



Regular Meeting of the Council of the District of Port Edward

Tuesday, February 13, 2024

7:00 PM

District of Port Edward Council Chambers

Zoom Link Join: <https://us06web.zoom.us/j/84492558034>

Meeting ID: 844 9255 8034

AGENDA

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

1. Adoption of Agenda

Recommendation:

THAT the Agenda for the Regular Council Meeting of February 13, 2024 be adopted as presented.

2. Adoption of Minutes

Recommendation: THAT the minutes of the Regular Council on January 23, 2024 be adopted as presented.

3. Business Arising

4. Petitions & Delegation

a) CN

RE: CN Rail's Emergency Plan

5. Correspondence

a) Skeena Taxi Ltd.

RE: Letter of Support

b) Ministry of Forest

RE: Draft Forest Stewardship Plan (FSP) Amendment 1 2023-2028 for BC Timber Sales (BCTS) Skeena Business Area Operations with the Coast Mountains Natural Resources District

c) Prince Rupert Gas Transmission Project

RE: Notification Regarding the Prince Rupert Gas Transmission Marine Route Alternative Amendment # 6

d) Prince Rupert Special Events Society

RE: Grant in Aid- 31st Children's Festival

e) BC Hydro

RE: North Coast BC Electrification- Expression of Interest (EOI)

f) Regional District of Nanaimo

RE: Legislative Reform Initiative Update

6. Reports

a) Polly Pereira, DCAS, Local Government Infrastructure Planning- Operating, Maintaining & Surveillance Plan

Recommendation: THAT Council support the Local Government Infrastructure Planning grant application to create a Alwyn Lake & Wolf Creek Dam Operating, Maintenance and Surveillance Plan and contribute \$ 10,000 towards this project.

b) Polly Pereira, DCAS, Local Government Infrastructure Planning- Dam Emergency Plan

Recommendation: THAT Council support the Local Government Infrastructure Planning grant application to create an Alwyn Lake & Wolf Creek Dam Emergency Plan and contribute \$ 10,000 towards this project.

c) Polly Pereira, DCAS, Waterfront Park- Crown Land

Recommendation: THAT Council support staff's application to Crown Lands to secure the land proposed for the Waterfront Park.

d) Polly Pereira, DCAS, Northern Development Trust Initiative- Community Place Funding

Recommendation: THAT Council approves the grant application to NDI- Community Places for the rehabilitation of the Port Edward Boat Launch.

e) Polly Pereira, DCAS, Building Inspection Agreement with Prince Rupert

Recommendation: THAT Council approves staff to sign the agreement with the City of Prince Rupert to provide Building services to residents of Port Edward.

f) Todd Francis, CAO, Fire Hall Washrooms/Shower

Recommendation: THAT Council approve the proposed budget increase of \$29,500 plus GST for the installation of the new washroom with a shower at the Fire Department as an addition to the existing Fire Hall renovation project.

g) Todd Francis, Climate Action Plan

Recommendation: THAT Council approves this "Single Source Request" for a Climate Action Plan by Urban Systems for \$97,000, funding will come from the Climate Action funding from the Province (LGCAP).

h) Todd Francis, OCP and Zoning Bylaw Update

Recommendation: THAT Council approves this "Single Source Request" for an OCP and Zoning Bylaw by Urban Systems for \$87,500, funding will come from the Capital Funding for Local Government Housing Initiatives.

i) Todd Francis, White House Renovation Project

Recommendation: THAT Council direct staff to come back with a report on demolition of White House with backfill and concrete slab on grade with costing options for Prefabricated or Modular House.

7. Bylaws

8. New Business

9. Reports on Council Activities

a) RE: North Coast Regional District – January 2024

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

11. Adjournment

RE: Motion to move to In-Camera at the end of Regular Council meeting as per Community Charter Section 90(1):

- (e)- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.
- (m)-a matter that, under another enactment, is such that the public may be excluded from the meeting.

2a

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT OF
PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY JANUARY 23, 2024**

PRESENT:

COUNCIL:

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

ADMINISTRATION:

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

CALL TO ORDER

Mayor Knut Bjorndal called the meeting to order at 7:01 pm on Tuesday January 23, 2024.

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

AGENDA:

24-012 Moved by: Councillor Franzen
 Seconded by: Councillor McDonald

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

Carried Unanimously

MINUTES:

24-013 Moved by: Councillor Franzen
 Seconded by: Councillor Brown

THAT the minutes of the Regular Meeting of Council dated January 9, 2024 be adopted as presented.

Carried Unanimously

BUSINESS ARISING:

PETITIONS AND/OR DELEGATION:

- a) **Prince Rupert Port Authority**
 RE: Ridley Island Noise Complaint

Representatives of Prince Rupert Port Authority Monica Cote, Director of Public Affairs & Communication, and Brittany Pederson, Manager of Community Relations, provided Council with an overall update on the Ridley Island Export Logistic Project. There will be a Port Edward-

Community Open House on January 30, 2024 from 6:30 pm - 8:00 pm. The Open House will be an opportunity for the Community to provide comments and concerns on this project and feedback on the work that is currently underway and that will continue until 2026. Council had an opportunity for Q&A.

CORRESPONDENCE:

- a) **Port Edward Historical Society**
RE: Letter of Support for North Pacific Cannery

24-014 Moved by: Councillor Franzen
Seconded by: Councillor McDonald

THAT a copy of the letter from the District to Prince Rupert Port Authority-Community Investment Fund to support a grant application to restore First Nations Housing at Inverness Cannery be received and filed.

Carried Unanimously

- b) **Todd Doherly, Member of Parliament**
RE: Suicide Prevention Hotline

24-015 Moved by: Councillor Brown
Seconded by: Councillor Franzen

THAT the email dated January 9, 2024 regarding the implementation of a 3-digit suicide prevention hotline (988) is now live be received and filed; and

FURTHER THAT we display the 988 information poster.

Carried Unanimously

- c) **CN**
RE: Public Notice

24-016 Moved by: Councillor Franzen
Seconded by: Councillor MacKenzie

THAT the Public Notice from CN regarding the expansion of the railway crossing of Zanardi Rapids be received and filed.

Carried Unanimously

REPORTS:

- a) **IT Systems Review Summary Report**

Council was provided a report dated January 23, 2024 from Todd Francis, Chief Administrator Officer, regarding an assessment of our IT system conducted by IT Partners. The report identifies several deficiencies and potential solutions to secure our IT system.

24-017 Moved by: Councillor Franzen
 Seconded by: Councillor Brown

THAT Council receives this report for information purposes only.

Carried Unanimously

b) IT Partners Proposal for Management of District of Port Edward IT System

Council was provided a report dated January 23, 2024 Todd Francis, Chief Administrator Officer, regarding IT Partner's proposal to provide IT services to the District of Port Edward. The District currently does not have an IT service provided and it is fair and safe to say based on past experience that the budget provided by IT Partners is very competitive in the IT management industry. As per our purchasing Policy (FIN# 504) "Sole Sourcing" requirements for Technological Advancement and Standardization is an allowable option. This upgrade can be covered by utilizing some of the remaining COVID 19 Relief Funds.

24-018 Moved by: Councillor Franzen
 Seconded by: Councillor Brown

THAT Council "Single Source" the proposal to IT Partners for Capital and Operational Budget purposes for the District of Port Edward IT systems maintenance, management and support.

THAT Council approves \$70,000 for IT infrastructure improvements in the 2024 Capital Budget funding from COVID 19; and

FURTHER THAT Council approves \$30,000 for 2024 Operational Budget for annual IT maintenance, management and support.

Carried Unanimously

c) CAO's Monthly Report

Council was provided a report dated January 23, 2024 from Todd Francis, Chief Administrator Officer, that provided an update on the various projects.

d) CAO's Draft 2024 Work Plan

Council was provided a report dated January 23, 2024 from Todd Francis, Chief Administrator Officer, that provided a draft 2024 Work Plan.

REPORTS FROM
IN-CAMERA:

BYLAWS:

NEW BUSINESS:

Skeen Drive – Reduce speed to 50 km

24-019 Moved by: Mayor Bjorndal
 Seconded by: Councillor Bronw

THAT send a letter to the Minister of Transportation to reduce the speed zone to 50 km/h down to the intersection near the turn off to Watson Island.

Carried Unanimously

REPORTS ON COUNCIL ACTIVITIES:

Councillor Franzen

- Attended the Prince Rupert Port Authority new Interpretive Center reception
- Attended the North Coast Regional District meeting

Mayor Knut Bjorndal

- Attended the Regional District Hospital meeting
- Attended the Port Edward Historical Society meeting
- Attended a meeting with the City of Prince Rupert Mayor

QUESTIONS FROM THE AUDIENCE:

Port Edward resident, Mr. Barnett expressed his concerns with the work being done on Ridley Island and how the 24/7 work being done is impacting his quality of life.

ADJOURNMENT:

24-020 Moved by: Councillor Franzen
 Seconded by: Councillor McDonald

NOW THEREFORE BE IT RESOLVED THAT at 8:39 pm the January 23, 2024 Regular Meeting of Council was adjourned.

Carried Unanimously

CERTIFIED CORRECT

Knut Bjorndal, Mayor

Polly Pereira, Director Corporate
Administrative Services and Strategic
Projects

4a

CN

RE: *CN Rail's Emergency Plan*

District of Port Edward

February 13, 2024 | Virtual Meeting

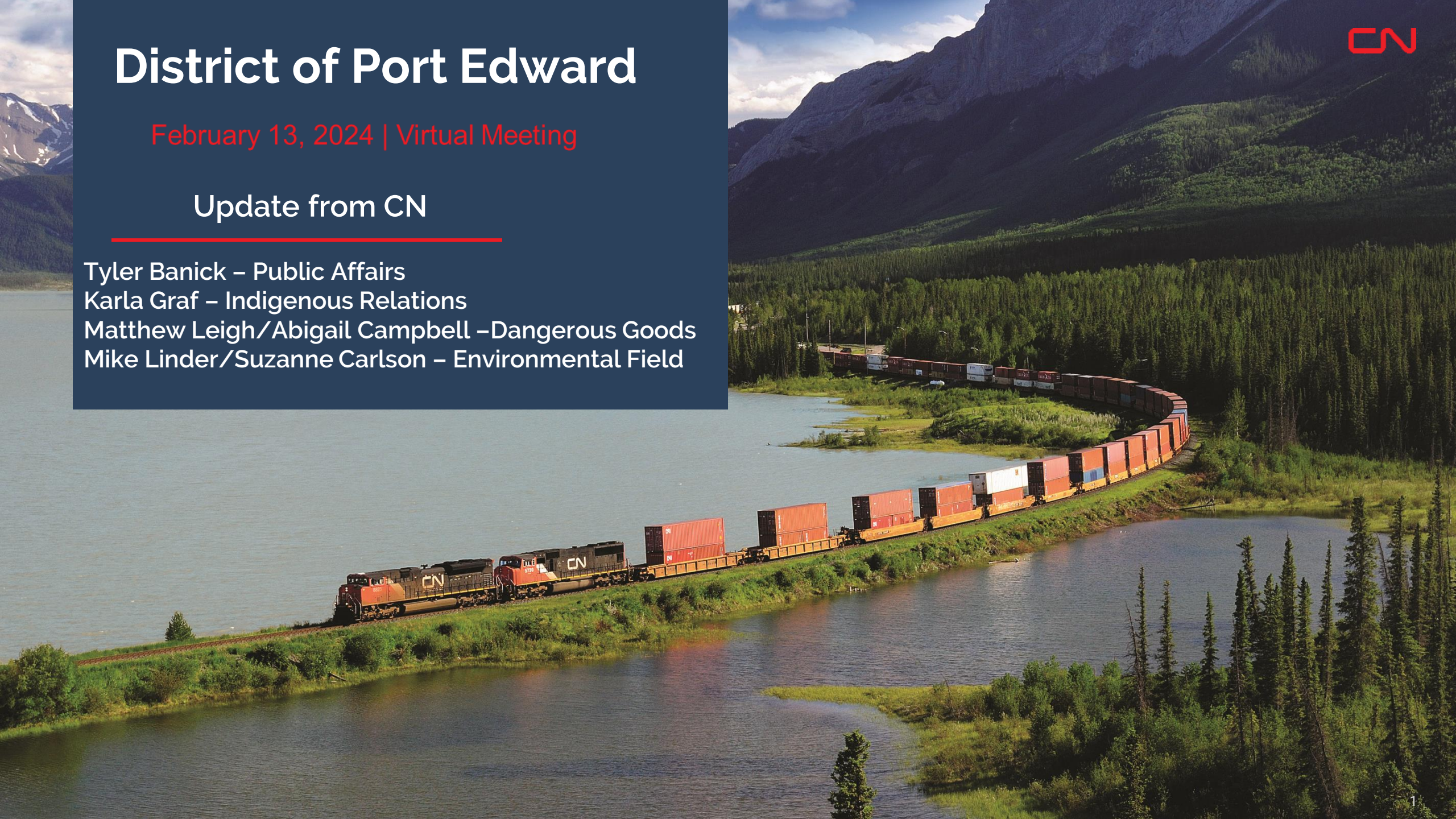
Update from CN

Tyler Banick – Public Affairs

Karla Graf – Indigenous Relations

Matthew Leigh/Abigail Campbell – Dangerous Goods

Mike Linder/Suzanne Carlson – Environmental Field



OUR PURPOSE IS TO POWER THE ECONOMY



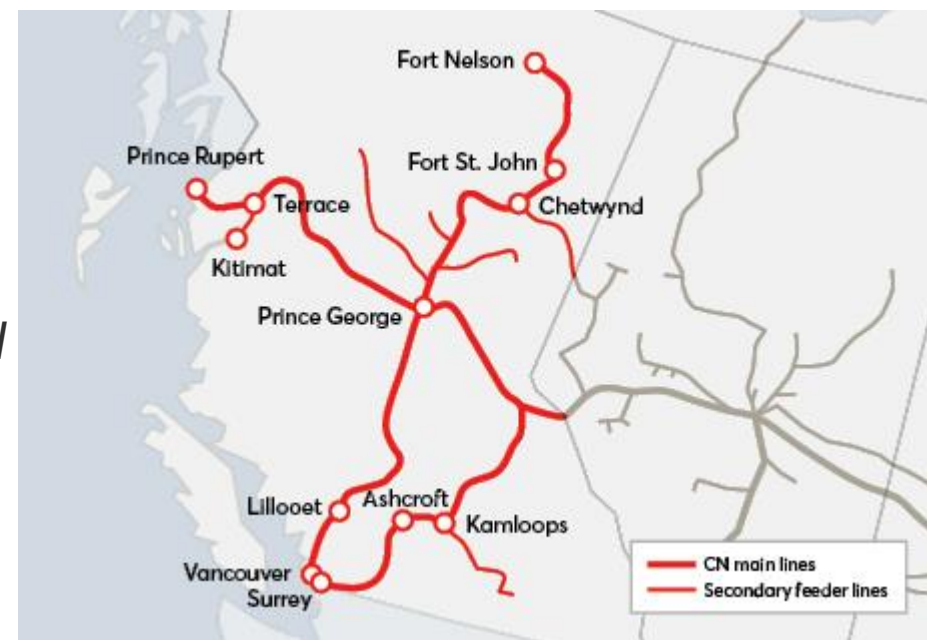
- ~**20,000** miles of track spanning three coasts
- ~**25,000** employees across Canada and the U.S.
- ~**508** train starts
- ~**15,650** shipments moving each day (6 M shipments/year)
- ~**1,557** high HP locomotives
- ~**115,000** active cars online on any given day



All working together to enable \$250 billion worth of trade every year

CN in British Columbia

- Employees: ~ 2,650 in the Province (2023)
 - ~ 32 CN railroaders working and living in the Port Edward area
- Capital investments: More than \$1.3 billion in the last 5 years
 - \$394 million investment in 2022
- Railroad route miles operated: 2,814
- Community Partnerships in BC in 2023: \$1.1M
- *CN's BC Community Board – Q1 2024 intake for Sponsorships and donations open March 1*
- Provincial spending: \$554 million in 2022



Environmental benefits of shipping by rail

75%

GHG emissions reduction moving freight by rail instead of truck ¹



3-4X

Trains, on average, are three to four times more fuel efficient than trucks – Leveraging rail for the long haul and trucking over shorter distances reduces GHG emissions ¹



480 miles

The distance one train can move a ton of freight on one gallon of fuel ¹



300 trucks

A single freight train can replace over 300 big trucks ²



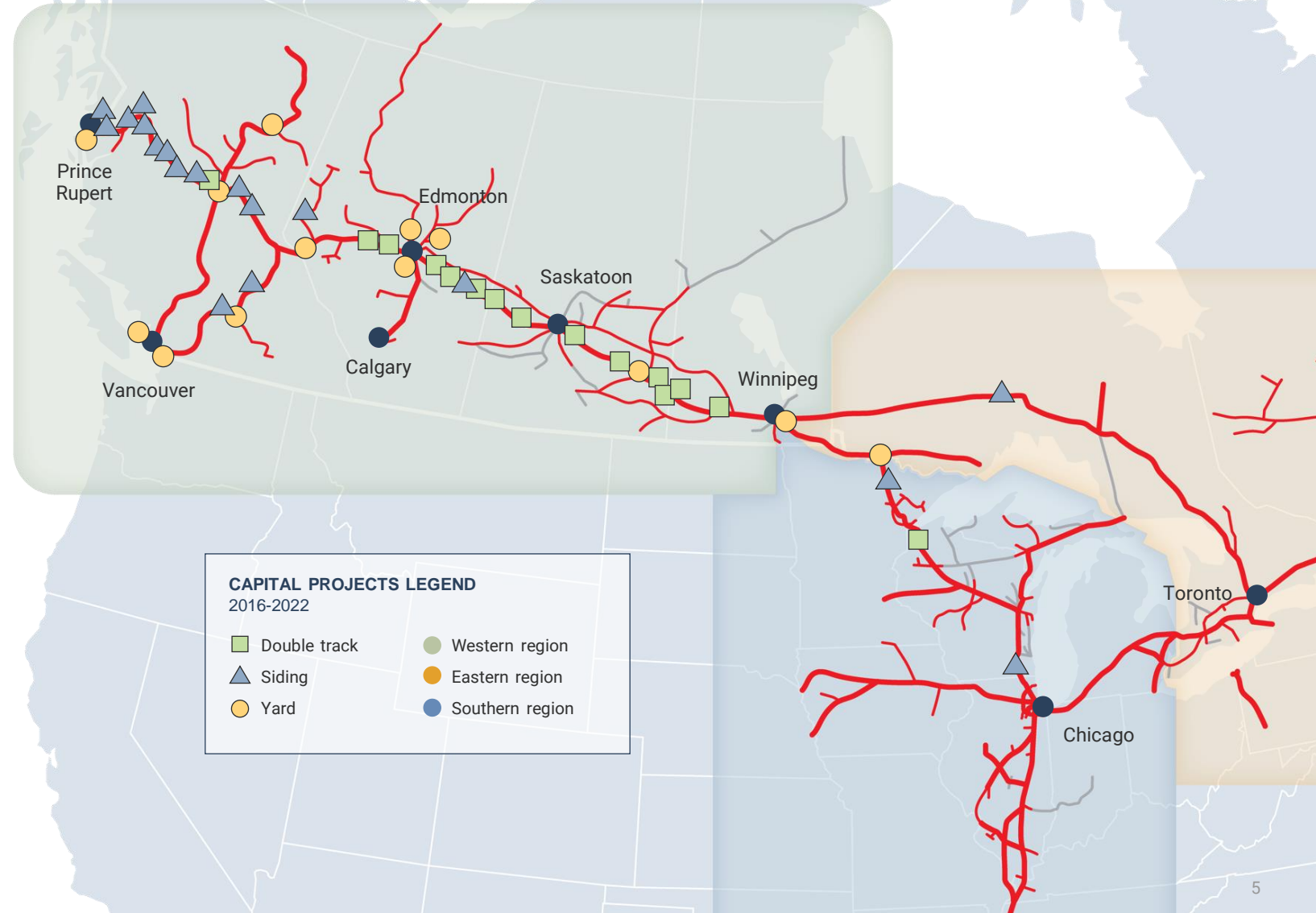
Sources:
¹ The Association of American Railroads;
² The Railway Association of Canada

Rail provides an efficient and environmentally-friendly way to move goods.

