design Definitions)
- Benefit-cost analyses to assess the future of risk reduction options under consideration
- Flood mitigation planning, including both structural and non-structural solutions
- Other innovative projects that improve knowledge of risks and disaster risk reduction solutions
- Non-structural projects, such as:
 - Development of bylaws
 - Land-use planning
 - Monitoring equipment for data collection purposes
 - Community education
 - Temporary mitigation solutions (e.g., Tiger Dams, gabion baskets, portable air conditioning units)
 - Other non-structural solutions

Stream 2: Structural Projects

- Structural projects, such as:
 - Construction or upgrading of infrastructure (e.g., dikes, dams, floodwalls, retention ponds, flood pump stations)
 - Installation of structural flood protection works, or upgrades/retrofits to modernize existing structural flood protection works
 - Slope stabilization projects
 - New or modified public cooling/warming infrastructure (e.g., HVAC systems for designated cooling/warming centres, treed corridors for extreme heat. Operations and maintenance projects are ineligible, e.g., fire alarms, electrical upgrades outside of what is needed for the approved project).

- Movement or armouring of critical infrastructure⁵
- Daylighting or opening buried waterways and restoring to more natural conditions
- Vertical evacuation refuge structures (limited to communities with potential tsunami inundation and where the population is unable to evacuate to high ground)
- Other structural solutions
- Natural infrastructure projects such as:
 - Wetland restoration and/or rain gardens, floodplain restoration, bioswales and infiltration bulges
 - Urban forests
 - Living dikes
 - Hybrid infrastructure projects including green roofs and walls, naturalized stormwater ponds
 - Other projects that clearly demonstrate risk reduction potential and/or transferable learnings to other communities in B.C.

3.2. Ineligible Project Types

Ineligible project types include:

- Projects related to response activities for imminent events
- Building evacuation roads or structures
- Projects related to household emergency preparedness or mitigation measures, including the raising of homes
- Routine or ongoing operations and maintenance, including regular responsibilities for stormwater systems management and/or projects to repair degrading infrastructure
- Managed retreat/strategic relocation

⁵ Assets that are essential for the functioning of government and society, namely, water, food, transportation, health, energy and utilities, safety, telecommunications and information technology, government, finance, and manufacturing. From [British Columbia Emergency Management System guide](#).

- Structural flood mitigation projects that yield only temporary measures (e.g., use of sandbags, dredging, or log jam removal)
- Debris or sediment removal, including clean out of debris control structures (other than when a mandatory phase of a permanent solution)

This program is not intended to support recent or future developments in known high hazard areas, or recreational infrastructure and/or recreational properties.

Any Disaster Financial Assistance (DFA) eligible expenses are not eligible for the DRIF program. If it is anticipated that your project will also have DFA funding, please [contact the DRIF program team](#).

3.3. Project Eligibility

A proposal will be deemed if:

- It is a new project (retroactive funding is not available) or a new phase of an existing project
- It meets the program goals
- The proposal and supporting documents are comprehensive, credible, and feasible
- It is cost effective
- It will be duly authorized or endorsed for all partnering applicants, as applicable:
 - In the case of a First Nations proponent, a resolution from its band council or council/board, or the appropriate authorization/endorsement as determined by the eligible proponent's governance structure
 - In the case of a local government proponent, a resolution from its council/board
- The project will be for broad public use or benefit
- The project will be in B.C. on land that the proponent has legal access to either through ownership, right of way, or other at the time the Shared Cost Agreement is signed
- The project will be located on public, or First Nations land, which includes First Nation reserve land, land owned by a Treaty First Nation, land under the authority of an Indigenous Government, or other land owned by a First Nation or Treaty First Nation, or where the eligible proponent has a statutory right of way. In some cases, foundational

projects may overlap with other land types (e.g., floodplain mapping that includes public and private land)

- Infrastructure will be owned and maintained by the project proponent by the time any construction begins
- The project will be completed under the guidance of the appropriate Qualified Professional(s)
- The project will be completed to acceptable Provincial standards and regulations including financial management, permitting, licencing, environmental assessments, archaeological assessments (see Appendix B: Guidelines and Standards)
- Where applicable, all other sources of funding necessary for the completion of the project have been confirmed at the time of full proposal
- The project will:
 - Include engagement with local First Nations
 - Consider climate change and future climate conditions in the project methodology, including considering potential impacts of the project on the environment

For Stream 2 projects, proponents must demonstrate that they have considered all options for risk reduction and the rationale for the proposed risk reduction project. Additionally, structural projects must have the appropriate preliminary design (see Appendix B Design Definitions) and foundational work complete (e.g., HRVA, disaster risk and resilience assessment, maps, planning). Projects lacking the necessary foundational work can apply to the DRIF program under Stream 1 or other appropriate funding sources to complete this work. Foundational work must have been completed within a reasonable timeframe, which will be assessed by the EMCR team. Innovative approaches to partnerships, project design, cost sharing, and mitigative effects are encouraged, but not mandatory.

3.4. Hazards

Eligible hazards include:

- Drought and water scarcity
- Erosion
- Extreme temperature
- Flood

- Geohazards (e.g., avalanche, landslide)
- Sea level rise
- Seismic
- Storm
- Tsunami
- Other (proponents are advised to confirm that the hazard meets the program intent before submitting an EOI)

The intent of this program is to focus on natural and climate-driven hazards. While the relationship between natural disaster and social impacts such as mental health and the drug crisis are clear, this funding source is not intended to directly address these issues. The projects funded through this program may lead to co-benefits such as a reduction in events that impact the mental health and well-being of individuals and communities.

Wildfire risk reduction projects are funded through the Ministry of Forests [Community Resiliency Investment \(CRI\) program](#) and will not be funded through the DRIF program. There is a recognition that wildfires and other hazards have interactions that may be eligible for funding under the DRIF program (e.g., wildfire can cause an increased risk of geohazards, and funded risk assessments may address the interplay between these hazards).

4. Costs

4.1. Eligible Costs

Eligible costs for approved projects include:

- All costs considered to be direct and necessary for the successful implementation of an eligible project, in the opinion of the Province
- Foundational project costs (e.g., planning and design, mapping, assessments)
 - Detailed design is an eligible activity as part of a Stream 2 project; however, completed preliminary design is mandatory for all Stream 2 EOIs (see Appendix A: Design Definitions)
- Structural and construction costs
- Costs related to meeting specific program requirements, where applicable (e.g., climate lens, consultation and engagement costs, soil sampling)

- First Nations engagement costs (e.g., honoraria for Indigenous Knowledge Holders, identification/incorporation of community and cultural values, translation costs, presentations to councils)
- Community and public engagement/education costs
- Incremental staffing costs
- Administrative costs, to a maximum of 10% of the approved DRIF program project cost
- Short term (less than six months) interest costs incurred by the proponent for projects over \$500,000
- Land acquisition and property purchase costs necessary for the construction of a structural mitigation project
- Approvals and permitting costs

4.2. Ineligible Costs

Ineligible costs include:

- Costs incurred and all expenditures related to contracts signed prior to the approval of the project (e.g., costs related to creating and submitting the EOI)
- Costs incurred after the project completion date set out in the Shared Cost Agreement except for expenditures related to audit and evaluation requirements pursuant to the agreement
- Costs incurred for cancelled projects
- Relocation costs
- Financing charges and legal fees, including those related to easements (e.g., associated surveys)
- Long term (more than six months) interest payments or any interest payments for projects less than \$500,000
- Costs associated with operating expenses and regularly scheduled maintenance work
- Construction of new buildings for response and/or recovery activities
- Leasing land, buildings, and other facilities

- Leasing of equipment other than equipment directly related to the construction of the project
- Overhead costs, including salaries and other employment benefits, direct or indirect costs associated with operating expenses, administration, and regularly scheduled maintenance work, and more specifically any costs related to planning, engineering, architecture, supervision, management, and other activities normally carried out by staff
- Costs related to furnishing and non-fixed assets which are not essential for the operation of the asset/project
- Any goods and services costs which are received through donations or in-kind
- Taxes eligible for a tax rebate and all other costs eligible for rebates
- Other costs that, in the opinion of the Province, are not considered to be direct and necessary for the successful implementation of a project

4.3. Cost Sharing, Stacking, and Limits to Funding

The DRIF program will pay 100% of eligible costs for all applicants up to the approved project maximum.

Each First Nation or local government may be a lead or partnering proponent on no more than three⁶ submitted EOIs in each stream to the following limits:

- Stream 1 – Foundational and Non-Structural Projects - \$400,000 per partner proponent per EOI
- Stream 2 – Structural Projects - \$5 million per partner proponent per EOI up to a maximum of \$15 million per EOI

Funding is limited and larger funding requests should demonstrate that they are managing a large risk and that the project is cost effective. Applicants should indicate which projects are the highest priority for their community and why. This information will be considered in the evaluation process. It is unlikely that a single First Nation or local government will be funded for

⁶ Please note, this includes a proponent's inclusion in a regional application (i.e., proponents can be included in up to three applications for each Stream, either as a lead or partnering applicant)

more than one project in each category in a single year and applicants are encouraged to consider only applying for their highest priority projects.

After an EOI has been approved, First Nations, remote communities⁷, and small communities (<5,000 people), are eligible up to \$10k for full proposal development costs. Proponents must demonstrate how they will finance operations and maintenance, cost overruns, and any other proponent contributions.

Regional proposals are encouraged where possible; proposals will not be penalized for not having a partner where not feasible (e.g., rural or remote communities). Collaborative approaches can create cost efficiencies and can address a higher/bigger risk than an individual proposal. Regional proposals need to have one lead proponent.

Where proponents plan to use or have applied for funds from other federal or provincial programs, the source of these funds must be indicated on the EOI and must be confirmed at the time of full proposal. The disclosure of other funding sources must be provided by the successful proponent up to the completion of the project.

The DRIF program does not have rules around the use of multiple funding sources. However, it is the responsibility of project proponents to be familiar with the rules and limitations of all funding programs they are applying to. If the DRIF program is funding a portion of a project, the DRIF program funded activities must meet the intent of the program.

If there is substantially more demand than there is funding for projects, the program area may suspend EOI applications for a period of time.

⁷Remote Community or Remote Communities - means a permanent community with a population less than 10,000 that is approximately greater than 4 hours ground travel under normal conditions from an urban service centre, with limited access, whether by road, air, or water, resulting in unreliable or lack of year-round service delivery of internet and telecommunications, grid-tied electricity or natural gas, contributing to increased costs or delay of goods and services, such as healthcare, fuel, food, and construction materials. Urban service centres include Prince George, Fort. St. John, Dawson Creek, Kamloops, Kelowna, Nanaimo, Capital Regional District, and Lower Mainland. Please contact Ministry Staff to discuss if you are a Remote Community.

4.4. Project Size and Phasing Projects

Due to the likelihood of this program being oversubscribed, proponents should consider whether phasing is an option for large projects. Where a phase is submitted as an independent project, the phase should independently meet program outcomes.

