

**Regular Meeting of the Council of the District of Port Edward
Tuesday, October 22, 2024
7:00 PM**

District of Port Edward Council Chambers



Zoom Link: <https://us06web.zoom.us/j/7921444026?omn=86753629375>

Meeting ID: 792 144 4026

AGENDA

We respectfully acknowledge that we are meeting on the traditional, ancestral, and unceded territories of the Tsimshian Peoples. This land has been stewarded by the Tsimshian for generations, and we honor their continuing connection to it. We also recognize their rich cultural heritage, ongoing contributions to our community, and their continued efforts to preserve their traditions and language. The District of Port Edward aims to elevate the voices and lived experiences of Tsimshian peoples through active inclusion and consultation on matters which impact Tsimshian peoples and lifeway

1. Adoption of Agenda

Recommendation: THAT the Agenda for the Regular Council Meeting of October 22, 2024 be adopted as presented.

2. Approval of Minutes

Recommendation: THAT the minutes of the Regular Council Meeting of October 8, 2024 be approved as presented.

A. Minutes of the Council Meeting.

3. Business arising from the Minutes and unfinished businesses – Release from In-Camera

4. Petitions & Delegation

5. Correspondence

A. North Pacific Cannery Halloween Event – October 26, 2024

6. Reports

A. Truth and Reconciliation Full Day Workshop – November 29, 2024 at Inn on the Harbour

B. Urban Systems – Truth and Reconciliation Additional Grant Applications

1. UBCM Community to Community Program

2. UBCM Cultural Safety and Cultural Humility Training

C. AB Consulting – UBCM Fire Equipment Grant

D. PRPA Community Fund Application – Boat Launch

E. Urban System – Rural Economic Diversification and Infrastructure Program

F. October Staff Report

G. Adoption of Accessibility Plan

7. Bylaws

A. Permissive Tax Statutory #756

B. Permissive Tax CN #757

8. Reports on Council Activities

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

10. New Business

A. 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 (c) labour relations or other employee relations

(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 OCTOBER 8, 2024

PRESENT:

COUNCIL:

Mayor Knut Bjorndal, Chair

Councillors: Dan Franzen and James Brown, Christine Mackenzie and Colleen McDonald

Absent:

ADMINISTRATION:

Todd Francis, Chief Administrative Officer &

Pat Sibilleau, Chief Financial Officer

Daphne Thomson, Deputy Corporate Officer

Absent: Polly Pereira, Director of Corporate Administrative Services

CALL TO ORDER

Mayor Knut Bjorndal called the meeting to order at 7:00PM on October 8, 2024.

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

1. AGENDA:

24-195

Moved by: Councillor Franzen

Seconded by: Councillor Mackenzie

THAT the Agenda for the Regular Council Meeting of October 8, 2024 be approved as presented.

Carried Unanimously

2. MINUTES:

24-196

Moved by: Councillor Franzen

Seconded by: Councillor McDonald

THAT the minutes of the Regular Meeting of Council dated September 10, 2024 and the Special Meeting dated October 3, 2024 be approved as presented.

Carried Unanimously

3. BUSINESS ARISING

A. Todd Francis – CAO Resignation

The resignation letter of CAO Todd Francis was received and filed.

5. PETITIONS AND/OR DELEGATION:

6. CORRESPONDENCE:

A. North Coast Regional District

Re: NCRD Board Highlights, September 2024

24-197 Moved by: Councillor Franzen
Seconded by: Councillor Mackenzie

THAT the correspondence be received and filed.

Carried Unanimously

B. North Coast Regional District

Re: Repeal of Zoning Bylaw update

24-198 Moved by: Councillor Franzen
Seconded by: Councillor McDonald

THAT the correspondence be received and filed.

Carried Unanimously

7. REPORTS:

A. Records Management – Hiring Michelle Barroca, FYInformation

24-199 Moved by: Councillor McDonald
Seconded by: Councillor Franzen

THAT Council approve reallocating \$20,000 from the Waterfront Project to the Records Management Information System project and further that the District staff work with the consultant (FYI Information) to implement a digital system for the District of Port Edward.

Carried Unanimously

B. Monday.com Demo

24-200 Moved by Councillor Mackenzie
Seconded by Councillor Franzen

THAT Council receive this report for information purposes only.