Infrastructure and equipment investments

Support growth and enhance capacity

- Siding projects enhance Prince Rupert corridor capacity
- Double track projects improve network capacity and fluidity
- Continuously adapting fleet needs to accommodate expected demand
- Nearly 300 locomotives added since 2019 to increase capacity and upgrade the fleet
- Added 3,000 high-capacity new-build grain hopper cars in last three years with a further 3,000 to be delivered through 2025



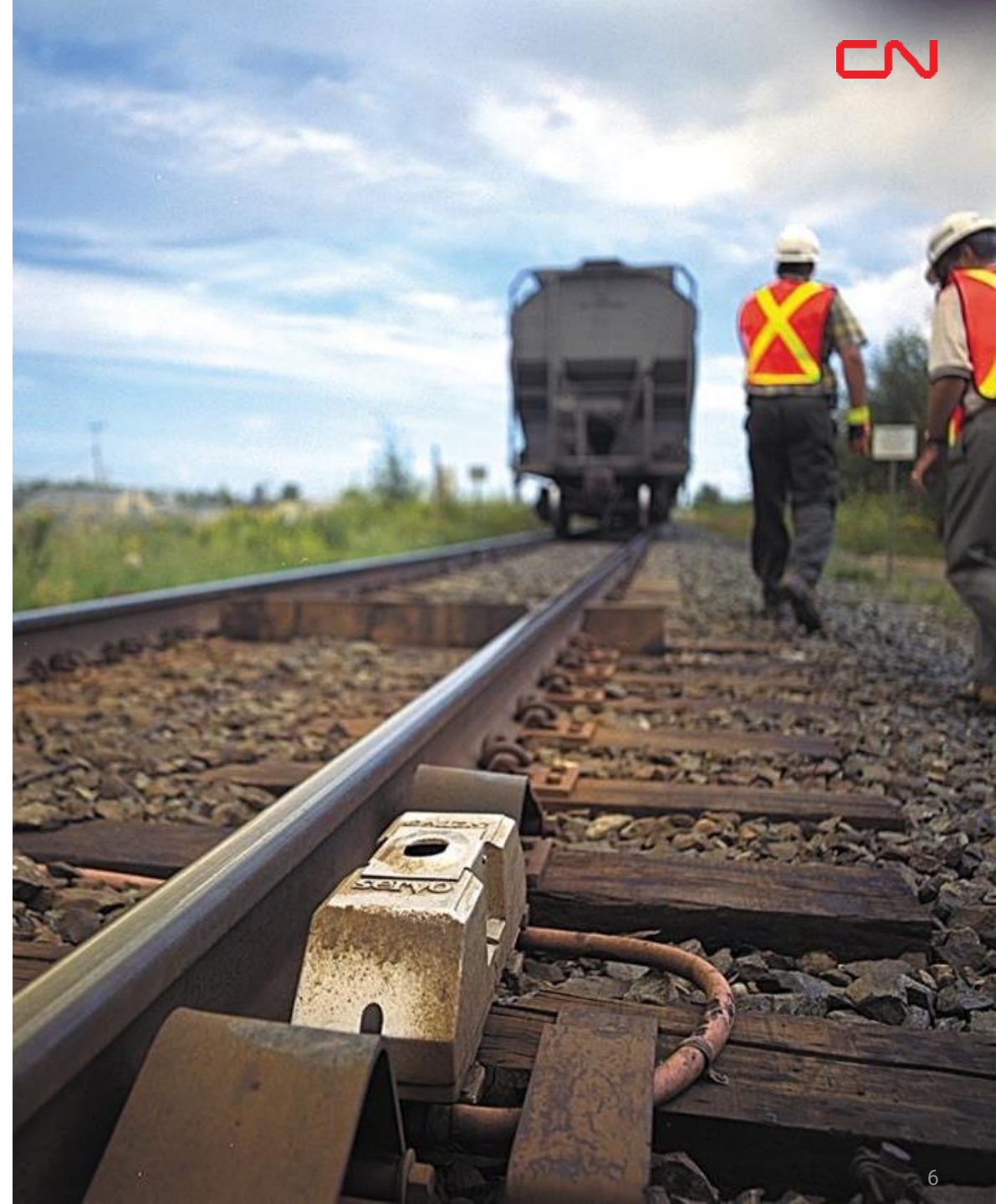
20+ siding projects and 150+ miles of double track since 2016

Safety, a core value

An uncompromising commitment to the health and safety of our employees, the customers we serve, and the communities and environment in which we operate

- Safety is of the utmost importance at CN. We all have an important role to play - we need to look out for each other. This means keeping our railroad, our employees, our communities, our customers and their goods safe.
- We must all be engaged and responsible for practicing safety and protecting one another no matter the season.

Download your copy of the Customer Safety Handbook at www.cn.ca/safetyhandbook



Dense network of advanced detector technologies

Detecting for:

- Hot bearing
- Acoustic bearing
- Wheel impact load
- Wheel profile
- Dragging equipment
- High/Wide Load
- High Water
- High Wind
- Landslide



Hot Bearing Detector:

Monitors wheel bearing temperature on passing rolling stock, and immediately alerts train crews of issues that require corrective action



Acoustic Bearing Detector:

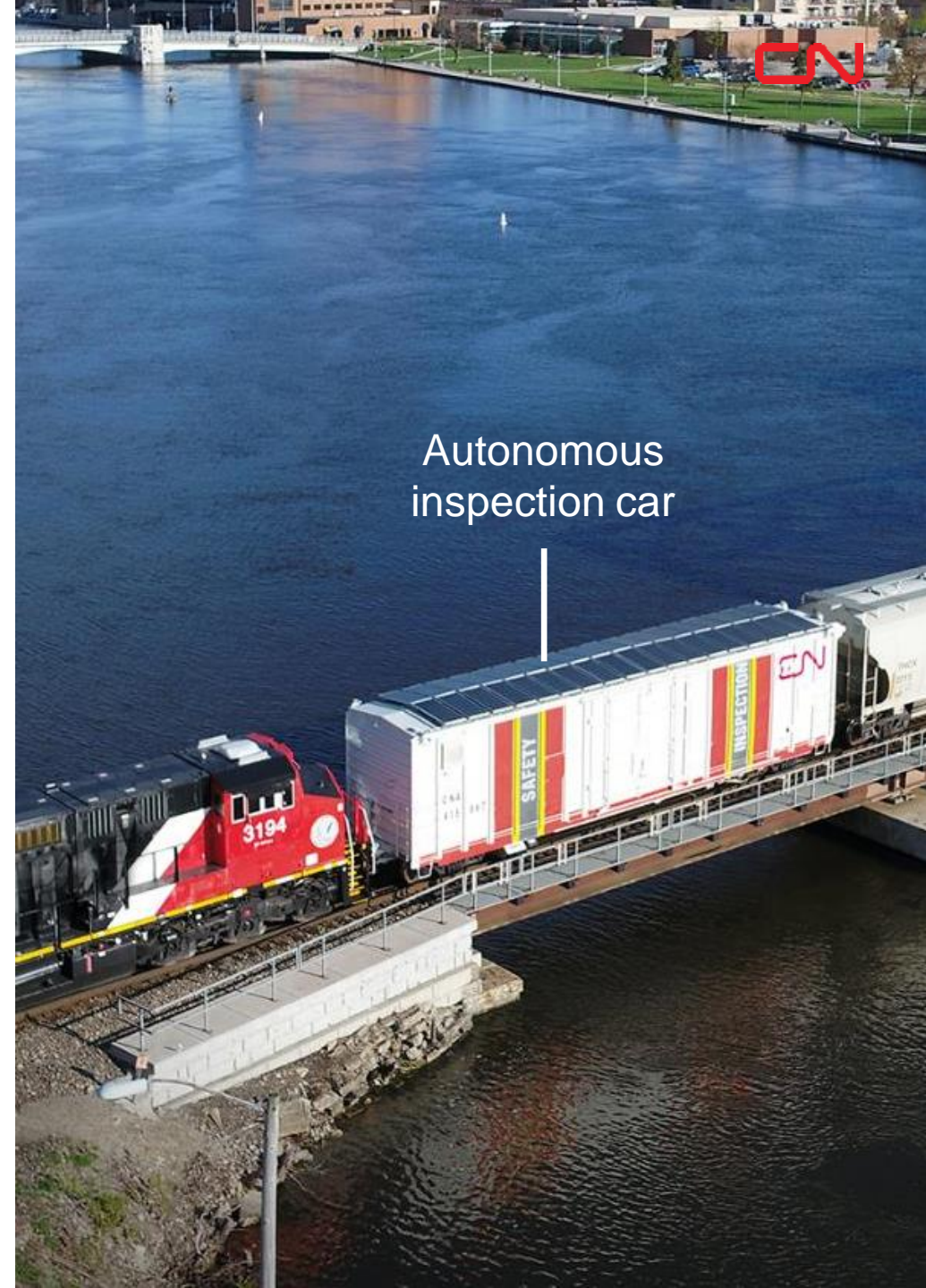
Assesses wheel bearing sound signature to identify compromised components well in advance of a heat-generating failure.

Keeping trains on track and limiting stoppages to increase network fluidity

Autonomous Track Inspection Program (ATIP)

Fully automated railcars in regular train service at track speed with the latest sensor and AI technology to fully automate track inspections

- Avoids slow speed hi-rail vehicles on the tracks performing manual/automated inspections
- Increases inspection frequency, quality and more accurate preventative maintenance to support our safety agenda
- Unlocks capacity and improves service reliability by reducing track disruptions
- 11 autonomous inspection cars running 24/7 and embedded in freight service without interrupting operations covering 100% of CN's mainline.



Automated Inspection Portals (AIP)

High resolution imaging hardware coupled with powerful machine learning software is changing how we inspect our fleet

- Immediate benefits include improved safety with continuous surveillance (24/7/365) of rolling stock through automated inspections
- Future benefits include better network fluidity through the reduction of online failures utilizing matured algorithms that can detect a wide variety of mechanical defects
- Provides 360° view of the train including the undercarriage and typically hard to access areas, avoiding potential for human error to miss defects
- Improved employee efficiency by increasing repair time and reducing inspection time

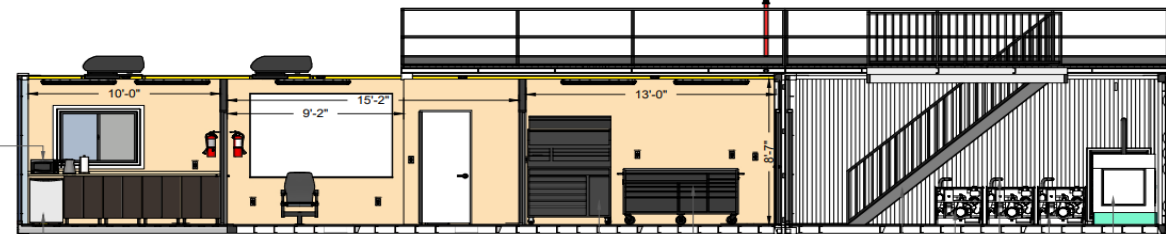


Emergency Response



CN Fire Prevention and Suppression

Poseidon, Neptune, and Trident



Community Partnership



CN Wildfire Resources Map



7/8/2022, 7:28:54 AM
 1:36,978,595
 0 500 1000 1500 mi
 0 500 1000 1500 km
 Fire Trailer CN High Volume Water Supplier Contractor Fire Suppression Pump
 CN Fire Apparatus Water Tender CN Bridge Sprinkler Kit
 Non CN
 © 2022 CN Rail

Engaging with communities

Rail safety is a shared responsibility

- CN has a Structured Community Engagement Plan, reaching out to municipal officials and their emergency responders to:
 - review CN's comprehensive safety programs,
 - share relevant information on dangerous goods traffic,
 - and discuss emergency response planning and training, which CN helps provide.
- CN is a proud member of TRANSCAER® a system-wide community outreach program to improve community awareness, emergency planning and incident response for the transportation of hazardous materials.
 - ~4,293 participants in 283 TransCAER® training events
 - ~3,309 participants at 81 community outreach events
 - 376 participants took the web-based training from the CN Dangerous Goods Team website

Since 1988, CN has trained over 124,000 first responders.

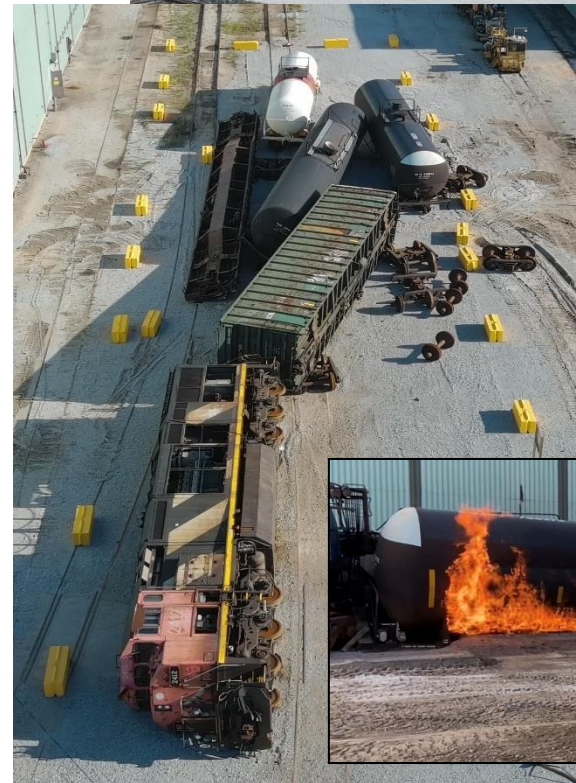




CN's Incident Training Facilities

- CN has developed an 8-hour course designed for first responders with limited knowledge of how to respond effectively during a railroad emergency. Participants will be able to develop a strategic plan through classroom presentations and hands-on exercises.
- Course covers basic railroad safety, how to respond on railroad property, basic tank car nomenclature, unified command, AskRail use, how to read train consists, railroad resources and assets, and how to perform a site assessment.

Winnipeg



Homewood



CN is the first railroad in the industry to have an active Incident Training Facilities

CN Community Outreach and Training



CN is a proud member of TRANSCAER® (Transportation Community Awareness and Emergency Response) a system-wide community outreach program to improve community awareness, emergency planning and incident response for the transportation of hazardous materials.



- Since 1988 CN has trained over **130,000 first responders** at more than **6,300 events**.
- Almost 50% of all first responders trained have completed training over the last 10 years alone.