If applying for a phase of a larger project, identify how the project will be phased. The project descriptions must be organized to easily describe each of the distinct phases of the project, highlighting which phase is the subject of the funding request. The approval of one phase of a project does not guarantee that other phases will receive funding.

5. Proposal and Selection Process

5.1. How to Apply

EOIs and be submitted through:

- an [online form](#) (requires [Business BCeID](#) to log in)
- by filling out a printable form and emailing it to EMCR.DRIFprogram@gov.bc.ca
- a phone conversation with a member of the DMAP team, or
by sending in a video or audio file by email to EMCR.DRIFprogram@gov.bc.ca

To submit a verbal EOI to the DRIF program via phone or virtually, please book an appointment by contacting EMCR.DRIFprogram@gov.bc.ca. Please ensure the conversation is booked no less than two weeks prior to the annual funding cutoff date (see website for dates) to allow for EOI processing time.

There is no deadline for the EOIs; EOIs are accepted on an ongoing basis. EOIs will be selected on an annual basis. Please see the [DRIF program website](#) for the annual cutoff date for that year's funding decisions. Eligible EOIs from previous years may be selected. Where necessary, program staff may contact communities for updated information related to their EOI. Once EOIs are received, the EMCR program team will assess the EOIs against program criteria and priorities and invite eligible proponents to develop a full proposal.

If an EOI is ineligible for funding, the proponent will be notified, and the EOI will be removed from the pool. Where applicable, another funding source may be identified.

If an eligible EOI is not selected for funding for two or more years, program staff will meet with the proponent to discuss options.

5.2. Mandatory Documents

Proponents are responsible for ensuring full and accurate information is submitted. Proposals will not be reviewed unless all necessary information has been submitted, including mandatory documents as required. All documents should be clearly named, succinct, and submitted in a searchable format where possible. Where attachments are longer in length, specific reference should be made to the sections of documents you wish to be included in the review.

The following documents are mandatory as a part of the EOI process:

- For structural projects:
 - Completed EOI form
 - Any relevant design documents, maps, or analyses
- For non-structural projects:
 - Completed EOI form
 - Any other relevant documents

With the exception of financial information, the above can be submitted through an oral EOI, which must include all of the information required in the forms. The proponent will need to review the forms once they're completed to ensure information is captured accurately and completely.

The following documents are mandatory for a full proposal:

- Detailed project plan, project schedule, and cost estimate (all part of full proposal in CRAFT)
- Site plan (if applicable)
- Preliminary design (required for Stream 2 projects) (see Appendix A: Design Definitions)
- A Council, Board and/or a Band Council Resolution from all proponents, or the appropriate authorization/endorsement as determined by the eligible First Nations proponent's governance structure. All Resolutions should include language indicating support for the proposed activities and budget. Lead proponents must indicate

willingness to provide overall funding management. Resolutions from partnering proponents must include language around approving the lead proponent to receive and manage the DRIF program funding on their behalf.

- The program team may request additional information, including engagement with local First Nations before the project begins (see Section 5.5).

Projects may require permits or approvals from local, regional, or provincial government agencies. It is the proponent's responsibility to ensure that any approvals and permits are identified and/or obtained. **Approval for funding does not constitute approval for any permits or authorizations.** The Province may request documentation of permits or approvals.

5.3. Supporting Documents

The following documents may be used to support the proposal; however, the relevant information should be referenced within the proposal:

- Prior risk assessments, flood maps, and mitigation plans if applicable
- Letter(s) of support
- Options assessment
- Business plan
- Cost benefit analysis
- Environmental impact analysis
- Design drawings or details
- Record of consultation with Indigenous communities if applicable
- Asset management plan (including natural assets where applicable)

Documentation may be shared with subject matter experts invited by EMCR to provide EOI feedback and review.

5.4. EOI Requirements and Prioritization

Once the EOIs have been assessed to ensure that the projects will meet the program eligibility requirements as detailed in this Program Guide, projects will be prioritized based on the following primary criteria:

- Risk reduction (protection of life and critical infrastructure). Project selection will be informed by local understanding of risks through assessments, mapping, options analyses, and community experience. When the results from the regional risk assessments that will follow the Provincial Disaster and Climate Risk and Resilience Assessment are available, they will also help inform the prioritization of projects
- The degree to which the community has evaluated and assessed mitigation options, where appropriate
- Estimated return on investment (e.g., avoided response and recovery costs, avoided disruption to lives and livelihoods, protection of critical infrastructure)
- Projects that address the needs of groups that are disproportionately impacted by emergency events (e.g., equity denied populations)
- Support for small, and rural communities, and communities with smaller operating budgets and capacity challenges for project development and implementation
- Collaborative, regional or watershed level approaches (where applicable)
- Projects that have fewer operational and maintenance requirements (e.g., natural infrastructure projects, dam decommissioning, ecosystem restoration)
- Co-benefits (e.g., supports youth voices, ecosystem services)

Additional scores will be applied to projects that:

- Leverage other funding sources
- Protect areas of cultural significance (where appropriate)
- Incorporate fish friendly design
- Include innovative approaches to risk reduction (if applicable)
- Provide support for communities in recovery (for projects that are not DFA eligible)

Please note that not all the above criteria apply to all project types.

5.5. Full Proposal Requirements and Prioritization

Once an eligible proponent has been invited to submit a full proposal, they will be required to develop and submit:

- Appropriate technical documentation including preliminary project design and mapping

- Detailed cost estimates prepared after site investigations and studies have been completed and the major systems defined (see Appendix C: Cost Estimate Classes)
- Identification of all necessary authorizations and permits, and any relevant prior communications with the appropriate permitting or authorizations office
- Any other applicable project documentation needed to make a sound investment

In addition to meeting legislated and regulatory requirements, engagement by the eligible proponent with local First Nations communities and organizations before proposal development and throughout the project is mandatory to ensure that concerns related to downstream project impacts, vulnerability, equity denied populations, and reconciliation are appropriately raised and addressed.

Before a project is approved for funding, the Province must be satisfied that for each project:

- Indigenous groups have been engaged
- If applicable, a summary of engagement activities has been provided to the Province, including a list of First Nations and Indigenous governing bodies engaged, concerns raised, and how each of the concerns have been addressed, or if not addressed, an explanation as to why not
- Accommodation measures, where appropriate, are being carried out by the proponent
- Any other information has been provided that the Province may deem appropriate

Full proposals will undergo a technical review with the EMCR Disaster Mitigation and Adaptation Programs Branch and the appropriate subject matter experts (e.g., flood risk reduction projects will be reviewed by Ministry of Water, Land and Resource Stewardship, and EMCR's recovery and regional operations teams). In some cases, Indigenous Services Canada, Housing and Municipal Affairs, or other agencies may be involved in reviews. All projects will be assessed to ensure that they are technically sound and based on a foundation of evidence, including an understanding of risks, risk reduction options, project governance, and financial implications of the project, including project maturity and cost certainty.

6. Approved Proposals

6.1. Shared Cost Agreement

Successful proponents will be notified in writing by the Province. **This Program Guide and EOI process are not offers capable of acceptance and do not create any binding legal obligations.**

The Province will provide a Shared Cost Agreement to proponents that are approved for funding. The Shared Cost Agreement will outline the terms and conditions associated with the funding. The terms and conditions contained in the Shared Cost Agreement will prevail over any conflicting provision in this Program Guide. Funding is conditional upon the proponent signing a Shared Cost Agreement with the Province. All projects will be expected to be substantially complete within the dates set out in their Shared Cost Agreement. Timelines for completion will be project dependent and will be included in the Shared Cost Agreement.

6.2. Post Approval Meeting

As a condition of project approval, approved proponents may be required to meet with EMCR or designate to discuss the project prior to commencing work.

6.3. Disposal of Assets

Within the Shared Cost Agreement, proponents will need to maintain ongoing operations and retain title to and ownership of an asset in perpetuity. An exception may be made to transfer ownership to another local government or the Province, with the Province's consent.

6.4. Cost Overruns

Proponents will be responsible for managing project risks, including cost increases. Any project cost increases will be the responsibility of the proponent. It is expected that an EOI may have a lower class estimate than the final full proposal and that at the time of full proposal, the project will have a class B or A cost estimate. A cost estimate variance matrix will be provided to eligible proponents when the project is invited to complete a full proposal.

6.5. Amendments to Approved Projects

Proponents need to advise the Province, in writing, of any variation from the approved project in a timely manner. Before any changes are implemented, they must be approved by EMCR (EMCR.DRIFprogram@gov.bc.ca). Changes that require written approval are those that deviate

from the Shared Cost Agreement, general project description/scope, or project completion date. Costs that are outside of the current terms of the Shared Cost Agreement may not be able to be reimbursed.

EMCR program staff will adjust future claims and/or require the Province to be reimbursed if any costs that have been reimbursed are subsequently found to be ineligible.

7. Project Reporting Requirements

Interim and final reports are required for every DRIF program project. Reporting allows proponents to provide timely information to the DRIF program team regarding project status, finances, and potential issues. Requirements for these reports are listed below, and further information is found in the Shared Cost Agreement. Any product, data, or information which may include Indigenous knowledge may be submitted at the discretion of the applicant.

7.1. Interim Reporting Requirements:

- Claims (linked to the funding decision made above)
- Invoices
- Workplan (progress) report (using provided template)
- Budget Forecast Reporting (BFR) (using provided template)

7.2. Interim Reporting Frequency:

Interim reports must be submitted quarterly for all DRIF program projects. Proponents may request oral or interview-based reporting for progress reports. For projects greater than \$500,000 in value, an annual check-in may be required.

Proponents must advise the Province of any major risks, changes, or concerns related to project scope and budget in a timely manner.

7.3. Final Reporting Requirements:

Final reporting will be required to be submitted to the Province 90 days after the project completion date in the manner and form determined by the Province. This allows time for final

reporting to be approved by the band/city council. Final reports will differ depending on the project type and content and specifications will be provided by the EMCR team.

Examples of final report materials include:

- Invoices
- Final workplan report (using provided template)
- Consultant reports
- Photos and links to media directly related to the project
- Stream specific deliverables (see below)

Examples of foundational and non-structural deliverables include:

- Risk Assessment (completed risk assessment)
- Risk Mapping (including spatial files (GIS and LiDAR), all maps as high-resolution image files and PDFs, video output from dynamic flood modelling)
- Mitigation plans
- Detailed designs
- Education materials and engagement summaries

Examples of structural deliverables include:

- Declaration of substantial completion from contractor
- Completion report
- Summary of project
- Photographs of structure/signage
- Details around where deviations were made to original project scope
- Design/as built drawings
- Copies of all regulatory permits, environmental mitigation measures, approvals, and licenses

Reports submitted by the proponent under this section are for the Province's information, and the review by the Province in no way endorses, approves, or verifies the findings, technical data, results, quality statements, representations, or recommendations therein, and the proponent warrants that all information contained in any report is true and correct.

