



Regular Meeting of the Council of the District of Port Edward

Tuesday, January 9, 2024

7:00 PM

District of Port Edward Council Chambers

Zoom Link Join: <https://us06web.zoom.us/j/81764827237>

Meeting ID: 817 6482 7237

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 January 9, 2024 be adopted as presented.

2. Adoption of Minutes

Recommendation: THAT the minutes of the Regular Council on December 12, 2023 be adopted as presented.

3. Business Arising

4. Petitions & Delegation

a) Prince Rupert Salmon Enhancement Society- (*Representatives Colin Masson & Beth Armstrong-Bewick*)

RE: Fish Hatchery Update

5. Correspondence

a) Union of British Columbia Municipalities

RE: Canada Community- Building Fund

b) Honourable Ravi Kahlon, Minister of Housing

Re: New legislation to support local government housing initiatives

c) Northern Health, Acropolis Manor

Re: Letter of Support for the Port Authority Grant Application by Acropolis Manor DementiAbility Project 2024

- d) **Prince Rupert Pickleball**
Re: Grant in Aid

6. Reports

- a) **Todd Francis Appointment as CAO**

Recommendation: That Council appoints Todd Francis as the District of Port Edward Chief Administrative Officer, the Approving Officer and an authorized signee on behalf of the District of Port Edward.

- b) **2024 Prince Rupert Port Authority- Community Investment Fund**

Recommendation: That Council approve the grant application to the Prince Rupert Port Authority- CIF and contributes the required matching funding.

7. Bylaws

8. New Business

9. Reports on Council Activities

- a) **RE: North Coast Regional District – December 2023**

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

11. Adjournment

2a

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT
OF PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY
DECEMBER 12, 2023**

PRESENT:

COUNCIL

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

ADMINISTRATION:

Elsie Lemke, Interim Chief Administrative Officer
Polly Pereira, Director of Corporate Administrative
Services and Strategic Projects
Lorraine Page, Director of Financial Services

CALL TO ORDER:

Acting Mayor Colleen McDonald called the meeting to order at 7:00 pm on Tuesday
December 12, 2023.

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

AGENDA:

23-210 Moved by: Councillor Franzen
 Seconded by: Councillor MacKenzie

THAT the Agenda for the Regular Council Meeting of December 12, 2023 be adopted
as presented.

Carried Unanimously

MINUTES:

23-211 Moved by: Councillor MacKenzie
 Seconded by: Councillor Franzen

THAT the minutes of the Regular Meeting of Council dated November 28, 2023 be
adopted as presented.

Carried Unanimously

BUSINESS ARISING:

PETITIONS AND/OR DELEGATION:**a) Sgt. Micah Kneller, Conservation Officer and Michael Geuze, Conservation Officer**

Sgt. Kneller gave Council an update on the areas they are responsible for, that includes Terrace, Kitimat, Prince Rupert and Haida Gwaii. He also indicated that he is new to this area so his coworker, Michael Geuze, who has been in our region for the last five years was also present to answer any other questions on wolves in our area. Mr. Kneller indicated that during the last three weeks there were reports of lots of wolves activity in Port Edward, and since then the wolves have either migrated or reporting is not happening. He indicated that they have set up some snares and bait in an area near the Water Treatment Plant. He also indicated that Prince Rupert is experiencing an increase of wolves sightings at this time.

They shared that one of reasons for the wolves were in our area, was the landfill and how they were able to get through the fenced area. The fence is now fixed so that is no longer the reason for them to be in this area. Landfills are a massive source of food for wolves.

Wolves will go where food source is available such as cats, dogs, discarded animal or fish remains or any type of food (household garbage, dog/cat food). Once the source of food is gone, they will migrate to the next area.

Questions were asked during the presentation and mostly on how to prevent attracting wolves and what is the distance they will travel for food.

Wolves will travel for food sources the distance between Prince Rupert and Port Edward (20 km). This not much of a distance for wolves, as they will always go where there is a food source for them. They will also travel in packs so where other wolves are they will go too. Acting Mayor Colleen MacDonald thanked both Conservation officers for coming to present to Council.

CORRESPONDENCE:**REPORTS:****a) Occupational Health & Safety Program (OH&S) and related Policies**

Council was provided a report dated December 12, 2023 from Elsie Lemke, Interim Chief Administrative Officer, that provided a list of policies from 1996 to be repealed (list below), as they are now covered under the new District of Port Edward Occupational Health and Safety Program. In the past it was common practice for Council to consider and approve all health and safety directives, whether they were policy based or procedure/operational in nature. The current practice is that Council is expected to adopt just governance policies, including the overarching Health and Safety documents. Council adopted a new structure of having a Health and Safety Representative (due to a small number of staff). Progress has been made in developing a new Health and Safety Program and more work will be required as well as budget to complete the OH&S program. A new Discrimination and Harassment/ Respectful Workplace Policy is being presented for Council's review and adoption.

