



Regular Meeting of the Council of the District of Port Edward

Tuesday, May 28, 2024

7:00 PM

District of Port Edward Council Chambers

Zoom Link: <https://us06web.zoom.us/j/89833426489>

Meeting ID: 898 3342 6489

AGENDA

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

1. Adoption of Agenda

Recommendation:

THAT the Agenda for the Regular Council Meeting of May 28, 2024 be adopted as presented.

2. Adoption of Minutes

- a) **Recommendation:** THAT the minutes of the Regular Council Meeting on April 23, 2024 and Special Council Meeting on April 30, 2024 be adopted as presented.

3. Business Arising

4. Petitions & Delegation

5. Correspondence

- a) **Honourable David Eby, Premier**
RE: 2024 UBCM Convention- Meeting Request
- b) **Honourable Anne Kang, Minister of Municipal Affairs**
RE: 2024 UBCM Convention- Meeting Request
- c) **Brett deHoog, Road Area Manager, Ministry of Transportation and Infrastructure**
RE: Annual Maintenance Work
- d) **Niki Kristoff, Port Edward Event Planners**
RE: Request for Community Center Donation

- e) **Prince Rupert Curling Club**
RE: Letter of Support
- f) **North Coast Regional District**
RE: April Board Highlights
- g) **Nathan, on behalf of Victoria Transit Riders Union**
RE: Support Draft UBCM Resolution: Free Transit for Seniors
- h) **Beth Armstrong-Bewick, President, Prince Rupert Salmon Enhancement Society**
RE: Letter of Support

6. Reports

- a) **Port Edward Accessibility Committee Representative**
Recommendation: THAT Council make a motion to appoint Kaitlyn Kowal to be the new Port Edward representative on the Accessibility Committee.
- b) **Infrastructure Grant – Asset Management GIS Mapping**
Recommendation: THAT Council makes a motion to apply for the infrastructure grant and contributes \$10,000 to support the Asset Management - GIS mapping system.
- c) **May 2024 Financial Update**
Recommendation: THAT Council receive this report for information purposes only.
- d) **Community Works Fund Allocation**
Recommendation: THAT Council approves allocating the 2023 UBCM Community Works Funds to the recent Fire Hall building rehabilitation.
- e) **Isolation Valve Installation RFP Award**
Recommendation: THAT Council approves the RFP award for Isolation Valve Project to Sullivan Mechanical for the amount of E 24,092.
- f) **Truth and Reconciliation RFP Award**
Recommendation: THAT Council approves the RFP award for Truth and Reconciliation Project to Urban Systems for the amount of \$ 40,000.
- g) **Alwyn Lake and Wolf Creek Dam Operating and Emergency Plan RFP Award**
Recommendation: THAT Council approves the RFP award for the Operating and Emergency Plan for both Alwyn Lake and Wolf Creek Dams to Ecora Engineering and resource Group LTD for the amount of \$ 9,870.

7. Bylaws

8. Reports on Council Activities

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

10. New Business

11. Adjournment

2a

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

PRESENT:

COUNCIL:

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

ADMINISTRATION:

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

CALL TO ORDER

Mayor Knut Bjorndal called the meeting to order at 7:00 pm on Tuesday April 23, 2024.

AGENDA:

24-093 Moved by: Councillor Franzen
 Seconded by: Councillor McDonald

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

Carried Unanimously

MINUTES:

24-094 Moved by: Councillor Brown
 Seconded by: Councillor MacKenzie

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

Carried Unanimously

BUSINESS ARISING:

PETITIONS AND/OR DELEGATION:

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

Chris Rempel, from Urban Systems, provided Council a Powerpoint presentation outlining the Province's Small-Scale Multi-Unit Housing requirements and how it impacts our Zoning Bylaw. The Province also has provided a timeline of December 2024 to have the Interim

Housing Needs Report completed by and the Official Community Plan and Zoning Bylaws be in alignment with the Housing report by December 2025.

CORRESPONDENCE:

- a) **Honourable Rob Fleming, Ministry of Transportation & Infrastructure**
RE: Highway 599R

24-095 Moved by: Councillor Brown
 Seconded by: Councillor Franzen

THAT the letter dated April 5, 2024 sent via email in response to Council's request to reduce the speed limit near the Kinnikinnick Campground be received and filed.

Carried Unanimously

- b) **Honourable Ravi Kahlon, Ministry of Housing**
RE: Bill 16

24-096 Moved by: Councillor Franzen
 Seconded by: Councillor MacKenzie

THAT the letter dated April 8, 2024 sent via email regarding the new legislation, Bill 16, intended to support Local Governments in their efforts to build more affordable and liveable communities by received and filed.

Carried Unanimously

- c) **Honourable Ravi Kahlon, Minister of Housing**
RE: Legislative Changes to Address Housing Crisis of BC

24-097 Moved by: Councillor Franzen
 Seconded by: Councillor McDonald

THAT the letter dated April 10, 2024 sent via email regarding new legislative Bills 44,46 and 47 designed to shift land use planning to support the diversification of housing stock be received and filed.

Carried Unanimously

- d) **Michelle Boomers-MacNeill, Prince Rupert & District Hospice Society**
RE: Grant in Aid

24-098 Moved by: Councillor McDonald
 Seconded by: Councillor Brown

THAT the grant in aid application from the Prince Rupert & District Hospice Society requesting support for the 3rd Annual Hike for Hospice held on May 5th be received and file; and

FURTHER THAT Council will contribute \$500 towards this event.

Carried Unanimously

e) Mike Little, Mayor, North Vancouver District

RE: Support for Resolution Black Bear Cub Conflict Response by BC Conservation Office Service

24-099 Moved by: Councillor Franzen
 Seconded by: Councillor MacKenzie

THAT the email dated April 16, 2024 requesting local governments to support a resolution, to UBCM, to request the Province to make changes to the BC Conservation service be received and filed.

Carried Unanimously

f) Prince Rupert Senior Center

RE: Grant in Aid

24-100 Moved by: Councillor Franzen
 Seconded by: Councillor McDonald

THAT the grant in aid application from the Prince Rupert Senior Center requesting support to repair the Senior Center building be received and file; and

FURTHER THAT Council will contribute \$500 towards the Senior Center.

Carried Unanimously

g) Sharie Minions, Mayor, City of Port Alberni

RE: Resolution for Consideration by Delegates a the AVICC 2024 & Convention

24-101 Moved by: Councillor Franzen
 Seconded by: Councillor Brown

THAT the email dated March 27, 2024 requesting Council to support Port Alberni's request to call on the Provincial Government to support the needs of Rural Seniors in BC received and filed; and

FURTHER THAT Council supports this resolution.

Carried Unanimously

REPORTS:**a) Heritage Legacy Fund- Indigenous Partnership Application**

Council was provided a report dated April 23, 2024 from Polly Pereira, Director of Corporate Administrative Services, regarding a grant opportunity through Heritage Legacy Fund to help establish a Truth and Reconciliation protocol for Port Edward. The grant is for \$7,500 and it requires matching funding.

24-102 Moved by: Councillor Franzen
 Seconded by: Councillor Brown

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

Carried Unanimously

b) UBCM- Community Emergency Preparedness – Public Notification & Evacuation

Council was provided a report dated April 23, 2024 from Polly Pereira, Director of Corporate Administrative Services, regarding a grant opportunity through UBCM- Community Emergency Preparedness to support public notification & evacuation route planning. The funding is for \$ 30,000 and no matching funding required.

24-103 Moved by: Councillor McDonald
 Seconded by: Councillor Brown

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

Carried Unanimously

c) Emergency Preparedness RFP Award

Council was provided a report dated April 23, 2024 from Todd Francis, Chief Administrative Officer, regarding the award of the Emergency Preparedness to AB Consulting. There were four bids for this project and the evaluation resulted in AB Consulting scoring the highest.

24-104 Moved by: Councillor Brown
 Seconded by: Councillor Franzen

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

Carried Unanimously

BYLAWS:

a) 5 Year Financial Plan Bylaw # 754, 2024

Council received a report dated April 23, 2024 from Lorraine Page, Director of Finance, this bylaw received three readings on April 9, 2024 and is now presented for adoption.

24-105 Moved by: Councillor Franzen
Seconded by: Councillor McDonald

THAT Council gives final reading and adoption to the 5 Year Financial Plan Bylaw # 754, 2024.