Approved proponents are required to grant the Province of British Columbia free and clear access and distribution rights, specifically a perpetual, royalty-free, non-exclusive, worldwide license to use, reproduce, modify, and distribute any and all of the data products acquired/produced using DRIF program funding, and images submitted with the final report. More information can be found in the Shared Cost Agreement.

8. Claims

All claims must be completed and submitted in the manner and form directed by the Province as specified in the Shared Cost Agreement on a quarterly basis.

8.1. Projects Under \$500,000

For approved projects under \$500,000, 90% of approved project funding will be distributed to the proponent at the beginning of the project. The final 10% of approved project funding will be distributed to the proponent once final reporting has been approved by the Province. Any unused funds must be returned to the Province as specified in the Shared Cost Agreement.

8.2. Projects over \$500,000

To receive provincial contributions for approved projects over \$500,000, claims must be submitted for eligible costs to EMCR. Only costs incurred, paid, and consistent with and comparable to those identified in the Shared Cost Agreement are eligible for reimbursement. Where multiple projects are ongoing (e.g., through different grant funding programs or through a phased approach), please ensure that claims are specific to the approved project only.

Proponents can submit off-cycle claim requests to EMCR in the case of increased financial pressures or to avoid large interest payments. These will be reviewed on a case-by-case basis.

9. Accounting Records

Proponents must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the project. These records should include both the records of original entry and supporting documents of the proponent, divisions, or related parties, and any third party named in the EOI materials, project materials, reporting, or

contract, as appropriate to the project. Proponents must retain accounting records for seven years from the close of project.

Failure to keep acceptable accounting records and tender documents may result in a cessation or interruption in funding and impact future funding.

The Province can require proponents to provide details of the types and amounts of all fees for consultants and contractors, as well as proofs of payment.

10. Communications

10.1. Procedures for Communications

An important aspect of the DRIF program is to communicate its impact in helping improve the quality of life in communities across B.C. The purpose of joint communications activities is to provide information on the Program to the public in a well-planned, appropriate, timely, and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

A communications protocol will be set out within the Shared Cost Agreement, including signage requirements and media release requirements. Proponents must include the funding source in any communications, media, and signage related to the project.

10.2. Timeline for Public Events

Please [contact the EMCR program team](#) at least 20 working days prior to any scheduled public events. The Provincial Ministers, or their designated representatives, regularly participate in the events, thus need time to schedule for such an occasion.

Appendix A: Design Definitions

Planning Stages (Concept Design)	<p>The body of work that generally includes data collection, needs assessment, problem definition, concept (option) generation, and assessment to support capital investment decisions. Planning precedes preliminary, and detailed design, but for many projects, iterating into preliminary design may be needed to adequately develop the options for evaluation. Concepts will generally be examined qualitatively relative to one another (low, medium, high) or on orders of magnitude for items such as cost.</p>
Preliminary Design	<p>Further development of the primary options generated in the planning stage to support an evaluation of the options and a recommended option for subsequent design stages. Preliminary drawings are developed using accurate base mapping with appropriate contour intervals and should be based on an initial design criteria sheet. The drawings are suitable for communicating the project intent at public information sessions and submission for regulatory approvals, as needed. These drawings will typically include the following information:</p> <ol style="list-style-type: none"> 1. Design parameters 2. Major drainage components, channel improvements, and geographic features 3. Approximate limits of cuts and fills 4. Utilities, rail conflicts, existing right of ways, and land ownership parcels 5. General environmental, geotechnical, and archaeological constraints <p>The Preliminary Design may consist of several submissions. The preliminary design phase will usually include the following levels of detail:</p> <ol style="list-style-type: none"> 1. Construction staging is considered for feasibility but not detailed at this time.

	<p>2. Geotechnical field data is considered for natural hazards and foundation material competency. This may require drilling, sampling, and testing.</p> <p>3. Original terrain data may be taken from topographic mapping or LiDAR, as detailed field surveys are not usually carried out for preliminary design.</p> <p>If more than one alignment or project option is being considered, one will be selected as "preferred" through the planning/preliminary design process, based on its operational efficiency, construction feasibility, social, economic and environmental impacts, cost estimates, user benefits, public input, and other parameters appropriate for the project. The lower rated options may be reconsidered in later design stages if problems arise with the selected option.</p>
<p style="text-align: center;">Stream 2 Structural Projects</p> <p>Projects require completion of the preliminary design stage. Preliminary design deliverables (design basis, 50 to 75% design drawings, and cost estimate) must be provided to EMCR for evaluation.</p>	
Detailed Design	<p>The development of final construction (tender) drawings, technical specifications, and design reports for construction. Reports and drawings will include special site considerations and construction details. All parameters from the preliminary design phase have been agreed upon and finalized with the client. The project is ready to tender upon completion of this phase.</p>

Appendix B: Guidelines and Standards

Projects may require approvals or permits from local, regional, or provincial government agencies. It is the proponent's responsibility to ensure that any approvals and permits are identified and/or obtained. The Province may request documentation of approvals or permits.

Applicable guidelines may include, but are not limited to:

- [BC Water Sustainability Act](#)
- [Canadian Society of Landscape Architects – Canadian Landscape Standard](#)
- [Climate Atlas of Canada](#)
- [ClimateData.ca](#)
- [Climate Change and Asset Management: Sustainable Service Delivery Primer](#)
- [Coastal Flood Risk Assessment Guidelines for Buildings & Infrastructure Design](#)
- [Coastal Floodplain Mapping – Guidelines and Specifications](#)
- [Dike Design & Construction Guidelines: Best Management Practices for BC](#)
- [Federal Flood Mapping Guidelines Series](#)
- [Flood Mapping in BC: APEGBC Professional Practice Guidelines V1.0](#)
- Provincial Flood Mapping Guidelines (coming April 2025)
- [Groundwater Level Data Interactive Map](#)
- [International Guidelines on Nature-Based Features for Flood Risk Management](#)
- [Irrigation Industry Association of BC “Standards for Landscape Irrigation Systems” PCIC Climate Explorer](#)
- [PCIC Design Value Explorer](#)
- [Professional Practice Guidelines – Landslide Assessments in BC](#)
- [Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC \(PDF\)](#)
- [Professional Practice Guidelines – Seismic Assessment and Seismic Design of Dikes in BC Guidelines](#)
- [Professional Practice Guidelines – Use and Development of Seismic Microzonation Maps in B.C.](#)
- [Provincial Flood Hazard Area Land Use Management Guidelines \(PDF\)](#)
- [Seismic Design Guidelines for Dikes \(PDF\)](#)
- [Specifications for Airborne LiDAR for the Province of British Columbia \(PDF\)](#)
- [Water Survey Canada](#)

Appendix C: Cost Estimate Classes

Cost Estimate Class	Design Phase Typically Associated with Estimate Class	Features and Uses	Suggested Contingency for Associated Class
Class A Estimate	Detailed Design / Tender (100% Design)	Detailed estimate based on final drawings and specifications. Used to evaluate tenders.	(±10 - 15%)
Class B Estimate	Preliminary Design (50 to 75% Design)	Prepared after completing site investigations and studies, and after defining major systems. Based on a project brief and preliminary design. Used for project approvals and budgetary control.	(±15 - 25%)
Class C Estimate	Conceptual Design (30% Design)	Prepared with limited site information and based on probable conditions. Captures major cost elements. Used to refine project definition and for preliminary approvals.	(±25 - 40%)
Class D Estimate	Feasibility Study (10% Design)	Preliminary estimate based on little or no site information Represents the approximate magnitude of cost, based on broad requirements. Used for preliminary discussion and long-term capital planning	(±50%)

Cost Estimate Classes - definitions and assumptions sourced from the Association of Professional Engineers and Geoscientists of British Columbia (EGBC) with design phases added in by EMCR



GROWING COMMUNITIES FUND (GCF) Frequently Asked Questions (FAQ's) - Municipalities	
Program Description	
Question	Answer
What is the purpose of the Growing Communities Fund for local governments?	The GCF will provide a one-time grant to all 188 of B.C.'s municipalities and regional districts, which they can use to address their community's unique infrastructure and amenity demands.
What is the formula-based model used to allocate funding?	<p>For all municipalities, allocations are the sum of:</p> <ul style="list-style-type: none"> • A flat amount of \$500,000; • A pro-rated funding amount based on an "adjusted population" basis; • A growth-based funding amount determined by total population increase between 2016-2021. <p>See more detail in the Appendix.</p>
What is the "adjusted population" method?	<p>The adjusted population method ensures that smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars.</p> <p>This method groups municipalities by size categories (from "Very Small" - less than 2,000 people to "Very Large" - over 150,000). As a municipality's population increases it is incrementally adjusted downward by an "adjustment factor"</p>



What is the source of the population data?	<p>The source of the population data is from the BC population estimates (as of January 27, 2023).</p> <p>BC Stats population estimates are based on the Census, they also incorporate other information including provincial health records and tax records from CRA, and accordingly they have historically, on average, been higher than the Census baseline. Because of these reasons the federal and provincial governments have viewed population estimates as the more accurate of the two (e.g., population estimates are used to determine provincial health transfers from the federal government).</p>
Use of Funds	
Question	Answer
What are the eligible use of funds?	<p>Eligible infrastructure projects are as follows:</p> <ul style="list-style-type: none"> • Public drinking water supply, treatment facilities and water distribution; • Development finance portions of infrastructure costs that support affordable/attainable housing. These may include DCCs or subdivision servicing charges payable or similar costs. • Childcare facilities; • Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities, • Wastewater conveyance and treatment facilities; • Storm water management; • Solid waste management infrastructure; • Public safety/emergency management equipment and facilities not funded by senior level government; • Local road improvements and upgrades; • Sidewalks, curbing and lighting;



	<ul style="list-style-type: none"> • Active transportation amenities not funded by senior level government; • Improvements that facilitate transit service; • Natural hazard mitigation; • Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and • Recreation related amenities.
Can the funds be used for costs other than capital?	Yes. Other eligible one-off costs include: costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work (including climate resilience assessments); costs of designing, tendering, and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities
Are expenditures on natural assets eligible?	Yes, provided the natural asset is providing, or part of providing, one of the services described in the eligible categories above.
Will receipt of the GCF affect our eligibility for other infrastructure grant programs?	No. The GCF will not affect decisions on eligibility for infrastructure grant funding. For local governments with approved projects the GCF funding cannot be used as their match as an incremental spend is required. The GCF could be used to offset cost overruns that exceed the grant amount and the local share.
Can local governments provide contributions to third parties from GCF?	No, with the exceptions of: <ul style="list-style-type: none"> • municipal contributions to housing projects and infrastructure owned by a regional district when the municipality is a participant in that service. • First Nations infrastructure when it is a shared service or there is a service relationship.
Can municipalities use these funds to support a regional response to an issue (i.e. municipal funds paid directly to a regional district)	Yes. While a municipality is generally not permitted to use GCF funding for any capital projects that they will not own, a municipality



	may contribute from its GCF reserves to a regional service if that municipality is a participant and the funding is dedicated for capital or planning purposes.
Can we claim staff time on projects?	Permitted in limited situations. Specifically for non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities
Can a local government use GCF funding for multi-year project that has already started?	Yes. The GCF can be used for any capital project that has not yet been completed. Projects completed prior to March 1st, 2023 are not eligible for GCF funding. GCF is designed to enable incremental additional expenditures for local governments and not to replace existing capital commitments.
Can a municipality use GCF for a contribution to a regional project that they will not own?	Yes. While a municipality is generally not permitted to use GCF funding for any capital projects that they will not own, a municipality may contribute from its GCF reserves to a regional service if that municipality is a participant and the funding is dedicated for capital or planning purposes.
Can GCF be used for related planning projects?	Yes. Feasibility studies (including infrastructure capacity assessment); other early-stage development work are eligible costs. This includes conducting a climate lens assessment to determine GHG implications and resilience to future climate.
What happens if funds are ineligibly allocated, if reporting requirements are not met or if funds remain unspent after five years?	The ministry may reclaim any grant funds that are not used for the intended purposes or meet the accountability requirements of the Growing Communities Fund. However, the ministry will work with the local government to determine methods of expending it within eligible categories.
Can the funds be invested while being held in reserve?	The funds may be invested in any of the instruments permissible for local governments under section 183 of the <i>Community Charter</i> .