23-212 Moved by: Councillor Franzen
Seconded by: Councillor MacKenzie

THAT Council approves the Discrimination and Harassment/Respectful Workplace Policy ADM# 614 and further;

THAT the 1996 list of policies attached from 1996 be repealed, as they are now covered under the new District of Port Edward Occupational Health and Safety Program:

011/1996	Responsibilities of Supervisors & Workers
021/1996	Notifying Management
022/1996	Reporting of Injury or Near Miss Incident
023/1996	Procedure of Reporting and Recording Injury
024/1996	Employees Accident Reports
040/1996	Emergency Shower and Eye Wash
050/1996	Emergency Action Plan for Polychlorinated Biphenyl
060/1996	Community Centre & District Office
070/1996	Responsibilities of the Confined Space Watchperson
072/1996	Confined Space Entry Procedures
100/1996	Standard Construction Signage
240/1996	Violence in the Workplace Guidelines
270/1996	Bear Awareness and Use of Repellent
290/1996	Clearing of Aisles and Entrances
330/1996	WHMIS Labels
340/1996	Handling Glass
350/1996	Accident Investigation
00-01-11	Harassment

Carried Unanimously

In addition:

23-213 Moved by: Councillor Franzen
Seconded by: Councillor MacKenzie

THAT staff budget funds each year to continue the development and training for the Health and Safety program.

Carried Unanimously

b) Amendment to Memorandum of Understanding- Interim Water Supply Payment- PRPA

Council was provided a report dated December 12, 2023 from Elsie Lemke, Interim Chief Administrative Officer, regarding the renewal for an additional year to renegotiate new fees and rate structures for the Prince Rupert Port Authority Water Supply Agreement. The annual fee will continue to be \$25,000 for 2024 as per the original agreement and an additional \$100,000 agreed to in 2023, for an annual

payment of \$ 125,000. The delay is due to the water meter. Our engineers are helping determine the issue and provide a solution. The costs are being covered by the PRPA.

23-214 Moved by: Councillor MacKenzie
Seconded by: Councillor Franzen

THAT Council approves the Second Amendment to the Memorandum of Understanding with the Prince Rupert Port Authority, dated January 5th, 2024.

Carried Unanimously

c) Annual Funding for Charities

Council was provided a report dated December 12, 2023 from Elsie Lemke, Interim Chief Administrative Officer, regarding the annual practice of Council to make a donation to the Salvation Army (\$ 1,000) and the Prince Rupert Wildlife Shelter (\$500) around the holiday season. The funding is budgeted annually under Grants in Aid, although the donations are outside of the Grant in Aid policy process. To streamline the need for repetitive resolutions every year, it is recommended that Council direct staff to make this donation annually.

23-215 Moved by: Councillor Franzen
Seconded by: Councillor MacKenzie

THAT Council direct staff to annually, during the month of December, make a donation to the Salvation Army (Prince Rupert) in the amount of \$ 1,000, and to the Prince Rupert Wildlife Shelter in the amount of \$500.

Carried Unanimously

d) CAO's Report (November 23rd – December 7th, 2023)

Council was provided a report from the Interim Chief Administrative Officer dated December 12, 2023 that outlined all the activities and progress to date.

23-216 Moved by: Councillor MacKenzie
Seconded by: Councillor Franzen

THAT Council accepts the CAO's report as presented.

Carried Unanimously

e) Northern View Advertisement

Council was provided a report dated December 12, 2023 from Polly Pereira, Director of Corporate Administrative Services, regarding the Northern View featuring several events or holidays throughout the year. The list below has been the same for several years now. It is recommended that Council direct staff to continue to annually support the list noted in the report.

23-217 Moved by: Councillor MacKenzie
Seconded by: Councillor Franzen

THAT Council direct staff to annually, support the following list of Advertisements in the Northern View:

**All Native Basketball
Seafest
Canada Day
Fire Prevention Week
Holiday Greetings**

**Grad
National Indigenous People
National Day of Truth & Reconciliation
Remembrance Day**

Carried Unanimously

f) District of Port Edward- Corporate Strategic Plan

Council was provided a copy of the updated Corporate Strategic Plan- Progress Report as of December 2023.

23-218 Moved by: Councillor Franzen
Seconded by: Councillor MacKenzie

THAT Council accepts the report as presented.

Carried Unanimously

**REPORTS FROM
IN-CAMERA:**

BYLAWS:

a) Business Licence Bylaw # 753, 2023

Council received a report dated December 12, 2023 from Polly Pereira, the Director of Corporate Administrative Services. The above bylaw received first, second and third reading at the last Council meeting on November 28, 2023. It is now being presented for final reading and adoption.