Carried Unanimously

b) Tax Rate Bylaw# 755, 2024

Council received a report dated April 23, 2024 from Lorraine Page, Director of Finance, this bylaw received three readings on April 9, 2024 and is now presented for adoption.

24-106 Moved by: Councillor Franzen
Seconded by: Councillor Brown

THAT Council gives final reading and adoption to the Tax Rate Bylaw# 755, 2024.

Carried Unanimously

REPORTS ON COUNCIL ACTIVITIES:

Councillor McDonald

Attended the PRPA Town Hall meeting
Participated/Committee Member of the Community Clean Up Day

Councillor Franzen

Attended the North Coast Regional District meeting in Haida Gwaii

Councillor Brown

Attended the PRPA Town Hall meeting

Mayor

Attended a meeting with the representatives of the City of Prince Rupert to discuss the Resource Benefits Alliance funding
Attended the Community Clean Up Day
Attended the PRPA Town Hall meeting

QUESTIONS FROM THE AUDIENCE:

NEW BUSINESS:

**Jason Giesbrecht, Fire Chief, Port Edward Volunteer Fire Department
RE: Awarded 25-Year Long Service Award of BB**

The Mayor presented Jason Giesbrecht, Fire Chief, his 25-year long service metal. The Mayor thanked the Fire Chief and the firefighters for their support and dedication to the Fire Department.

**REPORTS FROM
IN-CAMERA:**

ADJOURNMENT:

24-107 Moved by: Councillor McDonald
 Seconded by: Councillor Franzen

NOW THEREFORE BE IT RESOLVED THAT at 7:59 pm the April 23, 2024 Regular Meeting of Council was adjourned.

Carried Unanimously

CERTIFIED CORRECT

Knut Bjorndal, Mayor

Polly Pereira, Director Corporate
Administrative Services and Strategic
Projects

2a.1

**MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE DISTRICT OF
PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY APRIL 30, 2024**

PRESENT:

COUNCIL:

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

ADMINISTRATION:

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

CALL TO ORDER

Mayor Knut Bjorndal called the meeting to order at 7:01 pm on Tuesday April 30, 2024.

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

AGENDA:

24-108 Moved by: Councillor Franzen
 Seconded by: Councillor Brown

THAT the Agenda for the Special Council Meeting of April 30, 2024 be adopted as presented.

Carried Unanimously

2. Petition & Delegation

**a) District of Port Edward Auditor- Sampson Li, Vohora LLP CPAs & Business
Advisors**

RE: 2023 Audited Financial Statements Overview

Mr. Li provided Council a powerpoint presentation that provided an overview of their findings and results of their audit of the District's 2023 Financial Statements.

3. Reports

a) 2023 Audited Financial Statements

Re: 2023 Audited Financial Statements

24-109 Moved by: Councillor Brown
 Seconded by: Councillor Franzen

**THAT Council approves the 2023 Audited Financial Statements as presented by
Vohora LLP.**

Carried Unanimously

ADJOURNMENT:

24-110 Moved by: Councillor Brown
 Seconded by: Councillor McDonald

NOW THEREFORE BE IT RESOLVED THAT at 7:23 pm the April 30, 2024 Special Meeting of Council was adjourned.

Carried Unanimously

CERTIFIED CORRECT

Knut Bjorndal, Mayor

Polly Pereira, Director Corporate
Administrative Services and Strategic
Projects

5a



DISTRICT OF PORT EDWARD

TO: Regular

Council Meeting Date: IC

UBC

PW Re:

AA

Recom:

May 15/24
 By: Email
 Dist To: Council

May 15, 2024

Dear Mayors and Regional District Chairs:

The 2024 Union of British Columbia Municipalities (UBCM) Convention will be held in Vancouver from September 16-20, 2024. As we prepare for the upcoming convention, my caucus colleagues and I are looking forward to meeting and working with you to continue building strong, sustainable and vibrant communities throughout our province.

We all have a role to play in finding ways to ensure our communities thrive, and UBCM provides a wonderful opportunity to listen to one another, share ideas and find new approaches. With local, provincial, federal and First Nations governments working together, we can continue to build a better BC for all.

If you would like to request a meeting with me or one of my Cabinet colleagues, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2024** and it is case sensitive. The deadline to submit your meeting requests is June 21, 2024. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

As well, further to invitations that were sent out by the Ministry of Municipal Affairs in April, I would like to remind you of two upcoming information sessions being held via Microsoft Teams on May 16 and 28, 2024. The content for each session will be identical, with ministry staff providing a technical overview of the meeting request process.

I look forward to once again being part of your convention, meeting with many of you and exploring ways that we can partner together to address the cost of living, public safety and other common issues.

Sincerely,



David Eby, KC
Premier

Office of the Premier

Web Site: www.gov.bc.ca

Mailing Address:
 PO Box 9041 Stn Prov Govt
 Victoria BC V8W 9E1

Location:
 Parliament Buildings
 Victoria

5b



DISTRICT OF PORT EDWARD

TO: Regular IC

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

CAO

DFC

PW Re:

AA

Recom:.....

Date: May 15/24

By: Emiel

Dist To: Council

May 15, 2024

Ref: 274670

Dear Mayors and Regional District Chairs:

It is my pleasure to write to you as the Minister of Municipal Affairs regarding the process for requesting a meeting with me, or with provincial staff, during the upcoming 2024 UBCM Convention in Vancouver from September 16–20, 2024.

You will receive a separate letter from the Premier, Honourable David Eby, containing information about the online process for requesting a meeting with the Premier or other Cabinet Ministers.

If you would like to meet with me, please complete the online request form at: [MUNI Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs by **June 21, 2024**. This year's invitation code is **MUNIMin2024** and is case sensitive. Meeting dates and times will be confirmed in late August. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible, in the online form, on the topics you wish to discuss. Providing information in advance gives me a better understanding of your delegation's interests and helps me prepare so our discussion can be more productive.

Ministry staff will email you shortly with the Provincial Appointment Book. This document lists all the ministry, agency, commission, and corporation staff available to meet with delegates at Convention and which topics, projects, or programs fall under their purview. Importantly, it will also provide details on how to submit an online staff meeting request. Ministry staff are also hosting identical information sessions on May 16 and May 28, 2024, via Microsoft Teams, providing a technical overview of the meeting request processes; invitations were sent in April.

This will be my second UBCM Convention as the minister responsible for local governments. I appreciated the opportunities to connect in person last year, and our conversations are always illuminating. I have also enjoyed meeting with many communities and regions since Convention, to hear more about your challenges and accomplishments. I look forward to continuing our collaborative work this summer and at Convention in September.

Sincerely,

Anne Kang
Minister of Municipal Affairs

pc: Honourable David Eby, Premier
Trish Mandewo, President, Union of BC Municipalities



5c
RECEIVED
APR 29 2024

April 22, 2024

DISTRICT OF PORT EDWARD

Re: Annual Maintenance Work Needed to Highway and Storm Sewer.

Dear Mr. Bjordnal,

Thank you for reaching out with your letter regarding annual maintenance and storm sewer concerns.

With the shift from the winter months, our annual spring and summer maintenance plans have begun. Sweeping, mowing, and brushing will be actively working throughout the entire service area in the upcoming months. These works will be performed by O'Brien Road & Bridge and MOTI approved sub-contractors. While growing vegetation may seem unsightly, safety is our highest priority. Vegetation control works encroaching on a 1.8m from shoulder edge specification will be prioritized for adequate driver sight lines.

Our maintenance contractors are required to inspect, clean, and maintain all culverts except for access and non-MOTI road culverts. Storm sewer maintenance and cleaning of storm infrastructure are the responsibility of the local municipality. We appreciate a strong working relationship between our maintenance contractors and local municipalities for overlapping maintenance activities.

My direct email address may have been recorded incorrect in your records. I can be contacted by email at brett.dehoog@gov.bc.ca and by phone at (778) 702-1525. Please feel free to contact me directly if you have any specific maintenance follow-up questions or concerns. For immediate concerns, please contact O'Brien Road & Bridge at (250) 627-8427.

