



# Regular Meeting of the Council of the District of Port Edward

Tuesday, April 23, 2024

7:00 PM

District of Port Edward Council Chambers

Zoom Link <https://us06web.zoom.us/j/84612038208>

Meeting ID: 846 1203 8208

## AGENDA

We respectfully acknowledge we are meeting on the traditional homeland and territories of the Tsimshian Peoples

### 1. Adoption of Agenda

#### Recommendation:

THAT the Agenda for the Regular Council Meeting of April 23, 2024 be adopted as presented.

### 2. Adoption of Minutes

- a) **Recommendation:** THAT the minutes of the Regular Council Meeting on April 9, 2024 be adopted as presented.

### 3. Business Arising

### 4. Petitions & Delegation

- a) **Urban Systems – representatives *Chris Rempel***  
RE: Official Community Plan and Zoning Bylaw

### 5. Correspondence

- a) **Honourable Rob Fleming, Ministry of Transportation & Infrastructure**  
RE: Highway 599R
- b) **Honourable Ravi Kahlon, Minister of Housing**  
RE: Bill 16
- c) **Honourable Ravi Kahlon, Minister of Housing**  
RE: Legislative Changes to Address Housing Crisis in BC

- d) **Michelle Boomars-MacNeill, Prince Rupert & District Hospice Society**  
**RE: Grant in Aid**
- e) **Mike Little, Mayor, North Vancouver District**  
**RE: Support for Resolution Black Bear Cub Conflict Response by BC Conservation Office Service**
- f) **Prince Rupert Senior Center**  
**RE: Grant in Aid**
- g) **Sharie Minions, Mayor, City of Port Alberni**  
**RE: Resolution for Consideration by Delegates a the AVICC 2024 & Convention**

## 6. Reports

- a) **Heritage Legacy Fund- Indigenous Partnership Application**  
**Recommendation: THAT** Council approves the submission of a grant to UBCM – Community Emergency Preparedness Fund Public Notification & Evacuation Route Planning.
- b) **UBCM- Community Emergency Preparedness Fund- Public Notification & Evacuation**  
**Recommendation: THAT** Council approves the submission of a grant to UBCM – Community Emergency Preparedness Fund Public Notification & Evacuation Route Planning.
- c) **Emergency Preparedness RFP Award**  
**Recommendation: THAT** Council approves the RFP award for Emergency Preparedness to AB Consulting for the amount of \$ 25,595.

## 7. Bylaws

- a) **Five-Year Financial Plan Bylaw # 754, 2024**  
**Recommendation:** That Council give fourth reading and adoption to the Five -Year Financial Plan Bylaw # 754, 2024
- b) **Tax Rate Bylaw # 755, 2024**  
**Recommendation:** That Council give fourth reading and adoption to the Tax Rate Bylaw # 755, 2024

## 8. Reports on Council Activities

### 9. Questions from Audience – *Regarding Listed Agenda Items Only*

## 10. New Business

**Jason Giesbrecht, Fire Chief, Port Edward Volunteer Fire Department**  
**RE: Awarded- 25-year Long Service Award of British Columbia**

## 11. Adjournment

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**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT OF  
PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY APRIL 9, 2024**

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**PRESENT:**

**COUNCIL:**

Mayor Knut Bjorndal, Chair  
Councillors: James Brown and Dan Franzen  
**Absent Councillors:** Christine MacKenzie and Colleen  
McDonald

**ADMINISTRATION:**

Todd Francis, Chief Administrative Officer  
Polly Pereira, Director of Corporate Administrative Services  
and Strategic Projects  
Lorraine Page, Director of Financial Services

**CALL TO ORDER**

Mayor Knut Bjorndal called the meeting to order at 7:01 pm on Tuesday April 9, 2024.

The Mayor opened the meeting by respectfully acknowledging we are meeting on the traditional homeland and territories of the Tsimshian Peoples.

**AGENDA:**

24-079            Moved by: Councillor Franzen  
                      Seconded by: Councillor Brown

**THAT the Agenda for the Regular Council Meeting of April 9, 2024 be adopted as  
presented.**

Carried Unanimously

**MINUTES:**

24-080            Moved by: Councillor Brown  
                      Seconded by: Councillor Franzen

**THAT the minutes of the Regular Meeting of Council dated March 26, 2024 be  
adopted as presented.**

Carried Unanimously

**BUSINESS ARISING:**

**PETITIONS AND/OR DELEGATION:**

**a) Urban Systems- Representatives Aaron Coelho and Kailee Mortimer**

**RE:** Climate Action Plan

Aaron Coelho and Kailee Mortimer, from Urban Systems, provided Council a Powerpoint presentation outlining the work plan to create the District's Climate Action Plan. There was an opportunity for questions.

**CORRESPONDENCE:**

**a) Honourable Ann Kang, Ministry of Municipal Affairs**

**RE:** Funding- Emergency Plan for Alwyn and Wolf Creek Dams

24-081            Moved by: Councillor Franzen  
                      Seconded by: Councillor Brown

**THAT the letter dated April 3, 2024 sent via email advising the District's application under the Local Government Grant for the Emergency Plan for Alwyn and Wolf Creek Dam was approved be received and filed.**

Carried Unanimously

**b) Honourable Ann Kang, Ministry of Municipal Affairs**

**RE:** Funding- Surveillance, Operations

24-082            Moved by: Councillor Franzen  
                      Seconded by: Councillor Brown

**THAT the letter dated April 3, 2024 sent via email advising the District's application under the Local Government Grant for the Surveillance, Operations and Maintenance Plan for Alwyn and Wolf Creek Dam was approved be received and filed.**

Carried Unanimously

**c) Vern Yu, President & CEO**

**RE:** Thank You

24-083            Moved by: Councillor Franzen  
                      Seconded by: Councillor Brown

**THAT the letter dated April 1, 2024 sent via email thanking Council for their support in the proposed Ridley Energy Export Facility (REEF) be received and filed.**

Carried Unanimously

- d) Laura Hammer, CN, Vegetation Manager  
RE: CN Right-of way Vegetation Management

24-084 Moved by: Councillor Franzen  
Seconded by: Councillor Brown

**THAT the email dated April 3, 2024 from CN advising the District about CN's vegetation management activities in our area between April and October 2024 be received and file; and**

**FURTHER THAT staff inquire about the nature of the chemical used in managing vegetation.**

Carried Unanimously

- e) Tamara Trevelyan  
RE: TC Energy Proposal Project Update

24-085 Moved by: Councillor Franzen  
Seconded by: Councillor Brown

**THAT the email dated April 3, 2024 requesting that the presentation to Council be put on hold for now be received and filed.**

Carried Unanimously

- f) North Coast Regional District  
RE: Board Highlights- March 2024

24-086 Moved by: Councillor Franzen  
Seconded by: Councillor Brown

**THAT the email from the North Coast Regional District Board Highlights for March 2024 be received and filed.**

Carried Unanimously

- g) Regional District of Nanaimo  
RE: Legislative Reform Initiative Update- (*Tabled Item Feb 13, 2024*)

24-087 Moved by: Councillor Franzen  
Seconded by: Councillor Brown

**THAT inquiries were made with the City of Prince Rupert and North Coast Regional District on their decision, both organizations received and filed this information; and**

**FURTHER THAT this item be received and filed.**

Carried Unanimously

**h) British Columbia**

**RE: Small-Scale, Multi-Unit Housing- *Toolkit for Local Government***

24-088            Moved by: Councillor Franzen  
                      Seconded by: Councillor Brown

**THAT the Small-Scale, Multi-Unit Housing- *Toolkit for Local Government* be received and filed.**

Carried Unanimously

**REPORTS:**

**BYLAWS:**

**a) 5 Year Financial Plan Bylaw # 754, 2024**

Council received a report dated April 9, 2024 from the Director of Finance. The Budget information package was mailed to the community on March 25, 2024 and was posted on the website and social media for public comment.

