



Regular Meeting of the Council of the District of Port Edward

Tuesday, April 9, 2024

7:00 PM

District of Port Edward Council Chambers

Zoom Link <https://us06web.zoom.us/j/87527673127>

Meeting ID: 875 2767 3127

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 9, 2024 be adopted as presented.

2. Adoption of Minutes

- a) **Recommendation:** THAT the minutes of the Regular Council Meeting on March 26, 2024 be adopted as presented.

3. Business Arising

4. Petitions & Delegation

- a) **Urban Systems – representatives *Aaron Coelho and Kailee Mortimer***
RE: Climate Action Plan

5. Correspondence

- a) **Honourable Anne Kang, Ministry of Municipal Affairs**
RE: **Funding** - Emergency Plan for Alwyn and Wolf Creek Dams
- b) **Honourable Anne Kang, Ministry of Municipal Affairs**
RE: **Funding** – Surveillance, Operation & Maintenance Plan for Alwyn & Wolf Creek Dams
- c) **Vern Yu, President & CEO, AltaGas**
RE: **Thank You Letter**

- d) **Laura Hammer, CN, Vegetation Manager**
RE: CN Right-of-way Vegetation Management
- e) **Tamara Trevelyan**
RE: TC Energy Proposal Project Update
- f) **North Coast Regional District**
RE: Board Highlights- March 2024
- g) **Regional District of Nanaimo**
RE: Legislative Reform Initiative Update- (Tabled Item Feb 13, 2024)
- h) **British Columbia**
RE: Small -Scale, Multi-Unit Housing – Toolkit for Local Government

6. Reports

7. Bylaws

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

8. Reports on Council Activities

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

10. New Business

Resolution to Exclude the Public

Recommendation: That the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

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.

11. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT OF
PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY MARCH 26, 2024**

PRESENT:

COUNCIL:

Mayor Knut Bjorndal, Chair
Councillors: Colleen McDonald, James Brown and Dan Franzen

Absent: Councillor Christine MacKenzie

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 7:00 pm on Tuesday March 26, 2024.

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

AGENDA:

24-067 Moved by: Councillor McDonald
Seconded by: Councillor Franzen

THAT the Agenda for the Regular Council Meeting of March 26, 2024 be adopted as presented.

Carried Unanimously

MINUTES:

24-068 Moved by: Councillor Brown
Seconded by: Councillor Franzen

THAT the minutes of the Special Council Meeting on March 12, 2024 and Regular Meeting of Council dated March 12, 2024 be adopted as presented.

24-069 Moved by: Councillor Franzen
Seconded by: Councillor McDonald

THAT the minutes of the Committee of the Whole Meeting on March 19, 2024 be adopted as presented.

Carried Unanimously

THAT Council support the grant application to the UBCM- Community Emergency Preparedness- Disaster Risk Reduction funding.

Carried Unanimously

c) 2024 Draft Budget

Council was provided a report dated March 26, 2024 from Lorraine Page, Director of Finance regarding the proposed 2024 budget, which will include capital expenditures of \$ 932,000. The proposed property taxation for this year will include an increase of 3% in comparison to last year (2023). We are required to have public consultation, so a budget information package will be mailed to all residents of Port Edward as well as posted on our website and social media accounts for public comment. The 2024-2028 Five Year Financial Plan Bylaw and the 2024 Tax Rate Bylaw will be brought to Council for consideration at the April 9, 2024 Regular Council meeting. Council had a few questions regarding the budget that were answered by staff.

24-073 Moved by: Councillor McDonald
 Seconded by: Councillor Brown

THAT Council approve the draft 2024 Operating budget and capital items and proceed to public notification.

Carried Unanimously

24-074 Moved by: Councillor Brown
 Seconded by: Councillor McDonald

FURTHER Council requested that staff provide Council a map of the properties along Wolf Creek Road.

Carried Unanimously

d) 3-6-12 Month Work Plan Update

Council was provided a report dated March 26, 2024 from Todd Francis, Chief Administrative Officer, regarding his work plan broken down into segments for the next year.

24-075 Moved by: Councillor Franzen
 Seconded by: Councillor McDonald

THAT Council receive and file the 3-6-12 Month CAO's work Plan.

Carried Unanimously

BYLAWS:

QUESTIONS FROM THE AUDIENCE:

NEW BUSINESS:

a) Health Care Services in Prince Rupert

RE: AltaGas

24-076 Moved by: Mayor Bjorndal
Seconded by: Councillor Franzen

THAT a letter be sent to AltaGas requesting them to consider the LandSea Camp on Wolf Creek Road as their Camp option.

Carried Unanimously

REPORTS ON COUNCIL ACTIVITIES:

Councillor Franzen

Attended the North Coast Regional District meeting

Mayor

Attended a meeting with Minister Adrian Dix in Prince Rupert

Attended a Resource Benefit Alliance meeting in Terrace

Attended the Regional Hospital meeting in Terrace

Attended the Northern Development Initiative Trust meeting in Terrace

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and
- (k) negotiations and related discussions respecting the proposed provisions of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expressed to harm the interest of the municipality if they were held in public.

24-077 Moved by: Councillor Franzen
Seconded by: Councillor McDonald

THAT the Regular Meeting of Council be resolved into a closed meeting at 7:56 pm.

Carried Unanimously

At 8:26 pm Rise and Report from the In-Camera Meeting

**REPORTS FROM
IN-CAMERA:**

- Three Sewer Service Agreements have been approved for Pembina, Aero Trading and Ocean Trailers
- Use of the Community Center for Doug MacKenzie Service

ADJOURNMENT:

24-078 Moved by: Councillor McDonald
 Seconded by: Councillor Franzen

NOW THEREFORE BE IT RESOLVED THAT at 8:26 pm the March 26, 2024 Regular Meeting of Council was adjourned.

Carried Unanimously

CERTIFIED CORRECT

Knut Bjorndal, Mayor

Polly Pereira, Director Corporate
Administrative Services and Strategic
Projects

DATE: April 4, 2024
TO: District of Port Edward
FROM: Kailee Mortimer, Aaron Coelho, & Hillary Beattie
FILE: 4845.0002.01
SUBJECT: District of Port Edward Climate Action Plan – Communication and Engagement Strategy

1.0 INTRODUCTION AND APPROACH

The District of Port Edward (the District) is completing a Climate Action Plan (CAP). The Plan will help the District both mitigate climate change by reducing greenhouse gas emissions, and adapt to climate change by preparing for anticipated changes such as extreme weather events. The project will also help the District meet its climate action commitments and reporting requirements under the provincial Local Government Climate Action Program (LGCAP).

The development of the CAP will include meaningful engagement with the community to understand their priorities, challenges, and opportunities related to climate change in Port Edward. Throughout the project, we will meet with District leadership, staff, residents, and key stakeholders, including First Nations communities, to gather key insights and perspectives on the project.

This Communications and Engagement Strategy (CES) sets forth an inclusive and accessible approach to engagement, prioritizing informative, interactive activities designed to meet community members where they already gather. Our approach to engagement includes both communication and engagement tactics:

- **Communication tactics** are methods to build awareness, education, and excitement about the project.
- **Engagement tactics** provide opportunities to collect feedback and ideas through direct dialogue or interaction with community members and stakeholders.

Managing expectations and implementing a transparent process is critical to communication and engagement. Community members and stakeholders want to know how and to what extent their input will be used. The International Association of Public Participation (IAP2) refers to five levels of public participation defined as:

- **Inform:** To provide balanced, accurate information to increase participants' understanding of the project.
- **Consult:** To obtain, listen and acknowledge participant feedback and concerns.
- **Involve:** To work with participants to ensure their concerns and expectations are clearly understood.
- **Collaborate:** To partner with participants to identify alternatives and solutions to be used in the decision-making process.
- **Empower:** To place the final decision-making in the hands of the participants.

Based on these levels of public participation, the highest level of engagement with the public and community organizations will be **consult**. First Nations partners will have the opportunity to be engaged at the **involve** level, if they are interested. The level of engagement can vary throughout the life of a project.

2.0 KEY STAKEHOLDERS

Key stakeholders for the District of Port Edward can be categorized as: the public, major local employers, the regional district, and First Nation communities.

2.1 OVERVIEW

General Public

Level of Involvement: Consult

The general public residing in Port Edward will be able to provide key insights about their priorities and perceived opportunities and challenges related to climate change in the community through two online surveys and a pop-up event.