Best Regards,

Brett deHoog

Roads Area Manager

Ministry of
Transportation
and Infrastructure

Skeena District

Mailing Address:
4825 Keith Avenue
Terrace BC V8G 1K7
Telephone: 250 615-3970
Fax: 250 615-3963

Location:
4825 Keith Avenue
Terrace BC V8G 1K7
www.gov.bc.ca/tran

5d

Polly Pereira

From: Niki <nikik@kristofftransport.com>
Sent: April 30, 2024 3:03 PM
To: Polly Pereira
Subject: Request for Community Centre Donation

Hi Polly,

The Port Edward Event Planners is hosting our annual Kick Off To Summer BBQ on Saturday June 1st, 2024. We would like to ask the District of Port Edward if they would consider donating the use of the Community Centre and waiving the insurance requirements as they have done for us in the past. Our BBQ will consist of serving hamburgers, hotdogs and refreshments, running games for the kids and holding our annual Tug O War challenge.

Thank you for considering our request.

Niki Kristoff
Port Edward Event Planners



Mailing Address: Box 1106, Port Edward, B.C., V0V 1G0
Ph: (250) 628-9281
Fax: (250) 628-9282
Email: nikik@kristofftransport.com

 Please consider the environment before printing this email.

Confidential Transmission - This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any other distribution, copying or disclosure is strictly prohibited. If you have received this message in error, please notify us immediately by telephone at (250) 627-5623, or by return email and destroy all copies of this communication. Thank you.

5e

Polly Pereira

From: Veronika Stewart <Veronika.Stewart@princerupert.ca>
Sent: May 22, 2024 9:01 AM
To: Polly Pereira; CAO; Mercedes Taylor; 'Joe Zelwietro'
Cc: 'Natasha Lebedick'; Anne Falvo
Subject: Request for Letter of Support
Attachments: Sample Letter of Support - PR Curling.docx

Greetings,

I'm writing to request a letter of support on behalf of our Accessibility Committee to support an application that we are supporting the Prince Rupert Curling Club to Altagas in order to upgrade their exterior with a ramp that will improve access for curlers of all abilities. Specifically, this request will help the local chapter of the Special Olympics get all of their athletes on the ice and participating, but the accessi. The City is providing a letter and the NCRD has it on their next agenda, and I have attached a sample letter if you are able to provide one as well.

Hope all is well, and looking forward to continuing to work together on improving accessibility in our region. Don't hesitate to reach out if you have any questions/concerns.

Cheers,

Veronika



Veronika Stewart (she/her)

*Manager of Communications, Engagement and Social Development,
Administration*

Phone: (250) 627 0976

Email: veronika.stewart@princerupert.ca

princerupert.ca



This message and any attachments may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by telephone and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorized and may be illegal. Thank you.

DATE

By email to prcurling@yahoo.ca

Prince Rupert Curling Club
2219 Seal Cove Road
Prince Rupert, BC V8J 3P4

To whom this may concern:

Re: Letter of Support for Curling Rink Grant Applications to Support Ramp Development

We're writing to confirm support for the Prince Rupert Curling Rink's application for funding to build an accessibility ramp and make related accessibility improvements at their facility.

The installation of a ramp will greatly improve the overall accessibility of this key recreational asset in our area. The request, brought forward by the local chapter of Special Olympics, will not only enable their athletes to make more fulsome use of the Curling Rink facility, but will also extend this recreational opportunity to all residents with accessibility needs. This improvement will also help to ensure that more seniors can age in place in our region with a variety of recreational opportunities.

All of these objectives align with our vision for livability, as well as the work of our Accessibility Committee, which also provided support for this request.

We admire the initiative of the dedicated volunteers of the Curling Club to fund projects that will greatly benefit the residents of our community.

Sincerely,

XX

Board Highlights

April 2024

Delegation:

Nika Collison, Executive Director & Curator, and Cherie Wilson, Administrative Assistant & Archives & Online Content Coordinator, provided an update on the Haida Gwaii Museum. The Board asked questions and Ms. Collison and Ms. Wilson responded accordingly. The Chair of the Board thanked Ms. Collison and Ms. Wilson.

Board Business:

1. The Board received correspondence from Sandspit community members regarding a request for an in-person public hearing for Bylaw No. 688.1, 2024 and Bylaw No. 689.1, 2024. The Board resolved to reschedule the virtual public hearing to be held at the Sandspit Community Hall on Tuesday, May 28, 2024 at 7 P.M. Director Putterill was designated as Chair of the public hearing.
2. The Board resolved to send a letter to the Ministry of Transportation and Infrastructure to discuss operation and funding for Haida Gwaii street lights within Electoral Areas D and E that are slated for removal by BC Hydro.
3. The Board resolved to adopt the Voyent Alert system and implementation will occur in summer 2024.
4. The Board resolved to authorize use of up to \$50,000 towards an Oona River First Aid Station project.
5. The Board resolved to send a letter to the Minister of Housing advising of potential service and the need for further provincial support and resourcing.
6. The Board resolved to schedule Committee of the Whole meetings for Friday, November 15, 2024 at 7 p.m. and Saturday, April 19, 2025 at 10 a.m.
7. The Board passed three readings to the [Oona River Community Service Establishment Bylaw No. 693, 2024](#).
8. The Board passed first reading to the [Sandspit-Moresby Island Interim Zoning Amendment Bylaw No. 691, 2024](#).



9. The Board resolved to send correspondence to the Minister of Environment and Climate Change, copying the Minister of Fisheries, Oceans and the Canadian Coast Guard, Marine Communications and Traffic Services, and the Minister of Transportation and Infrastructure, regarding service interruptions at the land weather station on Holland Rock.

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

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Polly Pereira

From: Harland Bird <harlandbird@protonmail.com>
Sent: May 17, 2024 12:43 PM
Subject: Will Port Edward support free transit for BC youth and seniors
Attachments: Seniors_report.pdf; Youth_memo.pdf

General Regular
 District of Port Edward
 MFC Council Meeting Date: IC
 CAO
 DFC
 PW Re:
 AA
 Recom:
 Email
 Council

Dear Councillor or Mayor,

My name is Nathan Bird and I am writing to you on behalf of the Victoria Transit Riders Union (a grassroots organization advocating for fare-free, rapid, and reliable public transit) in light of the resolution recently passed unanimously by Saanich Municipal Council requesting that the Union of British Columbia Municipalities (UBCM) lobby the provincial government to make public transit fare-free for youth aged 18 and under across BC. Another similar resolution for free transit for BC seniors (aged 65 and older) is scheduled for a vote by Saanich Council on June 10th.

The Victoria Transit Riders Union heartily supports these resolutions (attached) and humbly asks you to consider putting forward similar motions to Port Edward Municipal Council at your earliest possible convenience.

If your council should pass these resolutions it would greatly strengthen the case for free public transit for all youth and seniors going into this September's UBCM conference and, subsequently, increase pressure on the provincial government to grant this request, which we believe is in the best interests of communities and ecosystems across the province and around the world. At a stroke, expanding fare-free ridership to these age groups would increase accessibility and inclusivity in your municipality, and could reduce personal vehicle use, helping you hit your emissions reduction targets and improving road safety and traffic congestion. And these benefits would come at no increased cost to your municipality but would be underwritten by the province.

Furthermore, we believe that these measures would ultimately save BC taxpayers money by reducing costs in areas like healthcare and infrastructure.

In the future we hope to see conversations at the municipal and provincial levels about transit that is both excellent and completely fare-free as these benefits would be even greater if fare-free transit extended to people of all ages.

The Victoria Transit Riders Union thanks you for your time and consideration, and looks forward to Port Edward joining Saanich in leading the province toward a greener, healthier, and more inclusive future!

Yours,
Nathan

Sent with Proton Mail secure email.



The Corporation of the District of Saanich

Report

To: Council
From: Councillor Teale Phelps Bondaroff
Date: May 3, 2024
Subject: Draft UBCM Resolution: Free Transit for Seniors

PURPOSE:

The purpose of this report is to provide background information on the context for supporting the adoption of a draft UBCM resolution calling on the provincial government to make all public transit free for seniors.

BACKGROUND:

On July 1, 2023, Montreal launched a program that offered free public transportation fares to people aged 65 and older. In the first six months of the program the City of Montreal reported that “the number of trips taken by those in the target age group surged between 15 and 20 per cent,” and that “forty-seven per cent of eligible Montreal-area residents had signed up for the program by the end of 2023.”¹

The success of Montreal's program provides a compelling argument for why a similar program should be implemented across BC. The surge in transit use among seniors as a result of the program suggests that cost was a significant factor restricting seniors from travelling, and furthermore that free transit encourages greater mobility and accessibility for this demographic.