23-219 Moved by: Councillor MacKenzie
Seconded by: Councillor Franzen

THAT Council gives final reading and adoption to the Business Licence Bylaw # 753, 2023.

Carried Unanimously

NEW BUSINESS:

Acting Mayor Colleen MacDonald

Discussion took place about allowing parking along Harbouview Drive and how the area can be improved.

23-220 Moved by: Councillor MacKenzie
 Seconded by: Councillor Franzen

THAT staff provide Council a report for consideration whether to allow and improve parking along Harbourview Drive, and any other areas in the District that may be identified.

Carried Unanimously

REPORTS ON COUNCIL ACTIVITIES:

Councillor Franzen

- Attended the North Coast Regional District Board meeting.

Acting Mayor Colleen McDonald

- Attended the Vopak Committee meeting

Acting Mayor Colleen McDonald and Council

- Attended the Prince Rupert Port Authority Reception
- Attended the Port Edward Christmas Party

ADJOURNMENT:

23-221 Moved by: Councillor MacKenzie
 Seconded by: Councillor Franzen

NOW THEREFORE BE IT RESOLVED THAT at 7:42 pm the December 12, 2023 Regular Meeting of Council was adjourned.

Carried Unanimously

CERTIFIED CORRECT

Colleen McDonald, Acting Mayor

Polly Pereira, Director Corporate
Administrative Services and Strategic
Projects

4a

Prince Rupert Salmon Enhancement Society
RE: Fish Hatchery Update

Presenters: Colin Masson & Beth Armstrong-Bewick

Prince Rupert Salmonid Enhancement Society Oldfield Creek Hatchery Redevelopment

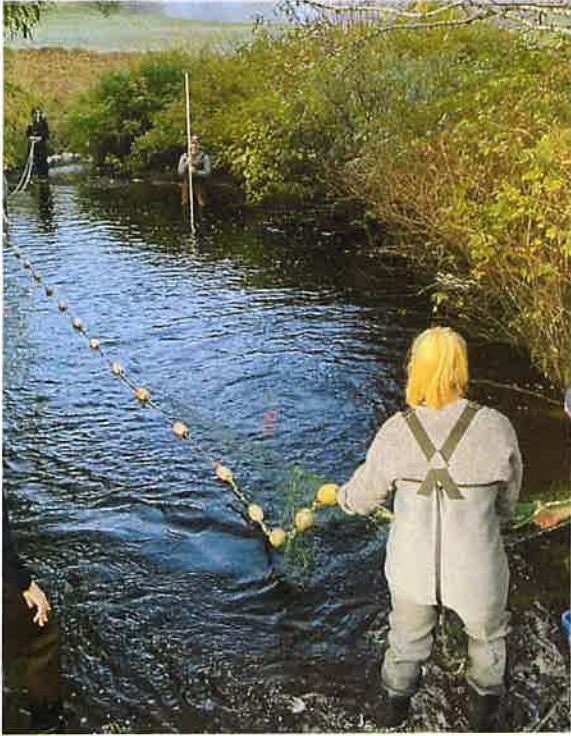
Presentation 2023/24



About us:

- **The Prince Rupert Salmon Enhancement Society (PRSES)** is one of the Public Involvement Program **pioneer projects** under the DFO Salmonid Enhancement Program – operating for over **40 years!!**
- The Oldfield Creek Hatchery is the PRSES flagship - fully supported by community volunteers and decades of extensive community support. (corporate and individual).
- The PRSES has also **prioritized** supporting/implementing Salmonids in the Classroom, classroom incubators, Gently Down The Stream and **other public awareness and education activities** (Smolt Fest)
- Production has focused on **conservation objectives for coho and chinook** for several local coastal systems.





Broodstock Collection



Fry Releases



The Prince Rupert Salmonid Enhancement Society's
8th Annual
Smolt Festival
fish release • games • educational displays

Saturday, May 14th from 2-4 pm
at the Oldfield Creek Fish Hatchery

Bring your own bucket!

With special guests from the
Department of Fisheries and
Oceans, The North Pacific Cannery
and the Mucha Gusto food truck.