Major Employers

Level of Involvement: Consult

Urban Systems will contact the Prince Rupert and District Chamber of Commerce about distributing an online survey to its members. The survey will focus on identifying climate priorities and concerns of the local business community.

Regional District and Prince Rupert

Level of Involvement: Consult

Urban Systems will contact the North Coast Regional District and the City of Prince Rupert to understand their current and anticipated future climate change policies and programs, and identify potential opportunities to collaborate on climate change initiatives

First Nation Partners

Level of Involvement: Involve

Port Edward will be advancing a Truth and Reconciliation project concurrently with the CAP. The CAP offers an opportunity for relationship building and collaborating with neighbouring First Nations to understand broader perspectives on climate change. Opening the discussion to neighbouring First Nations and understanding how the District can include Indigenous voices in sustainability initiatives is a productive step towards reconciliation. These partners include the Lax Kw'alaams Band as well as the Tsimshian First Nations, which include Kitselas, Kitsumkalum, Metlakatla, Gitga'at, and Kitasoo/Xaixais. The Gitmaxmak'ay Nisga'a Society, which delivers services to Nisga'a residents in Port Edward, will also be engaged.

3.0 KEY MESSAGES

Key messages will differ depending on the audience. The following section includes general messages related to climate change and the District's work developing a Climate Action Plan, as well as targeted messages for various stakeholder groups.

3.1 GENERAL MESSAGES

- There is widespread evidence that human activities are contributing to climate change. Climate change is already contributing to severe events, including heatwaves, wildfires, floods, droughts, and extreme storms and sea-level rise across British Columbia
- The District of Port Edward is developing a Climate Change Action Plan, which will focus on both climate mitigation (i.e. reducing greenhouse gas emissions) and climate adaptation (i.e. preparing for projected climate changes)
- The District is committed to reducing greenhouse gas emissions and building climate resiliency. In 2007, the District became a signatory to the Carbon Neutral Protocol, a program to assist municipalities with reducing their emissions. In the community's 2020 Official Community Plan, the District also committed to reducing greenhouse gas emissions.
- The Plan will help the District to develop tangible actions to reduce emissions, meet emissions reduction targets, and enhance the community's resiliency to projected climate changes.
- These actions will focus on policy areas that the District has a relatively high level of control or influence over, including municipal infrastructure and fleet, transportation systems, land-use, and buildings.

3.2 TARGETED MESSAGES

3.2.1 Community Members

- The District wants to hear from community members about their concerns and priorities related to climate change in Port Edward. Feedback from the public will help the District identify strategies to reduce emissions and increase the resiliency of the community.

3.2.2 Major Employers

- The District wants to hear from businesses operating in Port Edward about their priorities and concerns related to climate change. The District would also like to gauge businesses' level of support for potential climate policies and programs, and identify how the District can help local businesses reduce emissions and prepare for projected climate changes.

3.2.3 Regional District

- The District wants to hear from the North Coast Regional District to understand what actions the RD is undertaking to address climate change, and identify opportunities for Port Edward and the RD to collaborate on future climate action.

3.2.4 First Nations

- In the spirit of reconciliation, the District is seeking to understand how we can work with First Nation governments and organizations to support sustainable initiatives across the region.
- Over the next few months, the District will be listening and gathering information to build a complete picture of climate change priorities, opportunities, and challenges in the District

4.0 ENGAGEMENT ACTIVITIES

Key engagement activities are highlighted in the table below.

TACTIC	DETAILS	RESPONSIBILITIES	TIMELINE
Engagement Round #1			
Council Meeting	<ul style="list-style-type: none"> • Meeting to introduce the project to Council and confirm the engagement strategy • Meeting will also include discussion of councillors’ priorities related to climate change 	<ul style="list-style-type: none"> • USL to prepare and present to Council (virtual) • USL to facilitate discussion with Council 	April 9, 2024
First Nations Outreach	<ul style="list-style-type: none"> • Reach out to neighbouring First Nations to discuss the project and determine how they wish to be involved. 	<ul style="list-style-type: none"> • USL to draft letter to First Nations • District to review and approve final letter content • District to reach out to neighbouring First Nations • Additional USL responsibilities to be determined based on how First Nations want to be involved and available project scope 	May 2024
Community Survey	<ul style="list-style-type: none"> • Survey will be designed to gather information on the community’s climate change priorities, opportunities, and challenges • Survey results will be used to develop a vision statement and identify the Plan’s focus areas • Survey will be hosted on Survey Monkey, or the District’s preferred survey platform 	<ul style="list-style-type: none"> • USL to develop and share a draft of the survey with the District • District to review and provide final approval on survey content • USL to upload survey to Survey Monkey or the District’s preferred survey platform • District to promote the survey on social media channels • USL to monitor responses and complete survey analysis 	Launch survey: May 2024, run until the end of SeaFest (June 9, 2024)

TACTIC	DETAILS	RESPONSIBILITIES	TIMELINE
Business Survey	<ul style="list-style-type: none"> Survey will be designed to gather information on local businesses' climate change priorities, opportunities, and challenges Survey will be hosted on Survey Monkey, or the District's preferred survey platform 	<ul style="list-style-type: none"> USL to develop and share a draft of the survey with the District District to review and provide final approval on survey content USL to upload survey to Survey Monkey or the District's preferred survey platform Chamber of Commerce to promote the survey to members USL to monitor responses and complete survey analysis 	Launch survey: May 2024, run until the end of SeaFest (June 9, 2024)
Staff Meeting	<ul style="list-style-type: none"> Meeting will focus on discussing staff members' current work on climate change, and potential opportunities for future climate projects and policies Meeting will also focus on identifying potential climate vulnerabilities with staff 	<ul style="list-style-type: none"> USL to prepare and present to staff USL to facilitate discussion with staff 	June 2024 (potentially June 8 th before SeaFest)
Stakeholder Meetings	<ul style="list-style-type: none"> One virtual meeting each with the North Coast Regional District and the City of Prince Rupert Meetings will focus on learning about stakeholders' current and planned climate initiatives, and identifying opportunities for collaboration 	<ul style="list-style-type: none"> District to reach out to stakeholders and introduce USL USL to coordinate and facilitate virtual meetings 	June 2024

TACTIC	DETAILS	RESPONSIBILITIES	TIMELINE
Community Pop-Up	<ul style="list-style-type: none"> One (1) three-hour in-person pop-up booth at a public event Booth will focus on raising awareness about the project, the survey, and collecting be information on the community's climate change priorities, opportunities, and challenges Booth will include interactive posters for community members to engage with 	<ul style="list-style-type: none"> USL to contact SeaFest about setting up a booth USL to draft pop-up booth materials District to review and provide final approval on the materials Booth to be hosted by USL staff 	June 2024, potentially SeaFest (June 7-9, 2024)
Engagement Round #2			
First Nations Engagement	<ul style="list-style-type: none"> Engagement to be determined based on how First Nations wants to be involved 	<ul style="list-style-type: none"> Responsibilities to be determined based on how First Nations want to be involved and available project scope 	October 2024
Council Meeting	<ul style="list-style-type: none"> Virtual meeting will focus on reviewing and confirming the draft targets, themes, objectives, and actions with Council 	<ul style="list-style-type: none"> USL to prepare and present to Council USL to facilitate discussion with Council 	October 2024
Staff Meeting	<ul style="list-style-type: none"> Virtual meeting will focus on reviewing and confirming draft objectives, actions, and implementation steps with staff members 	<ul style="list-style-type: none"> USL to prepare and virtually present to staff USL to facilitate discussion with staff 	October 2024