Increasing mobility for seniors enhances their ability to access essential services, and participate in social, recreational, and cultural activities. As a result, this policy not only improves quality of life, health, and well-being, but also helps foster a more inclusive and vibrant community.

The affordability crisis is impacting everything, and transportation costs continue to increase. The cost of transportation can be a significant barrier to someone's mobility, especially someone with a low or fixed income. Making transit free for seniors allows seniors to travel in a convenient and affordable fashion.

¹ MacDonald, T. (2024 April 28). “More seniors are using Montreal's Metro thanks to free fare program.” CBC News. Available at <https://www.cbc.ca/news/canada/montreal/seniors-montreal-metro-free-fare-program-success-1.7187516#:~:text=First%20announced%20in%20late%202022,for%20free%20within%20the%20jurisdiction>.

Montreal implemented a universal free transit program, and the universal nature of the program was a contributor to its success. A universal program with broad eligibility criteria is easy to administer and easy for members of the public to access and enjoy. On the other hand, means tested programs are complicated, administratively burdensome and expensive to implement.

BC currently has a program that provides a bus pass for people ages 60 and older,² but this program is aimed specifically at people with low incomes, and only provides people with a pass at a reduced cost. The program has strict eligibility requirements and an application process.

If you have a means test, an application process is required, someone needs to administer that test, people can fail to pass the test, resulting in people potentially falling through the cracks. Such programs also require those wishing to access them to navigate an often complicated and time-consuming application process. This process can serve as an additional barrier, not to mention potentially stigmatise those participating.

Overall, the Montreal experience demonstrates that making transit free for seniors can be both financially feasible and socially beneficial. Such programs are also environmentally beneficial. The *Clean BC Roadmap to 2030* has targets to reduce light-duty vehicle-kilometres travelled 25% by 2030, and increase walking, bicycling and public transit mode shares to 30% by 2030, 40% by 2040, and 50% by 2050.³ These goals are necessary if we are going to achieve our emissions reductions targets.

As seen in the Montreal case, removing barriers to people accessing transit increases their use of transit. As a result, making transit free for senior will encourage transportation mode shift towards increased transit use in BC. It is noteworthy that there are also other models that could be adopted or used as part of a phase in of the program. For example, the City of Barrie, Ontario, has free transit for seniors on Tuesday and Thursdays.⁴

Free transit for seniors has numerous benefits, including:

Accessibility: Many seniors in BC face financial constraints, and transportation costs can be a significant burden. Free transit enables them to access essential services like healthcare appointments, grocery shopping, and community events without financial strain.

Social Inclusion: Transportation barriers often contribute to social isolation among seniors, impacting their mental and physical well-being. Free transit encourages seniors to stay active in their communities, attend social gatherings, and maintain connections with friends and family.

Health Benefits: Accessible transportation promotes active lifestyles among seniors, encouraging them to engage in physical activity and recreation activities, thereby reducing the risk of chronic diseases associated with sedentary behaviour.

² Government of BC. (2023 May 5). "BC bus pass for age 60 and older." Available at <https://www2.gov.bc.ca/gov/content/transportation/passenger-travel/buses-taxis-limos/bus-pass/seniors>

³ Litman, T. (2023 April 5). "Provincial Policies for Achieving Transportation Emission Reduction Targets: Comments for the BC Clean Transportation Action Plan Consultation Paper." *Victoria Transport Policy Institute*. Available at <https://www.vtppi.org/ppter.pdf>

⁴ City of Barrie. (2024). "Transit Fares & Passes." Available at <https://www.barrie.ca/services-payments/transportation-parking/barrie-transit/fares-passes>

Environmental Impact and Encouraging Mode Shift: Encouraging seniors to use public transit helps reduce the number of single-occupancy vehicles on the road, lowering carbon emissions. This aligns with the province's transportation mode shift goals and GHG reduction targets.

Driver Safety: Free transit for seniors contributes to driver safety by potentially reducing the number of older adults driving when it may not be safe for them to do so. By offering an accessible and cost-effective alternative, BC can help ensure that seniors who may have diminished abilities can still travel safely and independently without risking accidents on the road.

Reduced Traffic Congestion: Free transit for seniors can help alleviate traffic congestion in urban areas by encouraging more seniors to use public transportation instead of driving. This can lead to smoother traffic flow, shorter commute times, and improved overall transportation efficiency for everyone, not to mention reduced emissions.

Economic Stimulus: Free transit for seniors can boost local economies by facilitating their participation in shopping and recreational activities. This increased spending can support local businesses and contribute to economic growth in communities.

Active Aging: Access to free transit encourages seniors in British Columbia to remain active and engaged in their communities. By providing a convenient and affordable means of transportation, seniors are more likely to participate in recreational activities, volunteer work, and other opportunities for personal enrichment, promoting active aging and enhancing their quality of life and fostering community.

Equity and Social Inclusion: Providing free transit for seniors promotes equity by ensuring that all seniors, regardless of socioeconomic status, have equal access to transportation options. It helps create more inclusive communities where everyone can participate fully.

SUMMARY:

There are numerous benefits to increasing access to public transit for seniors. These benefits include increasing access to essential services, increased social inclusion, health benefits, positive environmental impact, encouraging a shift towards more sustainable modes of transportation, improving driver and road safety, reducing traffic congestion, helping local economies, supporting active aging, equity, and inclusion. These benefits are maximized with a program that makes transit free for senior across the province. For this reason, it is recommended that Council adopt this draft UBCM resolution calling on the province to make public transit free for seniors.

Financial Implications

There are no financial implications for Saanich.

Strategic Priorities

This policy supports a number of strategic priorities, including:

- Climate action and environmental leadership – by encouraging a shift towards more sustainable modes of transportation.
- Community well-being – promoting health, inclusion equity, active aging, road safety, and affordability.
- Economic development – supporting local businesses.

RECOMMENDATION:


That Council adopt the following draft UBCM resolution:

WHEREAS transportation costs can serve as significant barrier to mobility for many British Columbian seniors, and this barrier can contribute to social isolation and adversely affect mental and physical well-being;

AND WHEREAS removing barriers to seniors using transit encourages a shift towards more sustainable transportation, helping lower emissions and reducing congestion, while simultaneously increasing affordability, access to essential services, social inclusion, health, and well-being;

THEREFORE BE IT RESOLVED THAT UBCM lobby the Provincial Government to make all public transit free for seniors (aged 65 years or older).

Prepared by:



Teale Phelps Bondaroff

Councillor

Attachment: Appendix I: Previous Relevant UBCM Resolutions

Appendix I: Previous Relevant UBCM Resolutions

Expanding the Fare-Free Transit Program

Year: 2022

Number: NR58

Sponsor(s): Central Saanich

Whereas the BC Governments fare-free transit program for youth aged 12 and under grade 6 saves families money while offering youth low-carbon transportation that helps the province and municipalities reach carbon neutrality targets;

And whereas expanding eligibility to those aged 13 and under grade 7 would reduce the current disparity between the have fare-free and those who have not within middle schools:

Therefore be it resolved that the UBCM endorse a request that the Province of BC expands the fare-free transit program for youth aged 13 and under grade 7.

Convention Decision: Endorsed

Partnerships for Fare-Free Public Transit

Year: 2020

Number: NR26

Sponsor(s): Victoria

Whereas equitable access to mobility is fundamental to full and meaningful participation in local communities, including access to education, employment, services, recreation, culture and community life, and noting that emissions from transportation generate a majority of community-based emissions in many communities, meaning that changes in transportation options have the potential to have a substantial impact in reducing green-house gas emissions;

And whereas forward-looking jurisdictions around the world from Kingston, Ontario to Kansas City, Missouri, to Luxembourg and Estonia are eliminating user-fee barriers to public transit ridership, with residents paying for transit services through the tax system rather than at the fare box:

Therefore be it resolved that UBCM call on the provincial government to work with local governments to introduce fare-free public transit services where communities support the elimination of user-fee barriers to public transit ridership.