CN OFFERS A VARIETY OF TRAINING OPPORTUNITIES:

- Classroom Training programs include Awareness Level, Operations Level, Flammable Liquids Training, and Flammable Gas Training
- Hands-on training with CN 911 Training Tank Car or Training Trailer
- Railroad Emergency Response Course (RER)
- Web-based Training on the CN DG website
- Tank Car Specialist at the Security and Emergency Response Training Center (SERTC) in Pueblo, CO
- Response Contractor Training
- Emergency Response Exercises, Tabletop Scenarios and Mock Incidents

2023 Training Totals

First Responder Training (TRANSCAER Program)

- **4,600 participants / 305 in person events**

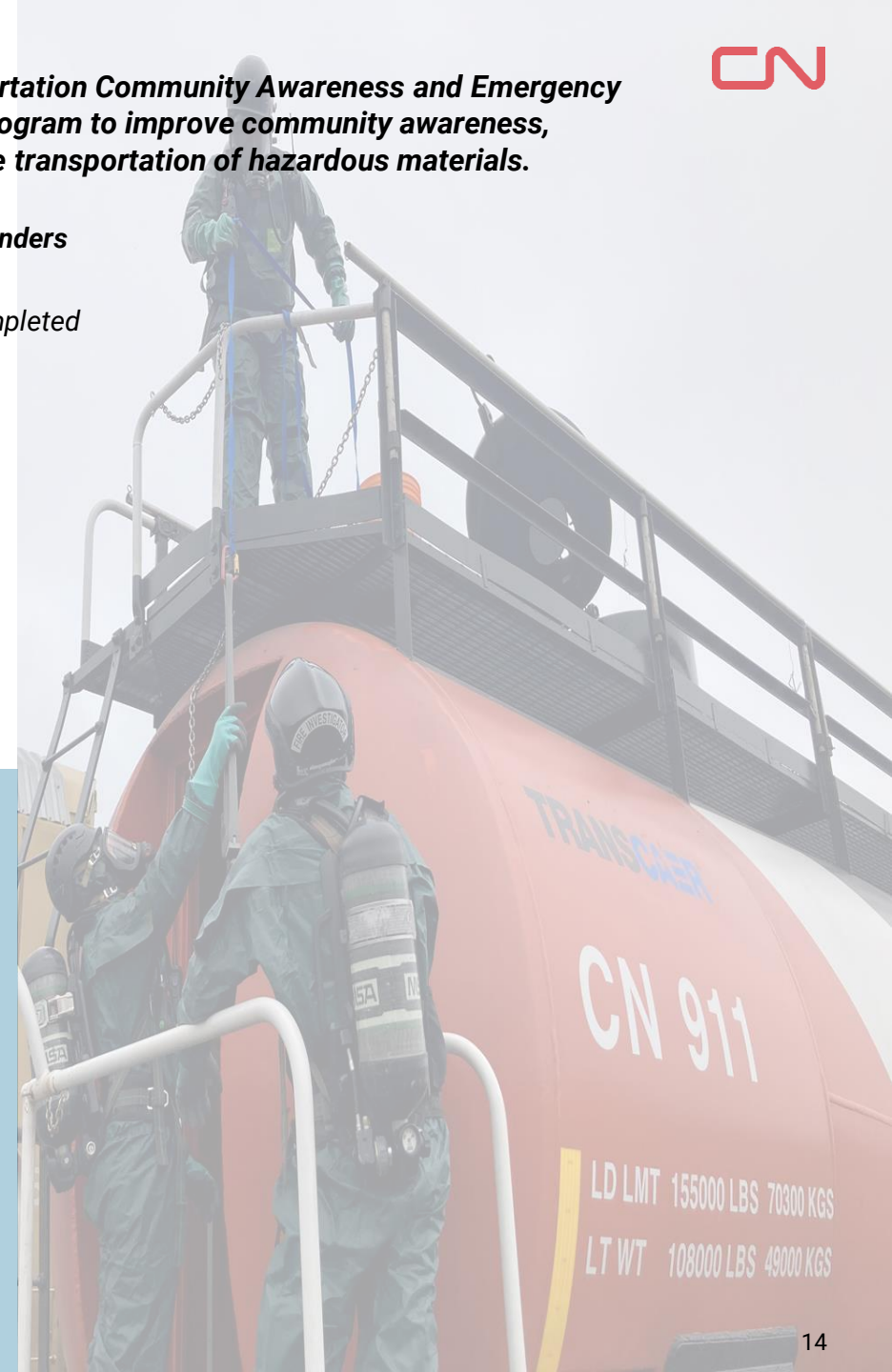
Public Events (General Public & Elected Officials)

- **10,300+ participants / 82 events**

Web-based Training (CN DG Website)

- **700+ participants**

In 2023, the CN Dangerous Goods Team received its **14th consecutive National TRANSCAER Award** for our first responder outreach and training programs



AskRail

AskRail

The AskRail® app is a safety tool that provides qualified first responders immediate access to accurate, timely data about what type of hazardous materials a railcar is carrying so they can make an informed decision about how to respond to a rail emergency. AskRail is a backup resource if information from the train conductor or train consist is not available. Developed by the Class I Carriers in collaboration with the International Association of Fire Chiefs

Benefits of Ask Rail

- Access to the real-time data about contents of railcars
- Search to see whether a train is carrying dangerous goods
- View railroad emergency contact information
- There are 848 registered AskRail users in British Columbia



Strengthening Our Partnerships Through Spill Exercises

In 2023, we hosted our **largest spill exercise** ever on the Skeena River, one of the most remote, sensitive, and challenging waterways in Canada (**This was our 5th spill exercise, with 2018 being the first**).

The spill exercise included **more than 75 participants** from local First Nations, Transport Canada, the B.C. government, local municipalities, and CN emergency response partners.

2024 Projection

CN plans to conduct a full-scale oil spill exercise, actively exploring other opportunities, with the event scheduled for later this year.



The team practices enhanced skimming of the mock contamination from the Skeena River.

Thank you

RECEIVED
JAN 31 2024

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January 27, 2023
Skeena Taxi Ltd.
PO Box 942, CDO
624 3rd Avenue West
Prince Rupert, B.C.
V8J 4B7
Dispatch 250 – 624 -2185
Manager 250- 624 – 1421
Email: taxi.skeena@gmail.com
Fax: 250 – 627-4489
Email: taxi@citywest.ca
Website: skeenataxi.com

DISTRICT OF PORT EDWARD

Request to the Community for letter of support

Commercial Passenger Vehicle Program Reference number 19576/24 (application to receive one additional license for wheelchair accessible vehicle)

Skeena Taxi Ltd. has made application to the Passenger Transportation Board of B.C., for one additional wheelchair Accessible Vehicle License to bring our WAT availability to three vehicles to serve the North Coast – you may see in the Northern View a picture of our newest operating under a Temporary Operating Permit issued by the PTB, the permit expires after 92 days (about 3 months), and we are applying for a permanent license. And part of the process is to gather support for the community need for this service.

We call on the organizations listed here to provide a letter of support and forward same to either the mailing address listed above, or by email listed.

Respectfully,



W.T. Langthorne, Manager, Skeena Taxi Ltd.

Cc. B.C. Ambulance Service
PNW Transit
Nisga'a Valley Health Authority
PR Port Authority
School District # 52
Better at Home
FNH - PRACSS
Gitxaala Band Council
Metlakatla Band Council

Acropolis Manor
Ministry of Children & Families
PR Airport Authority
PR Regional Hospital
WorkSafe BC
District of Port Edward
Friendship House
Lax Kw'alaams Band Council
Ravens Keep Transition Society





RECEIVED
JAN 31 2024

DISTRICT OF PORT EDWARD

5b

File: FOR-18045-30 / BCTS Skeena CMRND FSP 2023-2028 Amendment 1

January 11, 2024

DISTRICT OF PORT EDWARD
PO Box 1100
Port Edward, British Columbia, V0V 1G0

Re: Draft Forest Stewardship Plan (FSP) Amendment 1 2023-2028 for BC Timber Sales (BCTS) Skeena Business Area Operations within the Coast Mountains Natural Resource District

Dear DISTRICT OF PORT EDWARD:

BC Timber Sales (BCTS) has drafted a mandatory amendment to the Coast Mountains Natural Resource District Forest Stewardship Plan 2023-2028. This major amendment is required to address the recent updates to the Great Bear Rainforest Land Use Order (2023).

The FSP describes the forest management intentions of BCTS and Gitxaala Forest Products and describes how the FSP Holders intends to carry out operations within the plan area. We have identified that your Water Licence #C126214, is located within the area covered by our FSP. As the FSP serves as the key operational plan under the Forest and Range Practices Act it is important to us that you are provided an opportunity to provide your input.

To assist you in your review, I have included a link to our draft FSP, associated maps, and supporting document below:

[BC Timber Sales - forest stewardship plans - Province of British Columbia \(gov.bc.ca\)](#).

The FSP will also be available during regular operating hours at our office and the public libraries in Terrace and Prince Rupert until March 15th, 2024.

We are inviting you to provide us with your comments or concerns within sixty days of the date of this letter. If you have any questions regarding this request, please feel free to contact me via the contact information provided below. At the end of the review period, all comments received will be reviewed and considered and may lead to revisions of the FSP where this is deemed to be necessary to address the comments. A summary of all the comments received and the modifications to the FSP will be provided to the Ministry of Forests as part of the submission of the plan for approval.

Yours truly,

Mairi Marlow, RPF
Planning Forester
BC Timber Sales, Skeena Business Area
Phone: (778)-702-1437
Email: Mairi.Marlow@gov.bc.ca

Ministry of Forests

**BC Timber Sales
Skeena Business Area**

Location:
200 - 5220 Keith Avenue
Terrace BC

Mailing Address:
200 - 5220 Keith Avenue
Terrace BC, V8G 1L1
Tel: (250) 638-5100
Fax: (250) 638-5176



450 - 1st S.W. Street
Calgary, AB, Canada T2P 5H1
Tel: (587) 933-0665
Email: candace_mackenzie@tcenergy.com
Web: <http://www.tcenergy.com/>

February 5, 2024

Sent Via Email

District of Port Edward
770 Pacific Avenue
Port Edward, BC V0V 1G0
info@portedward.ca

Re: Notification Regarding the Prince Rupert Gas Transmission Marine Route Alternative Amendment (Amendment #6)

Disposition: District of Port Edward

Dear District of Port Edward,

Prince Rupert Gas Transmission Project (the Project) is writing to provide you information, as an identified landowner or Rights Holder, of proposed changes to the western portion of the Project.

The Project is an approved natural gas pipeline designed to deliver natural gas from northeast B.C. to the northwest coast of the province. Prince Rupert Gas Transmission Ltd. (PRGT) as the proponent has completed a multi-year environmental assessment process, culminating in the receipt of an environmental assessment certificate (EAC) in 2014 and subsequent EAC extension in 2019, as well as Energy Resource Activities Act (ERRA), Section 25 Permits.

PRGT has been engaged by the Ksi Lisims LNG to evaluate the feasibility of connecting their proposed net-zero liquified natural gas (LNG) facility with Canadian natural gas through the Project. To support this, PRGT is progressing an alternative marine route which will require an amendment to the Project's Certified Project Description (CPD) pursuant to section 19(1) of the *Environmental Assessment Act (2018)*, as well as to the Project's ERRA, Section 25 Permit for Pipeline Section 7 (Legacy No. 9708463) issued by the BC Energy Regulator (BCER).

The Marine Route Alternative Amendment (Amendment #6) will involve two changes to the Project's CPD through the BC Environmental Assessment Office's (EAO) EAC amendment process. The two changes are shown on the enclosed map include:

- The Nass Bay route alternative which creates the option for PRGT to utilize a 9.4 km reroute of the pipeline corridor with a 1.5 km deviation from the established Certified Project Corridor (CPC). This route alternative includes a small (0.2 hectare [ha]) terrestrial deviation outside the CPC.
- The Ksi Lisims LNG pipeline connection which creates the option to terminate the pipeline at the Ksi Lisims LNG facility rather than at Lelu Island in the Port of Prince Rupert. This would reroute the marine route 39 km to the northwest through Portland Inlet and Portal Canal to a new terminal point at Wil Milit at the northern end of Pearse Island.

Similar to previous amendments to the Project, the route alternative would be added to the CPC. Where two options are certified, only one will be constructed, not both.

The Nass Bay route alternative will reflect changes described in the previously proposed draft Nass Bay Route Alternative Amendment Application (Nass Bay Amendment). The Nass Bay route is the same route considered in the Nass Bay Amendment. On December 20, 2016, PRGT included information regarding the proposed Nass Bay Amendment as part of the Project Activity Update #35 newsletter. The update featured a map of the 2016 Nass Bay Route along with information highlighting the proposed project changes. The newsletter was distributed to a list of approximately 530 stakeholders who had requested to be kept informed regarding Project activities. PRGT has not received any questions, comments, or concerns regarding the proposed Amendment from those contacted.

PRGT engaged with Indigenous groups on the proposed Nass Bay Amendment in 2016 and incorporated their feedback. In 2017, the Project was paused due to commercial reasons, and the Nass Bay Amendment was not submitted. Engagement and public relations staff with PRGT are currently in the process of re-engaging with Indigenous groups, local governments, and stakeholders regarding the Marine Route Alternative Amendment.

PRGT has utilized the previously prepared draft Nass Bay Amendment for the Marine Route Alternative Amendment by including a change to the marine route alternative to connect to the Ksi Lisims LNG facility. Through engagement, feedback provided will be considered for incorporation in the final Marine Route Alternative Amendment Application. PRGT has also undertaken additional environmental studies to support the EAC Amendment Application and will continue undertake studies to refine design and mitigation measures to support the required future BCER permit amendment.

PRGT plans to file Amendment #6 with the EAO in Q1 2024.

For further information or questions about the Marine Route Alternative Amendment Application, please contact Candace Mackenzie at 587-933-0665 or by email at candace_mackenzie@tcenergy.com

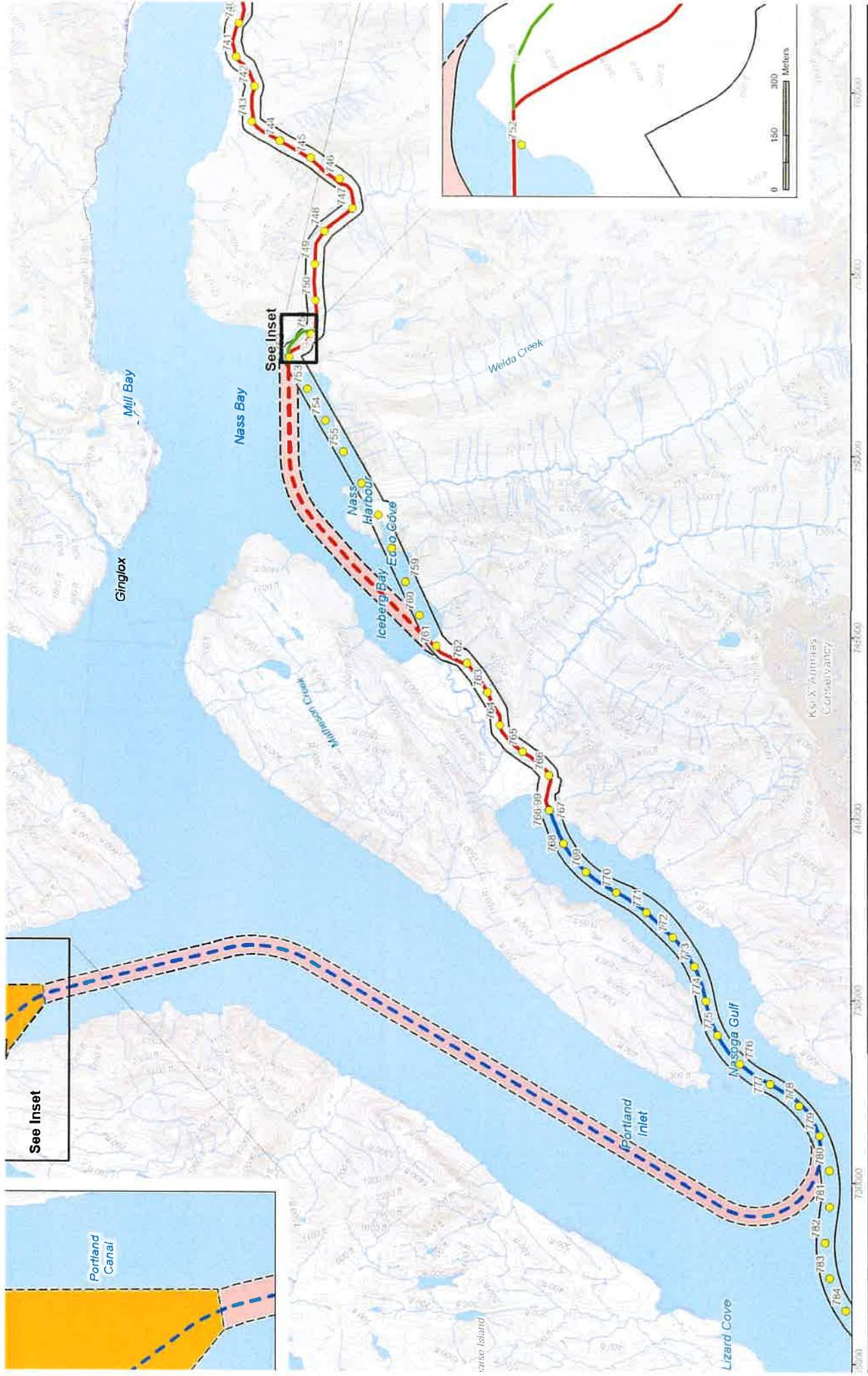
Sincerely,



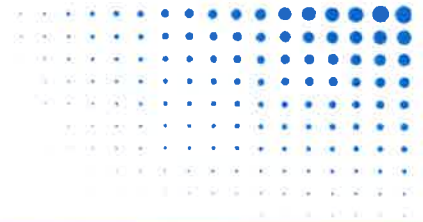
Candace Mackenzie
Prince Rupert Gas Transmission Project

Attachment: Marine Amendment Map

cc: Todd Francis, Chief Administration Officer cao@portedward.ca



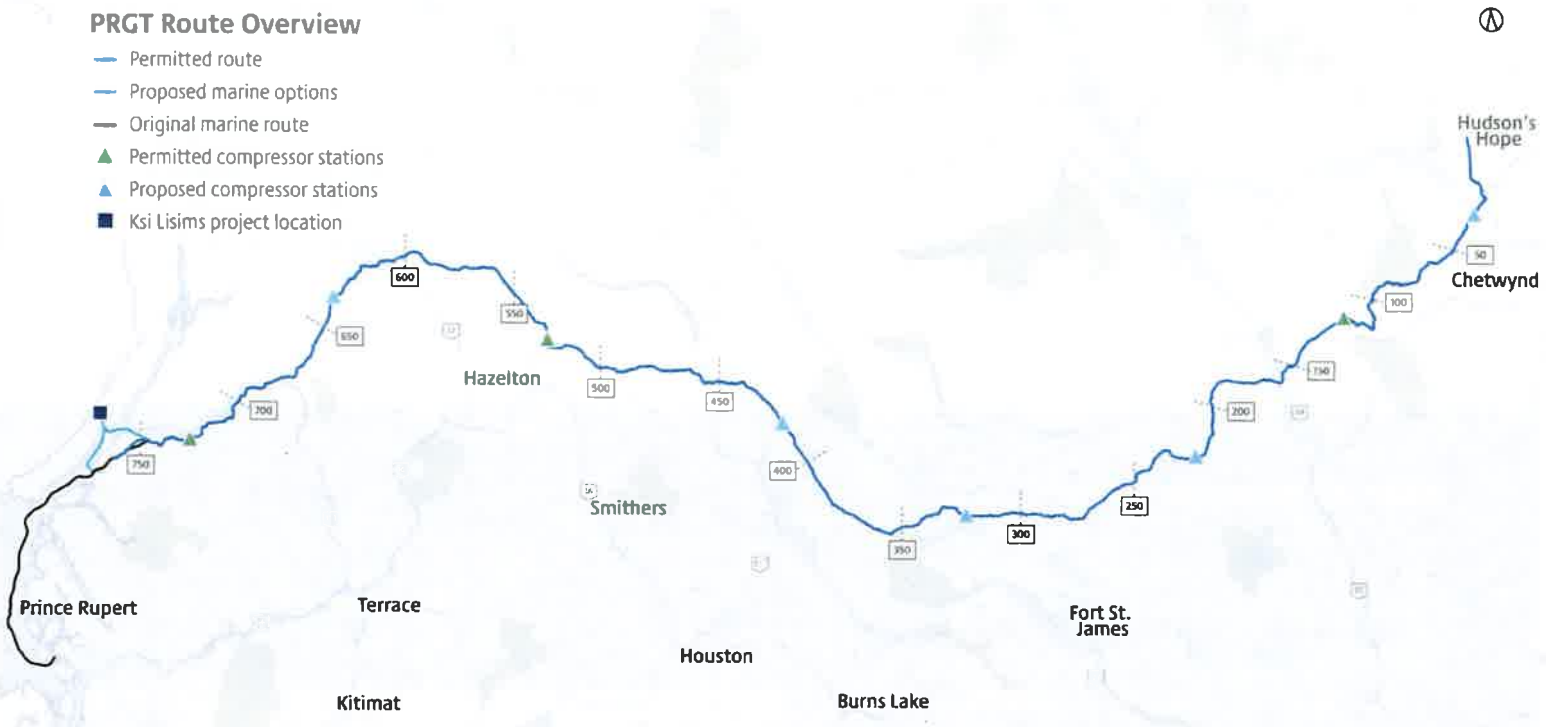
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|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Components | Approved Project Components | Marine Route Alternative Amendment Components | Proposed Ksi Lisims LNG Project |
| <ul style="list-style-type: none"> International Boundary Boundary Course Body 9003 markers | <ul style="list-style-type: none"> Nass Bay Approach Centreline Terrestrial Centreline Marine Centreline Certified Project Corridor (CPC) | <ul style="list-style-type: none"> Proposed Pipeline Connection Area Proposed CPC Ksi Lisims LNG Pipeline Connection Nass Bay Route | <ul style="list-style-type: none"> Ksi Lisims Project Footprint |



Prince Rupert Gas Transmission (PRGT) Project

PRGT Route Overview

- Permitted route
- Proposed marine options
- Original marine route
- ▲ Permitted compressor stations
- ▲ Proposed compressor stations
- Ksi Lisims project location



About PRGT: the first net-zero natural gas pipeline in Canada

TC Energy is exploring the potential for the first electric-powered, net-zero natural gas pipeline in Canada, to serve the proposed Nisga'a-led net-zero Ksi Lisims LNG project. Prince Rupert Gas Transmission (PRGT) is an approved natural gas pipeline designed to deliver natural gas from Hudson's Hope in northeast B.C. to Pearse Island off the northwest coast of B.C.