URBAN SYSTEMS MEMORANDUM

DATE: April 4, 2024

FILE: 4845.0002.01

PAGE: 7 of 7

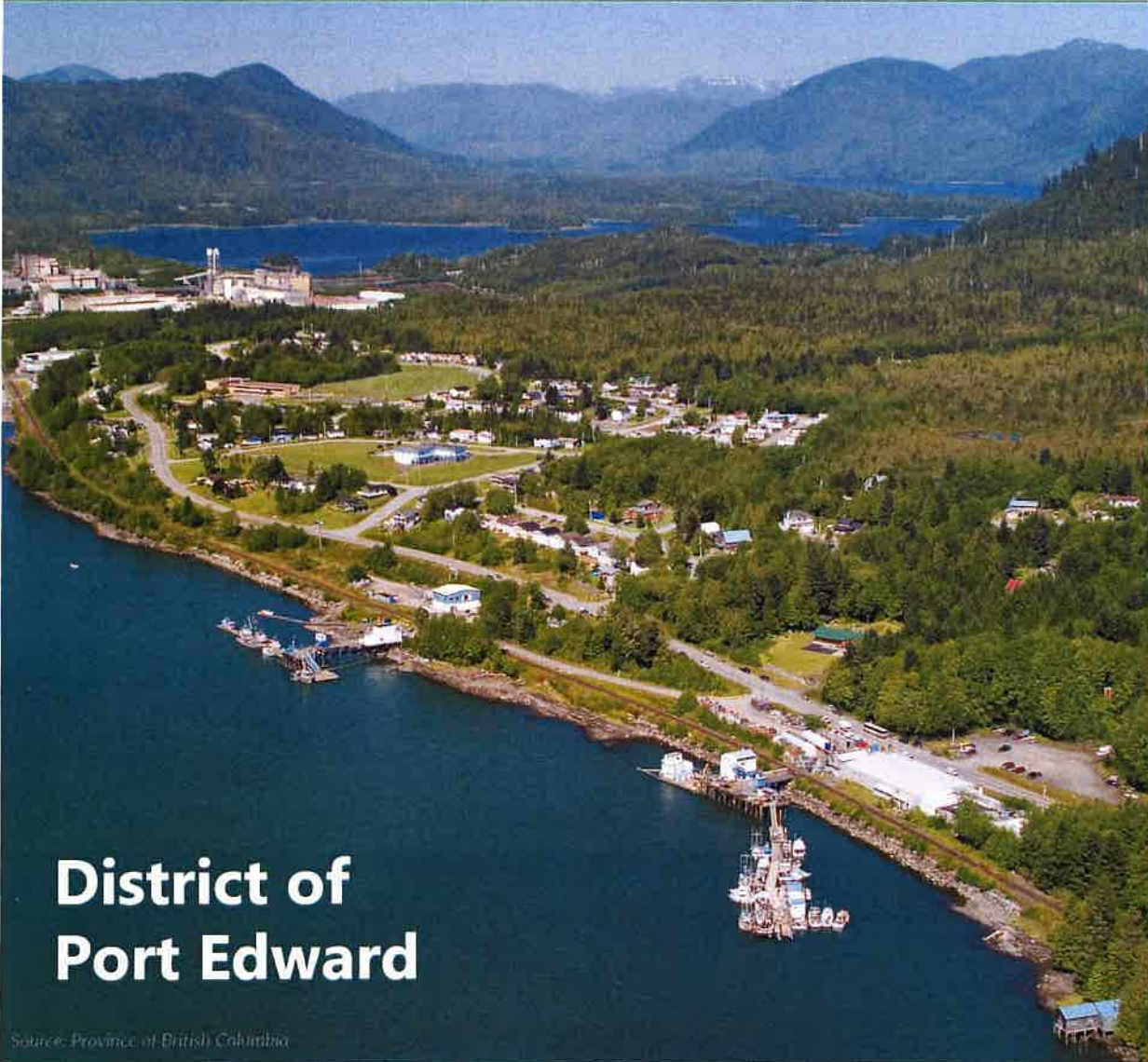
SUBJECT: District of Port Edward Climate Action Plan – Communication and Engagement Strategy

TACTIC	DETAILS	RESPONSIBILITIES	TIMELINE
Community Survey	<ul style="list-style-type: none">This survey will be designed to collect feedback from community members on the draft targets, themes, objectivesThe survey results will be used to refine the PlanThe survey will be hosted on Survey Monkey, or the District's preferred survey platform	<ul style="list-style-type: none">USL to develop and share a draft of the survey with the DistrictDistrict to review and provide final approval on survey contentUSL to upload survey to Survey Monkey or the District's preferred survey platform.District to promote the survey on social media channelsUSL to monitor responses and complete survey analysis	Launch survey: October 2024, run for 2 weeks with the ability to extend 1 more week.

Sincerely,

URBAN SYSTEMS LTD.

Kailee Mortimer, Aaron Coelho, and Hillary Beattie



**District of
Port Edward**

Source: Province of British Columbia

CLIMATE ACTION PLAN

**Council Meeting
April 9, 2024**



Presentation Agenda

- Urban Systems Team
- Climate Action Planning Overview
- Project Overview
- Climate Priorities Discussion
- Communications and Engagement Plan

Urban Systems Team



KAILEE MORTIMER
Climate Change
Consultant

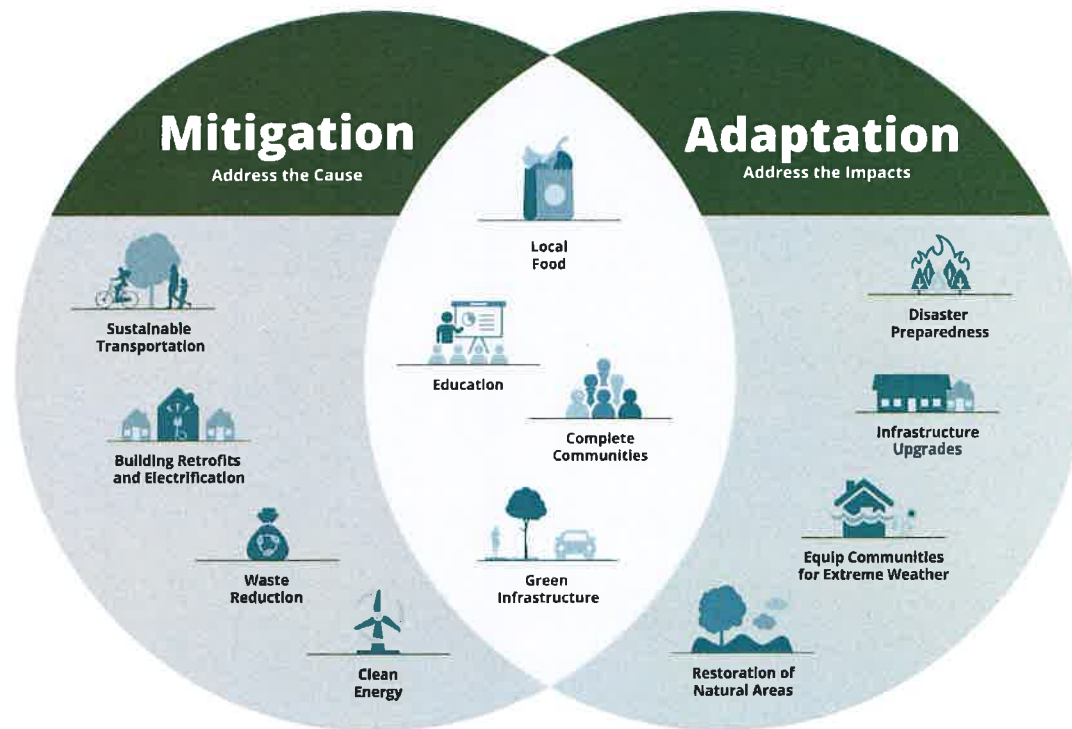


AARON COELHO
Water Resources &
Climate Change
Specialist



HILLARY BEATTIE
Community
Planner

Climate Action Planning





Climate Action Planning

Objectives include:

- Bringing stakeholders together and informing the public
- Identifying actions to reduce local GHG emissions and adapt to climate change-induced impacts and hazards
- Integrating actions from various local plans, and across multiple scales (regional, provincial, federal)

Climate Action Planning

Port Edwards plan will include:

- Inventory of corporate and community GHG emissions
- Potential climate impacts and vulnerabilities
- Climate goals and objectives
- Actions to support climate mitigation and adaptation
- Implementation strategy

Project Overview

We are here

Phase 1: Prepare

- Policy and Data Review
- Communications and Engagement Plan

Phase 2: Understand

- Climate change projections and impacts
- Greenhouse gas emissions inventories
- Engagement Round #1
- Vulnerability Assessment

Phase 3: Plan

- Draft Emission Reduction Targets
- Draft Key Themes, Objectives, and Actions
- Forecast Future Emissions
- Engagement Round #2

Phase 4: Finalize

- Draft and finalize Climate Action Plan
- Present to Council

Climate Priorities Discussion

What does success look
like for this project?
What outcomes would you
like to see?

Climate Priorities Discussion

How does this Plan align
with other Council
priorities?

Climate Priorities Discussion

What local and regional context should we be mindful of as we advance the project?