Carried Unanimously

C. Permissive Tax

24-201 Moved by Councillor Franzen
Seconded by Councillor Brown

THAT Council receive this report for information purposes only

Carried Unanimously

D. AB Consulting – Disaster Risk Reduction Climate Change and Public Notification and Evacuation Route Planning Grant

24 – 202 Moved by: Councillor Brown
Seconded by: Councillor McDonald

THAT Council receive this report, acknowledges and approves the alignment of the UBCM grants with the Emergency Preparedness Plan, and authorize the integration of these projects into the scope of the Emergency Preparedness Plan being developed by AB Consulting.

Carried Unanimously

8. BYLAWS:

A. Permissive Tax Statutory #756

24-203 Moved by Councillor Franzen
 Seconded by Councillor Brown

THAT Permissive Tax Statutory #756 was introduced and given three readings Council will proceed with the adoption of the bylaw at the next scheduled Council Meeting

Carried Unanimously

B. Permissive Tax CN #757

24-204 Moved by Councillor Franzen
 Seconded by Councillor McDonald

THAT Permissive Tax Statutory #757 was introduced and given three readings Council will proceed with the adoption of the bylaw at the next scheduled Council Meeting

Carried Unanimously

9. REPORTS ON COUNCIL ACTIVITIES:

Mayor Knut Bjorndal

Attended the Prince Rupert General Hospital Board meeting and met with Mayor Pond to discuss building relationships and exploring opportunities for collaboration. Additionally, attended the AltaGas open-house event.

Councillor Brown

Attended the AltaGas open-house event.

Councillor Mackenzie

Represented the District of Port Edward at the Regional District Board meeting and attended the AltaGas open house event

10. QUESTIONS FROM THE AUDIENCE – *Regarding Listed Agenda Items Only*

- A. The Deputy Corporate Officer requested that the Mayor ask each speaker to state their first and last name for the record. However, this procedure was not consistently followed during the meeting.
- B. A question was raised regarding the correct process for reading minutes that reference a Bylaw. **Councillor Franzen** provided a clear explanation of how the process works and how to interpret such references.
- C. Another audience member inquired about the status of public meeting minutes, suggesting they appeared outdated. It was confirmed that all meeting minutes are current as of **October 1, 2024**.

- D. A question was raised about the procedure to become a delegate and address Council. It was explained that requests to be a delegate, along with all relevant information, must be submitted to staff. However, it was clarified that submitting a request does not guarantee approval to appear as a delegate.
- E. An audience member questioned the investigation into the Mayor and referenced a petition by residents. **Councillor McDonald** raised a point of order, citing **Section 90 of the Community Charter**, and explained that such matters cannot be discussed in public to protect the individuals involved.
- F. Additional discussion points led Council to propose a **Community of the Hall** meeting, to be scheduled in the near future, providing an opportunity for residents to raise their concerns. Procedures and dates for this meeting will be communicated to the public once confirmed.

24-205 Moved by Councillor Brown
 Seconded by Councillor McDonald

THAT a Community of the Hall meeting will be conducted in the near future.

Carried Unanimously

NEW BUSINESS:

At **8:02 PM**, the Mayor requested a **recess**.
The meeting reconvened at **8:14 PM**.

A. Closed Meeting Session

24-206 Moved by: Councillor McDonald
 Seconded by: Councillor Franzen

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 A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:
- (c) labour relations or other employee relations;
 - (m) a matter that under another enactment, is such the public may be excluded from the meeting.

NOW THEREFORE BE IT RESOLVED THAT the meeting be moved to the In-camera meeting.

Carried Unanimously

ADJOURNMENT:

24-207 Moved by: Councillor Franzen
 Seconded by: Councillor Brown

NOW THEREFORE BE IT RESOLVED THAT at 7h15 PM October 8, 2024 Regular Meeting of Council was adjourned.

CERTIFIED CORRECT

Knut Bjorndal, Mayor

Daphne Thomson, Deputy Corporate Officer



NORTH PACIFIC CANNERY NATIONAL HISTORIC SITE

Re: Halloween Event at North Pacific Cannery / Saturday October 26th, 2024

North Pacific Cannery will once again be hosting "Terror at the Cannery" a Family Halloween Event from 11:00am to 4:00pm on Saturday 26th 2024.