Both Ksi Lisims and PRGT have committed to building net-zero infrastructure and, by exporting Canadian LNG, will make B.C.'s contribution to reducing global emissions even more significant.

PROJECT DETAILS

PRGT would involve the construction and operation of the following:

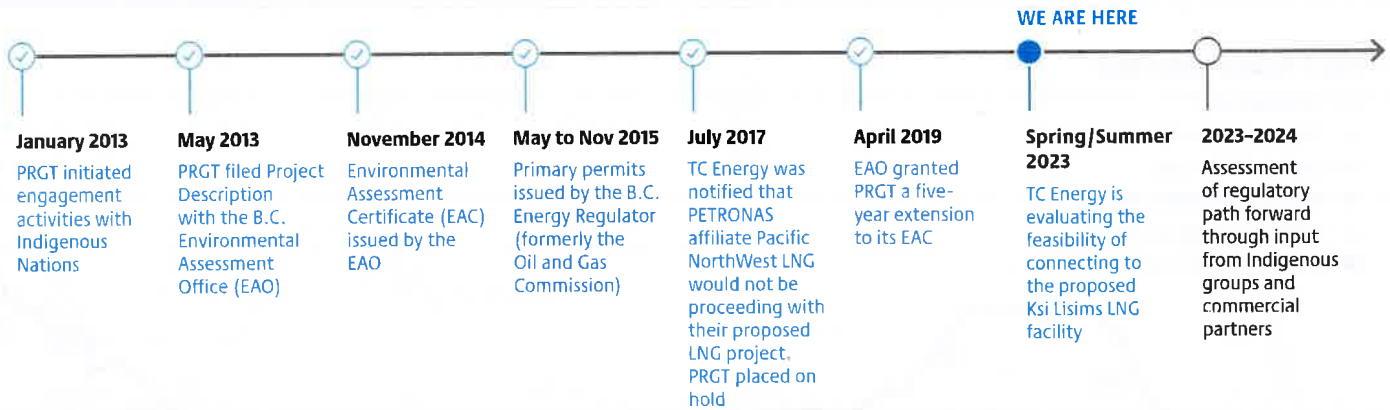
- ▶ Approximately 750-760 km of 48" onshore pipeline routing
- ▶ Approximately 30-50 km of 2x 36" offshore pipeline routing, a reduction from the previous marine length, pending routing reviews
- ▶ One initial compression facility to support phase 1
- ▶ Up to 7 additional compression stations for phase 2

BACKGROUND

TC Energy completed a multi-year environmental assessment process, culminating in the receipt of an Environmental Assessment Certificate (EAC) in 2014 for its original route. With regulatory approval in place its original route from close to Hudson's Hope to Prince Rupert, the project was paused in 2017 when the previously proposed LNG facility was cancelled. PRGT received an EAC extension in 2019, and has agreements in place with many Indigenous communities along the PRGT project route.

CURRENT STATUS

Now, we are assessing the feasibility of delivering natural gas to the Ksi Lisims project. As part of this work we are engaging with Indigenous and local communities, assessing route changes and permit options and updating project designs.



JOBS AND OPPORTUNITY

We are committed to building a strong shared future with Indigenous communities, now and for the life of the Project. We look forward to collaborating with communities to integrate Indigenous values, cultures and traditional knowledge of the land as we develop this potential Project.

BENEFITS OF PRGT COULD INCLUDE:

- ▶ **Significant contracts for Indigenous and local businesses.** These long-term revenue flows to Indigenous and local communities will strengthen B.C.'s economy for decades.
- ▶ **High-paying jobs.** The Project will provide Indigenous workers with experience that will help them build their careers in good-paying jobs.
- ▶ **Equity ownership.** An Indigenous equity ownership opportunity for a meaningful percentage of PRGT.
- ▶ **Project agreements.** While we have project agreements with many Nations along the route, they will need to be modernized. We will also re-engage with Nations where project agreements are not in place to develop a mutually-beneficial agreement.
- ▶ **Community investment.** In collaboration with communities, we will develop community investment opportunities that will provide lasting benefits.



WHAT IS A COMPRESSOR AND METER STATION?

Compressor and meter facilities ensure that natural gas moves through the pipeline safely and efficiently.



COMPRESSOR STATION

As natural gas flows along a pipeline, it slows due to friction with the pipe, resulting in a drop in pressure. To keep the gas flowing at a required rate, it is re-pressurized at locations along the pipeline. This is done by mechanically compressing the gas at sites connected to the pipeline, known as compressor stations.

The pipeline route and compressor station locations will largely follow the already approved route of PRGT, however design changes including the end point, electrification, and alignment with Ksi Lisims LNG will require some amendments.

The compressor stations required for PRGT will be located to avoid and/or minimize environmental and social impacts. Compressor station sites will generally include two to three compressor units and supporting equipment, and range in size from 10 - 20 hectares. We will work with Indigenous communities to gather feedback about the locations of compressor stations.



METER STATION

A meter station measures the amount of natural gas that enters and exits the pipeline. Meter stations also ensure that the natural gas in the line meets required specifications. These stations are used at locations where natural gas enters or leaves the pipeline.

Meter stations are planned for areas at the start of the pipeline near Hudson Hope, and the end of the route on Pearse Island off the northwest coast of B.C.





ENVIRONMENTAL CONSIDERATIONS

Construction and operation of PRGT will adhere to strict environmental and safety standards, while meeting the growing global demand for cleaner energy. PRGT was approved through a rigorous multi-year environmental assessment, which included extensive fieldwork and consultation and engagement with local and Indigenous communities.

As part of the environmental assessment a number of environmental factors were considered including rare plants, wetlands, invasive species, wildlife habitat features, breeding birds and amphibians, fish and fish habitat, and archeological impact assessments. We will continue to review these factors and update as needed. Feedback from Indigenous and local communities will continue to be considered as we move ahead in planning PRGT.

SAFETY IS OUR NUMBER ONE VALUE

Our top priority is always the health and safety of our workforce, the surrounding community and the environment. PRGT will be monitored 24 hours a day, seven days a week, 365 days a year with satellite technology, aerial inspections, internal monitoring and more. The pipeline, compressor and meter stations will be constantly monitored for any abnormalities, and if a potentially hazardous condition is recognized, the system would be shut down.

Technicians will also be employed to monitor and maintain each compressor station. Compressor and meter station equipment communicates with TC Energy's Supervisory Control and Data Acquisition (SCADA) system.

TC Energy will work closely with local emergency responders to develop a comprehensive Emergency Response Plan that outlines procedures to protect the public and environment in the unlikely event of an emergency.

About TC Energy

TC Energy is one of North America's largest natural gas pipeline networks, with 90,300km of pipeline from Canada to Mexico. For more than 65 years we're been working with communities to deliver energy to the world, and have proudly operated in British Columbia for 50 years.



We'd like to hear from you

If you have any questions or comments about the project, please reach out.

1-855-920-4696
TCEnergy.com
princerupertgas@tcenergy.com

facebook.com/TCEnergyCorporation
twitter.com/TCEnergy



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

5d

RECEIVED
FEB 07 2024

Name of Organization: Prince Rupert Special Events Society

Date: February 1st, 2024

Contact Person: Bev. Killbery

Phone Number: 250-622-8684 (cell) / 250-624-8565 (res)

Amount of grant requested: Donation request of \$500, to go towards purchase of supplies for activities at the 31st Children's Festival

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

We are holding our 31st Annual Children's Festival on Saturday, March 2nd, 2024 at the Jim Ciccone Civic Centre. The event will be open between 11 am and 4 pm and is open to all families in Prince Rupert, Port Edward and the surrounding communities. For the events that Special Events operate like the Imagination Table, Face Painting, Nail Painting, Fish Pond, and the Graffiti Wall we need to replenish supplies. Items like tape, scissors, glue sticks, additional art supplies (googly eyes, ribbon, popsicle sticks) crayons, markers, nail polish, paint, and small toys for the Fish Pond.

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

The Prince Rupert Special Events Society believes we meet the criteria of the District of Port Edward Grant in Aid Policy as our event is open to all residents of Prince Rupert, Port Edward and the outlying communities. Our event is open to industry, educational services, children's programs, sports, and activities for children to show their creativity. It is an event where children can participate in activities, enjoy the festivities along with their parents and/or siblings and learn new things.



Children's Festival

Prince Rupert Special Events Society
PO Box 306 Prince Rupert, BC V8J 3P9
Phone : 250-624-9118

office@prspecialevents.com

www.prspecialevents.com

www.Facebook.com/prspecialevent

February 1st, 2024

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

Dear Mayor and Council,

The Prince Rupert Special Events Society (PRSES) is currently organizing the 31st annual Children's Festival to be held on Saturday, March 2nd between the hours of 11 a.m. and 4 p.m. at the Jim Ciccone Civic Centre. In order for the festival to be accessible and enjoyable to all, admission and most activities are offered at no cost. This would not be possible without the continued financial support of local businesses and service organizations. Those supporting the festival are recognized at the venue on the day of the event. Your support of this year's Children's Festival will help ensure it is another success.

Approximately 1500 children and families attend this event. Our festival motto of "Growing Together" promotes educational activities while providing fun for children. The attached previous flyer identifies some of the local organizations and agencies who have contributed to interactive activities and cultural stations for this event in the past.

The PRSES is a non-profit group of volunteers who annually coordinate four major community festivals, which includes the Children's Festival. We strive to provide all of these community festivals at no cost.

Should you have any questions or require further information about the event, please do not hesitate to contact the Society through our email. Currently we have no one monitoring our office to answer the phone, however we check our emails regularly. Our information is listed above.

Sincerely,
Bev. Killbery, Festival Committee member 2024



PRINCE RUPERT
SPECIAL EVENTS SOCIETY



Children's Festival 29th Annual

Saturday, March 7th, 2020

Jim Ciccone Civic Centre 11 a.m. - 4 p.m.

Held annually the first Saturday of March, with 1500 children plus their caregivers attending. "*Growing Together*" is our motto, and our goal is to educate as well as entertain and have lots of fun. Activities allow children and families to use their imagination and create craft items from recyclable and new materials. We also encourage them to engage in physical game activities, to listen to storytellers, and enjoy making their own artistic creations.

Crafts: Take home wonderful creations!

- Jewelry beading
- Imagination Unlimited
- Finger painting
- Glitter Wheel
- Colouring, drawing
- Play dough & goop

Physical Activities: Run, jump, skip and have fun!

- Bouncy Castles
- Fish Pond
- Graffiti Paint Wall
- Climbing Wall
- Bean Bag and Ring Toss

Activity Stations: For this year!

- Ada & Peter Gee with Swirl Art
- Child Resource & Referral Centre (The Berry Patch) with hand puppets
- Northern Health Authority with Dental Screening
- Museum of Northern BC with Recycled Craft Activities
- Good Times Games and Electronics with HexBugs
- Prince Rupert Public Library with Paper Bag Princess Day activities
- Edward Jones Colouring Station with information on Registered Education Saving Plans
- BC Responsible and Problem Gaming with Story book time and puppets
- Save-On Foods with the Nutrition Wheel
- Fingernail Design & Face painting
- Prince Rupert Port Authority with Building Blocks
- Baha'i Society with games and activities
- BCSPCA with educational sessions on pet care
- Friendship House with water & sand tables, playdough and slime
- Imagination Unlimited Craft Table and so much more!

Concession Food: Cotton Candy, Snow Cones, Popcorn, Cheese/crackers & Grapes, Hot Dogs, Juice, Donuts

The volunteers of the Prince Rupert Special Events Society organize this event.

Call 250-624-9118 to join the volunteer fun

Debra Lamash
Stakeholder Engagement Advisor
333 Dunsmuir Street, 15th Floor
Vancouver, B.C. V6B 5R3

Date: January 22, 2024

Attention: Mayor Knut Bjorndal and Council
District of Port Edward
PO Box 1100
Port Edward, BC V0V 1G0

Email: kbjorndal@portedward.ca

By: Email

Re: North Coast BC Electrification

Dear Mayor Bjorndal and Council,

We continue to advance planning for the proposed expansion and upgrade of our transmission system to support customers wanting to reduce greenhouse gas emissions. To help refine our planning, we issued the North Coast Expression of Interest (EOI) in February 2023 asking potential industrial customers to identify their interest in electrifying their operations, their potential electricity demand, and the location of their operations. The response from current and potential customers across a variety of sectors confirmed the need for new 500 kilovolt (kV) transmission infrastructure and thermal upgrading of the existing transmission lines from Prince George to Terrace. Additional transmission infrastructure north, south, and west of Terrace may also be required (see figure on next page). We're starting planning now due to the long lead-time to develop these large infrastructure projects and are committed to keeping stakeholders informed as our activities progress.

Prince George to Terrace Transmission System Expansion

We're advancing planning of the proposed new 500kV infrastructure from Prince George to Terrace through two projects:

- Prince George to Glenannan Transmission Project (PGGT): a new transmission line covering about 170 km between Williston Substation near Prince George and Glenannan Substation near Fraser Lake.
- Glenannan to Terrace Transmission Project (GTTT): two new transmission lines totaling about 270 km including a 130 km line between Glenannan Substation and Telkwa Substation near Telkwa and a 140 km line between Telkwa Substation and Skeena Substation near Terrace.

As part of these projects, we'll be expanding existing substations and either building new or expanding three capacitor stations.

Early engagement with our Indigenous partners is underway, and this aligns with our commitment to co-design the project assessment and explore Indigenous co-ownership of the proposed new transmission lines, as well other means of Indigenous participation.



We held public open houses in May 2023 to discuss potential routing and route options in the PGGT corridor and to introduce GTTT. Since then, we've completed flyovers of the PGGT route and undertaken access reconnaissance surveys to determine how we would access the various PGGT route options. We're now working to determine where the transmission lines would be placed (i.e., center line) within the corridors we discussed in May. In February 2024, we plan to undertake geotechnical investigations to confirm ground conditions along parts of the PGGT route. This work will allow us to focus our studies and to inform route selection.

For GTTT, we're refining the route corridor and working to identify route options within the corridor. Specifically, we're working to identify route options within existing BC Hydro rights-of-way or parallel to them, where possible, to mitigate potential project effects. We expect to be able to route the new line parallel to, and north of, the existing transmission lines most of the way between Glenannan and Telkwa substations; however, there are areas between Telkwa and Skeena substations where we may have to deviate from the existing route, and we're reviewing our options in those areas (see attached map). We've completed our initial desktop environmental review and expect to undertake field studies in 2024. The leading route for more detailed study will be identified following collaboration with our First Nations partners, completion of technical and environmental studies, and discussion with stakeholders.

We're also continuing stakeholder engagement. In January we began updating governments, property owners, and stakeholders about the projects and we will be meeting with interested parties to discuss North Coast Electrification and/or the projects. Our next round of open houses is planned for spring 2024 to provide additional information on routing for both projects. We plan to have PGGT and GTTT operational in 2030 and 2032 respectively; however, we're looking at ways to shorten the schedule.

Thermal Upgrades from Williston Substation to Skeena Substation

To make the most effective use of the existing 500 kV infrastructure from Prince George to Terrace, we're looking at making thermal upgrades along the lines so that they can carry the same amount of electricity as the new lines. The more electricity lines carry, the more they heat up and sag. At higher levels, there are existing areas where there won't be enough clearance between the lines and the

ground to operate safely. To ensure we can continue to safely deliver electricity, we're working to identify areas where we need to increase the clearance between the lines and the ground.

There are various ways of doing this including "tightening" the existing lines to raise them, recontouring the ground to remove high spots (e.g., grading, moving soil, removing boulders or rock outcrops), moving infrastructure (e.g., roads) to areas with more clearance, lifting the lines by adding new mid-span towers, raising the towers by inserting steel sections, or rebuilding the towers. Once we've identified where more clearance is needed, we'll determine the best way to address each site.

Although we're starting the studies related to this work, most of the upgrading of the lines is not expected to start until after the new lines are operational.

Transmission System Expansion Beyond Terrace

Based on the level and location of potential demand identified in the EOI responses, new transmission infrastructure may also be needed north, south, and west of Terrace. To help determine future needs, we studied different demand scenarios (e.g., amount and location of demand) to help us understand what the existing infrastructure can handle and the type of new infrastructure that may be needed. It appears the following infrastructure is needed; however, what is needed will ultimately depend on which customer projects advance:

- South: a new line to Kitimat built to 500kV standards but initially operated at 287kV and a new substation.
- North: a new 500kV line to Gitlaxt'aamiks (formerly New Aiyansh) and a new substation.
- West: a new 287kV substation and new line extended from Prince Rupert to the Port of Prince Rupert.

We're still in the very early stages of this work and the process for how to advance any infrastructure beyond Terrace needs further discussion with governments, First Nations, and stakeholders.

Please let me know if you have any questions or comments about the transmission system expansion projects or other initiatives discussed in this letter or if you'd like to meet to discuss by contacting me via e-mail at debra.lamash@bchydro.com or by phone at 1-866-647-3334. For more information about PGGT, GTTT or other activities related to North Coast electrification, or to subscribe to general email updates, please visit www.bchydro.com/ncelectrification.