Communications and Engagement Plan

Draft plan includes:

- Key stakeholders
- General and targeted messages for stakeholders
- Detailed engagement activities
- Responsibilities and timeline associated with each activity

Communications and Engagement Plan

Project will include two rounds of engagement:

Round	Schedule	Purpose
1	May - June 2024	Gather input to inform the development of the draft CAP
2	October 2024	Share the draft CAP themes, objectives and to gather feedback before finalizing the CAP

Communications and Engagement Plan

Key Stakeholders	Engagement Round 1	Engagement Round 2
Council	<ul style="list-style-type: none"> Virtual meeting (today) 	<ul style="list-style-type: none"> Virtual meeting
Staff Members	<ul style="list-style-type: none"> In-person meeting 	<ul style="list-style-type: none"> Virtual meeting
General Public	<ul style="list-style-type: none"> In-person pop-up event Online survey 	<ul style="list-style-type: none"> Online survey
First Nations	<ul style="list-style-type: none"> Letter TBD based on Nations' preferences 	<ul style="list-style-type: none"> TBD based on Nations' preferences
Major Employers	<ul style="list-style-type: none"> Online survey 	
Regional District	<ul style="list-style-type: none"> Virtual meeting 	
Prince Rupert	<ul style="list-style-type: none"> Virtual meeting 	

Communications and Engagement Plan

Are we missing any key stakeholders?

Thank you!



5a

April 3, 2024

Ref: 274303

Their Worship Mayor Knut Bjorndal
and Members of Council
District of Port Edward
PO Box 1100
Port Edward BC V0V 1G0

General

DISTRICT OF PORT EDWARD

TO: Regular

April 3/24 M&C Council Meeting Date: IC

By: Email CAO

Dist To: Council DFC

PW Re: AA

Recom:

Dear Mayor Bjorndal and Councillors:

On behalf of the Province of British Columbia, I am pleased to advise you that your application under the *Local Government Grants Act* for an infrastructure planning grant has been conditionally approved for the following project:

Grant Description	Amount
Emergency Plan for Alwyn and Wolf Creek Dams	\$10,000

Details of the terms and conditions attached to this grant will be dealt with in an agreement that will be forwarded to you by Ministry of Municipal Affairs staff. This agreement must be signed and returned to the ministry, indicating your acceptance of the terms and conditions.

The province welcomes the opportunity to support planning in the District of Port Edward. We believe that early and ongoing planning is the best way to ensure that the environmental, social, and economic needs of your community will continue to be met in the years ahead.

Through your planning efforts, the province encourages you to find ways to use new technology to promote environmental excellence and sustainable service delivery.

Congratulations on your successful application and my best wishes with your infrastructure study.

Sincerely,

Anne Kang
Minister



56

April 3, 2024

Ref: 274303

Their Worship Mayor Knut Bjorndal
and Members of Council
District of Port Edward
PO Box 1100
Port Edward BC V0V 1G0

Apr 3/24
Email
Dist To:
Council

DISTRICT OF PORT EDWARD

Regular

IC

PW Re:

AA

Recom:

Dear Mayor Bjorndal and Councillors:

On behalf of the Province of British Columbia, I am pleased to advise you that your application under the *Local Government Grants Act* for an infrastructure planning grant has been conditionally approved for the following project:

Grant Description	Amount
Surveillance, Operation and Maintenance Plan for Alwyn Lake and Wolf Creek Dams	\$10,000

Details of the terms and conditions attached to this grant will be dealt with in an agreement that will be forwarded to you by Ministry of Municipal Affairs staff. This agreement must be signed and returned to the ministry, indicating your acceptance of the terms and conditions.

The province welcomes the opportunity to support planning in the District of Port Edward. We believe that early and ongoing planning is the best way to ensure that the environmental, social, and economic needs of your community will continue to be met in the years ahead.

Through your planning efforts, the province encourages you to find ways to use new technology to promote environmental excellence and sustainable service delivery.

Congratulations on your successful application and my best wishes with your infrastructure study.

Sincerely,

Anne Kang
Minister

5c

AltaGas Ltd.
1700, 355 4th Avenue SW
Calgary, Alberta T2P 0J1

April 1, 2024

Via Email

Office of the Mayor
District of Port Edward
PO Box 1100
Port Edward, BC
V0V 1G0

April 3/24
By: Email
Dist To: Council

DISTRICT OF PORT EDWARD

TO: _____

FROM: _____

IC

PW Re: _____

AA _____

Recom: _____

Dear Mayor Bjorndal:

On behalf of all of us at AltaGas, I'm writing to say thank you for your letter of support for the proposed Ridley Island Energy Export Facility (REEF) project, a joint-venture partnership with Vopak.

As a leading North American energy infrastructure company, AltaGas operates a world class platform that safely connects Canadian natural gas and natural gas liquids to domestic and global markets, and we are proud to call Prince Rupert and Port Edward home to Canada's first propane export facility on Ridley Island, our Ridley Island Export Facility (RIPET).

RIPET's success during project development and since operations began in 2019 wouldn't be possible without the strong relationship we have with your community. This is the foundation for REEF and we look with excitement toward an FID decision in Q2, 2024.

As we work toward that decision milestone, we will continue to keep you and your community apprised of early works activities at site, and we will remain available for any questions you and your community may have.

We look forward to continuing our long and mutually beneficial relationship with the District of Port Edward.

Sincerely,

Vern Yu
President & CEO



Laura Hammer
Vegetation Manager

5d

Box 8100
Montréal, Québec Canada
H3C 3N4

Boite 8100
Montréal, Québec/Canada
H3C 3N4

DISTRICT OF PORT EDWARD

TO:

Regular

April 3, 2024

Apr 3/24
by Email
Council

Council Meeting Date: IC

RE: CN RIGHT-OF-WAY VEGETATION MANAGEMENT

PW Re:
AA

Recom:

Dear Mayor,

CN remains committed to running its railway sustainably, as well as building a level of trust and collaboration with the communities in which we operate.

To that end, we are reaching out to advise you of our vegetation management activities in your area between April and October 2024. A regularly updated schedule is available at: CN.ca/vegetation

Vegetation management is necessary to comply with rules and regulations set by Transport Canada and enhances the safety of motorists and pedestrians at crossings.

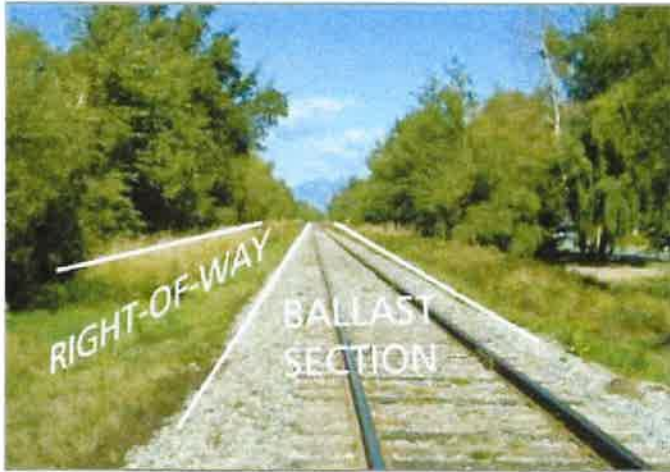
CN's annual vegetation management program is designed to mitigate potential risks to railway operations by managing weeds, and other undesirable vegetation. This program is critical to ensure safe operations and contributes to the overall safety of your community.

Management Strategies

CN manages vegetation using both chemical and mechanical methods. We are sensitive to concerns your community may have regarding chemical vegetation management and at CN, we strive to safeguard our neighbouring communities and the environment.

The track infrastructure is composed of two main sections, the 24-foot ballast section (which is primarily gravel and supports the track structure) and the right of way portion (which is the area outside of the ballast section to the CN property boundary). The use of pesticides is intended within the area to which the pest management plan applies.

The 24-foot ballast section and the areas around signals and communications equipment that are critical for safe railway operations will be managed using chemical methods. Application in these safety critical areas is done by spray trucks or spray trains with downcast nozzles that spray a short distance above the ground surface with shrouded booms, specially designed to limit the chemicals from drifting. The right-of-way section is maintained using mechanical control methods such as mowing, or brush cutting and may be chemically treated to control noxious or invasive weeds or brush.



CN will use chemical control techniques on the ballast section and specific locations of the right of way throughout the network for safety reasons. Furthermore, when chemicals are applied via spray train or truck, additives called surfactants are included to make the chemical work better.

CN has retained professional contractors qualified to undertake this work. They are required to comply with all laws and regulations applicable to CN. In addition, the contractors will ensure that vegetation control is performed with consideration of the environment and in accordance with the highest industry standards.