Current Activities:

- School (Stream to Sea/ Salmonids in the Classroom/ fry release and in-school dissections) programs expanded to 10 schools throughout district.
- Community, including key corporate donors, regularly updated on hatchery redevelopment via media and social media.
- Ongoing discussions with Indigenous groups exploring opportunities and interests for new approach to partnership (range of collaboration being considered.)
- Coordination of planning for new enhancement facility. (design flexibility .)
- Initial support/Agreement in Principle with District of Port Ed and City of Prince Rupert

Landslide event :

<p>Heavy rainfall event occurred in September, 2021 100mm in 24hrs.</p>	<p>Debris slide occurred that became lodged at the intake on Oldfield Creek, 10,000 m³</p>
<p>City of Prince Rupert closed Wantage Road and the Society closed the hatchery.</p>	<p>Geotechnical report advises that subsequent landslides are likely to occur – best practice would be to relocate the hatchery to a more suitable location.</p>



- Approx. 250K\$ raised to remove debris and rebuild water line
- Contracted Engineer report highlighted ongoing instability and given high risk recommended AGAINST and further removal.
- NEW HATCHERY SITE REQUIRED

Hatchery Redevelopment Status:

(Oct 23)

- Potential water source selected from options (Wolf Creek water source)
- Location adjacent to District of Port Edward (approx. 18 km from PR)
- Initial 'HY Conceptual Plan' developed with DFO Community Programs support.
- Presentations to Port Edward Mayor and Council and Mayor of Prince Rupert.
- Agreement in Principle with district of Port Edward drafted. (and signed Dec 23)
- Initial Engineering Site Options and Feasibility Study Completed
- Ongoing Engineering work in progress. (technical issues being addressed)



EXISTING WOLF CREEK WATER LICENCE

- A **minimum flow of 0.084** m³/s be maintained in Wolf Creek;
- A maximum of 816,563.76 m³/year can be diverted for **storage**; and
- A **maximum** of 11,197,747.67 m³/year (not to exceed 31,000 m³/day or **0.381** m³/s) can be **diverted from the stream for local waterworks**.
- Total flow under the current flow conditions is 13,078m³/day

Important Water Details

- Maximum demand of the system is estimated to include:
 - Treatment Plant – 2400 m³/day at max capacity
 - Prince Rupert Port Authority (PRPA) – 4860 m³/day (full supply agreement allocation)
 - City of Prince Rupert for Watson Island – 4800 m³/day (estimated maximum usage based on supply agreement allocation)
 - Wolf Creek – 7,257 m³/day (the minimum flow that is required based on the water licence)
 - Fish Hatchery – 1,879 m³/day maximum monthly usage of existing facility.
CAS conceptual re-designed hatchery 418 m³/day maximum.
- Total flow required under the max flow conditions is 21,196 m³/day

In the maximum demand scenario, with the addition of the hatchery, the allowable diversion of water for waterworks of 31,000 m³/day is not exceeded.

NEW HATCHERY DESIGN Assumptions:

- costs and design can be simplified if similar to existing facility (with some upgrades as discussed).
 - Hatchery Design options include potential for additional stocks (indigenous interests..)
 - Based on existing layout:
 - a permanent building with an office, classroom area,
 - incubation room and washrooms,
 - a covered exterior compound with storage sheds and rearing containers
- =>a footprint of approximately 25m x 15m.
- Desired upgrades;
 - a heated garage for the truck etc
 - rearing with both Cap troughs and circular tubs (or eliminate Cap troughs).

Alternate Site Option: => water to below dam

- Meets base flow requirements of a base flow of Wolf Creek of 0.084 m³/s
- 1,879 m³/day maximum monthly usage of existing facility.
- Given seasonal variation in HY water demand – various options exist
- Canadian Aquaculture re-designed hatchery (with water-recirculation etc) estimates average raw water usage at 143 m³/day, which is less than 2% of the minimum flow required.

Proposed Wolf Creek Hy Site: Current Technical Options and Considerations

- McElhanney prepared a feasibility study (2023) for a potential new location along Pt. Edward water treatment plant access road. This study identified an alternate location, currently the focus of additional work.
- A contract to complete a detailed conceptual design and specific site requirements necessary for finalizing a site decision is pending.
- This site option would:
 - Access the adjacent PRPA pipeline – negating 1.4 km of pipeline requirement for original site
 - Return water via a gravity pipeline to Wolf Creek
 - Require new tenure application
 - Access to existing utility infrastructure – road access/ domestic water, power, etc
 - Water treatment for hatchery effluent – ultraviolet/ settlement of fines etc
- McElhanney has identified a tenure discrepancy for Port Edward, with the anticipated contract approval, the PRSES plans to contribute \$\$ to assist in resolving this.

Summary:

- PRSES committed to a new facility and open to new governance and fish enhancement options (dependent on discussions with FNs).
- Port Edward site requires further planning, resolution of technical issues/options with suite of additional benefits.
- Hatchery redevelopment will be expensive and require ongoing community commitment.
- The PRSES IS COMMITTED to future salmonid stewardship and hatchery operations, ongoing public education and fostering a stronger and integrated community engagement. (Pr. Rupert/Port Edward/ Community society/FNs/DFO-Community Programs).