24-089            Moved by: Councillor Brown  
                      Seconded by: Councillor Franzen

**THAT Council gives first, second and third reading to 5 Year Financial Plan Bylaw # 754, 2024.**

Carried Unanimously

**b) Tax Rate Bylaw# 755, 2024**

Council received a report dated April 9, 2024 from the Director of Finance. As per the Community Charter, Part 7- Financial Management Section 197, Council must impose property values taxes for the year by establishing tax rates before May 15<sup>th</sup>. This bylaw sets rates for 2024 for General Municipal, North Coast Regional District, and Northwest Regional Hospital District taxes. The municipal tax rate is a 3% increase.

24-090            Moved by: Councillor Franzen  
                      Seconded by: Councillor Brown

**THAT Council gives first, second and third reading to the Tax Rate Bylaw# 755, 2024.**

Carried Unanimously

**QUESTIONS FROM THE AUDIENCE:**

**REPORTS ON COUNCIL ACTIVITIES:**

**Mayor**

Attended the Chamber of Commerce – Excellence Award Ceremony

Attended a meeting with First Nation, City of Prince Rupert and Major industry representatives to discuss the doctor shortage in Prince Rupert.

**NEW BUSINESS:**

**RE: Motion to resolve into a closed In-Camera meeting as per Community Charter  
Section 90(1):**

(g) litigation or potential litigation affecting the municipality; and

(m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

24-091            Moved by: Councillor Franzen  
                      Seconded by: Councillor Brown

**THAT the Regular Meeting of Council be resolved into a closed meeting at 8:04 pm.**

Carried Unanimously

**At 8:24 pm Rise and Report from the In-Camera**

**REPORTS FROM  
IN-CAMERA:**

- That the Press Release be sent out before the Prince Rupert Port Authority Town Hall meeting.

**ADJOURNMENT:**

24-092            Moved by: Councillor Franzen  
                      Seconded by: Councillor Brown

**NOW THEREFORE BE IT RESOLVED THAT at 8:25 pm the April 9, 2024 Regular Meeting of Council was adjourned.**

Carried Unanimously

**CERTIFIED CORRECT**

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Knut Bjorndal, Mayor

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Polly Pereira, Director Corporate  
Administrative Services and Strategic  
Projects



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**Small Scale Multi-Unit Housing  
(SSMUH)**

**Zoning Bylaw Compliance**

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**URBAN**  
SYSTEMS

## **Bill 44: Small Scale Multi-Unit Housing**

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- **Bill 44 requires all local governments to update their Zoning Bylaws to allow small Scale Multi-unit Housing (SSMUH) development**
- **In the case of Port Edward, this means a minimum of 1 secondary suite and/or 1 detached accessory dwelling unit (ADU) must be permitted in Zones restricted to detached single-family dwellings**
- **SSMUH guidelines are not intended to apply to non-residential zones like agriculture, commercial, and industrial zones, even if these non-residential zones permit a single family dwelling unit, like a caretaker unit.**
- **In Port Edward, the SSMUH guidelines apply to the R1: Single Family Residential and A2: Rural Residential Zones**

## **Bill 44: Small Scale Multi-Unit Housing**

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- **Zoning Bylaws must be updated by June 30, 2024**
- **In addition to the legislative requirements, the Province is asking local governments to consider other recommended Zoning Bylaw revisions**
- **These recommendations are related to building heights, setbacks, lot coverage and parking requirements**
- **The Province has developed a policy manual and site standards for SSMUH (*still important to consider the local context!*)**
- **In summary:**
  - **The District's Zoning Bylaw is already in compliance with the SSMUH legislative requirements**
  - **The District could consider implementing some of the Province's recommendations**

## Secondary Suites and Accessory Dwelling Units

- **SSMUH requires that Port Edward permits a minimum of 1 secondary suite and/or 1 detached accessory dwelling unit (ADU)**
- **Options include:**
  - permit only one secondary suite
  - permit only one ADU
  - allow landowners to choose either a secondary suite or an ADU, or
  - permit the construction of both a secondary suite and an ADU.
- **District's Zoning Bylaw currently permits Secondary Suites in the R1 and A2 Zones**
- **Accessory residential uses are permitted in the C1, C2, C3, M1, M2, M3 and P1 Zones, although these zones are not subject to SSMUH requirements**
- **The District could consider permitting accessory residential uses in the R1 Zone (if connected to a community sewer system).**

**R1 – Single-Family Residential**  
**A2 – Rural Residential**

**Maximum Building Height**

Province recommendation: 11.0m for principal buildings, 8.0m for accessory dwelling units

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|                   |              | <b><i>Recommendation</i></b> |
|-------------------|--------------|------------------------------|
| Current Bylaw: R1 | <b>11.0m</b> | No Change                    |
| Current Bylaw: A2 | <b>11.0m</b> | No Change                    |

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\*Note: Zoning Bylaw does not allow accessory residential dwelling units in the R1 and/or A2 zones

## R1 – Single-Family Residential A2 – Rural Residential

### Minimum Setback from Front Lot Line

Province Recommendation: 5.0-6.0m

|                   |             | <i>Recommendation</i>  |
|-------------------|-------------|--|
| Current Bylaw: R1 | <b>4.0m</b> | No change as the District's Zoning bylaw is already less restrictive |
| Current Bylaw: A2 | <b>6.0m</b> | No change as it is in alignment with Provincial regulations          |

# R1 – Single-Family Residential

## A2 – Rural Residential

### Minimum Setback from Rear Lot Line

Province recommendation: 6.0m for principal buildings, 1.5m for ADUs

|                   |             | <i>Recommendation</i>  |
|-------------------|-------------|--|
| Current Bylaw: R1 | <b>5.0m</b> | No change as the District's Zoning bylaw is already less restrictive |
| Current Bylaw: A2 | <b>6.0m</b> | No change as it is in alignment with Provincial regulations          |

\*Note: Zoning Bylaw does not allow accessory residential dwelling units in the R1 and/or A2 zones