Inquiries

Should your community have any noxious weed removal requests, we ask that you contact CN's Public Inquiry Line at contact@cn.ca or fill out the form at [CN.ca/vegetation](https://www.cn.ca/vegetation) before June 1, 2024 with the specific information and location. CN will make every effort to include those locations as part of our 2024 Vegetation Management Program. All notices sent after the above-mentioned date will be included in the 2025 Vegetation Management Plan.

We look forward to working with you and answering any questions you may have regarding our vegetation control activities in your community. Please find attached the notices CN is publishing in local papers to advise the public. We would kindly ask that you post copies on your community's website and at City Hall or other central locations for a wider distribution.

For any questions or more information, please contact the CN Public Inquiry Line by telephone at 1888-888-5909, or by email at contact@cn.ca.

Please also find a list of FAQs regarding the program that may be of further assistance at www.cn.ca/en/vegetation. Best regards,

Laura Hammer



ANNUAL VEGETATION MANAGEMENT PROGRAM

Each year, CN is required to manage vegetation on its right-of-way. Managing this vegetation contributes to mitigating fire risks and enhances the efficiency of inspection of track infrastructure.

To ensure safe railway operations, CN will conduct its annual vegetation management program on its rail lines in the province of British Columbia. A certified professional (Davey Tree Expert Company Ltd., 1-800-465-6367) will apply herbicides on and around the railway tracks (primarily along the 24-foot graveled area/ballast). The use of pesticides is intended within the area to which the pest management plan applies. All product requirements for setbacks in the vicinity of dwellings, aquatic environments, and municipal water supplies will be met.

CN only uses herbicides that have been approved for use in Canada and in the province within which they are applied.

The program is expected to take place from April to October 2024.

Visit www.cn.ca/vegetation for more information or to make an inquiry, contact the CN Public Inquiry Line at contact@cn.ca or 1-888-888-5909.

CN.CA

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Polly Pereira

From: Tamara Trevelyan <tamara_trevelyan@tcenergy.com>
Sent: April 3, 2024 9:26 AM
To: Polly Pereira; Heather Desarmia
Cc: CAO; Natasha Westover
Subject: RE: [EXTERNAL] RE: TC Energy Proposed Project Update | Port Edward

DISTRICT OF PORT EDWARD
 TO: Regular
 Council Meeting Date: IC

Apr 3/24
 By: Email
 Dist To: Council

URG
 PW Re:
 AA
 Recom:

Good morning Polly,

Great to hear from you and hope you had a lovely Easter long weekend as well.

Since our last correspondence about re-scheduling this meeting, there have been some exciting project developments that have occurred with the proposed Prince Rupert Gas Transmission (PRGT) project.

We're pleased to share that (PRGT) will now move ahead under new ownership following an agreement between TC Energy, Nisga'a Nation and Western LNG. PRGT is the developer of a natural gas pipeline project in British Columbia and potential delivery corridor that would further unlock Canada as a secure, affordable and sustainable source of LNG.

Therefore, due to this recent change in ownership and this transition, it would be best to put this meeting on hold for now until the new ownership is ready to communicate with important stakeholders, such as yourselves. This ownership transition marks a very exciting opportunity for this proposed project to continue its development and will now become an Indigenous co-owned energy project in its entirety.

We expect to have a more formal communication in the coming weeks, with additional information on this ownership transition which will be shared with our communities, including the District of Port Edward. For more information, please refer to the Nisga'a Nation and Western LNG to Purchase PRGT natural gas project - news release.

Thank you and please reach out if you have any questions.

Tamara Trevelyan
 Public Affairs Advisor
 External Relations | British Columbia

tamara_trevelyan@tcenergy.com
 Desk: 250-596-8073 | Mobile: 250-649-9648

TCEnergy.com

From: Polly Pereira <ppereira@portedward.ca>
Sent: Wednesday, April 3, 2024 8:27 AM
To: Heather Desarmia <heather_desarmia@tcenergy.com>; Natasha Westover <natasha_westover@tcenergy.com>; Tamara Trevelyan <tamara_trevelyan@tcenergy.com>
Cc: CAO <cao@portedward.ca>
Subject: RE: [EXTERNAL] RE: TC Energy Proposed Project Update | Port Edward

Hi Heather,

I was wondering if we can reschedule the meeting below.

Board Highlights

March 2024

Delegation:

Daniel Behrens, Capital Projects Director, Purdey Group of Companies provided an update on the current planning for Hekate's Retreat (Willow's Golf Course) in Sandspit, B.C. The Board asked questions and Mr. Behrens responded accordingly. The Chair of the Board thanked Mr. Behrens.

Board Business:

1. The Parcel Tax Roll Review Panel authenticated the 2024 Parcel Tax Roll.
2. The Board pass three readings and adopted [Bylaw No. 690, 2024 – 2024-2028 Financial Plan Bylaw](#).
3. The Board resolved to provide letters of support to the Haida Gwaii Regional Recreation Commission for its grant requests to the Gwaii Trust Society Major Contributions program and Northern Development Initiative Trust for the Haida Gwaii Youth Soccer League field project.
4. The Board gave first reading to [Bylaws No. 689.1, 2024 and 688.1, 2024](#). The Board resolved to hold a virtual public hearing for Bylaws No. 689.1, 2024 and 688.1, 2024 on Tuesday, May 14, 2024 at 7 p.m. and designated Director Putterill as Chair of the virtual public hearing.
5. The Board appointed Peter Fleck to the Moresby Island Advisory Planning Commission for a two-year term.
6. The Board received reporting that public consultation in Tlell with respect to a request to the Minister to consider an adjustment to the boundary of Naikoon Park to accommodate expansion of the Tlell Cemetery concluded on February 28, 2024. No opposition to the proposal was received.
7. The Board will be holding its next Regular meeting on Friday, April 19 at 4:00 p.m. in Daajing Giids, B.C.

For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at www.ncrdbc.com.



January 19, 2024

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Tabled item

Re: Legislative Reform Initiative Update

Dear Local Government Colleagues:

On September 21, 2023, the Regional District of Nanaimo (RDN), Alberni-Clayoquot Regional District, Fraser Valley Regional District (City of Chilliwack), and Don Lidstone, K.C., hosted an interactive, discussion-based panel session (Legislative Reform Initiative) focused on reform of the *Local Government Act (LGA)* at the UBCM Annual Convention in Vancouver. While the lack of powers for regional districts in the *Act* was a major spark for this initiative, the session was intended for both municipal and regional district officials because many aspects of municipal operations are contained in the *LGA* and municipal issues with the *Act* have been the subject of numerous UBCM resolutions over the years. Similar workshops have been held previously at the Association of Vancouver Island and Coastal Communities' Annual Conventions in 2022 and 2023. Approximately 80-85 people attended the September 2023 UBCM session, indicating a broad interest in this evolving topic.

Concerns about the dated *Local Government Act* have been widespread for some time among local governments. Although the Ministry of Municipal Affairs has made significant incremental changes in the legislation over time, without a comprehensive modernization of the *LGA* regional districts are left without sufficient tools or authority to meet expanding responsibilities or to legislate in key areas in comparison with municipalities. Moreover, the evolving social, political, and economic environments that both municipalities and regional districts operate within, such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance, should be reflected in updated and modernized legislation. A key component of our discussions is that any additional powers or tools granted to local government are opt-in so that local governments can choose to implement tools based on what is best for their area.

The goals of the September 2023 UBCM interactive panel session were:

- to provide context and background about the Legislative Reform Initiative
- to discuss whether to proceed with the Legislative Reform Initiative
- to discuss options for the best path forward to steer the process

Prior to the session, the Ministry of Municipal Affairs provided some background information and several questions to consider during the group's discussion. This material was useful and very much appreciated.

The RDN committed to sending UBCM members a "What We Heard" document summarizing discussion at the session and next steps. We are attaching that document to this letter for your information, as well as the material provided by the Ministry of Municipal Affairs that was considered as part of the September 2023 panel discussion at UBCM. In addition, we are attaching the slide deck presented at the UBCM session.

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not: b/s/d/s/r

We encourage other local governments to participate in this important initiative. As indicated in the "What We Heard" document, the RDN is currently following up with UBCM on the possibility of requesting that the UBCM Executive form a working group on this topic. Having letters of support from local governments across the province would be helpful in demonstrating interest. Should you wish to send a letter of support, have any questions, or wish to share examples of legislative challenges stemming from the *Local Government Act*, please contact RDN Chief Administrative Officer Douglas Holmes at dholmes@rdn.bc.ca.

Sincerely,



Vanessa Craig
Chair, Regional District of Nanaimo

Encl.