November 28, 2023

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

DISTRICT OF PORT EDWARD

Dear Mayor Knut Bjorndal and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND
PAYMENT FOR 2023/2024**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2023/2024. An electronic transfer of \$41,154.74 is expected to occur in December 2023. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

This payment marks the final CWF disbursement of the current 10-year Canada Community-Building Fund agreement. Spanning from 2014 to 2024, this agreement has successfully allocated over \$1.25 billion in CWF funding to local governments in British Columbia. Looking ahead, UBCM anticipates the implementation of a new agreement in April 2024. Information on a renewed program will be communicated in the following months.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,

Councillor Trish Mandewo
UBCM President

PC: Lorraine Page, Director of Finance



5b

VIA EMAIL

Ref. 63442

December 8, 2023

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

RE: New legislation to support local government housing initiatives

Dear Mayor Knut Bjorndal:

As you are aware, last week, the Province passed three bills that change the way local governments plan for new housing in their communities: Bills 44, 46, and 47, along with Bill 35, which regulates short-term rentals. While the legislation establishes the framework for the new rules, many of the details that describe how these changes will work on the ground are set out in regulation, and site standards and expectations around development are laid out in provincial policy manuals.

We have prioritized releasing the regulations and policy manuals to help local governments meet the June 30, 2024 requirements for small-scale multi-unit housing and transit-oriented development areas (TOD areas). Yesterday, the regulations and policy manuals for those requirements were released and are posted online here: [Local government housing initiatives - Province of British Columbia](#).

The regulation for small-scale multi-unit housing sets out the minimum number of dwelling units by parcel size and proximity to frequent transit, prescribes the frequency of transit bus stops, and establishes the minimum population threshold for legislation to apply to certain communities. It also includes an exemption to the legislation for hazardous conditions.

.../2

**Office of the
Minister of Housing**

Website:
www.gov.bc.ca/housing

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

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HOUS.Minister@gov.bc.ca

The policy manual supports local governments to implement the zoning bylaw amendments required under the legislation. It establishes provincial expectations for implementation of the requirements, which must be considered when preparing, amending, or adopting a zoning bylaw to permit the use and density required by the small-scale multi-unit housing legislation. Further information will be provided in January about the criteria and process for extensions.

The regulations for TOD Areas designate the 52 TOD Areas that are now in effect by regulation (see attachment 1) and the full list of TOD Areas that must be designated by June 30, 2024 (see attachment 2). They also bring the provisions of Bill 47 into effect and set out the details for those provisions, such as the minimum allowable density (see attachment 3) and the applicable distance from transit stations. Bill 47 allows the Province to designate TOD Areas by order if a local government does not or designates incorrectly.

The TOD manual establishes provincial expectations for municipalities to implement the requirements, such as when designating TOD Areas by bylaw, making zoning decisions, and updating parking bylaws.

The regulations for the *Short-Term Rental Accommodation Act* (STRAA) set out where the principal residence requirement applies, exemptions, and how local governments and entities can opt-in or out of the requirement. The policy guidance provides information about how the STRAA, and related amendments to the *Local Government Act*, *Community Charter*, and *Vancouver Charter* apply to local governments, including local government bylaws related to short-term rentals. Yesterday, the regulations and policy guidance were released and are posted online here: [Policy guidance for local governments](#).

Early in the new year, we will be releasing regulations and a policy manual for updating Housing Needs Reports and policy guidance for implementing the new development finance tools [expanded Development Cost Charges (Levies) and Amenity Contribution Costs Charges.]

In my previous letter, I mentioned that we are exploring policy options and additional tools for facilitating the delivery of affordable housing, including the potential for inclusionary zoning and other tools to support a range of outcomes. I look forward to being able to share more in 2024 on these initiatives.

I appreciate how much work is in front of your local government to meet the requirements. The Ministry is committed to supporting your team in this work. We will be notifying you later this month of the amount your local government will receive from the \$51 million funding to support planning and capacity to meet these new requirements. Ministry staff will also be in touch with your administration about a webinar series for local government staff leading the work to implement the changes.

Sincerely,



Ravi Kahlon
Minister of Housing

Attachments

pc: The Honourable Rob Fleming, Minister of Transportation and Infrastructure
The Honourable Anne Kang, Minister of Municipal Affairs
Teri Collins, Deputy Minister, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Elsie Lemke, Interim Chief Administrative Officer, District Municipality of Port
Edward (cao@portedward.ca)

Links:

- Local Government Housing Initiatives webpage with links to Bill 44 and 47 Housing Statute Regulations and the Provincial policy manuals for small-scale multi-unit housing and Transit-Oriented Development Areas:
<https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/housing-initiatives>
- Bill 35 Policy Guidance for Local Governments: [Policy guidance for local governments](#).