Convention Decision: Not Considered - Automatic Referral to Executive

Executive Decision: Not Endorsed

Identical resolutions:

- NEB2 (2022) – Not endorsed
- NR17 (2021) – Not endorsed

Prioritizing Provincial Funding for Large Transit Expansions

Year: 2022

Number: NR57

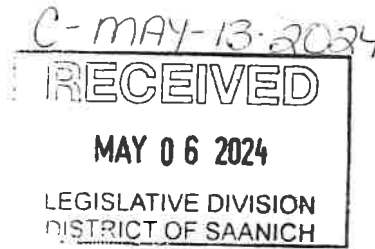
Sponsor(s): Nanaimo RD

Whereas transit systems across BC would benefit from expanded service hours to better serve residents and enable them to travel efficiently;

And whereas to remain in line with regional and provincial strategic goals for sustainable transportation, larger expansions of transit systems are necessary as they move regions and municipalities towards common goals and improve transit for a greater portion of the population:

Therefore be it resolved that UBCM urge the Ministry of Transportation and Infrastructure and BC Transit to prioritize large transit expansions when determining allocation of transit funding, in line with regional and provincial strategic goals for sustainable transportation.

Convention Decision: Endorsed as Amended



File: 1420-30 TAC

Memo

To: Angila Bains, Director of Legislative and Protective Services/Corporate Officer
From: Colton Whittaker, Transportation Advisory Committee Clerk
Date: April 26, 2024
Subject: Union of British Columbia Municipalities (UBCM) Resolution Regarding Free Transit for Young People in BC

At the March 28, 2024, Transportation Advisory Committee meeting, the committee discussed UBCM resolutions. This discussion resulted in the following motion:

“That the Transportation Advisory Committee recommend that council request the Union of BC Municipalities lobby the Provincial Government to expand the Get On Board program to include all youth up to the age of 18 as follows:

WHEREAS the Get On Board Program allows children aged 12 and under to ride all BC Transit and TransLink transit services free of charge, and this program saves families money while offering youth low-carbon transportation that helps the Province and municipalities reach emissions and transportation mode share targets;

AND WHEREAS encouraging young people to use public transportation early in life can lead to lifelong habits of sustainable transportation use, and this in turn can have long-term benefits for cities in terms of reduced congestion, lower emissions, and increased social inclusion;

THEREFORE BE IT RESOLVED THAT UBCM lobby the Provincial Government to expand the Get On Board Program to include all youth up to the age of 18.”

CARRIED

The report and an excerpt of the March 28, 2024 minutes which were approved on April 24, 2024 is attached for information.

Colton Whittaker

Colton Whittaker
Committee Clerk, Transportation Advisory Committee

MARCH UBCM ACTIVE TRANSPORTATION AND TRANSIT

The committee considered a motion brought forward by Councillor Phelps Bondaroff.

UBCM Resolution #1 – Free Transit for Young People in BC

MOVED by J. Konkel and Seconded by A. Beaubien: “That the Transportation Advisory Committee recommend that Council request the Union of BC Municipalities (UBCM) lobby the Provincial Government to expand the *Get On Board!* program to include all youth up to the age of 18 as follows:

RECOMMENDATION:

WHEREAS the *Get On Board!* Program allows children aged 12 and under to ride all BC Transit and TransLink transit services free of charge, and this program saves families money while offering youth low-carbon transportation that helps the province and municipalities reach emissions and transportation mode share targets;

AND WHEREAS encouraging young people to use public transportation early in life can lead to lifelong habits of sustainable transportation use, and this in turn can have long-term benefits for cities in terms of reduced congestion, lower emissions, and increased social inclusion;

THEREFORE BE IT RESOLVED THAT UBCM lobby the Provincial Government expand the *Get On Board!* Program to include all youth up to the age of 18.”

The following was noted during committee discussion:

- Young people are faced with a lack of transportation options.
- Similar programs have been explored in other municipalities throughout the country.
- Enhanced transit accessibility might encourage young individuals to opt out of driving.
- Businesses might find it easier to hire young people.
- Freedom to travel provides a sense of independence.
- There is a large movement in British Columbia in support of free transit.
- The current program allows individuals under the age of 12 to ride public transit for free.
- Fostering a lifetime of using public transit could allow for more volunteer and work opportunities.
- UBCM has passed similar resolutions in the past and has delegates from all over the province.
- Large sums of money are spent on transit enforcement in other jurisdictions.
- There is a racialized element to transit enforcement and a broader equity issue.
- It would be appreciated to hear from transit users in the community.

MOVED by J. Konkel and Seconded by A. Beaubien: “That the UBCM motion be amended to remove the exclamation mark.”

The Amendment was CARRIED

The Main Motion, as Amended, was CARRIED

Main Motion, as Amended:

“That the Transportation Advisory Committee recommend that Council request the Union of BC Municipalities (UBCM) lobby the Provincial Government to expand the Get On Board program to include all youth up to the age of 18 as follows:

RECOMMENDATION:

WHEREAS the Get On Board Program allows children aged 12 and under to ride all BC Transit and TransLink transit services free of charge, and this program saves families money while offering youth low-carbon transportation that helps the Province and municipalities reach emissions and transportation mode share targets;

AND WHEREAS encouraging young people to use public transportation early in life can lead to lifelong habits of sustainable transportation use, and this in turn can have long-term benefits for cities in terms of reduced congestion, lower emissions, and increased social inclusion;

THEREFORE BE IT RESOLVED THAT UBCM lobby the Provincial Government to expand the Get On Board Program to include all youth up to the age of 18.”

Background Information - Free Transit for Youth

From: Councillor Teale Phelps Bondaroff

Free Transit for Young People in BC

WHEREAS the *Get On Board!* Program allows children aged 12 and under to ride all BC Transit and TransLink transit services free of charge, and this program saves families money while offering youth low-carbon transportation that helps the province and municipalities reach emissions and transportation mode share targets;

WHEREAS encouraging young people to use public transportation early in life can lead to lifelong habits of sustainable transportation use, and this in turn can have long-term benefits for cities in terms of reduced congestion, lower emissions, and increased social inclusion;

THEREFORE BE IT RESOLVED THAT UBCM lobby the Provincial Government expand the *Get On Board!* program to include all youth up to the age of 18.

Backgrounder

The *Get On Board!* program currently allows children aged 12 and under to ride all BC Transit and TransLink transit services free of charge. Under this program children aged 6 to 12 are able to ride conventional and handyDART buses for free, unaccompanied and without requiring a fare product or identification. Children aged 5 and under must be accompanied by someone 12 years or older to ride the bus, and must board and depart at the same stop as their guardian. The proposal is to expand this program to include all young people, up to, and including the age of 18.

Young people, aged 13-18 are currently excluded from this important program in BC. Youth aged 13-18 in the crucial developmental stage of adolescence need basic mobility more than ever to thrive in every aspect of their lives. Our youths are the future of this province and our most valuable resource. We must ensure their right to access school and thrive, while BC brings up new generations who choose sustainable transportation for life.

A universal approach, ensures that no youth is left behind or singled out due to their socioeconomic status. We cannot separate the right of every youth to access their school from their access to the mobility to do so.

Youth mobility is also about the opportunity to participate in important extra-curricular activities and the freedom youth need to grow, whether they are accessing a pool, a

drop-in centre, a job, a shelter, a counsellor's office, or an extended family member's home across town.

For low-income youth whose families may not have access to a vehicle and the means to provide transit passes, youth facing marginalization, and youth living in a household where adult guardian(s) work full time, transit access is a survival lifeline to access shelter, school, jobs, community programs, support services, health care, and food security.

The cost of ensuring at-risk youth can access the essential programs and services funded to support youth outcomes in BC is downloaded onto non-profits that often struggle to 'remove the access barrier' of lack of access to transit. That youth-in-need may miss the lifesaving supports available in BC due to mobility poverty and lack of access to transit is an avoidable travesty solved with free transit up to age 18.

The City of Vancouver ran a free transit pilot project in 2021-2022, and this pilot project captured the impact of unlimited, free transit on low-income youth from their parents' perspectives. Youth took more initiative to organize their lives; parents witnessed increased uptake of after-school activities, mental health support services, and increased social inclusion. There was an overall increase in mental health and well-being among youth since they were no longer left behind or had to experience shame when asking for free rides. We can no longer afford to leave our most valuable resource behind, our youth, and we must build a new culture of green transportation rooted in generations to come.

The benefits of this program are wide-ranging, and include:

Increased accessibility: Young people, especially those from low-income families, may face barriers to accessing public transportation due to cost. Making transit free removes this barrier and ensures that young people can access education, employment, social activities, and other essential services more easily.