North Pacific Cannery will be opening our doors for the last event of our season, a special family-friendly afternoon of Halloween thrills and chills, where families from all over will enjoy Halloween themed games, Bubble Trouble bouncy castle, Photo Booth provided by Stefania Bowler Photography, trick or treating on our historic boardwalks, refreshments and special Halloween menu with Mama's Mess house, and of course our customary "Terror at the Cannery" haunted house for those who dare.

We anticipate welcoming over 400 guests, and we do hope your organization will assist us in making this event a success. We are looking for volunteers and for financial support. If you have are interested, please contact me by email at manager@northpacificcannery.ca or call me at 250-628-3538.

We would like to thank you in advance for your generous support of this event.

Sincerely

Heather Hadland-Dudoward

General Manager

North Pacific Cannery National Historic Site



DISTRICT of Port Edward

REPORT TO COUNCIL

DATE: October 17, 2024

FROM: Daphne Thomson – Deputy Corporate Officer

TO: Mark Brown – Chief Administration Officer

SUBJECT: URBAN SYSTEMS – TRUTH AND RECONCILIATION ADDITIONAL GRANT APPLICATIONS

RECOMMENDATION: Motion to Receive

THAT Council approves Urban Systems' application to the following two funding programs in support of the ongoing Truth and Reconciliation plan:

1. UBCM Community to Community Program (C2C)
2. UBCM Indigenous Cultural Safety and Cultural Humility Training

BACKGROUND:

Urban Systems has already been engaged in developing the District of Port Edward's Truth and Reconciliation Plan. In support of this effort, additional funding opportunities have been identified that would further enhance reconciliation efforts and relationship building with First Nations communities, as well as support cultural safety and humility training in the delivery of local emergency management services.

DISCUSSION:

1. UBCM Community to Community (C2C) Program

- **Purpose:** The Regional C2C program supports reconciliation and relationship building between First Nations and local governments.
- **Grant Eligibility:** The program offers a total eligible grant amount of \$20,000, divided into two categories:
 - Up to \$10,000 to support forums.
 - An additional \$10,000 for developing agreements such as protocols, MOUs, or joint plans.
- **Application Deadline:** The remaining 2024 application deadline is **December 6, 2024**.

2. UBCM Indigenous Cultural Safety and Cultural Humility Training

- **Purpose:** This funding stream is designed to improve cultural safety and humility in local emergency management services, including partnering with Indigenous communities.
- **Eligible Activities:** Training, adapting emergency management tools, and enhancing cooperation with Indigenous communities in areas such as mitigation, preparedness, response, and recovery.
- **Application Deadline:** The intake deadline for this program is **November 1, 2024**.

Urban Systems is prepared to submit applications for both funding opportunities to enhance the scope of the Truth and Reconciliation Plan. Grant amount: **\$40 000**

OCP/STRATEGIC PLAN:

These grant applications directly support the District of Port Edward's strategic priorities by fostering **High Quality of Life & Community Development** through enhanced reconciliation efforts and building stronger relationships with First Nations communities. Furthermore, the Indigenous Cultural Safety and Humility Training aligns with the District's commitment to **Organizational Excellence**, ensuring that staff and council are equipped with the knowledge and skills necessary to engage in culturally respectful and effective emergency management. By leveraging these funding opportunities, the district will further its goal of **Growing & Progressive Economic Development** while promoting inclusive governance and community collaboration.

BUDGET IMPLICATIONS:

No immediate budget implications. These grants provide external funding to support the District's ongoing reconciliation and cultural safety initiatives.

Respectfully Submitted,

Daphne Thomson
Deputy Corporate Officer

Mark Brown
Chief Administration Officer

Strategic Plan Priority Aligned With:

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



DISTRICT of Port Edward

REPORT TO COUNCIL

DATE: October 17, 2024

FROM: Daphne Thomson – Deputy Corporate Officer

TO: Mark Brown – Chief Administration Officer

SUBJECT: AB CONSULTING - UBCM FIRE EQUIPMENT GRANT

RECOMMENDATION: Motion to Receive

THAT Council supports AB Consulting in submitting the grant application to the **UBCM Community Emergency Preparedness Fund** for additional fire equipment, including self-contained breathing apparatus (SCBA) and portable radios, for the District of Port Edward Fire Department.

BACKGROUND:

The District of Port Edward Fire Department is seeking to enhance its capabilities by acquiring critical fire safety equipment. The **UBCM Community Emergency Preparedness Fund (Volunteer and Composite Fire Departments Equipment and Training)** offers a grant that supports the purchase of equipment and training for volunteer fire departments. AB Consulting has been engaged to submit this application on behalf of the District.