How will these grants impact DCCs and other development finance charges?	The intent of the Growing Communities Fund grant is to support the delivery of projects that are incremental to currently planned infrastructure. As such, the projects may not have been included in the current DCC program. However, if the DCC program contains a project to which GCF funds will be allocated, the DCC bylaw must be amended so that the charges take the grant into account. Similar treatment should be used to adjust other development finance charges.
Timing	
Question	Answer
When will the grants be disbursed?	The grants will be directly transferred to local governments by March 31, 2023.
What is the timeline over which these grant funds must be expended?	The Provincial Government requests that the funds will be expended within approximately five years of receipt.
Reporting	
Question	Answer
What are the GCF reporting requirements for municipalities?	<p>The municipality must annually report on:</p> <ul style="list-style-type: none"> • The amounts and uses of money expended from the GCF reserve fund over the calendar year, and • The balance of the reserve fund at the end of the calendar year. <p>Municipalities must provide a separate report (schedule) to their annual audited financial statements. (as required under S.167 of the <i>Community Charter</i>) until the GCF funding is fully expended (drawn down to zero).</p> <p>Further to the financial reporting, an annual report that identifies work related to Housing Needs Reports and pre-zoning requirements as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province's Environmental, Social and Governance</p>



	<p>framework for capital projects. The Province also encourages conducting a preliminary climate lens assessment on Growing Communities Fund investments (GHGs and resilience to future climate) similar to the ones used for the CleanBC Communities Fund.</p> <p>Templates for reporting will be posted on line at a later date</p>
Will the schedule to the annual audited financial statements be left to the discretion of the municipality? Does the Ministry have authority to request additional information?	Yes, and yes. The form of the schedule to the annual audited financial statements will be left to the discretion of the municipality. The Ministry retains the right to request additional information from municipalities as required.
Is a separate auditors' report required for this schedule?	No. The Province does not require a separate auditor's report.
Am I required to acknowledge the provincial financial contribution towards funded projects?	Yes. Fund requirements will include parameters for public recognition of the funding related to capital projects.
Reserve Funds	
Question	Answer
Do municipalities need to segregate GCF funding from other funding sources?	Yes. The municipality must place its GCF grant in a separate dedicated reserve fund for capital and planning purposes (established under S.188 of the <i>Community Charter</i>). This fund must be separate from other existing reserve funds. That said, the municipality may transfer other money into the GCF reserve fund but may not transfer money from this fund to other reserve funds or into general surplus.
Does interest earned on the GCF need to be tracked and added to the GCF amounts once the funds are allocated to reserve?	Yes. Interest earned in the GCF fund must be tracked and allocated back to the fund and may only be used for eligible purposes related to the GCF program. This is in accordance with S. 189(1) of the <i>Community Charter</i> .

Appendix: Detailed Calculation of Grants

Example Calculation for a Municipality with 15,000 People



Population Range	From	To	Adjustment Factor
1. Very Small	0	2,000	100%
2. Small	2,001	5,000	80%
3. Small-Med	5,001	10,000	60%
4. Medium	10,001	20,000	40%
5. Large-Med	20,001	40,000	20%
6. Large	40,001	150,000	10%
7. Very Large	150,001	900,000	5%

To illustrate, for a city of 15,000 people, the adjusted population is:

- For this first 2,000 residents, adjustment of 100% = $2,000 \times 100\% = 2,000$
- For the next 3,000 (up to 5,000), adjustment of 80% = $3,000 \times 80\% = 2,400$
- For the next 5,000 (up to 10,000), adjustment of 60% = $5,000 \times 60\% = 3,000$
- For the last 5,000 (up to 15,000), adjustment of 40% = $5,000 \times 40\% = 2,000$

Thus, the city of 15,000 people has an adjusted population of 9,400 ($= 2,000 + 2,400 + 3,000 + 2,000$).

If the city grew by 4,500 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	\$500,000	\$500,000
Adjusted Population	$= 9,400 \times \$365$	\$3,431,000
Population Growth	$= 4,500 \times \$1,000$	\$4,500,000
Total Grant		\$8,431,000



Office of the Mayor

May 12, 2025

File: 510-20

Secretary of the Commission
Canada Energy Regulator
517 Tenth Avenue SW, Suite 210
Calgary, Alberta T2R 0A8

Project Name: Westcoast Energy Inc. – Sunrise Expansion Program
Company: Westcoast Energy Inc.
File Number: 5965593
Hearing Order: GH-001-2024

Dear Members of the Canada Energy Regulator:

Re: Letter of Support for Westcoast Energy Inc. – Sunrise Expansion Program

On behalf of the District of Hope, I am writing to express our support for Westcoast Energy Inc., an Enbridge company, and their proposed Sunrise Expansion Program. The District of Hope is located near the existing pipeline route and recognizes the potential for this program to provide social and economic benefits to the community. The development, construction, and operation of the program will create employment opportunities, support local businesses, and contribute to the District's economic prosperity.

The proposed Sunrise Expansion Program, which involves the installation of new pipeline segments and compressor units along the existing pipeline system, provides an opportunity to invest in our domestic infrastructure. This initiative is a significant step towards meeting the growing demand for natural gas and ensuring the continued delivery of safe, reliable, and affordable energy to our community and beyond. We are particularly pleased with the comprehensive approach taken by Westcoast Energy to assess and manage potential social and economic effects on local communities. They have continued to engage with local communities, Indigenous groups, and other stakeholders to address concerns and incorporate feedback.

Since 2023, a total of \$55,000 has been contributed directly to the community through donations to organizations and events including Hope Seach and Rescue, Chawathil Indigenous Day Celebration and Community Walking Path, and Hope Shredding Day. These contributions have helped create a safer, more vibrant, and sustainable community. Furthermore, the District received over \$1.6 million in property taxes from the existing pipeline system in 2023 that contributed to local services and infrastructure development.

The District of Hope fully supports the proposed Sunrise Expansion Program and looks forward to the positive impacts it will bring to our community. We are confident that Westcoast Energy's commitment to safety, environmental stewardship, and community engagement will ensure the successful implementation of this project.

Sincerely,

Victor Smith
Mayor

DRAFT



REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: May 7, 2025

FILE: LDP 07/25 – OCP/ZON
Bylaws 1598 & 1599

SUBMITTED BY: Christian Parr, Planner II

MEETING DATE: May 12, 2025

SUBJECT: Redesignate and Rezone 19623 Silver Skagit Road

PURPOSE:

For Council to grant third reading to bylaws to redesignate and rezone 19623 Silver Skagit Road from Country Residential (CR-1) to Light/Service Industrial to facilitate the establishment of a light industrial building on the subject property.

RECOMMENDATION 1:

THAT *District of Hope Official Community Plan Amendment Bylaw No. 1598, 2025* be given third reading to change the Official Community Plan land use designation from Country Residential to Light/Service Industry for the portion of the property west of Silver Skagit Road at 19623 Silver Skagit Road.

RECOMMENDATION 2:

THAT *District of Hope Zoning Amendment Bylaw No. 1599, 2025* be given third reading to change the zoning from Country Residential (CR-1) to Light/Service Industrial (I-2) for the for the portion of the property west of Silver Skagit Road at 19623 Silver Skagit Road.

BACKGROUND:

Address	19623 Silver Skagit Road
PID	010-381-520
Legal Description	Lot 1 District Lot 1601 Yale Division Yale District Plan 5302
Property Owner / Agent	Toby Knowles
Lot Size	2.03 ha (5.02 acres)
Current OCP Designation	Country Residential
Proposed OCP Designation	Light/Service Industry (LSI) and Country Residential
Current Zoning	Country Residential (CR-1) and Limited Use (L-1)
Proposed Zoning	Light/Service Industry (I-2) and Limited Use (L-1)

Development Permit Area	Geotechnical Hazard Flood & Erosion Hazards Streamside Protection
--------------------------------	---

Site Description

The subject parcel is a large, deep rectangular lot split by Silver Skagit Road with about 85% of the lot on the west side of the road with the remaining 15% on the east side of the road. The eastern portion of the parcel borders Silverhope Creek and currently features a cabin. The western portion of the lot is heavily treed and features a shop and single-family dwelling.

DISCUSSION:

Proposal

The applicant has applied for Official Community Plan (OCP) and Zoning Bylaw amendments to facilitate the establishment of a 743.2 m² (8,000 ft²) industrial building at 19623 Silver Skagit Road. 278.7 m² of the proposed building is to be used for the applicant's sheet metal fabrication operations while the remainder of the building will be leased out to other light / service industrial businesses.

The proposed amendments would amend the following for the portion of the property on the west side of Silver Skagit Road:

- OCP land use designation from Country Residential to Light and Service Industrial.
- Zoning from Country Residential (CR-1) to Light/Service Industrial (I-2)

The applicant has provided some preliminary details regarding his intentions for the site design should the land use amendments be successful:

- Existing trees along the CR-1 zoned property to the south would be retained while trees in the rear portion of the property would be removed.
- The site would be screened with a steel fence and secured with a gate.

Local and Regional Context

The subject parcel is one of 5 large, deep lots located on the north end of Silver Skagit Road about 800 m south of Flood Hope Road and the existing I-2 zoned lots along it and about 1.1 km from the eastbound Trans-Canada Highway on-ramp.

Until recently the parcels on Silver Skagit Road were a combination of Limited Use and Country Residential zoned lots, however, there have been several non-conforming

light/service industrial uses in the area that have recently undergone land use amendments to bring them into Zoning Bylaw compliance.