**R1 – Single-Family Residential**  
**A2 – Rural Residential**

**Minimum Setback from Side Lot Line**

Province recommendation: 1.2m

|                   |  | <b><i>Recommendation</i></b>   |
|-------------------|--|--|
| Current Bylaw: R1 | <b>1.5m</b><br><b>Corner Lot: 3.0m from Exterior Side Yard</b> | Leave as is for now and re-visit during more fulsome Zoning Bylaw review |
| Current Bylaw: A2 | <b>6.0m</b>  | Leave as is to reflect rural context                                     |



## R1 – Single-Family Residential A2 – Rural Residential

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Maximum lot coverage:

Province recommendation: 25-40%

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### *Recommendation*

|                   |            |   |
|-------------------|------------|---|
| Current Bylaw: R1 | <b>40%</b> | No change as it is in alignment with Provincial regulations |
| Current Bylaw: A2 | <b>25%</b> | No change as it is in alignment with Provincial regulations |

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# R1 – Single-Family Residential

## A2 – Rural Residential

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### Off-Street Parking Requirements:

Province recommendation: 1 per dwelling unit

|               |  | <i>Recommendation</i>   |
|---------------|--|---|
| Current Bylaw | 2 per single family dwelling<br>1 per secondary suite or accessory suite | Given the local context, it is recommended that the District leave as is for now and re-visit during more fulsome Zoning Bylaw review |

## Next Steps - SSMUH

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- **Confirm approach to considerations as outlined in this presentation.**
- **If the Zoning Bylaw needs to be updated, the District will be required to:**
  - **Give notice that the Zoning Bylaw will be proceeding without a public hearing;**
  - **Seek three readings and adoption of the SSMUH-compliant zoning bylaws at a Council meeting.**
- **Regardless of the need for a Bylaw update, the District will be required to:**
  - **Provide written notice to the Minister of Housing of:**
    - **the adoption of SSMUH-compliant zoning; and**
    - **any exempted lots and areas.**

## **Next Steps – Bill 44**

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- **SSMUH legislative requirements – June 30<sup>th</sup>, 2024**
- **Interim Housing Needs Report - December 31<sup>st</sup>, 2024**
- **Official Community Plan and Zoning Bylaw updated for alignment with Housing Needs Report – December 31<sup>st</sup>, 2025**

# Thank you

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5a

April 5, 2024

His Worship  
Mayor Knut Bjorndal  
District of Port Edward  
PO Box 1100  
Port Edward BC V0V 1G0

Reference: 324151  
DISTRICT OF PORT EDWARD

TO: Regular

Port Edward Bab..... IC

Apr 9/24  
by: Email  
Dist To: Council

GFC

PW  Re:

AA

Recom:.....

Dear Mayor Bjorndal:

**Re: Highway 599R**

Thank you for your letter of January 30, 2024, regarding the speed limit along Highway 599R near the Watson Island turnoff.

I understand ministry staff spoke with the operators of Kinnikinnick Campground in late 2022 and determined at that time that the speed limit was appropriate for the location. That said, I have asked the ministry's Skeena District staff to reach out to your office directly and arrange a meeting with you and ministry Engineering staff to look more closely at potential solutions for the concerns you have raised on behalf of the community, and to determine if a new speed review for the location is warranted.

Please do not hesitate District Operations Manager Nathan Voogd if you have any questions in the meantime. He can be reached at 250 631-9958 or Nathan.Voogd@gov.bc.ca and would be pleased to assist you.

Ministry engineers consider many factors when setting speed limits, including the intended use of the road, its safety history, adjacent land use, intersections, traffic volumes and structural characteristics such as curves and sightlines. We have found that if speed limits are set too low for the conditions unsafe driving behaviours becomes more common.

While the ministry is responsible for setting safe and appropriate speed limits, the RCMP is responsible for enforcing them. I have shared your email with my colleague the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General, as his ministry is responsible for law enforcement in the province. You may also want to contact your local RCMP detachment to suggest increased enforcement in your area.

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BRITISH  
COLUMBIA

5b

VIA EMAIL

Ref: 66489

April 8, 2024

Their Worship Knut Bjorndal  
Mayor of the District of Port Edward  
Email: kbjorndal@portedward.ca

Dear Mayor Knut Bjorndal:

On April 5, 2024, I introduced new legislation, Bill 16, intended to support local governments in their efforts to build more affordable and liveable communities. The proposed legislation strengthens the shift towards pro-active zoning by providing local governments with new authorities to secure affordable housing units and site-level infrastructure in new developments and to enable municipalities to adopt bylaws to help tenants facing eviction from redevelopment.

These changes are part of the broader set of local government changes that started in fall 2023 with Bills 44, 46 and 47 to help get more housing built faster while enabling updated and new tools to effectively fund the costs of infrastructure and amenities to support increased housing supply and growth. Those changes will result in fewer site-by-site rezonings, which many local governments currently rely on to secure key outcomes such as affordable housing, tenant protections, and site-level infrastructure. If passed, Bill 16 will provide authorities to local governments to secure these outcomes within a pro-active zoning framework.

Bill 16 will establish a new **Inclusionary Zoning** tool that allows local governments to require affordable housing in new development without relying on the rezoning process and to accept cash-in-lieu of affordable housing or affordable units on a different site by agreement. Local governments will need to undertake a financial feasibility analysis and consultation when developing Inclusionary Zoning bylaws to ensure that enough density is provided to offset the costs of providing affordable housing. They will also need to report annually on the outcomes of Inclusionary Zoning bylaws for transparency and to support provincial monitoring of implementation.

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Office of the  
Minister of Housing

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

Mailing Address:  
PO Box 9074 Stn Prov Govt  
Victoria BC V8W 9E9  
Phone: 236 478-3970

Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
Email: [HOUS.Minister@gov.bc.ca](mailto:HOUS.Minister@gov.bc.ca)

The **Density Bonus** tool will be updated to clarify how it is used and to help ensure it works effectively with Inclusionary Zoning. Financial feasibility analysis and consultation will now be required to ensure that Density Bonus provisions are achievable and calibrated to local conditions. The proposed legislation clarifies that local governments can accept cash-in-lieu of affordable units and/or units on a different site. It also clarifies use of Density Bonus authorities in Transit-Oriented Areas (TOAs).

By mid-2025 (or a later date prescribed by regulation) local governments will be required to update all existing density bonus bylaws to comply with the new legislation, and density bonus authorities will only be able to be used above the minimum allowable densities in TOAs.

Bill 16 will also provide municipalities with the authority to develop **Tenant Protection Bylaws** that are implemented at the development permit stage. Municipalities will be able to withhold development permits until owners meet the conditions of the tenant protection bylaws. In addition, municipalities will be able to request information about the effect of proposed redevelopments on tenants, which will give municipalities more data to design tenant protection bylaws.