DISCUSSION:

The proposed grant will cover the purchase of:

- 3 self-contained breathing apparatus (SCBA) to ensure the safety of volunteer firefighters during emergency responses.
- 3 portable radios to improve communication and coordination during fire incidents.

This equipment is essential for the fire department to meet WorkSafeBC and Office of the Fire Commissioner standards, ensuring compliance and reducing risks for fire personnel.

OCP/STRATEGIC PLAN:

Supporting this grant application aligns with the District of Port Edward's strategic priority of **Well Planned and Maintained Public Works and Infrastructure** by ensuring that the fire department is equipped with the necessary tools to serve the community effectively. Additionally, this aligns with the priority of **High Quality of Life & Community Development**, as enhancing the fire department's capabilities directly contributes to the safety and well-being of Port Edward residents.

BUDGET IMPLICATIONS:

There are no immediate budget implications, as the grant provides external funding to support the purchase of this equipment.

Respectfully Submitted,

Daphne Thomson
Deputy Corporate Officer

Mark Brown
Chief Administration Officer

Strategic Plan Priority Aligned With:

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



DISTRICT of Port Edward

REPORT TO COUNCIL

DATE: October 17, 2024

FROM: Daphne Thomson – Deputy Corporate Officer

TO: Mark Brown – Chief Administration Officer

SUBJECT: PRPA COMMUNITY FUND APPLICATION – BOAT LAUNCH

RECOMMENDATION: Motion to Receive

THAT Council supports the submission of the PRPA Community Fund application for the **Boat Launch Project**, which will enhance local infrastructure and recreational opportunities.

BACKGROUND:

The District of Port Edward has long recognized the need to improve access to water-based recreational activities and support the local economy by upgrading the community boat launch. The **Prince Rupert Port Authority (PRPA) Community Fund** provides funding for projects that benefit the community, making it an ideal opportunity to secure financial support for this vital infrastructure upgrade.

This project will benefit residents and visitors by enhancing recreational opportunities and improving safety for boaters. Furthermore, it will promote tourism and local economic development, making Port Edward more attractive to both locals and tourists.

Councillor Franzen's assistance has been instrumental in obtaining letters of support from key stakeholders, further strengthening our application.

DISCUSSION:

The **Boat Launch Project** aims to:

- **Upgrade the existing boat launch** to improve accessibility and safety for all users.
- **Enhance the surrounding infrastructure** to support increased use by residents, tourists, and the local fishing community.
- **Promote tourism** by providing a well-maintained facility for recreational boating, contributing to the local economy.

The project also includes improving signage, lighting, and parking facilities, ensuring the boat launch is easily accessible and user-friendly for all. These improvements align with the District's goals of providing high-quality public infrastructure and fostering economic development.

OCP/STRATEGIC PLAN:

Supporting this grant application aligns with the District of Port Edward's strategic priority of **Well Planned and Maintained Public Works and Infrastructure** by ensuring that the fire department is equipped with the necessary tools to serve the community effectively. Additionally, this aligns with the priority of **High Quality of Life & Community Development**, as enhancing the fire department's capabilities directly contributes to the safety and well-being of Port Edward residents.

BUDGET IMPLICATIONS:

Council has committed a **\$10,650 contribution** toward the Port Edward Boat Launch upgrade. We are aiming to raise an additional **\$7,100**. So far, we have secured **\$2,500** from the PRG and **\$1,000** from local residents, leaving a remaining **\$3,600** to be raised. Total amount needed: **\$35,500**

The **Community Investment Fund (CIF)** typically provides up to 50% of project costs, which in this case would be **\$17,750**. If the remaining **\$3,600** is not raised through other contributions, we plan to apply for further funding to cover the shortfall.

As a reminder, on **March 12, 2024**, Council passed **Resolution 24-062**:

Moved by: Councillor Franzen

Seconded by: Councillor McDonald

THAT Council agrees to contribute \$10,650 towards the upgrade of the Port Edward Boat Launch.