Kind regards,



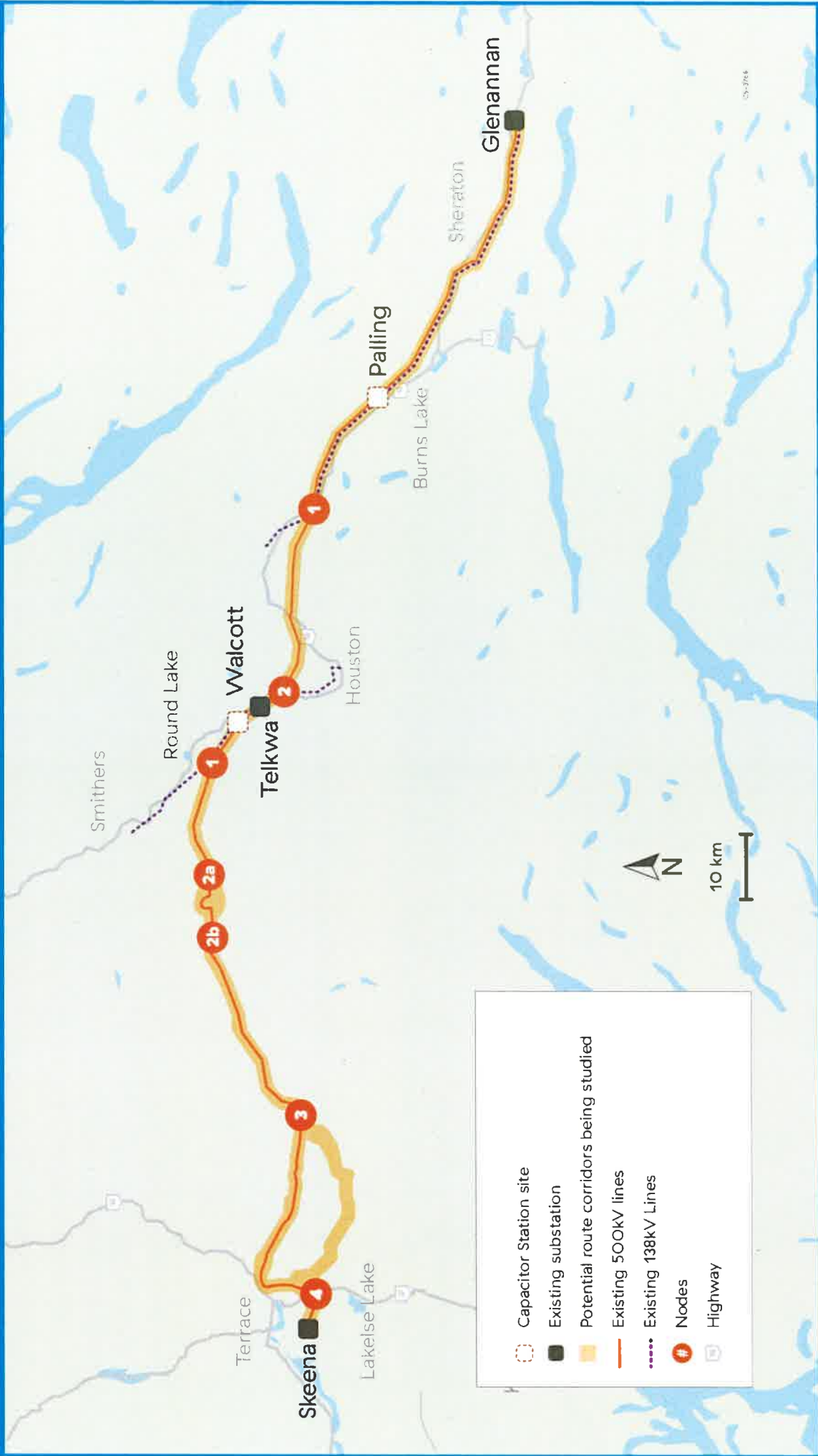
Debra Lamash
Stakeholder Engagement Advisor

Enclosure: GTTT Corridor Map

cc:

Todd Francis, Chief Administrative Officer, District of Port Edward
Mike Kellett, Community Relations Manager, BC Hydro

GTTT Route Corridor



January 19, 2024

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.

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,

A handwritten signature in black ink, appearing to read "Vanessa Craig". The signature is fluid and cursive, with the first name "Vanessa" written in a larger, more prominent script than the last name "Craig".

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?

LEGISLATIVE REFORM INITIATIVE: NEXT STEPS
UBCM ANNUAL CONVENTION, September 21, 2023
Summary of Session and What We 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 MacIsaac, Executive Director, UBCM. Mr. MacIsaac 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



DISTRICT OF PORT EDWARD

6a

Director of Corporate
Administrative Services

COUNCIL REPORT FOR CONSIDERATION

Date: February 13, 2024
To: Todd Francis, Chief Administrative Officer
From: Polly Pereira, Director of Corporate Administrative Services
Subject: **Local Government Infrastructure Planning- Operating, Maintenance & Surveillance Plan**

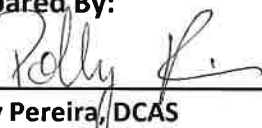
RECOMMENDATION: That Council support the Local Government Infrastructure Planning grant application to create a Alwyn Lake & Wolf Creek Dam Operating, Maintenance and Surveillance Plan and contribute \$ 10,000 towards this project.

Background

A audit completed in September 2023 identified some concerns regarding the Alwyn Lake and Wolf Creek Dam. This is another opportunity to apply for a grant through the Local Government Infrastructure Planning to develop an Operating, Maintenance and Surveillance Plan for these assets. The need for an Operating, Maintenance and Surveillance Plan was mentioned in the audit report. The Emergency Plan and the Operating, Maintenance and Surveillance plan will ensure we are in compliance with the Dam Safety Regulations.

We anticipate that the cost of this project will cost approximately \$20,000. This grant will cover \$10,000 and the District will contribute the matching funding.

Prepared By:


Polly Pereira, DCAS

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

Budget: \$10,000



DISTRICT OF PORT EDWARD

66

Director of Corporate Administrative Services

COUNCIL REPORT FOR CONSIDERATION

Date: February 13, 2024
To: Todd Francis, Chief Administrative Officer
From: Polly Pereira, Director of Corporate Administrative Services
Subject: **Local Government Infrastructure Planning- Dam Emergency Plan**

RECOMMENDATION: That Council support the Local Government Infrastructure Planning grant application to create a Alwyn Lake & Wolf Creek Dam Emergency Plan and contribute \$ 10,000 towards this project.

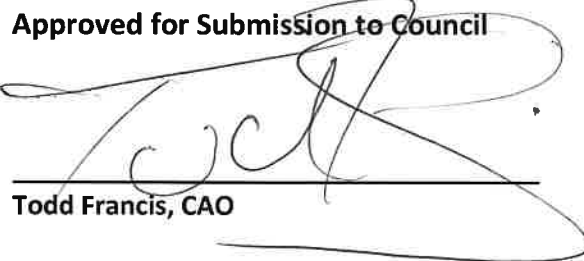
Background

A audit completed in September 2023 identified some concerns regarding the Alwyn Lake and Wolf Creek Dam. There is an opportunity to apply for a grant through the Local Government Infrastructure Planning to create an Emergency Plan for our water supply source. The need of an Emergency Plan was one of the items on the audit list. We anticipate that the cost of this project will cost approximately \$20,000. This grant will cover \$10,000 and the District will contribute the matching funding.

Prepared By:


Polly Pereira, DCAS

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

Budget: \$10,000

Lorraine Page, Director of Finance



DISTRICT OF PORT EDWARD

60

Director of Corporate
Administrative Services & Strategic Projects

COUNCIL REPORT


Date: February 13, 2024
To: Todd Francis, Chief Administrative Officer
From: Polly Pereira, Director of Corporate Administrative Services
Subject: Waterfront Park – Crown Land

RECOMMENDATION: That Council supports staff's application to Crown Lands to secure the land proposed for the Waterfront Park.

A Crown Land application had been submitted for the entire area we are proposing for the waterfront park. The plan is to secure a nominal rent tenure.

Nominal rent tenures are leases and licences of Occupation of Crown land provided to municipalities for a token (nominal) amount of rent and it's a long term lease or license. As part of the application requirement a resolution from Council is required.

Prepared By:


Polly Pereira, DCAS

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

Director of Corporate
Administrative Services

6d

COUNCIL REPORT FOR CONSIDERATION

Date: February 13, 2024
To: Todd Francis, Chief Administrative Officer
From: Polly Pereira, Director of Corporate Administrative Services
Subject: Northern Development Trust Initiative- Community Place Funding

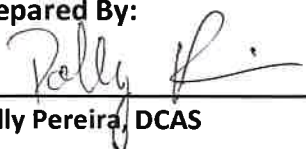
RECOMMENDATION: That Council approves the grant application to NDTI- Community Places for the rehabilitation of the Port Edward Boat Launch.

Background

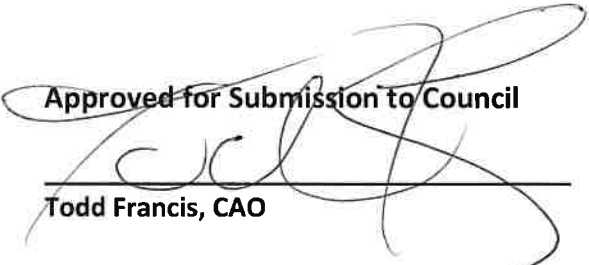
Northern Development Trust Initiative – Community Places provides funding for projects, including the proposed rehabilitation of the Port Edward Boat Launch. The application deadline for the funding was January 31, 2024. An application has been duly submitted for the above aforementioned project, and a Council Resolution is necessary to endorse and support the application.

Pending a condition assessment of the asset, the project's progress may be facilitated through additional grant applications, industry support, or utilizing District of Port Edward Reserve funds.

Prepared By:


Polly Pereira, DCAS

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

Budgetary Impact:



DISTRICT OF PORT EDWARD

Director of Corporate
Administrative Services

6e

COUNCIL REPORT FOR CONSIDERATION

Date: February 13, 2024
To: Todd Francis, Chief Administrative Officer
From: Polly Pereira, Director of Corporate Administrative Services
Subject: **Building Inspection Agreement with Prince Rupert**

RECOMMENDATION: That Council approves staff to sign the agreement with the City of Prince Rupert to provide Building Inspection services to residents of Port Edward.

Background

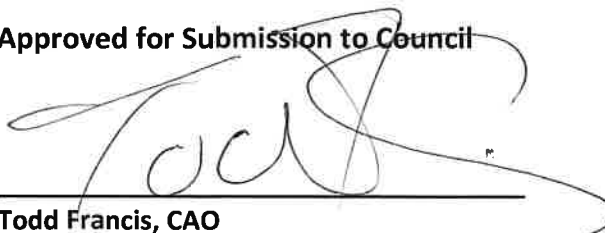
As of March 2019 municipalities were required to have a qualified Building Inspector to inspect any construction, where a building bylaw, was in place. The District contracted Bernie Zimmer to work remotely with staff to ensure the District was in compliance. Bernie Zimmer informed staff when his last contract was renewed that he intended on retiring at the end of the term of the current contract (March 1, 2024). Discussions have taken place with the City of Prince Rupert staff and the attached agreement has been drafted to have the City staff provide services to Port Edward. A copy of the proposed agreement is attached.

The term of the agreement will be for a two-year term, at a rate of \$57.47/ hour plus mileage. We anticipate that the fees charged for permits will cover the cost of this agreement.

Prepared By:


Polly Pereira, DCAS

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

- Attachment
Building Inspection Services

BUILDING INSPECTION SERVICES AGREEMENT

THIS AGREEMENT dated for reference _____, 2024, is

BETWEEN:

CITY OF PRINCE RUPERT
424 West Third Avenue
Prince Rupert, B.C. V8J 1L7
(hereinafter called the "City")

AND:

DISTRICT OF PORT EDWARD
700 Pacific Avenue
Port Edward, B.C. V0V 1G0
(hereinafter call the "District")

(each, a "Party", collectively, the "Parties")

WHEREAS:

- A. The District of Port Edward Council has approved this Agreement by passing [Name of Resolution] at its meeting held on February 13, 2024. A certificate of the Resolution is attached to this Agreement as Schedule A.
- B. The City of Prince Rupert Council has approved this Agreement by passing [Resolution] at its meeting held on February 12, 2024. A copy of the Resolution is attached to this Agreement as Schedule B.
- C. The City wishes to provide Building Inspection Services and Administrative Support for Building Inspection Services, to the District of Port Edward as shown on Schedule C, all in accordance with the terms and conditions set out in this Agreement.
- D. The District wishes the City to provide, under the terms and conditions of this Agreement, Building Inspection Services and Administrative Support for Building Inspection Services, collectively "Services".
- E. The said Parties deem it to their mutual interest to enter into this Agreement. By entering into this Agreement, the Parties do not intend to affect any right or interest of the other party except as expressly set out in this Agreement.

THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements herein contained, the sufficiency of which is hereby acknowledged, the PARTIES hereto agree as follows:

1.0 DEFINITIONS

1.1 In this agreement, including this section, the recitals and schedules hereto, unless the context otherwise requires:

“Agreement” means this agreement, including the recitals and schedules hereto, as amended and supplemented from time to time.

“Annual Fee” has the meaning ascribed in section 8.0.

“Building” means a building, mobile home, or a structure used or intended for supporting or sheltering any use or occupancy, whether occupied or not.

“Building Inspection Services” means a physical inspection of property to ensure each component meets the standard of the British Columbia Building Code, and any associated regulations thereunder, and the District of Port Edward Building Bylaw No. 716, attached as Schedule E, as amended from time to time. Building Inspection services includes building plan review and consultation with contractors, site inspections, the issuance of building permits and occupancy permits as described in Section 7.0.

“Administrative Support for Building Inspection Services” means that clerical work associated with intake, tracking, scheduling, and invoicing for Building Inspection Services as described in Section 7.0.

“Lands” means that portion of the District outlined in Schedule C and includes anything within the boundaries of those lands.

“Leaseholder” means a tenant or occupier of leasehold land.

“Municipal Specifications” means the engineering and design standards as indicated by the City.

“Overtime Costs” means the costs incurred by the City as a result of an extraordinary event occurring within the Lands, for which the City provides building inspection services under this Agreement, and includes overtime costs for personnel responding to the event and overtime costs arising as a result of the need to call in off-time personnel to maintain normal service levels.

“Service” means a Building Inspection Service and Administrative Support for Building Inspection Service.

“Serviced Properties” means any property which falls under the jurisdiction of this Agreement and is receiving Building Inspection Services.

“Term” means a period of time which this Agreement remains in force and effect, as described in Section 2.0.

2.0 TERM

- 2.1 Subject to earlier termination under Section 2.2, 10.1, or 10.2 below, this Agreement commences on March 1, 2024 and shall continue to December 31, 2026.
- 2.2 Either party may, in its sole discretion and without reason, terminate this Agreement upon providing three (3) months' notice to the other party. Neither party is entitled to, and irrevocably waives and releases the other party from any and all claims for, any damages or compensation for costs incurred, directly or indirectly, arising out of the termination of this Agreement.
- 2.3 Failure to renew or replace this Agreement or to provide earlier termination thereof, places the Parties in overholding status, and all agreements and obligations herein remain in effect on a month-to-month basis. Renewal is exercisable by the District upon written notice to the City and subject to the District's compliance with the Agreement.

PART 1 – PROVISION OF SERVICES

3.0 GENERAL COVENANTS OF THE CITY

- 3.1 The City shall provide, for the Term of this Agreement, Services to the District in accordance with the terms and conditions in this Agreement.
- 3.2 The City shall bill the District for the cost of the Services in accordance with the payment provisions for each Service, as set out in this Agreement.
- 3.3 The City shall inform the District of any changes that may affect the quantity, quality, or level of service associated with this Agreement as outlined in Section 7.0.

4.0 GENERAL COVENANTS OF THE DISTRICT

- 4.1 The District will ensure that the City is covered by MIA for the services rendered and will indemnify the City for all third party claims.
- 4.2 The City will not be held liable for any loss resulting from third-party non-compliance with the City's or Districts bylaws. This indemnity survives the termination or expiration of this Agreement.
- 4.3 The District shall give the City maps, cadastral fabric, bylaws and other information required by the City in order to enable the City to undertake the services under this Agreement and identify the location of all existing residents, businesses, buildings, roads, and locations which require Building Inspection Services under this Agreement as they are updated by the procedure outlined in Section 22.0.
- 4.4 The District shall pay for the Services in accordance with the terms and conditions of this Agreement as ascribed in Section 8.0.

5.0 GENERAL COVENANTS ON BOTH PARTIES

- 5.1 The City and the District each release and covenant not to bring any action, suit, claim or proceedings of any kind against the other Party or the officers, employees, agents, volunteers, directors or Council members of that Party, in respect of any act or omission by those persons in the provision of Services under this Agreement, excluding any willful misconduct or negligence.

6.0 QUALITY OF SERVICE

- 6.1 The quality and quantity of the Services to be provided by the City under this Agreement will be substantially the same as the quality and quantity of Services provided by the City to the users of such Services on lands within the City. The City is not obliged to provide Services at a greater level or degree than the level or degree to which the same Service is provided elsewhere within the City. The City makes no representation or warranty that the level or degree of Services provided under this Agreement will be maintained or continued to any particular standard, other than as stated expressly herein. The District acknowledges and agrees that there may be from time to time interruptions or reductions in the level of Services, and that the City will not be held liable for any losses, costs, damages, claims or expenses arising from or connected with a temporary interruption or reduction in the level of a Service provided under this Agreement.

PART VIII - BUILDING INSPECTION

7.0 BUILDING INSPECTION SERVICES

- 7.1 During the Term, The City agrees to provide the District with the following Building Inspection Services and Administrative Support Services in accordance with the terms and conditions in this Agreement:

- Preliminary review of plans and counter hours
- Building permit intake and issuance
- Plan checking
- Issuance of invoices for application fees
- Building permit tracking
- Building inspector scheduling
- Building and site inspections
- Occupancy approvals

- 7.2 The City will provide Services as defined in this Agreement on an as-required basis through its own resources and/or independent contractors to the Lands.
- 7.3 The City will be responsible for all personnel providing the Services covered under this Agreement.
- 7.4 The City will comply with and take all reasonable steps to ensure compliance with any person receiving the Building Inspection Services with the District's Zoning and

Building Bylaw attached as Schedule D and E respectively, and all applicable provincial building codes, as amended from time to time.

- 7.5 The City will not be held liable for any loss resulting from non-compliance with the District's^[AC1] bylaws. This indemnity survives the termination or expiration of this Agreement.