Background and Discussion Questions

The Ministry of Municipal Affairs (MUNI) is committed to listening to local governments about their evolving needs and how the existing legislated framework accommodates new responsibilities and challenges. Much of the legislative agenda sponsored by MUNI in recent years has responded to critical local government needs uncovered as a result of the pandemic and in response to UBCM resolutions. The development of legislative change is a lengthy, complex, and resource intensive process. Therefore, it must be rooted in and supported by a clear gap in existing tools and authorities to fix an identified problem that the current legislation or other tools don't resolve. The mere desire for regional district (RD) legislation alone needs to be tested against a real need, with a clear path on policy development for the province to consider.

Government Priorities

The province has been clear in its priorities and focus on pressing issues of affordability and housing supply – allocating significant resources from both the Ministry of Housing and MUNI to initiatives in this space. That scarce allocation is determined by elected decision makers. The priority on affordability and housing supply also presents an opportunity and recognizes that issues of housing availability and affordability are not just urban issues – and that there is a role for regional approaches to support this work that may require new thinking of how RDs are better able to participate in solutions that will have direct implications for RD regulatory authorities.

In addition, MUNI along with other agencies and ministries, are working on other initiatives that have a direct impact on RD authorities, these include:

- The local government financial review working group, made up of staff from the province and UBCM, where work has been underway to review the local government finance system in B.C., analyzing the recommendations in the 2021 UBCM report, and discussing matters of mutual interest;
- Inclusive regional governance to explore First Nations' interests on RD boards (explore issues such as geographic implications/boundaries of the current RD system and alignment with First Nation territories, election mechanics, and service provision);
- Consideration of business licensing and enforcement authorities for RDs, as previously requested by RDs.

Discussion questions – Are there specific RD challenges and legislative concerns that align with the current provincial priorities? What are the clearly defined problem statements/lack of authority for RDs not already accommodated for?

Other Approaches and Tools

In the past, RD officials have expressed a range of concerns such as lack of regulatory authority – in some cases the authorities in question may exist or it may be facilitated through regulation (recent examples include fireworks and source separation regulations). Other identified concerns relate to some of the fundamental foundations of RD structures and principles – such as the principle that cost-recovery for services being matched with the beneficiaries of the service, or the unique ability of RDs to balance rural and urban interests. Any changes contemplated need to be evidence-based and targeted

and not be change for “a nice to have” versus a particular business or governance need for which a policy rationale exists and no other tools exist.

Discussion questions – given the inherent flexibility in the RD system, are there other tools or approaches that may address challenges that could support RDs in the absence of legislative changes?

Process for further engagement

Given the key and pressing priorities that the province is currently engaged on (e.g., housing and homelessness, climate change and emergency planning, health, and the opioid crisis) there are practical considerations about how the local government system (including municipalities and RDs) will partner and collaborate with the province to address these issues. MUNI remains committed to understanding the broad views and perspectives of local government officials (both regional and municipal) across BC on the issues facing their regions and communities including the need for legislative change. We will take under consideration the results of this session.

Discussion questions – Have inclusive, broad meaningful conversations about RD outcomes and authorities occurred across all RDs? And have those been shared with MUNI? How will RDs organize themselves to ensure that all voices will be heard?

SUMMARY OF SESSION

On September 21, 2023, the Regional District of Nanaimo, Fraser Valley Regional District (City of Chilliwack), Alberni-Clayoquot Regional District, and Don Lidstone, K.C., hosted an interactive, discussion-based session on legislative reform. The session was intended for both municipal officials as well as regional district officials because many aspects of municipal operations are contained in the *Local Government Act*.

The goals of the session were:

- to provide context and background about the Legislative Reform Initiative
- to discuss whether to proceed with the Legislative Reform Initiative
- to discuss options for the best path forward to steer the process

The Ministry of Municipal Affairs provided background and several questions to consider during the group's discussion (Attachment 1).

Approximately 80-85 people attended the session, indicating a broad interest in this evolving topic.

Concerns with the dated *Local Government Act* include restrictions on taxation and revenue sources, complexities in establishing services, and the lack of provisions in comparison with Section 8 of the *Community Charter* which gives municipalities powers to regulate, prohibit, and impose requirements by bylaw without provincial approval or establishing bylaws. Regional districts are limited in their legislative authority in comparison with municipalities in several key areas such as business licensing authority (which the province is now addressing as part of its efforts around short-term rental housing), subdivision approval, regulation of fireworks discharge, parking enforcement, tree management, and taxation and funding models. Further, social, political, and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance. These realities should be reflected in a modernized legislative framework.

During the session, Slido polls were used to conduct two "straw polls" of the participants, on these questions: 1) whether or not to proceed with the Legislative Reform Initiative, and 2) whether a UBCM working group or a joint local government project is the best path forward to steer the process.

The majority of participants indicated support for the Legislative Reform Initiative, and indicated their preference would be for a UBCM working group to steer the initiative. These polls were conducted to gain a sense of the sentiments of the session participants only, and are not assumed to represent the views of the UBCM membership as a whole.

WHAT WE HEARD

WHY A COMPREHENSIVE MODERNIZATION EFFORT IS NEEDED

- The Ministry of Municipal Affairs has made important incremental changes in the legislation over time, but a more comprehensive modernization project is needed.
- Extensive downloading of responsibilities from the Province to local governments has exacerbated the problems local governments face; outdated legislation prevents local governments from addressing these issues effectively.
- Over 90% of the province is rural and is not under the *Community Charter*; these areas should not be governed by legislation that was drafted in 1966.
- Regional districts and municipalities have restricted powers where they have delegated authority only, are not constitutionally protected, and have few tools or resources to address local problems.
- Particular challenges with the *Local Government Act* (LGA) raised by participants at this session:
 - responding effectively to emergencies and natural disasters
 - taking measures to mitigate the effects of climate change
 - dealing with old infrastructure and the ability to fund these projects solely through property taxes
 - population growth and migration from cities during the pandemic is rapidly changing the character of rural areas; incoming residents have higher expectations for services
 - incorporation should not be the only other governance option for rural areas; there should be an intermediate step available
 - Electoral Areas lack power and resources
 - business licensing authority¹ and subdivision approval are difficult for regional districts
 - small municipalities and regional districts are unable to fund necessary projects costing millions, such as recycling, dikes, etc., to continue to provide the quality of life that residents cherish in these communities.

CONSIDERATIONS FOR PURSUING LEGISLATIVE REFORM RAISED AT THIS SESSION

- The background and questions provided by the Ministry of Municipal Affairs were very helpful in this discussion.
- Need to identify and list specific, concrete, local community issues and distill them from a 10,000-foot level to provide the Ministry of Municipal Affairs with evidence for the need to modernize the *Local Government Act*.
- Legislative reform should be viewed as supporting the Province, not in conflict with the Province.
- The Ministry of Municipal Affairs should be involved from day one.
- The Ministry should provide funding for this initiative's research and policy work, as they have done for the Northwest Benefits Alliance.

¹ The Province is addressing this as part of its efforts around short term rental housing. Amendments to the *Local Government Act* allow Regional Districts to regulate and licence short-term rentals and other businesses in similar ways to municipalities [see link](#).

- What is working well in the legislation should be left as is.
- If legislative reform is successful in providing new powers and tools for local governments, that does not mean all local governments must use them.
- Islands Trust has an even smaller toolbox than municipalities and regional districts.
- Metro Vancouver has excellent models and best practices, especially in the area of climate change; we can borrow good ideas.
- Local governments need a legislative framework that recognizes the importance of, and facilitates working together with, First Nations in a respectful, effective, and inclusive manner.
- When First Nations participate at the Board level, it changes the conversation and the votes. Local governments often are not well informed regarding Indigenous rights and title.
- The inclusive governance goals in UNDRIP legislation and provincial action plans can be reinforced and worked on concurrently with the Legislative Reform Initiative.
- Need to consider 7 generations into future when modernizing the LGA.
- Planning and land use issues should not be included in this initiative.
- Several participants stressed the need to draft a new charter rather than revise portions of the LGA in a continuation of the “band aid” approach.
- Area associations of UBCM should be included in the conversation.
- A retired CAO or Chair could be a primary resource person for this project, conducting research and policy work and keeping the project on track.