This contribution has been allocated and will be combined with the funds raised and the PRPA Community Fund grant to cover the full project cost

Respectfully Submitted,

Daphne Thomson
Deputy Corporate Officer

Mark Brown
Chief Administration Officer

Strategic Plan Priority Aligned With:

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



DISTRICT of Port Edward

REPORT TO COUNCIL

DATE: October 17, 2024

FROM: Daphne Thomson – Deputy Corporate Officer

TO: Mark Brown – Chief Administration Officer

SUBJECT: ECONOMIC DEVELOPMENT PLAN, ALONG WITH THE APPOINTMENT OF URBAN SYSTEMS AS THE CONSULTANT

RECOMMENDATION: Motion to Receive

THAT Council supports the submission of the REDIP grant application for the **Economic Development Plan**, with **Urban Systems** appointed as the consultant to apply on behalf of the District of Port Edward. Urban Systems is already engaged in the interim housing assessment, OCP, and zoning projects, making them well-suited for this role.

BACKGROUND:

The **Rural Economic Diversification and Infrastructure Program (REDIP)**, offered by the Province of BC, provides funding for projects that support economic development. The **Economic Development Plan** will allow the District of Port Edward to plan strategically for future growth and align with its long-term priorities outlined in the 2023 Annual Report and the Official Community Plan.

The program has three funding streams, and this project falls under the **Economic Diversification funding stream (REDIP-ED)**. The total project budget is **\$125,000**, with funding expected to cover 80% of eligible costs through REDIP, and the remaining 20% provided by the District in cash and in-kind contributions.

Urban Systems, who are already engaged with the District on related projects, will oversee the application and lead the Economic Development Plan.

DISCUSSION:

The **Economic Development Plan** will include the following key tasks:

- **Project Initiation:** A project start-up meeting to confirm timelines, deliverables, and review previous planning initiatives.
- **Communications and Engagement Strategy:** A strategy to coordinate public engagement across ongoing District initiatives.
- **Review of Economic Development Strategies and Key Policies:** Compilation and review of relevant background documents and reports.
- **Economic Development Readiness Review:** A broad assessment of infrastructure, land availability, and housing to support employment growth.
- **Research of Market Conditions:** Research on existing market conditions and potential new economic drivers, including interviews with stakeholders.
- **Council Workshop:** A workshop with council to refine the vision and priorities for economic development.

- **Community Forum:** An opportunity for citizens to provide input on the strategy.
- **Develop and Present Draft Strategy:** Preparation of a first draft of the economic development strategy, followed by a presentation to council for feedback.
- **Finalize Strategy:** The strategy will be finalized based on feedback and presented to the community.

OCP/STRATEGIC PLAN:

This project directly supports the District's strategic priority of **Growing & Progressive Economic Development** by identifying key opportunities and creating a roadmap for sustainable economic growth. The Economic Development Plan will also enhance **Well Planned and Maintained Public Works and Infrastructure**, ensuring that the necessary infrastructure is in place to support future growth. Finally, it aligns with **Organizational Excellence**, as the plan will provide a structured approach for achieving economic goals.

BUDGET IMPLICATIONS:

The total project budget for the **Economic Development Plan** is **\$125,000**. Funding for this project will come from the following sources:

- **\$100,000** from the **REDIP** (80% of the project cost).
- **\$12,500** from the **District of Port Edward** (10% of the project cost).
- **\$12,500** in-kind contribution from the District (10% of the project cost, in the form of staff time, goods, or services).

Urban Systems will manage the application process and ensure compliance with all funding conditions.

Respectfully Submitted,

Daphne Thomson
Deputy Corporate Officer

Mark Brown
Chief Administration Officer

Strategic Plan Priority Aligned With:

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



DISTRICT of Port Edward

REPORT TO COUNCIL

DATE: October 17, 2024
FROM: Daphne Thomson – Deputy Corporate Officer
TO: Mark Brown – Chief Administration Officer
SUBJECT: **OCTOBER 2024 STAFF UPDATES**

RECOMMENDATION: Motion to Receive

That Council receives this report for information purposes regarding staff activities and training during October 2024, including the submission of the **Alwyn Lake and Work Creek Dam OMS** to the Province.

BACKGROUND:

This report provides an update on key activities undertaken by District staff during October 2024, including training initiatives, funding approvals, and important project completions.

DISCUSSION:

1. Service in Action Training

On **October 9, 2024**, both **Vita** and **Daphne** attended the **Service in Action Training** provided by **Context Academy**. This training focused on **customer service excellence for local governments** and included key modules on:

- Foundations of customer service excellence in local government.
- Strategies for effective service delivery, with an emphasis on improving accessibility and responsiveness.
- Creating a culture of continuous improvement in service delivery.