Fosters environmental sustainability: Encouraging the use of public transportation among young people can contribute to sustainability efforts by reducing the carbon footprint associated with individual car travel. It promotes environmentally friendly modes of transportation and helps instill sustainable habits in young people from a young age.

Equity and social inclusion: Providing free transit for young people promotes equity by ensuring that all young people, regardless of socioeconomic status, have equal access to transportation options. It helps create more inclusive communities where everyone can participate fully in social, educational, and economic activities.

Long-term benefits: Encouraging young people to use public transportation early in life can lead to lifelong habits of sustainable transportation use. This can have long-term

benefits for cities in terms of reduced congestion, lower emissions, and increased social inclusion.

Promotes independence: Free transit allows young people to travel independently, which can be empowering and important for their personal development. It enables them to participate in extracurricular activities, hold a job, visit friends and family, and explore their community without relying on others for transportation.

Reduces traffic congestion: Encouraging young people to use public transportation can help reduce the number of cars on the road, easing traffic congestion and potentially lowering emissions and improving air quality.

Supports education: Access to free transit can help ensure that young people have the ability to attend school regularly, arrive to school on time, and participate in extracurricular activities, regardless of their family's financial situation. This can contribute to improved educational outcomes and opportunities for young people.

Overall, making transit free for young people can contribute to creating more equitable, sustainable, and accessible transportation systems and communities.

Previous Relevant UBCM Resolutions

Expanding the Fare-Free Transit Program

Year: 2022

Number: NR58

Sponsor(s): Central Saanich

Whereas the BC Governments fare-free transit program for youth aged 12 and under grade 6 saves families money while offering youth low-carbon transportation that helps the province and municipalities reach carbon neutrality targets;

And whereas expanding eligibility to those aged 13 and under grade 7 would reduce the current disparity between the have fare-free and those who have not within middle schools:

Therefore be it resolved that the UBCM endorse a request that the Province of BC expands the fare-free transit program for youth aged 13 and under grade 7.

Convention Decision: Endorsed

Partnerships for Fare-Free Public Transit

Year: 2020

Number: NR26

Sponsor(s): Victoria

Whereas equitable access to mobility is fundamental to full and meaningful participation in local communities, including access to education, employment, services, recreation, culture and community life, and noting that emissions from transportation generate a majority of community-based emissions in many communities, meaning that changes in transportation options have the potential to have a substantial impact in reducing greenhouse gas emissions;

And whereas forward-looking jurisdictions around the world from Kingston, Ontario to Kansas City, Missouri, to Luxembourg and Estonia are eliminating user-fee barriers to public transit ridership, with residents paying for transit services through the tax system rather than at the fare box:

Therefore be it resolved that UBCM call on the provincial government to work with local governments to introduce fare-free public transit services where communities support the elimination of user-fee barriers to public transit ridership.

Convention Decision: Not Considered - Automatic Referral to Executive

Executive Decision: Not Endorsed

Identical resolutions:

- NEB2 (2022) – Not endorsed
- NR17 (2021) – Not endorsed

Prioritizing Provincial Funding for Large Transit Expansions

Year: 2022

Number: NR57

Sponsor(s): Nanaimo RD

Whereas transit systems across BC would benefit from expanded service hours to better serve residents and enable them to travel efficiently;

And whereas to remain in line with regional and provincial strategic goals for sustainable transportation, larger expansions of transit systems are necessary as they move regions and municipalities towards common goals and improve transit for a greater portion of the population:

Therefore be it resolved that UBCM urge the Ministry of Transportation and Infrastructure and BC Transit to prioritize large transit expansions when determining allocation of transit funding, in line with regional and provincial strategic goals for sustainable transportation.

Convention Decision: Endorsed as Amended

5h

Polly Pereira

From: CAO
Sent: May 22, 2024 12:07 PM
To: Polly Pereira
Subject: FW: Letter of Support from DPEd. for "Interim" Salmon Enhancement Plan.

Agenda.

From: Colin Masson <colinwmasson1@gmail.com>
Sent: May 22, 2024 10:01 AM
To: CAO <cao@portedward.ca>
Subject: Re: Letter of Support from DPEd. for "Interim" Salmon Enhancement Plan.

On Wed, May 22, 2024 at 9:56 AM Colin Masson <colinwmasson1@gmail.com> wrote:

Hello Todd:

It was good to meet with you last week and bring you up to date on our endeavours to develop a new community hatchery relocated to Wolf Creek. You may recall our discussion and shared concern regarding the protracted delay in salmon enhancement activities - especially for the Kloya River chinook stock which desperately needs ongoing conservation. Since then we have fleshed out a temporary enhancement plan with Department of Fisheries officials and believe a letter of support from the District of Port Edward would be most helpful in securing approval for this work.

I have provided a draft letter for your consideration (see below). Please feel free to call and discuss this further if you have any questions. Our proposal would require an incubation box for Kloya chinook to be temporarily installed below the intake dam with a flexible pipeline providing the required flow. The emergent fry would be subsequently transported for short-term rearing to Prudhomme Lake. As committed in our Agreement in Principle we would work closely with the District of Port Edward to communicate fully and to minimize any concerns.

Your prompt attention to our request is greatly appreciated given the time sensitive nature of our application for temporary salmon enhancement approval to the agencies.

Sincerely
Beth Armstrong-Bewick
President , Prince Rupert Salmon Enhancement Society

DRAFT LETTER : District of Port Edward to PRSES

Subject: District of Port Edward Support for PRSES conservation activities for Kloya Chinook.

This letter is to confirm our support for the proposed temporary enhancement plan for Kloya River chinook. The District of Port Ed is in full support of the development of a community salmon enhancement facility utilizing Wolf Creek water as committed in our signed Agreement in Principle and appreciate that it takes time to develop such a facility. However, maintaining important conservation work of local stocks is critically important for us and we are committed to enabling those activities.

In that regard, your proposal to install a temporary incubation box below the Wolf Creek intake-dam would be strongly endorsed. Continued regular and open communication with yourselves and DFO and our identified staff would be necessary as this project unfolds. As discussed at our recent meeting, formalizing our evolving relationship by updating the Agreement in Principle with an attached schedule would facilitate my communication with Mayor Bjorndal and Council and I look forward to reviewing an updated Agreement with you.

Sincerely
Todd Francis
Chief Administration Officer



DISTRICT of Port Edward
REPORT TO COUNCIL

6a

DATE: May 28, 2024
FROM: Polly Pereira, Director of Corporate Adm. Services & Strategic Projects
TO: Todd Francis - Chief Administrative Officer
SUBJECT: Port Edward Accessibility Committee Representative

RECOMMENDATION: That Council makes a motion to appoint Kaitlyn Kowal to be the new Port Edward representative on the Accessibility Committee.

REASON FOR REPORT:

The previous representative provided us notice of her resignation and a search started for a new candidate. We advertised this vacancy over the past two months in our newsletter, we received one response, Kaitlyn Kowal. Kaitlyn lives in Port Edward and we feel she would be a great addition to the committee.

BACKGROUND:

The Accessibility Committee group consists of the City of Prince Rupert, the Prince Rupert Library, the North Coast Regional District and the District of Port Edward and it's been established for about a year. This group is part of the requirements of the Accessibility BC Act; 1: where an accessibility committee must be established; 2: Develop an accessibility plan; and 3: a mechanism for community feedback on accessibility needs to be in place.

DISCUSSION:

We received an inquiry and one response to our advertisement regarding the search for a Port Edward representative on the accessibility committee.

OCP/STRATEGIC PLAN:

That the OCP take into consideration any action plan developed by the Accessibility Committee as well as any Strategic Plan.

BUDGET IMPLICATIONS:

No significant impact to the Operating budget, reimbursement for mileage to attend meetings be absorbed by the Operating budget.

Prepared By:

Polly Pereira, DCAS

Approved for Submission to Council

Todd Francis, CAO

Strategic Plan Priority Aligned With:

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

Lorraine Page, Director of Finance



DISTRICT of Port Edward
REPORT TO COUNCIL

6b

DATE: May 28, 2024
FROM: Polly Pereira, Director of Corporate Adm. Services & Strategic Projects
TO: Todd Francis - Chief Administrative Officer
SUBJECT: **INFRASTRUCTURE GRANT – ASSET MANAGEMENT-GIS MAPPING**

RECOMMENDATION: That Council makes a motion to apply for the infrastructure grant and contributes \$10,000 to support the Asset Management – GIS mapping system.