As industrial land prices in the western part of the lower mainland become unaffordable, more affordable land in areas like Hope have become attractive options for industrial operations. Both Metro Vancouver and Fraser Valley Regional District have documented shortages of industrial lands.

The neighbouring properties are Light Industrial (I-2) to the north, a Country Residential (CR-1) property to the south, and the CD-2 zone to the south which is unique zone that contains many Limited Use (L-1) Zone uses, some Light Industrial (I-2) Zone uses in terms of a workshop and yard for construction companies and trade contractors, and county residential near the entrance.

While the area has many country residential properties, most of those properties are farther up Silver Skagit Road to the south and most traffic coming in and out of the property would not pass by these properties.

Council will have to weigh concerns neighbours have shared the past few years about conflicts between lands uses in the area. Much of the neighbourhood concerns have revolved around gravel crushing and processing, which is not permitted in the Light Industrial (I-2) Zone. But Council will have to consider the balance of creating more light industrial lands for economic opportunities with the desire from some residents to keep the area more Country Residential.

Official Community Plan Policies and Guidelines

The District's OCP does not detail criteria for amending the OCP and Zoning Bylaw for lands designated Country Residential to Light Industrial but does note the following goals for Hope's industrial areas:

- Clean, attractive, and well-maintained.
- Contribute to the local economy.
- Effectively separated or buffered from adjacent land uses.
- Minimum negative impacts on the natural environment and human health.
- Compatible with the tourism experience.

Staff reviewed the applicant's proposal with these goals as the criteria for gauging support for the land use amendments. This review showed that the following OCP goals for industrial areas have been met by the proposal:

- Contribute to the local economy.

The establishment of new light industrial operations in the District will contribute to the local economy by bringing new jobs and tax benefits.

- Effectively separated or buffered from adjacent land uses.

The Zoning Bylaw's landscaping, screening and fencing regulations require industrial buildings and outdoor storage be screened from residential zones by a solid, view obstructing fence or screen not less than 1.8 m in height and not less than 2.5 m in height. A minimum of 5% of the subject property is to be landscaped.

In addition, activities in the I-2 zone are to be carried out in accordance with the District of Hope Good Neighbour Bylaw.

- Minimum negative impacts on the natural environment and human health.

The proposed development will be required to complete a geotechnical and flood hazard assessment prior to issuance of a building permit.

- Compatible with the tourism experience.

As proposed, the site is to be screened from Silver Skagit Road by a gate and fence minimizing the visual impact for travellers headed to Silver Lake.

Staff consider the proposal generally consistent with the current OCPs goals for light industrial areas and recommend Council grant third reading to the amendment bylaws.

Consultation

Public Notification

Notice was sent to property owners within 50 m of the subject property as well as all property owners along Silver Skagit Road on May 2, 2025. As of noon on Wednesday, May 7, 2025, ten submissions from the public were received, seven in favour and three against.

Advertisements for the amendment bylaws were included in the May 2, 2025, edition of the Hope Standard as well as posted on the District website and social media accounts on May 2 and May 9, 2025.

Referrals

During an OCP amendment, Section 475 of the *Local Government Act* requires the local government to provide one or more opportunities for consultation with persons, organizations and authorities it believes will be affected.

A referral will be provided to the Ministry of Transportation and Infrastructure for bylaw approval if third reading is granted to the Zoning Amendment Bylaw.

In addition, staff have discussed the proposed amendments with the Directors of Operations and Finance, and they have no concerns with the proposed amendments.

Other Requirements

If the land use amendments are successful, the applicant must receive development permits for geotechnical hazard and flood and erosion mitigation and a building permit before beginning construction.

In addition, cash in lieu of works for the repaving of the portion of Silver Skagit Road in front of the subject property is also required prior to adoption of the land use amendments.

ATTACHMENTS:

- Location Map
- Map of Zoning along Silver Skagit Road

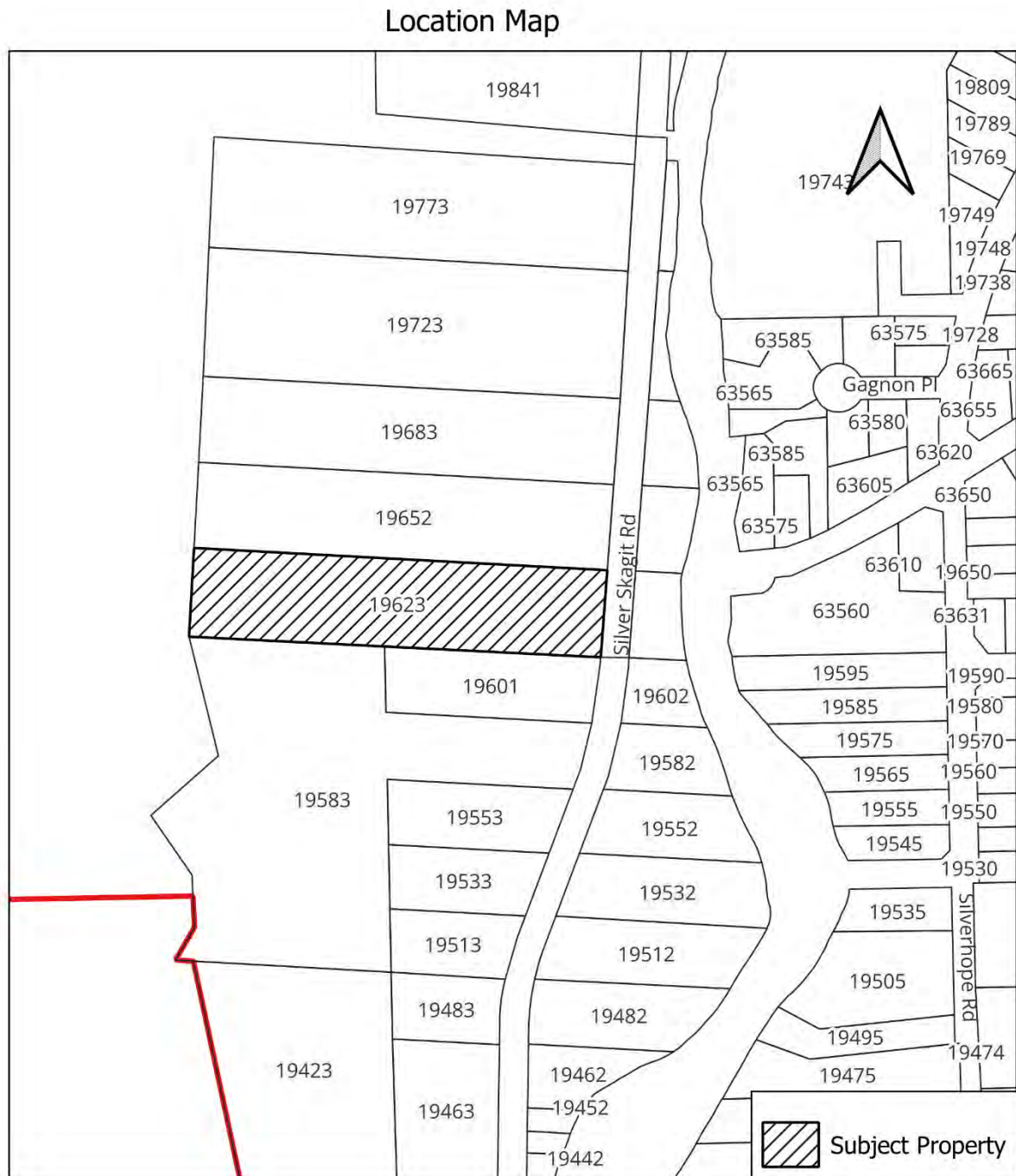
Reviewed by:

Approved for submission to Council:

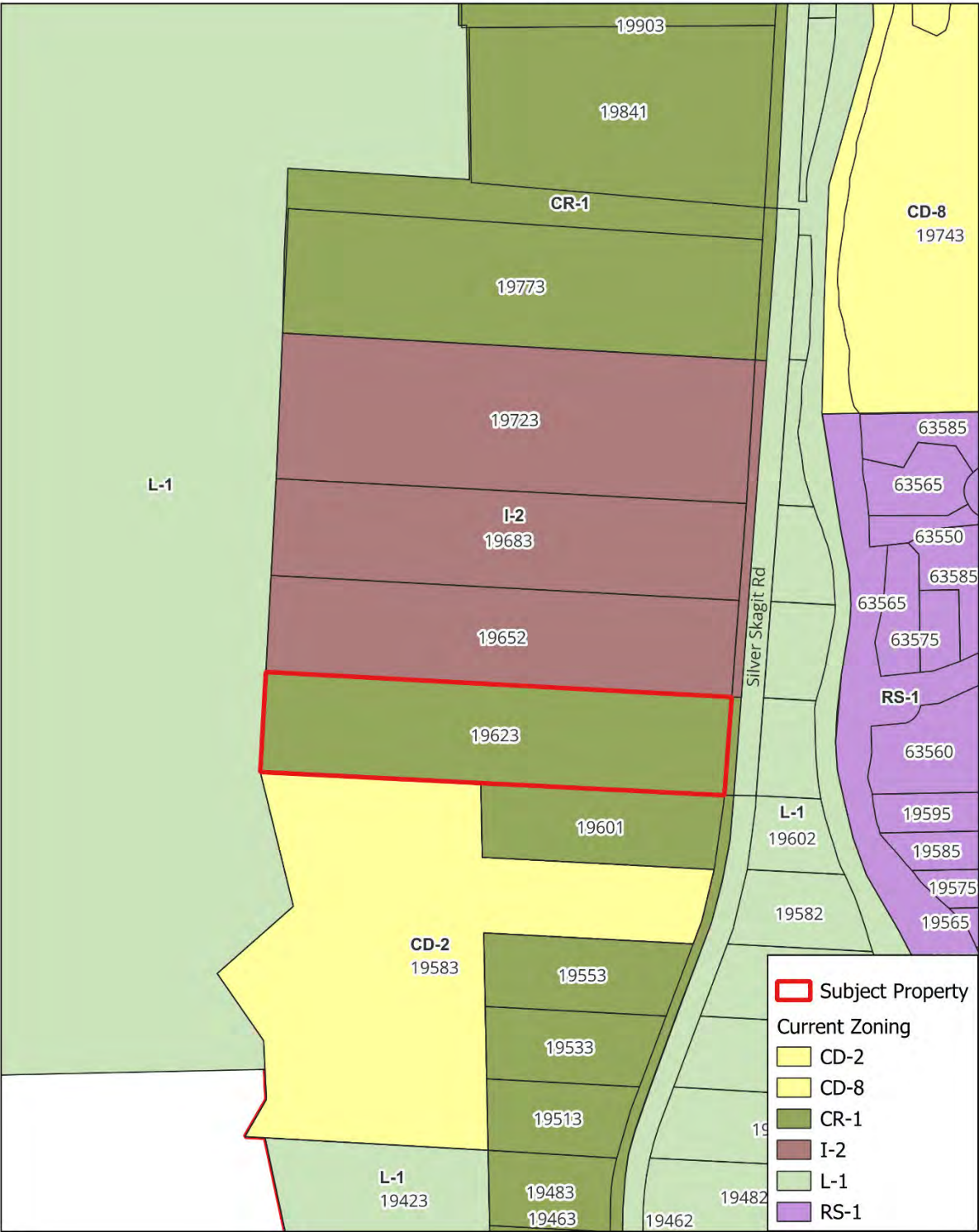
Original Signed by Robin Beukens
Director of Community Development

Original Signed by John Fortoloczky
Chief Administrative Officer

Location Map



Zoning Map



DISTRICT OF HOPE

BYLAW NO. 1598

A Bylaw to amend the District of Hope Official Community Plan Bylaw No. 1378

Whereas the Council of the District of Hope deems it appropriate to amend Official Community Plan Bylaw No. 1378, 2016 by re-designating certain lands;

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

CITATION

1. This Bylaw may be cited for all purposes as the “***District of Hope Official Community Plan Amendment Bylaw No. 1598, 2025***”.