PART X – PAYMENT FOR SERVICES

8.0 PAYMENT FOR SERVICES

- 8.1 The District will pay the City for the supply of Building Inspection Services in accordance with the terms and conditions of this Agreement.
- 8.2 The fees calculated for the provision of each Service under this Agreement shall be set out Schedule F.
- 8.3 The fees shall be recalculated and amended no later than **December 15** each year during the Term of this Agreement.
- 8.4 The City will provide an invoice to the District in accordance with Section 22.0 on an annual cycle on **December 1** of each year during the Term of this Agreement. Invoices will reflect service hours and travel costs provided within the given period.
- 8.5 The District will pay all of the City's invoices within thirty days of issuance. Interest on all outstanding invoices shall accrue at a rate of **two (2)** percent, calculated monthly.

PART XI – GENERAL CLAUSES

9.0 RIGHTS OF ACCESS

- 9.1 Representatives of the City may at any time enter upon the District boundaries for the purpose of providing any of the Services required in accordance with this Agreement, as outlined by Section 3.0, or for the purposes of inspecting the District's building supply and ensuring compliance with the terms of the Agreement.

10.0 TERMINATION FOR BREACH OF AGREEMENT

- 10.1 Termination by the City: Whether or not the Services, or any of them are discontinued, or any disconnections are made, where invoices remain unpaid by the District as at **March 1** of the following year, the City shall have the right, without prejudice to any other right or remedy, to give immediate notice of termination of this Agreement without prejudice to any other rights or remedies the City may have, including the right to seek recovery of any outstanding debt(s) owing to it by the District. The Parties acknowledge and agree that this Section 10.1 does not limit either Party's respective rights under Section 9.1 above.

- 10.2 Termination by the District^[AC2]: If the City defaults in the performance or observance of any term or condition of this Agreement, the District shall have the right, without prejudice to any other right or remedy, to give immediate notice of termination of this Agreement without prejudice to any other rights or remedies the District may have, including the right to seek recovery of any outstanding debt(s) owing to it by the City. The Parties acknowledge and agree that this Section 10.2 does not limit either Party's respective rights under Section 9.1 above.
- 10.3 Termination by Either Party for Breach: Should either party be in breach of its covenants or undertakings under this Agreement, other than a failure by the District to pay for Services, and such breach remains un-rectified for a period of thirty (30) days following written notification of such breach, the party not in breach may, at its option and without prejudice to any other rights or remedies it might have, immediately terminate this Agreement. The Parties acknowledge and agree that this Section 10.3 does not limit either Party's respective rights under Section 9.1 above.
- 10.4 If this Agreement is terminated or otherwise cancelled for any reason, a prorated portion of any advance payments made by the District will be refunded once all amounts owing to the City have been fully paid.

11.0 LIABILITY & INDEMNITY

- 11.1 The City does not warrant or guarantee the continuance or quality of any of the Services provided under this Agreement and shall not be liable for any damages, expenses, or losses occurring by reason of suspension or discontinuance of the Services for any reason which is beyond the reasonable control of the City, including without limitation, forces of nature, soil erosion, landslides, lightning, washouts, floods, storms, serious accidental damage, strikes or lockouts, vandalism, negligence in the design and supervision or construction of the District's Systems or Infrastructure, or in the manufacture of any materials used therein, and other similar circumstances.
- 11.2 The City and the District shall each indemnify and save harmless the other Party, and that other Party's employees, agents, volunteers, directors and Council members, in respect of any action, suit, claim or proceedings of any kind by a person who is not a party to this Agreement, in respect of any act or omission (excluding willful misconduct or negligence on the part of that Party or its officers, employee agents, volunteers, directors or Council members) in respect of the provision of Services under this Agreement. The indemnities contemplated in this Section 11.2 will survive the termination or expiration of this Agreement.

12. INSURANCE

- 12.1 Each Party to this Agreement shall maintain their liability insurance with the Municipal Insurance Association of British Columbia, or comparable insurance providing at least Fifteen Million (\$15,000,000.00) Dollars in liability coverage per occurrence, and shall include the other Party and its officers, employees, agents, volunteers, directors and Council members as additional insureds under such policy, in respect of activities relative to this Agreement. This coverage will include, but will not be limited to, general liability protection, indemnity and other coverages

including environmental impairment liability (pollution coverage). All policies will contain customary cross liability clauses and confirmation that the terms of all policies shall be provided to each party within thirty (30) days after a policy is issued or amended.

- 12.2 The required insurance coverage pursuant to this Agreement will be arranged prior to the provision of Services under this Agreement.

13.0 COMMUNICATIONS AND CONTRACT PROTOCOL

13.1 All the Parties to this agreement will appoint one or more representatives, with notice to the other Parties of such appointments as the principal contacts for official communications about this Agreement, and as the principal contacts for operational matters pursuant to this Agreement. The Parties further agree to establish a communications protocol to manage issues arising under this Agreement.

13.2 Each party shall promptly notify the other party of any matter which is likely to continue or give rise to a violation of its obligations under this Agreement.

14.0 DISPUTE RESOLUTION

14.1 In the interest of cooperative and harmonious co-existence, the parties agree to use their best efforts to avoid conflict and to settle any disputes arising from or in relation to this Agreement.

14.2 In the event that the parties fail to resolve matters, the parties shall seek a settlement of the conflict by utilizing methods agreed upon in Section 14.3, and recourse to the Courts shall be a means of last resort, except when public health or safety is concerned.

14.3 In the event of any dispute or material disagreement between the City and the District regarding the interpretation or application of any provision of this Agreement, the parties agree that:

(a) the dispute resolution procedure set out in Section 14.3 of this Agreement can be initiated by one of the Parties delivering to the other Party written notice setting out the relevant facts of the dispute and the provisions of this Agreement or other basis of claim to justify the Party's position;

(b) within 72 hours of receiving written notice, the City and the District, through senior managers appointed by each of the Parties, will in good faith make all reasonable efforts to resolve the dispute by negotiation, during which time each Party will disclose to the other Party all relevant information relating to the dispute;

(c) If the dispute is not resolved within ten days, the Parties will appoint a qualified mediator in a timely manner and attempt in good faith to further negotiate a resolution of such dispute; and

(d) If the mediator cannot resolve the dispute within five days from being appointed, Division 3 of Part 9 of the *Community Charter*, [SBC 2003] Chapter 26 applies.

15.0 RELEASE AND COVENANT NOT TO SUE

15.1 The City and the District each release and covenant not to bring any action, suit, claim or proceedings of any kind against the other Party or the officers, employees, agents, volunteers, directors or Council members of that Party, in respect of any act or omission by those persons in the provision of Services under this Agreement, excluding any willful misconduct or negligence and failing to fully indemnify the City from third party claim and actions

16.0 WAIVER

16.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

17.0 CUMULATIVE REMEDIES

17.1 No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

18.0 RELATIONSHIP OF PARTIES

18.1 No provision of this Agreement shall be construed to create a partnership or joint venture relationship, an employer-employee relationship, a landlord-tenant, or a principal-agent relationship.

19.0 ACKNOWLEDGEMENT OF RIGHTS

19.1 Nothing contained in this Agreement will be deemed to limit or affect the legal rights, duties or obligations of the City or District. The Parties agree that nothing in this Agreement will affect the cooperation or consultation covenants the Parties have entered into pursuant to other Agreements.

20.0 HEADINGS

20.1 Headings that precede sections are provided for the convenience of the reader only and shall not be used in constructing or interpreting the terms of this Agreement.

21.0 ENTIRE AGREEMENT

21.1 This Agreement constitutes the entire Agreement between the Parties in relation to the provision of Services and there are no undertakings, representations or promises express or implied, other than those expressly set out in this Agreement.

21.2 This Agreement supersedes, merges, and cancels any and all pre-existing agreements and understandings in relation to the provision of Building Inspection Services and Administrative Services in support of Building Inspection Services in the course of negotiations between the Parties.

22.0 NOTICE

22.1 The address for delivery of any notice or other written communication required or permitted to be given in accordance with this Agreement, including any notice advising the other Party of any change of address, shall be as follows:

(a) to City:

424 West Third Avenue
Prince Rupert, B.C. V8J 1L7

(b) to District:

700 Pacific Avenue
Port Edward, B.C. VOV 1G0

22.2 Any notice mailed shall be deemed to have been received on the fifth (5th) business day following the date of mailing. By notice faxed or emailed will be deemed to have been received on the first (1st) business day following the date of transmission. For the purposes of Section 22.2, the term "business day" shall mean Monday to Friday, inclusive of each week, excluding days which are statutory holidays in the Province of British Columbia.

22.3 The Parties may change their address for delivery of any notice or other written communication in accordance with Section 22.1.

23.0 SEVERANCE

23.1 In the event that any provision of the Agreement should be found to be invalid, the provision shall be severed and the Agreement read without reference to that provision.

23.2 Where any provision of the Agreement has been severed in accordance with Section 22.1 and that severance materially affects the implementation of this Agreement, the parties agree to meet to resolve any issues as may arise as a result of that severance and to amend this Agreement accordingly.

24.0 AMENDMENT

24.1 The Agreement shall not be varied or amended except by written agreement of both Parties.

24.2 No waiver of the terms, conditions, warranties, covenants, and agreements set out herein shall be of any force and effect unless the same is reduced to writing and executed by all parties hereto and no waiver of any of the provisions of this Agreement will constitute a waiver of any other provision (whether or not similar) and no waiver will constitute a continuing waiver unless otherwise expressly provided.

25.0 GOVERNING LAWS

25.1 This Agreement is to be governed by and construed in accordance with the applicable laws of the Province of British Columbia and of Canada, and the parties attorn to the courts of the Province of British Columbia.

26.0 ASSIGNMENT

26.1 The rights and obligations of the Parties may not be assigned or otherwise transferred. An amalgamation by a Party does not constitute an assignment.

27.0 LANGUAGE

27.1

In this Agreement:

- (a) reference to "Party" and "Parties" means one or both parties to this Agreement, as the context demands;
- (b) reference to a whole, for example, "Building" or "Building Regulations", includes reference to a portion thereof;
- (c) the headings and captions used in this Agreement are for convenience only and do not form part of this Agreement and are not to be used to interpret, define or limit the scope or intent of this Agreement or any of its provisions;
- (d) a reference to a statute includes every regulation made under the statute, including City bylaws, as amended or replaced from time to time;
- (e) words importing the singular include the plural and vice versa and words importing the neuter gender include the masculine and the feminine genders; and
- (f) a reference to an approval, authorization, consent, waiver or notice means written approval, authorization, consent, waiver or notice.

28.0 ENUREMENT

28.1 The Agreement enures to the benefit and is binding upon the Parties and their respective heirs, executors, administrators, successors, and assigns.

29.0 COUNTERPARTS

29.1 This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

CORPORATE PROCEEDINGS

30.1 Each Party represents and warrants to the other Party that all necessary corporate proceedings have been taken to authorize the entry of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

On behalf of the *City of Prince Rupert*

[Position]

[Position]

On behalf of the ***District of Port Edward***

[Position]

[Position]

Schedules:

SCHEDULE A: District of Port Edward Council Resolution

SCHEDULE B: City of Prince Rupert Council Resolution

SCHEDULE C: Map of Port Edward Lands

SCHEDULE D: Port Edward Zoning Bylaw No. 713

SCHEDULE E: Port Edward Building Bylaw No. 716

SCHEDULE F: Fee Schedule

SCHEDULE G: Proof of Insurance



DISTRICT OF PORT EDWARD

6f

REGULAR COUNCIL REPORT FOR DECISION

Date: February 13, 2024
To: Mayor and Council
From: Todd Francis, Chief Administrative Officer
Subject: Fire Hall Washroom/Shower

Recommendation:

That Council approve the proposed budget increase of \$29,500.00 plus GST for the installation of the new washroom with a shower at the Fire Department as an addition to the existing Fire Hall renovation project.

Background:

The proposal is seeking approval for the additional cost associated with the installation of a new washroom with a shower at the Fire Department premises.

The proposed project is essential for ensuring the health and safety of our firefighting personnel, aligning with legislative requirements outlined by the Province of British Columbia. The need for a dedicated washroom with a shower at the Fire Department arises from the increasing importance of maintaining hygiene standards for our firefighting team.

The existing facilities do not adequately meet the health and safety requirements mandated by provincial regulations.

Marcan is currently on site to complete the Fire Hall Renovation Project, they were asked to submit a quote as a result of managing this project.

Scope of Work

The proposed scope of work for the installation of a separate shower room and washroom includes the following key components:

- Asbestos abatement
- Framing of new walls for the shower room and new pocket doors
- Installation of new water supply and sanitary lines
- Supply and installation of a new shower base and surround
- Supply and installation of shower control and shower head
- Supply and installation of drywall, mud tape, ready for paint
- Priming and painting of new walls and trim
- Supply of one new bathroom exhaust fan
- Supply and installation of one new ceiling light fixture
- Supply and installation of two new pocket doors
- General site cleanup and disposal of construction debris

Budget Implications

The approved budget for the Fire Hall renovation project is \$100,000, Marcan was awarded this project at a cost of \$88,000, this proposed work would be an addition to this budget bringing the total project to \$129,500, the remaining \$12,000 will be used as a contingency towards this project if needed.

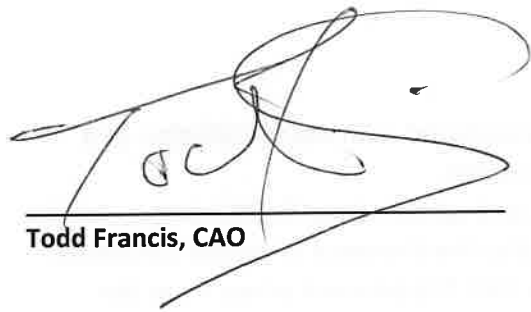
This allocation covers the outlined scope of work and is considered a prudent investment in the well-being, health and safety, and operational efficiency of our firefighting personnel.

Rationale

The installation of a dedicated washroom with a shower is not only a proactive step in ensuring the health and safety of our firefighters but also aligns with the legislative requirements set forth by the Province of British Columbia.

Providing adequate facilities for personal hygiene is imperative in mitigating health risks and maintaining a positive and conducive working environment.

This project aligns with the Council's Strategic Plan Values and Key Focus Areas.



Todd Francis, CAO

Attachment:

Approved for Submission to Council:

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

Marcan Construction Ltd.

#100 1151 Chamberlin Ave Prince Rupert, BC V8J 4J5

Ph: (250) 627-1500

Fax: (250) 627-8850

Cel: (250) 600-0866

Email: aaron@marcanconstruction.ca

January 20, 2024

District of Port Edward

Attn: Tod

Port Edward, BC

Re: Alter existing washroom to accommodate shower stall

Based on our discussion and brief conversation in Municipal Hall:

To reconfigure existing second floor washroom to include a shower stall and alternate price for a separate shower and washroom.

Option 01:

Scope of work for separate shower room and washroom:

- Asbestos abatement
- Frame new walls for shower room and for new pocket doors
- Install new water supply and sanitary lines
- Supply and install new shower base and surround
- Supply and install shower control and shower head
- Supply and install drywall, mud tape, ready for paint
- Prime and paint new walls and trim
- Supply one new bathroom exhaust fan
- Supply and install one new ceiling light fixture.
- Supply and install two new pocket doors
- General site cleanup and disposal of construction debris

Our budget for this work is \$29,500.00 plus GST

Option 02:

Same scope of work as in Option 1, but for a combined room:

- Reduce one door supply and install
- Reduce required framing
- Reduce flooring
- Reduce Gyproc supply, install and finishing
- Reduce painting.

Our budget for this work is \$27,200.00 plus GST

Breakout price:

Labour Cost	\$7,585.00
Materials	\$6,560.00
<u>Sub-Trades</u>	<u>\$13,055.00</u>
Total	\$27,200.00

Note:

- Sub-Trades include: Electrician, Plumber, Asbestos abatement and floor layer
- It would be cost effective if we dealt with the asbestos abatement at the same time with the washroom and the windows at the same time.
- See attached plans

All work is performed by staff certified in their trade.

Thank you for allowing us the opportunity to provide a price on this work and we look forward to working with you again.

Sincerely,

Aaron Marogna



DISTRICT OF PORT EDWARD

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REGULAR COUNCIL REPORT FOR DECISION

Date: February 13, 2024
To: Mayor and Council
From: Todd Francis, Chief Administrative Officer
Subject: Climate Action Plan – Single Source Request – Urban Systems

Recommendation:

That Council approves this “Single Source Request” for a Climate Action Plan by Urban Systems for \$97,000, funding will come from the Climate Action funding from Province (LGCAP).

Background:

See attachment for a proposal from Urban Systems to develop a comprehensive Climate Change Action Plan for the District of Port Edward.

Recognizing the increasing impacts of climate change on local communities and in alignment with the Local Government Climate Action Program (LGCAP), the District has an opportunity to utilize a portion of the funding received from this program to address climate change challenges.

The rationale for single source is the timing of the project and timelines associated with the program, if RFP is issued, strong possibility of not meeting timelines.

Municipalities have until March 2025 to spend and report back to the Province on how these funds are being spent, Climate Action Plan is an eligible expense under the funding agreement.

The time lines are tight to complete the plan and then spend the remaining funds.

Total funding is approximately \$129,000 (2024 is the final funding year for this program \$43,000/year for three years), remaining funds, upon completion of Climate Action Plan, is approximately \$32,000.

The plan will make recommendations on how the remaining funds can be spent.

Background

Local governments in British Columbia are facing the challenges of a changing climate, and proactive measures are essential for both mitigation and adaptation.

The District of Port Edward, in its commitment to reducing greenhouse gas emissions and building climate resiliency, became a signatory to the Carbon Neutral Protocol in 2007.

Moreover, the 2020 Official Community Plan (OCP) reflects the District's commitment to achieving a 10% reduction in greenhouse gas emissions by 2030.

Proposed Approach

Urban Systems proposes a collaborative approach involving District staff and community engagement to develop a Climate Change Action Plan tailored to the specific needs of Port Edward.

The key tasks in this approach include understanding local climate change projections, evaluating greenhouse gas emissions, engaging with the community to identify vulnerabilities, conducting a risk assessment, and proposing innovative and implementable actions.

Expected Outcomes

The proposed Climate Change Action Plan aims to deliver the following outcomes:

- Priority recommendations for maximizing the value of remaining LGCAP funding.
- Strategic recommendations for greenhouse gas mitigation actions and measures to reduce climate hazard impacts over the next 2 – 5 years, emphasizing cost-benefit and highest value.
- An action plan aligned with local and regional policies, integrated into the District's annual budgeting and project planning cycle.
- Staff confidence in the plan's implementation, with community input integrated into the process.
- Positioning the District to pursue funding programs for implementing identified actions.