Lastly, Bill 16 proposes new authorities for local governments to secure site-level infrastructure to service new development without relying on the rezoning process. These changes will give local governments clearer authority to require **works and services** for infill developments (i.e. at the building permit stage). As well, the legislation provides local governments with an expanded list of works and services they can require, including, for example, benches, street lamps, parklets, and sustainable design features like rain gardens. Local governments will also be able to require developments provide land adjacent to developments for new or upgraded roads without subdivision to support alternative transportation, accessibility and safety (such as wider sidewalks, bike lanes, and street trees). The legislation also gives local governments a new authority to define and require **Transportation Demand Management** measures within new developments, which can include, for example, charging stations or secure bicycle parking facilities.



Their Worship Knut Bjorndal  
Page 3

If Bill 16 is passed, local governments can use the capacity funding distributed in January to adopt these new tools.

The Province will continue to engage and collaborate with local governments to support implementation of the new legislative tools and requirements. Later this year, we will provide guidance for adoption of the new authorities: Inclusionary Zoning and Density Bonus, Works and Services and Transportation Demand Management, and Tenant Protection Bylaws. In the coming months, we will also be providing further guidance to support the implementation of the fall 2023 legislation, including guidance on the Interim Housing Needs Reports and comprehensive guidance on the development finance tools.

I appreciate all the work being undertaken to transition to a pro-active zoning planning framework and to help get more homes built for British Columbians.

Sincerely,



Ravi Kahlon  
Minister of housing

pc: The Honourable Anne Kang, Minister of Municipal Affairs  
Teri Collins, Deputy Minister, Ministry of Housing  
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs  
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing  
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs  
Todd Francis, City Manager/CAO (cao@portedward.ca)

Links:

Local Government Housing Initiatives Webpage: [Local government housing initiatives - Province of British Columbia](#)

Bill 16 Announcement: <https://news.gov.bc.ca/releases/2024HOUS0049-000471>



BRITISH COLUMBIA

5c

VIA EMAIL

Ref. 66386

April 10, 2024

His Worship Knut Bjorndal  
Mayor of the District of Port Edward  
Email: kbjorndal@portedward.ca

General

DISTRICT OF PORT EDWARD

TO:  Regular

via:  M&C  Council Meeting Date:..... IC

By: *Apr 10/24*  CAO

*Email*  DFC

Dist To:  PW  Re: .....

*Council*  AA  .....

Recom:.....

Dear Mayor Knut Bjorndal:

British Columbia is facing an unprecedented housing shortage. We need every local government in the province to work with us to enable the development of more housing in every community. We need all types of housing; rental housing, family housing, housing that is appropriate and accessible for seniors and housing that presents real opportunities for ownership to first time buyers. That is why in the 2023 fall legislative session, we passed three legislative packages (Bills 44, 46 and 47) designed to shift land use planning away from site-by-site rezoning decisions that slow down the delivery of housing and amenities toward more 'up-front' planning and zoning practices.

Collectively, these legislative changes will help to address the housing crisis in BC by promoting greater diversification of the housing stock to address the unique needs for homes across a variety of demographics, tenures, household lifecycles, and income ranges. They will enable more efficient and predictable planning for housing need, reduce administrative and negotiation costs, help deliver more housing options for a range of incomes, and contribute to economic growth.

In our consultations on the Small-Scale Multi-Unit Housing legislation with planning staff and home builders, we heard clearly that this type of housing, four to six units on a single-family lot, can be challenging to realize within overly prescriptive site guidelines. Allowing for maximum flexibility on site will ensure we have the best chance of seeing "gentle" density realized in our communities. And because we know this type of development can be challenging and that streamlined development approvals process will help, Bill 44 also requires that you do not unreasonably restrict or prohibit the development of Small Scale Multi-Unit Housing.

.../2

Office of the  
Minister of Housing

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

Mailing Address:  
PO Box 9074 Stn Prov Govt  
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Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
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His Worship Knut Bjorndal  
Page 2

We also expect many Small-Scale Multi-Unit Housing Developments will be strata titled and provide more accessible pathways to homeownership for people who would not be able to afford a single-family home in many communities. The Province recommends local governments allow stratification at every opportunity.

Alongside these bills, we also published the Provincial Policy Manual and Site Standards for Small Scale Multi-Unit Housing. This manual provides a framework that will create a healthy development environment to realize the diverse housing types needed to meet the unit level density required by Bill 44. I would like to remind you that Bill 44 requires that you consider this policy guidance when crafting your zoning bylaw amendments. We strongly encourage you to adopt the provincial site standards around lot coverage, building height and setbacks and to allow as many unit types as possible in as many residential zones as you can so we can build more homes for people.

I know your staff are already working hard to prepare your bylaw amendments to meet the compliance deadline of June 30, 2024, and I appreciate the work and thought that you are putting into this process.

Thank you for working with us to address restrictive zoning and make it easier for people to build small scale, multi-unit homes.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ravi Kahlon', written in a cursive style.

Ravi Kahlon  
Minister of Housing

pc: Todd Francis, Chief Administrative Officer (cao@portedward.ca)

RECEIVED  
APR 16 2024  
5d



**District of Port Edward**  
Grant in Aid Application Form  
POLICY #2020-1

DISTRICT OF PORT EDWARD

Name of Organization: Prince Rupert " District Hospice Society  
Date: Apr 16/24  
Contact Person: Michelle Beaumont-King (E) 11  
Phone Number: 778-884-2733

Amount of grant requested: up to \$500.

Briefly describe the purpose for which you are requesting this grant:

attached.

Please demonstrate how this project or event meets the criteria of the District of Port Edward Grant in Aid Policy:

-contributes to the general interest, health & welfare of our local communities.

**This is a walk, run or roll fund-raiser for the whole family to enjoy!**

**All proceeds from this Hike for Hospice go towards the many programs Hospice offers to the community free of charge. These programs include End-of-Life Support, Grief Support, Companionship, Nav-CARE, Advance Care Planning, and ongoing training for Hospice's Volunteers.**

RECEIVED  
MAR 27 2024



DISTRICT OF PORT EDWARD

PO Box 191  
Prince Rupert BC V8J 3P6

Phone: (250) 622-6204  
Email: [princerupershospice@gmail.com](mailto:princerupershospice@gmail.com)

March 22, 2024

Prince Rupert and District Hospice Society is excited to announce its  
3rd Annual **Hike for Hospice** to be held on Sunday May 5<sup>th</sup>.

**Hike for Hospice** is an annual pledge-based, national event held to raise much needed funds and awareness of the services offered by our local Hospice Societies and we are inviting you to be a sponsor of the Prince Rupert event.

Gold Sponsor \$1000 🦋 Silver Sponsor \$500 🦋 Bronze Sponsor \$250

All sponsors will be recognized on our Facebook page, website, newsletter and during the event. We also invite you to encourage your staff, friends and families to attend.

The **Prince Rupert and District Hospice Society** offers a program of compassionate care and support for those experiencing the dying and grieving process.

- 🦋 Trained volunteers provide visits at home, in hospital or the long-term care facility.
- 🦋 We offer grief and bereavement support through a 9-week Journey Through Grief program, one on one support and telephone support.
- 🦋 We have a lending library that is available to palliative clients and their families.
- 🦋 We also offer Advance Care Planning information and workshops.