DECIDING WHETHER TO PROCEED WITH THE LEGISLATIVE REFORM INITIATIVE

- Slido poll #1: Is there an interest in proceeding with the Legislative Reform Initiative? (96% yes, 4% no)

OPTIONS FOR STEERING AND MANAGING THE LEGISLATIVE REFORM INITIATIVE

Option 1: UBCM Executive could form a working group on legislative reform, comprised of representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff

Option 2: This could be structured as a joint local government project, with local governments contributing funding to form a working group on legislative reform, comprised of representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff

Considerations for Option 1:

Pros:

- UBCM has an efficient network, broad reach, consistency, research capacity, and impact with the province.
- UBCM can be representative.
- UBCM has already been doing some work on legislative reform, and has experience.
- UBCM can allocate resources if legislative reform is identified as a priority.
- Reporting back will happen at UBCM.

Cons:

- Last UBCM working group report in 2010 did not meet expectations.
- Some uncertainty on the part of some participants as to how a UBCM working group functions.
- A UBCM working group may be more distant from local governments than is ideal.

Considerations for Option 2:

Pros:

- May insulate the project from getting sidetracked, if the Province does not assist with resources for UBCM.
- With a group of passionate people committed to working together on the project, the Legislative Reform Initiative may not need UBCM.

Cons:

- Challenges with resources and capacity: initiative will require significant buy-in and continued long-term commitment from local governments in terms of funding and staff time.
- Difficult to achieve forward momentum “off the side of the desk”.
- The complex coordination required for the project will be a challenge.

➤ Slido poll #2:

- Option 1: UBCM Executive forming a working group (85% in favour)
- Option 2: Joint local government project (15% in favour)

NEXT STEPS

- A “What We Heard” document summarizing the session will be distributed to UBCM members.
- It is noted that although there was significant enthusiasm for the initiative, including from areas outside the AVICC region, some representatives indicated they would like additional information on the initiative.

UPDATE: December 2023

Following the UBCM Annual Convention, Douglas Holmes, CAO of the Regional District of Nanaimo had the opportunity to discuss the Legislative Reform Initiative and the September 21, 2023, interactive panel session with Gary Maclsaac, Executive Director, UBCM. Mr. Maclsaac is in the process of seeking direction on this matter from the President’s Committee.

Attachment 1: Ministry of Municipal Affairs background and discussion questions



5h

Small-Scale, Multi-Unit Housing

Toolkit for Local Governments



March 2024

Purpose of this Resource

This resource is intended to help local governments and their community members understand the legislative changes introduced in 2023 related to small-scale, multi-unit housing (SSMUH). The information in this tool kit is for guidance only and is not a substitute for provincial legislation. It is not legal advice and should not be relied on for that purpose.

Introduction – B.C.’s New SSMUH Legislation

In the fall of 2023, the Province of British Columbia introduced changes to the Local Government Act and Vancouver Charter to require local governments to permit between 2-6 housing units in residential zones that are otherwise restricted to single-family dwellings and duplexes (referred to as *Restricted Zones* in the legislation). Local governments are required to update their zoning bylaws before June 30, 2024, to comply with this new legislation related to small-scale, multi-unit housing.

What is small-scale, multi-unit housing?

Small-scale multi-unit housing (SSMUH) refers to a range of housing unit configurations that can provide more affordable and diverse options than single-family homes. Examples include:

- secondary suites in single-family dwellings,
- detached garden suites (e.g., accessory dwelling units (ADUs) or laneway homes)
- duplexes,
- townhomes, and
- house-plexes.

The modest increase in density resulting from these forms of housing is typically compatible in scale and form with existing low-density neighbourhoods. These forms of infill housing can produce significant benefits for neighbourhood vibrancy, inclusiveness, and environmental and economic sustainability.

Why has the Province introduced these changes?

The aim of the SSMUH legislation is to increase housing supply, create more diverse housing choices, and over time, contribute to more affordable housing across BC. The cost of single-family detached homes are out of reach for many people in a growing number of

BC communities. However, zoning regulations that exclusively permit single-family detached homes often cover 70-85% of the privately held, residential land base in communities. Even though they are less expensive to rent and buy, multi-unit forms of housing are not permitted in most areas of our communities. The approval processes for multi-family buildings are also often longer, more costly, and more uncertain than for single-family homes.

These conditions make it challenging to build multi-unit housing throughout the province. This historical approach to zoning regulations has limited the diversity of housing supply required to meet the changing needs of people in BC's communities.

The Province is addressing this by requiring local governments to allow secondary suites or ADUs throughout BC, and in over 80 communities, to also allow multiple units of housing on single-family and duplex lots without the need for the property owner to go through a rezoning process. Similar approaches have been used successfully by cities, states, and countries around the world to create more inclusive, affordable, and resilient communities.

Local governments have a critical role to play in the implementation of these legislative changes, and much to gain from its success. The legislation establishes requirements for the minimum number of units that must be permitted in single-family or duplex zones based on lot size and location. Local governments have the discretion to permit higher densities than the legislative requirements in the zones impacted by the new legislation.

While updating their zoning bylaw(s), local governments are required to consult the Provincial Policy Manual and Site Standards, as well as any technical or policy bulletins published by the Province. Local governments have the flexibility to implement zoning bylaw regulations (e.g., setbacks lot coverage) that reflect their unique circumstances. However, the zoning bylaw updates cannot be designed to limit the use or density of use required by the legislation due to the need for more housing across the province.

To support local governments with the additional work load associated with implementing these changes, the Province has delivered \$51 million in new funding to help build capacity. Over time, it is expected that the suite of legislative changes introduced in the fall of 2023 related to local government land-use planning will help reduce administrative work loads for local governments that are associated with processing development applications.

Where do the SSMUH requirements apply?

All municipalities and regional districts in BC are required to comply with the SSMUH legislation applicable to their situation. The legislation applies to residential zones restricted to single-family homes, and in some case, duplexes. The requirements are explained below and the exemptions are described on the next page.

Secondary suite or accessory dwelling units on lots in single-family zones

A minimum of one secondary suite or one detached ADU must be permitted on each parcel of land zoned for single family use in *Restricted Zones*. Local governments may choose to permit either a secondary suite or an ADU, or both.

Three to six units on lots in single-family and duplex zones

Unless an exemption applies, three to six dwelling units must be allowed on each parcel of land zoned for single-family or duplex use that is in a *Restricted Zone* and is:

- a) wholly or partly within an urban containment boundary established by a regional growth strategy, or
- b) if (a) does not apply, wholly or partly within an urban containment boundary established by an official community plan within a municipality with a population greater than 5,000 or
- c) if neither (a) or (b) apply, in a municipality with a population greater than 5,000.

Minimum Number of Units	Characteristics of the lots to which the requirements apply
Minimum of three units	A minimum of three (3) units must be permitted on each parcel of land 280 m ² or less in a <i>Restricted Zone</i> .
Minimum of four units	A minimum of four (4) units must be permitted on each parcel of land greater than 280 m ² in a <i>Restricted Zone</i> .
Minimum of six units	A minimum of six (6) units must be permitted on each parcel of land in a <i>Restricted Zone</i> that is: <ol style="list-style-type: none">a) wholly or partly within 400 metres of a prescribed bus stop, andb) is 281 m² or greater in area.

Exemptions

Areas subject to hazardous conditions, that cannot be reasonably mitigated, can be exempted based on a report prepared by a qualified professional for the local government. Lands subject to the Islands Trust Act or a rural land use bylaw, as well as manufactured home zones, are not subject to the legislated SSMUH requirements, including the requirements for secondary suites and ADUs.

There are a several additional exemptions for the 3-6 units per lot density, including:

- land protected for heritage conservation purposes at the time when the SSMUH legislation came into force (see the legislation for specific exemption provisions),
- land that is not connected to a water or sewer system provided as a service by a municipality or regional district (must be connected to both),
- land within an area designated as a Transit-Oriented Area, or
- parcels of land that are greater than 4,050 m² in size and land within a zone in which the minimum lot size for subdivision is greater than 4,050 m².

If local governments have identified exempted lots, after their zoning bylaws are updated to comply with SSMUH legislation, they must provide written notice to the Minister of Housing that identifies:

- a) the land to which the exemption applies, and
- b) the section(s) of the legislation relevant to the purpose of the exemption.

Extensions

Local governments may apply for extensions to comply with the SSMUH legislation for areas within their jurisdictions. One or more extensions may be granted by the Minister of Housing, if the Minister is satisfied that the local government is unable, by June 30, 2024, to comply for any of the following reasons:

- a) the local government is in the process of upgrading infrastructure that services the specific area or lots for which the extension is being requested;
- b) the infrastructure that services the area where SSMUH would apply is such that compliance by June 30, 2024, is likely to increase a risk to health, public safety, or the environment in that area; or
- c) extraordinary circumstances exist that otherwise prevent compliance in relation to the area.