Attachment 1: Transit-Oriented Development Areas Designated by Regulation (in effect)

Burnaby

- Brentwood Town Centre Station
- Burquitlam Station*
- Joyce – Collingwood Station*
- Lougheed Town Centre Station
- Metrotown Station
- Patterson Station
- Rupert Station*
- Sperling – Burnaby Lake Station

Chilliwack

- Downtown Chilliwack Exchange

Coquitlam

- Burquitlam Station
- Coquitlam Central Station
- Inlet Centre Station*
- Lafarge Lake – Douglas Station
- Lincoln Station
- Lougheed Town Centre Station*
- Moody Centre Station*

Kamloops

- Lansdowne Exchange
- North Shore Exchange

Kelowna

- Okanagan College Exchange
- Rutland Exchange

Maple Ridge

- Port Haney Station

Mission

- Mission City Station

New Westminster

- Columbia Station
- New Westminster Station

North Vancouver (District)

- Phibbs Exchange

Port Coquitlam

- Coquitlam Central Station*
- Lincoln Station*

Port Moody

- Inlet Centre Station
- Moody Centre Station

Richmond

- Aberdeen Station
- Bridgeport Station
- Capstan Station
- Lansdowne Station
- Marine Drive Station*
- Richmond – Brighthouse Station

Saanich

- Uptown Exchange

Surrey

- 152nd Street Station
- 160th Street Station
- 166th Street Station
- 184th Street Station
- 190th Street Station
- Columbia Station*

Vancouver

- 29th Avenue Station
- Arbutus Station
- Bridgeport Station*
- Broadway – City Hall Station
- Great Northern Way – Emily Carr Station
- Joyce – Collingwood Station
- King Edward Station
- Langara – 49th Avenue Station
- Marine Drive Station
- Mount Pleasant Station
- Nanaimo Station
- Oak – VGH Station
- Oakridge – 41st Avenue Station
- Olympic Village Station
- Renfrew Station
- Rupert Station
- South Granville Station
- Stadium – Chinatown Station
- VCC – Clark Station
- Waterfront Station

Victoria

- Legislature Exchange

*Overlap TOD Area from adjacent municipality

Attachment 2: TOD Areas that must be designated by June 30, 2024

140th Street Station	Haney Place Exchange	Patterson Station
152nd Street Station	Holdom Station	Peachtree Square Exchange
160th Street Station	Hospital Exchange	Penticton Plaza Exchange
166th Street Station	Inlet Centre Station	Phibbs Exchange
184th Street Station	Joyce – Collingwood Station	Pitt Meadows Station
190th Street Station	King Edward Station	Port Coquitlam Station
196th Street Station	King George Station	Port Haney Station
203rd Street Station	Kootenay Loop Exchange	Production Way – University Station
22nd Street Station	Lafarge Lake – Douglas Station	Renfrew Station
29th Avenue Station	Lake City Way Station	Richmond – Brighthouse Station
Aberdeen Station	Langara – 49th Avenue Station	Royal Oak Exchange
Arbutus Station	Langford Exchange	Royal Oak Station
Bourquin Exchange	Langley Centre Exchange	Rupert Station
Braid Station	Lansdowne Exchange	Rutland Exchange
Brentwood Town Centre Station	Lansdowne Station	Sapperton Station
Bridgeport Station	Legislature Exchange	Scott Road Station
Broadway – City Hall Station	Lincoln Station	Scottsdale Exchange
Burquitlam Station	Lonsdale Quay Exchange	South Granville Station
Burrard Station	Lougheed Town Centre Station	Sperling – Burnaby Lake Station
Capilano University Exchange	Main Street – Science World Station	Stadium – Chinatown Station
Capstan Station	Maple Meadows Station	Surrey Central Station
Columbia Station	Marine Drive Station	TRU Exchange
Colwood Exchange	Metrotown Station	UNBC Exchange
Commercial – Broadway Station	Mission City Station	Uptown Exchange
Coquitlam Central Station	Moody Centre Station	UVic Exchange
Country Club Exchange	Mount Pleasant Station	Vancouver City Centre Station
Downtown Chilliwack Exchange	Nanaimo Station	VCC – Clark Station
Downtown Exchange	New Westminster Station	VGH Exchange
Dunbar Loop Exchange	Newton Exchange	Village Green Centre Exchange
Edmonds Station	North Shore Exchange	VIU Exchange
Gateway Station	Oak – VGH Station	Waterfront Station
Gilmore Station	Oakridge – 41st Avenue Station	Woodgrove Exchange
Gondola Exchange	Okanagan College Exchange	Yaletown – Roundhouse Station
Granville Station	Olympic Village Station	
Great Northern Way – Emily Carr Station	Orchard Park Exchange	
Guildford Mall Exchange		