Budget Impact

The budget for this crucial project is \$97,900, exclusive of GST.

This includes all necessary activities to ensure a thorough and effective development of the Climate Change Action Plan.

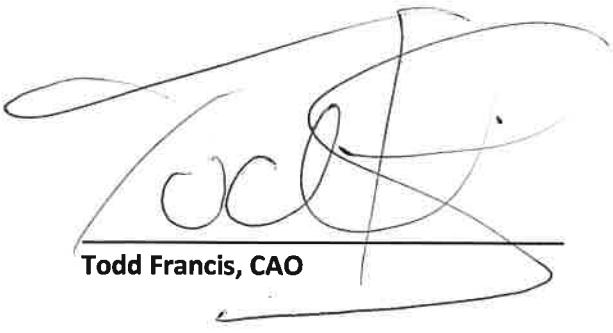
Conclusion

In consideration of the significance of climate change for the District of Port Edward, and recognizing the expertise and proven track record of Urban Systems, we recommend approving the "Single Source Request" to engage Urban Systems for the development of the Climate Change Action Plan.

This project aligns with the District's commitment to sustainability, and the proposed approach ensures that the resulting plan will be reflective of the community's unique needs and concerns.

This request aligns with our OCP and Council's Strategic Initiatives.

Having a Climate Action Plan in place will open doors for additional funding opportunities as it relates to projects aligned with Climate Change.



Todd Francis, CAO

Attachment:

Approved for Submission to Council:

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

Attention: Todd Francis, District of Port Edward

Project: Draft Climate Change Action Plan Work Program for Port Edward

Urban Systems is pleased to provide this work program to complete a Climate Change Action Plan (the Plan) for the District of Port Edward (the District). The work program describes the activities required to develop the Plan, which includes:

- A greenhouse gas emissions inventory and forecast,
- A high-level vulnerability assessment,
- Engagement with community members, staff, leadership, and First Nations
- Strategic emission reduction target-setting and visioning, and
- Implementable climate mitigation and adaptation objectives and actions for the District.

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).

We are passionate and committed to supporting northwestern British Columbia communities and their residents by creating sustainable, livable, and healthy communities. We value the opportunity to complete this project with the District of Port Edward.

PROJECT UNDERSTANDING

Climate change is a 'wicked problem', which means it is difficult to solve because of the complex interdependencies and incomplete knowledge about the solutions. The Federation of Canadian Municipalities has estimated that close to 50% of Canada's greenhouse gas emissions are influenced by decisions made by municipal governments. With the growing urgency of climate change planning in Canada, there is opportunity for small communities to act and contribute to national, provincial and territorial emissions reduction targets.

Local governments across British Columbia have already begun to bear the impacts of a changing climate and have taken a leadership role in both mitigating and adapting to climate change. To help address this challenge, the Province developed the Local Government Climate Action Program (LGCAP), which provides local governments with predictable funding to plan and implement climate change initiatives. We understand that the District received funding from this program and would like to utilize a portion of this funding to develop the Climate Change Action Plan.

The District is committed to supporting the Province's goal of reducing greenhouse gas emissions and building climate resiliency. In 2007, the District became a signatory to the Carbon Neutral Protocol, a program created by the Carbon Neutral Company (formerly Future Forests) to assist municipalities and organizations with reducing their contributions to climate change. In the 2020 OCP, the District committed to reducing greenhouse gas emissions by 10% by 2030. 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.

WORK PLAN

Based on our experience delivering similar projects and our conversations with the District of Port Edward, we have prepared the following work program to complete a Climate Change Action Plan. The work program includes the following phases:



Phase 1: Prepare

Task 1.1: Startup Meeting

We will kick-off the project at a virtual meeting with the District's project team. We will confirm project objectives, the workplan and schedule, desired outcomes, budget, communication channels/protocols and introduce key team members.

Deliverable: Startup meeting notes

Timeline: March 2024, contingent on timing of project approval

Task 1.2: Policy and Data Review

We will review background documents, including but not limited to the District's OCP, Strategic Plan, and any other documents deemed relevant by the District. We will review existing and draft climate change plans from nearby municipalities (e.g. Prince Rupert, Terrace) and the North Coast Regional District to ensure alignment. We will also review the District's Census data to understand existing conditions (e.g. transportation trends, age and condition of housing stock). To complete this task, we will rely on the District to share all relevant plans and policies with us.

Deliverable: Policy review summary memorandum

Timeline: April 2024

Task 1.3: Communications and Engagement Plan

We will prepare a Communications and Engagement Plan that outlines the context, objectives, key stakeholders, key messages, schedule, and tactics for engagement throughout the project.

Deliverable: Communications and engagement plan

Timeline: April 2024

Phase 2: Understand

Task 2.1: Climate Change Projections and Impacts

We will develop an understanding of climate change projections for the region. We will review and summarize available climate change assessments for the District with a focus on key indicators (i.e. temperature and precipitation) and extreme events (e.g. flooding, sea level rise, drought, wildfire, storms). We will use publicly available data from the federal Climate Data portal to understand projected changes.

Deliverable: Climate projections summary memorandum

Timeline: May 2024

Task 2.2: Greenhouse Gas Emissions Inventories

We will develop a community-wide greenhouse gas emissions inventory and a corporate emissions inventory for the District. The community inventory will include energy and emissions data from the province's Community Energy and Emissions Inventory for the transportation, buildings, and solid waste sectors. The corporate inventory will include energy and emissions data for the District's buildings and corporate fleet.

To complete the corporate inventory, we will rely on the District to provide data on corporate energy consumption, including electricity, natural gas, propane, gasoline, and diesel fuel usage. Port Edward will be able to use these inventories to complete future LGCAP reporting requirements.

Deliverable: Excel-based emissions inventory and summary memorandum

Timeline: May 2024

Task 2.3: Engagement Session #1

We will organize one trip to Port Edward to engage with the public through an open house, an online survey, and an online participatory mapping exercise. During this trip, we will also host meetings with District staff and council to discuss their existing work and priorities related to climate change.

This first round of community engagement is proposed to focus on:

- Informing community members and stakeholders about Port Edward's current emissions and climate projections
- Identifying potential climate vulnerabilities, and
- Collecting initial ideas about actions the District can take to address climate change.

We will notify nearby First Nations of the project and invite them to participate in the engagement sessions. These Nations are proposed to include Tsimshian First Nations, which include Metlakatla, Lax Kw'alaams, Kitkatla, Hartley Bay, Klemtu, Kitselas and Kitsumkalum. We will be available for individual, virtual calls with the Nations if they wish to participate in the engagement sessions. The results will be summarized in a 'What We learned' memo.

Deliverable: Engagement session and what we learned memo

Timeline: June 2024

Task 2.4: Vulnerability Assessment

Drawing on the information gathered in the previous tasks, we will complete a high-level vulnerability assessment to document the potential impacts of climate change on the community. This will include Port Edward's assets such as roads, buildings, water and wastewater systems, and other municipal infrastructure. The purpose of the vulnerability assessment is to develop an understanding of the exposure, severity, and potential climate change impacts on Port Edward's assets to support prioritization of adaptation measures.

Deliverable: Vulnerability assessment results memorandum

Timeline: June 2024

Phase 3: Plan

3.1: Draft Emission Reduction Targets

Based on the results from the engagement activities, we will develop draft greenhouse gas emissions reduction targets for corporate and community emissions. Targets will be developed through a top-down aspirational approach. We will work to align the targets with existing regional and provincial targets.

Deliverable: Draft emission reduction targets

Timeline: July 2024

3.2: Draft Key Themes and Objectives

Based on the results from the engagement activities, we will draft key themes and objectives for the District's Climate Change Action Plan. We will have a virtual meeting with District staff to review these key themes and objectives along with the draft emissions reductions targets prior to beginning the next task.

Deliverable: Draft themes and objectives

Timeline: July 2024

3.3: Draft Actions

Based on results gathered from previous tasks, we will develop a list of potential high-impact mitigation and adaptation actions that are aligned with the previously developed themes and objectives. We will include innovative actions that can be implemented by the end of the LGCAP program funding in 2025. The project team will focus on 'SMART' (specific, measurable, achievable, relevant, and time-bound) actions that support multiple objectives and co-benefits beyond climate action.

Deliverable: Draft actions

Timeline: August 2024

3.4: Forecast Future Emissions

Building off the actions identified above and the corporate and community emissions inventory, we will forecast the District's future greenhouse gas emissions to 2050. This will involve quantifying the emissions reductions associated with each action, as well as estimating the impact of relevant provincial and federal policies on local emissions.

Deliverable: Excel-based emissions forecast and summary memo

Timeline: September 2024

3.5: Engagement #2

We will host a second round of in-person engagement to review and confirm the draft targets, themes, objectives, and actions with community members and stakeholders. This will include a meeting with District staff, council, an open-house event, and an online community survey for the public. We will also be available for virtual calls with nearby First Nations if they wish to participate. The results will be added to the 'What We Learned' memo.

Deliverable: Engagement session and what we learned memo

Timeline: October 2024

Phase 4: Finalize

4.1: Draft Climate Action Plan

We will incorporate the targets, themes, objectives, and actions into the draft Climate Change Action Plan. The draft Plan will also include background information on the District's emissions, future climate projections, climate vulnerabilities, and feedback from the engagement activities. We will submit the draft plan to the District for review. We will have a virtual meeting with the District to discuss feedback and recommended changes.

Deliverable: Draft climate action plan

Timeline: November 2024

4.2: Final Climate Action Plan

Based on the feedback from staff, we will update and finalize the District's Climate Change Action Plan. The final Plan will be laid out by our graphic designer to ensure the information is presented in a clear, coherent, and visually appealing manner. The Plan will follow the District's branding guidelines and meet best practice standards for accessible document design.

Deliverable: Final climate action plan

Timeline: December 2024

4.3: Council Presentation

We will present the final Climate Change Action Plan to council at an in-person session.

Deliverable: Council presentation

Timeline: December 2024

SCHEDULE

We propose to start this project in March 2024 and to complete it by December 2024. The proposed timeline is included on the following page and can be modified to suit the District's requirements.

Timeline	Task
Phase 1: Prepare	
1.1	Startup Meeting March 2024
1.2	Policy and Data Review April 2024
1.3	Communications and Engagement Plan April 2024
Phase 2: Understand	
2.1	Climate Change Projections and Impacts May 2024
2.2	Greenhouse Gas Emissions Inventories May 2024
2.3	Engagement Session #1 June 2024
2.4	Vulnerability Assessment June 2024
Phase 3: Plan	
3.1	Draft Emission Reduction Targets July 2024
3.2	Draft Key Themes and Objectives July 2024
3.3	Draft Actions August 2024
3.4	Forecast Future Emissions September 2024
3.5	Engagement #2 October 2024
Phase 4: Finalize	
4.1	Draft Climate Action Plan November 2024
4.2	Final Climate Action Plan December 2024
4.3	Council Presentation December 2024

FEES

Our proposed fees to complete this project are \$97,900, exclusive of GST. The fees are shown by task in the table below. All disbursements are included. The proposed fee schedule does not include costs associated with materials to complete community engagement activities, such as venue rentals and third-party advertising costs.

Phase 1: Prepare		Total
1.1	Startup Meeting	\$2,100
1.2	Policy and Data Review	\$5,600
1.3	Communications and Engagement Plan	\$3,700
		<i>Subtotal</i>
		\$11,400
Phase 2: Understand		
2.1	Climate Change Projections and Impacts	\$6,200
2.2	Greenhouse Gas Emissions Inventories	\$6,100
2.3	Engagement Session #1	\$11,000
2.4	Vulnerability Assessment	\$10,500
		<i>Subtotal</i>
		\$33,800
Phase 3: Plan		
3.1	Draft Emission Reduction Targets	\$3,200
3.2	Draft Key Themes and Objectives	\$3,700
3.3	Draft Actions	\$8,000
3.4	Forecast Future Emissions	\$5,400
3.5	Engagement #2	\$11,000
		<i>Subtotal</i>
		\$31,300
Phase 4: Finalize		
4.1	Draft Climate Action Plan	\$8,300
4.2	Final Climate Action Plan	\$5,500
4.3	Council Presentation	\$7,600
		<i>Subtotal</i>
		\$21,400
		Total
		\$97,900

CLOSING

Thank you for the opportunity to submit this work program. We hope that this scope of work meets your needs, however if you have any questions, require clarification or any adjustments, please do not hesitate to reach out to the undersigned. We are excited for the opportunity to work with the District of Port Edward on this project.

Signed,

URBAN SYSTEMS LTD.



Kailee Mortimer
Climate Change Specialist



Aaron Coelho, MSc, PAg
Water Resources & Climate Change Specialist



REGULAR COUNCIL REPORT FOR DECISION

Date: February 13th, 2024
To: Mayor and Council
From: Todd Francis, Chief Administrative Officer
Subject: OCP and Zoning Bylaw Update

Recommendation:

That Council approves this “Single Source Request” for a OCP and Zoning Bylaw by Urban Systems for \$87,500, funding will come from the Capacity Funding for Local Government Housing Initiatives.

Background:

In response to the recent legislative changes introduced by the Province of BC, this report outlines a comprehensive work program and budget proposed by Urban Systems for updating the District of Port Edward's Official Community Plan (OCP) and Zoning Bylaw. The focus is on bringing these bylaws into compliance with Bill 44, which mandates amendments to accommodate Small Scale, Multi-Unit Housing (SSMUH) requirements. The proposed update will also consider the broader community needs and priorities.

Project Understanding

In late 2023, the Province enacted Bills aimed at facilitating housing development, necessitating a review of local government bylaws, including the OCP and Zoning Bylaw. The implementation process includes specific deadlines:

- Zoning Bylaw Amendments (SSMUH): By June 30th, 2024.
- Interim Housing Needs Report (HNR): By December 31, 2024.
- OCP Updates: By December 31, 2025.
- Zoning Bylaw Amendments (Housing Needs and OCP Alignment): Before December 31, 2025.

Proposed Work Program

The update process is expected to be iterative through 2024-2025 and will be dependent on the completion of an updated Housing Needs Report. While this work program focuses on OCP and Zoning Bylaw amendments, it excludes tasks and budget related to the HNR development.

10

Iterative Process

The proposed work program acknowledges the iterative nature of the update, recognizing the evolving nature of legislative requirements. It anticipates ongoing revisions to align with provincial timelines.

Beyond Legislative Compliance

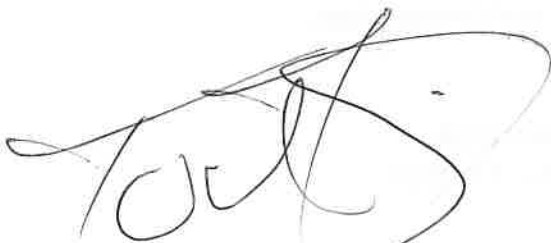
In addition to meeting provincial requirements, this work program proposes a comprehensive review and update of the OCP and Zoning Bylaws. Given that the existing bylaws were adopted in 2020, this presents an opportune time to revisit them, ensuring alignment with current community needs and priorities.

Budget Proposal

The attached budget outlines the financial requirements for undertaking the proposed work program. It encompasses costs associated with legal consultations, public consultations, data collection, analysis, and documentation. The Capacity Funding for Local Government Housing Initiatives allocation for District of Port Edward is \$152,151. Please see budget and schedule breakdown in attachment – Schedule A.

Conclusion

This work program and budget proposal from Urban Systems aims to guide the District of Port Edward in updating its OCP and Zoning Bylaw in compliance with recent legislative changes. The comprehensive approach goes beyond mere compliance, providing an opportunity for the District to address broader community needs and priorities.



Todd Francis, CAO

Attachment: Schedule A

Approved for Submission to Council:

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

February 8, 2024

File: CD-4845.0000.00

PO Box 1100
Port Edward, BC, V0V 1G0

Attention: Todd Francis, Chief Administrative Officer

RE: District of Port Edward OCP and Zoning Bylaw Updates

Thank you for the opportunity to submit this work program and budget to update the District of Port Edward's (the District) Official Community Plan (OCP) and Zoning Bylaw. We understand that the District wants to update these bylaws to ensure that they adhere to recent legislative changes introduced by the Provincial government. The bylaws were last updated and adopted in 2020, and while there has not been substantial change in the community, this will provide an opportunity for the District to revisit each of these bylaws to ensure that they align with current community needs and priorities.

1.0 PROJECT UNDERSTANDING

In late 2023, the Province of BC passed a series of Bills with the aim of facilitating more housing development. These legislative changes alter the local government land use planning framework, and trigger the review and update of key District bylaws and regulations, such as the Zoning Bylaw and OCP. The Province has outlined an implementation process, including a timeline, to help local governments bring their bylaws into compliance with the new requirements. This process includes:

- **Zoning Bylaw Amendments (Small Scale, Multi-Unit Housing)** - by June 30th, 2024 all local governments must have their Zoning Bylaws updated to align with the Small Scale, Multi-Unit Housing (SSMUH) legislative requirements.
- **Housing Needs Reports** – local governments will be required to have an interim Housing Needs Report (HNR) completed by December 31, 2024. In calculating housing needs, local governments will be required to follow a standard methodology as outlined by the Province.
- **Official Community Plans** – The District's OCP will need to be updated to reflect the housing needs identified in the HNR. The Province has set a deadline of December 31, 2025 for these changes.
- **Zoning Bylaw Amendments (Housing Needs and OCP Alignment)** – Prior to December 31, 2025, the Zoning Bylaw will have to be amended to ensure alignment and consistency with the updated housing needs and OCP.

As noted above, the updating of the District's Zoning and OCP Bylaws is expected to be an iterative process over the next two years (2024 – 2025). It is also important to note that the required updates to the OCP and Zoning Bylaws will be dependant on the completion of an updated Housing Needs Report. This work program does not include tasks nor budget related to the development of a HNR, however we would be happy to provide a work program upon request.

It is also noted that the current OCP and Zoning Bylaws were adopted in 2020. In addition to updating these documents to reflect the required legislative requirements, it will also be timely to revisit each of these bylaws to ensure that they reflect current community needs and priorities. As such, this work program proposes an

approach that goes beyond updating the Zoning and OCP through the lens of the Provincial requirements to include a more general review and update.

2.0 SCOPE OF WORK

This work program has been structured into two phases, based on the timeline requirements outlined by the Province.

- Phase 1 relates to the updating of the District's Zoning Bylaw to align with Small Scale, Multi-Unit Housing (SSMUH) legislative requirements, which needs to be undertaken prior to June 30, 2024.
- Phase 2 is associated with incorporating the results of the Housing Needs Report into the OCP and Zoning Bylaws. The timeline for the completion of the interim HNR is December 31, 2024. While some stage setting and data compilation tasks may be undertaken prior to the completion of the HNR, it is anticipated that the bulk of work associated with Phase 2 will be undertaken in 2025.