ENACTMENT

2. That certain parcels of land situated in the District of Hope, British Columbia, and described as:

Lot 1 District Lot 1601 Yale Division Yale District Plan 5302
PID: 010-381-520

with the civic addresses of 19623 Silver Skagit Road as shown on Schedule “A” attached to and forming part of this bylaw are hereby re-designated from Country Residential to Light and Service Industrial and Map 2 of the District of Hope Official Community Plan Bylaw 1378, 2016 is hereby amended to reflect this re-designation.

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

Public Hearing was held this XX day of XXXXX, 2025

Read a third time this XX day of XXXXX, 2025

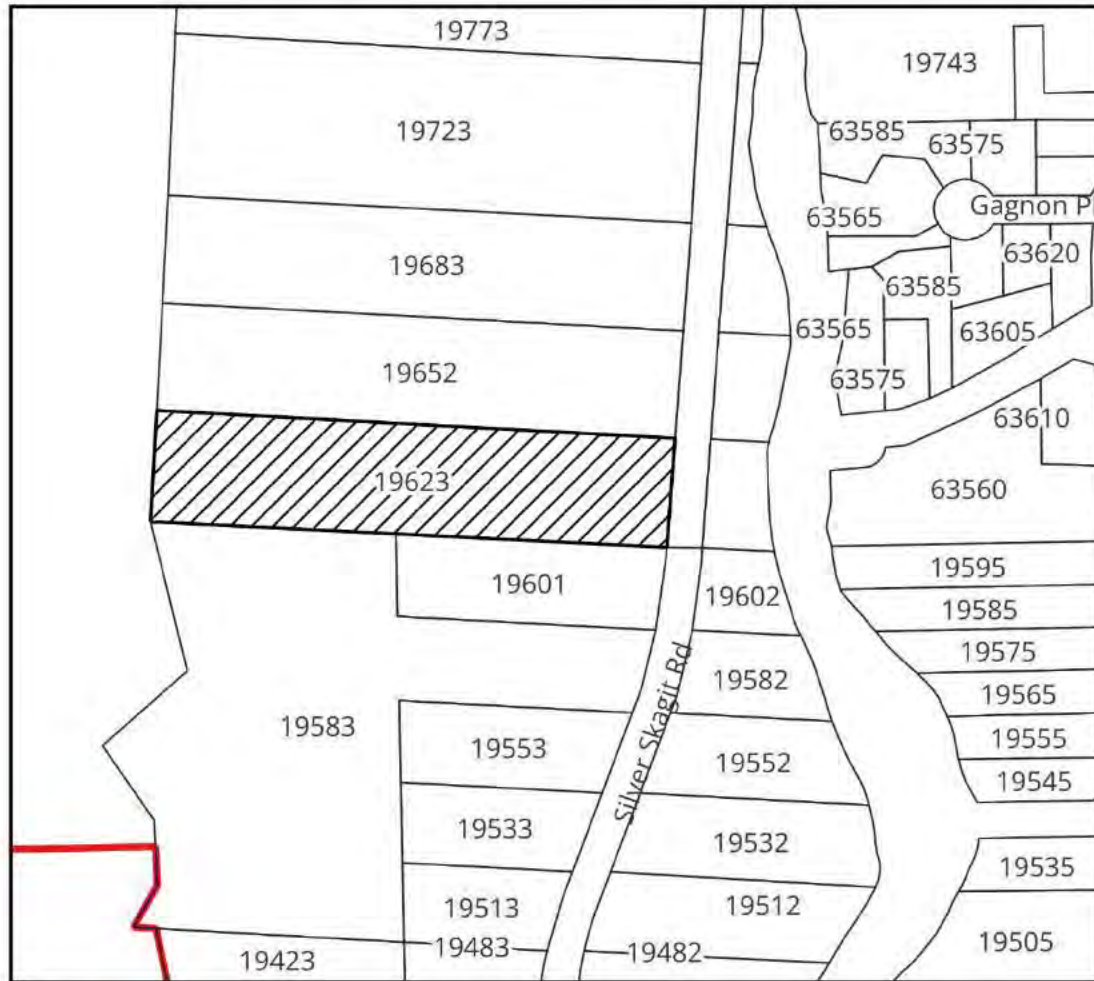
Adopted this XX day of XXXXX, 2025

Mayor

Director of Corporate Services

**DISTRICT OF HOPE
BYLAW NO. 1598
SCHEDULE "A"**

OFFICIAL COMMUNITY PLAN AMENDMENT MAP



FROM: COUNTRY RESIDENTIAL
TO: LIGHT AND SERVICE INDUSTRIAL

This is Schedule "A" attached to and forming part of the **"District of Hope Official Community Plan Amendment Bylaw No. 1598, 2025."**

Mayor

Director of Corporate Services

DISTRICT OF HOPE
BYLAW NO. 1599

A Bylaw to amend the District of Hope Zoning Bylaw 1324, 2012

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

AND WHEREAS the Council of the District of Hope deems it appropriate to amend Zoning Bylaw No. 1324, 2012 by rezoning a certain parcel of land;

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

CITATION

1. This Bylaw may be cited for all purposes as the “***District of Hope Zoning Amendment Bylaw No. 1599, 2025***”.

ENACTMENT

2. That certain parcels of land situated in the District of Hope, British Columbia, and described as:

Lot 1 District Lot 1601 Yale Division Yale District Plan 5302
PID: 010-381-520

with the civic address of 19623 Silver Skagit Road as shown on Schedule “A” attached to and forming part of this bylaw are hereby rezoned from from Country Residential (CR-1) to Light/Service Industrial (I-2) and the Zoning Map Schedule “B” of the District of Hope, Zoning Bylaw 1324, 2012 is hereby amended to reflect this rezoning.

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

Public Hearing was held this XX day of XXXXX, 2025

Read a third time this XX day of XXXXX, 2025

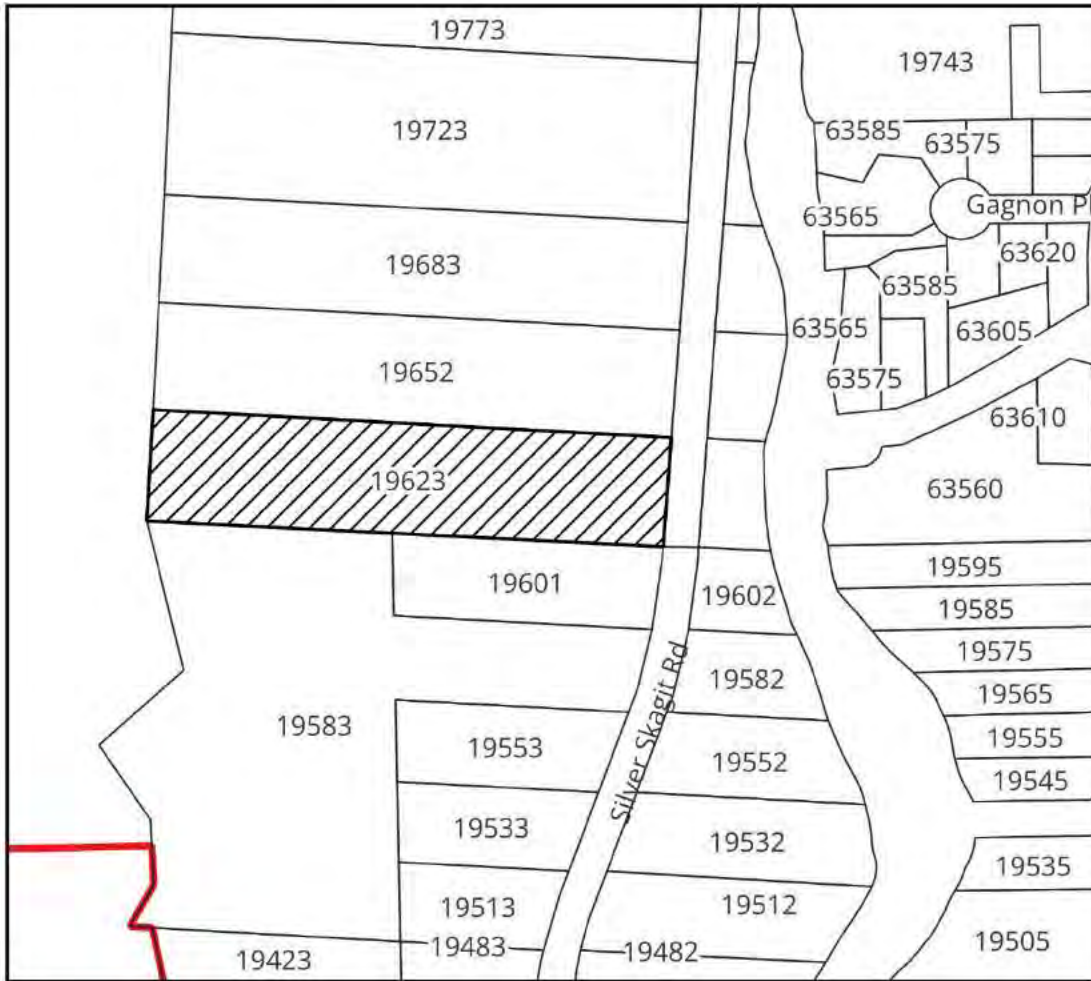
Received Ministry of Transportation & Infrastructure approval this XX day of XXXXX, 2025

Adopted this XX day of XXXXX, 2025

Mayor

Director of Corporate Services

**DISTRICT OF HOPE
BYLAW NO. 1599
SCHEDULE "A"
ZONING AMENDMENT MAP**



 FROM: COUNTRY RESIDENTIAL (CR-1)
TO: LIGHT/SERVICE INDUSTRIAL (I-2)

This is Schedule "A" attached to and forming part of the **"District of Hope Zoning Amendment Bylaw No. 1599, 2025."**

Mayor

Director of Corporate Services

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: April 30, 2025

FILE: LDP 13/25- DVP

SUBMITTED BY: Christian Parr, Planner II

MEETING DATE: May 12, 2025

SUBJECT: Development Variance Permit Application at 19422 Silver Skagit Road

PURPOSE:

To obtain Council authorization to proceed with public notification for a Development Variance Permit (DVP) for 19422 Silver Skagit Road to decrease the minimum interior lot line setback for an addition to a one family residence

RECOMMENDATION:

THAT Council direct staff to proceed with notification for a Development Variance Permit for the following *Zoning Bylaw* variances for 19422 Silver Skagit Road:

- **Part 9.4.5 (setbacks)** to reduce the minimum north interior lot line setback for an addition to a one family residence from 5 m to 2.1 m.