Attachment 3: Distances, Transit Stations and Densities by Category

Municipality	Transit Hub Type	Prescribed Distance	Minimum Allowable Density (FAR)	Minimum Allowable Height (Storeys)
Burnaby Delta Coquitlam	Sky Train/ Canada Line (Rapid Transit Stop)	200m or less	Up to 5.0	Up to 20
Langley (City + Township) Maple Ridge		200m – 400m	Up to 4.0	Up to 12
North Vancouver (City + District) New Westminister Pitt Meadows		400m – 800m	Up to 3.0	Up to 8
Port Coquitlam Port Moody Richmond	Prescribed Bus Exchange or West Coast Express Station	200m or less	Up to 4.0	Up to 12
Surrey Vancouver		200m – 400m	Up to 3.0	Up to 8
Abbotsford Chilliwack Colwood Kamloops Kelowna Langford Mission Nanaimo	Prescribed Bus Exchange	200m or less	Up to 3.5	Up to 10
Prince George Saanich District Vernon Victoria View Royal		200m – 400m	Up to 2.5	Up to 6

December 20, 2023

**RE: Letter of Support for Port Authority Grant Application by Acropolis Manor
DementiAbility Project 2024**

Greetings,

We are writing to the District of Port Edward to request a Letter of Support for our grant submission to the Prince Rupert Port Authority.

Our goal is to make our home more dementia friendly. With the grant funding the plan is to continue with wall wraps in each dining room and servery, interactive wall wraps in each pod and exit door wraps in each pod.

Thank you in advance for your time and consideration, and please don't hesitate to reach out if you have any questions or would like further information on the project.

Due to the deadline of the grant application (i.e., January 15, 2024) I've attached a letter of support for your consideration to sign and send back. We appreciate your support.

All the best,

Marcie Garinger,
Acropolis Manor Site Manager

Attachment 1: Proposed Project Design

Attachment 2: Letter of Support

December 19, 2023

Dear Prince Rupert Port Authority,

I am pleased to be submitting a letter to the Community Investment Fund at Prince Rupert Port Authority for the January 15th, 2024, deadline for the Acropolis Manor DementiAbility Project.

We strongly support this grant application since it is aimed at improving our resident's environment at the Acropolis Manor by creating a more dementia-friendly environment.

We admire your initiatives to fund projects that have greatly benefited the residents of our community.

Sincerely,

Exit Door Wrap Example



Before



After



Before



After

Dining Area



Acropolis Manor Servery Window shut and open with working blackboards



Servery Door





Interactive Flower Box Wrap

RECEIVED
DEC 27 2023

5d

DISTRICT OF PORT EDWARD



District of Port Edward

Grant in Aid Application Form
POLICY #2020-1

Name of Organization: Prince Rupert Pickleball

Date: February 24th or March 9th

Contact Person: Phat Tran

Phone Number: 250.627.6171

Amount of grant requested: \$500.00

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

We are the organizing committee for the first Prince Rupert Pickleball tournament. We are calling the event a fun-a-ment because the purpose of the tournament is to foster a fun atmosphere to welcome new and existing players to join in an enjoyable day of friendly competition, of course we are hoping and extending the invitation for Port Edward residents to participate as well. The Prince Rupert Pickleball community has grown in the last year to include over 200 enthusiastic members and we would like to continue to welcome new members. The sport is promoting health, fitness, and camaraderie to people of all ages and different levels of athletic experience. There will be over 10 volunteers to ensure the event run smoothly. Furthermore, we would not be able to carry out this tournament if not for sponsors like you.

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

This is our first 2024 Pickleball tournament in Prince Rupert. Hosting this tournament attracts participants, spectators, visitors and of course it is open to more new potential players. We welcome Port Edward residents who may have thought or has an interest, please contact us to learn the game.

Pickleball is a sport that encourages physical activity, promoting cardiovascular health, agility, and balance. By organizing this tournament, we can get the community involved, generate awareness to the sport which emphasizes the importance physical and mental wellness. Additionally, the camaraderie and social interactions fostered during the tournament enhance community spirit.

The enthusiasm and anticipation surrounding Prince Rupert Pickleball and the tournament itself serve a celebration of the sport first year in our community. We are hoping to grow this sport further in the coming years. In addition, organizing a tournament – “Fun-a-ment” requires a significant amount of coordination and support. The involvement of local volunteers, from the organizing committee, sponsors that have taken the time to support us, players who have changed their schedules to participate, facility maintenance, etc. showcase the community’s spirit of volunteerism and active participation. Such events, like this, often serve as a platform for individuals to contribute their time and skills for the greater good, strengthening community bonds in the process.