Rain or shine the **Hike for Hospice** will start and finish at Mariners Park, with registration starting at 1pm on Sunday, May 5<sup>th</sup>. We will be walking, jogging, wheeling and rolling to raise awareness for Hospice within this wonderful community we call home! There will be short, medium and long hike routes available.

The entire community is invited to come out and hike in remembrance of a loved one, in support of hospice and if they would like to help us fundraise, pledge forms are available by contacting [princerupershospice@gmail.com](mailto:princerupershospice@gmail.com).

We thank you for your consideration in support of the Prince Rupert and District Hospice Society.

Yours truly

**Michelle Boomars-MacNeill, on behalf of the Board of Directors  
Prince Rupert and District Hospice Society 2009**

355 West Queens Road  
North Vancouver BC  
V7N 4N5

www.dnv.org



5e

Mayor Mike Little  
Phone: 604 990 2208  
Cell/Text: 604 209 3971  
mayor@dnv.org

DISTRICT OF PORT EDWARD

TO: Regular

Apr 17/24  
By: Email  
Dist 1 To: Council

April 16, 2024

IC

To British Columbia Municipalities

PW  Re:  
AA

Dear Mayor and Members of Council:

Recom: .....

**Re: Support for Resolution Black Bear Cub Conflict Response by British Columbia Conservation Officer Service**

At it's Regular Meeting held on Monday, February 26, 2024 the District of North Vancouver Council unanimously passed the following motion:

**RECOMMENDATION:**

*THAT the Union of British Columbia Municipalities resolution Black Bear Cub Conflict Response by British Columbia Conservation Officer Service is supported for Lower Mainland Local Government Association consideration:*

**WHEREAS** the British Columbia Conservation Officer Service currently can independently decide how to handle black bears and cubs in conflict situations, without the oversight of an independent external public board;

**AND WHEREAS** there is no mandate for orphaned black bear cubs to be taken to a Wildlife Sanctuary for health assessment and treatment by a qualified wildlife veterinarian, and be the sole authority to perform a humane euthanasia of black bear cubs if needed.

**THEREFORE BE IT RESOLVED** that the Union of British Columbia Municipalities request the Province of British Columbia to initiate changes to the British Columbia Conservation Officer Service, Human-Black Bear (Single) Conflict Response Guideline, to include a review of actions through an independent civilian-led oversight board, orphaned bear cubs to be transported to a wildlife sanctuary for health assessment of cubs by qualified wildlife veterinarian, for treatment or euthanasia, and an audit done by the Solicitor General on the British Columbia Conservation Officer Service actions, policies and procedures.

We are anticipating that this will be considered at the upcoming Lower Mainland Local Government Association's Annual Conference, and we would appreciate your support.

Sincerely,

Mayor Mike Little



## District of Port Edward

Grant in Aid Application Form  
POLICY #2020-1

5f  
RECEIVED  
APR 18 2024

DISTRICT OF PORT EDWARD

Name of Organization: Prince Rupert Senior Center

Date:

Contact Person: MARION WIER

Phone Number: 250-600-0686 // 250-627-1900

Amount of grant requested: \$500.00

Briefly describe the purpose for which you are requesting this grant:

The existing building is approximately 50 years old and is need of some exterior work + the Senior Center + fund raising to do this. Funds are also used for activities to enhance the members visiting the center.

Please demonstrate how this project or event meets the criteria of the District of Port Edward Grant in Aid Policy:

The Center is a gathering place with activities such as cards, yoga, line dancing and gathering place for Seniors to meet + socialize with other Seniors in the Communities of Port Edward and Prince Rupert.





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# District of Port Edward

## POLICY AND PROCEDURES

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POLICY # 2020-1

**TOPIC:** Grant in Aid Policy

**OBJECTIVE:** To establish a policy governing Council's consideration and evaluation of requests for Grants in Aid to financially assist community groups.

**POLICY:**

The District of Port Edward deems it appropriate to approve grants in aid to groups, organizations, and individuals for activities, events, and programs that are considered beneficial to the community. Decisions regarding requests for grants in aid will be governed by the following guidelines:

1. Council shall set an annual grant in aid budget that shall not be exceeded in any given year.
2. Eligible applications (form attached) will only be considered and accepted from non-profit or charitable organizations that demonstrate:
  - a. A broad benefit to the community of Port Edward; or
  - b. Contribute to the general interest, health or welfare of the community; or
  - c. Assist in the celebration of an event of public interest; or
  - d. Promote volunteer participation and citizen involvement; or
  - e. Promote culture, recreational and social understanding.
3. The applicant must demonstrate a financial need for a specific program or project. Grants will not be given for the sole purpose of building reserves.
4. The maximum grant in aid will not exceed \$500.

Prepared February 19, 2020

Approved by Council on February 25, 2020



59

DISTRICT OF PORT ALBERNI  
TO: \_\_\_\_\_  
Council Meeting Date: \_\_\_\_\_

Apr 9/24  
By: *Emuel*  
Dist To: *Council*

D-F-C   
PW  Re: \_\_\_\_\_  
AA  \_\_\_\_\_  
Recom: \_\_\_\_\_

Date: March 27, 2024  
File No: 0390-20-AVICC

**RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention**

***Addressing the Needs of Rural Seniors in British Columbia***

City of Port Alberni

***WHEREAS*** rural B.C. has a proportionately larger and faster growing seniors' population than urban B.C., yet has less infrastructure and resources to support its aging population;

***AND WHEREAS*** a greater and more focused provincial response to ongoing concerns about inequities in services and supports for seniors in rural B.C. is required to address the inadequacies of current approaches to such issues;

***THEREFORE, BE IT RESOLVED*** that AVICC & UBCM endorse the recommendations of the Office of the Seniors Advocate's report titled "Challenges Facing B.C.'s Rural Seniors" and dated February 2024, and calls on the Provincial Government to implement said recommendations beginning with establishing a ministry or minister of state for rural B.C. in recognition of the geographic imbalance of regional representation in the Legislative Assembly;

***AND FURTHER*** that the AVICC request the creation of a rural seniors caucus within the UBCM membership.

Date: March 27, 2024

File No: 0390-20-AVICC

---

**RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention  
Addressing the Needs of Rural Seniors in British Columbia**

---

In alignment with Council's *2023-2027 Corporate Strategic Plan* and the goals of "fostering a complete community that is safe, healthy and inclusive" and ensuring the "provision and maintenance of quality services" Council for the City of Port Alberni is submitting the attached resolution for consideration.

The aging population in rural British Columbia (B.C.) is growing at a faster rate than in urban areas, leading to challenges in providing adequate infrastructure and resources to support seniors in these regions. The disparities in services and support for rural seniors have raised concerns about the effectiveness of current approaches. To address these issues, a more targeted and comprehensive provincial response is essential to ensure the well-being of rural seniors in B.C.