A detailed description of the proposed tasks included in this work program are outlined below.

2.1 PHASE 1 – ZONING BYLAW UPDATES (SSMUH)

As noted above, the updating of the District's Zoning Bylaw will be an iterative process, with the first series of amendments required to be completed by June 30, 2024. By this date, the District's Zoning Bylaw is required to be amended to align with SSMUH legislative requirements.

2.1.1 Virtual Start Up Meeting

We will facilitate a virtual meeting with District staff to initiate the project. The agenda will include a review of the project approach, work plan, scope and schedule.

Deliverable: Meeting Notes

2.1.2 Zoning Bylaw Review and Update (SSMUH)

Urban Systems will review and provide recommended updates to the District's Zoning Bylaw with the aim of ensuring compliance with the Province's SSMUH legislative requirements. These proposed changes will be reviewed with District staff and Council.

Deliverable: Draft Zoning Bylaw

2.1.3 Presentation to Council

Urban Systems will provide an overview of the proposed Zoning Bylaw changes to District Council. The intent of the presentation will be to inform Council on the proposed changes, as well as seek direction on specific items. Any identified revisions will be noted for incorporation into the updated Zoning Bylaw. This will be a virtual meeting.

Deliverable: Council Presentation (virtual), meeting notes

2.1.4 Finalizing Zoning Bylaw Updates

Urban Systems will finalize the Zoning Bylaw amendments based on the direction provided by District Council and staff during the presentation in Task 2.1.3. The amended Zoning Bylaw will be provided to District Council for adoption. It should be noted that the Province has waived the requirement of a Public Hearing in order to facilitate the timely adoption of updated Zoning Bylaws.

Deliverable: Updated Zoning Bylaw which aligns with SSMUH legislative requirements

2.2 PHASE 2 – OFFICIAL COMMUNITY PLAN AND ZONING BYLAW UPDATES

As previously noted, an interim HNR is required to be completed by December 31, 2024. Once the updated HNR is complete, the District's OCP and Zoning Bylaw will need to be amended to ensure alignment and consistency with the report.

While the focus of these updates will be to ensure compliance with updated legislative requirements (more specifically Bill 44), given that 5 years will have passed since the adoption of these bylaws, this project will also provide an opportunity to revisit each of these bylaws to ensure that they reflect current community needs and priorities. For this reason, we propose undertaking a general review and update of the OCP and Zoning Bylaws that goes beyond the HNR requirements. This general update would allow the District to incorporate background information, mapping, and policies that reflect the current context of the District. These updates should be viewed as a refresh of the current documents as opposed to a complete overhaul.

Since the update of the OCP and Zoning Bylaw rely on the completion of the HNR, it is anticipated that the bulk of the work associated with Phase 2 will be undertaken in 2025, although some stage setting tasks, such as the compilation of background materials, may be undertaken prior to the completion of the HNR.

It should also be noted that this work program does not include tasks nor budget associated with the development of the HNR, however we can provide the District with a work program for this work upon request.

2.2.1 Virtual Start Up Meeting

Given the extended timelines associated with the bylaw updates, we propose a second start-up meeting at the onset of Phase 2. This meeting will include District staff and will look to outline: a project approach, engagement activities, work plan, scope and schedule.

Deliverable: Meeting Notes

2.2.2 Compile and Review Background Information

We will compile and review key background documents to provide insight on the local planning context to help ensure key District initiatives are reflected in the updated OCP. This information will include, but not be limited to, relevant plans and policies; current land uses; infrastructure facilities and community services; key social and cultural drivers: and health and education information. It should be noted that we have assumed the updated

HNR will provide the housing needs and demographics data to be incorporated into the OCP. We will summarize the key findings of this background review in a memo.

Deliverable: Summary memo

2.2.3 Compile and Prepare Mapping

This task includes the updating of maps associated with the OCP and Zoning Bylaws to incorporate updated datasets and any amendments to land use and zoning that have occurred since 2020. We will also conduct Geographic Information Systems (GIS) analysis to identify future growth areas and potential infrastructure considerations to accommodate the projected housing needs as per the updated HNR.

Deliverable: Updated mapping

2.2.4 Presentation to Council

Urban Systems will provide an overview of the OCP and Zoning Bylaw updates to District Council. The intent of the presentation will be to inform Council on the proposed changes, as well as seek direction on specific items. Any identified changes will be noted for incorporation into the updated bylaws. This will be a virtual meeting.

Deliverable: Council Presentation (virtual), meeting notes

2.2.5 Community Survey

We propose a community survey to collect current sentiment from the community on key planning-related issues. The survey would be made available in both paper and online formats for approximately 2-3 weeks. Once closed, the survey results would be compiled, summarized and presented to the project team for review.

Deliverable: Community survey and summary report

2.2.6 Update the OCP and Zoning Bylaw

Based on the information compiled in earlier tasks and results of the community survey, we will update the OCP and Zoning Bylaw to reflect the current context and ensure alignment with the HNR. The updated documents will be provided to Council for review and comment.

Deliverable: Draft OCP and Zoning Bylaws

2.2.7 Community Engagement

We will work with the District to determine an approach to broader community engagement. This could include:

- a. A community open house facilitated by Urban Systems and District staff
- b. Developing an interactive website that provides information on the bylaws and provides opportunities for feedback
- c. Using an online tool such as Zoom to present the OCP and seek feedback from residents.

For budgeting purposes, we have assumed a site visit to Port Edward to conduct an Open House. The nature of the community engagement activities will be based on input received from the community survey and guidance from District staff and Council. If issues requiring more community input surface during the initial project tasks, more in-depth community engagement may be required; otherwise a simple open house hosted and facilitated by District staff may suffice.

Deliverable: Community engagement, Engagement summary

2.2.8 Staff and Council Workshop

Urban Systems will provide an overview of the proposed OCP and Zoning Bylaw changes to District Council. The intent of the presentation will be to inform Council on the proposed changes, seek direction on specific items, and provide a summary of engagement activities. Any identified changes will be noted for incorporation into the updated OCP and Zoning Bylaws. We propose an in-person meeting at the District Council chambers. If it is determined that a community open house is to be conducted as part of this project, we will be sure to coordinate the staff and Council workshop during the same trip.

Deliverable: Council Presentation, meeting notes

2.2.9 Update the Draft OCP and Zoning Bylaw

We will update the draft OCP and Zoning Bylaws to incorporate feedback obtain through the community engagement and Staff and Council Workshop.

Deliverable: Updated Draft OCP and Zoning Bylaws

2.2.10 Bylaw Finalization and Adoption Process

We will finalize the OCP and Zoning Bylaw and assist the District with the adoption process, including:

- **Referral Package Preparation** – A referral package for stakeholder and government agencies will be put together for their review.
- **Update drafts and 1st and 2nd Reading** – we would prepare updates of the draft OCP and Zoning Bylaw based on any comments from the referrals and submit this to the District for 1st and 2nd Readings of the bylaws.
- **Public Hearing and Final Approval** – The Public Hearing for the OCP will be held in accordance with the *Local Government Act*. We will attend the Public Hearing (virtually) to answer any questions that may arise.

We have assumed that our attendance in the Public Hearing and Council meeting will be virtual.

Deliverable: Final Updated OCP and Zoning Bylaws

3.0 FEES AND SCHEDULE

We will undertake the scope of work outlined in Section 2.0 for the following fees per task. Fees include all Urban Systems Ltd. staff time, travel and disbursements. Fees exclude applicable taxes. We have not included any fees associated with a legal review.

It should also be noted that information regarding the legislative requirements associated with Bill 44 is still being released by the Province. Given that the situation is very much evolving, our fees represent our best estimate based on the information currently available.

Table 3-1: Fee Estimate and Overall Budget

PHASE 1 – ZONING BYLAW UPDATES (SSMUH)			
		Cost	Timing
TASK 2.1.1	Virtual Start Up Meeting	\$1,500	February 2024
TASK 2.1.2	Zoning Bylaw Review and Update (SSMUH)	\$6,000	March – April 2024
TASK 2.1.3	Presentation to Council (virtual)	\$2,000	April 2024
TASK 2.1.4	Finalizing Zoning Bylaw Updates	\$5,500	May - June 2024
	PHASE 1 SUBTOTAL	\$15,000	
PHASE 2 – OCP AND ZONING BYLAW UPDATES			
TASK 2.2.1	Virtual Start Up Meeting	\$1,500	October 2024
TASK 2.2.2	Compile and Review Background Information	\$3,500	October - December 2024
TASK 2.2.3	Compile and Prepare Mapping	\$4,500	January – June 2025
TASK 2.2.4	Presentation to Council (virtual)	\$1,500	February 2025
TASK 2.2.5	Community Survey	\$5,500	February 2025
TASK 2.2.6	Update the OCP and Zoning Bylaw	\$20,000	February – June 2025
TASK 2.2.7	Community Engagement	\$12,500*	June 2025
TASK 2.2.8	Staff and Council Workshop	\$3,500	June 2025
TASK 2.2.9	Update the Draft OCP and Zoning Bylaw	\$12,500	July – August 2025
TASK 2.2.10	Bylaw Finalization and Adoption Process	\$7,500	September – November 2025
	PHASE 1 SUBTOTAL	\$72,500	
	TOTAL:	\$87,500	

*Note: Includes travel to Port Edward for in-person engagement

URBAN SYSTEMS WORK PROGRAM

DATE: February 8, 2024
ATTENTION: Todd Francis, Chief Administrative Officer

FILE: CD-4845.0000.00

PAGE: 7 of 7

4.0 TERMS AND CONDITIONS

Invoices from Urban Systems will be issued monthly based on the percentage of each task complete in each month. We will not invoice beyond the fee limit presented in our fee schedule without your prior approval. Any change to the scope of work or additional work will be brought to your attention and budget changes will be presented for your consideration. Additional work will not be undertaken without your prior authorization. Work in addition to the scope of services contained in this work program will be charged at our standard hourly rates. Fees and disbursements will be billed on a monthly basis with payment to be received within 30 days of the billing date. Urban Systems carries Errors and Omissions insurance.

5.0 CLOSING

Thank you for the opportunity to submit this work program. We hope that this scope of work meets your needs, however if you have any questions or require clarification or any changes or adjustments, please do not hesitate to reach out. We are excited at the opportunity to work with the District of Port Edward on this assignment.

Sincerely,

URBAN SYSTEMS LTD.



Chris Rempel, RPP
Community Planner

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DISTRICT OF PORT EDWARD

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REGULAR COUNCIL REPORT FOR DECISION

Date: February 13, 2024
To: Mayor and Council
From: Todd Francis, Chief Administrative Officer
Subject: White House Renovation Project

Recommendation:

That Council direct staff to come back with a report on demolition of White House with back fill and concrete slab on grade with costing options for Prefabricated or Modular House.

Background:

The District of Port Edward has long been committed to preserving its historical landmarks, and the White House, a cherished community asset, has been a focal point of discussions for renovation.

As stewards of municipal tax dollars, it is imperative to approach such projects with financial responsibility and transparency.

This report addresses the concerns surrounding the White House renovation project, emphasizing the need for a prudent use of funds while preserving the historical significance of the property.

Financial Responsibility

The proposed White House renovation project carries a significant financial burden, with estimates exceeding \$700,000.

In light of the current real estate valuation on the property and house, which does not surpass \$600,000, it becomes evident that the renovation cost is prohibitive.

As stewards of public funds, it is crucial to prioritize projects that align with the community's financial interests and provide a reasonable return on investment.

Consultant's Budget Analysis

Working closely with the consultant, a comprehensive budget analysis (see attached Excel cost outline) has been conducted.

The findings underscore the impracticality of pursuing a renovation given the associated costs. Furthermore, the budget does not include a contingency plan, which is essential for addressing unforeseen expenses that often arise during the renovation of older structures.



Alternative Solution

After careful consideration, it is the recommendation of staff that a thorough costing of demolition, backfill, and the installation of a concrete slab on grade should be explored. This approach allows for the consideration of a prefabricated or modular-style home as a viable alternative to traditional renovation.

Projected Cost Savings and Benefits

Initial projections indicate that this alternative approach could result in a more reasonable cost ranging between \$300,000 to \$400,000. This not only ensures fiscal responsibility but also provides flexibility.

By opting for a newer structure, the District of Port Edward not only meets its preservation goals but also introduces an upgraded home to the community.

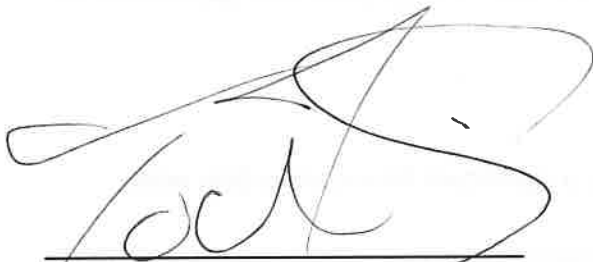
This could potentially enhance the property's value over time, aligning with the community's long-term interests.

Conclusion

In conclusion, the District of Port Edward faces a crucial decision regarding the future of the White House.

While the sentimental value and historical significance must be honored, financial prudence and transparency are paramount.

The recommended approach of exploring demolition and a prefab/modular home option provides a fiscally responsible solution, ensuring the community's resources are invested wisely while preserving the essence of the White House land.



Todd Francis, CAO

Attachment: Schedule A

Excel Cost Outline

Approved for Submission to Council:

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

ESTIMATE RENO 569 Sunset Drive Port Edward

708,900.20

MOB/DEMO

Construction Crew

Travel				17500
Travel Time	24656			

OVERHEAD

Supervisor	145	60		104,400.00
Lead Hand	125	60		90,000.00
Journeyman #1	95	60		68,400.00
Journeyman #2	95	60		68,400.00
COOK+FOOD	95	60		68,400.00
VEHICLE	120	60		7,200.00
TOOLS	140	60		8,400.00

CONTRACT

ADMIN	0			0.00
PROFIT	0			0.00
DAYS	60			

ENVIRONMENTAL

HAZMAT QUOTE				95,350.00
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LOADING & TIPPING ASBESTOS/HIGH RISK (TONNES)	70	600		42,000.00
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SIDING

SIDING 16 FT	278	23.75		6,602.50
5/4 X 4	14	29.85		417.90
5/4 X 6	9	44.75		402.75
5/4 X 10	7	76.69		536.83

BUILDING WRAP

ROLLS X 900 ft2	3	169.99		509.97
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DRYWALL

4X8	58.00	24		1,392.00
4X10	44.00	23		1,012.00
4X12	75.00	59		4,425.00
4X14	35.00	21		735.00
4X16	30.00	12		360.00
MUD BUCKETS	20.00	45		900.00
PRIMER GALLONS	20.00	40		800.00
PAINT GALLONS	40.00	50		2,000.00

LUMBER

2X4 STUD	560.00	3.89		2,178.40
2X6X16	52.00	11.46		595.92
1/2" PLYWOOD	4.00	55.33		221.32
NAILS 2 1/2"	2.00	129.99		259.98
NAILS 3"	1.00	119.99		119.99
NAILS 3 1/2"	1.00	109.99		109.99
AIR NAILER BOXES	3	160		480.00

NAILS 3" GALVANIZED	1	165	165.00
NAILS 3 1/2" GALVANIZED	1	160	160.00
50LB BOX 2 1/2 " SCREW TO MATCH LUMBER	2	123	246.00 BROWN IF CEDAR
50LB BOX 2 " SCREW TO MATCH LUMBER	1	123	123.00 BROWN IF CEDAR
50LB BOX 3 " SCREW TO MATCH LUMBER	1	123	123.00 GOLD

DECKING

2X4X10	40	
2X4X16	20	
4X4X8	20	
2X6X10	50	
2X6X16	16	
2X8X10	6	
2X8X16	12	
1X6X10	36	
1X6X16	80	
2X10X8	10	
CONTRACTOR BOX RAILS	12	120

STAIRS
BOXES, 4 INCXH APRT SPINDLES,
32 INCH LONG

OSB

2552 SQ FT	80	32.14	6,400.00
CONTINGENCY	10	32.14	321.40

INSULATION

OUTSIDE 1" X 24 X 96	160	29.99	25,520.00	
INSIDE WALLS	40	89	6,380.00	78 SQ FT R20 16 INCH SPACE
CEILINGS 2ND FLOOR	34	160	5,423.00	24 INCH SPACE R20, PREFER BLOWING

FLOORING FOR 2385 ft2

CARPET	35%	8	6,678.00
VINYL	65%	5	7,751.25

CABINETS

Kitchen	8000
Bathroom 1	1200
Bathroom 2	1500

DEWATER BASEMENT

WEeping TILE INSTALL	20000
SEALANT	2000

WINDOWS

REPLACE OLD ONLY	14000
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APPLIANCES

KITCHEN	6000
LAUNDRY	2800

BATHROOM FINISH

UPSTAIRS	3500
DOWNSTAIRS	1500

Board Highlights

January 2024

Delegations:

Claire Wooton of CCEM Strategies discussed the Tlell Flood Evacuation Route Planning Project. The Chair of the Board thanked Ms. Wooton for her delegation.

Board Business:

1. The Board adopted updated Travel & Other Expenses policies for Directors and Staff.
2. The Board resolved to support a Complete Communities Funding application and provide overall grant management for the project.
3. The Board resolved to send approved resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) in advance of the 2024 AVICC AGM & Convention.
4. The Board resolved to write a letter to the Minister of Citizens' Services, copying the Minister of Innovation, Science, and Industry and CityWest to outline concerns from Haida Gwaii residents regarding disruption of their internet services as a result of damage to CityWest's subsea fibre-optic line due to the crab fishery.
5. The Board resolved to prepare a presentation to the Ministry of Transportation and Infrastructure to advocate for seawalls to be built in sections of Electoral Areas D and E to help mitigate impacts from coastal flood and erosion.
6. The Board resolved to send a letter to the Minister of Fisheries, Oceans and the Canadian Coast Guard, copying Marine Communications and Traffic Services, and the Minister of Transportation and Infrastructure regarding service interruptions at the land weather station on Holland Rock.
7. The Board resolved to direct staff to sign and enter into an agreement with BaleForce Recycling Equipment, the successful proponent of RFP2023-04. The contract value is up to \$800,000.
8. On January 19, 2024, the Board held its Round 1 Budget meeting to consider the NCRD's 2024-2028 Five-Year Financial Plan. The Round 2 Budget meeting is scheduled for February 10, 2024 at 10:00 A.M. To learn more about the NCRD's financial planning visit the [2024-2028 NCRD Financial Plan Consultation](#) webpage.

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