Beyond the sport itself, the Pickleball tournament offers a platform for cultural exchange and understanding. Participants, supporters, potential new players, and spectators from diverse backgrounds converge, sharing experiences, stories, and forging connections. This cultural amalgamation promotes inclusivity and broadens the community’s horizons, fostering a deeper understanding and appreciation of diverse perspectives.



DISTRICT OF PORT EDWARD

6a

MEMORANDUM

DATE: January 9th, 2024
TO: Mayor and Council
FROM: Polly Pereira, Director of Corporate Administrative Services

SUBJECT: Todd Francis Appointment as CAO

RECOMMENDATION: That Council appoints Todd Francis as the District of Port Edward Chief Administrative Officer, the Approving Officer and an authorized signee on behalf of the District of Port Edward.

BACKGROUND

Mayor and Council have hired Todd Francis to be the new Chief Administrative Officer. As part of his position the District of Port Edward Council must, as part of his role, appoint him at a Council meeting as the Chief Administrative Officer. Council should also authorize Mr. Francis to sign legal agreements, contracts and cheques on behalf of the District of Port Edward and appoint Todd Francis as the Approving Officer for the District of Port Edward.

Respectfully submitted,

Polly Pereira,
Director of Corporate Administrative Services

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:

Attachment

- Oath of Office

District of Port Edward Officers

Oath of Office

I, Todd Francis, do swear that:

1. I will truly, faithfully and impartially, to the best of my knowledge, skills and ability, execute the office of Chief Administrative Officer to which I have been appointed for the District of Port Edward.
2. I have not received and will not receive any payment or reward, or any promise of payment or reward, for the exercise of any partiality or other improper execution of my office.

Sworn by me, in Council Chambers, District of Port Edward Municipal Office, on January 9th, 2024.

.....
Todd Francis

.....
[Signature of person administering oath]



DISTRICT OF PORT EDWARD

Director of Corporate
Administrative Services

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COUNCIL REPORT FOR CONSIDERATION

Date: January 9, 2024
To: Todd Francis, Chief Administrative Officer
From: Polly Pereira, Director of Corporate Administrative Services
Subject: **2024 Prince Rupert Port Authority – Community Investment Fund (CIF)**

RECOMMENDATION: That Council approves to have staff apply to the Prince Rupert Port Authority – CIF and contributes the required matching funding of \$ 10,145.

Background

PRPA and the District of Port Edward funded the design concept plan for the Waterfront Park last year and the plan for this year is to have Hapa Collaborative, our consultants, present the waterfront plan to the community and First Nations groups to gather input and feedback regarding the proposed plan in order to move this project forward.

Prepared By:

Approved for Submission to Council



Polly Pereira, DCAS

Todd Francis, CAO

Budgetary Impact: \$ 10,145

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



Lorraine Page, Director of Finance

Board Highlights

December 2023

Delegations:

B.C. Ferries provided an update on Charting the Course: A Vision for Coastal Ferries. Delegates provided information on the engagement process and how to submit feedback. The Chair of the Board thanked the B.C. Ferries for their delegation.

Board Business:

1. The Board resolved to send a joint letter to B.C. Ferries from the NCRD and local governments and First Nations within the NCRD to provide comments on B.C. Ferries' Charting the Course engagement.
2. The Board resolved to send a letter to Fisheries and Oceans Canada and provide input into the Draft 2024/25 Integrated Fisheries Management Plan for Crab.
3. The Board resolved to send a letter to the Minister of Fisheries, Oceans and the Canadian Coast Guard, copying MP Taylor Bachrach, regarding inviting a Fisheries and Oceans Canada delegation to a future Board meeting of the North Coast Regional District to discuss the Draft 2024/25 Integrated Fisheries Management Plan for Crab.
4. The Board resolved to commit to hold tenure for leased lands for a Tlell Cemetery boundary expansion, following consultation and engagement.
5. The Board resolved to direct staff to prepare draft resolutions to be submitted for consideration by the Association of Vancouver Island and Coastal Communities in advance of the AVICC 2024 AGM & Convention.
6. The Board resolved to write a letter to the B.C. Fire Commissioner to outline issues relating to fire risks and derelict homes in the community of Sandspit.
7. The Board resolved to write a letter to the Minister of Housing requesting that all municipalities and electoral areas be given the option to opt into the Speculation and Vacancy Tax program.
8. The Board resolved to write a letter to the Executive Director of the North Central Local Government Association in support of a northern living allowance for Haida Gwaii residents.



9. The Board resolved to write a letter to the North Central Local Government Association in support of CityWest's subsea fibre redundancy project.
10. The Board adopted its 2024 Board Meeting Schedule.
11. The Board made its Board appointments for 2024, available here.
12. The Board made its Committee and Commission appointments for 2024.

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