**Growing Senior Population:** Rural B.C. is experiencing a significant increase in the proportion of seniors compared to urban areas. This demographic shift emphasizes the need for tailored services and support to meet the unique needs of rural seniors.

**Infrastructure and Resource Challenges:** Despite the growing senior population, rural B.C. faces limitations in infrastructure and resources to provide adequate care and services for aging residents. This disparity highlights the urgent need for intervention and support.

**Challenges and Inequities:**

**Inequities in Services:** Rural seniors in B.C. often face challenges accessing healthcare, social services, and other essential resources due to geographic isolation and limited infrastructure.

**Inadequate Support:** The current approaches to addressing the needs of rural seniors are deemed insufficient to address the complexities and nuances of the issues they face. There is a pressing need for a more focused and responsive strategy to ensure equitable access to services and support.

The Association of Vancouver Island and Coastal Communities (AVICC) and the Union of British Columbia Municipalities (UBCM) are called upon to endorse the recommendations outlined in the Office of the Seniors Advocate's report titled "Challenges Facing B.C.'s Rural Seniors" dated February 2024.

The resolution urges the Provincial Government to implement the report's recommendations, starting with the establishment of a ministry or minister of state for rural B.C. This initiative aims to address the geographic imbalance of regional representation in the Legislative Assembly and prioritize the needs of rural seniors.

AVICC is further requested to advocate for the creation of a rural seniors caucus within the UBCM membership. This caucus will serve as a platform for collaboration, advocacy, and policy development to address the specific challenges faced by rural seniors at the local government level.

The resolution acknowledges the growing concerns and challenges faced by rural seniors in British Columbia and proposes concrete steps to address these issues. By endorsing the recommendations of the Seniors Advocate's report and advocating for targeted provincial and local initiatives, AVICC and UBCM are demonstrating their commitment to improving the quality of life and support systems for rural seniors. This collaborative effort aims to create a more equitable and sustainable framework for addressing the needs of aging populations in rural communities across B.C.

Yours truly,  
CITY OF PORT ALBERNI



**Sharie Minions**  
**Mayor**

c: City Council  
M. Fox, CAO  
D. Monteith, Director of Corporate Services  
UBCM Member Municipalities



DISTRICT of Port Edward  
REPORT TO COUNCIL

6a

DATE: April 23, 2024  
FROM: Polly Pereira, Director of Corporate Adm. Services & Strategic Projects  
TO: Todd Francis - Chief Administrative Officer  
SUBJECT: Heritage Legacy Fund- Indigenous Partnership Application

**RECOMMENDATION:** THAT Council approves the submission of a grant to HLF- Indigenous Partnership and contributes \$7,500 as this grant requires matching funding.

**REASON FOR REPORT:** The Heritage Legacy Fund (HLF)- Indigenous Partnership is a program that is taking grant applications to support the development of Truth & Reconciliation with First Nation. The application is due April 26, 2024 the funding is for \$7,500 and it requires matching funding.

**BACKGROUND:**

The District has an opportunity to apply for a grant that will help us establish a Truth and Reconciliation protocol for our local government. This funding will support the District of Port Edward in seeking and identifying, acknowledging and collaborate with First Nation communities, their territories to promote understanding, healing and reconciliation.

**DISCUSSION:** The Heritage Legacy Fund (HLF)- Indigenous Partnership will provide funding to support the District's initiative to develop Truth & Reconciliation with First Nation groups in our area. The grant will fund up to \$ 7,500 and it requires the District to match the funding amount.

**BUDGET IMPLICATIONS:**

Budget: \$7,500

Prepared By:

Polly Pereira, DCAS

Approved for Submission to Council

Todd Francis, CAO

**Strategic Plan Priority Aligned With:**

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works & Infrastructure
- Organizational Excellence

Lorraine Page, Director of Finance



DISTRICT of Port Edward  
REPORT TO COUNCIL

6b

DATE: April 23, 2024  
FROM: Polly Pereira, Director of Corporate Adm. Services & Strategic Projects  
TO: Todd Francis - Chief Administrative Officer  
SUBJECT: UBCM- Community Emergency Preparedness Fund- Public Notification & Evacuation

**RECOMMENDATION:** THAT Council approves the submission of a grant to UBCM – Community Emergency Preparedness Fund Public Notification & Evacuation Route Planning.

**REASON FOR REPORT:** The District has an opportunity through UBCM – Community Emergency Preparedness Fund to apply for funding. This funding will support the development of public notification and evacuation in case of an emergency. Having information that is educational and informative for residents is vital in case of an emergency.

**BACKGROUND:** The District is in the process of updating our Emergency Response Plan and once the plan is updated, one of the next components will be public notification and Evacuation information for the community to follow in case of an emergency.

**DISCUSSION:** UBCM – Community Emergency Preparedness Fund Public Notification & Evacuation Route Planning is available until April 26, 2024. This funding is for \$30,000 and does not require matching funding.

**BUDGET IMPLICATIONS:** n/a

Prepared By:

Approved for Submission to Council

Polly Pereira, DCAS

Todd Francis, CAO

Lorraine Page, Director of Finance

**Strategic Plan Priority Aligned With:**

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works & Infrastructure
- Organizational Excellence



**DISTRICT of Port Edward  
REPORT TO COUNCIL**

6c

**DATE:** April 23rd, 2024  
**FROM:** Todd Francis - Chief Administrative Officer  
**SUBJECT:** **EMPERGENCY PREPAREDNESS RFP AWARD**

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**RECOMMENDATION: Motion to Receive**

That Council approves the RFP award for Emergency Preparedness Plan to AB Consulting for the amount of \$25,595.

**REASON FOR REPORT:**

To award the Emergency Preparedness Plan RFP to AB Consulting to review and update the District of Port Edward current plan.

**BACKGROUND:**

Gaps in the Emergency Preparedness Plan were identified by staff; therefore, a recommendation was made to issue an RFP to hire a consultant to review and make recommendations for updates, enhancements and improvements to our current plan.

There was a grant provided by the Province to fund this project with an emphasis on First Nations Engagement, this was incorporated into the RFP and bidders were scored on this component.

**DISCUSSION:**

There were 4 bids for this project, two were very competitive.  
All four proposals were evaluated by Senior Management Team separately and an average score was used to determine successful bidder.  
The bids were as follows.

**AB Consulting** - \$25,595 Average Score – 85.83

**Bid # 2** - \$26,828 Average Score – 84.83

**Bid # 3** - \$37,420 Average Score – 74.00

**Bid # 4** - \$53,907 Average Score – 79.67

There will be extensive consultation and engagement with Staff, Council, Residents and First Nations Groups.

**OCP/STRATEGIC PLAN:**


- Public Safety
- Good Governance, Administration and Community Engagement
- Welcoming and open to Community Input

**BUDGET IMPLICATIONS:**

No impact on District of Port Edward Operating or Capital Budget (Reserves) to fund this project. Funding was provided through a grant (\$40,000) from the Province for “Emergency and Disaster Management Act Implementation (EDMA) – Indigenous Engagement Requirements Funding Program”.