BACKGROUND

Owner/Agent:	Stephen and Michelle Van Dolder
Civic Address:	19422 Silver Skagit Road
PID Number:	009-437-380
OCP Designation:	Country Residential
DPA:	Avulsion Hazard
Zoning:	Country Residential (CR-1)
Lot Area:	809.4 m ² (0.2 acres)

ANALYSIS:

Proposal

The applicant is proposing to construct a 105.6 m² (1,136.7 ft²) addition to an existing one family residence at 19422 Silver Skagit Road. The addition will consist of a kitchen, living room and dining room as well as deck.

To facilitate the proposed addition, the applicant has requested a setback variance to reduce the minimum north interior lot line from 5.0 m to 2.1 m.

This reduced setback has already been granted previously for the existing one family residence so the proposal will allow the addition to be uniform with the current setback.

Rationale

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

Notification

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

Other Requirements

If Council approves the variance, the applicant must receive a flood hazard Development Permit prior to issuance of a building permit.

Budget Implications

None. The applicant has paid the required fees.

Attachments:

- Location Map
- Site plan

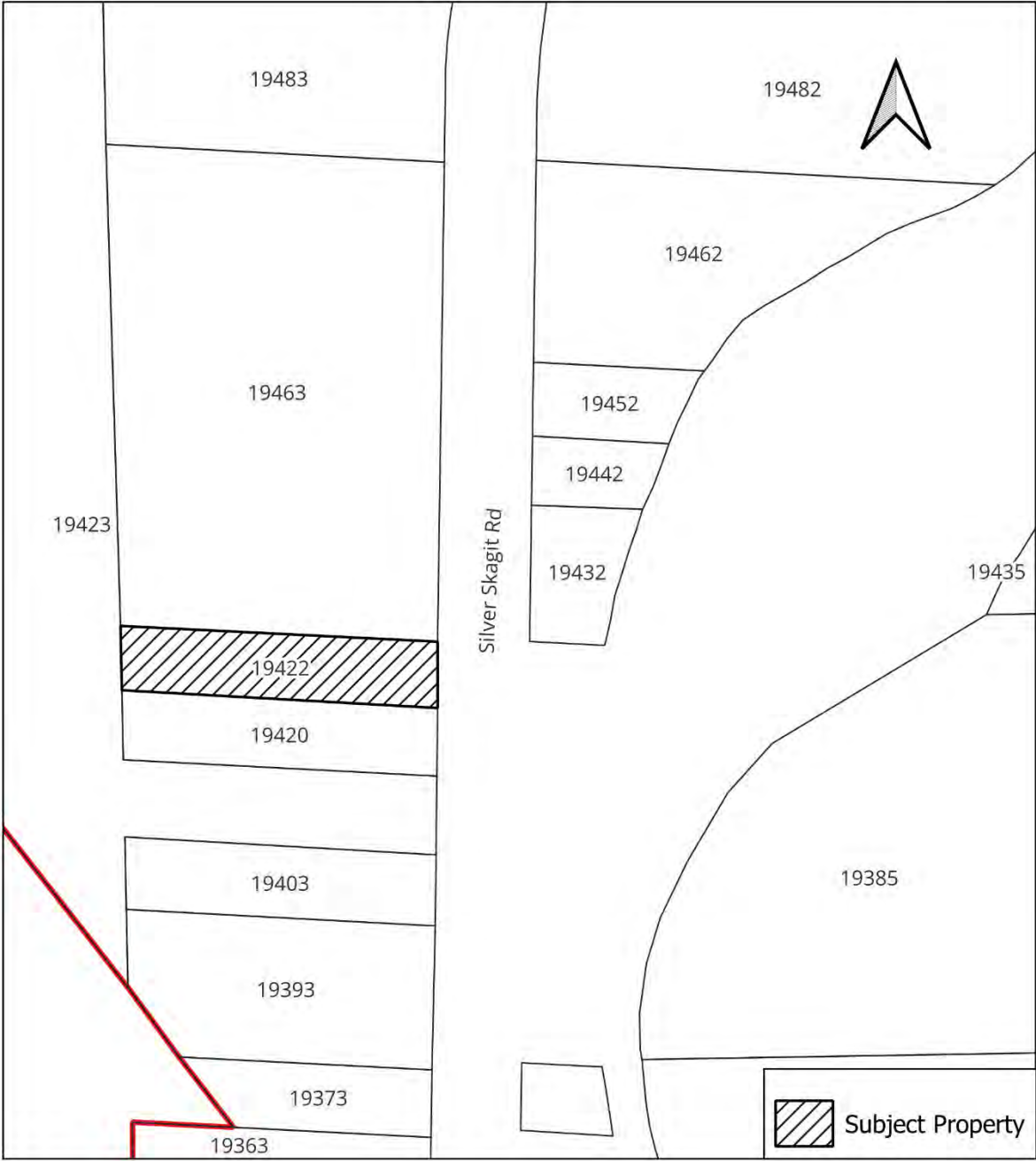
Reviewed by:

Approved for submission to Council:

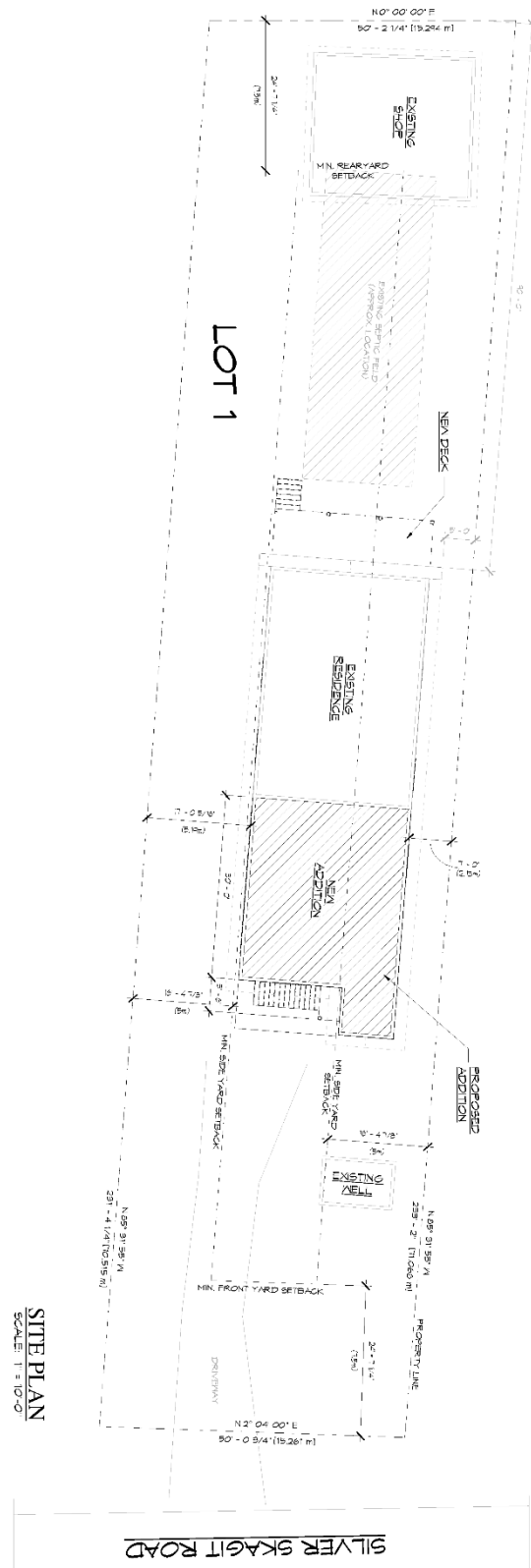
Original Signed by Robin Beukens
Director of Community Development

Original Signed by John Fortoloczky
Chief Administrative Officer

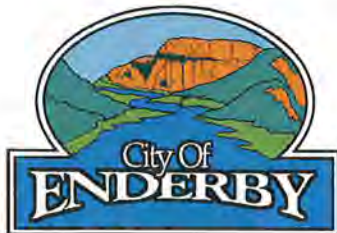
Location Map



Site Plan



1. News Release dated April 24, 2025 from the Ministry of Forests re: More than 60 projects will reduce wildfire risk, support forestry in B.C.
2. News Release dated April 24, 2025 from the Ministry of Public Safety and Solicitor General re: B.C. officers honoured for valour, commitment to public safety.
3. News Release dated April 25, 2025 from the Ministry of Health and United Way BC re: More, better home-care supports coming for B.C. seniors.
4. Information Bulletin dated April 29, 2025 from the Ministry of Attorney General re: Introduction of miscellaneous statutes amendment act, 2025.
5. Information Bulletin dated April 30, 2025 from the Ministry of Housing and Municipal Affairs re: Province moving forward on short-term rental rules.
6. News Release dated April 30, 2025 from the Ministry of Environment and Parks re: Increased BC Parks licence plate sales support more, better parks programs.
7. News Release dated April 30, 2025 from the Ministry of Energy and Climate Solutions re: B.C. streamlines permitting for renewable-energy projects.
8. Information Bulletin dated April 30, 2025 from the Office of the Premier re: B.C. declares provincial day of remembrance and mourning for victims of tragedy at the Lapu Lapu Day Festival.
9. News Release dated May 1, 2025 from the Ministry of Forests re: New funding supports fight against invasive plants.
10. News Release dated May 1, 2025 from the Office of the Premier and the Ministry of Infrastructure re: New legislation will deliver key infrastructure faster, strengthen economy.
11. Information Bulletin dated May 6, 2025 from the Ministry of Emergency Management and Climate Readiness re: B.C. tests emergency alerts to cellphones, TV, radio.
12. News Release dated May 7, 2025 from the Ministry of Energy and Climate Solutions re: CleanBC review launched to strengthen climate action, results for people.
13. Letter dated April 23, 2025 from the City of Enderby re: Bill 7 – 2025: Economic Stabilization (Tariff Response) Act.
14. Letter dated April 24, 2025 from Colleen and Charlene Hasell re: Projected 2025: Town of Hope Burned to the Ground.
15. Letter dated May 5, 2025 from the Union of BC Municipalities re: 2025 CRI FireSmart Community Funding and Supports Allocation-based Approval Agreement and Terms of Conditions of Funding.