REASON FOR REPORT:

The District has been working on our Asset Management Plan with WSP and the next phase of this project will be to create a GIS mapping system of all our assets. An infrastructure grant is now available and is due June 12, 2024, if our application is successful the cost of this next phase will be reduced by the amount of the grant.

BACKGROUND:

The District Asset Management Plan has just been completed and the next phase will be to create a GIS system with all our assets. This system will assist staff to identify issues with our infrastructure much quicker and allow other systems to be identified if the services are in approximate location.

DISCUSSION:

A grant has become available to apply to possibly assist in the costs of implementing a GIS mapping of all our Assets Management Plan.

OCP/STRATEGIC PLAN:

That the OCP and Strategic Plan identify infrastructure as well maintained, the creation of a GIS mapping will support both the OCP and Strategic Plan.

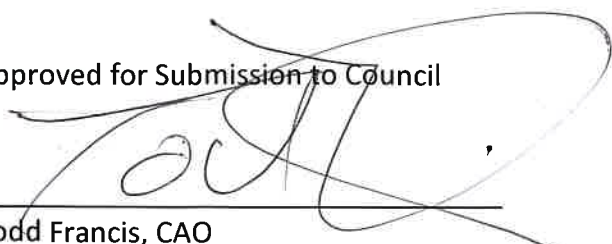
BUDGET IMPLICATIONS:

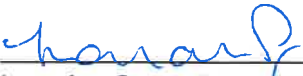
This grant will cover up to \$10,000 and the District contribution of \$10,000 will be coming from Asset Management Reserves.

Prepared By:


Polly Pereira, DCAS

Approved for Submission to Council


Todd Francis, CAO


Lorraine Page, Director of Finance

Strategic Plan Priority Aligned With:

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



DISTRICT OF PORT EDWARD REPORT TO COUNCIL

60

DATE: May 28, 2024
FROM: Lorraine Page, Director of Finance
TO: Todd Francis - Chief Administrative Officer
SUBJECT: May 2024 Financial Update

RECOMMENDATION: Motion to Receive

That Council receive this report for information purposes only.

REASON FOR REPORT: To report on Financial Activities up to May 2024.

BACKGROUND: Please find attached the Project Update and Statement of Financial Activities as of May 23, 2024. This report provides Council with the status of projects approved during 2024. This also provides Council with the Operating Budget financial results and demonstrates how that aligns with the 2024 Financial Plan bylaw.

DISCUSSION: Reviewing revenue projections, expenditure analysis and assessing budget allocations.

OCP/STRATEGIC PLAN:

Well Planned Finances

Well Planned, Maintained, Financed Public Works & Infrastructure

BUDGET IMPLICATIONS:

No budget implications at this time.

Prepared By:

Lorraine Page, Director of Finance

Approved for Submission to Council

Todd Francis, CAO

Strategic Plan Priority Aligned With:

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

Capital Expenditures	2023 Carry Forward	2024 Budget	Actual	2024 Grant
ROADS				
Hillcrest Storm Engineering		50,000		
Harbourview Engineering		50,000		
Sunset Dr. sidewalks	100,000	0		
OV Dr Rehab Sunset addition	421,378	0	67,090	
UTILITY				
Wolf Creek Reservoir Intake		25,000		
RAS WAS Repair		15,000		
Isolation Valves (Jubilee)		30,000	In Progress	
PARKS/REC				
Ballfield drainage		5,000		
Playground repairs		20,000		
Boat ramp		35,500		
BUILDINGS				
Fire Hall		120,000	125,862	
Store/Post Office		0		0
Building Alarm System Upgrade		12,000		
FLEET/EQUIPMENT				
Fire Truck	140,000			25,000
PW Equipment		65,000		
ADMIN/OTHER				
IT Upgrade		70,000	71,640	
Asset Management		78,000	4,351	75,000
C2C meeting		2,000		2,000
DEVELOPMENT & PLANNING				
Surveying works		30,000	3,700	
Alwyn Lake Maintenance Plan		20,000		10,000
Dam Emergency Plan		20,000		10,000
Climate Action Plan		97,000	3,999	97,000
OCP/Zoning Update		87,500	2,214	87,500
Waterfront Park		100,000		100,000
Total	561,378	932,000		406,500

Grants Received/Approved

Capacity Funding	152,151
Gas Tax	82,309
Climate Action	86,164
Covid 19	243,513
Fire Truck grants	320,000
Emergency Plan & Indigenous Engagement	40,000
	<u>924,137</u>

STATEMENT OF FINANCIAL ACTIVITIES

ACTIVITIES

For Period Ending 31-Dec-2024



	2024	2024	% OF
	ACTUAL	BUDGET	BUDGET
GENERAL OPERATING FUND			
REVENUE			
PROPERTY TAXES	0.00	(1,191,422.00)	0.00
RIDLEY ISLAND TAX SHARE	0.00	(955,000.00)	0.00
GRANTS IN LIEU & REVENUE FEES	(153,548.58)	(430,000.00)	0.36
GOVERNMENT TRANSFERS	(60,000.00)	(393,000.00)	0.15
PENALTIES AND INTEREST	(1,341.04)	(19,400.00)	0.07
SALE OF SERVICES	(78,690.50)	(206,250.00)	0.38
INVESTMENT INCOME	(28,576.32)	(32,000.00)	0.89
Total REVENUE	(322,156.44)	(3,227,072.00)	0.10
EXPENDITURES			
LEGISLATIVE	25,075.10	114,300.00	0.22
ADMINISTRATION	273,918.72	886,600.00	0.31
GENERAL PUBLIC WORKS	231,789.63	744,963.00	0.31
PARKS & RECREATION	19,234.21	151,250.00	0.13
PROTECTIVE SERVICES	40,186.00	116,168.00	0.35
TRANSPORTATION & ROADS	84,983.19	325,250.00	0.26
Total EXPENDITURES	675,186.85	2,338,531.00	0.29
Surplus/Deficit	353,030.41	(888,541.00)	(0.40)
Total GENERAL OPERATING FUND	353,030.41	(888,541.00)	(0.40)

STATEMENT OF FINANCIAL ACTIVITIES

ACTIVITIES

For Period Ending 31-Dec-2024



	2024	2024	% OF
	ACTUAL	BUDGET	BUDGET
SEWER OPERATING FUND			
REVENUE			
PENALTIES AND INTEREST	(500.42)	(1,000.00)	0.50
USER FEES	(89,362.32)	(148,000.00)	0.60
Total REVENUE	(89,862.74)	(149,000.00)	0.60
EXPENDITURES			
WASTE MANAGEMENT	70,800.61	121,225.00	0.58
Total EXPENDITURES	70,800.61	121,225.00	0.58
Surplus/Deficit	(19,062.13)	(27,775.00)	0.69
Total SEWER OPERATING FUND	(19,062.13)	(27,775.00)	0.69

STATEMENT OF FINANCIAL ACTIVITIES

ACTIVITIES

For Period Ending 31-Dec-2024



	2024	2024	% OF
	ACTUAL	BUDGET	BUDGET
WATER OPERATING FUND			
REVENUE			
PENALTIES AND INTEREST	(1,068.54)	(2,000.00)	0.53
USER FEES	(83,175.50)	(250,000.00)	0.33
Total REVENUE	(84,244.04)	(252,000.00)	0.33
EXPENDITURES			
WATER SERVICES	96,346.76	330,000.00	0.29
Total EXPENDITURES	96,346.76	330,000.00	0.29
Surplus/Deficit	12,102.72	78,000.00	0.16
Total WATER OPERATING FUND	12,102.72	78,000.00	0.16



DISTRICT OF PORT EDWARD
REPORT TO COUNCIL

6d

DATE: May 28, 2024
FROM: Lorraine Page, Director of Finance
TO: Todd Francis - Chief Administrative Officer
SUBJECT: 2023 Community Works Fund Allocation

RECOMMENDATION: That Council approves allocating 2023 UBCM Community Works Funds to our recent Fire Hall building rehabilitation.

REASON FOR REPORT: To allocate unspent funds from 2023 to recent upgrades to the Port Edward Fire Hall.