Respectfully Submitted,

Todd Francis  
Chief Administrative Officer

A large, stylized handwritten signature in black ink, appearing to read 'Todd Francis', is written over a horizontal line. The signature is fluid and cursive, with a long, sweeping tail that extends to the right.

**Strategic Plan Priority Aligned With:**

- \*Well Planned Finances
- \*High Quality of Life & Community Development
- Growing & Progressive Economic Development
- \* Well Planned, Maintained, Financed Public Works & Infrastructure
- \*Organizational Excellence





# DISTRICT OF PORT EDWARD

7a

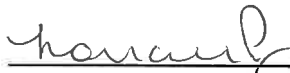
## COUNCIL REPORT

**Date:** April 23, 2024  
**To:** Todd Francis, CAO  
**From:** Lorraine Page, Director of Finance  
**Subject:** 5 Year Financial Plan Bylaw No. 754, 2024

**RECOMMENDATION:** That Council give final reading and adoption to the attached 5 Year Financial Plan Bylaw No 754.

**BACKGROUND:** At the Regular Meeting of Council on April 9<sup>th</sup>, 2024 Council gave three readings to the attached 5 Year Financial Plan Bylaw No. 754. A Budget information package was mailed to residents on March 25, 2024 and was posted on the District's website and social media for public comment. The Financial Plan bylaw must be adopted annually before the property tax bylaw.

Submitted by

  
Lorraine Page, Director of Finance

Approved for Submission to Council

  
Todd Francis, CAO

Strategic Plan Priority Aligned With

- Well Planned Finances
- Well Planned, Maintained, Financed Public Works & Infrastructure
- Growing & Progressive Economic Development
- High Quality of Life & Community Development
- Strong District Organization



## **DISTRICT OF PORT EDWARD 5 YEAR FINANCIAL PLAN BYLAW NO. 754, 2024**

### **A BYLAW OF THE DISTRICT OF PORT EDWARD RESPECTING THE 5 YEAR FINANCIAL PLAN 2024 – 2028**

As per the Community Charter, Part 6 – Financial Management Section 165 and 166, the Council of the District of Port Edward, in open meeting assembled, enacts as follows:

1. That Schedule "A" attached hereto and made a part of this bylaw is hereby declared to be the 5-year Financial Plan of the District of Port Edward, for the years ending December 31, 2024, 2025, 2026, 2027 and 2028.
2. This bylaw may be cited for all purposes as the "District of Port Edward 5-Year Financial Plan Bylaw No. 754, 2024."

READ a first time this 9<sup>th</sup> day of April, 2024;  
READ a second time this 9<sup>th</sup> day of April, 2024;  
READ a third time this 9<sup>th</sup> day of April, 2024;

RECONSIDERED AND ADOPTED this \_\_\_<sup>th</sup> day of April, 2024.

---

Knut Bjorndal  
Mayor

---

Polly Pereira  
Director of Corporate Administrative Services

Certified a true copy of Bylaw 754, 2024  
cited as "5 Year Financial Plan Bylaw No. 754, 2024"

**Schedule "A"**  
**"District of Port Edward 5-Year Financial Plan Bylaw No. 754, 2024"**

| <b>REVENUES:</b>                       | <b>2024</b>         |             | <b>2025</b>         |             | <b>2026</b>         |             | <b>2027</b>         |             | <b>2028</b>         |             |
|--|---------------------|-------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|
| <b>TAXES:</b>                          |                     |             |                     |             |                     |             |                     |             |                     |             |
| RESIDENTIAL, CLASS 1                   | 287,675             | 6%          | 294,867             | 6%          | 300,764             | 7%          | 306,780             | 7%          | 312,915             | 7%          |
| UTILITY, CLASS 2                       | 670,892             | 15%         | 687,664             | 14%         | 701,418             | 16%         | 715,446             | 17%         | 729,755             | 17%         |
| LIGHT INDUSTRY, CLASS 5                | 18,072              | 0%          | 18,523              | 0%          | 18,894              | 0%          | 19,272              | 0%          | 19,657              | 0%          |
| BUSINESS/OTHER, CLASS 6                | 210,518             | 5%          | 215,781             | 4%          | 220,096             | 5%          | 224,498             | 5%          | 228,988             | 5%          |
| RECREATION/NON-PROFIT, CLASS 8         | 4,265               | 0%          | 4,371               | 0%          | 4,459               | 0%          | 4,548               | 0%          | 4,639               | 0%          |
| WATER & SEWER USER RATES               | 398,000             | 9%          | 410,960             | 8%          | 424,179             | 10%         | 437,663             | 10%         | 451,416             | 10%         |
| GRANTS IN LIEU OF TAXES                | 140,000             | 3%          | 141,400             | 3%          | 142,814             | 3%          | 144,242             | 3%          | 145,685             | 3%          |
| RIDLEY ISLAND TAX SHARE                | 955,000             | 21%         | 964,550             | 20%         | 974,196             | 23%         | 983,937             | 23%         | 993,777             | 23%         |
| FRANCHISE FEES                         | 290,000             | 6%          | 140,000             | 3%          | 141,400             | 3%          | 142,814             | 3%          | 144,242             | 3%          |
| SALE OF SERVICES & OWN SOURCES         | 206,250             | 4%          | 209,163             | 4%          | 212,121             | 5%          | 215,127             | 5%          | 218,180             | 5%          |
| SMALL COMMUNITY GRANT                  | 305,000             | 7%          | 308,050             | 6%          | 311,131             | 7%          | 314,242             | 7%          | 317,384             | 7%          |
| OTHER GRANTS                           | 88,000              | 2%          | 88,300              | 2%          | 58,000              | 1%          | 58,000              | 1%          | 58,000              | 1%          |
| INTEREST & PENALTIES                   | 102,400             | 2%          | 103,424             | 2%          | 104,458             | 2%          | 105,503             | 2%          | 106,558             | 2%          |
| TRANSFER FROM OTHER FUNDS              | 932,000             | 20%         | 1,288,000           | 26%         | 700,000             | 16%         | 600,000             | 14%         | 600,000             | 14%         |
| <b>TOTAL REVENUES</b>                  | <b>\$ 4,608,071</b> | <b>100%</b> | <b>\$ 4,875,053</b> | <b>100%</b> | <b>\$ 4,313,929</b> | <b>100%</b> | <b>\$ 4,272,071</b> | <b>100%</b> | <b>\$ 4,331,196</b> | <b>100%</b> |
| <b>EXPENDITURES:</b>                   |                     |             |                     |             |                     |             |                     |             |                     |             |
| DEBT INTEREST                          | 57,750              | 1%          | 57,750              | 1%          | 57,750              | 1%          | 57,750              | 1%          | 57,750              | 1%          |
| DEBT PRINCIPAL                         | 74,912              | 2%          | 74,912              | 2%          | 74,912              | 2%          | 74,912              | 2%          | 74,912              | 2%          |
| GENERAL GOVERNMENT SERVICES            | 1,000,900           | 23%         | 990,921             | 21%         | 1,013,118           | 25%         | 1,024,196           | 25%         | 1,040,449           | 26%         |
| BC TRANSIT                             | 130,000             | 3%          | 132,600             | 3%          | 110,000             | 3%          | 110,000             | 3%          | 110,000             | 3%          |
| PUBLIC WORKS SERVICES                  | 964,550             | 22%         | 980,404             | 21%         | 1,003,401           | 25%         | 1,029,523           | 26%         | 1,057,415           | 26%         |
| PROTECTIVE SERVICES                    | 116,168             | 3%          | 99,421              | 2%          | 100,624             | 2%          | 101,778             | 3%          | 102,965             | 3%          |
| SEWER SERVICES                         | 121,225             | 3%          | 122,919             | 3%          | 124,690             | 3%          | 126,489             | 3%          | 128,882             | 3%          |
| WATER SERVICES                         | 330,000             | 8%          | 334,615             | 7%          | 339,047             | 8%          | 343,546             | 9%          | 349,242             | 9%          |
| TRANSFER TO ASSET MGMT RESERVE         | 500,000             | 11%         | 400,000             | 9%          | 400,000             | 10%         | 400,000             | 10%         | 400,000             | 10%         |
| TRANSFER TO EQUIPMENT RESERVE          | 150,000             | 3%          | 150,000             | 3%          | 150,000             | 4%          | 150,000             | 4%          | 150,000             | 4%          |
| CAPITAL EXPENDITURES                   | 932,000             | 21%         | 1,288,000           | 28%         | 700,000             | 17%         | 600,000             | 15%         | 600,000             | 15%         |
| <b>TOTAL EXPENDITURES</b>              | <b>\$ 4,377,505</b> | <b>100%</b> | <b>\$ 4,631,542</b> | <b>100%</b> | <b>\$ 4,073,541</b> | <b>100%</b> | <b>\$ 4,018,194</b> | <b>100%</b> | <b>\$ 4,071,614</b> | <b>100%</b> |
| <b>BUDGETED SURPLUS (-) or DEFICIT</b> | <b>\$ (230,566)</b> |             | <b>\$ (243,511)</b> |             | <b>\$ (240,388)</b> |             | <b>\$ (253,877)</b> |             | <b>\$ (259,582)</b> |             |
| <b>TOTAL</b>                           | <b>\$ 4,608,071</b> | <b>100%</b> | <b>\$ 4,875,053</b> | <b>100%</b> | <b>\$ 4,313,929</b> | <b>100%</b> | <b>\$ 4,272,071</b> | <b>100%</b> | <b>\$ 4,331,196</b> | <b>100%</b> |