619 Cliff Avenue
P. O. Box 400
Enderby, B. C. V0E 1V0

The Corporation of the City of Enderby
Where the Shuswap Meets the Okanagan

Tel: (250) 838-7230
Fax: (250) 838-6007
Website: www.cityofenderby.com

April 23, 2025

MLA David Williams
Room 201 - Parliament Buildings
Victoria, BC V8V 1X4

Re: Bill 7 – 2025: Economic Stabilization (Tariff Response) Act

Dear Mr. Williams:

Council has resolved to express its concerns regarding *Bill 7 – 2025 Economic Stabilization (Tariff Response) Act*.

Council for the City of Enderby recognizes that the economic challenge posed by tariffs requires an effective government response. However, that response must flow from our shared commitment to transparency, accountability, and public participation.

Council respectfully requests that the Government of British Columbia makes the following changes to *Bill 7 – 2025 Economic Stabilization (Tariff Response) Act*, before it becomes law:

1. Modify Part 2 [Procurement Directives] of the Act to ensure that there is adequate provision for oversight, accountability, and performance measurement in government purchasing programs and policies under this part;
2. Define the intent, scope and limits of Part 3 [Tolls, Fees and Charges] of the Act and include a requirement for regular and ongoing consultation with British Columbian citizens, including indigenous persons, and businesses to understand and adapt to the consequences of measures taken under this part; and
3. Add a requirement to Part 5 [General Provisions] of the Act requiring regular public reporting of regulations made under the Act, including the objectives, performance measures, and impacts of those regulations upon British Columbian citizens, including indigenous persons, and businesses.

Moreover, we urge the Government of British Columbia to:

4. Commit to not reintroducing Part 4 [Lieutenant Governor in Council's Response Powers] of the Act whatsoever, including as a separate enactment.

When the intentions of a law enacted by the Legislative Assembly are not clearly expressed, regulations risk defining the law rather than following from the law. In this time of crisis, we urge the Government of British Columbia to legislate in a manner that upholds the rule of law, not the rule of regulation.

Thank you for your attention to this important matter.

Sincerely,



Huck Galbraith
Mayor

Cc: Local Governments of BC
British Columbia New Democratic Party
Conservative Party of BC
Green Party of British Columbia

District of Hope
Hand delivered Apr. 24
TO ALL IT DOES CONCERN:

FOR INFORMATION CORRESPONDENCE

Pls add
to
City Council
Correspondence

PROJECTED 2025: TOWN OF HOPE BURNED TO THE GROUND

We are writing to express our deep concern regarding a growing homeless encampment situated near the mountains in our area of Hope, B.C. which has been increasingly problematic. It is located on the South side of Highway 1 between Flood Hope exit 165 and Silver Creek exit 168. As a resident of the community and a concerned citizen and neighbor, we feel compelled to bring this situation to your attention, as it presents significant environmental, safety, human and public health risks.

First and foremost, we are deeply worried about the potential for fires in this area. In 2022 we had a major fire, started by this encampment that burned for weeks, ruining our mountainside and costing the government millions of dollars. The encampment is located in very close proximity to our mountain region, an area that is extremely vulnerable to wildfires. The presence of discarded garbage and abandoned RV's, buses and motorhomes, including combustible materials, poses a grave risk of fire, especially as we approach the hotter, drier months. The risk of such an event is heightened by the presence of makeshift campfires which have been observed in the area, further exacerbating the danger. The prospect of another devastating fire in this area, reminiscent of previous years, is a fear that we cannot afford to ignore.

In addition to the fire risk, the environmental damage caused by the accumulation of trash and combustibles in and around the growing encampment is a huge concern. Not only is the area an eyesore, but the litter is also likely to find its way into local ecosystems, further harming wildlife and polluting our natural spaces. This issue also contributes to the degradation of the environment in and around the mountains, which are a cherished local resource and tourist attraction, Flood Falls.

Furthermore, we have observed that there are three man made access roads leading directly into the encampments from the freeway, which is both illegal and unsafe. These roads are not only enabling individuals to bypass restrictions and regulations but also present a significant safety hazard. Unauthorized access to this area has the potential to make emergency response efforts more difficult when a fire or other emergencies arise. The illegal nature of these roads is a violation of public safety regulations and further complicates the already dire situation.

We urge all relevant ministries to take immediate action to address these issues.

Recommendations are,

- conduct an urgent safety, fire and environmental assessment
- provide support and resources for individuals living in the encampment and relocate as soon as possible
- take action to remove or block the illegal access roads to this area for all vehicles except emergency or hydro (as we believe it is a hydro access road) so a new encampment does not startup
- implement a cleanup initiative to remove the trash, debris old motorhomes, RV's and buses from the site and establish ongoing waste management practices to prevent further environmental harm.
- once cleaned up monitor the area to ensure compliance of no access is adhered to.

We hope everyone will take this matter seriously and prioritize the well-being of both the individuals currently living in the growing encampment and the broader community that depends on the safety and preservation of our natural spaces and human life as well as wildlife.

We have attached pictures of the encampment, access roads and our burnt mountains from the previous fire.

Regards,

Colleen Hasell –

Charlene Hasell





May 5, 2025

Mayor Victor Smith and Council
District of Hope
325 Wallace Street
Hope, BC V0X 1L0

Reference: LGPS-11475

Re: 2025 CRI FireSmart Community Funding and Supports Allocation-based Approval Agreement and Terms of Conditions of Funding

Dear Mayor Smith and Council,

Thank you for submitting an allocation-based funding request under the Community Resiliency Investment program for 2025 FireSmart Community Funding and Supports funding.

I am pleased to inform you that your project, *2025-2027 FireSmart Program-District of Hope*, has been recommended for allocation-based funding. A grant in the amount of \$400,000.00 has now been approved (up to \$200,000.00 per year to a maximum of two years).

Funding under the FireSmart Community Funding & Supports program is based on annual maximum amounts. Timelines (including approved project start date and approved project end date) and annual funding for the District of Hope under the 2025 program is as follows:

- Year 1: May 5, 2025 to May 5, 2026; \$200,000. Interim report for Year 1 activities and expenditures is required by June 5, 2026
- Year 2: May 6, 2026 to May 6, 2027; \$200,000. Final report for Year 2 activities and expenditures is required by June 6, 2027

The District of Hope will be eligible to apply for future funding after the approved project end date or, if approved by UBCM, after the complete final report is submitted. Please refer to the Program and Application Guide for the reporting that is required in order to support future applications.

As outlined in the Program and Application Guide, an initial payment in the amount of \$100,000.00 or twenty-five per cent (25%) of the total approved grant will follow under separate cover after the signed Approval Agreement has been returned to UBCM.

The Community Resiliency Investment program is funded by the Province of BC

The remainder of the grant will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

Please note the following requirements for fuel management, CWRPs and/or additional funding:

Eligible fuel management activities within First Nations land or publicly owned land within municipal boundaries or regional district parks must be applied for under the application-based program but are required to be funded with allocation-based funds.

Worksheet 2 must be submitted in order to apply for fuel management activities.

Recipients with an acceptable plan that would like to amend/develop a CWRP must contact UBCM before commencing the project. Projects that include an amendment/development of a CWRP must use the 2024 CWRP Template and follow the 2024 CWRP Supplemental Instruction Guide, including the guidance for establishing an area of interest and determining the wildland-urban interface. **Worksheet 3 must be submitted in order to apply for a new or updated CWRP.**

To request additional funds for recipients impacted by the 2024 wildfire, recipients must submit separate application materials. Please refer Table 3 in the Program and Application Guide for Allocation-based funding for additional information. **Worksheet 4 must be submitted in order to apply for additional funds for recipients impacted by the 2024 wildfire.**

The Ministry of Forests has provided funding for this program and the general Terms and Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the CAO, Band Manager or designate and returned to UBCM within 30 days;
- (2) A post-grant approval meeting with the local BCWS Wildfire Prevention Officer or FNESS Mitigation Specialist must be completed prior to commencing work. Please contact Tony Botica/Tristan Farnham at the Coastal Fire Centre to schedule this meeting.
- (3) The funding is to be used solely for the purpose of the above-named project and all expenditures must meet eligibility and funding requirements as defined in the Program and Application Guide for Allocation-based Funding (refer to Sections 5 and 6);
- (4) All project activities must be completed within two years of the date of this letter and no later than May 5, 2027;
- (5) Interim reporting, using the Allocation Claims Form, will be required at 12 months for all two-year projects.

- (6) The final report is required to be submitted to UBCM within 30 days of project end date and no later than June 5, 2027. Refer to Attachment 1 for final report requirements;
- (7) For projects that include the purchase of FireSmart structure protection equipment, the requirements identified in Appendix 5 of the Program and Application Guide for Allocation-based Funding must be met;
- (8) For projects that include a FireSmart project for Culturally Significant Sites and Green Spaces, the requirements identified in Appendix 8 of the Program and Application Guide for Allocation-based Funding must be met and the Checklist for CRI Requirements for Fuel Management Prescription is completed before the assessment is started;
- (9) For projects that include a FireSmart rebate program and mitigation work for Seniors, Elders, people with limited mobility or vulnerable populations, the requirements identified in Appendix 9 of the Program and Application Guide for Allocation-based Funding must be met;
- (10) Local FireSmart Representative training workshops are virtual this year and do not have a registration fee. Only costs related to travel due to access to Internet or required technology will be considered for funding;
- (11) FireSmart™ and FireSmart logos are registered trademarks of the Canadian Interagency Forest Fire Centre, and FireSmart BC is governed by the BC FireSmart Committee. Use of the word FireSmart and associated logos is administered through licensing agreements. Any products/materials that are created using FireSmart brands must be reviewed and approved by the BC FireSmart Committee as the provincial agency representing FireSmart Canada. Request permission to use FireSmart brands [here](#).

Please review the attached FireSmart BC Information Sheet. It is expected that recipients will make use of available and free FireSmart Resources which can be found at FireSmartBC.ca or by reaching out to info@firesmartbc.ca

Please note that descriptive information regarding successful recipients will be posted on the UBCM and/or provincial government websites, and all interim, progress and/or final report materials will be made available to the provincial government.

I would like to congratulate you for responding to this opportunity to reduce the risk and impact of wildfires in your community.

If you have any questions, please contact Community Resilience Investment at 604-270-8226 ext. 220 or cri@ubcm.ca.

Sincerely,



Lynsay Pacey, Program Officer

Encls.

cc. David Hick, Assistant Chief/FireSmart Coordinator; Thomas Cameron, Fire Chief

Reference: LGPS-11475

Approval Agreement (to be signed by the CAO, Band Manager, or designate)

I, John Fortblazky, authorized designate of the **District of Hope**, have read and agree to the general Terms and Conditions, requirements for funding under the 2025 FireSmart Community Funding and Supports for Allocation-based funding and the reporting requirements (Attachment 1).



CAO

6 May 25

Signature, Title

Date

An original or certified digital signature is required

Please return a scanned copy of the signed Approval Agreement within 30 days to cri@ubcm.ca