Requests for infrastructure-related extensions must be received by June 1, 2024.

Additional guidance on extensions will be issued in a Technical Bulletin in early 2024.

Local Government Responsibilities

The legislation and regulations will require most local governments to update zoning bylaws before June 30, 2024 to permit small-scale, multi-unit housing in single-family and where applicable, duplex zones in accordance with the required minimum densities in the legislation. In doing so, local governments are required to consider the Provincial Policy Manual and Site Standards, and any additional technical guidance issued by the Province to support SSMUH implementation.

Local governments must not use their authorities in such a way that unreasonably prohibits or restricts the use or density of use required to be permitted under the legislation. For example, the legislation prohibits local governments from using development permit areas, heritage conservation areas, or heritage alteration permits to unreasonably restrict the use or density required by SSMUH legislation, as well as land use regulation bylaws or land use permits. Under the legislation, local governments are also not permitted to do the following:

- require on-site parking on lots that must be permitted to have a minimum of six units,
- use density bonusing as the means for approval of the minimum densities they are required to permit under the legislation (an exception is the lots for which the requirement of a minimum of six units applies, where conditional density bonus rules may be established for only **one** of the **six** housing units), or hold a public hearing on a zoning bylaw update proposed for the sole purpose of complying with the SSMUH legislation.

More Information

The Provincial Policy Manual and Site Standards sets out detailed provincial expectations for local government compliance with the SSMUH legislation. It also contains a set of site standard packages with zoning regulations that local governments must consider in developing their own bylaws to conform to the various SSMUH density requirements. Additional technical guidance may be issued by the Province as needed to support implementation of SSMUH requirements.

Any questions about the new legislation may be directed to:

Ministry of Housing
Planning and Land Use Management Branch
Telephone: 205-387-3394
Email: PLUM@gov.bc.ca

Purpose of this Resource

This resource is intended to help local governments and their community members understand the legislative changes introduced in 2023 related to small-scale, multi-unit housing (SSMUH). The information in this tool kit is for guidance only and is not a substitute for provincial legislation. It is not legal advice and should not be relied on for that purpose.

Sample Content Staff Report to Elected Officials

Subject: Information regarding the requirements for compliance with the small-scale, multi-unit housing legislation

Purpose

To provide a summary of the provincial legislative requirements for small-scale, multi-unit housing and identify the next steps required for [*insert local government name*] to become compliant with the legislation.

Background

The *Local Government Act* was amended on December 7, 2023, to require local governments to update their zoning bylaws to allow secondary suites or accessory dwelling units (ADUs) in all single-family zones and where applicable, permit a minimum of 3-6 units of small-scale, multi-unit housing (SSMUH) in zones otherwise restricted to single-family dwellings or duplexes. Zones restricted to single-family dwellings or duplexes as of December 7, 2023, are referred to as *Restricted Zones* in the legislation.

Through the SSMUH legislation, the Province aims to increase housing supply, create more diverse housing choices, and over time, contribute to more affordable housing across the province. Local governments are required to update their zoning bylaws before June 30, 2024 to comply with SSMUH legislation.

A minimum of **one secondary suite or one detached ADU** must be permitted on lots zoned for single-family use. Local governments may decide to permit either a secondary suite or ADU, or both a secondary suite and an ADU on a lot.

Unless an exemption applies, **three to six dwelling units** must be allowed on each parcel of land zoned for single-family or duplex use that is:

- a) wholly or partly within an urban containment boundary established by a regional growth strategy, or

- b) if (a) does not apply, wholly or partly within an urban containment boundary established by an official community plan within a municipality with a population greater than 5,000 or
- c) if neither (a) or (b) apply, in a municipality with a population greater than 5,000.

Exemptions from the three- to six-unit minimum requirements on lots zoned for single-family and duplex use include:

- lands that are not connected to a water or sewer system provided as a service by a municipality or regional district (must be connected to both);
- parcels of land that are larger than 4,050 m² or lands in a zone for which the minimum lot size that may be created by subdivision is 4,050 m²;
- land that was protected, as of December 7, 2023, under the *Heritage Conservation Act*, or by bylaw under s. 611 of the *Local Government Act*; and
- land within a designated Transit-Oriented Area.

The table below outlines the situations in which the three- to six-unit requirements apply.

Minimum number of units	Characteristics of the parcels to which the requirements apply
Minimum of three units	A minimum of three (3) units must be permitted on each parcel of land 280 m ² or less in a <i>Restricted Zone</i> .
Minimum of four units	A minimum of four (4) units must be permitted on each parcel of land greater than 280 m ² in a <i>Restricted Zone</i> .
Minimum of six units	<p>A minimum of six (6) units must be permitted on each parcel of land in a <i>Restricted Zone</i> that is:</p> <ul style="list-style-type: none"> a) wholly or partly within 400 metres of a prescribed bus stop, and b) is 281 m² or greater in area. <p>One of the six units that must be permitted may be required to be affordable or special needs housing.</p>

Lands subject to a hazardous condition are exempted from the SSMUH legislation, including the requirements to allow either a secondary suite or accessory dwelling unit, providing the local government has obtained a report in which a qualified professional certifies increasing the density of use would significantly increase the threat or risk from the hazardous condition, and the threat or risk from the hazardous condition cannot be practically mitigated.

Additionally, the legislation would not affect land subject to a heritage revitalization agreement as of December 7, 2023.

Discussion

Based on preliminary analysis of the SSMUH legislation, the requirements for three to four units *[do/do not] apply in [parts of] [insert name of municipality/electoral area]* and the requirements for six units *[do/do not apply]*. Further analysis is required to determine the zones and specific lots in *[insert name of municipality/electoral area]* to which the requirements do apply.

Next steps

To ensure compliance with the legislation before the June 30, 2024 deadline, staff are planning to undertake the work plan outlined below. Many of the tasks will be undertaken concurrently.

1. Review the zoning bylaw to identify impacted zones.
2. Work with a GIS specialist to identify exempted lots and lots to which the various density requirements will apply.
3. Consult with public works and engineering staff to review infrastructure servicing capacity and identify any areas for which an extension should be requested on the basis of infrastructure upgrades either underway that prevent compliance by June 30th 2024, or needed to service that area or areas where compliance by June 30, 2024 is likely to increase a risk to health, public safety or the environment.
4. Consult the Province's Policy Manual and Site Standards to identify updates for the zoning bylaw that will allow the required number of housing units in selected zones. This work will require identifying appropriate setbacks, heights, parking regulations, and other technical requirements for the zones subject to SSMUH.
5. Identify other plans, policies, and regulations that may be impacted by the zoning bylaw changes and prioritize them for review and updates in consultation with relevant departments.
6. Consult as necessary throughout the process with legal counsel.
7. Present an updated zoning bylaw to the Council/Board with sufficient lead time for its adoption prior to June 30, 2024.



DISTRICT OF PORT EDWARD

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COUNCIL REPORT

Date: April 9, 2024
To: Todd Francis, CAO
From: Lorraine Page, Director of Finance
Subject: 5 Year Financial Plan Bylaw No. 754, 2024

RECOMMENDATION: That Council give three readings to the attached 5 Year Financial Plan Bylaw No 754.

BACKGROUND: Please find 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 ___th day of April, 2024;
READ a second time this ___th day of April, 2024;
READ a third time this ___th day of April, 2024;

RECONSIDERED AND ADOPTED this ___th day of April, 2024.

Knut Bjordal
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"



DISTRICT OF PORT EDWARD

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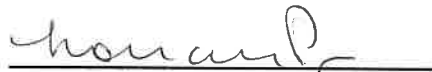
COUNCIL REPORT

Date: April 9, 2024
To: Todd Francis, CAO
From: Lorraine Page, Director of Finance
Subject: Tax Rate Bylaw No. 755, 2024

RECOMMENDATION: That Council give three readings to the attached Tax Rate Bylaw No 755.

BACKGROUND: 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 15th. The attached bylaw sets rates for 2024 for General Municipal, North Coast Regional District, and Northwest Regional Hospital District taxes. The municipal tax rate has been adjusted so most homeowners should pay approximately 3% more taxes than 2023. Home owners may see a small increase or decrease due to individual assessed values.

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 ___th day of April, 2024;
READ a second time this ___th day of April, 2024;
READ a third time this ___th day of April, 2024;

RECONSIDERED AND ADOPTED THIS ___th 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
	Totals	71.6077	75.4795	7.6876	7.1235	5.7607	5.7264