Permissive Tax Exemption:  
Anglican Synod Diocese of Caledonia



# DISTRICT OF PORT EDWARD

76

## COUNCIL REPORT

**Date:** April 23, 2024  
**To:** Todd Francis, CAO  
**From:** Lorraine Page, Director of Finance  
**Subject:** Tax Rate Bylaw No. 755, 2024

**RECOMMENDATION:** That Council give final reading and adoption to the attached Tax Rate Bylaw No 755.

**BACKGROUND:** At the Regular Meeting of Council on April 9<sup>th</sup>, 2024 Council gave three readings to the attached Tax Rate Bylaw for 2024 for General Municipal, North Coast Regional District, and Northwest Regional Hospital District taxes. As per the Community Charter, Part 7 – Financial Management Section 197, Council must impose property value taxes for the year by establishing tax rates before May 15<sup>th</sup>.

**Submitted by**

  
\_\_\_\_\_  
Lorraine Page, Director of Finance

**Approved for Submission to Council**

  
\_\_\_\_\_  
Todd Francis, CAO

**Strategic Plan Priority Aligned With**

- Well Planned Finances
- Well Planned, Maintained, Financed Public Works & Infrastructure
- Growing & Progressive Economic Development
- High Quality of Life & Community Development
- Strong District Organization



## DISTRICT OF PORT EDWARD TAX RATES BYLAW NO. 755, 2024

### A BYLAW FOR THE LEVYING OF RATES FOR MUNICIPAL, HOSPITAL, AND REGIONAL DISTRICT PURPOSES FOR THE YEAR 2024

As per the Community Charter, Part 7 – Financial Management Section 197, the Council of the District of Port Edward, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2024.
  - a) For all lawful general purposes of the Municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of the Schedule attached hereto and forming a part hereof.
  - b) For the purposes of the North Coast Regional District on the value of land and improvements taxable for North Coast Regional District purposes, rates appearing in Column "B" of the Schedule attached hereto and forming a part hereof.
  - c) For Hospital purposes on the value of land and improvements taxable for the North West Regional Hospital District purposes, rates appearing in Column "C" of the Schedule attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00)
3. This bylaw may be cited for all purposes as "Tax Rates Bylaw No. 755, 2024".

READ a first time this 9<sup>th</sup> day of April, 2024;  
READ a second time this 9<sup>th</sup> day of April, 2024;  
READ a third time this 9<sup>th</sup> day of April, 2024;

RECONSIDERED AND ADOPTED THIS \_\_\_<sup>th</sup> day of April, 2024.

---

Knut Bjorndal  
Mayor

---

Polly Pereira  
Director of Corporate Administrative Services

Certified a true copy of Bylaw 755, 2024  
cited as "Tax Rates Bylaw No. 755, 2024"

**SCHEDULE "A"**

**2024 PROPERTY TAX RATE SCHEDULE**

**TAX RATES BYLAW NO. 755, 2024**

**(DOLLARS OF TAX PER \$1,000 TAXABLE VALUE)**

|   |                  | General Municipal |                | North Coast Regional District |               | Northwest Regional Hospital District |               |
|---|------------------|-------------------|----------------|-------------------------------|---------------|--------------------------------------|---------------|
|   |                  | Column "A"        |                | Column "B"                    |               | Column "C"                           |               |
|   |                  | 2024              | 2023           | 2024                          | 2023          | 2024                                 | 2023          |
| 1 | Residential      | 4.1585            | 3.7885         | 0.6773                        | 0.6276        | 0.5076                               | 0.5045        |
| 2 | Utility          | 40.0000           | 40.0000        | 2.3706                        | 2.1967        | 1.7764                               | 1.7659        |
| 5 | Light Industrial | 13.5693           | 15.7739        | 2.3029                        | 2.1339        | 1.7257                               | 1.7154        |
| 6 | Business         | 9.7213            | 12.6705        | 1.6594                        | 1.5377        | 1.2435                               | 1.2361        |
| 8 | Recreational     | 4.1585            | 3.2466         | 0.6773                        | 0.6276        | 0.5076                               | 0.5045        |
|   | <b>Totals</b>    | <b>71.6077</b>    | <b>75.4795</b> | <b>7.6876</b>                 | <b>7.1235</b> | <b>5.7607</b>                        | <b>5.7264</b> |