Key takeaways from the training include techniques for enhancing citizen engagement, fostering employee empowerment, and improving customer satisfaction. This aligns with our ongoing efforts to enhance public-facing services in Port Edward and ensure a high standard of service delivery to our residents

2. NDIIT Funding Finalized

We have received confirmation from the **Northern Development Initiative Trust (NDIT)** that our application for **\$8,000** has been **finalized**. This funding will contribute to the salary of the **Deputy Corporate Officer**, supporting the operational capacity of the district.

3. Completion of Alwyn Lake and Work Creek Dam OMS Submission

The **Operation, Maintenance, and Surveillance (OMS) Manual** for both **Alwyn Lake and Work Creek Dam** has been **successfully completed** and submitted to the **Province**. This critical project ensures that the District remains in compliance with provincial dam safety regulations and improves the long-term sustainability of our water infrastructure.

This submission represents a significant milestone in managing the District's essential water resources and infrastructure. The completion of the OMS will help guide future operations, maintenance activities, and safety monitoring for these crucial assets.

OCP/STRATEGIC PLAN:

These staff initiatives align with the District's strategic priority of **Organizational Excellence** and **Well Planned and Maintained Public Works and Infrastructure**. The completion of the **Alwyn Lake and Work Creek Dam OMS** ensures compliance with provincial regulations and enhances the safety and sustainability of the District's water infrastructure. The **Service in Action Training** enhances customer service delivery, and securing external funding contributes to financial sustainability.

BUDGET IMPLICATIONS:

There are no immediate budget implications, as the **\$8,000** from NDIT will directly support the salary of the Deputy Corporate Officer, reducing the district's internal financial contributions toward this role.

Respectfully Submitted,

Daphne Thomson
Deputy Corporate Officer

Mark Brown
Chief Administration Officer

Strategic Plan Priority Aligned With:

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



DISTRICT of Port Edward

REPORT TO COUNCIL

DATE: October 17, 2024
FROM: Daphne Thomson – Deputy Corporate Officer
TO: Mark Brown – Chief Administration Officer
SUBJECT: **ADOPTION OF ACCESSIBILITY PLAN**

RECOMMENDATION: Motion to Receive

THAT Council adopts the **Prince Rupert and Area Accessibility Plan** as presented, and direct staff to include actioning of priorities from the Plan as part of the next iteration of Council's Strategic Plan.

BACKGROUND:

Adoption of an Accessibility Plan is required by the **Accessible BC Act**, which came into effect in 2023. The plan has been developed in collaboration with the Accessibility Committee and reflects the priorities identified through public engagement. The plan supports the City's goals of fostering equity and inclusion in all future City activities.

The **Accessibility Plan** was developed by the regional Accessibility Committee, with representatives from the **City of Prince Rupert, District of Port Edward, North Coast Regional District, and Prince Rupert Library**. As per the Accessible BC Act, municipalities must fulfill three requirements:

1. Establishment of an accessibility committee.
2. Development of an accessibility plan.
3. Creation of a process for receiving public feedback.

The plan incorporates input from the Accessibility Committee, public surveys, open house events, and service providers across the region. It is a living document that will evolve as objectives are completed or new priorities emerge. The plan is aligned with the City's Strategic Plan for 2023-2027 and focuses on areas such as:

- Program and Service Delivery
- Civic Facilities
- Outdoor Recreation
- The Built Environment
- Employment
- Transportation

DISCUSSION:

The Plan addresses barriers to accessibility, including physical, social, and systemic obstacles. Many recommendations are low-cost and can be implemented with existing staff resources, while others may require future funding. Grants will be pursued for infrastructure projects when available, and staff will work to incorporate accessibility improvements into ongoing and future projects.

OCP/STRATEGIC PLAN:

The Accessibility Plan is aligned with the District's existing **Strategic Plan**, supporting its commitment to equity and inclusion in service delivery, community planning, and public spaces. Adoption of the Plan ensures compliance with provincial legislation while addressing the needs of residents and visitors with disabilities.

BUDGET IMPLICATIONS:

No immediate budget implications. Future costs for accessibility improvements will be considered as part of the annual budget process and will be brought forward for Council's approval as specific projects are identified.

Respectfully Submitted,

Daphne Thomson
Deputy Corporate Officer

Mark Brown
Chief Administration Officer

Strategic Plan Priority Aligned With:

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