BACKGROUND: In 2023 the District receive two payments from the UBCM’s Community Works Fund totalling \$82,309.48. The funds have not been allocated to any projects at this time and it can be carried forward to be allocated to future projects. The recent upgrades to our Fire Hall are eligible for use of this funding. Funding for 2024 is expected to be \$82,081.55.

DISCUSSION: Although this 10 year program expires this year, recent correspondence from the UBCM Gas Tax Program Services indicates that it is expected that a new agreement will be signed in 2024 for another 10 year term.

OCP/STRATEGIC PLAN:

Well Planned Finances

Well Planned, Maintained, Financed Public Works & Infrastructure

BUDGET IMPLICATIONS:

Allocation of \$82,309.48 already received.

Prepared By:

Approved for Submission to Council


Lorraine Page, Director of Finance


Todd Francis, CAO

Strategic Plan Priority Aligned With:

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



DISTRICT of Port Edward REPORT TO COUNCIL

6e

DATE: May 28th, 2024
FROM: Todd Francis - Chief Administrative Officer
SUBJECT: ISOLATION VALVE INSTALLATION RFP AWARD

RECOMMENDATION: Motion to Receive

That Council approves the RFP award for Isolation Valves Project to Sullivan Mechanical for the amount of \$24,092.

REASON FOR REPORT:

To award the Isolation Valve Installation Project RFP to Sullivan Mechanical to review and update the District of Port Edward current plan.

The Isolation Valve Project is a crucial infrastructure initiative aimed at enhancing the efficiency and reliability of utility services within the Cedar Street, Hillcrest, and Jubilee neighborhood area. Currently, the absence of isolation valves necessitates the shutdown of the entire town to facilitate repairs or expansions, resulting in significant inconvenience and economic disruption. This report provides essential background information, rationale, and proposed strategies for the successful implementation of the Isolation Valve Project.

BACKGROUND:

The Cedar Street, Hillcrest, and Jubilee neighborhood area serves as a vital hub within our municipality, accommodating a diverse range of residential, commercial, and industrial activities. However, the absence of isolation valves poses a significant challenge to the maintenance and expansion of essential infrastructure, including water, gas, and sewage systems. Without isolation valves, any repair or enhancement efforts require the complete shutdown of services across the entire town, leading to widespread disruption, loss of productivity, and economic ramifications.

The Isolation Valve Project is imperative for several reasons:

Minimizing Disruption: By strategically installing isolation valves within the target area, we can localize maintenance and repair activities, minimizing the need for town-wide shutdowns and mitigating disruption to residents, businesses, and essential services.

Enhancing Infrastructure Resilience: Isolation valves enhance the resilience of our utility infrastructure by allowing for swift and targeted responses to emergencies such as leaks, breaks, or system failures.

This capability reduces the duration and scope of service interruptions, improving overall system reliability and customer satisfaction.

Facilitating Future Growth: The installation of isolation valves creates a foundation for future infrastructure expansion and development within the Cedar Street, Hillcrest, and Jubilee neighborhood.

With localized maintenance capabilities, we can accommodate the growth needs of our community without resorting to town-wide shutdowns, thereby fostering sustainable development and economic prosperity.

DISCUSSION:

There were 3 bids for this project.
The bids were as follows.

Sullivan Mechanical - \$24,092

Bid # 2 - \$63,000

Bid # 3 - \$70,584

OCP/STRATEGIC PLAN:


- Organizational Excellence
- Good Governance, Administration and Community Engagement
- Public Works, Infrastructure and Engineering

BUDGET IMPLICATIONS:

Funding for this project was approved through the Capital Budget process, \$30,000 in the 2024 five-year financial plan.

Respectfully Submitted,

Todd Francis
Chief Administrative Officer



Strategic Plan Priority Aligned With:

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



DISTRICT of Port Edward REPORT TO COUNCIL

6f

DATE: May 28th, 2024
FROM: Todd Francis - Chief Administrative Officer
SUBJECT: **TRUTH AND RECONCILIATION RFP AWARD**

RECOMMENDATION: Motion to Receive

That Council approves the RFP award for Truth and Reconciliation Project to Urban Systems for the amount of \$40,000.

REASON FOR REPORT:

To award the Truth and Reconciliation RFP to create a plan on establishing and maintaining relationships with our First Nation partners.

The District of Port Edward is on the traditional lands of the Tsimshian Peoples.

This proposed project overlaps with the following First Nation Areas:

- Gitga'at First Nation
- Gitxaala Nation
- Kitselas First Nation
- Kitsumkalum First Nation
- Lax Kw'alaams Band
- Metlakatla First Nation

BACKGROUND:

In the District of Port Edward, fostering a Truth and Reconciliation Plan is paramount to addressing historical injustices, fostering healing, and forging a path toward genuine reconciliation.

As a community deeply affected by past wrongs, acknowledging and confronting the truths of our shared history is essential for healing wounds, rebuilding trust, and nurturing an inclusive and equitable future.

A comprehensive Truth and Reconciliation Plan will serve as a foundation for meaningful dialogue, restitution, and collaborative efforts to ensure that the voices and experiences of all community members, particularly those marginalized or harmed, are heard, validated, and respected.

By embracing this process with sincerity and commitment, the District of Port Edward can emerge stronger, more unified, and dedicated to justice and harmony for generations to come.

DISCUSSION:

There were 3 bids for this project.

All three proposals were evaluated by Senior Management Team separately and an average score was used to determine successful bidder.

The bids were as follows.

Bid # 1 Urban Systems - \$40,000 Average score of **83.5**

Bid # 2 - \$39,600 Average Score of 82

Bid # 3 - \$120,450 Average Score of 65.5

OCP/STRATEGIC PLAN:

- Organizational Excellence
- Good Governance, Administration and Community Engagement

BUDGET IMPLICATIONS:

Funding for this project will be through the "Covid-19 Safe Restart Grant" for \$40,000.

Respectfully Submitted,

Todd Francis
Chief Administrative Officer

A handwritten signature in black ink, appearing to read 'Todd Francis', written over a horizontal line. The signature is stylized and extends below the line.

Strategic Plan Priority Aligned With:

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



**DISTRICT of Port Edward
REPORT TO COUNCIL**

69

DATE: May 28, 2024
FROM: Todd Francis - Chief Administrative Officer
SUBJECT: ALWYN LAKE AND WOLF CREEK DAM OPERATING AND EMERGENCY PLAN RFP AWARD

RECOMMENDATION: Motion to Receive

That Council approves the RFP award for the Operating and Emergency Plan for both Alwyn Lake and Wolf Creek Dams to Ecora Engineering and resource Group LTD for the amount of \$9870.00.

REASON FOR REPORT:

To award the Operating and Emergency Plan RFP to Ecora Engineering and Resource Group LTD.

BACKGROUND:

In response to directives from the Province and in compliance with Dam Safety Regulations, we issued this Request for Proposal (RFP) to develop comprehensive Operating and Emergency Plans for Alwyn Lake and Wolf Creek Dam.

Following a series of audits conducted in 2009, 2012, 2016, and most recently in September 2023, it has been determined that adherence to Dam Safety Regulations necessitates the formulation of detailed operational strategies and emergency protocols for both dams.

The objective of this RFP is to procure the expertise necessary to create robust plans that ensure the safe and effective operation of Alwyn Lake and Wolf Creek Dam under various conditions, as well as establish procedures to swiftly and efficiently respond to emergencies.

Qualified firms or individuals with demonstrated experience in dam safety, engineering, risk management, and emergency response planning were encouraged to submit proposals outlining their approach, methodologies, timelines, and relevant experience.

This project represents a critical step in safeguarding the integrity of both dams and ensuring the safety of surrounding communities and infrastructure.

We look forward to receiving innovative proposals that align with the regulatory requirements and address the unique challenges posed by Alwyn Lake and Wolf Creek Dam.

DISCUSSION:

There were two bids for this project

The bids were as follows.

Bid # 1 Ecora - \$9870.00

Bid # 2 - \$28,278.00

OCP/STRATEGIC PLAN:

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

BUDGET IMPLICATIONS:

This project was approved as part of the 2024 5-year Financial Plan (\$20,000).

Grants were applied for and approved through Local Government Infrastructure Planning, \$5,000 per project, 100% funded.

Respectfully Submitted,



Todd Francis
Chief Administrative Officer

Strategic Plan Priority Aligned With:

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